

BluOcean™ User Guide

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BluOcean Technology Pte Ltd, Singapore
Product of Singapore

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FOR ALL EDITIONS

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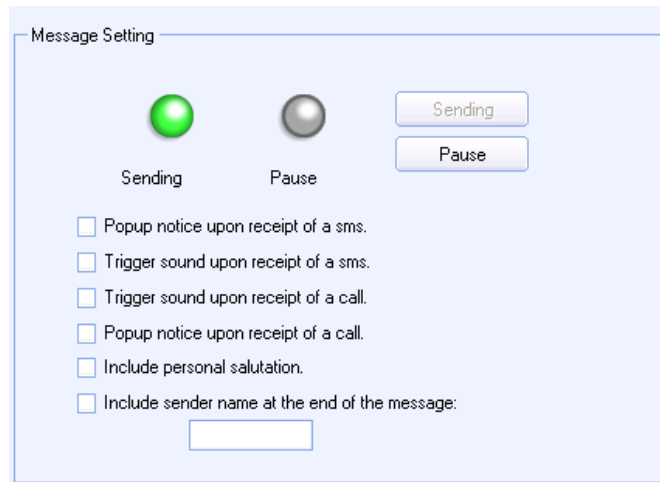
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1 ♦ System Setup

1.1. Message Setting

Click onto the respective category to activate the different message setting.



1.1.1. Popup notice upon receipt of a SMS

Click this box to receive a popup notice for every SMS received.

1.1.2. Trigger sound upon receipt of a SMS

Click this box to receive a sound notification for every SMS received.

1.1.3. Trigger sound upon receipt of a call

Click this box to receive a sound notification when a phone call is being received while SIM card is being placed in the GSM modem for sending and receiving SMS.

1.1.4. Popup notice upon receipt of a call

Click this box to receive a notification when there is a phone call being received while SIM card is being placed in the GSM modem for sending and receiving SMS.

1.1.5. Include personal salutation

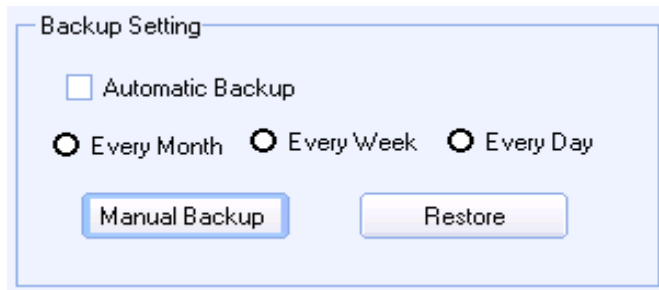
Click this box to include the SMS recipients name in the SMS text.

1.1.6. Include sender name at the end of the message

Click this box and add the preferred sender name in the boxes, if you would like sender name to be reflected at end of the SMS text.

1.2. Backup Setting

You may choose to activate either automatic or manual backup. This is an optional function. It is not mandatory for you to activate backup setting if you prefer not to.



1.2.1. Automatic Backup

Click this box to activate automatic backup. Thereafter, click “Every Month” for a monthly automatic backup, click “Every Week” for a weekly automatic backup, or click “Every Day” for a daily automatic backup to be performed.

1.2.2. Manual Backup

Click this box to perform a manual backup and save information into another database.

1.2.3. Restore

Click this for restoration of previous backed up information.

1.3. Security Setting

You can set password for the software usage by using this security setting feature. Please ensure that you remember the password as you would be requested for password prior to software activation. In event that you forget your password after setting it, you will not be able to reactivate the system. .

1.3.1. Prompt for password after minimizing the screen

Click this box and you will be required to input your password should you minimize the BluOcean Software, and want to maximize it for use again.

For 1st time password setting only, after putting a tick to “Prompt for password after minimizing the screen” box, please select “Change Password”. A change password box will pop up. Under the column beside “Current Password”, please leave it as blank. Key your password under “New Password”, and reconfirm your password by keying your password again under “Confirm New Password”.

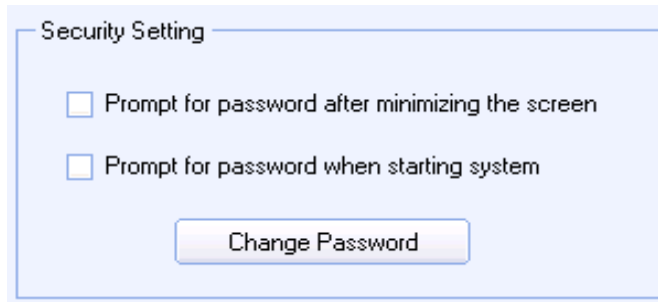
1.3.2. Prompt for password when starting system

Click this box and you will be required to input your password every time you start the BluOcean Software.

For 1st time password setting only, after putting a tick to “Prompt for password when starting system” box, please select “Change Password”. A change password box will pop up. Under the column beside “Current password”, please leave it as blank. Key your password under “New Password”, and reconfirm your password by keying your password again under “Confirm New Password”.

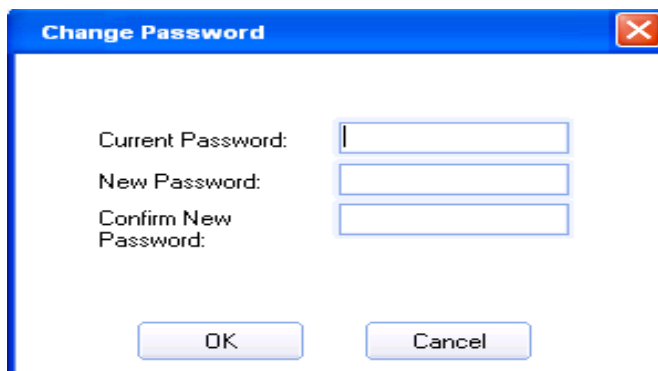
1.3.3. Change password

Please ensure that you have placed a tick beside “Prompt for password after minimizing the screen” and/or “Prompt for password when starting system”, before clicking onto “Change Password” box. Now click onto “Change Password” and you will be able to change your password.



For 1st time password setting only, after clicking onto “Change Password” and a change password box is being pop up, please leave the column beside “Current Password” as blank. Key your password under “New Password”, and reconfirm your password by keying your password again under “Confirm New Password”.

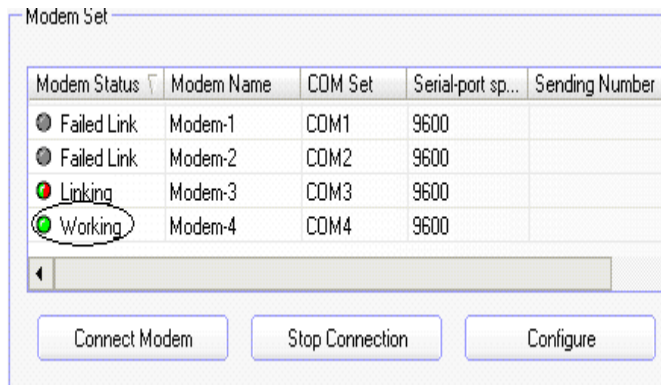
For subsequent password change, simply put your current password under “Current Password” column, and key your new password under “New Password” column, and input the same new password again under “Confirm New Password”.



1.4. Modem Set

Please ensure that you have inserted the GSM Modem with SIM card in it.

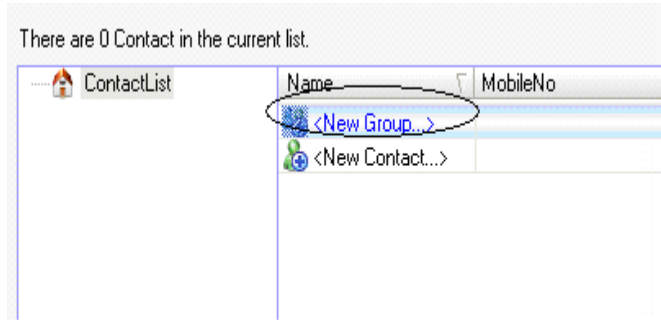
Upon starting the BluOcean SMS Software, please wait a while (usually less than 10 seconds) for the modem to be connected. Please ensure that one of the modem set is reflected as “Working” under modem status column, and this signifies that the software is ready for use. If it is not reflected as “Working” after sometime, please choose one of the modem and click “Connect Modem” until one of the modem shows as “working”.



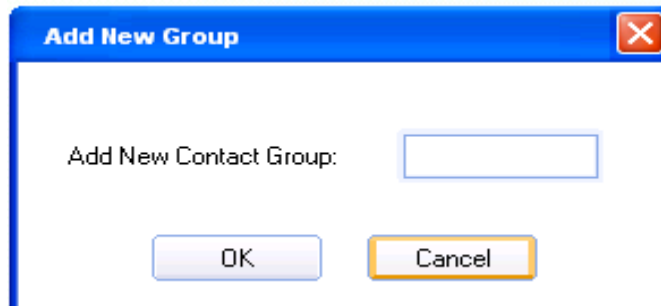
2 ♦ Contact

2.1 Create New Group

2.1.1 Double click on “New Group”

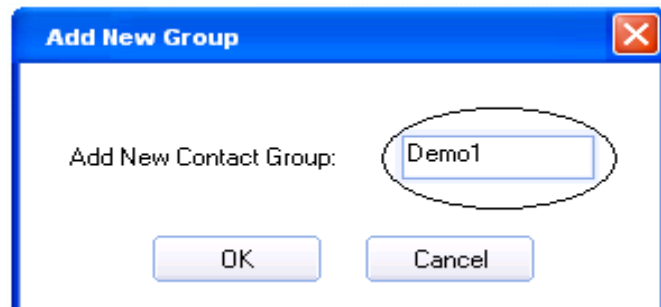


2.1.2 “ Add New Group” box will pop up

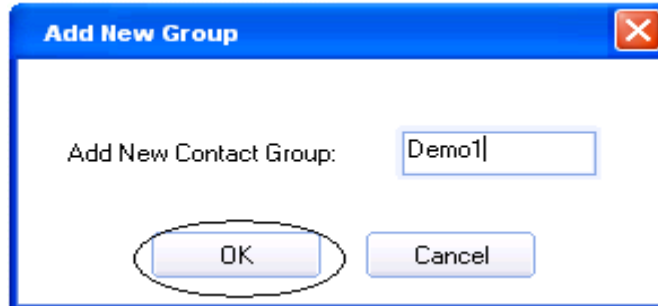


2.1.3 Input your preferred new group name under “Add New Contact Group”.

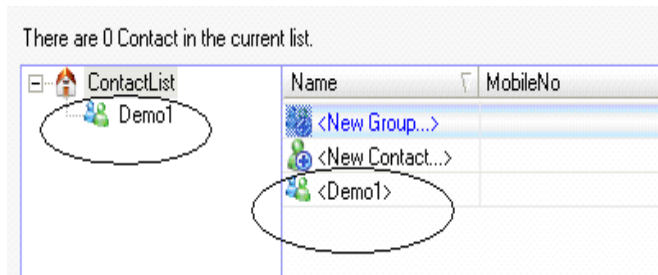
For example, keying in “Demo1” as a new contact group name



2.1.4 Click “OK”

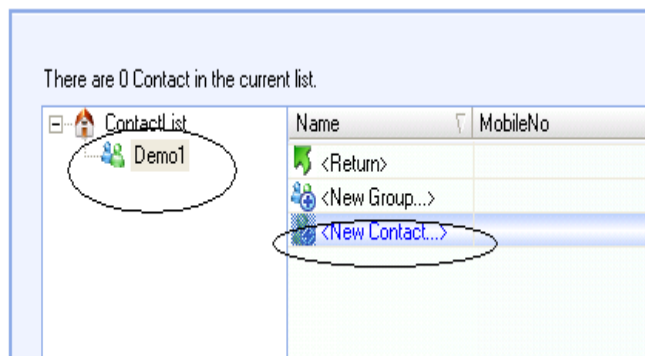


2.1.5 You will be able to see “Demo1” being created in the system.

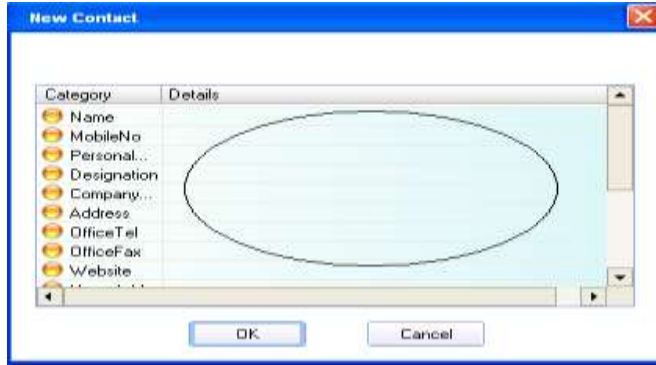


2.2 Add New Contact To Group By Manual Input

2.2.1 Assume that you would like to create new contact under new contact group “Demo1”, click onto contact group entitled “Demo1” and double click onto “New Contact”



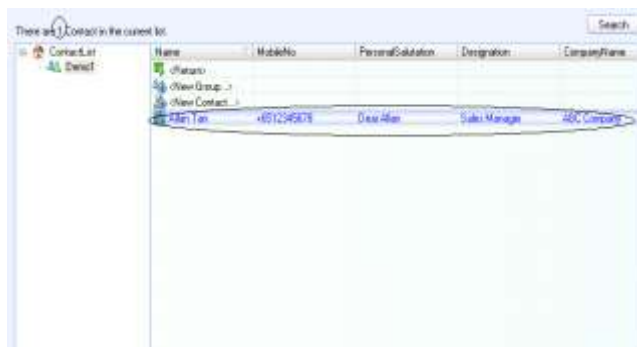
2.2.2 Fill in respective details under the new contact popup box



2.2.3 For example, input the full name of your contact “Allan Tan” under “Name Column”. **Input mobile numbers with ‘+’ sign and country code** e.g. “+6512345678” under “MobileNo” column. Input the preferred name that you would like to address this contact such as “Dear Allan” under “Personal Salutation” (note: your SMS will auto include this personal salutation that you have created if you click onto “include personal salutation” under “System Setup” function). You may input information for rest of the categories accordingly. Click “Ok” upon completion.

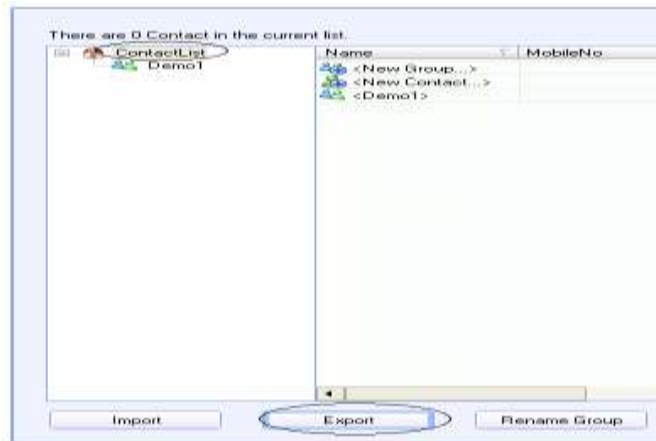


2.2.4 New contact will be included as reflected as below.

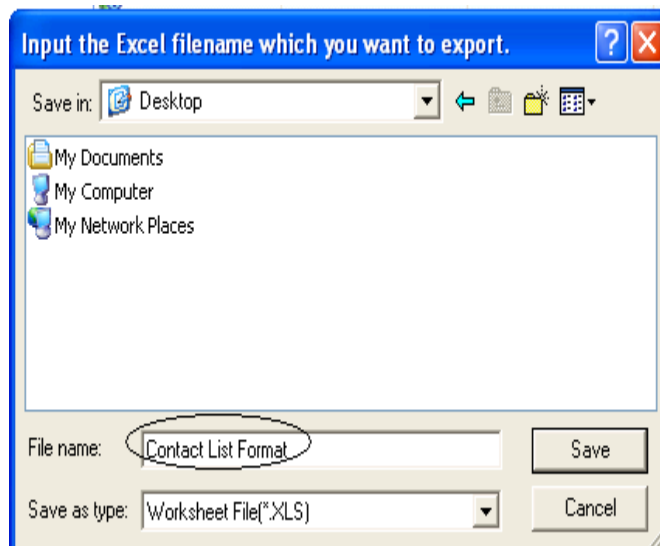


2.3 Add New Contact To Group By Importing From Excel

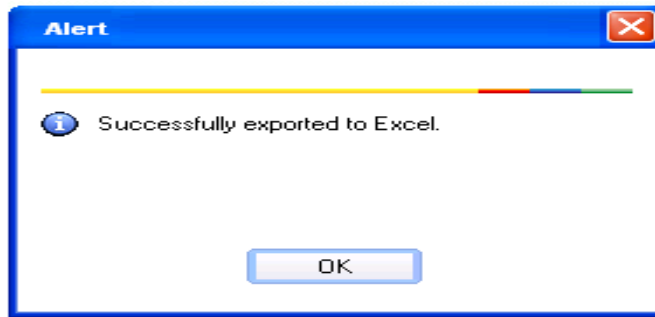
2.3.1 To import customers' database from Excel into BluOcean SMS System successfully, please ensure that the Excel format of your customers' database is consistent with BluOcean SMS System. To find out the acceptable format, simply click onto "Contact List" and click onto "Export" thereafter



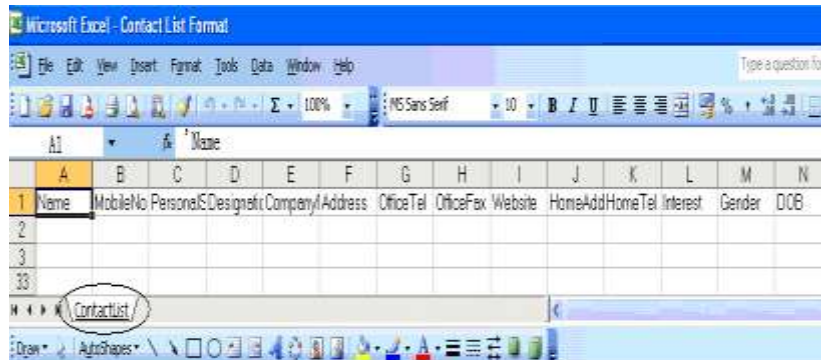
2.3.2 Give a file name for example as "Contact List Format", and click the "Save" button when below box appears



2.3.3 Click “OK” when the popup box mentioning “Successfully exported to Excel” appears



2.3.4 Double clicked to open the file that you have saved, and the below Excel format will appear. Notice that at end of the worksheet, it is entitled “ContactList” (see the circled word). For successful import of your Excel information into BluOcean SMS System, ensure that your Excel worksheet is also entitled as “ContactList” every time, instead of eg: Worksheet1, Worksheet2, and etc.



2.3.5 Input or use copy function to include customers' information into the Excel with the abovementioned format. Do take note that Excel will take the “+“sign before the numbers as an indication of summation. Therefore, please add a apostrophe sign (‘), before including the mobile numbers with country code like e.g. ‘+6033333333

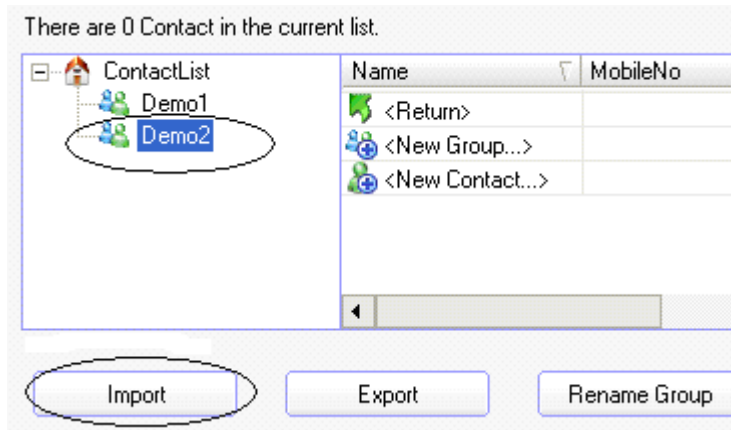
	A	B	C	D	E	F	G
1	Name	MobileNo	Personal	Designatic	Company	Address	OfficeTel
2	Bill Lee						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

	A	B	C	D	E	F	G
1	Name	MobileNo	Personal	Designatic	Company	Address	OfficeTel
2	Bill Lee	‘+6033333333					
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

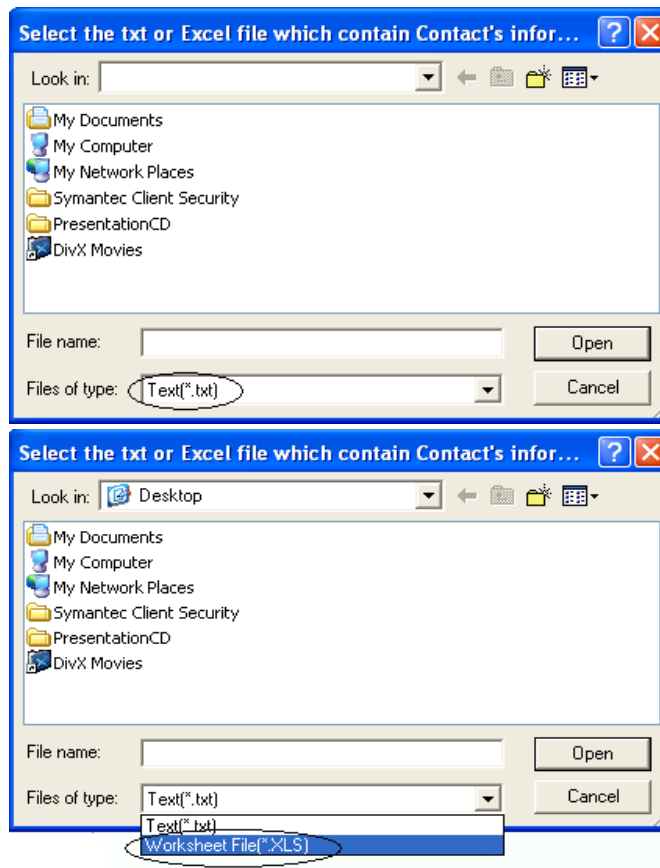
2.3.6 Continue to input or copy other customers' information. Upon completion, named and saved the Excel file accordingly eg: “Contact List”

	A	B	C	D	E	F	G
1	Name	MobileNo	Personal	Designatic	Company	Address	OfficeTel
2	Bill Lee	‘+6033333333	Hi Bill				
3	Cat Wong	‘+921234567	Dr Wong				
4							
5							
6							
7							
8							
9							
10							
11							
12							

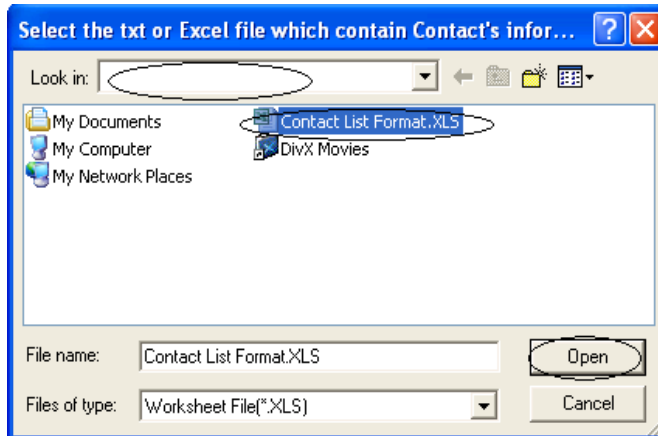
2.3.7 Select the contact group that you will like the new contact list to be imported into e.g. Demo2



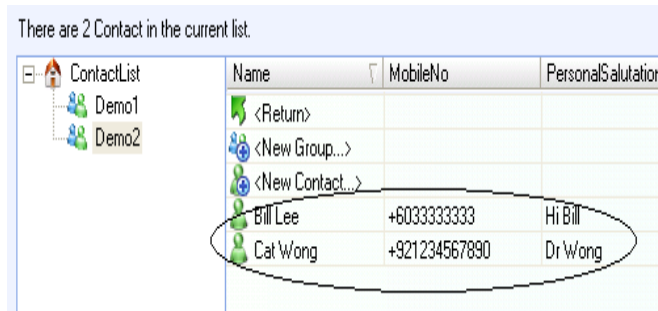
2.3.8 Note: please ensure that you have changed the file of type to "Worksheet File (.XLS)" in order to select Excel file.



2.3.9 Select the Excel file from the location that you saved it, and click “Open” to import the file into the system.



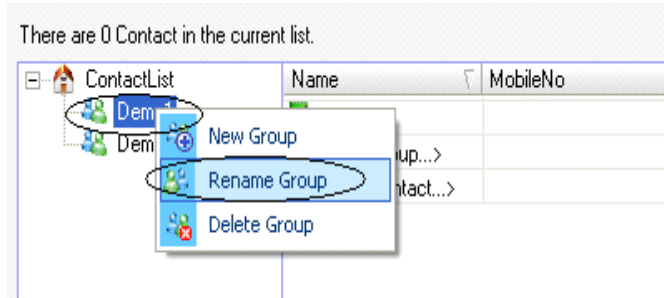
2.3.10 Once successfully imported, it will be show as follow



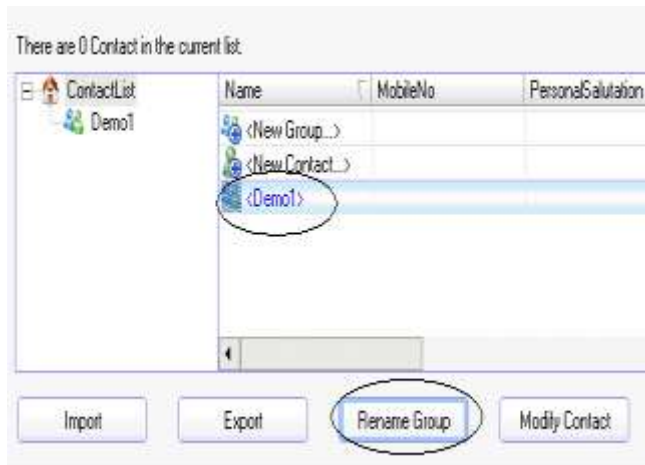
2.4 Rename Group

2.4.1 Renaming contact group name from “Demo1” to “ABC Company” as an illustration.

2.4.2 Right click “Demo1” from Contact List, and select “Rename Group”

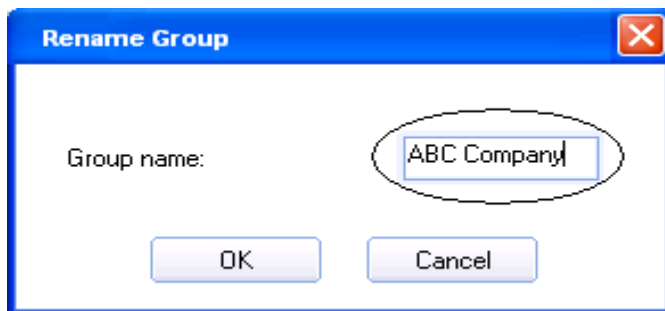


2.4.3 Alternatively, select the contact group to be renamed from the column beside the contact list, and click “Rename Group”.

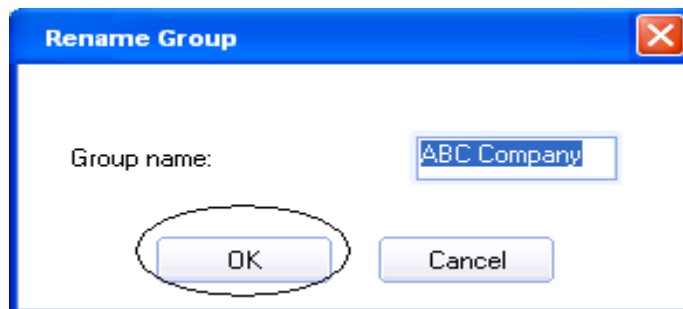


2.4.4 Key in the new group name once the rename group popup box appears

For example, key in the new group name from “Demo2” to “ABC Company”



2.4.5 Click “OK”

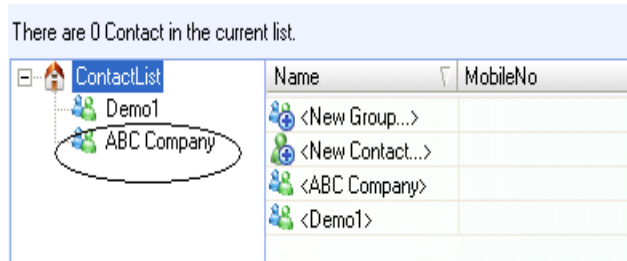


2.4.6 Renamed group will be reflected accordingly



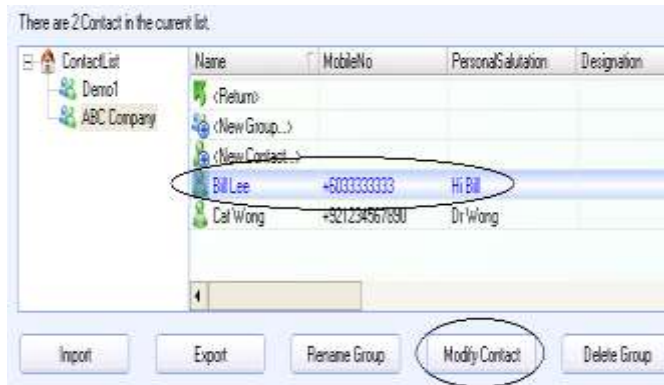
2.5 Modify Contact

2.5.1 Click onto the contact group which the contact belongs e.g. ABC Company

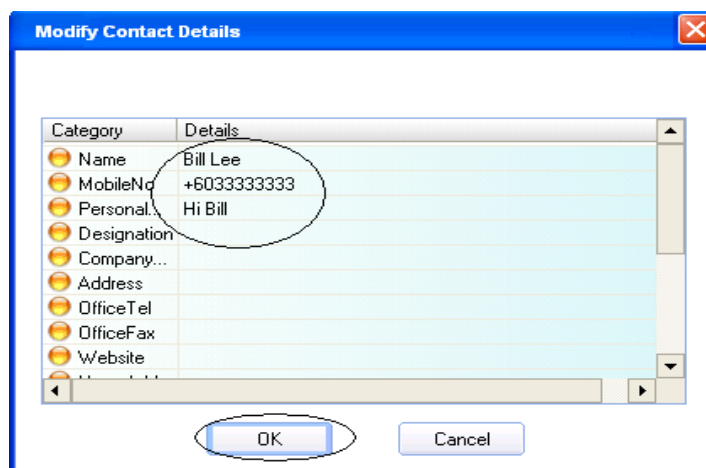


2.5.2 Select on the contact to be modified, and click “Modify Contact”.

For example, if you intend to modify “Bill Lee” information, click on “Bill Lee” and click on “Modify Contact” thereafter

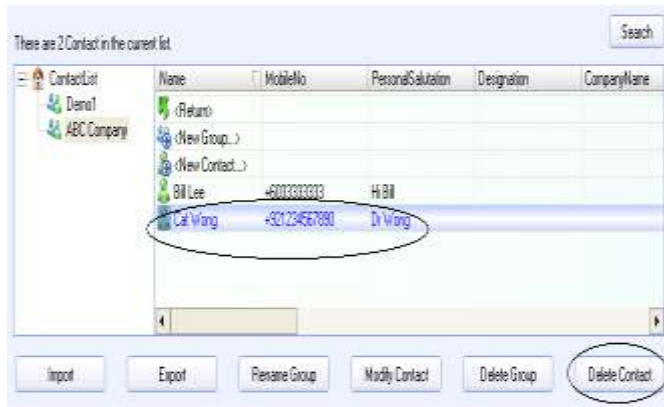


2.5.3 A “Modify Contact Details” popup box will appear. Modify details accordingly and click “OK”.

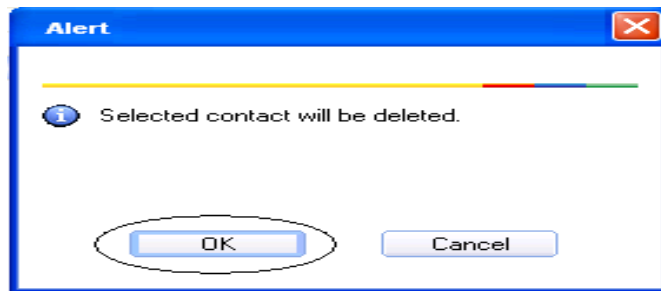


2.6 Delete Contact

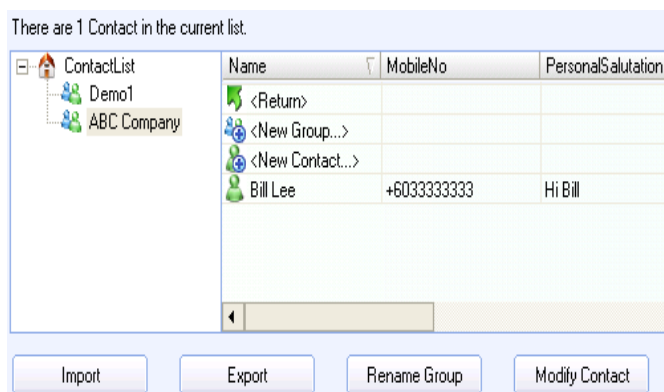
2.6.1 Click onto the contact which you will like to delete, and click “Delete Contact”. For example, to delete “Cat Wong” from the contact list, simply click on the name and click “OK”



2.6.2 Click “OK”

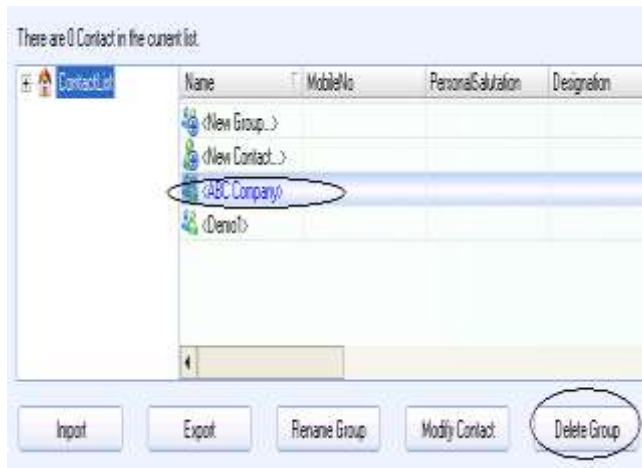


2.6.3 Deleted contact will be removed from the contact list

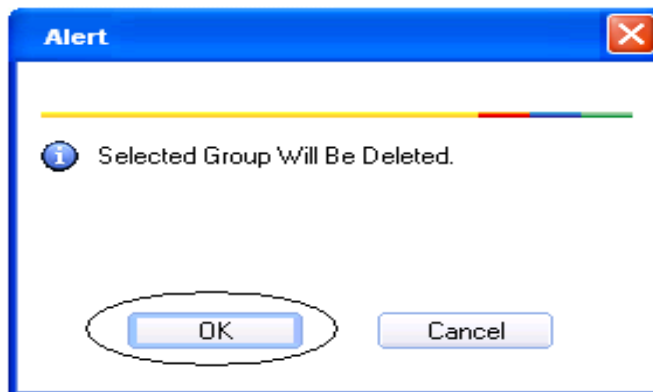


2.7 Delete Group

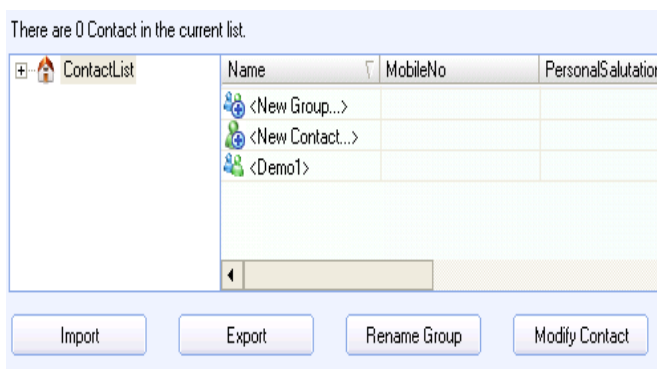
2.7.1 Select the contact group to be deleted, and click “Delete Group”. For example, select “ABC Company” as a group to be deleted, and click “Delete Group”



2.7.2 Click “OK”



2.7.3 Deleted contact group will be removed from the contact list



2.8 Shortcut To Adding Country Codes

2.8.1 Assume existing mobile numbers are as follow (without country codes):

	A
1	Existing Mobile Numbers
2	11111111
3	22222222
4	33333333
5	44444444
6	55555555
7	
8	

2.8.2 To add country codes to existing recipient name eg: "+65" to existing mobile numbers 11111111 which is in cell "A2", put formula in the next column as ="+65"&A2

	A	B
1	Existing Mobile Numbers	Add "+65" To Mobile Numbers
2	11111111	="+65"&A2
3	22222222	
4	33333333	
5	44444444	
6	55555555	
7		
8		

2.8.3 Click enter and you will see the formula will bear the country codes (i.e" +65) to the mobile numbers automatically.

	A	B
1	Existing Mobile Numbers	Add "+65" To Mobile Numbers
2	11111111	+6511111111
3	22222222	
4	33333333	
5	44444444	
6	55555555	
7		
8		

2.8.4 Drag and pull the bottom right column of the formula to add "+65" to rest of the recipients name automatically

	A	B
1	Existing Mobile Numbers	Add "+65" To Mobile Numbers
2	11111111	+6511111111
3	22222222	
4	33333333	
5	44444444	
6	55555555	
7		
8		

2.8.5 The rest of the rows will automatically add "+65" to the mobile numbers.

	A	B
1	Existing Mobile Numbers	Add "+65" To Mobile Numbers
2	11111111	+6511111111
3	22222222	+6522222222
4	33333333	+6533333333
5	44444444	+6544444444
6	55555555	+6555555555
7		
8		

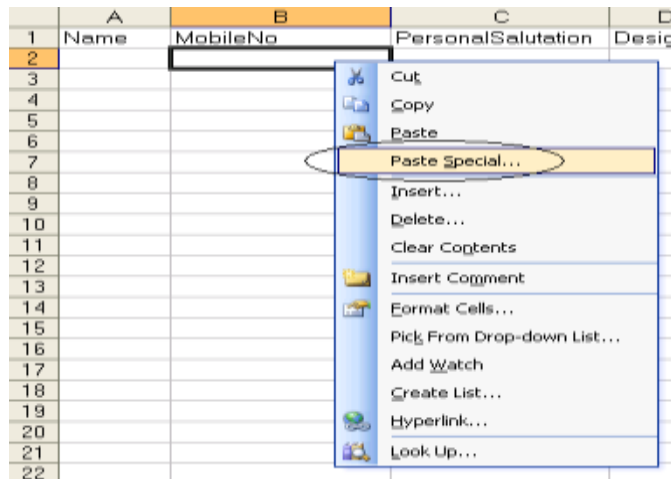
2.8.6 Right click and select "copy"

	A	B	C	D
1	Existing Mobile Numbers	Add "+65" To Mobile Numbers		
2	11111111	+6511111111		
3	22222222	+6522222222		
4	33333333	+6533333333		
5	44444444	+6544444444		
6	55555555	+6555555555		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

2.8.7 Go to column "MobileNo"

	A	B	P
1	Name	MobileNo	
2			
3			
4			
5			
6			
7			
8			

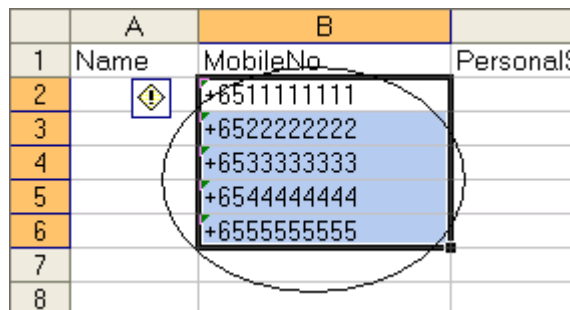
2.8.8 Right click and select “Paste Special



2.8.9 Select “Values” and click “OK”



2.8.10 The country code (eg: +65) is added to rest of the rows automatically.



2.8.11 To use other country codes, please “+65” to the respective country codes and repeat the above steps.

2.9 Shortcut To Adding “Hi/Dear” To Recipient Name

2.9.1 Assume existing recipient names are as follow:

	A
1	Existing RecipientName
2	Susan
3	Lily
4	William
5	Zack
6	
7	
8	

2.9.2 To add “Hi” to existing recipient name eg: Susan which is in cell “A2”, put the formula in the next column as

=”Hi ”&A2

(Note: There is a space after the word “Hi”. Replace “Hi” with “Dear” or other favorable words that you will like to use for addressing your recipients)

	A	B
1	Existing RecipientName	Add "Hi" To Recipient Name
2	Susan	=”Hi ”&A2
3	Lily	
4	William	
5	Zack	
6		
7		
8		

2.9.3 Click enter and you will see the formula will bear “Hi Susan” automatically.

	A	B
1	Existing RecipientName	Add "Hi" To Recipient Name
2	Susan	Hi Susan
3	Lily	
4	William	
5	Zack	
6		
7		
8		

2.9.4 Drag and pull the bottom right column of the formula to add “Hi” to rest of the recipients name automatically

	A	B
1	Existing RecipientName	Add "Hi" To Recipient Name
2	Susan	Hi Susan
3	Lily	
4	William	
5	Zack	
6		
7		
8		

2.9.5 The rest of the rows will automatically add “Hi” to the recipient names.

	A	B
1	Existing RecipientName	Add "Hi" To Recipient Name
2	Susan	Hi Susan
3	Lily	Hi Lily
4	William	Hi William
5	Zack	Hi Zack
6		
7		
8		

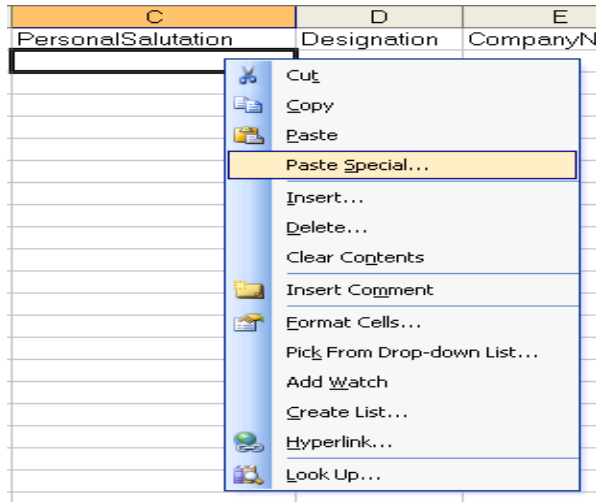
2.9.6 Right click and select “copy”

B	C	D	E
Add "Hi" To Recipient Name			
Hi Susan			
Hi Lily			
Hi William			
Hi Zack			

2.9.7 Go the column on “Personal Salutation”

	A	B	C
1	Name	MobileNo	PersonalSalutation
2			
3			
4			
5			
6			
7			
8			

2.9.8 Click “Paste Special”



2.9.9 Select “Values” and click “OK”



2.9.10 The “Hi” is added to all recipients names.

	A	B	C	
1	Name	MobileNo	PersonalSalutation	Des
2			Hi Susan	
3			Hi Lily	
4			Hi William	
5			Hi Zack	
6				
7				
8				

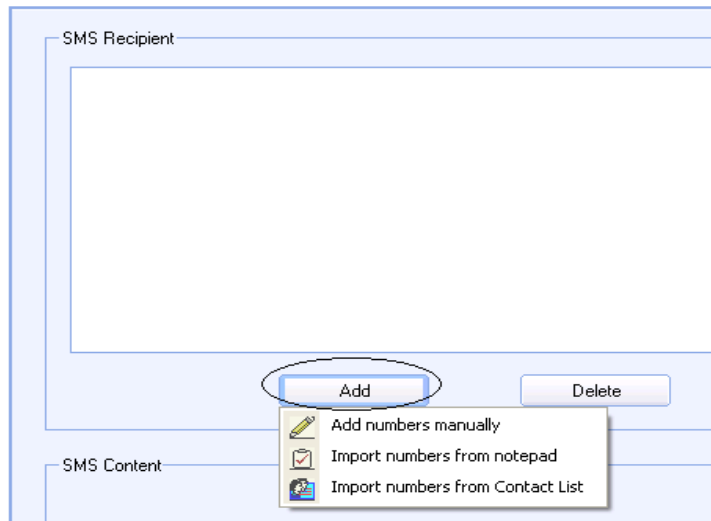
2.9.11 To use “Dear” or other addressing titles, please replace “Hi” to the words that you will like to use and repeat the above steps.

3 ♦ SMS Now

For sending of SMS right at this moment i.e. NOW, use “SMS Now” function to send the SMS. With only 3 simple steps, you can easily send out SMS to hundreds or thousands of people.

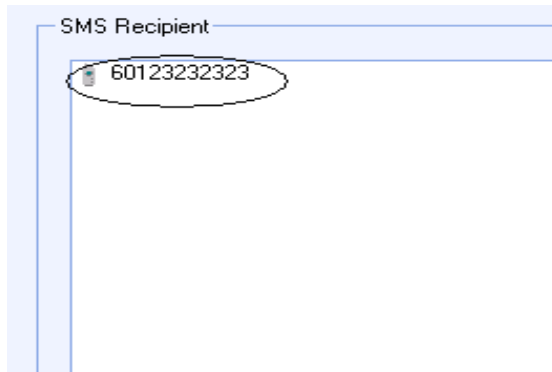
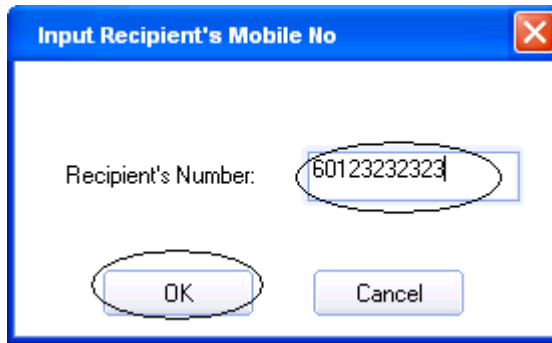
3.1 Add Recipient Name

Firstly., you can add recipient name by clicking onto the “Add” button, and choose to “add numbers manually”, ”import numbers from notepad”, or “import numbers from contact list”.



3.1.1 Add Numbers Manually

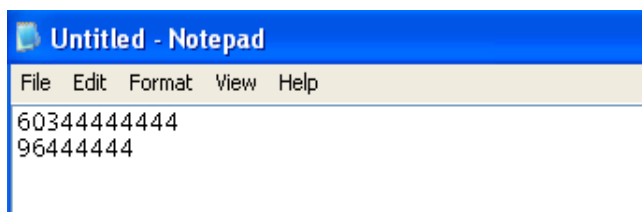
Click onto the “add numbers manually”, and input the mobile numbers e.g. “60123232323” manually(**Note: Optional to add “+” sign and country code**). Clicked “OK” and the numbers that you have keyed in will be shown in the “SMS Recipient” column automatically.

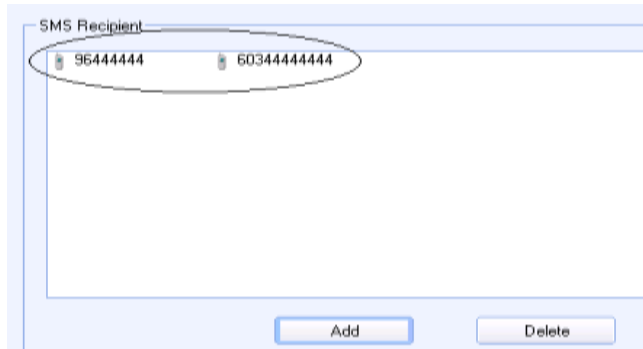
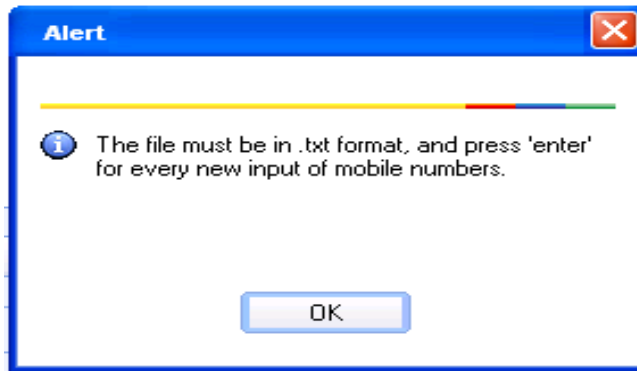


3.1.2 Import Numbers From Notepad

Notepad is fast for importing large quantities of mobile numbers.

Ensure that mobile numbers in your notepad file is saved as “.txt” format, and after completion of every set of mobile numbers input, press the “enter” key before keying in the next set of new mobile numbers. Click “import numbers from notepad”, and click “OK” and a popup box appear. Select your saved notepad file and the contact numbers will be added under the “SMS Recipients” column automatically (**Note: Optional to add “+” sign and country code**).



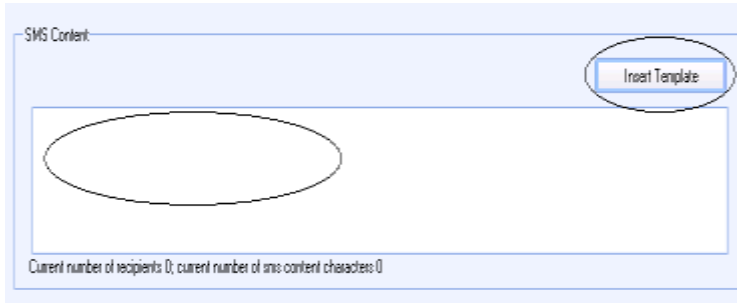


3.1.3 Import Numbers From Contact List

Click on “import numbers from contact list”, double click to select the contact or contact groups which you will like to add as your SMS recipients, and the contact or contact groups will be automatically added in “SMS Recipients” column. **(Note: Recommended that you have created your contact list with mobile numbers containing “+” sign and country code, because if the recipients were to reply, the system will detect name of recipient under the “Received” folder for your easy identification)**

3.2 SMS Content

Next, input your SMS content by typing English and/or Chinese characters in the space provided, or you can choose to click the “Insert Template” and insert the templates that you have created as the SMS content accordingly



3.3 Send Now

After adding recipient name, and including the SMS content, the third step is simply to click the “Send Now” box., and the message will be sent for sending.



4 ♦ Sending

This function shows information of all the SMS that are being queued for sending

4.1 Status

Once the SMS is being sent for sending from function such as “SMS Now”, “Scheduler”, or “Organizer”, the system will show “sending” under status column. Once sending is completed, information will disappear from “Sending” function, and can be found at “Sent” function.

4.2 No of Recipient

It shows the total number of recipients intended for receiving of your message. For example, if you sent a SMS to a group of 50 people in one single attempt, then it will show the total numbers of recipient as “50” under the “No of Recipient”.

4.3 No of Sent SMS

This shows the number of successfully sent SMS.

4.4 No of Failed SMS

This shows the number of unsuccessfully sent SMS.

4.5 Message Content

This shows the SMS message content which you have sent.

4.6 Time of Setting

This reflects the time that you set the SMS for sending.

4.7 Processing

This reflects the number of SMS that is currently being processed by the system. For example, if you send a SMS to 50 people in one single attempt, and the “Processing” column shows as “45”, then it means that the system is processing the 45th person of your recipient list, and there is 5 (50 – 45) more people to be processed by the system to complete the sending process.

4.8 Type

This shows if the SMS is created from which sending function i.e. SMS Now, Scheduler, or Organizer.

4.9 Show Sending Number

- 4.9.1 Click onto the SMS which you will like to view its “Show Sending Number”.
- 4.9.2 Click “Show Sending Number”
- 4.9.3 A popup box will appear showing the recipients mobile phone numbers

4.10 Priority Sending

- 4.10.1 Click onto the SMS which you will like to send for “Priority Sending”
- 4.10.2 Notice that your selected priority sending SMS has been moved automatically in the queue, and reflected on the 1st line of the sending queue for immediate processing i.e. on priority sending.

4.11 Cancel Sending

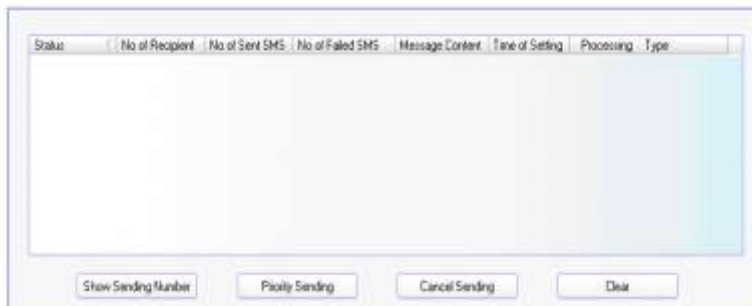
Under the “Sending” feature, you are able to cancel the sending of SMS provided that the system has not completed the sending of the SMS.

- 4.11.1 Click onto the SMS which you will like to “Cancel Sending”
- 4.11.2 Click “Cancel Sending”
- 4.11.3 A popup box will appear requesting you to confirm if you will like to cancel the sending of the selected SMS.
- 4.11.4 Click “OK”
- 4.11.5 The unsent SMS that have yet to be processed, will be treated as cancelled.

Caution: *The SMS sending speed could be fast, and hence despite that you have clicked “Cancel Sending”, some of the SMS could still be sent out.*

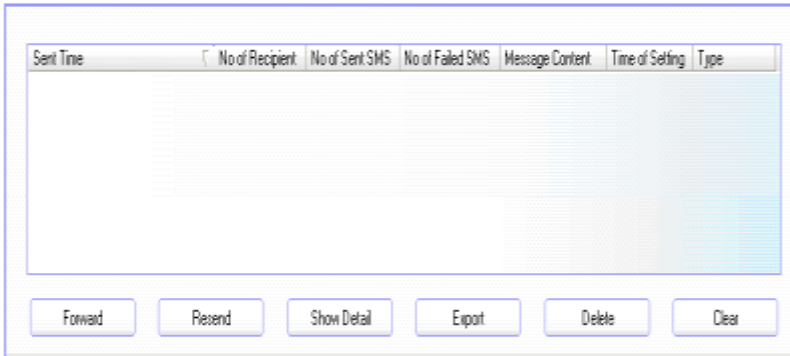
4.12 Clear

Click onto the “Clear” and you will be stopping all unsent SMS that is in the queue



5 ♦ Sent

This function allows you to view all information on the SMS that have been sent, either successfully or unsuccessfully sent by the system



5.1 Sent Time

It shows the time that SMS is be sent out by the system.

5.2 No of Recipient

It shows the total number of recipients intended for receiving of your message.

5.3 No of Sent SMS

This shows the number of successfully sent SMS.

5.4 No of Failed SMS

This shows the number of unsuccessfully sent SMS.

5.5 Message Content

This shows the SMS message content which you have sent.

5.6 Time of Setting

This reflects the time that you set the SMS for sending.

5.7 Type

This shows if the SMS is created from which sending function i.e. SMS Now, Scheduler, or Organizer.

5.8 Forward

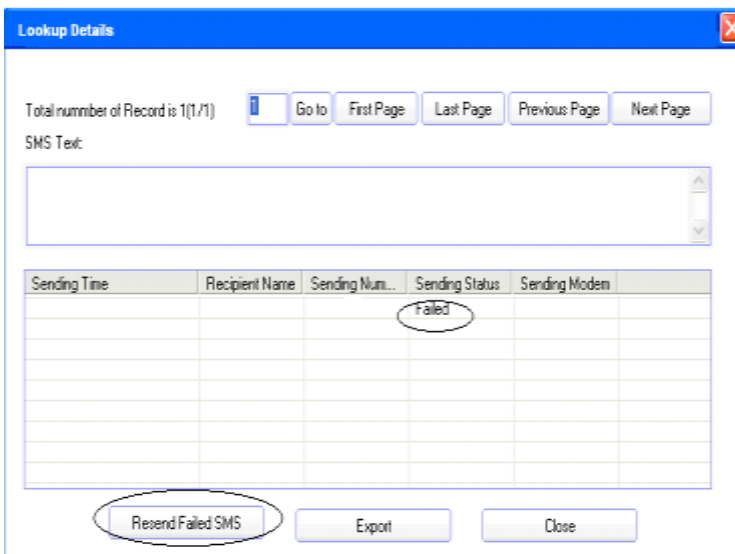
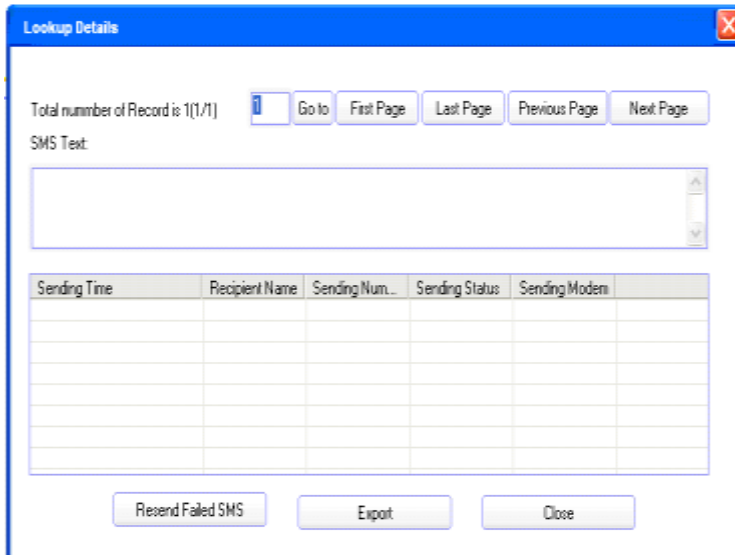
- 5.8.1 Click onto the message which you will like to forward
- 5.8.2 Click “Forward”.
- 5.8.3 The system will auto direct you to SMS Now function with the same forwarded message content.
- 5.8.4 Select the recipients by clicking onto “Add”.
- 5.8.5 Click “Send Now” for immediate sending.

5.9 Resend

- 5.9.1 Click onto the message that you would like to resend
- 5.9.2 The system will auto direct you to the SMS Now function with the same recipient(s) and message content
- 5.9.3 Click “Send Now” and the system will send the SMS accordingly.

5.10 Show Details

- 5.10.1 Click onto the message that you would like to view all details
- 5.10.2 Popup box with details will appear
- 5.10.3 If there if failed SMS which you would like to resend under this feature, simply click “Resend Failed SMS”
- 5.10.4 The system will auto direct you to the SMS Now function with the same message content.
- 5.10.5 Select the recipients by clicking onto “Add”.
- 5.10.6 Click “Send Now” for immediate sending



5.11 Export

- 5.11.1 Click onto the SMS that you will like to export to Excel
- 5.11.2 Click "Export"
- 5.11.3 Save the name the file according to your preference
- 5.11.4 A popup box mentioning that your information has been successfully exported will appear, after you have saved the exported Excel information.

5.12 Delete

- 5.12.1 Click onto the SMS that you will like to delete
- 5.12.2 Click “delete” SMS information will be deleted from the system
- 5.12.3 Click “Ok” upon seeing the popup box requesting you to confirm deletion of this SMS record information, and the SMS information will be deleted from the system.

5.13 Clear

- 5.13.1 Click “Clear”
- 5.13.2 Click “Ok” upon seeing the popup box requesting you to confirm that you intend to delete all SMS record from the system, and the all SMS information will be cleared from the system.

6 ♦ Received

This function allows you to view all information on SMS received through the BluOcean GSM modem.



6.1 Receive Time

This reflects the time that the SMS was being received.

6.2 Name

Name of the sender will be shown if the sender mobile numbers and name is maintained in the “Contact List” function.

6.3 Mobile No

This reflects sender mobile numbers.

6.4 SMS Content

This shows the content of the message received.

6.5 Read Status

When you double click onto the message to read its details, the read status will reflect as “Read” to signify that you have read the message.

6.6 Reply Status

When you click onto a message, and click onto “Reply” thereafter, the reply status

will reflect as “Yes” to signify having replied to the sender.

6.7 Show Detail

6.7.1 Click onto a message that you will like to view its details

6.7.2 Click onto “Show Detail”

6.7.3 A popup box showing details like mobile phone number, time of receipt, and the received message will appear.

6.8 Reply

6.8.1 Click “Reply”

6.8.2 The system will auto direct you to the “SMS Now” function with the same sender mobile phone numbers auto added

6.8.3 Key your reply message under “SMS Content”

6.8.4 Click “Send Now” for immediate sending of your reply

6.8.5 Note that the system will indicate “Yes” under “Reply Status” to signify that a reply has been initiated against the SMS received.

6.9 Export

6.9.1 Click onto the SMS that you will like to export to Excel

6.9.2 Click “Export”

6.9.3 Save the Excel file

6.9.4 A popup box mentioning that your information has been successfully exported will appear, after you have saved the exported Excel information.

6.10 Delete

6.10.1 Click onto the SMS that you will like to delete

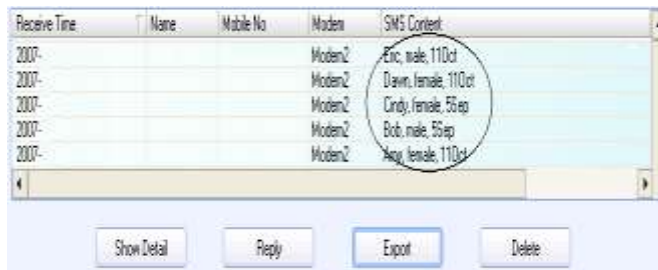
6.10.2 Click “delete” SMS information will be deleted from the system

6.10.3 Click “Ok” upon seeing the popup box requesting you to confirm deletion of this SMS record information, and the SMS information will be deleted from the system.

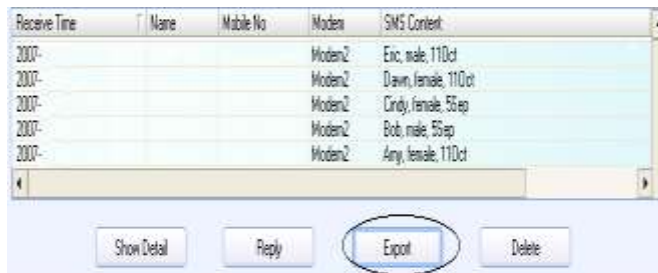
6.11 Splitting Information Into More Columns For Analysis

6.11.1 You can split the exported information e.g. SMS content into more columns for further analysis.

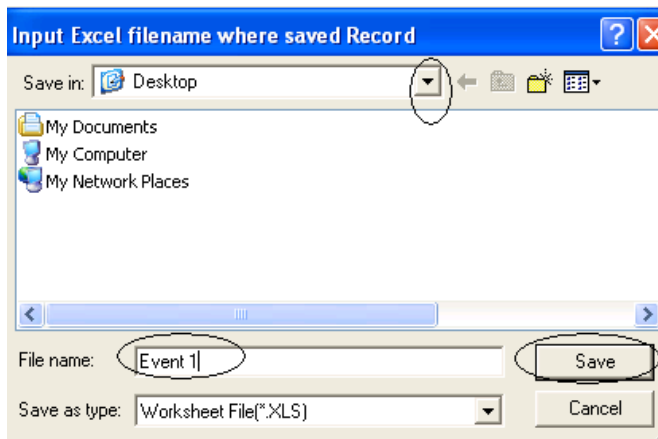
6.11.2 For example, if you request for information in a certain format like “<name>, <gender>, <date of purchase>”. Notice that in this example we use comma between the categories as a delimited for separating the columns as shown , with comma in between the categories. You may have receive following



6.11.3 Click “Export”



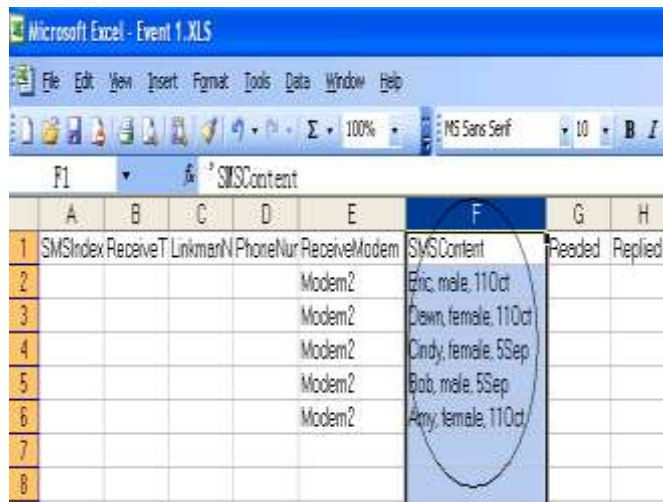
6.11.4 Save the exported file accordingly. For example, saved it under file name “Event 1”



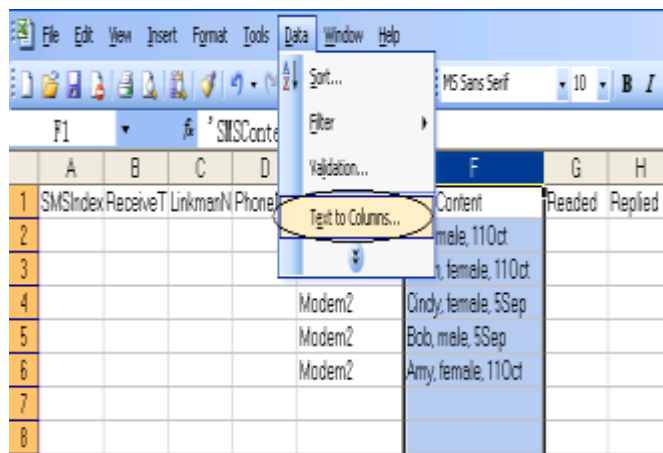
6.11.5 Click “OK”



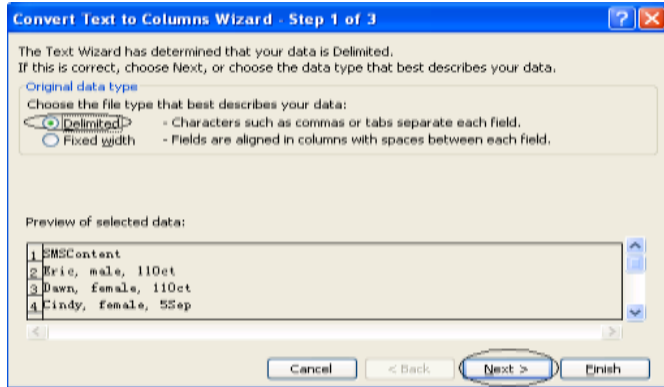
6.11.6 Open the Excel file which you have saved, and click onto the column marked “SMS Content” i.e. Column F



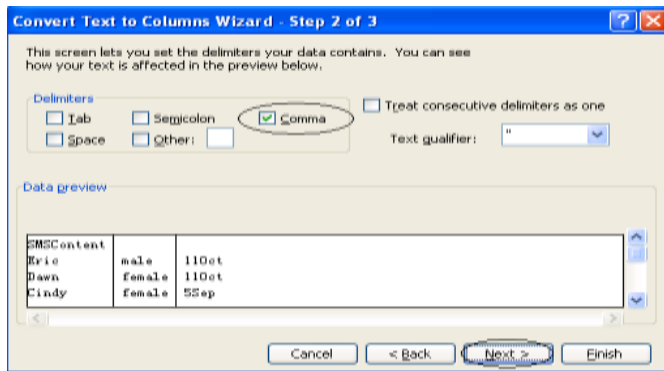
6.11.7 Select “Text To Column”



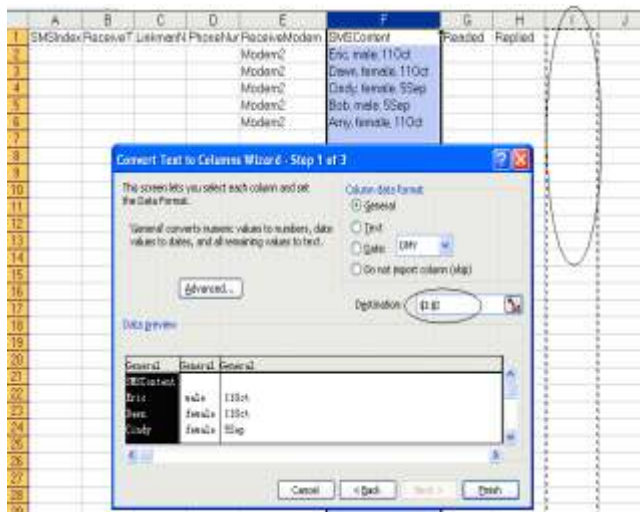
6.11.8 Select “Delimited”, and click “Next”



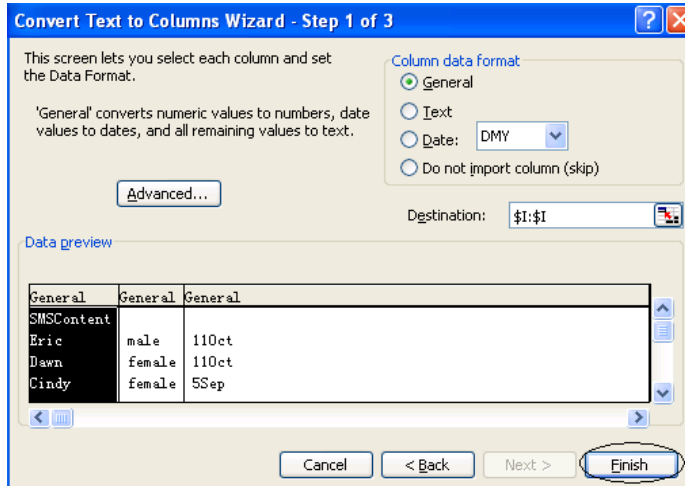
6.11.9 Select “Comma”, and click “Next”



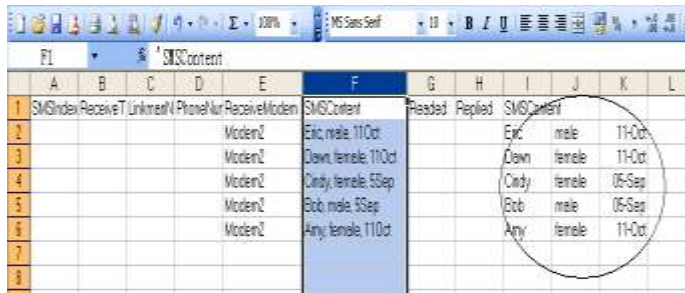
6.11.10 Select the column for the split information



6.11.11 Click “Finish”



6.11.12 Notice that the “SMS Content” information is now spilt into columns in accordance to <name>, <gender>, and <date>

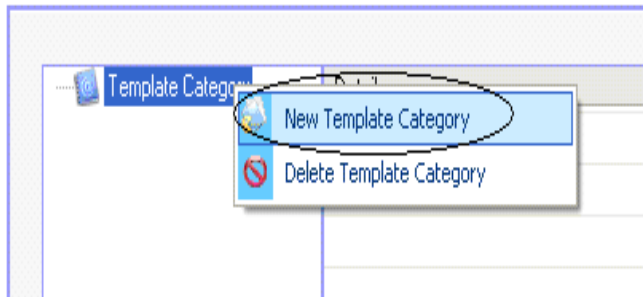


7 ♦ Template

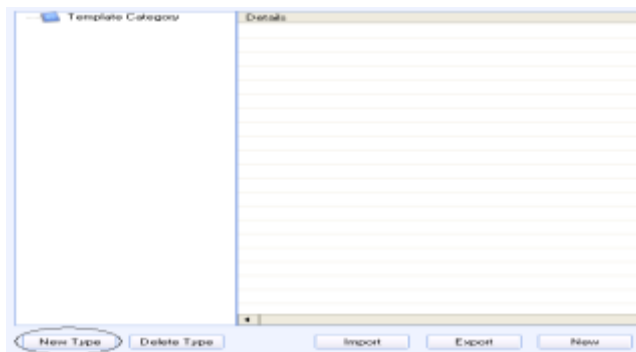
This function allows you to create various message templates under different templates groupings. For example, if you have regular promotions that use similar wordings, you may wish to create a template for it. This will help to save time in typing similar SMS messages every time. With created template, you can insert it in your SMS content for sending simply by clicking “Insert Template”.

7.1 Create New Template Category

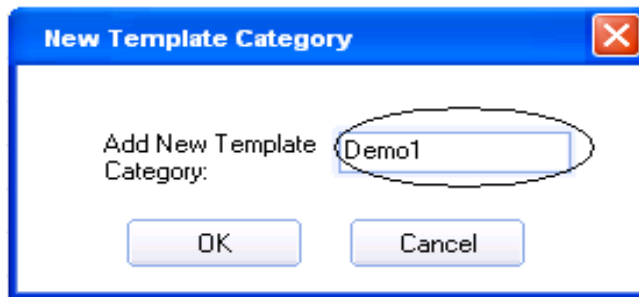
7.1.1 Right click on “Template Category and select “New Template Category



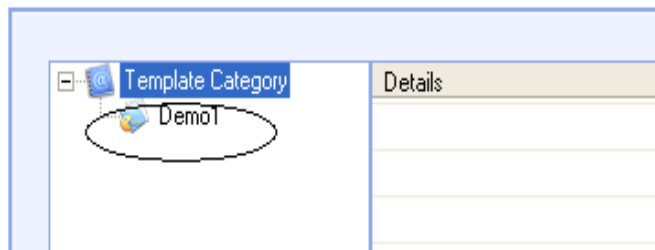
7.1.2 Alternatively, you can simply click on “New Type”



7.1.3 Choose a name for this template category under the blank space e.g. Demo1, and click “OK”.

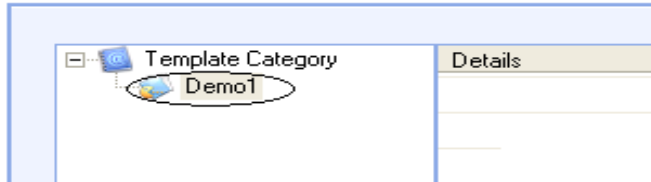


7.1.4 The new template category is created



7.2 Create New Templates By Manually Adding

7.2.1 Select the template category which your new template will be grouped into. For example, if you want your new template to be created under the template category group entitled “Demo1”, simply click onto “Demo1”



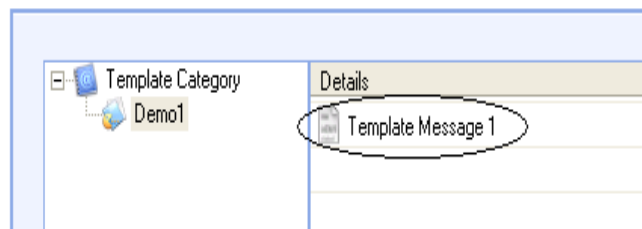
7.2.2 Click on “New”



7.2.3 Input your template message under the space provided e.g. Template Message 1, and click “OK”



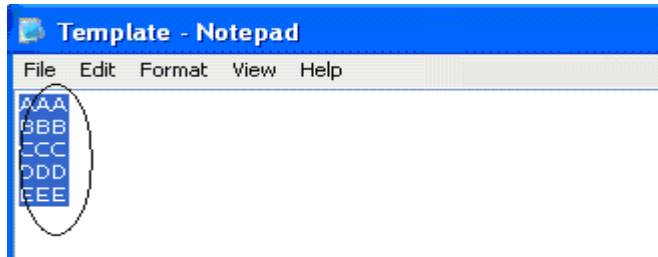
7.2.4 The created template message will be shown under the “Details” column automatically



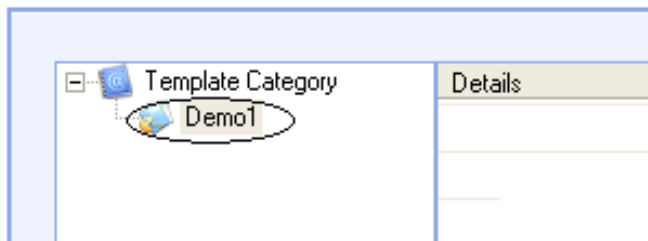
7.2.5 To add more templates under the same template category, repeat step 7.2.2 to 7.2.4.

7.3 Create New Templates By Importing

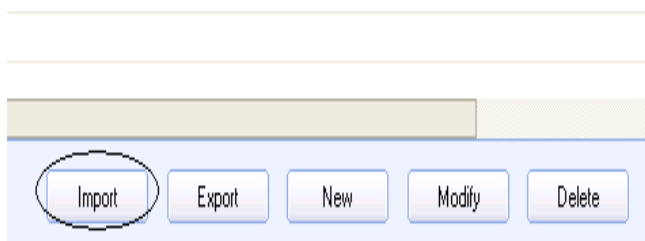
7.3.1 Note: Ensure that your templates are saved under .txt format prior to importing it into the system. You may key your templates in notepad and saved it in .txt format. Please press “enter” after completion of each template before inputting the next new message. For example, 5 template messages (“AAA”, “BBB”, “CCC”, “DDD”, and “EEE”) saved as txt. format using notepad



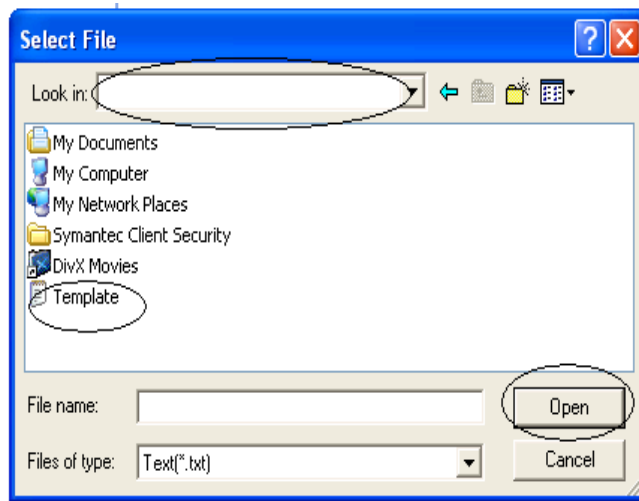
7.3.2 Select the template category which your new template will be grouped into. For example, if you want your new template to be created under the template category group entitled “Demo1”, simply click onto “Demo1”



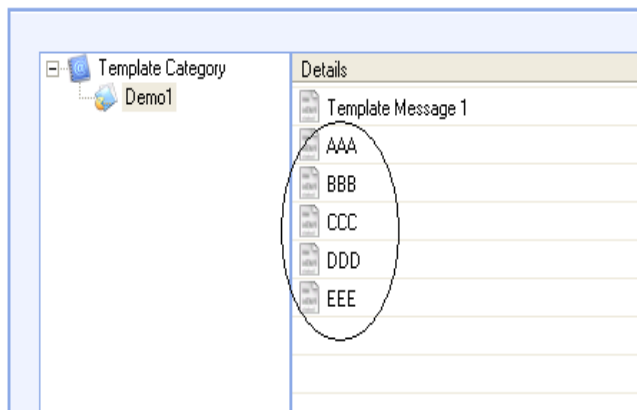
7.3.3 Click “Import”



7.3.4 Select your file that you will like to import into the system, and clicked “Open” after selection

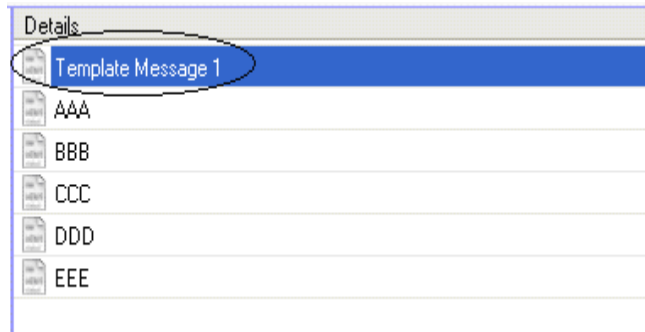


7.3.5 The imported template file will be auto included into the system

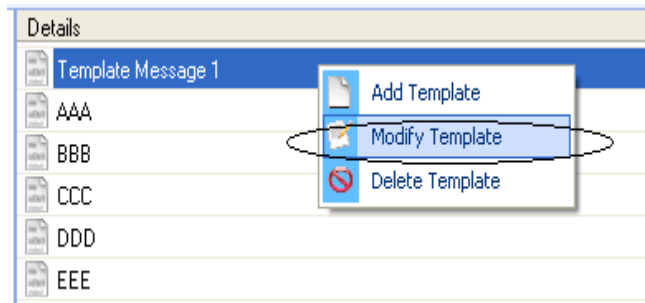


7.4 Modify Template

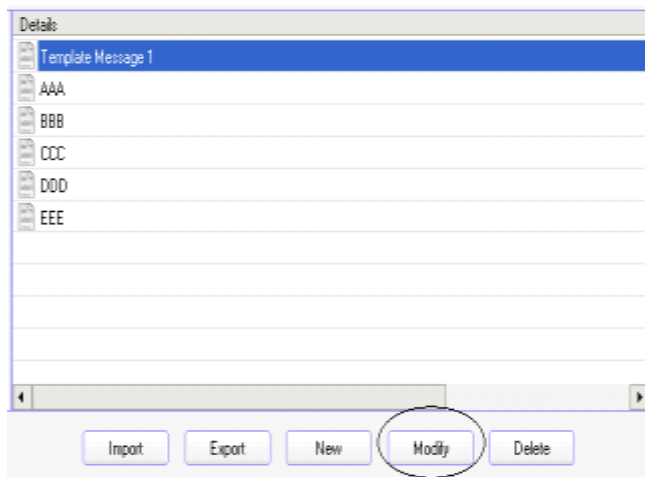
7.4.1 Click onto the template which you will like to modify. For example, click onto “Template Message1” to select it for modification



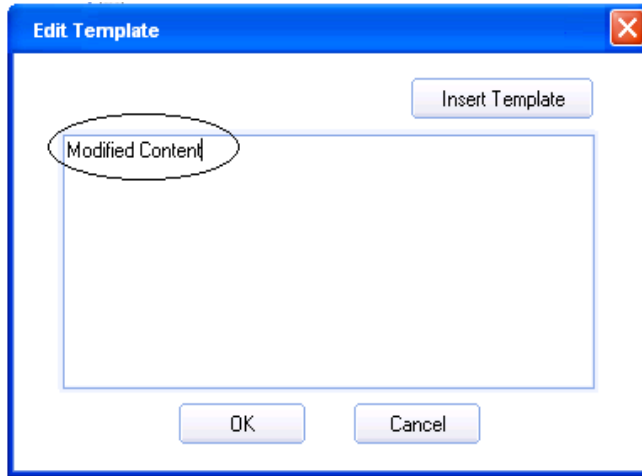
7.4.2 Right click and select “Modify Template”.



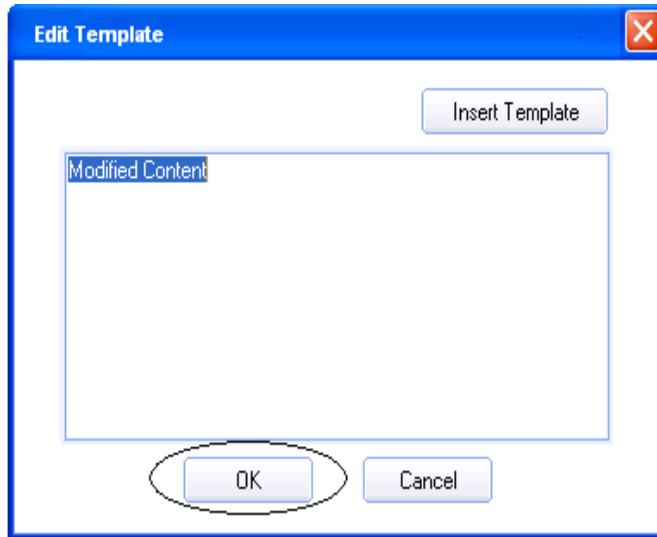
7.4.3 Alternatively, simply click onto “Modify”



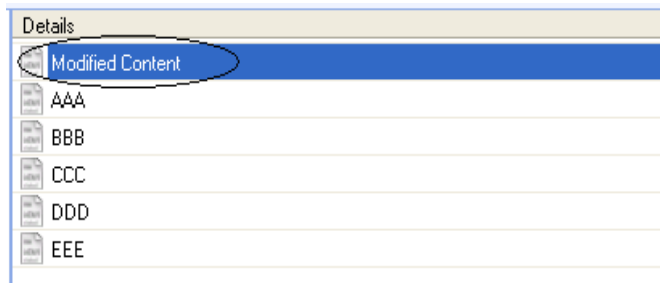
7.4.4 Modify the content once the “Edit Template” popup box appears. For example, modify “Template Message 1” to “Modified Content”



7.4.5 Click “OK”

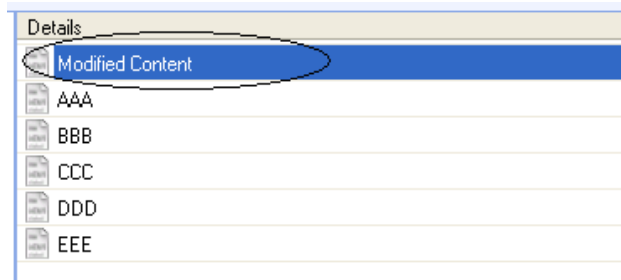


7.4.6 Modified content will be reflected accordingly

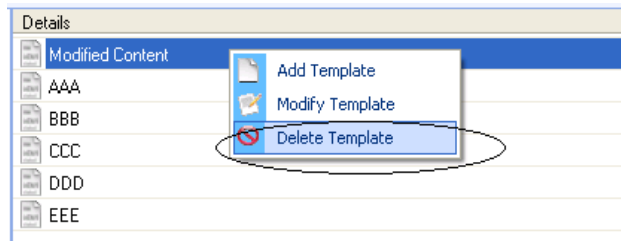


7.5 Delete Template

7.5.1 Click onto the template which you will like to delete. For example, click onto “Modified Content” to select it for deletion



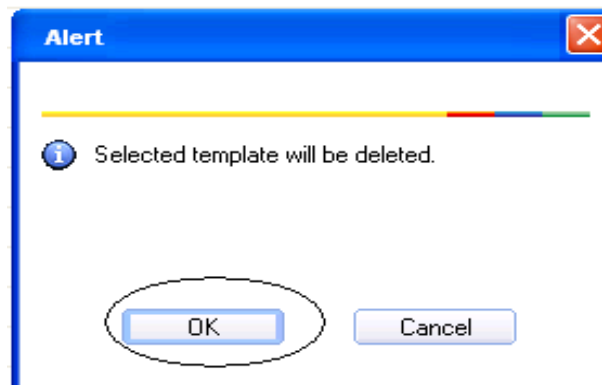
7.5.2 Right click and select “Delete Template”



7.5.3 Alternatively, simply click onto “Delete”

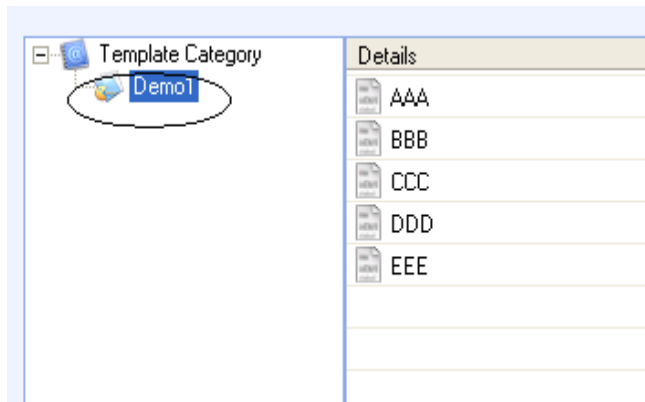


7.5.4 Click “OK”

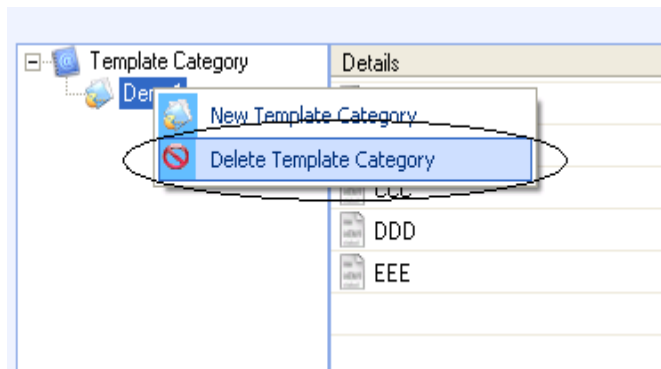


7.6 Delete Template Category

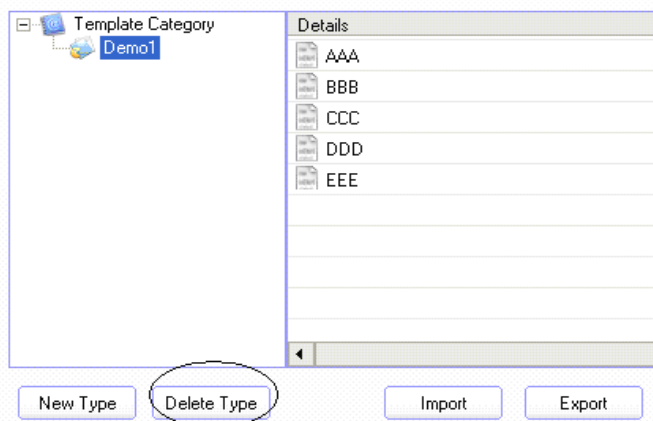
7.6.1 Click onto the template category which you will like to delete. For example, click onto. “Demo1” to select it for deletion



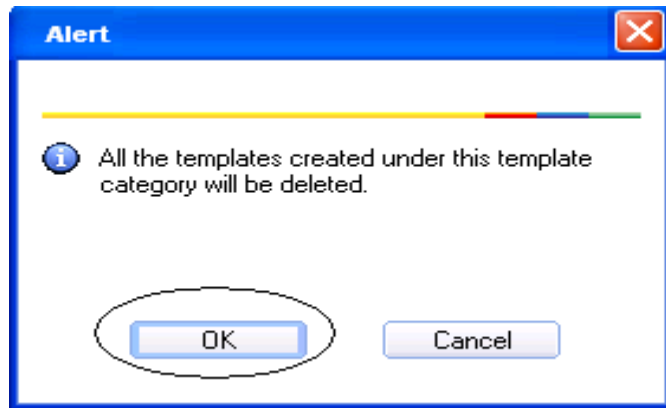
7.6.2 Right click and select “Delete Template Category”



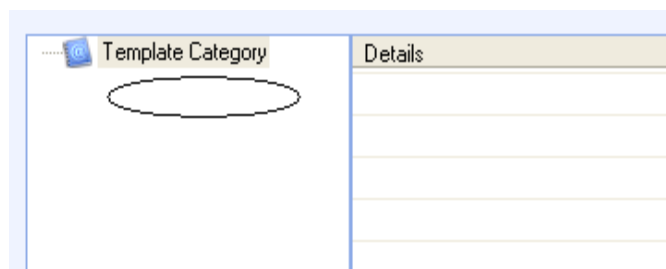
7.6.3 Alternatively, simply click onto “Delete Type”



7.6.4 Click "OK"



7.6.5 Deleted template category will be removed accordingly



8 ♦ Unsubscription

8.1 Automatic Unsubscription

BluOcean SMS software will auto detect all incoming SMS bearing the code “UN” and auto block these numbers from future sending. Regardless of “UN” is in form of capital letter or otherwise.

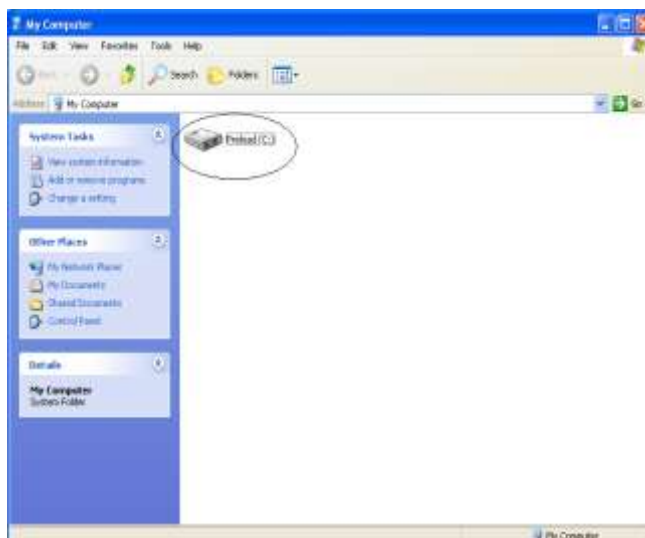
8.2 Manual Unsubscription

In event of some senders who request for unsub request in other form (i.e. did not send in “UN”), a manual block of sending to this number for all future sending can be done by using below simple 7 steps:

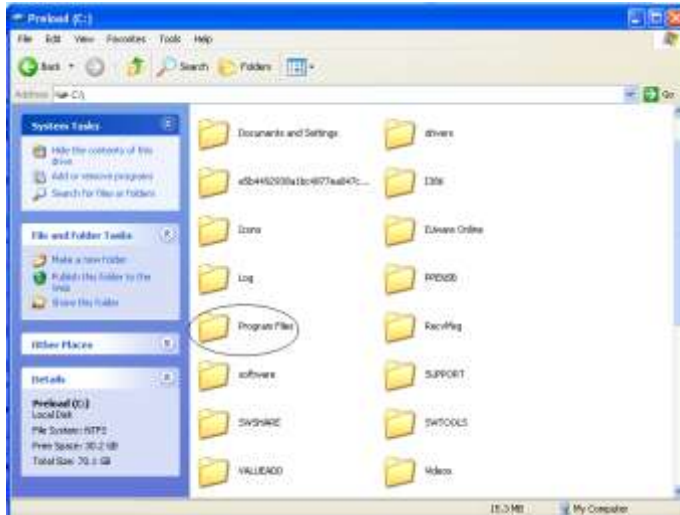
8.2.1 Go to “Start” button of the computer, and double click on “My Computer”



8.2.2 Double click on C-drive eg: “Preload (C:)”



8.2.3 Double click on “Program Files”



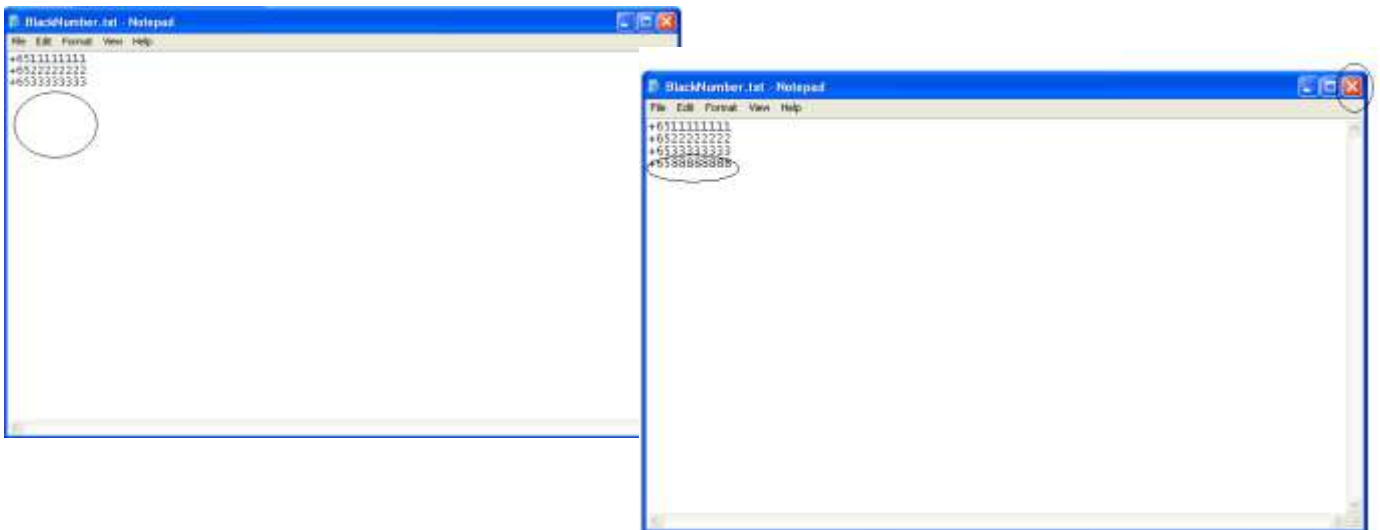
8.2.4 Double click on the software edition that you purchased. Only “BluOcean SMS Professional”, “BluOcean SMS Enterprise”, or “BluOcean SMS Premium” will be available for selection, and kindly double click on it.



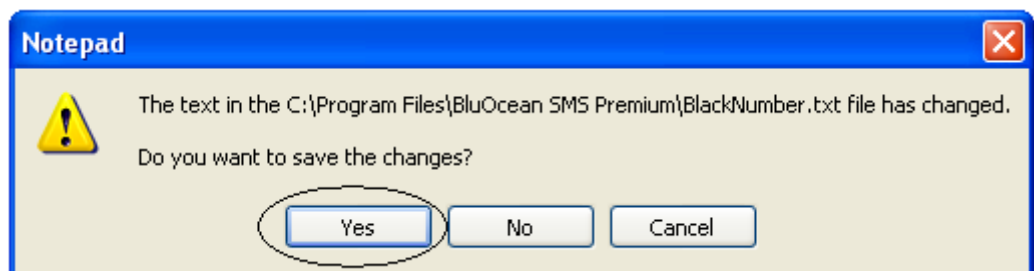
8.2.5 Double click on “BlackNumber.txt”



8.2.6 Fill in the additional numbers that you will like to block for future sending under the empty space provided. Example: Add “+6588888888” and click “X” to exit from the screen



8.2.7 A pop up box will appears, click “Yes” to save the changes made



9 ♦ Scheduler

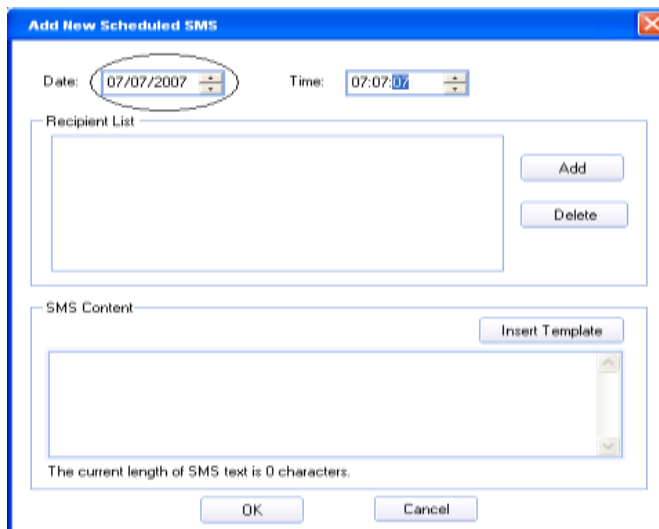
This function allows you to preset SMS for a one time event that is to be sent out on a specified date, and specified time, to your selected recipients. For example, setting of meeting reminders, appointment confirmations, special sales promotions, and etc via SMS..

9.1 How To Add New Scheduled SMS

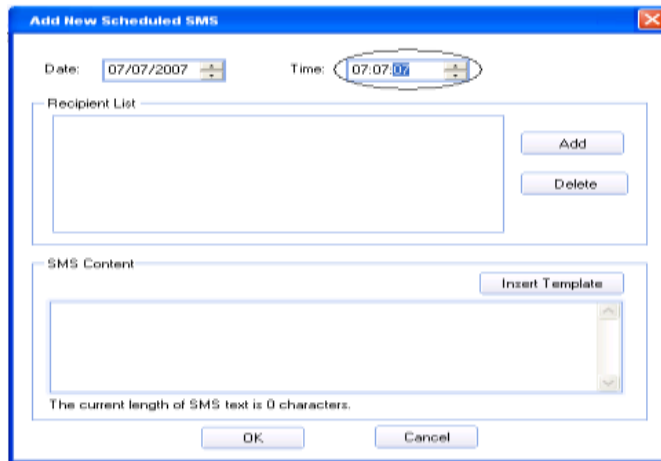
9.1.1 Click “Add”



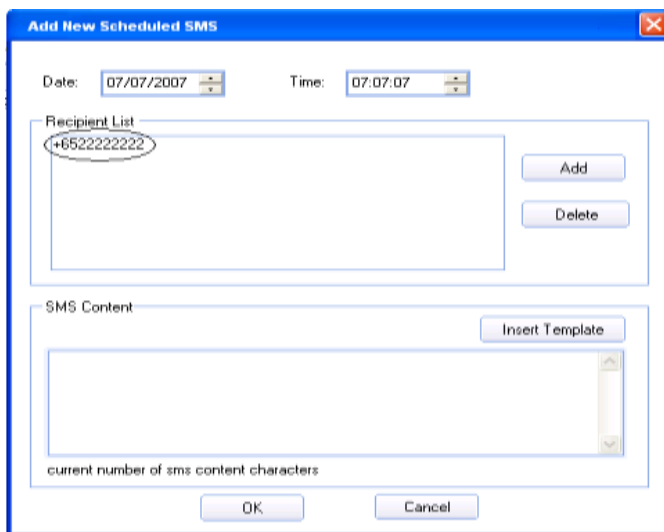
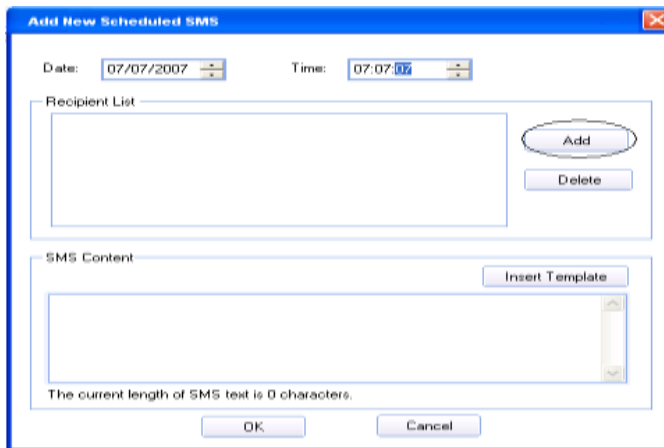
9.1.2 Select specific date for SMS sending



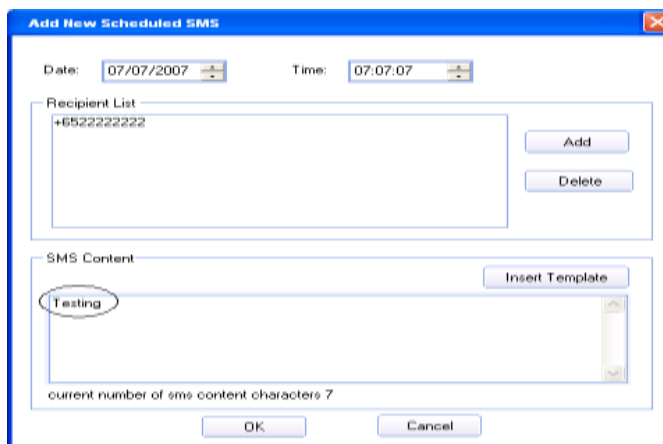
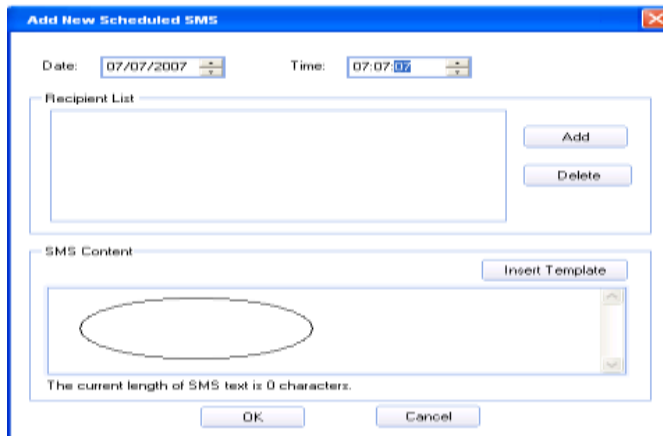
9.1.3 Select specific time for SMS sending



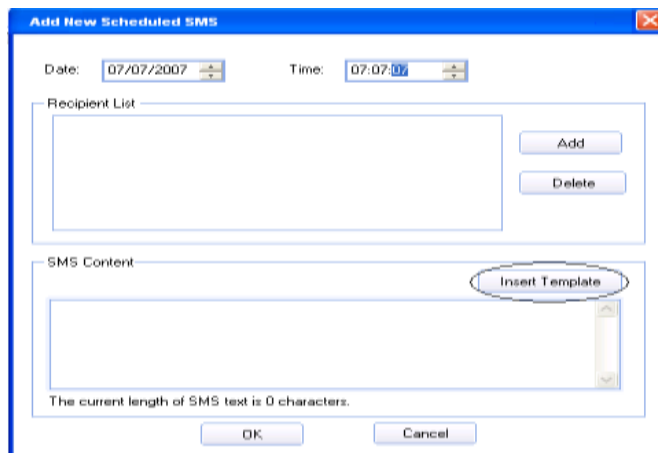
9.1.4 Click "Add" to add the recipients of your SMS. In below example, the recipient phone number is "+6522222222"



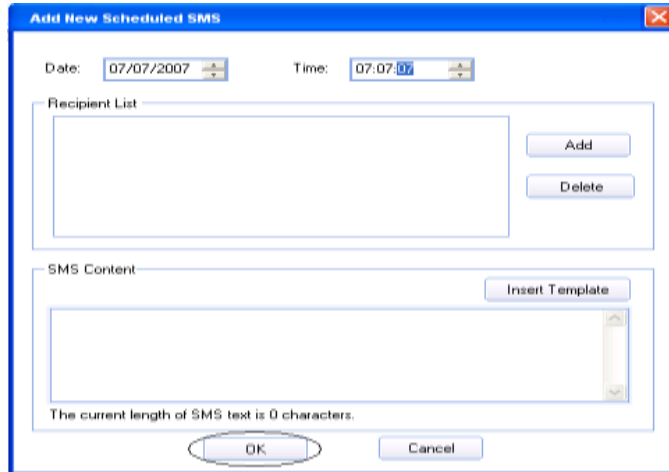
9.1.5 Key the content under “SMS Content”. For example, keying of “Testing” as shown below.



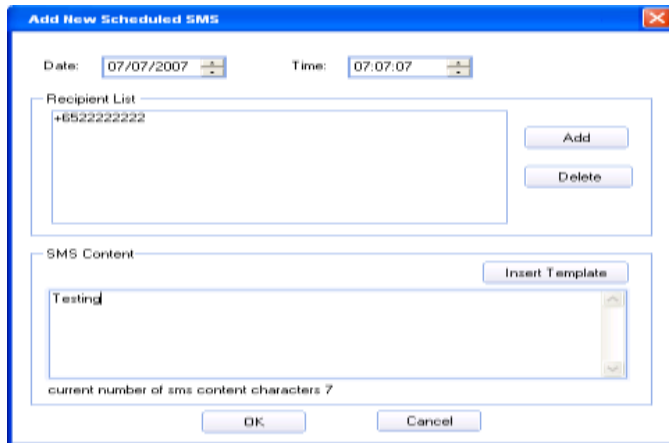
9.1.6 If you have created some templates in the system, you can also click “Insert Template” to include template message into your “SMS Content”, instead of keying the content manually.



9.1.7 Click “Ok” after completion



9.1.8 A completed scheduled SMS will contain information of the sending date, time, recipients contact numbers, SMS content as shown below.



9.1.9 After clicking “OK”, the scheduled SMS will be in the scheduler queue. Once the SMS has been sent it, the scheduled SMS will disappear from the queue.

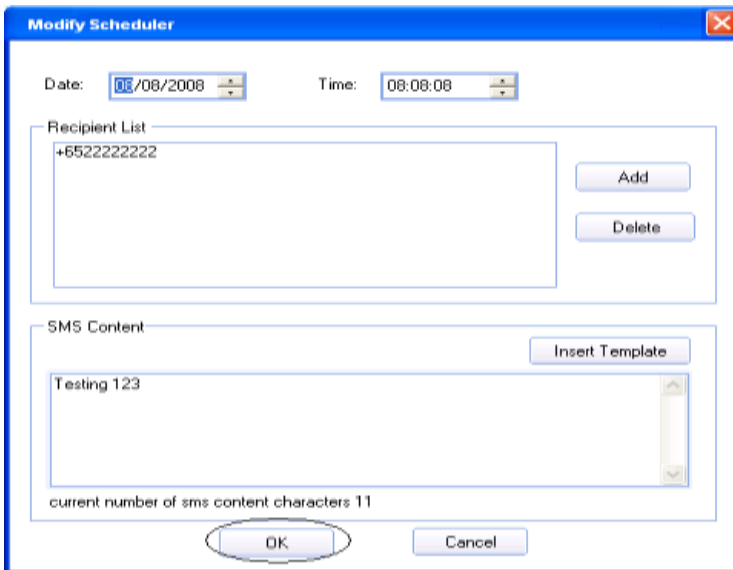


9.2 How To Modify Scheduled SMS

9.2.1 Click on the scheduled SMS to be modified, and click “Modify”

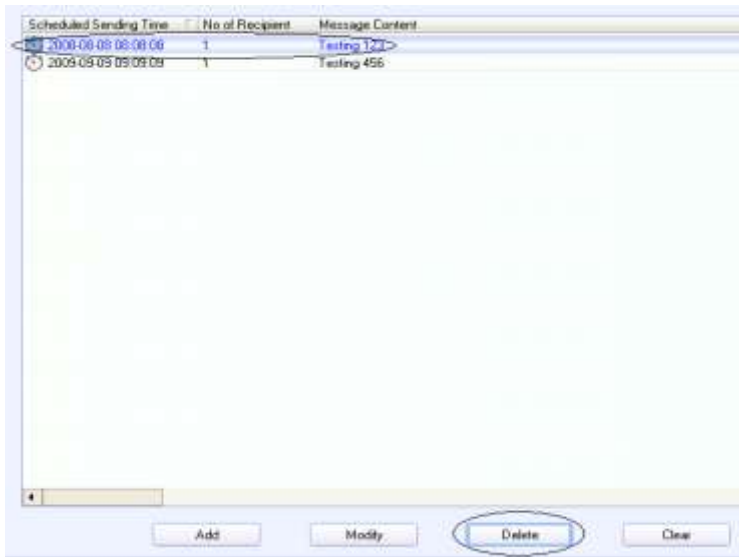


9.2.2 After modifying the content (date, time, recipient list, and/or SMS content), click “OK”

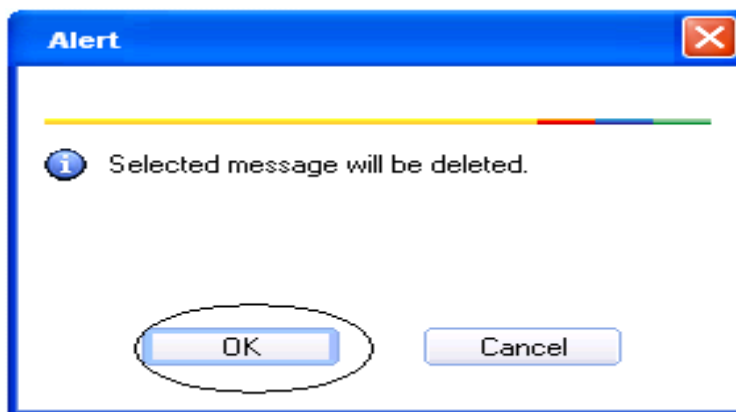


9.3 How To Delete Scheduled SMS

9.3.1 Select the scheduled SMS to be deleted, and click “Delete”

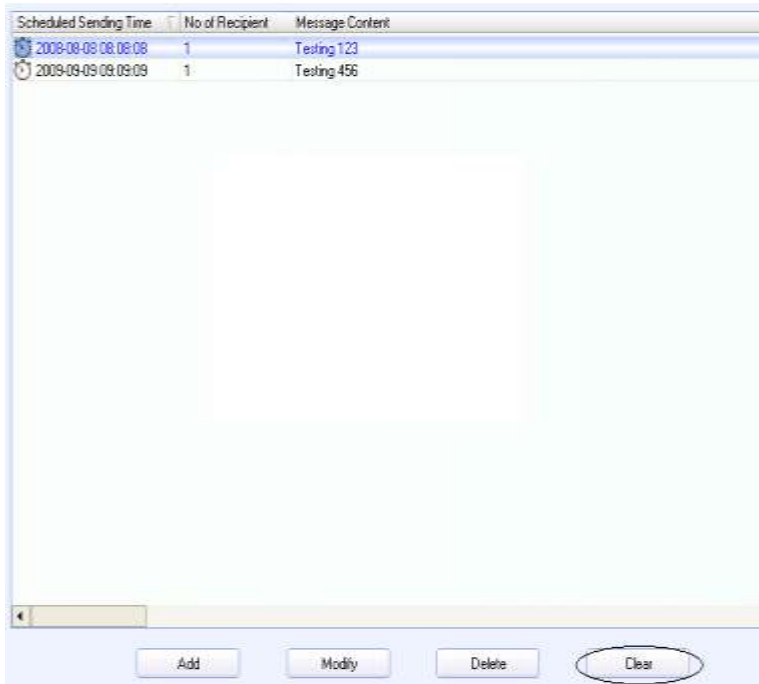


9.3.2 Click “OK” and the selected message will be deleted.

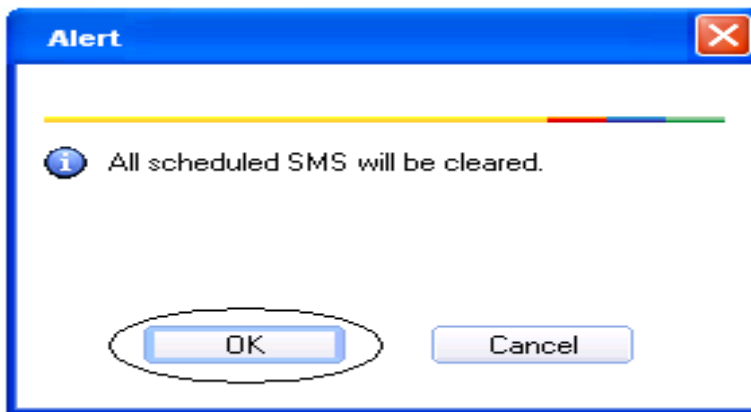


9.4 How To Clear Scheduled SMS

9.4.1 Click “Clear”



9.4.2 Click “OK” and all scheduled SMS will be cleared

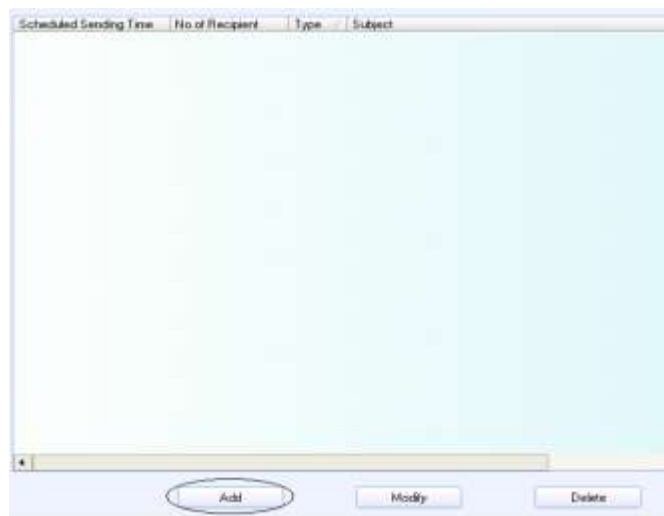


10 ♦Organiser

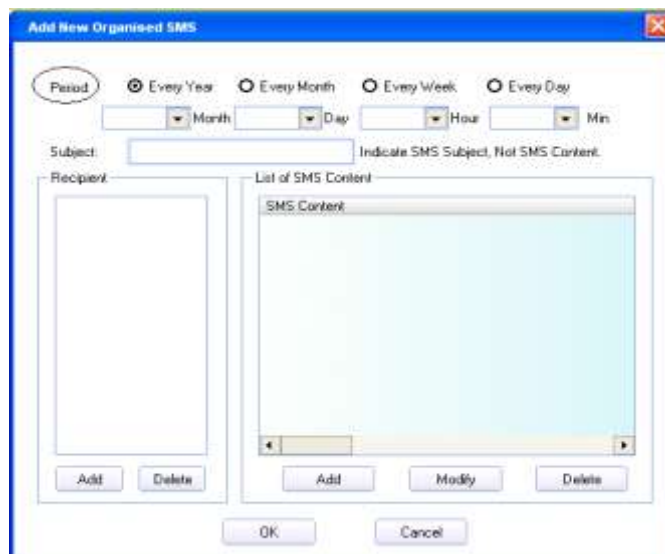
For reoccurring events (eg: Birthdays, Christmas, New Year, Valentine Day, Year End Sale), you may wish to use the organizer function to preset your messages if the date and time of sending is the same for every setting.

10.1 How To Add New Organised SMS

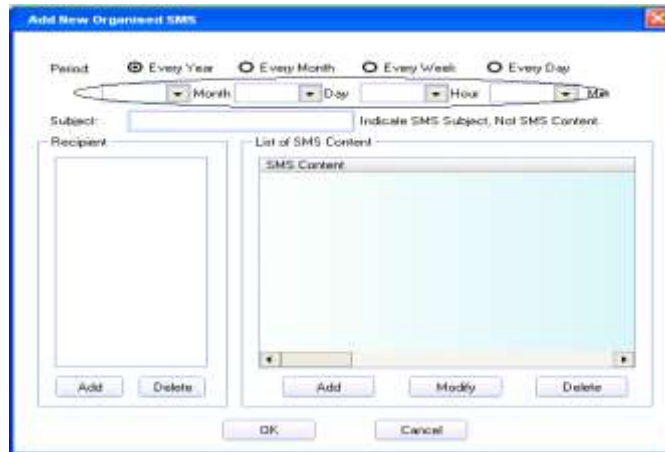
10.1.1 Click “Add”



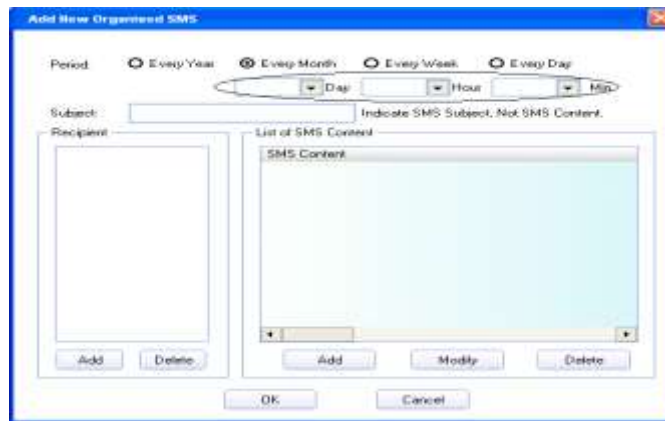
10.1.2 Under “Period”, tick to select organized SMS is to be sent out every year, every month, every week, or every day.



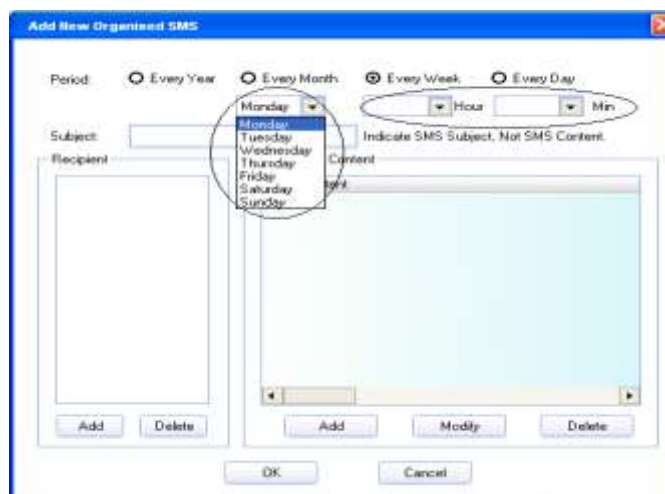
10.1.3 If you select the period as “Every Year”, select the month, day, hour, and minute that the yearly organized SMS is to be sent out.



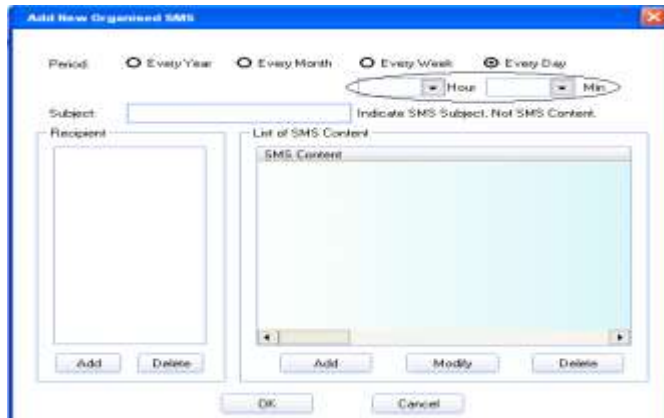
10.1.4 If you select the period as “Every Month”, select the day, hour, and minute that the monthly organized SMS is to be sent out



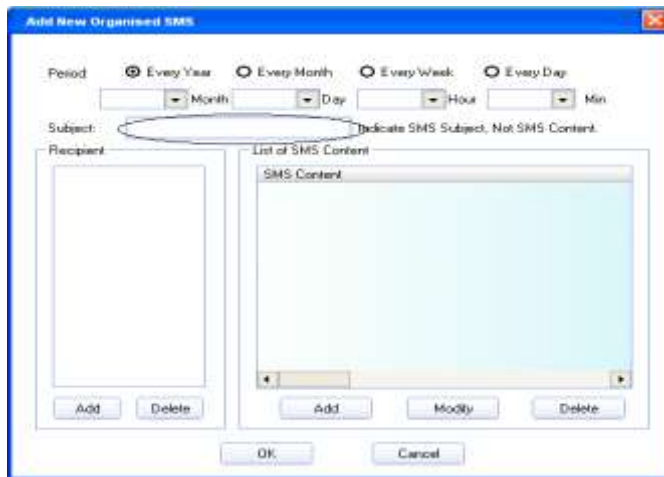
10.1.5 If you select the period as “Every Week”, select which day of the week, hour and minute that the weekly organized SMS is to be sent out.



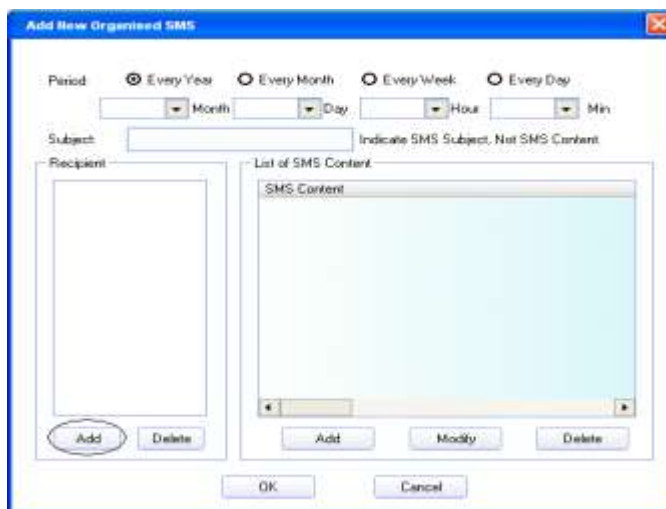
10.1.6 If you select the period as “Every Day”., select the hour and minute that the daily organized SMS is to be sent out



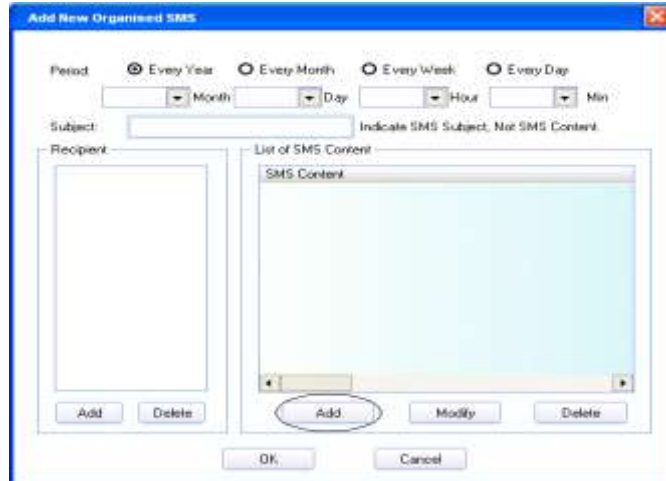
10.1.7 Key a subject name for your organized SMS under “Subject” column.



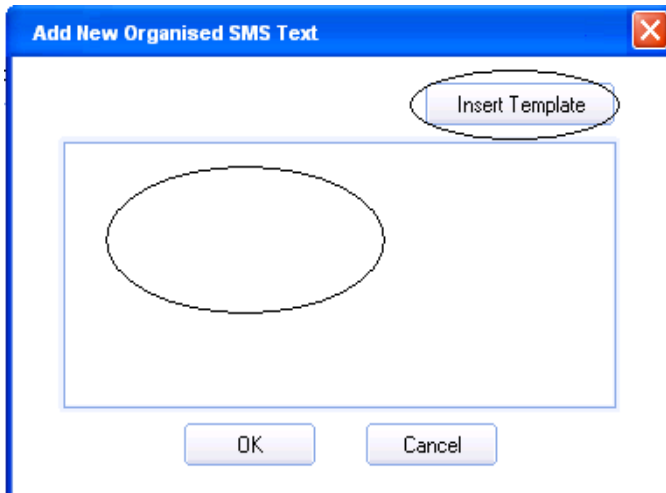
10.1.8 Click “Add” to select the SMS recipients



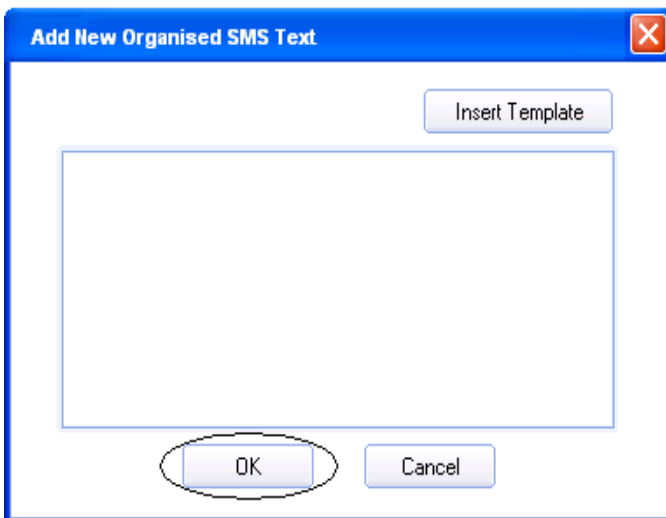
10.1.9 Click “Add” to include the SMS content.



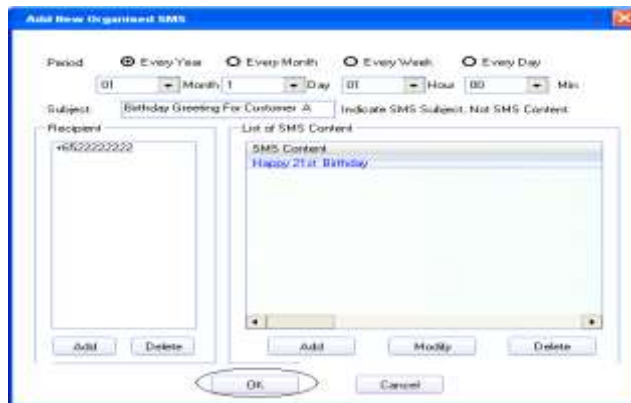
10.1.10 Add the SMS content by inserting template (if you have created template for usage), and/or keying in the SMS content in the blank space.



10.1.11 Click “OK”



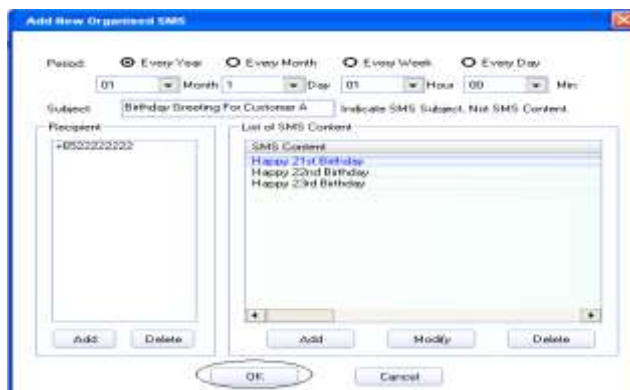
10.1.12 Click “OK” after completing all the SMS sending information. Below is an example on a new Organised SMS



10.1.13 The newly added Organised SMS will be included



10.1.14 If you would like to have a different SMS content for this selected group of Recipients' based on the period that you have set, please repeat step 9.1.9 to 9.9.12. The next diagram is an example of a organize SMS with 3 different messages i.e. the recipient will receive a different greeting every year. The system will auto send out a SMS on the 1st year with 1st greeting, 2nd year with the 2nd greeting, and 3rd year with the 3rd greeting.

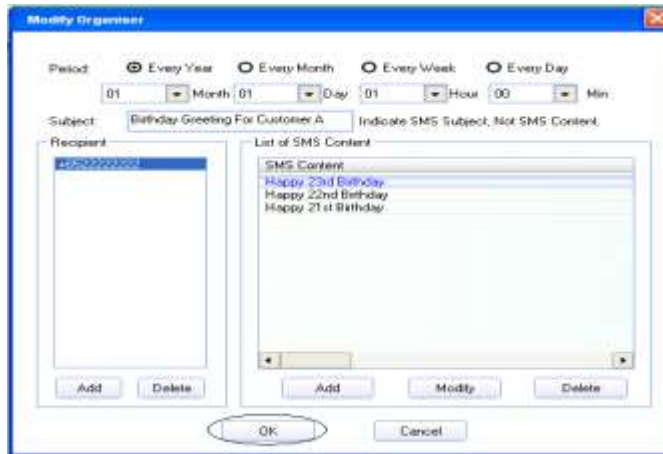


10.2 How To Modify Organised SMS

10.2.1 Select the Organised SMS to be modified, and click “Modify”

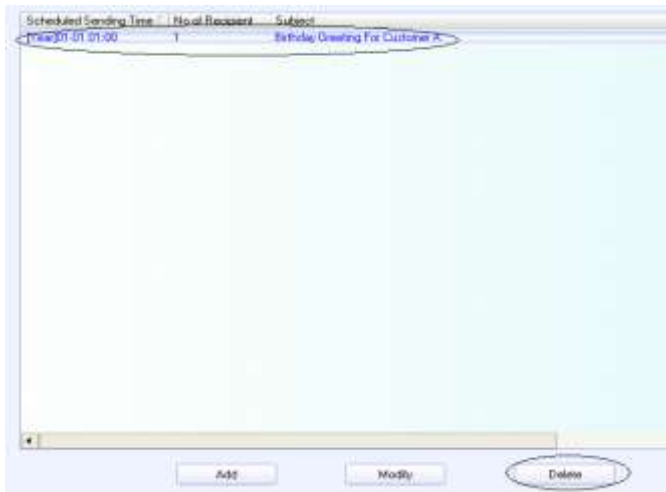


10.2.2 Modify the necessary fields accordingly, and click “OK” after completion

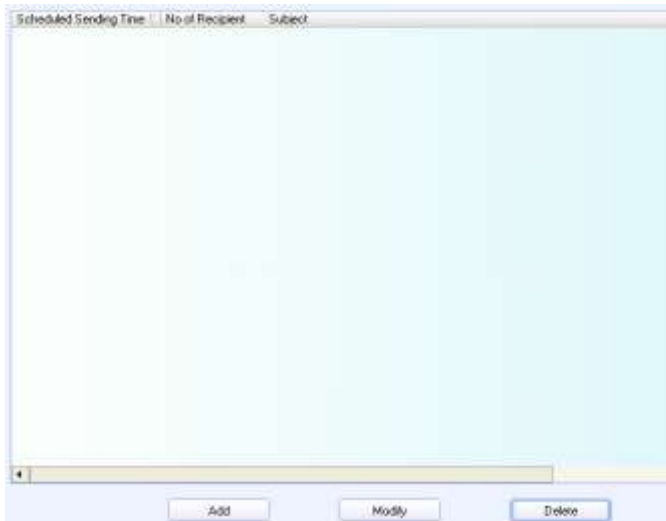


10.3 How To Delete Organised SMS

10.3.1 Select the Organised SMS to be deleted, and click “Delete”



10.3.2 The selected message will be deleted



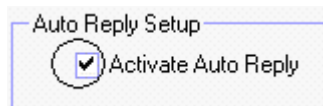
11 Auto Reply

11.1 Activate Auto Reply

11.1.1 When the “activate auto reply” box is not ticked, automated reply will not be activated i.e. all other settings created under “Auto Reply” will be deactivated



11.1.2 Please tick “activate auto reply” box for activation of automated reply system



11.2 Auto Reply To Members In Contact List Only

11.2.1 When the “auto reply to members in contact list only” box is not ticked, the system will auto reply to all responders as long it meet the reply setting criteria



11.2.2 When the “auto reply to members in contact list only” box is ticked, the system will auto reply to only to responders who are in your contact list and meet the reply setting criteria



11.3 Upon Receipt of Blank SMS Response

11.3.1 Leave the space as blank if you do not want the system to send any reply upon receipt of blank SMS response

1 Upon receipt of blank sms response



11.3.2 Fill the space with a reply if you want the system to response automatically upon receipt of blank SMS response. For example: if you set “Please resend your message as we appear to receive a blank SMS.”, then upon receipt of blank SMS, this message will be automatically sent out by the system.

1 Upon receipt of blank sms response

Please resend your message as we appear to receive a blank sms.

11.4 SMS Received Is Neither Blank Nor Accordance To Reply Set Under 4

11.4.1 Leave the space as blank if you do not want the system to send any reply upon receipt of response that is neither blank nor same as setting created under criteria number 4.

2 SMS received is neither blank nor accordance to Reply Set under 4

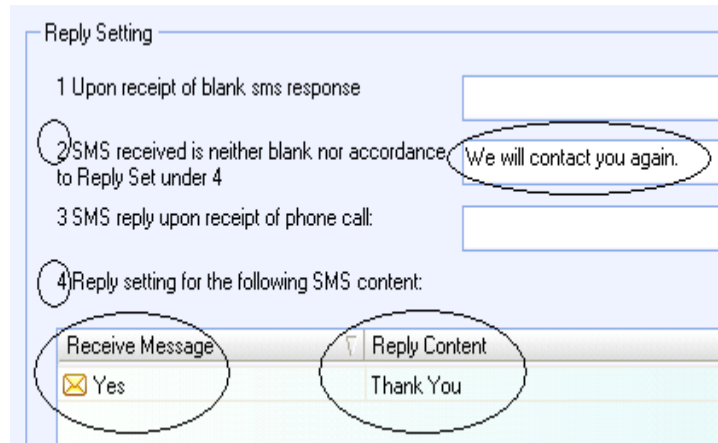


11.4.2 Fill the space with a reply if you want the system to response automatically upon receipt of SMS that is neither blank nor accordance to reply set under criteria 4”. Example

- Criteria 2 – set as “We will contact you again”
- Criteria 4 – set as receipt of a “Yes” message, the system will auto reply with “Thank you”
- Now, if you receive a SMS that contain word like “No”, the system will auto reply as “We will contact you again”. This is because “No” is

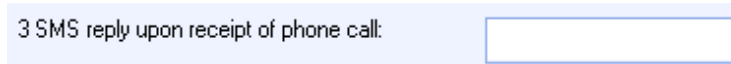
not a blank message, and that under criteria 4 there is no corresponding preset response upon receipt of a “No” message.

- If you receive a SMS that indicated “Yes”, the system will auto reply with “Thank you” as set under criteria 4.
- In a nutshell, for this example, the system will response all messages received that hold words other than “Yes” automatically with “We will contact you again”.

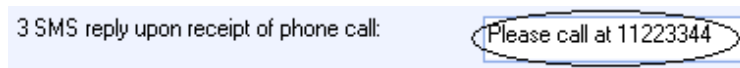


11.5 SMS Reply Upon Receipt of Phone Call

11.5.1 Leave the space as blank if you do not want the system to send any auto reply upon receipt of phone call



11.5.2 Fill the space with a reply if you want the system to response automatically upon receipt of a phone call. For example, if you set “Please call at office numbers 11223344”, then upon receipt of any phone calls, an automated reply bearing this message will be sent out



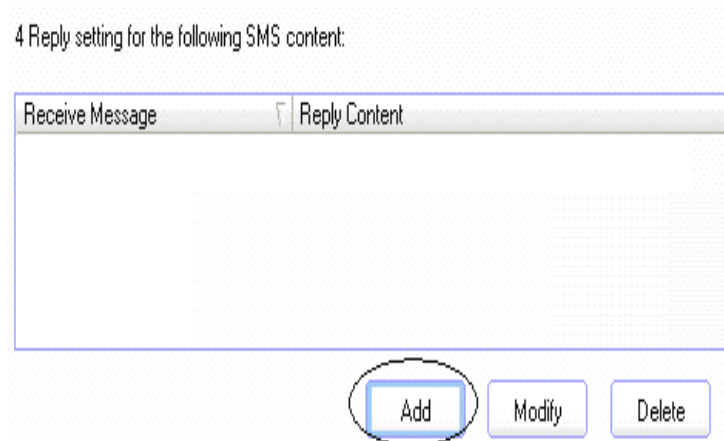
11.6 Reply Setting For The Following SMS Content

11.6.1 Leave the space as blank if you do not want to create specified auto responses against specified message received

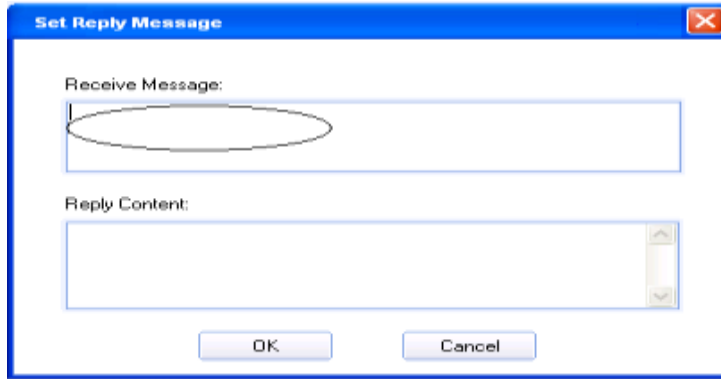


11.6.2 Fill the space with a reply if you want the system to response automatically with a specified response against specified message received.

11.6.3 Click "Add"



11.6.4 Input specify message under “Receive Message”



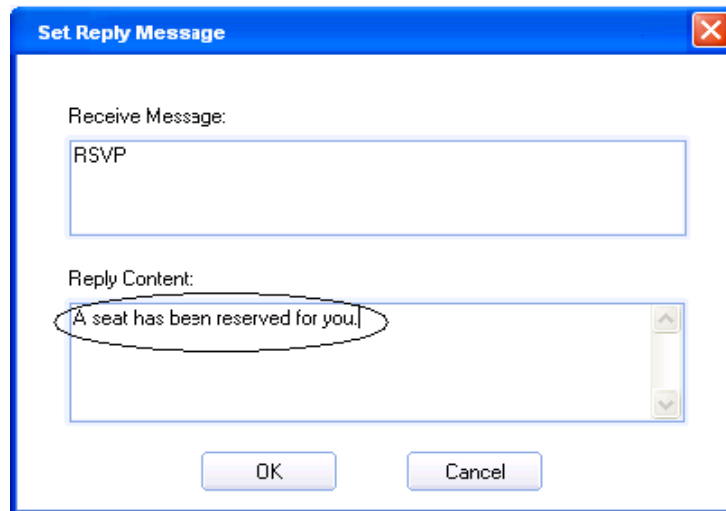
11.6.5 For example: Input “RSVP” under “Received Message”



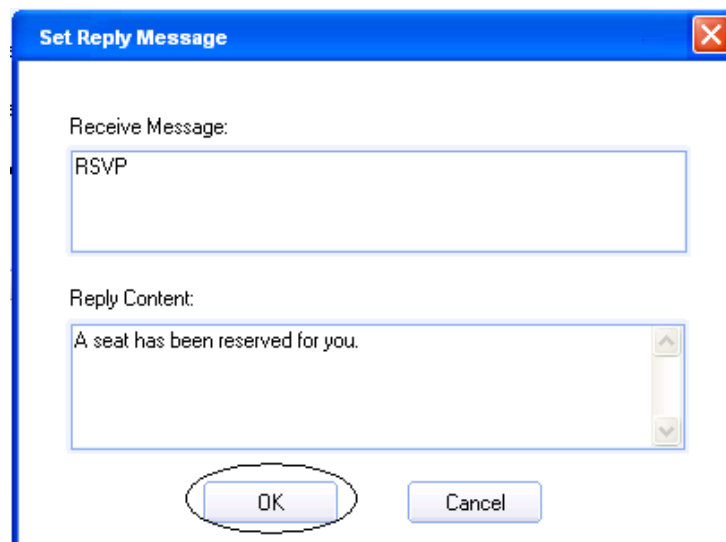
11.6.6 Input specify message under “Reply Content”



11.6.7 For example: Input “A seat has been reserved for you” under “Reply Content”



11.6.8 Click “OK”



11.6.9 Newly created reply setting will be stored in the system as shown below. That is to say, every receipt of SMS bearing the word “RSVP”, the system will automatically send out a reply “A seat has been reserved for you”.

4 Reply setting for the following SMS content:

Receive Message	Reply Content
✉ RSVP	A seat has been reserved for you.

11.6.10 You may create many reply setting for various purposes by repeating above steps.

11.7 Import Function

The import function is meant for large quantities of auto reply messages that require automatic drawing of data from Access through use of Access through use of ODBC. If you do require this setting, please email to enquiries@BluOcean.Biz for more information.

