

We are currently updating our site; thank you for your patience.

# UTILITIES

## SEND SMS

This functionality requires a bulk SMS gateway API from a relevant external provider to extract the data from our SMS table. You can send SMSs to your <u>customer contacts</u> and <u>employees</u> in Nucleus Service.

#### Ribbon Access: Utilities > Send SMS

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The **Send SMS** screen will be displayed.

#### **SELECT MOBILE NUMBER**

- You can either click on -
  - Add, or the,
  - Search icon.

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• The **Select the mobile number** screen will be displayed.



### **SELECT CONTACT**

• Select the contact you wish to send an SMS to and click on **Ok**.

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			0821234555	Factor Powell	Employee	Internal							
			0815671234	David Bond	Employee	Internal							
Delivery Date and Time	27 Feb 2024 ×		0791234567	John Chase	Employee	Internal							
			0791234567	James Johnson	Employee	Internal							
			076 325 6742	Alicia Carpenter	Customer	EE4 Gentian Agency							
			0721234567	Elise Carson	Employee	Internal							
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			0	Zola Sharp	Customer	IAX Online Development							
			0	Zoe Floyd	Customer	Pleasant Stove Centre							
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			0	Zhuri Pham	Customer	PBX Forest Operations							
			0	Zhuri Evans	Customer	DMR8 Arts Sourcing							
			0	Zendaya Shannon	Customer	CFX Yegorev Operations							
			0	Zechariah Miranda	Customer	Geology Guard Distributors							
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- The **Mobile No.** field will be populated according to your selection.
- Type in your message in the **Message** body.

#### **ENTER MESSAGE BODY DETAILS**

- The **Delivery Date** and **Time** will auto populate with the current date and time.
- You can click on the arrows and change the date and time if required.

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#### **SAVE SMS**

- Click on Save.
- The **Send SMS** screen will close on save.

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