

Contacts – Actions – Send SMS

From the main View Contacts page your eBoss database allows you to quickly Send an SMS text message to a Contact or Contacts.

Filter & Select Multiple Contacts

- Navigate to the Contacts screen in your main navigation menu on the left
- Select the desired Contacts either by:
 - Selecting individually using the checkbox to the left
 - Selecting all Contacts on the screen by clicking the checkbox to the top of the column
 - Using the 'Select All' link to the right of the Filter button at the top of the list – this differs from the above in that you will select all the Contacts, from all the Pages listed
 - Using Advanced Search to filter your list of Contacts

Sending the SMS Message

- Select 'Send SMS' from the dropdown at the top of the Contact list
- Click Apply
- Enter your SMS message
- Review the list of Contacts selected
- Click Send Now, or select a date and time & click Send Later

Your SMS will be sent to the selected Contacts.