

USER GUIDE



WhatsAppMarketing

¡Envía mensajes masivos via Whatsapp!

ENGLISH VERSION – USER GUIDE

GUÍA DE USUARIO

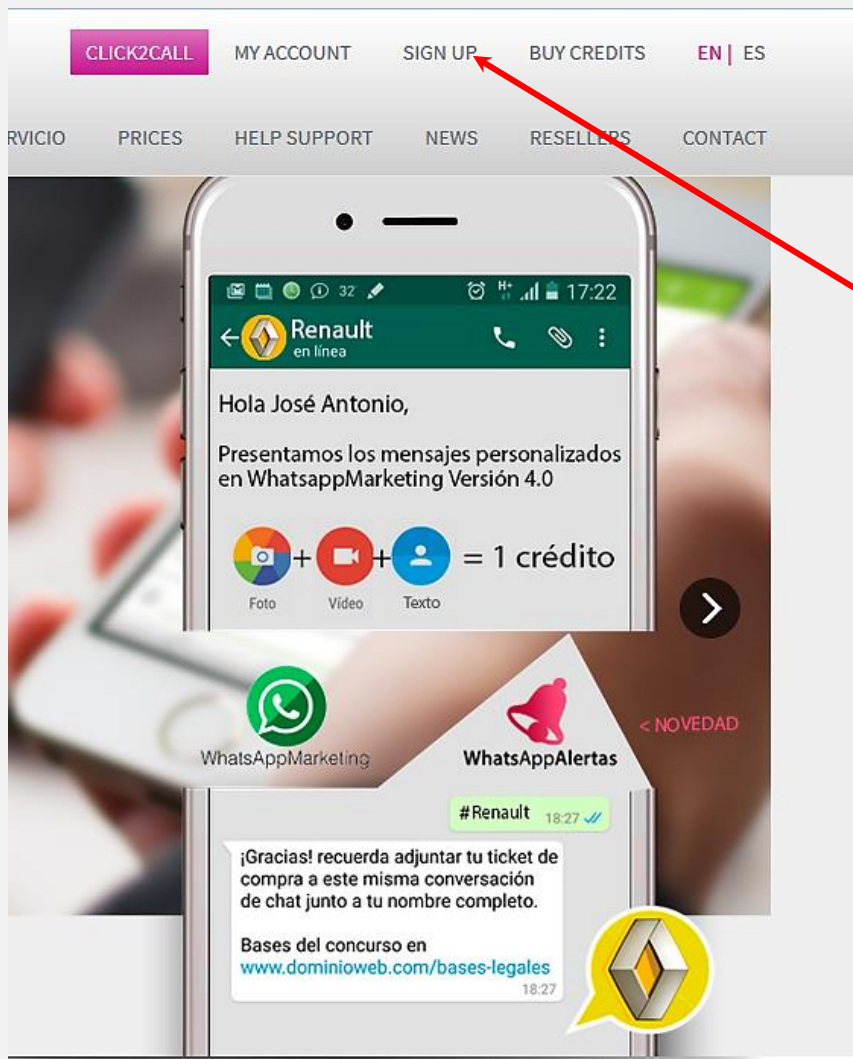


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SIGN UP

IF YOU DON'T HAVE A WHATSAPP MARKETING ACCOUNT YOU CAN SIGN UP IN A FEW STEPS.



- ON OUR WEBSITE
WWW.WHATSAPPMARKETING.ES
- CLICK SIGN UP





SIGN UP

Enter your personal details to create an account

FIRST NAME

LAST NAME

EMAIL

example@email.com

COUNTRY

Select

USERNAME/PHONE

34666000123

PASSWORD

RE-ENTER PASSWORD

BUSINESS

EJ: Nombre Empresa S.L.

CIF

B93333912

Agree



[Terms of Use](#) | [Privacy Policy](#)

Sign Up



Create an account with LinkedIn



Create an account with Google

FILL IN THE REGISTRATION FORM WITH YOUR NAME, EMAIL, COUNTRY, TELEPHONE. AGREE TO THE TERMS OF USE. CLICK SIGN

IMPORTANT: WRITE YOUR NUMBER WITH YOUR COUNTRY CODE

YOU CAN ALSO SIGN UP FROM YOUR LINKEDIN OR GOOGLE ACCOUNT.



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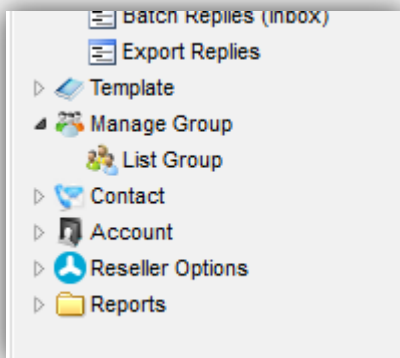
UPLOAD CONTACTS

THERE ARE TWO WAYS FOR UPLOAD CONTACTS

WE CAN WRITE MOBILE NUMBERS OR WE CAN CREATE GROUPS UPLOADING A XLS FILE OR CSV FILE.

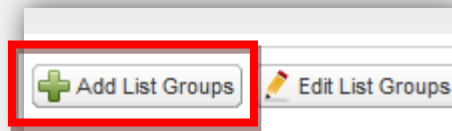
THE MOBILE NUMBERS ALWAYS MUST HAVE INTERNATIONAL FORMAT:
COUNTRY CODE AND NUMBER. NO +, NO 00, NO SPACES
FOR EXAMPLE 44589000123 OR 5219980001234 OR 5491156110000

HOW TO CREATE A GROUP

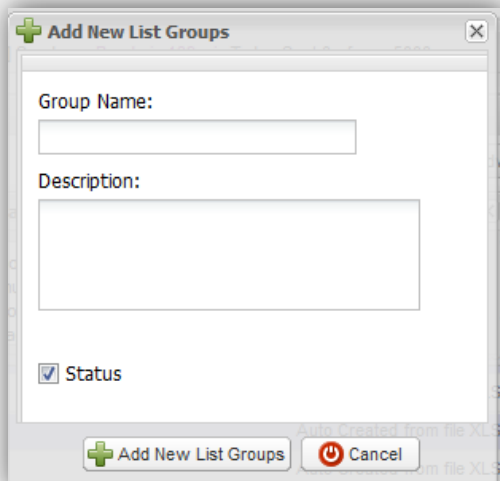


CLICK IN LIST GROUPS

THEN SELECT ADD LIST GROUPS

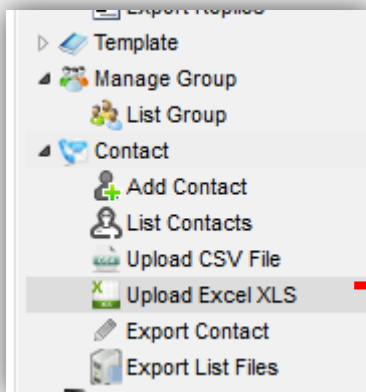


FILL IN WITH GROUP NAME AND A SHORT DESCRIPTION

A screenshot of the 'Add New List Groups' dialog box. It contains a 'Group Name:' text field, a 'Description:' text area, and a checked 'Status' checkbox. At the bottom, there are 'Add New List Groups' and 'Cancel' buttons. A small text at the bottom right says 'Auto-Created from file XLS'.

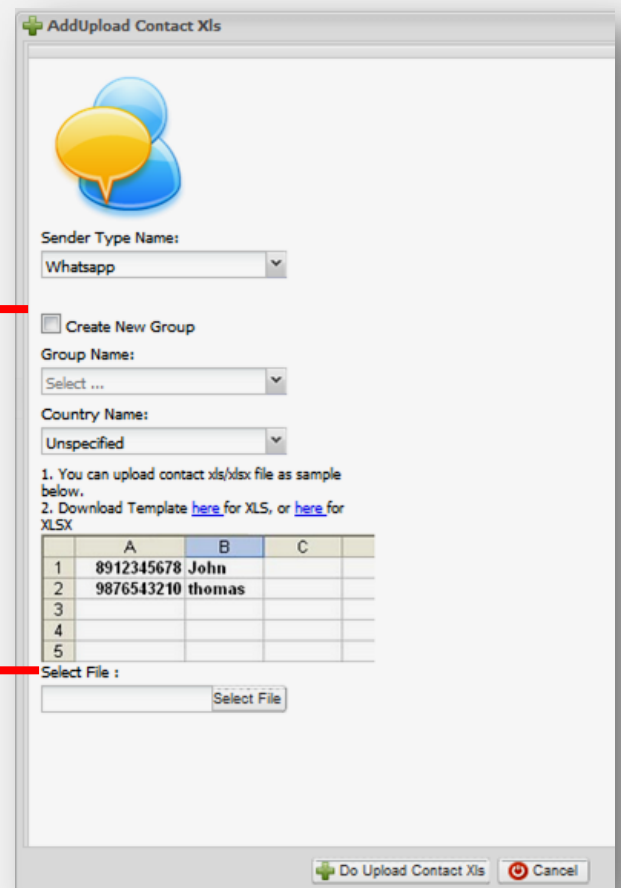
ONCE THE GROUP IS CREATED WE CAN UPLOAD OUR DATABASE .XLS OR .CSV

HOW TO UPLOAD A DATABASE (EXAMPLE XLS)



CLICK UPLOAD EXCEL XLS

CHECK THE BOX IF YOU WANT
TO CREATE A NEW GROUP OR
SELECT ONE.

A screenshot of the 'AddUpload Contact XLS' dialog box. It features a WhatsApp logo at the top. Below it, there are fields for 'Sender Type Name' (set to 'Whatsapp'), 'Group Name' (with a 'Select ...' dropdown), and 'Country Name' (set to 'Unspecified'). There is a checkbox for 'Create New Group'. Below these fields, there are two instructions: '1. You can upload contact xls/xlsx file as sample below.' and '2. Download Template [here](#) for XLS, or [here](#) for XLSX'. A sample Excel table is shown with columns A, B, and C. Row 1 contains '8912345678' in column A and 'John' in column B. Row 2 contains '9876543210' in column A and 'thomas' in column B. Below the table is a 'Select File' button. At the bottom right, there are 'Do Upload Contact Xls' and 'Cancel' buttons.

	A	B	C
1	8912345678	John	
2	9876543210	thomas	
3			
4			
5			

SELECT FILE TO UPLOAD.

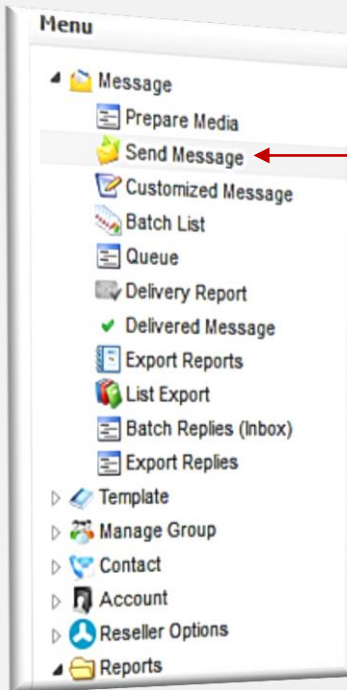
REMEMBER MOBILE NUMBERS
MUST HAVE INTERNATIONAL
FORMAT: COUNTRY CODE AND
NUMBER. NO +, NO 00, NO
SPACES

FOR EXAMPLE 44568000123



HOW TO SEND MESSAGES?

INDIVIDUAL MESSAGE



CLIC SEND MESSAGE.

FILL IN WITH THE
INDIVIDUAL PHONES YOU
ARE SENDING THE
MESSAGES. REMEMBER
NUMBERS WITH
INTERNATIONAL FORMAT NO
+ NO 00

MESSAGE THAT WILL BE
SENT

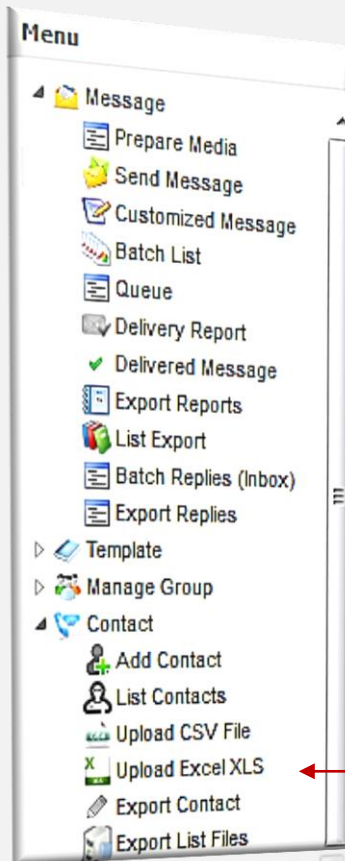
A screenshot of a 'Send Message' dialog box. It has a title bar with a green plus icon and a close button. Inside, there's a speech bubble icon. Fields include 'Sender Group Name' with a dropdown menu showing 'DEFAULT_SENDER'. There are checkboxes for 'Second Message', 'Enable Client Profile', and 'Send To Group'. Below 'Send To Group' is a text area for 'Phone List (Separated by Enter, max 64000 rows) International Format, eg 6281212345678. 62 is Indonesia Country Code'. There's another checkbox for 'Media Message (png jpg gif mp4 mov avi wav ogg aac)' and a 'Select Template' dropdown. A 'Message:' text area is at the bottom. At the bottom right are 'Do Send Message' and 'Cancel' buttons.

DAILY LIMIT IS SHOWN IN THE STATUS BAR – ASK FOR MORE QUOTA DAILY

emitentes : Ready Today Sent:0 of max 1000



MESSAGE WITH CUSTOMIZED RECIPIENT

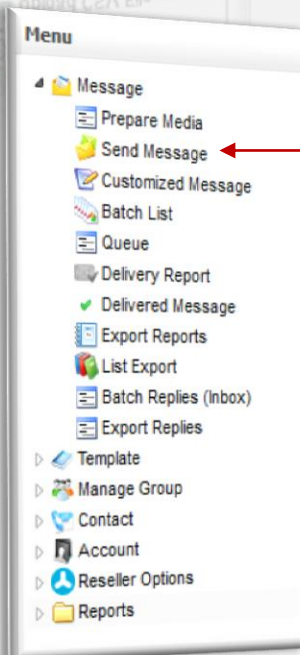


	A	
1	CellNumber	Name
2	34657894156	Pedro
3	34654789123	Jose
4	34654703778	Alberto
5	34658154789	Marta
6	34657154985	Juan
7	34664987234	Antonio
8		
9		

CLIC UPLOAD EXCEL XLS

THE FILE MUST HAVE THIS
INTERNATIONAL FORMAT

ONCE THE GROUP IS CREATED CLICK SEND
MESSAGE



SELECT THE GROUP YOU JUST
CREATED.

WRITE THE WHATSAPP MESSAGE.
WHEREVER YOU WRITE "{NAME}" THE
CORRESPONDING NAME OF THE EXCEL
WILL APPEAR.

Send Message

Sender Group Name: DEFAULT_SENDER

☐ Enable Client Profile

☒ Send To Group

Select Group: Select Select Group

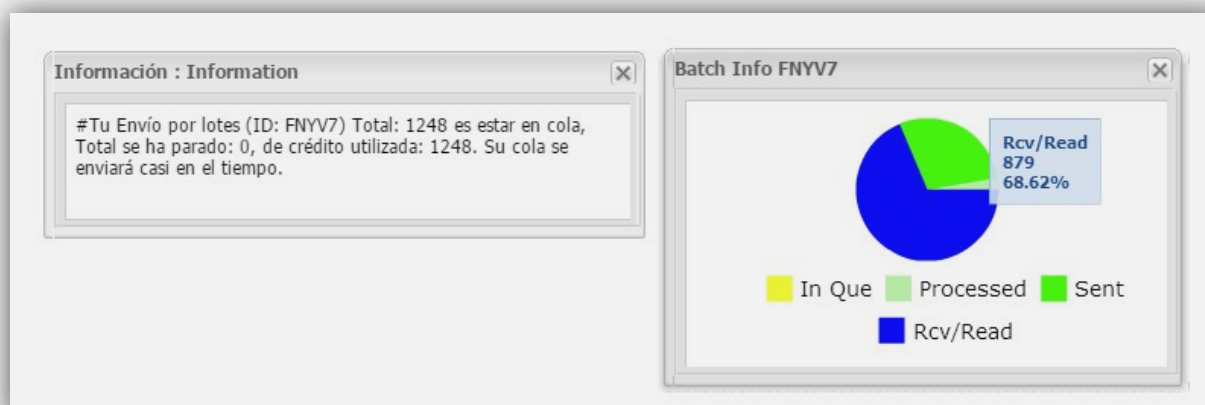
☐ Media Message (png jpg gif mp4 mov avi wav ogg aac)

Select Template: -

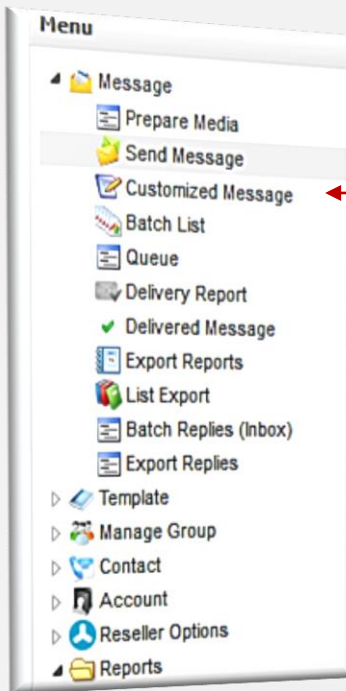
Message:

Do Send Message Cancel

AFTER EACH DELIVERY —REGARDLESS OF THE TYPE— WE WILL SEE A STATISTIC OF THE MESSAGES SENT AS
WELL AS THE CREDITS THAT WE USED



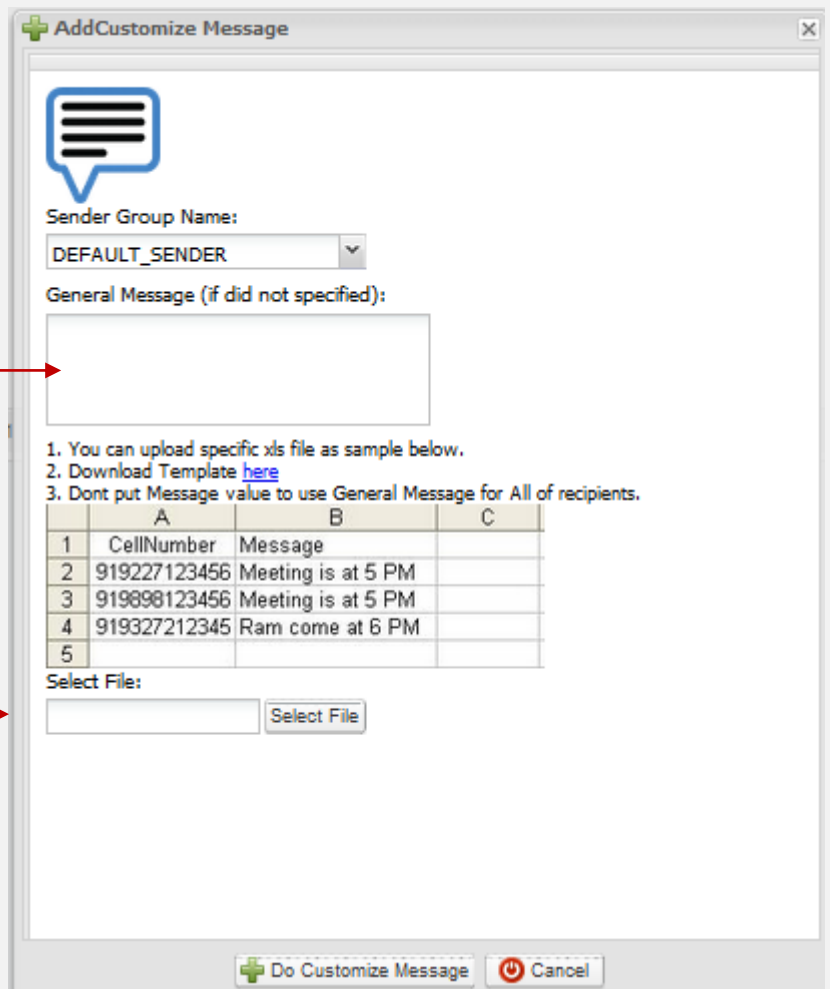
CUSTOMIZED MESSAGE



CLICK CUSTOMIZED MESSAGE TO SEND MESSAGES TO LISTS OF NUMBERS SAVED TO EXCEL.

FILL IN THE GENERAL MESSAGE FIELD IF YOU DIDN'T SPECIFIED ONE.

UPLOAD THE EXCEL FILE (.XLS) AS SHOWN IN THE EXAMPLE.



Sender Group Name:
DEFAULT_SENDER

General Message (if did not specified):

1. You can upload specific xls file as sample below.
2. Download Template [here](#)
3. Dont put Message value to use General Message for All of recipients.

	A	B	C
1	CellNumber	Message	
2	919227123456	Meeting is at 5 PM	
3	919898123456	Meeting is at 5 PM	
4	919327212345	Ram come at 6 PM	
5			

Select File:

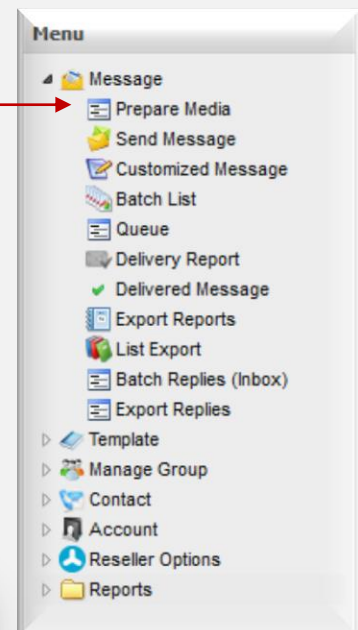


MULTIMEDIA MESSAGES



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BEFORE SENDING A MEDIA MESSAGE WE HAVE TO UPLOAD THE FILE. CLICK PREPARE MEDIA



Prepare Media

Preparing Media file is cost your 10 credit, to make sure image not send one by one and eat our bandwidth
Your Phone Number International Format:

☐ Media Message (png jpg gif mp4 mov avi wav ogg aac)

Media File: Media File

+ Do Prepare Media Cancel

FOLLOW THE INSTRUCTIONS OF THE FORM.

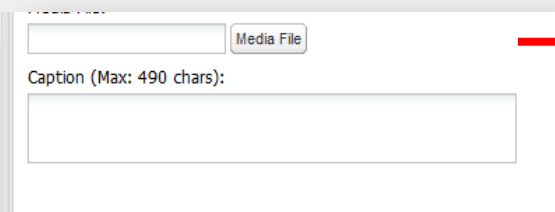
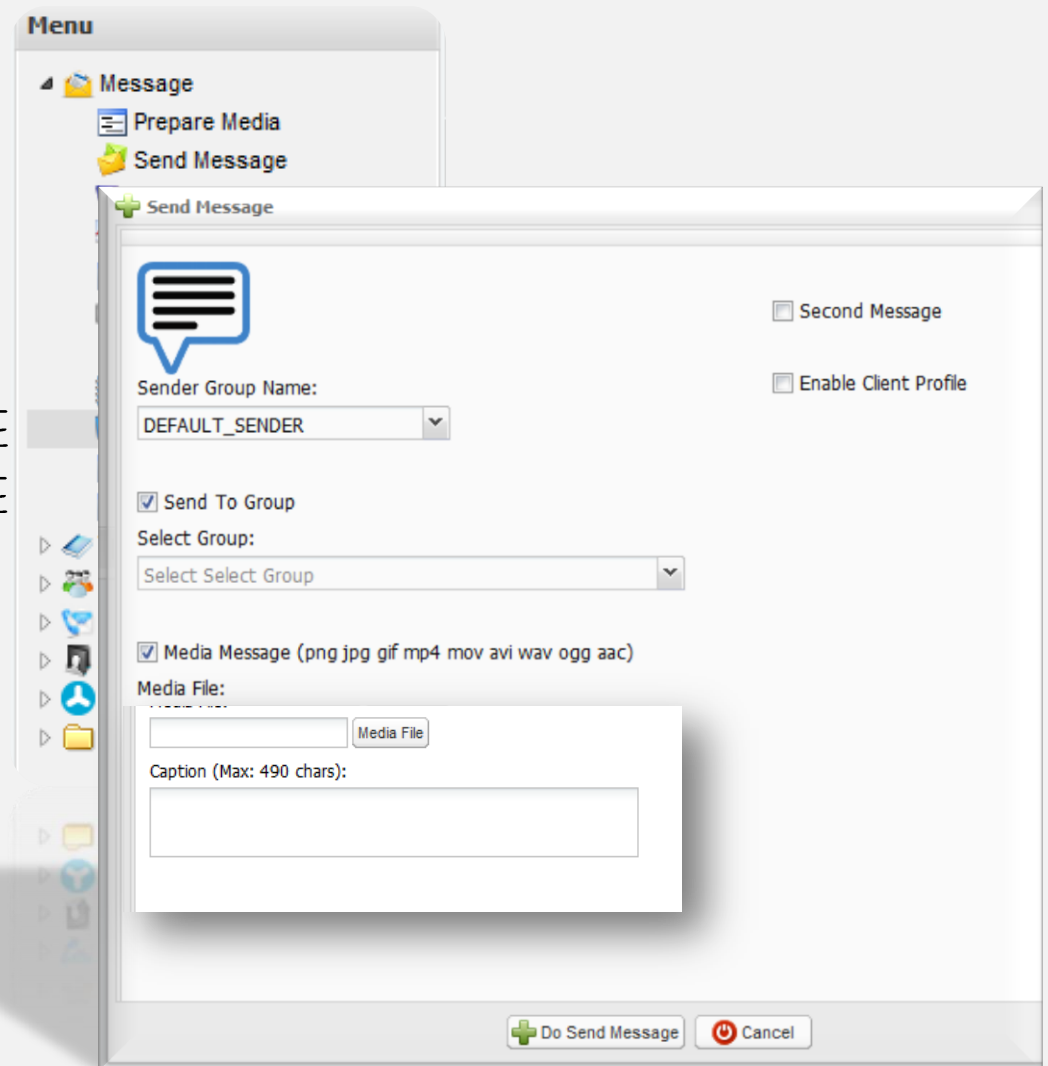
YOU MUST SEND IT AT LEAST ONCE TO A WHATSAPP NUMBER AND YOUR MEDIA FILE WILL BE READY TO BE USE AT SEND MESSAGE.



[whatsappmarketinges](https://whatsappmarketinges.com)

THEN WE CAN **SEND MESSAGE** IMAGE/VIDEO + TEXT

SELECT THE MEDIA MESSAGE
BOX AND UPLOAD THE SAME
FILE YOU JUST SENT INTO
PREPARE MEDIA.

This is a close-up of the 'Media File' input field and the 'Caption (Max: 490 chars):' text area from the 'Send Message' dialog box. A red line points from the 'Media File' button to the text area.

ADD TEXT TO SUPPORT IMAGE/VIDEO
FILE, ADD IT TO CAPTION (MAX 490
CHARS)

RECOMMENDED IMAGE + TEXT



SENT MESSAGES

Menu

- Message
 - Prepare Media
 - Send Message
 - Customized Message
 - Batch List**
 - Queue
 - Delivery Report
 - Delivered Message
 - Export Reports
 - List Export

Equilibrio : 57 Que[-jumbo batch-] remitentes : Ready in 317 min lp :

Batch List

Búsqueda: [Adv.Search](#)

ID	Mensaje	Batch Code	Select File	Total	Pre...	Sent	Re...	Read	Fail	WA	No...	Progress	Sc...	Re...
			Prueba.xlsx	100	0	100	0	100	0	0	0	100% FINISHED		0

CLICK BATCH LIST SO YOU CAN CHECK THE STATUS.

PROGRESS OF YOUR DELIVERY.

BATCH REPLIES – INBOX

CLICK BATCH REPLIES (INBOX) SO YOU CAN READ THE ANSWERS.

Menu

- Message
 - Prepare Media
 - Send Message
 - Customized Message
 - Batch List
 - Queue
 - Delivery Report
 - Delivered Message
 - Export Reports
 - List Export
 - Batch Replies (Inbox)**
 - Export Replies

Equilibrio : 56 Que[-super high-] remitentes : Ready in 68 min lp :

Batch Replies (Inbox)

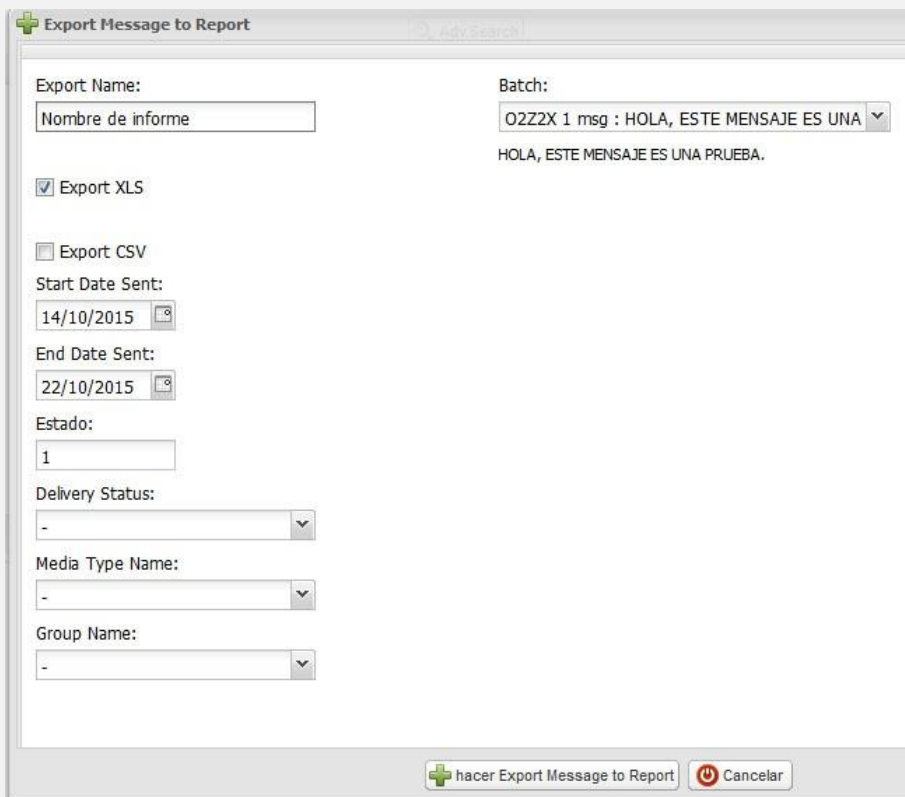
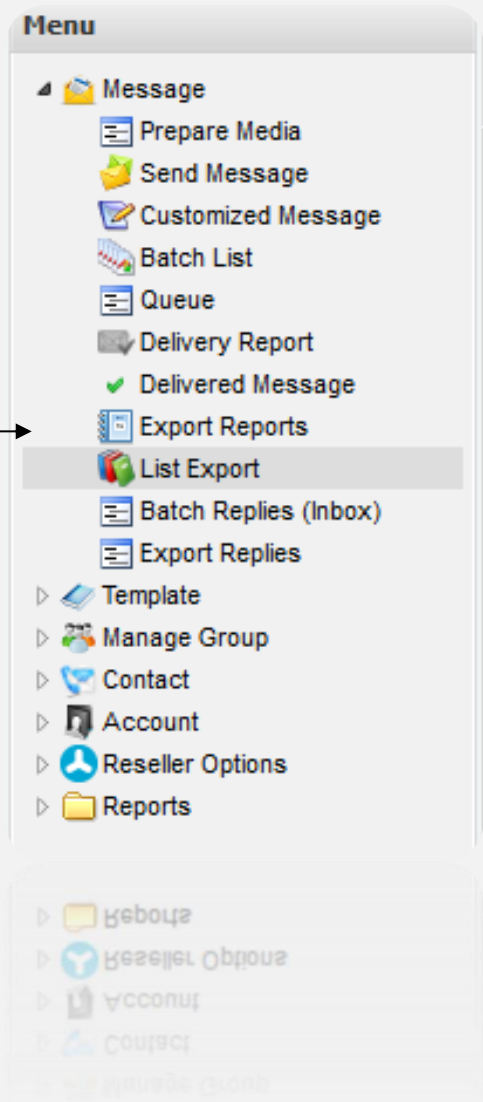
Búsqueda: [Adv.Search](#) Batch Code:

ID	Phone No	Name	Mensaje	Created Date	Message Identifier	Estad
	34-----			17/10/2015 06:42:21	AC4BDF6F79AE3B39E22	✓
	34-----		Perfecto!	17/10/2015 06:41:50	AC4BDF6F79AE3B39E21	✓



REPORTS

YOU CAN GENERATE REPORTS AND DOWNLOAD THEM IN EXCEL FORMAT.
TO GET A REPORT FROM THE MESSAGES WE SEND:
CLICK ON EXPORT REPORTS.



The image shows a form titled 'Export Message to Report'. It contains several fields and checkboxes:

- Export Name:** A text input field with the placeholder 'Nombre de informe'.
- Batch:** A dropdown menu showing 'O2Z2X 1 msg : HOLA, ESTE MENSAJE ES UNA PRUEBA.'.
- ☒ **Export XLS**
- ☐ **Export CSV**
- Start Date Sent:** A date picker showing '14/10/2015'.
- End Date Sent:** A date picker showing '22/10/2015'.
- Estado:** A text input field with the value '1'.
- Delivery Status:** A dropdown menu with the value '-'.
- Media Type Name:** A dropdown menu with the value '-'.
- Group Name:** A dropdown menu with the value '-'.

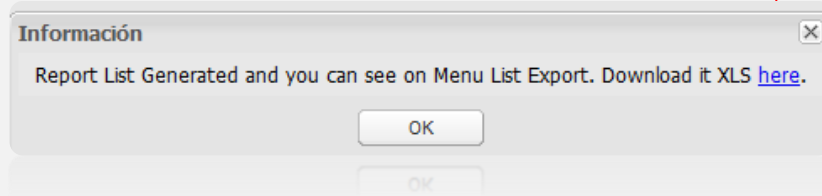
At the bottom of the form, there are two buttons: 'hacer Export Message to Report' and 'Cancelar'.

FILL IN THE REPORT FORM: NAME THE NEW REPORT, SELECT THE CAMPAIGN TO MAKE THE REPORT, ALSO THE START AND END SENDING DATES.



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WHEN YOU ACCEPT ALLOWS YOU TO DOWNLOAD IN .XLS (EXCEL)



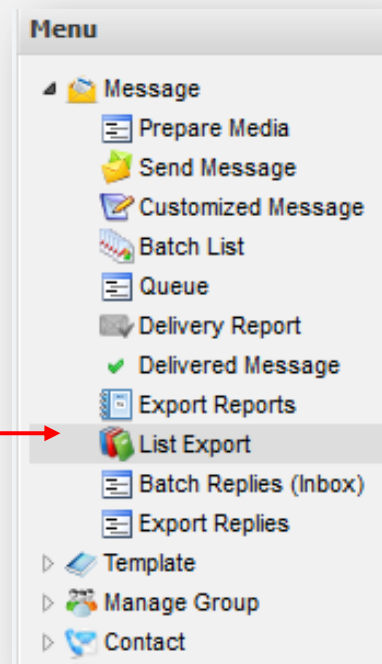
THE EXCEL FILE INFORMS US OF THE STATUS OF MESSAGES AND DELIVERY DATES.

	A	B	C	D	E	F
1	Phone No.	Name	Status	Message	Date	Message ID
2	34664987234	Antonio	Sent	Hola Antonio esto es u	22/10/2015 15:28:55	WzX7f7VwG30w4
3	34654789123	Jose	Sent	Hola Jose esto es una	22/10/2015 15:29:02	tDZNG1EPjmcL7
4	34657894156	Pedro	Sent	Hola Pedro esto es ur	22/10/2015 15:29:04	MvAjEfCRq7Sm6
5	34657894156	Alberto	Read	Hola Alberto esto es u	22/10/2015 15:33:24	QY__hubyyEgZ8
6	34658154789	Marta	Sent	Hola Marta esto es un	22/10/2015 15:29:02	H8s3G_TPZRku6
7	34657154985	Juan	Delivered	Hola Juan esto es una	22/10/2015 15:29:07	3_UxF6KDcpTa6
8						



REPORTS FROM LIST REPORTS

CLICK LIST REPORTS AND YOU WILL SEE A LIST OF YOUR DELIVERY.



Export List File

Búsqueda: Adv. Search

ID	Export Name	Descripción	File Name 1	File Name 2	Expo...	Expo...	Tota
	Campaña FNYV7		a/4c117fd0-030c-4960-a...		✓	■	1248
			a/fda825a-7577-4cf1-afa...		✓	■	1
	CMI - Leídos		a/d918b2c8-f94f-4d93-9c...		✓	■	225
	CMI - 225 empleados INF...		a/963ed2a0-339d-499b-...		✓	■	225
	CMI - 225 empleados		a/26d14e7d-da73-4f22-a...		✓	■	225

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eliminar Export List File Download XLS File

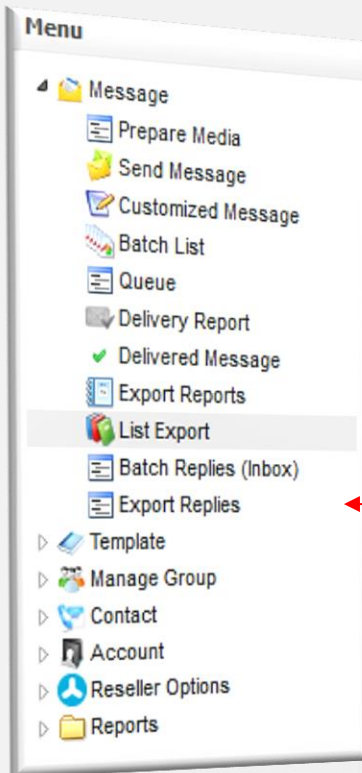


REPLIES REPORTS

NOW YOU CAN GET REPLIES. CHECK YOUR INBOX.

IF YOU NEED LIVE CHAT WITH COSTUMERS JUST ADD AT THE END OF THE MESSAGE "DO NOT REPLY TO THIS MESSAGE, AND ADD YOUR WHATSAPP NUMBER ..."

CLICKING EXPORT REPLIES YOU CAN CREATE A REPLIES REPORT FILLING IN A FORM. THEN YOU CAN DOWNLOAD IT IN .XLS.



	A	B	C	D	
1	Phone No	Name	Media	Message	Date Create
2	971514495677	Muzaffar Abdullaev		1 Test	23/10/2015
3	57301634583	**Brenda**		1 (	22/10/2015
4	573013885671	veneno		1 bn	22/10/2015
5	5219112847349	Mis humildes opiniones		1 Ok muy amable	22/10/2015
6	96171131975		حسن	1	مين 22/10/2015
7	96171131975		حسن	1	الو 22/10/2015
8	50931136787	topfe2013		1 Si	22/10/2015
9	593916791386	Christian Garcia		1 Hola	22/10/2015
10	593919425483	Manolo Cavagnaro		1 me interesa conocer un poco mas sobre el servicio de alertas para o	22/10/2015
11	593919425483	Manolo Cavagnaro		1 Soy Manuel Cavagnaro de Guayaquil, Ecuador	22/10/2015
12	593919425483	Manolo Cavagnaro		1 buen dia...	22/10/2015
13	50231367318	Victor Estrada		1 Quien me puede dar soporte?	22/10/2015
14	573118217855	Julio Mires		1 Cuanto valdria en dólares USD?	22/10/2015
15	573118217855	Julio Mires		1 Lo necesito comprar en este momento	22/10/2015
16	573118217855	Julio Mires		1 Buen día necesito comprar 50 mil mensajes con un link , pero que d	22/10/2015
17	260916234180	Cee Jay (Ikonik-MEIT)		1 Hi how are you	22/10/2015
18	971511255529	kws		1	22/10/2015
19	971511255529	kws		1	اب ح ر م 22/10/2015
20	971511255529	kws		1 lts مرحبا	22/10/2015
21	971511255529	kws		1 Also in the image Arabic is wrong	22/10/2015
22	971511255529	kws		1 Talk English	22/10/2015
23	593919095351	Grupo MONSERRATE		1 Al correo djmonserrate@hotmail.com	22/10/2015
24	593919095351	Grupo MONSERRATE		1 Amigos m pueden ayudar cn los requisitos para distribuidores	22/10/2015
25	573113962516	Fabio Cubillos Valencia		1 Hola	22/10/2015
26	2348185037790	BODE		1 Good evening, please I cant read to understand. Please send in engl	22/10/2015
27	591716815851	@ndrés Levit		1 Pues me interesa muchísimo	22/10/2015
28	591716815851	@ndrés Levit		1 Le agradecería si tienen tutoriales en algún lugar	22/10/2015
29	502518152183	Fernando de León Estrada		1 Hola buenos días	22/10/2015



REPLIES REPORTS



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CLIC LIST REPORT MESSAGE IN

Menu

- Message
 - Prepare Media
 - Send Message
 - Customized Message
 - Batch List
 - Queue
 - Delivery Report
 - Delivered Message
 - Export Reports
 - List Export
 - Batch Replies (Inbox)
 - Export Replies
- Template
- Manage Group
- Contact
- Account
- Reseller Options
- Reports
 - Export Report Message In
 - List Report Message In

- List Report Message In
- Export Report Message In

- Reports
- Reseller Options
- Account
- Contact
- Manage Group
- Batch List





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List Report Message In

Búsqueda:

ID	Export Name	Descripción	Search Keyword	File Name 1	File Name 2	Expo...	Expo...	Total
	Bandeja entrada			a/eb496b56-b774-42b3-...		✓	■	455
				a/0dc3572f-7913-47a8-9...		✓	■	22

SELECT THE CAMPAIGN TO MAKE THE REPORT.
DOWNLOAD IT IN EXCEL.

Page 1 of 1

OPEN THE EXCEL FILE.

	A	B	C	D	
1	Phone No.	Name	Media	Message	Date Create
2	97154495677	Muzaffar Abdullaev		1 Test	23/10/2015
3	573015234583	**Brenda**		1 (	22/10/2015
4	573013885671	veneno		1 bn	22/10/2015
5	5219112847349	Mis humildes opiniones		1 Ok muy amable	22/10/2015
6	96176131975		حسن	1	22/10/2015
7	96176131975		حسن	1	22/10/2015
8	50931136787	topfefe2013		1 Si	22/10/2015
9	593918781386	Christian Garcia		1 Hola	22/10/2015
10	593919425483	Manolo Cavagnaro		1 me interesa conocer un poco mas sobre el servicio de alertas para o	22/10/2015
11	593919425483	Manolo Cavagnaro		1 Soy Manuel Cavagnaro de Guayaquil, Ecuador	22/10/2015
12	593919425483	Manolo Cavagnaro		1 buen dia...	22/10/2015
13	50231357218	Victor Estrada		1 Quien me puede dar soporte?	22/10/2015
14	573118217865	Julio Mires		1 Cuanto valdria en dolares USD?	22/10/2015
15	573118217865	Julio Mires		1 Lo necesito comprar en este momento	22/10/2015
16	573118217865	Julio Mires		1 Buen día necesito comprar 50 mil mensajes con un link , pero que d	22/10/2015
17	260915234180	Cee Jay (Ikonik-MEIT)		1 Hi how are you	22/10/2015
18	971511255529	kws		1	22/10/2015
19	971511255529	kws		1	22/10/2015
20	971511255529	kws		1 Its مرحبا	22/10/2015
21	971511255529	kws		1 Also in the image Arabic is wrong	22/10/2015
22	971511255529	kws		1 Talk English	22/10/2015
23	593919099351	Grupo MONSERRATE		1 Al correo djmonserrate@hotmail.com	22/10/2015
24	593919099351	Grupo MONSERRATE		1 Amigos m pueden ayudar cn los requisitos para distribuidores	22/10/2015
25	573113962516	Fabio Cubillos Valencia		1 Hola	22/10/2015
26	2348185637790	BODE		1 Good evening, please I cant read to understand. Please send in engl	22/10/2015
27	59171681851	@ndrés Levit		1 Pues me interesa muchísimo	22/10/2015
28	59171681851	@ndrés Levit		1 Le agradecería si tienen tutoriales en algún lugar	22/10/2015
29	50251812183	Fernando de León Estrada		1 Hola buenos dias	22/10/2015



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