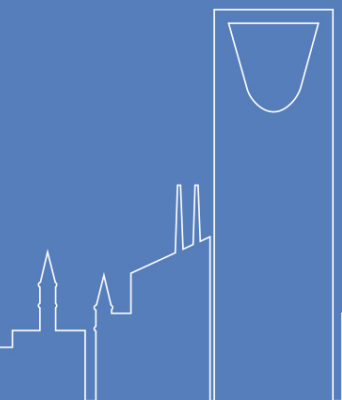
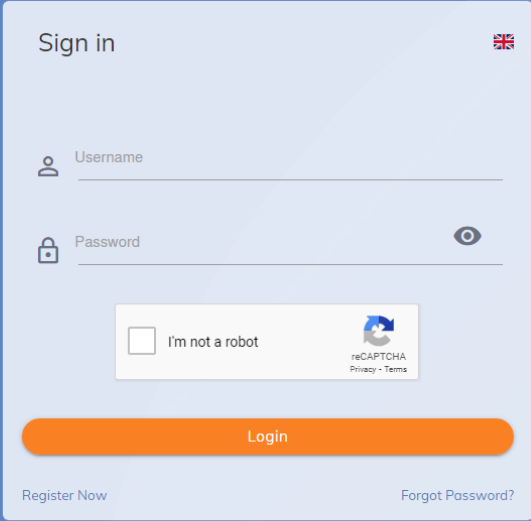


...Taqnyat

**Taqnyat's portal
Sending Tutorial**

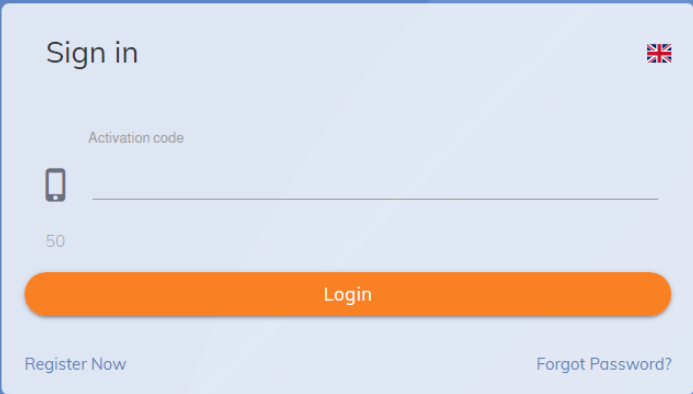


To be able to send messages and campaigns from Taqnyat platform, you must visit the platform and then enter your account information. And click on the login



The image shows a 'Sign in' form on a blue background. The form is white with a light blue border. It has a title 'Sign in' and a UK flag icon in the top right corner. Below the title, there are two input fields: 'Username' with a person icon and 'Password' with a lock icon and an eye icon for toggling visibility. Below the password field is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA' logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a large orange 'Login' button. Below the button are two links: 'Register Now' on the left and 'Forgot Password?' on the right.

then we insert the four digits Activation code sent the the mobile number linked to the account

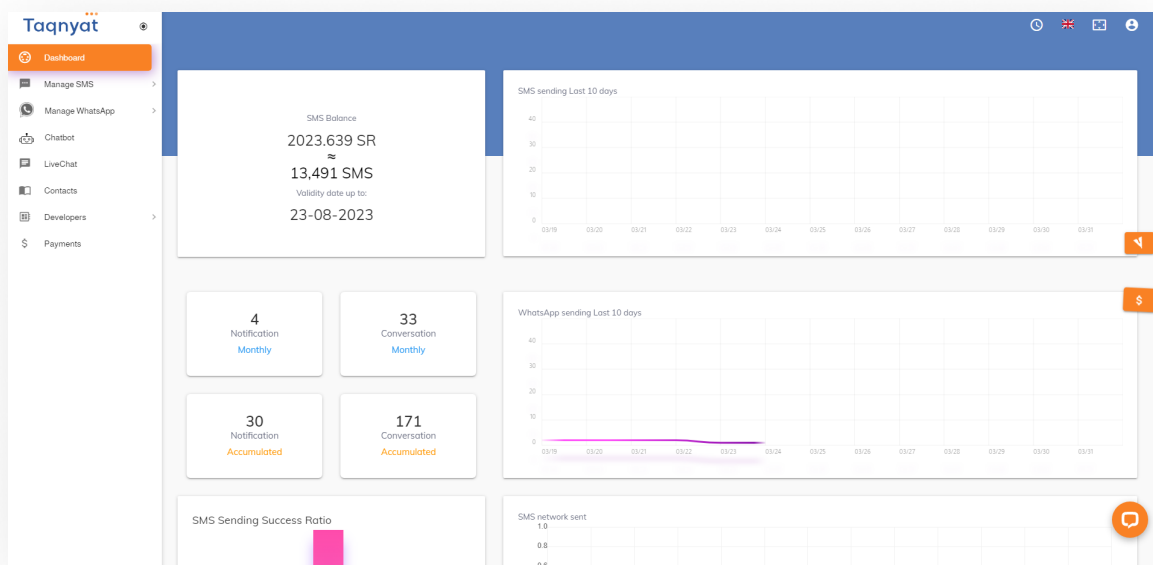


The image shows a 'Sign in' form on a blue background. The form is white with a light blue border. It has a title 'Sign in' and a UK flag icon in the top right corner. Below the title, there is a single input field labeled 'Activation code' with a mobile phone icon to its left. Below the input field is a timer showing '50'. At the bottom of the form is a large orange 'Login' button. Below the button are two links: 'Register Now' on the left and 'Forgot Password?' on the right.

Dashboard

Taqnyat provides, through the dashboard screen, a number of services that enable customers to follow up on their account in an effective and smooth manner:

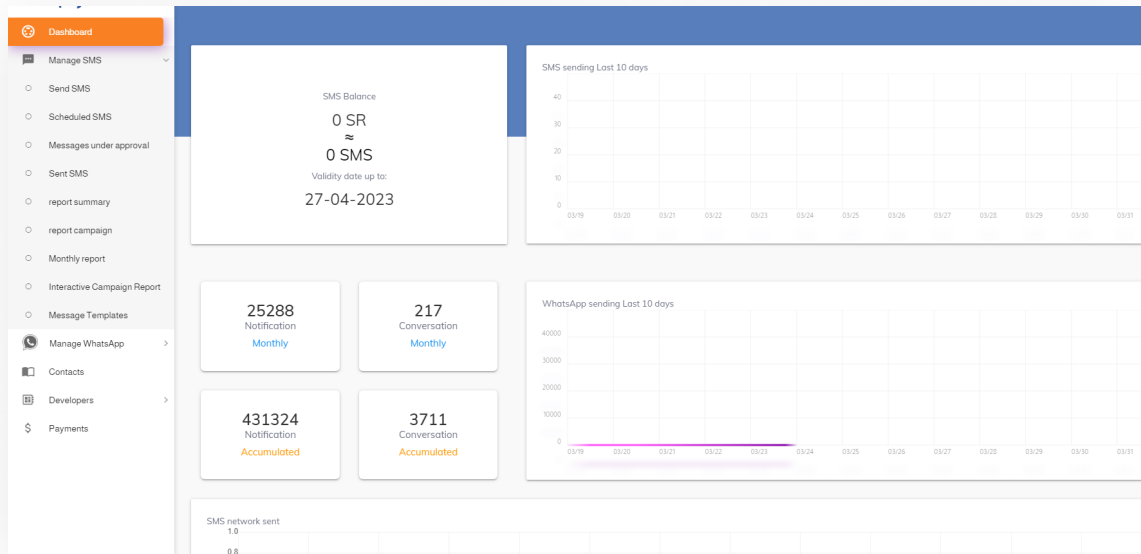
- The available balance information in the account is in Saudi Riyals
- The number of messages that can be sent using this credit depends on the customer's message rate
- Message credit validity date.
- Messaging successful rate
- Direct connection to our support team
- The possibility of changing the language between Arabic and English
- The number of monthly WhatsApp conversations (user-initiated) received during the current and cumulative month
- The number of WhatsApp notification (business initiated) messages sent during the current and cumulative month



Manage SMS

manage sms menu give you the possibility to manage the following:

- send SMS
- scheduled SMS
- Messages under approval
- Sent SMS
- Report summary
- Report campaign
- monthly report
- Interactive Campaign report
- Message Template



sending message

To send text messages through the option of **send SMS**, where you can immediately send messages once your sender name is activated .

send sms



Sender

Choose Sender



Numbers



Message

1/160 «»



☐ Add numbers from file



☐ Add short Link



☐ Test Campaign



☐ Schedule this message



☒ Prevent duplicate numbers



Send



Send text messages with Taqnyat

✓ Choose the sender's ID

✓ Fill in your numbers separated by 

✓ You can choose a group for your numbers by clicking 

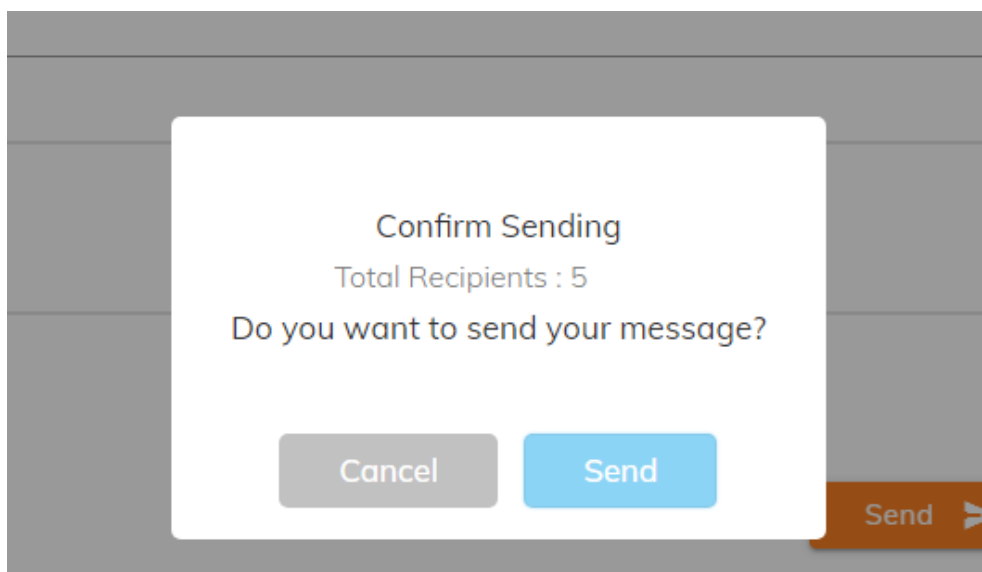
✓ Fill in the message content

✓ If you want to send your message later, you can enable scheduled messages

✓ Finally, press Send and confirm sending the message

After choosing send messages from manage SMS menu follow these simple steps to reach your clients:

1. Choose the sender to be used in the transmission. You must choose the name of the sender with the suffix -ad in the event that you want to send advertising messages.
2. Determine the numbers to be sent to by manually entering them with ",", and you can specify the numbers using the names directory and specify the groups to be sent to.
3. Determine the text of the message to be sent with considerations
4. If you want to send the message at a later time, the option to time this message will be activated and choose the appropriate date and time.
5. In the event that there is a group of numbers that may contain a number of duplicate numbers, and if desired, after sending the text of the message more than once to the same number, the option to prevent duplicate numbers is activated.
6. When you have finished preparing the message you want to send, click on the Send button
7. When you click on the Send button, a confirmation message appears, containing the number of numbers that will receive the message, in addition to the amount that will be
8. deducted from your balance, and confirmation of sending



Send from excel

Messages can be sent through a Taqnyat portal using an Excel file by entering **manage SMS** menu and selecting the submenu **Send from Excel**

To send messages through an excel file, you must follow the following steps:

1. Determine the name of the sender to be used in the transmission. You must choose the name of the sender with the suffix -ad in the event that you want to send advertising messages.
2. Determine the file that contains the numbers that the customer wishes to send to, taking into account the commitment to the same format approved by the company.
 - A sample of the final form that can be used in the excel file can be downloaded from the link entitled Example file
 - The text of the sent message is determined by the same excel file
3. In the event that there is a specific variable such as a name, the option to add a variable is activated
 - When activating the option to add a variable, it is required to specify the text of the message to be sent, and the number of the column name that contains the information in the excel file that will be used when sending the message is selected.
4. If you want to send the message at a later time, activate the timing of this message option and choose the appropriate date and time.
5. In the event that there is a group of numbers that may contain a number of duplicate numbers, and if desired, after sending the text of the message more than once to the same number, the option to prevent duplicate numbers is activated
6. When you have finished preparing the message you want to send, click on the Send button
7. When you click on the Send button, a confirmation message will appear, containing the number of numbers that will receive the message, in addition to the value of the amount that will be deducted from your balance, and confirmation of sending

Dashboard

Manage SMS

Send SMS

Send from Excel

Scheduled SMS

Messages under approval

Sent SMS

report summary

report campaign

Monthly report

Interactive Campaign Report

Message Templates

Manage WhatsApp

Chatbot

LiveChat

Contacts

Developers

Payments

Send from excel

Sender

Choose Sender

File

Click, drag, and drop

example .File

Campaign Name

Sun1110

Add Variables

Schedule this message

Prevent duplicate numbers

Send

Send text messages with Taqnyat

Choose the sender's ID

prepare the excel file that contains mobile numbers in column A and message in column B

you can find a sample of the excel file in example .File

upload the excel file from click, drag and drop

select add parameter

start to write the message text and click on column symbols to add to message text

To add the interactive messaging link, press the

If you want to send your message later, you can enable scheduled messages

Finally, press Send and confirm sending the message

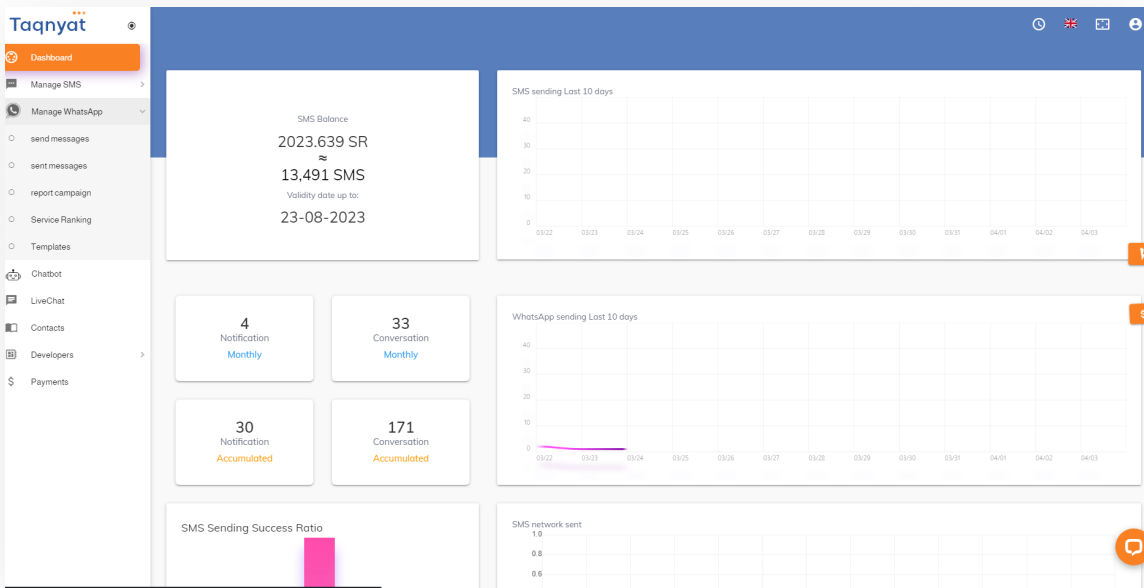
You can also export reports for messages and campaigns through the options related to reports

WHATSAPP

Manage WhatsApp

If you choose to manage WhatsApp messages, a list will appear with several options as follows:

1. Send messages
2. Sent messages
3. Report campaign
4. Service ranking
5. Templates



Send a WhatsApp message

1. Write the name of the campaign to be used
2. Choose the message template you want to use in this campaign
3. If the template contains media (image, file, video), the file link must be pasted in the the specified place, bearing in mind that the link must be public and accessible
4. Attach an excel file containing the recipients numbers. **the format of the file as the following: in the first column inside the file without any header for the columns, then enter the value of the first variable for each number next to it in the second column, and so on for all variables.**
5. If you want to schedule your messages, then the option **schedule this message** will be activated and choose the appropriate date and time.
6. When you finish preparing the message you want to send, click on the Send button
7. When you click on the Send button, you will see a confirmation message views the number of numbers that will receive the message
8. You can view the sent messages and check their status by visiting the **sent message**, or export a campaign report by visiting the **reports campaign**

The screenshot displays the 'send message' interface of the taqnyat platform. On the left, a sidebar lists navigation options: Dashboard, Manage SMS, Manage WhatsApp, send messages (highlighted), sent messages, report campaign, Service Ranking, Templates, Chatbot, LiveChat, Contacts, Developers, and Payments. The main content area is titled 'send message' and contains a form with the following fields: Campaign Name (Sun1128), Template (image_and_texten), File path, and File upload. A 'Schedule this message' checkbox is present, and a 'Send' button is at the bottom right. A preview of the message is shown on the right, featuring a placeholder image and the text: 'Welcome , this is taqnyat whatsapp test for pic and text, thanks for understanding.' The footer includes links for Privacy, Terms, and SPAM Messages.

Reports can be exported in excel file for messages or campaigns by selecting sent messages or campaign reports, then selecting the campaign or messages for which you want to export your report.

**** please note that you can't open a conversation with your clients unless you use a predefined template in templates menu, you can visit our blog which describes how to create and manage your templates.**

https://blog.taqnyat.sa/post/template_manager/