

SMSGatewayHub

Excel Plugin

User Guide & Setup Instructions

Send bulk SMS directly from Microsoft Excel

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1 Overview

The SMSGatewayHub Excel Plugin lets you send SMS messages directly from an Excel spreadsheet. It connects to your SMSGatewayHub account using your API Key and supports bulk sending, personalization, scheduling and delivery reports.

Key features:

- Send SMS to all rows, a row range, or only the rows you select in Excel
- Save reusable message templates with personalization variables (##NAME##, ##AMOUNT##, etc.)
- Save your Sender IDs together with their DLT Entity IDs
- Personalize each message using values from your sheet columns
- Send in English or Unicode (Hindi / regional languages)
- Schedule messages for a future date and time
- Check your remaining SMS balance at any time
- Pull the delivery report of any Job ID into a new sheet

Requirements: Microsoft Excel for Windows (2010 or newer) with macros enabled, an internet connection, and an active SMSGatewayHub account with an API Key.

2 Installation

Download **Excel_Plugin_SMSGATEWAYHUB.zip** from www.smsgatewayhub.com/sms-excel-plugin and unzip it. Inside you will find:

```
MSGATEWAYHUB_Plugin.xlam
```

Follow these steps:

1. **Copy the plugin file** into this folder on your computer:

```
%APPDATA%\Microsoft\AddIns\
```

Press **Windows + R**, type the path above and press Enter. Paste the .xlam file into this folder.

2. **Unblock the file** (Windows marks downloaded files): right-click the .xlam → Properties → tick **Unblock** (if shown) → OK.
3. **Open Excel** and go to File → Options → Add-ins.
4. At the bottom, next to **Manage: Excel Add-ins**, click **Go...**
5. Click **Browse** and select MSGATEWAYHUB_Plugin.xlam from the AddIns folder.
6. **Tick the checkbox** next to MSGATEWAYHUB_Plugin and click **OK**.

Tip: The plugin then loads automatically every time you open Excel. You do not need to repeat these steps.

After installation a new tab called “SMS Gateway Hub” appears in the Excel ribbon.

3 Ribbon Buttons

Click the **SMS Gateway Hub** tab in the ribbon to see these buttons:

Button	What it does
Check Balance	Shows your current SMS credit balance instantly.
Send SMS	Opens the step-by-step Send SMS wizard.
Delivery Report	Fetches the delivery status for a Job ID and writes it to a new sheet.
Settings	Manage your API Key, message templates and Sender IDs.

4 Settings — API Key, Templates & Sender IDs

Click **Settings** in the ribbon. A box shows your current status and a numbered list of options. Type the number of the option you want and click OK.

4.1 Set / Update API Key (Option 1)

This is the only setting needed to get started. The API Key connects the plugin to your SMSGatewayHub account.

1. Click **Settings** → type **1** → OK.
2. Enter your API Key. Find it after logging in at msgatewayhub.com: **Panel** → **API's** → **API Key**.
3. Click **OK**. The key is saved — you will not need to enter it again.
4. Choose **Yes** when asked to test the connection. Your balance will appear.

Note: The API Key is saved in the Windows registry of your user account on this PC. Keep your PC locked; anyone with the key can send SMS from your account. You can change the key at any time from the panel.

4.2 Check Balance (Option 2)

Shows your remaining SMS balance using the saved API Key. You can also click the **Check Balance** button in the ribbon.

4.3 Manage Templates (Option 3)

Templates are reusable messages that can include personalization variables (see Section 6).

- **Option 1 — Add New Template:** enter the DLT Template ID, a template name and the message text. Use `##VARNAME##` for variables, e.g.:

```
Dear ##NAME##, your order ##ORDERID## is confirmed. Amount: Rs.##AMOUNT##
```

- **Option 2 — Bulk Import from Excel:** select an Excel file where Column A = Template ID, Column B = Template Name, Column C = Message Text (row 1 = headers). All valid rows are imported at once.
- **Option 3 — Delete a Template:** enter the number shown next to the template you want to remove.

Tip: All saved templates appear in the Send SMS wizard (Step 5) for quick selection.

4.4 Manage Sender IDs (Option 4)

A Sender ID (header) is the 6-character name recipients see as the SMS sender. It must be DLT-registered.

- **Option 1 — Add New Sender ID:** enter the Sender ID (e.g. SMSHUB) and its DLT Entity ID (PE ID).
- **Option 2 — Delete a Sender ID:** enter the number shown next to the Sender ID you want to remove.

Note: At least one Sender ID must be saved before you can send messages.

5 Sending SMS — Step by Step

Click **Send SMS** in the ribbon. A series of boxes guides you through 8 steps. Type your choice in each box and click OK.

- 1 Mobile Number Column** — enter the column letter that contains the mobile numbers (e.g. A). The plugin shows your sheet columns for reference.
- 2 Sender ID** — choose a saved Sender ID from the numbered list.
- 3 Message Channel** — 1 = Promotional, 2 = Transactional, 3 = OTP.
- 4 Language** — 1 = English (DCS 0), 2 = Unicode for Hindi / regional languages (DCS 8).
- 5 Template** — choose a saved template, or enter 0 to type a message yourself.
- 6 Message Text** — review or edit the message. Variables (##VARNAME##) can be used. Step 6b then asks which sheet column holds each variable; a matching column header is suggested automatically.
- 7 Rows to Send** — 1 = All rows, 2 = Row range (e.g. 2-50), 3 = Rows currently selected in Excel.
- 8 Schedule** — 1 = Send now, 2 = Schedule for later (date as DD-MM-YYYY, time as HH:MM in 24-hour format).

After Step 8 a preview of the first message is shown with a summary (number of recipients, sender, channel, language). Click **Yes** to send.

Tip: 10-digit mobile numbers get the country code 91 added automatically. 12-digit numbers (already with 91) are used as they are. Rows with other lengths are skipped.

6 Using Variables (Personalization)

Variables let you send a unique, personalized message to every recipient using data from your sheet.

1. In your message, write the variable name with double hashes on both sides:

```
Dear ##NAME##, your payment of Rs.##AMOUNT## is due on ##DUEDATE##.
```

2. The plugin detects all ##VARNAME## tokens automatically when you send.
3. For each variable you are asked which column holds the value. If a column header matches the variable name it is suggested automatically.
4. Each recipient receives the message with the values of their own row.

Example sheet:

A: Mobile	B: Name	C: Amount	D: DueDate
9876543210	Rahul	1500	20-06-2026
9812345678	Priya	2200	22-06-2026

Rahul receives: "Dear Rahul, your payment of Rs.1500 is due on 20-06-2026."

Priya receives: "Dear Priya, your payment of Rs.2200 is due on 22-06-2026."

7 DLT Rules (India)

Under TRAI rules every commercial SMS in India must use a DLT-registered Sender ID (header) and DLT-approved template.

- Save each Sender ID together with its **DLT Entity ID (PE ID)** (Settings → 4).
- Save each template with its **DLT Template ID** (Settings → 3), and keep the text exactly as approved. In the DLT template a variable is written {#var#}; in the plugin use a ##VARNAME## at the same place.
- The fixed words of the message must match the approved template exactly — otherwise operators reject the SMS.
- Promotional messages can only be delivered between 10:00 AM and 9:00 PM.

Links in SMS: a message that contains a URL is delivered only if that URL/domain is whitelisted for your header on the DLT portal.

8 Checking Balance

Click **Check Balance** in the ribbon (or Settings → 2) to see your remaining SMS credits. The plugin asks your SMSGatewayHub account directly using the saved API Key.

9 Delivery Reports

To check the delivery status of a batch you sent:

1. Click **Delivery Report** in the ribbon.
2. Enter the **Job ID** of the batch. You find the Job ID of every send in your SMSGatewayHub panel reports.
3. A new sheet named **DR_<JobID>** is created with the delivery report from SMSGatewayHub.

10 Troubleshooting & Support

Issue	Solution
The “SMS Gateway Hub” tab is not in the ribbon	Re-check the installation: File → Options → Add-ins → Manage Excel Add-ins → Go, and make sure SMSGATEWAYHUB_Plugin is ticked. Unblock the .xlam file (Section 2, step 2) and enable macros.
“Please configure your API Key first”	Go to Settings → 1 and enter your API Key.
“Please add a Sender ID first”	Go to Settings → 4 → 1 and add a Sender ID with its DLT Entity ID.
“No valid 10-digit mobile numbers found”	Check that the chosen column holds 10-digit numbers (or 12 digits with 91) and that the row range is correct. Numbers stored with spaces or +91 should be cleaned first.
“Connection failed” when checking balance	Check that the API Key is correct (Panel → API's → API Key) and that the internet connection works. Office networks may block the connection — try another network.
Messages sent but not delivered	Confirm that the Sender ID, Entity ID and template are DLT-approved and that the text matches the approved template exactly. Check the Delivery Report for the reason.
Hindi text arrives as “????”	Choose Language 2 (Unicode) in Step 4. If it still happens, contact support for the latest plugin version.

Need Help?

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