Send a Message to Multiple Recipients

How to Send a Message to Multiple Recipients in Muhasib ERP

Overview

This guide will help you send an approved message to multiple valid recipients and record individual failures.

Muhasib attempts recipients individually and reports invalid or failed numbers before its overall completion message.

Who can do this

You need access to SendSMS and access to a location with an assigned gateway.

Before you start

Confirm consent, recipient list, number format, message content, provider balance/limits, location gateway, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers → Send SMS.

Send a Message to Multiple Recipients

Step 1: Confirm the active terminal location and gateway

Step 2: Enter or select recipients

Step 3: Validate each number and remove duplicates

Step 4: Enter and review the approved message

Step 5: Send once

Step 6: Record every number-specific validation or provider failure

Step 7: Do not resend successful recipients when correcting failures

Check your work

Compare and Confirm intended recipients to successful, failed, and invalid results, then check SMS Inquiry/provider evidence.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not interpret “All Messages Sent” as proof every handset received a message.
- Retry only recipients whose outcome is confirmed failed.

Related guides

- Review SMS History and Delivery Evidence

- Send a Transaction SMS
- Retry a Partially Successful Integration Safely

What to do next

> **Review SMS History and Delivery Evidence**.

Revision #0
Created 2026-09-04 09:20:12 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed