Bulk SMS Solution

Administrator account

9/22/2010
Actel- Active Telecommunications

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Introduction

Bulk SMS System is a solution that allows users to send many Short Messages to different receivers at once. This is Master Account holders' management tool that includes:

i- Accounts Management
ii- Points and Sender IDs management
iii- Reporting

Legend

SMS: Short Message Service

Bulk SMS: Mass SMS.

Single SMS: A single SMS message

Group: A group of contacts

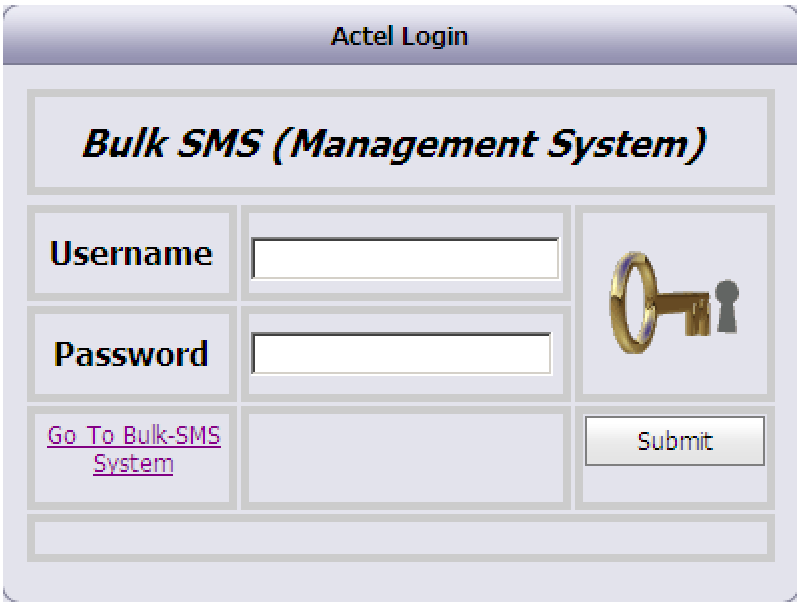
Contact: A person referred to by its phone number

Scope

This document is meant to be used by Actel Administrators.

Step 1 – Connection to the system:

- Enter the URL : http://bulksms.actelme.com/Actel/login.aspx
- Enter your username in the Username field
- Enter your password in the Password field
- Click on Submit Button to enter to the management system



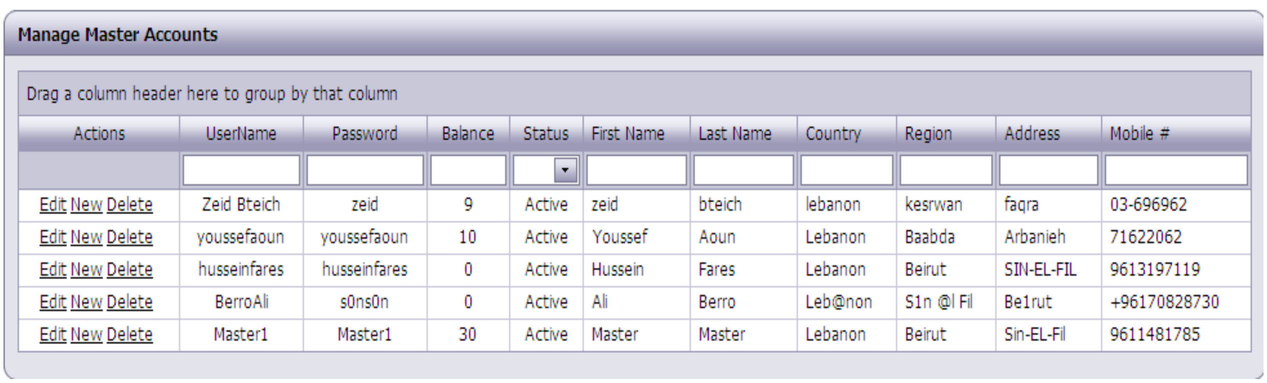
Step 2 - Manage accounts.

Navigating the Home page:

This is the first page you will be redirected to after logging in. After selecting the **Home** link from the left side navigation bar, a page containing data on the available **Master accounts** will appear in the center of your screen.

a) **Account Points:** "Unlimited" since Actel has no limitations.

b) **Accounts Information:** Displays all available Master accounts information.


Manage Master Accounts

Drag a column header here to group by that column

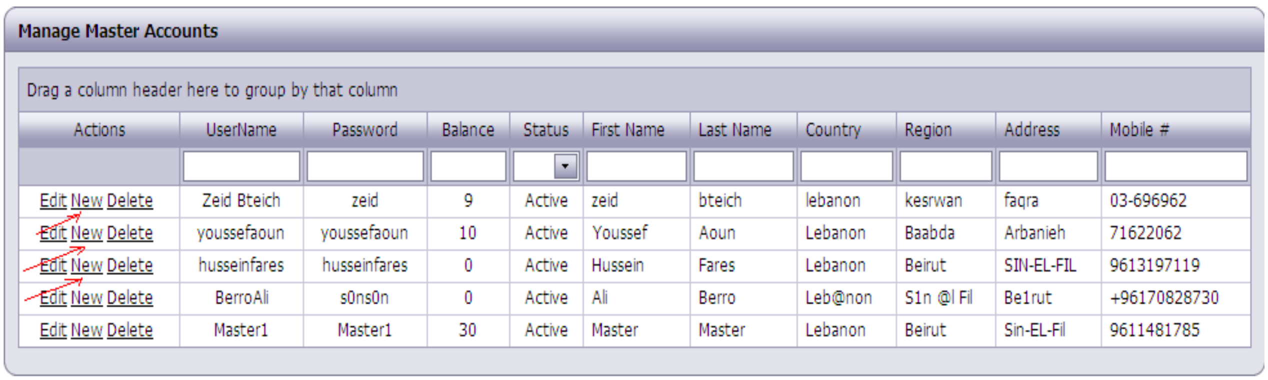
Actions	UserName	Password	Balance	Status	First Name	Last Name	Country	Region	Address	Mobile #
Edit New Delete	Zeid Bteich	zeid	9	Active	zeid	bteich	lebanon	kesrwan	faqra	03-696962
Edit New Delete	youssefaoun	youssefaoun	10	Active	Youssef	Aoun	Lebanon	Baabda	Arbanieh	71622062
Edit New Delete	husseinfares	husseinfares	0	Active	Hussein	Fares	Lebanon	Beirut	SIN-EL-FIL	9613197119
Edit New Delete	BerroAli	s0ns0n	0	Active	Ali	Berro	Leb@non	S1n @l Fil	Be1rut	+96170828730
Edit New Delete	Master1	Master1	30	Active	Master	Master	Lebanon	Beirut	Sin-EL-Fil	9611481785

- Actions: is the field where you can do an action on a specified account and it includes :
  - Edit Button: change some or all information of an account
  - New Button: create a new account
  - Delete Button :Delete selected account

- Username: Specifies the username of an account.
- Password: Specifies the password of an account
- Balance: Specifies how many available points in an account.
- Status: Specifies the status of an account (Active or Inactive).
- First Name: Specifies the First Name of account holder.

- Last Name: Specifies the Last Name of account holder.
- Country: Specifies the country-location of account holder.
- Region: Specifies the region –location of account holder.
- Address: Specifies the accurate address of account holder.
- Mobile#: Specifies the mobile number of account holder.

Create a new account:



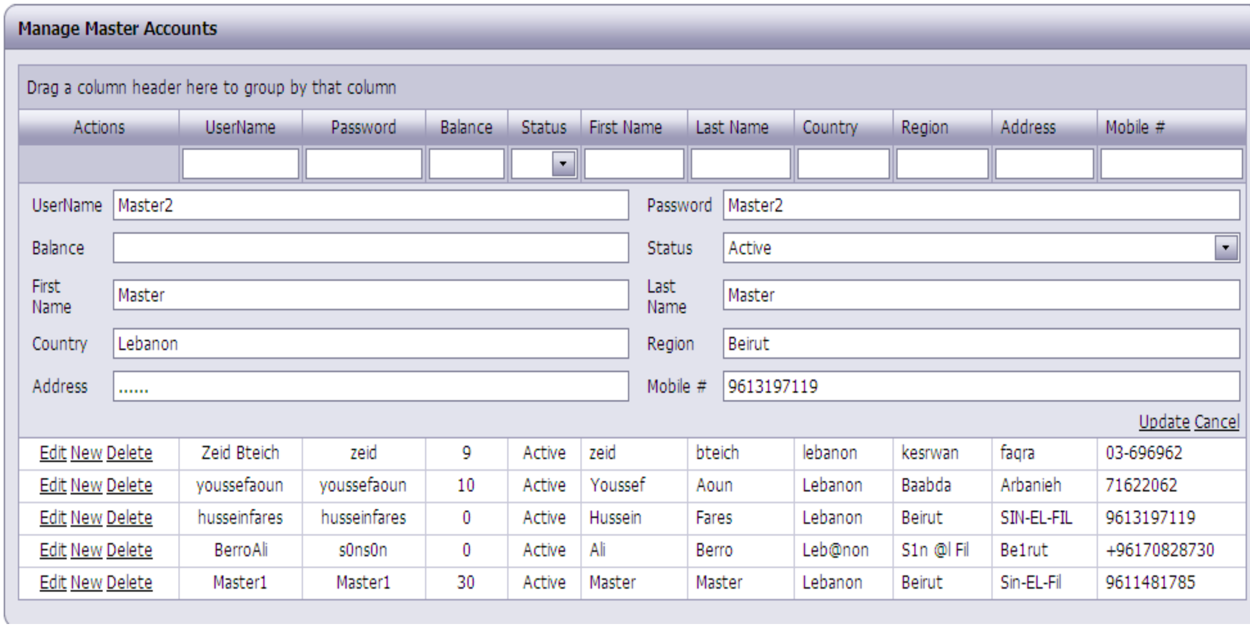
Manage Master Accounts

Drag a column header here to group by that column

Actions	UserName	Password	Balance	Status	First Name	Last Name	Country	Region	Address	Mobile #
Edit New Delete	Zeid Bteich	zeid	9	Active	zeid	bteich	lebanon	kesrwan	faqra	03-696962
Edit New Delete	youssefaoun	youssefaoun	10	Active	Youssef	Aoun	Lebanon	Baabda	Arbanieh	71622062
Edit New Delete	husseinfares	husseinfares	0	Active	Hussein	Fares	Lebanon	Beirut	SIN-EL-FIL	9613197119
Edit New Delete	BerroAli	s0ns0n	0	Active	Ali	Berro	Leb@non	S1n @l Fil	Be1rut	+96170828730
Edit New Delete	Master1	Master1	30	Active	Master	Master	Lebanon	Beirut	Sin-EL-Fil	9611481785

1) Click **New** Button
2) Enter account username in the field labeled (**Username**)
3) Enter account password in the field labeled (**Password**)
4) Select the status of the account (**Active/Inactive**)

   a. **Active** : Means that you can use this account and it is visible in all the application
   b. **Inactive**: Means that the account is found but not available to be used.
5) Enter account holder first name in the field labeled (**First Name**)
6) Enter account holder last name in the field labeled (**Last Name**)
7) Enter the country of account holder in the field labeled (**Country**)
8) Enter the region of account holder in the field labeled (**Region**)
9) Enter the detailed address of account holder in the field labeled (**Address**) and finally Enter account holder mobile number in the field labeled (**Mobile#**)



10) Click Update button, the account will appear in the grid view with balance = 0 pts.

Note: Balance field can't be changed from here you will add points to the newly created account from manage account points section.

Edit an existing account:

1) Click **Edit** Button that references to an account.
2) Change some or all fields then click Update.

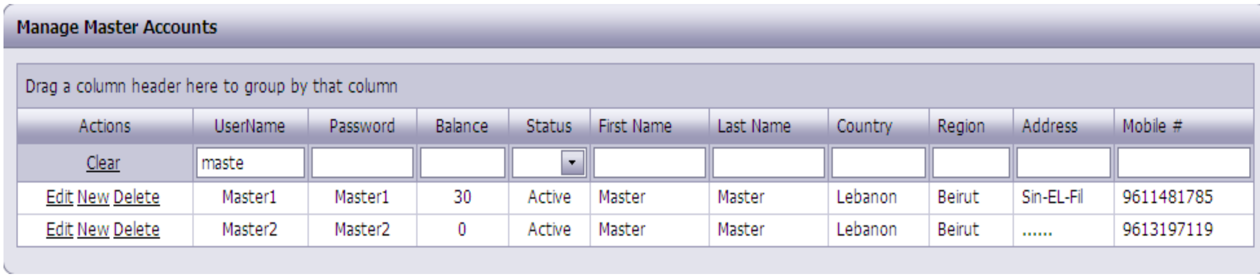
Delete an existing account:

1) Click **Delete** Button that references to an account.
2) A confirmation window will appear asking you to confirm deleting or cancel.

Search to find your account:

Above each column there is a white empty box ready for you to put a text in to search.
If you want to search for a specific account you can easily do so by following these steps:

1) In the white empty box below the column name ("**UserName**") put the name or part of the username of the account you want to search for, then the grid will look for all the matches. To clear this search just click on the clear button appearing below the column name ("**Actions**")

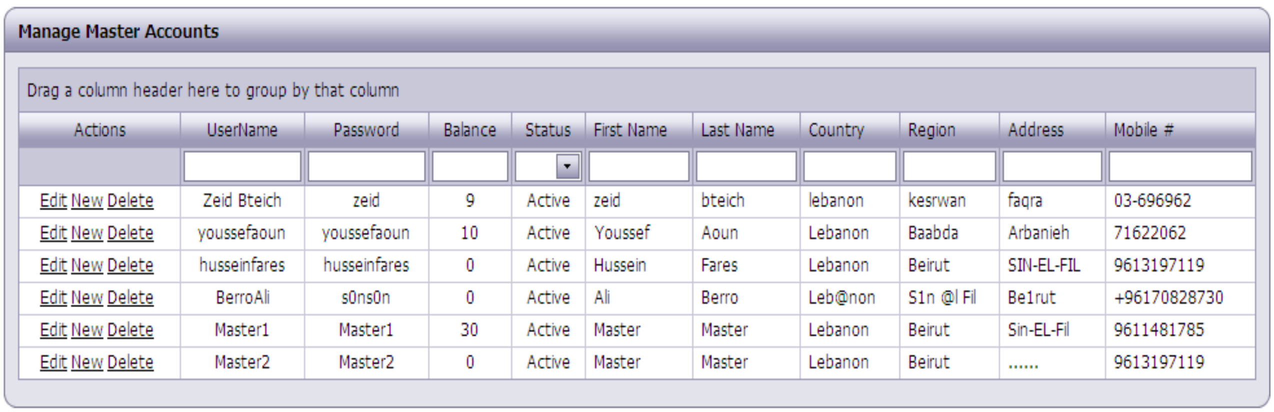


Manage Master Accounts

Drag a column header here to group by that column

Actions	UserName	Password	Balance	Status	First Name	Last Name	Country	Region	Address	Mobile #
Clear	maste									
Edit New Delete	Master1	Master1	30	Active	Master	Master	Lebanon	Beirut	Sin-EL-Fil	9611481785
Edit New Delete	Master2	Master2	0	Active	Master	Master	Lebanon	Beirut	......	9613197119

2) To search for the active accounts:
   a. Clear the above search condition using the clear button
   b. choose from the empty list box below the column title ("**Status**") a specific status to search for the available accounts with selected status (e.g. let's search for all available Active accounts.)



Manage Master Accounts

Drag a column header here to group by that column

Actions	UserName	Password	Balance	Status	First Name	Last Name	Country	Region	Address	Mobile #
Edit New Delete	Zeid Bteich	zeid	9	Active	zeid	bteich	lebanon	kesrwan	faqra	03-696962
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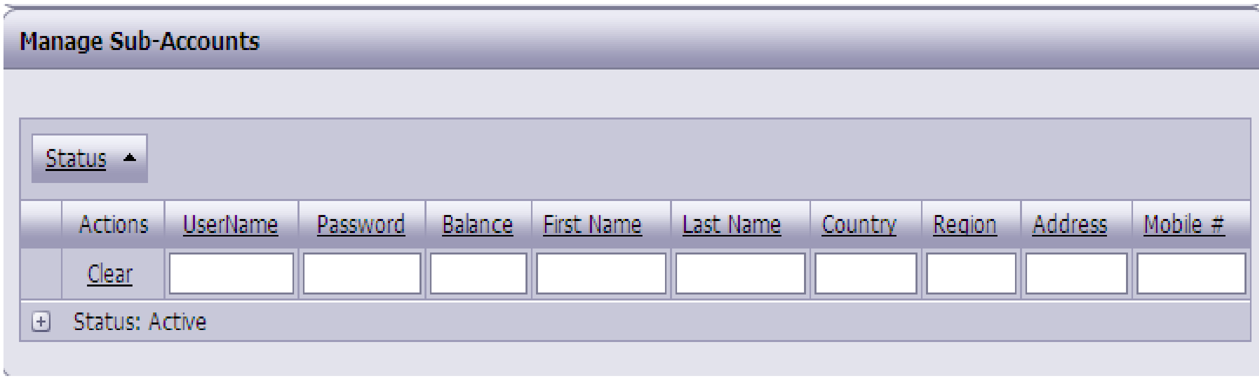
Edit New Delete	Master2	Master2	0	Active	Master	Master	Lebanon	Beirut	......	9613197119

   c. After choosing Active from the list box related to Status column, the grid directly searches for the available active accounts.
   d. You can **clear** filtering conditions using the clear button listed above.

Grouping your available data:

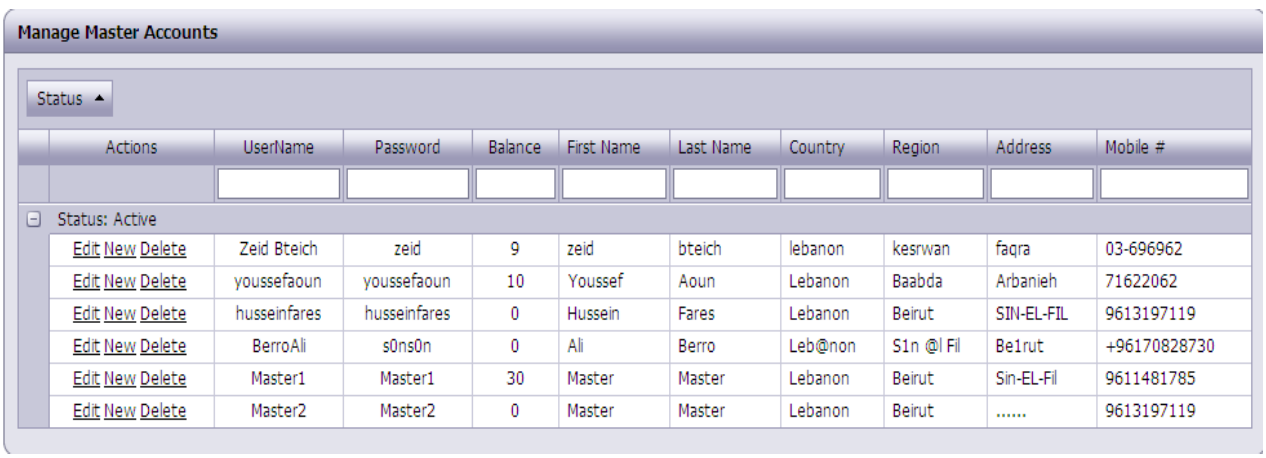
You can group your available data any time and according to any column. In other words, if you want to group your data by Status you will see that all available statuses (**Active/Inactive**) will be listed in the grid view with a + sign on the side of each row. When you click on the + sign it displays all the related accounts.

For example, let us click on the title of the column "**Status**", drag this title and drop it in the empty space labeled "**Drag a column header here to group by that column**".



You can see that the list contains the statuses with a + sign on the side of each one of them.

- Click on the + sign beside (Status: **Active**)



Manage Master Accounts

Status

Actions	UserName	Password	Balance	First Name	Last Name	Country	Region	Address	Mobile #
Status: Active									
Edit New Delete	Zeid Bteich	zeid	9	zeid	bteich	lebanon	kesrwan	faqra	03-696962
Edit New Delete	youssefaoun	youssefaoun	10	Youssef	Aoun	Lebanon	Baabda	Arbanieh	71622062
Edit New Delete	husseinfares	husseinfares	0	Hussein	Fares	Lebanon	Beirut	SIN-EL-FIL	9613197119
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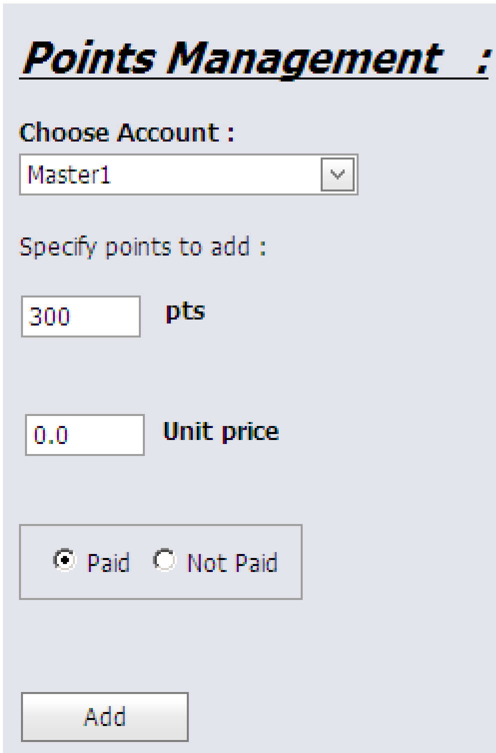
Edit New Delete	Master1	Master1	30	Master	Master	Lebanon	Beirut	Sin-EL-Fil	9611481785
Edit New Delete	Master2	Master2	0	Master	Master	Lebanon	Beirut	......	9613197119

You can see that all Active accounts are listed below the “**Active**”.

Step 3 – Managing Account Points

This section is aimed to add points to a specific account

1) On the left Navigation bar select the **Manage Account Points** link .You will see that a Points Management page will appear in the center of your screen.
2) Choose an account from the list box labeled (**Choose Account**) to add points to it.
3) Insert the number of points you wish to add in the white box that is labeled (**Specify points to add**)
4) Insert the Price per point of these added points in the white box labeled (**Unit Price**)
5) Select if the customer **paid** you the added points or **didn't pay** yet.
6) Finally click on the "**Add**" Button to add the specified points with all information.



Step 5 - Manage Account Sender ID:

This section is aimed to assign one or collection of Sender IDs to an account that will use them in a later stage when the customer tries to assign these Sender IDs to his accounts.

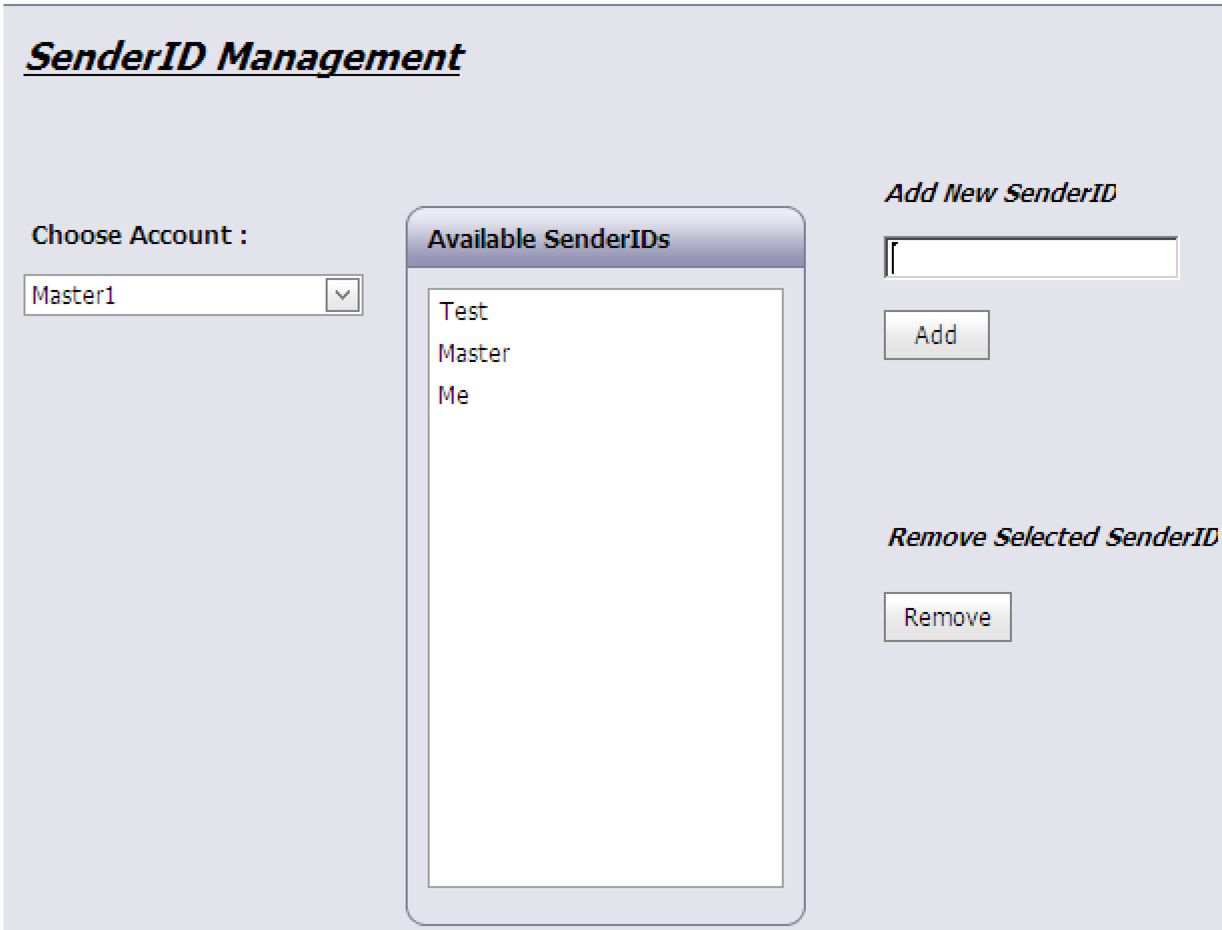
1) On the left Navigation bar select the Manage Account Sender IDs link .You will see that Sender ID Management page will open.

2) Choose an account from the list box labeled “**Choose Account**”

3) You will see that the Data list on the right of the page that contains the Sender IDs assigned to the selected master account will change automatically when you change the selected account to view the Sender IDs assigned to the new selected account.

4) If you want to assign a new Sender ID to the selected **master account** just insert the new Sender ID in the white box labeled “**Add new Sender ID**” then click “**Add**” button, directly you will see that the new Sender ID is added to the Data List labeled “**Available Sender IDs**”.

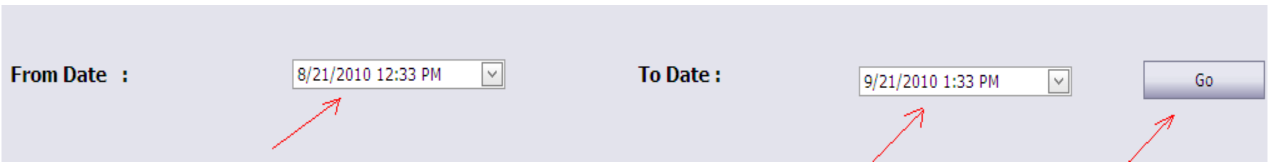
5) If you wish to remove one of the assigned Sender IDs just select the Sender ID from the Data List labeled “**Available Sender IDs**” and Click on “Remove” button, It will disappear from the Sender ID list.


SenderID Management
Choose Account :
Master1
Available SenderIDs
Test
Master
Me
Add New SenderID
Add
Remove Selected SenderID
Remove

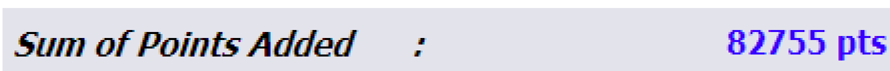
Step 6 - Reporting:

1) On the left Navigation bar select the **Report** link .You will see that Report page will open in the center of your screen.

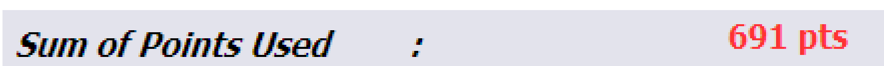
2) Choose "**From date**", "**To Date**" from date pickers and click "**Go**" button to search in the entire page.



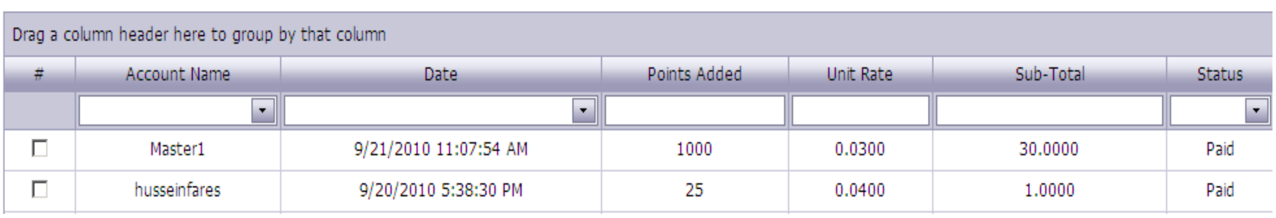
3) Check Sum of **Points Added** to take an idea of how many points you added for all your accounts in the specified date/time interval.



4) Check Sum of **Points Used** to take an idea of how many points your accounts used in the specified date/time interval.



5) Take a look on the grid view that includes information on all the transactions made between the above specified date/time interval



Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☐	Master1	9/21/2010 11:07:54 AM	1000	0.0300	30.0000	Paid
☐	husseinfares	9/20/2010 5:38:30 PM	25	0.0400	1.0000	Paid

6) You can filter data on this grid view as you want and there is a sum of all viewed prices that will give you an idea on the total according to the filtered data.

Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☐	Master1	9/21/2010 11:07:54 AM	1000	0.0300	30.0000	Paid
☐	husseinfares	9/20/2010 5:38:30 PM	25	0.0400	1.0000	Paid
☐	BerroAli	9/17/2010 6:47:26 PM	20	10.0000	200.0000	Paid
☐	BerroAli	9/17/2010 6:46:44 PM	10	2.0000	20.0000	Paid
☐	BerroAli	9/17/2010 6:44:18 PM	20	1.0000	20.0000	Paid
☐	BerroAli	9/17/2010 6:43:36 PM	10	1.0000	10.0000	Paid
☐	bahoo	9/16/2010 8:38:43 PM	9	0.0200	0.1800	Paid
☐	Zeid Bteich	9/16/2010 8:38:12 PM	9	222.0000	1998.0000	UnPaid
☐	bahoo	9/16/2010 6:58:54 PM	5	0.0400	0.2000	Paid
☐	bahoo	9/16/2010 6:58:33 PM	0	0.0400	0.0000	Paid
☐	bahoo	9/16/2010 6:58:21 PM	25	0.0500	1.2500	Paid
☐	bahoo	9/16/2010 6:58:00 PM	0	0.0400	0.0000	Paid
☐	ff1	9/16/2010 5:50:22 PM	20	0.0400	0.8000	Paid
☐	emmcoco	9/16/2010 12:15:48 PM	20000	0.0300	600.0000	Paid
☐	aboucoco	9/16/2010 12:12:39 PM	10000	0.0500	500.0000	Paid
					$4,944.870	

Page 1 of 3 (33 items) [1] 2 3

Create Filter

Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
	Master1					
☐	Master1	9/21/2010 11:07:54 AM	1000	0.0300	30.0000	Paid
					$30.000	

☑ [Account Name] Equals 'Master1' Clear

7) IF any of the transactions was not paid yet and then the customer paid them, you can select any of these transactions then go up and click on **change status** button to change the transaction status from Unpaid to Paid.

Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☐	Master2	9/21/2010 4:13:48 PM	500	0.0800	40.0000	UnPaid
☐	Master1	9/21/2010 11:07:54 AM	1000	0.0300	30.0000	Paid
☐	husseinfares	9/20/2010 5:38:30 PM	25	0.0400	1.0000	Paid

Select records then click change status button

Change Status

Excel Sheet PDF File

Export...

Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☑	Master2	9/21/2010 4:13:48 PM	500	0.0800	40.0000	UnPaid
☐	Master1	9/21/2010 11:07:54 AM	1000	0.0300	30.0000	Paid
☐	husseinfares	9/20/2010 5:38:30 PM	25	0.0400	1.0000	Paid
☐	BerroAli	9/17/2010 6:47:26 PM	20	10.0000	200.0000	Paid

Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☑	Master2	9/21/2010 4:13:48 PM	500	0.0800	40.0000	Paid
☐	Master1	9/21/2010 11:07:54 AM	1000	0.0300	30.0000	Paid
☐	husseinfares	9/20/2010 5:38:30 PM	25	0.0400	1.0000	Paid

8) Finally select where to export the viewed data (**Excel or PDF**) then click **export**.

Excel Sheet PDF File

Export...

1	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
2	Master2	9/21/2010 16:13	500	0.08	40	Paid
3	Master1	9/21/2010 11:07	1000	0.03	30	Paid
4	husseinfares	9/20/2010 17:38	25	0.04	1	Paid
5	BerroAli	9/17/2010 18:47	20	10	200	Paid
6	BerroAli	9/17/2010 18:46	10	2	20	Paid

Step 7 – Logging Out:

On the left Navigation bar select the Logout link .You will Logout directly from the system.