Bulk SMS Solution

Master Account

9/22/2010
Actel- Active Telecommunications

ENTITY TO WHICH IT IS ADDRESSED. DO NOT COPY, FORWARD, DISSEMINATE OR RELEASE TO THE PUBLIC OR DEFENDANTS THIS DOCUMENT OR ANY ATTACHMENTS WITHOUT OBTAINING PRIOR APPROVAL FROM THE SENDER. IF YOU ARE NOT THE NAMED RECIPIENT OR HAVE RECEIVED THIS DOCUMENT OR COMMUNICATION IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY BY

Table of Contents

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 Master Accounts' holders who wish to create bulk accounts.

Step 1 – Connection to the system:

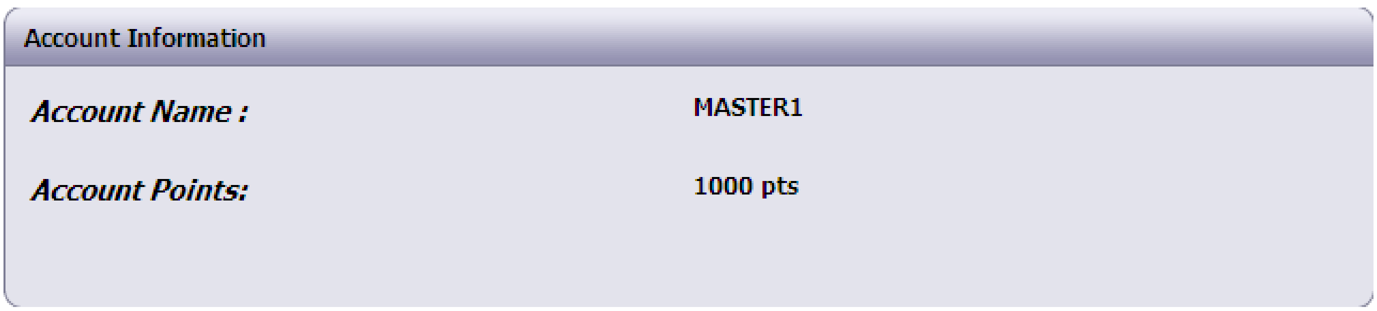
- Enter the URL : http://bulksms.actelme.com
- Enter your username in the Username field
- Enter your password in the Password field
- Click on Submit Button to enter to the management system

Step 2 - Manage accounts.

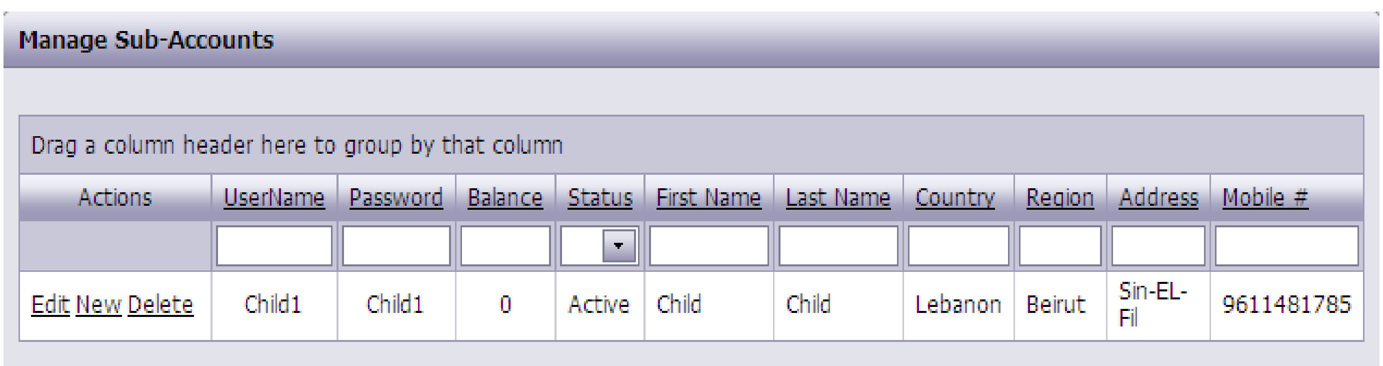
Navigating the Home page:

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 **bulk accounts** will appear in the center of your screen.

a) **<u>Account Points Label & Account Name</u>:** Displays your account name and available points.



b) **<u>Accounts Information:</u>** Displays all your created children accounts.

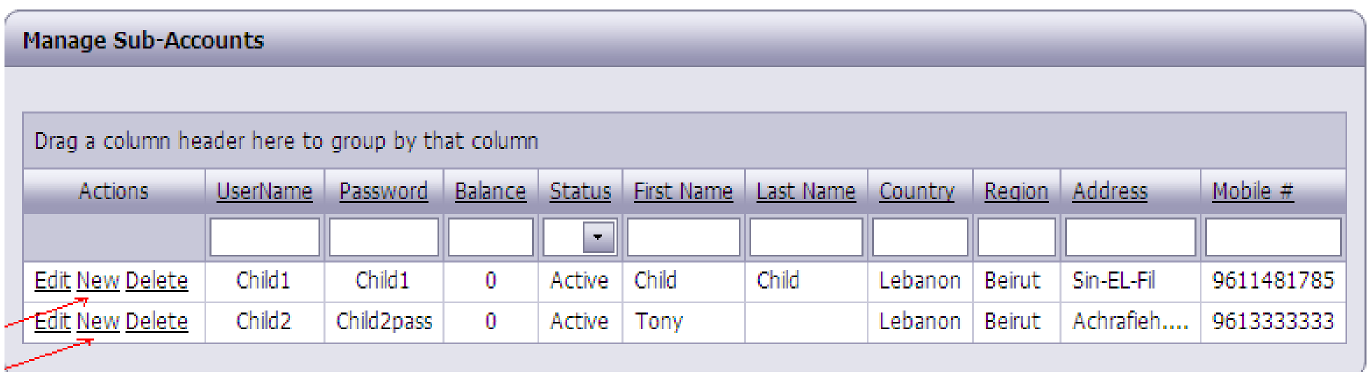


Actions	UserName	Password	Balance	Status	First Name	Last Name	Country	Region	Address	Mobile #
Edit New Delete	Child1	Child1	0	Active	Child	Child	Lebanon	Beirut	Sin-EL-Fil	9611481785

- <u>Actions:</u> is the field where you can trigger 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:



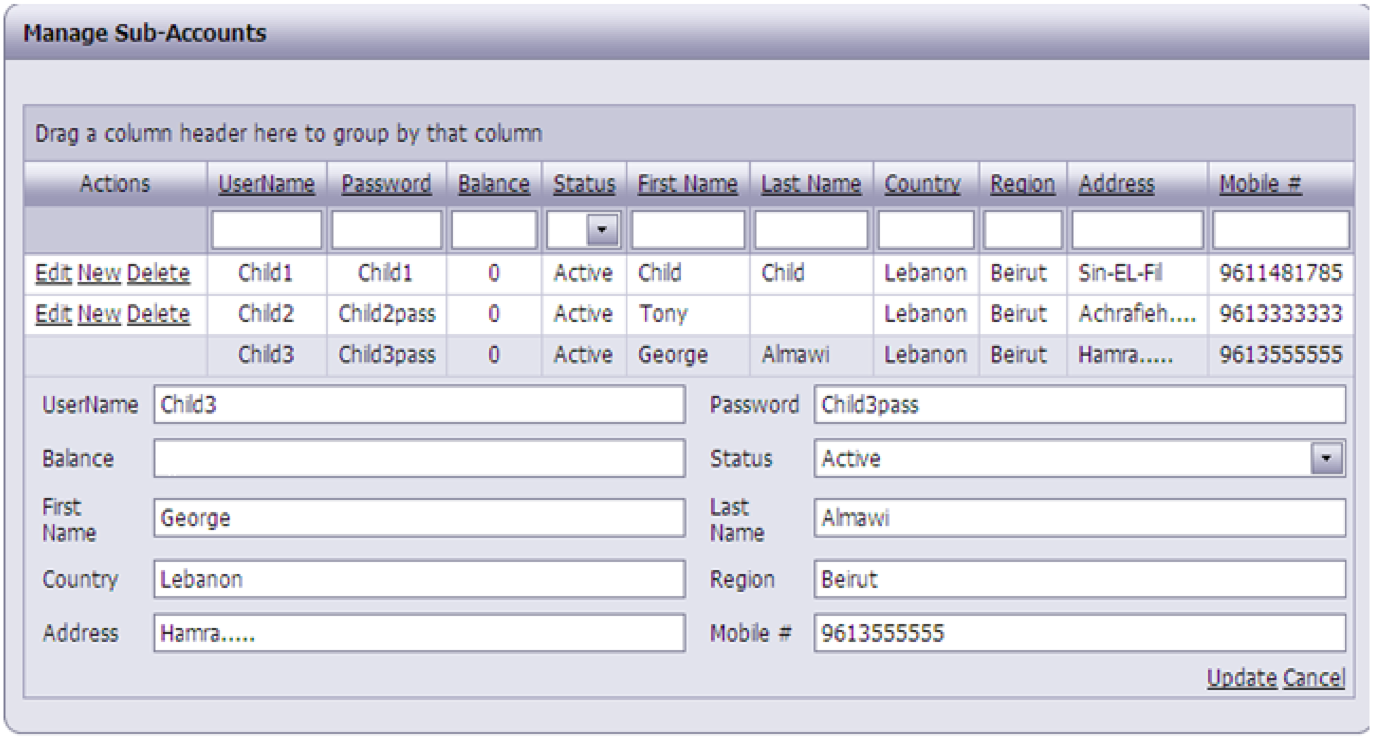
Manage Sub-Accounts

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	Child1	Child1	0	Active	Child	Child	Lebanon	Beirut	Sin-EL-Fil	9611481785
Edit New Delete	Child2	Child2pass	0	Active	Tony		Lebanon	Beirut	Achrafieh....	9613333333

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 to send bulk messages.
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 group 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 Sub-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	child2									
Edit New Delete	Child2	Child2pass	0	Active	Tony		Lebanon	Beirut	Achrafieh....	9613333333

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 groups with selected status (e.g. let’s search for all available Active accounts.)

Manage Sub-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				Active						
Edit New Delete	Child1	Child1	0	Active	Child	Child	Lebanon	Beirut	Sin-EL-Fil	9611481785
Edit New Delete	Child2	Child2pass	0	Active	Tony		Lebanon	Beirut	Achrafieh....	9613333333
Edit New Delete	Child3	Child3pass	0	Active	George	Almawi	Lebanon	Beirut	Hamra.....	9613555555

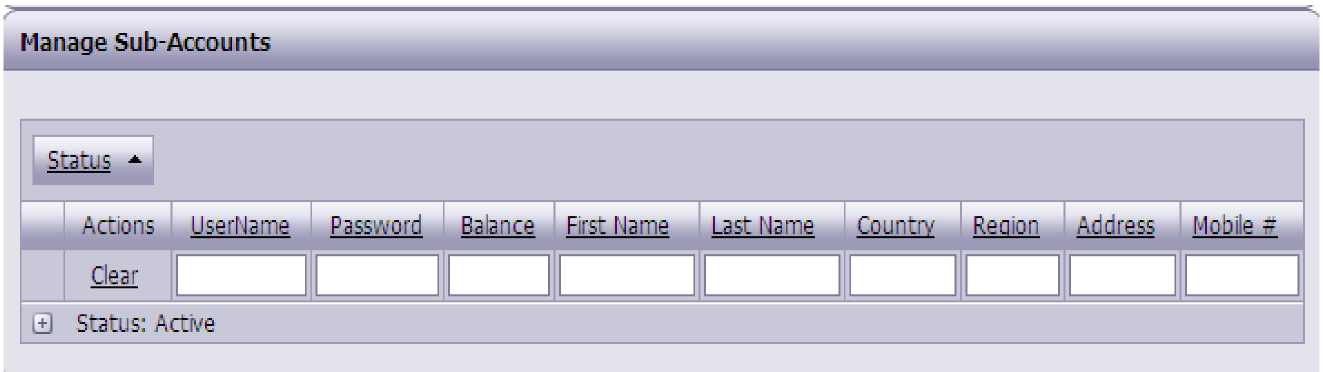
    c. After choosing Active from the list box related to Status column, the grid directly searches for the available active accounts. You can clear the search by clicking on the clear button listed above.
    d. Clear filtering conditions using the clear button listed above.

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

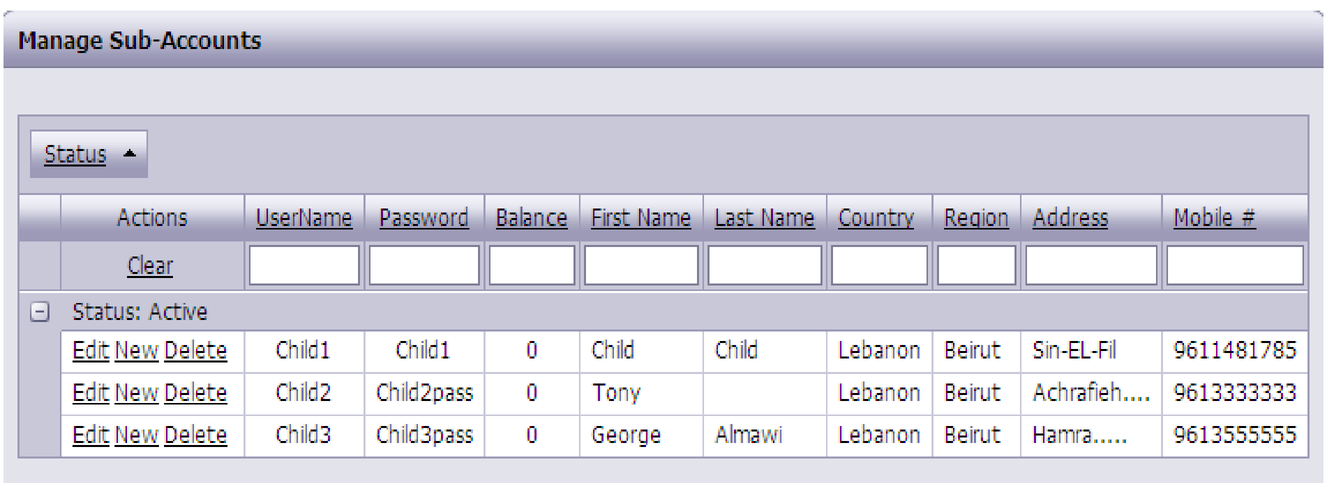
(**Active/Inactive**) will be listed in the grid view with a + sign on the side of each row. When you click on the + sign it displays all the related groups.

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**)

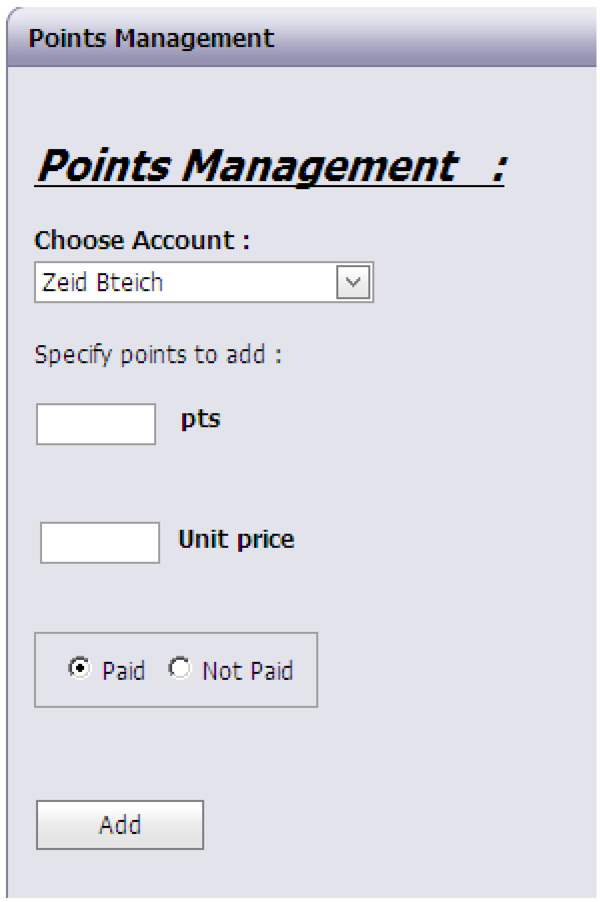


You can see that all Active groups are listed below the "**Active**".

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 a one or collection of Sender IDs to an account that will use them in a later stage when the customer tries to send bulk messages.

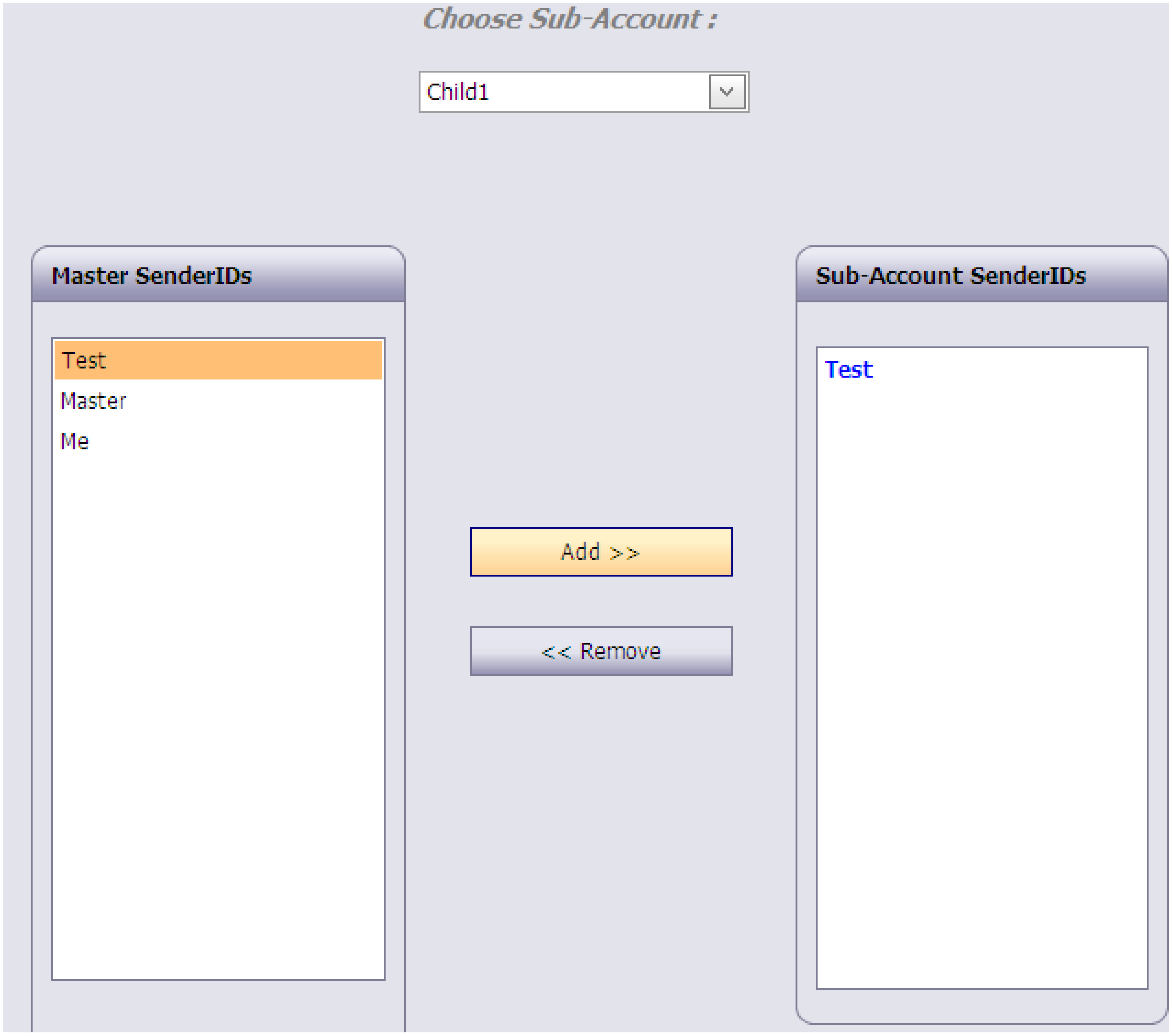
1) On the left Navigation bar select the Manage Account Sender IDs link .You will see that Sender ID Management page will open.

2) Choose an account from the list box labeled "**Choose Sub-Account**"

3) You will see that the Data list on the right of the page that contains the Sender IDs assigned to the selected sub-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 **sub-account** just select the new Sender ID from the list on the left of the page labeled ("**Master Sender IDs**") and click "**Add**" button in the center of the page, directly you will see that the new Sender ID is added to the Data List labeled "**Sub-Account Sender IDs**".

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


Choose Sub-Account :
Child1
Master SenderIDs
Test
Master
Me
Add >>
<< Remove
Sub-Account SenderIDs
Test

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.

From Date : 8/21/2010 12:33 PM **To Date :** 9/21/2010 1:33 PM Go

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.

Sum of Points Added : **370 pts**

4) 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
☐	Child2	9/21/2010 12:37:37 PM	350	0.0500	17.5000	Paid
☐	Child1	9/21/2010 12:37:21 PM	20	0.0600	1.2000	Paid
					$18.700	

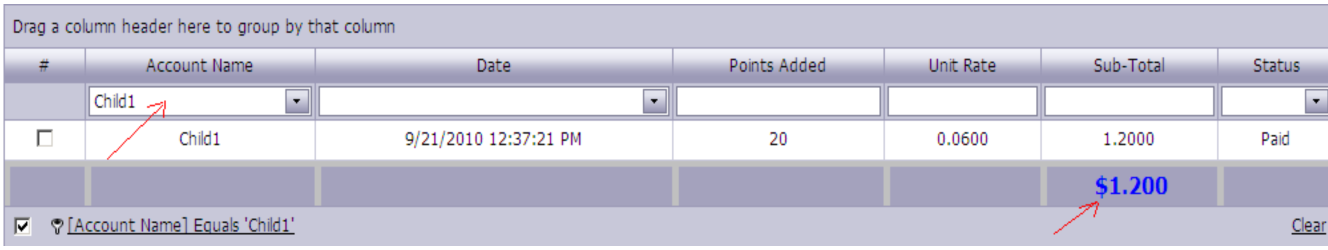
Create Filter

5) You can filter 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.

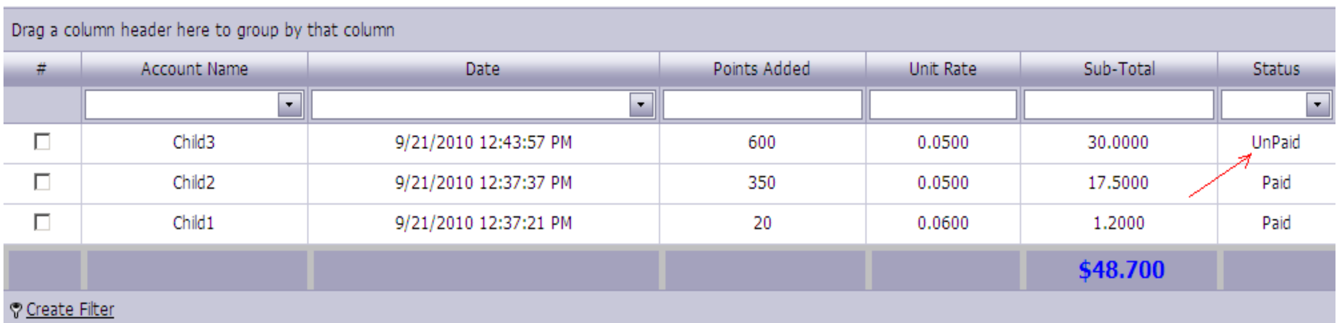
Drag a column header here to group by that column

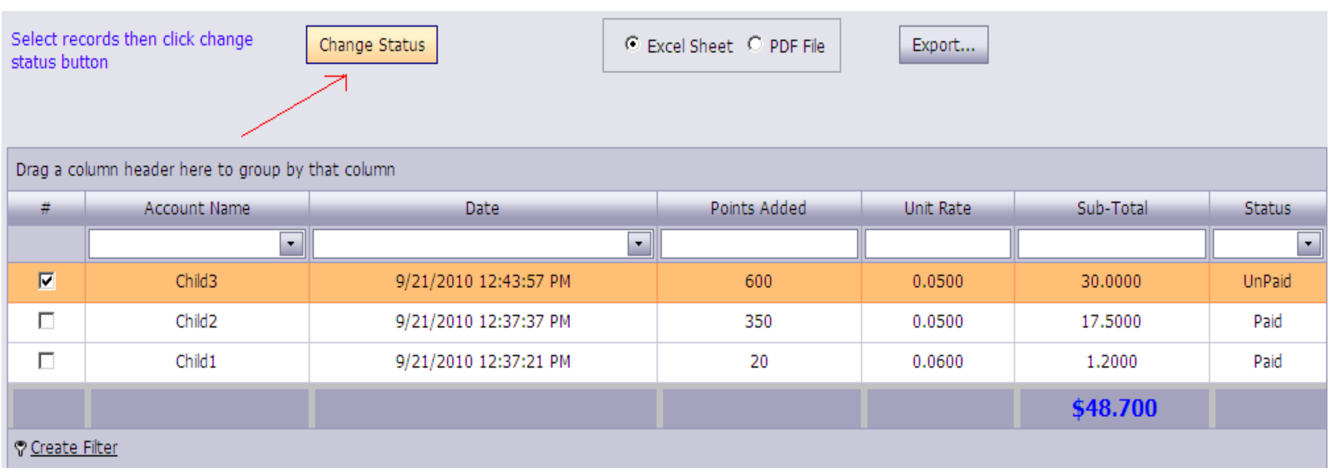
#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☐	Child2	9/21/2010 12:37:37 PM	350	0.0500	17.5000	Paid
☐	Child1	9/21/2010 12:37:21 PM	20	0.0600	1.2000	Paid
					$18.700	

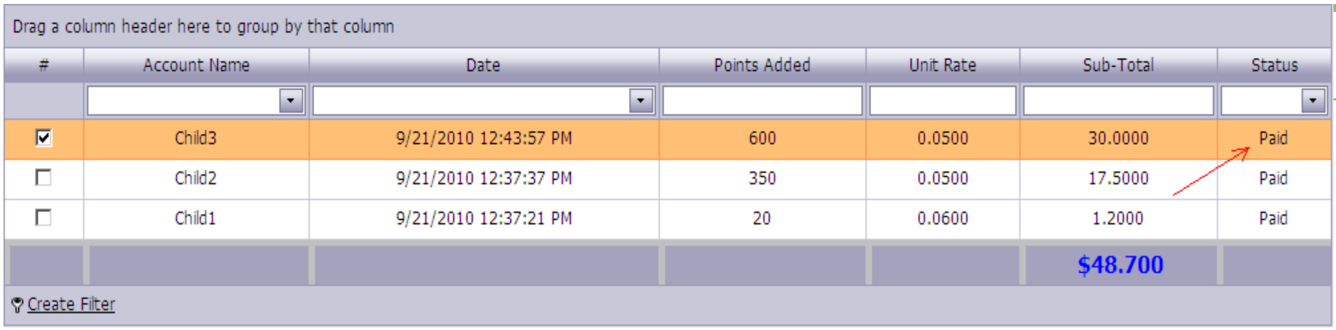
Create Filter



6) 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.



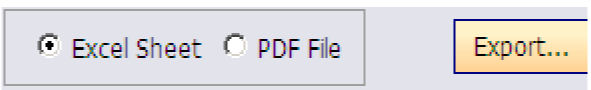



Drag a column header here to group by that column

#	Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
☑	Child3	9/21/2010 12:43:57 PM	600	0.0500	30.0000	Paid
☐	Child2	9/21/2010 12:37:37 PM	350	0.0500	17.5000	Paid
☐	Child1	9/21/2010 12:37:21 PM	20	0.0600	1.2000	Paid
					$48.700	

Create Filter

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



Account Name	Date	Points Added	Unit Rate	Sub-Total	Status
Child3	9/21/2010 12:43	600	0.05	30	Paid
Child2	9/21/2010 12:37	350	0.05	17.5	Paid
Child1	9/21/2010 12:37	20	0.06	1.2	Paid
				$48.700	

Step 7 – Logging Out:

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