

User Manual- IDH SMS Gateway (V4.0)

Login in to : smc.internaldrift.com/client

Table of Contents

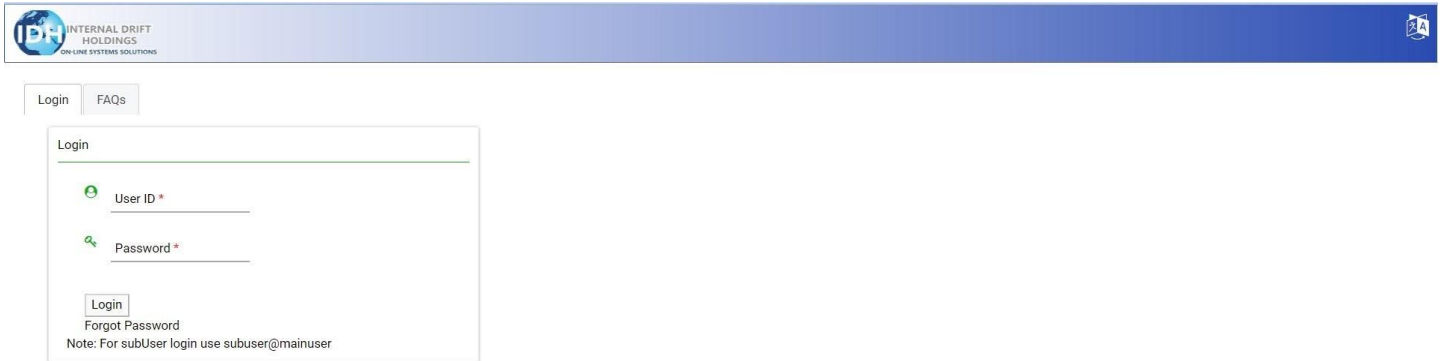
Login.....	2
Dashboard.....	3
Messages.....	5
Single Message	5
Bulk Message.....	6
Group Message	8
Import Message.....	9
Custom Excel Bulk SMS	11
Purge SMS	13
Pause/Resume SMS	14
Tools.....	15
Phone Book.....	15
Groups.....	18
Templates	21
Services.....	23
Request Sender ID/CLI.....	23
Settings	25
API Keys.....	25
CRM	26
User Management.....	29
Company Group.....	29
Subusers	31
Recharge	33

User Manual- IDH SMS Gateway (V4.0)

Login

Purpose

Client can log in, by entering correct user name and password.



INTERNAL DRIFT HOLDINGS
ON-LINE SYSTEMS SOLUTIONS

Login FAQs

Login

User ID *

Password *

Login

Forgot Password

Note: For subUser login use subuser@mainuser

Screen: Login

Client will be able to access **Login** option.

Steps

1. Enter valid user name and password.
2. Click on Login button.

Constraints

Neither of the field should be null.

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Dashboard

Purpose

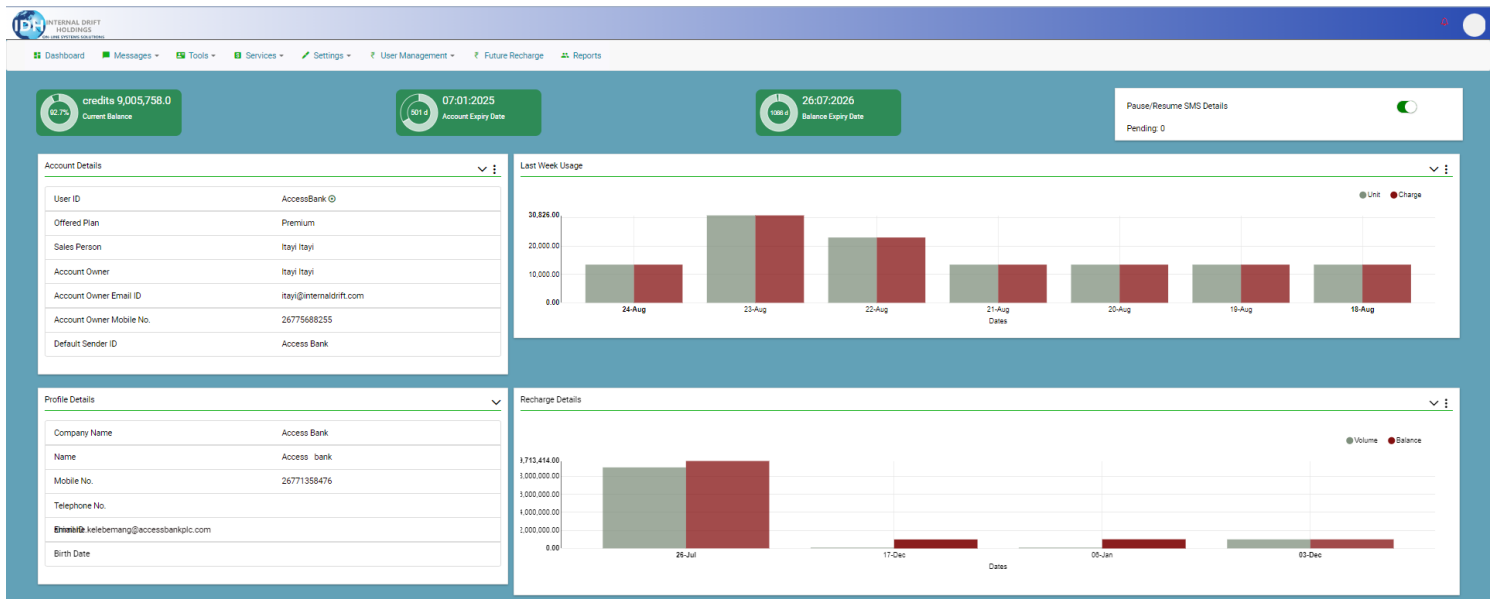
User can see his own account information, by using **Dashboard** option.

Screen: Dashboard

Click on Dashboard link from menu it will open the Screen: Dashboard.

Above dashboard provides the below information.

1. On top of the page, it displays user's balance and account validity information as Current Balance, Account Expiry Date and Balance Expiry Date. Also it displays Pause/Resume flag, using this user can take immediate action.
2. **Account Details**



User Manual- IDH SMS Gateway (V4.0)

In this system will display user's plan name, account owner name, email, mobile. Click on three vertical dots on right top corner of the box, it will show "More Details" link, click on this it will display pop up with more fields.

3. Profile Details

In this system will display user's personal details like name, mobile number, birth date etc. Click on three vertical dots on right top corner of the box, it will show "More Details" link, click on this it will display pop up with more fields.

4. Last Week Usage

In this system will display day wise last week SMS usage count.

5. Recharge Details

In this system will display recharge details done by administrator or user himself via online. Click on three vertical dots on right top corner of the box, it will show "More Details" link, click on this it will display recharge information in details.

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Messages


Single Message


Purpose


Single option is used, when user needs to send single message, to single number.


Message


Select Header ▼ Select Message ▼ Select Footer ▼


 Unicode:


 SMS

 Service Promotional

 Schedule Message:

 Characters: 0+0+0 = 0/550
Message:0





Screen: Single Message

Click on Messages > Single link from menu it will open the Screen: Single Message.

Steps

1. Enter required details.
 - Add Header/Add Footer option lets a user decide, whether to append predefined header/footer, to message or not.
 - Message option lets a user decide, to append any predefined message content.

User Manual- IDH SMS Gateway (V4.0)

- Message language can be English or Unicode. In Unicode, there can be any language other than English.
 - Message type can be Normal Message (SMS) or Flash Message. In Flash Message, one pop up menu, containing message, will be displayed. Flash messages are those, which user has to see compulsorily. It will be displayed only once and will not be saved in inbox of message, when user closes it.
 - SMS type can be service type or promotional type. Promotional SMS messages can be sent only between, time duration defined by Government and its format is also predefined. Service messages are not predefined, and can be sent at any time.
 - Message can be scheduled for future date and time.
 - User can type message into text area under schedule message field. Here it shows characters count in this format 0+0+0. First digits shows header characters counts. Second digits shows message text characters counts. Third digits shows footer characters counts.
 - User can enter number, in given text box for Recipient numbers.
 - Sender Id can be selected, from given drop down menu.
2. Click on Send button, to send single message, to entered mobile number.

Bulk Message

Purpose

Bulk option is used, when user needs to send same message, to many people. User can decide upon parameters of message and can send it to target audience.

Click on Messages > Bulk link from menu it will open the Screen: Bulk Message.

Steps

1. Enter required details.
 - Add Header/Add Footer option lets a user decide, whether to append predefined header/footer, to message or not.
 - Message option lets a user decide, to append any predefined message content.
 - Message language can be English or Unicode. In Unicode, there can be any language other than English.

User Manual- IDH SMS Gateway (V4.0)

- Message type can be Normal Message (SMS) or Flash Message. In Flash Message, one pop up menu, containing message, will be displayed. Flash messages are those, which user has to see compulsorily. It will be displayed only once and will not be saved in inbox of message, when user closes it.
 - SMS type can be service type or promotional type. Promotional SMS messages can be sent only between, time duration defined by Government and its format is also predefined. Service messages are not predefined, and can be sent at any time.
 - Duplicate numbers can be removed by turning On.
 - Message can be scheduled for future date and time.
 - User can type message into text area under schedule message field. Here it shows characters count in this format 0+0+0. First digits shows header characters counts. Second digits shows message text characters counts. Third digits shows footer characters counts.
 - User can enter numbers, in given text area for Recipient numbers.
 - Sender Id can be selected, from given drop down menu.
2. Click on Send button, to send bulk message, to entered mobile numbers.

Bulk Message

Select Header Select Message Select Footer

Pause/Resume SMS Details Pending: 0

Unicode:

SMS Service Promotional

Remove Duplicate:

Schedule Message:

Enter your text here* Characters: 0+0+0 = 0/550
Message:0

[Mobile Numbers]* should be seperated by , or ; or newline or space

Sender ID*

Send Check Balance

Screen: Bulk Message

User Manual- IDH SMS Gateway (V4.0)

Group Message

Purpose

Group option is used, when user needs to send same message, to groups numbers.

Group Message

Select Header Select Message Select Footer

Pause/Resume SMS Details Pending: 0

Unicode:

SMS

Service Promotional

Remove Duplicate:

Schedule Message:

First Name Last Name

Enter your text here*

Characters: 0+0+0 = 0/550
Message:0

Filter

All

Test (2)

subgrp (0)

Sender ID

Send Check Balance

Screen: Group Message

Click on Messages > Group link from menu it will open the Screen: Group Message.

Steps

1. Enter required details.
 - Add Header/Add Footer option lets a user decide, whether to append predefined header/footer, to message or not.

User Manual- IDH SMS Gateway (V4.0)

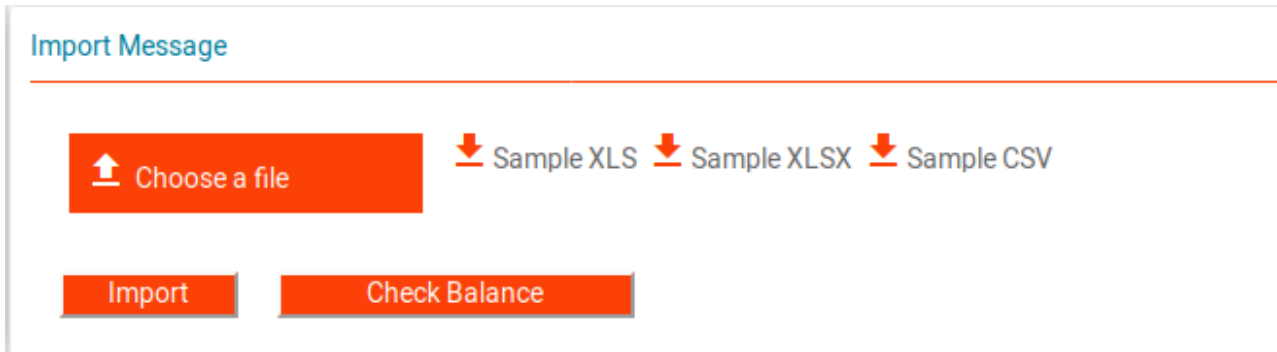
- Message option lets a user decide, to append any predefined message content.
 - Message language can be English or Unicode. In Unicode, there can be any language other than English.
 - Message type can be Normal Message (SMS) or Flash Message. In Flash Message, one pop up menu, containing message, will be displayed. Flash messages are those, which user has to see compulsorily. It will be displayed only once and will not be saved in inbox of message, when user closes it.
 - SMS type can be service type or promotional type. Promotional SMS messages can be sent only between, time duration defined by Government and its format is also predefined. Service messages are not predefined, and can be sent at any time.
 - Duplicate numbers can be removed by turning On.
 - Message can be scheduled for future date and time.
 - User can type message into text area under schedule message field. Here it shows characters count in this format 0+0+0. First digits shows header characters counts. Second digits shows message text characters counts. Third digits shows footer characters counts.
 - User can select multiple groups, for Recipient numbers.
 - Sender Id can be selected, from given drop down menu.
2. Click on Send button, to send bulk message, to selected groups mobile numbers.

Import Message

Purpose

Import SMS option lets the user import SMS from a file, with predefined format, as mentioned, in screen given below.

User Manual- IDH SMS Gateway (V4.0)

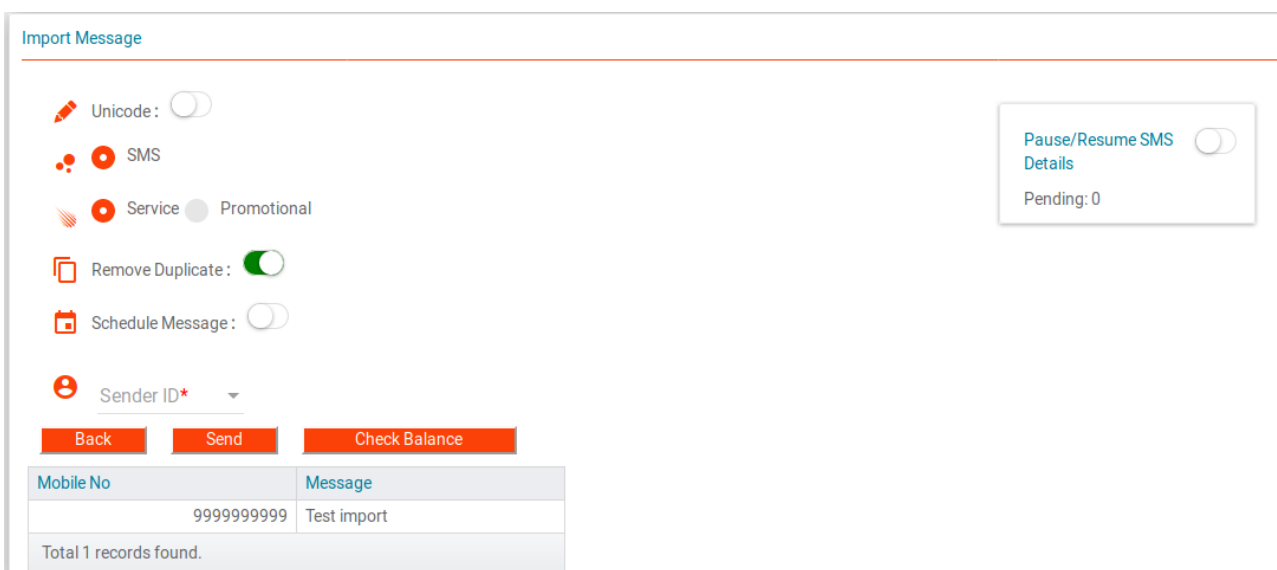


Screen: Import Message

Click on Messages > Import link from menu it will open the Screen: Import Message.

Steps

1. Click on Choose a file button, to select file, for importing messages.
2. Click on Import button, system will display few records, as mentioned, in the given below screen



Screen: After clicking on Import Button

3. Enter required details.
 - Message language can be English or Unicode. In Unicode, there can be any language other than English.
 - Message type can be Normal Message (SMS) or Flash Message. In Flash Message, one pop up menu, containing message, will be displayed. Flash messages are those, which user has to see compulsorily. It will be displayed only once and will not be saved in inbox of message, when user closes it.

User Manual- IDH SMS Gateway (V4.0)

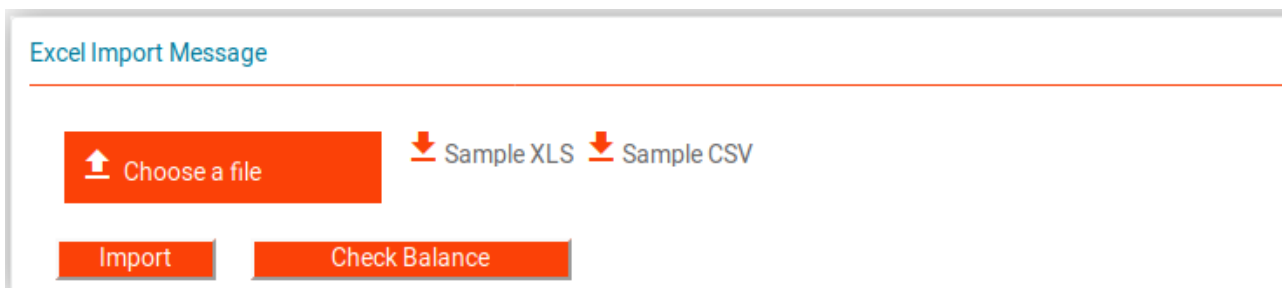
- SMS type can be service type or promotional type. Promotional SMS messages can be sent only between, time duration defined by Government and its format is also predefined. Service messages are not predefined, and can be sent at any time.
 - Duplicate numbers can be removed by turning On.
 - Message can be scheduled for future date and time.
 - Sender Id can be selected, from given drop down menu.
4. Click on Send button, to send messages, to defined mobile number for each row into sheet.

Custom Excel Bulk SMS

Purpose

User can import SMS, from file with any kind of format, by using **Custom Excel Bulk SMS** option. No predefined format of file is there, to import SMS.

If one excel file is having different sheets, with different formats, then also import of SMS is possible.



Screen: Custom Excel Import Message

Click on Messages > Custom Excel link from menu it will open the Screen: Custom Excel Import Message.

Steps

1. Click on Choose a file button, to select file, for importing messages.
2. Click on Import button, system will display few records, as mentioned, in the given below screen

User Manual- IDH SMS Gateway (V4.0)

Excel Import Message

Select Sheet*
Sheet1

Select Mobile No.field*
Select Mobile No.field*

Pause/Resume SMS Details
Pending: 0

All Rows Selected Rows

Unicode:

SMS

Service Promotional

Remove Duplicate:

Schedule Message:

Sender ID*
Sender ID*

Message Field

mobileno

name

address

xyz

Message

mobileno	name	address	xyz	Message
8888698785	abc10	abc20	ABC30	
8888698786	abc11	abc21	ABC31	
8888698787	abc12	abc22	ABC32	
8888698788	abc13	abc23	ABC33	
8888698789	abc14	abc24	ABC34	

Back Send Check Balance

Screen: After clicking on Import Button

3. Select sheet, from given list of sheets, for selected file.
4. Select Mobile number field, from given list of fields.
5. Enter row number, to which message need to be sent.
6. Select or enter other required details.
7. Assign message fields, in Message content text area.
8. Click on Send button, to send SMS to selected rows, from Excel sheet.

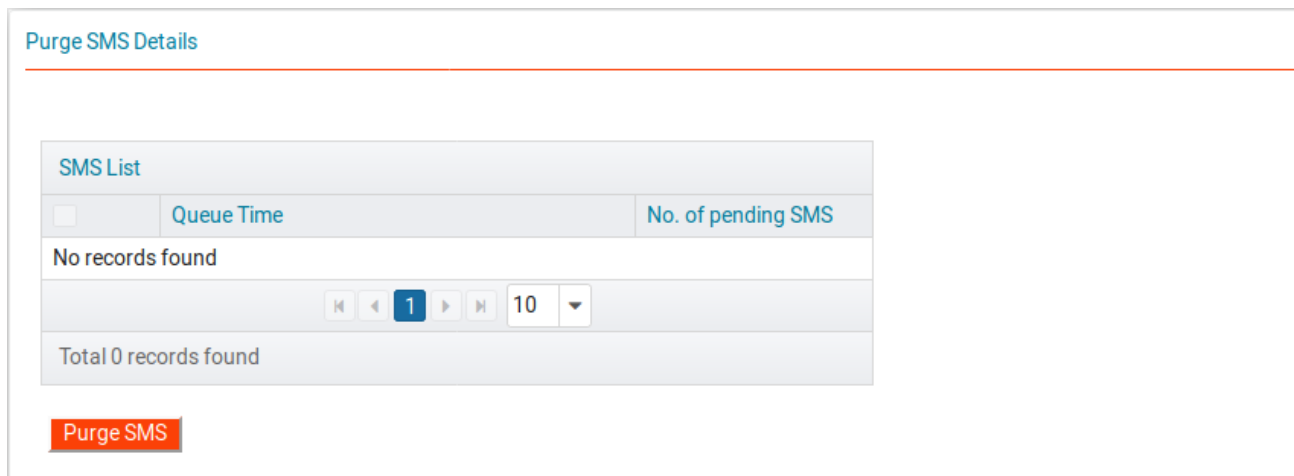
User Manual- IDH SMS Gateway (V4.0)

Purge SMS

Purpose

Purge SMS is an option to immediately stop a message/queue of messages due to any reason. Suppose user wants to send message in 1 hour, but it has stuck for an hour, and after an hour, when it starts sending messages, they are of no use. In some other scenario, there is some reason, due to which user wants to cancel sending of messages in between the process. Purge SMS helps user to stop message sending and to save balance.

Click on Messages > Purge SMS link from menu it will open the Screen: Purge SMS.



Purge SMS Details

<input type="checkbox"/>	Queue Time	No. of pending SMS
No records found		

Navigation: 10 records per page, page 1 of 1.

Total 0 records found

[Purge SMS](#)

Screen: Purge SMS

Users

End user and sub user of an end user can access an option to purge SMS.

Steps

1. Click on the check box, from list of queued messages.
2. Click on Purge SMS, to stop message sending.

Constraints

Purge SMS works for messages, with status busy or pending. It does not work, with the messages, which have already been sent.

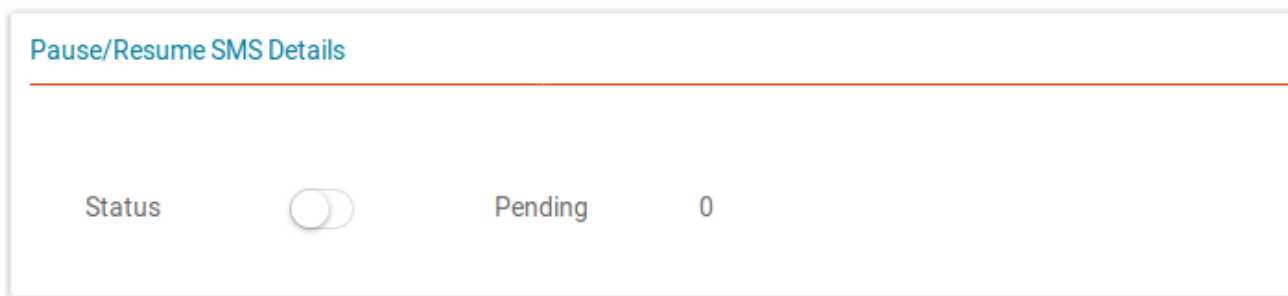
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Pause/Resume SMS

Purpose

Pause/Resume SMS option is used to pause message sending. If it is paused, user can be resumed also. User can be stopped, from sending messages, by using Pause/Resume SMS option.

Click on Messages > Pause/Resume link from menu it will open the Screen: Pause/Resume SMS.



Screen: Pause/Resume SMS

Users

An end user can pause himself as well as, his sub users.

Steps

1. Click on Pause button, to stop message sending to an operator.
2. Click on Resume button, to start message sending to an operator.

User Manual- IDH SMS Gateway (V4.0)

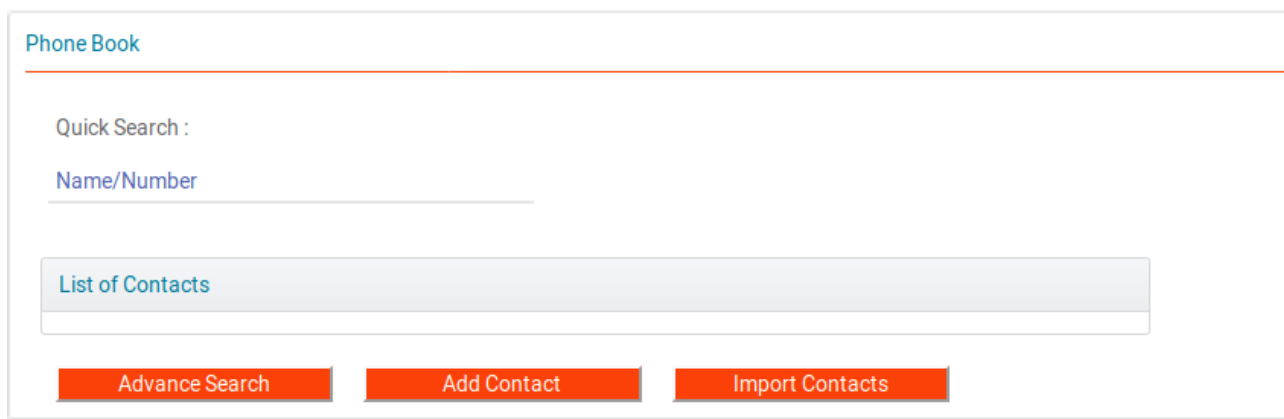
Tools

Phone Book

Purpose

User can add new contact in an address book, as well as, he can search for any existing contact, from an address book.

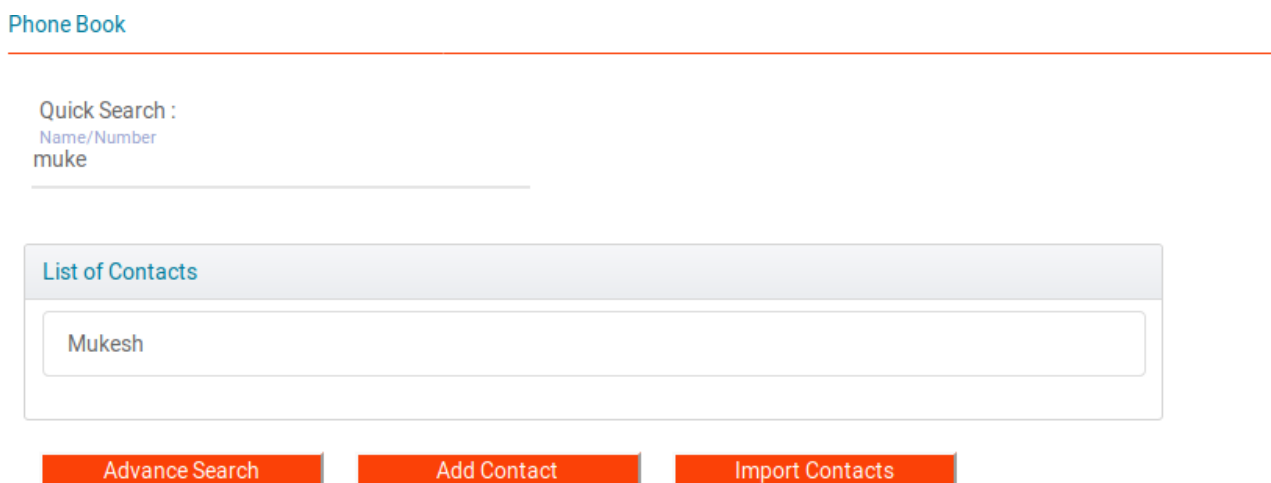
Click on Tools > Phone Book link from menu it will open the Screen: Phone Book.



The screenshot shows the 'Phone Book' interface. At the top, there is a header 'Phone Book' followed by a horizontal line. Below the header, there is a 'Quick Search :' label and a text input field containing 'Name/Number'. Underneath the search field is a 'List of Contacts' section, which is currently empty. At the bottom of the interface, there are three orange buttons: 'Advance Search', 'Add Contact', and 'Import Contacts'.

Screen: Phone Book

From above screen type name or mobile number, system will display contact list based on search criteria, as per below Screen: Quick Search Result



This screenshot shows the 'Phone Book' interface after a search. The 'Quick Search :' label is followed by the text 'Name/Number' and 'mukesh' in the input field. The 'List of Contacts' section now displays a single result: 'Mukesh'. The three orange buttons ('Advance Search', 'Add Contact', 'Import Contacts') remain at the bottom of the interface.

Screen: Quick Search Result

User Manual- IDH SMS Gateway (V4.0)

Click on name from above search result, system will display, clicked contact details, as per below Screen: Contact Details

The screenshot shows the 'Phone Book' interface. At the top, there is a 'Quick Search' field with the text 'Name/Number muke'. Below this is a 'List of Contacts' section. There are three buttons: 'Advance Search', 'Add Contact', and 'Import Contacts'. The main area displays a table of contacts. The table has columns: Group Name, First Name, Last Name, Mobile No, Email Id, Start Date, End Date, Anniversary Date, Birth Date, Wishes, Status, and Remark. One contact is listed with the following details: Group Name: Test, First Name: Mukesh, Mobile No: +919909823315, Birth Date: 30:07:1984 00:00:00, Status: Active (indicated by a green toggle), and Remark: Add. Below the table, there is a pagination control showing '1' of 10 records. There is also a 'CSV' button and a message 'Total 1 records found.'. At the bottom, there are 'Delete' and 'Delete All' buttons.

Contact	Group Name	First Name	Last Name	Mobile No	Email Id	Start Date	End Date	Anniversary Date	Birth Date	Wishes	Status	Remark
<input type="checkbox"/>	Test	Mukesh		+919909823315					30:07:1984 00:00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add

Screen: Contact Details

From above screen, user can do the below actions:

- User can make active/inactive his contacts by clicking on icon under Status column.
- User can delete multiple contacts by check mark and click on Delete button.
- User can delete all the searched contacts by clicking on “Delete All” button.

Click on Advance Search button, system will display the below Screen: Advance Search.

The screenshot shows the 'Phone Book' interface in 'Advance Search' mode. It features a 'Select Group' dropdown menu. Below this are search fields for 'First Name', 'Last Name', 'Mobile No', and 'Email Id'. There are also fields for 'Remark', 'StartDate From', 'StartDate To', 'EndDate From', and 'EndDate To'. At the bottom, there are 'Back' and 'Search' buttons.

Screen: Advance Search

To search for particular contact, enter required details, as per criteria given. Click on Search button, it will display search result as per Screen: Advance Search Result

User Manual- IDH SMS Gateway (V4.0)

Phone Book

Select Group
Test

First Name Last Name Mobile No Email Id

Remark StartDate From StartDate To EndDate From EndDate To

Back Search

Contact	Group Name	First Name	Last Name	Mobile No	Email Id	Start Date	End Date	Anniversar y Date	Birth Date	Wishes	Status	Remark
<input type="checkbox"/>	Test	mukesh		+4478862 15909						<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add
<input type="checkbox"/>	Test	Mukesh		+9199098 23315					30:07:198 4 00:00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add

CSV Total 2 records found.

Delete Delete All

Screen: Advance Search

Click on “Add Contact” button from Quick Search page, it will display the Screen: Add Contact as below.

Add Contact

Note: This will check mobile number or email for contacts group wise

Not Allow Duplicate Allow Duplicate Allow Duplicate But Remove Old

Select Group* First Name* Last Name Mobile No

Email Id Remark*

Birth Date Anniversary Date Wishes:

Start Date End Date Status:

Back Save

Screen: Add Contact

Select group, as well as enter first name and other required details.

Enter birth date as well as, anniversary date, to send wishes to particular person.

Click on Save button, to add new contact.

To import contacts, click on “Import contacts” button from Quick Search page, it will display the Screen: Import Contacts as below.

User Manual- IDH SMS Gateway (V4.0)

Import Contacts

Note:
1) Recommended upload limit is 10000 addresses. It would take approximately 2 minute to upload.
2) Marked with red colours are require filed in file and you can enter only mobile number or only email id or both but at least one field value is required.

File Format :
Please Enter Comma Separated or Excel File with column format : Firstname,Lastname,Mobile No,or Email ID ,Birth Date(dd:MM:yyyy HH:mm:ss),Anniversary(dd:MM:yyyy HH:mm:ss),Start Date(dd:MM:yyyy HH:mm:ss),End Date(dd:MM:yyyy HH:mm:ss),Send Wishes(yes/no),Remarks,Status(active/inactive)

Note : This will check mobile number or email for contacts group wise

Not Allow Duplicate Allow Duplicate Allow Duplicate But Remove Old

Select Group*

Screen: Import Contacts

For duplicate checking, there are three options.

- **Not Allow Duplicate:** It means system will not allow to insert contacts having the same mobile number or email address group wise. It will ignore the next duplicate all records.
- **Allow Duplicate:** It means system will allow to insert all the contacts having the same mobile number or email.
- **Allow Duplicate but Remove old:** It means system will allow the duplicate records and last one duplicate record will be inserted into system and previously added record, it will remove.

Select group in which user wants to import contacts.

Browse file by clicking on Choose a file button. Click on Import button, system will import all excel sheet contacts into phone book in selected group.

Groups

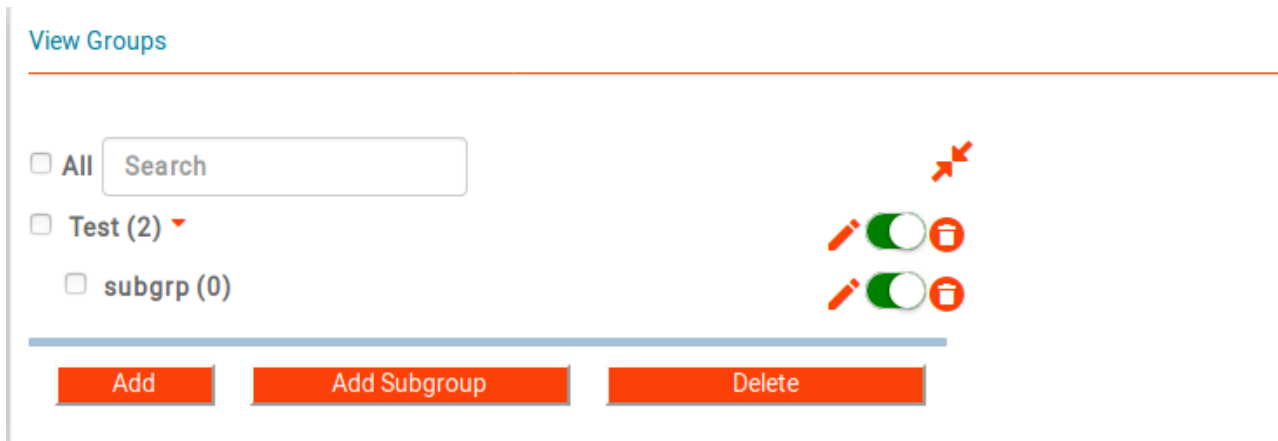
Purpose

User can add as well as, edit existing group, by using Manage Group option. group can be deleted as well as, Group status can also be changed, by user.

An end user as well as, sub user of an end user can access Manage Group option.

Click on Tools > Groups link from menu it will open the Screen: Manage Groups.

User Manual- IDH SMS Gateway (V4.0)

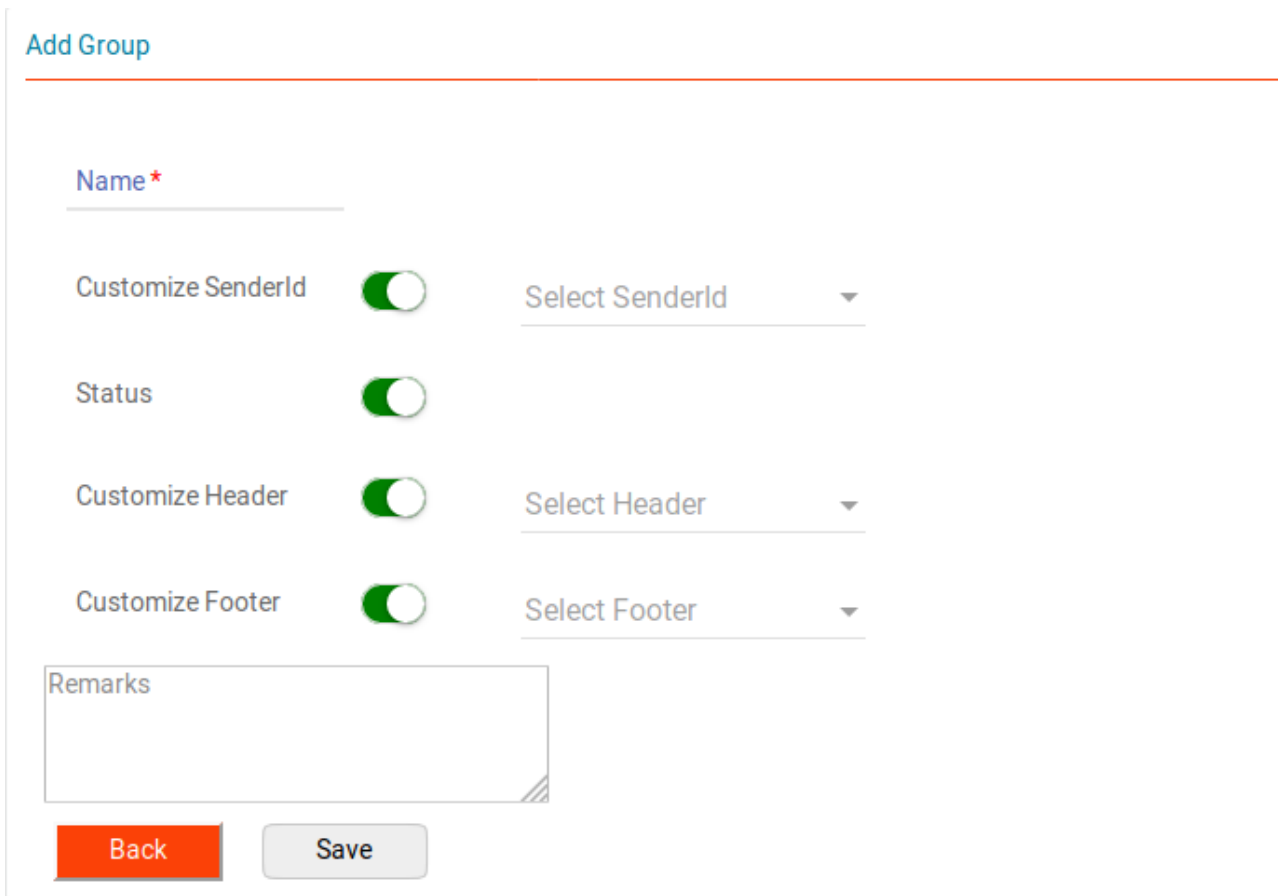


Screen: Manage Groups

Click on icon having title “Delete” or Delete button, to delete selected groups.

Click on icon having title “Active or Inactive”, to make group active/inactive. Green color mean group is active. If parent group is inactive and its sub groups are active, in Group SMS screen, it will not display sub groups even it is activate.

Click on Add button, it will display the Screen: Add Group as below.



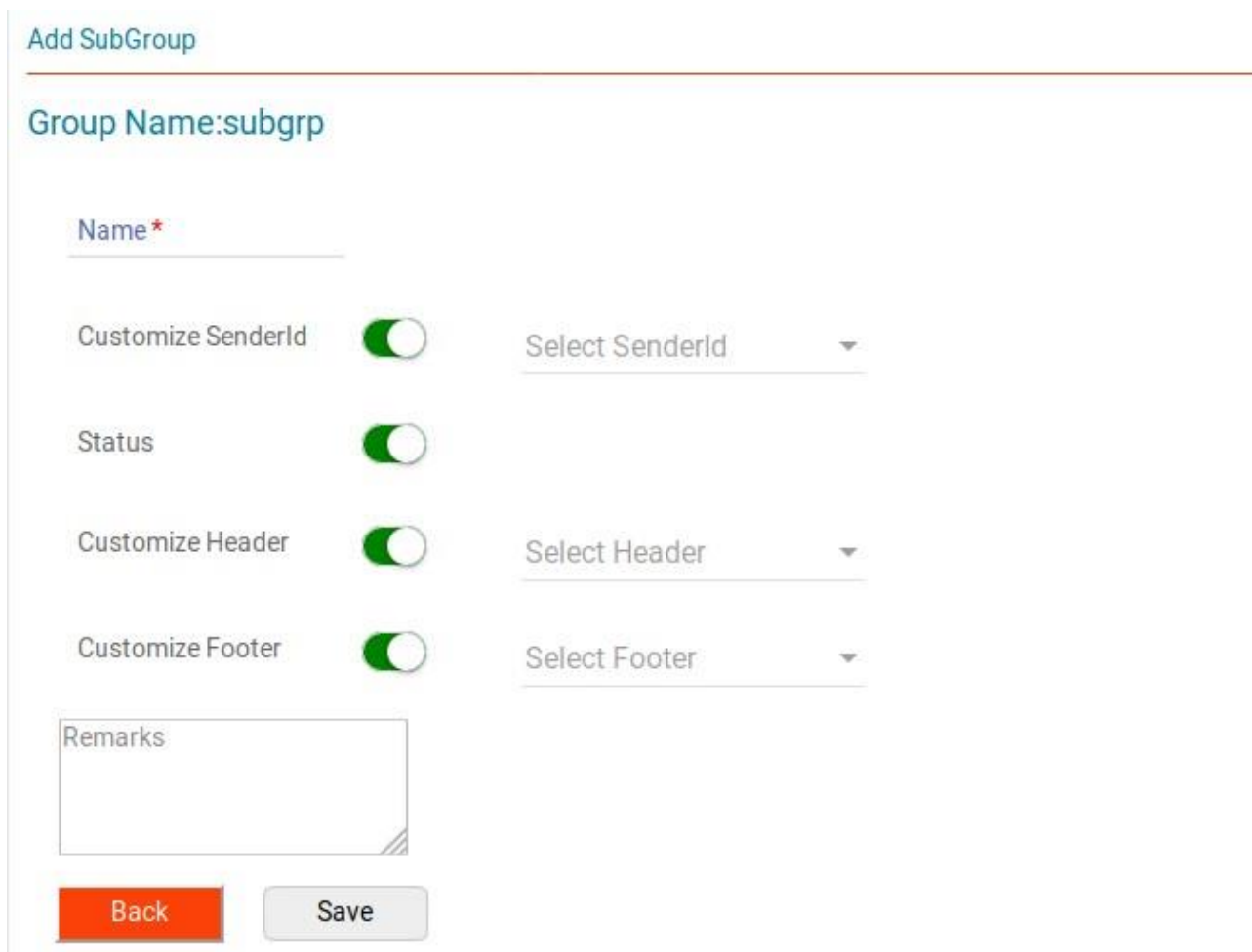
Screen: Add Group

User Manual- IDH SMS Gateway (V4.0)

Enter Group name, if user wants to use default sender id for that group while sending SMS, enable customized sender id and select from drop down box. Same way for header and footer.

Click on Save button, to create a group.

Click on Add Subgroup button by selecting any group, it will display the Screen: Add Subgroup as below.



Add SubGroup

Group Name:subgrp

Name *

Customize SenderId Select SenderId

Status

Customize Header Select Header

Customize Footer Select Footer

Remarks

Back Save

Screen: Add Subgroup

Enter Subgroup name, if user wants to use default sender id for that group while sending SMS, enable customized sender id and select from drop down box. Same way for header and footer.

Click on Save button, to create a subgroup under the selected group.

User Manual- IDH SMS Gateway (V4.0)

Templates







Purpose

If format of messages, sent by user, is fixed for everyday message sending, then user can predefine format of message, by using Manage Template option. Header/Footer can also be predefined, to append with a message. Option to select such predefined templates, is given in Send SMS option.

Click on Tools > Templates link from menu it will open the Screen: Manage Templates.

Manage Template

List of Templates

Sr.No.	Name	Type	Message	Action
1	Good Morning	Message	Hello Dear, Good Morning.	 
2	Footer	Footer	Regards, Maulik	 <input type="checkbox"/> 
3	Header	Header	Header	 <input type="checkbox"/> 

« 1 » 10 ▾

Total 3 Records Found

[Add](#)

Screen: Manage Templates

Click on icon having title “Delete”, to delete template from the list.

Click on icon having title “active/inactive”, to make template active/inactive. Inactive template will not be display into Send SMS screens.

Steps to Add New Template

1. Click on Add button. It will show a screen, as given below.

User Manual- IDH SMS Gateway (V4.0)

Add Template

Note:

- 1) One extra white space will append with template in messages.
- 2) \${First_Name} and \${Last_Name} variables will apply only for Group SMS.

Select template type* ▼

Template Name*

First Name Last Name

Message*

Characters: 0/550

Back

Add

Screen: Add Template

2. Select message/header/footer from template type drop down box, as per requirement.
3. Enter template name and message.
4. Click on link of First name and Last name, to append it in message.
5. Click on Save button, to save the template and to use it for sending SMS afterwards.

Constraints

1. Header and Footer, which are defined by default, can not be deleted.
2. As message/header/footer is going to be appended in message, content allows one less character than default character limit.

User Manual- IDH SMS Gateway (V4.0)

Services

Request Sender ID/CLI

Purpose

User can see list of sender Id, which are approved/disapproved/pending. Request for new sender Id can also be made, by user.

Click on Services > Request Sender ID/CLI link from menu it will open the Screen: Manage Request Sender ID.

Sender ID Details



Sender ID List				
Sr.No.	Sender ID	Status	Description	Default
1	teleoss	Approved	Add	<input type="radio"/>
2	SMS	Approved	Add	<input type="radio"/>

CSV

Total 2 Records Found

Add Import

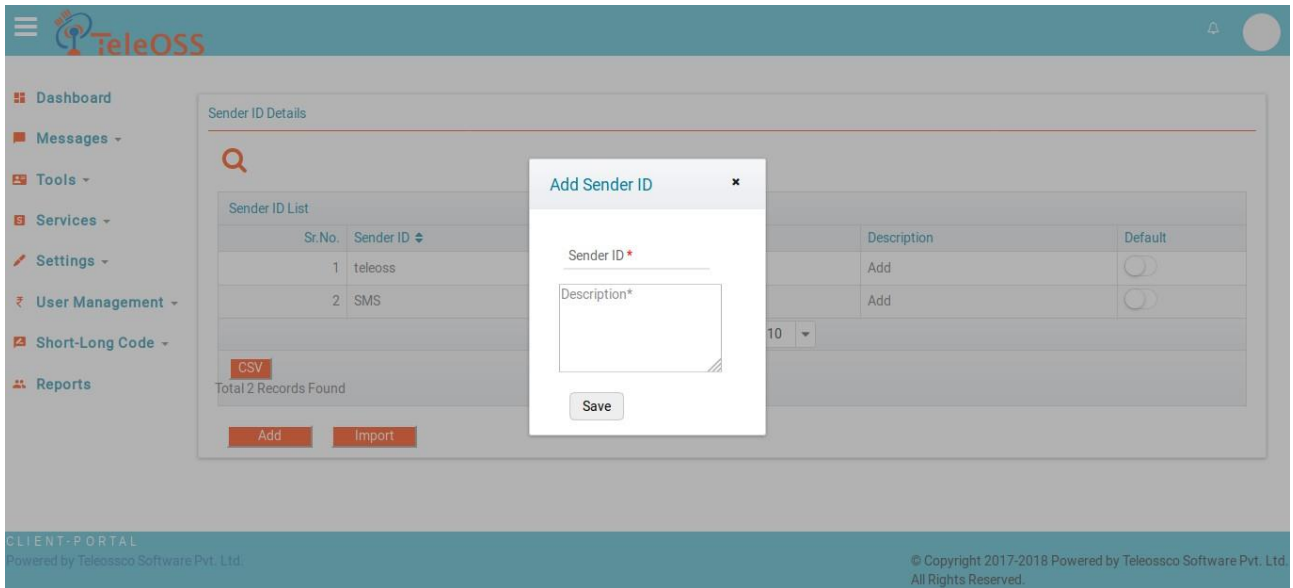
Screen: Manage Request Sender ID

Click on icon under Default column to make default sender id, which will be used while sending SMS as default sender ID in case no sender id pass via HTTPAPI.

Steps for request of new sender Id

1. Click on Add button. It will show a screen, as given below.
2. Enter required details and click on Save button, to request for Sender Id.
3. Sender ID should have minimum and maximum length of configured (by Administrator) characters only.

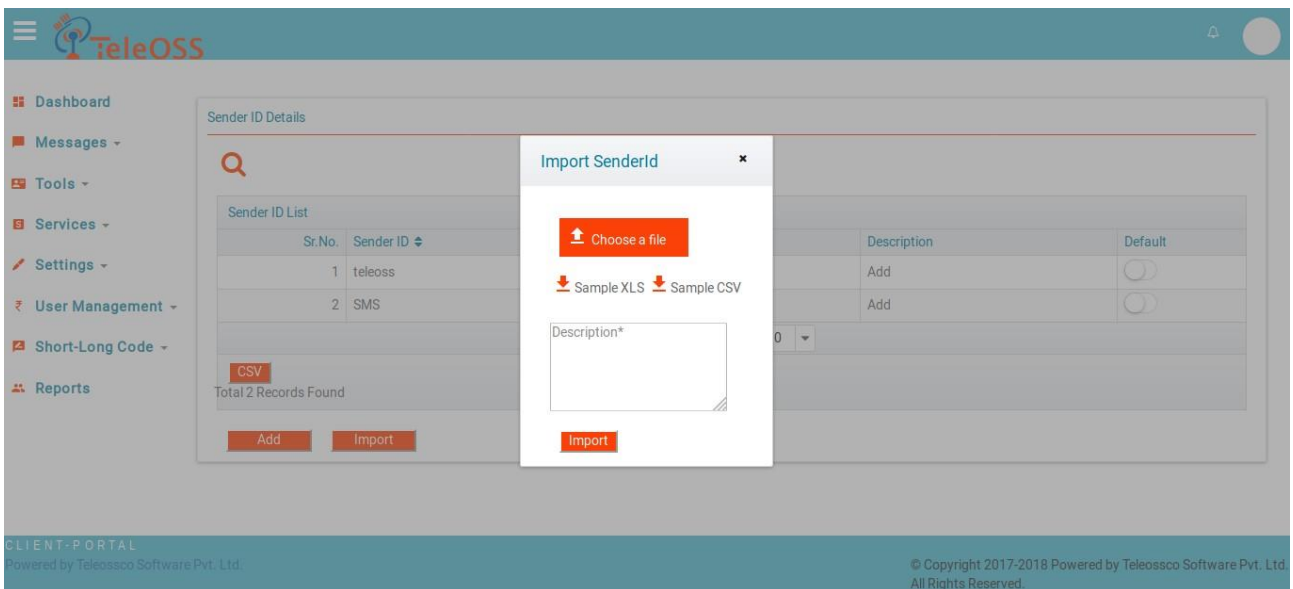
User Manual- IDH SMS Gateway (V4.0)



Screen: Request Sender ID

Steps for Importing New Request Sender IDs

1. Click on Import button. It will show a screen, as given below.



Screen: Import for Request Sender ID

2. Click on Choose a file button to select file.
3. Click on Import button, to request for sender ids.

User Manual- IDH SMS Gateway (V4.0)


Settings

API Keys

Purpose

Using **API Keys** option, user can restrict end user to send SMS from defined IPs and also no one other users can send SMS without valid API key.

API Key Details

API Key	Name	Allow IP	IP Address	Remarks	Action
*****ea07	CRMKey	yes	192.168.1.1	Add	
*****f76d	Default	no	Default	Default	



[Add](#)

Screen: Manage API Keys

Steps

1. Click on Settings > API Keys link from menu it will open the Screen: Manage API Keys.
2. API keys will be in encrypted form for security purpose.
3. For viewing API key, click on API Key text, it will ask login password for verification. Enter valid login password and click on verify button, it will display readable API keys, as given in below Screen: View APIKeys

API Key Details

API Key	Name	Allow IP	IP Address	Remarks	Action
a7d91d96d07aea07	CRMKey	yes	192.168.1.1	Add	
a9284a2b26b4f76d	Default	no	Default	Default	

[Add](#)

Screen: View API Keys

4. Click on icon having title “Delete”, to delete the API key.

Steps for Adding New API Key

1. Click on Add button. It will show a screen, as given below.

User Manual- IDH SMS Gateway (V4.0)

Add Api Key

Name* API Key* Generate

Allow IP IP Address (IP Address with ; or , separated.)

Remarks

Screen: Add API Key

2. Enter name to identify later on.
3. Click on Generate link to generate key.
4. If you want to allow specific IPs to be accessed, click on Allow IP icon to make it green and enter require IPs.
5. Click on Add button, to create API Key.

CRM

Purpose

Using **CRM** option, user can send birthday and anniversary wishes messages to his users. **CRM Setting** option provides facility, to activate/inactivate CRM Setting. CRM Setting includes formatted messages for Birthday/Anniversary. Option to enable/disable such message facility is also provided.

Click on Settings > CRM link from menu it will open the Screen: CRM Settings.

CRM

Activate/Inactivate CRM Settings

Enable/Disable Birthday & Anniversaryday Wishes

Note: Birthday and Anniversary messages are generated at 10:00 AM

Screen: CRM Settings


User Manual- IDH SMS Gateway (V4.0)


Click on icon and turn into green color, if user wants to activate CRM Setting. Once it activates it will display note at the bottom of the above Screen: CRM Settings.

Birthday & Anniversary Message Format

Birthday & Anniversary format option provides formatted message, for sending as SMS. Format provides link of First Name and Last Name, when clicked, enters First Name/Last Name in message. Click on Save button, after changing content, if required.

CRM

 Activate/Inactivate CRM Settings

 **Birthday & Anniversary Message Format**

[First Name](#) [Last Name](#)


Birthday Format*

Characters : 0 / 999

[First Name](#) [Last Name](#)

Anniversary Format*

Characters : 0 / 999

 Enable/Disable Birthday & Anniversary Wishes

Note: Birthday and Anniversary messages are generated at 10:00 AM

Screen: Birthday & Anniversary Message Format

Enable/Disable Birthday & Anniversary wishes

User can **enable/disable wishes** option, for particular group. User can select group, from given drop down menu. All users/specific users can also be selected. Click on Make Enable button, to enable message sending, to selected user(s).

User Manual- IDH SMS Gateway (V4.0)

User Wishes Status

Select Group*

All

Disable Enable

Search

Users List

<input type="checkbox"/>	Sr.No.	Name ↕ <input type="text" value="Search"/>	Mobile No	Birth Date ↕ <input type="text" value="Search"/>	Anniversary Date ↕ <input type="text" value="Search"/>
<input type="checkbox"/>	1	Maulik	+919999999999		
<input type="checkbox"/>	2	Mukesh	+919999999999	30-07-1984	

« < 1 > » 10 ▾

Total 2 Records Found

Back

Enable

Screen: Enable Birthday & Anniversary Wishes

Constraints

Messages for Birthday & Anniversary are generated, at 07:30 AM every day.

User Manual- IDH SMS Gateway (V4.0)

User Management

Company Group

Purpose

The main purpose of this is to transfer balance from one account to another account based on user type as below.

- **Master Admin:** He can transfer balance from any account to any other account of the same group. He can edit company group but cannot make new group.
- **Admin:** He can transfer balance only from his account to any other account of the same group.
- **Normal:** He cannot transfer balance.

Click on User Management > Company Groups link from menu it will open the Screen: Company Group.

Manage Company Group

Manage Company Group

Sr.No.	Company Name	Remarks	Action
1	Teleosco	Add	

1 10

CSV


Total 1 Records Found

Transfer Balance

Screen: Company Groups

In above screen, click on greater than sign icon, it will display the below Screen: User Details On Icon Click. In this screen it will display which are the users in particular company group and what is the role in that group.

User Manual- IDH SMS Gateway (V4.0)

Manage Company Group				
	Sr.No.	Company Name	Remarks	Action
	1	teleosTeam	Internal group	

User Details				
Sr.No.	User ID	User Type	Assign Date	Remarks
1	Arpan	MasterAdmin	04/04/2018 11:59:06	masteradmin
2	dolyST	Normal	04/04/2018 11:59:06	normal
3	Nirbhay	Admin	04/04/2018 11:59:06	Admin

Navigation: 10

Screen: User Details On Icon Click

Edit Company Group:

Steps




1. Click on icon having title “Edit” under Action column, it will display the below Screen: Edit Company Group

Update Company Group

Company Name *
teleosTeam

Internal group

Select User*

User Details				
Sr.No.	User ID	User Type	Remarks	Action
1	Arpan	MasterAdmin	masteradmin	
2	dolyST	Normal	normal	
3	Nirbhay	Admin	Admin	

Navigation: 10

Screen: Edit Company Group

2. Text fields marked with '*' are compulsory to fill.
3. Modify details and click on “Update” button, it will save the modified details.

User Manual- IDH SMS Gateway (V4.0)

Transfer Balance

Purpose

To transfer balance from one user to other user, **Transfer Balance** option is used. Plan parameter affects the balance transfer, as different plans charge different, for SMS.

Transfer Balance

From User Amount To User

Remark

Screen: Transfer Balance

Steps

1. Click on Transfer Balance button from Screen: Company Group, it will show the Screen: Transfer Balance.
2. Select From User and To User, from given drop down menu.
3. Enter number of SMS or Amount, to transfer.
4. Click on Transfer Balance button, system will transfer new balance.


Subusers

Purpose



An administrator provides access rights and recharge to End Users for doing different tasks, with the help of IDH SMS gateway. These End Users can generate their sub users, by using User Management option. Main End User of an application can provide recharge, to his sub users, from his account itself. Such sub users are provided with less options to operate.

User Manual- IDH SMS Gateway (V4.0)

Manage Subuser



Select User

List of Users			
Sr.No.	User ID	First Name	Action
1	test123	test	 

Total 1 records found.

Screen: Manage Subusers

Steps

1. Click on User Management > Subusers link from menu it will show the Screen: Manage Subusers.
2. Click on icon having title “Click to Inactive”, to make it inactive.
3. Click on icon having title “Click to Active”, to make it active.

Add Subuser:

Steps

1. Click on “Add” button, it will display the below Screen: Add Subuser- User Details.

Add Subuser

▼ User Details

User id * Password * Confirm Password * Password Hint *

▶ Personal Details

Screen: Add Subuser- User Details

2. Enter required details in user details tab fields.
3. Click on Personal Details tab, it will show the below Screen: Add Subuser- Personal Details.

User Manual- IDH SMS Gateway (V4.0)

Add Subuser

▶ User Details

▼ Personal Details

First Name*	Last Name*	Mobile No. *	Email id*
Telephone No.	Facebook Id	Skype Id	Linkedin Id
Twitter Id	Birth Date:	<input type="text" value="Birth Date"/>	Anniversary Date:
			<input type="text" value="Anniversary Date"/>

Screen: Add Subuser- User Details

4. Enter required details and click on Add button, to save new sub user's entry.