

**Operation Manual of  
BDMiT Bulk SMS**  
Document Version 1.0

**CONTENTS**

<b>1. Login .....</b>	<b>3</b>
<b>2. Change Password .....</b>	<b>4</b>
<b>3. Re Login .....</b>	<b>5</b>
<b>4. Message Group .....</b>	<b>6</b>
<b>5. Message Group Member.....</b>	<b>7</b>
<b>6. Add Bulk Group Member .....</b>	<b>8</b>
<b>7. Broadcast Single Message .....</b>	<b>9</b>
<b>8. Broadcast Group Message .....</b>	<b>10</b>
<b>9. Query Request Status.....</b>	<b>11</b>
<b>10. Query Request Status Manuals .....</b>	<b>12</b>
<b>11. BULKSMS Request.....</b>	<b>13</b>

## 1. Login

**Functional Description:** This window is for logging in to the system.

**Instruction:** To log in to Bulk SMS Service System please <http://bulksms.bdmitech.com> the internet browser and type credential as follows. And then click Login button.

Username: demo

Password: xxxxxx

**Caution:** Credentials are case sensitive.

TelCOM Admin Panel

**Login**

Username:

Password:

Copyright © 2012 Bangladesh Microtechnology Ltd. All rights reserved.

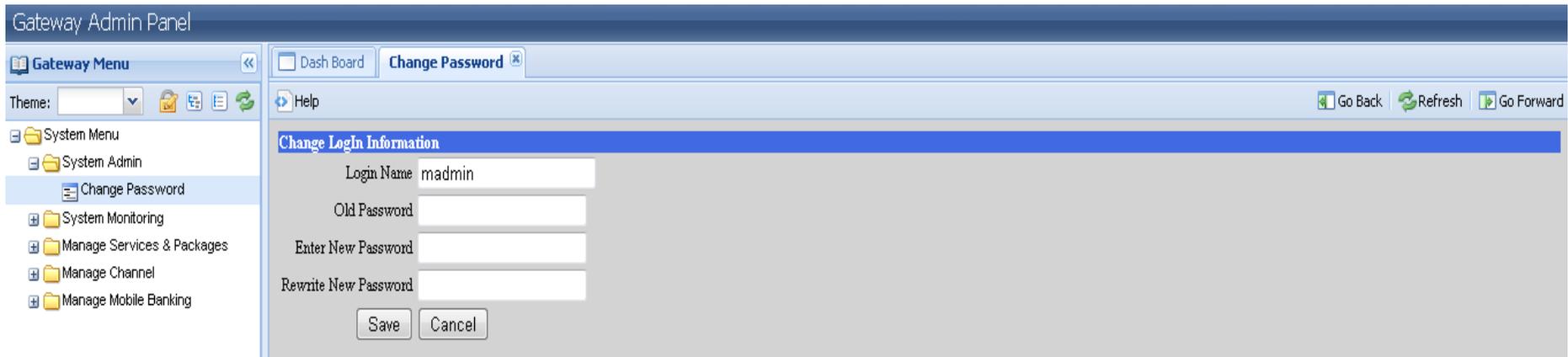
### Login Window

## 2. Change Password

**Functional Description:** This window is used for password change.

**Instruction:** Click System Admin>Change Password Menu > it will show the option of change password.

### Screen:



The screenshot shows the 'Gateway Admin Panel' interface. On the left is a 'Gateway Menu' sidebar with a tree view containing 'System Menu', 'System Admin', 'Change Password', 'System Monitoring', 'Manage Services & Packages', 'Manage Channel', and 'Manage Mobile Banking'. The main content area has a 'Change Password' tab selected. Below the tab is a 'Change Login Information' form with the following fields: 'Login Name' (value: madmin), 'Old Password', 'Enter New Password', and 'Rewrite New Password'. At the bottom of the form are 'Save' and 'Cancel' buttons. The browser's address bar shows 'Dash Board' and 'Change Password' tabs, and navigation buttons for 'Go Back', 'Refresh', and 'Go Forward' are visible.

### Change Password Window

### **Operation Instruction:**

To change the password you have to go this window. By following the below steps you can create a new password.

Login Name : It will show your default user name no need to change it.

Old Password : Input your old password

Enter New Password : Input your new password

Rewrite New Password : Again input your new password

### 3. Re Login

**Functional Description:** This window is used for Re login.

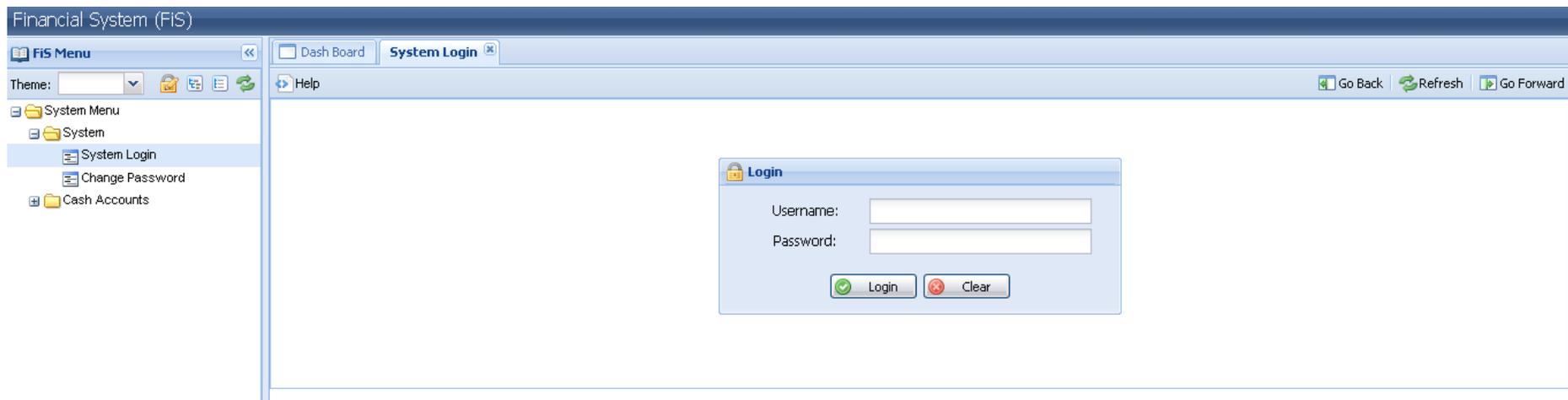
**Instruction:** Click System >System Login Menu -> Use this screen when your session has expired.

Username: Type your user name

Password: Type your password

**Caution:** Credentials are case sensitive.

#### Screen



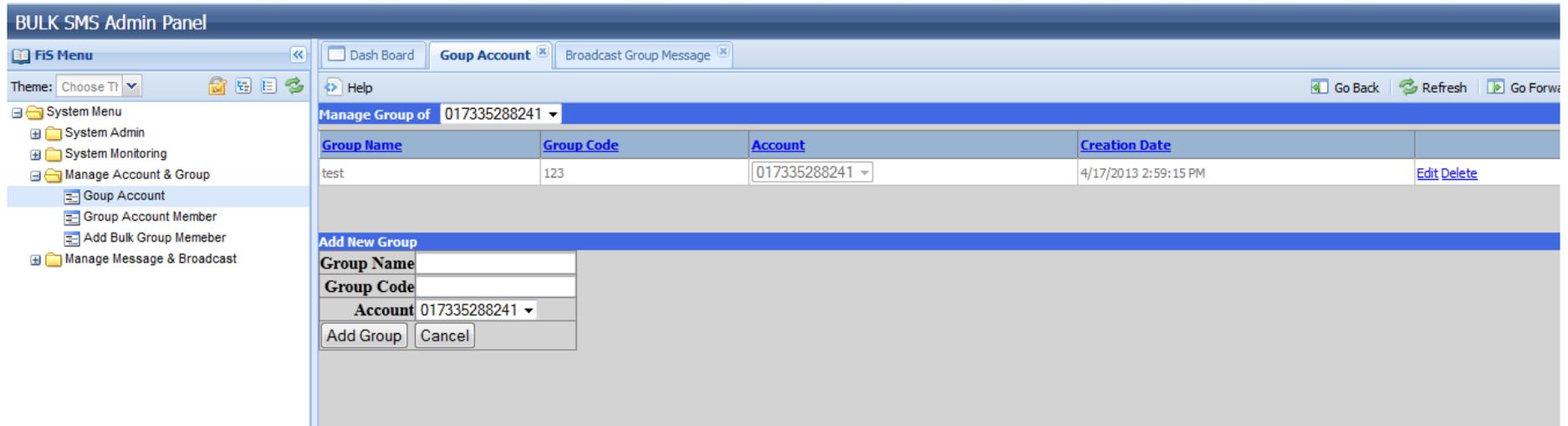
Re-login Window

## 4. Message Group

**Functional Description:** This window is used to active an account.

**Instruction:** Click Manage Account & Group > Group Account > Following window will appear-

**Screen:**



The screenshot displays the 'BULK SMS Admin Panel' interface. On the left is a 'FIS Menu' sidebar with options like 'System Admin', 'System Monitoring', 'Manage Account & Group', and 'Manage Message & Broadcast'. The main area shows the 'Group Account' window. At the top, there's a 'Manage Group of' dropdown set to '017335288241'. Below this is a table with columns for Group Name, Group Code, Account, and Creation Date. A single row is visible with 'test' as the group name, '123' as the group code, and '017335288241' as the account. Below the table is an 'Add New Group' form with input fields for Group Name, Group Code, and Account (set to '017335288241'), along with 'Add Group' and 'Cancel' buttons.

Group Name	Group Code	Account	Creation Date
test	123	017335288241	4/17/2013 2:59:15 PM

**Group Account Window**

### ***Operation Instruction:***

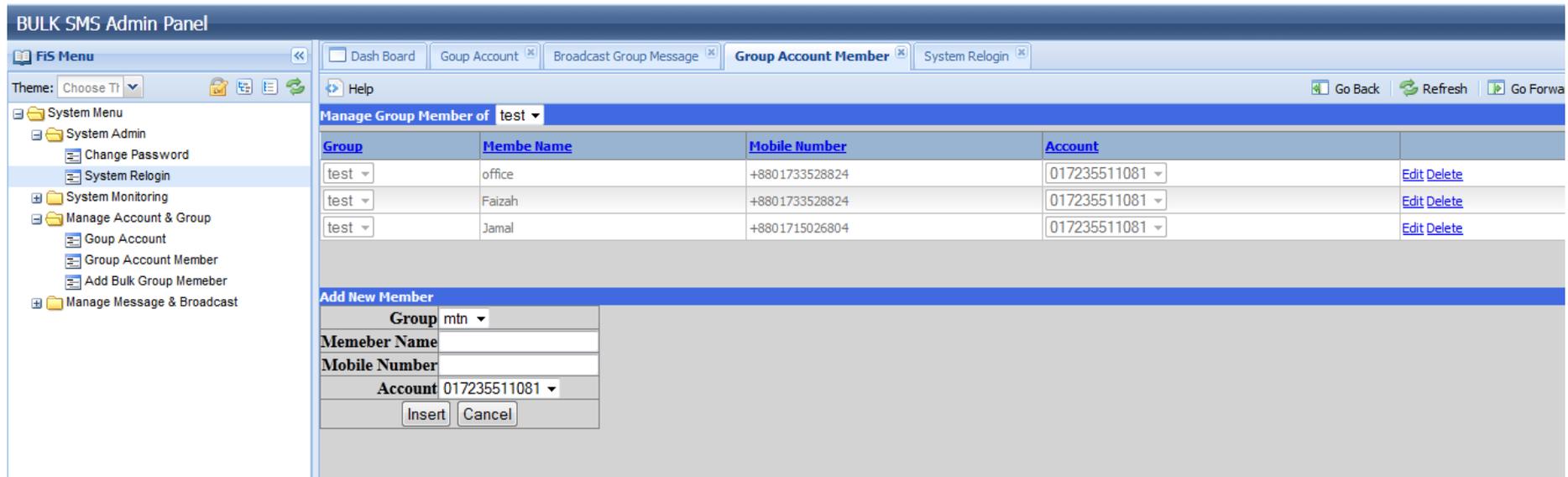
To create a group account got to add new group. Give a group name and group code, then insert you mobile number in to the account field. Then click add group. That is how you can create a group account.

## 5. Message Group Member

**Functional Description:** This window is used to add more members in the group account.

**Instruction:** Click Manage Account & Group > Add Bulk Group Member> Following window will appear-

**Screen:**



The screenshot shows the 'BULK SMS Admin Panel' with the 'Group Account Member' window open. The window title is 'Group Account Member' and it shows a table of members for the group 'test'. Below the table is an 'Add New Member' form with fields for Group, Member Name, Mobile Number, and Account, along with 'Insert' and 'Cancel' buttons.

Group	Membe Name	Mobile Number	Account	
test	office	+880.1733528824	017235511081	<a href="#">Edit Delete</a>
test	Faizah	+880.1733528824	017235511081	<a href="#">Edit Delete</a>
test	Jamal	+880.1715026804	017235511081	<a href="#">Edit Delete</a>

**Add New Member**

Group: mtn

Member Name:

Mobile Number:

Account: 017235511081

**Group Account Member Window**

### ***Operation Instruction:***

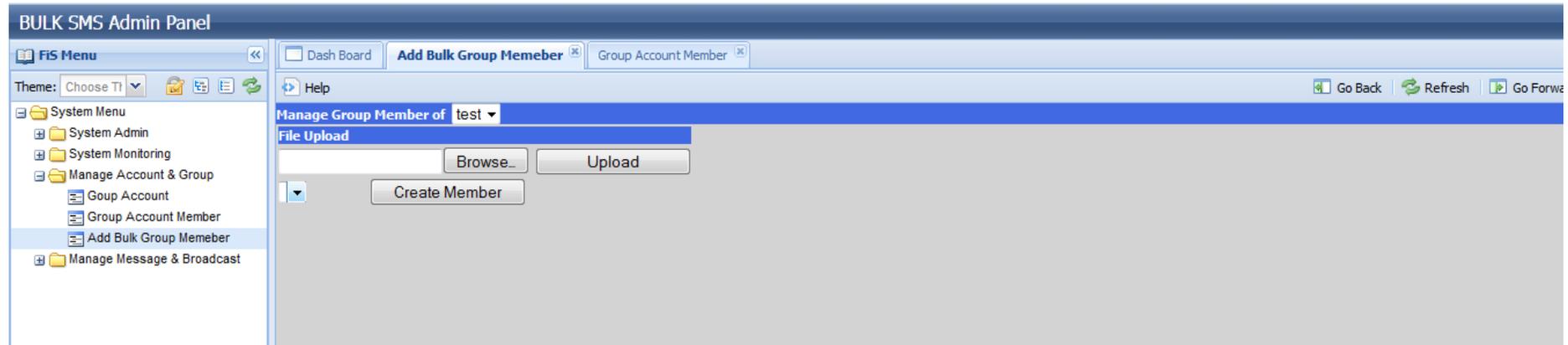
To add more members in the group account go to add new member. Select you desired group name. Then input member's name and mobile number. That is how you can insert a new member in the group account.

## 6. Add Bulk Group Member

**Functional Description:** This window is used to add members in a bulk amount in group account.

**Instruction:** Click Manage Account & Group > Add Bulk Group Member > Following window will appear-

**Screen:**



### Add Bulk Group Member Window

**Operation Instruction:** To add members in a bulk amount in the group account got to file upload. Here you can upload an excel file where you have contact details of the members. So browse your file first then select the file and upload it here. Then click to create member. The format of the excel file should look like as the following screen shot:

	A	B	C	D	E	F	G	H
1	MOBILEno							
2	+8801717487563							
3	+8801717487563							
4	+8801717487563							
5	+8801717487563							
6								

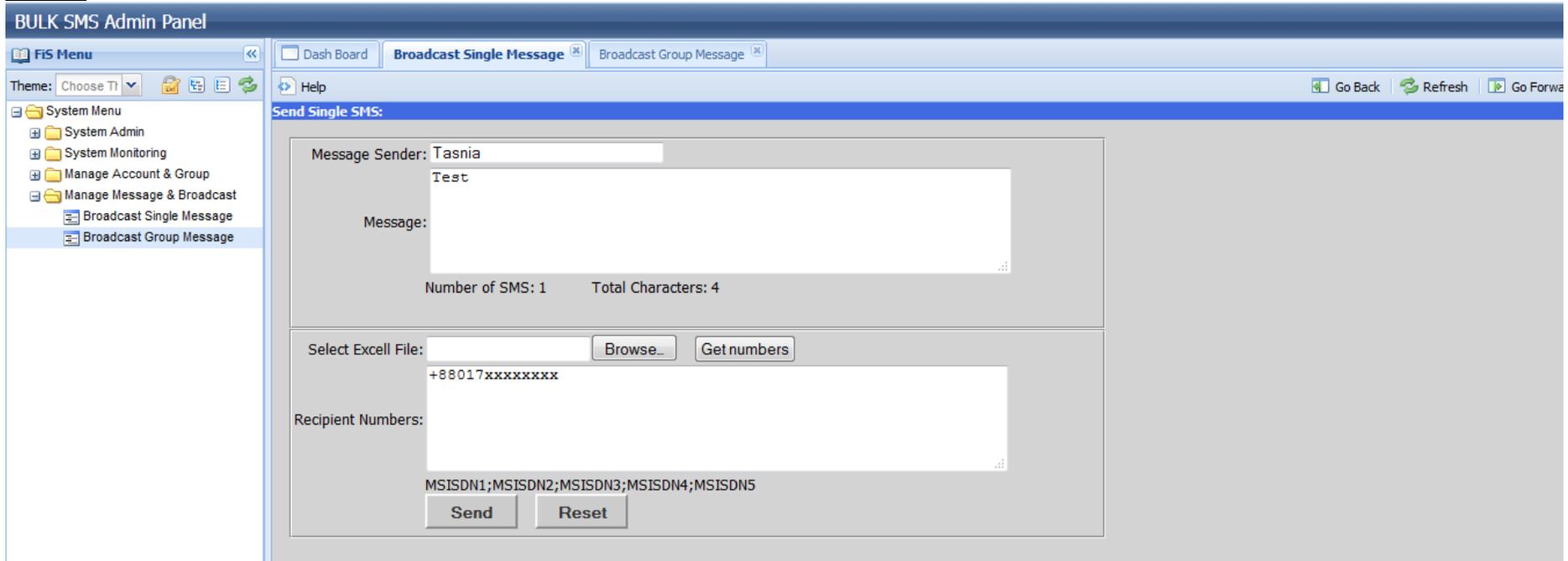
### Format of Excel File

## 7. Broadcast Single Message

**Functional Description:** This window is used for sending single message.

**Instruction:** Click Manage Message & Broadcast > Broadcast Single Message-> Following window will appear-

**Screen:**



The screenshot displays the 'BULK SMS Admin Panel' interface. The main window is titled 'Send Single SMS:'. It contains the following elements:

- Message Sender:** A text field containing 'Tasnia'.
- Message:** A text area containing 'Test'.
- Number of SMS:** 1
- Total Characters:** 4
- Select Excell File:** A text field with a 'Browse...' button and a 'Get numbers' button.
- Recipient Numbers:** A text area containing '+88017xxxxxxxx'.
- MSISDN1;MSISDN2;MSISDN3;MSISDN4;MSISDN5** (Label below the Recipient Numbers field)
- Buttons:** 'Send' and 'Reset' buttons at the bottom.

### Broadcast Single Message Window

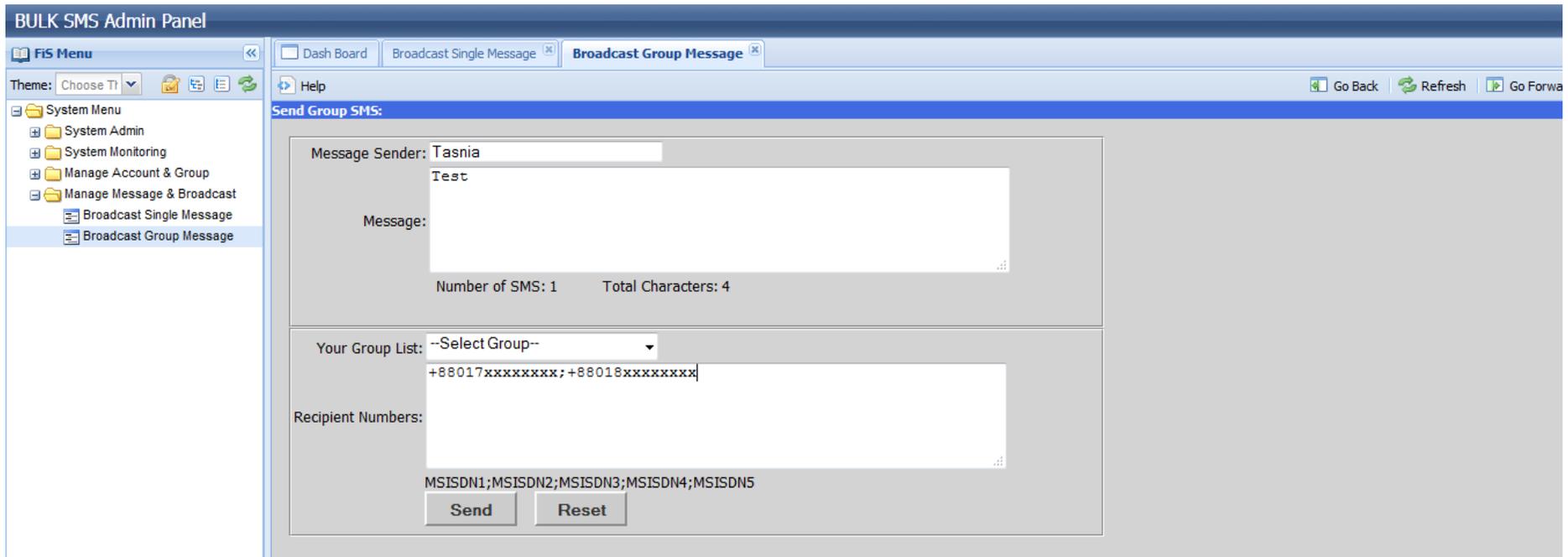
#### **Operation Instruction:**

To create a single message insert your name in the Message Sender field. Write down your message then insert the number of the recipient. If you have more than one number, you have to put a semicolon (;) between the numbers. You can also select an excel file where your required numbers are stored. Then click get numbers button. You'll see all the numbers will appear to the recipient numbers field. Then click Send button. FYI: the format of the excel file is same as we've given in the previous page.

## 8. Broadcast Group Message

**Functional Description:** This window is used for sending group message.

**Instruction:** Click Manage Message & Broadcast > Broadcast Group Message-> Following window will appear-  
Screen



**BULK SMS Admin Panel**

FIS Menu | Dash Board | Broadcast Single Message | Broadcast Group Message

Theme: Choose T1 | Help | Go Back | Refresh | Go Forward

**Send Group SMS:**

Message Sender: Tasnia

Message: Test

Number of SMS: 1    Total Characters: 4

Your Group List: --Select Group--

Recipient Numbers: +88017xxxxxxxx;+88018xxxxxxxx

MSISDN1;MSISDN2;MSISDN3;MSISDN4;MSISDN5

Send    Reset

### Broadcast Group Message Window

#### **Operation Instruction:**

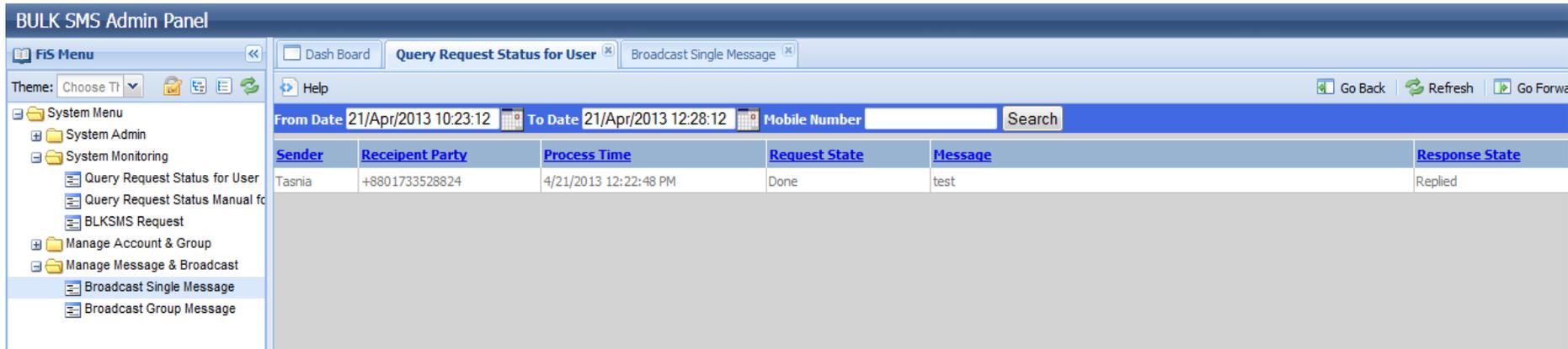
To create a group message insert your name in the Message Sender field. Write down your message then insert the number of the recipient. If you have more than one number, you have to put a semicolon (;) between the numbers. Or you can select the group to whom you want to send your message. Then click Send button.

## 9. Query Request Status

**Functional Description:** This window is used for monitoring the request status.

**Instruction:** Click System Monitoring>Query Request Status Menu -> it will show the screen as follows-

**Screen:**



The screenshot shows the 'BULK SMS Admin Panel' with the 'Query Request Status for User' window active. The interface includes a navigation menu on the left, a search bar at the top, and a table displaying request details.

Sender	Receipient Party	Process Time	Request State	Message	Response State
Tasnia	+8801733528824	4/21/2013 12:22:48 PM	Done	test	Replied

### Query Request Status Window

#### **Operation Instruction:**

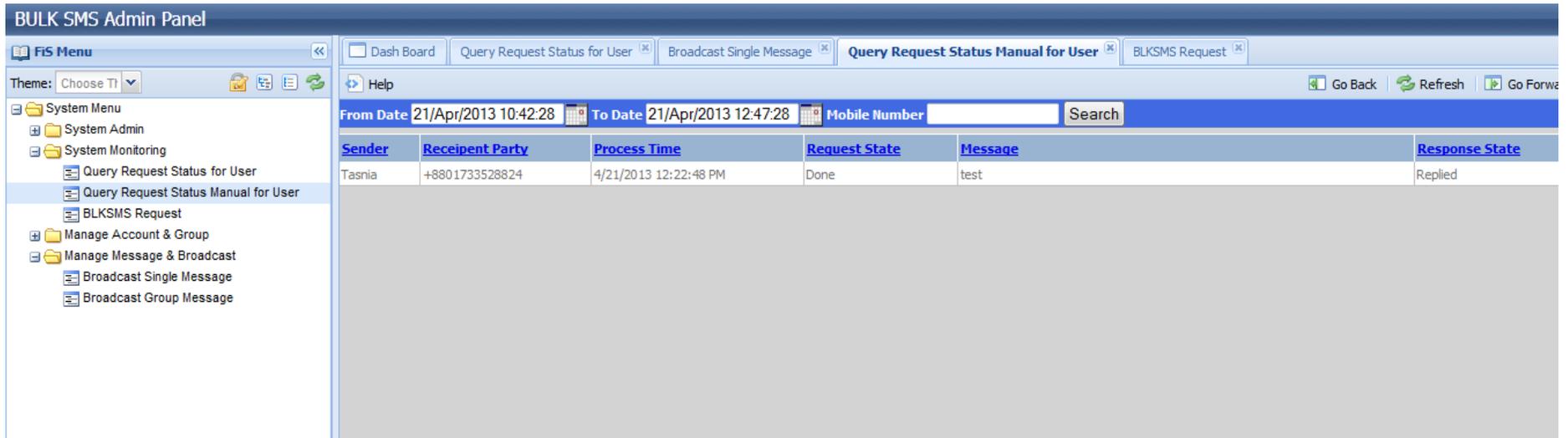
You can see the query request status from this window. This page automatically refreshes after every 10 seconds. If you have any recent update it will show that. Or you can do it manually, you can search the desired request by the Request Party like +8801xxxxxxx or you can select the date also. After selecting the day please press Search button. System will show you the name of the sender, number of the recipient party, request and response status along with the sent message. After 10 seconds the page will be cleared after it refreshes.

## 10. Query Request Status Manuals

**Functional Description:** This window is also used for monitoring the request status.

**Instruction:** Click System Monitoring>Query Request Status Menu -> it will show the screen as follows

**Screen:**



The screenshot displays the BULK SMS Admin Panel interface. The main window is titled "Query Request Status Manual for User". It features a search bar with "From Date" (21/Apr/2013 10:42:28), "To Date" (21/Apr/2013 12:47:28), and "Mobile Number" fields, along with a "Search" button. Below the search bar is a table with the following data:

Sender	Receipient Party	Process Time	Request State	Message	Response State
Tasnia	+8801733528824	4/21/2013 12:22:48 PM	Done	test	Replied

### Query Request Status Manual Window

#### **Operation Instruction:**

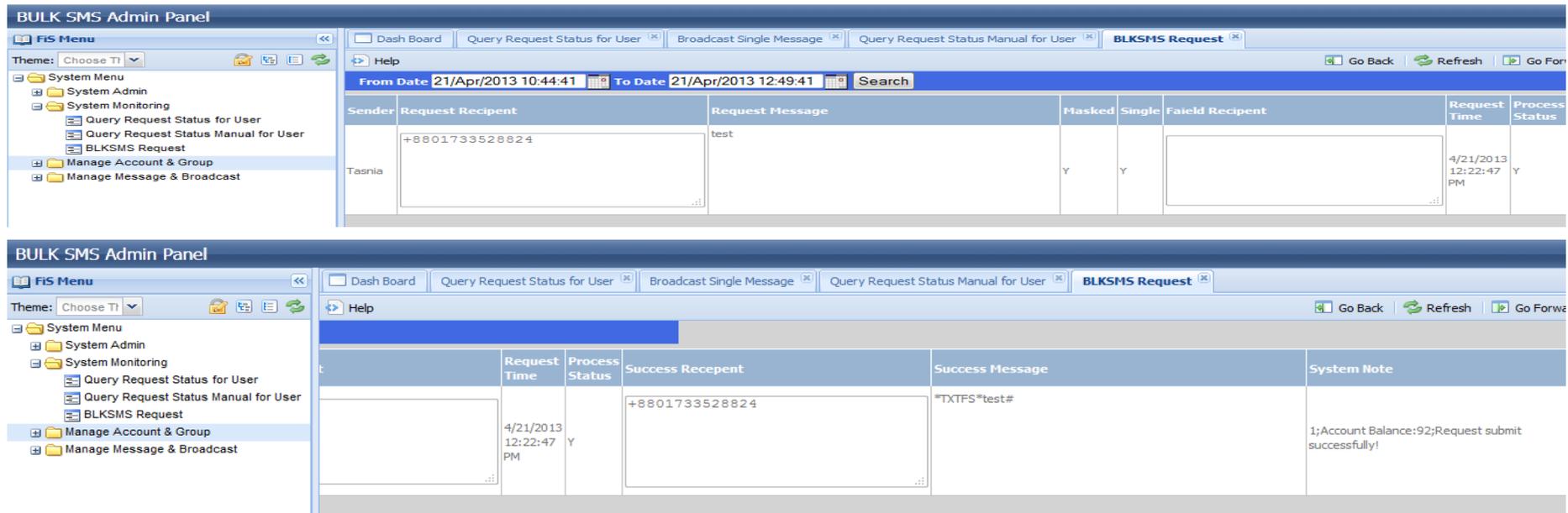
You can see the query request status from this window also. You can search the desired request by the Request Party like +8801xxxxxxxx or you can select the date also. After selecting the day please press Search button. System will show you the name of the sender, number of the recipient party, request and response status along with the sent message.

## 11. BULKSMS Request

**Functional Description:** This window is used for monitoring BULK SMS request status.

**Instruction:** Click System Monitoring > BLKSMS Request > it will show the following window-

### Screen:



The first screenshot shows the 'BULK SMS Admin Panel' with the 'BLKSMS Request' window active. The window displays a table with the following data:

Sender	Request Recipient	Request Message	Masked	Single	Field Recipient	Request Time	Process Status
Tasnia	+8801733528824	test	Y	Y		4/21/2013 12:22:47 PM	Y

The second screenshot shows the same panel with a detailed view of the request. The table below represents the data shown in this view:

Request Time	Process Status	Success Receptent	Success Message	System Note
4/21/2013 12:22:47 PM	Y	+8801733528824	*TXF5*test#	1;Account Balance:92;Request submit successfully!

### BULKSMS Request Window

### **Operation Instruction:**

You can see the BULK SMS request status from this window. You can search the desired request by the Request Party like +8801xxxxxxx or you can select the date also. After selecting the day please press Search button. System will show you the name of the sender, number of the recipient party, request and response status along with the sent message. It also shows the status whether the sender's number is masked or not, process status and the system note. System note confirms your account balance, whether your SMS is delivered or not.