



SimplyBlast – User Guide

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SmsDome Pte Ltd

T: +65 6767 3663

F: +65 6354 1339

E: info@smsdome.com

A: 47 Jalan Pemimpin, Halcyon 2, #03-01, Singapore 577200



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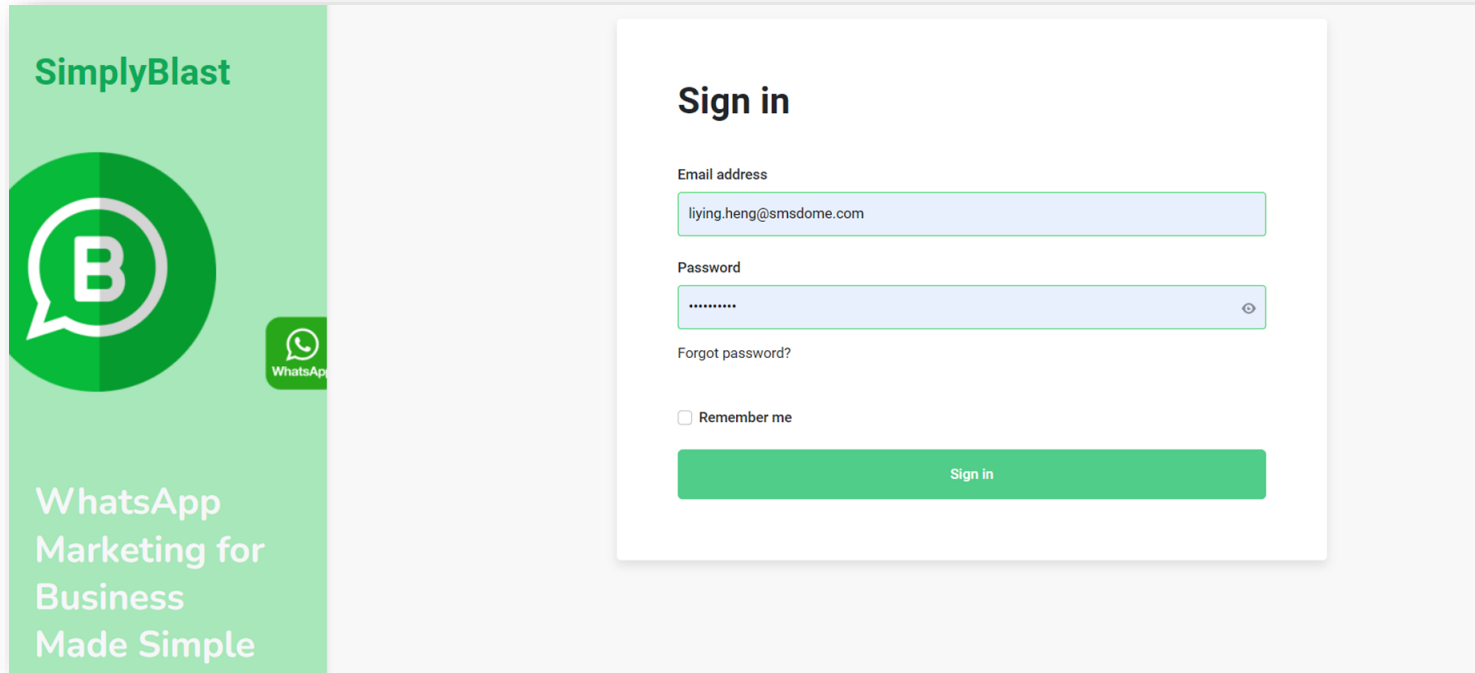
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- g. Delete Users

1. Sign In



The image shows a sign-in page for 'SimplyBlast'. On the left, there is a green sidebar with the 'SimplyBlast' logo (a green circle with a white 'B' inside a speech bubble) and the text 'WhatsApp Marketing for Business Made Simple'. A small WhatsApp icon is also visible. The main content area is white and contains the 'Sign in' form. The form has fields for 'Email address' (with the example 'liying.heng@smsdome.com') and 'Password' (masked with dots). Below the password field is a link for 'Forgot password?'. There is a checkbox for 'Remember me'. At the bottom of the form is a green 'Sign in' button.

SimplyBlast

WhatsApp Marketing for Business Made Simple

Sign in

Email address

liying.heng@smsdome.com

Password

.....

[Forgot password?](#)

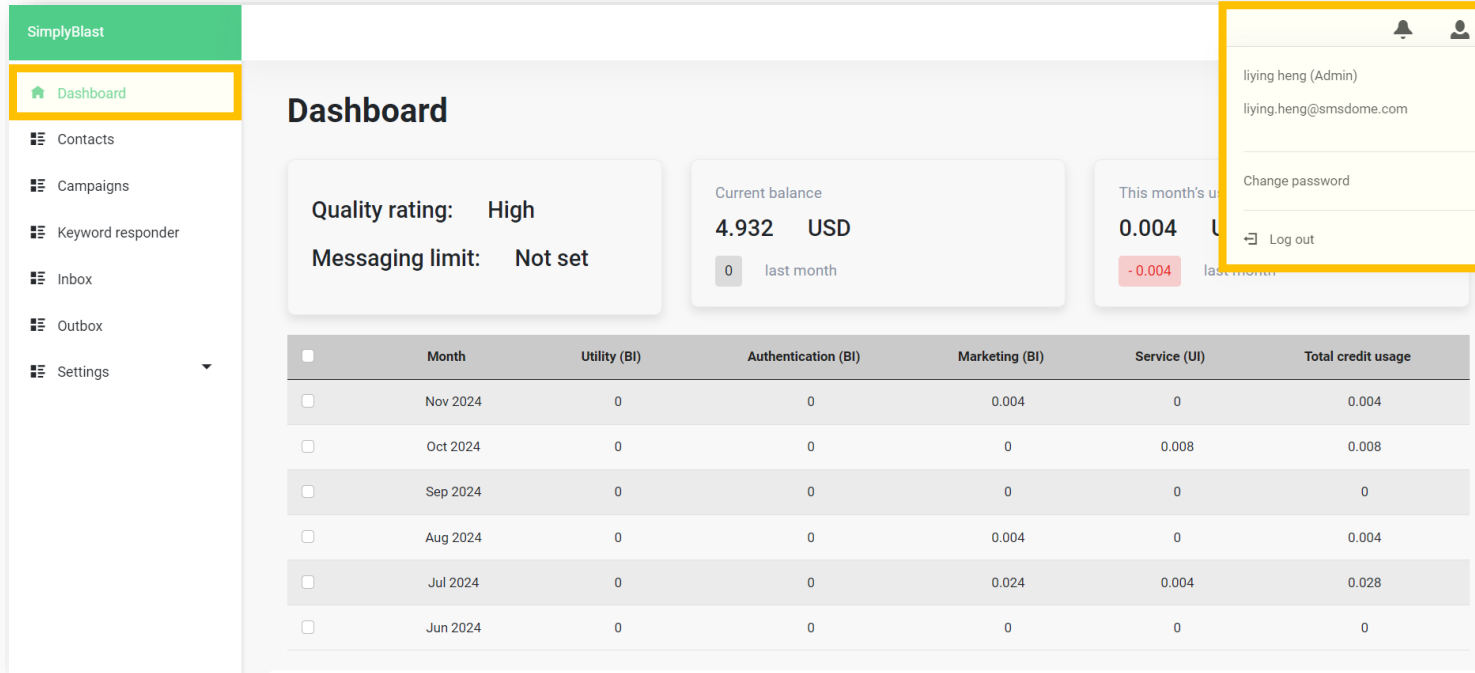
☐ Remember me

Sign in

To Sign in:

1. [Click here to visit the login page](#)
2. Enter your Email address
3. Enter your Password
4. Click on Sign in

1a. Change Password / Log out



The screenshot shows the SimplyBlast dashboard. On the left is a sidebar with a green header 'SimplyBlast' and a list of menu items: Dashboard (highlighted with an orange box), Contacts, Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main content area is titled 'Dashboard' and contains three summary cards: 'Quality rating: High' and 'Messaging limit: Not set'; 'Current balance 4.932 USD' with a '0 last month' indicator; and 'This month's usage 0.004' with a '-0.004 last month' indicator. Below these is a table of credit usage by month from June 2024 to November 2024. In the top right corner, a user profile dropdown menu is open, showing the user's name 'liying heng (Admin)', email 'liying.heng@smsdome.com', and options to 'Change password' and 'Log out'.

Dashboard

Quality rating: **High**
Messaging limit: **Not set**

Current balance
4.932 USD
0 last month

This month's usage
0.004 USD
-0.004 last month

	Month	Utility (BI)	Authentication (BI)	Marketing (BI)	Service (UI)	Total credit usage
<input type="checkbox"/>	Nov 2024	0	0	0.004	0	0.004
<input type="checkbox"/>	Oct 2024	0	0	0	0.008	0.008
<input type="checkbox"/>	Sep 2024	0	0	0	0	0
<input type="checkbox"/>	Aug 2024	0	0	0.004	0	0.004
<input type="checkbox"/>	Jul 2024	0	0	0.024	0.004	0.028
<input type="checkbox"/>	Jun 2024	0	0	0	0	0

liying heng (Admin)
liying.heng@smsdome.com
Change password
Log out

To Change Password / Log out:

1. Click on the user icon in the top right corner

2. Dashboard

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Dashboard

Quality rating: High

Messaging limit: Not set

Current balance

4.932 USD

0 last month

This month's usage

0.004 USD

- 0.004 last month

	Month	Utility (BI)	Authentication (BI)	Marketing (BI)	Service (UI)	Total credit usage
<input type="checkbox"/>	Nov 2024	0	0	0.004	0	0.004
<input type="checkbox"/>	Oct 2024	0	0	0	0.008	0.008
<input type="checkbox"/>	Sep 2024	0	0	0	0	0
<input type="checkbox"/>	Aug 2024	0	0	0.004	0	0.004
<input type="checkbox"/>	Jul 2024	0	0	0.024	0.004	0.028
<input type="checkbox"/>	Jun 2024	0	0	0	0	0

To Access the Dashboard:

1. Click on **Dashboard**

3. Contacts

The screenshot shows the 'SimplyBlast' web interface. On the left, a sidebar contains navigation links: 'Dashboard', 'Contacts' (highlighted with a yellow border), 'Campaigns', 'Keyword responder', 'Inbox', 'Outbox', and 'Settings'. The main area is titled 'Contacts' and includes several green action buttons: 'Manage Tags', 'Import contacts', 'View Import Status', 'Export contacts', and 'Personalise fields'. Below these is a search bar labeled 'Search mobile' and a 'Filter by' dropdown. A table of contacts is displayed with columns for 'MobileNo', 'Subscription Status', and 'Tags'. The table contains five rows of data, all with a 'Subscribed' status. At the bottom, there are pagination controls showing 'First', 'Previous', '1' (active), 'Next', and 'Last', along with a 'Rows per page' dropdown set to '10'.

	MobileNo	Subscription Status	Tags
<input type="checkbox"/>	4299	Subscribed	⚙️
<input type="checkbox"/>	3639	Subscribed	⚙️
<input type="checkbox"/>	3060	Subscribed	⚙️
<input type="checkbox"/>	4298	Subscribed	⚙️
<input type="checkbox"/>	0836	Subscribed	⚙️

To View your Contacts:

1. Click on the **Contacts** section

3a. Add Personalised Fields

The screenshot shows the 'SimplyBlast' web application interface. On the left is a sidebar with navigation links: Dashboard, Contacts (highlighted), Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main area is titled 'Contacts' and contains a search bar, filter buttons ('All contacts', 'Status', 'Tags'), and a table of contacts. The 'Personalise fields' modal is open on the right, showing a form to add a new field. The modal has a title 'Personalise fields' and a close button. The form includes a 'New field name' input, a 'Text' dropdown for field type, and a 'default value field' input. There are green checkmark and red X icons next to these inputs. Below the form, there is a list of existing fields, with 'MobileNo' selected and marked with a green checkmark. The 'Personalise fields' button in the top right of the 'Contacts' section is highlighted with an orange box.

	MobileNo	Subscription Status
<input type="checkbox"/>	4299	Subscribed
<input type="checkbox"/>	3639	Subscribed
<input type="checkbox"/>	3060	Subscribed
<input type="checkbox"/>	4298	Subscribed
<input type="checkbox"/>	0836	Subscribed

To Add a Personalised Field:

1. Click on **Personalise fields**
2. Click on **New personalised field**
3. Enter **Field name**
4. Select a **Field type**
5. Optional: Input a **Default value**
6. Click on

Note: Default value is the value that appears if the imported field is blank

3b. Edit Personalised Fields

The screenshot shows the 'SimplyBlast' interface. On the left is a sidebar with navigation links: Dashboard, Contacts (highlighted), Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main area is titled 'Contacts' and contains a search bar, filter buttons ('All contacts', 'Status', 'Tags'), and a table of contacts. The table has columns for a checkbox, 'MobileNo', and 'Subscription Status'. Five contacts are listed with mobile numbers 4299, 3639, 3060, 4298, and 0836, all marked as 'Subscribed'. A 'Personalise fields' modal is open on the right. It has a title bar with a close button. Inside, there's a 'New personalised field' input box. Below it, a list of fields is shown: 'MobileNo' and 'Name'. The 'MobileNo' field is selected, and its details are shown in a sub-modal. This sub-modal has a 'Name' field (with a green checkmark), a 'Text' dropdown (with a green X), and a 'default value field' (with a trash icon). The edit icon (pencil) next to 'MobileNo' in the main list is highlighted with a yellow box.

	MobileNo	Subscription Status
<input type="checkbox"/>	4299	Subscribed
<input type="checkbox"/>	3639	Subscribed
<input type="checkbox"/>	3060	Subscribed
<input type="checkbox"/>	4298	Subscribed
<input type="checkbox"/>	0836	Subscribed

Personalise fields



New personalised field

- ☒ MobileNo
- ☒ Name

Details for MobileNo:

- Name ☒
- Text ☒
- default value field ☒

To Edit a Personalised Field:



1. Click on **Personalise fields**
2. Click on 
3. Edit **Field details**
4. Click on 

3c. Delete Personalised Fields

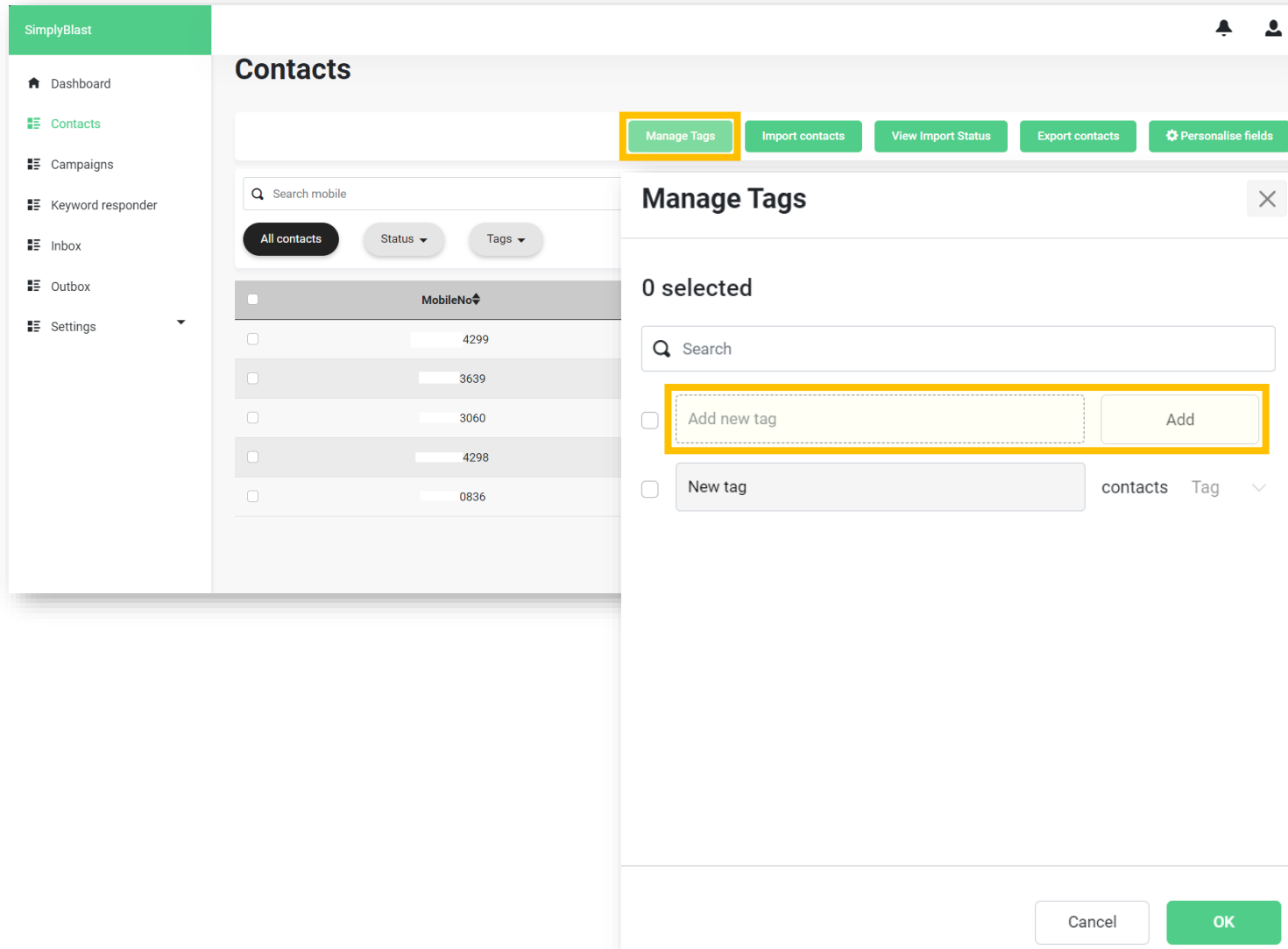
The screenshot shows the 'SimplyBlast' interface. On the left is a sidebar with navigation links: Dashboard, Contacts (highlighted), Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main area is titled 'Contacts' and contains a search bar, filter buttons ('All contacts', 'Status', 'Tags'), and a table of contacts. The table has columns for a checkbox, 'MobileNo', and 'Subscription Status'. Five contacts are listed with mobile numbers 4299, 3639, 3060, 4298, and 0836, all marked as 'Subscribed'. A 'Personalise fields' modal is open on the right. It has a title bar with a close button. Inside, there's a 'New personalised field' input box. Below it, a list of fields is shown: 'MobileNo' and 'Name'. Each field has a green checkmark, a pencil icon for editing, and up/down arrows for reordering. A dropdown menu is open for the 'Name' field, showing options: 'Name' (with a green checkmark), 'Text' (with a green X), and 'default value field' (with a trash can icon highlighted by an orange box).

	MobileNo	Subscription Status
<input type="checkbox"/>	4299	Subscribed
<input type="checkbox"/>	3639	Subscribed
<input type="checkbox"/>	3060	Subscribed
<input type="checkbox"/>	4298	Subscribed
<input type="checkbox"/>	0836	Subscribed

To Delete a Personalised Field:

1. Click on **Personalise fields**
2. Click on 
3. Click on 
4. Click on **Ok**

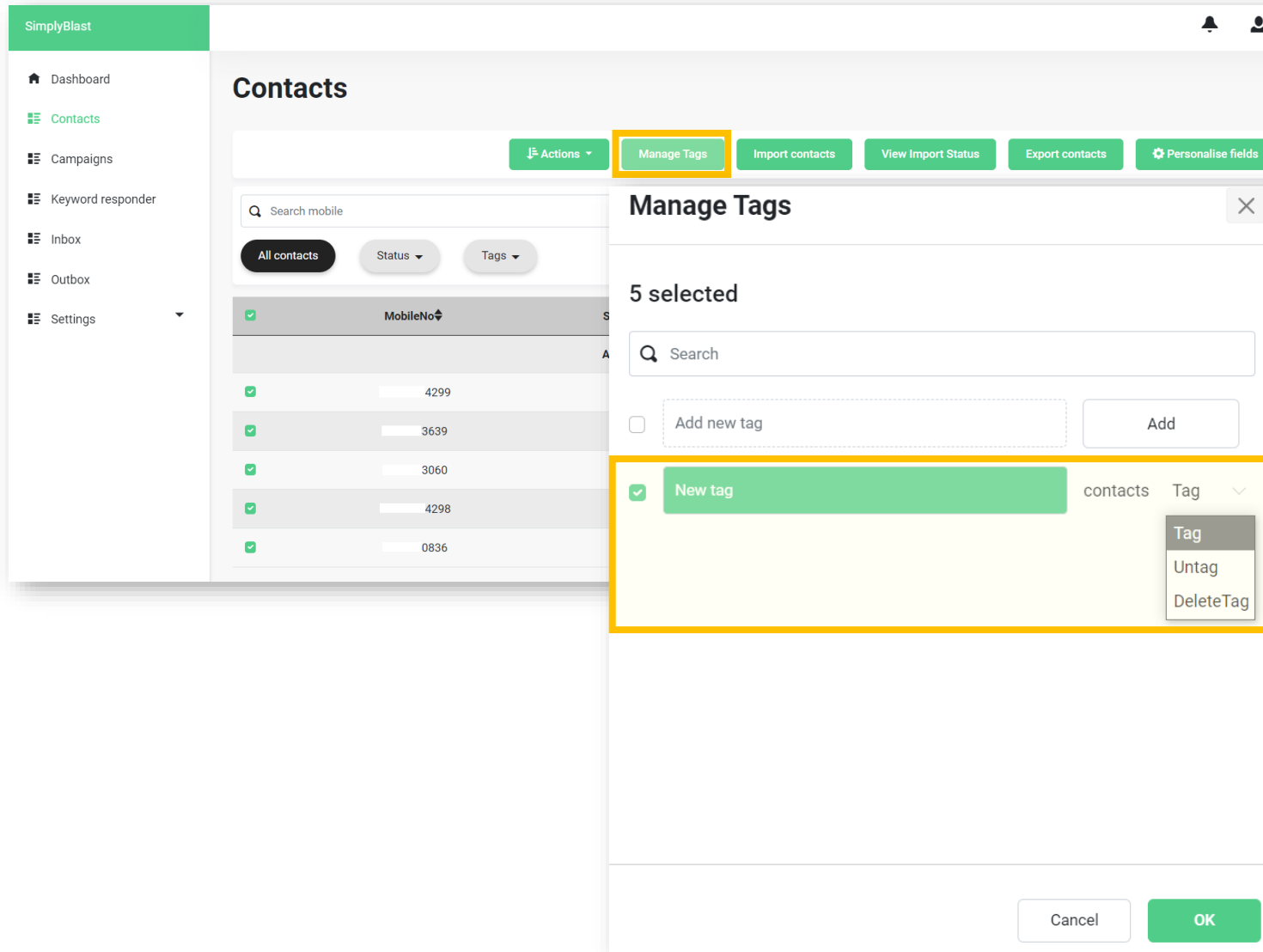
3d. Create Tags



To Create a Tag:

1. Click on **Manage Tags**
2. Click on the **Add new Tag** field
3. Enter **Tag name**
4. Click on **Add**
5. Click on **Ok**

3e. Tag/Untag Contacts



To Tag/Untag your Contacts:

1. Select your **Contacts**
2. Click on **Manage Tags**
3. Click on the checkbox beside the Tag
4. Select **Tag** or **Untag**
5. Click on **Ok**

Note: You can manage multiple Tags at a time

3f. Delete Tags

The screenshot shows the SimplyBlast web application interface. On the left is a sidebar with navigation links: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main content area is titled 'Contacts' and features a search bar, filters (All contacts, Status, Tags), and a table of contacts with columns for checkboxes and MobileNo. A 'Manage Tags' button is highlighted in the top bar. A modal titled 'Manage Tags' is open, showing '5 selected' tags. It includes a search bar, an 'Add new tag' input, and an 'Add' button. A dropdown menu is open, showing options: Tag, Untag, and DeleteTag. The 'DeleteTag' option is highlighted. At the bottom of the modal are 'Cancel' and 'OK' buttons.

To Delete Tags:

1. Click on **Manage Tags**
2. Click on the checkbox beside the Tag
3. Select **Delete Tag**
4. Click on **Ok**

3g. Import Contacts

The screenshot shows the 'SimplyBlast' web interface. On the left is a sidebar with navigation links: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main area is titled 'Contacts' and contains a search bar, filters for 'All contacts', 'Status', and 'Tags', and a table of contacts with columns for checkboxes and 'MobileNo'. Overlaid on this is the 'Import Contacts' modal. The modal has a 'Download Template' button and instructions to download a CSV template. Below this is a dashed box for file upload with the text 'Drag and drop your file here or click to upload'. The 'Field mapping' section has checkboxes for 'MobileNo' and 'Name', each with a dropdown menu. The 'MobileNo' dropdown is set to 'Singapore (+65)'. The 'Name' dropdown is set to 'Name'. Below this is the 'Set Subscription Status' section with a dropdown menu set to 'Unconfirmed'. The 'Tag Management' section has a text input field with the placeholder 'Add a tag...'. The 'Clean Mobile List' section has a dropdown menu set to 'Yes'. At the bottom are two buttons: 'Validate File' (green) and 'Submit File' (blue).

SimplyBlast

Contacts

Manage Tags Import contacts View Import Status Export contacts Personalise fields

Search mobile

All contacts Status Tags

	MobileNo
<input type="checkbox"/>	4299
<input type="checkbox"/>	3639
<input type="checkbox"/>	3060
<input type="checkbox"/>	4298
<input type="checkbox"/>	0836

Import Contacts

Download Template

Download the CSV template and ensure it's saved correctly.

How to save your template as a CSV UTF-8 file

Drag and drop your file here or click to upload

Field mapping

☒ MobileNo MobileNo Singapore (+65)

☒ Name Name

Set Subscription Status:

Unconfirmed

Tag Management

Add a tag...

Clean Mobile List:

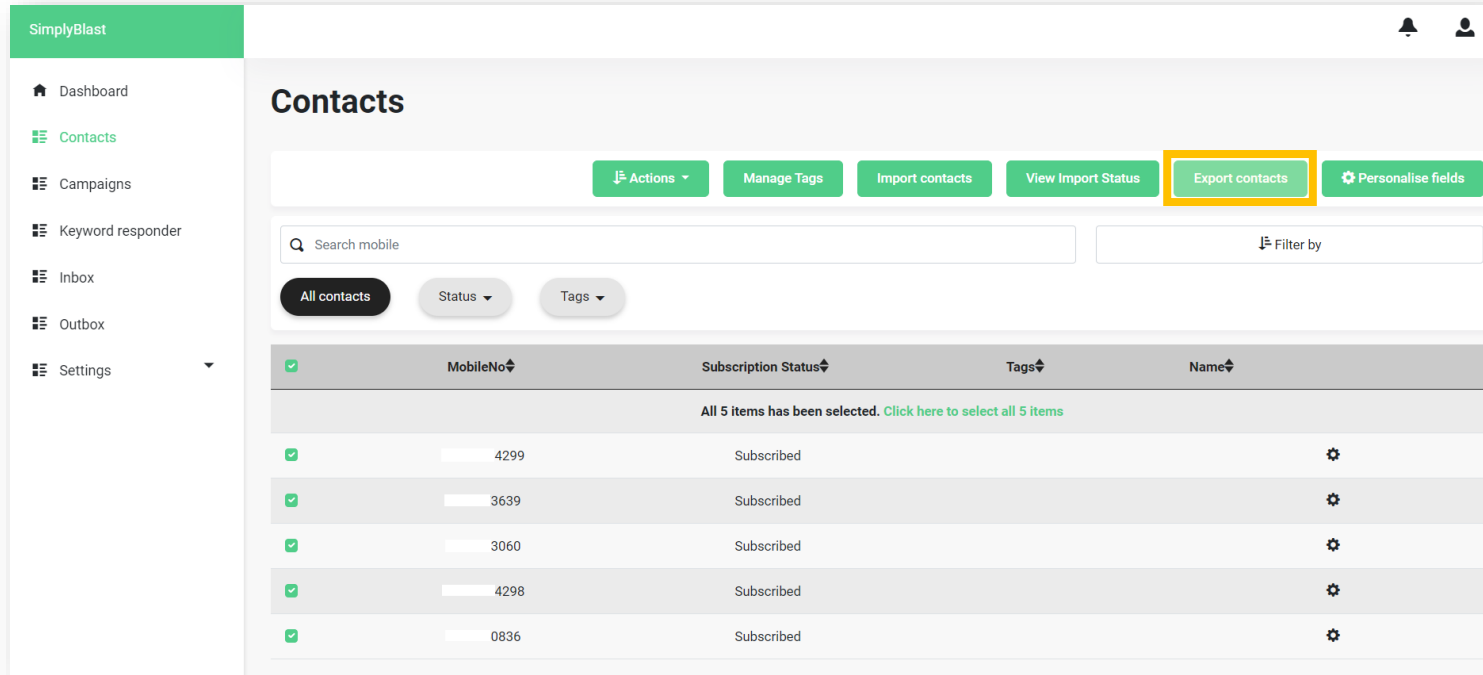
Yes

Validate File Submit File

To Import Contacts:

1. Click on **Import contacts**
2. **Download Template** and enter the mobile numbers of your contact list in the MobileNo column, along with other personalised fields
3. Save the template as a **CSV UTF-8** file
4. Upload the file
5. Optional: Select a country to prefix its country code to the numbers
6. Match the **imported fields** to the **personalised fields**
7. Select **Subscription Status**
8. Optional: Add **Tag**
9. Optional: **Clean Mobile List**
10. Click on **Submit File** to import

3h. Export Contacts



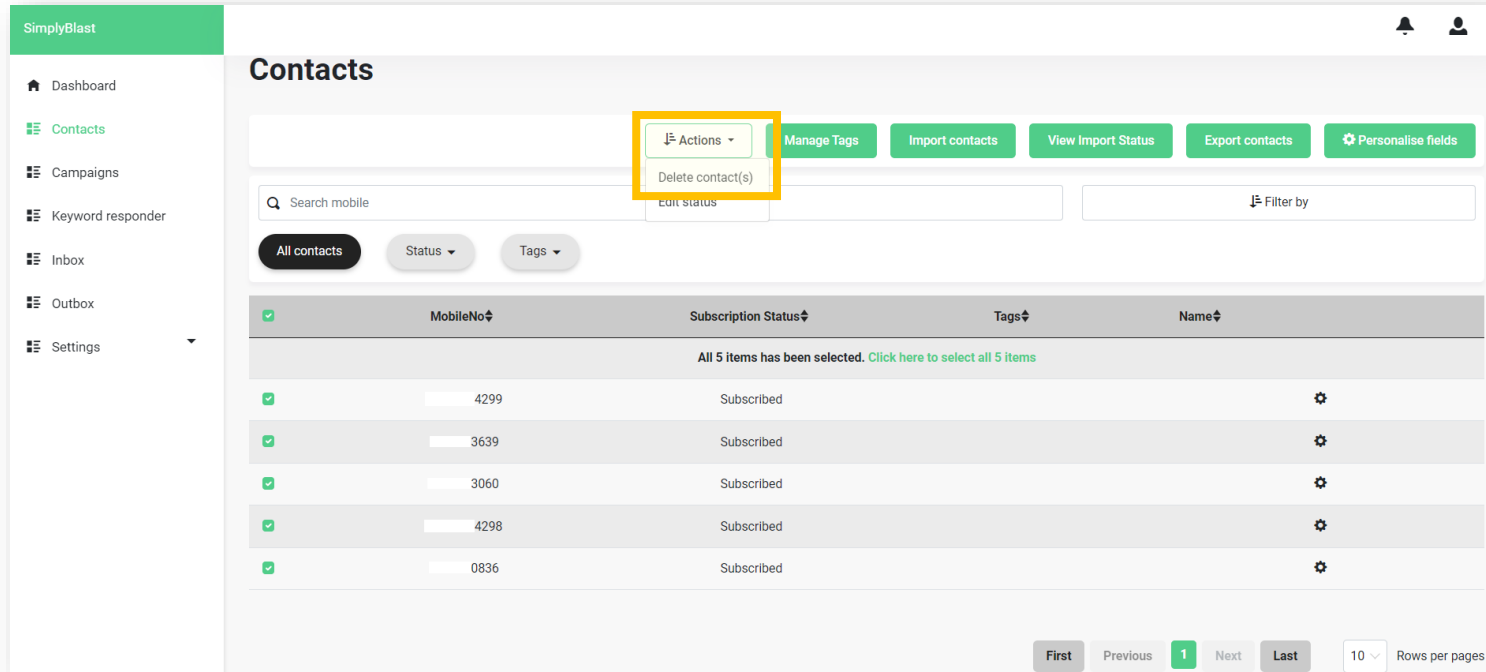
The screenshot shows the 'Contacts' page in the SimplyBlast interface. On the left is a sidebar with navigation links: Dashboard, Contacts (highlighted), Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main content area is titled 'Contacts' and features a top bar with buttons: Actions, Manage Tags, Import contacts, View Import Status, Export contacts (highlighted with a yellow border), and Personalise fields. Below this is a search bar labeled 'Search mobile' and a 'Filter by' dropdown. A row of filters shows 'All contacts' selected, along with 'Status' and 'Tags' dropdowns. A table below displays a list of contacts with columns for selection, MobileNo, Subscription Status, Tags, and Name. All five contacts are selected, indicated by green checkmarks. A message states 'All 5 items has been selected. Click here to select all 5 items'. The table data is as follows:

	MobileNo	Subscription Status	Tags	Name
<input checked="" type="checkbox"/>	4299	Subscribed		
<input checked="" type="checkbox"/>	3639	Subscribed		
<input checked="" type="checkbox"/>	3060	Subscribed		
<input checked="" type="checkbox"/>	4298	Subscribed		
<input checked="" type="checkbox"/>	0836	Subscribed		

To Export Contacts:

1. Select **Contacts**
2. Click on **Export Contacts**

3i. Delete Contacts



The screenshot displays the 'SimplyBlast' web application interface for managing contacts. On the left is a sidebar with navigation links: Dashboard, Contacts (highlighted), Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main content area is titled 'Contacts' and features a top navigation bar with buttons for 'Manage Tags', 'Import contacts', 'View Import Status', 'Export contacts', and 'Personalise fields'. Below this is a search bar labeled 'Search mobile' and a 'Filter by' dropdown. A table of contacts is shown with columns for 'MobileNo', 'Subscription Status', 'Tags', and 'Name'. All five rows are selected, indicated by green checkmarks in the first column. A message above the table states 'All 5 items has been selected. Click here to select all 5 items'. An 'Actions' dropdown menu is open, showing 'Delete contact(s)' as the selected option. The bottom of the interface includes pagination controls with 'First', 'Previous', '1' (current page), 'Next', and 'Last' buttons, along with a '10 Rows per pages' selector.

	MobileNo	Subscription Status	Tags	Name
✓	4299	Subscribed		
✓	3639	Subscribed		
✓	3060	Subscribed		
✓	4298	Subscribed		
✓	0836	Subscribed		

To Delete Contacts:

1. Select **Contacts**
2. Click on **Actions**
3. **Delete contact(s)**

3j. Edit Status

The screenshot displays the 'SimplyBlast' web application interface. On the left is a sidebar with navigation links: Dashboard, Contacts (highlighted in green), Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main content area is titled 'Contacts' and features a top bar with buttons: Actions (with a dropdown arrow), Manage Tags, Import contacts, View Import Status, Export contacts, and Personalise fields. Below this is a search bar labeled 'Search mobile' and a table of contacts. The table has columns for 'MobileNo' and 'Subscription Status'. Five contacts are listed, all with a status of 'Subscribed'. An 'Edit status' button is highlighted with a yellow box. A modal window titled 'Edit Status' is open, showing '5 records' and a dropdown menu with options: Unconfirmed, Unconfirmed (highlighted), Subscribed, and Unsubscribed. At the bottom of the modal are 'Cancel' and 'OK' buttons. The bottom of the page shows pagination controls: First, Previous, 1 (active), Next, Last, and a '10 Rows per pages' dropdown.

SimplyBlast

Contacts

Actions Manage Tags Import contacts View Import Status Export contacts Personalise fields

Search mobile

All contacts Status Tags

✓	MobileNo	Subscription Status
✓	4299	Subscribed
✓	3639	Subscribed
✓	3060	Subscribed
✓	4298	Subscribed
✓	0836	Subscribed

Edit Status

5 records

Unconfirmed

Unconfirmed

Subscribed

Unsubscribed

Cancel OK

First Previous 1 Next Last 10 Rows per pages

To Edit Status of Contacts:

1. Select **Contacts**
2. Click on **Actions**
3. **Edit status**
4. Select updated status
5. Click on **Ok**

4. Campaigns

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Campaigns

New campaign

Choose column

Search by Campaign name

06 Oct 2024 - 05 Dec 2024

All campaigns

Completed

Inprogress

Pending

Draft

	Name	Schedule	Status	Created by	Created date	Last modified date	Last modified by	Credit used	
<input type="checkbox"/>		29 Oct 2024 02:23 PM	Completed		10/29/2024			0.008	<div><div></div><div></div></div>
<input type="checkbox"/>		29 Oct 2024 12:39 PM	Completed		10/29/2024			0.008	<div><div></div><div></div></div>
<input type="checkbox"/>		05 Aug 2024 12:48 PM	Completed		8/5/2024	05 Aug 2024		0.004	<div><div></div><div></div></div>
<input type="checkbox"/>		31 Jul 2024 10:24 AM	Completed		7/31/2024			0.004	<div><div></div><div></div></div>

To View your Campaigns:

1. Click on the Campaigns section

4a. Create a New Campaign

SimplyBlast

Dashboard
Contacts
Campaigns
Keyword responder
Inbox
Outbox
Settings

Campaigns

New campaign Choose column

Create Campaign

Campaign name*
Campaign Name

Filter Contacts

Filter by subscription status* Add a status...

Filter by tags Add a tag...

0 contact match

Initial Message

Follow-up Broadcast (Optional)

Campaign Keyword Responder

Summary

Total estimated number of contacts: 0

Initial message Template Name:

Initial message Blast DateTime: 06 Nov 2024 14:44

Campaign Keyword Responder Enabled? No

Total estimated credits used: 0

Preview

Back Finish

To Create a New Campaign:

1. Click on **New Campaign**
2. Enter **Campaign Name**
3. Select the **subscription status** and/or **Tags** of your recipients
4. Select the **Initial Message template** and **Broadcast date & time**
5. Optional: Select the **Follow-up message template** and **Broadcast date & time**
6. Optional: Enter the **Campaign Keyword Responder** message and keyword(s)
7. Click on **Finish**

Note: See 8c for creating a new template before sending your first campaign

4b. Duplicate Campaigns

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Manage account

Templates

Tier

Users

Campaigns

Actions

New campaign

Choose column

Search by Campaign name

06 Oct 2024 - 05 Dec 2024

All campaigns

Completed


Inprogress

Pending

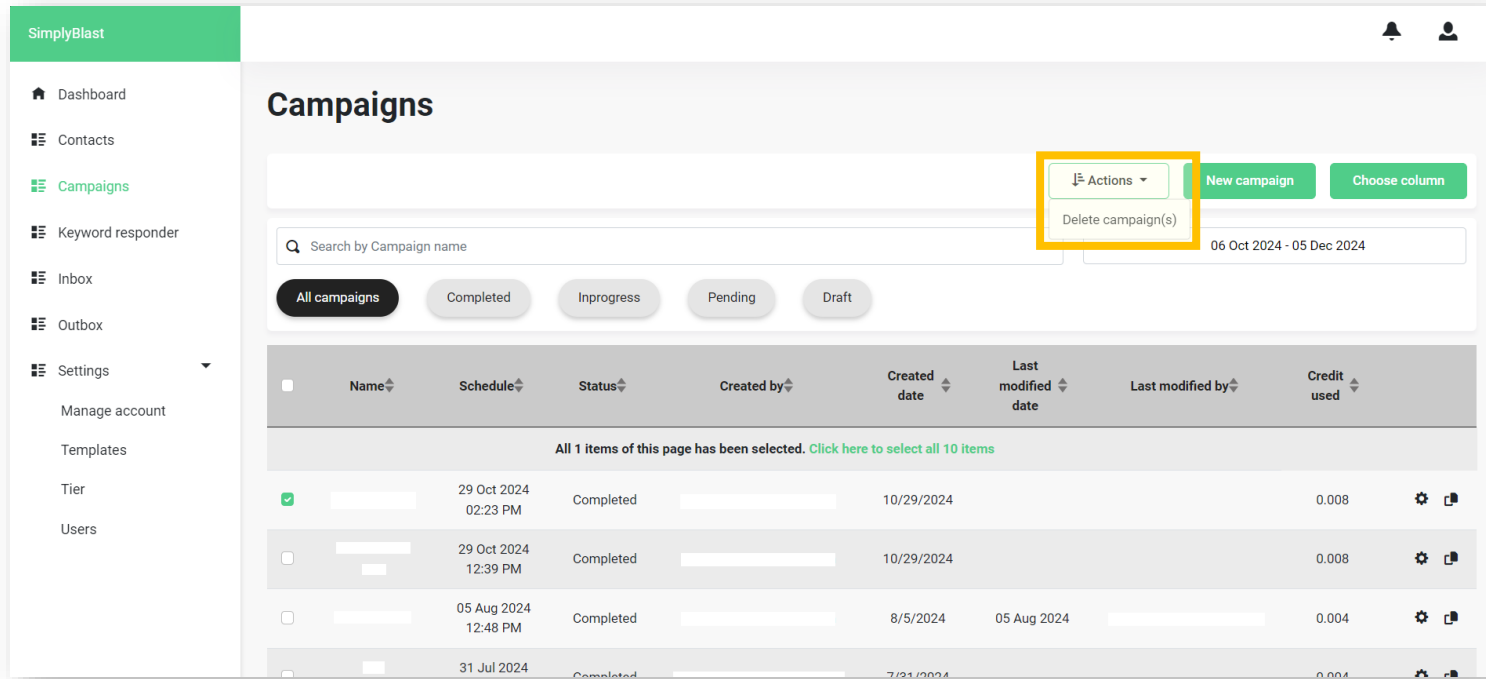
Draft

	Name	Schedule	Status	Created by	Created date	Last modified date	Last modified by	Credit used
All 1 items of this page has been selected. Click here to select all 10 items								
<input checked="" type="checkbox"/>		06 Nov 2024 03:49 PM	Inprogress		11/6/2024			0
<input type="checkbox"/>		29 Oct 2024 02:23 PM	Completed		10/29/2024			0.008
<input type="checkbox"/>		29 Oct 2024 12:39 PM	Completed		10/29/2024			0.008
<input type="checkbox"/>		05 Aug 2024						









To Duplicate Campaigns:

- 1. Select Campaigns
- 2. Click on 

4c. Delete Campaigns



The screenshot shows the 'Campaigns' page in the SimplyBlast interface. On the left is a sidebar with navigation links: Dashboard, Contacts, Campaigns (highlighted), Keyword responder, Inbox, Outbox, Settings, Manage account, Templates, Tier, and Users. The main content area is titled 'Campaigns' and includes a search bar, filter buttons (All campaigns, Completed, Inprogress, Pending, Draft), and a date range selector (06 Oct 2024 - 05 Dec 2024). An 'Actions' dropdown menu is open, showing 'Delete campaign(s)' as an option. Below the menu is a table with columns: Name, Schedule, Status, Created by, Created date, Last modified date, Last modified by, and Credit used. The first row of the table is selected, and a message states 'All 1 items of this page has been selected. Click here to select all 10 items'.

	Name	Schedule	Status	Created by	Created date	Last modified date	Last modified by	Credit used	
<input checked="" type="checkbox"/>		29 Oct 2024 02:23 PM	Completed		10/29/2024			0.008	 
<input type="checkbox"/>		29 Oct 2024 12:39 PM	Completed		10/29/2024			0.008	 
<input type="checkbox"/>		05 Aug 2024 12:48 PM	Completed		8/5/2024	05 Aug 2024		0.004	 
<input type="checkbox"/>		31 Jul 2024	Completed		7/31/2024			0.004	 

To Delete Campaigns:

1. Select Campaigns
2. Click on Actions
3. Delete Campaign(s)

4d. View Campaign Details

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Campaigns

New campaign

Choose column

Search by Campaign name

06 Oct 2024 - 05 Dec 2024

All campaigns

Completed

Inprogress

Pending

Draft

	Name	Schedule	Status	Created by	Created date	Last modified date	Last modified by	Credit used	
<input type="checkbox"/>		29 Oct 2024 02:23 PM	Completed		10/29/2024			0.008	<div><div>⚙️</div><div>📄</div></div>
<input type="checkbox"/>		29 Oct 2024 12:39 PM	Completed		10/29/2024			0.008	<div><div>⚙️</div><div>📄</div></div>
<input type="checkbox"/>		05 Aug 2024 12:48 PM	Completed		8/5/2024	05 Aug 2024		0.004	<div><div>⚙️</div><div>📄</div></div>
<input type="checkbox"/>		31 Jul 2024 10:24 AM	Completed		7/31/2024			0.004	<div><div>⚙️</div><div>📄</div></div>

To View your Campaign Details:

- 1. Click on ⚙️

4e. Export Campaign Reports

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Campaigns

New campaign

Choose column

Campaign Detail

Chart

Table

View Campaign

Export

Search by Recipient Number

All Subscription Status

All Messages

DELIVERED

FAILED

PENDING

QUEUED_ON_CHANNEL

READ

SENT

	Message Type	Delivery DateTime	Recipient Number	Status	Credit Used	Subscription Status
<input type="checkbox"/>	Initial message	22 Jul 2024 04:44 PM	3060	DELIVERED	0.004	Subscribed
<input type="checkbox"/>	Campaign keyword responder 1	22 Jul 2024 04:57 PM	3060		0	Subscribed

First

Previous

1


Next

Last

10

Rows per pages

To Export your Campaign Reports:

- 1. Click on 
- 2. Click on **Table**
- 3. Click on **Export**

5. Keyword Responder

SimplyBlast

Dashboard
Contacts
Campaigns
Keyword responder
Inbox
Outbox
Settings

Keyword responder

New Keyword responder Actions Choose column

Search Filter by Select dates...

	Name	Keywords	Start date	End date	Status	Created date	Created by	Last modified date	Last modified by	Inb cr
<input type="checkbox"/>	Catch-All		01 Jan 2024 08:00 AM	01 Jan 2024 08:00 AM	Inactive	19 Jul 2024 04:06 PM				
<input type="checkbox"/>	Join	JOIN	01 Jan 2024 08:00 AM	01 Jan 2024 08:00 AM	Inactive	19 Jul 2024 04:06 PM				
<input type="checkbox"/>	Unsub	UNSUB	01 Jan 2024 08:00 AM	01 Jan 2024 08:00 AM	Inactive	19 Jul 2024 04:06 PM				

First Previous 1 Next Last 10 Rows per pages

To View your Keyword Responders:

1. Click on the **Keyword responder** section

5a. Create a New Keyword Responder

The screenshot displays the 'SimplyBlast' interface with a sidebar on the left containing links to Dashboard, Contacts, Campaigns, Keyword responder (highlighted), Inbox, Outbox, and Settings. The main content area is titled 'Keyword responder' and features a search bar, a 'New Keyword responder' button (highlighted with an orange box), an 'Actions' dropdown, and a 'Choose column' button. Below these is a table with columns: Name, Keywords, Start date, End date, and Status. The table lists three responders: 'Catch-All' (red), 'Join' (green JOIN button), and 'Unsub' (green UNSUB button). All have start and end dates of '01 Jan 2024 08:00 AM'. A modal window titled 'New Keyword responder' is open, containing the following fields:

- Keyword responder name* (text input)
- Email address (for notifications) (text input)
- Start date* (date picker, showing 06 Nov 2024)
- End date* (date picker, showing 07 Nov 2024)
- Add Keyword(s)* (text input with a plus icon)
- Message* (text area, 0/1000 characters)
- Automatically change subscription status of contacts that respond with Keyword(s) (dropdown menu, currently set to 'None')
- Automatically Tag or Untag contacts that respond with Keyword(s) (checkbox)

At the bottom of the modal are 'Cancel' and 'OK' buttons.

To Create a New Keyword Responder:

1. Click on **New Keyword responder**
2. Enter **Keyword responder name**
3. Optional: Enter **Email address**
4. Enter the **Start and End dates**
5. Add **Keywords**
6. Enter the **Message** to be sent
7. Optional: Select a **Subscription status**
8. Optional: **Add/Remove tags**
9. Click on **Ok**

5b. Delete Keyword Responder

SimplyBlast

Keyword responder

New Keyword responder

Actions

Choose column

Delete Keyword responder(s)

Search

Filter by

	Name	Keywords	Start date	End date	Status	Created date	Created by	Last modified date	Last modified by	Inbox
<input type="checkbox"/>	Catch-All		01 Jan 2024 08:00 AM	01 Jan 2024 08:00 AM	Inactive	19 Jul 2024 04:06 PM				
<input checked="" type="checkbox"/>	Join	JOIN	01 Jan 2024 08:00 AM	01 Jan 2024 08:00 AM	Inactive	19 Jul 2024 04:06 PM				
<input type="checkbox"/>	Unsub	UNSUB	01 Jan 2024 08:00 AM	01 Jan 2024 08:00 AM	Inactive	19 Jul 2024 04:06 PM				

All 1 items of this page has been selected. [Click here to select all 3 items](#)

First Previous 1 Next Last

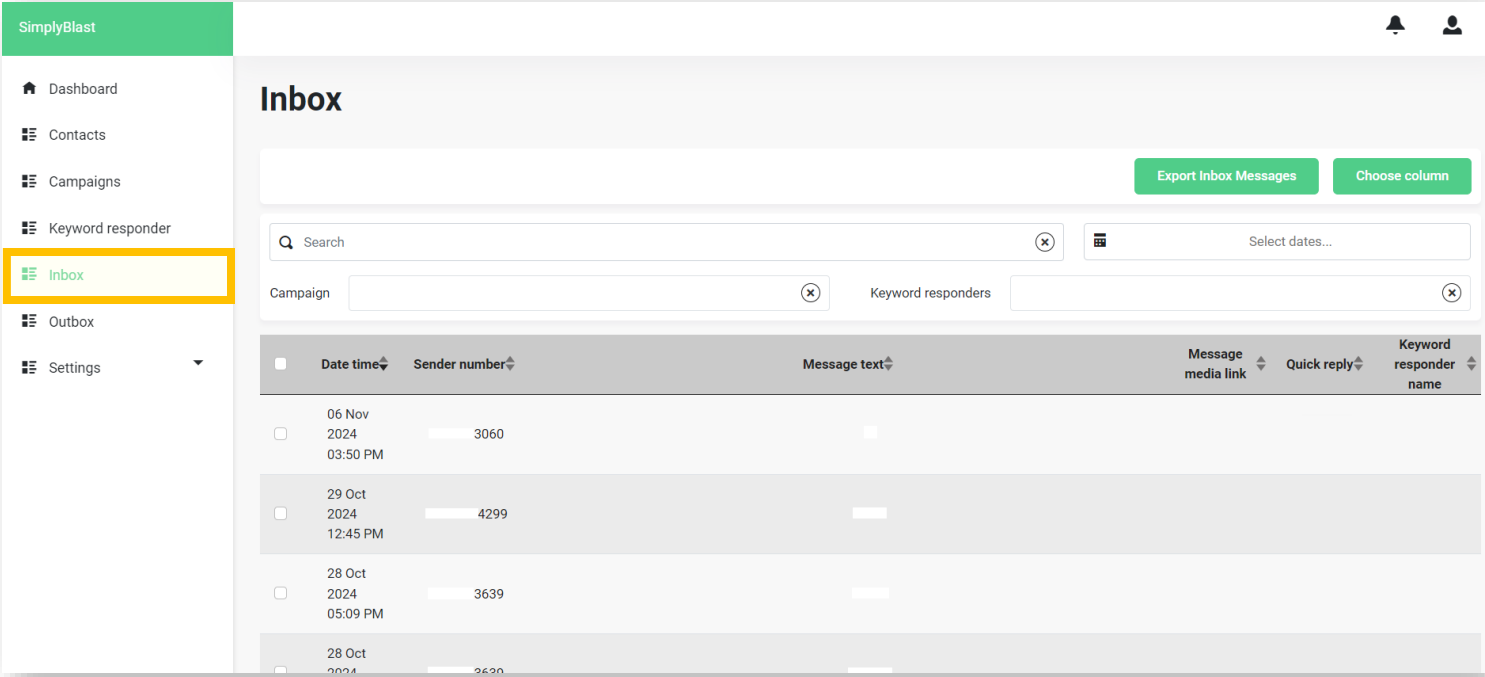
10 Rows per pages

To Delete a Keyword Responder:

1. Select **Keyword Responders**
2. Click on **Actions**
3. **Delete Keyword responder(s)**

Note: Catch-All cannot be deleted!

6. Inbox



To View your Inbox:

- 1. Click on the **Inbox** section

6a. View Conversation Details

The screenshot displays the 'SimplyBlast' web application. On the left is a sidebar with navigation links: Dashboard, Contacts, Campaigns, Keyword responder, Inbox (highlighted), Outbox, and Settings. The main area shows an 'Inbox' with a search bar and a table of messages. The first message is highlighted with a yellow box around its sender number '3060'. A modal window titled 'Message detail' is open, showing the conversation details for the selected message. The modal has a close button (X) in the top right. It contains a 'Conversation' section with a green bubble containing the text: 'SmsDome would like to thank all customers who have been supporting us since 2000. We are happy to bring you exciting offers from our partners!' followed by the time '03:50 PM' and a double-checkmark icon. Below this is a blue bubble containing a placeholder image and the time '03:50 PM' with a double-checkmark icon. At the bottom is a 'Quick reply' section with a text input field and a character count '0 / 1000'.

SimplyBlast

Inbox

Search

Campaign

	Date time	Sender number	Message text
<input type="checkbox"/>	06 Nov 2024 03:50 PM	3060	
<input type="checkbox"/>	29 Oct 2024 12:45 PM	4299	
<input type="checkbox"/>	28 Oct 2024 05:09 PM	3639	
<input type="checkbox"/>	28 Oct 2024	2620	

Message detail

Conversation

SmsDome would like to thank all customers who have been supporting us since 2000. We are happy to bring you exciting offers from our partners! 03:50 PM ✓✓

03:50 PM ✓✓

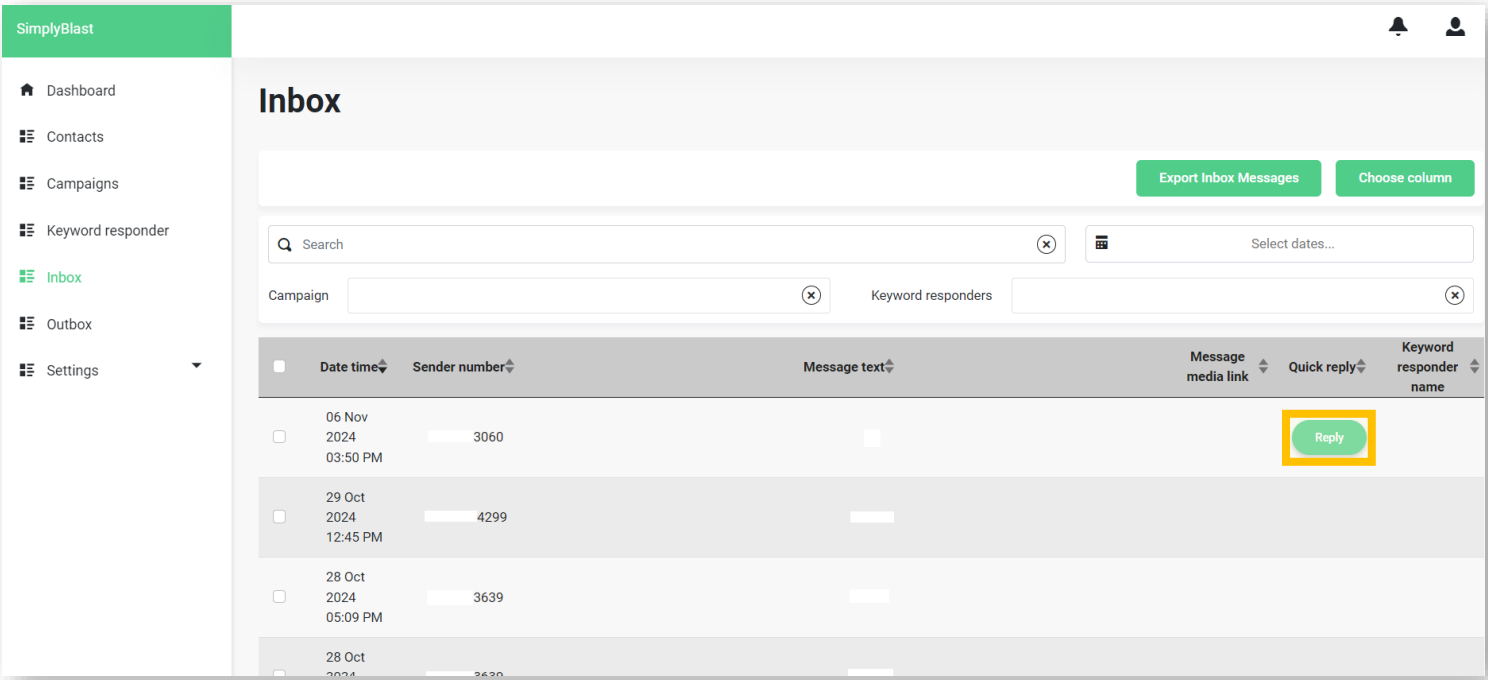
Quick reply

0 / 1000

To View Conversation Details:

1. Click on **Sender number**

6b. Quick Reply



To Reply to a Message:

- 1. Under **Quick reply**, click on **Reply**

Note: You can only reply to messages within 23 hours of receiving it

7. Outbox

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Outbox

Export Outbox Messages

Choose column

Search

Select dates...

Campaign

Keyword responders

	Date time	Recipient number	Message text	Message media link	Credit used
<input type="checkbox"/>	06 Nov 2024 03:50 PM	3060			0.004
<input type="checkbox"/>	29 Oct 2024 02:23 PM	4298			0
<input type="checkbox"/>	29 Oct 2024 02:23 PM	4299			0

To View your Outbox:

1. Click on the Outbox section

7a. View Conversation Details

The screenshot displays the 'SimplyBlast' web application interface. On the left is a sidebar with navigation links: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox (highlighted), and Settings. The main area is titled 'Outbox' and contains a search bar, a campaign filter dropdown, and a table of messages. The table has columns for a checkbox, Date time, Recipient number, and Message. The first row is selected, and its details are shown in a 'Message detail' modal window on the right. The modal shows a conversation with a green message from 'SmsDome' and a grey response 'hi'.

	Date time	Recipient number	Message
<input checked="" type="checkbox"/>	06 Nov 2024 03:50 PM	3060	
<input type="checkbox"/>	29 Oct 2024 02:23 PM	4298	
<input type="checkbox"/>	29 Oct 2024 02:23 PM	4299	

Message detail

Conversation

05 Aug 2024 12:48 PM ✓✓

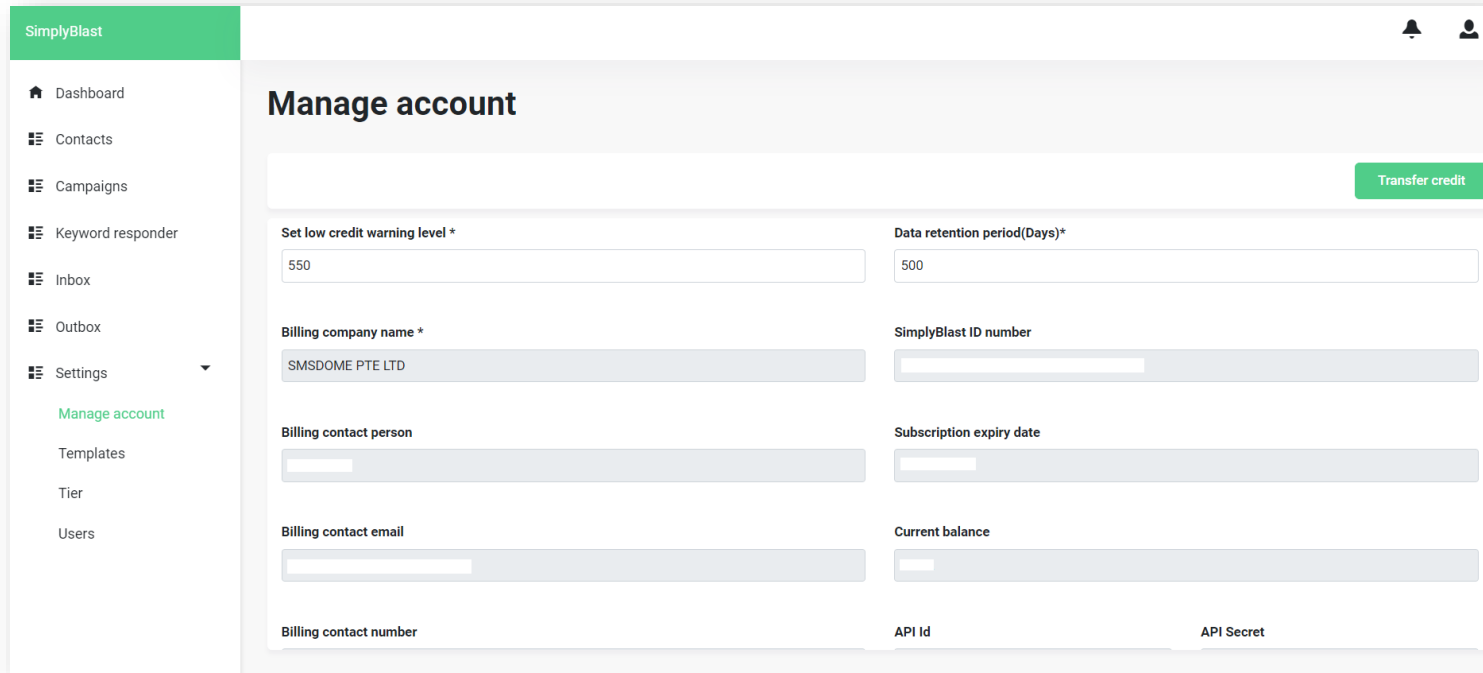
SmsDome would like to thank all customers who have been supporting us since 2000. We are happy to bring you exciting offers from our partners! 03:50 PM ✓✓

hi 03:50 PM ✓✓

To View Conversation Details:

1. Click on **Recipient Number**

8a. Manage Account



SimplyBlast

Manage account

Transfer credit

Set low credit warning level *

550

Data retention period(Days)*

500

Billing company name *

SMSDOME PTE LTD

SimplyBlast ID number

Billing contact person

Subscription expiry date

Billing contact email

Current balance

Billing contact number

API Id

API Secret

Under Manage Account, you may:

1. Set **Low credit warning level**:
Receive email notifications when your credits falls below the set balance
2. Set **Data retention period**: How long your data is stored before it is deleted from the system
3. Click on **Update** to apply changes

8b. Transfer Credits

The screenshot shows the 'Manage account' page in the SimplyBlast interface. A 'Transfer credit' modal is open, overlaying the main content. The modal contains fields for 'Tenant ID*' and 'Amount*', both currently empty, and a 'Current balance' field showing '0'. At the bottom of the modal are 'Cancel' and 'OK' buttons. The 'Transfer credit' button in the background is highlighted with an orange border.

SimplyBlast

Manage account

Transfer credit

Set low credit warning level *
550

Data retention period(Days)
500

Billing company name *
SMSDOME PTE LTD

SimplyBlast ID number
[Empty]

Billing contact person
[Empty]

Subscription expiry date
[Empty]

Billing contact email
[Empty]

Current balance
0

Billing contact number
[Empty]

API Id
[Empty]

Tenant ID*
[Empty]

Amount*
[Empty]

Cancel OK

To Transfer Credits:

1. Click on **Transfer credit**
2. Enter the **SimplyBlast ID number** of the recipient
3. Enter the **Amount** to transfer
4. Click on **Ok**

8c. Create New Template

The screenshot shows the 'SimplyBlast' interface. On the left is a sidebar with navigation links: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox, and Settings (with sub-links for Manage account, Templates, Tier, and Users). The main area is titled 'Templates' and features a search bar, filter buttons (All Templates, Pending, Rejected, Approved, Deleted), and a table of existing templates. A modal window titled 'Submit new message template' is open, containing the following fields and options:

- Name***: A text input field.
- Message category ***: A dropdown menu with the option '- Select One -'.
- Message***: A large text area with a character count of 0/1000 and a rich text editor toolbar.
- Example**: A preview area with a text input field.
- Add images/videos**: A section with a placeholder image and a '+' button.
- Buttons**: A section with a '+' button.
- Footer**: Three buttons: 'Cancel', 'Save as draft', and 'Submit for approval'.

To Create a New Template:

1. Click on **New Template**
2. Enter the **Template Name**
3. Select the **Template Category**
4. Enter the **Template Message**
5. Optional: Add **Images/Videos**
6. Optional: Add **Buttons**
7. Click on **Submit for approval**

8d. Delete Templates

The screenshot displays the 'SimplyBlast' web application interface for managing templates. The sidebar on the left contains navigation links: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox, and Settings. The main content area is titled 'Templates' and features a search bar, a status filter (All Templates, Pending, Rejected, Approved, Deleted), and a table of templates. A yellow box highlights the 'Actions' dropdown menu, which contains the option 'Delete Template(s)'.

	Template name	Message category	Status	Remark	Submitted by	Approved date	
All 1 items of this page has been selected. Click here to select all 0 item							
<input checked="" type="checkbox"/>		Marketing	Approved			04 Oct 2024 05:44 PM	⚙️
<input type="checkbox"/>		Marketing	Approved			22 Jul 2024 04:40 PM	⚙️
<input type="checkbox"/>		Marketing	Approved			22 Jul 2024 04:39 PM	⚙️
<input type="checkbox"/>		Marketing	Approved			22 Jul 2024 04:38 PM	⚙️

To Delete Templates:

1. Select **Templates**
2. Click on **Actions**
3. **Delete Template(s)**

8e. Subscription Tier

SimplyBlast

Dashboard

Contacts

Campaigns

Keyword responder

Inbox

Outbox

Settings

Manage account

Templates

Tier

Users

Tier

Name

Testing Tier

Max Contacts

5

Outgoing Price

0.004

Max Users

5

Callback Price

0.004

Max GTW

5

Max Template

5

To View Subscription Tier:

1. Click on Tier

8f. Add Users

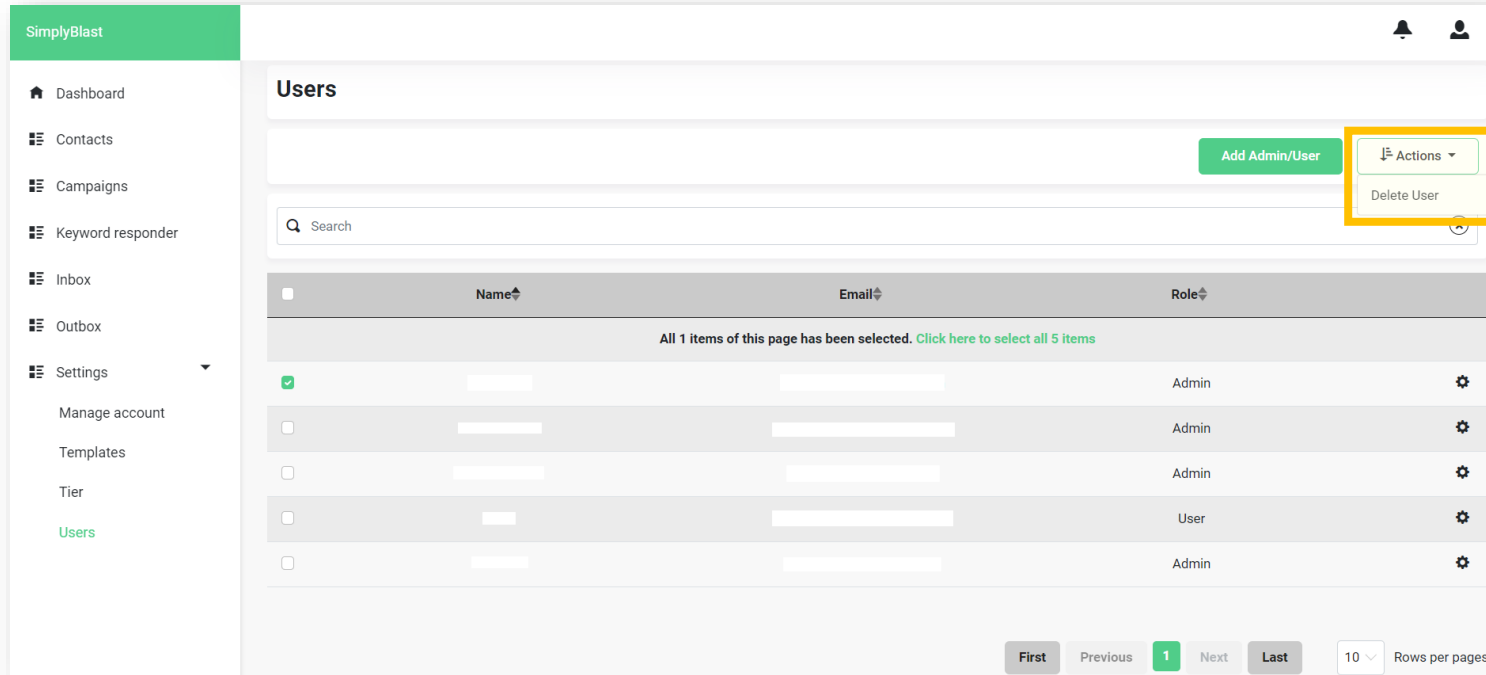
The screenshot shows the 'SimplyBlast' web application interface. On the left is a sidebar menu with options: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox, Settings (with a dropdown arrow), Manage account, Templates, Tier, and Users (highlighted in green). The main content area is titled 'Users' and contains a search bar and a table with columns for Name and Email. A green button labeled 'Add Admin/User' is highlighted with a yellow border in the top right corner of the main area. An 'Add Admin/User' modal is open in the foreground, featuring input fields for First-Name *, Last-Name *, and Email *, and radio buttons for Role * (Tenant Admin and Tenant User). The modal has 'Cancel' and 'OK' buttons at the bottom.

	Name	Email
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

To Add Users:

1. Click on **Add Admin/User**
2. Enter the user's **First Name** and **Last Name**
3. Enter the user's **Email**
4. Select **Role**
5. Click on **Ok**

8g. Delete Users



The screenshot shows the 'SimplyBlast' web application interface. On the left is a sidebar menu with options: Dashboard, Contacts, Campaigns, Keyword responder, Inbox, Outbox, Settings (expanded), Manage account, Templates, Tier, and Users (highlighted in green). The main content area is titled 'Users'. It features a search bar, a green 'Add Admin/User' button, and an 'Actions' dropdown menu (highlighted with an orange box) containing a 'Delete User' option. Below these is a table with columns for selection, Name, Email, Role, and a settings gear icon. The first row is selected, indicated by a green checkmark in the selection column. A message states: 'All 1 items of this page has been selected. [Click here to select all 5 items](#)'. The table contains five rows of user data. At the bottom, there are pagination controls: 'First', 'Previous', '1' (active), 'Next', 'Last', a '10' rows per page dropdown, and the text 'Rows per pages'.

	Name	Email	Role	
<input checked="" type="checkbox"/>			Admin	⚙️
<input type="checkbox"/>			Admin	⚙️
<input type="checkbox"/>			Admin	⚙️
<input type="checkbox"/>			User	⚙️
<input type="checkbox"/>			Admin	⚙️

To Delete Users:

1. Select **Users**
2. Click on **Actions**
3. **Delete User**

Thank you!

SmsDome Help Desk
Mobile/WhatsApp: 9730 4624
info@smsdome.com

SmsDome Pte Ltd

A: 47 Jalan Pemimpin, Halcyon 2, #03-01, Singapore 577200

