Sematel SMS Gateway (SSG)

User Guide

June 2015

Version 0.1

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Prepared for:	Sematel	
Date submitted:	23 rd June 2015	
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1 Document History

Version	Date	Prepared By	Comments
0.1	23 rd June 2015	Samuel Kamochu	Draft release for review by Sematel team

2 Document Approval

Name	Title	Date	Signature
Samuel Kamochu	Software Engineer, Independent		
Thaddeus Masika	IT, Sematel		
Daniel Kimoro	CEO, Sematel		

3 Introduction

This document is meant for the administrative user of the SSG solution. The document highlights all operations that can be carried out on the web portal.

The document is divided into the following sections:

- Service management functions add, edit, delete, view, enable and disable services on the system
- Inbox management functions query inbound messages, generate inbound messages report
- Outbox management functions query outbound messages, and generate outbound report
- Delivery receipts management functions query delivery receipt messages, and generate delivery receipt report
- Subscription management functions query subscriptions requests, and generate subscription requests report
- My account management functions login and change of password

4 Service Management

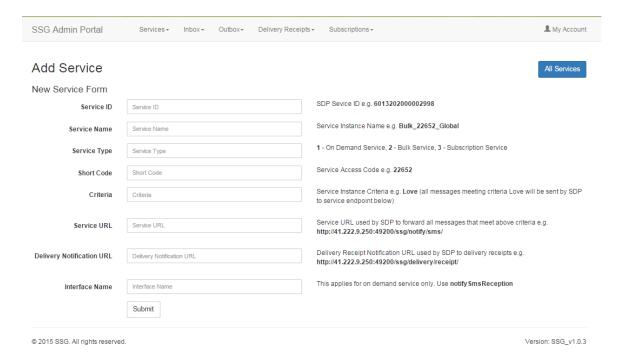
4.1 Add Service

Step 1: Login to SSG Admin Portal

Step 2: Visit Services >> New Service menu or Services >> Manage Service and click on the Create New Service button on the right



Step 3: Configure the service parameters as indicated in the form below

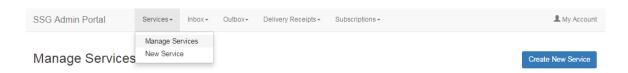


Step 4: Submit

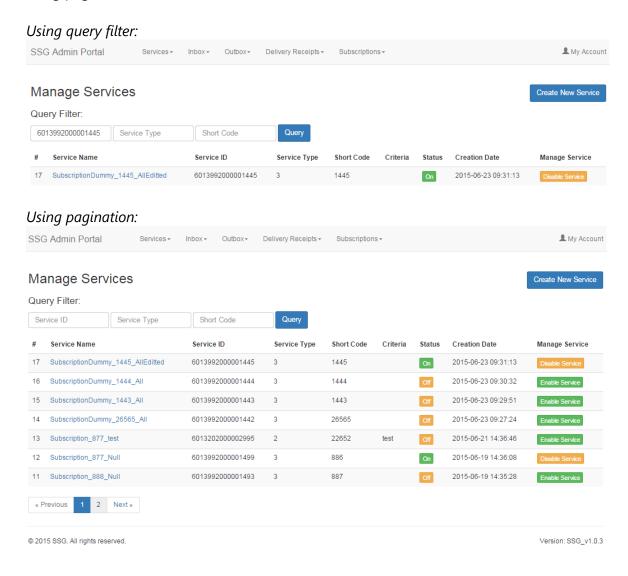
4.2 Edit Service

Step 1: Login to SSG Admin Portal

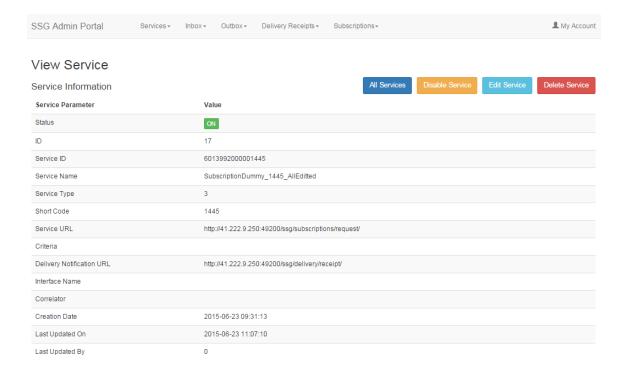
Step 2: Visit Services >> Manage Service



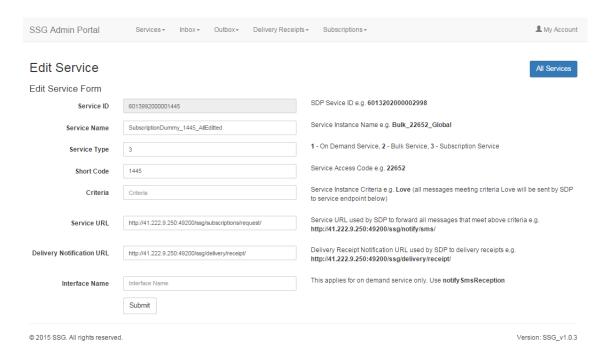
Step 3: Search for Service you want to edit using query filter or manually navigating using pagination



Step 4: Click on the service name link to view more management options

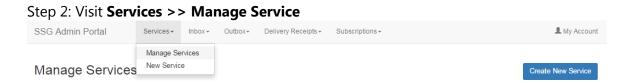


Step 5: Select Edit button on the top right menu and edit the service using the form below

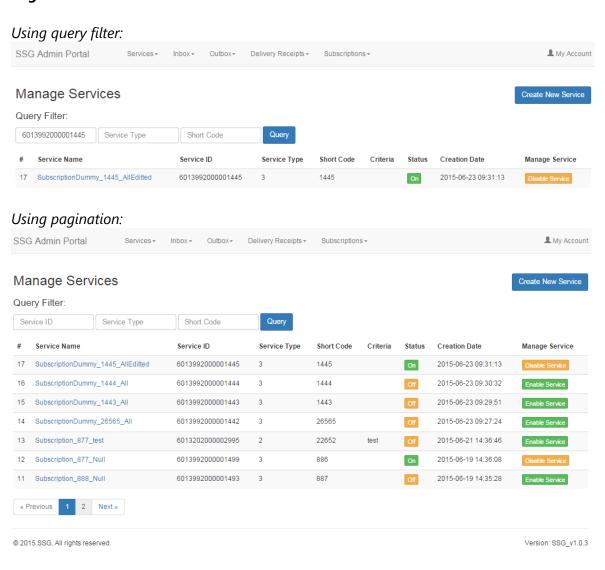


Step 6: Edit the service details and click submit

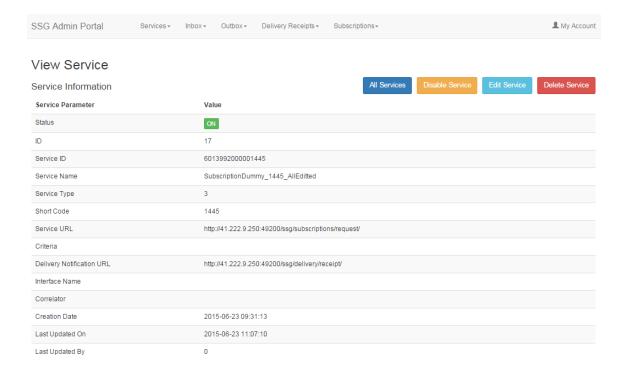
4.3 Delete Service



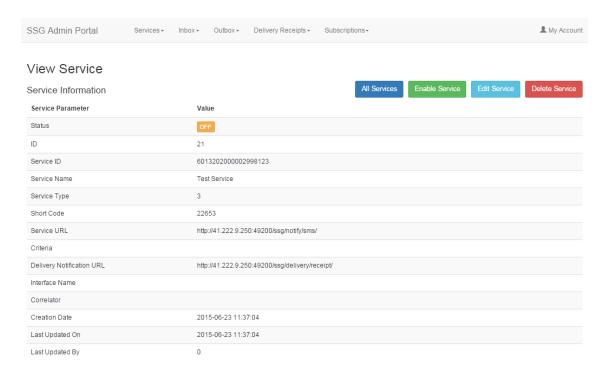
Step 3: Search for Service you want to edit using **Query Filter** or navigate manually using **Pagination**



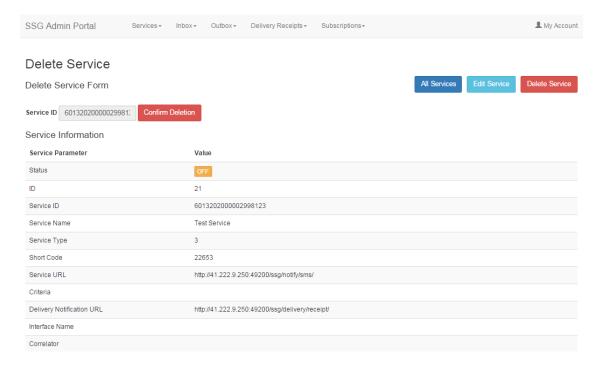
Step 4: Click on the Service Name link to view more management options



Step 5: Click **Delete** button shown below (top right menu)



Step 6: Click Confirm Delete button shown below



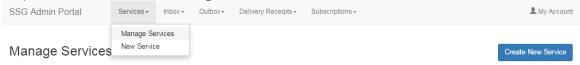
Step 7: Deletion operation result displayed as shown below.



4.4 Enable Service

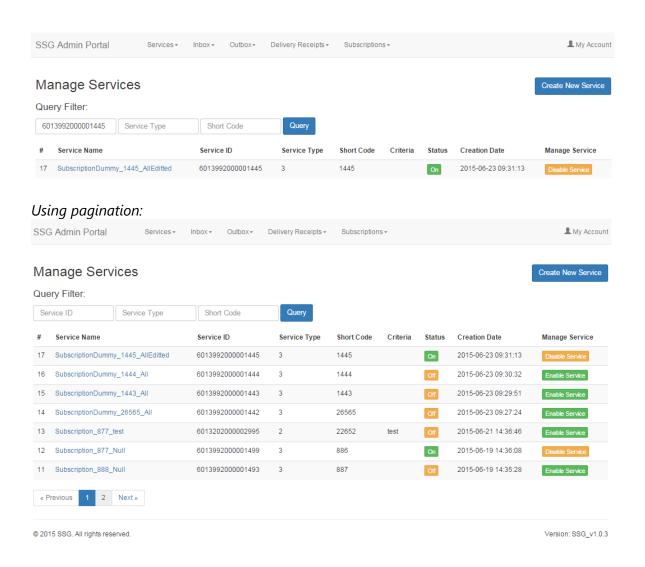
Step 1: Login to SSG Admin Portal

Step 2: Visit Services >> Manage Service

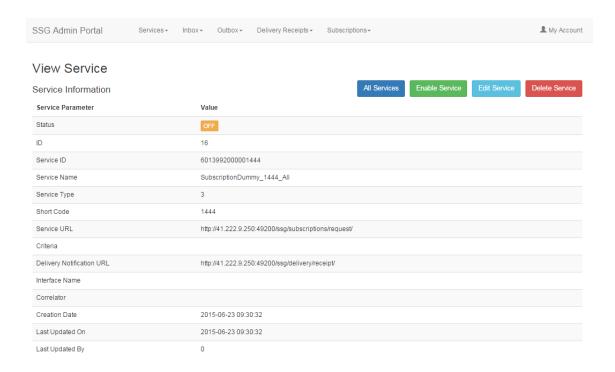


Step 3: Search for Service you want to edit using **Query Filter** or navigate manually using **Pagination**

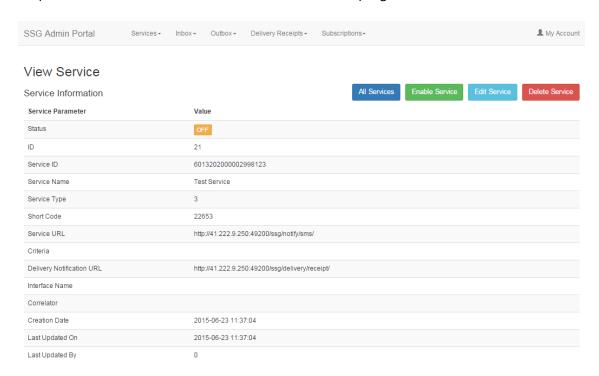
Using query filter:



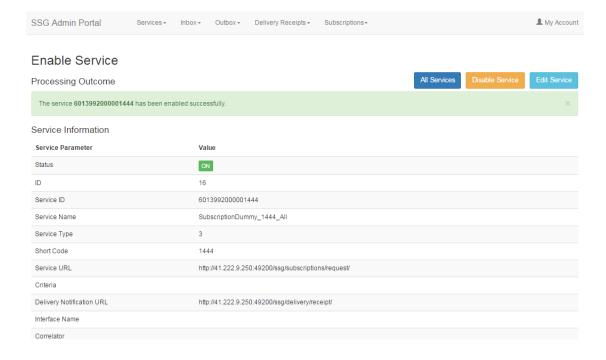
Step 4: Click on the **Service Name** link to view more management options



Step 5: Click **Enable Service** button shown below (top right menu)

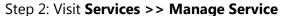


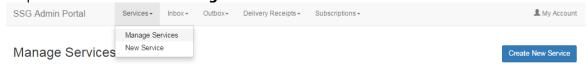
Step 6: Enable Service procesing result is displayed below



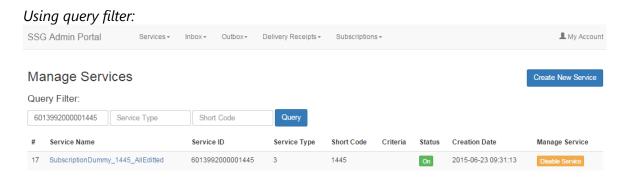
4.5 Disable Service

Step 1: Login to SSG Admin Portal

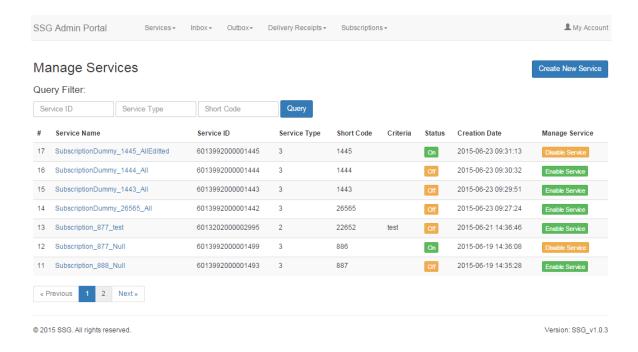




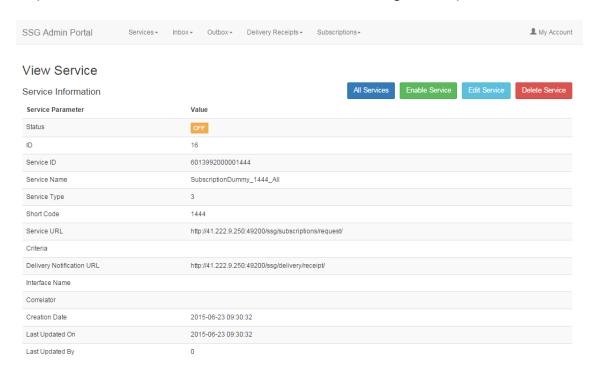
Step 3: Search for Service you want to edit using **Query Filter** or navigate manually using **Pagination**



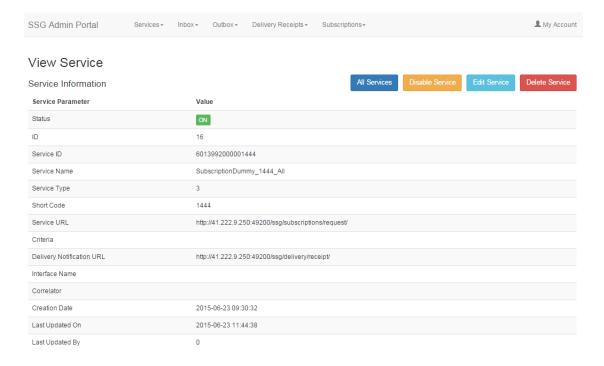
Using pagination:



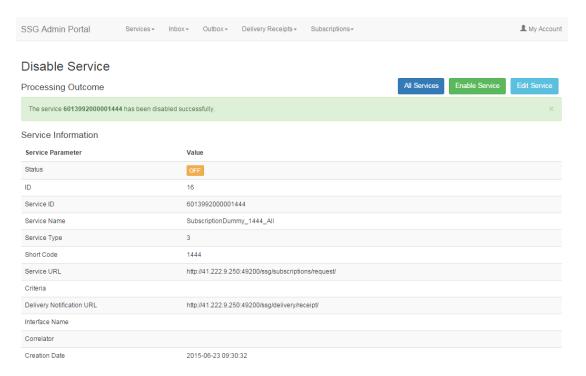
Step 4: Click on the Service Name link to view more management options



Step 5: Click **Disable Service** button shown below (top right menu)



Step 6: Disable Service procesing result is displayed below

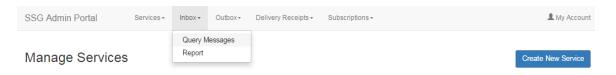


5 Inbox (Inbound Messages) Management

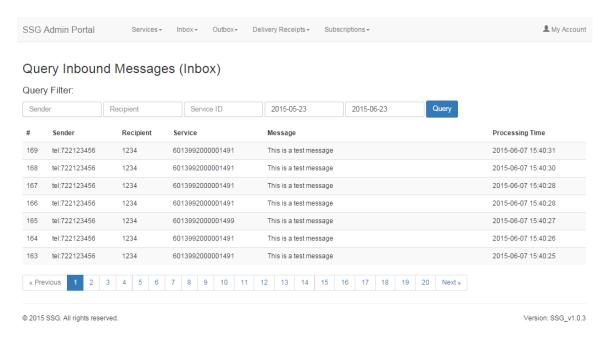
5.1 Query Inbound Messages

Step 1: Login to SSG Admin Portal

Step 2: Visit Inbox >> Query Messages menu



Step 3: Filter the messages using the query filter shown below



Step 4: Navigate to the desired message using the pagination

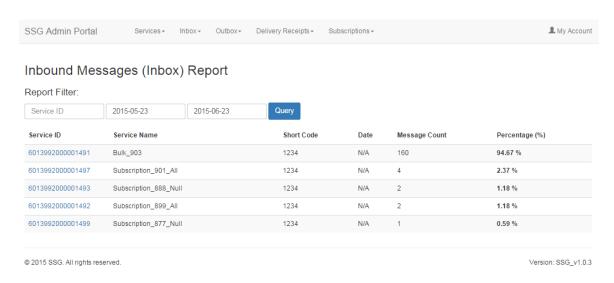
5.2 Generate Inbound Messages Report

Step 2: Visit Inbox >> Report menu

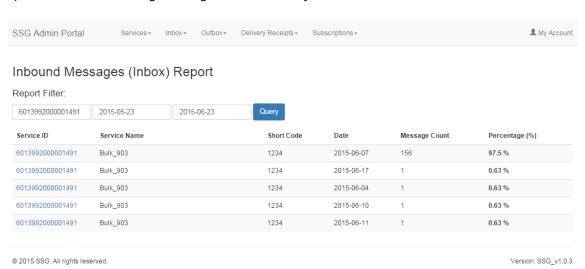


Step 3: Filter the messages using the query filter shown below

All services



Specific service showing messages received daily

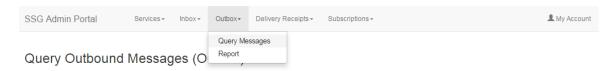


6 Outbox (Outbound Messages) Management

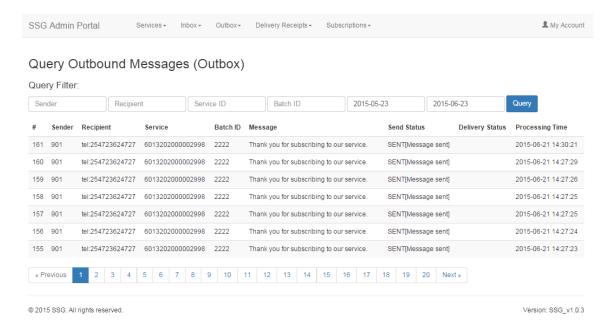
6.1 Query Inbound Messages

Step 1: Login to SSG Admin Portal

Step 2: Visit **Outbox >> Query Messages** menu



Step 3: Filter the messages using the query filter shown below



Step 4: Navigate to the desired message using the pagination

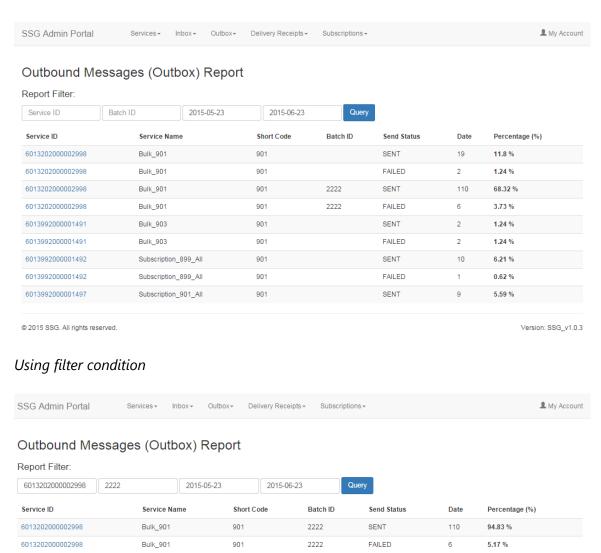
6.2 Generate Outbound Messages Report

Step 2: Visit Outbox >> Report menu



Step 3: Filter the messages using the query filter shown below

All services

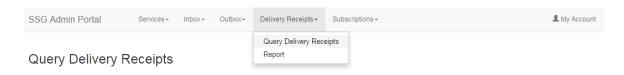


7 Delivery Receipt Management

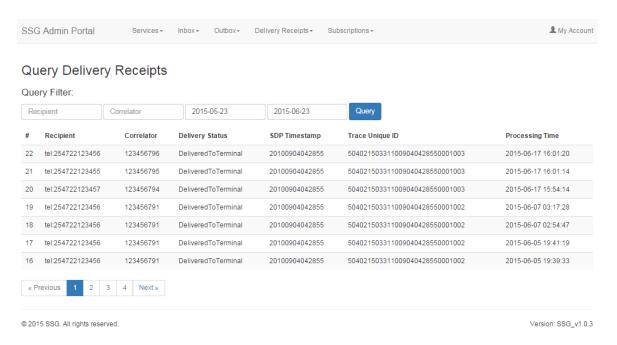
7.1 Query Delivery Receipts

Step 1: Login to SSG Admin Portal

Step 2: Visit **Delivery Receipts >> Query Delivery Receipts** menu



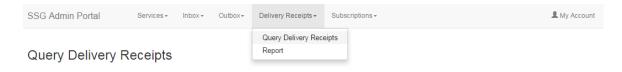
Step 3: Filter the receipts using the query filter shown below



Step 4: Navigate to the desired record using the pagination

7.2 Generate Delivery Receipts Report

Step 2: Visit **Delivery Receipts** >> **Report** menu



Step 3: Filter the messages using the query filter shown below

SSG Admin Portal Services - Inbox - Outbox - Delivery Receipts - Subscriptions - 1 My Account

Delivery Receipts Report

Report Filter:



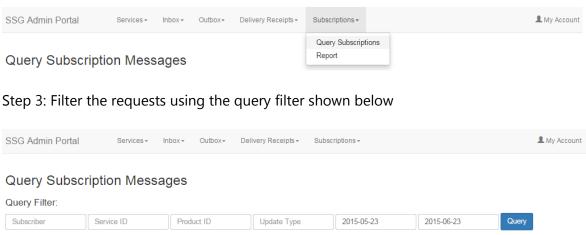
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8 Subscriptions Management

8.1 Query Subscription Requests

Step 1: Login to SSG Admin Portal

Step 2: Visit Subscriptions >> Query Subscriptions menu



Processing Time Subscriber Service ID Product ID Update Type Effective Time **Expiry Time** 25 254721214851 6013992000001445 MDSP2000052895 Modified 20120622001311 20120822001311 2015-06-17 17:04:04 24 254721214851 6013992000001445 MDSP2000052895 Modified 20120622001311 20120822001311 2015-06-17 16:25:43 23 254721214851 6013992000001445 MDSP2000052895 Addition 20120622001311 20120822001311 2015-06-17 16:24:46 22 254721214850 6013992000001444 MDSP2000052894 20120622001311 20120822001311 2015-06-17 16:22:21 21 254721214849 6013992000001443 MDSP2000052893 Addition 20120622001311 20120822001311 2015-06-17 16:22:02 20 254721214848 2015-06-07 03:17:24 6013992000001442 MDSP2000052892 Addition 20120622001311 20120822001311 254721214848 6013992000001442 MDSP2000052892 20120622001311 20120822001311 2015-06-07 03:16:08 Addition

Version: SSG_v1.0.3

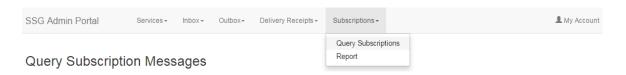
Step 4: Navigate to the desired record using the pagination

8.2 Generate Subscriptions Report

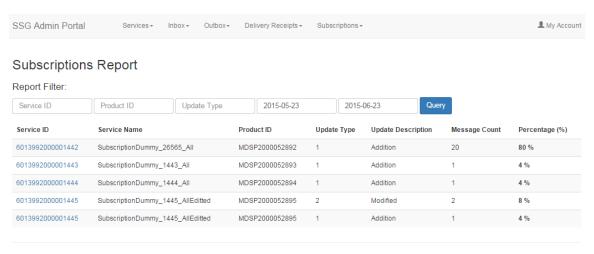
Step 1: Login to SSG Admin Portal

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Step 2: Visit **Subscriptions** >> **Report** menu



Step 3: Filter the messages using the query filter shown below



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9 Appendixes

9.1 References

Reference	Description	

9.2 Glossary

Term	Description
SSG	Sematel SMS Gateway
SDP	Service Delivery Platform