



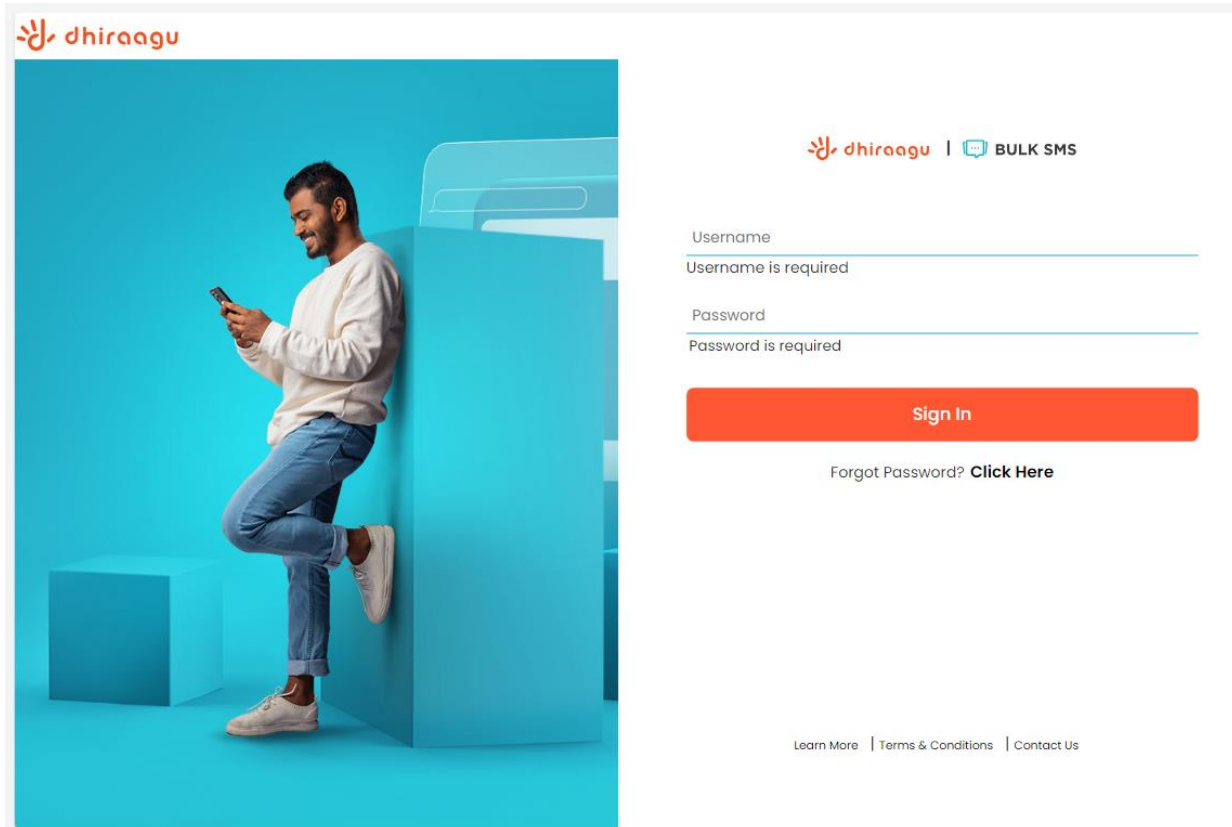
# Bulk SMS User Manual

[www.dhiraagu.com.mv](http://www.dhiraagu.com.mv)

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# Login:

- Log into <https://bulksms.dhiraagu.com.mv/>



**dhiraagu** | **BULK SMS**

Username  
Username is required

Password  
Password is required

**Sign In**

Forgot Password? **Click Here**

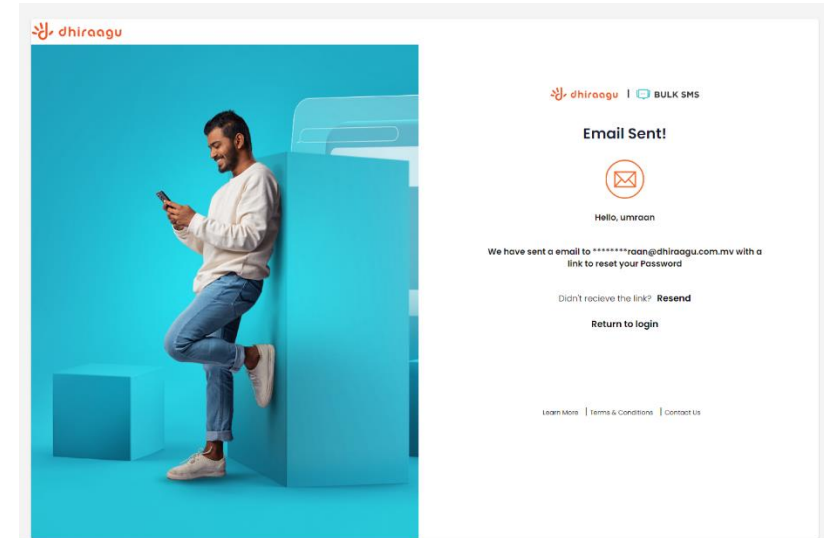
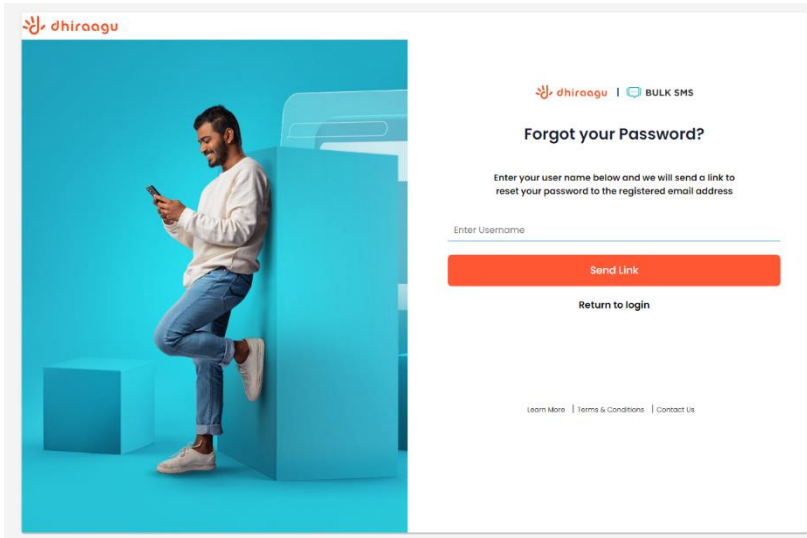
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- Enter Username and Password on Login Page.
- Password will be sent to the Mobile Number under which BulkSMS service is subscribed.

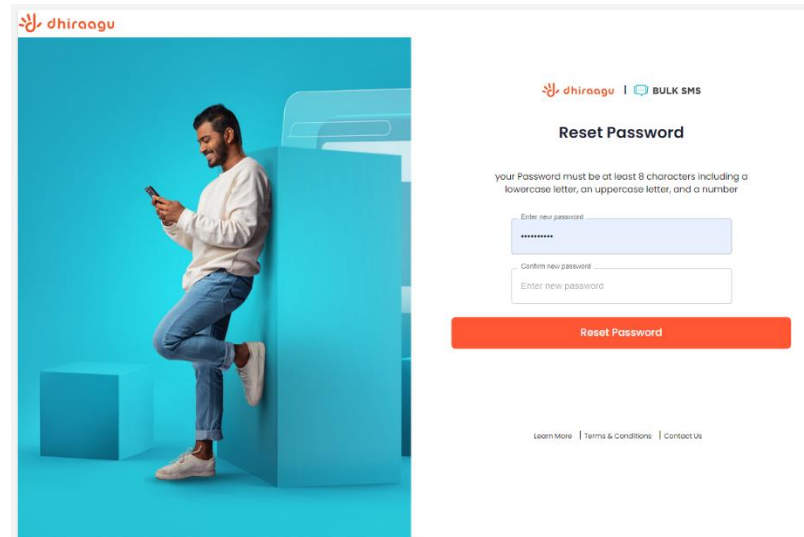


# Forgot Password:

- Use the forgot password option to recover password



- Enter registered username and click "Send Link".
- Password reset link will be emailed to the registered email address.
- Enter New Password, Confirm New Password, & click "Reset Password".



# Landing Page:

Login Landing Page: Compose Message

- The remaining balance from the total inclusive SMS allowance on top right-hand corner.

The screenshot displays the 'Compose a new message' interface for BULK SMS. On the left is a navigation sidebar with the Dhiragu logo and menu items: New Message, Inbox, Sent items, Contacts, and Reports. The main header shows 'BULK SMS', a balance indicator '967 / 967 Remaining', and a user profile icon. The 'Compose a new message' section includes a 'Manage Templates' link and a 'Personalized Message' toggle. The form fields are: 'Sender ID \*' (containing 'bmfest') with an 'Upload File' toggle; 'Recipients \*' (containing 'Enter Numbers'); 'Dispatch Time' (set to 'Now') with a calendar icon; 'Select Template' (a dropdown menu showing 'Select'); and 'Flash Message' toggle. A large text area for 'Your Message \*' contains the placeholder 'Write your message here'. At the bottom, it shows '0 Characters used' and '0/10 Messages'. 'CLEAR' and 'SEND' buttons are located at the bottom right.

# Compose Message:

Compose a new message

Sender ID:  Upload File

Recipients:

Dispatch Time:  Select  Flash Message

Your Message:

0 Characters used 0/10 Messages

Compose a new message

Sender ID:  Upload File

Recipients:

Dispatch Time:  Select  Flash Message

Your Message:

0 Characters used 0/10 Messages

Compose a new message

Sender ID:  Upload File

Recipients:

Dispatch Time:  Select  Flash Message

Your Message:

0 Characters used 0/10 Messages

Compose a new message

Sender ID:  Upload File

Recipients:

Dispatch Time:  Select  Flash Message

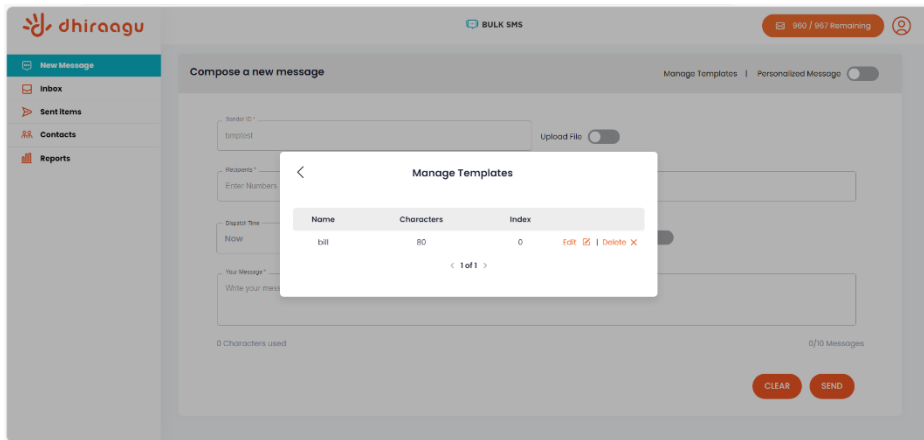
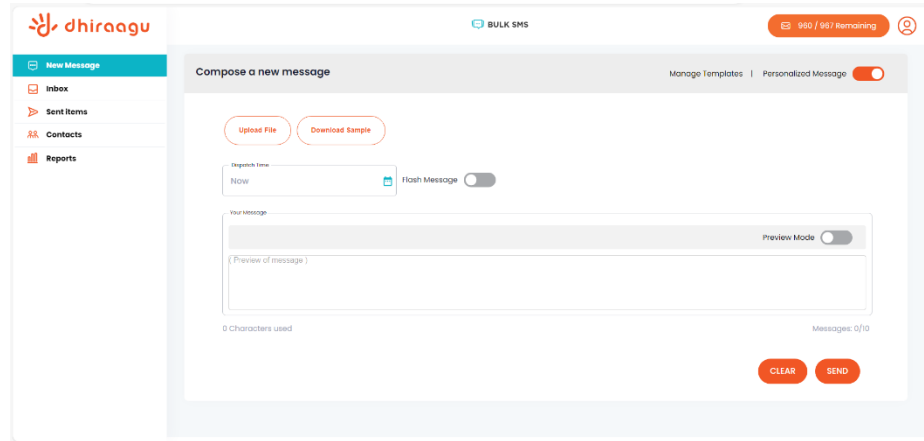
Your Message:

0 Characters used 0/10 Messages

- Send single SMS using the New Message tab after composing the message in the field provided.
- Enter 7 Digit Dhiraagu Mobile number, search contact name or contact group saved in the field "Recipients".
- Toggle "Upload File" and upload the list of contacts in Excel or CSV format. Sample file is available for download.
- SMS input box supports up to 10 messages or 1600 Characters (long SMS) under GSM Encoding (English) [160 characters = 1 SMS].
- Allows messaging in Divehi. Each Divehi (Thaana) letter is counted as 1 character and each vowel or diacritical signs (Fili) is also counted as 1 character separately.
- The characters used and total message or SMS count is updated as you insert the text on the SMS input box.
- Click SEND to send it immediately **Or** Schedule a Date and Time to send the SMS.
- Click "Select Template" dropdown and select an already created template or create templates to be saved under specific names and index with designated text.
- Toggle "Flash Message" to enable flash messaging before sending out the message.



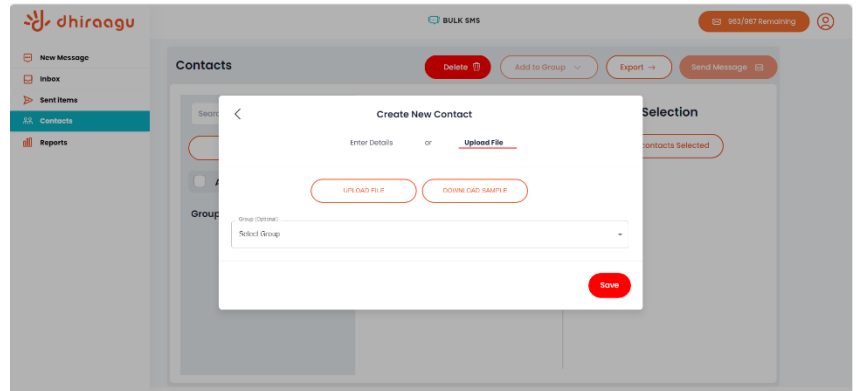
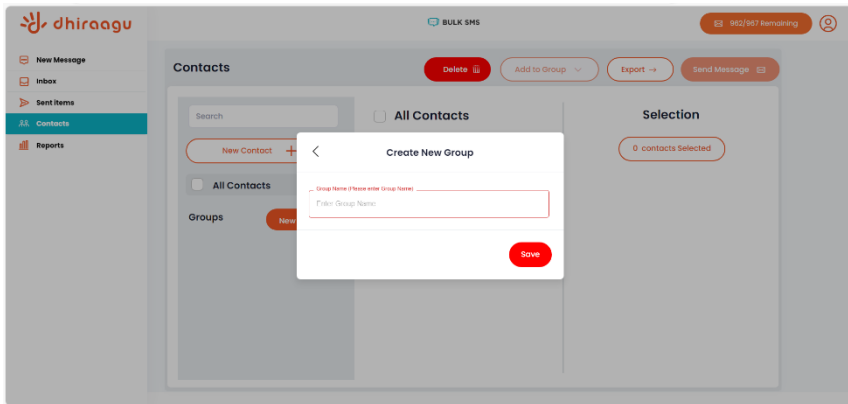
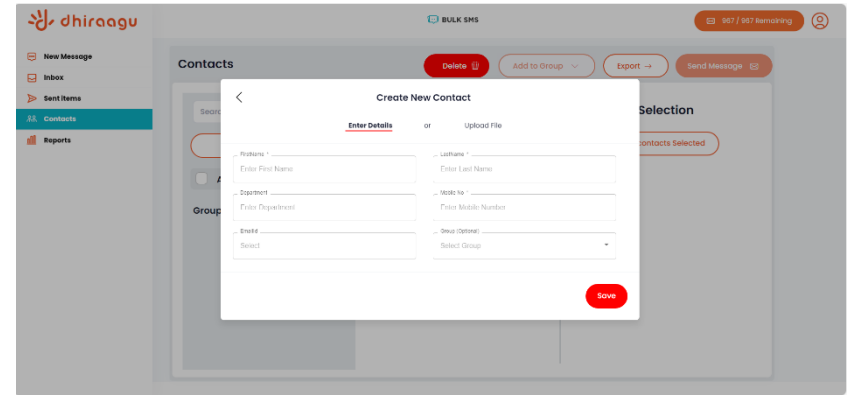
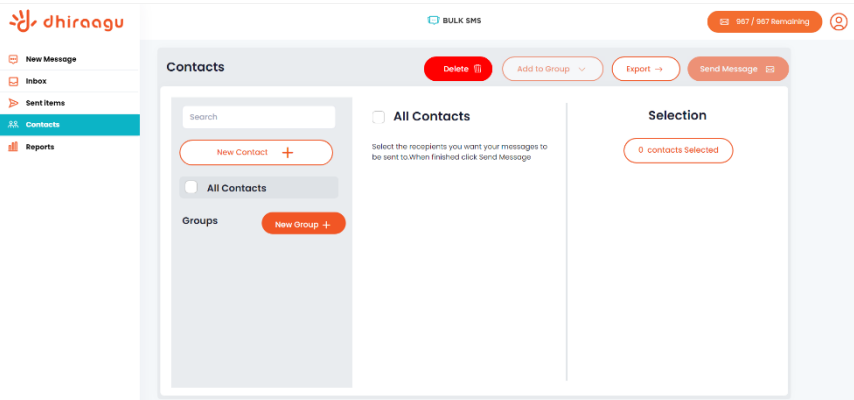
# Compose Message:



- “Personalized message” toggle on the top right corner of the compose new message tab.
  - To assist the users, an excel file template can be downloaded by clicking the “Download Sample” option.
- Click “Manage Templates” to view the templates already saved.



# Contacts & Groups:



- Click the Contacts tab on the left-hand side to view the Contacts already saved under your account.
- Create new contacts under the contacts tap by clicking the option “New Contact”, which will prompt a tab to “Enter Details” or “Upload File”.
- Click “Enter Details” and fill out the contact details and save. Allocate the contact to a Group if you have already created a Group.
- Click “Upload File” and upload the file with all the contacts. “Download Sample” option is available which provides a downloadable template in xls format.
- Click “New Group” and Enter Group Name and Index before saving to create a new group.
- Click any Contact saved and use the dropdown “Add to Group” to move the contact to a group already created.







# Reports:

Request Date	Status	Report Parameters	File Size	Actions
03/03/24 4:34 PM	Ready	24/02/01 to 24/03/03	369.00 Bytes KB	

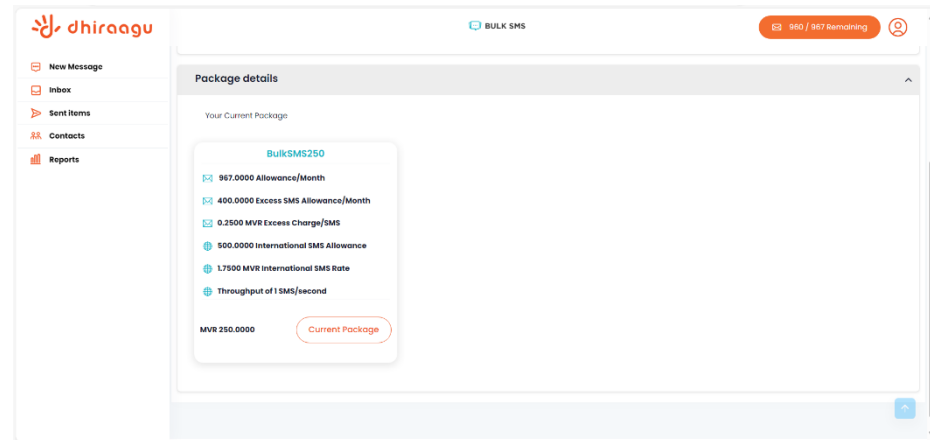
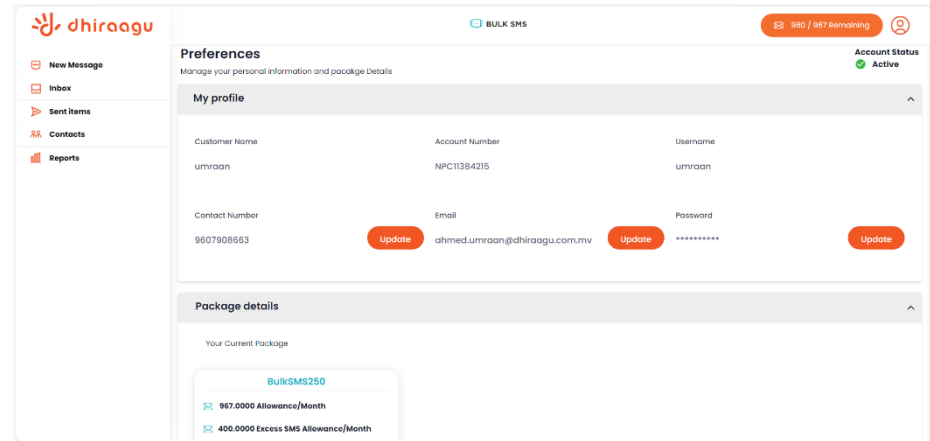
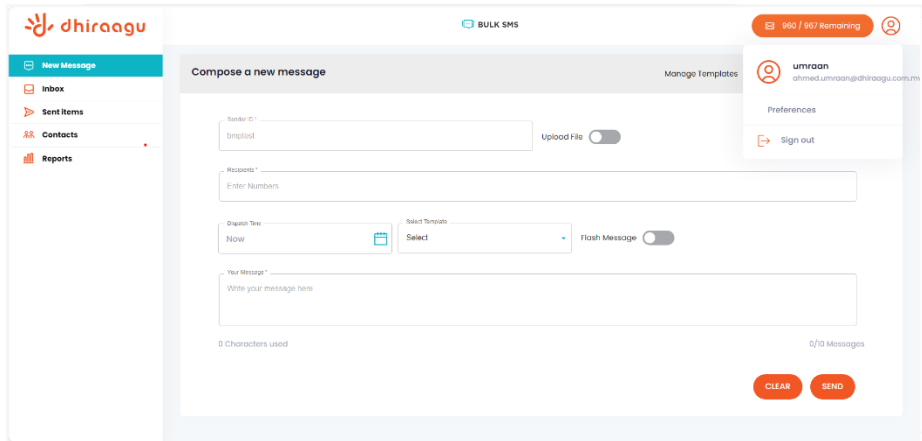
Sender ID	Type	Messages	No. of Segments	Charge
bmptest	Local	6	7	7.0

	A	B	C	D	E	F	G	H	I	J	K
1	Senderid	DestinationType	Destination	Destination	Status	Date	Before	After	SMSSegments	Charge	
2	bmptest	National	SMS	96077	SMS delivered	3/3/2024 9:19	962	961	1	0	
3	bmptest	National	SMS	96079	SMS delivered	3/2/2024 22:27	967	966	1	0	
4	bmptest	National	SMS	96079	SMS delivered	3/2/2024 22:27	966	965	1	0	
5	bmptest	National	SMS	96079	SMS delivered	3/2/2024 22:29	965	964	2	0	
6	bmptest	National	SMS	96079	SMS delivered	3/3/2024 9:16	963	962	1	0	
7	bmptest	National	SMS	96079	SMS delivered	3/3/2024 9:19	961	960	1	0	
8											

- Click the reports tab on the left-hand to view three different type of reports which can be executed.
- The Summary report can be executed by the users within a 31-day period of the same month. This report provides a summarized version of the messages sent with the destination type, count of messages and charges per each SMS.
- The transactions report can be executed by the users for any period of date, which can then be downloaded in excel format. This detailed report provides Sender Id, destination type, destination, status, date, SMS segments (count of SMS in each message) and total charge.



# Preferences:



- Click the person icon on top right-hand corner which will show the option of "Preferences" and "Sign Out".
- Click the "Preferences" where the user can update the personal information on My Profile and view the subscribed package details.
- Account Status is visible from the top right corner.



Thank you