



FoxBoxMini

Software manual

Revision 2.0 - For more informations please write to: info@highconnexion.it

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Section I Introduction

IMPORTANT

All the menu items or features marked with a purple round icon ● are available only to the machine Administrators.

1.1 FIRST RUN AND SYSTEM LOGIN

Once the machine has booted you have to connect the FoxBox Mini to your local network through an Ethernet cable. Now you have three different options in order to control your machine:

1.1.1 Access through default IP address

Open your browser (recommended: Mozilla Firefox) and digit the address:

➔ <http://192.168.0.98/playsms/>

It will appear the login interface and you will be prompted to insert your login credentials. The default values are:

- User: **admin**
- Password: **acme**

Type the default credentials and press the “LOGIN” button, then the backend home page will appear.

1.1.2 Access through “Bonjour” (Zeroconf)

Zeroconf (aka Bonjour,) is a group of technologies to “automagically” discover systems and services on a local area network. **Zeroconf assign the system a name that can be easily accessed from other computers on the local network**, so you don’t need to remember the machine IP address.

You can easily reach the FoxBoxMini digiting this address in your browser:

➔ foxbox.local

Note: changing the default IP address of the machine will set the new address as a static IP address.



Bonjour (Zeroconf) is already installed on Apple and Linux systems, while it need to be installed on Windows systems. Bonjour can be downloaded as a single package, but the the easiest way to do install it is to download **iTunes** on your Windows machine.

Download Bonjour Print Services for Windows here:
<https://support.apple.com/kb/DL999>

1.1.3 Access through SSH

To connect via SSH, write on the UNIX console this command:

```
ssh root@192.168.0.98
```

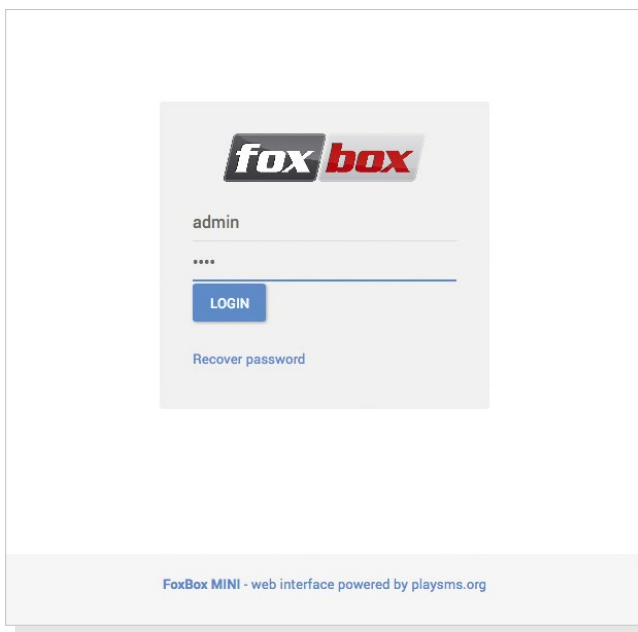
The default password is: **foxbox**

1.2 PASSWORD RECOVERING

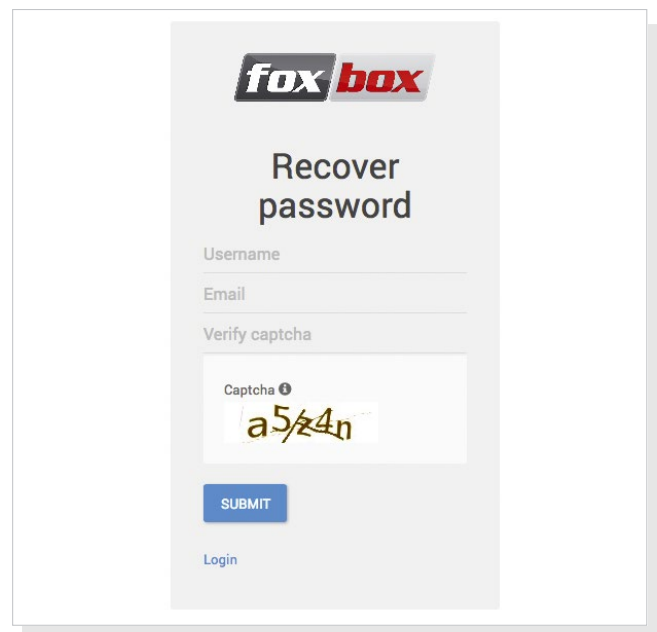
To recover a lost password you need to:

1. Click on the “**Recover password**” link that you can find in the login interface;
2. Insert your **Username**, your **email address** and the required **captcha string**;
3. Press the “**SUBMIT**” button and you will receive the **new password in your email inbox**.

Clicking on the “**Login**” link you will be redirected to the login interface.



The starting login interface.



The “Recover password” interface.

Section II Home

2.1 HOME SCREEN

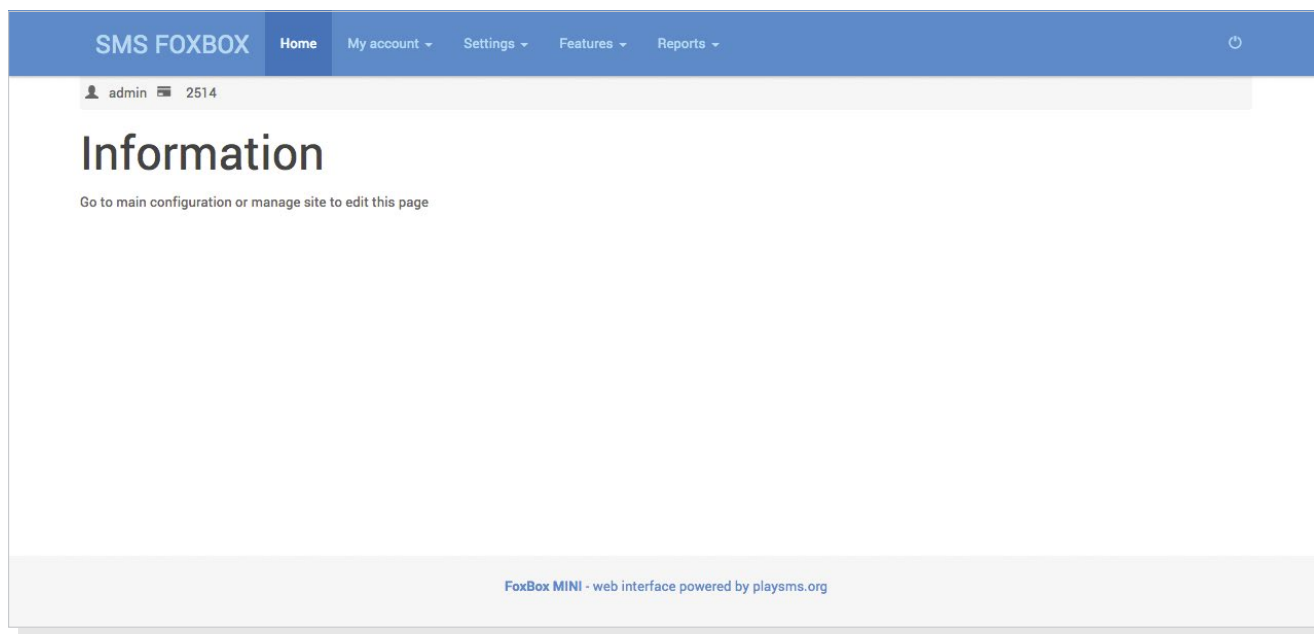
In the upper part of the home screen you will find:

- Inside the **blue top bar**: the **Main Menu** on the left and the logout button on the right;
- Inside the **light grey bar**: the current **user login name** and its **current balance**.

2.1.1 Home Screen configuration

To configure the Home Screen (ex. adding additional information), you have to:

1. Go to **Main Configuration** or **Manage Site Main Menu** voices;
2. Set the configuration parameters in the desired way.

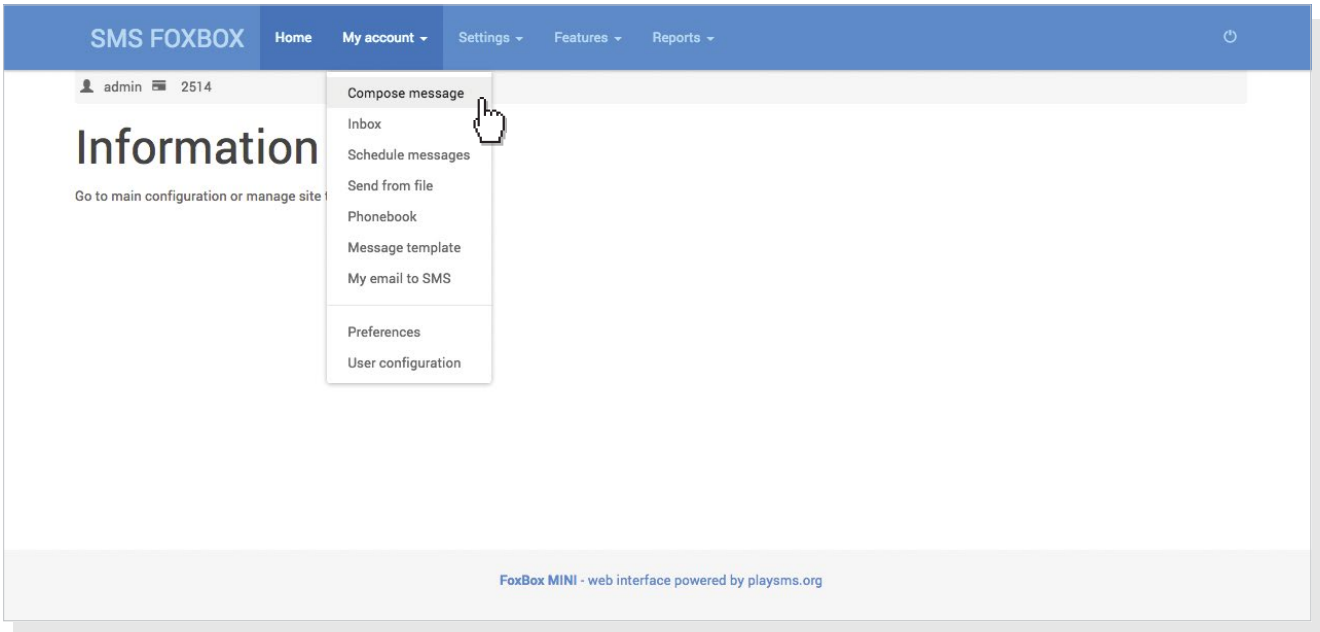


The Home Screen. In this screen you will find the Main Menu, the logout button, the logged user's current balance and other useful informations (configurable at will).

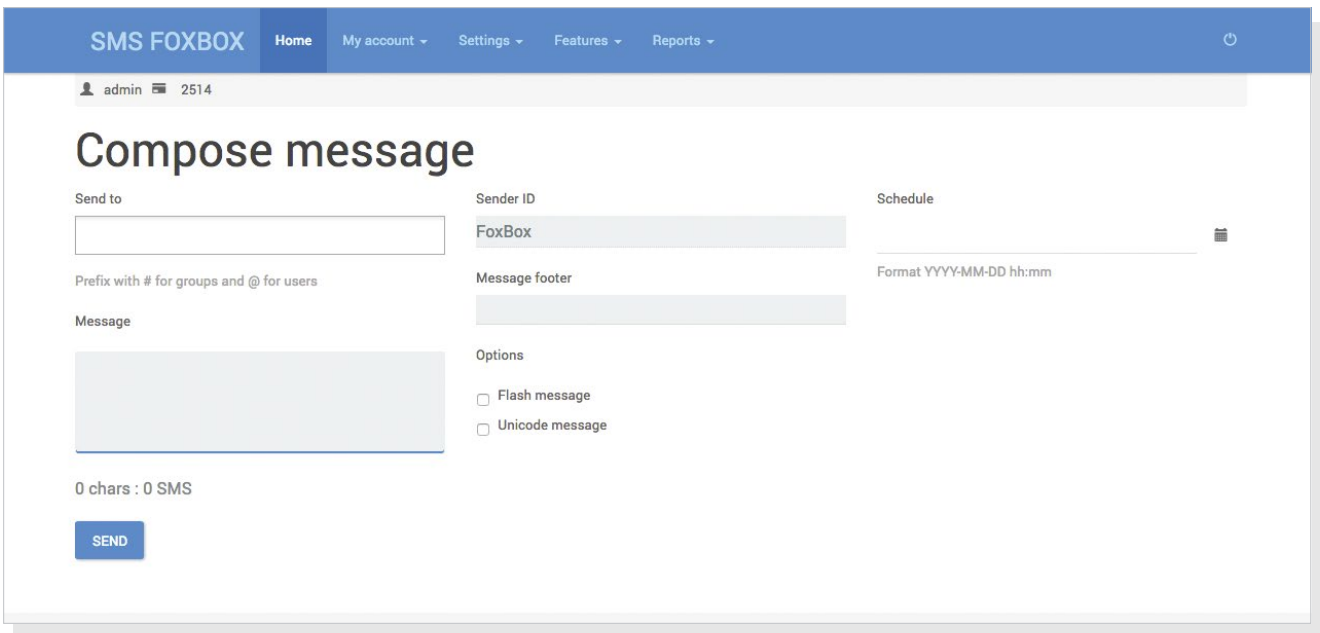
Section III My account

3.1 COMPOSE MESSAGES

To start sending SMS you have to choose the **My Account > Compose message** menu item. The “**Compose message**” screen will appear; in the next pages the guide will cover all the steps needed to send your messages.



To start sending your SMS messages you need to choose the “Compose message” menu item under “My account”.



The “Compose message” screen and all its fields.

3.1.1 Message sending step-by-step procedure

In these two pages you will find the instructions about all the fields, options and buttons that you'll need to use in order to send your messages.

Send (field)

Insert the destination number.

Type the “#” **prefix** for sending to one or more groups or the “@” **prefix** for sending to one or more users. While typing the systems will suggest you the existing groups or users.

The 'Send to' field contains three suggestions: 'x Mario Rossi (393401234567)', 'x @Administrator', and 'x Group: TEST (TEST)'. Below the suggestions, it says 'Prefix with # for groups and @ for users'.

Message (field)

Insert here your message.

Each message consists of **160 alphanumeric characters**. At the bottom there is a **counter** that indicates the characters count and the corresponding SMS.

The 'Message' field contains the text: 'Keep the kids happy this summer with free entry to the Zoo Centre throughout the whole of August!'. Below the text, it says '115 chars : 1 SMS'.

Message footer (field)

Insert here your **footer message** (ex. www.mywebsite.com).

Please note that the characters of the footer message will be added to the total characters count.

The 'Message footer' field contains the text: 'www.mywebsite.com'.

Options (checkboxes)

Here you can choose to send:

- **Flash message:** a type of SMS that appears directly on the main screen without user interaction and is not automatically stored in the inbox. It can be useful in emergencies (ex. fire alarm) or cases of confidentiality (ex. delivering one-time passwords);
- **Unicode message:** this option will become automatically active if your SMS contains characters out of the standard GSM alphabet (ex. for sending messages in languages such as Chinese, Cyrillic, Arabic or Thai.) Note that Unicode can represent any character in the world but takes more space within the SMS text. As such each Unicode message is limited to 70 characters.

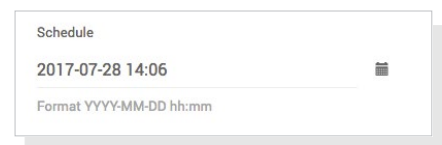
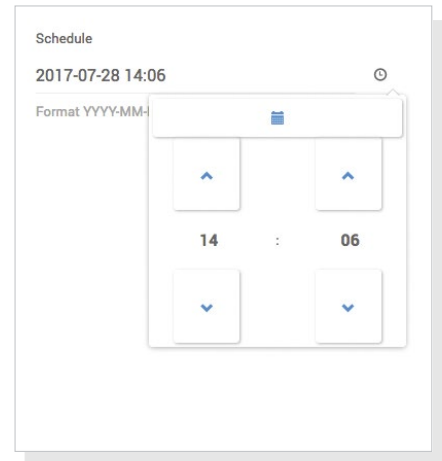
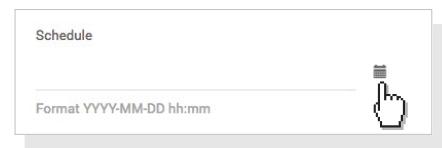
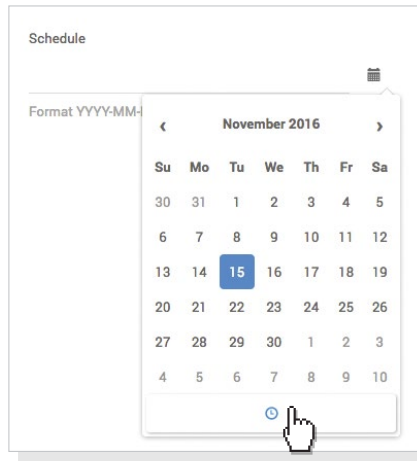
The 'Options' field has two checkboxes: 'Flash message' (checked) and 'Unicode message' (unchecked).

The 'Options' field has two checkboxes: 'Flash message' (checked) and 'Unicode message' (checked).

Schedule (Select)

Using this option you will be able to schedule the SMS sendings:

1. Click on the **Calendar icon** to show the calendar. Here will be possible to select the date and time of the day for the scheduled sending.
2. **Select the day** from the calendar. You can quick select the month and the year by clicking on the month and year on-screen values.
3. Once you selected the day, click on the **Clock icon** to select the preferred time of the day. Using the **up and down blue arrows** you will be able to precisely **set hour and minutes**.
4. Once you completed the previous steps, the final scheduled sending day and time will appear in the **"Schedule"** field.



Send (button)

Finally press the **"SEND"** button to send the message.



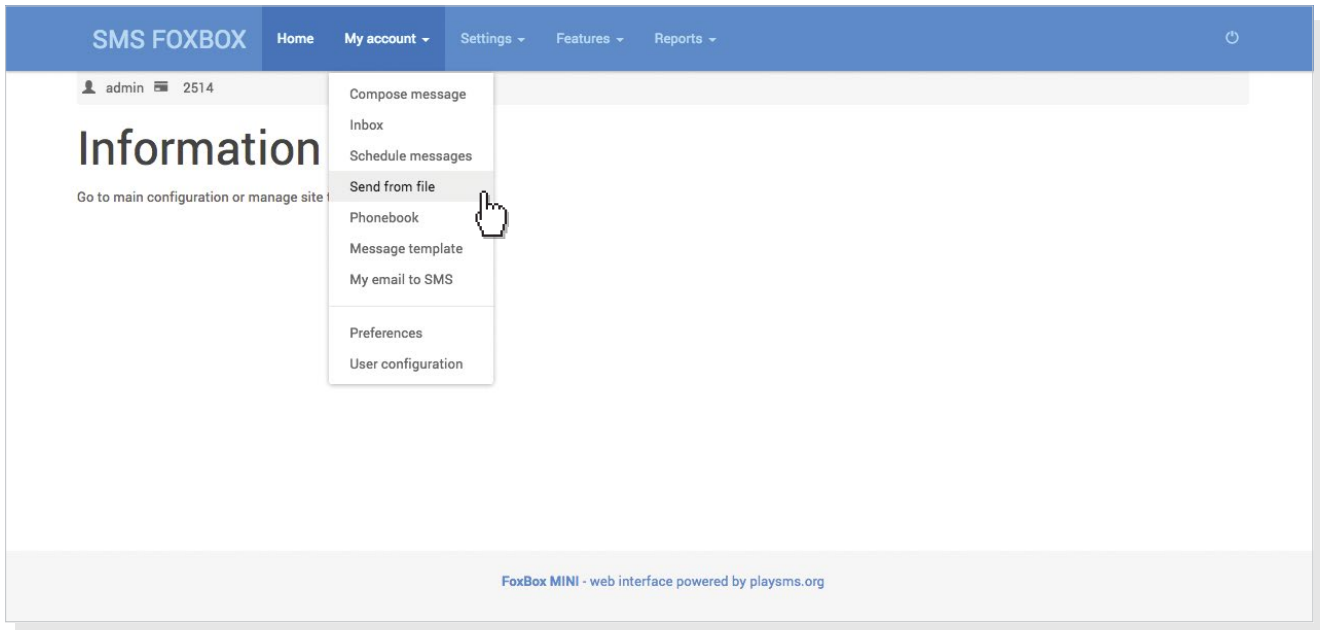
Please note: the summaries about the scheduled sendings and the sended messages are available clicking at these menu items:

- **My account > Schedule messages.**
- **Reports > All sent messages** (for Administrators).
- **Reports > My sent messages** (for Users.)

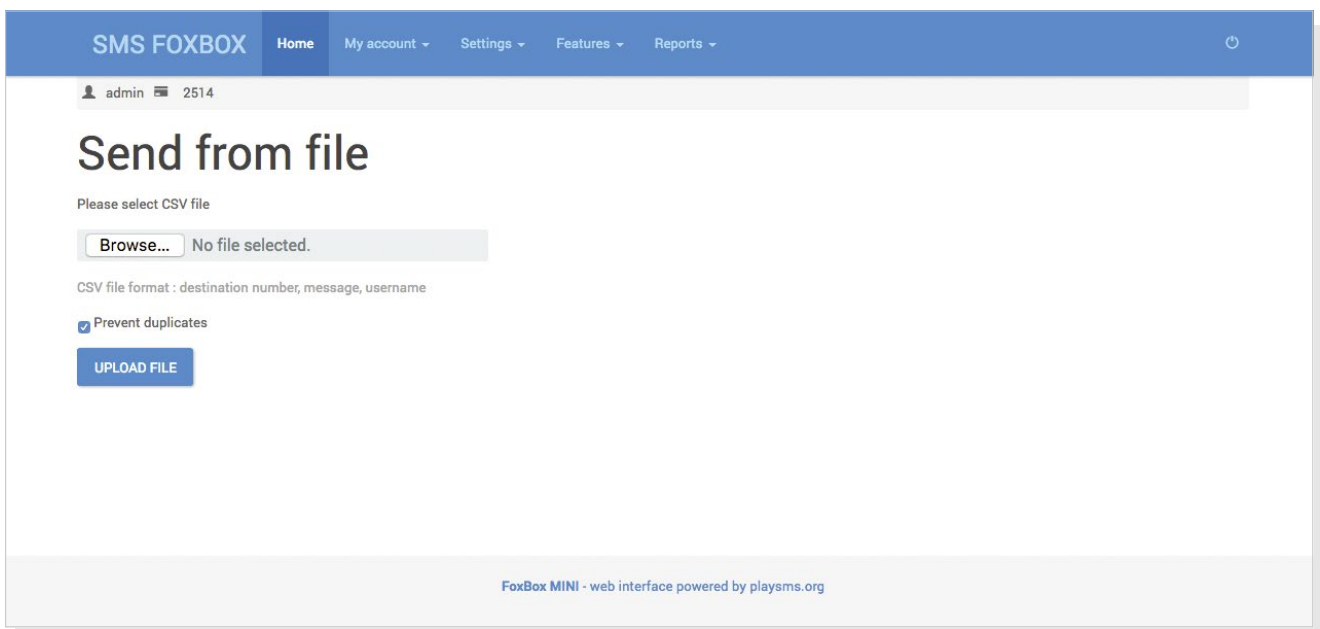
3.1.2 How to send messages from file

To send messages **from a file** you have to choose the **My Account > Send from file** menu item.

The **“Send from file”** screen will appear; in the next page the guide will cover all the steps needed to send from file.



To send messages from file you need to choose the “Send from file” menu item under “My account”.

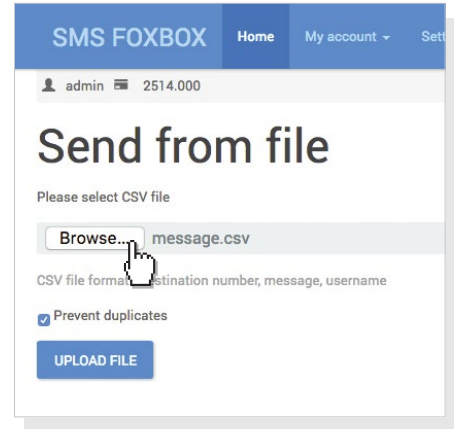


The “Send from file” main screen.

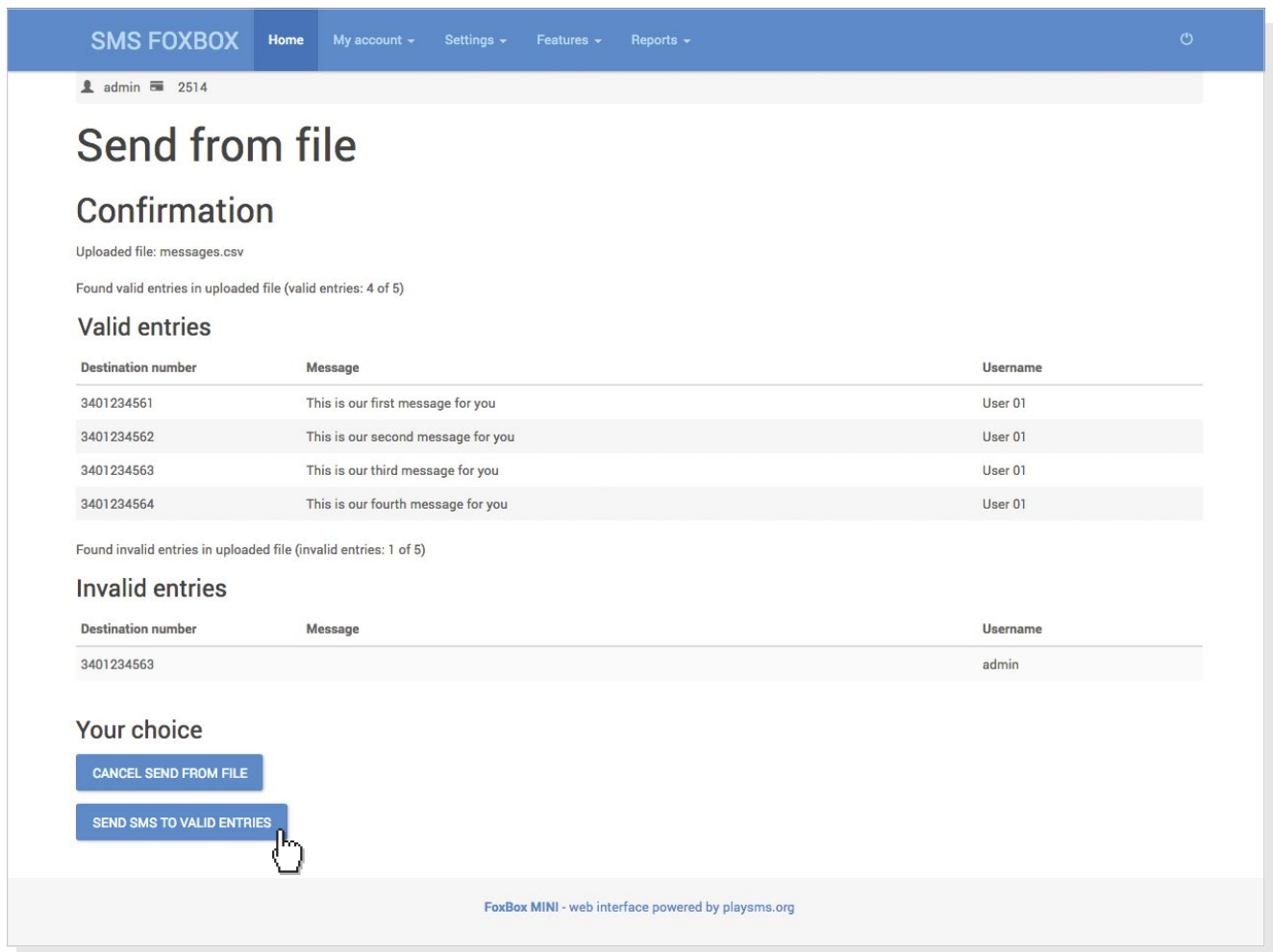
3.1.3 Send from file step-by-step procedure

1. Click the **"Browse"** button and select your **CSV** (Comma Separated Values) file.
2. Click the **"UPLOAD FILE"** button and wait for the uploading procedure ending. A new screen will appear, indicating the **import results**.
3. Now you can send messages to the valid entries clicking on the **"SEND SMS TO VALID ENTRIES"** button.

Any **invalid entry** will be listed in the lower part of the screen. If you want to inspect your file to try a new upload click on the **"CANCEL SEND FROM FILE"** button and you will be redirected to the upload screen.

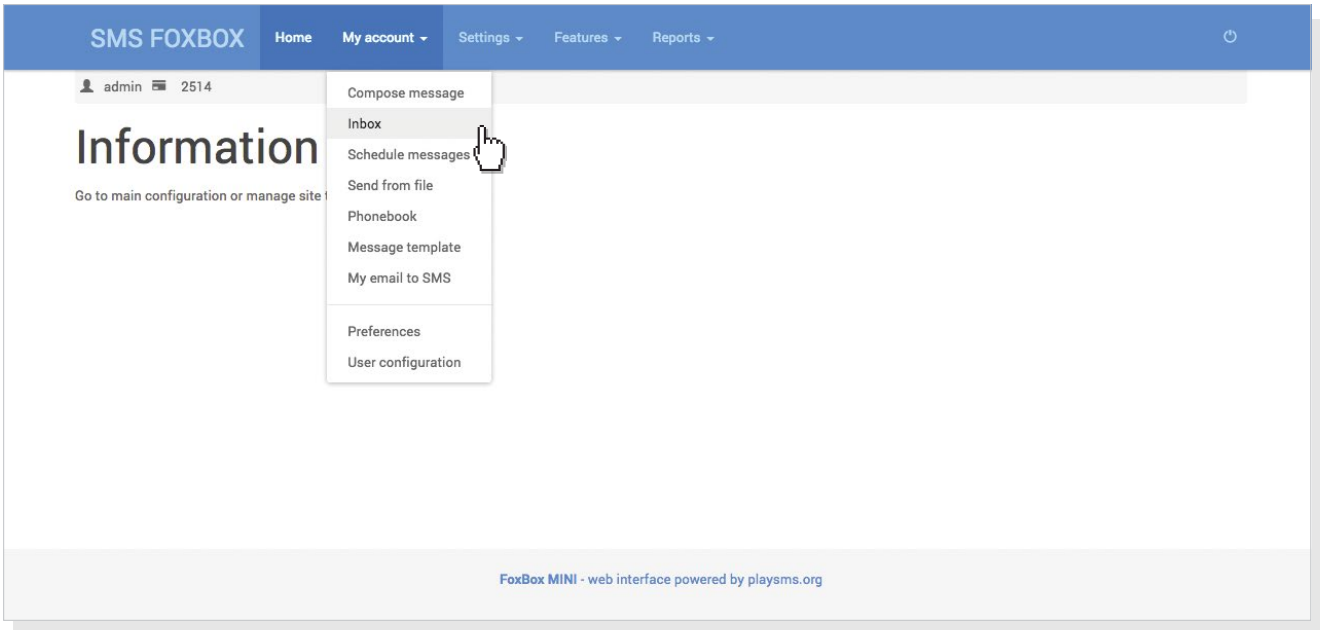


i Important: the file must be **formatted by the CSV specifications**. The first line of the CSV file (the "header" line) will be ignored by the system during the import procedure.

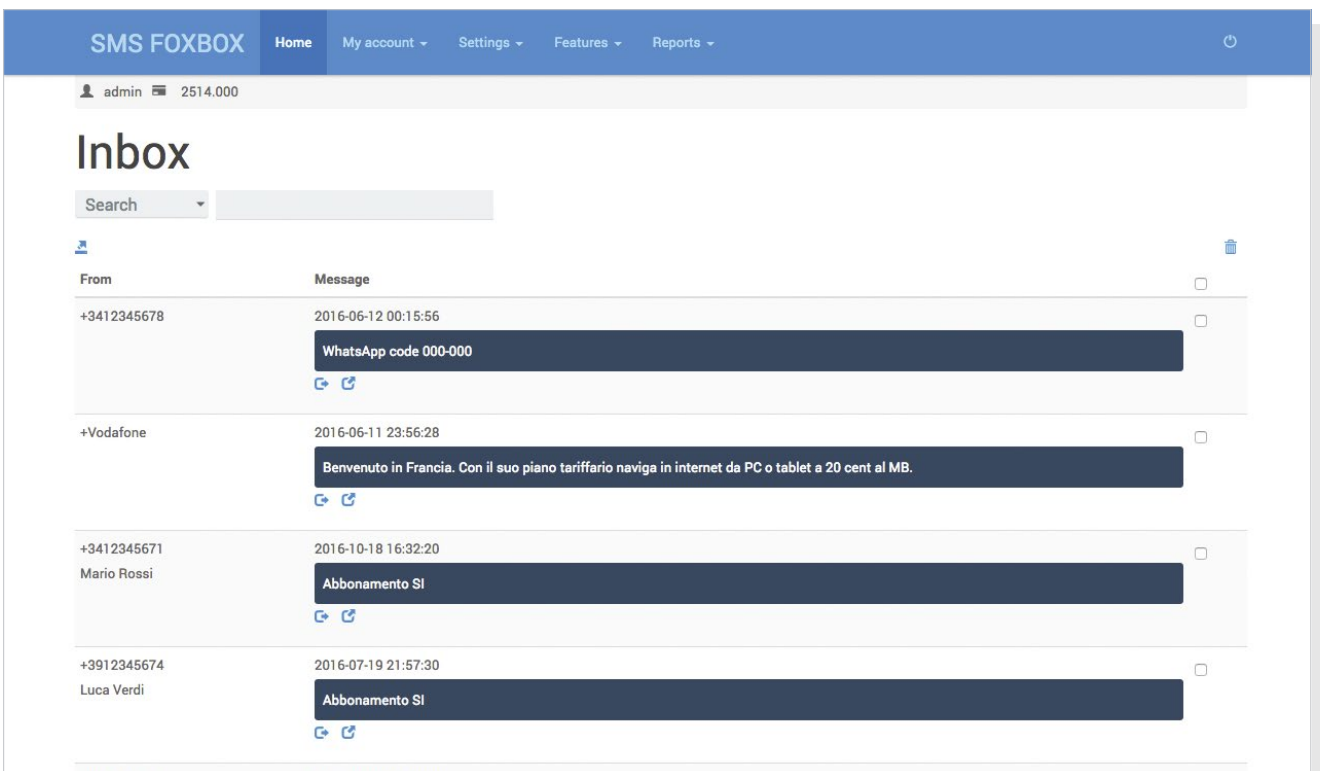


3.2 INBOX

Every SMS messages sent to the numbers of the SIM cards inserted in your FoxBoxMini are listed in the "Inbox" screen. Click on the **My Account > Inbox** menu items to show all the received messages.



To list all the received messages you need to choose the "Inbox" menu item under "My account".



The "Inbox" main screen showing all the received messages.

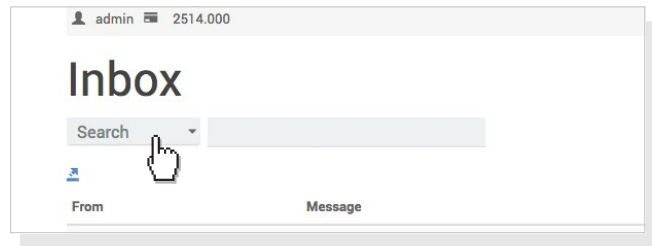
3.2.1 Inbox management

By the **Inbox** screen you will be able to:

- **Search** for messages (also through the “Time”, “From” and “Messages” parameters.)
- **Export** the inbox list entries to a CSV file.
- **Delete** messages (also bulk deleting.)
- **Forward** and **Reply** to messages.

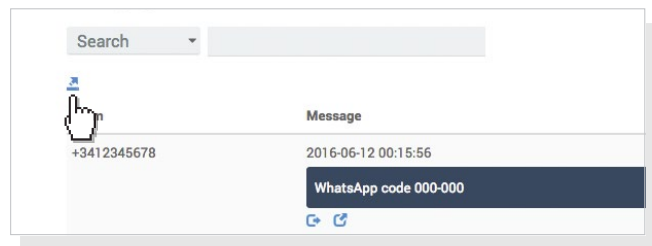
Search

Choose the search **filter**, type your **search string** inside the field and press **Enter**. Wait for the search response. **Attention:** the search process can result time consuming if the inbox contains a lot of messages!



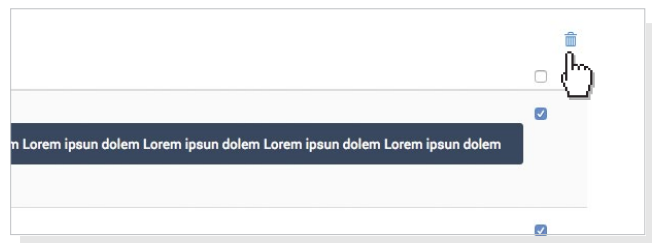
Export

To export the inbox list in a **CSV file** click on the **blue arrow** located under the Search filter selector. Once clicked the file will be created and the **download** will be managed by your web browser download general settings.



Delete

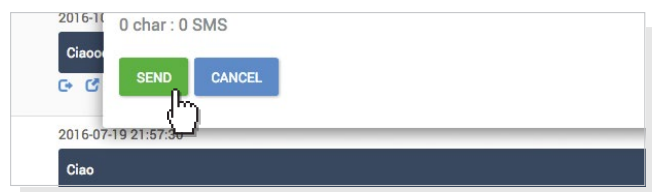
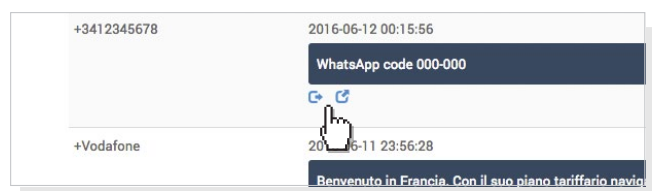
To delete a record check the **checkbox** located at the right side of each message that you want to delete, then click the **blue trashcan icon** situated in the upper right side of the inbox list. To **bulk delete messages** click on the checkboxes placed outside the inbox list, then click the **trashcan icon**.



Forward and Reply

The **reply** and **forward blue icons** are located under each message text.

Clicking on these icons will bring up the related **reply** or **forward window**. Complete all the required field and press the “**SEND**” button to send the message or “**CANCEL**” button to return to the inbox list.



3.3 SCHEDULE MESSAGES

Choose the **My Account > Schedule message** menu item. The "Schedule message" main page will open.

To schedule messages you have to:

1. Click the **"ADD SMS SCHEDULE"** button;
2. Fill the **"Schedule name"** field to give a name to the sending scheduling;
3. Fill the **"Schedule message"** field with the message text you want to send;
4. Through the **"Schedule rule"** field select the desired schedule frequency (you can select between **"Once"**, **"Annually"**, **"Monthly"**, **"Weekly"** and **"Daily"**);
5. Click the **"SAVE"** button to save the scheduling or the **"BACK"** button to cancel.

Once you saved, click the **"BACK"** button to return to the main Schedule messages main page.

3.3.1 Manage scheduled messages

The "Schedule message" main page show a summary of the scheduled message. Here you will be able to:

- **Activate or deactivate** each scheduling by clicking the **red** or **green button**;
- **Manage destinations** for each scheduling by clicking on the **blue folder icon** on the right side of each schedule line;
- **Editing the main setting** for each scheduling by clicking the **blue cog icon** on the right side of each schedule line;
- **Deleting the main Schedule setting** by clicking the **blue trashbin icon** on the right side of each schedule line.

3.3.2 Add destinations to the scheduling

In the "Schedule message" page click on the **blue folder icon** on the right side of the schedule you want to manage.

In the newly opened page, using the buttons located under the under the "Search function" you will be able to:

- **Manually add destinations** by clicking on the **blue plus icon**;
- **Import destination list** by clicking on the **blue import icon**;
- **Export destination list** by clicking on the **blue export icon**.

3.3.2.1 MANUALLY ADD DESTINATIONS

To manually add a destination click on the **blue plus icon** located under the under the "Search function". In the newly opened page you'll have to:

1. Fill the "**Name**" field to give a name to the destination;
2. Fill the "**Destination**" field with the telephone number of the destination;
3. Select within the "**Schedule**" field with the message text you want to send;
4. Click the "**SAVE**" button to save the destination or the "**BACK**" button to cancel.

Once you saved check if the new destination is now listed and click the "**BACK**" button to return to the Schedule messages main page.

3.4 PHONEBOOK

Choose the **My Account > Phonebook** menu item.

The "Phonebook" main page functions will permit you to:

- **Manage Groups, import, export and manually add contacts**, through the **blue icon buttons** located under the under the "Search function";
- **Delete contacts**;
- **Search for contacts** through the **Search** function;

3.4.1 Manage phonebook groups

To manage phonegroup **groups** click on the **blue suitcase icon** located under the under the "Search function" in the main "Phonebook" page.

In the newly opened page you will be able to:

- **Search for groups** through the **Search** function;
- **Delete a group** by clicking on the **blue trash icon** located at the the right side of each group;
- **Manually add a new group** by clicking on the **blue plus icon**.

3.4.1.1 MANUALLY ADD GROUPS

1. Click on the **blue plus icon** located under the under the "Search function" in the "Group" page;
2. In the newly opened page insert the "**Group name**", the "**Group code**" and select the "**Share phonebook and allow broadcast**" preferred option;
3. Click the "**SAVE**" button to save the Group or the "**BACK**" button to cancel.

About the "Share phonebook and allow broadcast" option

- By selecting the "**Me only**" option the group will be available only to the user that created the group;
- By selecting the "**Members**" option the group will be available to all the user that share the same account level as the group creator;
- By selecting the "**Anyone**" option the group will be available to all the users of the machine.

3.4.2 Import and export phonebook contacts

To **import contacts** click on the **blue import icon** located under the under the "Search function": you will be prompted for a **contacts list CSV file**. Select your file and click the "**IMPORT**" button.

To **export the contact list** click on the **blue export icon** located under the under the "Search function": once clicked the file will be created and the **download** will be managed by your web browser.

3.5 MESSAGE TEMPLATE

Choose the **My Account > Message template** menu item.

“**Message templates**” are draft messages created by the users in order to have many readily available texts to be sent or scheduled.

3.5.1 Add and delete message templates

Add message templates

1. Click the **blue plus icon** located below the “Message template” page title;
2. In the newly opened page fill the “**Message template name**” and the “**Message template content**” fields;
3. Click the “**SAVE**” button to save the template or the “**BACK**” button to cancel.

Delete a message template

1. **Select the template** that you want to **delete** by clicking the **checkbox** located at the the right side of each template;
2. Click the **blue trash icon** located located at the the right side of the template list;
3. You will be prompted with a confirmation request: click the “**YES**” button to delete or the “**NO**” button to cancel.

3.6 MY EMAIL TO SMS

Choose the **My Account > My email to SMS** menu item.

Trough the "My **email to SMS**" function the machine will constantly monitor an **email inbox** of your choice: all the incoming email messages that are composed in a special way will be forwarded to your personal mobile number.

3.6.1 Parameters settings

1. Fill the "Email to SMS address" field with email address that you want to monitor;
2. Fill the "PIN for email to SMS" field with a special **alphanumeric code of your choice**;
3. Click the "SAVE" button to save the forwarding. **To cancel** use the "back" function of your web browser or click on another main menu item.

3.6.2 Email formatting

The email should be formatted in this way:

- **Email Subject:** [your user name] [the PIN code] [SMS message]
- **Email Body:** [destination number 1],[destination number 2],[destination number 3], etc.

Please note that in the **Subject** you have to use a **single space to separate each argument**, while you have to use a **comma** to separate the mobile **destination numbers** in the email **Body**.

3.7 PREFERENCES

Choose the **My Account > Preferences** menu item.

The **"Preferences"** panel will permit you to set the **"Login information"** and **"Personal information"** values.

Once you inserted or modified the parameters click the **"SAVE"** button to **update the record**.
To cancel, use the **"back"** function of your web browser or click on another main menu item.

3.8 USER CONFIGURATION

Choose the **My Account > User configuration** menu item.

The "**User configuration**" panel will permit you to set a lot of useful application options. Here are described the most important parameters:

- **Credit:** set your personal credits;
- **Active language:** set the preferred playSMS interface language for your account;

Once you inserted or modified the parameters click the "**SAVE**" button to **update the record**. To **cancel**, use the "back" function of your web browser or click on another main menu item.

Section IV Settings

4.1 ROUTE INCOMING SMS ●

Choose the **Settings > Route incoming SMS** menu item.

Trough the “**Route incoming SMS**” functions you will be able to route/forward to users inbox or groups all the incoming messages that contains an username or group codes.

4.1.1 Pre rules

- **Scan incoming SMS for @username:** select if you want to enable scanning for messages containing @usernames.
- **Scan incoming SMS for groupcode:** select if you want to enable scanning for messages containing group codes.

Once you modified the parameters click the “**SAVE**” button to **apply the rules**. To **cancel**, use the “back” function of your web browser or click on another Tab.

4.1.2 Post rules

All the incoming messages that do not contain informations about the recipient are saved inside the **Sandbox**. In the “Post rules” panel you can set how to manage the messages in the Sandbox.

- **Route all sandbox SMS with matched sender ID:** select if you want to route to user inbox all the messages that come from a mobile number that match the user sender ID.
- **Route all sandbox SMS to users:** this function allow to route all the sandbox SMS to one or more users.
- **Forward all sandbox SMS to an URL:** this function allow to route all the sandbox SMS to an URL of your choiche.

Once you modified the parameters click the “**SAVE**” button to **apply the rules**. To **cancel**, use the “back” function of your web browser or click on another Tab.

4.1.3 Settings

- **Leave a copy in sandbox SMS page:** select if you want to leave a copy of the routed messages in the Sandbox.
- **Match with all approved sender ID:** select if you want to match the incoming message number with the default or approved sender ID

Once you modified the parameters click the “**SAVE**” button to **apply the settings**. To **cancel**, use the “back” function of your web browser or click on another Tab.

4.2 MAIN CONFIGURATION ●

Choose the **Settings > Main configuration** menu item.

4.2.1 Default settings

Under the “**Default settings**” tab you will be able to set some **essential parameters** regarding the SMS sending and receiving operation.

Once you modified the parameters click the “**SAVE**” button to **apply the settings**. To **cancel**, use the “back” function of your web browser or click on another Tab.

4.2.2 Default site configuration

Under the “**Default site configuration**” tab you will be able to set all the parameters regarding the **web interface**.



Please note: you can **change the system language** selecting the preferred choice by the “**Default language**” option.

Once you modified the parameters click the “**SAVE**” button to **apply the settings**. To **cancel**, use the “back” function of your web browser or click on another Tab.

4.2.3 Information page

Under the “**Information page**” tab you will be able to set the **contents of the Home screen** through a visual editor that will help you to properly format your contents.

If you need to **edit the HTML** you can use the “**Source code**” icon (the last grey icon at the right of the editor) to show and edit the HTML code of your contents.

Once you modified the parameters click the “**SAVE**” button to **apply the settings**. To **cancel**, use the “back” function of your web browser or click on another Tab.

4.2.4 Main configuration for Users

Instead of the “Main configuration” menu item (that is available only for the Administrators), a **menu item called “Manage site”** is available for the Users.

Please refer to **Chapters 4.2.2 and 4.2.3** in order to properly set the “**Site configuration**” and “**Information page**” parameters.

4.3 MANAGE ACCOUNT ●

Choose the **Settings > Manage account** menu item.

The **"Manage account"** page permit to complete manage all the machine users. By default the page show the list of the administrator.

4.3.1 User level description

- **Administrators:** they have full control over the machine;
- **Users:** they depends by the Administrators and have a limited control over the configurations;
- **Subusers:** they depends by the Users and have no control over the configurations, while mantaining the ability to use all the send and receive functions.

4.3.2 Add a new user

To add a new user click the **blue plus icon** located under the "Search" function.

In the newly opened page you will need to:

1. Fill all the required fields. Be carefull while setting the "Account status" option!
2. Click the **"SAVE"** button to save the user or the **"BACK"** button to cancel.

4.3.3 Administrators management

To list all the **Administrators** click on the **"ADMINISTRATORS"** button.

Using the buttons located under the under the **"Action"** title you will be able to:

- **Edit User preference** by clicking on the **blue user icon**;
- **Edit User configuration** by clicking on the **blue wrench icon**;
- **Delete the administrators** by clicking on the **blue trashbin icon**.



Important: deleting all the Administrators will result in the inability to access the machine!

4.3.4 Users management

To list all the **users** click on the **"USERS"** button.

Using the buttons located under the under the “**Action**” title you will be able to:

- **Login as the User** by clicking on the **blue round icon**:
- **Edit User preference** by clicking on the **blue user icon**:
- **Edit User configuration** by clicking on the **blue wrench icon**;
- **Ban User** by clicking on the **blue thumbs down icon**. A banned user is temporary unable to access the machine.
- **Delete the user** by clicking on the **blue trashbin icon**.

4.3.5 Subusers management

To list all the **subusers** click on the “**SUBUSERS**” button.

Using the buttons located under the under the “**Action**” title you will be able to:

- **Login as the User** by clicking on the **blue round icon**:
- **Edit User preference** by clicking on the **blue user icon**:
- **Edit User configuration** by clicking on the **blue wrench icon**;
- **Ban User** by clicking on the **blue thumbs down icon**. A banned user is temporary unable to access the machine.
- **Delete the user** by clicking on the **blue trashbin icon**.

4.4 MANAGE FIREWALL ●

Choose the **Settings > Manage firewall** menu item.

Trough the “**Manage firewall**” you can block the access to the FoxBox machine to the IP addresses of your choice.

The “**Manage firewall**” main page functions will permit you to:

- **Create and Delete firewall rules;**
- **Search for firewall rules** trough the **Search** function.

4.4.1 Add blocked IP addresses

1. Click on the **blue plus icon** located under the under the “**Search function**” in the “**Manage firewall**” page;
2. Select which **user** you want to be affected by the rule, trough the “**Select username**” options;
3. Set the **IP addresses** that you want to block from accessing the machine;
4. Click the “**SAVE**” button to save the rules or the “**BACK**” button to cancel.

4.5 MANAGE STOPLIST ●

Choose the **Settings** > **Stoplist** menu item.

The “**Stoplist**” function permit to block the messages reception from mobile numbers of your choiche.

4.5.1 Add and remove blocked mobile numbers

Add blocked mobile numbers

1. Click on the **blue plus icon** located under the under the “Search function”;
2. In the newly opened page insert the **mobile numbers** that you want to block (use a comma to separate numbers);
3. Click the “**SAVE**” button to apply or the “**BACK**” button to cancel.

Delete blocked mobile numbers

1. **Select one or more blocked mobile** by clicking on the checkboxes located at the right side of each number;
2. Select the “**Delete**” action in the selection button located at the upper right side of the list;
3. Click the **blue cog icon** located at the upper right side of the transactions list to apply.

4.6 MANAGE SUBUSERS

Choose the **Settings > Manage subusers** menu item.

The **"Manage subuser"** page permit users to manage their subusers.
Please refer to Chapters **"4.3 Manage account"** and **"4.3.5 Subusers management"**.

4.7 SAFELY POWER OFF FOXBOX ●

Choose the **Settings > Safely Power OFF FoxBox** menu item.

Through this command you can safely power off the machine. **We recommend to use this command each time you need to power off your FoxBox.**



Important: once you have launched the Power OFF command, you need to **wait about 1 minute** for the shutdown procedure ending, then you will be able to detach the power or open the machine.

4.8 MANAGE CREDIT

Choose the **Settings > Manage credit** menu item.

The “**Manage credit**” page **list all the transactions** and show the actual **credit balance** for users that actually have a balance value greater than zero.

Using the buttons located under the under the “Search function” you will be able to:

- **Add credit to users** by clicking on the **blue plus icon**;
- **Reduce credit from users** by clicking on the **blue minus icon**;
- **Export the list of transactions** by clicking on the **blue export icon**.

4.8.1 How to add or reduce credit

Add credit to users

1. Click the **blue plus icon** located below the “Search” function;
2. In the newly opened page select the **users** that you want to add credit and the **credit amount**;
3. Click the “**ADD CREDIT**” button to apply or the “**BACK**” button to cancel.

Reduce credit from users

1. Click the **blue minus icon** located below the “Search” function;
2. In the newly opened page select the **users** that you want to add credit and the **credit amount**;
3. Click the “**ADD CREDIT**” button to apply or the “**BACK**” button to cancel.

4.8.2 How to delete a transaction

1. **Select one or more users** by clicking on the checkboxes located at the right side of each user;
2. Click the **blue trashbin icon** located at the upper right side of the transactions list.



Note: deleting a transaction will not delete the user(s) or reset the user(s) credit!

4.9 MANAGE EMAIL TO SMS ●

Choose the **Settings > Manage email to SMS** menu item.

Trough the “**Manage email to SMS**” function you will able to forward to SMS all the emails that are sent to an **email inbox** of your choice.

4.9.1 Parameters settings

In the “**Manage email to SMS**” page you will need to set all the **connections paramaters**, in order to permit the machine to log in and monitor the email account.

Please be assured that the “**Enable fetch new emails**” options is set to “**yes**” in order to let the machine automatically check for new incoming emails.

4.9.2 Email formatting

All the incoming email messages that you want to be forwarded must be **composed in a special way**. **Please refer to Chapter “3.6.2 Email formating”** in order to correctly format the email messages.

4.10 SIMULATE INCOMING SMS ●

Choose the **Settings > Simulate incoming SMS** menu item.

The “**Simulate incoming SMS**” function permit to simulate the incoming of an SMS.

The simulation function will help you to **test all the incoming message settings** (ex. the “Route incoming SMS” settings.)

Set a simulation

1. Fill the “**Message**” field with the test message;
2. Fill the “**Sender**” field with the sender mobile number;
3. Fill the “**Receiver**” field with the receiver mobile number;
4. Fill the “**Date/Time**” with the desired date and time ;
5. Click the “**SUBMIT**” button to simulate the SMS incoming.



Please note: the “Date/Time” value is not used here to schedule the incoming simulation, but to set the **time label** for the simulated message.

Section V Features

5.1 GROUP INBOX ●

Choose the **Features > Group inbox** menu item.

The “**Group inbox**” feature permit to **receive incoming SMS sent to group inbox and forward it to members inbox**, when one or more keywords of your choiche are found inside the incoming messages.

The “**Group inbox**” **main page** functions will permit you to:

- **list** all the **active group inbox forward rules**;
- **Add** new group inbox rules;

5.1.1 Add group inbox

To add a new group inbox click the “**ADD GROUP INBOX**” button. In the newly opened page you will need to:

1. Fill the “**Receive number**” field with the mobile number of the SIM card(s) mounted inside the machine;
2. Fill the “**Keywords**” field with the desired words, separating each keyword by a comma;
3. Fill the “**Description**” field with a short description of the forward rule;
4. Click the “**SAVE**” button to apply or the “**BACK**” button to cancel.

5.2 MANAGE AUTOREPLY

Choose the **Features > Manage autoreply** menu item.

The **"Autoreply"** feature will scan each incoming SMS for a match with configured keywords and reply them automatically based on the setup.

The **"Manage autoreply" main page** functions will permit you to:

- **List all the autoreply rules;**
- **Add** new autoreply rules;
- **Manage, edit and delete autoreply rules** through the **blue icon buttons** located at the right side of each autoreply rule.

5.2.1 Add SMS autoreply

To correctly add a new **autoreply rule**, firstly a new autoreply **general rule** must be created, secondly an **SMS autoreply scenario** must be applied for the general rule.

5.2.1.1 ADD SMS AUTOREPLY GENERAL RULE

Click the **"ADD SMS AUTOREPLY" button**. In the newly opened page you will need to:

1. Fill the **"SMS autoreply keyword"** field with the **keyword** that you want to use to trig the autoreply;
2. Select the preferred **"SMSC options"** field;
3. Click the **"SAVE"** button to apply or the **"BACK"** button to cancel.

Once saved, the window will switch back to the **"Manage autoreply"** main page and the new general rule should appear.

5.2.1.2 ADD SMS AUTOREPLY SCENARIO

To set an SMS autoreply scenario for a general rule you need to **manage the rule** by clicking on the **blue folder icon** located at the right side of each rule.

The newly opened page will list all the autoreply scenario related to the general rule that you are managing and permit to edit or delete them.

Clicking on the **"ADD SMS AUTOREPLY SCENARIO" button** a new window will prompt you for the needed parameters:

1. Fill each **"SMS autoreply scenario parameter"** fields;
2. Fill the **"SMS autoreply scenario replies"** with the the reply message of your choiche;
3. Click the **"SAVE"** button to apply or the **"BACK"** button to cancel.

5.3 MANAGE BOARD

Choose the **Features > Manage board** menu item.

Trough the “**SMS Board**” feature:

- **Incoming SMS** with the **specified keyword** will be handled by SMS board and be **forwarded to an unique web page** served by playSMS;
- **Incoming SMS** will also be **forwarded to an email address** specified in each SMS board keywords.

The “**SMS board**” **main page** functions will permit you to:

- **List** all the **SMS board rules**;
- **Add** new board rules;
- **Edit and delete SMS board rules** trough the **blue icon buttons** located at the right side of each board rule.

5.3.1 Add SMS board

To add a new SMS Board inbox click the “**ADD SMS BOARD**” button.

In the newly opened page you will need to:

1. Fill the “**SMS board keyword**” field with the keyword that you want to monitor;
2. Insert the **destination email address** into the “**Forward to email**” field;
3. Optionally, indicate the **URL** of an external **CSS stylesheet** that you want to apply to the email HTML code;
4. Click the “**SAVE**” button to apply or the “**BACK**” button to cancel.

5.3.2 SMS board webservice

How to access web page for a keyword

If, for instance, you’ve added SMS board with keyword “**INFO**”, the web page for keyword **INFO** (referred as SMS board **INFO**) would be accessible through this url:

➔ [http://\[ip address\]/playsms/index.php?app=webservices&ta=sms_board&keyword=INFO](http://[ip address]/playsms/index.php?app=webservices&ta=sms_board&keyword=INFO)

(Replace **[IP address]** with the IP address of your machine.)

Other parameters are available to refine the display:

- **line**: show an amount of rows;
- **bodybgcolor**: set body background color;
- **oddbgcolor**: set odd row background color;
- **evenbgcolor**: set even row background color.

For example:

➔ http://playsms/index.php?app=webservices&ta=sms_board&keyword=INFO&line=15

Available output formats

The available output formats for the SMS board webservices are: **PHP serialize, JSON, XML, RSS feed** (0.91, 1.0, 2.0, ATOM), **HTML** and graphical output.

How to put that web page on your main website

You can integrate the playSMS webpage into your main site using an **IFRAME HTML** tag.
You can also customize the IFRAME to match your main website look and feel.

5.4 MANAGE COMMAND ●

Choose the **Features > Manage command** menu item.

The “**Command**” feature permit to command the machine to **execute an action on incoming SMS that matched your keyword**. On incoming SMS, playSMS will pass variables to the command

The “Manage command” **main page** functions will permit you to:

- **List all the commands;**
- **Add** new commands;
- **Edit and delete commands** trough the **blue icon buttons** located at the right side of each command rule.

5.4.1 Add SMS command

To add a new SMS command click the “**ADD SMS COMMAND**” button.

In the newly opened page you will need to:

1. Fill the “**SMS command keyword**” field with the keyword that you want to use to trigger the action;
2. Fill the “**SMS command exec**” field with the command you want to execute;
3. Optionally check the “**Make return as reply**” checkbox: trough this option playSMS will pickup output of executed command as reply to sender;
4. Click the “**SAVE**” button to apply or the “**BACK**” button to cancel.

5.4.2 SMS command usage

You have to send SMS to your playSMS using the format:

[COMMAND KEYWORD] [COMMAND PARAM]

SMS example:

reg email support@mydomain.org retr pop3 pop3.mydomain.org support mypassword uptime

5.5 MANAGE CUSTOM (SMS)

Choose the **Features > Manage custom (SMS)** menu item.

“**SMS custom**” feature allow to **access an external script on remote URL to get proper SMS response**. This function is used to process incoming SMS by passing the SMS information to another application in other server using HTTP.

The process chain is:

[sender] - GSM - [playSMS] - IP address - [external host processing SMS].

The “Manage custom” **main page** functions will permit you to:

- **List** all the **SMS custom services**;
- **Add** new SMS custom services;
- **Edit and delete SMS custom services** trough the **blue icon buttons** located at the right side of each custom rule.

5.5.1 Add SMS custom

To add a new SMS custom service click the “**ADD SMS CUSTOM**” button.

In the newly opened page you will need to:

1. Fill the “**Service name**” field with a name of your choiche;
2. Fill the “**SMS custom keyword**” field with the desired words, separating each keyword by a comma;
3. Fill the “**SMS custom URL**” with the URL of your **external script**;
4. Optionally check the “**Make return as reply**” checkbox: trough this option playSMS will pickup output of URL/other host as reply to the sender;
5. Click the “**SAVE**” button to apply or the “**BACK**” button to cancel.

5.5.2 SMS custom usage

You have to send SMS to your playSMS using the format:

[CUSTOM KEYWORD] [CUSTOM PARAM]

SMS example:

reg email support@mydomain.org retr pop3 pop3.mydomain.org support mypassword uptime

5.6 MANAGE POLL

Choose the **Features > Manage poll** menu item.

The **"Poll"** feature permit to collect responses from voters trough SMS.

The **"Manage poll"** **main page** functions will permit you to:

- **List** all the polls;
- **Add** new poll and **change the poll status**: activate or deactivate the poll by clicking on the **red/green buttons** located at the right side of each poll line;
- View the **poll statistics** trough the **blue eye icon** located at the right side of each poll rule;
- **View, export, edit** and **delete polls** trough the **blue icon buttons** located at the right side of each poll rule.

5.6.1 Add SMS poll

To correctly add a new **poll**, firstly a **new poll** must be created, secondly some **SMS poll choices** must be applied for the general rule.

5.6.1.1 CREATE A NEW SMS POLL

Click the **"ADD SMS POLL"** button.

In the newly opened page you will need to:

1. Fill the **"SMS poll keyword"** field with an unique identification keyword;
2. Fill the **"SMS poll title"** field with a name of your choiche;
3. Trough the **"Vote option"** select you can allow a vote to be taken **one time** or **multiple times** from the voters;
4. Fill the **"Reply message on out of vote option"** field with the reply message to the votes out of rules (ex. multiple votes when the **"Vote option"** is set to **"one time"**);
5. Fill the **"Reply message on valid vote"** field with the reply message to correctly processed votes;
6. Fill the **"Reply message on invalid vote"** field the reply message to invalid votes (ex. invalid vote choiche);
7. Click the **"SAVE"** button to apply or the **"BACK"** button to cancel.

Once saved, the **SMS poll choiches** will appear at the bottom of the window.
Now refer to the next sub-chapter (5.6.1.2) to proceed in the poll setup process.

5.6.1.2 ADD SMS POLL CHOICES

Each **poll choiche** must be added one by one, trough the **"Edit SMS poll choices"** section located at

the bottom of the “**Manage poll**” window:

1. Fill the “**Choice keyword**” field with the poll choiche;
2. Fill the “**Choice description**” field with a description in order to help you identify the choiche;
3. Click the “**ADD**” button to save the choiche or the “**BACK**” button to cancel.

Repeat this procedure for each poll choiche you want to add.

5.6.2 Poll statistics and webservice

Clicking on the **blue eye icon** located at the right side of each poll a new window will open, showing **poll statistics** and **poll webservice**.

Poll statistics

Poll results are showed in numerical and graphical ways.

Poll webservice

Poll webservice are useful to access results trough different outputs formats: **PHP serialize**, **JSON**, **XML**, **HTML** and graphical output.

If, for instance, you’ve created a poll with keyword “**ELECTION**”, the HTML webpage for poll named **ELECTION** would be accessible through this url:

➔ [http://\[IP address\]/playsms/index.php?app=webservice&op=sms_poll&keyword=ELECTION&code=\[SMS poll access code\]&type=html](http://[IP address]/playsms/index.php?app=webservice&op=sms_poll&keyword=ELECTION&code=[SMS poll access code]&type=html)

(Replace **[IP address]** with the IP address of your machine and the **[SMS poll access code]** with the unique code located in the “Add SMS poll” screen.)

Other parameters are available to refine the display:

- **bodybgcolor**: set body background color;
- **refresh=yes**: check latest incoming sms and refresh webpage.

5.6.3 Poll usage

Instruction for the voters

Tell voters to send SMS to your playSMS gateway mobile number using the format:

[POLL KEYWORD] [CHOICE KEYWORD]

How to embed poll results in external websites

You can integrate the HTML poll webservice into your main site using an **IFRAME HTML tag**. You can also customize the IFRAME to match your main website look and feel.

5.7 MANAGE QUIZ

Choose the **Features > Manage quiz** menu item.

The "Quiz" feature permit to create **quiz keywords**, **questions** and **answers**, while defining message reply for participants.

Once a participant send a message with quiz keyword and quiz answer keyword, the **system will reply** with a message to tell participant whether the answer is correct or incorrect.

The "Manage quiz" **main page** functions will permit you to:

- **List** all the quizzes;
- **Add** new quiz and **change the quiz status**: activate or deactivate the quiz by clicking on the **red/green buttons** located at the right side of each quiz line;
- View the **received answers** trough the **blue eye icon** located at the right side of each quiz;
- **Edit** and **delete quiz** trough the **blue icon buttons** located at the right side of each quiz.

5.7.1 Add SMS quiz

Click the "ADD SMS QUIZ" button.

In the newly opened page you will need to:

1. Fill the "SMS quiz keyword" field with an unique identification keyword;
2. Fill the "SMS quiz question" field with the quiz question;
3. Fill the "SMS quiz answer" field with the quiz correct answer;
4. Fill the "Reply message on correct" field with the reply message to correct answers;
5. Fill the "Reply message on incorrect" field with the reply message to wrong answers;
6. Click the "SAVE" button to save the quiz or the "BACK" button to cancel.

5.7.2 Received answer list

To View the **received answers** click the **blue eye icon** located at the right side of each quiz.

The received answer list page will permit you to manage each answer, by the **blue icon buttons** located at the right side of each answer.

5.7.3 SMS quiz usage

Instruction for the participants

Tell participants to send SMS to your playSMS gateway mobile number using the format:

[QUIZ KEYWORD] [ANSWER KEYWORD]

5.8 MANAGE SUBSCRIBE

Choose the **Features > Manage subscribe** menu item.

The “**Subscribe**” feature permit to **set SMS keyword which people can subscribe to**. Once a number subscribed, administrator can send messages to all subscribed numbers at once.

The “**Manage subscribe**” **main page** functions will permit you to:

- **List** all the SMS subscribe rules and the related number of Members/Messages;
- **Add** new subscribe rule and **change the subscribe status**: activate or deactivate the subscribe rule by clicking on the **red/green buttons** located at the right side of each subscribe line;
- **Edit** and **delete subscribe** trough the **blue icon buttons** located at the right side of each subscribe.

5.8.1 Add SMS subscribe

Click the “**ADD SMS SUBSCRIBE**” button.

In the newly opened page you will need to:

1. Fill the “**SMS subscribe keyword**” field with an unique identification keyword;
2. Fill the “**SMS subscribe parameter**” field with the **instruction** for the **subscribe action**;
3. Fill the “**SMS subscribe reply**” field with the **confirmation reply** to the **subscribers**;
4. Fill the “**SMS unsubscribe parameter**” field with the **instruction** for the **unsubscribe action**;
5. Fill the “**SMS unsubscribe reply**” field with the **confirmation reply** to the **unsubscribers**;
6. Trough the “**Subscribe duration**” the time lenght of the subscription;
7. Fill the “**SMS expired reply**” field with the **expire notification**;
8. Fill the “**Unknown format reply**” field with the **erroneous message notification**;
9. Fill the “**Already a member reply**” field with the **erroneous message notification**;
10. Click the “**SAVE**” button to save the subscribe rule or the “**BACK**” button to cancel.

5.8.2 SMS subscribe usage

The system will **automatically send subscribe or unsubscribe messages** to the number that subscribed or unsubscribed to your **SMS subscribe keyword**.

Instruction for the subscribers

Tell subscribers to send SMS to your playSMS gateway mobile number using the format:

[SUBSCRIBE KEYWORD] [INSTRUCTION]

If, for instance, you’ve created a **SMS subscribe keyword** named “**SOCCKERCLUB**” and you’ve set the “**SMS subscribe parameter**” as “**on**”, the **subscribe SMS** would be:

SOCCKERCLUB on

5.9 MANAGE SYNC

Choose the **Features > Manage sync** menu item.

The **"Sync"** feature permit to **connect you machine to "SMSsync"** service.

SMSsync is a simple, yet powerful **SMS to HTTP sync utility** that turns any **Android phone** into a local SMS gateway by **sending incoming messages(SMS) to a configured URL** (web service).

The **"Manage sync" main page** functions will permit you to:

- **Enable** and **disable** the **sync feature**;
- **Set** the **sync paramaters** (the **"Secret key"**).

5.9.1 Sync usage

In the **"Manage sync"** main page you will need to:

1. Enable the feature by checking the **"Enable SMS Sync"** checkbox;
2. Fill the **"Secret key"** field with a secret **alphanumeric code** of your choiche;
3. Click the **"SAVE"** button to apply. **To cancel** use the **"back"** function of your web browser or click on another main menu item.

Now you have to install and configure the **"SMSsync"** app on your Android device:

4. **Download** and **install** the **SMSSync app** from: <http://smssync.ushahidi.com/download/>
5. **Launch** the **App** and **configure it** using the **"Secret key"** and the **"Sync URL"** values from the **"Manage sync"** main page.



Please note: further and more **detailed information** regarding the **SMSsync App** can be found on the App official website: <http://smssync.ushahidi.com>

Section VI Reports

6.1 REPORTS INTRODUCTION

The "Report" main section provide useful information to the user about the SMS activities and the machine status.

This section is organized into nine subsections that are subvoices of the main "Reports" menu item. In the next pages the guide will cover each one of these.



IMPORTANT: all the lists displayed in the Reports subsections that are available for both the Administrators and for User will show personal or global informations depending by the logged user level.

For instance the "View SMS queue" screen will show to the Administrator(s) the SMS queue for all the Users. Users will be able to list their queue and the queue of their Subusers, while the latter will be able to show only their queue.

6.1.1 My sent messages

The "Outgoing messages" screen allow to:

- List all the outgoing messages ;
- Search for messages (also trough the "Time", "To", "Message" and "Footer" parameters);
- Export the list entries to a CSV file, by clicking on the blue export icon located under the "Search function";
- Delete messages: check the checkbox located at the right side of each message that you want to delete and klik the blue trashbin icon.

6.1.2 My credit transactions

The "List of my credit transactions" screen allow to:

- List all the credit transactions;
- Search for transactions (also trough the "Transaction datetime" parameter);
- Export the list entries to a CSV file, by clicking on the blue export icon located under the "Search function";
- Delete transaction: check the checkbox located at the right side of each transaction that you want to delete and klik the blue trashbin icon.



Note: deleting a transaction will not delete the user(s) or reset the user(s) credit!

6.1.3 My report

The "My report" screen provide an overview of the personal SMS activities (ex. Sent/Failed SMS and the actual Credit.)

6.1.4 All sent messages ●

The "List of my credit transactions" screen allow to:

- List all the credit transactions;
- Search for transactions (also trough the "Transaction datetime" parameter);
- Export the list entries to a CSV file, by clicking on the blue export icon located under the "Search function";
- Delete transaction: check the checkbox located at the right side of each transaction that you want to delete and klik the blue trashbin icon.

6.1.5 Report all users ●

The "All reports" screen list all the users and provide an overview of the SMS activities of each users. (ex. Sent/Failed SMS and the actual Credit.)

The Administrators are marked with a grey big asterisk icon.

6.1.6 Report banned users ●

The "Banned users list" screen allow to:

- List all the banned users and the information regardind each user email and Ban date/time;
- Unban users by clicking on the blue thumbs up icon located at the right side of each banned user row.

6.1.7 Report whose online ●

The "Whose online" screen allow to:

- List all the current logged in users and the informations regardind each online user: "last update", "Current IP address" and the browser "User agent";
- Hide list entries by clicking on the blue trashbin icon located at the right side of each row.



Note: hiding entries will not cause the log out of the selected user(s)!

6.1.8 View SMS queue

The "View SMS queue" screen allow to:

- List the SMS queue and the informations regarding each queue: "User", "Scheduled", "Count" and "Message";
- Delete a queue by clicking on the blue trashbin icon located at the right side of each row.

6.1.9 View log ●

The "View log" screen show the system log. To refresh the log you have to press the "REFRESH" button.

Section VII Extra

7.1 REFERENCES

FoxBoxMini interface is based on playSMS.

You can find all the information related to playSMS on the official website: <https://playsms.org>

Webservices and F.A.Q. (frequently asked questions)

Please refer to these official guides:

- <https://github.com/playsms/book-playsms/blob/master/todo/FAQ.md>
- <https://github.com/antonraharja/playSMS/blob/master/documents/development/WEBSERVICES.md>