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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 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 digitizing 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 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.
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.

Message (field)
Insert here your message.
Each message consists of 160 alphanumeric characters. At the bottom there is a counter that indicate the characters count and the corresponding 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.

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.
Compose messages

**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 possibile 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.

**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, the 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 “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 “Search function”. In the newly opened page you’ll have to:
Schedule messages

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 trough 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 trough 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 right side of each template;
2. Click the blue trash icon located at 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 lor 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 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 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 able to set the contents of the Home screen trough 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 choice.

4.5.1 Add and remove blocked mobile numbers

**Add blocked mobile numbers**

1. Click on the **blue plus icon** located 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, than 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 parameters, 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 formatting” 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.

ℹ️ 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 choice;
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`

(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:


Available output formats
The available output formats for the SMS board webservice 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 through 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 through the blue eye icon located at the right side of each poll rule;
- View, export, edit and delete polls through 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 choice;
3. Through 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 choice);
7. Click the “SAVE” button to apply or the “BACK” button to cancel.

Once saved, the SMS poll choices 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 choice must be added one by one, through the “Edit SMS poll choices” section located at
the bottom of the “Manage poll” window:

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

Repeat this procedure for each poll choice 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 through 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=webservices&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 through the blue eye icon located at the right side of each quiz;
- Edit and delete quiz through 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 through 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. Through the “Subscribe duration” the time length 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 “SOCCERCLUB” and you’ve set the “SMS subscribe parameter” as “on”, the subscribe SMS would be:

SOCCERCLUB 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 parameters (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 choice;
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 clik 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 clik 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 click 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: