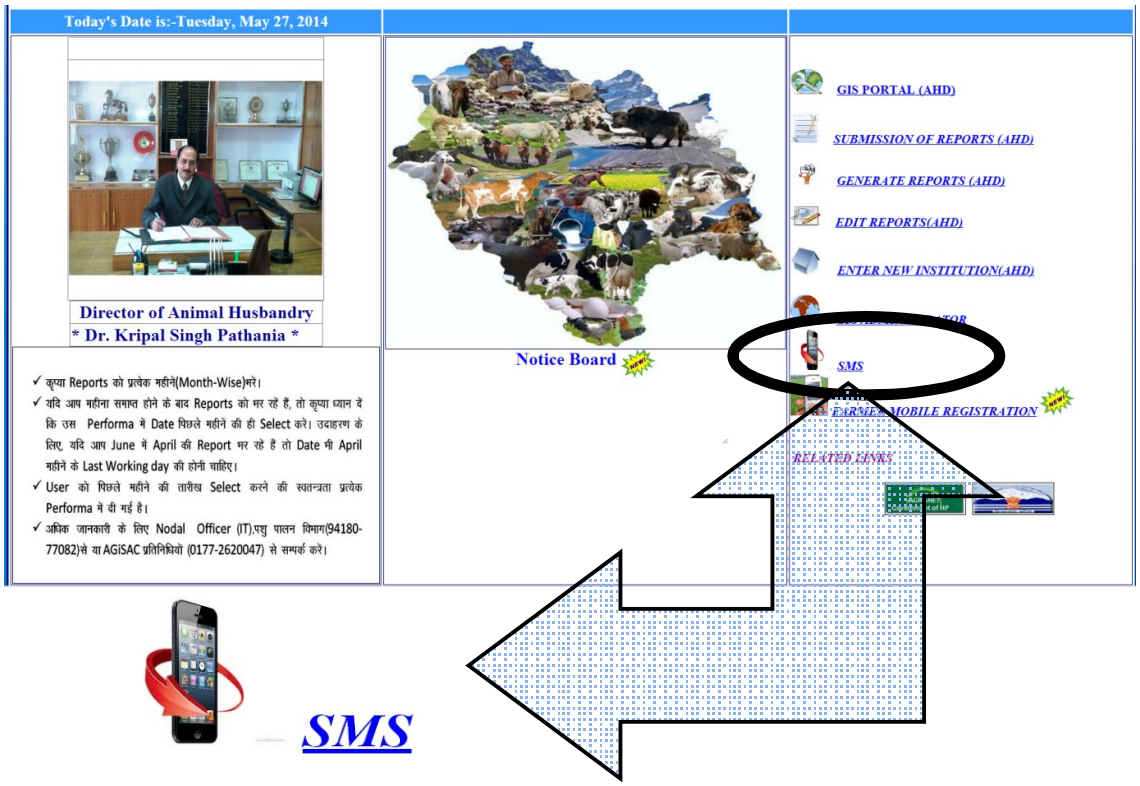
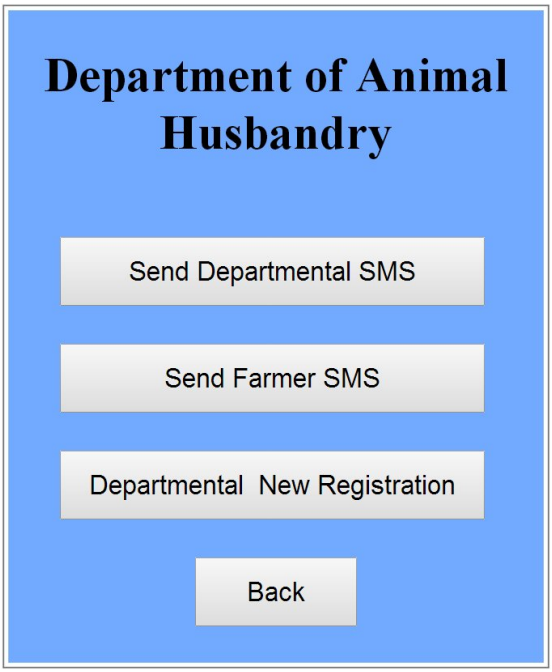
Manual for Departmental SMS

Step 1: Click on SMS (At the Right hand side of the Website)



Step 2: A new Page will open.



Giving three options:-

First:-

Send Departmental SMS

For sending messages within the department.

Second:-

Send Farmer SMS

For sending messages to the farmers.

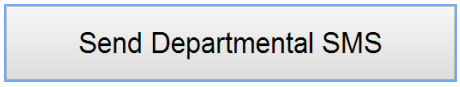
Third:-

Departmental New Registration

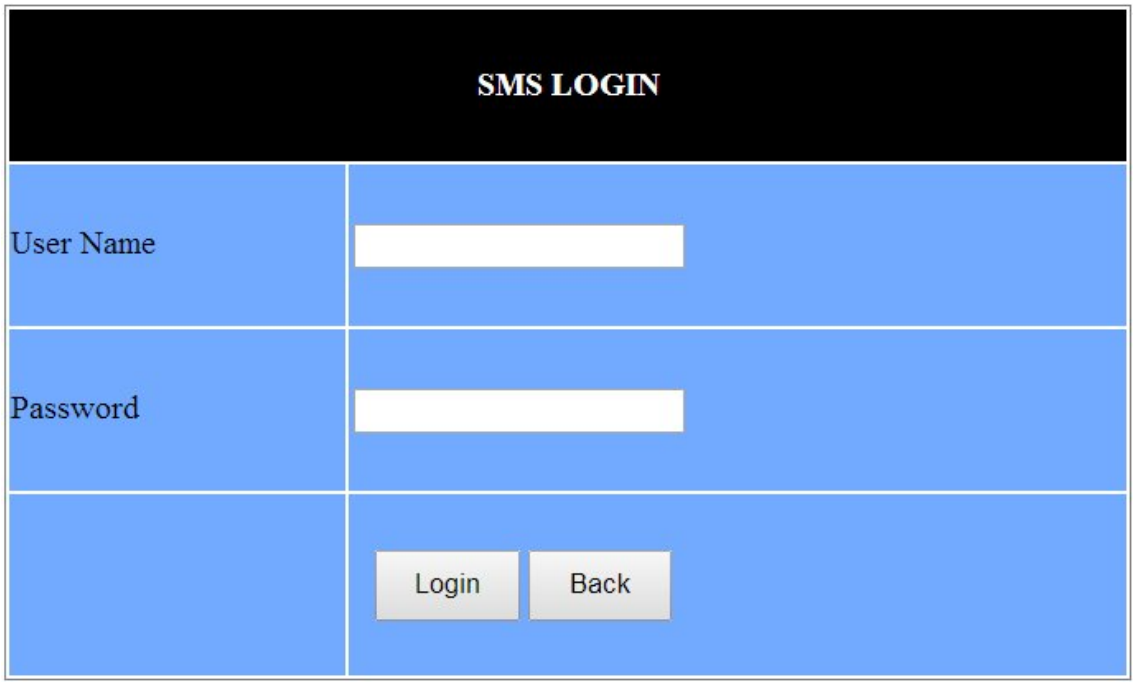
For new Registration at departmental Level

Select any one depending on your requirement.

Step 3: If you wish to send SMS within the department click on



Step 4: A new Page will open. Put in the User name and password and click on Login

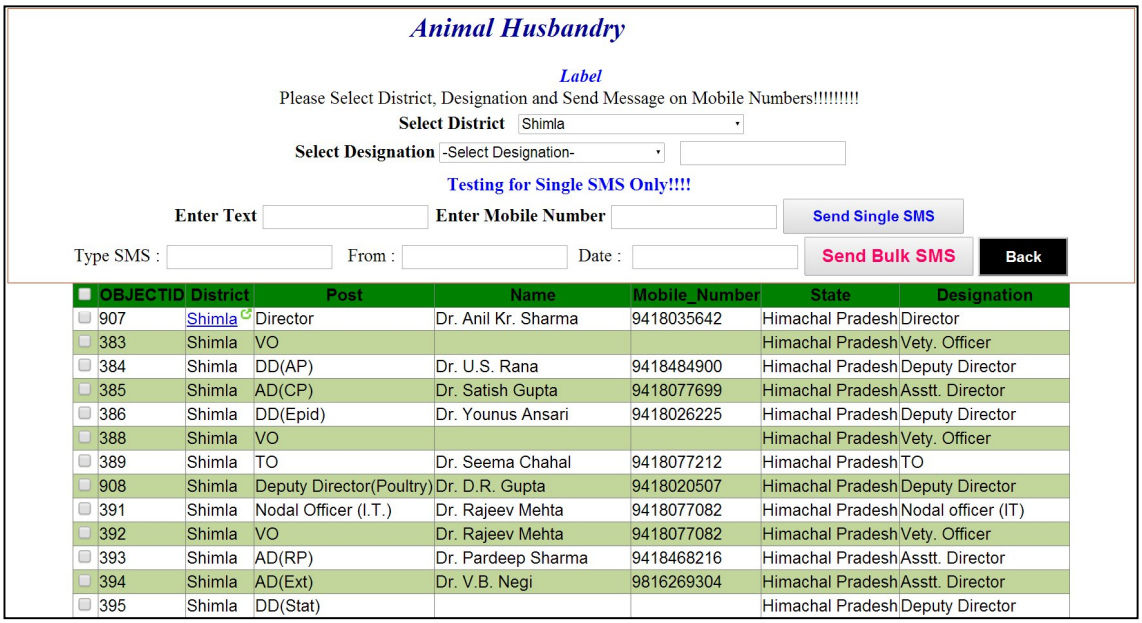


Step 4: A new page will open.

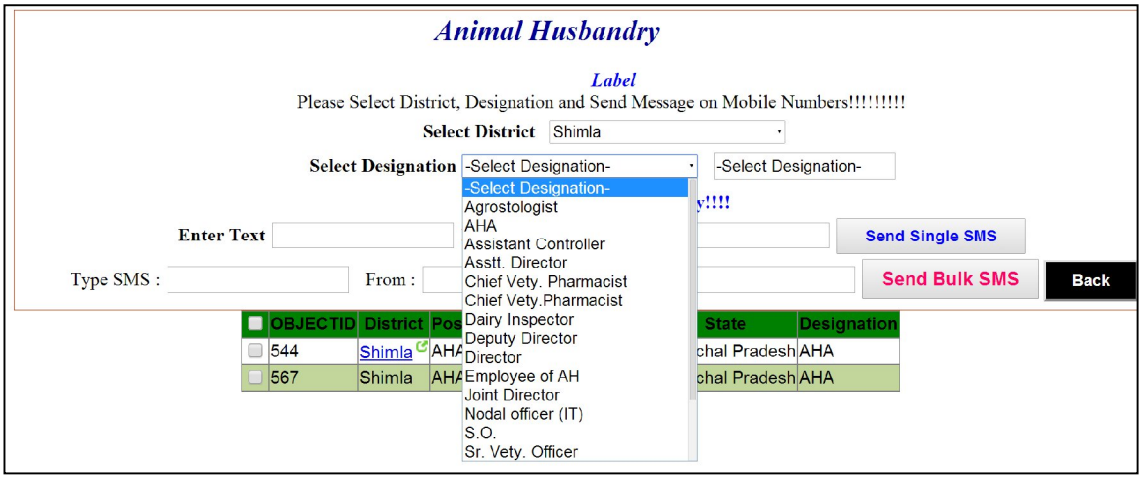
If you wish to send message only to one of the districts; you can select so from the Drop down menu of District.

For example: If you wish to send SMS to employees of Shimla District; Select Shimla from the drop down menu of “”Select District”.

List of all the employees of Shimla district, along with Post, Name, Mobile number and designation will be shown below.

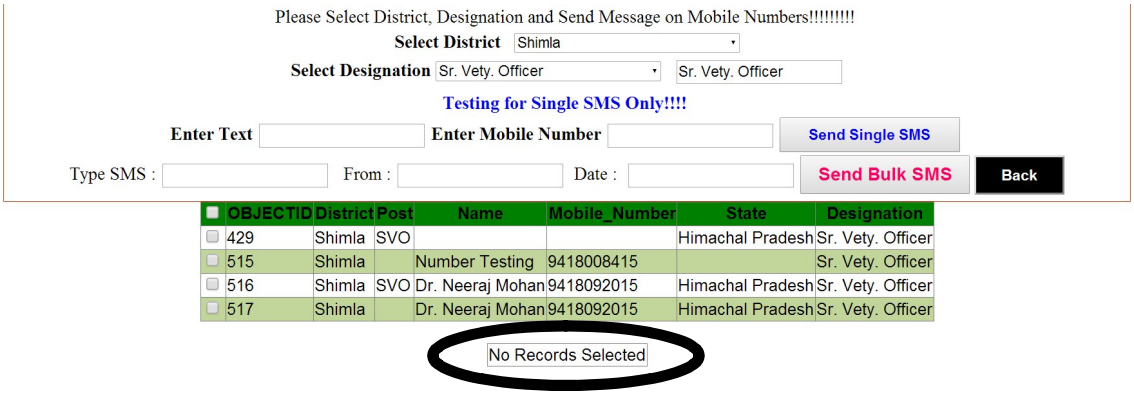


Step 5: You can either send the message to all the employees or filter them on the basis of designations. In order to send SMS to employees pertaining to a specific designation select their designation from drop down menu of "Select Designation".



For example: If you wish to send SMS to only to Sr. Vet. Officer; select "Sr. Vety. Officer" from the drop down menu of "Select Designation".

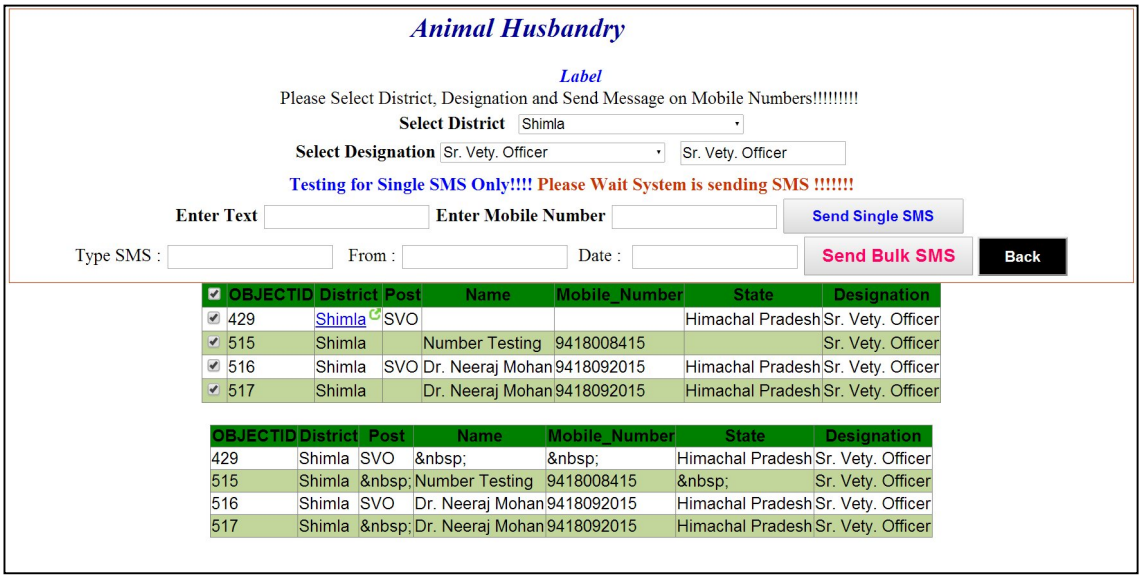
List of all the Sr. Vety. Officers will be displayed.



Step 5: Once the List is displayed you can either select all the employees in the list by clicking on the Check box of "OBFECTID"

OBJECTID	District	Post	Name	Mobile_Number	State	Designation

On clicking the "OBFECTID" check box all the employees in the list will be selected. A separate table will be displayed showing the selected employees.



Animal Husbandry

Label

Please Select District, Designation and Send Message on Mobile Numbers!!!!!!!!

Select District: Shimla

Select Designation: Sr. Vety. Officer | Sr. Vety. Officer

Testing for Single SMS Only!!!! Please Wait System is sending SMS !!!!!!!

Enter Text | Enter Mobile Number | Send Single SMS

Type SMS : | From : | Date : | Send Bulk SMS | Back

OBJECTID	District	Post	Name	Mobile_Number	State	Designation
429	Shimla	SVO			Himachal Pradesh	Sr. Vety. Officer
515	Shimla		Number Testing	9418008415		Sr. Vety. Officer
516	Shimla	SVO	Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer
517	Shimla		Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer

OBJECTID	District	Post	Name	Mobile_Number	State	Designation
429	Shimla	SVO			Himachal Pradesh	Sr. Vety. Officer
515	Shimla		Number Testing	9418008415		Sr. Vety. Officer
516	Shimla	SVO	Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer
517	Shimla		Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer

But if you wish to send SMS only to few selected employees, you can click on the check box of the employees to whom you wish to send the SMS individually.

OBJECTID	District	Post	Name	Mobile_Number	State	Designation
429	Shimla	SVO			Himachal Pradesh	Sr. Vety. Officer
515	Shimla		Number Testing	9418008415		Sr. Vety. Officer
516	Shimla	SVO	Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer
517	Shimla		Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer

The seprate table now will show only the name of employees whom you have selected individually.

Animal Husbandry

Label

Please Select District, Designation and Send Message on Mobile Numbers!!!!!!!!

Select District: Shimla

Select Designation: Sr. Vety. Officer | Sr. Vety. Officer

Testing for Single SMS Only!!!! Please Wait System is sending SMS !!!!!!!

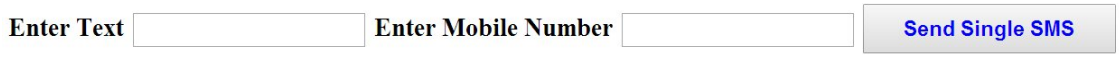
Enter Text | Enter Mobile Number | Send Single SMS

Type SMS : | From : | Date : | Send Bulk SMS | Back

OBJECTID	District	Post	Name	Mobile_Number	State	Designation
429	Shimla	SVO			Himachal Pradesh	Sr. Vety. Officer
515	Shimla		Number Testing	9418008415		Sr. Vety. Officer
516	Shimla	SVO	Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer
517	Shimla		Dr. Neeraj Mohan	9418092015	Himachal Pradesh	Sr. Vety. Officer

OBJECTID	District	Post	Name	Mobile_Number	State	Designation
429	Shimla	SVO			Himachal Pradesh	Sr. Vety. Officer
515	Shimla		Number Testing	9418008415		Sr. Vety. Officer

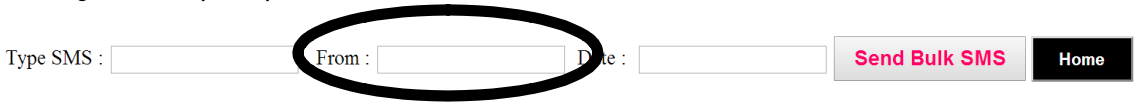
Step 5: Option of testing your message before sending it to all, is also available. For that you just have to write you message in the space provided for Enter Text and Enter mobile number. Thereafter just click on Send single SMS. Message will be immediately send to the mobile no you have entered.



This step is optional, only for testing purpose. If you wish to send your message without testing, directly come to Step 6.

Step 6: Write your message in the space provided for "Type SMS".

Step 7: Once your message is written. Write on whose behalf you are sending the message in the space provided for "From".



Step 8: Select the Date

Step 9: Click on Send Bulk SMS and your message will be send.