



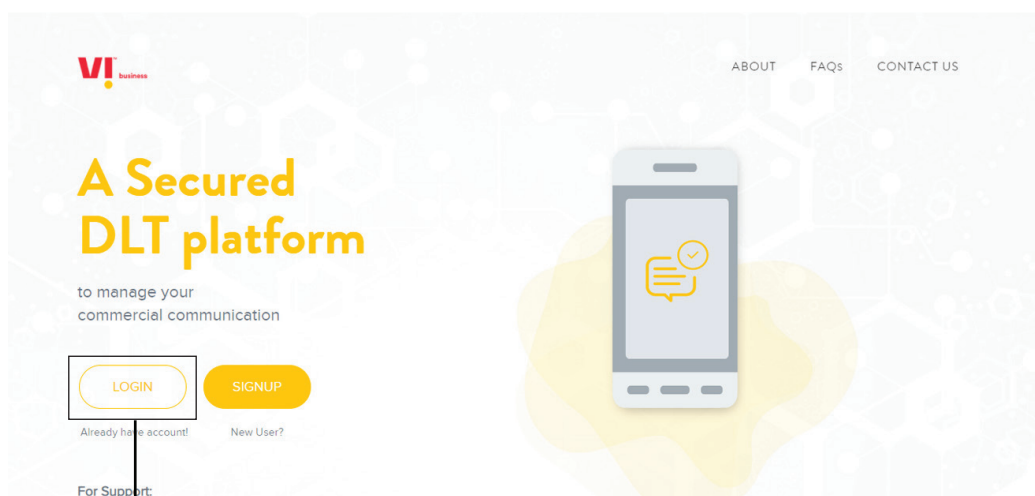
Entity

Content Templates

User Manual

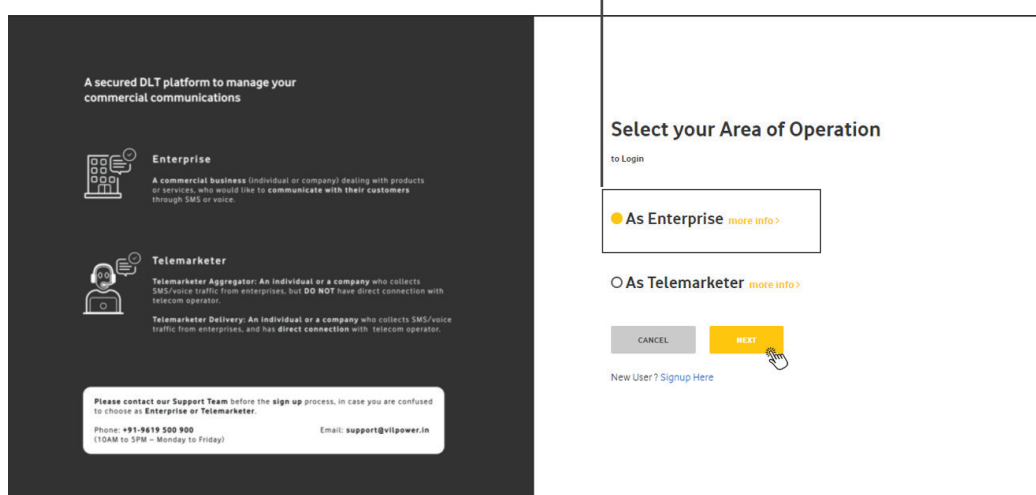


It would be perfect if you perused the manual before starting your Journey as a entity to accomplish distinct duties in the implementation.



1. Click on Login.

2. Select the area of operation as enterprise & click on next.



3. Enter your email id and password to login.

Email id: adbcd@gmail.com

Password: Xxxxxxx@123xxx



Entities being registered should contain Brand name or Entity name

Enterprise Login

Enter your email address
testentity@yopmail.com

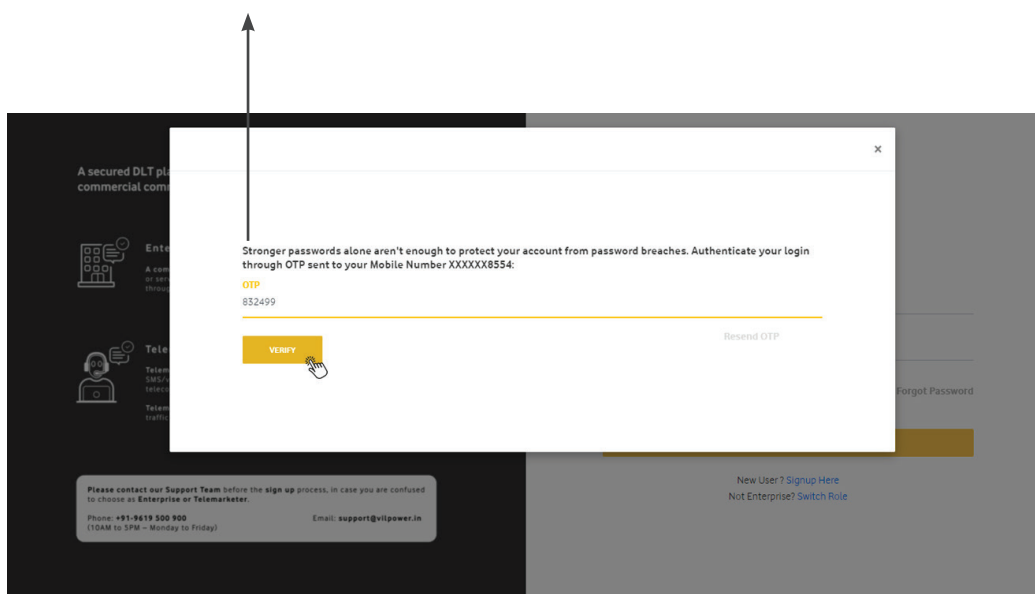
Password
XXXXXXXXXX

☐ Remember Me [Forgot Password](#)

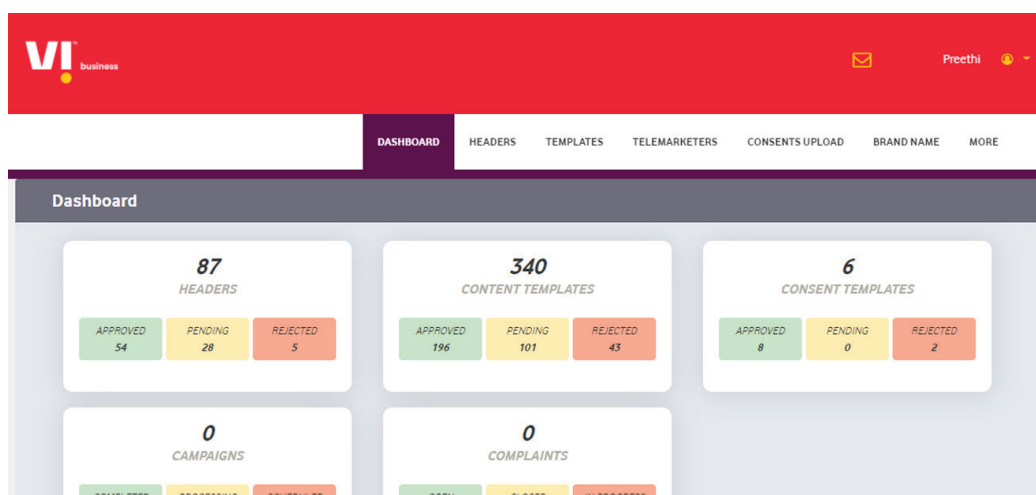
[LOGIN](#)

[New User? Signup Here](#)
[Not Enterprise? Switch Role](#)

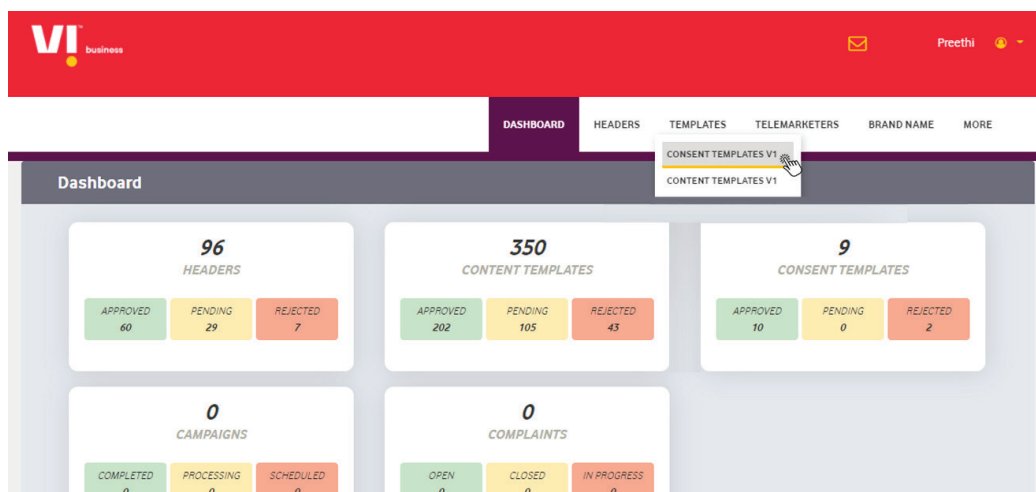
4. Authenticate the login through OTP generated to the registered mobile number.



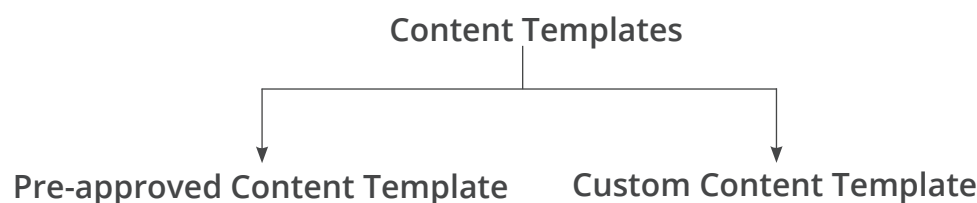
5. View the Dashboard to see all the registered headers count , templates count etc.



6. Click on template for registration.

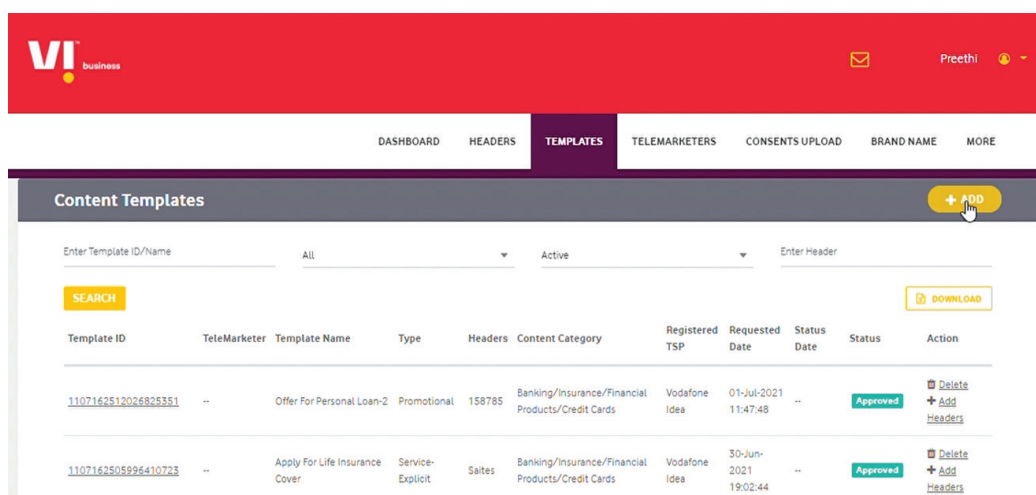


7. In Templates we have 2 sub-categories:



<p>Customers can register Content Templates on the fly (without going thru Registrar) Entities can choose from the list of pre-approved templates and register them without any approval process (auto approved).</p>	<p>Customer can register the template of their choice and insert variable where required; this will be usual routine which was followed earlier</p>
<p>Customer should register the brand and needs to get approved prior to registering the pre-approved templates.</p> <p>Opting the brand name is mandatory</p>	<p>Brand name is optional customer can use the brand name or entity name as a part of the content template and need not choose in the option given.</p> <p>If customer has already registered brand name, then it not required to add brand or entity name as apart of template it can be chosen from the drop down and tag against the template</p>

8. Click on + Add for registering the template.

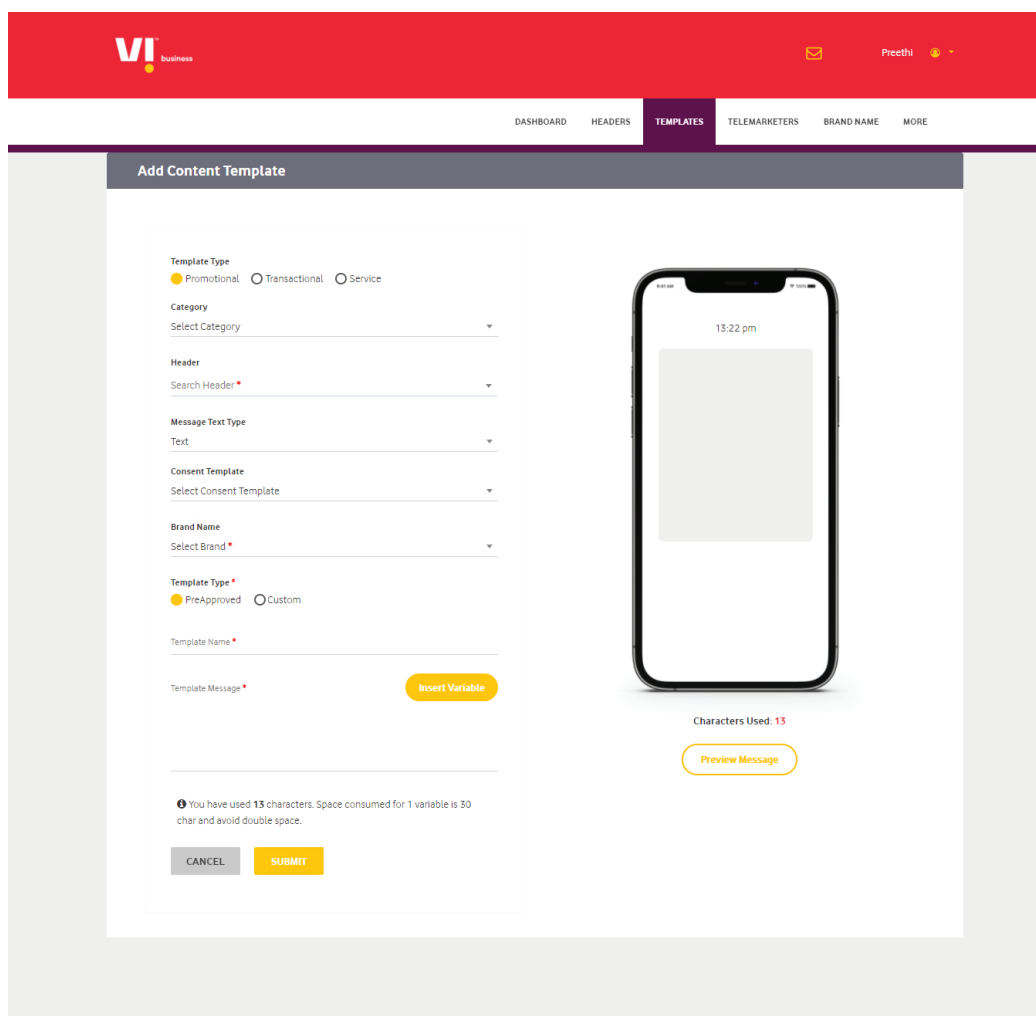


Content Templates + Add

Enter Template ID/Name All Active Enter Header

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162512026825351	--	Offer For Personal Loan-2	Promotional	158785	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	01-Jul-2021 11:47:48	--	Approved	Delete + Add Headers
1107162505996410723	--	Apply For Life Insurance Cover	Service-Explicit	Sailes	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	30-Jun-2021 19:02:44	--	Approved	Delete + Add Headers

9. Adding a Pre-approved Content Template



VI business

DASHBOARD HEADERS **TEMPLATES** TELEMARKETERS BRAND NAME MORE

Add Content Template

Template Type
☒ Promotional ☐ Transactional ☐ Service

Category
 Select Category

Header
 Search Header *

Message Text Type
 Text

Consent Template
 Select Consent Template

Brand Name
 Select Brand *

Template Type *
☒ PreApproved ☐ Custom

Template Name *

Template Message * Insert Variable

Characters Used: 13

Preview Message

ⓘ You have used 13 characters. Space consumed for 1 variable is 30 char and avoid double space.

CANCEL SUBMIT

Mandatory fields to be filled are as follows:

- Template type (Promotional Transactional Service (Implicit / Explicit)
- Category chose from the drop-down list.
- Header choice the header which are already registered approved and active in nature.
- Message type (Text / Regional)
- Consent template tagging for (promotional & service explicit messages)
- Brand name is mandatory should be chosen from the drop-down list.
- Template type – is pre-approved Select the approved are already upload and available.

10. Template name

Template Type *

☒ PreApproved ☐ Custom

[Get Pre-Approved Templates](#)

11. Template message can be selected from approved templates uploaded.

Selected Approved Templates ×

Template Message [Q SEARCH](#)

☒

Offer For Bussiness Loan
Dear {#Var#}{#Var#}, Your Business Loan Of Rs {#Var#} Has Been Approved By {#Var#}{#Var#}. Click Link Below To Check Your Interest Rate & Agent Call Back {#Var#}{#Var#}

☐

Testmsg-1
Kholo Khushiyo Ka Pitara! Avail Loan Upto Rs.25k In 5 Mins & Shop Dill Khol Ke With ZERO DOCUMENT UPLOADS Apply Now <https://Bit.Ly/376knFQ>

☐

Offer For Personal Loan-2
{#Var#}{#Var#}! Avail Loan Upto {#Var#} In Just {#Var#} & Shop {#Var#} With ZERO DOCUMENT UPLOADS. Apply Now {#Var#}{#Var#}

☐

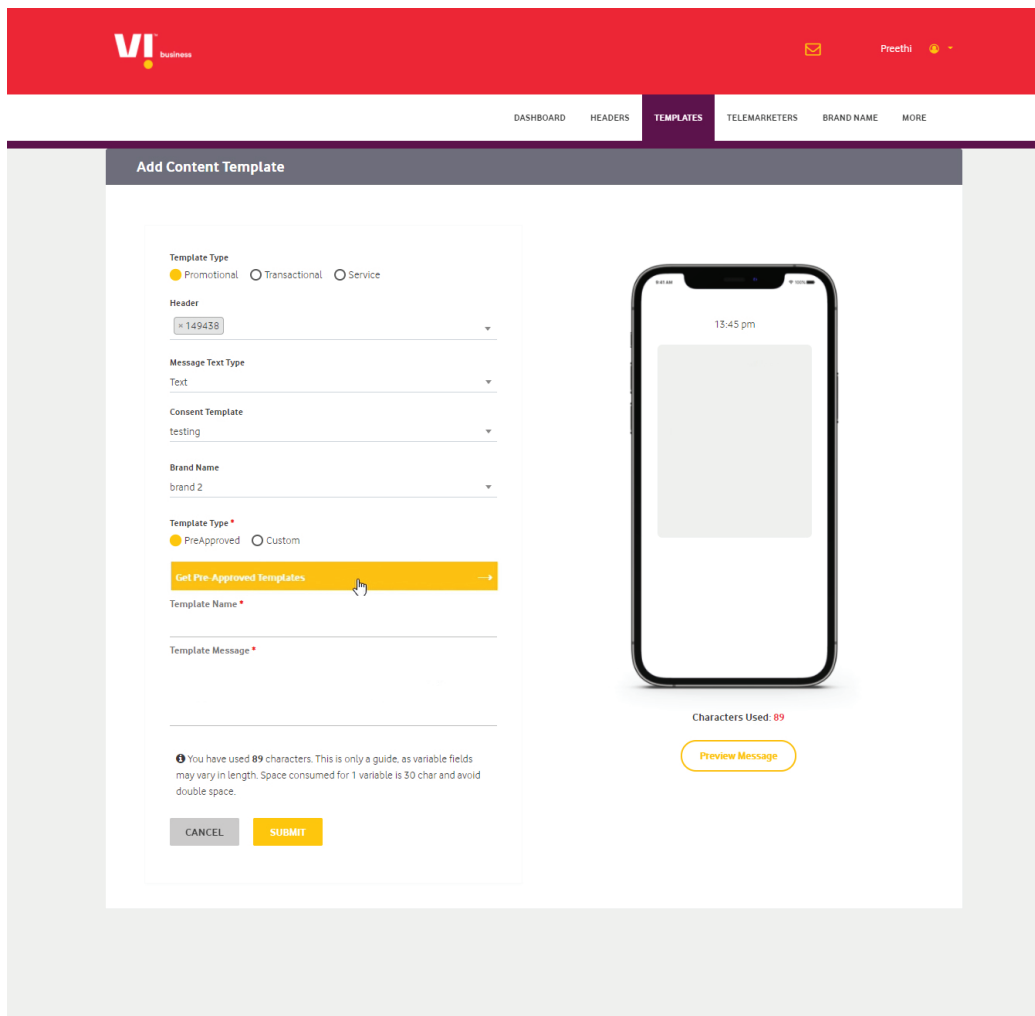
Offer For Personal Loan
You Are A Few Steps Away From Getting Money Credited Into Your Bank Account, Complete Your Loan Application Using The Link {#Var#}{#Var#}

☐

Offer For Business Loan
Dear {#Var#}{#Var#}, Your Business Loan Of Rs {#Var#} Has Been Approved

[SELECT](#) [Previous](#) [1](#) [Next](#)

Pic 1:



VI business

DASHBOARD HEADERS **TEMPLATES** TELEMARKETERS BRAND NAME MORE

Add Content Template

Template Type
☒ Promotional ☐ Transactional ☐ Service

Header
 x 149438

Message Text Type
 Text

Consent Template
 testing

Brand Name
 brand 2

Template Type *
☒ PreApproved ☐ Custom

Get Pre-Approved Templates →

Template Name *
 Offer for personal loan-2

Template Message *
 [Placeholder text]

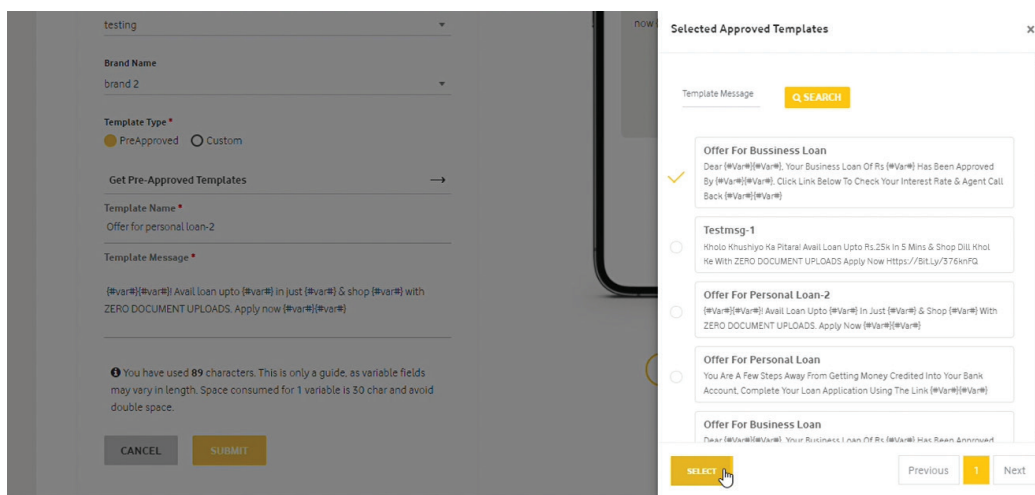
Characters Used: 89

Preview Message

CANCEL SUBMIT

! You have used 89 characters. This is only a guide, as variable fields may vary in length. Space consumed for 1 variable is 30 char and avoid double space.

Pic 2:



Selected Approved Templates

Template Message **Q SEARCH**

☒ **Offer For Bussiness Loan**
 Dear [Var#][Var#], Your Business Loan Of Rs [Var#] Has Been Approved By [Var#][Var#]. Click Link Below To Check Your Interest Rate & Agent Call Back [Var#][Var#]

☐ **Testmsg-1**
 Kholo Khushiyao Ka Pitara! Avail Loan Upto Rs 25k in 5 Mins & Shop Dill Khol Re With ZERO DOCUMENT UPLOADS Apply Now Https://Bit.Ly/376nFG

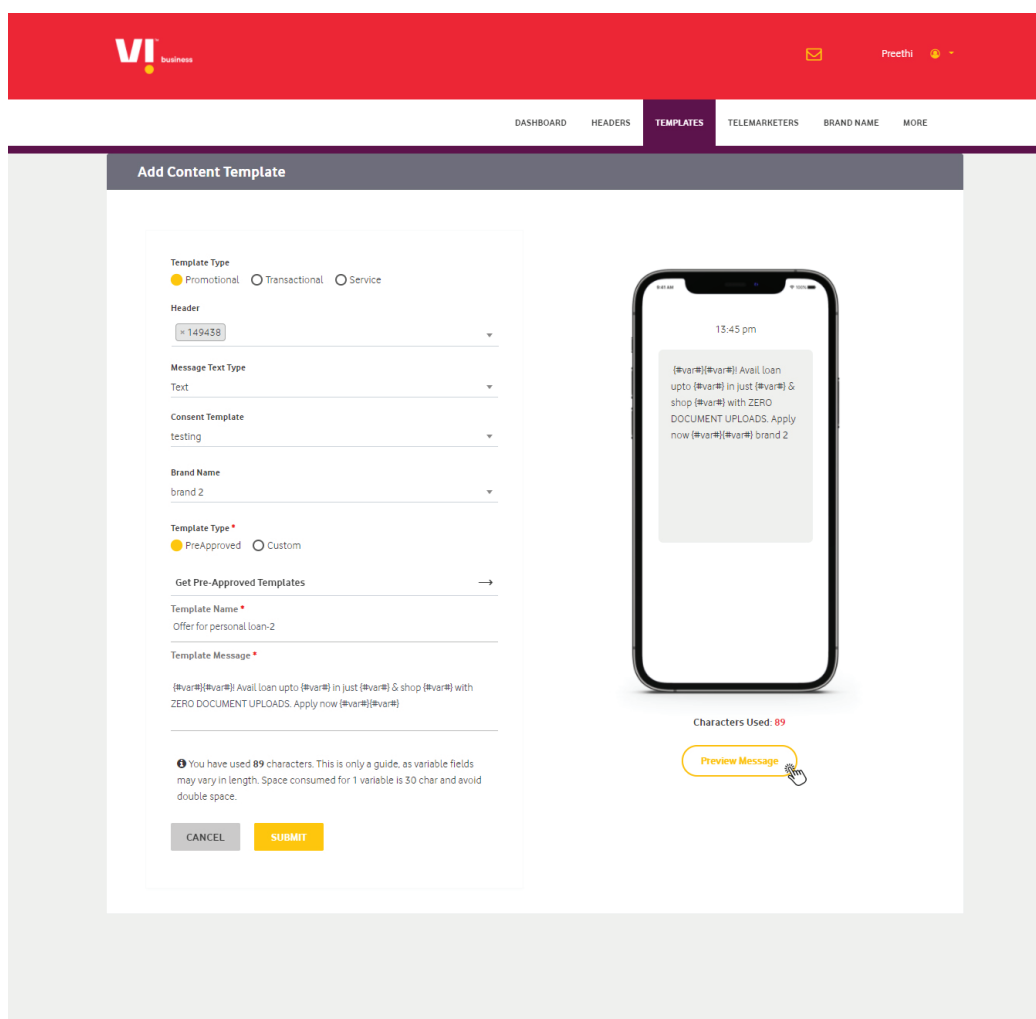
☐ **Offer For Personal Loan-2**
 [Var#][Var#] Avail Loan Upto [Var#] In Just [Var#] & Shop [Var#] With ZERO DOCUMENT UPLOADS. Apply Now [Var#][Var#]

☐ **Offer For Personal Loan**
 You Are A Few Steps Away From Getting Money Credited Into Your Bank Account. Complete Your Loan Application Using The Link [Var#][Var#]

☐ **Offer For Business Loan**
 Dear [Var#][Var#], Your Business Loan Of Rs [Var#] Has Been Approved By [Var#][Var#]

SELECT Previous **1** Next

12. After enabling the brand name, click on confirm button.



Add Content Template

Template Type
☒ Promotional ☐ Transactional ☐ Service

Header

Message Text Type

Consent Template

Brand Name

Template Type *
☒ PreApproved ☐ Custom

Get Pre-Approved Templates →

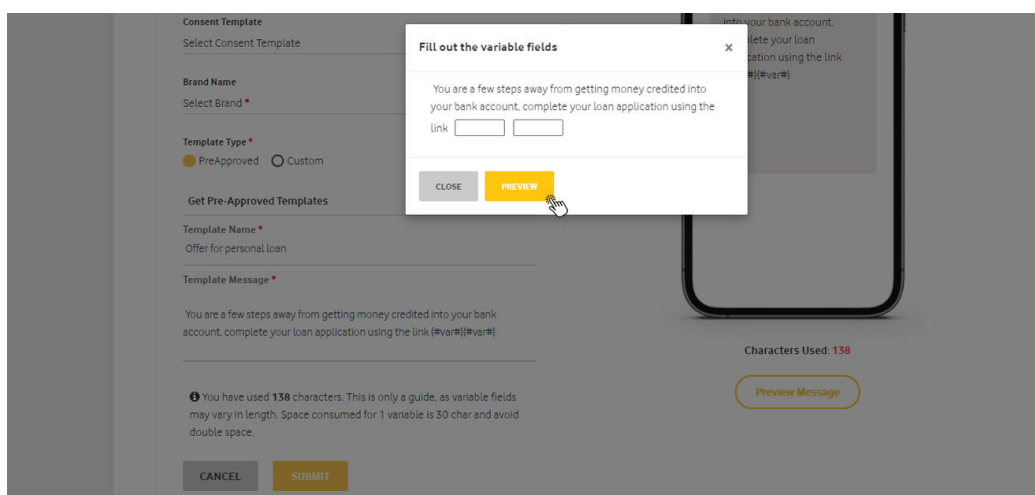
Template Name *

Template Message *

Characters Used: 89

[Preview Message](#)

13. Fill the variables fields:



The screenshot shows a web interface for creating a consent template. A modal dialog titled "Fill out the variable fields" is open, displaying a preview of the template message. The background interface includes sections for "Brand Name", "Template Type" (Pre-Approved or Custom), "Get Pre-Approved Templates", and "Template Message".

Fill out the variable fields

You are a few steps away from getting money credited into your bank account, complete your loan application using the link

Template Message

You are a few steps away from getting money credited into your bank account, complete your loan application using the link (#var#)#(var#)

Characters Used: 138

Footer: CANCEL SUBMIT

14. Once the variable is inserted before the submitting you can preview the message how it will be delivered:

VI

business

Picethi

DASHBOARDHEADERTEMPLATESTELEMARKETERSBRAND NAMEMORE

Add Content Template

Template Type

☒ Promotional☐ Transactional☐ Service

Header

Search Header *

Message Text Type

Text

Consent Template

testing

Brand Name

brand 2

Template Type *

☒ PreApproved☐ Custom

Get Pre-Approved Templates

→

Template Name *

Offer for personal loan-2

Template Message *

{#var#}{#var#} Avail loan upto {#var#} in just {#var#} & shop {#var#} with ZERO DOCUMENT UPLOADS. Apply now {#var#}{#var#}

You have used 89 characters. This is only a guide, as variable fields may vary in length. Space consumed for 1 variable is 30 char and avoid double space.

CANCELSUBMIT

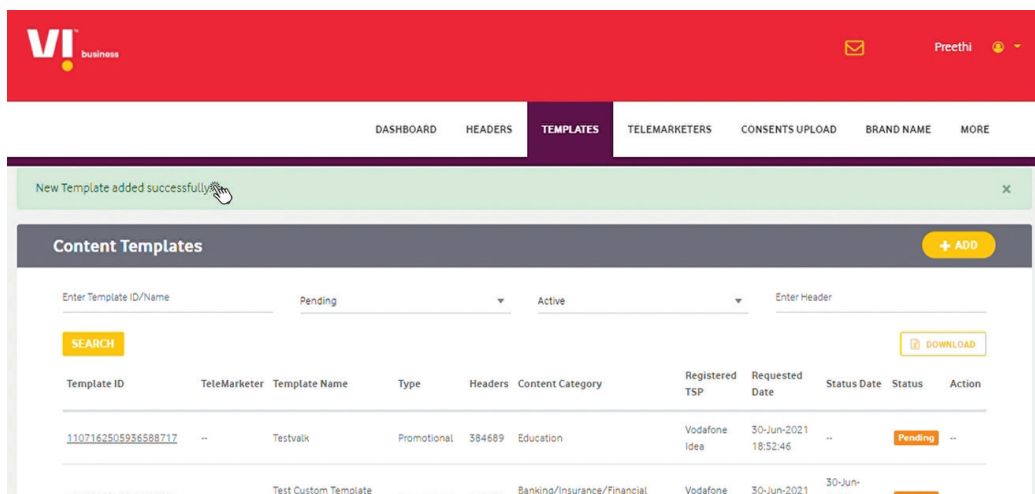
13:45 pm

{#var#}{#var#} Avail loan upto {#var#} in just {#var#} & shop {#var#} with ZERO DOCUMENT UPLOADS. Apply now {#var#}{#var#} brand 2

Characters Used: 89

Preview Message

15. After submission it Acknowledges:



New Template added successfully

Content Templates

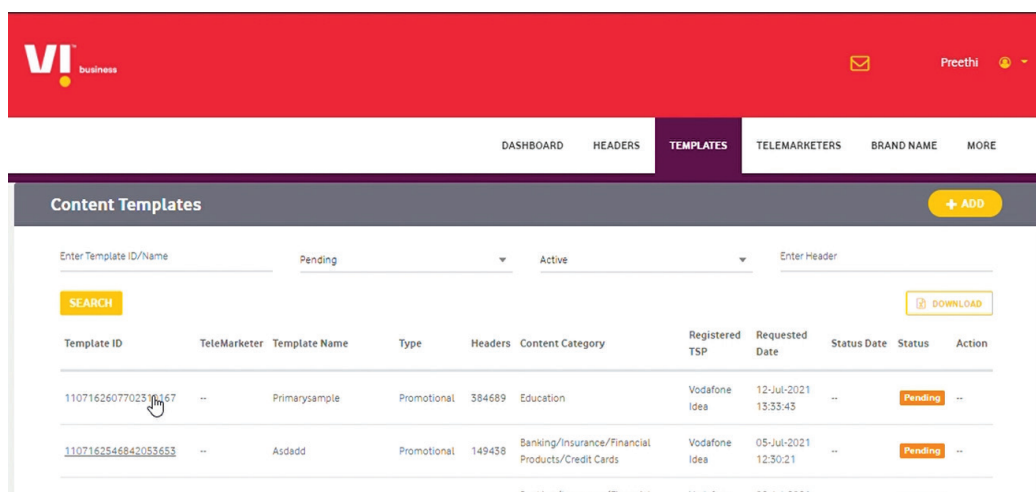
+ ADD

Enter Template ID/Name: Pending Active Enter Header

SEARCH DOWNLOAD

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162505936588717	--	Testvalk	Promotional	384689	Education	Vodafone Idea	30-Jun-2021 18:52:46	--	Pending	--
110716366601288331	--	Test Custom Template	Promotional	149438	Banking/Insurance/Financial	Vodafone	30-Jun-2021	30-Jun-2021	Pending	--

16. Check the status templates after registration:



Content Templates

+ ADD

Enter Template ID/Name: Pending Active Enter Header

SEARCH DOWNLOAD

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162607702310467	--	Primarysample	Promotional	384689	Education	Vodafone Idea	12-Jul-2021 13:33:43	--	Pending	--
1107162546842053653	--	Asdadd	Promotional	149438	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	05-Jul-2021 12:50:21	--	Pending	--
XXXXXXXXXXXXXX	--	XXXXXXXXXXXXXX	Promotional	XXXXXX	Banking/Insurance/Financial	Vodafone	02-Jul-2021	--	Pending	--

17. Preview of the template approved.

Template ID: 1107162607702310167

Telemarketer: --

Entity: group

Template Type: Promotional

Message Type: Regional

Content Category: Education

Header(s): 384689

Consent Template: --

Consent Brand Name: --

Scope of Consent: --

Brand Name: Custom

Content Template Type: brand 1

Registered TSP: Vodafone Idea

CONTENT TEMPLATE PREVIEW

Template Name:


primarysample

Template Message:

< Promotional >
 (#var#)Dear Customer,
 Your Complaint with
 Ref No -A (#var#)A is raised
 successfully. Response to
 the complaint will be updated
 within 3 working days. NPCIbrand 1

I You have used 167 characters. Messages over 160 characters will be sent as 1 texts Space consumed for 1 variable is 30 char and avoid double space.

18. Adding a Custom Content Template


Preethi

DASHBOARD HEADERS **TEMPLATES** TELEMARKETERS CONSENTS UPLOAD BRAND NAME MORE

Content Templates

All

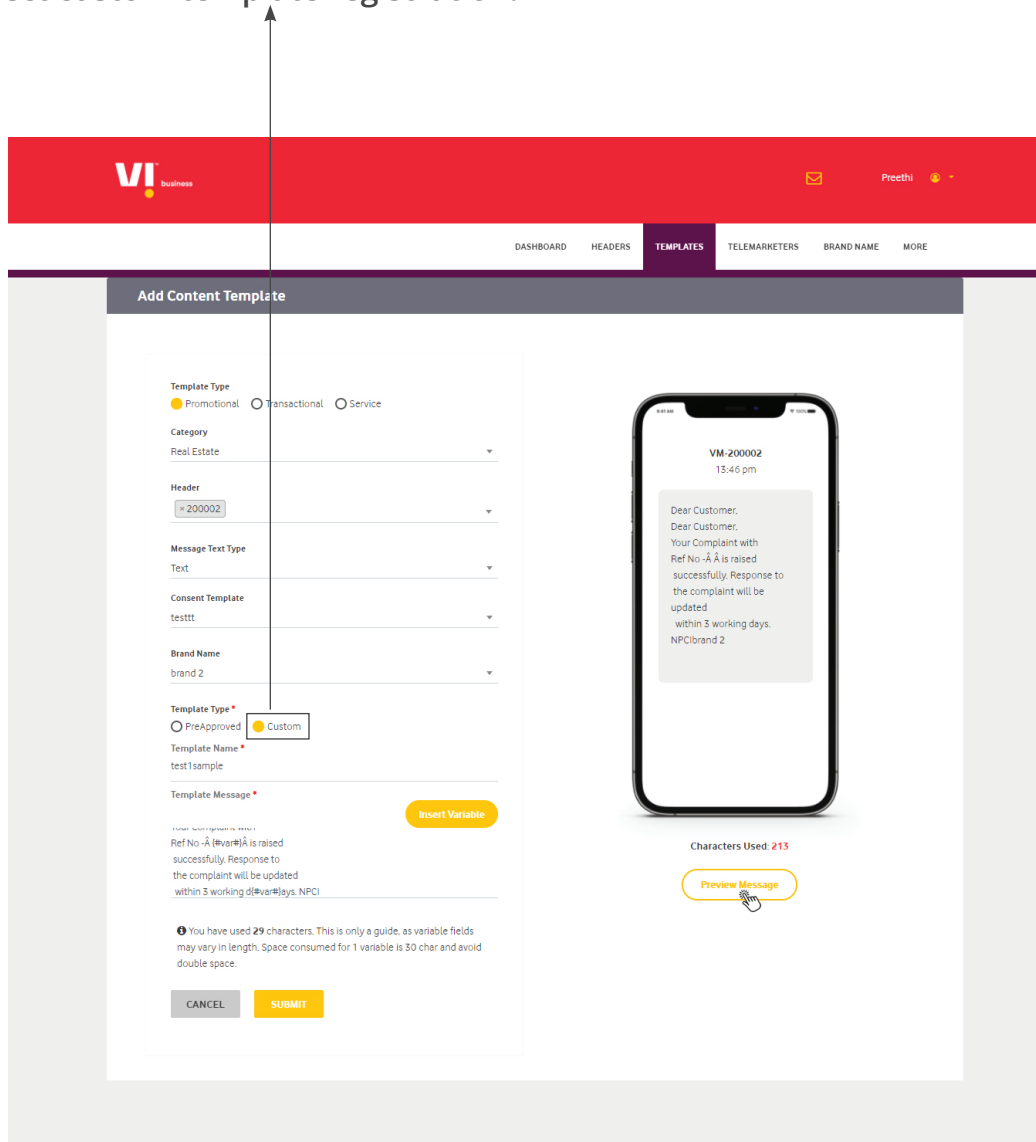
Active

SEARCH

DOWNLOAD

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162512026825351	--	Offer For Personal Loan-2	Promotional	158785	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	01-Jul-2021 11:47:48	--	Approved	Delete + Add Headers
1107162505995410723	--	Apply For Life Insurance Cover	Service-Explicit	Sailes	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	30-Jun-2021 19:02:44	--	Approved	Delete + Add Headers

19. Select custom template registration.

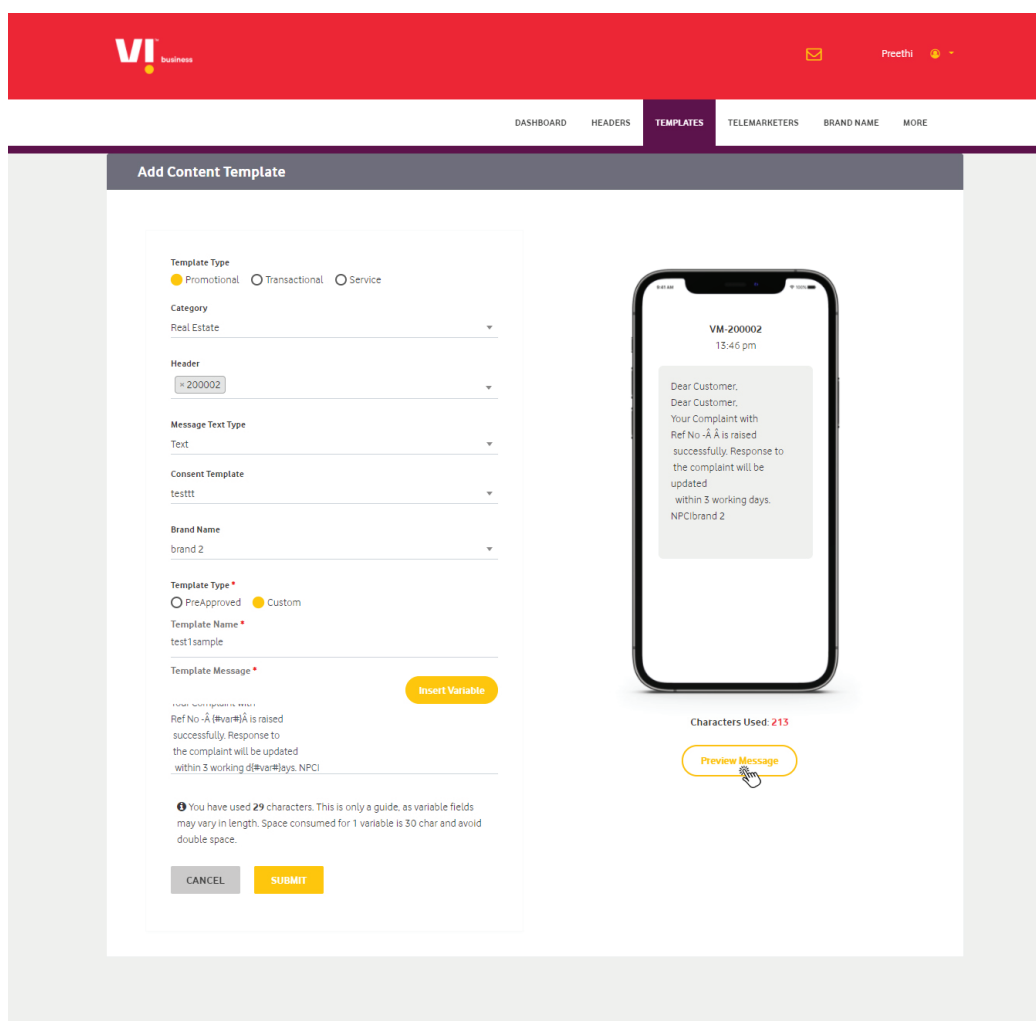


Mandatory fields to be filled are as follows:

- Template type (Promotional Transactional Service (Implicit / Explicit)
- Category chose from the drop-down list.
- Header choice the header which are already registered approved and active in nature.
- Message type (Text / Regional)
- Consent template tagging for (promotional & service explicit messages)
- Brand name is not mandatory customer can use it as apart of the template or opt from the drop-down option.
(Customer has to use the brand name either from drop-down) or it can be a part of the template) avoid using in both places
- Template type – is Custom template registration.
Customer can register the template of their choice and insert variable where required; this will be usual routine which was followed earlier.

20. Custom your template registration

Pic 1: Register the template of their choice.



VI business

Preethi

DASHBOARD HEADERS **TEMPLATES** TELEMARKETERS BRAND NAME MORE

Add Content Template

Template Type
☒ Promotional ☐ Transactional ☐ Service

Category
 Real Estate

Header
 2000002

Message Text Type
 Text

Consent Template
 testtt

Brand Name
 brand 2

Template Type *
☐ PreApproved ☒ Custom

Template Name *
 test1sample

Template Message *
 Ref No -Ã (#var#)Ã is raised successfully. Response to the complaint will be updated within 3 working d(#var#)ays. NPCI

Insert Variable

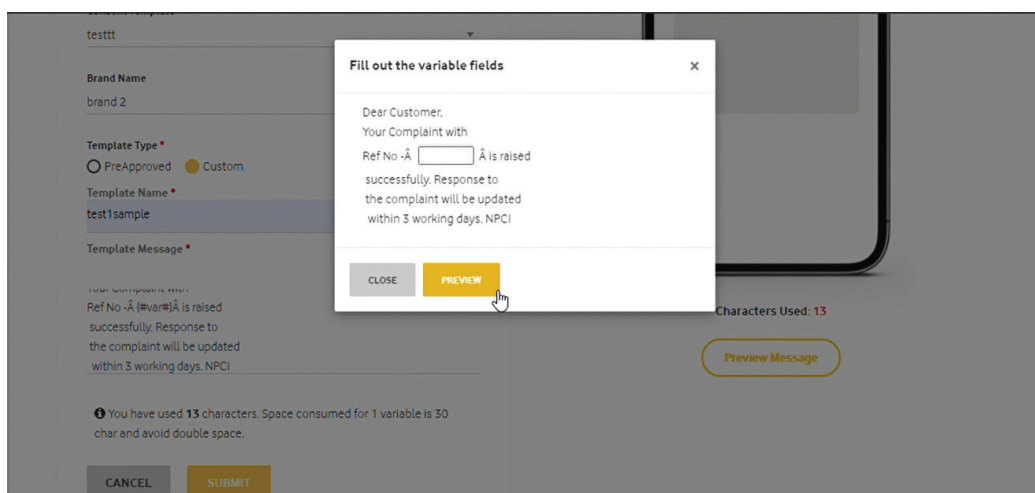
Characters Used: 213

Preview Message

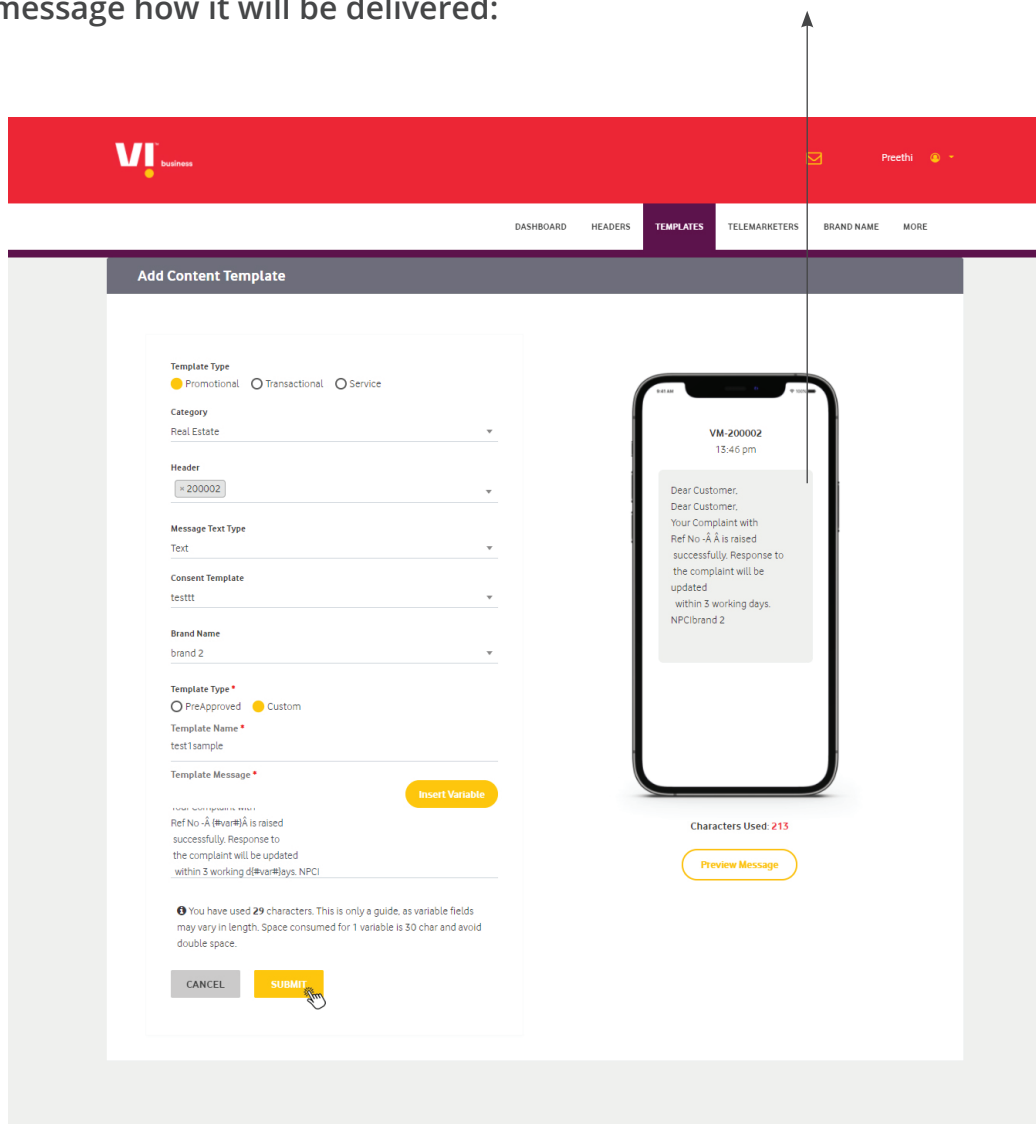
CANCEL SUBMIT

! You have used 29 characters. This is only a guide, as variable fields may vary in length. Space consumed for 1 variable is 30 char and avoid double space.

Pic 2: Insert the variable



21. Once the variable is inserted before the submitting you can preview the message how it will be delivered:

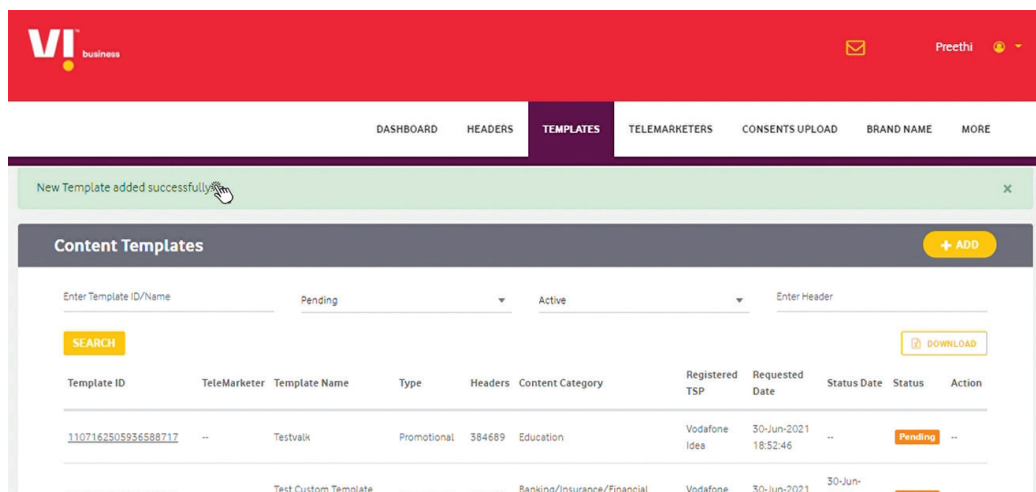


The screenshot shows the 'Add Content Template' interface in the VI business system. The interface includes a top navigation bar with the VI business logo and a user profile 'Preethi'. Below the navigation bar is a sidebar with links to DASHBOARD, HEADERS, TEMPLATES, TELEMARKETERS, BRAND NAME, and MORE. The main content area is titled 'Add Content Template' and contains a form with the following fields:

- Template Type:** Promotional (selected), Transactional, Service
- Category:** Real Estate
- Header:** 200002
- Message Text Type:** Text
- Consent Template:** testtt
- Brand Name:** brand 2
- Template Type:** PreApproved, Custom (selected)
- Template Name:** test1sample
- Template Message:** Ref No-Ã (#var#Ã is raised successfully. Response to the complaint will be updated within 3 working d#var#days. NPCI

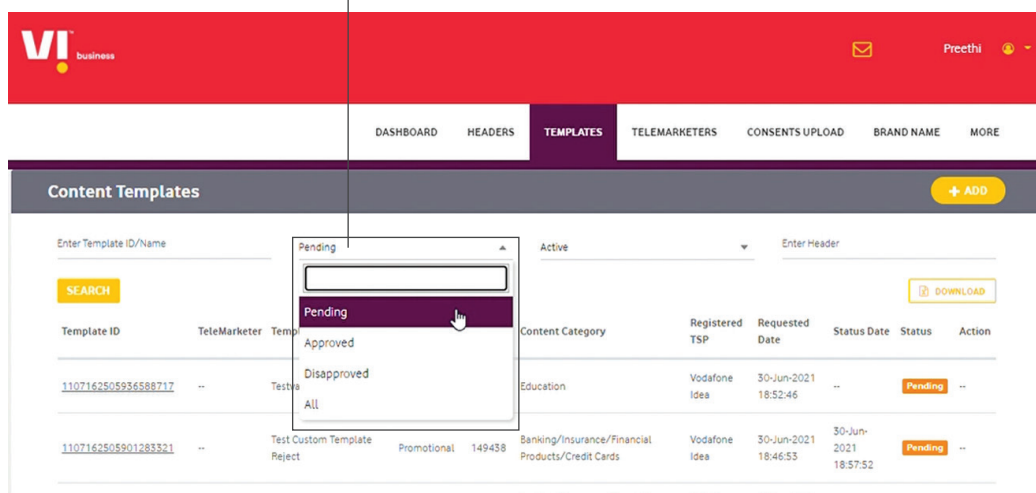
Below the form, there is a character count: 'Characters Used: 213'. A 'Preview Message' button is located below the character count. A 'Submit' button is at the bottom right of the form, with a hand cursor hovering over it. An arrow points from the text 'Once the variable is inserted before the submitting you can preview the message how it will be delivered:' to the 'Preview Message' button.

22. After submission it Acknowledges:

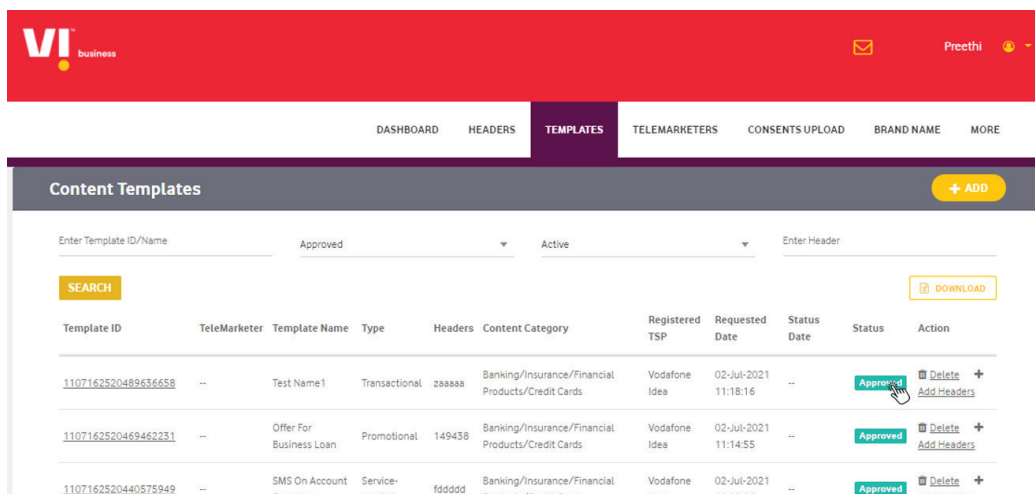


23. Customer can view template status:

Pic 1:



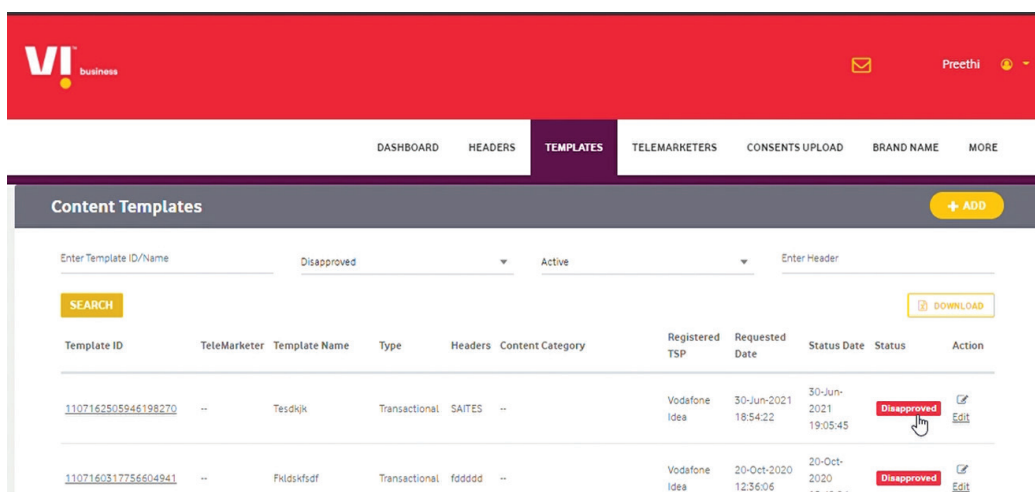
Pic 2: Approved templates.



The screenshot shows the 'Content Templates' section of the VI business dashboard. The 'Approved' filter is selected, and the table displays three approved templates. Each row includes a 'Status' column with a green 'Approved' badge and an 'Action' column with 'Delete' and 'Add Headers' links.

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162520489636658	--	Test Name1	Transactional	zaaaaa	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	02-Jul-2021 11:18:16	--	Approved	Delete Add Headers
1107162520469462231	--	Offer For Business Loan	Promotional	149438	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	02-Jul-2021 11:14:55	--	Approved	Delete Add Headers
1107162520440575949	--	SMS On Account Opening	Service-Imolcit	fdffff	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	02-Jul-2021 11:10:06	--	Approved	Delete Add Headers

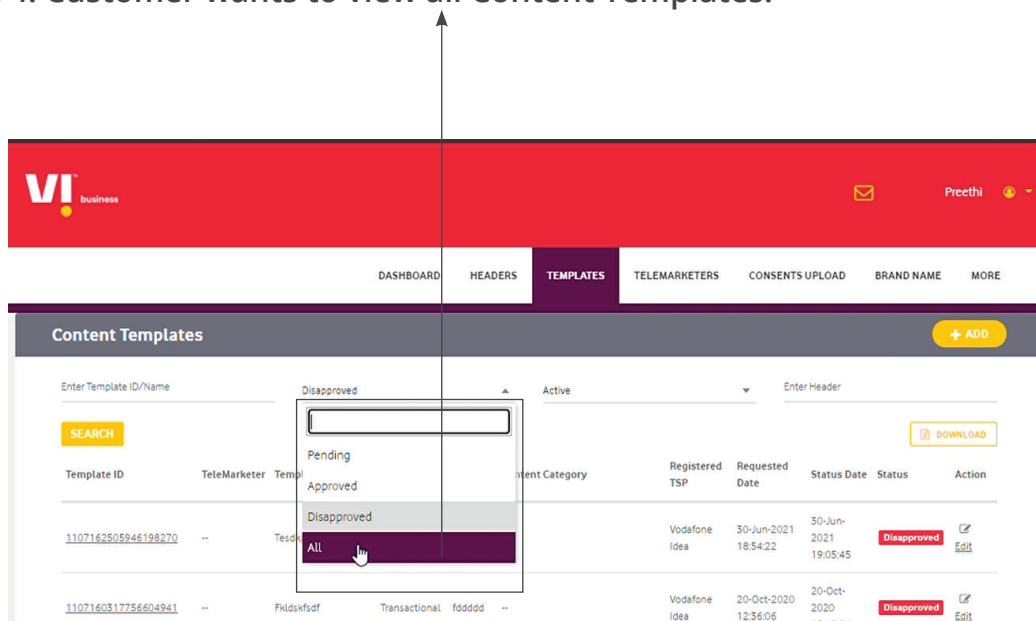
Pic 3: Disapproved templates



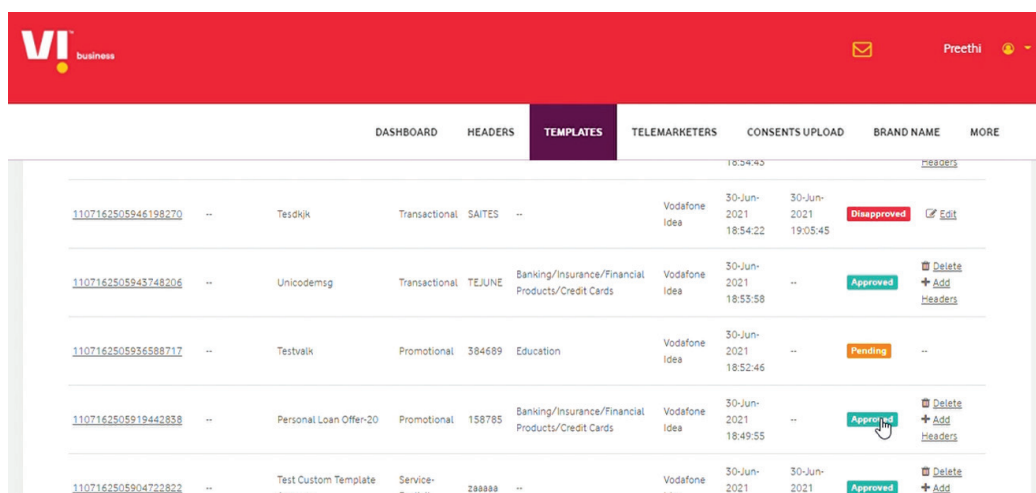
The screenshot shows the 'Content Templates' section of the VI business dashboard. The 'Disapproved' filter is selected, and the table displays two disapproved templates. Each row includes a 'Status' column with a red 'Disapproved' badge and an 'Action' column with an 'Edit' link.

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162505946198270	--	Tesdkjk	Transactional	SAITES	--	Vodafone Idea	30-Jun-2021 18:54:22	30-Jun-2021 19:05:45	Disapproved	Edit
1107160317756604941	--	Fkldskjdf	Transactional	fdffff	--	Vodafone Idea	20-Oct-2020 12:36:06	20-Oct-2020 12:40:04	Disapproved	Edit

Pic 4: Customer wants to view all Content Templates.

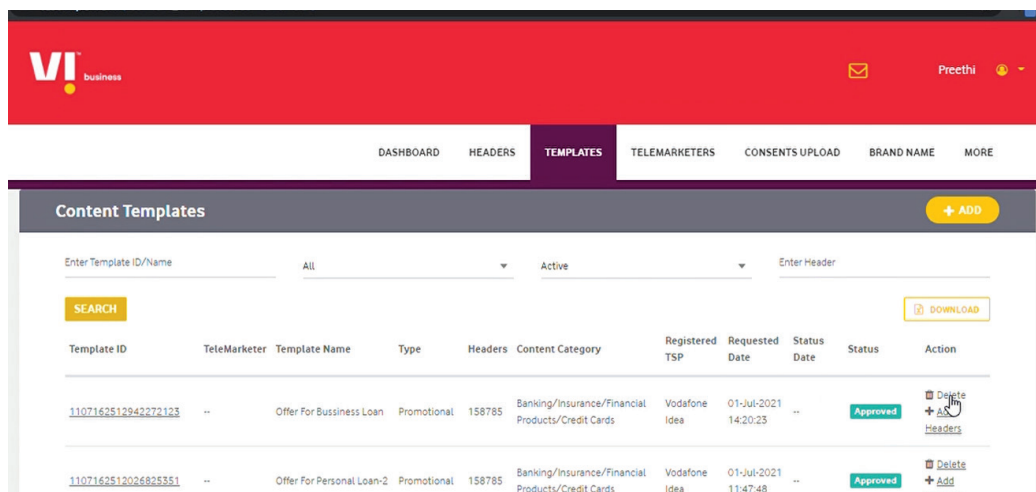


Pic 5: All templates irrespective of approved or disapproved.

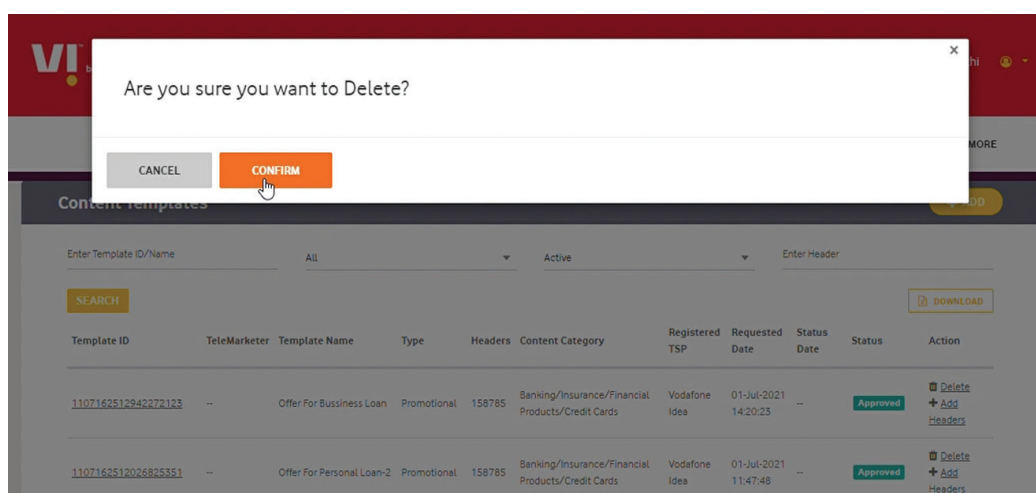


24. Customer can delete the approved template:

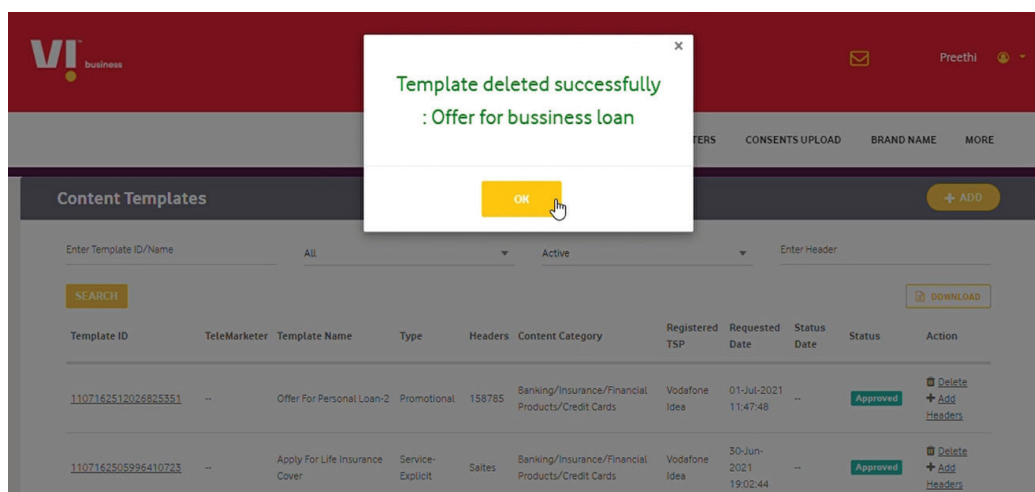
Pic 1:



Pic 2:



Pic 3:



The screenshot displays the 'Content Templates' management page. A modal dialog box is centered on the screen, indicating a successful deletion: 'Template deleted successfully : Offer for bussiness loan'. Below the message is an 'OK' button. The background interface includes a search bar, filters (All, Active), and a table of templates. The table has columns for Template ID, TeleMarketer, Template Name, Type, Headers, Content Category, Registered TSP, Requested Date, Status Date, Status, and Action. Two templates are listed, both with a status of 'Approved'.

Template ID	TeleMarketer	Template Name	Type	Headers	Content Category	Registered TSP	Requested Date	Status Date	Status	Action
1107162512026825351	--	Offer For Personal Loan-2	Promotional	158785	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	01-Jul-2021 11:47:48	--	Approved	Delete + Add Headers
1107162505996410723	--	Apply For Life Insurance Cover	Service-Explicit	Sailes	Banking/Insurance/Financial Products/Credit Cards	Vodafone Idea	30-Jun-2021 19:02:44	--	Approved	Delete + Add Headers

Thank you