

mSpace User Manual

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➤ New User Registration Process

1. Go to <http://mspace.mobitel.lk>



2. Click the "Not Registered" Link



3. Fill the User Registration form and submit

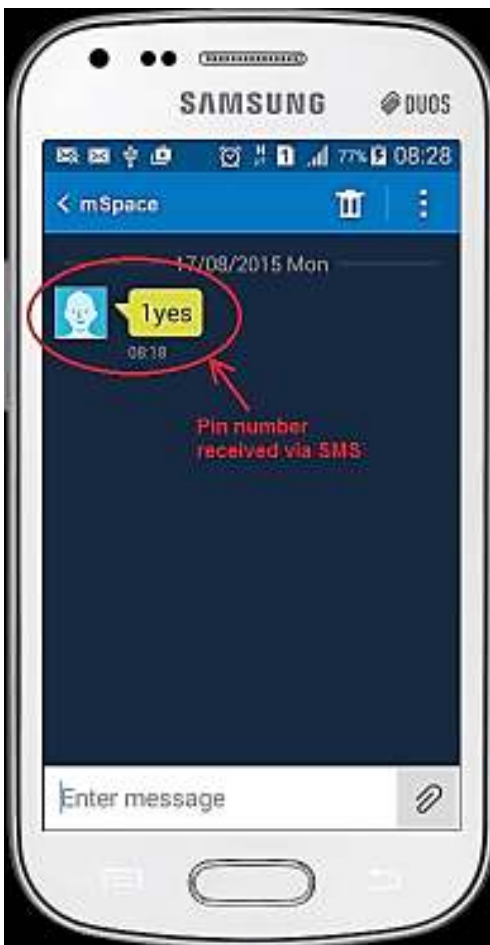


The screenshot shows the mSpace User Registration form. The form is titled "User Registration" and contains the following fields:

- Name *
- LoginID *
- Password *
- Mobitel No. *
- NIC *
- E-Mail *
- E-Wallet Required:
- Organization *
- Org. Address:
- Org. T.P. No. *

There are "Submit" and "Cancel" buttons at the bottom of the form. The "Submit" button is circled in red.

4. Enter the **PIN number** you received to your phone via SMS, on the **Validation box** which appears on the screen and click "**Validate**"





5. Read the legal agreement well and click **"I Agree"** if you agree with all the terms and conditions.



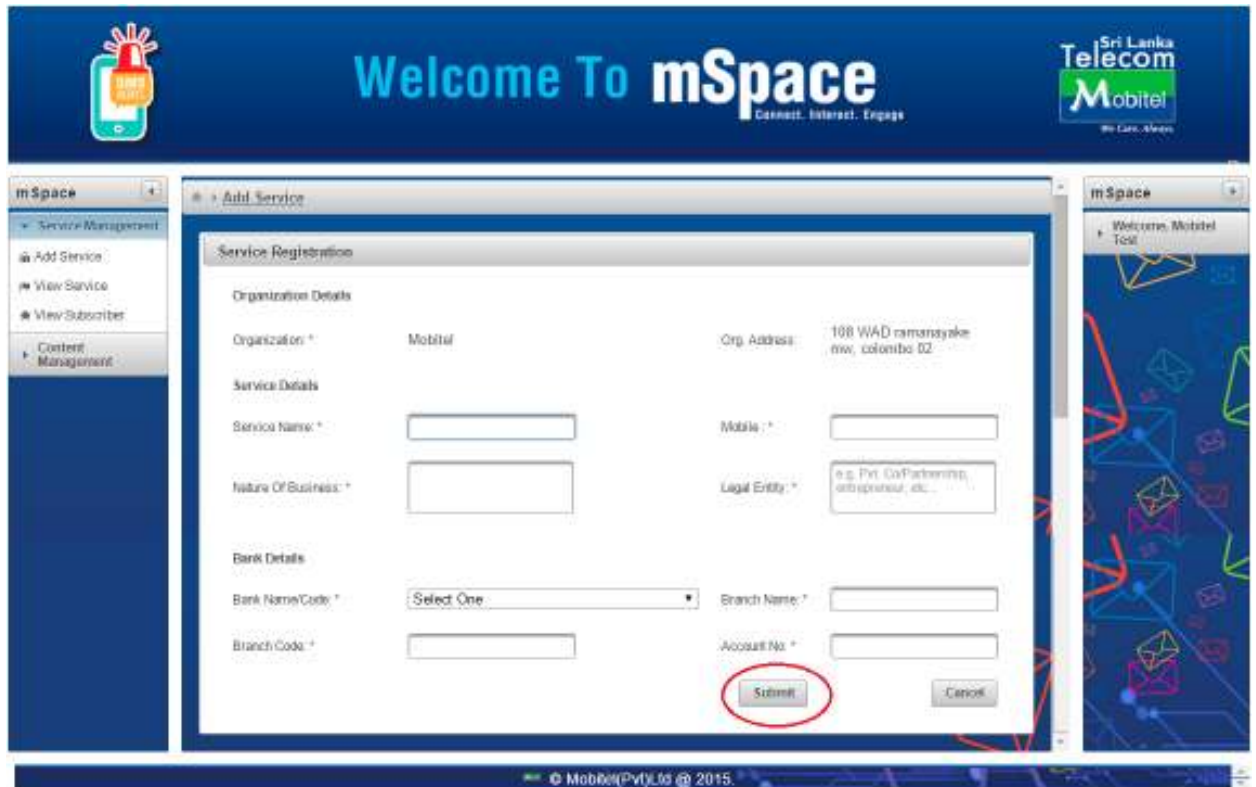
6. Login to mSpace using the created Login ID and Password to create your service.

➤ **mSpace “Service creation” process**

1. Log on to “mSpace” (<http://mspace.mobitel.lk/>) using your username and password
2. Click “Add service”



3. Fill the form with the relevant details and click **“Submit”**



The screenshot shows the mSpace web interface. At the top, there is a blue header with a mobile phone icon on the left, the text "Welcome To mSpace" in the center, and the Sri Lanka Telecom Mobitel logo on the right. Below the header, there is a navigation menu on the left with options like "Service Management", "Add Service", "View Service", "View Subscriber", and "Content Management". The main content area displays a "Service Registration" form. The form is divided into several sections: "Organization Details" with fields for "Organization:" (filled with "Mobitel") and "Org. Address:" (filled with "108 WAD ramunzayake mw, colombo 02"); "Service Details" with fields for "Service Name:", "Nature Of Business:", "Mobile:", and "Legal Entity:" (with a dropdown menu showing "e.g. Pvt. Co/Partnership, entrepreneur, etc..."); and "Bank Details" with fields for "Bank Name/Code:" (a dropdown menu showing "Select One"), "Branch Name:", "Branch Code:", and "Account No:". At the bottom right of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red. At the bottom of the page, there is a copyright notice: "© Mobitel(Pvt) Ltd @ 2015".

4. Once Mobitel confirms your service, you will be informed same via email (check the email account you submit on the application form)

➤ mSpace Content uploading process

1. Log on to “mSpace” (<http://mspace.mobitel.lk/>) using your user name and password



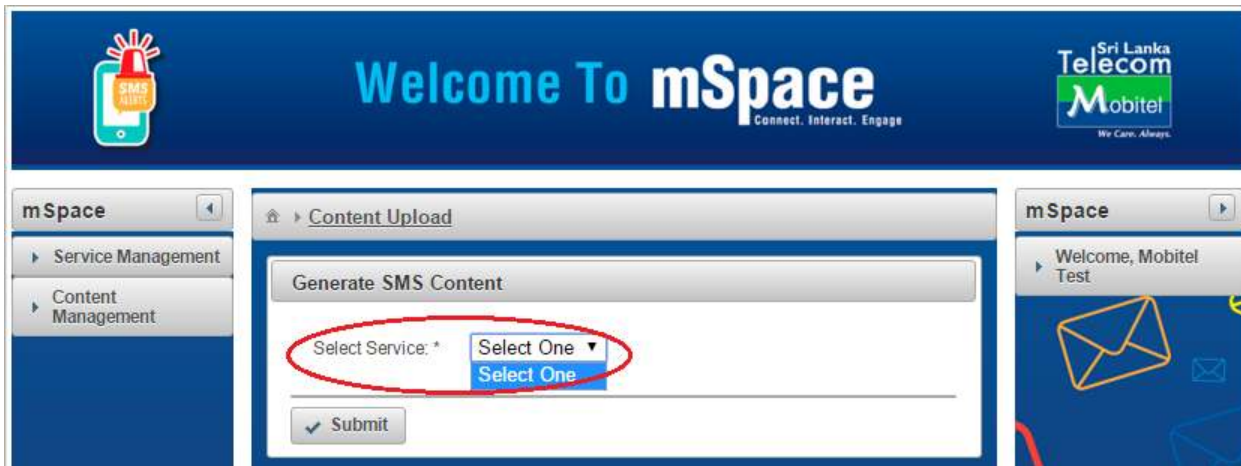
2. Click “content management”



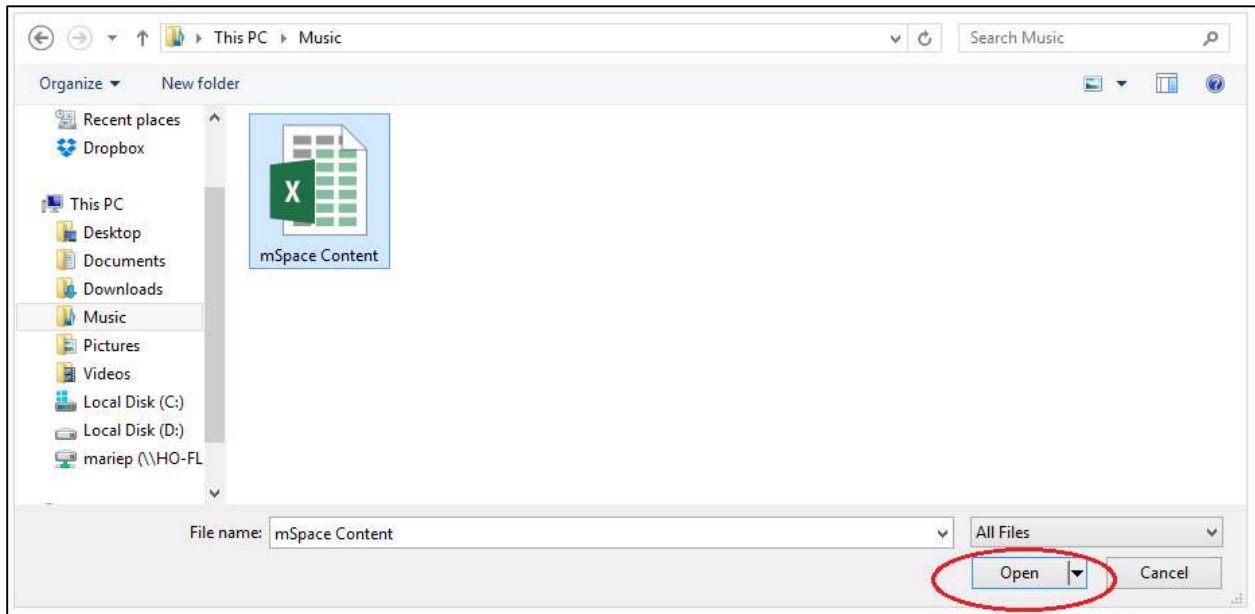
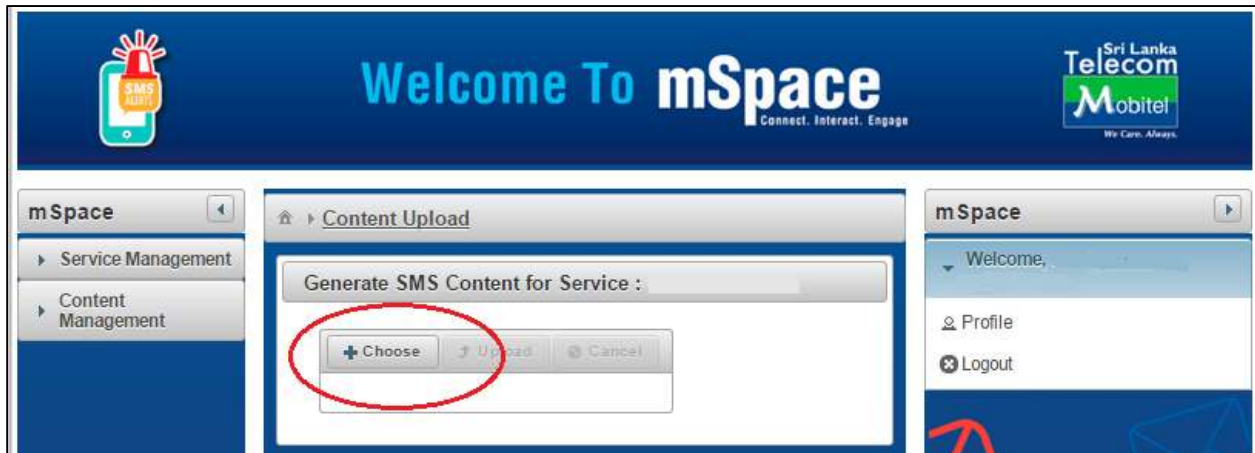
3. Select "Content Upload"



4. Select the service you need to upload content from the drop down list and press submit.

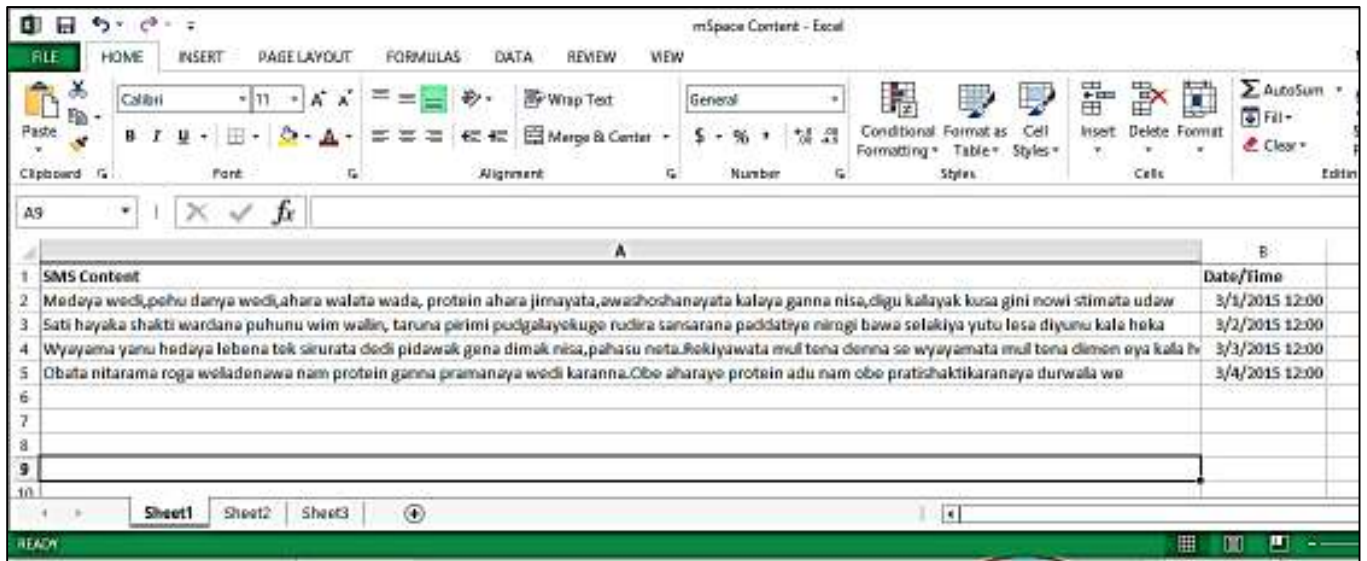


5. Now click “**choose**” and upload your content file



Please note that the excel file you upload should be in the following format.

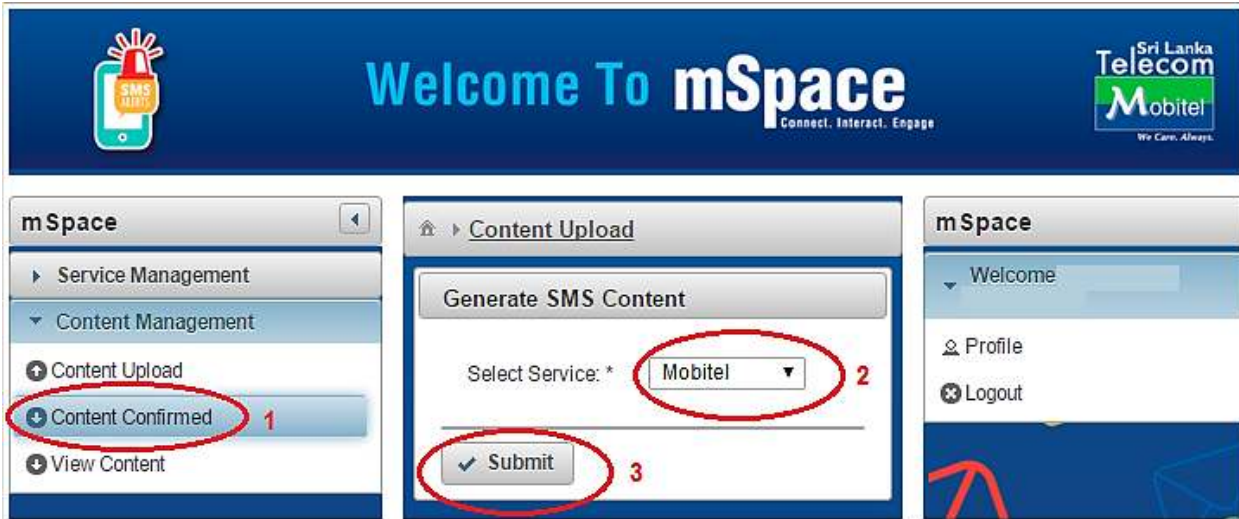
- 1st column, 1st row – SMS content
- 2nd column, 1st row– Date/Time
- 1st column, 2nd row and thereafter – your content
- 2nd column, 2nd row and thereafter – date and time you wish to disseminate your content.



6. Now click “Upload”



- Then click the **“content confirmed”** tab. Select your service and click **submit**.



- View the content you uploaded. You could edit, delete the content if you wish to do so. If the content is in order click **“Confirm All”** to confirm disseminating the uploaded content.



9. To view the content you upload or its status click **“View Content”**

The screenshot shows the mSpace user interface. At the top, there is a header with the text "Welcome To mSpace" and the Sri Lanka Telecom Mobitel logo. On the left, a navigation menu is visible with the following items: Service Management, Content Management, Content Upload, Content Confirmed, and View Content. The "View Content" item is circled in red. The main content area displays a table of uploaded content for the user "Mobitel".

SMS Body	Schedule Date/Time	Confirmed Date/Time	Confirmed Status
You don't marry someone you can live with. You marry the person who you cannot live without.	03/02/2015 12:00:00	08/03/2015 17:29:35	<u>Confirmed</u>
Women listen to music because they are in love. Men listen to music because they want to fall in love.	03/03/2015 12:00:00	08/03/2015 17:29:35	Confirmed
Medaya wedi pelu danya wedi, ahara wialata woda, protein ahara jmayata, awishoshanayata kalaya garena niss, digu kalayak kusa giri nowi stinata udaw	03/01/2015 12:00:00		<u>Not Confirmed</u>