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the simplest VoIP yet

Getting Started With SMS Controller

SMS Controller From Birchills

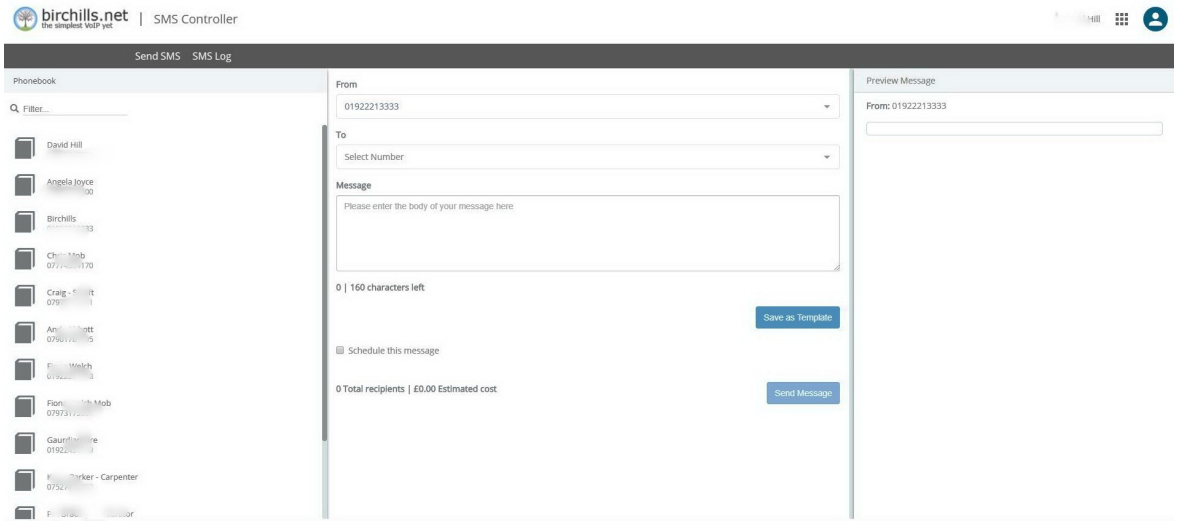
Send Receive & Schedule Texts

Getting Started with SMS Controller

What Is SMS Controller?

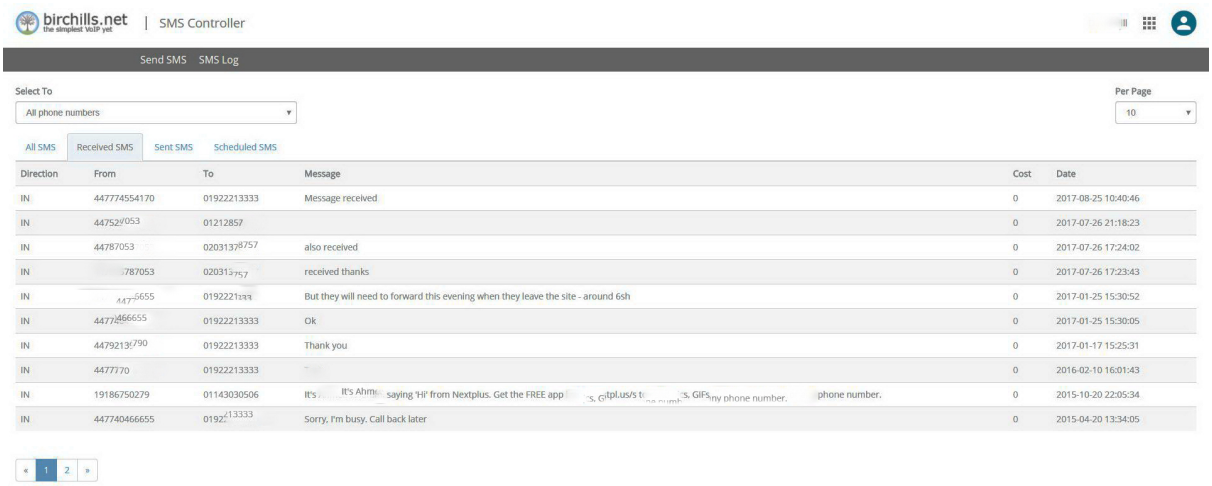
SMS controller is a web app developed to work alongside the Birchills phone system to facilitate the sending and receiving of SMS (text) messages. The app allows for the single or bulk sending of messages to existing contacts or anyone with a mobile phone. Messages can also be scheduled to be sent on future dates and times.

Exploring SMS Controller



SMS Controller has 2 main screens. This is the main view—Send SMS. On the left-hand side, we have a list of all the contacts within your company Birchills Phonebook.

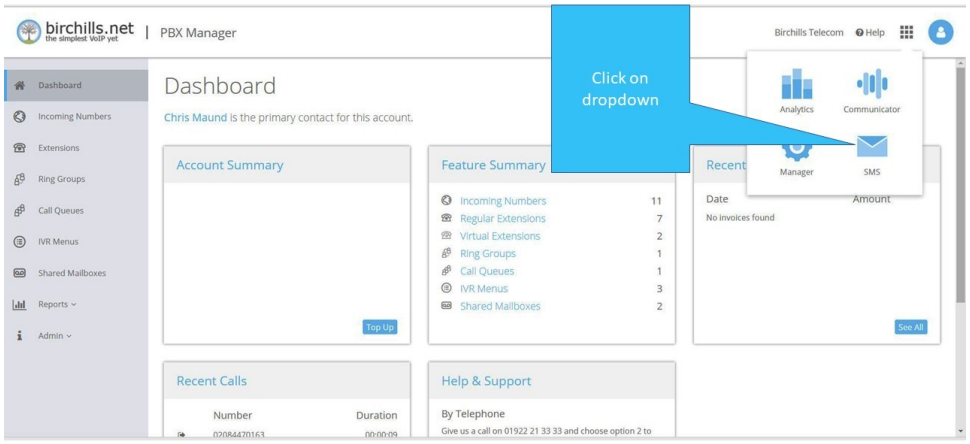
On the right-hand side, is a preview pane so you can see any messages as you type them. In the centre is the main message composing and sending/scheduling area. In this pane you can select any number on your Birchills account to send messages from, the number(s) you would like to send the message to, compose your message and then either schedule it to be sent at a later date/time or to send immediately.



This second screen can be accessed by clicking on SMS Log on the top menu. Here you will find a record of any messages sent, scheduled and received. These are all searchable by the phone number so you're able to find messages easily and quickly

Using SMS Controller

If you aren't already logged in you need to login. To do this visit our website www.birchills.net and click on the Login button on the far right of the main menu. You need to ensure that you login with the correct user name and password. The system supports two levels of access—administrator and user. An administrator has access to all of the phone numbers and extensions on the system and can grant rights to users of the system. A user has the rights granted by the administrator. So the administrator can see and use any extension or phone number but a user can usually only see their extension and phone numbers. Once you Login you arrive at the dashboard for the whole system and then you need to select the app that you want—in this case SMS Controller. To do this click on the 4 squares icon at the top right of the screen and select SMS Controller icon from the dropdown. SMS controller opens with the permissions you have.



Preparing An SMS Message

From the Apps main screen on the middle pane select the number you would like to display to the recipient. All of the numbers that are on your Birchills account, that you have permission to use, are in the drop down for you to select from. Notice the preview pane on the right now shows the number you have selected.

Next in the To box put in the number of the person you wish to receive the message. This can be done either by typing into the box and pressing Enter to confirm, selecting the number from your Phonebook on the left or from the dropdown menu. You can add multiple numbers into this box to send the same message to multiple people.

In the message box type the message you want your recipient to receive. The counter below the box shows how many characters are remaining for one SMS. If you exceed this limit your message will still be sent, however the message will be charged for multiple SMS messages. Your message will also update live in the preview pane on the right

Before sending or scheduling your message, you're able to save it as a template to use again in the future by using the save as template button. Simply give it a relevant name and next time you want to use the same message just select it from the drop down list, to save having to type it all over again.

Sending An SMS

Once you're happy with how your message looks in the preview pane it's time to either send or schedule the message to be sent. To send the message immediately check the number of recipients and the total cost using the figures to the left of the send button and if you're happy then just click this button. A confirmation will appear to confirm the message has been sent and the message will then appear in the sent messages tab on the SMS log page.

Scheduling An SMS

If you have a message that you wish to send out at a schedules future time and date then SMS Controller can do this also. This is great for sending reminders to clients or customers, as once set the message will be sent automatically at the time and on the date you selected.

To schedule an SMS click the schedule message box once you are happy with your message. A box will appear with the time and date in it. Click in this box to bring up the calendar. Click on the desired date that you would like the message to be sent and then click on the clock icon at the bottom of the calendar and select a time. Then either press enter or click off the box and the date and time selected will be displayed in the box. Pressing send message will schedule the message. A confirmation will appear at the top of the screen and the message will appear in the scheduled messages section on the SMS log screen.

Receiving An SMS Message

SMS messages received are automatically emailed to you and stored within the SMS Log. You can see the SMS Log in the Received Tab of the SMS log.

More Help?

If you would like more help or have any suggestions we would love to hear from you. We do value all feedback and act on it.

We hope you enjoy using SMS Controller.

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