



USER MANUAL

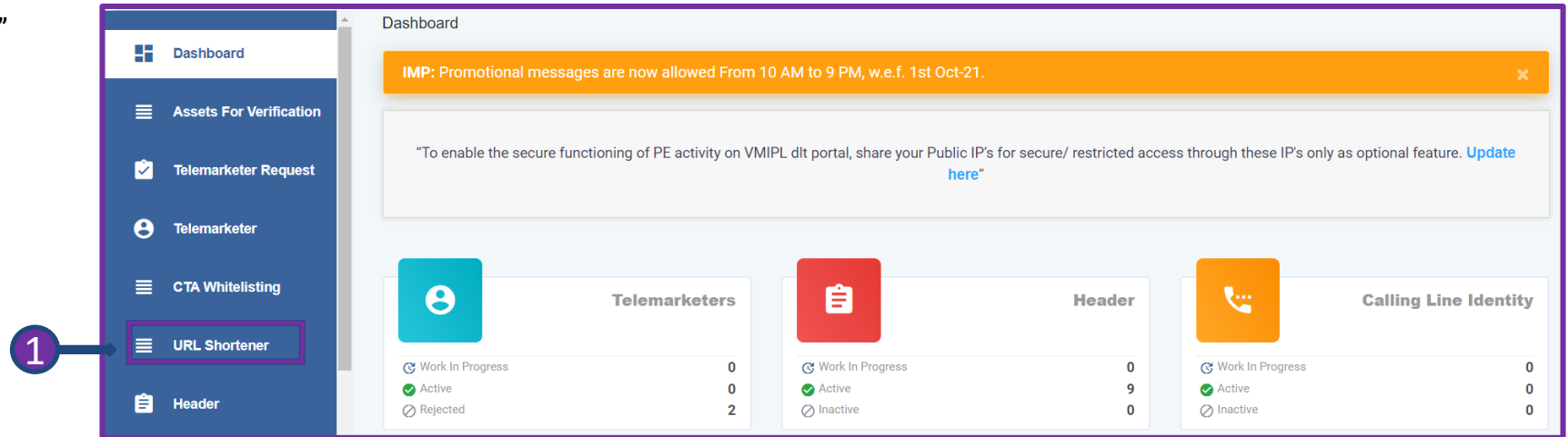
URL SHORTENER

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Entity can use the URL Shortener service to shorten their Static/Dynamic Long URLs vm.ltd for STPL

URL SHORTENER

- 1 The user needs go to “URL Shortener” in side menu. There will be 2 options to use this functionality:
 - o Single
 - o Bulk



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Dashboard

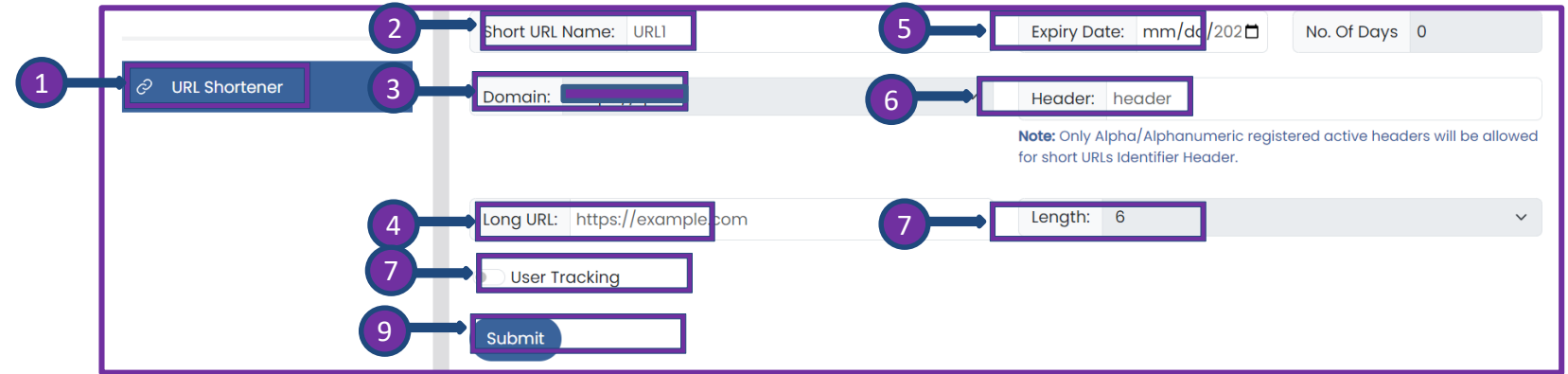
IMP: Promotional messages are now allowed From 10 AM to 9 PM, w.e.f. 1st Oct-21.

“To enable the secure functioning of PE activity on VMIPL dlt portal, share your Public IP’s for secure/ restricted access through these IP’s only as optional feature. [Update here](#)”

Telemarketers		Header		Calling Line Identity	
Work In Progress	0	Work In Progress	0	Work In Progress	0
Active	0	Active	9	Active	0
Rejected	2	Inactive	0	Inactive	0

URL Shortener -Single

- 1 Click on Single Option.
- 2 Mention the short URL name
- 3 Select the (vm.ltd domain)
- 4 Enter the long URL against which shortened URL is required.
- 5 Choose Expiry date (Max 15 days)
- 6 Type the Header name (Mandatory) Only Alpha/Alphanumeric registered active headers will be allowed for short URLs Identifier Header.
- 7 Length of Unique token in short URL will be fixed to 6. The Entity has to choose the expiry date of short URL. It can be max 15 days. o The user has to choose the end date from calendar, accordingly number of days will be calculated and will display in side Colum.
- 8 If user want to opt the tracking, then click on given checkbox to track the number of clicks on respective "short URL".
- 9 Click on Submit Button

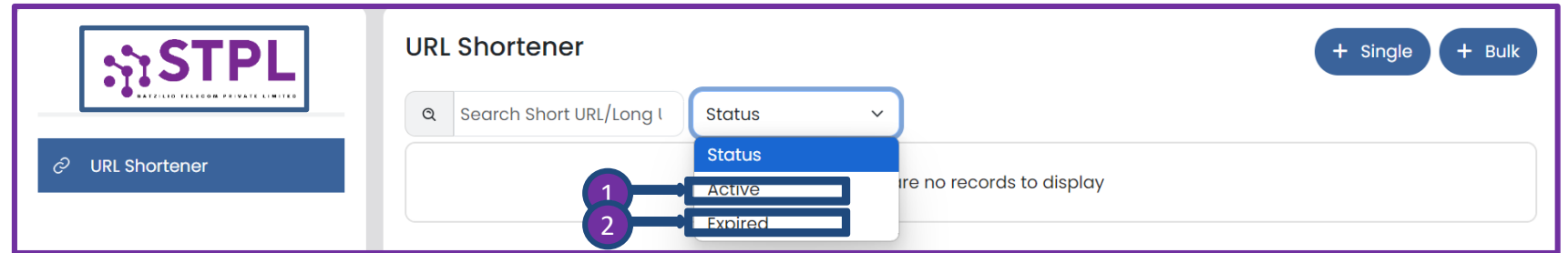


The screenshot shows a web form for creating a short URL. The form is titled "URL Shortener" and contains the following fields and controls:

- 1:** A link icon next to the form title "URL Shortener".
- 2:** "Short URL Name:" input field with the value "URL1".
- 3:** "Domain:" input field with a dropdown menu.
- 4:** "Long URL:" input field with the value "https://example.com".
- 5:** "Expiry Date:" input field with a calendar icon and the value "mm/dd/2022".
- 6:** "Header:" input field with the value "header".
- 7:** "Length:" dropdown menu with the value "6".
- 8:** "User Tracking" checkbox.
- 9:** "Submit" button.

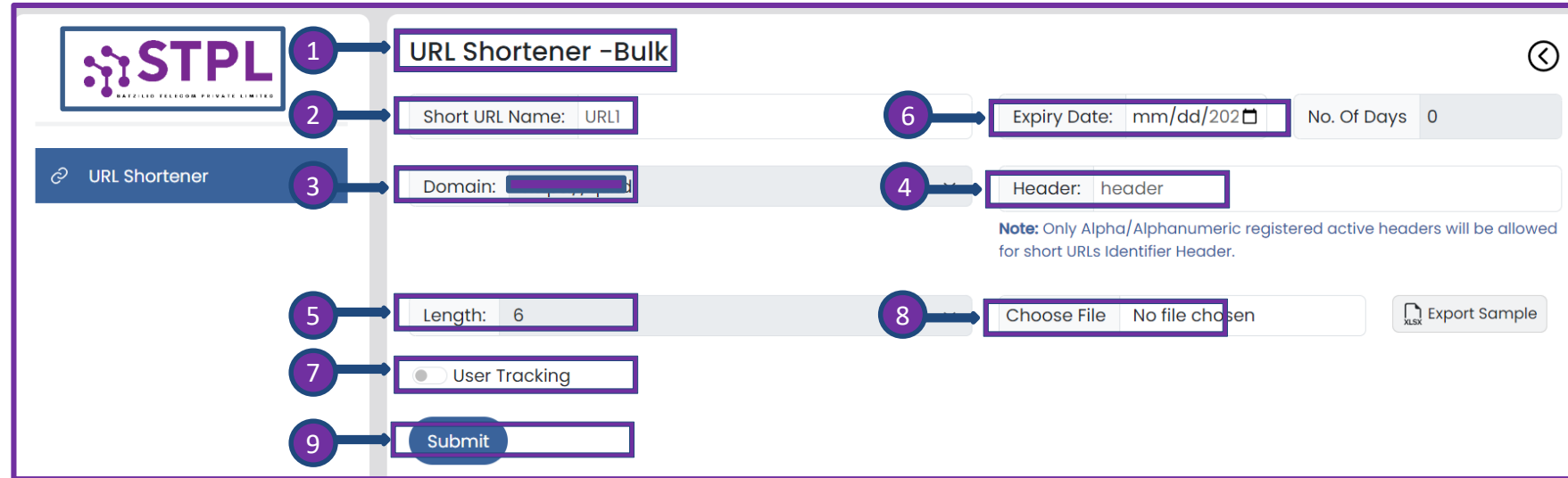
A note is displayed below the header field: "Note: Only Alpha/Alphanumeric registered active headers will be allowed for short URLs Identifier Header."

- 1 Once submitted it will reflect under table section as status "Active".
- 2 If the validity of Short URL gets expired the status of Short URL will get changed to "Expired".



URL Shortener -BULK

- 1 Click on Bulk option
- 2 Enter the short URL name
- 3 Select the (vm.ltd domain)
- 4 Type the Header name (Mandatory)
- 5 Length would be 6 (Fixed)
- 6 Choose Expiry date (Max 15 days)
- 7 User Tracking required OR not Upload file by using sample file.
- 8 File Format: Long URL
Once file uploaded, the individual data will get reflected in table section as status "Active".
- 9 Click on Submit Button



The screenshot shows the 'URL Shortener -Bulk' form interface. The form includes the following fields and controls:

- 1:** The form title 'URL Shortener -Bulk'.
- 2:** 'Short URL Name: URL1' input field.
- 3:** 'Domain: vm.ltd' dropdown menu.
- 4:** 'Header: header' input field.
- 5:** 'Length: 6' input field.
- 6:** 'Expiry Date: mm/dd/202' calendar picker and 'No. Of Days: 0' input field.
- 7:** 'User Tracking' toggle switch.
- 8:** 'Choose File' button and 'No file chosen' text.
- 9:** 'Submit' button.

A note below the header field states: "Note: Only Alpha/Alphanumeric registered active headers will be allowed for short URLs Identifier Header." An 'Export Sample' button is also visible on the right side of the form.

Thank You !