



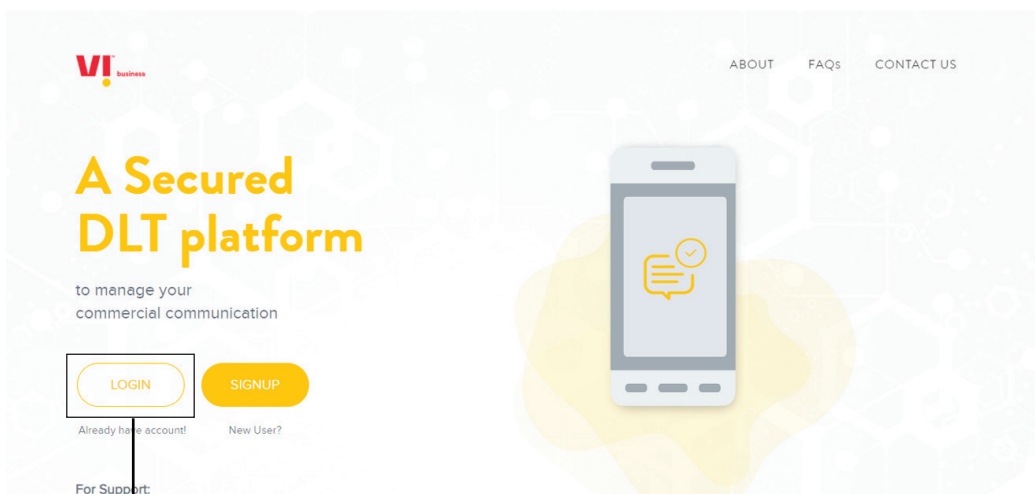
Entity

Consent Template

User Manual

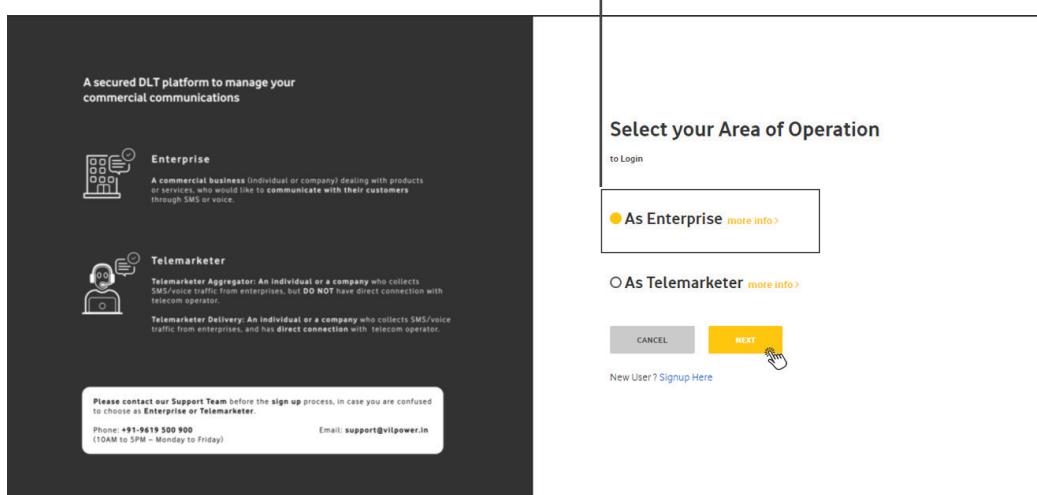


It would be perfect if you perused the manual before starting your Journey as a entity to accomplish distinct duties in the implementation.



1. Click on Login.

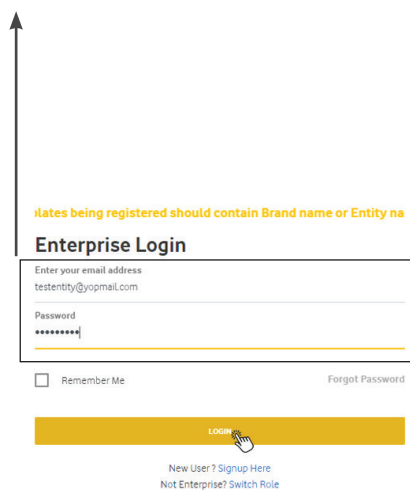
2. Select the area of operation as enterprise & click on next.



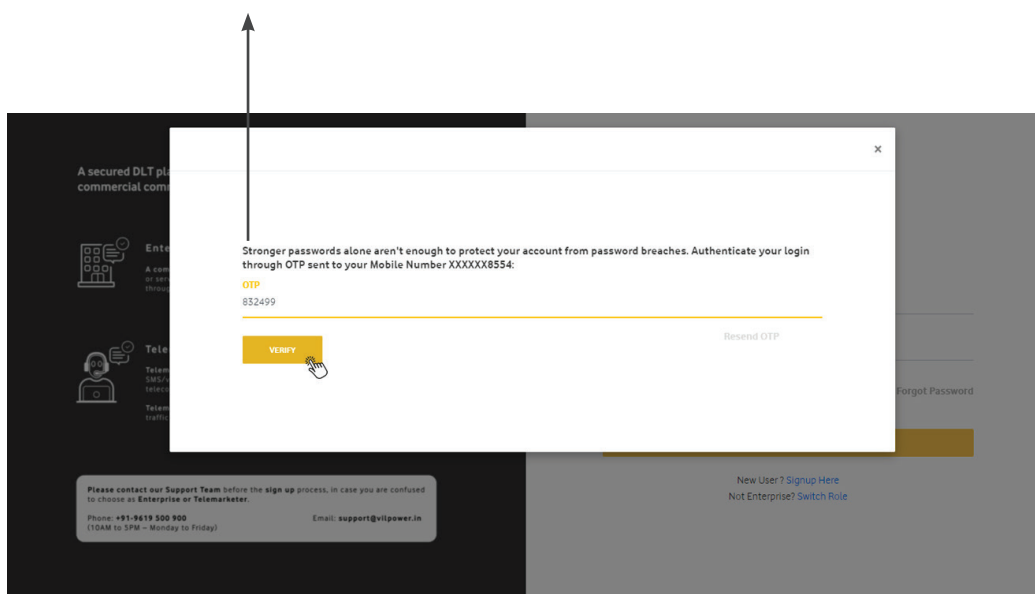
3. Enter your email id and password to login.

Email id: adbcd@gmail.com

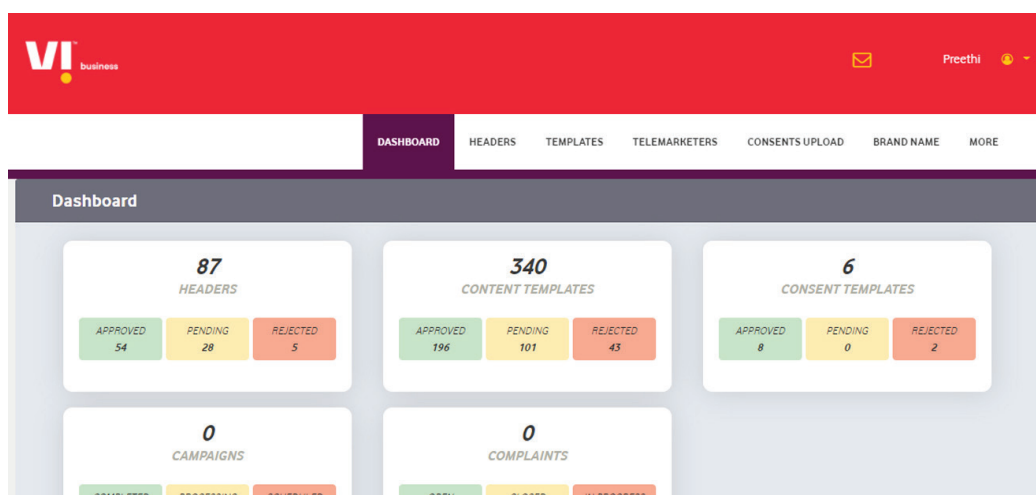
Password: Xxxxxx@123xxx



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.



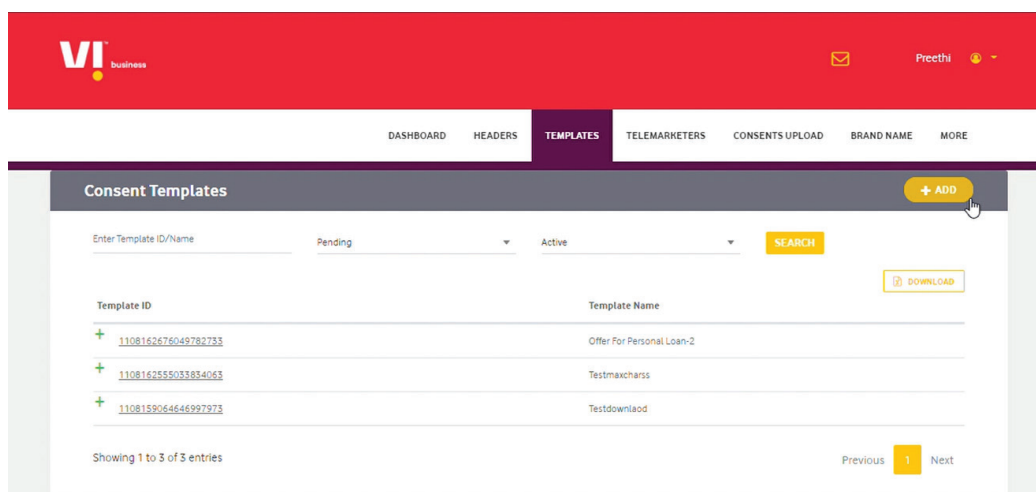
Consent Template Registration Process

Consent Template : Standard message that is sent to end users of enterprises to inform the scope of the consent with a mention to receive communications on promotions and offers for specific products and services.

All Entities should align as per the following Guidelines :

- Registration of the consent template is a pre-requisite for uploading consents
- Consent Template should not contain any variables
- Brand/PE/Trade/Legal Name must be captured in consent template
- Scope of consent must be mentioned explicitly

Pls follow the below steps for registration:



The screenshot displays the 'Consent Templates' section of the VI business web application. The interface includes a navigation bar with 'DASHBOARD', 'HEADERS', 'TEMPLATES', 'TELEMARKETERS', 'CONSENTS UPLOAD', 'BRAND NAME', and 'MORE'. The 'TEMPLATES' tab is active. Below the navigation bar, there is a search bar with the placeholder 'Enter Template ID/Name', dropdown menus for 'Pending' and 'Active', a 'SEARCH' button, and a 'DOWNLOAD' button. The main content area shows a table with three entries:

Template ID	Template Name
1108162676049782733	Offer For Personal Loan-2
1108162555033834063	Testmaxchars
1108159064646997973	Testdownload

At the bottom of the table, it indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous' and 'Next' navigation buttons.

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

Add Consent Template

Template Name *

Maximum 50 Characters

Brand Name *

Maximum 50 Characters

Scope of Consent *

Maximum 1000 characters

CONSENT TEMPLATE PREVIEW

Template Name:

Brand Name:

Scope of Consent:

VI business Preethi

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

New Template added successfully for approval. ✕

Consent Templates + ADD

Enter Template ID/Name Pending Active

Template ID	Template Name
+ 1108162753593312367	Testtemplate23
+ 1108162676049782733	Offer For Personal Loan-2
+ 1108162555033834063	Testmaxchars
+ 1108159064646997973	Testdownload

The screenshot shows the 'Consent Templates' page in a web application. At the top, there is a red header with the 'VI business' logo on the left and a user profile 'Preethi' on the right. Below the header is a navigation bar with tabs: DASHBOARD, HEADERS, **TEMPLATES**, TELEMARKETERS, CONSENTS UPLOAD, BRAND NAME, and MORE. The main content area is titled 'Consent Templates' and includes a '+ ADD' button. Below this is a search bar with the text 'Enter Template ID/Name', two dropdown menus for 'Pending' and 'Active', and a 'SEARCH' button. A 'DOWNLOAD' button is also present. The main content is a table with two columns: 'Template ID' and 'Template Name'. The table contains four entries:

Template ID	Template Name
1108162753593312367	TestTemplate_1
1108162676049782733	Offer For Personal Loan-2
110816255503384063	Testmaxcharrs
1108159064646997973	Testdownload

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' navigation buttons.

This screenshot shows the details view of a consent template. The header and navigation are identical to the previous screenshot. The main content area is titled 'Consent Templates' and includes a '+ ADD' button. Below this is a search bar with the text 'Enter Template ID/Name', two dropdown menus for 'Pending' and 'Active', and a 'SEARCH' button. A 'DOWNLOAD' button is also present. The main content is a form with the following fields:

- Template ID: 1108162753593312367
- Template Name: TestTemplate_1
- Scope Of Consent: We Will Send Update
- Brand Name: Domino
- Registered DLT: Vodafone Idea
- Status Date: --
- Requested Date: 29-Jul-2021 10:48:53
- Approvals: Pending
- Action: --

At the bottom of the form, there is a '+ ADD' button and a small text 'Offer For Personal Loan-2'.

Pending

The screenshot shows the 'Consent Templates' page in the VI Business system. The page has a red header with the VI Business logo and a user profile for 'Preethi'. The navigation menu includes 'DASHBOARD', 'HEADERS', 'TEMPLATES', 'TELEMARKETERS', 'CONSENTS UPLOAD', 'BRAND NAME', and 'MORE'. The main content area is titled 'Consent Templates' and features a search bar, a '+ ADD' button, and a 'DOWNLOAD' button. A table lists several templates with columns for 'Template ID' and 'Template Name'. A dropdown menu is open over the 'Approved' column, showing options: 'Pending', 'Approved', and 'Disapproved'. The 'Pending' option is highlighted.

Template ID	Template Name
110816275359312367	Testtemplate23
11081627475411407933	Testconsent
1408162555867842057	Testmaxchars
1108162555033834063	Testmaxchars
1108162554976110163	Test Max Chars

The screenshot shows the 'Consent Templates' page with the details of a specific template. The 'Approved' dropdown is set to 'Pending'. The template details are as follows:

- Template ID: 11081626760497287233
- Template Name: Offer For Personal Loan-2
- Scope Of Consent: This Is Testing
- Brand Name: Testing
- Registered DLT: Vodafone Idea
- Status Date: --
- Requested Date: 20-Jul-2021 11:24:59
- Approvals: Pending
- Action: --

Approved

The screenshot shows the 'Consent Templates' page in the VI business system. The top navigation bar includes 'DASHBOARD', 'HEADERS', 'TEMPLATES', 'TELEMARKETERS', 'CONSENTS UPLOAD', 'BRAND NAME', and 'MORE'. The page title is 'Consent Templates' with a '+ ADD' button. A search bar is present with filters for 'Pending' and 'Active'. A dropdown menu is open over the search bar, showing options: 'Pending', 'Approved', and 'Disapproved'. The 'Approved' option is highlighted. Below the search bar, there is a table with one entry:

Template ID	Template Name
1108162676049782733	Offer For Personal Loan-2

Additional details for the template include: Scope Of Consent: This is Testing; Brand Name: Testing; Registered DLT: Vodafone Idea; Status Date: --; Requested Date: 20-Jul-2021 11:24:58; Approvals: Pending.

The screenshot shows the 'Consent Templates' page with a table of approved templates. The top navigation bar is the same as in the previous screenshot. The page title is 'Consent Templates' with a '+ ADD' button. The search bar has filters for 'Approved' and 'Inactive'. A dropdown menu is open over the search bar, showing options: 'Approved' and 'Disapproved'. The 'Approved' option is highlighted. Below the search bar, there is a table with one entry:

Template ID	Template Name	Scope Of Consent	Brand Name	Registered DLT	Status Date	Requested Date	Approvals	Action
1108161978339915982	Htestnew	HeloidfksjdfsdifdsfLsadjfTskdafsdkfns.VhzcikwdsKfDsf	Templatete	Vodafone Idea	30-04-2021 17:20:50	30-04-2021 17:19:59	Approved	--

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' buttons, with '1' highlighted in a yellow box.

Disapproved

The screenshot shows the 'Consent Templates' page in the VI business system. The page has a red header with the VI business logo and a user profile 'Preethi'. A navigation bar includes 'DASHBOARD', 'HEADERS', 'TEMPLATES', 'TELEMARKETERS', 'CONSENTS UPLOAD', 'BRAND NAME', and 'MORE'. The main content area is titled 'Consent Templates' and features a search bar, a dropdown menu for status (currently set to 'Pending'), and a table of templates. A dropdown menu is open, showing options: 'Pending', 'Approved', and 'Disapproved'. The table lists three templates with IDs and names.

Template ID	Template Name
1108162676049782733	Offer For Personal Loan-2
1108162555033834063	Testmaxchars
1108159084646997973	Testdownload

The screenshot shows the 'Consent Templates' page with a table of templates. The status dropdown is now set to 'Disapproved'. The table has columns for Template ID, Template Name, Scope Of Consent, Brand Name, Registered DLT, Status Date, Requested Date, Approvals, and Action. Two entries are shown, both with a 'Disapproved' status in the Approvals column.

Template ID	Template Name	Scope Of Consent	Brand Name	Registered DLT	Status Date	Requested Date	Approvals	Action
1108160266548012438	Abc	Hello	Abc	Vodafone Idea	14-Oct-2020 14:37:14	14-Oct-2020 14:21:20	Disapproved	--
1108158390900300062	Testtt	Testtttesttttesttttestttpppppppppp	Testtttesttttesttt	Vodafone Idea	17-Mar-2020 17:09:09	11-Mar-2020 12:29:08	Disapproved	--

Edit

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Preethi

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

Consent Templates

+ ADD

Enter Template ID/Name Approved Active SEARCH

DOWNLOAD

Template ID	Template Name
1108162753593312367	Testtemplate23

Scope Of Consent: We Will Send Update

Brand Name: mcdominio

Registered DLT: Vodafone Idea

Status Date: 29-07-2021 10:53:09

Requested Date: 29-07-2021 10:48:53

Approvals: Approved

Action: Edit

VI business

Preethi

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

Edit Consent Template

CONSENT TEMPLATE PREVIEW

Template Name: testtemplate23

Brand Name: mcdominio

Scope of Consent: we will send update

Maximum 150 characters

CANCEL SAVE

Preethi

DASHBOARD HEADERS TEMPLATES TELEMARKETERS CONSENTS UPLOAD BRAND NAME MORE

Edit Consent Template

Template Name

Brand Name

Scope of Consent *

we will send update to mobile through message

Maximum 150 characters

CONSENT TEMPLATE PREVIEW

Template Name:

Brand Name:

Scope of Consent:

Preethi

DASHBOARD HEADERS TEMPLATES TELEMARKETERS CONSENTS UPLOAD BRAND NAME MORE

Updated Template successfully for approval.
✕

+ ADD

Enter Template ID/Name Pending ▼ Active ▼ SEARCH

DOWNLOAD

Template ID	Template Name
+ 1108162753593312367	Testtemplate23
+ 1108162676049782783	Offer For Personal Loan-2
+ 1108162555033884063	Testmaxchars
+ 1108159064646997973	Testdownload

Template Name : Name as per their choice

Brand Name : Their product/trade name or if they have multiple brand names

Scope of consent: Type of communications they want to send to end users (We would like to send communication regarding all marketing offers and events to our registered customers. {opt-out procedure can also be given}). It should not contain any actual message contents.

Examples:

1. [Brand Name]: Dear Customer, thanks for visiting The Design Studio in Andheri (W) today. We would love to stay in touch with you about our new launches and promotions. To continue receiving exciting offers from us on call/SMS, please submit your consent.
2. Dear Customer, we are pleased on your sign up with [Brand Name] today. To receive exciting promotions and offers on SMS/call, please submit your consent.
3. Dear Customer, thank you for submitting your property-related requirement on our website today. We will keep you informed on new listings suited to you. Please give your consent for receiving these listings through call/SMS. [Brand Name]

With above details filled, enterprises can submit templates for approval. There is no limit on number of consent templates that can be registered by an Entity. Post approval by the registrar, enterprise can link these consent templates with choice of content templates (promotional/ Service Explicit category only). Transactional and Service Implicit messages don't need a consent.

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

Add Content Template

Template Type

Promotional Transactional Service

Consent Type

Implicit Explicit

Search Header *

Select Consent Template *

Template Name *

Template Message Type

Text

Template Message * Insert Variable

i You have used 9 characters. This is only a guide, as variable fields may vary in length.

CANCEL SAVE

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

Add Content Template

Template Type

Promotional Transactional Service

Consent Type

Implicit Explicit

Template Name *

Template Message Type

Text

Template Message * Insert Variable

i You have used 25 characters. This is only a guide, as variable fields may vary in length.

CANCEL SAVE

CONTENT TEMPLATE PREVIEW

<Service>
 test templated

DOs for consent templates:

- Choose short name to a template which is relevant. This helps in choosing right consent template while tagging to content templates
- Brand name should be relevant
- Scope of content should be clear, explicit, and relevant
- Its optional for entities who wants to provide opt-out information, that needs to be provided completely. E.g “To opt-out, send SMS as STOP to 56789”

DON'Ts for consent templates:

- Not to use generic names for templates like Template1, ABC, etc.
- Not to mention invalid or irrelevant names under brand. This will be treated as invalid by Registrar
- Not to enter actual message sent to the customer or short message like “consent; sms to customers; etc.”
- No variable to be used in scope of consent
- Multiple consents may not be required, since same Consent Template can be tagged to multiple Content Templates

Can consent templates be used immediately after Registration?

- No. The consent templates can be used only after it is approved by the Registrar. Enterprise will be notified post approval.

As an Enterprise, can I acquire consent without registering a consent template?

- No. Consent should be tagged to Consent template while registering consents on DLT.

Can Enterprise edit any details once the consent template is registered?

- No, the Consent template cannot be edited once it is registered. The Enterprise must create a new template and send it for approval.

Thank you