

hotEx RADIUS Manager

User Guide

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About this Guide

This section consists of the following sections:

- Intended Audience
- Purpose of this Guide
- Typographical Conventions
- Customer Support

Intended Audience

This guide is intended as a reference manual to the administrators, the agents and clients on how to use the hotEx Billing Manager application efficiently.



Purpose of this Guide

This guide describes the features of the hotEx RADIUS Manager application and step-by-step procedures involved in using the web-application.

Typographical Conventions

Before starting, it is important to understand the typographical conventions used in this guide.

TABLE 1: TYPOGRAPHICAL CONVENTIONS

Typeface	Meaning
Bold	Menu items, input fields, radio button names, check boxes, drop-down lists, tab names, buttons on the screen.
CAPS	Keys on the keyboard.
“Quotes”	Messages displayed on the screen.
	Note: A note that calls attention to a topic with related information.
	Tip: Indicates a suggestion or hint to make things easier or more productive for the reader.

Customer Support

If you have problems, questions, comments, or suggestions regarding Hotspot application and the documentation, contact us by e-mail at support@hotspotexpress.in. You can also call our customer support center at **(+91) 9362055005**.

Chapter 1

Getting Started

This chapter consists of the following sections:

- Introduction
- Starting hotEx RADIUS manager
- Exiting hotEx RADIUS manager
- Understanding the hotEx RADIUS manager user Interface

Introduction

Hotspot Express, the pioneer in the field of Turnkey WiFi solutions manages wired and wireless networks. Public walking into hotspot zones with laptops can access Internet without connecting to any wires. Usually, the WiFi zones are implemented in Hotels, Airports, Restaurants, Corporate, SME, Resorts, and Cyber Cafes. Large Mesh WiFi zones are created in Universities and Colleges.

Starting hotEx RADIUS manager

The administrator of the software can manage the software by using Web based Control Panel through Intranet or the Internet. The administrator will be authenticated with unique username and password.

To start hotEx RADIUS manager

1. In the Web browser, enter the hotEx RADIUS manager server URL.
2. hotEx RADIUS manager displays the **Login** screen, as below.



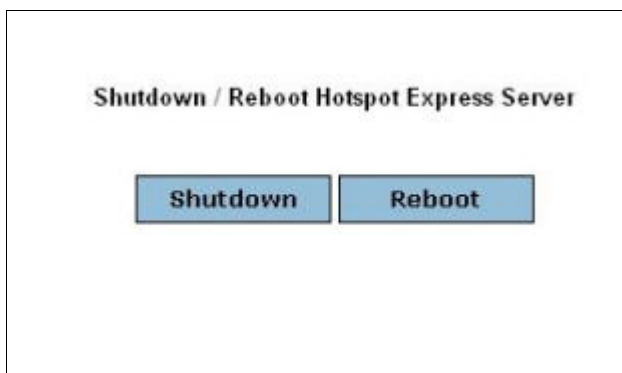
3. Type the username in **User name** field.
 4. Type the password in the **Password** field. The password should be between 4-10 characters.
 5. Click **OK**.
-

Shutting down hotEx RADIUS manager

This section explains how to exit hotEx RADIUS manager.

To shutdown hotEx RADIUS manager

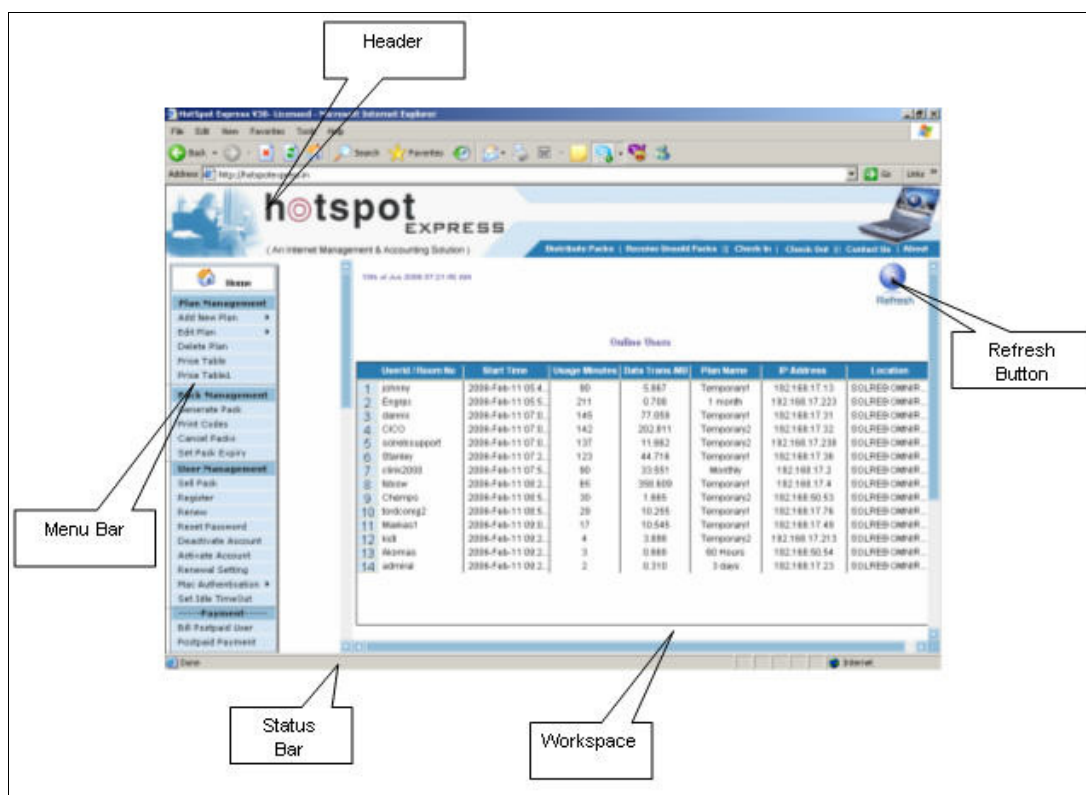
1. In the application, click **Shutdown** in the bottom left corner.
2. hotEx billing manager displays the **Shutdown/Reboot hotEx RADIUS manager Server** screen as below.



3. Click **Shutdown** to close the application, click **Reboot** to restart the application.
-

Understand the hotEx RADIUS manager user Interface

After logging into 'hotEx RADUS Manager' as administrator, you will see the **Main Screen**. The different parts of the Main Screen are described as below.



Header

The Header section displays the application name and logo.

Menu Bar

The Menu Bar contains relevant menu options.

Refresh Button

The Refresh Button reloads the page.

Status Bar

The Status Bar, which is a horizontal area below the workspace, provides information about the current state of what you are viewing on a screen and any other contextual information.

Workspace

Workspace is the area within a window where you can navigate to different systems and menu options to handle the various operations.

Chapter 2

Plan Management

This chapter consists of the following sections:

- Adding a New Plan
 - Prepaid Plan
 - Postpaid Plan
- Editing a Plan
 - Prepaid Plan
 - Postpaid Plan
- Deleting a Plan
- Price Table
- Price Table 1

Adding a New Plan

You can add any number of plans using the below menu. You can create both prepaid and postpaid plans.

Prepaid Plan

This option allows you to add a new prepaid plan.

To add a new prepaid plan

1. On the Main Screen, click **Plan Management**, select **Add New Plan** and click **Prepaid Plan**. The **Add New Plan** screen is displayed.

Plan Name

Connection Type	Cost
<input checked="" type="radio"/> Limited <input type="radio"/> Unlimited Hours <input type="text"/> Grace Period <input type="text"/> Days	Pack Cost \$ <input type="text"/> Validity <input type="text"/> Days <input type="button" value="v"/>
Other Limitations	Discount Details
Free Hours <input type="text"/> For Limited Hrs Pack Holiday Discount <input type="text"/> % of used minutes Max. Data Transfer <input type="text"/> GB * Optional Login <input checked="" type="radio"/> No Restriction <input type="radio"/> Allow Login only in this timing From <input type="text"/> To <input type="text"/> <small>(eg: 11:00am to 01:00-23:59)</small>	<input checked="" type="radio"/> No Discount <input type="radio"/> Offpeak Discount Discount <input type="text"/> % of used minutes From <input type="text"/> To <input type="text"/>

Data Transfer Speed kbps Default Blank sets No Limits

Plan Description

<i>Field</i>	<i>Description</i>
Plan Name	Type the name of the plan. This is the name of the prepaid plan, for example "Prepaid – 1 Hour". This field can contain up to 20 alphanumeric characters. This field is mandatory.
Connection Type	
Connection Type	Select the appropriate connection type. The options are: i. Limited ii. Unlimited
Hours	Type the validity of the prepaid card in hours. This field can contain values ranging from 0 to 9999 hrs. For example, to enter 30 minutes you should enter 0.5. This option is available only for the limited Connection Type.
Grace period	Type the grace period in days. The Grace Period is the time provided beyond the validity of the card. For example, if validity of the card is 10 days and the grace period is 2 days, the user can use the prepaid card for a maximum period of 12 days. This field can contain values ranging from 0 to 999 days. Decimal values not accepted. This option is available only for the limited Connection Type.
Cost	
Pack Cost	Type the cost of the prepaid plan. This field can contain numeric values ranging from 0 to 99999999. Decimal values are accepted. Refer to Currency Prefix in Miscellaneous chapter.
Validity	Type the validity of the prepaid plan and select the appropriate period from the drop-down list. The options are: i. Minutes ii. Hours iii. Days iv. Months v. Years This field can contain numeric values ranging from 0 to 999.
Other Limitations	
Free Hours	Type the number of free hours for limited hours pack. This field can contain values ranging from 0 to 999 hours.

	This field is available only if Limited connection Type is selected.
Holiday Discount	Type the holiday discount percentage for used minutes in this field. This field can contain numeric values ranging from 0 to 999.
Max. Data Transfer	Type the maximum data transfer in GB. This field can contain numeric values ranging from 0 to 9999999. This field is optional.
Login	Select an appropriate login mode. The options are: i. No restriction ii. Allow login only in this timings
From To	Type the time from which login is provided. Type the time to which login is provided. This field can contain numeric values in hh:mm format. This option is available only for restricted login.
Discount Details	
Discount Details	Select an appropriate discount mode. The options are: i. No discount ii. Off peak discount
Discount	Type the discount percentage for used minutes in this field. This field can contain numeric values ranging from 0 to 999. This option is available only for Off peak discount.
From To	Type the time from which discount is provided. Type the time to which discount is provided. This field can contain numeric values ranging from 0 to 99999999. This option is available only for Off peak discount.
Data Transfer Speed	Type the data transfer speed in kbps. This field can contain numeric values ranging from 0 to 9999999999. If the field is left blank no limits are set by default.
Plan Description	Type the description of plan. This field can contain up to 30 alphanumeric characters and a maximum of 80 lines.

2. Enter the appropriate details and click **Create**.

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This option allows you to add a new postpaid plan.

To add a new postpaid plan

1. On the Main Screen, click **Plan Management** select **Add New Plan** and click **Postpaid Plan**. The **Add New Plan** screen is displayed.

Add New Plan -> Postpaid Plan

Plan Name <input style="width: 150px;" type="text"/>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Connection Type </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="radio"/> Limited <input type="radio"/> Unlimited </div> <div style="margin-top: 10px;"> Hours <input style="width: 50px;" type="text"/> </div> <div style="margin-top: 10px;"> Grace Period <input style="width: 50px;" type="text"/> Days </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Cost </div> <div style="margin-top: 10px;"> Pack Cost / registration Fee \$ <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 10px;"> Validity <input style="width: 50px;" type="text"/> Days </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Price Mode </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="radio"/> Price/ Minute <input type="radio"/> Fixed Price <input type="radio"/> Price Table <input type="radio"/> Price Table1 </div> <div style="margin-top: 10px;"> Charge \$ <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 10px;"> Billing Interval Monthly </div> <div style="margin-top: 10px;"> Due Days <input style="width: 50px;" type="text"/> No. of days after billing </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Discount Details </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="radio"/> No Discount <input type="radio"/> Offpeak Discount </div> <div style="margin-top: 10px;"> Discount <input style="width: 50px;" type="text"/> % of used Minutes </div> <div style="margin-top: 10px;"> From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/> </div> <div style="font-size: small; margin-top: 5px;"> (eg:- 11:00:00-23:59) </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Other Limitations </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Free Hours <input style="width: 50px;" type="text"/></div> <div>For Limited Hrs Pack</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Holiday Discount <input style="width: 50px;" type="text"/></div> <div>% of used Minutes</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Maximum Allowed Data Transfer <input style="width: 50px;" type="text"/></div> <div>GB Leave blank for no limit</div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Charge for Excess Data Transfer \$ <input style="width: 50px;" type="text"/></div> <div>Per MB</div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div>Login Limitation</div> <div> <input checked="" type="radio"/> No Restriction <input type="radio"/> Allow Login only in this timing </div> </div> <div style="margin-top: 10px;"> From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/> </div> <div style="font-size: small; margin-top: 5px;"> (eg:- 11:00:00-23:59) </div> </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Data Transfer Speed <input style="width: 100px;" type="text"/></div> <div>kbps Default Blank sets No Limits</div> </div> <div style="margin-top: 20px;"> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Plan Description</div> <div style="border: 1px solid black; padding: 2px;"> <div style="width: 100%; height: 100%;"></div> </div> </div> </div>	
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px 15px; background-color: #e0e0e0;">Cancel</div> <div style="border: 1px solid black; padding: 5px 15px; background-color: #007bff; color: white;">Create</div> </div>	

<i>Field</i>	<i>Description</i>
Plan Name	Type the name of the plan. This is the name of the postpaid plan, for example "Post paid 100" This field can contain up to 20 alphanumeric characters. This field is mandatory.
Connection Type	
Connection Type	Select the appropriate connection type. The options are: i.Limited ii.Unlimited
Hours	Type the validity of the prepaid card in hours. This field can contain values ranging from 0 to 9999 hrs. For example to enter 30 minutes you should enter 0.5. This option is available only for the limited Connection Type.
Grace period	Type the grace period in days. The Grace Period is the time provided beyond the validity of the card. For example if validity of the card is 10 days and the grace period is 2 days, the user can use the prepaid card for a maximum period of 12 days. This field can contain values ranging from 0 to 999 days. Decimal values not accepted. This option is available only for the limited Connection Type.
Cost	
Pack Cost / registration Fee	Type the cost of the prepaid plan. This field can contain numeric values ranging from 0 to 99999999. Decimal values are accepted. Refer to Currency Prefix in Miscellaneous chapter.
Validity	Type the validity of the prepaid plan and select the appropriate period from the drop-down list. The options are: i.Minutes ii.Hours iii.Days iv.Months v.Years This field can contain numeric values ranging from 0 to 999.
Price Mode	
Price Mode	Select the appropriate price mode. The options are:

	<ul style="list-style-type: none"> i. Price / Minute ii. Fixed Price iii. Price Table iv. Price Table 1
Charge	<p>Type the charge amount in dollars.</p> <p>This field can contain values ranging from 0 to 999999999.</p> <p>For Price Table and Price Table 1 modes the charge is 0 by default.</p>
Billing Interval	<p>Select the billing interval from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> i. Monthly ii. Bimonthly iii. Quarterly iv. Half yearly v. Yearly <p>According to user's convenience.</p>
Due Days	<p>Type the number of days provided after the billing due date.</p> <p>This field can contain values ranging from 0 to 999.</p>
Discount Details	
Discount	<p>Type the discount percentage for used minutes in this field.</p> <p>This field can contain numeric values ranging from 0 to 999.</p> <p>This option is available only for Off peak discount.</p>
From To	<p>Type the time from which discount is provided.</p> <p>Type the time to which discount is provided.</p> <p>This field can contain numeric values in hh:mm format.</p> <p>This option is available only for Off peak discount.</p>
Other Limitations	
Free Hours	<p>Type the number of free hours for limited hours pack.</p> <p>This field can contain values ranging from 0 to 999 hours.</p> <p>This field is available only if Limited connection Type is selected.</p>
Holiday Discount	<p>Type the holiday discount percentage for used minutes in this field.</p> <p>This field can contain numeric values ranging from 0 to 999.</p>
Maximum Allowed Data Transfer	<p>Type the maximum allowed data transfer in GB.</p> <p>This field can contain numeric values ranging from 0 to 99999999.</p> <p>Leave blank for no limit.</p> <p>This field is optional.</p>
Charge for Excess	Type the charge for excess data transfer per MB.

Data Transfer \$	This field can contain numeric values ranging from 0 to 9999999.
Login	Select an appropriate login mode. The options are: i.No restriction ii.Allow login only in this timings
From To	Type the time from which login is provided. Type the time to which login is provided. This field can contain numeric values in hh:mm format. This option is available only for restricted login.
Data Transfer Speed	Type the data transfer speed in kbps. This field can contain numeric values ranging from 0 to 9999999999. If the field is left blank no limits are set by default.
Plan Description	Type the description of plan. This field can contain up to 30 alphanumeric characters and a maximum of 80 lines.

2. Enter the appropriate details and click **Create**.

Editing a Plan

This option allows you to edit plan(s). There are two types of plans: Prepaid Plan and Post paid plan.

Prepaid Plan

This option allows you to edit prepaid plan details if you want to make any changes.

To edit a prepaid plan

1. On the Main Screen, click **Plan Management**, select **Edit Plan** and click **Prepaid Plan**. The **Edit Plan** screen is displayed.

Edit Plan -> PrePaid

Select Plan Plan 1 Next >>

2. Select the plan from drop-down list and click **Next**. The **Edit Plan** screen is displayed.

Edit Plan -> Prepaid Plan

Plan Name : Plan 1

Connection Type	Pack Details
<input type="radio"/> Unlimited <input checked="" type="radio"/> Limited Hours <input type="text" value="100"/> Grace Period <input type="text" value="1"/> Days	Cost / registration Fee <input type="text" value="25.00"/> Validity <input type="text" value="25"/> Days ▼
Other Limitations	Discount Details
Free Hours <input type="text" value="10"/> for Limited Hrs Pack Holiday Discount <input type="text" value="5.00"/> % of used minutes Max. Data Transfer <input type="text"/> GB leave blank for no limit Login <input checked="" type="radio"/> No Restriction <input type="radio"/> Allow Only in this Timings From <input type="text"/> To <input type="text"/> <small>(e.g:- 11:21m format 00:00-23:59)</small>	<input checked="" type="radio"/> No Discount <input type="radio"/> Offpeak Discount Discount <input type="text"/> % of used minutes From <input type="text"/> To <input type="text"/> <small>(e.g:- 11:21m format 00:00-23:59)</small>

Data Transfer Speed kbps (* Default Blank sets No Limits)

Plan Description

Cancel Update

<i>Field</i>	<i>Description</i>
Plan Name	Type the name of the plan. This is the name of the prepaid plan, for example "Prepaid 100". This field can contain up to 20 alphanumeric characters. This field is mandatory.
Connection Type	
Connection Type	Select the appropriate connection type. The options are: i. Limited ii. Unlimited
Hours	Type the validity of the prepaid card in hours. This field can contain values ranging from 0 to 9999 hrs. For example to enter 30 minutes you should enter 0.5. This option is available only for the limited Connection Type.
Grace period	Type the grace period in days. The Grace Period is the time provided beyond the validity of the card. For example if validity of the card is 10 days and the grace period is 2 days, the user can use the prepaid card for a maximum period of 12 days. This field can contain values ranging from 0 to 999 days. Decimal values not accepted. This option is available only for the limited Connection Type.
Pack Details	
Cost/registration fee	Type the cost of the prepaid plan. This field can contain numeric values ranging from 0 to 99999999. Decimal values are accepted. Refer to Currency Prefix in miscellaneous chapter.
Validity	Type the validity of the prepaid plan and select the appropriate period from the drop-down list. The options are: i. Minutes ii. Hours iii. Days iv. Months v. Years This field can contain numeric values ranging from 0 to 999.
Other Limitations	
Free Hours	Type the number of free hours for limited hours pack. This field can contain values ranging from 0 to 999 hours.

	This field is available only if Limited connection Type is selected.
Holiday Discount	Type the holiday discount percentage for used minutes in this field. This field can contain numeric values ranging from 0 to 999.
Max. Data Transfer	Type the maximum data transfer in GB. This field can contain numeric values ranging from 0 to 9999999. This field is optional.
Login	Select an appropriate login mode. The options are: i. No restriction ii. Allow login only in this timings
From To	Type the time from which login is provided. Type the time to which login is provided. This field can contain numeric values in hh:mm format. This option is available only for restricted login.
Discount Details	
Discount Details	Select an appropriate discount mode. The options are: i. No discount ii. Off peak discount
Discount	Type the discount percentage for used minutes in this field. This field can contain numeric values ranging from 0 to 999. This option is available only for Off peak discount.
From To	Type the time from which discount is provided. Type the time to which discount is provided. This field can contain numeric values ranging from 0 to 99999999. This option is available only for Off peak discount.
Data Transfer Speed	Type the data transfer speed in kbps. This field can contain numeric values ranging from 0 to 9999999999. If the field is left blank no limits are set by default.
Plan Description	Type the description of plan. This field can contain up to 30 alphanumeric characters and a maximum of 80 lines.

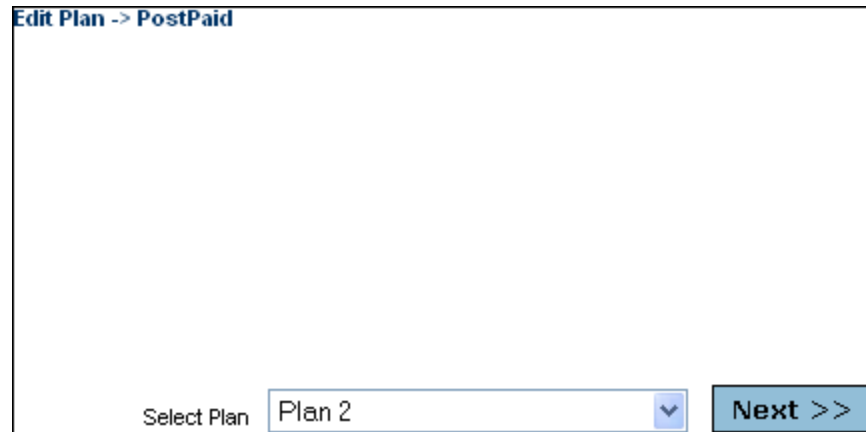
3. Make the necessary changes and click **Update.**

Post-paid Plan

This option allows you to edit postpaid plan details if you want to make any changes.

To edit a postpaid plan

1. On the Main Screen, click **Plan Management**, select **Edit Plan** and click **Postpaid Plan** . You will see the **Edit Plan** screen.



2. Select the plan from drop-down list and click **Next**. You will see the **Edit Plan**.

Edit Plan -> Postpaid Plan

Plan Name : 1 Hour Unlimited

Connection Type	Pack Cost Details
<input checked="" type="radio"/> Unlimited <input type="radio"/> Limited	Cost/registration Fee Rs 50.00
Hours <input type="text"/>	Validity 1 Hours <input type="text"/>
Grace Period <input type="text"/> Days	

Charging Type	Discount Details
<input checked="" type="radio"/> Price/Minute <input type="radio"/> Fixed Price <input type="radio"/> Price Table	<input checked="" type="radio"/> No Discount
<input type="radio"/> Price Table1	<input type="radio"/> Off Peak Discount
Charge Rs 1.00	Discount <input type="text"/> % of used minutes
Billing Interval User Convenience <input type="text"/>	From <input type="text"/> To <input type="text"/>
Due Days 1	

Other Limitations

Free Hours for Limited Hrs Pack

Holiday Discount 0.00 % of used minutes

Max. Data Transfer GB * Optional

Excess Data Transfer Rs Charge per MB

Login Restriction ☒ No Restriction ☐ Allow Login Only in this Timings

From To

Data Transfer Speed kbps (* Default Blank sets No Limits)

Php50.00 per hour

Plan Description

<i>Field</i>	<i>Description</i>
Plan Name	Type the name of the plan. This is the name of the prepaid plan, for example "Post paid 100" This field can contain up to 20 alphanumeric characters. This field is mandatory.
Connection Type	
Connection Type	Select the appropriate connection type. The options are: i. Limited ii. Unlimited
Hours	Type the validity of the prepaid card in hours. This field can contain values ranging from 0 to 9999 hrs. For example to enter 30 minutes you should enter 0.5. This option is available only for the limited Connection Type.
Grace period	Type the grace period in days. The Grace Period is the time provided beyond the validity of the card. For example if validity of the card is 10 days and the grace period is 2 days, the user can use the prepaid card for a maximum period of 12 days. This field can contain values ranging from 0 to 999 days. Decimal values not accepted. This option is available only for the limited Connection Type.
Pack Cost Details	
Pack Cost / registration Fee	Type the cost of the prepaid plan. This field can contain numeric values ranging from 0 to 99999999. Decimal values are accepted. Refer to currency prefix in Miscellaneous chapter.
Validity	Type the validity of the prepaid plan and select the appropriate period from the drop-down list. The options are: i. Minutes ii. Hours iii. Days iv. Months v. Years This field can contain numeric values ranging from 0 to 999.
Price Mode	
Price Mode	Select the appropriate price mode. The options are:

	<ul style="list-style-type: none"> i. Price / Minute ii. Fixed Price iii. Price Table iv. Price Table 1
Charge	<p>Type the charge amount in dollars.</p> <p>This field can contain values ranging from 0 to 999999999.</p> <p>For Price Table and Price Table 1 modes the charge is 0 by default.</p>
Billing Interval	<p>Select the billing interval from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> i. Monthly ii. Bimonthly iii. Quarterly iv. Half yearly v. Yearly <p>According to user's convenience.</p>
Due Days	<p>Type the number of days provided after the billing due date.</p> <p>This field can contain values ranging from 0 to 999.</p>
Discount Details	
Discount	<p>Type the discount percentage for used minutes in this field.</p> <p>This field can contain numeric values ranging from 0 to 999.</p> <p>This option is available only for Off peak discount.</p>
From To	<p>Type the time from which discount is provided.</p> <p>Type the time to which discount is provided.</p> <p>This field can contain numeric values in hh:mm format.</p> <p>This option is available only for Off peak discount.</p>
Other Limitations	
Free Hours	<p>Type the number of free hours for limited hours pack.</p> <p>This field can contain values ranging from 0 to 999 hours.</p> <p>This field is available only if Limited connection Type is selected.</p>
Holiday Discount	<p>Type the holiday discount percentage for used minutes in this field.</p> <p>This field can contain numeric values ranging from 0 to 999.</p>
Maximum Allowed Data Transfer	<p>Type the maximum allowed data transfer in GB.</p> <p>This field can contain numeric values ranging from 0 to 99999999.</p> <p>Leave blank for no limit.</p> <p>This field is optional.</p>
Charge for Excess	Type the charge for excess data transfer per MB.

Data Transfer \$	This field can contain numeric values ranging from 0 to 9999999.
Login	Select an appropriate login mode. The options are: i. No restriction ii. Allow login only in this timings
From To	Type the time from which login is provided. Type the time to which login is provided. This field can contain numeric values in hh: mm format. This option is available only for restricted login.
Data Transfer Speed	Type the data transfer speed in kbps. This field can contain numeric values ranging from 0 to 9999999999. If the field is left blank no limits are set by default.
Plan Description	Type the description of plan. This field can contain up to 30 alphanumeric characters and a maximum of 80 lines.

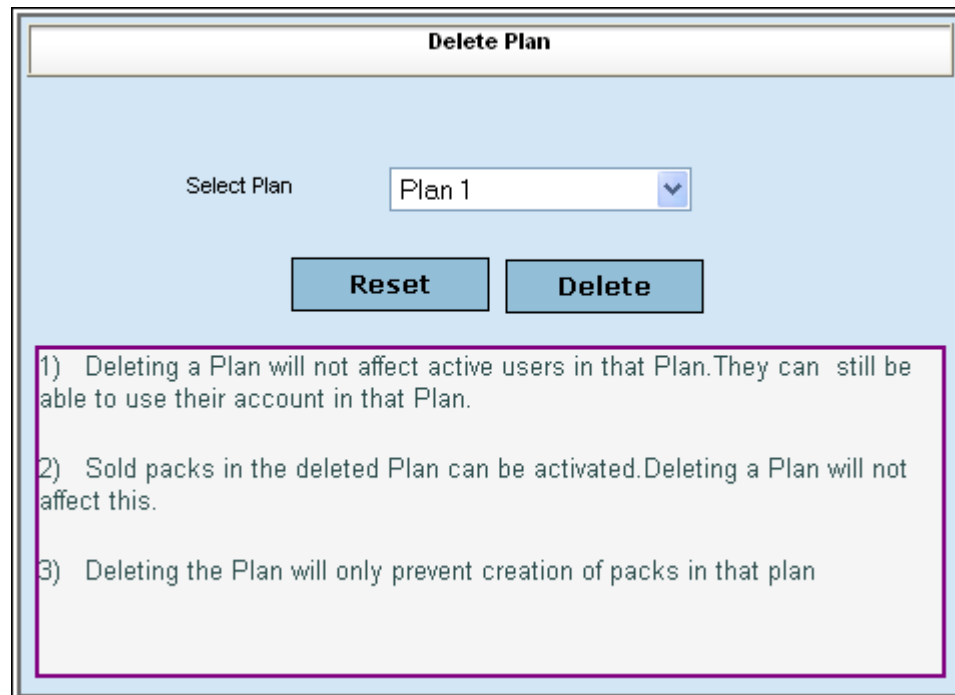
3. Make the necessary changes and click **Update**.

Deleting a Plan

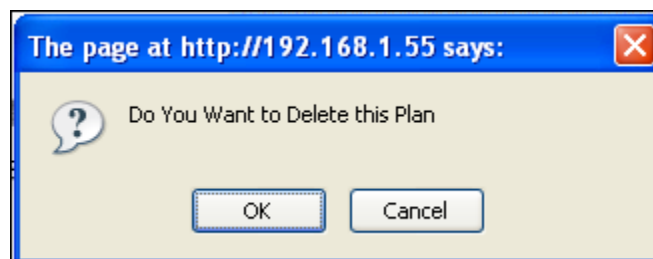
This option allows you to delete a plan. ***Deleting a plan will not affect active users in that plan.*** They can still be able to use their account in that plan. You cannot create new packs in a deleted plan.

To delete a plan

1. On the Main Screen, click **Plan Management** and click **Delete**. You will see the **Delete Plan** screen.



2. Select a plan from the **Select Plan** drop-down list, and click **Delete**. You will be prompted to confirm.



3. Click **OK**. The plan is deleted.

Price Table

This option allows you to create a price table for user. Thus the administrator can vary the price on each and every minute.

To create a price table

1. On the Main Screen, click **Plan Management** and click **Price Table**. You will see the **Price Table For Used Minutes** screen.

Plan Management -> Price Table

Loading this page will take few minutes, please wait...

Price Table For Used Minutes

From	To	Charge
0	select	<input type="text"/>
select	select	<input type="text"/>
select	select	<input type="text"/>
select	select	<input type="text"/>
select	select	<input type="text"/>
select	select	<input type="text"/>
select	Above	<input type="text"/>

Cancel
Save

2. Select appropriate option from the **From** and **To** drop-down lists.
3. Enter the appropriate charges in the **Charge** field.
4. Click **Save**.

Price Table 1

This option allows you to create a price table for user. If there is more than one type of user you can use price table 1.

To create price table 1

1. On the Main Screen, click **Plan Management** and click **Price Table1**.
2. You will see the **Price Table #1 For Used Minutes** screen

Plan Management -> Price Table

Loading this page will take few minutes, please wait...

Price Table #1 For Used Minutes		
From	To	Charge
0	select	
select	select	
select	select	
select	select	
select	select	
select	select	
select	Above	

3. Select appropriate option from the **From** and **To** drop-down lists.
4. Enter the appropriate charges in the **Charge** field.
5. Click **Save**.

Chapter 3

Pack Management

This chapter consists of the following sections:

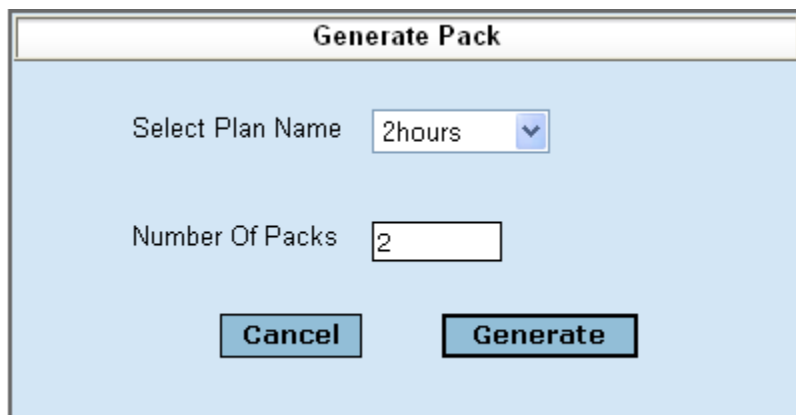
- Generate Pack
- Print Codes
- Cancel Packs
- Set Pack Expiry

Generate Pack

You can generate any number of packs in any of the plan listed. The term 'Pack' and 'Ticket' are alternatively used and mean the same through out this guide.

To generate pack

1. On the Main Screen, click **Pack Management** and select **Generate Pack**. You will see the **Generate Pack** screen.



<i>Field</i>	<i>Description</i>
Select Plan Name	Select the plan name for which you want to generate the pack. You can select it from the drop-down list. This field is mandatory.
Number Of Packs	Type the number of packs you want to generate. This field can contain values ranging from 0 to 9999. This field is mandatory.

2. To clear the fields, click **Cancel**.
3. To generate packs, click **Generate**. The **Generated Pack Details** screen is displayed.

Generated Pack Details are shown below

Pack Number	PIN Number	Plan Name	User Name	Password
36	8YV5KKNG	2hours	8YV5	KKNG
37	QB8FB9CW	2hours	QB8F	B9CW

[Export the above Codes](#)

Print Codes

You can either print the tickets or preview or export the ticket details. If saved, the tickets will be saved in the CSV (Comma Separated Value) format. You can either use MsExcel or any other suitable viewer to view and print the tickets.

To print codes

1. On the Main Screen, click **Pack Management** and select **Print Codes**. You will see the **Print Tickets** screen.

Print Tickets

Ticket Number From

Ticket Number To

Header Message

Footer Message

Fresh Tickets are Listed below

	Pack Number	Created Date	Plan Name	PIN Number
1	6	2008-05-08 11:38...	2hours	YYYYYYYY
2	11	2008-05-08 11:53...	2hours	TTTTTTTT
3	12	2008-05-08 11:53...	2hours	22222222
4	13	2008-05-15 11:57...	2hours	PP4TSUJ6
5	14	2008-05-15 11:57...	2hours	P9CRUZRK

<i>Field</i>	<i>Description</i>
Ticket Number From	Type the ticket number from which you want to print. Ticket number is the pack number generated when pack is generated. This field can contain values ranging from 1 to 999999999999. This field is mandatory.
Ticket Number To	Type the ticket number up to which you want to print. Ticket number is the pack number generated when pack is generated. This field can contain values ranging from 1 to 999999999999. This field is mandatory.
Header Message	Type the Header Message.

	Header Message is the identifier that runs through the top of the document. For example, it can be the name of the ISP or hotel. This field is optional.
Footer Message	Type the Footer Message. Footer Message is the identifier that runs through the bottom of the document, for example "Thank You". This field is optional.

- To export details, click **Export**.
- To view the print preview, click **Preview**. You will see the **Preview** screen.

HotspotExpress Pack		HotspotExpress Pack	
Pack No: 12	PIN: 22222222	Pack No: 13	PIN: PP4TSUJ6
Plan Name: 2hours		Plan Name: 2hours	
Username: 2222		Username: PP4T	
Password: 2222		Password: SUJ6	
Validity: 30 Days		Validity: 30 Days	
Max. Data Transfer (MB): N/A		Max. Data Transfer (MB): N/A	
Bandwidth (Kbps): N/A		Bandwidth (Kbps): N/A	
Amount: \$ 300.00		Amount: \$ 300.00	

[Export the above Tickets to Excel format](#)

- To print the pack details, click **Print**.
- To export the tickets to Excel sheet, click **Export the above Tickets to Excel format**.

Cancel Packs

You can cancel a single or multiple tickets.

To cancel packs

- On the Main Screen, click **Pack Management** and select **Cancel Packs**. You will see the **Cancel Pack** screen.

<i>Field</i>	<i>Description</i>
Single Pack	Type the ticket number for the pack. This option is available only for Single Pack cancellation.
Multiple Packs	Type the range of ticket numbers for the packs.
From	Type the starting ticket number in the From field.
To	Type the ending ticket number in the To field.
	This option is available only for Multiple Packs cancellation.

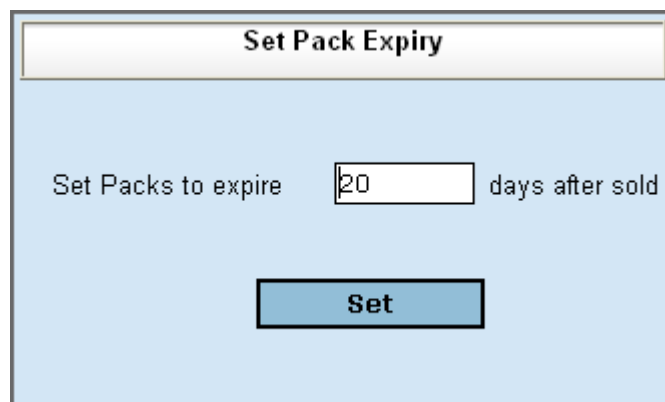
2. To cancel the packs, click **Cancel Pack**.

Set Pack Expiry

This option allows you to set pack expiry time. By default the set pack expiry is 20 days. The administrator can take back the expired tickets.

To set pack expiry

1. On the Main Screen, click **Pack Management** and select **Set Pack Expiry**. You will see the **Set Pack Expiry** screen.



The image shows a dialog box titled "Set Pack Expiry". Inside the dialog, there is a text label "Set Packs to expire" followed by a text input field containing the number "20", and then the text "days after sold". Below this input field is a blue button with the text "Set".

<i>Field</i>	<i>Description</i>
Set Packs to expire days after sold	<p>Type the number of days for the packs to expire after sold.</p> <p>It is the number of days after which a sold packet will be expired (when not activated).</p> <p>Its default value is 20 days.</p> <p>This field can contain values ranging from 0 to 9999 days.</p> <p>This field is mandatory.</p>

2. To set pack expiry time, click **Set**.

Chapter 4

Managing Users

This chapter consists of the following sections:

- Sell Pack
- Register
- Renew a Plan
- Reset Password
- Editing User Account
- Deactivate Account
- Activate Account
- Renewal Settings
- Mac Authentication
 - Register
 - Renew
 - Delete
- Set Idle Timeout

Sell Pack

This option allows you to sell packs. The generated packs are distributed to the resellers. The resellers will again sell these packs to the end customers.

To sell a pack

1. On the Main Screen, select **User Management** and click **Sell pack** . You will see the **Pack Sales** screen.

<i>Field</i>	<i>Description</i>
Sold To	Select the appropriate sale type. The options are: i.Customer ii.Reseller
Reseller ID	Select the reseller's id that you want to sell the packs. Reseller ID is created automatically when we add reseller. This field is available only if sold to reseller is selected.
Plan Name	Select the name of the plan. You can select it from the drop-down list. This field is mandatory.
Number Of Packs	Type the number of packs that you want to sell. This field can contain values ranging from 1 to the maximum number of

	packs available in the selected plan. This field is mandatory.
--	---

2. Click **Check Availability & Proceed**. You will see the **Payment Details** screen.

Scheme Name	Quantity	Total Cost
2hours	2	\$ 600

Payment Details

Payment Mode
☒ Cash
 ☐ Cheque

Bank Name

Cheque Number

Manual Pack Selection

Auto Pack Selection

<i>Field</i>	<i>Description</i>
Payment Mode	Select the appropriate payment mode. The options are: i.Cash ii.Cheque This field is mandatory.
Bank Name	Type the name of the bank. This field is available only if the payment mode is by cheque.
Cheque Number	Type the cheque number. This field is available only if the payment mode is by cheque.

3. If you want to select the packs manually, click **Manual Pack Selection**. The **Select Packs and Click Sell** screen is displayed.

Select Packs and Click Sell

Pack Number	Plan Name	Select
8	2hours	<input type="checkbox"/>
7	2hours	<input type="checkbox"/>
6	2hours	<input type="checkbox"/>
11	2hours	<input type="checkbox"/>
12	2hours	<input type="checkbox"/>
		Sell

4. Select the number of packs under **Select** and click **Sell**. You will the screen as below.

Issue These Packs to Reseller or Customer

Pack Number	Plan Name
7	2hours
8	2hours

5. If you want to select the packs automatically, click **Auto Pack Selection** on the **Payment Details** page. You will see the screen as below.

Issue These Packs to Reseller or Customer

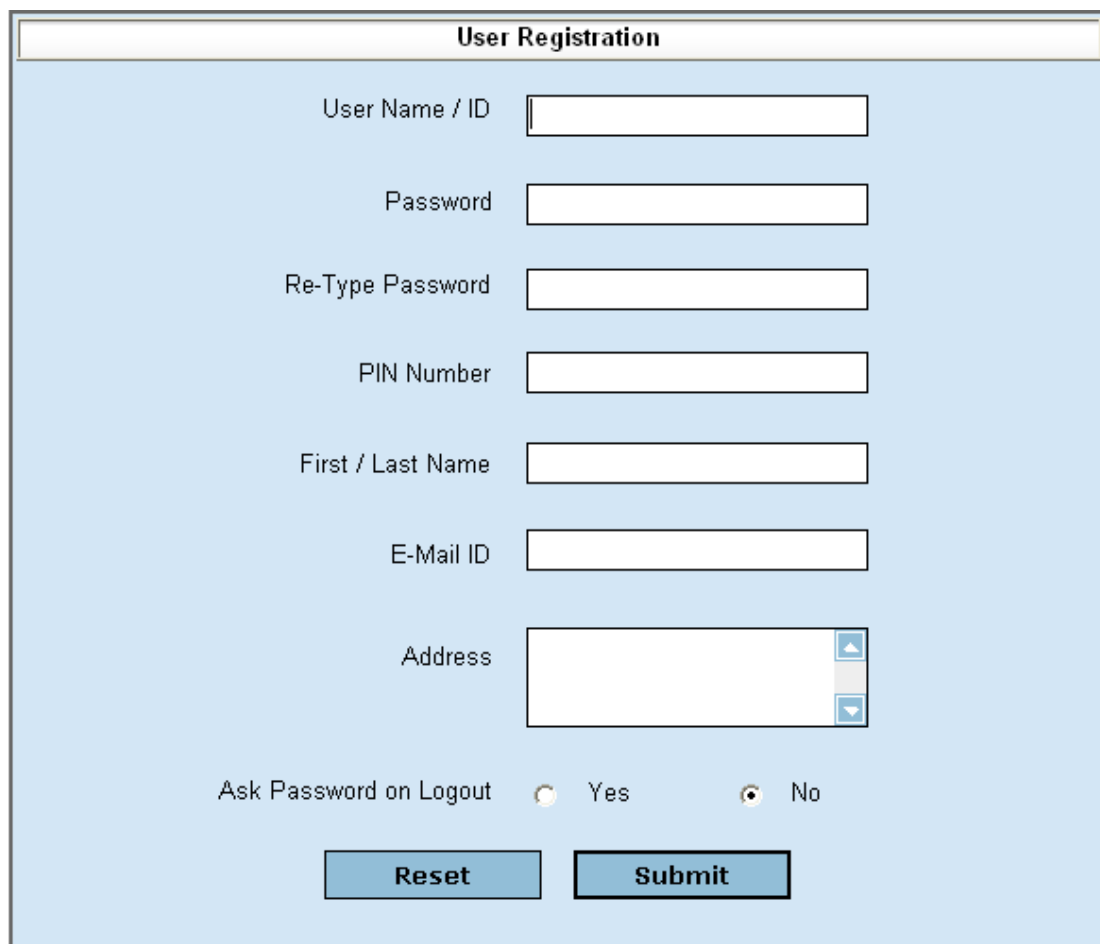
Pack Number	Plan Name
10	2hours
9	2hours

Register

You can register a user with his PIN Number (already purchased by him) and his below registration details..

To register a plan

1. On the Main Screen, select **User Management** and click **Register**. You will see the **User Registration** screen.

A screenshot of the 'User Registration' form. The form has a title bar 'User Registration' and a light blue background. It contains several input fields: 'User Name / ID', 'Password', 'Re-Type Password', 'PIN Number', 'First / Last Name', 'E-Mail ID', and 'Address'. The 'Address' field has a small expand/collapse icon on its right. Below the fields are two radio buttons for 'Ask Password on Logout', with 'Yes' selected. At the bottom are 'Reset' and 'Submit' buttons.

User Registration	
User Name / ID	<input type="text"/>
Password	<input type="password"/>
Re-Type Password	<input type="password"/>
PIN Number	<input type="text"/>
First / Last Name	<input type="text"/>
E-Mail ID	<input type="text"/>
Address	<input type="text"/>
Ask Password on Logout <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Reset"/> <input type="button" value="Submit"/>	

Field	Description
User Name / ID	Type the name of the user. This field can contain up to 19 alphanumeric characters. This field is mandatory.
Password	Type the appropriate password. This field can contain up to 15 alphanumeric characters. This field is mandatory.

Re-Type Password	Retype the password. This field can contain up to 15 alphanumeric characters. This field is mandatory.
PIN Number	Type the PIN number. This field can contain up to 20 alphanumeric characters. This field is mandatory.
First / Last name	Type the first name and last name of the user. This field can contain up to 30 alphanumeric characters. This field is optional.
E-Mail ID	Type the reseller's personal e-mail address. This field can contain up to 25 alphanumeric characters. This field is optional.
Address	Type the reseller's personal address. This field can contain up to 22 alphanumeric characters per line and a maximum of 80 lines. This field is optional.
Ask Password on Logout	Select the appropriate option. The options are: i. Yes ii. No This field is optional.

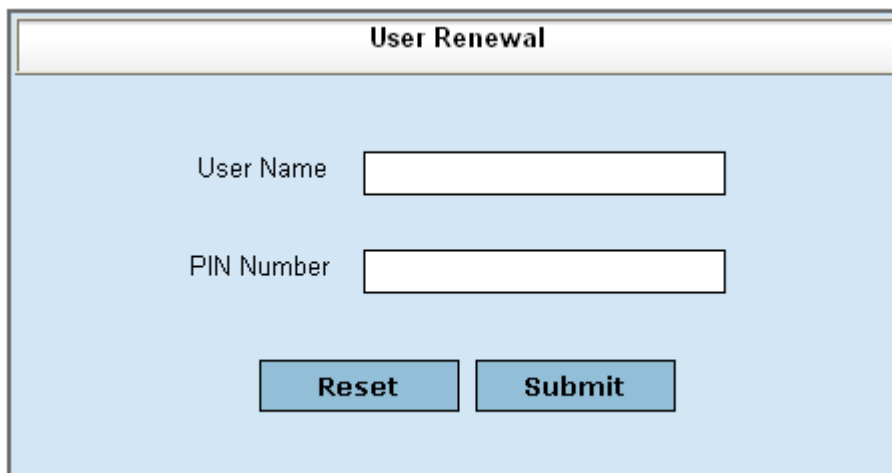
2. To reset the fields, click **Reset**.
 3. To submit the registration form, click **Submit**.
-

Renew a Plan

You can renew any user by entering his username and the PIN Number (available in the newly purchased ticket). You have the option to add or remove the left-over-balance-minutes.

To renew a plan

1. On the Main Screen, select **User Management** and click **Renew** . You will see the **User Renewal** screen.

A screenshot of a web form titled "User Renewal". The form has a light blue background and a white title bar. It contains two input fields: "User Name" and "PIN Number", each with a white text box. Below the input fields are two buttons: "Reset" and "Submit", both with blue backgrounds and white text.

User Name

PIN Number

<i>Field</i>	<i>Description</i>
User Name	Type the name of the user. This field is mandatory. This field can contain up to 19 alphanumeric characters.
PIN Number	Type the PIN number. This field can contain up to 20 alphanumeric characters. This field is mandatory.

2. To reset the fields, click **Reset**.
 3. To submit the renewal form, click **Submit**.
-

Reset Password

This option allows you to reset the password. The new password is displayed in the screen after the process.

To reset password

1. You can reset the password of any user. The password will be reset to ' 123456 '. On the Main Screen, select **User Management** and click **Reset Password**. You will see the Reset Password screen is displayed.

<i>Field</i>	<i>Description</i>
User ID	Select the user's id that you want to reset the password. This field can contain up to 19 alphanumeric characters. This field is mandatory.

2. To reset the password, click **Reset**.

Editing User Account

You can edit any user account and change the parameters such as password, name, etc.

To edit user account

1. On the Main Screen, select **User Management** and click **Edit User Account**. The **Edit User Account** screen is displayed.

<i>Field</i>	<i>Description</i>
User ID	Select the user's id that you want to edit the account. This field can contain up to 19 alphanumeric characters. This field is mandatory.

2. To edit the user account, click **View**. You will see the **Edit User Account** screen.

General informations	Plan Details
User ID <input type="text" value="John Peter"/> Activate Status Offline Password <input type="password" value="•••••"/> Reset First/Last Name <input type="text" value="John Peter"/> Address <input type="text" value="bangalore"/> Email ID <input type="text" value="john@gmail.com"/> Phone Number <input type="text" value="919845318182"/> <div> <input type="button" value="Cancel"/> <input type="button" value="Update"/> </div>	Plan Name <input type="text" value="1 hr"/> Plan Type <input type="text" value="PrePaid"/> Registration/Renewal Date <input type="text" value="2008-May-28 11:10:39 AM"/> Expiry Date <input type="text" value="2008-05-30 11:10:39"/> Due Date <input type="text" value="2008-May-30 11:10:39 AM"/> Remaining Minutes <input type="text" value="60"/> Remaining Data Transfer Limit Bytes <input type="text" value="N/A"/> <div> <input type="button" value="Cancel"/> <input type="button" value="Update"/> </div>

Usage Report for J49J

Start Time	End Time	Used Minutes	Charged Minutes	Charge Amt	BytesTransferred
No data found.					

Field	Description
General Information	
User Name / ID	Type the name of the user. This field can contain up to 19 alphanumeric characters. This field is mandatory.
Status	This field shows the current status of the user. This field can contain up to 28 alphanumeric characters. This field is optional.
Password	Type the appropriate password. This field can contain up to 15 alphanumeric characters. This field is mandatory.
First / Last name	Type the first name and last name of the user. This field can contain up to 30 alphanumeric characters. This field is optional.
Address	Type the reseller's personal address.

	<p>This field can contain up to 22 alphanumeric characters per line and a maximum of 80 lines.</p> <p>This field is optional.</p>
E-Mail ID	<p>Type the reseller's personal e-mail address.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is optional.</p>
Phone Number	<p>Type the phone number of the user.</p> <p>This field can contain up to 28 alphanumeric characters.</p> <p>This field is optional.</p>
Plan Details	
Plan Name	<p>This field displays name of the plan.</p> <p>This is the name of the prepaid plan, for example "Prepaid 100"</p> <p>This field can contain up to 20 alphanumeric characters.</p> <p>This field is displayed automatically.</p>
Plan Type	<p>This field displays the plan type.</p> <p>This field is displayed automatically.</p>
Registration / Renewal Date	<p>This field displays registration / renewal Date.</p> <p>This field is displayed automatically.</p>
Expiry Date	<p>Type the expiry date.</p> <p>This field should be "2008-07-02 10:26:53" In the format.</p> <p>This field can contain up to 28 alphanumeric characters.</p> <p>This field is mandatory.</p>
Due Date	<p>This field displays the due date.</p> <p>This field is displayed automatically.</p>
Remaining Minutes	<p>Type the remaining minutes.</p> <p>This field can contain up to 28 numeric characters.</p> <p>This field is mandatory.</p>
Remaining Data Transfer Limit Bytes	<p>This field displays the remaining data transfer limit bytes.</p> <p>This field is displayed automatically.</p>

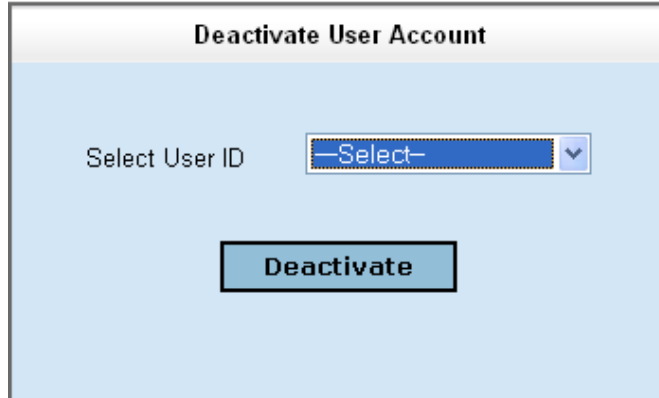
3. To clear the fields, click **Cancel**.
4. To update the fields, click **Update**.
5. To export details, click **Export**.

Deactivate Account

You can DeActivate any user using this option. You can again ReActivate the DeActivated user for any reason.

To deactivate account

1. On the Main Screen, select **User Management** and click **Deactivate Account** . The **Deactivate User Account** screen is displayed.



<i>Field</i>	<i>Description</i>
Select User ID	Select the user's id that you want to deactivate the account. This field can contain up to 19 alphanumeric characters. This field is mandatory.

2. To deactivate the user, click **Deactivate**. The user is deactivated.

Activate Account

This option allows you to activate user account.

To activate account

1. On the Main Screen, select **User Management** and click **Activate Account**. You will see the **Activate User Account** screen.

<i>Field</i>	<i>Description</i>
Select User ID	<p>Select the user's id that you want to activate the account.</p> <p>This field can contain up to 19 alphanumeric characters.</p> <p>This field is mandatory.</p>

2. To activate a user account, click **Activate**. The user is activated.

Renewal Settings

You can decide whether the left-over-balance-minutes in the expired ticket/user is to be added or abandoned during renewal.

To renew settings

1. On the Main Screen, select **User Management** and click **Renewal Setting**. You will see the **Renewal Setting** screen.

2. To renew the settings, select appropriate option and click **Submit**.

MAC Authentication

A MAC authentication option helps the users to login without authenticating through the login page, from the client side. In this method, the MAC address of the client (eg. IP-Phone, etc) will be considered as the 'User Name' of the user. The users must submit their Mac address to administrator and he will update the "MAC address" field accordingly. This option is available for both wired and wireless support hotspot applications.

Register

This option allows you to register MAC authentication.

To register Mac authentication

1. On the Main Screen, select **User Management** and click **Mac Authentication** and select **Register**. You will see the **Mac Authentication** screen.

MAC Authentication

MAC Address (XX-XX-XX-XX-XX-XX)

User Identity

☒ Always Allow internet regardless of any plan
☐ Allow internet based on specific plan

PIN Number

Advanced Configuration

Assign Static LAN IP for this MAC Address

LAN IP address (ex :192.168.104.1)

☐ Assign Static WAN IP for this MAC Address

WAN IP Address (ex :61.245.23.26)

WAN NET Mask (ex :255.255.255.0)

WAN Broadcast (ex :61.245.23.255)

* LAN IP Range 192.168.104.0/21

Existing MAC IP Assingment

Wan Ip	Wan Subnet	Wan Broadcast	Lan Ip	MAC
No data found.				

<i>Field</i>	<i>Description</i>
MAC Address	Type the Mac address. This is a unique field. For example you can Type in this format (XX-XX-XX-XX-XX-XX). This field is mandatory.
User Identity	Type the user's id that you want to create Mac Authentication. This field can contain up to 19 alphanumeric characters. This field is mandatory.
PIN Number	Type the PIN number. Type the password of the guest as per the given User Id created during registration. This field can contain up to 20 alphanumeric characters. This field is mandatory.
LAN IP Address	Type the LAN IP address. The LAN IP address should be in the range "192.168.104.XX /24" only. This field is mandatory.
WAN IP Address	Type the WAN IP address. Type the IP address of the user's choice. For example (61.245.23.26). This field is mandatory.
WAN NET Mask	Type the WAN sub Net mask address. Type the IP address of the user's choice. For example (255.255.255.0). This field is mandatory.
WAN Broadcast	Type the WAN Broadcast address. Type the IP address of the user's choice. For example (61.245.23.255). This field is mandatory.

Note:

Tick Assign Static WAN IP for this MAC address when using a STATIC WAN IP for the given MAC Address. There is no restriction on this but is purely the choice of the User. When this box is checked the below fields will be highlighted.

2. To register Mac authentication, click **Update**.
3. To clear the entered values, click **Cancel**.
4. To export data, click **Export**.

Renew Mac Authentication

This option allows you to renew MAC authentication.

To renew Mac authentication

1. On the Main Screen, select **User Management** and click **Mac Authentication** and select **Renew**. You will see the **MAC Authentication Renewal** screen.

<i>Field</i>	<i>Description</i>
Mac Address	Type the Mac address. This is a unique field. For e.g. you can Type in this format (XX-XX-XX-XX-XX-XX). This field is mandatory.
PIN Number	Type the PIN number. This field can contain up to 20 alphanumeric characters. This field is mandatory.

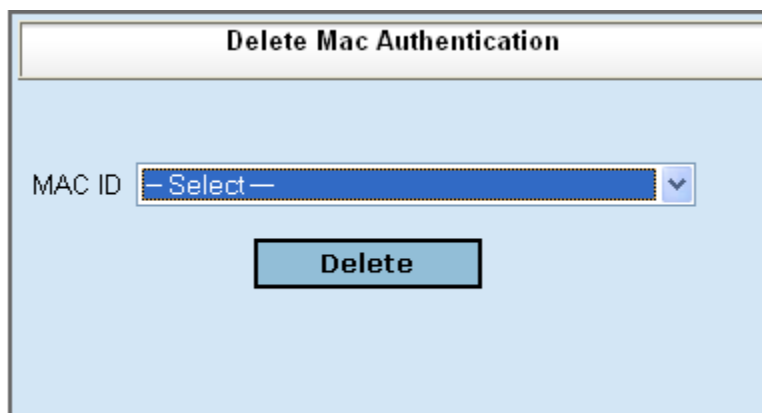
2. To renew Mac authentication, click **Submit**.
3. To clear the entered values, click **Reset**.

Delete Mac Authentication

This option allows you to delete Mac authentication.

To delete Mac authentication

1. On the Main Screen, select **User Management** and click **Mac Authentication** and select **Delete**. You will see the **Delete Mac authentication** screen.



The dialog box is titled "Delete Mac Authentication". It contains a label "MAC ID" followed by a dropdown menu showing "- Select -". Below the dropdown is a blue button labeled "Delete".

<i>Field</i>	<i>Description</i>
Mac ID	<p>Select the Mac id that you want to Delete.</p> <p>This is a unique field. For e.g. you can Type in this format (XX-XX-XX-XX-XX-XX).</p> <p>This field is mandatory.</p>

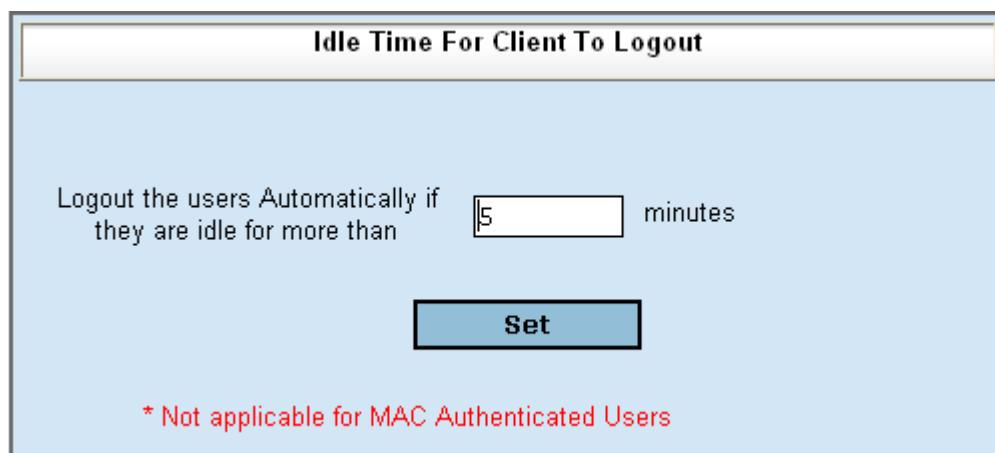
- To delete Mac authentication, click **Delete**.
- Click **Ok**. The Mac authentication is deleted.

Set Idle Timeout

This option allows you to set the idle timeout settings. The default value is five minutes.

To set idle time out

- On the Main Screen, select **User Management** and click **Set Idle Timeout**. You will see the **Idle Time For Client To Logout** screen.



The dialog box is titled "Idle Time For Client To Logout". It contains the text "Logout the users Automatically if they are idle for more than" followed by a text input field containing the number "5" and the word "minutes". Below this is a blue button labeled "Set". At the bottom, there is a red asterisk followed by the text "* Not applicable for MAC Authenticated Users".

<i>Field</i>	<i>Description</i>
Logout the users Automatically if they are idle for more than	Type the time in minutes. This field can contain up to 99999 numeric characters. This field is mandatory.

2. To set the idle timeout, click **Set**.
-

Chapter 5

Managing Payments

This chapter consists of the following sections:

- Billing for Postpaid User
- Postpaid Payment

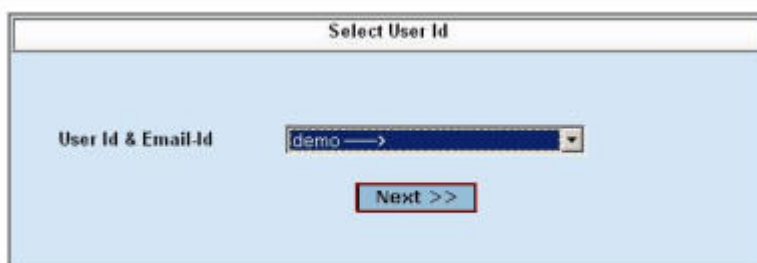
Billing for Postpaid User

This option allows you to bill postpaid user. The bills generated here are delivered to the users (customers) for the payment. **The user makes the payment by using the User Id.**

This postpaid billing method is useful to bill the ISP's home customers on monthly basis. The hotel industry is also one of the major users of the postpaid method, as they need to provide the bill to the guest at the time of room check out for the payment.

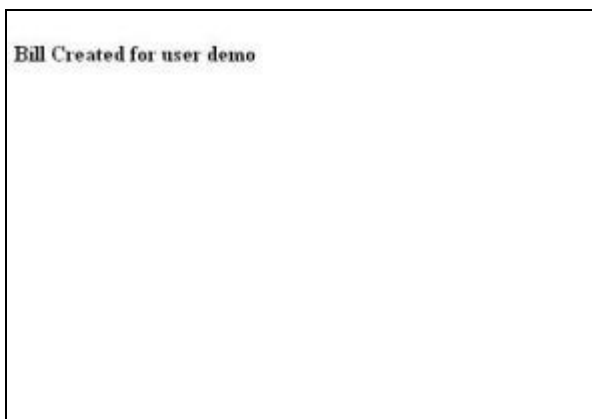
To generate a bill for postpaid user

1. On the Main Screen, click **Payment** and select **Bill Postpaid User** . The **Select User Id** screen is displayed.



<i>Field</i>	<i>Description</i>
User Id	<p>Select the user id for which you want to bill.</p> <p>User Id is created automatically when we generate pack.</p> <p>You can select it from the drop-down list.</p> <p>This field is mandatory.</p>

2. To generate a bill, click **Next**. The following message is displayed.

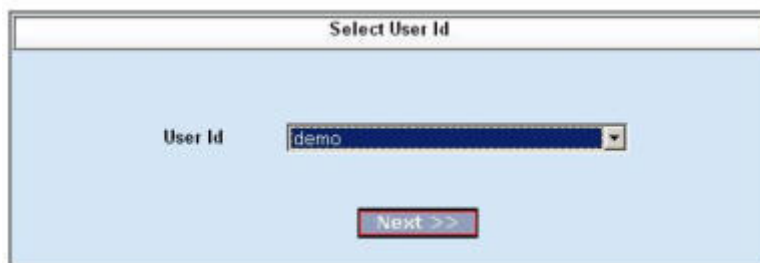


Postpaid Payment

This option allows you to receive postpaid payment from the customer. The customer can make the bill payment through cash or cheque based on the usage.

To make a postpaid payment

1. On the Main Screen, click **Payment** and select **Postpaid Payment** . The **Select User Id** screen is displayed.



<i>Field</i>	<i>Description</i>
User Id	Select the user id for which you want to make payment. You can select it from the drop-down list. This field is mandatory.

2. Click **Next**. The **Usage Bill** screen is displayed.

Usage Bill			
User Id	demo	Name	
Start Date	2006-06-01	End Date	2006-06-04
Scheme Name	10hour		
Used Minutes	3		
Charged Minutes	0		
Charge	1000		
Excess MB Charge	0		
Total Charge	1000		
* Charge for unterminated session between start and end date is not included in this bill.			

Payment Details	
Payment Mode	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque
Bank Name	<input type="text"/>
Cheque Number	<input type="text"/>

Field	Description
Usage Bill	This section displays the details of User id, Name, Start Date, End Date, Scheme Name, Used Minutes, Charged Minutes, Charge, Excess MB Charge and Total Charge.
Payment Details	
Payment Mode	Select the payment mode that you want to make payment. The options are Cash and Cheque.
Bank Name	Type the name of the bank. This field is available only if the payment mode is by cheque.
Cheque Number	Type the cheque number. This field is available only if the payment mode is by cheque.

3. To reset the fields, click **Reset**.
4. To make the payment, click **Submit**.

Chapter 6

Managing Receptionist Role

This chapter consists of the following sections:

- Adding a Receptionist
- Pack Distribution
- Receiving Unsold Packs

Adding a Receptionist

This option allows you to add a receptionist. These receptionists can be from hotels, airports, restaurants and railway stations. The generated packs are distributed to these receptionists. The receptionists will be selling the prepaid tickets to the users.

To add a receptionist

1. On the Main Screen, select **Receptionist** and click **Add Receptionist**. You will see the **Add Receptionist** screen.

<i>Field</i>	<i>Description</i>
Name	Type the name of the receptionist. This field is mandatory.
Address	Type the address of the receptionist. This field is mandatory.

2. Enter the appropriate details and click **Add**. You will see the **Receptionist Added Successfully** screen.

NAME	ADDRESS	ID
John Peter	No.12, M.G.Road, Chennai	509

Pack Distribution

This option allows you to distribute the packs generated. The generated packs are distributed to the receptionists. The receptionists will sell these packs to the customers.

To distribute packs

1. On the Main Screen, select **Receptionist** and click **Pack Distribution** . The **Receptionist Pack Distribution** screen is displayed.

<i>Field</i>	<i>Description</i>
Receptionist Name/ ID	Select the name/id of the receptionist from the drop-down list.
Pack Number	Type the range of ticket numbers for the packs.
From	Type the serial number from which you want to distribute in the From field.
To	Type the serial number to which you want to distribute in the To field.

2. To distribute the packs, click **Next**.

Receiving Unsold Packs

This option allows the administrator to receive the unsold packs from the receptionists. The administrator can receive back the UnSold tickets (distributed through the receptionists). They may be either expired or live.

To receive unsold packs

1. On the Main Screen, select **Receptionist** and click **Receive Unsold Packs**. You will see the **Select Receptionist to get Unsold Packs** screen.

Select Receptionist to get Unsold Packs

Receptionist Name/ID

—Select—

▼

Next >>

<i>Field</i>	<i>Description</i>
Receptionist Name/ ID	Select the name/id of the receptionist from the drop-down list.

2. To get the unsold packs, click **Next**.
-

Chapter 7

Managing Resellers

This chapter consists of the following sections:

- Adding a Reseller
- Editing Reseller Information
- Deleting a Reseller ID
- Distributing the packs

Adding a Reseller

You can add any number of resellers. You can sell the tickets to these resellers. The resellers can resell those tickets to their end users.

To add reseller

1. On the Main Screen, select **Reseller** and click **Add Reseller**. You will see the **Add Reseller** screen.

Full Name (Mr/Mrs) <input type="text"/>	
Company Information	Personal Information *Optional
Company Name <input type="text"/>	Address <input type="text"/>
Address <input type="text"/>	Zip Code <input type="text"/>
Zip Code <input type="text"/>	Country <input type="text"/>
Country <input type="text"/>	Phone <input type="text"/>
Phone <input type="text"/>	Email <input type="text"/>
Email <input type="text"/>	
Payment Details	
Commission Percentage <input type="text"/>	Deposit Amount <input type="text"/>
Paymode <input type="radio"/> Cheque <input type="radio"/> Cash	
Bank Name <input type="text"/>	Cheque Number <input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Add"/>	

Field	Description
Full Name (Mr/Mrs)	Type the name of the reseller. This field can contain up to 50 alphanumeric characters. This field is mandatory.
Company Information	
Company Name	Type the name of the company. This field can contain up to 50 alphanumeric characters. This field is mandatory.
Address	Type the address of the company.

	<p>This field can contain up to 22 alphanumeric characters per line and a maximum of 80 lines.</p> <p>This field is mandatory.</p>
Zip Code	<p>Type the zip code.</p> <p>This field can contain up to 10 alphanumeric characters.</p> <p>This field is mandatory.</p>
Country	<p>Type the name of the country.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is mandatory.</p>
Phone	<p>Type the phone number of the company.</p> <p>This field can contain up to 25 alphanumeric characters.</p> <p>This field is mandatory.</p>
Email	<p>Type the email address of the company.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is mandatory.</p>
Personal Information * optional	
Address	<p>Type the reseller's personal address.</p> <p>This field can contain up to 22 alphanumeric characters per line and a maximum of 80 lines.</p> <p>This field is optional.</p>
Zip Code	<p>Type the reseller's zip code.</p> <p>This field can contain up to 10 alphanumeric characters.</p> <p>This field is optional.</p>
Country	<p>Type the name of the country.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is optional.</p>
Phone	<p>Type the reseller's personal phone number.</p> <p>This field can contain up to 25 alphanumeric characters.</p> <p>This field is optional.</p>
Email	<p>Type the reseller's personal e-mail address.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is optional.</p>
Payment Details	
Commission Percentage	<p>Type the commission percentage.</p> <p>It is the percentage, which the reseller gets as commission from the service provider.</p> <p>This field is optional.</p>

Deposit Amount	Type the deposit amount. It is the amount to be deposited to the service provider to become a reseller. This field is optional.
Paymode	Select the appropriate payment mode. The options are: i. Cash ii. Cheque This field is mandatory.
Bank Name	Type the name of the bank. This field is available only if the payment mode is by cheque.
Cheque Number	Type the cheque number. This field is available only if the payment mode is by cheque.

2. To reset the fields, click **Reset**.
3. To add a new reseller, click **Add**.

Editing Reseller Information

This option allows you to edit the reseller details, if you want to make any changes.

To edit a reseller

1. On the Main Screen, select **Reseller** and click **Edit Reseller**. You will see the **Select Reseller Id** screen.

<i>Field</i>	<i>Description</i>
Reseller ID	Select the reseller's id that you want to sell the packs. Reseller ID is created automatically when we add reseller. This field is available only if a reseller is created.

2. To edit the reseller details, click **Next**. You will see the **Edit Reseller** screen.

Full Name (Mr/Mrs) <input type="text"/>	
Company Information	Personal Information *Optional
Company Name <input type="text"/> Address <input type="text"/> Zip Code <input type="text"/> Country <input type="text"/> Phone <input type="text"/> Email <input type="text"/>	Address <input type="text"/> Zip Code <input type="text"/> Country <input type="text"/> Phone <input type="text"/> Email <input type="text"/>
Payment Details	
Commission Percentage <input type="text"/> Paymode <input type="radio"/> Cheque <input checked="" type="radio"/> Cash Bank Name <input type="text"/>	Deposit Amount <input type="text"/> Cheque Number <input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Add"/>	

Field	Description
Full Name (Mr/Mrs)	Type the name of the reseller. This field can contain up to 50 alphanumeric characters. This field is mandatory.
Company Information	
Company Name	Type the name of the company. This field can contain up to 50 alphanumeric characters. This field is mandatory.
Address	Type the address of the company. This field can contain up to 22 alphanumeric characters per line and a maximum of 80 lines. This field is mandatory.
Zip Code	Type the zip code. This field can contain up to 10 alphanumeric characters. This field is mandatory.
Country	Type the name of the country.

	<p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is mandatory.</p>
Phone	<p>Type the phone number of the company.</p> <p>This field can contain up to 25 alphanumeric characters.</p> <p>This field is mandatory.</p>
Email	<p>Type the email address of the company.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is mandatory.</p>
Personal Information * optional	
Address	<p>Type the reseller's personal address.</p> <p>This field can contain up to 22 alphanumeric characters per line and a maximum of 80 lines.</p> <p>This field is optional.</p>
Zip Code	<p>Type the reseller's zip code.</p> <p>This field can contain up to 10 alphanumeric characters.</p> <p>This field is optional.</p>
Country	<p>Type the name of the country.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is optional.</p>
Phone	<p>Type the reseller's personal phone number.</p> <p>This field can contain up to 25 alphanumeric characters.</p> <p>This field is optional.</p>
Email	<p>Type the reseller's personal e-mail address.</p> <p>This field can contain up to 50 alphanumeric characters.</p> <p>This field is optional.</p>
Payment Details	
Commission Percentage	<p>Type the commission percentage.</p> <p>It is the percentage, which the reseller gets as commission from the service provider.</p> <p>This field is optional.</p>
Deposit Amount	<p>Type the deposit amount.</p> <p>It is the amount to be deposited to the service provider to become a reseller.</p> <p>This field is optional.</p>
Paymode	<p>Select the appropriate payment mode.</p> <p>The options are:</p> <ul style="list-style-type: none"> i.Cash ii.Cheque

	This field is mandatory.
Bank Name	Type the name of the bank. This field is available only if the payment mode is by cheque.
Cheque Number	Type the cheque number. This field is available only if the payment mode is by cheque.

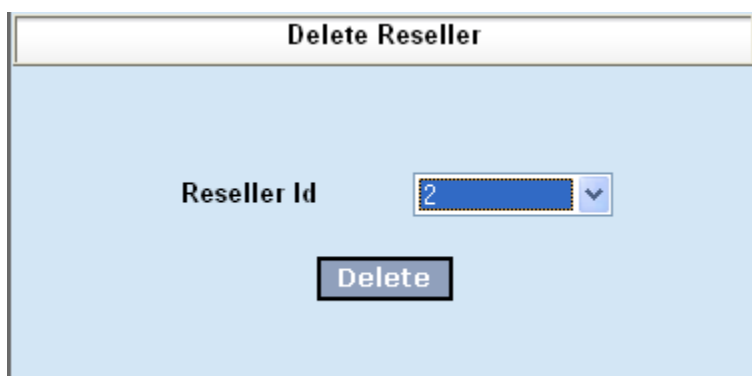
3. Make the necessary changes and click **Update**.
4. To reset all the fields, click **Reset**.

Deleting a Reseller ID

You can delete any reseller at any time. Once the reseller is deleted, the deletion is permanent. You can not activate him again.

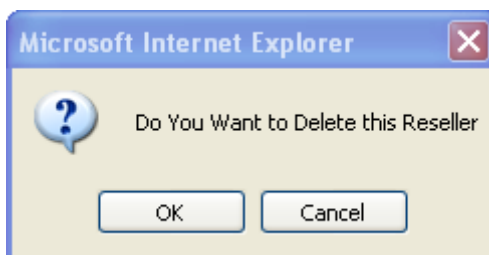
To delete a reseller

1. On the Main Screen, select **Reseller** and click **Delete Reseller**. You will see the **Delete Reseller** screen.



<i>Field</i>	<i>Description</i>
Reseller ID	Select the reseller identification number that you want to delete from the drop-down list.

2. To delete a reseller, click **Delete**. You will be asked to confirm.



3. Click **Ok**. The reseller is deleted.

Distributing the packs

This option allows you to distribute the packs. The generated packs are distributed to the resellers. The resellers will sell these packs to the customers.

To distribute a pack

1. On the Main Screen, select **Reseller** and click **Pack Distribution** . The **Pack Sales** screen is displayed.

<i>Field</i>	<i>Description</i>
Sold To	Select the appropriate sale type. The options are: i. Customer ii. Reseller
Reseller ID	Select the reseller's id that you want to sell the packs. Reseller ID is created automatically when we add reseller. This field is available only if 'sold to reseller' is selected.
Plan Name	Select the name of the plan. You can select it from the drop-down list. This field is mandatory.

Number Of Packs	<p>Type the number of packs that you want to sell.</p> <p>This field can contain values ranging from 1 to the maximum number of packs available in the selected plan.</p> <p>This field is mandatory.</p>
-----------------	---

2. Click **Check Availability & Proceed**. You will see the **Payment Details** screen.

Scheme Name	Quantity	Total Cost
2hours	2	\$ 600

Payment Details

Payment Mode
☒ Cash
 ☐ Cheque

Bank Name

Cheque Number

<i>Field</i>	<i>Description</i>
Payment Mode	<p>Select the appropriate payment mode.</p> <p>The options are:</p> <p style="margin-left: 40px;">i.Cash</p> <p style="margin-left: 40px;">ii.Cheque</p> <p>This field is mandatory.</p>
Bank Name	<p>Type the name of the bank.</p> <p>This field is available only if the payment mode is by cheque.</p>
Cheque Number	<p>Type the cheque number.</p> <p>This field is available only if the payment mode is by cheque.</p>

3. If you want to select the packs manually, click **Manual Pack Selection**. You will see the screen as below.

Select Packs and Click Sell

Pack Number	Plan Name	Select
8	2hours	<input type="checkbox"/>
7	2hours	<input type="checkbox"/>
6	2hours	<input type="checkbox"/>
11	2hours	<input type="checkbox"/>
12	2hours	<input type="checkbox"/>
		Sell

4. Select the number of packs under **Select** and click **Sell**. You will see the screen as below.

Issue These Packs to Reseller or Customer

Pack Number	Plan Name
7	2hours
8	2hours

5. If you want to select the packs automatically, click **Auto Pack Selection** on the **Payment Details** page. You will see the screen as below.

Issue These Packs to Reseller or Customer

Pack Number	Plan Name
10	2hours
9	2hours

Chapter 8

Generating Reports

This chapter consists of the following sections:

- Plan Report
 - Report for Packs
 - Report for Users
- Pack Report
 - Report for Registered Pack
 - Report for Unregistered Packs
 - Report for Expired Packs
 - Report for Receptionist Stock Holding
 - Report to Track a Pack
- User Report
 - Report for List Users
 - Report for User Status
 - Usage Report
 - Payments Report
 - Unpaid Bills Report
- Reseller Report
 - Purchase Report
- Sales Report
 - Direct Sales Report
 - Reseller Sales Report
- Day Report

- Room Report
- Sales Log Sheet

Plan Report

The plan report is high-level report that lets you know the status of sold/unsold PIN.

Report for Packs

The pack report provides a more detailed view of the PIN based on all plan/specific, sold/unsold and specific date.

To view pack status report

1. On the Main Screen, select **Reports** and point to **Plan Report** and click **Packs** . The **Plan Report** screen is displayed.

<i>Field</i>	<i>Description</i>
Plan	Select the appropriate Plan. The available options are: i. All Plan ii. Specific Plan
Status	Select the appropriate status of the PIN. The available options are: i. Sold ii. Unsold

Select Date	Select the appropriate From date and To date.
-------------	---

- To view the pack status, click **View**. The **Plan Report** screen is displayed.

Plan Report				
	Pack Number	Sold Date	Reseller ID	Plan Name
1	709	2008-06-08 14:34...	1	BENZZ PARK 24h...
2	711	2008-06-08 15:13...	1	BENZZ PARK 24h...
3	710	2008-06-08 22:10...	1	BENZZ PARK 24h...
4	712	2008-06-09 01:49...	1	BENZZ PARK 24h...
5	810	2008-06-09 21:16...	1	BENZZ PARK 24h...
6	760	2008-06-09 21:36...	1	BENZZ PARK 2hrs
7	811	2008-06-09 22:20...	1	BENZZ PARK 24h...
8	812	2008-06-09 23:28...	1	BENZZ PARK 24h...
9	905	2008-06-10 12:01...	1	BENZZ PARK 24h...
10	906	2008-06-10 12:04...	1	BENZZ PARK 24h...
11	856	2008-06-10 18:27...	1	BENZZ PARK 2hrs
12	909	2008-06-10 20:14...	1	BENZZ PARK 24h...
13	910	2008-06-10 20:52...	1	BENZZ PARK 24h...
14	912	2008-06-11 00:40...	1	BENZZ PARK 24h...
15	913	2008-06-11 00:41...	1	BENZZ PARK 24h...
16	914	2008-06-11 05:14...	1	BENZZ PARK 24h...
17	915	2008-06-11 09:06...	1	BENZZ PARK 24h...

Export

Report for Users

The user report provides a more detailed view of the PIN based on all plan/specific, sold/unsold and specific date.

To view users status report

- On the Main Screen, select **Reports**, point to **Plan Report** and click **Users**. The **Plan Users Report** screen is displayed.

Plan Users Report

Select Plan Name BENZZ PARK 2hrs

☒ By Registered Date

From 2008/6/1

YYYY/MM/DD

To 2008/6/11

YYYY/MM/DD

View

<i>Field</i>	<i>Description</i>
Select Plan Name	Select the appropriate Plan Name from the drop-down list.
By Registered Date	Select the appropriate From date and To date.

2. To view the user status report, click **View**. The **Plan User Report** screen is displayed.

Plan User Report

Full Name	Register Date	Expiry Date	Address	Email Id	Phone
	2008-Jun-05 11:3...	2008-Jun-05 02:3...			
	2008-Jun-06 10:1...	2008-Jun-06 01:1...			
	2008-Jun-06 06:2...	2008-Jun-06 09:2...			
	2008-Jun-06 09:4...	2008-Jun-07 12:4...			
	2008-Jun-07 03:0...	2008-Jun-07 06:0...			
	2008-Jun-07 10:2...	2008-Jun-07 01:2...			
	2008-Jun-09 09:3...	2008-Jun-10 12:3...			
	2008-Jun-10 06:2...	2008-Jun-10 09:2...			

Export

Total Users in Plan BENZZ PARK 2hrs = 8

Pack Report

The pack report keeps track of a particular plan distributed by a receptionist irrespective of whether the customer/guest has registered for the usage.

Report for Registered Pack

The registered report keeps track of the registered coupon for a specific period.

To view registered pack details

1. On the Main Screen, select **Reports**, point to **Pack Report** and click **Registered** . The **Pack Report** screen is displayed.

<i>Field</i>	<i>Description</i>
Select Plan Name	Select the appropriate Plan Name from the drop-down list.
By Registered Date	Select the appropriate From date and To date.

2. To view the registered pack details, click **View**. The **Plan User Report** screen is displayed.

Plan User Report					
Full Name	Register Date	Expiry Date	Address	Email Id	Phone
	2008-Jun-05 11:3...	2008-Jun-05 02:3...			
	2008-Jun-06 10:1...	2008-Jun-06 01:1...			
	2008-Jun-06 06:2...	2008-Jun-06 09:2...			
	2008-Jun-06 09:4...	2008-Jun-07 12:4...			
	2008-Jun-07 03:0...	2008-Jun-07 06:0...			
	2008-Jun-07 10:2...	2008-Jun-07 01:2...			
	2008-Jun-09 09:3...	2008-Jun-10 12:3...			
	2008-Jun-10 06:2...	2008-Jun-10 09:2...			

Export

Total Users in Plan BENZZ PARK 2hrs = 8

Report for Unregistered Packs

The unregistered report keeps track of the unregistered coupon for a specific period.

To view unregistered pack details

1. On the Main Screen, select **Reports**, point to **Pack Report** and click **Unregistered** . The **Pack Report** screen is displayed.

Pack Report

☒ All Plan

☐ Specific Plan unlimited

☒ By Registered Date

From

YYYY/MM/DD

To

YYYY/MM/DD

View

<i>Field</i>	<i>Description</i>
Select Plan Name	Select the appropriate Plan Name from the drop-down list.
By Registered Date	Select the appropriate From date and To date.

2. To view the unregistered pack details, click **View**. The **Pack Report** screen is displayed.

Report for Expired Packs

The expired report keeps track of the expired coupons. The coupons get expired after the validity period.

To view pack expired details

1. On the Main Screen, select **Reports**, point to **Pack Report** and click **Expired** . The **Pack Report** screen is displayed.

<i>Field</i>	<i>Description</i>
Select Plan Name	Select the appropriate Plan Name from the drop-down list.
By Registered Date	Select the appropriate From date and To date.

2. To view the expired pack details, click **View**. The **Pack Report** screen is displayed.

Pack Report

	Pack Number	Activation Code	Plan Name	Sold Date	Expired Date	User ID
1	757	6RF73KPV	BENZZ PARK 24h...	2008-Jun-07 10:2...	2008-Jun-08 10:2...	6RF7
2	709	BK6SKNBR	BENZZ PARK 24h...	2008-Jun-08 02:3...	2008-Jun-09 02:3...	BK6S
3	711	PBFPBDYY	BENZZ PARK 24h...	2008-Jun-08 03:1...	2008-Jun-09 03:1...	PBFP
4	710	BNB793TM	BENZZ PARK 24h...	2008-Jun-08 10:1...	2008-Jun-09 10:1...	BNB7
5	712	6JXGBUAF	BENZZ PARK 24h...	2008-Jun-09 01:4...	2008-Jun-10 01:4...	6JXG
6	810	DRMHKNDK	BENZZ PARK 24h...	2008-Jun-09 09:1...	2008-Jun-10 09:1...	DRMH
7	760	TG37DF9C	BENZZ PARK 2hrs	2008-Jun-09 09:3...	2008-Jun-10 12:3...	TG37
8	811	5WK36GDA	BENZZ PARK 24h...	2008-Jun-09 10:2...	2008-Jun-10 10:2...	5WK3
9	812	8PD4NYWB	BENZZ PARK 24h...	2008-Jun-09 11:2...	2008-Jun-10 11:2...	8PD4
10	905	PWB2FZXQ	BENZZ PARK 24h...	2008-Jun-10 12:0...	2008-Jun-11 12:0...	PWB2
11	906	TMVSDMEE	BENZZ PARK 24h...	2008-Jun-10 12:0...	2008-Jun-11 12:0...	TMVS
12	856	ZQBPBNEM	BENZZ PARK 2hrs	2008-Jun-10 06:2...	2008-Jun-10 09:2...	ZQBP

Export

Report for Receptionist Stock Holding

At any time, you can know which are the tickets (already distributed) are with the receptionist. Thus you can know the stock position of the tickets.

To view receptionist stock holding report

1. On the Main Screen, select **Reports**, point to **Pack Report** and click **Receptionist Stock Holding**. You will see the **Receptionist Stock Hold Report** screen.

Receptionist Stock Holding Report

	Pack No	Plan Name	PIN	Receptionist ID
1	18	test	68A3YHNB	500
2	19	test	N3YNKMFK	500

Export

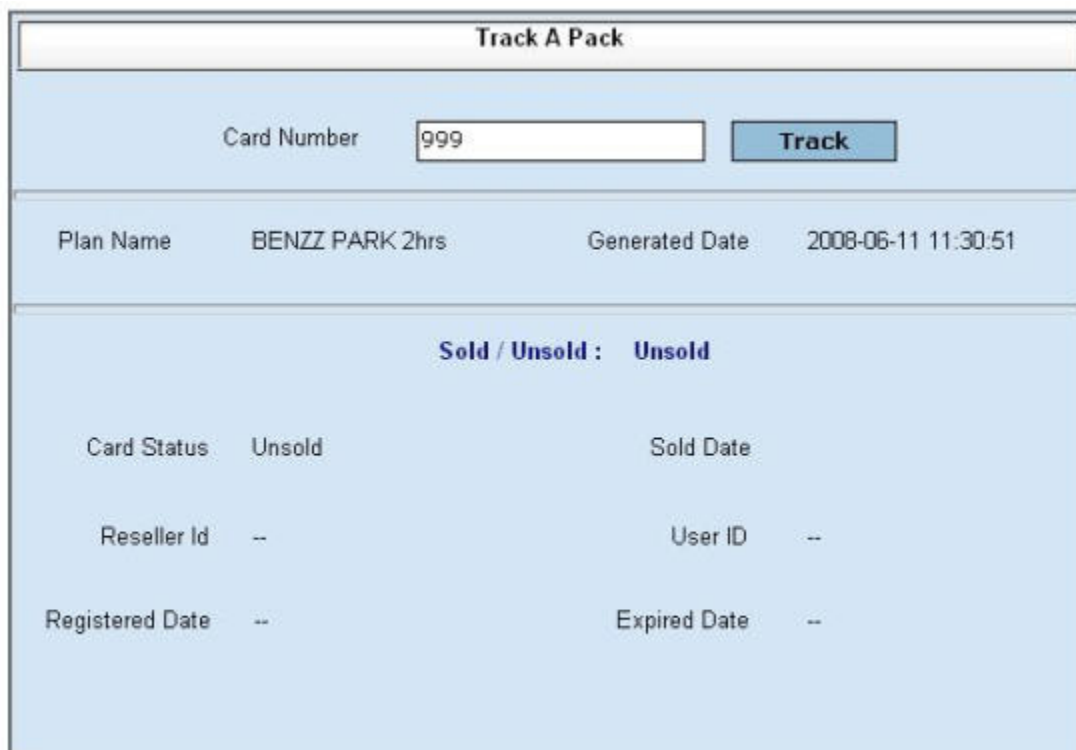
2. To save the unsold ticket details, please click the 'Export' button.

Report to Track a Pack

This feature is useful to track the status of a ticket, whether it is sold/unsold.

To track a pack

1. On the Main Screen, select **Reports**, point to **Pack Report** and click **Pack Report** . The **Track A Pack** screen is displayed.



Track A Pack			
Card Number	999	Track	
Plan Name	BENZZ PARK 2hrs	Generated Date	2008-06-11 11:30:51
Sold / Unsold : Unsold			
Card Status	Unsold	Sold Date	
Reseller Id	--	User ID	--
Registered Date	--	Expired Date	--

2. To check the status, enter the appropriate **Ticket Number** and click **Track**. The status of the Ticket is displayed as Sold/Unsold.

User Report

The user report lists all the browsing sessions of a particular user.

Report for List Users

The list user report keeps track of the all the basic details of the current users.

Active users are the registered users whose plan is not expired.

All Users include both registered and unregistered user.

Active users Report

To view active user details

1. On the Main Screen, select **Reports**, point to **User Report** and then point to **List Users** and click **Active**. You will see the **User List** screen.

User List							
	Userid	Plan Name	Plan Type	Address	Remaining Min	Expiry Date	Data Transfer
1	75P6	BENZZ PARK 24h...	PrePaid		1214	2008-06-11 20:14...	53652586844
2	9FT5	BENZZ PARK 24h...	PrePaid		1287	2008-06-12 15:17...	53670966610
3	anish	ULD	PrePaid		484901	2009-05-14 13:46...	N/A
4	BVYM	BENZZ PARK 24h...	PrePaid		1315	2008-06-12 00:40...	53681473971
5	EQJF	benzzpark admin	PrePaid	12	517874	2009-06-06 11:19...	N/A
6	FW4V	BENZZ PARK 24h...	PrePaid		1267	2008-06-11 20:52...	53661243614
7	PBB2	BENZZ PARK 24h...	PrePaid		1139	2008-06-12 05:14...	53681082198
8	RKMJ	BENZZ PARK 24h...	PrePaid		445	2008-06-12 00:41...	53629344225
9	RT9K	BENZZ PARK 24h...	PrePaid		1385	2008-06-12 09:06...	53684885671
10	T3Z8	benzzpark admin	PrePaid		497799	2009-05-23 12:44...	N/A

[Export](#)

2. If you want to save the report, Click **Export** button.

All Users Report

To view all users details

1. On the Main Screen, select **Reports**, point to **User Report** and then point to **List Users** and click **All Users**. You will see the **User List** screen.

User List							
	Userid	Plan Name	Plan Type	Address	Remaining Min	Expiry Date	Data Transfer
1	75P6	BENZZ PARK 24h...	PrePaid		1214	2008-06-11 20:14...	53652586844
2	9FT5	BENZZ PARK 24h...	PrePaid		1287	2008-06-12 15:17...	53670966610
3	anish	ULD	PrePaid		484901	2009-05-14 13:46...	N/A
4	BVYM	BENZZ PARK 24h...	PrePaid		1315	2008-06-12 00:40...	53681473971
5	EQJF	benzzpark admin	PrePaid	12	517874	2009-06-06 11:19...	N/A
6	FW4V	BENZZ PARK 24h...	PrePaid		1267	2008-06-11 20:52...	53661243614
7	PBB2	BENZZ PARK 24h...	PrePaid		1139	2008-06-12 05:14...	53681082198
8	RKMJ	BENZZ PARK 24h...	PrePaid		445	2008-06-12 00:41...	53629344225
9	RT9K	BENZZ PARK 24h...	PrePaid		1385	2008-06-12 09:06...	53684885671
10	T3Z8	benzzpark admin	PrePaid		497799	2009-05-23 12:44...	N/A

[Export](#)

- Click **Export** to save the data in Ms-Excel format.

Report for User Status

The status report gives the general information and the plan details of a particular user.

To view the user status

- On the Main Screen, select **Reports**, point to **User Report** and click **Status**. You will see the **User Status** screen.

User Status

User ID

TB6E

▼

TB6E

View

- Select the User ID from the drop-down list and click **View**. You will see the screen as below.

General informations		Plan Details	
User ID	TB6E Deactivate	Plan Name	plan 2hrs
Status	Offline	Plan Type	PrePaid
Password	•••• Reset	Registration/Renewal Date	2008-May-26 10:22:19 PM
First/Last Name		Expiry Date	2008-05-27 22:22:19
Address		Due Date	2008-May-27 10:22:19 PM
Email ID		Remaining Minutes	0
Phone Number		Remaining Data Transfer Limit Bytes	4942624399

Usage Report for TB6E

	Start Time	End Time	Used Minutes	Charged Minutes	Charged Amt	BytesTransferred
1	2008-May-26 10:2...	2008-May-27 12:1...	111	111	0	391074193
2	2008-May-27 08:2...	2008-May-27 08:3...	10	10	0	35010528

Export

3. If you want to save the report, please click the button 'Export' to save it in Ms-Excel format.

Note:



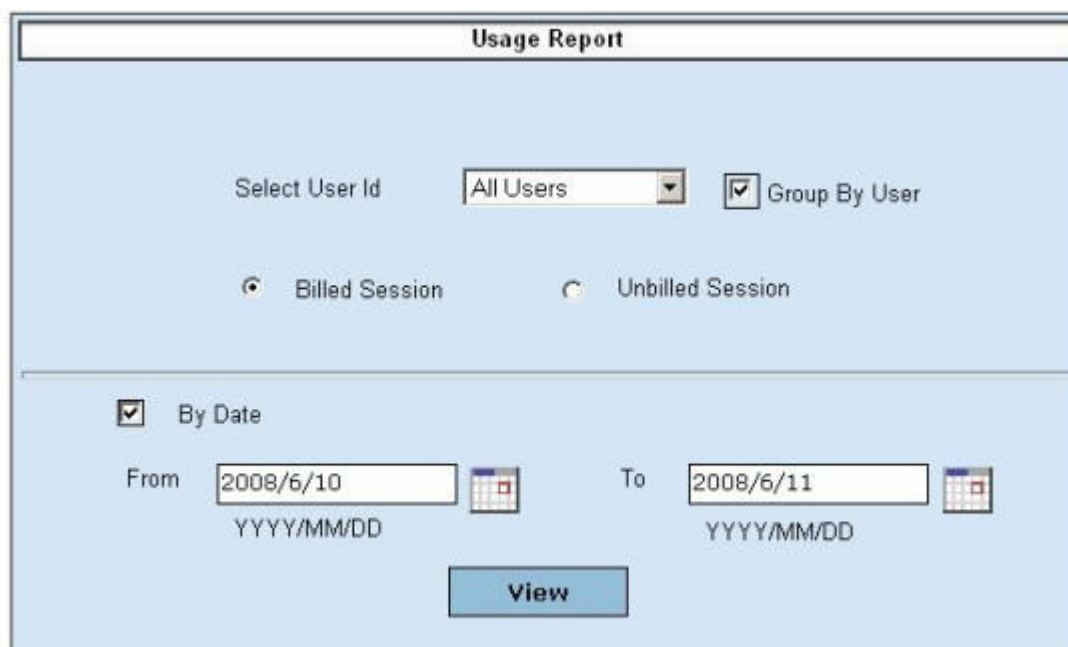
- When the 'Deactivate' button is clicked, the selected user is deactivated.
- When the 'Reset' button is clicked, the user's password is reset. The reset password will be "123456" by default.

Usage Report

You can take the usage report of any user using this feature.

To view usage report

- On the Main Screen, select **Reports**, point to **User Report** and click **Usage**. You will see the Usage **Report** screen.



The image shows a web-based form titled "Usage Report". At the top, there is a header bar with the title. Below the header, the form is divided into two main sections. The first section contains a "Select User Id" dropdown menu set to "All Users", a checked checkbox for "Group By User", and two radio buttons for "Billed Session" (selected) and "Unbilled Session". The second section contains a checked checkbox for "By Date", followed by "From" and "To" date fields. Both date fields are set to "2008/6/10" and "2008/6/11" respectively, with a "YYYY/MM/DD" format hint below each. A "View" button is located at the bottom center of the form.

<i>Field</i>	<i>Description</i>
Select User Id	Select the User Id from drop-down list.
Session	Select the appropriate Session. The available options are: i.Billed Session ii.Unbilled Session
By Date	Select the appropriate From date and To date.

2. To view the usage report, click **View**. You will see the **Usage Report for ALL** screen.

Usage Report for ALL				
Start Date : 2008/6/10		End Date : 2008/6/11		
User ID	Used Minutes	Charged Minutes	Charged Amt	MB Transferred
1 75P6	226	226	0	32.90591812133...
2 9FT5	153	153	0	15.37760734558...
3 anish	251	251	0	16.05632209777...
4 BVYM	125	125	0	5.357007026672...
5 DRMH	467	467	0	40.80381488800...
6 FW4V	173	173	0	24.65017890930...
7 PBB2	301	301	0	5.730630874633...
8 PWB2	1	1	0	0.045595169067...
9 RKMJ	995	995	0	55.07180690765...
10 RT9K	55	55	0	2.103356361389...
11 TMVS	357	357	0	48.37736225128...
12 ZQBP	121	121	0	7.830681800842...
<div>Export</div>				
Used Minutes = 3225 Charged Minutes = 3225 Charge = 0 GB Transfer = 0.248				

Payments Report

The payment report lists the payment details made by the postpaid users for a specific period.

To view payment details

1. On the Main Screen, select **Reports**, point to **User Report** and click **Payments**. You will see the **Payment Report** screen.

Payment Report

☐ All Users

☒ Specific User

Select User Id

cyberpro

☒ By Date

From

2008/3/4

YYYY/MM/DD

To

2008/6/25

YYYY/MM/DD

View

Field	Description
User Type	Select the appropriate User Type. The available options are: i.All Users ii.Specific User
Select User Id	Select the User Id from drop-down list.
By Date	Select the appropriate From date and To date.

2. To view the payment details, click **View**. You will see the screen as below.

General informations		Plan Details	
User ID	TB6E Deactivate	Plan Name	plan 2hrs
Status	Offline	Plan Type	PrePaid
Password	•••• Reset	Registration/Renewal Date	2008-May-26 10:22:19 PM
First/Last Name		Expiry Date	2008-05-27 22:22:19
Address		Due Date	2008-May-27 10:22:19 PM
Email ID		Remaining Minutes	0
Phone Number		Remaining Data Transfer Limit Bytes	4942624399

Usage Report for TB6E

	Start Time	End Time	Used Minutes	Charged Minutes	Charged Amt	BytesTransferred
1	2008-May-26 10:2...	2008-May-27 12:1...	111	111	0	391074193
2	2008-May-27 08:2...	2008-May-27 08:3...	10	10	0	35010528

Export

Unpaid Bills Report

The unpaid bill report lists the all the users who are yet to make the payment.

To view unpaid bills

1. On the Main Screen, select **Reports**, point to **User Report** and click **Unpaid Bills**. You will see the **Payment Report** screen.

<i>Field</i>	<i>Description</i>
User Id	The available options are: i.All Reseller ii.Specific Reseller Select the Reseller Id from the drop-down list.
By Date	Select the appropriate From date and To date.

2. To view the unpaid bill, click **View**. You will see the screen as below.

Reseller Report

The reseller sales report lists out coupons purchased from the hotspot administrator for a particular plan within a specified period. The reseller purchases the coupons from the hotspot administrator and generates revenue by selling these coupons.

To view reseller report

1. On the Main Screen, select **Reports**, point to **Reseller Report** and click **Purchase Report** . You will see the **Sales Report** screen.

Sales Report

☐ All Reseller
☒ Specific Reseller

Select Reseller Id

4

☐ All Plan
☒ Specific Plan

Select Plan

prepaid 10 hour

☒ By Date

From

2008/4/7

YYYY/MM/DD

To

2008/6/5

YYYY/MM/DD

View

<i>Field</i>	<i>Description</i>
Reseller Id	The available options are: i.All Reseller ii.Specific Reseller Select the Reseller Id from the drop-down list.
Plan	Select the appropriate Plan. The available options are: i.All Plan ii.Specific Plan
By Date	Select the appropriate From date and To date.

2. To view the reseller report, click **View**. You will see the **Sale Report** screen.

Sale Report				
	Plan Name	Sold Date	Pack Number	Reseller ID
1	plan1	2008-06-16 17:47...	1	2
2	plan1	2008-06-16 17:47...	2	2

Export

Sales Report

The sales report lists the total number of coupons sold.

Direct Sales Report

This gives the 'Sales Report' of the tickets 'Directly Sold' by the hotspot administrator. To be precise, it does not include the tickets sold through receptionists or resellers.

To view direct sales report

1. On the Main Screen, select **Reports**, point to **Sales Report** and click **Direct Sales**. You will see the **Sales Report** screen.

Sales Report

☐ All Reseller
☒ Specific Reseller

Select Reseller Id 4

☐ All Plan
☒ Specific Plan

Select Plan prepaid 10 hour

☒ By Date

From 2008/4/7
YYYY/MM/DD

To 2008/6/5
YYYY/MM/DD

View

<i>Field</i>	<i>Description</i>
Reseller Id	The available options are: i.All Reseller ii.Specific Reseller Select the Reseller Id from the drop-down list.
Plan	Select the appropriate Plan. The available options are: i.All Plan ii.Specific Plan
By Date	Select the appropriate From date and To date.

2. To view the sales report, click **View**. You will see the **Sale Report** screen.

Sale Report

	Plan Name	Sold Date	Pack Number
1	BENZZ PARK 24h...	2008-06-08 14:34...	709
2	BENZZ PARK 24h...	2008-06-08 15:13...	711
3	BENZZ PARK 24h...	2008-06-08 22:10...	710
4	BENZZ PARK 24h...	2008-06-09 01:49...	712
5	BENZZ PARK 24h...	2008-06-09 21:16...	810
6	BENZZ PARK 2hrs	2008-06-09 21:36...	760
7	BENZZ PARK 24h...	2008-06-09 22:20...	811
8	BENZZ PARK 24h...	2008-06-09 23:28...	812
9	BENZZ PARK 24h...	2008-06-10 12:01...	905
10	BENZZ PARK 24h...	2008-06-10 12:04...	906
11	BENZZ PARK 2hrs	2008-06-10 18:27...	856
12	BENZZ PARK 24h...	2008-06-10 20:14...	909
13	BENZZ PARK 24h...	2008-06-10 20:52...	910
14	BENZZ PARK 24h...	2008-06-11 00:40...	912
15	BENZZ PARK 24h...	2008-06-11 00:41...	913
16	BENZZ PARK 24h...	2008-06-11 05:14...	914
17	BENZZ PARK 24h...	2008-06-11 09:06...	915
18	BENZZ PARK 24h...	2008-06-11 15:17...	1003

Export

Reseller Sales Report

This gives the 'Sales-Report' of the tickets sold through Resellers.

To view reseller sales report

1. On the Main Screen, select **Reports**, point to **Sales Report** and click **Reseller Sales**. You will see the **Sales Report** screen.

Sales Report

☐ All Reseller
☒ Specific Reseller

Select Reseller Id 4

☐ All Plan
☒ Specific Plan

Select Plan prepaid 10 hour

☒ By Date

From 2008/4/7
YYYY/MM/DD

To 2008/6/5
YYYY/MM/DD

View

<i>Field</i>	<i>Description</i>
Reseller Id	The available options are: i.All Reseller ii.Specific Reseller Select the Reseller Id from the drop-down list.
Plan	Select the appropriate Plan. The available options are: i.All Plan ii.Specific Plan
By Date	Select the appropriate From date and To date.

2. To view the reseller sales report, click **View**. You will see the **Sale Report** screen.

Sale Report				
	Plan Name	Sold Date	Pack Number	Reseller ID
1	plan1	2008-06-16 17:47...	1	2
2	plan1	2008-06-16 17:47...	2	2

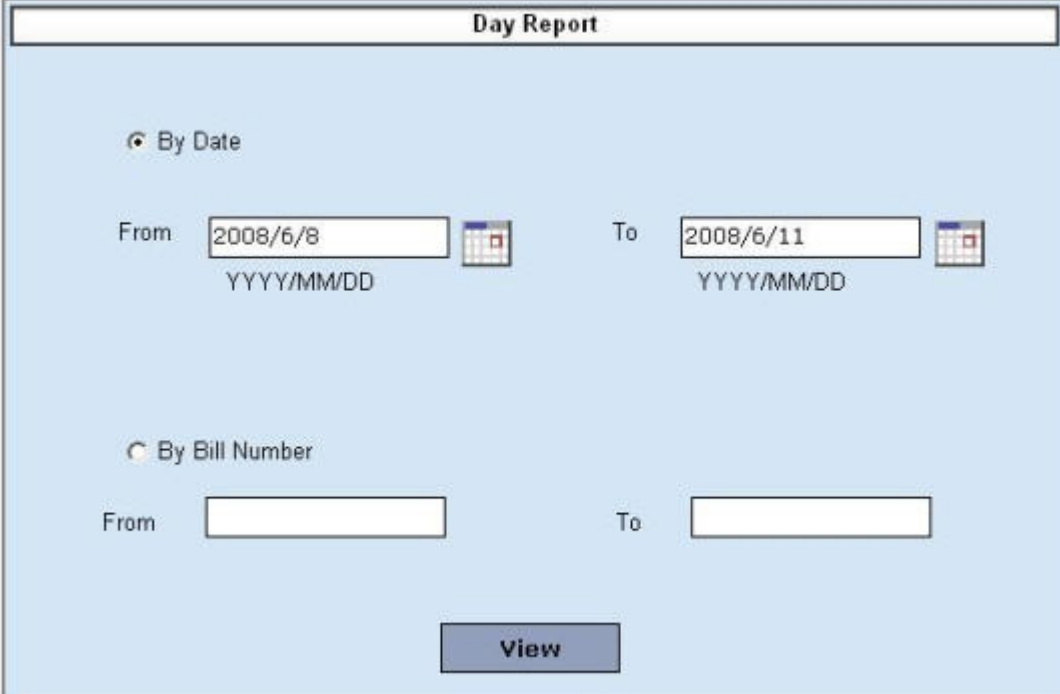
Export

Day Report

This gives the 'Sales-Report' of any particular day or a specific period, of the tickets sold and the amount.

To view daily report

1. On the Main Screen, select **Reports** and click **Purchase Report**. You will see the **Day Report** screen.



The image shows a web-based form titled "Day Report". It has two radio button options: "By Date" (which is selected) and "By Bill Number". Under "By Date", there are "From" and "To" date fields. The "From" field contains "2008/6/8" and the "To" field contains "2008/6/11". Both fields have a small calendar icon to their right and the text "YYYY/MM/DD" below them. Under "By Bill Number", there are empty "From" and "To" text input fields. At the bottom center of the form is a blue button labeled "View".

<i>Field</i>	<i>Description</i>
By Date/By Bill	The available options are: i.Date ii.Bill Number Select the appropriate From date and To date

2. To view the day report, click **View**. You will see the **Pack Sales Bill** screen.

Pack Sales Bill					
	Bill No	Payment Mode	Purchase Date	Amount	Pack No
1	31	cash	2008-Jun-08 02:3...	0.00	709
2	32	cash	2008-Jun-08 03:1...	0.00	711
3	33	cash	2008-Jun-08 10:1...	0.00	710
4	34	cash	2008-Jun-09 01:4...	0.00	712
5	35	cash	2008-Jun-09 09:1...	0.00	810
6	36	cash	2008-Jun-09 09:3...	0.00	760
7	37	cash	2008-Jun-09 10:2...	0.00	811
8	38	cash	2008-Jun-09 11:2...	0.00	812
9	39	cash	2008-Jun-10 12:0...	0.00	905
10	40	cash	2008-Jun-10 12:0...	0.00	906
11	41	cash	2008-Jun-10 06:2...	0.00	856
12	42	cash	2008-Jun-10 08:1...	0.00	909
13	43	cash	2008-Jun-10 08:5...	0.00	910
14	44	cash	2008-Jun-11 12:4...	0.00	912
15	45	cash	2008-Jun-11 12:4...	0.00	913
16	46	cash	2008-Jun-11 05:1...	0.00	914
17	47	cash	2008-Jun-11 09:0...	0.00	915
18	48	cash	2008-Jun-11 03:1...	0.00	1003



Export

Room Report

This gives the report of the sold tickets on the basis of the room name. You can also view the usage details based on all/specific rooms, billed/unbilled sessions and specific date.

To view room usage report

1. On the Main Screen, select **Reports** and click **Room Report**. You will see the **Room Usage Report** screen.

Room Usage Report	
<input checked="" type="radio"/> All Rooms	<input type="radio"/> Specific Room <input type="text" value="237"/>
<input checked="" type="radio"/> Billed Session	<input type="radio"/> Unbilled Session
<input checked="" type="checkbox"/> By Usage Date From <input type="text" value="2008/4/9"/>  To <input type="text" value="2008/6/5"/> 	
<input type="button" value="View"/>	

<i>Field</i>	<i>Description</i>
Rooms	The available options are: i.All Rooms ii.Specific Room Select the room number from the drop-down list.
Session	Select the appropriate Session. The available options are: i.Billed Session ii.Unbilled Session
By Date	Select the appropriate From date and To date.

2. Enter the appropriate information and click **View**. You will see the **Room Usage Report** screen.

Room Usage Report

Unbilled Sessions for All Rooms

	Room No	Start Time	End Time	Used Minutes	Charged Minutes	Session Charge	Data Transferred
1	101	2008-06-12 10:32...	2008-06-12 20:37...	605	605	7	103716903

Export

Sales Log Sheet

This gives the report of the total sales, between any two ticket numbers.

To View the Sales Log Sheet

1. On the Main Screen, select **Reports** and click **Sales Log Sheet**. You will see the **Sales Log Sheet** screen.

Sales Log Sheet

Enter Pack Number

From To

<i>Field</i>	<i>Description</i>
Enter Pack Number	To Enter the appropriate Pack Number.

3. Enter the appropriate information and click **Submit** and then to be displayed the Pack Number in the Excel sheet.

Chapter 9

Managing NAS

This chapter consists of the following sections:

- Guest Management
 - Creating Guest Information
- NAS Management
 - Adding NAS Management
 - Deleting NAS Management

Guest Management

You can enter the Room Number and related Guest Details. These details will be used while checking out or changing the room.

Creating Guest Information

This option allows you to create guest information. The data will be added to the database.

To create a guest

1. On the Main Screen, select **NAS**, select **Guest Management** and click **Create Guest**. You will see the **Guest Information** screen.

<i>Field</i>	<i>Description</i>
Guest Name	Type the name of the guest. This field can contain up to 20 alphanumeric characters. This field is mandatory.
Room Number	Type the room number. This field can contain up to 20 alphanumeric characters. This field is mandatory.
Phone Number	Type the phone number. This field can contain up to 20 alphanumeric characters. This field is optional.
Select Plan	Select the name of the plan. You can select it from the drop-down list. This field is mandatory.

NAS Management

You can enter the details of 'client hotspot' locations. You can add more than one location using this. You can also delete any location.

Adding NAS Management

This option allows you to add client location. This data will be added to the database.

To adding NAS Management

1. On the Main Screen, Select **NAS Management** and Click **Add NAS**. You will see the Add **Client Location** screen.

<i>Field</i>	<i>Description</i>
Domain Name/IP	Type the name of the Domain/IP address.
Secret	Type the secret of the client.

2. To add a client location, click **Add**. You will see the Client Location Screen.

NAS Location Added

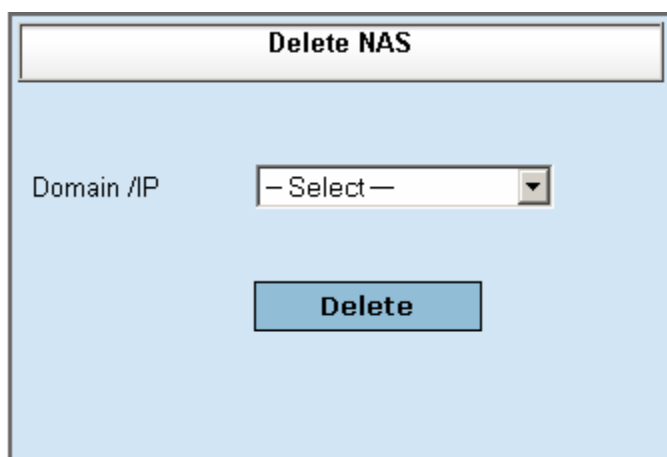
To apply this changes, Hotspot server must be rebooted .

Deleting NAS Management

This feature allows you to delete client location. This data will be deleted from the database.

To Deleting NAS Management

1. On the Main Screen, Select **NAS Management** and Click **Delete NAS**. You will see the **Delete NAS** screen.



<i>Field</i>	<i>Description</i>
Domain/IP	To enter the Domain/IP address.

To delete client location, click **Delete**. You will see the Client Location Screen.

NAS Location Deleted

To apply this changes, Hotspot server must be rebooted .

Chapter 10

Managing Database

This chapter consists of the following sections:

- Backing up Database
- Restoring Database

Backing up Database

You can backup the database at any time. The database will be saved in a compressed encrypted form. You may not open the database and read. We suggest you to save and backup the database regularly, especially just before reinstalling the server.

To view backup database

1. On the Main Screen, select **Database** and click **Backup**. You will see the **Backup Database** screen.

Database is backedup now. [Click Here](#) to download this database

2. To download the database, click **Click Here**.
-

Restoring Database

This option allows you to restore the backedup database file. You can upload the database file and restore it.

To restore the old database file

1. On the Main Screen, select **Database** and click **Restore**. You will see the **Restore from Old Database** screen.

Restore from Old Database

Select a BackedUp Database file to upload:

To Restore Blank Database [Click Here](#)

2. Click **Browse**, navigate and select the database file that you want to restore.
 3. Click **Upload**.
 4. To restore blank database, click **Click Here**.
-

Chapter 11

Miscellaneous

This chapter consists of the following sections:

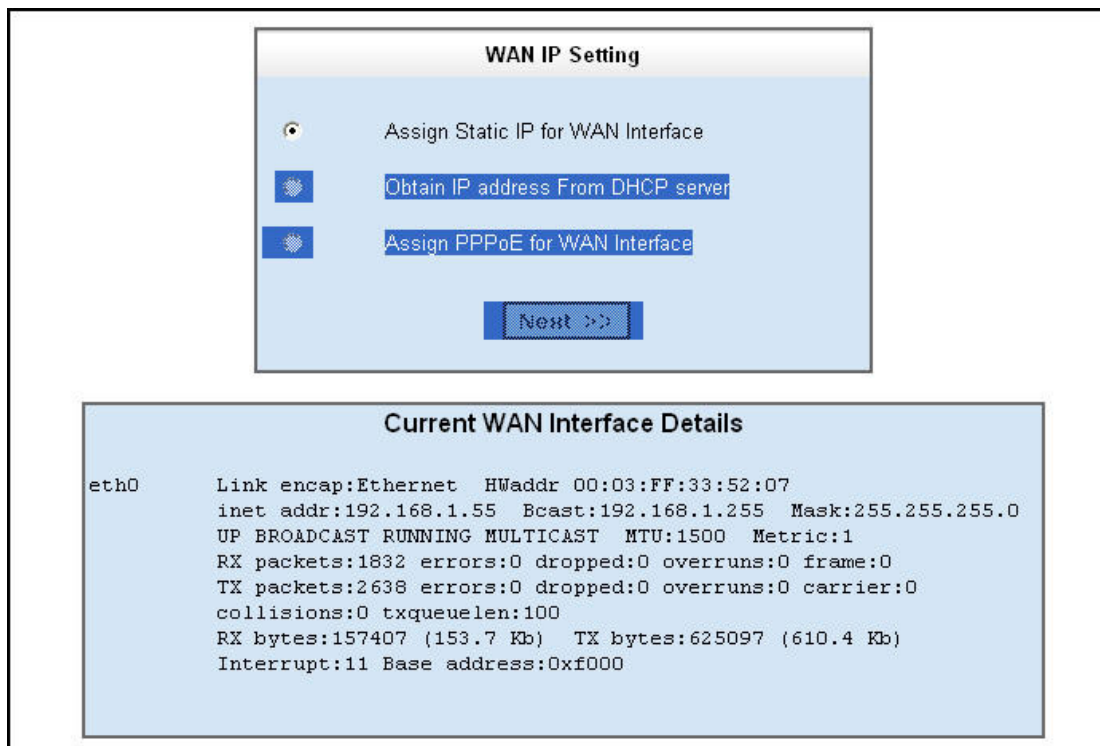
- IP Setting
- Admin Management
- Setting Access Rights
- URL Redirection
- Currency Prefix
- Welcome Message
- Upload Logo
- GB Calculator
- Testing Internet Connectivity
- Setting Terms & Conditions
- DynDns Setting
- Pay Pal Setting
- Email Statement

IP Setting

This option allows you to view IP settings of the server. You can update the IP Number accordingly. Usually, this would be a Public Static IP which can be reachable from all the client hotspot locations.

To view IP settings

1. On the Main Screen, select **Miscellaneous** and click **WAN IP Setting** . You will see **WAN IP Setting** screen.



2. Select the appropriate option and click **Next**. You will see **WAN Interface Static IP Setting** screen.

WAN Interface Static IP Settings

WAN IP Address (ex :61.245.23.26)

WAN NET Mask (ex :255.255.255.0)

GATEWAY IP (ex :61.245.23.1)

PRIMARY DNS

SECONDARY DNS

<i>Field</i>	<i>Description</i>
WAN IP Address	Type the WAN IP address. You can type in this format (XXX-XXX-XXX-XXX). The Wan IP address depends upon the internet service provider. This field is mandatory.
WAN NET Mask	Type the Wan net mask IP address. You can type in this format (XXX-XXX-XXX-XXX). This field can contain up to 15 numeric characters. This field is mandatory.
GATEWAY IP	Type the gateway IP address. You can type in this format (XXX-XXX-XXX-XXX). This field can contain up to 15 numeric characters. This field is mandatory.
PRIMARY DNS	Type the primary DNS address. You can type in this format (XXX-XXX-XXX-XXX). This field can contain up to 15 numeric characters. This field is mandatory.
SEONDARY DNS	Type the secondary DNS address. You can type in this format (XXX-XXX-XXX-XXX). This field can contain up to 15 numeric characters. This field is optional.

3. To clear the fields, click **Cancel**.
4. To set WAN interface static IP, click **Update**. You will see the screen as below.

Wan IP Address and Gateway are Updated. [Click here](#) to Reboot to effect these changes.

5. To reboot the system to effect the changes, click **Click here**.

Admin Management

This option allows you to view and edit user information. You can add, remove the user information and change the user passwords.

To set Web Administrator password

1. On the Main Screen, select **Miscellaneous** and click **Admin Management**. You will see the **Admin User Management** screen.

The screenshot shows a web interface for setting the administrator password. The title bar reads 'Set Web Administrator Password to access HotSpot Express WebAdmin'. The main content area has a light blue background with a white box containing the 'Administration User Management' form. The form includes four input fields: 'UserName', 'Current Password', 'New Password', and 'Confirm New Password'. A note next to the 'Current Password' field states '(required unless new user)'. Below the fields are three radio buttons labeled 'Change Password' (selected), 'New User', and 'Remove User'. At the bottom of the form is a blue 'Submit' button.

<i>Field</i>	<i>Description</i>
UserName	Type the name of the user. This field can contain up to 20 alphanumeric characters. This field is mandatory.
Current Password	Type the current password. This field can contain up to 20 alphanumeric characters. This field is optional.
New Password	Type the new password.

	<p>This field can contain up to 20 alphanumeric characters.</p> <p>This field is mandatory for new user.</p>
Confirm New Password	<p>Retype the new password.</p> <p>This field can contain up to 20 alphanumeric characters.</p> <p>This field is mandatory for new user.</p>
Action	<p>Select the appropriate action.</p> <p>The options are:</p> <ul style="list-style-type: none"> i.Change Password ii.New User iii.Remove User

2. To change password /add/ remove a user, click **Submit**.

Password has been assigned for new user John Peter.

Setting Access Rights

This option allows you to set the access rights of each user.

To set access rights

1. On the Main Screen, select **Miscellaneous** and click **Access Rights**. You will see the **Access Rights** screen.

Select User Name : John Peter

Access Rights

Pages	Allow
Add New Plan	<input type="checkbox"/>
Edit Plan	<input type="checkbox"/>
Delete Plan	<input type="checkbox"/>
Price Table	<input type="checkbox"/>
Generate Pack	<input type="checkbox"/>
Print Codes	<input type="checkbox"/>
Cancel Packs	<input type="checkbox"/>
Set Pack Expiry	<input type="checkbox"/>
Sell Pack	<input type="checkbox"/>
Register	<input type="checkbox"/>
Renew	<input type="checkbox"/>
Edit User Details	<input type="checkbox"/>
Disconnect User	<input type="checkbox"/>
Reset Password	<input type="checkbox"/>
Deactivate Account	<input type="checkbox"/>
Activate Account	<input type="checkbox"/>
Renewal Setting	<input type="checkbox"/>
Mac Authentication	<input type="checkbox"/>
Set Idle Timeout	<input type="checkbox"/>
Bill Postpaid User	<input type="checkbox"/>
Postpaid Payment	<input type="checkbox"/>
Add Receptionist	<input type="checkbox"/>
Receptionist Pack Distribution	<input type="checkbox"/>
Receive Unsold Packs	<input type="checkbox"/>
Add Reseller	<input type="checkbox"/>
Edit Reseller	<input type="checkbox"/>
Delete Reseller	<input type="checkbox"/>
Pack Distribution	<input type="checkbox"/>
Plan Reports	<input type="checkbox"/>
Pack Reports	<input type="checkbox"/>
User Reports	<input type="checkbox"/>
Sales Reports	<input type="checkbox"/>
Day Reports	<input type="checkbox"/>
Room Reports	<input type="checkbox"/>
Room Management	<input type="checkbox"/>
Guest Management	<input type="checkbox"/>
Database Management	<input type="checkbox"/>
Client IP Mode	<input type="checkbox"/>
WAN IP Settings	<input type="checkbox"/>
LAN IP Settings	<input type="checkbox"/>
Client Screen Color	<input type="checkbox"/>
Free Access websites	<input type="checkbox"/>
URL Redirection	<input type="checkbox"/>
Static IP Forwarding	<input type="checkbox"/>
Quick Login Setting	<input type="checkbox"/>
Welcome Message	<input type="checkbox"/>
Upload Logo	<input type="checkbox"/>
Currency Prefix	<input type="checkbox"/>
Ping from Server	<input type="checkbox"/>
Terms & Condition	<input type="checkbox"/>
Dyndns Setting	<input type="checkbox"/>
Paypal Setting	<input type="checkbox"/>
Email Setting	<input type="checkbox"/>
Shutdown	<input type="checkbox"/>

2. To clear the fields, click **Reset**.
3. Select the appropriate options and click **Submit**.

URL Redirection

This option allows you to redirect the URL for authenticated clients. You can set this URL as your business website, for promotion or message broadcasting.

To redirect URL

4. On the Main Screen, select **Miscellaneous** and click **URL Redirection**. You will see the **Redirecting Home page URL for authenticated clients** screen.

<i>Field</i>	<i>Description</i>
URL Name	<p>Type the URL name you want to redirect.</p> <p>This field can contain up to 80 alphanumeric characters.</p> <p>This field is optional.</p> <p>If you do not want to redirect, leave the field blank.</p>


5. To set the URL redirection, click **Set**.
6. This feature is useful to set the “URL Redirection” for the all hotspot locations. If you would like to have a separate “URL Redirection” for each hotspot location (with unique NAS ID), please contact support@hotspotexpress.in for customization.

Currency Prefix

This option allows you to set the currency prefix (currency code/symbol). The default symbol is \$.

To set currency prefix

1. On the Main Screen, select **Miscellaneous** and click **Currency Prefix** . The **Currency Prefix** screen is displayed.



<i>Field</i>	<i>Description</i>
Currency Code / Symbol	Type the appropriate currency prefix. This field can contain up to 3 alphanumeric characters. The default symbol is \$. This field is optional.

2. To set currency prefix, click **Update**.

Welcome Message

The option allows you to configure your welcome message. This welcome message will be displayed during the login time. You can also use your own HTML tags to format the page to suit your requirements.

To edit welcome message

1. On the Main Screen, select **Miscellaneous** and click **Welcome Message**. You will see the Welcome **Message to be displayed during login** screen.

<i>Field</i>	<i>Description</i>
Your Messages	<p>Type the welcome message to be displayed during login.</p> <p>This field can contain up to 80 rows and 20 columns of alphanumeric characters.</p> <p>This field is optional.</p> <p>You can also use HTML tags in your message.</p>

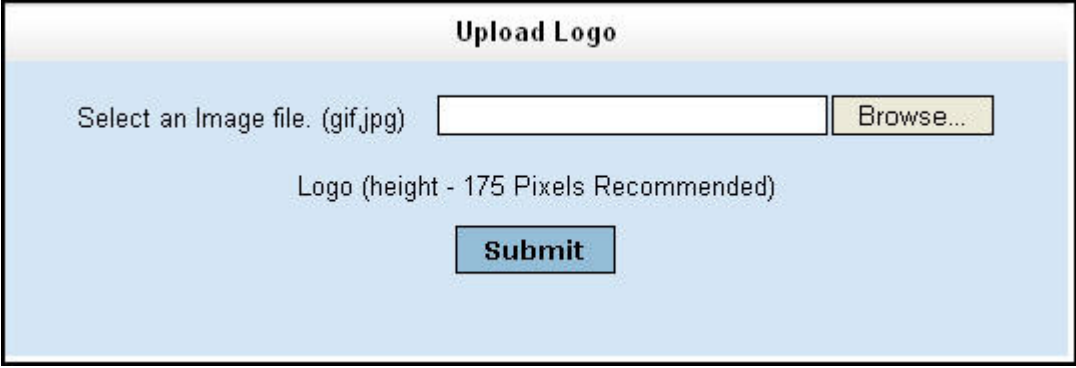
2. To update welcome message, click **Set**.
3. This feature is useful to set the “Welcome Message” for the all hotspot locations. If you would like to have a separate “Welcome Message” for each hotspot location (with unique NAS ID), please contact support@hotspotexpress.in for customization.

Upload Logo

This option allows you to upload a logo. The image must be in .gif or .jpg format. **The recommended logo height is 175 pixels.**

To upload logo

1. On the Main Screen, select **Miscellaneous** and click **Upload Logo**. You will see the **Upload Logo** screen is displayed.



Upload Logo

Select an Image file. (gif,jpg) Browse...

Logo (height - 175 Pixels Recommended)

Submit

2. Click **Browse**, navigate and select the image that you want to upload.
 3. To upload logo, click **Submit**.
 4. This feature is useful to set the “Logo” for the all hotspot locations. If you would like to have a separate “Logo” for each hotspot location (with unique NAS ID), please contact support@hotspotexpress.in for customization.
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GB Calculator

This option allows you to convert data size to different scales. You can enter a value in any field; the other fields will be updated automatically.

To convert data

1. On the Main Screen, select **Miscellaneous** and click **GB Calculator** . The **Enter one known size/variable to find the rest** screen is displayed.

Enter one known size/variable to find the rest

terabytes

gigabytes

megabytes

kilobytes

bytes

Calculate

<i>Field</i>	<i>Description</i>
terabytes	Type the data size in terabytes. This field can contain up to 20 numeric characters. This field is optional.
gigabytes	Type the data size in gigabytes. This field can contain up to 20 numeric characters. This field is optional.
megabytes	Type the data size in megabytes. This field can contain up to 20 numeric characters. This field is optional.
kilobytes	Type the data size in kilobytes. This field can contain up to 20 numeric characters. This field is optional.
bytes	Type the data size in bytes. This field can contain up to 20 numeric characters. This field is optional.

2. To view the results, click **Calculate**.

Testing Internet Connectivity

This option allows you to test Internet connectivity. You can PING to any other PC/Router/Internet-Domain/WebSite to check the connection.

To test Internet connectivity

1. On the Main Screen, select **Miscellaneous** and click **Internet Connectivity**. You will see the **Test Internet Connectivity** screen.

<i>Field</i>	<i>Description</i>
Enter IP or Host	Type the IP address. This field can contain up to 256 alphanumeric characters. This field is optional.
Enter Count	Type the ping count. This field can contain up to 256 alphanumeric characters. This field is optional.

2. To check the Internet connection, click **Ping!**. You will see the PING RESULTS as below.

```

Ping Output

PING 122.164.190.87 (122.164.190.87) 56(84) bytes of data.
64 bytes from 122.164.190.87: icmp_seq=1 ttl=61 time=55.4 ms
64 bytes from 122.164.190.87: icmp_seq=2 ttl=61 time=50.0 ms
64 bytes from 122.164.190.87: icmp_seq=3 ttl=61 time=50.0 ms
64 bytes from 122.164.190.87: icmp_seq=4 ttl=61 time=60.0 ms

--- 122.164.190.87 ping statistics ---
4 packets transmitted, 4 received, 0% packet loss, time 3037ms
rtt min/avg/max/mdev = 50.020/53.868/60.006/4.183 ms

```

Setting Terms & Conditions

This option allows you to set the 'Terms of Service' to be displayed to the user. The user displays this 'Terms of Service' during Registration.

To set Terms and Conditions

1. On the Main Screen, select **Miscellaneous** and click **Terms & Conditions**. You will see the **Terms & Conditions to be displayed during Registration** screen.

<i>Field</i>	<i>Description</i>
Your Text messages	Type the terms and conditions to be displayed during registration page. This field can contain up to 80 rows and 20 columns of alphanumeric characters. This field is optional.

2. To set the terms and conditions, click **Set**.
 3. This feature is useful to set the “Terms and Conditions” for the all hotspot locations. If you would like to have a separate “Terms and Conditions” for each hotspot location (with unique NAS ID), please contact support@hotspotexpress.in for customization.
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DynDns Setting

This option allows you to view DynDns setting.

To view DynDns Setting

1. On the Main Screen, select **Miscellaneous** and click **DynDns Setting**. You will see the **Dynamic DNS Setting** screen.

DynDNS - Dynamic DNS Setting

User Name

Password

Hostname

Save

<i>Field</i>	<i>Description</i>
User Name	Type the name of the user. This field can contain up to 23 alphanumeric characters. This field is mandatory.
Password	Type the password. This field can contain up to 23 alphanumeric characters. This field is mandatory.
Hostname	Type the host name. This field can contain up to 35 alphanumeric characters. This field is mandatory.

2. To set Dynamic DNS setting, click **Save**.

PayPal Setting

This option allows you to set/view PayPal parameters. The users can purchase the prepaid tickets through their creditcards/paypal accounts, using this feature. This is an optional feature and is disabled by default. The hotspot administrator can enable this feature. Once this is done, a caption "PayPal Purchase" will appear with a link on the client login screen. Thus, the users can click this link and buy the prepaid tickets online without having to contact the hotel/café reception.

To view Paypal Setting

1. On the Main Screen, select **Miscellaneous** and click **PayPal Setting**. You will see the **PAYPAL** screen.

PAYPAL

Email ID

Currency Codes

Button Caption

☐ Enable
 ☒ Disable

<i>Field</i>	<i>Description</i>
Email ID	Type the email address. This field can contain up to 32 alphanumeric characters. This field is mandatory.
Currency Codes	Select the appropriate currency code. This field can contain up to 32 alphanumeric characters. This field is mandatory.
Button Caption	Type the button caption. Enter the button caption characters from the pay pal transaction. This field can contain up to 32 alphanumeric characters. This field is mandatory.

2.

**Note:**

Enter the button caption characters from the pay pal transaction page.
This text box will show after the transact button. When you enable the field this will be displayed.

3.

4. Select the appropriate option and click **Update**.

Email Statement

This option allows you to set/view automated email alert before account expiry. These fields are for capturing the To and From email ids and the relevant SMTP settings. The software will automatically email the users and intimate when their plan balace time/data is reaching the limit. For e.g. if the customer has bought a plan for 600 minutes and has reached 541 minutes of usage and only 59 minutes are left, the software will send an automated message “ Your hotspot account quota is reaching the limits and your account may be expired shortly. Please renew your ticket or contact the administrator to extend the validity.

To update email settings

1. On the Main Screen, select **Miscellaneous** and click **Email Statement**. You will see the **hotEx billing manager Email Settings** screen.

<i>Field</i>	<i>Description</i>
Email To	Type the email address of the user. This field can contain up to 26 alphanumeric characters. This field is mandatory.
Email From	Type your email address.

	This field can contain up to 26 alphanumeric characters. This field is mandatory.
Email Time	Type the time to set email time. This field can contain up to 5 alphanumeric characters. This field is mandatory.
Email Day	Type the day to set email day. This field can contain up to 5 alphanumeric characters. This field is mandatory.
Data limit	Type the maximum data limit. This field can contain up to 5 alphanumeric characters. This field is mandatory.
Subject	Type the subject of the mail. This field can contain up to 35 alphanumeric characters. This field is mandatory.

2. To clear the fields, click **Cancel**.
3. To update email settings, click **Update**.
4. To set SMTP setting, click **Click Here** . The **SMTP SETTING** screen is displayed.

SMTP SETTING

SMTP HOST NAME:

SMTP PORT NUMBER:

SMTP USER NAME:

SMTP PASSWORD:

<i>Field</i>	<i>Description</i>
SMTP HOST NAME	Type the SMTP host name. This field can contain up to 31 alphanumeric characters. This field is mandatory.
SMTP PORT	Type the SMTP port number.

NUMBER	This field can contain up to 31 numeric characters. This field is mandatory.
SMTP USER NAME	Type the SMTP user name. This field can contain up to 31 alphanumeric characters. This field is mandatory.
SMTP PASSWORD	Type the SMTP password. This field can contain up to 31 alphanumeric characters. This field is mandatory.

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5. To update the SMTP settings, click **Update**.
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