

hotEx Billing 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 Billing 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 billing manager
- Exiting hotEx billing manager
- Understanding the hotEx billing 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 billing 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 billing manager

1. In the Web browser, enter the hotEx billing manager server URL (e.g. <http://192.168.100.1/admin>)
2. You will be prompted to authenticate with a **Login** screen, as below.



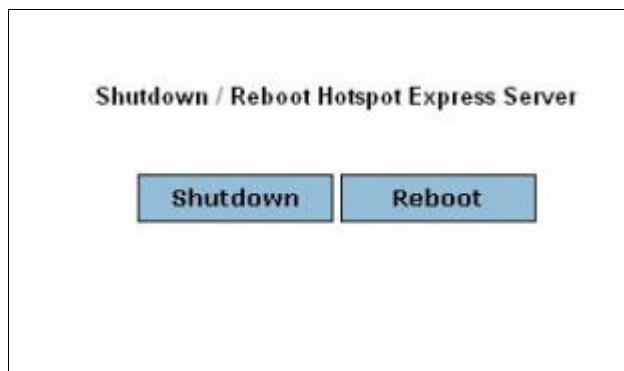
3. Type the username as admin.
4. Type the password as admin.
5. Click **OK**.

Shutting down hotEx billing manager

This section explains how to exit hotEx billing manager.

To shutdown hotEx billing manager

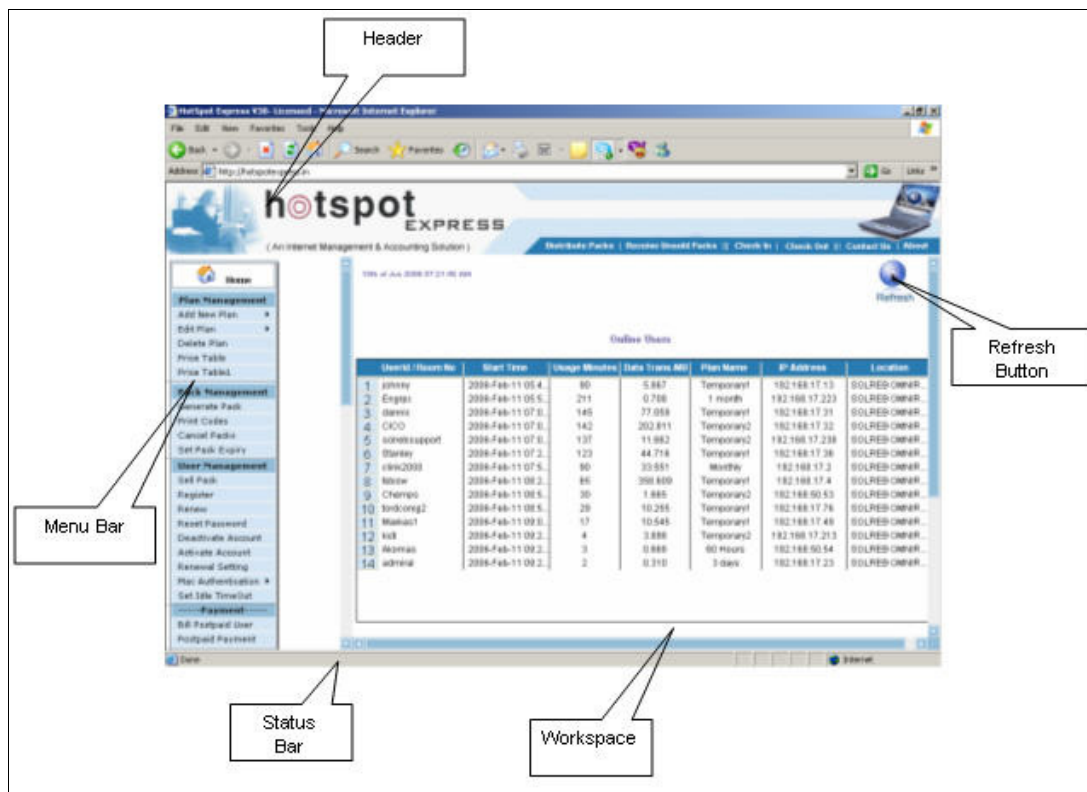
1. Click the **Shutdown** menu, in the bottom left corner.
2. You will see the **Shutdown/Reboot hotEx billing manager Server** screen, as below.



3. Click **Shutdown** to shutdown the hotspot server or click **Reboot** to restart the hotspot server.
-

Understanding the hotEx billing manager user Interface

You will see the **Main Screen** just after you logon to hotEx billing manager 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 this feature.

There are two types of plans:

Prepaid Plan and Post paid plan.

Prepaid Plan

A prepaid plan can be constructed using the below limits.

- Time Limit (eg. 1 hour, 1 day, 1 year, etc)
- Data Limit (eg. 150MB, 800MB, etc)
- Bandwidth Limit (eg. 512Kbps, 1Mbps, etc)

Example: 1 hour ticket valid up to 100MB and limited to 256Kbps.

To add a new prepaid plan

1. Goto Main Screen click **Plan Management**, select **Add New Plan** and click **Prepaid Plan**. You will see the **Add New Plan** screen.

Plan Name

| | |
|--|---|
| <p style="text-align: center;">Connection Type</p> <p> <input checked="" type="radio"/> Limited <input type="radio"/> Unlimited </p> <p>Hours <input style="width: 50px;" type="text"/></p> <p>Grace Period <input style="width: 50px;" type="text"/> Days</p> | <p style="text-align: center;">Cost</p> <p>Pack Cost \$ <input style="width: 50px;" type="text"/></p> <p>Validity <input style="width: 50px;" type="text"/> Days <input type="button" value="v"/></p> |
| <p style="text-align: center;">Other Limitations</p> <p>Free Hours <input style="width: 50px;" type="text"/> For Limited Hrs Pack</p> <p>Holiday Discount <input style="width: 50px;" type="text"/> % of used minutes</p> <p>Max. Data Transfer <input style="width: 50px;" type="text"/> GB * Optional</p> <p>Login</p> <p> <input checked="" type="radio"/> No Restriction <input type="radio"/> Allow Login only in this timing </p> <p>From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/></p> <p><small>(eg - 11am to 00:00-23:59)</small></p> | <p style="text-align: center;">Discount Details</p> <p> <input checked="" type="radio"/> No Discount <input type="radio"/> Offpeak Discount </p> <p>Discount <input style="width: 50px;" type="text"/> % of used minutes</p> <p>From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/></p> |

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: Limited Unlimited |
| Hours | Type the validity of the prepaid card in hours. |

| | |
|--------------------------|--|
| | <p>This field can contain values ranging from 0 to 9999 hrs. For example, to enter 30 minutes you should enter 0.5.</p> <p>This option is available only for the limited Connection Type.</p> |
| Grace period | <p>Type the grace period in days.</p> <p>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.</p> <p>This field can contain values ranging from 0 to 999 days. Decimal values not accepted.</p> <p>This option is available only for the limited Connection Type.</p> |
| Cost | |
| Pack Cost | <p>Type the cost of the prepaid plan.</p> <p>This field can contain numeric values ranging from 0 to 9999999. Decimal values are accepted.</p> <p>Refer to Currency Prefix in Miscellaneous chapter.</p> |
| Validity | <p>Type the validity of the prepaid plan and select the appropriate period from the drop-down list.</p> <p>The options are:</p> <p>Minutes</p> <p>Hours</p> <p>Days</p> <p>Months</p> <p>Years</p> <p>This field can contain numeric values ranging from 0 to 999.</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> |
| Max. Data Transfer | <p>Type the maximum data transfer in GB.</p> <p>This field can contain numeric values ranging from 0 to 9999999.</p> <p>This field is optional.</p> |
| Login | <p>Select an appropriate login mode.</p> <p>The options are:</p> <p>No restriction</p> <p>Allow login only in this timings</p> |
| From | Type the time from which login is provided. |

| | |
|---------------------|---|
| To | Type the time to which login is provided. This filed 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: No discount Off peak discount |
| Discount | Type the discount percentage for used minutes in this field. This filed 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 filed 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 filed 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 filed can contain up to 30 alphanumeric characters and a maximum of 80 lines. |

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

Post paid Plan

You can create a postpaid plan using this feature. If you are implementing the software, in a hotel, it is suggested that you issue a PIN number for each guest during his check-in. You can print a bill during the guest checkout.

By assigning the PIN Numbers to Room Numbers, and customizing the software, the bills can also be posted directly to the 'Property Management Software'.

To add a new postpaid plan

1. Goto Main Screen, click **Plan Management** select **Add New Plan** and click **Post paid Plan** menu. You will see the **Add New Plan** screen.

Add New Plan -> Postpaid Plan

Plan Name

| | |
|---|---|
| <p>Connection Type</p> <p><input checked="" type="radio"/> Limited <input type="radio"/> Unlimited</p> <p>Hours <input type="text"/></p> <p>Grace Period <input type="text"/> Days</p> | <p>Cost</p> <p>Pack Cost / registration Fee \$ <input type="text"/></p> <p>Validity <input type="text"/> Days <input type="button" value="v"/></p> |
| <p>Price Mode</p> <p><input checked="" type="radio"/> Price/Minute <input type="radio"/> Fixed Price <input type="radio"/> Price Table <input type="radio"/> Price Table1</p> <p>Charge \$ <input type="text"/></p> <p>Billing Interval <input type="button" value="v"/> Monthly</p> <p>Due Days <input type="text"/> No. of days after billing</p> | <p>Discount Details</p> <p><input checked="" type="radio"/> No Discount <input type="radio"/> Offpeak Discount</p> <p>Discount <input type="text"/> % of used Minitues</p> <p>From <input type="text"/> To <input type="text"/> <small>(eg - 11:30m to 00:00-23:59)</small></p> |
| <p>Other Limitations</p> <p>Free Hours <input type="text"/> For Limited Hrs Pack</p> <p>Holiday Discount <input type="text"/> % of used Minitues</p> <p>Maximum Allowed Data Transfer <input type="text"/> GB Leave blank for no limit</p> <p>Charge for Excess Data Transfer \$ <input type="text"/> Per MB</p> <p>Login Limitation <input checked="" type="radio"/> No Restriction <input type="radio"/> Allow Login only in this timing</p> <p>From <input type="text"/> To <input type="text"/> <small>(eg - 11:30m to 00:00-23:59)</small></p> | |
| <p>Data Transfer Speed <input type="text"/> kbps Default Blank sets No Limits</p> <p>Plan Description <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Create"/></p> | |

| <i>Field</i> | <i>Description</i> |
|------------------------|---|
| Plan Name | Type the name of the plan. This is the name of the post paid 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: Limited 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: Minutes Hours Days Months Years This field can contain numeric values ranging from 0 to 999. |
| Price Mode | |
| Price Mode | Select the appropriate price mode. The options are: Price / Minute Fixed Price Price Table Price Table 1 |
| Charge | Type the charge amount in dollars. This field can contain values ranging from 0 to 9999999999. |

| | |
|------------------------------------|--|
| | For Price Table and Price Table 1 modes the charge is 0 by default. |
| Billing Interval | Select the billing interval from the drop-down list. The options are: Monthly Bimonthly Quarterly Half yearly Yearly According to user's convenience. |
| Due Days | Type the number of days provided after the billing due date. This field can contain values ranging from 0 to 999. |
| Discount Details | |
| 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 in hh:mm format. This option is available only for Off peak discount. |
| 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. |
| Maximum Allowed Data Transfer | Type the maximum allowed data transfer in GB. This field can contain numeric values ranging from 0 to 9999999. Leave blank for no limit. This field is optional. |
| Charge for Excess Data Transfer \$ | Type the charge for excess data transfer per MB. This field can contain numeric values ranging from 0 to 9999999. |
| Login | Select an appropriate login mode. The options are: No restriction Allow login only in this timings |
| From | Type the time from which login is provided. |

| | |
|---------------------|--|
| To | 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. Goto Main Screen, click **Plan Management**, select **Edit Plan** and click **Prepaid Plan** menu. You will see the **Edit Plan** screen.

The screenshot shows the 'Edit Plan -> PrePaid' interface. It features a title bar at the top left. The main area is a large, empty text box for editing plan details. At the bottom of the screen, there is a 'Select Plan' label followed by a dropdown menu currently displaying 'Plan 1'. To the right of the dropdown is a button labeled 'Next >>'.

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

Edit Plan -> Prepaid Plan

Plan Name : Plan 1

| | |
|--|---|
| <p style="text-align: center;">Connection Type</p> <p> <input type="radio"/> Unlimited <input checked="" type="radio"/> Limited </p> <p>Hours <input style="width: 80px;" type="text" value="100"/></p> <p>Grace Period <input style="width: 80px;" type="text" value="1"/> Days</p> | <p style="text-align: center;">Pack Details</p> <p>Cost / registration Fee <input style="width: 80px;" type="text" value="25.00"/></p> <p>Validity <input style="width: 40px;" type="text" value="25"/> <input style="width: 40px; height: 20px; border: 1px solid blue; border-radius: 3px; vertical-align: middle;" type="button" value="Days"/></p> |
| <p style="text-align: center;">Other Limitations</p> <p>Free Hours <input style="width: 60px;" type="text" value="10"/> for Limited Hrs Pack</p> <p>Holiday Discount <input style="width: 60px;" type="text" value="5.00"/> % of used minutes</p> <p>Max. Data Transfer <input style="width: 60px;" type="text"/> GB leave blank for no limit</p> <p>Login <input checked="" type="radio"/> No Restriction <input type="radio"/> Allow Only in this Timings</p> <p>From <input style="width: 60px;" type="text"/> To <input style="width: 60px;" type="text"/> <small>(e.g. - 11:00:00 to 23:59)</small></p> | <p style="text-align: center;">Discount Details</p> <p> <input checked="" type="radio"/> No Discount <input type="radio"/> Offpeak Discount </p> <p>Discount <input style="width: 60px;" type="text"/> % of used minutes</p> <p>From <input style="width: 60px;" type="text"/> To <input style="width: 60px;" type="text"/> <small>(e.g. - 11:00:00 to 23:59)</small></p> |

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 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: Limited 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 |

| | |
|--------------------------|---|
| | <p>enter 30 minutes you should enter 0.5.</p> <p>This option is available only for the limited Connection Type.</p> |
| Grace period | <p>Type the grace period in days.</p> <p>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.</p> <p>This field can contain values ranging from 0 to 999 days. Decimal values not accepted.</p> <p>This option is available only for the limited Connection Type.</p> |
| Pack Details | |
| Cost/registration fee | <p>Type the cost of the prepaid plan.</p> <p>This field can contain numeric values ranging from 0 to 9999999. Decimal values are accepted.</p> <p>Refer to Currency Prefix in miscellaneous chapter.</p> |
| Validity | <p>Type the validity of the prepaid plan and select the appropriate period from the drop-down list.</p> <p>The options are:</p> <p>Minutes</p> <p>Hours</p> <p>Days</p> <p>Months</p> <p>Years</p> <p>This field can contain numeric values ranging from 0 to999.</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 to999 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> |
| Max. Data Transfer | <p>Type the maximum data transfer in GB.</p> <p>This field can contain numeric values ranging from 0 to 9999999.</p> <p>This field is optional.</p> |
| Login | <p>Select an appropriate login mode.</p> <p>The options are:</p> <p>No restriction</p> <p>Allow login only in this timings</p> |
| From | Type the time from which login is provided. |
| To | 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: No discount 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. Goto Main Screen, click **Plan Management**, select **Edit Plan** and click **Prepaid Plan** menu.
You will see the **Edit Plan** screen.

Edit Plan -> PostPaid

Select Plan

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

Edit Plan -> Postpaid Plan

Plan Name : 1 Hour Unlimited

| Connection Type | Pack Cost Details |
|--|--|
| <input checked="" type="radio"/> Unlimited <input type="radio"/> Limited Hours <input style="width: 50px;" type="text" value="0"/> Grace Period <input style="width: 50px;" type="text" value="0"/> Days | Cost/registration Fee Rs <input style="width: 50px;" type="text" value="50.00"/> Validity <input style="width: 30px;" type="text" value="1"/> <input type="button" value="Hours"/> |
| Charging Type | Discount Details |
| <input checked="" type="radio"/> Price/Minute <input type="radio"/> Fixed Price <input type="radio"/> Price Table <input type="radio"/> Price Table1 Charge Rs <input style="width: 50px;" type="text" value="1.00"/> Billing Interval <input type="button" value="User Convenie"/> Due Days <input style="width: 50px;" type="text" value="1"/> | <input checked="" type="radio"/> No Discount <input type="radio"/> Off Peak Discount Discount <input style="width: 50px;" type="text"/> % of used minutes From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/> |
| Other Limitations | |
| Free Hours <input style="width: 50px;" type="text"/> for Limited Hrs Pack Holiday Discount <input style="width: 50px;" type="text" value="0.00"/> % of used minutes Max. Data Transfer <input style="width: 50px;" type="text"/> GB * Optional Excess Data Transfer Rs <input style="width: 50px;" type="text"/> Charge per MB Login Restriction <input checked="" type="checkbox"/> No Restriction <input type="checkbox"/> Allow Login Only in this Timings From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/> | |
| Data Transfer Speed <input style="width: 100px;" type="text"/> kbps (* Default Blank sets No Limits) <input style="width: 100%; height: 20px;" type="text" value="Php50.00 per hour"/> | |
| Plan Description <input style="width: 100%; height: 20px;" type="text"/> | |
| <input type="button" value="Cancel"/> <input type="button" value="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 "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: Limited 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: Minutes Hours Days Months Years This field can contain numeric values ranging from 0 to 999. |
| Price Mode | |
| Price Mode | Select the appropriate price mode. The options are: |

| | |
|-------------------------------|--|
| | Price / Minute Fixed Price Price Table Price Table 1 |
| Charge | Type the charge amount in dollars. This field can contain values ranging from 0 to 999999999. For Price Table and Price Table 1 modes the charge is 0 by default. |
| Billing Interval | Select the billing interval from the drop-down list. The options are: Monthly Bimonthly Quarterly Half yearly Yearly According to user's convenience. |
| Due Days | Type the number of days provided after the billing due date. This field can contain values ranging from 0 to 999. |
| Discount Details | |
| 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 in hh:mm format. This option is available only for Off peak discount. |
| 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. |
| Maximum Allowed Data Transfer | Type the maximum allowed data transfer in GB. This field can contain numeric values ranging from 0 to 99999999. Leave blank for no limit. This field is optional. |
| 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: No restriction 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. |

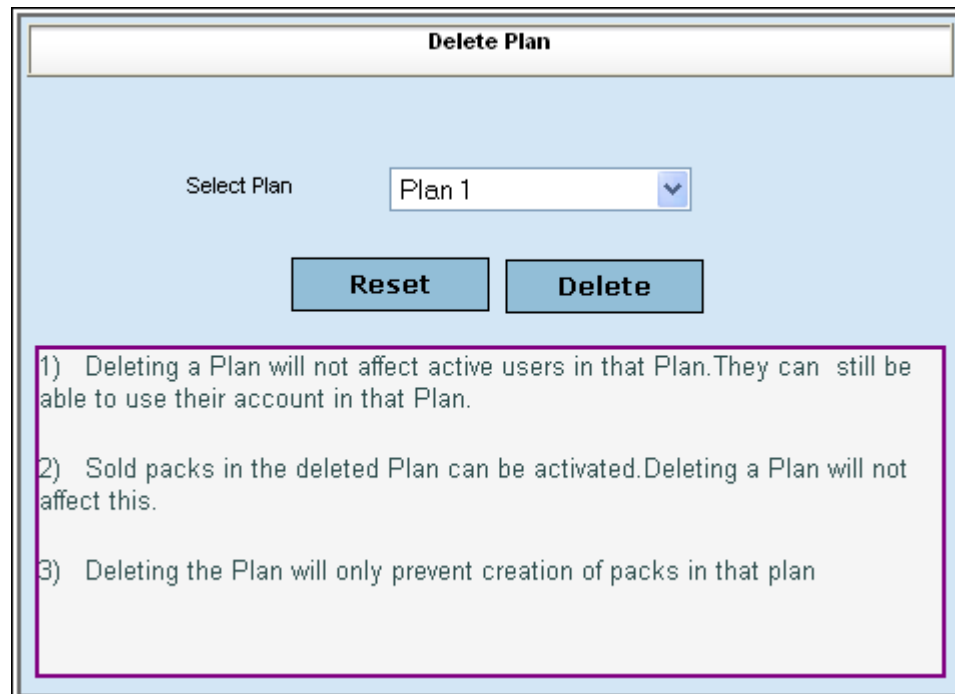
3. Make the necessary changes and click **Update**.

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. Goto Main Screen, click **Plan Management** and click **Delete** menu. You will see the **Delete Plan** screen.



2. Select a plan from the **Select Plan** drop-down list, and click **Delete**. You will see the **Confirm Deletion** screen.



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. Goto Main Screen, click **Plan Management** and click **Price Table** menu. 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 <input type="text"/> | select <input type="text"/> | <input type="text"/> |
| select <input type="text"/> | select <input type="text"/> | <input type="text"/> |
| select <input type="text"/> | select <input type="text"/> | <input type="text"/> |
| select <input type="text"/> | select <input type="text"/> | <input type="text"/> |
| select <input type="text"/> | select <input type="text"/> | <input type="text"/> |
| select <input type="text"/> | select <input type="text"/> | <input type="text"/> |
| select <input type="text"/> | Above <input type="text"/> | <input type="text"/> |

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. Goto Main Screen, click **Plan Management** and click **Price Table** menu. 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 | <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"/> |

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

Chapter 3

Pack Management

This chapter consists of the following sections:

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

Generate Pack

This option allows you to generate packs. You can generate packs for each plan you created. There is no limit for the number of packs you can generate for a particular plan.

To generate pack

1. Goto Main Screen, click **Pack Management** and select **Generate Pack** menu. 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.

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

This option allows you to print the pack details. You have the option to view the preview and to export the details to an excel sheet.

To print codes

1. Goto Main Screen, click **Pack Management** and select **Print Codes** menu. 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**. 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** menu.

Cancel Packs

This option allows you to cancel the generated pack(s). You have the options to cancel single pack or multiple packs.

To cancel packs

- Goto Main Screen, click **Pack Management** and select **Cancel Packs** menu. 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. |

- 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 will take the expired packs back.

To set pack expiry

- Goto Main Screen, click **Pack Management** and select **Set Pack Expiry** menu. You will see the **Set Pack Expiry** screen.

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

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 sell these packs to the customers.

To sell a pack

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

| <i>Field</i> | <i>Description</i> |
|-----------------|--|
| Sold To | Select the appropriate sale type. The options are: Customer 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**. 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 | Select the appropriate payment mode. The options are: Cash 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**. You will see the **Select Packs and Click Sell** screen.

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 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 as below.

Issue These Packs to Reseller or Customer

| Pack Number | Plan Name |
|-------------|-----------|
| 10 | 2hours |
| 9 | 2hours |

Register

This option allows you to register a user. You have the option to enter the details of a user. The generated packs are sold to these users.

To register a plan

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

User Registration

User Name / ID

Password

Re-Type Password

PIN Number

First / Last Name

E-Mail ID

Address

Ask Password on Logout Yes No

| <i>Field</i> | <i>Description</i> |
|----------------|--|
| 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 | <p>Retype the password.</p> <p>This field can contain up to 15 alphanumeric characters.</p> <p>This field is mandatory.</p> |
| PIN Number | <p>Type the PIN number.</p> <p>This field can contain up to 20 alphanumeric characters.</p> <p>This field is mandatory.</p> |
| First / Last name | <p>Type the first name and last name of the user.</p> <p>This field can contain up to 30 alphanumeric characters.</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 25 alphanumeric characters.</p> <p>This field is optional.</p> |
| 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> |
| Ask Password on Logout | <p>Select the appropriate option.</p> <p>The options are:</p> <p>Yes</p> <p>No</p> <p>This field is optional.</p> |

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

Renew a Plan

This option allows you to renew a user. You have the option to add or remove the remaining minutes.

To renew a plan

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

| <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. Goto Main Screen, select **User Management** and click **Reset Password** menu. You will see the **Reset Password** screen.

| <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

This option allows you to edit user account. You can edit the user details, if you want to make any changes.

To edit user account

1. Goto Main Screen, select **User Management** and click **Edit User Account** menu. You will see the **Edit User Account** screen.

| <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. |

- 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"/> <input type="button" value="Cancel"/> <input type="button" value="Update"/> | 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"/> <input type="button" value="Cancel"/> <input type="button" value="Update"/> | | | | | | | | | | | | |
| Usage Report for J49J | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Start Time</th> <th>End Time</th> <th>Used Minutes</th> <th>Charged Minutes</th> <th>Charge Amt</th> <th>BytesTransferred</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No data found.</td> </tr> </tbody> </table> | | Start Time | End Time | Used Minutes | Charged Minutes | Charge Amt | BytesTransferred | No data found. | | | | | |
| Start Time | End Time | Used Minutes | Charged Minutes | Charge Amt | BytesTransferred | | | | | | | | |
| No data found. | | | | | | | | | | | | | |
| <input type="button" value="Export"/> | | | | | | | | | | | | | |

| <i>Field</i> | <i>Description</i> |
|-----------------------------|---|
| General Informations | |
| 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

This option allows you to deactivate user account.

To deactivate account

1. Goto Main Screen, select **User Management** and click **Deactivate Account** menu. You will see the **Deactivate User Account** screen.

| <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. Goto Main Screen, select **User Management** and click **Activate Account** menu. You will see the **Activate User Account** screen.

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

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

Renewal Settings

This option allows you to view and edit the renewal settings. You have the option to add or remove the remaining minutes.

To renew settings

- Goto Main Screen, select **User Management** and click **Renewal Setting** menu. You will see the **Renewal Setting** screen.

- 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. Goto 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 filed 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 filed 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 filed 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 filed 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 filed 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 filed 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 filed 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. Goto 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. |

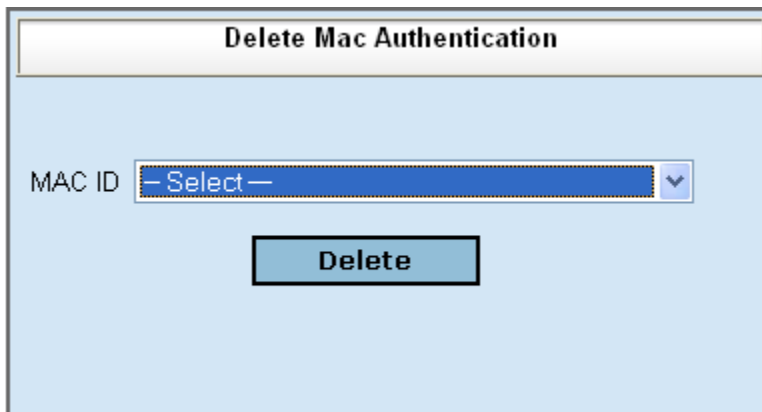
2. To renew Mac authentication, click **Submit**.
3. To clear the entered values, click **Reset**.

Delete Mac Authentication

This option allows you to delete Mac authentication.

To delete Mac authentication

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



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

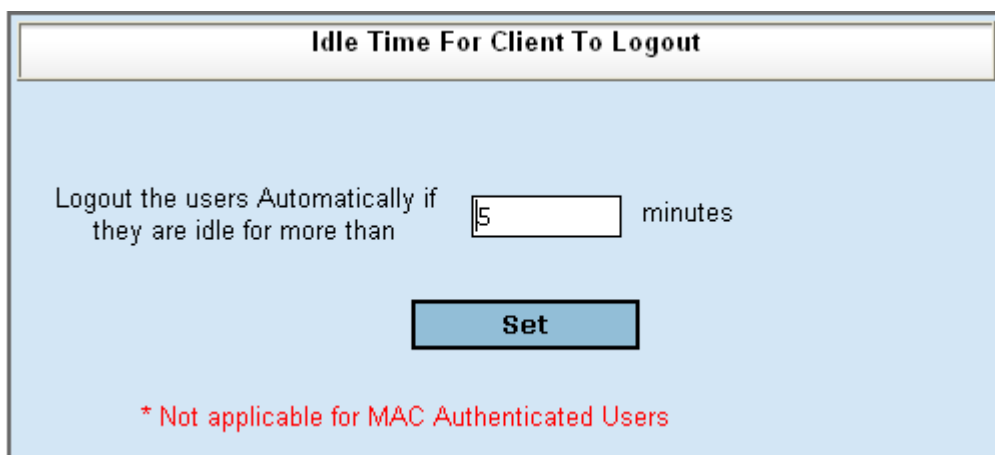
2. To delete Mac authentication, click **Delete**.
3. Click **Ok**. The Mac authentication is deleted.

Set Idle Timeout

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

To set idle time out

1. Goto Main Screen, select **User Management** and click **Set Idle Timeout** menu. You will see the **Idle Time for Client to Logout** screen.



| <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.

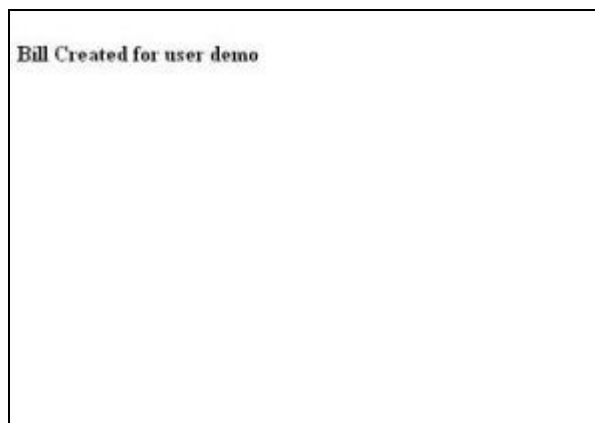
To generate a bill for postpaid user

1. Goto Main Screen, click **Payment** and select **Bill Postpaid User** menu. You will see the **Select User Id** screen.



| <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.

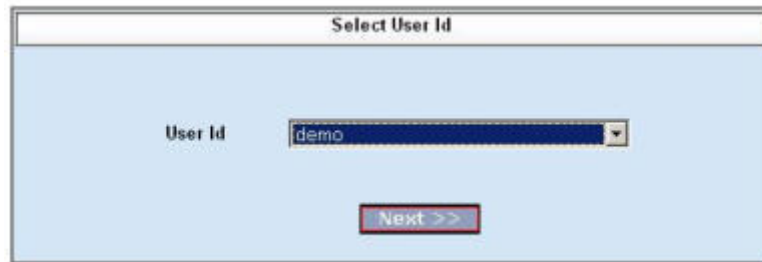


Postpaid Payment

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. Goto Main Screen, click **Payment** and select **Postpaid Payment** menu. You will see the **Select User Id** screen.



| <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**. You will see the **Usage Bill** screen.

| Usage Bill | | | |
|--|---------------------------------------|---------------------------------------|------------|
| User Id | demo | Name | |
| Start Date | 2008-06-01 | End Date | 2008-06-04 |
| 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"/> | | |
| <input type="button" value="Reset"/> | | <input type="button" value="Submit"/> | |

| <i>Field</i> | <i>Description</i> |
|------------------------|--|
| 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. Goto Main Screen, select **Receptionist** and click **Add Receptionist** menu. 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.

| Receptionist Added Successfully | | |
|---------------------------------|--------------------------|-----|
| 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. Goto Main Screen, select **Receptionist** and click **Pack Distribution** menu. You will see the **Receptionist Pack Distribution** screen.

| <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 will take back the packs, which are expired.**

To receive unsold packs

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

Select Receptionist to get Unsold Packs

Receptionist Name/ID

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

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

To add reseller

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

| Full Name (Mr/Mrs) <input type="text"/> | | | | | | | | | | | | | | | |
|--|-------------------------------------|---------------------|--------------------------------|--|-------------------------------------|--|-------------------------------|--------------------------------|------------------------------------|------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|
| <table border="1"> <thead> <tr> <th>Company Information</th> <th>Personal Information *Optional</th> </tr> </thead> <tbody> <tr> <td>Company Name <input type="text"/></td> <td>Address <input type="text"/></td> </tr> <tr> <td>Address <input type="text"/></td> <td>Zip Code <input type="text"/></td> </tr> <tr> <td>Zip Code <input type="text"/></td> <td>Country <input type="text"/></td> </tr> <tr> <td>Country <input type="text"/></td> <td>Phone <input type="text"/></td> </tr> <tr> <td>Phone <input type="text"/></td> <td>Email <input type="text"/></td> </tr> <tr> <td>Email <input type="text"/></td> <td></td> </tr> </tbody> </table> | | 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"/> | |
| 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"/> | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="2">Payment Details</th> </tr> </thead> <tbody> <tr> <td>Commission Percentage <input type="text"/></td> <td>Deposit Amount <input type="text"/></td> </tr> <tr> <td>Paymode <input type="radio"/> Cheque <input checked="" type="radio"/> Cash</td> <td></td> </tr> <tr> <td>Bank Name <input type="text"/></td> <td>Cheque Number <input type="text"/></td> </tr> </tbody> </table> | | Payment Details | | Commission Percentage <input type="text"/> | Deposit Amount <input type="text"/> | Paymode <input type="radio"/> Cheque <input checked="" type="radio"/> Cash | | Bank Name <input type="text"/> | Cheque Number <input type="text"/> | | | | | | |
| Payment Details | | | | | | | | | | | | | | | |
| Commission Percentage <input type="text"/> | Deposit Amount <input type="text"/> | | | | | | | | | | | | | | |
| Paymode <input type="radio"/> Cheque <input checked="" type="radio"/> Cash | | | | | | | | | | | | | | | |
| Bank Name <input type="text"/> | Cheque Number <input type="text"/> | | | | | | | | | | | | | | |
| <input type="button" value="Reset"/> <input type="button" value="Add"/> | | | | | | | | | | | | | | | |

| <i>Field</i> | <i>Description</i> |
|---------------------|--|
| 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: Cash 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. |

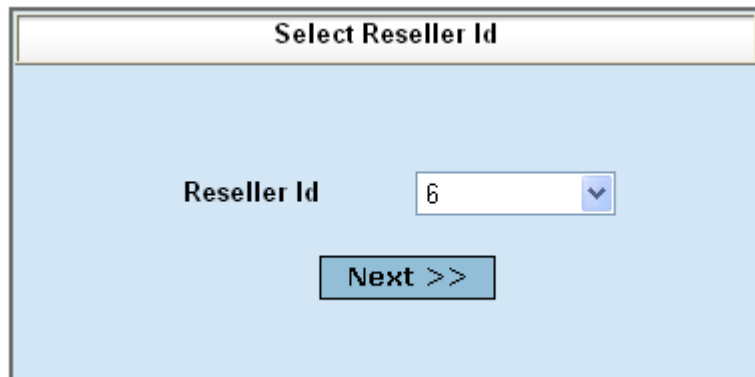
2. To reset the fields, click **Reset**.
3. To add a new reseller, click **Add**.

Editing Reseller Information

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

To edit a reseller

1. Goto Main Screen, select **Reseller** and click **Edit Reseller** menu. 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"/> |
| 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 checked="" type="radio"/> Cash |
| Bank Name | <input type="text"/> | Cheque Number <input type="text"/> |
| <input type="button" value="Reset"/> | | <input type="button" value="Add"/> |

| <i>Field</i> | <i>Description</i> |
|----------------------------|---|
| 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. This field can contain up to 50 alphanumeric characters. |

| | |
|---------------------------------|---|
| | This field is mandatory. |
| Phone | Type the phone number of the company. This field can contain up to 25 alphanumeric characters. This field is mandatory. |
| Email | Type the email address of the company. This field can contain up to 50 alphanumeric characters. This field is mandatory. |
| Personal Information * 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. |
| Zip Code | Type the reseller's zip code. This field can contain up to 10 alphanumeric characters. This field is optional. |
| Country | Type the name of the country. This field can contain up to 50 alphanumeric characters. This field is optional. |
| Phone | Type the reseller's personal phone number. This field can contain up to 25 alphanumeric characters. This field is optional. |
| Email | Type the reseller's personal e-mail address. This field can contain up to 50 alphanumeric characters. This field is optional. |
| Payment Details | |
| Commission Percentage | Type the commission percentage. It is the percentage, which the reseller gets as commission from the service provider. This field is optional. |
| 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: Cash 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. |

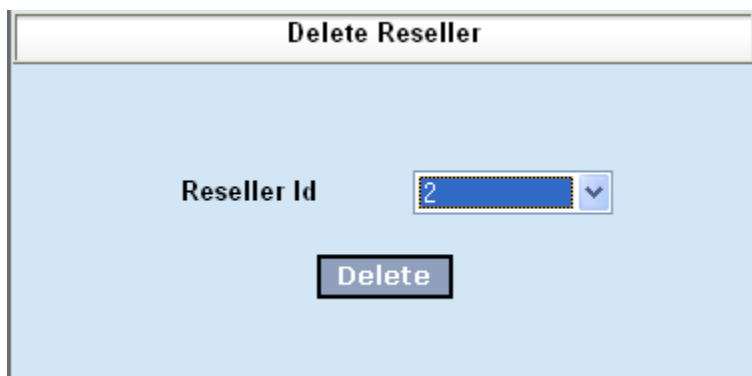
3. Make the necessary changes and click **Update**.
4. To reset all the fields, click **Reset**.

Deleting a Reseller ID

This option allows you to delete a reseller. Once the reseller is deleted, the deletion is permanent.

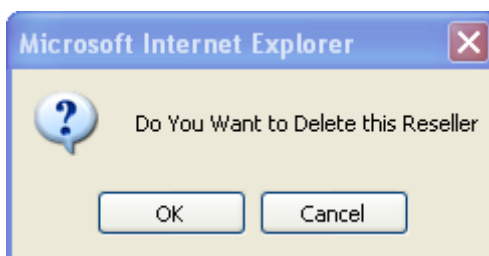
To delete a reseller

1. Goto Main Screen, select **Reseller** and click **Delete Reseller** menu. 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 see the **Confirmation Page**.



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. Goto Main Screen, select **Reseller** and click **Pack Distribution** menu. You will see the **Pack Sales** screen.

| <i>Field</i> | <i>Description</i> |
|-----------------|--|
| Sold To | Select the appropriate sale type. The options are: Customer 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. |

| | |
|--|--|
| | <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 | <input checked="" type="radio"/> Cash <input type="radio"/> Cheque |
| Bank Name | <input style="width: 100%;" type="text"/> |
| Cheque Number | <input style="width: 100%;" type="text"/> |

Manual Pack Selection

Auto Pack Selection

| <i>Field</i> | <i>Description</i> |
|---------------|--|
| Payment Mode | Select the appropriate payment mode. The options are: Cash 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**. You will see 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 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 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

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. Goto Main Screen, select **Reports** and point to **Plan Report** and click **Packs** menu. You will see the **Plan Report** screen.

| <i>Field</i> | <i>Description</i> |
|--------------|---|
| Plan | Select the appropriate Plan. The available options are: All Plan Specific Plan |
| Status | Select the appropriate status of the PIN. The available options are: Sold Unsold |
| Select Date | Select the appropriate From date and To date. |

- To view the pack status, click **View**. You will see the **Plan Report** screen.

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

To view users status report

- Goto Main Screen, select **Reports**, point to **Plan Report** and click **Users** menu. You will see the **Plan Users Report** screen.

Plan Users Report

Select Plan Name BENZZ PARK 2hrs

By Registered Date

From 2008/6/1 To 2008/6/11

YYYY/MM/DD 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**. You will see the **Plan User Report** screen.

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. Goto Main Screen, select **Reports**, point to **Pack Report** and click **Registered** menu. You will see the **Pack Report** screen.

| <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**. You will see the **Plan User Report** .

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. Goto Main Screen, select **Reports**, point to **Pack Report** and click **unregistered** menu. You will see the **Pack Report** screen.

Pack Report

All Plan
 Specific Plan unlimited

By Registered Date
 From 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**. You will see the **Pack Report** screen.

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. Goto Main Screen, select **Reports**, point to **Pack Report** and click **Expired** menu. You will see the **Pack Report** screen.

| <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**. You will see the **Pack Report** screen.

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

The receptionist stock holding report keeps track of the balance coupons on-hand. This report also helps to get the count of the coupons to be sold.

To view receptionist stock holding report

1. Goto Main Screen, select **Reports**, point to **Pack Report** and click **Receptionist Stock Holding** menu. 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. If you want to export report to Excel sheet, Click **Export** button.

Report to Track a Pack

The track a pack report keeps track of the coupon, whether it is sold/unsold.

To track a pack

1. Goto Main Screen, select **Reports**, point to **Pack Report** and click **Pack Report** menu. You will see the **Track A Pack** screen.

| Track A Pack | | | |
|-------------------------------|----------------------------------|--------------------------------------|---------------------|
| Card Number | <input type="text" value="999"/> | <input type="button" value="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 **Card Number** and click **Track**. The status of the card 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 users 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. Goto Main Screen, select **Reports**, point to **User Report** and then point to **List Users** and click **Active** menu. You will see the **User List** screen.

| User List | | | | | | | |
|-----------|-----------|-------------------|---------|---------------|-------------|---------------------|---------------|
| Userid | Plan Name | Plan Type | Address | Remaining Min | Expiry Date | Full Name | 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 export report to Excel sheet, Click **Export** button.

All Users Report

To view all user details

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

| User List | | | | | | | |
|-----------|-----------|-------------------|---------|---------------|-------------|---------------------|---------------|
| Userid | Plan Name | Plan Type | Address | Remaining Min | Expiry Date | Full Name | 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 | benzpark 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 | benzpark admin | PrePaid | | 497799 | 2009-05-23 12:44... | N/A |

[Export](#)

2. Click **Export** to transfer the data to an excel sheet.

Report for User Status

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

To view the user status

1. Goto Main Screen, select **Reports**, point to **User Report** and click **Status** menu. You will see the **User Status** screen.

User Status

User ID

[View](#)

2. Select the User ID from the drop-down list and click **View**. You will see 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 | Bytes Transferred |
|---|---------------------|---------------------|--------------|-----------------|-------------|-------------------|
| 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

- If you want to export report to Excel sheet, click **View**.

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

The usage report lists all the usage details of a particular user.

To view usage report

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

Usage Report

Select User Id All Users Group By User

Billed Session Unbilled Session

By Date

From 2008/6/10 To 2008/6/11

YYYY/MM/DD

View

| <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: Billed Session Unbilled Session |
| By Date | Select the appropriate From date and To date. |

- 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... |

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

Payment Report

All Users Specific User

Select User Id

By Date

From
YYYY/MM/DD

To
YYYY/MM/DD

| <i>Field</i> | <i>Description</i> |
|---------------------|---|
| User Type | Select the appropriate User Type. The available options are: All Users 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 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 bills report lists the all the users who are yet to make the payment.

To view unpaid bills

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

Payment Report

All Users Specific User

Select User Id

By Date

From
YYYY/MM/DD

To
YYYY/MM/DD

| <i>Field</i> | <i>Description</i> |
|--------------|--|
| User Id | The available options are: All Reseller 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 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. Goto Main Screen, select **Reports**, point to **Reseller Report** and click **Purchase Report** menu. You will see the **Sales Report** screen.

Sales Report

All Reseller Specific Reseller

Select Reseller Id

All Plan Specific Plan

Select Plan

By Date

From
To

YYYY/MM/DD YYYY/MM/DD

| <i>Field</i> | <i>Description</i> |
|--------------|--|
| Reseller Id | The available options are: All Reseller Specific Reseller Select the Reseller Id from the drop-down list. |
| Plan | Select the appropriate Plan. The available options are: All Plan 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

The direct sales report lists out the coupons sold directly by the hotspot administrator.

To view direct sales report

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

| | 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

The reseller sales report lists out coupons purchased from the hotspot administrator and the number of coupons sold.

To view reseller sales report

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

Sales Report

All Reseller Specific Reseller

Select Reseller Id

All Plan Specific Plan

Select Plan

By Date

From
To

YYYY/MM/DD YYYY/MM/DD

| <i>Field</i> | <i>Description</i> |
|--------------|--|
| Reseller Id | The available options are: All Reseller Specific Reseller Select the Reseller Id from the drop-down list. |
| Plan | Select the appropriate Plan. The available options are: All Plan 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



The day report lists the number of coupons sold with description and the total amount collected on daily basis.

To view daily report

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

Day Report

By Date

From  To 

YYYY/MM/DD YYYY/MM/DD

By Bill Number

From To

| <i>Field</i> | <i>Description</i> |
|-----------------|---|
| By Date/By Bill | The available options are: Date 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

The room report lists the usage details based on all/specific rooms, billed/unbilled sessions and specific date.

To view room usage report

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

Room Usage Report

All Rooms Specific Room 237

Billed Session Unbilled Session

By Usage Date
 From 2008/4/9 To 2008/6/5

View

| <i>Field</i> | <i>Description</i> |
|--------------|---|
| Rooms | The available options are: All Rooms Specific Room Select the room number from the drop-down list. |
| Session | Select the appropriate Session. The available options are: Billed Session 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

Chapter 9

Managing Hotel/Cafe

This chapter consists of the following sections:

- Room Management
 - Room Mapping
 - Generating Room Personal Identification Number (PIN)
 - Self-Sign-Up Plans
 - Creating Auto renew Plans
- Guest Management
 - Creating Guest Information
 - Changing a room
 - Check Out
- Chain of Hotel/Cafés Management
 - Adding Hotel / Café
 - Deleting Hotel / Café Information

Room Management

This section allows you to manage the rooms in the hotel or café. In this section you can set the room mapping in a hotel. You can also generate PIN numbers for the rooms. **You can also renew the options automatically.**

Room Mapping

This option allows you to map rooms in a hotel or cafe. You can map a guest room number with IP Address (when using Manageable switch) or Mac address (when the hotel is providing Network card to the guest) or PIN (which is any alphanumeric character entered here).

To add room mapping

1. Goto Main Screen, select **Hotel/Café** and select **Room Management** and click **Room Mapping** menu. You will see the **Room Mapping** screen.

Room Management -> Room Mapping

| Room No | IP Address | Mac Address | PIN No | Status | Add |
|----------------------|--|--|----------------------|---|------------------------------------|
| <input type="text"/> | <input type="text"/> <small>(XXX.XXX.XXX.XXX)</small> | <input type="text"/> <small>(MM-MM-MM-MM-MM-MM)</small> | <input type="text"/> | Vacant ▼ | <input type="button" value="Add"/> |

Existing Setup

| Room No | IP Address | Mac Address | PIN No | Status | Mark |
|---------|----------------|-------------|--------|--------|----------------------------------|
| 203 | 192.168.104.22 | | | vacant | <input type="button" value="🗑"/> |

* The room status will be updated from vacant to occupied only during the customer's first time internet access. Hence, it is normal to find a room status vacant even if he is checkedin
 * Please do not enter IP Address unless you are asked to do so by this Software Vendor

| <i>Field</i> | <i>Description</i> |
|--------------|---|
| Room No | Type the hotel room number. This field can contain up to 20 alphanumeric characters. This field is mandatory. |
| IP Address | Type the IP address. For e.g. you can Type in this format (XXX-XXX-XXX-XXX). This field can only accept alphanumeric characters. This field is optional. |
| Mac Address | Type your Mac address. This is a unique field. For e.g. you can Type in this format (XX-XX-XX-XX- |

| | |
|--------|---|
| | XX-XX). This field can only accept alphanumeric characters. This field is mandatory. |
| PIN No | Type the PIN number. This field can contain up to 8 characters. This field is optional. |
| Status | Select the current room status. The default option is vacant. This field is mandatory. |

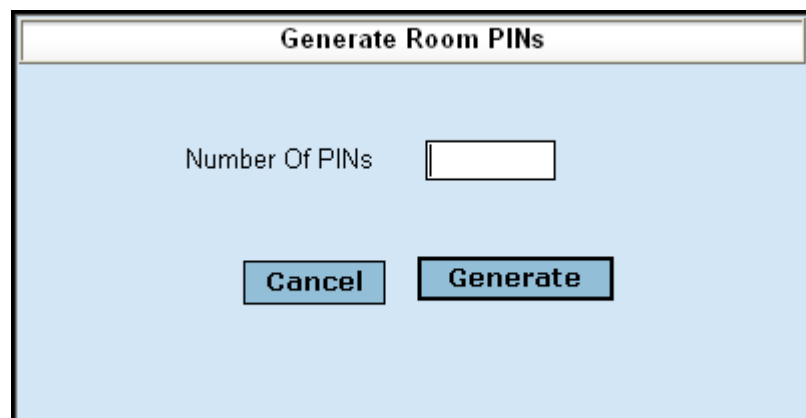
2. To add a new room mapping, click **Add**.
3. To delete the room mapping, select a row from the list under **Existing Setup** and click the option under **Mark**. Click **Remove**.
4. To edit the room mapping information, select a row from the list under **Existing Setup** and click the option under **Mark**. Click **Edit**.

Generating Room Personal Identification Number (PIN)

This option allows you to generate room personal identification numbers (PIN). Receptionist will enter the room number and the PIN for each room. This PIN is chosen by the hotEx billing manager operator at this point of time. This PIN must be unique for each room and it should not be more than 8 characters in length. If entered, this PIN is informed to the hotel guest.

To generate a room PIN

1. Goto Main Screen, select **Hotel/Café** and select **Room Management** and click **Generate Room PIN** menu. You will see the **Generate Room PINs** screen.



| <i>Field</i> | <i>Description</i> |
|----------------|--|
| Number Of PINs | Type the number of pins you want to generate. This field can contain up to 9999 numeric characters. |

| | |
|--|--------------------------|
| | This field is mandatory. |
|--|--------------------------|

2. To clear the fields, click **Cancel**.
3. To generate room PINs, click **Generate**. You will see the **PINs Generated Successfully** screen.

PINs Generated Successfully

PIN Details are shown below

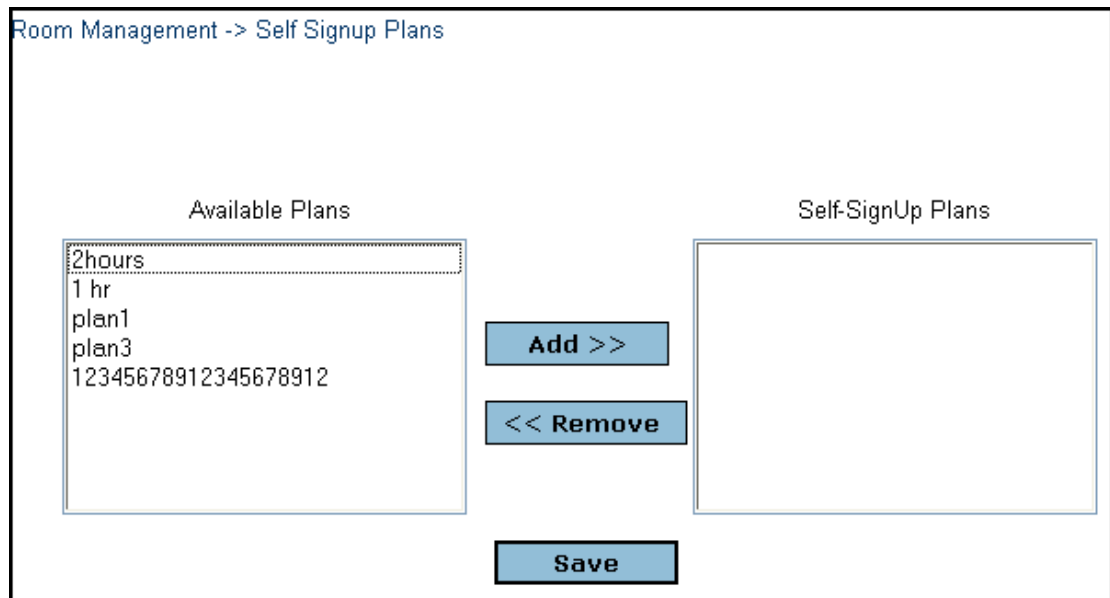
| Card Number | Activation Code |
|-------------|-----------------|
| 1 | I0MUMW |
| 2 | CADH38 |
| 3 | 2M151A |
| 4 | 2BDLIN |
| 5 | C6UE19 |
| 6 | IQE60Z |
| 7 | F7Z7HS |
| 8 | 7U183K |
| 9 | W21VYF |
| 10 | Y49LCZ |
| 11 | ZVSN8Y |

Self-Signup Plans

This option allows you to select self-signup plans.

To generate self-signup Plans

1. Goto Main Screen, select **Hotel/Café** and select **Room Management** and **Self-SignUp Plans** menu. You will see the **Self Signup Plans** screen.



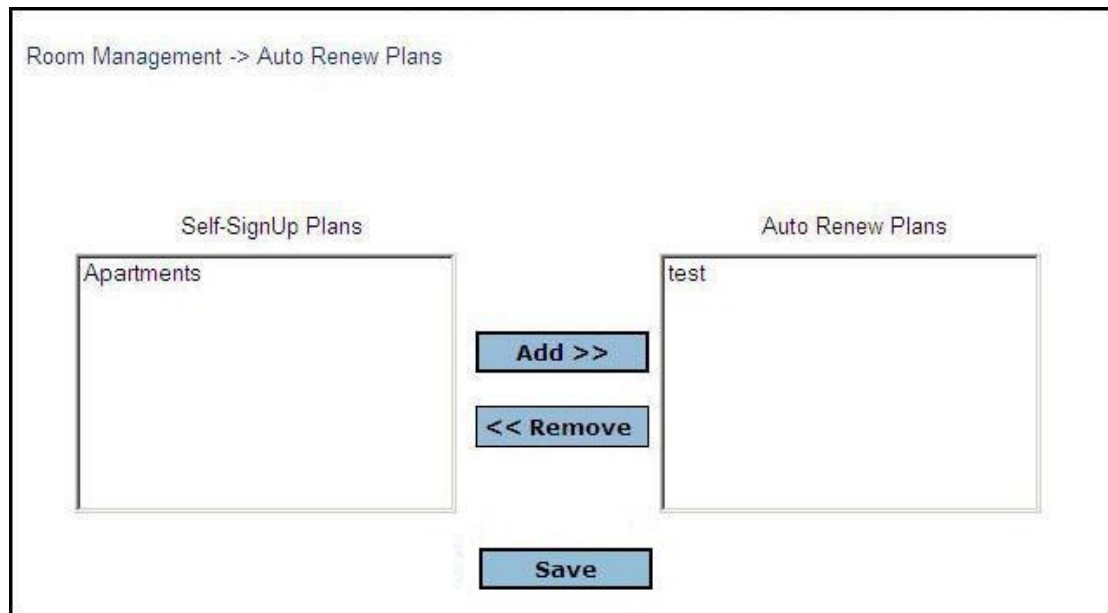
2. To add a plan to self-Signup plans, select a plan under **Available Plans** and click **Add**.
3. To remove plan, select a plan under **Self-SignUp Plans** and click **Remove**.
4. To save the details, click **Save**.

Creating Auto renew Plans

This option allows you to create an auto renew plan.

To create a auto renew plan

1. Goto Main Screen, select **Hotel/Café** and select **Room Management** and **Auto Renew Plans** menu. You will see the **Auto Renew Plans** screen.



2. To add plans to auto renew plans, select a plan under **Self-SignUp Plans** and click **Add**.
3. To remove a plan, select a plan under **Auto Renew Plans**, and click **Remove**.
4. To save the details, click **Save**.

Guest Management

This feature allows you to create guest information, to manage shifting a room check out information.

Creating Guest Information

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

To create a guest

1. Goto Main Screen, select **Hotel/Café**, select **Guest Management** and click **Create Guest** menu. You will see the **Guest Information** screen

Guest Information

Guest Name

Room Number

Phone Number

Select Plan

| <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. |

2. To create guest information, click **Create**. You will see the **Internet Access Voucher** screen.

| Internet Access Voucher | |
|------------------------------|-----------------------|
| Pack No: 1145 | Name: John Peter |
| Room No: 106 | Phone No: 012345678 |
| | Plan Name: 2hours |
| | Username: N5FK |
| | Password: XAE9 |
| | Validity: 30 Days |
| Max. Data Transfer (MB): N/A | |
| Bandwidth (Kbps): N/A | |
| | Amount: \$ 300.00 |

[Print](#)

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

3. To print the details, click **Print**.
4. To export the ticket information to Excel sheet, click **Export the above Tickets to Excel Format** menu.

Changing a room

This option allows you to change rooms.

To change a room

1. Goto Main Screen, select **Hotel/Café**, select **Guest Management** and click **Shift Room** menu. You will see the **Change Room** screen.

Guest Management -> Shift Room

Change Room

| | |
|---|--|
| Room no. From | Room no. To |
| <input style="width: 90%; border: 1px solid #ccc;" type="text" value="101"/> | <input style="width: 90%; border: 1px solid #ccc;" type="text" value="105"/> |
| <input type="button" value="Reset"/> <input style="margin-left: 20px;" type="button" value="Submit"/> | |

| <i>Field</i> | <i>Description</i> |
|---------------|---|
| Room no. From | Select the room number from which you want to change. This field is mandatory. |
| Room no. To | Select the room number to which you want to change. This field is mandatory. |

2. To clear the fields, click **Reset**.
3. To shift room, click **Submit**. The acknowledgement message is displayed.

Room Shifting Successfully Done

Check Out

This option allows you to check out the rooms. The bill also made at the time of the checkout.

To check out room

1. Goto Main Screen, select **Hotel/Café** and select **Guest Management** and click **Check Out** menu. You will see the **Checkout** screen.

Guest Management -> Checkout

Room Status

| Room No | IP Address | Mac Address | Pin No | Status | Check out |
|---------|--------------|-------------|--------|--------|-----------|
| 237 | | | | vacant | check out |
| hendry | | | 1004 | vacant | check out |
| 11 | | | 11 | vacant | check out |
| 102 | | | 102 | vacant | check out |
| 107 | | | 22563 | vacant | check out |
| 1 | | | ZCUM | vacant | check out |
| 223 | | | 007 | vacant | check out |
| 101 | | | 101 | vacant | check out |
| 100 | | | 100 | vacant | check out |
| 112 | 192.168.0.10 | | 123 | vacant | check out |

2. Select the room in the list under **Room Status** and click **Check out**. You will see the **Confirm Checkout** screen

| Room Number: 105 | | Bill No : 9 | | Bill Date: 2006-08-11 | |
|------------------|-------------|---------------------|-----------------------------|-----------------------|--|
| Plan Details | Plan Name | Plan Type | Purchased Date | Amount | |
| | pre1 | PrePaid | 2006-08-11 14:43:12 | 1 | |
| Usage Details | Charged Min | Start time | End Time | Amount | |
| | 1 | 2006-08-11 14:43:23 | 2006-08-11 14:43:44 | 0 | |
| | 2 | 2006-08-11 14:46:00 | 2006-08-11 14:47:17 | 0 | |
| | | | Excess Data Transfer Amount | \$ 0 | |
| | | | Total Amount | \$ 1 | |

3. To confirm checkout, click **Confirm Checkout**. You will see the **confirmation message** screen.

Guest In Room Number 105 Checked Out..!

4. To print the bill, click **Print Bill**.

Chain of Hotels/Cafés Management

This section allows you to manage more than one hotels or cafés. In this section you can add hotels and cafés. You can also delete hotels and cafés.

Adding Hotel / Café

This option allows you to add a hotel or café. The data will be added to the database.

To add hotel/café

1. Goto Main Screen, select **Hotel/Café** and select **Chain Management** and click **Add Hotel/Cafe** menu. You will see the **Add Café /Hotel branch** screen.

| <i>Field</i> | <i>Description</i> |
|------------------|---|
| Café Domain / IP | Type the café domain or IP address. This field can contain up to 28 alphanumeric characters. This field is mandatory. |

2. To add a hotel/café, click **Add**. You will see the **Café Client Added** screen.

Deleting Hotel / Café Information

This option allows you to delete a hotel or café. The data will be deleted from the database.

To delete a hotel/café information

1. Goto Main Screen, select **Hotel/Café**, select **Chain Management** and click **Delete Hotel/Cafe** menu. You will see the **Delete Café** screen.

| <i>Field</i> | <i>Description</i> |
|------------------|---|
| Café Domain / IP | Select the domain or IP address of the café or hotel. This field can contain up to 28 alphanumeric characters. This field is mandatory. |

- To delete a hotel/café, click **Delete**. You will see the **Café Client Deleted** screen.

Cafe Client 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

This option allows you to backup the database. You can download the database file to perform backup operations.

To view backup database

1. Goto Main Screen, select **Database** and click **Backup** menu. 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** menu.
-

Restoring Database

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

To restore the old database file

1. Goto Main Screen, select **Database** and click **Restore** menu. 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** menu.
-

Chapter 11

Miscellaneous

This chapter consists of the following sections:

- Client IP Mode
- LAN IP Setting
- WAN IP Setting
- Admin Management
- Setting Login Page View
- Setting Access Rights
- Free Access Websites
- URL Redirection
- Static IP Forwarding
- Currency Prefix
- Welcome Message
- Upload Logo
- GB Calculator
- Access Log
- Viewing DHCP Logs
- Testing Internet Connectivity
- Setting Terms & Conditions
- DynDns Setting
- PayPal Setting
- Email Statement

Client IP Mode

This option allows you to set the client IP mode.

If you set the option to “Authenticate All Clients”, the users can have any valid ip address, any gateway, any DNS in their PC/laptops and still can get the login page.

If you set the option to “Authenticate DHCP clients only”, the client PCs/Laptops must work as DHCP clients, to have login page.

To set client IP mode

1. Goto Main Screen, select **Miscellaneous** and click **Client IP Mode** menu. You will see the **Client Configuration Mode** screen.

| <i>Field</i> | <i>Description</i> |
|---------------------------|---|
| Client Configuration Mode | Select the appropriate option. The available options are: Authenticate DHCP clients only Authenticate All Clients in LAN interface (with Any IP numbers) |

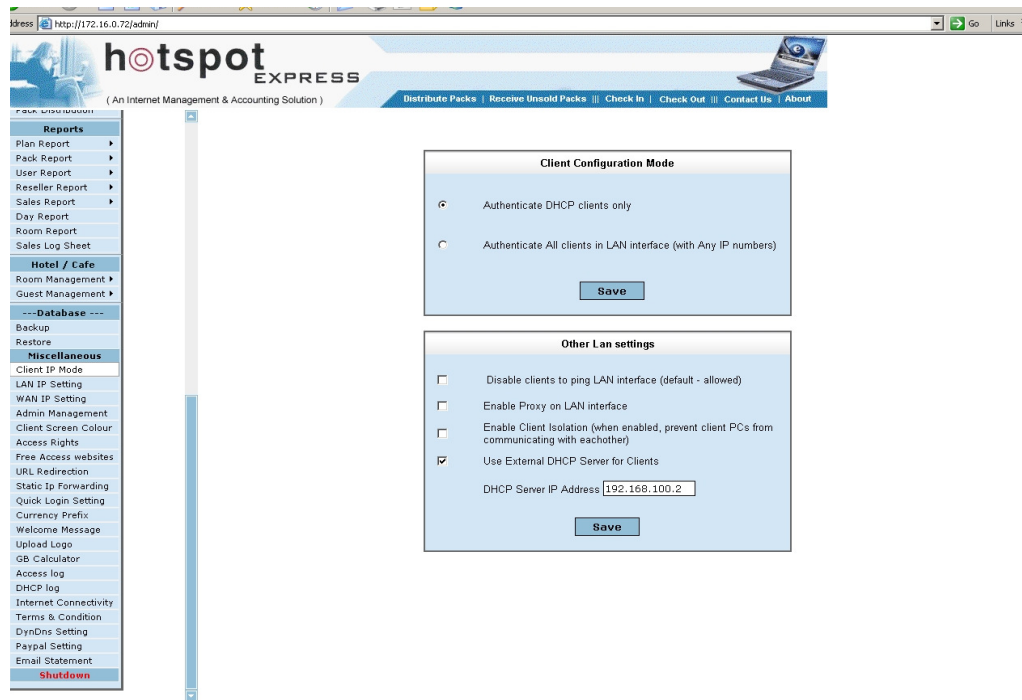
2. Select the appropriate option and click **Save**. You will see the **Configuration details** screen.

| | | |
|--|--|------------------|
| LAN Interface IP Address | <input type="text"/> | Calculate |
| Address: | 192.168.100.2 | |
| Netmask: | 255.255.240.0 = 20 | |
| Network: | 192.168.96.0 | |
| Broadcast: | 192.168.111.255 | |
| HostMin: | 192.168.96.1 | |
| HostMax: | 192.168.111.254 | |
| Hosts/Net: | 4094 | |
| <hr/> | | |
| Reserve this pool for DHCP <input checked="" type="radio"/> | Reserve this pool for DHCP <input checked="" type="radio"/> | |
| Reserve this pool for Static IP <input type="radio"/> | Reserve this pool for Static IP <input type="radio"/> | |
| 192.168.96.1 - 192.168.103.255 | 192.168.104.1 - 192.168.111.254 | |
| Update | | |

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

External DHCP Server Mode:-

1. Goto Main Screen, select **Miscellaneous** and click **Client IP Mode** menu. You will see the **Client Configuration Mode** screen.



2. Enable “Use External DHCP for Clients” and enter the DHCP server IP address, Click **Save** the bottom of the page. You will see the following page.



LAN IP Setting

This option allows you to set/view the IP addresses of the LAN ethernet card. You can type the appropriate IP address to calculate, confirm and update the LAN interface settings.

To view LAN IP settings

1. Goto Main Screen, select **Miscellaneous** and click **LAN IP Setting** menu. You will see the **Configuration details** screen.

LAN Interface IP Address

| Current LAN Interface Setting | |
|-------------------------------|------------------|
| LAN IP Address | 192.168.100.1 |
| Dynamic IP Pool | 192.168.96.0/21 |
| Static IP Pool | 192.168.104.0/21 |

| <i>Field</i> | <i>Description</i> |
|--------------------------|---|
| LAN Interface IP Address | Type the LAN IP address. You can type in this format (XXX-XXX-XXX-XXX). This field can contain up to 32 numeric characters. This field is mandatory. |

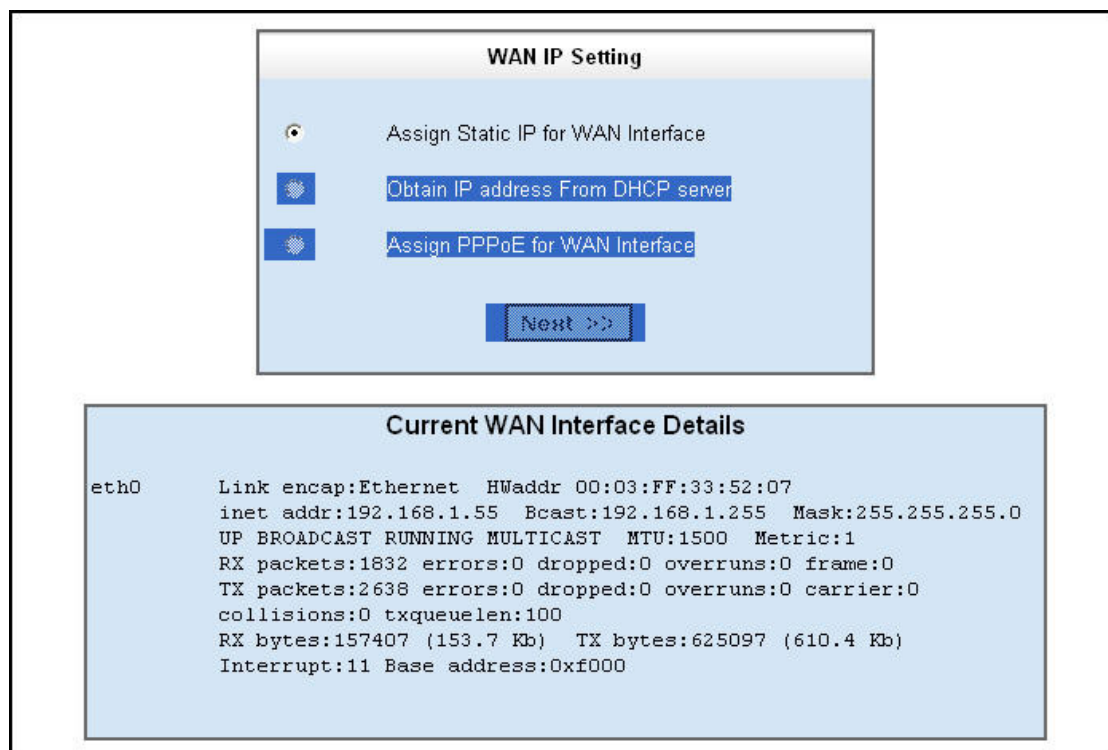
- To view LAN interface settings, click **Calculate**.

WAN IP Setting

This option allows you to view WAN IP settings. You can update the WAN interface static IP settings.

To view WAN IP settings

- Goto Main Screen, select **Miscellaneous** and click **WAN IP Setting** menu. You will see the **WAN IP Setting** screen.



- Select the appropriate option and click **Next**. You will see the **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. |
| SECONDARY 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 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** menu.

Admin Management

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

To set Web Administrator password

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

Set Web Administrator Password to access HotSpot Express WebAdmin

Administration User Management

UserName

Current Password (required unless new user)

New Password

Confirm New Password

Action

Change Password
 New User
 Remove User

| <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. This field can contain up to 20 alphanumeric characters. This field is mandatory for new user. |

| | |
|----------------------|---|
| Confirm New Password | Retype the new password. This field can contain up to 20 alphanumeric characters. This field is mandatory for new user. |
| Action | Select the appropriate action. The options are: Change Password New User Remove User |

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

Password has been assigned for new user John Peter.

Setting Login Page View

This option allows you to set client screen colour. You can set the default language. You can also select the interface language.

To set login page view

1. Goto Main Screen, select **Miscellaneous** and click **Client Screen Colour** menu. You will see the **Client Login Page Setting** screen.

Client Login Page Setting

Select Background Colour [Pick](#)

Select Font Colour [Pick](#)

| Language | Display | Make Default |
|------------|-------------------------------------|----------------------------------|
| English | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> |
| French | <input checked="" type="checkbox"/> | <input type="radio"/> |
| Portuguese | <input checked="" type="checkbox"/> | <input type="radio"/> |
| Arabic | <input checked="" type="checkbox"/> | <input type="radio"/> |
| Greek | <input checked="" type="checkbox"/> | <input type="radio"/> |
| Russian | <input checked="" type="checkbox"/> | <input type="radio"/> |

Warning: If both 'Background' and 'Font' are set to the same color, all texts will become invisible in the client login page.

| <i>Field</i> | <i>Description</i> |
|--------------------------|---|
| Select Background Colour | Type the background colour (or) click Pick menu and select the background colour from the colour palette. |
| Select Font Colour | Type the font colour (or) click Pick menu and select the font colour from the colour palette. |
| Language | Select the language under Display and select the language you want to make default under Make Default. |

2. Enter the appropriate information and click **Save**.



Note:

If Background and Font colors are the same, all texts in the client login page become invisible. It is recommended you prefer dark color for background and light color for font or vice versa.

- 3.

Setting Access Rights

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

To set access rights

1. Goto Main Screen, select **Miscellaneous** and click **Access Rights** menu. 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"/> |

Reset submit

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

Free Access Websites

This option allows you to set free access websites to user. In the normal scenario access is restricted till a PIN is purchased and keyed in. Exceptions can be when a Hotel/Café allows access to their own or partner websites free of cost without any restriction.

To set free access to websites

1. Goto Main Screen, select **Miscellaneous** and click **Free Access Websites** menu. You will see the **Free Access Domains (Walled Garden)** screen.

| <i>Field</i> | <i>Description</i> |
|--------------|--|
| Domain or IP | Type the Domain or IP address of the websites. This field can contain up to 80 rows and 80 columns of alphanumeric characters. This field is optional. |

2. To set the free access websites, click **Set**.

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

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

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

2. To set the URL redirection, click **Set**.

Static IP Forwarding

This option allows you to forward the packets to the specified static IP address. Using this feature the user can have a Static IP address (Any of Class A / B or C) assigned to the system with the Hot Spot administrator's help and still be able to browse the internet. Unlike with Mac Authentication when the user no more needs to login every time, this features needs the customer to login every time. This feature is useful when a user wants to have a Public Static IP to run VPN server/client or Web Server, FTP server, after logging into hotspot networks.

To forward static IP

1. Goto Main Screen, select **Miscellaneous** and click **Static IP Forwarding** menu. You will see the **Static IP Mapping** screen.

| Static IP Mapping | | | | | |
|---|----------------------|-----------------------|----------------------|----------------------|------------------------------------|
| Wan IP Address | Wan NetMask | Wan Broadcast Address | Lan IP Address | Mac Address | Add |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add"/> |
| (XXX.XXX.XXX.XXX) | (XXX.XXX.XXX.XXX) | (XXX.XXX.XXX.XXX) | (XXX.XXX.XXX.XXX) | (XX-XX-XX-XX-XX-XX) | |
| Existing Setup | | | | | |
| Wan IP Address | Wan NetMask | Wan Broadcast Address | Lan IP Address | Mac Address | Mark |
| <input type="button" value="Remove"/> | | | | | |
| Apply These Settings | | | | | |
| * LAN IP Range 192.168.104.0/21 | | | | | |
| * It is Necessary to click 'Apply These Settings' after making changes in WAN IP setup * WAN IP is necessary only when STATIC GLOBAL IP is intended to be given to the specified LAN IP | | | | | |

| <i>Field</i> | <i>Description</i> |
|-----------------------|---|
| Wan IP Address | Type your Wan IP address. You can type in this format (XXX-XXX-XXX-XXX). This field can only accept alphanumeric characters. This field is optional. |
| Wan NetMask | Type the Wan net mask. You can type in this format (XXX-XXX-XXX-XXX). This field is optional. |
| Wan Broadcast Address | Type the Wan broadcast address. You can type in this format (XXX-XXX-XXX-XXX). This field is optional. |
| Lan IP Address | Type your LAN IP address. You can type in this format (XXX-XXX-XXX-XXX). This field can only accept alphanumeric characters. This field is mandatory. |
| Mac Address | Type your Mac address. This is a unique field. You can type in this format (XX-XX-XX-XX-XX-XX). This field can only accept alphanumeric characters. This field is mandatory. |

- To add a new static IP mapping, click **Add**.

3. To delete the static IP mapping, select **Mark** and click **Remove**.

Currency Prefix

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

To set currency prefix

1. Goto Main Screen, select **Miscellaneous** and click **Currency Prefix** menu. You will see the **Currency Prefix** screen.

| <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 set 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. Goto Main Screen, select **Miscellaneous** and click **Welcome Message** menu. You will see the **Welcome Message to be displayed during login** screen.

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

- To update welcome message, click **Set**.

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

- Goto Main Screen, select **Miscellaneous** and click **Upload Logo** menu. You will see the **Upload Logo** screen.

2. Click **Browse**, navigate and select the image that you want to upload.
3. To upload logo, click **Submit**.

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. Goto Main Screen, select **Miscellaneous** and click **GB Calculator** menu. You will see the **Enter one known size/variable to find the rest** screen.

Enter one known size/variable to find the rest

| | |
|-----------|---|
| terabytes | <input style="width: 100%;" type="text"/> |
| gigabytes | <input style="width: 100%;" type="text"/> |
| megabytes | <input style="width: 100%;" type="text"/> |
| kilobytes | <input style="width: 100%;" type="text"/> |
| bytes | <input style="width: 100%;" type="text"/> |

| <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. |

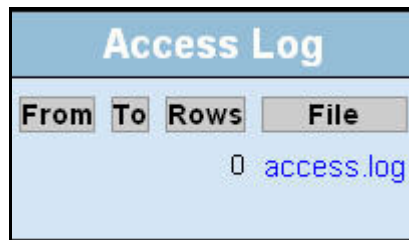
- To view the results, click **Calculate**.

Access Log

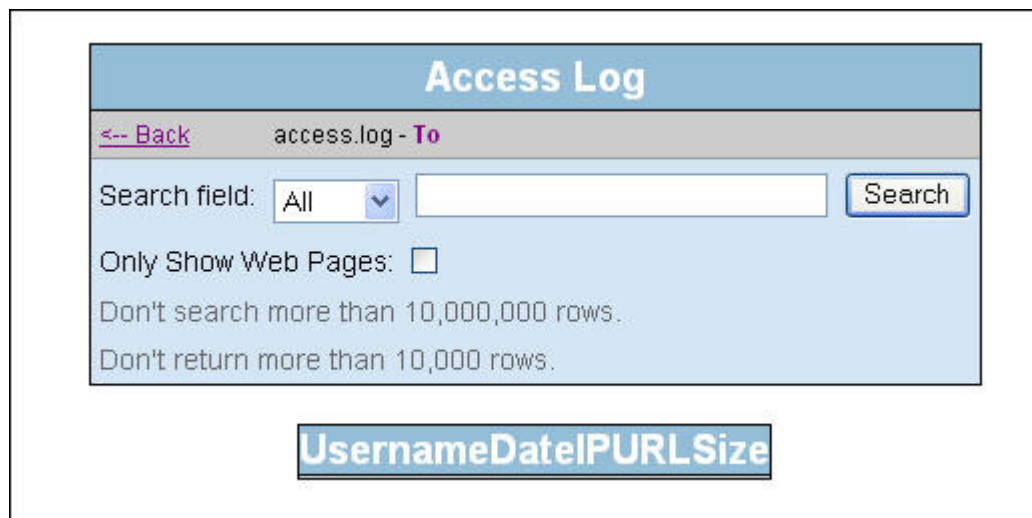
This option allows you to view the access log. You can search the log data.

To view access log

- Goto Main Screen, select **Miscellaneous** and click **Access Log** menu. You will see the **Access Log** screen.



- To view access log, click **access log** menu. The **Access Log** search screen.



- Select the search field from the drop-down list (or) enter the information in the search field.
- If you want to view only web pages, select the **Only Show Web Pages** check box.
- Click **Search**.

Viewing DHCP Logs

This option allows you to view DHCP log settings.

To view DHCP log

1. Goto Main Screen, select **Miscellaneous** and click **DHCP Log** menu. You will see the **DHCP Log** screen.

| DHCP LOG | | | |
|----------|---|-------|--|
| Jun | 8 | 13:11 | New DHCP request from MAC=00-80-48-43-5B-70 |
| Jun | 8 | 13:15 | New DHCP request from MAC=00-80-48-43-5B-6F |
| Jun | 8 | 13:16 | New DHCP request from MAC=00-60-6E-BF-1A-DC |
| Jun | 8 | 13:27 | DHCP addr released by MAC=00-60-6E-BF-1A-DC IP=192.168.96.30 |
| Jun | 8 | 13:41 | DHCP addr released by MAC=00-80-48-43-5B-6F IP=192.168.96.29 |
| Jun | 8 | 13:42 | DHCP addr released by MAC=00-80-48-43-5B-70 IP=192.168.96.28 |
| Jun | 9 | 10:06 | New DHCP request from MAC=00-12-F0-74-6F-D2 |
| Jun | 9 | 10:06 | New DHCP request from MAC=00-60-6E-02-16-8A |
| Jun | 9 | 10:07 | New DHCP request from MAC=00-80-48-43-5B-70 |
| Jun | 9 | 10:13 | New DHCP request from MAC=00-60-6E-BF-1A-DC |
| Jun | 9 | 11:41 | DHCP addr released by MAC=00-12-F0-74-6F-D2 IP=192.168.96.31 |
| Jun | 9 | 11:41 | New DHCP request from MAC=00-12-F0-74-6F-D2 |
| Jun | 9 | 12:15 | DHCP addr released by MAC=00-12-F0-74-6F-D2 IP=192.168.96.35 |
| Jun | 9 | 12:33 | New DHCP request from MAC=00-19-7E-93-F4-03 |
| Jun | 9 | 12:45 | New DHCP request from MAC=00-12-F0-74-6F-D2 |
| Jun | 9 | 13:24 | DHCP addr released by MAC=00-12-F0-74-6F-D2 IP=192.168.96.37 |
| Jun | 9 | 13:35 | New DHCP request from MAC=00-12-F0-74-6F-D2 |
| Jun | 9 | 13:40 | New DHCP request from MAC=00-80-48-43-5B-6F |
| Jun | 9 | 13:44 | DHCP addr released by MAC=00-19-7E-93-F4-03 IP=192.168.96.36 |

Testing Internet Connectivity

This option allows you to test internet connectivity. You can ping to other computers in your network to check the connection.

To test internet connectivity

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

Test Internet Connectivity

Your IP is: 192.168.1.2

Enter IP or Host Enter Count

Ping!

| <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. |

- To check the Internet connection, click **Ping!**. The **Ping Output** screen.

```

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. This 'Terms of Service' is displayed during Registration by the user.

To set Terms and Conditions

- Goto Main Screen, select **Miscellaneous** and click **Terms & Conditions** menu. 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**.

DynDns Setting

This option allows you to view DynDns setting.

To view DynDns Setting

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

| <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. |

- 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. This feature can be enabled by the hotspot administrator. 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

- Goto Main Screen, select **Miscellaneous** and click **PayPal Setting** menu. You will see the **PAYPAL** screen.

| <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.

3.

**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 filed this will displayed.

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 balance 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. To extend, please renew or contact the administrator “.

To update email settings

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

Hotspot Express Email Settings

Email To (Day Report will be Emailed)

Email From (Your Email ID)

Enable Email Notification to clients

Email Time (Notify if Remaining Min below)

Email Day (Notify if Expiry Days below)

Data limit (MB limit below will be Notified)

Subject (Email Subject)

[Click Here](#) to set SMTP details

| <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** menu. The **SMTP SETTING** screen.

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 NUMBER | Type the SMTP port 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. |

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