API MONETIZATION PLATFORM VODAFONE INDIA 1.0

Partner Management Engine 2.0

Vodafone Partner Portal User Guide

Document Version 3.0

This Partner Portal User Guide has been prepared for Vodafone India.

Document Revision History

Rev #	Date	Description
1.0	1 November 2013	Initial issue of Vodafone Partner Portal User Guide.
2.0	14 February 2014	Updated with Notifications feature added.
2.1	9 June 2014	Updated reports available from the Partner Portal, including the addition of Circle Reports.
3.0	24 October 2014	Updated for SSO access to the Partner Portal.

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Acronyms

Acronym	Terms
AMP	API Monetization Platform
API	Application Programming Interface
ASP	Application Service Provider
BMA	Business Management Application
BOBO	Billing On Behalf Of
CDX	Call Direction Service
CMS	Content Management System
CNX	Call Notification Service
CSV	Comma Separated Values
FAQ	Frequently Asked Questions
GBP	Great British Pound
GUI	Graphical User Interface
HTML	Hypertext Markup Language
HTTP	Hypertext Transfer Protocol
IANA	Internet Assigned Numbers Authority
ID	Identity
IP	Internet Protocol
ITU	International Telecommunication Union
ISO	International Organization for Standardization
JVM	Java Virtual Machine
LBS	Location Based Service
MMS	Multimedia Messaging Service
MMX	Parlay X Multimedia Messaging service
MO	Mobile Originated

Acronym	Terms
MS	Microsoft
MSISDN	Mobile Subscriber Integrated Services Digital Network Number
MT	Mobile Terminated
NaaS	Network as a Service
NGW	Network Gateway
NUU	Network Usage Unit
OAM	Operations, Administration and Management
OSGi	Open Services Gateway initiative
PDF	Portable Document Format
PHP	Hypertext Preprocessor (originally 'Personal Home Page')
PME	Partner Management Engine (formerly PRM)
PSE	Payments and Settlement Engine
REST	Representational State Transfer
RMI	Remote Method Invocation
RSS	Really Simple Syndication
SDP	Service Delivery Platforms
SIP	Session Initiation Protocol
SMS	Short Message Service
SMSX	Parlay X Short Messaging Service
SOAP	Simple Object Access Protocol
SPN	Service Provider Number
SS7	Signaling System Number 7
TDM	Terminal Disk Module
TLX	Terminal Location Service
TPA	Third Party Application
TPC	Third Party Call

Acronym	Terms
TPS	Transactions per second
TSX	Terminal Status Service
URI	Uniform Resource Identifier
URL	Uniform Resource Locator
USD	United States Dollar
W3C	World Wide Web Consortium (also known as WWWC)
WAP	Wireless Access Protocol
WSDL	Web Services Description Language
WYSIWYG	What You See Is What You Get
XML	Extensible Markup Language

1 About this Document

1.1 About

This document is a user guide for Vodafone Partner Portal, which is a Developer Portal deployment of the Partner Management Engine (PME), an integrated component of API Monetization Platform Vodafone India. It is one of three documents that support the PME component, the other two being:

- PME Administrator Guide which describes the administrative operations for PME, including the management of the Vodafone Partner Portal user interface.
- PME Quick Start Guide for the Vodafone Partner Portal

1.2 Scope

The purpose of this document is to provide a description of the operations available on the Vodafone Partner Portal, when access is granted to registered users on the IBM system.

Administrative operations on the Vodafone Partner Portal are not included.

Blogs feature is coming soon. Related descriptions are included.

1.3 Audience

The intended audience for this document are public users of the Vodafone Partner Portal, wishing to create TPA (third-party applications) which make use of the services available on the AMP VFI platform, and to manage them from a single application.

1.4 Structure

The document is divided into the following chapters:

Table 1 Document Structure

Chapter	Description
1 About this Document	Provides an overview of this document, including the intended audience, scope, document structure and conventions used throughout.
2 Using Vodafone Partner Portal	Introductory chapter on the Vodafone Partner Portal and its Resources page.
3. Managing Invitations and Creating Partners	Describes the two basic operations on the Vodafone Partner Portal – to access and to set up a partner entity yourself, or/and be associated with another partner
4. Working from Partner Profile Page	Describes the tasks you can perform in relation to your partners. Includes working with transactions, viewing numbers, viewing reports, and inviting users and managing associated users.

5. Working with Projects	Describes how to create and manage your projects (applications). Includes the steps required to set up notifications of calls received by your application, and to view service endpoints.
6. Working with Blogs and Forums	Describes the community features provided by PME, which are soon to be provided fully on the Vodafone Partner Portal.

1.5 Conventions Used in this Document

Different letter types and symbols denote different types of information, for example:

✕ **This is a warning. It highlights important information which must be heeded in order to avoid potential damage to data or equipment.**

! This is a caution. It contains information which should be considered carefully before continuing.

? This style is used to provide additional information, including tips and help. It is most frequently used for cross-referencing.

2 Using Vodafone Partner Portal

This chapter describes the login steps to access the Vodafone Partner Portal, and general introduction to pages initially accessible to the public user via the IBM CSM (Common Service Module) platform.

2.1 Logging In

The user must be registered on the IBM CSM in order to access the Vodafone Partner Portal.

1. On the IBM main landing page, click **Dashboard** tab.

You will be redirected to the Partner Dashboard page.

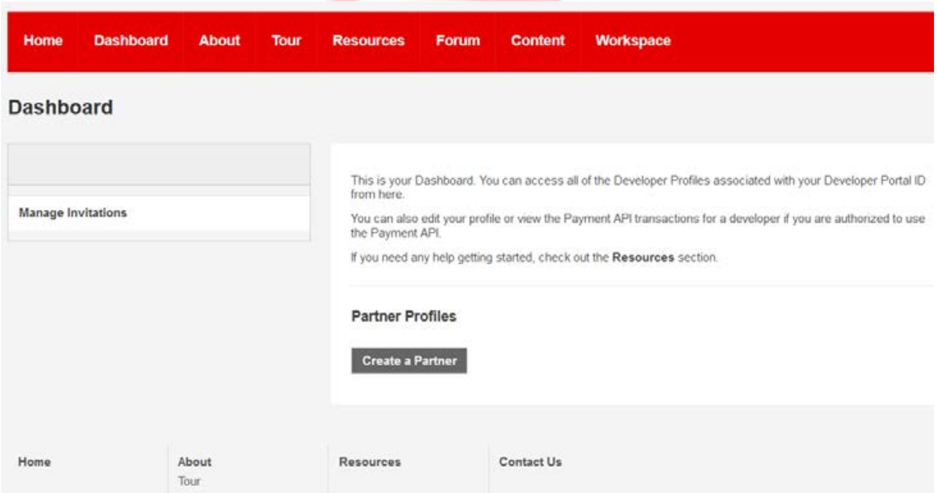


Figure 1 Vodafone Partner Portal Landing View

Of the menu items, click Home, Content and Workspaces to return to IBM configured locations.

2.1.1 Dashboard Overview

Contents in the following tabs on the Dashboard belong to the Partner Portal:

- About - displays information about the Vodafone Developer Portal and Vodafone
- Tour – displays a page about the Developer Portal, including a link to this document.
- Resources – described in section below
- Blog – section 6.1 - this feature is coming soon
- Forum – described in section 6.2

2.2 Resources Tab

If you have been granted view permission to the Resources area, the menu will be visible to you.

Click to view links to resources that should help partners consume service provider APIS and to operate their projects in the live environment. They include:

- Service Information documents – such as API guides and this user guide
- End User Documents – EULA (end user licence agreement)
- Partner Policy Documents – for Indian and non-Indian partners
- Agreement Documents - such as NDA, Aggregator Agreements, IP Guidelines

2.3 Vodafone Partner Portal Area Site Map

The sitemap layout below follows the UI structure to show features that are hidden under the top level menu item.

The four links/buttons available on the Dashboard are arranged below the Dashboard heading. If you want to change your password, you will be able to reach the relevant page via the Edit Profile link.

Dashboard
- -Manage Invitations received
- -Create a Partner
- -Manage Partner >>>>
    - -Edit Partner Profile
    - -View Transactions
    - -Partner Numbers
    - -Partner Reports, Summary Reports, Settlement Reports
    - -User Invitations Edit/Delete User Association
    - -Invite User to Partner
    - -Manage Invitations
    - -Your Documents
    - -Create a Project
    - -Manage Project >>>
        - -Edit Project Details
        - -Promote To
        - -Manage Notifications>
            - -Request Number
            - -Pending Requests
            - -Assign Partner Number
            - -Create Keyword
            - -Create Notification
            - -Callback Credentials
        - -Testing Environment
        - /Endpoints

Figure 2 Sitemap

3 Managing Invitations and Creating Partners

This chapter describes the initial steps on the Vodafone Partner Portal, where you access the Dashboard as a user, and create a partner entity.

- Managing invitations you have received – section 3.1
- Creating Partners - section 3.2
  - Editing partner profile and adding more information – section 3.2.1

3.1 Managing Invitations Received

If another user has invited you to be associated with a partner, you will see the invitations in the Manage Invitations page accessed from your Dashboard.

To accept or reject an invitation received:

1. From the Dashboard, click **Manage Invitations**. The Manage Invitations page is displayed.
2. Click **Accept** or **Reject**. An email notification of the event will be sent to the user who invited you.

3.2 Creating Partners

To create a partner entity on the VPP, you must register the essential details from the Create New Partner page. The partner profile can be edited and extended later with optional details, before any of the projects are promoted to production.

The system assumes that you are the Contact for the partner you are creating. Therefore the details of the profile of the current logged in user – you – are used to auto-populate the relevant fields.

To create a partner on the VPP:

1. From the Partner Dashboard, click **Create a Partner**.

   The *Create New Partner* page is displayed.
2. Enter/modify the following mandatory details:
   - **Partner Name**
   - **Contact Name/Business Manager**
   - **Email – populated with your Portal user registered email**
   - **Phone Number**
   - **Company Name (Legal Entity Name)**
   - **Registered Address**
     - **Country**
     - **Number/Street**
     - **Suburb**
     - **State**
     - **City**
     - **Pincode – populated with your Portal user registered Pincode**

- **Registered Address in India** - These fields appear when any other country than India is selected in the Registered Address section above
  - **Number/Street**
  - **Suburb**
  - **State**
  - **City**
  - **Pincode**
- **Currency** – at the bottom of the page, defaulting to Rupee (India)

3. **Any business tie up with any other operators in India** - select Yes or No.

   If **Yes** above, a field opens, to enter the names of operator and services, and when.

4. Select **Partnership Type** from the dropdown list.

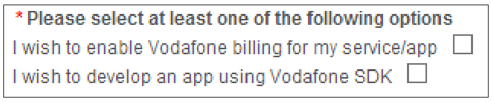
   When **D2C** is selected above, **Stores and Elements** list appears.

   - Select as applicable. For each selection, a corresponding dropdown list of associated elements appears.
   - Select at least one element for the store.

Table 2 Stores and Content Store Elements selections for Partner

Stores - examples	Store Element - examples
App Store	Advertising, Animations, Apps, Color Logo, Contest, Coupons, Deals, Ebooks, Emagazines, FULL MOVIE, FULL SONG ALBUM, Games, Greetings, Other in-app purchases
Books Store	Ebooks, Emagazines
Content Store	Animation, APPS, Color Logo, Deals, Ebooks, Emagazines, Fullsongs, Games, Greetings, Other in-app purchases, Poly Ringtone, Text Download, Text Quiz, Themes, True Ringtone, Videos, Virtual Currency, Virtual Gifts, Wallpaper
Deals Store	Deals
Games Store	Games
Imagery Store	Wallpaper, Animation, Color Logo, Themes, Greetings
Inapp Stores	Virtual Gifts, Virtual Currency
Music Store	True Ringtone, Fullsongs, Poly Ringtone, Videos
Videos Store	Videos

5. Select one or both the options of your **VPP usage** in the section as shown below



- to enable Vodafone billing for your service/app
- to develop an app using Vodafone SDK

6. [Option] Enter the following optional details:
   - **Designation** of the Contact/Business Manager
   - **Secondary Email**
   - **Correspondence Address**
     - **Country**
     - **Number/Street**
     - **Suburb**
     - **State**
     - **City**
     - **Pincode**
   - **Experience working with another VF OpCo** – select Yes or No. If Yes, you will be required to enter details – where, what and when
   - **Type of Partne**r – select individual or Company from the dropdown list. If Company, the following dropdown lists open, to select from:
     - Company Type: Proprietary, Private Limited or Public Limited
     - Aggregator: Aggregator, Non-Aggregator
   - **Product Description**
   - **Primary IP address** (Supplying this information will become mandatory when promoting your project to production.)
   - **Circle** – select one circle, or All Circles, from the dropdown list. (Supplying this information will become mandatory when promoting your project to production.)
   - **Applicable Type of Subscriber** – select Pre-Paid, Post-Paid or Both from the dropdown list

7. Click **Create Partner**.

The partner is created and enabled by default. The Partner Profile page will be displayed with the registered details.

3.2.1 Editing Partner Profile

You can edit the details of your partner from the Edit Partner Profile page, as long as your projects are still in Sandbox status.

To access the Edit Partner Profile page and edit your partner details:

1. Click **Dashboard** tab to access the Dashboard.
2. Click **Manage Partner** button for the partner you wish to edit. The Partner Profile page is displayed, with the partner name displayed in the left hand panel, as shown in the screenshot in the section below.
3. Click **Edit Partner Profile** link. The Edit Partner Profile page is displayed.

The partner name and currency are not editable; all other fields from the Create New Partner page are available to be updated. See section above on creating partners for the range and details of the fields.

4. Edit as appropriate and click **Update Partner Profile**. You will be returned to the Partner Profile page.

4 Working from Partner Profile Page

The Partner Profile page is the activity base for the partner, from where you can register your application as a project, and engage in various activities related to your project.

From the Dashboard, click **Manage Partner** button for the partner to access the page.

An example page is shown below:

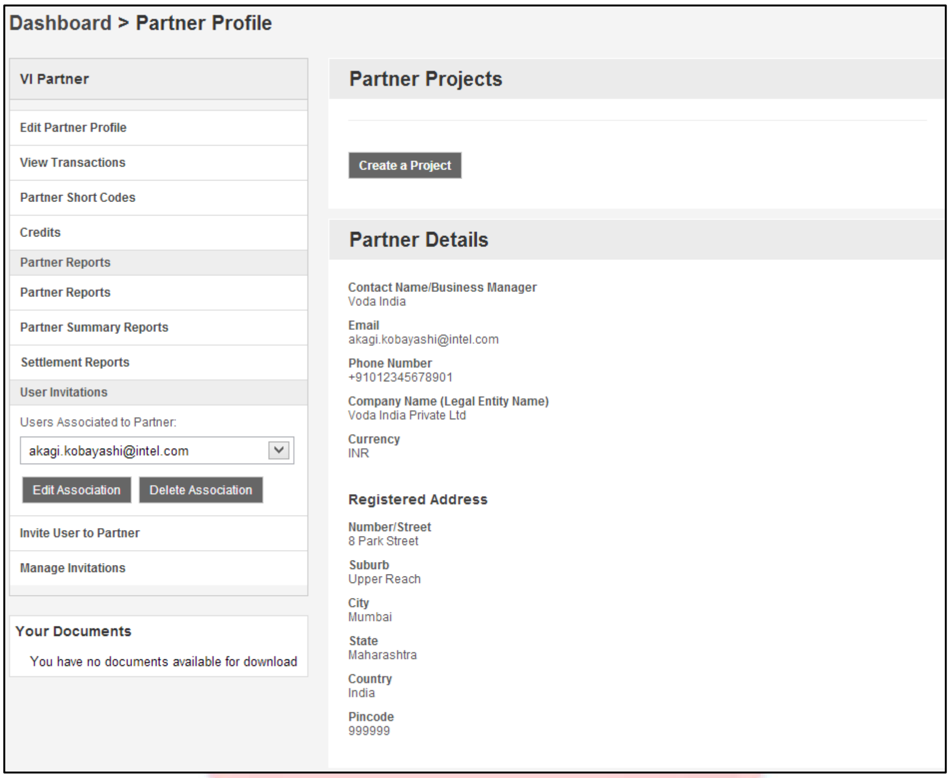


Figure 3 Partner Profile page

From here, you can:

- Edit Partner Profile to edit/add and update partner details, as described in sections 3.2 and 3.2.1
- Create and work with projects on the right hand side of the page - described in chapter 5

And view/work with:

- Transactions – section below
- Partner Short Codes – section 4.1.2
- Partner Reports – Live, Summary and Settlement – section 4.1.3
- User Invitations - section 4.1.4
- Managing Partner-User Associations – sections 4.1.5

Credits is not supported.

4.1.1 Working with Transactions

You can work with real/physical and virtual currencies:

- Viewing and finding transactions, and exporting the results are described in the section below

4.1.1.1 Viewing/Finding Transactions and Exporting Results

Users can search for billing transactions associated with a specific partner by setting various criteria, and export the results in a csv file.

! This is not an official record for settlement transactions. This data should only be used to gain a rough understanding of activity associated with an account.

To view transactions in relation to a specific partner:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).

5. Click **View Transactions** in the left hand panel.

The Transactions Search page is displayed. This page allows users to search for a specific transaction made by the partner.

2. Search using the following criteria:

    - **Type** – specify Payment, Refund or Settlement to search transactions made by the partner
    - **Status** – select the status at which the transaction currently resides: Authorisation Pending, Authorised, Authorisation Failed, Authorisation Declined, Confirmation Failed, Confirmation Declined, Confirmed or Cancelled
    - **Date Range** – either specify the two dates between which to search for transactions, or view transactions made within the last 7, 14 or 30 days
    - **Advanced Options** – search using the external telephone number of the partner's customer to whom the transaction relates, or the customer's external ID or Service ID
    - **Search By ID** – if the precise transaction Id is known, enter it directly and click **Retrieve**.

6. Set the number of results to be returned by selecting 10, 25 or 50 from the **# Results** field.

3. Click **Search** to view the records on the page. The results will be displayed at the bottom of the page.

To export the results to a csv file:

7. Click **Export All (.csv).** You will be able to download the file.

To return to the Partner Profile page, click the button at the bottom of the page.

4.1.2 Viewing Partner Short Codes

To view which short codes have been allocated to the partner:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).

8. Click **Partner Short Codes** in the left hand panel.

The Partner Short Codes page is displayed. Any short codes that have been allocated to the partner are listed, along with the network in which they are used, and any associated project, as shown below:

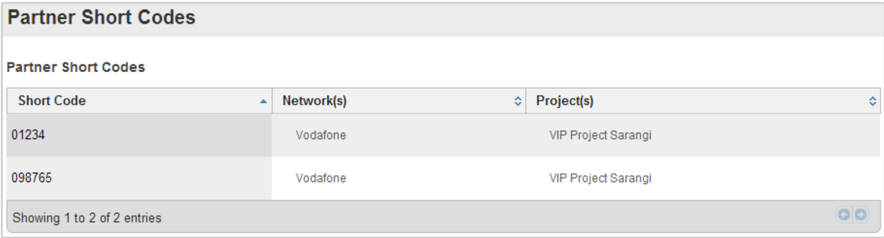


Figure 4 Partner Short Codes panel

See section 5.5 Managing Short Codes for more information on partner and project short codes.

4.1.3 Partner Reports

Partners can generate and view a range of reports of three types: live – generated from current data, and summary – from archived data, and settlement reports.

To generate and view Partner reports:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).
2. Click **Partner Reports** in the left hand panel for online/live reports

   OR

   Click **Partner Summary Reports** for offline/archived data reports

   OR

   Click **Settlement Reports**
3. Select the **Report** from the dropdown list. The following reports are available:

Table 3 Partner Reports

Partner Reports	Partner Summary Reports	Partner Settlement Reports
CountsPerApplicationPerCircle CountsPerOperationPerCircle CountsPerOperationStackedBarChart Hits24HrsApplicationForPartnerPerCircle Hits24hoursForPartnerPerCircle QueryDumpForPartner RoundTripPerServiceForPartnerPerCircle ServiceAttributesReportForPartner ServiceReportForPartner TPSPerServiceForPartnerPerCircle	CountsPerApplicationPerCircle CountsPerOperationPerCircle TrafficSummaryPerPartnerPerCircle	settlement reports by date range – see section below for details

The page will reveal the relevant parameter input fields for the particular report selected, for example, Date Range, Application Status (Production, Sandbox, limited-production), etc.

4. Enter the parameters as required.

5. For Partner and Partner Summary Reports, select the report format from the dropdown list: HTML, CSV, PDF or XLS.

6. Click **Submit**.

   The report will be generated and displayed online, in the lower part of the page.

4.1.3.1 Settlement Report Body Fields

The following fields are included in the body of Partner Settlement Reports:

Fields	Description	Data Type
Event Type	Type of the settlement event e.g. paymentEvent, refundEvent . If this is a composite event, then the name of the composite event must be populated here.	String
CircleID	Identifies which of the 23 circles the line item relates to.	String
Content Partner ID	Optional field, which is always populated in the case of payments..	String
Subscriber Category	Contains values "PRE" or "POST"	String
EventID	Optional field, which is always populated in the case of payments.	String
Count	Number of total payment/enabler requests successfully processed for this carrier in the report period.	String (integer value)
Tariff Charge	Optional field, which is always populated in the case of payments.	String (integer value)
Gross Revenue	The value of all the payments for this carrier in the report period.	String (integer value)

4.1.4 User Invitations

A Partner can send invitations to other users to become associated users. The partner can grant them access to all of their profile, or provide them with a more limited profile, whereby they have access to everything except they cannot send or cancel invitations to other users.

Users who have received an invitation can accept or reject it from their Dashboard as described in section 3.1.3.

4.1.4.1 Sending and Managing Invitations

To invite a user as an associate with the Partner:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).

2. Click **Invite User to Partner** in the User Invitations section in the left hand panel.
3. Enter the user's **Email** address and a **Note,** a short message to include with the invitation.
4. In the **Partner Permission** section, select the type of access to grant this user. There are two options:
   - Standard Access – the user can view and update partner details but cannot invite other users to be associated with the partner
   - Admin Access – the user can view and update partner details and can also invite other users to be associated with the partner
5. In the **Partner Project Permission** section, which will be displayed if the partner has any projects, select the type of access to grant this user for each of the partner's projects listed. There are three options:
   - No Access – the user cannot view or update any of the partner's project details
   - Standard Access – the user can view and update project details, except for the three privileges granted to Admin Access permission
   - Admin Access – available for users with Partner Permission - Admin Access only, the user can view and update project details, and also
     - Disable project endpoints
     - Disable a project entirely
     - Remove the service contract for a project
6. Click **Submit**.

An invitation request will be sent. The email received by the user differs depending on whether or not they are already registered on VPP:

- if the user already **has** a VPP profile, in other words if the user is already registered – the user can click on the link in the email to access the VPP Manage Invitations screen. From there, the user can either Accept or Reject the invitation.
- if the user has **not** got a VPP profile – there will be two hyperlinks in the invitation email, which will allow the user to either Accept or Reject the request.
  - If accepting the request, the User Registration For Partner page is displayed in a browser window. To complete the process, user must add registration details and click **Accept**.
  - If rejecting the request, an email is sent to the partner to notify them of the rejection.

If a decision has not been made by the user after a significant amount of time, the partner can resend the invite by clicking on **Manage Invitations** in the Partner Profile page, and clicking **Resend** beside the user, as described in the next section.

4.1.4.2 Resending/Cancelling Invitations

To resend or to cancel an invitation to a user to be associated with a Partner:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).
2. Click **Manage Invitations** in the User Invitations section in the left hand panel.
3. Click **Resend** or **Cancel**.

The invitation email is resent, or an email notifying of the invitation cancellation is sent, as applicable.

4.1.5 Managing Associations

The following two types of associations can exist between a Partner, each of his projects, and user:

- **Partner Permission**:
  - Standard Access – the user has access to all aspects of the Partners' Area, except they cannot ask other users to associate with the partner or remove associations.
  - Admin Access – the user has access to all aspects of the Partners' Area. They can invite other users to associate with the partner, as well as remove associations
- **Partner Project Permission:**
  - No Access – the user cannot view or update any of the partner's project details
  - Standard Access – the user can view and update project details, except for the three privileges granted to Admin Access permission
  - Admin Access – *available for users with Partner Permission - Admin Access only,* the user can view and update project details, and also
    - Disable project endpoints
    - Disable a project entirely
    - Remove the service contract for a project

4.1.5.1 Editing Associations

To edit an association between a Partner and user:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).
2. Select the user from the **Users Associated to Partner** drop down list in the User Invitations section in the left hand panel.
3. Click **Edit Association**.
4. Change the type of access granted to the user.
5. Click **Submit**.

4.1.5.2 Deleting Associations

To delete an association between a Partner and user:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).
2. Select the user from the **Users Associated to Partner** drop down list in the User Invitations section in the left hand panel.
3. Click **Delete Association**.
4. Click **OK** to confirm the removal of the association.

5 Working with Projects

You can create an application project from the Partner Profile page, where existing projects will be listed and available to be edited via the Manage Project button.

This section describes how to –

- create projects and edit project profile – described below in sections 5.1 and 5.2
- manage projects from Project Profile page – an overview section 5.3
- promote projects to production - section 5.4
- manage short codes – section 5.5
  - ➢ requesting short code and assigning to project – sections 5.5.1 to 5.5.5
- view endpoints and project credentials – section 5.6

5.1 Creating Projects

To create a project for a partner:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).
2. Click **Create a Project** in the Partner Projects panel.

   The Create a Project page is displayed. Fields marked with a red asterisk are mandatory. The project cannot be created until these are completed.
3. Enter your project name as appropriate, in the **App/Service/Product/Project Name** field.
4. Enter your **IP addresses** which must point to servers within the Indian jurisdiction. The addresses will be used to authenticate your payment requests.
5. Browse and upload appropriate documents in PDF (max size 5MB) for the following items:
   - ➢ **Service Description**
   - ➢ **Service Flow Diagram**
   - ➢ **Architecture Flow**
   - ➢ **Product Feature**
6. [Option] Enter the following details, which can be added now or later before the project is promoted to Production:
   - ➢ **Description**
   - ➢ **Pricing in INR**
   - ➢ **Product/Feature/Flow/Charging Description**
   - ➢ **Others/Promotions** – PDF or ppt(x) documents in addition to those added at step 4 above
   - ➢ **Annual Revenue Projection**
   - ➢ **Integration Requirements** – select **Payment API** or **Live Balance Check**
7. Click **Create Project**.

You are redirected to the updated Project Profile page.

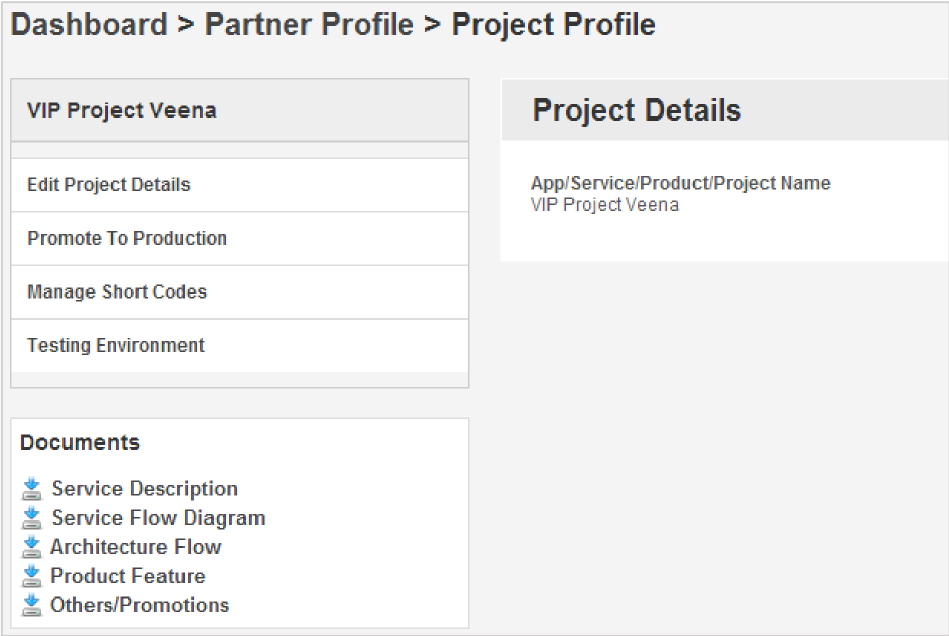


Figure 5 Project Profile page – project created

! When a project is first created it is granted *Sandbox.* status. When you go back to the Partner Profile page, you will see the project state displayed under the project name.

5.2 Editing Project Profile

Project details can be updated whilst the project is in Sandbox status.

To edit the details of an existing project for a partner:

1. Access the Partner Profile page for the partner (= click through Dashboard tab > Manage Partner button for the partner > click Edit Partner Profile link).
2. Access the Project Profile page for the project by clicking **Manage Project** for the project displayed in the Partner Projects panel.
3. Click **Edit Project Details** in the left hand panel. The Edit Project page for the project is displayed.

The project name is not editable; all other fields from the Create a Project page are available to be updated. See section above on creating projects for details of the fields.

4. Edit as appropriate and click **Update Project Profile**.

5.3 Managing Projects

The Project Profile page is the activity base for each project, from where you can edit your project details, view your endpoints, promote your project to production and manage notifications.

From the Dashboard, click **Manage Partner** button for the partner, then click **Manage Project** for the project to access the page.

An example page is shown in Figure 6 Project Profile page – project created just above section 6.2 heading.

The list of tasks you can perform from this page are at the top of this chapter on page 21.

5.4 Requesting Project Promotion to Production

In order to enable a project to operate in production mode, the partner must first complete three steps in VPP as described in this section. A request for promotion is then logged in Admin Portal, and an email is sent to the administrator. It is then the responsibility of an Admin Portal administrator to approve the promotion. You will be notified of the decision by email.

! Once a project promotion request is made, your partner profile and the profile of the promoted project will be fixed.

A visual indicator is displayed at the top of the Promote to Production page to show progress through the steps, as shown in the screenshot below.

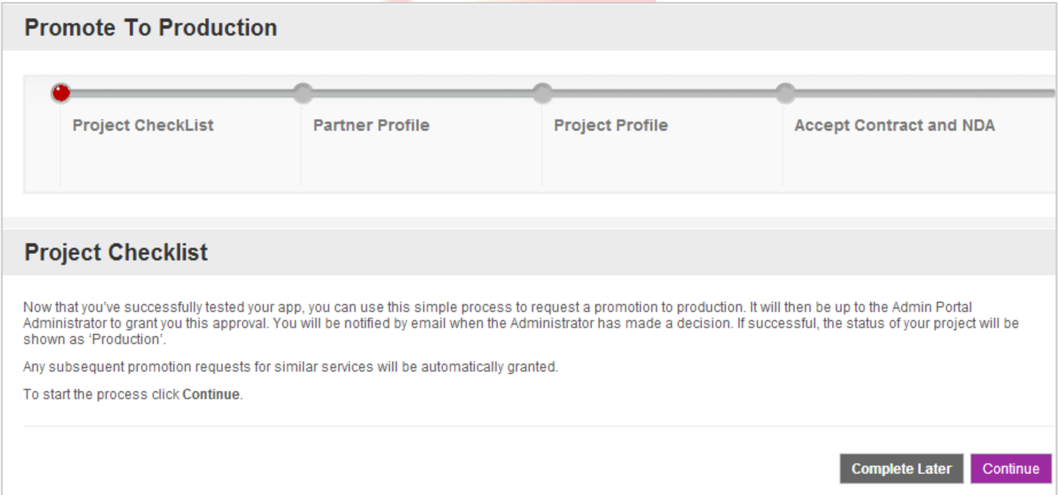


Figure 6 Promote To Production page – Project CheckList view

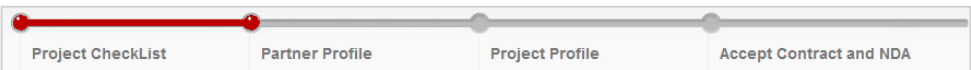
? At any point during the promotion process, you can interrupt your work by clicking the **Complete Later** button at the bottom of the page. The details input so far will be saved.

5.4.1 Requesting Project to Promotion - the First Time

To request your project to be promoted to production:

1. Click **Promote To Production** on the Project Profile page.

   The Promote To Production page is displayed, with a brief description of the promotion process in the Project Checklist section. It also lists the document requirements. The progress indicator moves to the Project CheckList point:

2. Read the Project Checklist carefully and if ready to proceed, click **Continue**. The Partner Profile view will be displayed.

3. Check your **partner profile** is correct. The following fields are now mandatory:
    - **Primary IP address** – pointing to a server within the Indian jurisdiction
    - **Circle** – select the appropriate circle or All Circles from the dropdown list

> ! If Partner Profile details are not correct, edit them now, as once a project is promoted to production, you will not be able to update them. For details of the fields on this page, see section 3.2, Creating Partners.

4. Click **Continue**. The Project Profile view will be displayed.
5. Check your **project profile** is correct.

    The following field is now mandatory:
    - **Description**

    The following field is added:
    - **Elements** – select the applicable elements, from those displayed, which are the elements selected for the partner
6. [Optional] You can download the documents you had uploaded when creating the project, to update them or to replace them.

> ! If Project Profile details are not correct, edit them now, as once a project is promoted to production, you will not be able to update them. For details of the fields on this page, see section 5.1, Creating Projects.

7. Click **Continue**. The Accept Contract and NDA page is displayed.
8. Select **I accept the contract and the NDA.**
9. Click **Finish**.

The page is refreshed with a message saying that an email will be sent to the partner when a decision is made on the project promotion application.

The status of the project, which is *Sandbox* when created, now changes to *Pending.* During this phase, you will not be allowed to manage your short codes.

When the promotion is approved, the status changes to *Production*. The state of a project is displayed under the project name on the Partner Profile page.

5.4.2 Requesting Project to Promotion - Subsequent Times

A partner needs to accept the Contract and NDA only once. Once a project is promoted, the partner profile is fixed. Therefore, for second and subsequent applications of project promotion to production, the first and fourth steps will be omitted.

5.5 Managing Short Codes

You can set up your application to receive SMS messages to a short code.

You need to create a project first, and request a Partner short code from the project. This section contains the following steps:

- requesting short code to the administrator – described below
  - viewing short codes pending decision by the administrator – section 5.5.2
  - viewing Partner short codes – section 5.5.3
  - assigning Partner short code to Project – section 5.5.4
  - de-assigning Partner short code from Project – section 5.5.5

5.5.1 Requesting Short Code

You can request a short code, to be allocated to your Partner:

When you submit your request for a short code as described below, a ticket will be raised which an administrator will claim and approve/disapprove from the Admin Portal. The decision will be emailed to you, with the allocated number, if approved.

? You can request a short code for your project at any time, except while it is in Pending status, awaiting decision to be promoted to Production.

To request a short code to be allocated to a Partner:

1. Click **Manage Partner** in the Dashboard page. The Partner Profile page is displayed.
2. Click **Manage Project** beside the project for which short codes are required.
3. Click **Manage Short Codes**. The Manage Notifications page is displayed.
4. Click **Request Number.** The Create a New Short Code page is displayed.
5. Select to have a number **assigned automatically by** the Admin Portal administrator from a pool of numbers registered on the platform.

   OR

   to request a **specific short code for the project**, enter the number in the **Short Code** field that will appear..

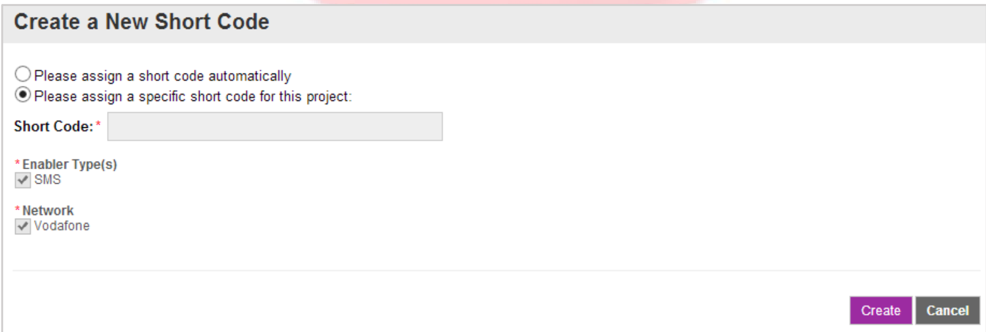


Figure 7 Create a New Short Code page

6. Click **Create**.

The request is sent, and will be in Pending status, which can be viewed as described below.

5.5.2 Viewing Number in Pending Request Status

A number request made as described in the section above remains in the Pending status until an administrator claims the ticket and makes a decision.

To view number requests in pending status:

1. Click **Manage Partner** in the Dashboard page. The Partner Profile page is displayed.
2. Click **Manage Project** beside the project for which the numbers have been requested.
3. Click **Manage Short Codes**. The Manage Short Codes page is displayed.
4. Click **Pending Requests**.

   Pending Code Requests page is displayed, showing Number, Network and Enabler Type fields. The example screenshot below shows one short code to be allocated by the Administrator (TBD), and another specifically applied by the partner (67890):

Pending Short Code Requests

Short Code	Network(s)	Enabler Type(s)
TBD	[Vodafone]	[SMS]
67890	[Vodafone]	[SMS]

Figure 8 Pending Short Code Requests panel

Once the administrator approves the number allocation, the number will be available to be viewed as described in the next section, as Partner Short Code.

5.5.3 Viewing Partner Short Codes

When a short code is allocated to a Partner, it will be displayed in the *Partner Short Codes* page, as described in section 4.1.2. Associated projects will also be listed.

Now you will need to go to the project and actively assign the short code to it.

5.5.4 Assigning Partner Short Codes to Project

You need to actively assign a Partner Short Code to your project. You will also need to assign it back, if you have removed it previously from the project.

To assign a Partner Short Code to a project:

1. Click **Manage Partner** in the Dashboard page. The Partner Profile page is displayed.
2. Click **Manage Project** beside the project for which short codes are required.
3. Click **Manage Short Codes**. The Manage Short Codes page is displayed. The approved Partner short codes should be displayed.
4. Click **Assign Partner Short Code**.

   The Assign Partner Numbers to Project page is displayed.
5. Click **Assign Partner Number**.

The Manage Notifications page will be refreshed with the short code added to the Short Code Panel:

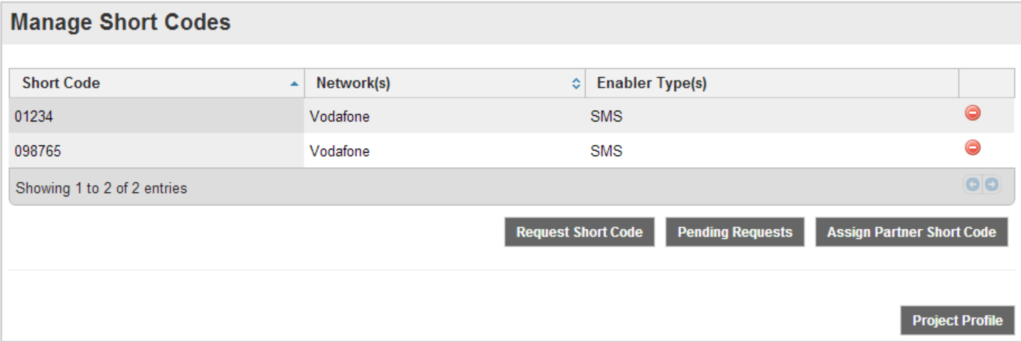


Figure 9 Partner short codes assigned to a project

5.5.5 De-assigning Partner Short Codes from Project

To de-assign a short code from your project,

1. View project short codes from the Manage Short Codes page.

   The Short Code panel displays any numbers assigned to your project, as shown in the screenshot above.

2. Click the **red icon** at the end of the row for the number you wish to remove.

The page will be refreshed with the number removed from the Short Code panel.

The number will remain in the Partner Short Codes page, described in section 4.1.2 but the project name will be removed from the number row. You can reassign the number to your project again as described in section 5.5.4 above.

5.6 Viewing Project Credentials and Endpoints

When a project is created, it is automatically assigned a default service contract, which has a default list of sandbox Endpoints for each of the services configured in the contract for your application. These can be viewed from the Testing Environment page.

When a project is promoted to production, a different service contract is applied, which has a default list of production Endpoints. At this time, the Testing Environment link on the Project Profile page is relabelled as Endpoints.

1. From the Dashboard, click through to **Manage Partner > Manage Project** to reach the Project Profile page.

2. If the project is in Sandbox mode, click **Testing Environment** on the Project Profile page.

   OR

   If the project is in Production mode, click **Endpoints** on the Project Profile page.

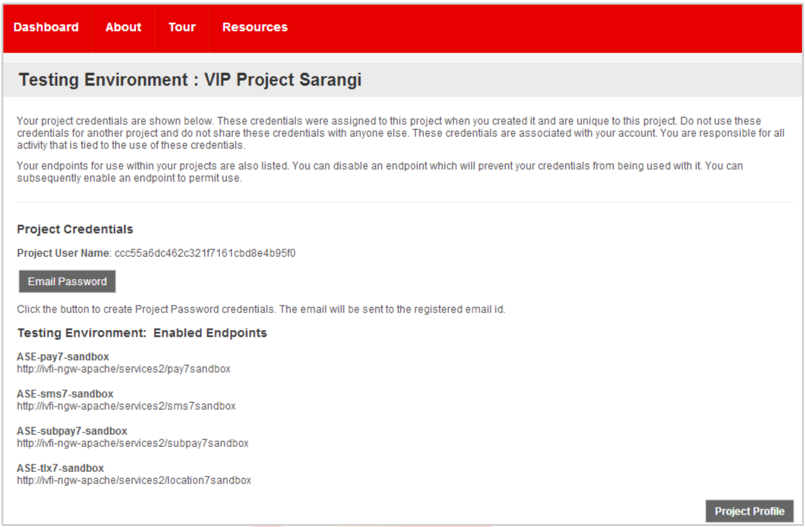


Figure 10 Testing Environment page for a project

When available, service description should also be displayed under the service name.

3. Click **Email Password** to receive the Endpoint Confirmation email with the project password.

6 Working with Blogs and Forums

The two tabbed pages allow you to create and participate in developer community discourses.

- Partner Blogs – section 7.1 – this feature is coming soon
- Partner Forums – section 7.2

6.1 Partner Blogs

Partners can post, comment and manage blogs on the VPP.

To view the list of blogs already on the system, they must click on the **Blog** link.

They can filter the list of posts by:

- Category – by clicking on the category they want to use to filter the blogs, in the **Browse By Category** list
- Tag – by entering the keyword or term they want to use to filter the blogs and then clicking **Search**. The tag information is added to each blog by the user when they first create it. The results are filtered according to relevance.

To view comments made on a blog they can either click on the **Comments** link beside the blog title, or click on the name of the blog in the **Off The Blog** panel.

If a partner reads a comment that they think is inappropriate, they can click the icon beside the comment. If this is deemed to be inappropriate by the VPP administrator, it will be removed.

Partners can also keep up to date on their Twitter comments, and sign up for the latest comments made on a blog via RSS by clicking on the RSS button.

6.2 Partner Forums

To view the list of forums available, click on the **Forum** link.

To view one of the forums, click on the **forum title**. All of the threads from the forum are listed, along with:

- thread title and date initiated
- display name of the user who last responded to a thread
- date and time at which the last person responded
- number of replies to the thread.

Click the **thread title** to view the thread, and to reply.

Delete threads by clicking **Delete** beside the appropriate thread, or post new ones by clicking **Create Thread**.

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