

Partner App User Manual

This manual provides a comprehensive, step-by-step guide to using the Partner App. It details every screen, field, and process flow available in the application.

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1. Authentication & Onboarding

1.1 Partner Registration

To become a partner, you must complete the registration form with accurate business details.

Navigation: Launch App -> Tap "Create Account"

Fields:

- **Full Name:** Your legal first and last name.
- **Phone Number:** International format. Select your country code (flag) if not automatically detected.
- **Email Address:** Logic login credential and communication channel.
- **Business Name:** The name of your ISP/Reseller business.
- **Address:** Physical business address.
- **City:** City of operation.
- **Country:** Auto-detected based on IP, or manually selectable.

- **Number of Routers:** Estimate of initial router deployment (default: 1).
- **Password:** Minimum 6 characters.
- **Confirm Password:** Must match exactly.

Process:

1. Fill all mandatory fields.
2. Agreements: You must check the box to agree to **Terms of Service** and **Privacy Policy**. Links are provided to read these documents.
3. Tap "**Submit**".
4. **Verification:** You will receive an email verification link (if configured) or be logged in directly.

1.2 Login

Fields:

- **Email:** Registered email address.
- **Password:** Your secure password.

1.3 Password Recovery

Navigation: Login Screen -> Tap "Forgot Password?" **Process:** Enter your registered email. Examples of reset links will be sent to your inbox. Follow the steps to create a new password.

2. Dashboard Navigation

The Dashboard is the landing page after login, providing a high-level overview.

Components:

- **Legal/Status Banner:** Displays guest mode warnings or connection status.
- **Subscription Card:** Shows your current Partner Tier (e.g., "Gold Partner") and next renewal date.
- **Metric Tiles:**
 - **Total Revenue:** Cumulative revenue. Tapping opens the Reporting screen.
 - **Active Users:** Count of currently valid customers. Tapping opens the user list.
- **Quick Action Grid:** One-tap access to commonly used features:
 - **Internet Plans:** Create/Manage plans.
 - **Active Sessions:** Monitor live connections.
 - **Reporting:** Financial stats.

- **Settings:** App preferences.
 - **Data Usage Card:** A full-width visual bar showing your aggregate data consumption vs. your limit.
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3. User Management

Navigation: Bottom Menu -> "Users"

3.1 Searching & Filtering

- **Search Bar:** Enter a **Name** or **Phone Number** to find specific customers.
- **Filter:** Tap the filter icon to show only **Customers**, **Agents**, or **Admins**.

3.2 User Details

Tap any user to view:

- **Profile Header:** Name, Role, Login Status.
- **Data Stats:** Total Download/Upload.
- **Wallet:** Current balance.
- **Recent Transactions:** Last 5 payments.

3.3 Managing Users

Tap the **Three-Dot Menu** on a user card:

- **View Details:** Full profile view.
 - **Assign Router:** Link a specific router to this user (worker/admin).
 - **Block User:** Immediately restricts access and disconnects active sessions. Status updates to "Blocked".
 - **Unblock User:** Restores access. Status updates to "Active".
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4. Internet Plan Management

Navigation: Dashboard -> "Internet Plans"

4.1 Creating a Plan

Tap the "+" (Add) button.

Fields:

- **Plan Name:** Marketing name (e.g., "Weekly Saver").
- **Price:** Cost in local currency.
- **Data Limit:** Select a cap (e.g., 50GB) or "**Unlimited**".
- **Validity:** Duration (e.g., 30 Days).
- **Device Allowed:** Maximum concurrent devices (Simultaneous Users).
- **Hotspot Profile:** Link to a technical profile (bandwidth/rate-limit configuration).

Process: Tap "Create Plan". The plan becomes immediately available for purchase.

4.2 Editing & Deleting

- **Edit:** Tap the pencil icon on a plan. Update Name, Price, or Config.
 - **Delete:** Tap the trash icon. *Note: Plans with active subscribers typically cannot be deleted.*
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5. Active Session Management

Navigation: Dashboard -> "Active Sessions"

5.1 Monitoring Tabs

- **Online Users:** Users who purchased a plan via self-service (Payment Gateway).
- **Assigned Users:** Users manually assigned a plan by an admin.

5.2 Session Details

Each card displays:

- **Customer Name:** The user identifier.
- **Plan:** Current active plan.
- **Status:** Green Dot (Online) or Gray Dot (Offline).
- **Technical Stats (When Online):**
 - Router Name: The specific device they are connected to.
 - IP Address.
 - Uptime duration.
 - Download/Upload consumption.

5.3 Disconnecting Users

1. Identify a user with a **Green Status** (Online).
 2. Toggle the switch to **OFF**.
 3. The session is terminated immediately.
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6. Router Management

6.1 Assigning Routers to Workers

Navigation: Users Screen -> Select User -> Three Dots -> "Assign Router"

Process:

1. Search for a router by Name or ID.
2. **Checkbox Selection:** You can select multiple routers.
3. Tap "**Save Assignment**". *Impact:* The receiving user (e.g., a Field Worker) will only see and manage the specific routers you assigned to them.

6.2 Managing Router Profiles

Navigation: Settings -> "Hotspot Profiles" Manage technical parameters like Rate Limits (Speed) and Idle Timeouts.

Fields:

- **Profile Name:** e.g., "Standard 5Mbps".
 - **Rate Limit:** Max download/upload speed.
 - **Idle Timeout:** Time before auto-disconnect.
 - **Promotional:** Flag for special offers.
 - **Router Scope:** Specific router or "All Routers".
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7. Financial Reporting & Payouts

7.1 Transaction History

Navigation: Dashboard -> "Reporting"

- **Inflows:** Money coming in (Plan purchases).
- **Outflows:** Money going out (Payouts, Expenses).
- **Date Filter:** Custom range selection.

7.2 Requesting Payouts

Navigation: Settings -> "Payouts" -> "Request Payout"

Fields:

- **Balance:** Shows current withdrawable amount.
- **Amount:** Enter value or tap "**Max**" to withdraw everything.
- **Payment Method:** Select Mobile Money or Bank Transfer.
 - *Add New:* You can add methods dynamically (Provider, Account Number).
- **Fee Calculation:**
 - **Mobile Money:** 2.0% fee.
 - **Bank Transfer:** 1.5% fee.
 - *Summary:* Shows Amount Requested - Fee = **You Will Receive**.

Process: Tap "Request Payout". Processing time varies (1-2 hours for MoMo, 2-3 days for Bank).

8. Settings & Configuration

Navigation: Dashboard -> "Settings" Gear Icon

- **Profile:** Update Name, Phone.
 - **Security:** Change Password.
 - **Payment Methods:** Manage saved payout accounts.
 - **Notifications:** Searchable history of alerts.
 - **Language:** Toggle English / French (Instant UI update).
 - **Theme:** Toggle Dark / Light mode (or System Default).
 - **Help & Support:** Contact details (Email, WhatsApp).
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End of Manual