

# Overview

For each Kill Bill deployment, you can run multiple tenants. A few examples of running different tenants for your organization include:

- Software development environments (coding, testing, production, etc.)
- Product lines (brick-and-mortar, online ecommerce, etc.)
- Regions (north, southeast, central, etc.)



**Important:** If you have already created tenants using the API, you must also add them in Kaui in order for Kaui to recognize them.

## Additional Resources

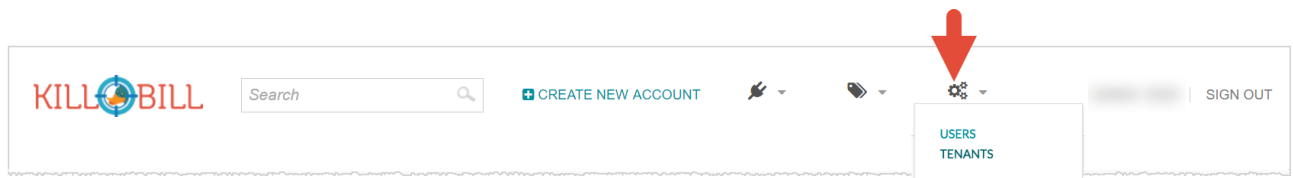
- [Tenant API](#)
- [Multi-Tenancy and Authorization](#)
- [Per Tenant Properties](#)

## Create a Tenant


The *first time* that you login after installing Kaui, you will see the Add New Tenant screen. Start at step 3 below.

To create *additional* tenants, follow the steps below.

1. At the top of the screen, click the gears icon (  ) and select **Tenants**.



Kaui displays a list of tenants on the Tenants screen:

Kauai Tenants 		
NAME	TENANT ID	API KEY
bob	74e03d65-f942-4650-9eba-3038e1440c0a	bob
t1	c39577f0-a73d-438c-bebd-657db67a2b6a	t1
t2	2e6ff236-cb56-41e6-ad43-2dc43ceb99af	t2

2. Click the plus sign (  ) next to **Kauai Tenants**.

Kaui displays the Add New Tenant screen:

**Add New Tenant**

Name

t\_demo

API Key

t\_demo

API Secret

.....

SAVE

3. Enter the tenant **Name**, **API Key**, and **API Secret**.



**Note:** The API key and API secret pair are used in all HTTP requests to ensure that the user issuing the request has the correct permissions to access the tenant.

4. Click the **Save** button.

Kaui displays the Tenant Configuration page with the new tenant name in the upper right corner:

[CREATE NEW ACCOUNT](#)

admin / t\_demo [SIGN OUT](#)

Tenant was successfully configured

**Tenant Details**

Name: t\_demo  
Tenant ID: 2a381717-704d-48bf-ae7d-32a1fc58b823  
API Key: t\_demo

**Allowed Users**

NAME	DESCRIPTION
admin	

Catalog Show

Overdue Show

Invoice Template

Invoice Translation

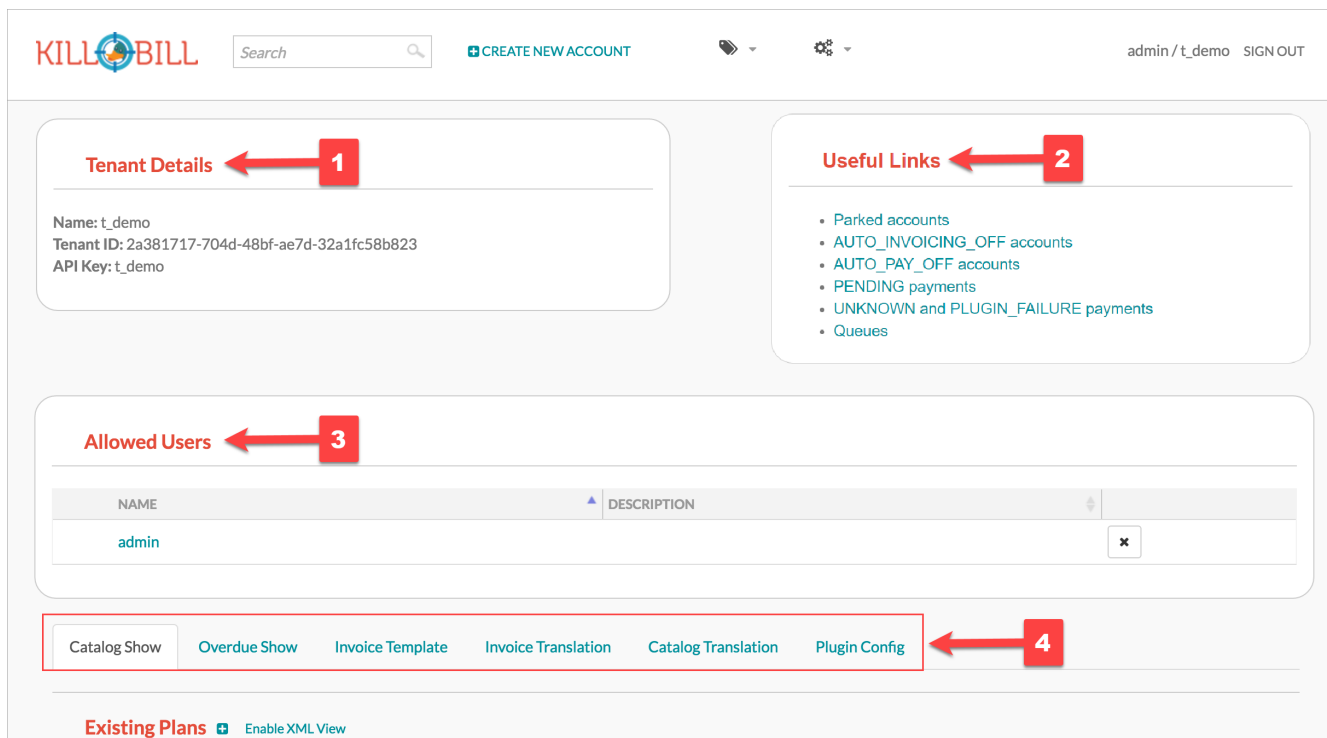
Catalog Translation

Plugin Config

[Existing Plans](#) [Enable XML View](#)

## Tenant Configuration Page

This section explains the main areas of the Tenant Configuration page.




## 1 Tenant Details

This read-only area displays basic information about the tenant.

## 2 Useful Links

Click on a link to go to the associated list.

## 3 Allowed Users

This section displays the users who have permission to log on to this tenant. You can click on the user name to view that users's details or click on the plus sign (  ) to add a new user for the current tenant.

By default, the admin user has access to the tenant.

To add a user from this screen, see [Add an Allowed User to the Tenant](#). For more information, see the [Users, Roles, and Permissions](#) chapter.

## 4 Tenant Configuration Tabs

The tabs at the bottom of the Tenant Configuration page allow you upload various files that are specific to the current tenant:

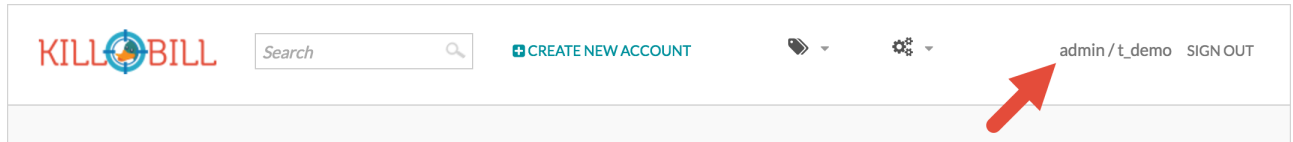
- [Catalog Show Tab](#)—Create and manage catalog XML files.
- **Overdue Show**—Create and manage the XML configuration file that helps to control Kill Bill's overdue (dunning) functionality.
- **Invoice Template**—Upload invoice template files.
- **Invoice Translation**—Upload translated invoice files.
- **Catalog Translation**—Upload translated catalog strings files.

- **Plugin Config**—Upload plugin configuration files.

## Add an Allowed User to the Tenant

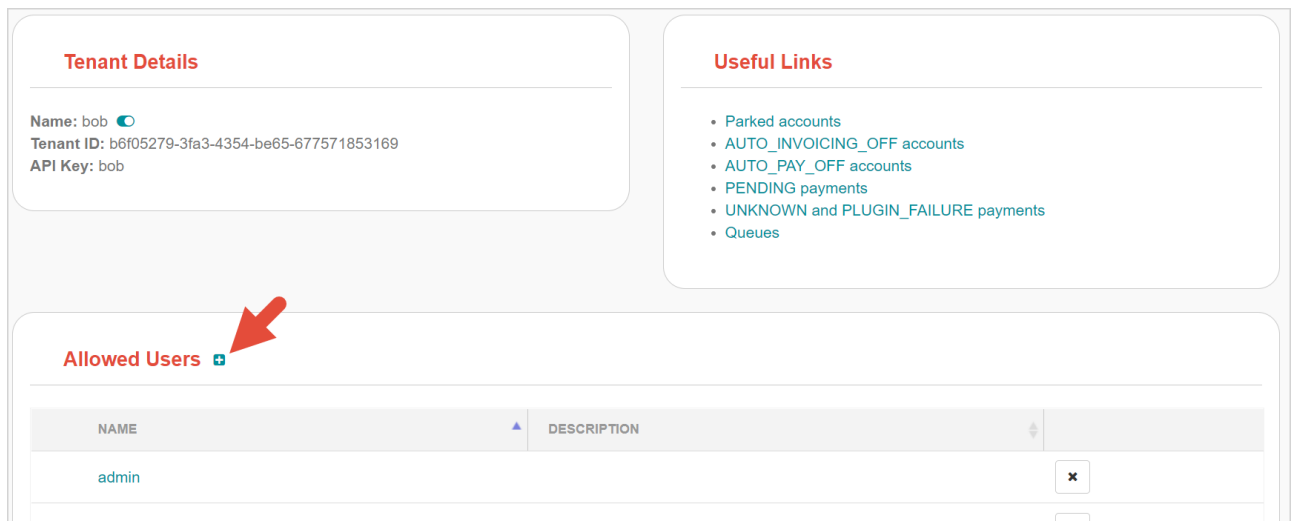
The steps below explain how to add an *existing* user to the current tenant. Before you begin, you should have created the user in the Kill Bill system by following the steps in the ["Add a User"](#) section.

1. Click on your username and tenant name in the upper right corner:



Kaui displays the Tenant Configuration page.

2. To the right of **Allowed Users**, click the plus icon (  ).



Kaui displays the Add Allowed User pop-up.

The screenshot shows a modal window titled 'Add Allowed User'. It has a close button (X) in the top right corner. Inside the modal, there is a label 'User name' followed by a text input field. Below the input field is a blue button labeled 'ADD'.

3. Type the user name into the **User name** field.
4. Click the **Add** button.

Kaui displays the newly added user to the Allowed Users list for the tenant.

## Remove a User from the Tenant

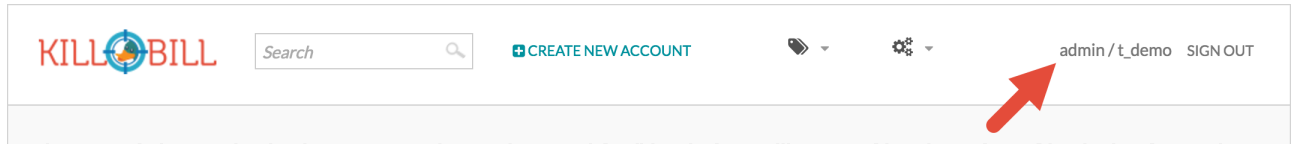
Perform the steps below to remove a user from the current tenant. Note that this does not delete

the user from the Kill Bill system.



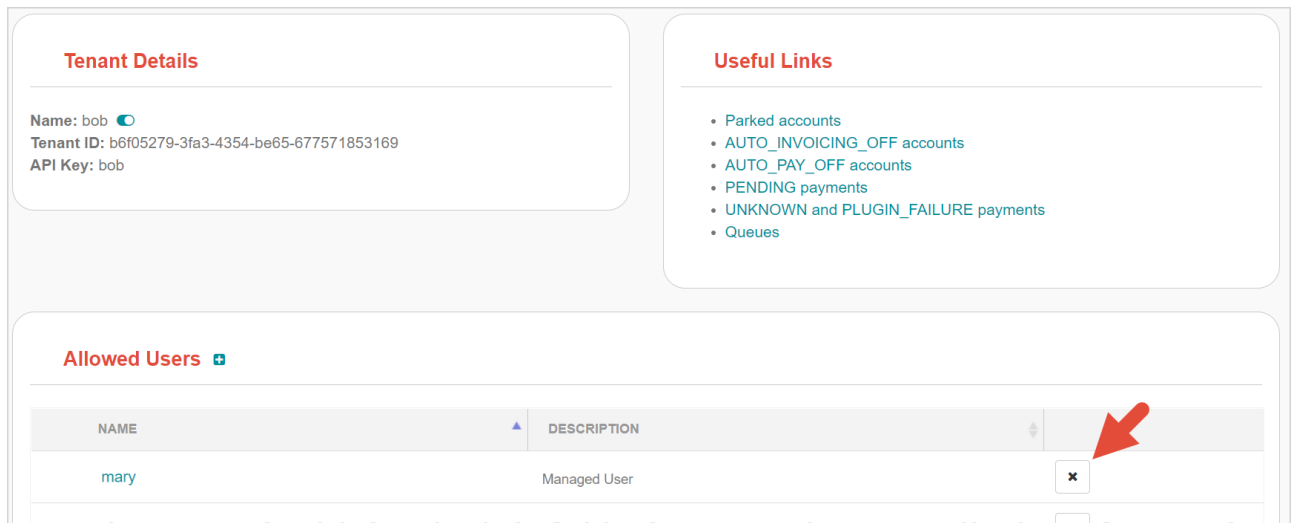
**Warning:** Deleting the **admin** user for a tenant means will remove administrative access to the tenant.

1. Click on your username and tenant name in the upper right corner:



Kaui displays the Tenant Configuration page.

2. In the **Allowed Users** section, click the black X to the right of the user to remove:



3. Click **OK** to confirm the deletion.

## Catalog Show Tab

This section explains how to use the Catalog Show tab to create and manage catalogs:

- [View catalog products and plans](#)
- [Create a simple catalog](#)
- [Upload an XML catalog](#)
- [View the catalog as XML](#)
- [Delete a catalog](#)
- [Download the catalog](#)

On this tab, you can also [add a currency to a plan](#).



**Note:** You cannot edit a raw XML catalog in Kaui.

## Additional Catalog Resources

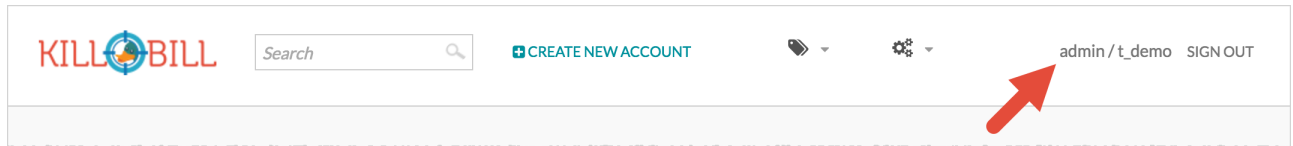
- [Catalog API](#)
- ["Catalog" section in Subscription Guide](#)

## View Catalog Products and Plans

You can view the current catalog's products and plans on the Catalog Show tab located at the bottom of the Tenant Configuration page.

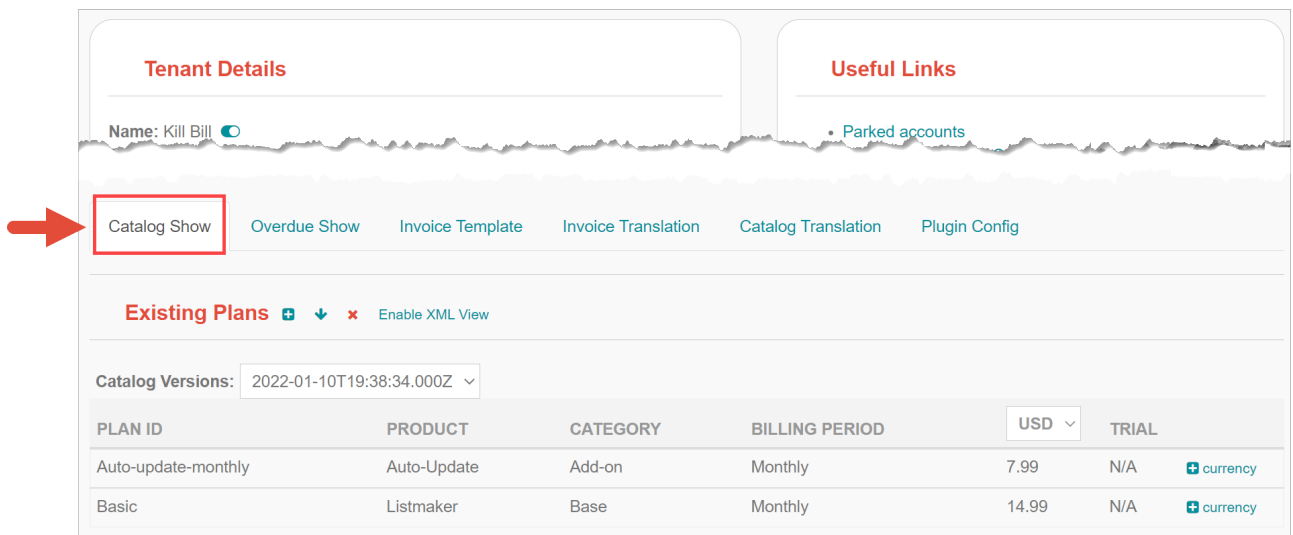
To get there:

1. Click on your username and tenant name in the upper right corner:



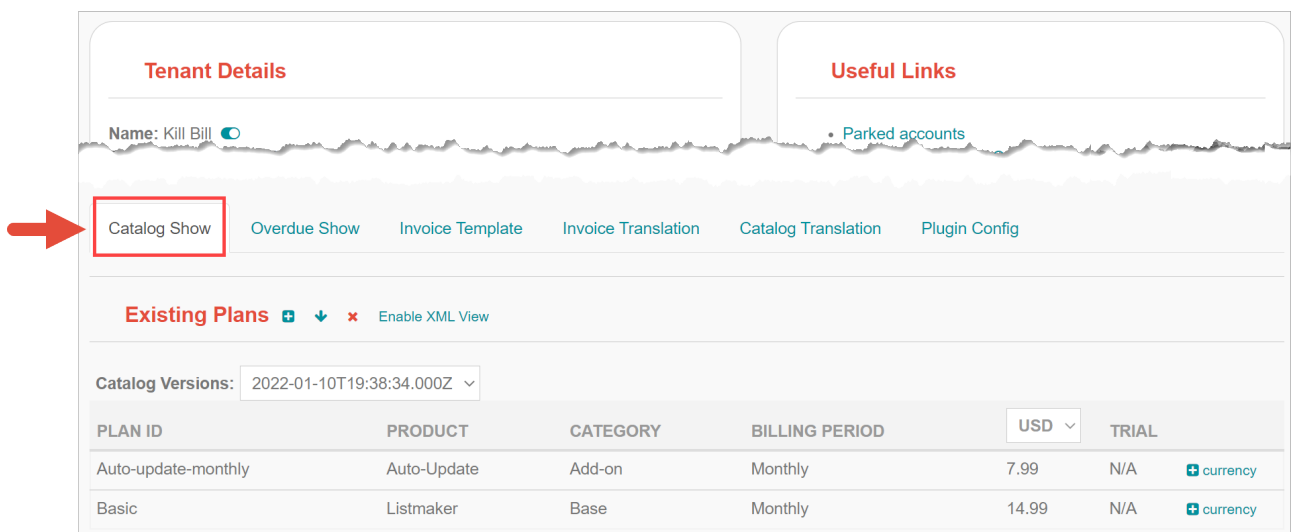
Kaui displays the Tenant Configuration page.

2. Scroll down until you see the Catalog Show tab:



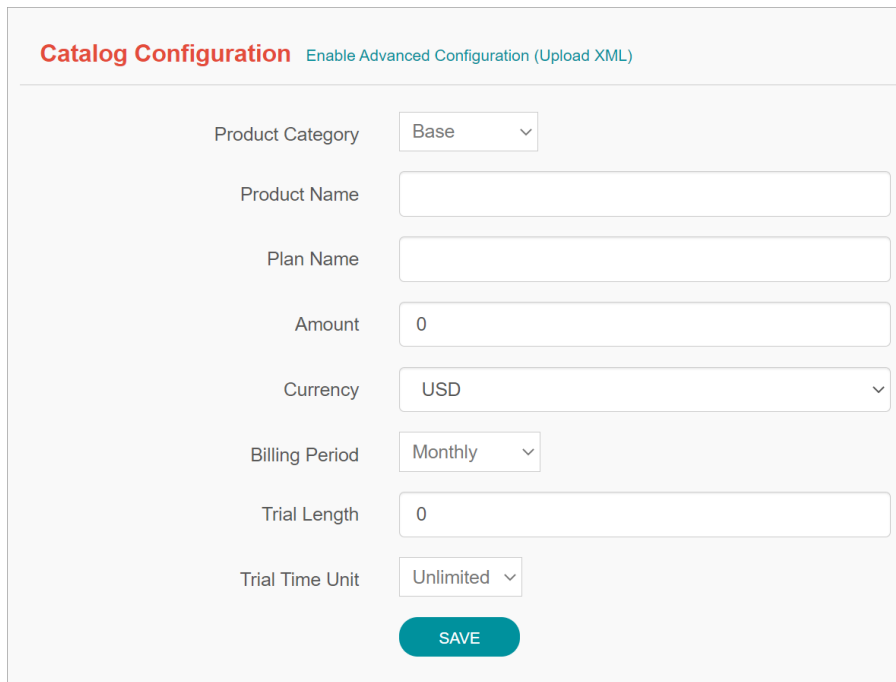
## Create a Simple Catalog

1. Go to the [Catalog Show tab](#) on the Tenant Configuration page.



2. Click the plus sign ( [+](#) ) next to **Existing Plans**.

Kaui opens the Catalog Configuration screen:



3. Fill in the fields. For field descriptions, see [Catalog Configuration Field Descriptions](#).
4. Click the **Save** button.

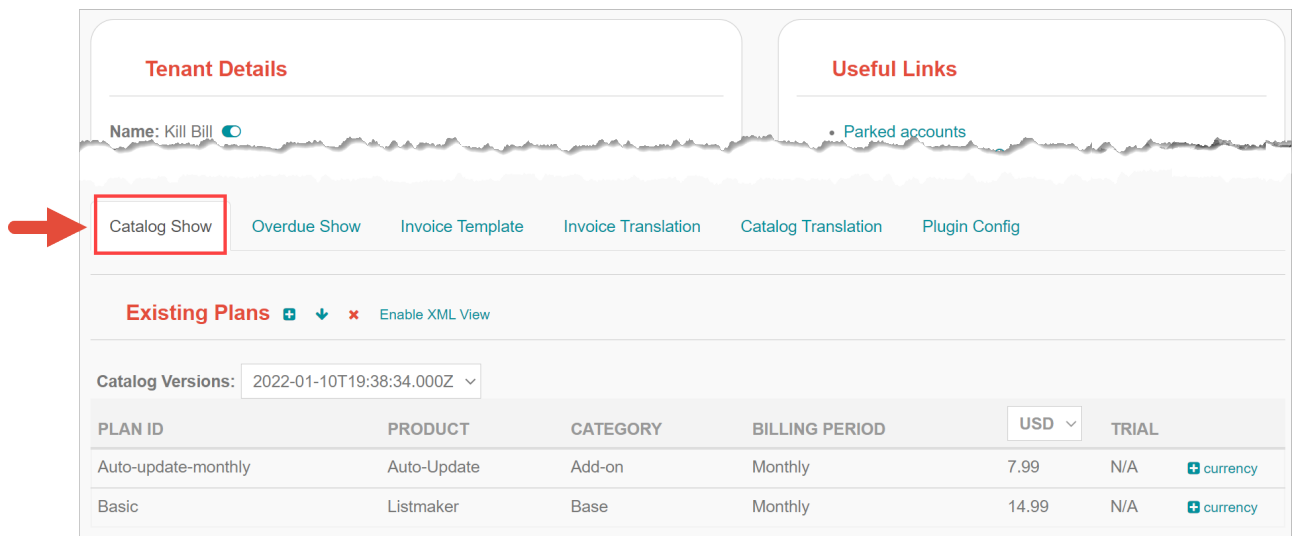
## Catalog Configuration Field Descriptions

For additional field information, see the [Catalog API](#).

Field	Description
Product Category	Define whether this product is of the <b>BASE</b> , <b>ADDON</b> , or <b>STANDALONE</b> category: <ul style="list-style-type: none"><li>• Base products can have one or more addons.</li><li>• Add-on products can be bundled with a base product.</li><li>• Standalone products cannot have any add-ons.</li></ul>
Product Name	The name assigned to the product you are selling.
Plan Name	The name of the plan, which defines how the product will be sold (for example, a monthly subscription or a one-time purchase).
Amount	The price of the plan to be paid every billing period.
Currency	The currency this plan uses. If you need to add more currencies, you can do so by <a href="#">adding a currency to a plan</a> .
Billing Period	The period for which the customer is billed.
Trial Length	Along with a unit of time ( <b>Trial Time Unit</b> below), defines the length of the trial.
Trial Time Unit	Along with the <b>Trial Length</b> number above, specifies the time interval for the trial.

## Add a Currency to a Plan

1. Go to the [Catalog Show tab](#) on the Tenant Configuration page.

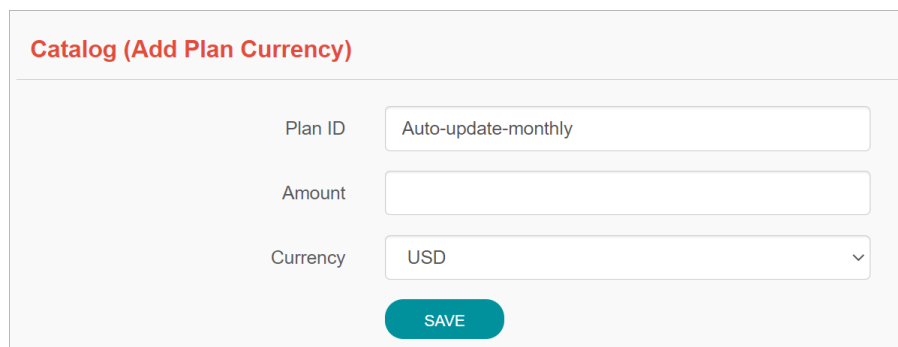


The screenshot shows the Tenant Configuration page. The 'Catalog Show' tab is highlighted with a red arrow. The page includes sections for 'Tenant Details' (Name: Kill Bill), 'Useful Links' (Parked accounts), and 'Existing Plans'. Below these is a table of catalog versions and plans.

PLAN ID	PRODUCT	CATEGORY	BILLING PERIOD	USD	TRIAL	
Auto-update-monthly	Auto-Update	Add-on	Monthly	7.99	N/A	+ currency
Basic	Listmaker	Base	Monthly	14.99	N/A	+ currency

2. On the row of the plan for which you want to add a currency, click + **currency** on the far right.

Kaui displays the Add Plan Currency screen:



The form is titled 'Catalog (Add Plan Currency)'. It contains three input fields: 'Plan ID' (pre-filled with 'Auto-update-monthly'), 'Amount' (empty), and 'Currency' (pre-filled with 'USD'). A 'SAVE' button is at the bottom.

3. Fill in the fields:
  - **Plan ID**—By default, Kaui fills in this field based on the plan you selected, but you can change it to a different plan ID.
  - **Amount**—The cost of the plan in the new currency you're adding.
  - **Currency**—The currency you are adding.
4. Click the **Save** button. Kaui displays the new currency on the Catalog Show tab.

## Upload an XML Catalog

If you are replacing a catalog with a newer version, ensure that `<catalogName>` in the XML file is the same as the existing catalog. The catalog filename does not need to be the same.

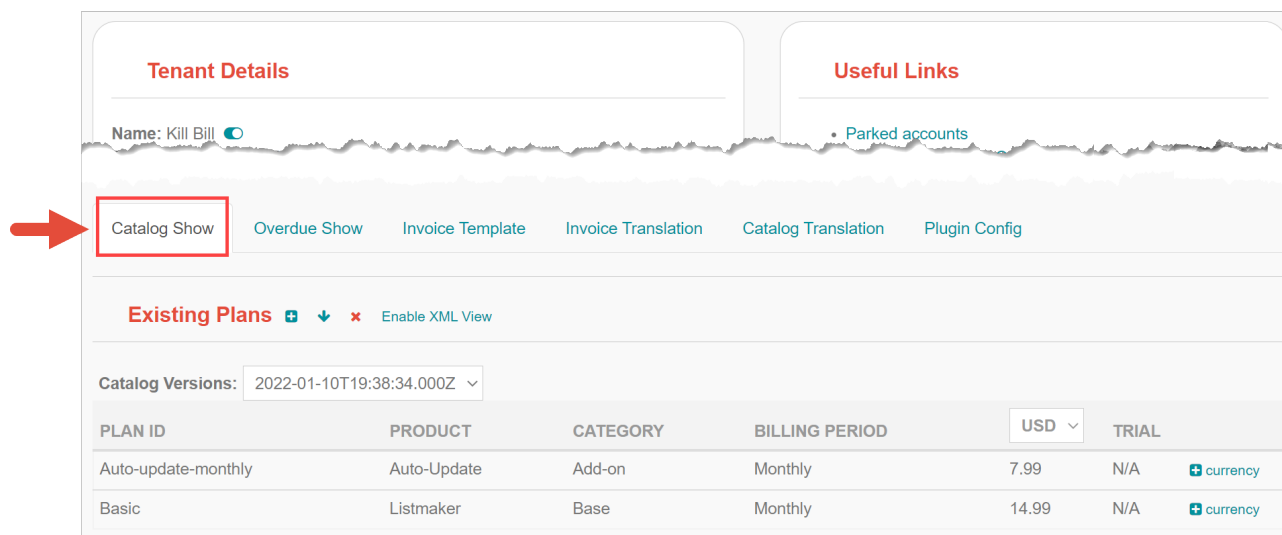


**Note:** To ensure a successful catalog file upload, check its validity with the [Kill Bill catalog validation tool](#).

To upload an XML catalog in Kaui:



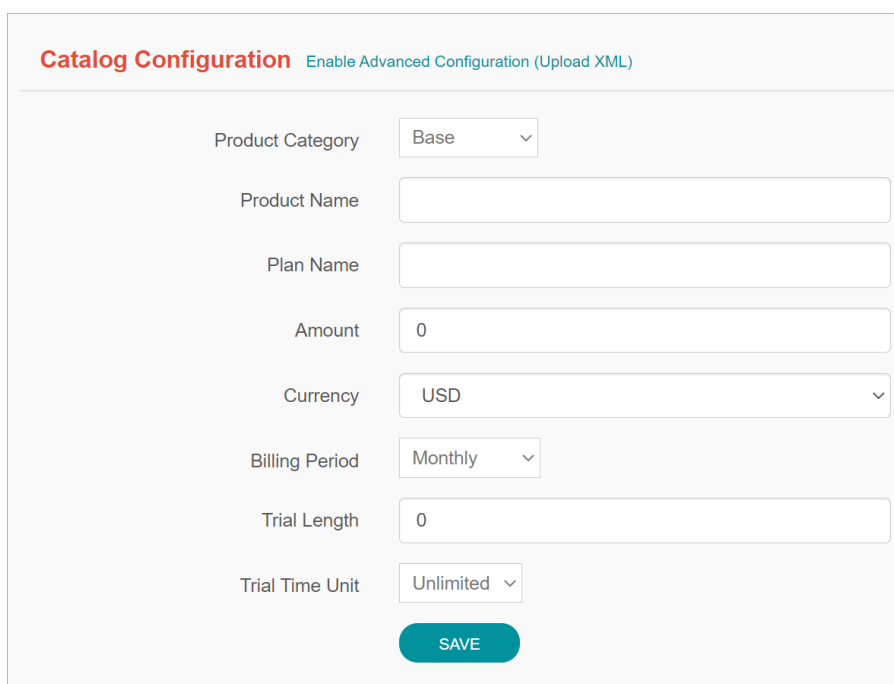
1. Go to the **Catalog Show** tab on the Tenant Configuration page.



The screenshot shows the 'Tenant Configuration' page. At the top, there are two tabs: 'Tenant Details' and 'Useful Links'. Below 'Tenant Details', the name 'Kill Bill' is displayed. Below 'Useful Links', there is a link for 'Parked accounts'. A red arrow points to the 'Catalog Show' tab, which is highlighted with a red box. Other tabs include 'Overdue Show', 'Invoice Template', 'Invoice Translation', 'Catalog Translation', and 'Plugin Config'. Below the tabs, there is a section for 'Existing Plans' with a plus sign, a down arrow, and a close icon, and a link to 'Enable XML View'. Below this, there is a 'Catalog Versions' dropdown menu showing '2022-01-10T19:38:34.000Z'. Below the dropdown is a table with columns: PLAN ID, PRODUCT, CATEGORY, BILLING PERIOD, USD (with a dropdown), and TRIAL. The table contains two rows: 'Auto-update-monthly' with 'Auto-Update' product, 'Add-on' category, 'Monthly' billing period, '7.99' price, 'N/A' trial, and a 'currency' link; and 'Basic' with 'Listmaker' product, 'Base' category, 'Monthly' billing period, '14.99' price, 'N/A' trial, and a 'currency' link.

2. Click the plus sign ( **+** ) next to **Existing Plans**.

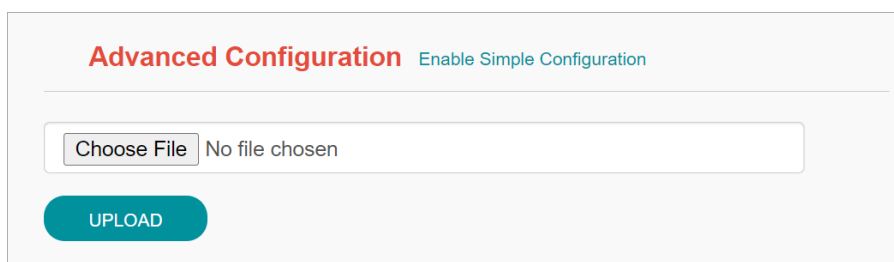
Kaui opens the Catalog Configuration screen:



The screenshot shows the 'Catalog Configuration' screen. At the top, there are two tabs: 'Catalog Configuration' and 'Enable Advanced Configuration (Upload XML)'. Below the tabs, there are several form fields: 'Product Category' (dropdown menu with 'Base' selected), 'Product Name' (text input), 'Plan Name' (text input), 'Amount' (text input with '0'), 'Currency' (dropdown menu with 'USD' selected), 'Billing Period' (dropdown menu with 'Monthly' selected), 'Trial Length' (text input with '0'), and 'Trial Time Unit' (dropdown menu with 'Unlimited' selected). At the bottom, there is a 'SAVE' button.

3. Click on **Enable Advanced Configuration (Upload XML)**.

Kaui displays an upload screen:



The screenshot shows the 'Advanced Configuration' screen. At the top, there are two tabs: 'Advanced Configuration' and 'Enable Simple Configuration'. Below the tabs, there is a file upload section with a 'Choose File' button and a text input showing 'No file chosen'. Below this, there is an 'UPLOAD' button.

4. Click the **Choose File** button, locate the XML file, and select it.

Once you have selected the file, Kauai displays the filename next to the **Choose File** button.

Advanced Configuration

Enable Simple Configuration

Choose File

catalog\_2022-01-10T19\_38\_34.000Z.xml

UPLOAD

5. Click the **Upload** button.

If the upload is successful, Kauai displays a confirmation message along with a list of plans on the Catalog Show tab:

Catalog was successfully uploaded

Tenant Details

Useful Links

Catalog Show

Overdue Show

Invoice Template

Invoice Translation

Catalog Translation

Plugin Config

Existing Plans 

Enable XML View

Catalog Versions:

2022-01-10T19:38:34.000Z

PLAN ID	PRODUCT	CATEGORY	BILLING PERIOD	USD	TRIAL	
remotecontrol-monthly	RemoteControl	Add-on	Monthly	15	N/A	<div>currency</div>
standard-monthly	Standard	Base	Monthly	25	N/A	<div>currency</div>



**Note:** If you receive an "Invalid catalog for tenant" error, run the catalog through the [Kill Bill catalog validation tool](#) (if you haven't already). You can also [delete the existing catalog](#) and retry the upload steps.

## View the Catalog as XML

1. [Go to the Catalog Show tab](#) on the Tenant Configuration page.

The screenshot shows the 'Tenant Details' section with 'Name: Kill Bill' and a toggle switch. To the right is a 'Useful Links' section with a link to 'Parked accounts'. Below these is a navigation bar with tabs: 'Catalog Show' (highlighted with a red arrow), 'Overdue Show', 'Invoice Template', 'Invoice Translation', 'Catalog Translation', and 'Plugin Config'. Below the navigation bar is the 'Existing Plans' section, which includes a dropdown for 'Catalog Versions' set to '2022-01-10T19:38:34.000Z' and a table of plans.

PLAN ID	PRODUCT	CATEGORY	BILLING PERIOD	USD	TRIAL	
Auto-update-monthly	Auto-Update	Add-on	Monthly	7.99	N/A	<a href="#">+ currency</a>
Basic	Listmaker	Base	Monthly	14.99	N/A	<a href="#">+ currency</a>

## 2. Click **Enable XML View**.

Kaui displays the a list of catalog versions:

The screenshot shows the 'Catalog XML' view with a sub-tab 'Enable Simple Configuration'. Below is a table with three columns: 'CATALOG VERSION', 'EFFECTIVE DATE', and 'CATALOG XML'.

CATALOG VERSION	EFFECTIVE DATE	CATALOG XML
0	2022-01-10T19:38:34.000Z	<a href="#">view xml</a>

## 3. Click **view xml**. Kaui displays the raw XML (uneditable in this view).

```

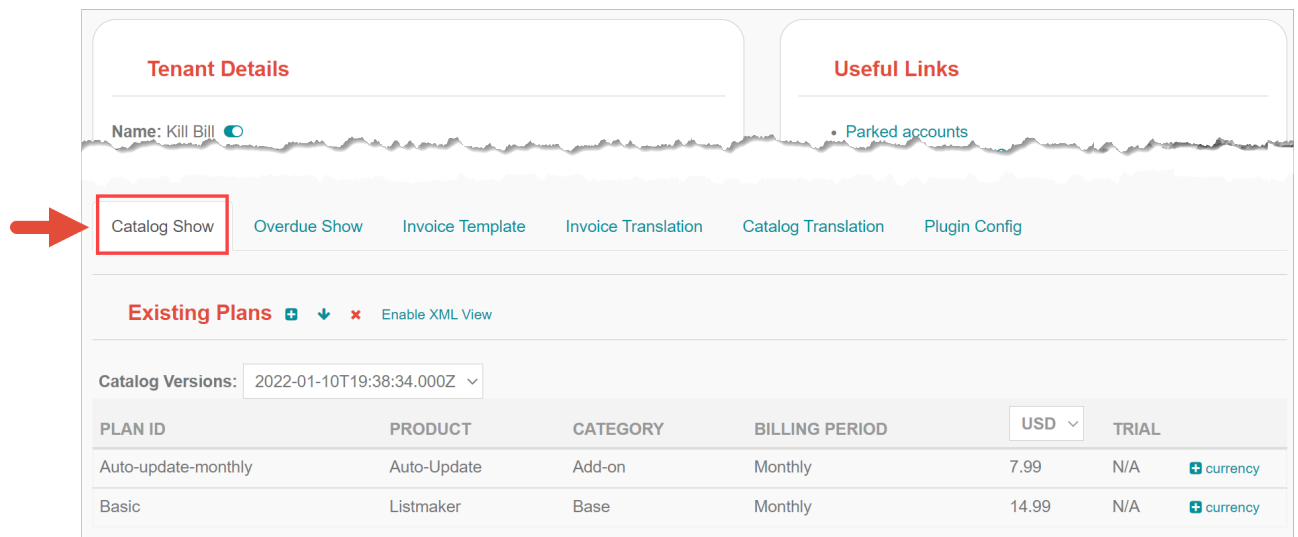
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<catalog xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNamespaceSchemaLocation="CatalogSchema.xsd">
  <effectiveDate>2022-01-10T19:38:34Z</effectiveDate>
  <catalogName>DEFAULT</catalogName>
  <currencies>
    <currency>USD</currency>
  </currencies>
  <units/>
  <products>
    <product name="Auto-Update" prettyName="Auto-Update">
      <category>ADD_ON</category>
      <included/>
      <available/>
      <limits/>
    </product>
    <product name="Listmaker" prettyName="Listmaker">
      <category>BASE</category>
      <included/>
      <available>
        <addonProduct>Auto-Update</addonProduct>
      </available>
      <limits/>
    </product>
  </products>
</catalog>

```

## 4. To return to Kaui, click the Back arrow button of your browser.

# Delete a Catalog

## 1. [Go to the Catalog Show tab](#) on the Tenant Configuration page.



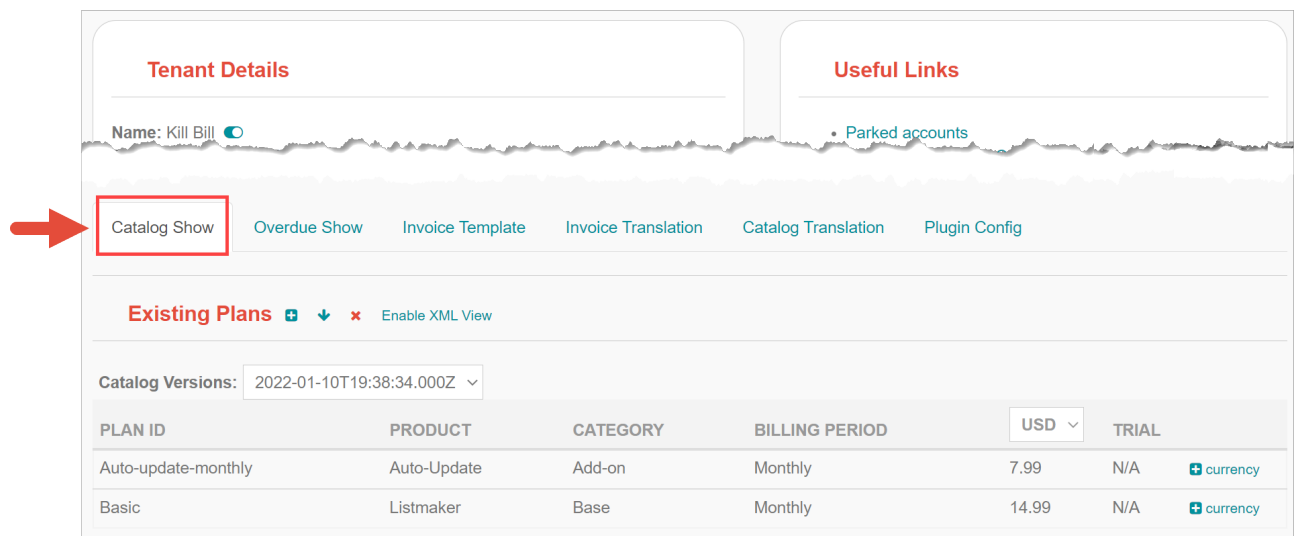
2. Click the red X ( ) to the left of **Enable XML View**.

Kaui removes the plans from the Catalog Show tab and displays a successful deletion message.

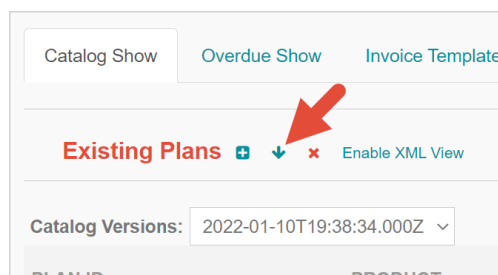
## Download the Catalog

The steps below explain how to download the current Kill Bill catalog in XML format.

1. Go to the [Catalog Show tab](#) on the Tenant Configuration page.



2. Click the down arrow ( ).



Kaui downloads the **.xml** file to your default download folder on your local drive.

# Overdue Show

The Overdue tab is applicable if you have configured overdue (dunning) actions for the current tenant in your Kill Bill system. On this tab, you can

- [View overdue actions](#)
- [Define overdue actions](#)
- [Upload an overdue configuration file](#)
- [View overdue actions as XML](#)
- [Delete overdue actions](#)



**Note 1:** You cannot edit the overdue configuration XML file in Kauai.

+ **Note 2:** As opposed configuring overdue actions for a tenant, you can configure overdue actions for the global Kill Bill system. For more information, see the [Overdue System](#) documentation.

## Additional Overdue Resources

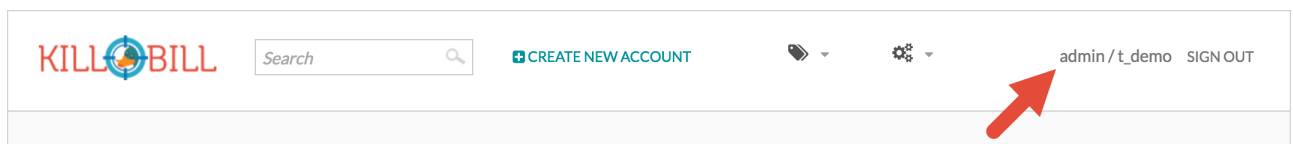
- ["Overdue"](#) section in the *Subscription Guide*.
- [Overdue System](#)

## View Overdue Actions

If any overdue (dunning) actions are configured, you can see them on the Overdue Show tab at the bottom of the Tenant Configuration page.

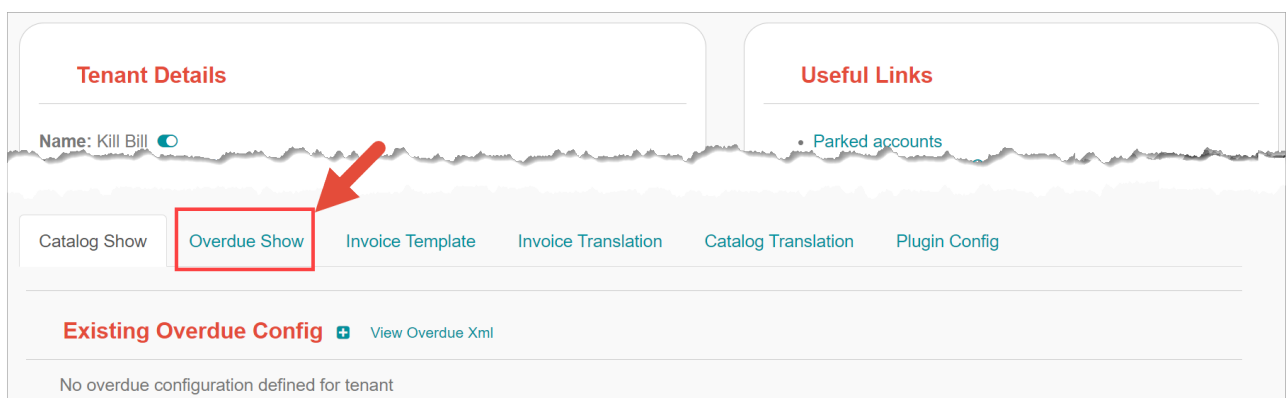
To get there:

1. Click on your username and tenant name in the upper right corner:



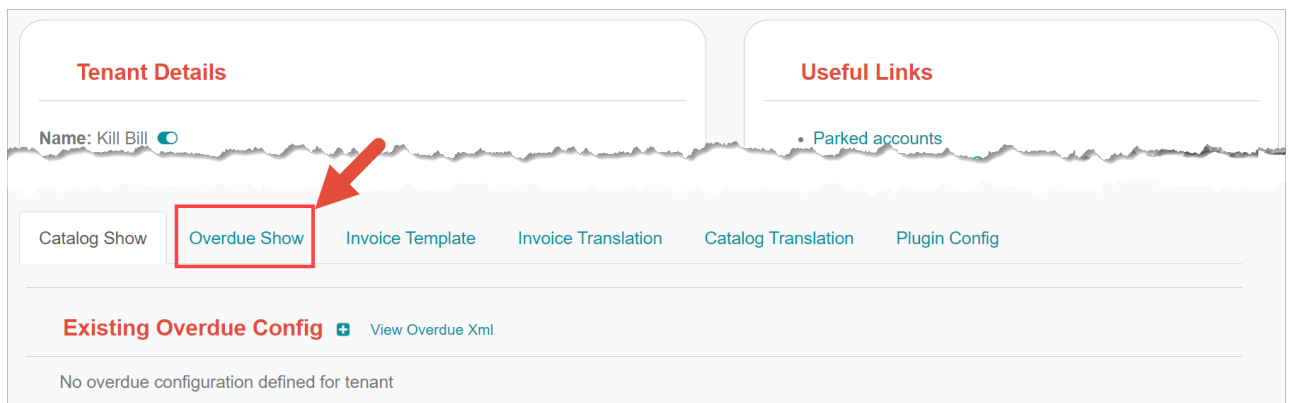
Kauai displays the Tenant Configuration page.

2. Scroll down until you see the Overdue Show tab:



## Define Overdue Actions

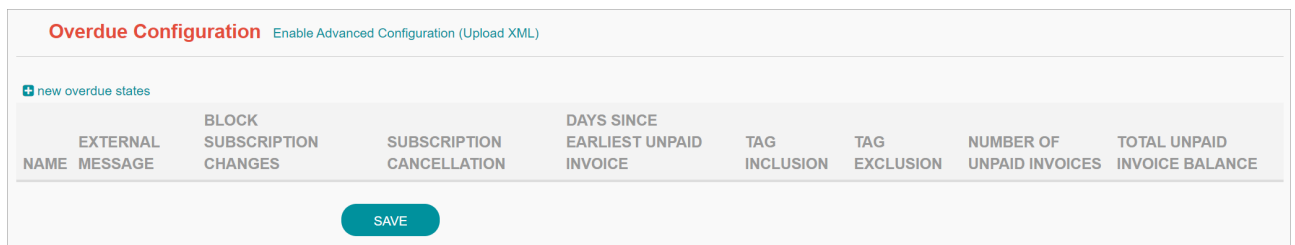
1. Go to the [Overview Show tab](#) on the Tenant Configuration page.



The screenshot shows the 'Tenant Configuration' page. At the top, there are two sections: 'Tenant Details' and 'Useful Links'. Below these is a horizontal navigation bar with tabs: 'Catalog Show', 'Overdue Show' (highlighted with a red box and a red arrow), 'Invoice Template', 'Invoice Translation', 'Catalog Translation', and 'Plugin Config'. Below the navigation bar, there is a section titled 'Existing Overdue Config' with a plus sign icon and a link 'View Overdue Xml'. Below this, it says 'No overdue configuration defined for tenant'.

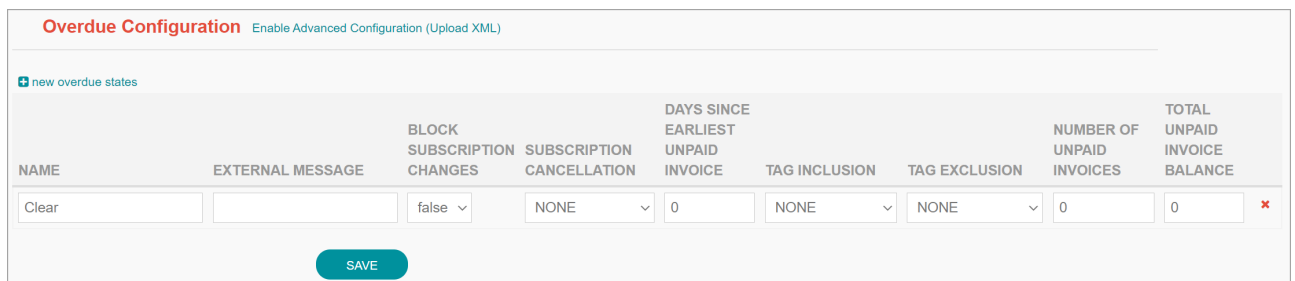
2. Click the plus sign (  ) next to **Existing Overdue Config**.

Kaui opens the Overdue Configuration screen:



The screenshot shows the 'Overdue Configuration' screen. At the top, there is a header 'Overdue Configuration' with a link 'Enable Advanced Configuration (Upload XML)'. Below this is a section titled '+ new overdue states'. Below this is a table with the following columns: 'EXTERNAL NAME', 'MESSAGE', 'BLOCK SUBSCRIPTION CHANGES', 'SUBSCRIPTION CANCELLATION', 'DAYS SINCE EARLIEST UNPAID INVOICE', 'TAG INCLUSION', 'TAG EXCLUSION', 'NUMBER OF UNPAID INVOICES', and 'TOTAL UNPAID INVOICE BALANCE'. Below the table is a 'SAVE' button.

3. Click + **New Overdue States**. Kaui opens the fields for editing:



The screenshot shows the 'Overdue Configuration' screen with the fields for editing a new overdue state. The fields are: 'NAME' (with a 'Clear' button), 'EXTERNAL MESSAGE' (with an empty text box), 'BLOCK SUBSCRIPTION CHANGES' (with a 'false' dropdown), 'SUBSCRIPTION CANCELLATION' (with a 'NONE' dropdown), 'DAYS SINCE EARLIEST UNPAID INVOICE' (with a '0' text box), 'TAG INCLUSION' (with a 'NONE' dropdown), 'TAG EXCLUSION' (with a 'NONE' dropdown), 'NUMBER OF UNPAID INVOICES' (with a '0' text box), and 'TOTAL UNPAID INVOICE BALANCE' (with a '0' text box). Below the fields is a 'SAVE' button.

Fill in the field. For field information, see the [Overdue Configuration Field Descriptions](#) table.

4. Click the **Save** button. Kaui displays the new action on the Overdue Show tab

SCREENSHOT

## Overdue Configuration Field Descriptions

Field	Description
Name	
External Message	
Block Subscription Changes	

Field	Description
Subscription Cancellation	
Days Since Earliest Unpaid Invoice	
Tag Inclusion	
Tag Exclusion	
Number of Unpaid Invoices	
Total Unpaid Invoice Balance	

**Upload an XML Overdue File**

**View Overdue Settings as XML**

**Invoice Template**

**Invoice Translation**

**Catalog Translation**

**Plugin Config**