ZAPNA

User Guide Admin Portal

Understanding the Admin Portal and key functionalities

Updated
6/27/2012

This guide facilitates the users of Admin portal to use the all available functionalities. Using Admin Portal, it is possible to register B2B companies and their employees. In this portal, agent companies and their users are also registered. Facilities are provided like, managing agent commissions, product packages, cities, countries, telecom operator and many more.

Contents

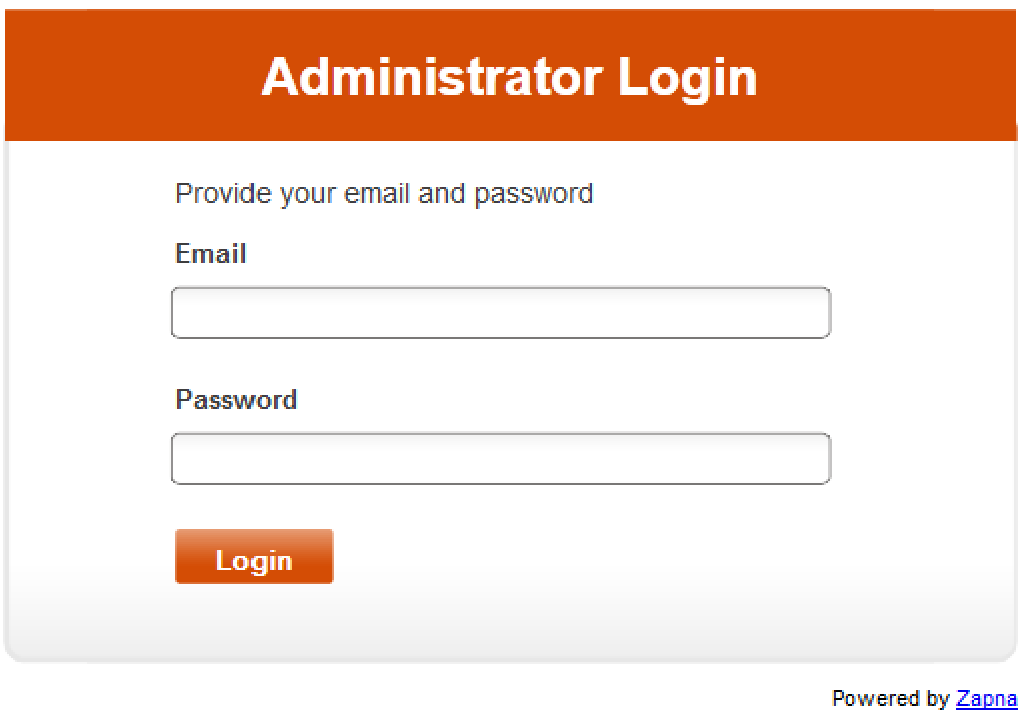
Admin Portal

Key features of Admin Portal are following:

- Register B2B Company and its employee.
- Register an Agent Company. Admin can create agent company users and define the commission packages of Agent Company.
- Customer details can be viewed of all registered B2C customers.
- Handle the News Updates, FAQ and User guide which are displayed on agent portal.
- Create users to access Admin Portal.
- Other settings
    - Defining the Product packages
    - Edit B2B Company's credit limit.
    - Deactivate a customer.

Login:

Enter Email and password and then click on ***login*** button to access Admin Portal.

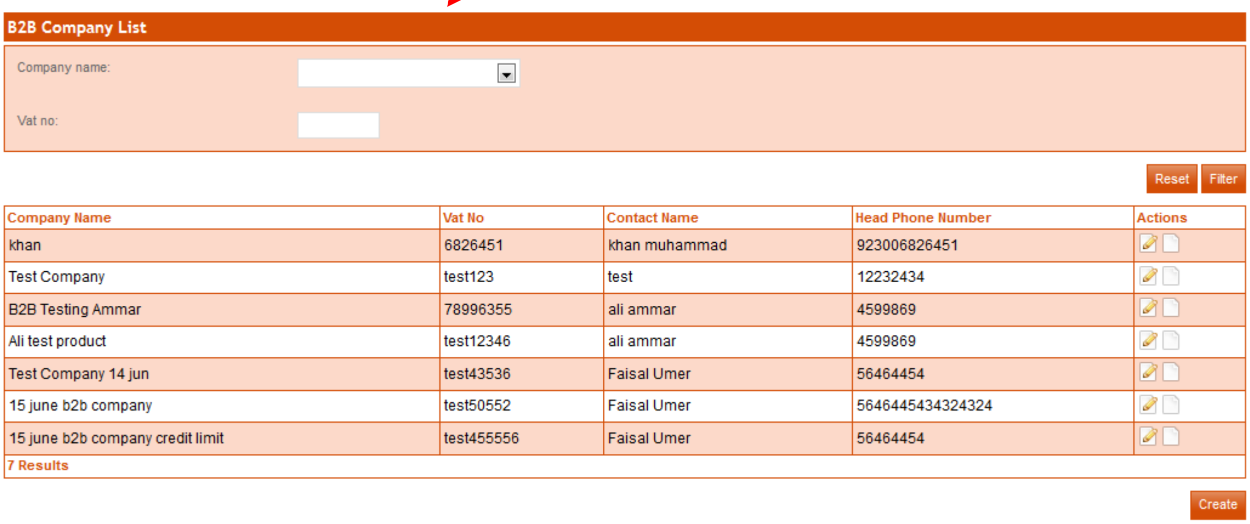


B2B:

In B2B postpaid companies and their employees are registered.

Companies List:

Click on ***Companies List*** to see list of all registered B2B companies.

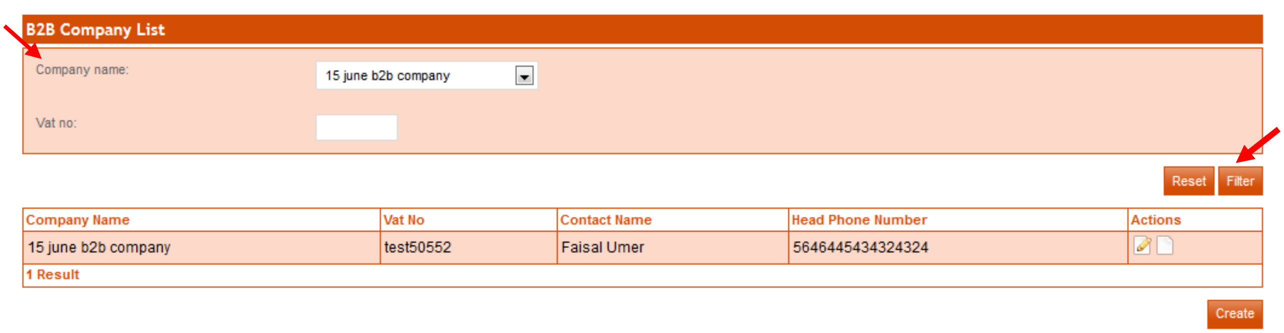


Company Name	Vat No	Contact Name	Head Phone Number	Actions
khan	6826451	khan muhammad	923006826451	
Test Company	test123	test	12232434	
B2B Testing Ammar	78996355	ali ammar	4599869	
Ali test product	test12346	ali ammar	4599869	
Test Company 14 jun	test43536	Faisal Umer	56464454	
15 june b2b company	test50552	Faisal Umer	5646445434324324	
15 june b2b company credit limit	test455556	Faisal Umer	56464454	

Filter Company:

By Company Name:

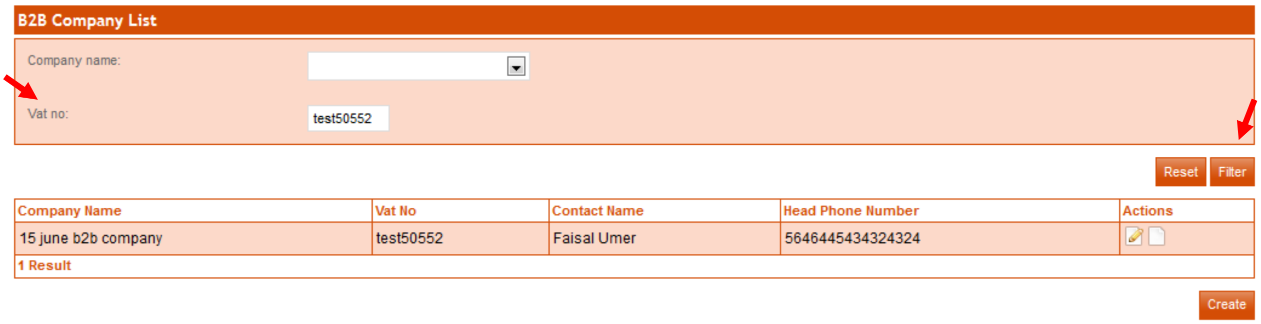
To search/filter the company by name select company name and then click on ***filter*** button. Result will be shown for selected company.



Company Name	Vat No	Contact Name	Head Phone Number	Actions
15 june b2b company	test50552	Faisal Umer	5646445434324324	

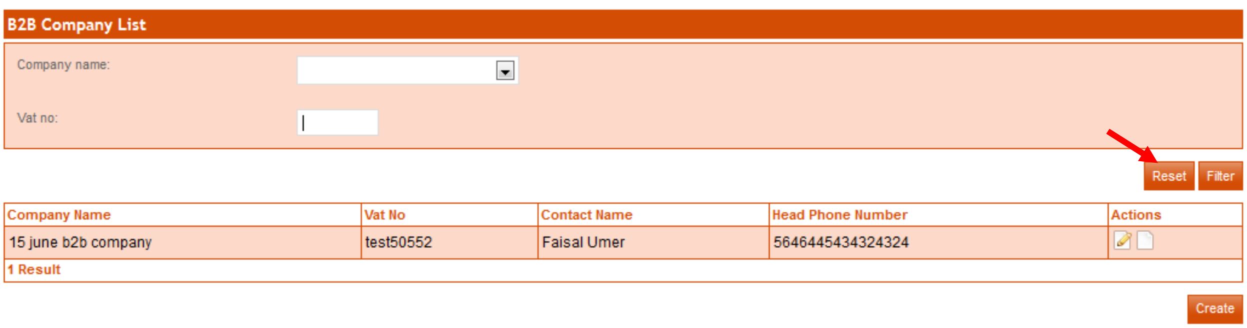
By Vat No:

To search/filter the company by Vat No, enter company's Vat No and then click on **filter** button. Result will be shown for entered vat no.



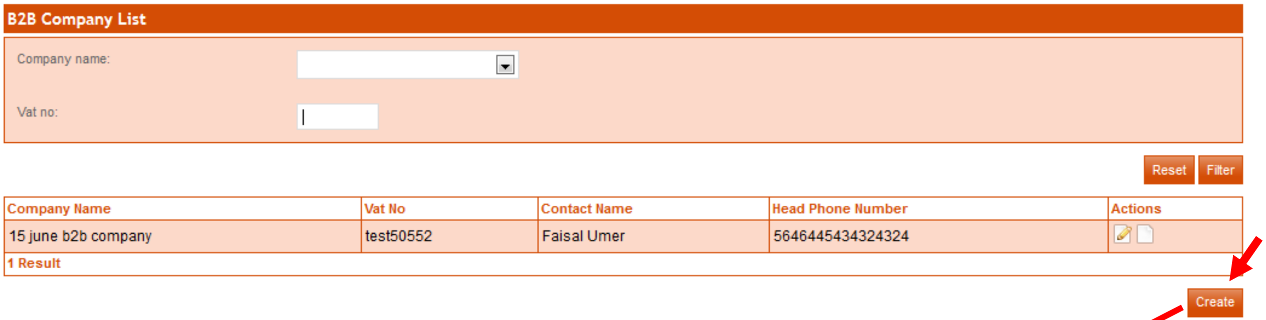
Reset Company:

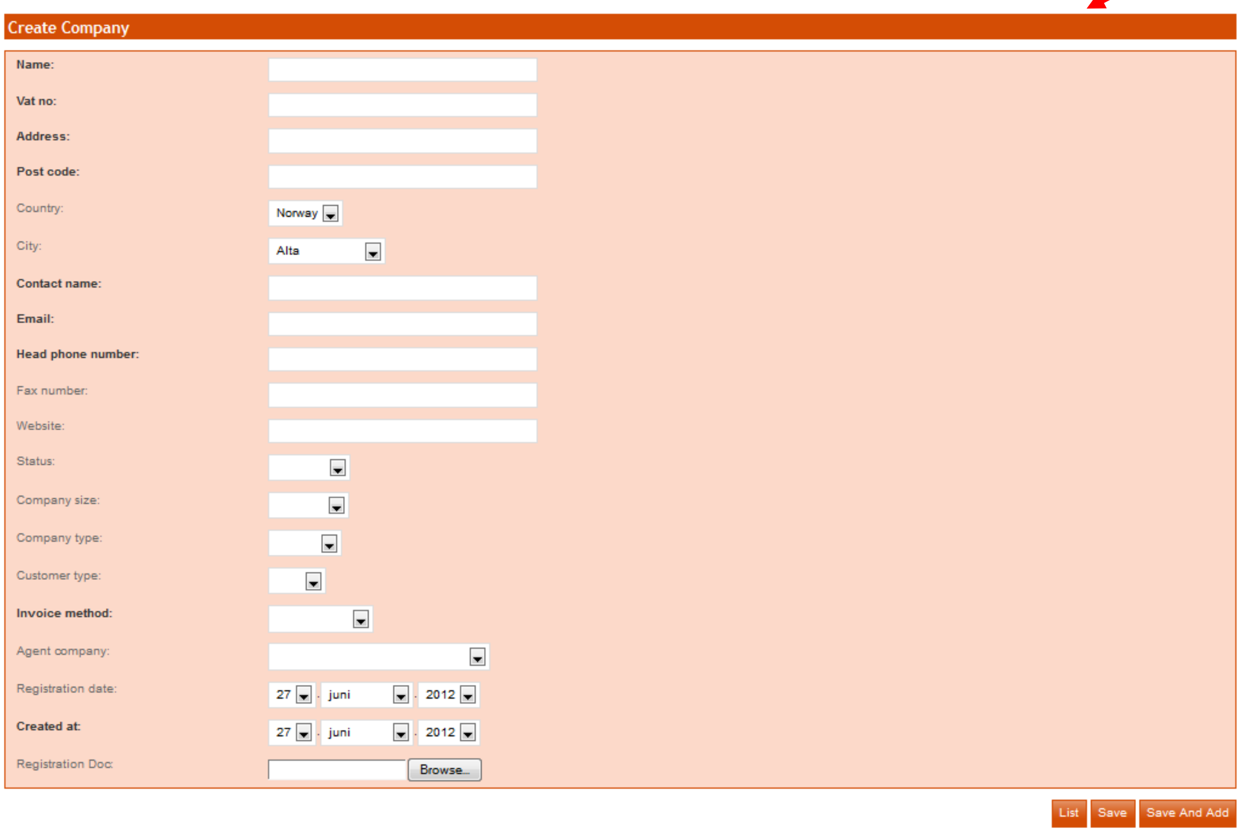
After filter if you want to see all companies than click on **Reset** button, all registered companies will be shown.



Create Company:

To create new company, Click on **Create** button. On next page a form will be shown. Enter mandatory fields in form and click on **save** button. If you want to add more companies then after enter records click on **Save and Add** button. (**Mandatory fields are in bold**).





<u>Name:</u> Enter company name in this field

<u>Vat No:</u> Enter Vat no in this field, vat must be in digits.

<u>Address</u>: Enter address of the company in this field.

<u>Post Code:</u> Enter post code in this field.

Contact Name: Enter the name of Contact Person in this field.

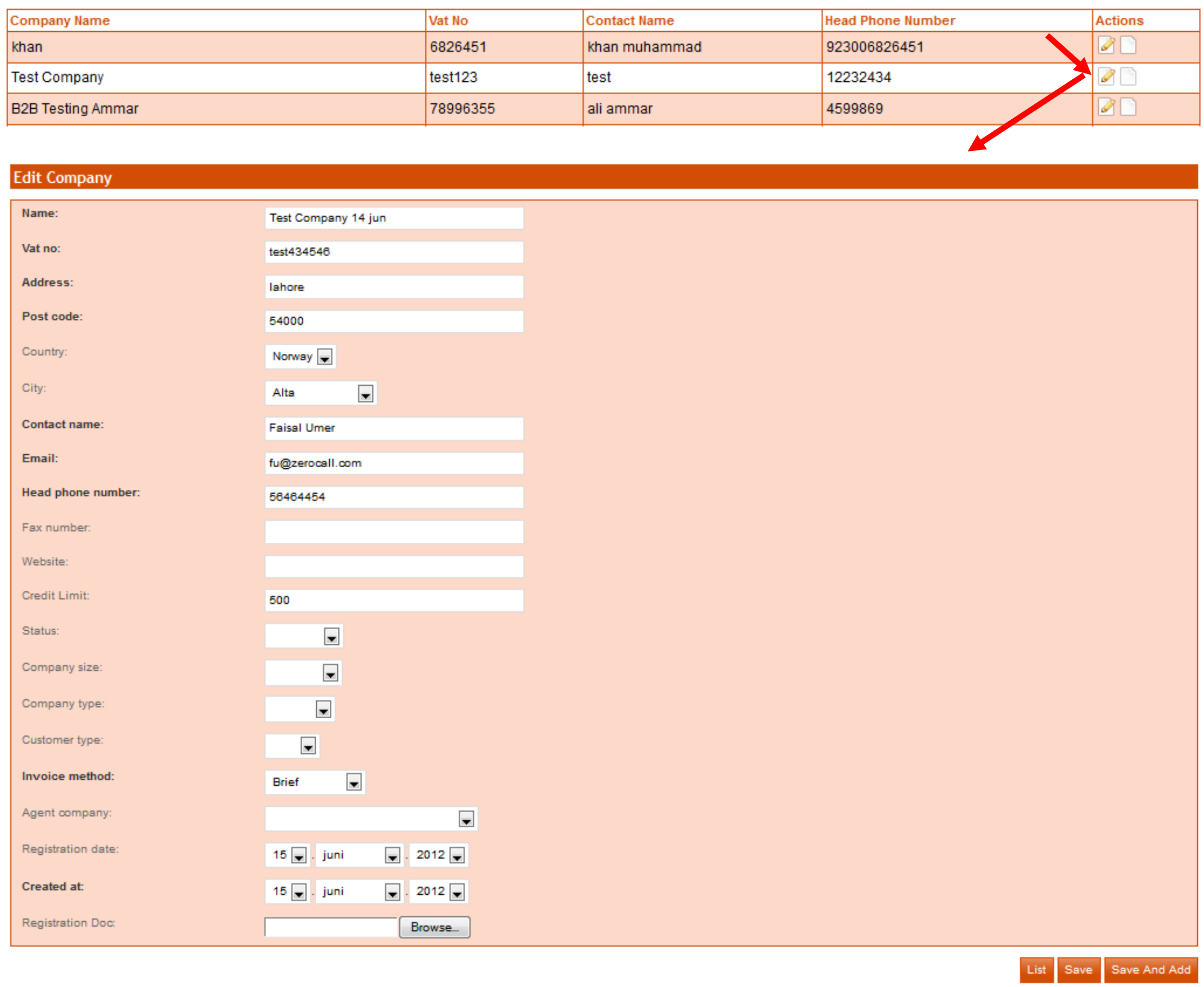
Email: Enter the valid email address in this field.

Head Phone No: Enter the head phone no in this field.

Created At: Select date from drop down menu.

Edit Company:

To edit company info click on  button. Modify required fields in form and click on ***save*** button. If you want to add more companies then after modification click on ***Save and Add*** button.



Company Name	Vat No	Contact Name	Head Phone Number	Actions
khan	6826451	khan muhammad	923006826451	
Test Company	test123	test	12232434	
B2B Testing Ammar	78996355	ali ammar	4599869	

View Company Detail:

To view company detail, click on icon.

Company Name	Vat No	Contact Name	Head Phone Number	Actions
khan	6826451	khan muhammad	923006826451	
Test Company	test123	test	12232434	
B2B Testing Ammar	78996355	ali ammar	4599869	

Company Details

Company Name:	15 june b2b company credit limit	edit info
Balance view:	NOK	
Vat Number:	test455556	
Address:	lahore	
Country:	Norway	
City:	Alta	
Contact Name:	Faisal Umer	
Contact e-mail:	fu@zerocall.com	
Head Phone No:	56464454	
Fax Number:	74684664444	
Website:	N/A	
Credit Limit:	5000	
Company Size	N/A	
Company Type	N/A	
Invoice Method:	Brief	
Customer Type:	N/A	
Agent Company:	N/A	
Status:	N/A	
Registered at:	2012-06-15 00:00:00	
Registration Doc:	None	

View Company Employee:

To view employee list of specific company, click on **Employees** button.

Employees (1) Usage Payment History

My Employee List

Create New

Company	First Name	Product	Mobile Number	Resenumber	Employee Balance	Created At	Action
15 june b2b company	15 june employee	zapna b2b product	92545454545	test30010	0 NOK	2012-06-15	

Create New

View Company Call History:

To view company Call History, click on **Usage** button.

Call History					
Date & Time	Phone Number	Duration	VAT	Cost	Samtalstyp
There are currently no call records to show.					
Call type detail Int. = International calls Cb M = Callback mottaga Cb S = Callback samtal R = resenummer samtal					

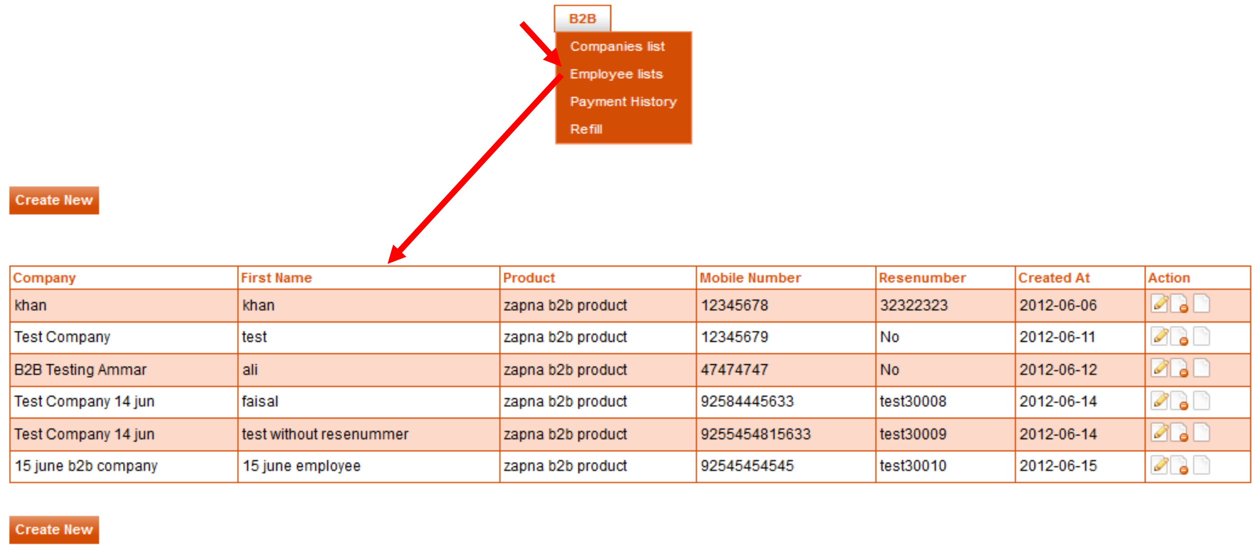
View Company Payment History:

To view payment history, click on **Payment History** button.

Payment History			
Date & Time	Company & Name	Description	Amount (NOK)
2012-06-15 10:59:19	15 june b2b company	Company Refill	100
2012-06-15 10:56:51	15 june b2b company	Resenummer Charge	-40
2012-06-15 10:53:45	15 june b2b company	Company Registered	5,000
		Total:	5,060 NOK

Employees List:

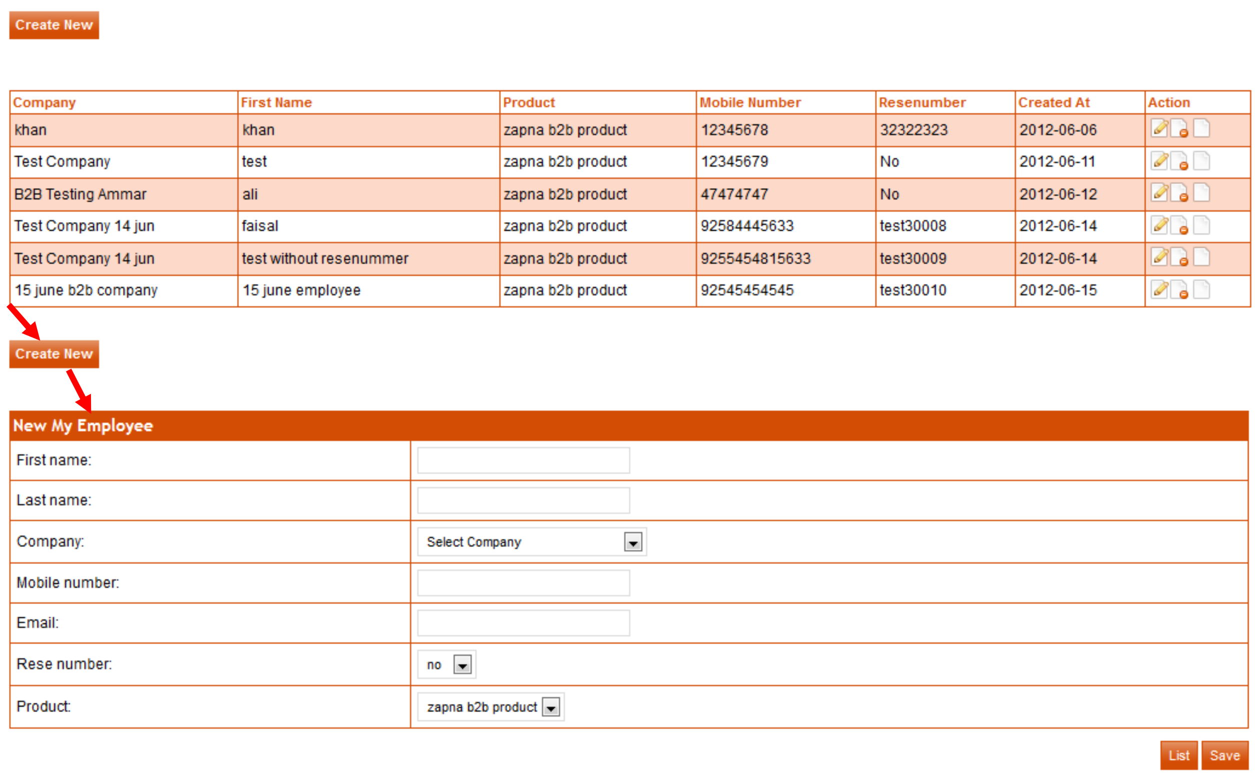
Click on **Employee Lists** from B2B dropdown menu to see list of employees of different companies.



Company	First Name	Product	Mobile Number	Resenumber	Created At	Action
khan	khan	zapna b2b product	12345678	32322323	2012-06-06	
Test Company	test	zapna b2b product	12345679	No	2012-06-11	
B2B Testing Ammar	ali	zapna b2b product	47474747	No	2012-06-12	
Test Company 14 jun	faisal	zapna b2b product	92584445633	test30008	2012-06-14	
Test Company 14 jun	test without resenummer	zapna b2b product	9255454815633	test30009	2012-06-14	
15 june b2b company	15 june employee	zapna b2b product	92545454545	test30010	2012-06-15	

Create Employee:

Click on **Create New** button to create new employee. Enter mandatory fields (First Name, Last Name, Mobile Number without country code and Email)



Company	First Name	Product	Mobile Number	Resenumber	Created At	Action
khan	khan	zapna b2b product	12345678	32322323	2012-06-06	
Test Company	test	zapna b2b product	12345679	No	2012-06-11	
B2B Testing Ammar	ali	zapna b2b product	47474747	No	2012-06-12	
Test Company 14 jun	faisal	zapna b2b product	92584445633	test30008	2012-06-14	
Test Company 14 jun	test without resenummer	zapna b2b product	9255454815633	test30009	2012-06-14	
15 june b2b company	15 june employee	zapna b2b product	92545454545	test30010	2012-06-15	

New My Employee	
First name:	
Last name:	
Company:	Select Company
Mobile number:	
Email:	
Rese number:	no
Product:	zapna b2b product

Edit Employee:

To update employee's information, click on Edit button. A form will be shown with employee's existing info. Change required information and click on **Update** button.

Company	First Name	Product	Mobile Number	Resenumber	Created At	Action
khan	khan	zapna b2b product	12345678	32322323	2012-06-06	
Test Company	test	zapna b2b product	12345679	No	2012-06-11	
B2B Testing Ammar	ali	zapna b2b product	47474747	No	2012-06-12	

Edit My Employee	
First name:	15 june employee
Last name:	user1
Company:	15 june b2b company
Mobile number:	92545454545
Email:	fu@zerocall.com
Rese number:	yes
Product:	zapna b2b product

List Update

Delete Employee:

Admin can also delete the employee. To delete employee, click on **Delete** button.

Company	First Name	Product	Mobile Number	Resenumber	Created At	Action
khan	khan	zapna b2b product	12345678	32322323	2012-06-06	
Test Company	test	zapna b2b product	12345679	No	2012-06-11	
B2B Testing Ammar	ali	zapna b2b product	47474747	No	2012-06-12	

View Employee Detail:

To view employee detail, click on Detail button. All info of employee will be displayed.

Company	First Name	Product	Mobile Number	Resenumber	Created At	Action
khan	khan	zapna b2b product	12345678	32322323	2012-06-06	
Test Company	test	zapna b2b product	12345679	No	2012-06-11	
B2B Testing Ammar	ali	zapna b2b product	47474747	No	2012-06-12	

Usage

Employee Details		
Employee Name:	15 june employee user1	edit info
Company:	15 june b2b company	
Employee Balance:	0 NOK	
Email:	fu@zerocall.com	
Mobile Number	92545454545	
Product:	zapna b2b product	
Resenumber:	test30010	
Created at:	2012-06-15 10:56:51	

Call History:

To view the history of employee, click on 

button. Call History of 15 days will be displayed of specific employee.

Call History					
Date & time	Phone Number	Duration	VAT	Cost (Incl. VAT)	Samtalstyp
There are currently no call records to show.					
Samtalstyp type detail Int. = Internationella samtal Cb M = Callback mottaga Cb S = Callback samtal R = resenummer samtal					

Payment History:

To view payment history of all registered companies click on **Payment History**.

Payment History			
Date & Time	Company & Name	Description	Amount (NOK)
2012-06-15 13:25:35	15 june b2b company credit limit	Company Registered	5,000
2012-06-15 10:59:19	15 june b2b company	Company Refill	100
2012-06-15 10:56:51	15 june b2b company	Resenummer Charge	-40
2012-06-15 10:53:45	15 june b2b company	Company Registered	5,000
2012-06-14 07:57:30	Test Company 14 jun	Company Refill	100
2012-06-14 07:56:39	Test Company 14 jun	Resenummer Charge	-40
2012-06-14 07:52:02	Test Company 14 jun	Resenummer Charge	-40
2012-06-14 07:50:17	Test Company 14 jun	Resenummer Charge	-40
2012-06-14 07:47:56	Test Company 14 jun	Company Registered	5,000
2012-06-12 08:40:02	B2B Testing Ammar	Company Refill	500
2012-06-12 08:21:21	Ali test product	Company Registered	5,000
2012-06-12 07:55:03	B2B Testing Ammar	Company Registered	5,000
2012-06-11 14:21:34	Test Company	Company Registered	5,000
2012-06-06 07:01:35	khan	Company Refill	6,000
2012-06-06 06:52:22	khan	Resenummer Charge	-40
2012-06-05 13:41:28	khan	Resenummer Charge	-40
2012-06-05 12:30:20	khan	Company Registered	5,000
		Total:	41,460 NOK

Refill:

To refill the company click on **Refill** under B2B tab. Select company and enter amount in refill field then click on **save** button

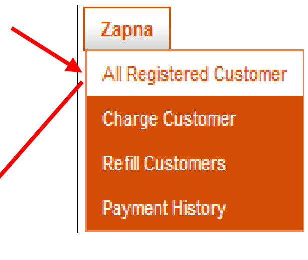
Refill	
Company:	khan
Refill:	NOK

Save

B2C:

All Registered Customer:

All B2C customers are available here.



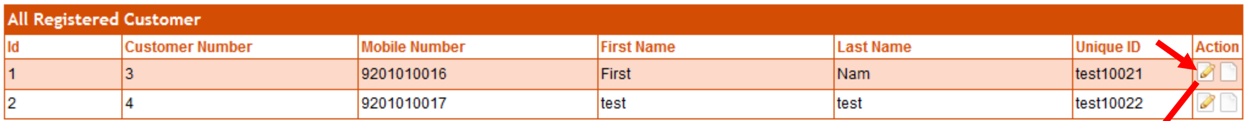
All Registered Customer

Id	Customer Number	Mobile Number	First Name	Last Name	Unique ID	Action
1	3	9201010016	First	Nam	test10021	
2	4	9201010017	test	test	test10022	
3	5	9201010018	test	test	test10023	
4	14	9201010024	Test	test	test10024	
5	16	9201010026	Front	End	test10025	
6	18	9201010027	Test	test	test10026	
7	19	9201010028	From	Agent	test20012	
8	20	9201010031	Test	Test	test20013	
9	21	54545454	ali12	test	test10027	
10	22	36363636	ammar	5	test20014	
11	24	747474745	ammar1	23	test10028	
12	25	12345678	khan	muhammad	test10029	
13	29	925586348152	front user 14 june	user	test10030	
14	30	92834555852348	agent user 14 jun	user	test20016	
15	31	92384785783	front user 14 jun	user second	test20031	
16	32	92545221445	front user 15 jun	useredit	test20032	
17	33	925476548498	front user 15 jun	tip a fend	test20033	

17 - Results

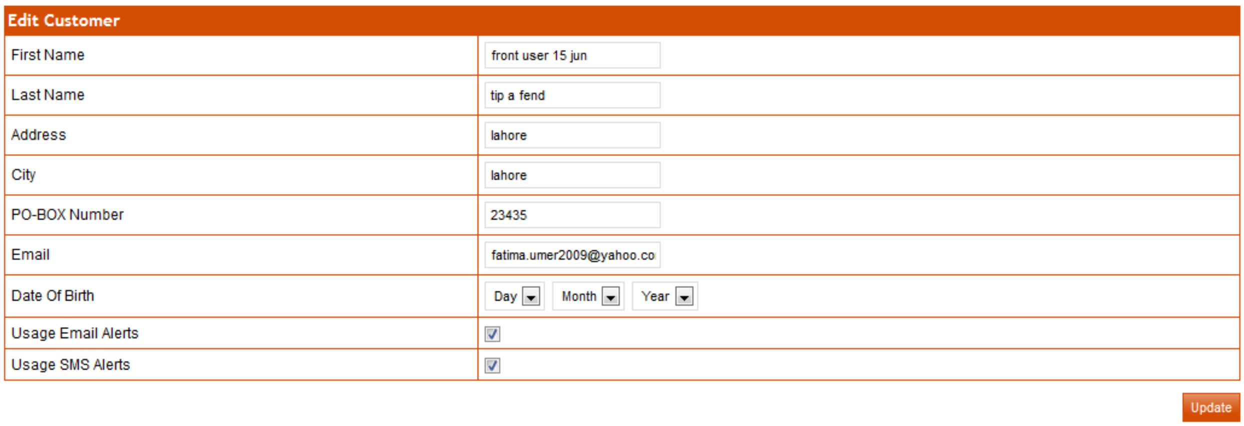
Edit Customer:

To edit customer info click on button. Modify your required fields in form and click on ***update*** button.



All Registered Customer

Id	Customer Number	Mobile Number	First Name	Last Name	Unique ID	Action
1	3	9201010016	First	Nam	test10021	
2	4	9201010017	test	test	test10022	



Edit Customer

First Name	front user 15 jun
Last Name	tip a fend
Address	lahore
City	lahore
PO-BOX Number	23435
Email	fatima.umer2009@yahoo.co
Date Of Birth	Day Month Year
Usage Email Alerts	
Usage SMS Alerts	

Update

Usage Email Alerts: If you want to send the email of low balance to customer, checked on usage email alerts.

Usage SMS Alerts: If you want to send the SMS of low balance to customer, checked on usage SMS alerts.

Customer Detail:

To view customer detail, click on **View** button. Detail customer info will be displayed.

All Registered Customer						
Id	Customer Number	Mobile Number	First Name	Last Name	Unique ID	Action
1	3	9201010016	First	Nam	test10021	
2	4	9201010017	test	test	test10022	

View All Customer | Payment History | Call History

Customer Detail	
Customer Balance	310 NOK
Id	33
First Name	front user 15 jun
Last Name	tip a fend
Mobile Number	925476548498
Password	abc123
Address	lahore
City	lahore
PO-BOX Number	23435
Email	fatima.umer2009@yahoo.com
Created At	2012-06-15 12:43:12
Date Of Birth	
Auto Refill	No
Unique ID	test20033
Usage Email Alerts	Yes
Usage SMS Alerts	Yes

Payment History:

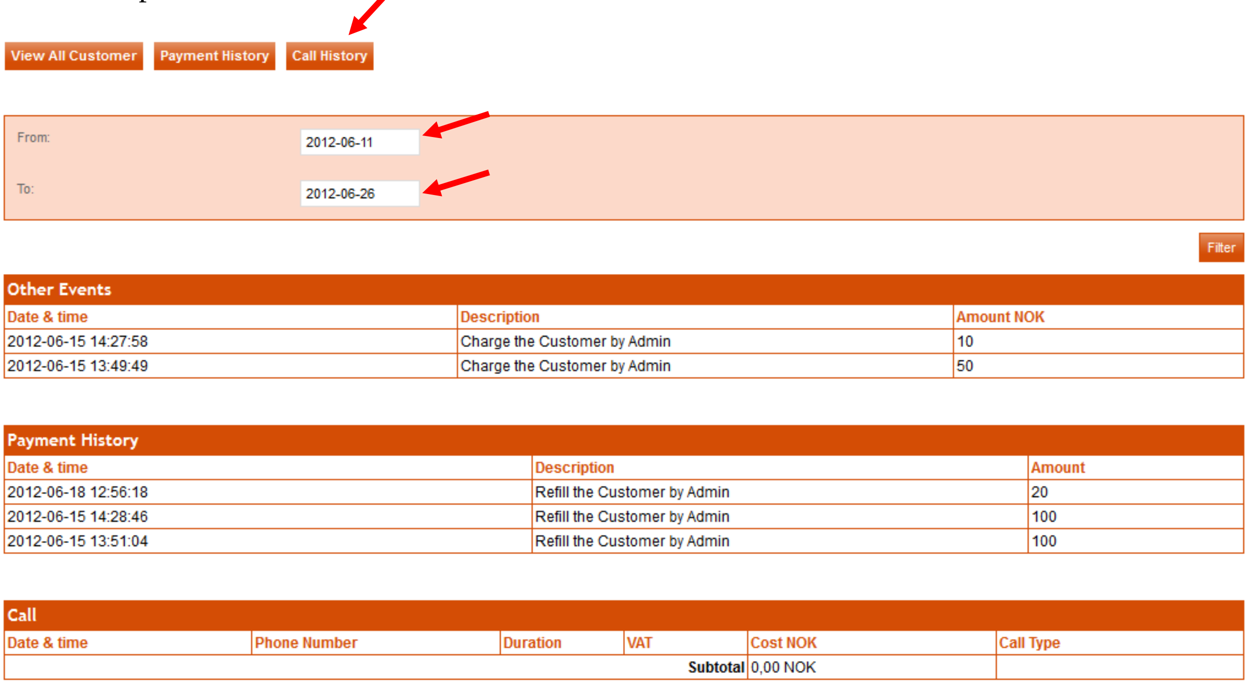
To view payment history, click on **Payment History** button. All payment history of specific customer will be displayed

View All Customer | Payment History | Call History

Payment History			
Order Numer	Date & Time	Description	Amount(NOK)
161	2012-06-18 12:56:18	Refill the Customer by Admin	20 NOK
159	2012-06-15 14:28:46	Refill the Customer by Admin	100 NOK
158	2012-06-15 14:27:58	Charge the Customer by Admin	-10 NOK
156	2012-06-15 13:51:04	Refill the Customer by Admin	100 NOK
155	2012-06-15 13:49:49	Charge the Customer by Admin	-50 NOK
152	2012-06-15 12:43:13	Registration	168.75 NOK
		Total	328.75 NOK

Call History:

To view call history, click on **Call History** button. Call history can be filtered against selected dates of a specific customer.



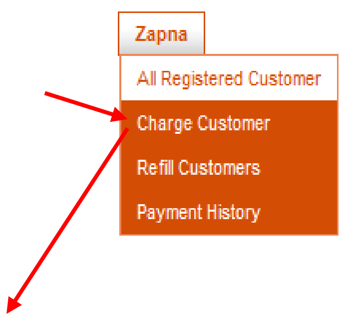
Other Events		
Date & time	Description	Amount NOK
2012-06-15 14:27:58	Charge the Customer by Admin	10
2012-06-15 13:49:49	Charge the Customer by Admin	50

Payment History		
Date & time	Description	Amount
2012-06-18 12:56:18	Refill the Customer by Admin	20
2012-06-15 14:28:46	Refill the Customer by Admin	100
2012-06-15 13:51:04	Refill the Customer by Admin	100

Call					
Date & time	Phone Number	Duration	VAT	Cost NOK	Call Type
			Subtotal	0,00 NOK	

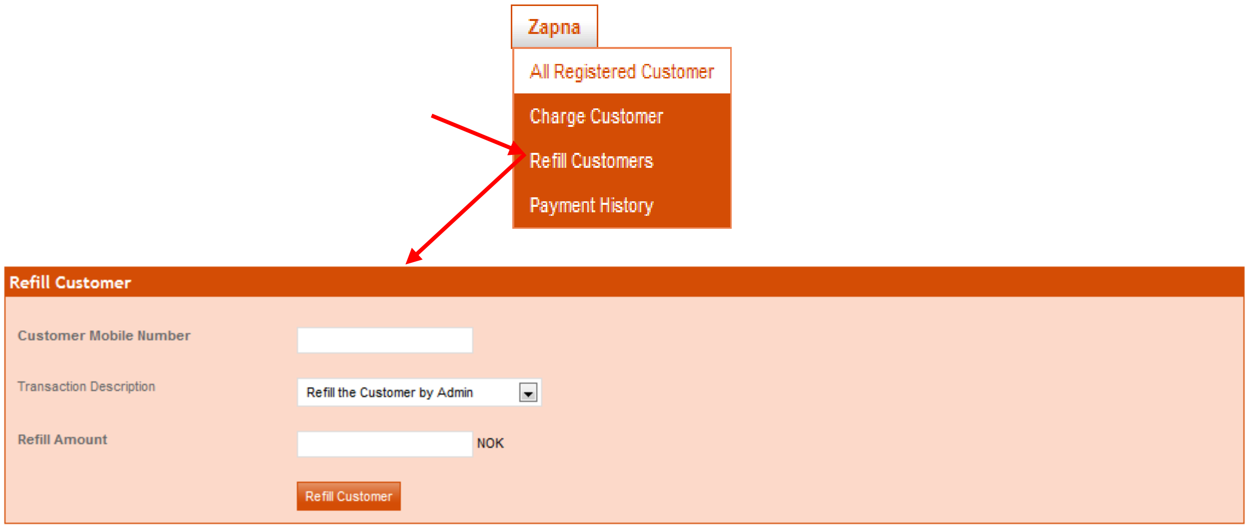
Charge Customer:

To charge the customer, enter Customer Number, select Transaction Description, enter the Charge amount in the field and click on **Charge Customer** button.



Refill Customer:

To refill the customer, enter Customer Number, select Transaction Description, enter the refill amount in the field and click on **Refill Customer** button.



Payment History:

To view payment history, click on **Payment History** button. Payment history can be filtered against selected dates of a specific customer or type of transaction Description.

Payment History

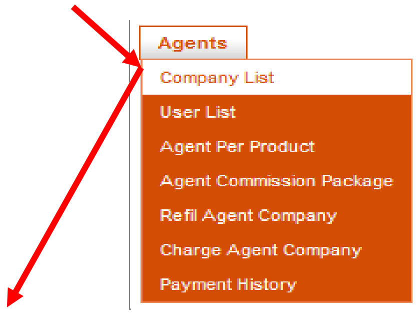
From: To: Type All Search

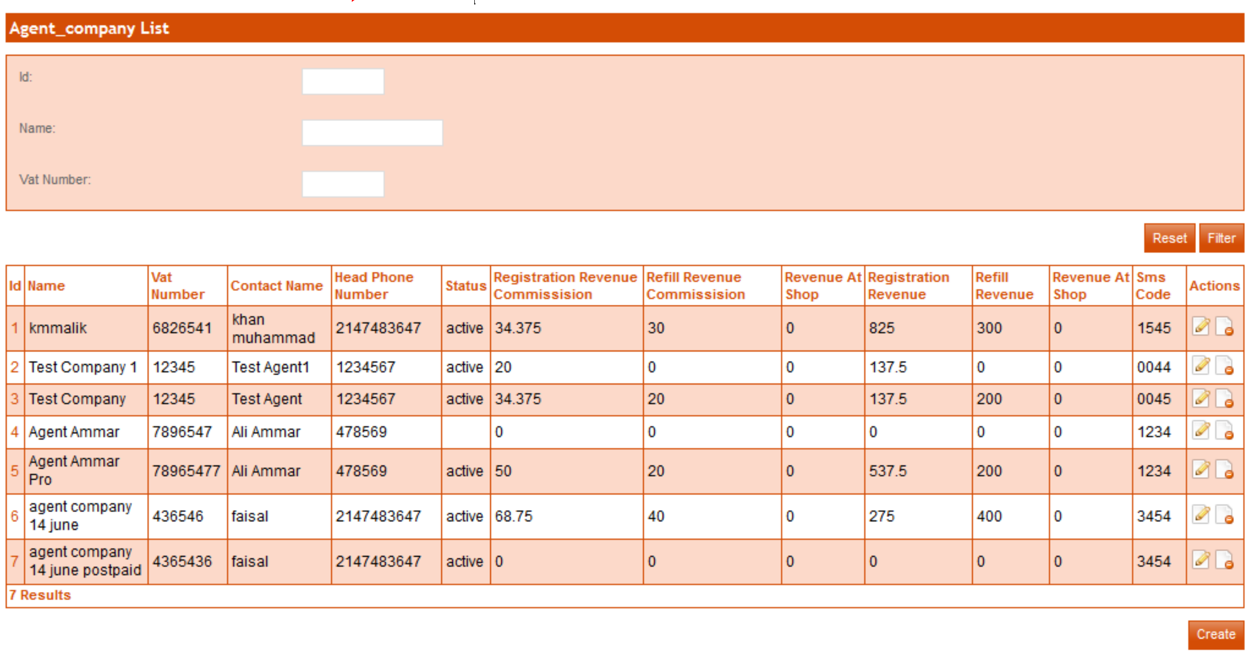
Order Numer	Date & Time	Description	Amount(NOK)
161	2012-06-18 12:56:18	Refill the Customer by Admin	20 NOK
160	2012-06-15 14:43:08	Refill	100 NOK
159	2012-06-15 14:28:46	Refill the Customer by Admin	100 NOK
158	2012-06-15 14:27:58	Charge the Customer by Admin	-10 NOK
157	2012-06-15 14:21:24	Refill	100 NOK
156	2012-06-15 13:51:04	Refill the Customer by Admin	100 NOK
155	2012-06-15 13:49:49	Charge the Customer by Admin	-50 NOK
154	2012-06-15 13:38:46	Refill	100 NOK
153	2012-06-15 12:44:06	Invitation Bonus	20 NOK
152	2012-06-15 12:43:13	Registration	168.75 NOK
151	2012-06-15 12:25:21	Refill	100 NOK
150	2012-06-15 12:22:30	Charge the Customer by Admin	-20.5 NOK
149	2012-06-15 11:58:26	Charge the Customer by Admin	-20.5 NOK
148	2012-06-15 11:57:19	Registration	168.75 NOK
147	2012-06-15 11:11:41	Refill the Customer by Admin	-10 NOK
146	2012-06-15 11:09:16	Charge the Customer by Admin	10 NOK
145	2012-06-15 11:08:56	Charge the Customer by Admin	-10 NOK

Agents:

Company List:

To view Agent Company info click on Company List. All Agent Company info will be display.




Agent_company List

Id:

Name:

Vat Number:

Reset Filter

Id	Name	Vat Number	Contact Name	Head Phone Number	Status	Registration Revenue Commission	Refill Revenue Commission	Revenue At Shop	Registration Revenue	Refill Revenue	Revenue At Shop	Sms Code	Actions
1	kmmalik	6826541	khan muhammad	2147483647	active	34.375	30	0	825	300	0	1545	
2	Test Company 1	12345	Test Agent1	1234567	active	20	0	0	137.5	0	0	0044	
3	Test Company	12345	Test Agent	1234567	active	34.375	20	0	137.5	200	0	0045	
4	Agent Ammar	7896547	Ali Ammar	478569		0	0	0	0	0	0	1234	
5	Agent Ammar Pro	78965477	Ali Ammar	478569	active	50	20	0	537.5	200	0	1234	
6	agent company 14 june	436546	faisal	2147483647	active	68.75	40	0	275	400	0	3454	
7	agent company 14 june postpaid	4365436	faisal	2147483647	active	0	0	0	0	0	0	3454	

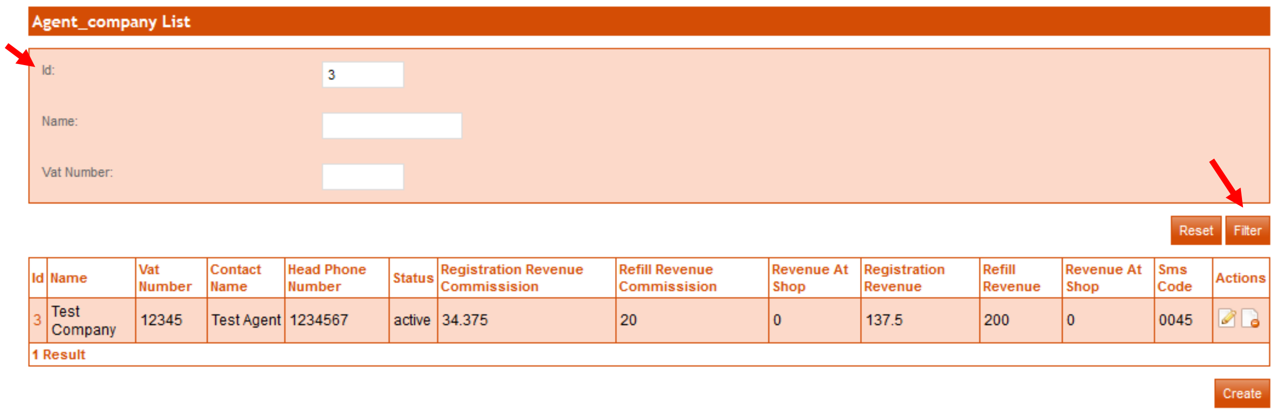
7 Results

Create

Filter Agent Company:

By Id:

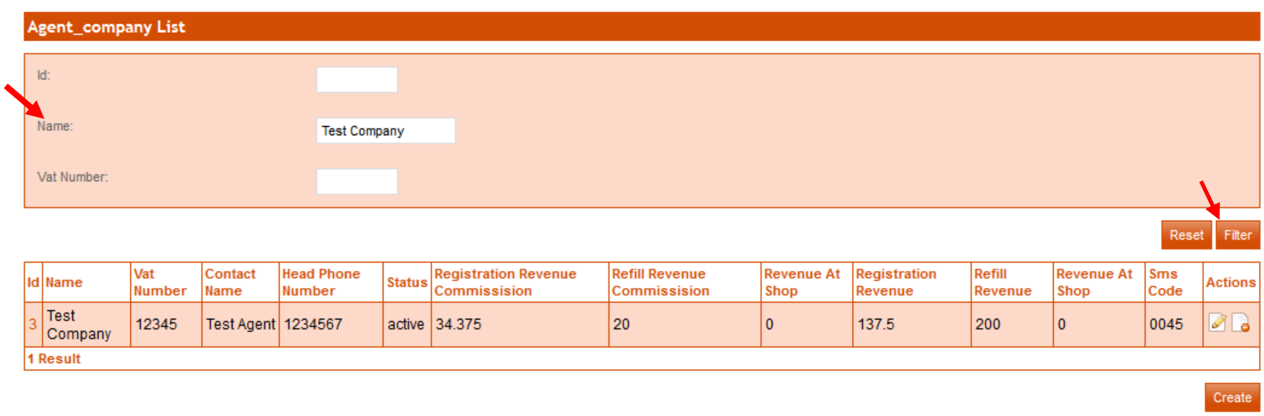
To search/filter the agent company by id, enter id and then click on **filter** button. Result will be show of specific agent company.



Id	Name	Vat Number	Contact Name	Head Phone Number	Status	Registration Revenue Commission	Refill Revenue Commission	Revenue At Shop	Registration Revenue	Refill Revenue	Revenue At Shop	Sms Code	Actions
3	Test Company	12345	Test Agent	1234567	active	34.375	20	0	137.5	200	0	0045	

By Name:

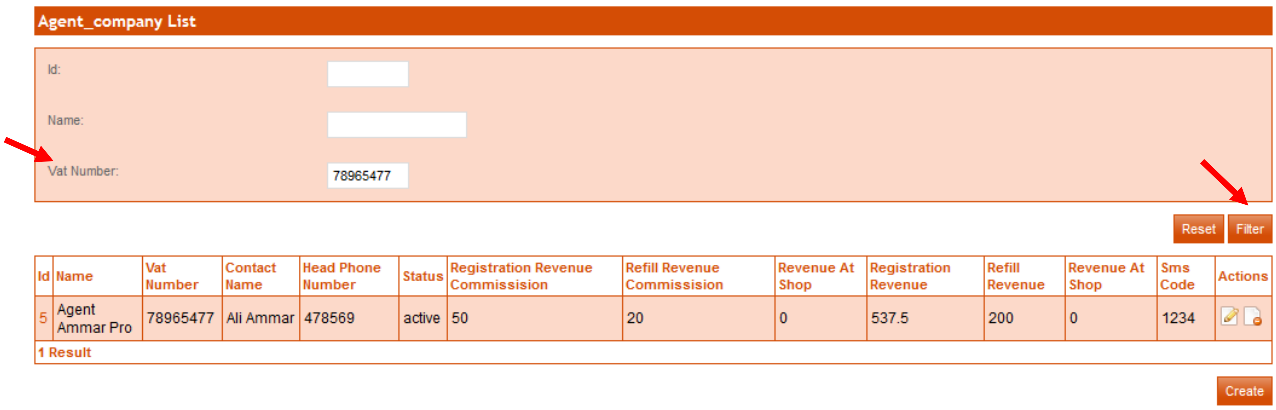
To search/filter the agent company by name; enter name and then click on **filter** button. Result will be shown of specific agent company.



Id	Name	Vat Number	Contact Name	Head Phone Number	Status	Registration Revenue Commission	Refill Revenue Commission	Revenue At Shop	Registration Revenue	Refill Revenue	Revenue At Shop	Sms Code	Actions
3	Test Company	12345	Test Agent	1234567	active	34.375	20	0	137.5	200	0	0045	

By Vat Number:

To search/filter the agent company by vat no; enter vat no and then click on **filter** button. Result will be shown of specific agent company.


Agent_company List

Id:

Name:

Vat Number: 78965477

Reset Filter

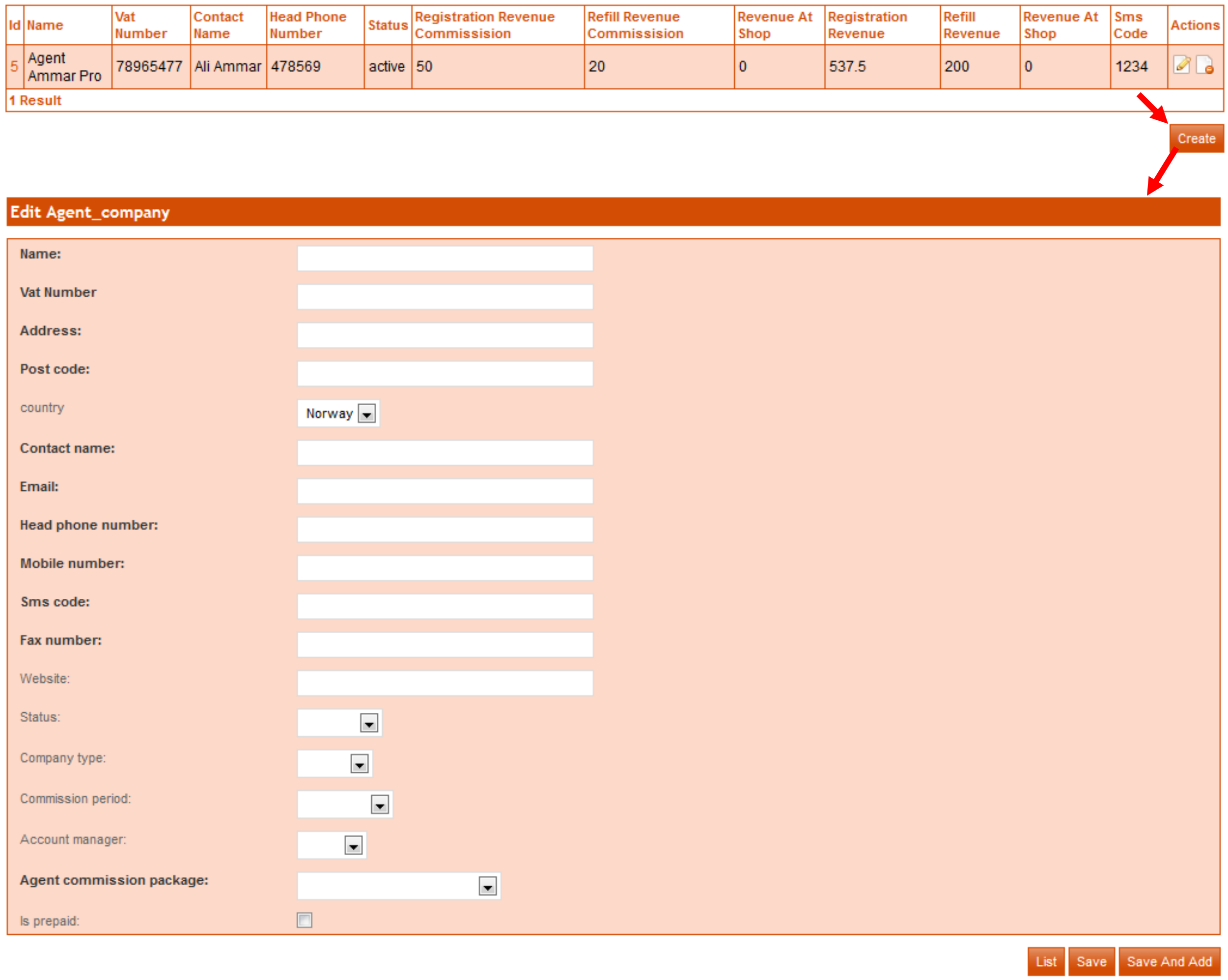
Id	Name	Vat Number	Contact Name	Head Phone Number	Status	Registration Revenue Commissision	Refill Revenue Commissision	Revenue At Shop	Registration Revenue	Refill Revenue	Revenue At Shop	Sms Code	Actions
5	Agent Ammar Pro	78965477	Ali Ammar	478569	active	50	20	0	537.5	200	0	1234	

1 Result

Create

Create Agent Company:

To create an agent company, click on **create** button. A form will be display, enter mandatory fields in the form. Then click on **save** button. If you want to enter more agent company then click on **save and add** button. (Mandatory fields are in bold)



Id	Name	Vat Number	Contact Name	Head Phone Number	Status	Registration Revenue Commission	Refill Revenue Commission	Revenue At Shop	Registration Revenue	Refill Revenue	Revenue At Shop	Sms Code	Actions
5	Agent Ammar Pro	78965477	Ali Ammar	478569	active	50	20	0	537.5	200	0	1234	

1 Result

Create

Edit Agent_company

Name:
Vat Number
Address:
Post code:
country Norway
Contact name:
Email:
Head phone number:
Mobile number:
Sms code:
Fax number:
Website:
Status:
Company type:
Commission period:
Account manager:
Agent commission package:
Is prepaid:

List Save Save And Add

<u>Name:</u> Enter agent company name in this field.

<u>Vat No:</u> Enter vat no in this field.

<u>Address:</u> Enter address in this field.

<u>Post Code:</u> Enter post code in this field.

<u>Contact Name:</u> Enter contact name in this field.

<u>Email:</u> Enter email address in this field

<u>Head phone number:</u> Enter head phone number in this field.

SMS code: Enter SMS code in this field.

Fax number: Enter fax number in this field.

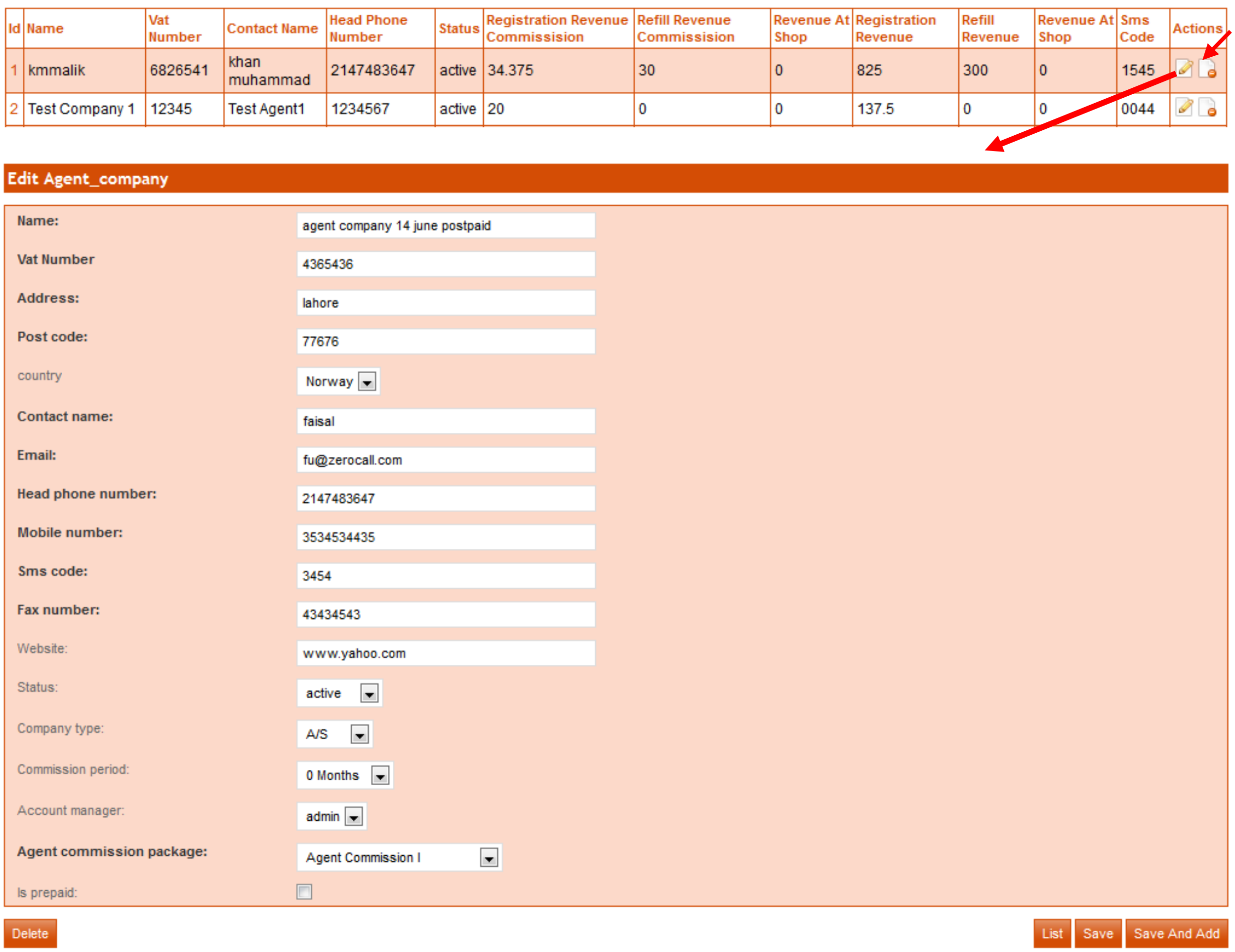
Agent Commission Package: Select agent commission package, which is used to mention the commission amount of Agent Company.

Is prepaid: If Agent Company already pays to Zapna No support, click on is prepaid checkbox,

Balance: Enter the Agent Company balance in this field.

Edit Agent Company:

To edit an agent company, click on **edit** button. A form will be display, update required fields in the form. Then click on **save** button. If you want to enter more agent company then click on **save and add** button.



Id	Name	Vat Number	Contact Name	Head Phone Number	Status	Registration Revenue Commission	Refill Revenue Commission	Revenue At Shop	Registration Revenue	Refill Revenue	Revenue At Shop	Sms Code	Actions
1	kmmalik	6826541	khan muhammad	2147483647	active	34.375	30	0	825	300	0	1545	
2	Test Company 1	12345	Test Agent1	1234567	active	20	0	0	137.5	0	0	0044	

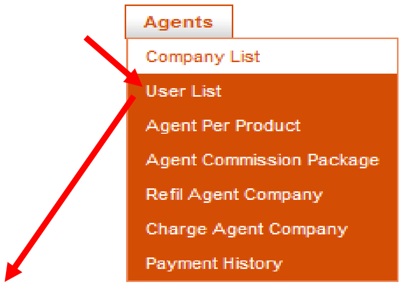
Edit Agent_company

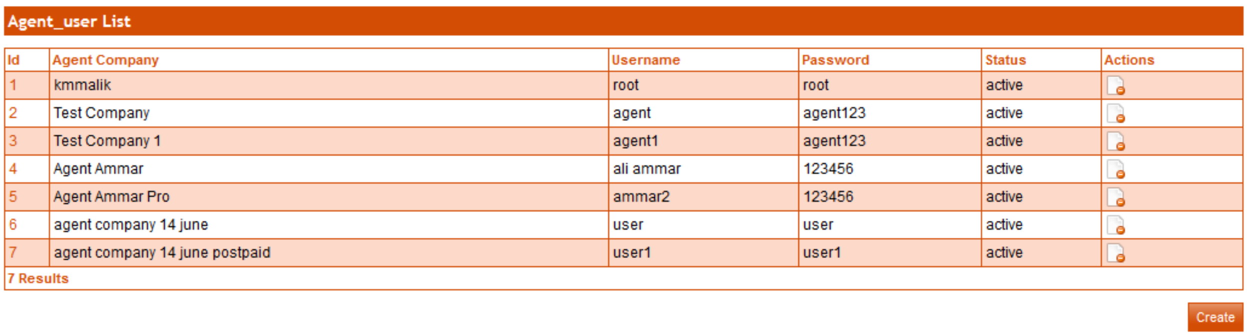
Name:	agent company 14 june postpaid
Vat Number	4365436
Address:	lahore
Post code:	77676
country	Norway
Contact name:	faisal
Email:	fu@zerocall.com
Head phone number:	2147483647
Mobile number:	3534534435
Sms code:	3454
Fax number:	43434543
Website:	www.yahoo.com
Status:	active
Company type:	A/S
Commission period:	0 Months
Account manager:	admin
Agent commission package:	Agent Commission I
Is prepaid:	

Delete List Save Save And Add

User List:

To view user list of Agent Company, click on user list. All lists of users will be display.



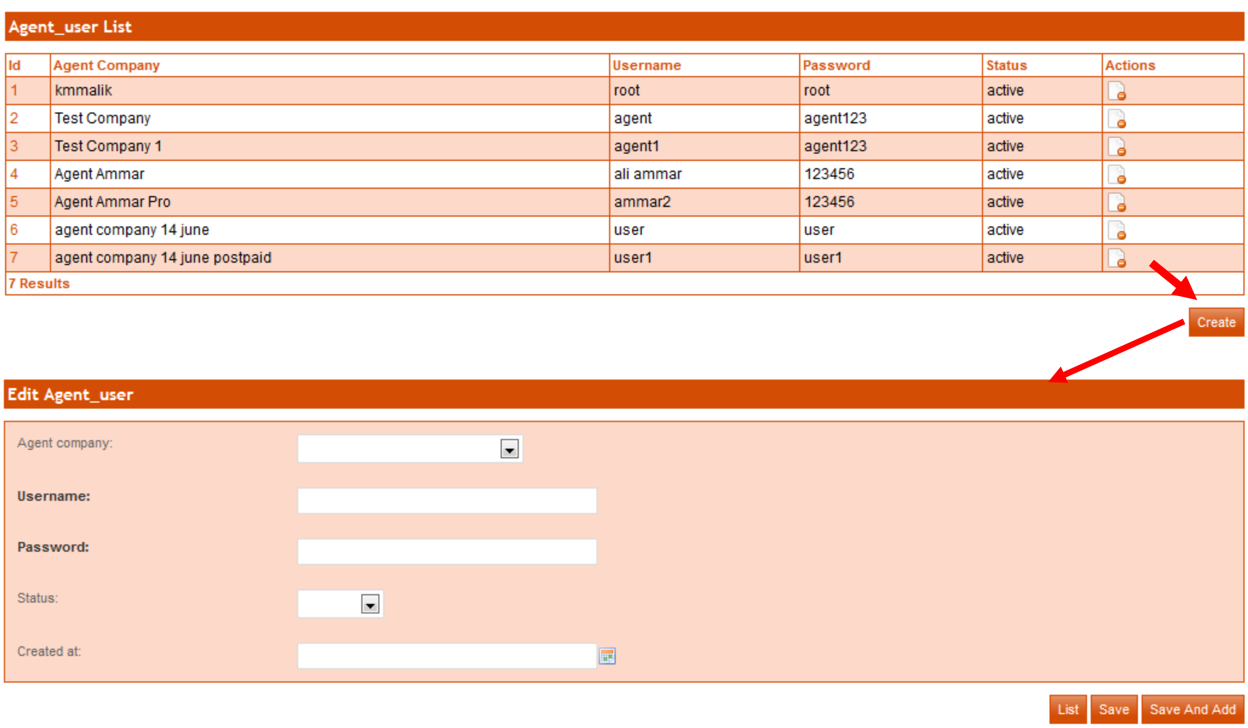

Agent_user List

Id	Agent Company	Username	Password	Status	Actions
1	kmmalik	root	root	active	
2	Test Company	agent	agent123	active	
3	Test Company 1	agent1	agent123	active	
4	Agent Ammar	ali ammar	123456	active	
5	Agent Ammar Pro	ammar2	123456	active	
6	agent company 14 june	user	user	active	
7	agent company 14 june postpaid	user1	user1	active	

7 Results

Create User:

To create user of agent company click on **Create** button, a form will be show enter mandatory field and then click on **Save** button. If you want to add more users than click on **save and add button**. (Mandatory fields are in bold)


Agent_user List

Id	Agent Company	Username	Password	Status	Actions
1	kmmalik	root	root	active	
2	Test Company	agent	agent123	active	
3	Test Company 1	agent1	agent123	active	
4	Agent Ammar	ali ammar	123456	active	
5	Agent Ammar Pro	ammar2	123456	active	
6	agent company 14 june	user	user	active	
7	agent company 14 june postpaid	user1	user1	active	

7 Results

Agent Company: Select Agent Company.

Username: Enter username, which is used to login the agent portal.

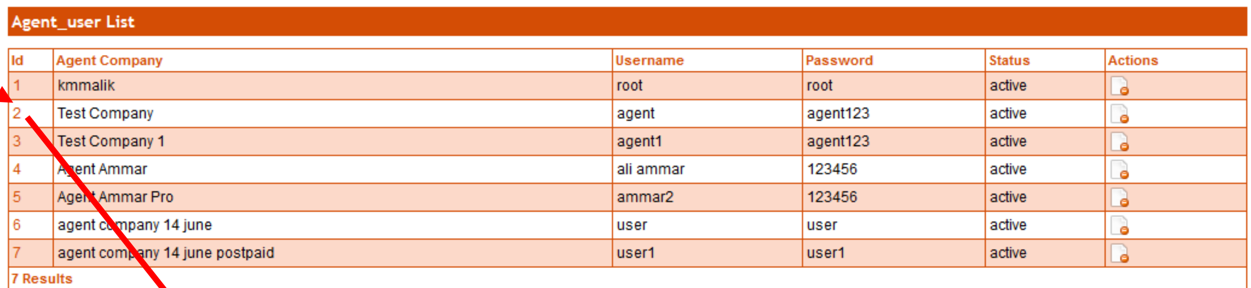
Password: Enter password, which is used to login the agent portal.

Status: Enter the status of user.

Created At: Select date from calendar to enter in this field.

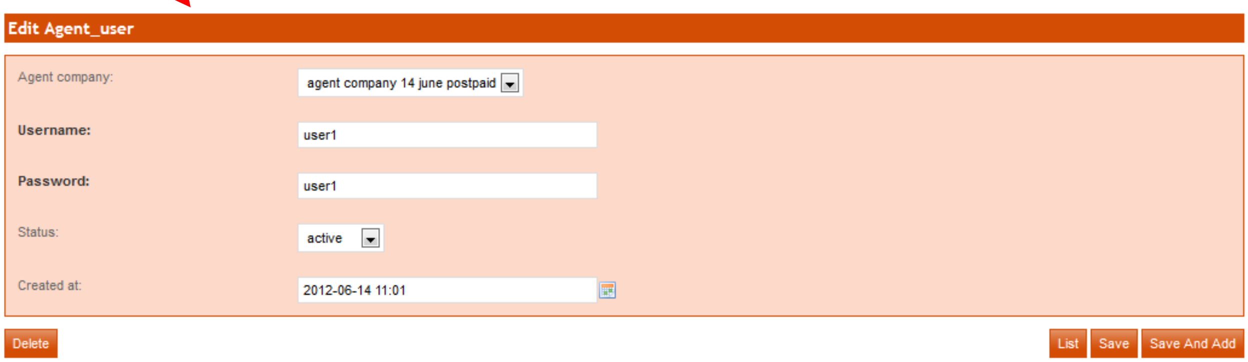
Edit User:

To edit user of agent company click on **Id** of specific user which you want to update, a form will be shown update required fields and then click on **save** button. If you want to add more users than click on **Save and Add** *button.*


Agent_user List

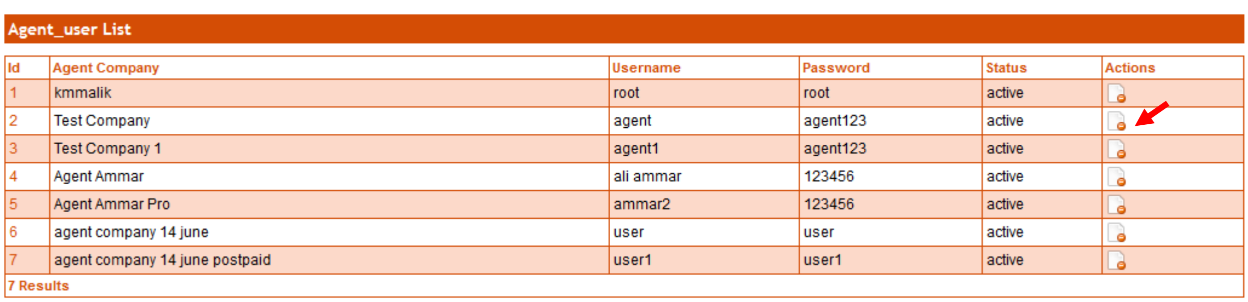
Id	Agent Company	Username	Password	Status	Actions
1	kmmalik	root	root	active	
2	Test Company	agent	agent123	active	
3	Test Company 1	agent1	agent123	active	
4	Agent Ammar	ali ammar	123456	active	
5	Agent Ammar Pro	ammar2	123456	active	
6	agent company 14 june	user	user	active	
7	agent company 14 june postpaid	user1	user1	active	

7 Results



Delete User:

If you want to delete user then click on **Delete** button.


Agent_user List

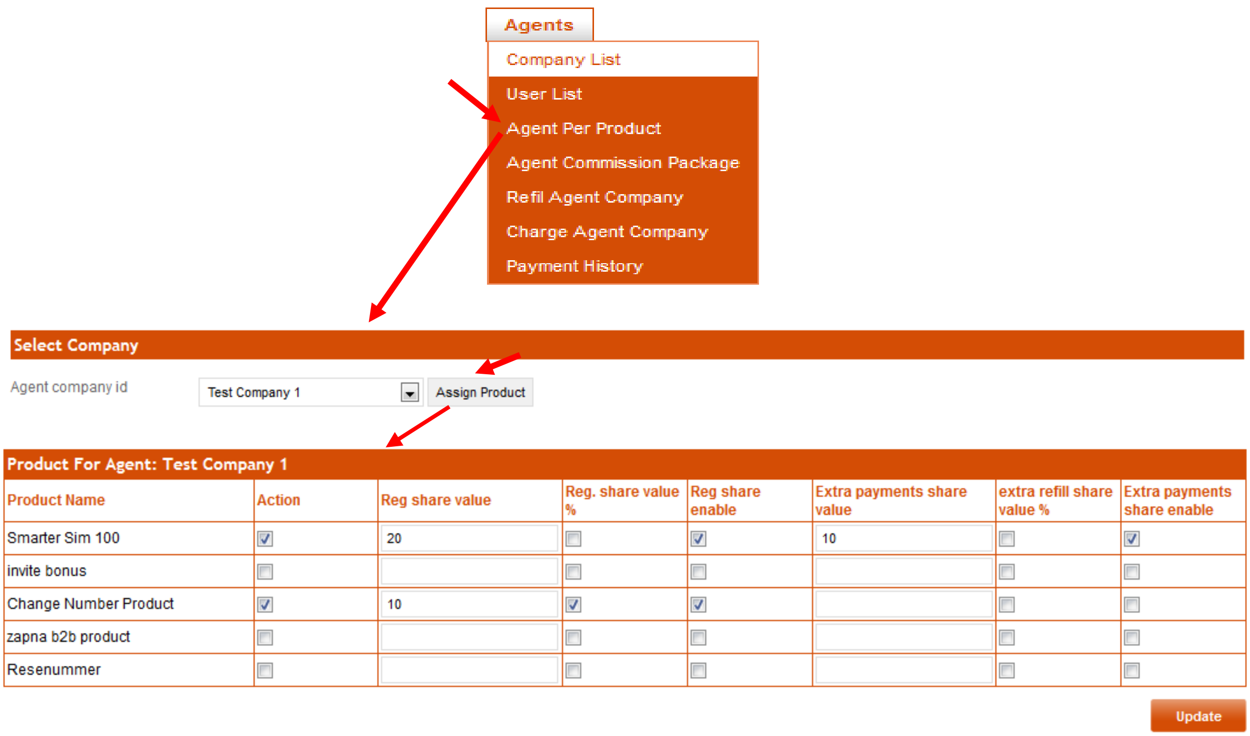
Id	Agent Company	Username	Password	Status	Actions
1	kmmalik	root	root	active	
2	Test Company	agent	agent123	active	
3	Test Company 1	agent1	agent123	active	
4	Agent Ammar	ali ammar	123456	active	
5	Agent Ammar Pro	ammar2	123456	active	
6	agent company 14 june	user	user	active	
7	agent company 14 june postpaid	user1	user1	active	

7 Results

Agent per Product:

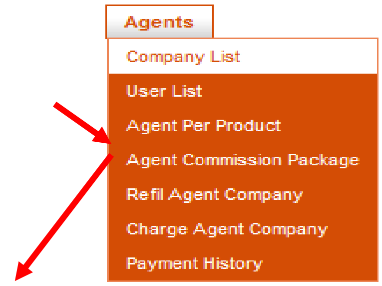
This module provides the facility to give commission to Agent Company on the basis of product they sell or refill. We can customize the value of commission to be given to a particular agent company, of any particular product, that company registers or refills. If you want to assign the package on the basis of per product, click on agent per product. Select Agent Company Id and click on assign product button. A new page will be open.

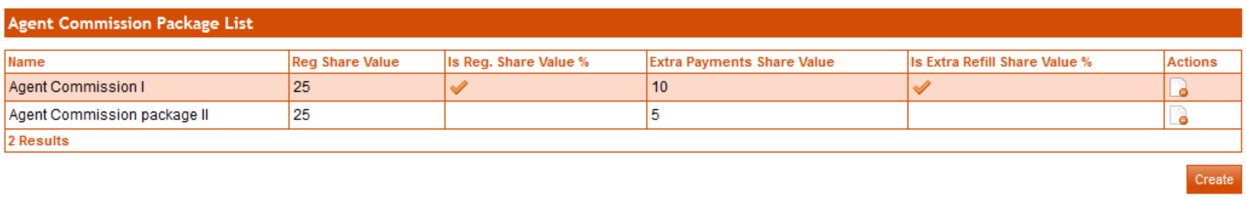
1. Click on checkbox on which product you want to assign to commission.
2. Enter **Reg share value**.
3. If you want to assign **Reg Share Value** in % than click on checkbox.
4. Then click on **Reg share enable** checkbox.
5. Enter ***Extra payments share value***.
6. If you want to assign **Extra payments share value** in% than click on checkbox.
7. Then click on **Extra payments share enable** checkbox.
8. And click on **Update** button.



Agent Commission Package:

We can generalize the commission awarded to agent companies by defining the packages. To view all commission packages of Agent, click on Agent Commission Package.





Agent Commission Package List

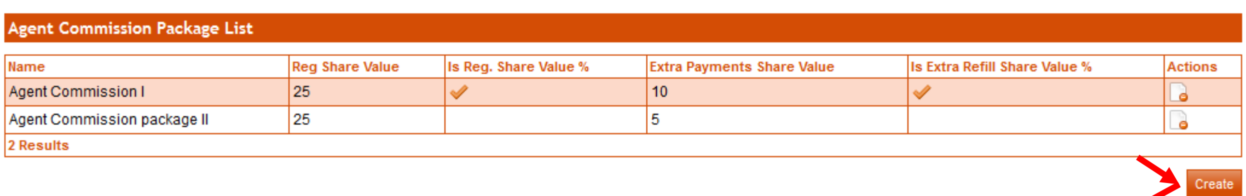
Name	Reg Share Value	Is Reg. Share Value %	Extra Payments Share Value	Is Extra Refill Share Value %	Actions
Agent Commission I	25	✓	10	✓	
Agent Commission package II	25		5		

2 Results

Create Agent Commission Package:

To create commission package of agent company click on **Create** button, a form will be show.

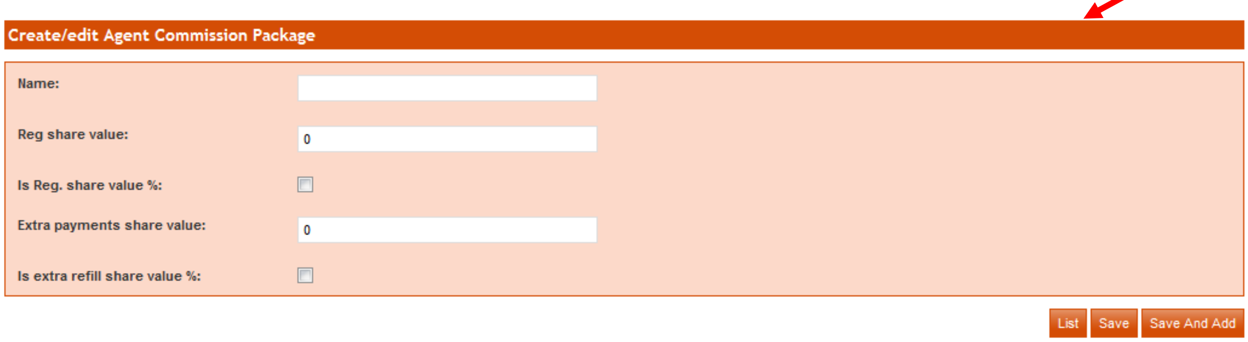
1. Enter package name.
2. Enter reg share value.
3. If you want to assign **Reg share value** in % than click on checkbox.
4. Enter **Extra payments share value**.
5. If you want to assign **Extra refill share value** in % than click on checkbox.
6. Click on **save** button.
7. If you want to add more agent commission packages, click on **Save and add** button.



Agent Commission Package List

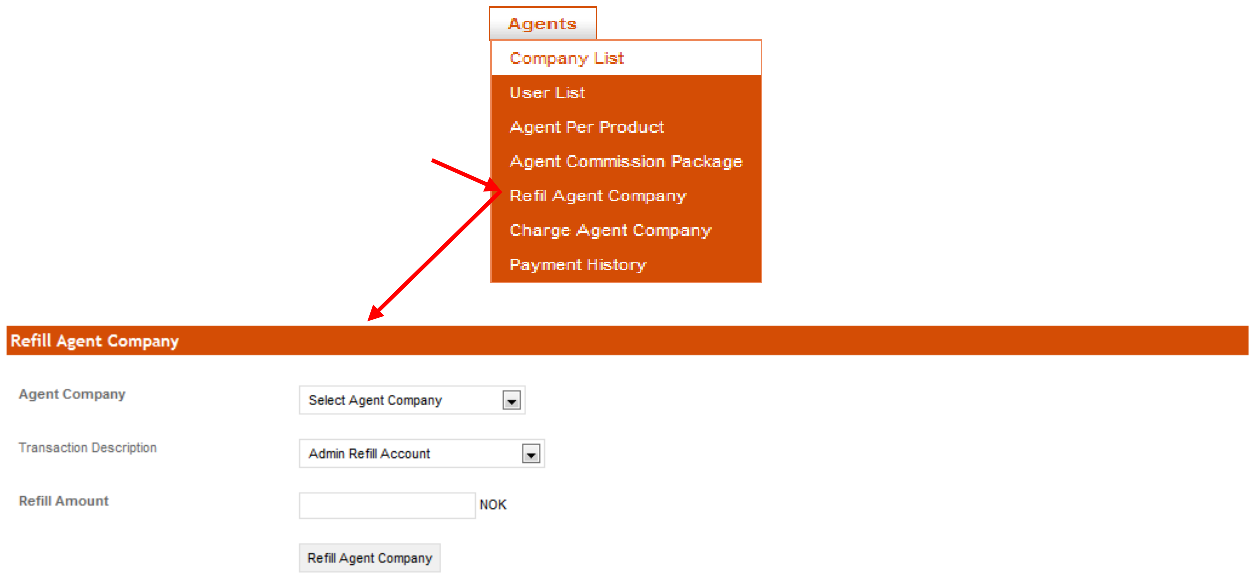
Name	Reg Share Value	Is Reg. Share Value %	Extra Payments Share Value	Is Extra Refill Share Value %	Actions
Agent Commission I	25	✓	10	✓	
Agent Commission package II	25		5		

2 Results



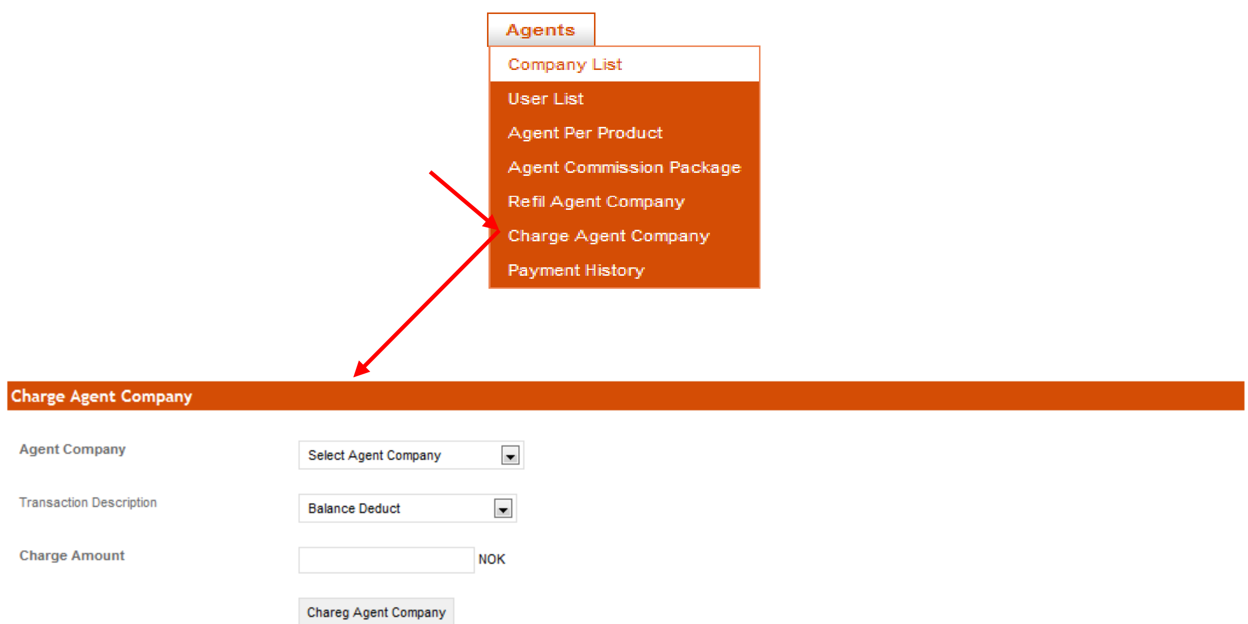
Refill Agent Company:

To refill the agent company, select Agent Company, select Transaction Description, and enter the refill amount in the field and click on **Refill Agent Company** button.



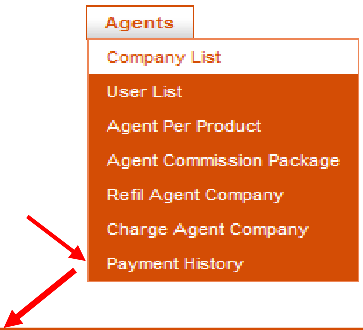
Charge Agent Company:

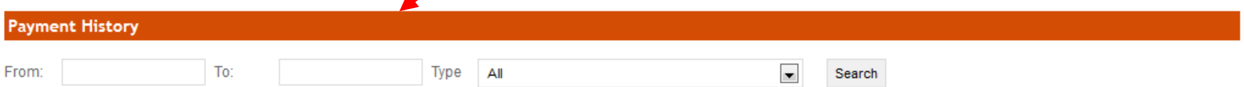
To charge the agent company, select Agent Company, select Transaction Description, and enter the Charge amount in the field and click on **Charge Agent Company** button.



Payment History:

To view payment history, click on **Payment History** button. Payment history can be filtered against selected dates of a specific agent company or type of transaction Description.



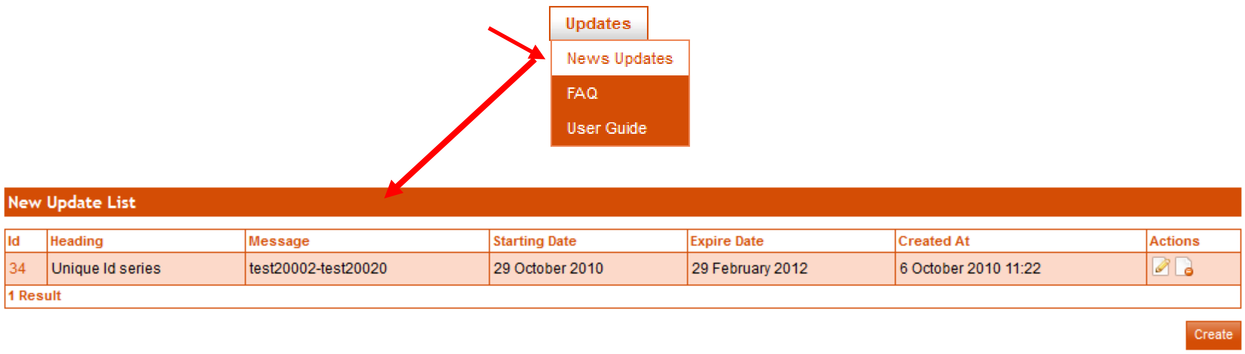


Order Numer	Date & Time	Description	Amount(NOK)
161	2012-06-18 12:56:18	Refill the Customer by Admin	20 NOK
160	2012-06-15 14:43:08	Refill	100 NOK
159	2012-06-15 14:28:46	Refill the Customer by Admin	100 NOK
158	2012-06-15 14:27:58	Charge the Customer by Admin	-10 NOK
157	2012-06-15 14:21:24	Refill	100 NOK
156	2012-06-15 13:51:04	Refill the Customer by Admin	100 NOK
155	2012-06-15 13:49:49	Charge the Customer by Admin	-50 NOK
154	2012-06-15 13:38:46	Refill	100 NOK
153	2012-06-15 12:44:06	Invitation Bonus	20 NOK
152	2012-06-15 12:43:13	Registration	168.75 NOK
151	2012-06-15 12:25:21	Refill	100 NOK
150	2012-06-15 12:22:30	Charge the Customer by Admin	-20.5 NOK
149	2012-06-15 11:58:26	Charge the Customer by Admin	-20.5 NOK
148	2012-06-15 11:57:19	Registration	168.75 NOK
147	2012-06-15 11:11:41	Refill the Customer by Admin	-10 NOK
146	2012-06-15 11:09:16	Charge the Customer by Admin	10 NOK
145	2012-06-15 11:08:56	Charge the Customer by Admin	-10 NOK

Updates:

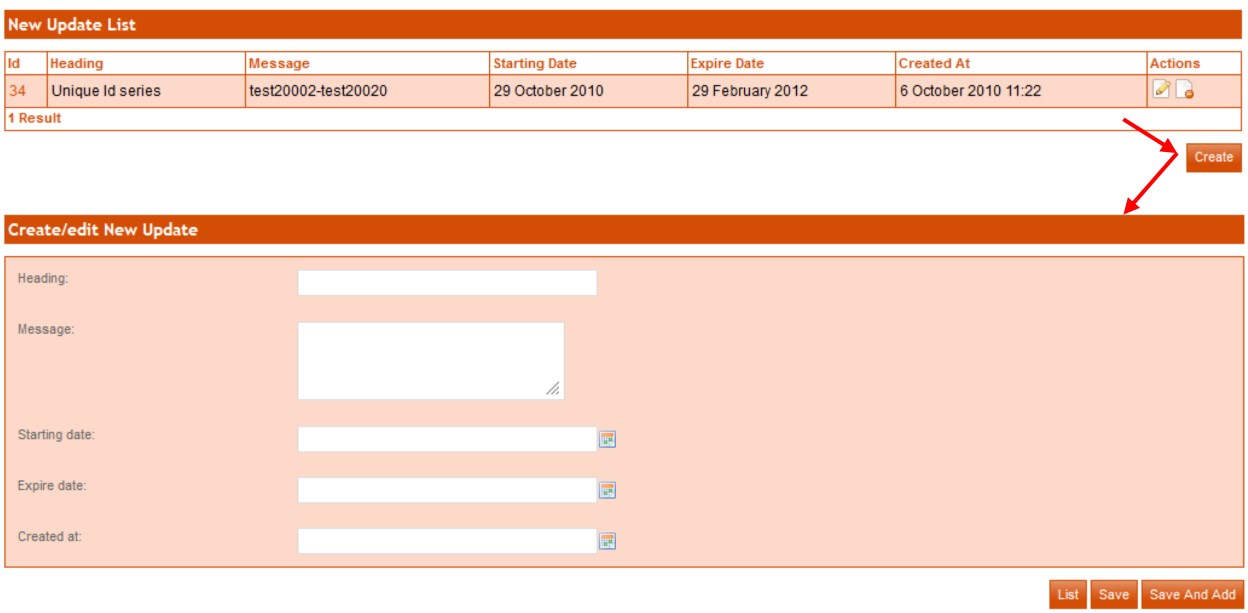
List All Updates:

To view news updates info click on **List All Updates**. All News updates info will be display. These news updates will be shown in Agent Portal.



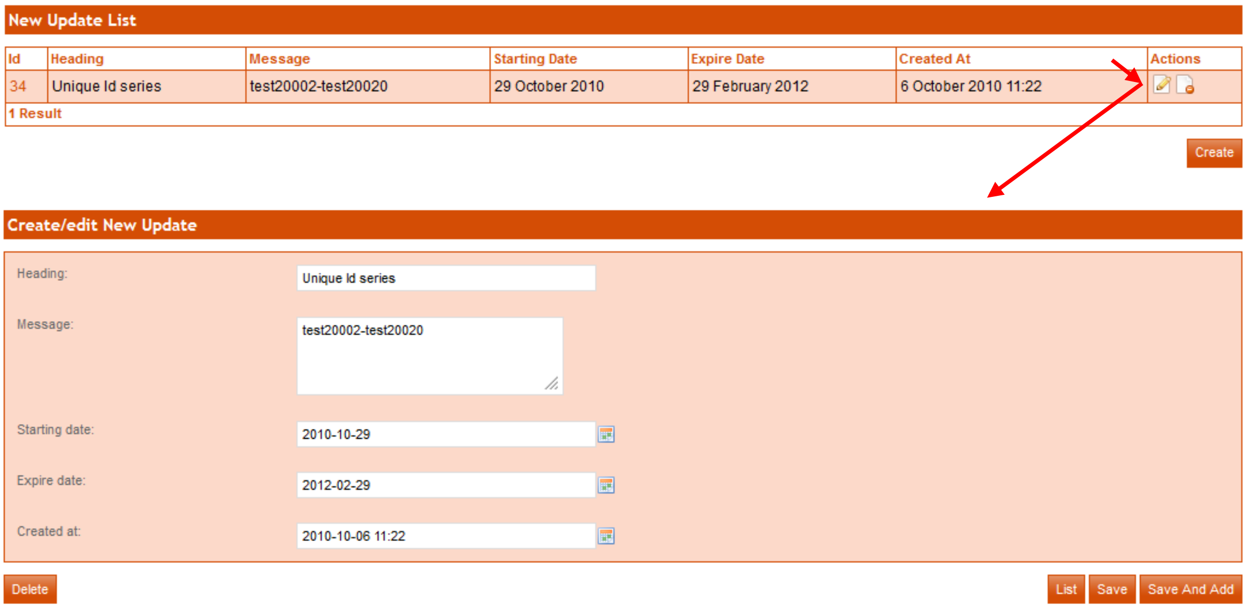
Create News Updates:

To create news updates click on **New Update** button, a form will be show enter required info in fields and then click on **Create** button.



Edit News Updates:

To edit news updates click on **Edit** button, a form will be show update required info in fields and then click on **update** button.

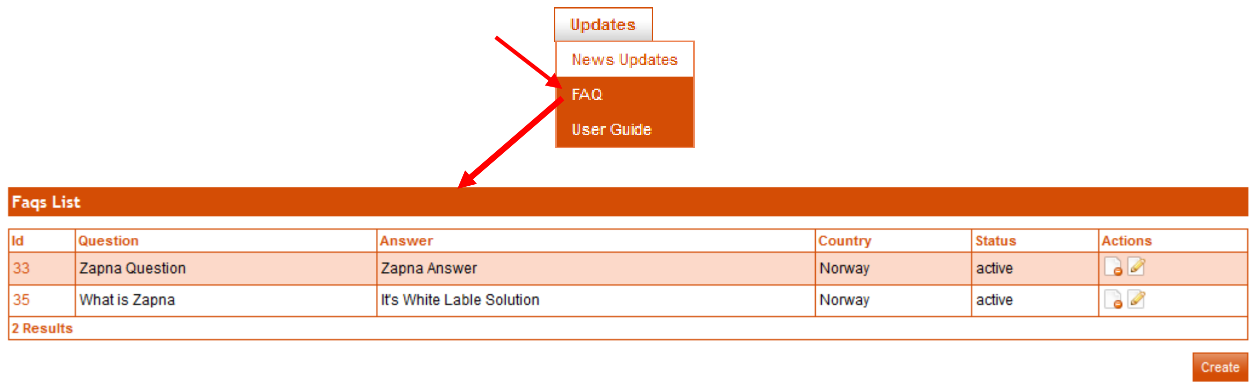


Delete News Updates:

If you want to delete news updates then click on **Delete** button.

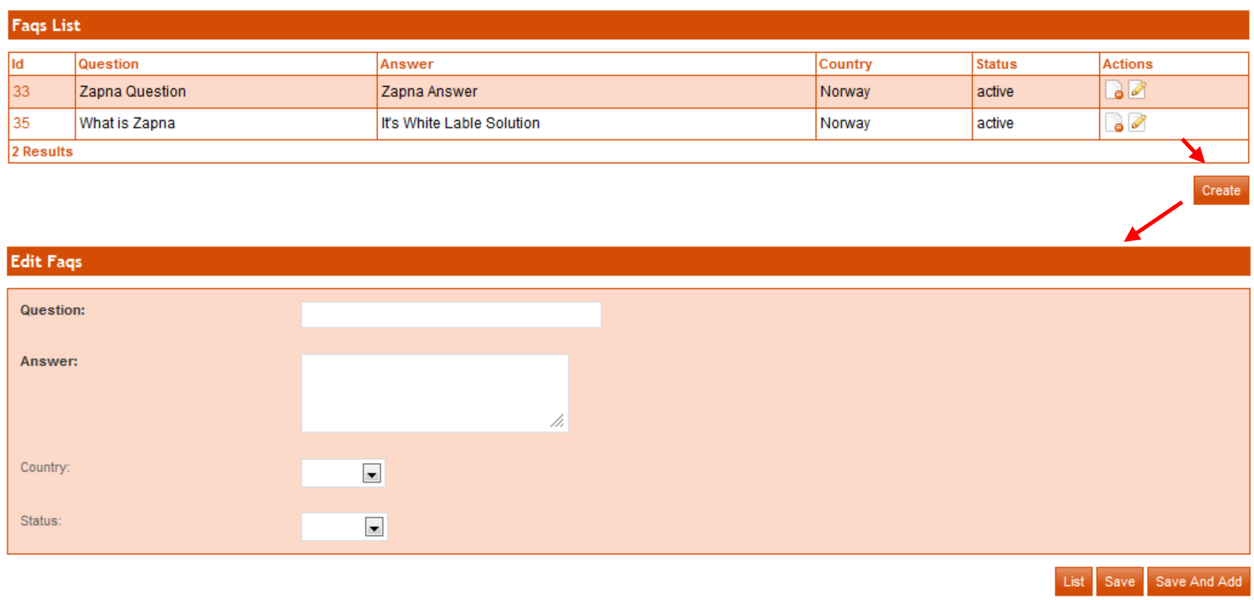
FAQ:

To view FAQ info click on **FAQ**. All FAQs will be display.



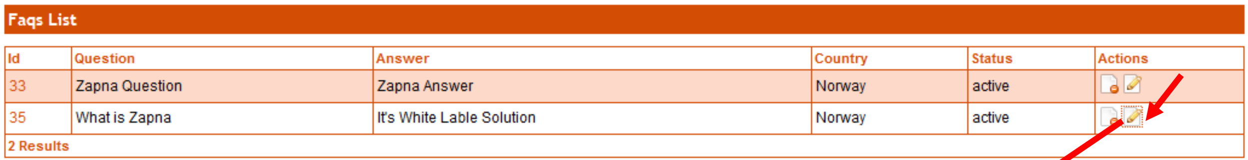
Create FAQ:

To create FAQ click on **Create** button, a form will be show enter required info in fields and then click on **Save** button. If you want to add more FAQ than click on **Save and add** button. (Mandatory fields are in bold text)



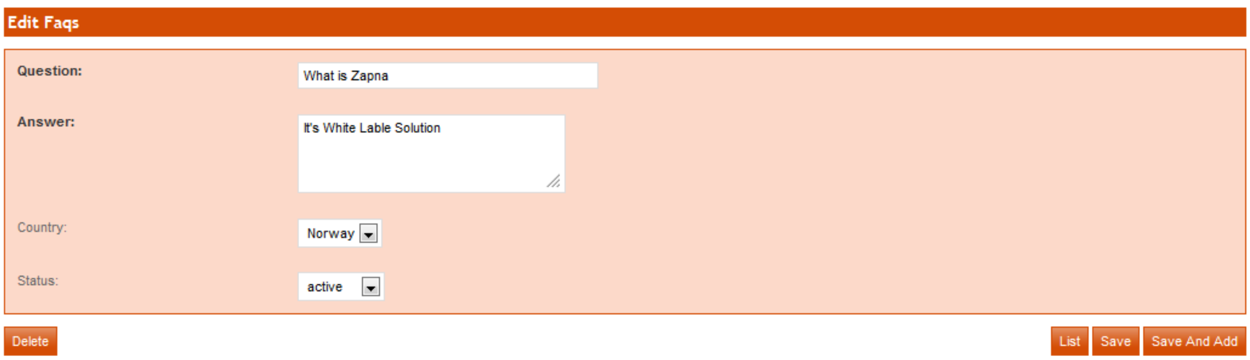
Edit FAQ:

To edit FAQ, click on **Edit** button.


Faqs List

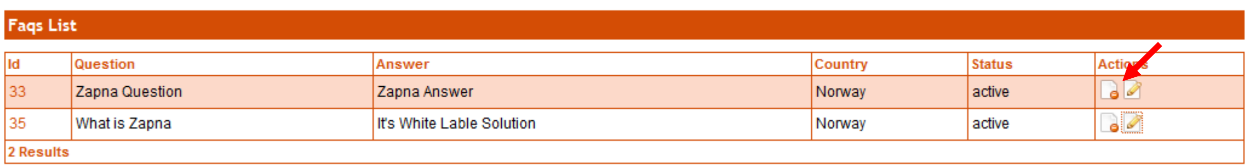
Id	Question	Answer	Country	Status	Actions
33	Zapna Question	Zapna Answer	Norway	active	
35	What is Zapna	It's White Lable Solution	Norway	active	

2 Results



Delete FAQ:

To delete FAQ, click on Delete button.

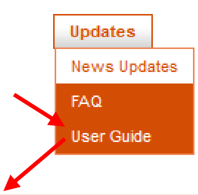

Faqs List

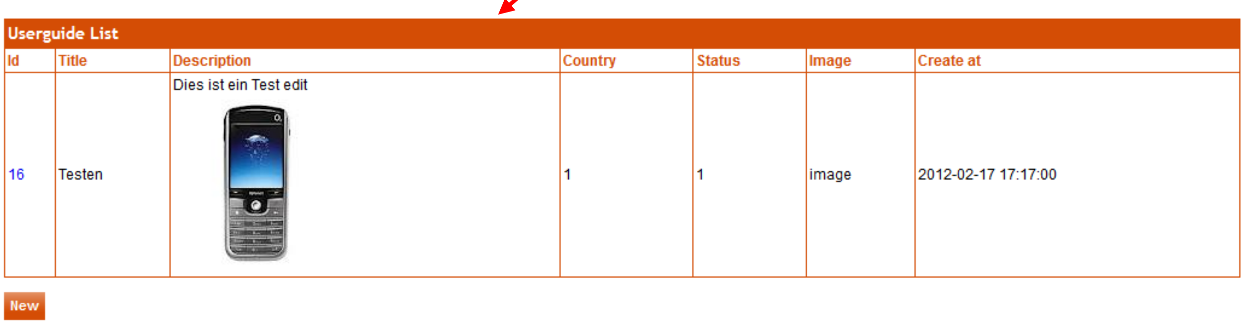
Id	Question	Answer	Country	Status	Actions
33	Zapna Question	Zapna Answer	Norway	active	
35	What is Zapna	It's White Lable Solution	Norway	active	

2 Results

User guide:

User guide module provides the feature to add, update and delete User guide info.



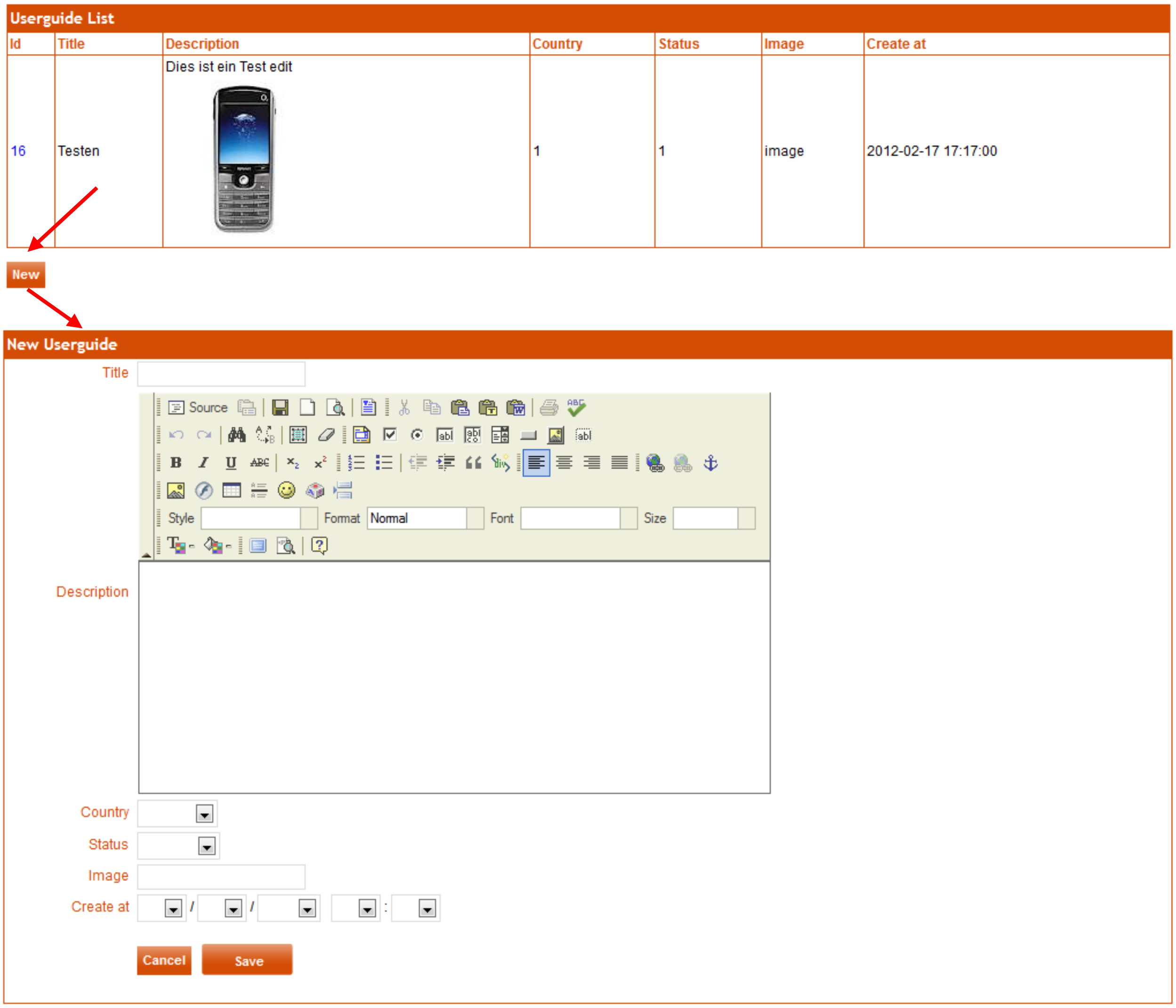

Userguide List

Id	Title	Description	Country	Status	Image	Create at
16	Testen	Dies ist ein Test edit	1	1	image	2012-02-17 17:17:00

New

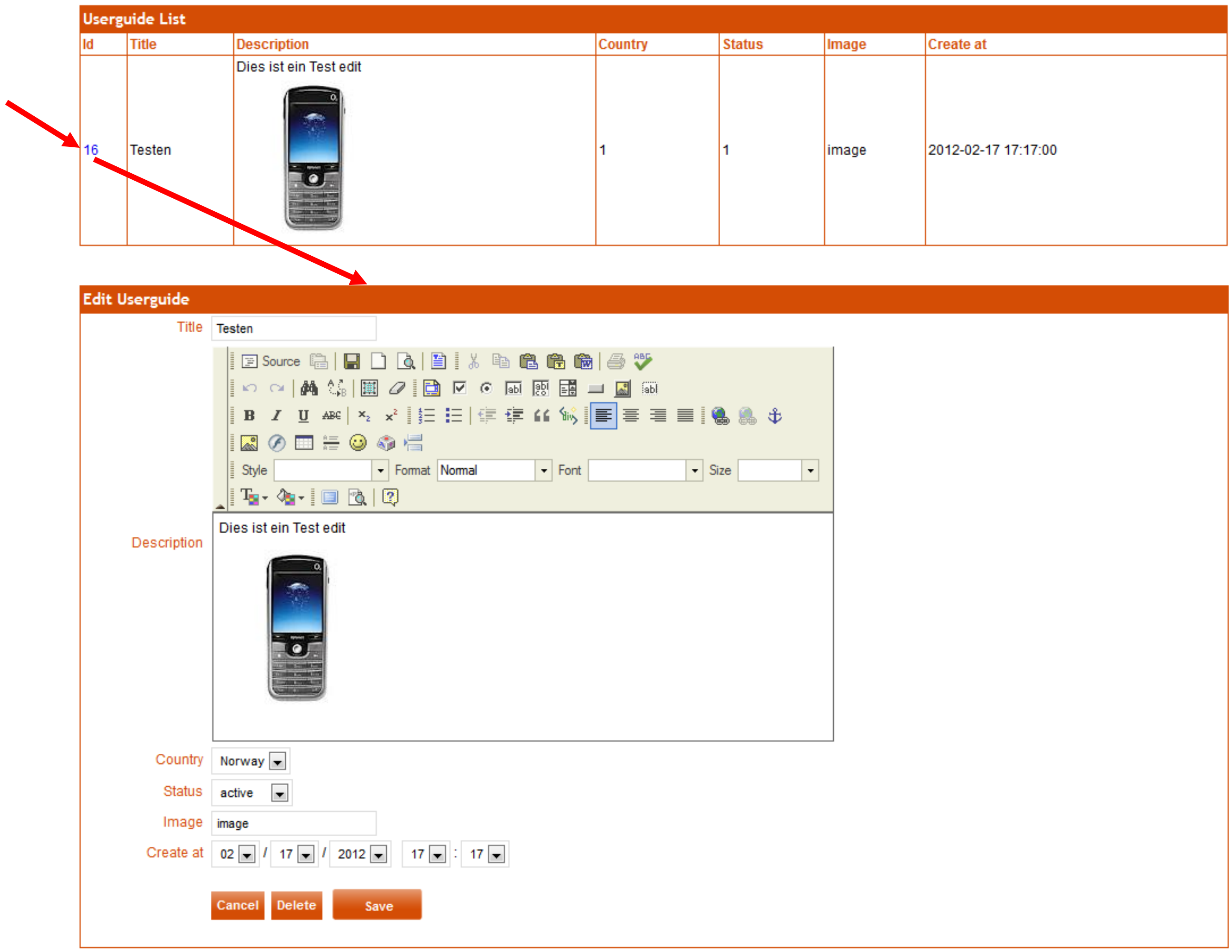
Create User guide:

Enter mandatory fields and click on ***save*** button. (Title, Description and Image are mandatory fields)



Edit User guide:

To edit user guide, click on **Id.** Edit fields and click on **save** button. If you don't want to save changes then click on **Cancel** button and if you want to delete user guide then click on **Delete** button.



Reports:

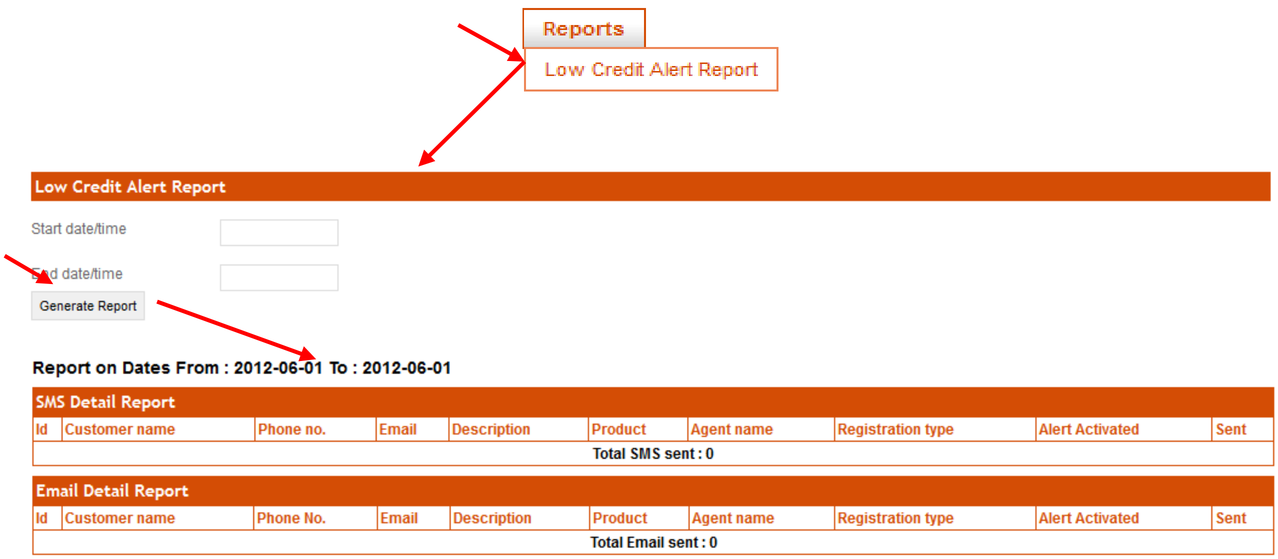
Low Credit Alert Report:

Record exists of those customers who have low balance and were send the SMS Alert. To view the report, select start and end date and then click on *generate report*, all info will be displayed.

Sent options for Email and SMS:

<u>Yes:</u> when SMS and Email is checked by admin, than email and SMS will be sent to customer

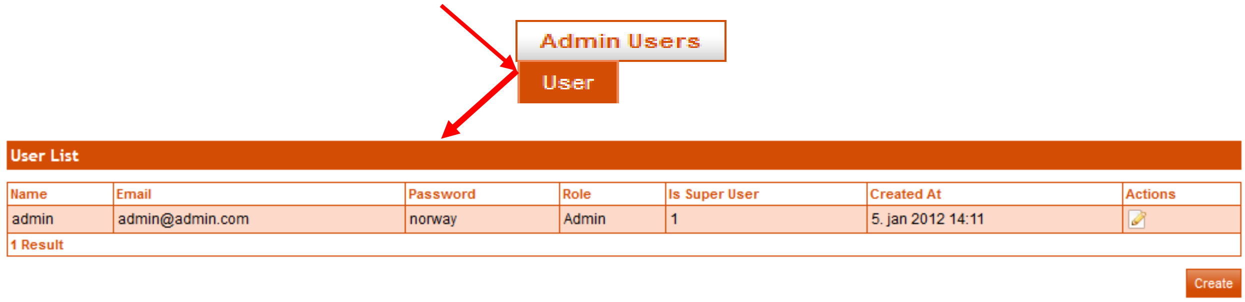
<u>No:</u> if admin uncheck the Email or SMS, than Low balance Email and SMS balance will not sent to customer. Or if Email and SMS is checked by admin but customer does not receive SMS Email, than no option will be displayed.



Admin Users:

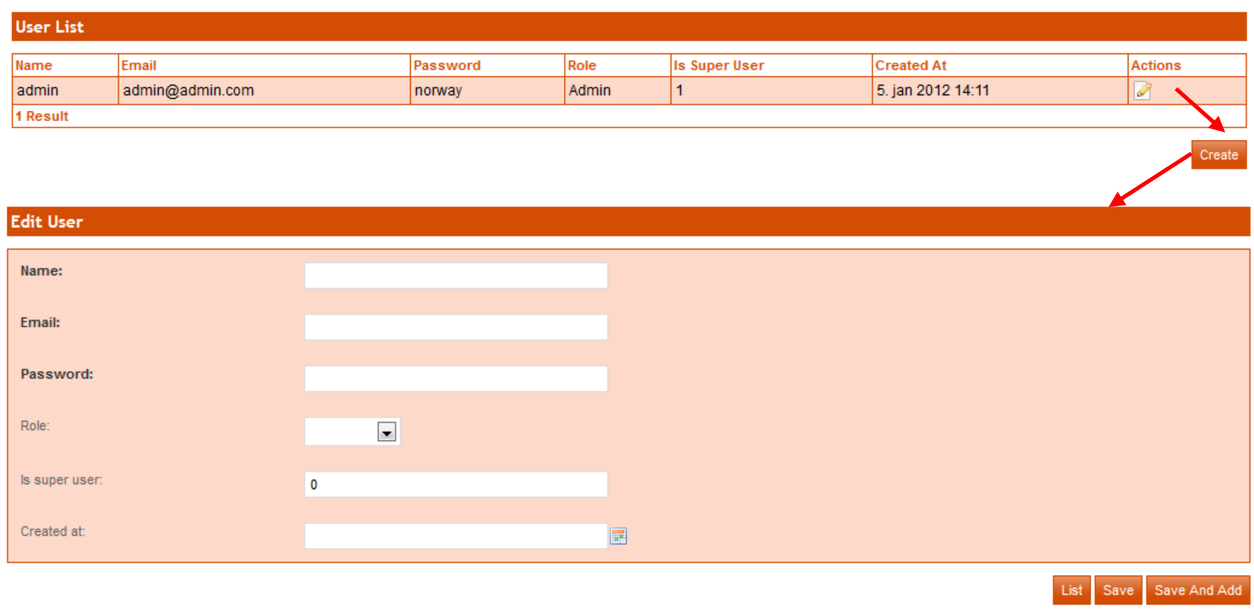
User:

This module provides the facility to add users which can access the Admin Portal. To view list of user click on *user* Module, all info will be shown.



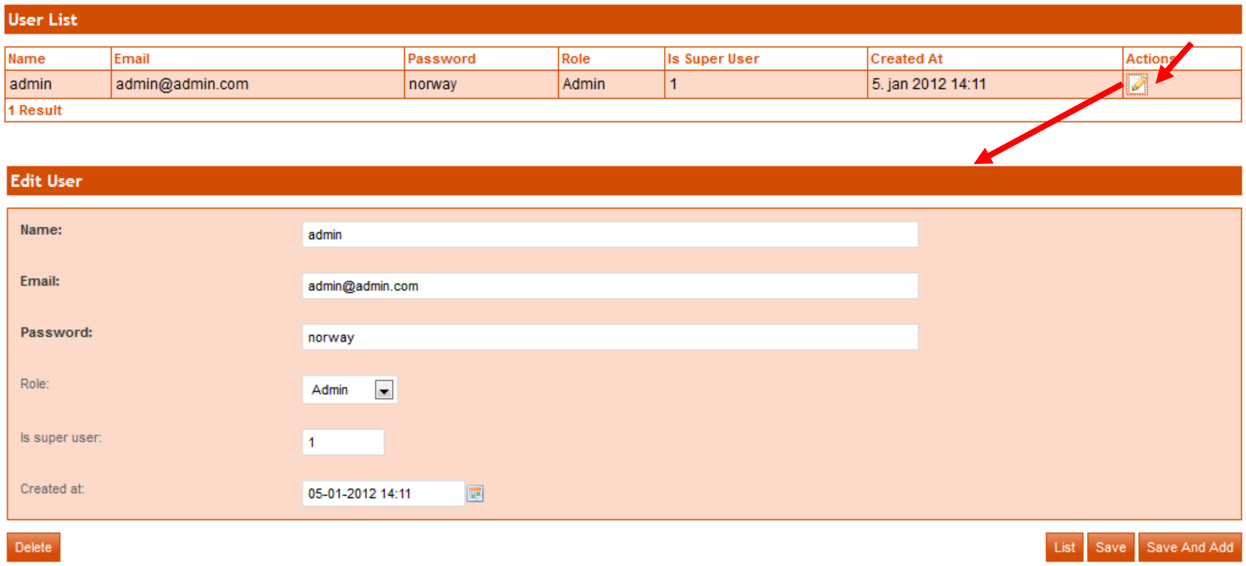
Create User:

To create new user, click on **Create** button. Enter mandatory fields and click on **Save** button. If you want to add more users then click on **Save and Add** button (mandatory fields have bold text)



Edit User:

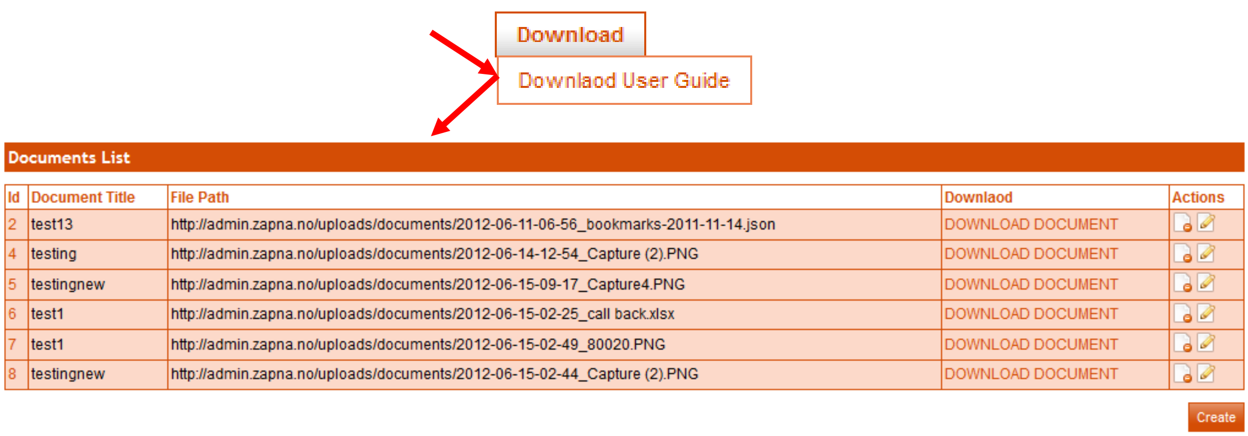
To edit user, click on **Edit** button.



Download:

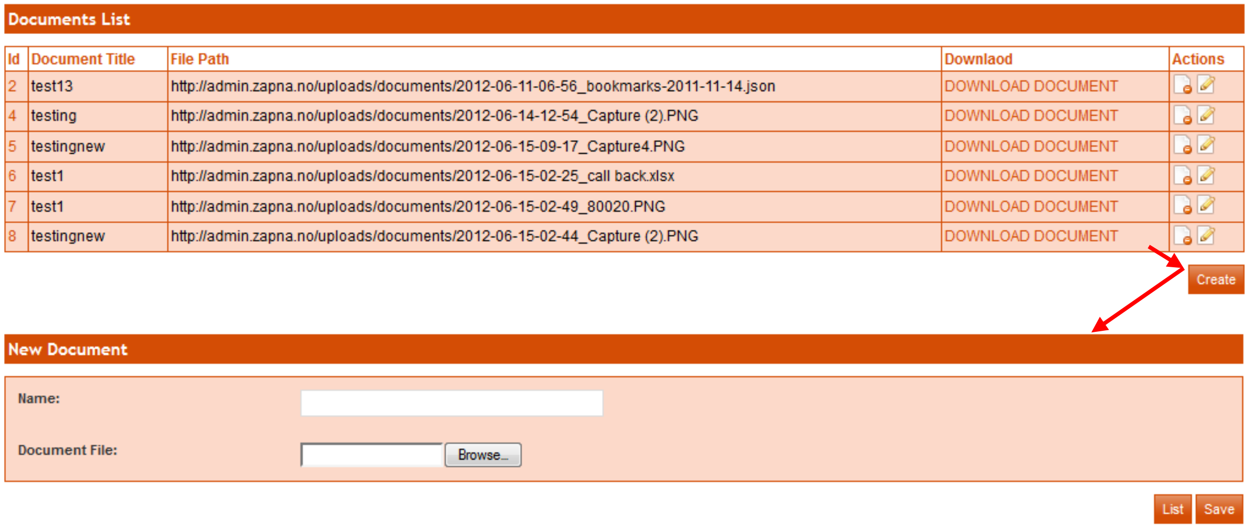
Download User Guide:

To view the list of uploaded client documents, click on *Upload Client Document*. All lists will be displayed.



Create User Guide:

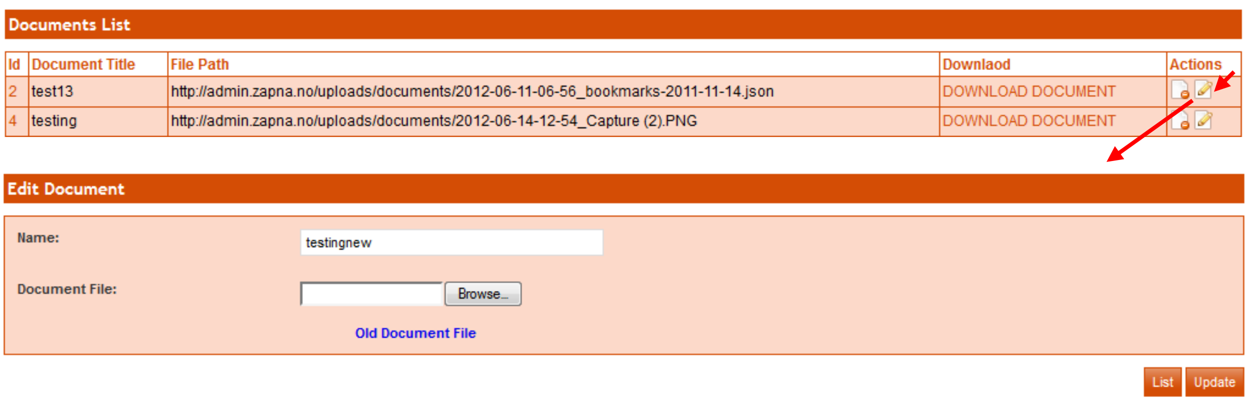
Click on ***Create*** button to add new document. A form will be display, enter document name, upload document and click on ***save*** button.


Documents List

Id	Document Title	File Path	Downlaod	Actions
2	test13	http://admin.zapna.no/uploads/documents/2012-06-11-06-56_bookmarks-2011-11-14.json	DOWNLOAD DOCUMENT	
4	testing	http://admin.zapna.no/uploads/documents/2012-06-14-12-54_Capture (2).PNG	DOWNLOAD DOCUMENT	
5	testingnew	http://admin.zapna.no/uploads/documents/2012-06-15-09-17_Capture4.PNG	DOWNLOAD DOCUMENT	
6	test1	http://admin.zapna.no/uploads/documents/2012-06-15-02-25_call back.xlsx	DOWNLOAD DOCUMENT	
7	test1	http://admin.zapna.no/uploads/documents/2012-06-15-02-49_80020.PNG	DOWNLOAD DOCUMENT	
8	testingnew	http://admin.zapna.no/uploads/documents/2012-06-15-02-44_Capture (2).PNG	DOWNLOAD DOCUMENT	

Edit User Guide:

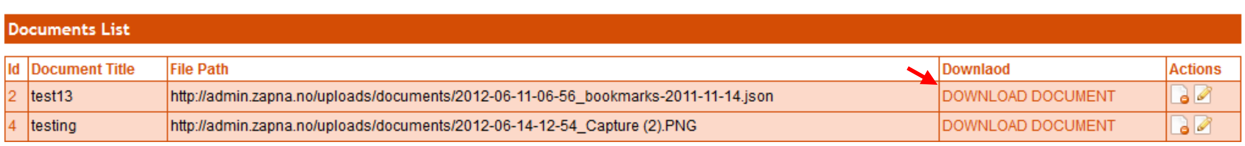
To edit document, click on edit button. On next page change info then click on **save** button.


Documents List

Id	Document Title	File Path	Downlaod	Actions
2	test13	http://admin.zapna.no/uploads/documents/2012-06-11-06-56_bookmarks-2011-11-14.json	DOWNLOAD DOCUMENT	
4	testing	http://admin.zapna.no/uploads/documents/2012-06-14-12-54_Capture (2).PNG	DOWNLOAD DOCUMENT	

Download User Guide:

To download document, click on *Download Document*.


Documents List

Id	Document Title	File Path	Downlaod	Actions
2	test13	http://admin.zapna.no/uploads/documents/2012-06-11-06-56_bookmarks-2011-11-14.json	DOWNLOAD DOCUMENT	
4	testing	http://admin.zapna.no/uploads/documents/2012-06-14-12-54_Capture (2).PNG	DOWNLOAD DOCUMENT	

Delete User Guide:

To delete document, click on *delete* button.

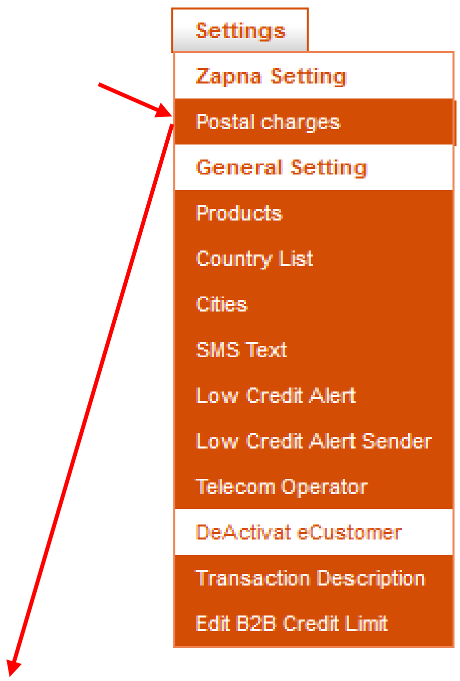
Documents List

Id	Document Title	File Path	Downlaod	Actions
2	test13	http://admin.zapna.no/uploads/documents/2012-06-11-06-56_bookmarks-2011-11-14.json	DOWNLOAD DOCUMENT	
4	testing	http://admin.zapna.no/uploads/documents/2012-06-14-12-54_Capture (2).PNG	DOWNLOAD DOCUMENT	

Settings:

Postal Charge:

To view the list of postal charges, click on *Postal Charges*. All lists will be displayed.



Postal Charges

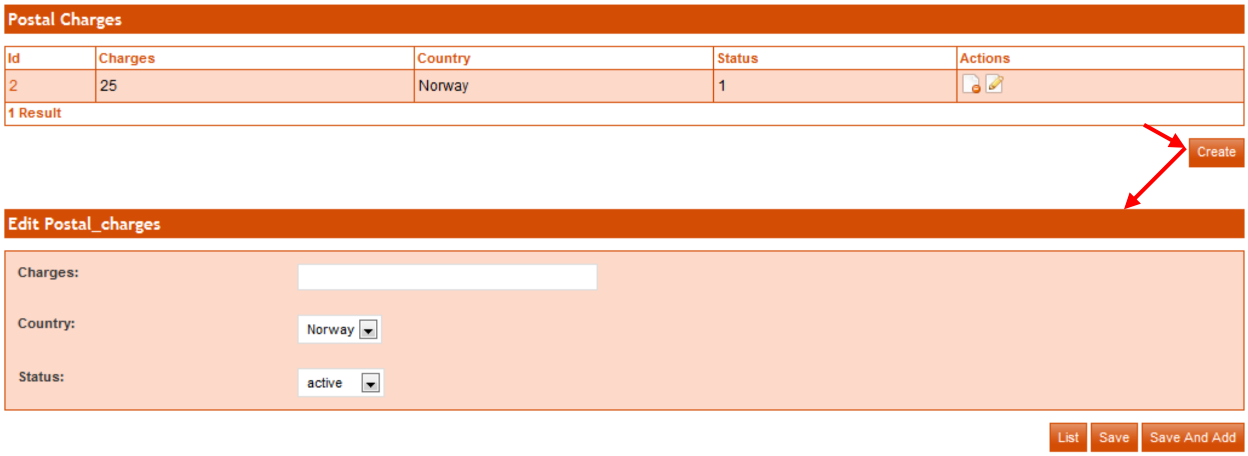
Id	Charges	Country	Status	Actions
2	25	Norway	1	

1 Result

Create

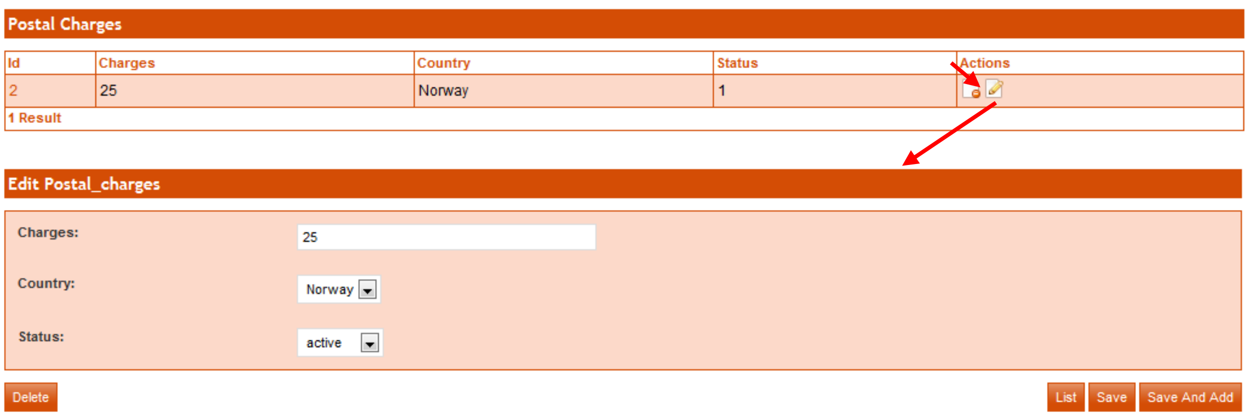
Create Postal charges:

To create postal charges, click on **Create** button. Enter mandatory fields and click on **Save** button. If you want to add more postal charges then click on **Save and Add** button



Edit Postal Charges:

To edit postal charges, click on edit button. On next page change info then click on **save** button.

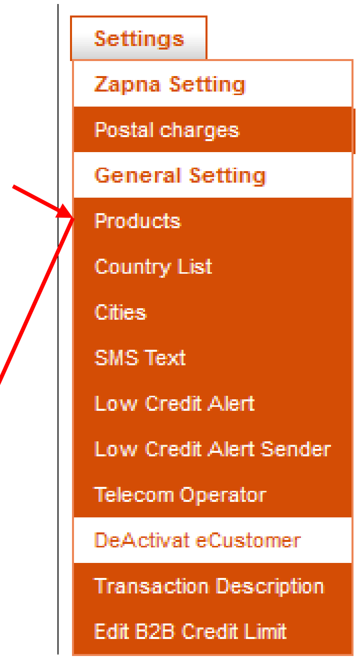


Delete Postal Charges:

To delete postal charges, click on *delete* button.

Products:

This module provide the facility to add, update delete the products. To view all product lists, click on *Products* Module.



Product List

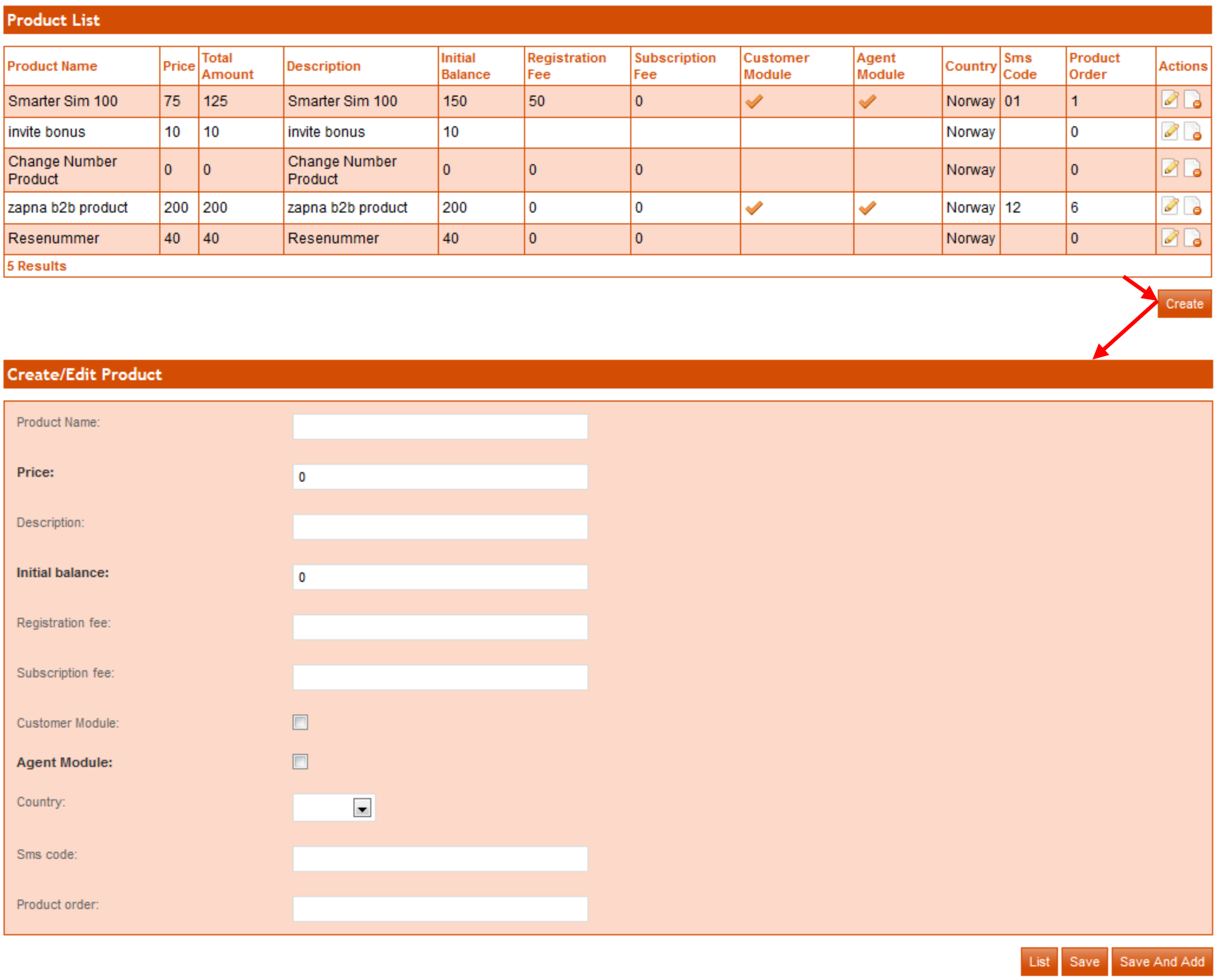
Product Name	Price	Total Amount	Description	Initial Balance	Registration Fee	Subscription Fee	Customer Module	Agent Module	Country	Sms Code	Product Order	Actions
Smarter Sim 100	75	125	Smarter Sim 100	150	50	0	✓	✓	Norway	01	1	
invite bonus	10	10	invite bonus	10					Norway		0	
Change Number Product	0	0	Change Number Product	0	0	0			Norway		0	
zapna b2b product	200	200	zapna b2b product	200	0	0	✓	✓	Norway	12	6	
Resenummer	40	40	Resenummer	40	0	0			Norway		0	

5 Results

Create

Create New Product:

To create new product, click on Create button. Enter mandatory fields and click on **Save** button. If you want to add more product then click on **Save and Add** button.



Product List

Product Name	Price	Total Amount	Description	Initial Balance	Registration Fee	Subscription Fee	Customer Module	Agent Module	Country	Sms Code	Product Order	Actions
Smarter Sim 100	75	125	Smarter Sim 100	150	50	0	✓	✓	Norway	01	1	
invite bonus	10	10	invite bonus	10					Norway		0	
Change Number Product	0	0	Change Number Product	0	0	0			Norway		0	
zapna b2b product	200	200	zapna b2b product	200	0	0	✓	✓	Norway	12	6	
Resenummer	40	40	Resenummer	40	0	0			Norway		0	

5 Results

Create

Create/Edit Product

Product Name:

Price: 0

Description:

Initial balance: 0

Registration fee:

Subscription fee:

Customer Module:

Agent Module:

Country:

Sms code:

Product order:

List | Save | Save And Add

Following are field description:

Registration fee: The amount that will be charged from customer against product.

Initial balance: The amount that will be given to customer after registration against product.

SMS code: This code is used to register customer via SMS.

Product order: This field is to set order of products to show on agent portal and/or customer portal.

Edit Product:

To edit product, click on Edit button. Make you changes and click on **save** button.

Product List

Product Name	Price	Total Amount	Description	Initial Balance	Registration Fee	Subscription Fee	Customer Module	Agent Module	Country	Sms Code	Product Order	Actions
Smarter Sim 100	75	125	Smarter Sim 100	150	50	0	✓	✓	Norway	01	1	
invite bonus	10	10	invite bonus	10					Norway		0	
Change Number Product	0	0	Change Number Product	0	0	0			Norway		0	
zapna b2b product	200	200	zapna b2b product	200	0	0	✓	✓	Norway	12	6	
Resenummer	40	40	Resenummer	40	0	0			Norway		0	

5 Results

Create/Edit Product

Product Name:	Resenummer
Price:	40
Description:	Resenummer
Initial balance:	40
Registration fee:	0
Subscription fee:	0
Customer Module:	☐
Agent Module:	☐
Country:	Norway
Sms code:	
Product order:	0

Delete | List | Save | Save And Add

Delete Product:

To delete product, click on Delete button.

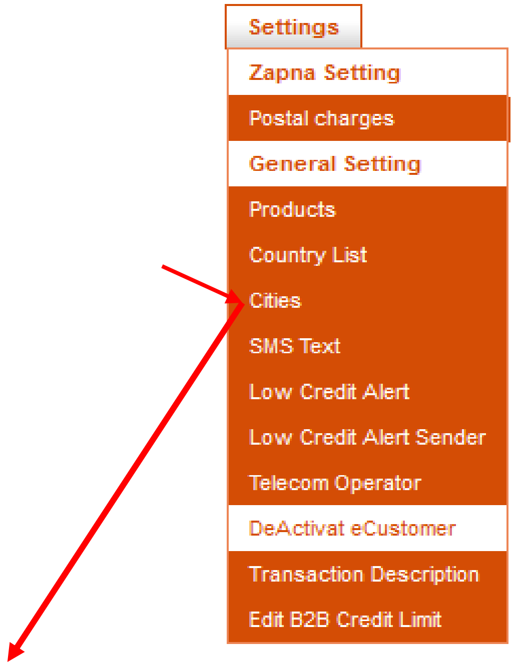
Product List

Product Name	Price	Total Amount	Description	Initial Balance	Registration Fee	Subscription Fee	Customer Module	Agent Module	Country	Sms Code	Product Order	Actions
Smarter Sim 100	75	125	Smarter Sim 100	150	50	0	✓	✓	Norway	01	1	
invite bonus	10	10	invite bonus	10					Norway		0	
Change Number Product	0	0	Change Number Product	0	0	0			Norway		0	
zapna b2b product	200	200	zapna b2b product	200	0	0	✓	✓	Norway	12	6	
Resenummer	40	40	Resenummer	40	0	0			Norway		0	

5 Results

City:

This module provides the facility to add, update and delete the city.

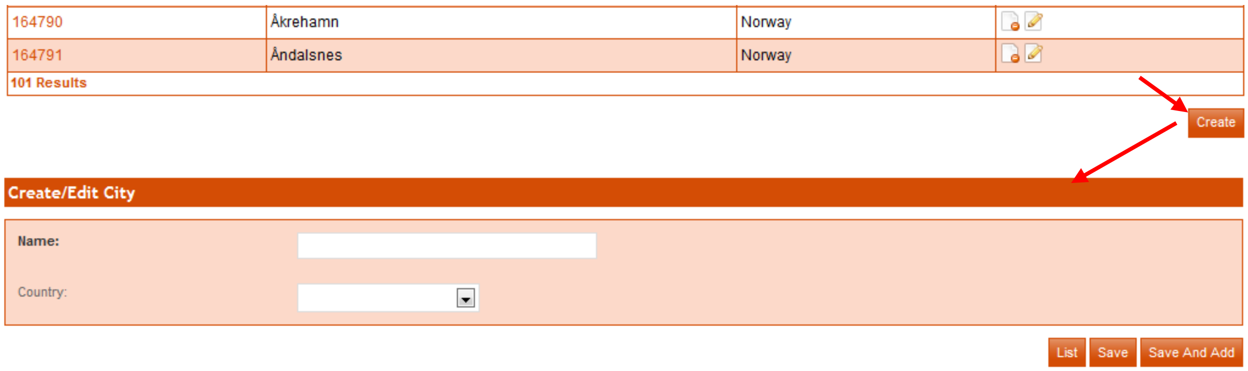


City

Id	Name	Country	Actions
164691	Oslo	Norway	
164692	Larvik	Norway	
164693	Arendal	Norway	
164694	Bergen	Norway	
164695	Bodø	Norway	
164696	Drammen	Norway	
164697	Egersund	Norway	
164698	Farsund	Norway	
164699	Flekkefjord	Norway	
164700	Florø	Norway	
164701	Fredrikstad	Norway	
164702	Gjøvik	Norway	
164703	Grimstad	Norway	
164704	Halden	Norway	
164705	Hammerfest	Norway	

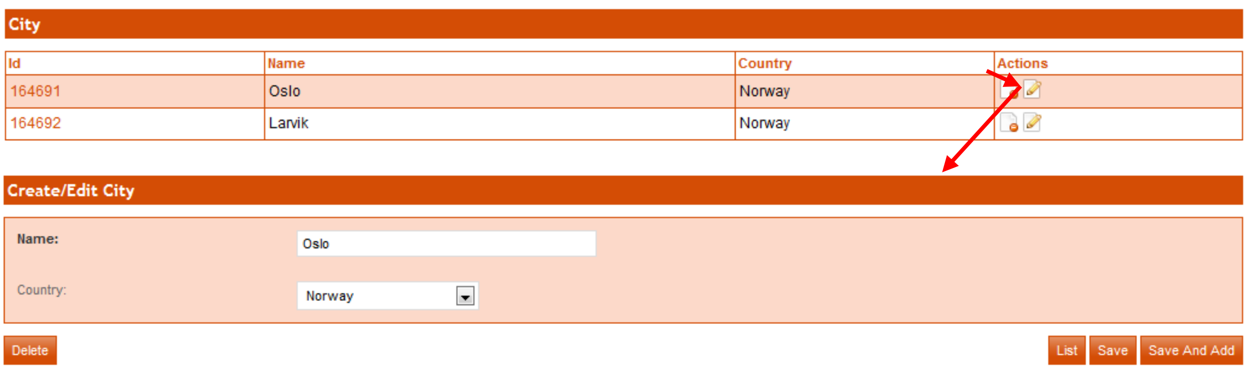
Create City:

To create city click on **Create** button. Enter city name and select country name from given list then click on **Save** button. If you want to enter more cities then click on **Save and Add** button.



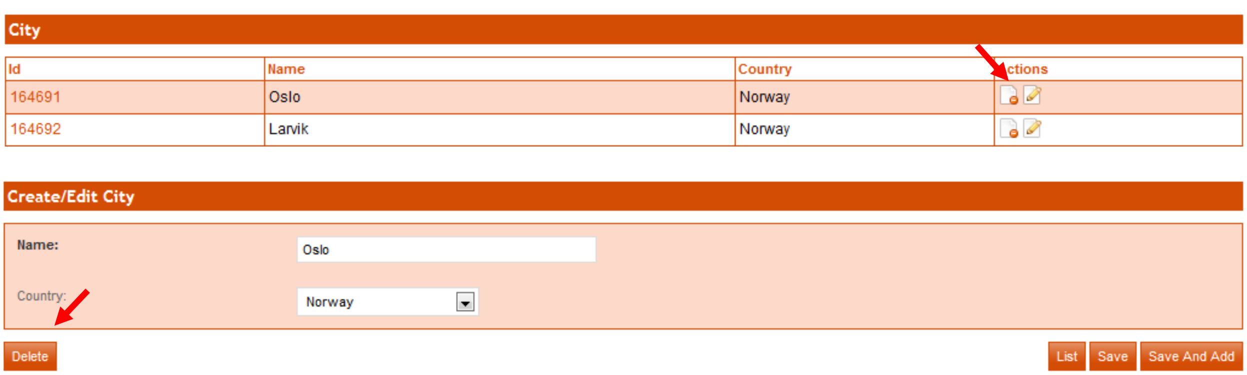
Edit City:

To edit city, click on edit button. Enter your changes and click on **save** button. If you want to enter new cities then click on **Save and Add** button.



Delete City:

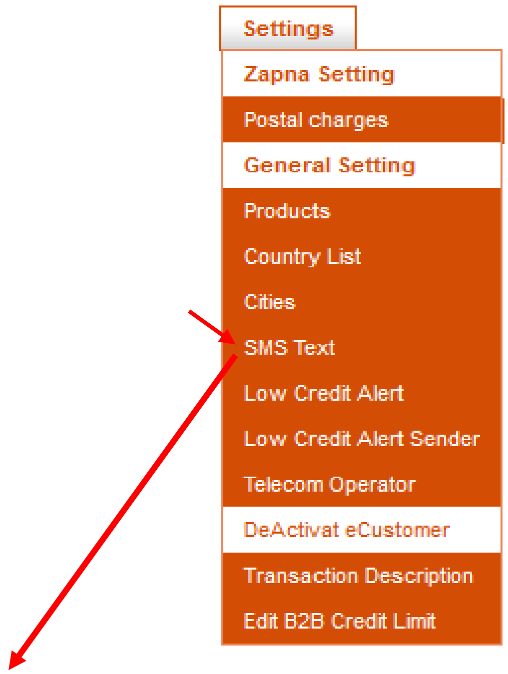
To delete city, click on delete button that is end of city record on list page or on city edit page.

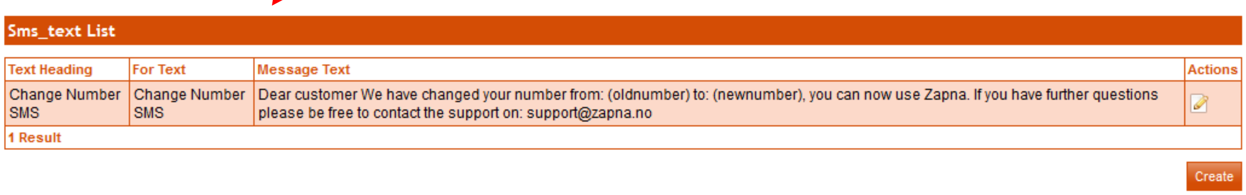


SMS Text:

This module provides the facility to add and update the SMS Text. These SMS texts will use to send SMS to customers and agents on various steps. To view all SMS, click on *SMS Text* Module

<u>Change Number SMS</u>: this SMS is triggered, when changed the customer number.





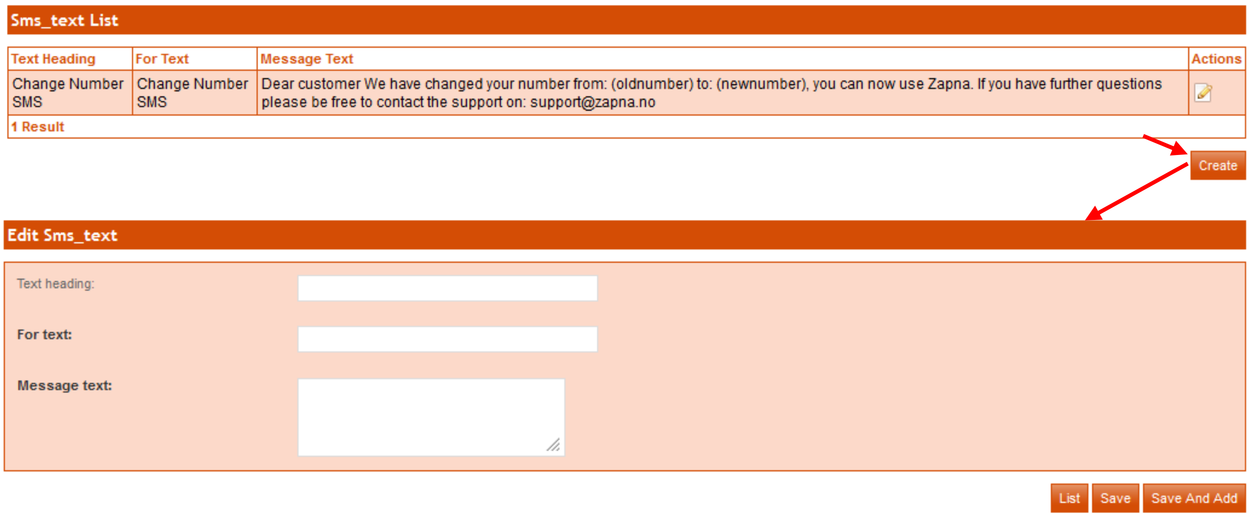
Sms_text List

Text Heading	For Text	Message Text	Actions
Change Number SMS	Change Number SMS	Dear customer We have changed your number from: (oldnumber) to: (newnumber), you can now use Zapna. If you have further questions please be free to contact the support on: support@zapna.no	
1 Result			

Create

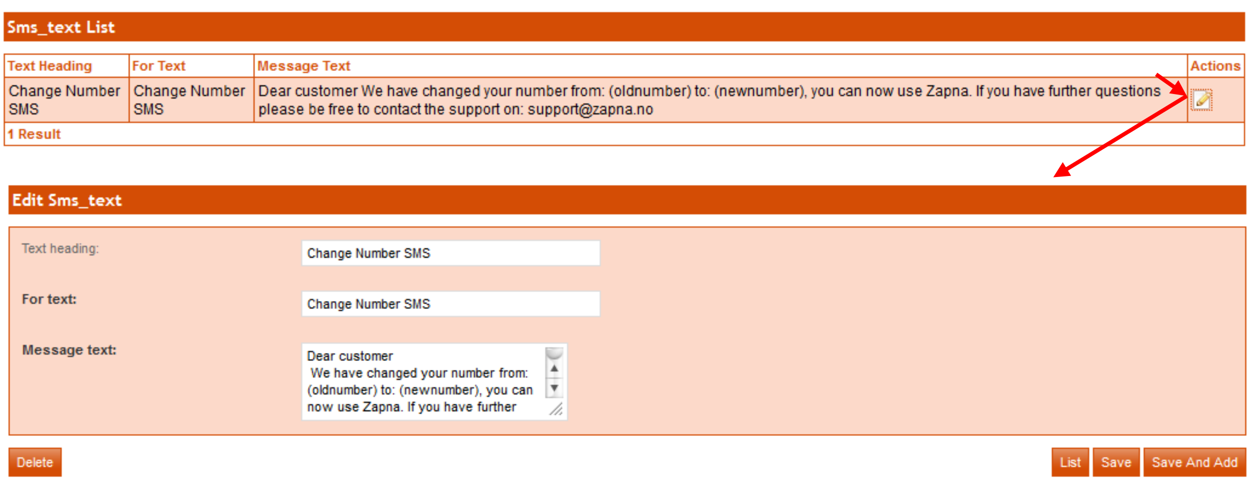
Create SMS Text:

To create sms text, click on **Create** button. Enter mandatory fields and click on **Save** button. If you want to enter more sms texts then click on **Save and Add** button. (mandatory fields are in bold.)



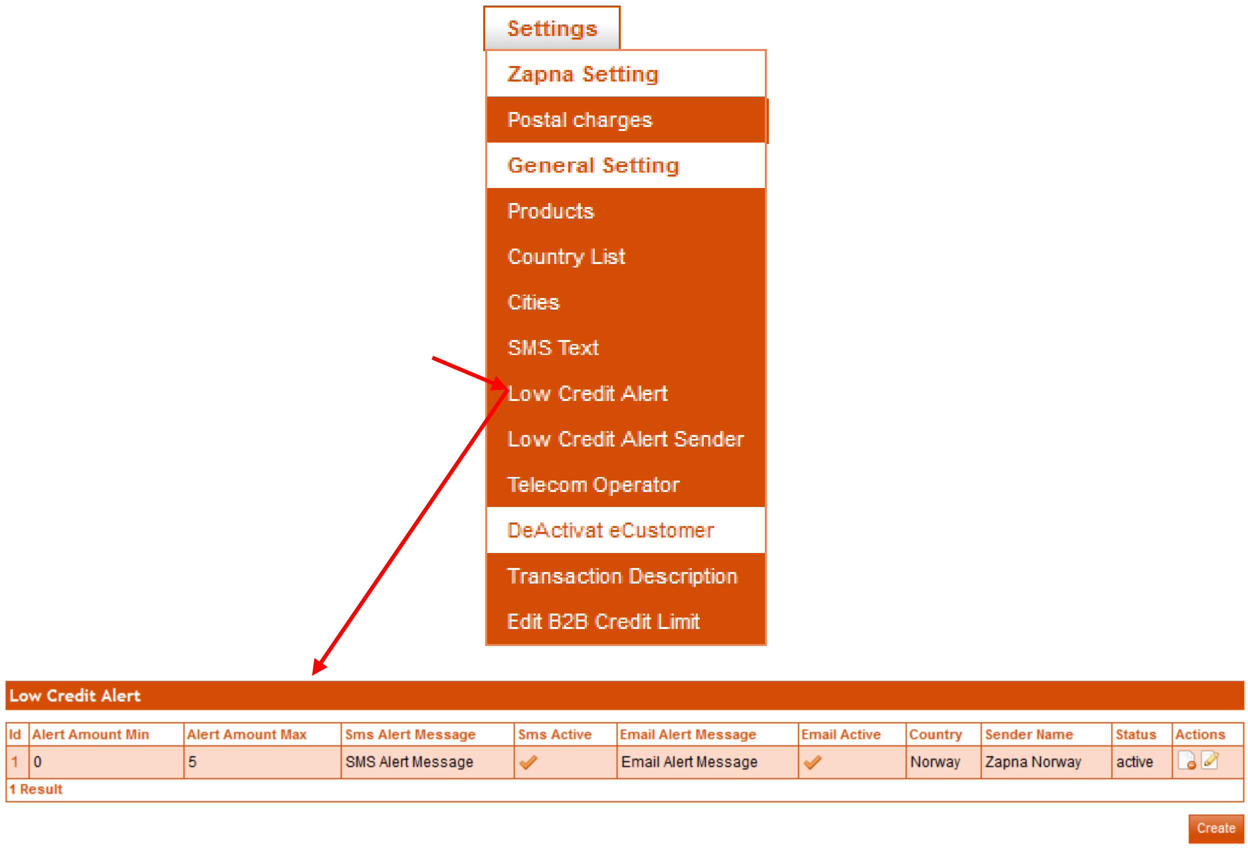
Edit SMS Text:

To edit sms text click on Edit button. On next page change your required info then click on **Save** button.If you want to enter more sms texts then click on **Save and Add** button.



Low Credit Alert:

To view the list of low credit alert, click on *Low Credit Alert*.



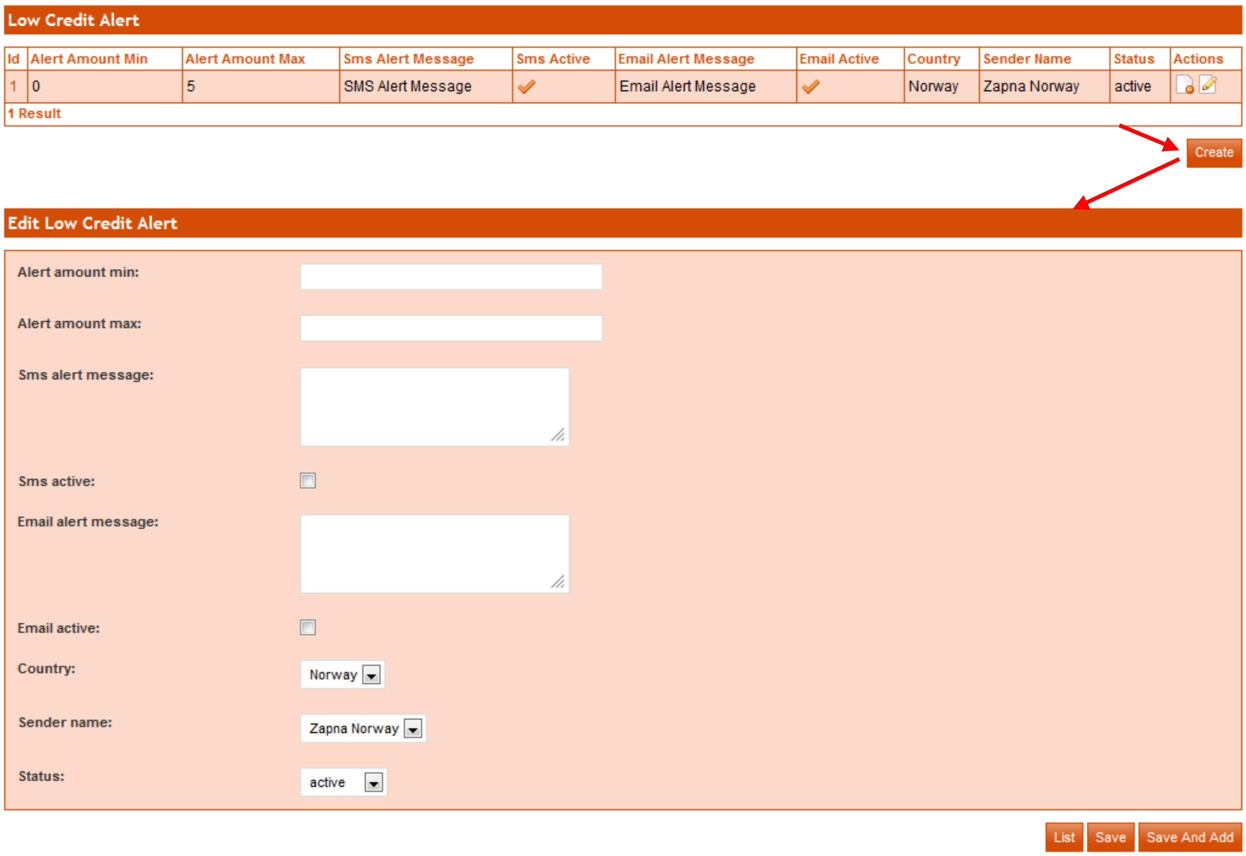
Id	Alert Amount Min	Alert Amount Max	Sms Alert Message	Sms Active	Email Alert Message	Email Active	Country	Sender Name	Status	Actions
1	0	5	SMS Alert Message	✓	Email Alert Message	✓	Norway	Zapna Norway	active	

1 Result

Create

Create Low Credit Alert:

To create usage alert, click on **Create** button. Enter mandatory fields and click on **Save** button. If you want to enter more low credit alert, click on **Save and Add** button. (mandatory fields are in bold)



Following are field description:

Alert Amount min: Enter the min amount

Alert Amount max: Enter the max amount

SMS Alert Message: Enter the message which is send through SMS

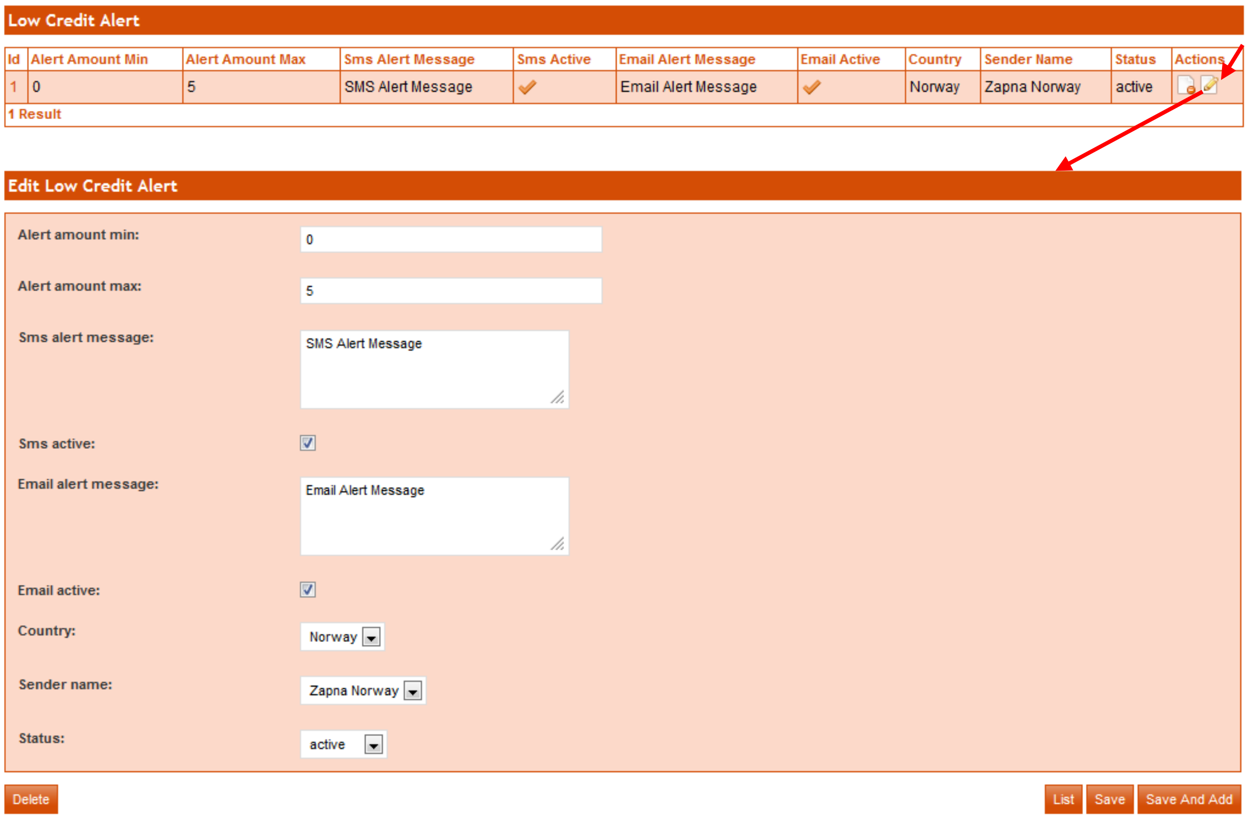
SMS Active: if you want to send the SMS, click on checkbox

Email Alert Message: Enter the message which is send through Email

Email Active: if you want to send the Email, click on checkbox

Edit Credit Alert:

To edit usage alert sender click on Edit button. On next page change your required info then click on **Save** button.If you want to enter more usage alert sender, click on **Save and Add** button.


Low Credit Alert

Id	Alert Amount Min	Alert Amount Max	Sms Alert Message	Sms Active	Email Alert Message	Email Active	Country	Sender Name	Status	Actions
1	0	5	SMS Alert Message	✓	Email Alert Message	✓	Norway	Zapna Norway	active	

1 Result

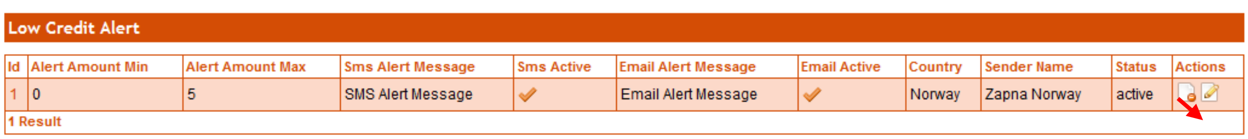
Edit Low Credit Alert

Alert amount min:	0
Alert amount max:	5
Sms alert message:	SMS Alert Message
Sms active:	☑
Email alert message:	Email Alert Message
Email active:	☑
Country:	Norway
Sender name:	Zapna Norway
Status:	active

Delete List Save Save And Add

Delete Credit Alert:

To delete usage alert, click on delete button.

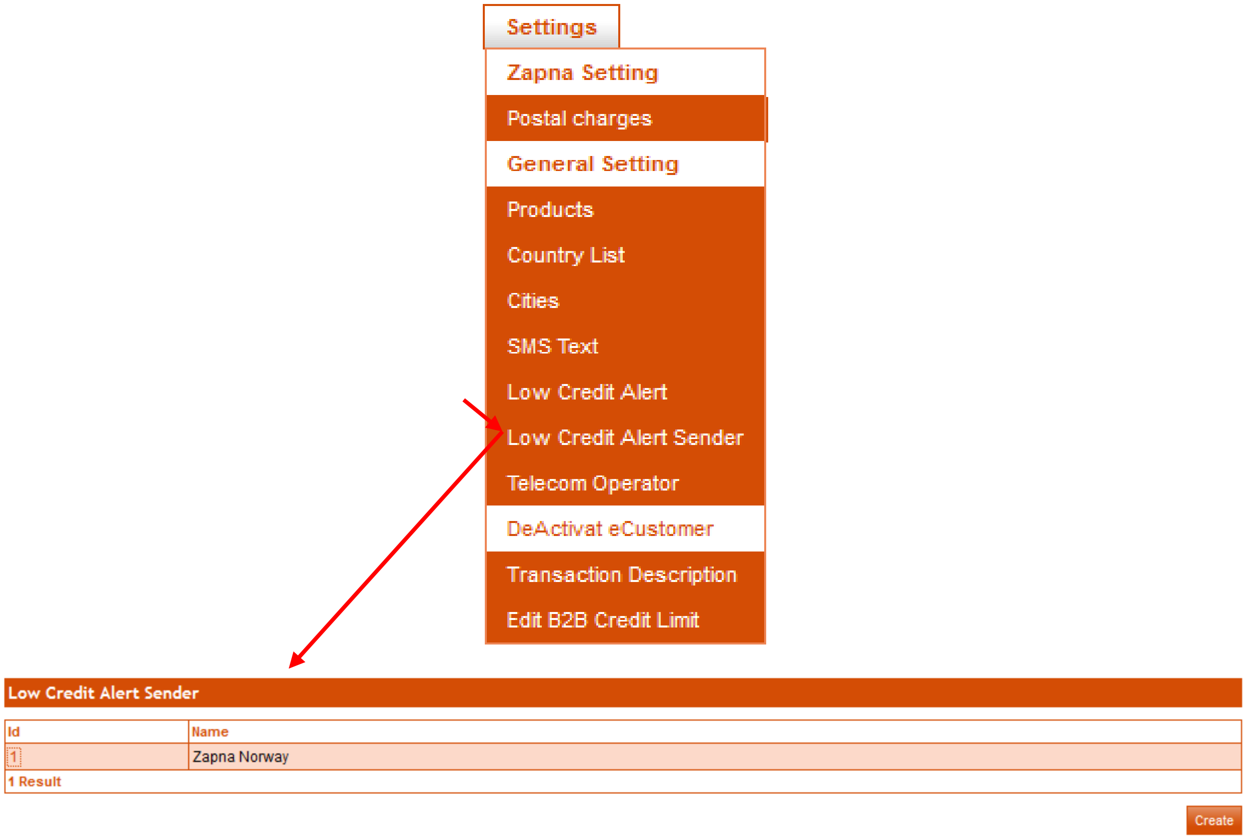

Low Credit Alert

Id	Alert Amount Min	Alert Amount Max	Sms Alert Message	Sms Active	Email Alert Message	Email Active	Country	Sender Name	Status	Actions
1	0	5	SMS Alert Message	✓	Email Alert Message	✓	Norway	Zapna Norway	active	

1 Result

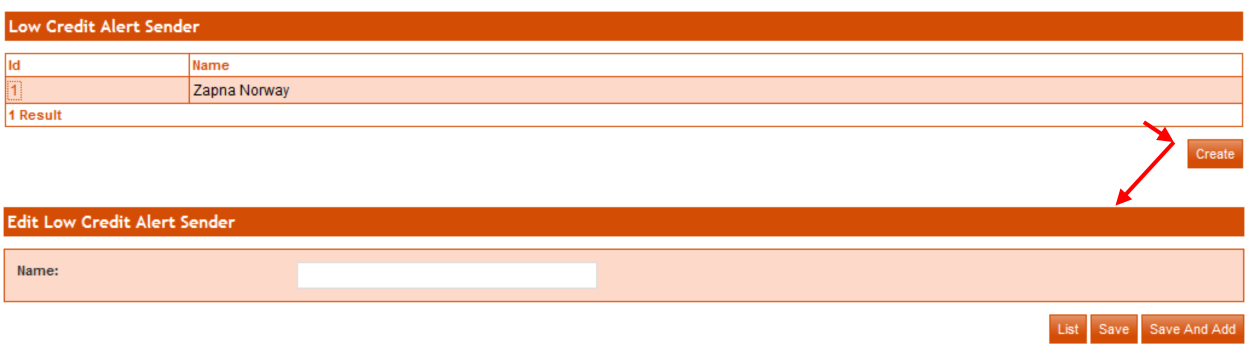
Low Credit Alert Sender:

To view the list of Low Credit Alert Sender click on *Low Credit Alert Sender*.



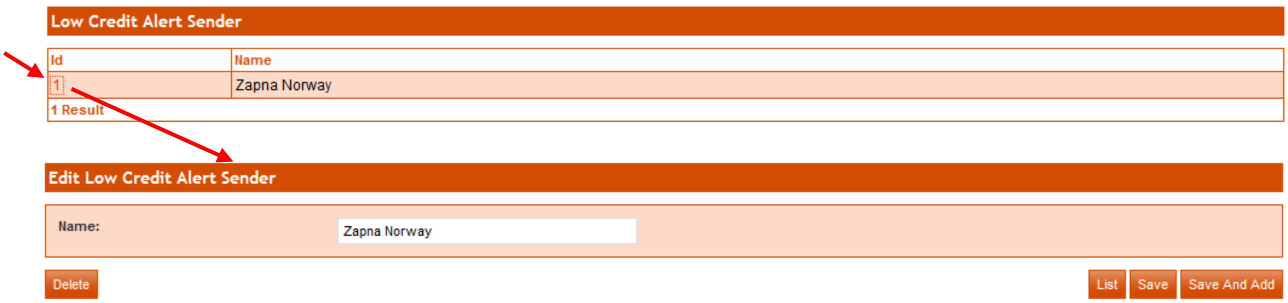
Create Low Credit Alert Sender:

To create low credit alert sender, click on **Create** button. Enter mandatory fields and click on **Save** button. If you want to enter more low credit alert sender, click on **Save and Add** button. (mandatory fields are in bold.)



Edit Low Credit Alert Sender:

To edit low credit alert sender click on link. On next page change your required info then click on **Save** button.If you want to enter more low credit alert sender, click on **Save and Add** button.

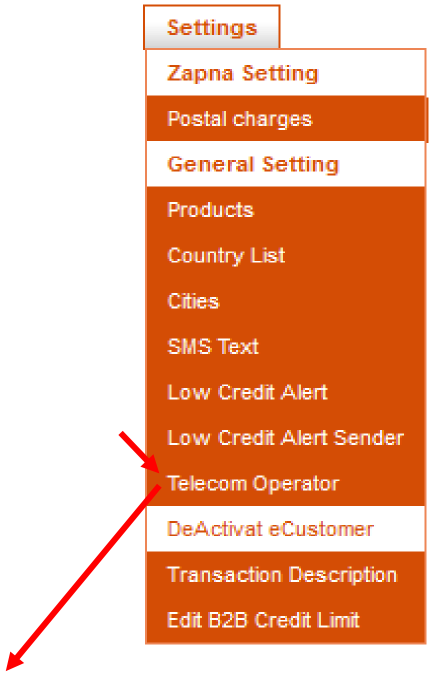


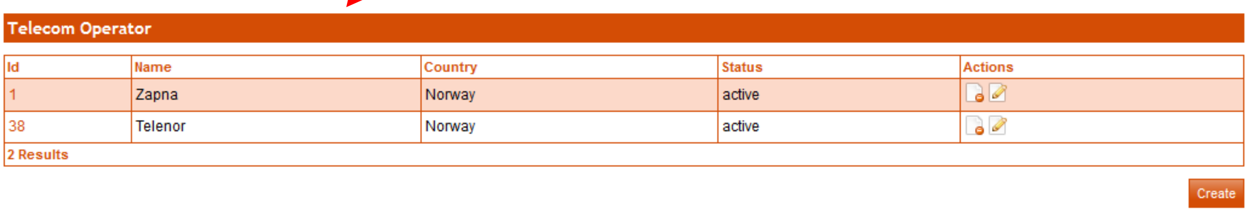
Delete Low Credit Alert Sender:

To delete low credit alert sender, click on delete button.

Telecom Operator:

To view the list of telecom operator click on *Telecom Operator*. These telecom operators are used in Agent and Customer portal.





Telecom Operator

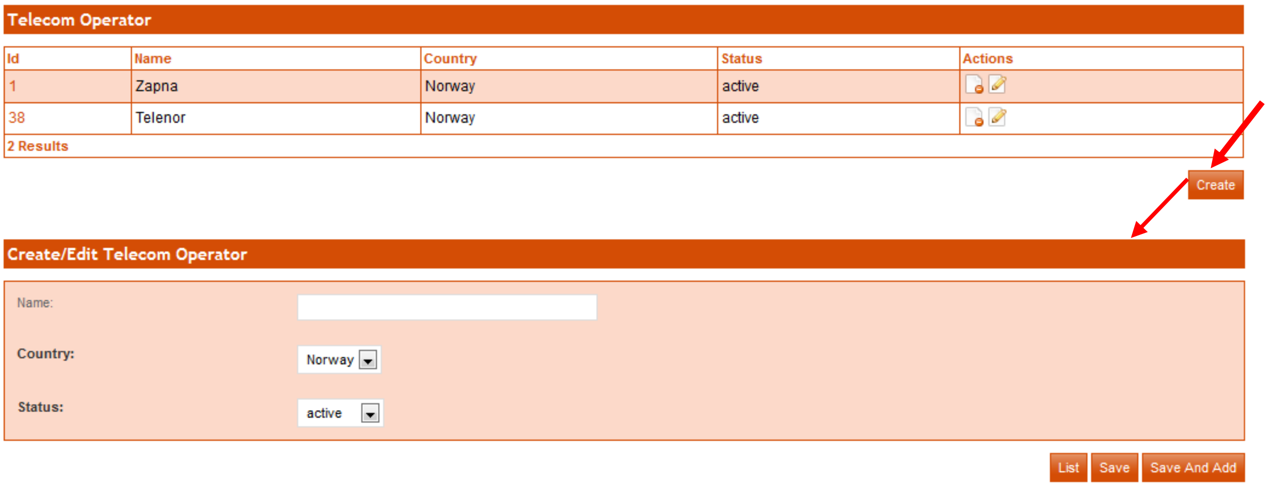
Id	Name	Country	Status	Actions
1	Zapna	Norway	active	
38	Telenor	Norway	active	

2 Results

Create

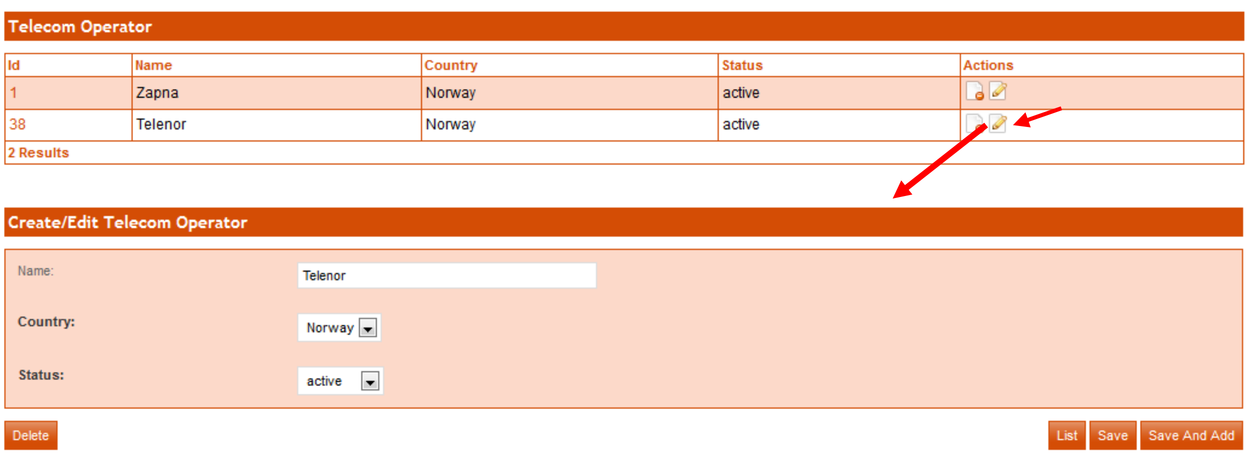
Create Telecom Operator:

Click on ***Create*** button to add new telecom operator. A form will be display, enter info in input fields and click on ***save*** button. If you want to add more telecom operator than click on ***Save and Add*** button.



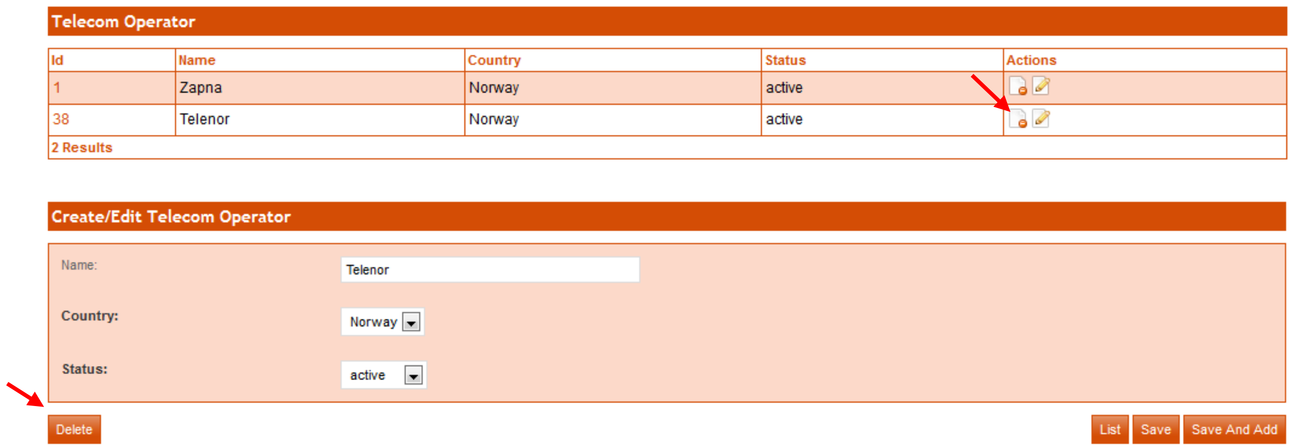
Edit Telecom Operator:

To edit telecom operator, click on edit button. On next page change info then click on **save** button. If you want to enter new telecom operator then click on **Save and Add** button.



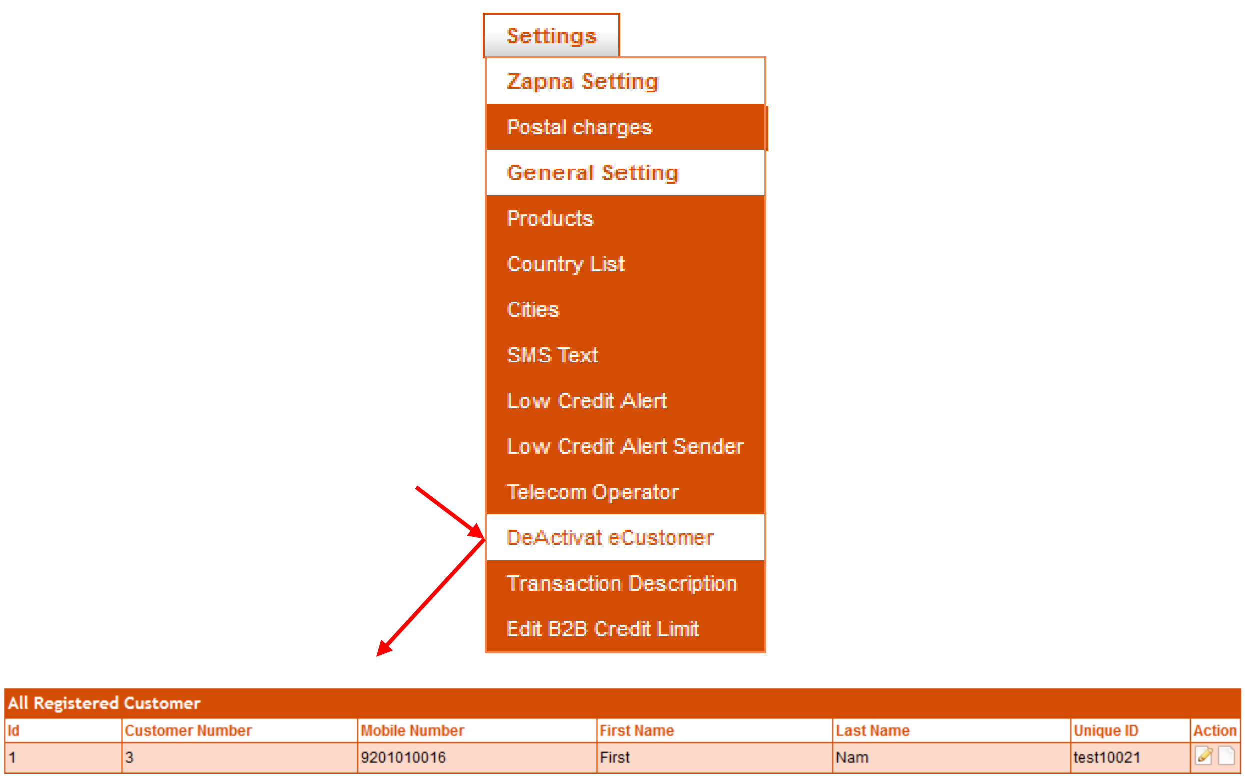
Delete Telecom Operator:

To delete telecom operator click on delete button that is end of each record on list page or on under edit page.



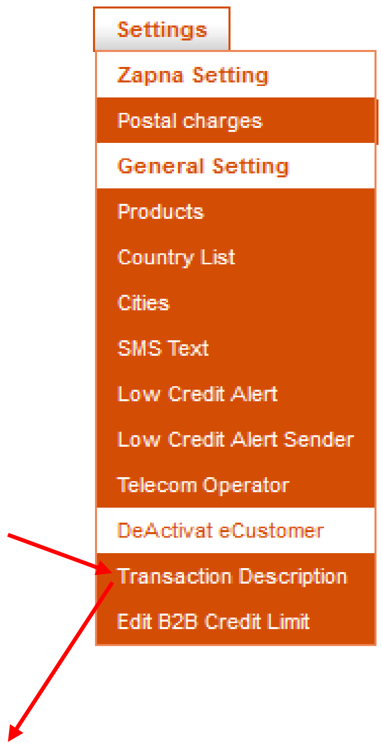
Deactivate Customer:

To deactivate customer, click on Deactivate eCustomer module, enter customer id (Customer Number in All Registered Customer Module) which is get from All Register Customer module and click on *De-Activate* button. Customer will be deactivating from Zapna No but not from billing server.



Transaction Description:

To view the list of transaction description click on *Transaction Description*. These transaction descriptions are used in Agent and admin portal for agent and customer refill or charge.



Transaction Description List

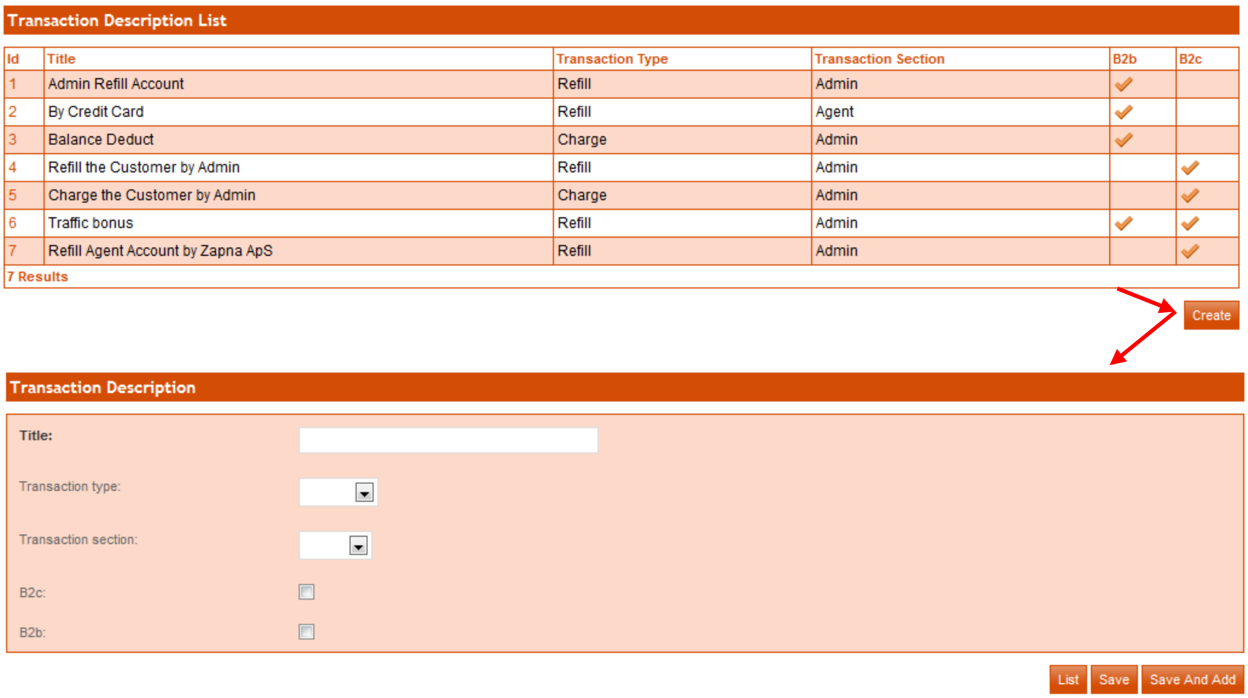
Id	Title	Transaction Type	Transaction Section	B2b	B2c
1	Admin Refill Account	Refill	Admin	✓	
2	By Credit Card	Refill	Agent	✓	
3	Balance Deduct	Charge	Admin	✓	
4	Refill the Customer by Admin	Refill	Admin		✓
5	Charge the Customer by Admin	Charge	Admin		✓
6	Traffic bonus	Refill	Admin	✓	✓
7	Refill Agent Account by Zapna ApS	Refill	Admin		✓

7 Results

Create

Create Transaction Description:

Click on ***Create*** button to add new transaction description. A form will be display, enter info in input fields and click on ***save*** button. If you want to add more transaction description than click on ***Save and Add*** button.

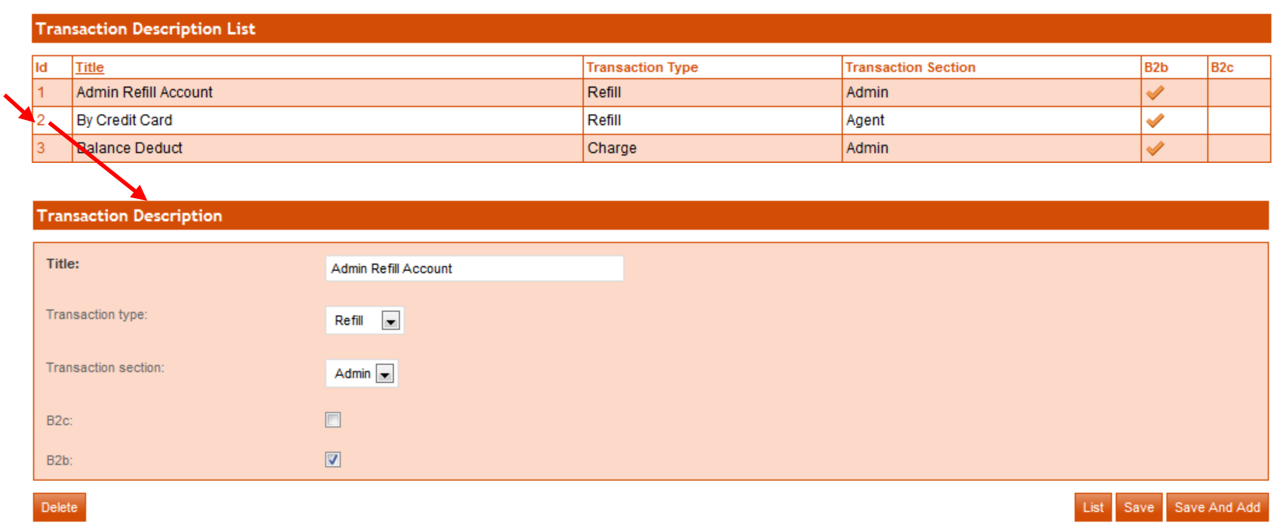

Transaction Description List

Id	Title	Transaction Type	Transaction Section	B2b	B2c
1	Admin Refill Account	Refill	Admin	✓	
2	By Credit Card	Refill	Agent	✓	
3	Balance Deduct	Charge	Admin	✓	
4	Refill the Customer by Admin	Refill	Admin		✓
5	Charge the Customer by Admin	Charge	Admin		✓
6	Traffic bonus	Refill	Admin	✓	✓
7	Refill Agent Account by Zapna ApS	Refill	Admin		✓

7 Results

Edit Transaction Description:

To edit transaction description, click on link. On next page change info then click on **save** button. If you want to enter new transaction description then click on **Save and Add** button.


Transaction Description List

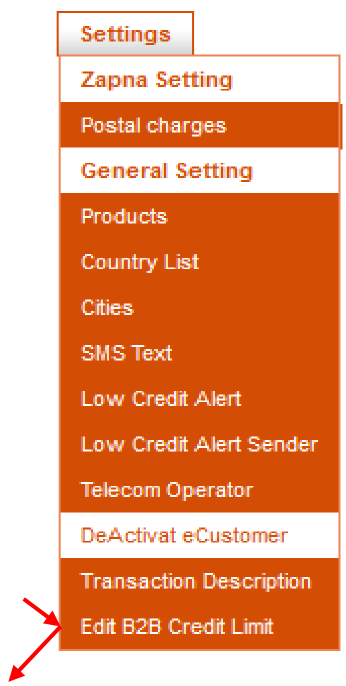
Id	Title	Transaction Type	Transaction Section	B2b	B2c
1	Admin Refill Account	Refill	Admin	✓	
2	By Credit Card	Refill	Agent	✓	
3	Balance Deduct	Charge	Admin	✓	

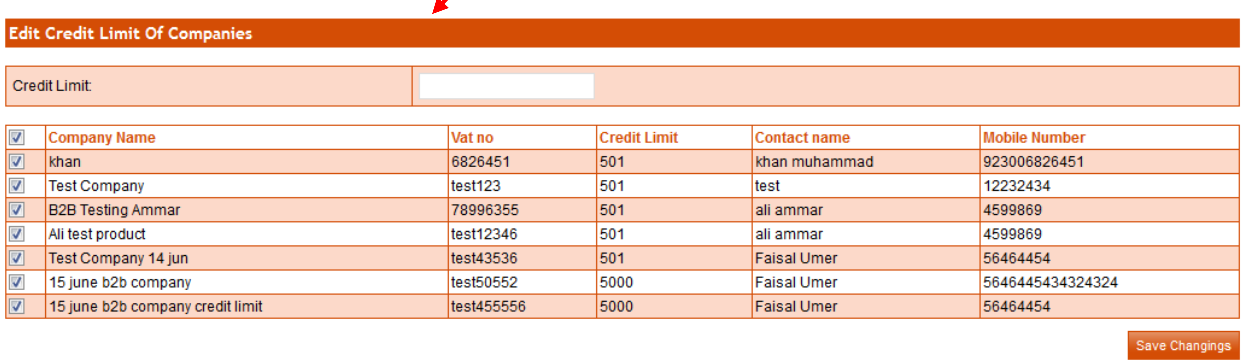
Delete Transaction Description:

To delete transaction description, click on delete button that is on under edit page.

Edit B2B Credit Limit:

To edit credit limit of multiple companies, check on companies which you want to change credit limit, enter credit limit and click on **Save Changes**.





Edit Credit Limit Of Companies

Credit Limit:

☑	Company Name	Vat no	Credit Limit	Contact name	Mobile Number
☑	khan	6826451	501	khan muhammad	923006826451
☑	Test Company	test123	501	test	12232434
☑	B2B Testing Ammar	78996355	501	ali ammar	4599869
☑	Ali test product	test12346	501	ali ammar	4599869
☑	Test Company 14 jun	test43536	501	Faisal Umer	56464454
☑	15 june b2b company	test50552	5000	Faisal Umer	5646445434324324
☑	15 june b2b company credit limit	test455556	5000	Faisal Umer	56464454

Save Changings

Logout:

Click on logout button to logout from admin portal.