

Operations User Manual v 2.0

User Manual

# **Document Change History**

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# 1 Overview

# 1.1 Scope

The objective of this manual is to help operations user use the CEIR (Central Equipment Identity Register) application to clear consignments, raise confiscated stock requests, collect tax for register devices and report grievances.

# 1.2 Acronyms & Abbreviations

Acronym	Full Form
CEIR	Central Equipment Identity Register
IMEI	International Mobile Equipment Identity
PDA	Personal Digital Assistant
TAC	Type Allocation Code
TRC	Telecommunication Regulator of Cambodia

# 1.3 Conventions

Information	Convention
UI elements	Bold
(such as names of windows, buttons, and fields)	
References	Italics
(such as names of files, sections, paths, and parameters)	
*	Indicates a mandatory field or column



# 2 Operations User - Operations

# 2.1 Application Overview

The CEIR (Central Equipment Identity Register Operation User Portal is used in various workflow in the CEIR application.

Operations user perform the following tasks:

- Block/unblock devices
- Alert Management
- · Running alert management
- IP log management
- SLA management

# 2.2 Logging into the Application

### To register:

As part of configuration, the System Admin would provide the login details to the Operation user. It is advised to change the password once System Admin creates the account.

#### To login:

 Open the browser and enter the CEIR Operations Portal URL in the address bar. The login screen appears.



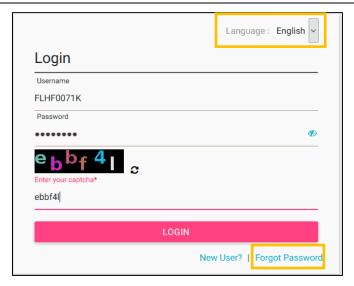
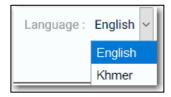


Figure 1: Login

On the top right corner of the login screen is the **Language** option. The application supports two languages: **English** and **Khmer**. On selecting a given language, all the field and column labels in the application appear in the selected language. All user inputs are, however, in English.



2. Next, enter the assigned login username and password.

Username is the registration ID that is sent on mail to the System Admin after successful registration in the system.

- 3. Enter the captcha.
- 4. Click LOGIN.

If the login and password are incorrect or the captcha is not correct, an error message appears, and you are prompted to re-enter the login details.

On entering correct information, the application Search page appears.

If the Operation user forgets the assigned password, then the same need to request from the System admin. The **Forgot Password** link work for external user who register themselves from the DMC portal



# 2.3 Application User Interface

On logging into the application successfully, the CEIR Operations Portal Home page appears.

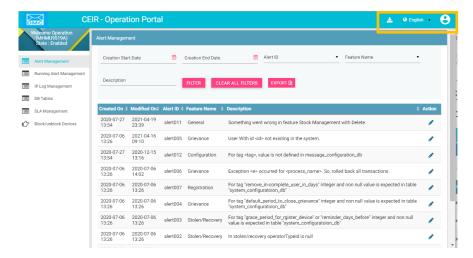


Figure 9: Home Page

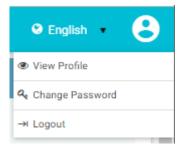
The Home page has all the feature menus on the left panel.

The top right corner of the screen displays the following menu options:

- **Download**: Click to download this user manual.
- English: Select English or Khmer. All the field and column labels appear in the selected language. User inputs are, however, in English.



• (User profile): Click on it to see the following menu:



• (View Profile): Click on it to view the registered information. The View Profile page opens.

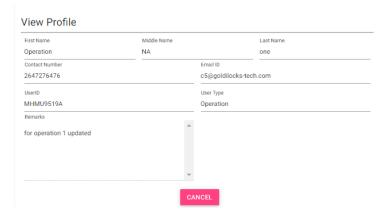


Figure 10: Edit Information

• (Change Password): Click on it change the login password.

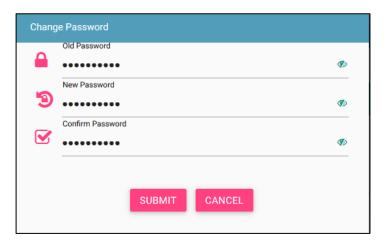


Figure 11: Change Password

- Old Password: Enter the existing password. Click to see the password characters being entered. Click on it again to hide the password characters. This works like a toggle key.
- 2. New Password: Enter a new password.
- 3. **Confirm Password**: Re-enter the new password to confirm the password.
- 4. Click SUBMIT.

### 2.4 Block/Unblock Devices

CEIR Operation user can block devices (IMEI) on special requests. The operation users can block or unblock a single device at a time or multiple devices at a time.



Whenever a device is blocked, the IMEI of the device is kept in a greylist. This is done for a given duration after which the device IMEI is moved to the blacklist. Moving the information to the blacklist indicates permanent blocking.

# 2.4.1 Single Device Blocking/Unblocking

To block or unblock a single device:

1. Select Block/Unblock Devices in the left panel of the Home page.

The Block/Unblock Devices dashboard appears.

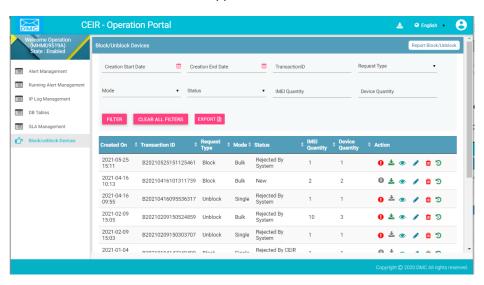


Figure 19: Block/Unblock Devices

2. Click Report Block/Unblock (seen on the top right corner of the menu bar).



3. Select **Block** or **Unblock** as per the action to be taken.



Figure 20: Report Block

The screen has two sections: Single and Bulk.

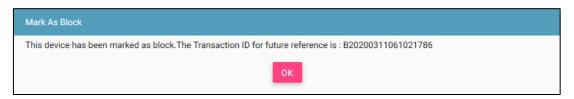
By default, the **Single** section appears.

- 4. Enter the following information:
  - \*Device Type: Select the type of device to be blocked or unblocked.
  - Device ID Type: Select the type of ID to be entered for the device that is being blocked or unblocked:
    - IMEI
    - Multiple SIM Status: Number of SIMs the device supports(1-4)
    - Device Serial Number: Enter the device serial number.
    - \*Remarks: Enter details about device being blocked or unblocked.
    - \*Category: Select the reason for blocking the device:
      - Contract Violation
      - o Other
    - **Blocking Type**: Select the blocking mode. This is applicable only to blocking:
      - o Immediate: The device is instantly blacklisted.
      - Default: The device is sent to the blacklist after a given duration. The duration is configurable by the CEIR administrator.
      - Later: The device is sent to the blacklist at the specified date. Select the date using the calendar ...
    - **IMEI**: Enter the value of the IMEIs of the device to be blocked.
- 5. Click Submit.



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A unique transaction ID is generated, and the blocking or unblocking request is processed internally. The request can be seen on top of the dashboard.



For each request, the dashboard displays the following information:

Column	Description	
Date	Date of registering the request to block or unlock the device.	
Transaction ID	Transaction ID assigned to the request.	
Request Type	The request type can be block or unblock depending on the action taken.	
Mode	This indicates whether the transaction is for a single device (Single) or for bulk devices (Bulk).	
Status	The request goes through the following status modes:	
	<ul> <li>New: When a request is raised, the status is New.</li> </ul>	
	<ul> <li>Processing: The request is verified internally.</li> </ul>	
	<ul> <li>Rejected by System: If the request has an error, an error file is generated. The error file can be downloaded. The error could be in the file format, size, policy violation or request specifications.</li> </ul>	
	<ul> <li>Pending Approval from CEIR Admin: If the request is successfully verified by the system, the request is shared with the CEIR administrator for review.</li> </ul>	
	<ul> <li>Rejected by CEIR Admin: The CEIR administrator reviews the details and</li> </ul>	



Column	Description	
		rejects the request if there is a problem.  The operator can view the error file and fix the errors in the request.
	0	Approved by CEIR Admin: When the CEIR administrator approves the request, the status changes to Approved by CEIR Admin.
	0	Withdrawn by CEIR Admin: When the CEIR administrator withdraws the request, the status changes to Withdrawn by CEIR Admin. For example, this could be done when the operator has wrongly marked a device as stolen, which has been rightly claimed by another user.  Withdrawn by User: The operator can withdraw the request only when the status is New or Rejected by System.
Quantity	number of IMEI	for a bulk device request, this refers to the s in the .csv file else it refers to the IMEIs in e being blocked or unblocked.
Action	request.  • Error generat format download	Friedrich actions that can be performed on the This is enabled when there is an error file the decause of any problem with the file or policy violation. Click on the icon to ad the error file.  ad .: This is used to take a dump of the
	enabled the file.	e that is uploaded to the system. This is donly for bulk requests. Click on it download  This is used to view the request. Click on the request details.

Column	Description
	Edit : This is used to modify the request. This is allowed only when the status is New or Rejected by System or Rejected by CEIR Admin. Click on it to modify the request details.
	Delete : This is used to delete the request. This is allowed only when the request status is New or Rejected by System. Click on it to delete the request.
	<ul> <li>History : This is used to view the history of the request.</li> </ul>

# 2.4.2 Bulk Device Blocking/Unblocking

Instead of blocking or unblocking one device at a time, operations user can block or unblock multiple devices at a time. This saves time and speeds up the processing.

To block or unblock multiple devices, operations user is required to enter the device information in a **.csv** file and upload it to the system. The format of the file and a sample are shown later in this section.

#### To block or unblock multiple devices:

1. Select **Block/Unblock Devices** in the left panel of the Home page.

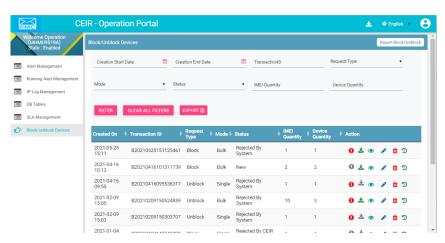


Figure 21: Report Block

The **Block/Unblock Devices** dashboard appears.



2. Click Report Block/Unblock.



- 3. Select Block or Unblock.
- 4. On selecting **Block**, the **Report Block** page appears. Select **Bulk**.

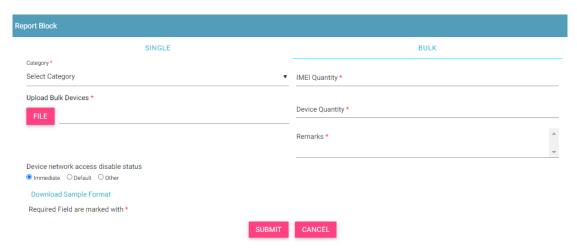
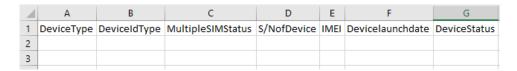


Figure 23: Report Block

- 5. Enter the following information:
  - \*Category: Select the reason for blocking or unblocking devices:
    - Contract Violation
    - Other
  - \*Remarks: Enter information about the bulk blocking or unblocking.
- 6. \* IMEI Quantity: The number of IMEIs to be blocked or unblocked.
- 7. \* Device Quantity: The number of devices.
- 8. Click **Download Sample Format** to save the format of the .csv file in which to enter the details of the devices to be blocked or unblocked.



9. Enter the details under each column for each device to be blocked. The file size should not exceed 2 MB. The file name should not exceed 30 characters.

The file has the following columns:

- Device type: The device can be a handheld phone, mobile phone, feature phone, smart phone, Vehicle, Portable (include PDA), Module, Dongle, WLAN router, modem, connected computer, tablet, e- Book.
- \*Device ID type: Type can be IMEI.
- Multiple SIM Status: Number of SIMs the device supports (1-4)
- S/N of Device: Device serial number
- \*IMEI: Value of IMEI
- Device launch date: Launch date or manufacturing date of the device (in the format, DDMMYYYY).
- Device status: Whether the device is new or used (New/Used)

4	Α	В	С	D	E	F	G
1	DEVICETYPE	DeviceIdType	MultipleSIMStatus	S/NofDevice	IMEI	Devicelaunchdate	DeviceStatus
2	Handheld	IMEI	4	34562	999339988776608	22-05-2020	New
3	Handheld	IMEI	4	34562	999339988776609	22-05-2020	New
4	Handheld	IMEI	1	98126	999339988776610	22-05-2020	New
5	Handheld	IMEI	4	34562	999339988776611	22-05-2020	New
6	Handheld	IMEI	1	34523	999339988776612	22-05-2020	New
7	Handheld	IMEI	4	34562	999339988776613	22-05-2020	New
8	Handheld	IMEI	1	98126	999339988776614	22-05-2020	New
9	Handheld	IMEI	1	34523	999339988776615	22-05-2020	New
10	Handheld	IMEI	1	98126	999339988776616	22-05-2020	New

- 10. Save the file.
- 11. Click **File** to upload the saved file to the system.
- 12. Click Submit.

The request is saved, and a unique transaction ID is generated and assigned to the request. This transaction ID is used to track and identify the request.

The request appears on top of the dashboard.

For each request, the dashboard displays information in a table as shown in *Single Device Blocking/Unblocking*.

# 2.5 Edit Block/Unblock Device Requests

Operations user can change the block/unblock request details registered in the system. This can be done only when the request status is New or Rejected by System.

To modify request details:

1. Click **Edit** ( ) against the request to be modified.

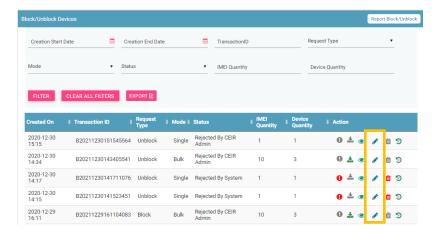


Figure 24: Block/Unblock Devices

The **Edit** page appears. The page has the same fields for block and unblock single devices.

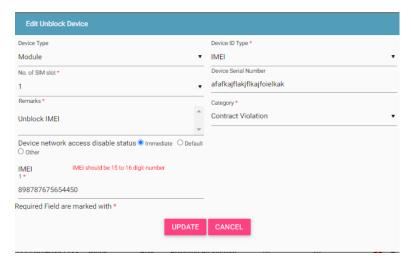


Figure 25: Edit Block Device (Single Device)

The Edit page is different for bulk devices (block and unblock).

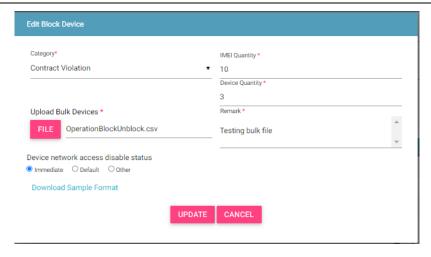


Figure 26: Edit Block Device (Bulk Device)

- 2. Make the required changes
- 3. Click UPDATE.

The status of the request changes to **New** and is submitted for reprocessing.

## 2.6 Filter Block/Unblock Device Requests

Operations user can view selective block/unblock device requests after specifying the required filters. For example, operations user can view requests that are pending approval from the CEIR administrator.

To filter block/unblock device requests:

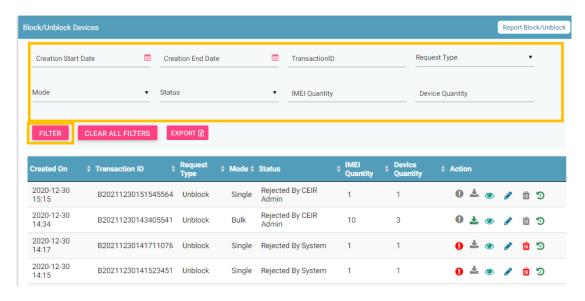


Figure 27: Block/unblock Devices

- 1. Enter data in one or more of the listed fields:
  - Start Date and End Date: This refers to the registering block/unblock device requests in the system.
  - Transaction ID: Each request is assigned a unique transaction ID. Operations user can view a specific request by entering its transaction ID.
  - Request Type: This refers to the type of request: Block or Unblock.
  - Mode: This refers to whether the request is for a single device or bulk devices:
     Single or Bulk.
  - Status: This refers to the status of the request
  - IMEI Quantity: This refers to the IMEI quantity of the request
  - Device Quantity: This refers to the device quantity of the request.

#### 2. Click FILTER.

The requests that match the filter values are shown in the dashboard.

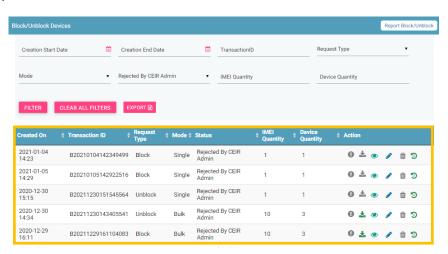


Figure 28: Filtered Device Block/Unblock Requests

# 2.7 Export Block/Unblock Device Requests

Operations user can download all the uploaded requests in a .csv file. This is done using an export utility.

### To export the uploaded requests:

1. On the Block/Unblock Devices page, click Export.

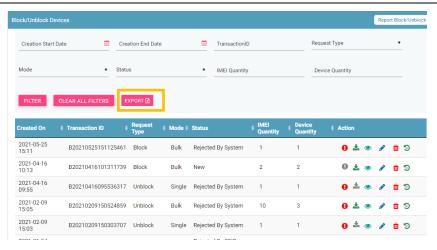


Figure 29: Block/Unblock Devices

The following page appears.

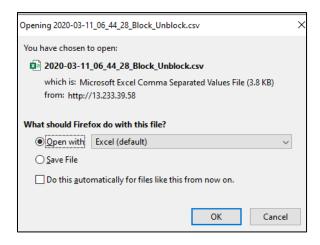


Figure 30: Open or Save Exported Block/Unblock Devices File

2. Click **Open with** to view the **.csv** as an Excel file.

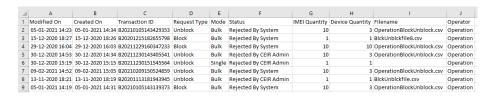


Figure 31: Exported Block/Unblock Devices

Filtered data can also be exported. To do this, filter specific data by defining filter values. Refer to *Filter Block/Unblock Device Requests* for information and then use the export feature to export the filtered data.



### 2.8 Alert Management

System Admins can configure the alert management information using this feature.

### To configure Alerts:

1. Select **Alert management** in the left panel.

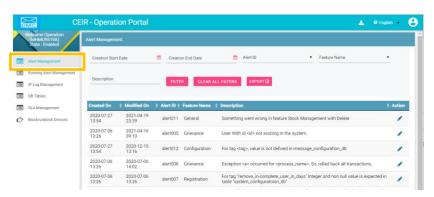


Figure 29: Alert Management- View All

The following columns are seen in the Alert Management Page

Column	Description
Created On	This is the date of creation of alert.
Modified On	Date when alert was last modified.
Alert ID	Alert ID
Feature Name	Feature name of the alert
Description	Description of the alert
Action	This displays different actions that can be performed on the alerts.  • Edit : This is used to modify the alert details.

### 2.9 Edit Alerts

System Admins can modify the alerts.

### To edit alerts:

1. Click **Edit** ( ) against the alert entry to be modified.

2. The Edit Alert page appears.

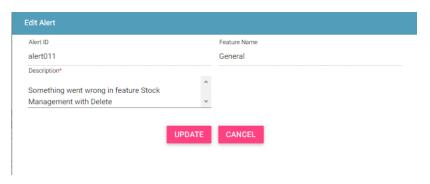


Figure 34: Alert Management - Edit

- 3. Make the required changes.
- 4. Click UPDATE.

### 2.10 Filter Alerts

System Admins can view selective information by defining specific values in the listed fields. For example, System Admins can view the alerts based on feature name.

### To view specific parameter:

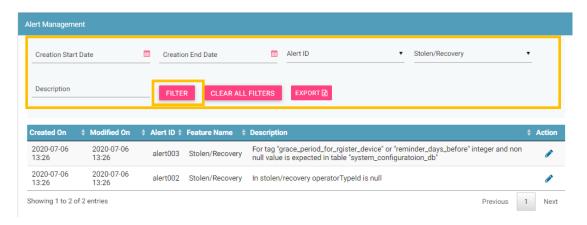


Figure 36: Alert Management- Filter Option

- 1. Enter the required value in one or more of the listed fields:
  - Date: Select the dates
  - Alert ID: Alert Id which is to be filtered



Feature Name: Select Feature name

• Description: Select description

2. Click FILTER.

The alerts that matches the specified values is shown in the dashboard.

# 2.11 Running Alert Management

System Admins can view the list of alerts raised in the system, when any unexpected event occurs.

To view running alert management:

2. Select Running Alert in the left panel.

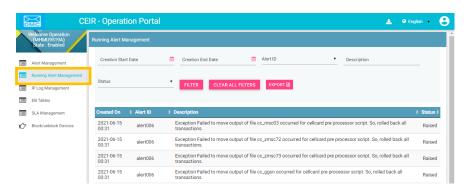


Figure 29: Running Alert Management - View All

The following columns are seen in the Running alert management Page

Column	Description
Created On	This is the date of installation of system.
Modified On	Date when message is last modified.
Alert ID	ID of the alert
Description	Description of the alert
Status	Status of the alert



# 2.12 Filter Running Alerts

System Admins can view selective information by defining specific values in the listed fields. For example, System Admins can view specific alerts

To view specific running alerts:

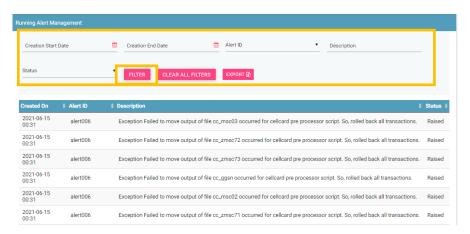


Figure 36: Running Alert Management – Filter Option

- 1. Enter the required value in one or more of the listed fields:
  - a. Date: Select the dates
  - b. Alert ID: Alert Id which is to be filtered
  - c. Feature Name: Select Feature name
  - d. **Description**: Select description
- 2. Click FILTER.

The parameter that matches the specified values is shown in the dashboard.

# 2.13 IP log management

System Admins can view the IP logging information using this feature.

### To view IP log related parameters:

3. Select IP log Management in the left panel.



Figure 29: IP log Management - View All

The following columns are seen in the IP log management Page

Column	Description
Created On	This is the date of installation of system.
User ID	User ID
Public IP	IP of the user machine
Browser	Browser which was used to access the application

## 2.14 Filter Ip logs

System Admins can view selective information by defining specific values in the listed fields. For example, System Admins can view the Ip logs.

To view specific parameter:

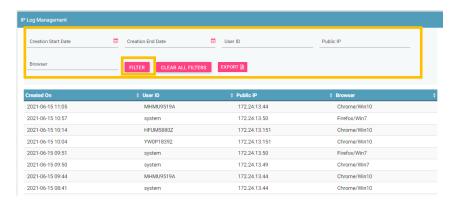


Figure 36: Ip log management - Filter Option

- 3. Enter the required value in one or more of the listed fields:
  - a. Date: Select the dates

b. User ID: User ID

c. Public IP: Select public IP

d. Browser: Select browser

4. Click FILTER.

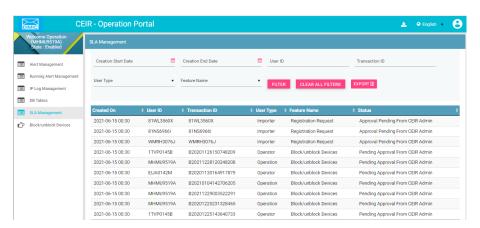
The parameter that matches the specified values is shown in the dashboard.

### 2.15 SLA Management

CEIR Admin has to perform certain activity within the defined timelines. In case the activity is not performed within the timelines, a SLA breach report is generated which denotes the activity where the SLA has not been met.

For example, if CEIR admin has to approve the consignment within 3 days and if CEIR admin is not able to approve the consignment within stipulated time, then on the 4<sup>th</sup> day, the SLA report will contain an entry for this consignment.

#### To view SLA Management Report



For each request, the dashboard displays the following information:

Column	Description
Created On	Date on which the request was created by user
User ID	User ID of the user who created the request
Transaction ID	Transaction ID of the request.
User Type	User Type of the user
Feature Name	Feature for which the request was initiated



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Column	Description
Status	Status of the request