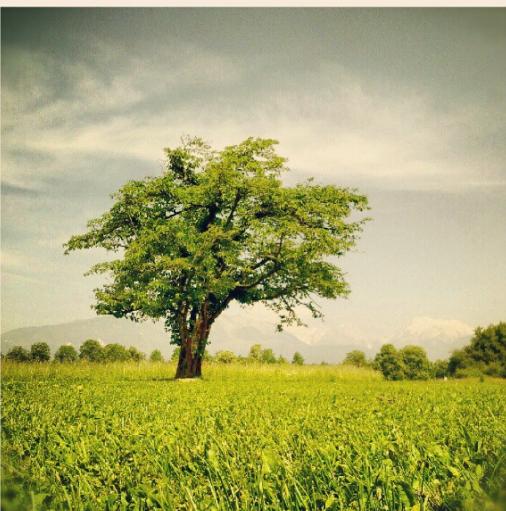


Porta  **Billing**®



37

Maintenance Release

Customer Self-care Interface

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PortaSwitch® Customer self-care interface, November 2013

Please address your comments and suggestions to: Sales Department, PortaOne, Inc. Suite #408, 2963 Glen Drive, Coquitlam BC V3B 2P7 Canada.

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Preface

This document provides a general overview of the Customer self-care interface.

Where to get the latest version of this guide

The hard copy of this guide is updated upon major releases only, and does not always contain the latest material on enhancements that occur in-between minor releases. The online copy of this guide is always up to date, and integrates the latest changes to the product. You can access the latest copy of this guide at: www.portaone.com/support/documentation/.

Conventions

This publication uses the following conventions:

- Commands and keywords are given in **boldface**



Exclamation mark draws your attention to important information or actions.

NOTE: Notes contain helpful suggestions about or references to materials not contained in this manual.



Timesaver means that you can save time by taking the action described here.



Tips provide information that might help you solve a problem.

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Hardware and Software Requirements

Client System Recommendations

- OS: Windows XP, Vista or 7, UNIX or Mac OS X
- Web browser: Internet Explorer 8.0 (or higher), Mozilla Firefox 3.6 (or higher)
- JavaScript and cookies enabled in web browser
- Display settings:
 - Minimum screen resolution: 1024 x 768

1. Introduction

Login to the Customer Self-care Interface

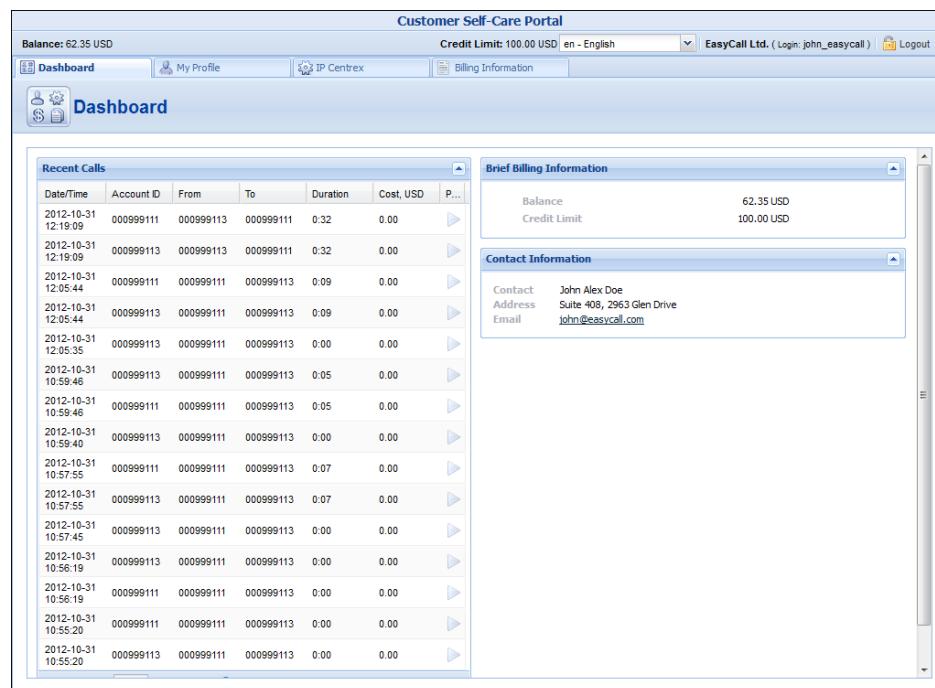
Your ITSP will provide you with a URL and credentials for logging in to the Customer self-care portal upon subscribing to their services.

Overview

The Customer self-care interface was designed for end-users to access their profile data, check billing information, download invoices and, most importantly, manage their IP Centrex settings. The front-end design offers simple and intuitive navigation. This includes an easy-to-use structure of menus and controls, graphic icons and improved presentation of information.

For your convenience, the customer self-care interface is divided into four tabbed sections:

- Dashboard (your home page)
- My Profile
- IP Centrex
- Billing Information



The screenshot shows the 'Customer Self-Care Portal' interface. At the top, it displays 'Balance: 62.35 USD', 'Credit Limit: 100.00 USD', and the user 'EasyCall Ltd. (Login: john_easycall)'. There are tabs for 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The 'Dashboard' tab is active, showing a 'Recent Calls' table and a 'Brief Billing Information' panel.

Recent Calls

Date/Time	Account ID	From	To	Duration	Cost, USD	...
2012-10-31 12:19:09	000999111	000999113	000999111	0:32	0.00	
2012-10-31 12:19:09	000999113	000999113	000999111	0:32	0.00	
2012-10-31 12:05:44	000999111	000999111	000999113	0:09	0.00	
2012-10-31 12:05:44	000999113	000999111	000999113	0:09	0.00	
2012-10-31 12:05:35	000999113	000999111	000999113	0:00	0.00	
2012-10-31 10:59:46	000999113	000999111	000999113	0:05	0.00	
2012-10-31 10:59:46	000999111	000999111	000999113	0:05	0.00	
2012-10-31 10:59:40	000999113	000999111	000999113	0:00	0.00	
2012-10-31 10:57:55	000999111	000999111	000999113	0:07	0.00	
2012-10-31 10:57:55	000999113	000999111	000999113	0:07	0.00	
2012-10-31 10:57:45	000999113	000999111	000999113	0:00	0.00	
2012-10-31 10:56:19	000999113	000999111	000999113	0:00	0.00	
2012-10-31 10:56:19	000999111	000999111	000999113	0:00	0.00	
2012-10-31 10:55:20	000999111	000999111	000999113	0:00	0.00	
2012-10-31 10:55:20	000999113	000999111	000999113	0:00	0.00	

Brief Billing Information

Balance	62.35 USD
Credit Limit	100.00 USD

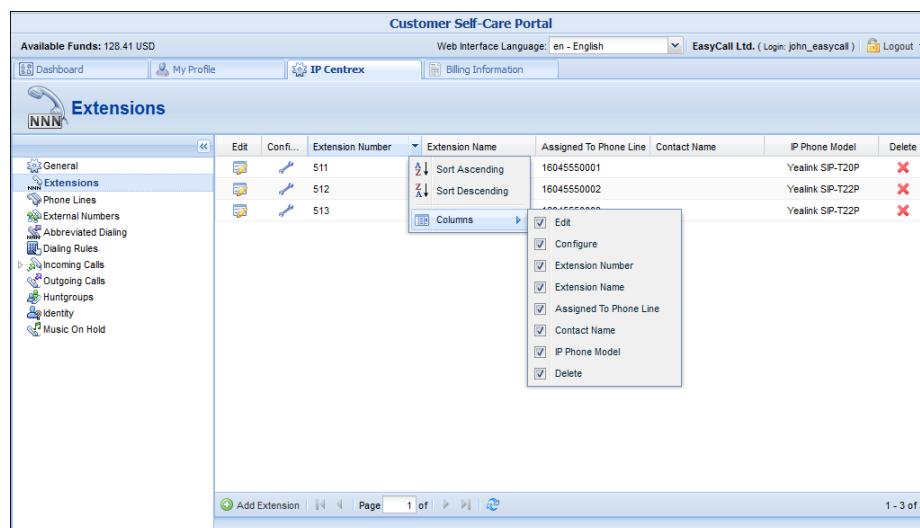
Contact Information

Contact	John Alex Doe
Address	Suite 408, 2963 Glen Drive
Email	john@easycall.com

At the top of the interface you can always view billing information such as your balance, credit limit, etc.

Common Features

Most of the data on the self-care portal is formatted like a page and sorted into columns. You can go to the next page or the previous page, jump to the first or last page, or use the **Refresh**  icon to update any of the pages. You can also change the number of columns and sort them in ascending or descending order by clicking your mouse on the name field of any of these columns. If you point your mouse at the name field you will see a triangle; click on it and a drop-down menu will appear. You can choose how to sort your data and add or remove columns by ticking or unticking items in the drop-down menu:



Extension Number	Extension Name	Assigned To Phone Line	Contact Name	IP Phone Model	Delete
511	16045550001	Yealink SIP-T20P			
512	16045550002	Yealink SIP-T22P			
513	16045550003	Yealink SIP-T22P			

Action Buttons

The top right hand side of the interface provides you with the following information and actions:



1. Your ID and a login name that was used to log in.
2. The **Logout** button that terminates your current session on the web interface. Also, you can change your password here if necessary.

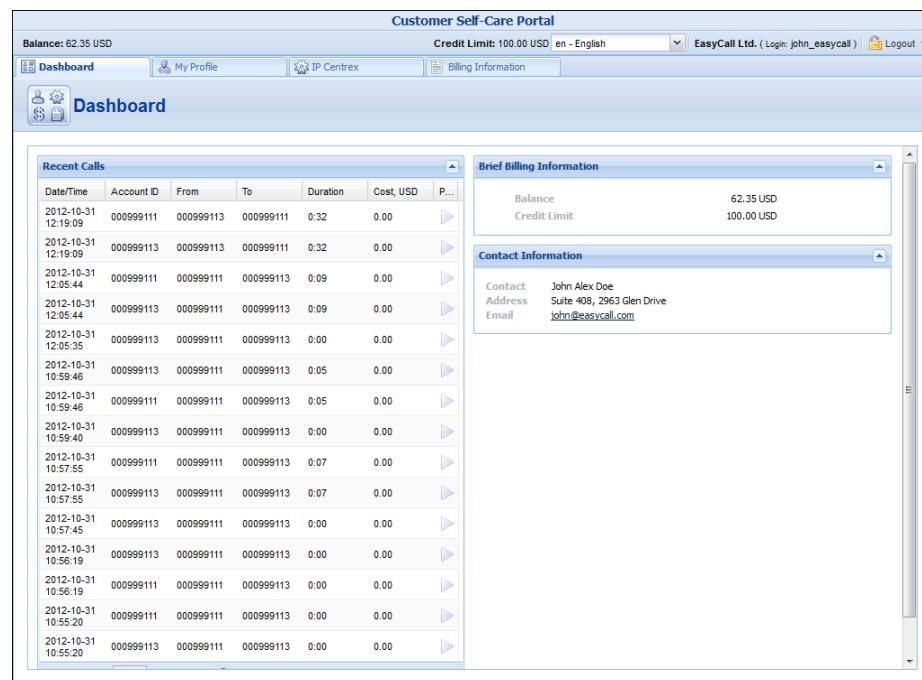
In order for changes to take effect when adding / editing information, you need to click the  **Save** icon on the appropriate page. If you do not want to save the information entered – just press **Cancel**.

2. Web Interface

Dashboard

Your home page is organized like a dashboard so that you can easily view the most important information separated by category into different windows. In addition, these windows can be moved around, rearranged or minimized as you wish.

You will see three **information windows** on the Dashboard:



Column	Description
Contact Information	Here you can view your contact info such as address, email, etc.
Brief Billing Information	This reflects thumbnail billing information such as your current balance and credit limit.
Recent Calls	This table lists the most recent calls and call details generated by your phone lines (account IDs on the web interface).

My Profile tab

The **My Profile** tab allows you to view and change your personal (or your company's) details such as contact information, personal info, password, etc.:

Customer Self-Care Portal

Balance: 133.46 USD Credit Limit: 1000.00 USD en - English EasyCall Ltd. (Login: john) Logout

Dashboard My Profile IP Centrex Billing Information

General

General
Additional Information
Settings
Change Password

Personal Information

Company Name	EasyCall Ltd
Mr./Ms./...	Mr.
First Name	John
M.I.	Alex
Last Name	Doe

Contact Information

Contact	John
Phone	555-555-555
Fax	
Alt. Phone	
Alt. Contact	
Email	john@easycall.com

Address Information

Address	Suite 408, 2963 Glen Drive
Province/State	BC
Postal Code	V3B 2P7
City	Coquitlam
Country/Region	Canada

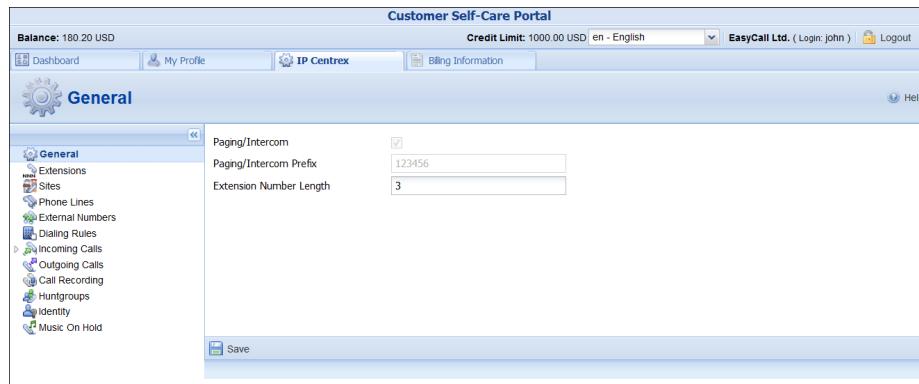
Tab	Description
General	Here you can enter general information such as company name, address, etc.
Additional Information	Here you can define extra information (such as driver's license ID or tax code) in addition to standard information. The fields for this tab are set by the Administrator.
Settings	Here you can choose the language to be used on your self-care web interface.
Change Password	Here you can change your current password for the self-care portal.

 Enter your mobile number in the **Alt. Phone** field to receive SMS notifications.

IP Centrex tab

This tab allows you to manage phone lines, add extensions and huntgroups and configure other IP Centrex services. Here you can also modify the options for separate phone lines.

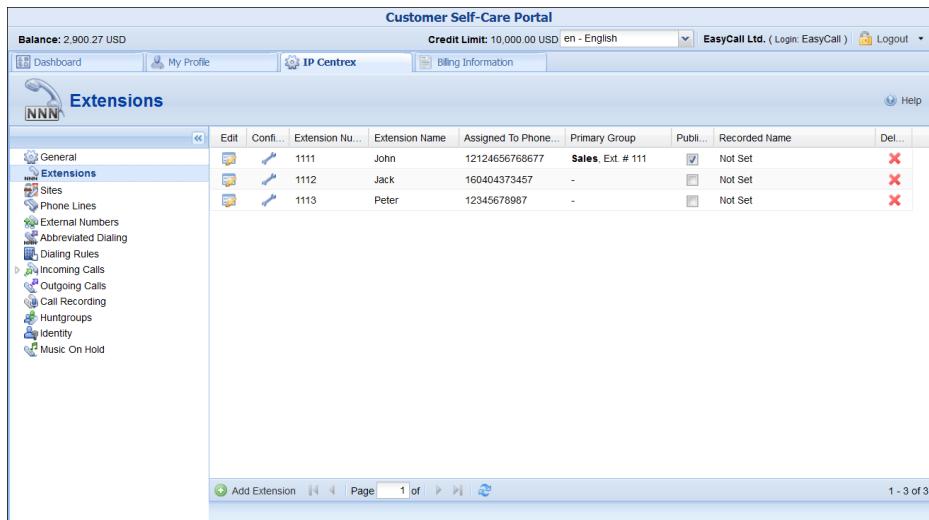
General



Field	Description
Paging / Intercom	Intercom calls enable users belonging to the same group to use two phones like on-door speakerphones. Here you can see whether this feature is enabled or not for your phone line.
Paging / Intercom Prefix	This appears only if Paging / Intercom is enabled; this is a special code that is dialed before the other extension number to automatically connect both extensions. When a two-way audio channel is established, speakerphone mode is immediately activated on the phone of the party being called.
Extension Number Length	Here you can see the number of digits for an extension number (e.g. 3, as per usual). Keep this in mind when adding extensions.

Extensions

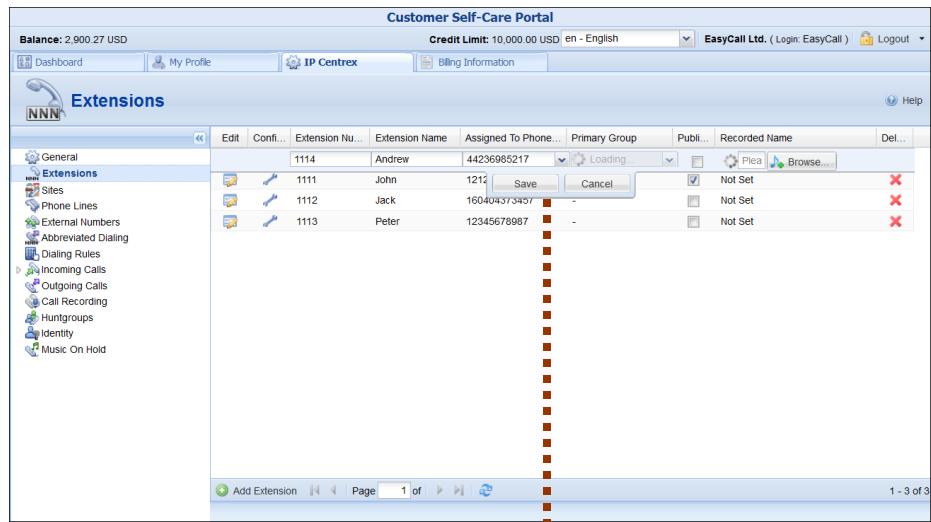
Here you can define a list of extensions for phone lines within your IP Centrex environment. You can easily add new extensions or change existing ones without any actual reconfiguration of your phone.



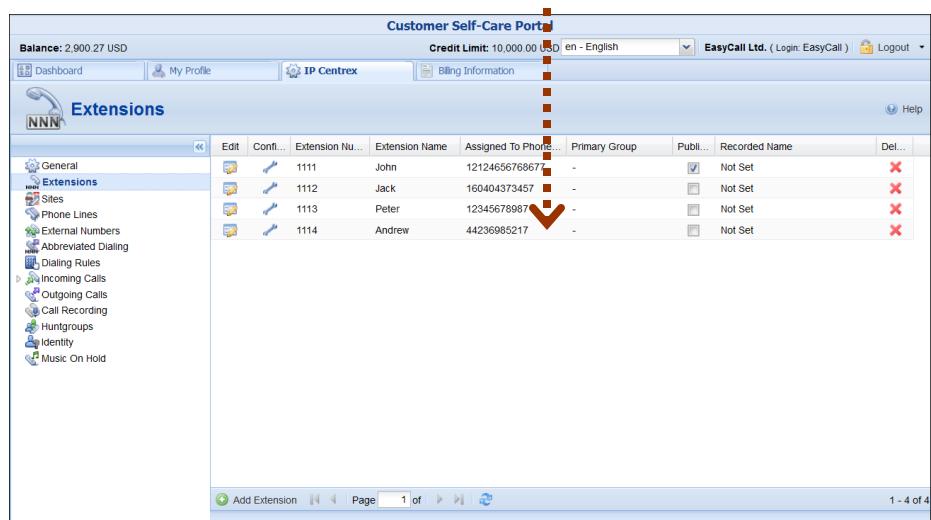
Extension Number	Extension Name	Assigned To Phone Line	Primary Group	Published	Recorded Name
1111	John	12124656768677	Sales, Ext. # 111	<input checked="" type="checkbox"/>	Not Set
1112	Jack	160404373457	-	<input type="checkbox"/>	Not Set
1113	Peter	12345678987	-	<input type="checkbox"/>	Not Set

To add a new extension number, click the  **Add Extension** button and enter the following information:

- **Extension Number** – Type in the number the end-user will dial on his phone (an extension number should contain only digits).
- **Extension Name** – Enter the logical name for this extension (e.g. name of the person using this line: “John”).
- **Assigned To Phone Line** – This is the number that the extension is associated with. Here you should specify one of your phone lines by selecting it from the drop-down list. (Note that each phone line from the list can only be used once).
- **Primary Group** - Select the huntgroup to which this extension belongs to allow calls within a group to be picked up by dialing the group pickup prefix (without specifying the group number).
- **Published** – Clear this check box to exclude certain extensions from being accessible via dial-by-name (e.g. you do not want telemarketers to directly reach your CEO or CFO because their names are publicly accessible).
- **Recorded Name** – You can record or upload a voice prompt with the actual person’s name for each extension. This can be used in the **Dial-by-name Directory** feature. If a caller does not know the extension number of the person he is trying to reach, he may look up the called party using the first three letters of his surname.

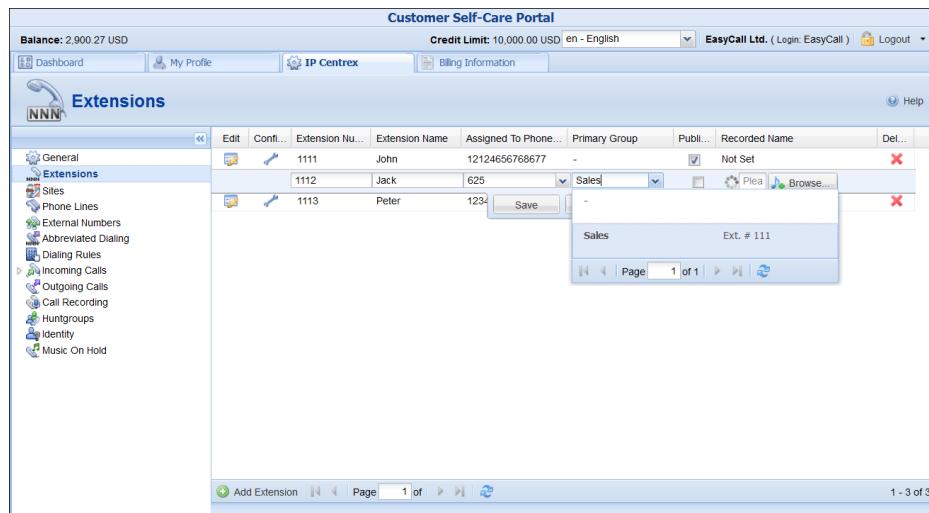


The screenshot shows the 'Customer Self-Care Portal' interface. The left sidebar contains a tree view with 'General' expanded, showing 'Extensions' selected. The main content area displays a table of extensions with columns: Extension Number, Extension Name, Assigned To Phone..., Primary Group, Public..., Recorded Name, and Delete. The table shows four extensions: 1114 (Andrew), 1112 (Jack), 1113 (Peter), and 1111 (John). A modal dialog is open over the table, centered on extension 1114, with fields for 'Extension Number' (1114), 'Extension Name' (Andrew), and 'Assigned To Phone...' (1212). Buttons for 'Save' and 'Cancel' are visible. The status bar at the bottom indicates '1 - 3 of 3'.

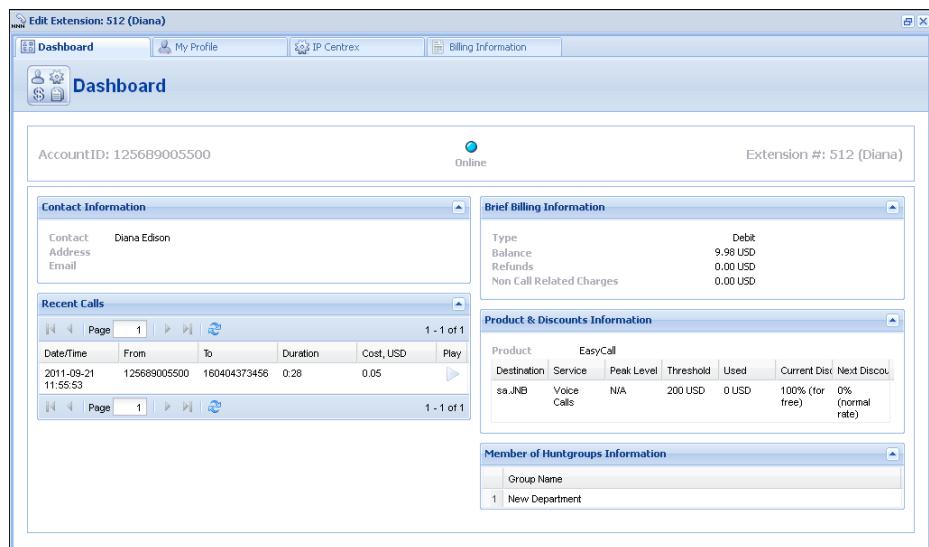


The second screenshot shows the same portal interface after the new extension has been saved. The table now includes a fifth row for extension 1114 (Andrew). A red arrow points to the 'Save' button in the modal dialog from the previous screenshot, indicating it has been clicked. The status bar at the bottom indicates '1 - 4 of 4'.

Once all the information is entered, click the **Save** button. You can easily change the number and extension name and manage phone line assignments by simply clicking on that extension number or on the **Edit**  icon. To remove the extension from the list, click the **Delete**  button. Having saved the new extension, you can choose **Primary Group** this extension will belong to by clicking the **Edit**  icon:



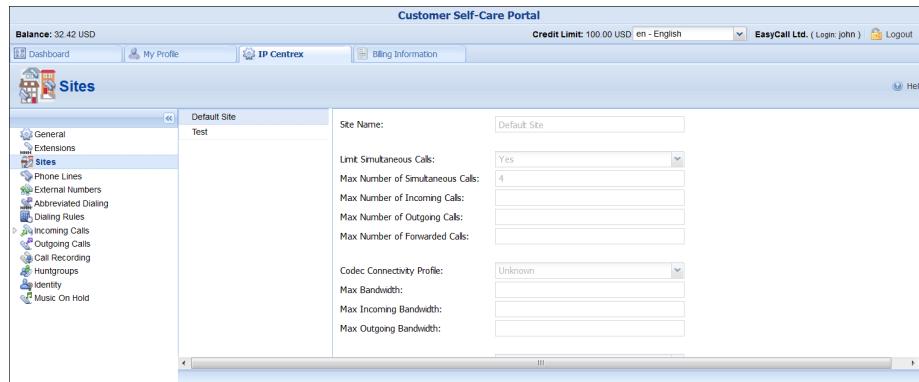
To view and edit information about the *extension*, press the **Configure**  icon next to the extension number. You will see the **Edit Extensions** page (note that some details are read-only):



Sites

A site is a group of customer's accounts that can be conveniently managed as a single entity. For instance, all of the phone lines used in a sales department or in 'office building A' can be joined into a single group. This allows you to apply certain configuration parameters or service restrictions to the accounts in that group. You can limit the combined number of simultaneous calls for all accounts of a particular site. This is useful if, for instance, 'office building A' has limited bandwidth and can only support 30 calls – no more calls will be allowed in order to avoid severe degradation of the sound quality on all calls in progress.

Any account that is not assigned to a specific site will share the limitations of the Default site.

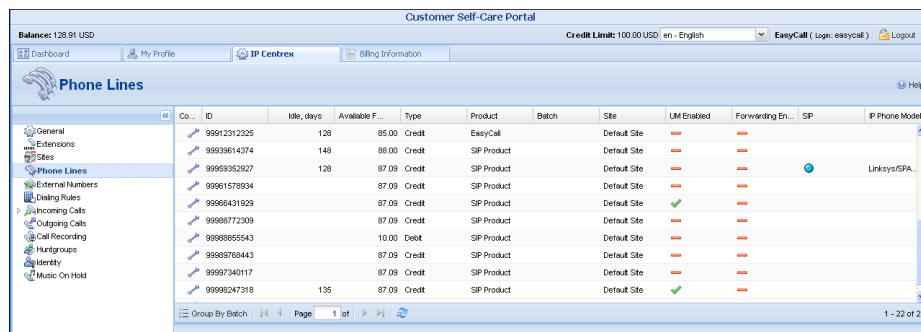


Site Name	Name for a group of accounts
Limit Simultaneous Calls	Engage real-time checks of the number of concurrent calls made by accounts that belong to this site. When the specified number of concurrent calls has already been established (calls are in a “connected” state) and the account tries to place another call, that call will be rejected.
Max Number of Simultaneous Calls	Allow only a specific number of concurrent calls (regardless of their type, such as incoming or outgoing) for accounts at this site.
Max Number of Incoming Calls	Allow only a specific number of concurrent incoming calls for accounts at this site.
Max Number of Outgoing Calls	Allow only a specific number of concurrent outgoing calls for accounts at this site.
Max Number of Forwarded Calls	Allow only a specific number of concurrent forwarded calls for accounts at this site.
Codec Connectivity Profile	Codec connectivity profile that will be used for bandwidth allocation calculation. Every new call's allocated bandwidth is calculated by considering a negotiated codec and its parameters to enable full use of the available bandwidth and block new calls if no more bandwidth is available.
Max Bandwidth	Bandwidth utilization limitation to ensure that only an acceptable number of calls are allowed, in order to avoid severe degradation of the sound quality on calls in progress.
Max Incoming Bandwidth	Bandwidth utilization limitation for incoming calls.
Max Outgoing Bandwidth	Bandwidth utilization limitation for outgoing calls.

Location Information	Customer's permanent location for geo-IP fraud prevention.
Current Location	Customer's permanent location. It contains a country code top-level domain (in <i>iso_3166_1_a2</i> format, e.g. <i>fr</i> for France, <i>de</i> for Germany etc.)
Allowed Mobility	Stationary user (constant location) option can be used if the customer is not authorized to make calls from various countries (e.g. as a residential customer would make calls from his SIP phone). Calls made from any other country will be screened. The Roaming user (frequent location) option can be used for customers who travel frequently. In this case, a change in location would be considered acceptable.

Phone Lines

Here you can view the full list of phone lines and configure them if necessary:



Column	Description
Configure	Click on the Configure  icon to edit the settings for a particular phone line.
ID	The primary identification for this phone line.
Idle, days	The amount of days the phone line has not been in use.
Available Funds	The amount of funds available for the user to spend on services.
Type	The type of phone line. It may either be "Debit" or "Credit." "Debit" is usually associated with prepaid cards. "Credit" is a phone line that will be invoiced for costs incurred.
Product	The product assigned to a particular phone line.
Batch	Batch is a group of phone lines under the same logical name. Here you can see the name of the batch

	that a particular phone line belongs to.
Site	The name of the site the phone line belongs to.
UM Enabled	The UM field shows whether UM services are enabled or disabled for a particular phone line. When they are enabled, the  icon is shown. The field with an  icon indicates that UM services are disabled.
Forwarding Enabled	The forwarding field shows whether this function is enabled or disabled for a particular phone line. When it is enabled, the  icon is shown. The field with an  icon indicates that forwarding is disabled.
SIP	When the phone line is used by a phone to register with the SIP server, the  icon is shown.
IP Phone Model	Indicates the IP phone that is assigned to a particular phone line.

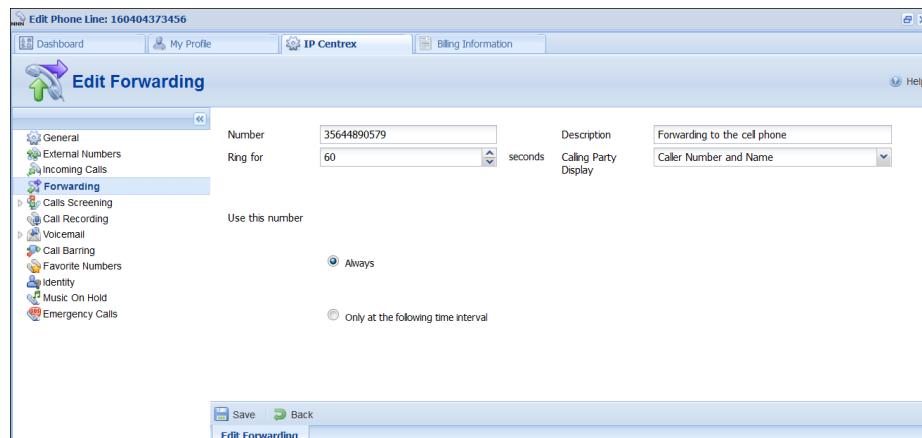
You can also view phone lines grouped by batch by clicking the  **Group By Batch** button located at the top or bottom of the page.

You can configure forwarding when it is enabled for the phone line. Just click the **Configure**  icon next to the phone line to go to the Edit Phone Line page. There are several call forwarding modes: **Follow-Me**, **Advanced Forwarding**, **Forward to SIP URI** and **Simple Forwarding**.

Follow-Me Forwarding Mode

Using follow-me you can forward calls to multiple destinations. You can also configure it so that each of these destinations will be used during its own time period.

1. In the **IP Centrex** section, choose **Forwarding**.
2. Click  **Add New Number**.

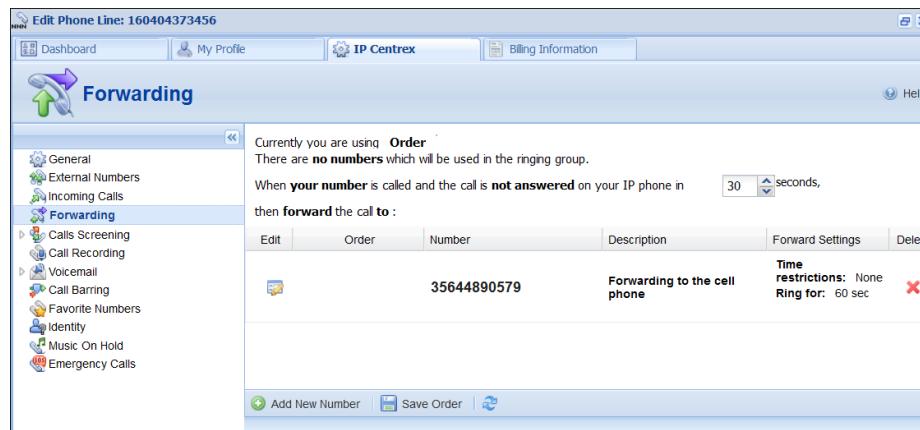


The screenshot shows the 'Edit Forwarding' page for a phone line. The 'Forwarding' section is selected in the sidebar. The main form fields are:

- Number:** 35644890579
- Ring for:** 60 seconds
- Description:** Forwarding to the cell phone
- Calling Party Display:** Caller Number and Name
- Use this number:** Always (radio button selected)
- Only at the following time interval:** (radio button)

3. Enter the following information:

- **Number** – Enter a number for redirecting calls (e.g. 35644890078).
- **Description** – A short description for this number.
- **Ring for** – If a call is not answered, set the number of seconds it will ring for until it is forwarded to the next number on the list.
- **Calling Party Display** – Choose how to display the caller's info during forwarding:
 - Select **Caller Number and Name** to see the phone number and the name of the original caller.
 - Select **Caller Number and Forwarder Name** to see the phone number of the caller and the forwarder's name (they will be displayed.)
 - Select **Forwarder Number and Name** to see the phone number and the name of the forwarder
- **Use this number** – Choose the period during which the number is used. If you check the box next to **Always**, the call will always be forwarded to your cell phone. If you want to forward calls to a cell phone only during a specific time period, check the box next to **Only at the following time interval** field and click the  icon to define that interval. Please consult the *How* section for more information.



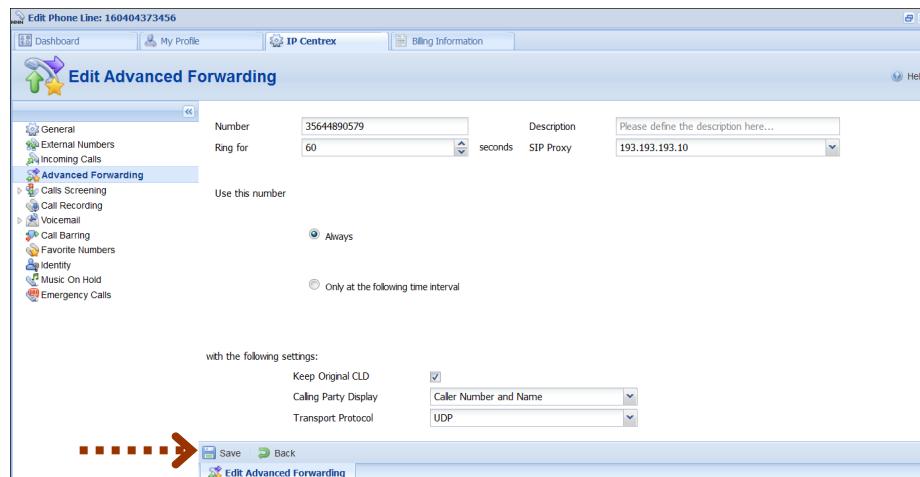
4. Click the  **Save** icon to save the results of your work.
5. Repeat steps 2-4 until all the desired follow-me numbers have been added.

Advanced Forwarding Mode

This is similar to follow-me mode, but has a few extra options that allow you to route calls to SIP URI. To do this, follow the steps below:

1. In the **IP Centrex** section, choose **Advanced Forwarding**.

2. Click  **Add New Number** to add the number on which you wish to receive forwarded calls.
3. Enter the information needed. The fields are very similar to those for adding a follow-me number as described above.
4. Below are additional fields that are not available when adding a follow-me number.
 - **SIP Proxy** – Select SIP proxy from the drop-down menu.
 - **Keep Original CLD** – Check this option to ensure that the originally dialed number is present in the call information when forwarding a call to another phone line.
 - **Calling Party Display** – Choose how to display the caller's info during forwarding:
 - Select **Caller Number and Name** to see the phone number and the name of the original caller.
 - Select **Caller Number and Forwarder Name** to see the caller's phone number and the forwarder's name (they will be displayed.)
 - Select **Forwarder Number and Name** to see the forwarder's phone number and name.
 - **Transport Protocol** – This enables you to choose the UDP or TCP transport protocol. You can use the TCP protocol instead of UDP for SIP communications for PBXes that do not support UDP.



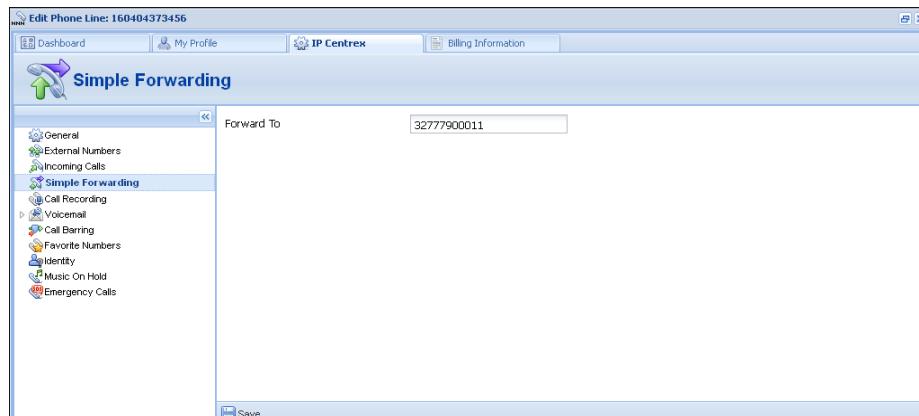
5. Click the  **Save** icon to save the results of your work.

Simple Forwarding

The simplest type of forwarding is when you specify a single phone number to which all calls will be sent.

1. In the **IP Centrex** section, choose **Simple Forwarding**.
2. Enter the following information:

- **Forward To** – The number you wish the calls to be forwarded to.

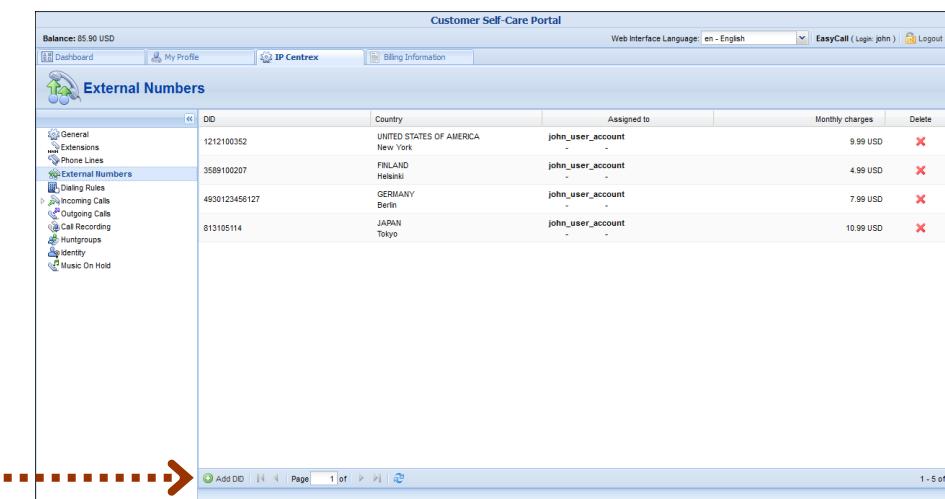


3. Click the  **Save** icon.

External Numbers

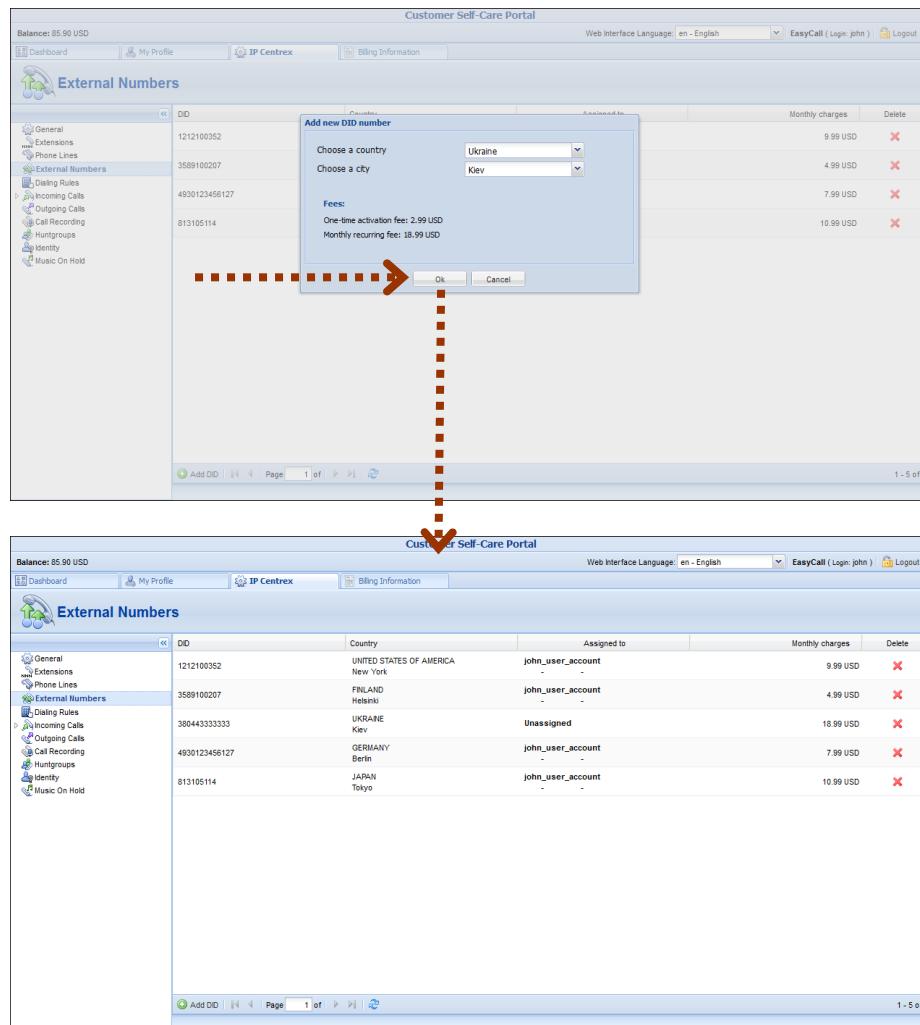
In addition to the user's main phone number, he/she can be assigned multiple alternate DID (direct inward dialing) phone numbers.

In this tab you can easily browse the complete inventory of available DID (or toll-free) numbers online, and select the numbers you want to use as alternates. To do this, click the  **Add DID** button located at the bottom of the page and specify a country and a city in which you want to purchase a DID. Once you have specified a country and a city you will see the applicable fees for using this DID number:



Customer Self-Care Portal					
External Numbers		Country		Assigned to	Monthly charges
1212100352		UNITED STATES OF AMERICA	New York	john_user_account	9.99 USD
3589100207		FINLAND	Helsinki	john_user_account	4.99 USD
4930123456127		GERMANY	Berlin	john_user_account	7.99 USD
813105114		JAPAN	Tokyo	john_user_account	10.99 USD

 Add DID



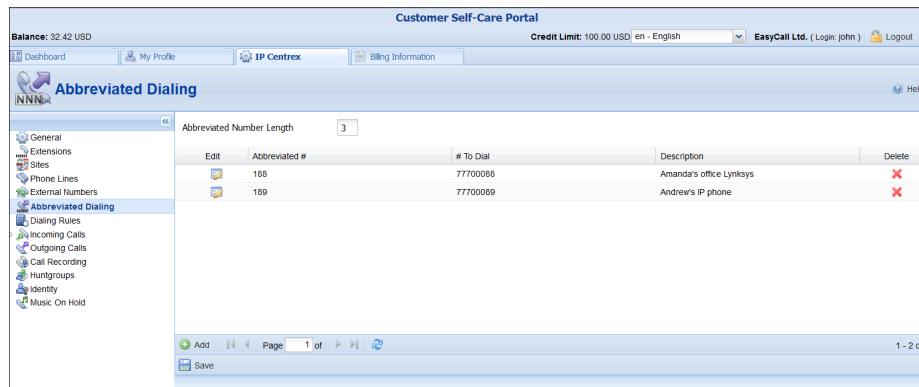
DID	Country	Assigned to	Monthly charges	Delete
1212100352	UNITED STATES OF AMERICA New York	john_user_account	9.99 USD	X
3589100207	FINLAND Helsinki	john_user_account	4.99 USD	X
380443333333	UKRAINE Kiev	Unassigned	18.99 USD	X
4930123456127	GERMANY Berlin	john_user_account	7.99 USD	X
813105114	JAPAN Tokyo	john_user_account	10.99 USD	X

As soon as you confirm the new DID number, your number will appear as unassigned. You can assign this number to the desired account (phone line) by simply double-clicking on it.

Abbreviated Dialing

Here you may define a list of phone extensions for your IP Centrex environment, plus create abbreviated dialing for external phone numbers. You can set up dialing rules as an international prefix, outside prefix, direct number (e.g. 911), or abbreviated dialing for your accounts.

NOTE: To be able to add extensions / abbreviated numbers, you should enter the maximum length of anticipated digits (e.g. 3 in the case of 123-like numbers) in the **Abbreviated Number Length** field.



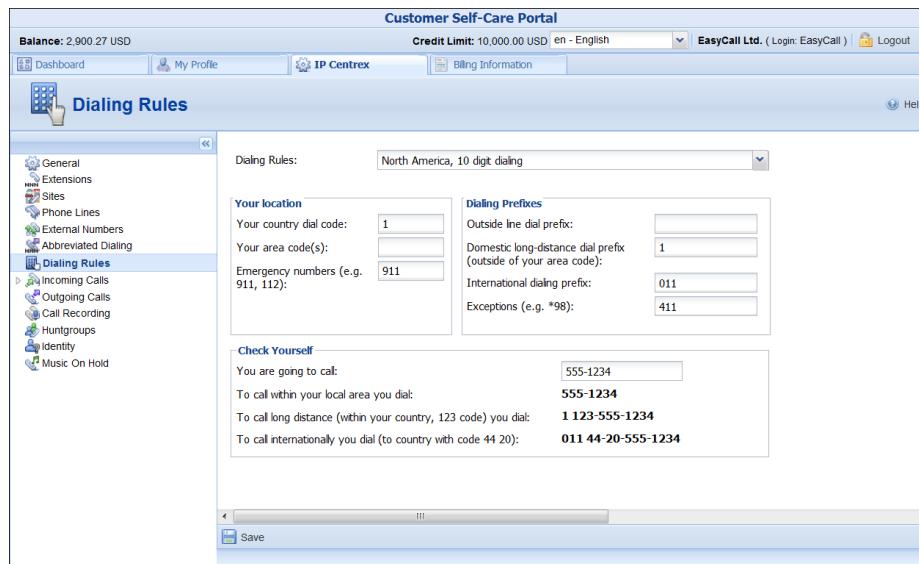
Customer Self-Care Portal				
Balance: 32.42 USD	Credit Limit: 100.00 USD	en - English	EasyCall Ltd. (Login: John)	Logout
Abbreviated Dialing	Abbreviated Number Length	3		
Abbreviated #	# To Dial	Description	Delete	
188	77700088	Amanda's office Linksys		
189	77700089	Andrew's IP phone		

To add a new abbreviated dialing number, click the  **Add** button and enter the following information:

Field	Description
Abbreviated #	The number the end-user will dial on his phone (extension number).
# to Dial	The number that the call will be forwarded to. You may enter the ID of one of your accounts or any phone number. If you leave this field blank, then the abbreviated number is considered to be a direct number, or “dial as is.” This is useful for making sure that special numbers (e.g. 112) are never converted by other translation rules. Note: Phone numbers must be entered in the E.164 format.
Description	Description of this abbreviated number, e.g. “Andrew’s IP phone.”

Dialing Rules

Using this tab, you can define a way of dialing phone numbers that is convenient to you or your users.



By default, Dialing Rules are disabled. This means that the system identifies calls arriving from a user as being in the E.164 format. If Dialing Rules are enabled, this will allow you to choose various dial plan parameters such as an international dialing prefix or area code. You may change or type in your own number translation rules instead if you select the **Custom Rule** option.

Several sample settings are provided for your convenience. For instance, in order to load sample settings for “traditional” North American dialing, select “North America, WA, 10 digit dialing” from the drop-down list and click  **Save**.

Confirm that you have described the numbering format correctly. Verify that for all examples provided (domestic and international calls) this is how you want the numbers dialed.

Incoming Calls

Here you can set the parameters for incoming calls:

Customer Self-Care Portal

Available Funds: 128.41 USD Web Interface Language: en - English EasyCall Ltd. (Login: john_easycall) Logout

Dashboard My Profile IP Centrex Billing Information

Incoming Calls

General Extensions Phone Lines External Numbers Abbreviated Dialing Dialing Rules Incoming Calls Call Parking Outgoing Calls Huntgroups Identity Music On Hold

Ext-to-Ext Call Distinctive Ring: Yes
Group Pickup:
Group Pickup Prefix: 123

Save

Column	Description
Ext-to-ext call distinctive ring	For incoming calls from phones within the IP Centrex environment, use a ring pattern different from the default one.
Group Pickup	Enable the Group Pickup feature, which enables phones within the same IP Centrex environment to answer each other's calls by dialing a Group Pickup Prefix .
Group Pickup Prefix	This is only available if Group Pickup is activated. Specify the special code for picking up calls here.

Call Parking

Call parking allows users to put a conversation on hold and then resume it from a different IP phone. If you enable this feature, you can set the required parameters for it here.

Customer Self-Care Portal

Available Funds: 128.41 USD Web Interface Language: en - English EasyCall Ltd. (Login: john_easycall) Logout

Dashboard My Profile IP Centrex Billing Information

Call Parking

General Extensions Phone Lines External Numbers Abbreviated Dialing Dialing Rules Incoming Calls Call Parking Outgoing Calls Huntgroups Identity Music On Hold

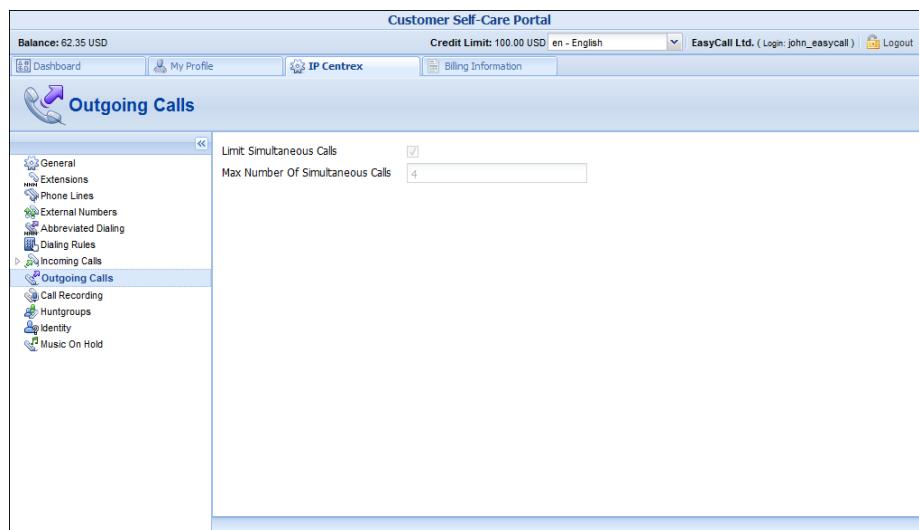
Call Parking:
Park Prefix: 345
Release Prefix: 543

Save

Column	Description
Call Parking	Enables the Call Parking feature.
Park Prefix	This is only available if Call Parking is activated; this allows you to specify a key combination for parking a call.
Release Prefix	This is only available if Call Parking is activated; this allows you to specify a code in order to quit the call parking status and resume the conversation.

Outgoing Calls

Here you can view different parameters for outgoing calls (note that this page is read-only):

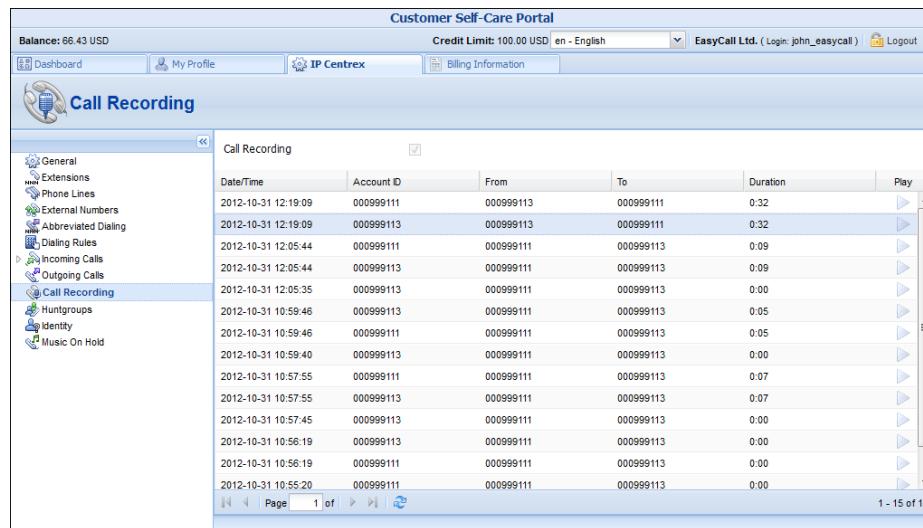


Column	Description
Limit Simultaneous Calls	This shows whether there is a limit on the number of concurrent calls that can be made by your phone lines.
Max Number of Simultaneous Calls	This shows the maximum number of concurrent calls permitted for your phone lines.

Call Recording

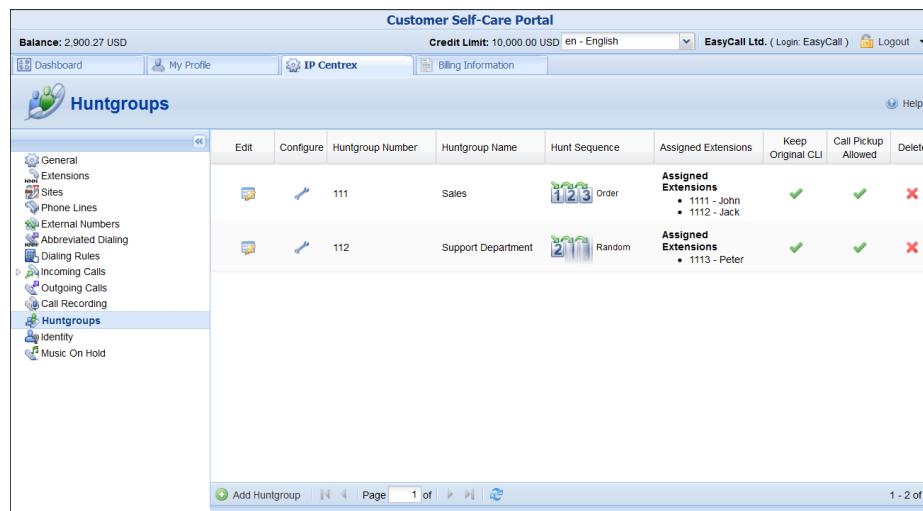
With the help of this feature, the users of IP Centrex services can record their phone conversations for later playback.

Here you can check whether the **Call Recording** feature is enabled or not. When it is enabled, you can view information about calls and listen to recordings.



Huntgroups

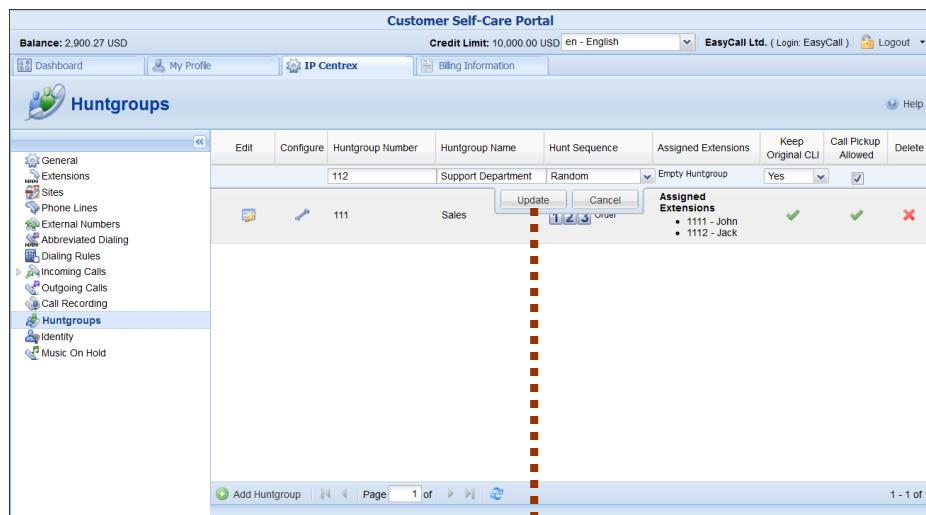
Sometimes there is a need for a call to be delivered to several extensions at once. With the **Huntgroup** function – you can easily configure a scheme for call distribution in such a way that incoming calls are delivered to one or more assigned extensions.



To add a new huntgroup, click the  **Add Huntgroup** button and enter the following information:

- **Huntgroup Number** – The number the end-user must dial on his phone to reach one or more assigned extensions.
- **Huntgroup Name** – Logical name for this group of extensions, e.g. “New department.”
- **Hunt Sequence** – Specifies the order for delivering a call to one or more extensions.

- If **Order** is chosen, extensions will be called one by one from the first (topmost) to the last number until the call is answered.
- Choose **Random** if you want to use a random order.
- **Simultaneous** enables simultaneous calls to every extension from the list.
- If you choose **Least Used**: This sorts the phone lines in descending order beginning with their last usage, and delivers a call to their extensions, accordingly. (For example, phone line 777111 with extension 111 was last used on 2010-12-11, and phone line 777222 with extension 222 was last used on 2010-12-12, so the call goes to extension 111 and if it is not answered, it goes to extension 222.)
- **Keep Original CLI:**
 - **Yes** – The call is redirected with the phone number and name of the original caller.
 - **No** – The call is redirected with the phone number and name of the huntgroup.
 - **Id Only** – The call is redirected with the phone number of the original caller and name of the huntgroup.
- **Call Pickup Allowed** – enable this option to allow extensions to pick up calls made to the members of this huntgroup



Customer Self-Care Portal

Balance: 2,900.27 USD Credit Limit: 10,000.00 USD en - English EasyCall Ltd. (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Huntgroups

	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Keep Original CLI	Call Pickup Allowed	Delete
112	Support Department	Random	Empty Huntgroup	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
111	Sales	Order	Assigned Extensions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Huntgroup Page 1 of 1 1 - 1 of 1

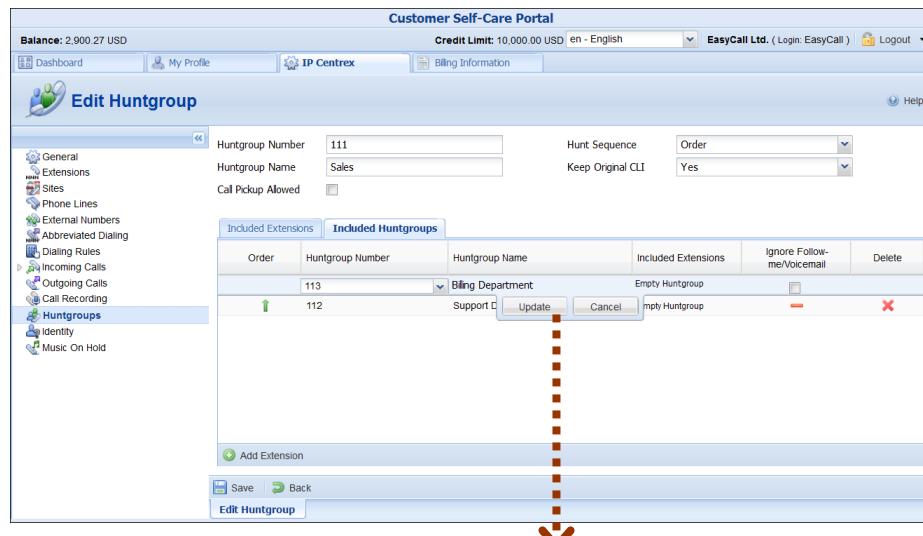
Once all the information is entered, click the **Update** button. Then specify one or several extensions that calls should be delivered to.

Click the icon next to **Huntgroup Number** to add one or several extensions that calls should be delivered to. Click the add Extension button, then choose the extension from the drop-down list of the **Extension Number** and set the parameters:

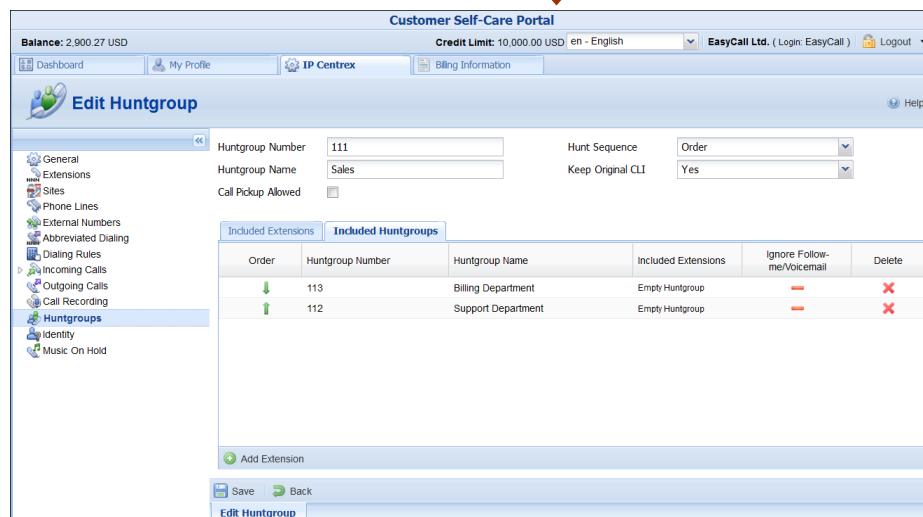
- **Ringing Delay, sec** - Delay (in seconds) before the extension starts to ring.
- **Ringing Time, sec** - Duration (in seconds) of ring.
- **Ignore Follow-me/Voicemail** – check this box to disable forwarding (voicemail, follow-me) on the specific extension for calls made to this huntgroup.

In order for changes to take effect you need to click the **Save** icon at the bottom of the page; you can also use the **Back** button to return to the previous menu.

Several huntgroups can be combined into one huntgroup. Go to the **Included Huntgroups** tab and choose the required huntgroups to add from the list of Huntgroup Number. Tick the **Ignore Follow-me/Voicemail** check-box to disable forwarding (voicemail, follow-me etc.) for calls made to this huntgroup configured on the specific extension within this huntgroup. Then click  **Save**.



Order	Huntgroup Number	Huntgroup Name	Included Extensions	Ignore Follow-me/Voicemail	Delete
113			Empty Huntgroup	<input type="checkbox"/>	
112		Support Department	Empty Huntgroup	<input type="checkbox"/>	

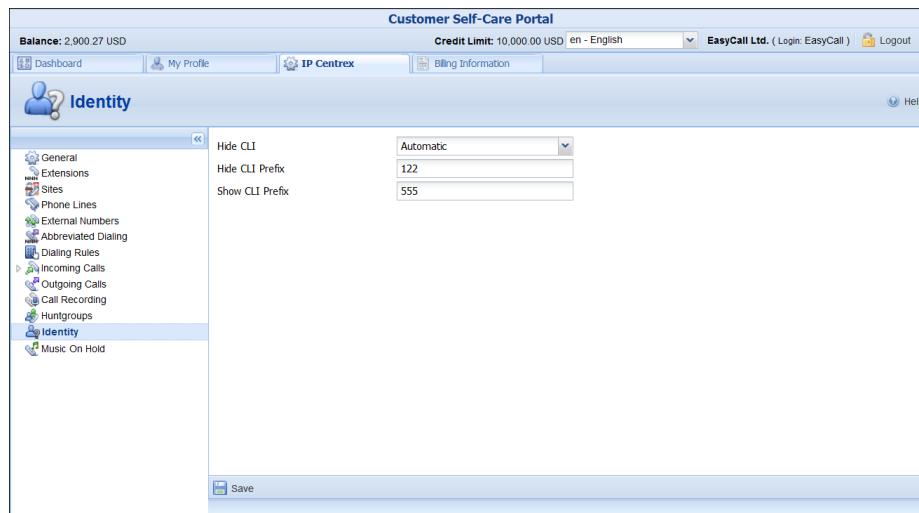


Order	Huntgroup Number	Huntgroup Name	Included Extensions	Ignore Follow-me/Voicemail	Delete
113			Empty Huntgroup	<input type="checkbox"/>	

NOTE: Extension and huntgroup numbers must be different.

Identity

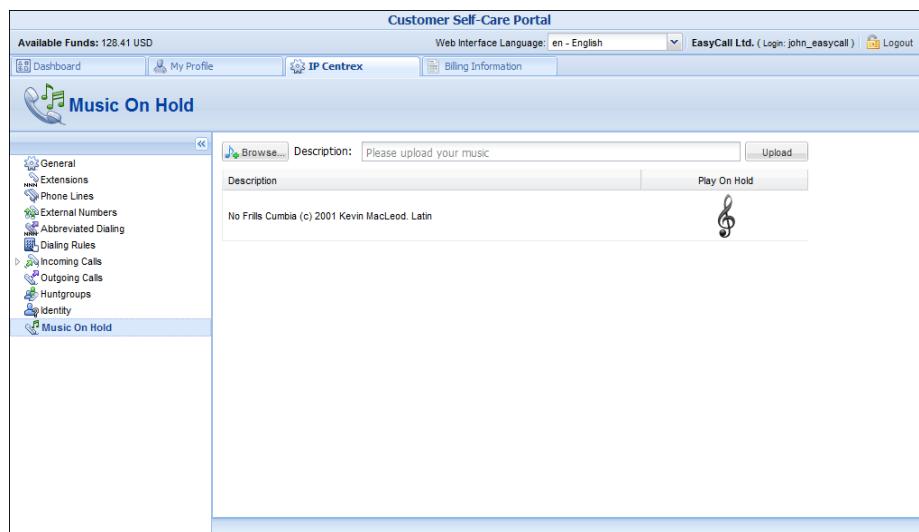
It is possible to set up the following options for handling **Identity** information:



Column	Description
Hide CLI	Removes CLI (ANI) information for outgoing calls. You can choose one of the following options: <ul style="list-style-type: none"> • Never – Always show CLI. Privacy service is not permitted. • Always – Always hide CLI. Privacy service is permitted and in effect (all calls are private). • Automatic – Allows flexible configuration for CLI hiding. It depends on the prefix number dialed and the privacy headers provided by an IP phone device.
Hide CLI Prefix	Enter the prefix to be dialed before the outgoing number in order to prevent the called party from seeing your phone number (Only available when Hide CLI option is set to “Automatic”).
Show CLI Prefix	Enter the prefix to be dialed before the outgoing number in order to allow the called party to see your phone number (Only available when Hide CLI option is set to “Automatic”).

Music on Hold

Here you can define which music will be used for calls on hold within your IP Centrex environment.



Click the treble clef  to enable / disable this feature. To upload your own music, select a file from your local file system using the **Browse** button.

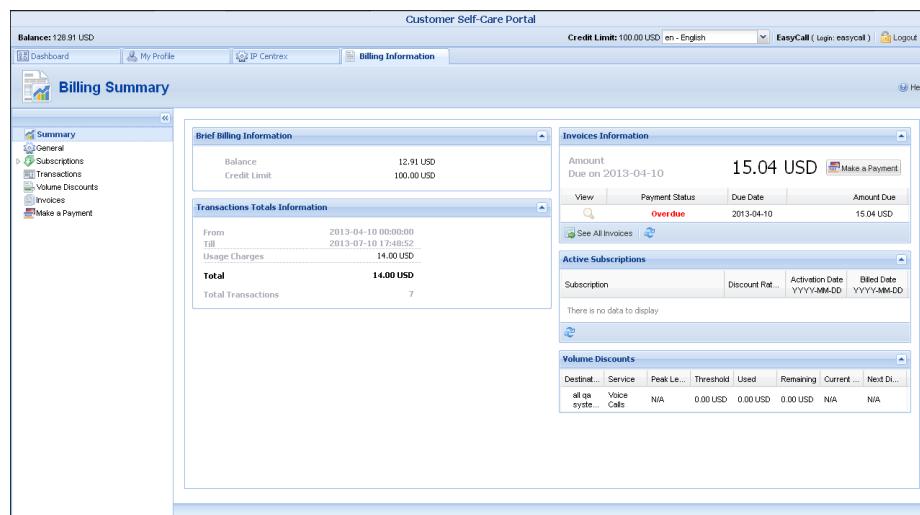
To rename the music file, enter the desired name in the **Music Name** field; otherwise the local file name will be used. The uploaded music will replace the previous entry in the list, and will usually be enabled within 10 minutes of performing this action.

Billing Information tab

Summary

On this page you can view your billing information arranged in four information windows:

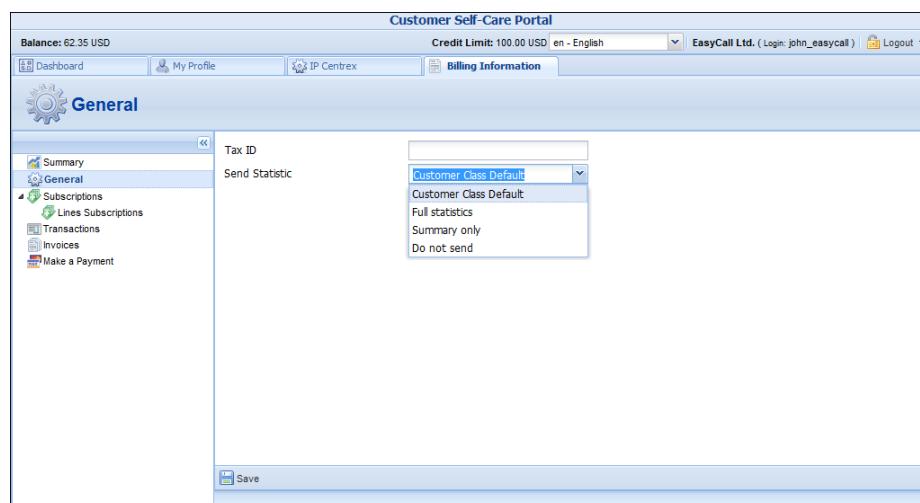
- Brief Billing Information
- Transactions Totals Information
- Invoices Information
- Active Subscriptions



The screenshot shows the Porta Billing Customer Self-Care Portal. The main header includes the Porta Billing logo, the text 'Customer Self-Care Portal', and a 'Logout' button. The top navigation bar shows 'Balance: 128.91 USD', 'Credit Limit: 100.00 USD', and the language 'en - English'. Below the header, there are several tabs: 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The 'Billing Information' tab is active, displaying the 'Billing Summary' page. The summary page contains five main sections: 'Brief Billing Information' (Balance: 12.91 USD, Credit Limit: 100.00 USD), 'Transactions Totals Information' (From: 2013-04-10 00:00:00, Till: 2013-07-10 17:49:52, Usage Charges: 14.00 USD, Total: 14.00 USD), 'Invoices Information' (Amount: 15.04 USD, Due on: 2013-04-10, Status: Overdue), 'Active Subscriptions' (Subscription: N/A, Activation Date: N/A, Billed Date: N/A), and 'Volume Discounts' (Destination: N/A, Service: N/A, Peak Level: N/A, Threshold: N/A, Used: N/A, Remaining: N/A, Current: N/A, Next: N/A).

Brief Billing Information	This reflects your billing info such as current balance, etc.
Transactions Totals Information	This reflects your total transactions (calls, payments, refunds, subscription charges, etc.)
Invoices Information	This displays information for your most recent invoice along with its status (due / unpaid). To view all of the invoices use the See All Invoices button. You can also view the amounts due for the present day and make payments at the same time.
Active Subscriptions	Subscription plans that currently apply to you.
Volume Discounts	Volume discount plans that currently apply to you.

General

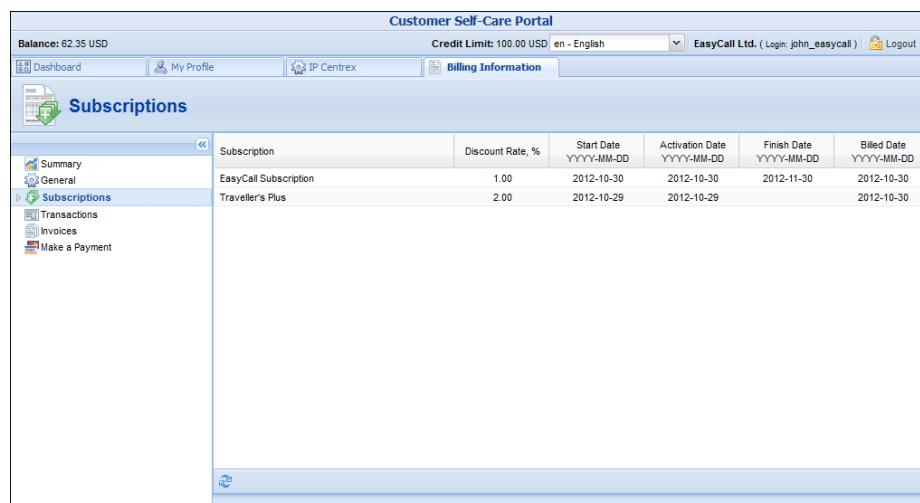


The screenshot shows the Porta Billing Customer Self-Care Portal. The main header includes the Porta Billing logo, the text 'Customer Self-Care Portal', and a 'Logout' button. The top navigation bar shows 'Balance: 62.35 USD', 'Credit Limit: 100.00 USD', and the language 'en - English'. Below the header, there are several tabs: 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The 'Billing Information' tab is active, displaying the 'General' page. The page features a sidebar with a 'General' section containing 'Summary', 'Subscriptions', 'Lines Subscriptions', 'Transactions', 'Invoices', and 'Make a Payment'. The main content area includes a 'Tax ID' input field, a 'Send Statistic' dropdown menu (with options: Customer Class Default, Full statistics, Summary only, Do not send), and a 'Save' button at the bottom.

Tax ID	Your tax ID.
Send Statistic	<p>Defines what kind of xDR statistics should be delivered to the you by email:</p> <ul style="list-style-type: none"> • Customer class default – Use the settings for the customer class. • Full Statistics – Send a CSV file with a complete list of xDRs. • Summary Only – Do not send a full list of xDRs, only a brief summary <p>Do Not Send – This option prevents the delivery of event statistics to the customer via email.</p>

Subscriptions

This tab displays the subscription plans currently being applied to you.

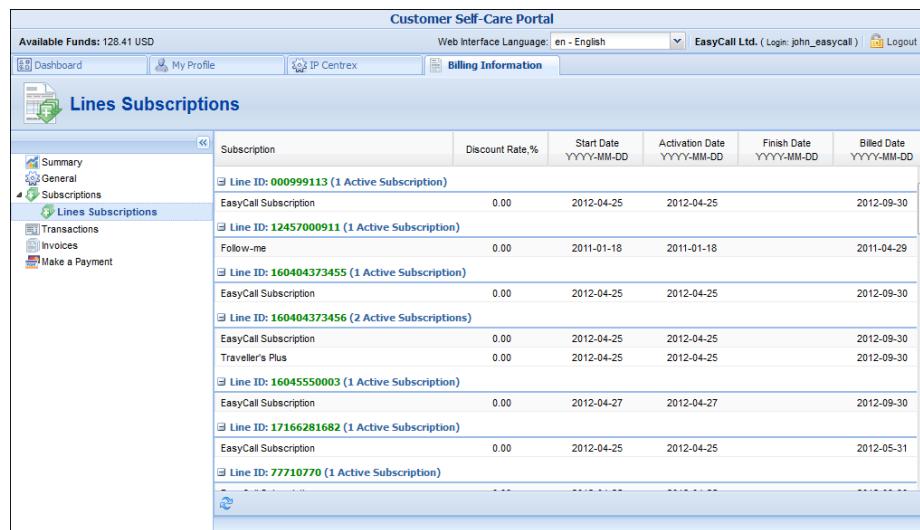


Subscription	Discount Rate, %	Start Date	Activation Date	Finish Date	Billed Date
EasyCall Subscription	1.00	2012-10-30	2012-10-30	2012-11-30	2012-10-30
Traveller's Plus	2.00	2012-10-29	2012-10-29		2012-10-30

Subscription	Subscription plans being applied to you.
Discount Rate, %	Amount of discount being applied for this subscription.
Start Date	Subscription activation date.
Activation Date	This displays the date on which the subscription was activated.
Finish Date	This shows the date on which this subscription will be automatically canceled.
Billed Date	This shows the date on which subscription charges have been applied.

Lines Subscription

This tab displays the subscription plans currently being applied to phone lines (see the fields' description above).

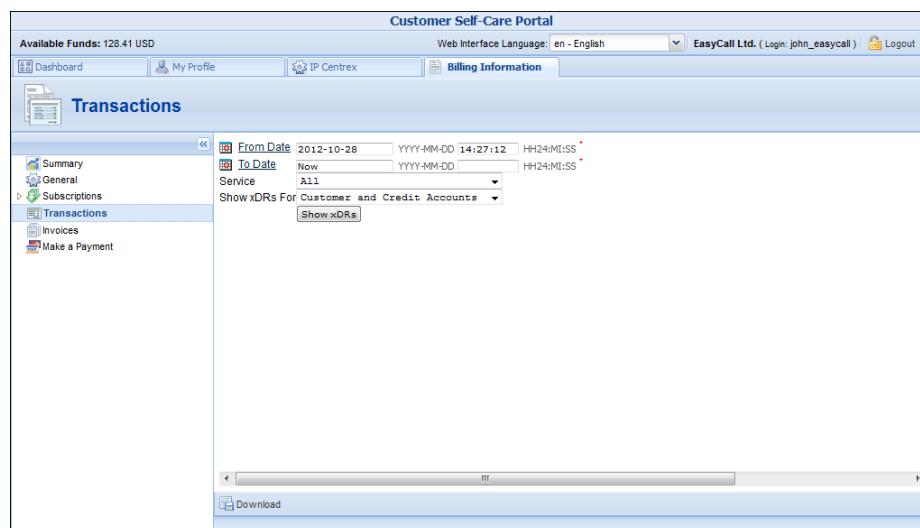


Line ID	Subscription	Discount Rate, %	Start Date	Activation Date	Finish Date	Billed Date
000999113 (1 Active Subscription)	EasyCall Subscription	0.00	2012-04-25	2012-04-25		2012-09-30
12457000911 (1 Active Subscription)	Follow-me	0.00	2011-01-18	2011-01-18		2011-04-29
160404373455 (1 Active Subscription)	EasyCall Subscription	0.00	2012-04-25	2012-04-25		2012-09-30
160404373456 (2 Active Subscriptions)	EasyCall Subscription	0.00	2012-04-25	2012-04-25		2012-09-30
	Traveller's Plus	0.00	2012-04-25	2012-04-25		2012-09-30
16045550003 (1 Active Subscription)	EasyCall Subscription	0.00	2012-04-27	2012-04-27		2012-09-30
17166281682 (1 Active Subscription)	EasyCall Subscription	0.00	2012-04-25	2012-04-25		2012-05-31
77710770 (1 Active Subscription)						

Transactions

Transactions (calls, payments, refunds, subscription charges, etc.) serve as the primary record of services provided to you.

This screen allows you to view and download transaction records – xDRs (eXtensible Detail Records) for any desired time period.

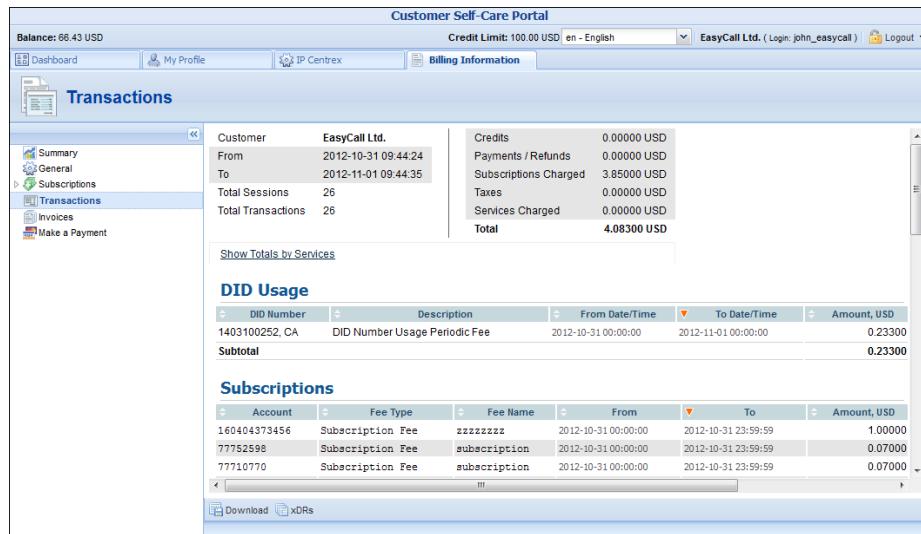


On the xDR view page you can make an extensible search via:

- A date and time range by clicking the icon 
- A certain service type

- The type of required phone lines (accounts)

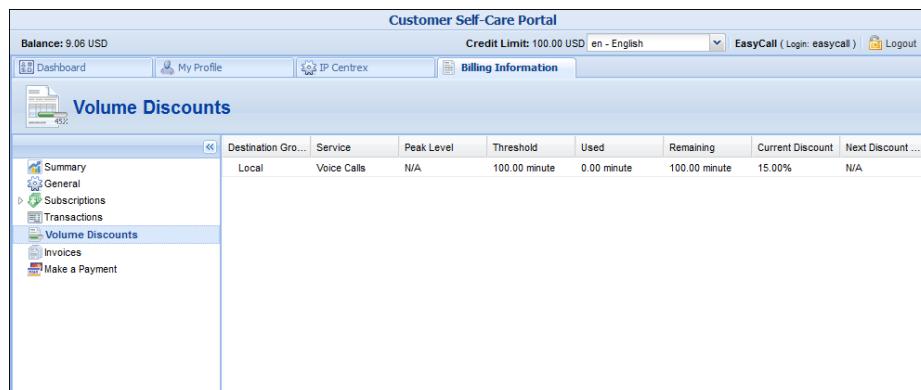
Set the from / to dates by clicking the  icon and press the **Show xDRs** button. The result page contains a summary displayed at the top of the screen and tables list all calls and accompanying charges during a specified time period. If you want to view information (charged quantity and amounts due) for all of the services, click the **Show Totals by Services** button.



Click the  icon to download xDRs in the .CSV format. To return to the previous screen, click the **xDRs** button.

Volume Discounts

The **Volume Discounts** screen allows you to view discounts that apply to you.

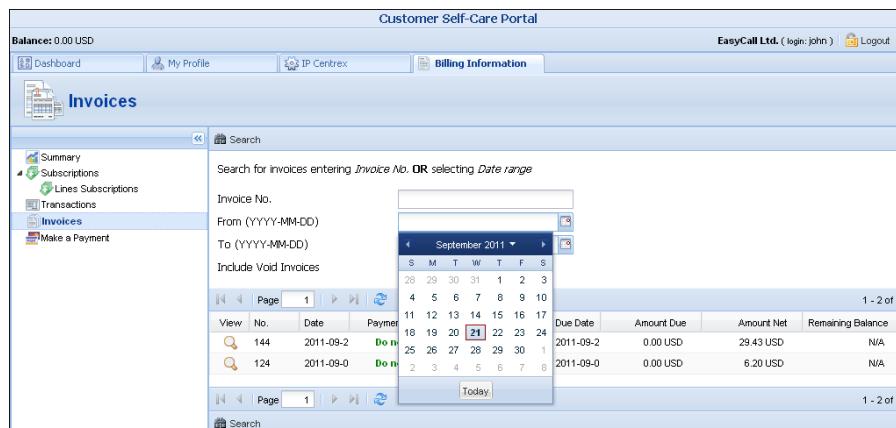


Field	Description
Destination	Information about discounts used and remaining is

Group	shown, grouped by Destination Group names. Each name represents one group included in the volume discount plan assigned to you.
Service	A specific service (voice calls, messaging, data transfer, etc.) that this volume discount will apply to.
Peak level	N/A indicates that the discount is provided regardless of whether the service is used in a peak or off-peak period. Otherwise, this column contains the period names.
Threshold	The threshold value for the currently used discount level. When your internal counter reaches this value, the next level discount will start to be applied according to the discount scheme. When the counter reaches the last numeric threshold value, it will be shown here. N/A means that there is no numeric threshold defined in the scheme, or no scheme has been defined at all.
Used	The current value of your counter associated with this destination group.
Remaining	The amount remaining before the threshold value.
Current Discount	The value of the discount currently applied to you.
Next Discount Level	The value of the next level discount.

Invoices

The invoices screen allows you to view all your invoices. A particular invoice can be found by searching for its number. Groups of invoices can be searched by selecting a date range and pressing the **Search** button.



No.	Date	Paid	Due Date	Amount Due	Amount Net	Remaining Balance
144	2011-09-02	Do not pay	2011-09-02	0.00 USD	29.43 USD	N/A
124	2011-09-02	Do not pay	2011-09-02	0.00 USD	6.20 USD	N/A

Invoices cover these parameters:

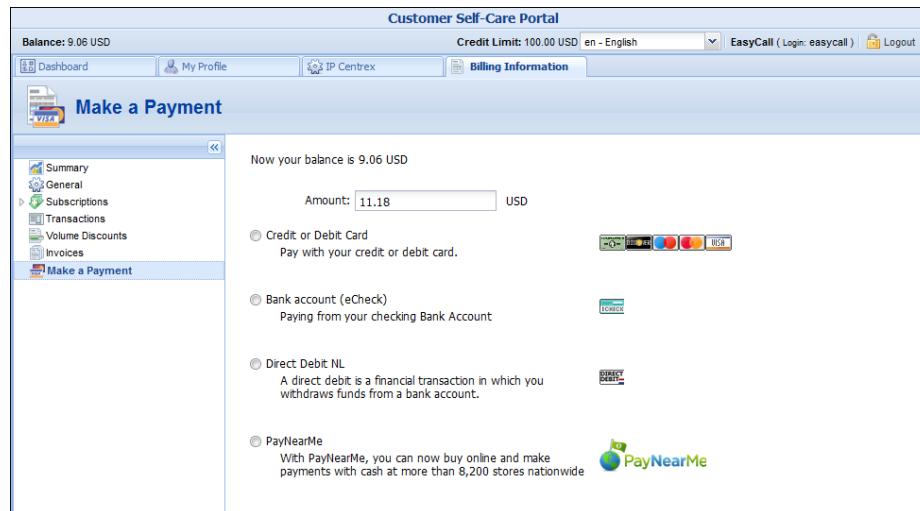
- **Invoice number** – the unique identifier for an invoice
- **Date** – the date that the invoice was issued

- **Payment status** – this specifies one of the following:
 - Do Not Pay – the invoice amount is 0, therefore no payment is required
 - Unpaid – payment has not yet been received
 - Partially Paid – payment has been received but in an amount less than the amount due
 - Paid – invoice has been paid in full
 - Overdue – invoice is unpaid and past due
 - N/A – payment status is not applicable for this invoice.
- **Period From / To** – the period for which an invoice is generated
- **Due date** – date by which payment should be received
- **Amount Due** – the amount to be paid
- **Amount Net** – sum of all charges for this period minus credits / refunds
- **Remaining Balance** – balance reported in the last invoice.

Select the **View** icon in the result list to view or print a particular invoice.

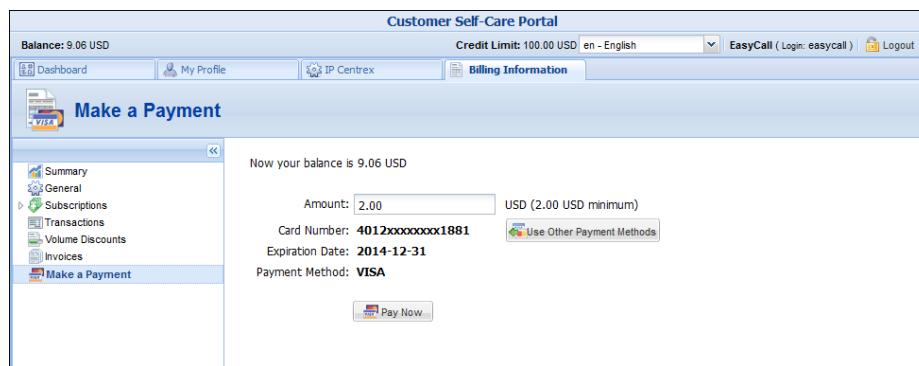
Make a Payment

This screen allows you to see your current balance and top it up by choosing one of the available payment methods.

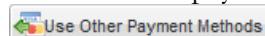


The screenshot shows the 'Customer Self-Care Portal' interface. The top navigation bar includes 'Dashboard', 'My Profile', 'IP Centrex', 'Billing Information' (which is the active tab), and 'Logout'. The main content area displays a balance of '9.06 USD' and a credit limit of '100.00 USD'. A sidebar on the left lists 'Summary', 'General', 'Subscriptions', 'Transactions', 'Volume Discounts', 'Invoices', and 'Make a Payment' (which is selected and highlighted in blue). The main panel shows the current balance and a form to enter an amount for payment. Below the amount input, there are four payment method options: 'Credit or Debit Card' (selected), 'Bank account (eCheck)', 'Direct Debit NL', and 'PayNearMe'. Each option includes a brief description and a small logo.

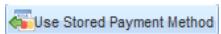
When the screen is loaded, the **Amount** field will show the amount necessary in order to equalize the balance. If you have a credit card whose payment characteristics are recorded in the system, it will be used by default. Change the amount if needed and click the **Pay Now** button to proceed with the payment.



An alternative payment method can be used by clicking the

 icon. The list of currently supported payment methods is the following:

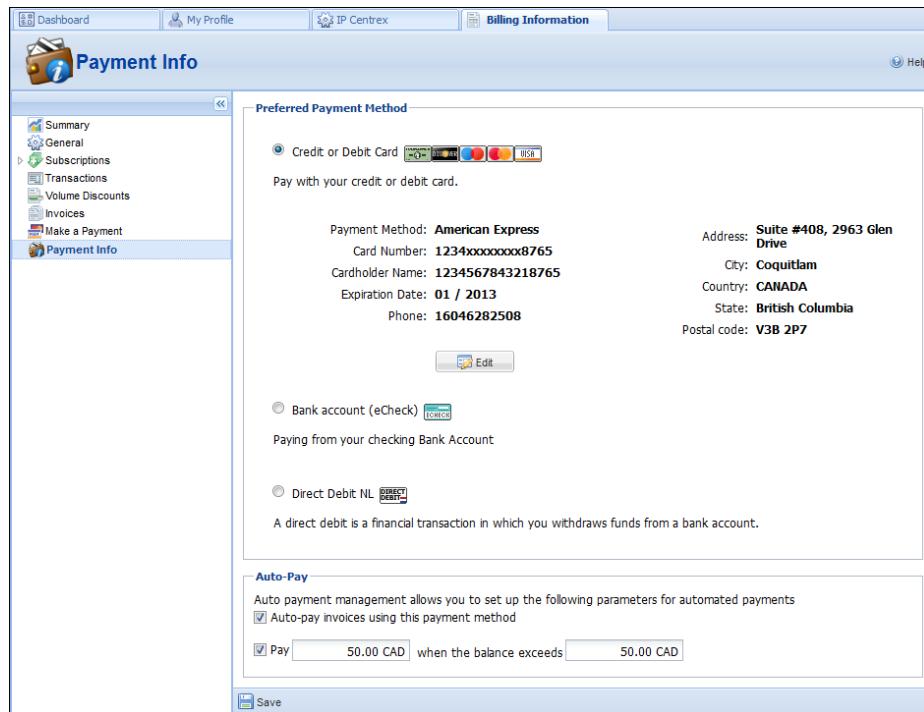
- **Credit or Debit Cards** – allows you to pay using your credit or debit card;
- **Bank account (eCheck)** – allows paying from your checking Bank Account;
- **Direct Debit NL** – allows you to perform financial transaction in which you withdraws funds from a bank account;
- **PayNearMe** – allows you to pay for services in cash at any 7-Eleven or ACE Cash Express store across the United States. You need to specify your email to get a PayNearMe payment slip via email and then print it. The payment slip contains the bar code to be scanned at a 7-Eleven or ACE Cash Express location. You pay cash to the store clerk, who then records the transaction – the payment information is immediately delivered to the service provider via the PayNearMe network. PortaBilling® records the transaction and updates your balance so you can immediately start using the service.

You can return from that screen by clicking the  icon.

NOTE: If the card information has not been stored, only the Alternative Payment screen will be displayed.

Payment Info

This screen allows you to set up the following parameters for periodic automated payments.



The screenshot shows the 'Payment Info' page in the Porta Billing Web Interface. The left sidebar includes links for Summary, General, Subscriptions, Transactions, Volume Discounts, Invoices, Make a Payment, and Payment Info (which is selected). The main content area is divided into sections: 'Preferred Payment Method' (selected), 'Auto-Pay', and a 'Save' button. In the 'Preferred Payment Method' section, 'Credit or Debit Card' is selected, showing a card icon and payment method details: American Express, Card Number: 1234567843218765, Cardholder Name: 1234567843218765, Expiration Date: 01 / 2013, Phone: 16046282508, and address information: Suite #408, 2963 Glen Drive, Coquitlam, CANADA, British Columbia, V3B 2P7. There are also options for 'Bank account (eCheck)' and 'Direct Debit NL'. The 'Auto-Pay' section contains a checkbox for 'Auto-pay invoices using this payment method' and a 'Pay' field set to 50.00 CAD. A 'Save' button is located at the bottom.

In the **Preferred Payment Method** block you can choose which type of payment method to use.

The **Auto-pay invoices using this payment method** allows you to define whether a credit card should be charged at the end of the billing period.

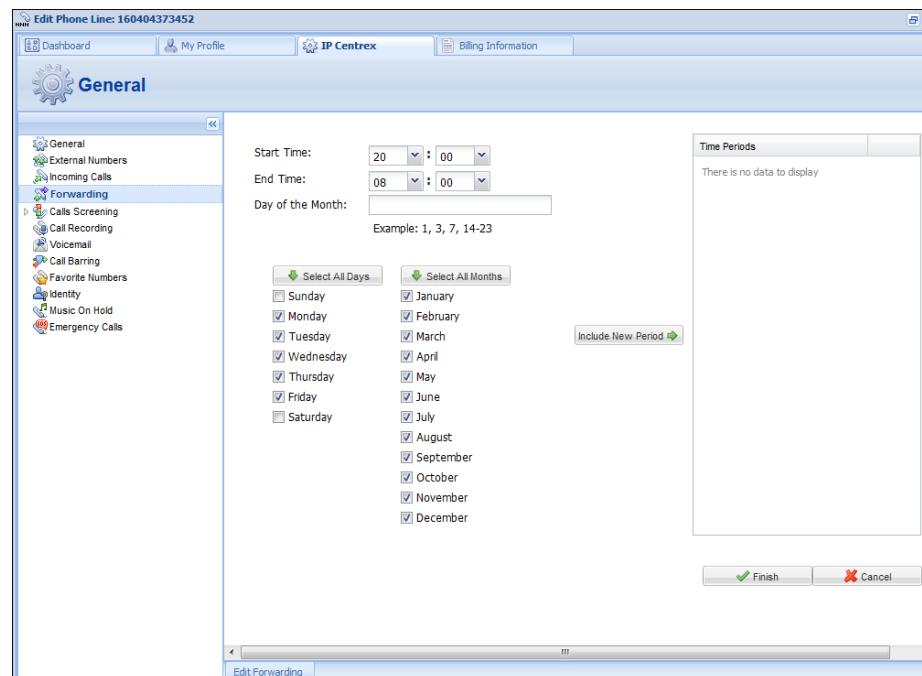
To set up automatic payment with a debit or credit card when the balance crosses a specified threshold, select the **Pay** check box and specify the threshold in the second field. When the balance crosses this threshold the credit card will be charged for the amount specified in the **Pay** field.

3. How to...

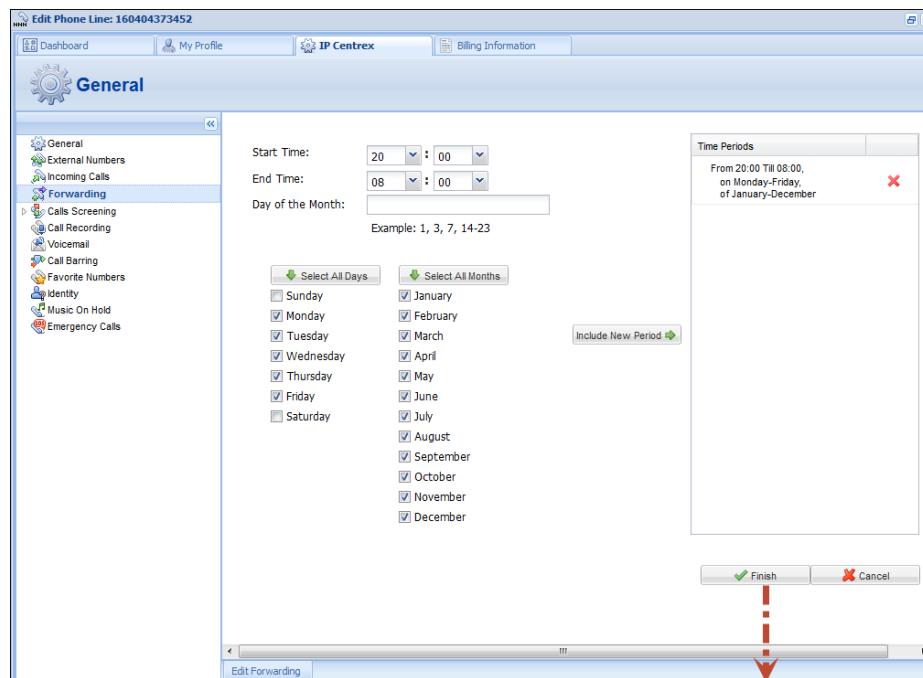
... define a time period using the wizard?

With the period definition wizard, you can easily define the time period for which a number (e.g. a follow-me number) will be used. If you want the number to be permanently active, click the **Always** button at the bottom of the **Period Wizard** page. Otherwise, define the desired period. (Times given are based on a 24-hour clock, i.e. 8pm is the same as 20:00.) The Period Wizard is intuitive and lets you configure multiple time intervals from a single page in just a few mouse clicks. The following example illustrates the process of creating a period within the Monday-Friday workweek that starts at 8pm and lasts until 8am the next morning:

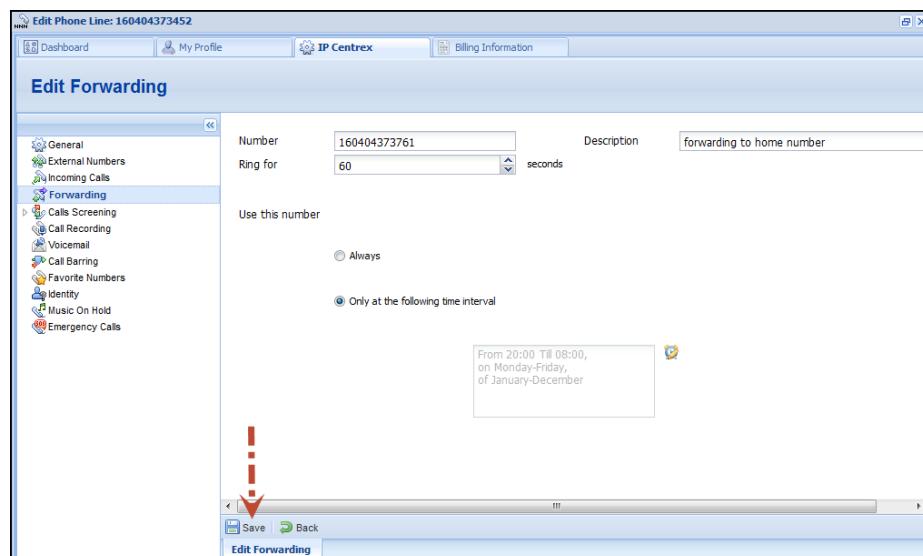
1. On the **Period Wizard** page, select **20:00** in the **Start Time** box and **08:00** in the **End Time** box. In the block containing days of the week select *Monday, Tuesday, Wednesday, Thursday, Friday*. In the block containing months click the **Select All Months** button. Then click the **Include New Period** button and this time period will appear in the **Time Periods** window on the right side of the page.



2. Click **Finish** to complete the period definition. If you wish to set another definition for this period, repeat step 1.



3. Click **Save** to add a specified time period for the current forwarding number.



Edit Phone Line: 160404373452

Dashboard | My Profile | IP Centrex | Billing Information

Forwarding

Currently you are using **Order** forward ringing strategy.
There are **no numbers** which will be used in the ringing group.
When **your number** is called and the call is **not answered** on your IP phone in **31** seconds,
then **forward** the call to :

Edit	Order	Number	Description	Forward Settings	Del...
		160404373761	forwarding to home number	Time restrictions: From 20:00 Till 08:00, on Monday-Friday, of January-December Ring for: 60 sec	X

Add New Number | Save Order |

