



PortaBilling



Customer
Self-care
Interface

Maintenance
Release

45



Documentation

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PortaSwitch® Customer self-care interface, January 2015

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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, 7 or 8, 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

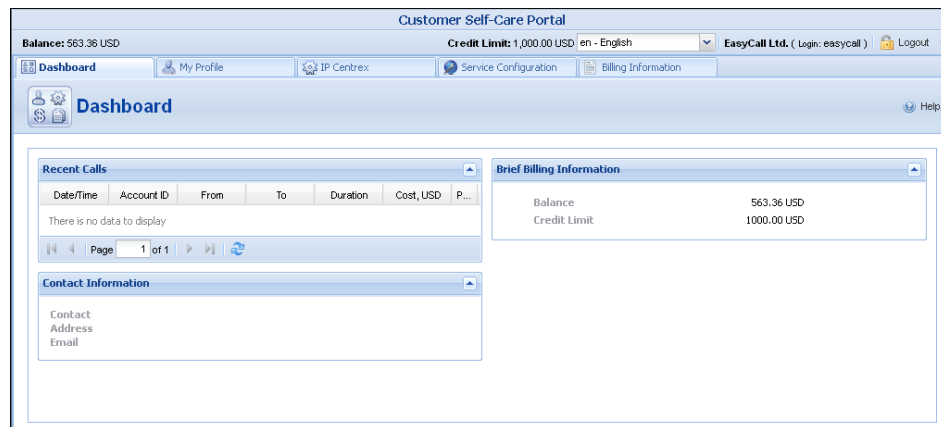
Your ITSP will provide you with a URL and credentials for logging in to the Customer self-care portal upon subscribing to their services.

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 displays the 'Customer Self-Care Portal' for 'EasyCall Ltd.'. At the top, it shows the user's balance as 62.35 USD and a credit limit of 100.00 USD. The interface includes a navigation bar with links to 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The main content area is divided into three sections: 'Recent Calls', 'Brief Billing Information', and 'Contact Information'. The 'Recent Calls' section contains a table with columns for Date/Time, Account ID, From, To, Duration, Cost, USD, and a 'P...' column. The 'Brief Billing Information' section shows the current balance and credit limit. The 'Contact Information' section lists the contact name, address, and email.

Date/Time	Account ID	From	To	Duration	Cost, USD	P...
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

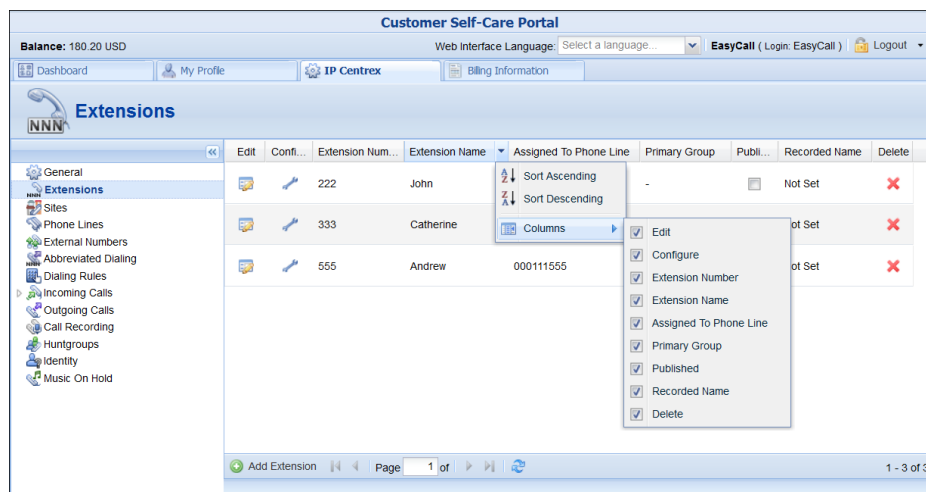
Contact Information

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.

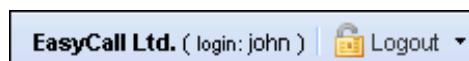
Common Features

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:




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:

The screenshot shows the 'Customer Self-Care Portal' dashboard. At the top, it displays the user's balance (62.35 USD) and credit limit (100.00 USD). Below this, there are navigation tabs: 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The 'Dashboard' tab is active, showing three main sections:

- Recent Calls:** A table listing recent calls with columns for Date/Time, Account ID, From, To, Duration, Cost, USD, and a play button icon.
- Brief Billing Information:** A summary of the user's current balance and credit limit.
- Contact Information:** A section displaying the user's contact details, including name, address, and email.

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: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

General

General Additional Information Settings Change Password

Personal Information

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

Address Information

Address:
Province/State: BC
Postal Code: V3B 2P7
City: Coquitlam
Country/Region: Canada

Contact Information

Contact: John
Phone: +1-415-404-44-44
Fax:
Alt. Phone:
Alt. Contact:
E-Mail:

Save

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

Customer Self-Care Portal

Available Funds: 10.00 USD Web Interface Language: en - English EasyCall (Login: easycallco) Logout

Dashboard My Profile TP Centrex Billing Information Trouble Tickets

General

General

- Extensions
- Sites
- Phone Lines
- DIDs
- Abbreviated Dialing
- Dialing Rules
- Incoming Calls
- Outgoing Calls
- Call Logs
- Huntgroups
- Call Queue
- Identity
- Music On Hold

Paging/Intercom ☒

Paging/Intercom Prefix

Extension Number Length

Save

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.



Branch Office extensions can only be added, deleted or modified on the Main Office self-care portal.

Extension N...	Extension Name	Assigned To Phon...	Primary Group	Publi...	Recorded Name	Del...
222	John	000111666	-	<input checked="" type="checkbox"/>	Not Set	✖
333	Catherine	000111777	-	<input type="checkbox"/>	Not Set	✖
555	Andrew	000111555	-	<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”).
- **Branch Office** – Select a branch office to which the extension will be assigned. Leave this field empty for assigning the main office’s phone extension. (Note that the **Branch Office** field is only available on the Main Office self-care portal).
- **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). Make sure that you have assigned the extension to some huntgroup beforehand.
- **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.



Customer Self-Care Portal

Balance: 190.20 USD

Web Interface Language: en - English

EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Extensions

General	Edit	Conf...	Extension Number	Extension Name	Assigned To Phone Line	Primary Group	Publis...	Recorded Name	Delete
Extensions			444	Andrew	000111555	-	<input checked="" type="checkbox"/>	Not Set	
Sites			222	John	000111666	-	<input checked="" type="checkbox"/>	Not Set	
Phone Lines			333	Catherine	000111777	-	<input type="checkbox"/>	Not Set	
External Numbers									
Abbreviated Dialing									
Dialing Rules									
Incoming Calls									
Outgoing Calls									
Call Recording									
Huntgroups									
Identity									
Music On Hold									

Add Extension Page 1 of 2 1 - 2 of 2

Customer Self-Care Portal

Balance: 190.20 USD

Web Interface Language: en - English

EasyCall (Login: EasyCall) Logout

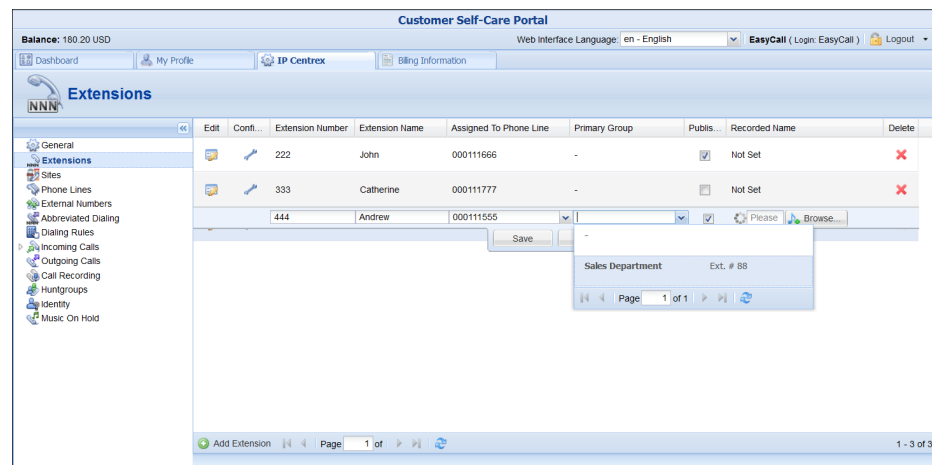
Dashboard My Profile IP Centrex Billing Information


Extensions

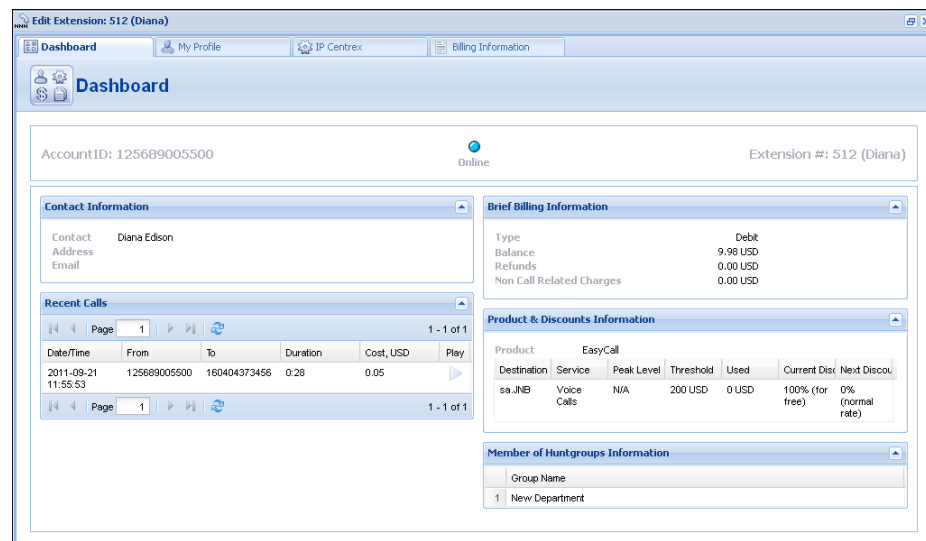
General	Edit	Conf...	Extension Number	Extension Name	Assigned To Phone Line	Primary Group	Publis...	Recorded Name	Delete
Extensions			222	John	000111666	-	<input checked="" type="checkbox"/>	Not Set	
Sites			333	Catherine	000111777	-	<input type="checkbox"/>	Not Set	
Phone Lines			444	Andrew	000111555	-	<input checked="" type="checkbox"/>	Not Set	
External Numbers									
Abbreviated Dialing									
Dialing Rules									
Incoming Calls									
Outgoing Calls									
Call Recording									
Huntgroups									
Identity									
Music On Hold									

Add Extension Page 1 of 3 1 - 3 of 3

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.

The screenshot shows the 'Customer Self-Care Portal' interface. At the top, there's a header with 'Balance: 190.20 USD', 'Web Interface Language: en - English', and 'EasyCall (Login: EasyCall) Logout'. Below the header is a navigation bar with 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The main content area is titled 'Sites' and shows a 'Default Site' configuration. The configuration includes fields for 'Site Name' (Default Site), 'Limit Simultaneous Calls' (Yes), 'Max Number of Simultaneous Calls' (4), 'Max Number of Incoming Calls', 'Max Number of Outgoing Calls', 'Max Number of Forwarded Calls', 'Codec Connectivity Profile' (Unknown), 'Max Bandwidth', 'Max Incoming Bandwidth', 'Max Outgoing Bandwidth', 'Location Information' (Disabled), 'Current Location', and 'Allowed Mobility'.

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:

Configure	ID	Idle, days	Available Funds, USD	Type	Product	Batch	Site	Forwarding Enabled	SIP	IP Phone Model
	16041235003	0	Unlimited	Credit	SIP Subscribers		Default Site			Linksys/SP...
	16041235004	0	100.00	Credit	SIP Subscribers		Default Site			Linksys/SP...
	16041235005	99.93	Credit	SIP Subscribers			Default Site			
	17781225000	99.93	Credit	SIP Subscribers			Default Site			
	19070712231	99.93	Credit	SIP Subscribers	1111		Default Site			
	42727269710	99.93	Credit	SIP Subscribers	1111		Default Site			
	60718744698	99.93	Credit	SIP Subscribers	1111		Default Site			
	60985666273	99.93	Credit	SIP Subscribers	1111		Default Site			

Column	Description
Configure	Click 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.
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**.

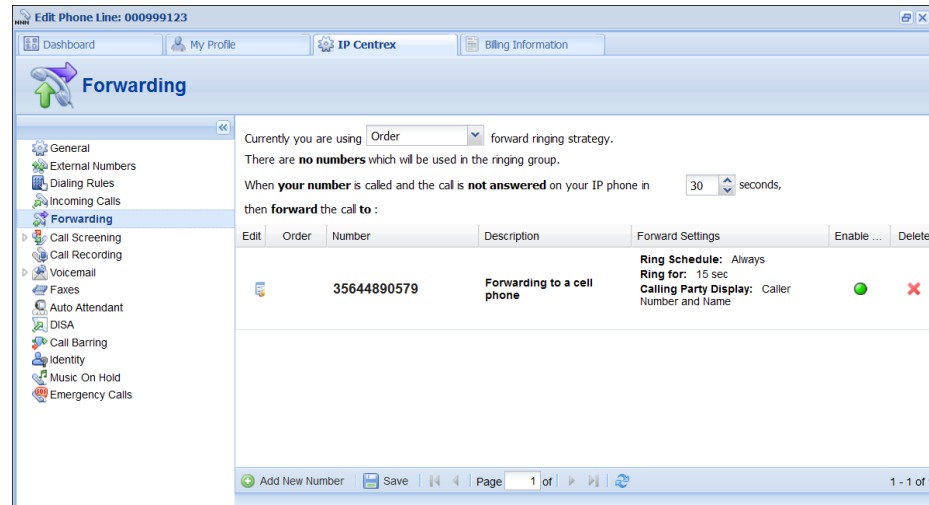
Follow-Me Forwarding Mode


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**.

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
- **Ring Schedule** – 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.



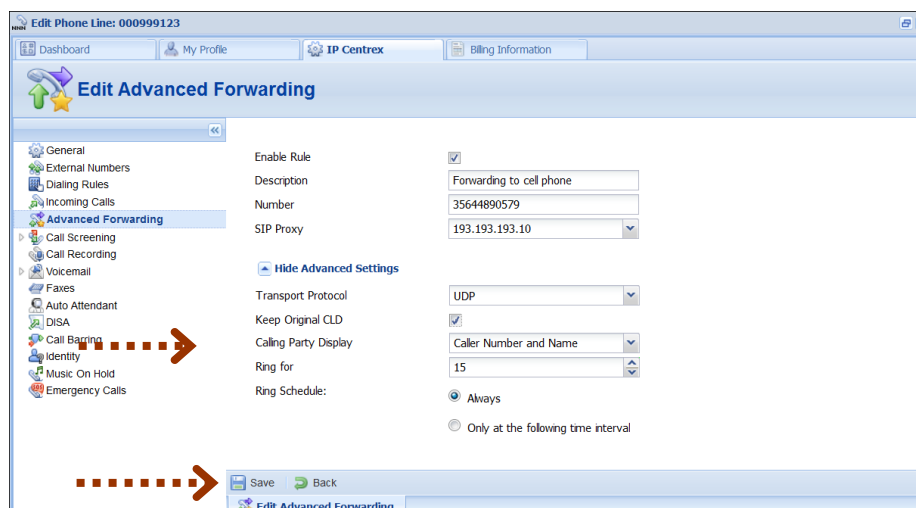
4. Click the  **Save** icon to save the results of your work.
5. Repeat steps 2-4 until all the desired follow-me numbers have been added.


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.

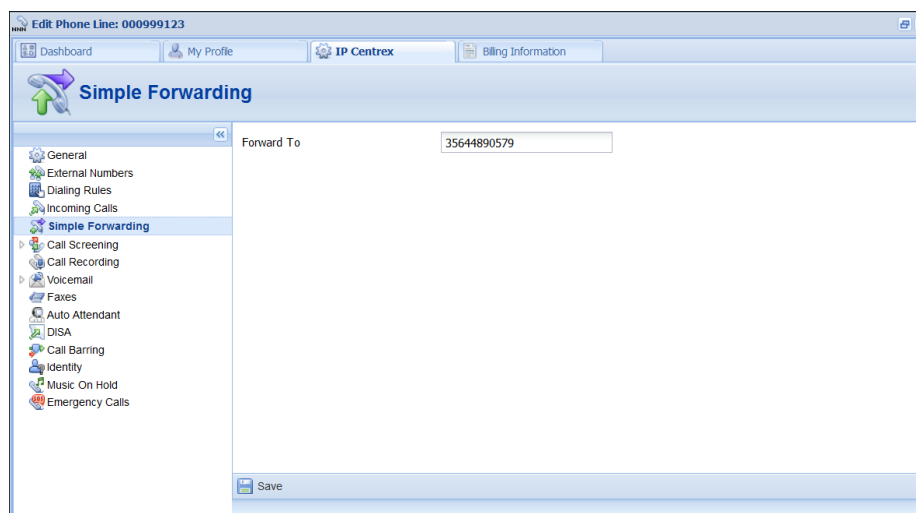


5. Click the  **Save** icon to save the results of your work.

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.

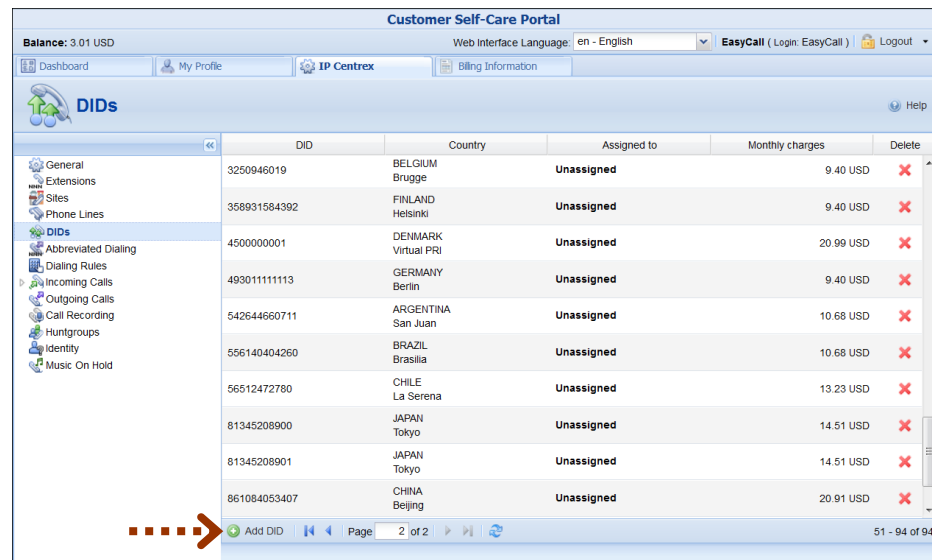


3. Click the  **Save** icon.

DIDs (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

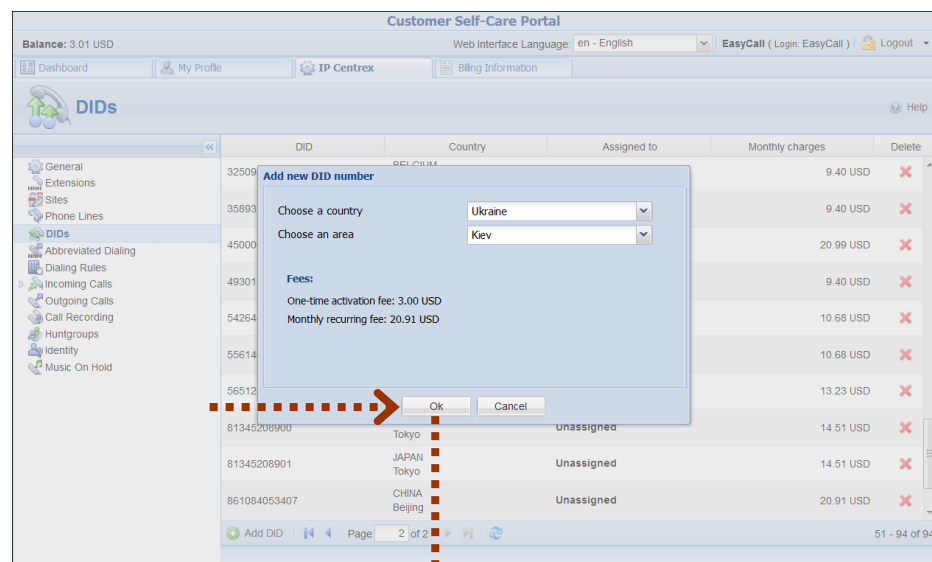
Balance: 3.01 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

DIDs

DID	Country	Assigned to	Monthly charges	Delete
3250946019	BELGIUM Brugge	Unassigned	9.40 USD	
358931584392	FINLAND Helsinki	Unassigned	9.40 USD	
4500000001	DENMARK Virtual PRI	Unassigned	20.99 USD	
493011111113	GERMANY Berlin	Unassigned	9.40 USD	
542644660711	ARGENTINA San Juan	Unassigned	10.68 USD	
556140404260	BRAZIL Brasilia	Unassigned	10.68 USD	
56512472780	CHILE La Serena	Unassigned	13.23 USD	
81345208900	JAPAN Tokyo	Unassigned	14.51 USD	
81345208901	JAPAN Tokyo	Unassigned	14.51 USD	
861084053407	CHINA Beijing	Unassigned	20.91 USD	

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Customer Self-Care Portal

Balance: 3.01 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

DIDs

DID	Country	Assigned to	Monthly charges	Delete
3250946019	BELGIUM Brugge	Unassigned	9.40 USD	
358931584392	FINLAND Helsinki	Unassigned	9.40 USD	
4500000001	DENMARK Virtual PRI	Unassigned	20.99 USD	
493011111113	GERMANY Berlin	Unassigned	9.40 USD	
542644660711	ARGENTINA San Juan	Unassigned	10.68 USD	
556140404260	BRAZIL Brasilia	Unassigned	10.68 USD	
56512472780	CHILE La Serena	Unassigned	13.23 USD	
81345208900	JAPAN Tokyo	Unassigned	14.51 USD	
81345208901	JAPAN Tokyo	Unassigned	14.51 USD	
861084053407	CHINA Beijing	Unassigned	20.91 USD	

Add DID Page 2 of 2 51 - 94 of 94

Add new DID number

Choose a country:

Choose an area:

Fees:

One-time activation fee: 3.00 USD

Monthly recurring fee: 20.91 USD

Ok Cancel

Customer Self-Care Portal

Balance: 3.01 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

DIDs

	DID	Country	Assigned to	Monthly charges	Delete
General	3250946019	BELGIUM Brugge	Unassigned	9.40 USD	✖
Extensions	358931584392	FINLAND Helsinki	Unassigned	9.40 USD	✖
Sites	380442217221	UKRAINE Kiev	Unassigned	20.91 USD	✖
Phone Lines	4500000001	DENMARK Virtual PRI	Unassigned	66.96 USD	✖
DIDs	493011111113	GERMANY Berlin	Unassigned	9.40 USD	✖
Abbreviated Dialing	542644660711	ARGENTINA San Juan	Unassigned	10.68 USD	✖
Dialing Rules	556140404260	BRAZIL Brasilia	Unassigned	10.68 USD	✖
Incoming Calls	56512472780	CHILE La Serena	Unassigned	13.23 USD	✖
Outgoing Calls	81345208900	JAPAN Tokyo	Unassigned	14.51 USD	✖
Call Recording	81345208901	JAPAN Tokyo	Unassigned	14.51 USD	✖
Huntgroups					
Identity					
Music On Hold					

Add DID Page 2 of 2 51 - 95 of 95

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: 9.46 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Abbreviated Dialing

Abbreviated Number Length: 3

Edit	Abbreviated #	# To Dial	Description	Delete
	188	77700088	Amanda's office Linksys	✖
	189	77700089	Andrew's IP phone	✖

Add Page 1 of 2 1 - 2 of 2

Save

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.

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

Dialing Rules

Dialing Rules: North America, 10 digit dialing

Your location

Your country dial code: 1
 Your area code(s):
 Emergency numbers (e.g. 911, 112): 911

Dialing Prefixes

Outside line dial prefix:
 Domestic long-distance dial prefix (outside of your area code): 1
 International dialing prefix: 011
 Exceptions (e.g. *98): 411


Check Yourself

You are going to call: 555-1234
 To call within your local area you dial: 555-1234
 To call long distance (within your country, 123 code) you dial: 1 123-555-1234
 To call internationally you dial (to country with code 44 20): 011 44-20-555-1234

Save

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.

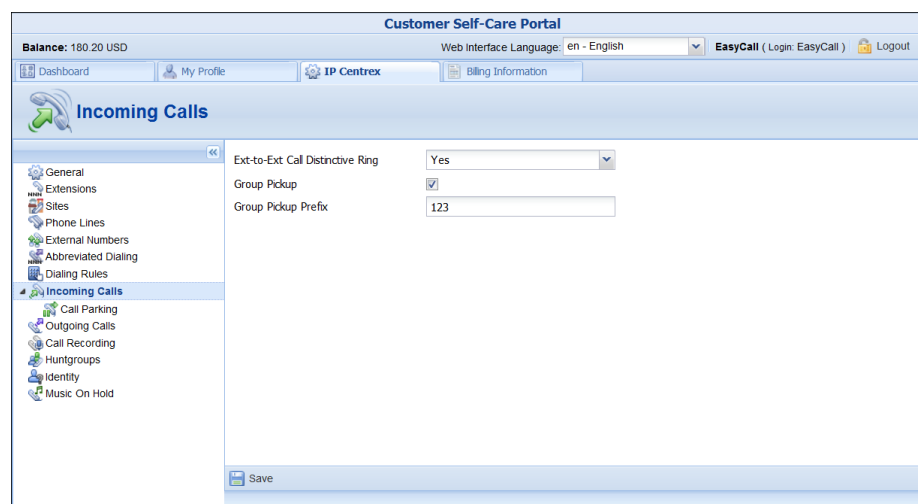
Several sample settings are provided for your convenience. For instance, in order to load sample settings for “traditional” North American dialing,

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:



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.

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	This shows whether there is a limit on the number of concurrent calls that can be made by your phone

Calls	lines.
Max Number of Simultaneous Calls	This shows the maximum number of concurrent calls permitted for your phone lines.

Call Logs

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, listen to recordings and filter them for / from a certain period.

Customer Self-Care Portal

Balance: 12.03 USD Credit Limit: 1,000.00 USD en - English Norma Baker (Login: NormaB) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Call Logs Help

From: 2014-08-11 To: 2014-11-11 Search

DateTime	Account ID	From	To	Duration	Play
2014-10-30 13:39:38	ANI123456788	ANI123456788	12125551234	0:32	
2014-10-30 13:38:59	ANI123456788	ANI123456788	12125551234	0:32	
2014-10-30 13:36:57	123456788	123456788	12125551234	0:32	
2014-10-30 13:36:33	123456788	123456788	12125551234	0:32	
2014-10-30 13:33:54	123456788	123456788	12125551234	0:32	
2014-10-30 13:33:23	123456788	123456788	18667478647	0:32	

Page 1 of 1 1 - 6 of 6

Save

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.

Edit	Configure	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Caller ID	Call Pickup Allowed	Delete
		100	Sales	Order	Empty Huntgroup	Keep original		
		200	Support	Random	Empty Huntgroup	Keep original		



Branch Office huntgroups can only be added, deleted or modified on the Main Office self-care portal.

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.)
- **Caller ID**:
 - **Keep original**
 - **Set to name and CLI of the huntgroup**
 - **Replace Caller Info with Huntgroup Name, keep Caller CLI**
- **Call Pickup Allowed** – enable this option to allow extensions to pick up calls made to the members of this huntgroup

Customer Self-Care Portal

Available Funds: 10.00 USD Web Interface Language: en - English EasyCall (Login: easycall) Logout

Dashboard My Profile TP Centrex Billing Information Trouble Tickets

Huntgroups

General Extensions Sites Phone Lines DiDs Abbreviated Dialing Dialing Rules Incoming Calls Call Parking Outgoing Calls Call Logs **Huntgroups** Call Queue Identity Music On Hold

Edit	Configure	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Caller ID	Call Pickup Allowed	Delete
		200	Support	Random	Empty Huntgroup	Keep origin	<input checked="" type="checkbox"/>	
		100	Sales	Order	Empty Huntgroup	Keep original	<input checked="" type="checkbox"/>	

Update Cancel

Add Huntgroup Page 1 of 1 1 - 2 of 2

Customer Self-Care Portal

Available Funds: 10.00 USD Web Interface Language: en - English EasyCall (Login: easycall) Logout


Dashboard My Profile TP Centrex Billing Information Trouble Tickets

Huntgroups

General Extensions Sites Phone Lines DiDs Abbreviated Dialing Dialing Rules Incoming Calls Call Parking Outgoing Calls Call Logs **Huntgroups** Call Queue Identity Music On Hold

Edit	Configure	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Caller ID	Call Pickup Allowed	Delete
		100	Sales	Order	Empty Huntgroup	Keep original	<input checked="" type="checkbox"/>	
		200	Support	Random	Empty Huntgroup	Keep original	<input checked="" type="checkbox"/>	

Add Huntgroup Page 1 of 1 1 - 2 of 2

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:

- **Ring Delay, sec** - Delay (in seconds) before the extension starts to ring.
- **Ring Time, sec** - Duration (in seconds) of ring.
- **Ignore Follow-me/Voicemail** – Select this check box to disable forwarding (voicemail, follow-me) on the specific extension for calls made to this huntgroup.
- **Set This Group as Primary** – Select this check box to allow the extension owner to pick up calls within that group by merely dialing the group pickup prefix.

Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Support Department

Huntgroup Number: 99 Hunt Sequence: Random
Huntgroup Name: Support Department Caller ID: Keep original
Call Pickup Allowed: ☒

Included Extensions **Included Huntgroups**

Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
	444	Andrew	000111555		Infinite	-	✓	✗

[Add Extension](#)

[Save](#) [Back](#)

Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Support Department

Huntgroup Number: 99 Hunt Sequence: Random
Huntgroup Name: Support Department Caller ID: Keep original
Call Pickup Allowed: ☒

Included Extensions **Included Huntgroups**

Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
	555	Tom	000111888		15			✗
	444	Andrew	000111555		Infinite	-	✓	✗

[Update](#) [Cancel](#)

[Add Extension](#)

[Save](#) [Back](#)

Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Support Department


Huntgroup Number: 99 Hunt Sequence: Random
Huntgroup Name: Support Department Caller ID: Keep original
Call Pickup Allowed: ☒

Included Extensions **Included Huntgroups**


Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
↓	555	Tom	000111888		15	-	-	✗
↑	444	Andrew	000111555		Infinite	-	✓	✗

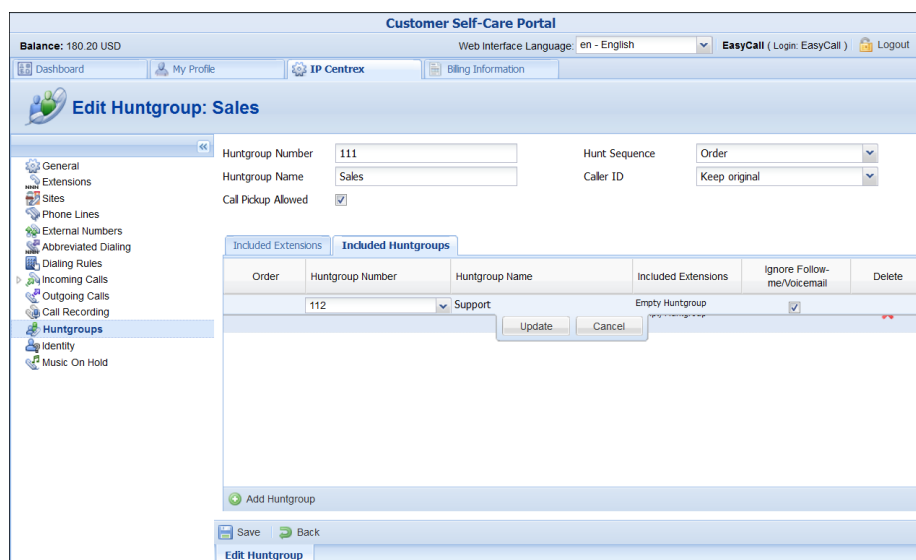
[Add Extension](#)

[Save](#) [Back](#)

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. Select the **Ignore Follow-me/Voicemail** check box to disable forwarding for calls made to this huntgroup. Then click  **Save**.



Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Sales

Huntgroup Number: 111 Hunt Sequence: Order
 Huntgroup Name: Sales Caller ID: Keep original
 Call Pickup Allowed: ☒

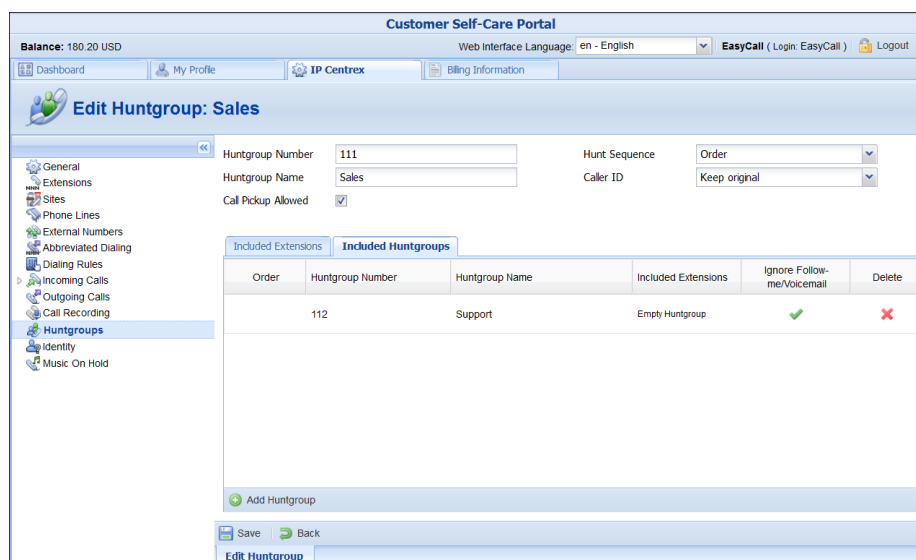
Included Extensions Included Huntgroups

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

Update Cancel

Add Huntgroup

Save Back Edit Huntgroup



Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Sales

Huntgroup Number: 111 Hunt Sequence: Order
 Huntgroup Name: Sales Caller ID: Keep original
 Call Pickup Allowed: ☒

Included Extensions Included Huntgroups

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

Add Huntgroup

Save Back Edit Huntgroup

NOTE: Extension and huntgroup numbers must be different.

Call Queue

This feature allows you to provide a “call center” functionality to your IP Centrex customers. When a large number of incoming calls from customers arrive to the auto attendant, PortaSIP® can forward these calls to the actual agents within a huntgroup (customer service representatives) in a regulated fashion.

Each call queue contains a pool of incoming calls (users trying to get connected) and a number of connected outgoing calls (calls that have already been connected to agents). When a new incoming call arrives, it is assigned a position in the queue. The caller will hear an announcement about his position in the queue and the estimated waiting time, which is calculated as (average call duration) / (maximum number of connected calls) * (total number of users before him in the queue). After that, the specified “music on hold” is played, and every minute the caller is updated as to his current position in the queue and the estimated waiting time.

The screenshot displays the 'Call Queue Edit' interface within the 'Customer Self-Care Portal'. The top navigation bar includes links for Dashboard, My Profile, IP Centrex, Billing Information, and Trouble Tickets. The main content area contains the following configuration fields:

- Call Queue Name:** Support
- Huntgroup Number:** 12345 (dropdown menu)
- Maximum Number of Unconnected Calls:** 5
- Call Duration:** 3
- Announce Number of Callers Ahead:** ☒
- Announce Estimate Wait Time:** ☒
- Music on Hold:** C:\fakepath\13_Lyudvig_van_Bethove (with a Browse... button)

At the bottom of the form are 'Save' and 'Back' buttons. A sidebar on the left provides navigation for various system components. The footer indicates copyright information for 2001-2014 PortaOne, Inc.

Every call queue contains several configuration parameters:

Column	Description
Call Queue Name	Objective name of the call queue
Huntgroup Number	When creating a new call queue, a customer will need to select a huntgroup number (i.e. a common dialing code for multiple extensions). When a call arrives at the call queue, it is transferred to the corresponding huntgroup.
Maximum Number of Unconnected Calls	The maximum number of calls that can be placed on hold within this queue.
Call Duration	The average expected processing time for each call (used to calculate the estimated waiting time).
Music on Hold	A melody (or announcement) which is played to users waiting to be connected.

Identity

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

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

Identity

Hide CLI: Automatic

Hide CLI Prefix: 122

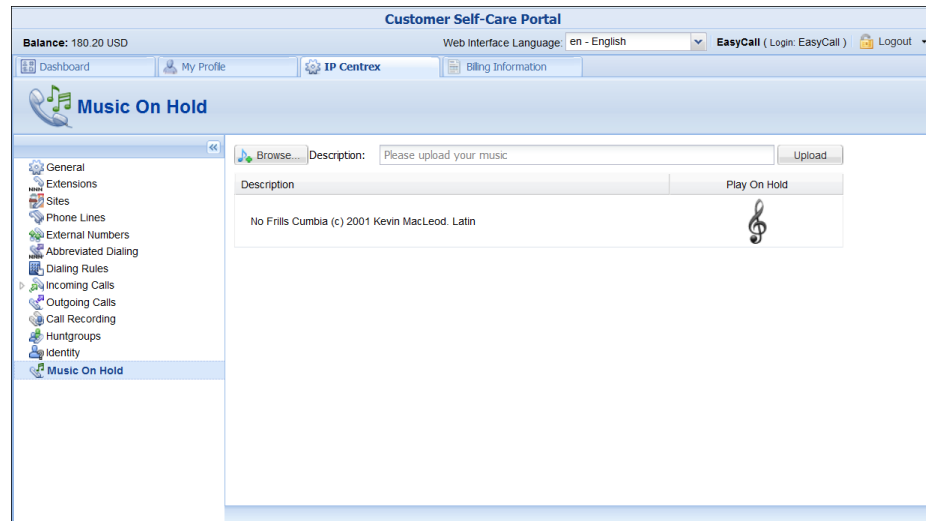
Show CLI Prefix: 555


Save

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

Billing Summary

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

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

Customer Self-Care Portal

Balance: 13.71 USD Credit Limit: 1,000.00 USD en - English EasyCall Ltd (Login: EasyCallLtd) Logout

Dashboard My Profile IP Centrex Billing Information

Billing Summary

Billing Summary

- General
- Subscriptions
- Transactions
- Reports
- Volume Discounts
- Invoices
- Make a Payment
- Payment Info

Brief Billing Information

Balance	13.71 USD
Credit Limit	1000.00 USD

Transactions Totals Information

From	2014-01-03
To	2014-04-03
Total usage charges	2.16 USD
Subscriptions	1.55 USD
Total	13.71 USD
Total Transactions	21

Invoices Information

Amount: 0.00 USD [Make a Payment](#)

Due on: 2014-04-03

View	Due Date	Amount	Payment Status
There is no data to display			

[See All Invoices](#)

Active Subscriptions

Subscription	Periodic Fee	Start Date YYYY-MM-DD	Finish Date YYYY-MM-DD
Equipment Rental	5.00 USD	2014-04-02	
Equipment Rental	5.00 USD	2014-04-02	
IP Phone Rental	9.00 USD	2014-04-03	

Volume Discounts

Dest. Group	Service	Peak Level	Thre...	Used	Rem...	Curre. Disco...	Next Disco... Level
Local	Voice Calls	N/A	92.00 minutes	0.00 minutes	92.00 minutes	15.00%	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

Customer Self-Care Portal

Balance: 0.00 UAH Web interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

General

General

- Billing Summary
- General
- Subscriptions
- Transactions
- Reports
- Volume Discounts
- Invoices
- Make a Payment
- Payment Info

Tax ID:

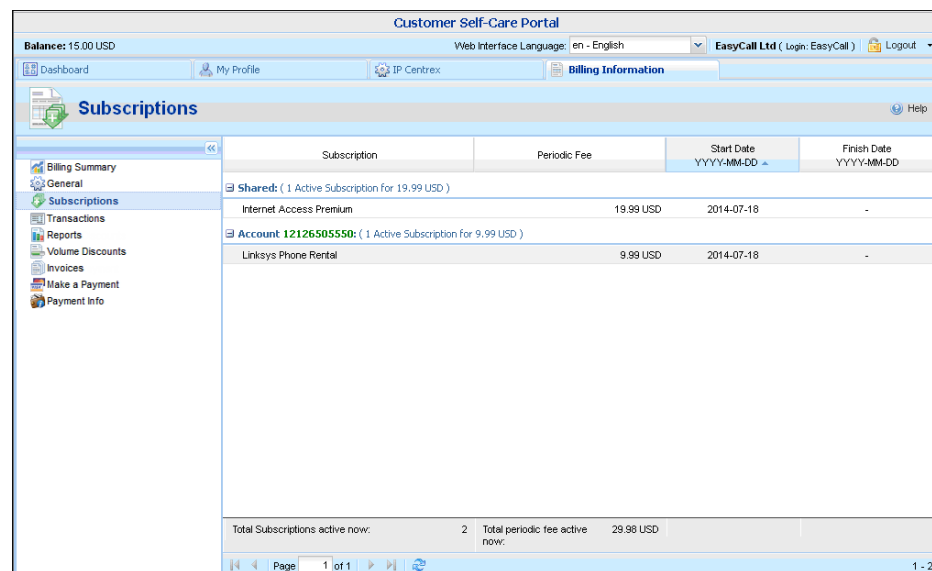
Send Statistic:

[Save](#)

Tax ID	Your tax ID.
Send Statistic	<p>Defines what kind of xDR statistics should be delivered to 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 • Do Not Send – This option prevents the delivery of event statistics to the customer via email.

Subscriptions

This tab displays the subscription plans currently being applied to you and your phone lines. Pending (not yet active) subscriptions are always on the bottom of the list and highlighted in grey.



Subscription	Periodic Fee	Start Date	Finish Date
Shared: (1 Active Subscription for 19.99 USD)			
Internet Access Premium	19.99 USD	2014-07-18	-
Account 12126505550: (1 Active Subscription for 9.99 USD)			
Linksys Phone Rental	9.99 USD	2014-07-18	-
Total Subscriptions active now: 2 Total periodic fee active now: 29.98 USD			

Subscription	Subscription plans being applied to you.
Periodic Fee	This is a recurring fee for a particular subscription.
Start Date	Subscription activation date.
Finish Date	This shows the date on which this subscription will be automatically canceled.

* Default fee and the amount of discount applied for this 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 – for any desired time period and service.

Customer Self-Care Portal

Balance: 31.02 USD Credit Limit: 1,000.00 USD en - English EasyCall Ltd (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Transactions

Filter

From Date: 2014-10-13 YYYY-MM-DD 09:57:15 HH24:MI:SS
 Till Date: 2014-11-14 YYYY-MM-DD 09:57:15 HH24:MI:SS
 Service: All
 Show records for: Customer And Credit Accounts
☐ Show Failed Transactions
 Show Records Download

Service	Total Transactions	Charged Quantity	Charged Amount	Show Details
Subscriptions	5		30.99000 USD	Show Details
Voice Calls	6	192 (seconds)	0.03198 USD	Show Details
Total Service Used:	2	Total Transactions:	11	Total Charged Amount:
				31.02 USD

Page 1 of 1 1 - 2 of 2

Show Records

On the **Transactions Filter** 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)
- If you want failed transactions to be included in the list, select the **Show Failed Transactions** check box.

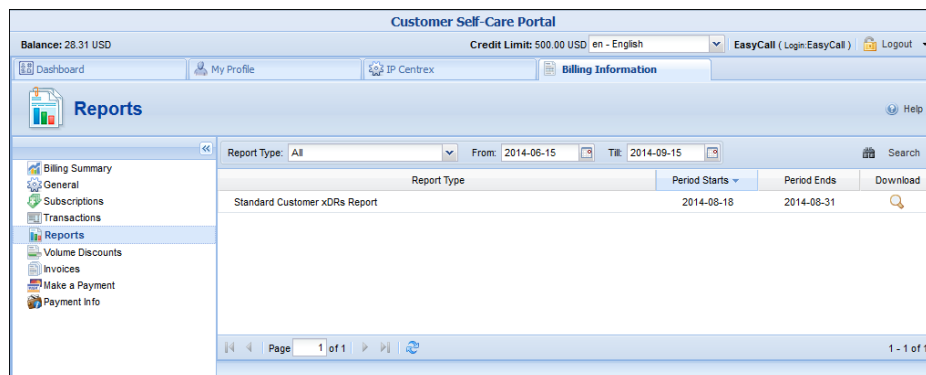
Set the from / to dates by clicking the icon and press the **Show Records** button. The result page contains a summary and tables list all calls and accompanying charges during a specified time period. If you want to view additional information (charged quantity and amounts due) for the chosen service(s), click the **Show Details** icon.


Click the icon to download Transaction Detail Records in the .CSV format.

Reports

The **Reports** screen allows you to download xDR reports for any desired time period either in .csv or .pdf formats.


Set the from / to dates by clicking the  icon and press the  **Search** button. The resulting page contains a list of xDR reports generated within a specified time period. Each report is available in .csv and / or .pdf formats.

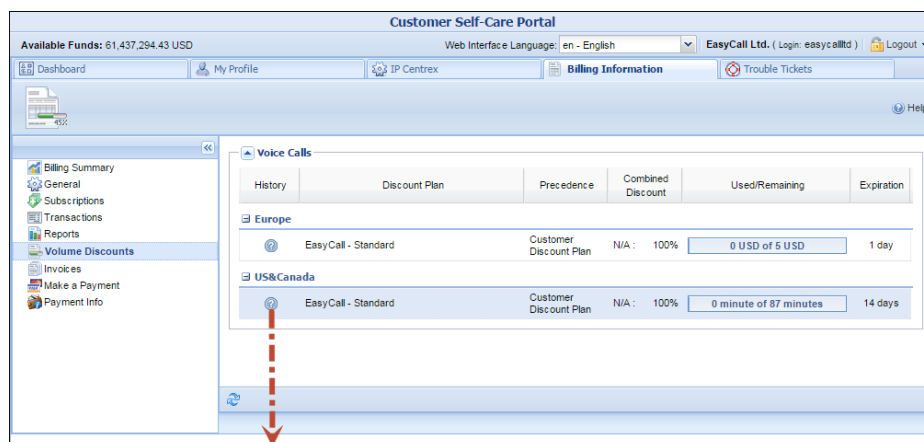


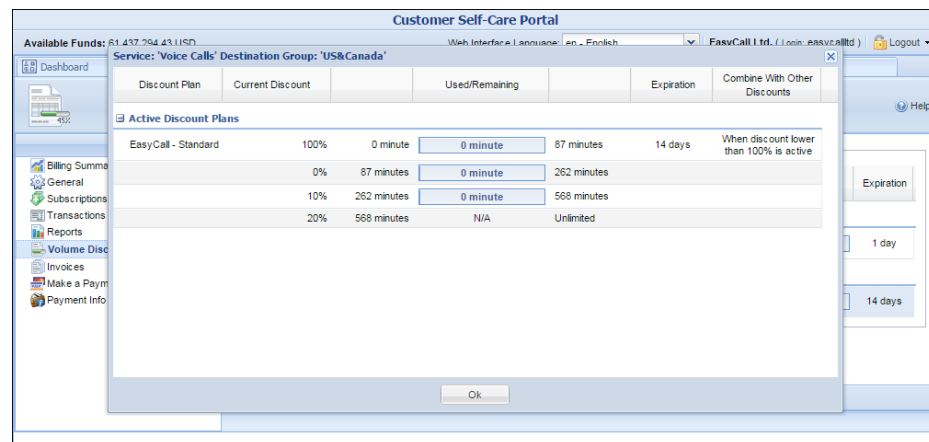
Click the  **Download** button to download an xDRs report in the desired format.

Volume Discounts

The **Volume Discounts** screen displays all *Active* discounts that apply to you.

Information about *Consumed / Used up* and *Not Yet Active* volume discounts and volume discounts' usage history can be obtained (if available) in the **Discount History** window, which is visible by pressing the  **History** button.




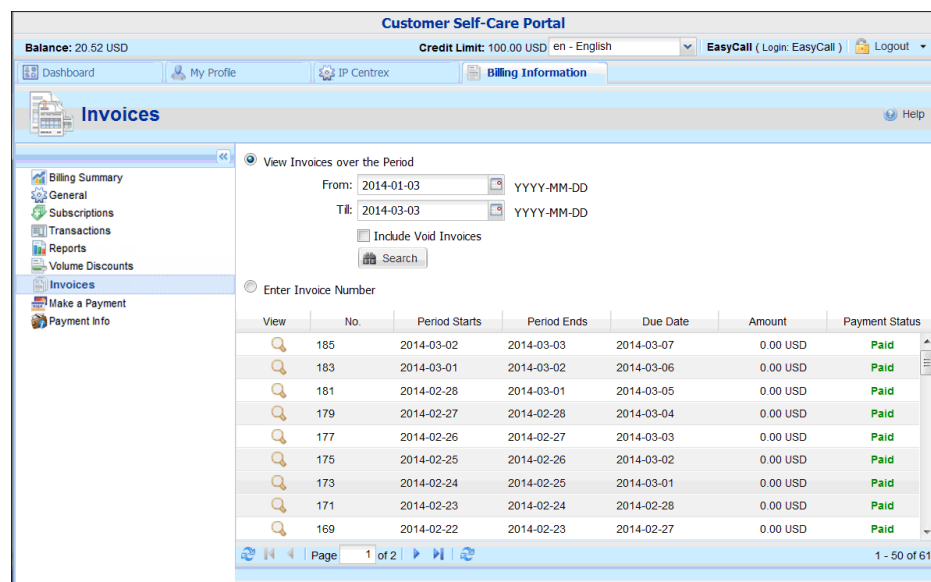


Field	Description
Service	A specific service (voice calls, messaging, data transfer, etc.) that this volume discount will apply to.
Destination Group	Information about discounts used and remaining is shown, grouped by Destination Group names. Each name represents one group included in the volume discount plan assigned to you.
History	Invokes a pop up window which shows extended information about the discount plan.
Discount Plan	The name of the volume discount plan applicable for this customer.
Precedence	This is the priority level for the currently used discount plan that specifies the order in which certain discounts are to be applied. Discounts with higher priority take precedence over discounts with low priority.
Combined Discount	Shows the total discount value currently applied to the customer that resulted in the discounts' combination.
Used / Remaining	Shows the current value of both consumed and remaining discount volume (in minutes or funds). The progress bar graphically reflects how much of the discounted service has been consumed.
Expiration	Shows the time left for the discount to be reapplied to the customer. If Never is defined, it means that this discount is for one-time use and will not be reapplied to the customer.
<i>Discount History window</i>	
Status	The current status of the discount plan: <ul style="list-style-type: none"> • Active Discount Plans – the discount plans that are currently in use • Consumed – the discount plans that have

	<p>already been used up</p> <ul style="list-style-type: none"> • Not Yet Active – currently inactive discount plans
Current Discount	The value of the discount currently applied to the customer.
Expiration	The time left for the discount plan counters to be reset.
Combine With Other Discounts	Shows the way this discount plan is combined with other discount plans applicable to a session.

Invoices

The invoices screen allows you to view all your invoices. A particular invoice can be found either by entering its number or by selecting a date range and clicking the  icon. If you want to include void invoices, just select the corresponding check box and then press **Search**.



Customer Self-Care Portal

Balance: 20.52 USD | Credit Limit: 100.00 USD | en - English | EasyCall (Login: EasyCall) | Logout

Dashboard | My Profile | IP Centrex | Billing Information | Help










Invoices

View Invoices over the Period

From: 2014-01-03 | YYYY-MM-DD
 To: 2014-03-03 | YYYY-MM-DD

☐ Include Void Invoices

Enter Invoice Number

View	No.	Period Starts	Period Ends	Due Date	Amount	Payment Status
	185	2014-03-02	2014-03-03	2014-03-07	0.00 USD	Paid
	183	2014-03-01	2014-03-02	2014-03-06	0.00 USD	Paid
	181	2014-02-28	2014-03-01	2014-03-05	0.00 USD	Paid
	179	2014-02-27	2014-02-28	2014-03-04	0.00 USD	Paid
	177	2014-02-26	2014-02-27	2014-03-03	0.00 USD	Paid
	175	2014-02-25	2014-02-26	2014-03-02	0.00 USD	Paid
	173	2014-02-24	2014-02-25	2014-03-01	0.00 USD	Paid
	171	2014-02-23	2014-02-24	2014-02-28	0.00 USD	Paid
	169	2014-02-22	2014-02-23	2014-02-27	0.00 USD	Paid

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Invoices cover these parameters:

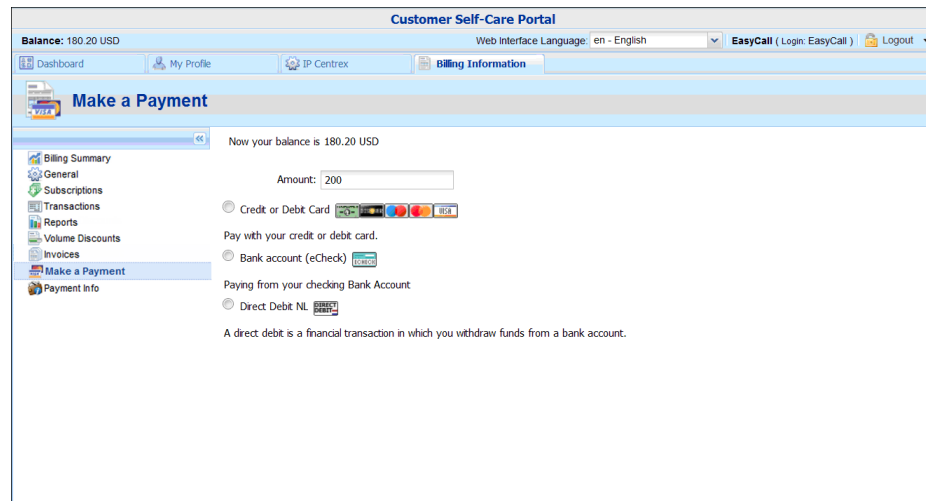
- **No. (invoice number)** – the unique identifier for an invoice
- **Date** – the date that the invoice was issued
- **Payment status** – this specifies one of the following:
 - Do Not Pay – the invoice amount is 0, therefore no payment is required
 - Unpaid – payment has not yet been received
 - Partially 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 Starts / Ends** – the period for which an invoice is generated
- **Due date** – date by which payment should be received
- **Amount** – sum of all charges for this period minus credits / refunds

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 displays the 'Customer Self-Care Portal' interface. At the top, the balance is shown as 180.20 USD. Below this, there's a navigation bar with links to Dashboard, My Profile, IP Centre, and Billing Information. The main heading is 'Make a Payment'. On the left, a sidebar menu lists various options: Billing Summary, General, Subscriptions, Transactions, Reports, Volume Discounts, Invoices, Make a Payment (highlighted), and Payment Info. The main content area shows 'Now your balance is 180.20 USD' and an 'Amount' input field with the value '200'. Three payment methods are listed with radio buttons: 'Credit or Debit Card' (with a Visa/MC logo), 'Bank account (eCheck)' (with a checkmark icon), and 'Direct Debit NL' (with a logo). Below these, there's a note: 'A direct debit is a financial transaction in which you withdraw funds from a bank account.'

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.

Customer Self-Care Portal

Balance: 180.20 USD Web interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Make a Payment

Now your balance is 180.20 USD

Amount: 200.00 USD (1.00 USD minimum)


Card Number: 1111xxxxxxx1111

Expiration Date: 2015-01-31


Payment Method: American Express

Pay Now

Use Other Payment Methods

An alternative payment method can be used by clicking the  icon. The list of currently supported payment methods is the following:

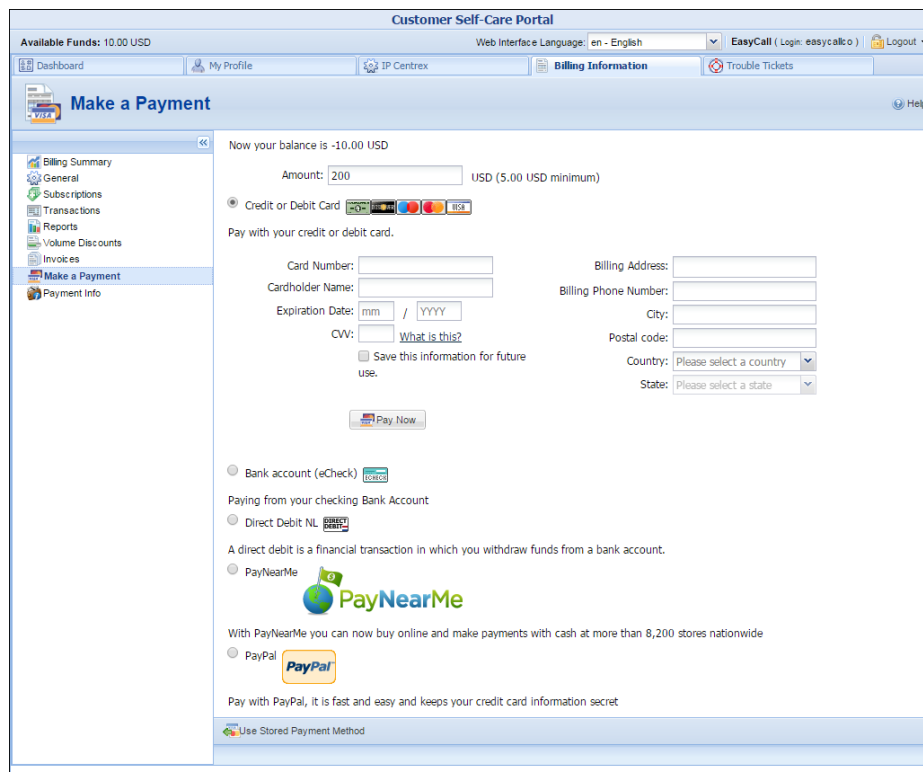
- **Credit or Debit Cards** – allows you to pay using your credit or debit card
- **Bank account (eCheck)** – allows paying from your checking Bank Account
- **Direct Debit NL** – allows you to perform financial transaction in which you withdraws funds from a bank account
- **PayNearMe** – allows you 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.



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.

Trouble Tickets tab

Using the **Trouble Tickets** tab, you can view a list of recent tickets and create new tickets within the RT (Request Tracking) system.

Customer Self-Care Portal

Balance: 557.32 USD

Credit Limit: 1,000.00 USD

en - English

EasyCall (Login: EasyCall_web)

Logout

Dashboard

My Profile

IP Centrex

Billing Information

Trouble Tickets

Help

Trouble Tickets

#	Subject	Status	Created	Last Updated	Requestors
18	How to make a payment?	new	2014-11-03 11:58:21	2014-11-03 11:58:22	EasyCall


Create Ticket

Page

1 of 1

1 - 1 of 1

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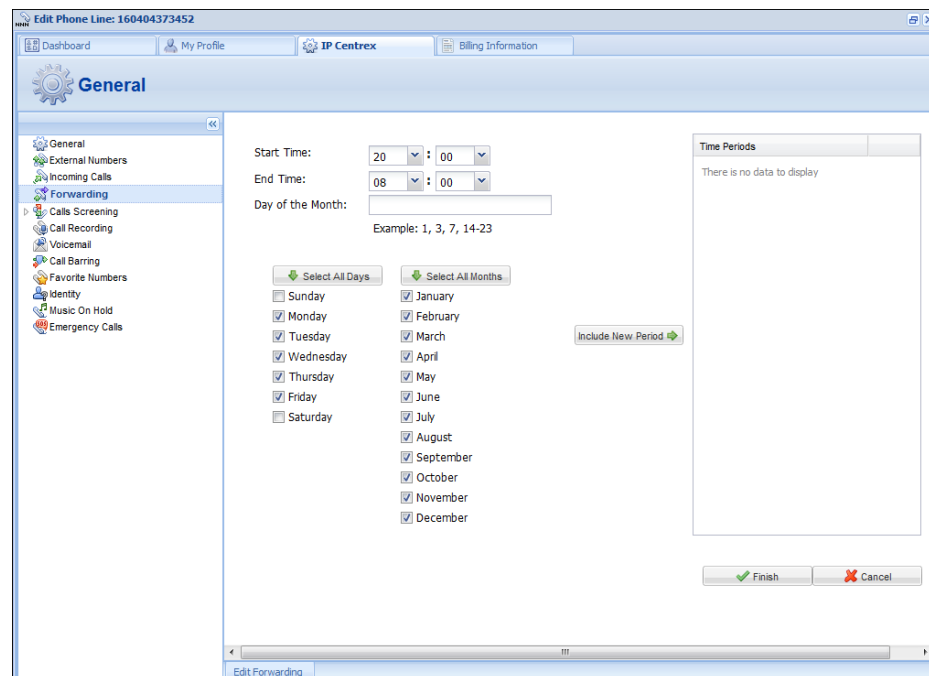
To create a new ticket, simply click the  **Create Ticket** button at the bottom of the page.

3. How to...

... define a time period using the wizard?

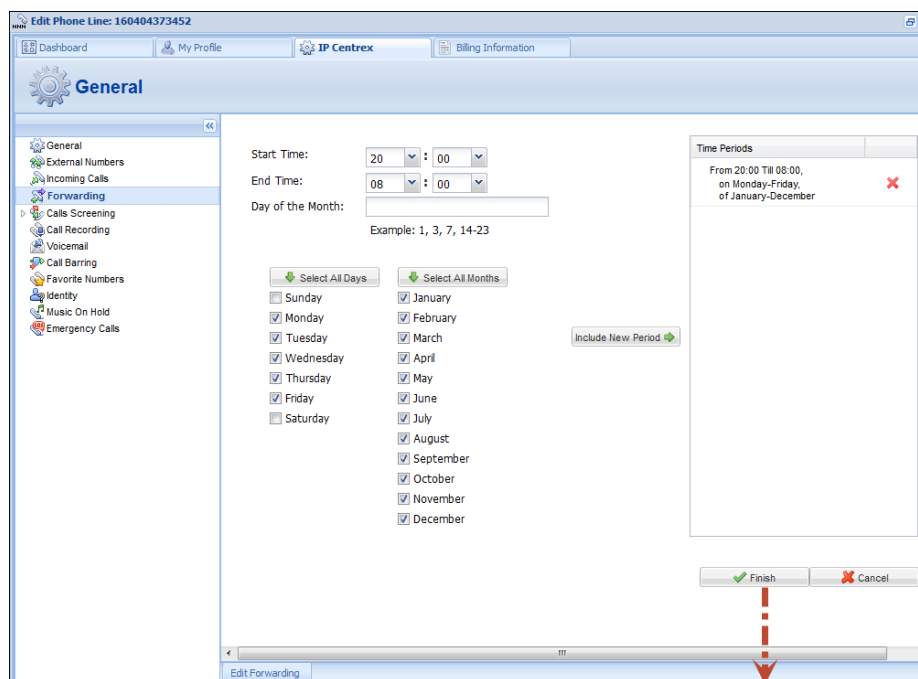
With the period definition wizard, you can easily define the time period for which a number (e.g. a follow-me number) will be used. If you want the number to be permanently active, click the **Always** button at the bottom of the **Period Wizard** page. Otherwise, define the desired period. (Times given 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.



The screenshot shows the 'Edit Phone Line' interface for 160404373452. The 'General' tab is active. The 'Start Time' is set to 20:00 and the 'End Time' is set to 08:00. The 'Day of the Month' section shows days of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked). The 'Select All Months' button is highlighted. The 'Time Periods' window on the right shows 'There is no data to display'. At the bottom are 'Finish' and 'Cancel' buttons.

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



Edit Phone Line: 160404373452

Dashboard My Profile IP Centrex Billing Information

General

General
External Numbers
Incoming Calls
Forwarding
Calls Screening
Call Recording
Voicemail
Call Barring
Favorite Numbers
Identity
Music On Hold
Emergency Calls

Start Time: 20 : 00
End Time: 08 : 00
Day of the Month: Example: 1, 3, 7, 14-23

Select All Days Select All Months

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June ☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

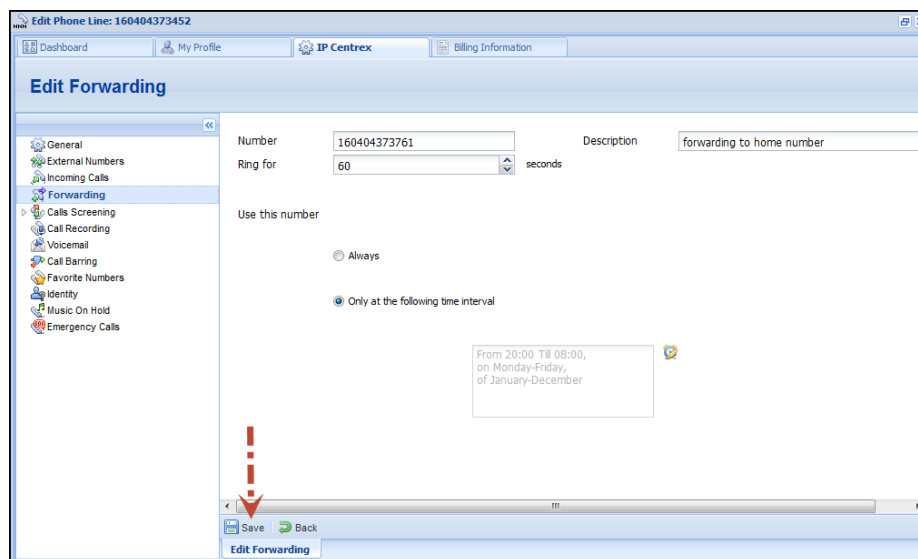
Include New Period

Time Periods
From 20:00 Till 08:00,
on Monday-Friday,
of January-December

Finish Cancel

Edit Forwarding

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



Edit Phone Line: 160404373452

Dashboard My Profile IP Centrex Billing Information

Edit Forwarding

General
External Numbers
Incoming Calls
Forwarding
Calls Screening
Call Recording
Voicemail
Call Barring
Favorite Numbers
Identity
Music On Hold
Emergency Calls

Number: 160404373761 Description: forwarding to home number
Ring for: 60 seconds

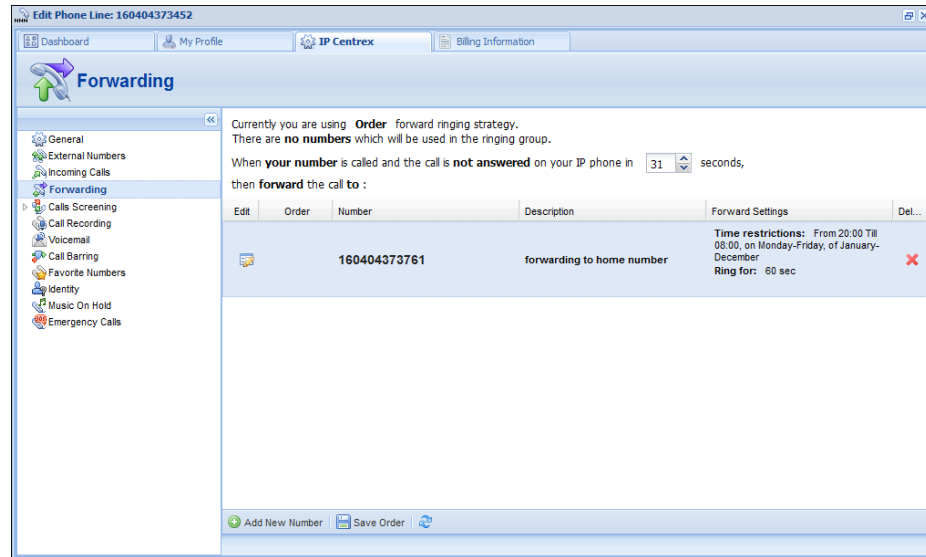
Use this number

☐ Always
☒ Only at the following time interval

From 20:00 Till 08:00,
on Monday-Friday,
of January-December

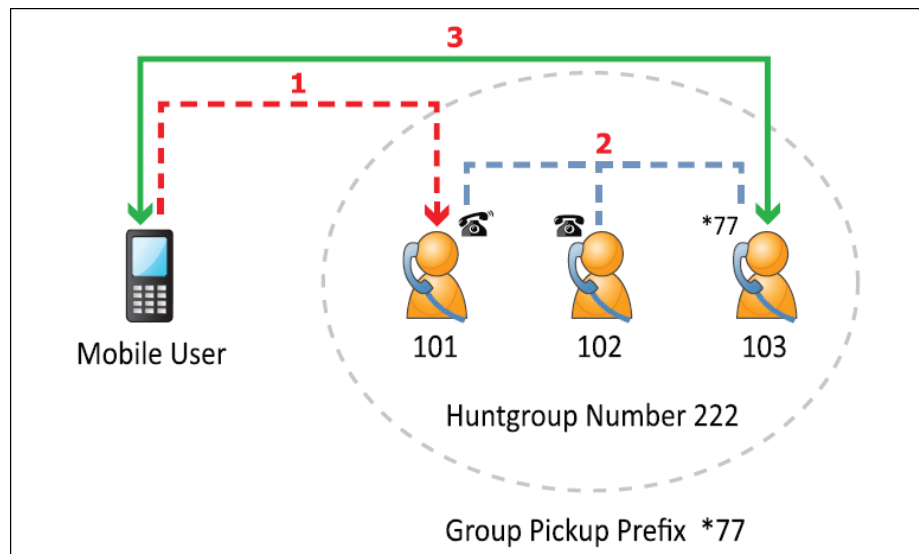
Save Back

Edit Forwarding



... configure multiple pickup groups?

The multiple pickup groups functionality allows phone lines in the same IP Centrex environment to be grouped so that phone line owners within the group may answer each other's calls by merely dialing a Group Pickup Prefix on their phones.



Let's assume that there are two offices working with shared secretarial services. First you must enable a Group Pickup feature, then configure two huntgroups and lastly configure the pickup groups within them:

1. Go to the **Incoming Calls** page:
 - Enable the **Group Pickup** feature

- In the **Group Pickup Prefix** field specify *77.

2. Go to the **IP Centrex** tab.
3. On the **Huntgroups** page of the IP Centrex tab add two huntgroups (for how to add huntgroups, see the section titled **Huntgroups**):
 - To the first huntgroup 88 (e.g. Sales Department) add the required extensions: 222, 333 and the secretary's 999 extension. Define huntgroup 88 as primary for extensions 222 and 333. Make sure the **Call Pickup Allowed** feature is enabled for the huntgroup.
 - To the second huntgroup 99 (e.g. Support Department) add extensions 444, 555 and the secretary's 999 extension. **Define huntgroup 99 as primary for all these extensions – 444, 555 and 999.** Make sure the **Call Pickup Allowed** feature is enabled for the huntgroup.

Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Support Department

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

Huntgroup Number: 99 Hunt Sequence: Random
Huntgroup Name: Support Department Caller ID: Keep original
Call Pickup Allowed: ☒

Included Extensions Included Huntgroups

Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
↓	555	Tom	000111888		15	—	✓	✗
↑ ↓	999	Irene	000111999		15	—	✓	✗
↑	444	Andrew	000111555		Infinite	—	✓	✗

Add Extension

Save Back

Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Huntgroups

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

Edit	Configure	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Caller ID	Call Pickup Allowed	Delete
		88	Sales Department	Order	Assigned Extensions • 222 - John • 333 - Catherine • 999 - Irene	Keep original	✓	✗
		99	Support Department	Random	Assigned Extensions • 444 - Andrew • 555 - Tom • 999 - Irene	Keep original	✓	✗

Add Huntgroup Page 1 of 1 1 - 2 of 2

With these settings the following scenario is possible: There is an incoming call to extension 444. The secretary (extension 999) can dial *7788 to pick up the call (because 444 is in their non-primary group, thus *77 won't work. They have to dial the group pickup prefix and the number of huntgroup). To pick up an incoming call to the extension 222 the secretary can dial *77 because extension 222 is in their primary group.