



RealPTT Agent Platform Guide Manual

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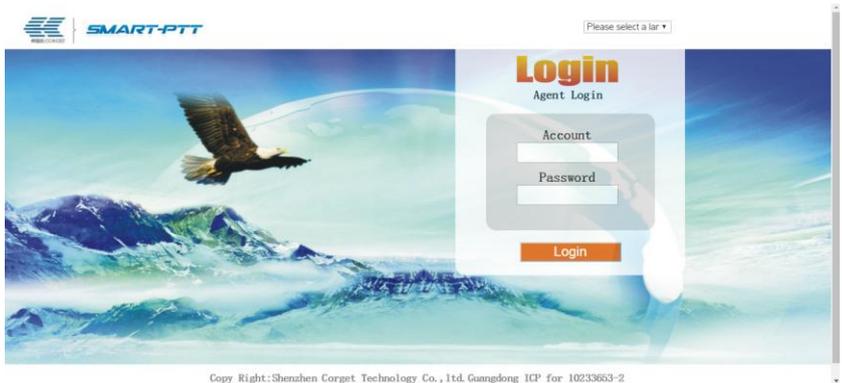
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— RealPTT Agent Platform Homepage

Agent Management Platform is a software which managing enterprise, user, order and it adoptive B/S pattern, which could through web to management enterprise and user.



Login website: <http://www.realptt.com/ptt/proxy>

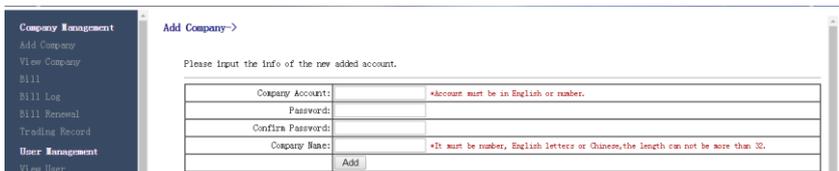
二 The Function Of Agent Management Platform

Agent management platform is the platform use for managing extend of competence enterprise, which including add company, query company, bill management, bill log, transaction record, query user, query user IP, modify password, order list, statistical information and like that function. Agent administrator can through distributive account and password to register port and start login by operator then management the enterprise and order.

2.1 Company Management

2.1.1 Add Company

Agent administrator can add company account and this setting information including: company account, password, company name. Account and password must be in English or number, company name must be number, English letters or Chinese, the length can not be more than 32.



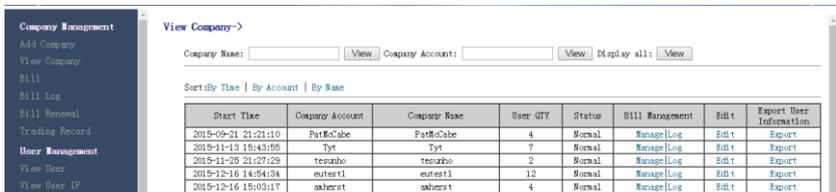
Add Company->	
Please input the info of the new added account.	
Company Account:	*account must be in English or number.
Password:	
Confirm Password:	
Company Name:	*It must be number, English letters or Chinese, the length can not be more than 32.
Add	

2.1.2 View Company

Agent administrator can look over the information of company accou

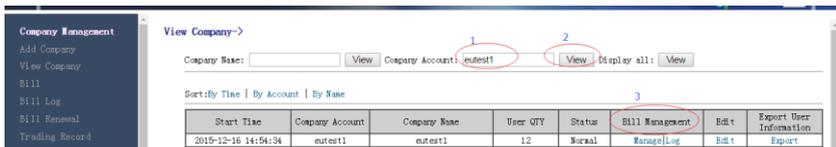


nt, also here are 3 ways to look over the information of company account: (1) through the company name to check the account information directly; (2) through company account to check this information;(3) Click “View” directly then display total company account information.



Through “View” to show total company information, it can as the time, account, name these 3 ways to sort to easy find what you want to look company as soon as possible.

According to company account “test” to show the details operation



Inputting company account “eutest1”, click “ View” then click “bill management” to enter into the interface of bill management, which can look and modify the details information, also click “Edit” to modify company name and password etc and still click “Export” to make these information to save EXCEL

2.1.3 Bill



Agent administrator input that you need to see company bill management. You can add, view, modify the company bill etc. For example, input “eutest1” in the company account then click “view”.

- (1) Bill type divide into **annual**, **month bill** and **assign/take back annual account**, the details tariff standard of annual bill refer to RealPTT price packet service to carry out, month bill as one account deduct USD2.00 each month to carry out, month bill drop out of score.
- (2) **Annual bill** divide into add bill & add bill using account, add bill refer to the max purchase quantity of annual, it’s able to carry only as long as input account quantity within the scope of max purchase quantity of annual; add bill using account need refer to remain annual account number, input the account number need to be within scope of annual account. Remaining account is through score recharge or special activity to get it, using the remain account which will not be deduct balance of account.
- (3) **Assign / take back annual account** means you can assign the annual account to one company, and that account start time is from you added that account on company platform, which is convenient to stockpile accounts on the company platform.

Company Bill Management ->

Company Account: eutest1 Please input account

Reminder amount:4000 Reminder annual Account:36 Maximum purchase annual account qty:49 Current Integral:0

the user qty of the company:0

Bill Type	Company Base	Start Time	End time	User QTY	Remark	Operate
1 Year-bill	eutest1	2016-4-18	2017-4-30	<input type="text"/>		<input type="button" value="Add Bill"/> <input type="button" value="Add bill using account"/>
2 Month-bill	eutest1	2016-4-18	Number of Month:	<input type="text"/>		<input type="button" value="Add Bill"/>
3 Assign/Take back annual account	eutest1	-	-	<input type="text"/>	Assign:assign annual account to company; Take back:Take back annual account from company;	<input type="button" value="Assign annual account"/> <input type="button" value="Take back annual account"/>

Company Bill

Order Number: Start Time: End Time:

User Account: Group ID:

Order Number	Company Account	Start Time	End time	User QTY	Order Renewal	Renew Month-order	Transfer Order	Description
212	eutest1	2016-02-10	2016-08-11 15:00:00	2	No Renewal	Renewal	Transfer	<input type="button" value="View Record"/>

1. Order Renewal

It's able to according to order number and start time or end time to looking for order, on the basic of you need then able to proceed order renewal, which divide into renewal for a month, funds renewal for a year, annual bill renewal for a year, part renewal and multi-month renewal, the user will be as situation to choose the best way to renewal.

View Company
Bill
Bill Log
Bill Renewal
Trading Record
User Management
View User
View User IP
Sub-agent Management

Company Bill
View all Order Number: View Start Time: View End Time: View
User Account: View Group ID: View

Order Number	Company Account	Start Time	End time	User QTY	Order Renewal	Renew Month-order	Transfer Order	Description
212	eustest1	2016-02-10	2016-08-11 15:00:00	2	No Renewal	Renewal	Transfer	
211	eustest1	2016-02-23	2016-05-24 15:00:00	2	Renewal for a month Funds renewal for a year Annual bill renewal for a year Part Renewal	Renewal	Transfer	
195	eustest1	2015-12-16	2017-01-01 15:00:00	3		Renewal	Transfer	

2. Transfer Order

It could as start time or end time to looking for the order, as the needed of user to proceed transfer order, make redundant account of company transfer to other company.

View Company
Bill
Bill Log
Bill Renewal
Trading Record
User Management
View User

Company Bill
View all Order Number: View Start Time: View End Time: View
User Account: View Group ID: View

Order Number	Company Account	Start Time	End time	User QTY	Order Renewal	Renew Month-order	Transfer Order	Description
212	eustest1	2016-02-10	2016-08-11 15:00:00	2	No Renewal	Renewal	Transfer	
211	eustest1	2016-02-23	2016-05-24 15:00:00	2	No Renewal	Renewal	Transfer	

You can click “transfer” then it will be show below page, you can transfer account to another company platform.

Company Management
Add Company
View Company
Bill
Bill Log
Bill Renewal
Trading Record
User Management
View User
View User IP

Change order→

Please Input company account and roll-out user qty.

Order Number:	212
Company account:	eustest1
Order Account Sum :	2
Remainder User QTY:	2
Transfer company account:	<input type="text"/>
Transfer User QTY:	<input type="text"/>
<input type="button" value="Submit"/>	

2.1.4 Bill Log



Inputting company account, click “View” then show the bill log list, bill log is record details order of company account.



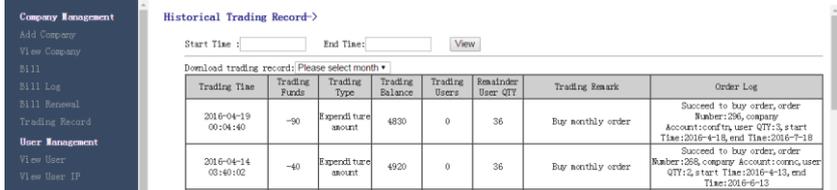
2.1.5 Bill Renewal

Inputting order number, click “View”, platform will be show total users of this order, it can as user account or group ID to find user of this order to renewal then choose need to renewal user to proceed renewal for a year or a month.



2.1.6 Trading Record

In the trading record, it can see all order situation of whole agent platform.



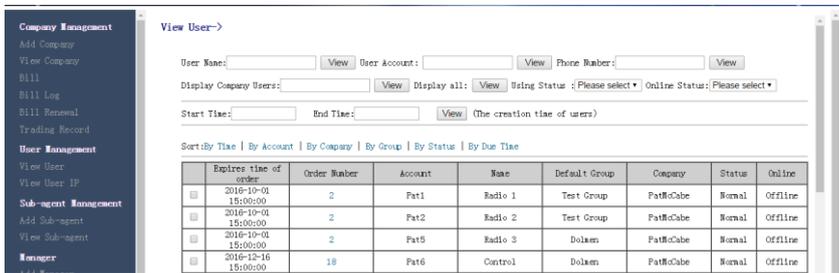
2.2 User Management

2.2.1 View User

Agent administrator can query information of user account through



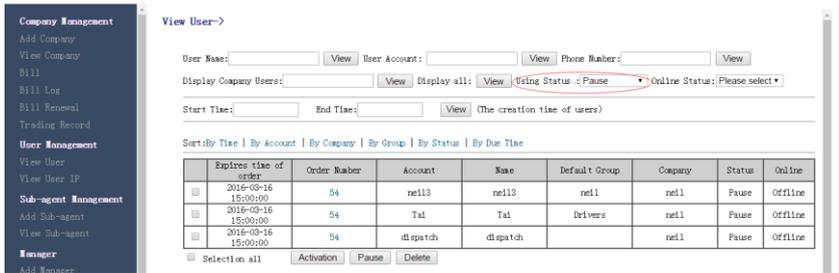
4 ways: (1) through user name see account information directly; (2) through user account see account information; (3) input Group company name see the account information in this company; (4) click “View” then it will be show account information of all user.



After get the user information, it can as time, number, account, company, group, status and order due time to arrange these user.



After queried user then also can look at the status, using status divide into “normal” & “pause” two situation.



View User

User Name: View User Account: View Phone Number: View

Display Company Users: View Display all: View Using Status: Pause Online Status: Please select

Start Time: End Time: View (The creation time of users)

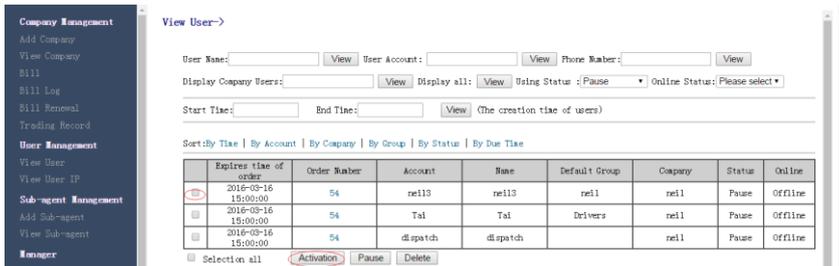
Sort: By Time | By Account | By Company | By Group | By Status | By Due Time

Expires time of order	Order Number	Account	Name	Default Group	Company	Status	Online
2016-03-16 15:00:00	54	nel13	nel13	nel1	nel1	Pause	Offline
2016-03-16 15:00:00	54	Tai	Tai	Drivers	nel1	Pause	Offline
2016-03-16 15:00:00	54	dispatch	dispatch		nel1	Pause	Offline

Selection all Activation Pause Delete

After queried user, we can according to “online” & “offline” to look at the situation.

Choose you want to management account, you can make proceed for account activation, pause, deleted etc.



View User

User Name: View User Account: View Phone Number: View

Display Company Users: View Display all: View Using Status: Pause Online Status: Please select

Start Time: End Time: View (The creation time of users)

Sort: By Time | By Account | By Company | By Group | By Status | By Due Time

Expires time of order	Order Number	Account	Name	Default Group	Company	Status	Online
2016-03-16 15:00:00	54	nel13	nel13	nel1	nel1	Pause	Offline
2016-03-16 15:00:00	54	Tai	Tai	Drivers	nel1	Pause	Offline
2016-03-16 15:00:00	54	dispatch	dispatch		nel1	Pause	Offline

Selection all Activation Pause Delete

2.2.2 View User IP

Enter into user account, click “View” then look at IP address of register.



View User IP

User Account: erica View

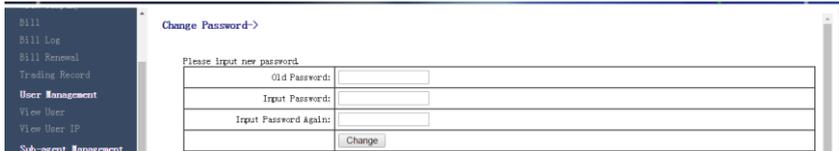
Agent Base: Erica

User Login last IP: 65.236.86.120

2.3 System Management

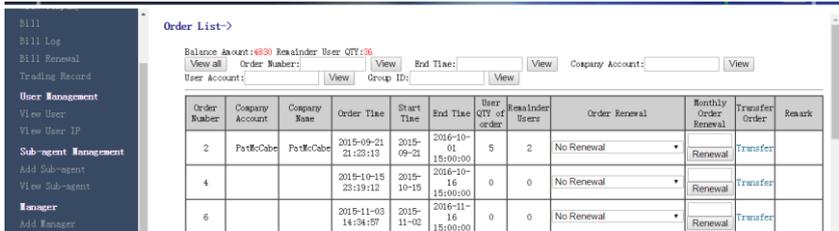
2.3.1 Change password

Change password of agent account.



2.3.2 Order List

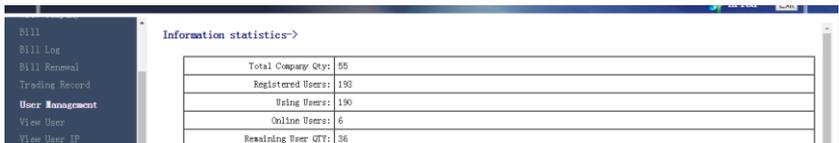
Check total order information of added company, according the order number, end time, company account, user account and group ID to check it.



Order Number	Company Account	Company Base	Order Time	Start Time	End Time	User QTY of order	Remainder Users	Order Renewal	Monthly Order Renewal	Transfer Order	Remark
2	PatMcCabe	PatMcCabe	2015-09-21 21:23:13	2015-09-21	2016-10-01 15:00:00	5	2	No Renewal	Renewal	Transfer	
4			2015-10-15 23:19:12	2015-10-15	2016-10-16 15:00:00	0	0	No Renewal	Renewal	Transfer	
6			2015-11-03 14:34:57	2015-11-02	2016-11-16 15:00:00	0	0	No Renewal	Renewal	Transfer	

2.3.3 Information Statistics

Showing the total company & registered users & using users & online users of added company at agent platform



Total Company Qty:	55
Registered Users:	193
Using Users:	190
Online Users:	6
Remaining User QTY:	36

2.3.4 OEM

We can OEM your domain, just only need you to apply for a domain as your system domain, the pic as below



We can OEM the company and agent platform login page, you can change any picture if you need, like your logo, your company picture etc, and now our login page as the below picture,



The homepage picture also can OEM your logo, and when you changed this picture then you can change the left side color too, now our company homepage and left side is using ourselves.



When you finished all steps, then the company platform and agent platform login website will be show as below,



2.4 Sub-agent Management

2.4.1 Add Sub-agent

This Sub-agent features same as agent platform, just for customers to management their dealer, because customers not certainly to sell this radio to final user, so also need Sub-agent platform.

Add Sub-agent->

Please input the info of the new added account.

Agent account:	<input type="text"/>	<small>*account must be in English or number.</small>
Login password:	<input type="text"/>	
Confirn password:	<input type="text"/>	
Agent company:	<input type="text"/>	
Agent area:	<input type="text"/>	
Full name:	<input type="text"/>	
Mobile phone:	<input type="text"/>	
Telephone:	<input type="text"/>	
Identification numbers:	<input type="text"/>	
Set the country of agent:	Not defined	
	<input type="button" value="Add"/>	

2.4.2 View Sub-agent

You can through View Sub-agent to view your all sub-agent on your agent platform.

View Sub-agent->

Agent name: Agent account: Agent contract status:

Display all:

Start time: End time:

Agent account	Total number of orders	Remaining user QTY	Area	Agent company name	Agent name	Status	Contract status	Agent management	Edit

2.5 Manager

2.5.1 Add Manager

Add manager means someone can user account to login your company platform, because sometimes you don't have time to management this company or users, so you need someone to help you to management, and this



manager rights divide view information and management company. View information means this manager only just can view some details info, unable to change anything from this platform, Management company means this manager has same rights as yours, can change company, add company etc.

The screenshot shows a web interface for adding a manager account. On the left is a navigation menu with items like 'Bill', 'Bill Log', 'Bill Renewal', 'Trading Record', 'User Management', 'View User', 'View User IP', 'Sub-agent Management', and 'Add Account'. The main area is titled 'Add Manager Account->' and contains the instruction 'Please input the info of the new added account.' Below this is a form with the following fields:

Manager account:	<input type="text"/>	Account must be in English or number
Password:	<input type="password"/>	
Confirm Password:	<input type="password"/>	
Manager Rights:	<input type="text" value="View information"/>	
	<input type="text" value="View information"/>	
	<input type="text" value="Management company"/>	

2.5.2 View Manager

You can delete this account anytime, and you also can set up multi account to login this platform and management this platform, which is depend on you.

The screenshot shows a web interface for viewing managers. On the left is a navigation menu with items like 'Bill', 'Bill Log', 'Bill Renewal', and 'Trading Record'. The main area is titled 'View manager->' and contains a table with the following data:

Account	Type	Delete
Erica	Management Syste	Delete