RealPTT Agent Platform Guide Manual

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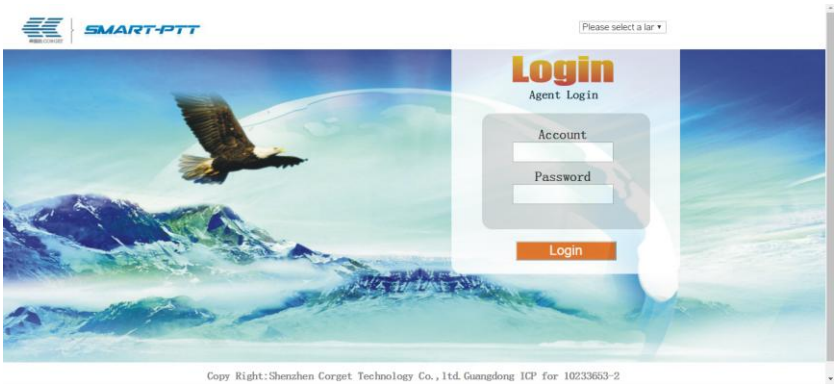
— RealPTT Agent Platform Homepage

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



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

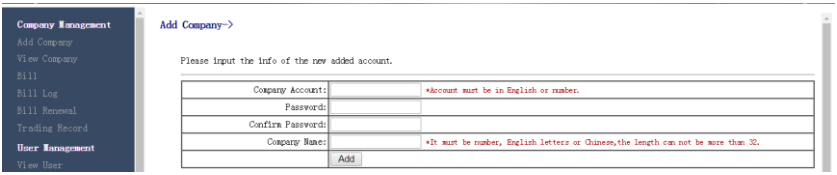
二 The Function Of Agent Management Platform

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 regi ster port and start login by operator then management the enterprise an d order.

2.1 Company Management

2.1.1 Add Company

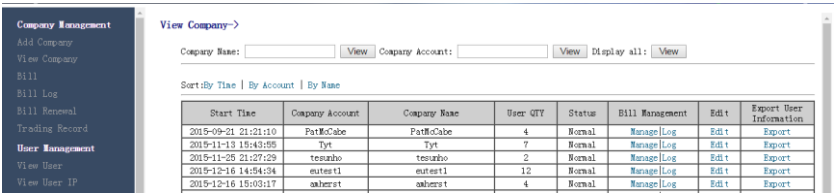
Agent administrator can add company account and this setting infor mation including: company account, password, company name. Account a nd password must be in English or number, company name must be nu mber, English letters or Chinese, the length can not be more than 32.



2.1.2 View Company

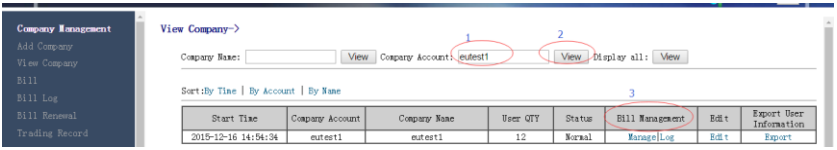
Agent administrator can look over the information of company accou

nt, also here are 3 ways to look over the information of company accou nt: (1) through the company name to check the account information direc tly; (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 ti me, 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 m anagement” to enter into the interface of bill management, which can loo k 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

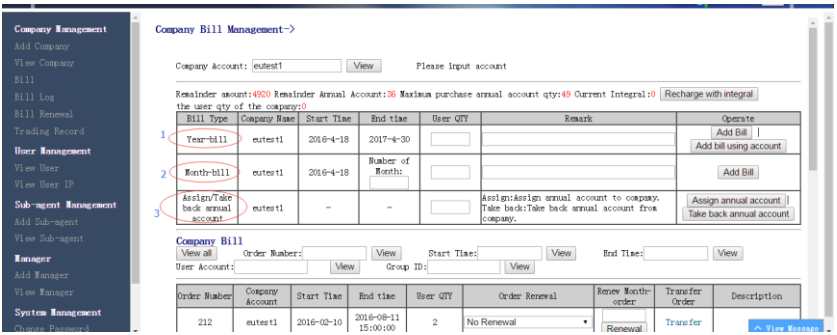
2.1.3 Bill

Agent administrator input that you need to see company bill manage ment. You can add, view, modify the company bill etc. For example, inpu t “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.

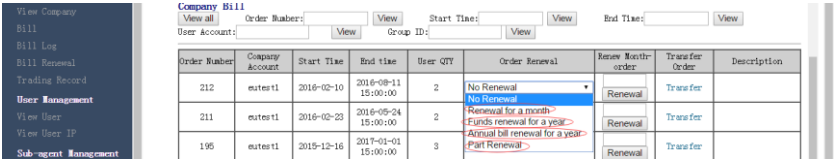
(2) **Annual bill** divide into add bill & add bill using account, add bill refer to the max purchase quantity of annual, it’s able to carry only as long as input account quantity within the scope of max purchase quantity of annual; add bill using account need refer to remain annual account number, input 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.



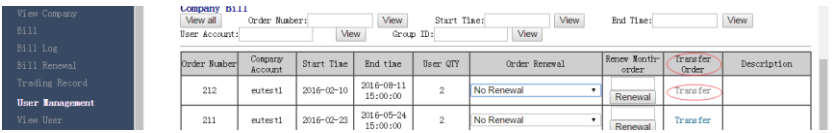
1. Order Renewal

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.

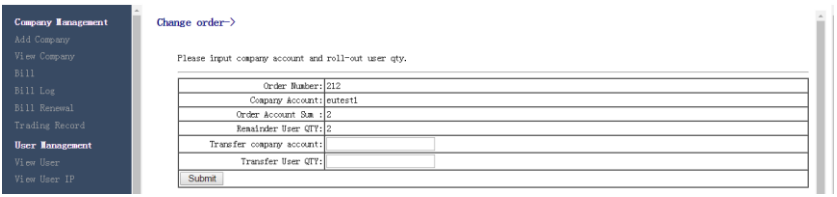


2. Transfer Order

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.



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

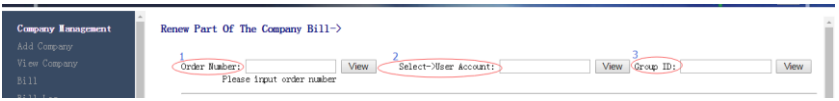


2.1.4 Bill Log

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

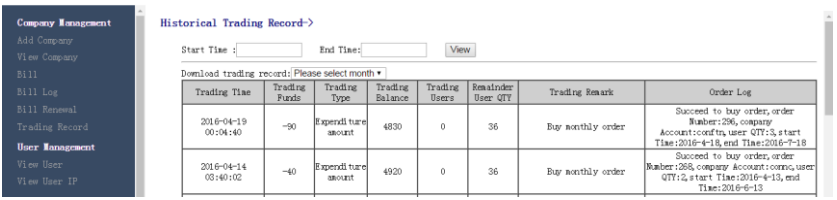
2.1.5 Bill Renewal

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.

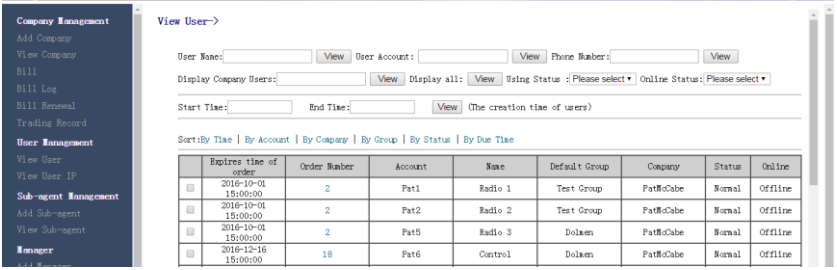


2.2 User Management

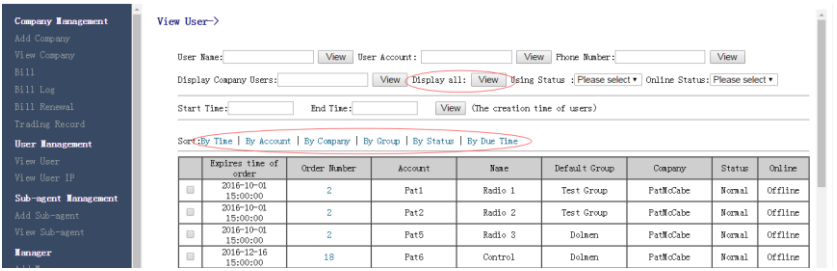
2.2.1 View User

Agent administrator can query information of user account through

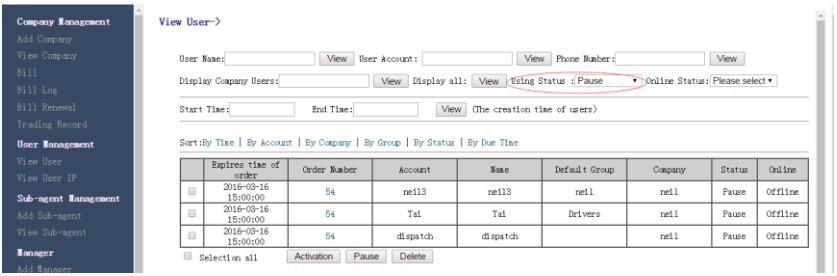
4 ways: (1) through user name see account information directly; (2) through user account see account information; (3) input company name see the account information in this company; (4) click "View" then it will be show account information of all user.



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

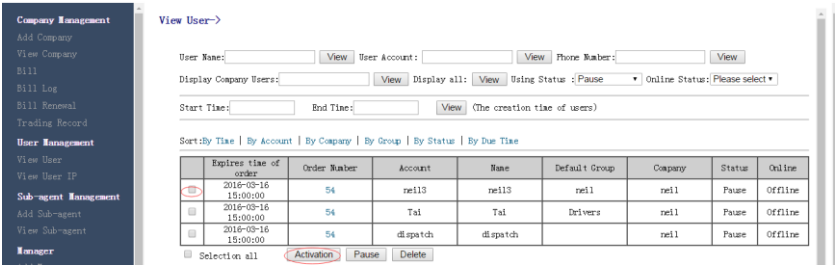


After queried user then also can look at the status, using status divide into "normal" & "pause" two situation.



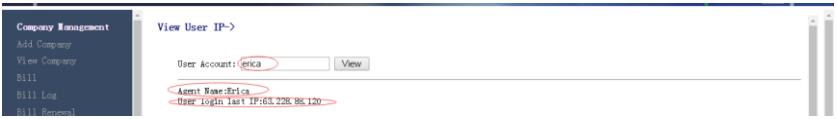
After queried user, we can according to “online” & “offline” to look at the situation.

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



2.2.2 View User IP

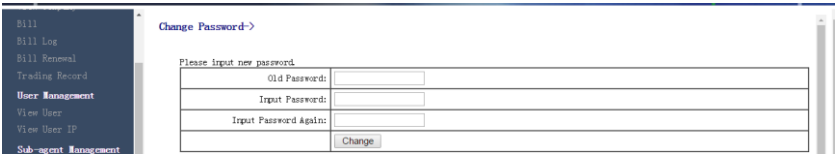
Enter into user account, click “View” then look at IP address of register.



2.3 System Management

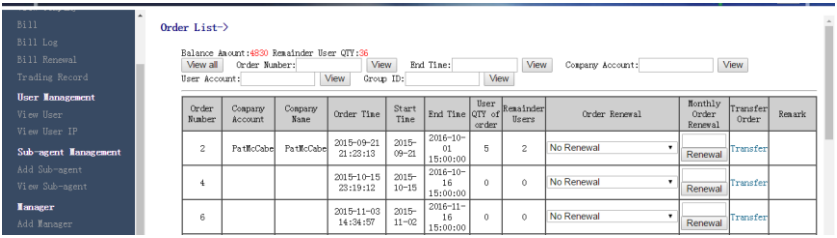
2.3.1 Change password

Change password of agent account.



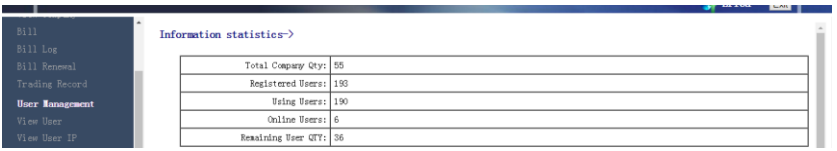
2.3.2 Order List

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



2.3.3 Information Statistics

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

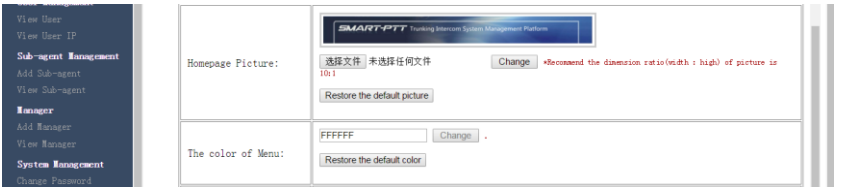


2.3.4 OEM

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.

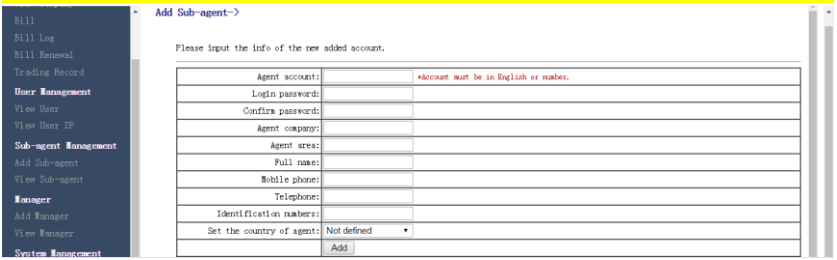


When you finished all steps, then the company platform and agent platform login website will be show as below,

2.4 Sub-agent Management

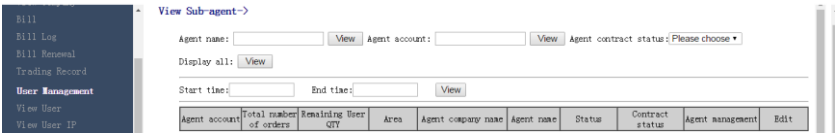
2.4.1 Add Sub-agent

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.



2.4.2 View Sub-agent

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

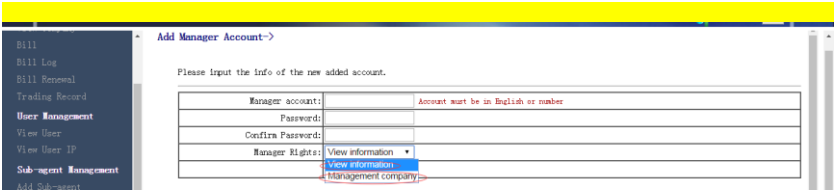


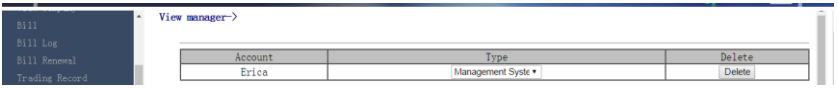
2.5 Manager

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.



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.