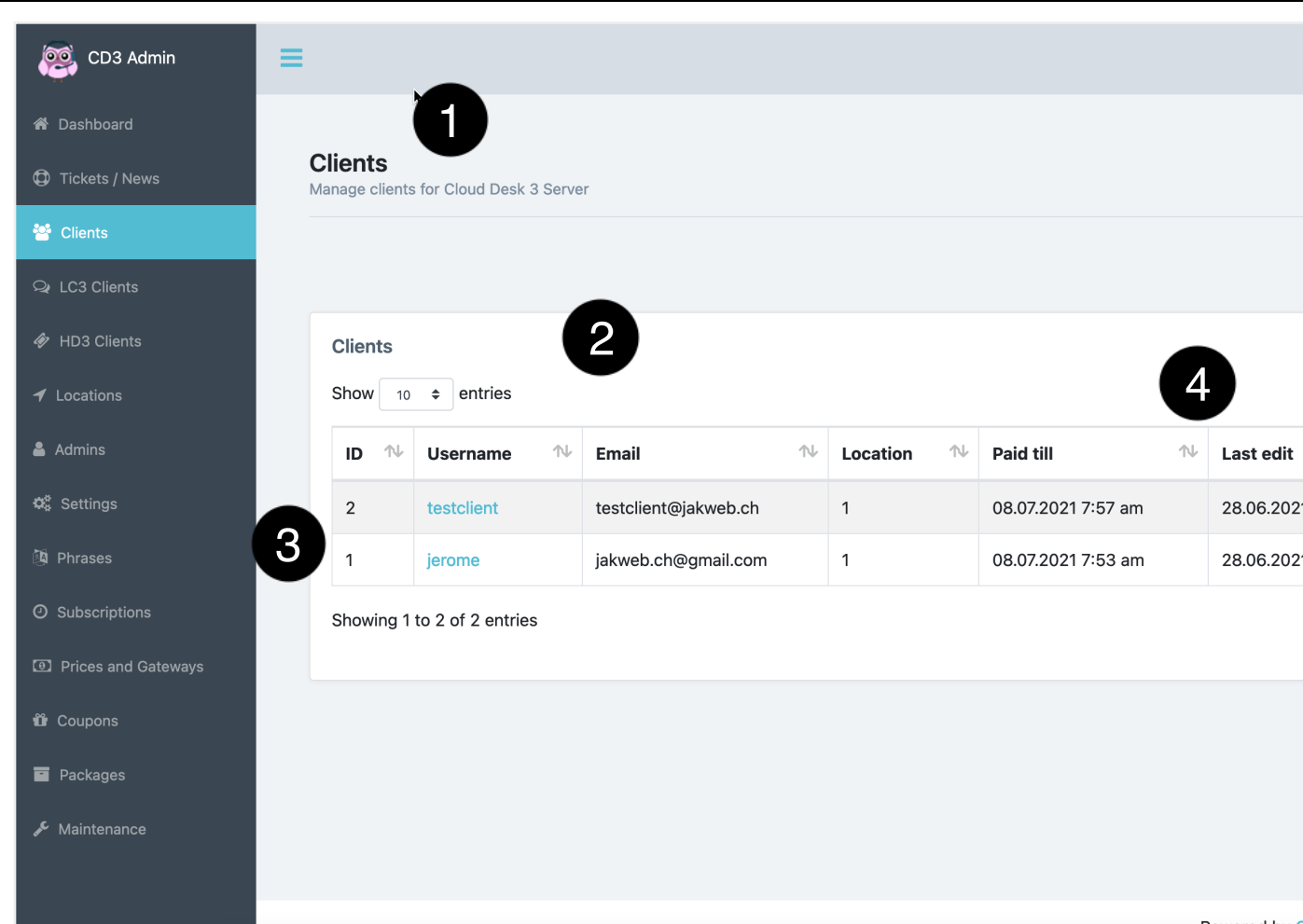


5. Client Management

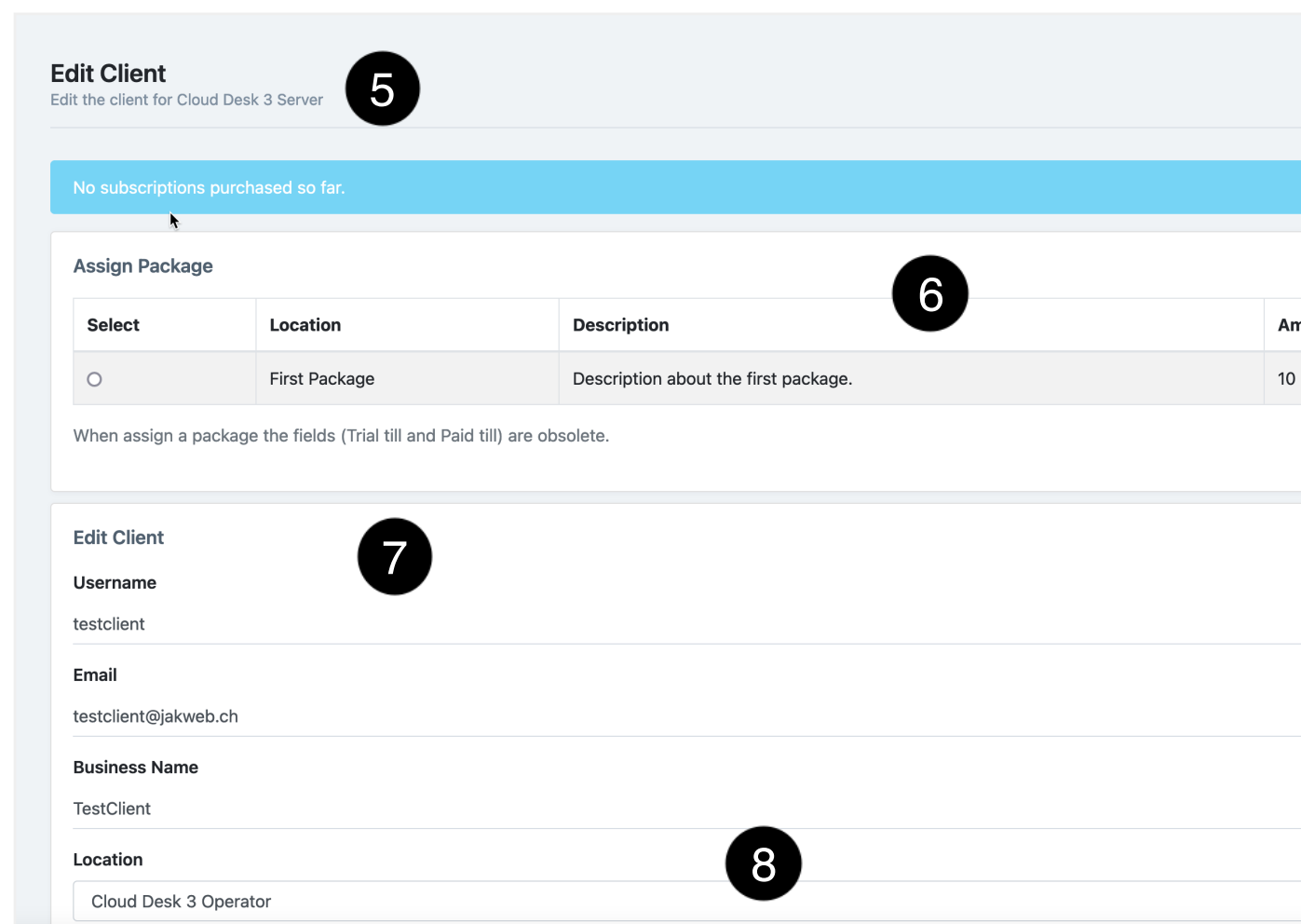
Manage your clients from your Administration Panel.



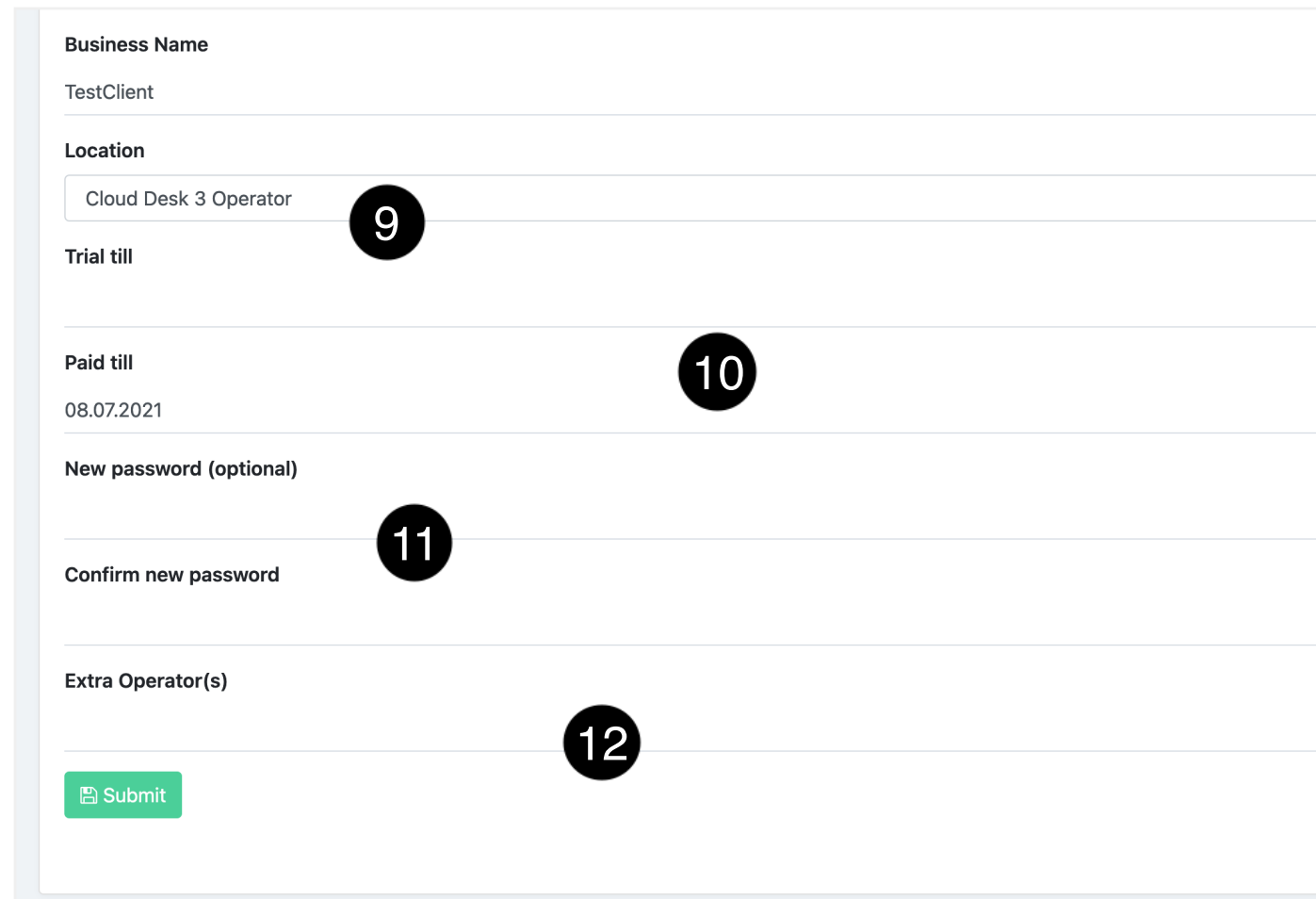
- 1 Client Management is a powerful tool in your administration panel. It controls all of your clients from all your locations you have setup.
- 2 The table shows all clients from every location you have setup. The one place to manage them all.
- 3 The table has many options like filter, change order or search by certain key words. Click on the arrows and hold your control key for multiple order changes.
- 4 The paid till row shows you quickly who has an active subscription and who hasn't.

5.1 Edit Client

You can click on any username to edit a client.



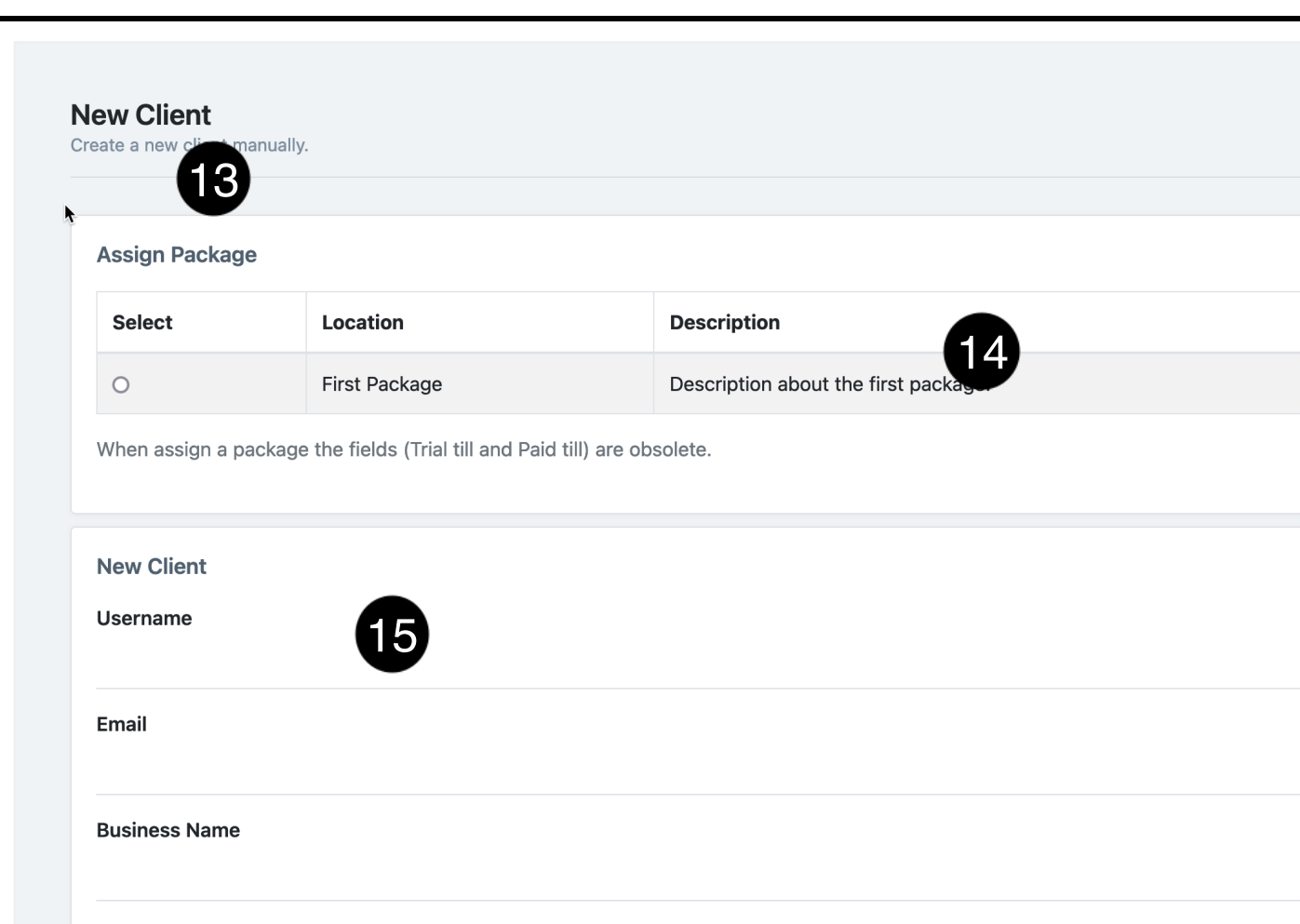
- 5 You can edit the client simply from your administration panel. On top you will find all purchased packages or subscriptions.
- 6 You can add any subscriptions to this client by selecting one listed here.
- 7 Change Client details, like username, email address business name and password.
- 8 The locations is important and it shows where your client has been signup. The locations is the physical support server, of course you can manage more than one.



- 9 The trial input field will show you if this client is still in the trial phase. You can of course extend this date if necessary
- 10 In case he has purchased a package or subscription the date in the "Paid till" input field will show you how long the account is active.
- 11 Change the clients password. You will need to inform the client if you do so, no email will be sent to the client.
- 12 Add extra operators in case the client needs it. Please note he can also purchase more operators in his account in the build in online shop.

5.2 Create new Client

Simply click on the "New Client" Button.



- 13 The "New Client" form gives you an easy option to create new clients.
- 14 Choose a package to assign to the client if you want. You don't need to add a package. If no package is assigned his account uses the trial feature
- 15 Add all necessary information: Username, Email, Business Name, Location and Password. All other fields are not mandatory.