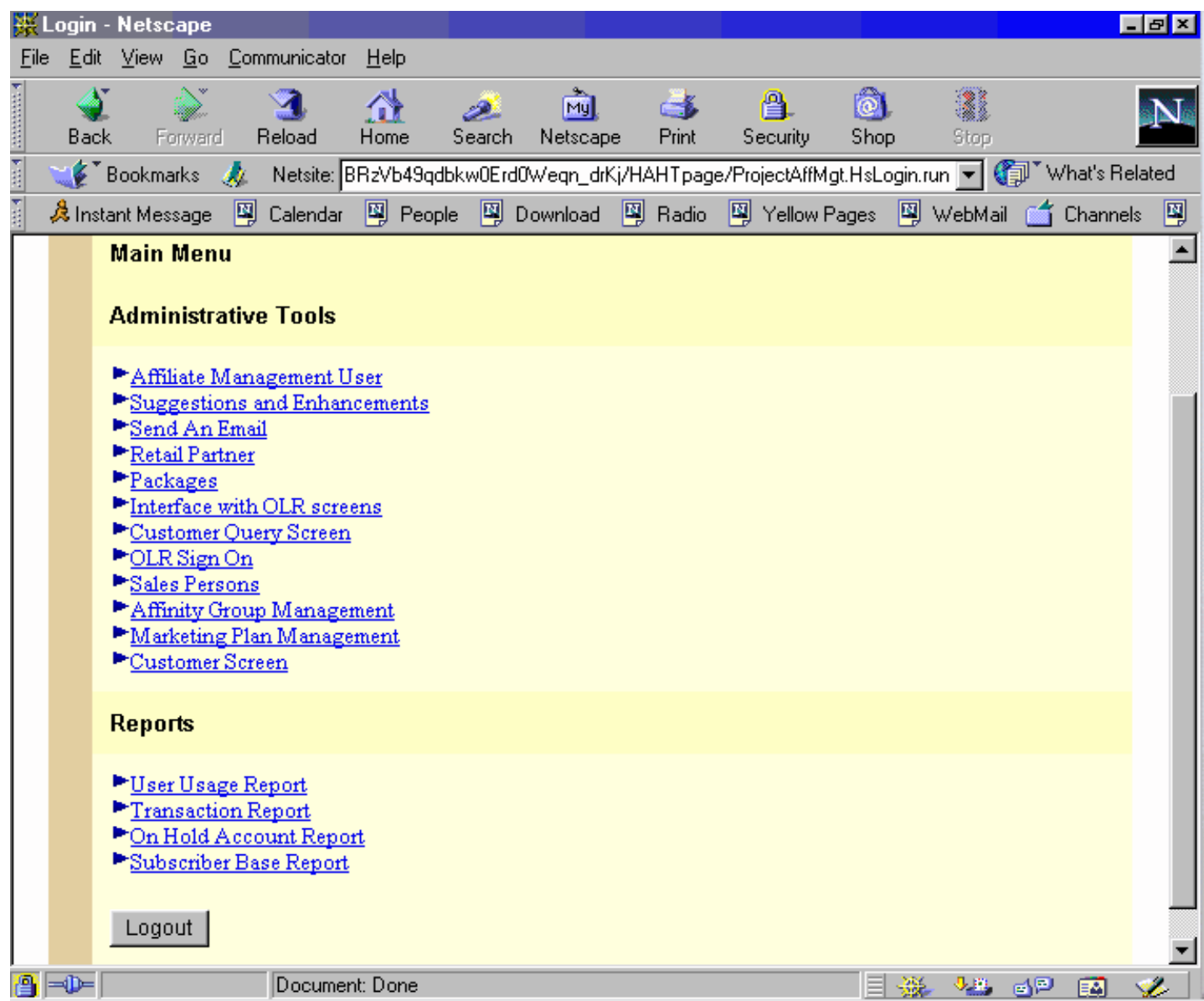


# Chapter Three

## Screen Layouts

Once you login, you will be taken to a main menu section that will look like the outline below.



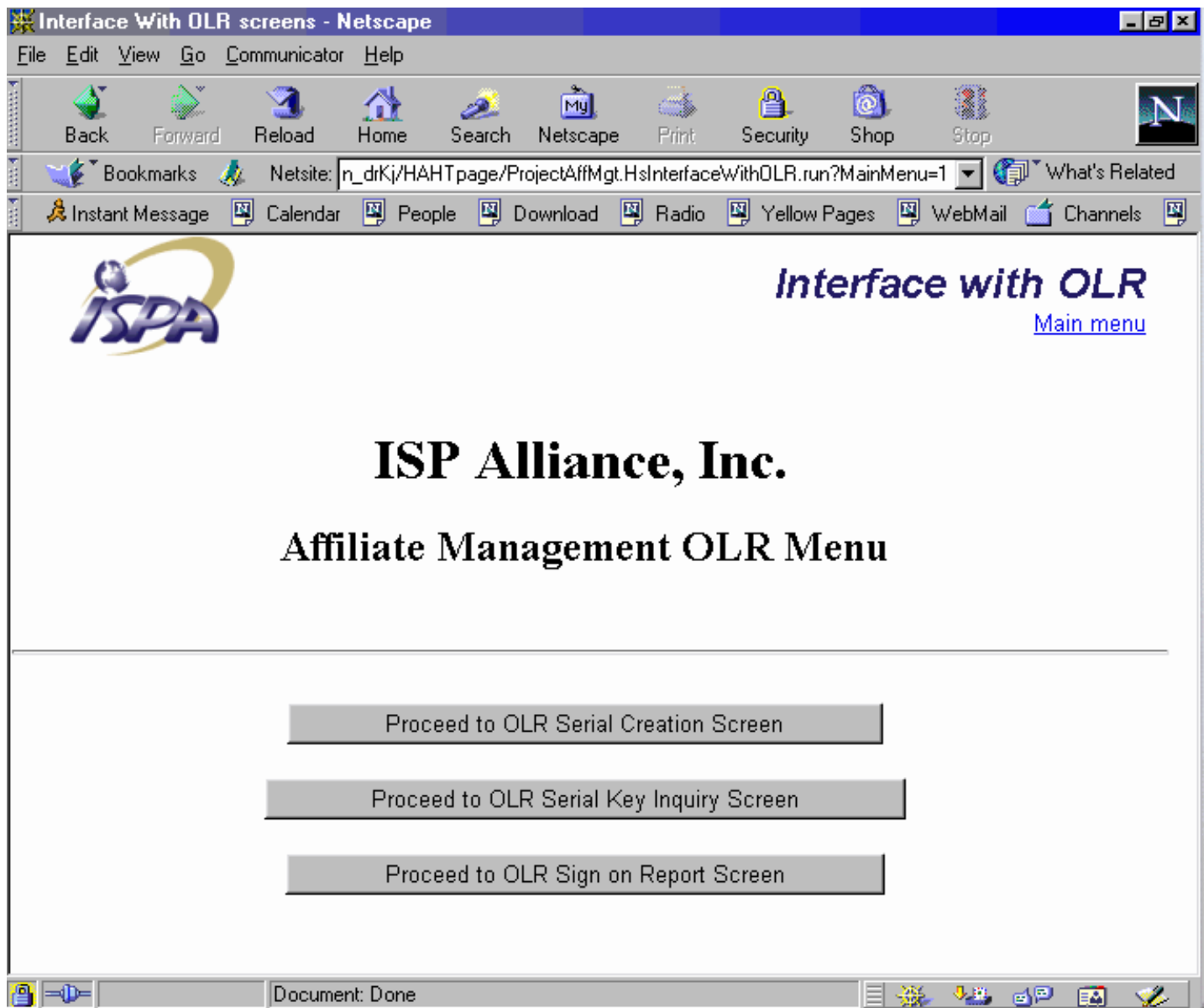
From the Affiliate Management main screen, you have a variety of options

Available. From this screen you can

- Register as an Affiliate Management User ( if they have an existing Affiliate Management Account)
- Manage Sales, Affinity Groups, Packages
- Add Customers
- Send group mails
- Create Serial numbers and Activation Keys for OLR.
- Sign on customers using the OLR sign on screen.

- Query and run reports on OLR
- Assign or restructure Marketing Plans
- View Reports
- Run Usage Reports on Customer logins.
- Logout

## *Interface With OLR Screen*



*Screen Functions:*

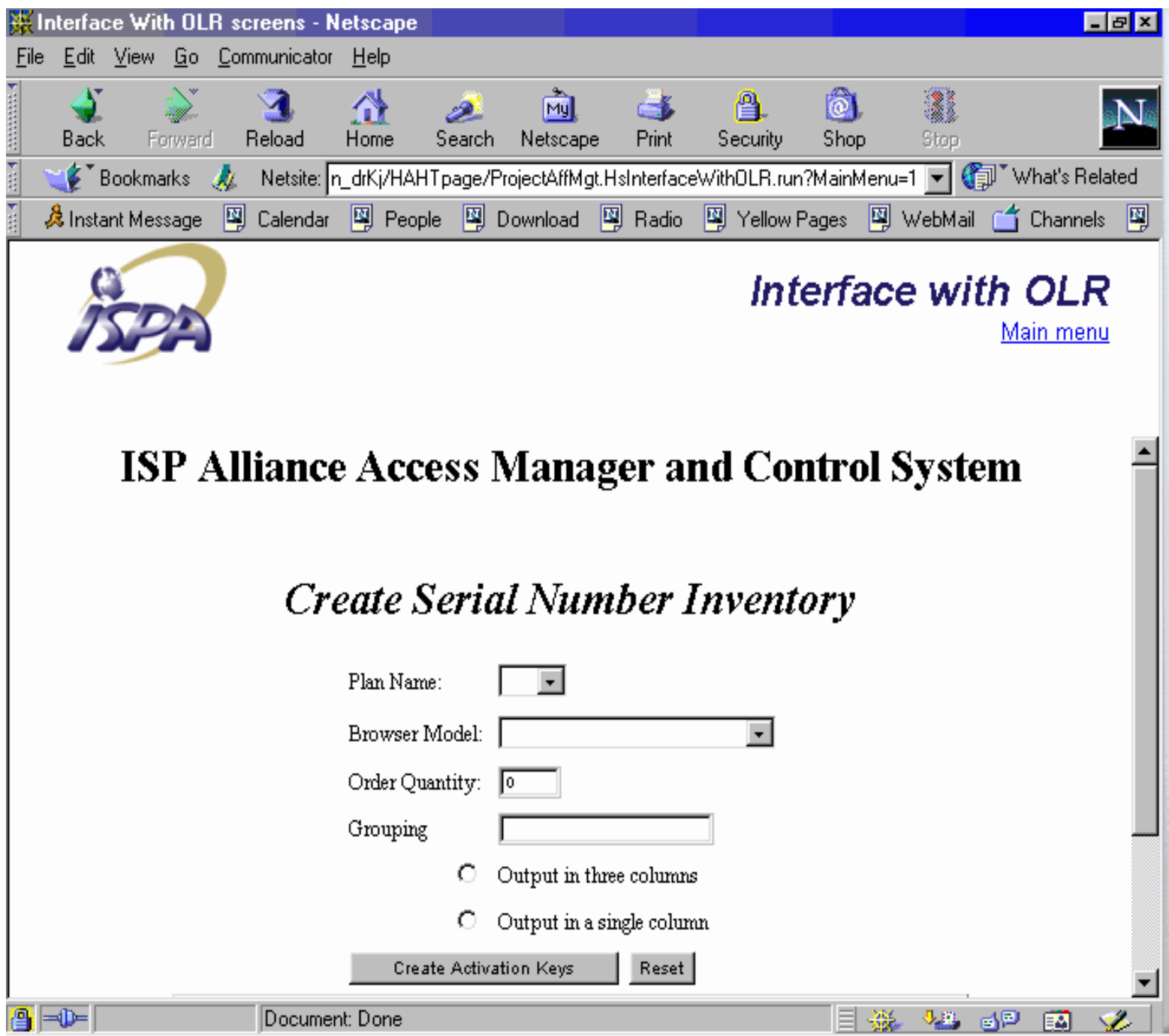
**Proceed to OLR Serial Creation Screen.** This button allows you to create Serial Numbers and Activation Keys for use with the OLR CD.

**Proceed to OLR Serial Key Inquiry Screen.**

This button allows you to Query an existing Serial Number and Activation Key. It will tell you if the Key has been used and what day the Key was used.

**Proceed to OLR Sign on Report Screen.**

This button allows you to run a report on all accounts created using Serial numbers between to specified dates. The information that it includes is Login created, Date created, payment method.



## Creating Serial Numbers and Activation Keys

### Plan Name:

Select the plan name that you will be creating Serial numbers and Activation Keys for.

### Browser Model:

Select browser model and operating system to be used with the OLR Serial Number and Activation Key.

**Order Quantity:**

This is the number of Serial Numbers and Activation Keys to be created.

**Grouping:**

Grouping is used to keep track of a particular group of serial keys, such as December, Sears, etc.

**Output in single, Three columns:**

You can choose to list the Serial Numbers in a single column on the screen or you can list them in three columns.

## *Query OLR Information Screen*


Interface With OLR screens - Netscape

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 **Interface with OLR**  
[Main menu](#)

*Query OLR Information Screen*

Serial Number:  Activation key:

Browser Model:  Signup Completed:

Affiliate:  Sign on time:

Affiliate Domain:  Grouping:

Document: Done

From this screen, you can query an existing Serial Number and find out if the Serial number and Activation key was used to create an account. To do this you would put in the Serial Number, Activation Key, and then click on

the Retrieve Information button at the bottom of the screen. To clear the screen simply click on the Reset button. And when you are done with this screen click on the Main Menu link at the top right hand corner of the screen.


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**Interface with OLR**  
[Main menu](#)

## *OLR Sign-on Report*

Please Enter Start and Finish for the report in the following format: mm/dd/yy.  
The report will run from 12:00pm of start date to 12:00pm of finish date.

Start Date:  Finish Date:



## ***OLR Sign on Report Screen***

The OLR Sign on Report Screen is used to run a report on all the accounts that were created using Serial Number and Activation Keys between two dates that you specify. Once you insert the dates, to run the report, click Retrieve Information button at the bottom of the screen. The report contains information such as the login, the date the account was created, payment method, and the group.

The screenshot shows a Netscape browser window titled "Interface With OLR screens - Netscape". The address bar contains the URL: `d/BR7fbHExVhgw0U0s0Wq3ndPrJC/HAHTpage/ProjectAffMgt.HsOLRSignOn.run?MainMenu=1`. The browser's toolbar includes buttons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. Below the toolbar, there are icons for Instant Message, Calendar, People, Download, Radio, Yellow Pages, WebMail, Channels, and RealPlayer. The main content area displays the ISPA logo on the left and the heading "OLR Sign On" with a "Main menu" link on the right. The form contains the following fields and controls:

- City:
- State:
- Zip Code:
- Daytime Phone:
- Nighttime Phone:
- Account Type:
- Billing Period:
- Account Number:
- Setup Fee
- Credit Card Number:
- Expiration Date:
- Name on Card:

The status bar at the bottom shows "Document: Done" and various system icons.


Interface With OLR screens - Netscape

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**OLR Sign On**  
[Main menu](#)

## ISP Alliance, Inc. Retail Partner User Account Administration

Login Name

Password

Secret Phrase

Secret Type

Hint

First Name

Middle Name

Last Name

Address line 1

Address line 2

Document: Done


Interface With OLR screens - Netscape

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 **OLR Sign On**  
[Main menu](#)

Company Name

Serial Number

Manual Signup Reason

Reason for Hold

Hold Status  **account on hold if checked**

**NOTICE:** A new password is required if you are releasing a on hold account.

Note

Query Account Create Account Modify Account Delete Account

Clear Form Return to Menu

Document: Done


Interface With OLR screens - Netscape

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 **OLR Sign On**  
[Main menu](#)

Name on Card

Company Name

Serial Number  Manual Signup Reason

Hold Status  **account on hold if checked** Reason for Hold

**NOTICE:** A new password is required if you are releasing a on hold account.

Note

Document: Done

## Operations on the OLR Sign on Screen

### Create an account

You need to enter all of the fields above, once that is done, click on **Create**.

### Query an existing account

You can query an existing account by typing in their login, first name and last name, and clicking on **query account**.

### Modify an existing account

You can modify an existing account by first querying the account that you want to modify and then make any changes that need to be made, then click on the **Modify Account** button.

### Delete an existing account

You can delete an existing account by first querying the account that you want to delete and then click on **Delete Account**.

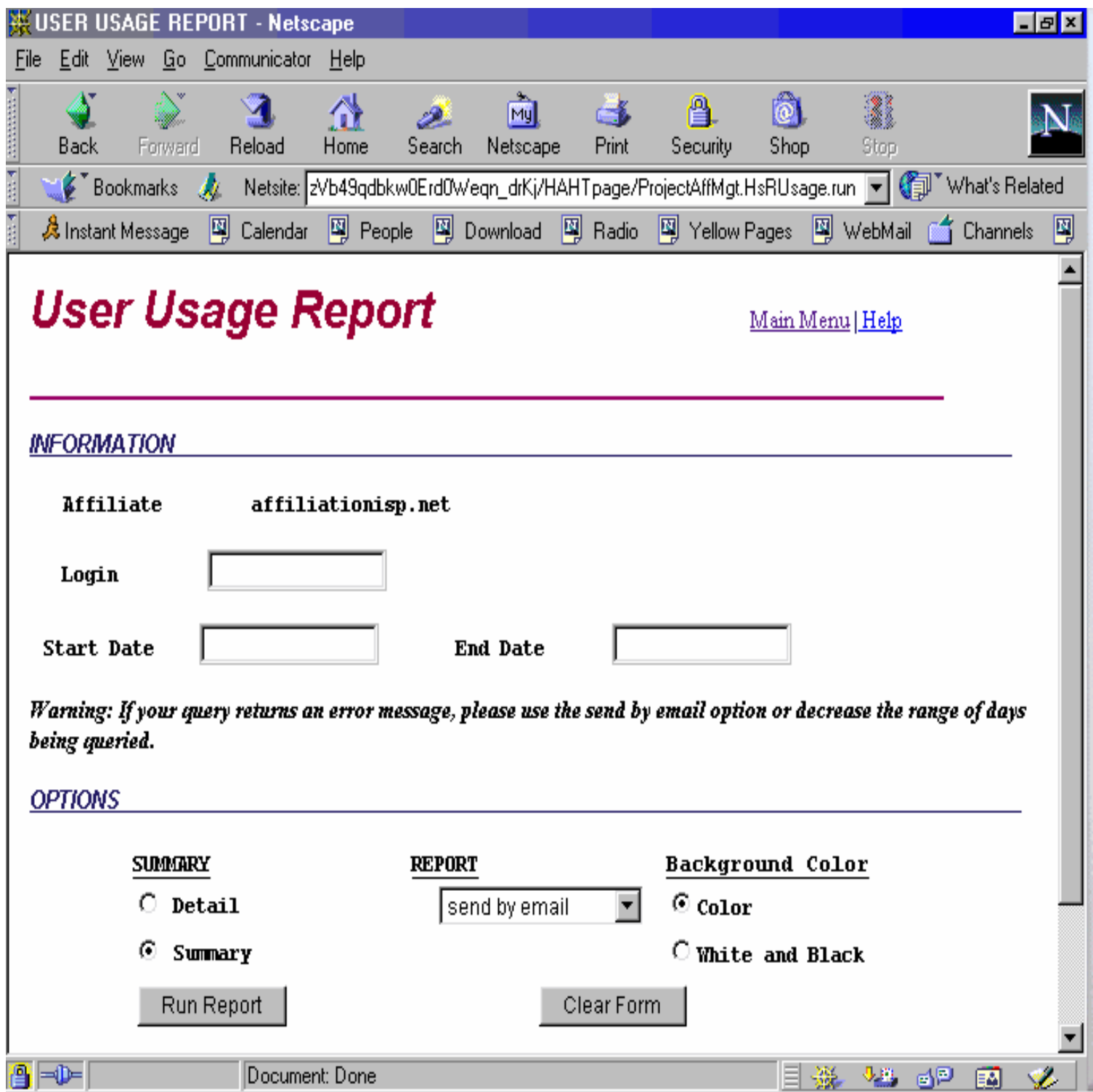
### Clear Form

To clear the form without making any changes to an account and to query another account, click on **Clear Form**.

### Main Menu

To go back to the main menu of the Affiliate Management System, click on the **Main Menu** link at the top right hand corner of this screen.

*Attention: This screen was originally designed for manually signing on customers that are using On Line Registration. All other accounts will need to be created in the **Customer Screen** on the main menu screen of Affiliate Management.*



## User Usage Report

### User Usage on particular account login

You can run a user usage report on one account login by placing the login name beside **Login**, designating a **Start** date and **End** date, selecting report type (**Detail** or **Summary**), choosing where you want the report to go (email, disk, or screen), and clicking on **Run Report**.

## User Usage on all customers

You can run a usage report on all your customers by going through the same steps above, leaving the **Login** field blank.

## Report options

The options available on this report are Detail report, Summary report, Send Report by Email, disk, or Display on Screen.

- Detail report displays date, login, time logged out, time spent online, bytes sent, bytes received.
- Summary report displays total time spent online for each of your customers
- Send Report by Email: This is preferred for larger reports due to the large amount of data being ran.
- Save on disk: This option can also be used for larger reports. If unable to display on screen, you would want to use this option.
- Display on Screen: This option could be effectively used to display a report on one customer's account.

Interface With OLR screens - Netscape

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**ISPA** **Subscriber Base Report** [Main menu](#)

**INFORMATION**

Start date  End date

**OPTIONS**

**Presentation**

Full

Limited

Clear form Run report

Send email to

Document: Done

## Subscriber Base Report

The Subscriber Base Report is used to run a report on all of your customers. To run the report, you must first specify a Start Date and End Date. Once you have done that, you must then choose to run a Full Presentation or Limited Presentation Report. Full Presentation will displays all account information such as Customer ID, Name on account, login, account type, payment method, and status. Limited Presentation displays total number of account in system and the account types.

The Subscriber Base Report can only be ran by email, due to the size of the report. The report will be sent to the email address specified at the bottom of the screen as a .txt file. Save it to your desktop. To display the report

using Excel, open excel, go to File->Open, then display all files, select the file, select delimited, then choose comma.

.