



MinuteMan User Guide

**MinuteMan Calling Card System
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1

MinuteMan – Your Prepaid Phone Card Center

Welcome



MinuteMan Card Manager is your center for generating and printing prepaid phone cards for use with MinuteMan calling card systems. Generating cards is as easy as 1 – 2 – 3.

1. Create a **Reseller**.
2. Define a **Tariff**.
3. **Generate Cards** (Promotion, Dollar, Minute, or Unit) and **Print** them.

The screenshot displays three overlapping windows from the MinuteMan software interface, each with a numbered callout:

- 1. New Reseller:** This window shows fields for Reseller Name (Quickie Mart - #147), Contact Name (Joe Kelly), Address (1900 Sprindale Road), City (Cherry Mount), State (NJ), Country (USA), Phone, Mobile, Fax, and Email (jk@an).
- 2. New Tariff:** This window shows Tariff Information, Charges & Fees, and Rate Files. It includes a dropdown for 'Who is this tariff for?' (QUICKIE MART - #147) and a field for 'Name will be used to reference this tariff?' (US and India). It also has radio buttons for 'How will the origin of calls be determined?' (DNIS and ANI).
- 3. Generate - (Dollar Card):** This window shows details for a 'TalkaLot Phone Card' with a value of \$90.00. It includes fields for Card Title (TalkaLot Phone Card), Card Subtitle (US to India for \$.25 a minute), Card Activation and Expiration (Make card valid for 365 day[s]), Dollar Card Value (Good for \$ 90 dollars), and Instructions (1. Dial 800-555-5555 and wait for prompt. 2. Dial Card Number followed by #. 3. Dial phon number followed by #.).

What's Covered in this Guide?

This guide describes the capabilities of the MinuteMan prepaid phone card system and provides instructions on performing various tasks. We suggest that you read this information in order to understand the program and how to use it.

If you are already familiar with MinuteMan Card Manager, consult this chart to quickly find the information you need.

Task	See
Add a Reseller	Page 10
Add a Tariff	Page 14
Define Tariff Rates	Page 17
Generate Cards	Page 24
Print Cards	Page 30

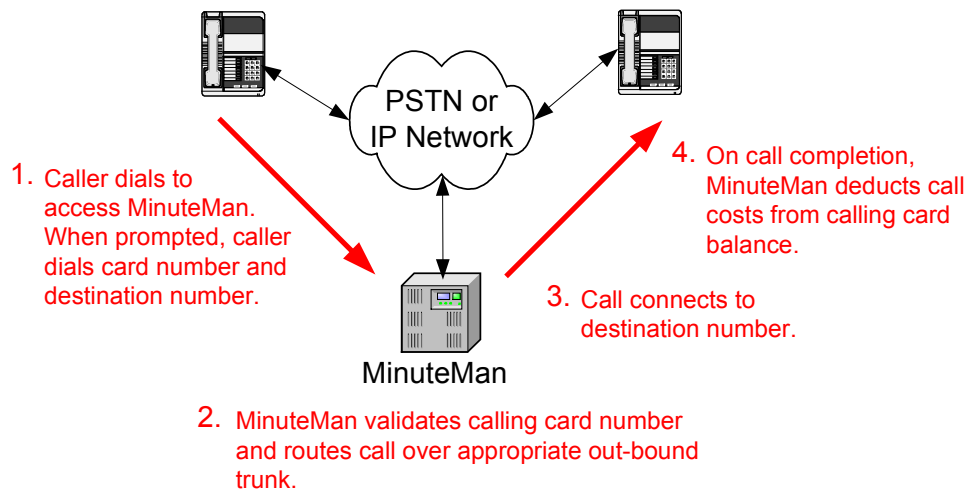
What Does MinuteMan Do?

SciDyn's MinuteMan calling card system puts control of your prepaid phone card business at your fingertips. The MinuteMan Card Manager program lets you manage resellers and tariffs from the same program that you can use to generate prepaid phone cards. Use MinuteMan to administer

- Multiple Resellers
- Multiple Tariffs per Reseller
- Customizable Card Formats

The MinuteMan calling card system provides card validation for inbound prepaid calls and deducts the final call costs from the prepaid phone card accounts. MinuteMan can connect to Analog, T1, E1, and ISDN PRI trunks. This makes MinuteMan the ideal solution for both PSTN and IP Telephony networks.

Call Flow for MinuteMan Prepaid Call



Call costs reserved by MinuteMan to avoid over charging the prepaid card.

Getting Started

MinuteMan Card Manager is a stand-alone program designed to run on the MinuteMan calling card control unit or on a properly configured PC in the MinuteMan local area network.

Installing MinuteMan Card Manager

The MinuteMan Card Manager program is typically installed by SciDyn support personnel onto the MinuteMan calling card control unit as an integrated calling card solution.

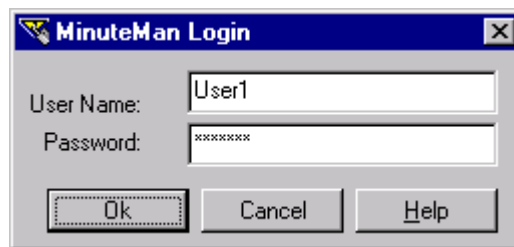
To contact a qualified SciDyn technician, call 1-856-424-0068 and ask for Support.


Starting MinuteMan

In order to access MinuteMan, you must log on with a valid user name and password. This log on process is different from any needed to log on to Windows.




1. Double-click the **MinuteMan** icon on your desktop, or from the **Start** menu, choose **Programs > MinuteMan > MinuteMan Card Manager**.
2. Type the **User Name**.
3. Type the **Password**. Your actual password is not displayed on the screen. Instead, the system displays asterisks (*) for each character you type to maintain secrecy.
4. Click **OK**. If the user name and password are valid, you are logged onto the MinuteMan program.



 **Note:** The user name and password are case sensitive; use capital letters where required.

Exiting MinuteMan

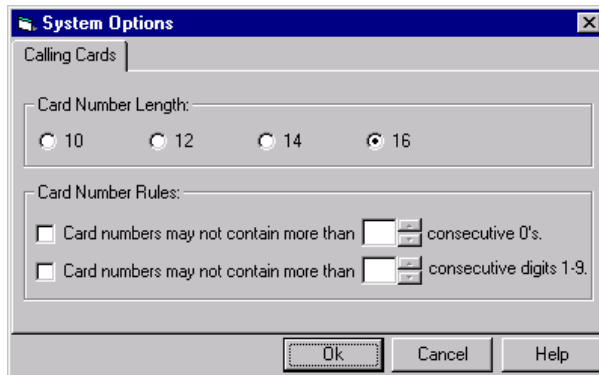
You can use standard window controls, such as , to exit the program.

Or, from the **File** menu, you can choose **Exit**.

Setting MinuteMan System Options

Because the primary purpose of the MinuteMan Card Manager is to generate and manage prepaid phone cards, we give you control over the card numbers generated. Set options for card number length and number formats in the System Options window.

1. From the **File** menu, choose **System Options**.
2. Select system-wide options.
 - **Card Number Length** – Select the number of digits for card numbers.
 - **Card Number Rules** – Set rules on consecutive digits in card numbers.
 - Number of consecutive zeros
 - Number of identical consecutive digits
3. Click **OK** to save changes.



Set MinuteMan System Options

Changing Your MinuteMan Password

MinuteMan passwords are subjected to password aging. This means that you will be prompted to change your password after a number of days. To maintain a secure system, you must enter a new password when you change it; you cannot re-enter your old password as the new one.

A MinuteMan user name and password are case sensitive, so you need to use capital letters where required.

MinuteMan password requirements

- At least one alphabetic character
- At least one numeric character
- At least one punctuation character from this set: ! @ # \$ % ^ & * () : ;
These are the characters over the number keys, plus the colon and semi colon.
- At least 6 characters total and not more than 25

To change your password when prompted

1. Click **OK** to clear the password expiration message.
2. The change password dialog box displays. Proceed with step 2 of the following procedure.

To change your password while logged on to MinuteMan

1. From the **File** menu, choose **Change Password**.
2. Type a new password following the above requirements.
3. Retype the *new* password and click **OK**.
4. Click **OK** to clear the confirmation that your password has been changed.

2

Working with Resellers

Overview

The first thing that you must do is to create a phone card Reseller. If you are selling the cards, create a profile for yourself as a reseller.

You can print an *Information Sheet* for prospective resellers to fill out from the MinuteMan online help.

What is a Reseller?



A reseller is a person, company, or facility that will be reselling your prepaid phone cards. If you are selling the cards directly, you will need to create a reseller profile for yourself.

MinuteMan provides reseller support by allowing you to



- Maintain reseller contact and billing information
- Define multiple tariffs for a reseller
- Track card batches by reseller
- Print reports by reseller

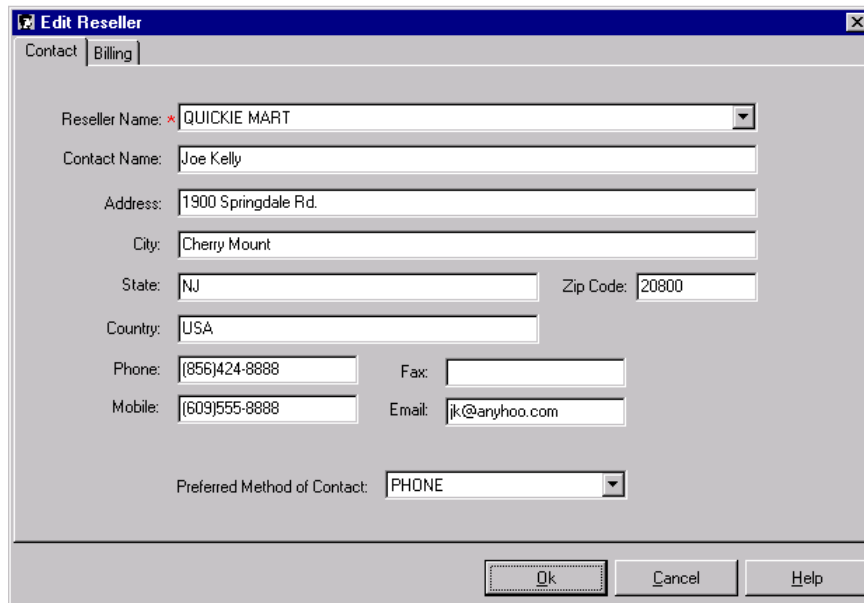
Once you create a reseller, you need to create a tariff, which is a collection of call rates based on the origin and destination of a call. A tariff must be assigned to a specific reseller. This allows you to make adjustments to the tariff without affecting the calling rates for other resellers.

Similarly, batches of cards must be assigned to a specific reseller and tariff.

Add or Edit a Reseller

In order to define tariffs and create prepaid phone cards, you must first create a reseller profile. All tariffs and card batches must be assigned to a reseller.

1. Click  **Add Reseller** or  **Edit Reseller**, or choose an option from the **Resellers** menu.
2. Fill in the reseller's contact and billing information.
3. Click **OK** when finished.



Edit Reseller

Contact | Billing

Reseller Name: * QUICKIE MART

Contact Name: Joe Kelly

Address: 1900 Springdale Rd.

City: Cherry Mount

State: NJ Zip Code: 20800

Country: USA


Phone: (856)424-8888 Fax:

Mobile: (609)555-8888 Email: jk@anyhoo.com


Preferred Method of Contact: PHONE


Ok Cancel Help

Defining a Reseller

 For more information and a printable *Reseller Information Sheet*, click **How do I add a Reseller?** in the help contents.

Delete a Reseller

 **Note:** Deleting a Reseller will delete all tariffs and card batches associated with the Reseller.

1. Click  **Delete Reseller**, or from the **Resellers** menu, choose **Delete Existing Reseller**.
2. Select the **Reseller** from the **Delete Reseller** list.
3. Click **OK**. Once you delete a reseller, all tariffs and card batches associated with the reseller are immediately deleted.
4. Confirm the deletion. Click **Yes**.
5. Click **OK** to clear the deletion confirmation.



Deleting a Reseller

3

Working with Tariffs

Overview

The second thing that you must do is to define a tariff. Tariffs are defined for each reseller.

What is a Tariff?



A tariff is a collection of call rates based on the origination and destination of the call and some additional fees for regular card maintenance, payphone surcharges, and rounding.

MinuteMan provides tariff support by allowing you to

- Define multiple tariffs for a reseller
- Define multiple rate files for a tariff
- Set additional fees and rounding rules
- Track card batches by reseller and tariff

Once you have a tariff defined for a reseller, you can create cards for that reseller and tariff. Call rates will be determined by the reseller and tariff assigned to the cards.

Multiple Rate Files

You only need one rate file for a tariff, but you may want to define separate rates by geographic areas.

For example, you may want to define asymmetrical rates that are determined by the origin of the call.

Rate File Name	Origin	Destination	Rate
US to India	US	India	\$0.25 per minute
India to US	India	US	\$0.80 per minute

Tariff Options

MinuteMan allows you to set the following options:

Origin of Calls

- **ANI** – Automatic Number Identification reports the phone number (caller ID) of the phone making the call into the MinuteMan system. When ANI is used to determine the origin of a call, rates can be based on geographic origins based on NPA-NXX or country codes.
- **DNIS** – Dialed Number Identification Service (DNIS) reports the in-bound number dialed, such as the 800 number dialed to access the MinuteMan system.

How will the origin of calls be determined ?

ANI - (Automatic Number Identification) DNIS - (Dialed Number Identification)

Charges & Fees

- **Rounding** – Call charges will be rounded up to the nearest **X** minute(s). For the example below, if a call lasts for 3 minutes and 10 seconds, a 4 minute call will be deducted from the card.
- **Maintenance Fee** – Apply either a **monthly** or **weekly** maintenance fee of **\$X.XX** to all active cards assigned this tariff.
- **Payphone Surcharge** – Apply a surcharge of **\$X.XX** to all calls originating from a payphone.
- **Call Processing Fee** – Apply a fee that is **X%** percentage of the talk time charges.
- **Long Talk Fee** – Apply a fee of **\$X.XX** after **X** minutes of talk time.
- **Hang Up Fee** – Apply a fee of **\$X.XX** at the end of each call.

Will any of the following charge options apply for this tariff ?

Round all charges to the nearest minute(s).

Apply a maintenance fee of \$ to all active cards.

Apply a payphone surcharge of \$ to all calls that originate from a payphone.



Apply a call processing fee of % at the end of each call.

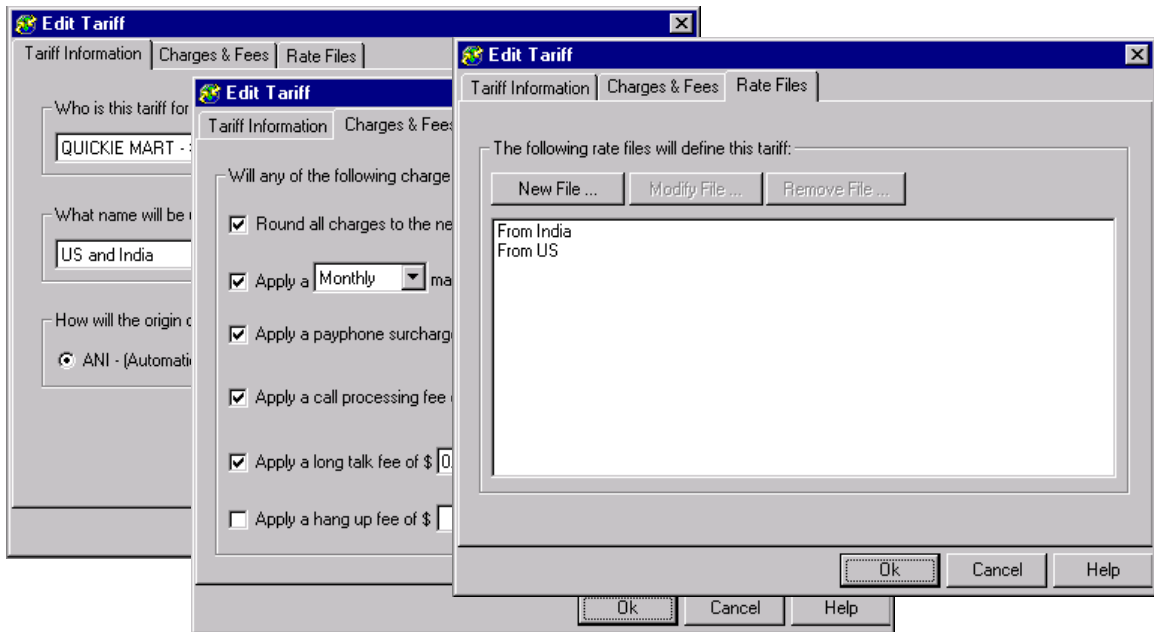
Apply a long talk fee of \$ after minute[s] of talk time.

Apply a hang up fee of \$ at the end of each call.

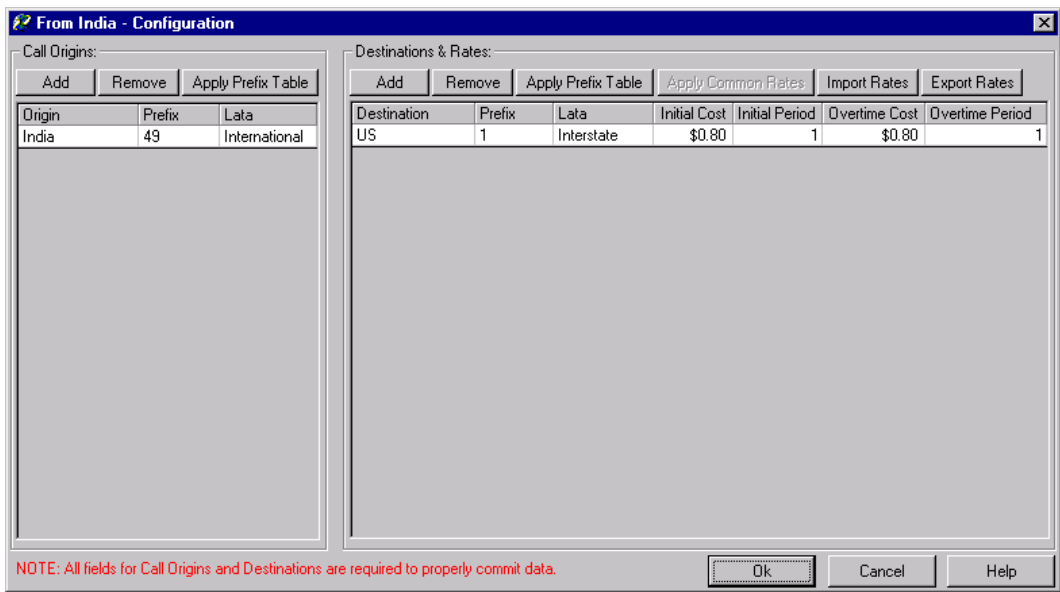
Add or Edit a Tariff

The rate file holds the rates for originations, such as country codes or NPA-NXX codes. You only need one rate file for a tariff, but you may want to define separate rates by geographic areas.

1. Click  **Add Tariff** or  **Edit Tariff**, or choose an option from the **Tariffs** menu.
2. Fill in the **Tariff Information**.
 - a. Select the **Reseller** from the list.
Note: If the Reseller is not in the list, **Cancel** and add the Reseller before continuing.
 - b. Type a **Tariff** name. Choose a name that is descriptive of the rates you are going to define.
 - c. Select the method of determining the origin of the call, **DNIS** or **ANI**.
3. Fill in the **Charges & Fees** options. (See page 13.)
 - a. Select the options you want to use for the tariff.
 - b. Type or select the values that you want to use.
4. Define **Rate Files**.
 - a. Click **New File** and enter a name for the rate file.
 - b. Add origins.
 - Apply pre-defined prefixes.
 - Type directly in the table.
 - c. Add destinations and define rates.
 - Apply pre-defined prefixes.
 - Type directly in the table.
 - Import destinations and rates from an exported rate file.
 - Select multiple destinations and apply common rates. (See page 20.)
 - d. Click **OK** when finished entering rates.
5. Click **OK** when finished defining the Tariff.





Defining a Tariff

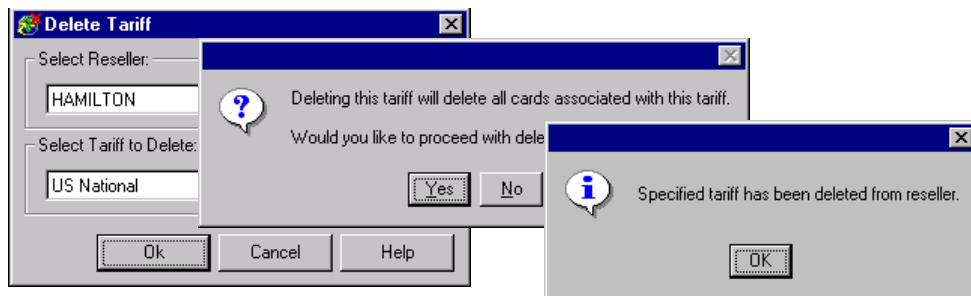


Defining a Rate File for a Tariff

Delete a Tariff

 **Note:** You cannot delete a Tariff if card batches have been generated on it. You must first delete all batches for the Tariff and then delete the tariff.

1. Click  **Delete Tariff**, or from the **Tariffs** menu, choose **Delete Tariff for Reseller**.
2. Select the **Reseller** from the list.
3. Select the **Tariff** from the list.
4. Click **OK**.
5. Confirm the deletion. Click **Yes**.
6. Click **OK** to clear the deletion confirmation.



Deleting a Tariff

Shortcuts – Working with Rate Files

MinuteMan provides you with some timesaving tools when defining tariff rate files.

- Sorting Rate Columns
- Prefix Tables
- Common Rates
- Export / Import Rates

Sorting Rate Columns

You can sort the origin and destination lists by clicking on a column. By default, the rate file is sorted by Prefix in ascending order.

The sorted column is indicated by a small triangle icon in the column heading.

- Ascending or A-Z sorting
- Descending or Z-A sorting

The screenshot shows the 'US National - Configuration' window with two tables. The 'Call Origins' table is sorted by Prefix, and the 'Destinations & Rates' table is sorted by Destination Name. Arrows point to the sorted columns with labels: 'Origins sorted ascending by Prefix' and 'Destination sorted ascending by Destination Name'.

Origin	Prefix ▲	Lata
JERSEY CITY,NJ	201200	None
HACKENSACK,N	201202	None
HACKENSACK,N	201203	None
JERSEY CITY,NJ	201204	None
UNION CITY,NJ	201205	None
HACKENSACK,N	201206	None
NEWARK,NJ	201207	None

Destination ▲	Prefix	Lata	Initial Cost	Initial Period	Overtime Cost	Overtime Period ▲
BAYONNE,NJ	201535	None	\$0.05	1	\$0.05	1
BAYONNE,NJ	201215	None	\$0.05	1	\$0.05	1
BAYONNE,NJ	201243	None	\$0.05	1	\$0.05	1
BAYONNE,NJ	201339	None	\$0.05	1	\$0.05	1
BAYONNE,NJ	201436	None	\$0.05	1	\$0.05	1
BAYONNE,NJ	201437	None	\$0.05	1	\$0.05	1
BAYONNE,NJ	201443	None	\$0.05	1	\$0.05	1

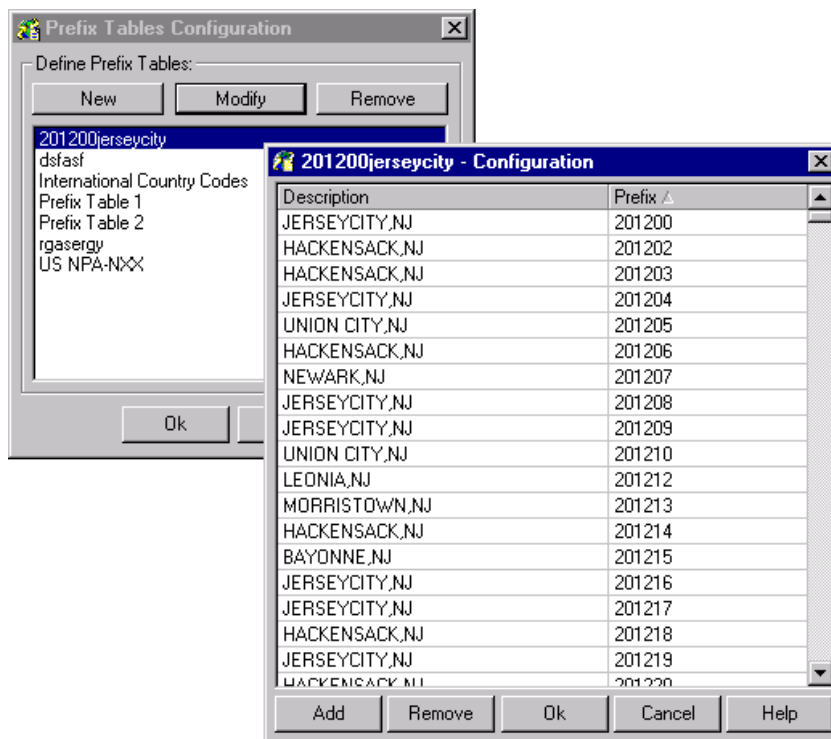
Sorting Columns in a Rate File

Prefix Tables – Origins and Destinations

You can create a prefix table (containing locations and dialing prefixes) to apply to origin and destination lists. Using prefix tables can save you a lot of repetitive data entry.

Defining a Prefix Table

1. From the **Tariffs** menu, choose **Prefix Table Configuration**.
2. Click **New** or select a table name and click **Modify**.
3. If a new table, type a **Prefix Table** name. Choose a name that is descriptive of the locations.
4. Add locations (origins and destinations) and prefixes. Type new entries directly into the table.
5. Click **OK** to save the prefix table.
6. Click **OK** again to close the list of prefix table.



Defining a Prefix Table

Applying a Prefix Table

1. Click **Apply Prefix Table** to open the list of prefixes.
2. Select a table name and click **OK** to add the prefixes.
3. If applying prefixes to destinations, fill in the desired rates.
4. You can remove or modify any of the added prefixes.
 - Select one or more origins or destinations and click **Remove** to remove it.
 - Type changes directly into the table.
 - Select one or more destinations to **Apply Common Rates**. Enter rates for the first minutes and additional minutes.

The screenshot shows the 'US National - Configuration' dialog box. The 'Destinations & Rates' section is active, displaying a table with columns: Destination, Prefix, Lata, Initial Cost, Initial Period, Overtime Cost, and Overtime Period. A 'Select Prefix Table to Add' dialog box is overlaid on top, showing a dropdown menu with 'US NPA-NXX' selected. Below the dropdown, there are input fields for 'Initial Rate' and 'Overtime Rate'. The 'Initial Rate' field shows '\$.05 for the first 1 minute[s]'. The 'Overtime Rate' field shows '\$.05 each additional 1 minute[s]'. At the bottom of the dialog box, there are 'Ok', 'Cancel', and 'Help' buttons.

Origin	Prefix /	Lata
JERSEY CITY, NJ	201200	None
HACKENSACK, NJ	201202	None
HACKENSACK, NJ	201203	None
JERSEY CITY, NJ	201204	None
UNION CITY, NJ	201205	None
HACKENSACK, NJ	201206	None
NEWARK, NJ	201207	None
JERSEY CITY, NJ	201208	None
JERSEY CITY, NJ	201209	None
UNION CITY, NJ	201210	None
LEONIA, NJ	201212	None
MORRISTOWN, NJ	201213	None
HACKENSACK, NJ	201214	None
BAYONNE, NJ	201215	None
JERSEY CITY, NJ	201216	None
JERSEY CITY, NJ	201217	None
HACKENSACK, NJ	201218	None
JERSEY CITY, NJ	201219	None
HACKENSACK, NJ	201220	None

NOTE: All fields for Call Origins and Destinations are required to properly commit data.

Applying a Prefix Table to Destinations

Applying Common Rates to Selected Destinations

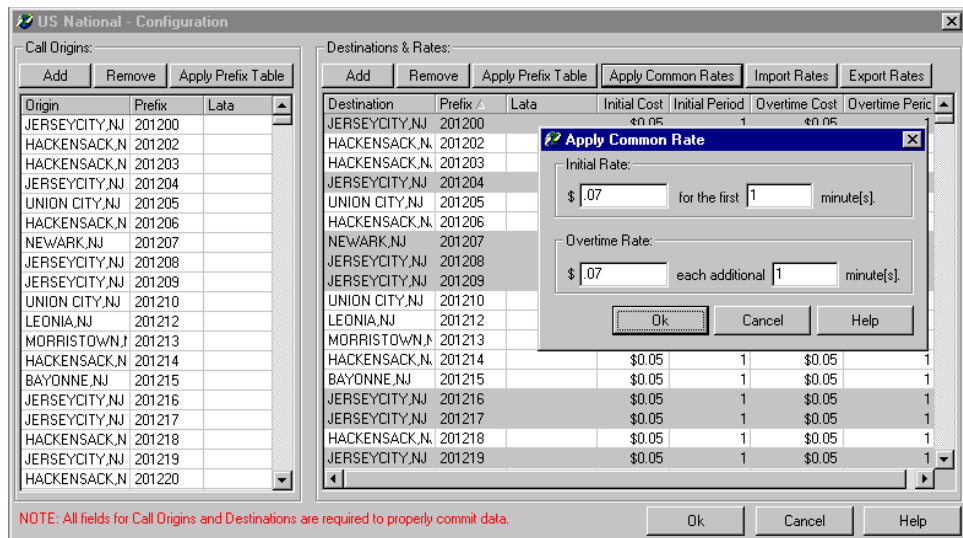
You can select multiple destinations and apply the same rates. Enter rates for the first minutes and additional minutes.

Select sequential destinations

1. Click on the first destination and press the **SHIFT** key.
2. While pressing the **SHIFT** key, scroll to the last destination and click it.
3. Selected destinations will be highlighted gray.
4. Click **Apply Common Rates**.

Select non-sequential destinations

1. Click on a destination and press the **CTRL** key.
2. While pressing the **CTRL** key, click all destinations you want one by one.
3. Selected destinations will be highlighted gray.
4. Click **Apply Common Rates**.



Applying Common Rates to Selected Destinations

Exporting and Importing Rates

Rate file Export and Import provides a number of ways to manage and reuse rate configurations.

If you want to ...	Then ...
Use the same rates in more than one tariff	<ol style="list-style-type: none"> 1. Export rates to a TXT file. 2. Import the exported rate file into another tariff.
Tweak rates in another program, such as Excel	<ol style="list-style-type: none"> 1. Export rates to a TXT file. 2. Open the tab-delimited rate file with another program. 3. Modify the rates. 4. Export or Save As a tab-delimited text file in the same format.
Import rates created in another program	<ol style="list-style-type: none"> 1. Create rates in another program. 2. Import the exported rate file into another tariff.

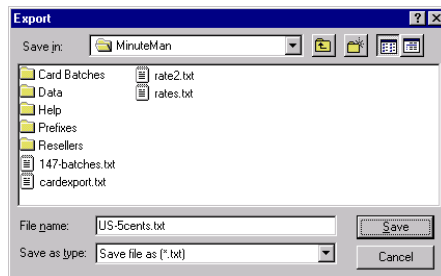
See rate file format details in *Appendix A*.

To export rates

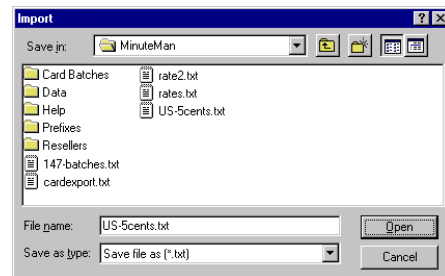
1. Modify a rate file for a tariff and click **Export Rates**.
2. Browse to the folder you want to save the rate file in and type a filename.
3. Click **Save**.

To import rates

1. Create a new rate file or modify an existing one for a tariff and click **Import Rates**.
2. Browse to the folder with the rate file and click the filename.
3. Click **Open**.



Export a Rate File



Import a Rate File

4

Working with Cards

Overview

The third thing that you must do is to generate and print prepaid phone cards. Phone cards must be created in batches for a reseller and tariff.

What is a Batch of Cards?



All the cards in a batch have the same details, such as





- Reseller and tariff
- Card type
- Card title, subtitle, instructions, and disclaimer
- Card value
- Activation and expiration dates

Each card is automatically generated with a unique and random card number. Working with cards in batches allows you to handle a large amount of cards without duplicating data entry for each card.

You can even create new batches based on existing batches – even if they are batches for a different reseller. Simply use an existing batch as a template and modify the details before generating the cards.

Card Types

MinuteMan supports four types of prepaid phone cards:

Card Type	Description and Defaults
 Promotion	<p>Promotion Card – This card is typically given to customers as a free trial period.</p> <p>This card is good for a set number of calls (pegs). Minute and Dollar values can be set to limit the total length and cost allowed for the card.</p> <p>Number of calls allowed – 1</p>
 Dollars	<p>Prepaid Dollars Card – This card is good for a set dollar value. The minutes used may vary based on the time and destination of the call.</p> <p>The card can be limited to a set number of calls (pegs).</p> <p>Dollars - \$25</p>
 Minutes	<p>Prepaid Minutes Card – This card is good for a set number of call minutes. The dollars used may vary based on the time and destination of the call.</p> <p>A Dollar value can be set to limit the total cost allowed for the card. Additionally, the card can be limited to a set number of calls (pegs).</p> <p>Minutes – 15</p>
 Unit	<p>Prepaid Units Card – This card is good for a set number of units where 1 unit is equal to a set dollar value.</p> <p>Units – 15</p> <p>Dollars - \$25</p>

Generate Cards

MinuteMan provides you with instant feedback about how your card will look when printed. The sample card on the screen displays card information as you type it.

1. Click on one of the four card types.
2. Begin typing in the form. The text displays in the sample card on the screen.
3. Click the **Generate Cards** button. Confirm the batch and card generation.

The screenshot shows a software window titled "Generate - (Dollar Card)". On the left, a sample card is displayed with the following text: "TalkaLot Phone Card", "US to India for \$.25 a minute", "Batch # XM24743855E", "\$90.00", and a list of instructions: "1. Dial 800-555-5555 and wait for prompt.", "2. Dial Card Number followed by #.", "3. Dial phon number followed by #.", "4. Talk a lot for 25 cents per minute." Below the card, there is a disclaimer: "Call rates are subject to a surcharge when calling from a payphone. A card maintenance fee of \$.50 will be subtracted from the card balance each month the card is active." The form fields on the right include: "Card Activation and Expiration" (radio buttons for "Make card valid for 365 day[s] after the first use." and "This card will be valid from 11/15/02 to 11/30/02"), "Dollar Card Value" (input field for "90 dollars"), "Options" (checkbox for "Total calls limited to 1 calls"), "Who is this card for?" (dropdown menu with "QUICKIE MART - #147"), "Which tariff will apply for this card?" (dropdown menu with "US and India"), "Card Title" (input field with "TalkaLot Phone Card"), "Card Subtitle" (input field with "US to India for \$.25 a minute"), "Instructions" (text area with the same instructions as the card), "Disclaimer" (text area with the same disclaimer as the card), "Batch Status" (radio buttons for "Enabled" and "Disabled"), and "Quantity of Cards" (input field with "1000"). At the bottom are buttons for "Generate Cards", "Generate & Print Cards", "Batch Maintenance", "Help", and "Cancel".

Card Fields

The diagram shows a sample card with red arrows pointing to specific fields and their corresponding form inputs. The fields and their descriptions are:

- Card Name** → TalkaLot Phone Card
- Facility Name** → US to India for \$.25 a minute
- Card Number** → XM24743855E
- Instructions** → 1. Dial 800-555-5555 and wait for prompt.
2. Dial card number followed by #.
3. Dial phone number followed by #.
4. Talk a Lot for 25 cents per minute.
- Disclaimer** → Calls rates are subject to a surcharge when calling from a payphone. A card maintenance fee of \$.50 will be subtracted from the card balance each month the card is active.
- Date card becomes valid.** → Valid: 10/28/02
- Date card expires.** → Expires: 10/29/02
- Batch ID and Print Control Number** → Batch # XM24743855E
- Printed value.** → \$90.00

Additional information provided in the diagram:

- Example: 1 - 0**
- Batch ID = 1**
- Printing = first time**
- Printed value.**
 - Number of Calls
 - Minute Value
 - Dollar Value

Note: If no date is selected, the card becomes valid on the generation date. If no date is selected, the card never expires.

This figure shows where the information that you type goes on the card

Enabled and Valid Dates

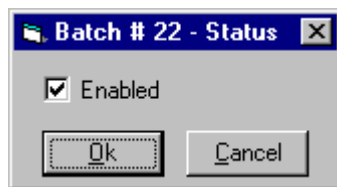
A batch has an

- Valid Date
- Enabled Status

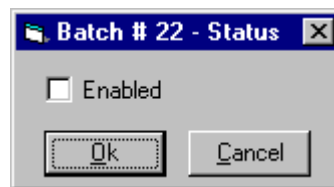
The **Valid Date** is the date the card becomes valid; like the valid date on a credit card. You can generate cards today that become valid next week or next month.

The **Enabled Status** indicates whether the batch of cards is "turned on." You can generate cards with today's valid but not enable them until the cards are distributed. When a card is Disabled, it cannot be used in the MinuteMan system.

Enabled Status



Disabled Status





Maintain Batches

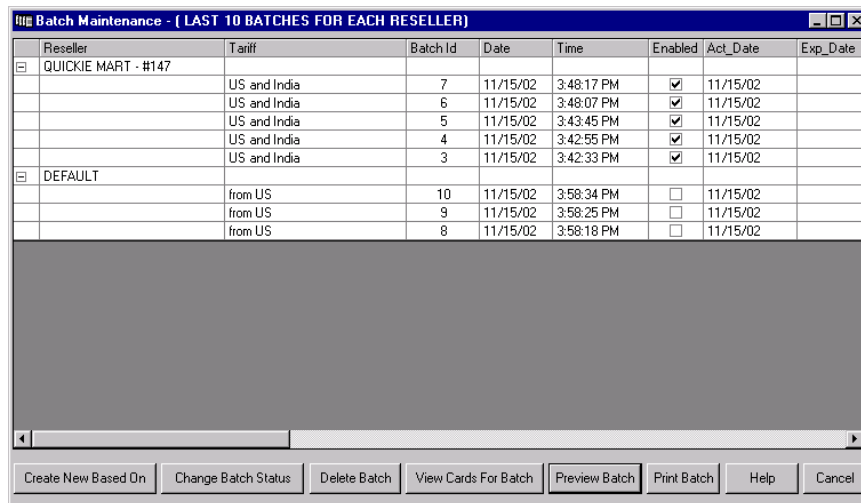
Once you generate a batch of cards, it is in the **Batch Maintenance** window. From this window, you can

- View the last 10 batches for a Reseller
- Create a new batch based on an existing one
- Change the batch status (Enable or Disable)
- Delete a batch of cards
- View all the cards in a batch
- Preview the cards before printing
- Print the cards in a batch

View Batches for a Reseller

The **Batch Maintenance** window displays the last 10 batches for each reseller.

1. Click  **Batch Maintenance**.
2. The **Batch Maintenance** window displays the resellers that have cards.
3. Click the  next to a reseller to see the last 10 batches for this reseller.




Reseller	Tariff	Batch Id	Date	Time	Enabled	Act_Date	Exp_Date
QUICKIE MART - #147	US and India	7	11/15/02	3:48:17 PM	<input checked="" type="checkbox"/>	11/15/02	
	US and India	6	11/15/02	3:48:07 PM	<input checked="" type="checkbox"/>	11/15/02	
	US and India	5	11/15/02	3:43:45 PM	<input checked="" type="checkbox"/>	11/15/02	
	US and India	4	11/15/02	3:42:55 PM	<input checked="" type="checkbox"/>	11/15/02	
	US and India	3	11/15/02	3:42:33 PM	<input checked="" type="checkbox"/>	11/15/02	
DEFAULT	from US	10	11/15/02	3:58:34 PM	<input type="checkbox"/>	11/15/02	
	from US	9	11/15/02	3:58:25 PM	<input type="checkbox"/>	11/15/02	
	from US	8	11/15/02	3:58:18 PM	<input type="checkbox"/>	11/15/02	


Buttons: Create New Based On, Change Batch Status, Delete Batch, View Cards For Batch, Preview Batch, Print Batch, Help, Cancel

View Last 10 Batches for Each Reseller

Find a Batch or Card

Sometimes you need to find a batch older than the last 10 batches. Sometimes you need to find out what batch a card is from. MinuteMan lets you search and find just what you're looking for.

1. Click  **Find**.
2. Enter the information that you are looking for.
 - **Reseller** name (select from list)
 - **Reseller** and **Tariff** (select both from list)
 - **Batch ID** (enter exact batch number)
 - **Card Number** (enter the exact card number)
3. Click **OK**.
 - The Batch displays in the **Batch Maintenance** window.
 - The Card displays in the **Batch Cards** window.



The screenshot shows a dialog box titled "Find" with a close button (X) in the top right corner. The dialog contains four radio button options for searching:


- Reseller = DEFAULT
- Reseller = QUICKIE MART - #147 and Tariff = US and India
- Batch ID =
- Card ID =

At the bottom of the dialog are three buttons: "Ok", "Cancel", and "Help".

Finding a Batch of Cards


Generate Cards Based on Another Batch

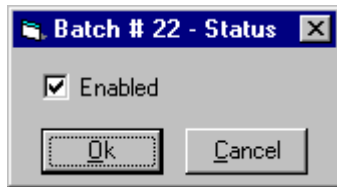
A great way to save time typing in dialing instructions or disclaimers is to generate a batch of cards based on an existing one. You can even change the card type without losing the typed text.

1. Click  **Batch Maintenance**.
2. Select the batch and click **Create New Based On**.
3. The **Generate** window opens with all the text in place including the **Valid** date.
 - Change any information that you need to change.
 - Change the card type by clicking one of the card type toolbar buttons.
4. When finished with changes, click the **Generate Cards** button.

Enable a Batch of Cards


A batch *must* have an **Enabled** status in order for the cards to be valid for calling. This status overrides the card activation date so that you can generate and print cards prior to enabling them in the system.


1. Click  **Batch Maintenance**.
2. Select the batch and click **Change Batch Status**.
3. In the **Batch Status** window, select the **Enabled** option and click **OK**.



Enable a Batch of Cards


Delete a Batch of Cards

 **Note:** You can delete a batch of cards *only* if none of the cards have been used.

1. Click  **Batch Maintenance**.
2. Select the batch and click **Delete Batch**.
3. Confirm the deletion. Once you delete a batch, all cards in that batch are immediately void.

View Cards in a Batch

For each batch, you can view the card numbers and current values.

1. Click  **Batch Maintenance**.
2. Select the batch and click **View Cards for Batch**.
3. The **Batch Cards** window displays the cards and their current values.
 - You can find a specific card in this batch.
 - You can filter to show all exhausted cards.
 - The **Available** values shown are calculated for the last call listed.

Card ID	Available Time	Available Money	Available Calls	Last Call Date	Last Call Time	Exhausted
2195131269		\$90.00				<input type="checkbox"/>
8631583582		\$90.00				<input type="checkbox"/>
5635936468		\$90.00				<input type="checkbox"/>
5231033923		\$90.00				<input type="checkbox"/>
8343255230		\$90.00				<input type="checkbox"/>
3042302253		\$90.00				<input type="checkbox"/>
3192802463		\$90.00				<input type="checkbox"/>
3188322422		\$90.00				<input type="checkbox"/>
2403008234		\$90.00				<input type="checkbox"/>
4826948339		\$90.00				<input type="checkbox"/>
3832968423		\$90.00				<input type="checkbox"/>
2856825566		\$90.00				<input type="checkbox"/>

Card Count: 1000

Find Card In This Batch: 

Filters: Show exhausted cards only

Help Cancel

View Cards in a Batch

Print Cards

You can print MinuteMan prepaid phone cards

- At the same time that you generate them
- At a later time from MinuteMan and an attached printer
- Through a third party printer using exported data

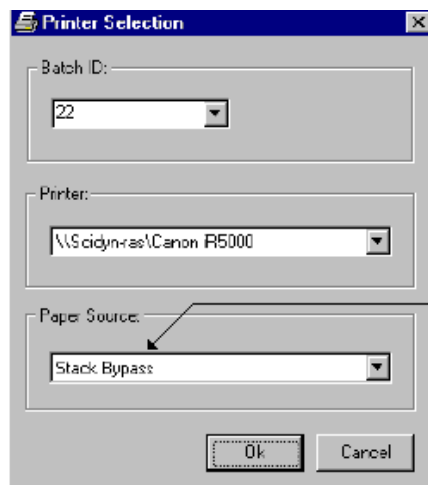
Choosing Printer Paper for Your Cards

For standard laser or inkjet printers, you can print your cards on 8.5 x 11 paper stock or pre-perforated business card paper (where cards are 2 x3.5 inches).

For specialized card printers, you can export a batch of cards into a tab-delimited format that can be easily read by Microsoft Excel or Word. Many special card printers or acquisition houses can accept card data in this format.

Print Cards When Generated

1. Click the type of card that you are making and fill in all the card information.
2. Click the **Generate & Print Cards** button. You will be asked to confirm the batch and card generation.
3. Insert the special paper in the appropriate printing tray.
4. In the **Print Selection** window, select the **Printer** and **Paper Source**.
5. Click **OK** to begin printing the cards.




When using pre-perforated business card paper, use the Bypass tray if available.

Selecting the printing tray


Preview Cards Before You Print Them

You can preview how the cards will look on a page before you print them.

1. Click  **Batch Maintenance**.
2. Select the batch and click **Preview Batch**.
3. The cards display in the **Preview** window.
 - Click the arrow buttons to page forward and back.
 - Click the magnifying glass to zoom in or out.
 - Click the printer to send the cards to the printer.

Print Cards at a Later Time

After you have generated a batch of cards, you can print them at any time from the main or Batch Maintenance windows.

1. Click  **Print Batch**.
 - If you did not generate the cards yourself, you will be asked to provide the Printing Password.
2. Insert the special paper in the appropriate printing tray.
3. In the **Print Selection** window, select the **Batch ID**, **Printer** and **Paper Source**.
4. Click **OK** to begin printing the cards.



Tip: If you select the batch in the **Batch Maintenance** window and then click **Print Batch**, the **Batch ID** is automatically entered in the **Printer Selection** window.

Export / Import Cards

Export Cards

MinuteMan can export batch and card data into a tab delimited text file that can be read into Word, Excel or some other data program.

See card data file format details in *Appendix A*.

To export batch and card information

1. From the **Cards** menu, select **Export Cards**.
2. Select the **Reseller** you want to export cards for.
3. Select an export option.
 - Export all batches for the reseller.
 - Export a specific batch number. Only valid batches for the reseller are listed.
 - Export multiple batches:
 - To select sequential batches, click the first batch, hold the **SHIFT** key and click the last batch.
 - To select non-sequential batches, click a batch, hold the **CTRL** key and click the other batches.
4. Click **OK**.
5. Browse to the folder you want to export to and type the file name.
6. Click **Save**. The batch and card information you selected is exported to the file.



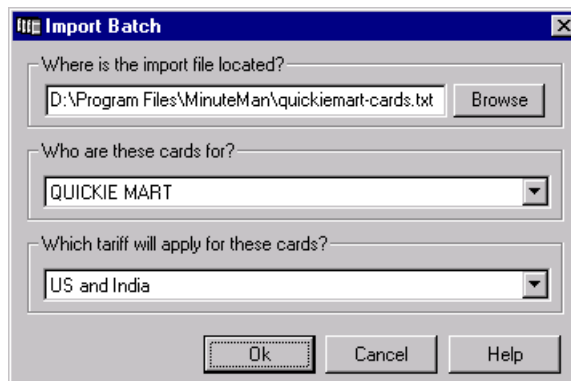
Import Cards

MinuteMan can import batch and card information from a properly formatted text file. The imported data is checked against existing data so that only new information is added.

See card data file format requirements in *Appendix A*.

To import batch and card information

1. From the **Cards** menu, select **Import Cards**.
2. Browse to the file that you want to import.
3. Select the **Reseller** you want to import these cards for.
4. Select the **Tariff** to apply to these cards.
5. Click **OK**. Only new data is added to the databases. Duplicate data is ignored.



Reports

You can run the following MinuteMan reports.

<u>Report</u>	<u>Description</u>
Batch Detail	<p>Lists one or all batches and information in batch ID order.</p> <p>Filter by:</p> <ul style="list-style-type: none"> - Reseller - Batch ID - Activation Date - Expiration Date
Card Detail	<p>Lists one or all cards for one or all batches. This information includes the current card values.</p> <p>Filter by:</p> <ul style="list-style-type: none"> - Batch ID - Card ID - Activation Date - Expiration Date
Exhausted Cards	<p>Lists all cards that have no more value.</p> <p>Filter by:</p> <ul style="list-style-type: none"> - Batch ID - Activation Date - Expiration Date
Cards with Low Value	<p>Lists all cards that have less than or equal value. You can list cards with low minute or low dollar values.</p> <p>Filter by:</p> <ul style="list-style-type: none"> - Batch ID - Card Value - Activation Date - Expiration Date
Card Statement	<p>Lists all the debit calls and charges made on a card number.</p> <p>Filter by:</p> <ul style="list-style-type: none"> - Card ID
Cards First Used	<p>Lists all cards that have been used for the first time. A card will be on this report until it is used a second time.</p> <p>Filter by:</p> <ul style="list-style-type: none"> - Activation Date - Expiration Date

A

Appendix – Data Formats

Overview

MinuteMan supports tab delimited text file export and import of rate file data and card data. The specific formats supported are defined in this appendix.

- Rate file data format
- Card data format



Rate File Data Format for Text File

MinuteMan can export or import rate file information to or from a text file.

- If exporting rate file data, the data will be in this format.
- If importing rate file data, the text file must be formatted exactly as specified or the data will not be added properly.

Conventions

Convention	Description
[Data Field]	This is the field name not the actual data. The actual data should replace the field name including the brackets and be separated by a TAB (field separator).
TAB	TAB is used as the field separator.

File Format

The record contains rate information for the destinations.

[Description]TAB [Prefix]TAB [Lata]TAB [Initial Rate in cents]TAB [Initial Period in seconds]TAB [Overtime Rate in cents]TAB [Overtime Period in seconds]RETURN

Rate File Information Defined

Field Name	Description and Defaults	Data Type
[Description]	The description of the prefix, typically the geographic location name. Maximum = 50 characters	Text String
*[Prefix]	The prefix, typically the first digits of a geographic location such as NPA-NXX. Maximum = 18 characters	Text String
*[Lata]	How the destination prefix relates to the MinuteMan unit's LATA. 0 = None 1 = Intralata 2 = Interlata 3 = International	Numeric
[Initial Rate]	The initial rate in cents.	Text String
[Initial Period]	The initial rate period in seconds.	Text String
[Overtime Rate]	The overtime rate in cents.	Text String
[Overtime Period]	The overtime rate period in seconds.	Text String

Card Data Format for Text File

MinuteMan can export or import batch and card information to or from a text file.

- If exporting card data, the data will be in this format.
- If importing card data, the text file must be formatted exactly as specified or the data will not be added properly.

Conventions

Convention	Description
[Data Field]	This is the field name not the actual data. The actual data should replace the field name including the brackets and be separated by a TAB (field separator).
TAB	TAB is used as the field separator.
	Pipe character is used to denote tabs and line feeds in text fields.

File Format

The record contains enough information to print out cards from a third party printer. Both batch information and card information is included in each exported record.

Batch/Card Information

```
[Batch ID]TAB [Card ID]TAB [Card Type]TAB [Card Title]TAB [Card Subtitle]TAB
[Card Instructions]TAB [Card Disclaimer]TAB [EnabledT/F]TAB [Activation
Date]TAB [Expiration Date]TAB [Expire in X Days]TAB [Minute Amount in
seconds]TAB [Dollar Amount in cents]TAB [Number of Calls Allowed]TAB [Units
T/F]TAB [Printed Value]RETURN
```

Batch/Card Information Defined

All cards must be in blocks (sequential records) by batch. Records for a batch elsewhere in the file will be disregarded. Records without a Batch ID will be assigned a unique number by MinuteMan.

All fields must be delimited even if they are empty (null). For example, a record without a defined Batch ID would begin like this: **TAB2354344543TAB1TAB** etc.

* - denotes a required field for proper import.

** - denotes at least one is required.

Field Name	Description and Defaults	Data Type
[Batch ID]	Automatically generated. A unique identifier for each batch of cards.	Numeric
*[Card ID]	Automatically generated. A unique identifier for each phone card.	Numeric
*[Card Type]	The type of card determines what card values are available. 0 = Reward Card 1 = Dollar Card 2 = Minute Card 3 = Unit Card	Numeric
[Card Title]	A text field to type the card name or title.	Text String
[Card Subtitle]	Another text field that can be used to display the reseller name, facility name, the phone company's name, or any other additional text.	Text String
[Card Instructions]	A text field to type dialing instructions. Use pipe character to denote line breaks.	Text String
[Card Disclaimer]	A text field to type any additional instructions or a disclaimer. Use pipe character to denote line breaks.	Text String
[EnabledT/F]	Batch status. Enabled = True Disabled = False	Boolean
[Activation Date]	Date batch is active. You can "post-date" batches when you generate them in advance. If no activation date is selected, then the activation date is the same as the batch date. Format = MM/DD/YY or MM/DD/YYYY	Date

Field Name	Description and Defaults	Data Type
[Expiration Date]	Date batch expires. If no expiration date is selected, then the cards are good forever and the value in the database is 11/11/3333. Format = MM/DD/YY or MM/DD/YYYY	Date
[Expiration in X Days]	The number of days after the date the card is first used. The card expires on this day.	Numeric
**[Minute Amount in seconds]	The initial minute value of the cards in seconds. This value was entered as minutes when the cards were generated.	Numeric
**[Dollar Amount in cents]	The initial dollar value of the cards in cents. This value was entered as dollars when the cards were generated.	Numeric
**[Number of Calls Allowed]	The initial number of calls allowed on the card. (Peg threshold)	Numeric
[Units T/F]	Units status. Whether call rates should be calculated as units (a combination of minutes and dollars). Calculate as Units = True Do not calculate as Units = False	Boolean
[Printed Value]	The value printed on the card.	Text String

* - denotes a required field for proper import.

** - denotes at least one is required.

