









# **Table of Contents**

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# **Operator**

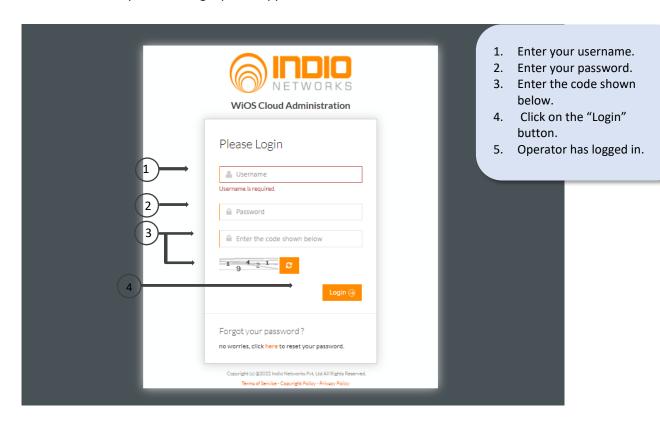
# 1. HOW TO LOGIN TO PORTAL?

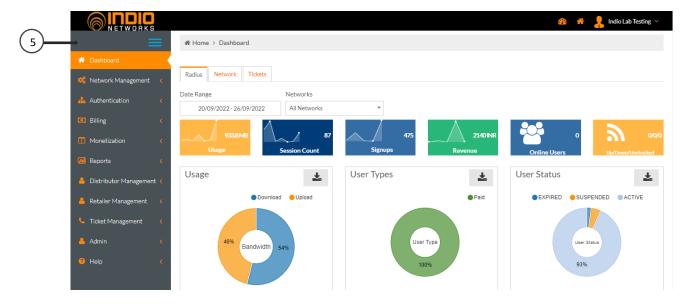
In order to log in to the portal, perform the following steps:

Write the following URL in the web browser: "URL"

Result:

Default username and password login portal appears:



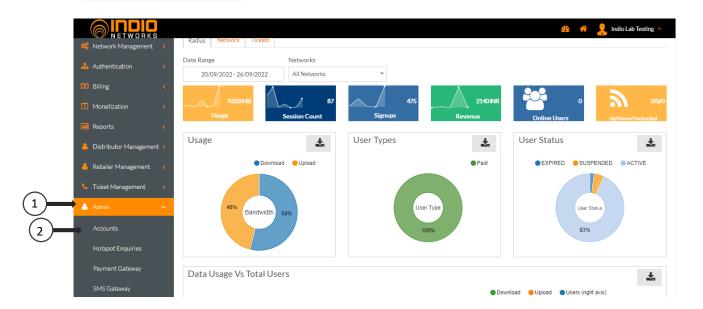




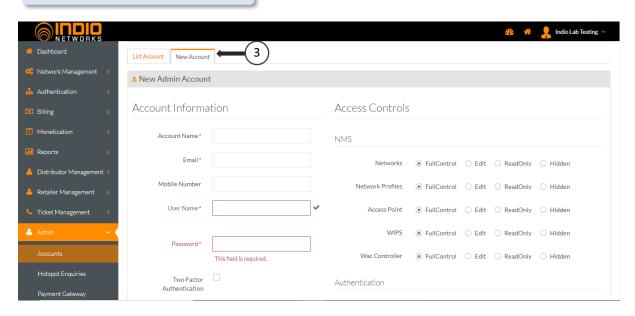
#### 2. HOW TO ADD ADMIN ACCOUNTS?

Once you log in, perform the following steps in order to add admin accounts:

#### 1. Go to the Admin



2. Select the "Accounts" option.



- 3. Click on "New Account".
- 4. Under the New Customer section, you will find various fields; some are mandatory to fill (marked with asterisk '\*').



5. Once you are done filling the data in all the required fields click on the "Submit" button. The admin account is created successfully.

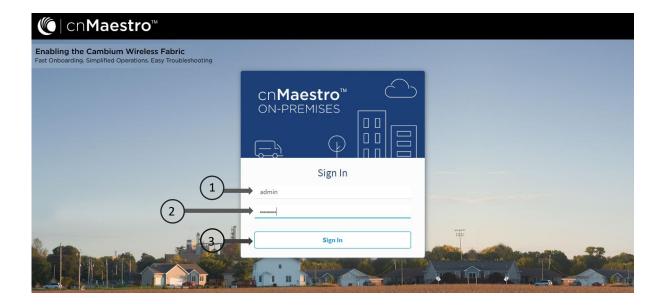
Global Configur	ation   FullContr	rol 🔾 Edit	ReadOnly	○ Hidden
Notification Manag	ement   FullContr	rol 🔾 Edit	ReadOnly	○ Hidden
FAQ Manage	ment   FullContr	rol 🔾 Edit	O ReadOnly	○ Hidden
SMTP Configur	ation   FullContr	rol 🔾 Edit	○ ReadOnly	○ Hidden
Miscellaneous				
Automated Re	ports   FullContr	rol 🔾 Edit	○ ReadOnly	○ Hidden
Self Care l	Login   FullContr	rol 🔾 Edit	○ ReadOnly	○ Hidden
Submit				

# 3. HOW TO CONFIGURE WAC?

In order to configure WAC, perform the following steps:

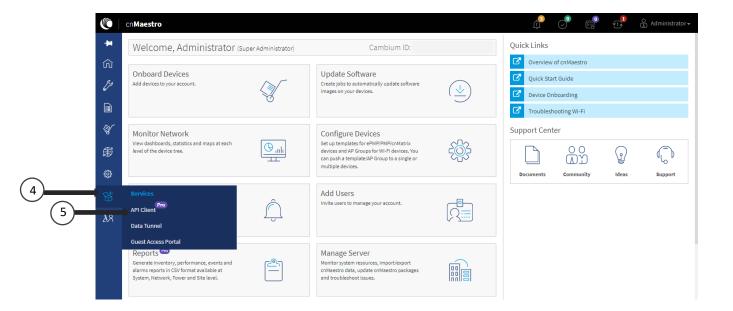
Note: Configure the AP on your network. (For e.g., we have configured Cambium Networks' AP.)

- 1. Enter your username.
- 2. Enter the password.
- 3. Click on "Sign In".

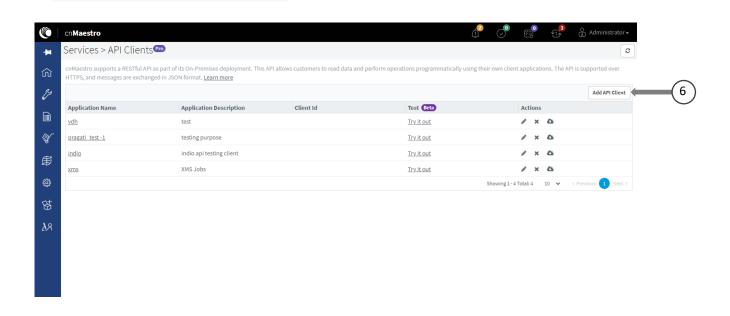




- 4. Go to the "Services" section.
- 5. Select the "API Client" option.

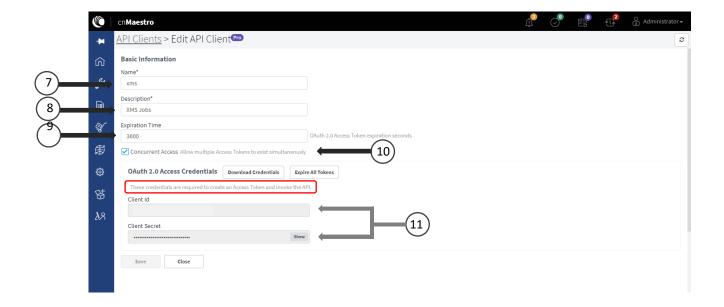


6. Click on "Add API Client".





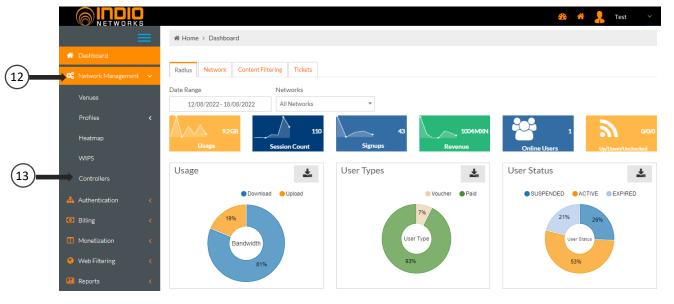
- 7. Enter your token name.
- 8. Enter your token description.
- 9. Enter the expiration time of your token.
- 10. Allow multiple Access Tokens to exist simultaneously. Click on the "Save" button.



11. Once you click on the "save" button, Client ID and Client Secret will be generated. These credentials are required to create an access token and invoke the API.

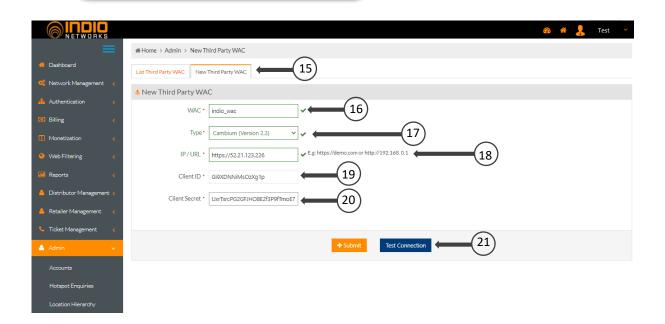
Note: Configure your API token generated from Cambium to WiOS.

- 12. Once you have logged in your WiOS account, go to the Network Management section.
- 13. Select the "Controllers" option.

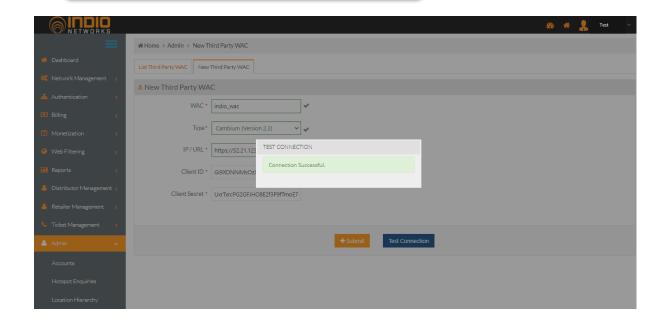




- 15. Enter your token name.
- 16. Select your token type.
- 17. Enter the WAC host URL.
- 18. Enter the Client ID generated from the WAC interface. (Refer to step 11)
- 19. Enter the Client Secret generated from WAC interface. (Refer to step 11)

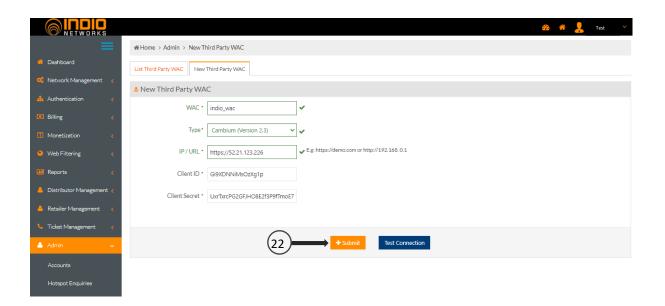


21. Click on "Test Connection". If connection is not successful, verify WAC accessibility, Client ID and Client Secret.

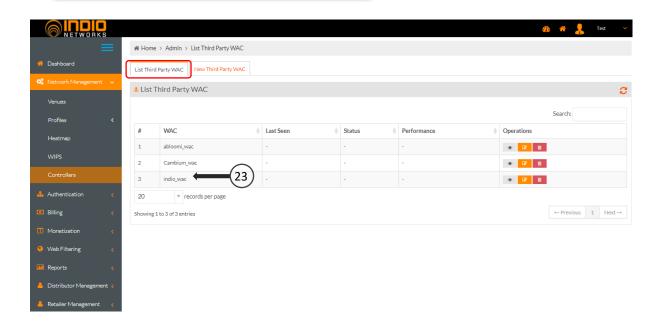




- 21. Click on "Test Connection". If connection is not successful, verify WAC accessibility, Client ID and Client Secret.
- 22. Click on the "Submit" button.



23. New third-party WAC is created successfully.

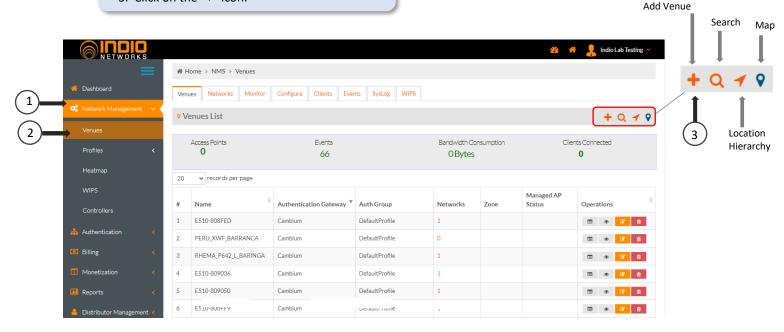




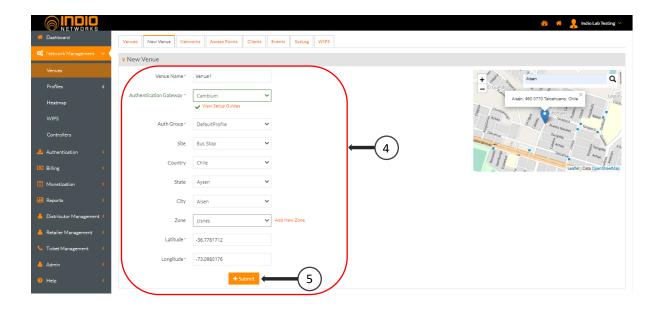
#### 4. HOW TO ADD A HOTSPOT?

Once you are done with the WAC configuration, perform the following steps to add a hotspot:

- 1. Go to the Network Management section.
- 2. Select the "Venues" option.
- 3. Click on the "+" icon.



- 4. Fill in the details. Select the respective authentication gateway (in this case Cambium).
- 5. Click on the "Submit" button.

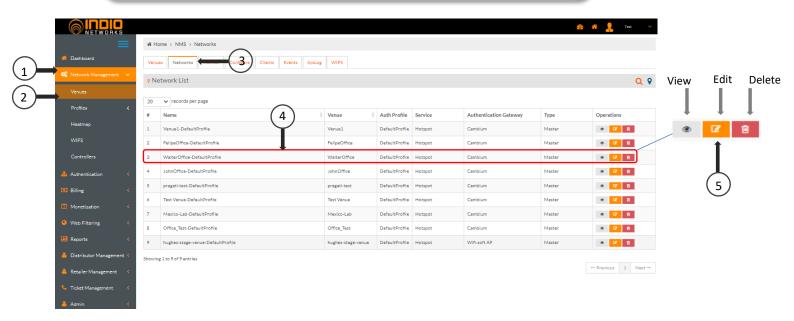




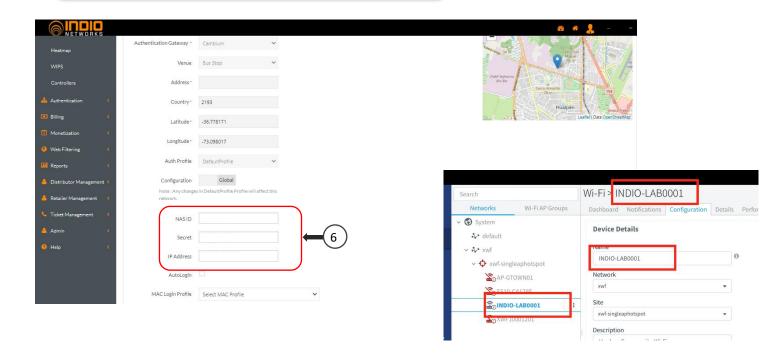
#### 5. HOW TO ADD AN AP?

In order to add an AP, perform the following steps:

- 1. Go to the Network Management section.
- 2. Select the "Venues" section.
- 3. Click on "Networks".
- 4. Once you create a hotspot (Venue), a new network will be created for the venue.
- 5. Click on the "Edit" icon.

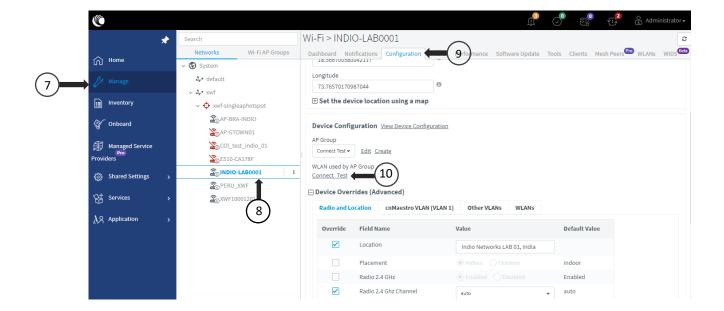


6. The IP address and Secret will be required in the WAC section. (Kindly make a note of it.)

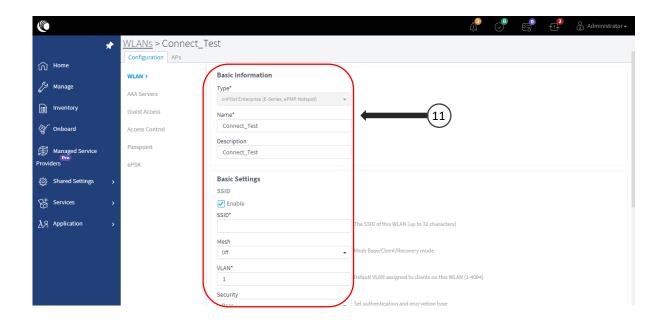




- 7. Go to the "Manage" section.
- 8. Select the desired AP.
- 9. Go to the "Configuration" section.
- 10. Click on "Connect Test".

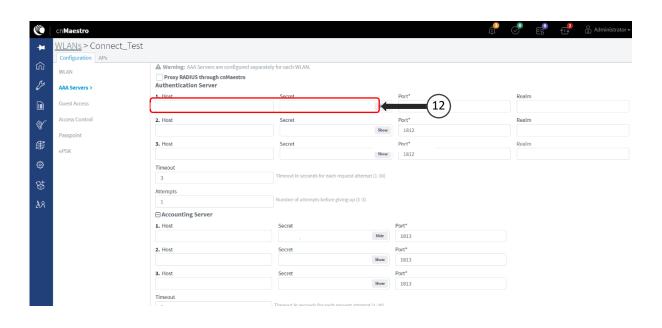


11. Make the necessary changes and create a new WLAN profile.

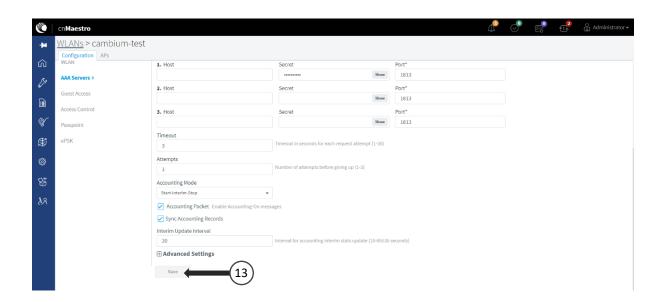




12. Enter the host IP and Secret. (Refer to Step 6)

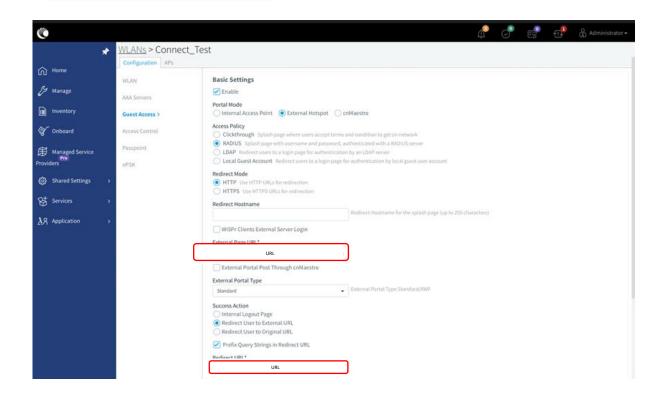


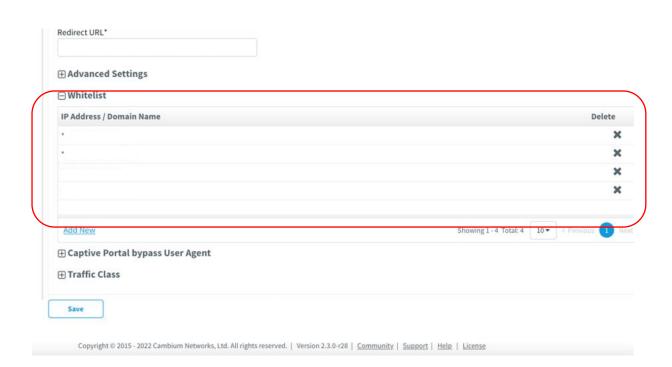
13. Enter the host IP and Secret. (Refer to Step 6)





# 14. Apply the profile to the AP.



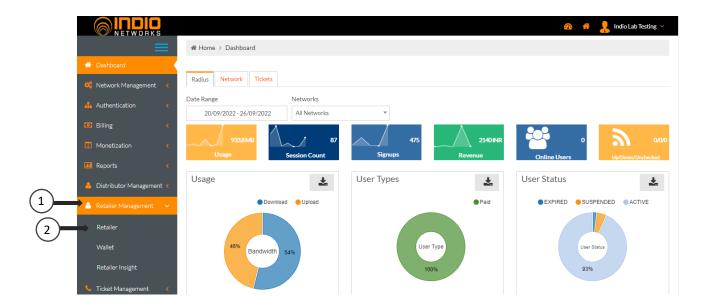


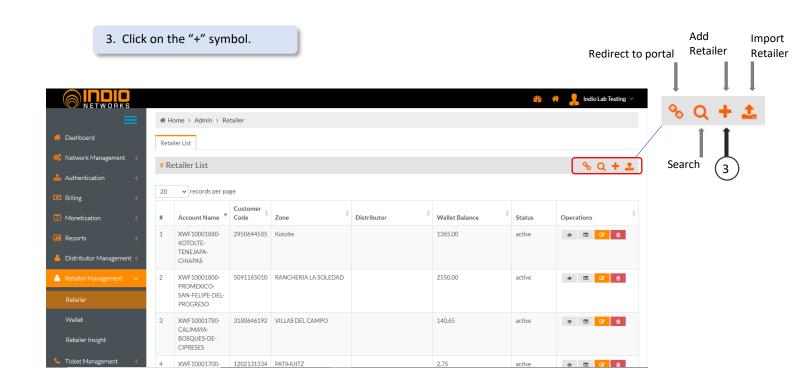


#### 6. HOW TO ONBOARD RETAILER AND SUB ACCOUNTS?

In order to onboard retailer, perform the following steps:

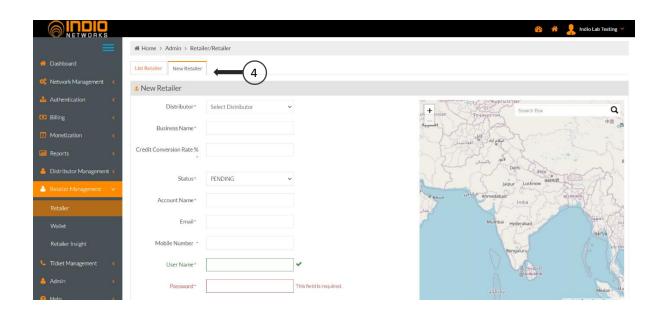
- 1. Go to the Retailer Management section.
- 2. Select the "Retailer" option.



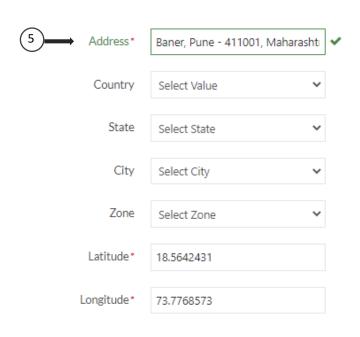


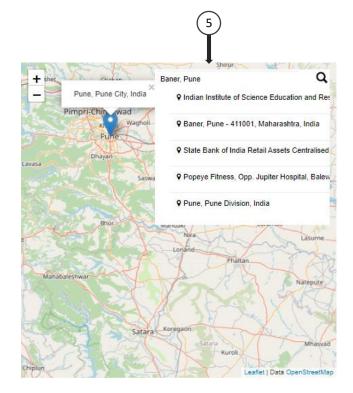


4. Go to the New Retailer section. Fill in all the fields given below.



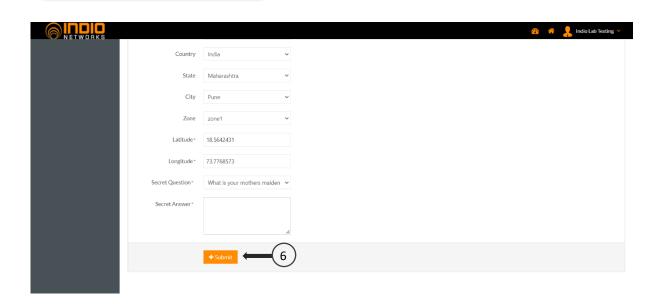
5. To fill in your address you can either locate it on the map or manually fill in the Address section.



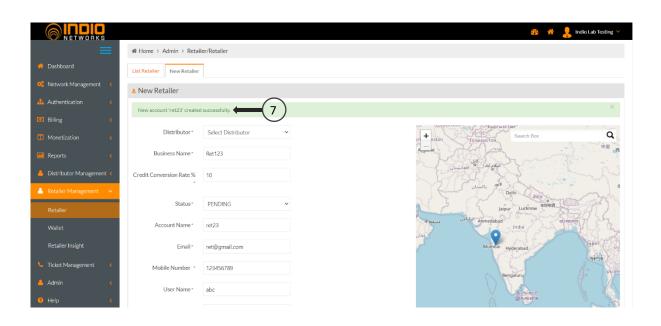




6. Once you are done filling the data click on the "submit" button.



7. New account is created.

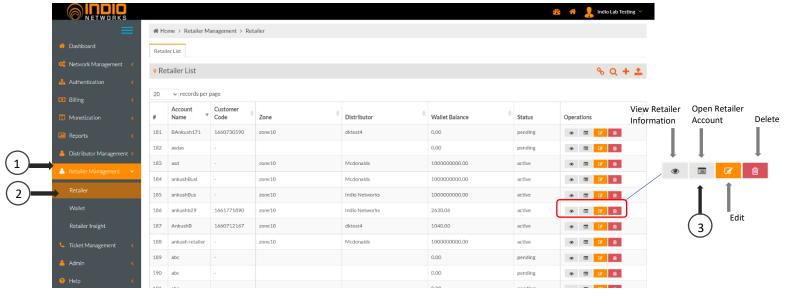




#### **6.1 HOW TO CREATE SUB ACCOUNTS?**

To create a sub account under Retailer, perform the following steps:

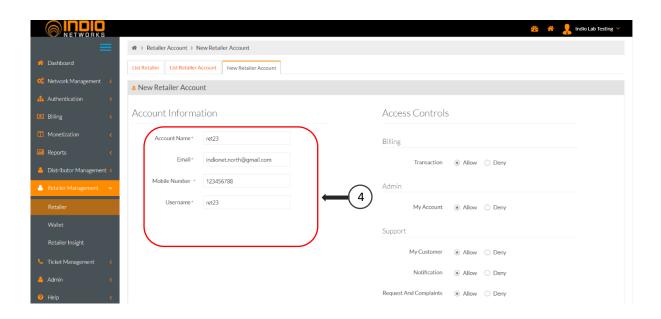
- 1. Go to the Retailer Management section.
- 2. Select the "Retailer" option. List of all the retailers will be displayed.
- 3. Click on the "Open" button to enter that retailer account.



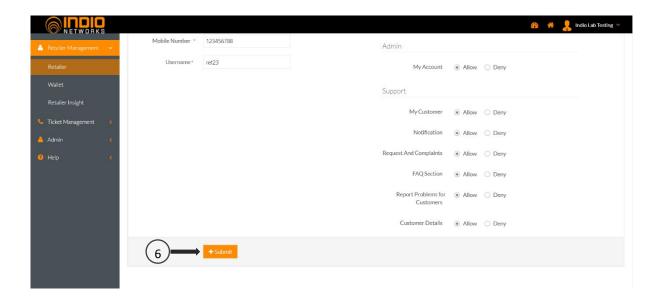
4. To add a sub account, click on the "Add" symbol. Search Add Retailer Account NETWORKS → Retailers Retailer List Retailer Account List • Retailer List v records per page Account Name Username Email Operations Test Showing 1 to 1 of 1 entries ← Previous 1 Next → Edit Resend Verification Email



5. Once you are in the New Retailer Account section, fill in all the required details.

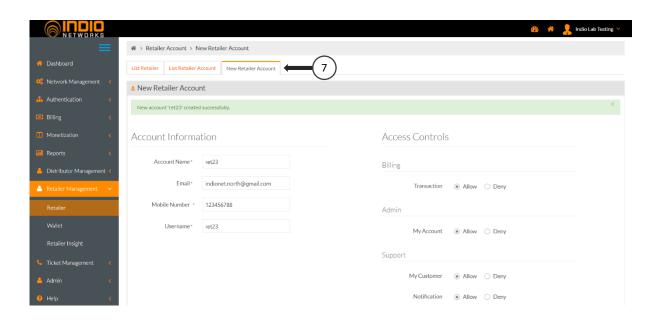


6. After you are done filling the details, click on the "Submit" button.

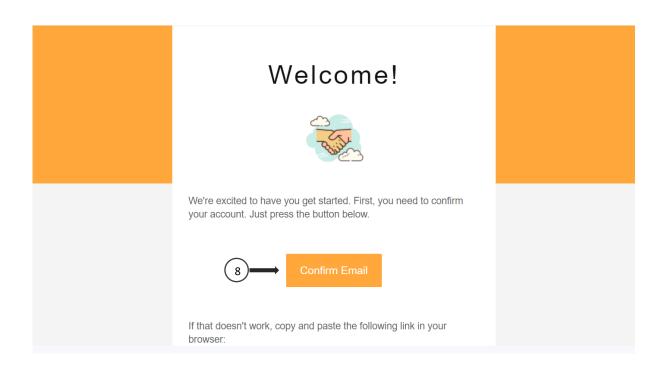




7. New retailer account is created successfully.

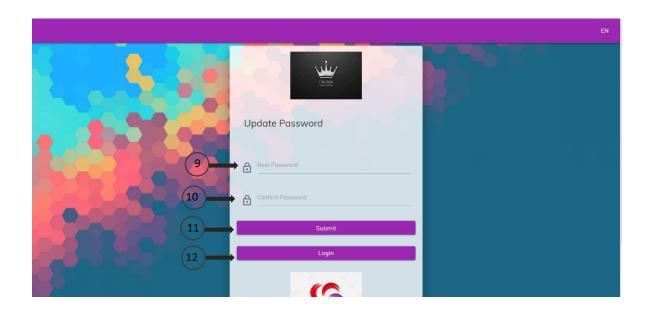


8. An email will be sent to you for confirmation. Click on the "Confirm Email" button to verify your account.





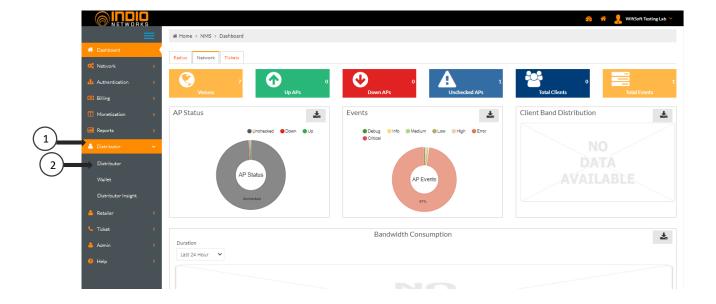
- 9. You will be redirected to the login portal. Enter your new password.
- 10. Confirm your new password.
- 11. Click on "Submit".
- 12. Click on "Login" to login with the new password.



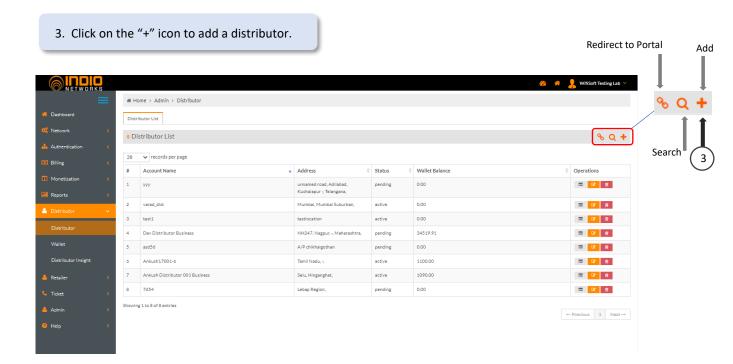
# 7. HOW TO ONBOARD DISTRIBUTOR AND SUB ACCOUNTS?

In order to onboard distributor, perform the following steps:

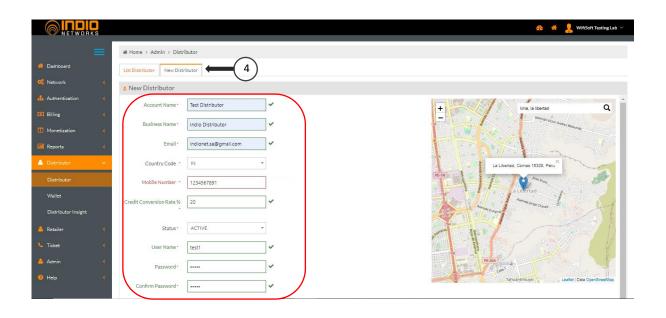
- 1. Go to the "Distributor" section.
- 2. Select the "Distributor" option.







4. Click on "New Distributor".

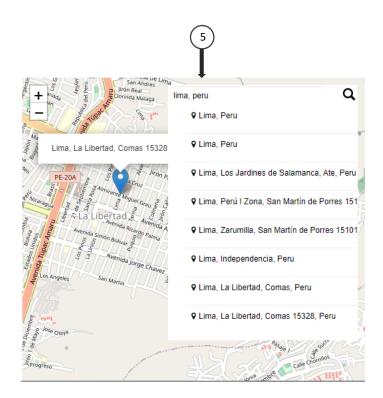




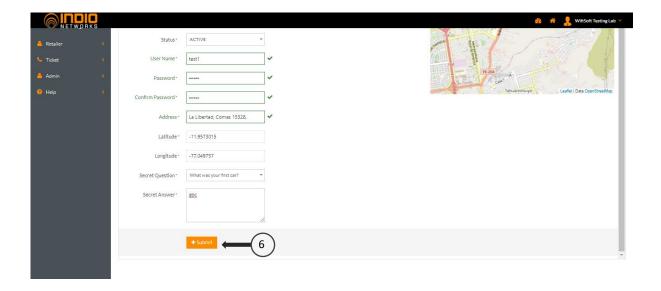


5. To fill in your address you can either locate it on the map or manually fill in the Address section.



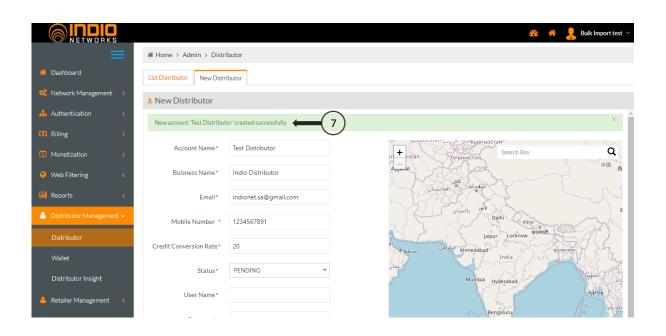


6. Once you are done filling all the details click on the "Submit" button.

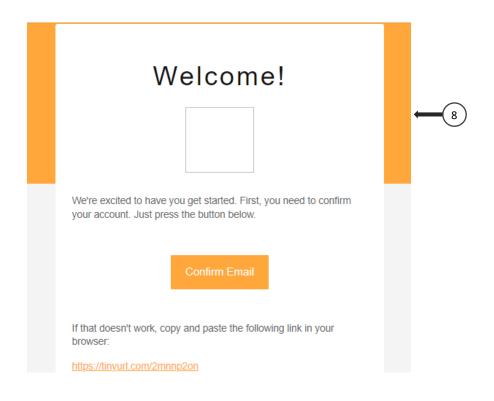




7. New Distributor account is created.



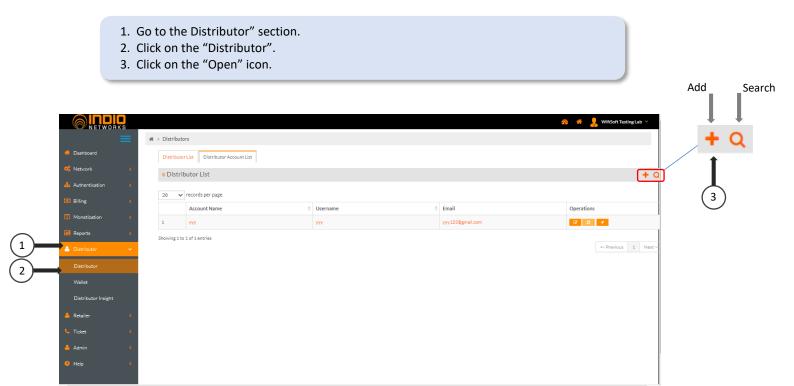
8. A confirmation mail will be sent on your email ID. Click on "Confirm Email" to confirm.





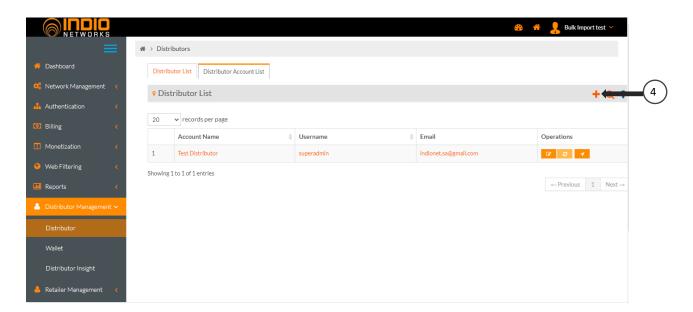
# 7.1. HOW TO CREATE SUB ACCOUNTS?

In order to create sub accounts in the Distributor section, perform the following steps:

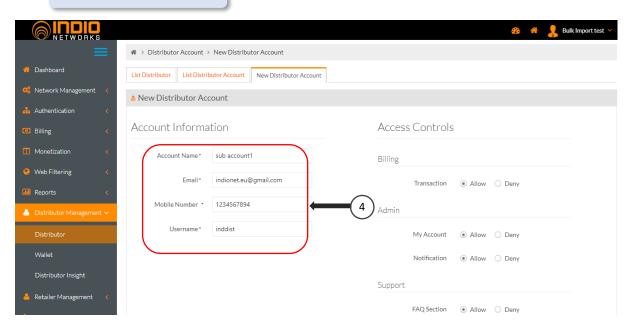


4. Click on the "+" icon.





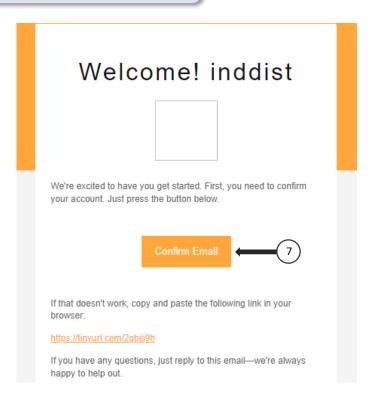
#### 5. Fill in all the details.



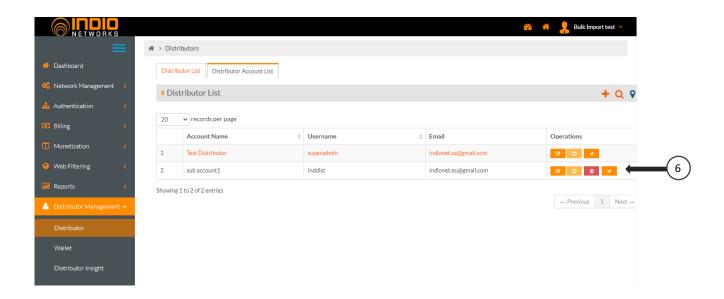




7. Confirmation mail will be sent on your email ID. Click on "Confirm Email" to confirm.



7. Sub account is created.





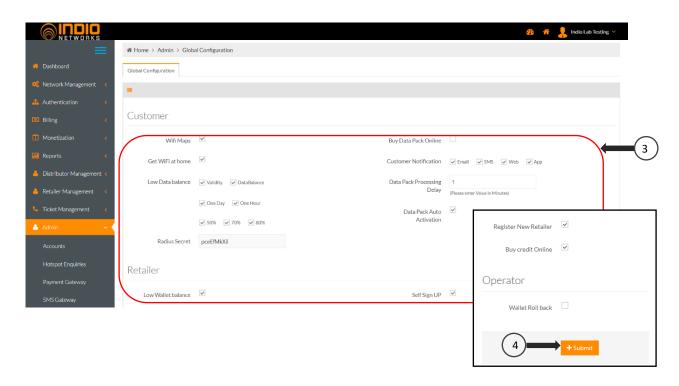
#### 8. HOW TO SET GLOBAL CONFIGURATION?

In order to set the global configuration, perform the following steps:

- 1. Go to the Admin section.
- 2. Select the "Global Configuration" option.



- 3. Fill in the required details.
- 4. Click on the "Submit" button.

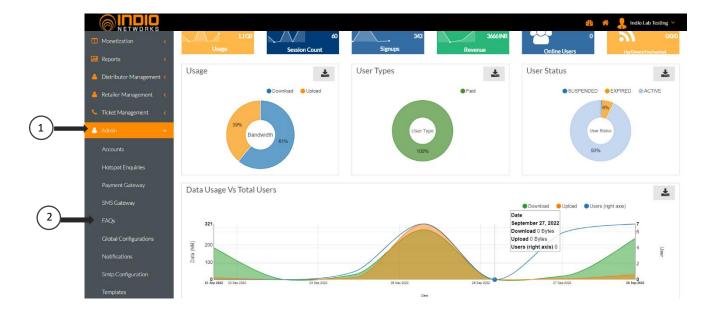




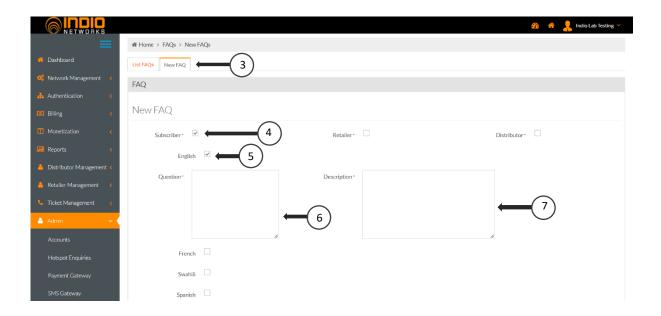
#### 9. HOW TO ADD FAQ?

In order to add an FAQ, perform the following steps:

- 1. Go to the Admin section.
- 2. Select the FAQS option.

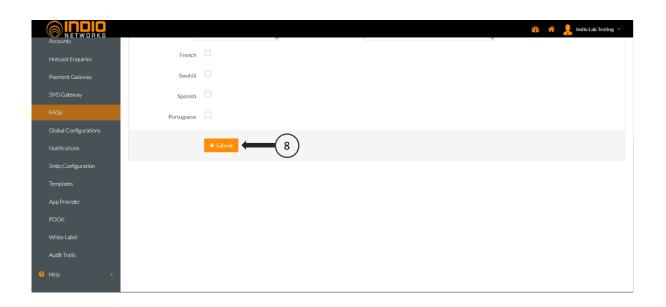


- 3. Click on "New FAQ".
- 4. Select one of the three options.
- 5. Select the preferred language.
- 6. Enter your question.
- 7. Describe your question in detail.





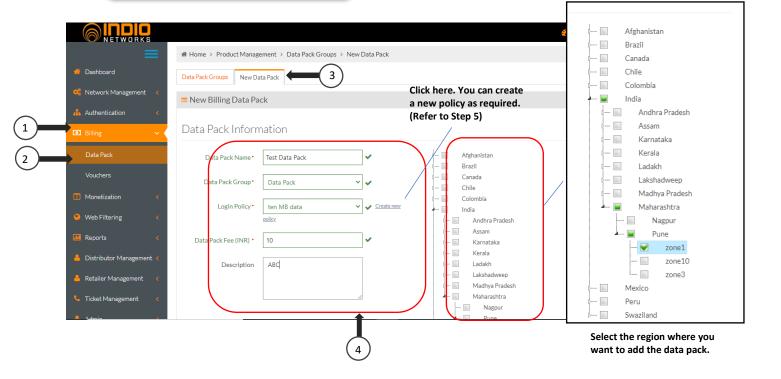
8. Click on the "Submit" button.



# 10. HOW TO ADD DATA PACKS?

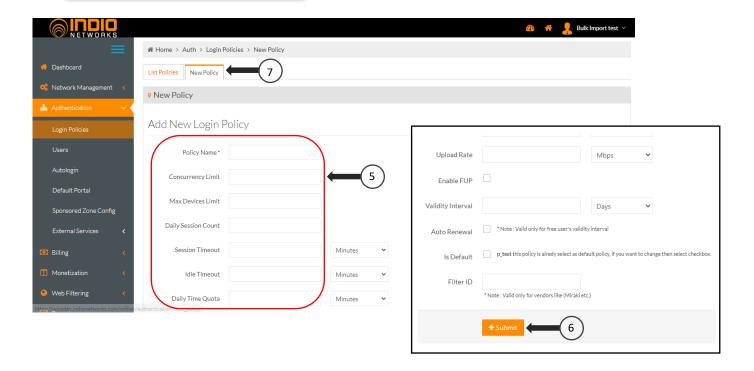
In order to add data packs, perform the following steps:

- 1. Go to the Billing section.
- 2. Select the "Data Pack" option.
- 3. Click on "New Data Pack".
- 4. Fill in all the details.



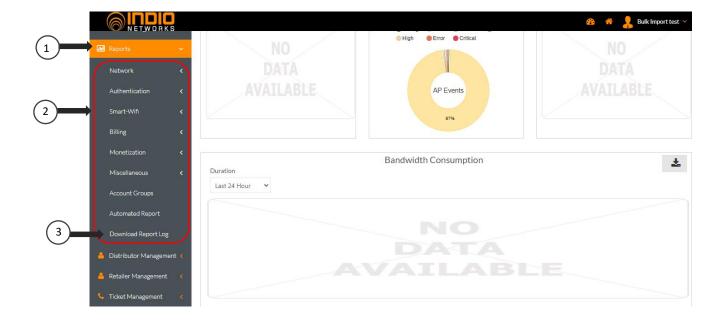


- 5. Enter all the details.
- 6. Click on the "Submit" button.
- 7. You can view all the policies here.



#### 11. HOW TO CHECK REPORTS AND DOWNLOAD REPORTS?

- 1. Go to the Reports section.
- 2. You will find different options under this section.
- 3. Download reports.

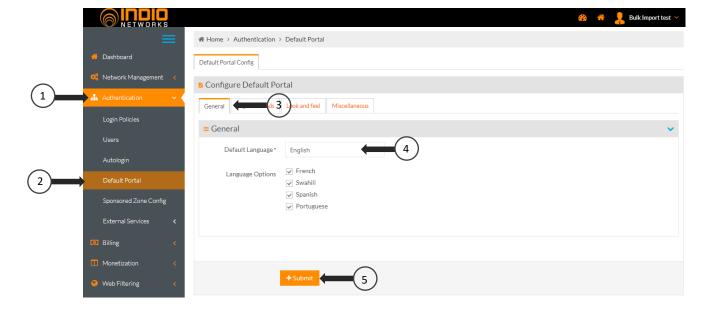




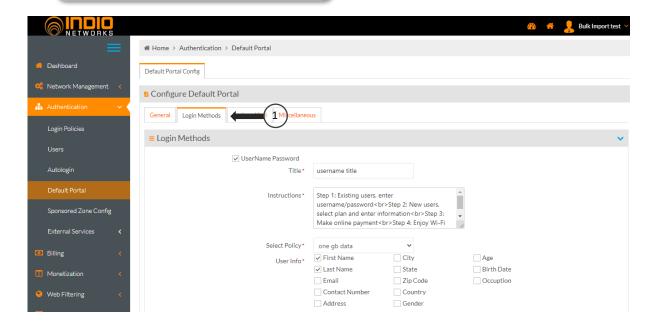
#### 12. HOW TO UPDATE BRANDING?

In order to update branding, perform the following steps:

- 1. Go to the Authentication section.
- 2. Select the "Default Portal" option.
- 3. Click on "General".
- 4. Select your preferred language.
- 5. Click on "Submit".



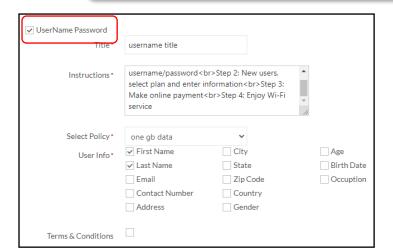
1. Click on Login Methods. This section deals with the different login options to show on the app's portal for users.

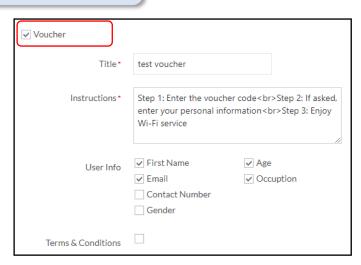


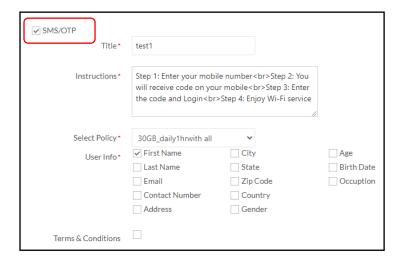


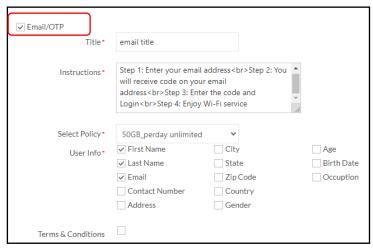


- 2. You can select/deselect any login options from the following. (Marked in red)
- 3. Select the preferred default portal.
- 4. Click on "Submit".

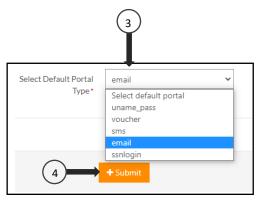








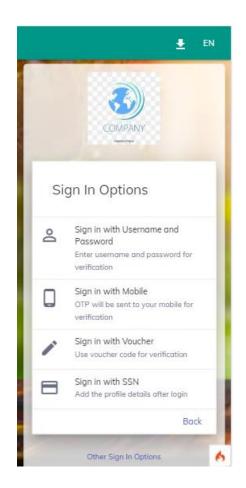




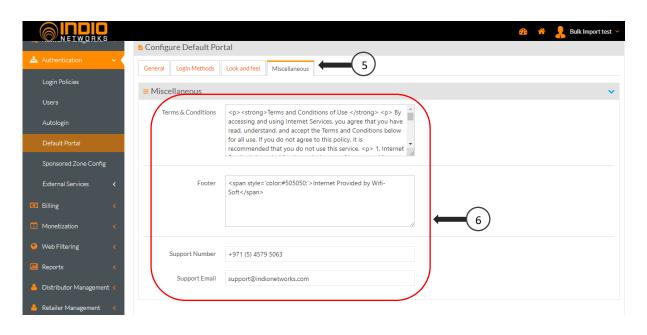


#### Result:



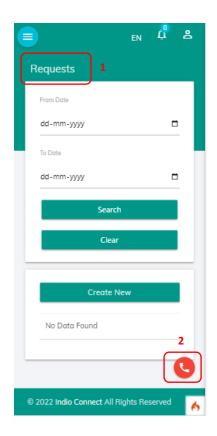


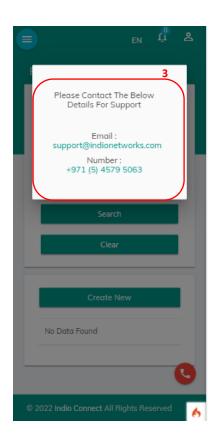
- 5. Click on "Miscellaneous".
- 6. Fill in the required details.





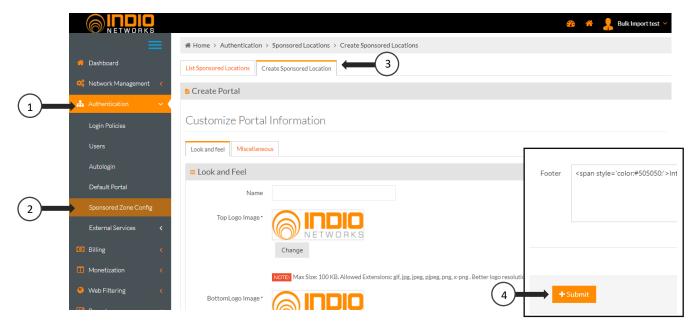
These changes will be reflected in the following section of the Smart Wi-Fi app:





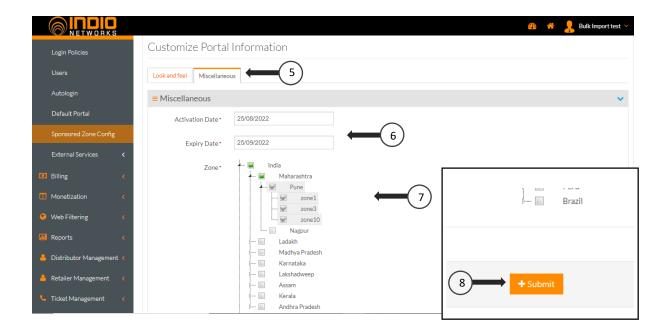
# 13. HOW TO ADD SPONSORED LOCATION?

- 1. Go to the Authentication section.
- 2. Select the "Sponsored Zone Config" option.
- 3. Make the preferred changes in the Look and Feel section.
- 4. Click on "Submit".





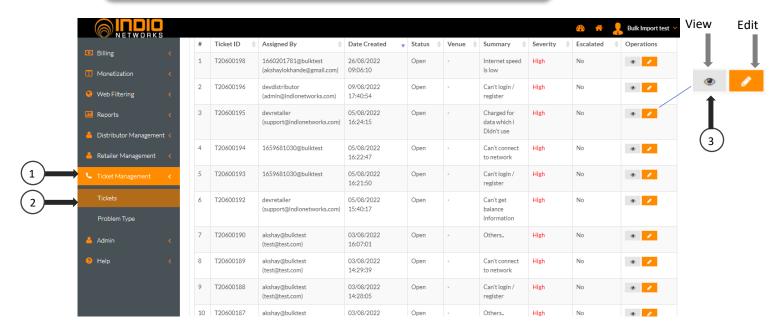
- 5. Click on "Miscellaneous".
- 6. Set the duration of the customization.
- 7. Select the region where the customization needs to be applied.
- 8. Once you are done with all the changes click on "Submit"



# 14. HOW TO CHECK PROBLEMS REPORTED BY DISTRIBUTOR/RETAILER/CUSTOMER?

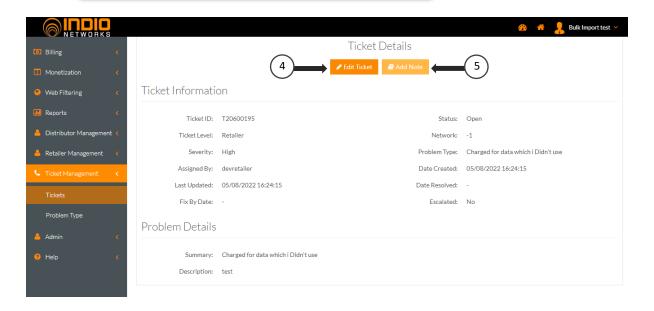
In order to check the problems reported by Distributor/Retailer/Customer, implement the following steps:

- 1. Go to the Ticket Management section.
- 2. Select the "Tickets" option.
- 3. List of tickets will be shown. Click on the "View" icon to open the ticket.





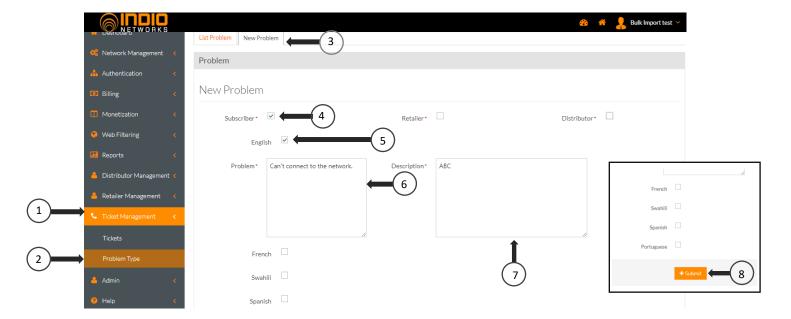
- 4. Click on "Edit Ticket" to edit.
- 5. To add an additional note to the ticket click on "Add Note".



#### 15. HOW TO ADD A PROBLEM?

In case you are facing any problem/issue, implement the following steps to add the problem:

- 1. Go to the Ticket Management section.
- 2. Click on "Problem Type".
- 3. Click on "New Problem".
- 4. Select members you want to add the problem for.
- 5. Select your preferred language.
- 6. Enter your problem.
- 7. Explain your problem in detail.





# 16. HOW TO BROADCAST NOTIFICATIONS TO DISTRIBUTOR/RETAILER/CUSTOMER?

In order to broadcast notifications to Distributor/Retailer/ Customer, perform the following steps:

- 1. Go to the Admin section.
- 2. Select the "Notifications" option.



- 4. Click on "New Notification Broadcast".
- 5. Select members you want to broadcast notification to.
- 6. Enter the title of the notification.
- 7. Enter the description of the notification.
- 8. Click on "Submit"

