Client Packages

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Section overview

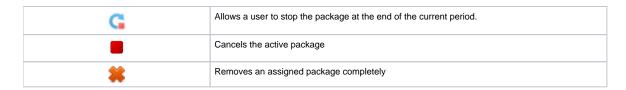
This section is designed to provide a wide variety of functions to control and manage clients' packages. First and foremost, in this section, a user can assign a relevant package to a respective client or client's account, edit and cancel it, etc. Moreover, there is detailed information regarding all the limits that have been used over a set period. The section is presented in the form of a table with the following columns:

Screenshot: Client Packages list



Column	Description
ID	Package identification number
Client	Name of a client, to whom a package is assigned
Account	Name of an account, to whom a package is assigned
Package	Name of an assigned package
Limits	Shows if a respective package has some volume limits and time or money left
	1. On the left side of the bar, it shows the <i>destinations</i> , <i>code</i> , or <i>code names</i> .
	2. On the right side of the bar, it shows a specified limit .
Current Period Start/Stop	A date of package's activation for a respective client/account
	A date of package's deactivation for a respective client/account
Package Start/Stop	Effective start and stop date of the package

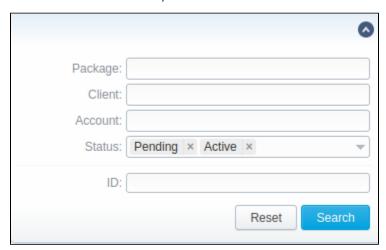
Button/Icon	Description
Assign Package	Allows assigning a package to a corresponding client/account
	Shows the full list of packages that were assigned to this client/account
? Unknown Attachment	Marks a package that was successfully activated and will renew itself due to the package settings
? Unknown Attachment	Marks a package that is new for a current user and was not activated yet
? Unknown Attachment	Marks a package that is in the archive
\	Allows editing a client's package
blocked URL	Allows a user to stop the package at the beginning of the current period (with balance rollback).



Advanced Search

By default, the information in a section is filtered by **Pending** and **Active** statuses. To open the **Advanced Search** drop-down menu, click on a red downward arrow con and fill in the following fields with the required information:

Screenshot: Advanced Search drop-down menu



Field	Description
Package	Indicate the name of a target package
Client	Specify a target client
Account	Specify a client's target account
Status	Select the status of a client's package: • Pending • Active • Archive
ID	Specify a respective client's package ID

To apply the specified search criteria, click the **Search** button; to cancel the applied parameters, click **Reset**.

Assigning a New Package

Click the **Assign Package** button for a new pop-up window with settings to appear. Then, fill in the form and click **Apply**. You can assign any number of packages. They will be activated when the **Package Manager** service runs, and if a customer has enough balance for activation+subscription fees.

Screenshot: Client Packages form

Client Packages					
Client: (
Package: Start date: (End date: (]			
Quantity: Quantity: (1				
			OK	Cancel	Apply

Field	Description
Client	Name of a client, to whom a package is assigned
Account	Name of an account, to whom a package is assigned
Package	Name of an assigned package
Start Date	Package's limits and discounts are only effective after a specified date
End Date	Package's limits and discounts are disabled after a specified date
Quantity	Number of packages to be assigned
Activate in the past checkbox	If checked and the Start Date field value is in the past, a package will be activated on the specified date



If you click the delete blocked URL icon (remove an archived package entirely) in the Client Packages section, you will delete a package with all transactions from the system.

To delete the package completely, you need to do the following:

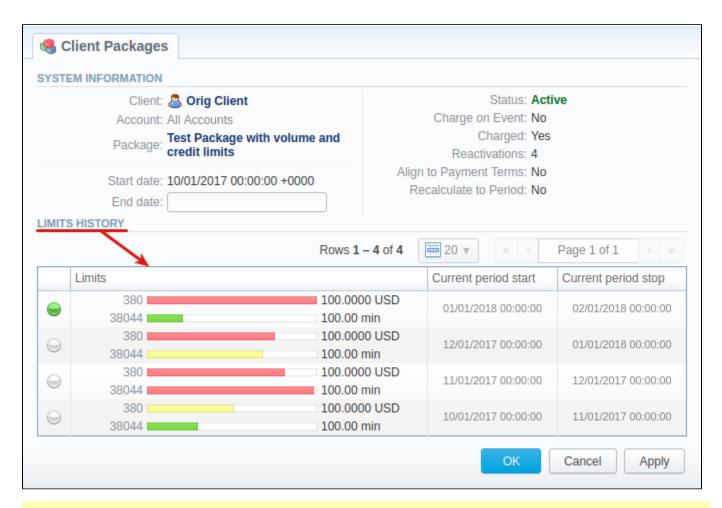
- click the icon opposite a respective package on the section list;
- filter the list of packages by the **Archive** status;
 find a respective package and click the blocked URL icon to delete it entirely from the system.

Editing a Clients Package

When clicking on the edit (S) icon, detailed information on a client's package is displayed. In the System information data block, a user can view general info regarding the package including a client himself, start date, status, etc. What is more important, a user can change the package's **End date** in a respective field.

To make it easier for a user to keep records of package limits, a new Limits History information block on an Edit Client's Package page has been introduced in VCS 3.15.0. It provides a detailed view of package limits for each specified period.

Screenshot: Limits History information block



Attention

When you change the **name of the package** in the **Retail > Packages**, it will be automatically changed in the **Management > Client Packages** section as well, even if this package is already assigned. As a result, in the **Invoices** and **Transactions** sections, an **old** name of the package will be specified. **We do not recommend to edit the name of an already assigned package in the** *Retail > Packages***.**