



OZEDI Registration User Guide

Version 1.6

OZEDI Holdings Pty Ltd

ABN 47 167 142 672

Level 2, 1 Queens Road
Melbourne VIC 3004

Tel + 61 1300 737 614

OZEDI Registration User Guide

<i>Version Number</i>	<i>Release Date</i>	<i>Who</i>	<i>Sections Affected</i>	<i>Changes</i>
1.0	12/03/18	AW	All	First version of the document
1.1	25/05/18	AW	Buy Data	Addition of Usage and Buy Data tabs
1.2	13/06/18	AW	Terms	Terms and Conditions on Buy Data
1.3	27/06/18	AW	User reg	Single name entry/remove "test" p6
1.4	2/01/19	AW	All	Upgrade UI screens
1.5	16/01/19	AW	Responses	Extend 72 hrs to 30 days
1.6	28/08/19	AW	all	UI changes plus addition of WPNs and portal upload access from registration

OZEDI Registration User Guide

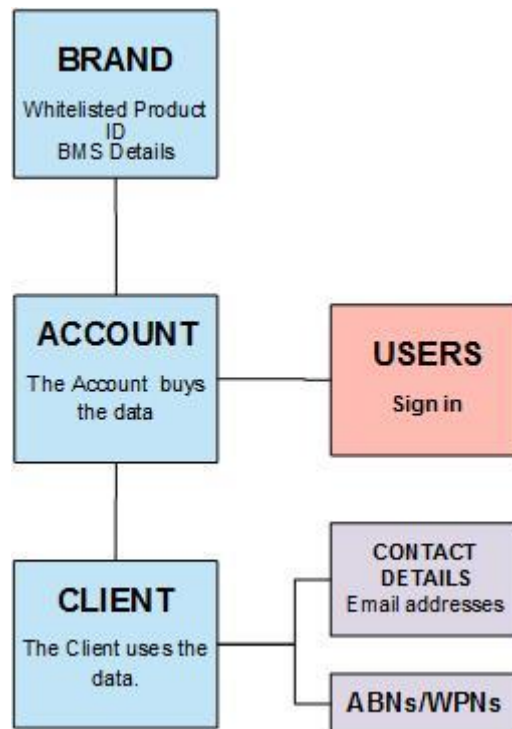
Contents

Overview	4
Brands	4
Getting started	4
Registering a User	5
Accessing the Registration system.....	8
Internet address.....	8
Account Sign In.....	8
Navigation	9
Managing Your Accounts	9
Create a New Account	10
Accounts.....	11
Account Holders.....	11
Manage your Account.....	11
Edit Account details	11
Clients.....	12
Client Facilities	12
Create a New Client	13
Edit Client details	14
Delete Clients.....	14
Account Users	15
Messaging	16
What to do if the message status is stuck at PUSHED?	16
What to do if you don't get a response from the ATO	17
ATO Advice.....	17
Where to get your Message ID	18
Portal Upload	18
REST API Upload.....	18
Portal Upload of STP files.....	19
Buy Data.....	21
Select quantity to purchase	21
Accept terms and Conditions.....	22
Proceed to PayPal	22
Invoices	22
Data Alert Settings	23
Client Usage Report	24

OZEDI Registration User Guide

Overview

OZEDI registers all clients depending on their relationship and their chosen business model. The components include:



OZEDI recognises the variety of business models for payroll providers, their resellers and clients and the Registration system has the flexibility to accommodate these variations. This guide is for a payroll providers' clients to register their own account at OZEDI.

Brands

OZEDI sets up a Brand after the payroll provider has been approved and basic details received. A payroll provider may have multiple Brands for different payroll products. Registration of Accounts are always linked to a Brand because the ATO requires the payroll provider's whitelisted Product ID as part of the messaging details.

Payroll providers will supply their clients with a brand-specific link to be used to self-register at OZEDI. This link ensures the clients are registered under the payroll provider's brand.

Getting started

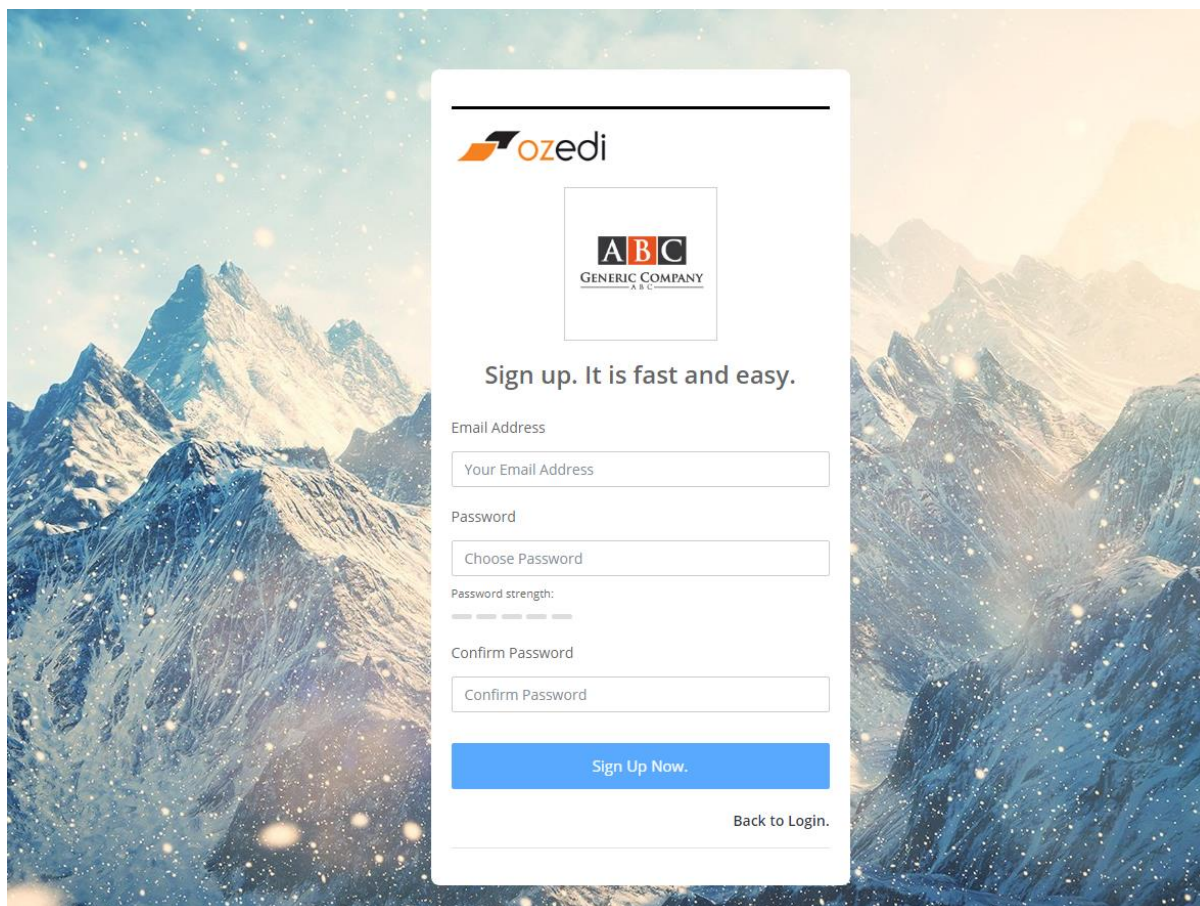
The steps you need to take now are:

1. Register yourself as a User and add your Account - select the User Register link (see details below).
2. After your Account is set up, you can use the Sign In link to access the system in future.

OZEDI Registration User Guide

Registering a User

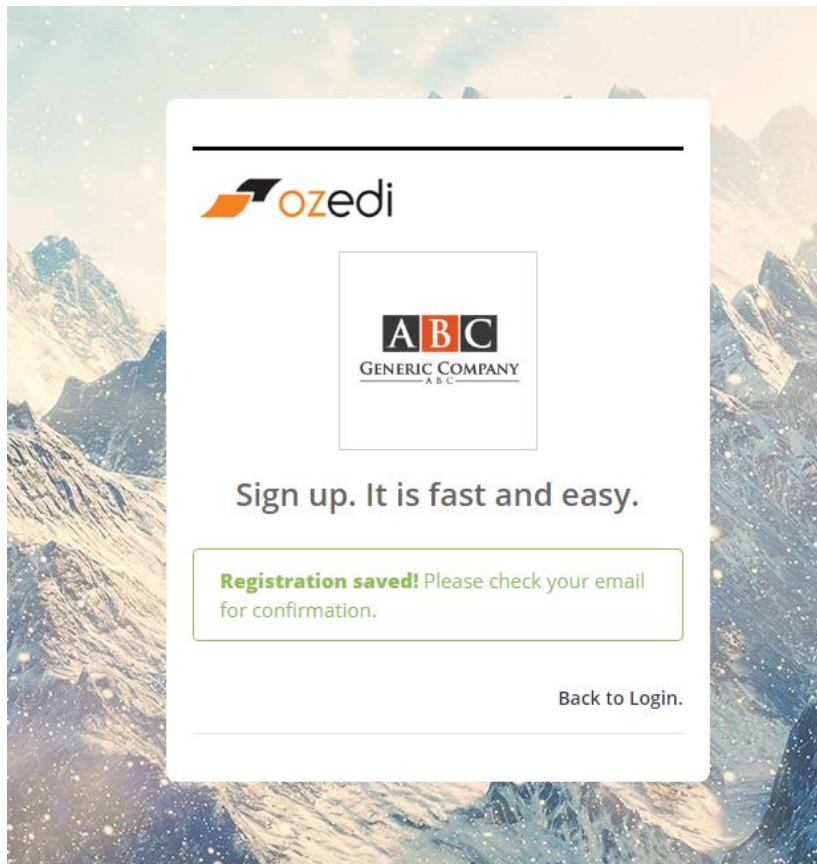
The screen below displays when you access the User Registration link provided by OZEDI – it is specific to the payroll system you are using and your provider's logo will display. Complete the form and hit the Register button. An email will be sent to you to validate that you own the email address you have entered (security check). You must activate your User by clicking on the activation link in the email – you have 24 hours to complete this process after which time you will need to contact support@ozedi.com.au. Activating the User will lead to Signing In and adding a new Account.



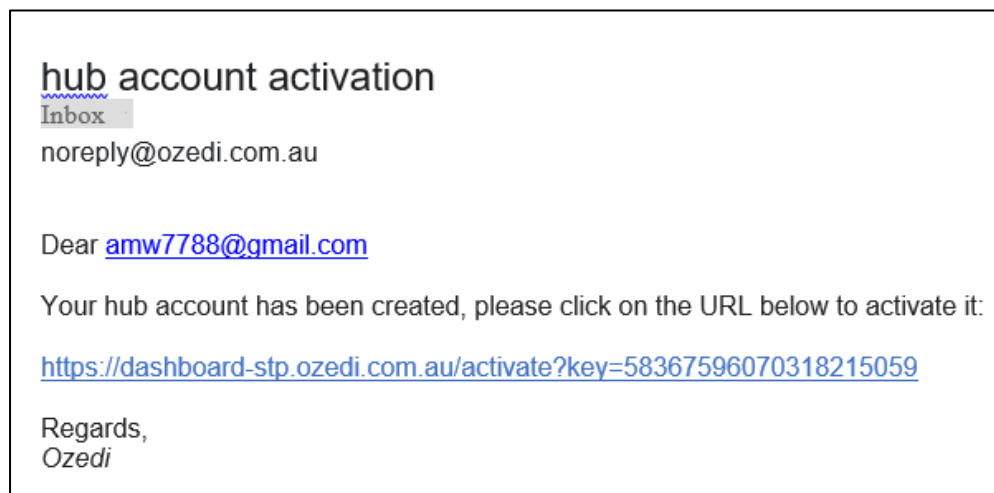
The screenshot shows a registration form centered on a background image of snow-capped mountains under a blue sky with soft, glowing light effects. The form is white with a thin black border. At the top of the form is the OZEDI logo, consisting of an orange stylized 'Z' followed by the word 'ozedi' in lowercase. Below the logo is a placeholder for a company logo, showing a box with the letters 'A B C' and the text 'GENERIC COMPANY' underneath. The text 'Sign up. It is fast and easy.' is centered below the logo placeholder. The form contains the following fields and elements from top to bottom: an 'Email Address' label above a text input field with the placeholder 'Your Email Address'; a 'Password' label above a text input field with the placeholder 'Choose Password'; a 'Password strength:' label above a visual strength indicator consisting of four horizontal bars; a 'Confirm Password' label above a text input field with the placeholder 'Confirm Password'; a large blue button with the text 'Sign Up Now.'; and a link labeled 'Back to Login.' at the bottom right of the form.

OZEDI Registration User Guide

When successfully completed, the following screen displays, asking you to go to your email address and confirm your registration as a User.

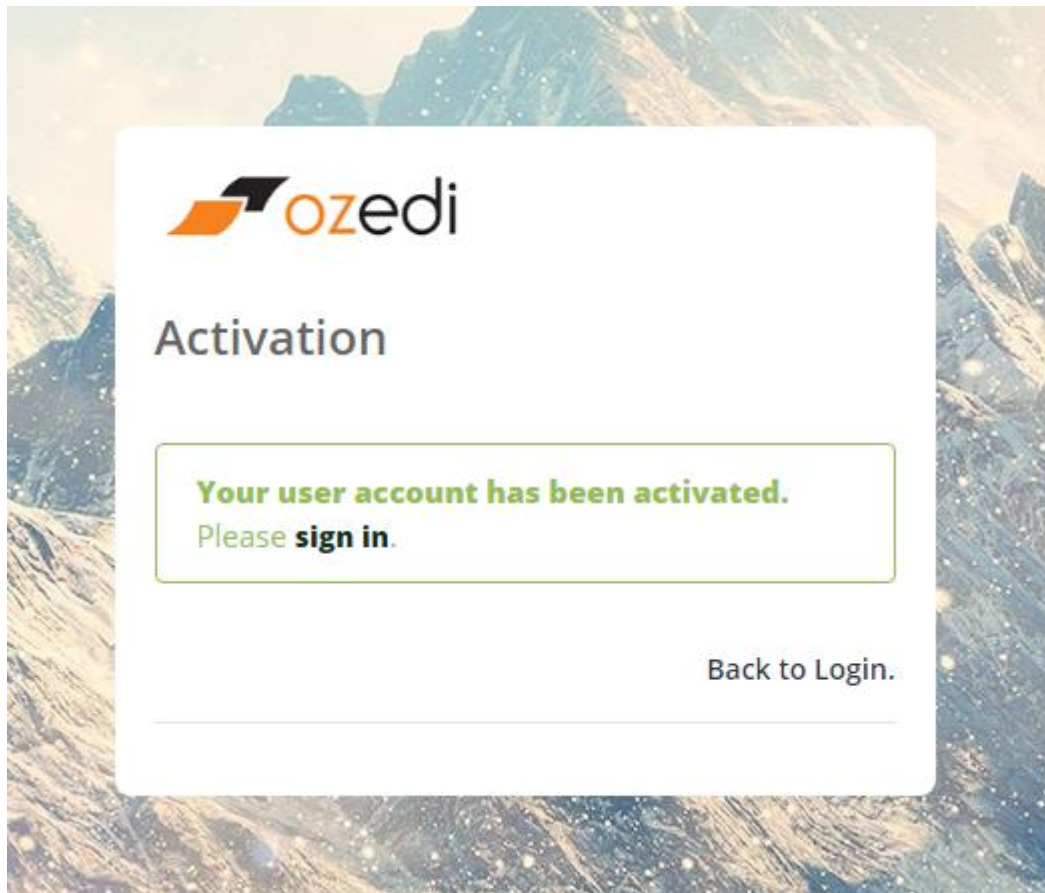


The email sent to you to confirm your registration will be similar to the one below. You must receive this email (to prove that you own the email address) and you must click on the activation link – this completes the User registration.



OZEDI Registration User Guide

The Activation screen below will display to acknowledge that your User is now active. Click on the **Sign In** link.



OZEDI Registration User Guide

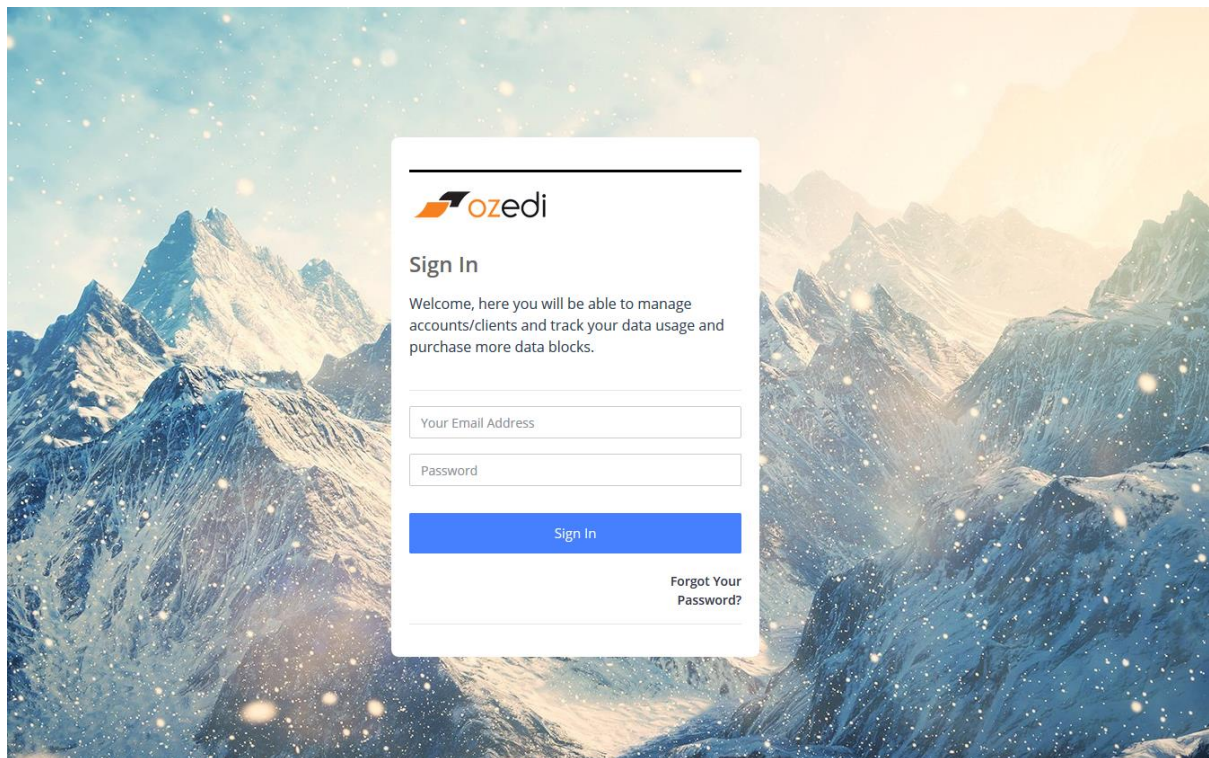
Accessing the Registration system

Internet address

When you have been registered, you can access the OZEDI Registration in the production environment using the address below:

<https://dashboard-stp.ozedi.com.au>

Accessing this URL will bring up the screen below. Enter your User email address and password to sign in. Once you have signed in, other functions will be available.



Account Sign In

Sign in using the details you recorded at the Registration first step or the credentials of any of the users you have added since.

You can change your password using the **Forgot your password ?** option.

When completed, the Account management screen displays – see below.

OZEDI Registration User Guide

Navigation

The dashboard displays several features down the left side of the screen; these include:

- Accounts – to manage your accounts
- Help – displays Registration User Guide
- Logout – ends your session

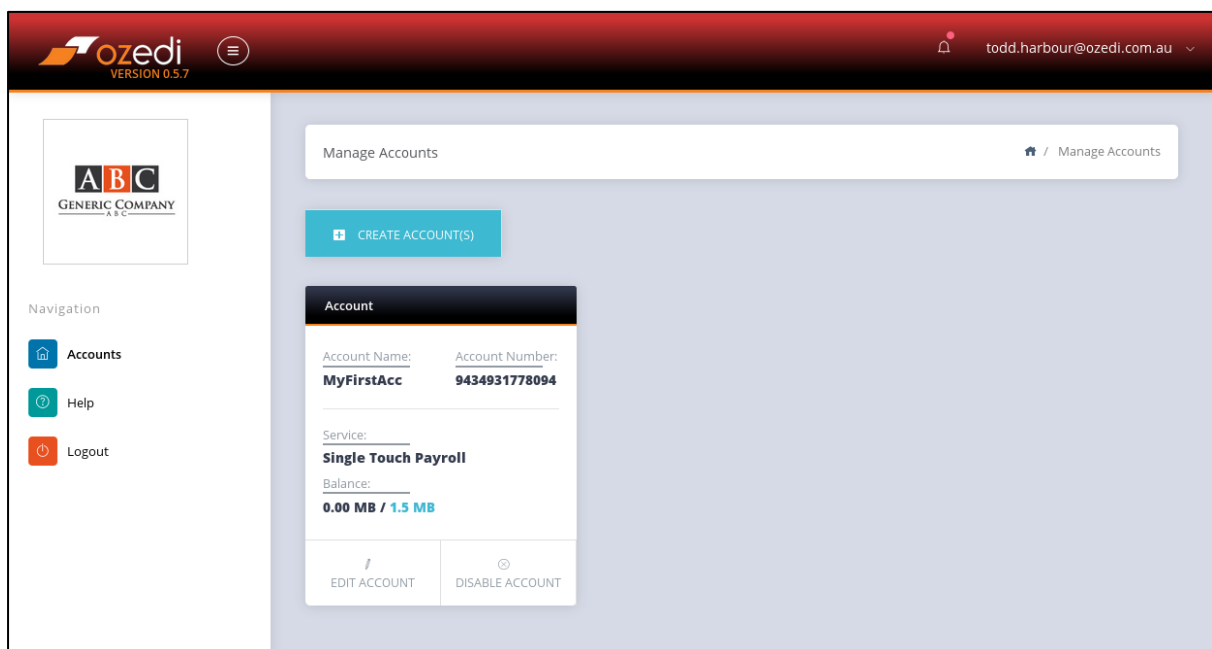
Managing Your Accounts

You have the following options:

- Select one of the accounts linked to your User and listed below
- Create a new Account

The first time you will need to select to Create Accounts – see instructions below.

If you have registered an Account, it will be displayed as one of the Accounts you have access to as shown below. A User may have access to multiple Accounts – these will be listed for selection.



NB an Account can have **multiple services**; for example:

- Single Touch Payroll
- Standard Business Reporting (includes TFND)

Clicking on the Account Service (see Single Touch Payroll service above) displays the Account dashboard for that service – see below.

OZEDI Registration User Guide

Create a New Account

This screen is used to register a new Account under your payroll provider's Brand. Enter your account details and hit the Register button.

NB make sure you tick the Single Touch Payroll box

The screenshot shows the 'Account Page' in the OZEDI system. The header includes the OZEDI logo (VERSION 0.5.6) and a user profile for 'ann.white@ozedi.com.au'. A left sidebar contains a navigation menu with 'Accounts', 'Reports', and 'Logout'. The main content area is titled 'Account Page' and contains a form for creating a new account. The form is divided into sections: 'Account' with a text input for 'Account Name' (required); 'Services' with checkboxes for 'Single Touch Payroll' (checked), 'Business 2 Business', and 'Standard Business Reporting' (required); and 'Contacts' for 'Contact 1'. The 'Contact Type' section has checkboxes for 'Business', 'Technical', and 'Notification' (required). Below this are input fields for 'firstname', 'lastname', 'email', 'phone', and 'address', each with a 'required' error message. At the bottom of the contact section are fields for 'suburb', 'state' (a dropdown menu), and 'postcode', also marked as required. A green '+ Add another Contact' button is at the bottom left of the form, and a blue 'Add Account' button is at the bottom right.

You are now registered with an Account and a User and ready to access the system through the usual sign in link.

OZEDI Registration User Guide

Accounts

Account Holders

The account level identifies the party purchasing data for the Clients registered under the Account. You must have at least one Client registered as this is the level that records data usage.

Manage your Account

The dashboard provides the following facilities for each Account created:

- Edit Account details
- Data usage – including Buy Data and Data Alerts
- Client usage report
- Manage Clients
- Manage Users
- Messaging
- Invoices

The screenshot displays the OZEDI dashboard for a user named 'ann.white@ozedi.com.au'. The dashboard is titled 'Manage Single Touch Payroll Account'. It features a sidebar with navigation links: Accounts, Reports, and Logout. The main content area is divided into several sections:

- Account Information:** Displays details for 'Vicki Account 1', including Account Number (4692 63539 1392), Service Name (Vicki Account 1 Account STP), and Service Type (Single Touch Payroll). It includes links for 'EDIT ACCOUNT' and 'DELETE SERVICE'.
- Data Usage:** Shows a progress bar indicating data usage. The available data is 0.4 MB, and the used data is 0.60 MB. It includes links for 'BUY DATA' and 'ALERT SETTINGS'.
- Client Usage Report:** Allows users to select a client (All Clients) and specify date ranges (From Date: 01/07/2019, To Date: 01/08/2019). It includes options for 'Type of Report' (Summary, Detailed) and 'FORMATTED' and 'EXCEL' buttons.
- MESSAGING:** A section with a table of messages. The table has columns for ID, Audit Created, Audit Modified, Message Abn, Message UUID, Poll Count, Last Time Polled, MB, Direction, Client, Message Status, and Message Response. Two messages are listed, both with a status of 'RESPONDED'.

Edit Account details

In the Account Information box is the link to edit account details – see Create a New Account screen for details. The following data items have additional actions:

- Services - Tick Single Touch Payroll
- Contact types: - Tick **Notification** to receive “low data” and “no data” alerts by email

OZEDI Registration User Guide

Clients

Client Facilities

Clients send data and receive responses and are linked to an Account which pays for the services. Each Client is given a unique 8-digit Client ID which is used in the following places:

- API upload
- Portal upload

The Client ID identifies the Account which allows OZEDI to check data availability prior to uploading new submissions. All usage statistics are recorded by Client, ABN and type of transaction; eg STP.

Clients can be added, edited and deleted using the Manage Clients tab on the dashboard.

NB you can't delete a Client once you have processed submissions against that Client ID.

New Clients can be added using the **+ Add Clients** icon/link.

MANAGE CLIENTS		MANAGE USERS	MESSAGING	INVOICE
CLIENTS				+ Add Client(S)
/ Edit Client	Name ↕	Client Id ↕	Client UUID ↕	
/ Edit Client	Vicki Client 1 flag	68870461	11f26758-13d8-435d-88b1-c74cac262307	Delete Client
/ Edit Client	Client delete	92173246	4dc57faa-b827-4188-8e45-a189e3d505c4	Delete Client
	Name	Client Id	Client UUID	

OZEDI Registration User Guide

Create a New Client

At least one Client is required for every Account. Use the green Create Clients icon/link to add a new Client; the screen below displays for entry of client details which include the following:

- **Client name** (company name)
- **Can send** (on/off – can be used by the Account holder to prevent clients from sending if required – this must be ticked to be able to send data)
- **Client active** and **Account active** are set by the system according to the account data balance and “can send” settings
- **ABNs/WPNs** – enter at least one ABN or WPN for a new Client. It is not necessary to enter all ABNs or WPNs here in order to upload submissions from multiple ABNs and WPNs to the Client ID. The system will automatically record multiple ABNs and WPNs if used. NB the following fields may be entered **if applicable**; ie
 - **Role** – blank or RAN (Registered Agent) or TAN (Tax Agent)
 - **Agent number** – must enter if Role is not blank – else leave blank
- **Client contacts** – multiple client contact details can be recorded. When the Client record has been added an email is sent to the address of one of the contacts notifying them of their Client ID. Important features include:
 - **Contact Type** – must tick **NOTIFICATION** if you want to receive ATO responses by email

OZEDI Registration User Guide

Client Details

Client Name

Client Name

name is required

Controls

☒ Can Send

☐ Client Active

☒ Account Active

ABNs | WPNs

ABN | WPN - 1

ABN or WPN

a valid abn or wpn is required

ROLE

(leave blank if you don't have a RAN or TAN, enter RAN or TAN if you do.)

AGENT NUMBER

(leave blank if you don't have a RAN number or TAN number, enter number if you do.)

+

 Add another ABN or WPN

Contacts

Contact 1

Contact Type

☐ Business

☐ Technical

☒ Notification

firstname

lastname

firstname is required

lastname is required

email

phone

email is required

phone is required

address

suburb

state is required

postcode

suburb is required

postcode is required

+

 Add another Contact

Add Client

Once a Client has been successfully added, the unique 8-digit Client ID is generated by the system and displayed against the Client record and an email is sent to the address of one of the contacts notifying them of their Client ID.

Edit Client details

Client details can be edited to add additional Contacts if required.

Delete Clients

Clients can be deleted if there have not been any submissions uploaded to the Client ID. Otherwise the Client can be made inactive by removing the tick from the “Send data” option.

Page 14 of 24

Version 1.6

Account Users

- Sign into the Account dashboard and its facilities including:
 - purchasing data
 - displaying traffic and history
 - access tax invoices to verify purchase of blocks of data

MANAGE CLIENTS

MANAGE USERS

MESSAGING

INVOICE


USERS


+ Add User(S)



	Login ↕	Email ↕		Profiles	Created Date ↕	Last Modified By ↕	Last Modified Date ↕	
2706	ann.white@ozedi.com.au	ann.white@ozedi.com.au	Activated					
6	vicki.willenberga@ozedi.com.au	vicki.willenberga@ozedi.com.au	Activated					Delete User
921	matt@landmarksoftware.com.au	matt@landmarksoftware.com.au	Activated					Delete User
	Login	Email		Profiles	Created Date	Last Modified By	Last Modified Date	


Showing 1 - 3 of 3 items.

<< < 1 > >>


 **Ozedi**
VERSION 0.5.6





 [ann.white@ozedi.com.au](#) 


GENERIC COMPANY
Pty Ltd

Navigation

 Accounts

 Reports

 Logout

User Page

Create or edit a User

First Name

Last Name

Email

Add User

OZEDI Registration User Guide

Messaging

The Messaging tab on the Account dashboard displays the messaging submissions and responses from the ATO. The status is displayed; ie

- QUEUED – the message has been received at OZEDI
- PUSHED – OZEDI has successfully pushed the message to the ATO
- RESPONDED – OZEDI has successfully retrieved a response from the ATO
- NO RESPONSE AVAILABLE – the ATO has not generated a response within the maximum 30 day limit. You may contact the ATO and request an update on this message after 72 hours have elapsed.

Submissions that have a status of RESPONDED have the option to re-send the ATO's response by email to all the Client Contacts flagged for NOTIFICATION – just click on the envelope on the right hand side.

Messaging statistics including message size, date/time etc may be exported to Excel using the Reports option on the dashboard for a nominated date range. This allows you to reconcile your Account data balance at any time by comparing your usage to your data purchased.

MANAGE CLIENTS

MANAGE USERS

MESSAGING

INVOICE

MESSAGING

Upload

ID ↕	Audit Created ↕	Audit Modified ↕	Message Abn ↕	Message UUID ↕	Poll Count ↕	Last Time Polled ↕	MB ↕	Direction ↕	Client ↕	Message Status ↕	Message Response ↕
55983	Sep 2, 2019, 1:01:51 PM	Sep 2, 2019, 1:01:51 PM	51824753556	09ed3076-e966-46a4-b4d6-e9ec0686dc9a@Ozedi	2	Sep 2, 2019, 1:01:51 PM	0.01 MB	IN	Sunshine Industries	RESPONDED	<div>Send Response</div>
55982	Sep 2, 2019, 1:00:48 PM	Sep 2, 2019, 1:00:50 PM	67094544519	09ed3076-e966-46a4-b4d6-e9ec0686dc9a@Ozedi	2	Sep 2, 2019, 1:01:51 PM	0.02 MB	OUT	Sunshine Industries	RESPONDED	
55069	Aug 5, 2019, 11:34:40 AM	Aug 5, 2019, 11:34:40 AM	51824753556	4cc861fd-2406-4c22-9a37-c381b05262dd@Ozedi	2	Aug 5, 2019, 11:34:40 AM	0.01 MB	IN	GHI Industries Pty Ltd	RESPONDED	<div>Send Response</div>
55068	Aug 5, 2019, 11:33:38 AM	Aug 5, 2019, 11:33:39 AM	67094544519	4cc861fd-2406-4c22-9a37-c381b05262dd@Ozedi	2	Aug 5, 2019, 11:34:40 AM	0.02 MB	OUT	GHI Industries Pty Ltd	RESPONDED	
54575	Jul 25, 2019, 6:35:04 PM	Jul 25, 2019, 6:35:04 PM	51824753556	96356427-b6f4-4cc2-9757-41bc750d323e@Ozedi	2	Jul 25, 2019, 6:35:04 PM	0.01 MB	IN	GHI Industries Pty Ltd	RESPONDED	<div>Send Response</div>
54574	Jul 25, 2019, 6:34:02 PM	Jul 25, 2019, 6:34:03 PM	67094544519	96356427-b6f4-4cc2-9757-41bc750d323e@Ozedi	2	Jul 25, 2019, 6:35:04 PM	0.02 MB	OUT	GHI Industries Pty Ltd	RESPONDED	

What to do if the message status is stuck at PUSHED?

Your submission status will change from PUSHED to RESPONDED when OZEDI retrieves a response from the ATO. If your status is stuck at PUSHED it will change to NO RESPONSE AVAILABLE if there is no response within 30 days. If you haven't received a response after 72 hours, please follow the instructions below to query the status of your submission.

** Be aware that big files (over 1,000 employees) take longer to process at the ATO and don't resend your file again – this will cause problems at the ATO with duplicate files.

OZEDI Registration User Guide

What to do if you don't get a response from the ATO

The ATO expects the following actions to be taken if a submission does not achieve a response after 72 hours or the maximum of 30 days from submission:

- Contact your payroll provider as they have access to the ATO online support facilities for DSPs to report your problem for you
- Alternatively you can contact the ATO Business Hotline yourself and follow the prompts for STP lodgement enquiries. NB Do not contact the ATO Digital Partnership Office (DPO) or SBR Service Desk at the ATO directly as they are the main contact point for digital service providers only.
- Give them your submission's Message ID – this is available from the Messaging details tab on the OZEDI Dashboard – each submission has a Message ID – please use copy and paste for accuracy as it is quite long. If uploading via the portal it is also available via the successful upload email sent to the authorising contact.
- Copy support@ozedi.com.au on your email to the ATO
- The ATO will investigate the lost transmission and respond with the action you are to take.

ATO Advice

The ATO advises the following:

- **don't resend** the same submission unless requested to do so by the ATO – otherwise you will probably cause errors
- **you can continue to send new payruns** – even if you don't get a response. By sending your payruns you have met your compliance requirements

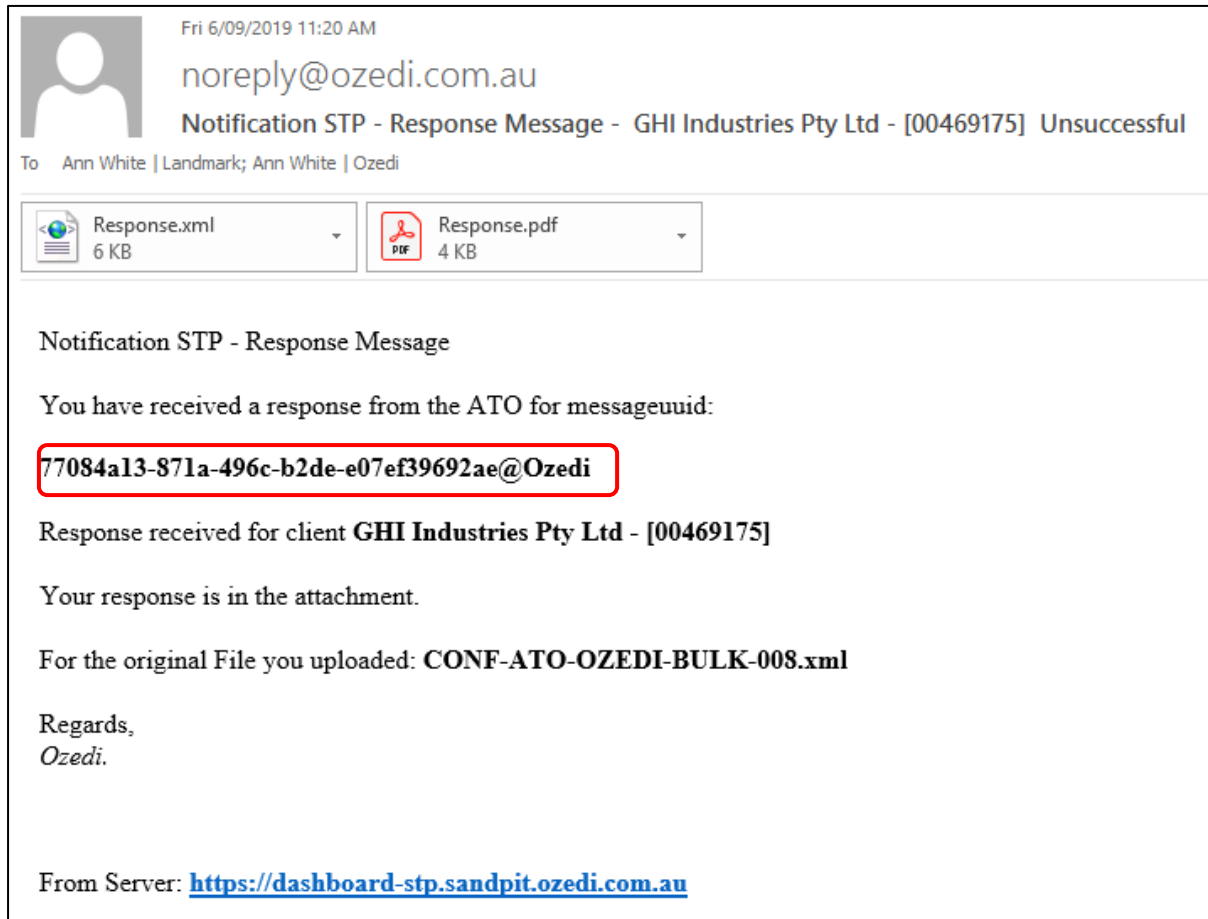
The ATO may request the “message header” or the “ebMS header”. If so, please contact support@ozedi.com.au and we will forward the message header to you so that you can respond to the ATO's request. The message header is like the details on the outside of the envelope that we send to the ATO with your payload inside – it does not contain any private data.

OZEDI Registration User Guide

Where to get your Message ID

Portal Upload

If uploaded using the OZEDI portal, use the email that is sent (sample below with Message ID highlighted):



REST API Upload

If you have uploaded your file using your payroll systems seamless interface, go to your Account at OZEDI, select the Messaging tab and get the Message UUID shown for every message displayed – see display below.

OZEDI Registration User Guide

Portal Upload of STP files

The option to upload an STP file under your OZEDI account is provided with the **Upload** icon on the Messaging tab – see below. Access to the upload portal here skips identification by API user name and password as the user has already been validated when signing into the Registration system.

The screen below displays to identify the Client ID – a drop down box provides access to registered Clients, their names and Client IDs.

The screenshot shows the OZEDI Single Touch Payroll Upload portal. The header includes the OZEDI logo (VERSION 0.5.6) and the user email ann.white@ozedi.com.au. The left sidebar contains a navigation menu with 'Accounts', 'Reports', and 'Logout'. The main content area is titled 'Single Touch Payroll Upload' and features an 'Upload' section. Under 'Client:', a dropdown menu is open, showing 'Ann Industries Pty Ltd - [78448546]'. Below the dropdown are 'Clear' and 'Check Credentials' buttons.

Press **Check Credentials** button and screen below displays for entry of relevant details for upload.

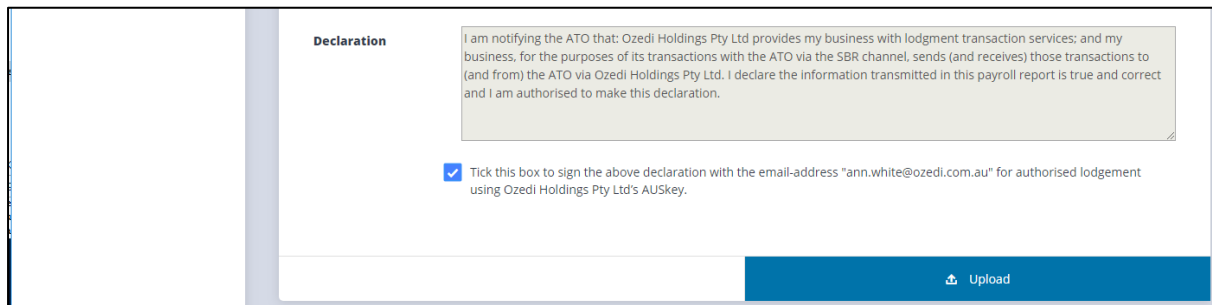
The screenshot shows the OZEDI Single Touch Payroll Upload portal after clicking 'Check Credentials'. The form is titled 'Single Touch Payroll Upload' and includes the following fields and options:

- Client:** A dropdown menu showing 'Ann Industries Pty Ltd - [78448546]'. A blue tooltip indicates 'Email Address(es) are retrieved from the Client's Contact(s)'.
- Client Name:** A text field containing 'Ann Industries Pty Ltd'.
- Select Email Address:** A dropdown menu with a red error message: 'you must select an email address'.
- Authentication Code:** A text field containing 'Authentication Code'.
- ABN:** A text field containing 'ABN' with a red error message: 'a valid abn is required'.
- Intermediary:** A checkbox labeled 'Intermediary'.
- Uploading with Multiple ABNs:** A checkbox labeled 'Uploading with Multiple ABNs'.
- Message Type:** A dropdown menu with a red error message: 'message type is required'.
- File Upload:** A text field containing 'Choose File' and 'No file chosen' with a red error message: 'file is required'.

Buttons include 'Clear', 'Check Credentials', and 'Generate Authentication Code'.

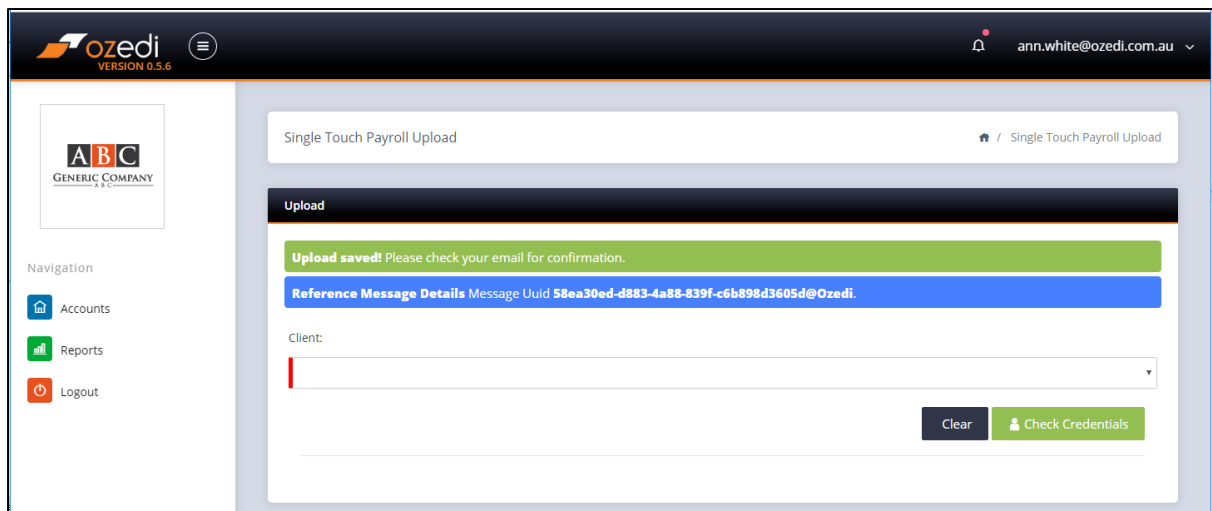
OZEDI Registration User Guide

Once this section is entered, the declaration screen below displays for acknowledgement. Then press the **Upload** button.



The screenshot shows a 'Declaration' section. It contains a text box with the following text: 'I am notifying the ATO that: Ozedi Holdings Pty Ltd provides my business with lodgment transaction services; and my business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via Ozedi Holdings Pty Ltd. I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.' Below this text box is a checked checkbox with the text: 'Tick this box to sign the above declaration with the email-address "ann.white@ozedi.com.au" for authorised lodgement using Ozedi Holdings Pty Ltd's AUSKey.' At the bottom right of the form is a blue 'Upload' button.

If the upload is successful, the screen below displays. Otherwise errors are reported.



The screenshot shows the OZEDI portal interface. The top header includes the OZEDI logo (VERSION 0.5.6) and the user email 'ann.white@ozedi.com.au'. The left sidebar shows a navigation menu with 'Accounts', 'Reports', and 'Logout'. The main content area is titled 'Single Touch Payroll Upload'. It features a green success message: 'Upload saved! Please check your email for confirmation.' Below this is a blue box with 'Reference Message Details' and a message UUID. A 'Client' dropdown menu is visible, and at the bottom right are 'Clear' and 'Check Credentials' buttons.

Refer to **Portal Upload User Guide** for more details on uploading a file using this facility.

OZEDI Registration User Guide

Buy Data

This online purchase facility lets you buy a block of data to use for your submissions. Unused data never expires! If you buy a lot, it just lasts longer.

Select quantity to purchase

The screen below displays requiring entry of the number of megabytes being purchased. Valid quantities are:

- 0.5MB
- 1MB
- 2MB
- 5Mb
- 10MB
- 20MB
- 50MB
- More than 50MB, please contact support@ozedi.com.au

Buy Data

You can purchase additional data if you are running low at anytime by selecting from the available purchase options below which calculates the Price \$ 90.00 per MB + GST.

If you need to purchase more data than is available to choose then contact us.


Purchase

1 MB

Amount \$	90.00
GST \$	9.00

Total Amount \$	99.00
-----------------	-------

☒ Please accept the **terms and conditions**

 **PayPal** Checkout

The safer, easier way to pay

OZEDI Registration User Guide

Accept terms and Conditions

Then the screen displays the terms and conditions link and the accept tick box. You can read the T&Cs at this point. To continue, tick the box.

Proceed to PayPal

Accepting the terms and conditions activates the **Paypal Checkout** button which will take you to the PayPal website for payment. You can pay by:

- One off credit card purchase – no Paypal account is necessary
- Paypal account payment options

Once your payment has been successfully completed, the Account dashboard will redisplay and show the recalculated data balance that is available for processing.

Invoices

Tax invoices for data purchases can be accessed using the **Invoice** tab on the dashboard – see below. All your purchases are listed and the option to Download or email a PDF of your tax invoice is provided on the right hand side.

MANAGE CLIENTS

MANAGE USERS

MESSAGING

INVOICE

INVOICE

Invoice No ↕	Account Name ↕	Account No ↕	Amount ↕	Tax ↕	Total Amount ↕	Description ↕	Audit Created ↕	Download Invoice
INV-0719125291929-201810110208-262	XYZ Company Pty Ltd	0719125291929	45.00	4.50	49.50	Purchase of 0.5 MB @ \$90.0 per MB ex.GST	Oct 11, 2018, 2:08:25 PM	<div><div>Download PDF</div><div>Email PDF</div></div>
INV-0719125291929-201810050924-256	XYZ Company Pty Ltd	0719125291929	45.00	4.50	49.50	Purchase of 0.5 MB @ \$90.0 per MB ex.GST	Oct 5, 2018, 9:24:14 AM	<div><div>Download PDF</div><div>Email PDF</div></div>
INV-0719125291929-201810011201-249	XYZ Company Pty Ltd	0719125291929	45.00	4.50	49.50	Purchase of 0.5 MB @ \$90.0 per MB ex.GST	Oct 1, 2018, 12:01:40 PM	<div><div>Download PDF</div><div>Email PDF</div></div>
INV-0719125291929-201807290315-220	XYZ Company Pty Ltd	0719125291929	45.00	4.50	49.50	Purchase of 0.5 MB @ \$90.0 per MB ex.GST	Jul 29, 2018, 3:15:04 PM	<div><div>Download PDF</div><div>Email PDF</div></div>

OZEDI Registration User Guide

Data Alert Settings

The option to be alerted by email when data is running low or when you use up all your purchased data is provided using the Data Alert Settings option on the Data Usage area of the dashboard. When activated the screen below displays – your options for the data level at which you want to be notified are: zero, 0.25, 0.5, 1, 5 or 10MB.

Under “Edit Account Details” you can add multiple Contacts. These **Account Contacts** must be flagged **NOTIFICATION** to receive emails alerting for low data.

NB there are contacts under Clients as well as under Accounts – alerts do NOT go to Client Contacts

Alert Data

This setting allows anyone who is configured as an **Account Notification Contact** to receive **Low Data** or **No Data** notifications via email.

Alert Level Notification

0.50 MB

SAVE ALERT NOTIFICATION

OZEDI Registration User Guide

Client Usage Report

Messaging statistics including message size, date/time etc may be exported to Excel using the Reports option on the dashboard for a nominated date range. This allows you to reconcile your Account data balance at any time by comparing your total usage to your data purchased.

Client Usage Report

Client:

All Clients ▼

From Date:

01/07/2019

To Date:

01/08/2019

Type of Report:

☒ Summary ☐ Detailed

☒ FORMATTED

☒ EXCEL

Sample summary format in Excel:

Client Name	Client ID	ABN	MB
GHI Industries Pty Ltd	00469175	51824753556	.0306
GHI Industries Pty Ltd	00469175	67094544519	.0400

Sample detailed format in Excel:

Client Name	Client ID	ABN	MB	Date	Time	Transaction Type
GHI Industries Pty Ltd	00469175	67094544519	.0201	25-07-2019	18:20:34	SEND
GHI Industries Pty Ltd	00469175	51824753556	.0189	25-07-2019	18:21:38	RECEIVED
GHI Industries Pty Ltd	00469175	67094544519	.0199	25-07-2019	18:34:03	SEND
GHI Industries Pty Ltd	00469175	51824753556	.0117	25-07-2019	18:35:06	RECEIVED