



**Experts
Decision**
ShapingFuture

Minia Portal Documentation V1.0

Prepared by:
Experts Decision

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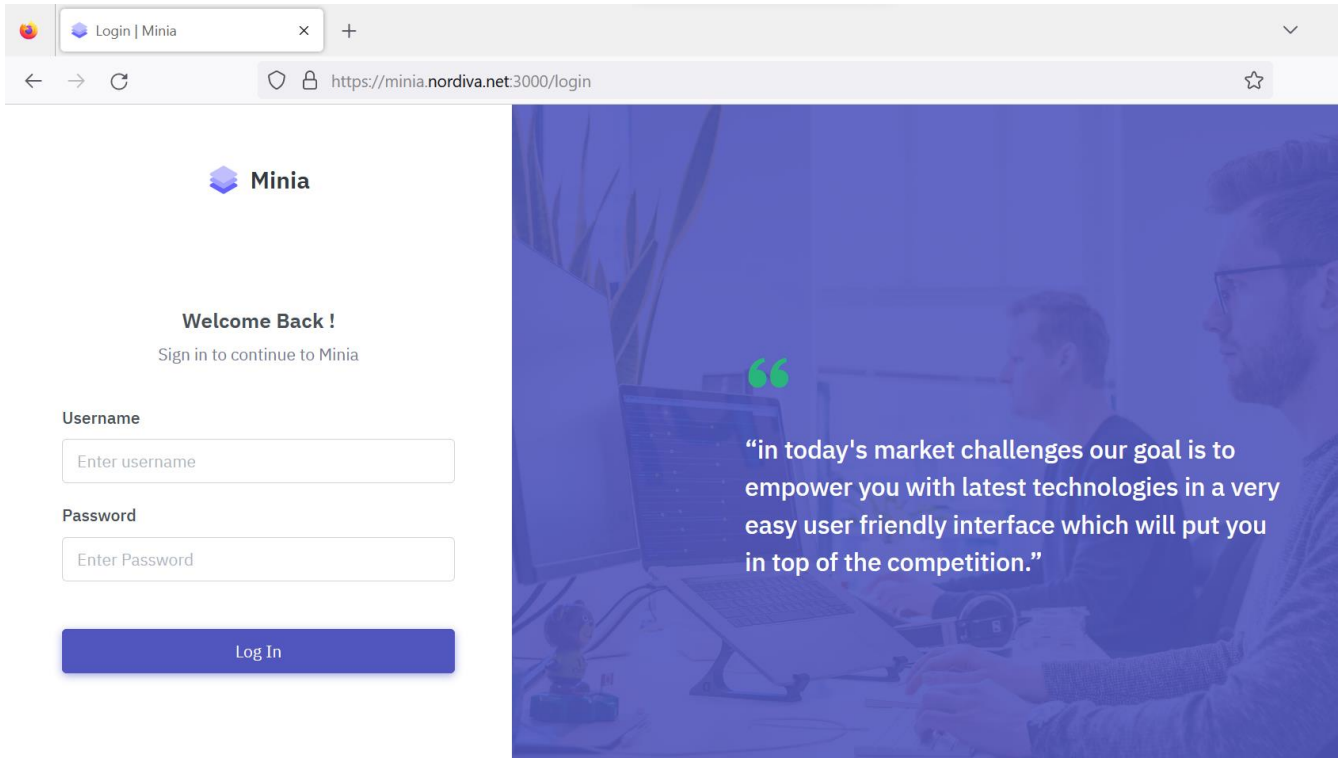
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MINIA ADMIN PORTAL

System Admin can use the Minia Admin Portal for the following features:

1.1 Login Page

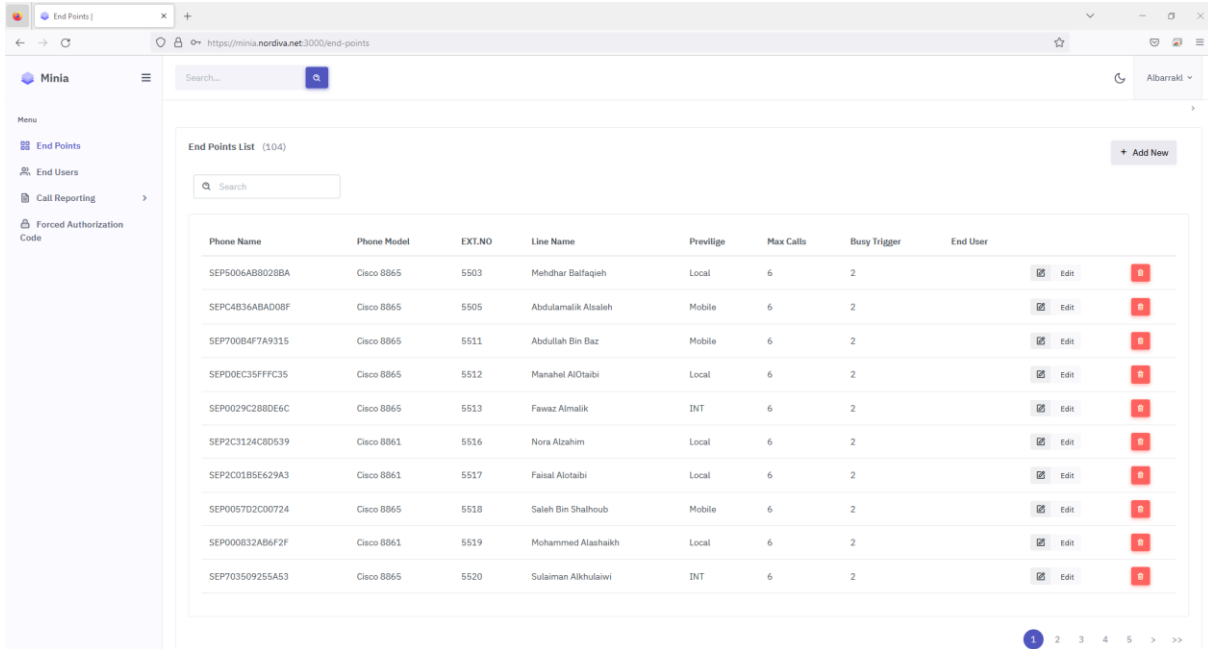
- Navigate to Minia Admin Portal <https://minia.nordiva.net:3000/login>
- Login using the provided Credentials.



1.2 End points details

Check End points details (Employee name, Extension, Calling Privilege, Speed Dials,)

- a. Once login you can see the End Point Page where all Phones are allocated.

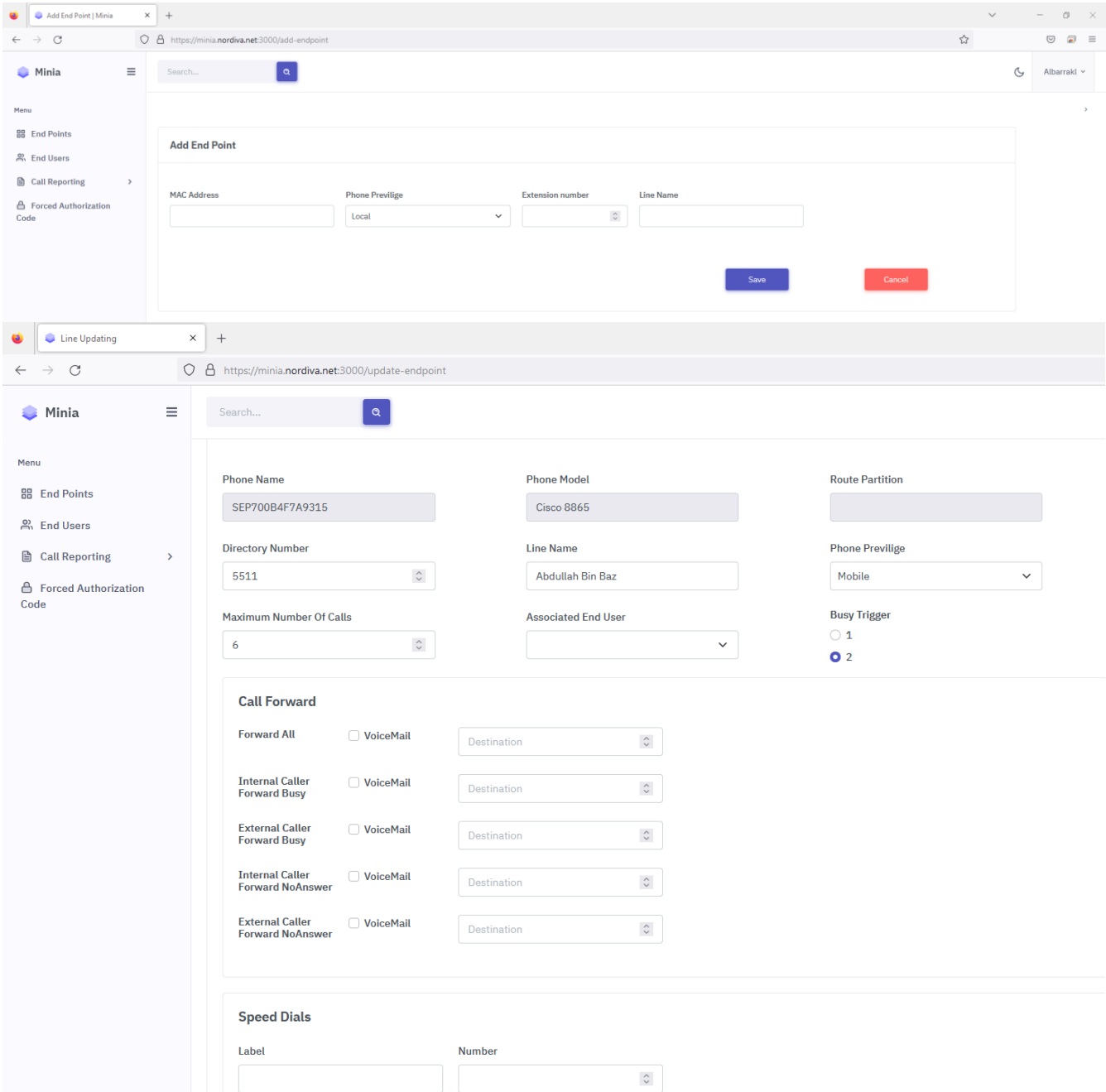


The screenshot shows a web browser window displaying the 'End Points List' page in the Minia portal. The page title is 'End Points List (10/4)' and there is a search bar at the top. The table below lists 10 end points with their respective details.

Phone Name	Phone Model	EXT.NO	Line Name	Privilege	Max Calls	Busy Trigger	End User
SEP5006AB8028BA	Cisco 8865	5503	Mehdhar Balfaqieh	Local	6	2	[Edit] [Delete]
SEPC4B36ABAD08F	Cisco 8865	5505	Abdulmalik Alsaleh	Mobile	6	2	[Edit] [Delete]
SEP70084F7A9315	Cisco 8865	5511	Abdullah Bin Daz	Mobile	6	2	[Edit] [Delete]
SEP00EC35FFFC35	Cisco 8865	5512	Manahel Alotaibi	Local	6	2	[Edit] [Delete]
SEP0029C288D66C	Cisco 8865	5513	Fawaz Almalik	INT	6	2	[Edit] [Delete]
SEP2C3124C8D539	Cisco 8861	5516	Nora Alzahim	Local	6	2	[Edit] [Delete]
SEP2C0185E629A3	Cisco 8861	5517	Faisal Alotaibi	Local	6	2	[Edit] [Delete]
SEP0057D2C00724	Cisco 8865	5518	Saleh Bin Shalhoub	Mobile	6	2	[Edit] [Delete]
SEP000832AB6F2F	Cisco 8861	5519	Mohammed Alashaikh	Local	6	2	[Edit] [Delete]
SEP703509255A53	Cisco 8865	5520	Sulaiman Alkhalawi	INT	6	2	[Edit] [Delete]

1.3 Add or Edit Phone details:

- b. Employee name
- c. Extension
- d. Calling Privilege
- e. Speed Dials
- f. Calling Forward



The image shows two screenshots of the Minia Portal interface. The top screenshot is the 'Add End Point' form, and the bottom screenshot is the 'Line Updating' form.

Add End Point Form:

- MAC Address:
- Phone Privilege:
- Extension number:
- Line Name:
- Buttons: Save, Cancel

Line Updating Form:

- Phone Name:
- Phone Model:
- Route Partition:
- Directory Number:
- Line Name:
- Phone Privilege:
- Maximum Number Of Calls:
- Associated End User:
- Busy Trigger: 1, 2

Call Forward Section:

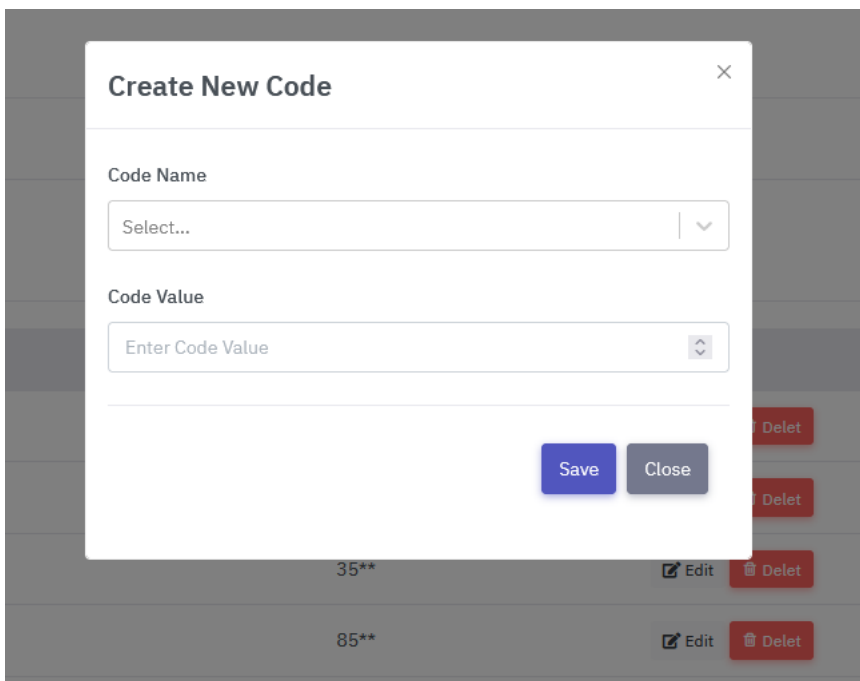
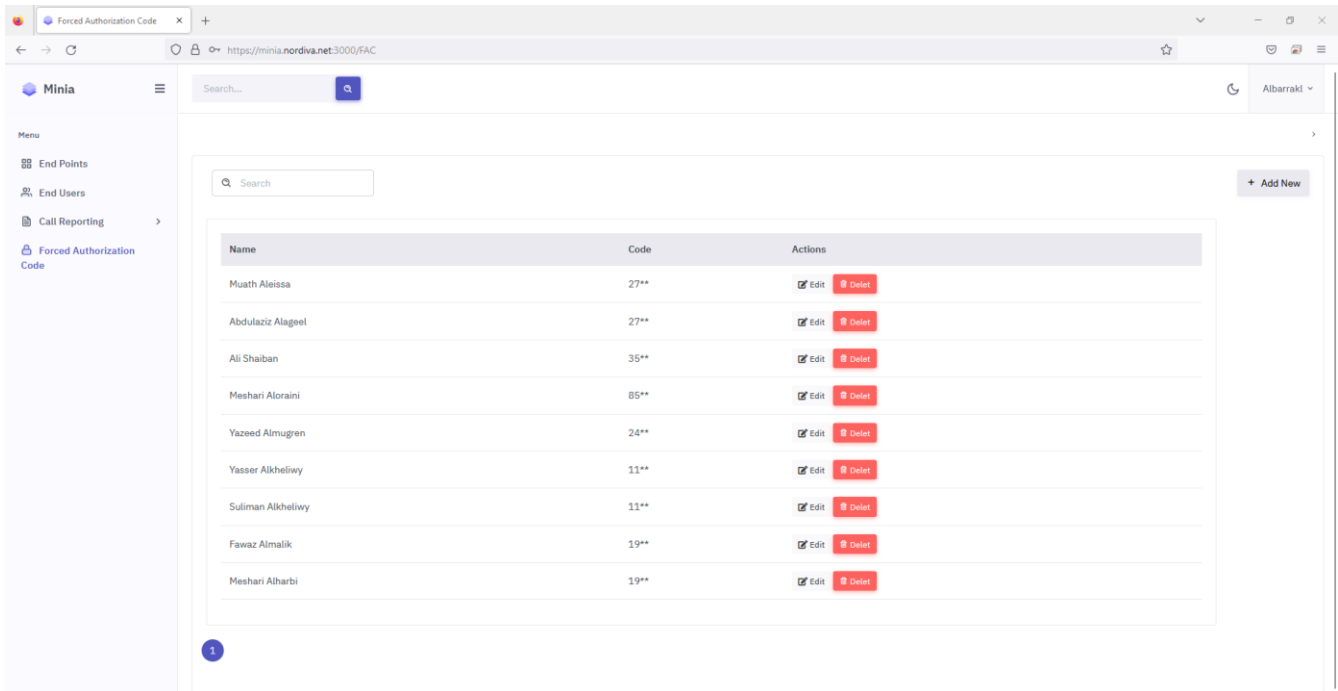
- Forward All: VoiceMail, Destination:
- Internal Caller Forward Busy: VoiceMail, Destination:
- External Caller Forward Busy: VoiceMail, Destination:
- Internal Caller Forward NoAnswer: VoiceMail, Destination:
- External Caller Forward NoAnswer: VoiceMail, Destination:

Speed Dials Section:

- Label:
- Number:

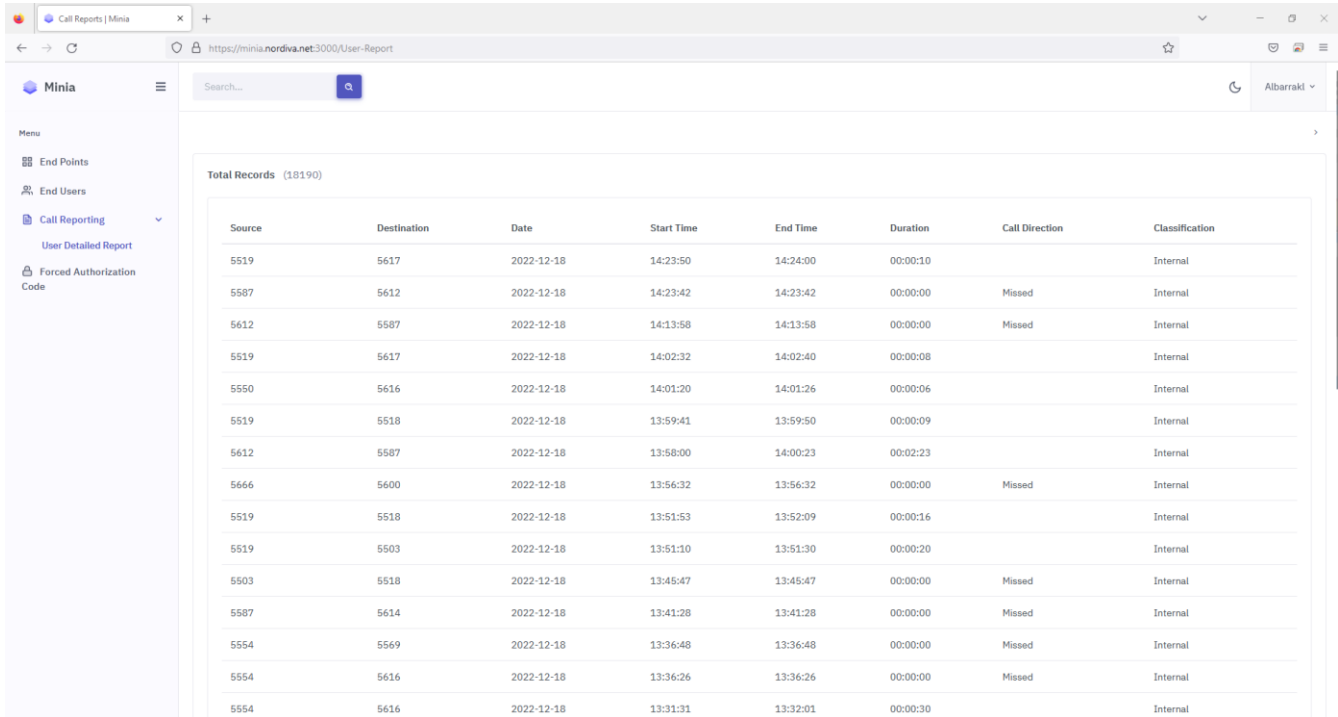
1.4 Force Authorization Code

Set Force Authorization Code (FAC) to be used for International Calling Privilege.



1.5 Call Reporting

From Call Reporting Tab, click User Detailed Report.

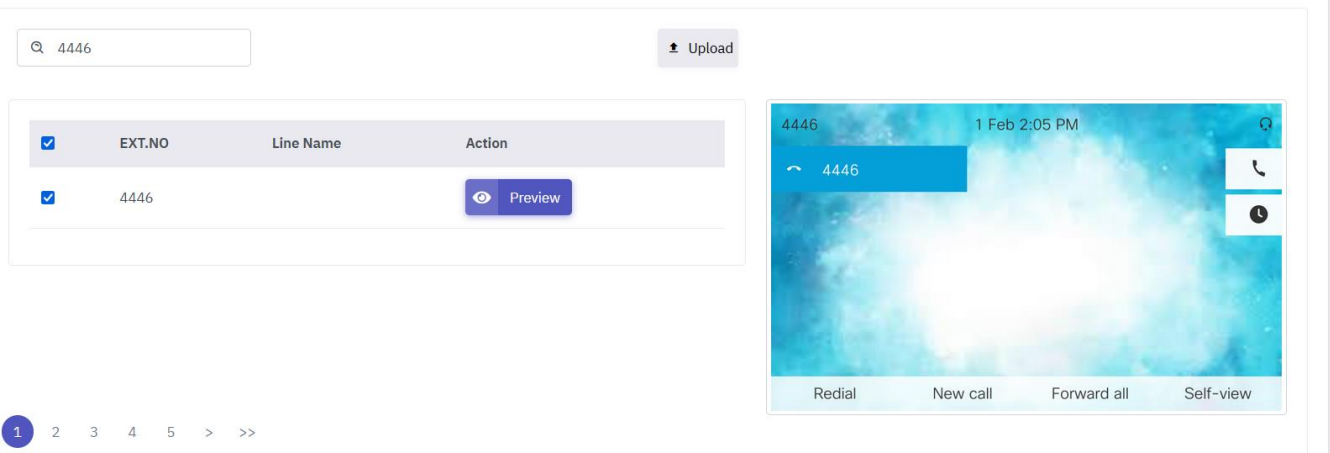


The screenshot shows a web browser window with the URL <https://minia.nordiva.net:3000/User-Report>. The page title is 'Call Reports | Minia'. On the left, there is a navigation menu with 'Call Reporting' selected, and 'User Detailed Report' is the active sub-tab. The main content area displays a table titled 'Total Records (18190)'. The table has the following columns: Source, Destination, Date, Start Time, End Time, Duration, Call Direction, and Classification. The data rows show various call records, including missed calls and internal calls.

Source	Destination	Date	Start Time	End Time	Duration	Call Direction	Classification
5519	5617	2022-12-18	14:23:50	14:24:00	00:00:10		Internal
5587	5612	2022-12-18	14:23:42	14:23:42	00:00:00	Missed	Internal
5612	5587	2022-12-18	14:13:58	14:13:58	00:00:00	Missed	Internal
5519	5617	2022-12-18	14:02:32	14:02:40	00:00:08		Internal
5550	5616	2022-12-18	14:01:20	14:01:26	00:00:06		Internal
5519	5518	2022-12-18	13:59:41	13:59:50	00:00:09		Internal
5612	5587	2022-12-18	13:58:00	14:00:23	00:02:23		Internal
5666	5600	2022-12-18	13:56:32	13:56:32	00:00:00	Missed	Internal
5519	5518	2022-12-18	13:51:53	13:52:09	00:00:16		Internal
5519	5503	2022-12-18	13:51:10	13:51:30	00:00:20		Internal
5503	5518	2022-12-18	13:45:47	13:45:47	00:00:00	Missed	Internal
5587	5614	2022-12-18	13:41:28	13:41:28	00:00:00	Missed	Internal
5554	5569	2022-12-18	13:36:48	13:36:48	00:00:00	Missed	Internal
5554	5616	2022-12-18	13:36:26	13:36:26	00:00:00	Missed	Internal
5554	5616	2022-12-18	13:31:31	13:32:01	00:00:30		Internal

1.6 Phone Background Image

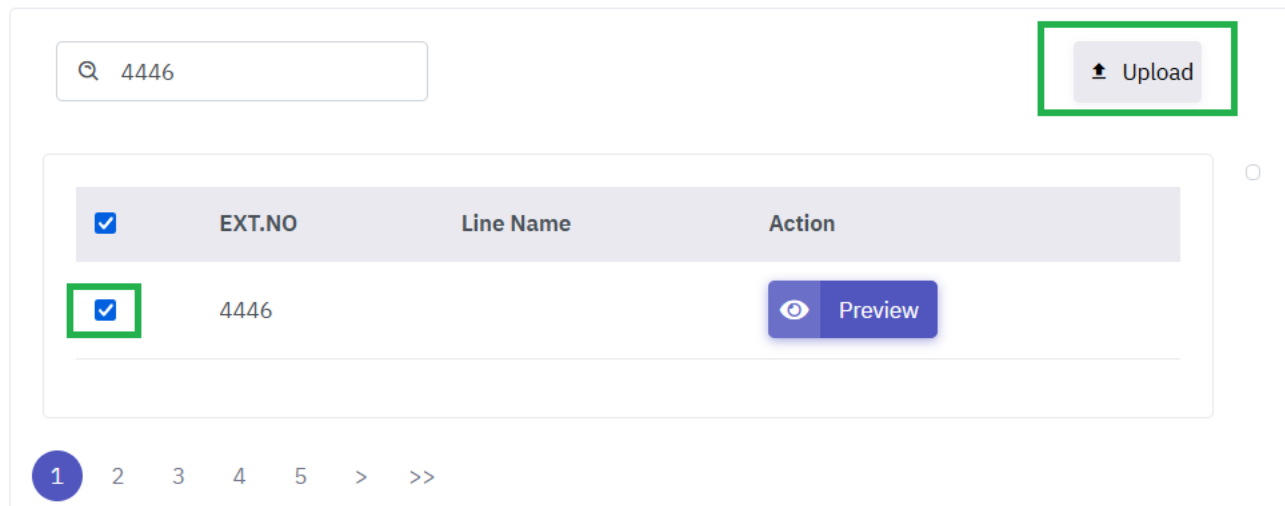
- a. From Phone Applications Tab, click Phone Background Image.
- b. Press Preview button to check the current Phone Background.



The screenshot shows a search bar with '4446' and an 'Upload' button. Below is a table with columns 'EXT.NO', 'Line Name', and 'Action'. The first row contains '4446' and a 'Preview' button. To the right is a preview of a mobile phone interface with a blue background and a '4446' status bar. At the bottom of the preview are buttons for 'Redial', 'New call', 'Forward all', and 'Self-view'. Below the table is a pagination bar with numbers 1 through 5 and navigation arrows.

- c. To change the Phone Background, check the Phone and click upload button

Phone Background



The screenshot shows the 'Phone Background' section. It features a search bar with '4446' and an 'Upload' button highlighted with a green box. Below is a table with columns 'EXT.NO', 'Line Name', and 'Action'. The first row contains '4446' and a 'Preview' button. The checkbox in the first row is also highlighted with a green box. Below the table is a pagination bar with numbers 1 through 5 and navigation arrows.

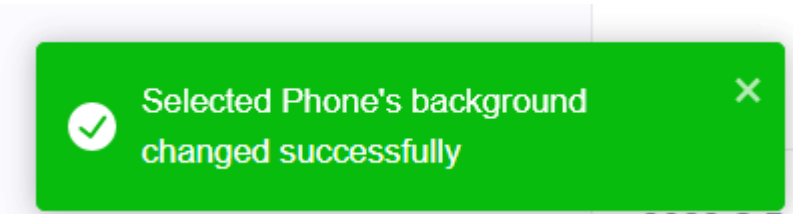
D. Choose one of the existing Background images or upload one from your PC



Save

Upload new image

E. Press on the needed Background image And press Save, immediately Phone Background updated without resetting or restarting the IP Phone.



Minia

Search...

miniaAdmin

Menu

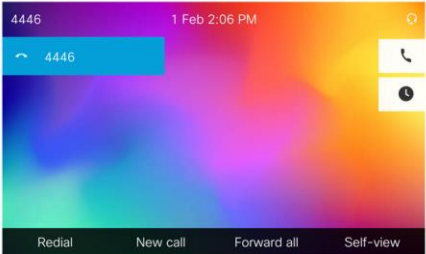
- Dashboard
- Accounts
- Users
- Clients
- End Points
- End Users
- Call Reporting
- Forced Authorization Code
- Phone Applications
 - Phone Background Image

Phone Background

4446 Upload

EXT.NO	Line Name	Action
4446		Preview

1 2 3 4 5 > >>



4446 1 Feb 2:06 PM

4446

Redial New call Forward all Self-view