

# *User Guide*

## *I2FAX PLUS – ADMIN WEB PORTAL*

*June 2025*

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## 1. System Requirement

Recommended PC requirement for HKBNES i2Fax Plus User Web Portal

- PC (Intel P4 2.0G, 1G Ram or above)
- Microsoft Windows XP SP2 or above
- Microsoft Internet Explorer 6.0 SP2 or above
- Google Chrome (Version 72 or above)
- Firefox (Release 70 or above)

## 2. Login i2Fax Plus Admin Web Portal

To log into the i2Fax Plus Admin Web Portal:

1. Launch your web browser and access the admin web portal at

Admin :

<https://i2faxplus.hkbnes.net/ipcpaweb/en/admin/login.jsp>

General User:

[https://i2faxplus.hkbnes.net/ipcpuweb/en\\_US/login/login.jsp](https://i2faxplus.hkbnes.net/ipcpuweb/en_US/login/login.jsp)

2. Enter your “**Login Name**”
3. Enter your “**Password**”
4. Click “**Submit**”

香港電氣 HONG KONG ELECTRICITY

繁體 简体

### i2Fax Plus – Admin Web Portal

Login Name

Portal Password

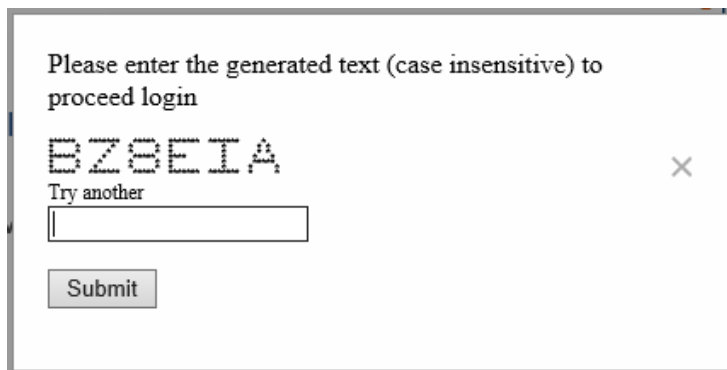
[Forgot Password](#)

This site is best viewed with broadband and Firefox or Chrome.

[HKBN Home](#) | [Privacy Policy](#) | [Disclaimer](#) | [Terms & Conditions](#)

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Then enter the captcha to proceed login

A dialog box with a light gray background and a thin gray border. It contains the text "Please enter the generated text (case insensitive) to proceed login" at the top. Below this is a large, pixelated captcha image showing the letters "BZ8EIA". To the right of the captcha is a small "X" icon. Below the captcha is the text "Try another" followed by a small rectangular input field. At the bottom left is a "Submit" button.

Please enter the generated text (case insensitive) to proceed login

BZ8EIA


Try another

Submit

Note: Administrators are advised to change a new password at the first login. Please refer to "Change Password" section.

### 3. Admin Web Portal

**Communication Manager - Admin Portal**

Logout  繁體 简体

**Company** Users Line Features Group Features Reports Management

**Profile** Company Contact List

Basic Information	
Company ID :	1002
Company Name :	HKBN-UAT
Company Alias :	hkbn-uat
Last Updated Timestamp :	2020-08-06 13:41:44

Subscription	
No. of company phone book records / Quota :	6 / 500
No. of fax lines :	8
No. of users :	8
User Additional Email Address :	User control <a href="#">Company control</a>
i2faxplus :	Registered and activated

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Upon successful login, you will enter into the main screen of i2Fax Plus Admin Web Portal. The main screen is divided into 3 panels:

- Top panel – this area shows the HKBN logo, a hyperlink of logout and tri-lingual.
- Main function panel – this panel is where the admin web portal's menu bars are located, it allows for selection of portal administration function/sub-function from the menu bar structure.
- Content panel – the area provides detailed view of the selected administration function, user interacts with the user interface elements in this area to facilitate the goal of administering his/her company's fax service.

## 4. Features

### 4.1 Company

Company based features are grouped in this main tab.

Company	Users	Line Features	Group Features	Reports	Management
Profile	Company Contact List				

#### 4.1.1 Profile

The first sub menu shown is the company profile, it consists of 2 sections:

Basic Information	
Company ID :	1002
Company Name :	HKBN-UAT
Company Alias :	hkbn-uat
Last Updated Timestamp :	2020-08-06 13:41:44
Subscription	
No. of company phone book records / Quota :	6 / 500
No. of fax lines :	8
No. of users :	8
User Additional Email Address :	User control
i2faxplus :	Registered and activated

Company control

1. Basic Information: Company ID, Name, Alias and Last Updated Timestamp – the information is for display only.
2. Subscription: No. of company phone book records and quota, No. of fax lines, No. of users, User Additional Email Addresses and i2Fax Plus service status. For User Additional Email Addresses, administrator can change the status from “Company control” to “User control” or vice versa through the “Company/User control” button.



















#### 4.1.2 Company Contact List




This sub menu is mainly to manage a phone book for the company.

Filtered by : Full Name Contains  Add Reset Search

Records per page : 20 Showing 1 ~ 6 of 6 records


Add Import Delete All Export


Action	Full Name ▲	Company	Office Phone	Mobile Phone	Home Phone	Other Phone	Office Extension	Business Fax	Last Updated Timestamp
  	FKH Office							28274724 *	2020-10-30 14:00:15
  	HKBN UAT Phone book	HKBN						81677059 *	2020-10-30 14:00:15
  	HKBN Voice Network testbed							24800033 *	2020-10-30 14:00:15
  	NWT Production							21325673 *	2020-10-30 14:00:15
  	NWT Testbed							37204786 *	2020-10-30 14:00:15
  	TEST ME	2345	23451234	90901111 *	23450001	99909990	999	22334455	2020-10-30 14:00:15

- To add a new entry to the list, click the Add button
- To delete all the existing entry, click the Delete All button
- To delete an existing entry, click the  icon of that entry
- To edit an existing entry, click the  icon of that entry
- To view an existing entry, click the  icon of that entry

You can also search individual entry by entering the name or the telephone number and click the Search button.

Click the Add button to search for multi-filtering.

Filtered by : Full Name Contains  

Company Contains   Add Reset Search

#### 4.1.2.1 Add Company Phonebook Entry

Click the Add button and the following screen will be displayed:

**Company phone book > Add**

Full Name :		
First Name * :	<input type="text"/>	Last Name * :
Default Phone * :	Office Extension ▼	
Office Extension * :	<input type="text"/>	Office Phone * :
Mobile Phone * :	<input type="text"/>	Home Phone * :
Other Phone * :	<input type="text"/>	Business Fax * :
Company :	<input type="text"/>	Department :
Title :	<input type="text"/>	Email Address :
Office Name :	<input type="text"/>	Address :
URL :	<input type="text"/>	
Note :	<div></div>	


\* mandatory fields

[Save](#) [Cancel](#)

You can then enter the contact's information to the system through this page.

After finish, click the [Save](#) button to save the entry.

#### 4.1.2.2 Edit Company Phonebook Entry

Click the  icon and the edit phonebook page will show up and filled with existing information.

**Company contact list > Modify**

Full Name :	TEST ME	Last Updated Timestamp :	2020-09-21 12:02:37
First Name * :	TEST	Last Name * :	ME
Default Phone * :	Mobile Phone ▼		
Office Extension * :	1567	Office Phone * :	23451234
Mobile Phone * :	90901111	Home Phone * :	23450001
Other Phone * :	99909990	Business Fax * :	22334455
Company :	2345	Department :	999
Title :	TEST	Email Address :	test@999.com
Office Name :	999	Address :	0116
URL :	<input type="text" value="https://999.com"/>		
Note :	<div>---</div>		

\* mandatory fields

[Save](#) [Cancel](#)

You can then modify the phone book record and when finish, click the [Save](#) button to save the entry.

#### 4.1.2.3 Import Company Phonebook Entries (CSV file format)



Click the **Import** button in the content panel of Company Phone Book page, the phone book import page is showing up

**Company phone book > Import**

CSV file to be uploaded:
 

Choose File
 No file chosen

☒ First row of CSV file is column header

Click the **Choose File** button and choose the CSV file to import and then click the **Upload** button at the bottom.

Sample CSV header

"First Name", "Last Name", "Title", "Company", "Department", "Office", "Email Address", "Default Phone", "Office Phone", "Mobile Phone", "Home Phone", "Other Phone", "Office Extension", "Business Fax", "Address" and "Note"

Choose the header mapping to map the CSV headers to system used headers or you can manually change the mapping. Finally, click the **Save** button and the import process will proceed.

No.	CSV Header	Company phone book header	Record No.
1	First Name	First Name	FHK Office
2	Last Name	Last Name	
3	Title	Title	
4	Company	Company	
5	Department	Department	
6	Office	Office	
7	Email Address	Email Address	
8	Default Phone	Default Phone	Fax Number
9	Office Phone	Office Phone	
10	Mobile Phone	Mobile Phone	
11	Home Phone	Home Phone	
12	Other Phone	Other Phone	
13	Office Extension	Office Extension	
14	Business Fax	Business Fax	28274724
15	Address	Address	
16	Note	Note	

A screen will be displayed to show the summary of import process. You can then click the **Confirm** button to confirm the process.

**Company phone book > Import**

Total records in CSV : 2  
 Total records without errors : 2  
 Total records that have errors : 0

When the import process is finished, you can then click the **OK** button to complete the process.

#### 4.1.2.4 Export Company Phonebook Entries (CSV file format)

Click the **Export** button to bring out the CSV header mapping screen.

Company phone book > Export

No.	Company phone book header	CSV Header
1	First Name	<input type="text" value="First Name"/>
2	Last Name	<input type="text" value="Last Name"/>
3	Title	<input type="text" value="Title"/>
4	Company	<input type="text" value="Company"/>
5	Department	<input type="text" value="Department"/>
6	Office	<input type="text" value="Office"/>
7	Email Address	<input type="text" value="Email Address"/>
8	Default Phone	<input type="text" value="Default Phone"/>
9	Office Phone	<input type="text" value="Office Phone"/>
10	Mobile Phone	<input type="text" value="Mobile Phone"/>
11	Home Phone	<input type="text" value="Home Phone"/>
12	Other Phone	<input type="text" value="Other Phone"/>
13	Office Extension	<input type="text" value="Office Extension"/>
14	Business Fax	<input type="text" value="Business Fax"/>
15	Address	<input type="text" value="Address"/>
16	Note	<input type="text" value="Note"/>

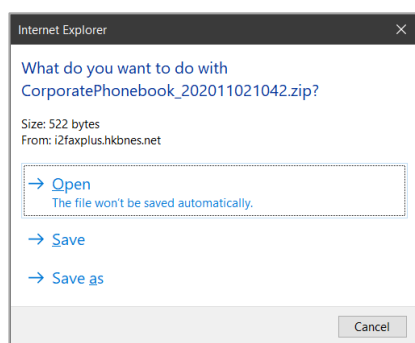
**Export ZIP** **Cancel**

Complete CSV header mapping and click the **Export ZIP** button to start the phone book export process. When the export process is completed, the Admin Web Portal will display a completion screen and send a zipped version of the CSV file to client.

#### Export Phone Book

There are total 6 record(s) to be download. Simply click the dialog box to save or open the zipped CSV file.

The following screen will then be displayed. Click “Save” or “Open” to proceed with the export process or “Cancel” to quit the request.



When the export process is finished, you can then click the **Back** button to complete the process.

## 4.2 Users

This is the top level menu tab that provides company administrators with access to some user based services such as viewing and changing user's profile name, email, IDD security code and etc. The available sub service tabs include:

### 4.2.1 List of users

A paginated table listing all the fax lines of the company is displayed.

Search (Directory Number, Login Name, Full Name) : <input type="text"/> <b>Search</b> <b>Clear</b>												
[ Export ] <span style="float: right;">Records per page : 20 Showing 1 ~ 8 of 8 records</span>												
i2faxplus lines												
Action	Fax Number	Full Name	Fax Status	Temporary Out of Service	Fax Service Class	Fax Gateway Number	IDD	IDD Lock	Reject Junk Fax	Advanced Fax Feature	Scheduled Outgoing Fax	Last Updated Timestamp
	<a href="#">34608601</a>	Ryan Fung	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608602</a>	Raymond Chan	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608603</a>	Nocvn	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608604</a>	Gary Lit	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608605</a>	angus	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608606</a>	ESPDM1 User	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608607</a>	Fax User 7	Active	Normal	2. Superior usage							2020-09-01 00:00:01
	<a href="#">34608608</a>	FHK Account HK	Active	Normal	2. Superior usage				✓	✓	✓	2020-09-01 00:00:01


The search input box provides filtering of users based on name or fax number, enter the desired user name or fax number and press the keyboard "Enter" key or click **Search** button to start searching. If the input box is blank, the default is to return all records.

The basic information displayed in this screen includes:

- Action (View/Edit/Reset Password)
- Fax Number
- Full Name


- Fax Status (indicates the current status of the i2faxplus service)
- TOS (indicates the i2faxplus is temporary out of service or not)
- Fax Service Class (Low/High/Superior/Platinum usage)
- Fax Gateway Number
- IDD (On/Off)
- IDD Lock (assigned or not)
- Reject Junk Fax (On/Off)
- Advanced Fax Feature (On/Off)
- Scheduled Outgoing Fax (On/Off)
- Last Updated Timestamp

It gives the company administrator a quick view on the service assigned to each i2faxplus lines user.


To view i2faxplus line user information, click the  icon to bring out the user information screen.

Basic information	
Fax Number :	34608608
Name :	FHK Account HK
Status :	Active
Temporary Out of Service :	Normal
Fax Service Class :	2. Superior usage
Email Language :	English
Email Address :	ccng@hk.fujitsu.com
Fax Gateway Number :	
Last Updated Timestamp :	2020-09-01 00:00:01
Value added services	
IDD :	IDD destination check
IDD Lock :	(Not applicable)
Junk Fax Rejection :	Yes
Advanced Fax Feature :	Yes
Scheduled Outgoing Fax :	Yes

[ Back ]

To edit i2Fax Plus line user information, click the  icon to bring out the user information editing screen.

Basic information	
Fax Number :	34608608
Name * :	<input type="text" value="FHK Account HK"/> (maximum 100 letters)
Status * :	<input type="button" value="Active"/>
Temporary Out of Service :	Normal
Fax Service Class :	2. Superior usage
Email Language * :	<input type="button" value="English"/>
Email Address * :	<input type="text" value="ccng@hk.fujitsu.com"/> (maximum 100 characters) <input type="text"/> (maximum 100 characters) <input type="text"/> (maximum 100 characters) <input type="text"/> (maximum 100 characters)
Fax Gateway Number :	
Last Updated Timestamp :	2020-09-01 00:00:01
Value added services	
IDD :	IDD destination check
IDD Lock * :	<input type="radio"/> No <input type="radio"/> Yes
Junk Fax Rejection * :	<input type="radio"/> No <input checked="" type="radio"/> Yes
Advanced Fax Feature * :	<input type="radio"/> No <input checked="" type="radio"/> Yes
Scheduled Outgoing Fax * :	<input type="radio"/> No <input checked="" type="radio"/> Yes
* mandatory fields	
[ Save ] [ Cancel ]	

Edit name, status, email language, email address and value added services. To save your work, click the  button at the bottom.

To reset i2faxplus line user password, click the  icon to bring out the user information reset password screen.

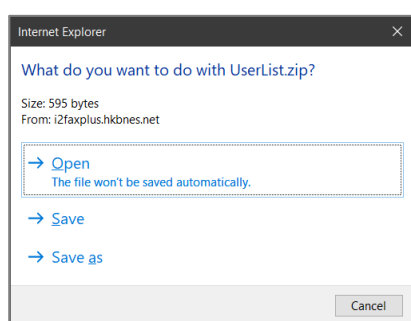
Basic information	
Fax Number :	34608608
Name :	FHK Account HK
New Portal Password * :	<input type="text"/> (6-16 characters)
Confirm New Portal Password * :	<input type="text"/>
Status :	Active
Temporary Out of Service :	Normal
Fax Service Class :	2. Superior usage
Email Language :	English
Email Address :	ccng@hk.fujitsu.com
Fax Gateway Number :	
Last Updated Timestamp :	2020-09-01 00:00:01
Value added services	
IDD :	IDD destination check
IDD Lock :	(Not applicable)
Junk Fax Rejection :	Yes
Advanced Fax Feature :	Yes
Scheduled Outgoing Fax :	Yes
[ Save ] [ Cancel ]	

Enter the new password and click the  button to reset your password.

To view the further details of individual fax number, click on the hyperlinked fax number of corresponding record and the following screen is shown.

Fax Number : 34608608	
Fax Subscription    Fax Usage	
<b>Subscription</b>	
Fax Number:	34608608
Temporary Out of Service	No
Status	Active
Fax Service Class	Superior usage
Fax IDD	No
Reject Junk Fax	Yes
Reject Anonymous Fax	No
<b>Fax-to-email</b>	
Email Address	ipcpsupport@hk.fujitsu.com
Email Language	English

All the i2Fax Plus lines information of your company can be exported to a CSV format file. To start the export process, click on the **Export** button, following message will be prompted for confirmation to proceed.



Click "Save" or "Open" to proceed with the export process or "Cancel" to quit the request. When the export process is finished, you can then click the **Back** button to complete the process.

## 4.3 Line Features

This is the top level menu tab that provides company administrators with access to some user based services such as viewing and changing user's profile name, email, IDD security code and etc. The available sub service tabs include:

### 4.3.1 List of fax

A paginated table listing all i2faxplus lines of the company is displayed.

Search (Fax Number, Login Name, First Name, Last Name): <input type="text"/>								
[ Export ]		Records per page : 20 Showing 1 ~ 8 of 8 records						
Fax Number	Status	Temporary Out of Service	Fax Service Class	IDD	Reject Junk Fax	Directory Number	Login Name ▲	Last Updated Timestamp
<a href="#">34608601</a>	Active	Normal	2. Superior usage			34608601	34608601	2020-09-01 00:00:01
<a href="#">34608602</a>	Active	Normal	2. Superior usage			34608602	34608602	2020-09-01 00:00:01
<a href="#">34608603</a>	Active	Normal	2. Superior usage			34608603	34608603	2020-09-01 00:00:01
<a href="#">34608604</a>	Active	Normal	2. Superior usage			34608604	34608604	2020-09-01 00:00:01
<a href="#">34608605</a>	Active	Normal	2. Superior usage			34608605	34608605	2020-09-01 00:00:01
<a href="#">34608606</a>	Active	Normal	2. Superior usage			34608606	34608606	2020-09-01 00:00:01
<a href="#">34608607</a>	Active	Normal	2. Superior usage			34608607	34608607	2020-09-01 00:00:01
<a href="#">34608608</a>	Active	Normal	2. Superior usage		✓	34608608	34608608	2020-09-01 00:00:01

The search input box provides filtering of users based on name or fax number, enter the desired user name or fax number and press the keyboard “Enter” key to start searching. If the input box is blank, the default is to return all records.

Expect the Directory Number and Login Name columns, all are shared with the Users Information table and the following fields are dedicated to Fax Services view:

- Fax Number
- Status (indicates the current status of the i2faxplus service)
- TOS (indicates the i2faxplus service is temporary out of service or not)
- Fax Service Class (Low/High/Superior/Platinum usage)
- IDD (On/Off)
- Reject Junk Fax (On/Off)
- Directory Number
- Login Name
- Last Updated Timestamp

To view the fax subscription of individual fax number, click on the hyperlinked fax number of corresponding record and the following screen is shown.

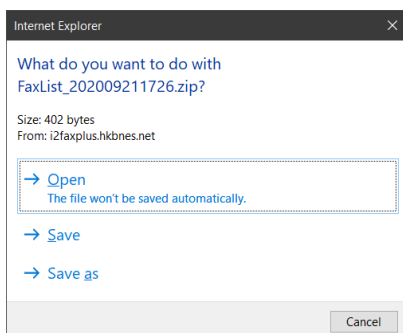
Fax Number : 34608608	
<b>Fax Subscription</b>	<a href="#">Fax Usage</a>
<b>Subscription</b>	
Fax Number :	34608608
Temporary Out of Service :	No
Status :	Active
Fax Service Class :	Superior usage
IDD :	No
Reject Junk Fax :	Yes
Reject Anonymous Fax :	No
Advanced Fax Feature :	Yes
Scheduled Outgoing Fax :	Yes
<b>Fax-to-email</b>	
Email Address :	ccng@hk.fujitsu.com
Email Language :	English

From there, you can click on the “Fax Usage” tab to see the fax usage of the fax line.

Fax Number : 34608608	
<a href="#">Fax Subscription</a>	<b>Fax Usage</b>
<b>Incoming fax</b>	
Maximum number of simultaneous fax call :	3
Maximum number of fax pages per fax call :	50
Maximum fax pages stored (From 1 <sup>st</sup> September 2020 up to now) :	0
Total number of fax received (From 1 <sup>st</sup> September 2020 up to now) :	0
Total fax pages received (From 1 <sup>st</sup> September 2020 up to now) :	0
<b>Outgoing fax</b>	
Quota / Remains of fax request per month :	100 / 100
Quota / Remains of total fax pages per month :	100 / 100
Maximum number of fax pages per request :	50

**Note:** The figure reflects the usage of the calendar month, which do not present the usage of the bill cycle month

To export all the fax line list of the company to a CSV format file, click on the “Export” hyperlink under all list fax sub-screens. A message will be prompted for confirmation to proceed.



Click “Save” or “Open” to proceed with the export process or “Cancel” to quit the request. When the export process is finished, you can then click the **Back** button to complete the process.







## 4.4 Group Features

System Administrators can manage group based features of i2faxplus through the Admin Web Portal

### 4.4.1 Fax

Through the Fax Group management function, administrators can add, edit, delete Fax group and add/remove member to the Fax group created. Users can use the defined Fax Group to send fax to a group of fax numbers through i2faxplus User Web Portal.

Click “Group Features” then “Fax” tab to bring out the main screen for Fax Group management.

Group Name : Both IDD		Delete Group	Edit Group	Add Group
Add		Records per page : 20 Showing 1 ~ 2 of 2 records		
Action	Fax No. ▲	Name	Last Updated Timestamp	
 	00185228371514	test1	2020-10-28 17:26:54	
 	00185228371520	test2	2020-10-28 17:27:07	

#### 4.4.1.1 Add Fax Group

To add a new Fax Group, click the **Add Group** button from the Fax Group Information screen. An Add Group screen is displayed. Fill out the group name, Fax number, Name and click the **Save** button to save the group.

**Fax group > Add**

Group Name \* :

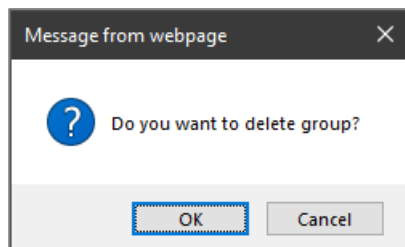
Item No.	Fax No. *	Name	Last Updated Timestamp
1.	<input type="text"/>	<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	
4.	<input type="text"/>	<input type="text"/>	
5.	<input type="text"/>	<input type="text"/>	
6.	<input type="text"/>	<input type="text"/>	
7.	<input type="text"/>	<input type="text"/>	
8.	<input type="text"/>	<input type="text"/>	
9.	<input type="text"/>	<input type="text"/>	
10.	<input type="text"/>	<input type="text"/>	

\* mandatory fields

When the add group process is finished, you can then click the  button to complete the process.

#### 4.4.1.2 Delete Fax Group

To delete an existing Fax Group, select the group through the Group Name drop down box from the Fax Group Information screen and then click the “Delete Group” hyperlink. A confirmation prompt is displayed. Click “OK” to delete the selected group.



#### 4.4.1.3 Edit Fax Group

Administrators can change the group name of an existing Fax Group. Select the group to be modified through the Group Name drop down box from the Fax Group Information screen. Click the “Edit Group” hyperlink and the Edit Group screen is displayed.

**Fax group > Edit**

Group Name :

Last Updated Timestamp 2020-06-17 16:45:30

*\* mandatory fields*

Fill out the new group name, and click  button to update the group name and then click the  button to complete the process.

#### 4.4.1.4 Add Member

To add member (Fax number) to a Fax Group, select the group through the Group Name drop down box from the Fax Group Information screen. Click the  button located at the bottom of the table to bring out the Add Member screen.

**Fax group > Fax group number > Add**


Group Name \* : Both IDD Last Updated Timestamp : 2020-06-17 16:45:30





Item No.	Fax No. *	Name	Last Updated Timestamp
1.	<input type="text"/>	<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	
4.	<input type="text"/>	<input type="text"/>	
5.	<input type="text"/>	<input type="text"/>	
6.	<input type="text"/>	<input type="text"/>	
7.	<input type="text"/>	<input type="text"/>	
8.	<input type="text"/>	<input type="text"/>	
9.	<input type="text"/>	<input type="text"/>	
10.	<input type="text"/>	<input type="text"/>	

*\* mandatory fields*

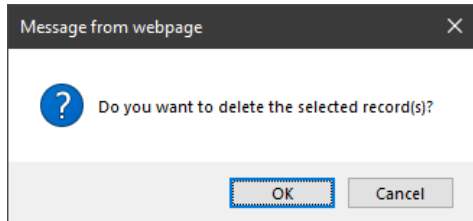
Enter Fax number and name into the Fax No. and Name input box and click the  button to update the Fax group number. Then click the  button to complete the process.

#### 4.4.1.5 Delete Member


To remove existing member from a Fax Group, click the  icon of that entry.

Action	Fax No. ▲	Name	Last Updated Timestamp
 	00185228371514	test1	2020-10-28 17:26:54
 	00185228371520	test2	2020-10-28 17:27:07

A confirmation prompt is displayed; click “OK” to go ahead with the deletion.





#### 4.4.1.6 Edit Member

To edit existing member name from a Fax Group, click the  icon of that entry to bring out the editing screen.

**Fax group > Fax group number > Edit**

Group Name :	Both IDD
Fax No. :	00185228371514
Name :	<input type="text" value="test1"/>
Last Updated Timestamp	2020-10-28 17:26:54

*\* mandatory fields*

To save your work, click the  button at the bottom and then click the  button to complete the process.

## 4.5 Reports

The Report view provides Company Administrators with functions to view all fax call log reports. Fax call report is filtered by parameters such as originating fax no., destination fax no. and time ranges. It also supports call report export to CSV file format.



### 4.5.1 Outgoing Fax

From:	2018	January	1	- HOUR -	- MIN -	Originating Fax No. :	
To:	2020	September	21	- HOUR -	- MIN -	Destination Fax No. :	
Status :	-- All --						<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Export ZIP"/>
Records per page : 20							Page : 1 Showing 1 ~ 20 of 169 records

- From: Filter start time in the format of Year/Month/Day/Hour/Minute
- To: Filter end time in the format of Year/Month/Day/Hour/Minute
- Status: Filter with status match
- Originating Fax No.: ALL, Normal, IVR Flow, Call Center Agent, User ID
- Destination Fax No.: Destination Number with prefix match

The search filter of the corresponding fax call report view is shown when the tab menu item below the Reports Tab is clicked. To start searching of fax call report, fill out the search filter form and click the  button. To export search results to CSV file, click the  button.

Action	Originator Type	Originator	Destination Fax No.	Request Time	Request Pages	Status	Pages Sent	ACK Status	Error Number
 	Normal	34608608	98765432	2020-03-24 21:34:17	2	Delivery failure	0	0	540
 	Normal	34608601	34608602	2020-01-08 11:49:29	8	Delivery successful	8	0	0
 	Normal	34608602	34608604	2020-01-08 11:43:56	8	Delivery successful	8	0	0
 	Normal	34608602	81677059	2020-01-08 11:10:12	8	Delivery successful	8	0	0

- To delete an existing entry, click the  icon of that entry
- To view the further details of that entry, click the  icon and the following screen is shown

Fax Request Information			
Message ID :	27113_20200324213411883web1		
Job ID :	95609873303592		
Originator Type :	Normal		
Originator :	34608608		
Request Time :	2020-03-24 21:34:17		
Request Pages :	2		
Status :	Delivery failure		
Pages Sent :	0		
ACK Status :	0 (Not Sent)		
Error Number :	540 (The called fax terminal did not send a DIS signal.)		
Server ID :	web1		
Fax Server ID :	MTAS01FAX01F_0_1		
Web Server ID :	web1		
Call Related Information			
Destination Fax No. :	98765432		
Duration :	0 (seconds)		
IDD Fax :	No		
Send Status :	No		
Retry Count :	3(2020-03-24 21:40:33)		
Fax Attachment			
Cover Page :	No		
Filename	Number of Pages	Original Filename	Web Filename
0	2	dummy_0.tif	27113_20200324213411883web1_0.tif.enc









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### 4.5.2 Incoming Fax

Originating Fax No. :	<input type="text"/>
Destination Fax No. :	<input type="text"/>
Status :	-- Please select -- <input type="button" value="v"/>
From :	<input type="text" value="2020"/> <input type="button" value="v"/> <input type="text" value="January"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="- HOUR -"/> <input type="button" value="v"/> <input type="text" value="- MIN -"/> <input type="button" value="v"/>
To :	<input type="text" value="2020"/> <input type="button" value="v"/> <input type="text" value="March"/> <input type="button" value="v"/> <input type="text" value="26"/> <input type="button" value="v"/> <input type="text" value="- HOUR -"/> <input type="button" value="v"/> <input type="text" value="- MIN -"/> <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Export ZIP"/>	
Filtered entries : 13 record(s) Page: <input type="text" value="1"/> <input type="button" value="v"/>	

- Originating Fax No.: Originating Number with prefix match
- Destination Fax No.: Destination Number with prefix match
- Status: Filter with status match
- From: Filter start time in the format of Year/Month/Day/Hour/Minute
- To: Filter end time in the format of Year/Month/Day/Hour/Minute

The search filter of the corresponding fax call report view is shown when the tab menu item below the Reports Tab is clicked. To start searching of fax call report, fill out the search filter form and click the  button. To export search results to CSV file, click the  button.

Action	Originating Fax No.	Destination Fax No.	Request Time	Status	Pages	Error Number **
 	34608601	34608602	2020-01-08 11:49:48	Received successfully	8	0
 	34608602	34608604	2020-01-08 11:45:18	Received successfully	8	0
 	34608601	34608602	2020-01-08 11:14:36	Received successfully	9	0
 	34608602	34608601	2020-01-08 11:12:33	Received successfully	8	0

- To delete an existing entry, click the  icon of that entry
- To view the further details of that entry, click the  icon and the following screen is shown


Fax Receive Information	
Originating Fax No. :	34608602
Status :	Received successfully
Error Number :	0 N/A
Server ID :	TACS01FAX01F_0_0
Call Related Information	
Destination Fax No. :	34608602
Answer Time :	2020-01-08 11:49:49
End Time :	2020-01-08 12:01:40
Email Status :	Received successfully
Retry Count :	0
Fax Attachement	
Filename :	FAX_101_00000001_20200108114948_707260.tif
Number of Pages :	8

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## 4.6 Management

The management tab provides functions for company administrators to modify their email address and login password to company admin web portal.

### 4.6.1 My Profile

To change/set the email address of company administrator, click the Management tab and then select the My Profile tab and click  button. The My Profile view is shown.

Login Name :	admin@hkbn-uat
Email Address :	<input type="text" value="hkbn-uat@hkbn.net"/>
Last login success timestamp :	2020-11-02 11:50:14
Last login failure timestamp :	2020-09-10 16:46:38
Last password change timestamp :	2020-09-10 16:46:51
Last Updated Timestamp :	2020-09-10 17:00:06

*\*Note: If you forgot password, reset password procedure will be sent to this email address after identity verification.*

Enter a valid email address into the input box provided and click the  to save your email address and then click the  button to complete the process.

#### 4.6.2 Change Password

To change your login password to company admin web portal, click the Management tab and then select the Change Password tab. The change password page is displayed.

Login Name :	admin@hkbn-uat
Current Password * :	<input type="password"/> <a href="#">[Visible]</a>
New Portal Password * :	<input type="password"/> <a href="#">[Visible]</a> (6-16 characters)
Confirm New Portal Password * :	<input type="password"/> <a href="#">[Visible]</a>
Last Updated Timestamp :	2020-09-10 17:00:06

*\* mandatory fields*

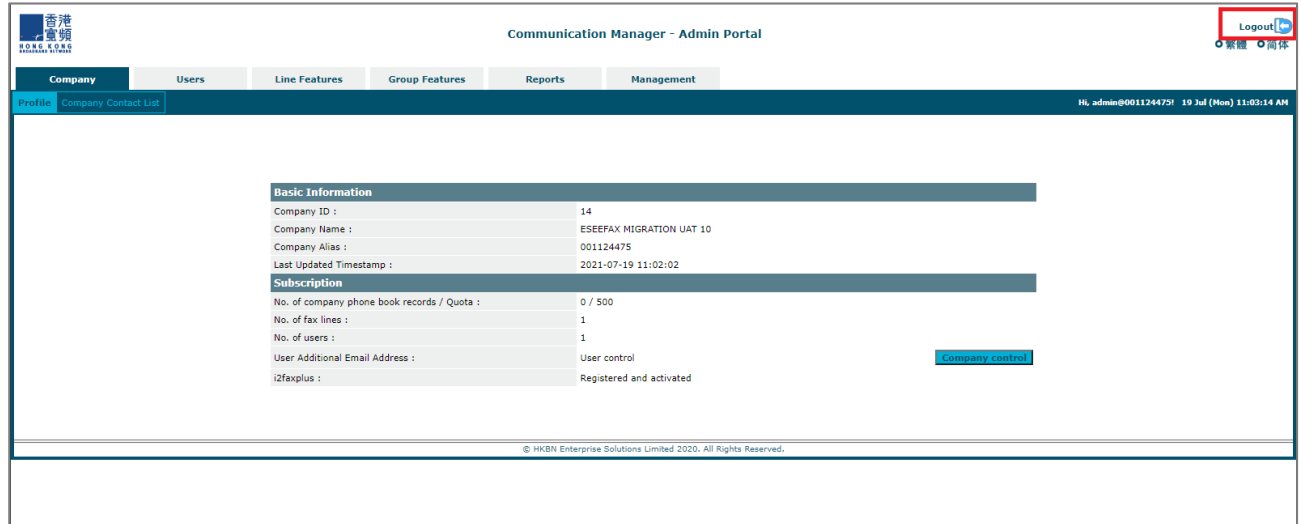
Enter your existing password and new password and click the  button to change your password. When finished, click the  button to complete the process.



## 5. Logoff

Always log off from the Admin Web Portal after use to prevent unauthorized access.

- Click “**Logout**” at the top right corner of the screen



## 6. Support

If you have any questions about using the i2Fax Plus Admin Web Portal, please contact your dedicated Account Manager or call Customer Service Hotline as following.

Customer Service Hotline: 128 180