Using The New Billing Features

Rev. 0 – January 2022

Note: Visibility and access to some of these new features is role-dependent. If these features do not appear or are not active in your menu, contact your System Administrator.

Moving Devices from 'To Be Installed' to Asset List:

1. Under 'Lists' menu, select "GPS Devices (To Be Installed)"



2. From the list of non-installed devices on the left side of the screen select the device that has been installed

AutoConnect GP	≔ Lists		
Q Search Assets		Asset Labels	
No Group		Name	
Device_202403802	• 🐲	2. 1	
Device_212403910	• 🌮	1. 7 - 2.	
Device_212403852	• 🜮	45%	

3. On the Asset Information tab that appears, select the menu icon and "Edit & Install"



4. Enter any Asset details you require, such as the asset name, and then click the "Save & Install" button.

asic Settings Asset Details	General Settings IO	Ports Dy	namic Event	s Fuel	Cam	era	
Asset Name:	Device_202403802	-			1		
Master Device Serial #:	202403802						
Master Device Phone #:	15873970093						
Device IMEI:	202403802						
Assigned Driver:	None			`	•		
Timezone:	(GMT-07:00) Mountai	n Time (US &	& Canada)			~	
uto-adjust for Daylight Savings Time:							
Device belongs in:	Alberta	~					
Group	No Group		~				
	* # #	A	at ()	6 🐲			
Icon:	** # # . # # # .			-	-	-	
		-2 🥪				- *	
	Save	incel	Save &	In charles II			_

Updating payment information (Credit Card on file):

1. Under your user (top right corner), select 'Billing Info':



2. Select 'Billing Info' from the menu on the left

	i≡ Lists
BILLING ACTIONS	
Billing Info	
Device Billing	
Billing Breakdown	

3. On the main screen, you will be able to add, remove & edit credit card information to be used for new purchases and reoccurring billing.

	Billing Information	
Credit Cards		
	Add a new credit card	

View Device Billing Information (does not include contract information):

1. Under your user (top right corner), select 'Billing Info':



2. Select 'Billing Info' from the menu on the left

AUTOCONNECT	I≡ Lists
BILLING ACTIONS	
Billing Info	
Device Billing	
Billing Breakdown	

3. On the main screen, it will display your device information, including:

- Device Name
- ESN
- Billing Status
- Current Billing Period
- Billing Frequency
- Plan Name
- Plan Add ons

 Billing Information

 Device Name
 ESN
 Status
 Current Billing Pariod
 Billing Frequency
 Plan Names
 Plan Add Ons

 0-3376547
 0-3376547
 Activated
 2021-03-01 to 2022-02-28
 Yearly
 Test SPSTD
 TurnKey Fee- 3 Year

 0-3344852
 0-3344852
 Activated
 2022-03-01 to 2022-03-31
 Methy
 Test SPSTD
 TurnKey Fee- 3 Year

4. By selecting a specific device, the details will also be provided on the right hand side, including pricing.

lineuch	Plan Names	Plan Add Ons	> Plan Details
	Test SPSTD		
	Test SPSTD	TurnKey Fee- 3 Year	Plan Frequency Yearly
	Test SPUnlimited		Your Current Plan
	Test Equipment		Test SPSTD Plan Rate: \$131.40
	Test Pro	USA Crossborder Fleet; TurnKey Fee- 3 Year	Your Current Add Ons
	Test RentalPro	USA Crossborder Fleet	No Add Ons

View details/breakdown on reoccurring invoices & credit memos:

(Does not include invoices & credit memos for non-reoccurring/subscription fees)

1. Under your user (top right corner), select 'Billing Info':



2. Select 'Billing Breakdown' from the menu on the left

BILLING ACTIONS	
Billing Info	
Device Billing	

Billing Breakdown

3. On the main screen, select the invoice/credit memo# from the drop-down list

						Billing	Information
Select an Invoice or Credit to view charge details:				~	×		
Device Name	ESN	Start Date	E	INV315850 INV315851			

- 4. On the main screen, select the invoice/credit memo# from the drop-down list
- Device Name

• ESN

- End Date (charge end date)
- Charge description
- Start Date (charge start date)
- Amount

Select an Invoi	Select an Invoice or Credit to view charge details: INV315851 🗸 📲					
Device Name	ESN	Start Date	End Date	Description	Amount	
211001999	211001999	2021-11-01	2021-11-30	Subcriptions fee for Pro types 11/1/2021 to 11/30/2021	\$41.50	
211002083	211002083	2021-11-01	2021-11-30	Subcriptions fee for Pro types 11/1/2021 to 11/30/2021	\$63.95	
0-3344882	0-3344882	2021-11-01	2021-11-30	iptions fee for Pro types 11/1/2021 to 11/30/2021		

5. This report is available to be exported via Excel, where the user will be able to manipulate the reports however they'd like.

For questions please contact billing@ctstracking.com