

# Billing

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# Plan Details

- Query successful

## Billing - Plan Details Tab User Manual

This manual explains how to view your current subscription plan details within the application's billing section.

### Accessing Billing Settings

1. From the left sidebar, click on "Billing".
2. On the "Billing" page, ensure the "Plan Details" tab is selected (it's the default).

### Overview of Plan Details Tab

This tab provides a summary of your current subscription, including the plan type, license expiration, and resource usage.

#### 1. Plan Details Section

This section presents key information about your current plan:

- **Current Plan:** Displays the name of your active subscription plan.

- **Current Setting (Example):** Trial
- **License Expired On:** Shows the date when your current license or trial period will end.
  - **Current Setting (Example):** 10-08-2025 (1 month from now) - *Note: This date is dynamic and will reflect your actual expiry.*
- **Employees:** Indicates your current employee usage versus the limit allowed by your plan.
  - **Current Setting (Example):** 1 / 20 (meaning 1 employee used out of a limit of 20).
- **Storage:** Shows your current storage usage versus the total storage allowed by your plan.
  - **Current Setting (Example):** 2.14 MB / 0 MB (This example indicates you have used 2.14 MB but have 0 MB allotted, suggesting it might be a trial or misconfiguration, or an unlimited plan is represented as 0 MB).

## 2. Upgrade Plan Button

- **Purpose:** To navigate to a page where you can choose a different (usually higher-tier) subscription plan.
- **How to Use:** Click the green "Upgrade Plan" button. This will redirect you to the plan selection or upgrade page of the application.

# Purchase History

## Billing - Purchase History Tab User Manual

This manual explains how to view your past subscription purchases and related transaction details within the application's billing section.

### Accessing Purchase History

1. From the left sidebar, click on "Billing".
2. On the "Billing" page, click on the "Purchase History" tab.

### Overview of Purchase History Tab

This tab displays a table listing all your previous subscription packages, payment dates, and transaction information.

#### **Purchase History Table:**

This table provides a record of your past transactions:

- **Package:** The name of the subscription plan or package purchased (e.g., "Trial").
- **Payment Date:** The date when the payment for the package was made (e.g., "11-06-2025").
- **Next Payment Date:** The date when the next payment for a recurring subscription is due. For a trial, this might represent the end of the trial period (e.g., "10-08-2025").
- **Transaction Id:** A unique identifier for the payment transaction (e.g., "YAYN5KFRS1OXAMQA").

- **Amount:** The cost of the package. In the example, it's displayed as "-" which might indicate a free trial or no recorded amount for this specific entry.
- **Payment Gateway:** The method or service used for the payment (e.g., if PayPal was used, it might show "PayPal").
- **Action:** This column provides options related to the transaction.
  - In the example, a "Download" icon is visible, which likely allows you to download a receipt or invoice for that specific purchase.

### **Table Navigation:**

- **Show X entries:** A dropdown to select how many entries are displayed per page (e.g., "Show 100 entries").
- **Showing X to Y of Z entries:** Indicates the current range of entries being displayed out of the total number of entries.
- **Previous / Next buttons:** Used to navigate through multiple pages of purchase history if there are more entries than displayed on a single page.

# Offline Request

## Billing - Offline Request Tab User Manual

This manual explains how to view and manage offline payment requests within the application's billing section. This tab would typically list requests made for payments outside of the standard online gateways.

### Accessing Offline Request History

1. From the left sidebar, click on "Billing".
2. On the "Billing" page, click on the "Offline Request" tab.

### Overview of Offline Request Tab

This tab displays a table listing all offline payment requests that have been made or recorded in the system.

#### **Offline Request Table:**

This table provides a record of your offline payment requests:

- **#:** Displays the serial number for each request.
- **Package:** The name of the subscription plan or package associated with the offline payment request.
- **Payment By:** The entity (e.g., user, client) who made the payment or the request. The grey text "Filter available in table" suggests this column might have a filter option.

- **Created:** The date when the offline payment request was created or recorded in the system.
- **Status:** The current status of the offline payment request (e.g., Pending, Approved, Rejected).
- **Action:** This column would typically contain options to manage each individual offline request, such as:
  - **View Details:** To see more information about the request.
  - **Approve/Reject:** Buttons for administrators to approve or reject the offline payment.
- **Current Status:** "No data available in table" indicates that there are currently no offline payment requests recorded.

#### **Table Navigation:**

- **Show X entries:** A dropdown to select how many entries are displayed per page (e.g., "Show 100 entries").
- **Showing X to Y of Z entries:** Indicates the current range of entries being displayed out of the total number of entries.
- **Previous / Next buttons:** Used to navigate through multiple pages of requests if there are more entries than displayed on a single page.