

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.

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