



## Import Process

### Setup

#### **Subscriber Data with UNIQUE ID**

##### **[Customer CSV, Contact CSV]**

(Unique ID, Name, Address, Phone, Email, Etc.)

*Customer provides, we validate and import*

#### Services Entered

(Service name, speed, price)

*Customer manually builds services and tax zones in Powercode*

#### **Subscriber Data + Services**

##### **[Customer Service CSV]**

*Customer provides Subscriber Data with the service for each*

----- Then choose a path, Billing or Network -----

### Billing

#### Merchant Server Established

*Customer signs up with IPPay/ProPay*

#### **Payment Method Import**

##### **[Credit Card CSV, Checking CSV]**

*Customer provides credit cards/tokens attached to unique ID*

*Includes who is on auto pay*

#### Tax Zones Entered

*Customer builds out tax zones in Powercode*

### Network

#### Network Configuration

*We help setup BMU*

*Enter subnets, show them how*

*Show how to enter infrastructure equipment*

#### **Customer Equipment Data**

##### **[Customer Equipment CSV]**

(Unique ID, Type, MAC, IP) {Generic Types}

*Customer provides us list and we import*

#### **Infrastructure Equipment Data**

##### **[Network Equipment CSV, Access Points, Backhauls]**

**Open Balances/Tax Zones/Billing Details  
[Billing CSV]**

*Customer provides us with current open balance or transaction history attached to unique ID*

(Unique ID, Type, MAC, IP) {Generic Types}  
*Customer provides us list and we import*

Confirm

*We make sure BMU/MikroTik is passing traffic properly and monitoring properly*

Configure Billing

*We go through all of the billing/invoicing options with customer set to their specs*

**Go Live/ Customer Billing Begins**

Then go to Billing or move on

Test Billing

*We run billing and show customer results to audit*

**Go Live/ Customer Billing Begins**

Then go to Network or move on

*Please be aware that there are six clusters of data that Powercode needs to be fully migrated, these are denoted in bold above and show the associated import docs in brackets.*

Other

Training

*We train customer*

Users/Field Techs Entered

*Customer enters all their employees and builds out tech's schedules*

System Emails

*Customer activates the desired emails and edits contents*

Jobs/Templates Entered

*Customer creates jobs and templates for scheduling*

Ticketing Configured

*Customer configures ticketing groups/categories/types and email*