

## Product description

Whether you are a large or a small company, a reseller, or even a department manager, you can manage the fax accounts of your subsidiaries, colleagues or clients using the **Groups** feature. The feature is available for all users. It is very simple to use and it is useful for any group of people that needs several fax numbers, but for which one person (the group owner and manager) is paying and taking care.

Each user can open a group from which he invites other Popfax account owners to join, and from which he can create new accounts for new Popfax users by paying for them with his prepaid credit (POP units). The group owner can top up any of his group members' account with credits from his prepaid reserve. The group members will use the credits given to them as if they had paid for them, to either make use of "pay per use" services (fax and sms sending, call transfer...) or to extend their account (add options pack, subscribe for a new year...)

From the "Group" page, the manager (owner) of the group can perform a range of actions as follows:

- ☑ Create a group and then invite any existing Popfax customer (email) into that group
- ☑ Create a Send & Receive or Send Only account, paying for it with prepaid credit
- ☑ Transfer Pop units to the members of the group
- ☑ Follow up the status and the available units for each member of his group
- ☑ Remove a member from the group
- ☑ Become a member of any another group(s)

The group is not symmetrical. You, as manager of your own group, can see the status of the fax accounts that accepted to connect to your group. Your group members can neither see your account, nor donate credits to you via your group (POP units you transfer cannot be recovered via your group).

## How it works

### Creating a new Group and adding members to it:

- 1) Set the name of your Group (by default it is your First and Last name) and click on **Change**.
- 2) Type the email address of your friend/colleague and click on **Invite/Create**. If the email address belongs to a current subscriber, this person will receive an invitation to join your group. Otherwise, you are led into the process of creating an account for this person (to be paid for by you) and, once created, the account will automatically be part of your group.

### Create an account for a new member :

- 3) You are taken to a page for choosing the desired package.
- 4) Fill in your friend's details and click on **Continue**.
- 5) You are taken to the payment page. If you select the last option **"Pay xxx "POP-Units" from your account, instead of money currency"** your prepaid account will be used for this purchase.
- 6) Click on **Continue**.

### Transfer units to another group member:

- 7) Select the person to whom you wish to transfer units.
- 8) Type the amount of units you wish to transfer, or top up your friend's account and click on **Transfer**.

### Popfax Groups

#### Group name

John Smith

Change

#### Invite a customer or create an account for him

Enter its email address:

Invite / Create

#### History

[Invitations](#) [Transfers](#) [All](#)

#### Transfer units (irreversible action)

<input type="checkbox"/>	friend@popfax.com	20 POP
		ACTIVE
<input type="checkbox"/>	All	<a href="#">x Remove selected</a>

Transfer units to customer  Top up customer's units

POP

Transfer

Each user can own and manage only one group ("his" group)

Popfax accounts created through a group will automatically be subscribed to the group. Any Popfax account that is a group member can be detached from the group either by the group owner or by the account owner. Any subscription or re-subscription to the group will go through the invitation process by the group owner.