



AMICELL PROCEDURE

1 Register new user(s)

1. Create an order in KFS for Microteq (AmiCell) to the value of R50.00 that contains the following information **for each user that has to be registered** in the “Description” field:
 - Name and surname
 - Telephone number
 - Email address
 - NWU number
 - Name of Department
 - Cost Centre (in the format of XX.XXXXXXX.XXXX)
2. Email the order that was created by KFS to support@microteq.co.za and les@microteq.co.za
3. Cancel the order that was created in KFS.

PLEASE NOTE: This is a once-off procedure to register all the current users, as well as the new users, and it doesn't have to be repeated every month.

4. Every user will receive an email from support@microteq.co.za with the necessary information and instructions to be able to install and configure the SMS Client. A complete manual and a Quick Guide will also be attached. The support procedure will be explained in the email received.
5. At the end of each month Microteq (AmiCell) will email their invoices to nwu-creditors@nwu.ac.za who will then:
 - Create a Disbursement Voucher (DV).
 - Attach the invoice to the DV, and click on submit.
6. All support will be done by Microteq (AmiCell) by means of different methods as indicated by the E-mail that the users received from them.

2 Example of the “Description” field on the order

Name and surname of user:

Telephone number:

Email address:

NWU number:

Name of Department:

Cost Centre: XX.XXXXXXX.XXXX

Name and surname of user:

Telephone number:

Email address:

NWU number:

Name of Department:

Cost Centre: XX.XXXXXXX.XXXX

Etc.

Original details: (10088458) P:\IT Web\Telephone and Messaging\AmiCell Procedure.docm
15 January 2018