



My **ads**i

# MyADSI Portal

If you would prefer to administer changes to your O2 account without having to contact your ADSI Account Manager each time, we have our own bespoke Customer Portal – MyADSI.

## MyADSI puts YOU in control of your mobile account...

Our self-service portal gives you the convenience of being able to manage your mobile account online, quickly and easily.

Have instant access to billing information, download invoices, enable end users to view & analyse accounts, carry out simple changes to mobile numbers, swap SIMS and place bars – all in just a few clicks!

## Contact

**Tel: 01268 495555**

[solutions@adsigroup.co.uk](mailto:solutions@adsigroup.co.uk)

[www.adsi.co.uk](http://www.adsi.co.uk)

# Key benefits of using the MyADSI Portal

MyADSI portal puts you in control of your mobile account. Features and functions include;

Place Bars and swap SIMS easily and quickly

Create and allocate cost centres to suit your accounts

Add names, departments and email addresses against MPNs

Add up to 4 additional, pre-defined fields of your choice to assist reports, for example, location, car registration, titles, groups etc.

Lock a mobile number down so other users are unable to change settings

Retrieve past bill manager emails & invoices

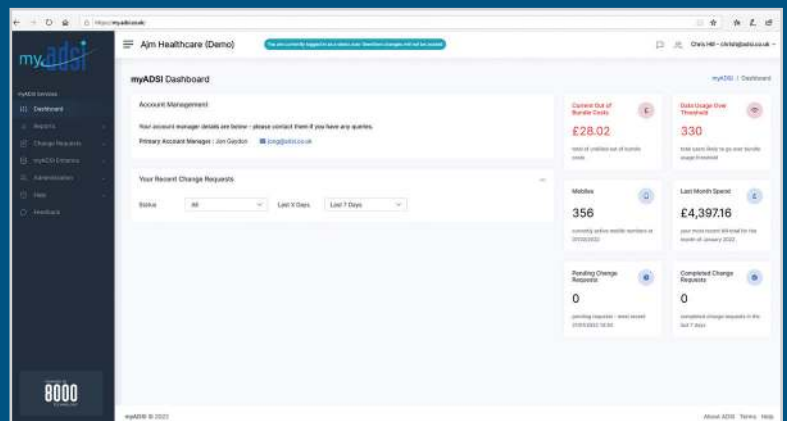
View spend caps, usage and utilisation

View data usage, out of bundle charges and unbilled charges

Our Enhance suite of additional reports and features allow for greater visibility and more flexibility on managing your account

## Dashboard

Your personalised Dashboard will instantly give you an overall view and summary of your account.



# Reports

## Mobiles Overview

See your Bill Analysis for past months and Top 10 user information. Change the period/date as required.



## Bill Managers

View current and past billing reports, account charges and invoices. Resend bill manager reports if required.

The screenshot shows the 'Bill Managers' report with a table of billing data. The table has columns for 'Period', 'Account Number', 'Text Messages', 'Total Duration', 'Data Usage (MB)', 'Usage Charges', 'Line Rental', and 'Resend'. The data is as follows:

Period	Account Number	Text Messages	Total Duration	Data Usage (MB)	Usage Charges	Line Rental	Resend
202201 - January 2022	3143058	1090	28130.57	115,173	£291.26	£4,105.76	Resend Report
202112 - December 2021	3143058	1324	36758.19	162,652	£1,313.83	£3,889.98	Resend Report
202111 - November 2021	3143058	1348	250177.52	280,351	£3,737.70	£4,475.83	Resend Report
202110 - October 2021	3143058	1656	37322.27	238,010	£2,332.50	£4,475.83	Resend Report
202109 - September 2021	3143058	1162	33901.41	212,840	£90.26	£4,449.17	Resend Report
202108 - August 2021	3143058	1290	35440.50	137,638	£65.89	£4,572.81	Resend Report
202107 - July 2021	3143058	1546	38857.53	111,007	£60.79	£4,572.81	Resend Report
202106 - June 2021	3143058	1529	35329.55	72,650	£69.01	£4,572.81	Resend Report
202105 - May 2021	3143058	1487	41637.56	76,671	£71.04	£4,572.81	Resend Report
202104 - April 2021	3143058	1152	36030.21	58,638	£59.89	£4,603.01	Resend Report
202103 - March 2021	3143058	1038	67616.46	132,940	£237.64	£9,127.60	Resend Report
202102 - February 2021	3143058	1129	37324.49	106,667	£133.67	£4,042.55	Resend Report

# Change Requests

## Change Requests Report

View the status of any requests you have made to the account.

myKOD / Reports / Change Requests

Change Requests Report

Start: 02/01/2022 End: 02/02/2022 Run Report

Ref	Mobile	Action	Status	Requested By	Requested
0154		Username Change	Completed	aperson@companydemo.com	23/01/2022
0153	07525000003	Username Change	Completed	aperson@companydemo.com	23/01/2022
0152	07525000001	Username Change	Completed	aperson@companydemo.com	23/01/2022
0148	07525000003	Username Change	Completed	aperson@companydemo.com	20/01/2022
0138	07525000000	Username Change	Completed	aperson@companydemo.com	20/01/2022
0134	07525000004	Username Change	Completed	aperson@companydemo.com	18/01/2022
0132	07525000005	Username Change	Completed	aperson@companydemo.com	18/01/2022
0113	07525000008	SIM Swap	In Progress	aperson@companydemo.com	14/01/2022
0112	07525000007	SIM Swap	Completed	aperson@companydemo.com	14/01/2022
0108	07525000008	Username Change	Completed	aperson@companydemo.com	13/01/2022
0107	07525000008	Username Change	Completed	aperson@companydemo.com	13/01/2022
0103	07525000008	Username Change	Completed	aperson@companydemo.com	13/01/2022
0088	07525000008	Username Change	Completed	aperson@companydemo.com	13/01/2022

Showing 1 to 13 of 13 entries

## New Change Request

All of the Mobile numbers on the account are listed. Simply choose which number you would like to make a change to, select the Action Required from the drop-down selection box and proceed.

myKOD / New Change Request

Change a list of your devices data in CSV format

Mobile No	Sim No	Username	Cost Centre	Out Bundle	Action	Info
07525000001	89441000000000004	M Person		03.00	Action	Info
07525000002	89441000000000005	Matt Day		03.00	Action	Info
07525000003	89441000000000007	Sue Staff		03.00	Action	Info
07525000004	89441000000000009	Jon Ford		03.00	Action	Info
07525000005	89441000000000008	Philp Peach		03.00	Action	Info
07525000006	89441000000000009	Bill Wong		03.00	Action	Info
07525000007	89441000000000001	Diemo Depto		03.00	Action	Info
07525000008	89441000000000002	D Person		03.00	Action	Info
07525000009	89441000000000003	Fred Smith		03.00	Action	Info
07525000010	89441000000000006	Charlie Chap		03.00	Action	Info
07525000012	89441000000000010	Sarah Skop		03.00	Action	Info
07525000013	89441000000000011	Acodatt		03.00	Action	Info
07525000014	89441000000000012	Jane Jupp		03.00	Action	Info
07525000015	89441000000000013	Ed Sharp		03.00	Action	Info
07525000016	89441000000000014	S Zuhab		03.00	Action	Info
07525000018	89441000000000015	Driver 1		03.00	Action	Info
07525000017	89441000000000016	Driver 2 (Wool)		03.00	Action	Info
07525000019	89441000000000017	John Hill		03.75	Action	Info
07525000019	89441000000000018	Mark Fresh		03.00	Action	Info

## Sim Swap Request

Lost or stolen mobiles require a replacement SIM card to use in a temporary or replacement handset. Find the mobile number on your account and report SIM Lost / Missing to request a new one.

Use this option if your SIM is damaged, out-dated or if you change handset.

Once the request is made you will be sent a new SIM card along with an activation Passcode. Simply enter the Passcode in here to activate the new SIM.

The portal also allows you to activate any SIM(s) that have been sent to you in the past 12 months against any Mobile number on your account.

*Note; SIM activation can take up to 24 hours but is usually processed sooner!*

myKOD / Sim Swap Request

New Sim Swap Request

Mobile Tel No	Sim Number	Process Now	Lost / Missing
07525000001	89441000000000004	<input type="checkbox"/>	Report Sim Lost / Missing
07525000002	89441000000000005	<input type="checkbox"/>	Report Sim Lost / Missing
07525000003	89441000000000007	<input type="checkbox"/>	Report Sim Lost / Missing
07525000004	89441000000000009	<input type="checkbox"/>	Report Sim Lost / Missing
07525000005	89441000000000008	<input type="checkbox"/>	Report Sim Lost / Missing
07525000006	89441000000000009	<input type="checkbox"/>	Report Sim Lost / Missing
07525000007	89441000000000001	<input type="checkbox"/>	Report Sim Lost / Missing
07525000008	89441000000000002	<input type="checkbox"/>	Report Sim Lost / Missing
07525000009	89441000000000003	<input type="checkbox"/>	Report Sim Lost / Missing
07525000010	89441000000000006	<input type="checkbox"/>	Report Sim Lost / Missing
07525000012	89441000000000010	<input type="checkbox"/>	Report Sim Lost / Missing
07525000013	89441000000000011	<input type="checkbox"/>	Report Sim Lost / Missing
07525000014	89441000000000012	<input type="checkbox"/>	Report Sim Lost / Missing
07525000015	89441000000000013	<input type="checkbox"/>	Report Sim Lost / Missing
07525000018	89441000000000015	<input type="checkbox"/>	Report Sim Lost / Missing
07525000017	89441000000000016	<input type="checkbox"/>	Report Sim Lost / Missing
07525000019	89441000000000017	<input type="checkbox"/>	Report Sim Lost / Missing
07525000019	89441000000000018	<input type="checkbox"/>	Report Sim Lost / Missing



# MyADSI Enhance

Our Enhance suite of additional reporting and features allows for greater visibility and more flexibility on managing your account. For instance, you can create and activate spend and charge warnings on mobile numbers on the account. When used in conjunction with our Mobile Device Management service you have access to device location too.

## MyADSI Enhance Plan

Check which Plan you have and any information against the Mobile Numbers.

My myADSI Enhance Plan

Mobile No.	Username	Cost Centre	Last Invoice	Spend Cap	Spend Cap Value	Spend Cap Used	Info	MDM
0725000000	M Person	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000001	Matt Day	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000002	Sue Smith	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000003	Andy Pearson	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000004	Fred Bloggs	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000005	C Person	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000006	A Person	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000007	Frank Smith	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000008	John Smith	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000009	Bill Bloggs	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000010	P Person	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000011	Sarah Staff	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000012	C Davis	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000013	G Person	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000014	A Smith	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000015	George Davis	03.00	22/01/2022	Yes	-	-	Info	MDM
0725000016	John Jay	03.00	22/01/2022	Yes	-	-	Info	MDM

## Bundle Usage

View the network bundles and contract dates against each Mobile number on the account, also allowances used and remaining for a current or specific period.

Bundle Usage

Mobile Number	Username	Cost Centre	Bundle Type	Effective Date	Expiry Date	Allowance	Remaining	Used	UM	In Use	Like Usage	Likely %
0725000000	C Smith	3008	Shared Data	22/01/2021	21/01/2022	3000	18.84	1018	GB	Yes		
0725000001	C Smith	3008	World 24hr Pass Capnet	22/01/2022	21/02/2022	1004.00	1004.00	0.00	GB			
0725000002	C Smith	3008	World 24hr Pass Capnet	22/01/2022	21/02/2022	1004.00	53.24	76.76	GB		100%	100%
0725000003	Sue Staff	4	World 24hr Pass Capnet	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000004	Sue Staff	4	World 24hr Pass Capnet	22/01/2022	21/02/2022	1004.00	1004.00	0.00	GB			
0725000005	Sue Staff	4	World 24hr Pass Capnet	22/01/2022	21/02/2022	1004.00	53.24	76.76	GB		100%	100%
0725000006	Fred Bloggs	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000007	Fred Bloggs	3008	Shared Data	22/01/2022	21/02/2022	1004.00	1004.00	0.00	GB			
0725000008	Bill Bloggs	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000009	Bill Bloggs	3008	Shared Data	22/01/2022	21/02/2022	1004.00	1004.00	0.00	GB			
0725000010	P Person	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000011	Sarah Staff	4	World 24hr Pass Capnet	22/01/2022	21/02/2022	1004.00	1004.00	0.00	GB			
0725000012	C Davis	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000013	G Person	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000014	A Smith	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000015	George Davis	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		
0725000016	John Jay	3008	Shared Data	22/01/2021	21/01/2022	30.00	18.84	1018	GB	Yes		

## Out of Bundle Charges

View details of unbilled and out of bundle charges against mobile numbers, with details of why and when they occurred.

Out of Bundle Charges

Discover the unbilled Out of Bundle Charges

View Out of Bundle Charges

Total	£1.88	0 Messages
Total	£26.34	18 Out of Bundle Charges
Total	£28.02	Total Out of Bundle Charges

Mobile	Username	Type	Date/Time	Cost/Charge	Description	Duration	Cost Volume (MB)	Billed Price
0725000000	John Smith	Text	21/01/2022 15:47:48	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000001	John Smith	Text	21/01/2022 17:48:12	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000002	John Smith	Text	01/01/2022 19:30:19	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000003	John Smith	Text	01/01/2022 19:30:19	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000007	Matt Day	Text	21/01/2022 18:02:11	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000008	Sarah Staff	Text	24/01/2022 08:29:36	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000009	Sarah Staff	Text	24/01/2022 11:41:31	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000010	Sarah Staff	Text	21/01/2022 15:33:44	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000012	Sarah Bloggs	Text	21/01/2022 15:33:44	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000013	Sarah Bloggs	Text	21/01/2022 15:33:44	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000014	Sarah Bloggs	Text	21/01/2022 15:33:44	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000015	Matt Day	Text	24/01/2022 14:19:05	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36
0725000016	John Jay	Text	24/01/2022 17:19:05	0.04500000	UK Call PP 3008	00:00:00	0.00	£7.36

## Out of Bundle Warning

Reporting and alerts of Mobile numbers that have reached or are near their bundle allowance, giving you the chance to make changes and avoid additional costs.

Out of Bundle Warning

Search:

1000-0000-000000

Include (0) Excluded (0)

Mobile Number	User Name	Cost Centre	Type	Usage Type	Call Fee	Data Volume	Call Duration
0725000000							
0725000005	M Person	0302	UK Data Usage		116.74	50.95 GB	00:00:00
0725000007							
0725000010	Frank Bloggs	0302	UK Call PP 3008		18.84	0.00	00:00:00
0725000012	Frank Bloggs	0302	UK Data Usage		0.00	4.90	00:00:00
Total					116.74		

Showing 5 of 7 of 7 entries

## Device Locations

If you are a Mobile Device Management (MDM) subscriber you can locate devices in real time, track routes real time and past – perfect for an on-the road team!



Recommended

Function	MyADSI	Lite	Standard	Professional	More info
Update Users, Cost Centres, Email Addresses	✓	✓	✓	✓	Update details of the account to suit your needs.
Activate SIMs	✓	✓	✓	✓	Activate new SIMs without having to call.
Add / Remove Stolen Bar	✓	✓	✓	✓	Ability to bar the sim and the handset to reduce exposure upon loss of handset
Add / Remove International Bars, Roaming Bars, GPRS Bar, IMEI Bar, Adult & Chat Bar, Premium, High Usage	✓	✓	✓	✓	This allows you to add or remove individual bars to each mobile number
Resend Bill Manager Email	✓	✓	✓	✓	Allows you to resend recent ADSI Bill Manager Report Suites
Data Usage Summary by MPN	✗	✗	✓	✓	Allows you to see a summary against each mobile number confirming how much data they have left in their bundles(s)
Data Usage Proactive Warnings	✗	✗	✗	✓	This will proactively flag each mobile number as to whether they are likely to near, reach or exceed their monthly allowances. You will be emailed daily a schedule of each number that is likely to breach current data allowances
Out of Bundle Charges (View)	✗	✓	✓	✓	Allows you to see the out of bundle charges by classification
Unbilled Usage	✗	✗	✓	✓	View all currently unbilled usage
Out of Bundle Charge Warnings	✗	✗	✗	✓	This allows you to set individual limits per mobile number and flag proactively via daily email alerts any mobile number that has exceeded the spend threshold that you set
Spend Cap Level & Usage	✓	✓	✓	✓	This allows you to see the current spend cap and usage value for individual numbers
Spend Cap Utilisation	✗	✗	✓	✓	Visibility of all Spend Cap information for all numbers
Device Location Services*	✗	✗	✗	✓	View your device location history*
Detailed Device Information*	✗	✗	✗	✓	View detailed device information such as IMEI, make and model*

Price per MPN / per month

FREE

£1.00

£2.00

£3.00

\*Device Location feature requires MDM subscription, ask for details.

# Administration

## User Accounts

Create Users to manage, carry out changes, retrieve reports etc on the MyADSI Portal for the account. There are various levels of User permissions within

the Portal so you are able to designate who manages what. For example;

**Read Only User** – can view only and are unable to make changes

**Standard User** – has the ability to make and request changes to any mobile number, but can only view their own changes

**Administrator** – controls all the Portal users, and have full access to entire account



# Here for you

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## Help

Use our Contact form on the Help page if you can't find what you are looking for and need help with the portal.

Or call us. We have UK based, dedicated account managers who know your business and can offer you support.

*Our care team are available*

Monday – Friday, 8.30am-5.30pm by phone or email for everyday service requests and support

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