

How To Print Recharge Vouchers in Nigeria Using Netdivo ePin Manager

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For **NetDivo** (www.netdivo.com)

Version 1.0

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You can also use it to train your friends at seminars etc.

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About NetDivo ePin Manager

“**NetDivo ePin Manager**” is a software that enables you to print recharge vouchers of All Networks (MTN, Etisalat, Glo, Airtel, Visafone and Starcomms) with ease and extended features which no other software of its kind can offer or has offered. It works with ePins purchased from **ANY** recharge cards dealer in Nigeria.

“NetDivo ePin Manager” has a user friendly interface with easy-to-use modules that even a novice will understand.



>>>> Getting Started

STEP 1

Buy ePINS you want to print from a reliable dealer that sells ePINS and save the file somewhere on your computer. You can create a PINS folder in your local disk C of your PC and save it there.

The ePins might be encrypted in text or pdf files; might be protected with passwords for security purposes. The dealer will give you the password at the point of purchase of the ePins, so you can use it to open the ePins file.

Kindly note that for training purpose, NetDivo uses a sample ePins file when teaching people how to use the software in printing recharge vouchers.

NetDivo will provide you the list of recharge card dealers. Check www.rechargecardprinting.com for more info on how to get the dealers list.

STEP 2

Connect your printer to your computer and ensure it's working fine.

You can use any printer but Laserjet Printers are recommended because you will be wasting a lot of money buying ink-cartridges for deskjet printers.

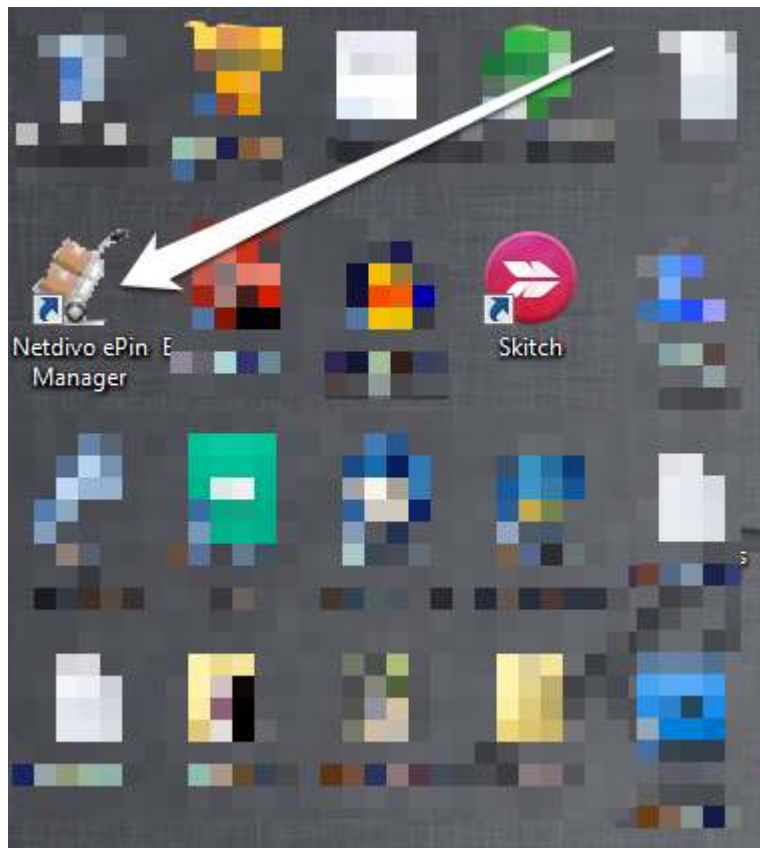
STEP 3

Download NetDivo ePin Manager on your computer. Install and **activate** it.

You can download it at: www.RechargeCardPrinting.com

****Please, it will NOT work on your smartphones. Strictly for Computers ONLY.

After successful installation, you should notice the “NetDivo ePin Manager” shortcut on your desktop.



STEP 4: Adding Your Business Name

Right-click on the “Netdivo ePin Manager” shortcut and click on “**Run as administrator**”.

Sign in to the software using login details you received via email upon activation request.

Go to "Admin Options" > "Set Up" > “Company Details”.



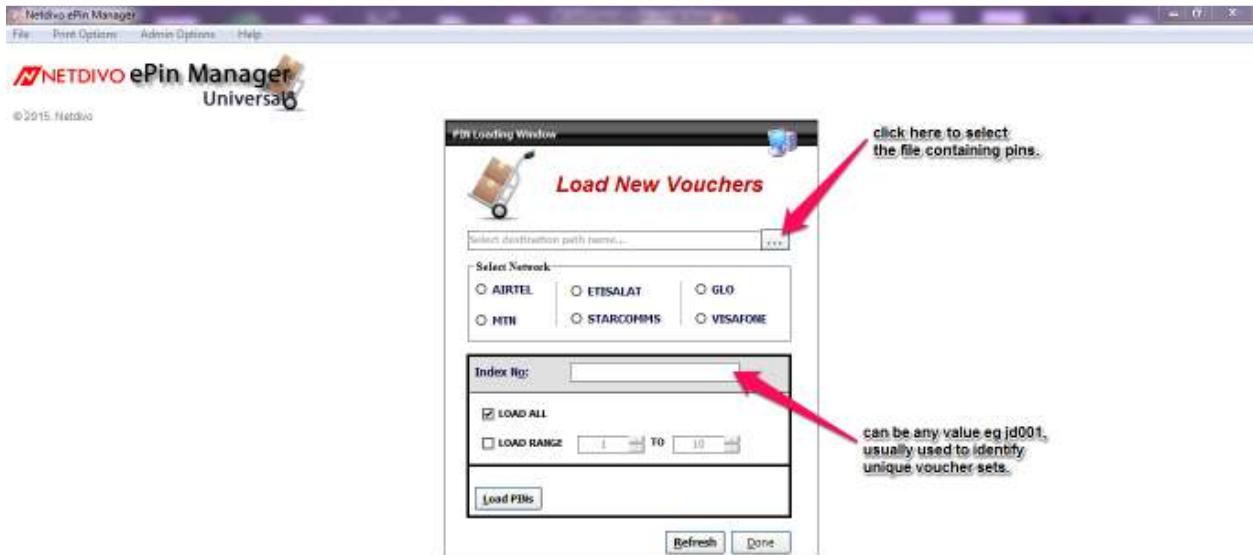
Enter your company or business name and location, and then SAVE.

Delete whatever is there if you prefer to leave it empty.

STEP 5: Importing ePins

Go to "File" > "Import PIN File".

You should see a window similar to the screenshot below:



Click the "..." tab next to "Select destination path name..." and select the file containing the ePins you want to print.

Select the **network** of the PIN file

Enter an **index number** e.g *jd001*. It can be any value, usually used to identify unique voucher sets. Make it unique for every pin file you print as it comes handy when RE-printing vouchers.

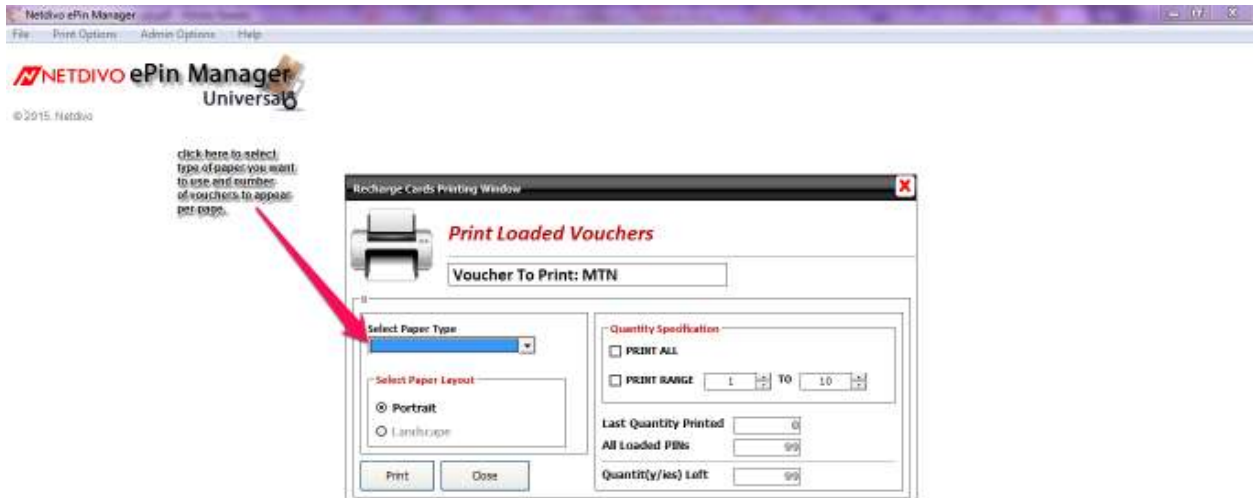
Select "Load all" or select a range, depending on the number of pins you want to print from your PIN file

Click "Load Pins" button.

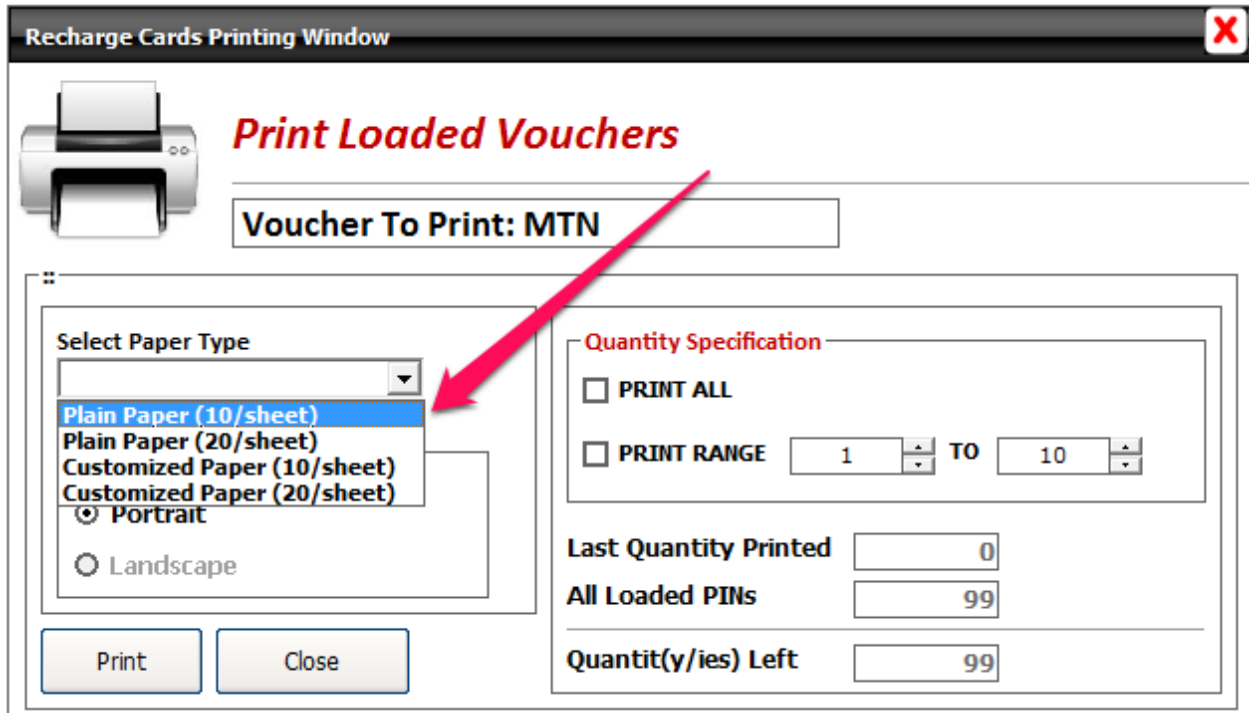
If loaded successfully, click "OK" and "Done".

STEP 6: Printing Loaded Pins

Go to "Print Options" > "Print Vouchers" and click on the network you want to print eg MTN



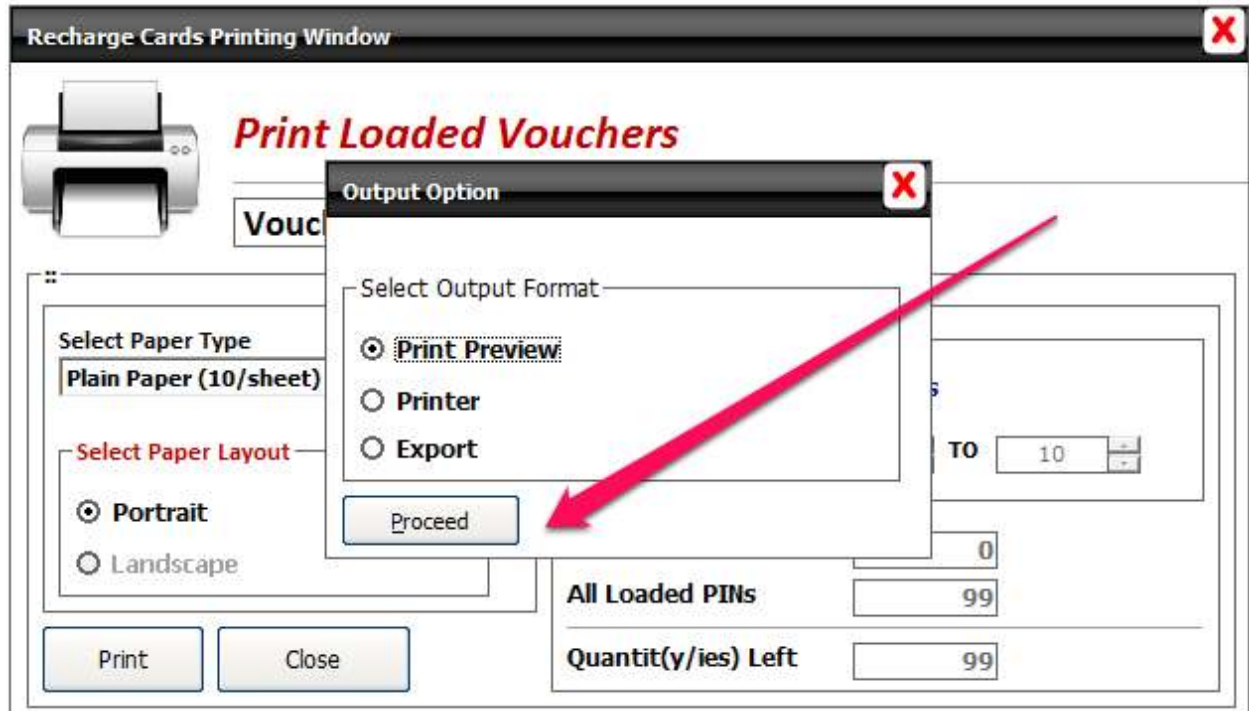
Click "Select Paper" dropdown and select "**Plain Paper (10/sheet)**". If you've customized your paper, select the customized paper option.



Under "Select Paper layout", select "**Portrait**"

Under "Quantity specification", select "**Print all**" or the range you want to print

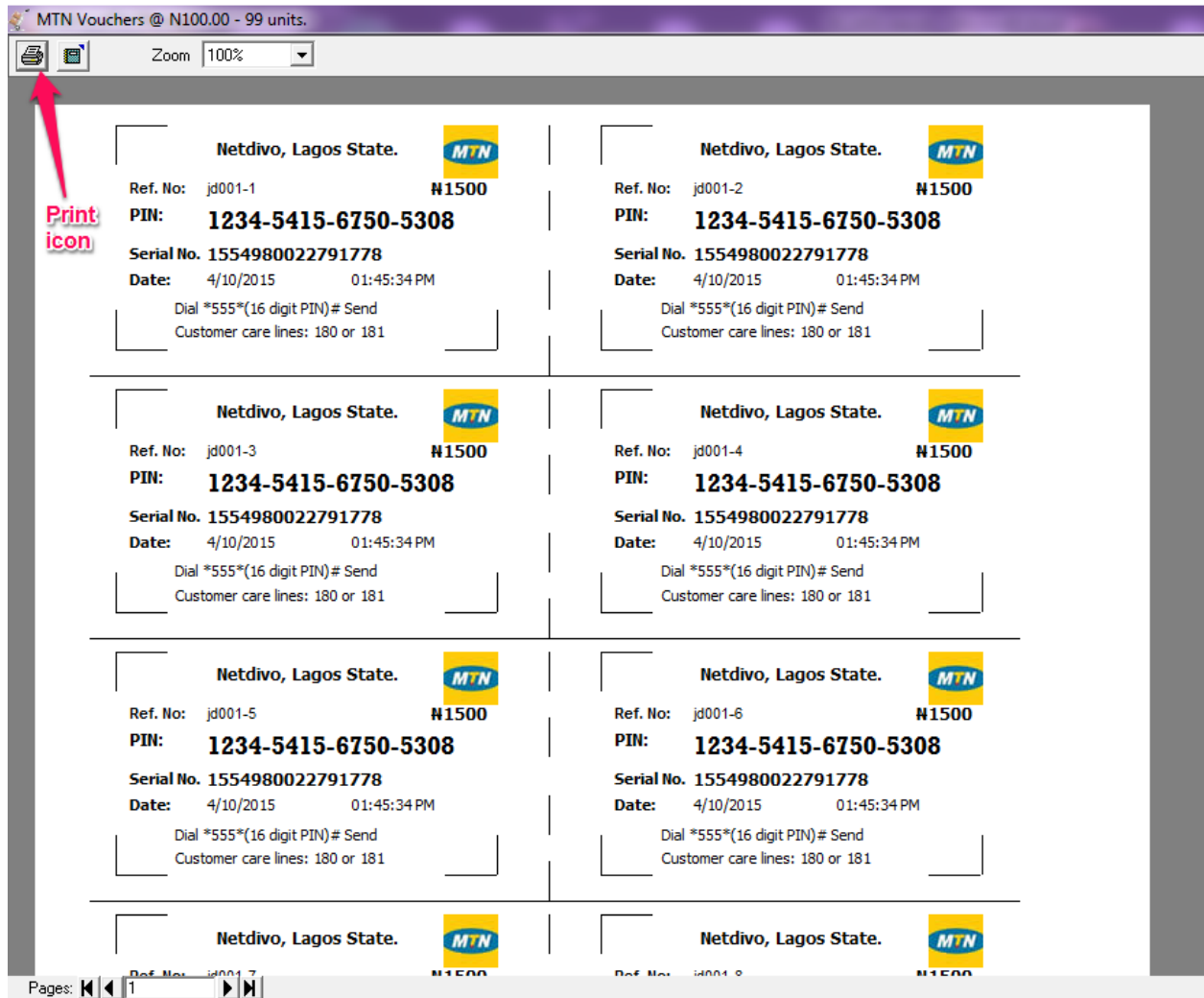
Click "**Print**" button.



Leave the "Select output format" as "Print Preview" so you can preview before printing.

Click "Proceed" button.

You should see something similar to the screenshot below:

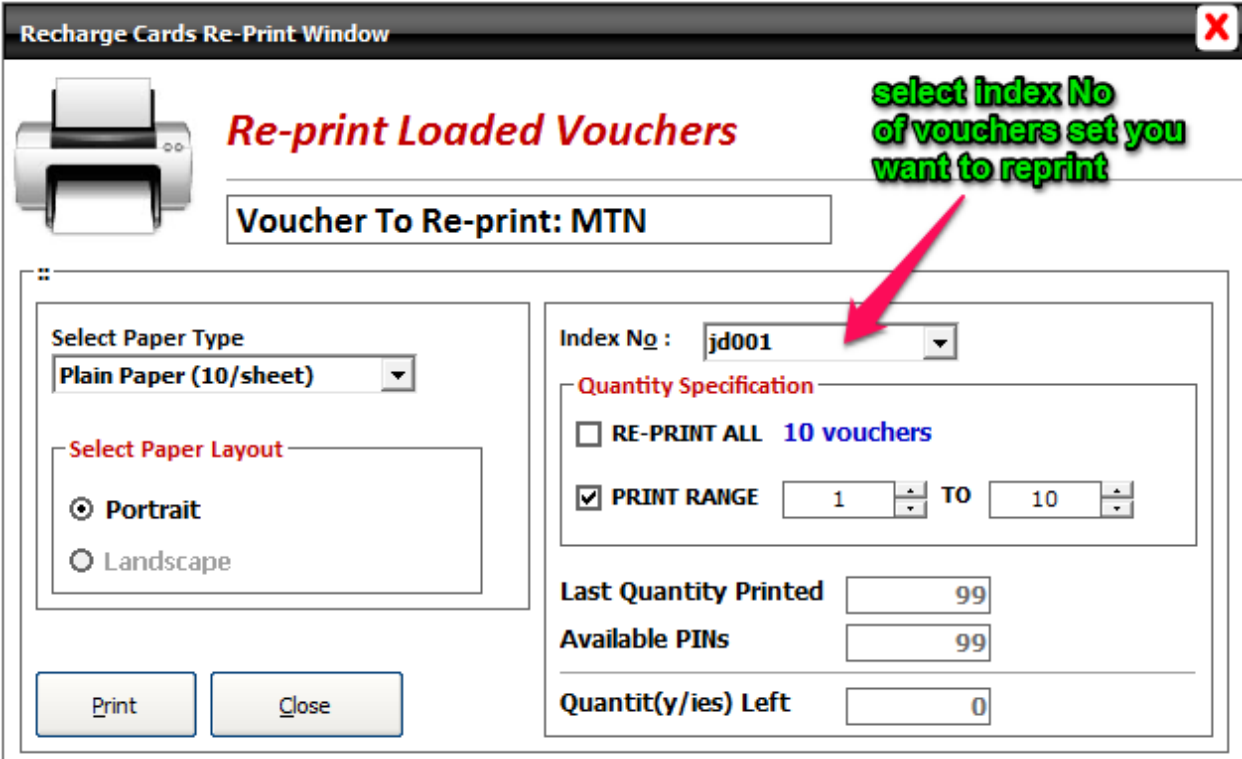


If satisfied with the preview, click on the print icon at the top left corner of the screen. (The first icon)

Then wait as the print out comes out of your printer.

How To Reprint Vouchers

Go to "Print Options" > "Re-Print Vouchers" and click on the network you want to reprint eg MTN



The screenshot shows a window titled "Recharge Cards Re-Print Window" with a printer icon and the text "Re-print Loaded Vouchers". Below this, there is a text box labeled "Voucher To Re-print: MTN". The window is divided into two main sections. The left section contains "Select Paper Type" (set to "Plain Paper (10/sheet)") and "Select Paper Layout" (with "Portrait" selected). The right section contains "Index No:" (set to "jd001"), "Quantity Specification" (with "RE-PRINT ALL 10 vouchers" unchecked and "PRINT RANGE" checked from 1 to 10), "Last Quantity Printed" (99), "Available PINs" (99), and "Quantit(y/ies) Left" (0). A red arrow points to the "Index No" dropdown menu, with a green text annotation: "select index No of vouchers set you want to reprint". At the bottom left, there are "Print" and "Close" buttons.

Select the index number of the PIN file you want to reprint

Select the paper type and layout

Specify the quantity to be reprinted

Click "Print" button.

Leave the "Select output format" as "Print Preview" so you can preview before printing.

Click "Proceed"

If satisfied with the preview, click on the print icon at the top left corner of the screen. (The first icon)

Then wait as the print out comes out of your printer.

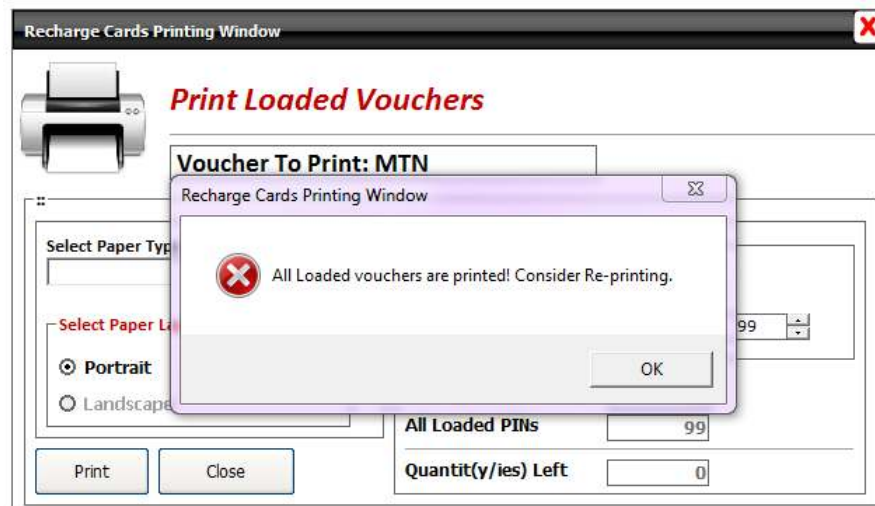
Below is a sample of 10 vouchers on a plain paper :



You can use scissors to cut them into pieces if you want to sell to end users.

How To Flush/Delete Printed/Unprinted Pins

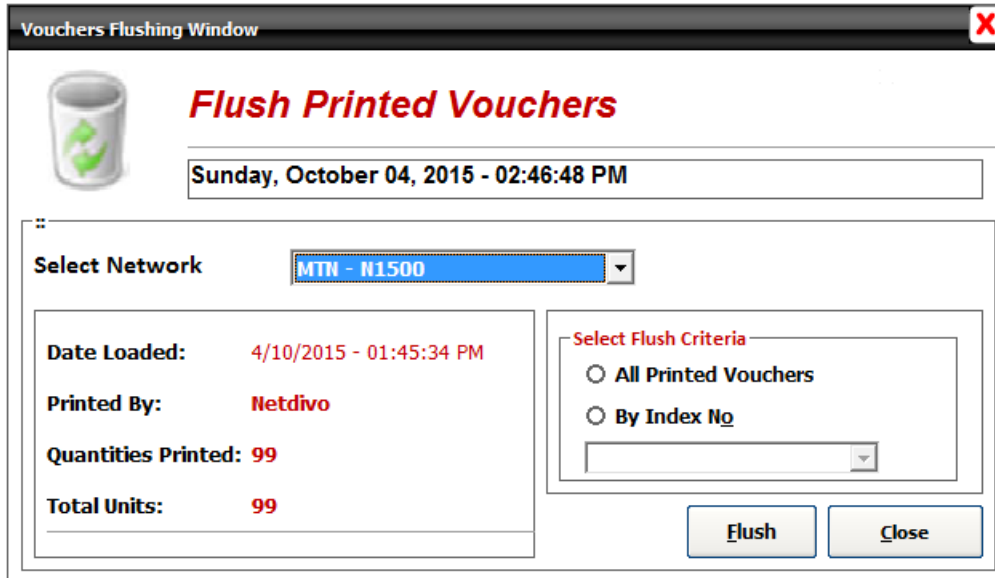
You can flush printed pins so that the software can see it as a new set of pins. Hence, the software won't force you to consider-reprinting whenever you try printing the vouchers.



To flush,

Go to **“Admin Options” > “Flush Pins”**

Select if you want to flush **“Printed Pins”** or **“loaded Pins”**



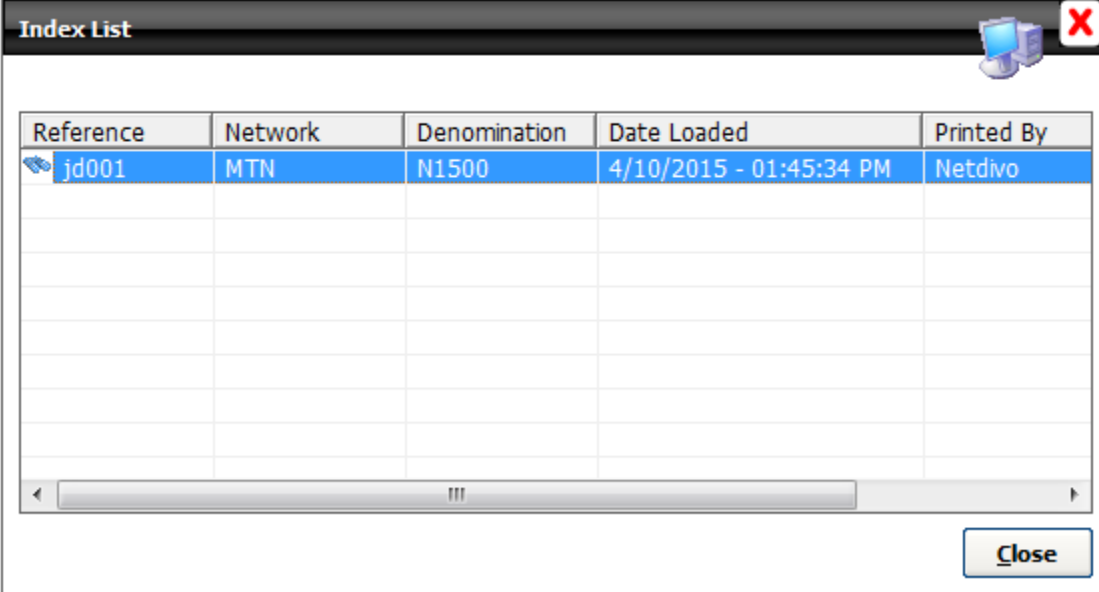
Select the Network

Select flush criteria: **“All Printed Vouchers”** or **“By Index No”**. If **“By Index No”**, select the index Number of the vouchers set from the dropdown.

Click **“Flush”**.

How To View List of Printed Vouchers

Go To “File” > “List of Index”



The screenshot shows a window titled "Index List" with a table containing the following data:

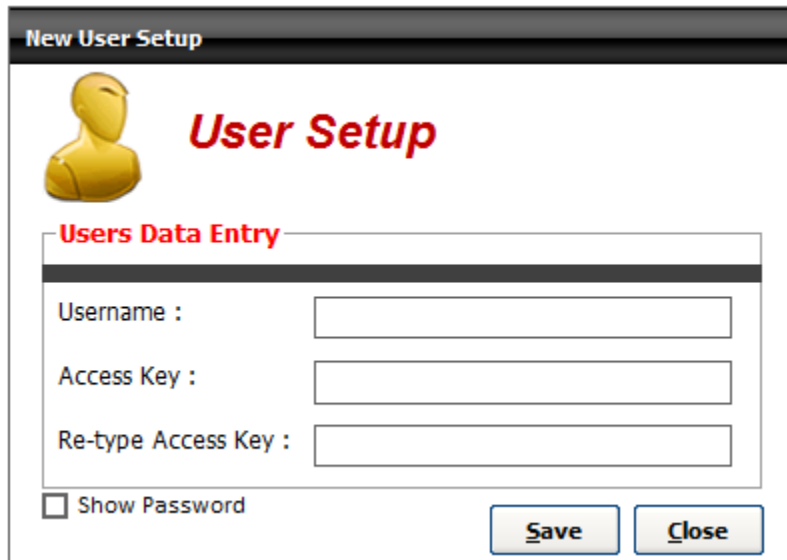
Reference	Network	Denomination	Date Loaded	Printed By
jd001	MTN	N1500	4/10/2015 - 01:45:34 PM	Netdivo

Right there, you will see the list with info on date loaded, network, denomination and user that printed them.

How To Add New Users

You can add new users by specifying their username and password. You can also use this to create new login details for yourself as alternative to the default login details.

Go to **“Admin Options”**> **“Set Up”** > **“New User”**



The screenshot shows a 'New User Setup' dialog box. It features a yellow user icon and the title 'User Setup'. The 'Users Data Entry' section includes three text input fields for 'Username', 'Access Key', and 'Re-type Access Key'. A 'Show Password' checkbox is located at the bottom left, and 'Save' and 'Close' buttons are at the bottom right.

Enter the “Username”, “access Key” and retype the access key.

Click SAVE and then CLOSE.

Important Tips

1. Use dedicated email address for this recharge card printing business, GMAIL is recommended.
2. Do NOT buy pins from dealers when you are not ready to print and sell them
3. After printing the pins you've not sold, endeavour to delete them from system and/or recycle bin before connecting to the internet
4. It's advisable you use your "Business Name" as depositor's name rather than your name when making payment to dealers.
5. Bulk Pins are sold in units of 100 per denomination such as 100, 200, 300 etc. and not 50, 120, 280.

Contact Details

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