

Add Packages and Devices to Sales Members



1 Navigate to <https://hoponticket.com/>

2 Click "Group management"

The screenshot shows the HoponTicket.com dashboard. The top navigation bar is dark red with white icons and labels: Billing, Banks, HRM, Tickets, Tools, NTAK, Simple..., Group (highlighted with an orange circle), Storage, Financ..., and BBus. Below the navigation bar, there are several widgets: INVOICES (Unpaid 2, 2), VENDOR QUOTES (To accept | refuse 0, To close 0), TICKETS (Open tickets 9), and LEAVE (To approve 0). At the bottom, there are two tables. The left table is titled 'former Invoices: oldest 5 unpaid' and shows two rows of invoice data. The right table is titled 'Latest 5 modified tickets' and shows two rows of ticket data.

former Invoices: oldest 5 unpaid				
A2402-0001	Általános Vevő / Gen...	3,937.01 Ft	2024/02/12	
A2403-0001	Általános Vevő / Gen...	13 168 Ft	2024/03/12	

Latest 5 modified tickets		
TS2404-0007	teszt 1356	gele
TS2404-0006	teszt 6	szoll

3 Click "Association of packages and devices"

User groups

- List of groups
- List of one person groups
- Hotel groups

Packages

Assigning devices to a package

Devices management

Association of packages and devices

Cash Closing

DailyClosingList

Logout management

Hotels

User groups

☐ Big Bus Hungary Kft. ☐ Budapest Sightseeing Kft. ☒ Mr.NILSZ Kft.

Individual or group

Users assigned: MR_NILSZ_OFFICE

Search...

MR_NILSZ_OFFICE_ASTORIA_2
Mr.NILSZ Kft.

MR_NILSZ_OFFICE_Anker_Köz
Mr.NILSZ Kft. 1 person

MR_NILSZ_OFFICE_Blaha_2
Mr.NILSZ Kft.

MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI
Mr.NILSZ Kft.

4 Use the company filter to find the sales team.

HRM Tickets Tools NTAK Simple... Group... Storage Financ... BBus

CLEAR ALL PACKAGES FROM THE GROUPS

Association of packages and devices

☐ Big Bus Hungary Kft. ☐ Budapest Sightseeing Kft. ☒ Mr.NILSZ Kft. ☐ PROGRAM CENTRUM Kft.

Individual or group

← Groups Packages assigned to the group: BIG_BUS_HUNGARY_SALES

Free packages

Search...

GARY_SALES

GARY_SALES_ASTORIA

GARY_SALES_ASTORIA_2

BBH_Package_0001

BBH_Package_0002


BBH_Package_0003

BBH_Package_0004


5 Select the sales team.

 **Cash Closing**


DailyClosingList

 **Logout management**

 **Hotels**


 MR_NILSZ_OFFICE_ASTORIA_2

Mr.NILSZ Kft.


 MR_NILSZ_OFFICE_Anker_Köz

Mr.NILSZ Kft.


(1 person)

 MR_NILSZ_OFFICE_Blahu_2


Mr.NILSZ Kft.

 MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI

Mr.NILSZ Kft.


 MR_NILSZ_SALES_ASTORIA

Mr.NILSZ Kft.


 MR_NILSZ_SALES_Akadémia

Mr.NILSZ Kft.


(3 people)

 MR_NILSZ_SALES_Andrássy_Bódé

Mr.NILSZ Kft.

 MR_NILSZ_SALES_Arany_János_Utca


Mr.NILSZ Kft.

 MR_NILSZ_SALES_Baalbek


Mr.NILSZ Kft.


 MR_NILSZ_SALES_Batthyany_Tér


Mr.NILSZ Kft.


 MR_NILSZ_SALES_Bazilika


6 Use the checkbox to select which devices you want to assign to sales members.


☐  MR.NILSZ-PACKAGE-0003 (3 Device)


☐  MR.NILSZ-PACKAGE-0004 (3 Device)


☐  MR.NILSZ-PACKAGE-0005 (3 Device)


☐  MR.NILSZ-PACKAGE-0006 (3 Device)


☒  MR.NILSZ-PACKAGE-0007 (3 Device)


☐  MR.NILSZ-PACKAGE-0008 (3 Device)


☒  MR.NILSZ-PACKAGE-0009 (3 Device)


☐  MR.NILSZ-PACKAGE-0010 (3 Device)


☐  MR.NILSZ-PACKAGE-0011 (3 Device)


☐  MR.NILSZ-PACKAGE-0012 (3 Device)

☐  MR.NILSZ-PACKAGE-0013 (3 Device)

☐  MR.NILSZ-PACKAGE-0014 (3 Device)

☐  MR.NILSZ-PACKAGE-0015 (3 Device)

☐  MR.NILSZ-PACKAGE-0016 (3 Device)

☐  MR.NILSZ-PACKAGE-0017 (3 Device)

7 Click "Select action".

RM Tickets Tools NTAK Simple... Group ... Storage Financ... BBus

CLEAR ALL PACKAGES FROM THE GROUPS

ackages and devices

-- Select action -- CONFIRM

☐ Budapest Sightseeing Kft. ☒ Mr.NILSZ Kft. ☐ PROGRAM CENTRUM Kft.

ual or group	← Groups	Packages assigned to the group MR_NILSZ_SALES_Akademia	Free pacakge
		No package assigned	Search...
STORIA_2			<input type="checkbox"/> MR.NILSZ-PACKAGE-0002
anker Köz			<input type="checkbox"/> MR.NILSZ-PACKAGE-0003

8 From the drop down menu select "Add package(s)"

CLEAR ALL PACKAGES FROM THE GROUPS

ackages and devices

-- Select action -- CONFIRM

☐ Budapest Sightseeing Kft. ☒ Mr.NILSZ Kft. ☐ PROGRAM CENTRUM Kft.

individual or group	← Groups	the group akademia	Free pa
		No package assigned	Search...
CE_ASTORIA_2			<input type="checkbox"/> MR.NILSZ-PACKAGE
CE_Anker_Köz			<input type="checkbox"/> MR.NILSZ-PACKAGE
(1 person)			<input type="checkbox"/> MR.NILSZ-PACKAGE
CE_Blaha_2			<input type="checkbox"/> MR.NILSZ-PACKAGE
CE GRAND HOTEL KELET			<input type="checkbox"/> MR.NILSZ-PACKAGE

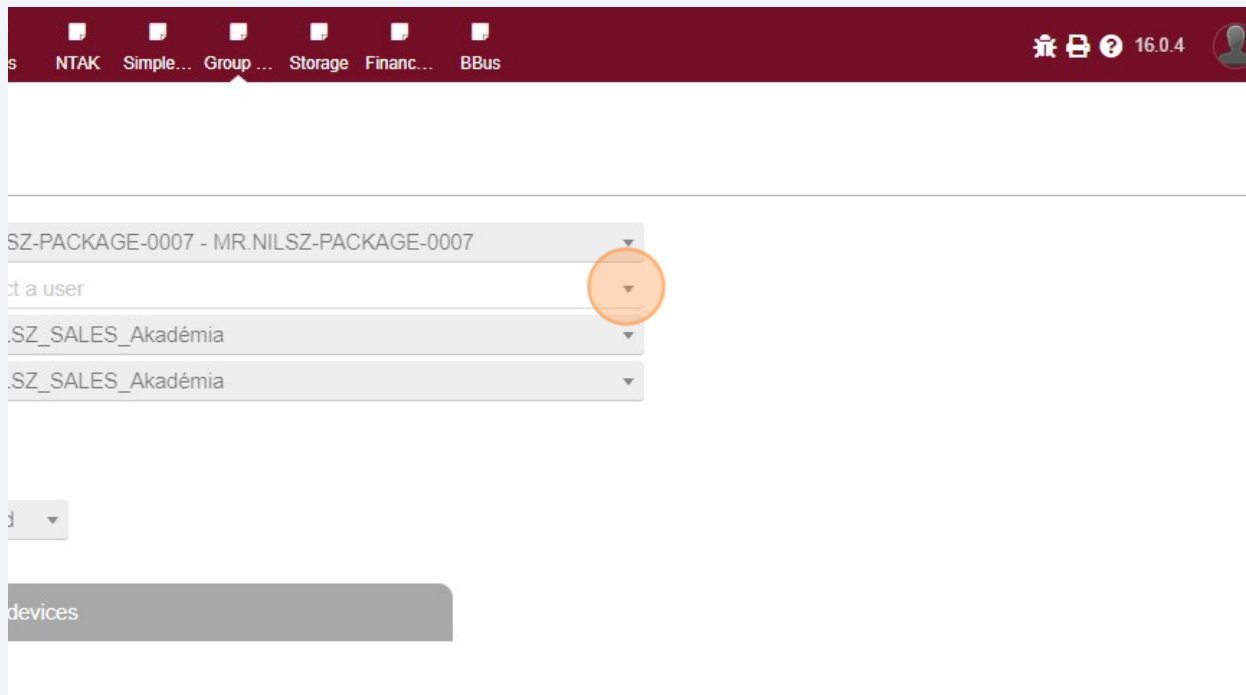
9 Click the "CONFIRM" button.

The screenshot shows a software interface with a dark red header bar containing icons for Tools, NTAK, Simple..., Group..., Storage, Financ..., and BBus. A status bar on the right shows a printer icon, a question mark, and the version 16.0.4. Below the header, there is a purple button labeled "CLEAR ALL PACKAGES FROM THE GROUPS". The main area is titled "devices" and contains a section for adding packages. It features a dropdown menu labeled "Add package(s) ▾" and a purple button labeled "CONFIRM" which is highlighted with an orange circle. Below this, there are four checkboxes: "Budapest Sightseeing Kft.", "Mr.NILSZ Kft." (which is checked), "PROGRAM CENTRUM Kft.", and "RiverRide-". At the bottom, there is a table with two columns: "Groups" and "Free packages". The "Groups" column shows a back arrow, the text "Packages assigned to the group MR_NILSZ_SALES_Akadémia", and a red message "No package assigned". The "Free packages" column has a search bar and two items: "MR.NILSZ-PACKAGE-0002" and "MR.NILSZ-PACKAGE-0003", each with an unchecked checkbox and a package icon.

10 In the middle of your screen click the green box with a '+'.
In the middle of your screen click the green box with a '+'.

The screenshot shows a software interface titled "Association of packages and devices". It has a header bar with checkboxes for "Big Bus Hungary Kft.", "Budapest Sightseeing Kft.", "Mr.NILSZ Kft." (checked), and "PROGRAM C". Below the header, there is a table with two main sections. The left section is titled "Individual or group" and contains a search bar and a list of items, each with a person icon and a name: "MR_NILSZ_OFFICE_ASTORIA_2", "MR_NILSZ_OFFICE_Anker_Köz", "MR_NILSZ_OFFICE_Blaha_2", "MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI", "MR_NILSZ_SALES_ASTORIA", and "MR_NILSZ_SALES_Akadémia". The right section is titled "Packages assigned to the group MR_NILSZ_SALES_Akadémia" and contains a search bar and a list of items, each with a package icon, a name, and a count: "MR.NILSZ-PACKAGE-0007 (3 Device)", "MR.NILSZ-PACKAGE-0009 (3 Device)", and "MR.NILSZ-PACKAGE-0010 (3 Device)". A green box with a white "+" sign is highlighted with an orange circle, positioned between the two sections. There are also "Select all" checkboxes and "Search" bars in both sections.

- 11** Click on the select a user dropdown arrow.



- 12** Choose from the drop-down menu to whom you want to give the parcel.

- 13** At the bottom of the list, fill in the number of tickets and the number interval of the package.

- 14** Click on the "CREATE" button

- 15** Repeat this with the other packages.

- 16 To check, click on the company name in the header of the middle column.

CLEAR ALL PACKAGES FROM THE GROUPS

s and devices

☐ Budapest Sightseeing Kft. ☐ Mr.NILSZ Kft. ☐ PROGRAM CENTRUM Kft. ☐ Rive

or group	← Groups Packages assigned to the group MR_NILSZ_SALES_Akadémia	Free pacakges
	Select all <input type="checkbox"/>	Search...
ES	MR.NILSZ-PACKAGE-0007 (3 Device) <input type="checkbox"/> PackageHistoryRecord Lajos Birnstein	<input type="checkbox"/> MR.NILSZ-PACKAGE-0002
ES_ASTORIA		<input type="checkbox"/> MR.NILSZ-PACKAGE-0003
ES_ASTORIA_2	MR.NILSZ-PACKAGE-0009 (3 Device) <input type="checkbox"/> PackageHistoryRecord András Szűcs	<input type="checkbox"/> MR.NILSZ-PACKAGE-0004
ES_Andrássy_Bódé		<input type="checkbox"/> MR.NILSZ-PACKAGE-0005
		<input type="checkbox"/> MR.NILSZ-PACKAGE-0006
		<input type="checkbox"/> MR.NILSZ-PACKAGE-0008