

InstaREM.net

User Guide

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Summary

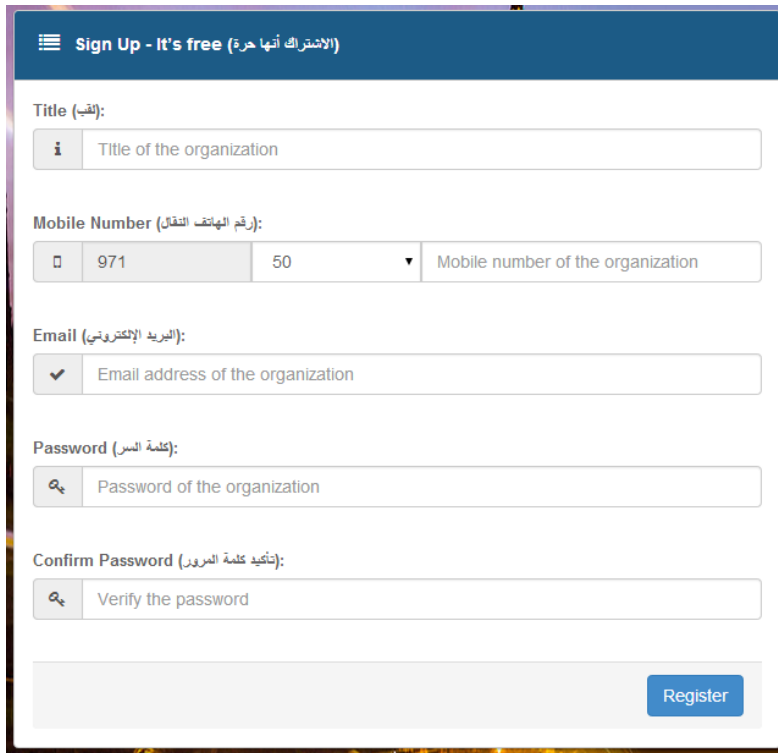
Instarem is a cloud based free online web service. The objective of the service is to provide timely alerts regarding the renewals of artifacts. Artifacts may vary from Emirates ID, Insurance card, License documents, Labour card to tenancy documents or even your credit cards.

In addition to being a cloud based free service, Instarem brings in a lot of flexibility according to the company size and the premium packages provided. The basic version of the service which is absolutely free provides instant email notifications. Premium versions provide the advanced capability to send alerts on text message basis as well. The text messaging is a premium feature which is classified into four packages.

Registration

Registration to Instarem is absolutely free.

1. Go to <http://www.instarem.net>
2. Select 'Member Area' from top menu
3. Fill in the details in the registration form as shown below
4. Click Register

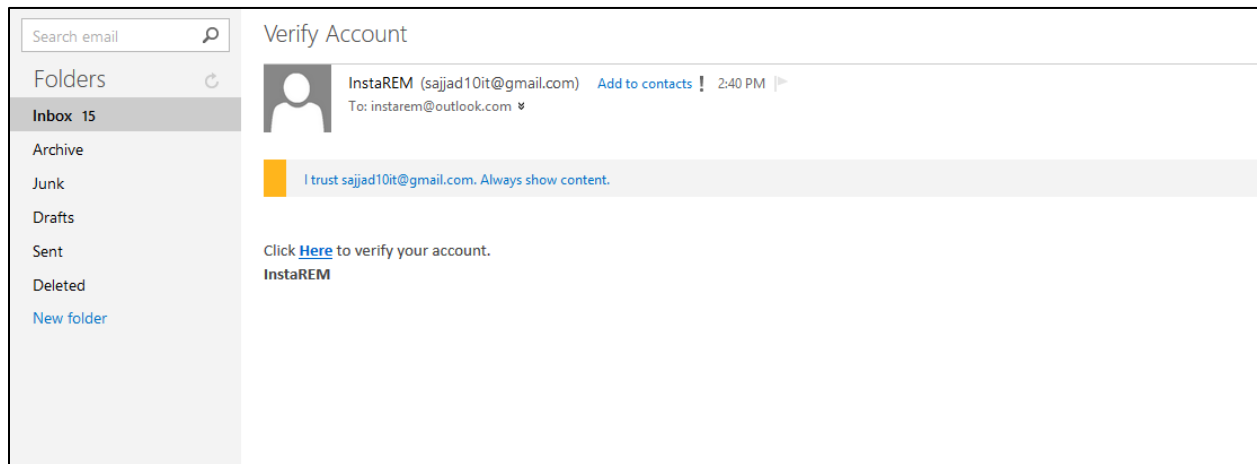


The screenshot shows the registration form on the Instarem website. The form is titled "Sign Up - It's free (الانضمام آتيا حرة)". It contains the following fields:

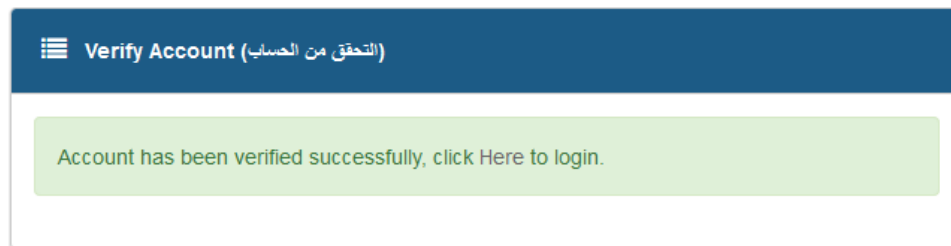
- Title (اللقب):** A text input field with a placeholder "Title of the organization" and an information icon (i).
- Mobile Number (رقم الهاتف النقال):** A text input field with a dropdown menu for the country code (971) and a dropdown menu for the area code (50). The placeholder is "Mobile number of the organization".
- Email (البريد الإلكتروني):** A text input field with a placeholder "Email address of the organization" and a checkmark icon (✓).
- Password (كلمة السر):** A text input field with a placeholder "Password of the organization" and a password icon (🔒).
- Confirm Password (تأكيد كلمة المرور):** A text input field with a placeholder "Verify the password" and a password icon (🔒).

A blue "Register" button is located at the bottom right of the form.

5. Once you get the successful registration message, verify your email address.
6. Go to the email account you provided for registration and check for an email from Instarem.
7. Open the mail and click the link provided.



8. Once verified the following message is shown.



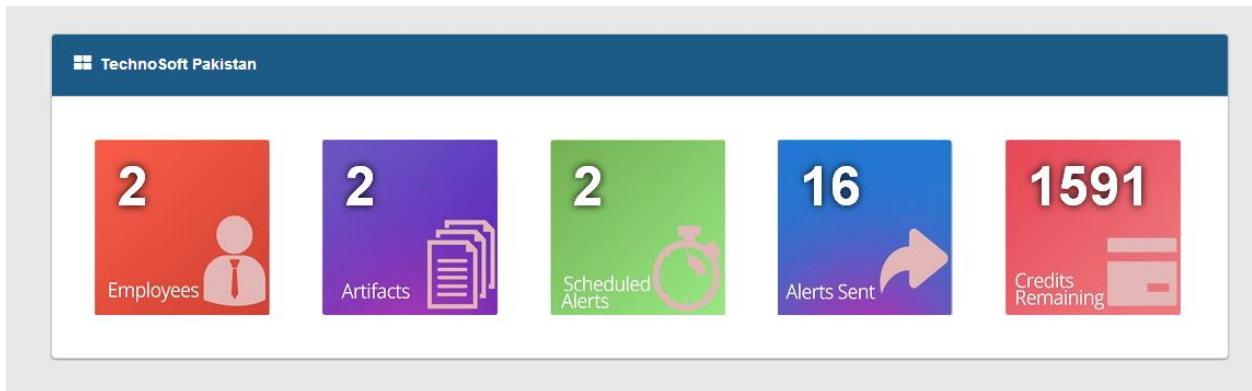
9. Your Instarem account is ready to use.
10. Log in to [Instarem.net](https://instarem.net)

Features

The service provides three major features as explained below.

Employee Information Feature

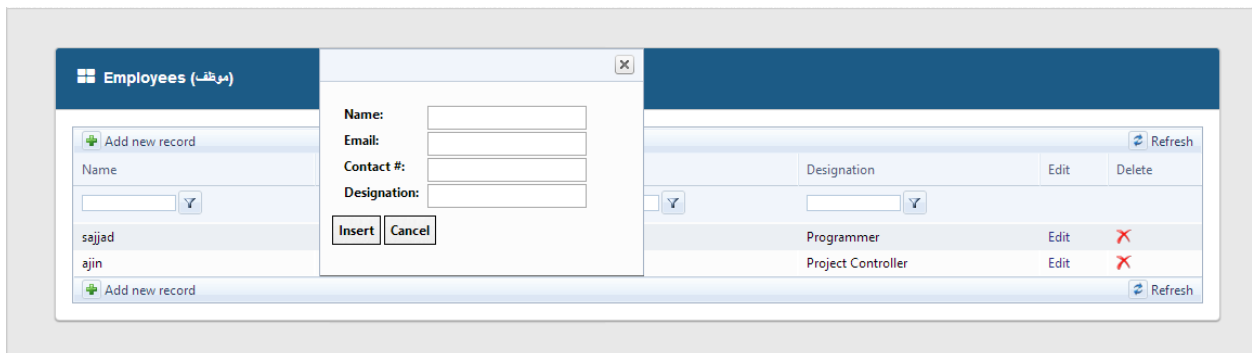
Once registered and email address verified the user can login using the same email address and password. The home screen contains widgets that provide overview of the employees added, artifacts included, the alerts sent and the credits remaining.



The steps for adding employee information

1. Select 'Employees' from left menu
2. Click on the add new record button
3. Fill in the details of the employee

Note: make sure the employee email address and the mobile number are accurate; these will be used to send the alert to the employee.



Artifacts Feature

The steps for adding artifacts

1. Select 'Artifacts' from left menu
2. Click on the add new record button
3. Fill in the details of the artifact

The screenshot shows the 'Artifacts (التحفظ)' interface. On the left, there is a table with columns for Title, Passport, and Emirates ID. An 'Add new record' button is visible. A modal form is open in the center, containing fields for 'Title' and 'Description', and 'Insert' and 'Cancel' buttons. On the right, there is a table with columns for Edit and Delete, and a 'Refresh' button.

Schedule Notification Feature

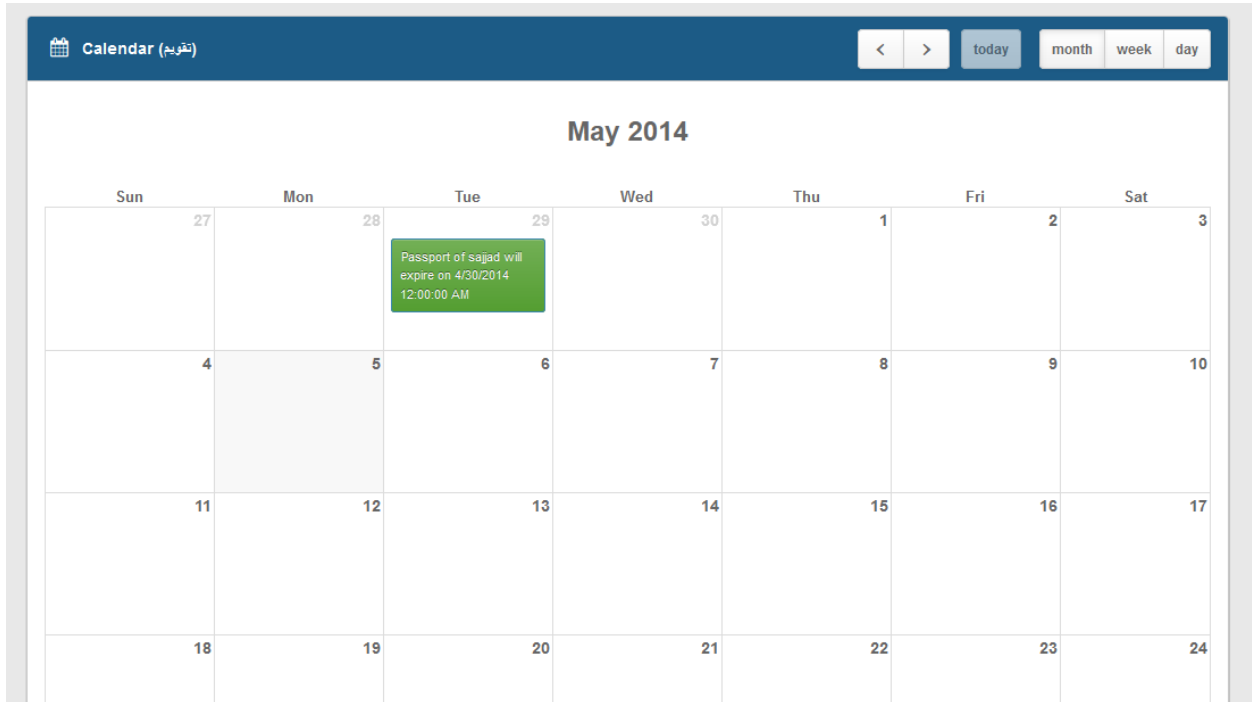
The steps for scheduling notifications

1. Select 'Schedule Notification' from left menu
2. Click on the add new record button
3. Select the employee from dropdown list.
4. Select the artifact from dropdown list.
5. Select the issue date
6. Select the expiry date
7. Set the date to receive the alert

The screenshot shows the 'Manage Notifications (إدارة التبليغات)' interface. On the left, there is a table with columns for Employee, Artifact, and Issue Date. An 'Add new record' button is visible. A modal form is open in the center, containing dropdown menus for 'Employee' (sajjad) and 'Artifact' (Passport), and date pickers for 'Issue Date', 'Expiry Date', and 'Alert Date'. 'Insert' and 'Cancel' buttons are also present. On the right, there is a table with columns for Alert Date, Edit, and Delete, and a 'Refresh' button.

Calendar Feature

Calendar shows all the scheduled notifications.



Notification Settings

Notifications can be sent as email only or as text message only or both together. It can also be sent to individual only or company only or both together.

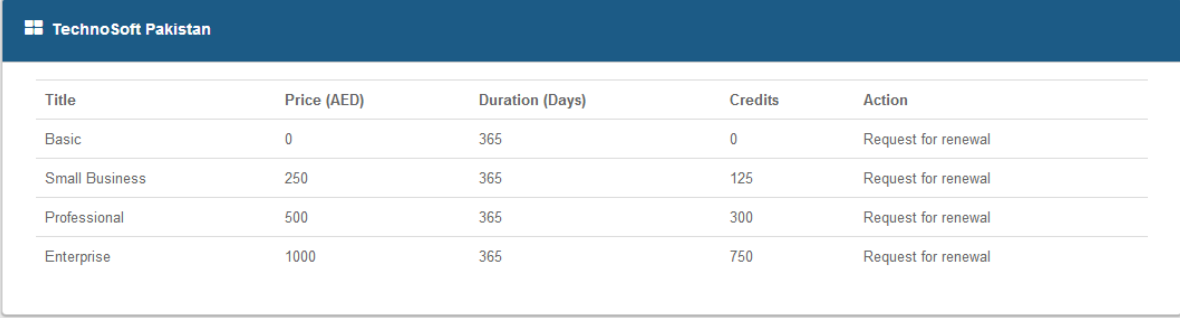


Renewal of Subscription

The steps for renewing subscription package

1. Select 'Subscriptions' from left menu
2. Choose any one of the four packages available
3. Click the 'Request for renewal' link

Your request will be automatically sent to our technical team and the request will be fulfilled with highest priority.



The screenshot shows a table titled 'TechnoSoft Pakistan' with the following data:

Title	Price (AED)	Duration (Days)	Credits	Action
Basic	0	365	0	Request for renewal
Small Business	250	365	125	Request for renewal
Professional	500	365	300	Request for renewal
Enterprise	1000	365	750	Request for renewal

The Subscription packages Instarem offers are:

Basic	Small Business	Professional	Enterprise
AED. 0	AED. 250	AED. 500	AED. 1000
Free Registration AED. 0.0	125 Active Credits AED. 250	300 Active Credits AED. 500	750 Active Credits AED. 1000
Unlimited Employees Unlimited Artifacts Unlimited Storage Unlimited Alerts	Unlimited Employees Unlimited Artifacts Unlimited Storage Unlimited Alerts	Unlimited Employees Unlimited Artifacts Unlimited Storage Unlimited Alerts	Unlimited Employees Unlimited Artifacts Unlimited Storage Unlimited Alerts
Free Upgrade	Free Upgrade	Free Upgrade	Free Upgrade
Unlimited Email Support	Unlimited Email Support	Unlimited Email Support	Unlimited Email Support