

Mobi**Code**

User Guide v1.00



Introduction



The new Vodafone NUC request tool has been designed to improve efficiency.

This will provide you with a tool to manage batch and individual requests.

The following slides form the overview of how to use the new system.

Our UK based helpdesk are available to support as required.



Improved Efficiency



Security





Help Desk Support



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Registration and Login





To create an account, please complete the online registration form here:

https://mobicode.co.uk/vodafone-registration/

Once you have completed the registration form you will be required to verify your email address by clicking the link in the email sent to the email address you registered.

Upon verification of your email address your account status will be pending whilst we undertake our account approval process.

When you are accepted for an account, you will receive a confirmation via email.

If your account application is declined, you will also be notified via email.

All account applications are subject to status checks and verifications.



Login

To login to your account you will require the following credentials which you entered during registration

- Login: Username
- Password: as set

To login, please go to:

<u>https://www.mobi-server.com</u>

Please note, Usernames and Passwords are case sensitive

If you have forgotten or need to reset your password you can do so from the login page by clicking the Recover Username/Password Link

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OGIN						
ease Log I	n					
.ogin	userna	ame				
					5	Login
assword Recover Use	ername/Passwo	ord				
Recover Use	ername/Passwo	ord				
Recover Use	ername/Passwo	ord				
Recover Use	ing in ?	ord	r reset your passe	word, please enter	your ema	ail address OR user name
Recover Use	ername/Passwor ing in ? To recover your use below User Name	ord ername and o	r reset your pass	word, please enter	your ema	ail address OR user name
Recover Use	ing in ? To recover your use below User Name Email	ername and o	r reset your pass	word, please enter	your ema	ail address OR user name



Home Menu Navigation Bar



- 1. Home The home screen provides instant access to request and view NUC activity
- 2. IMEI Services Various IMEI lookup services provided by Mobicode
- 3. Waiting This contains all outstanding (Open) requests
- 4. Archive This contains all requests to date (Open and Solved)
- 5. Downloads This provides access to other Mobicode solutions
- 6. Purchase This is where you can top up your account via PayPal instantly
- 7. Help Access to our knowledge base and help desk team (requires additional signup)
- 8. User This is where you can setup Users and view account pricing + Statements



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Adding Credits



Adding Credits

To request network unlocks you will need to have enough available credit on your user / group account. You can see your current credit balance at the top of the page

To add credit via invoice email: accounts@mobicode.co.uk

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IMEI SERVICES

HOME

Within the portal you will be able to

- View your existing balance
- Top Up your Balance Live via PayPal

To top up your balance via PayPal, please follow the steps below

- 1. Select 'Top Up Credits' from the Purchase Menu
- 2. Enter the amount you wish to top up
- 3. Select PayPal Option
- 4. Click Top Up Button





Vodafone Network Unlock Codes Service Overview











Starting a new request by IMEI Only (See other slides for file upload)

MOI	BICODE	Logged Into: Account Type: Account ID: Balance:	user_1 user 1012 669.74	
НОМЕ				HELP USER 👻
etwork NUC Request				
Home Start New NUC R	equest List NUC Request List NUC File U	Iploads		
Please start a new Network Ur	nlock Code request.			New Request
Paste Data Uplo	ad Via Spreadsheet			
IMEIs * The IMEI number of the mobile phone to unlock. You can enter multiple IMEIs (one per line)	357821089538357 359906070074724 359872064396178 359845063565340	P μ 	Jtep 1 lease start your !!!network!!! Unlock Code re Ve will then identify the Make and Model for e onfirm the request.	equest by completing the form on the left. each IMEI entered and confirm the charge for each device before you
Optional Reference Optional Notes	DEMO-001 Demo Submission.			
	Next			

After selecting 'Start New NUC Request' you will navigate to the screen above. This is where you can simply Enter / Paste IMEI numbers directly into the on-screen box. You can also add an optional reference with notes. Once entered click Next...



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IMEI Only contd..

You will now be presented with an overview with fees and a confirm button

	мс	BICODE		Lo Ac Ba	gged Into: count Type: count ID: lance:	user_1 User (VF) 1012 69.74									
	HOME IMEI SERVICES	WAITING ARCHIVE	DOWNLOADS P	JRCHASE 🤜	HELP US	ER 🔻									
	Home Start New NUC	Request List NUC Request	List NUC File Uploads	NUC Fees									11		
	Review Submitted Data											Stage 2			
	Action: Review	/ And Confirm Request				Review Submitted Dat	a								
	Service Vo	dafone Network Unlock Code										A		1.	
	Your Ref Te	st 01112018 Newco Ltd				NUC Terms & Cond	itions								· · · /
	Request Qty 20					Terms & Conditions of N	JC request						3		Terms
cont torms	Administration Fee 20	Administration Fee 200.00					ted devices will be accept	ed for processin	g, a blacklist check	will be car	ried out	on			
nfirm 5	Terms I agree to the terms and conditions					 A full blacks The device has ba In the event of a device has had it In the event an / removed, the ne Credits will be de 	en blacklisted the NUC wi n Apple device a further b s network lock removed. Apple device has been blac work lock will be reapplie ducted for your account fi	ill not be returned lacklist will be c cklisted prior to d to the device a or each IMEI su	arried out prior to r notification of the n and the request reje positive at the rate	otifying yo etwork loc ected. shown bef	ou that t k being fore you	he 👻			
	Select Status Type	All Items Ticket Created Download				Request Charge For Prepay Accounts: Th (device already blacklisted For Post Pay Accounts: Y	is request will be deducted etc), the charge will be au /ou will be invoiced based	d from your bala tomatically refu on your agreed	ince, in the event ti ided to your accou payment terms at	ne request ht. :he end of	is reject	ted or fails hth. £ 200.00			Foos
	Date	Ref	IMEI	Make	Model	Apple	State Changed	State ID	State	Tier I	Fee s	SUBMIT			rees
ck IMEI	2018-11-19 17:47:11	Test 01112018 Newco Ltd	355001070208110	Samsung	Galaxy S5 Neo	NO	2018-11-19 17:47:11	1	Ticket Created	B	10.00	•			
	2018-11-19 17:47:11	Test 01112018 Newco Ltd	353300061349145	Samsung	Galaxy S5	NO	2018-11-19 17:47:11	1	Ticket Created	B	10.00	•	1		
	2018-11-19 17:47:11	Test 01112018 Newco Ltd	353748060844062	Samsung	Galaxy S5	NO	2018-11-19 17:47:11	1	Ticket Created	в	10.00	•	1/-		
				HTC	One SV	NO	2018-11-19 17:47:11	1	Ticket Created	B	10.00	•	1		
	2018-11-19 17:47:11	Test 01112018 Newco Ltd	352803051285329	nic	One ov	140							and the second se		
	2018-11-19 17:47:11 2018-11-19 17:47:11	Test 01112018 Newco Ltd Test 01112018 Newco Ltd	352803051285329 359660064384249	Samsung	Galaxy S5	NO	2018-11-19 17:47:11	1	Ticket Created	B	10.00	•			
	2018-11-19 17:47:11 2018-11-19 17:47:11 2018-11-19 17:47:11	Test 01112018 Newco Ltd Test 01112018 Newco Ltd Test 01112018 Newco Ltd	352803051285329 359660064384249 354200071183410	Samsung	Galaxy S5 Galaxy A3	NO	2018-11-19 17:47:11 2018-11-19 17:47:11	1	Ticket Created	B	10.00	•			

Follow points 1 to 5 to confirm the order

This confirmation is presented for both File upload and IMEI only submissions

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New Network Unlock Request (IMEI only) Continued...

Once you have confirmed a request you will be presented with the summary details for that request.

m r	MOBICODE		Logge Accou Accou Balan	ed Into: Int Type: Us Int ID: Ice:	user_1 ser (VF) 1012 29.74						
HOME IMEI SERVI	CES 👻 🛛 WAITING 📔 ARCHIVE		DS PURCHASE -	HELP USER -							
List Network NUC Red	juests										
Home Start New I	Home Start New NUC Request List NUC Request List NUC File Uploads NUC Fees										
								Reque	st Confirmed - 4		
Bulk Search IMEI			10								
Search	C56950FB44122E25										
Search Data Type	Order ID 🔻										
Filter by Status	All		▼								
Start Date	2018-09-21										
End Date	2018-11-20										
	Search Exp	ort Cle	ar Search								
« Previous 1 Ne	xt »	2					3				
Date 🔺	Order ID 🔺	Client Ref 🔺	IMEI 🔺	Model 🔺	Apple 🔺	Service	Status 🔺	Fee 🔺	CHARGED		
2018-11-20 06:10:3	B C56950FB44122E25	Test	353801069442626	Samsung Galaxy S5	NO	Test Code Request	Request Confirmed	10.00	YES		
2018-11-20 06:10:3	8 C56950FB44122E25	Test	353555082777356	Samsung SM-G930F	NO	Test Code Request	Request Confirmed	10.00	YES		
2018-11-20 06:10:3	B C56950FB44122E25	Test	353556083442008	Samsung SM-G935F	NO	Test Code Request	Request Confirmed	10.00	YES		
2018-11-20 06:10:3	8 C56950FB44122E25	Test	356421075196277	Samsung Galaxy S6 Edge	NO	Test Code Request	Request Confirmed	10.00	YES		

1. You can drill down into any order by clicking an IMEI number listed (Blue text)

- 2. You can export as a file in excel
- 3. Status will auto update





New Network Unlock Request bulk (by File Upload)

ork NUC Request	
ne Start New NUC Request List NUC Request List NUC File Upl	nads NUC Fees
e start a new Network Unlock Code request.	- 1 Select Upload tab
vaste Data Upload Via Spreadsheet	
Vodafone UK Direct	Instructions:
	Step 1: Load data via Spreadsheet, accepted formats CSV, XLXS (excel), please be sure your spreadsheet follows the following format.
elect Spreadsheet Choose file No file chosen	📷 🐺 You may download an example spreadsheet template here that you may use to prepare your request.
ptional Notes	Details of columns
	COL 1 - Client Ref./Job Number (optional)COL 2 - IMEI (required)
	Up to 6 additional columns may be used to record your own data against each request, these will then be available when you export the results of the Bulk Upload
	COL 3 - Model (optional)
Next	COL 4 - Manufacturer (optional) COL 5 - Network (required) COL 6 - Dis Logation (cational)
	COL 6 - Dir Locatori (Optional) COL 7 - User Data (optional) COL 8 - Leer Data (ontional)
	Once your spreadsheet is complete, please use the 'Browse' or 'Chocse File' (depending on your browser type) an 'Upload' buttons to upload your data to the portal.
	Once your data has been uploaded, on the next screen you will be abe to preview the data contained in your submitted file, prior to import and then final submission.

(Populate and save locally)

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New Network Unlock Request (File Upload- Pre Screen)

File Upload -Network NUC Request - Stage 2

File Upload - Review Submitted Data

Once you have populated and uploaded your spreadsheet, you will be presented with the following screen.

- On screen view of first
 20 records
- 2. Any Custom data included
- 3. Tick Import data box
- 4. Click Import data

File	ID: 12 - bulk_unlock_upload_template with data.xlsx
User Ref	
User Notes	
Client Ref	COL 0 - Job#
IMEI **	COL 1 - IMEI*
Model	COL 2 - Model 🔻
Manufacturer	COL 3 - Manufacturer 🔻
Network	COL 4 - Network 🔻
Bin Location	COL 5 - Bin Location ▼
User Data 1	COL 6 - Custom 1
User Data 2	COL 7 - Custom 2
** required data	Update Columns

Start New NUC Request List NUC Request List NUC File Uploads NUC Fees

Instructions

STEP 1: Please preview your data below, if any column is in the wrong place, please use the drop down lists to your left to rearrange the data.

Details of columns

- COL 1 Job Number (optional)
- COL 2 IMEI (required)

Up to 6 additional columns may be used to record your own data against each request, these will then be available when you export the results of the Bulk Check

- COL 3 Model (optional)
- COL 4 Manufacturer (optional)
 COL 5 Network (required)
- COL 5 Network (required)
 COL 6 Bin Location (optional)
- COL 7 User Data (optional)
 COL 8 User Data (optional)

STEP 2: Once you are satisfied that your data is correct, please tick the box at the bottom of the page IMPORT DATA' and click the button labeled 'Import Data', you will then, on the next screen, see all of the data contained in your uploaded file and it will be ready to place the order. You will be able to see the total cost of the order, before you make the final confirmation to place the order.

Please complete ordering columns before importing data below !!

Data Preview (showing first 20 lines, any non numerical characters will be removed from the IMEI column, to assist with issues with excel)

Job Number	IMEI	Model	Manufacturer	Network	Bin Location	User Data 1	User Data 2
	356010060089447			Vod UK	#234 A1	XYZ Ltd	
	357871056356135			Vod UK	#234 A2	XYZ Ltd	
	359405051020723			Vod UK	#234 A3	XYZ Ltd	
	351574065685157			Vod UK	#234 A4	XYZ Ltd	2
	359877068146073			Vod UK	#234 A5	XYZ Ltd	2
	351574064484164			Vod UK	#234 A6	XYZ Ltd	
	356768067849572			Vod UK	#234 A7	XYZ Ltd	
	351574062366652			Vod UK	#234 A8	XYZ Ltd	

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IMPORT DATA

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New Network Unlock Request (File Upload)

You will then navigate to the summary screen below

- 1. Summary of the import
- 2. List of any duplicate IMEI's
- 3. List of any invalid IMEI's
- 4. Click 'Continue' to progress to the next stage

File ID	11	Duplicate IMEIS	
File	bulk_unlock_upload_template_001.xlsx		
Staff Member	-		
User	1012 - user_1		
Group	-		
Qty Imported	10		
File Imported	YES		
File Submitted	NO		
Requests Status	Imported		
Order ID	DAF3663EF8656024		



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Batch upload final confirmation

You are always presented with an overview with fees and a confirm button

		MC HOME IMEI SERVICES	BICODE	DOWNLOADS P	Log Acc Bai	ged Into: count Type: count ID: ance:	user_1 User (VF) 1012 69.74										
		Network NUC Request - S	tage 2														
		Home Start New NUC	Request List NUC Request	ist NUC File Uploads	NUC Fees												
		Review Submitted Data											I	Stage 2			
		Action: Review	And Confirm Request				Review Submitted	Data									
		Service Vo	dafone Network Unlock Code													1.1	
		Your Ref Tes	st 01112018 Newco Ltd				NUC Terms & Co	onditi	ions								<u> </u>
		Request Qty 20					Terms & Conditions o	of NUC	request							3	Terms
cept terms (4	Administration Fee 200.00 Terms I agree to the terms and conditions Constitution Co					 Only non-blacklisted devices will be accepted for processing, a blacklist check will be carried out on all IMEIs submitted, blacklisted devices will be rejected. A further blacklist check will be carried out before returning any NUC code, if in the prevailing time the device has been blacklisted the NUC will not be returned. In the event of an Apple device a further blacklist will be carried out brior to notifying you that the device has had its network lock removed. In the queut of a hoped device has been blacklisted there to patient of the patients have been blacklisted to be patient of the patients have been blacklisted to be patients. 										
nfirm	E						removed, the 5. Credits will be	e netwo	ork lock will be reapplied icted for your account fo	to the device a each IMEI sub	ind the request rejornitted at the rate	ected. shown be	efore you	-			
minn	5	 Download Imported 	data				confirm your	-	et and accountance of the	o torms and a	anditions						
		Select Status Type	All Items Ticket Created Download				Request Charge For Prepay Accounts: (device already blacklist For Post Pay Account	: This i ted etc ts: You	request will be deducted ;), the charge will be auto u will be invoiced based of	from your bala omatically refur on your agreed	nce, in the event t ided to your accou payment terms at	he reques nt. the end c	st is rejea	ted or fails nth. £ 200.00		2	Foor
		Date	Ref	IMEI	Make	Model	Ap	ple	State Changed	State ID	State	Tier	Fee	SUBMIT		2	TEES
ock IMEL	1	2018-11-19 17:47:11	Test 01112018 Newco Ltd	355001070208110	Samsung	Galaxy S5 Neo	NO	>	2018-11-19 17:47:11	1	Ticket Created	В	10.00	•			
	T	2018-11-19 17:47:11	Test 01112018 Newco Ltd	353300061349145	Samsung	Galaxy S5	NO)	2018-11-19 17:47:11	1	Ticket Created	В	10.00		- 1		
		2018-11-19 17:47:11	Test 01112018 Newco Ltd	353748060844062	Samsung	Galaxy S5	NO)	2018-11-19 17:47:11	1	Ticket Created	B	10.00	-	1		
		2018-11-10 17:47:11	Test 01112018 Newco Ltd	352803051285220	HTC	One SV	NO		2018-11-19 17:47:11	1	Ticket Created	B	10.00	2	J.		
		2018-11-19 17:47:11	Test 01112018 Newco Ltd	359660064384249	Sameuro	Galavy S5	NO		2018-11-19 17:47:11	1	Ticket Created	B	10.00				
		2010-11-19 17:47:11	Test 01112010 Newco Ltd	333000004304249	Samsung	Guldxy 55	NO		2010-11-19 17:47:11	1	muket Greated	D	10.00	•			
		2018-11-19 17:47:11	Test 01112018 Newco Ltd	354200071183410	Samsung	Galaxy A3	NO		2018-11-19 17:47:11	1	licket Created	В	10.00				
		2018-11-19 17:47:11	Test 01112018 Newco Ltd	358022066665003	Samsung	Galaxy 45	NO		2018-11-19 17:47:11	1	Ticket Created	R	10.00	1			

Follow points 1 to 5 to confirm the order

This confirmation is presented for both File upload and IMEI only submissions



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Reporting





All Reporting and results are accessible from the home page



- 1. For reporting on IMEI numbers that were entered or pasted
- 2. For batch upload files (and to download NUC's in a batch)



List NUC requests



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View Network Unlock Requests (IMEI only)

By selecting any IMEI from the previous slide you will open a full audit of activity

Request Details	Escalate Request Data Check Results	Request Logs	User Ledger	Status Explanations
Request D	etails			Request State 11 - Solved (complete)
Requested	2018-11-20 06:10:38	Requ	iest Status	11 - Solved (complete)
IMEI	353801069442626	State	us Set	2018-11-20 06:50:25
Make	Samsung	Requ	iested By	1012 - user_1
Model	Galaxy S5	Staff	Member	NA
Is Apple	NO	Grou	р	NA
Client Ref	Test	Orde	er ID	C56950FB44122E25
Order ID	C56950FB44122E25	Orde	erID Count	1 of 4
Service	1 - Test Code Request	NUC	C /Result (network	unlock code)
Fee	Fee Tier: B Fee: 10.00	CO	DE1: MC-11e4b5	58635b4, CODE2: MC-63b7879c27ba, CODE3:
Ledger ID	13884084	MC	-b6ad56467292,	, CODE4: MC-718a53da582d
Black List Check	PASSED			
Escalate Request	ESCALATE REQUEST (requires further code, or have provided codes verified)			
Escalate Request	ESCALATION IN PROGRESS			





View Network Unlock Requests (Status Explanations)

List of Request Status and their explanation

Request Details Data Check Results Request Logs User Ledger	Status Explanations
Request Status Explanations	
Ticket Created	Rejected (pending or available in your account)
Initial status for all requests, your IMEI has passed verification and been identified along with any fee required for this request.	There is already a request on your account (or in your group) for this IMEI that is being processed or has been delivered.
Invalid IMEI (rejected)	Rejected (device blacklisted st1)
The IMEI has failed verification, the IMEI may have failed the checksum verification, or we we identified the TAC code as invalid.	The IMEI has been found to be blacklisted, the request can not continue.
Dismissed at Confirmation	Rejected (device blacklisted st2)
An IMEI entered was deselected by the user at Confirmation stage, no further action will be taken	The Initia has been round to be blacklisted, the request can not continue.
Request Canceled (by user)	Rejected (locked to a different network) Your device was found to be locked to a different Network, that the network you requested the NUC from.
taken.	Pending Final Checks
Duplicate IMEI (rejected)	Final Checks are in progress, prior to your NUC/Unlock being returned.
The IMEI was found to be a duplicate of an IMEI already recorded in this request, no further action will be taken.	Solved (complete)
Request Confirmed	Your NUC/Unlock request has been completed
The User has confirmed they wish to process this ticket, the IMEI will now be checked against our data sources and be black list checked, prior to the NUC request being processed.	Not Available
Pending Blacklist Check	
Data checks have been completed, the Blacklist check for this device is now being carried out.	Escalated (ventrication requested) You have requested that the NUC/Unlock result to be verified.
Pending Processing	
Your NUC request is now being processed	
Escalated (requested from manufacture)	
Your NUC code was not available from local sources, your request has been escalated, and the NUC request is being directed to the manufacturer.	



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Escalations



Escalation Requests

If you have a query on a Network Unlock Request <u>AFTER</u> it has been completed you can escalate via the 'View NUC Requests Menu'

If an escalation is available on this IMEI then the escalate option will appear at the bottom of the window (Blue Text).

1. Escalate Request

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Request ID: DAF3663EF8	3656024 - IMEI: 351823	3104082979							
Request Details	Escalate Request	Data Check Results	User Ledger	User Ledger Help/FAQ					
Escalate Request									
Escalation Reason Explanation	Please select	 Only ap Devices 	plicable to Non-A)	pple and Non-Google Devices (Code Locked					
				If the de the unic	evice requires a f ock, please use th	urther code to the ones provided to complete is page to request them.			
	Request Esca	lation	li	These h take up	ave to be reques to 10 days to ret	ted directly from the manufacturer and may rurn them to you.			
		- 1. M. M.							



Escalation Requests

To complete the escalation please follow the process below:

- 1. Select reason for escalation from the drop down list
- 2. Enter explanation for the escalation
- 3. Click 'Request Escalation' Button

Request ID: DAF3663EF	8656024 - IMEI: 35182	3104082979				
Request Details	Escalate Request	Data Check Results	Request Logs	User Ledger	Help/FAQ	
Escalate Reques	3					
Escalation Reason Explanation	Please select			 Only applicable to Non-Apple and Non-Google Devices (Code Lo Devices) 		
				If the d the unlo	evice requires a further code to ock, please use this page to requ	the ones provided to co lest them.
			1	These h take up	ave to be requested directly fro to 10 days to return them to yo	m the manufacturer an u.
	Request Esca	alation				
-	2					
	5					
4						
		1.1		17		



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Support



Support

To access our support network, you will need to create an account on our online help desk.

(You will also find a contact number here that operates Mon-Fri 9am-5pm except Bank Holidays)

https://mobicode.freshdesk.com

Once you have created an account you will be able to

- 1. Search Knowledge Base
- 2. Submit & View Support Tickets

Ticket Support is available as follows:

- Mon-Sun 9am-5pm (GMT)
- 4 hr response time
- (Excluding UK Public Holidays)

lome	Solutions			
ogin t	o the sup	port porta	I	
nter the d	letails below			
				_

Enter your search term here	SEARCH Deck ticket statu					
Knowledge base	2					
FAQ						
General (2)	Mobi10 (10)					
🔰 I've forgotten my login details	Where are my Mobi10 login details?					
🔰 I've forgotten my password details	💓 My Mobi10 login details aren't working?					
	My Mobi10 licence key isn't active?					



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Network Unlock Request Fees

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Network Unlock Request Fees

NUC Fees

Home Start New NUC Request List NUC Request List NUC File Uploads NUC Fees

Vodafone UK NUC Fees

Devices are identified from the IMEI during the request process. You will then be presented with the total fee for all IMEIs and the individual fee for each IMEI submitted before you confirm the request.

Make	Model	Band	Fee	Tier
Apple	iPhone Xr	E	50.00	Unlock Tier 5 (Flagship models)
Apple	iPhone Xs	E	50.00	Unlock Tier 5 (Flagship models)
Apple	iPhone Xs Max	E	50.00	Unlock Tier 5 (Flagship models)
Apple	iPhone 8	E	50.00	Unlock Tier 5 (Flagship models)
Apple	iPhone 8 Plus	E	50.00	Unlock Tier 5 (Flagship models)
Apple	iPhone X	E	50.00	Unlock Tier 5 (Flagship models)
Apple	iPad Pro 9.7	D	30.00	Unlock Tier 4 (Premium device)
Annle	iPhone 7	D	30.00	Unlock Tier 4 (Premium device)

1. Click the NUC Fees Menu

- 2. You will be presented with the list of Fee Tiers and related models
- 3. All Fees will be identified during the request/order process



UNIT 4, EASTCOTE INDUSTRIAL ESTATE, FIELD END RD, RUISLIP HA4 9XG

E: info@mobicode.co.uk W: www.mobicode.co.uk