# Tapit 6 Call Accounting Software Manual





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# Document Revision Record

ABV	Description
160920	New Template
160929	Added ShoreTel Integration
180530	Updated Minimum Requirements

# **Related Documentation**

**Document Name** 

Tapit 6 Call Accounting Read Me First



# Tapit 6 Call Accounting Manual

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# Minimum System Requirements

- Windows 7/8.1/10 Pro/2008 R2\*/2012\* (\* required for 10+ concurrent users)
- Intel Core 2 DUO processor or AMD equivalent
- 4 GB of RAM
- 40 GB of free space on C: Drive
- IIS (IIS 7 and higher requires IIS 6 compatibility enabled for Windows)
- Monitor Resolution 1440 x 900 recommended
- HTML5 compatible browser (Internet Access)
- IP or RS 232 port for CDR/SMDR collection (if required for PBX interface)
- DVD drive (download option available)

**NOTE:** In order to use **e-mail features** of the software, obtain your company's **SMPT Server configuration** information from your network administrator.



# Installation

# Before Installing Tapit 6

- Before installation, please disable all anti-virus and other security (i.e. Firewalls, End-Point protection, etc.) software you may have running on your PC.
  - This installation will require one or more system reboots.
- Tapit 6 cannot be installed on Domain Controllers and we do not recommend installing it on any other servers already running resource-intensive applications.

### The following components MUST be installed before Tapit 6 installation:

- Disable UAC (User Account Control) in Control Panel
- Enable MS .NET Framework 3.5 (on Win 10 / Win 2012 OS)
- Install IIS (On Win 2008/2012 assign Web Server role, also for all operating systems Web Management Tools, IIS 6 Compatibility, ASP.NET, ASP.NET 4.5 and WebDAV Publishing must be enabled)

### The following components are going to be installed from Tapit 6 DVD or download:

- Adobe PDF Reader
- SQL Server 2012 Express with Advanced Services (**specifically configured** for Tapit 6). You **must** allow it to be installed from this DVD.
- No other SQL Server software should be installed on the PC.

NOTE: When installing or using Tapit 6 you must right-click on any Tapit 6 related application shortcuts or components and select 'Run as Administrator' even if you are logged in as an Administrator.



### Setting Up IIS and System Features

- 1. Open **Control Panel**.
- 2. Click on **Programs and Features** or **Programs/Programs and Features**.
- 3. Click on the **Turn Windows features on or off** link.



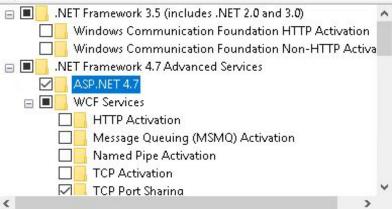
#### Programs and Features

Uninstall a program | 👽 Turn Windows features on or off | View installed updates Run programs made for previous versions of Windows | How to install a program

**NOTE:** In Windows 10, if User Account Control is not disabled, accept the warning to elevate privileges for the Windows Features dialog to appear.

4. Your options should be checked as shown on the example screen below.

### Expand Internet Information Services.



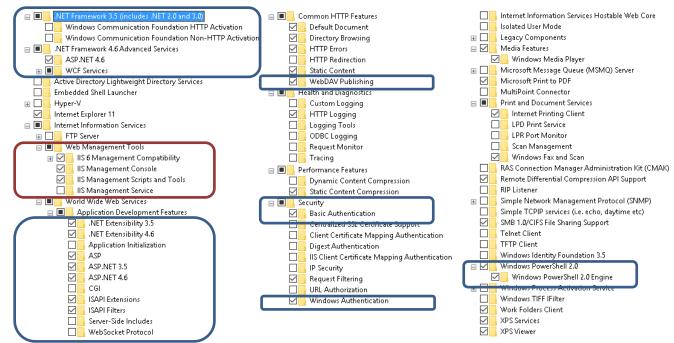
Expand Web Management Tools and check all options underneath this node.



Expand **IIS 6 Management Compatibility** and check all boxes underneath this node.

For example: the image below illustrates how the settings look on Windows 7:





5. Click on **OK**. System will process your request and turn **IIS 6 Management Compatibility** and other required settings on.



### Installing Tapit 6 Prerequisites

### NOTE:

You have to have administrative privileges on this PC. When installing on Windows 10 or Windows 2012 please install this software 'As Administrator'.

When installing or using Tapit 6 you must right-click on any Tapit 6 related application shortcuts or components and select 'Run as Administrator' even if you are logged in as an Administrator.

IIS, MS .NET Framework 3.5 SP1, MS .NET Framework 4.62 or higher and current version of Windows PowerShell must be already installed on this PC.

Tapit 6 Prerequisites Installation will install **SQL Server 2012 Express Advanced** with **Reporting Services** on your PC.

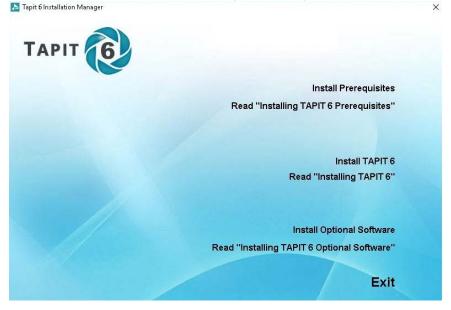
1. When installing from a downloaded Tapit 6 DVD image,

First, right-click on the downloaded file and check Properties to make sure the file is unblocked. Next, extract the file and browse to the folder where the download was extracted, right-click on STARTUP6.exe and select 'Run as Administrator'.

When installing from DVD, browse to the DVD drive, right-click on STARTUP6.exe and select 'Run as Administrator'.

The Trisys Installation Manager screen is displayed.

- 2. Click on Install Prerequisites.
- 3. Tapit 6 Prerequisites installation starts up automatically.
- 4. Click on **Next** to continue Tapit 6 Prerequisites Installation.





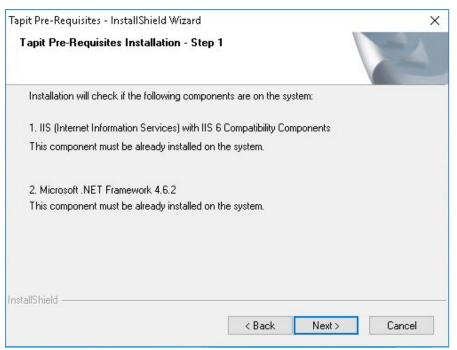
Tapit Pre-Requisites - Inst	tallShield Wizard			>
No.	Tapit Pr	e-Requisites In	stallation	
	This Wizard	will install Tapit Pre	e-Requisites on y	our PC.
	To continue	, click Next.		
	_			
		< Back	Next >	Cancel

Select I accept the terms of the license agreement option and click on Next.

oit Pre-Requisites - InstallShield Wizard		-	
License Agreement			Sec. 1
Please read the following license agreemen	t carefully.		
Software License Agreeme	ent		^
TO PERSONS WHO PURCHASE (	OR USE THIS SOF	TWARE:	
Carefully read all the terms and cond package. Opening of this package ind conditions of this License Agreement	licates your accepta		
Parties. The Licenser is TRISYS, If	4C.		
215 Ridgedale Avenue, Florham Park	, NJ 07932, and yo	u are the Licens	ee.
1. Grant of License.			
The Licensor grants to the Licensee a	non-transferable, n	ion-exclusive, no	n- 🗸
I accept the terms of the license agreem	nent		Print
O I do not accept the terms of the license	agreement		
tallShield			
alionielo	14		99 <u>9</u>

5. The **Tapit 6 Prerequisites Installation – Step 1 – Details** screen is displayed. Click on **Next**. Setup program checks for the required components: **IIS**, **MS** .**Net Framework**. This may take some time. Please wait.



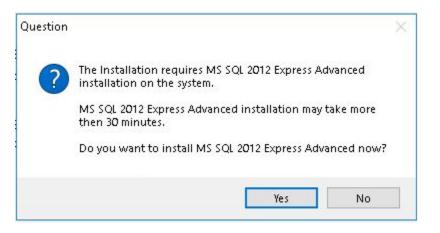


6. If all required components are found, the **Tapit 6 Prerequisites Installation – Step 2 – Details** screen is displayed. Click on **Next**. Setup will begin installation of **MS SQL 2012 Express Advanced**.

**NOTE:** MS SQL 2008 SP4 Express Advanced Upgrade won't be installed unless it is required by SQL 2012 Upgrade installation.

Tapit Pre-Requisites - InstallShield Wizard	×
Tapit Pre-Requisites Installation - Step 2	2
The following components will be verified/installed now:	
1. MS SQL 2008 SP4 Upgrade	
This component will be installed only if required for Step 2.	
2. MS SQL 2012 Express Advanced	
This component will be installed if not found on your system.	
InstallShield	
< Back Next	> Cancel

7. Click Yes to confirm the installation of MS SQL 2012 Express Advanced.



Installing **MS SQL 2012 Express Advanced** may take some time. Typically 15-20 minutes. Please wait.

8. SQL Server Installation requires you to reboot the PC. You will be prompted by setup program with the message below. Click on **Yes** to restart the PC.

Question		$\times$
?	Your system needs to be rebooted now. The installation will restart automatically after rebooting your PC. If the installation will fail to restart please start it manually. Click YES to reboot the system now.	
	<u>Y</u> es <u>N</u> o	

- The system comes back up and Tapit 6 Prerequisites installation continues automatically. Once the screen returns, please redo steps 3 through 6 as listed above. In step 6 click Next and resume at step 10, see below.
- 10. Click on **Next** to continue Tapit 6 Pre-Requisites Installation.
- 11. The Tapit 6 Installation Manager screen comes up. Click on **Install**.



Tapit Pre-Requisites - InstallShield Wizard			×
Ready to initialize additional components			N2
Click Install to continue component initialization.			
InstallShield	< Back	Install	Cancel

Setup program will finish installation of prerequisites.

Tapit Pre-Requisites - InstallS	hield Wizard
	InstallShield Wizard Complete
	Tapit Prerequisites are now installed on this machine.
	Please finish this setup and install Tapit 6 Application.
	< Back Finish Cancel

12. Please proceed with the section below to install Tapit 6.



### **Installing Tapit 6**

#### NOTE:

You have to have administrative privileges on this PC. When installing on Windows 10 or Windows 2012 please install this software 'As Administrator'.

When installing or using Tapit 6 you must right-click on any Tapit 6 related application shortcuts or components and select 'Run as Administrator' even if you are logged in as an Administrator.

IIS, MS .NET Framework 3.5 SP1, MS .NET Framework 4.62 or higher and current version of Windows PowerShell must be already installed on this PC.

### Installation of Tapit 6 Prerequisites has to be successfully completed.

1. When installing from a downloaded Tapit 6 DVD image, First, right-click on the downloaded file and check Properties to make sure the file is unblocked. Next, extract the file and browse to the folder where the download was extracted, right-click on STARTUP6.exe and select 'Run as Administrator'.

When installing from DVD, browse to the DVD drive, right-click on STARTUP6.exe and select 'Run as Administrator'.

The Trisys Installation Manager screen is displayed.

- Click on Install Tapit 6. 2.
- 3. The Tapit 6 Installation screen comes up. Click on Next.

Tapit 6 - InstallShield Wizard





4. The **License Agreement** screen is displayed. Read the license agreement and click on **I** accept the terms of the license agreement to continue. Click on **Next**.

pit 6 - InstallShield Wizard License Agreement Please read the following license agreement o	arefully.	7	22
Software License Agreemen	t		^
TO PERSONS WHO PURCHASE OR Carefully read all the terms and condition package. Opening of this package indica conditions of this License Agreement.	ons of this agreen	nent before opening	
Parties. The Licenser is TRISYS, INC 215 Ridgedale Avenue, Florham Park, P 1. Grant of License.		u are the Licensee.	
The Licensor grants to the Licensee a n	on-transferable, r	on-exclusive, non-	~
I accept the terms of the license agreemer	nt		Print
$\bigcirc$ I do not accept the terms of the license ag	reement		
tallShield			

5. The **Tapit 6 Installation – Step 1 - Details** screen shows up. Click on **Next**. Installation program is verifying that **Tapit 6 Prerequisites** are installed on the PC. Please wait, this may take a few minutes.

In case a message appears stating prerequisites are not installed, please see section above for information on Installing Tapit 6 Prerequisites.



Tapit 6 - InstallShield Wizard			×
Tapit 6 Installation - Step 1 - Details			No.
Installation will check if all required components	were installed o	on the system:	
1. Tapit 6 Prerequisites			
Tapit 6 Prerequisites installation must be comple	te before install	ing Tapit 6.	
InstallShield			
	< Back	Next >	Cancel



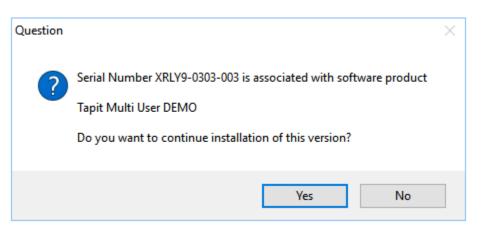


6. If you have a serial number enter it into the **Serial Number** field exactly how it appears on the Serial Number label provided, otherwise leave this field empty and Tapit 6 will be installed as a 30-day trial version.

Tapit 6 - InstallShield Wizard	×
Enter Serial Number if available	
If you have a valid Serial Number, please enter exactly how it appears on the label. If you don't have a Serial Number and you just to install a DEMO version leave this field empty	want
Serial Number (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
InstallShield	< Back Next > Cancel

7. Click on Next.

Tapit processes the Serial Number. Product information message is displayed. Click on **Yes**. In case you have not entered any Serial Number, Tapit 6 will install as a 30-day trial version and the following message will be displayed. Click on **Yes**.





8. The **Tapit 6 Installation Detail – Step 2** screen shows up. Click on **Next**. Installation program prepares Tapit 6 components for installation. Please wait, this may take some time.

Fapit 6 - InstallShield Wizard	>
Tapit 6 Installation - Step 2 - Details	124
Now Installation will prepare the following components:	
1. SQL Server	
Setup will prepare SQL Server Databases.	
2. Reporting Service	
Setup will prepare Reporting Service Databases and Security.	
3. Application Web Interface	
Setup will prepare Web Interface components and Security.	
stallShield	
< Back	Next > Cancel

9. The **Ready to Install the Program** screen comes up. Click on **Install**.

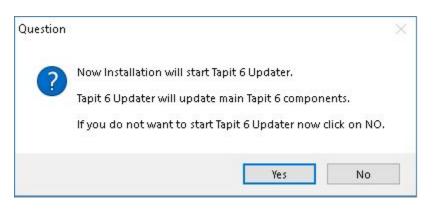
Tapit 6 - InstallShield Wizard			×
<b>Ready to Install the Program</b> The wizard is ready to begin installation.			A-A
Click Install to begin the installation.			
If you want to review or change any of your in the wizard.	nstallation settings,	click Back. Clicl	k Cancel to exit
InstallShield			
	< Back	Install	Cancel



- 10. Installation is in progress. Please wait until it is completed. Do not interrupt this process. It may take some time.
- 11. Tapit 6 files have been installed. Click on **Finish**.

Tapit 6 - InstallShield Wizard	
	InstallShield Wizard Complete The InstallShield Wizard has successfully installed Tapit 6. Click Finish to exit the wizard.
	K Back Finish Cancel

12. Tapit 6 Installation will prompt you to download the latest application update via internet. Click on **Yes** to continue.



The update begins. Do not interrupt this process. It may take some time.



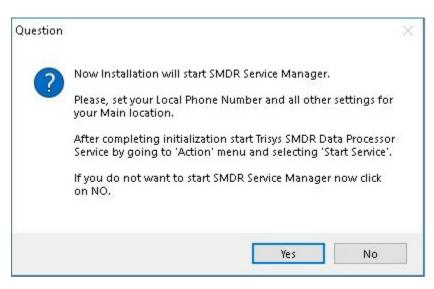
🛄 C:\Trisys_Software\Tapit6Updater\UpgradeTapit6.exe	
Tapit 6 Updater started	
Shutting off task scheduler. This might take up to 2 minutes	
Service status is currently set to Stopped	
Skip stopping. Note: If service fails later machine might need rebooting!	
Service status is currently set to Stopped	
Checking database connection using default credentials.	
Database connection was successfully established using default credentials.	
Checking MS .NET Framework version on the System. Minimum requirement is ver. 4.6.2	
Required MS .NET Framework version: 4.6.2 Detected MS .NET Framework version: 4.6.2	
Detected MS .NEI Framework version: 4.6.2 Detected MS .NEI Framework ver. 4.6.2 is greater than or equal to required ver. 4.6.2	
Detected MS .MEI Framework ver. 4.6.2 is greater than or equal to required ver. 4.6.2 Detected MS .NEI Framework ver. 4.6.2 meets the minimum requirement of ver. 4.6.2	
Checking IIS version	
Checking 11S version	
MajorVersion value = 7	
MinorVersion value = 5	
Detected IIS version 7.5	
MS .NET 4.5 or newer is enabled for IIS.	
Preparing (cleaning up) backup directory	
Deleting Backup directory c:\TapitNova\UpgradeTools\Backup\TaskService	
Deleting Backup directory c:\IapitNova\UpgradeIools\Backup\TpLoader	
Deleting Backup directory c:\TapitNova\UpgradeTools\Backup\WebRoot6	
Backup directory preparation (clean up) is complete. Upgrading current version 6.0.1a to version 6.0.1a	
Taking application OFFLINE.	
Unzipying updates	
Fixing loader tasks for early TapitNova releases.	
Adding new reports to the catalog.	
Finished adding new reports to the catalog.	
AllCalls view modified	
Upgrading database to new reports	
AnySummary procedure modified	
AllCallsCharts procedure modified	
AllCallsDetail procedure modified	
AllCallsChartsCallsByHour procedure modified Prevaring to reset TaskLog Table	
rreparing to reset lasking lande Tasklog Table was reset and modified	
Idding rustow was reset and mouried Adding custom report Header/Footer capability.	
Checking to see if the feature is already installed. Please wait	
	-

When installation completed you be informed via a pop up box.

Click OK when completed.

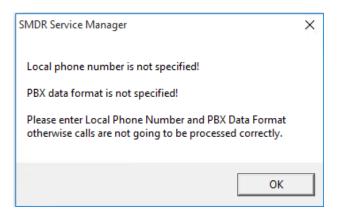


13. Tapit 6 Installation program will display a message regarding SMDR Service Manager. We recommend clicking on Yes to this message and setup SMDR Service Manager at this time. However, if you would like to do it later, click on No. If you have clicked on No you will have to setup SMDR Service Manager before using Tapit 6 application. To open SMDR Service Manager at a later time go to the Start/Programs/Tapit 6/SMDR Service Manager.





14. If you clicked on **Yes**, the **SMDR Service Manager** opens and the message is displayed asking you to specify the **Local Phone Number** and **PBX Output Format**. Click on **OK**.



15. The **Current PBX Settings** screen comes up.

Current PBX Settings
Local Phone Number 9733602300 (10 digits only, e.g. 9733602300 )
Collect and Process SMDR Data from COM Port or Text File ?
C COM Port (For configuration screen select 'COM Port' under 'Settings' menu)
Text File (Call data collected using IP Collector, CDR Loader or other utility)
C:\TAPITNOVA\LOCATIONS\L0\DATA\TELMSG.DAT
Select current PBX format:
✓ eXtended Processing (Note: This option is NOT available for all PBX formats ) Cancel
Use Computer or Telephone System Date ? C Computer Date PBX Date
Check and process Text file every 120 seconds ( in 60 sec. increments)

**NOTE:** In case you have more than one location (i.e. you've purchased Remote Manager) this screen pertains to the Main location only. All other Locations should be added and configured after this setup is complete.

Local Phone Number - enter the local phone number for the Main location.

Depending on how Tapit is obtaining SMDR data, click on one of the options under **Collect and Process SMDR Data from COM Port or Text File?** 



- **COM Port** select this option if SMDR data is collected via COM Port.
- **Text File** select this option if SMDR data is collected via IP Collector, CDR Loader, NEC Collector or another utility.

Select current PBX format – select the PBX format you are using.

Select current PBX format:	
CISCO CCM 5/7 w/ FTP Push File - CDRWM - NXP	OK
<ul> <li>eXtended Processing (Note: This option is NOT available for all PBX formats )</li> <li>Use Computer or Telephone System Date ?</li> <li>Computer Date</li> <li>PBX Date</li> </ul>	Cancel
Check and process Text file every 120 seconds ( in 60 sec. increments)	

**Extended Processing** - this option is not available for ALL PBX formats. For some PBX formats it is checked by default. If the box is not checked by default, check it only when you are certain Tapit supports extended processing format for your PBX CDR/SMDR output, or when suggested by Trisys Technical Support.

**NOTE:** Format names ending in either XP or NXP should have this option checked.

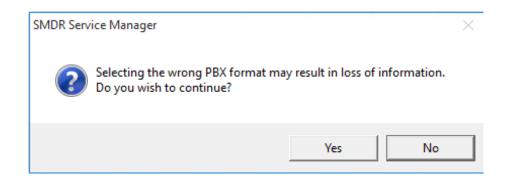
**Use Computer or Telephone System Date?** - click on the **PBX** or the **Computer** option to specify whether date information for the call records is going to be processed based on the computer or PBX date.

You must check the **Computer** date option if your phone system is not generating the following date information: day, month and year. Otherwise, we recommend you use the PBX date.

**Check and process Text file every...seconds** – this option becomes available when the **Load Calls from Text File** box is checked. The value entered in this box determines how often Tapit processes raw data from the text file and prepares it for the further loading it into the Database (as opposed to the Call Load task in Tapit, that loads the prepared data into Tapit Database and makes it available for reporting).

- 16. Click on **OK** to save changes.
- 17. **Trisys SMDR Service Manager** displays a message asking you to verify that selected PBX format you have selected is the correct format for your phone system.
- 18. Inaccurate PBX format may result in incorrectly processed call records and therefore loss of vital information. If you are certain that you have selected the correct PBX format for your phone system click on **Yes** to continue.

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19. Trisys SMDR Service Manager is open and a registration message is displayed as a reminder to register Tapit software. It is very important to register your Tapit promptly. Tapit will stop functioning if you do not register it within 30 days from the date of installation. See page 25 for REGISTRATION instructions. Click on OK.

Х

20. If Tapit 6 is collecting SMDR data via COM Port, open **Settings/Com Port** on **the Trisys SMDR Service Mange**r screen. However, if Tapit 6 is collecting SMDR data from text file (SMDR data is collected via IP Collector, CDR Loader, NEC Collector or another utility) please refer Trisys website or contact Technical Support.

SMDR Data Pr	ocessor - COM Port	Settings
Monitor COM	Port Options:	Display Options:
<u>P</u> ort:	COM1 💌	🔽 Autowrap
<u>B</u> aud Rate:	1200 💌	Add Line Feed
<u>D</u> ata Bits:	7 💌	
P <u>a</u> rity:	Even 💌	
<u>S</u> top Bits:	1 💌	
Flow Ctrl:	DTR/DSR	OK
	RTS/CTS	
	XON/XOFF	Cancel
COM B	uffer Size: 360	
Control Option	15:	Display Errors
🔽 Write Lo	g File TELMSG.DAT	Always on <u>T</u> op

**Port** - click on the down arrow icon in the **Port** field to select a port on the computer the SMDR cable is connected to.



**Baud Rate** - click on the down arrow icon in the **Baud Rate** field to select a transmission speed the phone system is set at.

**Data Bits** - click on the down arrow icon in the **Data Bits** field to select a data bits setting of the phone system.

**Parity** - click on the down arrow icon in the **Parity** field to select a parity setting of the phone system.

**Stop Bits** - click on the down arrow icon in the **Stop Bits** field to select a stop bits setting of the phone system.

**Flow Ctrl.** - check an appropriate box to select a flow control parameter that may be required by the PBX (refer to PBX's documentation).

**Com Buffer Size** – a number of characters SMDR Monitor will hold in the memory buffer before saving data to the hard disk (recommended value is **360**).

### **Control Options**

**Write Log File TELMSG.DAT** check this box if you wish Tapit to save raw SMDR information in the separate file (TELMSG.DAT in directory for the Mail Location under \Locations\L0\Data where CDR data for this location gets processed.

**Display Errors** - check this box if you wish Tapit to display communication errors in the SMDR Monitor window. (Legacy Application version only)

**Always on top** - check this if you wish SMDR Monitor icon or window to be always on the foreground of the desktop. (Legacy Application version only)

### **Display Options**

**Autowrap** - some PBX SMDR strings are longer than can fit on the screen, check this option to force the string to wrap to the next string when the right edge of the SMDR Monitor window is reached. (Legacy Application version only)

**Add Line Feed** - check this box if you wish to have a blank line inserted between SMDR call records (it may improve readability of SMDR records displayed on the SMDR Monitor). (Legacy Application version only)

### 21. Click on Action and then Start Service.

SMDR Service Manager < Nova > < Service Stopped > < Application Closed > < Console Closed > < File mode >
Action Settings Test About
Checking if Test Console is open Result: Test Console not detected.
Checking if SMDR Monitor is open Result: SMDR Monitor not detected.
Info about current statuses of Service, Console and Monitor is Refreshed.
Application Started and Ready now.
Select Settings->Info to see current Information.
Note: When running in 'Nova' mode 3MDR Monitor processes data and prepares it for loading, but it does not load call records into the database. Call records are loaded by Tapit Nova web application services.
To edit settings first go to Action menu and stop Service or close Test Console, also make sure SMDR Monitor Application is closed.

22. The **SMDR Data Processor Service** has started and is ready to process call data.





🖼 SMDR Service Manager < Nova > < Service Running > < Application Closed > < Console Closed > < File mode >

Action Settings Test About Checking if SMDR Monitor is open... Result: SMDR Monitor not detected.

Info about current statuses of Service, Console and Monitor is Refreshed.

Application Started and Ready now.

Select Settings->Info to see current Information.

Note: When running in 'Nova' mode SMDR Monitor processes data and prepares it for loading, but it does not load call records into the database. Call records are loaded by Tapit Nova web application services.

To edit settings first go to Action menu and stop Service or close Test Console, also make sure SMDR Monitor Application is closed.

Service start pending. .... Service is running now. SMDR Data Processor Service started.

- 23. Open Tapit 6 by double-clicking on the Tapit 6 icon on your desktop or from **Start/Programs/Tapit 6/Tapit 6**.
- 24. **Tapit 6 Login** screen is displayed. Enter default passcode, **tapit\_manager**, into both user name and password fields.

"tapit\_manager" is the default username and password to Tapit 6. This user account cannot be deleted. You can create additional user logins under Security (see Tapit 6 Manual). If you chose to change the default password to the tapit\_manager account please be sure to make note of it as there is no alternative master password to gain access to Tapit 6.

The first time you open Tapit 6 you will get a message suggesting you set up a Location Name, Phone Number and E-mail Settings.

25. The Location and Phone Number settings can be found under System->Locations. The default Location name is Main. The displayed phone number should match the one set in Step 15. If you wish to change the phone number – it can be changed at this screen. After completing desired changes, you must restart Trisys SMDR Data Processor Service (TapitDPS).



# Locations

Status / Call Costing / Activity / Dialing Patterns / Pricing /

Location	
Change Location Name:	
Main	
Number:	
9733602300	
Location Status: Active	
PBX Format:	

26. SMTP E-mail settings can be found under System->System->E-mail

**NOTE:** SMTP settings used below should be provided by your IT Department or E-mail Provider

- **Host** enter the name of the SMTP Server.
- **Port** enter the port you would like to use to send email from Tapit 6.
- SSL check this option if your SMTP server requires an SSL Certificate.
- **Use Default Credentials** check this option if you would like to use Default Network Credentials. Otherwise, email will be sent anonymously.
- **From Email Address** This should be a valid email address. It will display as the 'From address' on e-mails sent from Tapit 6.
- **From Email Name** if your SMTP server requires login credentials put the login name here. Often this will be an email address.
- **Password** if your SMTP server requires login credentials put the password here.
- **To Email Address** this email address will receive notifications from Tapit 6 when certain errors occur during Tapit 6's processes. If you have multiple recipients, separate them using a semicolon (;) without spaces between addresses.

To test email settings, click on **Send Test Email** and verify that an email message has been delivered to the recipient's email address.



ma	ail Settings
	SMTP Server:
	Port:*
	25 🔛
	Use Default Credentials:
	From Email Name:
	Password:
	****
	To Email Address (Separate multiple addresses with ; ):

# Registration

- 1. Go to where the **Tapit 6** server is installed.
- 2. Go to Start -> Programs -> Tapit 6 -> Register.
- 3. The product information window comes up. Click **Get Registration Number** and then follow the online instructions.