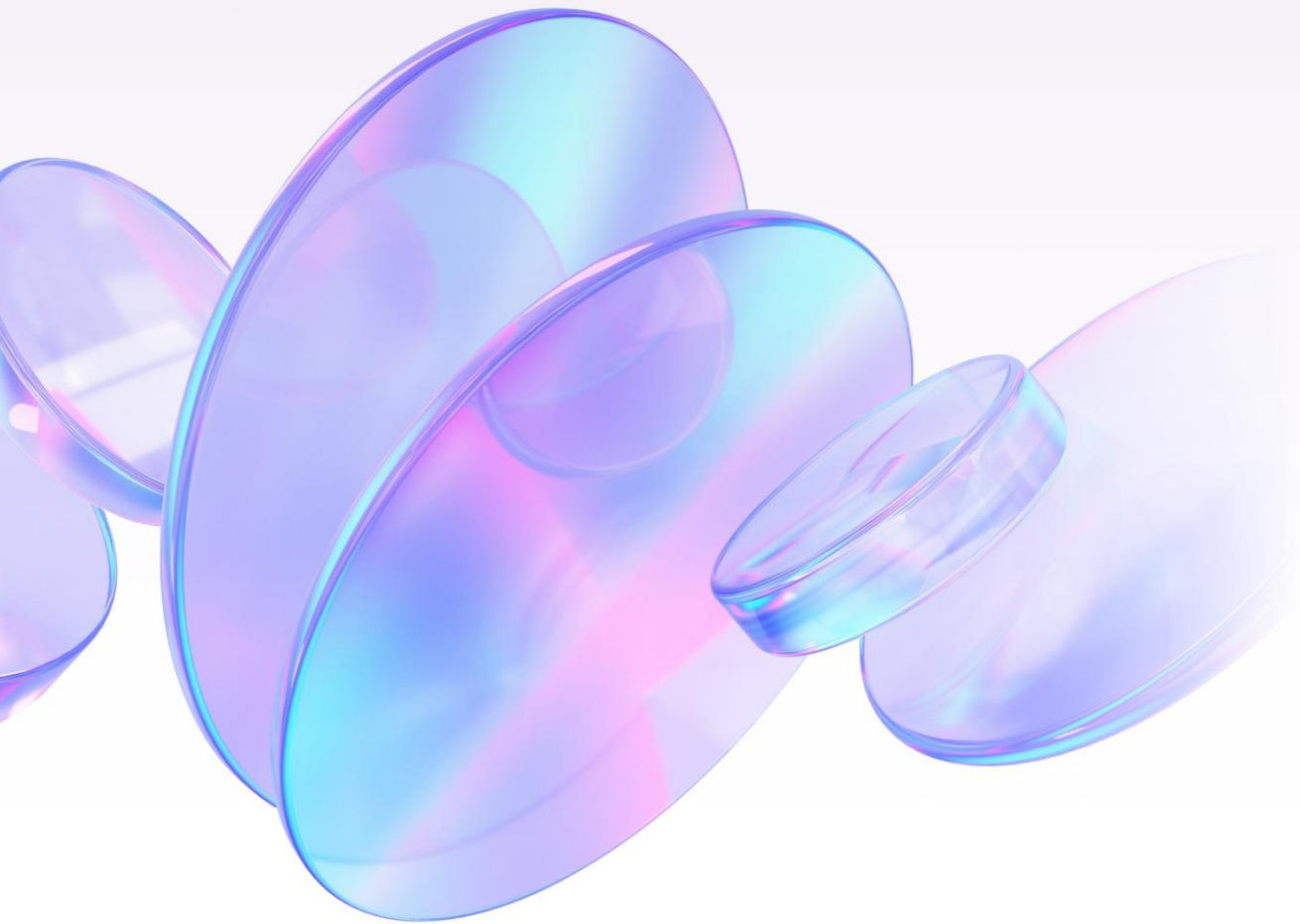




DICKER DATA END USER PORTAL GUIDE



Dicker Data End User Portal

The End User portal is a white-labelled solution you can brand as your own and allow customers to manage their Microsoft licences.

Configure the End User Portal & Users

Sign into the DD Portal and navigate to the **Subscription** section, select **Microsoft CSP**.
Select Tenant to Manage.

Click on End User Portal Management accordion, there are two configuration buttons:

- **Configure Portal**
- **Configure Users**

The screenshot shows the 'END USER PORTAL MANAGEMENT' section of the Dicker Data portal. At the top, there are tabs for 'END USER DETAILS' and 'TENANT MANAGEMENT'. Below the 'TENANT MANAGEMENT' tab, there is a 'Reporting Dashboard' link. The main area is titled 'END USER PORTAL MANAGEMENT' and contains a 'Filter' button. Below the filter, there is a table with columns 'UserName' and 'Email'. At the bottom of the section, there are two red buttons: 'Configure Portal' and 'Configure Users'.

Configure Portal

Click on **Configure Portal**.

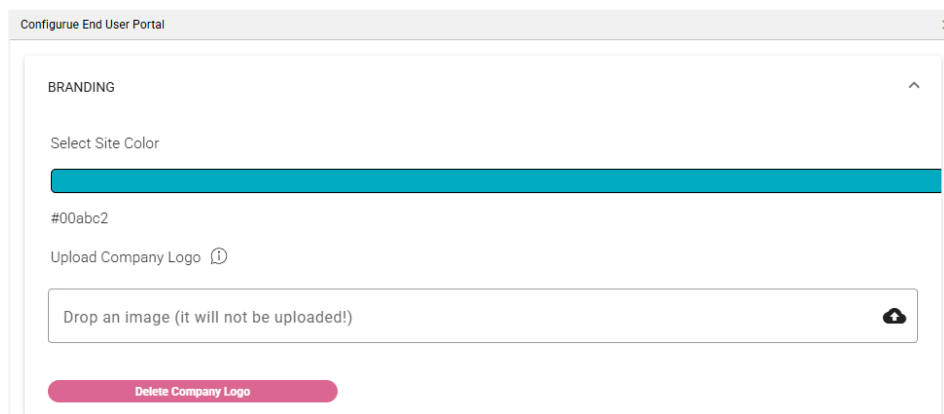
The End User Portal Management blade will appear on the right-hand side.

There are three sections that can be modified: Branding, Preferences and Contact Details.

The screenshot shows the 'Configure End User Portal' dialog box. It has a title bar with a close button. Inside, there are three sections: 'BRANDING', 'PREFERENCES', and 'CONTACT DETAILS', each with a dropdown arrow. At the bottom, there is a red button labeled 'Update Tenant Branding'.

Branding

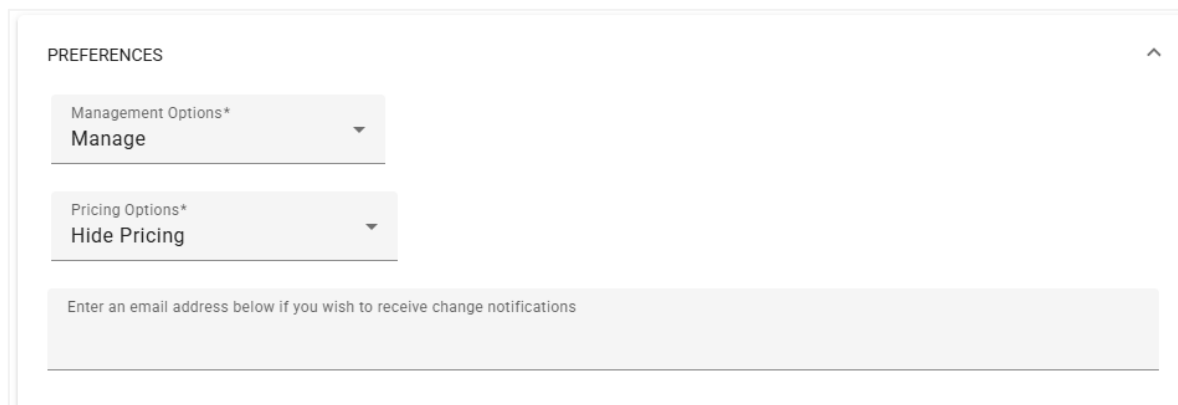
- Select Site Color - Click the color bar to choose your colour
- Upload Company Logo – the logo uploaded will automatically be resized to 400 width and 100 height
- Delete Company Logo



The screenshot shows a web interface titled "Configure End User Portal". Under the "BRANDING" section, there is a "Select Site Color" label above a solid blue horizontal bar. Below the bar is the text "#00abc2". Underneath is the "Upload Company Logo" label with a help icon. Below that is a large text box containing the placeholder text "Drop an image (it will not be uploaded!)" and a small upload icon. At the bottom of the section is a pink button labeled "Delete Company Logo".

Preferences


- Management Options: Create, Manage, View Only.
- If a setting is enabled, users will be able to create, manage or view only subscriptions. This applies to all users.
- Pricing Options: RRP Only, Hide Pricing, Custom Pricing (Custom pricing is at tenant level)
- If a setting is enabled, this applies to all users.
- Receiving Change Notifications
- The email address entered here will receive a notification when changes are made to subscriptions.



The screenshot shows the "PREFERENCES" section. It contains two dropdown menus. The first is labeled "Management Options*" and has "Manage" selected. The second is labeled "Pricing Options*" and has "Hide Pricing" selected. Below these is a text input field with the placeholder text "Enter an email address below if you wish to receive change notifications".

Examples of email notifications

Mon 30/10/2023 12:20 PM
SB SM Bounce
 End User Portal - Notification
 To: Zach Dickson
 If there are problems with how this message is displayed, click here to view it in a web browser.



SUBSCRIPTION UPDATE NOTIFICATION

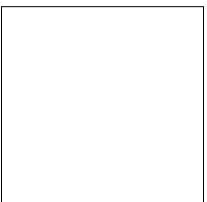
TENANT DETAILS

| | | | |
|-------------|----------------|--------------|------------------------|
| TENANT GUID | ----- | UPDATED BY | STACEY ADMIN |
| TENANT NAME | MS Secure DEMO | UPDATED DATE | 2023-10-30 12:19:54 PM |
| DOMAIN | .. | | |

SUBSCRIPTION DETAILS

| SUBSCRIPTION NAME | SUBSCRIPTION GUID | MODIFY/NEW | OLD QTY | NEW QTY | EX TOTAL |
|-------------------|--------------------------------------|------------|---------|-----------|----------|
| Common Area Phone | 3D51467F-8FAC-43DB-A788-2F3FC4086966 | MODIFY | 1 | SUSPENDED | \$ |

From: noreply@dickerdata.co.nz <noreply@dickerdata.co.nz>
 Sent: Monday, October 30, 2023 3:59 PM
 To: Zach Dickson
 Subject: End User Portal - Notification



SUBSCRIPTION UPDATE NOTIFICATION

TENANT DETAILS

| | | | |
|-------------|----------------|--------------|-----------------------|
| TENANT GUID | ----- | UPDATED BY | STACEY ADMIN |
| TENANT NAME | MS Secure DEMO | UPDATED DATE | 2023-10-30 3:58:42 PM |
| DOMAIN | ----- | | |

SUBSCRIPTION DETAILS

| SUBSCRIPTION NAME | SUBSCRIPTION GUID | MODIFY/NEW | OLD QTY | NEW QTY | EX TOTAL |
|--|--------------------------------------|------------|---------|---------|----------|
| MS NCE M365 BUSINESS PREMIUM 1MTH COMMIT | 05338C48-300F-43E5-DE8E-BC98D718F7AD | NEW | 0 | 1 | \$ |

Contact Details

Enter your Partner details here, click **Update Tenant Branding** to save the configurations.

CONTACT DETAILS
^

The below contact details will be displayed to your customers on the Contact Us page of the portal

Company Name
Company Name

Address Line 1
Address Line 1

Address Line 2
Address Line 2

Suburb
Suburb

State
State

Postcode
Post Code

Contact Email
Contact Email

Contact Phone
Contact Phone

CONTACT DETAILS
v

Update Tenant Branding

Configure Users

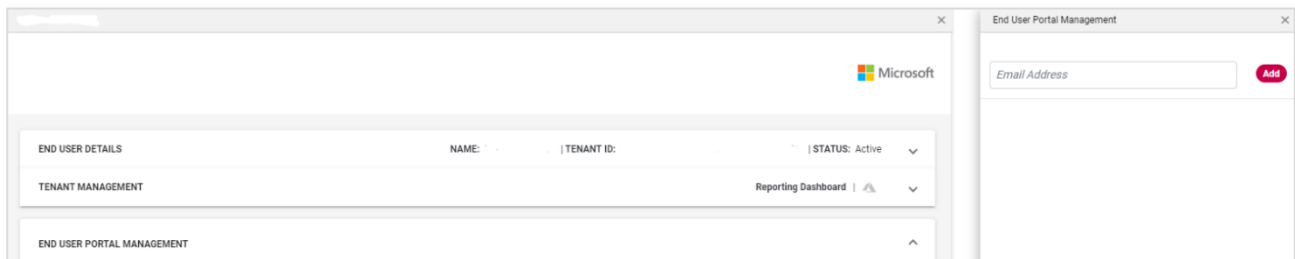
Click on **Configure Users**.

END USER PORTAL MANAGEMENT
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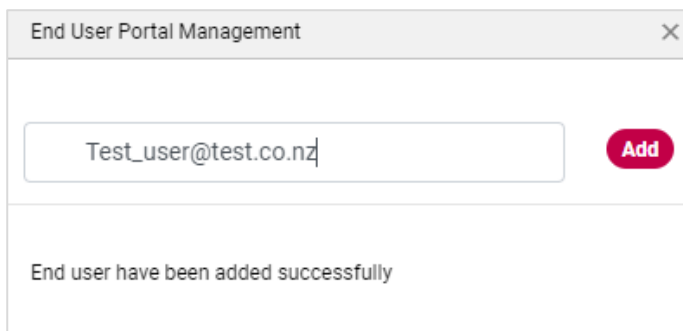
| UserName | Email |
|----------|-------|
| | |

Configure Portal
Configure Users

The End User Portal Management blade will appear on the right-hand side.




In the Email Address field, enter the user's email, click **Add**.



The user will now appear in the list of users allowed to access the End User Portal.

No emails are sent to the end users

| UserName | Email | |
|----------------------|----------------------|---|
| Test_user@test.co.nz | Test_user@test.co.nz |  |
| | | <div>Configure Portal</div> <div>Configure Users</div> |

Note: The End User Portal permits only users from the customer's Entra directory to be added. External accounts and aliases are not supported, as access depends on the user's Entra login credentials.

A specific setting within the EU's tenancy must be enabled to allow users access to the End User Portal.

[Configure how users consent to applications - Microsoft Entra ID | Microsoft Learn](#)