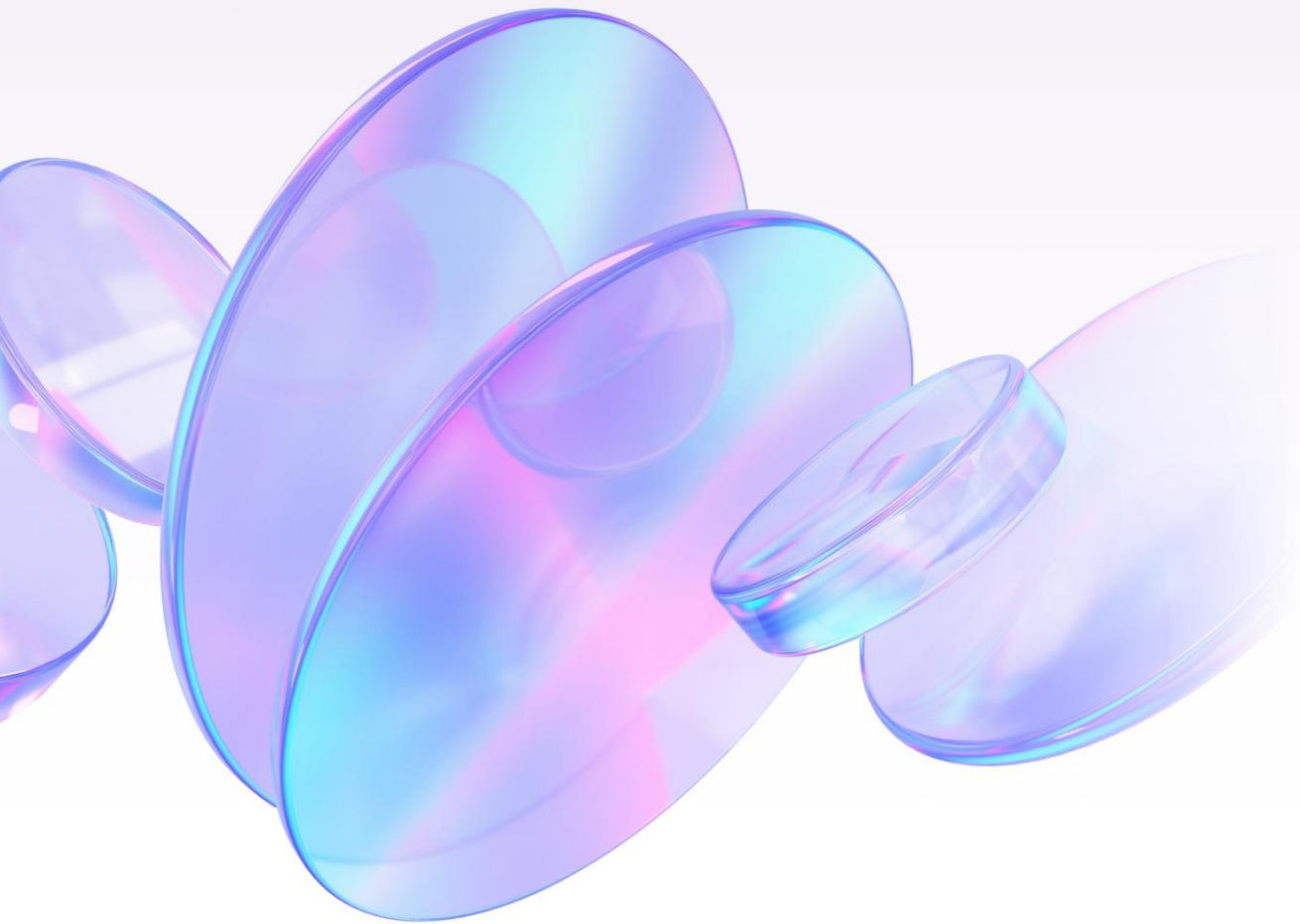




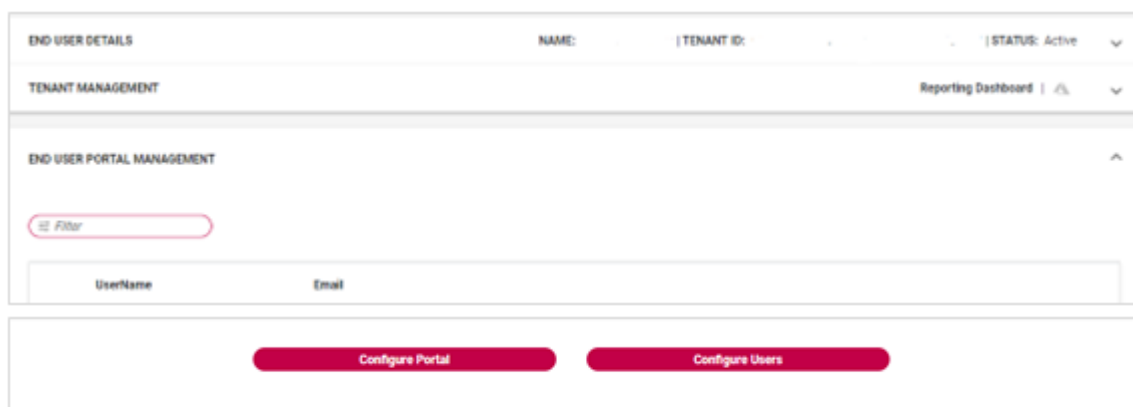
DICKER DATA RESELLER-END USER PORTAL GUIDE



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

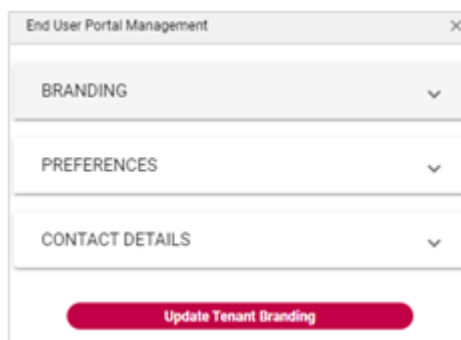
Configure the CSP Portal & Users

1. Sign into the DD Portal and navigate to the Subscription section, select Microsoft CSP.
2. Select a tenant to manage.
3. Click on End User Portal Management accordion, there are two configuration buttons:
 - Configure Portal
 - Configure Users



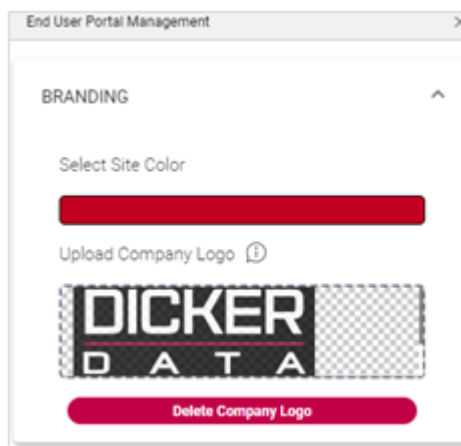
Configure Portal

1. Click on Configure Portal.
2. The End User Portal Management blade will appear on the right hand-side.
3. There are three sections that can be modified: Branding, Preferences and Contact Details.



Branding

- Select Site Color
- Upload Company Logo – the logo uploaded will automatically be resized to 400 width and 100 height
- 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

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.

PREFERENCES

Management Options

Create 

Pricing Options

RRP Only 

Enter An Email Address Below If You Wish To Receive Change Notifications

Test_User@Test.co.nz

Examples of email notifications




Mon 30/10/2023 12:20 PM

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

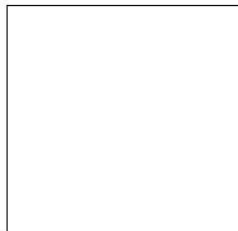
TENANT DETAILS

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

1. Enter your partner details here.
2. 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

Address Line 1

Address Line 2

Suburb

State

Post Code

Contact Email

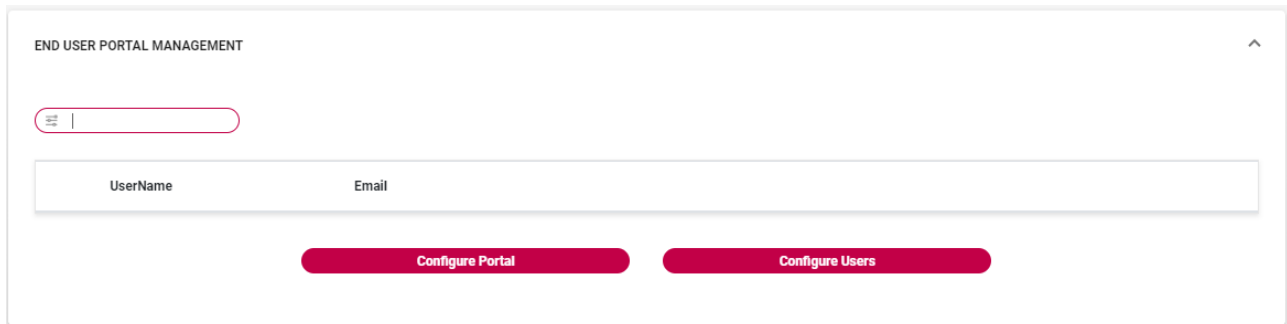
Contact Email is not valid

Contact Phone

Update Tenant Branding

Configure Users

1. Click on Configure Users.

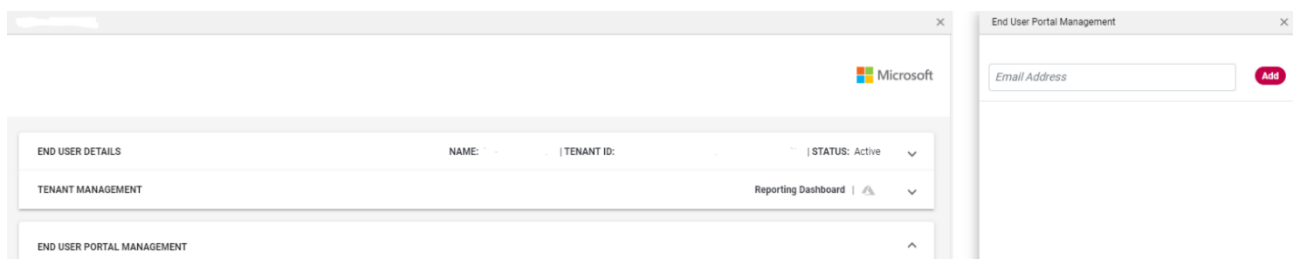


END USER PORTAL MANAGEMENT

Search

UserName	Email
<div>Configure Portal</div> <div>Configure Users</div>	

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

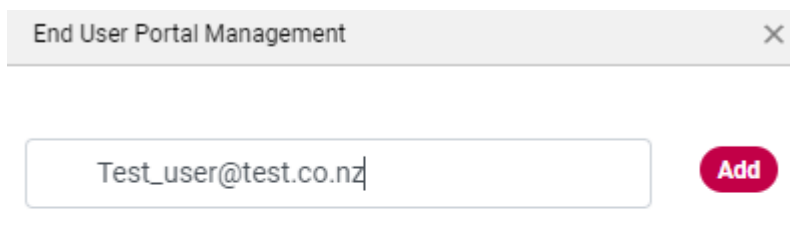


End User Portal Management

Email Address

Add

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




End User Portal Management

Test_user@test.co.nz

Add

End user have been added successfully

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

UserName	Email	
Test_user@test.co.nz	Test_user@test.co.nz	

Configure Portal

Configure Users