



B2B Subscription Service - Reseller administration

User Manual for Reseller

Document version: 1.2

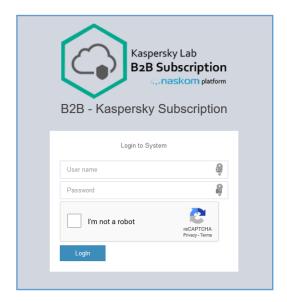
Document revision date: 22.07.2017

Table of contents

1. Login to the system	3
1.1 Logout from the system	4
1.2 Account settings	4
1.3 Export Product SKU	5
2. B2B Subscription management	6
2.1 Adding new Subscription	6
2.1.1 Saving Activation Code in the .txt file	8
2.2 Search and Edit subscription	9
2.2.1 Soft Cancel – cancel subscription from Reseller	10
2.2.2 Hard Cancel – cancel subscription on Subscriber initiative	11
2.2.3 Renew product subscription	13
2.2.4 Recreate product subscription	14
2.2.5 Modify Attributes – update Customer information	15
2.2.6 Modify the quantity of protected devices	17
2.2.7 Reduce subscription period	18
2.2.8 Export Subscription List to Excel	20
3. Reports	21
3.1 Reseller Report	21
3.2 Summary Report	23
3.3. Evnort Reports to Evcel	24

1. Login to the system

Reseller access to the B2B subscription web application, entering his credentials (username and password).



Home screen after logging.



1.1 Logout from the system

Click on the name of the user at the top right corner of the screen. It will open mini-screen for logout user from the system, by click on the button **Logout**.

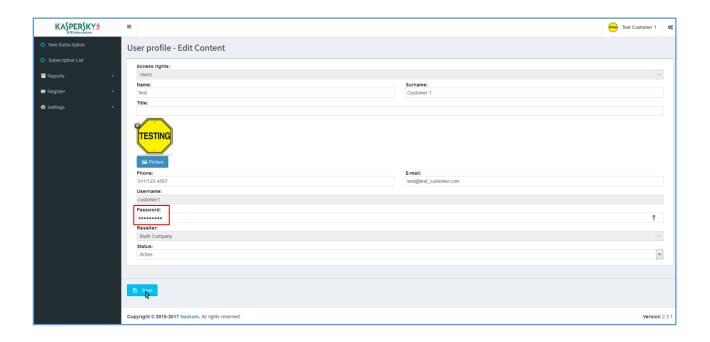


1.2 Account settings

The user can change his account information, by click on the name of the user at the top right corner of the screen. After opening mini-screen click on the button Account.

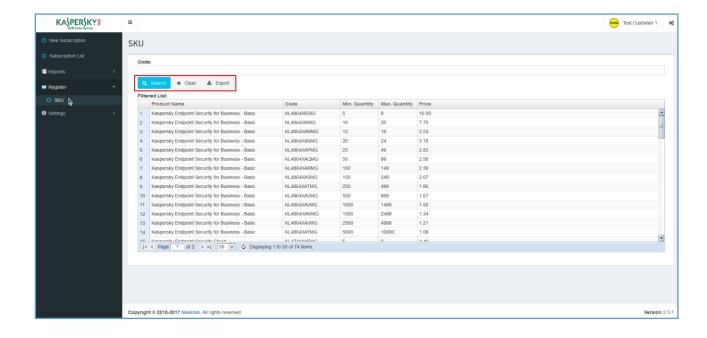


We recommend to change your password initially received from your distributor.



1.3 Export Product SKU

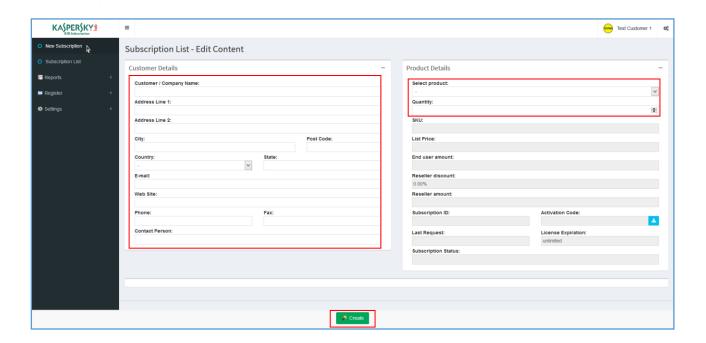
You can view and export product **SKU** list to the Excel, by click on the Register/SKU on the left menu.



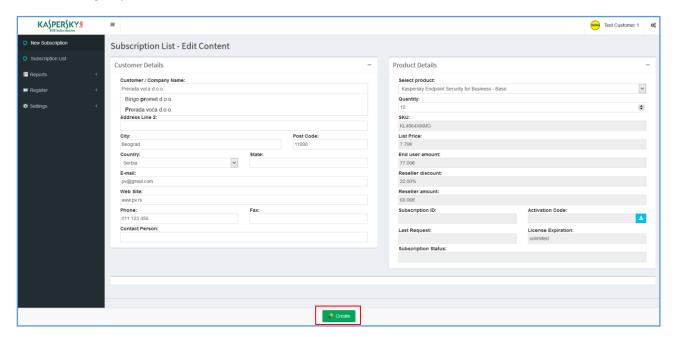
2. B2B Subscription management

2.1 Adding new Subscription

By click on **New Subscription** on the left menu, it will open screen with fields for entering information about a customer and choosing a product and quantity.



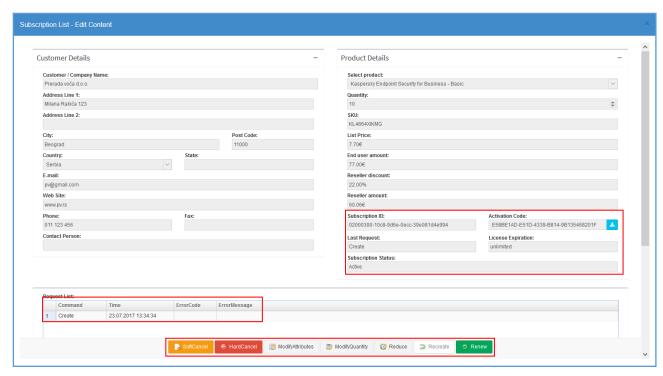
After entering required data, click on the button **Create** to send order.



In a few seconds you will receive a message from the service that your license is successfully created, with generated **Activation code** and **Subscription ID** for a new user.

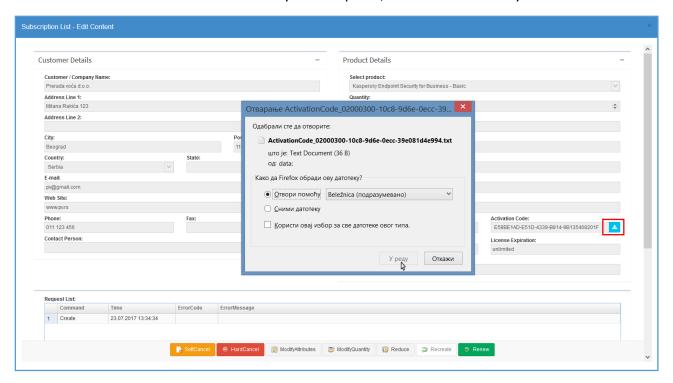


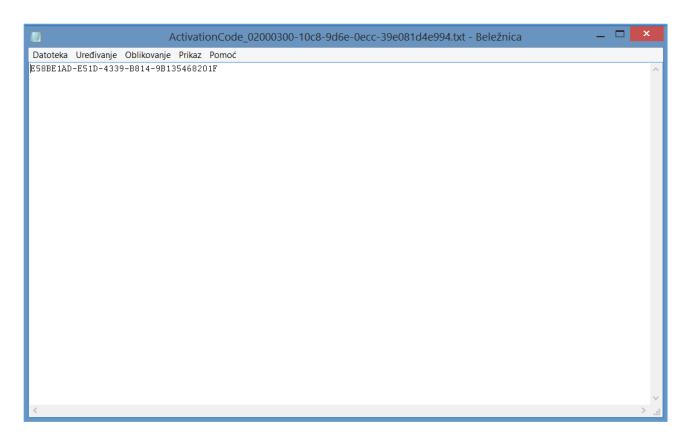
After that, the screen will look like the image below. Here are all the information about just ordered license (Activation Code, Subscription ID, Subscription Status, License Expiration, Last Request etc). At the bottom of the screen you can find list of all requests for that license.



2.1.1 Saving Activation Code in the .txt file

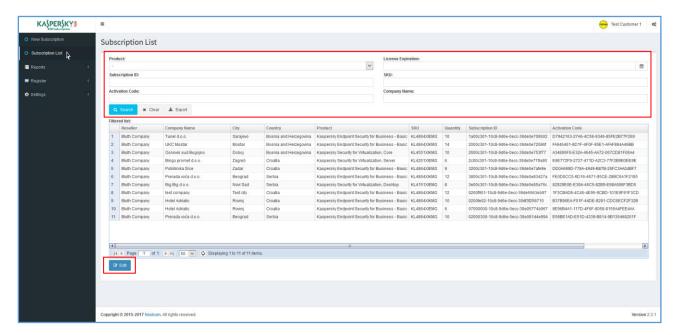
If you want to save generated **Activation Code** in .txt file, just click on the blue button right to the Activation Code. You can save this file on your computer, and then send it to your customer.



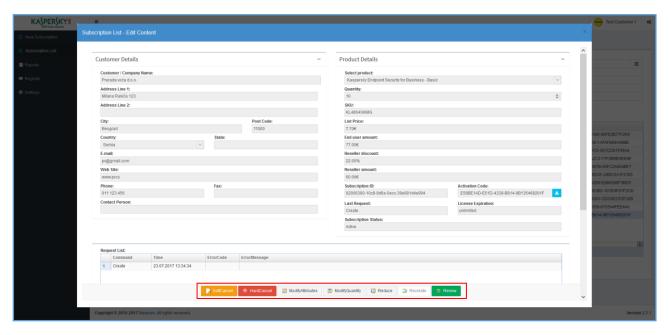


2.2 Search and Edit subscription

By click on **Subscription List** on the left menu, it will open screen with all ordered licenses. You can search for a license at any of the listed criteria (Product, SKU, License Expiration, SubscriptionID, Activation Code, Company Name).

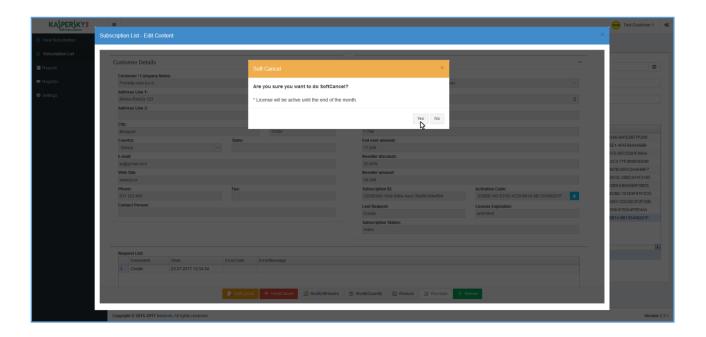


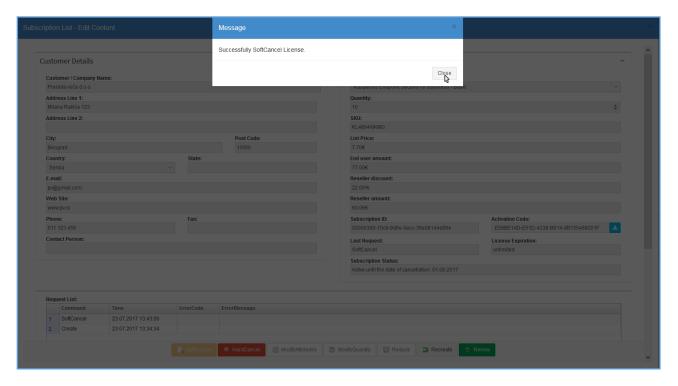
By selecting corresponding row in the table and click on the button **Edit** (or just double-click), it will open window where you can manage your selected license.



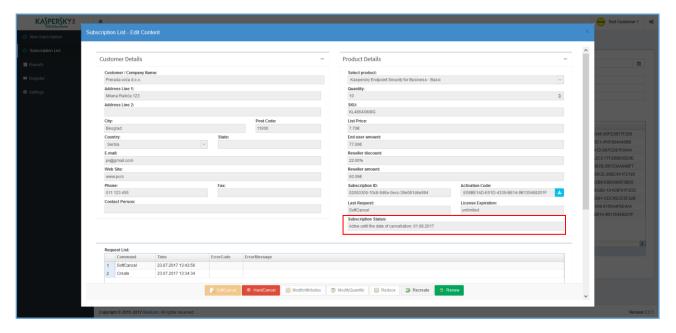
2.2.1 Soft Cancel – cancel subscription from Reseller

Soft Cancel is used to cancel the subscription when Reseller has not receive the payment from the Subscriber, but it is expected that the Subscriber will renew the subscription. The license will be active until the end of the current month.



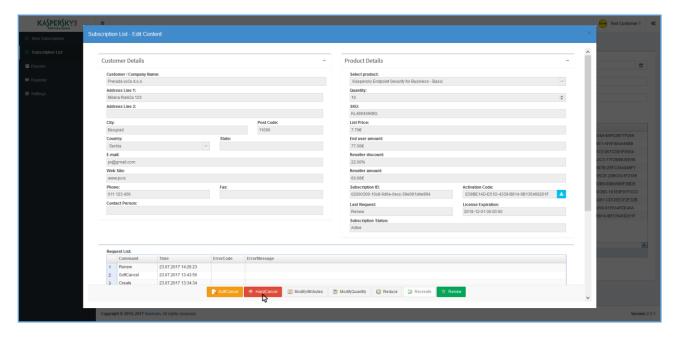


You may notice that the Subscription Status is changed.

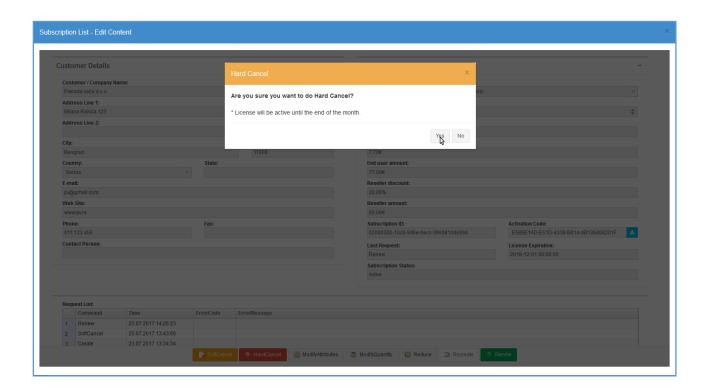


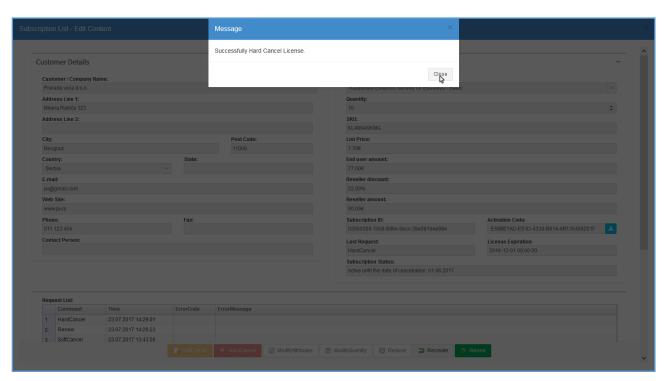
2.2.2 Hard Cancel – cancel subscription on Subscriber initiative

Hard Cancel is used to cancel the subscription when Subscriber decide to stop the existing subscription.



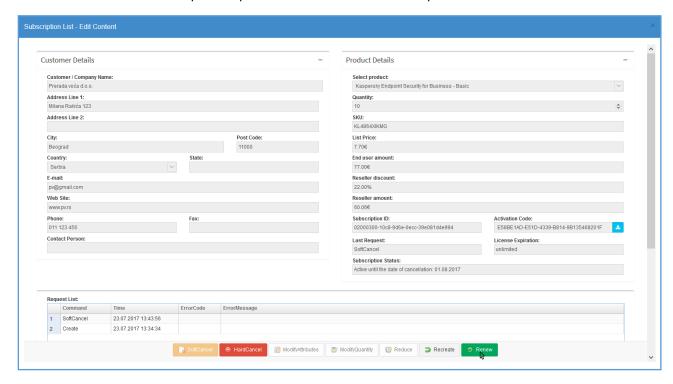
Canceled license will remain active until the end of the current month. From the first day of the next month, license will be inactive and user will no longer be able to use the application.



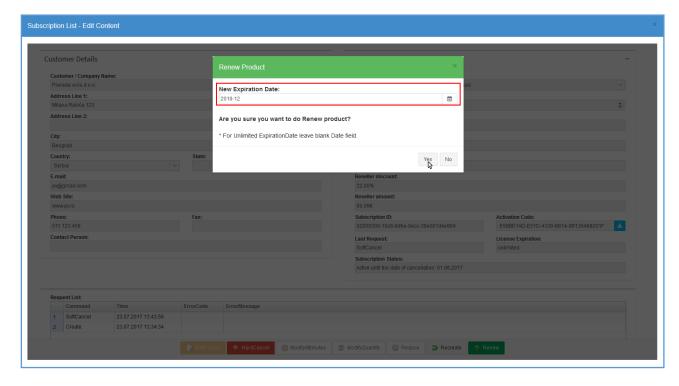


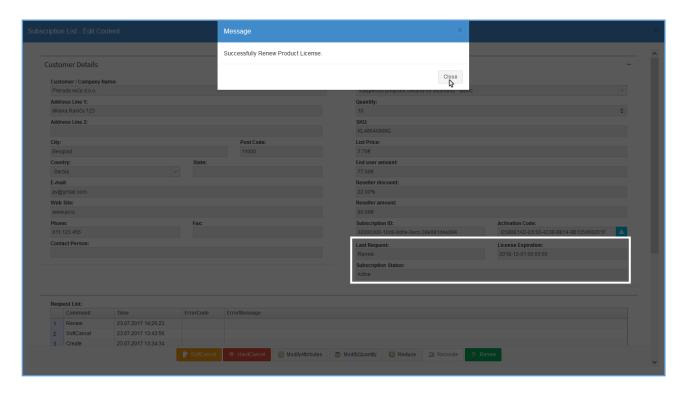
2.2.3 Renew product subscription

Renew command is used to renew cancelled or expired subscription without modifying any parameters. It is used also to extend subscription expiration date for limited subscription.



You can choose new expiration date, in our example expiration date is 2018-12, which means that the license will be active to 30.11.2018 and from 01.12.2018 will be expired.

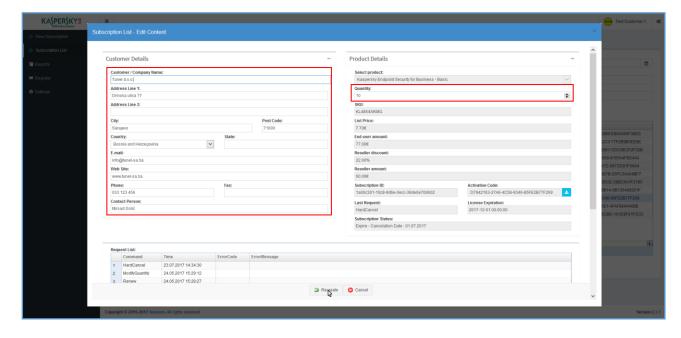


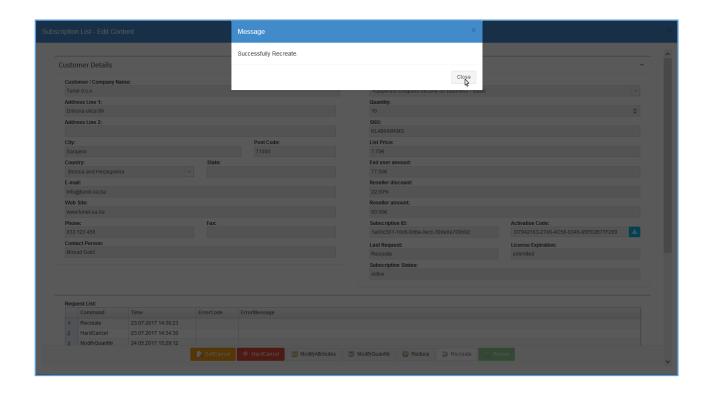


You may notice that the Subscription Status and License Expiration is changed.

2.2.4 Recreate product subscription

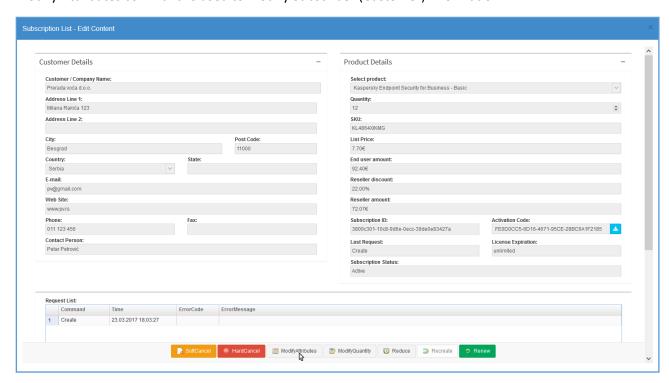
Recreate command is used to renew cancelled or expired subscription with subscription parameters modification. Reseller can recreate the subscription in the following states: Expired, SoftCanceled, HardCanceled.

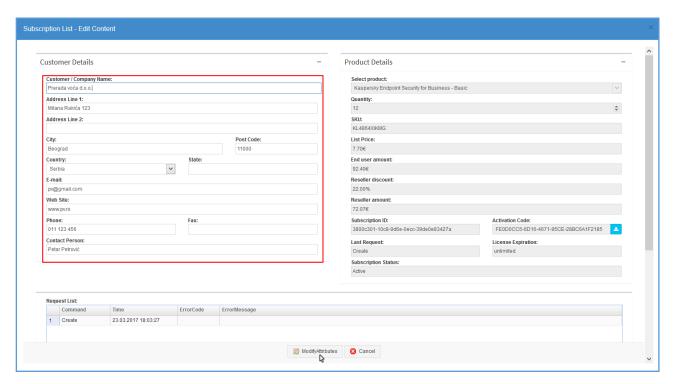


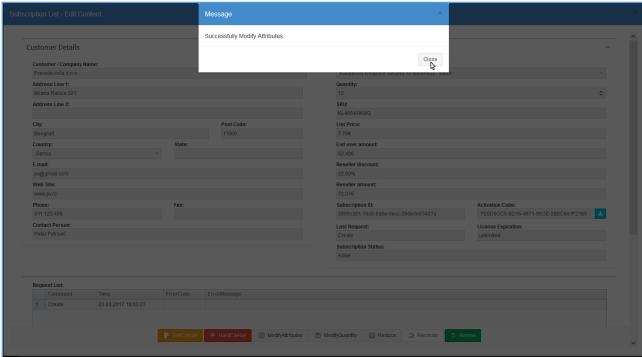


2.2.5 Modify Attributes – update Customer information

Modify Attributes command is used to modify Subscriber (Customer) information.

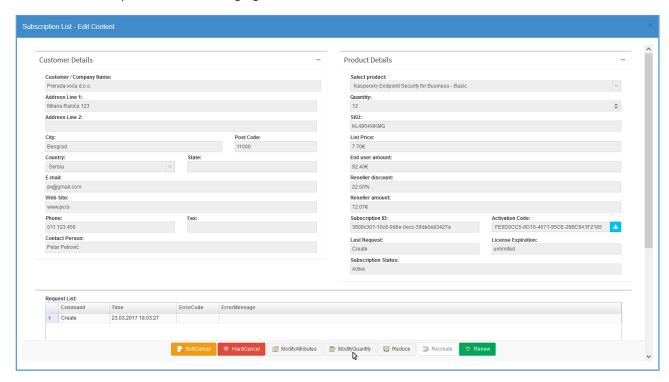


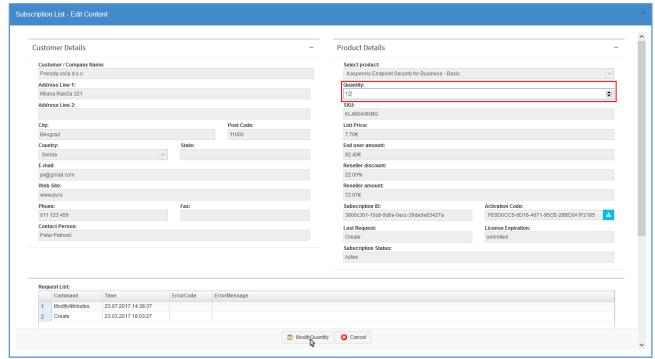




2.2.6 Modify the quantity of protected devices

Modify Quantity command is used to modify (increase or decrease) the number of protected devices within the subscription without changing the activation code.

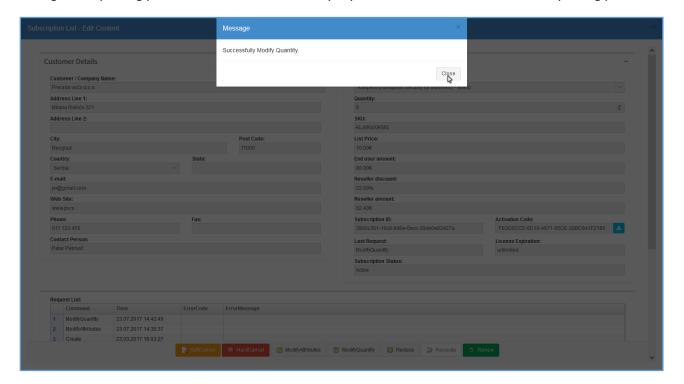




You may notice that changing the number of protected devices, may automatically change the SKU and therefore the price. You don't have to worry about it, because the system will done this automatically. Also, Activation code will remain the same.

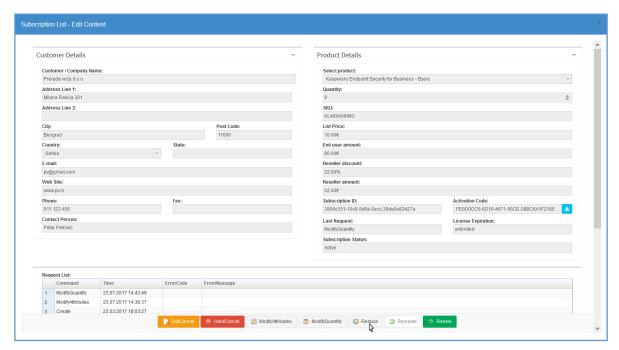
For calculation of Royalty amounts due to Reseller for distribution of the Corporate (B2B) Products with one month license term for the corresponding Reporting period the following rule should be applied:

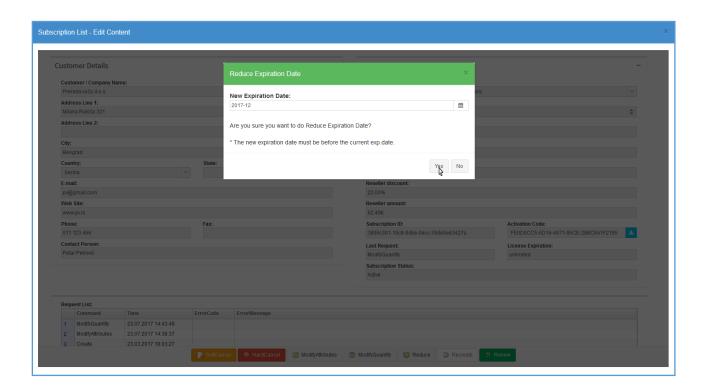
If the number of the Products with one month license term ordered during the Reporting period decreased during the Reporting period, recalculation of the Royalty should be made in the next Reporting period. If the number of the Products with the one month license term ordered during the Reporting period increased during the Reporting period, recalculation of the Royalty should be made in the current Reporting period.

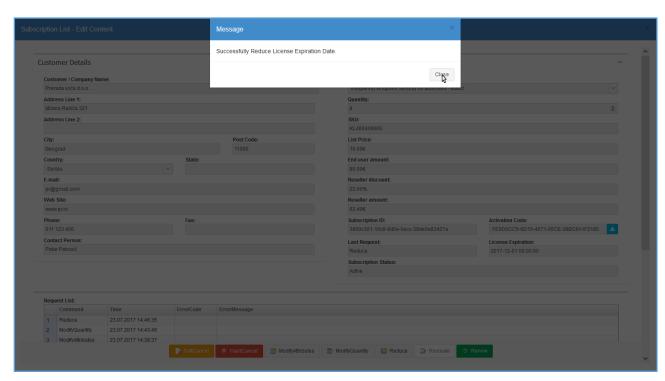


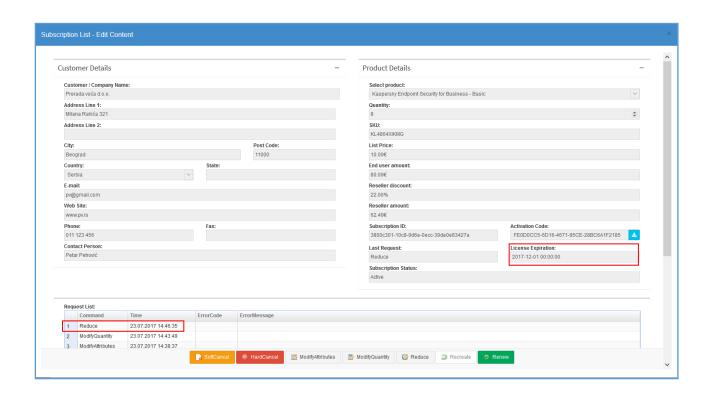
2.2.7 Reduce subscription period

Reduce command is used to reduce the subscription expiration date. Reseller should specify the new expiration date. If subscription was Unlimited, it becomes Limited. Reseller can reduce the subscription period for a subscription in Active state.



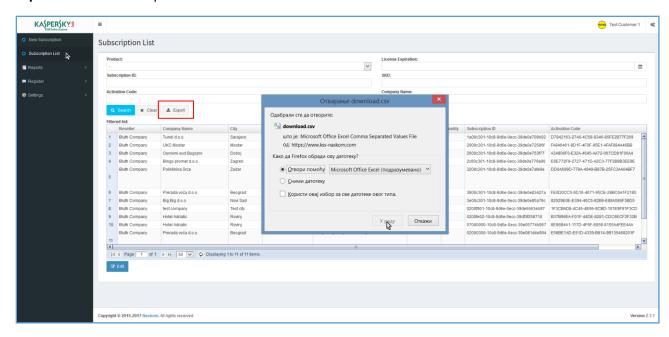


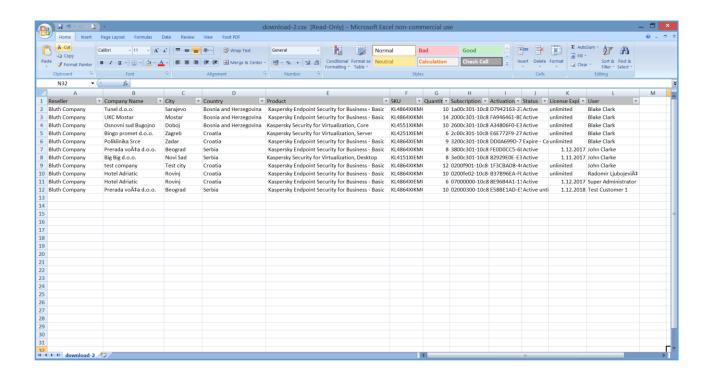




2.2.8 Export Subscription List to Excel

You can export **Subscription List** data to Microsoft Excel. After finishing with search, click on the button **Export** and choose to open or save file in Excel format.

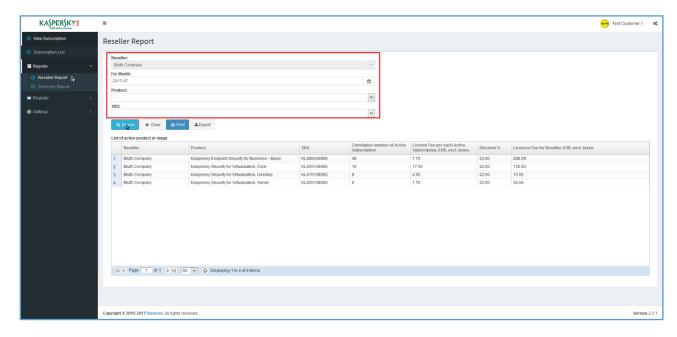




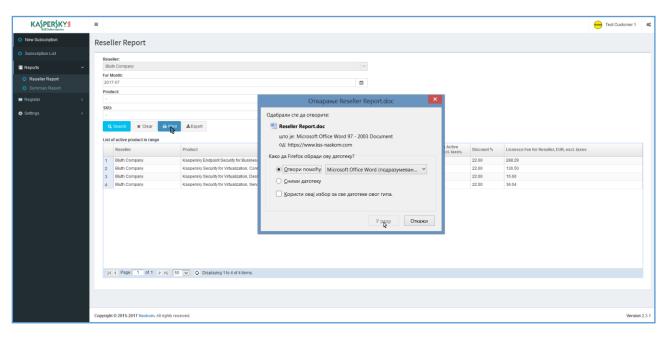
3. Reports

3.1 Reseller Report

This report is useful when you want to display for a selected month, reseller summary order by SKU-s. Click on **Reseller Report** on the left menu and select the month for which you want to report. You can also choose to filter search by product or SKU.



If you want to print the report, click on the button **Print** and you will open the following dialogue:

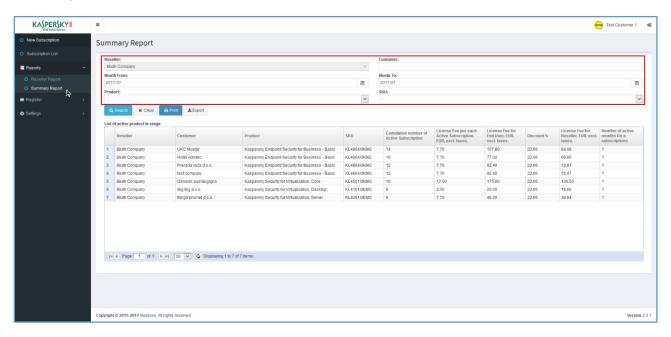


Click the button OK and you will open a report in Microsoft Word.



3.2 Summary Report

In the **Summary report**, you have the ability to display cumulative number of active subscription per customer, for a period of several months. You can use some of the criteria to display the appropriate report (reseller, product, SKU, customer, date from-to).





3.3 Export Reports to Excel

All **Reports** can be exported to Microsoft Excel. After finishing with search, click on the button **Export** and choose to open or save file in Excel format.

