Reseller Fulfillment Guide

Contents

GMETRIX RESELLER FULFILLMENT GUIDE

CREATING TESTING CENTERS

1. Log in to the Reseller Panel and click on Testing Centers, then select Create from the dropdown menu.
2. Fill in all required information in the Partner Information tab.
   a. Organization: The name of the organization or school.
   b. Corporate e-mail: The e-mail address of the Organization's main point-of-contact.
   c. Sector: The type of Organization becoming a testing center. Can be Academic, Commercial, or Government.
   d. Country: The country in which the Organization will be testing.
   e. State: The state in which the Organization will be testing if within the United States.
   f. Language: The Language in which the Organization will be testing.
   g. Status: The Organization's status as an active or inactive testing center.

3. Navigate to the Select Licenses tab and check any licenses you want the Organization to be able to order.

4. Navigate to the User Accounts tab and click Add Account to add any desired administrators for the Organization. You should create at least one administrator account for the main point-of-contact. You should always set the default password as "gmetrix".

5. Click Next and set Permissions for the account. By default, all permissions are granted. Then click Next again to save the user. You should then see any administrators created for the Organization under the User Accounts tab.

6. Click the green Save button to submit all entered information.

7. Review the Partner Information to ensure it is all correct and click Confirm to finish creating the Testing Center.

Create/Edit Partner

Partner information

[<< Back] [Confirm]

Type :   Testing Center
Organization :   Testing Inc.
Corporate e-mail :   boss@testing.com
Sector :   Commercial
Country :   United States of America
Operating Countries :
State :   Utah
Language :   English
Status :   Active

User accounts

#	First name	Lastname	Username (e-mail)	Phone	Status	Add Users
1.	Bob	Boss	boss@testing.com	555-555-1234	● Active	✖ No

Licenses

#	License
1.	MOS Full Suite - Annual SITE License

[<< Back] [Confirm]

ORDERING BY PROXY

ORDERING A NEW LICENSE

1. Sign in to the Reseller Panel and click on Orders, then select Order by Proxy from the dropdown menu.

2. Locate the Organization you wish to order for and click on the ✎ icon.
3. To order a new license, select the desired license from the License Type dropdown menu and click Add.

Placing a New Order for: Testing Inc.

*License Type [MOS Full Suite - Annual SITE License ▼] [Add]

or

[Renew Existing Order]

[Next >>]

4. Enter the number of licenses you wish to order and then click Next.

Placing a New Order for: Testing Inc.

License	Quantity	Change
MOS Full Suite - Annual SITE License	1	Change

5. Here you can enter a Purchase Order number or an alternate Start Date if necessary. Then click Next to finish placing the order. Please note that you should not set a future start date on a new license as a means of renewing an old license. To renew an old license, please follow the instructions below.
6. If you have existing inventory for the requested license, you will be prompted to choose where to fill the order from. If you want to order more inventory from your Distributor to fill the order select "Fill this order by ordering new inventory." If you want to use your existing inventory to fill the order select "Fill this order from my existing inventory."

Placing a New Order for: Testing Inc.

✔ The Order was submitted successfully.

You have adaquate inventory to fill this order. Would you like to fill this order from your Inventory? Or place a new order to GMetrix Distribution

[Fill this order by ordering new inventory] [Fill this order from my existing inventory]

[Go to Home]

RENEWING AN EXISTING LICENSE

1. Log in to the Reseller Panel and click on Orders, then select Order by Proxy from the dropdown menu.
2. Locate the Organization you wish to order for and click on the ✎ icon.

3. To renew a license, click the green Renew Existing Order button. Then click the Renew link next to the license you wish to renew.

4. Enter a Purchase Order if desired, then click Next to confirm the renewal.
5. If you have existing inventory for the requested license, you will be prompted to choose where to fill the order from. If you want to order more inventory from your Distributor to fill the order select "Fill this order by ordering new inventory." If you want to use your existing inventory to fill the order select "Fill this order from my existing inventory."