



Reseller Fulfillment Guide

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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.

G*METRIX Skills Management System Reseller Panel
English | G*METRIX Reseller | Log Out

Home | Create/Edit Partner

User Accounts | Access Codes | Associations | Testing Centers | Create | Search & Edit | Admin User List | View Inactive/Expiring | Orders | Reports | Students

Save

Required Fields *

Partner information | Select licenses | User accounts

* Type: Testing Center

* Organization : Testing Inc.

* Corporate e-mail : boss@testing.com

* Sector : Commercial

* Country : United States of America

State : Utah

* Language : English

* Status : ☒ Active ☐ Inactive

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

Create/Edit Partner

Save

Required Fields *

Partner information | **Select licenses** | User accounts

Select licenses

#	License	Detail	Option
16.	MOS Full Suite - Annual Individual License		<input type="checkbox"/>
17.	MOS Full Suite - Annual SITE License		<input checked="" type="checkbox"/>
18.	MOS Pilot Site License		<input type="checkbox"/>
19.	MOS Promotional License Full Suite		<input type="checkbox"/>
20.	MOS Single Application - Annual Individual License		<input type="checkbox"/>

- 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".

Create account

* First name :

* Lastname :

* Username (e-mail) :

* Password :

* Retype password :

Phone: x

Status : ☒ Active ☐ Inactive

- 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.

Create/Edit Partner

Required Fields *

New Users:

#	First name	Lastname	Username (e-mail)	Phone	Password	Status	Add Users	Delete
1.	Bob	Boss	boss@testing.com	555-555-1234	gmetrix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/>

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



English  G*METRIX Reseller |  Log Out

Home

User Accounts

Access Codes

Associations

Testing Centers ▼

Orders ▼

Order by Proxy

Received Orders

Order History

My Inventory

Reports ▼

Students ▼

Search a Partner

G*METRIX Reseller

General filters

Show me:

Organization:

Distributor:

Email contact:








Reseller:

Advanced filters


Clear fields Search

Export

Records: 1-50 of 7 Page 1 of 1 Per page: 50

#	Organization	Sector	Country	State	Status	Created	Select
1	Certiport EMEA Demo Account	Commercial	United States of America		Active	Dec. 07, 2011	
2	ResellerPopupTest	Academic	United States of America		Active	Aug. 31, 2012	
3	Test #1	Academic	United States of America		Active	Apr. 26, 2010	
4	Test #2	Academic	United States of America		Active	Apr. 26, 2010	
5	Test Testing Center	Academic	United States of America		Active	Sep. 12, 2009	
6	testing center	Academic	United States of America		Active	Apr. 06, 2010	
7	Testing Inc.	Commercial	United States of America	Utah	Active	Oct. 13, 2015	

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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	<input type="text" value="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 adequate 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.

Renew Existing Order

Current Orders:

#	Creation Date	Start Date	Expiration Date	Ordered by:	License	Assign	Available	Renew
1.	Oct 14, 2015	Oct 14, 2015	Oct 13, 2016	Testing Inc.	MOS Full Suite - Annual SITE License	1	1	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."

Placing a New Order for: Testing Inc.

✓ The Order was submitted successfully.

You have adequate 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