Guide to getting started on the Backup Office 365 management portal as a partner

Version 2.0

Welcome to our step-by-step guide to getting started on the Backup Office 365 management portal as a partner!

Please keep the following important points in mind:

1. In order to use this portal, you have to have a Microsoft O365 user account as well as a system profile set up by the administrator of your company. If your company's email system is not O365, please contact us, so we can add users manually.
2. Please note that your initial login page looks the same for everyone, regardless if you are a partner, a reseller or an end-customer.
3. Re. 2FA: The authentication process for the portal mirrors the one in your company policy, which means that if your company policy requires 2FA, so will the portal.
4. The portal has 3 levels: Partners, resellers and end-customers.
5. Settings, rights and views will vary according to whether you are a partner, a reseller or an end-customer.

How you get started as a partner

First steps

1. Go to www.revirt365.com/tim and click login to "Management portal"
2. Click on "Sign in with Microsoft"
3. Enter your email address and password to log in
4. If this is your first login, please accept the terms as you go along.

This will take you to an overview of the resellers you have as a partner.
For your first login, the only name showing on the list will be your own.

Please note that you will show on the reseller list yourself, even though you are a partner.
This is necessary to make direct sales possible, where you may sell services directly to an end-customer without going through a reseller.
The procedures for adding a new customer are the same for direct and indirect sales.

More about the overview

This overview offers (to the right) a list of the resellers + a status on each of your resellers as well as some options for you (to the left).
The numbers at the very bottom of the page are your partner totals.

The left-hand column

1. Just below "Welcome", the portal will show under which company you are logged in as.
2. The button called "Log" will show you a log with a list of events and users initiating the events. Please use the dropdown menu to the right to apply filters. Its default setting is "Everything".
3. The button "Add new reseller": This is where you click to add a new reseller. See more details below.
4. The button called "Partner users" takes you to where you can add users with the same rights etc. as yourself, that is users with top level access.

More re. users with top level access

Please note that we strongly recommend that you add users with partner level access already now to make sure that you are not the only one with the relevant rights.
In order to do that, please click on "Partner users" and follow the instructions.

Please be aware that it is not possible for a user profile to delete itself!

How you get started as a partner

How you add a new reseller

1. Click the button called "Add new reseller" to add a new reseller.
2. Type in the name of the new reseller and click "OK".
3. This will take you back to your overview of resellers.

Well done!
You have now added a new reseller!

Now you can dive deeper into what your new reseller needs and create the settings for your reseller. Please see below.

More regarding reseller users

Please note that the reseller will not be able to log in, until you have created the first user. We strongly recommend that you add at least one reseller user to make sure that you are not the only one with the relevant rights.

How you add new users for your reseller

1. Click on the relevant reseller in your overview of resellers. This will change your options in the left-hand column and show you a list of this particular reseller's customers.
2. Click the button called "Reseller users".
3. Click the button called "Add user".
4. Type in the name and the email address of your new user and click "OK". The user will receive a welcome email. This list shows you the name of your user, when (s)he was created and by whom. The option "Delete user" is only visible, because you are logged in as a partner, as no user can delete his/her own account.