# Renewals management just got easier!!!



1

# **Click2License Renewals Reporting:**

Allow Click2License to generate a renewals pipeline of your upcoming renewals:

#### Access <a href="http://www.ingrammicro.com">http://www.ingrammicro.com</a>:

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This brings you to the Click2License homepage:

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Do this for all necessary part numbers     Once finished, click on you shopping cart (upper right) and this will take you to the pricing/check-out screen     Creatine an order / auote via description	Monthly Usage Re	eport
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This prompts you to the Search Criteria, to drill down to your renewals data:

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\*\*\* Once you have entered all of the data, click on the 'View Summary' button \*\*\*

The data will display:



\*\*\* This will display the entire order details, suggested renewal sku's, etc \*\*\*

# **Enhanced end user notification:**

Allow Ingram Micro to assist you with the renewal notifications to your end users (on behalf of you, the reseller)!!!

Step 1 – Setting up your reseller logo (which will be added to the email sent to the end user)

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New Web Interface, Navigation, and Reseller Administration Tools     3 Methods to Search and Add Products to the Shopping Cart		Microsoft Open Value and 3PLA Trainings
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For faster access, please click on this link: Tutotala Creating an order / quote via part number look-up		Trend Micro SPULP (MSP) is now available on Click2License
Click on the Expert Entry link in the upper left corner     Enter the part number, quantity, & authorization/contract number (optional)		Program Overview
Click on the Add To Cart button		MSP Agreement
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Creating an order / quote via description		
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Click on the Continue to Step 2 button     Through the deep down means callest evolute line, platform, and version		to review program
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This takes you into the Profile Management section:

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This takes you into the Personalized Logo section:

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Step 2 - Set the renewal threshold, to indicate the dollar amount that the end user emails will be sent on (as we as the reseller email address, that ALL renewal alerts will be sent to)



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First part is to enter the reseller email address that ALL renewal email alerts will be sent to

## Add email address/addresses to get the notifications

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Next is to identify the renewal amount threshold

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\*\*\* This sets the default value, for all vendor renewal notifications, that will trigger the email to be sent to the end user (on behalf of the reseller) \*\*\*

\*\*\* If you want to set a different value based off of a particular vendors program, select the vendor and click 'view programs' \*\*\*

Step 3 - Indicate the end user email address sent the renewal email to



## Select the end user that you want to manage

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#### Locate the end user



#### Choose the end user

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Select the end user contact that will receive the renewal email

## Update the email options

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#### Sample end user email template:

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