



Licensing Portal
Quick Reference Guide

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1. Introduction

This quick reference guide contains useful information to help you get started with the Mondago Licensing Portal.

2. References

The following terms are used throughout the document:

- **Software:** Mondago Products purchased by the Service Provider.
- **Service Provider:** A Service Provider will purchase Software direct from Mondago. In terms of the Licensing Portal they sit at the top of the hierarchy
- **Reseller:** A Reseller is the 2nd level down on the hierarchy, re-selling the Service Providers proposition to End Customers. This will include the Software. A Service Provider will typically have multiple resellers.
- **End Customer:** An End Customer is the business that is using the Software, having purchased this from the Reseller. An End Customer could be any type, with examples being retail, education or hospitality.
- **End-user:** A user of the Software
- **Subscriber:** A Subscriber is an End-user of the Software, who has had a license allocated to them.
- **Administrator:** Portal administrators can create and edit Resellers, End Customers and Subscribers.
- **License:** A License enables the Software for use and an End-user must have a license assigned before they can use the Software. Multiple licenses types are normally available with each type determining the features made available to the user. Depending on the features available, the licenses will vary in price. The Licensing Portal is used to allocate, report and track licenses against resellers and end users.
- **Usage:** Usage is the term used for the number of Subscribers who have a license allocated to them.

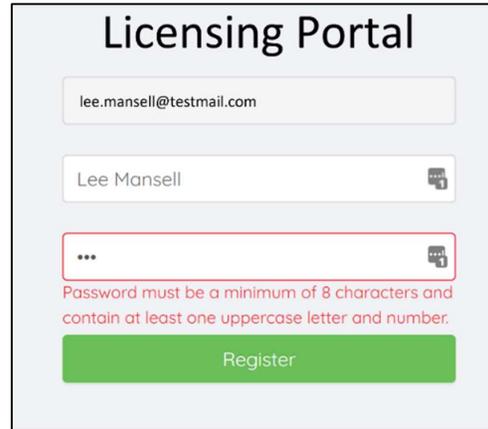
3. What is the Mondago Licensing Portal?

The Mondago Licensing Portal enables Service Providers to manage their Software across their customer base, at both Reseller and End Customer level. Portal administrators can create and edit Resellers, End Customers and users. They can also manage the assignment of licenses for their Software, and run a detailed report on their customer base to track usage and billing.

4. Account Creation and Sign in

Portal Administrators will receive an email invitation to set up a portal account from Mondago. The email will contain a unique link, where once clicked on it will take them to the sign in screen below.

The email address will already be populated, but the user will have to create a username and password. The criteria for the password creation is displayed on the page.

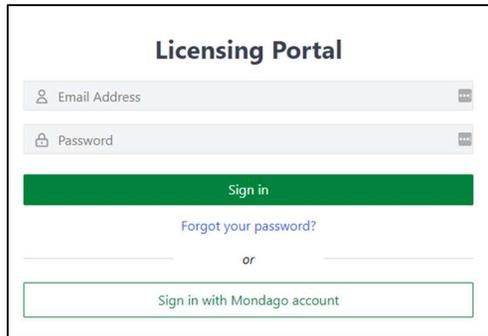


The screenshot shows the 'Licensing Portal' registration page. It features a form with three input fields: an email address field containing 'lee.mansell@testmail.com', a username field containing 'Lee Mansell', and a password field with masked characters '***'. Below the password field, a red error message states: 'Password must be a minimum of 8 characters and contain at least one uppercase letter and number.' A green 'Register' button is positioned at the bottom of the form.

Once the account has been created, the Portal Administrator would access the portal at:

<https://licensing-portal.mondago.com/>

using the credentials they created.



The screenshot shows the 'Licensing Portal' sign-in page. It features a form with two input fields: 'Email Address' and 'Password'. Below the fields is a green 'Sign in' button. A link for 'Forgot your password?' is located below the 'Sign in' button. Below the 'Forgot your password?' link is the word 'or'. At the bottom of the form is a button labeled 'Sign in with Mondago account'.

5. Sales Model

The document describes the following sales model:



However, some Service Providers do not have a Reseller channel, and sell direct to End Customers.

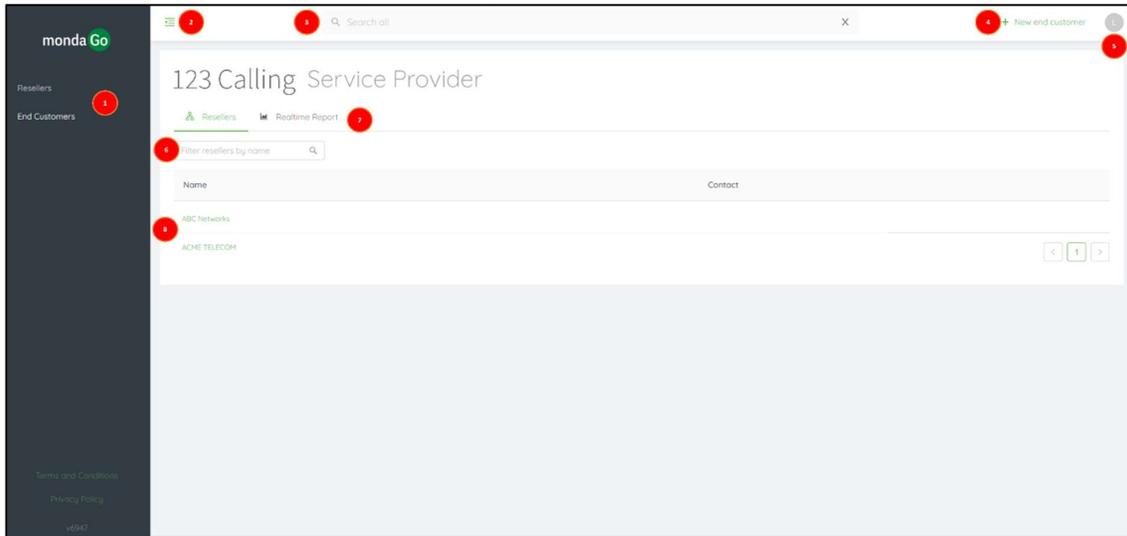


The Licensing Portal does not enable a sales model where Service Providers sell direct to End Customers. If this sales model is adopted by a Service Provider, then the Portal Administrator will need to create a Reseller that matches the Service Provider name. End Customers would then reside under this Reseller, and the Portal Administrator can continue to follow the instructions detailed throughout the Quick Reference Guide.

To create a reseller please navigate to [6.4 Create New Reseller](#)

6. Interface

Once logged in, a Service Provider (in this case named *123 Calling*) will be presented with the home page. Users can return to this screen by pressing the Mondago logo in the top left.



1. Switch between Resellers and End User View. See sections [6.1 Resellers](#) and [6.2 End Customers](#)
2. Toggle side menu on/off
3. Search across all Resellers/End Users. See section [6.3 Search All](#)
4. Create New End Customer. See section [6.1.2.4 Create New End Customer](#)
5. User details.
6. Filter displayed results
7. Realtime Report. See section [6.5 Realtime Report](#)
8. List of Resellers

6.1. Resellers

This section documents the options available when selecting Resellers from the menu on the left (highlighted in green below). Clicking on Resellers (1) will display the following screen.



1. Switch between Resellers and End User View. See sections [6.1 Resellers](#) and [6.2 End Customers](#)
2. Toggle side menu on/off
3. Search across all Resellers/End Users. See section [6.3 Search All](#)
4. Create New End Customer. See section [6.1.2.4 Create New End Customer](#)
5. User details.
6. Filter displayed results
7. Create New Reseller. See section [6.4 Create New Reseller](#)
8. Displayed results. This could be a list of Resellers or End Customers.
9. Display next page of results if applicable.

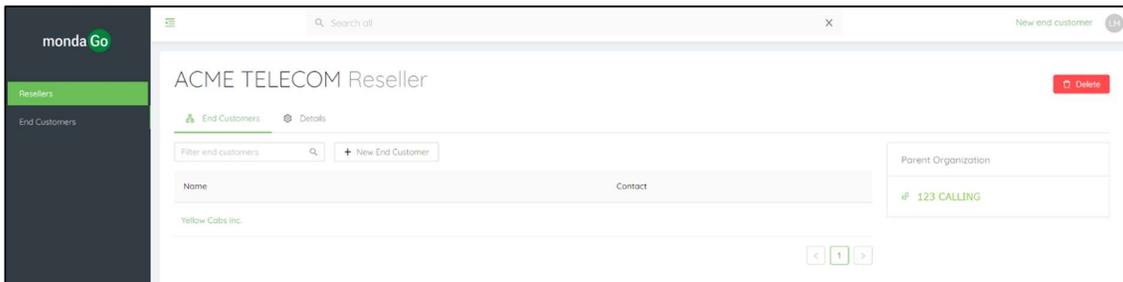
6.1.1. Resellers List



The picture above displays all Resellers, in this case there are 2:

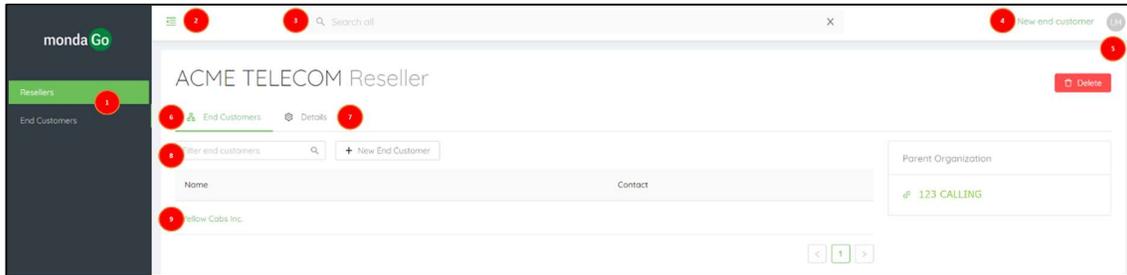
- *ABC Networks*
- *ACME Telecom*

Clicking on a Reseller displays a list of that Resellers End Customers. In this example, clicking on *ACME Telecom* will display the screen below:



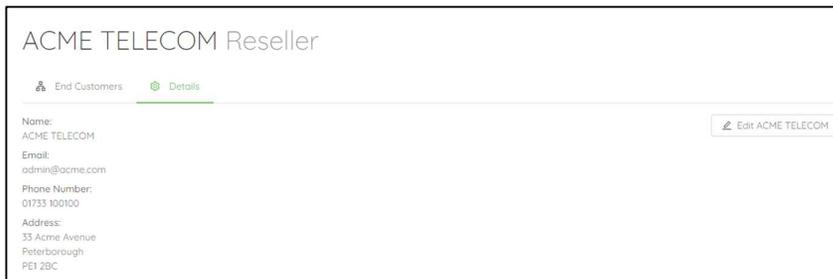
Here, all the End Customers for *ACME Telecom* are displayed. In this case they have 1 End Customer, called *Yellow Cabs Inc.* Let's explore this page in more detail:

6.1.2. Selected Reseller Page



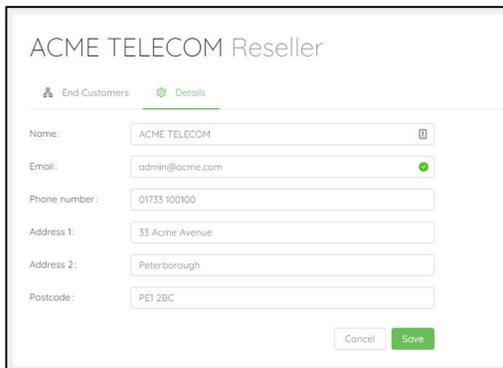
1. Reseller Name
2. Delete Reseller. See section [6.1.2.3 Delete Reseller](#)
3. Display Reseller Details. See section [6.1.2.1 Display Reseller Details](#) . Also see section [6.1.2.2 Edit Reseller Details](#)
4. Create New End Customer. See section [6.1.2.4 Create New End Customer](#)
5. Name of Reseller Parent Organization (i.e. Service Provider)
6. End Customer Name

6.1.2.1. Display Reseller Details



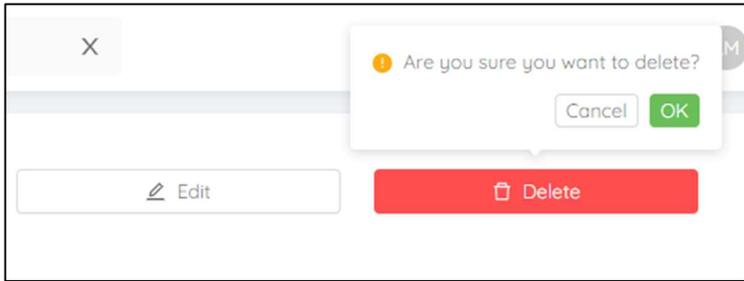
Displays Key Details of a Reseller. There is also the option to Edit the details and Delete the Reseller from this page.

6.1.2.2. Edit Reseller Details



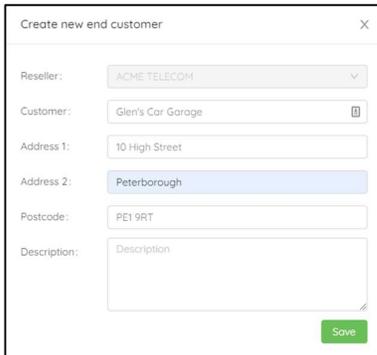
This brings up the box above, where the details can be edited. Once complete, click save for the updates to take effect.

6.1.2.3. Delete Reseller



Clicking on Delete will bring up the message above. Click OK to delete the Reseller. A Reseller can only be deleted if it does not have any End Customers.

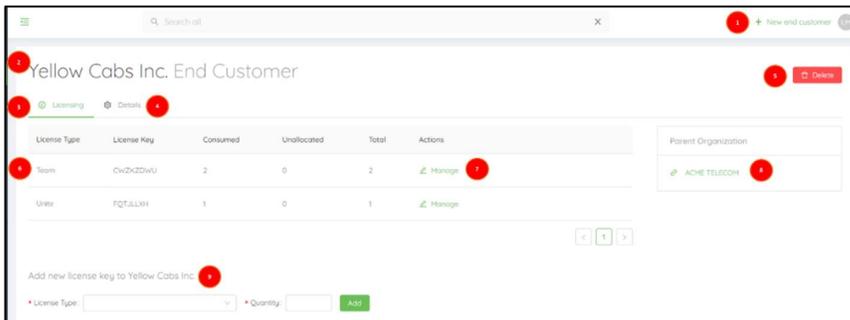
6.1.2.4. Create New End Customer



Clicking Create New End Customer, will display the above screen. Note when selecting from the Reseller page, the Reseller is already pre-selected. In this case its *ACME Telecom*.

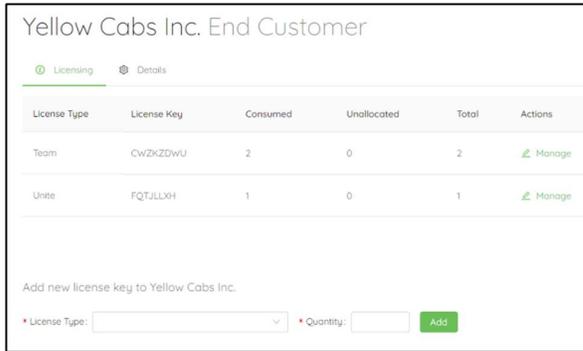
If Create New End Customer had been selected from the main landing page, then the user could select the appropriate Reseller from the drop down menu.

6.1.3. Selected End Customer Page



1. Create New End Customer. See section [6.1.2.4 Create New End Customer](#)
2. End Customer Name
3. End Customer Licensing. See section [6.1.3.1 End Customer Licenses](#)
4. End Customer Details. See section [6.1.3.2 End Customer Details](#)
5. Delete End Customer. See section [6.1.3.3 Edit & Deleting End Customer](#)
6. License Type
7. Manage Licenses. See section [6.1.3.1 End Customer Licenses](#)
8. Reseller Details
9. Add License Key. See section [6.1.3.4 Add License Types.](#)

6.1.3.1. End Customer Licenses

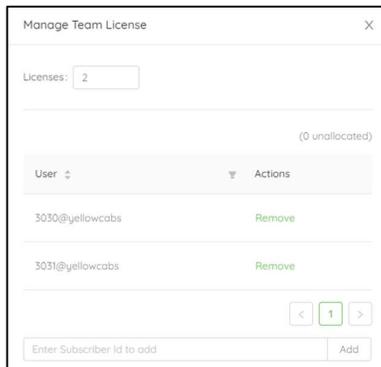


This page displays the different products and licenses a customer has taken. It displays the following:

- License Key. Unique reference for each License Type an End Customer orders.
- Consumed: Number of licenses allocated to users.
- Unallocated: Number of licences available for allocation to users.
- Total: Number of Licences contained within the licence key. This is the number that will be invoiced.

Manage

Clicking on manage on a License row will display the screen below. In this case, we have clicked manage on the *Team* row



- This shows there are 2 licences in total, that have been consumed by 2 users (*3030@yellowcabs* & *3031@ yellow cabs*)
- Clicking remove against a user will delete the user from the list, and unallocate their license.
- To add more licences, an administrator can click on the box currently displaying 2 next to *Licences*. The required amount can be input manually, or by clicking on the up/down arrows that appear when the box is clicked.

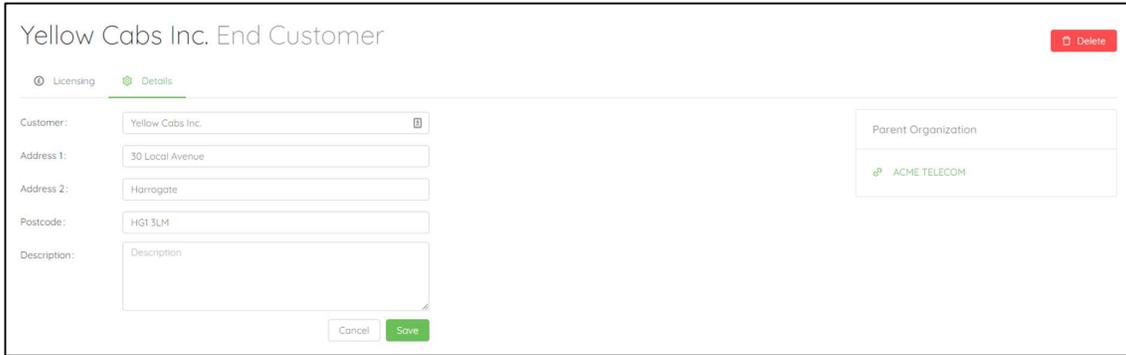
Note - the number of licences cannot be altered to a figure below the number of licences already consumed.

6.1.3.2. End Customer Details

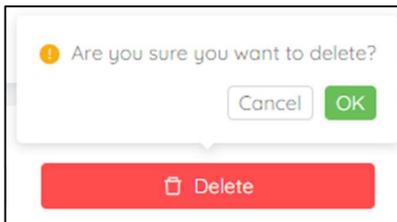


Displays the screen above, with address details for the selected End Customer.

6.1.3.3. Editing and Deleting End Customer

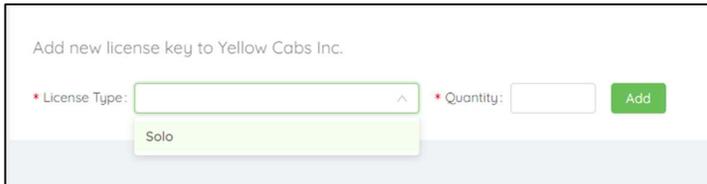


Clicking Edit, displays the box above, where the End Customer details can be altered.



Clicking Delete, will bring up this warning. Click OK to delete the customer.

6.1.3.4. Add License Type



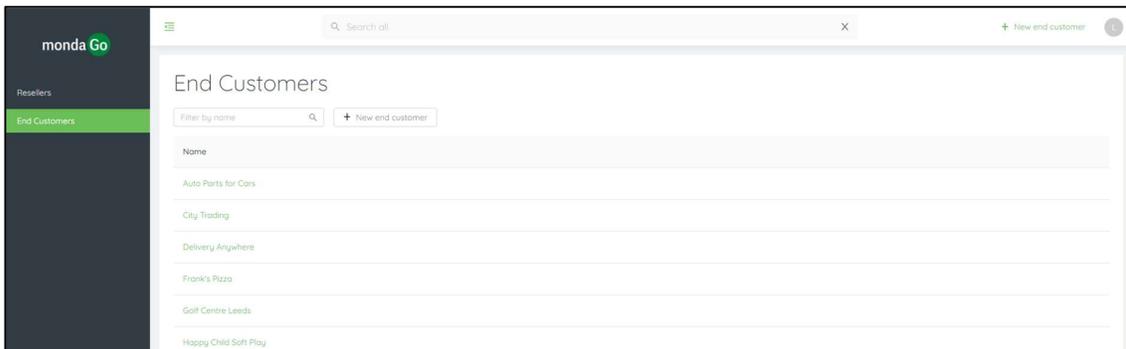
Clicking on the box labelled product (blank by default), displays a list of available licenses for that End Customer. Once the license is selected, enter the quantity in the box then click add. These licenses will be displayed above, in the license section See section [6.1.3.1. End Customer Licenses](#)

During the beta trial the licenses available will be Solo, Team and Unite.

6.2. End Customer

This section documents the options available when selecting End Customers from the menu on the left (highlighted in green below)

6.2.1. End Customer List Page



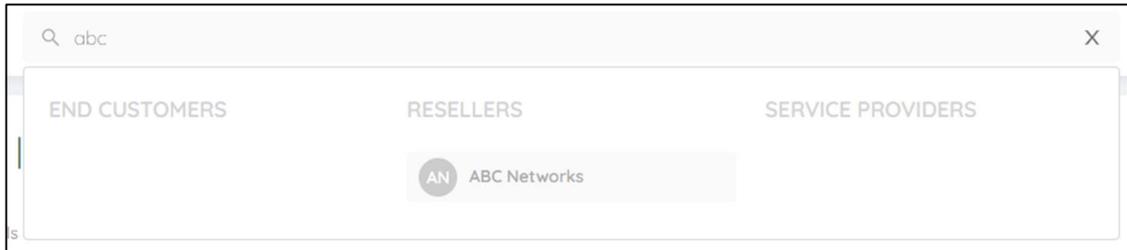
The picture on the previous page displays all End Customers for all Resellers. In this case there are 6:

- *Auto Parts for Cars*
- *City Trading*
- *Delivery Anywhere*
- *Franks Pizza*
- *Golf Centre Leeds*
- *Happy Child Soft Play*

Clicking on and End Customer name, (example in the red box above) will take you to that End Customer details page. See section [6.1.3.Selected End Customer Page](#)

6.3. Search All

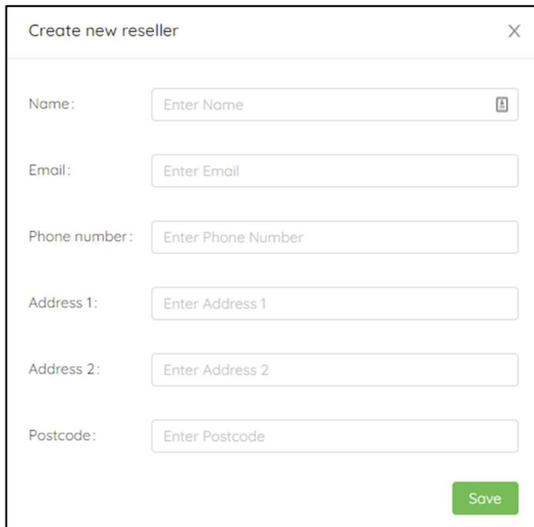
The search bar at the top of each page is the easiest way to navigate around the portal. As a Service Provider, typing a search will produce results for all Resellers and End Customers.



In this example above, the user has searched for ABC. The results display every End Customer and Reseller that contains "ABC".

Clicking on one of the results will take you to that End Customer/Reseller page.

6.4. Create New Reseller

A screenshot of a 'Create new reseller' form. The form is titled 'Create new reseller' and has a close button 'X' in the top right corner. It contains several input fields: 'Name:' with a placeholder 'Enter Name' and a small icon; 'Email:' with a placeholder 'Enter Email'; 'Phone number:' with a placeholder 'Enter Phone Number'; 'Address 1:' with a placeholder 'Enter Address 1'; 'Address 2:' with a placeholder 'Enter Address 2'; and 'Postcode:' with a placeholder 'Enter Postcode'. At the bottom right of the form is a green 'Save' button.

Clicking create new reseller will display the screen above. Fill in the details above and click save. The reseller will then be displayed in the reseller list.

6.5. Realtime Report

The Realtime Report displays a list of all Resellers and their End Customers. In each case the license type, allocated quantity and consumed quantity is displayed. The report can be exported to a .CSV file.

License Type	Quantity	Consumed
Team	2	2
Unite	3	1

1. Download Report to .CSV file
2. Reseller Name
3. End User Name
4. License Type
5. Quantity Allocated against license type
6. Quantity Consumed against license type
7. Expand License Type. If the + is expanded, this will display a list of Subscribers who have consumed licenses.

In the example below, the End Customer *Yellow Cabs Inc.* has 2 Team licenses consumed (from a possible 2) . By clicking on the + we can see the Subscribers who have consumed these licenses are:

- 3030@yellowcabs
- 3031@yellowcabs

License Type	Quantity	Consumed
Team	2	2

Subscribers

- 3030@yellowcabs
- 3031@yellowcabs

END OF DOCUMENT