

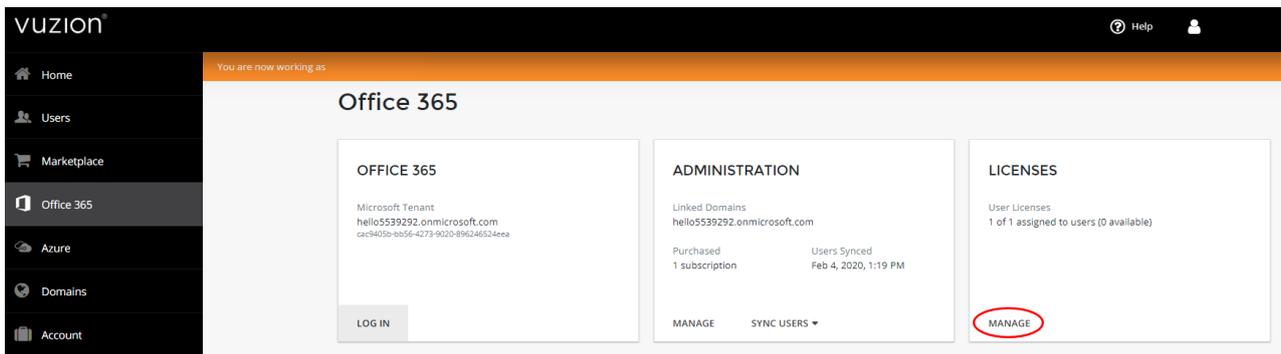
Adding and Removing Resources

Last Modified on 10/02/2020 3:21 pm GMT

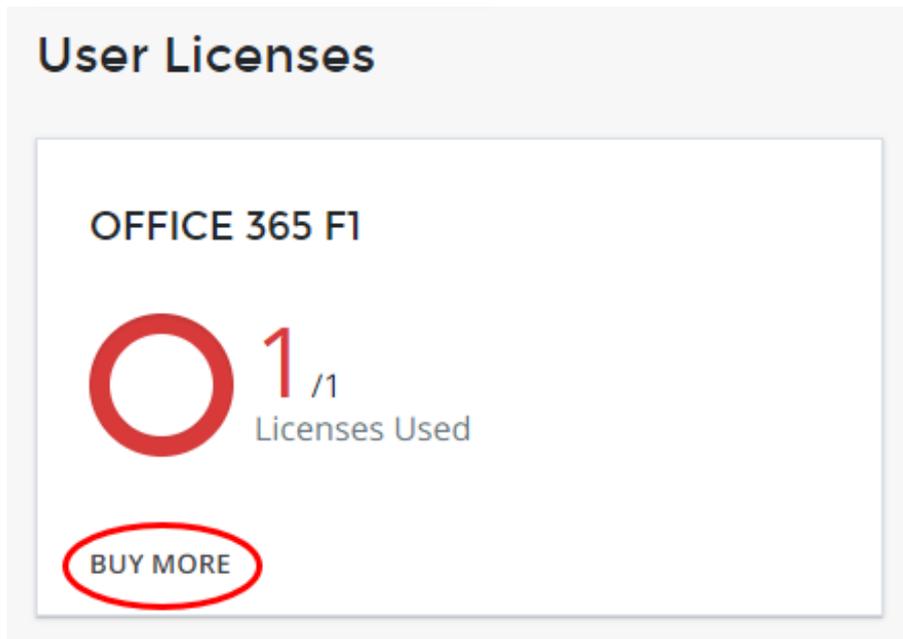
Resources within the control panel include Office 365 subscriptions and many other services. The steps below will show you how to add or remove additional resources within a customer's control panel.

Adding Additional Licenses

1. Log into the Vuzion CORE control panel via <http://partner.vuzion.cloud>.
2. Click on the **Customers** tab, then click **Login** beside the customer's name.
3. Click **Office 365** along the left-hand side.
4. Click **Manage** under Licenses.



5. Click **Buy More** on the subscription you wish to amend.



6. Increase the quantity of licenses you wish to purchase to match the new limit and click **Buy**.

The screenshot shows a dialog box titled 'Buy Additional "Office 365 F1" Licenses'. It includes an information message, a table with license details, and 'CANCEL' and 'BUY' buttons.

SUBSCRIPTION/RESOURCE	CURRENT LIMIT	NEW LIMIT	MAX LIMIT	FEE
Subscription #1017060 "Office 365 F1**"				
Office 365 F1	1 total	2	10000000 License	£3.00/License per month

7. Review the order and if you are happy to continue, click **Confirm**.

Confirm Your Order

After you confirm the order you will be charged using the payment method you have selected below. Changes to your subscription will be applied as soon as we receive your payment.

Order Details

ORDER ITEMS	QTY/PERIOD	ITEM TOTAL
Office 365 F1 Recurring	1 License/0.79 month(s)	£2.37

Total: £2.37
Tax Total: £0.47
Order Total: £2.84

Payment Information

Send your check to us using the instructions published on our website. Your payment will be £2.84.

CANCEL

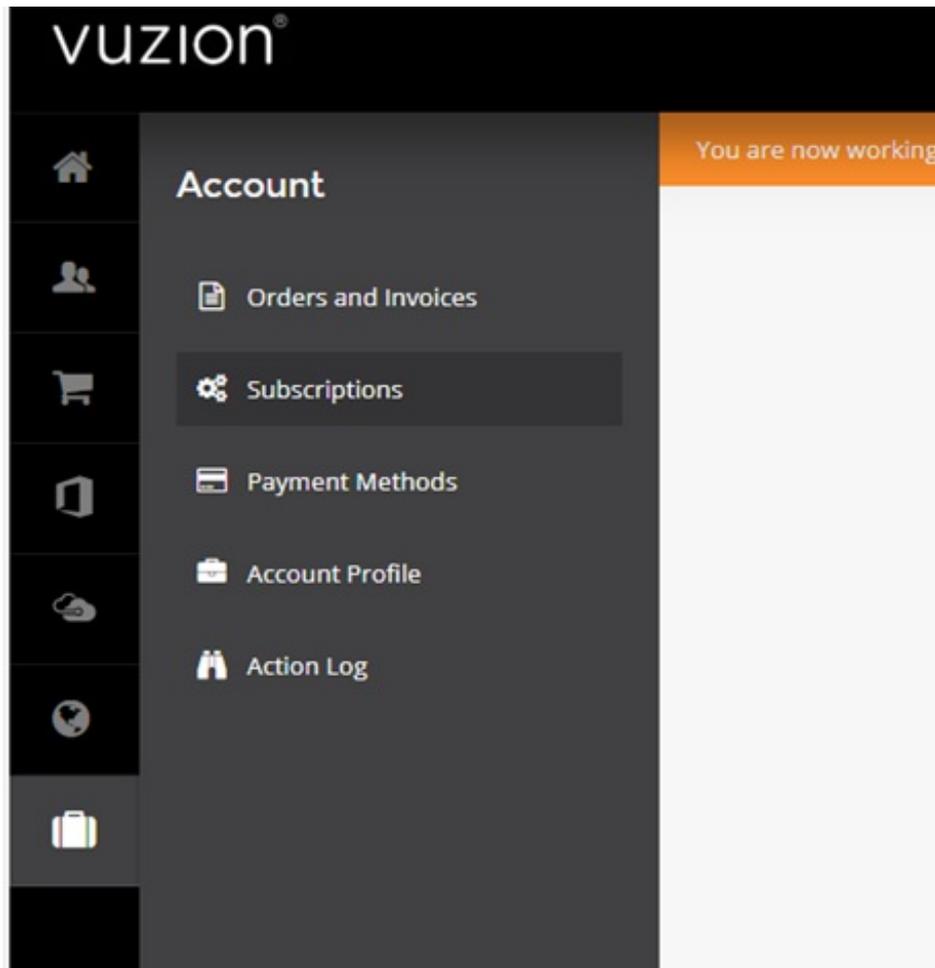
CONFIRM

The licenses will now automatically provision and you will be notified within the customer control panel when they are ready for use. Please note that prices shown here are MSRP, and as such discounts will not be shown at this stage - this is so that if the customer is granted access to the panel they see standard pricing.

Downgrading Licenses

Please note that although upgrading licenses can also be done as per the below steps, downgrades cannot be done as per the previous upgrading license steps in this guide.

1. Log into the Vuzion CORE control panel via <http://partner.vuzion.cloud>.
2. Click on the **Customers** tab, then click **Login** beside the customer's name.
3. Click **Account** along the left-hand side, followed by **Subscriptions**.



4. Click on the subscription you wish to downgrade licenses for.

ID	TITLE	STATUS	HOT ACTION	SERVICES
1017060	Office 365 F1* Expires on Feb-4, 2021	Active		Office 365
1002818	Microsoft Azure CSP Expires on Mar 8, 2020	Active		Azure
1001127	Office 365 Business Premium Trial (northwindtradersld12345.onmicrosoft.com) Subscription is terminated and the data related to the service is removed	Terminated		
1001122	Office 365 Enterprise E3 Trial Subscription is terminated and the data related to the service is removed	Terminated		

5. Under **Resource Limits and Usage**, select **Change Resource Limits**.

Subscriptions
Office 365 F1*

RENEW DISABLE AUTOMATIC RENEWAL CANCEL SUBSCRIPTION

GENERAL INFORMATION

Expires Feb 4, 2021	Automatic Renewal ✔ Enabled	Monthly Price £3.00	Subscription Period 12 Months
Next Billing Date Mar 4, 2020	Subscription ID 1017060	Service Plan Office 365 F1*	Created Feb 4, 2020

Resource Limits and Usage

CHANGE RESOURCE LIMITS

6. Click on the minus icon alongside the resource you wish to downgrade, or type in the desired new limit.

Note: some subscriptions require a minimum of 1 license so if you wish to cancel the subscription completely, please see the following cancellation guide instead; <https://knowledgebase.vuzion.cloud/help/cancelling-subscriptions-and-or-customers>

Office 365 F1*

Change Resource Limits

Your changes will be applied to the subscription #1017060 "Office 365 F1"

RESOURCE	CURRENT LIMIT	NEW LIMIT	MAX LIMIT	FEE
Additional Licenses				
Microsoft 365 Domestic Calling Plan (120 min)	0 total	<input type="text" value="0"/>	10,000,000	£5.42/unit per month
Office 365 Data Loss Prevention	0 total	<input type="text" value="0"/>	10,000,000	£2.76/unit per month
Office 365 F1	1 total	<input type="text" value="1"/>	10,000,000 License	£3.60/License per month
Exchange Add-Ons				
Exchange Online Archiving for Exchange Online	0 total	<input type="text" value="0"/>	10,000,000 License	£2.76/License per month
Office 365 Advanced Compliance	0 total	<input type="text" value="0"/>	10,000,000 License	£7.20/License per month
Office 365 Advanced Threat Protection (Plan 1)	0 total	<input type="text" value="0"/>	10,000,000 License	£1.81/License per month

7. Select **OK**, the downgrade order will automatically process and you will be notified within the customer control panel once this has completed.