

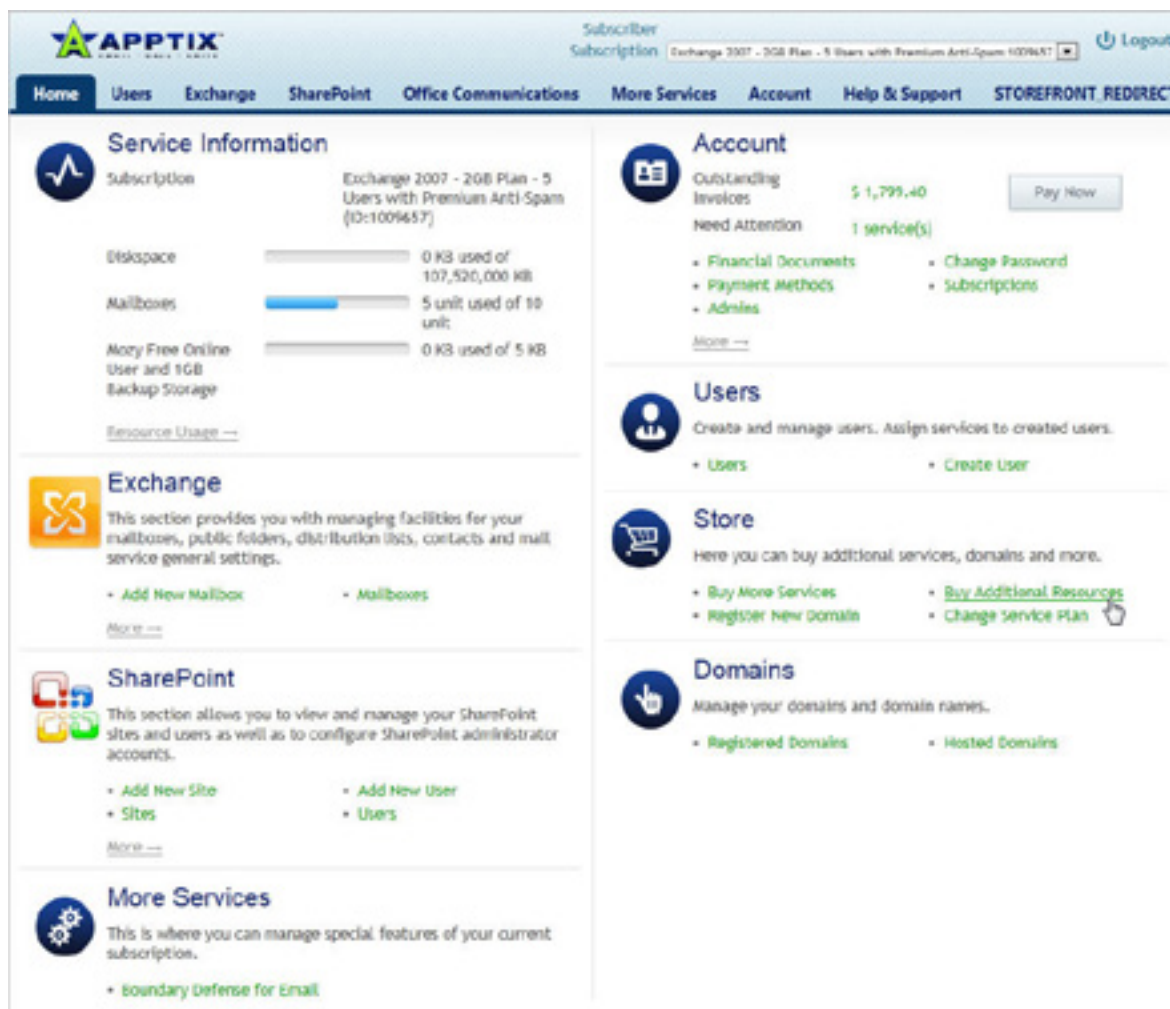


Access and Order SharePoint Web Parts

The SharePoint Web Parts service is an add-on to some SharePoint subscriptions. Check with your administrator to be sure you need to order Web Parts; some subscriptions come with them.

There is no configuration of SharePoint Web Parts within the Control Panel. Configuration of the SharePoint Web Parts Packs is implemented automatically for your SharePoint subscription during the installation once you have ordered the desired SharePoint Web Parts Package for your account.

1. Log into the new Apptix Control Panel.

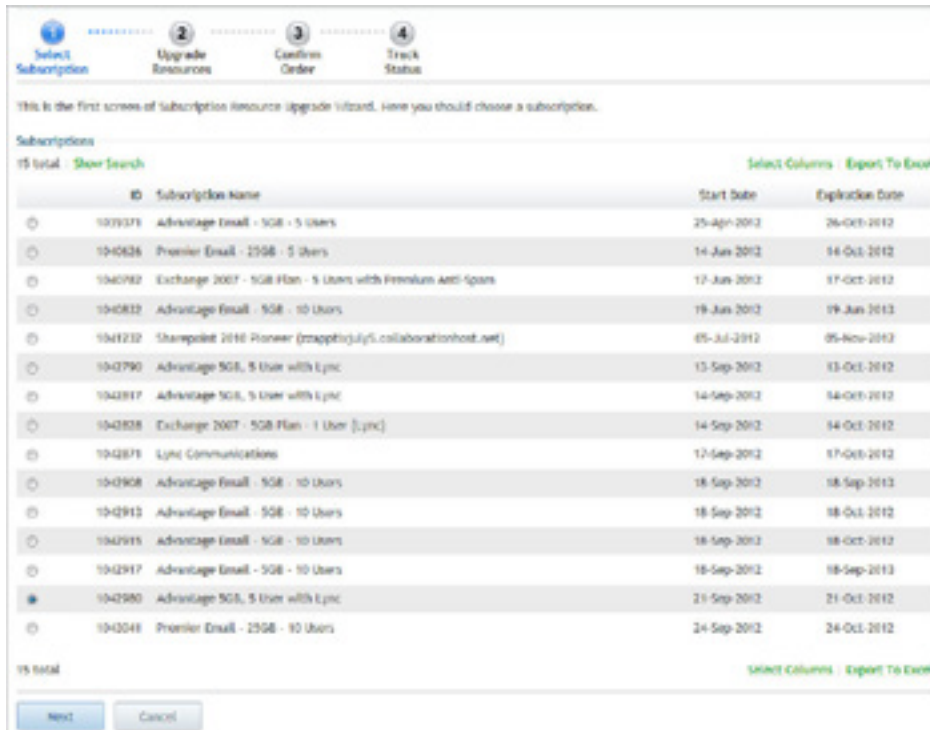


The Apptix Control Panel main dashboard displays:

2. As illustrated above, select **Buy Additional Resources** from the **Store** section of the main dashboard.

The first screen of the **Subscription Resource Upgrade** wizard displays.

Here you will select the service to which you want to add Web Parts.



3. Select the appropriate SharePoint service from the list and click [Next].

NOTE: You must own a SharePoint subscription that does not come with Web Parts in order to add Web Parts.

The next step in the **Subscription Resource Upgrade** wizard displays:

Panel > Account > Buy Additional Resources Screen ID: 02.28.44 [Up Level](#)

1 Select Subscription 2 Upgrade Resources 3 Confirm Order 4 Track Status

On this page you can specify new resource limits.

Subscription Summary

Subscription: Advantage 500, 5 User with Lync
 Billing Period: 1 month(s)
 Next Billing Date: 21-Oct-2012, 17 day(s) left

Change Subscription Resources

Resource	Current Usage / Limit	New Limit	Setup Fee	Recurring Fee
Technical Services				
Technical Support Services (1)	0 / 0 unit	0 unit	\$ 50.00	\$ 0.00 per unit / 1 month(s)
Billing Administrative Fee (1)	0 / 0 unit	0 unit	\$ 0.00	\$ 0.00 per unit / 1 month(s)
Mobility				
BlackBerry 2010 (1)	0 User	0 User	\$ 0.00 per User	\$ 9.95 per User / 1 month(s)
ActiveSync 2010 (1)	0 User	0 User	\$ 0.00 per User	\$ 2.95 per User / 1 month(s)
SharePoint				
Sharepoint 2010 Pioneer - 500 (1)	0 unit	0 unit	\$ 0.00 per unit	\$ 59.95 per unit / 1 month(s)
Sharepoint 2010 Additional Storage (1)	0 unit	0 unit	\$ 0.00 per unit	\$ 1.00 per unit / 1 month(s)
Sharepoint 2010 Advantage - 2500 (1)	0 unit	0 unit	\$ 0.00 per unit	\$ 109.95 per unit / 1 month(s)
Sharepoint 2010 SSL & Personalized URL (1)	Off	Off	\$ 49.95 per Unit	\$ 9.95 per Unit / 1 month(s)
Web Parts 2010 - Site Builder Pack (1)	Off	Off		\$ 9.95 per Unit / 1 month(s)
Web Parts 2010 - Teams Collaboration Pack (1)	Off	Off	\$ 0.00	\$ 9.95 per Unit / 1 month(s)

Back Next Cancel

4. Scroll through the list of available SharePoint resources, select what you need from the list, select **On** from the **New Limit** drop-down list, and click [Next].

The next step in the **Subscription Resource Upgrade** wizard displays:

Panel > Account > Buy Additional Resources Screen ID: 02.79.61 [Up Level](#)

1 Select Subscription 2 Upgrade Resources 3 **Confirm Order** 4 Track Status

Here you can review upgrade order and select payment method.

Order Information

Total Before Taxes \$ 0.00
 Tax Total \$ 0.00
 Total \$ 0.00
 Comments Upgrade/Downgrade of Resources for Subscription #1042980.

Order Details

2 total [Select Columns](#) | [Export To Excel](#)

ID	Description	Type	Quantity	Unit of Measure	Duration	Period	Unit Price	Discount Amount	Extended Price
1	Yieb Parts 2010 - Site Builder Pack Recurring (for 0.57 month(s)).	Resource Recurring	1.00	unit	0.57	month(s)	\$ 9.95	\$ 5.67	\$ 0.00
2	Yieb Parts 2010 - Team Collaboration Pack Recurring (for 0.57 month(s)).	Resource Recurring	1.00	unit	0.57	month(s)	\$ 9.95	\$ 5.67	\$ 0.00

2 total [Select Columns](#) | [Export To Excel](#)

*Required fields [Back](#) [Place Order](#) [Cancel](#)

5. Review what you have selected and click [**Place Order**].

The order is placed and the final screen of the **Subscription Resource Upgrade** wizard displays:

Panel > Account > Buy Additional Resources Screen ID: 03.30.13 [Up Level](#)

1 Select Subscriptions 2 Upgrade Resources 3 Confirm Order 4 **Track Status**

Upgrade Order #UG169406 has been placed.

This is a final screen of resource upgrade wizard. Here you can review order and payment statuses.

Order Information

Order Status ✔ Completed
 Order Number [UG169406 \(Details\)](#)
 Total Before Taxes \$ 0.00
 Tax Total \$ 0.00
 Total \$ 0.00
 Comments Upgrade/Downgrade of Resources for Subscription #1042980.

[Exit Upgrade Wizard](#)

6. Click [**Exit Upgrade Wizard**] to finalize your purchase.