

Create a Customer in MachPanel

Summary

This article describes in detail about creating a new customer in MachPanel

Applies To

MachPanel All versions.

Pre-requisites

MachPanel Control Server has been installed, if not then follow below KB article:

<http://kb.machsol.com/Knowledgebase/Article/50261>

MachPanel Remote Server has been installed, if not then follow below KB article:

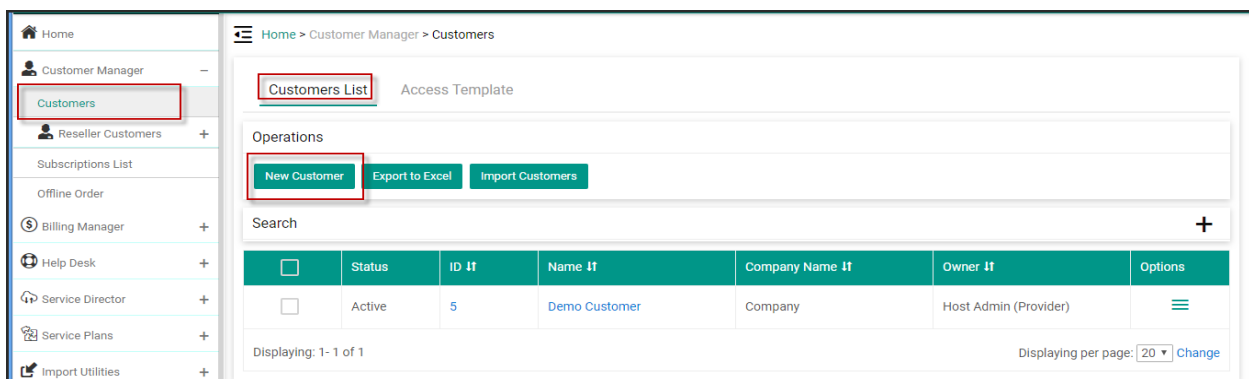
<http://kb.machsol.com/Knowledgebase/Article/50262>

Also make sure that MachPanel Control Server and MachPanel Remote Server should be on the same build and that MachPanel Provisioning Service is running on both servers

More Information

Open MachPanel Control Panel Website (You can do it by opening MachPanel Control Server Configuration Studio and then navigating to **Configure > Control Panel Website**, and then clicking on the URL in it). Log in with the provider credentials

Navigate to **Home » Customer Manager » Customers** and then click on **New Customer**.



The screenshot displays the MachPanel Customer Manager interface. The left sidebar contains a navigation menu with 'Customers' highlighted. The main content area shows the 'Customers List' page with an 'Access Template' link. Below this, there are 'Operations' buttons: 'New Customer' (highlighted with a red box), 'Export to Excel', and 'Import Customers'. A search bar is present above a table of customer records. The table has columns for 'Status', 'ID', 'Name', 'Company Name', 'Owner', and 'Options'. One record is visible: 'Active', '5', 'Demo Customer', 'Company', 'Host Admin (Provider)'. At the bottom, it indicates 'Displaying: 1- 1 of 1' and 'Displaying per page: 20 Change'.

	Status	ID	Name	Company Name	Owner	Options
<input type="checkbox"/>	Active	5	Demo Customer	Company	Host Admin (Provider)	

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On the next screen click on Select to select the appropriate provider for this new customer

---Search in menu---

Home > Customer Manager > Offline Order

Subscribe Service

Create as: End Customer

Customer Ownership: Select Owner

- Select Host Admin (Provider) if you want to create a new customer under the direct customer for provider.
- Select the Appropriate Reseller customer if you want to create this new customer under the reseller customer.

Search

ID
1

Name Email Company Name

Search Clear

ID ↑	Name ↑	Email Address	Owner ↑	Company Name ↑
1	Host Admin (Provider)	Provider@machsolsales.com	Host Admin (Provider)	Host Admin (Provider)

Displaying: 1- 1 of 1

Displaying per page: 20 Change

Close

After selecting the provider or reseller, on the next page all the required information should be filled out for new customer as shown below.

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*Phone:	(1) 123456789
Is Taxable	<input checked="" type="checkbox"/>
Mobile	
Fax	
Alternate email	
Currency:	US Dollar ▼
Locale:	German (Switzerland) ▼
Language:	English ▼
Time zone:	(UTC-08:00) Pacific Time (US & Canada) ▼
*Access Template:	Default Client Template ▲

Managed By Sub Reseller:	None ▼
Add Customer	Add and Subscribe To Service

After completing all the requirements click on **Add Customer** to complete the process for creating a new customer or click **Add and Subscribe to Service** as per following link:

Create a Customer in MachPanel

<http://kb.machsol.com/Knowledgebase/Article/50275>

To create customers in bulk (Import Customers) using CSV file. Please review details on KB link below:

<https://kb.machsol.com/Knowledgebase/50297/Import-customers-or-Bulk-Customer-Creation>

Keywords

Customer, Adding a customer, Create Customer, New Customer.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/50272/Create-a-Customer-in-MachPanel>