

Importing SharePoint into MachPanel via Import Utility.

Summary

This article provides information for using SharePoint Import Utility for importing SharePoint users in MachPanel.

Applies To

MachPanel Version 4.2.30 and above.

Pre Requisites

- You have purchased license from the sales team.
- At least one SharePoint service plan is present in MachPanel.
- Customer account has been created.
- SharePoint Server on which the users exist has been added in MachPanel with the appropriate web application.

Procedure

*** It is strongly recommended that to import a test organization first as a Proof of Concept.**

Please follow the below mentioned steps to bulk import SharePoint users:

1) Open MachPanel Control Panel, log in as Provider and navigate to **Home >> Import Utilities >> SharePoint**. In step-1 provide the Import Settings as shown in the snapshot below:

Home > Import Utilities > SharePoint

Sharepoint Import Wizard

Step-1 Step-2 Step-3

Sharepoint import wizard makes it easy to bulk import Sharepoint based hosted organizations.

Pre-requisites:

1. At least one Sharepoint Service Plan should be created.
2. The customer account should be present.
3. All the users of a portal to be imported, must belong to a single organizational unit.

Post-import tasks:

1. Verify and fix resources allocated to customer and reseller(Owner) according to actual usage.

Import settings

Company Name [Owner]: Machsol Support [Host Admin (Provider)]

Server: SP1-ess2019.local[10.1.210.117] [http://sp1-ess2019.local]

Next

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- Select the Company Name [Owner] (i.e. Provider or any Reseller).
- Select the SharePoint Server where the users exists.

2) In step-2 enter the customer's domain name, select the customer, associate a service plan and then click on **Next** button.

Home > Import Utilities > SharePoint

Sharepoint Import Wizard

Step-1 Step-2 Step-3

Select the portal you wish to import and associate them with the customer and service plan.

Search

Organization

Search

Select Portals

Import	SharePoint Portal	For Client	Associate Service Plan	Options
<input checked="" type="checkbox"/>	http://sp1-0000010 Domain Name: _____	zitechek.com zitechek [zitechek@zitechek.com] #01	0000010 subdomain, vanity url	Import
<input checked="" type="checkbox"/>	http://sp1-0000010/any Domain Name: _____	zitechek.com zitechek [zitechek@zitechek.com] #01	0000010 subdomain, vanity url	Import
<input checked="" type="checkbox"/>	http://sp1-client0000010-0000010 Domain Name: _____	zitechek.com zitechek [zitechek@zitechek.com] #01	0000010 subdomain, vanity url	Import
<input checked="" type="checkbox"/>	http://testorganization0000010-01-0000010 Domain Name: _____	zitechek.com zitechek [zitechek@zitechek.com] #01	0000010 subdomain, vanity url	Import
<input checked="" type="checkbox"/>	http://testportal00000000-01-0000010 Domain Name: _____	zitechek.com zitechek [zitechek@zitechek.com] #01	0000010 subdomain, vanity url	Import

Check All Uncheck All

Previous Next

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3) In step-3 select billing/subscription preference for each portal and finally click on **Finish** button to import the organization in MachPanel:

[Home](#) > [Import Utilities](#) > [SharePoint](#)

Sharepoint Import Wizard

Step-1 Step-2 **Step-3**

Select the billing/subscription preference for each portal.

Note: Please be patient after clicking finish button as the process may take time.

Billing Information

Portal	Client	Subscription	Subscription Start Date	Billing cycle	Payment Group
542/524-200010	check [redacted] [redacted]	New	17.09.2020	Monthly	USD

[Previous](#) [Finish](#)

4) You can manage this subscription by navigating to **Home** >> **Service Director** >> **SharePoint Hosting** >> **Accounts**

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/50294/Importing-SharePoint-into-MachPa...>