

# 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

## Importing SharePoint into MachPanel via Import Utility.

- 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<br>Domain Name:<br>_____                        | zitechek.com zitechek [zitechek@zitechek.com] #01 | 0000010 subdomain, vanity url | Import  |
| <input checked="" type="checkbox"/> | http://sp1-0000010/any<br>Domain Name:<br>_____                    | zitechek.com zitechek [zitechek@zitechek.com] #01 | 0000010 subdomain, vanity url | Import  |
| <input checked="" type="checkbox"/> | http://sp1-client0000010-0000010<br>Domain Name:<br>_____          | zitechek.com zitechek [zitechek@zitechek.com] #01 | 0000010 subdomain, vanity url | Import  |
| <input checked="" type="checkbox"/> | http://testorganization0000010-01-0000010<br>Domain Name:<br>_____ | zitechek.com zitechek [zitechek@zitechek.com] #01 | 0000010 subdomain, vanity url | Import  |
| <input checked="" type="checkbox"/> | http://testportal00000000-01-0000010<br>Domain Name:<br>_____      | zitechek.com zitechek [zitechek@zitechek.com] #01 | 0000010 subdomain, vanity url | Import  |

Check All Uncheck All

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## Importing SharePoint into MachPanel via Import Utility.

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<br>[redacted]<br>[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...>