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:

 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 > SharePo	oint	
Sharepoint Import Wizard		
Step-1 Step-2 Step-3		
Sharepoint import wizard makes it e	easy to bulk import Sharepoint based hosted organizations.	
Pre-requisites:		
1. At least one Sharepoint Serv	vice Plan should be created.	
2. The customer account should	id be present.	
All the users of a portal to be	e imported, must belong to a single orgnaizational unit.	
Post-import tasks:		
1. Verify and fix resources alloc	cated to customer and reseller(Owner) according to actual usage.	
Import settings		
import settings		
Company Name [Owner]:	Machsol Support [Host Admin (Provider)]	
Server:	SP1-ess2019.local[10.1.210.117] [http://sp1-ess2(-	
		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 > In	nport Utilities > SharePoint			
Sharepoint	Import Wizard			
Step-1	Step-2 Step-3			
Select the po	ortal you wish to import and associat	e them with the customer and service plan.		
Search				-
Organizatio Search	on			
Select Po	rtals			
Import	SharePoint Portal	For Client	Associate Service Plan	Options
V	::::թ.:/օր1 coo2010 Domain Name:	Statistica Statistica (Statistica) (Statistica) (St	0002010 calidonnain, ranky ant 🔹 🛌	Import
	http://cp1 ccc0010/my Domain Name:	2facheolaconn 2facheola [2facheola@2facheolaconn] #01 -		Import
~	niipairap.cl.a.n.dooo.op1 coolooto Domain Name:	Stationican Station (Station) (Station) (St		Import
✓	http://tootoregenization.c p1 cocc010 Domain Name:	Environicon Environi (Environi Genulisonicon) #01	TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	Import
	http://tootporto/00000000. op1 occ0010 Domain Name:	Ziacheck.com Zia check [Ziachool@Ziachool.com] #14 .	coo2010 colidonalin, ranky trit 👻	Import
Check All	Uncheck All			
			Previous	Next

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:

arepoint Import Wiza	rd					
Step-1 Step-2	Step-3					
lect the billing/subscripti	ion preference for each portal.					
te: Please be patient af	fter clicking finish button as the	process may take time.				
tilling Information						
ming mornation						
Portal	Client	Subscription	Subscription Start Date	Billing cycle	Pa	ayment Group
Portal	Client Check [Plachool.@Clachool.co m] #01	Subscription	Subscription Start Date	Billing cycle Monthly	Pa ▼ L	ayment Group

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...