

# Using Virtual Machine Import Utility

## Summary

This article provides information for using Virtual Machine Import Utility for importing VM's in MachPanel.

## Applies To

This article applies to MachPanel build v8.2.50 Hf4 and above

## Pre-requisites:

- 1 At least one VM Service Plan should be created.
- 2 The customer account should be present.
- 3 Ensure the virtual machine is powered on before executing this operation.

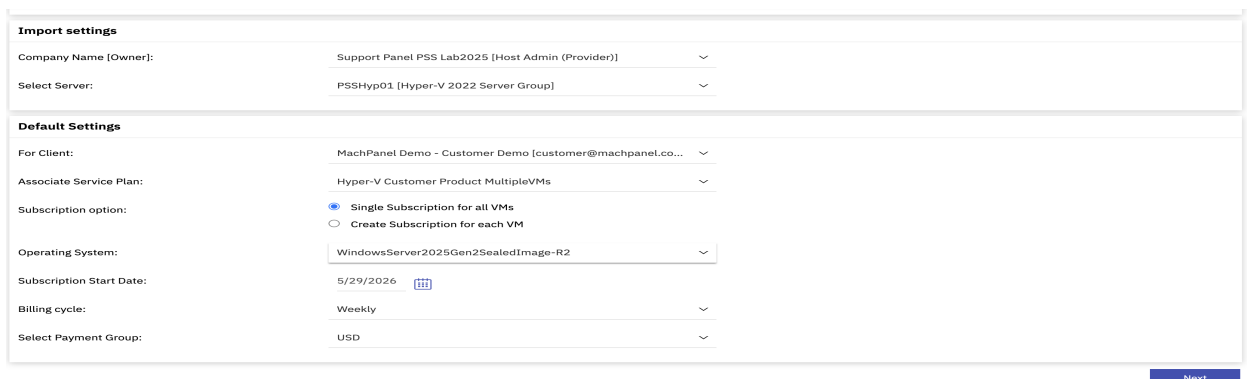
## Post-import tasks:

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

## Procedure

Please follow the below mentioned steps to bulk import VM's:

- Open MachPanel Control Panel, log in as Provider and navigate to **Home » Import Utilities » Virtual Machine**. In step-1 provide the Import Settings as shown in the snapshot below



The screenshot shows the 'Import settings' form in MachPanel. It is divided into two sections: 'Import settings' and 'Default Settings'. The 'Import settings' section includes 'Company Name [Owner]' set to 'Support Panel PSS Lab2025 [Host Admin (Provider)]' and 'Select Server' set to 'PSSHyp01 [Hyper-V 2022 Server Group]'. The 'Default Settings' section includes 'For Client' set to 'MachPanel Demo - Customer Demo [customer@machpanel.co...]', 'Associate Service Plan' set to 'Hyper-V Customer Product MultipleVMs', 'Subscription option' with 'Single Subscription for all VMs' selected, 'Operating System' set to 'WindowsServer2025Gen2SealedImage-R2', 'Subscription Start Date' set to '5/29/2026', 'Billing cycle' set to 'Weekly', and 'Select Payment Group' set to 'USD'. A 'Next' button is visible at the bottom right.

Import settings	
Company Name [Owner]:	Support Panel PSS Lab2025 [Host Admin (Provider)]
Select Server:	PSSHyp01 [Hyper-V 2022 Server Group]

Default Settings	
For Client:	MachPanel Demo - Customer Demo [customer@machpanel.co...]
Associate Service Plan:	Hyper-V Customer Product MultipleVMs
Subscription option:	<input checked="" type="radio"/> Single Subscription for all VMs <input type="radio"/> Create Subscription for each VM
Operating System:	WindowsServer2025Gen2SealedImage-R2
Subscription Start Date:	5/29/2026
Billing cycle:	Weekly
Select Payment Group:	USD

[Next](#)

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In **Step-1**, You have to select owner and the Hyper-V server. Under **default settings**:

- **For Client:** Select customer.
- **Associate Service Plan:** Select your hyper -v plan.
- **Subscription option:** For multiple VM plan , you need to select one of the following:
  - Single Subscription for all VMs
  - Create Subscription for each VM
- **Operating System:** Select image.
- **Subscription Start Date:** It shows date
- **Billing cycle:** Select billing cycle
- **Select Payment Group:** Select currency

### Select VM's to Import

- In **Step-2**, you need to select the Virtual Machine you wish to import and associate them with the customer and service plan. You may select all VM's or import one-by-one.
- Click on **Next** button.

VM Import Wizard

Step-1 Step-2 Step-3

Select the VMs you want to import and associate them with the customer and service plan. You may select all VMs or import one-by-one.

Search +

Select VMs

Import	Virtual Machine Name	For Client	Associate Service Plan	Options
<input type="checkbox"/>	3-ZohaibShaikh-46	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import
<input type="checkbox"/>	PFSense1	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import
<input type="checkbox"/>	PFSense2	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import
<input type="checkbox"/>	SDB022VM-48	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import
<input type="checkbox"/>	SDB02VM-48	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import
<input type="checkbox"/>	SDN011VM-47	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import
<input type="checkbox"/>	SDN01VM-47	MachPanel Demo - Customer Demo [customer@machpanel.com] - #1	Hyper-V Customer Product MultipleVMs	Import

Check All Uncheck All

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## Subscription Information

In Step-3, you have to select either new subscription or the existing one.

Home > Import Utilities > Virtual Machine Set as Home Page

### VM Import Wizard

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

Select subscription setting for each VM. Do click 'NIC Settings' in front of each VM to set network adapter settings.

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

#### Subscription Information

Details	Subscription Start Date	Billing cycle	Payment Group	Settings
Virtual Machine Name: 3-ZohaibShaikh-46 Client: MachPanel Demo - Customer Demo [customer@machpanel.com] - #1 Subscription: New Operating System: WindowsServer2025Gen2SealedImage-...	5/29/2026	Weekly	USD	<b>NIC Settings</b>

Previous **Finish**

## NIC Settings

Click on **Manage** button to configure NICs, click **Continue import wizard**, Click **Finish**. You need to specify "NIC setting" during import as shown below:

Home > Import Utilities > Virtual Machine Set as Home Page

### VM Import Wizard

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

#### Network Management

VM Name: 3-ZohaibShaikh-46

Network Adapter	Type	IP Addresses	Subnet	Gateway	VLANId	Options
<b>Public NIC</b>	Private				0	<b>Manage</b>
Private NIC	Private				0	Manage

**Continue import wizard**

#### Network Management

VM Name: 3-ZohaibShaikh-46  
Name: Public NIC  
Virtual Switch: ExternalSwitch010  
Type: **Private**  
DNS Pool: S.S.P.S  
IP Pool Name: **IP Pool Name (VLANID)**  
Select IP:

Set Gateway from NIC IP Pool:  
Save Cancel

**Continue import wizard**

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Please note Network Adapter name should be different (in case there are more than one adapter)

Following Powershell command can be used to rename adapters on Hyper-V (Powershell launched as **Administrator**)

```
Get-VMNetworkAdapter -VMName "New Virtual Machine"|Where-Object MacAddress -EQ  
"000000000000"|Rename-VMNetworkAdapter -NewName ADAPTER2
```

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/54515/-Using-Virtual-Machine-Import-Ut...>