Disty Managed Partner Site Admin

Reference Guide

Dell Technologies Federal Training

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Questions? Please reach out to the following address:

Fed_Partner_Deal_Reg@federal.dell.com

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Additional Information

Best Practice

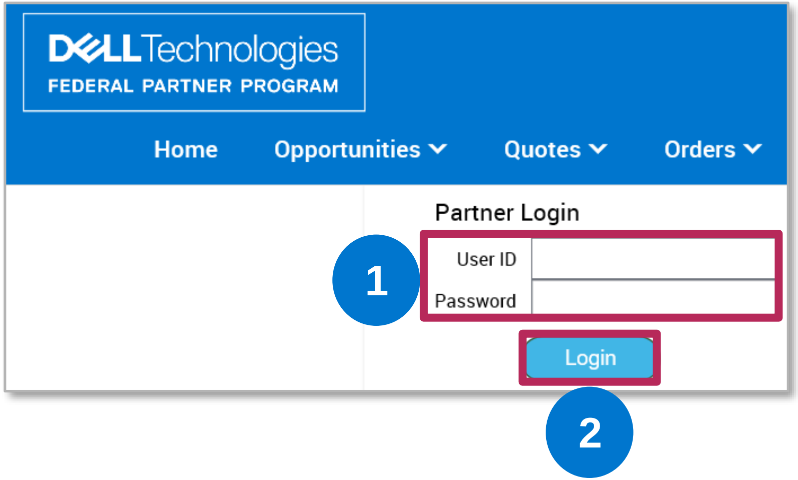
Create a New User

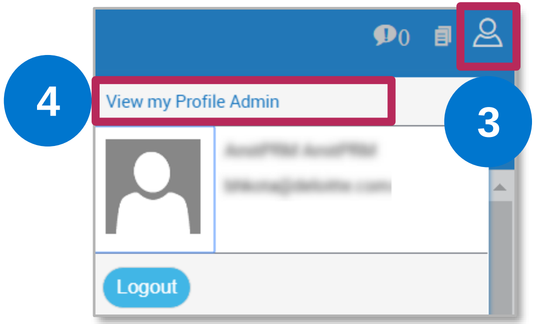
Create a New User

As a Disty Managed Partner Site Admin, you have the ability to onboard members of your organization as Site Admins or Sales Reps. Site Admins have the ability to add additional users.

Follow the steps below to search for an existing user:

1. Enter the **User ID** and **Password** to log in to Federal Partner Relationship Management.
2. Click **Login** and complete the Multi Factor Authentication (MFA) login process.
3. Click the Settings icon  on the top right corner of the landing page.
4. Click **View my Profile Admin** to view the **Users** list view. All the contacts associated with your account are listed on the **Users** list view.





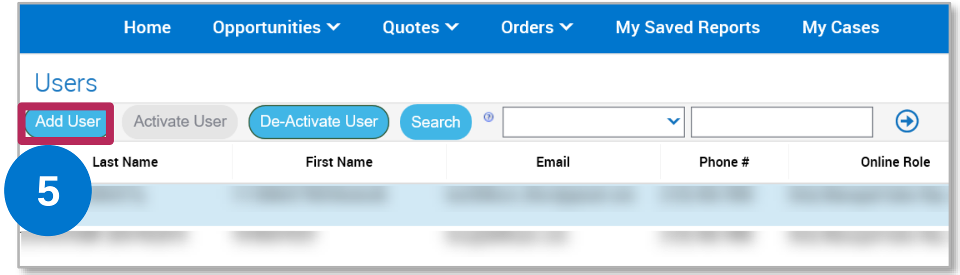
Note: Users that are onboarded to Fed PRM should be US citizens.

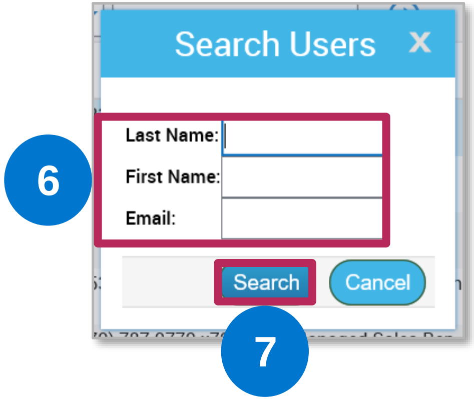
Create a New User (Cont’d)

5. Click **Add User**. Upon clicking **Add User**, the **Search Users** pop-up window appears.

6. Enter the **Last Name**, **First Name** and/or **Email** address to search for an existing user.

7. Click **Search**.





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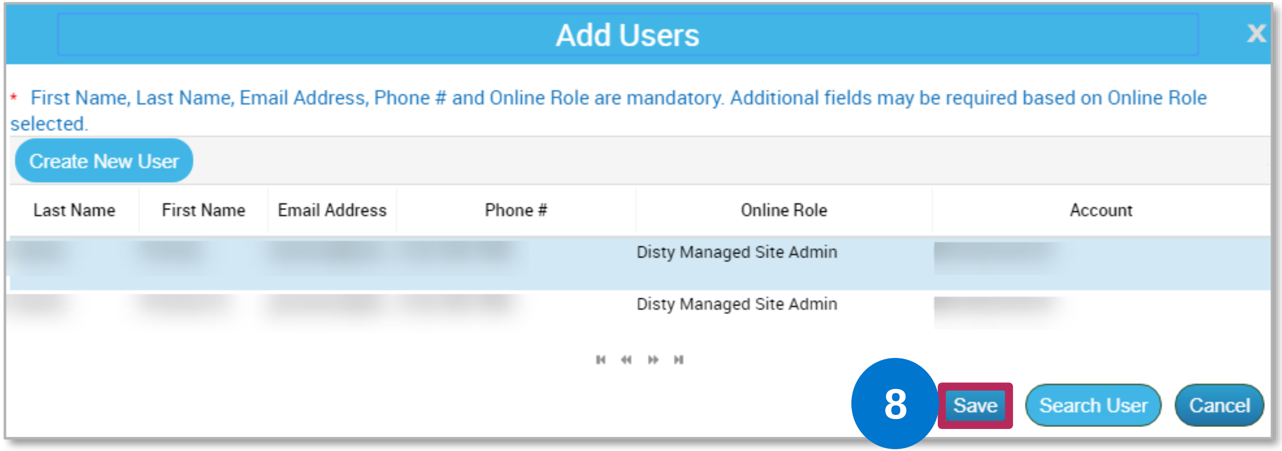
Create a New User (Cont'd)

8. If the user for whom you are searching is available, click **Save**.



Note: If the search does not generate the user contact for whom you are searching, follow the steps in the next slides to create a new user.

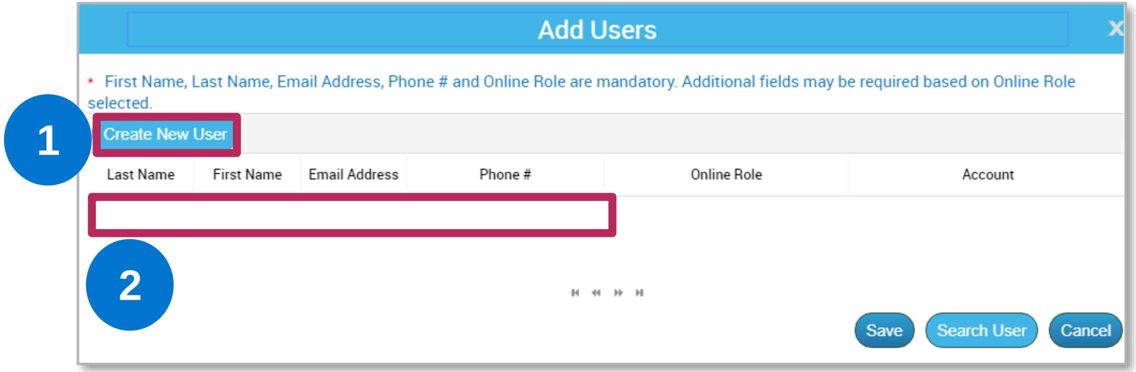
Create a New User (Cont'd)

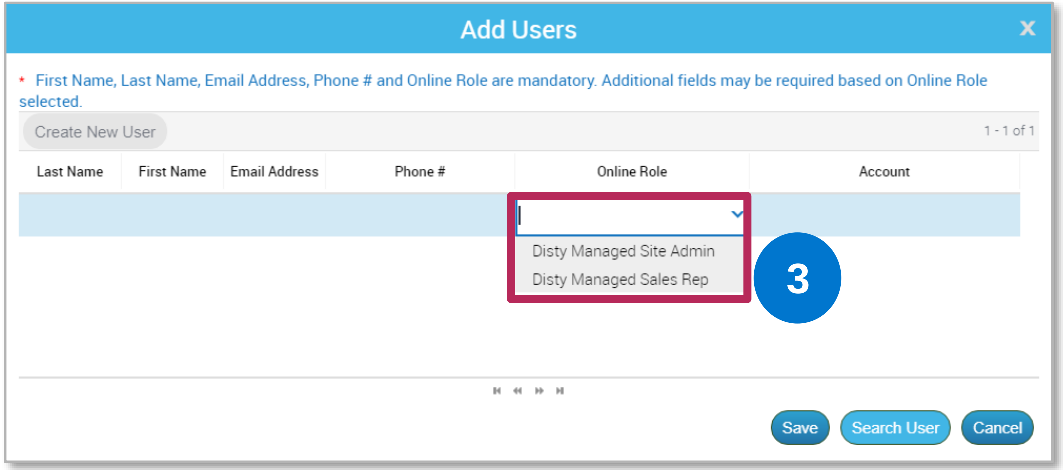
If the user for whom you are searching is not available, follow the steps below.

1. Click **Create New User**.

2. Enter the **Last Name**, **First Name**, **Email Address**, and **Phone #**, all of which are mandatory fields.

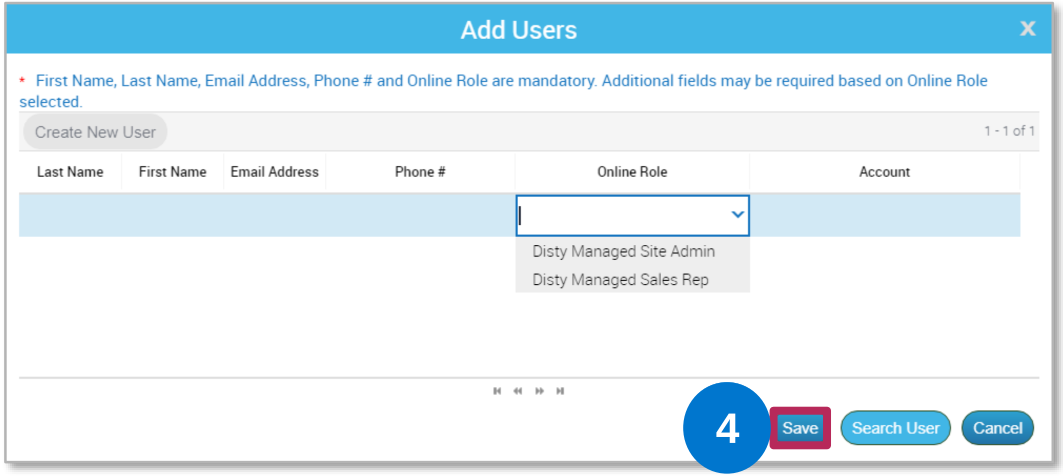
3. Select the **Online Role** from the drop-down, which is a mandatory field.





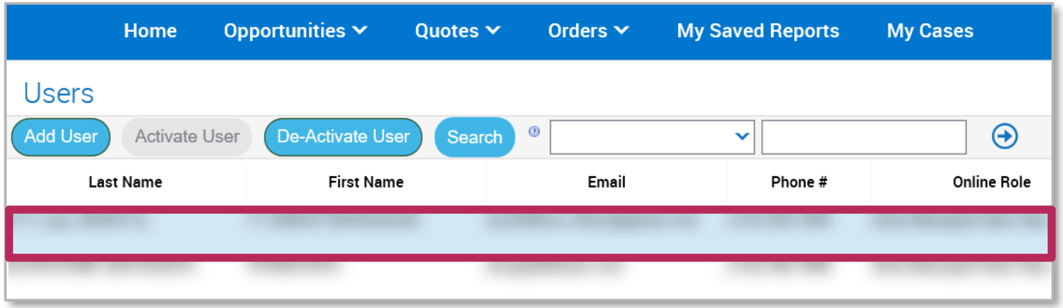
Create a New User (Cont’d)

4. Click **Save**.



The **Account** field is read-only on the **Add Users** screen. Upon clicking **Save**, the **Reseller Account** field of the new Disty Managed Partner user is automatically populated with your **Account**.

Upon clicking **Save**, the new user is added as the first user contact on the **Users** screen.

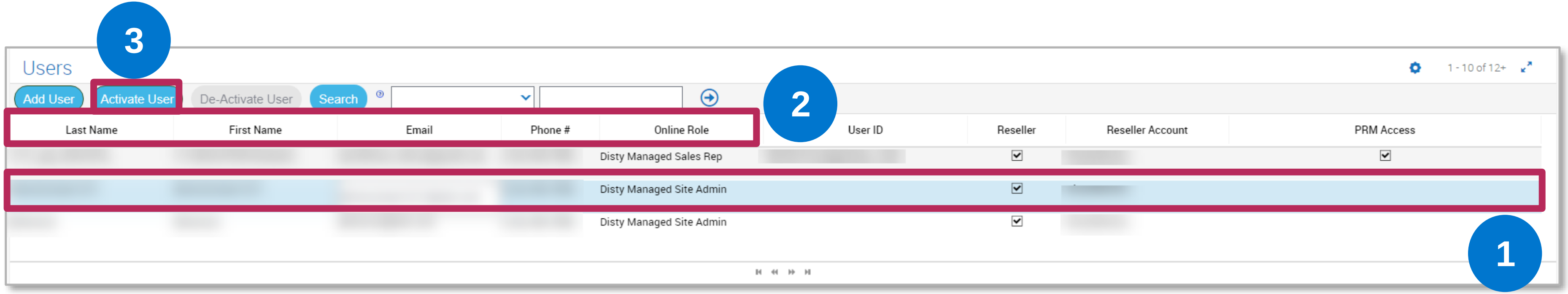


Activate a User

Activate a User

Follow the steps bellow to activate a user to access Federal Partner Relationship Management:

1. Select the user on the **Users** list view, ensuring the row of the user is highlighted.
2. Review **Last Name**, **First Name**, **Email**, **Phone #**, and **Online Role** fields and update if necessary.
3. Click **Activate User**. Upon clicking **Activate User**, the **User ID** is auto-populated, the **PRM Access** flag is automatically enabled, and a user receives an email to set up their online credentials.



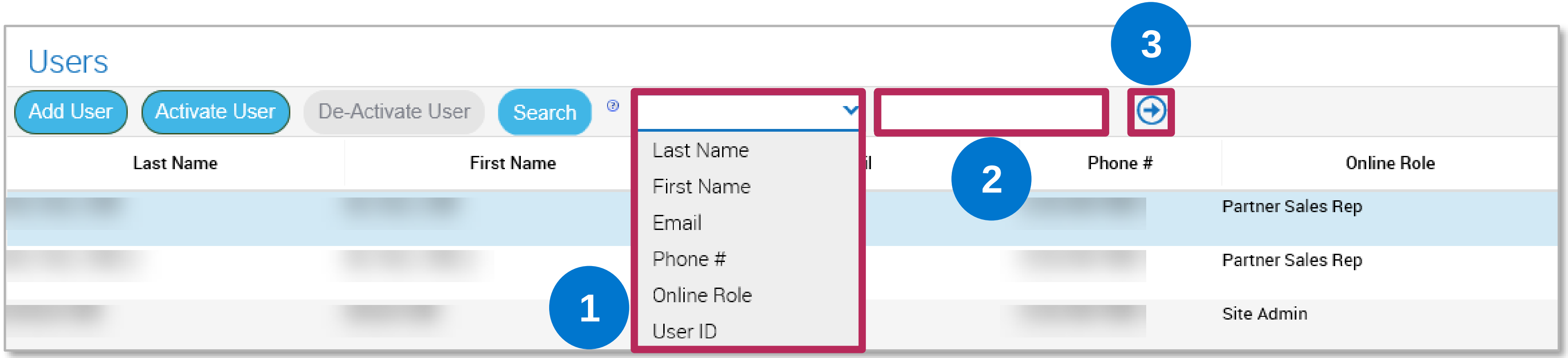
A populated User ID and enabled PRM Access flag indicates the user is already activated. In this instance, the user record is read-only. If you try to add the user again, the system will display a message stating the user is already activated.

Deactivate a User

Deactivate a User

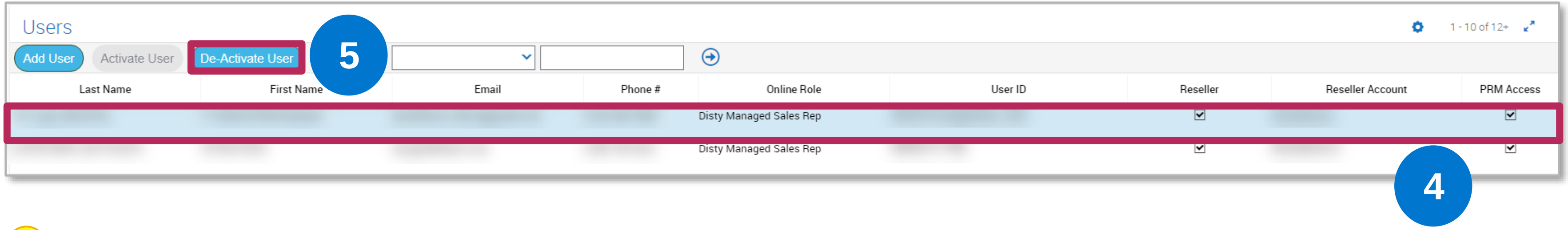
Follow the steps below to deactivate a user from Federal Partner Relationship Management:

1. From the **Users** list view, select the parameter from the drop-down based on how you want to search for the user.
2. Based on the parameter selected, enter your search in the open text search field.
3. Click  to view search results.

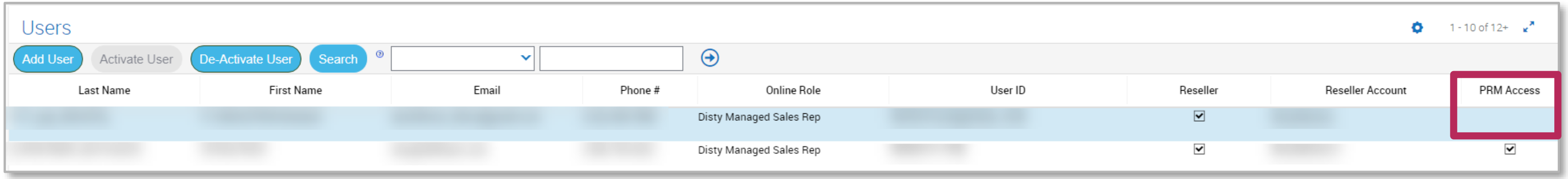


Deactivate a User (Cont'd)

4. Select the User Account on the **Users** list view.
5. Click **Deactivate User**. Upon clicking **Deactivate User**, the system shows a notification stating that the User is successfully deactivated.



The **PRM Access** flag of the User Account is disabled upon deactivation.



A user can be deactivated only if already activated. If the User ID is populated and the PRM Access flag is enabled for the user, it indicates the user is activated.

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