Sample Only

Back Office

User Guide

Last Updated: September 2007

Statement of Conditions

In the interest of improving internal design, operation function, and/or reliability, D-Link Corporation reserves the right to make changes to products described in this document without notice. D-Link Corporation does not assume any liability that may occur due to the use or application of the information described herein.

Prepared For

D-Link International Pte Ltd 1 International Business Park #03-12 The Synergy Singapore 609917. Tel: (65) 6774 6233 Fax (65) 6774 6322. Web: http://www.dlink-intl.com.

Revision History

Version	Date	Description	By
1.0	28-Sep-2007	DPS User Guide (Phase 1)	Edmond Ng
	DD-MMM-YYYY		

Contents

1 Before You Start

1.1 Audience

The ***D-Partner Back Office User Guide*** contains information for setup and management of the D-Link D-Partner System. This user guide is intended for administrators of the D-Partner System, and should be familiar with basic computer knowledge, operating systems, and software applications.

1.2 Document Conventions

The following table describes the convention used in this documentation.

Convention	Description
[ ]	Square brackets indicate an optional entry.
Bold font	Indicates a button, a toolbar icon, menu, or menu item. For example: **Open** the **File** menu and choose Cancel. Used for emphasis. Bold font is also used to represent filenames, program names and commands. For example: use the **Copy** command.
Initial capital letter	Indicates a window name. Names of keys on the keyboard have initial capitals. For example: Click Enter.
Italics	Indicates a field. Also can indicate a variable or parameter that is replaced with an appropriate word or string. For example: type *filename* means you should type the actual filename instead of the word shown in italic.
Menu Name > Menu Option	Menu Name > Menu Option indicates the menu structure. For example: **Management > User > Add** means clicking the Add button in the page selection of the User sub menu from the Management main menu.
`Typewriter Font`	Indicates commands and responses to prompts that must be typed exactly as printed in the manual.
NOTE:	These are information requiring special attention, or additional information relevant to topic being discussed.

2 Overview

2.1 Introduction to DPS Back Office

The D-Partner System (DPS) is the central resource center for D-Link partners to obtain all necessary information and support on D-Link's small-to-medium sized business (SMB) solutions, and serves as the platform for communication between D-Link International (DI), its organizational business units (OBUs), and their solution integrator (SI) partners.

The DPS is managed and administered through the D-Partner WebSite Back Office.

2.2 System Concept

Categories of management and administration in the D-Partner WebSite Back Office include:

A. Management
B. Home
C. Information
D. Account
E. Training
F. Forum
G. Product
H. Wireless Calculator
I. Report

A. Management

This is where the administrator manages Group and User, their access rights, functional categories, privileges, activity logs, mail logs, configuration, and others.

B. Home

This is where the administrator manages the DPS home page advertisement banner image, and the feedback from users.

C. Information

This is where the administrator manages all uploaded documents and case studies to DPS, specify new document category types and product models, send newsletter, post SDD FAQs, and add information/HTML codes to Online Demo web page.

D. Account

This is where the administrator adds or edits the country list in DPS, and manages the OBU and Partner accounts.

E. Training

This is where the administrator manages all the information at the Training web page, including posting schedules and exam questions.

F. Forum

This is where the administrator manages the forums for technical, sales, product management discussions, and the online Q&A.

G. Product

This is where the administrator assigns and manages product categories and other specifications.

H. Wireless Calculator

This is where the administrator manages the Wireless Calculator's configuration and specifies parameters of use for the AP, cable, and antenna.

I. Report

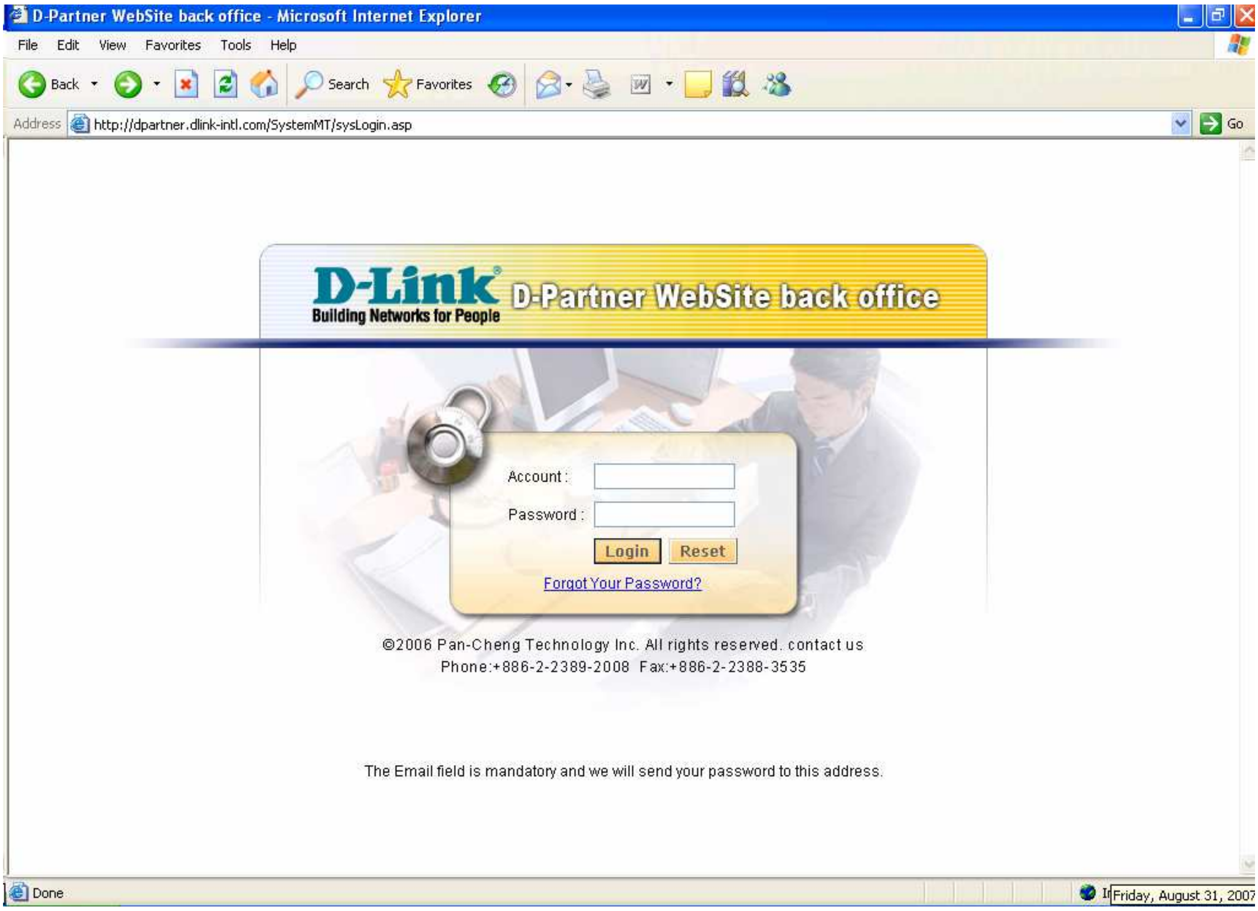
This is where the administrator manages and generates reports of OBUs and partners' visitor analysis, document and product hit rates.

3 Getting Started

3.1 Accessing the Back Office

If you have been assigned the rights to access the Back Office, you can access it at the following web address:

http://dpartner.dlink-intl.com/SystemMT/sysLogin.asp

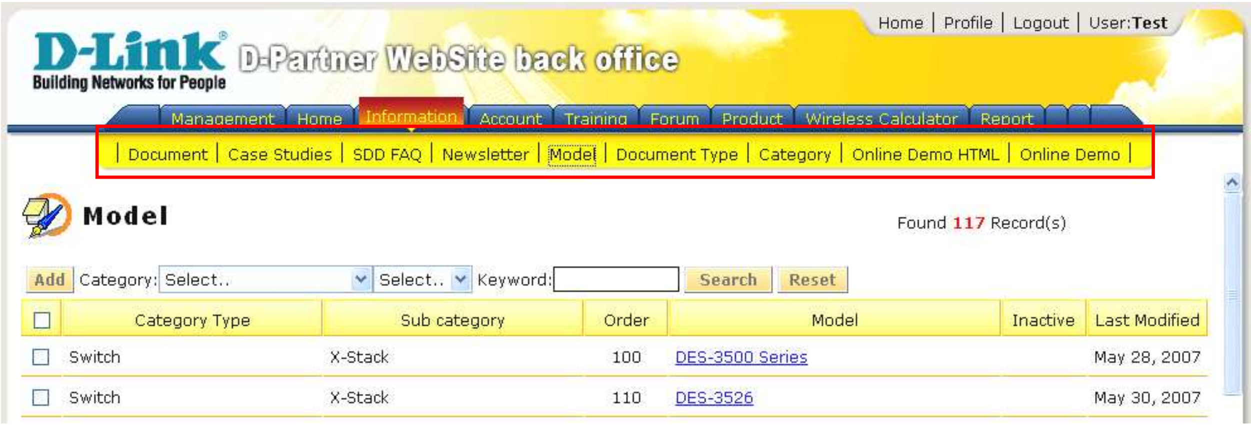


Steps

1. In the web browser address line, enter the web address: http://.dlink-sysLogin
2. At the Back Office screen, enter your account name and password in the *Account* and *Password* field, then click the button, **Login**.

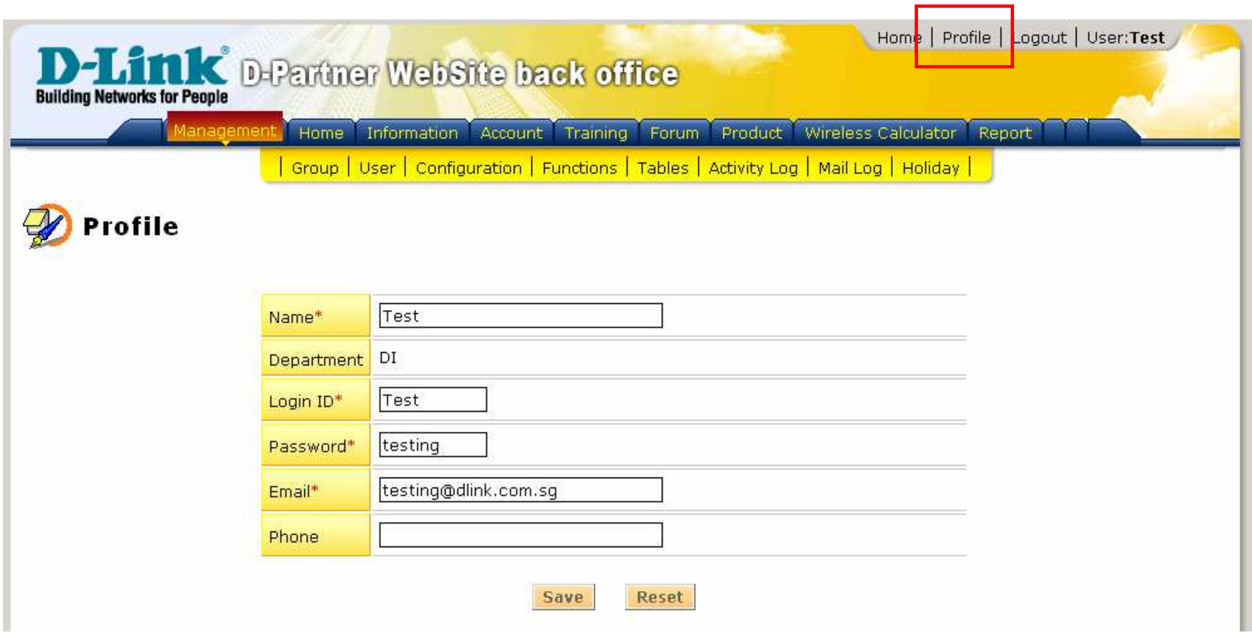
3. Select the Tab of the category you wish to manage:

4. Depending on the Tab selected, a submenu of different options will be displayed. Select the function you wish to manage from the submenu accordingly.



3.2 Changing Your Profile Particulars

You can change your profile particulars, such as your password and email address, when required.



Steps

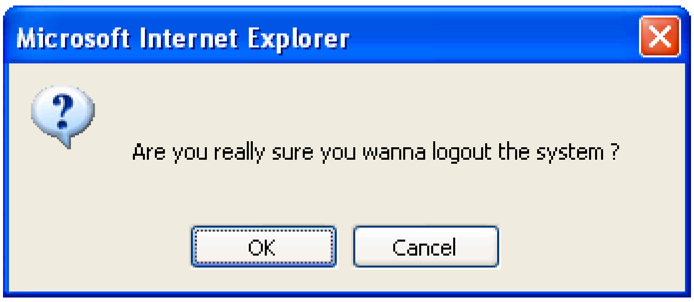
1. Select **Profile** at the menu on the top right of the Back Office as shown above.
2. Edit your profile particulars as required.
3. Click the **Save** button to save the changes.

3.3 Logging Out from DPS

After you have completed all your necessary activities at DPS, you can exit the system by logging out of the system.

Steps

1. Click on **Logout** at the menu on the top right of the Back Office as shown above.
2. You will be prompted whether you wish to exit the DPS:



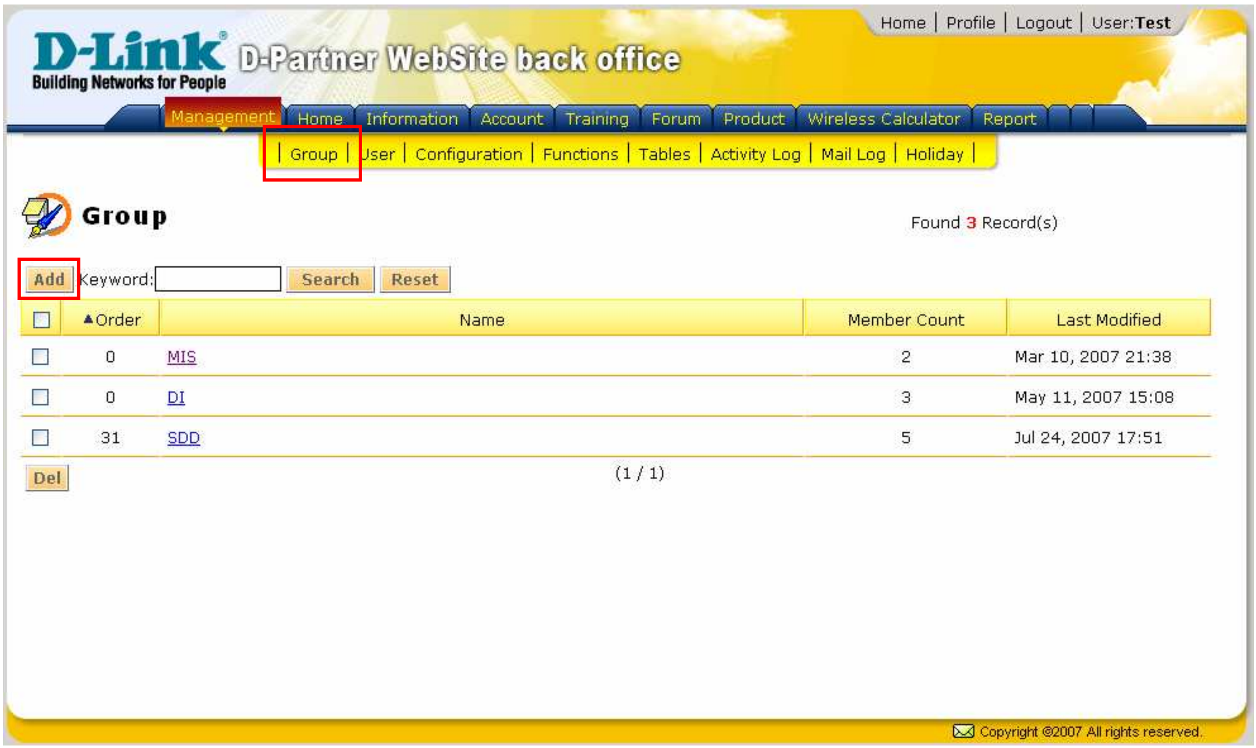
3. Click the **OK** button to exit.

4 Managing the System

This chapter provides the administration details for the **Management** category, which include *Group*, *User*, *Configuration*, *Functions*, *Tables*, *Activity Log*, *Mail Log*, and *Holiday*.

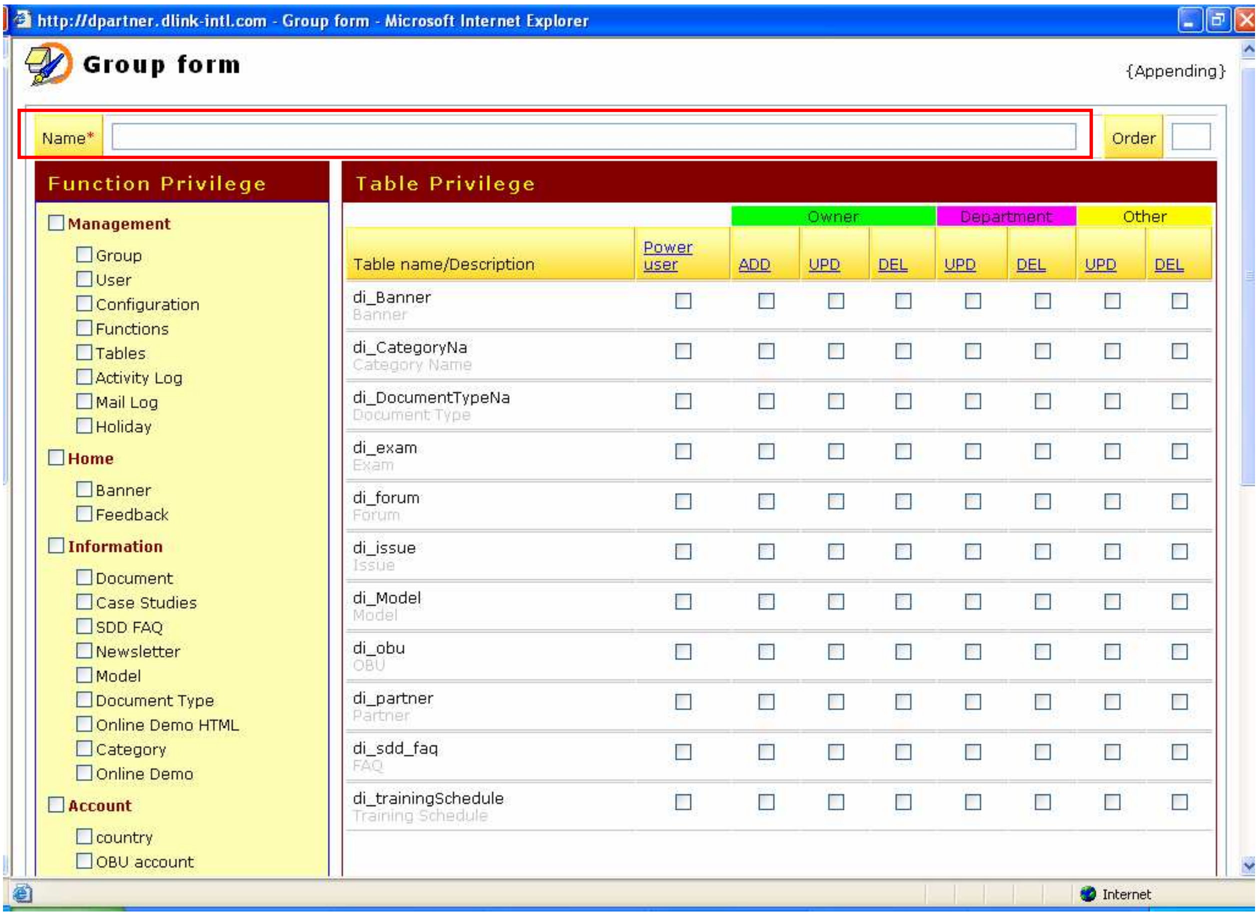
4.1 Group

You can add and manage groups in DPS, assign their functional privileges and control their access to specific input tables.

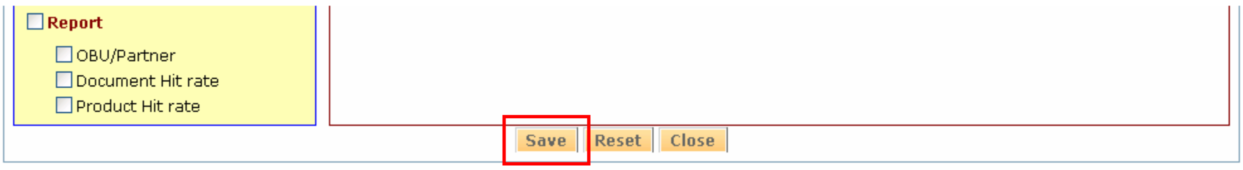


Steps

1. Select **Management** > **Group** from the menu.
2. Click on the **Add** button to add a new group.
3. The following pop-up form will be displayed.

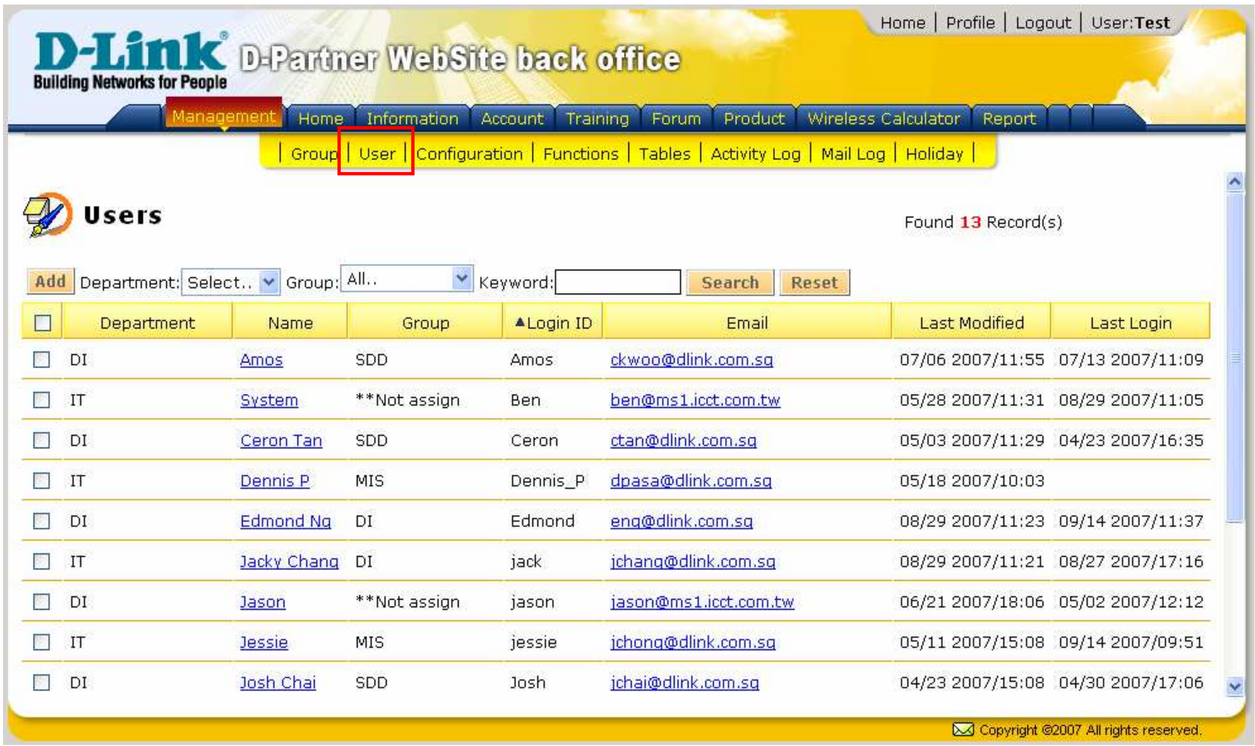


4. Add a **Name** to the Group and select the privileges you wish to assign to the Group.
5. Click on the **Save** button to save and close the pop-up form.



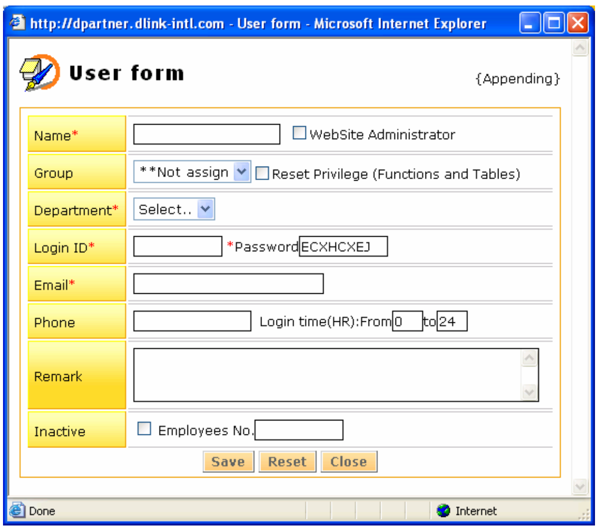
4.2 User

You can add and manage users in DPS, assign their functional and table privileges using Group, create login IDs, and add user profile information.



Steps

1. Select **Management > User** from the menu.
2. Click on the **Add** button to add a new group.
3. The following pop-up form will be displayed.

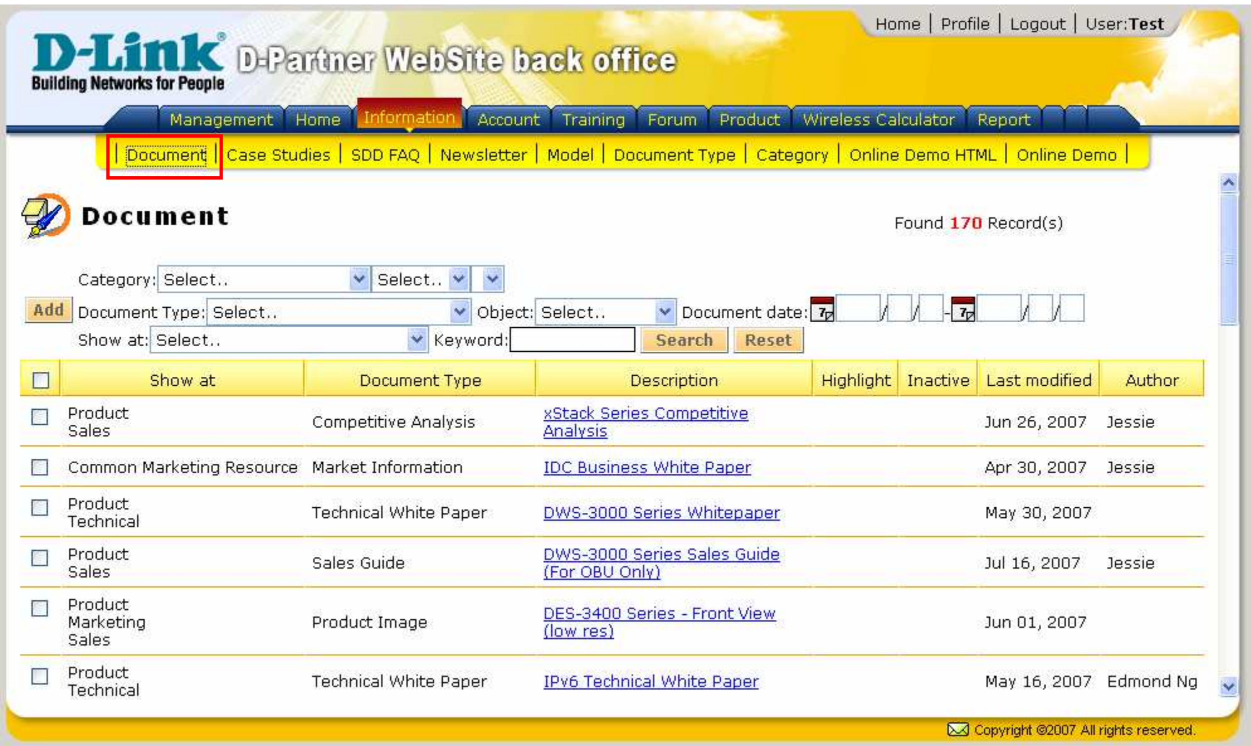


6 Managing Information

This chapter provides the administration details for the **Information** category, which include *Document*, *Case Studies*, *SDD FAQ*, *Newsletter*, *Model*, *Document Type*, *Category*, *Online Demo HTML* and *Online Demo*.

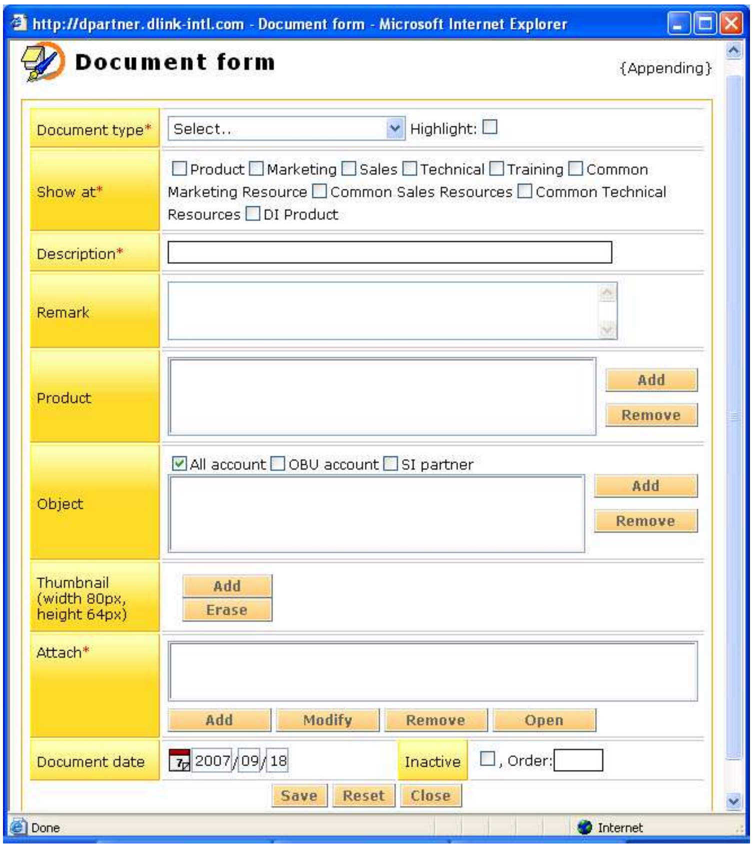
6.1 Document

You can add and manage documents uploaded to DPS, and specify their object accessibility.



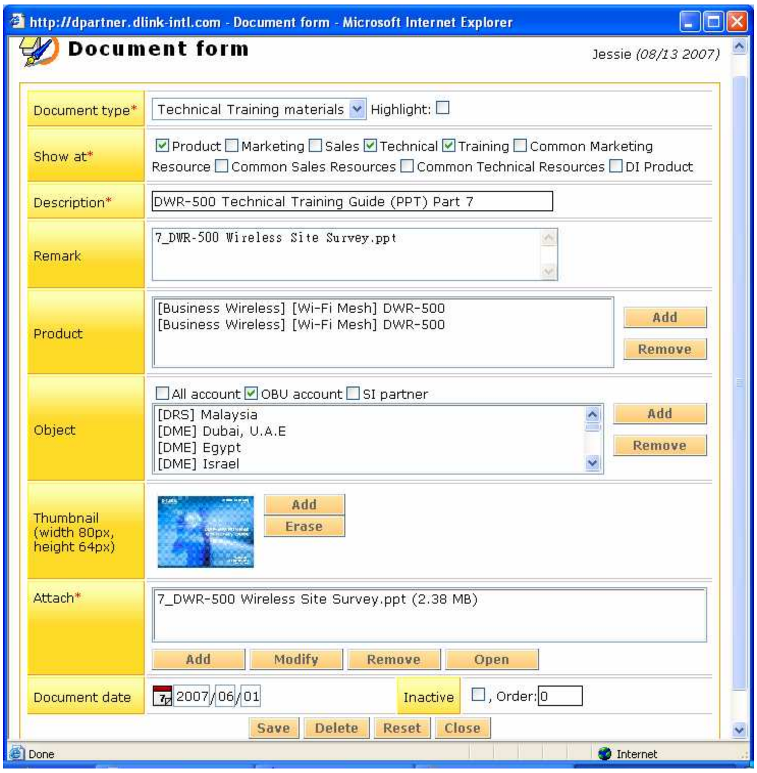
Steps

1. Select **Information > Document** from the menu.
2. Click on the **Add** button to add a new document.
3. The following pop-up form will be displayed.



4. Select **Document type*** and specify where the document should be displayed by checking on the relevant checkboxes at **Show at***.
5. Add a **Description*** for the document to be uploaded.
6. Add a **Remark** if required.
7. Click on the **Add** button under **Product** and select the relevant product information for the document to be uploaded.
8. Click on the **Add** button under **Object** and select the relevant audience the document is targeted for.
9. Click on the **Add** button under **Thumbnail** to upload a thumbnail image file for document.
10. Click on the **Add** button under **Attach*** to upload a file, or select attached file and click **Modify** to rename the filename.
11. Select attached file and click the **Remove** button if you wish to remove file and **Add** a new file.
12. Click on the **Open** button after selecting attached file if you wish to read the content of file.
13. You can change the date for **Document Date** if required.

For example:

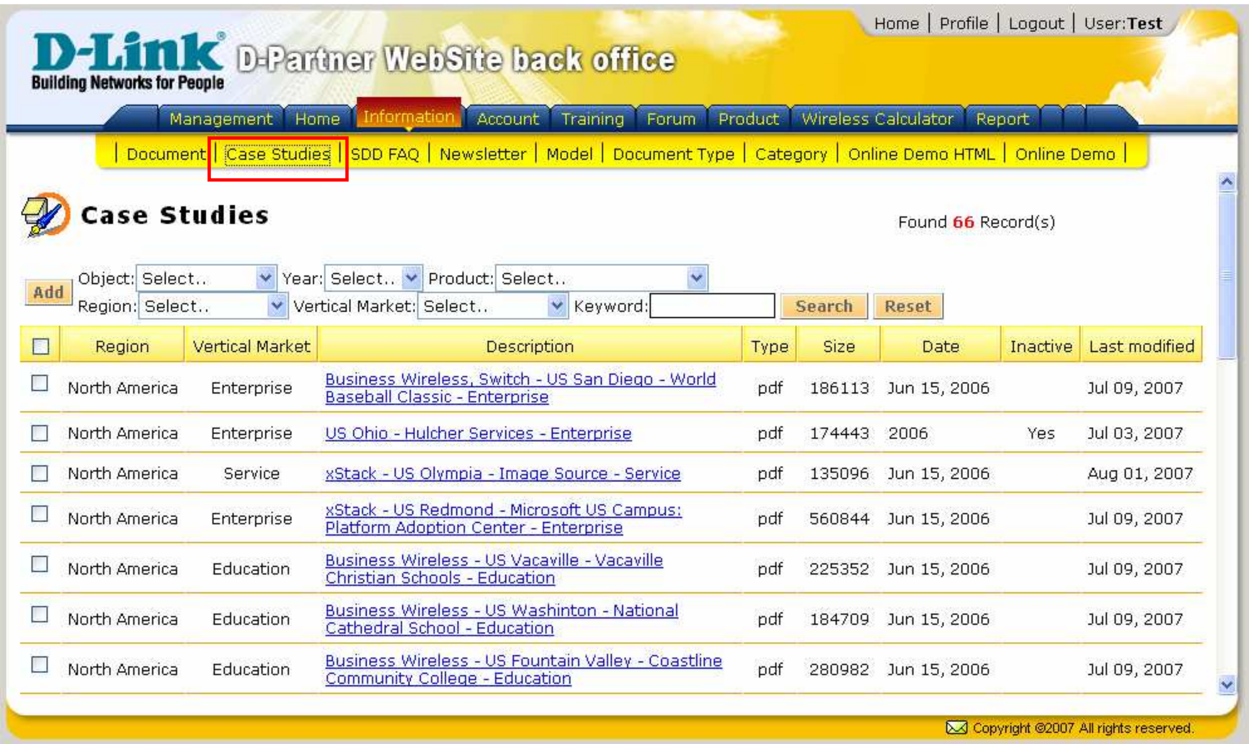


14. Click the **Save** button to save the document form.

NOTE: *If you do not wish to have the document set as active yet, click the* ***Inactive*** *checkbox before saving.*

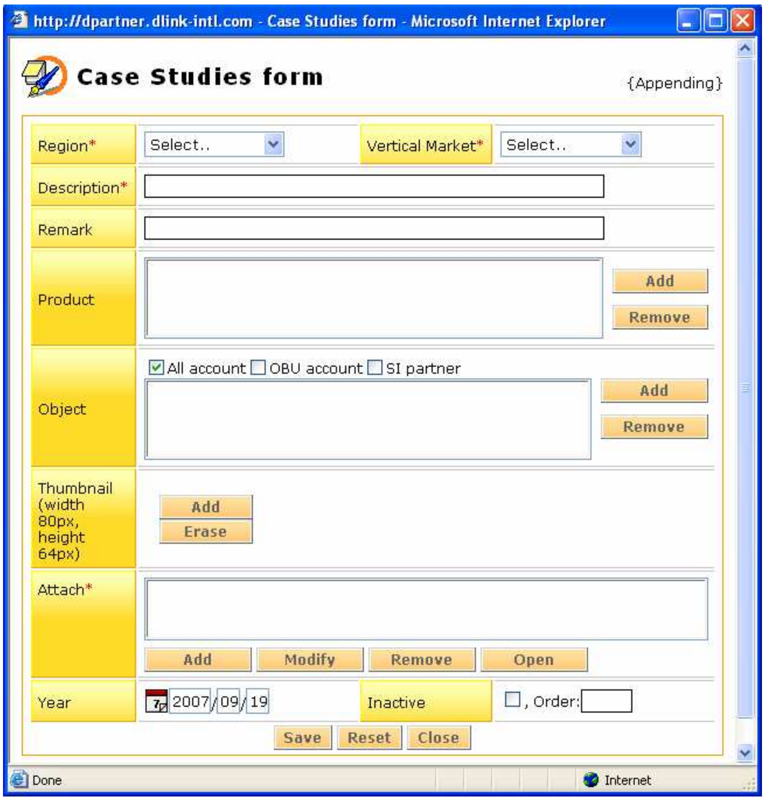
6.2 Case Studies

You can add and manage case studies uploaded to DPS, and specify their object accessibility.



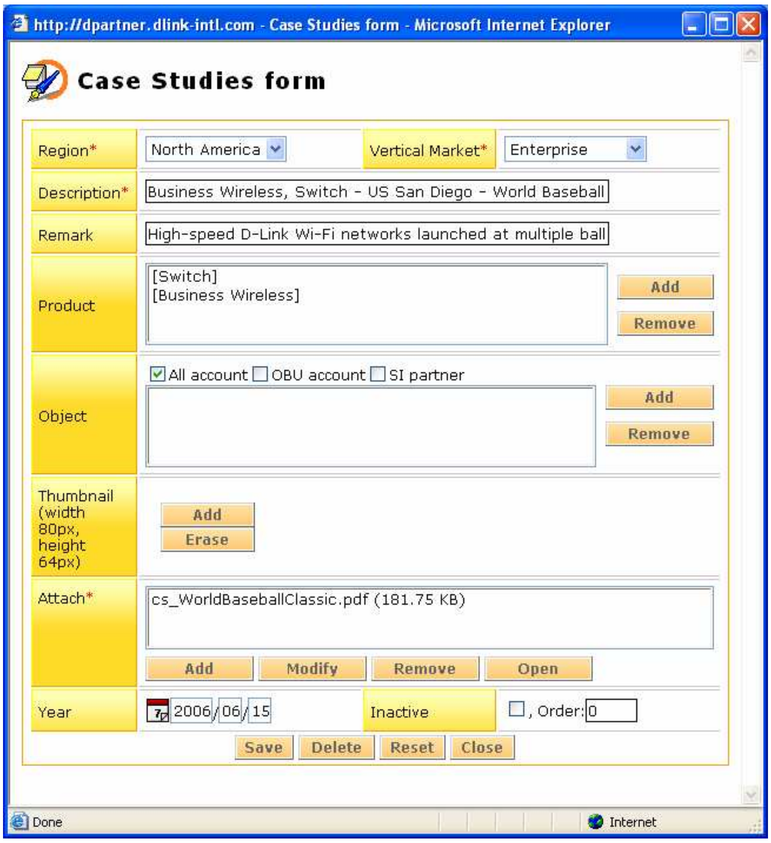
Steps

1. Select **Information** > **Case Studies** from the menu.
2. Click on the **Add** button to add a new case study.
3. The following pop-up form will be displayed.



4. Select **Region*** and **Vertical Market*** to specify the regional location the case study is from and the industry market it is for.
5. Add a **Description*** for the case study to be uploaded.
6. Click on the **Add** button under **Product** and select the relevant product information for the case study to be uploaded.
7. Click on the **Add** button under **Object** and select the relevant audience the case study is targeted for.
8. Click on the **Add** button under **Thumbnail** to upload a thumbnail image file for case study.
9. Click on the **Add** button under **Attach*** to upload a file, or select attached file and click **Modify** to rename the filename.
10. Select attached file and click the **Remove** button if you wish to remove file and **Add** a new file.
11. Click on the **Open** button after selecting attached file if you wish to read the content of file.
12. You can change the date for **Document Date** if required.

For example:



13. Click the **Save** button to save the document form.

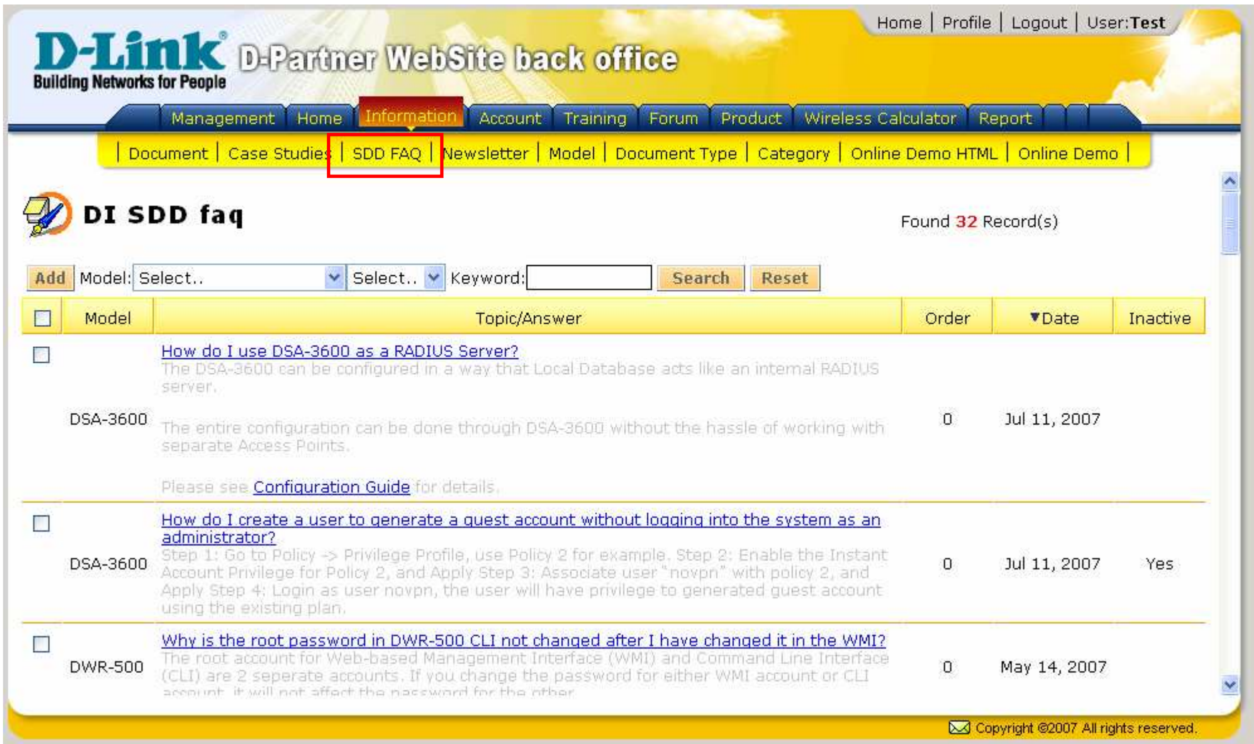
NOTE:

*You can add a number in the **Order** field to prioritize the case study sequence.*

*If you do not wish to have the case study set as active yet, click the **Inactive** checkbox before saving.*

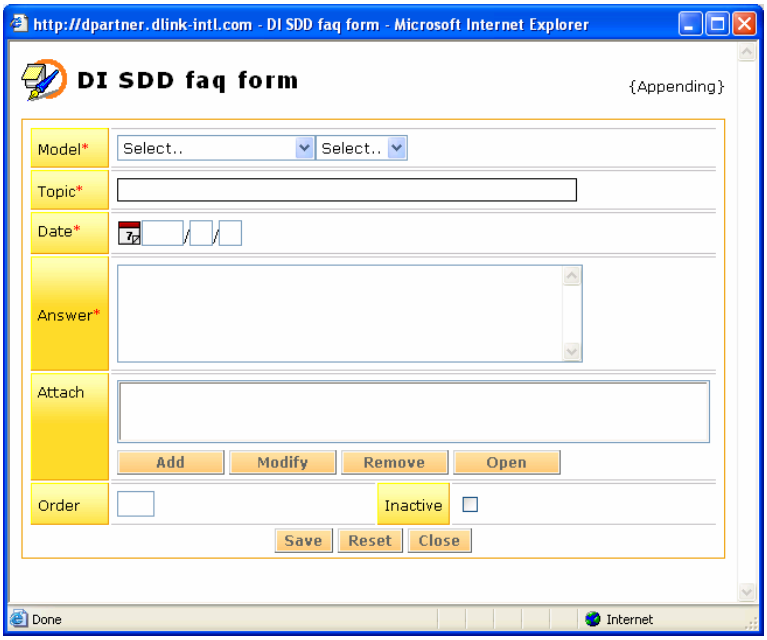
6.3 SDD FAQ

You can add and manage SDD frequently asked questions at the DPS.



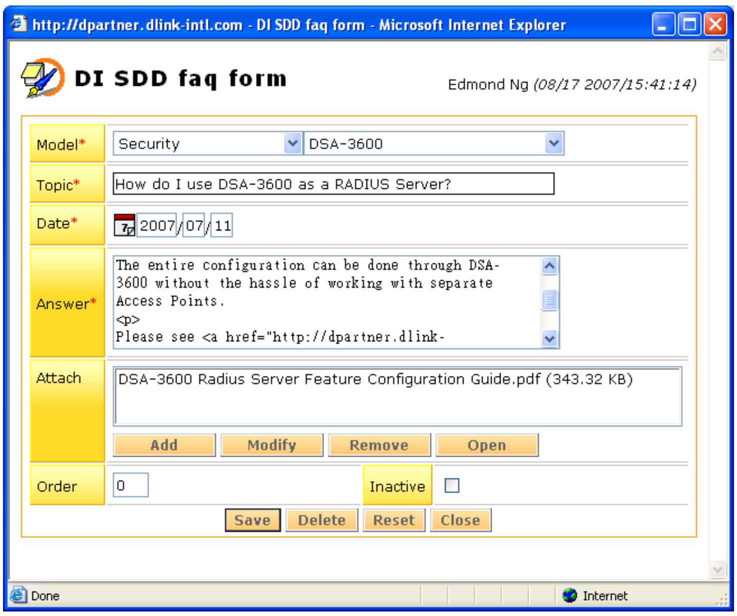
Steps

1. Select **Information > SDD FAQ** from the menu.
2. Click on the **Add** button to add a new FAQ.
3. The following pop-up form will be displayed.



4. Select **Model*** to product category and model number.
5. Add the question in the **Topic***.
6. Specify the **Date***.
7. Write the answer in the **Answer***.
8. Click on the **Add** button under **Attach** if you need to add an attachment, or the **Modify** button if you need to rename the attached file, or the **Remove** button to replace or remove attachment, or **Open** to view content of file.

   For example:



9. Click the **Save** button to save the document form.

NOTE:

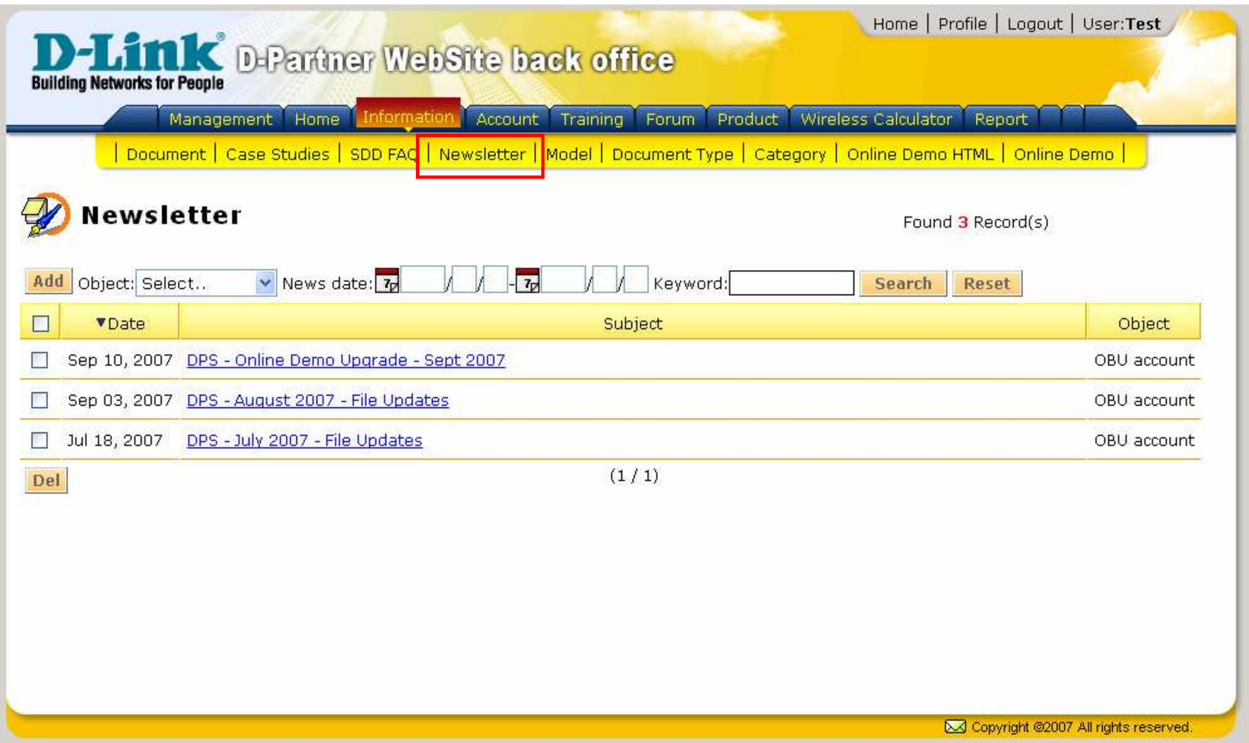
*You may use HTML codes within the **Answer** field, such as <p> for paragraphing,
 for next line, and specify a URL link using . This is useful especially when an attachment is needed. To find out the URL link of an attachment, click on the **Open** button to copy the link information.*

*You can add a number in the **Order** field to prioritize the question sequence.*

*If you do not wish to have the particular FAQ to be set as active yet, click the **Inactive** checkbox before saving.*

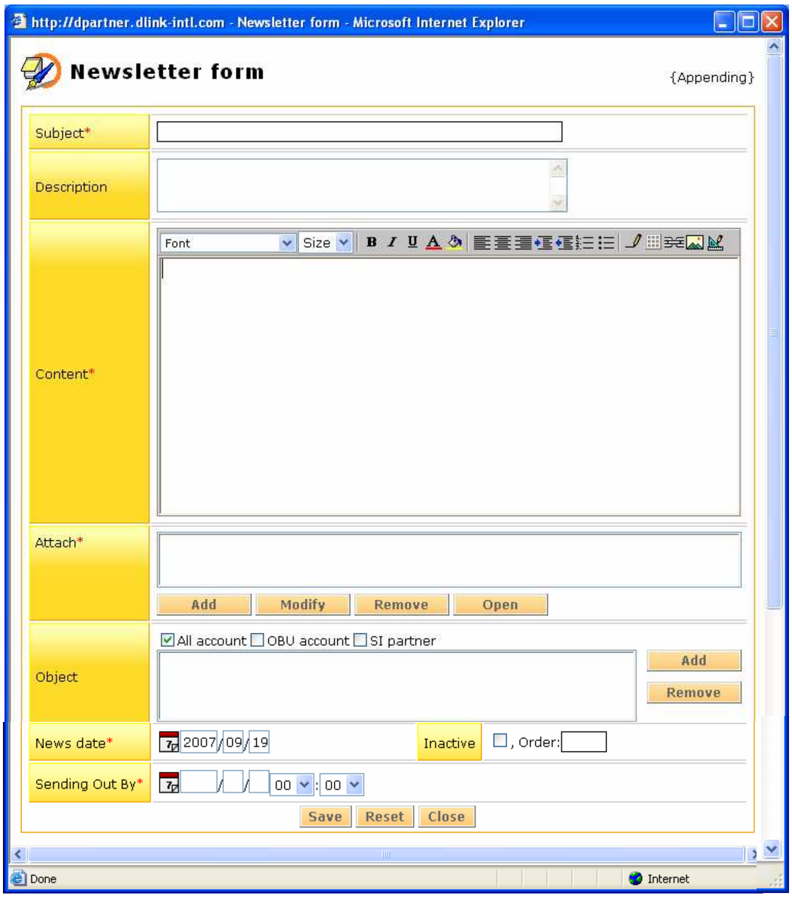
6.4 Newsletter

You can add and manage your newsletter in DPS, and specify object accessibility and send out date.



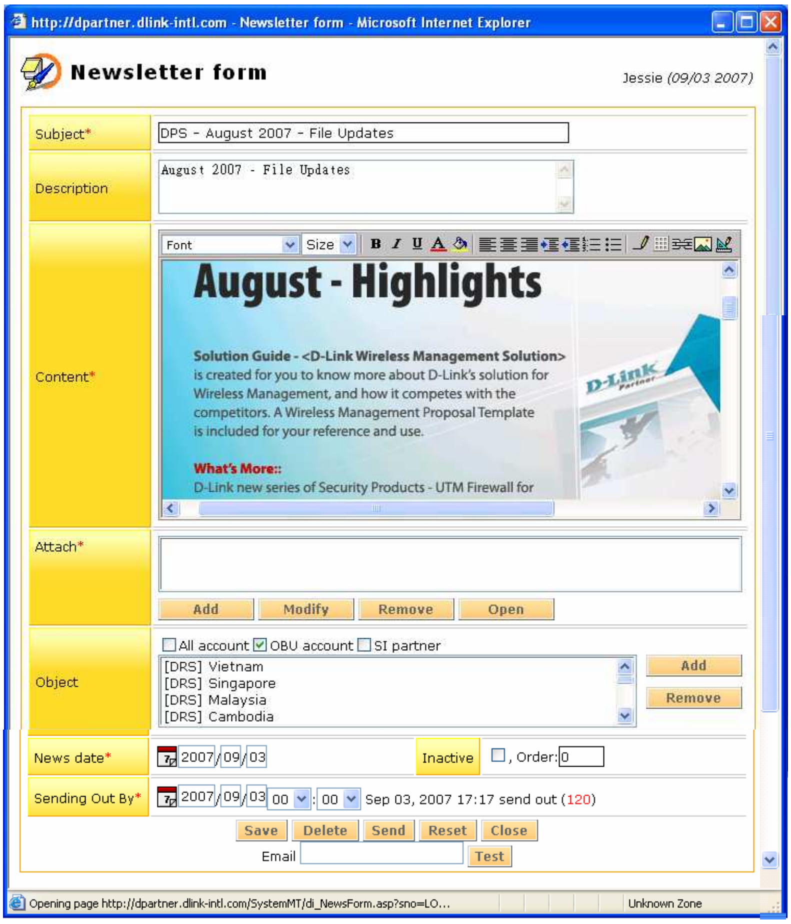
Steps

1. Select **Information > Newsletter** from the menu.
2. Click on the **Add** button to add a new newsletter.
3. The following pop-up form will be displayed.



4. Add a **Subject*** and **Description** for the newsletter.
5. In the **Content***, add the necessary information using the tools provided and specify the font ant font size.
6. Click on the **Add** button under the **Attach*** to add an attachment, or the **Modify** button to rename the attached file, or the **Remove** button if you wish to replace the attachment, or **Open** to view file content.
7. Click on the **Add** button under **Object** and select the relevant audience the document is targeted for.
8. Specify the newsletter **News date***.
9. Specify the date for **Sending Out By***.

For example:



10. Click the **Save** button to save the newsletter form.
11. To test how the newsletter appears in a recipient's email before sending out notification, add an **Email** address to send sample newsletter and then click the **Test** button.

NOTE:

*You can add a number in the **Order** field to prioritize the newsletter sequence.*

*If you do not wish to have the newsletter set as active yet, click the **Inactive** checkbox before saving.*