Evry Email Security

Partner Administrator's Guide

Evry Email Security – Partner Administrator's Guide

Evry Email Security Partner portal provides a variety of useful features for Evry's partners. Such as Creating new customers or domains, administering existing customers and whitelabeling your clients administration interfaces.

This document provides an detailed description of all features and settings enabling you to quickly and easily take advantage of your Evry Email Security Partnership.

Administration:

http://admin.mailvask.no

Parter Administration:

http://partner.mailvask.no

Contact Information:

Support: support@wecloud.com

Order: order@wecloud.com

Renewal: renewal@wecloud.com

Date: 2016-01-08

Version: 15.12.18-1

Creating a new customer

Company name   [Company Name]

Domain name   [Domain Name]

Email   [Company admin email / username] [@]

Nr. of users   [Number of users]

Mailserver   [Mailserver: name or ip]

Mailserver port   [Mailserver port: 1 - 65535]

☑ Trial

Trial end   [åååå-mm-dd]

Password   [Company admin password, leave blank to auto-generate]

Firstname   [Company admin firstname]

Lastname   [Company admin lastname]

[Create customer]

[Close]

Company name: The name of the customer

Domain name: The customer's primary domain (more domains can be added later)

Email: The email address for the primary administrator (no communication will be sent to this address when the account is created)

Nr. of users: The license count for the account

Mailserver: The hostname or IP where emails for the primary domain should be delivered after scanning

Mailserver port: The port that should be used for delivering emails after scanning

Trial [Yes/No]: Is this a trial or a paying customer (Please check with your WeCloud contact for terms regarding trial accounts)

Trial end: The date the trial ends (Please check with your WeCloud contact for terms regarding trial accounts)

Password: The password for the administrator specified (If left empty this will be auto-generated)

Firstname: Firstname of the administrator (This can be left blank)

**Lastname:** Lastname of the administrator (This can be left blank)

Create customer

As the customer is created an email will be sent to your own administrator address with the details for the account, an email will also be sent to your WeCloud contact. No communication will be sent to the administrator that you specified when creating the customer.

Note: It can take up to twenty minutes before the service is ready to accept traffic for the customer.

List customers

Company ↓↑	Accounts ↓↑	Trial ↓↑	Trial end ↓↑	Created ↓↑
Emailsystems SE	1	No		2014-07-15
Partnerdemo WeCloud	0	No		2015-02-18
Total	1			

Columns

Company: This will show the name of the customers under your partner account

Accounts: This will show the license counts for your customers

Trial: This will show the trial status for your customers

Trial end: This will show the trial end date for any customers that are in trial

Created: This will show the creation date for your customers

Total: This will show the total license count for your customers

Customer details

Click any customer in the list to open that customer's details.

Customer details

1. **Log into the customers account** - This uses the administrator defined in section 6

2. **Edit customer** - See more info below

3. **Add domain** – See more info below

4. **Delete customer** - This deletes the account and all domains registered for the account, see more info on deletion below (Note: all domains deleted are kept in WeCloud backend for 5 days and after that all data is irreversibly deleted)

5. **Company name** - The name of the customer

6. **Email** - The admin account that will be used when logging into the customer account via the partner portal

7. **Nr. of users** - The license count for the customer

8. **Trial** - This will show the trial status for the customer (Note: If Yes, the trial end date will be shown as well)

9. **Created –** This shows when the customer was created

10. **This lists the domains registered for the customer**

11. **This gives the option to delete domains listed for the customer**

Edit customer

Company name	Emailsystems SE
Nr. of users	1
	☑ Trial
Trial end	2016-12-31

[Edit customer]

Company name: This allows you to change the name of the customer

Nr. of users: This allows you to change the license count for the customer (Note: No notification is sent to WeCloud when this number is changed so you will need to reach out to your contact at WeCloud in addition to changing the amount of licenses in the portal)

Trial [Yes/No]: This allows you to change the trial status for the customer (Please check with your WeCloud contact for terms regarding trial accounts)

Trial end: The date the trial ends (Please check with your WeCloud contact for terms regarding trial accounts)

Add domain

Create domain   ✕

Domain name	Domain Name
Mailserver	Mailserver: name or ip
Mailserver port	Mailserver port: 1 - 65535

Create domain

Close

Domain name: Enter the domain to be added to the account

Mailserver: Enter the hostname or IP of the server that emails should be delivered to after scanning

Mailserver port: Enter the port that should be used for delivering emails to the server

If you get any errors when trying to add a domain please contact WeCloud support and include a screenshot of the error.

Delete customer or domain

Delete customer   ✕

Are you sure you want to delete the customer: **Emailsystems SE** ?
Customer and the following domains will be deleted, including archive, stats, mails etc.
Domain: **domaintest.com**
Domain: **emailsystems.se**
Users: demo@emailsystems.se, demo-user@emailsystems.se,
fredrik.stewen@emailsystems.se, fredrik@emailsystems.se

Close   Delete

Whenever you choose to delete a customer or a domain a confirmation box will show you what will be deleted and ask you to confirm this. Any deleted domains will be kept in the WeCloud backend for 5 days before the data is irreversibly deleted from the system. During that 5 day period the domain will be unable to be added to any account.

Please note that if the last administrator for the account is deleted you will be unable to access the customers account, if this should happen to you please contact WeCloud support.

Customer search

The Search option will allow you to search for customers by searching either by customer name or by domain. Please note that the search is done with a "BeginsWith" so you will need to enter the start of the domain or name that you're looking for.

Moving domains

To move a domain from one customer account to another please contact WeCloud support.
Do not delete the domain since it will then be prevented from being added to a client for 5 days.

Whitelabel

The whitelabel options allow you to add your own brand to your customer's administration portal.
To enable the whitelabel option please reach out to your WeCloud contact.
If you want a demonstration of the whitelabel options please reach out to your WeCloud contact.

Name: The name of your whitelabel profile

Phone: The phone no. that should be shown to your customers

Support Mail: The support email that should be set as the sender for notifications sent to your customers

Product Name: The product name that should be shown to your customers

Header Text 1: The text to be presented in front of your phone no.

Header Text 2: Additional text to present in front of your phone no.

Footer text: The text to be shown at the bottom of the administration interface

Tracking Javascript: Here any tracking javascript or similar can be entered. Anything entered here will be inserted in the bottom of the html document (before the /body)

QMS Name: The name for the QMS report sent to your customers

QMS Mail: The email sender to be used when sending QMS reports to your customers

SOC Url: The url that your customers will use to access the administration interface (contact WeCloud to get a url assigned to you)

Logo: Upload and preview your logotype to be shown in the administration interface (This should be in PNG format and preferrably with a transparent background)

Favicon: Upload and preview a favicon to be used for the administration interface (This should be in ICO format and be 16x16 or 32x32 pixels)

Stylesheet: Here you can edit the stylesheet for your administration interface, including the colour schemes to be used)