



Admin Service Provider Business Operational Training (BOT) -

Feb, 2021

Access to Partner Portal

<https://partners.yahclick.com>

This login page is used by service providers and service providers distributors. The Username will be in the format of an email address. **This login will be provide one your account setup completed**

YahClick

Username 1 Saved Username

Password

[Log In to Sandbox](#)

Remember me

[Forgot Your Password?](#)

Yahsat employee? [Log In](#)

Create & Manage Users

Welcome to your Service Partner Portal! An interactive platform to access all the information you need.










Here, you can manage your orders, view information about your existing and new customers, keep track of your customers, view invoices, check your token history, manage your vouchers and tokens, and much more.

To get started just click on "Self Service" on the top right to view all the available options.

Thank you for choosing YahClick.

Select on
**Click for Self
Service**
to view the
Menus

Create & Manage Users

- Manage My Profile
- Order Management 
-  Customer Management
- Voucher Management 
-  FAP Token Management
- Case Management 
-  View Invoices
-  View Token History
-  Reports
-  Manage Contacts/Users

On the left side of Yachats's Partner Portal System you will find the main menu options.

Access to particular options are controlled per login.

1- Click of Create & Manage Users

Create Users

Step1

Click Add New Contact/User to create new user



SP MOD | Production YSD (YSD) Active

Logout

Home

Self Service

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
Anas	AlAreefi	alareefi@yahsat.ae				<input type="checkbox"/>	Edit More ▾
Partner	Contact	test@hughes.com	+ 971 4 3636 557	test@hughes.com.test	None	<input type="checkbox"/>	Edit More ▾
SP	CSR	sandeep.talla@hughes.com	+ 971 000000	testcsr.yzd@yahclick.com	None	<input type="checkbox"/>	Edit More ▾
SP	MOD	sandeep.talla@hughes.com	+ 971 4 3636 557	testmod.yzd@yahclick.com	None	<input type="checkbox"/>	Edit More ▾

Create Users

Step2

Fill the details as requested below.

Email will be your email address which you will receive notification to setup new password



- Manage My Profile
- Order Management ▼
- Customer Management
- FAP Token Management
- Case Management ▼
- View Invoices
- View Token History
- Bulk Lock/Unlock
- Reports
- Manage Contacts/Users

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
<input type="text" value="Test"/>	<input type="text" value="Test"/>	<input type="text" value="halsuwaidi@yahsat.ae"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Sindhu	Rajin	sindhu.rajin@hughes.com	3014285912	sindhu.rajin@hughes.com		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>
Training	Agent	salshamsi@yahsat.ae	025076216	agent1@yahsat.ae		<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>
aju	john	ajusamjohn@icloud.com	12345678			<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>
Aju	John	ajusamjohn@gmail.com	025076299	ajusamjohn@gmail.com		<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>
Trainino	MOD	salshamsi@vahsat.ae		mod1@vahsat.ae		<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>

Create Users

Step3

Click More to view other option, to **Enable User**

Contact Added Successfully

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
Test	Test	halsuwaidi@yahsat.ae				<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> Edit More ▾ </div> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 2px;">Enable User</div>
Sindhu	Rajin	sindhu.rajin@hughes.com	3014285912	sindhu.rajin@hughes.com	None	<input checked="" type="checkbox"/>	<div style="display: flex; gap: 5px;"> Edit More ▾ </div>
Training	Agent	salshamsi@yahsat.ae	025076216	agent1@yahsat.ae	None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> Edit More ▾ </div>
aju	john	ajusamjohn@icloud.com				<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> Edit More ▾ </div>

Create Users

Step4

Enter your username as an Email ID For example
Test@yahclick.com

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
Test	Test	halsuwaidi@yahsat.ae		<input type="text" value="Test@yahclick.com"/>	None	<input type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Sindhu	Rajin	sindhu.rajin@hughes.com	3014285912	sindhu.rajin@hughes.com	None	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>
Training	Agent	salshamsi@yahsat.ae	025076216	agent1@yahsat.ae	None	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="More"/>

Create Users

Step 5

Select type of **Profile** and then Click **Save**

1 – SP Admin Profile

2 – Service Provider – CSR “ only can perform ordering”

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
Test	Test	halsuwaidi@yhsat.ae		<input type="text" value="Test@yahclick.com"/>	<div style="border: 1px solid #ccc; padding: 2px;"> None None SP Admin Profile Service Provider - CSR </div>	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #0070c0; color: white; padding: 5px 10px;">Save</div> <div style="background-color: #0070c0; color: white; padding: 5px 10px;">Cancel</div> </div>
Sindhu	Rajin	sindhu.rajin@hughes.com	3014285912	sindhu.rajin@hughes.com	None	<input checked="" type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Training	Agent	salshamsi@yhsat.ae	025076216	agent1@yhsat.ae	None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
aju	john	ajusamjohn@icloud.com	12345678		None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Aju	John	ajusamjohn@gmail.com	025076299	ajusamjohn@gmail.com	None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Training	MOD	salshamsi@yhsat.ae	025076216	mod1@yhsat.ae	None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Dis	User	ajohn@yhsat.ae	027076299		None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Ahu	Atakan	aatakan@satnet.com.tr	+902122102770		None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Khan	Test	bkhan@icloud.com			None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>
Test	MOD	alareef@gmail.com			None	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 5px 10px;">Edit</div> <div style="background-color: #ccc; padding: 5px 10px;">More ▾</div> </div>

User Enabled Successfully

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
Test	Test	halsuwaidi@yhsat.ae		Test1@yahclick.com	SP Admin Profile	<input type="checkbox"/>	<div style="display: flex; gap: 5px;"> <div style="background-color: #0070c0; color: white; padding: 5px 10px;">Edit</div> <div style="background-color: #0070c0; color: white; padding: 5px 10px;">More ▾</div> </div>

Create Users

Option available to manage User:-

Reset Password : In case User forget his password

Disable User: Deactivate the User

Assign Permissions/Roles: Provide roles such as Billing, order and Admin

Assign Queue:- Assign user to Group such General Ops, MOD, IT/System

Admin and Technical Support



SP MOD | Production YSD (YSD) Active

Logout

Home

Self Service

User Enabled Successfully

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
SP	MODYSD	alareefi@yhsat.ae		aa.alareefi@gmail.com	Service Provider User	<input type="checkbox"/>	Edit More ▾
Anas1	AlAreefi	alareefi@yhsat.ae					Reset Password Disable User Assign Permissions/Role Assign Queue
Anas	AlAreefi1	test@yhsat.ae				<input type="checkbox"/>	Edit More ▾
Partner	Contact	test@hughes.com	+ 971 4 3636 557	test@hughes.com.test	None	<input type="checkbox"/>	Edit More ▾

Create Users

Step 6

Select **Assign User permissions/Role**



SP MOD | Production YSD (YSD) Active

Logout

Home

Self Service

User Enabled Successfully

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
SP	MODYSD	alareefi@yahsat.ae		aa.alareefi@gmail.com	Service Provider User	<input type="checkbox"/>	<p>Edit</p> <p>More ▾</p>
Anas1	AlAreefi	alareefi@yahsat.ae					<p>Reset Password</p> <p>Disable User</p> <p>Assign Permissions/Role</p> <p>Assign Queue</p>
Anas	AlAreefi1	test@yahsat.ae				<input type="checkbox"/>	<p>Edit</p> <p>More ▾</p>
Partner	Contact	test@hughes.com	+ 971 4 3636 557	test@hughes.com.test	None	<input type="checkbox"/>	<p>Edit</p> <p>More ▾</p>

Create Users

Select Available Permissions Sets then click → to Selected Permission Sets

Permission Set	Partner Portal View	Action
Installation Order - RD		View IP Page through FSO ID
Manage Customers	View Account Details	
Manager Orders	Order Management	
Manager Users	Manage Contacts/Users	Edit User Reset Password Disable User Assign Permissions/Role Assign Queue
Reports	Reports	View and Download Reports
ViewPartnerAccountDetails		
Manage Business Support Cases	Case Management	Business Support Case (Create and Escalates Case)
Manage Remote Site Cases		Remote Site Case (Create and Escalates Case)

Permission Set	Partner Portal View	Action
Manage Queues	Manage Queues	Assign user to Group such General Ops, MOD, IT/System Admin and Technical Support
Manage Account Transactions	Order Management	Termination
Access Installation Portal	Access Installation Portal	Access Installation Portal
Manage Announcements	Manage Announcements	Post Announcements
AllocateAnadDeallocate	FAP Token Management	Only Allocate and Deallocate
CanBulkLockOrUnlock	Bulk Lock/Unlock	Bulk Lock/Unlock and Terminate (No User Tracking record)
Can ViewInvoices	View Invoices	View and Download Invoices
CanViewTokenHistory	View Token History	View Token History
CanViewBusinessContinuityUsage	View Business Continuity Usage	Only SP whose have the insure type plans in their Catalog

Create Users

Select Available Permissions Sets then click → to Selected Permission Sets

The screenshot shows the YahClick user management interface. A modal window titled "Assign Permission Sets/Role for User aa.alareefi@gmail.com" is open. The modal contains a "Role" dropdown menu set to "Production YSD Customer User". Below this, there are two columns: "Available Permission Sets" and "Selected Permission Sets". The "Available Permission Sets" list includes: Manage Customers, Manage OOB, Manage Orders, Manage Users, Reports, View OOB, ViewPartnerAccountD, Issue Provisional sign, Manage Account Tran, and View Invoices _Vouch. A red box highlights the right-pointing arrow button between the two columns, indicating the action to move a permission set to the selected list. A "Save" button is located at the bottom right of the modal, and a "Close" button is at the bottom right of the modal's footer. The background shows a table of users with columns for ID, Role, Name, Phone, Email, and Status.

ID	Role	Name	Phone	Email	Status	Actions
SP	CSR	sandeep.talla@hughes.com	+ 971 000000	testcsr.yzd@yahclick.com	None	<input type="checkbox"/> Edit More
SP	MOD	sandeep.talla@hughes.com	+ 971 4 3636 557	testmod.yzd@yahclick.com	None	<input type="checkbox"/> Edit More

Assign Queue

Step 7

Select **Assign Queue** :- Assign user to Group such General Ops, MOD, IT/System Admin and Technical Support



SP MOD | Production YSD (YSD) Active

Logout

Home

Self Service

User Enabled Successfully

YSD(Production YSD)

Add New Contact/User

Contact First Name	Contact Last Name	Email	Phone	Username	Profile	Primary Contact	Action
SP	MODYSD	alareefi@yahsat.ae		aa.alareefi@gmail.com	Service Provider User	<input type="checkbox"/>	<p>Edit</p> <p>More ▾</p>
Anas1	AlAreefi	alareefi@yahsat.ae					<p>Reset Password</p> <p>Disable User</p> <p>Assign Permissions/Role</p> <p>Assign Queue</p>
Anas	AlAreefi1	test@yahsat.ae				<input type="checkbox"/>	<p>Edit</p> <p>More ▾</p>
Partner	Contact	test@hughes.com	+ 971 4 3636 557	test@hughes.com.test	None	<input type="checkbox"/>	<p>Edit</p> <p>More ▾</p>

Assign Queue

Select Available Public Group (Role) then click → to assign Role

The screenshot shows the YahClick user management interface. A modal window is open, displaying two columns: "Available Public Groups" and "Assigned Public Groups". The "Available Public Groups" list includes "General Ops", "MOD", "SP IT/Systems Admin", and "SP Technical Support". A red box highlights the right-pointing arrow button between the two lists, indicating the action to assign a role. Below the lists are "Save" and "Close" buttons. The background shows a user list table with columns for ID, Role, Email, Phone, and other details.

ID	Role	Email	Phone	Other	Actions	
SP	CSR	sandeep.talla@hughes.com	+ 971 000000	testcsr.yzd@yahclick.com	None	<input type="checkbox"/> Edit More ▾
SP	MOD	sandeep.talla@hughes.com	+ 971 4 3636 557	testmod.yzd@yahclick.com	None	<input type="checkbox"/> Edit More ▾



Thank You

It's time to put the
power of the star on your side.
Yahsat Here to help you

shine