# Opportunity Registration System User Guide for SI

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# About This Guide

This guide provides operations for a SI to use the opportunity registration system.

## In This Guide

Topics provided in this guide include:

- Chapter 1 Basic Operation
- Chapter 2 Project Management

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# Basic Operation

This chapter provides basic operating instructions for opportunity registration system.

Topic includes:

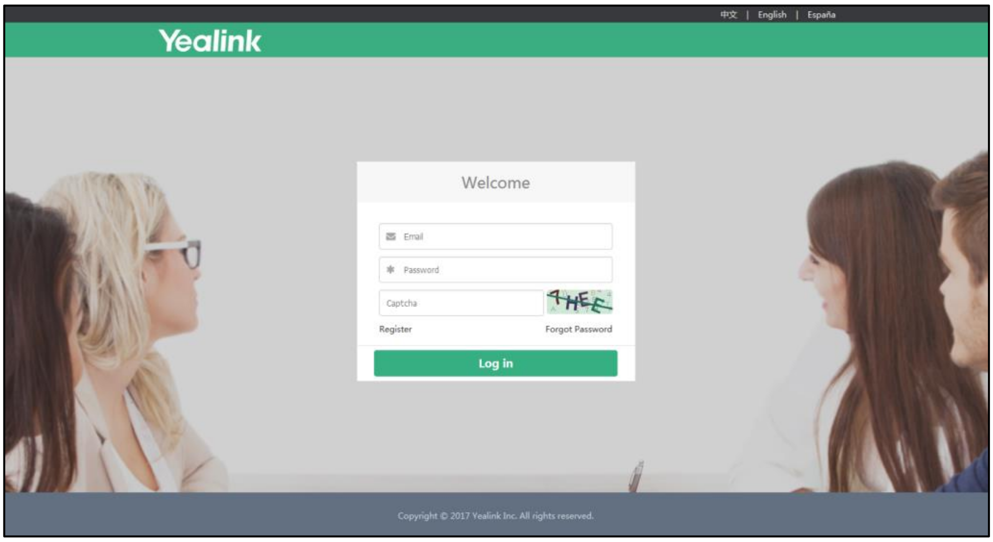
- Visiting Opportunity Registration System
- Changing the Language
- Registering a SI Account
- Login
- Forgetting Password

## Visiting Opportunity Registration System

**To visit opportunity registration system**:

1. Open a web browser.
2. Enter the domain name of opportunity registration system in the address bar, and then press the **Enter** key.

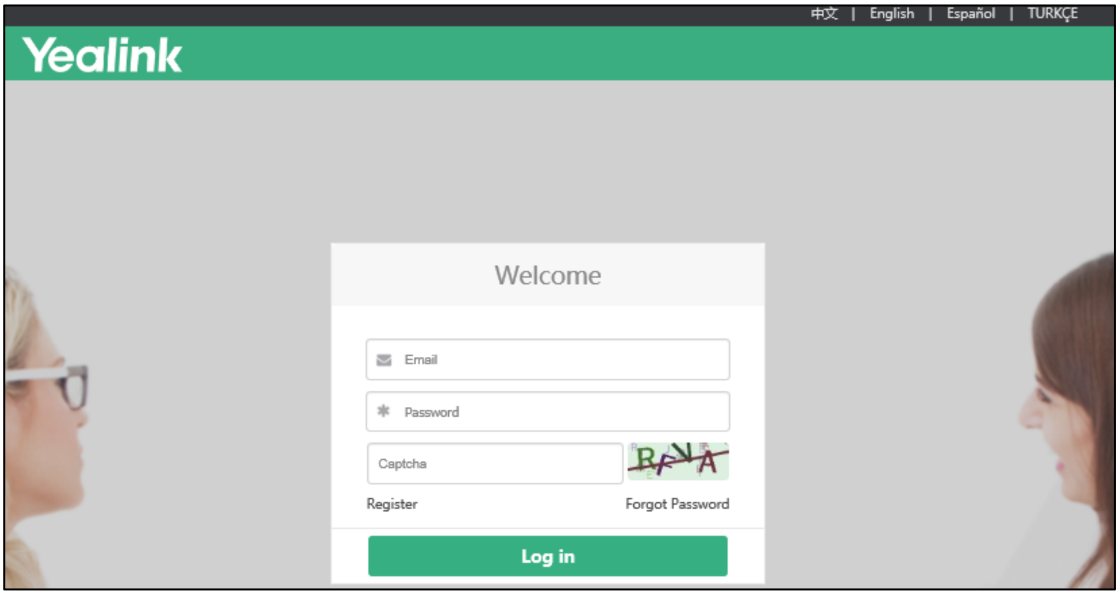
   The opportunity registration system is displayed as below:



## Changing the Language

**To change the language**:

1. Click 中文, **English, Español** or **TÜRKÇE** on the top right of the page, the page will be displayed in the selected language.



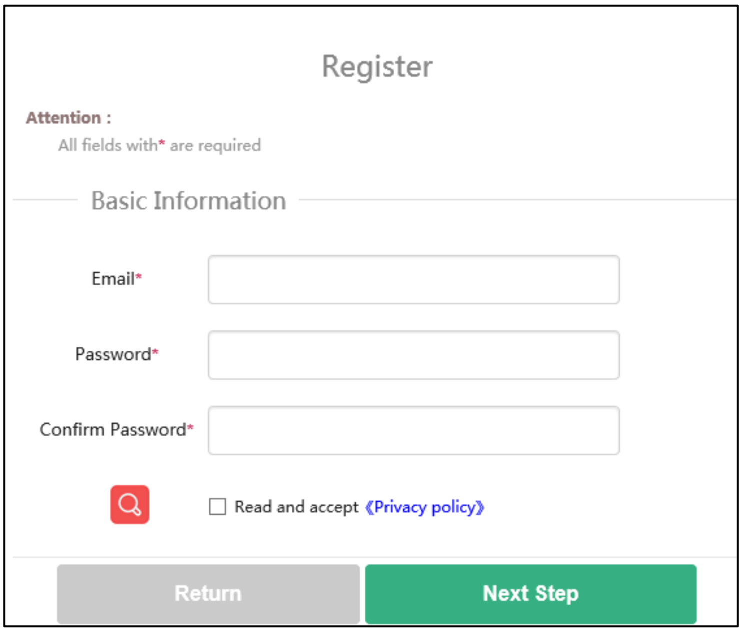

## Registering a SI Account

After you register a SI account, the product lines including Video, SIP and Microsoft certified Devices are opened by default.

**To register a SI account**:

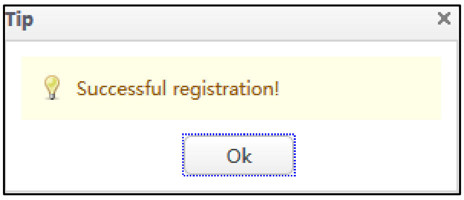
1. Click **Register**.

2. Configure the basic information.




3. Click **Next Step** to continue or **Return** to back to the previous page.
4. Note that the **Country** refers to the country where the SI has business, you can select multiple countries from pull-down list of **Country**, and after you register the account successfully, only account managers/area manages or administrators can edit the country.
5. Click **Next Step** to continue or **Previous Step** to back to the previous page.
6. Confirm your registration information.
7. Click **Finish** to complete the registration.

   The page will prompt "Successful registration!"

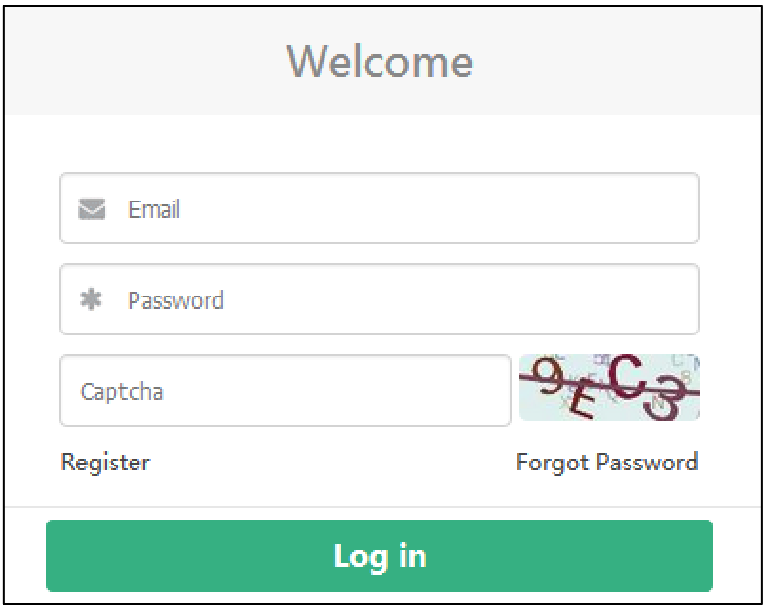



8. Click **Ok**.

# Login

**To log into opportunity registration system**:

1. Enter the email and password you set in registration, captcha in the corresponding field.



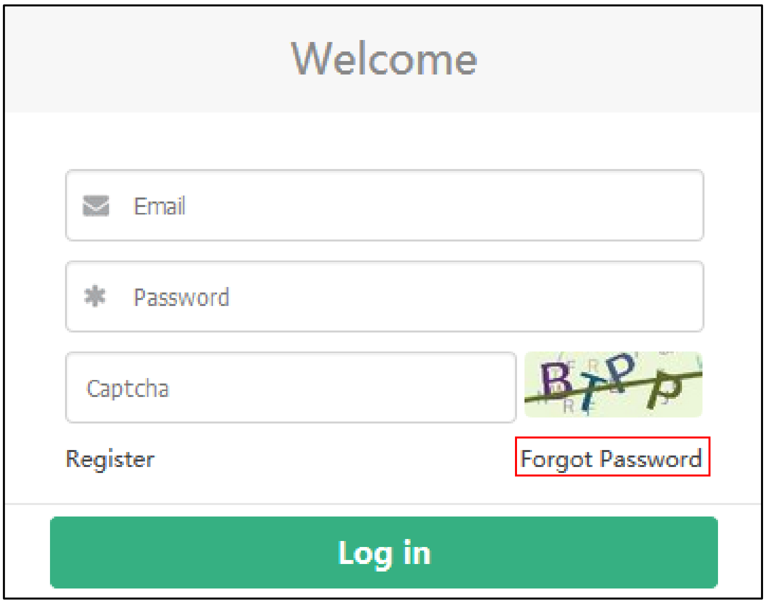

2. Click **Log in**.

# Forgetting Password

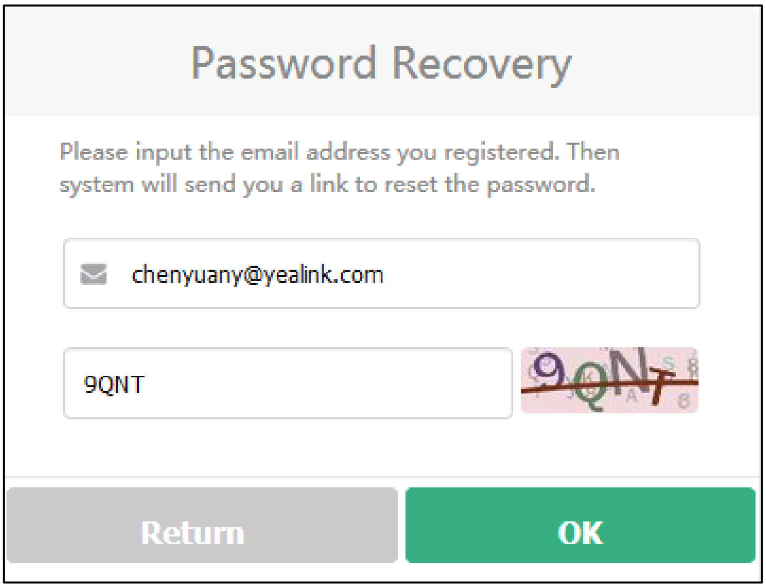
If you forget password, you have to click **Forgot password** to reset password.

**To reset password:**

1. Click **Forgot password**.

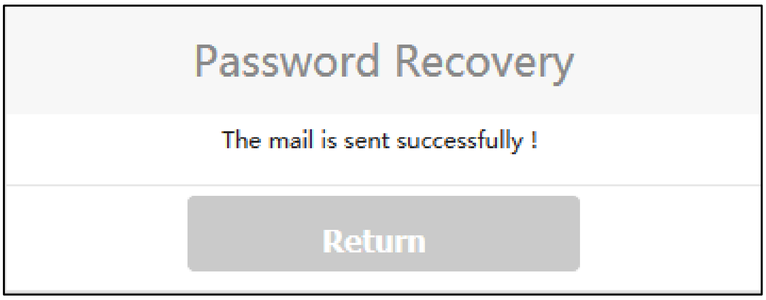



2. Enter your registered email and captcha in the corresponding field.

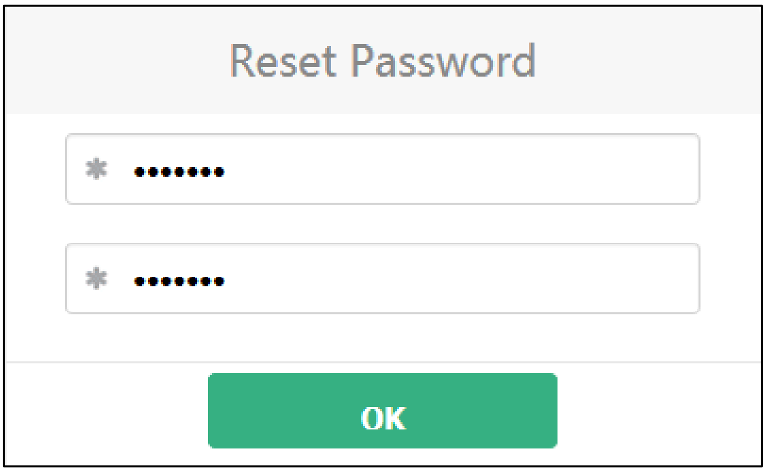



3. Click **OK**.

   The page prompts "The mail is sent successfully!".

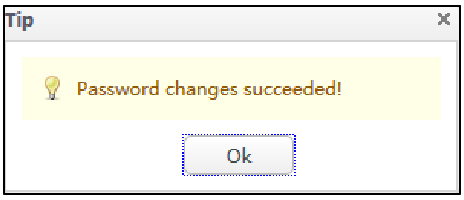



4. Log into your registered email and click the link to set a new password.
5. Enter the new password and re-enter the password to confirm.




6. Click **OK** to accept the change.

   The page prompts "password changes succeeded!"




7. Click **OK** to back to the home page.

# Project Management

The SI can add, edit, extend, delete project or export project files via opportunity registration system.

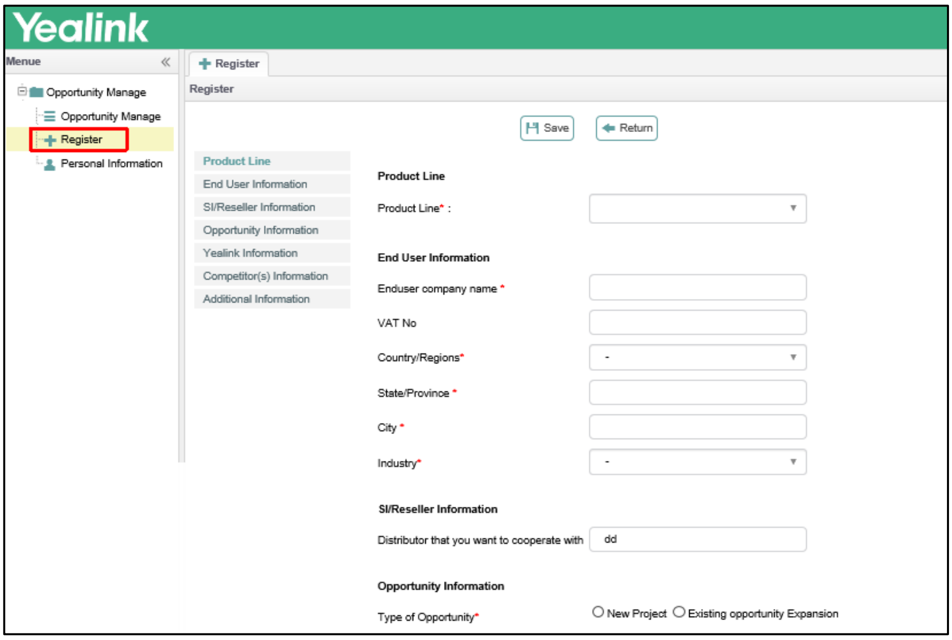
Topics include:

- Adding Projects
- Editing, Extending, Deleting Projects or Export Project Files from the Project Detail Page

## Adding Projects

**To add projects:**

1. Click **Register** in the menu bar.




2. Select the desired value from the pull-down list of **Product Line**.

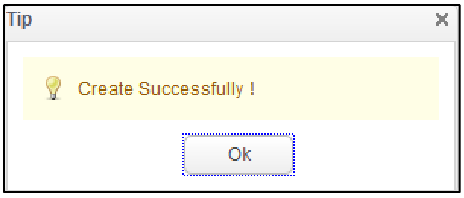
   Note that the product line cannot be changed after you add a project. If you want to change it, contact your account manager/area manage.

3. Configure other information.

   Note that the options from the pull-down list of **Country** are consistent with the countries which are selected when you register a SI account.

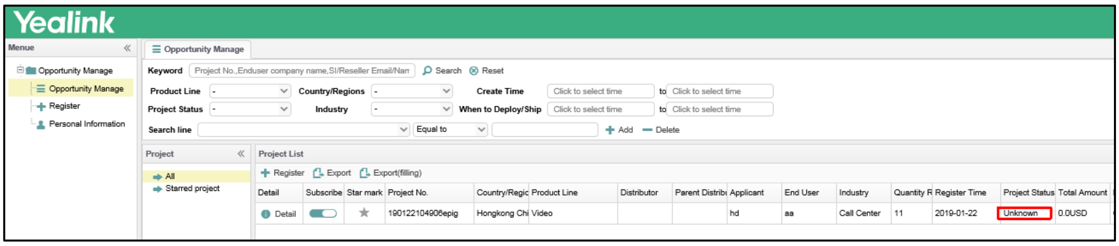
4. Click Save to accept the change.

The page prompts “Create successfully!”




**5.** Click **Ok**.

The project will be displayed in the project list, and the project status is unknown, it means you need wait for account manager/area manage to verify it.

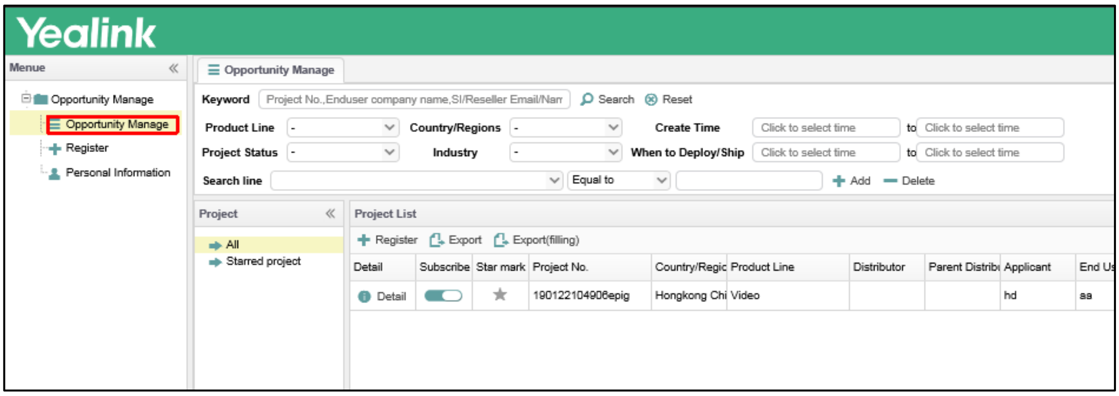



## Editing, Extending, Deleting Projects or Export Project Files from the Project Detail Page

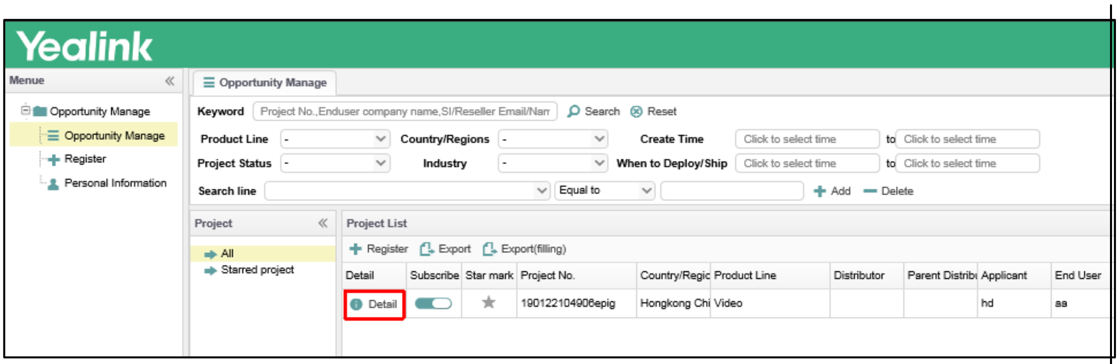
You can edit, extend and delete the project information from the Project Detail page. Extending a project means, for a past project, end-user needs to extend it as a new one.

**To edit, extend or delete projects:**

**1.** Click **Opportunity Manage** in the menu bar.




**2.** Click **Detail** to view the desired project.



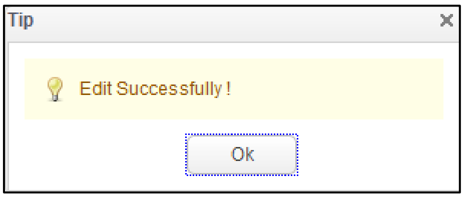

3. From the Project Detail page, you can:

  - Click Edit .

    Edit the project information.

    Click Save to accept the change.

    The page prompts "Edit Successfully!"



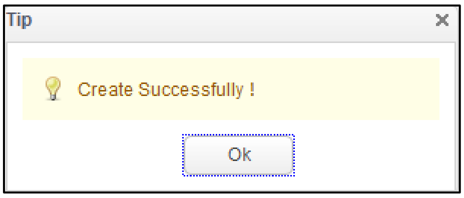

    Click **Ok**.

  - Click Extend .

    Configure the project information.

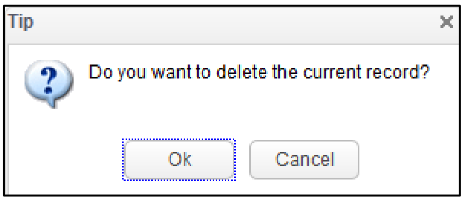
    Click Save to accept the change.

    The page prompts "Create successfully!"




    Click **Ok**, the project will be displayed in the project list, and the project status is unknown.

  - Click Delete.




    Note that you can only delete the project whose status is unknown.

Click **Ok** to confirm to delete the project.

- Click 

.

Click **Save** to save the project file.