

How to check the current number of active seats in the Intcomex Cloud Platform (ICP)



How to check the current number of active seats

Intcomex Cloud Platform

Click on the **Reporting** menu at the top.

The screenshot shows the Intcomex Cloud user management interface. The top navigation bar includes 'Home', 'Marketplace', 'Quotation Tool', 'Provisioning', 'Reporting' (highlighted with a red arrow), and 'Support'. The user 'admin@terenco.net' is selected in the left sidebar under 'TERENCO E.I.R.L.'. The main content area displays the user's profile with the following details:

NAME

First name	Company
Last name	Administrator
Email	rledesma@terenco.net

CONTACT INFORMATION

Address	Ca. 5 Mz. K Lte. 14 - Urb. Mirasol de Huampani
City	Lurigancho
Country	Peru
Zip code	15465
Phone	
Manager	
Fax	
Mobile	
Department	
Office	

LOGIN INFORMATION

Username	admin@terenco.net
Primary identity	Internal
Change password in next login	false
Password expiration date	
Last login	2021-10-24 04:30 (UTC)

At the bottom of the interface, there is a toolbar with icons for 'NEW', 'NEW SERVICE', 'TERMINATE', 'MOVE', 'CREDENTIALS TO THIS USER', 'RENAME', and 'RESET PASSWORD'.

Contact:
Gustavo A. Negrón
Regional Copywriter
gustavo.negrón@intcomex.com

On the left side, scroll down to find the **Sales** submenu.

The screenshot displays the Intcomex Cloud dashboard interface. At the top, the navigation bar includes the Intcomex Cloud logo, a search icon, and menu items for Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user is logged in as 'Company Administrator'. On the left, a vertical sidebar menu is shown with the 'Sales' submenu selected. The 'Sales' submenu contains the following items: All Product Accounts with fields, Azure plan insights, Discounts, Invoices, LoginCount, MSCSPSeatChanges, MSCSPSeatDelta, MSCSPSeats, MSCSPSoftware, MSCSPStorage, Price Protected Services, and Scheduled Terminations. The main content area is titled 'Most frequently used reports' and features two report cards. The first card is for 'Sales MSCSPSeats' and the second is for 'Service Desk Reseller Products'. Each card includes a bar chart icon, an information icon, and a refresh icon. At the bottom of the sidebar, there is a '+ NEW' button.

Contact:
Gustavo A. Negrón
Regional Copywriter
gustavo.negrón@intcomex.com

Click the filter button next to **MSCSPSeats**. Select today's date, then click the **Execute** button.

The screenshot shows the Intcomex Cloud reporting interface. The top navigation bar includes the Intcomex Cloud logo and menu items: Home, Marketplace, Quotation Tool, Provisioning, Reporting, and Support. The user is logged in as 'Company Administrator'. The left sidebar is titled 'Sales' and lists various reports: All Product Accounts with fields, Azure plan insights, Discounts, Invoices, LoginCount, MSCSPSeatChanges, MSCSPSeatDelta, MSCSPSeats (highlighted), MSCSPSoftware, MSCSPStorage, and Price Protected Services. Below the list is a 'Date' field set to '22/12/2021' and an 'Execute' button. The main content area is titled 'Most frequently used reports' and displays two report cards: 'Sales MSCSPSeats' and 'Service Desk Reseller Products'. A '+ NEW' button is located at the bottom left of the interface.

Contact:
Gustavo A. Negrón
Regional Copywriter
gustavo.negrón@intcomex.com

The information will load into the portal. To view it more clearly, you can export it as an Excel file. Click the **EXPORT** button at the bottom, then choose the **XLSX** option.

INTCOMEX CLOUD Home Marketplace Quotation Tool Provisioning Reporting Support Company Administrator

Sales

- All Product Accounts with fields
- Azure plan insights
- Discounts
- Invoices
- LoginCount
- MSCSPSeatChanges
- MSCSPSeatDelta
- MSCSPSeats**
- MSCSPSoftware
- MSCSPStorage
- Price Protected Services

MSCSPSeats

Report generated on Wednesday, December 22, 2021 06:20:48

How many seats of MS O365 family services have we sold? View at specific moment in time (default = now).

Drag a column header and drop it here to group by that column

accountID	reseller	company	customer	product	OCPSubs	country	seats	ExistingC	Licencesf	Unassign	BillingSta	hasAdvai	licenceTy	OfferId	Microsof	ProductD
	ZZ_Total						153		0	0						
200554	TEREN... E.I.R.L.	INTCO... CLOUD PERU S.A.C.	Peru	10011...	DA4D... 8248-49B1-9E31-F692B...	Peru	1	1	0	0	2020-01-16T22:...	true	CORP-SEAT	bd938... 058f-4927-bba3-ae36b...	3e726... dd8b-42d2-84af-7a4fd...	Micros... 365 Busin... Basic
205016	TEREN... E.I.R.L.	TEREN...	Peru	10011...	4DF8F... 8D50-44CA-B3B0-920B8...	Peru	1	1	0	0	2020-03-05T20:...	true	CORP-SEAT	031c9... 4802-4248-838e-778fb...	c092e... e8dc-41fd-a272-c5a46...	Micros... 365 Busin... Stand...
237363	TEREN... E.I.R.L.	CORPOL BI	Peru	10011...	4E844... 4924-42FE-9958-FF9E9...	Peru	25	0	0	0	2020-09-15T16:...	false	CORP-TRIAL	64168... 4BCC-41E0-B5CB-7DC54...	5a19b... e9e8-42f1-9ee1-37eb4...	Office 365 E5 Trial
243053	TEREN... E.I.R.L.			10011...	3B4EB... A655-4B1C-AE09-21EAE...	Peru	25	1	0	0	2020-10-29T16:...	false	CORP-TRIAL	C0BD... 11AC-4836-BDC7-3712E...	2a997... e78c-42cd-8931-a9ee8...	Micros... 365 Busin... Stand... Trial
	TEREN...				BBAFF... 8965-						2021-		CORP	031c9... 4802-	2a997... e78c-	Micros... 365

EXPORT XLSX

+ NEW https://marketplacepe.intcomexcloud.com

Contact:
 Gustavo A. Negrón
 Regional Copywriter
gustavo.negrón@intcomex.com

After downloading and opening the Excel file, you'll see the total number of active seats in the **Seats** column, along with a breakdown of the customers who have purchased them.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J
	accountid	reseller	companyname	customerCountry	productname	OCPSubscriptionID	country	seats	ExistingCustomer	Lice
2		ZZ_Total						153		
3	200554	TERENCO E.I.R.L.	INTCOMEX CLOUD PERU S.A.C.	Peru	100113_INTXOffice365BusinessEssential_94669	DA4DEA85-8248-49B1-9E31-F692B3AAD732	Peru	1	1	1
4	205016	TERENCO E.I.R.L.	TERENCO	Peru	100113_INTXOffice365BusinessPremium_76698	4DF8F12B-8D50-44CA-B3B0-920B80E24C90	Peru	1	1	1
5	250824	TERENCO E.I.R.L.	CORPOL BI		100113_INTXOffice365BusinessPremium_76698	BBAFFECB-8965-458A-A23E-DC6E898A10A9	Peru	1	1	1
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

Contact:
Gustavo A. Negron
Regional Copywriter
gustavo.negron@intcomex.com