

PURCHASING GUIDE

THORAPPS ONLINE SERVICES

Copyright © 2013-2019
www.thorapps.com



REFERENCES

This guide is part of ThorApps product documentation. We encourage you to click through the links below to learn about purchasing our apps:

1. [How to apply a promo code](#)
2. [How to pay for a service subscription](#)
3. [How to update your payment method](#)
4. [How to update your payment plan](#)
5. [How to view your payment history and invoices](#)
6. [View your usage history](#)

OVERVIEW

When you first install a ThorApps Online Services App, you will be provided with free credit for trial purposes. This is for testing and evaluation purposes and will only last up to 30 days.

When your free credit is consumed, or trial period ends, your subscription will de-activate. You will need to either:

- Arrange for subscription payment
- Uninstall the App
- Contact Us with a strong reason for extending your trial period

This guide will demonstrate how to:

- Access the App's Account Settings page
- Set up your Billing details
- Set up your payment method
- Choose your Payment Plan
- View your Payment History and Invoices
- View your Usage History

This guide uses ThorApps – List Sync Service as an example, but it applies to all ThorApps Online Services apps.

PREREQUISITES

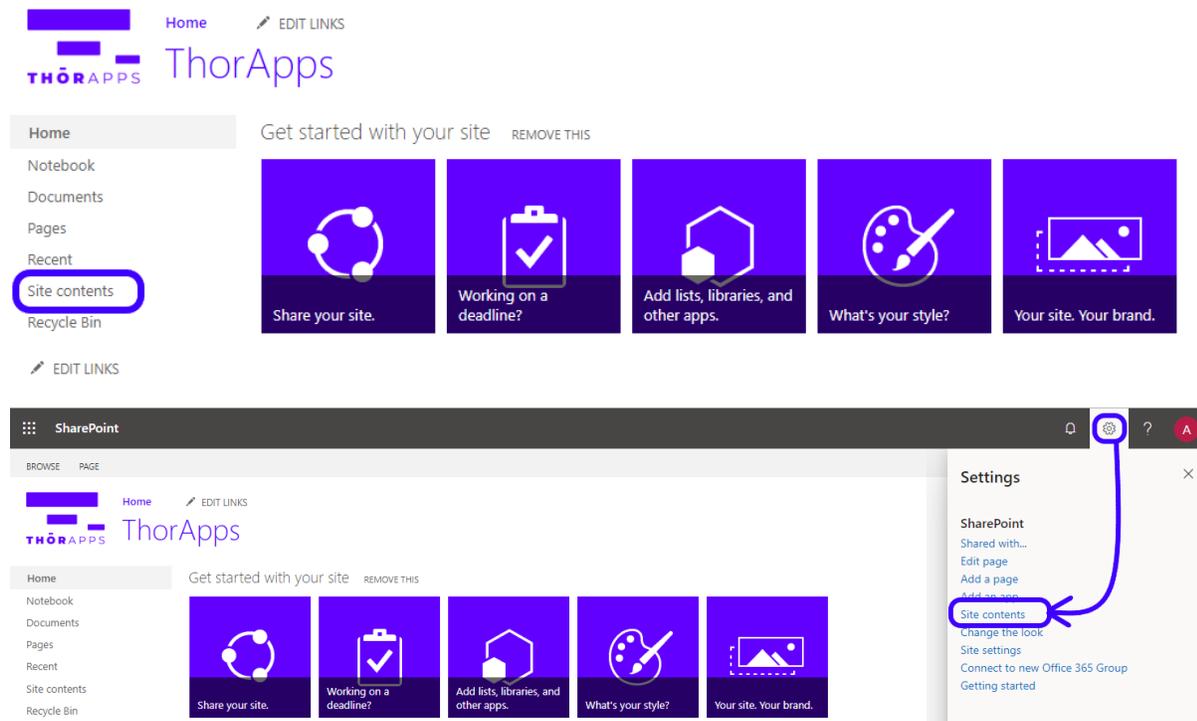
To follow this guide, you will need:

- A computer with internet access
- SharePoint Online site collection administrator rights
- A ThorApps app activated on a SharePoint Online site collection in your O365 tenant
- An understanding of basic SharePoint terminology and navigation

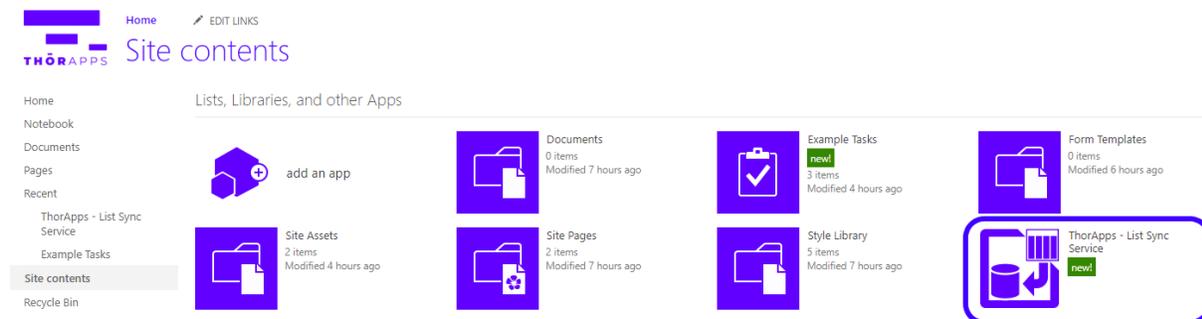
HOW TO PAY FOR A SERVICE SUBSCRIPTION

Open a browser and navigate to the SharePoint Online site collection containing the app.

In the Quick Launch menu on the left, click "Site Contents". Alternatively, click the cog icon in the upper right and select "Site Contents".



Click on the app icon.



Click on the cog icon in the upper right and select "Account Settings"



List Sync Service

Environment : Development

[Home](#)

[Reporting Schemas](#)

[Lists To Reflect](#)



- Account Settings
- Environment Settings
- Un-install

You will be presented with the Account Settings page.



Account Settings

Overview	Payment Plan	0 - No Plan
Support Partner		Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Billing Address	Currency	
Billing Contacts		
Payment Methods	Plan Cost	\$0.00
Payment Plan	Plan Value	\$0.00
Payment History		
Invoices	Current Account Credit:	\$50.00
Usage History	Support Cost:	\$0.00
Back to App	Current ThorApps Month Usage Value:	\$0.16
	Current Balance:	\$49.84

Usage calculations are 57 minutes old.

SET UP YOUR BILLING DETAILS

From the Account Settings page, click “Billing Address” in the menu on the left.



Account Settings

- Overview
- Support Partner
- Billing Address**
- Billing Contacts
- Payment Methods
- Payment Plan

Payment Plan	0 - No Plan
	Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Plan Cost	\$0.00
Plan Value	\$0.00

Here, enter the details for your billing address. You can also edit the “Warn at % of Usage Cap” value here.



Billing Address

[Save](#) [Cancel](#)

We value your privacy. Your details are kept confidential and used only for correspondence with you or your organisation. (i.e. printed on your Invoice). You can find details of our privacy policy here.

Company Name	tamb
Address line 1	123 Main Rd
Address line 2	
City/Suburb	Cityville
Country	AUSTRALIA
State/Region	South Australia
Post/Zip code	5092

Warn at % of Usage Cap: 75%

Once you are happy with the details, click “Save” to save them and return to the Account Settings page.

In the Menu on the left, click “Billing Contacts”.



Account Settings

- Overview
- Support Partner
- Billing Address
- Billing Contacts**
- Payment Methods
- Payment Plan
- Payment History

Payment Plan	0 - No Plan
	Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Plan Cost	\$0.00
Plan Value	\$0.00

Here you can add new Billing Contacts and edit or delete existing ones.

To add a new contact, click “Add New”.

Enter the details as required and click “Save” to return to the previous page. Click “Cancel” to return to the previous page without saving.

The screenshot shows two side-by-side views of the application. On the left is the 'Contacts' page, which features a table with one contact entry: 'michael.bear@bgisolutions.com.au'. An 'Add New' button is highlighted with a red circle. On the right is the 'Contact Details' page, which displays a form for editing a contact. The form includes fields for 'Email Address', 'Primary Contact', 'Receive Notifications', 'First Name', 'Last Name', and 'Phone Number'. There are also checkboxes for 'Check to make this the primary contact' and 'Check to receive notifications'. 'Save' and 'Cancel' buttons are at the top of the form.

To edit the details for an existing contact or delete them, click the listed email address. Enter the new details as required and click “Save” to save and return to the previous page.

Click “Delete” to delete the contact and return to the previous page.

Click “Cancel” to return to the previous page without saving.

This screenshot is similar to the previous one but shows the 'Contact Details' form for an existing contact. The 'Email Address' field is highlighted with a red circle in the 'Contacts' view. In the 'Contact Details' view, the 'Delete', 'Save', and 'Cancel' buttons are at the top. The form fields are populated with: 'michael.bear@bgisolutions.com.au', 'Jane', 'Doe', and '0123456789'. The 'Primary Contact' and 'Receive Notifications' checkboxes are checked.

In the Menu on the left, click “Overview” to return to the Account Settings page.

The screenshot shows the 'Contacts' page with the 'Overview' menu item in the left sidebar highlighted with a red circle. The main content area shows the 'Add New' button and a table with one contact entry: 'michael.bear@bgisolutions.com.au'. The footer contains the copyright information 'Copyright © 2013-2019 www.thorapps.com' and the ThorApps logo.

SET UP OR UPDATE YOUR PAYMENT METHOD

From the Account Settings page, click “Payment Methods”

Back to Site ▶ Account Settings

Account Settings

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods**
- Payment Plan
- Payment History

- Payment Plan
- Currency
- Plan Cost
- Plan Value

0 - No Plan
Amounts are in Australian Dollars (AUD) and inclusive of local taxes.

	\$0.00
	\$0.00

Here, you can add new payment methods or edit existing ones and apply Promo Codes.

To add a new payment method, click “Add New”.

Back to Site ▶ Payment Methods

Payment Methods

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods**
- Payment Plan
- Payment History
- Invoices
- Usage History
- Back to App

Add New Apply Promo Code

Effective Date ▲ Payment Method ▼

No data available in table

First Previous Next Last

Showing 0 to 0 of 0 entries

To add a new credit card, click “Manage Credit Cards”.

Back to Site ▶ Payment Method

Payment Method

Overview

Support Partner

Billing Address Effective Date 15 May 2019

Billing Contacts

Payment Methods Payment Method Credit Card

Payment Plan

Payment History

Invoices

Usage History

Back to App

Click “Add New”.

Back to Site ▶ Credit Cards

Credit Cards

Overview

Support Partner

Billing Address

Billing Contacts

Payment Methods

Payment Plan

Payment History

Invoices

Usage History

Back to App

Card Number	Expiry
No data available in table	

First Previous Next Last

Showing 0 to 0 of 0 entries

Enter the credit card details (note: ThorApps doesn't store these details, they are securely stored by Braintree, a subsidiary of PayPal).

Back to Site ▶ Payment Method

Payment Method

Overview
Support Partner
Billing Address
Billing Contacts
Payment Method
Payment Plan
Payment History
Invoices
Usage History
Back to App

Please add and validate your credit card for recurring payments.
ThorApps payments are powered by Braintree, so we don't store your card details!

Pay with card VISA MASTERCARD AMERICAN EXPRESS

Card Number
.....

Expiration Date (MM/YY) CVV (3 digits)
MM/YY ...

Validate card

Save Cancel

Once you are happy with the details, click "Validate card" to ensure they are correct.

Back to Site ▶ Payment Method

Payment Method

Overview
Support Partner
Billing Address
Billing Contacts
Payment Methods
Payment Plan
Payment History
Invoices
Usage History
Back to App

Please add and validate your credit card for recurring payments.
ThorApps payments are powered by Braintree, so we don't store your card details!

VISA Ending in .. ✓
Visa

Save Cancel

Click "Save" to save the credit card details and return to the previous page.

Click "Cancel" to return to the previous page without saving.

In the menu on the left, click “Payment Methods”.

Back to Site ▸ Credit Cards

Credit Cards

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan
- Payment History
- Invoices
- Usage History
- Back to App

Card Number ▲	Expiry ▼
400934*****1881	04/2020

First Previous **1** Next Last

Showing 1 to 3 of 3 entries

Click “Add New”

Back to Site ▸ Payment Methods

Payment Methods

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan
- Payment History
- Invoices
- Usage History
- Back to App

Effective Date ▲	Payment Method ▼
No data available in table	

First Previous Next Last

Showing 0 to 0 of 0 entries

Set the Effective Date and select a Payment Method and Credit Card from the drop down lists.

Back to Site > Payment Method

Payment Method

Overview **Save** Cancel

Support Partner

Billing Address

Billing Contacts

Payment Method **Effective Date** 1 May 2019

Payment Plan **Payment Method** Credit Card

Payment History **Credit Card** 400934*****1881 Manage Credit Cards

Invoices

Usage History

Back to App

Once you are happy with the settings, click "Save". You will be returned to the Payment Methods page, with the new Payment Method listed.

Back to Site > Payment Methods

Payment Methods

Overview **Add New** Apply Promo Code

Support Partner

Billing Address

Billing Contacts

Payment Methods **Effective Date** 2019-05-16 **Payment Method** Credit Card

Payment Plan First Previous 1 Next Last

Payment History Showing 1 to 2 of 2 entries

Invoices

Usage History

Back to App

CHOOSE OR UPDATE YOUR PAYMENT PLAN

From the Account Settings page, in the Menu on the left, click “Payment Plan”.

[Back to Site](#) > [Account Settings](#)

Account Settings

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan**
- Payment History
- Invoices
- Usage History
- Back to App

Payment Plan	0 - No Plan
Currency	Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Plan Cost	\$0.00
Plan Value	\$0.00
Current Account Credit:	\$50.00
Support Cost:	\$0.00
Current ThorApps Month Usage Value:	\$0.16
Current Balance:	\$49.84

Here, you can add a new plan, view your plan details and rates, and apply a promo code.

To add a new plan, click “Add New”.

[Back to Site](#) > [Payment Plan](#)

Payment Plan

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan**
- Payment History
- Invoices
- Usage History
- Back to App

[Add New](#) [Plan Details](#) [Our Rates](#) [Apply Promo Code](#)

Effective Date	Plan Name	Price	Usage Cap
2019-05-01	0 - No Plan	0	0

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Choose your plan from the drop-down menu and set the effective date.

Once you are happy with the plan and effective date, click "Save" to save and return to the previous page.

Click "Cancel" to return to the previous page without saving.

[Back to Site](#) ▶ [Payment Plan](#)

Payment Plan

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan
- Payment History
- Invoices
- Usage History
- Back to App

Effective Date: May 2019

Payment Plan:

- 50 per month - 1 - Trial
- 50 per month - 1 - Trial
- 100 per month - 2 - Gold
- 200 per month - 3 - Team**
- 400 per month - 4 - Business
- 800 per month - 5 - Enterprise

[Back to Site](#) ▶ [Payment Plan](#)

Payment Plan

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan
- Payment History
- Invoices
- Usage History
- Back to App

Effective Date ▲	Plan Name ◆	Price ◆	Usage Cap ◆
2019-04-01	No Plan	0	0
2019-05-01	Team	200	220

Showing 1 to 2 of 2 entries

To edit or delete a plan, click the plans “Effective Date”.

[Back to Site](#) > [Payment Plan](#)

Payment Plan

Overview

[Support Partner](#)
[Billing Address](#)
[Billing Contacts](#)
[Payment Methods](#)
[Payment Plan](#)
[Payment History](#)
[Invoices](#)
[Usage History](#)
[Back to App](#)

Effective Date ▲	Plan Name ↕	Price ↕	Usage Cap ↕
2019-04-01	0 - No Plan	0	0
2019-05-01	3 - Team	200	220

Showing 1 to 2 of 2 entries

Here, you can delete a plan, or edit its details.

[Back to Site](#) > [Payment Plan](#)

Payment Plan

Overview

[Support Partner](#)
[Billing Address](#)
[Billing Contacts](#)
[Payment Methods](#)
[Payment Plan](#)
[Payment History](#)
[Invoices](#)
[Usage History](#)
[Back to App](#)

Effective Date

Payment Plan

Once you're happy with your changes, click “Save: to save them and return to the previous page.

Click “Cancel” to return to the previous page without saving any changes.

Click “Delete” (and then “OK” in the confirmation dialog box) to delete the plan and return to the previous page.

To view the various Plan details, click “Plan Details”.

Back to Site ▶ Payment Plan

Payment Plan

Overview **Add New** **Plan Details** Our Rates Apply Promo Code

Support Partner
Billing Address
Billing Contacts
Payment Methods
Payment Plan
Payment History Showing 1 to 1 of 1 entries
Invoices
Usage History
Back to App

Effective Date ▲	Plan Name ▼	Price ▼	Usage Cap ▼
2019-05-01	0 - No Plan	0	0

First Previous **1** Next Last

Back to Site ▶ ThorApps Payment Plans

ThorApps Payment Plans

Overview **Close**

Support Partner
Billing Address
Billing Contacts
Payment Methods
Payment Plan
Payment History
Invoices
Usage History
Back to App

Plan Name ▲	Price ▼	Usage Cap ▼
0 - No Plan	0	0
1 - Trial	50	50
2 - Solo	100	105
3 - Team	200	220
4 - Business	400	480
5 - Enterprise	800	1040

First Previous **1** Next Last

Showing 1 to 6 of 6 entries

Plan Name
This is the name we have given a plan.

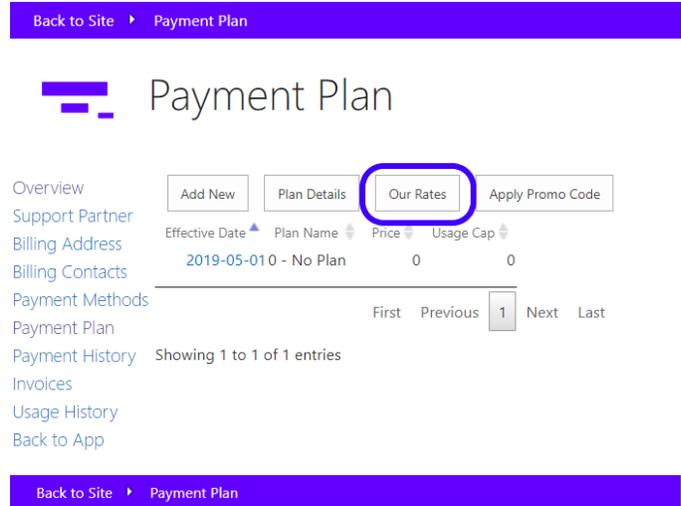
Price
This is the amount you will be charged by ThorApps for application usage during the month. Depending on the support agreement you have selected, you may also be charged for support. If you exceed the 'Usage Cap' amount (depending on your settings) your service will either be deactivated for the month, or you will be charged at the per minute rate for usage exceeding the 'usage cap'.

Usage Cap
This is the amount of usage you can consume within the month without your service being deactivated or per minute charges applying.

Click “Close” to return to the previous page.

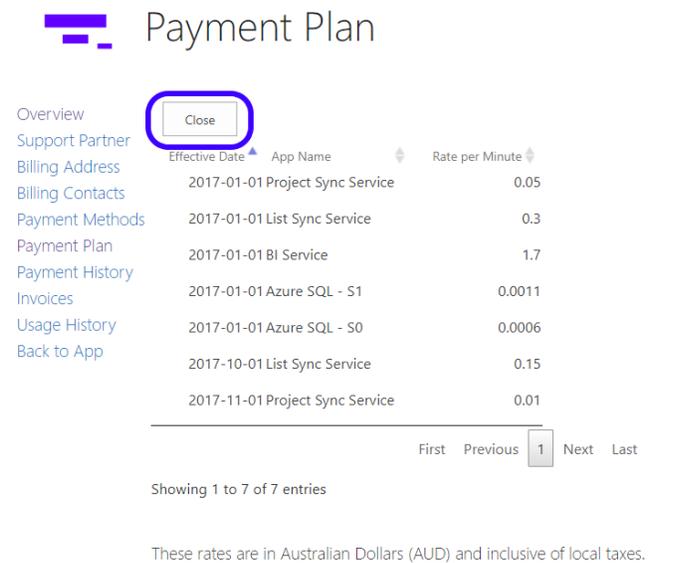
To view the usage rates for each app, click “Our Rates”.

Back to Site ▶ Payment Plan



The screenshot shows the 'Payment Plan' page with a navigation bar at the top containing 'Back to Site' and 'Payment Plan'. Below the navigation bar is a header with the Thorapps logo and the title 'Payment Plan'. On the left side, there is a vertical menu with links: Overview, Support Partner, Billing Address, Billing Contacts, Payment Methods, Payment Plan, Payment History, Invoices, Usage History, and Back to App. The main content area has a sub-header with 'Add New', 'Plan Details', 'Our Rates' (circled in red), and 'Apply Promo Code'. Below this is a table with columns: Effective Date, Plan Name, Price, and Usage Cap. The table contains one row: 2019-05-010 - No Plan, 0, 0. At the bottom of the table are navigation links: First, Previous, 1, Next, Last. Below the table, it says 'Showing 1 to 1 of 1 entries'.

Back to Site ▶ Payment Plan



The screenshot shows the 'Payment Plan' page with a navigation bar at the top containing 'Back to Site' and 'Payment Plan'. Below the navigation bar is a header with the Thorapps logo and the title 'Payment Plan'. On the left side, there is a vertical menu with links: Overview, Support Partner, Billing Address, Billing Contacts, Payment Methods, Payment Plan, Payment History, Invoices, Usage History, and Back to App. The main content area has a sub-header with 'Close' (circled in red), 'Add New', 'Plan Details', 'Our Rates', and 'Apply Promo Code'. Below this is a table with columns: Effective Date, App Name, and Rate per Minute. The table contains seven rows of data. At the bottom of the table are navigation links: First, Previous, 1, Next, Last. Below the table, it says 'Showing 1 to 7 of 7 entries'. At the bottom of the page, there is a note: 'These rates are in Australian Dollars (AUD) and inclusive of local taxes.'

Click “Close” to return to the previous page.

To apply a promo code, click “Apply Promo Code”.

[Back to Site](#) ▶ [Payment Plan](#)

Payment Plan

Overview

Support Partner

Billing Address

Billing Contacts

Payment Methods

Payment Plan

Payment History

Invoices

Usage History

[Back to App](#)

Effective Date	Plan Name	Price	Usage Cap
2019-05-01	0 - No Plan	0	0

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Enter your code and click “Apply” to apply the code and return to the Account Settings page.
Click “Cancel” to return to the Account Settings page without applying a code.

[Back to Site](#) ▶ [Apply Promotion Code](#)

Apply Promotion Code

Overview

Support Partner

Billing Address

Billing Contacts

Payment Methods

Payment Plan

Payment History

Invoices

Usage History

[Back to App](#)

Promotion Code

Click “Overview” in the Menu on the left to return to the Account Settings page.

VIEW YOUR PAYMENT HISTORY AND INVOICES

To view your payment history, in the menu on the left, click “Payment History”.

Back to Site ▶ Account Settings

Account Settings

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan
- Payment History**
- Invoices
- Usage History
- Back to App

Payment Plan	0 - No Plan
Currency	Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Plan Cost	\$0.00
Plan Value	\$0.00
Current Account Credit:	\$50.00
Support Cost:	\$0.00
Current ThorApps Month Usage Value:	\$0.16
Current Balance:	\$49.84

To filter the results to those within a date range, enter the dates and click “Apply Filter”.

Back to Site ▶ Payment History

Payment History

- Overview
- Support Partner
- Billing Address
- Billing Contacts
- Payment Methods
- Payment Plan
- Payment History
- Invoices
- Usage History
- Back to App

Ranging From 1 May 2019 9 30 To 15 May 2019 9 30

Transaction Date Type Amount

No data available in table

First Previous Next Last

Showing 0 to 0 of 0 entries

To view your Invoices, click “Invoices” in the Menu on the left.

Account Settings

Overview	Payment Plan	0 - No Plan
Support Partner		Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Billing Address	Currency	
Billing Contacts		
Payment Methods	Plan Cost	\$0.00
Payment Plan	Plan Value	\$0.00
Payment History		
Invoices	Current Account Credit:	\$50.00
Usage History	Support Cost:	\$0.00
Back to App	Current ThorApps Month Usage Value:	\$0.16
	Current Balance:	\$49.84

To filter the results to those within a date range, enter the dates and click “Apply Filter”.

Invoices

Overview Invoice History

Support Partner Ranging From 1 May 2019 9 30

Billing Address To 15 May 2019 9 30 Apply Filter

Billing Contacts

Payment Methods Invoice Number Invoice Date Amount

Payment Plan No data available in table

Payment History First Previous Next Last

Invoices

Usage History Showing 0 to 0 of 0 entries

Back to App

Click “Overview” in the menu on the left to return to the Account Settings page.

VIEW YOUR USAGE HISTORY

To view your Usage History, click “Usage History” in the menu on the left.

[Back to Site](#) ▸ [Account Settings](#)

Account Settings

Overview	Payment Plan	0 - No Plan
Support Partner		Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Billing Address	Currency	
Billing Contacts		
Payment Methods	Plan Cost	\$0.00
Payment Plan	Plan Value	\$0.00
Payment History		
Invoices	Current Account Credit:	\$50.00
Usage History	Support Cost:	\$0.00
Back to App	Current ThorApps Month Usage Value:	\$0.16
	Current Balance:	\$49.84

You can filter the results by App, by date range, or by Environment.

[Back to Site](#) ▸ [Usage Report](#)

Usage Report

Overview | **included App** | All | Ranging From | 1 | May | 2019 | Environment | All | [Apply Filter](#)

To | 16 | May | 2019

Usage Date (UTC)	Environment	App Name	Rate	Total Minutes	Cost	Row Count
No data available in table						

Showing 0 to 0 of 0 entries

Filtered Usage Value: \$0.00

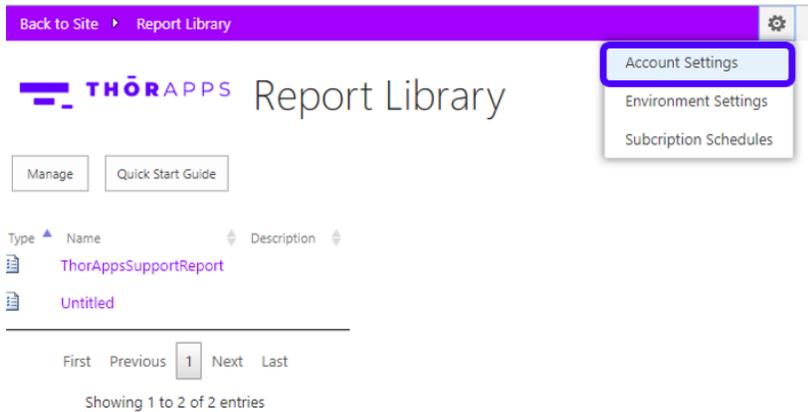
Amounts are in Australian Dollars (AUD) and inclusive of local taxes.

Click “Overview” in the menu on the left to return to the Account Settings page.

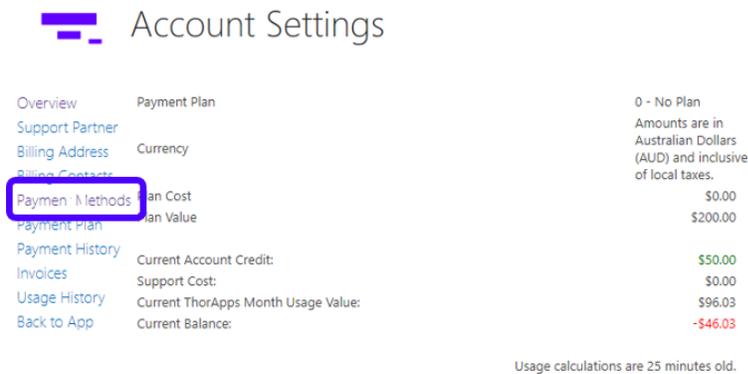
HOW TO APPLY A PROMO CODE

Open a browser and navigate to the SharePoint Online site collection containing the app.

In the Quick Launch menu on the left, click “Site Contents”. Alternatively, click the cog icon in the upper right and select “Site Contents”.



On the left side menu, choose the “Payment Methods” option.



Click on “Apply Promo Code”.

Payment Methods

Overview

Support Partner

Billing Address

Billing Contacts

Payment Methods

Payment Plan

Payment History

Invoices

Usage History

Back to App

Add New

Apply P. or 10 Code

Effective Date

Payment Method

No data available in table

First Previous Next Last

Showing 0 to 0 of 0 entries

Open your email or get your printed promo code. Copy or type the code.

Step 2: Apply your code

9d84adf2-4741-4105-9249-658796d9fd9c

Copy the code and paste it into the "Promotion Code" field for "9d84adf2-4741-4105-9249-658796d9fd9c"

extra \$50 credit

Ask Cortana about "9d84adf2-4741-4105-9249-658796d9fd9c"

Read aloud

Don't wait! This offer expires on 4th of Oct. Check our website to learn more about our offers.

Copy

Translate text

Inspect element

Thanks,
The ThorApps team

This is an occasional email to help you get the most out of ThorApps.
You received this email because you are subscribed to Website Security (OW) communications.
This promotional offer can only be used once, but cannot be sold or bartered.

Apply the code on the “Promotion Code” field.

Click “Apply”.

Apply Promotion Code

Overview

Support Partner

Billing Address

Billing Contacts

Payment Methods

Payment Plan

Payment History

Invoices

Usage History

Back to App

Apply

Cancel

Promotion Code

4105-9249-658796d9fd9c

Your current account credit will then be updated.

Account Settings

Overview	Payment Plan	0 - No Plan
Support Partner		Amounts are in Australian Dollars (AUD) and inclusive of local taxes.
Billing Address	Currency	
Billing Contacts		
Payment Methods	Plan Cost	\$0.00
Payment Plan	Plan Value	\$200.00
Payment History	Current Account Credit:	\$51.00
Invoices	Support Cost:	\$0.00
Usage History	Current ThorApps Month Usage Value:	\$96.38
Back to App	Current Balance:	-\$45.38

Usage calculations are 0 minutes old.

ANY QUESTIONS?

Contact our team of specialists at info@thorapps.com.