# PURCHASING

# GUIDE

# THORAPPS ONLINE SERVICES

Copyright © 2013-2019
www.thorapps.com

THŌRAPPS

## 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.

Copyright © 2013-2019
www.thorapps.com

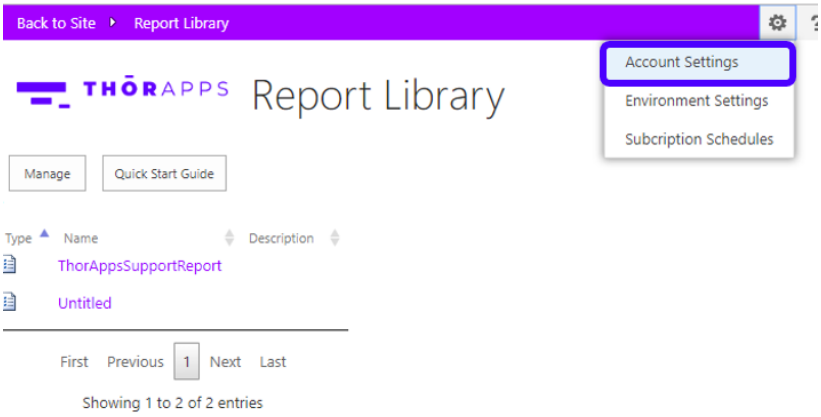
## PREREQUISITES

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

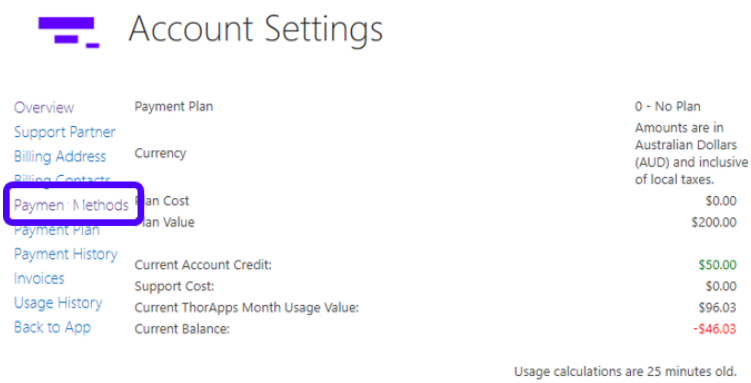
## HOW TO APPLY A PROMO CODE

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”.

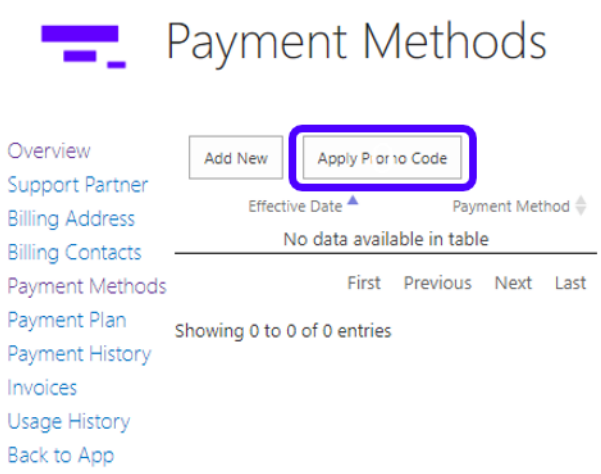



On the left side menu, choose the “Payment Methods” option.

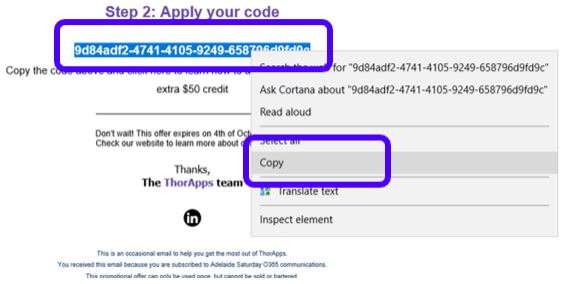
Copyright © 2013-2019
www.thorapps.com




Click on “Apply Promo Code”.



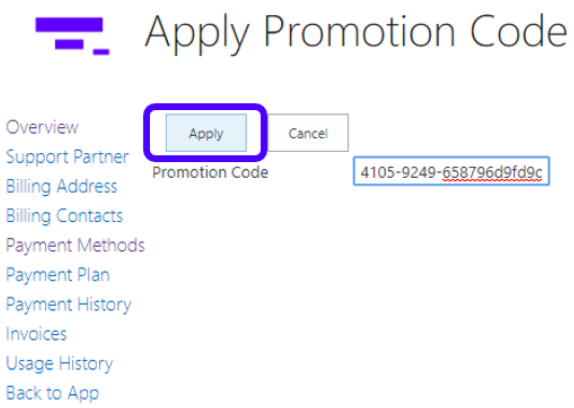

Open your email or get your printed promo code. Copy or type the code.



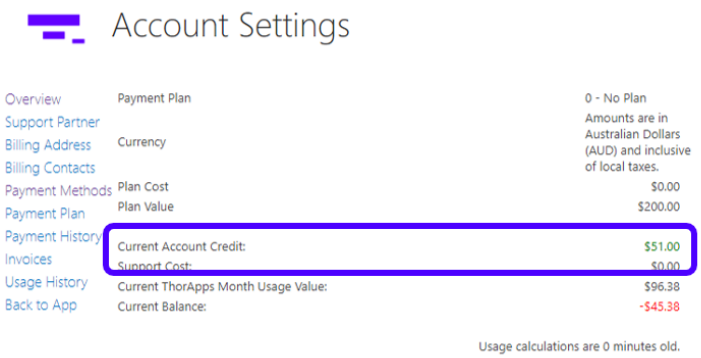

Apply the code on the “Promotion Code” field.

Click “Apply”.

Copyright © 2013-2019
www.thorapps.com



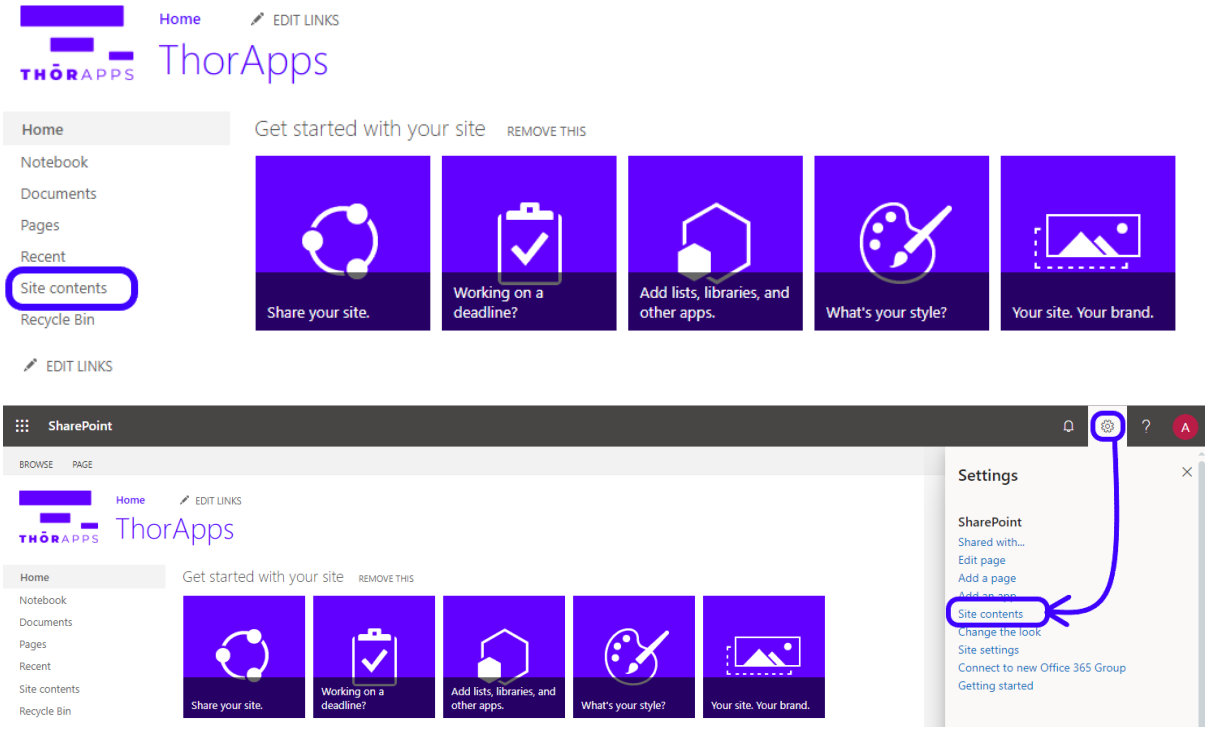

Your current account credit will then be updated.



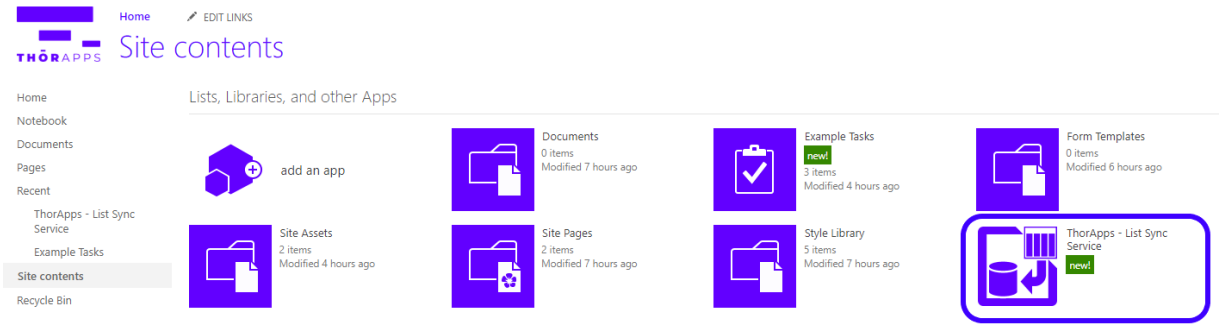

## HOW TO PAY FOR A SERVICE SUBSCRIPTION

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”.

Copyright © 2013-2019
www.thorapps.com

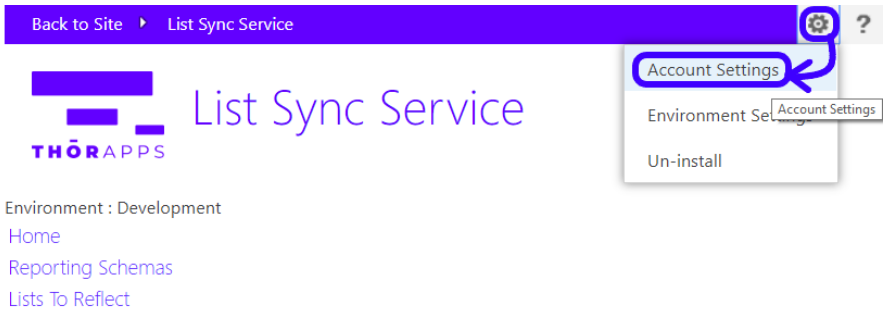



Click on the app icon.

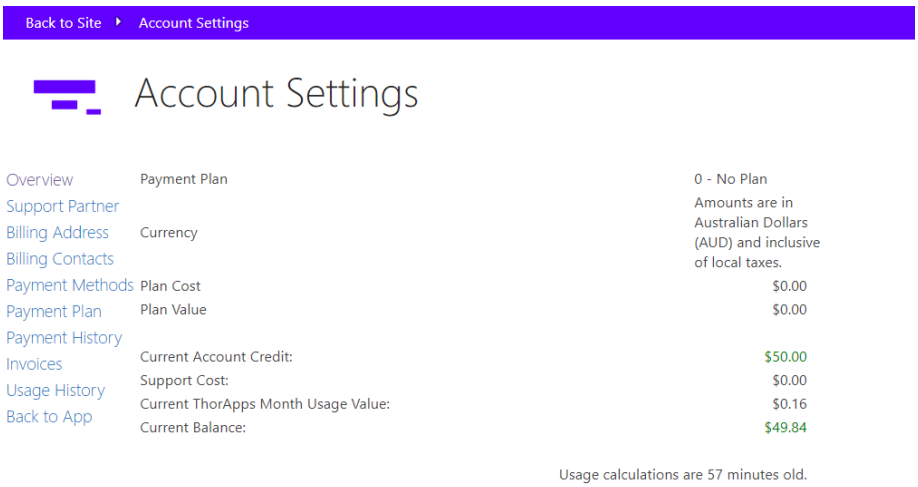



Click on the cog icon in the upper right and select “Account Settings”

Copyright © 2013-2019
www.thorapps.com



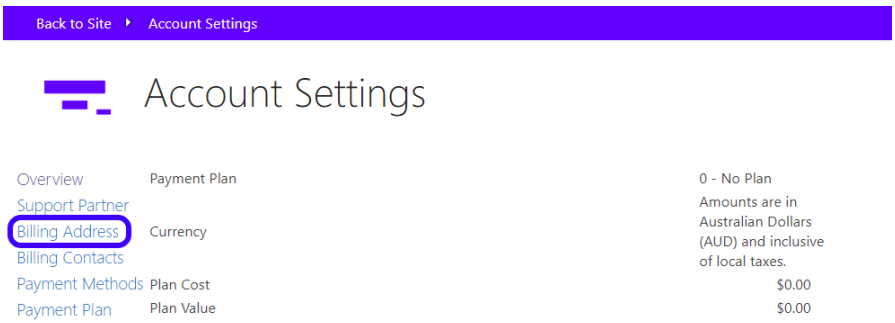

You will be presented with the Account Settings page.



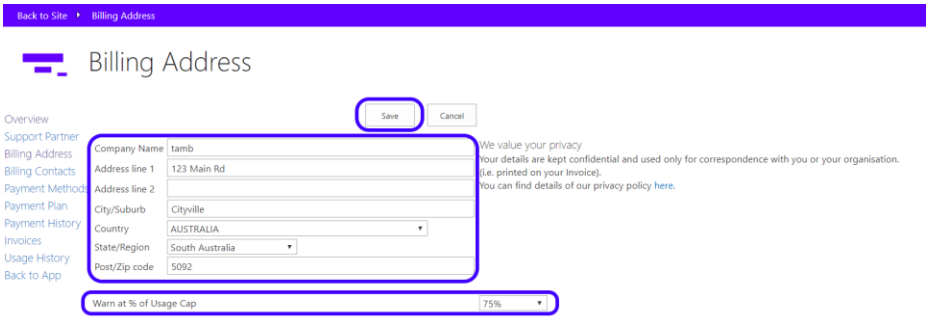

Copyright © 2013-2019
www.thorapps.com

# SET UP YOUR BILLING DETAILS

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

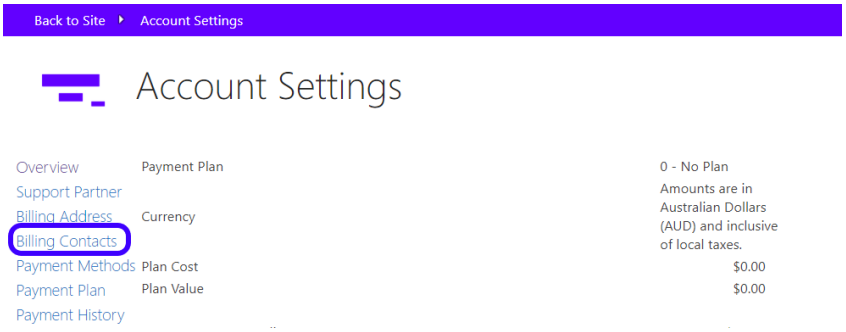



Here, enter the details for your billing address. You can also edit the “Warn at % of Usage Cap” value here.




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”.

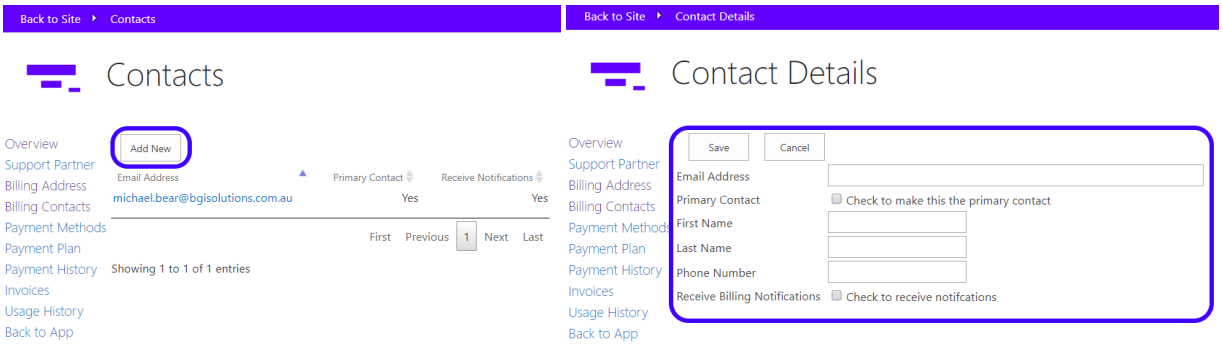



Copyright © 2013-2019
www.thorapps.com

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 pace without saving.

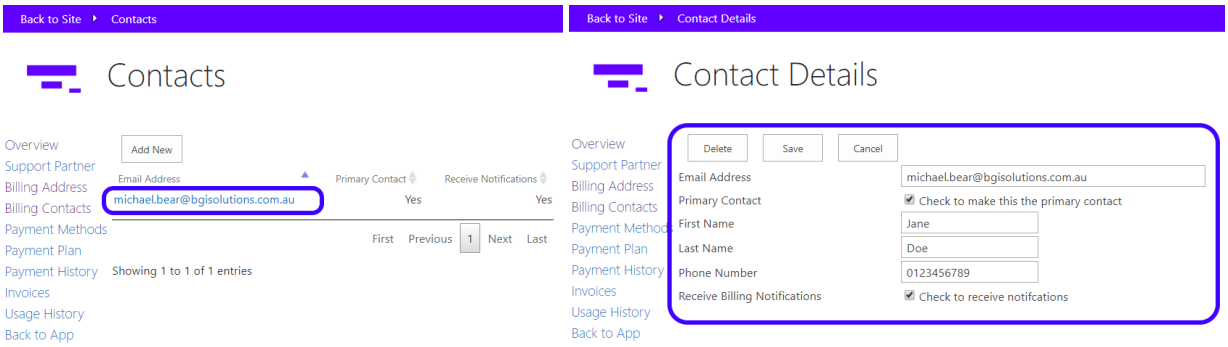



To edit the details for an existing contact or delete them, click the listed email address.

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.

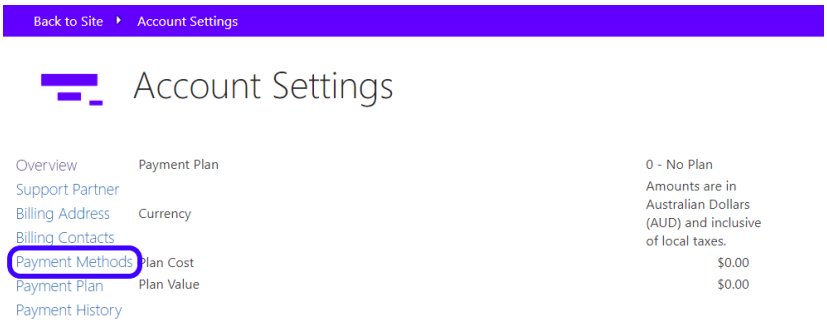



In the Menu on the left, click “Overview” to return to the Account Settings page.

Copyright © 2013-2019
www.thorapps.com

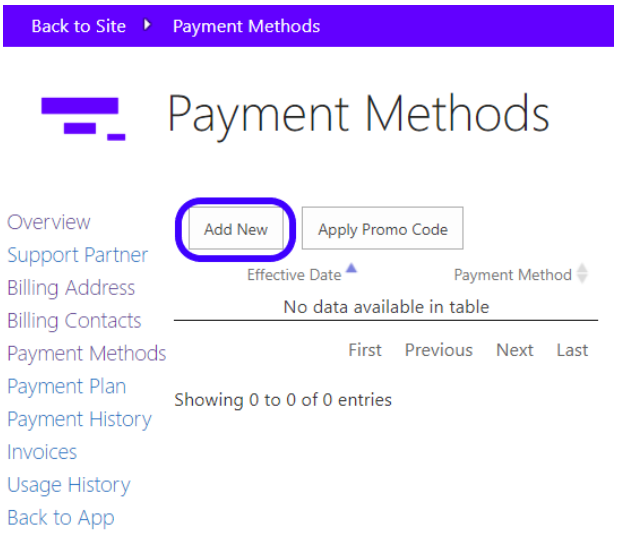
# SET UP OR UPDATE YOUR PAYMENT METHOD

From the Account Settings page, click “Payment Methods”



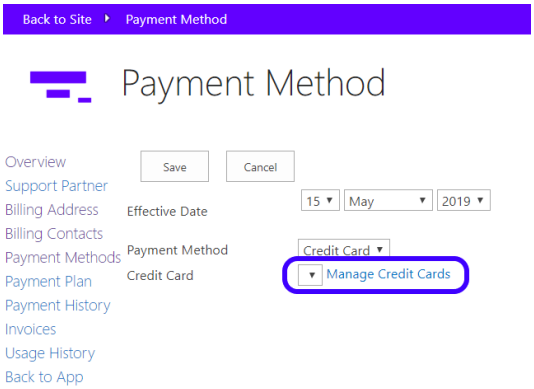

Here, you can add new payment methods or edit existing ones and apply Promo Codes.

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

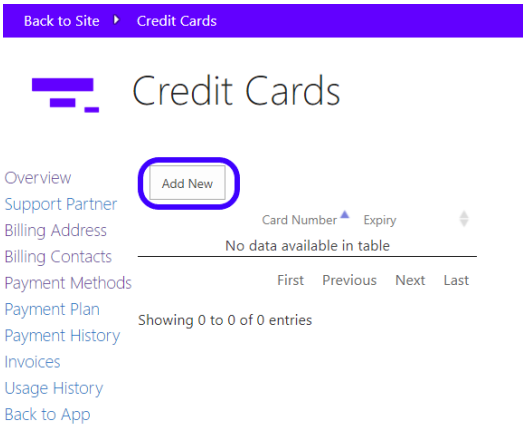



Copyright © 2013-2019
www.thorapps.com

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

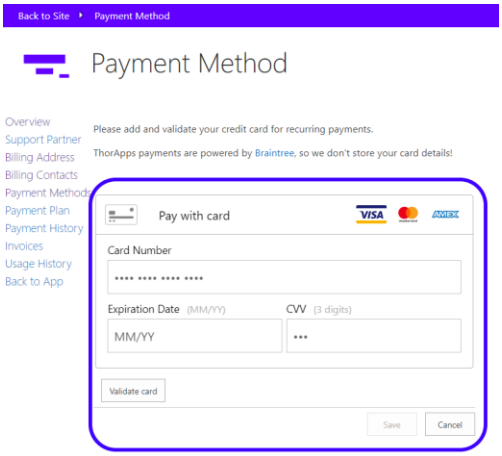



Click “Add New”.

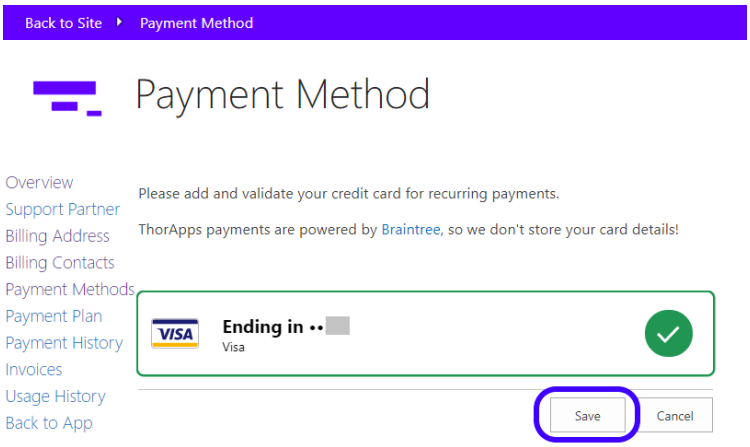



Copyright © 2013-2019
www.thorapps.com

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




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

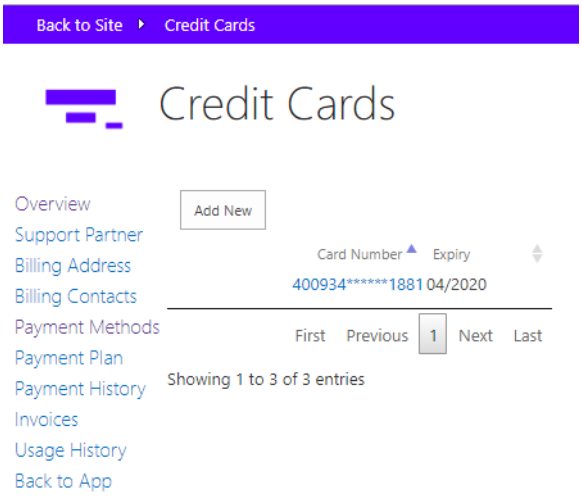



Click "Save" to save the credit card details and return to the previous page.

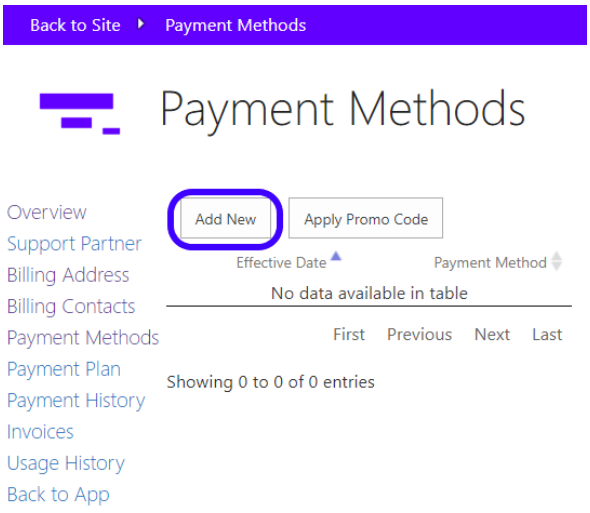
Click "Cancel" to return to the previous page without saving.

Copyright © 2013-2019
www.thorapps.com

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

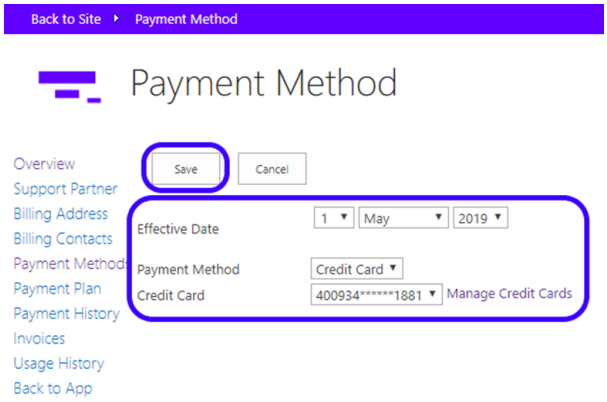



Click “Add New”

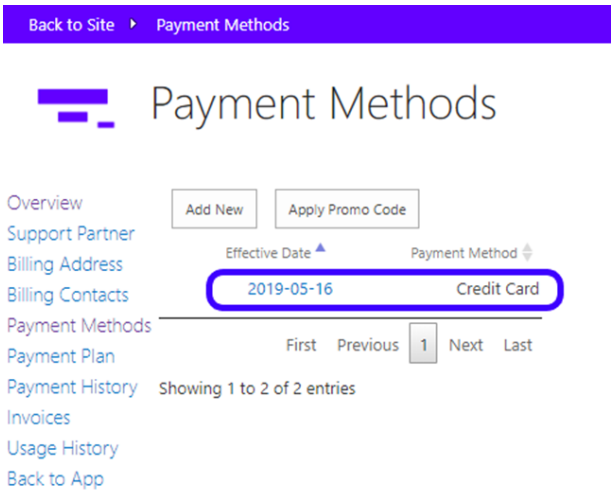



Copyright © 2013-2019
www.thorapps.com

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



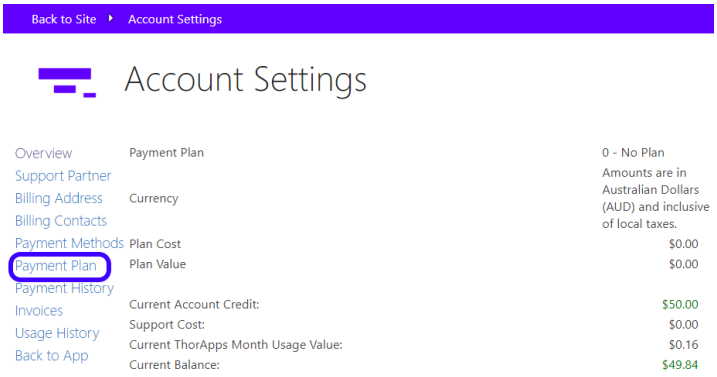

Once you are happy with the settings, click “Save”. You will be returned to the Payment Methods page, with the new Payment Method listed.




Copyright © 2013-2019
www.thorapps.com

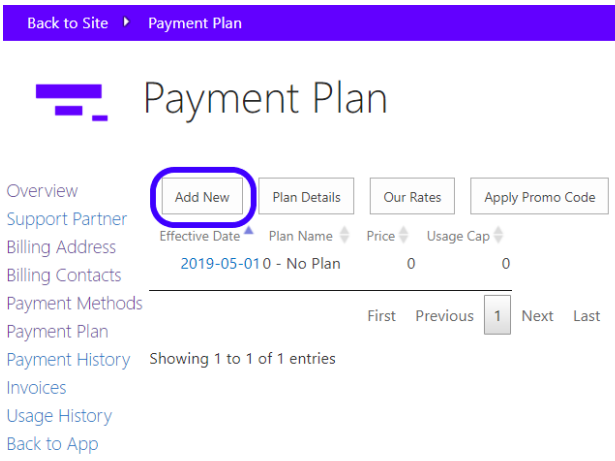
## CHOOSE OR UPDATE YOUR PAYMENT PLAN

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




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”.

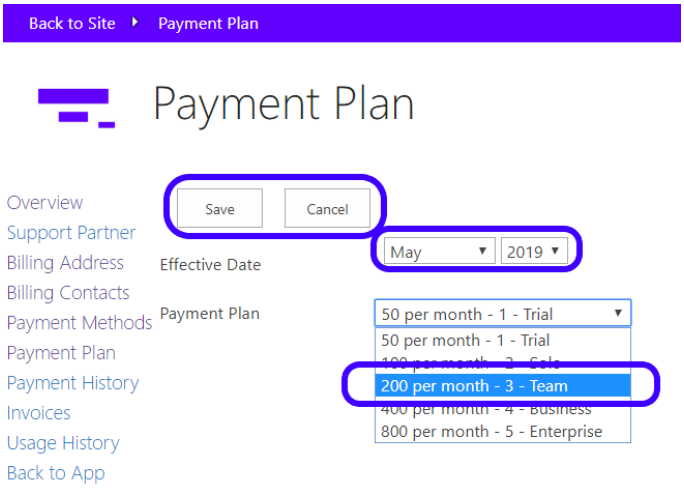


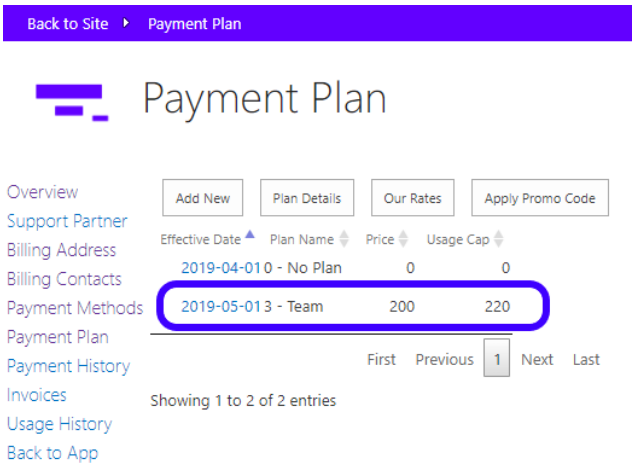

Copyright © 2013-2019
www.thorapps.com

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.

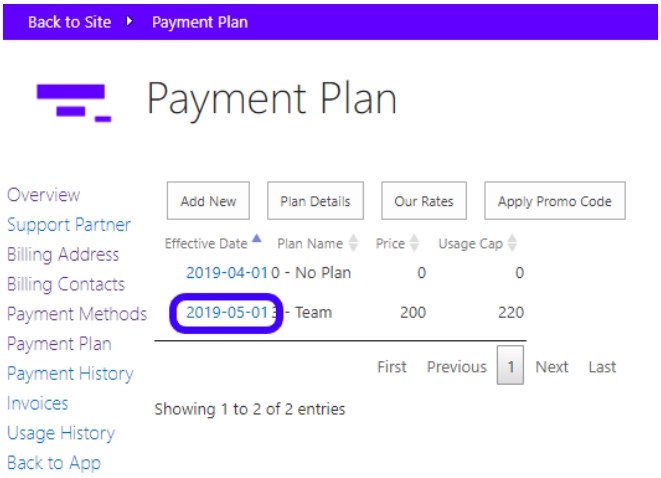
Click “Cancel” to return to the previous page without saving.



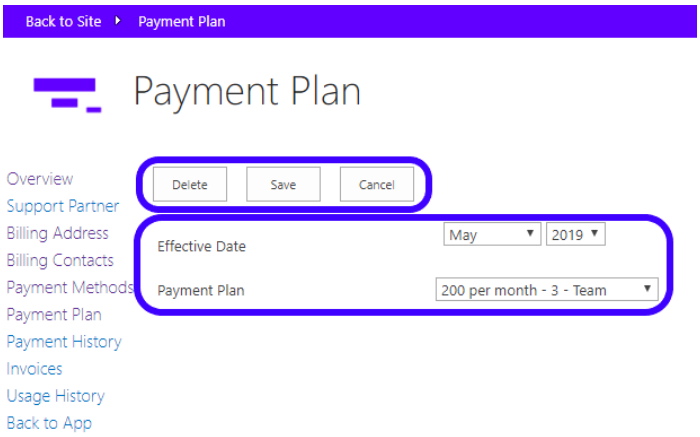




Copyright © 2013-2019
www.thorapps.com

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



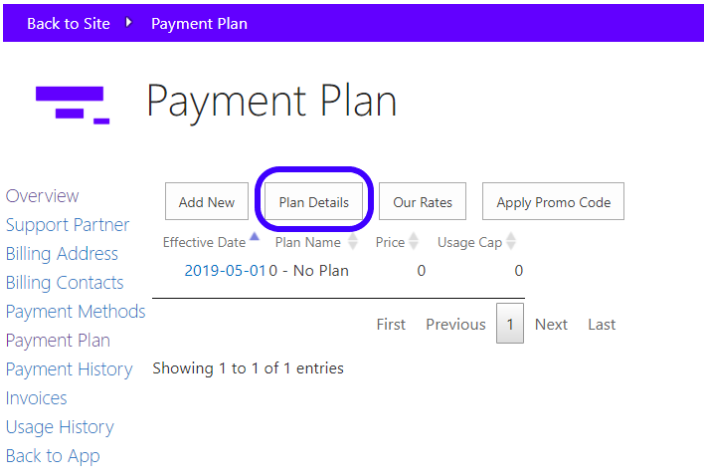

Here, you can delete a plan, or edit its details.

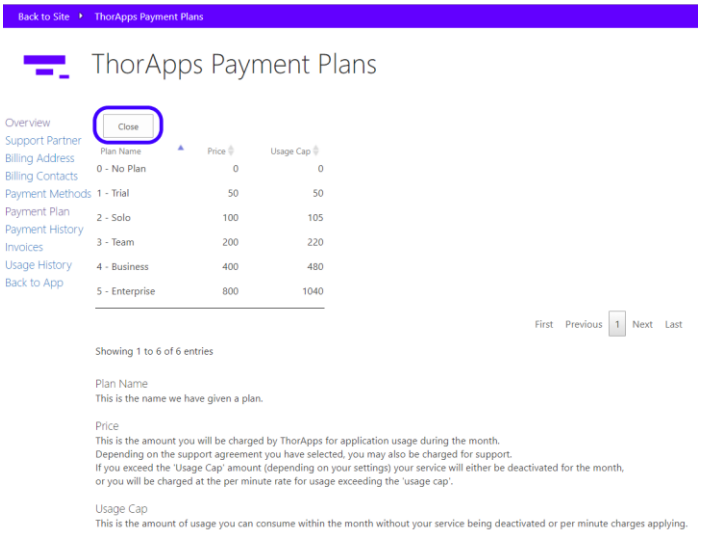



Once you’re happy with your changes, click “Save: to save them and return to the previous page.
Click “Cancel” to return to the previous page without saving any changes.
Click “Delete” (and then “OK” in the confirmation dialog box) to delete the plan and return to the previous page.

Copyright © 2013-2019
www.thorapps.com

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

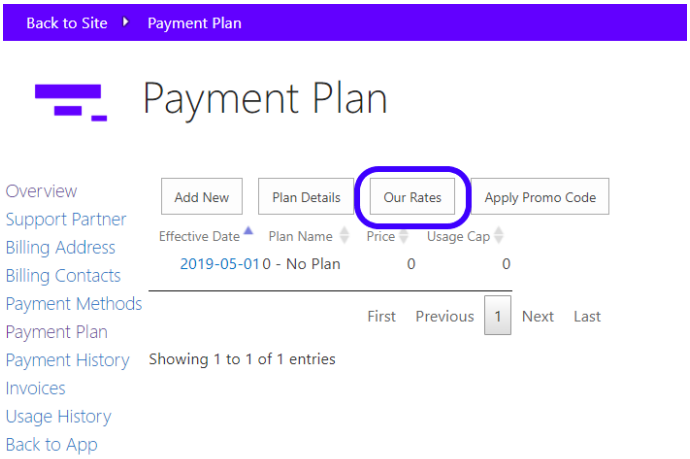


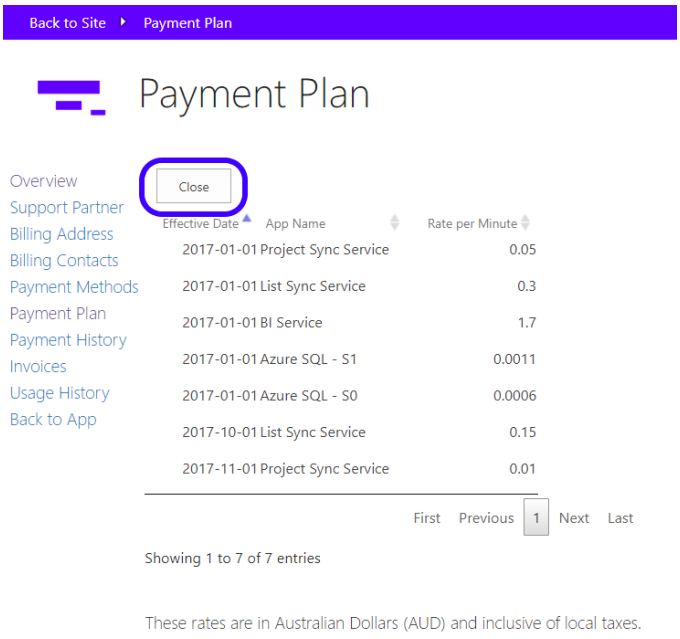




Click “Close” to return to the previous page.

Copyright © 2013-2019
www.thorapps.com

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

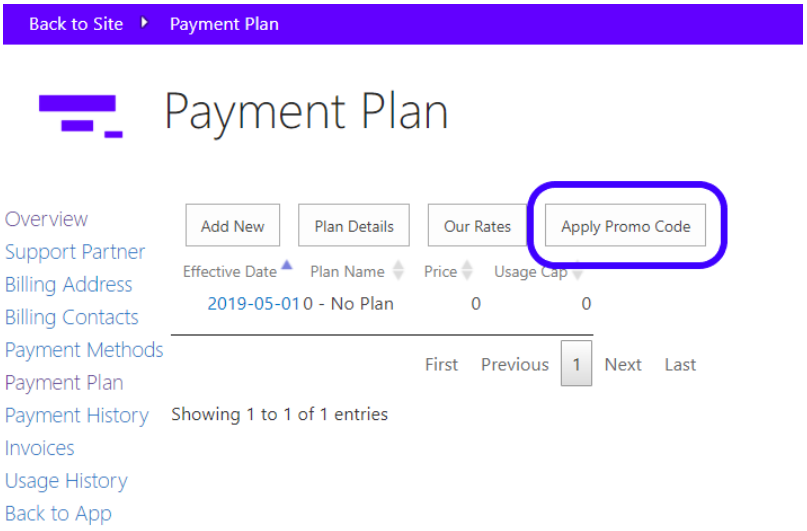


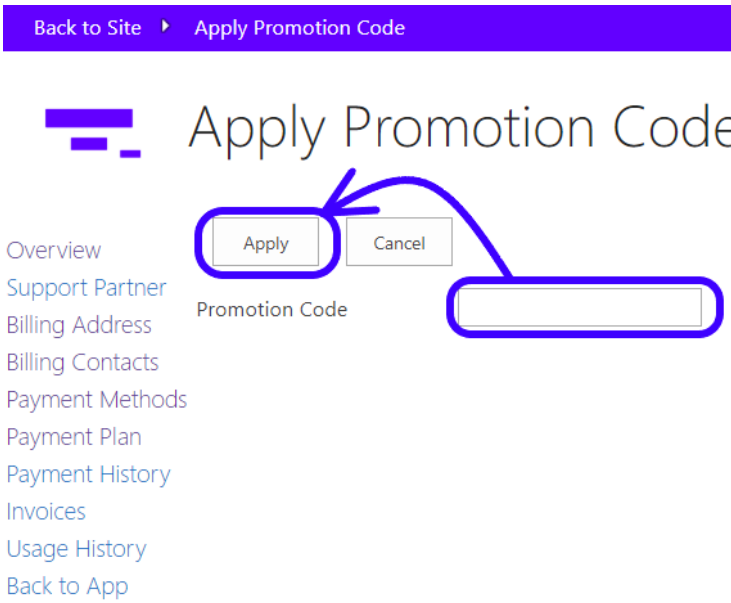

Click “Close” to return to the previous page.

Copyright © 2013-2019
www.thorapps.com

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




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.

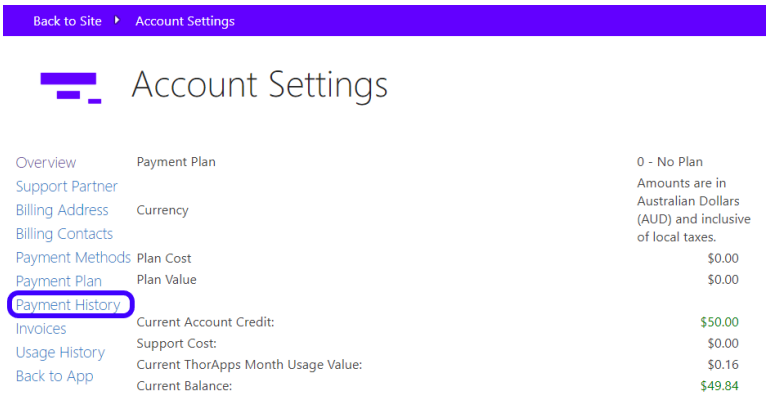



Click “Overview” in the Menu on the left to return to the Account Settings page.

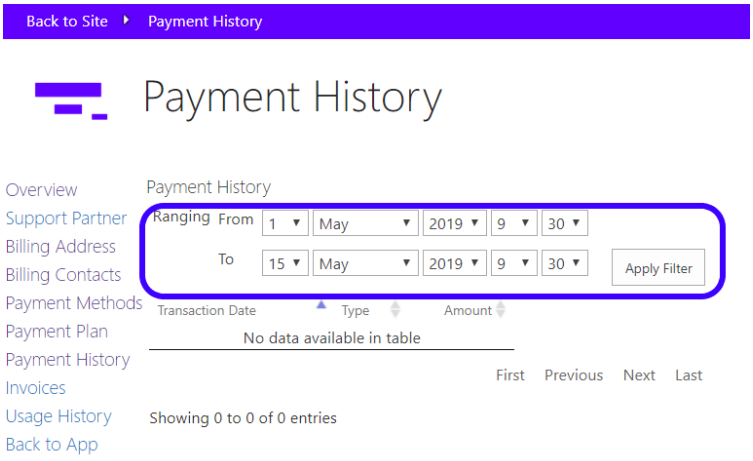
Copyright © 2013-2019
www.thorapps.com

# VIEW YOUR PAYMENT HISTORY AND INVOICES

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

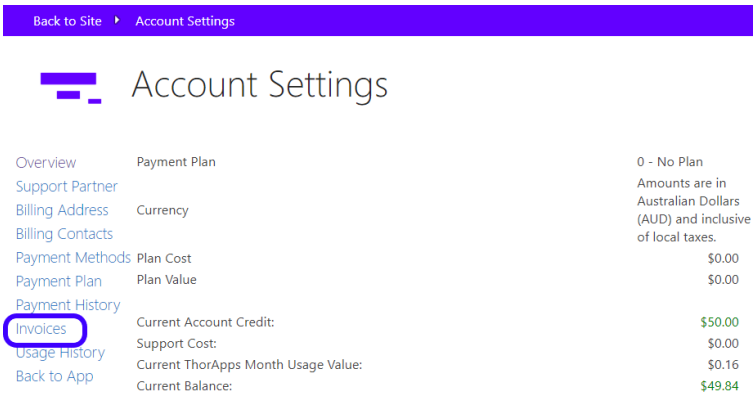



To filter the results to those within a date range, enter the dates and click “Apply Filter”.

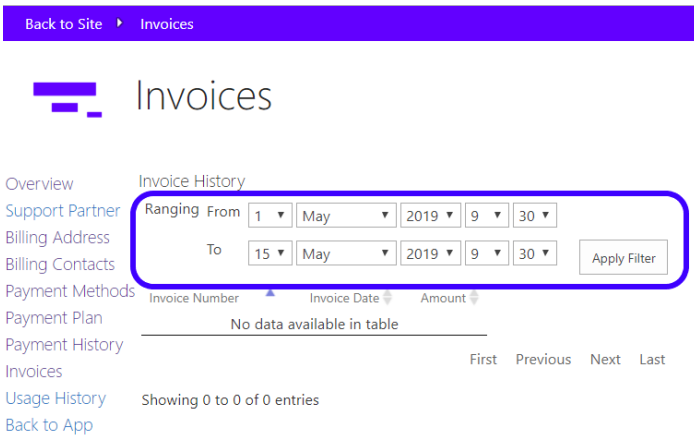



To view your Invoices, click “Invoices” in the Menu on the left.

Copyright © 2013-2019
www.thorapps.com




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

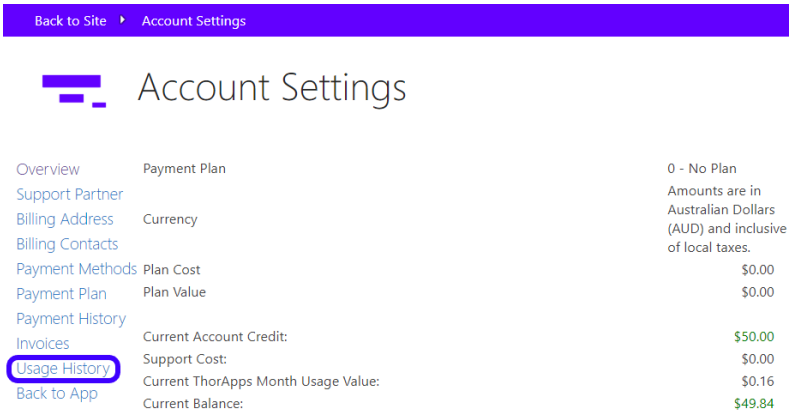



Click “Overview” in the menu on the left to return to the Account Settings page.

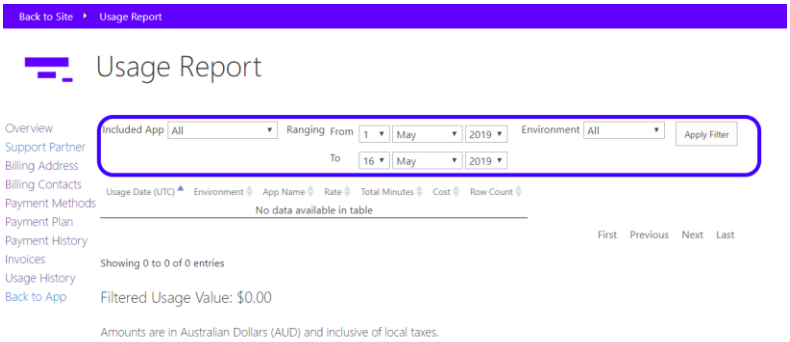
Copyright © 2013-2019
www.thorapps.com

## VIEW YOUR USAGE HISTORY

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




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




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

## ANY QUESTIONS?

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

Copyright © 2013-2019
www.thorapps.com

THŌRAPPS