

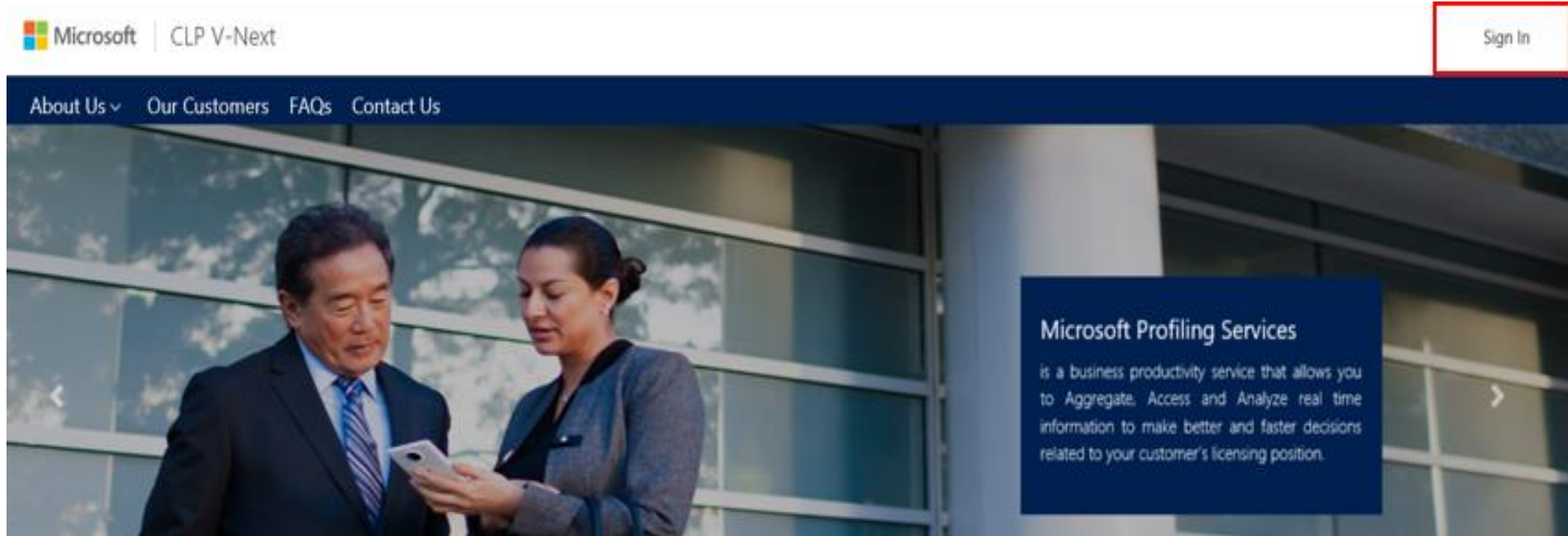
Getting Started with Profiling Services

Queries – MLSHelp@microsoft.com



Introduction

Profiling Services Portal

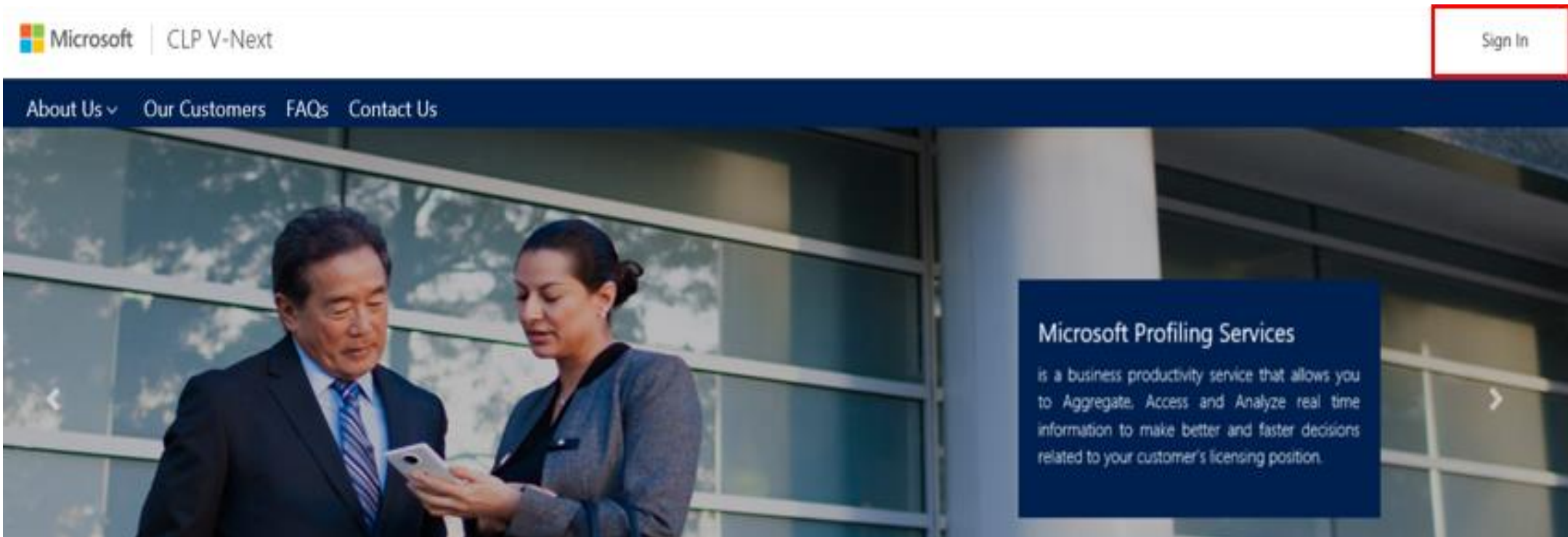


Profiling Services Portal provides a single stop solution for managing MLS requirements. It provides features like Requesting MLS, Downloading MLS, Managing users, Purchasing MLS Credits. Tracking and monitoring the requests and access to historic data.

Getting Started

Step 1 : Sign In to Profiling Services Portal

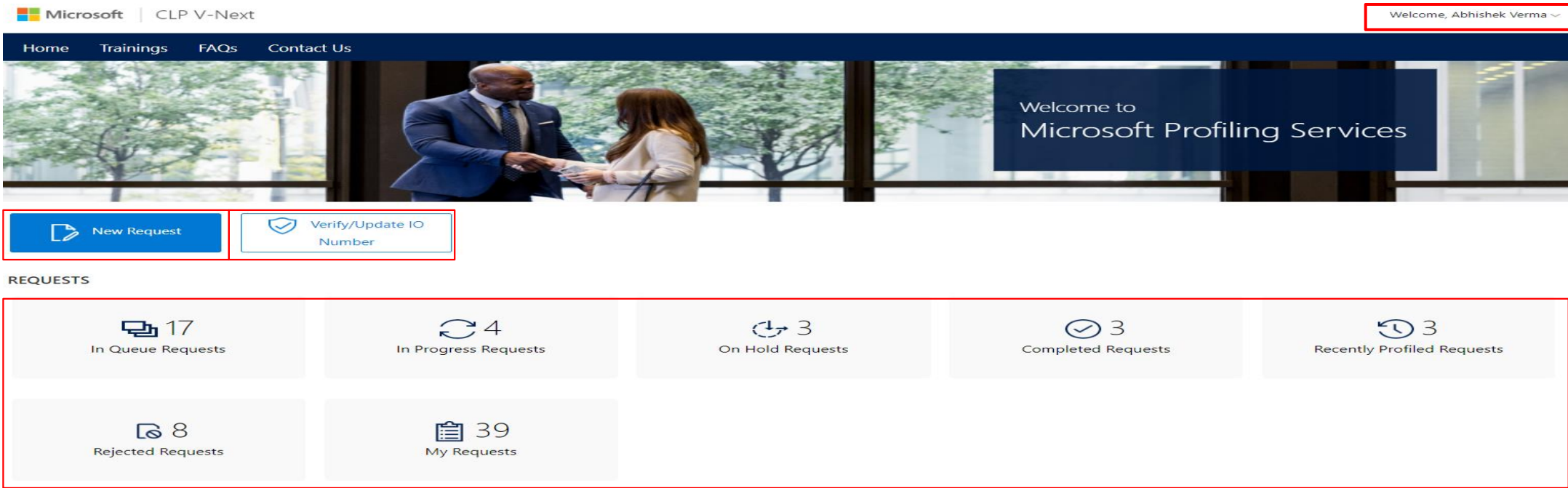
1. Open Profiling Services Portal using <https://reqmls.microsoft.com>.
2. Click on the Sign In button or hit "Enter" key to login Profiling Services Portal.
3. The registered AAD credentials will be used for login.



4. After logging in to the **Profiling Services Portal**, you will land on the Home Page or the Dashboard of the Portal.

You will be displayed **5 different sections** at the Dashboard:

- My Preferences
- Raising new MLS Request
- Update/Verify IO Number
- Request Monitoring
- Managing Users



Walkthrough

[Walkthrough](#)

Provides a quick glance of the Status of the queue and allows Requesting or Downloading MLS.

[Request New MLS](#)

Guides through the process of submitting a new MLS request.

[Download MLS](#)

Guides through the process of Downloading MLS reports.

[Monitoring Requests](#)

Track the existing requests in the queue.

Walkthrough

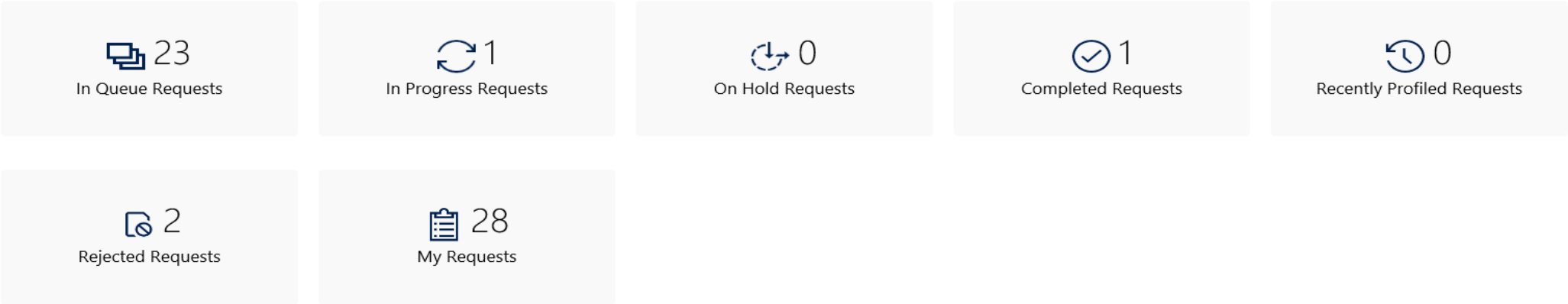
Step 2 : Exploring the Dashboard

- 1. Access the Dashboard to Request New MLS. Please refer training “**Request New MLS**” for the complete guidelines.



- 2. Access the Dashboard to Access multiple tiles to monitor requests raised by you or your team under different statuses.

REQUESTS



Walkthrough

Step 3 : My Preferences

Click on Name Card on the top-right corner of the page, to see My Preferences menu.

You can view your personal information and set Email Preferences for notifications related to the progress of your requests and status of the team. You can also select the preferred language for future requests.

My Preferences

First Name	Last Name
Abhimanyu	Chauhan
User Name	Country
abhimanyu.chauhan@capgemini.com	Belize
MLS Language*	
English (United States)	
☐ Would you like to receive email notification with details of MLS request you submit?	
☐ Would you like to receive email notification when your MLS is available for download?	
☐ Would you like to receive email notification when status of your request is changed to In Progress, On Hold or Rejected?	
☐ Would you like to receive updates, newsletters or satisfaction survey invites?	
☐ Would you like to send email notification on 'Activate' or 'De-Activate' requestor?	
☐ Would you like to receive email notification when someone from your team Submits a request for 'New MLS' ?	
Group View	
☒ Would you like to enable group view for the Organisation?	
Save	

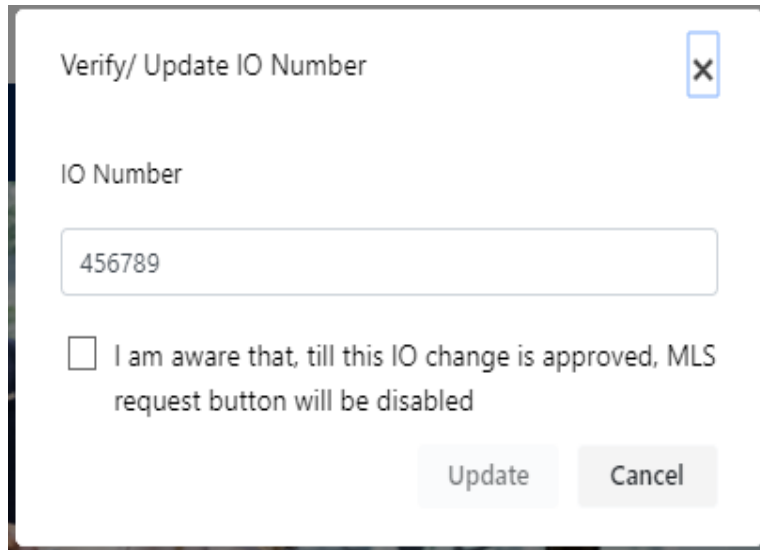
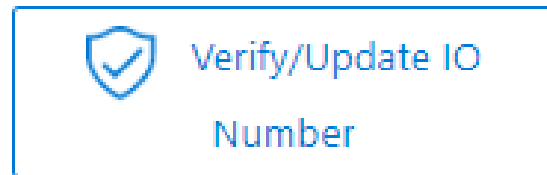
** Please contact mlshelp@microsoft.com in case you wish to update your Name or Contact details.



Walkthrough

Step 4 : Verify/Update IO Number

IO Number can be updated by the user in case of any changes. The change request can be filled in a form present in the portal itself and approved by the Budget Owner or Helpdesk personnel. The following steps must be followed in case of any IO update is required:

A pop-up form titled "Verify/ Update IO Number" with a close button (X) in the top right corner. Inside the form, there is a label "IO Number" above a text input field containing the value "456789". Below the input field is a checkbox with the text "I am aware that, till this IO change is approved, MLS request button will be disabled". At the bottom of the form are two buttons: "Update" and "Cancel".

- Click on Verify/Update IO Number tile.
- A new Pop-Up will open asking for IO Number
- Provide the new IO number, you wish to update in the Pop-Up
- Once provided, click on the check and select Update button.
- After that the request will be sent for approval
- Until approved, user will not be able to raise New MLS Request

Request New MLS

1 : Submit MLS Request

1. To submit a Microsoft License Statement request, click on Request New MLS.



2. MLS Request Form will be available after clicking Request New MLS
 - Select Type of MLS Request – Single or Bulk Request
 - Select **Single**
 - Fill in all the mandatory details
 - Select the IO Number
 - Click on the Check Box for including Power BI reporting (if needed)
 - Click on the Terms & Conditions link to read
 - Click on the Check Box for accepting the Terms & Conditions
 - Click on the Submit button to raise a new MLS request

Request New MLS

Customer's Organization Name*

Customer's Head Quarters Organization Address

Country*

Select Country

State/Province

Select State

City

Zip/Post Code

Customer's Organization Website URL

Language*

English (United States)

Scope of MLS Request*

Select Subsidiaries

Customer

Existing Customer

New Customer

LOA Attachments*

[Add Attachment](#)

Special Instructions

☐ Include MLS Reporting View on PowerBI ⓘ

☐ I have read and agree to the [Terms & Conditions](#) *

Submit

Cancel

Request New MLS

1 : Submit MLS Request

Exceptions

The request falls under exception management process and user is contacted:

- If any mandatory field is left blank
- If IO Number is not selected
- If Customer Website is not provided in proper format (www.company.com)
- If Terms & Conditions are not read and check box is not checked

Select Customer as Existing or New, as per the history of MLS request raised for a customer. You may select New Customer, if you do not have a prior history.

Request New MLS

Customer's Organization Name*

Customer's Head Quarters Organization Address

Country*

Select Country

State/Province

Select State

City

Zip/Post Code

Customer's Organization Website URL

Language*

English (United States)

Scope of MLS Request*

Select Subsidiaries

Customer

Existing Customer

New Customer

LOA Attachments*

Add Attachment

Special Instructions

☐ Include MLS Reporting View on PowerBI

☐ I have read and agree to the [Terms & Conditions](#)

Submit

Cancel

Request New MLS

1 : Submit MLS Request

1. To submit a Bulk request, click on Request New MLS.



2. MLS Request Form will be available after clicking Request New MLS
 - Select Type of MLS request - **Bulk**
 - Select the IO Number
 - **Download the Bulk Request Template**
 - **Fill all the mandatory fields**
 - **Upload Bulk Request Template**
 - Click on the Check Box for including Power BI reporting (if needed)
 - Click on the Terms & Conditions link to read
 - Click on the Check Box for accepting the Terms & Conditions
 - Click on the Submit button to raise a new MLS request

Request New MLS

Type of MLS Request
Bulk

IO Number*
Select IO Number

Language*

Scope of MLS Request*
Select Subsidiaries

Special Instructions

Steps

1. Download [Bulk Request Template](#)
2. Update all mandatory fields in Excel file.
3. Upload the updated Bulk Request Template.*

Upload the updated Bulk Request Template

☐ Include MLS Reporting View on PowerBI

☐ I have read and agree to the [Terms & Conditions](#) *

Submit Cancel

Request New MLS

1 : Submit MLS Request

Exceptions

The request falls under exception management process and user is contacted:

- If any mandatory field is left blank
- If IO Number is not selected
- If Bulk request Template is not filled correctly
- If Bulk request Template is not uploaded
- If Terms & Conditions are not read and check box is not checked

Request New MLS

Type of MLS Request
Bulk

IO Number*
Select IO Number

Language*

Scope of MLS Request*
Select Subsidiaries

Special Instructions

Steps

1. Download [Bulk Request Template](#)
2. Update all mandatory fields in Excel file.
3. Upload the updated Bulk Request Template.*

Upload the updated Bulk Request Template

☐ Include MLS Reporting View on PowerBI

☐ I have read and agree to the [Terms & Conditions](#) *

SubmitCancel

Download MLS

2 : Downloading Completed MLS

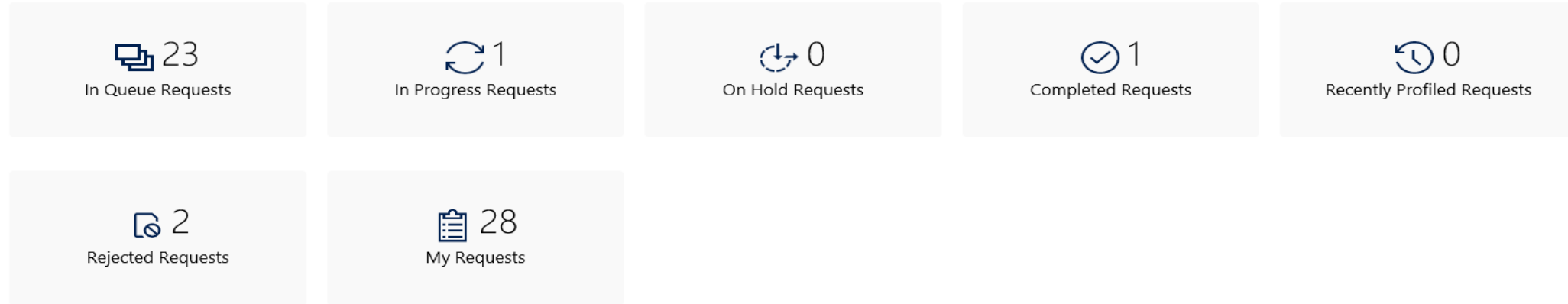
- 1. Once the MLS request has been processed by the Profiling Team, you will receive an email notification about the same.
- 2. Sign In to the Profiling Services Portal (<https://reqmls.Microsoft.com>)
- 3. After signing in, report from Completed Requests and Recently Requests from the respective tiles, which could be also done from My Requests tile. The embedded Power BI Report can be accessed using icon next to download MLS icon.
- 4. Your MLS will show up like the image below.

MLS Request ID	Status	Requested On	Last Modified Date	Organization Name	Country	Actions
MLS10253	In Progress	04/30/2020	05/01/2020	abcdef_30.04_Danish Test	Denmark	
MLS10245	Complete	04/30/2020	05/01/2020	Japanese Request32	Japan	 

Monitoring Requests

3 : Tracking Request

REQUESTS



- **In Queue Requests:** This tile shows all the MLS requests submitted and are pending for profiling.
- **In Progress Requests:** This tile shows all the MLS requests submitted and Profiling Team has started working on them.
- **On Hold Requests:** This tile shows all the MLS requests which are put on hold by Profiling Team due to awaited clarification response or some delay in MLS report.
- **Completed Requests:** This tile shows all the completed MLS requests for which the MLS reports can be downloaded.
- **Recently Profiled Requests:** This tile shows all the Recently Profiled MLS requests (profiled within last 30 days) for which the MLS reports can be downloaded.
- **Rejected Requests:** This tile shows all the Rejected MLS requests by Profiling Team with the reason of rejection.
- **My Requests:** This tile shows all the MLS requests with all the statuses.

Monitoring Requests

3 : Tracking Request

Access SR Information by clicking on the MLS Request ID link present in front of every request

MLS Request ID	Status	Requested On	Last Modified Date	Organization Name	Country	Actions
MLS10253	In Progress	04/30/2020	05/01/2020	abcdef_30.04_Danish Test	Denmark	
MLS10245	Complete	04/30/2020	05/01/2020	Japanese Request32	Japan	Download Print

MLS Request Id: [MLS10253](#) / Request Type: Partner

Customer's Organization Name*

abcdef_30.04_Danish Test

Customer's Head Quarters Organization Address

Country*

Denmark

State/Province

City

Zip/Post Code

Customer's Organization Website URL

Requestor Alias

abhishek.m.verma

Request Submitted Date

04/30/2020

Language*

Danish

Request Status

In Progress

Rejected/On hold Reason

Specific reason for Rejected/On Hold

Customer

Existing Customer

New Customer

Scope of MLS Request*

Include All Subsidiaries

LOA Attachments

[Acer \(5\).xlsx](#)

Monitoring Requests

3 : Tracking Request

My Requests tile gives you an access to search for any request submitted in any status by using the Search button present on the top right corner of the grid

My Requests

Request Count - 28

Search

MLS Request ID	Status	Requested On	Last Modified Date	Organization Name	Country	Actions
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Once the Search button is clicked, the search bar is activated for all the fields available in the grid.

My Requests

Request Count - 28

Clear Search

MLS Request ID	Status	Requested On	Last Modified Date	Organization Name	Country	Actions
MLS Request ID	Status	Requested On	Last Modified Da	Organization Name	Country	Search

Note: Requests can be cancelled at your end until the request status has not been changed to In Progress by the Profiling Team



Trainings

All the training modules related to Profiling Services Portal are placed here for any future reference.



How to request MLS

Learn about basic Portal navigation, and how to submit Microsoft License Statement (MLS) request.



How to download MLS

Learn how to check status of your request or download the MLS from the Portal - in Excel or PowerBI.



How to read MLS

In this video, let us walk you through the different tabs in MLS with insights it has to offer.



Profiling Services Portal Overview



MLS Reporting View On Power BI

