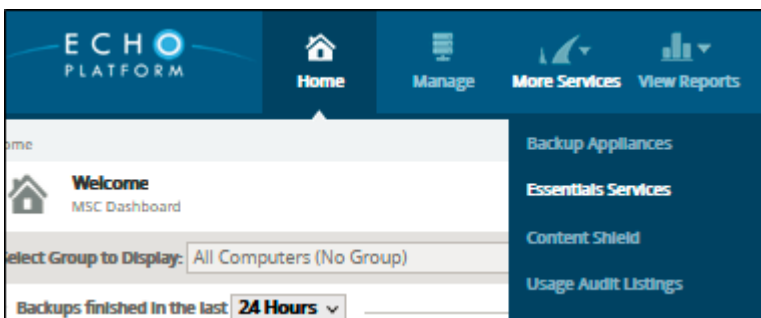


## The View Purchased Essentials Services Page

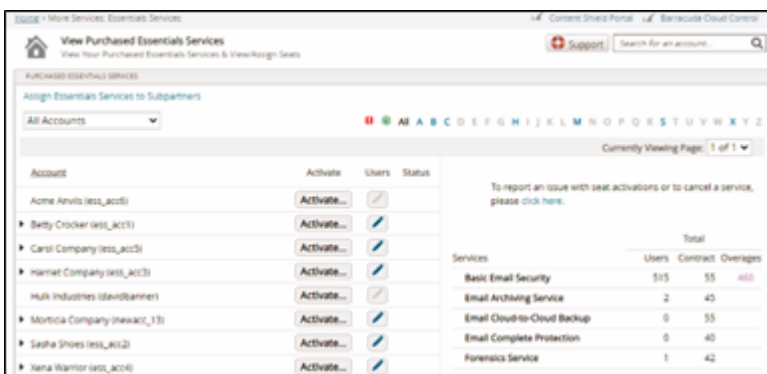
<https://campus.barracuda.com/doc/73695820/>

To access the View Purchased Essentials Services page, perform the following steps.

At the ECHOplatform ribbon, select **More Services, Essential Services**.



The View Purchased Essentials Services page is displayed.



After purchasing Essentials Services, if you manage subpartners, then you need to either assign the service to a subpartner and/or activate the service to a subpartner’s account. See [Assigning Essential Services to Subpartners](#).

Text Color	Meaning
Gray	Indicates that the service is activated
Green	Indicates that the service is activating
Red	Indicates that the service failed activation.
Not Found	Indicates that no users are currently assigned to use the service.

The right side of the page displays a usage summary of all SMBs for all the products you purchased.

Also displayed are your contract purchases, along with a summary of any overages for those products.




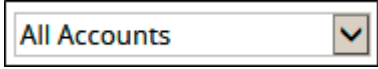

Services	Total		
	Users	Contract	Overages
Basic Email Security	515	55	460
Email Archiving Service	2	45	
Email Cloud-to-Cloud Backup	0	55	
Email Complete Protection	0	40	
Forensics Service	1	42	

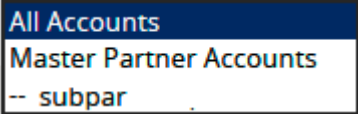




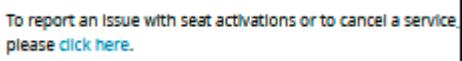
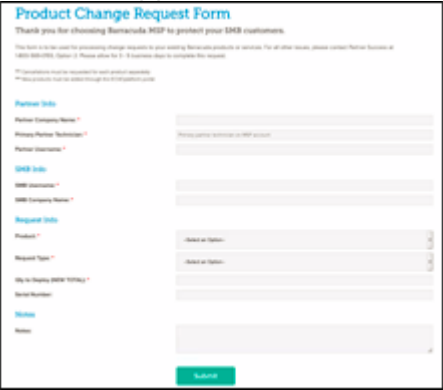
On this page, you can do the following:

- View number of users and contract overages.
- View and filter accounts.
- View information to modify or cancel services.
- Access the Usage Audit Listings page.
- Activate Essentials Services to an account.
- Assign Essentials Services to subpartners.
- Report issues or cancel services.

## Viewing Options

The following table lists the viewing options available on this page and provides instructions to display them.

To view...	Do the following...
Essentials Services activated to the specific account and how many users for each product.	<p>Click the expansion  arrow beside the account name, as shown below.</p>  <p>The information is displayed.</p> 
All accounts,	<p>Click the <b>All Accounts</b> drop-down arrow.</p>  <p>OR</p> <p>Click <b>All</b>, as shown below.</p> 

<p>Primary Partner Accounts, or subpartner accounts,</p>	<p>Click the <b>All Accounts</b> drop-down arrow, and make your selection, as shown below.</p> 
<p>All accounts with a service in the Activating state,</p>	<p>Click the green icon, as shown below.</p> 
<p>All failed activation,</p>	<p>Click the red exclamation mark, as shown below.</p> 
<p>Accounts by initial letters,</p>	<p>At the alphabet directory, click any highlighted letter, as shown below.</p> 
<p>Usage Audit Listing page.</p>	<p>At the account, click the Edit icon .</p>
<p>How to modify or cancel Essentials Services,</p>	<p>Click the <b>click here</b> link on the message shown below.</p>  <p>The link displays the following product change form that you submit to Partner Support.</p> 



## Figures

1. image2021-12-23 6:27:39.png
2. image2021-12-23 6:31:20.png
3. image2021-12-23 6:32:50.png
4. image2021-12-23 6:40:11.png
5. image2021-12-23 6:39:3.png
6. image2021-12-23 6:39:33.png
7. image2021-11-17 15:25:51.png
8. image2021-11-17 15:26:14.png
9. image2021-11-17 15:26:38.png
10. image2021-11-17 15:27:12.png
11. image2021-11-17 15:27:37.png
12. image2021-11-17 15:28:57.png
13. image2021-12-23 6:42:45.png
14. image2021-12-23 6:43:40.png
15. image2021-11-17 15:29:50.png

© Barracuda Networks Inc., 2022 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.