



# Ruckus Incentive Center MDF Training Guide

# What's included in this guide?

- How to apply to be a Ruckus Ready Partner
- How to access the Ruckus Partner Portal
- How to access the Ruckus Incentive Center and locate MDF section
- How to submit a Prior Approval (“PA”) request
- How to edit, clone, or cancel a PA request
- How to submit a claim, including Proof of Performance (“PoP”)
- How to sort, filter, and export data from reports
- Your resources if you need assistance



# Are you a new Partner or an existing Partner?



- If you are a **new Partner** and want to become part of the Ruckus Ready Partner Program, please complete a [Ruckus Ready Channel Program Application](#)
- If you were a **former Brocade** Partner and this is the **first** time you have accessed the Ruckus Partner Portal, you will need to **reset** your password
  - Go here to reset your password: <https://partners.ruckuswireless.com/forgot-password>

## RUCKUS READY CHANNEL PROGRAM APPLICATION

Thanks for your interest in becoming a Ruckus Ready Channel Partner! Do you need high-quality, high-performance wired and wireless products to stay competitive? Are you looking for new markets? Do you want to work with a vendor that is 100% committed to the channel and is easy to do business with? How about programs and incentives that help you make more money?

**Company Information**

Company Name \*

Website \*

Street Address \*

City \*

Country \*

- None -

## RESET YOUR PASSWORD

Your username is in the form of an email address (**first.last@rwbigdog.com**) and your password is case sensitive.

All former Brocade partners have been **pre-registered** for the Ruckus Ready Channel Partner Program, pending acceptance of the Terms and Conditions. To gain access to the Ruckus partner portal please utilize your MyBrocade username (i.e your company email address) and submit a **password reset request**. You will receive an email from [partners@ruckuswireless.com](mailto:partners@ruckuswireless.com) to complete the process and establish your new credentials.

Username:

Having trouble resetting your password?  
[Email us for support.](#)

# How to Access Ruckus Incentive Center



- Go to the **Partner Portal** login page: <https://partners.ruckuswireless.com/user/login>
- Enter username and password
- Click “**Log In**”

 RUCKUS™  
an ARRIS company

Home > User account

## PARTNER PORTAL LOG IN

All former Brocade partners have been **pre-registered** for the Ruckus Ready Channel Partner Program, pending acceptance of the Terms and Conditions. To gain access to the Ruckus partner portal please utilize your MyBrocade username (i.e your company email address) and submit a [password reset request](#). You will receive an email from [partners@ruckuswireless.com](mailto:partners@ruckuswireless.com) to complete the process and establish your new credentials.

Username or e-mail address \*

NOTE: first.last@rwbigdog.com format required

Password \*

[Forgot Password?](#) [Forgot Username?](#) [Log In](#)

# How to Access Ruckus Incentive Center



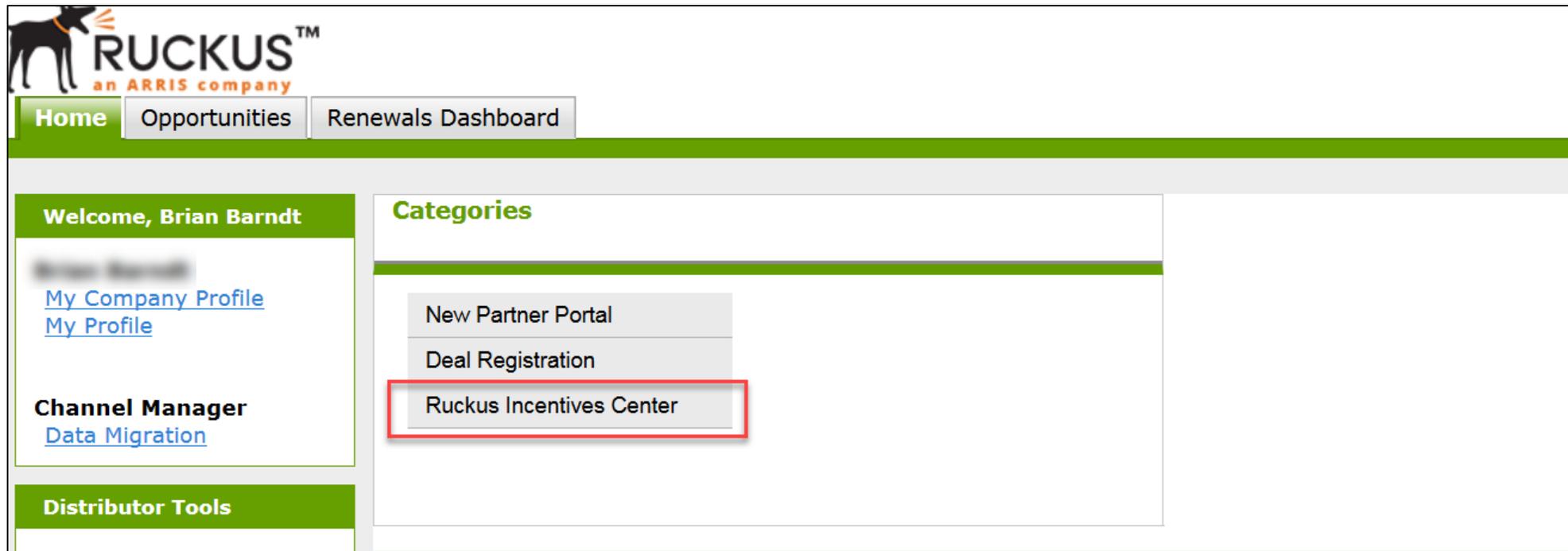
- From the Partner Portal Home page, click on the **green** Partner Central tab



# How to Access Ruckus Incentive Center



- Once inside Partner Central, look for the “Ruckus Incentive Center” tab; click the tab



# How to Access Ruckus Incentive Center



- Click on the “**Ruckus Incentive Center**” link and you will be redirected to the Ruckus Incentive Center

A screenshot of the Ruckus Incentive Center dashboard. The top navigation bar includes "Home", "Opportunities", and "Renewals Dashboard". The main content area is divided into several sections: a welcome message for "Brian Barndt" with links to "My Company Profile" and "My Profile"; a "Channel Manager" section with a "Data Migration" link; a "Distributor Tools" section with links for "Export Deal Reg Data", "Shipments Search", and "Backlog Report"; and a "Search" bar. On the right, a "Categories" section lists "New Partner Portal", "Deal Registration", and "Ruckus Incentives Center", with the latter highlighted by a red box. Below this is a "My Tasks" section with a "New" button and a message stating "You have no open".

**Home** Opportunities Renewals Dashboard

**Welcome, Brian Barndt**

[My Company Profile](#)  
[My Profile](#)

**Channel Manager**  
[Data Migration](#)

**Distributor Tools**

- [Export Deal Reg Data](#)
- [Shipments Search](#)
- [Backlog Report](#)

**Search**

**Categories**

- New Partner Portal
- Deal Registration
- Ruckus Incentives Center**

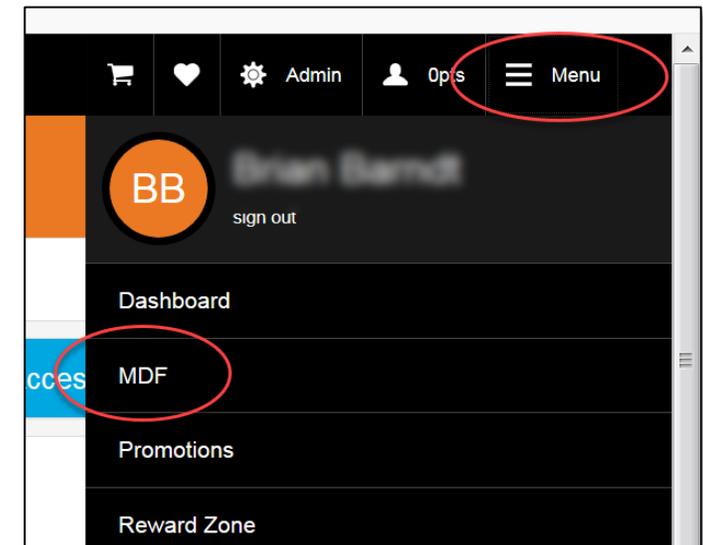
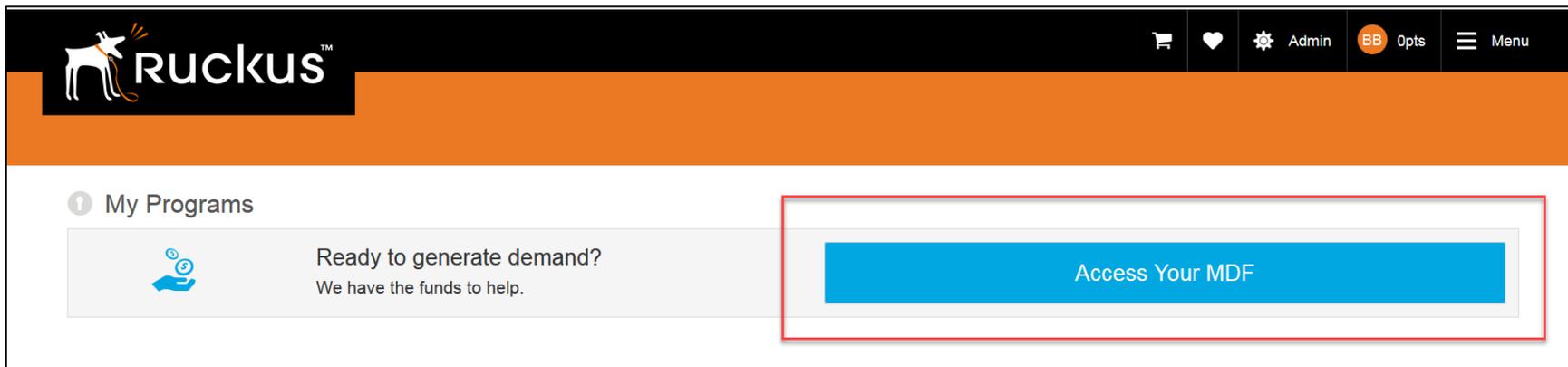
**My Tasks** New

You have no open

# How to locate MDF in the Ruckus Incentive Center



- Once inside the Ruckus Incentive Center, click **“Access Your MDF”**
  - You can also access MDF via the **Menu** option



# MDF Home Page Dashboard



## Fund Status

Fund	Open Approved	Awaiting Approval	Balance
zBRCD zDistiTest	0	0	0

## Tasks

Request / Claim	Task Type	Date
You have no tasks to view		

## Activities

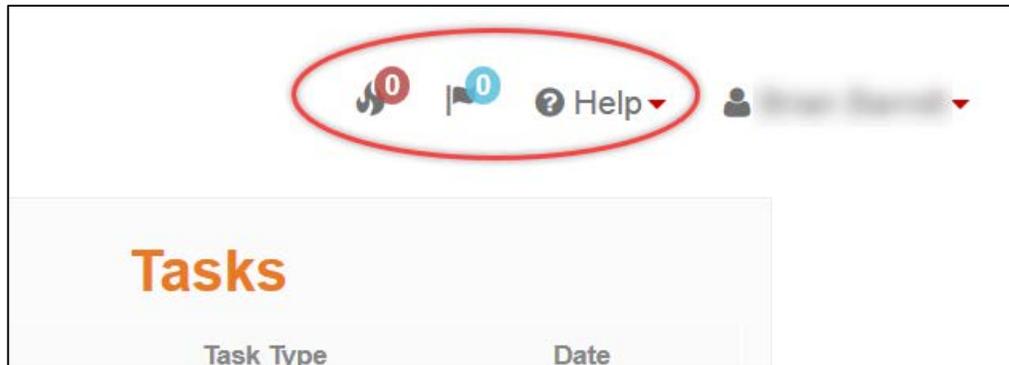
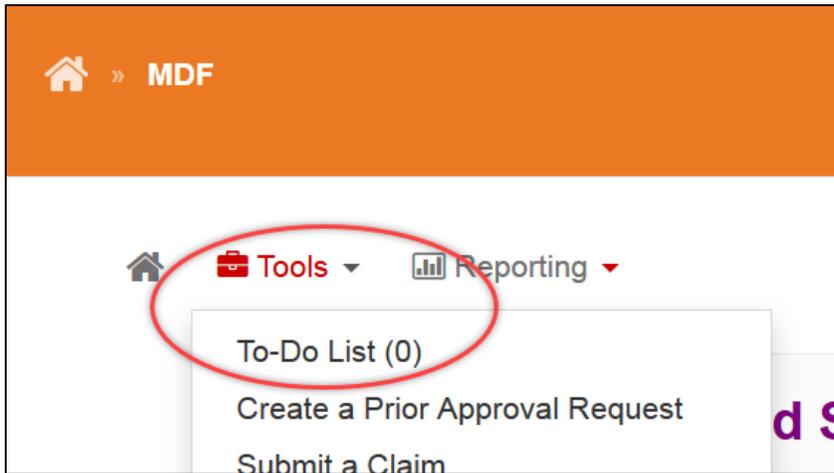
Prior Approval Number	Claim Due Date	Activity Name	Requested	Approved
You have no activities to view				

## Alerts

Request / Fund	Alert Type	Days until expiry
You have no alerts to view		

- Information displayed is for your **entire** Partner organization not one specific user
- **Fund Status** – Summary of PAs for your organization
- **Tasks** – A Partner’s “To-Do” list with the most urgent actions at the top
- **Activities** – A list of your organization’s activities displayed in the order of claim due date
- **Alerts** – Funds due to expire

# Managing the To Do List



- Items that need your attention can be located **two ways** from the MDF Home Page
  1. Using the **Tools** drop down menu (top left), click on **To-Do List**. The list of items will be displayed. Select the one you wish to action and click on the **link**. You will be taken directly to the **activity/claim**.
  2. Using the icons located at the top right of the page.
    - Standard items are displayed on the **flag in blue**
    - Urgent items are displayed on the **fire in red**

An overhead, grayscale photograph of a group of business professionals sitting around a large wooden table. They are all focused on their mobile devices, including smartphones and tablets. One person in the center is using a laptop. The scene conveys a collaborative work environment. The text 'How to create a Prior Approval Request' is overlaid in white on the center of the image.

# How to create a Prior Approval Request

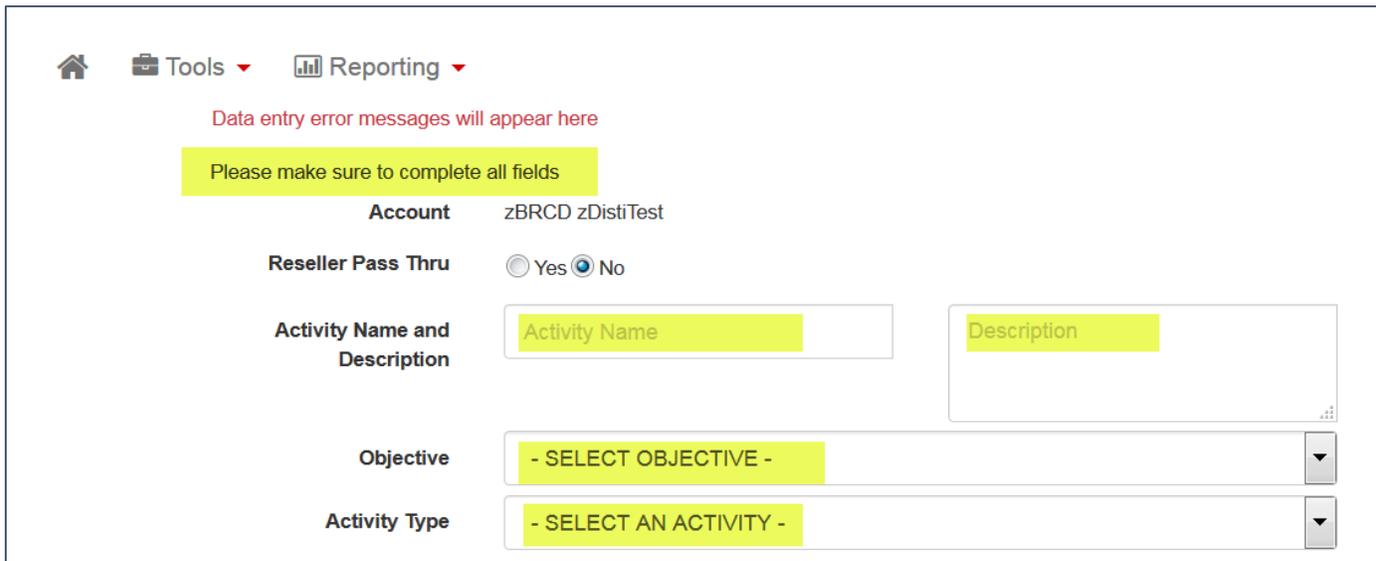
# How to create a Prior Approval Request



- On the left side of the page, click “Tools”; then select “Create a Prior Approval Request”

The screenshot shows the RUCKUS web application interface. At the top left is the RUCKUS logo. The top right navigation bar includes icons for a shopping cart, a heart, a gear labeled 'Admin', a circle with 'BB' labeled 'Opts', and a hamburger menu labeled 'Menu'. Below the navigation bar is an orange header with a home icon and 'MDF'. The main content area has a left sidebar with a home icon, a 'Tools' dropdown menu (highlighted with a red box), and a 'Reporting' dropdown menu. The 'Tools' dropdown menu is open, showing options: 'To-Do List (0)', 'Create a Prior Approval Request' (highlighted in yellow), 'Submit a Claim', 'View / Update Activity Metrics (ROI)', and 'Update Beneficiary Details'. The main content area is divided into two panels. The left panel is titled 'd Status' and contains a table with columns 'Approved', 'Awaiting Approval', and 'Balance'. The right panel is titled 'Tasks' and contains a table with columns 'Request / Claim', 'Task Type', and 'Date'. Below the 'Tasks' table, it says 'You have no tasks to view'. In the top right of the main content area, there are notification icons (a red circle with '0' and a blue circle with '0'), a 'Help' dropdown menu, and a user profile icon.

# How to create a Prior Approval Request



Home Tools Reporting

Data entry error messages will appear here

Please make sure to complete all fields

Account zBRCD zDistiTest

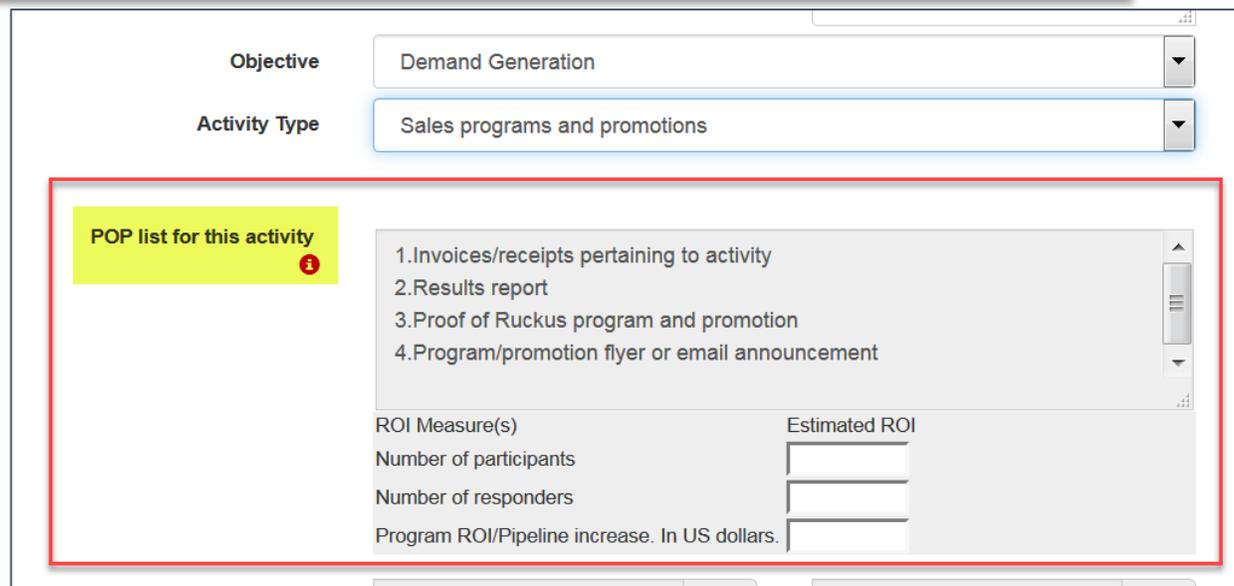
Reseller Pass Thru  Yes  No

Activity Name and Description

Activity Name Description

Objective - SELECT OBJECTIVE -

Activity Type - SELECT AN ACTIVITY -



Objective Demand Generation

Activity Type Sales programs and promotions

POP list for this activity

1. Invoices/receipts pertaining to activity
2. Results report
3. Proof of Ruckus program and promotion
4. Program/promotion flyer or email announcement

ROI Measure(s)	Estimated ROI
Number of participants	<input type="text"/>
Number of responders	<input type="text"/>
Program ROI/Pipeline increase. In US dollars.	<input type="text"/>

- Complete all fields on the PA request form
- Once you select an Activity Type, the required PoP requirements and ROI measurements will be displayed for your activity
  - PoP requirements assist in selecting the correct activity type
  - PoP and ROI lists refresh if activity type is changed
  - Enter estimated ROI
  - Actual ROI to date entered when claim submitted
- All PoP items are required to submit a claim for your activity

# How to create a Prior Approval Request



The screenshot shows the Ruckus web interface for creating a Prior Approval Request. The form is organized into several sections:

- Activity Dates:** Fields for Start Date and End Date, each with a calendar icon.
- Total Cost and Requested:** Fields for Total Cost and Amount Requested from, both in USD. A "Local Currency Converter" link is present.
- Comments:** A large text area for entering comments.
- Solutions:** A dropdown menu with options "Wired" and "Wireless".
- Target Audience:** A dropdown menu with options "C Level", "IT Developer", and "IT Management".
- Vertical Market:** A dropdown menu with options "Federal/Government", "Finance", and "Healthcare".
- Company Size:** A dropdown menu with options "0-50", "51-100", and "101-500".
- Country:** A dropdown menu with "United States of America" selected.
- Marketing Plan:** A dropdown menu with "-SELECT A MARKETING PLAN IF APPLICABLE-". A "CREATE NEW MARKETING PLAN" link is next to it.
- Upload documents:** A checkbox that is currently unchecked.
- Submit For Approval:** A prominent orange button at the bottom center, highlighted with a red rectangular box.

- Enter Activity Start / End Date
  - Activity entry date must be at least **7 calendar days** prior to the start of your activity
  - Activity becomes “Claimable” **one day after** your activity end date
  - Activity is claimable for **60 days**
- Complete Solutions, Target Audience, Vertical Market, and Company Size
- Verify the Country is correct
- Select a Marketing Plan if applicable
- Click “**Submit for Approval**”

# Submit for Approval



- Name of the first approver appears in an informational message
- New request appears at the top of the list in Review PA Requests after submission

### Review Prior Approval Requests

Prior Approval Status: Awaiting Approval, Cancelled, On Hold, Denied

Fund: AMER Disti MDF - CRE, zBRCD zDistiTest - CRE

Year: All

[Filter](#)

The following people have been notified of your request and will get back to you shortly.  
**Hilary Alexander**

[Create a new request](#)

Page: 1 | 1  
Showing Records: 1 - 1 (1)

[Download To Excel](#)

Activity Start Date	Activity End Date	Claim Due Date	Prior Approval Number	Reseller Name	Activity Name	Activity Type	Status	PA Requested Amount
02/14/2018	02/23/2018	04/25/2018	RKUS99		CVB Event	Tradeshows, seminars and events	Awaiting Approval	4,500.00
GrandTotal***								4,500.00

# Partner Marketing Plans



1

Healthcare 101-500

Country United States of America

Marketing Plan -SELECT A MARKETING PLAN IF APPLICABLE- CREATE NEW MARKETING PLAN

Upload documents

2

Country United States of America

Marketing Plan CES 2018 Create Plan SELECT MARKETING PLAN

Upload documents

3

CES2018

-Select a Marketing Plan-

CES2018

CREA

- Partners can group multiple requests under a marketing plan name (of their choice)
- Partner can select an existing marketing plan or create a new one
- Partner can only select from marketing plans they have created, not from those created by other Partners

# Upload Supporting Documents



Marketing Plan  CREA

Upload documents

### File Attachment

File Name (0 of 10 allowed)	Owner	Status	Last Updated	Del File?
No files currently uploaded to this Request.				
<input type="button" value="Browse..."/> No file selected.				

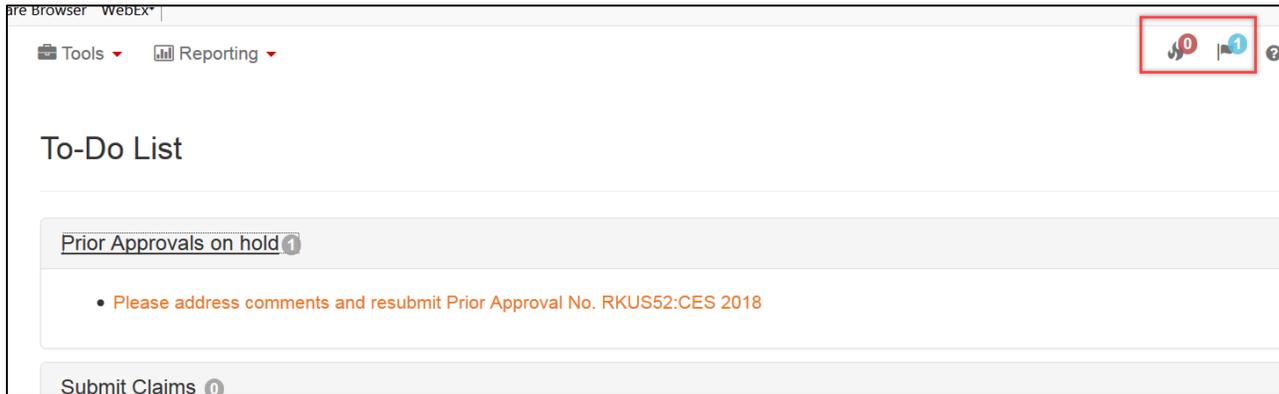
Acrobat(pdf), BMP(bmp), Excel(xls), Excel 2007(xlsx), GIF(gif), JPEG(jpeg), JPG(jpg), PNG(png), Powerpoint(ppt), Powerpoint 2007(pptx), Text(txt), Word(doc), Word 2007(docx) Please make sure that you have selected a file to upload.

**Files must meet the following criteria.**  
Please do not include special characters such as ". / ! @ # \$ % ^ & ? " in your filenames.  
The file must be under 5MB.  
The file must be in these formats:  
Large files can take several minutes to upload. Your session will timeout for uploads taking over 15 minutes in order to maintain overall system performance

- Select the box at the bottom of the request, then click “Upload Documents”
- Page is presented to upload documents then submit for approval
- Instructions are provided regarding the type and size of the file, and file name
- Supporting documents are available for **reference** during the request and approval process. They are **NOT part of PoP** for the claim.

# Modify a PA Request that is put "On Hold"

- If your PA request is placed "on hold" for modification before it can be approved, you will:
  - Receive an email with the reason
  - Receive a notification via your To-Do list
- The PA request detail will also show the reason your request is on hold
- Cancel the PA request if necessary
- Edit the PA request appropriately and resubmit for approval
  - Everything **except** the activity start and end dates can be modified.
  - The PA request will revert to the beginning of the approval process



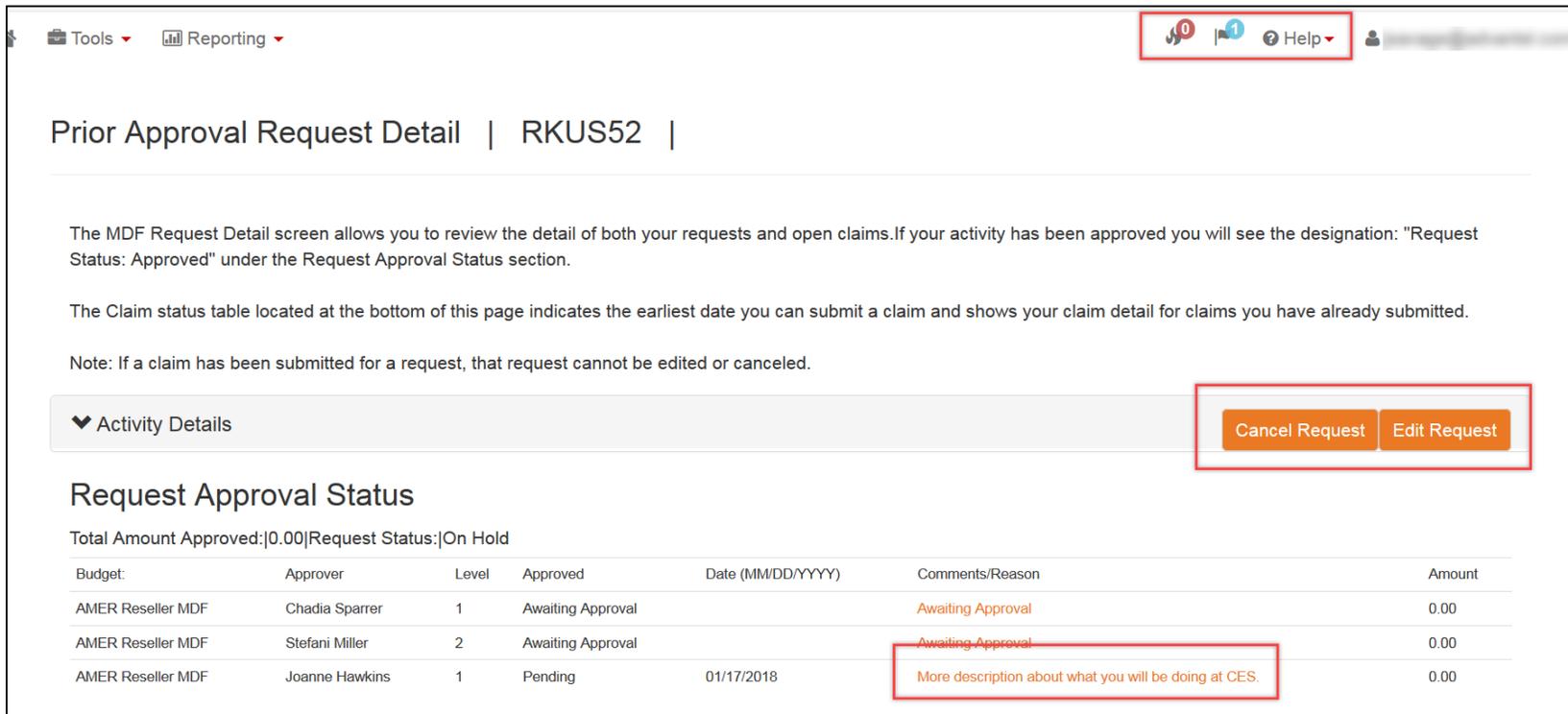
Tools Reporting

### To-Do List

Prior Approvals on hold 1

- Please address comments and resubmit Prior Approval No. RKUS52:CES 2018

Submit Claims 0



Tools Reporting Help

## Prior Approval Request Detail | RKUS52 |

The MDF Request Detail screen allows you to review the detail of both your requests and open claims. If your activity has been approved you will see the designation: "Request Status: Approved" under the Request Approval Status section.

The Claim status table located at the bottom of this page indicates the earliest date you can submit a claim and shows your claim detail for claims you have already submitted.

Note: If a claim has been submitted for a request, that request cannot be edited or canceled.

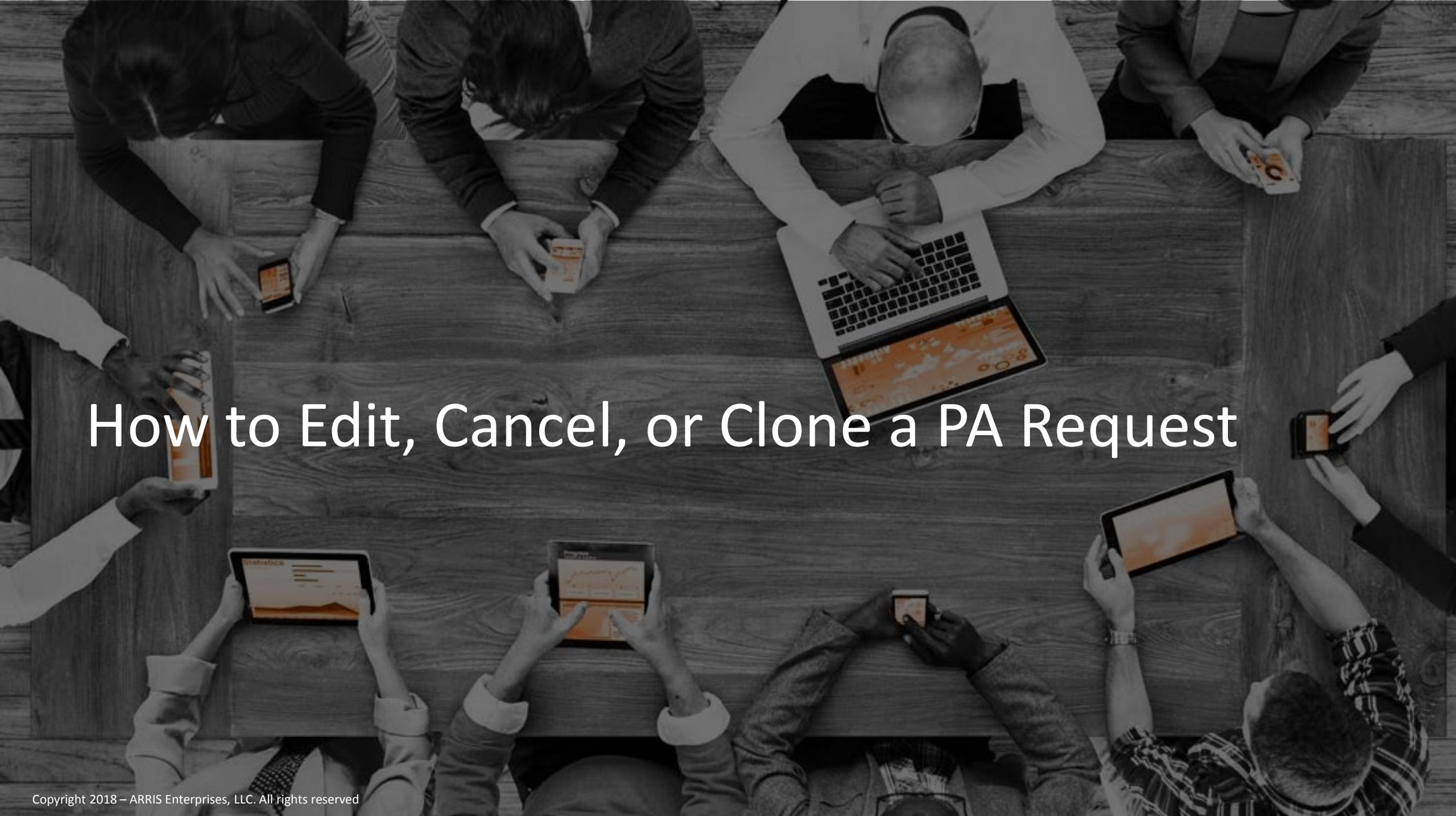
Activity Details

Cancel Request Edit Request

### Request Approval Status

Total Amount Approved:|0.00|Request Status:|On Hold

Budget:	Approver	Level	Approved	Date (MM/DD/YYYY)	Comments/Reason	Amount
AMER Reseller MDF	Chadia Sparrer	1	Awaiting Approval		Awaiting Approval	0.00
AMER Reseller MDF	Stefani Miller	2	Awaiting Approval		Awaiting Approval	0.00
AMER Reseller MDF	Joanne Hawkins	1	Pending	01/17/2018	More description about what you will be doing at CES.	0.00

An overhead, top-down view of a group of people sitting around a large, light-colored wooden table. The image is in grayscale with a semi-transparent dark overlay. Several individuals are using mobile devices: one person in the center is using a laptop, while others are using smartphones and tablets. The scene suggests a collaborative meeting or a training session focused on mobile technology.

# How to Edit, Cancel, or Clone a PA Request

# Edit or Clone a PA Request



Page: 1 | 1  
Showing Records: 1 - 3 (3)

Download To Excel

Activity Start Date	Activity End Date	Claim Due Date	Prior Approval Number	Reseller Name	Activity Name	Activity Type	Status	PA Requested Amount	PA Approved Amount	Clone	Edit	
												Reset
04/16/2018	04/20/2018	06/20/2018	RKUS53		RSA Conference	Tradeshows, seminars and events	Awaiting Approval	3,500.00	0.00	Clone	Edit	
01/24/2018	01/31/2018	03/18/2018	RKUS52		CES 2018	Tradeshows, seminars and events	Approved	2,500.00	2,500.00	Clone		
01/07/2018	01/10/2018	03/12/2018	RKUS20		Sales Kickoff Sponsorship	Tradeshows, seminars and events	Claimable	3,000.00	3,000.00	Clone		
GrandTotal***								9,000.00	5,500.00			

Page: 1 | 1  
Showing Records: 1 - 3 (3)

- An activity may only be **edited** while it is still **waiting for approval**
- **Editing** an activity will send the entire request through the approval process again
- The activity start and end dates **may not** be modified
- An activity may be **cloned** from any status
- **Cloning** the request will send a new activity requests through the approval process
- For a cloned request, **activity start date** must be at least **7 days** from clone creation date

# Cancel a PA Request

- From the Reporting tab, select Review Prior Approval Requests
- Click on the Prior Approval Number of the request you wish to cancel
- Click “Cancel Request”
- You will be asked “Are you sure?”; click “Yes” or “No”



A screenshot of a web application interface. At the top, there is a tab labeled 'WebEx\*'. Below it, a dropdown menu is open, showing 'Reporting' with a bar chart icon. Under 'Reporting', two options are visible: 'Review Prior Approval Requests' (highlighted in blue) and 'Review Claims'. A small 'A' icon is visible on the left side of the menu, and a '\$53' value is visible on the right side.

Activity Start Date	Activity End Date	Claim Due Date	Prior Approval Number	Reseller Name	Activity Name	Activity Type	Status	PA Requested Amount	PA Approved Amount
01/24/2018	01/31/2018	04/02/2018	RKUS54		CES 2018	Promotional items	Approved	500.00	500.00
04/16/2018	04/20/2018	06/20/2018	RKUS53		RSA Conference	Tradeshows, seminars and events	Approved	3,500.00	3,500.00

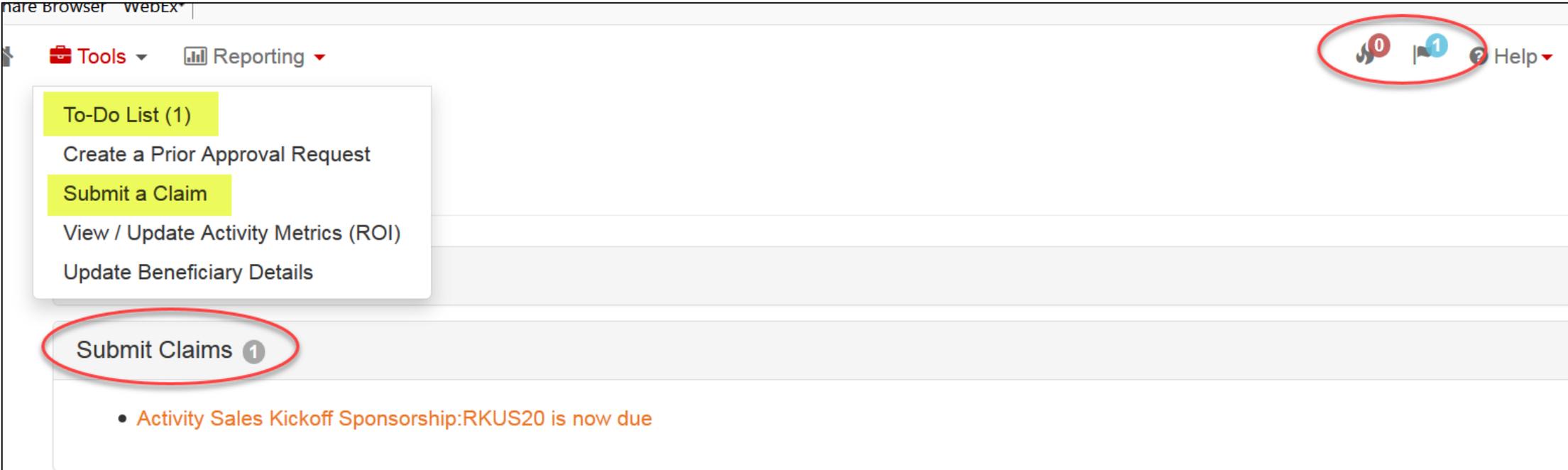


A screenshot of a web application interface showing a section titled 'Activity Details'. Below this title, there is a heading 'Request Approval Status' and a line of text: 'Total Amount Approved:|3,500.00|Request Status:|Approved'. On the right side of this section, there is a prominent orange button labeled 'Cancel Request'.

An overhead, grayscale photograph of a group of people sitting around a large wooden table. They are all looking down at their mobile devices, including smartphones and tablets. One person in the center is using a laptop. The scene suggests a collaborative meeting or a training session focused on mobile technology.

# How to create a Claim, submit PoP & check on payment status

# How to submit a claim



Firefox Browser - WebEX

Tools Reporting Help

- To-Do List (1)
- Create a Prior Approval Request
- Submit a Claim
- View / Update Activity Metrics (ROI)
- Update Beneficiary Details

Submit Claims 1

- Activity Sales Kickoff Sponsorship:RKUS20 is now due

- To locate an activity that is claimable, go to your To-Do list
  - Tools, To-Do List; or flag icon in top right corner of page
- Click on the activity you wish to submit a claim against

# How to create a claim

### Submit a Claim

**1**

Select a Prior Approval: RKUS20:Sales Kickoff Sponsorship

Amount Approved by Ruckus: 3,000.00

Amount of this claim: 3000 \$

Payment Method: ACH

Next

### Payee Details

**2**

- Select a Payee -

Payee Details Add new Payee

Add Activity Results

### Request Amount for this Claim

3000 (USD)

Final Results

### Activity Metrics

Measure	Estimated Activity Metrics	Claimed Activity Metrics
Number of attendees	65	200
Number of qualified leads	65	75

Next

**3**

### Claim Submission

Is this the last claim you will create against this activity?

Yes  No

Create Claim

**4**

1. Fill out the claim amount and payment method; Click “Next”
2. Select or create Payee; **Creating** new Payee can only be done by **Partner Admin** user
3. Add results and ROI metrics
4. Specify if this is the last claim for this PA request. If “No” another claim record is released and the PA request remains in a “Claimable” status; **Create Claim**

**NOTE:** Claim will not be audited or be eligible for payment until PoP has been uploaded and the claim submitted for audit.

# How to upload PoP and submit claim



### Proof-of-Performance (PoP)

To upload claim invoices and proof-of-performance (PoP) documentation:

1. Select a Request number.
2. The form will then filter to the available Claim Number(s) and list required Proof of Performance (PoP).
3. Select a Claim Number and Proof-of-Performance (POP) option.
4. Click the 'Add Files' button to proceed to the upload screen.
5. Upload All required PoP
6. When you are ready for this claim to be audited, click the Submit Claim for Audit button

**Note: A grey checkbox or disabled button indicates a processed claim and is unavailable for uploads/deletions**

Prior Approval Number:

Claim Number:

Proof of Performance (PoP):

Prior Approval Number	Audit Notes	Claim Number	Activity Name	Activity Type	Proof-of-Performance (PoP)	Files Up
RKUS20		26	Sales Kickoff Sponsorship	Tradeshows, seminars and events	Invoices/receipts pertaining to event	

### File Attachment

PA Number	Claim Number	POP Description
RKUS20	26	Invoices/receipts pertaining to event

No files currently attached to this POP.

(0 of 10 allowed)

File Name	Status
-----------	--------

No file selected.

Please make sure that you have selected a file to upload.

**Files must meet the following criteria.**  
Please do not include special characters such as ". / ! @ # \$ % ^ & ? " in your filenames.  
The file must be under 5MB.  
The file must be in these formats:

- Once claim is **created** you will be taken to the PoP page
  - You can also select a claim from the To-Do list that has not been submitted for audit
  - Or you can select View / Upload PoP from the Reporting drop down menu
- Select the PoP you wish to provide then select **"Add File/s"**
- Continue to add files until all required PoP has been attached to the claim then **"Submit Claim for Audit"**

# Incomplete Claims



The screenshot shows a web browser window with the Ruckus Incentive Center portal. The top navigation bar includes a 'Tools' menu (highlighted with a red box), a 'Reporting' menu, and a 'Help' icon (circled in red). The main content area is titled 'To-Do List' and contains several items: 'Prior Approvals on hold', 'Submit Claims', 'Update Activity Metrics (ROI)', 'Claims not Submitted for Audit', and 'Claims with Incomplete POP' (highlighted with a red box). Below the 'Claims with Incomplete POP' item, there is a list of claims, with one entry highlighted in yellow: 'RKUS20: Claim 26: Activity Name: Sales Kickoff Sponsorship Reason: please provide proof of Ruckus content and resubmit for audit.'

- Claims with incomplete PoP can be found on the To-Do List
  - Fire or flag icons
  - Tools menu > To-Do List > Claims with incomplete PoP
  - Or select a claim to update by going to the Reporting menu > View/Upload PoP
- Select the PoP you wish to upload, then select Add File/s.
- When all PoP has been uploaded, click “Submit for Audit”
- **NOTE:** All PoP invoices, receipts, emails, photos, etc. **must** be submitted via the **Ruckus Incentive Center portal**. PoP documentation **cannot** be accepted via email to the Audit team.

# How to check on payment status

Start Date: \*  MM/DD/YYYY Enter date or use calendar to select date

End Date: \*  MM/DD/YYYY Enter date or use calendar to select date

[View Payments](#)

**Awaiting Payment** [Downloadable Reimbursements List](#)

Claim Approved Date (MM/DD/YYYY)	Request Number	Claim Number	Activity Name	Claim Approved Amount
----------------------------------	----------------	--------------	---------------	-----------------------

**Payment Completed**

Selected Start Date: 09/01/2014 (MM/DD/YYYY)  
Selected End Date: 03/08/2016 (MM/DD/YYYY)

For copies of credit memos, please email your Client A Credit Manager at [accountsreceivable@Client A.com](mailto:accountsreceivable@Client A.com)

Please see the payments corresponding to the period you have selected. If you want to review the Request for which the payment has been done, just click on the Request Number.

[Downloadable Reimbursements List](#)

Payment Date (MM/DD/YYYY)	Request Number	Claim Number	Activity Name	Payment Reference Number	Amount Paid
06/11/2015	<a href="#">BR7996</a>	77849	BIR7996	1890732	14,200.00USD
06/11/2015	<a href="#">BR7993</a>	77850	BIR7993	1890733	15,000.00USD
06/27/2015	<a href="#">BR8714</a>	78425	BIR8714	1893151	4,000.00USD

- From the **Reporting** menu, select **Payment Summary**
- Enter the **date range** for which you wish to view payments
- **Awaiting Payment** – claims that have **passed** audit and are set for payment.
- **Payment Completed** – claims that have been paid and includes **payment reference number** from the bank

An overhead, top-down view of a group of people sitting around a large, light-colored wooden table. The image is in grayscale with a semi-transparent dark overlay. Several individuals are using mobile devices: one person in the top center is using a laptop, while others are using tablets and smartphones. The devices' screens display various data visualizations, including line graphs and bar charts. The overall scene suggests a collaborative work environment focused on data analysis.

# Data Grids, Reports, Resources

Page: **1** | 1  
Showing Records: 1 - 4 (4)

**Download To Excel** 

Click Excel to export data

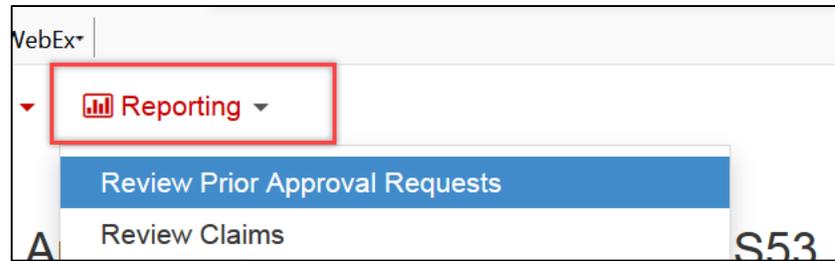
Click any column header to sort

Enter text in any field and press return to filter the results

Activity Start Date	Activity End Date	Claim Due Date	Prior Approval Number	Reseller Name	Activity Name	Activity Type	Status	PA Requested Amount	PA Approved Amount	Clone	Edit	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Reset"/>
01/24/2018	01/31/2018	04/02/2018	RKUS54		CES 2018	Promotional items	Approved	500.00	500.00	Clone		
04/16/2018	04/20/2018	06/20/2018	RKUS53		RSA Conference	Tradeshows, seminars and events	Approved	3,500.00	3,500.00	Clone		

- Click the Excel icon to export the report
- On any data grid you can:
  - Click a column header to sort
  - Click again to sort in reverse
- Enter text in any column field and press enter to filter. Click “Reset” to turn off filter.

# Review PA Request Status



Activity Name	Activity Type	Request Status
ICX Switch Workshop for New Pa	Tradeshows, seminars and events	Approved
CVB Event	Tradeshows, seminars and events	Awaiting Approval
Wi-Fi academy - QoS and Analys	Education courses and exams	Awaiting Approval
Annual Dinner 2018	Tradeshows, seminars and events	Denied
Annual Dinner 2018	Tradeshows, seminars and events	Approved
Ruckus Promotional Items	Promotional items	Approved

- From the Reporting tab, go to Review Prior Approval Requests.
  - View, sort, or filter on the Request Status column
- PA Requests can be in any of the following statuses:
  - Awaiting Approval
  - Approved
  - On Hold – may need edits & resubmit, or cancelled
  - Cancelled
  - Denied
  - Claimable – an activity becomes claimable **one day after the activity end date** and is claimable for 60 calendar days.
  - Lapsed – if not claimed within 60 days
  - Claimed – when fully claimed
  - Closed – when set for payment

- All available reports for the user are listed in the Reporting menu selection
- Data for each report is presented in sortable, filterable, and exportable grids

**Reporting** ▾

- Review Prior Approval Requests
- Review Claims
- View / Update Proof of Performance
- Payment Summary
- Search
- Review Other Documents
- Review By Marketing Plan and Campaign Code

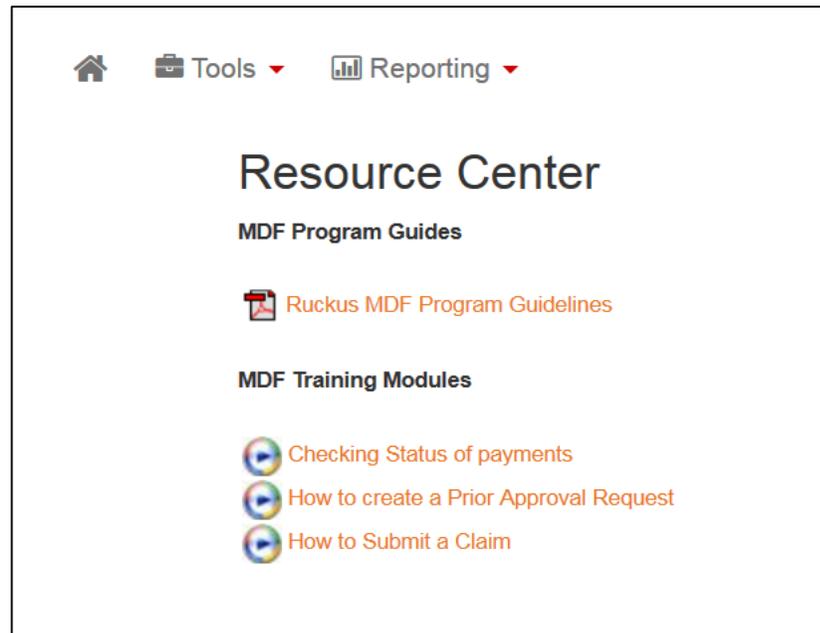
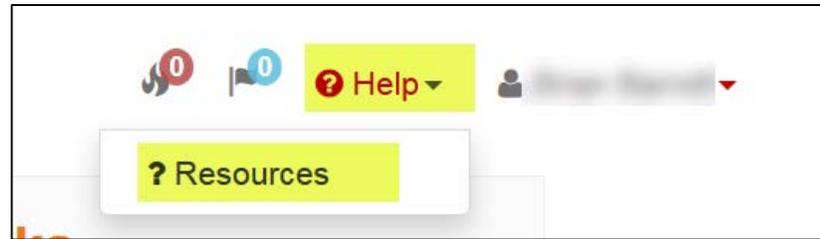
### Marketing Plan and Campaign Code

Page: 1 | : 1  
Showing Records: 1 - 3 (3)

Country	Partner Name	Request Number	Activity Name	Activity Type	Request Status	Activity Start Date	Activity End Date
United States of America		RKUS53	RSA Conference	Tradeshows, seminars and events	Approved	04/16/2018	04/20/2018
United States of America		RKUS52	CES 2018	Tradeshows, seminars and events	Approved	01/24/2018	01/31/2018
United States of America		RKUS54	CES 2018	Promotional items	Approved	01/24/2018	01/31/2018

Page: 1 | : 1  
Showing Records: 1 - 3 (3)

- On the MDF Home page, click on “Help” then “Resources”
  - Resource Center
    - MDF Program Guidelines
    - Recorded training modules
- Your Ruckus Marketing Manager
- Your Ruckus Account Manager
- [Partners@ruckuswireless.com](mailto:Partners@ruckuswireless.com)



THANK YOU

For questions, please contact  
ruckuschannel@arris.com

