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Create new integrated tool with purchasable products

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Follow the process below to add a new integrated tool in the partner portal:

1.Log in to the partner portal through www.skolon.com.

Don't have an account? Contact us at: support@skolon.eu

- 2. Click **Tools** in the left menu.
- 3. Available tools are shown. You can edit, search and filter among the available tools.

Note! Number of users relates to how many users have the tool visible in My collection.

4. To add a new tool, click **New tools**.

🖌 Start	Tools				
<b>Statistics</b>					
\$ Economy	Manage, edit, and add new to	ools			
📧 Licence management 🥥	New tools Q Search	h for tool			T Filter
Tools	Tools	Status Publication	n Market	Rating	O Number of users
Documentation	ClaroRead Plus	Not release	d 😝 🛟		x 15168
	ClaroRead Pro PC	Not release	d 😝 🖨		x 12307
	Claroldeas PC	Published	•		x 30648

You are now guided through seven steps that can be filled out to set up a new tool. The overview always shows how much of the process you have completed.

### Section 1. Information

- 1. Set deilvery to be done through Skolon.
- 2. Specify compatible platforms.

😤 Start	Tools / New tool					
<b>Statistics</b>						
\$ Economy	Information	Language	Market	Sales	Media	Deep links
📰 Licence management 🥑						
Tools	<b>o</b> ——					evious Next
Documentation	Edit information					
	Publication			Format		
	1. Delivered in Skolo	n		Web application	2.	D
	Published		σ	Installed applicat	ion	0
	Tool link			Browser extensio	ns	

3. Specify a link to the tool and if it is available as a demo. **NOTE!** Only fully integrated tools can have a demo.

4. Specify the duration of the demo period.

5. Select user categories that the demo is available for. As default all categories are selected.

6. Specify all compatible browsers.

7. Fill out article number and/or external ID if applicable.

👫 Start	Link to tool <b>3.</b>		Compatible platforms	
📥 Statistics	-		Windows 6.	
\$ Economy	Demo 4	0		_
Licence management 0	Demo length in days		macOS	
Tools			Chrome OS	
Documentation	Availability, Students <b>5.</b>		Android	
	Availability, Teachers	O		_
	Availability, Administrators		105	
			Linux	
	Article number & External ID		Compatible browsers	
	Item no./ISBN		Internet Explorer	
	External ID		Edge	

- 8. Specify release date and author if relevant.
- 9. Select the applicable acessibility standards for the tool.
- 10. If the tool have specific terms and conditions you can add a link to those here.

脊 Start	Release information	Chrome	
Statistics	<b>8.</b>	Safari	
\$ Economy	Authors	iOS Safari	
🗉 Licence management  🦻	Add author		
Tools		Firefox	
Documentation	Specific terms of purchase and use for the tool	Accessibility 9.	
	NB Fill in the link if you have specific terms of purchase and use for this tool in relation to what is set under <b>10.</b> company settings	Does not meet accessibility standards	٥
	Link to terms of purchase and use	WCAG A	0
		WCAG AA	0
		WCAG AAA	0
		Information about data sharing	
		This tool processes users' personal data If your tool transfers and processes users' pe data, let this setting be active. If no personal to be transferred, disable this setting.	ersonal data needs

11. Click **Next** in the top right corner of the page to continue to the next section.

👫 Start	👪 Tools / New tool					
<b>Statistics</b>						
\$ Economy	Information	Language	Market	Sales	Media	Deep links
📧 Licence management 🥑						
Tools	⊙○					evious

# Section 2. Language

In this section you will set the primary language and add additional languages if applicable. The text added in this section will be visible in the Skolon library.

1. Click the row with the language you want to edit or click **New language** to add a new language.

Economy	Information	Language	Market	Sales	Media	Deep links
Licence management 🛛 🥑						
Tools	<b>OO</b> -	0				) ( N
	Skolon's Library suppo	orts multiple languages, w	hich means that you as	a partner also have t	he option to configure (	which lang
	Skolon's Library suppo displays Library inforr	orts multiple languages, w mation to the end user. Ther	hich means that you as e are '1' languages to be s	a partner also have ti upplemented	he option to configure v	vhich lang
	Skolon's Library suppo displays Library inform	orts multiple languages, w mation to the end user. Ther Q Search for school	hich means that you as e are '1' languages to be s	a partner also have ti upplemented	he option to configure v	vhich lang
	Skolon's Library suppo displays Library inform	orts multiple languages, w mation to the end user. Ther Q Search for school Status	hich means that you as e are '1' languages to be s Tool name	a partner also have ti upplemented Introduction	he option to configure v	which lang

2. Fill out the name of the tool, an introduction and a description. This information will be visible in the Skolon library.

3. It's possible to also fill out sales information, e.g. a link to your support page or a contact form. For now leave this field empty as this link is currently not visible in the Skolon library.

4. When you have completed this section, click **Save**.

🔗 Start	Tools / New tool					
Lastistics						
\$ Economy	Information	Language	Market	Sales	Media	Deep links
Licence management 0						
Tools	oo	O			O (Pr	evious Next
Documentation	Edit language settings fo	r 'Svenska'			Ρ	rimary language 🌘
	Naming tools					
	Introduction					1
	Description					1
	Sales information					
						Save
	Terms of Service	Si	upport			

### Section 3. Market

1. Specify the markets that the tool will be available in. To add a new market/country click

Statistics	Tools / New tool					
Economy	Information	Language	Market	Sales	Media	Deep links
Licence management Ø						
Tools	<b>oo</b> -	O	0		O Pre	vious
	Skolon is an internation	onal company and our Li	brary is available in	several markets. Cate	gories, target groups a	ind subjects are
	Skolon is an internatio governed by market, a	onal company and our Li as these often differ.	brary is available in There is/are '1	' market/s	gories, target groups a	and subjects are
	Skolon is an internati governed by market, a	onal company and our Li as these often differ. Q Search for count	brary is available in There is/are '1 ry	several markets. Cate ' market/s	gories, target groups a	nd subjects are
	Skolon is an internati governed by market, a New country Country	onal company and our Li as these often differ.	brary is available in There is/are '1 ry	several markets. Cate ' market/s Target groups	gories, target groups a	) bjects

New country. NOTE! Do not forget to set language for the new market.

2. Select category , target group and subject(s)related to the tool, using the drop down menu, to inform your users and make it easier for them.

3. Click **Save**.

🖌 Start	Tools / New tool					
Statistics						
\$ Economy	Information	Language	Market	Sales	Media	Deep links
Licence management 🦻						
Tools	oo-	•	0		O Pr	evious Next
Documentation	Edit market settings Select category Läromedel Target groups (x F - 3) (x 4 - 6) Subjects (x Matematik Grun	s for 'Sverige'				•

#### Section 4. Sales

1. Specify if it is a payment tool or a free tool.

2. Sales is paused in all markets as default. Deactivate this toggle switch when a tool is released.

3. If licenses are not created in Skolon, tick the checkbox. If the licenses are automatically created in Skolon (fully integrated tool), do **not** tick the checkbox.

4. Click Next.

🐴 Start	Tools / New tool				
📐 Statistics					
\$ Economy	Information Language	Market	Sales	Media	Deep links
Licence management 🛛 🥑					
Tools	<b>⊙</b> ⊙⊙	<b>O</b>	0	O Pre	evious
Documentation	Edit sales				
	General sales settings				
	Payment tool 1.	٥	Pause sales in a	ll markets	<b>2.</b> ①
	Free tool	0	2 Licences cre	ated outside Skolon	3. 🗆

5. Click the country you want to add a product for.

	Missing a country on this list? To add more countries, go to the page for Market	0
Q Search for	country	
Country	Products	Status

Here you can also see if sales are activated for the tool.

6. Click **New product** to add a new purchasable product for your tool.

😭 Start	<b>II</b> Tools / Example	tool					
Statistics							
\$ Economy	Information Lar	iguage 🛛 Ma	arket 🛇	Sales ()	Media	Deep links	Reviews
🗉 Licence management  🛛	Edit sales for 'Sver	ige'					
Tools	Sales information	ige					
Documentation	Sales activated						
	Products						
	New product	]					
	Product	Licence length	Status		Price (SEK)	Availability	
	Single licence	12 months	Automatio	c renewal	75	Student, Teacher, Administrator	圃
	Organisation	12 months	Automatio	renewal	8,400	Student, Teacher,	圃

7. Select license type using the drop down menu. Then click the  $\boldsymbol{Add}$  button.

Start	III Tools / New too	I					
\$ Economy	Information	Language	Market	Sales	M	ledia	Deep links
Licence management Ø							
Tools	©©	Add	new product	-0-		-O Previous	Next
Documentation	Edit sales for 'Sv Sales information Sales activated Products	Products can be pur This selects which li available for sale. Select licence type Single licence	chased in Skolon's Lil	orary. ▼			
	New product Product	<ul> <li>Select licence typ</li> <li>Single licence</li> </ul>			Price (SEK)	Availabilit	,
	Organisation licence	Class licence			5,000	Student, Teache Administrato	; r 🔟
	Single licence	School licence			150	Student, Teache Administrato	; ,
		Organisation lice	nce				
	Terms of Service		Support				

Statistics	👪 Tools / Examp	le tool					
\$ Economy	Information	Language 🛇	Market 📀	Sales	Media	Deep links	Reviews
Licence management Ø	Edit coloo for 'G	erige'					
Tools	Sales informatic	clige	Add new product				
Documentation	Sales activate Products New produ	Products can b This selects wh available for sa Select licence ty Single licence	e purchased in Sk iich licence types le. pe	olon's Library. will be			
	Product Single licenc		Canc	el Add	Price (SEK)	Availability Student, Teacher Administrator	Ē
	Organisation	12 months	Automatio	c renewal	8,400	Student, Teacher Administrator	Ē

8. Specify the license time for the license e.g. 12 then select interval, days, months or year.

9. Set price or specify if price is available on request (quote).

💣 Start	Tools / New tool
📥 Statistics	
\$ Economy	Information Language Market Sales Media Deep links
Licence management	
Tools	O     O     Previous     Next
Documentation	Add "Single licence" for "Sverige"
	Licence information Choice of prices
	Licence length Price is provided upon request 12
	Price (SEK)
	Duration
	Months
	25%

10. Fill out license code (if applicable), limitations and a description.

**Tip!** If you want to sell a class license with a limit of 35 users, set the limit for total number of licenses. **Note!** Limitation on number of users is only applicable for class licenses

11 . As default licenses are automatically renewed (subscription). Activate manual management if you do **not** want automatic renewal.

12. Click **Save**.

Start	Advanced settings	
Statistics	Limitations	
Economy	✓ Available for students	
Licence management 🧿	Licence code for teachers  Valiable for teachers	
Tools		
Documentation	Product description	
	Edit the description for: Svenska	
	Description	
	Manual licence management	
	Turn on manual management	
	The default in Skolon is a 12-month term with automatic extension. Manual license renewal with subsequent manual management can be turned on, but it involves more work.	

#### **Summary of Sales**

- You can create single, class, school or organization licenses.
- You can also choose the duration of the license, please note that automatic renewal is default, you have to specifically select manual license management if you do not want automatic renewal.
- You set a price and VAT percentage. If you want to provide price on request you can select that option.

Note that this will be a manual procedure where you get a request in the partner portal that you need to respond to.

- You can only limit the number of students/teachers for class licenses.
- The field **Description** is mainly for internal use for you as a partner, it is only visible for the user in the final step before checking out of the cart from Skolon.

#### To keep in mind:

- Make sure that there are no outdated tools in your partner portal
- Major updates that significantly changes the content or structure of the tool must be communicated clearly and with good foresight to us at Skolon via support@skolon.eu
- Skolon invoices the customers that buy licenses through Skolon on a monthly basis. For you as a partner we will settle according to the current routines and conditions that are defined in your partner agreement. You will receive an invoice specification the month after the customers purchase and can then invoice Skolon.
- Make sure that your VAT percentage is correct for the applicable markets.
- You can create discount codes for your customers in the partner portal. See the <u>Discount codes</u> article.
- When a customer has ordered licenses for a tool where licenses are not created

automatically an order confirmation will be sent to the e-mail address that you have specified in the partner portal. You must handle this order within 5 days and make sure that the customer receives delivery of the tool.

- For organisation- and school licenses (price on request) the price relates to the total amount based on the number of users that the customer has entered. If the customer ask for price per user, refer them to single licenses.
- If you create licenses spanning several years (more than 1 year), note that the total amount is invoiced the first year (year 1).

### Section 5. Media

In the Media section you can upload a tool icon(240 x 240 pixlar) and images for the tools page (1280 x 360 pixlar). These will be visible in Skolon's Libary . In addition to the tool icon you can upload an icon background for the tool's library page. You can also upload additional material such as manuals, voices and license keys.

👚 Start	Tools / New tool
Les Statistics	
\$ Economy	Information Language Market Sales Media Deep links
📧 Licence management 🛛 🕖	
Tools	O O O O Previous Next
Documentation	Edit media
	Tool icon Tool page
	Add

1. Click the area for which you want to upload the image. Drag and drop the file into the marked area or click **Select file**.

2. Select image from your computer.

🔏 Start	I Tools / New tool			
La Statistics				
\$ Economy			Media	Deep links
Licence management Ø		Upload file	_	
Tools	<b>•</b>		O ( P	revious Next
Documentation	Edit			
	То	<b>T</b>		
		Drag and drop your file here		
		brag and a op your memore		
		Cancel	file	
	Add		Add	

3. Adjust the size and position of the image. Click **Save**.

Start	Edit media
	Upload file
📥 Statistics	
\$ Economy	
Licence management Ø	
Tools	digitalt lärande för alla
Documentation	Select file

4. Under the headline **Extras** you can upload or link additional material like manuals, voices and license keys.

Tools	Screenshots	
Documentation	Add	
	Extras	~
	Manuals + Votes + Extras	+
	Terms of Service Support	

- 5. Select whether a file will be uploaded or if a link to a web resource will be provided.
- 6. Add a name.
- 7. Upload a file or fill out a URL. Click **Add**.
- 8. Click **Next** at the top right corner of the page.

👫 Start	I. I.	
🚵 Statistics		
\$ Economy	Add	
Licence management 2		
Tools	Add Manualer Screenshots	
Documentation	File upload     O Web link	
	Select file Cancel Add	
	Extras	~
	Manuals + Votes + Extras	+
	Terms of Service Support	

## Section 6. Deep links

In this section you can create deep links (clickable table of content) for the tool.

Contact your Skolon contact person to get additional instructions on how to do this.

Statistics						
Economy	Information	Language	Market	Sales	Media	Deep links
🗉 Licence management 🛛 🦻						
Tools	<b>o</b> —— <b>o</b> —	•		•	O Pre	evious Finis
Documentation	Edit deep links Create deep links Svenska	•	Manage deep links No table of contents	for this tool yet. Crea	te one by adding a lir	nk on the left.
	Name					
	Link					
	Add					

### Section7. Stories

In the Skolon library the users can rate a tool and submit information on how they use the tool Rates and stories for the toll can be seen here. You can sort by latest rating, highest and lowest rate using the filter.

삼 Start	Tools / New tool								
📐 Statistics									
\$ Economy	Information	Language 🛇	Market 🔮	Sales 🔒	Media	Deep links	Reviews		
📧 Licence management 🥑									
Tools	Teacher reviews 🤸	1444 O	of 5 0 reviews		Most rece	Highest rating	g Lowest rating		
Documentation	Terms of Service		Support						