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Create new purchasable product

Ulf Kronsell - 2025-03-20 - Configure Existing Tool or Product

To add a new product, for instance an organisation or school license, perform the following steps:

1. Under **Tools**, click the tool you want to add a product to, click the **Sales** tab and then click **New product** to add a new purchasable product for the tool.

😭 Start	Tools / Skolup			
Statistics				
\$ Economy	Information Language 🛇 Market 🛇 Sales 🛇	Media	Deep links	Reviews
Licence management Ø	Edit sales for 'Sverige'			
Tools	Sales information			
Documentation	Sales activated			
	Products			
	New product			
	Product Licence length Status	Price (SEK)	Availability	
	School licence 12 months Automatic renewal	Price is provided upon request	Student, Teacher, Administrator	圃

2. Select license type using the drop down-menu. Click **Add**.

🖀 Start	II Tools / Sk	olup				
Statistics						
\$ Economy	Informati	Add ne	w product	Media	Deep links	Reviews
Licence management Ø	Edit sales					
Tools	Sales inforr	Products can be purch This selects which lice	nased in Skolon's Library. nce types will be			
Documentation	Sales act	Select licence type	•			
	Products					
	New p		Cancel			
	Product	Licence length	Status	Price (SEK)	Availability	
	School lice	nce 12 months	Automatic renewal	Price is provided upon request	Student, Teacher, Administrator	圃

3. Select license length, for example 12. Then select duration, days, months or years.

4. Enter a price for the license or if price is provided upon request (quote). If you choose "Price is provided upon request" you also need to add an ordinary price per user.

Start	Information Language 🛇 Market 🛇	Sales Media Deep links Reviews
Statistics	Add "Single licence" for "Sverige"	
Economy	Licence information	Choice of prices
Licence management 🧿	3. Licence length	Price is provided upon request 4 .
Tools		Price (SEK)
Documentation	Duration Select duration	Select VAT rate
		25%
	Ad Days	Limitations
	Months	Available for students
	Year(s)	
		Available for teachers

5. Enter any license codes (if applicable), limitations and a description (if needed).

Hint! If you want to sell a class license with a maximum of 35 users, set at limit on total number of users for the license. **NOTE!** Limitation of users is possible for class licenses only.

6. Activate **Manual license management** if license length is to be handled manually. Otherwise the licenses will be renewed automatically.

倄 Start	
Statistics	Product description
\$ Economy	Edit the description for:
📰 Licence management 🛛 🤕	Svenska 👻
Tools	5. Description
Documentation	
	Manual licence management
	6. 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.
	Save

7. Click **Save**.

Summary of sales

- You can choose to create single-, class-, school- or organisation licenses.
- Set a price for the product and specify VAT rate. If you want to offer price upon request, select this alternative.

NOTE! This will be a manual process where you receive a request for quotation in the Partner portal that you then need to reply to.

- You can only set a limit for number of users for a **class license**.
- The text field **Description** is mainly for internal use for you as a partner, it is only visible to the user in the final step of the check out procedure in Skolon.