

## Create order/licences

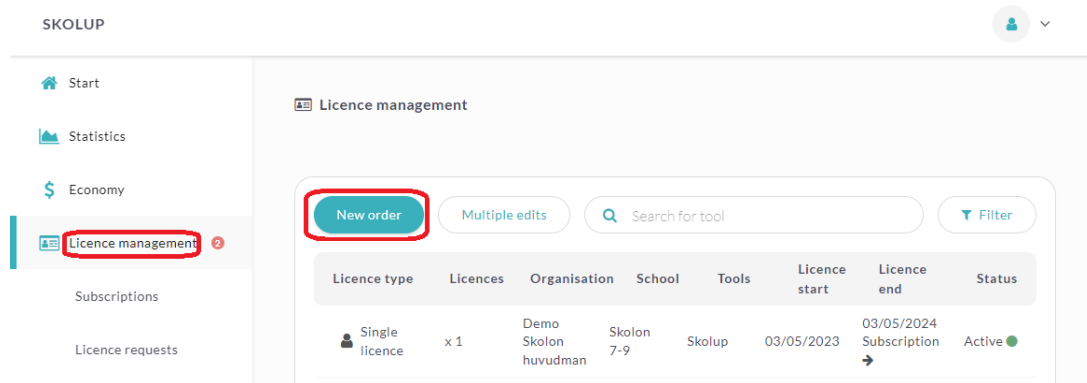
Ulf Kronsell - 2025-01-29 - Create New Order/Licences

1. Log in to the Partner portal through [www.skolon.com](http://www.skolon.com). Don't have an account?

Contact us : [support@skolon.eu](mailto:support@skolon.eu)

2. Click **License management** in the left menuue.

3. Click **New order**.



SKOLUP

Start

Statistics

Economy

**Licence management**

Subscriptions

Licence requests

**Licence management**

New order

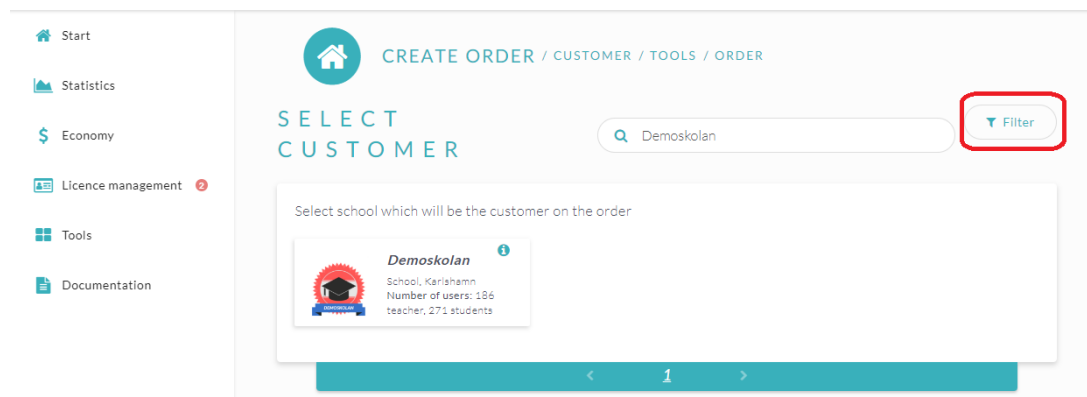
Multiple edits

Search for tool

Filter

Licence type	Licences	Organisation	School	Tools	Licence start	Licence end	Status
Single licence	x 1	Demo Skolon huvudman	Skolon 7-9	Skolup	03/05/2023	03/05/2024 Subscription	Active

4. Search for your customer, select customer by clicking it. You can see the number of users for each school. You can also filter by organisation or school by clicking the **Filter** button.



CREATE ORDER / CUSTOMER / TOOLS / ORDER

SELECT CUSTOMER

Search for tool

Filter

Select school which will be the customer on the order

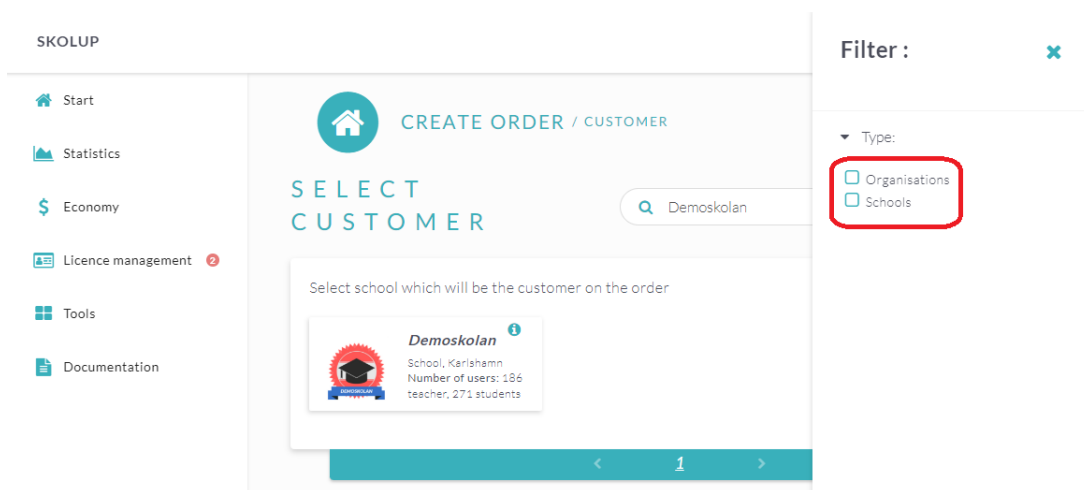
**Demoskolan**

School, Karlshamn

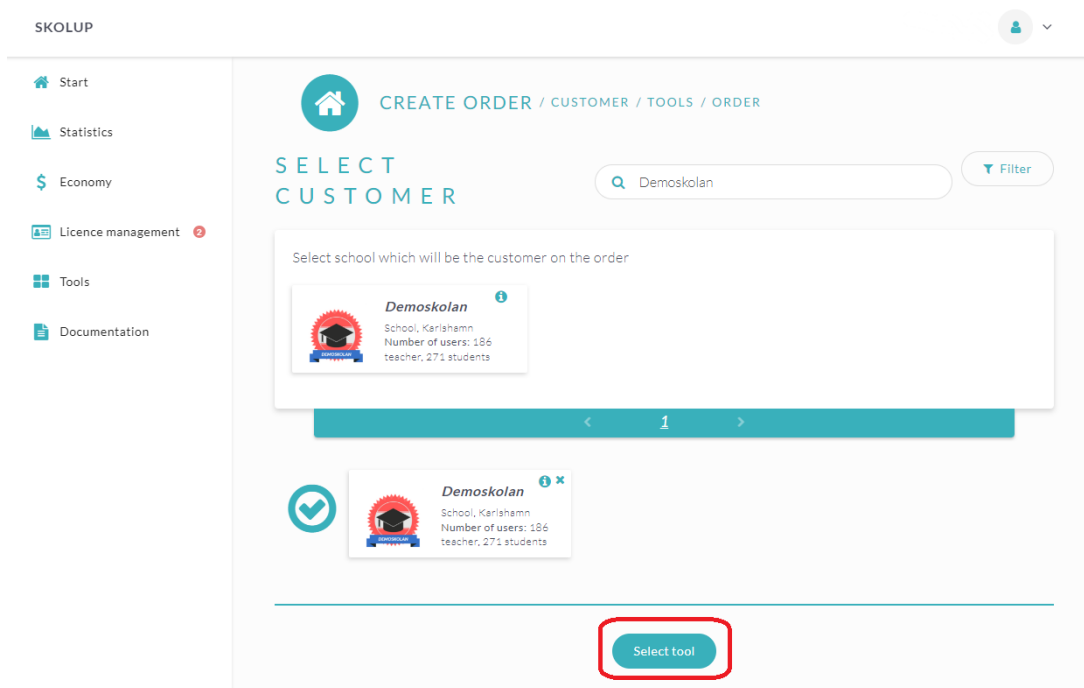
Number of users: 186

teacher, 271 students

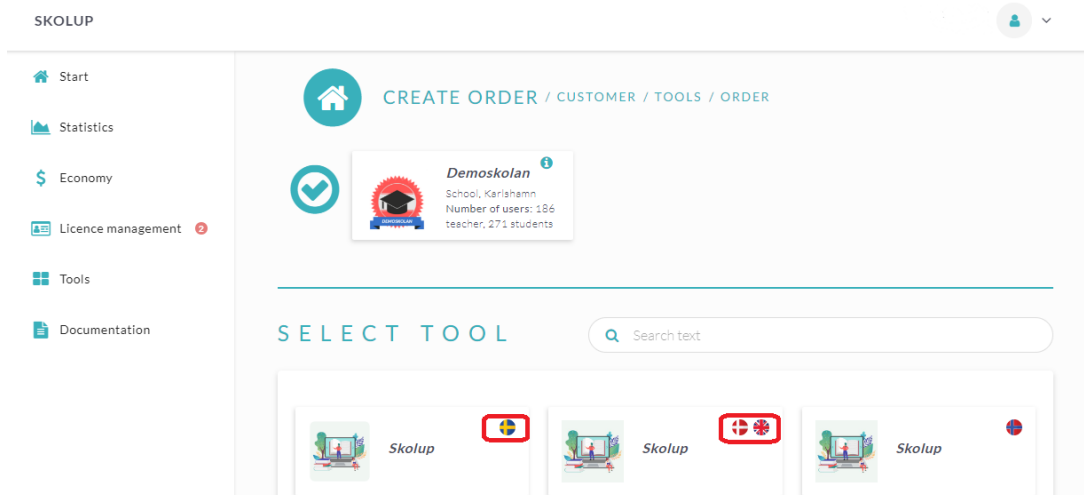
1



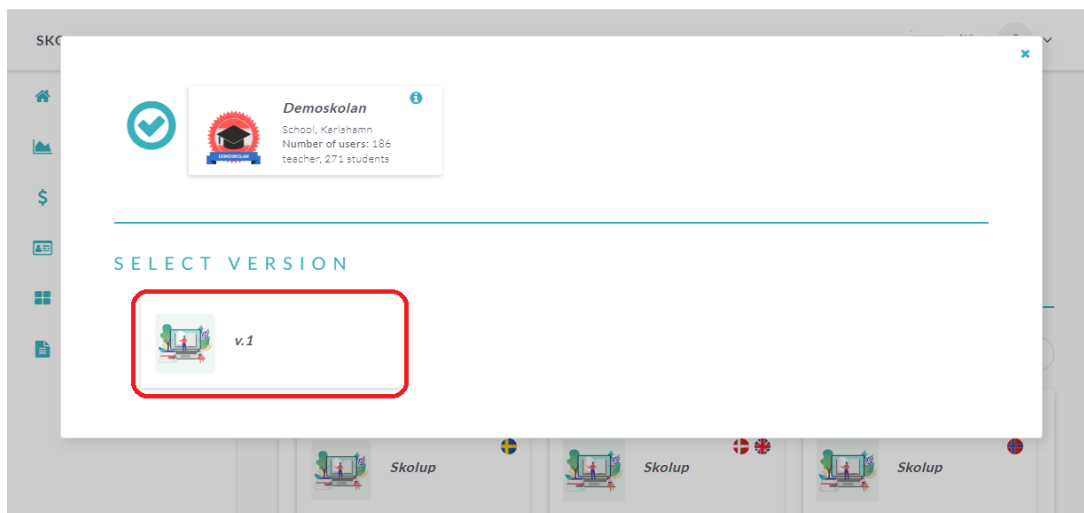
5. Click **Select tool**.



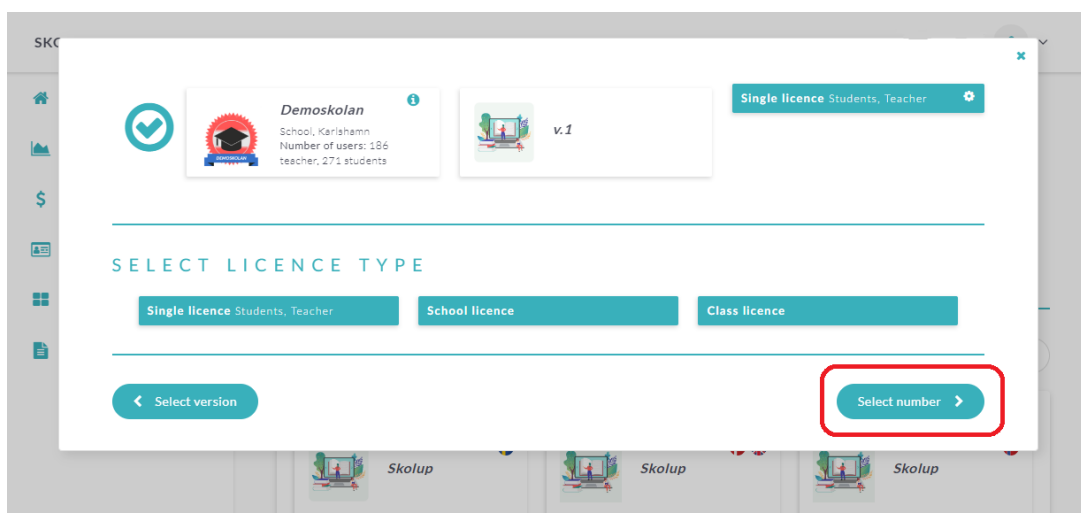
6. Select a tool by clicking it. The flags shows which markets the tool is available for.



7. Click the desired version. Depending on the tool there can be several versions available.



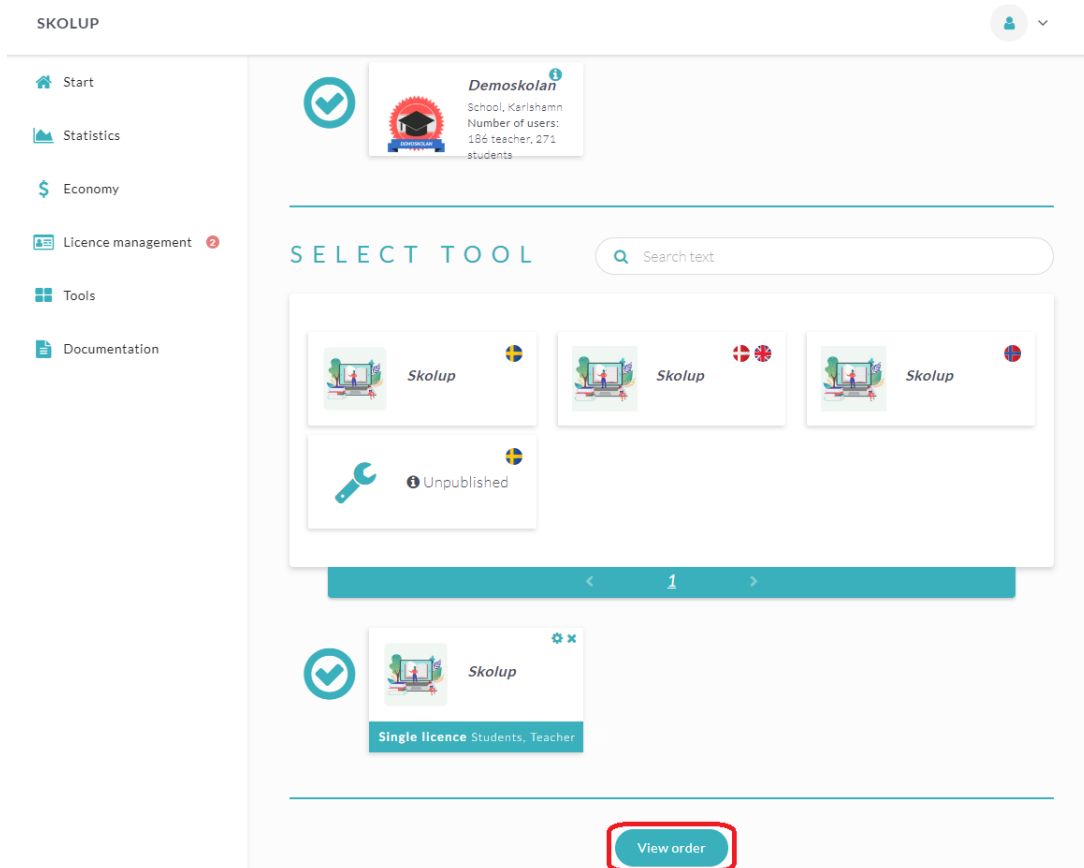
8. Click the relevant license type and then click **Select number**.



9. **NOTE!** If you create single licenses, don't forget to fill out the number of licenses. Click **Done**.



10. If you need to create licenses for another tool, click it from the selection and repeat steps 6 to 9, otherwise click **View order**.



11. Here you can select automatic renewal (subscription) **(a)** or a fixed end date **(b)**. If needed fill out references, and select if an email should be sent to you, the customer or to Skolon **(c)**.

Finalize the process by clicking **Send order**. Your licenses are now created and ready for the customer to assign and use through Skolon.