Create new external tool with purchasable products

Ulf Kronsell - 2025-04-24 - Create New Tool With Products

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

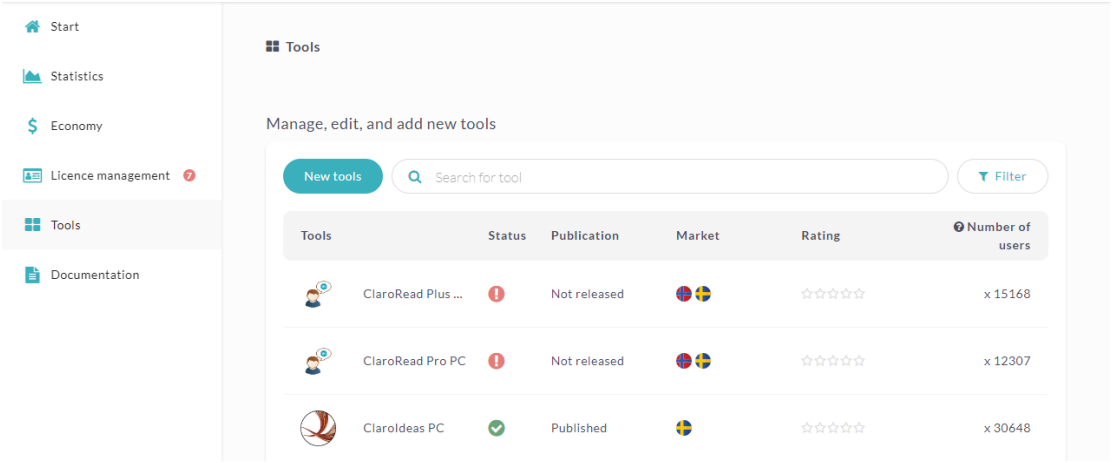
1.Log in to the partner portal through www.skolon.com.

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.

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



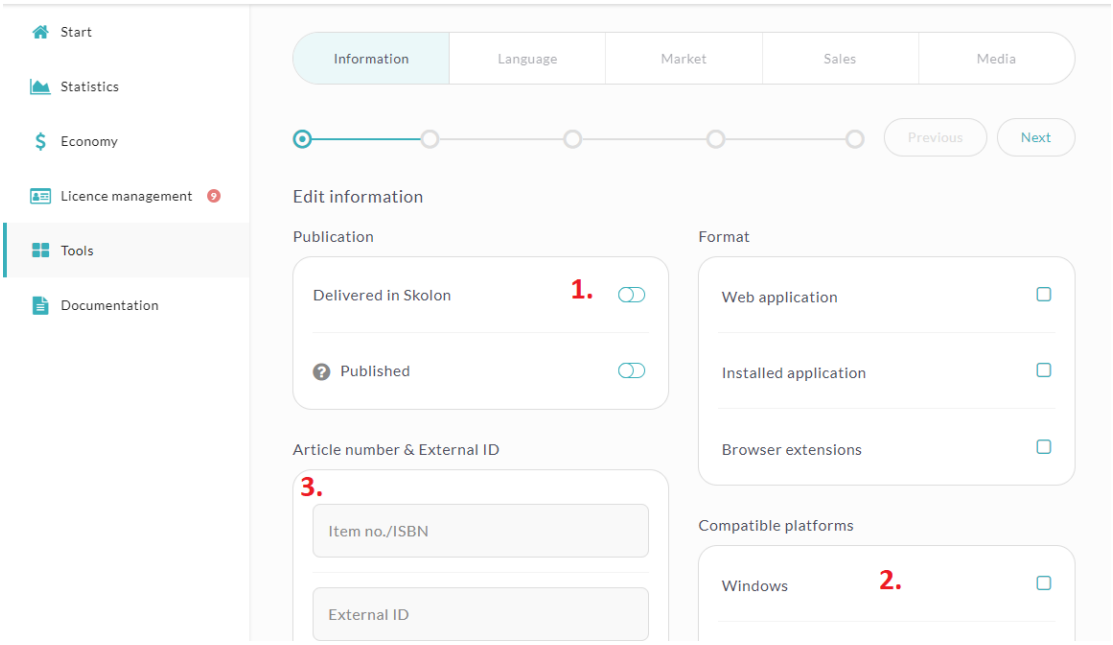
You are now guided through seven steps that can be filled out to set up a new tool. The overview always shows how much of the process you have completed.

Section 1. Information

1. Set delivery to **NOT** be done through Skolon.

2. Specify compatible platforms.

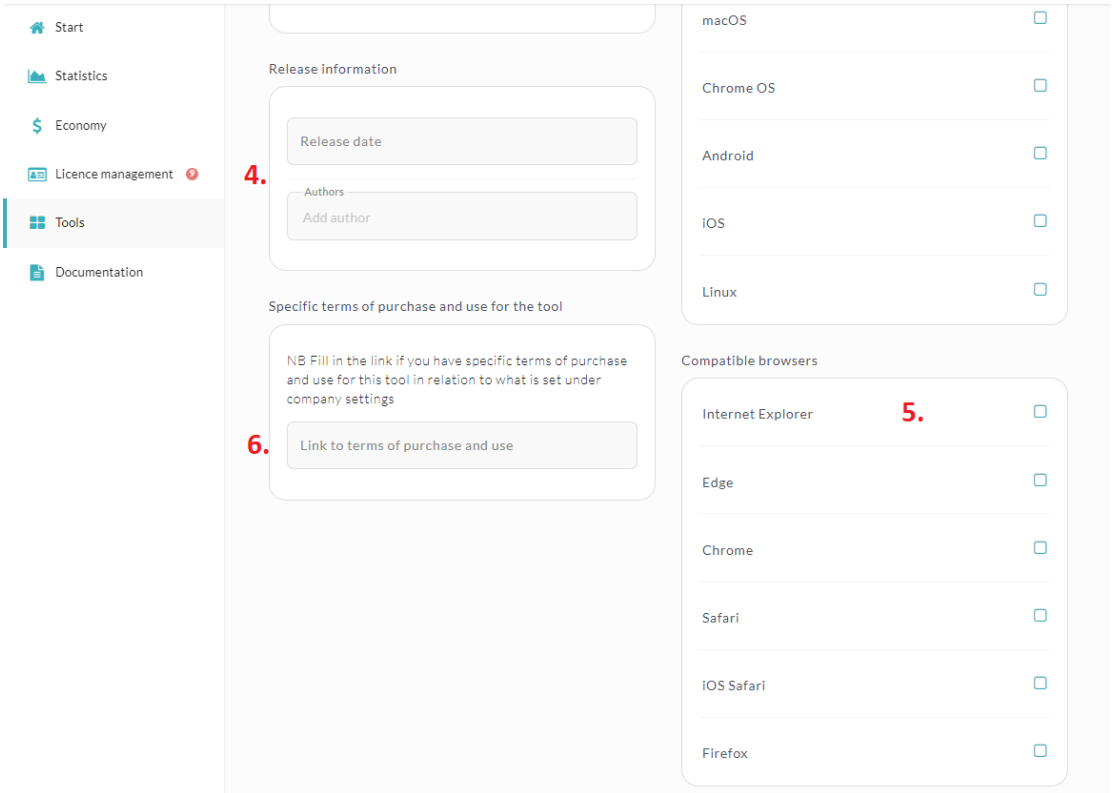
3. Fill out article number and/or external ID if applicable.



4. Specify release date and author if relevant.

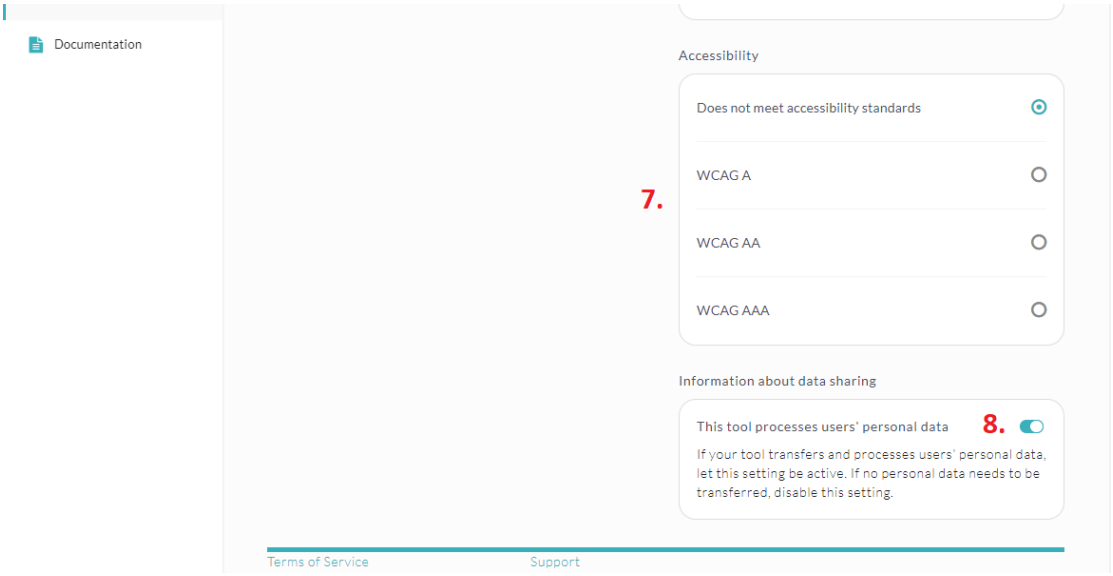
5. Specify all compatible browsers.

6. If the tool have specific terms and conditions you can add a link to those here.

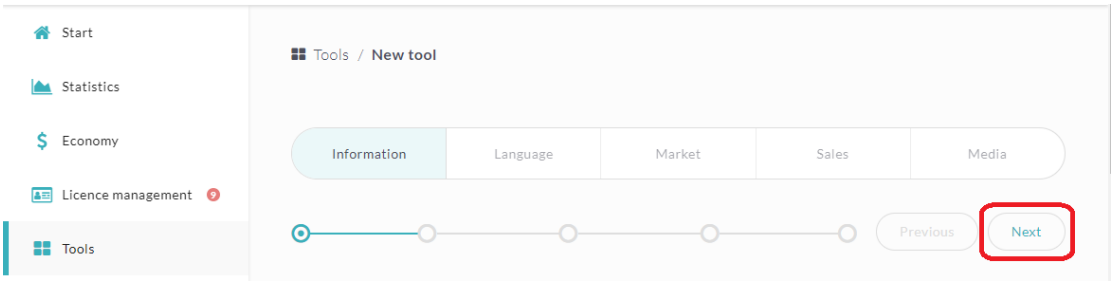


7. Select the applicable acessibilty standards for the tool.

8. Activate if the tool processes personal data.



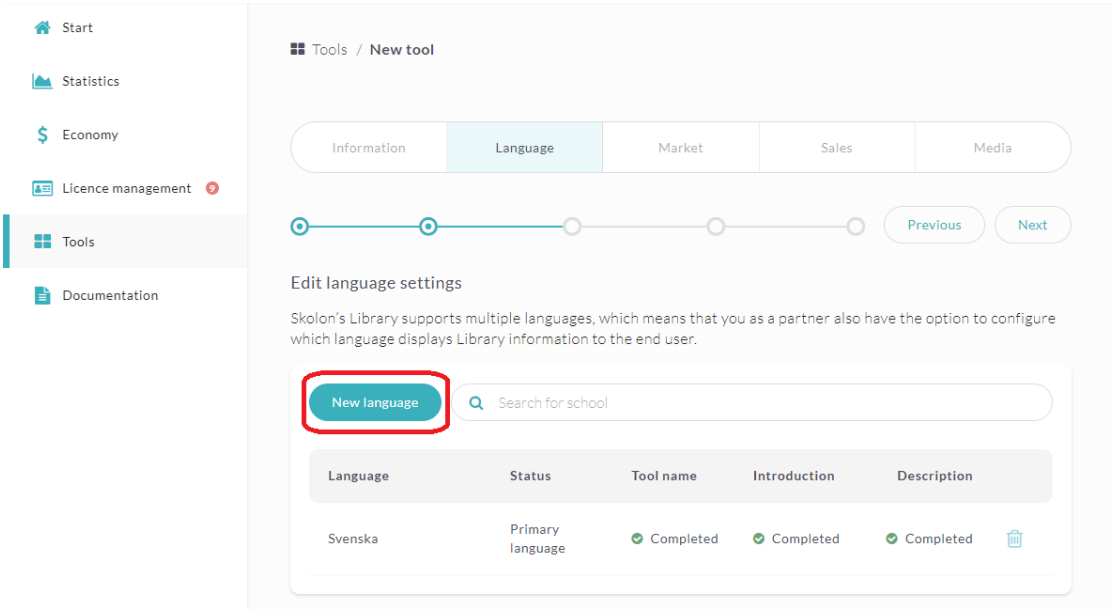
9. Click **Next** in the top right corner of the page to continue to the next section.



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.

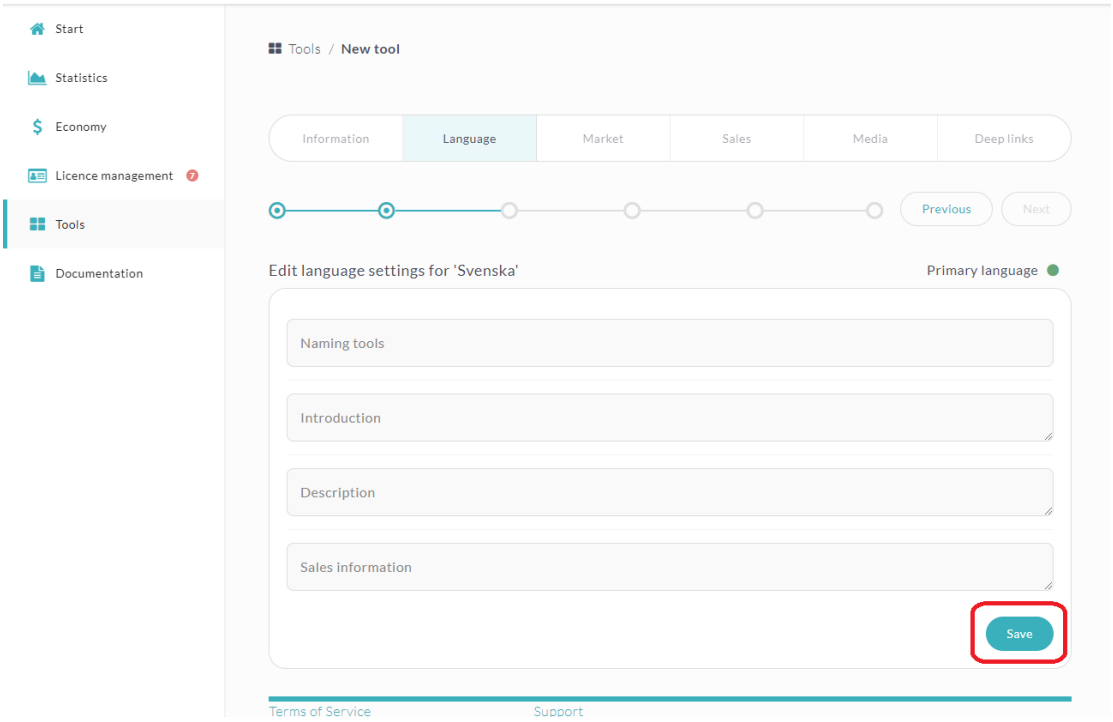
1. Click the row with the language you want to edit or click **New language** to add a new language.



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

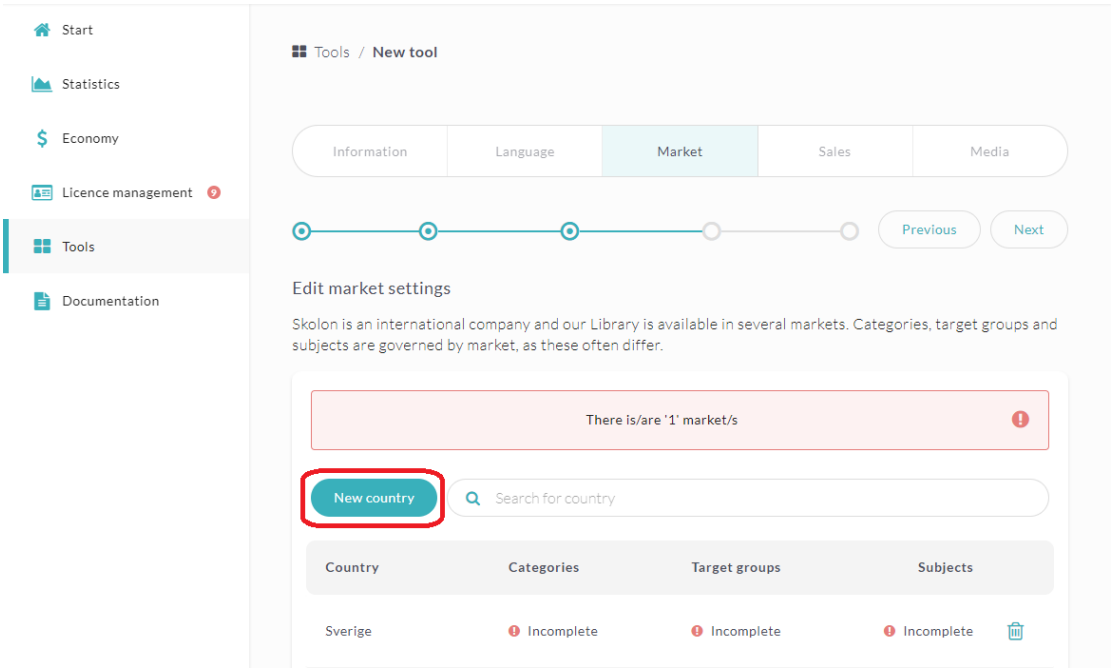
3. It’s possible to also fill out sales information, e.g. a link to your support page or a contact form. However, leave this field blank for now as the link is currently not visible in the Skolon library.

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



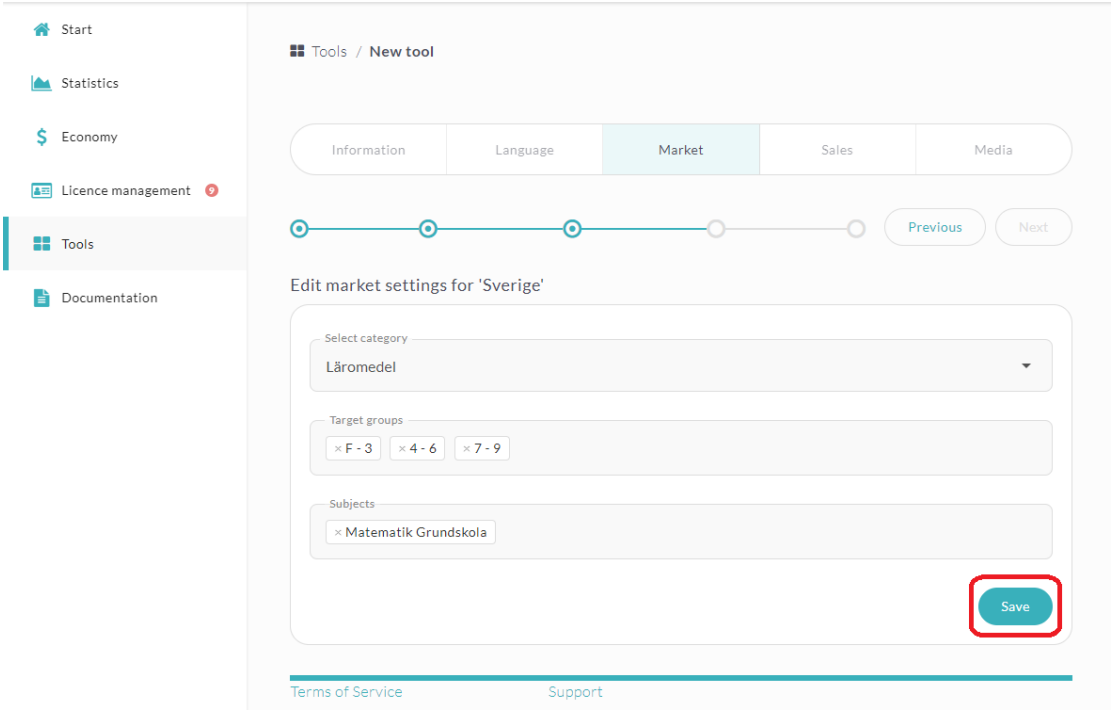
Section 3. Market

1. Specify the markets that the tool will be available in. To add a new market/country click **New country**. **NOTE!** Do not forget to set language for the new market.



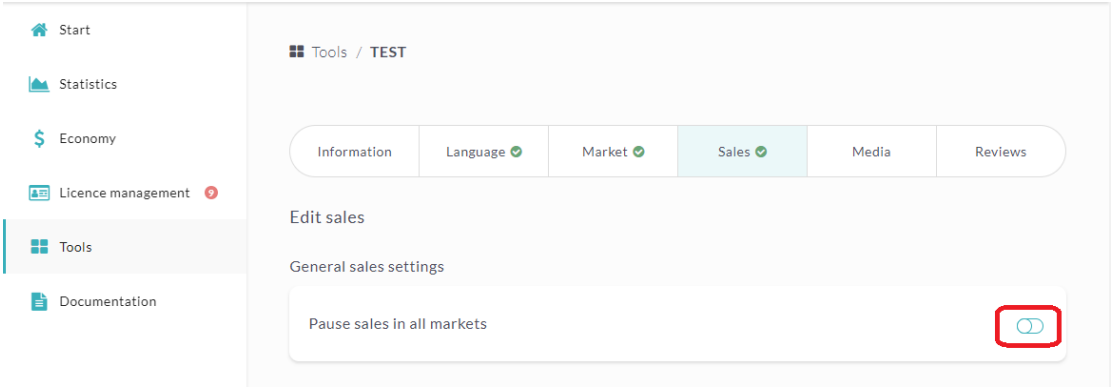
2. Select category , target group and subject(s)related to the tool, using the drop down menu, to inform your users and make it easier for them.

3. Click **Save**.

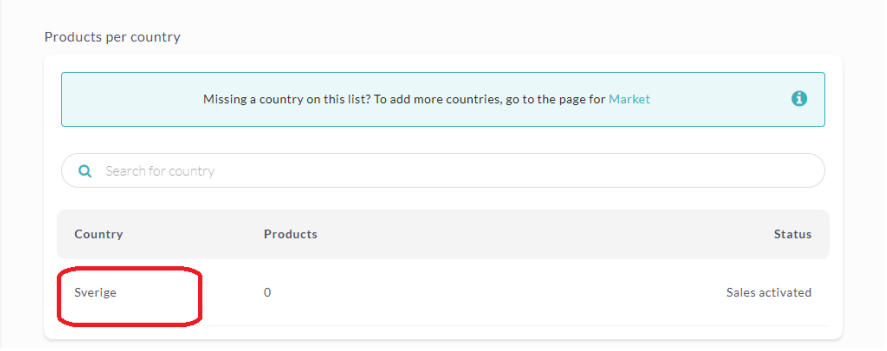


Section 4. Sales

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

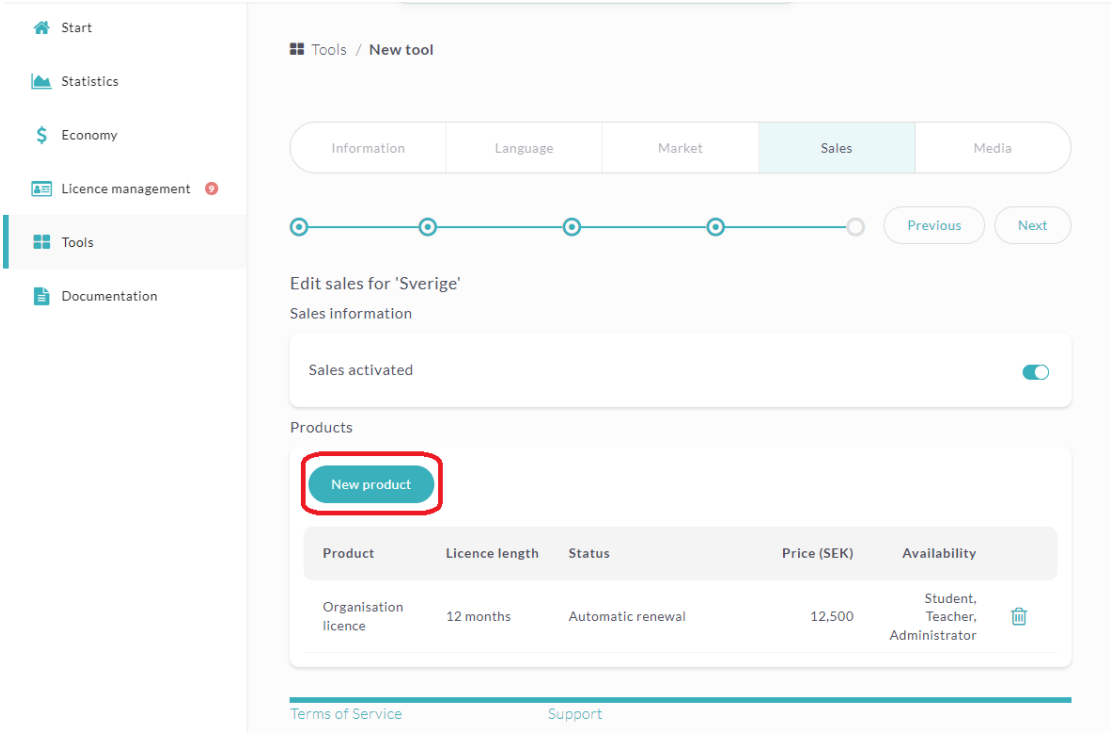


3. Click the country you want to add a product for.

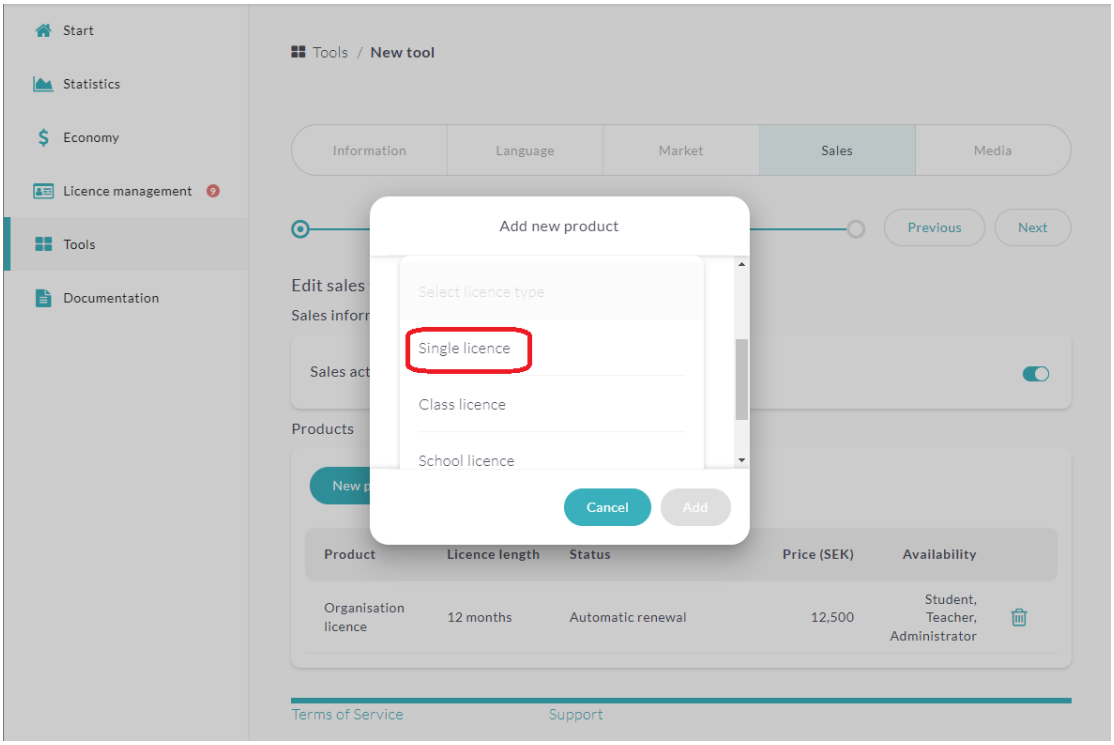


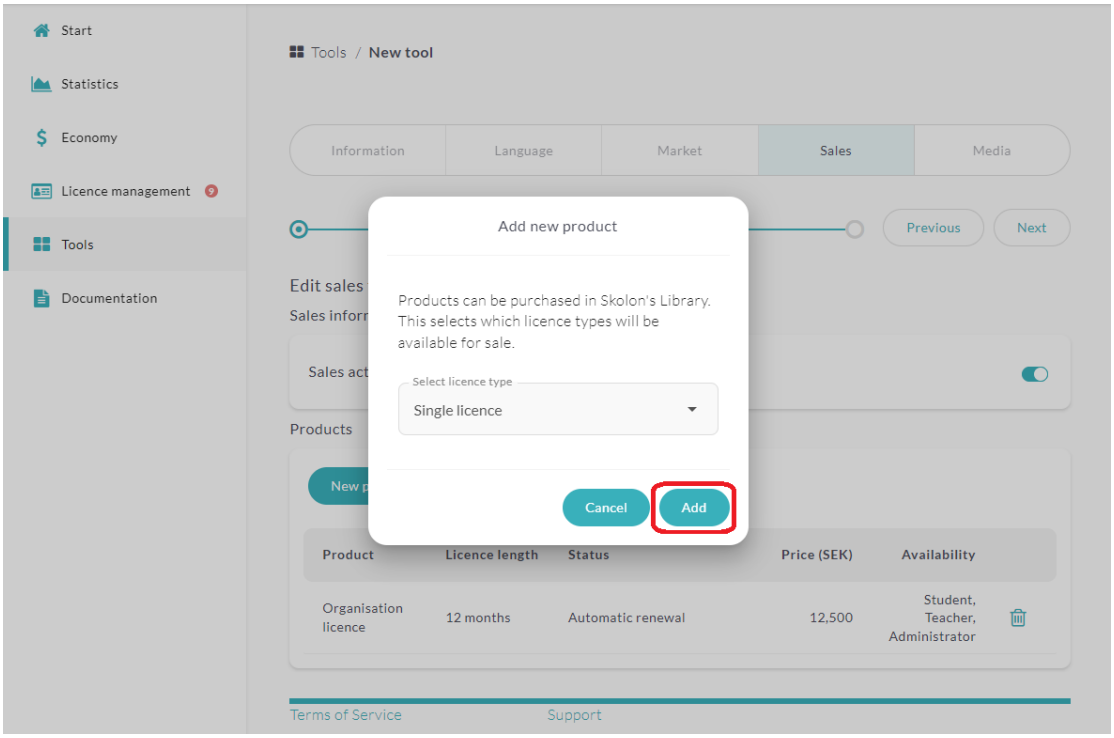
Here you can also see if sales are activated for the tool.

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



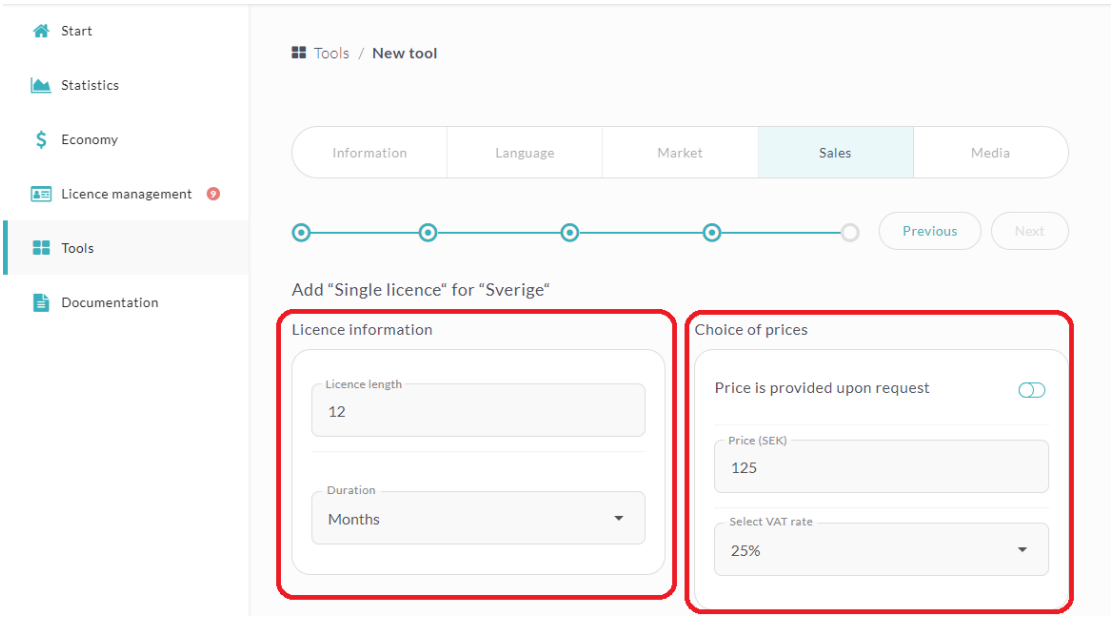
5. Select license type using the drop down menu. Then click the **Add** button.





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

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

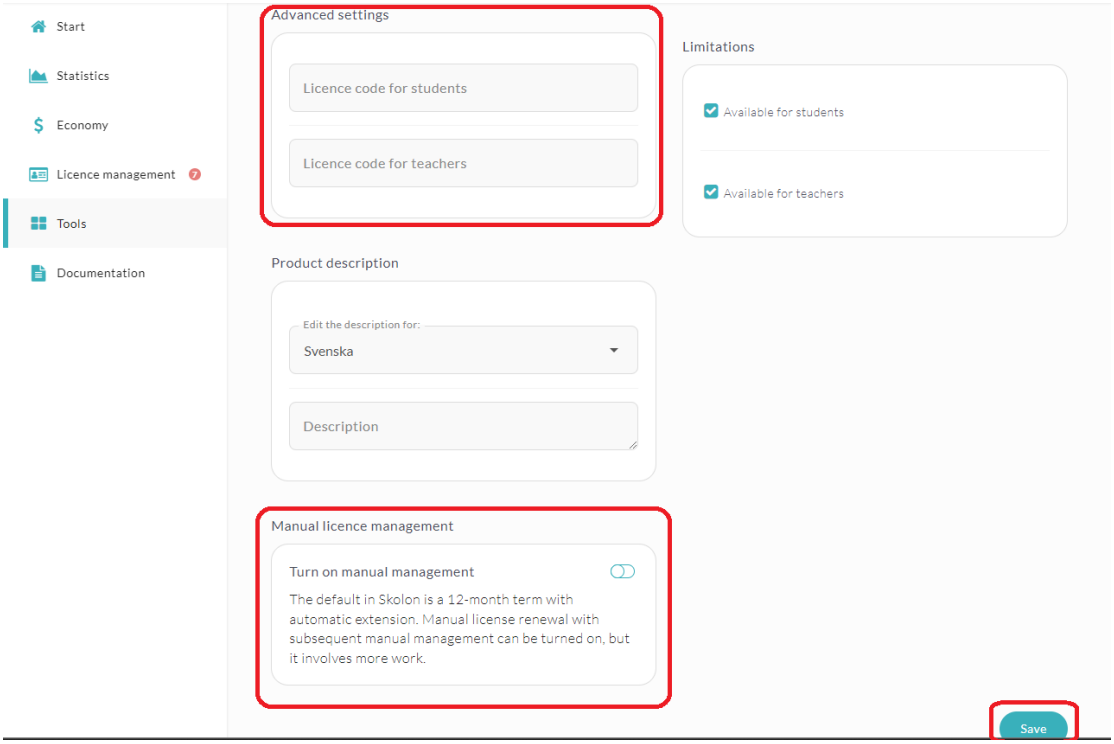


8. Fill out license code (if applicable), limitations and a description.

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

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

10. Click **Save**.



Summary of Sales

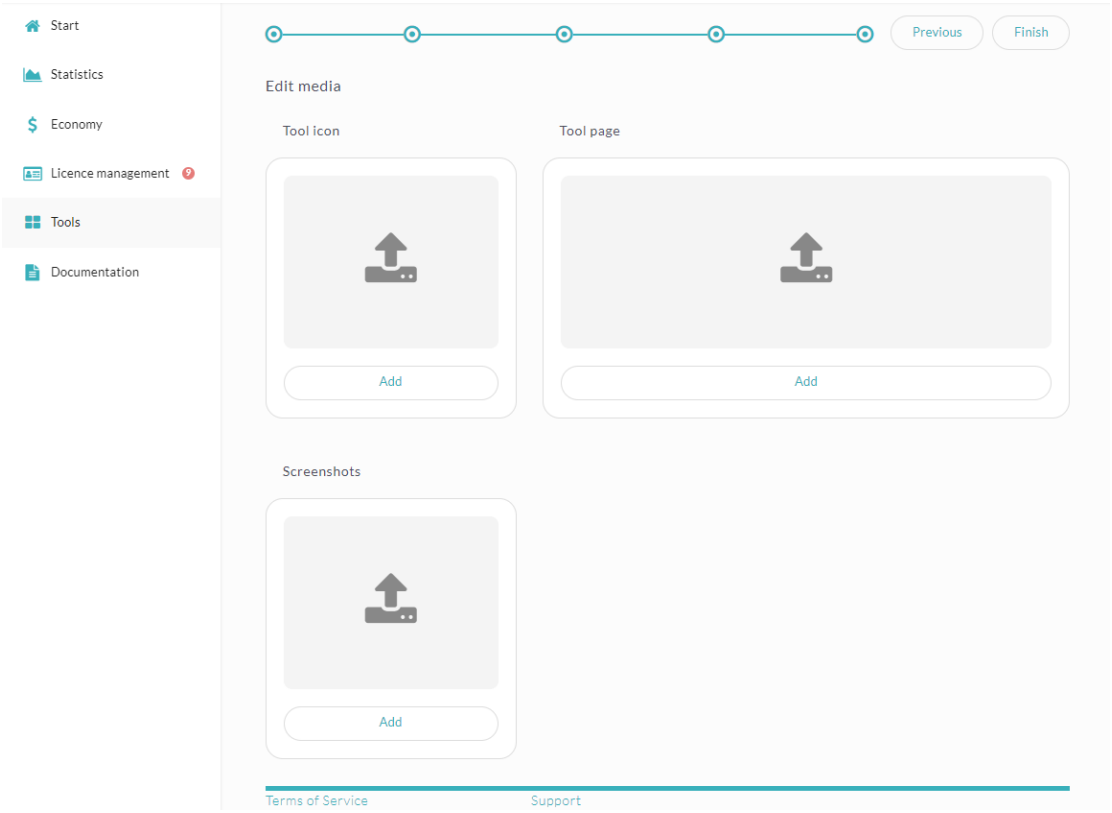
- You can create single, class, school or organization licenses.
- You can also choose the duration of the license, please note that automatic renewal is default, you have to specifically select manual license management if you do not want automatic renewal.
- You set a price and VAT percentage. If you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

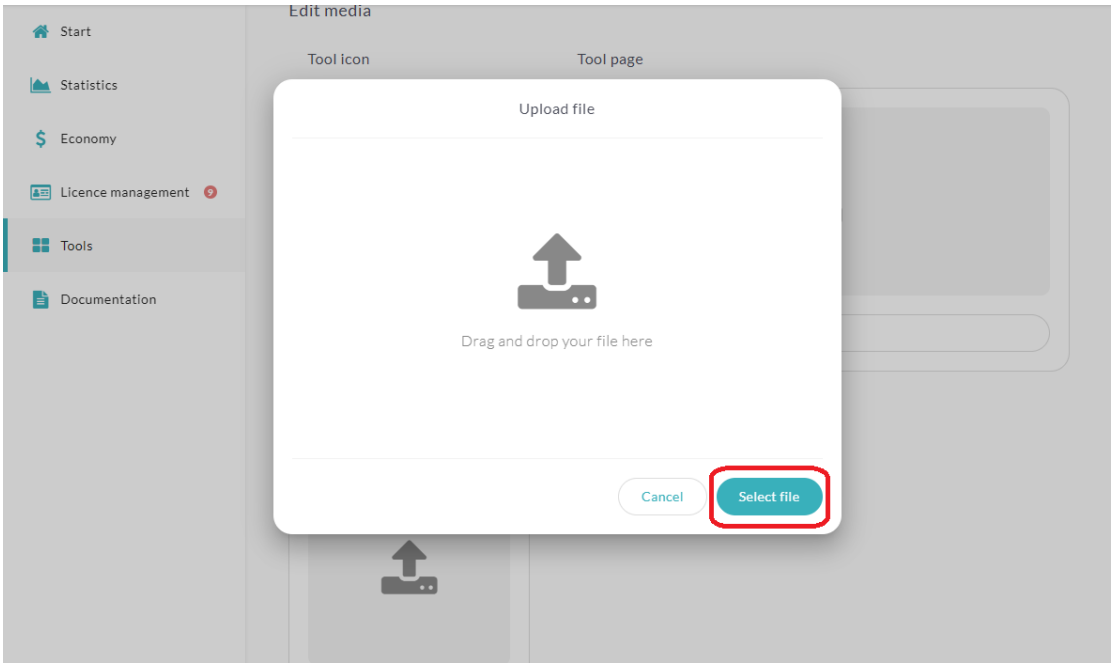
- Make sure that there are no outdated tools in your partner portal
- Major updates that significantly changes the content or structure of the tool must be communicated clearly and with good foresight to us at Skolon via support@skolon.eu
- Skolon invoices the customers that buy licenses through Skolon 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 Discount codes 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. **NOTE!** You **must** handle this order within 5 days and make sure that the customer **receives delivery of the tool via e-mail**.

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 license keys if needed.



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.

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