Create new integrated tool with purchasable products

Ulf Kronsell - 2024-06-13 - 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.

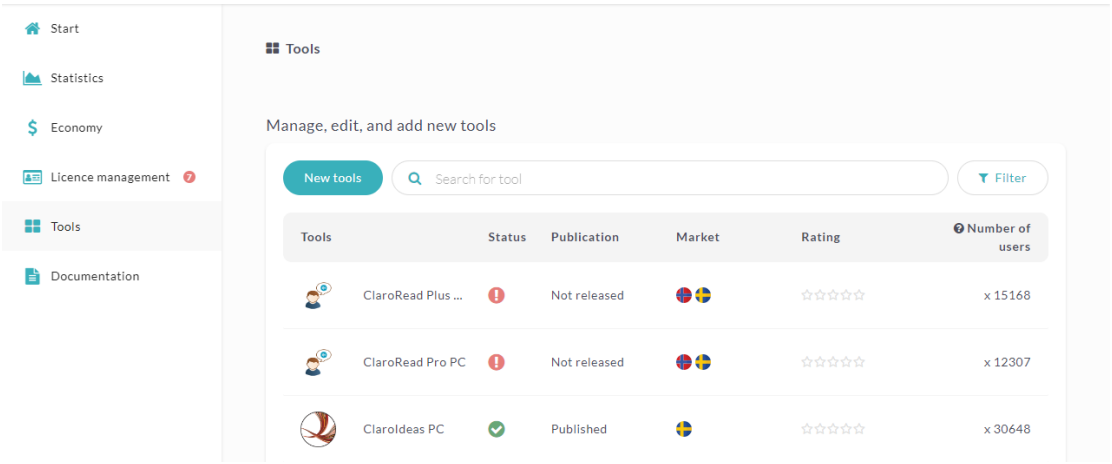
Don't have an account? Contact us at: support@skolon.eu

2. Click **Tools** in the left menu.

3. Available tools are shown. You can edit, search and filter among the available tools.

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**.

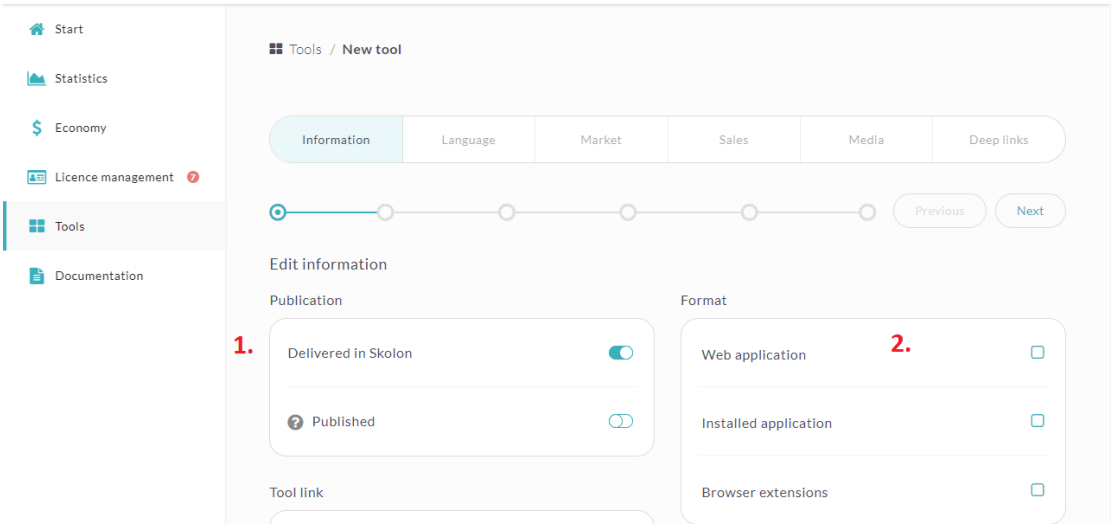


You are now guided through seven steps that can be filled out to set up a new tool. The overview always shows how much of the process you have completed.

Section 1. Information

1. Set deilvery to be done through Skolon.

2. Specify compatible platforms.



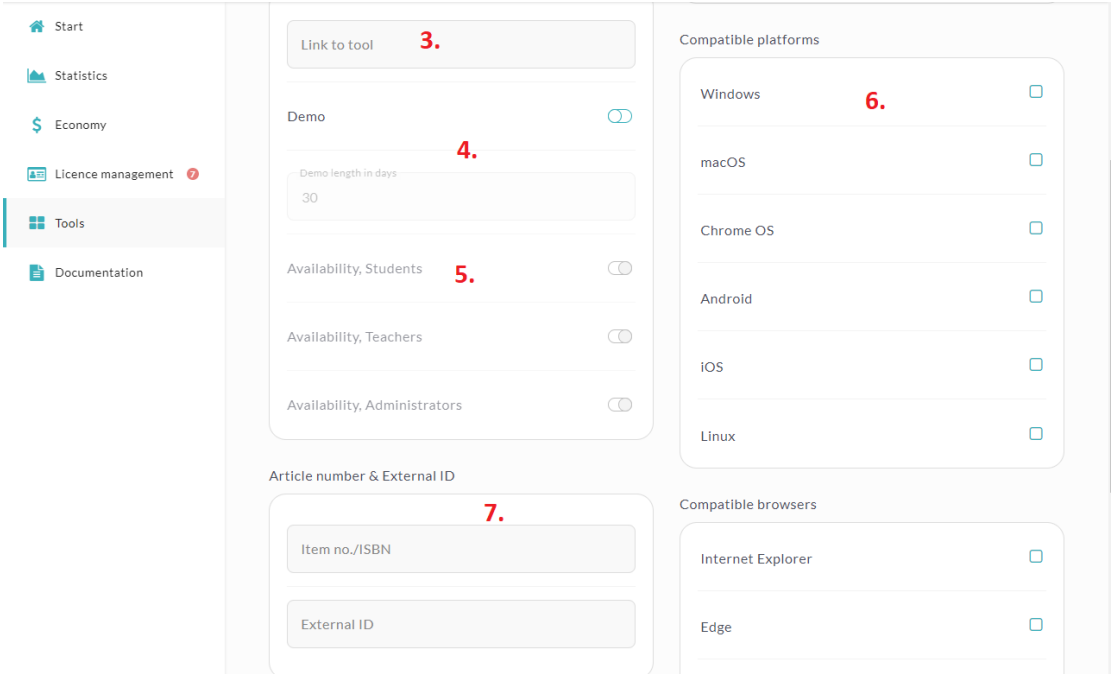
3. Specify a link to the tool and if it is available as a demo. **NOTE!** Only fully integrated tools can have a demo.

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.

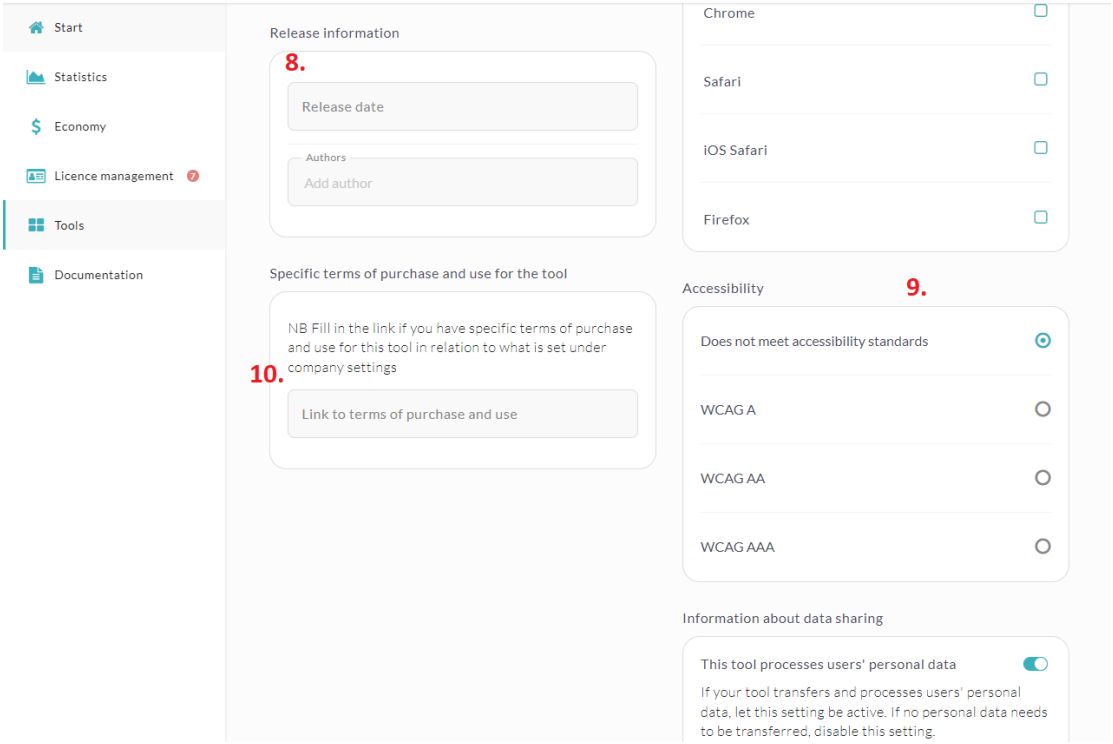
7. Fill out article number and/or external ID if applicable.



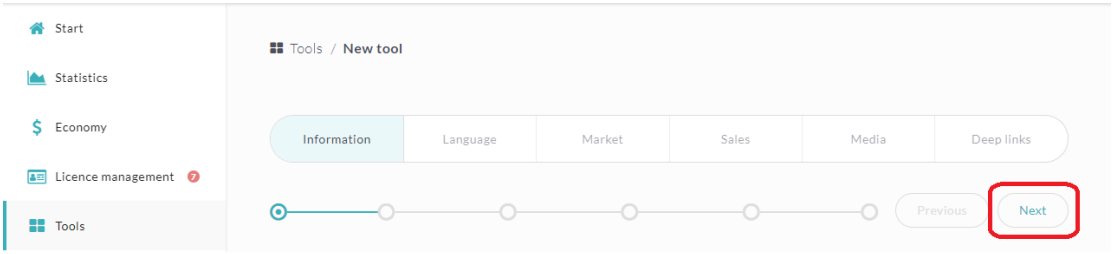
8. Specify release date and author if relevant.

9. Select the applicable acessibilty standards for the tool.

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



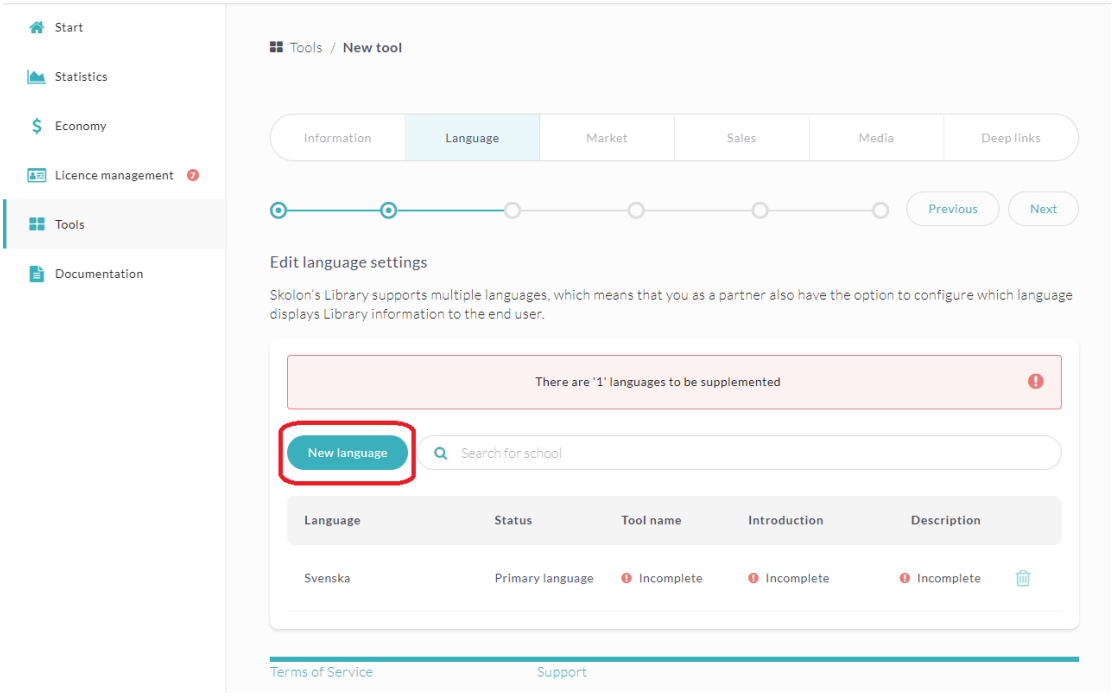
11. Click **Next** in the top right corner of the page to continue to the next section.



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.

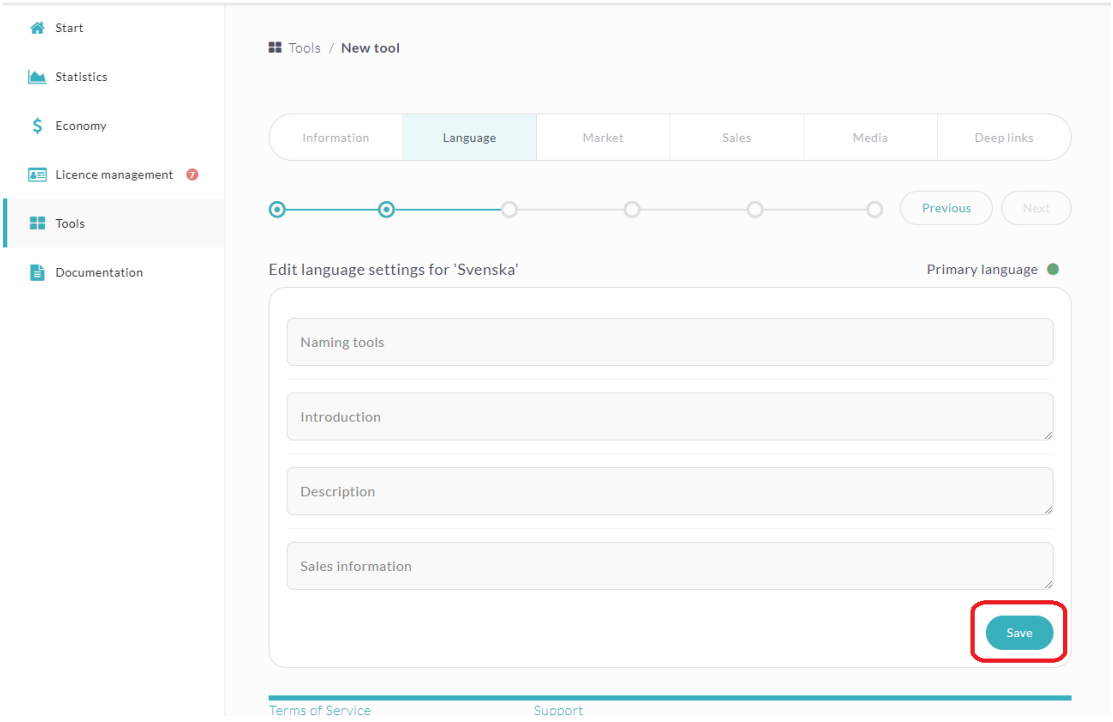
1. Click the row with the language you want to edit or click **New language** to add a new language.



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

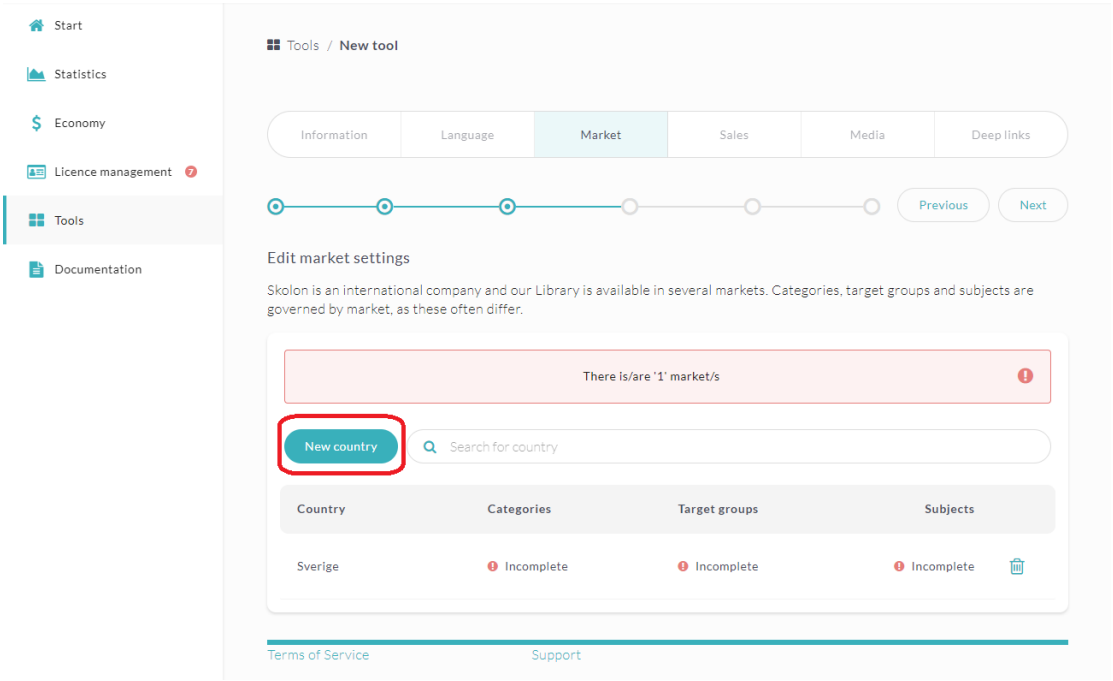
3. It's possible to also fill out sales information, e.g. a link to your support page or a contact form. For now leave this field empty as this link is currently not visible in the Skolon library.

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



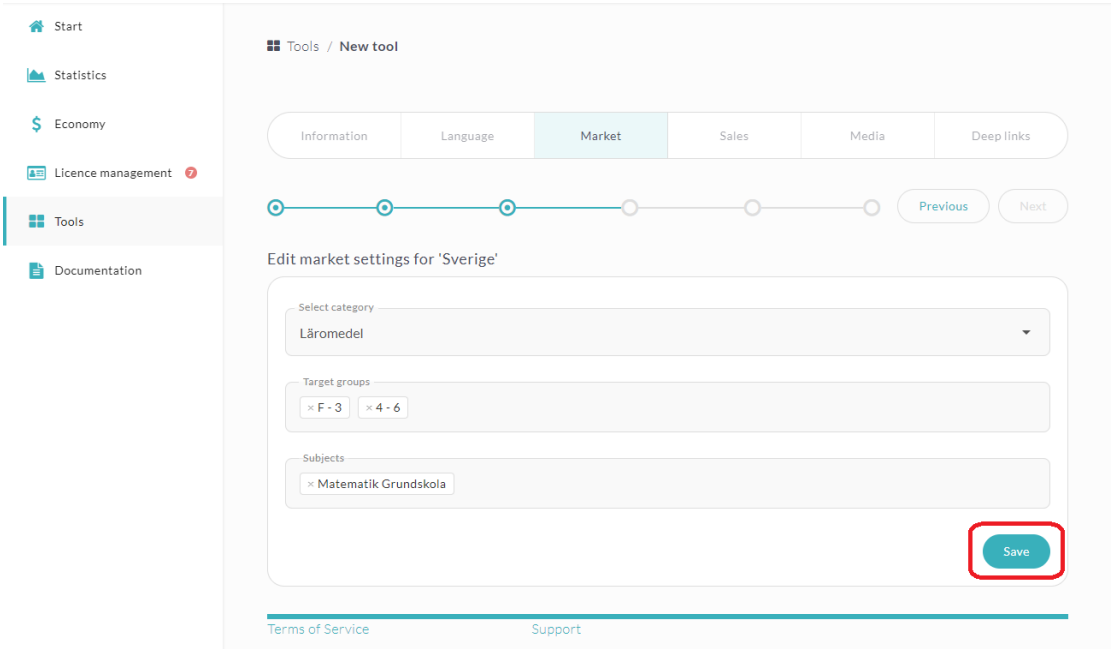
Section 3. Market

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**.



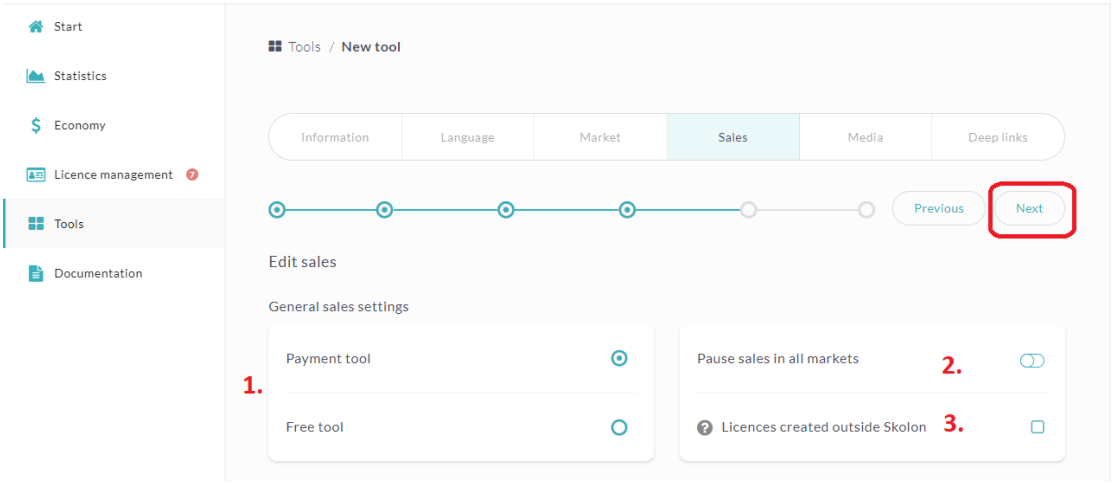
Section 4. Sales

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

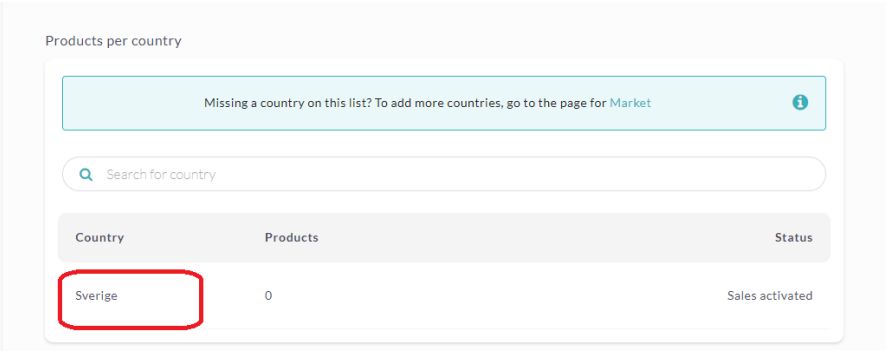
2. Sales is paused in all markets as default. Deactivate this toggle switch when a tool is released.

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.

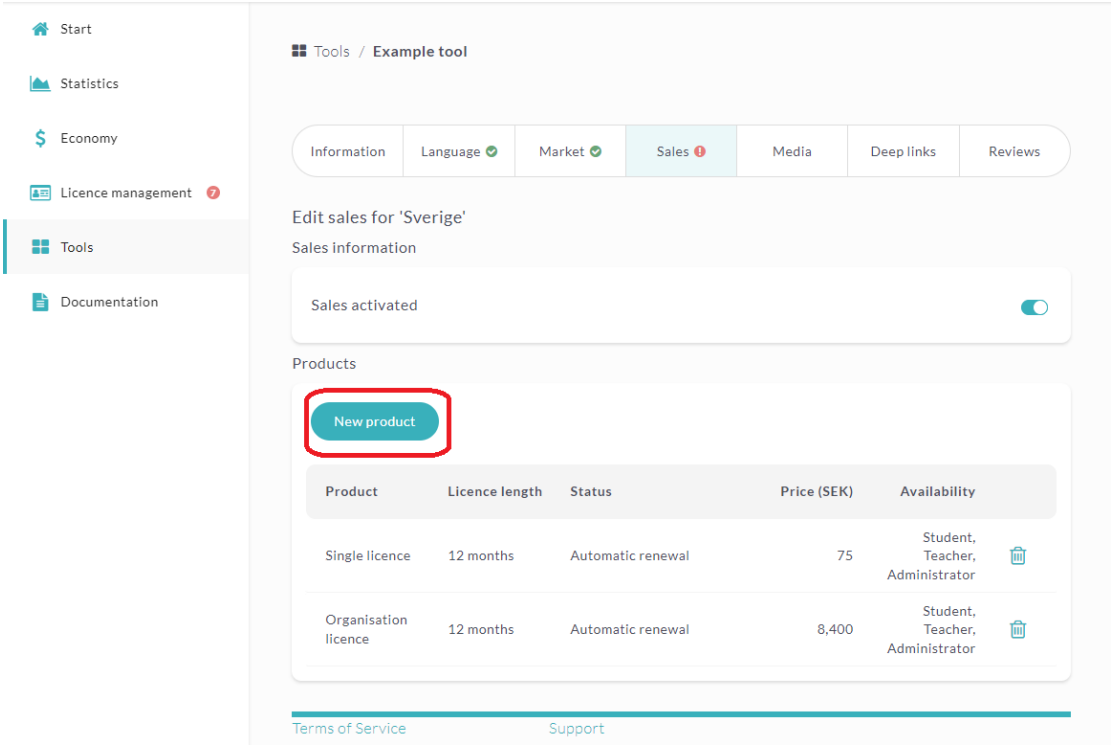


5. Click the country you want to add a product for.

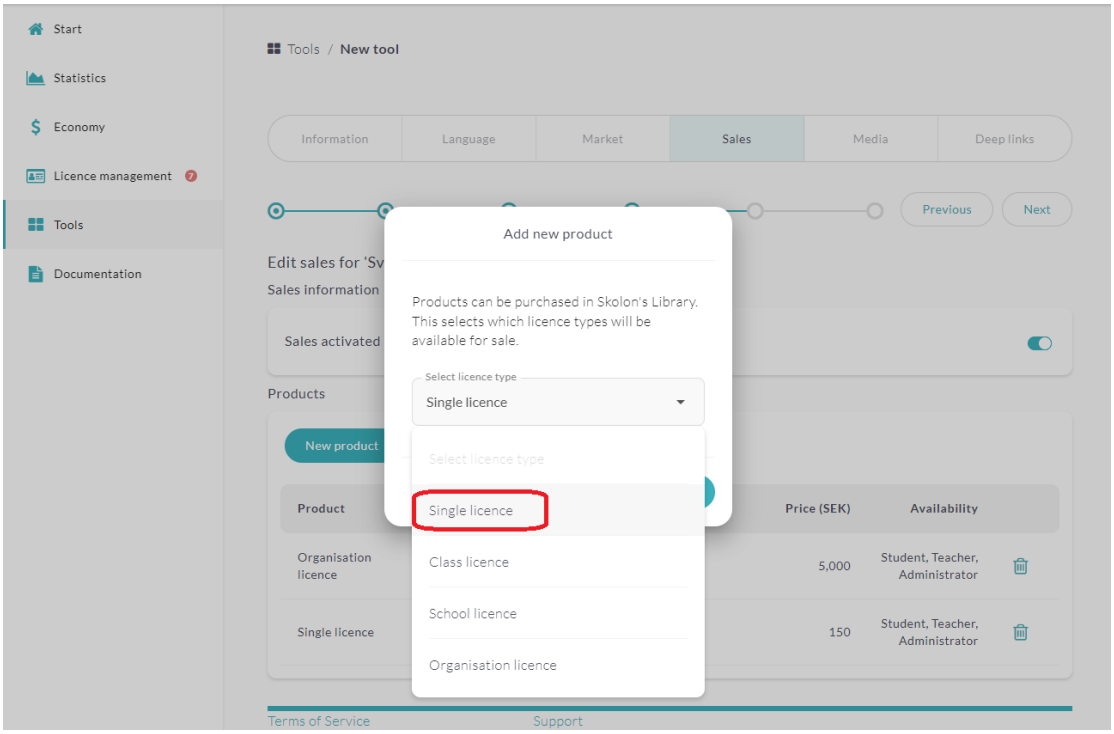


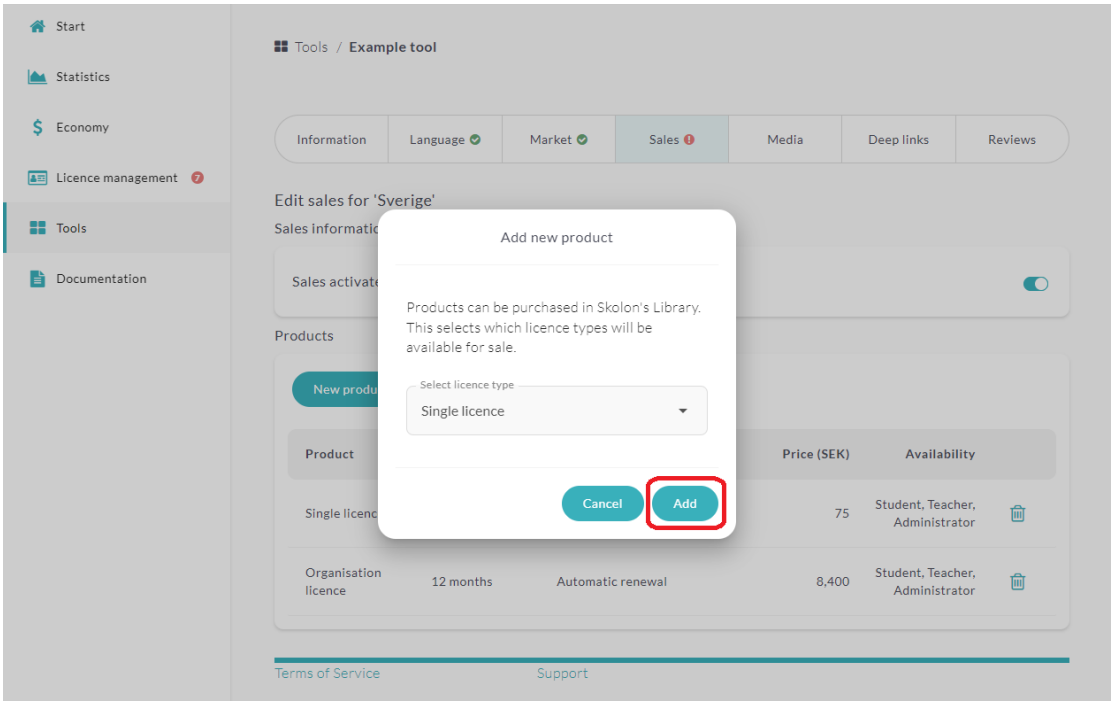
Here you can also see if sales are activated for the tool.

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



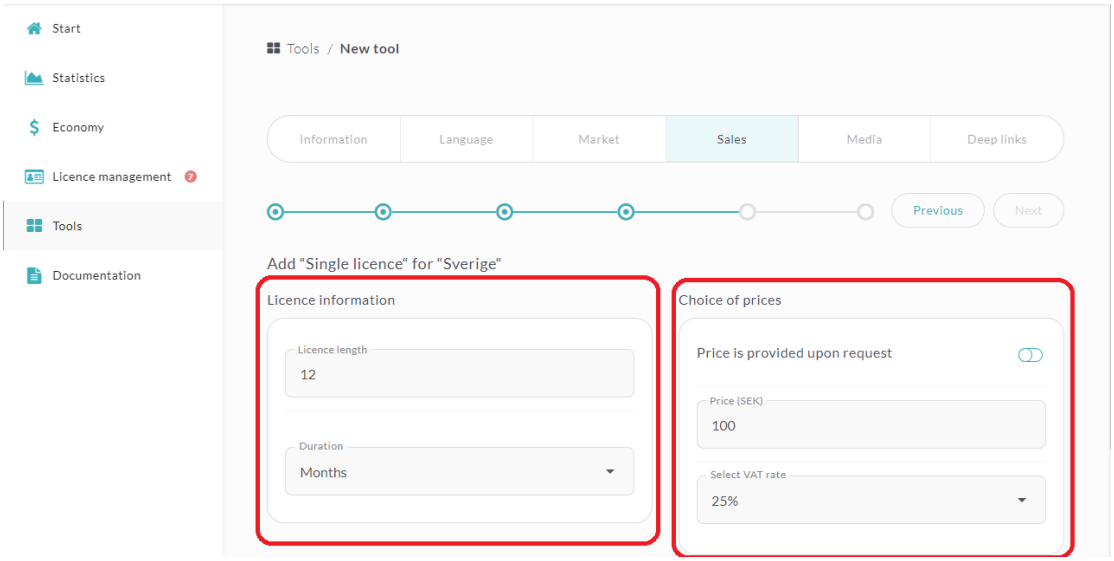
7. Select license type using the drop down menu. Then click the **Add** button.





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).

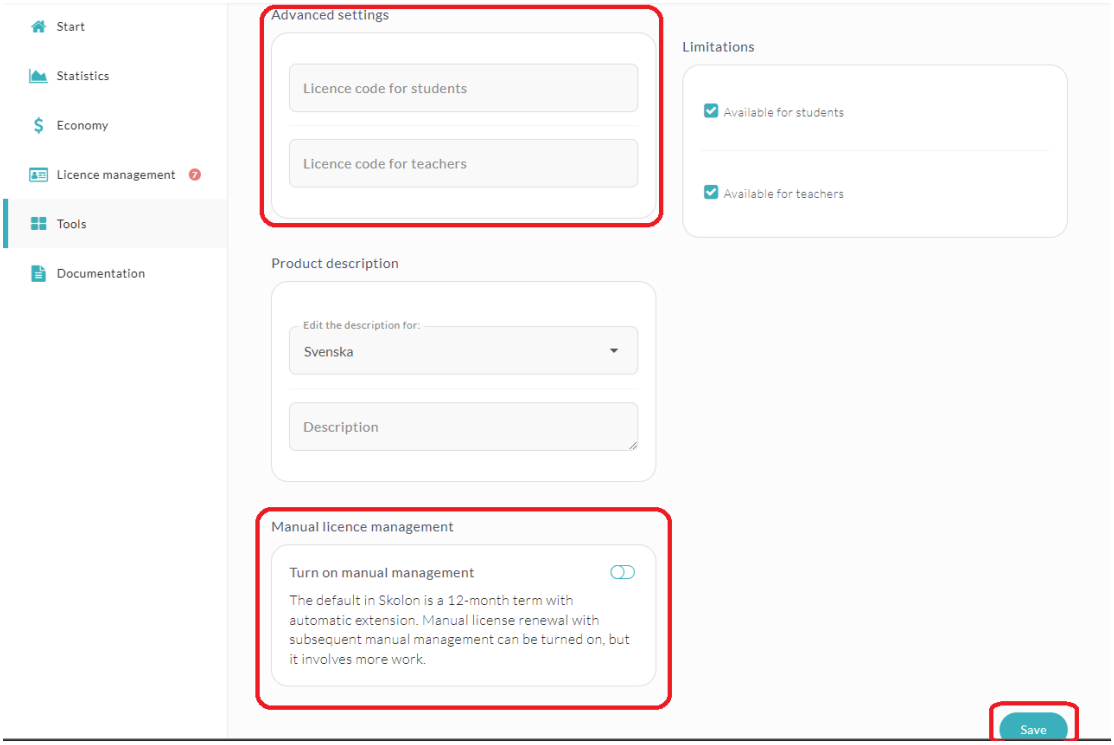


10. Fill out license code (if applicable), limitations and a description.

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**.



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.

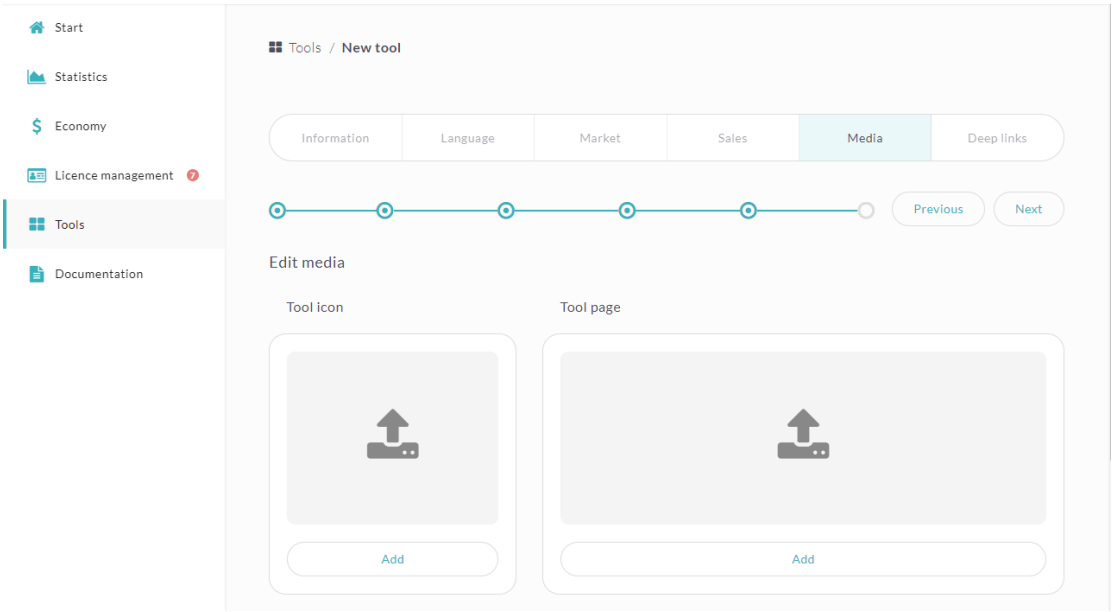
- You can only limit the number of students/teachers for class licenses.
- The field **Description** is mainly for internal use for you as a partner, it is only visible for the user in the final step before checking out of the cart from Skolon.

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. 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).

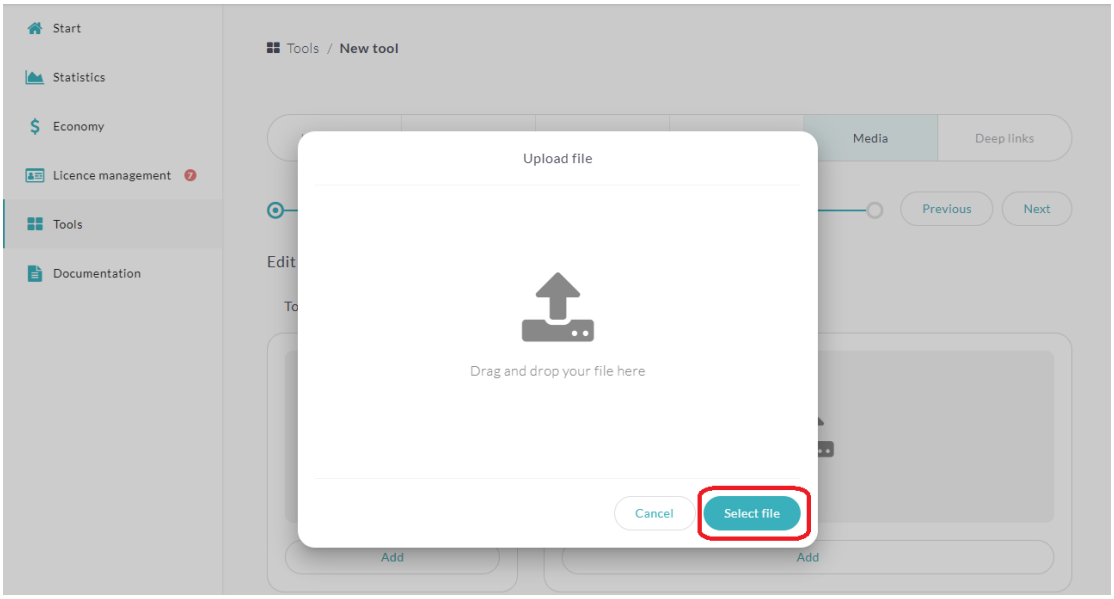
Section 5. Media

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.

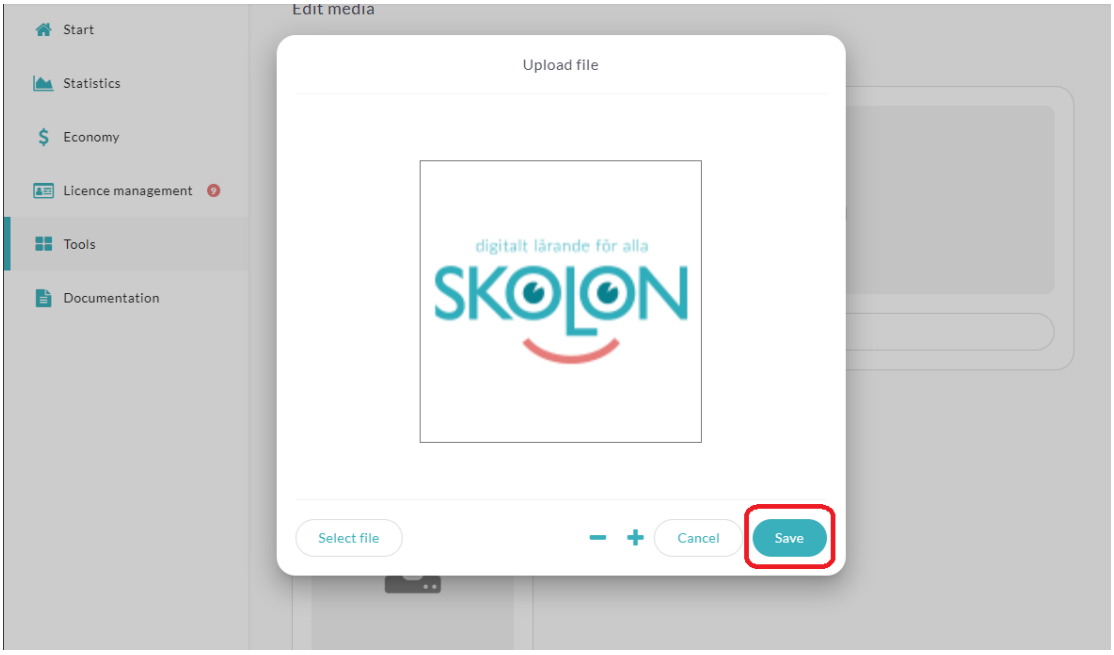


1. Click the area for which you want to upload the image. Drag and drop the file into the marked area or click **Select file**.

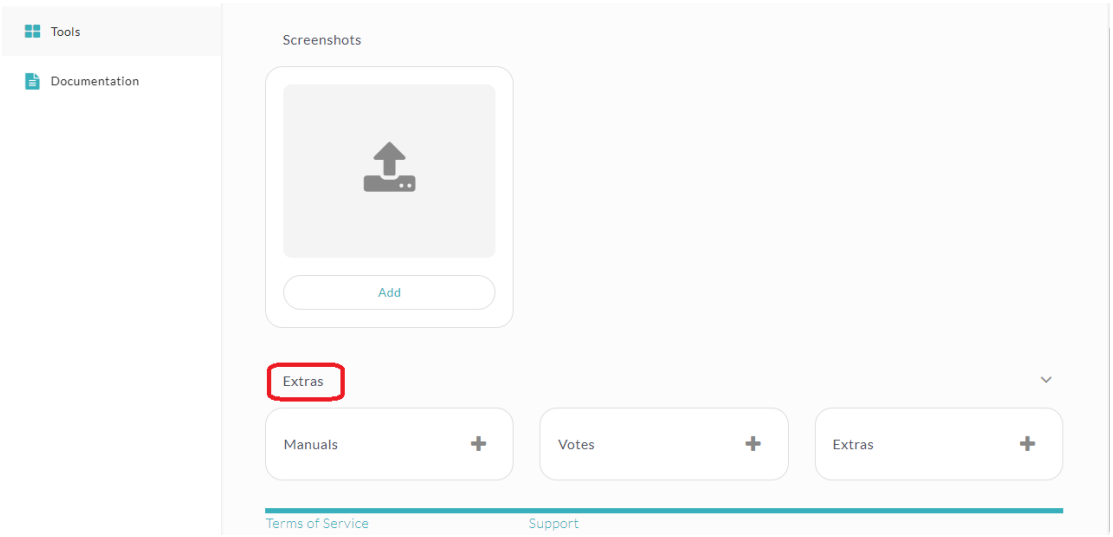
2. Select image from your computer.



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



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

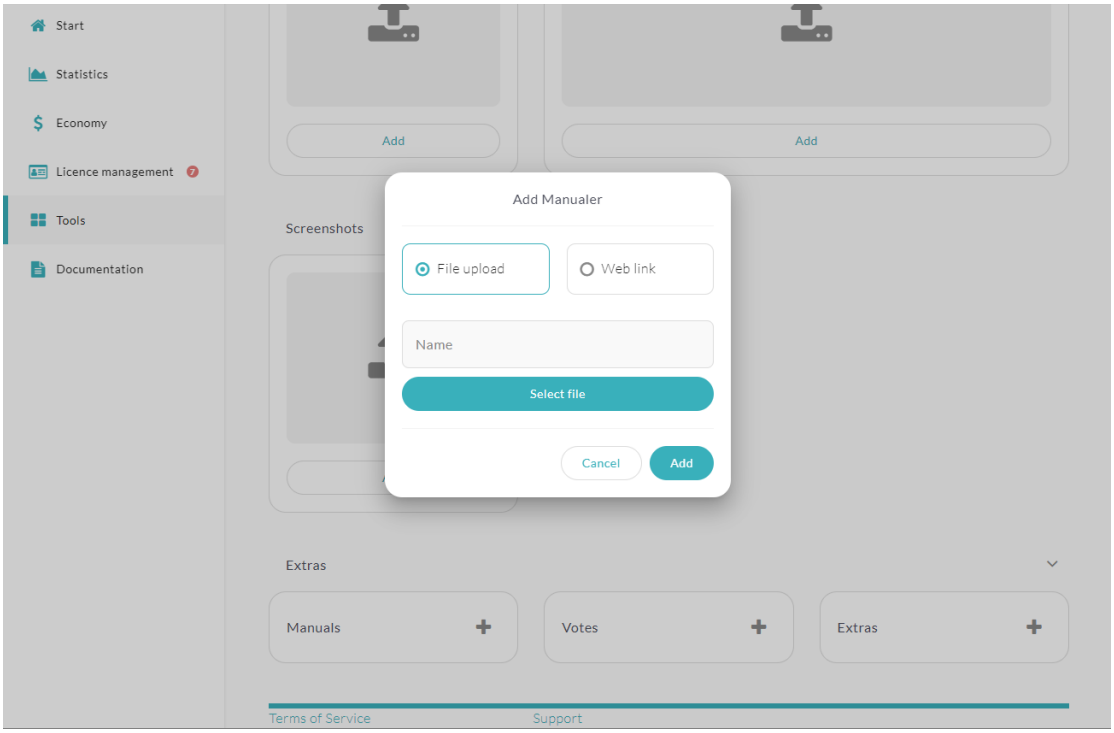


5. Select whether a file will be uploaded or if a link to a web resource will be provided.

6. Add a name.

7. Upload a file or fill out a URL. Click **Add**.

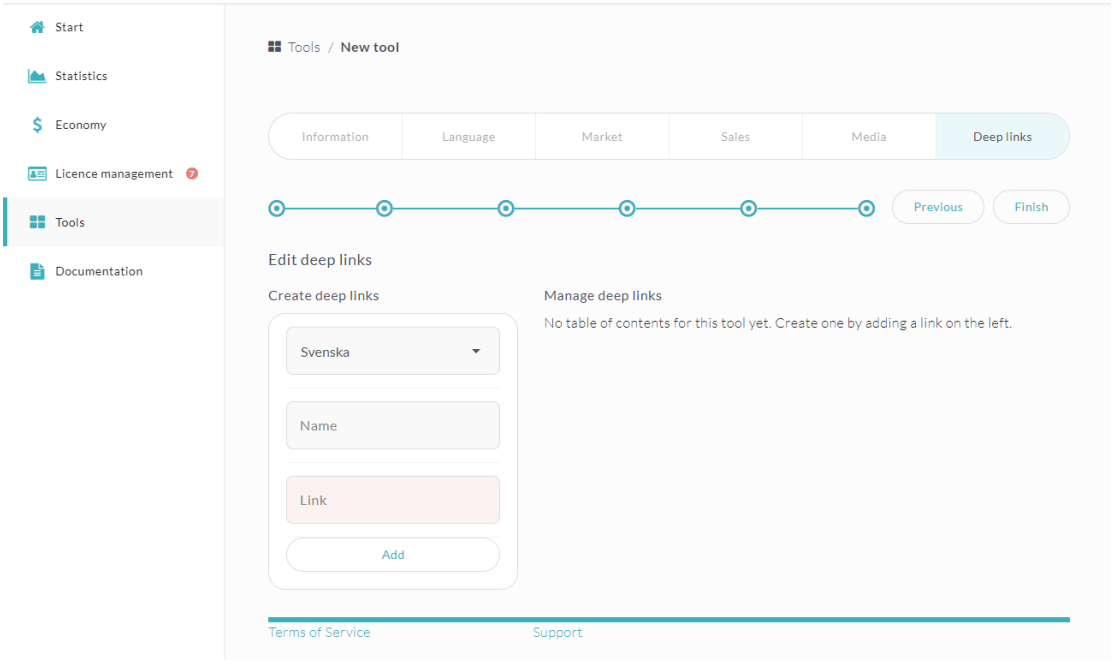
8. Click **Next** at the top right corner of the page.



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.



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.

