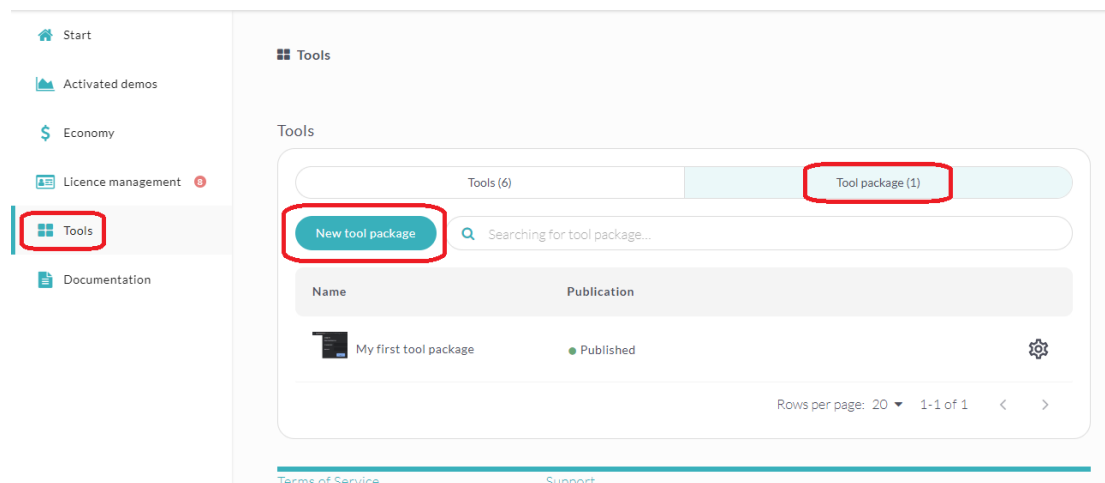


Create tool package

Ulf Kronsell - 2024-04-15 - [Tool package](#)

1. In the left menu, click **Tools**, then click the **Tool package** tab. Click **New package**.

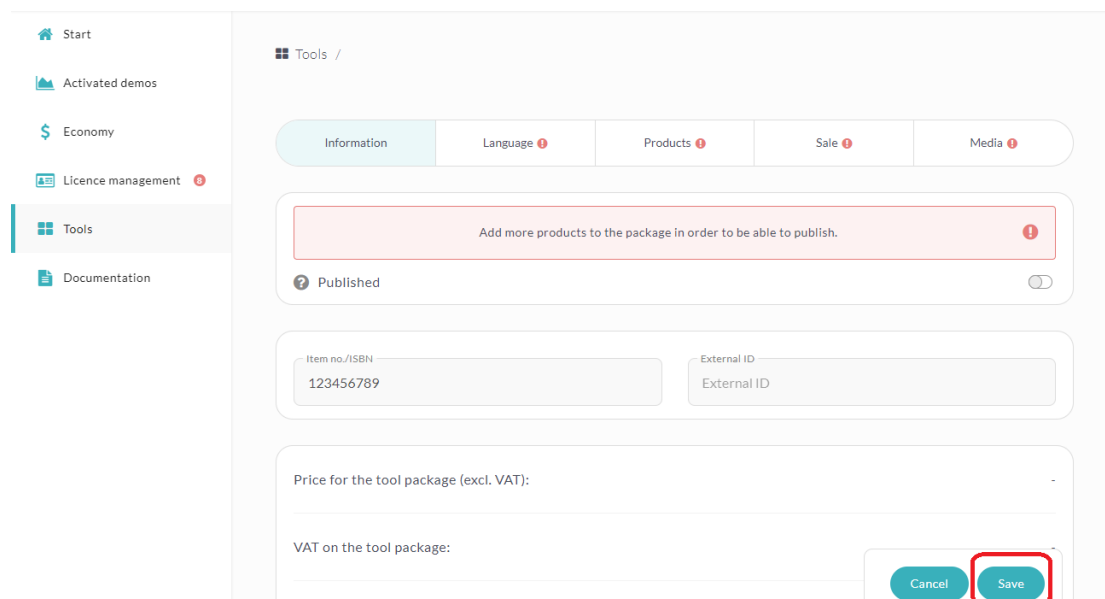


The screenshot shows the SKOLON interface. On the left, the 'Tools' menu item is highlighted. The main content area is titled 'Tools' and contains a tab labeled 'Tool package (1)'. Below the tab is a search bar with the text 'Searching for tool package...'. A button labeled 'New tool package' is highlighted. Below the search bar is a table with the following data:

Name	Publication
My first tool package	Published

At the bottom right of the table, there is a 'Rows per page: 20' dropdown and a '1-1 of 1' indicator. At the bottom of the page, there are links for 'Terms of Service' and 'Support'.

2. Fill out ISBN/Article number if applicable, click **Save**.

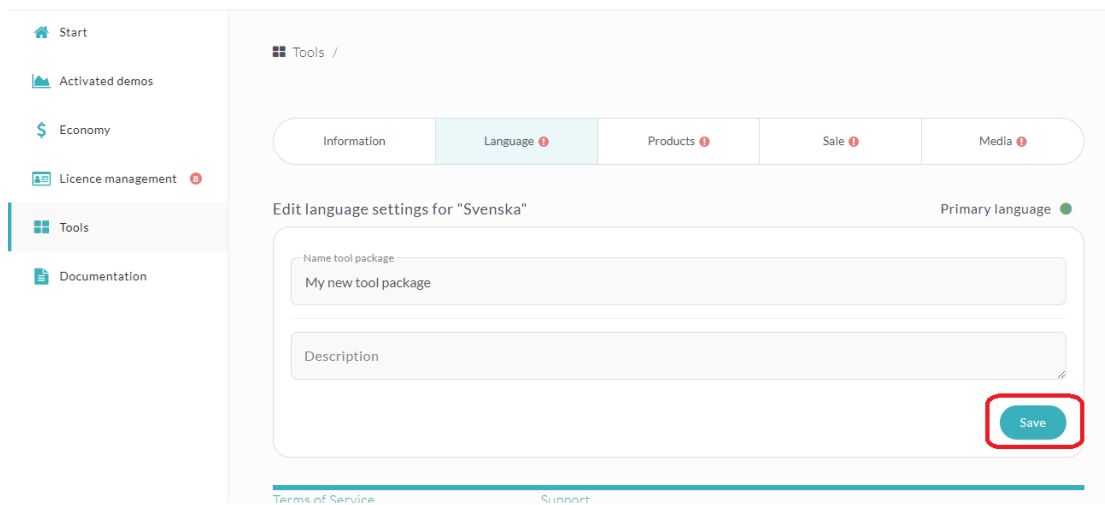
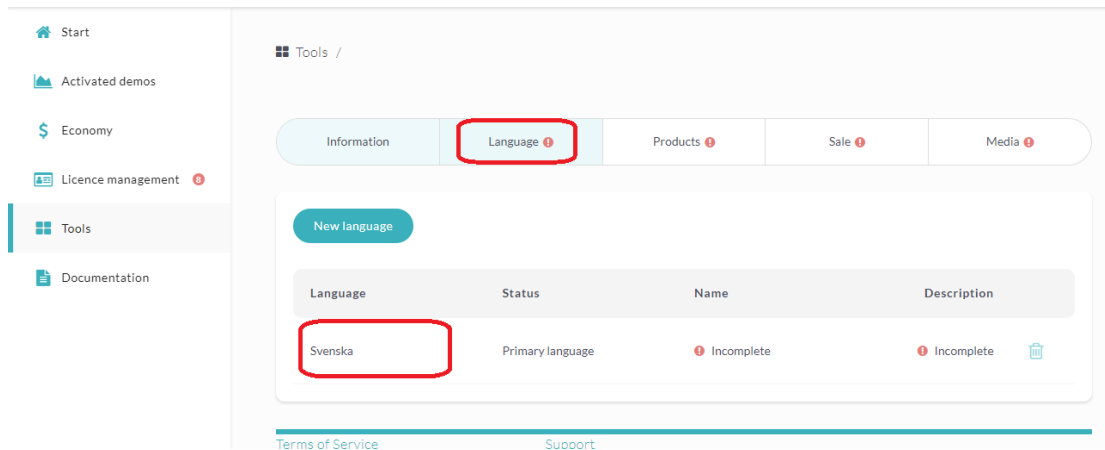


The screenshot shows the SKOLON interface. On the left, the 'Tools' menu item is highlighted. The main content area is titled 'Tools /' and contains a tab labeled 'Tool package (1)'. Below the tab is a search bar with the text 'Searching for tool package...'. A button labeled 'New tool package' is highlighted. Below the search bar is a table with the following data:

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3. Click the **Language** tab, click the primary language and add name and description for the package on the default language. Click **Save**.



To add a new language, click **New language**.

4. Click the **Products** tab. Select license type, renewal type, license duration, market and delivery channel. Products that are possible to incorporate in the package is listed. **NOTE!** There can only be one license-, and renewal type in a package. All tools also have the same license duration and delivery channel.

Click the checkboxes for the desired tools and click **Add**. Choose the number of licenses per product, then click **Save**. **NOTE!** Make sure that all tools you want to include in the package are published.

Example Partner ≡ Peter

Home
Activated demos
Economy
Licence management 5
Tools

Tools /

Information Language **Products** Sale Media

Single licences ☒
Form group licences ☐
School licences ☐
School licences ☐

Select renewal method
Automatic renewal
Select licence duration
1 year
Select market
Sweden
Select delivery method
Delivered in Skolton

Searching for tools... Withdraw Add

Product	Number of licences per product	Added
☒  Test Tool 4, Single licence 1 year(s) - Renewed automatically Student, Teacher, Administrator	- 1 +	☒ Added
☐  First tool, Single licence 1 year(s) - Renewed automatically Student, Teacher, Administrator		-
☐  First tool, Single licence 1 year(s) - Renewed automatically Student, Teacher, Administrator		

Cancel Save

Partner Guide 6

NOTE! If you make changes to a product of a tool that is a part of a tool package, you will get information that this product is a part of a tool package and that the package may need to be adjusted. The package is unpublished until the adjustment has been made.

5. Click the **Sales** tab. Fill out price and VAT. Click **Save**. **NOTE!** A tool package cannot have price on request and also note that it's not possible to assign a discount to a tool package.

Start
Activated demos
Economy
Licence management 5
Tools
Documentation

Tools / My new tool package

Information Language Products **Sale** Media

Price (SEK)
1450

Select VAT rate
Select VAT rate

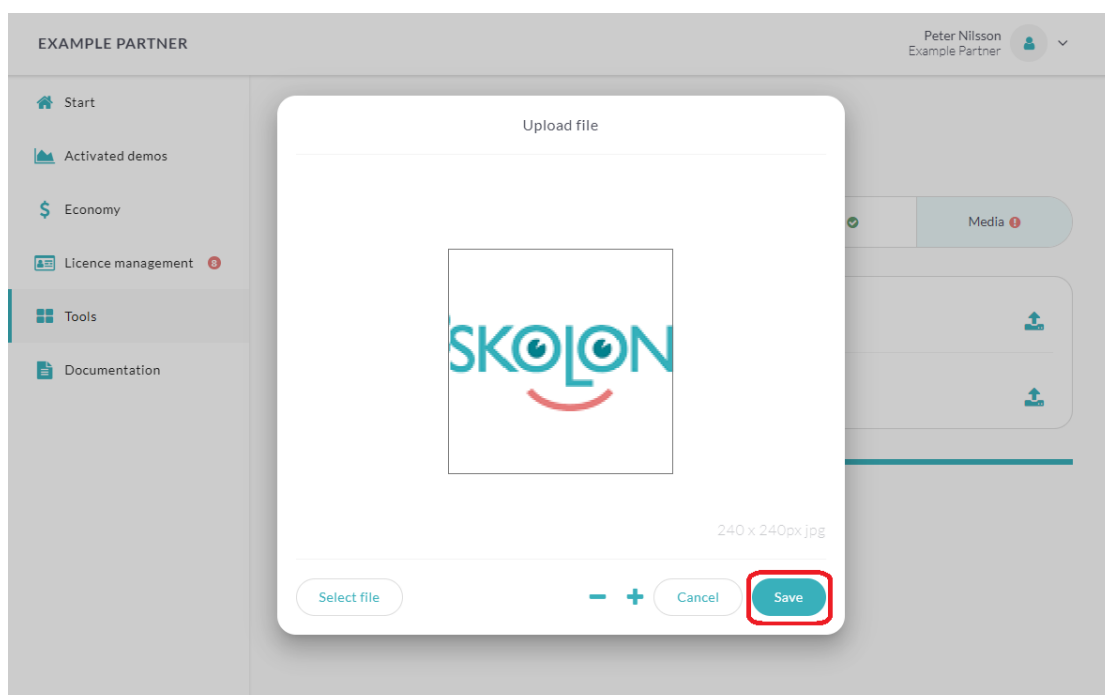
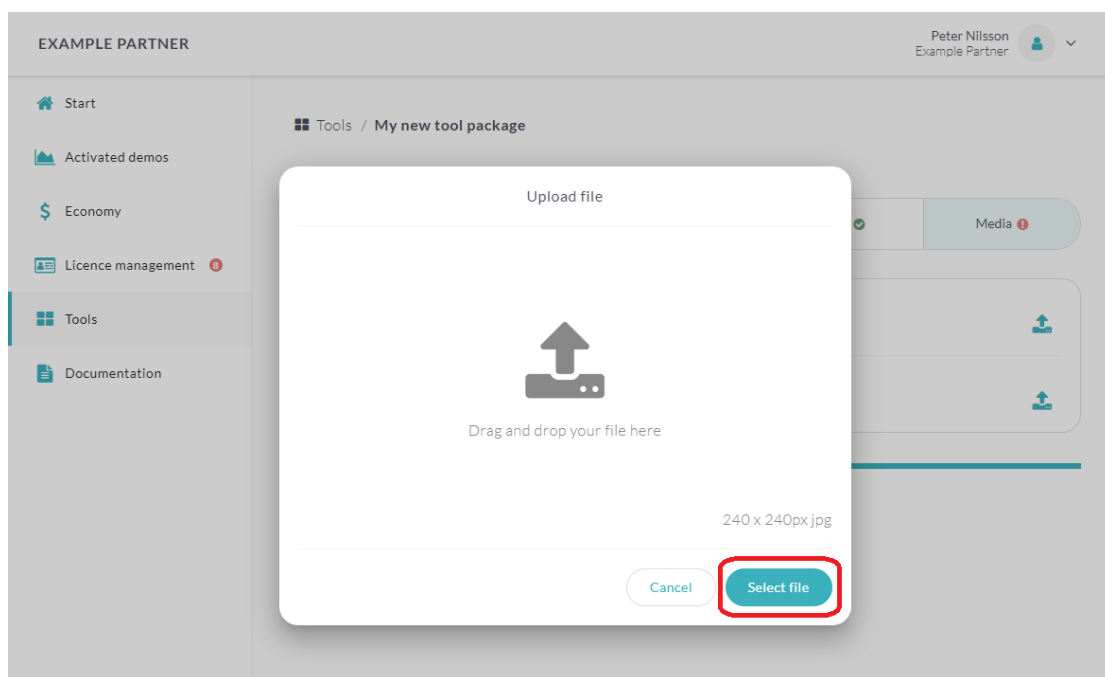
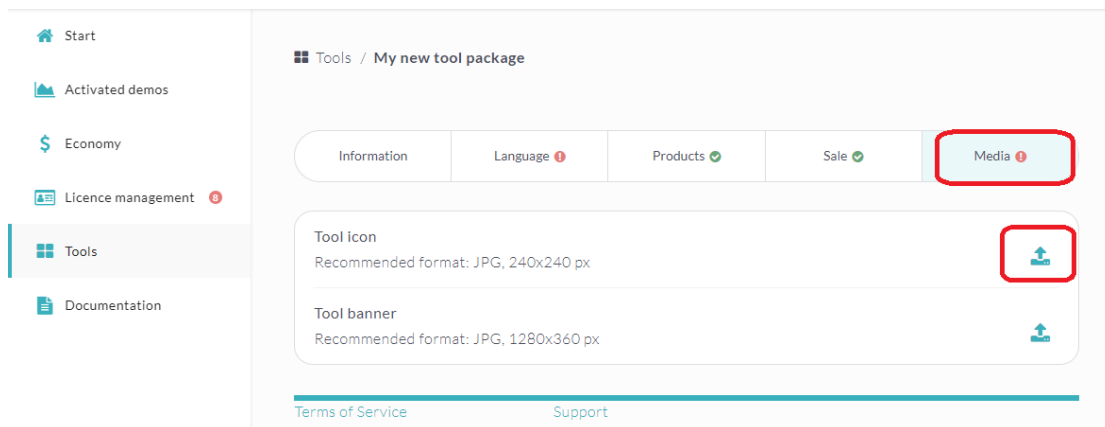
Total price (excl. VAT):
VAT:
Total price (incl. VAT): SEK 0

25%
6%

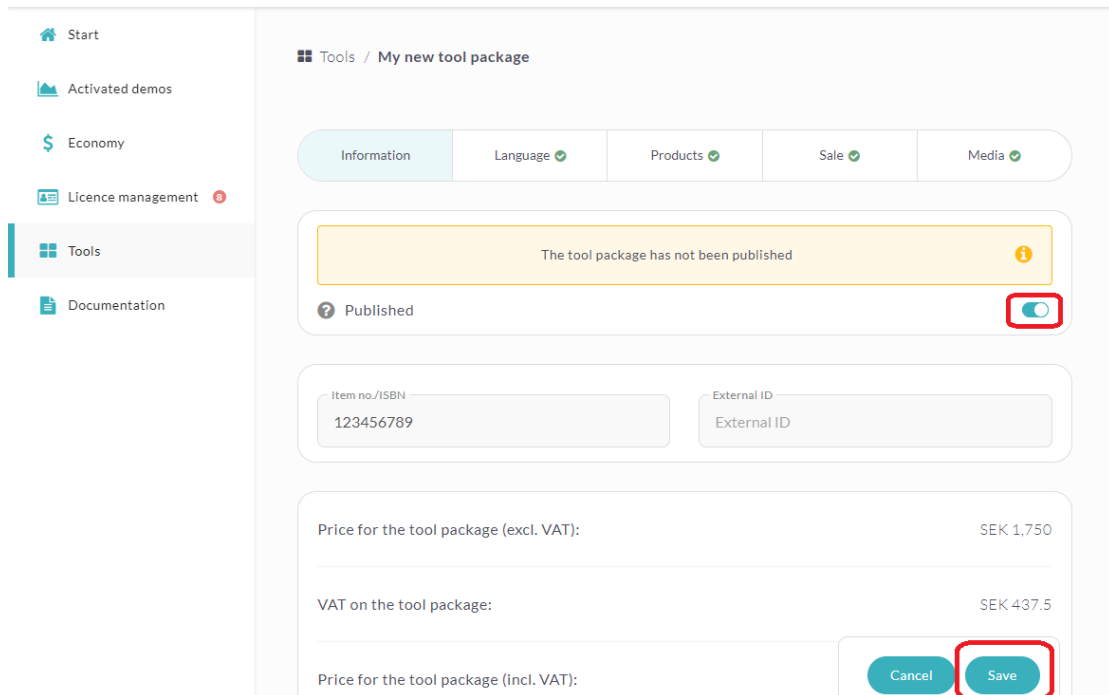
Terms of Service Support

Cancel Save

6. Click the **Media** tab. Upload an icon image (240 x 240 pixels) and banner image (1280 x 360 pixels) for the package. Click the upload icon, select file from your computer, then click **Save**.



7. When the package is completed, make sure to publish the package. Activate the toggle switch and click **Save**.



8. Tool packages will be displayed in the Skolon library with a specific package icon.

