

Kunskapsbas > Partner > License Managment > Create New Order/Licences > Create order/licences

Create order/licences

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

1. Log in to the Partner portal through www.skolon.com. Don't have an account? Contact us : support@skolon.eu

2. Click License management in the left menue.

3. Click New order.

SKOLUP		a ~
倄 Start	Licence management	
📐 Statistics		
\$ Economy	New order Multiple edits O Search for tool	T Filter
Licence management 2		
Subscriptions	Licence type Licences Organisation School Tools start	end Status
Licence requests	Single x 1 Skolon Skolup 03/05/2023 licence x 1 huvudman	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.





5. Click Select tool.

SKOLUP		a ~
👫 Start	CREATE ORDER / CUSTOMER / TOOLS / ORDER	
L Statistics		
\$ Economy	S E L E C T C U S T O M E R	T Filter
Licence management 2	Salast askaal which will be the sustamer on the order.	
Tools		
Documentation	School, Karlhann Number of users: 186 teacher; 271 students	
	Kool, Karlaham School, Karlaham Sumber of users: 186 teacher; 271 students	

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

SKOLUP		
🖀 Start	CREATE ORDER / CUSTOMER / TOOLS / ORDER	
Statistics		
\$ Economy	Composed and School, Karishama	
Licence management 2	Number of users: 186 tescher, 271 students	
Tools		
Documentation	SELECT TOOL Q Search text	
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7. Click the desired version. Depending on the tool there can be several versions available.

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*	Demoskolan Image: School, Karishamn School, Karishamn Number of users: 186 teacher, 271 students Image: School karishamn	
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	SELECT VERSION	
:: 6	v.1	
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8. Click the relevant license type and then click **Select number**.

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5	SELEC Single	CTLIC licence Stud	CENCE TY	P E	l licence		Class licent	se Select numbe	

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

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Last Statistics		
\$ Economy	Single licence Students, Teacher	
Licence management 2	Number 10	
Tools		
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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**.

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La Statistics	Number of users: 186 teacher, 271 students
\$ Economy	
📰 Licence management 🧕	SELECT TOOL Q Search text
Tools	
Documentation	Skolup Skolup Skolup Skolup Skolup Skolup Skolup
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	Skolup Single licence Students, Teacher
	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.