# Create order/licences
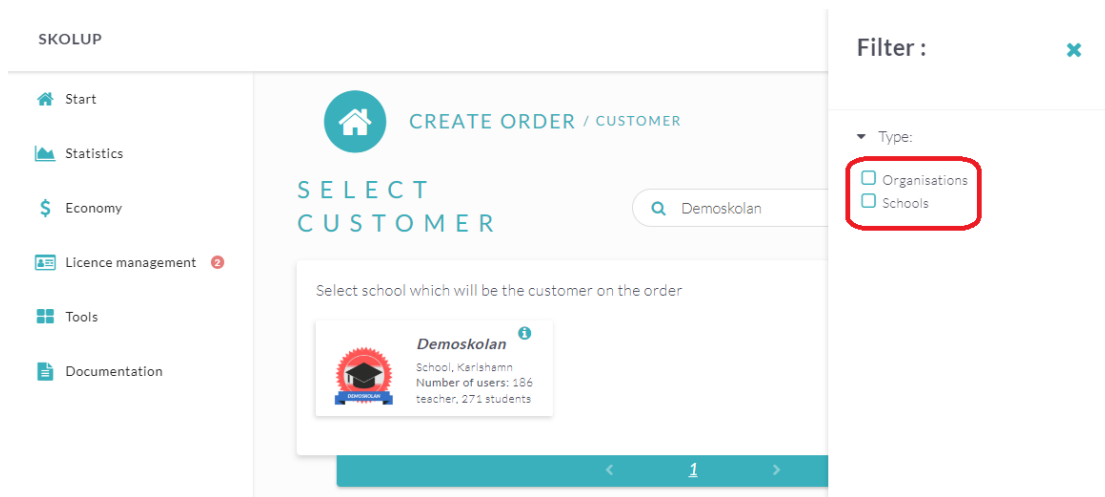
Ulf Kronsell - 2025-01-29 - Create New Order/Licences

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

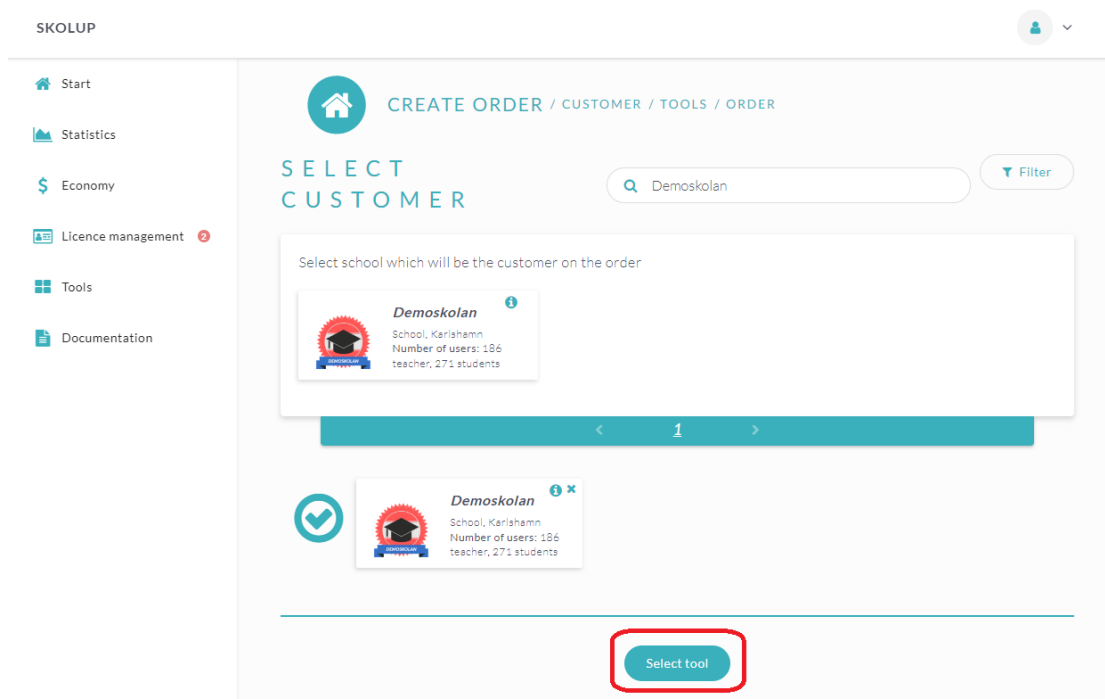2. Click **License management** in the left menue.

3. Click **New order**.



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.
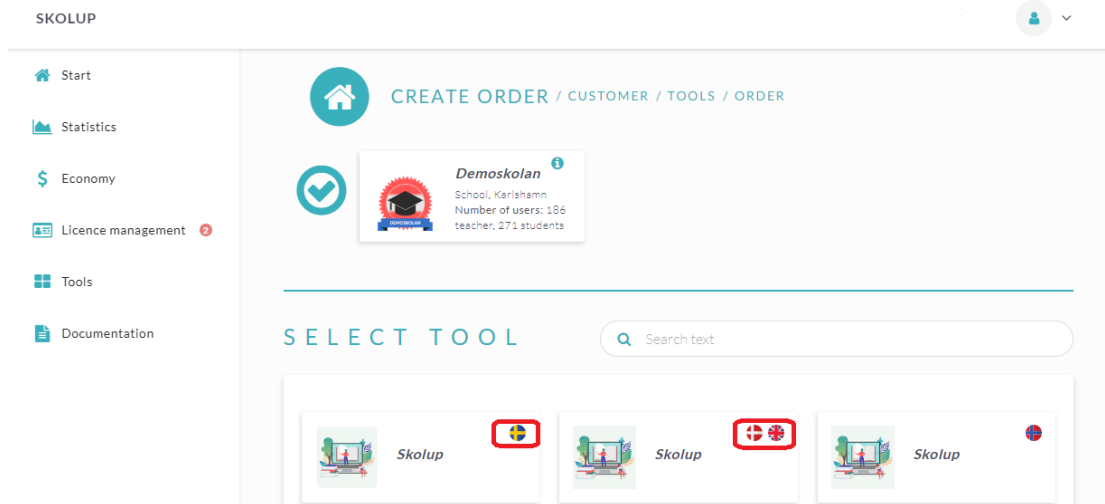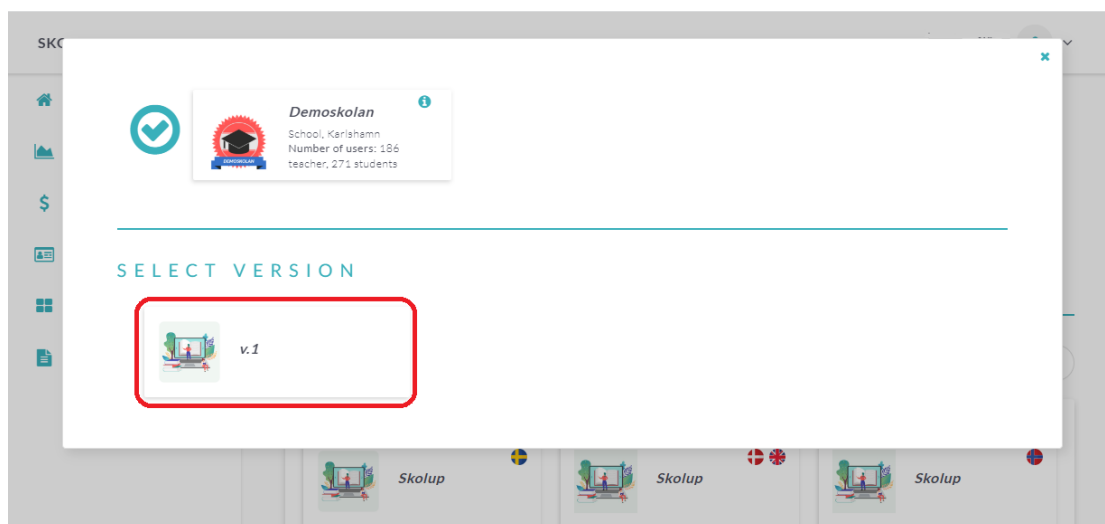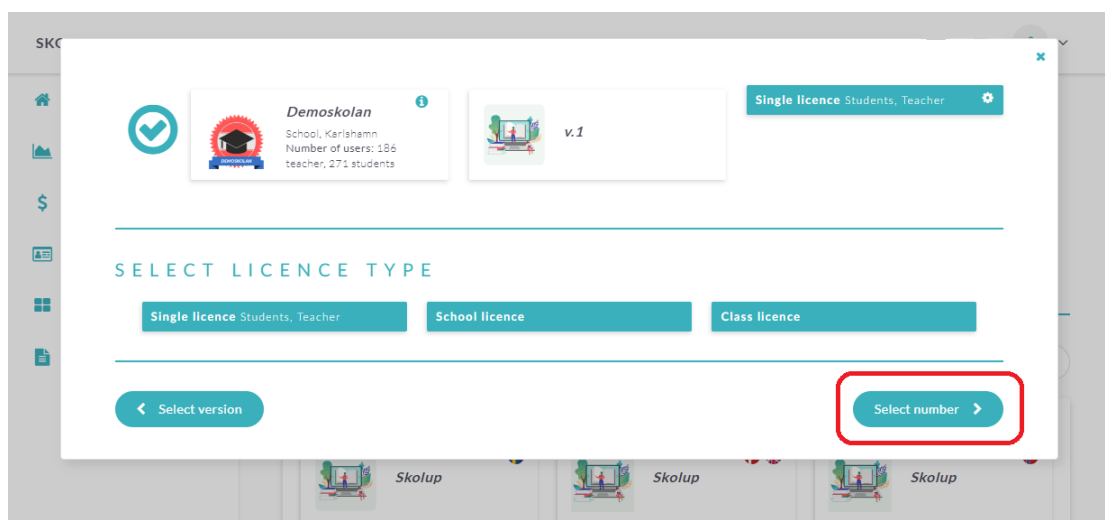
5. Click **Select tool**.



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.
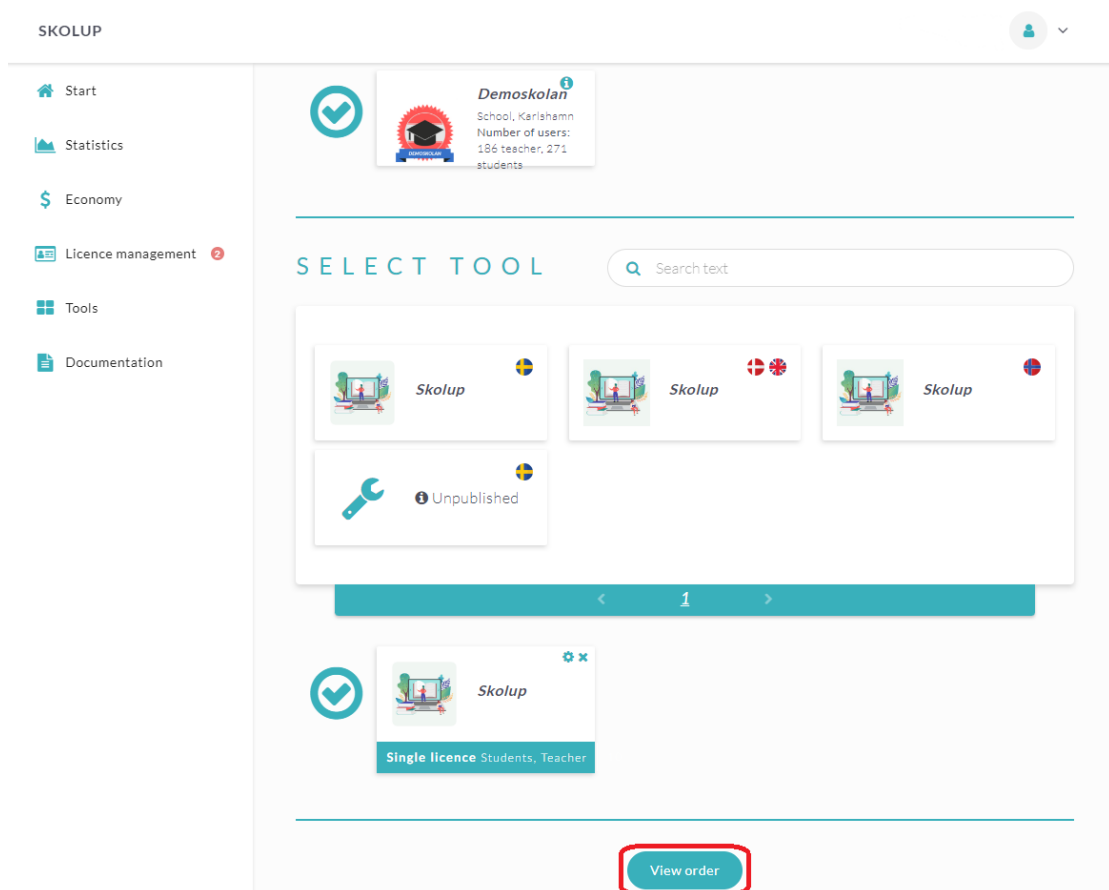


8. Click the relevant license type and then click **Select number**.

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.

**a.**

○ Automatic renewal

**b.**

◉ End date

Renewal

12

The frequency at which licences are renewed

Months

Start date

The date the customer is given
access to the products

Start date

2025-01-29

The date the customer is
given access to the products

End date

2025-01-31

Ref. No.

Your reference

Customer reference

Other info

Customer email

Comma-separated email addresses

☐ Send order confirmation to me

My email

An order confirmation will be sent to your email address

☑ Send order confirmation to our email:
support@skolon.eu

Send order