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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**.

Tools	Status	Publication	Market	Rating	Number of users
ClaroRead Plus ...		Not released		☆☆☆☆☆	x 15168
ClaroRead Pro PC		Not released		☆☆☆☆☆	x 12307
Claroldeas PC		Published		☆☆☆☆☆	x 30648

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.

Start

Statistics

Economy

Licence management

Tools

Documentation

Information Language Market Sales Media

Previous Next

Edit information

Publication

Delivered in Skolon **1.** ☐

☐ Published ☐

Article number & External ID

3.

Item no./ISBN

External ID

Format

Web application ☐

Installed application ☐

Browser extensions ☐

Compatible platforms

Windows **2.** ☐

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.

Start

Statistics

Economy

Licence management

Tools

Documentation

Information Language Market Sales Media

Previous Next

Release information

4.

Release date

Authors

Add author

Specific terms of purchase and use for the tool

NB Fill in the link if you have specific terms of purchase and use for this tool in relation to what is set under company settings

6.

Link to terms of purchase and use

Compatible browsers

5.

Internet Explorer ☐

Edge ☐

Chrome ☐

Safari ☐

iOS Safari ☐

Firefox ☐

macOS ☐

Chrome OS ☐

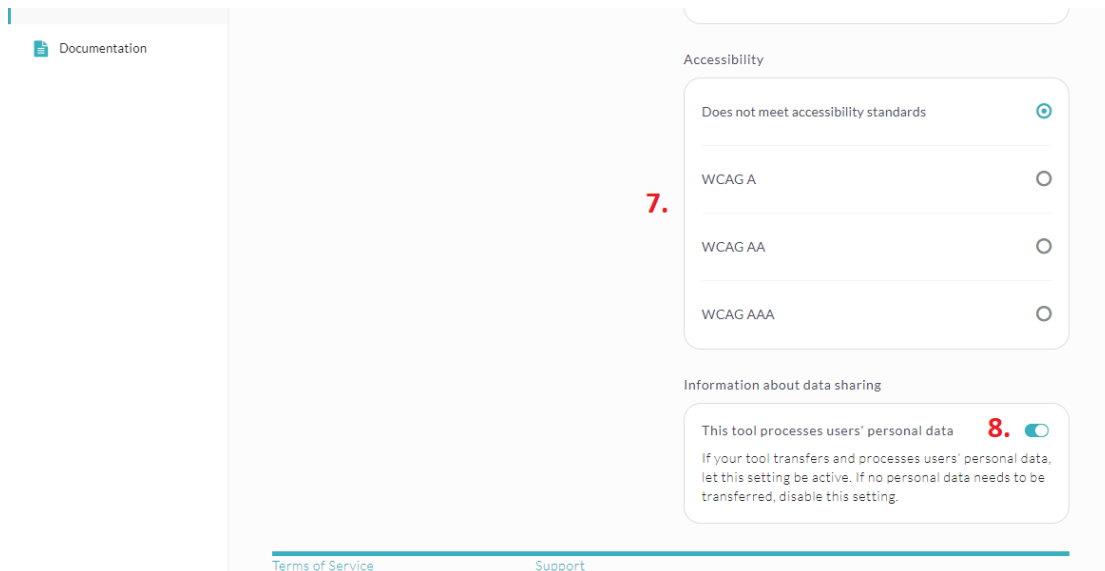
Android ☐

iOS ☐

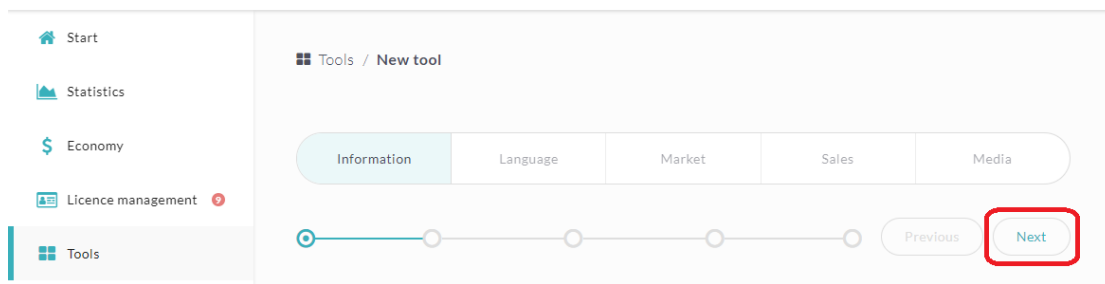
Linux ☐

7. Select the applicable accessibility standards for the tool.

8. Activate if the tool processes personal data.



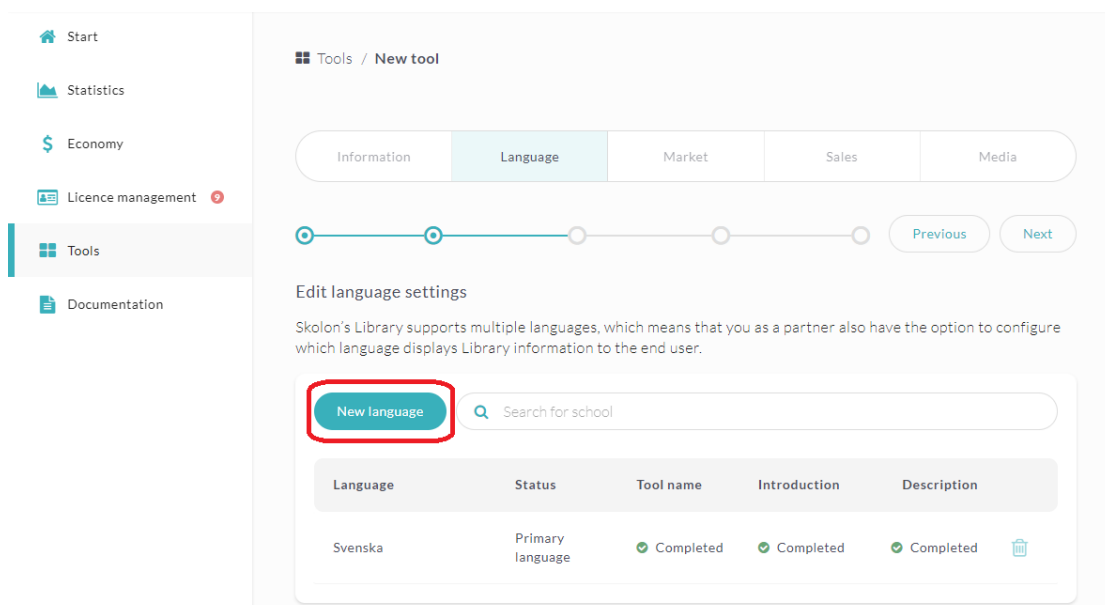
9. Click **Next** in the top right corner of the page to continue to the next section.



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**.

The screenshot shows the 'New tool' form in the Skolon library. The left sidebar contains navigation links: Start, Statistics, Economy, Licence management, Tools (highlighted), and Documentation. The main content area is titled 'Tools / New tool' and features a tabbed interface with tabs for Information, Language (selected), Market, Sales, Media, and Deep links. Below the tabs is a progress bar with five steps, and 'Previous' and 'Next' buttons. The 'Language' tab is titled 'Edit language settings for 'Svenska'' and includes a 'Primary language' indicator. The form contains four text input fields: 'Naming tools', 'Introduction', 'Description', and 'Sales Information'. A red box highlights the 'Save' button at the bottom right of the form. At the bottom of the page, there are links for 'Terms of Service' and 'Support'.

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.

The screenshot shows the 'New tool' form in the Skolon library, specifically the 'Market' tab. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Tools / New tool' and features a tabbed interface with tabs for Information, Language, Market (selected), Sales, and Media. Below the tabs is a progress bar with five steps, and 'Previous' and 'Next' buttons. The 'Market' tab is titled 'Edit market settings' and includes a paragraph of text: 'Skolon is an international company and our Library is available in several markets. Categories, target groups and subjects are governed by market, as these often differ.' Below this text is a red box with the message 'There is/are '1' market/s' and a red exclamation mark icon. A red box highlights the 'New country' button. To the right of the button is a search input field with the placeholder text 'Search for country'. Below the search field is a table with four columns: Country, Categories, Target groups, and Subjects. The table contains one row for 'Sverige' with 'Incomplete' status in the Categories, Target groups, and Subjects columns, and a trash icon in the Subjects column.

Country	Categories	Target groups	Subjects
Sverige	Incomplete	Incomplete	Incomplete

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**.

Tools / New tool

Information Language **Market** Sales Media

Previous Next

Edit market settings for 'Sverige'

Select category
Läromedel

Target groups
× F - 3 × 4 - 6 × 7 - 9

Subjects
× Matematik Grundskola

Save

Terms of Service Support

Section 4. Sales

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

Tools / TEST

Information Language ✓ Market ✓ **Sales ✓** Media Reviews

Edit sales

General sales settings

Pause sales in all markets

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

Products per country

Missing a country on this list? To add more countries, go to the page for [Market](#)

Search for country

Country	Products	Status
Sverige	0	Sales activated

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.

Tools / New tool

Information Language Market Sales Media

Previous Next

Edit sales for 'Sverige'

Sales information

Sales activated ☒

Products

New product

Product	Licence length	Status	Price (SEK)	Availability
Organisation licence	12 months	Automatic renewal	12,500	Student, Teacher, Administrator

Terms of Service Support

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

Tools / New tool

Information Language Market Sales Media

Previous Next

Edit sales for 'Sverige'

Sales information

Sales activated ☒

Products

New product

Add new product

Select licence type

Single licence

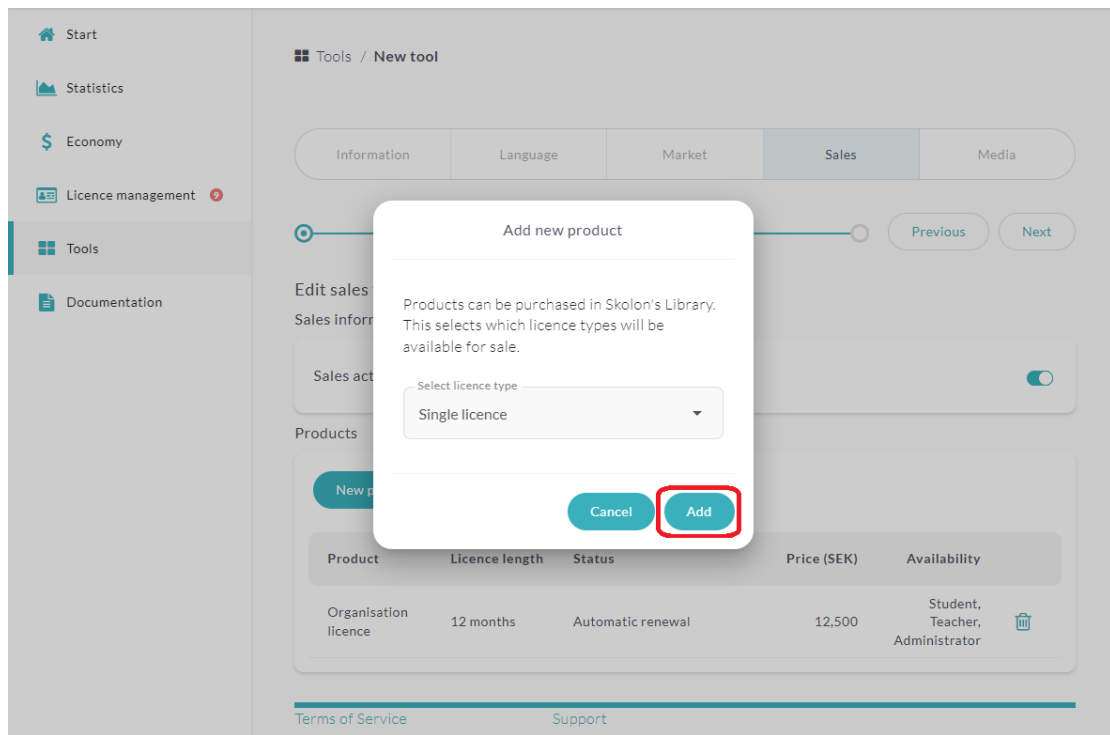
Class licence

School licence

Cancel Add

Product	Licence length	Status	Price (SEK)	Availability
Organisation licence	12 months	Automatic renewal	12,500	Student, Teacher, Administrator

Terms of Service Support



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

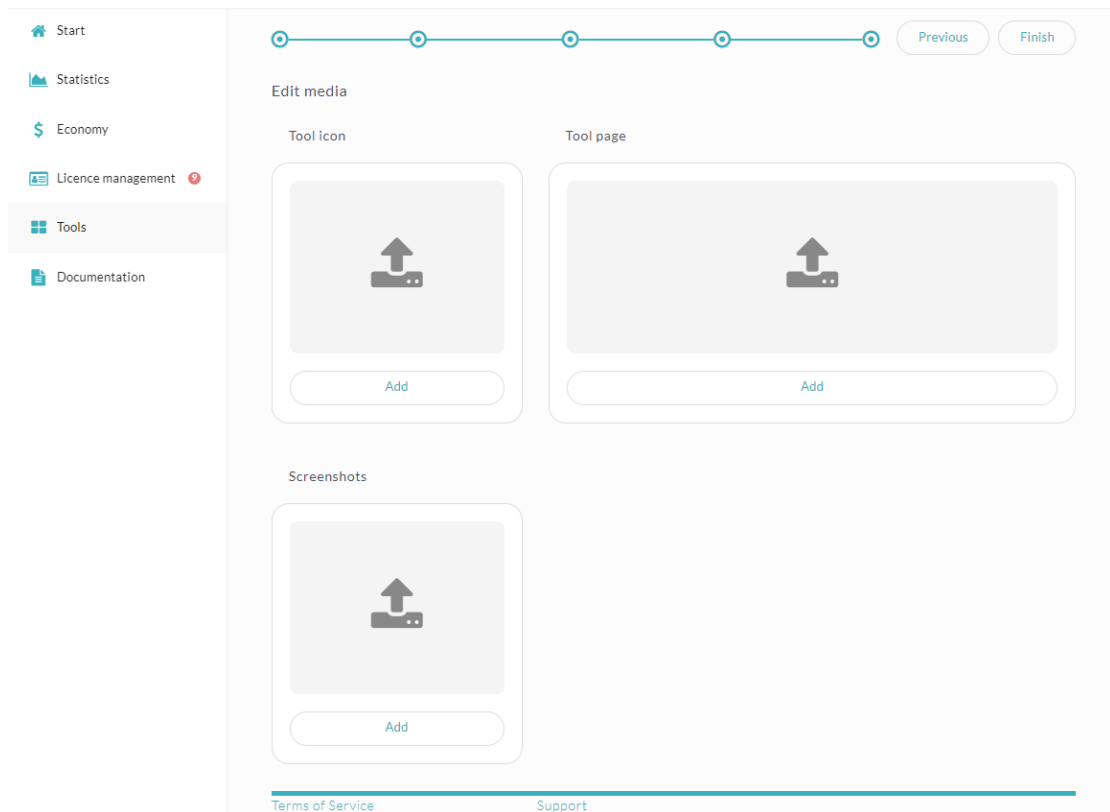
- You can create single, class, school or organization licenses.
- You can also choose the duration of the license, please note that automatic renewal is default, you have to specifically select manual license management if you do not want automatic renewal.
- You set a price and VAT percentage. If you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

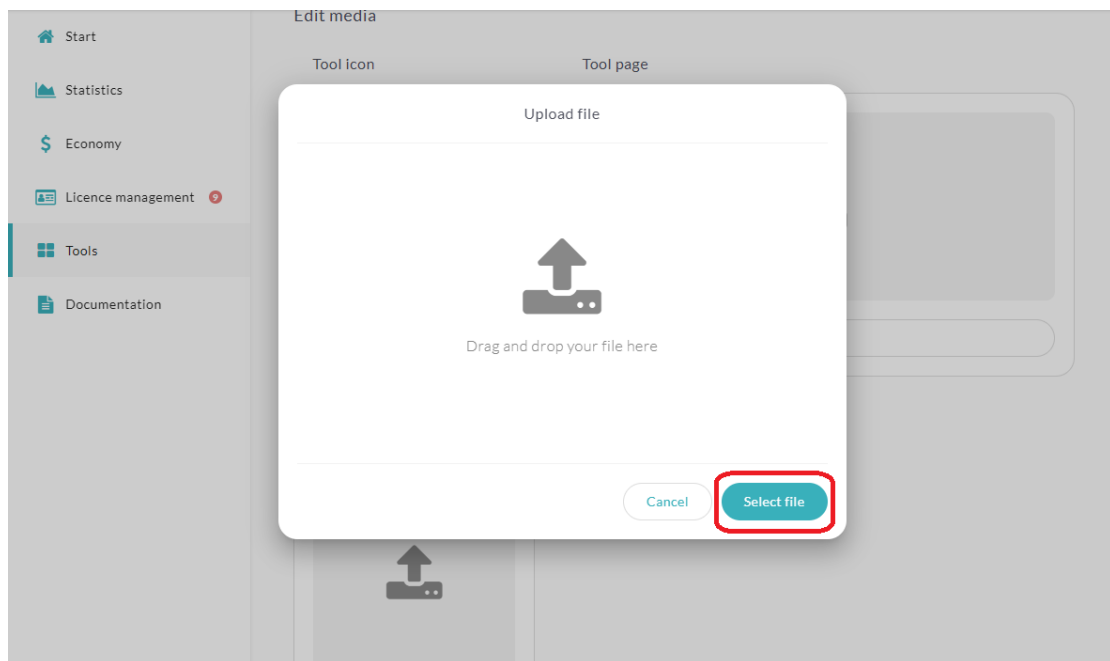
- Make sure that there are no outdated tools in your partner portal
- Major updates that significantly changes the content or structure of the tool must be communicated clearly and with good foresight to us at Skolon via support@skolon.eu
- Skolon invoices the customers that buy licenses through Skolon 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 Library . 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**.

