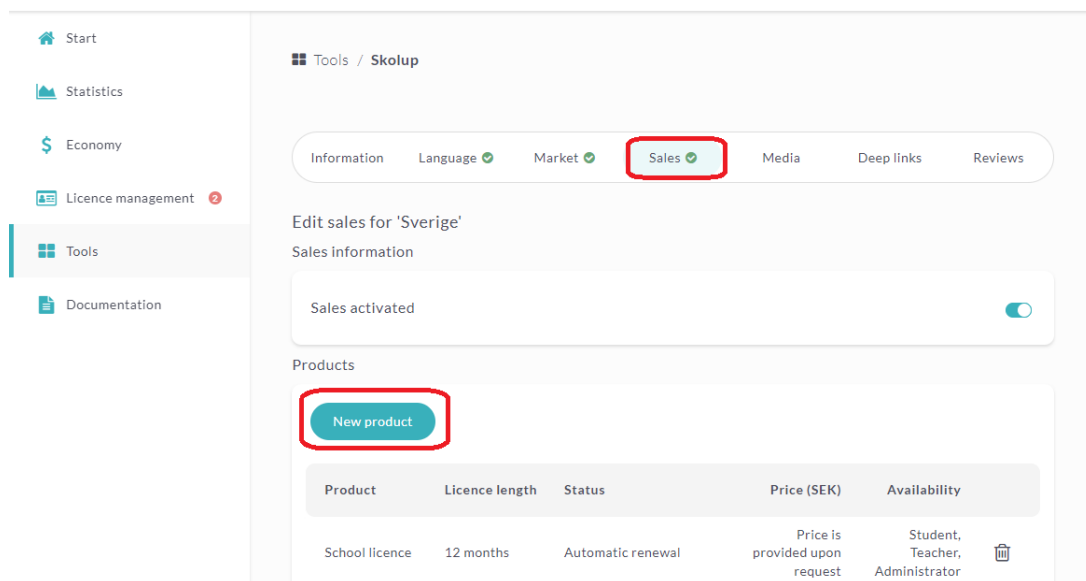


## Create new purchasable product

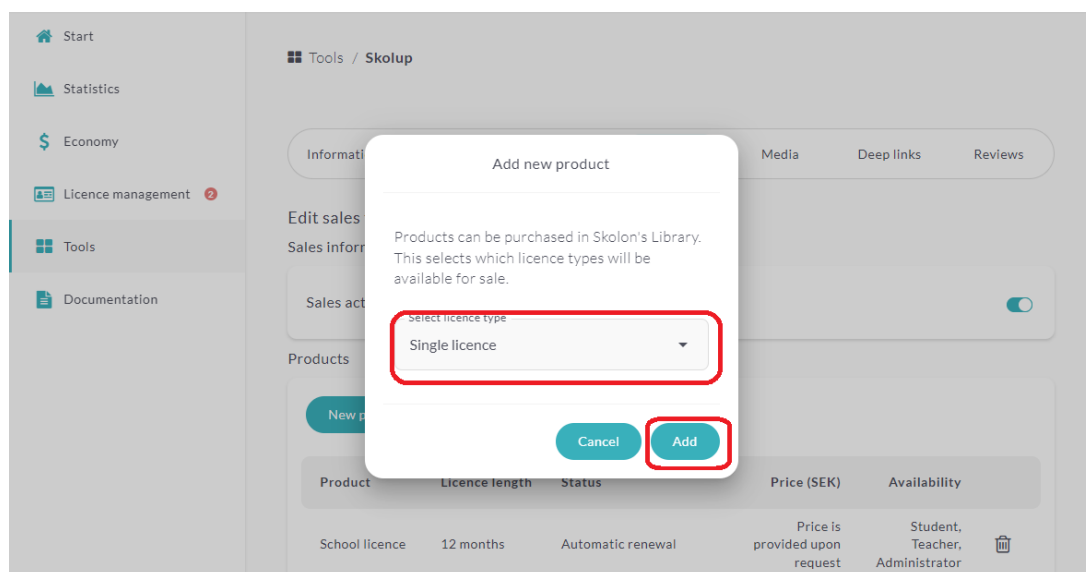
Ulf Kronsell - 2025-03-20 - Configure Existing Tool or Product

To add a new product, for instance an organisation or school license, perform the following steps:

1. Under **Tools**, click the tool you want to add a product to, click the **Sales** tab and then click **New product** to add a new purchasable product for the tool.



2. Select license type using the drop down-menu. Click **Add**.



3. Select license length, for example 12. Then select duration, days, months or years.

4. Enter a price for the license or if price is provided upon request (quote). If you choose "Price is provided upon request" you also need to add an ordinary price per user.

The screenshot shows the 'Add "Single licence" for "Sverige"' form. The left sidebar contains navigation items: Start, Statistics, Economy, Licence management (with a red notification icon), Tools, and Documentation. The top navigation bar includes Information, Language, Market, Sales (highlighted), Media, Deep links, and Reviews. The form is divided into several sections: 'Licence information' with a 'Licence length' field (marked with a red '3.') and a 'Duration' dropdown menu; 'Choice of prices' with a 'Price is provided upon request' toggle (marked with a red '4.') and a 'Price (SEK)' field; 'Limitations' with checkboxes for 'Available for students' and 'Available for teachers'; and a partially visible 'Add' section with a 'Description' field.

5. Enter any license codes (if applicable), limitations and a description (if needed).

**Hint!** If you want to sell a class license with a maximum of 35 users, set at limit on total number of users for the license. **NOTE!** Limitation of users is possible for class licenses only.

6. Activate **Manual license management** if license length is to be handled manually. Otherwise the licenses will be renewed automatically.

7. Click **Save**.

The screenshot shows the 'Product description' and 'Manual licence management' sections of the form. The left sidebar and top navigation bar are the same as in the previous screenshot. The 'Product description' section has a dropdown menu for 'Edit the description for:' set to 'Svenska' and a 'Description' text area (marked with a red '5.'). The 'Manual licence management' section has a 'Turn on manual management' toggle (marked with a red '6.') and explanatory text: 'The default in Skolon is a 12-month term with automatic extension. Manual license renewal with subsequent manual management can be turned on, but it involves more work.' A red box highlights the 'Save' button at the bottom right of the form.

## Summary of sales

- You can choose to create single-, class-, school- or organisation licenses.
- Set a price for the product and specify VAT rate. If you want to offer price upon request, select this alternative.  
**NOTE!** This will be a manual process where you receive a request for quotation in the Partner portal that you then need to reply to.
- You can only set a limit for number of users for a **class license**.
- The text field **Description** is mainly for internal use for you as a partner, it is only visible to the user in the final step of the check out procedure in Skolon.