



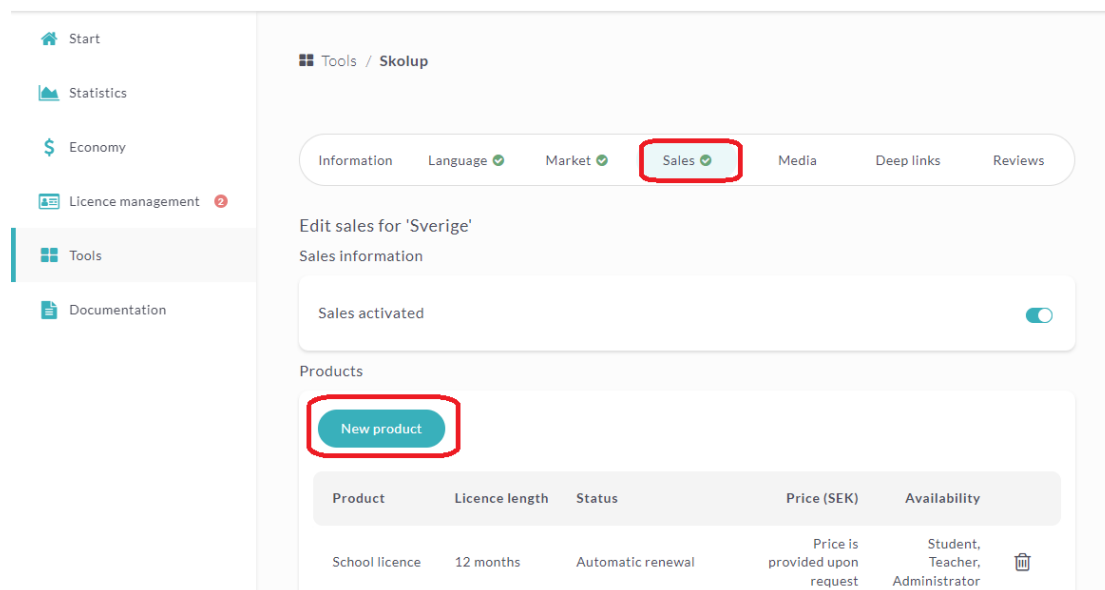
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Create new purchasable product

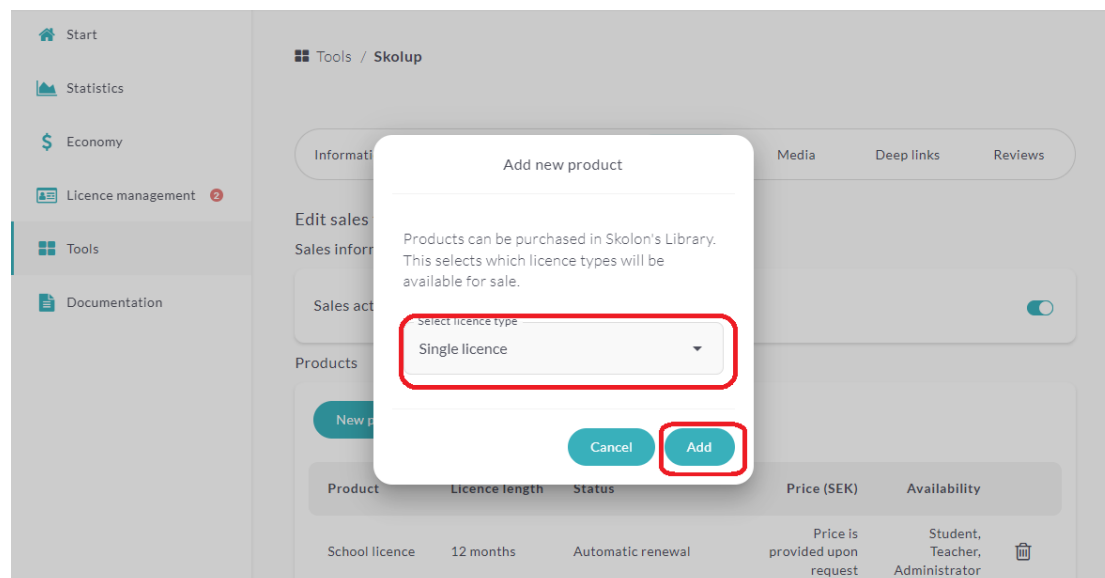
Ulf Kronsell - 2025-03-20 - [Configure Existing Tool or Product](#)

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 links: 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.

Licence information section:

- 3.** Licence length: A dropdown menu is open, showing options: Days, Months, and Year(s).
- Duration: A dropdown menu with 'Select duration' as the placeholder.
- Ad: A partially visible dropdown menu.
- Licence code for teachers: A text input field.

Choice of prices section:

- Price is provided upon request: **4.** A toggle switch is currently turned off.
- Price (SEK): A text input field.
- Select VAT rate: A dropdown menu showing '25%'.

Limitations section:

- Available for students: A checked checkbox.
- Available for teachers: A checked checkbox.

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. The left sidebar and top navigation bar are the same as in the previous screenshot.

Product description section:

- Edit the description for: A dropdown menu showing 'Svenska'.
- 5.** Description: A text input field.

Manual licence management section:

- 6.** Turn on manual management: A toggle switch is currently turned off. Below it, text reads: "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."

Save button: A teal button with the text 'Save' is circled in red 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.