Using License Inventory (Centers)

This document explains how to use the License Inventory option on the Centers panel.

> The License Inventory option is available at the Distributor, Reseller, Hub, and Center administrator levels. However, the available options at the Center administrator level differ from those available at the other levels.

You will learn how to view existing inventory, request a new license, use the User Activation Code link to download your codes, and request a license renewal.

Step 1: Log in to Jasperactive. If necessary, select the **Center Admin** role from the Role menu.

The License Inventory panel option displays an inventory summary. This allows you to quickly see the number of available center licenses, user activation codes, and pending inventory requests.

Step 2: Click the **License Inventory** option in the panel to display the License Inventory page.

Order Number	Purchase Order	Inventory Type	Teacher Code	Start Date	Finish Date	Remaining Days	Teachers	Students	Has a Renew Request	Was It Renewed?	Options
1052	UAC- Center2	User Activation Codes		2017-09-26	2019-09-27	729	0	0	No	No	Edit Renew
13	PO-Center2-Center	Center License		2017-07-18	2018-07-21	296	2	0	No	No	Edit Renew

Below the search options, the **Assigned Center Licenses** and **Assigned User Activation Codes** fields display the total number of each license type assigned to your organization.
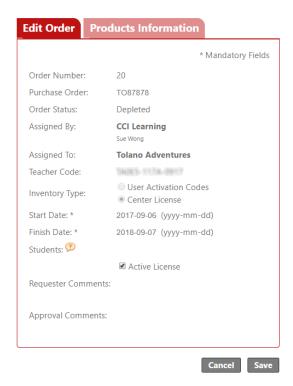
Step 3:   In the search options section, enter information in the search fields and/or select a radio button to refine your search. (You can also perform a search without entering any criteria if you want to see all license inventory associated with your administrator account.)

Step 4:   Click the **Search** button to display the results.

Viewing License Inventory Information

Perform the following steps to view the license inventory order details and associated product information (courses).

Step 1:   In the search results table, locate the row for the order you want to access, and in the **Options** column, click **Edit**. The Edit Order window appears.

Edit Order	Products Information

* Mandatory Fields

Order Number:	20
Purchase Order:	TO87878
Order Status:	Depleted
Assigned By:	**CCI Learning** Sue Wong
Assigned To:	**Tolano Adventures**
Teacher Code:	
Inventory Type:	○ User Activation Codes ◉ Center License
Start Date: *	2017-09-06 (yyyy-mm-dd)
Finish Date: *	2018-09-07 (yyyy-mm-dd)
Students: 💬	
	☑ Active License
Requester Comments:	
Approval Comments:	

Cancel   Save

> At the Center administrator level, you have the option to deactivate or activate a license. All other license inventory changes must be submitted to CCI for processing.

Step 2:   To exit the Edit Order window, click **Cancel** or **Save** as appropriate.

Using the User Activation Codes Link

If you have User Activation Codes license inventory, the User Activation Codes link appears in the Inventory Type column in the search results table.
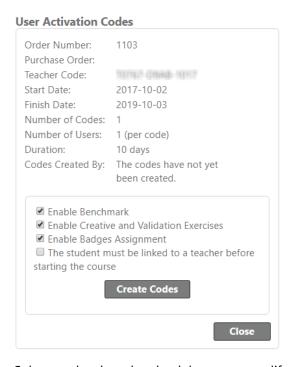
Clicking the User Activation Codes link opens the User Activation Codes window.

The options in the User Activation Codes window allow you to:

- view order information, including the assigned Teacher Code.

- create or download the user activation codes.

- enable or disable course assessments (Benchmark, Create, and Validate).

- enable or disable badge assignments.

- require that a student be linked to a teacher before starting a course.

Perform the following steps to create, download, or modify your user activation codes inventory license.

Step 1: In the search results table, locate the row for the order you wish to access, and in the Inventory Type column, click the **User Activation Codes** link to open the User Activation Codes window.

User Activation Codes

Order Number:	1103
Purchase Order:	
Teacher Code:	
Start Date:	2017-10-02
Finish Date:	2019-10-03
Number of Codes:	1
Number of Users:	1 (per code)
Duration:	10 days
Codes Created By:	The codes have not yet been created.

☑ Enable Benchmark
☑ Enable Creative and Validation Exercises
☑ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course
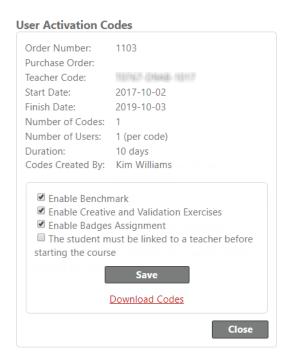
Create Codes

Close

Step 2: Select or deselect the check boxes to modify the user activation code options.

When you select the **The student must be linked to a teacher before starting the course** option, the student will not be able to begin a course (take the Benchmark assessment) without first linking to a teacher.

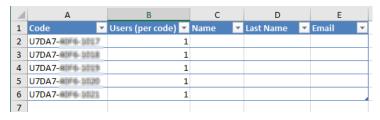Step 3: To create user activation codes, click **Create Codes**.

A notification bar appears indicating the activation codes were successfully created. The Create Codes button changes to a Save button, and a Download Codes link appears in the User Activation Codes window.

If you need to modify the user activation code options after they have been created, select or deselect the appropriate check boxes, and then click **Save**.

Step 4: To download the user activation codes in an Excel workbook, click the **Download Codes** link. As necessary, respond to prompts in your browser window to save the Excel workbook to your system in your preferred location.

You may use the spreadsheet to assign and track user activation code disbursement information. Note that the spreadsheet does not open automatically.
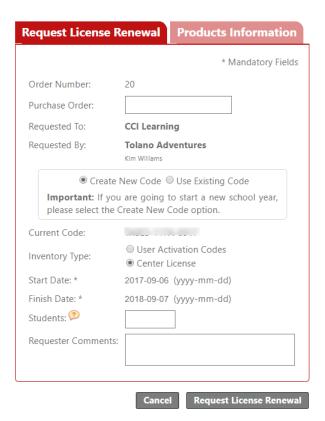
Step 5: To exit the User Activation Codes window, click **Close**.

Requesting a License Renewal

Perform the following steps to request a license renewal.

Step 1: In the search results table, locate the row for the license you wish to renew, and in the **Options** column, click **Renew**. The Request License Renewal window appears.

Step 2: Complete the form as needed, and then click the **Products Information** tab to view the products associated with this license. You cannot change the product mix for a license renewal.

Step 3: Click **Request License Renewal** to submit your license renewal. A notification bar appears indicating the renewal request was successfully submitted and the License Inventory page appears.

To exit the page without requesting a license renewal, click **Cancel**.

Requesting New Inventory

Perform the following steps to request new inventory.

Step 1: In the License Inventory page, click the **Request New License** button. The Request New License window appears.

Step 2: Complete the form as needed, and then click the **Products Information** tab to select and deselect the products associated with this license.

Step 3: Click **Request New License** to submit your license request. A notification bar appears indicating the request was successfully submitted and the License Inventory page appears.

To exit the page without requesting a new license, click **Cancel**.

If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com/) or call them at (800) 668-1669.