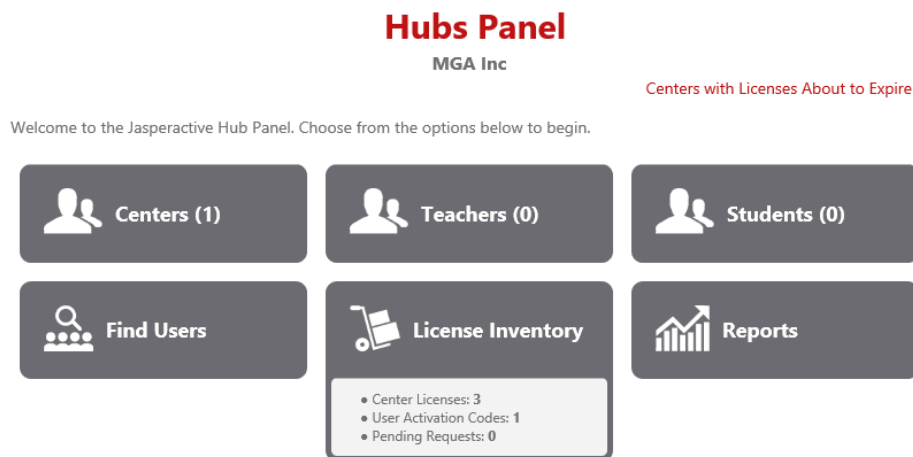# Using the License Inventory Option

This document explains how to use the License Inventory option in the Jasperactive administrator panel when you are logged in as a Distributor Admin, Reseller Admin, or Hub Admin.

> The License Inventory option can also be accessed at the Center administrator level, but the available options differ from the ones presented in this article. If you are a Center Admin, please refer to the *Using License Inventory – Center Admin Level* article.

You will learn how to view existing license inventory, review inventory usage information, view license inventory order details, request new inventory, and modify a pending inventory request.

To view existing license inventory information, perform the following steps.

Step 1: Log in to Jasperactive. If necessary, select the appropriate administrator role from the Role drop-down menu to view the administrator panel associated with your administrator account.

In the panel, the License Inventory option displays an inventory summary. This allows you to quickly view the number of available center licenses, user activation codes, and pending inventory requests. Pending requests are those that you have submitted; these requests have not yet been approved.

> Pending requests, which appear in the License Inventory panel option, are not the same as inventory requests which have been submitted to you for approval.

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

When the License Inventory page appears, the search results table displays all license inventory associated with your administrator account, by default.

The Assigned Center Licenses and Assigned User Activation Codes indicators that appear above the search results table display the total number of each license type assigned to your organization.

Assigned Center Licenses: **3**
Assigned User Activation Codes: **1**

> In the search section, you can enter information in the search fields and/or select radio buttons, and then click the Search button to refine your search results.

Reviewing Inventory Usage Information

To review inventory usage information, perform the following steps.

Step 1: In the search results table on the License Inventory page, locate the row for the inventory item you want to access and click the link in the **Order Number** column. The Detail of Inventory Use window appears and displays the inventory usage information for the selected inventory item.

Step 2: Click the **Close** button to return to the search results table.

Viewing License Inventory Order Details

To view the license inventory order details, perform the following steps.

Step 1:   In the search results table on the License Inventory page, locate the row for the inventory item you want to access, and in the **Options** column, click the **Details** link. The Order Details window appears.

Order Details

	* Mandatory Fields
Order Number:	1211
Purchase Order:	EE2017-5
Order Status:	Active
Assigned By:	**Ellen Emporium**
	Irina Heer
Assigned To:	**MGA Inc**
Inventory Type:	⦿ User Activation Codes
	○ Center License
Quantity: *	2
Requester Comments:	
Approval Comments:	

Close

Step 2:   Click the **Close** button to return to the search results table.

Requesting New Inventory

The Request New Inventory option is available at the Distributor, Reseller, Hub, and Center administrator levels.

Perform the following steps to request more inventory.

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

Step 2: Complete the form as needed, and then click the **Request New Inventory** button to submit the request. A notification bar appears, indicating the request has been successfully submitted.

The search results table updates to show the pending inventory request.

Click Order Number to review the associated inventory usage. Click Details to review the order details.

Order Number	Inventory Type	Purchase Order	Order Status	Requested/Approved	Available	Requested By	Date Requested	Approved By	Options
1213	Center License	20171019	Requested	1	0	MGA Inc Irina Heer	2017-10-20 02:24		Edit
1211	User Activation Codes	EE2017-5	Active	2	1	MGA Inc	2017-10-20 01:45	Ellen Emporium Irina Heer	Details
1210	Center License	EE2017-1	Active	3	3	MGA Inc	2017-10-20 01:45	Ellen Emporium Irina Heer	Details

To close the Request New Inventory window without submitting an inventory request, click Cancel.

When you submit an inventory request, that request is reflected in the Pending Requests field in the License Inventory panel option.

Submitting a request for new inventory triggers a series of email messages:

- You will receive an email containing the order details as a confirmation that your request was submitted.
- The system administrator will receive an email as a notification that an inventory request was received.
- You will receive a confirmation email when the request has been approved.

The steps for requesting new inventory as a Center Admin differ from the steps presented here. If you are a Center Admin, please refer to the *Using License Inventory – Center Admin Level* article.

Modifying Your Pending Inventory Request

After you have submitted a request for new inventory, you can modify that request while it is still pending. Once the request has been approved, no modifications can be made.

To modify a pending inventory request, perform the following steps.

Step 1: On the License Inventory page, in the search results table, locate the row for the request you want to modify, and in the **Options** column, click the **Edit** link. The Edit Order window appears.

Edit Order

```
                                    * Mandatory Fields
Order Number:      1213
Purchase Order:    20171019
Order Status:      Requested
Requested To:      Ellen Emporium
Requested By:      MGA Inc
                   Irina Heer

                   3 available license(s)
                   ○ User Activation Codes
Inventory Type:    ◉ Center License
Quantity: *        1      (0 available)
Requester Comments:

                              Cancel    Save
```

Step 2: Make any desired changes, then click **Save**. A notification bar appears, indicating the request has been successfully updated.

To exit the page without changing the pending request, click Cancel.

If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com).