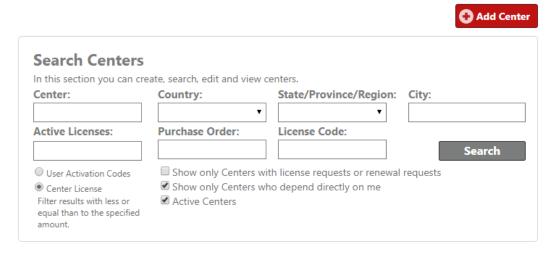
Editing a Center's License

This document explains how to edit the license term and products available in an existing center.

You can edit the license of an existing center at the Client Manager and Distributor administrator levels.

- Step 1: Log in to <u>Jasperactive</u>. If necessary, select the **Client Manager** role from the Role menu.
- Step 2: Click the **Centers** option in the panel to display the Centers page.

Centers



Step 3: Enter the Center information in the Search Centers section, and then click **Search**.

You can use the search fields, radio buttons, and check boxes to refine your search and narrow the search results.

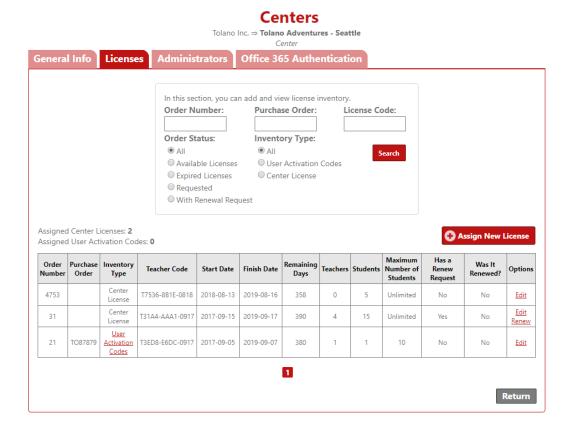


Step 4: In the search results table, locate the row for the center you want to edit, and in the Options column, click the // (pencil) icon. The General Info window appears.

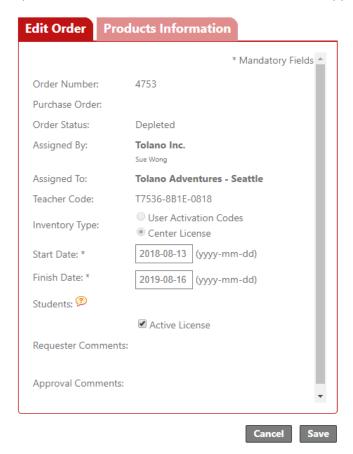
Centers Tolano Inc. ⇒ Tolano Adventures - Seattle

Center **General Info** Licenses **Administrators** Office 365 Authentication Relocate in the Hierarchy Tree Please complete the fields to complete the center information. Mandatory fields * Phone Number: Organization Name: * Tolano Adventures - Seattle +1 Ext: Address Line 2: Address Line 1: 88 Piermont Drive Country: * State/Province/Region: * United States Washington Zip Code/Postal Code: City: Seattle 98117 Active Internal Identifier:

Step 5: Click the **Licenses** tab to display the Licenses window.



Step 6: In the search results table, locate the row for the license you want to edit, and in the Options column, click **Edit**. The Edit Order window appears.



To edit the license usage terms, click the **Edit Order** tab and edit the Start Date and Finish Date fields.

To edit the available products, click the **Products Information** tab and use the check boxes to activate and deactivate the products you want to be available on the license.

Step 7: Click **Save** to complete the edit process or **Cancel** to discard the changes.

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