GUIDE FOR FUNCTIONALITIES



How do I assign a license to a user?

ASSIGNING A LICENSE

Once a license has been purchased it needs to be assigned to a user. There are two different ways this can be accomplished:

- 1. From the Marketplace main menu (Customer Login)
- 2. From the Customer main menu (Partner Login)

// FROM THE MARKETPLACE MENU

1. Click on "Marketplace" button in the left menu and select Licenses from the dropdown. Then click on the product name of the software you are managing.

				CT Partner_FI (Partner) ctiedje@readynetworks.com		
Home		Licenses				
Dashboard		Product Name	License Quantity	Ŧ	Remaining Licenses	License Status
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😋 User	~	Secure Sign	10		6	4
Marketplace	^	Page 1 of 1 (2 items)		I< <	: 1 →	4 of 10
Orders						
C Licenses						

2. Click on the "Assign License" button within the pop-up window. The Add Users menu will appear on the right. Click the selection box next to the users name and finish by clicking the "Assign License" button at the bottom of the window.

ssign Licenses: Secure Sig	n	Add Users
④ Assign Licenses C Refree	h 👲 Export List	Select User Users
Name	Email	Search users by name
Abhilash DK	abhilash.dk@readyne	Kishore Raja (kishore.raja@readynetworks.com)



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// FROM THE CUSTOMER MENU

1. From the main menu, select Customer. From the drop down select Customers. Click on the company name who you are assigning the license for.

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Home	Customers				
Dashboard	🕀 Create C Refresh 🛓 E				
A Customer					
Customer Type	Company y Sc				
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Credit TermsPricing List	Page 1 of 1 (2 items)				

3. Select the Manage Licenses tab on the subscription details page, then click the "Assign Licenses" button.

DETAILS	ORDER HISTORY			
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No record	de to display			

2. The Customer details page will display with the Products tab showing available subscriptions. Click on the product name of the software license you want to assign.

Custome	er : Marv	vels		
PRODUCTS	ORDERS	INVOICES	SUBSCRIPTIO	
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Status	Pro	duct Name	Ŧ	Descr
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4. Click the box next to the users name and finish by clicking the "Assign License" button at the bottom of the window.

Add Users	×
Select Liser	
Users	
Q Search users by name	
AB Abhilash (admin@thenitshouldbefine2342.onmicrosoft.com)	
Cancel Assign License	Ŋ

If you have any additional questions or need to open a support ticket, then click the Helpdesk button from the main menu to open a ticket or review additional documentation. You can also email us at <u>Support@Six.One</u>

