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.

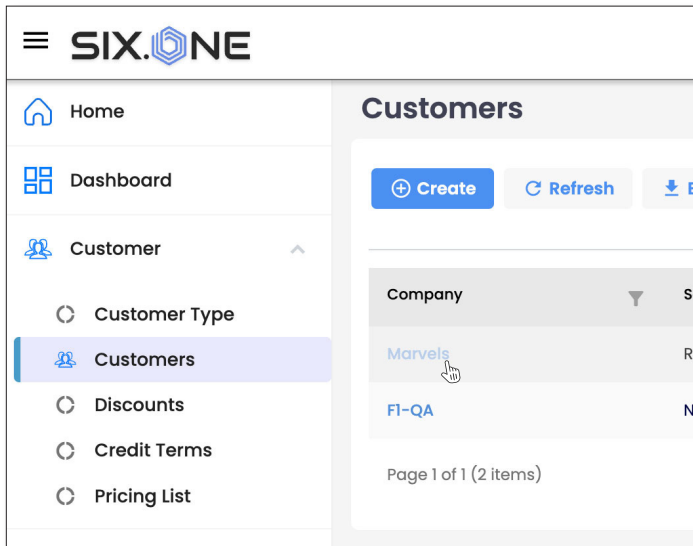**2.** Click on the "Assign License" button within the pop-up window. The Add Users menu will appear on the right. Click the selection box next to the users name and finish by clicking the "Assign License" button at the bottom of the window.

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.

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.
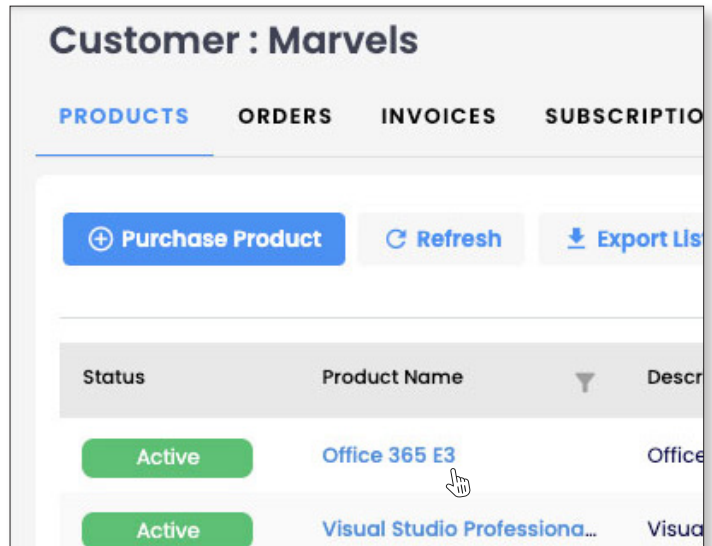
3. Select the Manage Licenses tab on the subscription details page, then click the "Assign Licenses" button.
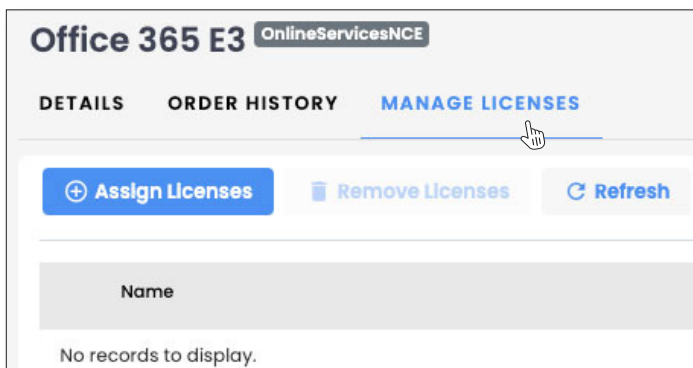
4. Click the box next to the users name and finish by clicking the "Assign License" button at the bottom of the window.
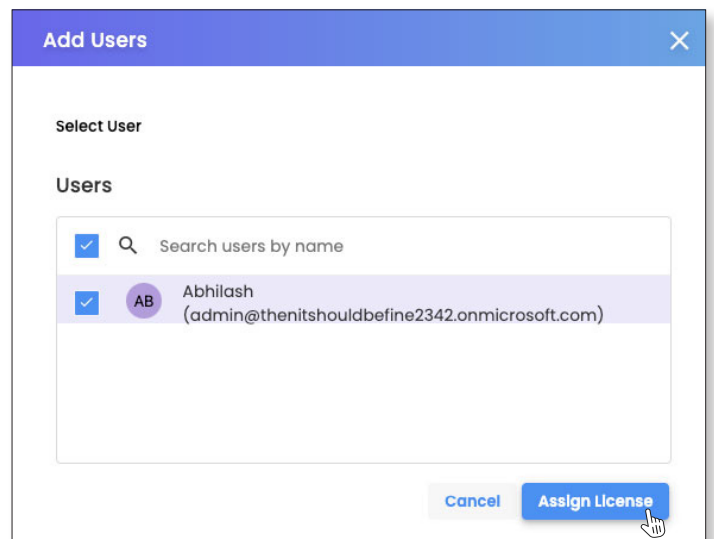
If you have any additional questions or need to open a support ticket, then click the Helpdesk button from the main menu to open a ticket or review additional documentation. You can also email us at **Support@Six.One**