

GUIDE FOR FUNCTIONALITIES

How do I know when my subscriptions renew?



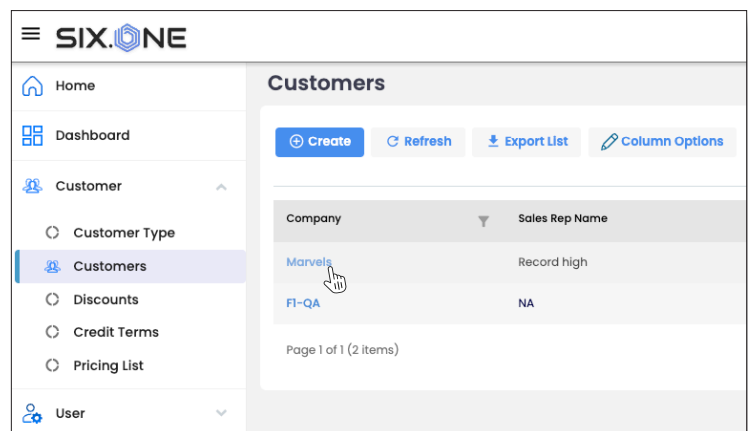
RENEWAL NOTIFICATIONS

You can receive notifications when your subscriptions are up for renewal in the following ways:

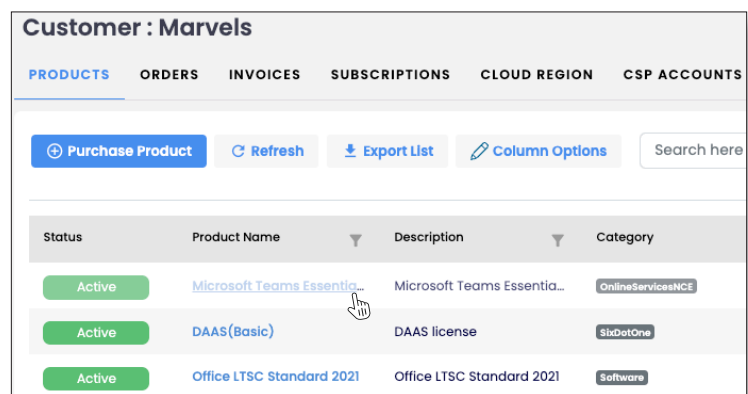
1. Receive email notification.
2. Receive an alert on your Six.One dashboard.

// EMAIL NOTIFICATION

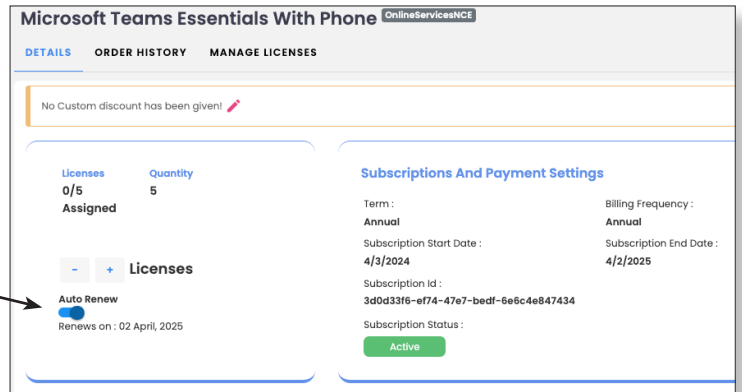
1. From the main menu, click the Customer icon and select Customers. Then pick a customer from the resulting list.



2. The Products tab will display showing all of the active subscriptions. Click on one of the product names.

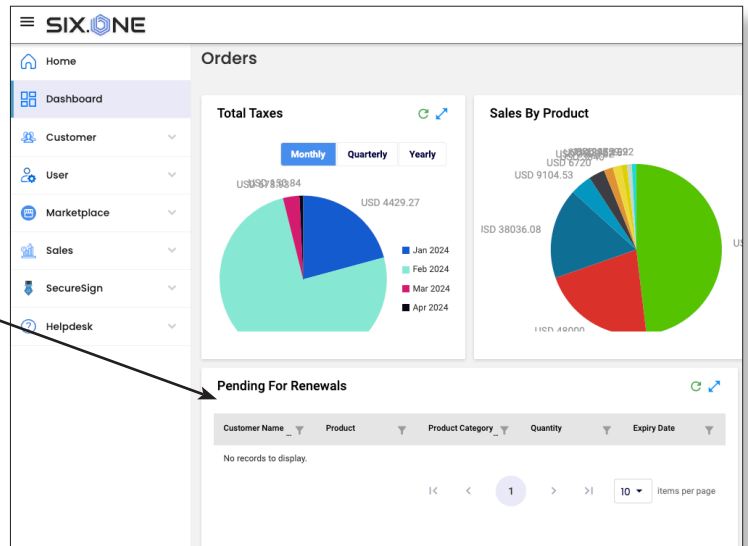


3. From the Product Details Page, you can see a “Auto Renew” toggle switch under the number of licenses. If this switch is active, then the customer will receive a renewal notification in their email 7 days prior to expiration.

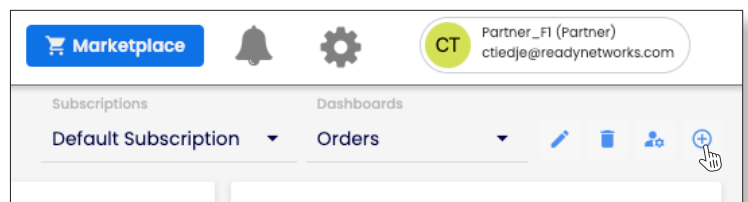


// DASHBOARD WIDGET

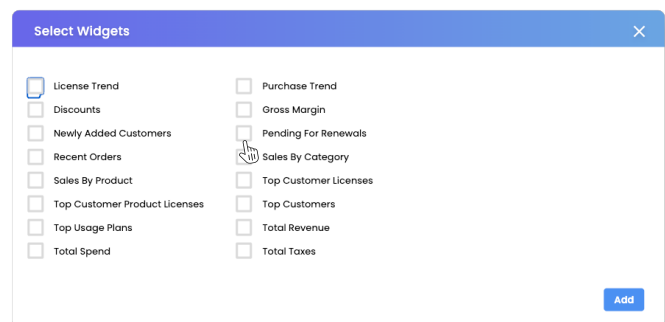
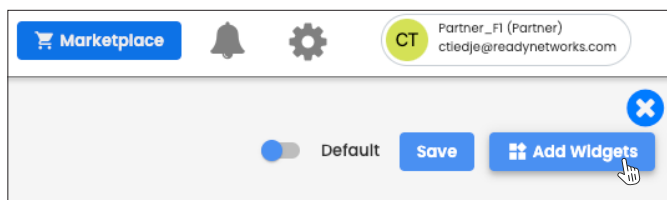
1. You can create a widget that appears on your Dashboard which shows all products with licenses that are about to expire.



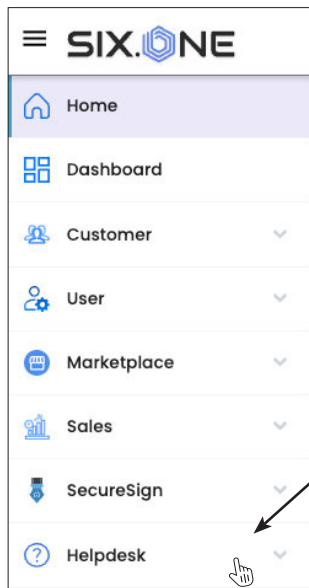
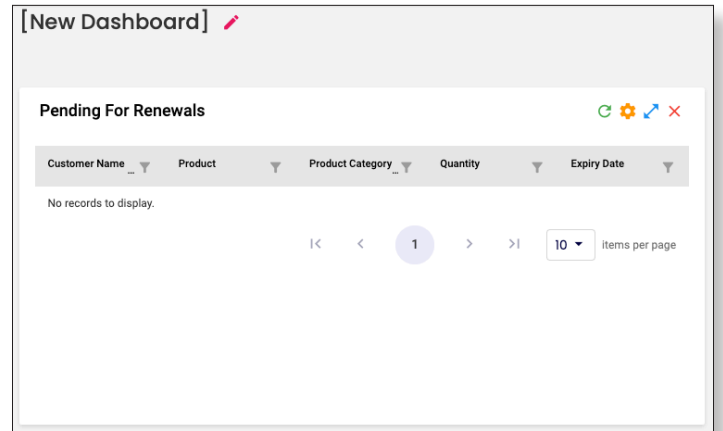
2. If your Dashboard does not contain this widget, then simply click the “+” in the top right corner.



3. Click the “Add Widgets” button, and then check the Pending for Renewals box in the Select Widgets window.



4. Click the pencil icon to give your new dashboard a name and don't forget to hit the Save button in the top right corner.



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