

Setting Up New a Center

This document explains how to set up a new center. You will learn how to add the center to your organization, assign the center a license, and add a center administrator.

You can set up a center at the Client Manager, Distributor, Reseller, and Hub administrator levels.

The center will be added to your organization directly below the level at which you logged in.

Adding a Center

- Step 1:** Log in to [Jasperactive](#). If necessary, select an administrator role from the Role menu.
- Step 2:** Select the **Centers** option in the panel to open the Centers page.

The screenshot shows the 'Centers' page header with a red 'Add Center' button. Below it is a 'Search Centers' section with the text: 'In this section you can create, search, edit and view centers.' The search filters include: Center (text input), Country (dropdown), State/Province/Region (dropdown), City (text input), Active Licenses (text input), Purchase Order (text input), and License Code (text input). A 'Search' button is located to the right of the License Code field. Below the search filters are three radio buttons: 'User Activation Codes', 'Center License' (selected), and 'Filter results with less or equal than to the specified amount.' To the right of these are three checkboxes: 'Only show Centers with license requests or renewal requests', 'Show Centers who only depend directly on me' (checked), and 'Active Centers' (checked).

- Step 3:** Click the **Add Center** button. The Centers window opens.

The screenshot shows the 'Centers' page with the 'General Info' tab selected. The form contains the following fields: Organization Name: * (text input), Phone Number: (text input with format () - - - -), Address Line 1: * (text input), Address Line 2: (text input), Country: * (dropdown menu with 'Select your Country'), State/Province/Region: * (dropdown menu with 'Select your Country'), City: * (text input), and Zip Code/Postal Code: * (text input). There is a checked checkbox for 'Active' and 'Mandatory fields *' text above the Organization Name and Phone Number fields. 'Cancel' and 'Save' buttons are at the bottom right.

Step 4: Complete the form as directed, and then click **Save**.

Centers
Tolano Inc. => Tolano Adventures - Seattle
Center

General Info Licenses Administrators

Please complete the fields to complete the center information.

Mandatory fields *

Organization Name: * Tolano Adventures - Seattle
Phone Number: () - -

Address Line 1: 88 Piermont Drive
Address Line 2:

Country: * United States
State/Province/Region: * Washington

City: Seattle
Zip Code/Postal Code: 98117

Active

Cancel Save

A notification bar appears indicating the center was successfully added.

The Centers window is updated to display the center path and two additional tabs: Licenses and Administrators.

Assigning a License

Step 1: Click the **Licenses** tab to assign a license to the center.

Centers

General Info Licenses Administrators

In this section, you can add and view license inventory.

Order Number: Purchase Order: License Code:

Order Status: Inventory Type:

All All
 Available Licenses User Activation Codes
 Expired Licenses Center License
 Requested
 With Renewal Request

Search

Available Center Licenses: 0
Available User Activation Codes: 0

Assign New License

No results found

Return

Step 2: Click the **Assign New License** button.

Assign New License
Products Information

* Mandatory Fields

Purchase Order:

Assigned By:

CCI Learning
Sue Wong

Unlimited Licenses

Assigned To:

Tolano Adventures
0 available license(s)

Teacher Code:

TOLAO-3841-0917

Inventory Type:

User Activation Codes

Center License

Start Date: *

(yyyy-mm-dd)

Finish Date: *

(yyyy-mm-dd)

Active License

Approval Comments:

Cancel
Assign New License

Step 3: Complete the form fields on the **Assign New License** tab as directed.

What is the difference between User Activation Codes and a Center License?

User Activation Codes may be used by organizations to provide access for a set number of users. For example: A training center has ten students registered for its Excel Expert 2016 course. The training center has the option to purchase ten individual User Activation Codes (one per student) or one User Activation Code that can be assigned to 10 users. Usage terms are determined at the point sale.

A **Center License** does not limit the number of users; instead, it limits the term of usage to 1 year/365 days. Organizations procuring a center license are permitted to allow use of Jasperactive to any member within the organization. Organizations are not permitted to resell activation codes generated by a center license.

The **Inventory Type** options are described in the table below.

User Activation Codes

Quantity: Number of activation codes to be assigned.
Number of Users: Number of users per activation code.

Inventory Type:

User Activation Codes

Center License

Quantity: *

Number of Users: *

(per code)

Type of Duration:

- **Days After Activated**
Indicates the number of days the code is valid after a student uses the code to activate the course.

Days: The number of days after activation must be less than 365 days.

Inventory Type: User Activation Codes
 Center License

Quantity: *

Number of Users: * (per code)

Type of Duration: *

Days: *

- **Fixed End Date**

Indicates the license end date. This date must be between the start and finish dates shown.

Type of Duration: *

Fixed End Date: * (yyyy-mm-dd)

The **Start Date** and **Finish Date** indicate the User Activation Code usage term.

Start Date: * (yyyy-mm-dd)

Finish Date: * (yyyy-mm-dd)

Center License

A center license is usable up to one year from the date of purchase. No further information is required.

Step 4: Click the **Products Information** tab.

Assign New License **Products Information**

Activate the products you want to be available on the license:

| | |
|---|---|
| <input type="checkbox"/> Office 2013 | <input type="checkbox"/> Office 2016 |
| <input type="checkbox"/> Access | <input type="checkbox"/> Access |
| <input type="checkbox"/> Excel Core | <input type="checkbox"/> Excel Core |
| <input type="checkbox"/> Excel Expert | <input type="checkbox"/> Excel Expert |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Outlook |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Word Core | <input type="checkbox"/> Word Core |
| <input type="checkbox"/> Word Expert | <input type="checkbox"/> Word Expert |

Step 5: Select the product(s) you wish to make available to the Center. Please check all that apply.

Step 6: Click the **Assign New License** button to assign the license. A notification bar appears and the search results table displays indicating the license was successfully assigned.

Centers
Tolano Adventures ⇒ TA - Seattle
Center

General Info **Licenses** Administrators

In this section, you can add and view license inventory.

Order Number: **Purchase Order:** **License Code:**

Order Status: All Available Licenses Expired Licenses Requested With Renewal Request

Inventory Type: All User Activation Codes Center License

Search

Available Center Licenses: 1
Available User Activation Codes: 1

Assign New License

| Order Number | Purchase Order | Inventory Type | Teacher Code | Start Date | Finish Date | Remaining Days | Teachers | Students | Has a Renew Request | Was It Renewed? | Options |
|--------------|----------------|---------------------------------------|--------------|------------|-------------|----------------|----------|----------|---------------------|-----------------|-------------------------|
| 70 | | User Activation Codes | | 2017-09-25 | 2019-09-26 | 730 | 0 | 0 | No | No | Details |
| 26 | TO87878 | Center License | | 2017-09-10 | 2018-09-11 | 350 | 0 | 0 | No | No | Details |

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Return

To add more licenses, click the **Assign New License** button.

To view the order details or make changes to the activated products, in the search results table, locate the row for the license you wish to access, and in the Options column, click **Details**.

To return to the main Centers page, click the **Return** button.

Step 7: Notate or download the necessary codes for distribution.

The code displayed in the **Teacher Code** column should be distributed to all Center Admins to distribute to new teachers. New teachers should use this code to activate their Teacher accounts. This code creates the account and associates the Teacher with the Center.

User Activation Codes may be created by clicking the **User Activation Codes** link in the associated license row. The User Activation Codes window opens.

User Activation Codes

Order Number: 66
Purchase Order: JDA-5671
Teacher Code: **TEA12-1C26-0917**
Start Date: 2017-09-25
Finish Date: 2017-10-15
Number of Codes: 1
Number of Users: 1 (per code)
Duration: 5 days
Codes Created By: The codes have not yet been created.

Enable Benchmark
 Enable Creative and Validation Exercises
 Enable Badges Assignment
 The student must be linked to a teacher before starting the course

Create Codes

Close

Click **Create Codes** in the User Activation Codes window to create the codes within the Jasperactive system. The User Activation Codes window updates to display the Download Codes link.

User Activation Codes

Order Number: 66
Purchase Order: JDA-5671
Teacher Code: **TEA12-1C26-0917**
Start Date: 2017-09-25
Finish Date: 2017-10-15
Number of Codes: 1
Number of Users: 1 (per code)
Duration: 5 days
Codes Created By: John Smith

Enable Benchmark
 Enable Creative and Validation Exercises
 Enable Badges Assignment
 The student must be linked to a teacher before starting the course

Save

[Download Codes](#)

Close

Click the **Download Codes** link to download the codes in an Excel file for distribution.

You can modify the way the code behaves upon activation/redemption (even after the code has been created and downloaded) by selecting or deselecting the check boxes as required, and then clicking **Save** to save your changes.

The User Activation Codes window may be accessed at any time by clicking the **User Activation Codes** link in the search results table.

Adding a Center Administrator

Step 1: Click the **Administrators** tab to add a center administrator.

The screenshot shows the 'Administrators' tab selected. At the top right is a red 'Add' button with a plus icon. Below it is a text box containing the message: 'In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.' In the center of the main area is a box that says 'There are no administrators'. At the bottom right is a 'Return' button.

Step 2: Click the **Add** button. The Administrators Search User options are displayed.

The screenshot shows the 'Search User' form. It has a title 'Search User' and a subtitle 'Search for an existing user through its email.' Below this is a note '* Mandatory Fields'. There are two radio buttons: 'Existing User' (which is selected) and 'New User'. Below the radio buttons is an 'Email: *' label followed by an input field. To the right of the input field are 'Search' and 'Cancel' buttons.

Step 3: You are given the option to either search for an existing user or add a new user. The table below outlines each method.

Search for an Existing User

1. Click the **Existing User** radio button.
2. In the **Email** field, enter the email address of the person to whom you want to assign the administrator role.
3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will be displayed.

The screenshot shows the 'Search User' form with the 'Existing User' radio button selected. The 'Email' field contains 'amcsweeney@tolano.com'. The 'Search' button has been clicked, and the results are displayed. The user's name is 'Andrew McSweeney'. Below the name is a table titled 'Current User Roles'.

| Partner Type | Partner | Role |
|--------------|-----------------------------|--------------|
| Center | Tolano Adventures - Seattle | Center Admin |

Below the table is an 'Add' button.

- Click the **Add** button to designate this person as the Center Administrator.
A notification bar appears and the Administrators table displays indicating the administrator was successfully added.

Add a New User

- Click the **New User** radio button. The Add Administrator screen displays.

- Complete the form as directed and then click **Save**.
A notification bar appears and the Administrators table displays indicating the administrator was successfully added.

General Info Licenses Administrators

+ Add

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

| First Name | Last Name | Email | Active | Options |
|------------|-----------|-----------------------|-------------------------------------|---------|
| Andrew | McSweeney | amcsweeney@tolano.com | <input checked="" type="checkbox"/> | |
| Nick | Klassen | nklassen@tolano.com | <input checked="" type="checkbox"/> | |

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Return

To add another administrator, click the **Add** button.

To view or edit an administrator's information, locate the row for the administrator you wish to access, and in the Options column, click the (pencil) icon.

To delete an administrator, locate the row for the administrator you wish to delete, and in the Options column, click the **X** icon.

To disable a user's account, locate the row for the user you want to make inactive, and in the **Active** column, click the checkbox to deselect it. When a user is made inactive, the user account and all associated roles are disabled and the user can no longer log in to Jasperactive.

Please use extreme caution before disabling user accounts by making them inactive.

To return to the main Centers page, click the **Return** button.

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