

Setting Up a New Hub

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

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

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

Adding a Hub

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

Hubs

Search Hubs
In this section you can create, search, edit and view hubs.

Hub: **Country:** **State/Province/Region:** **City:**

Active Licenses: **Purchase Order:** **Search**

User Activation Codes
 Center License
Filter results with less or equal than to the specified amount.

Show only Hubs with inventory requests
 Show Hubs who only depend directly on me
 Active Hubs

- Step 3:** Click the **Add Hub** button. The General Info window appears.

Hubs

General Info

Please complete the fields to complete the hub information.

Mandatory fields *

Organization Name: * Phone Number:

Address Line 1: * Address Line 2:

Country: * State/Province/Region: *

City: * Zip Code/Postal Code: *

Active

Cancel **Save**

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

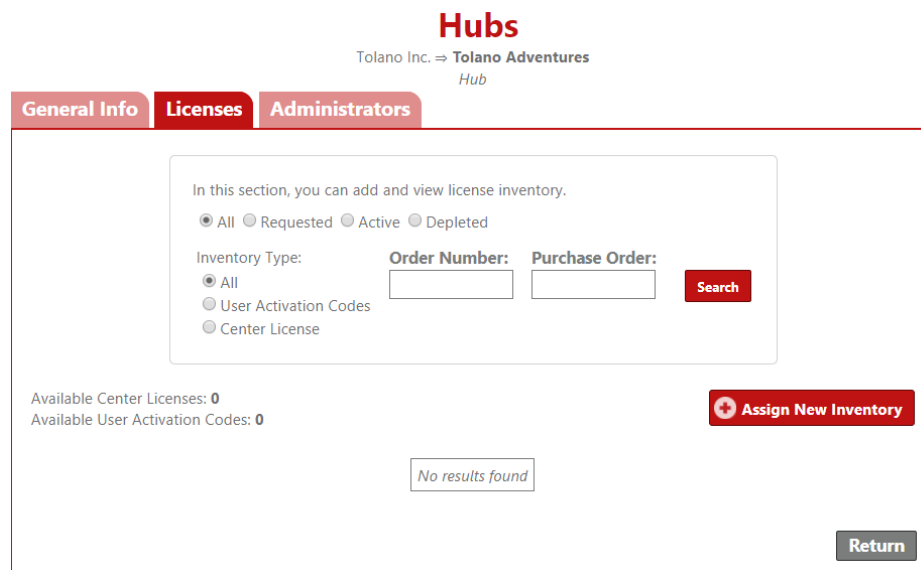
A notification bar appears indicating the hub was successfully added.

The Hubs page is updated to display the hub path and two additional tabs: Licenses and Administrators.

Assigning Inventory

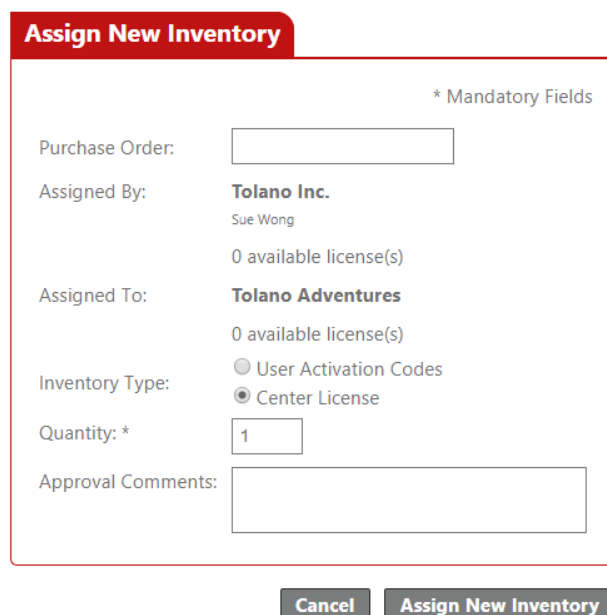
You can assign license inventory to the new hub using the Licenses tab in the Hubs window.

Step 1: Click the **Licenses** tab to display the Licenses window.



The screenshot shows the 'Hubs' interface for 'Tolano Inc. => Tolano Adventures Hub'. The 'Licenses' tab is selected. The main content area contains a search section with the text 'In this section, you can add and view license inventory.' and radio buttons for 'All', 'Requested', 'Active', and 'Depleted'. Below this are 'Inventory Type' options: 'All', 'User Activation Codes', and 'Center License'. There are input fields for 'Order Number' and 'Purchase Order', and a 'Search' button. At the bottom left, it shows 'Available Center Licenses: 0' and 'Available User Activation Codes: 0'. A red '+ Assign New Inventory' button is on the right, and a 'Return' button is at the bottom right. A 'No results found' message is centered at the bottom.

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



The screenshot shows the 'Assign New Inventory' form. It includes a '* Mandatory Fields' label. The form has the following fields: 'Purchase Order' (input field), 'Assigned By' (displaying 'Tolano Inc.' and 'Sue Wong'), 'Assigned To' (displaying 'Tolano Adventures'), 'Inventory Type' (radio buttons for 'User Activation Codes' and 'Center License', with 'Center License' selected), 'Quantity: *' (input field with '1'), and 'Approval Comments' (text area). At the bottom are 'Cancel' and 'Assign New Inventory' buttons.

Step 3: Complete the form in the Assign New Inventory window as directed.

Be sure to select the appropriate **Inventory Type** and indicate the number of inventory items to be assigned in the **Quantity** field.

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. User Activation Code usage terms are determined at the point of sale.

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

Step 4: Click the **Assign New Inventory** button. A notification bar appears and the search results table updates indicating the inventory was successfully assigned.

To add more inventory, click the **Assign New Inventory** button.

To review the inventory usage information, in the search results table, locate the row for the order you want to access and click the link in the **Order Number** column.

To view the order details, in the search results table, locate the row for the order you want to access, and in the **Options** column, click **Details**.

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

General Info
Licenses
Administrators

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

All
 Requested
 Active
 Depleted

Inventory Type:

All
 User Activation Codes
 Center License

Order Number:
 Purchase Order:
Search

Available Center Licenses: 0 + Assign New Inventory

Available User Activation Codes: 2

Click Order Number to review the associated inventory usage. Click Details to review the order details.

Order Number	Inventory Type	Purchase Order	Order Status	Requested/Approved	Available	Requested By	Date Requested	Approved By	Options
65	User Activation Codes	JDS-4567	Active	1	1	Jim Smith	2017-09-26 12:54	CCI Learning Kim Williams	Details

1

Return

Assigning a Hub Administrator

You can assign a hub administrator to the new hub using the Administrators tab in the Hubs window.

Step 1: Click the **Administrators** tab to display the Administrators window.

The screenshot shows the 'Hubs' interface for 'Tolano Inc. => Tolano Adventures Hub'. The 'Administrators' tab is selected. A red '+ Add' button is in the top right. Below it, text reads: '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**.' A box in the center contains the text 'There are no administrators'. A 'Return' button is in the bottom right.

Step 2: Click the **Add** button. The Search User options appear.

The screenshot shows the 'Hubs' interface for 'Tolano Inc. => Tolano Adventures Hub'. The 'Administrators' tab is selected. The 'Search User' section is active. It includes the text 'Search for an existing user through its email.' and '* Mandatory Fields'. There are two radio buttons: 'Existing User' (selected) and 'New User'. Below is an 'Email: *' input field, a 'Search' button, and a 'Cancel' button.

Step 3: You can search for an existing user or add a new user. The table below outlines each option.

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 appear.

The screenshot shows the 'Administrators' tab in a user management interface. At the top, there are three tabs: 'General Info', 'Licenses', and 'Administrators'. Below the tabs, there is a 'Search User' section with the text 'Search for an existing user through its email.' and '* Mandatory Fields'. There are two radio buttons: 'Existing User' (selected) and 'New User'. Below this is an 'Email:' field containing 'amcsweeney@tolano.com' and 'Search' and 'Cancel' buttons. Underneath, it says 'Name: Andrew McSweeney' and 'Current User Roles'. A table follows with three columns: 'Partner Type', 'Partner', and 'Role'. The table contains two rows of data. Below the table is an 'Add' button.

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

4. Click the **Add** button to designate this person as the Hub Administrator.

A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

Add a New User

1. Click the **New User** radio button. The Add Administrator screen appears.

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

Hubs

Tolano Inc. ⇒ Tolano Adventures
Hub

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

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

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

To delete an administrator, locate the row for the administrator you want 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 Hubs page, click the **Return** button.

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