

# Editing a Center's License

This document explains how to edit the license term and products available in an existing center.

You can edit the license of an existing center at the Client Manager and Distributor administrator levels.

**Step 1:** Log in to [Jasperactive](#). If necessary, select the **Client Manager** role from the Role menu.

**Step 2:** Click the **Centers** option in the panel to display the Centers page.

## Centers

+ Add Center

### Search Centers

In this section you can create, search, edit and view centers.

**Center:**

**Country:**

**State/Province/Region:**

**City:**

**Active Licenses:**

**Purchase Order:**

**License Code:**

**Search**

User Activation Codes

Center License

Filter results with less or equal than to the specified amount.

Show only Centers with license requests or renewal requests

Show only Centers who depend directly on me

Active Centers

**Step 3:** Enter the Center information in the Search Centers section, and then click **Search**.

You can use the search fields, radio buttons, and check boxes to refine your search and narrow the search results.

Icon Notation: Reseller Hub Center

Center	Available Center Licenses	Available Codes	License Requests or Renewal Requests	Country	State/Province/Region	City	Options
Tolano Adventures - London	0	0	0	United Kingdom	Scotland	London	
Tolano Adventures - New York	1	0	0	United States	New York	New York	
Tolano Adventures - Seattle	2	0	1	United States	Washington	Seattle	
Tolano High School	1	0	0	United States	Washington	Seattle	

**Step 4:** In the search results table, locate the row for the center you want to edit, and in the Options column, click the (pencil) icon. The General Info window appears.

## Centers

Tolano Inc. ⇒ Tolano Adventures - Seattle  
Center

**General Info** Licenses Administrators Office 365 Authentication

[Relocate in the Hierarchy Tree](#)

Please complete the fields to complete the center information.

Mandatory fields \*

Organization Name: \* Tolano Adventures - Seattle Phone Number: +1 ( ) - - Ext:

Address Line 1: 88 Piermont Drive Address Line 2:

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

City: Seattle Zip Code/Postal Code: 98117

Active  
Internal Identifier: 22

**Cancel** **Save**

Step 5: Click the **Licenses** tab to display the Licenses window.

## Centers

Tolano Inc. ⇒ Tolano Adventures - Seattle  
Center

**General Info** **Licenses** Administrators Office 365 Authentication

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**

Assigned Center Licenses: 2  
Assigned User Activation Codes: 0

**Assign New License**

Order Number	Purchase Order	Inventory Type	Teacher Code	Start Date	Finish Date	Remaining Days	Teachers	Students	Maximum Number of Students	Has a Renew Request	Was It Renewed?	Options
4753		Center License	T7536-881E-0818	2018-08-13	2019-08-16	358	0	5	Unlimited	No	No	<a href="#">Edit</a>
31		Center License	T31A4-AAA1-0917	2017-09-15	2019-09-17	390	4	15	Unlimited	Yes	No	<a href="#">Edit</a> <a href="#">Renew</a>
21	TO87879	<a href="#">User Activation Codes</a>	T3ED8-E6DC-0917	2017-09-05	2019-09-07	380	1	1	10	No	No	<a href="#">Edit</a>

**1**

**Return**

**Step 6:** In the search results table, locate the row for the license you want to edit, and in the Options column, click **Edit**. The Edit Order window appears.

The screenshot shows the 'Edit Order' window with the 'Products Information' tab selected. The window contains the following fields and options:

- Order Number: 4753
- Purchase Order:
- Order Status: Depleted
- Assigned By: Tolano Inc. Sue Wong
- Assigned To: Tolano Adventures - Seattle
- Teacher Code: T7536-8B1E-0818
- Inventory Type:  User Activation Codes,  Center License
- Start Date: \* 2018-08-13 (yyyy-mm-dd)
- Finish Date: \* 2019-08-16 (yyyy-mm-dd)
- Students: ?
- Active License
- Requester Comments:
- Approval Comments:

At the bottom of the window are two buttons: 'Cancel' and 'Save'.

To edit the license usage terms, click the **Edit Order** tab and edit the Start Date and Finish Date fields.

To edit the available products, click the **Products Information** tab and use the check boxes to activate and deactivate the products you want to be available on the license.

**Step 7:** Click **Save** to complete the edit process or **Cancel** to discard the changes.

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