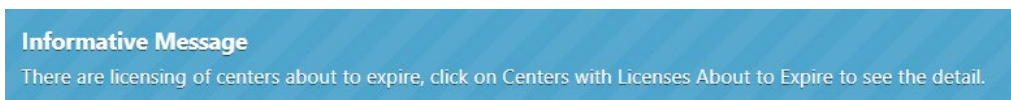# Managing Center Licenses About to Expire

This document explains how to manage center licenses that are about to expire, edit expiring license usage dates, and assign new licenses.

You can manage centers that have expiring licenses at the Client Manager, Distributor, Reseller, and Hub administrator levels.

Step 1:   Log in to Jasperactive. If necessary, select an administrator role from the Role menu.

The Jasperactive system automatically notifies system administrators about centers with licenses that will expire within 90 days by displaying the following notification:

Step 2:   To see the list of centers with licenses that are about to expire, click the **Centers with Licenses About to Expire** link immediately below and to the right of the title of the main panel page.

The Centers with Licenses About to Expire window appears. The search results list displays the centers whose licenses will expire within 90 days.
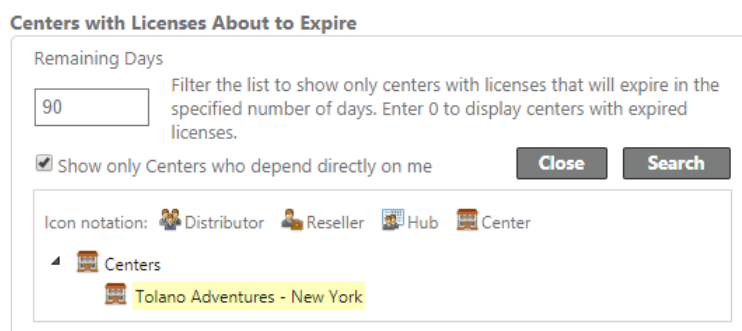
You may search for center licenses that are about to expire by clicking the **Centers with Licenses About to Expire** link, and in the **Remaining Days** field, typing the number of remaining days before expiration to view licenses that match the criteria you specified. To search for centers whose licenses have expired, enter **0** in the **Remaining Days** field.

Step 3:   In the search results list, click the name of a center to display its license information. The search results table appears displaying the selected center's license information.

Editing a Center's License

Step 1: In the search results table, in the **Options** column, click **Edit**. The Edit Order window appears.

Step 2: To edit the license usage terms, click the **Edit Order** tab if necessary and enter the start and finish dates in the **Start Date** and **Finish Date** fields, respectively.

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You may also edit the available products by clicking the **Products Information** tab and using the check boxes to activate and deactivate the products you want to be available on the license.

Step 3: Click **Save** to complete the license edit process and save your changes, or click **Cancel** to discard your changes.

Step 4: Click **Close** to close the Centers with Licenses About to Expire window and return to the main panel page.

Assigning a New License to a Center

Step 1: From the main panel page, click the **Centers with Licenses About to Expire** link to display the Centers with Licenses About to Expire window.

Step 2: Click the **Assign New License** button. The Assign New License window appears.


Step 3: Complete the form fields in the **Assign New License** window as directed.

The Inventory Type options are described in the following table.

User Activation Codes	**Quantity**: Number of activation codes to be assigned **Number of Users:** Number of users per activation code **Type of Duration:** • **Days After Activated** 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 • **Fixed End Date** The license end date. This date must occur between the start and finish dates. The **Start Date** and **Finish Date** indicate the User Activation Code usage term.
Center License	A center license is usable for up to one year from the date of purchase. No further information is required.

Step 4:   Click the **Products Information** tab.
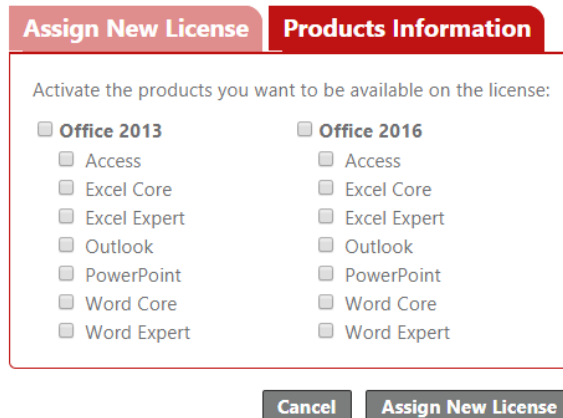
Step 5:   Select the product(s) you want to make available to the center. Ensure that you activate all products you want to include for the license.

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

Step 7:   Click **Close** to close the Centers with Licenses About to Expire window.

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