This brief guide will explain how to assign a licence to a 'Location, Department or a single user' (either manually, or you can set the licence flow to automatically do so) we would strongly recommend you read the entire guide in order to gain a better understanding off all the options.

If this is your first time using webPortal and your account hasn't been set up on your behalf, then you have the following options to set the licence flow to:

Location/ 'Fully Automatic' which assigns a licence to all staff registering into a location and all departments within that location. Once selected each new user when added or registered on the system will be issued a licence for that course selected.

Department only/ 'Fully Automatic' which assigns a licence to all staff registering into a selected department only within that location. Once selected each new user when added or registered on the system within that department will be issued a licence for that course selected.

Single user only/ 'The system requires the administrator to select a user or users within a department and manually assign a licence when required'

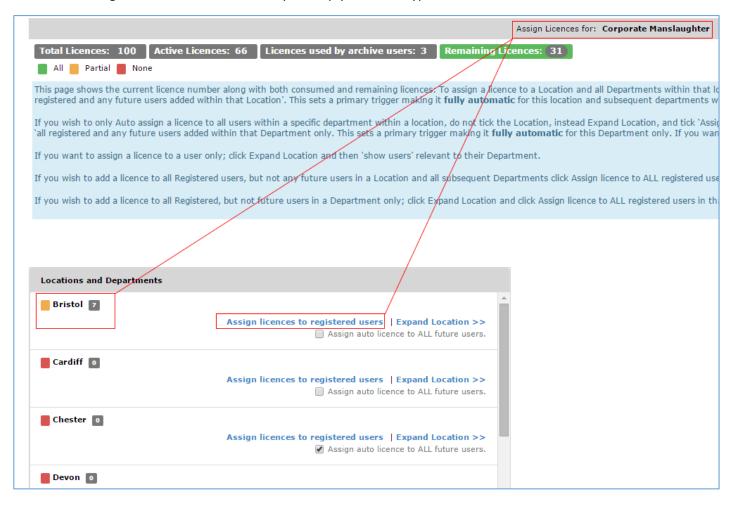
If you haven't set the system to Fully automatic, and wish to assign a licence to a whole group within a Location or Department you can now simply do so by selecting this option as detailed below.

Important: once you issue a licence to a group or user, the licence cannot be revoked (once assigned it cannot be retrieved back into your licence count) there is a popup warning before you take this action.



Assigning a licence to ALL users in one go.

As you can see in the image below, the course 'Corporate Manslaughter' has been selected via the Manage Licence button. If you wanted to quickly add a licence to ALL Registered users within Bristol, you simply click this hyperlink.



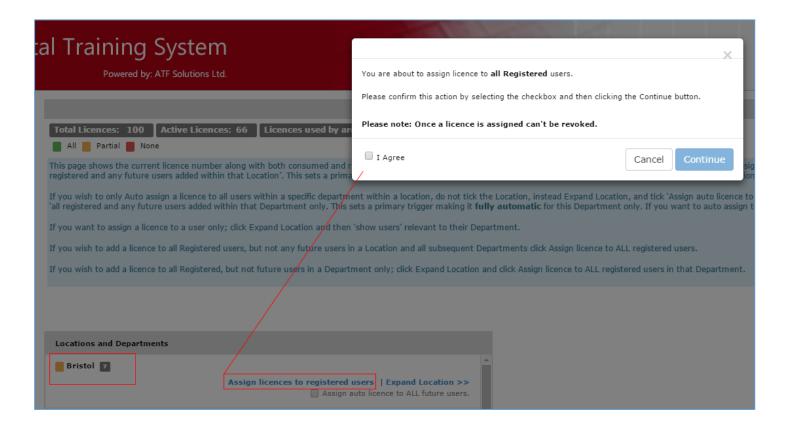


When you click **Assign Licence** a popup to confirm will show as per example below.

Please note, this action does not set the system to Automatically assign a licence to future users, only those registered at that point.

To make this FULLY AUTOMATIC for future users yet to register, you would select the other checkbox option below 'Assign auto licence to ALL future users'.

This action will issue a licence out to all new registered users throughout all departments under the Bristol location.



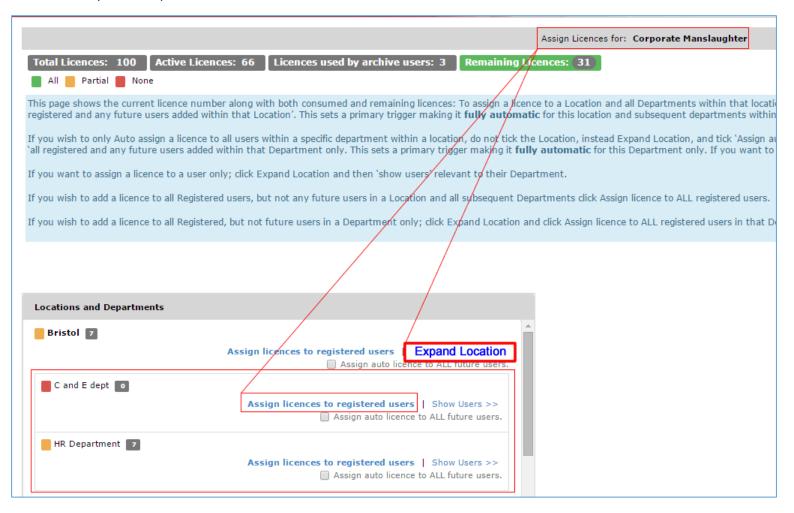
You can apply the same logic to a Department only without. See following examples.



Assigning a licence to ALL users WITHIN a DEPARTMENT in one go.

As you can see in the image below, the course 'Corporate Manslaughter' has been selected via the Manage Licence button. If you wanted to quickly add a licence to ALL Registered users in a department only within Bristol, you simply click **Expand Location** hyperlink.

This will show you the departments within this location.

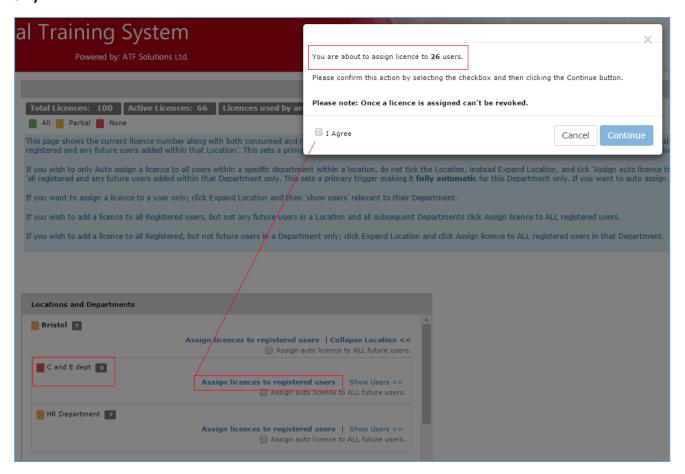




When you click **Assign Licence** a popup to confirm will show as per example below.

Please note, this action does not set the system to Automatically assign a licence to future users, only those registered at that point. You can see how many registered users there are within this department before you confirm.

To make this FULLY AUTOMATIC for future users yet to register, you would select the other checkbox option below 'Assign auto licence to ALL future users'. This action will issue a licence out to all new registered users within THIS DEPARTMENT ONLY; assuming you wish to grant a licence to this department only





Assign a licence to an individual only:

If however, you don't wish to set any location or department to Auto you can select individuals by **Expanding the Location**, then click on **Show Users** within a department; this will show all users opposite; to assign a licence **tick their name** and then **click update**.

