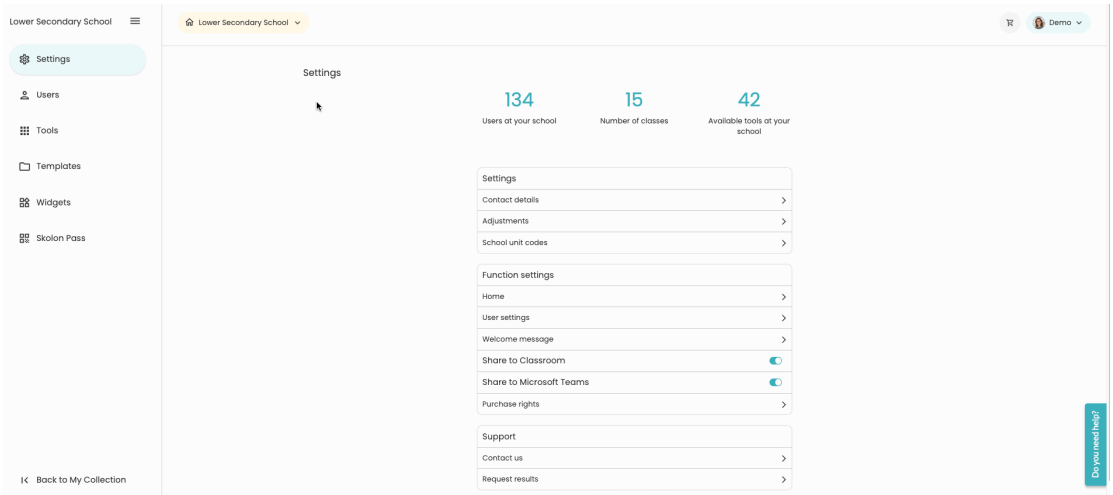
Create and edit purchase rights for users

Clara Hardarsson - 2025-06-27 - Manage permissions and purchasing settings

In order to purchase digital learning materials and tools in Skolon, the user must have purchase rights. Your organisation's budget administrator assigns purchase rights, and this can be done for both Skolon administrators and teachers.

To create and assign a Purchase Right in Skolon, follow these steps:

- Log in to Skolon and click on the School Admin icon in "my apps".
- Click on Settings in the left-hand menu and then select Purchase Rights.
- Here you can view and manage the existing purchase rights and also create new ones.
- To create a new one, click on New Purchase Right.
- You will then see a page where you need to fill in information about the purchase right and specify which user(s) should have the right to make purchases. The following information needs to be filled in:

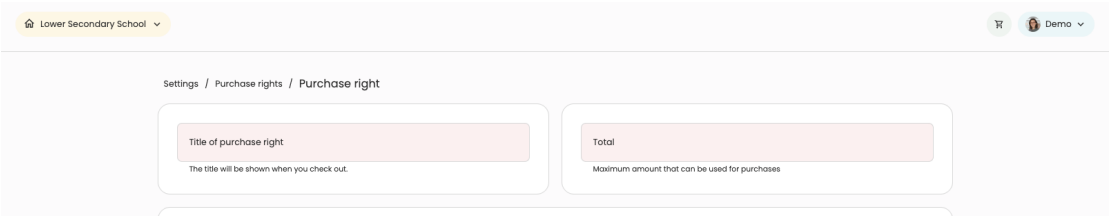


Title

A word that simply and clearly explains what you intend to use the budget for. For example, a subject, programme or work team.

Amount

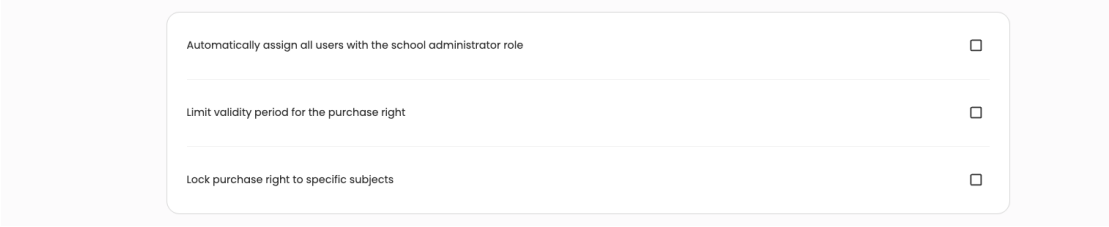
The amount that can be used for purchases with the budget.



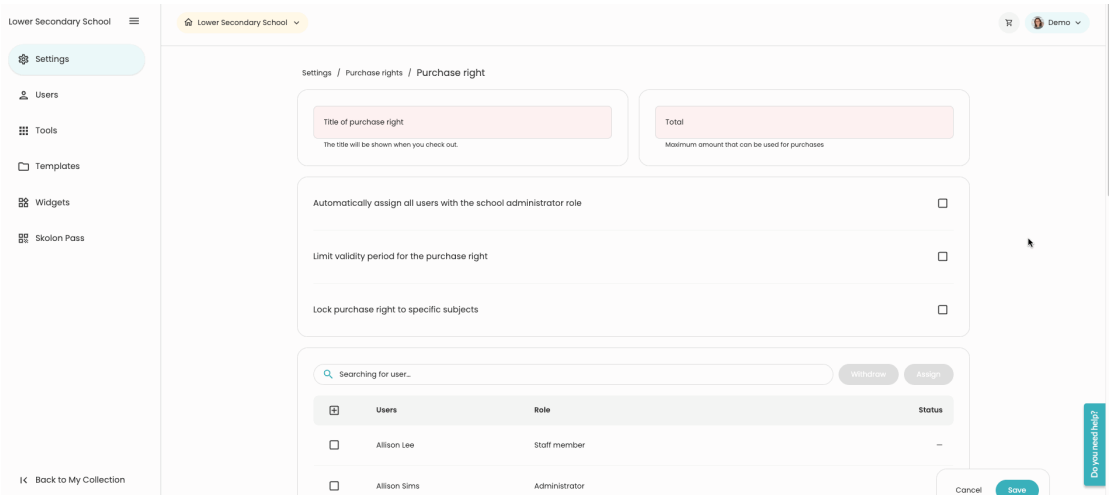
You can choose whether the purchase right should be assigned to all purchase-authorised users by ticking the checkbox. You can also choose to limit a purchase right to a specific time interval or specific subjects with corresponding checkboxes.

Here you can choose whether the purchase right should be automatically assigned to all purchase-authorised users, or if you want to select specific users, scroll or search in the list further down the page.

You can choose whether the budget should apply to a specific time interval and whether the budget should be used for specific subjects. Tick the checkboxes to bring up the options.



Once you have filled in the information and, if necessary, selected the specific users you want, click on Assign and Save.



Once you have saved the information, the selected users will be able to make purchases via Skolon.

Edit purchase right

If you want to edit a purchase right, click on the row for the relevant purchase right. You can also see old purchase rights where the expiry date has passed by clicking on Filter

and selecting Inactive.

