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# 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:

| Lower Secondary School 🛛 🚍 | ☆ Lower Secondary School ∨ |  |                   |                                   | Ħ | 🚯 Demo 🗸          |
|----------------------------|----------------------------|--|-------------------|-----------------------------------|---|-------------------|
| 1 Settings                 | Settings                   |  |                   |                                   |   |                   |
| 2 Users                    | •                          | 134  | 15                | 42                                |   |                   |
| III Tools                  |                            | Users at your school                       | Number of classes | Available tools at your<br>school |   |                   |
| Templates                  |                            | Settings                                   |                   |                                   |   |                   |
| X Widgets                  |                            | Contact details                            |                   | >                                 |   |                   |
| B Skolon Pass              |                            | Adjustments<br>School unit codes           |                   | >                                 |   |                   |
|                            |                            | Function settings                          |                   |                                   |   |                   |
|                            |                            | Home                                       |                   | >                                 |   |                   |
|                            |                            | User settings<br>Welcome message           |                   | >                                 |   |                   |
|                            |                            | Share to Classroom                         |                   | 0                                 |   |                   |
|                            |                            | Share to Microsoft Team<br>Purchase rights | s                 | •                                 |   | _                 |
|                            |                            | Support                                    |                   |                                   |   | Do you need help? |
|                            |                            | Contact us                                 |                   | >                                 |   | you ne            |
| IC Back to My Collection   |                            | Request results                            |                   | >                                 |   |                   |

#### 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.

| Cower Secondary School |   |   | H | R Demo v |
|------------------------|---|---|---|----------|
|                        | Settings / Purchase rights / Purchase right                         |   |   |          |
|                        | Title of purchase right The title will be shown when you check out. | Total Maximum amount that can be used for purchases |   |          |
|                        |   |   |   |          |

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.

| Automatically assign all users with the school administrator role |  |
|---|--|
| Limit validity period for the purchase right                      |  |
| Lock purchase right to specific subjects                          |  |

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

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|----------------------------|---|------------------|---|------------------|---|-------------------|
| tật Settings               | 5 | iettings / Purch | aserights / Purchase right              |                  |   |                   |
| 2 Users                    |   |                  |   |                  |   |                   |
| III Tools                  |   | Title of purc    |   |                  | Total   |                   |
| Templates                  |   | The title will b | e shown when you check out.             |                  | Maximum amount that can be used for purchases |                   |
| 😫 Widgets                  |   | Automatical      | ly assign all users with the school adr | ninistrator role |   |                   |
| BR Skolon Pass             |   | Limit validity   | period for the purchase right           |                  |   | •                 |
|                            |   | Lock purcha      | se right to specific subjects           |                  |   |                   |
|                            |   | Q Search         | ing for user                            |                  |   |                   |
|                            |   | Ð                | Users                                   | Role             | Status  | elp?              |
|                            |   |                  | Allison Lee                             | Staff member     | -   | Do you need help? |
| K Back to My Collection    |   |                  | Allison Sims                            | Administrator    | Cancel  | 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.

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|----------------------------|---|-------------------|
| 🕸 Settings                 | settings / Purchase rights  |                   |
| 2 Users                    | Purchase rights is a function that enables administrators to customise users' ability to make purchases in Skolon. You can set a specific budget per purchase right and choose which users should have the right to make purchases. Choose whether you want to activate k to stall members, administrators or both. |                   |
| III Tools                  | Use your organisation's settings  |                   |
| Templates                  |   |                   |
| B2 Widgets                 | Use purchase rights for school administrators   |                   |
| Ba Skolon Pass             | You need to create one or more purchase rights for school administrators to be able to make purchases in Skolon.  |                   |
|                            | Use purchase rights for staff members.<br>You need to create one or more purchase rights for staff members to be able to make purchases in Skolon.  |                   |
|                            |   |                   |
|                            | New purchase right Q Searching for titles or purchasers.  |                   |
|                            | Organization/school Title Purchaser Subject Total   |                   |
|                            | Lower Secondary School 21/22 Cecilia Johansson All Eliacolo (23303 spent)   | Do you need help? |
| K Back to My Collection    | Lower Secondary School TEle missing All (1000 spent)  | Doyoun            |