

Manage licenses

Manage user licenses

Version 7.18



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Manage user licenses

PRODUCTS: **ALL CREATIO PRODUCTS**

When working with Creatio, you might need to manage user licenses, e.g., to distribute licenses to a new employee or recall licenses from a non-working employee.

You can use the [*System users*] section for this purpose. In the section, you can manage licenses of a single or multiple accounts.

Note. You can also manage licenses using the licenses manager. Learn more in the “[Creatio licensing](#)” article.

Add a portal user account


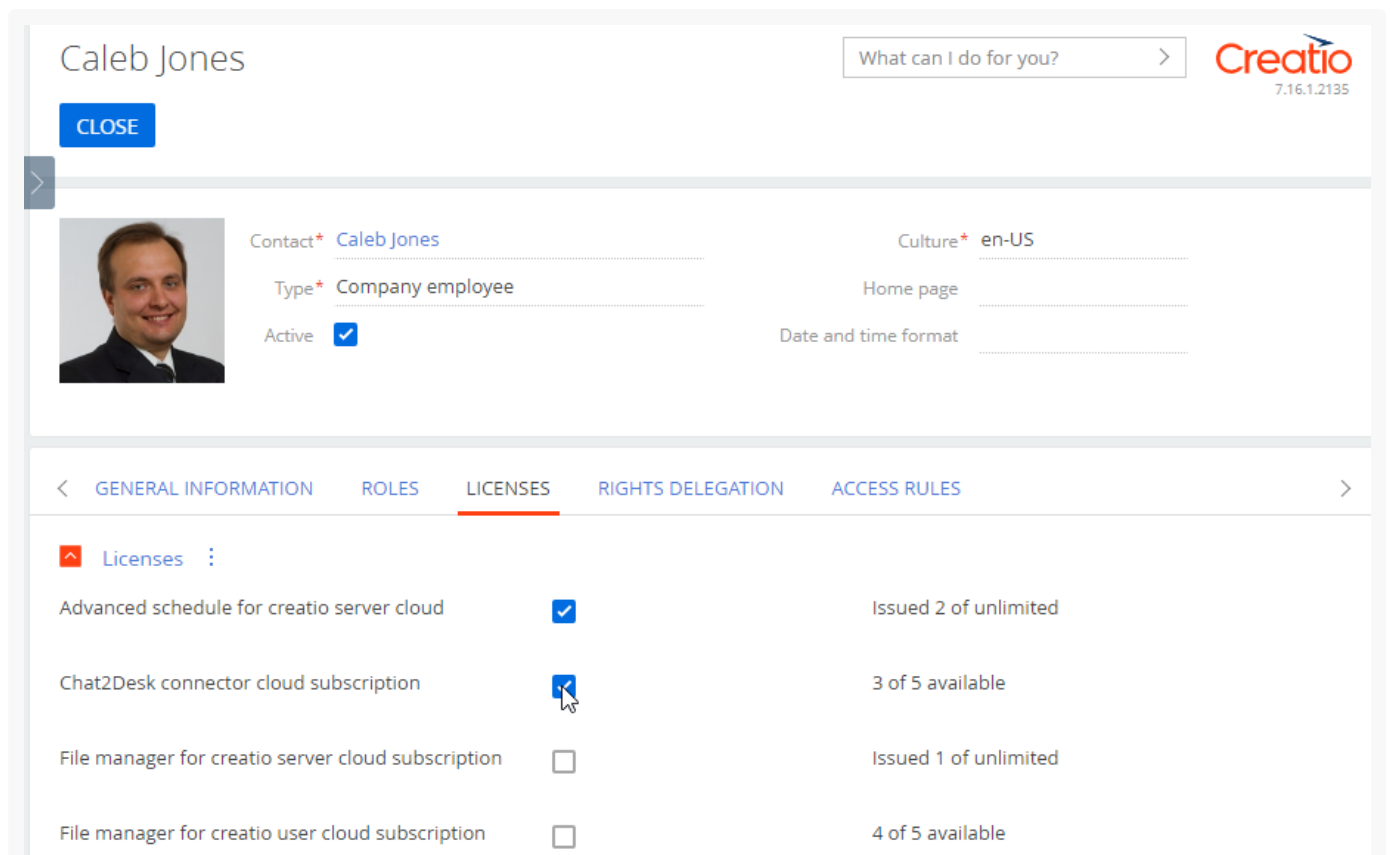
1. Click  to open the System Designer.
2. Under [*Users and administration*], click **License manager**.
3. In the section list, select the user for distributing a license. On the **Licenses** tab of the user page, select the products for licensing ([Fig. 1](#)).

Fig. 1 Selecting products for licensing



The screenshot shows the user profile for Caleb Jones. The 'Licenses' tab is active, displaying a table of licenses. The table has three columns: Product Name, License Status (checkbox), and Availability.


Product Name	License Status	Availability
Advanced schedule for creatio server cloud	<input checked="" type="checkbox"/>	Issued 2 of unlimited
Chat2Desk connector cloud subscription	<input checked="" type="checkbox"/>	3 of 5 available
File manager for creatio server cloud subscription	<input type="checkbox"/>	Issued 1 of unlimited
File manager for creatio user cloud subscription	<input type="checkbox"/>	4 of 5 available

Similarly, you can recall the licenses.

4. Save and close the page.

As a result, the selected licenses will be distributed or recalled for the user account.

Distribute or recall licenses for multiple users

1. Click  to open the System Designer.
2. Under [*Users and administration*], click **License manager**.
3. Click [*Actions*] → **Select multiple records**.
4. Select the needed users in the list.
5. Click **Actions** → **Grant licenses / Recall licenses**.
6. In the window that opens, select the Creatio products for granting or recalling licenses. Select the needed checkboxes and click **Select**.

As a result, the selected licenses will be distributed or recalled for the selected user accounts.