

# Manage licenses

## Manage user licenses

Version 7.17



This documentation is provided under restrictions on use and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this documentation, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

# Table of Contents

<b>Manage user licenses</b>	<b>4</b>
Add a portal user account	4
Distribute or recall licenses for multiple users	5

# 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


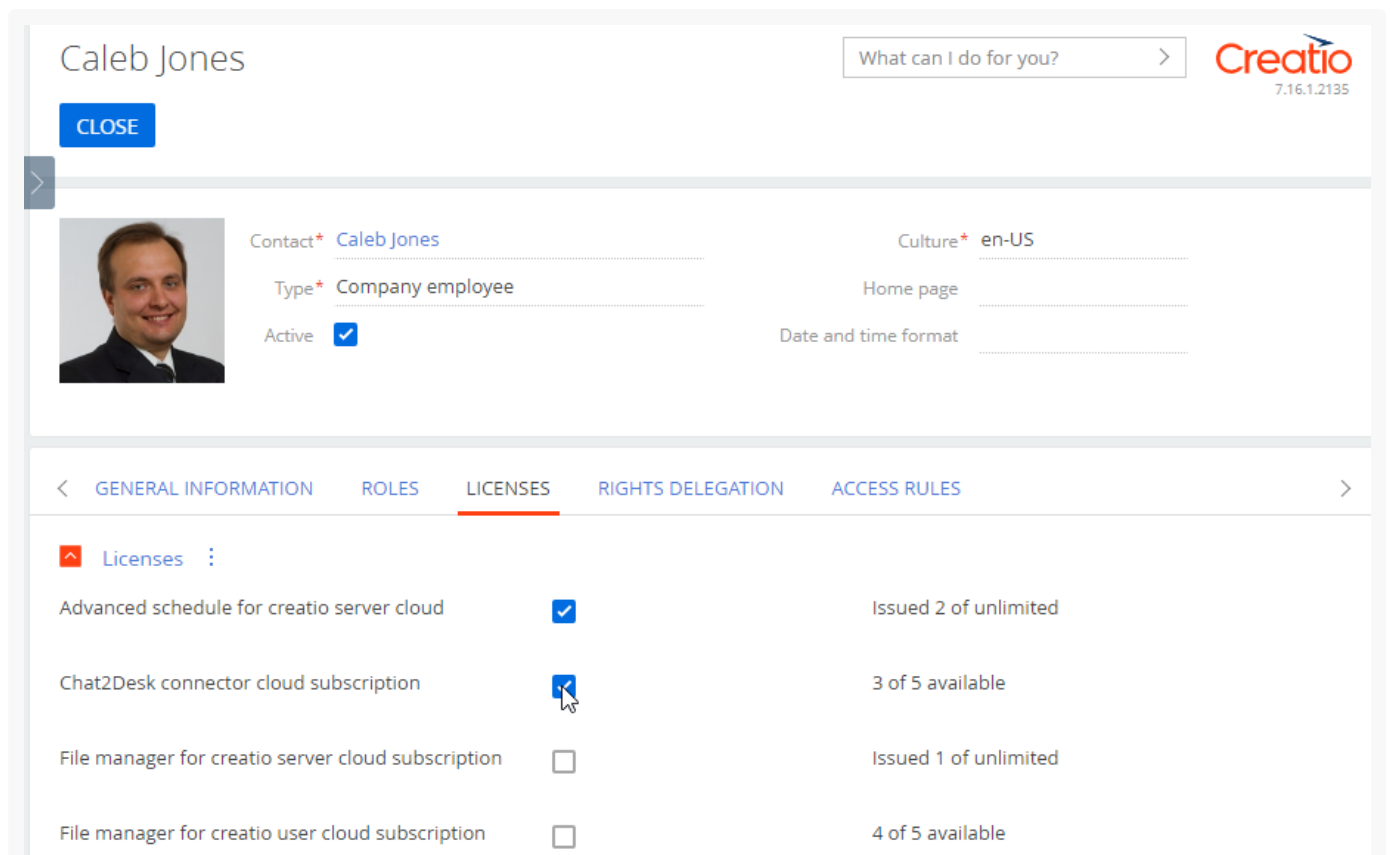
1. Click  to open the System Designer.
2. Under [ *Users and administration* ], click **License manager**.
3. In the section list, select the user for distributing a license. On the **Licenses** tab of the user page, select the products for licensing (Fig. 1).

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.