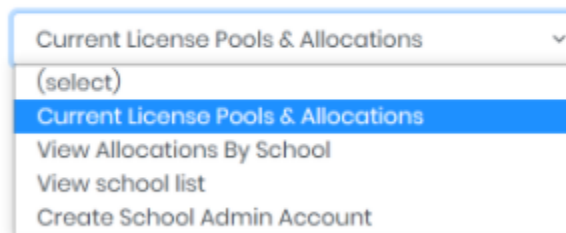


## **Savvas License Allocation System Allocate Licenses**

Welcome to the Savvas License Allocation System. This training document will review the steps to allocate licenses in the system.

1. From the Home page, click the down arrow and select the “View current license pools & allocations” option:

Select the action you would like to perform:



A dropdown menu with a white background and a light blue border. The top bar is light blue with the text "Current License Pools & Allocations" and a small downward arrow. Below this, the text "(select)" is displayed. The menu is open, showing four options: "Current License Pools & Allocations" (highlighted in blue), "View Allocations By School", "View school list", and "Create School Admin Account".

2. Next select the appropriate discipline(s) then click Continue:

Select Disciplines: (press and hold the Ctrl/Command key for multiple selections)



A list box with a white background and a light blue border. It contains four items: "K12Humanities", "K12Literacy" (highlighted in yellow), "K12Math", and "K12Science". A vertical scrollbar is on the right side.

Summary View     Detail View

**Continue >>**

- The next screen will display the current license pools for the discipline(s) you select. Click on the PO you want to allocate the license from:

Discipline: K12Literacy

	ISBN13	Title Description	Original Order Date	Order #	PO #	Order Qty	Allocated Qty	Held In Your	Available Qty
1	9781418291310	MPELA17 ELD CMPN LVL C	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
2	9781418291327	MPELA17 ELD CMPN LVL D	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
3	9781418291334	MPELA17 ELD CMPN LVL E	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
4	9781418291341	MPELA17 ELD CMPN LVL F	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
5	9781418291358	MPELA17 ELD CMPN LVL G	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
6	9781418291365	MPELA17 ELD CMPN LVL H	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
7	9781418291372	MPELA17 ELD CMPN LVL I	05/14/2020	1008961661	QATARF00001	1			1
	Total					1	0		1
8	9780328918690	MPELA17 MYP+ DCW 1YR LIC G6/12	03/26/2020	1008955017	PP2020001B	12,000			12,000
			03/26/2020	1008955118	PP2020001A	56,000			56,000
			04/17/2020	1008957769	MECON6	90			90

- Next, click the down arrow to view your school list and then select the school you want to allocate the license to:

## Allocate Licenses - PO #PP2020001B

Discipline: K12Literacy

Choose school to allocate licenses to:

(School) 

- After selecting the school you will see the allocation screen. Enter the allocation quantity for the appropriate line items:



Allocate Licenses to: (template: \_card\_custinfo.cfm)

**Adma International School** (4 dev: 0014000001u2UeRAAU, sapID: 0002583792)  
 Fatqa-Kesserwan Mar Nohra  
 Fatqa, NA 13000 Lebanon

Show all licenses (including zero allocable)

(template: \_allie\_reqForm.cfm)

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School Start Date: 09/01/2021  End Date: 12/31/2022 

School Reference ID:

Discipline: K12Literacy

	ISBN13	Title Description	Available Qty	Allocate Qty
1	9780328918690	MPELA17 MYP+ DCW 1YR LIC G6/12	12,000	<input type="text" value=""/>
2	9780133339734	MPELA17 SE (CONS) + DCW 1YR LIC G08	12,000	<input type="text" value=""/>

[Add To Cart](#)

6. Next:

- verify the school start and end date (*note there is a 15 month limit between the start and end dates*)
- enter the School Reference ID (*if you have one*)
- then click “Add to Cart”

Allocate Licenses to: (template: \_card\_custInfo.cfm)

**Adma International School** (4 dev: 001d000001u2UeRAAU, sapID: 0002583792)  
Fatqa-Kessenwan Mar Nohra  
Fatqa, NA 13000 Lebanon

Show all licenses (including zero allocable)

(template: \_alllc\_rqsForm.cfm)

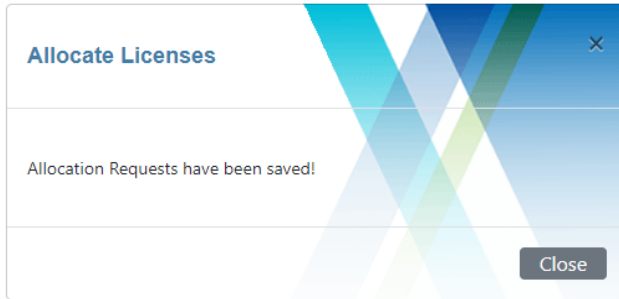
School Start Date:   End Date:

School Reference ID:

Discipline: K12Literacy

	ISBN13	Title Description	Available Qty	Allocate Qty
1	9780328918690	MPELA17 MYP+ DCW 1YR LIC G6/12	12,000	<input type="text" value="50"/>
2	9780133339734	MPELA17 SE (CONS) + DCW 1YR LIC G08	12,000	<input type="text" value="50"/>

7. You will see a pop up window confirming that your allocation request has been saved. Click close to close the pop up window:



8. The next screen will display your saved allocations. From here you can either “Place More Requests” or “View Cart & Submit Requests”.

Allocate Licenses - PO #PP2020001B

Allocation Saved!



(template: \_alllc\_rqsDetail.cfm)

Allocate Licenses to: (template: \_card\_custInfo.cfm)

**Adma International School** (4 dev: 001d000001u2UeRAAU, sapID: 0002583792)  
Fatqa-Kessenwan Mar Nohra  
Fatqa, NA 13000 Lebanon

School Start Date: 09/01/2021 End Date: 08/31/2022

School Reference ID: (n/a)

Discipline: K12Literacy

	ISBN13	Title Description	PO #	Allocated Qty		
1	9780328918690	MPELA17 MYP+ DCW 1YR LIC G6/12	PP2020001B	50	<input type="checkbox"/>	<input type="checkbox"/>
2	9780133339734	MPELA17 SE (CONS) + DCW 1YR LIC G08	PP2020001B	50	<input type="checkbox"/>	<input type="checkbox"/>

Clicking “Place More Requests” will take you back to the “Select Your Discipline” page to view the current license pool and start the allocation process.

9. When you click to “View Cart & Submit Requests” you will see the “Allocate Licenses - Confirmation” page which confirms that the license allocation request(s) have been submitted. Note that the licenses will be provisioned and available to your customer within 3 business days.

### Allocate Licenses - Confirmation

Your allocation request has been confirmed! Licenses will be available for your customer within 3 business days  
A confirmation email has been sent to email address [itmanager@perfectpurity.com](mailto:itmanager@perfectpurity.com). The following is your request summary.

(template: \_alloc\_req\_cDetail.dfm)

**Allocate Licenses to:** (template: card\_purchase.dfm)  
**Adma International School** (4 dev: 0010000001u2UeRAAU, sapID: 0002583792)  
Falqa-Kessrawan Mar Nohra  
Falqa, NA 13000 Lebanon  
School Start Date: 09/01/2021 End Date: 08/31/2022  
School Reference ID: (n/a)

**Discipline: K12Literacy**

	ISBN13	Title Description	PO #	Allocated Qty	Order Status
1	9780328918690	MPELA17 MYP+ DCW 1YR LIC G6/12	PP2020001B	50	(pending...)
2	9780133339734	MPELA17 SE (CONS) + DCW 1YR LIC G08	PP2020001B	50	(pending...)

## 10. You will also receive an email confirmation with OASIS tracking information:


Dear Lisa,

Your request to allocate licenses has been received for processing. Please allow three business days for the licenses to be reflected in your customer's REALIZE account. You can track the status of the provisioning process via OASIS using the order look up by PO option - the PO# for this request is LIC0000572X1

Reference ID: [LIC0000572X1](#) (click here to view order status)

Allocate Licenses to:		Horizon Private School - Abu Dhabi Abu Dhabi Abu Dhabi, NA 16000 United Arab Emirates	
<b>School Start Date:</b> 09/01/2020		<b>End Date:</b> 08/31/2021	
<b>School reference #:</b> (n/a)			
Discipline: K12Math			
	<b>ISBN13</b>	<b>Title Description</b>	<b>Allocated Qty</b>
1	9780328847556	MTH16 CC SE 1YR SUB + DCW 1YR LIC GR.4	50
2	9780328847563	MTH16 CC SE 1YR SUB + DCW 1YR LIC GR.5	30
3	9780328847570	MTH16 CC SE 1YR SUB + DCW 1YR LIC GR.6	50

- Access [Savvas Learning Company Dealer & Distributor License Allocation System](#) to view & allocate licenses
- For all Savvas Learning Company Dealer & Distributor License Allocation System related questions or concerns, please submit an inquiry at [Get Help](#) page

You now know how to allocate licenses in the Savvas License Allocation System. Please use the  **Need Help?** option in the system if you still have questions.