



# Getting Started: License Management

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# Welcome to Spinpanel

Hello and welcome to this guide to getting started with Spinpanel License Management.



Spinpanel is an automation platform that features several solutions that help businesses **manage**, **provision**, and **report** on their **Microsoft licenses and resources**.

One of the solutions your partner has made available is for you to be able to **manage your own licenses**.

This means you can now use the Spinpanel App to increase or decrease the number of Microsoft licenses, as well as assign licenses to users.

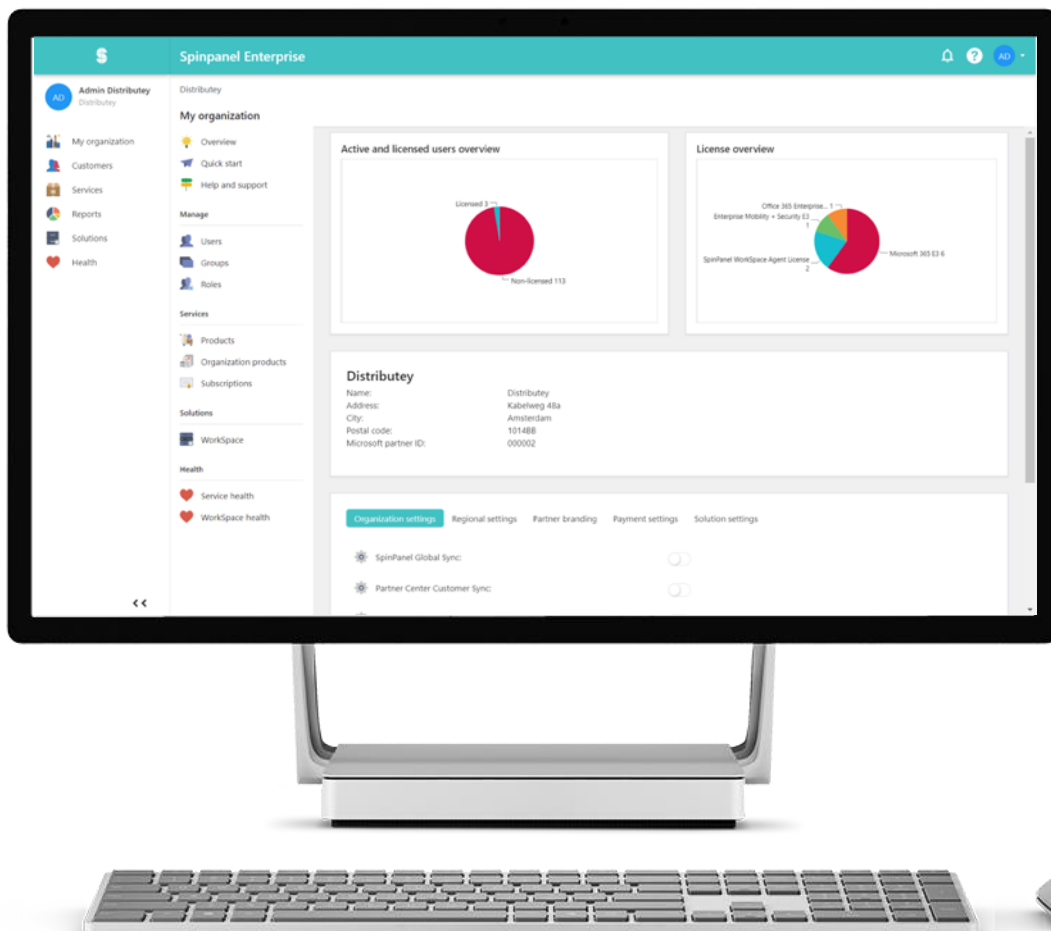
To get started, navigate to [app.spinpanel.com](https://app.spinpanel.com) and login with your Microsoft AD credentials.

Login 



# Spinpanel Home Screen

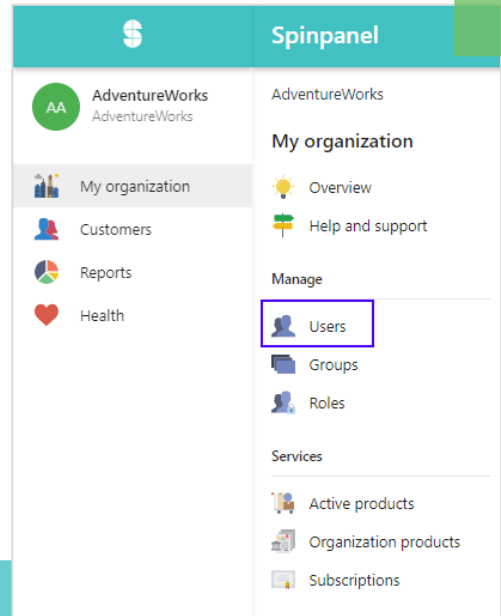
Once you are logged in, you will be presented with the following screen.



# How to assign and remove licenses to users

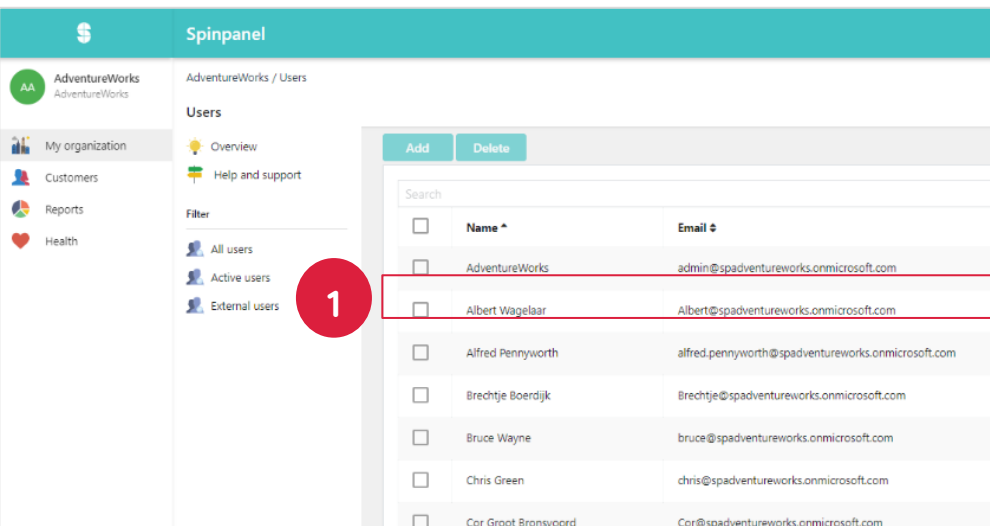
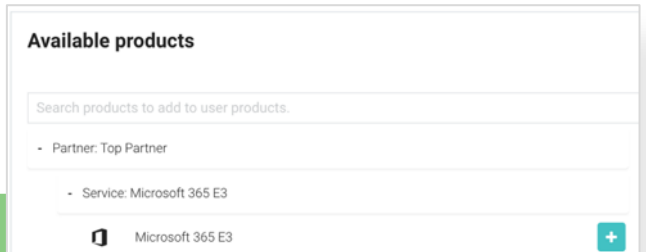
To manage licenses on a per-user basis, you will first need to visit the user section. You will find an overview of the users within your organization by navigating to:

**My Organization > Users**



1 Select the user you would like to edit

2 Select the license you wish to assign from the **'available products'** list by clicking the **'+'** symbol.



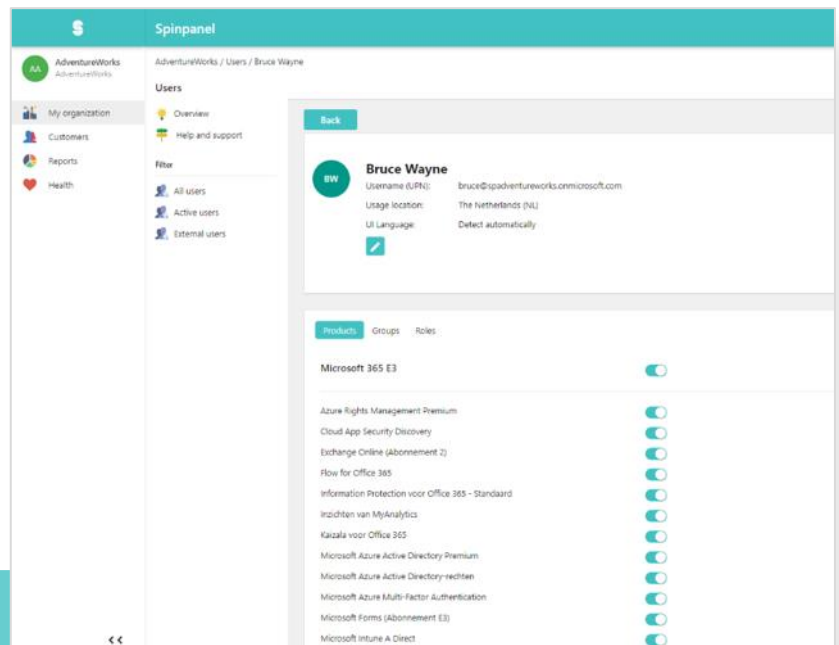
# How to assign and remove licenses to users

The next page will show you the available features you can toggle on or off for that license.

Click **save** once you've set these as per your preference.

Once you click save, Spinpanel will check to see if you have any available licenses to use.

If you do not, Spinpanel will provision a new license and assign it to this user account.



Alternatively, you can also remove licenses from a user by clicking on a user and scrolling down to the 'assigned products' list and **clicking the 'X' on the license you wish to remove.**

A notification box will pop up to ask you to confirm the removal.

## Assigned products

Search products to add to user products.

- Partner: Computron

- Service: Test

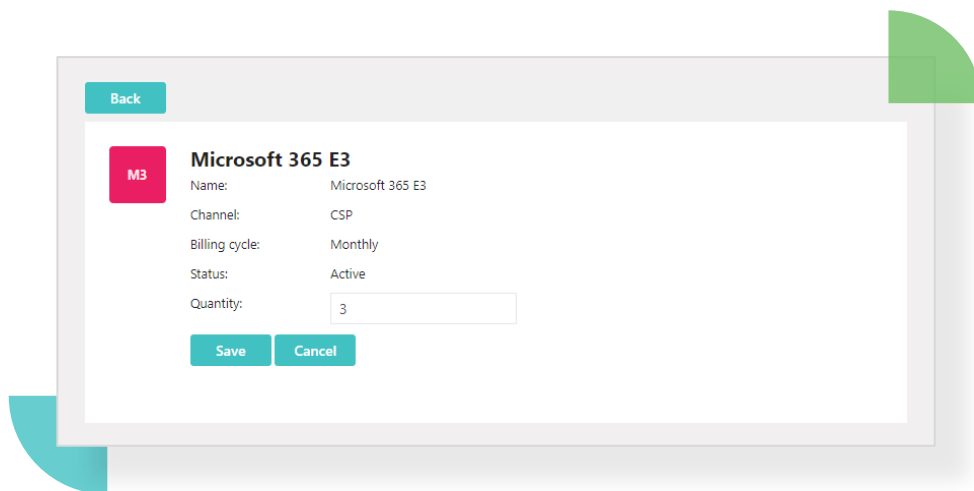
Office 365 Business



# How to increase and decrease license quantities

To modify subscription quantities, navigate to **'subscriptions'** from the **'My organization'** menu.

Here you are shown a list of all active subscriptions. To change the quantity,



**NOTE:** If you would like to order licenses of a subscription that is not yet active, you will first need to assign a license to at least one user.

To view a list of all the services your partner has made available to you, click on a user and view the list under **'available products'**.

Once you have assigned the new license to a user, it can take up to 24 hours for this subscription to show up under **'subscriptions'**, where you can subsequently proceed to scale up licenses in bulk.



If you're looking for a product that has not yet been made available to you, please contact your partner.

Also contact your partner should you have any additional questions with regards to Spinpanel.





# spinpanel

Visit our knowledge base: [knowledge.spinpanel.com](https://knowledge.spinpanel.com)

