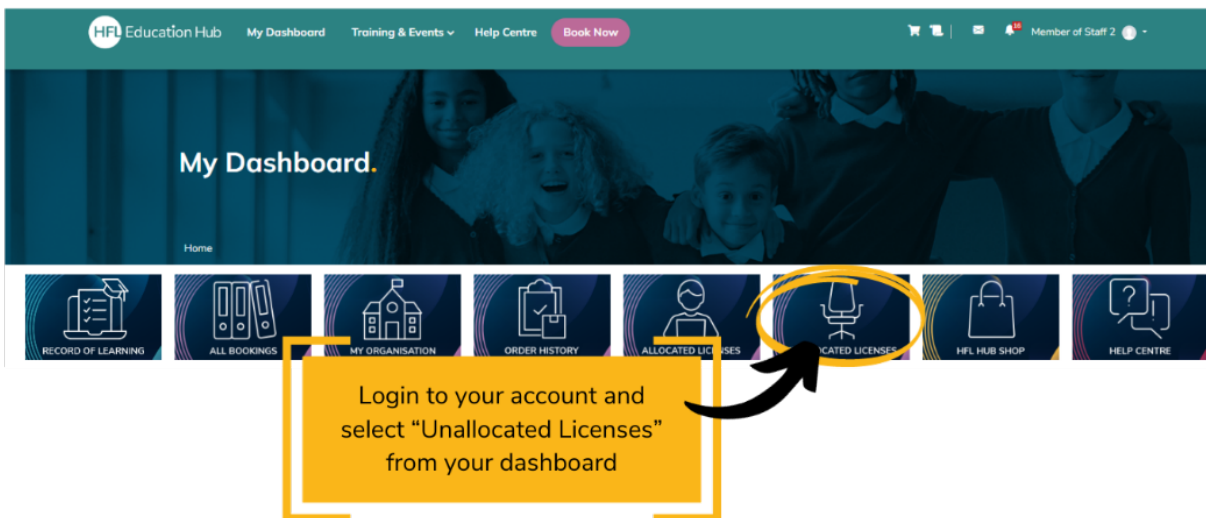


What is in this guide?

- How organisation admins can find licenses that need allocating to colleagues for courses.



Here, you can see a **list of licenses that need to be allocated to colleagues**. This is necessary for them to be able to access the course. If it is a webinar, they will not receive an enrolment email with details on how to access it unless this is done.

To allocate licenses, simply **click “Allocate”** underneath the relevant order and assign it to the required user.

For further information on how to allocate licenses, please see our more detailed guide: **“Allocating course licenses to colleagues”**

Order Number	Price	Quantity	Purchased On
Live Webinar 1 09:00 30/08/2023 - 11:00 30/08/2023			
PVI Test			
Order Number: 4908	£10.00	(1)	Purchased On: 16/08/2023
Order Number: 4908	£10.00	(1)	Purchased On: 16/08/2023
2/2 Available / Quantity			
Allocate			
Arbor administrators virtual user group 13:15 29/11/2023 - 14:45 29/11/2023			
PVI Test			
Order Number: 5191	£0.00	(2)	Purchased On: 24/10/2023
2/2 Available / Quantity			
Allocate			
SIMS administrators virtual user group 10:00 29/11/2023 - 12:00 29/11/2023			
PVI Test			
Order Number: 5191	£0.00	(1)	Purchased On: 24/10/2023
1/1 Available / Quantity			
Allocate			
Financial services operating your gold contract 09:30 16/11/2023 - 12:30 16/11/2023			
PVI Test			
Order Number: 5191	£0.00	(1)	Purchased On: 24/10/2023
1/1 Available / Quantity			
Allocate			
Financial sustainability in schools - eLearning			
PVI Test			
Order Number: 5192	£0.00	(1)	Purchased On: 24/10/2023
1/1 Available / Quantity			
Allocate			

Please note: If, when purchasing from the shop, you clicked “Buy for self”, the license will not appear here as it has automatically been assigned to you. If this was not what you intended, please contact us and we will be more than happy to assist you in re-allocating the purchase to the correct user.