

Manging Licences

BSC Health & Safety e-Learning Platform



Introduction

Your enterprise e-learning subscription allows affords you a set number of licences for each chosen course. Each licence allows one user to access a course as many times as needed for the duration of your subscription.

How to View Your Licence Use

You can see how many licences you have purchased and how many you have used via the **Licenses** link on your administration block.

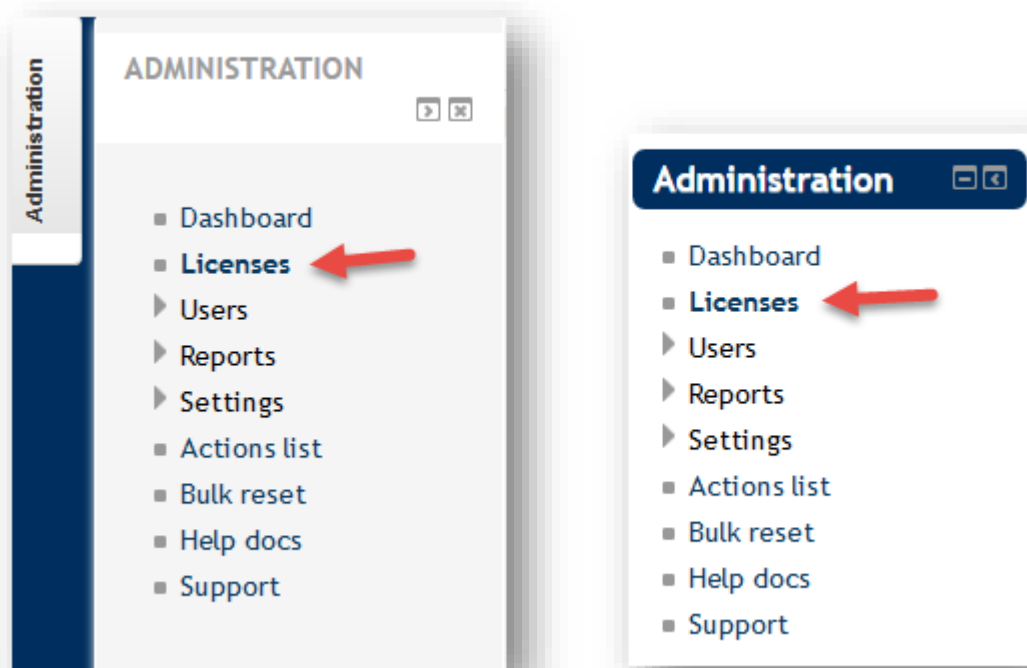


Figure 1 - 'Licenses' on the Administration Block - Docked and Undocked

The '**Licenses**' screen provides the following information:

- **Course:** The course name
- **Used:** How many licences are in use for the corresponding courses
- **To use:** How many licences have been purchased

In the screenshot below you can see that 50 *Fire Safety* licences have been purchased, 7 have been used leaving 43 remaining. The number in the 'To use' column does not change and represents the total number of licences purchased.

You can also see that 10 licences for *Health and Safety Training for Home Workers* have been purchased and 2 are in use, leaving 8 remaining.

Licenses 

Course	Used	To use
Display Screen Equipment: Learning	7	50
Display Screen Equipment: Risk Assessment	7	50
Fire Safety	7	50
Health and Safety Training for Home Workers	2	10
Manual Handling	7	50

Figure 2 - The Licenses Screen

How to Manage Licences

You can reduce your licence use by managing leavers. When a person leaves the organisation, you can change their account status to 'Inactive'. This will return any licences they were using back to the licence pool. More information about managing leavers can be found on our help article here: <https://britsafesupport.zendesk.com/hc/en-gb/articles/360000190413>

Remember that you do not need to add all users to all courses. You may be wasting licences on training that is unnecessary. For example, adding non-drivers to *Driver Safety Awareness* or office based staff to *Health and Safety Training for Home Workers*. Advice on how to add users to specific courses can be found on our help article here: <https://britsafesupport.zendesk.com/hc/en-gb/articles/360000190433>

How to Increase Your Subscription

If you find you need to purchase more licences, you can arrange this through your dedicated account manager. Once you have agreed a price and been invoiced we will add the extra licences to your platform.