

How to Assign Licenses for FoodCloudPlus Apps

Introduction:

I will walk you through the process of assigning licenses for FoodCloudPlus Apps that are purchased from Microsoft AppSource. Before starting, make sure you have purchased the appropriate number of licenses for the FoodCloudPlus Apps.

Step 1: Sign into Microsoft 365 Admin Portal

- Open your web browser and navigate to the Microsoft 365 admin portal (<https://admin.microsoft.com>) and login with your Microsoft work or school account. You must have the appropriate permissions to access this site. Please see your system administrator if you need assistance.

Step 2: Find the License to Assign

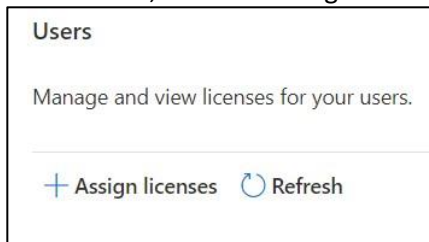
- On the navigation pane at the left, select Billing > Licenses.
- Select the Subscriptions tab.
- Look for the FoodCloudPlus app license that was purchased. Typically, the licenses show up quickly, but it could take up to an hour to appear from the time they were purchased.

Name ↑	Available licenses	Assigned licenses	Account type
Lot Algorithms - Lot Algorithms - Standard	1	<div style="width: 0%;"></div> 0/1	Organization

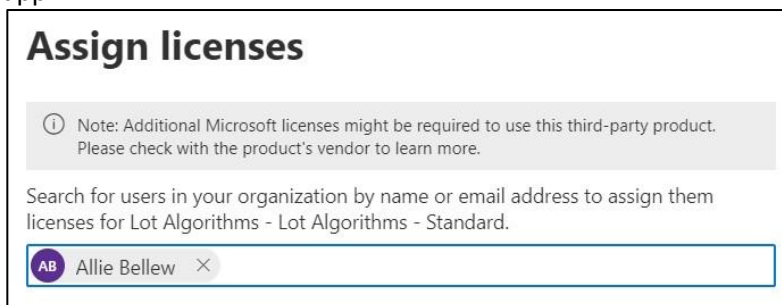
- Click on the license name to assign it to users.

Step 3: Assign the License

- Under Users, click the “Assign licenses” button.



- In the Assign licenses window, search and select the user(s) that require a license for the FoodCloudPlus app.



- When you have selected the user(s), click the “Assign” button at the bottom of the screen.



You have successfully completed the process of assigning licenses to users.

Unassign Licenses

In the event you need to remove a license from a user, you can follow the above steps but instead of clicking “Assign licenses”, you can select one or more users and then click “” to remove the licenses form these users.

Users

Manage and view licenses for your users.

 Unassign licenses  Refresh

<input checked="" type="checkbox"/>	Name	Email	Type
<input checked="" type="checkbox"/>	Allie Bellew	allieb@CRMbc322927.OnMicrosoft.com	User