

KNOWLEDGE BASE ARTICLE

Manage Subscription for Vitextra Online Products



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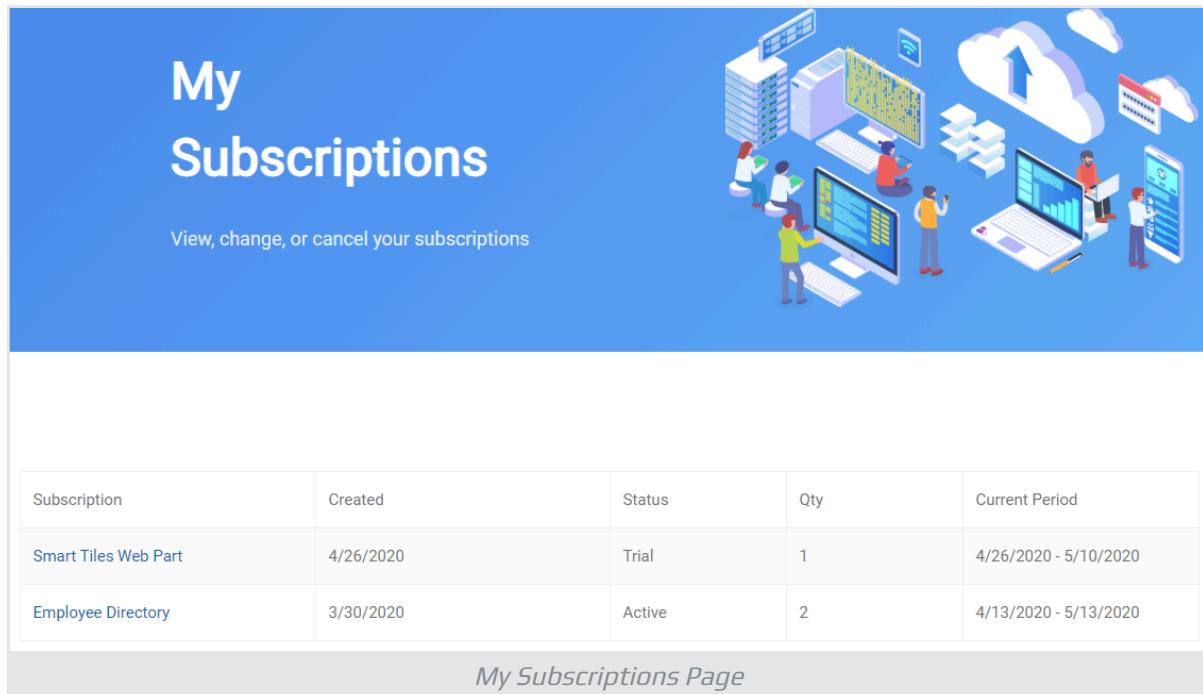
Vitextra provides solutions and products for SharePoint Online and Microsoft Teams on subscription-based offerings. This article describes how to manage your Subscription to Vitextra products.

Note

You do not need to purchase Vitextra products in case of trial version utilization. The free 14-days trial period starts automatically when you deploy the product to your Microsoft 365 environment.

View Subscriptions

Log in to your account and go to **Account - My Subscriptions**. This page displays all your subscriptions both current and canceled.



Subscription	Created	Status	Qty	Current Period
Smart Tiles Web Part	4/26/2020	Trial	1	4/26/2020 - 5/10/2020
Employee Directory	3/30/2020	Active	2	4/13/2020 - 5/13/2020

My Subscriptions Page

Select the subscription to view details and manage it.

Manage Subscription

On Subscription Page, you can manage license assignments, change license count, or cancel the entire subscription.

Subscription Details

Subscription	Created	Usage
Employee Directory	3/30/2020	2 used of 2

License Assignment

ASSIGN LICENSE

Tenant	
Name: Production	REMOVE
TenantId: b15c212a-dc66-5777-9992-90948310589c	
Name: Sandbox	REMOVE
TenantId: 61f504ea-0014-4602-8cc0-07283cd0ce9e	

Vitextra Subscription Details

Recurring Details

Active
04/13/2020 - 05/13/2020
Amount \$9 / month
Payment Method:
 *7777
DAVID SMITH
EXP. 11/2021

Manage Subscription

ADD/REMOVE LICENSES
CANCEL SUBSCRIPTION

Add or Remove License

To add a new license or remove an unused one:

- 1 Click **Add/Remove** licenses button under *Manage Subscription* heading
- 2 Use the up/down arrows to change the number of licenses for the subscription
- 3 Select **Update Subscription** to submit changes.

Add/Remove Licenses

Your license total will be updated after you press Update Subscription. Vitextra will bill you at the same billing dates. New license count is billed at the new interval, starting on the day of the change.

Current

Total licenses 2

New

Total licenses

CLOSE **UPDATE SUBSCRIPTION**

Change License Count Dialog

⚠ Warning

You can not remove a license from a subscription if it's assigned to an Office 365 tenant.

Assign License

The license must be assigned to each Office 365 tenant where the product is used.

To assign a license to your tenant:

- 1 Go to **Assign License**
- 2 Type in the Name and ID of your tenant
- 3 Select **Submit**

Assign License

X

Name *

TenantId *

[How to get Tenant ID](#)

CLOSE SUBMIT

Assign License Dialog

The new assigned license will appear in the list immediately.

Remove License

You can unassign the license from the tenant.

To remove the assigned license:

- 1 Click **Remove** next to the assignment you want to remove
- 2 Select **Remove** to confirm the action

Remove license assignment

X

Are you sure you want to remove the license assignment?

CLOSE

REMOVE

Remove License. Confirmation Dialog

Cancel Subscription

To cancel the subscription go to **Cancel Subscription** and confirm the action.

Subscription cancellation

X

Your subscription will be disabled and billing will be turned off immediately. If you qualify for a credit, it will be processed within 60 days.

CLOSE

CANCEL SUBSCRIPTION

Cancel Subscription. Confirmation Dialog

What happens when you cancel a subscription

If you cancel your subscription before the end of your term, the subscription moves directly into an inactive state. Billing for the subscription will be turned off immediately.

 **Warning**

You can not reactivate the disabled subscription. You need to set up a new subscription to keep using the product.