

# eBook Admin: Review License Counts & Contracts

The License Report allows the eBook Admin to review license counts, contracts (POs) associated with each license, and expirations of the contracts.

## 1. Go to Reports --> License Report.

- Search for a particular license
- Select the License Pool (If there is more than one)
- Select the radial button in front of the license name.
- Collapse the 'Users' and 'License Providers' foldable arrow to view the 'Contracts' more easily.
- View the number of licenses from the various contracts.

Impersonating cpmcustomeradmin  
eBook License System  
v2018-02-15, 619

Home My eBooks Reports

Contract Report  
License Report  
Class Report

### License Report

License Pool

Search License Pools

CPM Training District PO Licenses  
cpm training district 2

1 of 1

License Type	Total	Remaining
Student Edition calc3rd	150	150
Teacher Edition calc3rd	50	50
Student Edition pc3	100	99
Teacher Edition pc3	100	84

Users with Calculus Third Edition for students

License Providers for Calculus Third Edition for students

Contracts for Calculus Third Edition for students

Purchase Order	Name	Duration	# Licenses	Contract Expiration
More Books	More Books	10	50	2027-06-30

## 2. Click any contract to get additional information.

Click on any listed PO to view PO details including:

- A pie chart of the licenses included in the PO.
- Contract duration and expiration.
- A list of all licenses included in the PO.

**Contracts for ccg license English & Spanish for students**

Purchase Order	Name	Duration	# Licenses	Contract Exp
<input type="text" value="Search Contracts"/>				
CPM Training District PO	CPM Training District PO			
CPM Training District - 2	CPM Training District - 2			
More Books	More Books			

### Contract Details CPM Training District PO

Field	Value
District Customer ID	CPM Training District
PurchaseOrder	CPM Training District PO
Duration	1
Contract Start	8/28/2016
Contract Expiration	8/28/2017
Name	CPM Training District PO
Description	District - CPM Training District Valid Starting 8/28/2016

#### License Allowances for CPM Training District PO

License Type	Total	Assigned to End User	Available
<input type="text" value="Search License"/>			
cc1_student	300	0	300
cc1_teacher	300	0	300

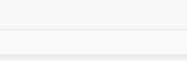
**Customer Licenses Purchased**

- me all middle school teacher
- cc1\_student
- cc1\_teacher
- cc2\_student
- cc2\_teacher
- cc3\_student
- cc3\_teacher
- cc4\_student
- cc4\_teacher
- cc5\_student
- cc5\_teacher
- cc6\_student
- cc6\_teacher
- cc7\_student
- cc7\_teacher

### 3. Report any discrepancies on license counts.

Impersonating cpmcustomeradmin  
eBook License System  
v2018-06-28\_718

[Home](#) [My eBooks](#) [Reports](#) [eBook Admins](#) [Account](#)



# Welcome, cpmcustomeradmin!

## Welcome eBook Admin

New to ELS? [Click here to Get Started.](#)

[FAQ](#)

© 2017 CPM Educational Program. All rights reserved.

[Privacy Policy](#) [CPM Help](#)