

KNOWLEDGE BASE ARTICLE

Purchase and Assign Licenses for Vitextra Products



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Introduction	4
Choose Your Product	4
Purchase a License	5
Assign the License to Your Tenant	7
Verify License Assignment	10
Summary	11
Terms	12

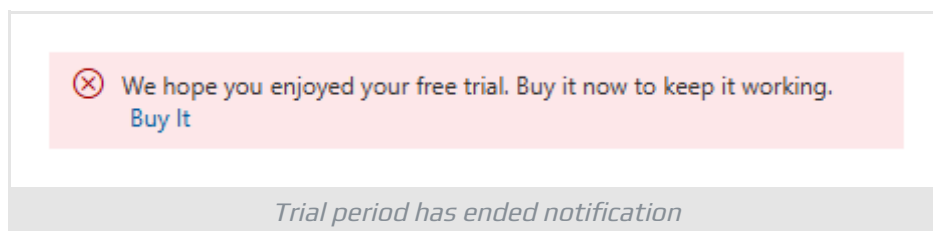
Introduction

We are dedicated to providing innovative solutions that enhance your Microsoft 365 experience. All of our subscription-based products come with a **free 14-day trial**, allowing you to explore their full functionality without any restrictions. This trial period gives you a great opportunity to test how our products can meet the needs of your organization before making a purchase.

Note

If you are utilizing a trial version of a Vitextra product, you do not need to purchase a license until the trial period ends.

The free 14-day trial starts automatically when you deploy the product to your Microsoft 365 environment. After the trial period expires, the web parts will display an alert indicating that the trial has ended, and the functionality will no longer be accessible until a license is purchased.



In order to continue using our products after the trial period ends, you will need to purchase a license.

Note

You do not need a special license to use Vitextra products in **Microsoft Teams**. The standard license you purchase will cover usage across both SharePoint and Teams.

Here are the steps to follow to successfully purchase and activate a license for your tenant:

Choose Your Product

When you're ready to proceed, you'll have the option to choose between two subscription periods: **monthly** and **annual**.

The monthly subscription allows for flexibility, making it ideal for organizations

that prefer short-term commitments or anticipate changing needs.

On the other hand, the annual subscription offers a cost-effective solution for those looking to commit long-term, often at a discounted rate compared to monthly payments.

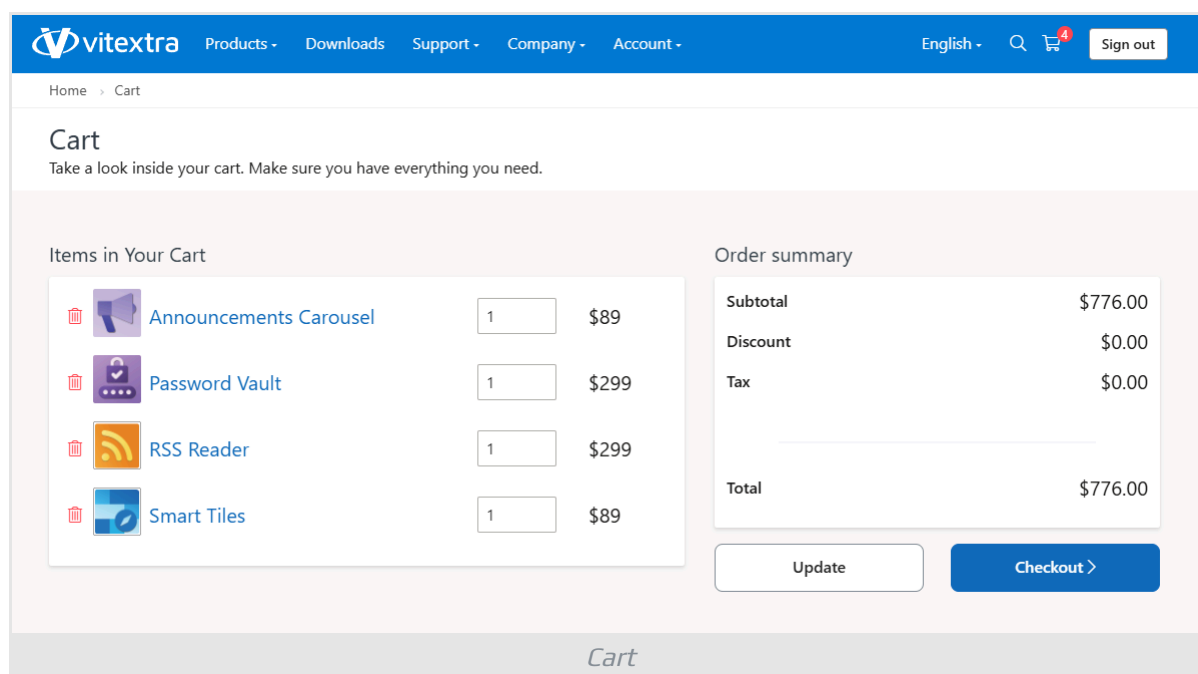
Additionally, Vitextra supports multiple currencies for your convenience, including **United States Dollar** (\$), **Euro** (€), **British Pound** (£), **Chinese Yuan** (¥), and **Japanese Yen** (¥).

Warning

Once your first order is placed and paid, changing the currency is not possible. Please ensure you select the correct currency before completing your purchase.

Purchase a License

Once you have selected a product, you can proceed to purchase a license by clicking on the **Add to Cart** button. After adding the product to your cart, take a moment to review the items to ensure you have selected the correct product and quantity.

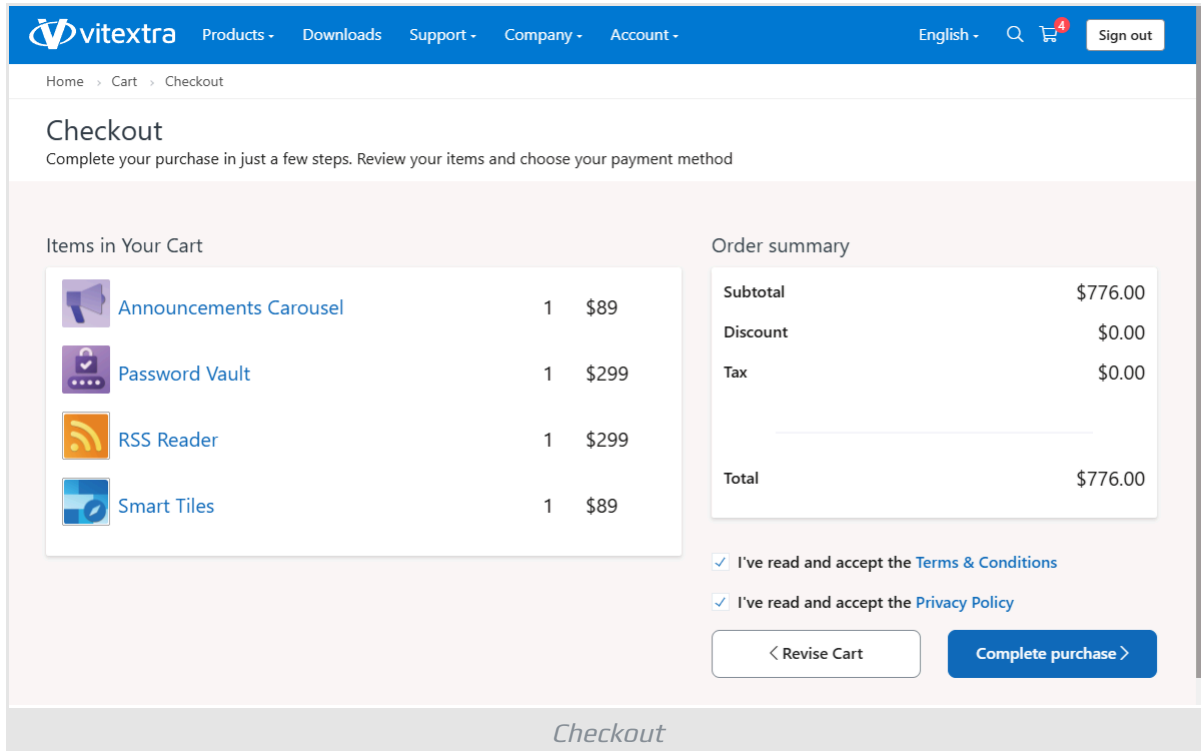


When you are ready, click on the **Checkout** button to begin the purchasing process.





Warning

You only need a **single license per tenant** where the product will be used.

Before entering your billing information, you will need to accept the Terms & Conditions and Privacy Policy.



The screenshot shows the Vitextra checkout interface. At the top is a blue navigation bar with the Vitextra logo and links for Products, Downloads, Support, Company, and Account. On the right of the bar are links for English, a search icon, a shopping cart icon with a red '4' badge, and a Sign out button. Below the navigation bar is a breadcrumb trail: Home > Cart > Checkout. The main heading is 'Checkout' with a subtext: 'Complete your purchase in just a few steps. Review your items and choose your payment method'. The page is divided into two main sections. The left section, 'Items in Your Cart', lists four items: 'Announcements Carousel' (1 unit, \$89), 'Password Vault' (1 unit, \$299), 'RSS Reader' (1 unit, \$299), and 'Smart Tiles' (1 unit, \$89). The right section, 'Order summary', shows a Subtotal of \$776.00, Discount of \$0.00, Tax of \$0.00, and a Total of \$776.00. Below the order summary are two checkboxes: 'I've read and accept the Terms & Conditions' and 'I've read and accept the Privacy Policy', both of which are checked. At the bottom of the form are two buttons: '< Revise Cart' and 'Complete purchase >'. The word 'Checkout' is written in a light gray font at the very bottom of the page.

Items in Your Cart		
	Announcements Carousel	1 \$89
	Password Vault	1 \$299
	RSS Reader	1 \$299
	Smart Tiles	1 \$89

Order summary	
Subtotal	\$776.00
Discount	\$0.00
Tax	\$0.00
Total	\$776.00

☒ I've read and accept the [Terms & Conditions](#)


☒ I've read and accept the [Privacy Policy](#)

[< Revise Cart](#) [Complete purchase >](#)

Checkout

This step ensures that you understand and agree to our policies regarding the use of our products and the handling of your data.


When you are ready, click on the **Complete purchase** button to begin the purchasing process.





Try Announcements Carousel and 3 more


14 days free

Then \$776.00 per year

**Announcements Carousel** **14 days free**
Transform the way you communicate within your organization. With the Announcements Carousel web...
\$89.00 / year after

**Password Vault** **14 days free**
Password Vault is a powerful tool for securely storing, managing, and sharing passwords within your...
\$299.00 / year after

**RSS Reader** **14 days free**
Aggregate and display content from multiple RSS feeds on a SharePoint site
\$299.00 / year after


**Smart Tiles** **14 days free**
Powerful navigation web part that allows users to create visually appealing and intuitive navigation menus withi...
\$89.00 / year after

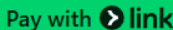
Subtotal **\$776.00**

[Add promotion code](#)

Total after trial **\$776.00**





Total due today **\$0.00**






Or enter payment details

Card information

1234 1234 1234 1234    

MM / YY CVC 

Cardholder name

Full name on card

Billing address

Russia


Address

[Enter address manually](#)

☒ I'm purchasing as a business

VAT information ⓘ

Business name

 LV VAT

LV12345678912

Start trial

Payment

At this stage, you will need to enter your billing details and payment information.

Please ensure that all information is accurate to avoid any delays in processing your order. After entering your payment details, review your order summary carefully and confirm the purchase.

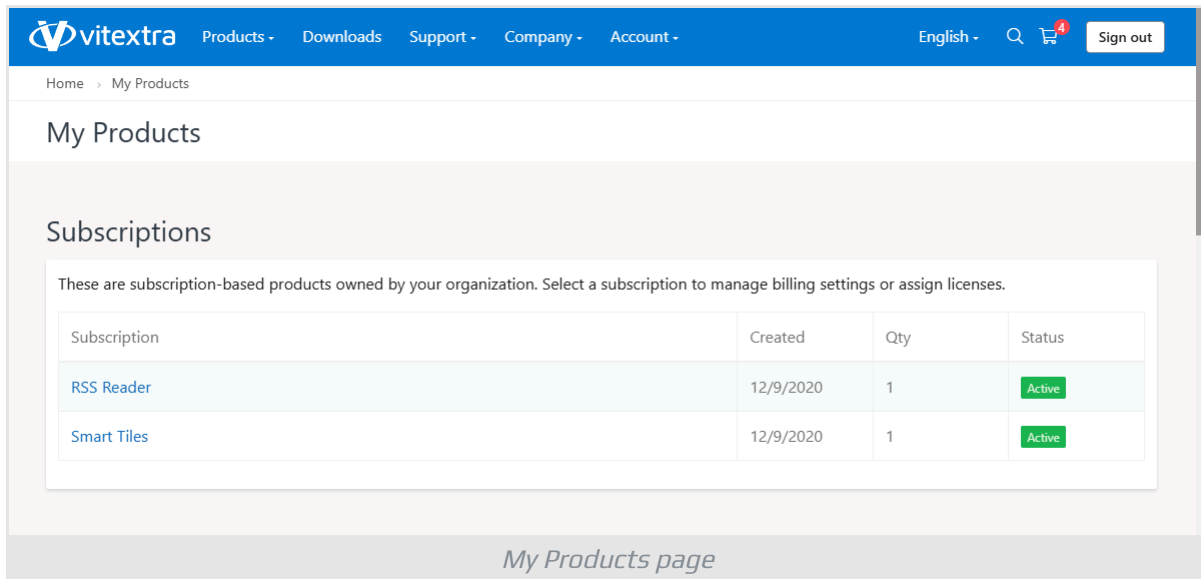
Note

Vitextra uses Stripe for secure payment processing, providing a reliable and safe transaction experience.

Assign the License to Your Tenant

To assign a license to your tenant, first, log in to your account and navigate to the **Account** section, then select **My Products**.

This page will display all your current and canceled subscriptions.



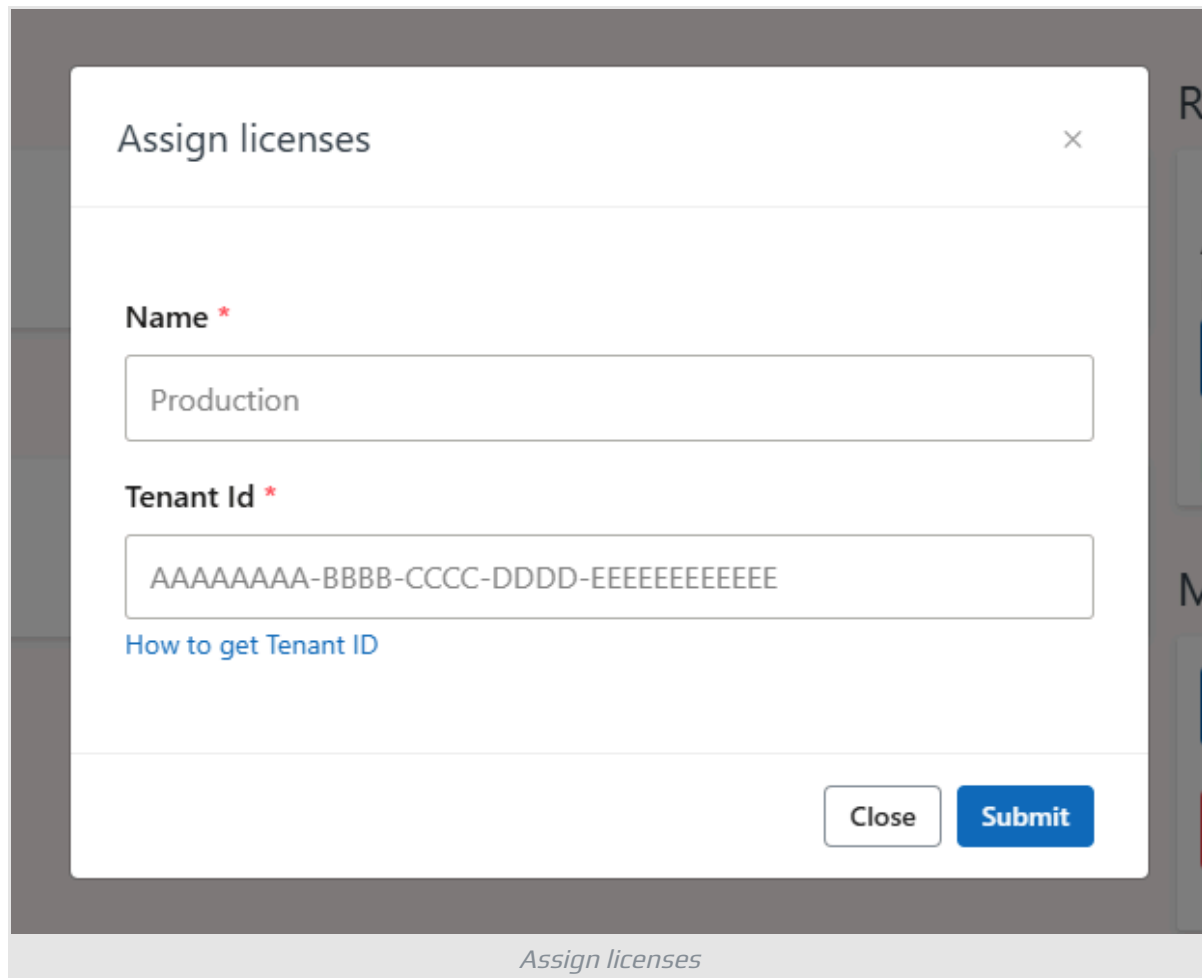
The screenshot shows the 'My Products' page on the Vitextra website. The page has a blue header with the Vitextra logo and navigation links: Products, Downloads, Support, Company, and Account. On the right side of the header, there are links for English, a search icon, a shopping cart icon with a red notification badge, and a Sign out button. Below the header, the breadcrumb 'Home > My Products' is visible. The main heading is 'My Products'. Underneath, there is a section titled 'Subscriptions' with a descriptive text: 'These are subscription-based products owned by your organization. Select a subscription to manage billing settings or assign licenses.' Below this text is a table with the following data:

Subscription	Created	Qty	Status
RSS Reader	12/9/2020	1	Active
Smart Tiles	12/9/2020	1	Active

At the bottom of the page, there is a gray footer bar with the text 'My Products page'.

Click on the subscription associated with the Vitextra product you wish to manage.

On the subscription page, you will find options to manage your license assignments. To assign a license, locate the Assign License section. Here, you will need to enter the name and ID of your **tenant**.



The image shows a modal dialog box titled "Assign licenses" with a close button (X) in the top right corner. Inside the dialog, there are two required fields, each marked with a red asterisk. The first field is labeled "Name" and contains the text "Production". The second field is labeled "Tenant Id" and contains a long alphanumeric string: "AAAAAAAA-BBBB-CCCC-DDDD-EEEEEEEEEEEE". Below the "Tenant Id" field is a blue hyperlink that reads "How to get Tenant ID". At the bottom right of the dialog, there are two buttons: a white "Close" button and a blue "Submit" button. Below the dialog box, the text "Assign licenses" is displayed in a light gray font.

Assign licenses

Name *

Production

Tenant Id *

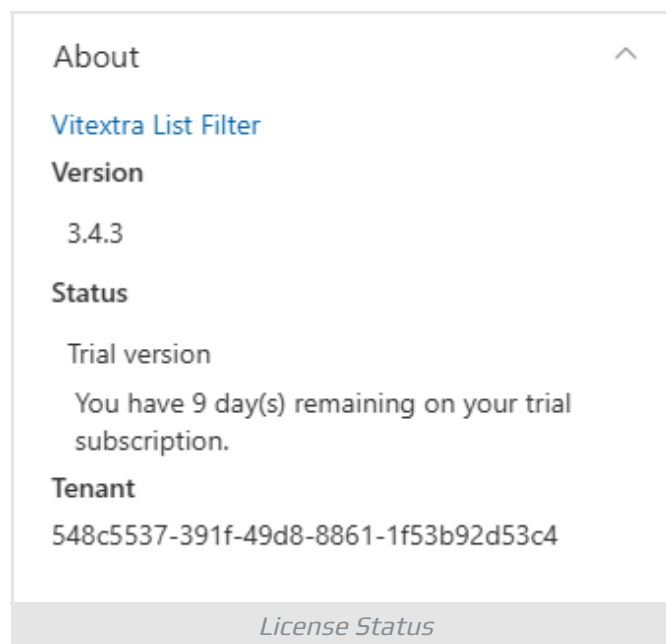
AAAAAAAA-BBBB-CCCC-DDDD-EEEEEEEEEEEE

[How to get Tenant ID](#)

Close Submit

Assign licenses

You can find your Tenant Id, license status, and the number of days remaining on your trial displayed under the **About** section in the web part details pane:



The image shows a "Details" pane with an "About" section. The "About" section has a collapse icon (upward arrow) in the top right corner. It contains the following information: "Vitextra List Filter" (a blue link), "Version" (3.4.3), "Status" (Trial version, You have 9 day(s) remaining on your trial subscription.), and "Tenant" (548c5537-391f-49d8-8861-1f53b92d53c4). Below the "About" section, the text "License Status" is displayed in a light gray font.

About

[Vitextra List Filter](#)

Version

3.4.3

Status

Trial version

You have 9 day(s) remaining on your trial subscription.

Tenant

548c5537-391f-49d8-8861-1f53b92d53c4

License Status



Tip

To find your tenant ID please refer the following knowledge base article: [How to find your Microsoft 365 Tenant ID](#)

After entering the required information, click Submit. The newly assigned license will appear in your list immediately, confirming that it has been successfully assigned.

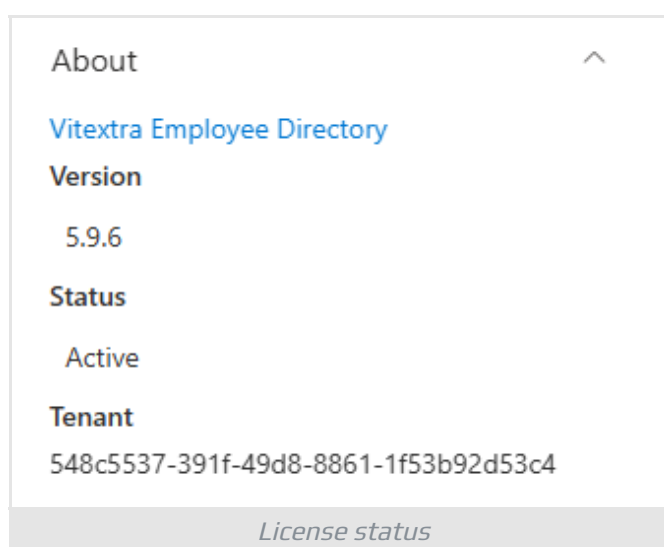


Tip

The number of active users in your tenant does not affect the number of licenses you need to purchase. You can assign licenses based on your organizational requirements without worrying about the total number of active users.

Verify License Assignment

To check the license status of your Vitextra products for SharePoint Online, navigate to the details pane of the specific product. You will find the license status displayed under the About section. This area provides essential information regarding your license, including whether it is active and any relevant details about its usage.



By reviewing the license status here, you can ensure that your product is properly licensed and functioning as intended. If you notice any discrepancies or have questions about your license, please reach out to our support team for assistance.

Summary

Vitextra provides innovative solutions for Microsoft 365, offering a free 14-day trial for all subscription-based products. After the trial, users must purchase a license to continue using the products. The purchasing process includes selecting a product, choosing between monthly or annual subscriptions, and accepting the Terms & Conditions and Privacy Policy.

Users can assign licenses by logging into their account and entering their tenant information. License status can be verified in the product details pane. Vitextra uses Stripe for secure payment processing, and support is available for any licensing questions.

Terms

Microsoft Teams

A chat-based collaboration platform for business communications with useful features for online meetings, live events, document sharing.

Tenant

A Microsoft 365 tenant is a dedicated virtual instance of the Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Azure AD), configurations, subscriptions, and services. The organization receives a tenant by signing up for Microsoft 365 services.