Settings > Licenses > terms

Terms are configured in the Licenses section of the Settings app under Terms and License term pick list setup.

- **Terms.** Terms of use relevant to the license.
- **Value.** The definition of, or answer to, the term. For example, the Value of the term "Concurrent Users" might be "5," as in the license permits 5 concurrent users.
- **Visibility.** To indicate whether the term should display internally (just within FOLIO), or externally to the public through, for example, your catalog.
- **Internal note.** A note about the term that displays internally to FOLIO users.
- **Public note.** A note about the term that displays externally to the public.

Create a License term in Settings

Steps

1	Go to Settings > Licenses > Terms
2	Click "New" button
3	Complete all fields marked with an asterisk • Order weight determines the order in which the terms will display in the license records. • Primary term indicates whether the term will always display in the license record or will need to be added as an "Optional term." • Type: the term type can be decimal, integer, text, or picklist. • If you create a picklist term, a picklist menu will appear.
4	Click Save Expected Result Term is saved and displayed with correct information and Delete and Edit buttons
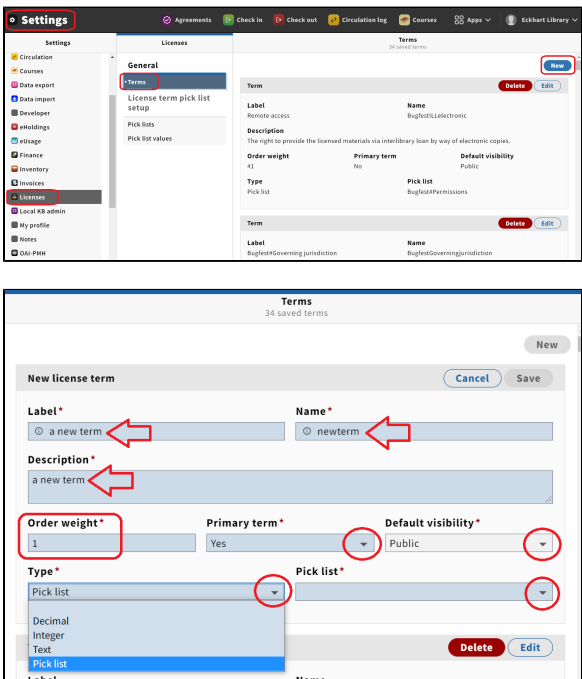
Delete a License term from Settings

Steps

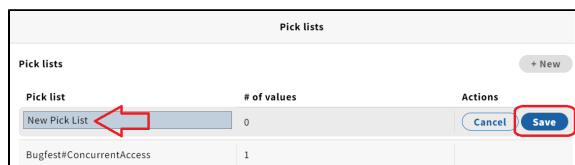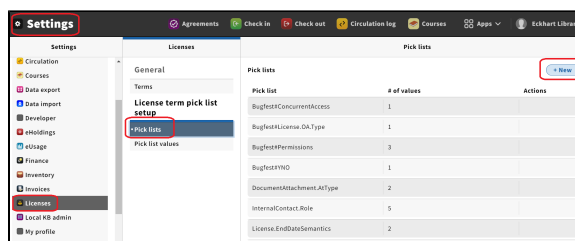| 1	Go to Settings > Licenses > Terms
2	For the term, click "Delete" Expected Result Prompt opens warning the term will be deleted
3	Click "Delete" in prompt Expected Result Term successfully deleted. ✓ Terms can only be deleted if they're not in use in any licenses.

Create a License picklist

Steps

| 1	Click on "Settings" app. Expected Result "Settings" app opens.
2	Click on "Licenses" in the left column. Expected Result A new column next to the left column appears.
3	Click on "pick lists" in the new column. Expected Result A list of all pick lists is shown.
4	Click on the "new" button in the right upper corner. Expected Result A new pick list appears in the shown list.
5	Fill the empty field with a Name and click on "save". Expected Result The pick list is created.

Delete a License picklist

Steps

| 1	Click on "Settings" app. Expected Result "Settings" app opens.
2	Click on "Licenses" in the left column. Expected Result A new column next to the left column appears.
3	Click on "Pick lists" in the new column. Expected Result A list of all pick lists is shown.
4	Choose the record you want to delete and click on the trash can symbol in the same row. The trash can symbol will appear in the Actions column only if the "# of values" column displays 0. Expected Result A new window opens.
5	Click on "delete". Expected Result The pick list is deleted.

- Steps 1-3: see screenshot 1 from "Create a License picklist."
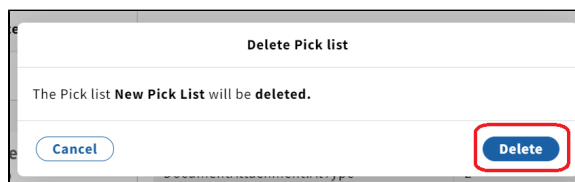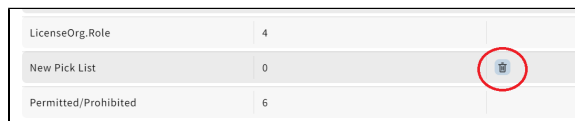
Add a value to a License picklist

Steps

1	Go to Settings > Licenses > Pick list values
2	In the "Pick list" dropdown select the picklist to which you want to add a value
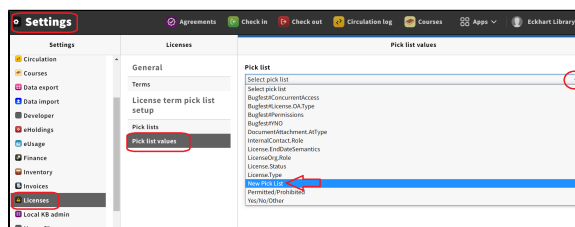
3	Click "New" button
	Expected Result
	New line appears in list of pick list values
4	Enter a label, which will be a new value in the pick list, and click "Save"
	Expected Result
	New value saved successfully
5	Repeat to built a list

- Picklist values can be edit or deleted by clicking the pencil (edit) or trashcan (delete) next to the label.

Pick list values

Label	Value	Actions
a new label	a_new_label	✏ 🗑

Pick list values

Pick list

New Pick List

Pick list values   + New

There are no Pick list values

Pick list values

Pick list

New Pick List

Pick list values   + New

Label	Value	Actions
a new label		Cancel Save