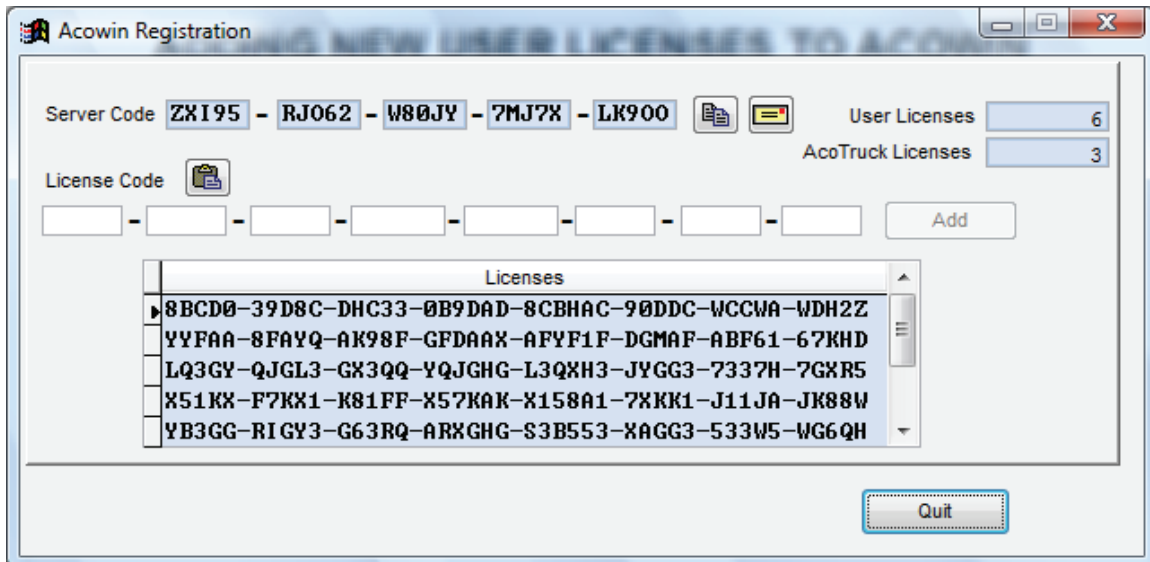


ADDING NEW USER LICENSES TO ACOWIN

This procedure is the same for adding additional users, or licensing optional Acowin features such as e-mail, paging, or Map Point integration.

1. All users **must** be logged out of Acowin, on **all** workstations and the server, before you can run the Acowin Register program.
2. Go to the Acowin server. New licenses **must** be added at the **server**.
3. Click the Start button, then choose Programs / Acowin / Quick Launch, or double-click the Acowin Quick Launch icon on your desktop.
4. Choose **Registration** from the right side of the Quick Launch menu.
5. The registration program's main screen looks like this:



6. Highlight your new License Code in the email you received from TMS, and touch Control + C on your keyboard. This is the shortcut for the Windows copy command. Switch to the Registration program and click the Paste From Clipboard button, which looks like a clipboard, and appears just above the blank white fields. Your license codes will be pasted into the white fields. (Note: if you are unable to open the email with your new License Code on the server, you will need to type the License Code into the white fields manually, instead of copying and pasting it.)
7. If you enter the license correctly, the Add button will light up. Click the Add button to put your new license in place. If the Add button doesn't light up, you have typed the license code incorrectly.

8. If you have more than one License Code to enter, repeat steps 6 and 7 for each code.

9. Click the Quit button after your new license has been added. You may also close the Acowin Quick Launch menu.

10. Ask all users to log out of Acowin, then close the Acowin License Manager. If the License Manager is hidden, it will look like a small green globe in your system tray, next to the clock. RIGHT-click on the little green globe, and choose Restore. You can then click the standard Windows close button (the "X" button in the upper-right corner) to close the License Manager.

11. Re-launch the Acowin License Manager, by double-clicking its desktop shortcut. If you don't see it on the desktop, click Start / Programs / Acowin / Acowin License Manager. You should see the correct total number of licenses displayed in the Total Licenses field. If you entered License Codes to activate optional features of Acowin, such as Paging/Email or Mapping, these features should now be available to all users. Everyone can log back into Acowin and begin taking advantage of the new user licenses and features.

If you added new user licenses, and now you wish to install some new Acowin workstations to take advantage of them, please refer to the [Installing Acowin Workstations](#) document.