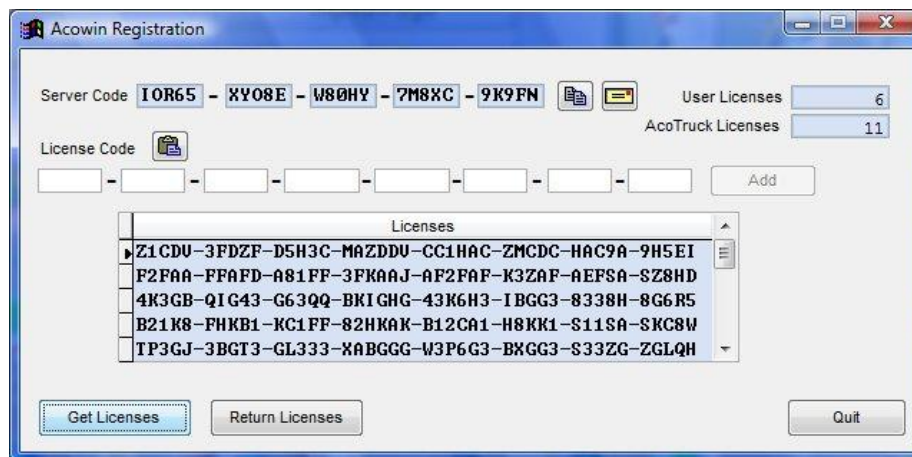


# ADDING NEW USER LICENSES TO ACOWIN

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

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. Disconnect from QuickBooks (if applicable) and close the License Manager.
4. Click the Start button, then choose Programs / Acowin / Quick Launch, or double-click the Acowin Quick Launch icon on your desktop.
5. Choose **Registration** from the right side of the Quick Launch menu.
6. The registration program's main screen looks like this:

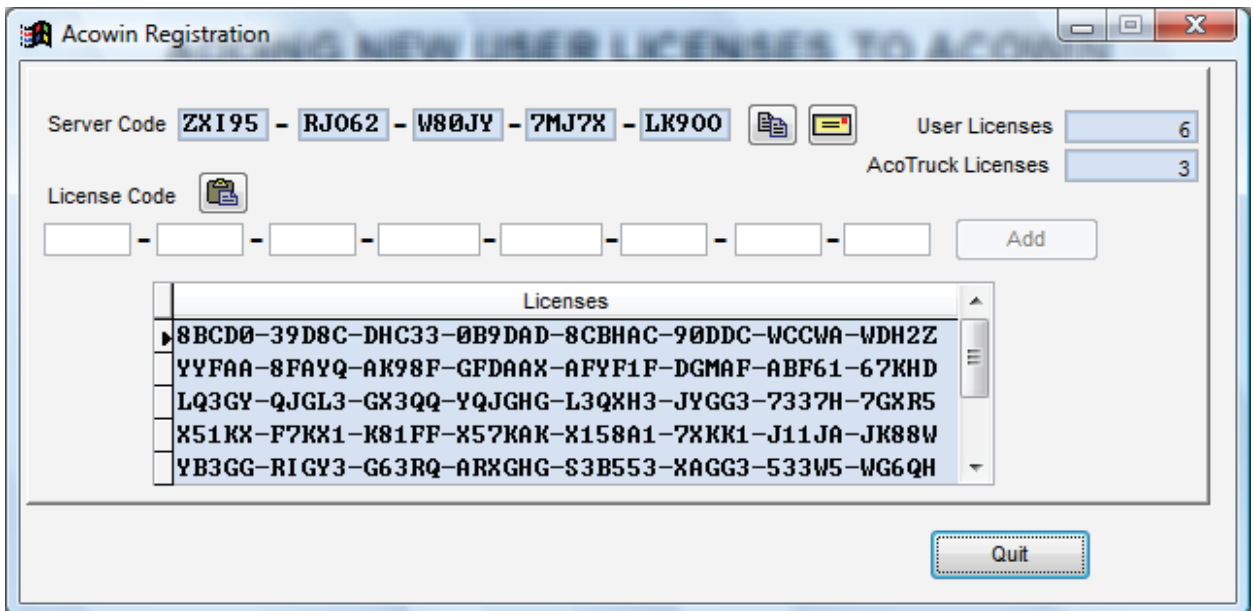


7. Click the Get Licenses button on the bottom left hand side of the screen.
8. If there are any licenses available, they will be downloaded automatically and the license fields will be populated.
9. Click the Quit button after your new licenses have been added.
10. Close the Acowin Quick Launch menu.
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.*

**NOTE** – If your server is NOT connected to the Internet, or you are on an older version of ACOWIN that does not have the “Get Licenses” button, please use the following instructions.

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. Disconnect from QuickBooks (if applicable) and close the License Manager.
4. Click the Start button, then choose Programs / Acowin / Quick Launch, or double-click the Acowin Quick Launch icon on your desktop.
5. Choose **Registration** from the right side of the Quick Launch menu.
6. The Registration program’s main screen looks like this:



7. 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.)
8. 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.
9. If you have more than one License Code to enter, repeat steps 7 and 8 for each code.
10. Click the Quit button after your new licenses have been added.

11. Close the Acowin Quick Launch menu.

12. 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.