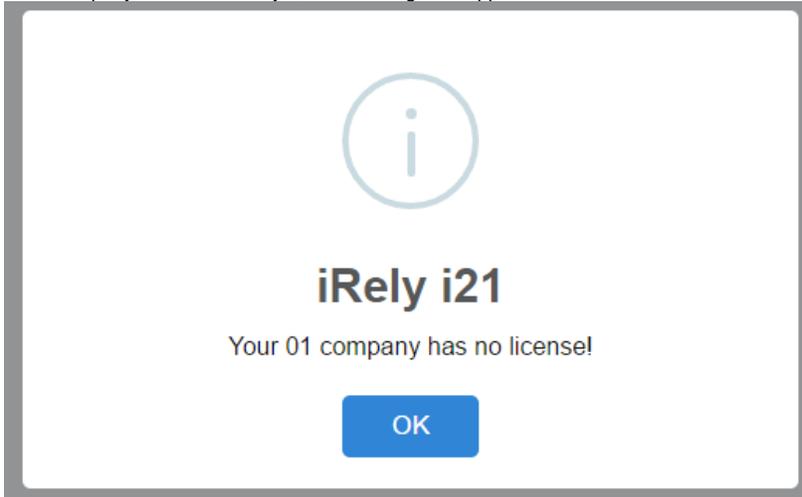


How to Register a Company License

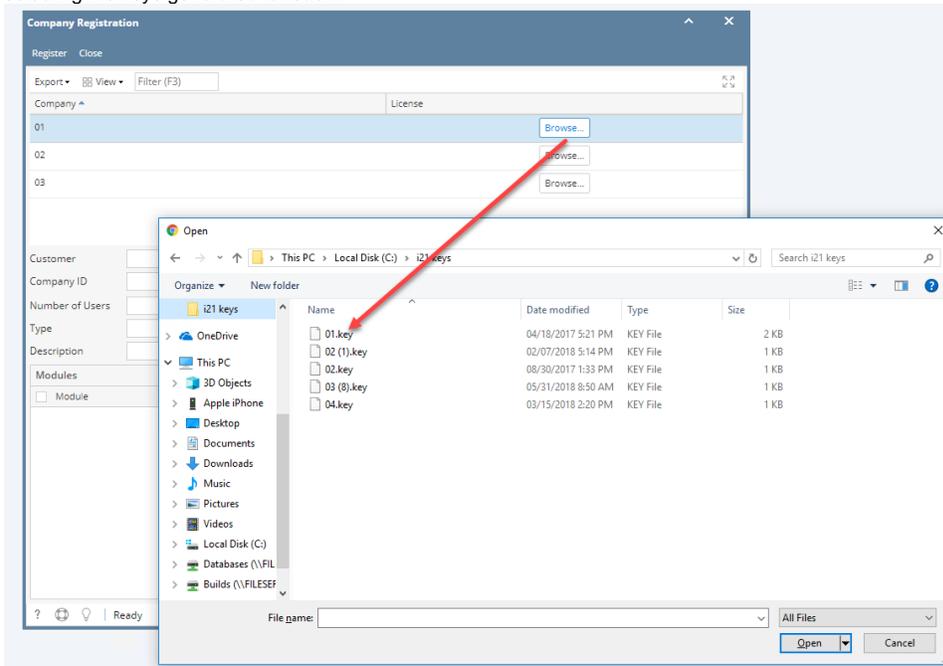
There are 2 ways to register a company license. First is when logging in and second is registering while already in i21. **Here is the first way to register the company license:**

1. Login an admin user that was created or imported for the company.
2. If the company has no license yet, this message will appear:

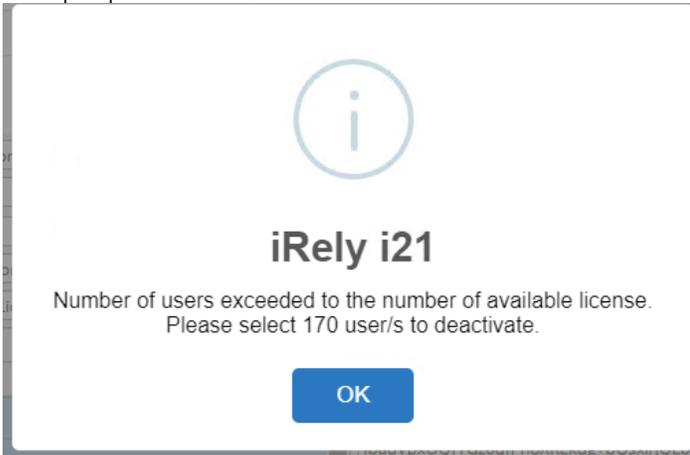


Note though that if the user is non-admin, he/she will not be able allowed to see the Company Registration.

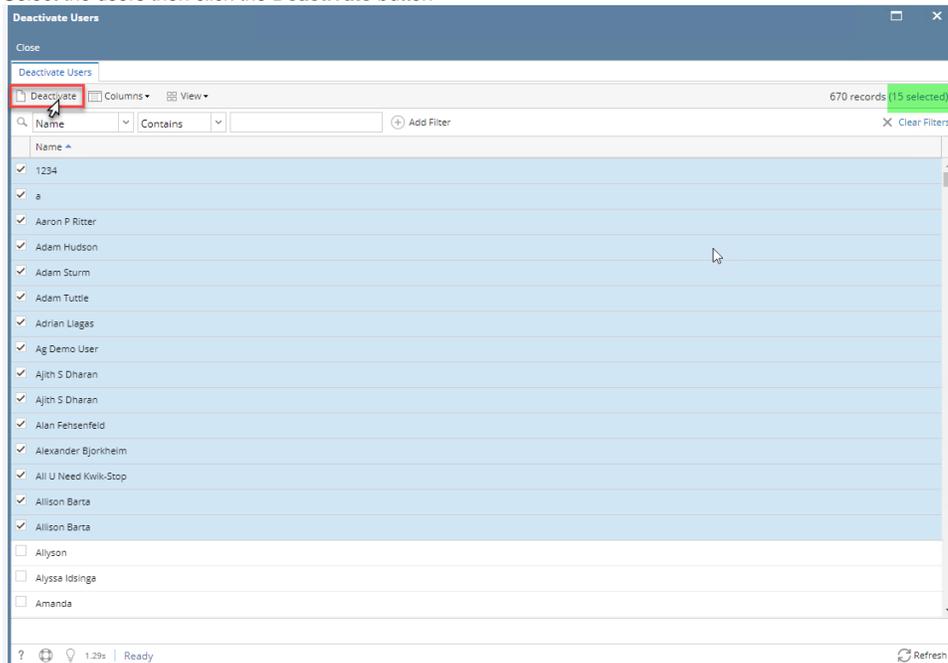
3. Click **OK** button to dismiss the message box and move to **Company Registration** screen. If there are multiple companies, all will be listed in the top panel.
4. Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time by selecting the keys generated for each.



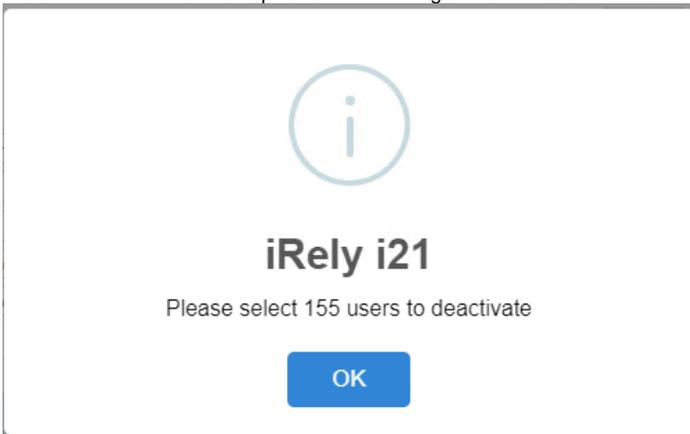
- a. If the number of active users in the company exceeds the allowable number of users for the license, the user who is registering the key will be prompted to deactivate a number of users:



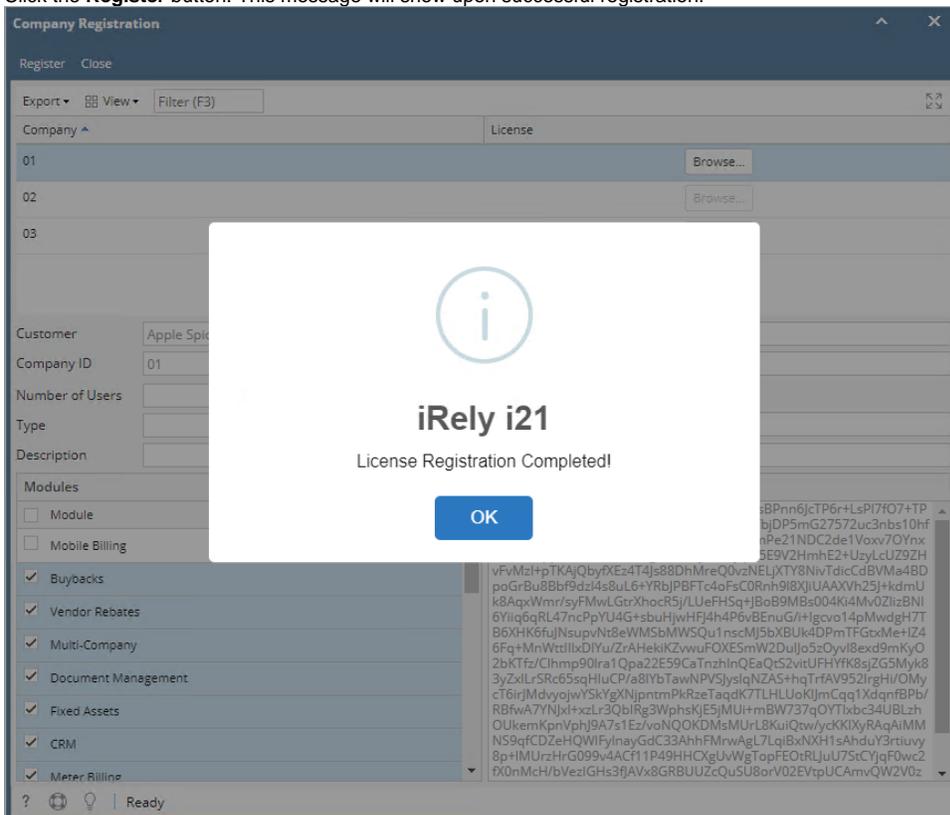
- b. Select the users then click the **Deactivate** button



- c. The admin will not be able to proceed with the registration unless the number of active users has been met:



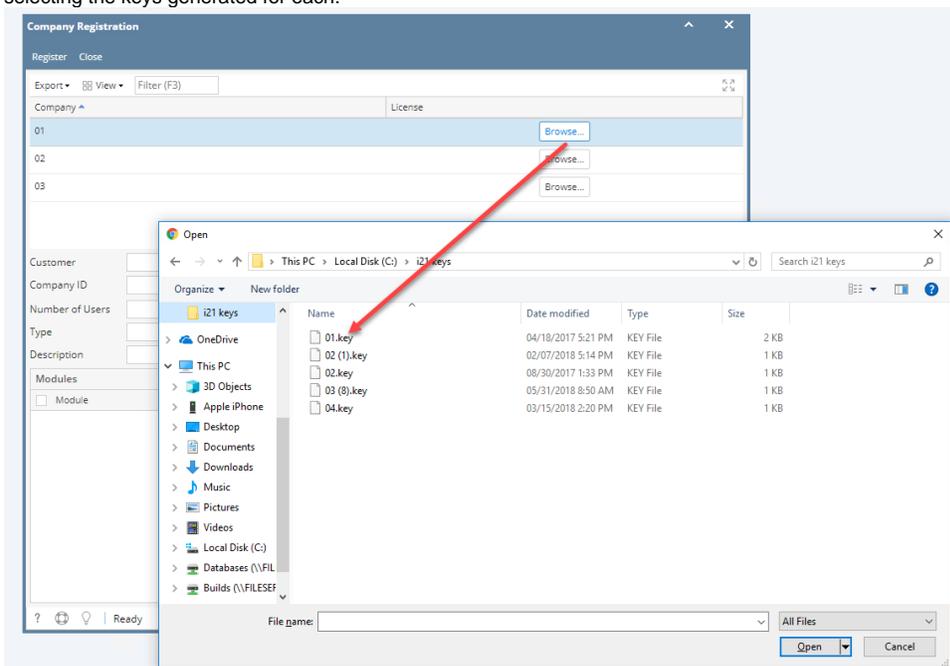
5. Click the **Register** button. This message will show upon successful registration:



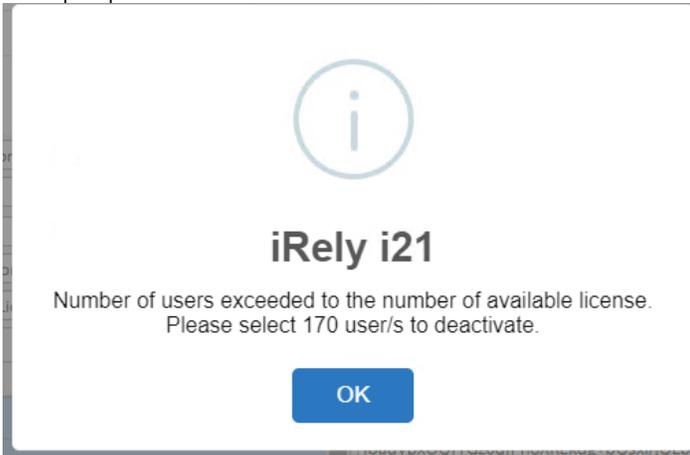
6. Click **OK** button to go back to login screen.

Here is the second way to register the company license:

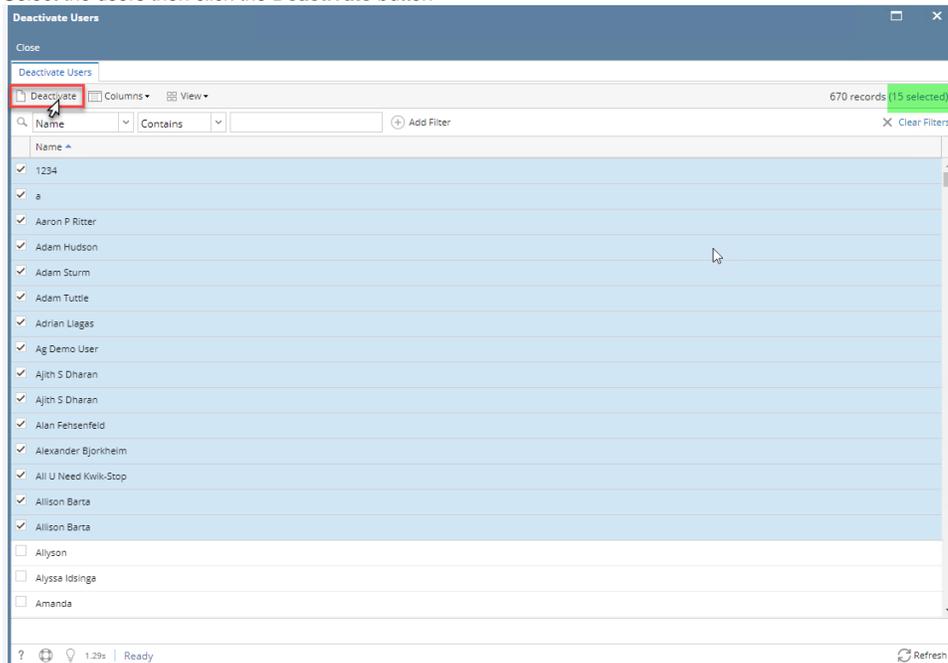
1. Login an admin user that was created or imported for the company.
2. On user's menu panel, go to **System Manager** folder then click **Company Registration**.
3. Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time by selecting the keys generated for each.



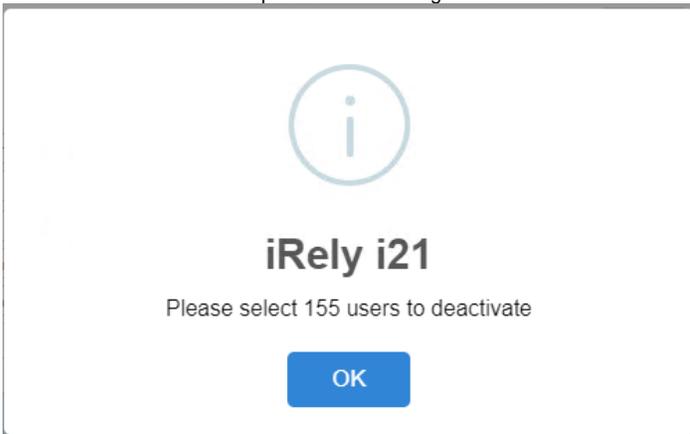
- a. If the number of active users in the company exceeds the allowable number of users for the license, the user who is registering the key will be prompted to deactivate a number of users:



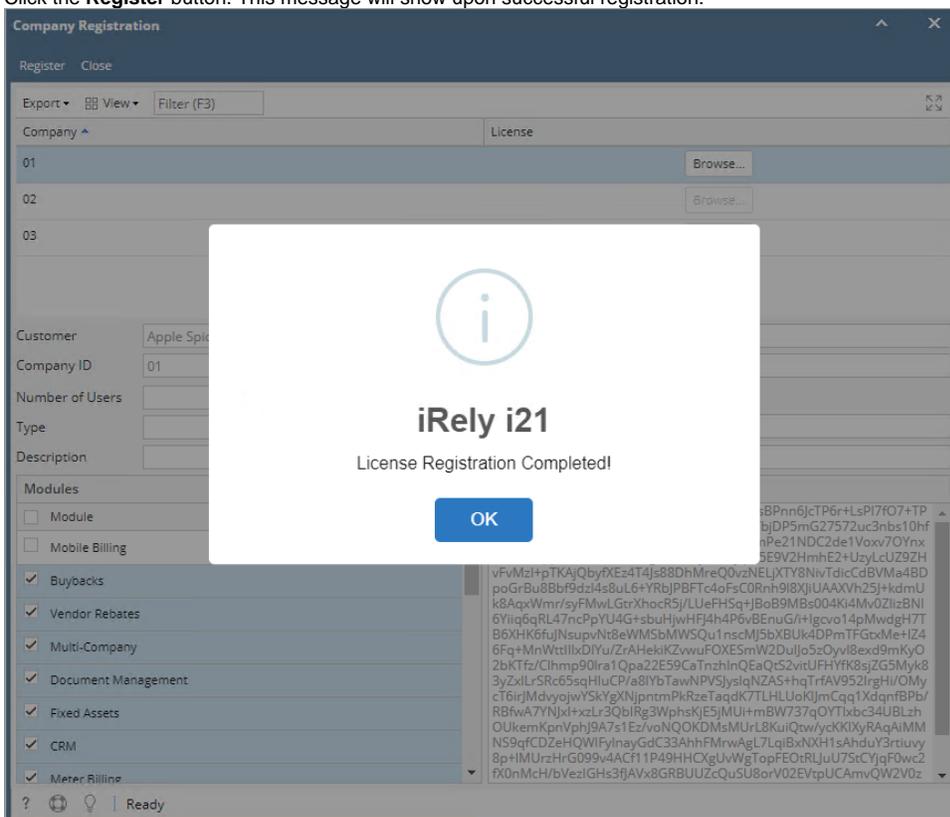
- b. Select the users then click the **Deactivate** button



- c. The admin will not be able to proceed with the registration unless the number of active users has been met:



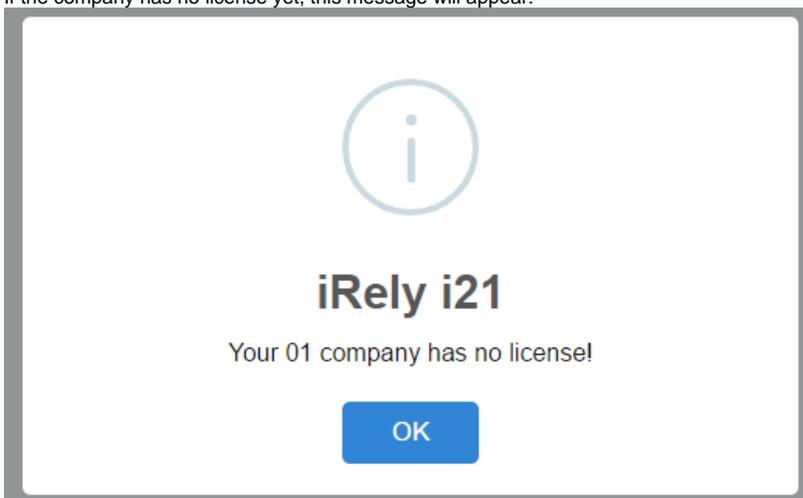
4. Click the **Register** button. This message will show upon successful registration:



5. Click **OK** button to close the screen.

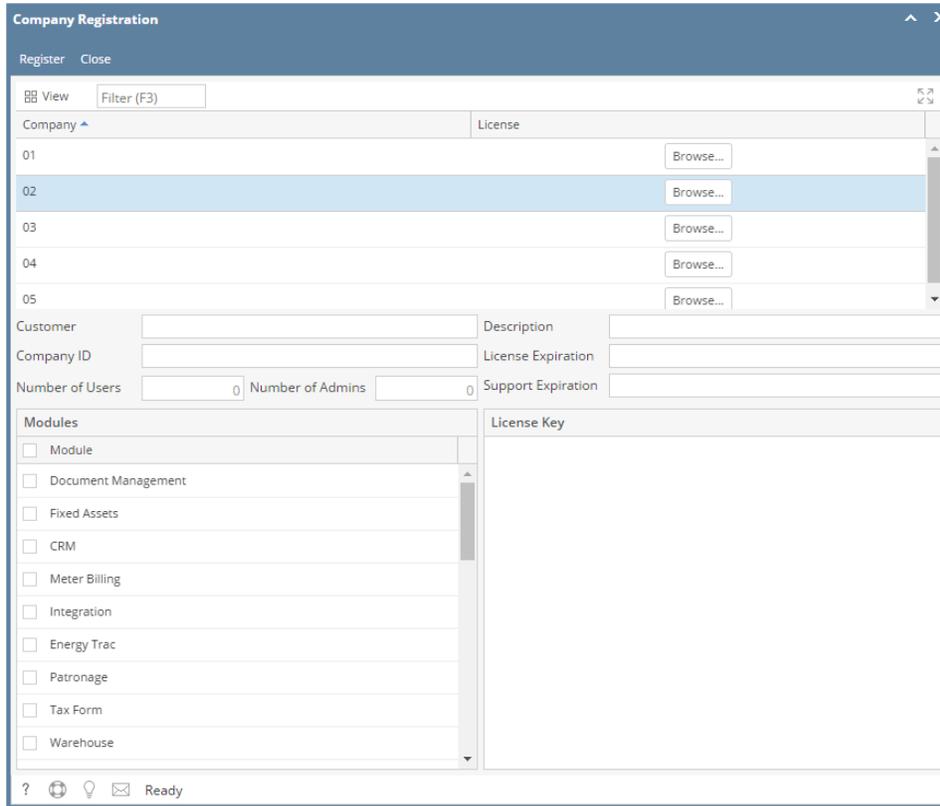
There are 2 ways to register a company license. First is when logging in and second is registering while already in i21. **Here is the first way to register the company license:**

1. Login an admin user that was created or imported for the company.
2. If the company has no license yet, this message will appear:

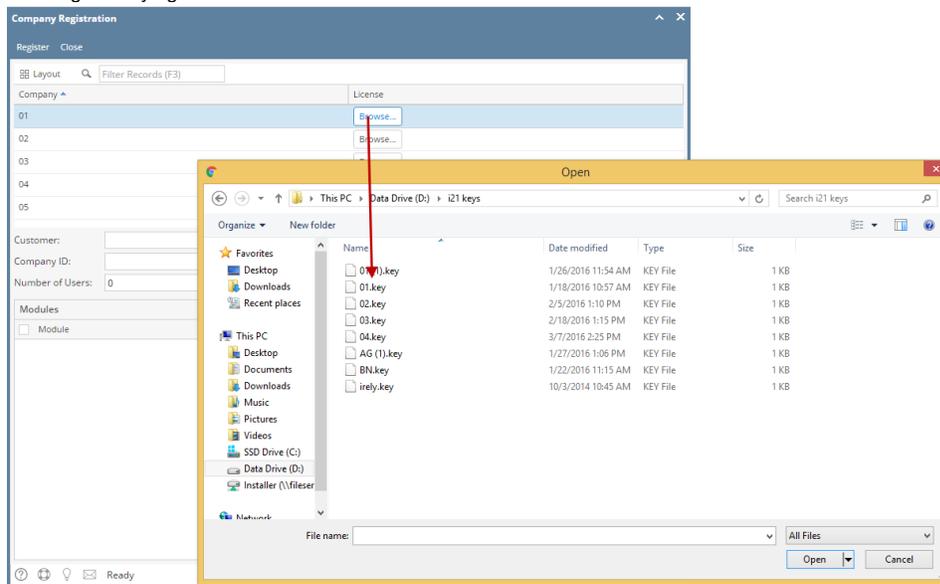


Note though that if the user is non-admin, he/she will not be able allowed to see the Company Registration.

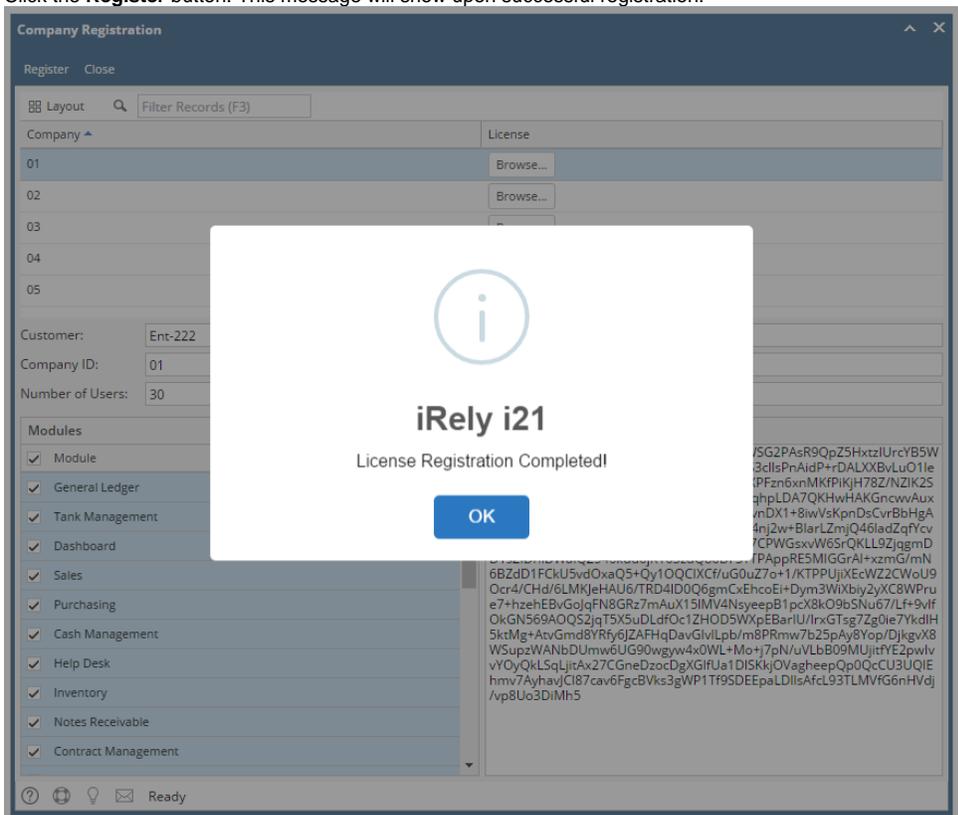
3. Click **OK** button to dismiss the message box and move to **Company Registration** screen. If there are multiple companies, all will be listed in the top panel.



4. Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time by selecting the keys generated for each.



5. Click the **Register** button. This message will show upon successful registration:

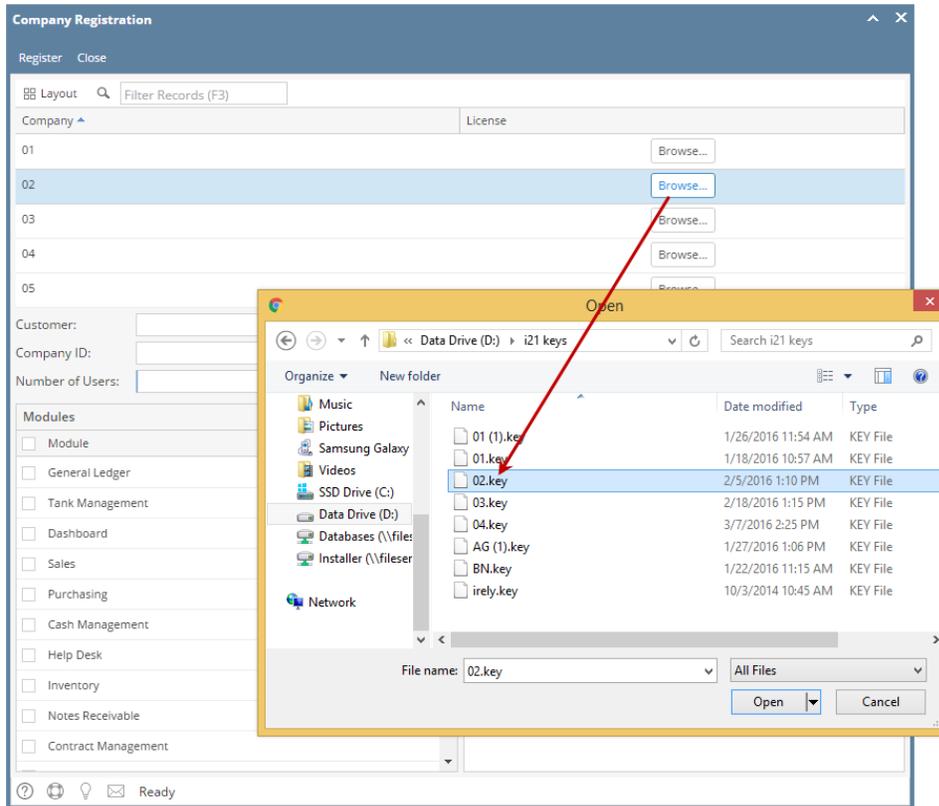


6. Click **OK** button to go back to login screen.

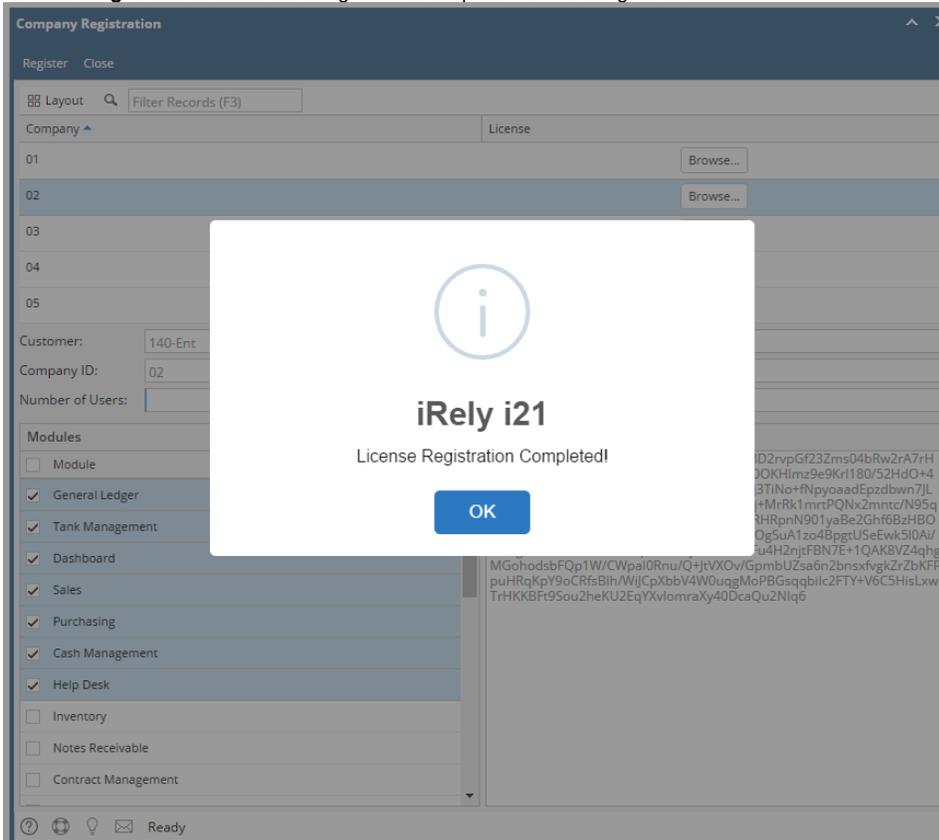
Here is the second way to register the company license:

1. Login an admin user that was created or imported for the company.
2. On user's menu panel, go to **System Manager** folder then click **Company Registration**.

3. Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time by selecting the keys generated for each.



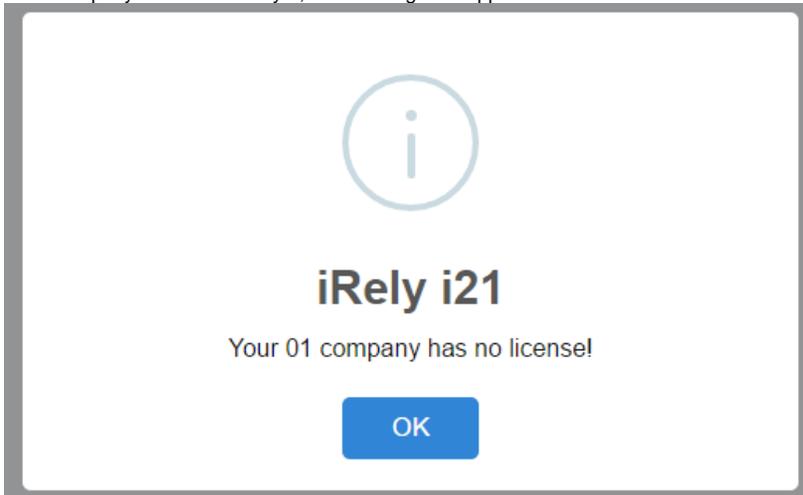
4. Click the **Register** button. This message will show upon successful registration:



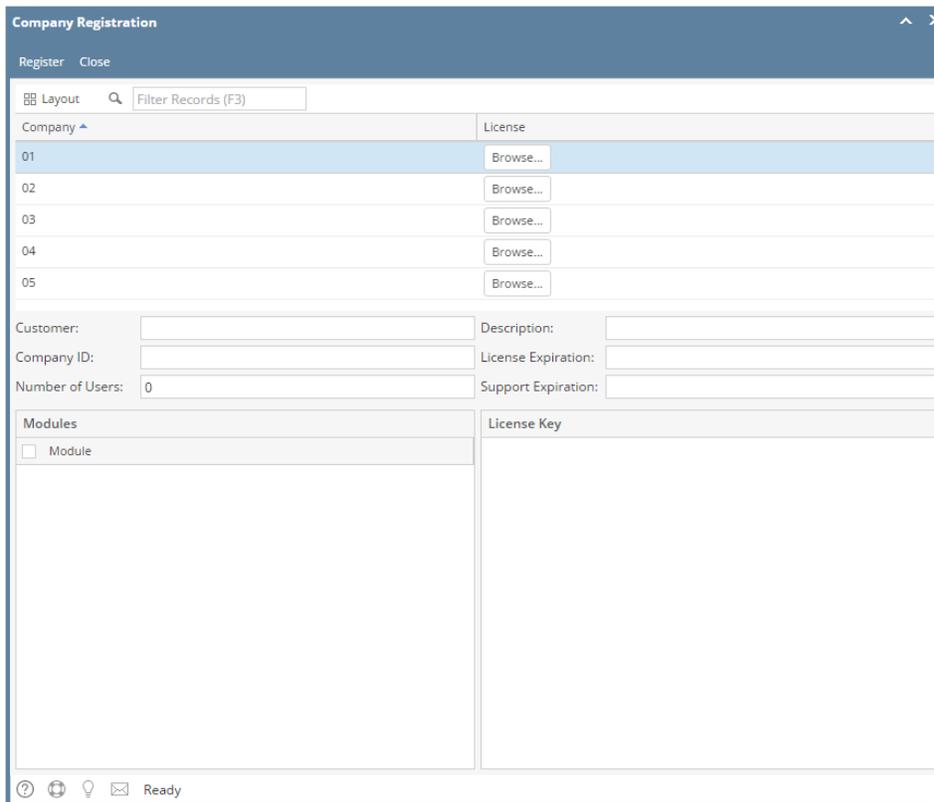
5. Click **OK** button to close the screen.

Here is the first way to register the company license:

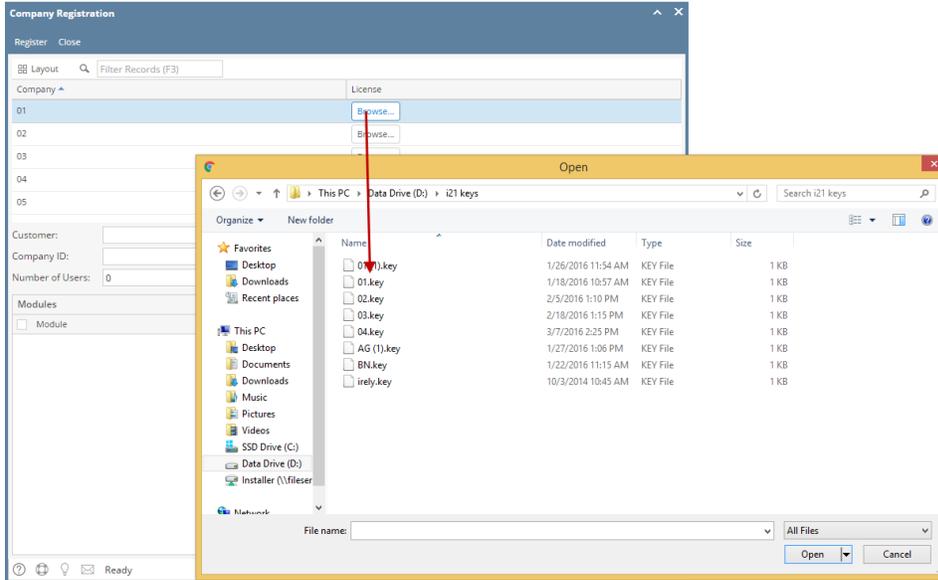
1. Login an admin user that was created or imported for the company.
2. If the company has no license yet, this message will appear:



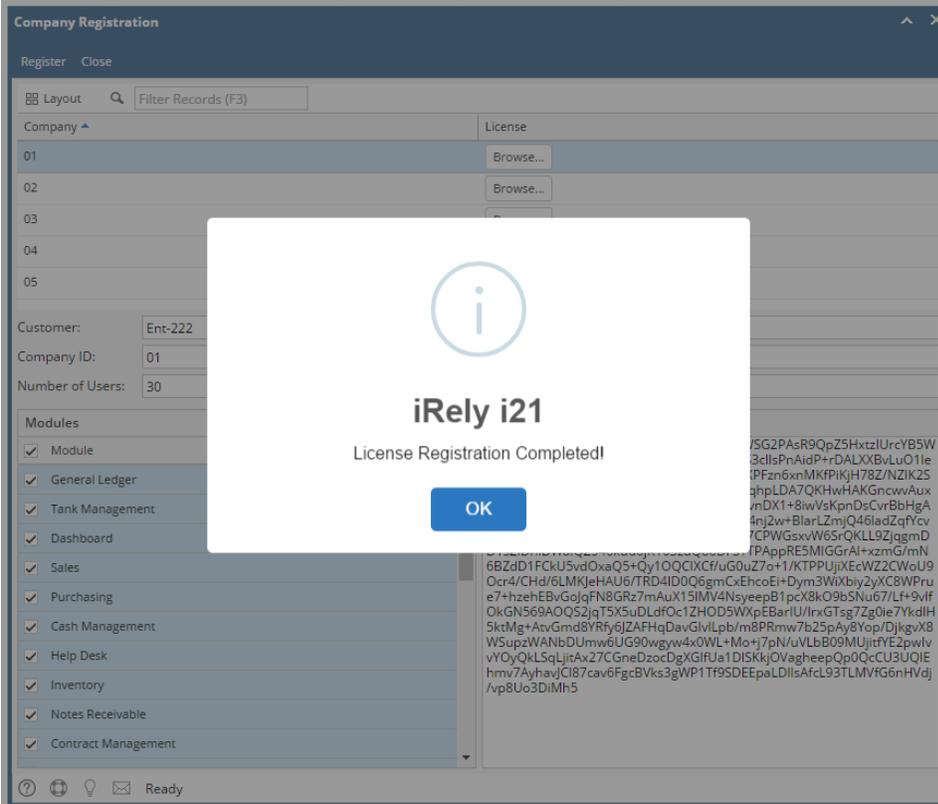
- Note** though that if the user is non-admin, he/she will not be able allowed to see the Company Registration.
3. Click **OK** button to dismiss the message box and move to **Company Registration** screen. If there are multiple companies, all will be listed in the top panel.



- Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time by selecting the keys generated for each.



- Click the **Register** button. This message will show upon successful registration:

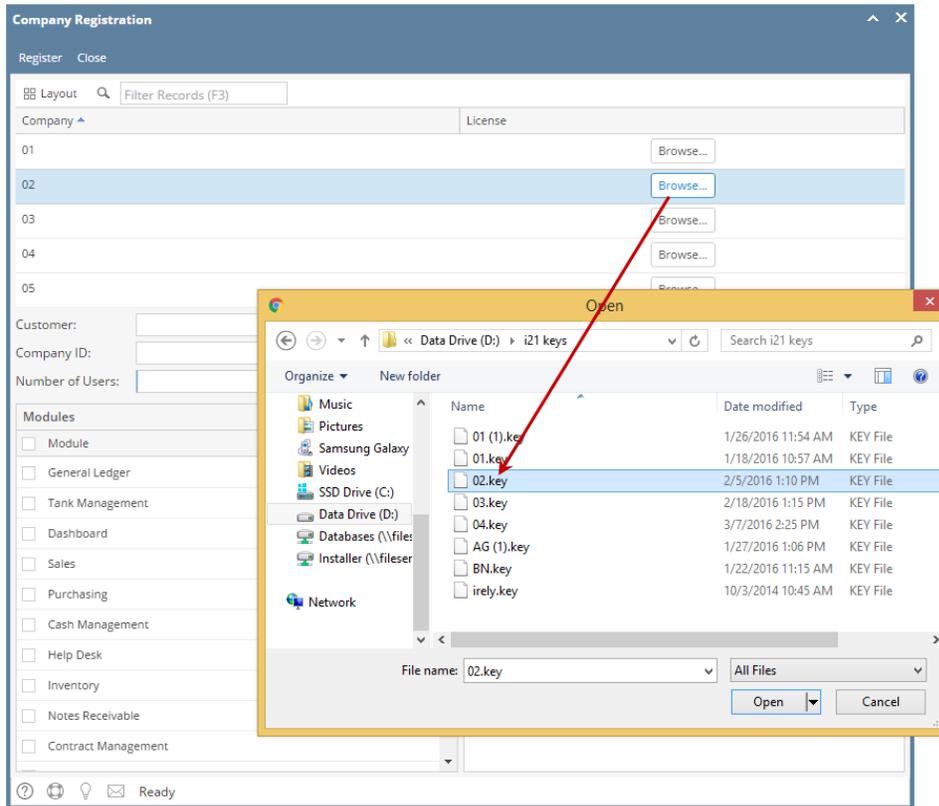


- Click **OK** button to go back to login screen.

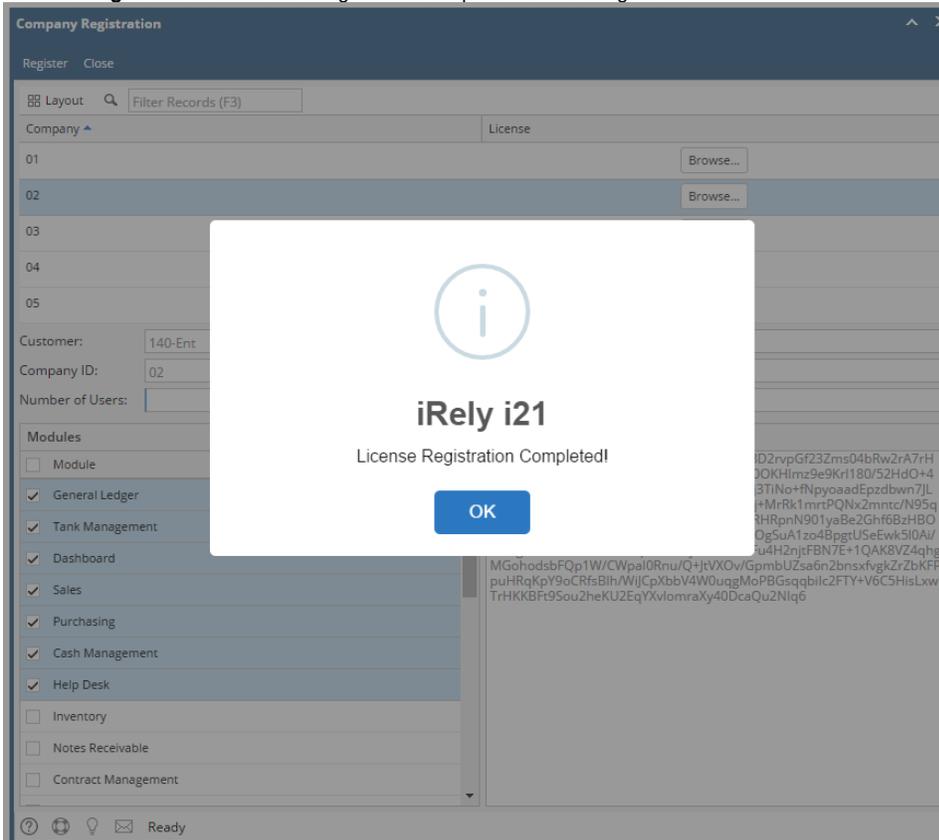
Here is the second way to register the company license:

- Login an admin user that was created or imported for the company.
- On user's menu panel, go to **System Manager** folder then click **Company Registration**.

3. Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time by selecting the keys generated for each.

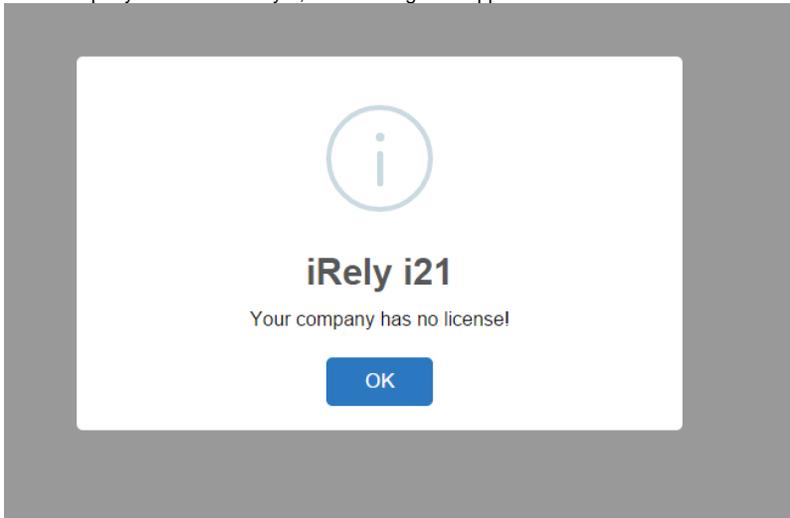


4. Click the **Register** button. This message will show upon successful registration:



5. Click **OK** button to close the screen.
1. Login security user or a user that was created or imported for the company.

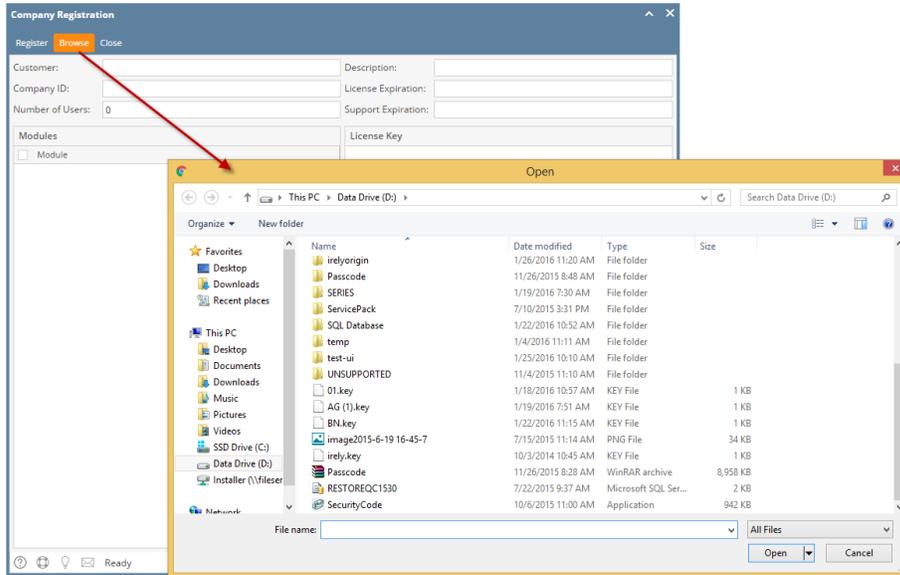
2. If the company has no license yet, this message will appear:



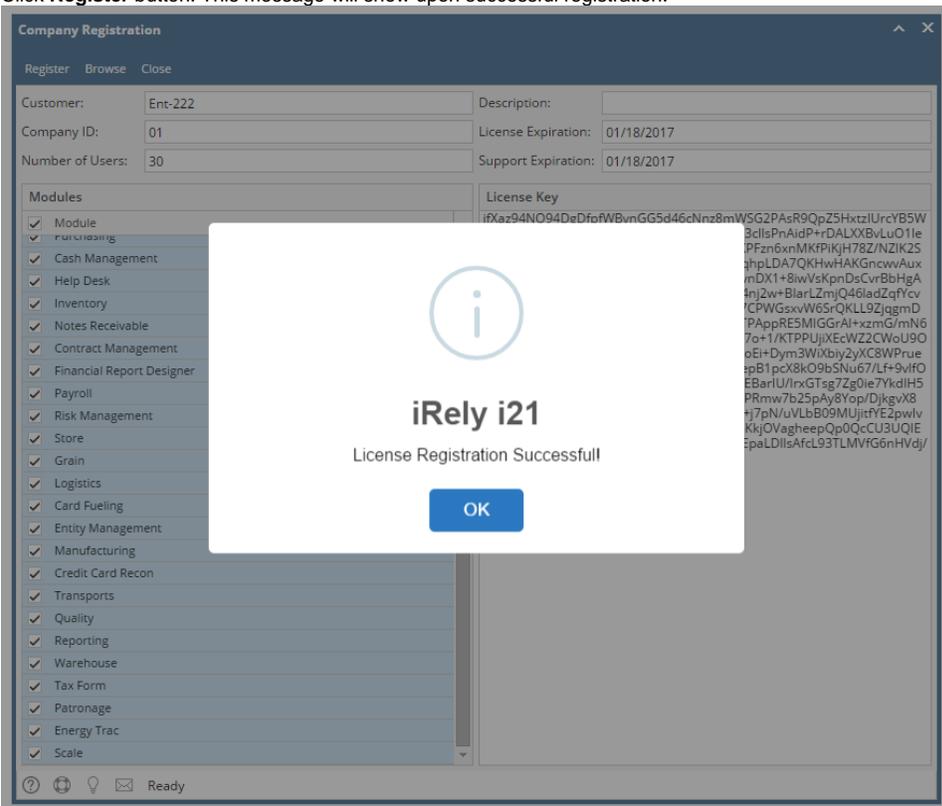
3. Click **OK** button to dismiss and move to **Company Registration** screen.

A screenshot of a software window titled 'Company Registration'. The window has a dark blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, there are three buttons: 'Register', 'Browse', and 'Close'. The main area is divided into several sections. At the top, there are four input fields: 'Customer:', 'Description:', 'Company ID:', and 'License Expiration:'. Below these are two more input fields: 'Number of Users:' (with the value '0') and 'Support Expiration:'. The bottom half of the window is split into two columns. The left column is titled 'Modules' and contains a single entry 'Module' with an unchecked checkbox. The right column is titled 'License Key' and is currently empty. At the bottom of the window, there is a status bar with icons for help, refresh, lightbulb, and mail, followed by the text 'Ready'.

4. Click **Browse** button and locate the license key file



5. Click **Register** button. This message will show upon successful registration:



6. Click **OK** button to go back to login screen.