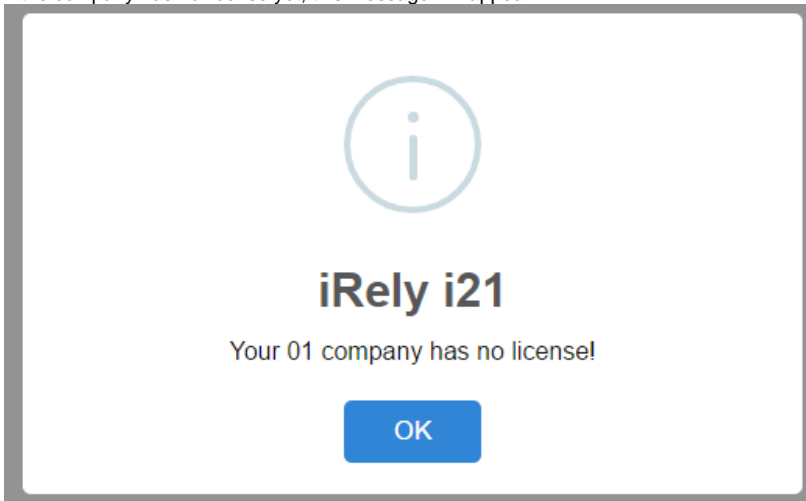


How to Register a Company License

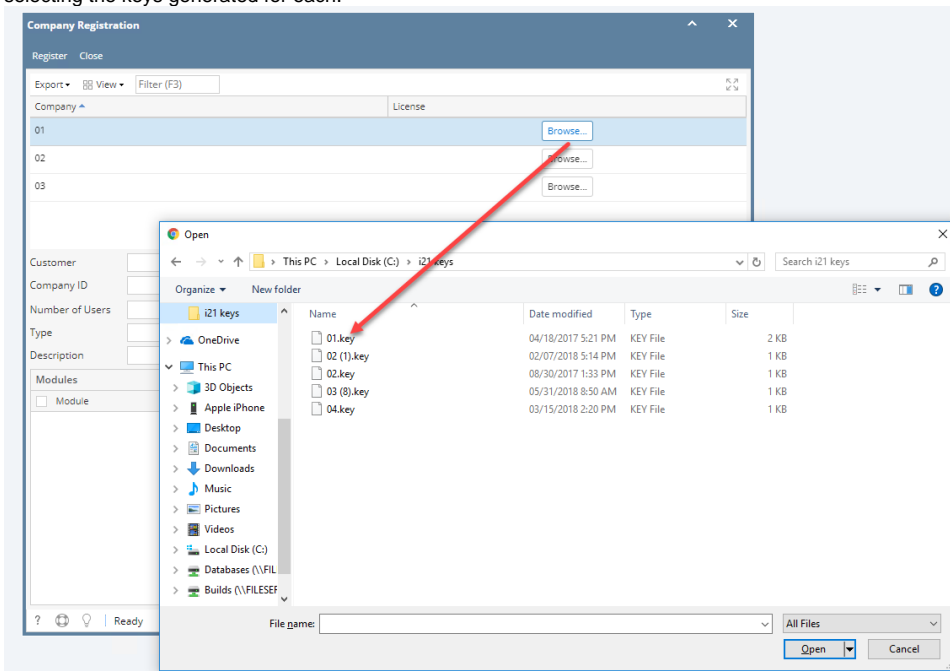
There are 2 ways to register a company license. First is when logging in and second is registering while already in i21.
Here is the first way to register the company license:

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:

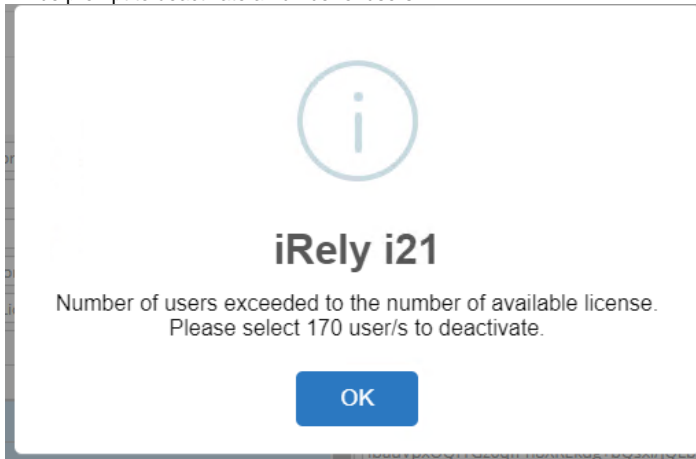


Note though that if the user is non-admin, he/she will not be able allowed to see the Company Registration.

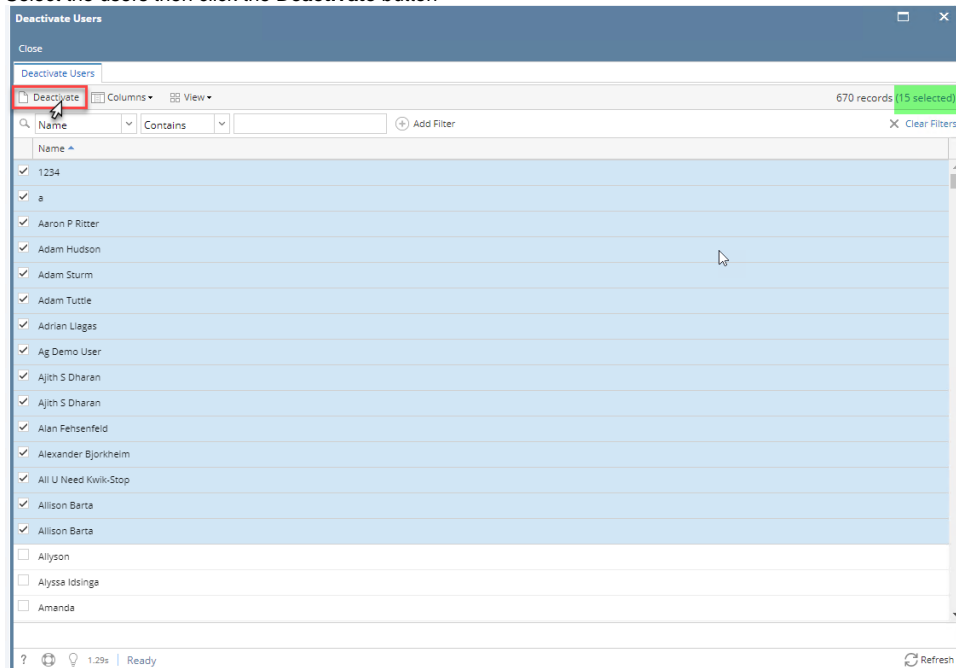
3. Click **OK** button to dismiss the message box and move to **Company Registration** screen. If there are multiple companies, all will be listed in the top panel.
4. Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same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



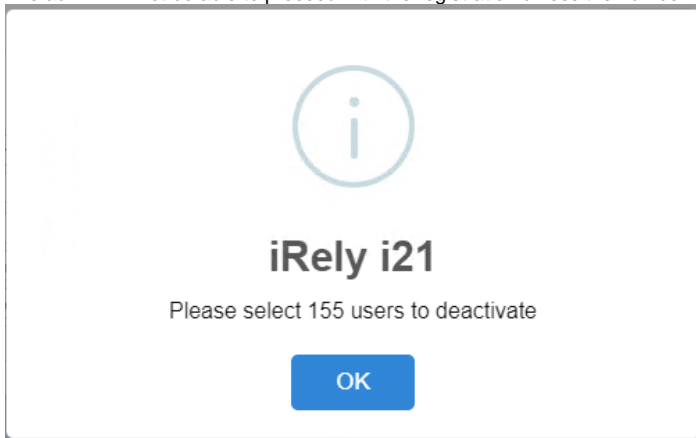
- a. If the number of active users in the company exceeds the allowable number of users for the license, the user who is registering the key will be prompt to deactivate a number of users:



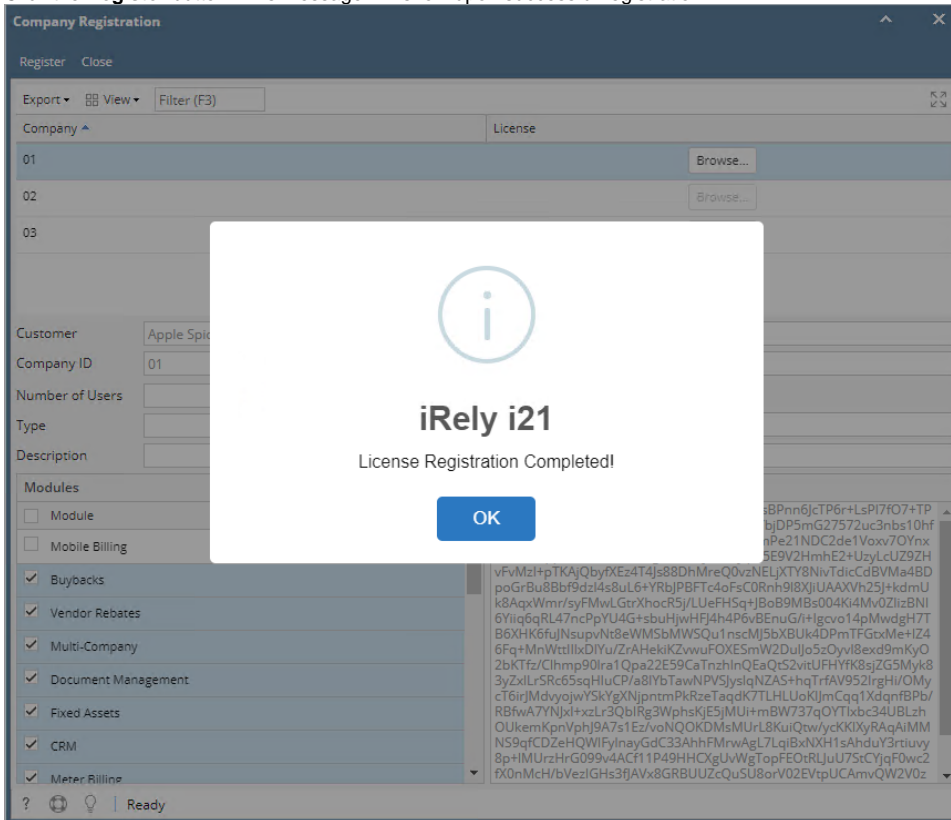
- b. Select the users then click the **Deactivate** button



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



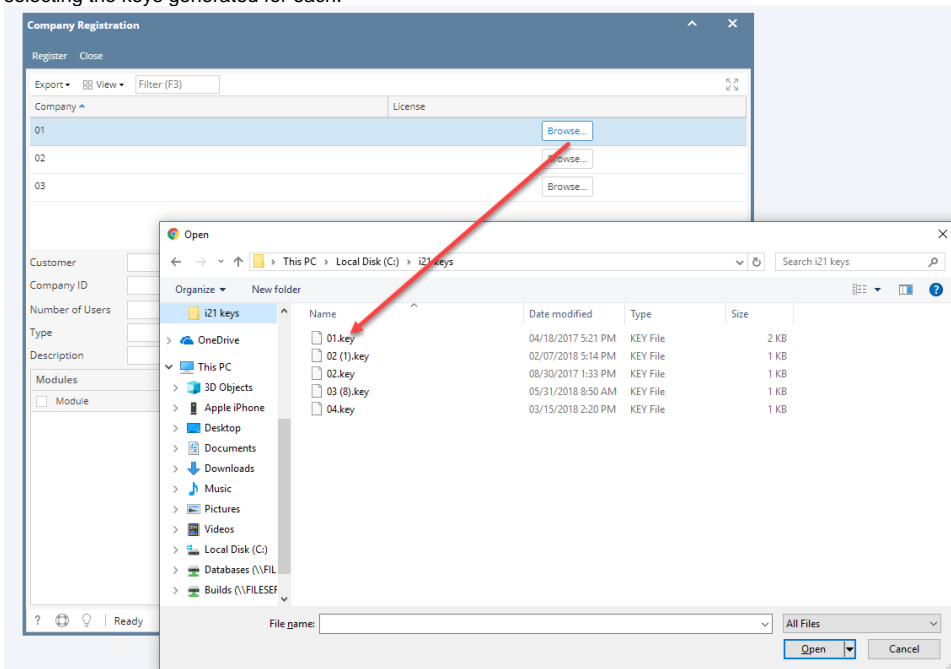
- Click the **Register** button. This message will show upon successful registration:



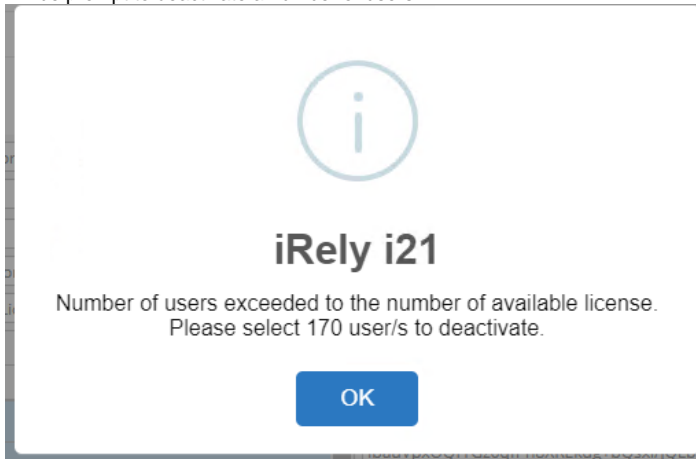
- Click **OK** button to go back to login screen.

Here is the second way to register the company license:

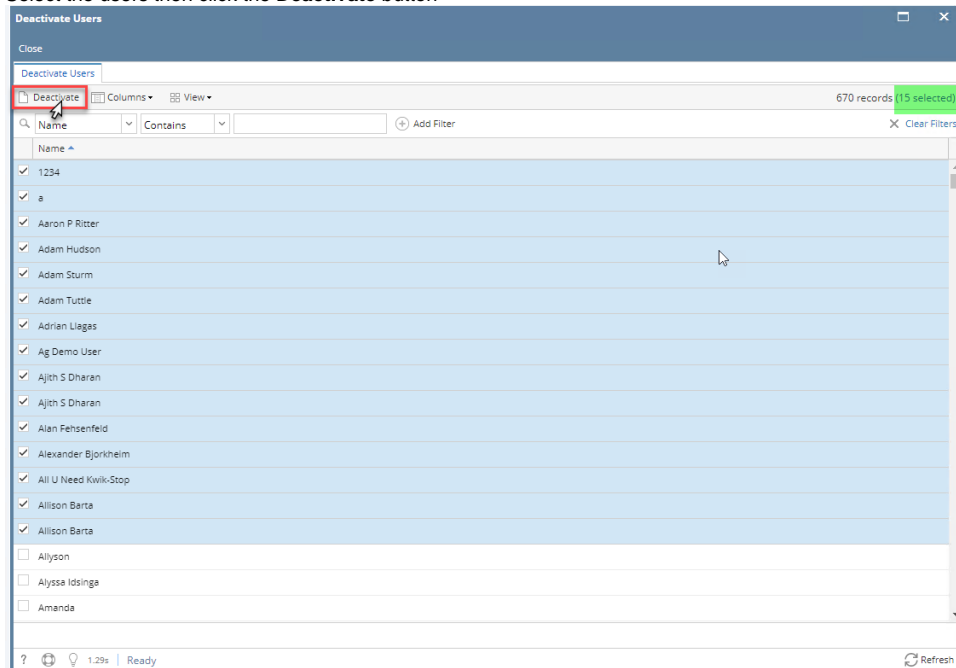
- Login an admin user that was created or imported for the company.
- On user's menu panel, go to **System Manager** folder then click **Company Registration**.
- Click the **Browse** button on each company and locate the license key file. Note that, you can register multiple companies at the same time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



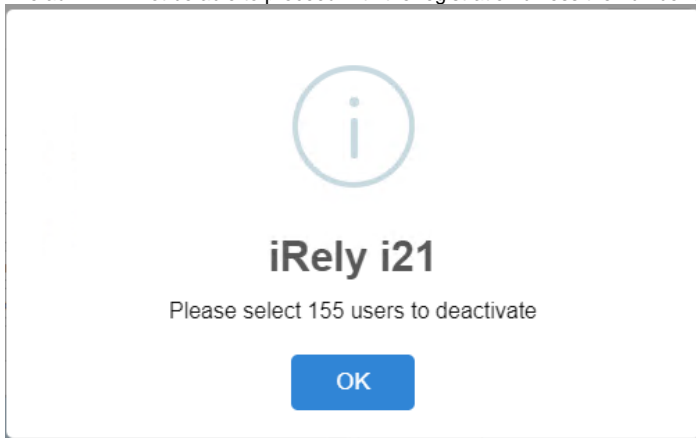
- a. If the number of active users in the company exceeds the allowable number of users for the license, the user who is registering the key will be prompt to deactivate a number of users:



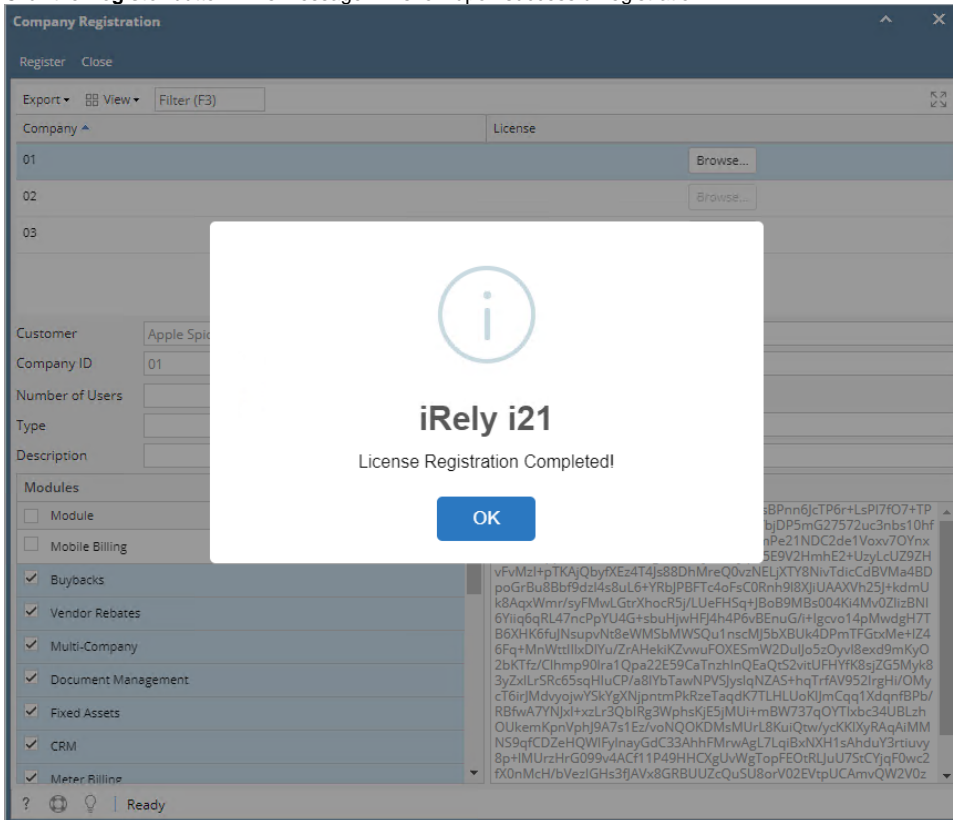
- b. Select the users then click the **Deactivate** button



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



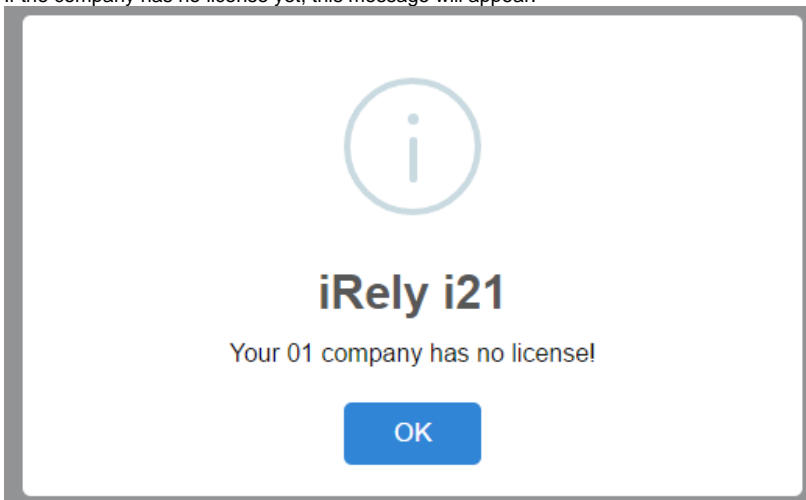
4. Click the **Register** button. This message will show upon successful registration:



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

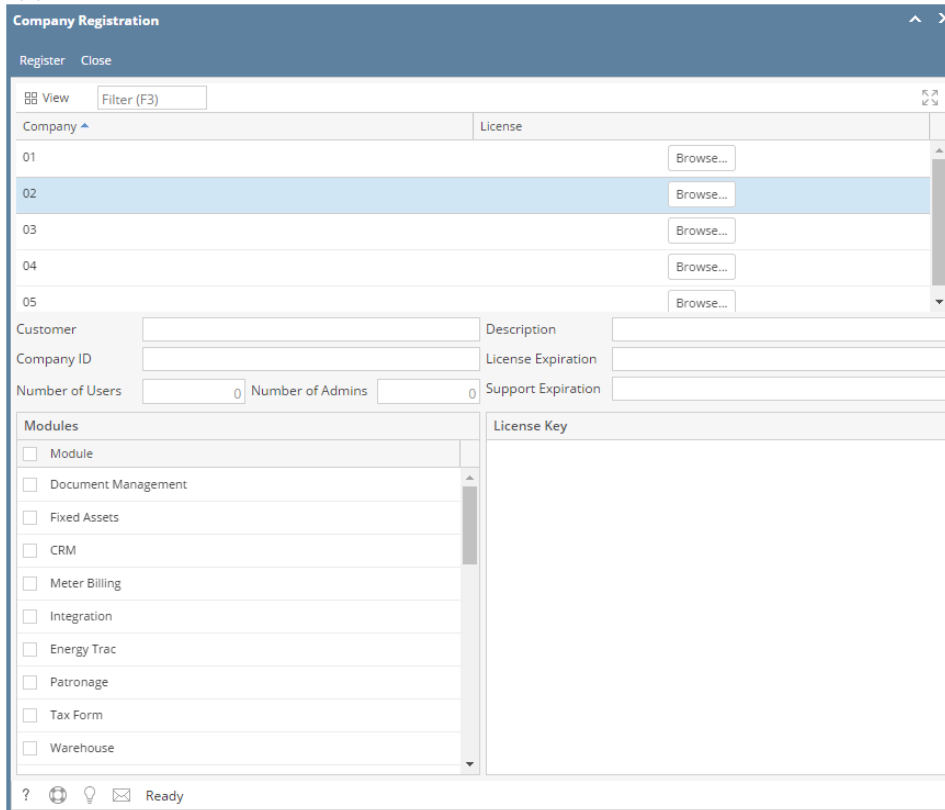
There are 2 ways to register a company license. First is when logging in and second is registering while already in i21.
Here is the first way to register the company license:

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:



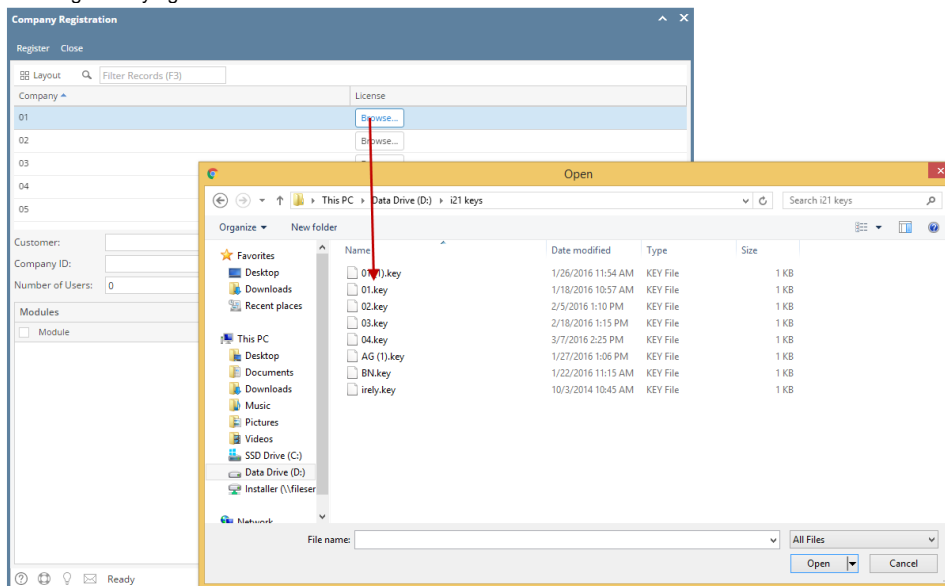
Note though that if the user is non-admin, he/she will not be able to see the Company Registration.

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.

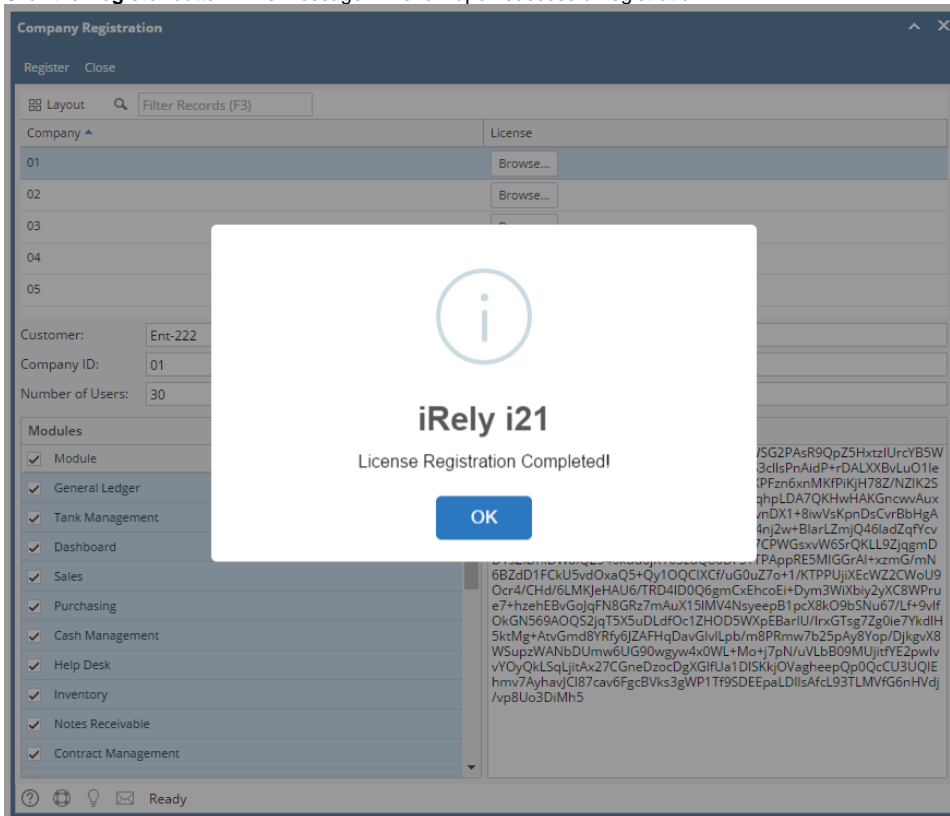


The **Company Registration** window features a top bar with 'Register' and 'Close' buttons. Below is a 'View' section with a 'Filter (F3)' button. The main area contains a table with columns 'Company' and 'License'. The 'Company' column lists IDs 01 through 05, with row 02 highlighted. Each row has a 'Browse...' button to its right. Below the table are input fields for 'Customer', 'Company ID', 'Number of Users' (set to 0), 'Description', 'License Expiration', 'Number of Admins' (set to 0), and 'Support Expiration'. A 'Modules' section on the left lists various modules with checkboxes: Module, Document Management, Fixed Assets, CRM, Meter Billing, Integration, Energy Trac, Patronage, Tax Form, and Warehouse. A 'License Key' text area is on the right. The status bar at the bottom shows a 'Ready' state.

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.



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

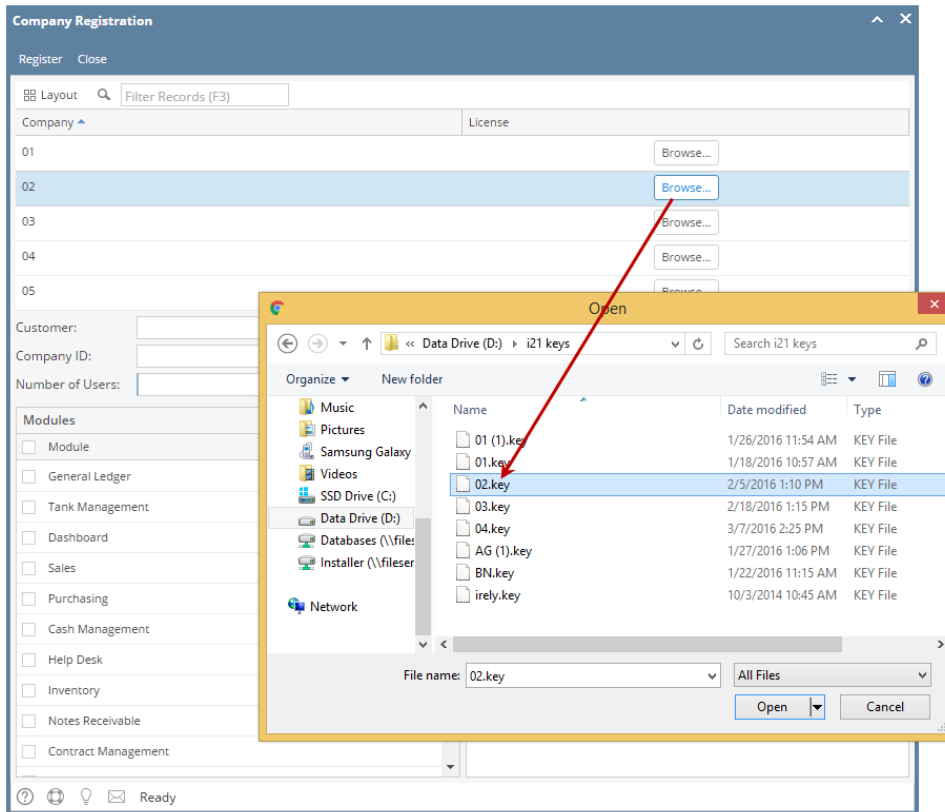


- Click **OK** button to go back to login screen.

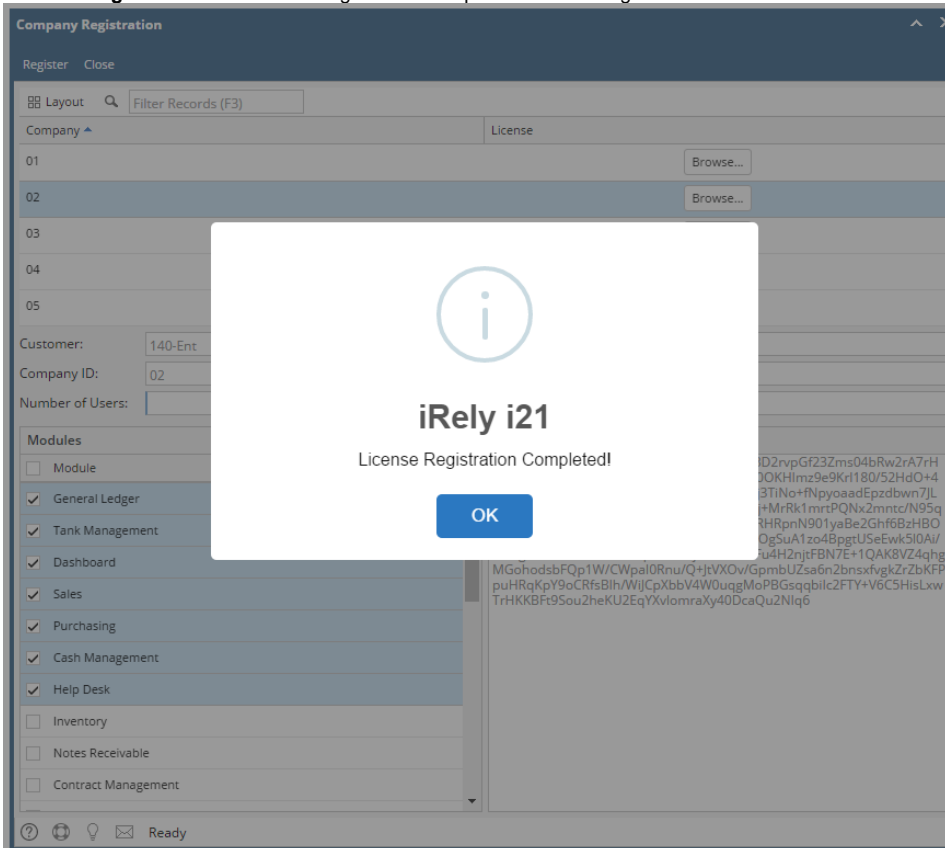
Here is the second way to register the company license:

- 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.



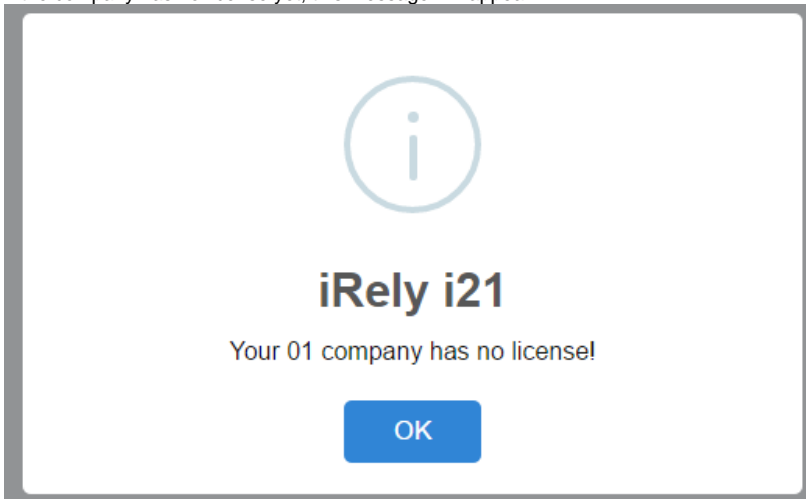
4. Click the **Register** button. This message will show upon successful registration:



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

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:

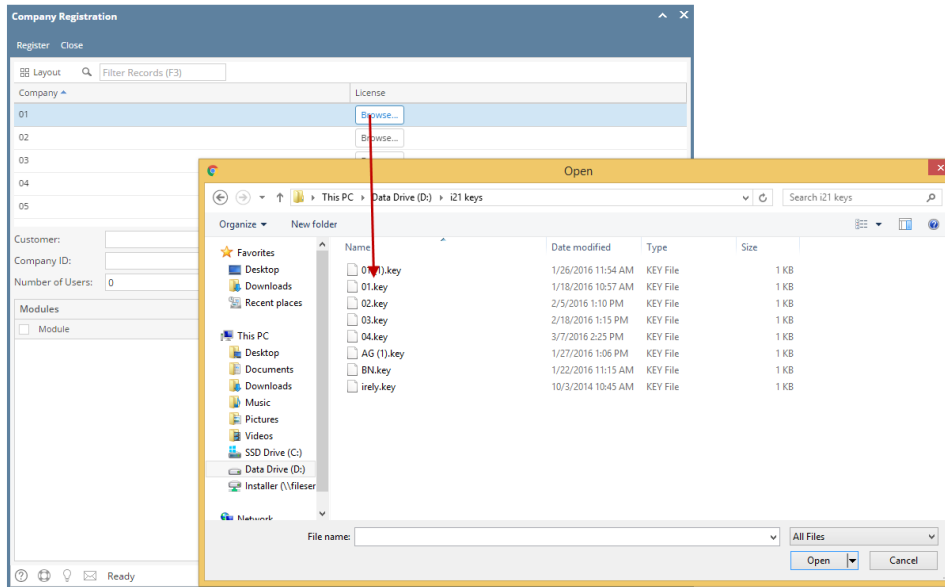


Note though that if the user is non-admin, he/she will not be able allowed to see the Company Registration.

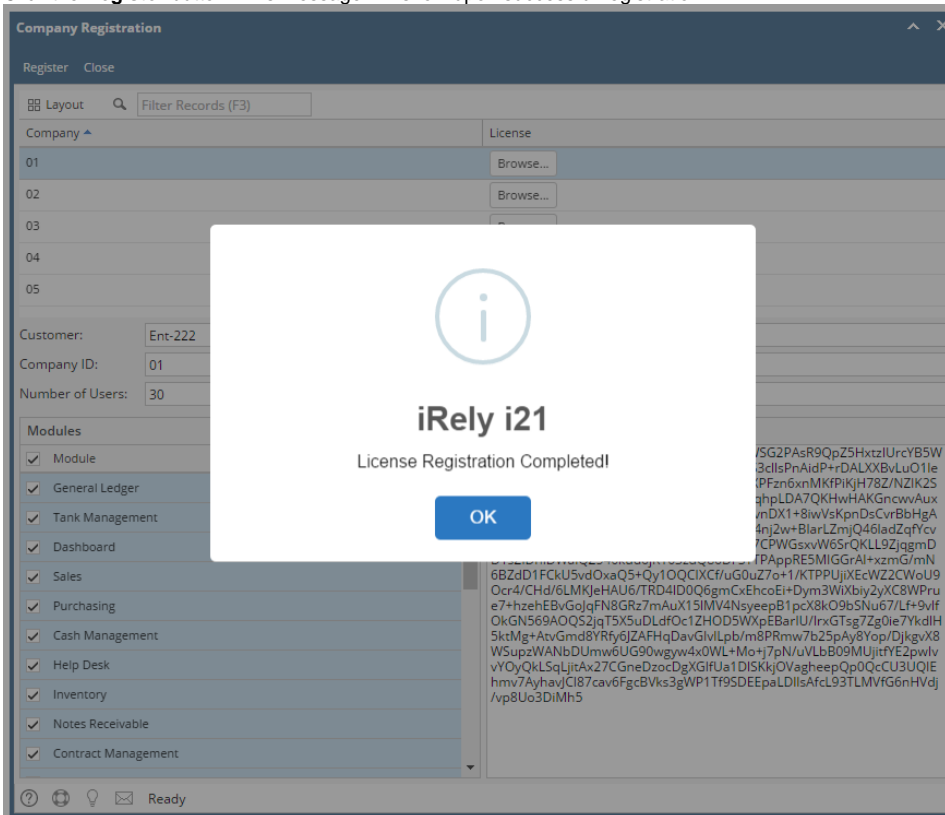
3. Click **OK** button to dismiss the message box and move to **Company Registration** screen. If there are multiple companies, all will be listed in the top panel.

A screenshot of the 'Company Registration' application window. The title bar is dark blue with the text 'Company Registration' and standard window controls. Below the title bar, there are 'Register' and 'Close' buttons. The main area is divided into several sections. At the top, there's a 'Layout' button and a search bar labeled 'Filter Records (F3)'. Below this is a table with two columns: 'Company' and 'License'. The 'Company' column lists IDs 01 through 05, and the 'License' column contains 'Browse...' buttons for each. Below the table, there are input fields for 'Customer:', 'Description:', 'Company ID:', 'License Expiration:', 'Number of Users:' (with a value of 0), and 'Support Expiration:'. At the bottom, there are two large empty text areas labeled 'Modules' and 'License Key'. The status bar at the very bottom shows icons for help, search, and a 'Ready' status.

- 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:

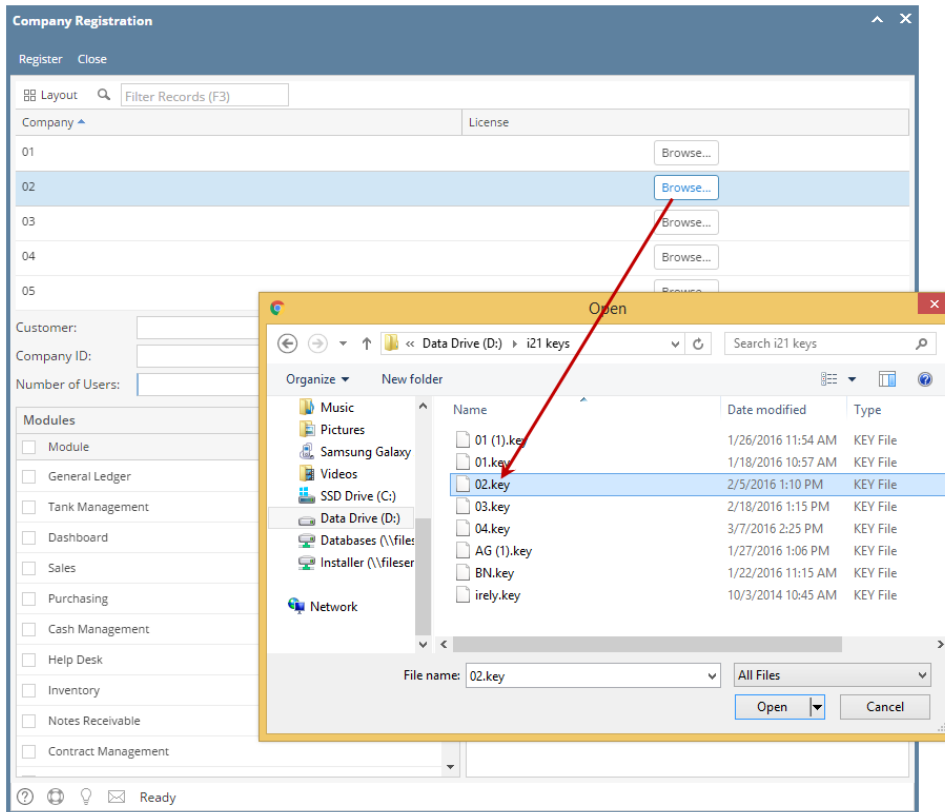


- Click **OK** button to go back to login screen.

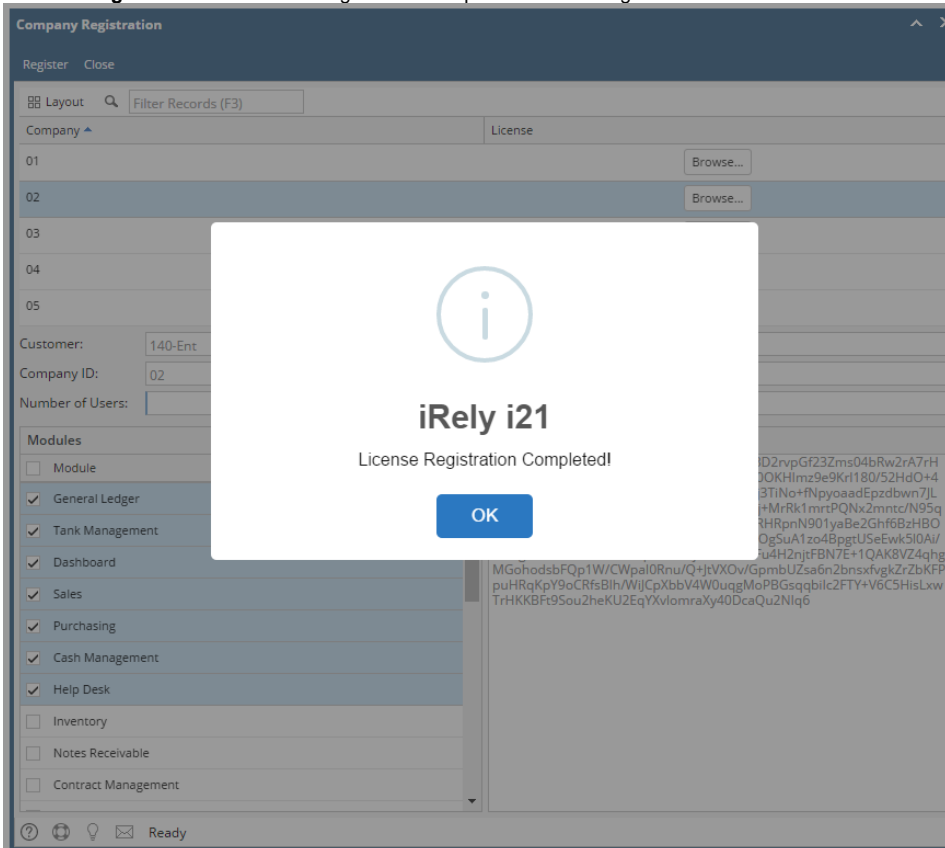
Here is the second way to register the company license:

- 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**.

- 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.

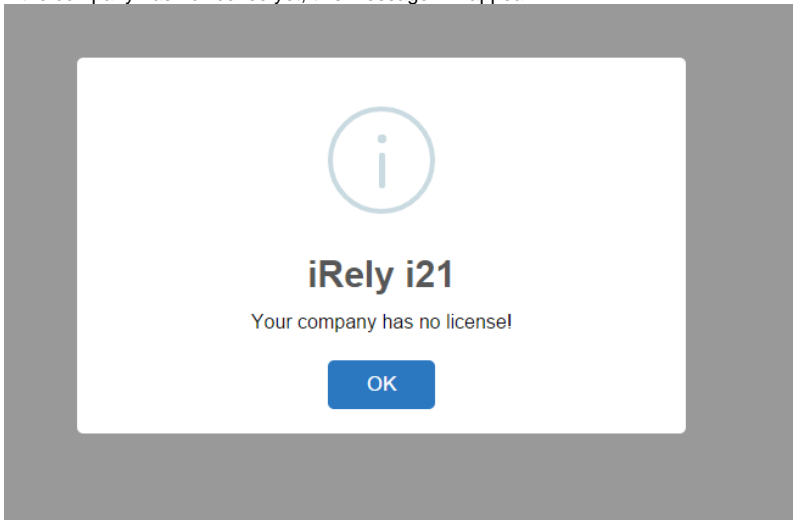


- Click the **Register** button. This message will show upon successful registration:



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

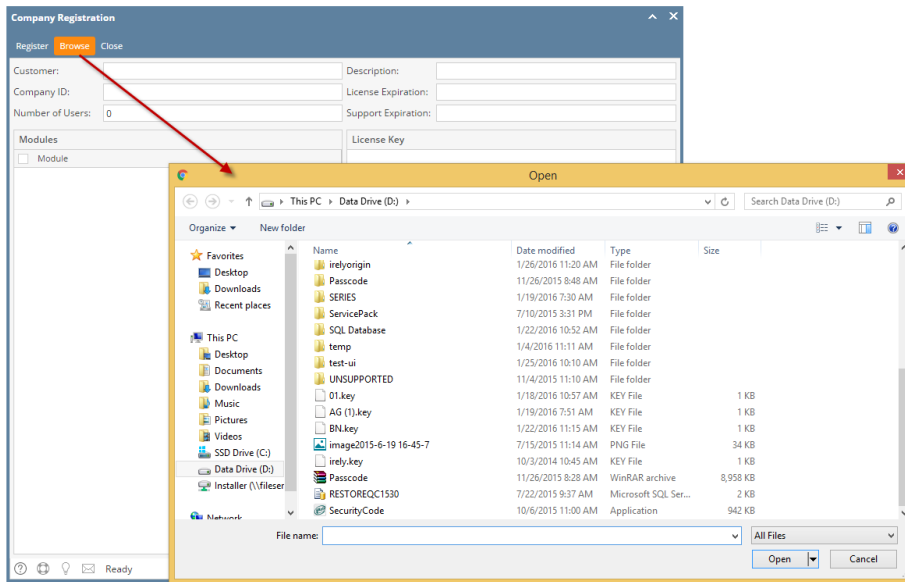
2. If the company has no license yet, this message will appear:



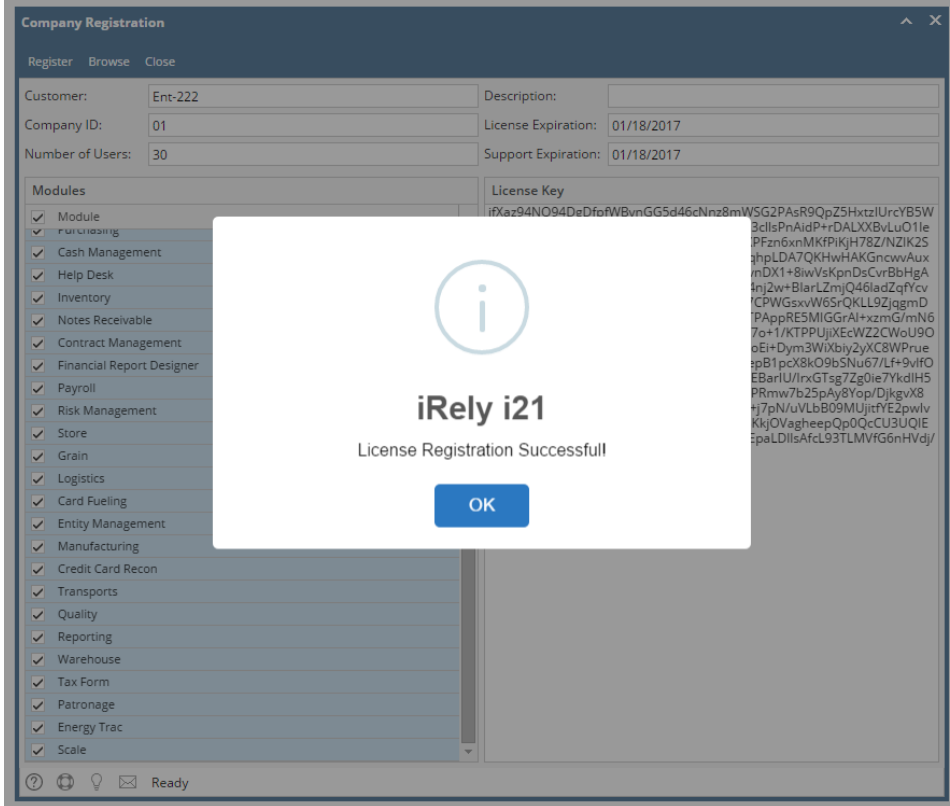
3. Click **OK** button to dismiss and move to **Company Registration** screen.

A screenshot of a software window titled 'Company Registration' with a blue header bar. Below the header, there are three buttons: 'Register', 'Browse', and 'Close'. The main area is divided into two columns. The left column contains four input fields: 'Customer:', 'Company ID:', 'Number of Users:' (with '0' entered), and 'Description:'. The right column contains two input fields: 'License Expiration:' and 'Support Expiration:'. Below these fields, the window is split into two large sections. The left section is titled 'Modules' and contains a list with one item, 'Module', which has an unchecked checkbox to its left. The right section is titled 'License Key' and is currently empty. At the bottom of the window, there is a status bar with icons for help, search, and email, 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.