

How to Duplicate and Modify a License Key

1. Log in as **Security** or **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Roles**
3. Select and open one Customer license

License Details

New Generate Undo Duplicate Close

Customer: City of Fort Wayne License Expiration: 09/13/2019

Company ID: 01 Version: Current Support Expiration: 09/13/2019

Number of Users: 1,000 Number of Admins: 500 External Access: ☒

Type: Production URL: https://qc.irely.com/PROD1830/

Description: This is a sample license

Modules

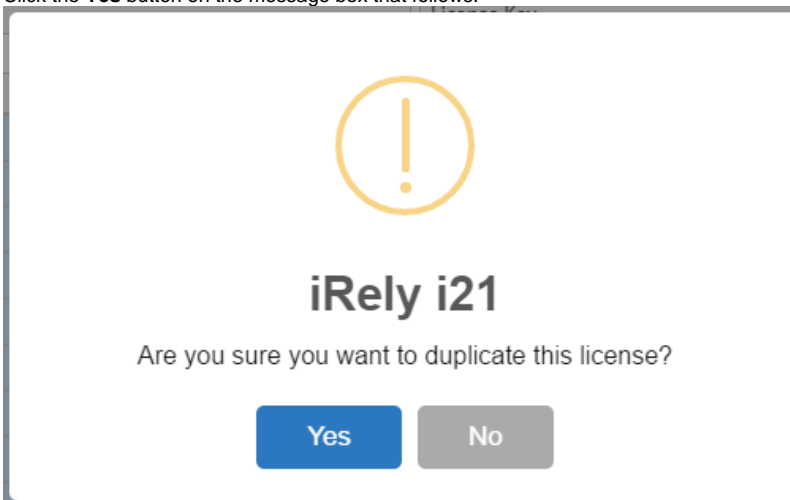
- ☒ Module
- ☒ Mobile Billing
- ☒ Buybacks
- ☒ Vendor Rebates
- ☒ Multi-Company
- ☒ Document Management
- ☒ Fixed Assets
- ☒ CRM
- ☒ Meter Billing
- ☒ Integration
- ☒ Energy Trac
- ☒ Patronage
- ☒ Tax Form
- ☒ Warehouse
- ☒ Reporting
- ☒ Quality

License Key

Download File

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D9Md2ofRcW9CdKCM=

4. Click the **Duplicate** toolbar button
5. Click the **Yes** button on the message box that follows:



6. Duplicate record will be displayed with the same values with the original one. Description will have the **DUP: <original name>**. All fields will be enabled for editing.

7. Select the modules that will have license for the company.

The screenshot shows the 'License Details' window. The 'Customer' field is 'City of Fort Wayne'. The 'Company ID' is '01'. The 'License Expiration' is '09/13/2019'. The 'Support Expiration' is '09/13/2019'. The 'Number of Users' is '1,000' and the 'Number of Admins' is '500'. The 'Type' is 'Production'. The 'URL' is 'https://qc.irely.com/PROD1830/'. The 'Description' is 'DUP: This is a sample license'. The 'Modules' list includes: Mobile Billing, Buybacks, Vendor Rebates, Multi-Company, Document Management, Fixed Assets, CRM, Meter Billing, Integration, Energy Trac, Patronage, Tax Form, Warehouse, Reporting, and Quality. The 'License Key' is displayed as a long alphanumeric string. The 'Download File' button is visible.

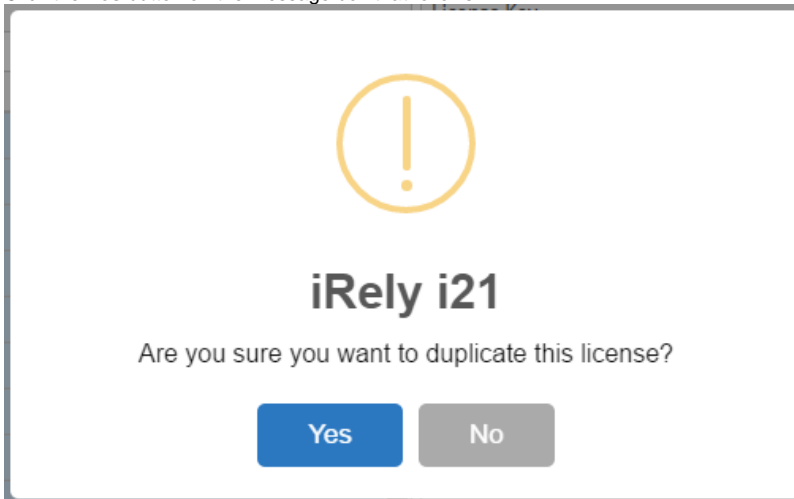
- Click the **Save** button. Upon saving, encrypted key will be generated.
- Click the **Download File** button to download the license key

- Log in as **Security or Admin user**
- On user's menu panel, go to **System Manager** folder then click **User Roles**
- Select and open one Customer license

The screenshot shows the 'License Details' window. The 'Customer' field is 'City of Fort Wayne'. The 'Company ID' is '01'. The 'License Expiration' is '6/28/2018'. The 'Support Expiration' is '6/28/2018'. The 'Number of Users' is '50' and the 'Number of Admins' is '25'. The 'Type' is 'Production'. The 'URL' is 'https://qc.irely.com/PROD1830/'. The 'Description' is '01 key'. The 'Modules' list includes: Document Management, Fixed Assets, CRM, Meter Billing, Integration, Energy Trac, Patronage, Tax Form, Warehouse, Reporting, Quality, Transports, Credit Card Recon, Manufacturing, Entity Management, and Card Fueling. The 'License Key' is displayed as a long alphanumeric string. The 'Download File' button is visible.

- Click **Duplicate** toolbar button

5. Click the **Yes** button on the message box that follows:

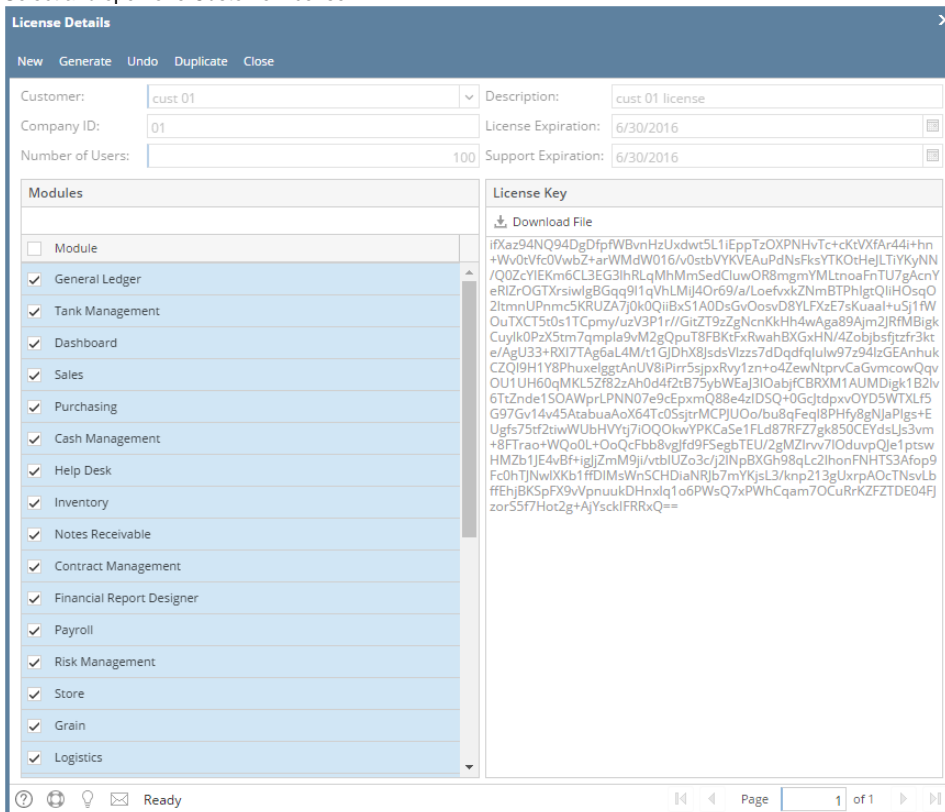


6. Duplicate record will be displayed with the same values with the original one. Description will have the **DUP: <original name>**. All fields will be enabled for editing.
7. Select the modules that will have license for the company.

8. Click the **Save** button. Upon saving, encrypted key will be generated.
9. Click the **Download File** button to download the license key

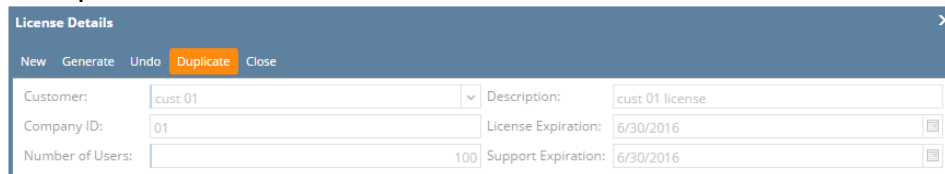
1. Log in as **Security** or **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Roles**

3. Select and open one Customer license



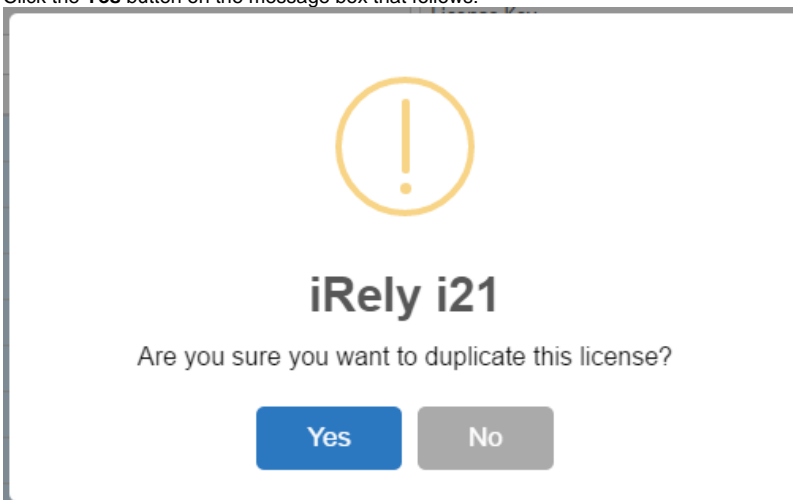
The screenshot shows the 'License Details' window. At the top, there are buttons: 'New', 'Generate', 'Undo', 'Duplicate', and 'Close'. Below these are input fields for 'Customer:' (cust 01), 'Description:' (cust 01 license), 'Company ID:' (01), 'License Expiration:' (6/30/2016), 'Number of Users:' (100), and 'Support Expiration:' (6/30/2016). On the left, there is a 'Modules' section with a list of modules, each with a checkbox. The modules are: General Ledger, Tank Management, Dashboard, Sales, Purchasing, Cash Management, Help Desk, Inventory, Notes Receivable, Contract Management, Financial Report Designer, Payroll, Risk Management, Store, Grain, and Logistics. All modules are checked. On the right, there is a 'License Key' section with a 'Download File' button and a long alphanumeric license key. At the bottom, there is a status bar with a 'Ready' indicator and a page number '1 of 1'.

4. Click **Duplicate** toolbar button



This screenshot is identical to the previous one, but the 'Duplicate' button in the top toolbar is highlighted with an orange background.

5. Click the **Yes** button on the message box that follows:



The screenshot shows a confirmation message box. It has a yellow circular icon with an exclamation mark at the top. Below the icon, the text reads 'iRely i21' in a large, bold font, followed by 'Are you sure you want to duplicate this license?' in a smaller font. At the bottom, there are two buttons: 'Yes' (blue) and 'No' (gray).

6. Duplicate record will be displayed with the same values with the original one. Description will have the **DUP: <original name>**. All fields will be enabled for editing.

7. Select the modules that will have license for the company.

License Details

New Save Undo Duplicate Close

Customer: cust 01

Description: DUP: cust 01 license

Company ID: 01

License Expiration: 6/30/2016

Number of Users: 100

Support Expiration: 6/30/2016

Modules

☐ Module

☒ General Ledger

☒ Tank Management

☒ Dashboard

☒ Sales

☒ Purchasing

☒ Cash Management

☒ Help Desk

☒ Inventory

☒ Notes Receivable

☐ Contract Management

☐ Financial Report Designer

☐ Payroll

☐ Risk Management

☐ Store

☐ Grain

☐ Logistics

License Key

Download File

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8. Click the **Save** button. Upon saving, encrypted key will be generated.

License Details

New Save Undo Duplicate Close

Customer: cust 01

Description: DUP: cust 01 license

Company ID: 01

License Expiration: 6/30/2016

Number of Users: 100

Support Expiration: 6/30/2016

Modules

☐ Module

☒ General Ledger

☒ Tank Management

☒ Dashboard

☒ Sales

☒ Purchasing

☒ Cash Management

☒ Help Desk

☒ Inventory

☒ Notes Receivable

☐ Contract Management

☐ Financial Report Designer

☐ Payroll

☐ Risk Management

☐ Store

☐ Grain

☐ Logistics

License Key

Download File

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9. Click the **Download File** button