

ORDERING A NEW LICENCE

Title	Ordering a new licence
Category	LICENCE
Document Number	TN0035
Software version	1.08c1
Application	SETUP
Create Date	28 August 2003
Revision Date	28 July 2004
Document Version	Provisional
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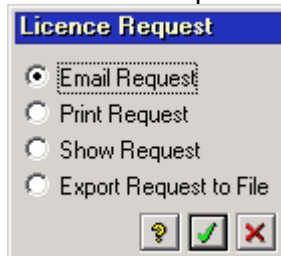
The purpose of this document is to explain how to place an order for a new licence from an un-registered CCS System. Note that this cannot be done from a CCS System that already has an existing licence.

REQUESTING A NEW LICENCE

- Load the CCS System.
- If the system displays the System Licencing dialog then click on Cancel.
- From the Main Menu, go to the

UTILITIES MENU
LICENCE MENU
SOFTWARE LICENCE MENU
ORDER NEW LICENCE

The Licence Request dialog will be displayed



- Select Email Request and click 

CCS will display the Order Licence Information dialog

Order licence

Name: Joe Bloggs

Company: Construction Computer Software (Pty) Ltd

Division: Estimating Department

Telephone: +27 (11) 455-1342

Fax: +27 (11) 455-1343

Email address: support@ccssa.com

Account number: CCS001

Authoriser: Mr Smith

Order number: JOE1

OK Cancel

- Complete all of the information in the dialog. Make certain that this information is as accurate possible as it makes it easier for the licence department to make your request as efficient as possible.
- Click on OK.
- CCS will launch your default email application with the order request. Click on the Send option to send this request to CCS.

Remote Email: Licence Transaction - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Send

This message has not been sent.

From...

To... register@ccssa.com

Cc...

Bcc...

Subject: Remote Email: Licence Transaction

Licence Request
Do not modify this message

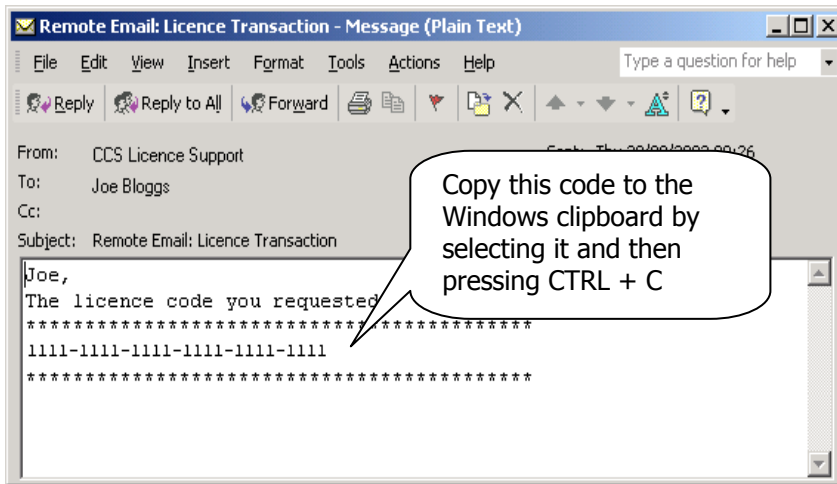
1111-1111-1111-1111-1111-1111

Division : Estimating Department
Account : CCS001
Account Authorizer : Mr Smith
Licence Request Order Number : JOE1

*Current Contact Details
User Name: Joe Bloggs
Company Name: Construction Computer Software (Pty) Ltd
Phone: +27 (11) 455-1342
Fax: +27 (11) 455-1343
Email: support@ccssa.com

ENTERING THE LICENCE CODE RECEIVED FROM CCS

Once the CCS Licence Desk has received and processed your request, an email message will be sent to you with a code that will set your new licence.

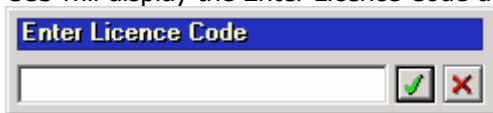



Complete the following steps to enter this information into CCS.

- Select this code using the mouse and press CTRL + C to copy it to the Windows clipboard.
- From the CCS Main Menu, go to the:

UTILITIES MENU
SOFTWARE LICENCE MENU
ENTER LICENCE CODE FROM CCS

CCS will display the Enter Licence Code dialog



- Press CTRL + V to paste the code you copied.
- Click on .

CCS will now set the new licence on your computer. It is recommended that you print the CCS System Information report to keep a record of the licence that you have set. Complete the following steps to print a System Information report from within CCS.

- Go to the CCS Main Menu.
- Click on the System Info SoftKey.
- Click on the Print System Info SoftKey.

The System Information report that you have printed will tell you more about the CCS System that is installed on your computer. Point number 14 gives you the serial number that was issued to you by CCS. Make sure that you send this information on to the person who is control of ordering CCS Licences in your company.