

**Topic:** New software licensing procedure  
**Doc. ID:** #405  
**Product:** All Products  
**Date:** Wednesday, February 23, 2005  
**Author:** Seth Krieger

Beginning with release 2002.02, all SOS products will feature a new, easier licensing system. This means ....

## **If you have previously licensed your software in a pre-2002 release, you will have to re-license your software in order to use it!**

Below are instructions and your new licensing codes. Note that it is now possible for us to provide you with your licensing information in a file that can be applied with a couple of mouse clicks. If you have more than a few items to license and have internet capability, we can email you your licensing data, saving you the trouble of entering all this information by hand. Below are instructions for both loading the license information from a file as well as entering the information manually:

### **Licensing from a file on disk or received by e-mail**

1. First install your updates. If running both OMWin and CMWin, install the OMWin update first. Use the normal installation procedures, including starting with the database down and installing your network server first (if applicable), then installing the workstations with the database running on the server.
2. After installation is complete -- or if on a network, after you have completed installation of your server and at least the first workstation, but **before running either OMWin or CMWin**, click on the **Start button** at the bottom of your windows desktop, then **Programs** (or **All Programs** if using Windows XP), then **SOS Applications** then **DBTools**.
3. If you have received a license file, either by email or on diskette, make sure the file is accessible. This means that you have:
  - Copied the file (which will be named <LKsomething>.TPS to a folder on your hard drive, or
  - Inserted the diskette on which the file is located, or
  - Detached or copied the file received in an email message to the SOS folder on this computer, or to a diskette currently inserted in the computer.
4. Next select **File > Load Licenses**. Click the **Select Input File** button, and locate the license file (which will be a file that starts with the letters "LK" and ends in ".TPS" or shows in explorer as a "TPS file". The file will be in your SOS folder or on the diskette in your A: drive. Highlight it and click **Open**. Now click the **Load** button. Doing so will update your SOS system licensing information.



Quality Software for  
Healthcare Providers

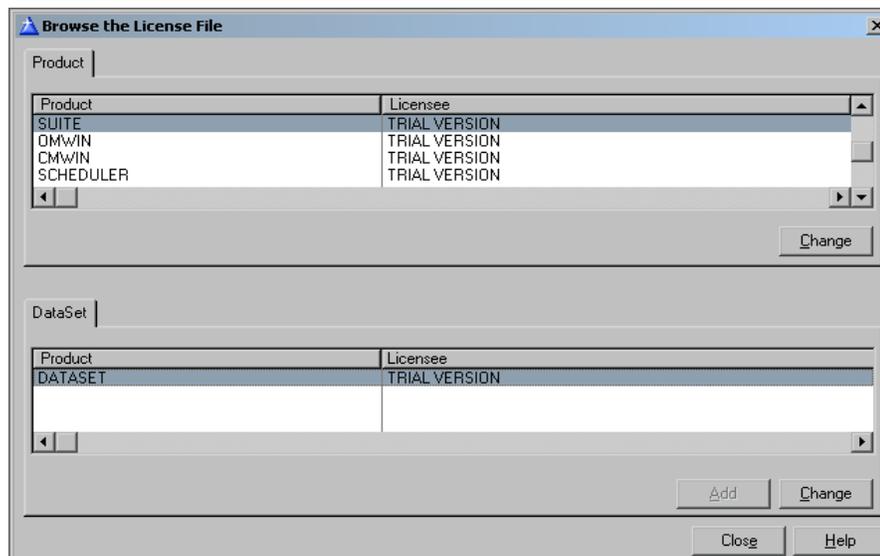
5. When done, close DBTools. You should now be able to run your products without any licensing errors.
6. If you have not received a license file, then it will be necessary to enter the license information manually, using the instructions in the next section.

## Licensing manually

1. Locate the sheet of paper you received from SOS containing your license information. It will be titled:

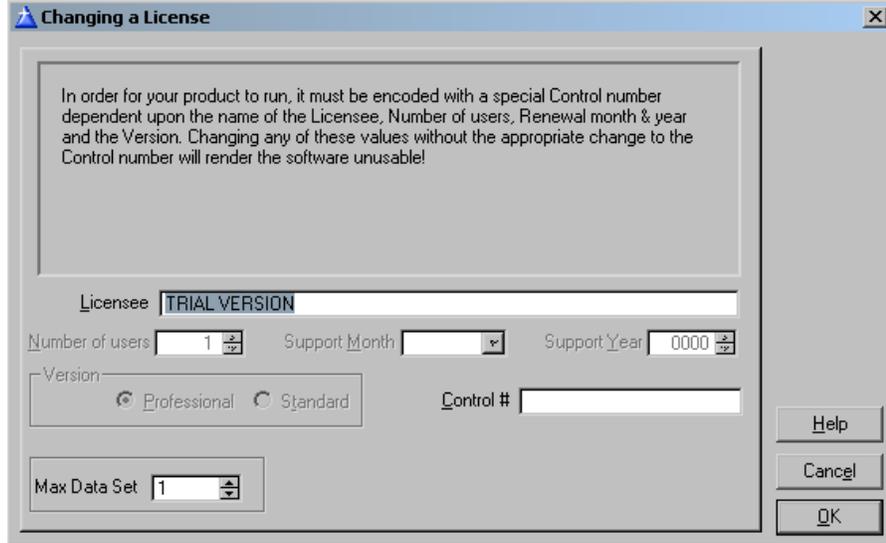
**Synergistic Office Solutions, Inc.**  
**Your license registration information appears below:**

2. Click on the **Start button** at the bottom of your windows desktop, then **Programs** (or **All Programs** if using Windows XP), then **SOS Applications** then **DBTools**.
3. Once DBTools has opened, select **File > Licenses**. The window will look something like this:



4. **IMPORTANT:** You must start with the product (top list) named **SUITE**. Once **SUITE** has been properly licensed, you can continue with the other products on your printout. After the product licenses have been entered, do the Data Sets in the lower list in this window.

Begin by highlighting **SUITE** and clicking the **Change** button for the top list. The form below will appear:



5. Enter the *Licensee* name **EXACTLY** as shown on your printout, including upper/lower case, spaces, and punctuation. Any deviation will prevent the license information from being accepted!
6. The *Control #* appears just below the Licensee name on the printout. Enter it in the appropriate field in the window.
7. The default number of data sets is one, but if you have purchased additional data sets, you should enter the correct number as shown on your license sheet, next to *Max Data Set* in the lower left corner of the window.
8. Click **OK** to save.
9. Now find the main product that you have licensed, such as Office Manager (OMWIN) or Case Manager (CMWIN). These two are together on the list and are a little hard to distinguish unless you look carefully. Office Manager (OMWIN) is the second entry on the list; Case Manager (CMWIN) is the third. Highlight the desired product and click **Change**.
10. Find the entry on the printout for the selected product. Make sure the *Licensee* on the screen matches exactly the *Licensee* for that product as listed on the printout. If it does not, then change it on the computer.
11. Enter the *Number of Users*, as shown on your license printout.
12. Enter the *Support Month* and *Support Year*.
13. If licensing OMWin, make sure that the *Version* is set correctly to either "Standard" or "Professional".
14. Enter the control number as shown on the printout in the *Control #* field on the screen.
15. Click **OK** to save.
16. Repeat this process for any other major or secondary products that appear on your printout. Secondary products require only the *Licensee* and *Control #*. Skip over any listed DATASETs for now.

17. When you have reset the licensee and control numbers for the products you have licensed, proceed to the lower window and do the same with any data sets. If you have more data sets than appear in the list, and have properly licensed the SUITE product entry, there should be an **Add** button below the Data Set list. Use that button to add additional data sets after modifying any that are already present.

**Note:** If you have just increased the number of data sets in the SUITE product entry, it may be necessary to close and reopen this window, or even shut down and restart DBTools, then come back to this window to enable the **ADD** button.

18. When done, close DBTools. You should now be able to run your programs without any licensing errors.