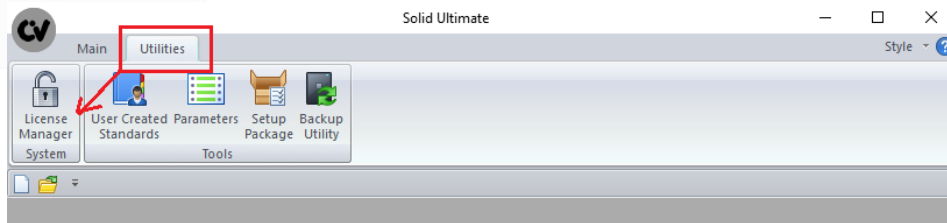


*CLS - UPDATING EXISTING KEYED STANDALONE LICENCE FOR CABINET VISION 12*

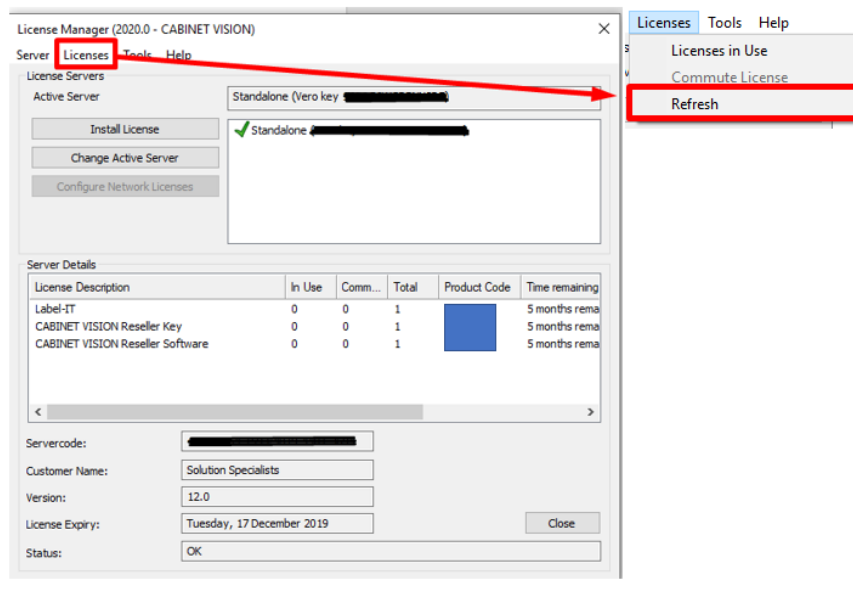
Use this document if your codes have expired, your company may have updated or upgraded. This process could be used any time your license has been changed or a Planit rep has asked you to re-install your license. Cabinet Vision 12 doc.

**Follow the steps below 1-by-1 and keep for future use**

1. Before you update the licence check the correct key is plugged in
2. Open CV to the splash screen (start screen)
3. Open the Licence Manager under utilities:

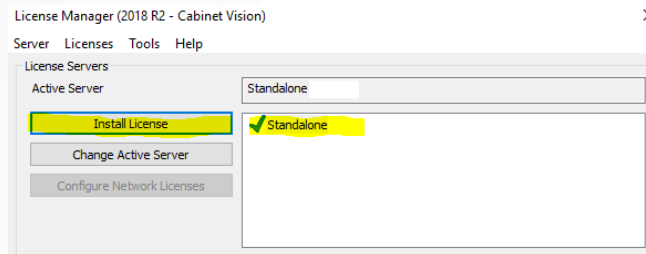


4. Click the refresh button in the menus shown below:

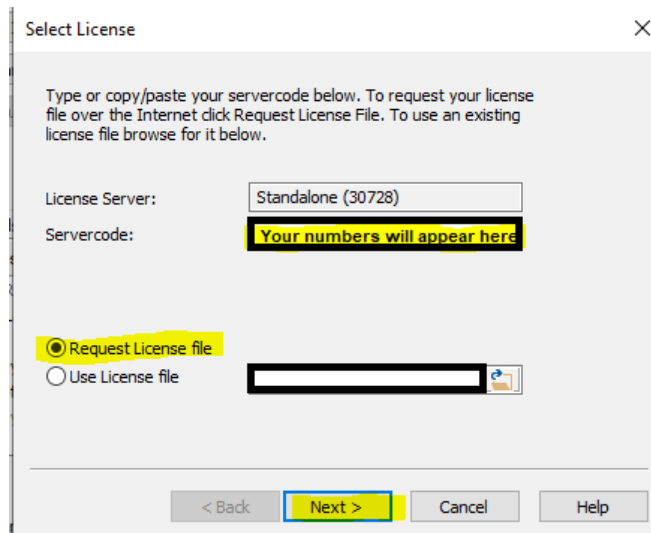


5. Note- If you have already been using the software you should see a key with a green tick and some numbers in brackets. Check the numbers match the numbers printed on outside of key.

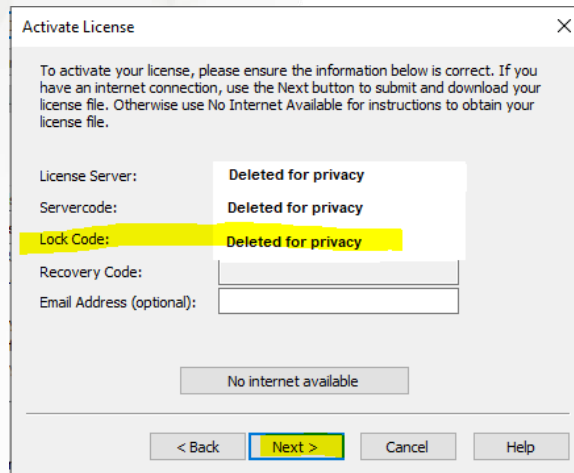
6. Note for Planit staff only (Planit customers, disregard this note)- If multiple server codes are being used, select 1 server code from the server code drop down menu
7. Click on “Install License” button:



8. Select Request License file
9. Select Next:



10. Check your lock code starts with a 14, 80 or 100:
  - a. 14 if you are using a keyless license
  - b. 80 if you are using a new bright green key
  - c. 100 if you are using an older black key with green light
11. Click Next and wait a few moments:



Activate License

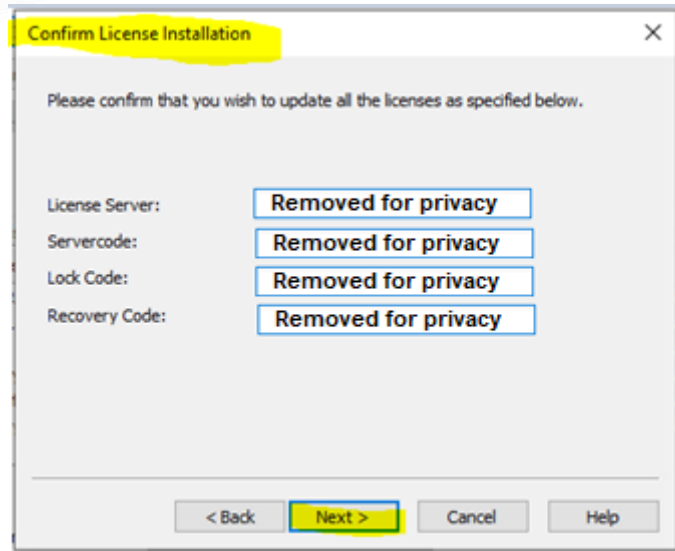
To activate your license, please ensure the information below is correct. If you have an internet connection, use the Next button to submit and download your license file. Otherwise use No Internet Available for instructions to obtain your license file.

License Server: Deleted for privacy  
Servercode: Deleted for privacy  
Lock Code: Deleted for privacy  
Recovery Code:   
Email Address (optional):

No internet available

< Back Next > Cancel Help

12. Confirm details and click next:



Confirm License Installation

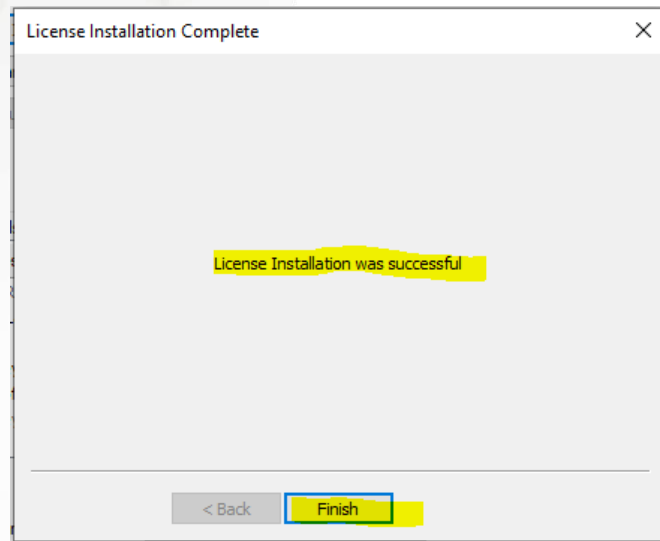
Please confirm that you wish to update all the licenses as specified below.

License Server: Removed for privacy  
Servercode: Removed for privacy  
Lock Code: Removed for privacy  
Recovery Code: Removed for privacy

< Back Next > Cancel Help

13. Ensure the process finishes with “License installation was successful”

14. Click finish



15. Click close to close down license manager

16. Close down and re-open Cabinet Vision

## **This completes your Update License process**

*Note- If you have experienced errors throughout this process, check the following common faults prior to calling Planit:*

- *Incorrect key plugged in*
- *Incorrect server code entered*
- *Computer not recognising key is plugged in*
- *User has not followed this document step by step*