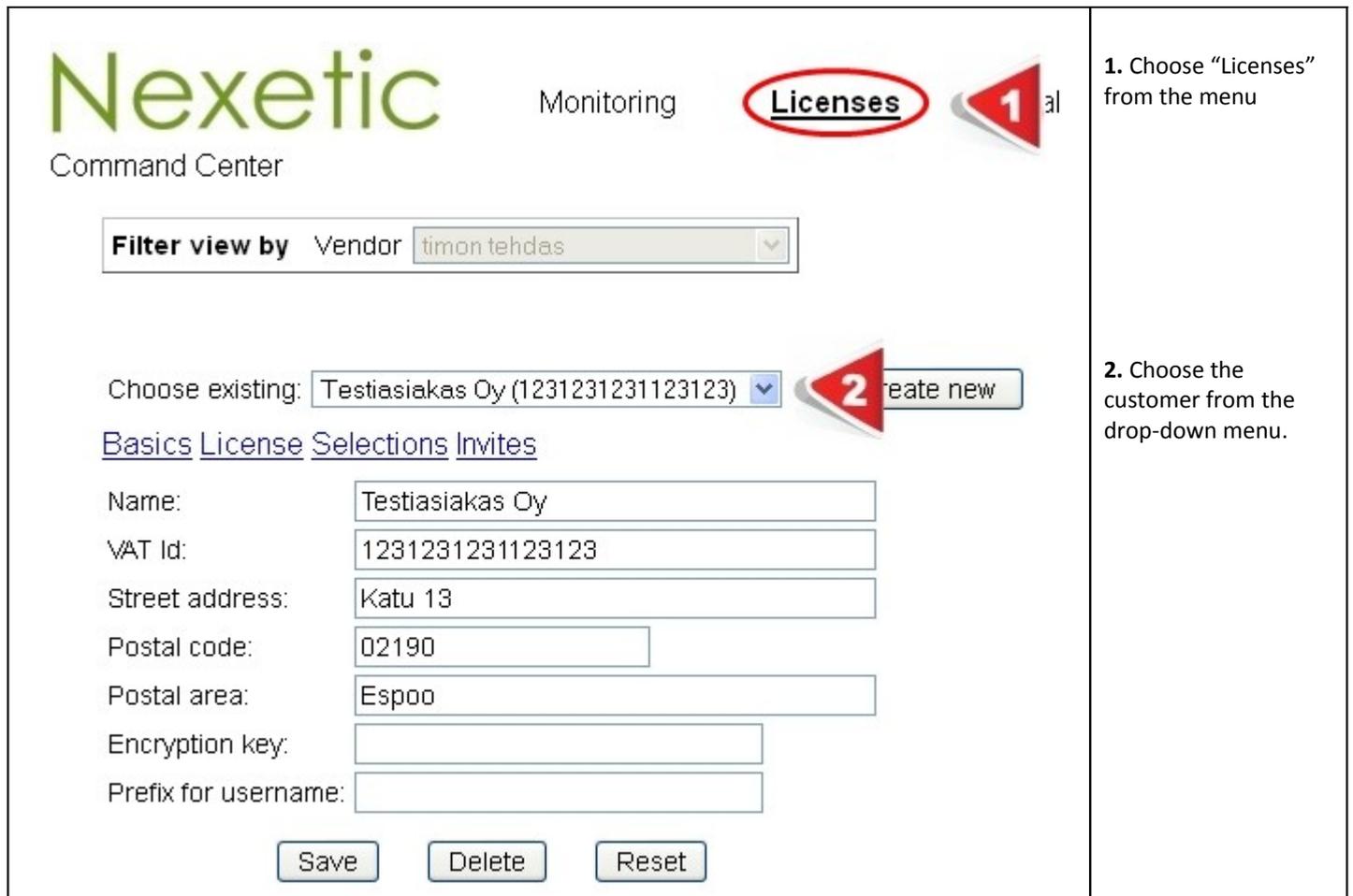


Command Center– Adding a new user to an already existing customer

1. Defining the customer



The screenshot shows the Nexetic Command Center interface. At the top left is the Nexetic logo. To its right are the words "Monitoring" and "Licenses" (the latter is circled in red). Further right is a navigation menu with a red arrow labeled "1" pointing to the "Licenses" option. Below the logo is the text "Command Center". A "Filter view by" dropdown menu is set to "Vendor" with "timon tehdas" selected. Below that is a "Choose existing:" dropdown menu with "Testiasiakas Oy (1231231231123123)" selected, and a "Create new" button with a red arrow labeled "2" pointing to it. Underneath are navigation links for "Basics", "License", "Selections", and "Invites". A form contains several input fields: "Name" (Testiasiakas Oy), "VAT Id" (1231231231123123), "Street address" (Katu 13), "Postal code" (02190), "Postal area" (Espoo), "Encryption key", and "Prefix for username". At the bottom are "Save", "Delete", and "Reset" buttons.

1. Choose “Licenses” from the menu

2. Choose the customer from the drop-down menu.

2. Changing the amount of licenses

Choose existing: Testiasiakas Oy (1231231231123123)

[Basic License](#)  [is Invites](#)

License

Number: 242ede8e-8aff-102e-9132-005056b36f47

Type:

State:

Standard: used 0

Server: used 0 

Extra space: GB

Total Space: GB

Client limit: GB (0=not in use)

Created:

Valid to: 

Comments:



1. Choose "License" from the sub menu.

2. Enter the amount of licenses, old licenses included.

3. Lastly save.

3. Define user

Choose existing: Or

Basics License Selections **Invites** 

Organisation:

License:

Username: 

Email:

Software type:

Store deleted:



Current invites

Username	Activation code	Email	Sent time
timo.virtanen@testiasiakas.fi	.5W [redacted]	timo.virtanen@testiasiakas.fi	2011-03-07 17:08:58
t2testi	alP [redacted]	tommi.tanttu@gmail.com	2011-03-10 17:24:41
uusikutsu1	Mxr [redacted]	[redacted]@test.com	0000-00-00 00:00:00
testclient@test.com	9_c [redacted]	[redacted]@test.com	0000-00-00 00:00:00



1. Choose “Invites” from the sub menu.

2. Enter the user information

Standard = workstation edition

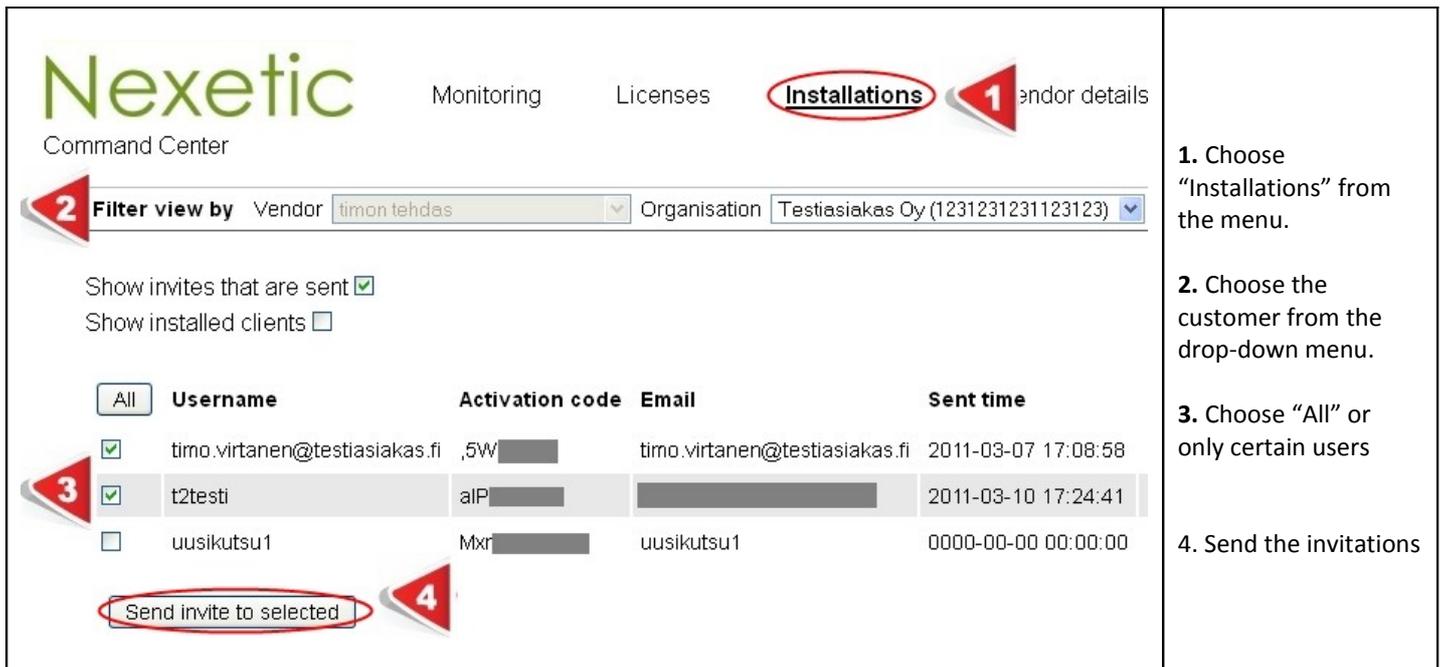
Server = server edition

3. Choose “Add”

4. Using the username and activation code the program can be installed.

	It is recommended to use the users e-mail as username for the workstation edition.
	It is recommended to use the e-mail of the person performing the installation for the server edition.
	At this stage no e-mail invitations has been sent to the user from the command center. The invitations will be sent during the 4 th stage.

4. Sending invitations



The screenshot shows the Nexetic Command Center interface. At the top, there are navigation tabs: Monitoring, Licenses, **Installations** (circled in red), and Vendor details. A red arrow labeled '1' points to the 'Installations' tab. Below the navigation, there is a 'Filter view by' section with two dropdown menus: 'Vendor' (set to 'timon tehdas') and 'Organisation' (set to 'Testiasiakas Oy (1231231231123123)'). A red arrow labeled '2' points to the 'Filter view by' section. Below the filters, there are two checkboxes: 'Show invites that are sent' (checked) and 'Show installed clients' (unchecked). A table lists users with columns for 'All', 'Username', 'Activation code', 'Email', and 'Sent time'. A red arrow labeled '3' points to the 'All' column. The table has three rows: the first row is selected (checkbox checked), the second row is selected (checkbox checked), and the third row is not selected (checkbox unchecked). Below the table, a button labeled 'Send invite to selected' is circled in red, with a red arrow labeled '4' pointing to it.

All	Username	Activation code	Email	Sent time
<input checked="" type="checkbox"/>	timo.virtanen@testiasiakas.fi	,5W [redacted]	timo.virtanen@testiasiakas.fi	2011-03-07 17:08:58
<input checked="" type="checkbox"/>	t2testi	alP [redacted]	[redacted]	2011-03-10 17:24:41
<input type="checkbox"/>	uusikutsu1	Mxr [redacted]	uusikutsu1	0000-00-00 00:00:00

1. Choose "Installations" from the menu.
2. Choose the customer from the drop-down menu.
3. Choose "All" or only certain users
4. Send the invitations



The sent time column will be updated with the time that the invitation was sent, however if the column states 000... the invitation hasn't been sent.

NOTE! The sent time won't be updated right away after sending the invitations. The sent time will be seen next time when checking the invites.