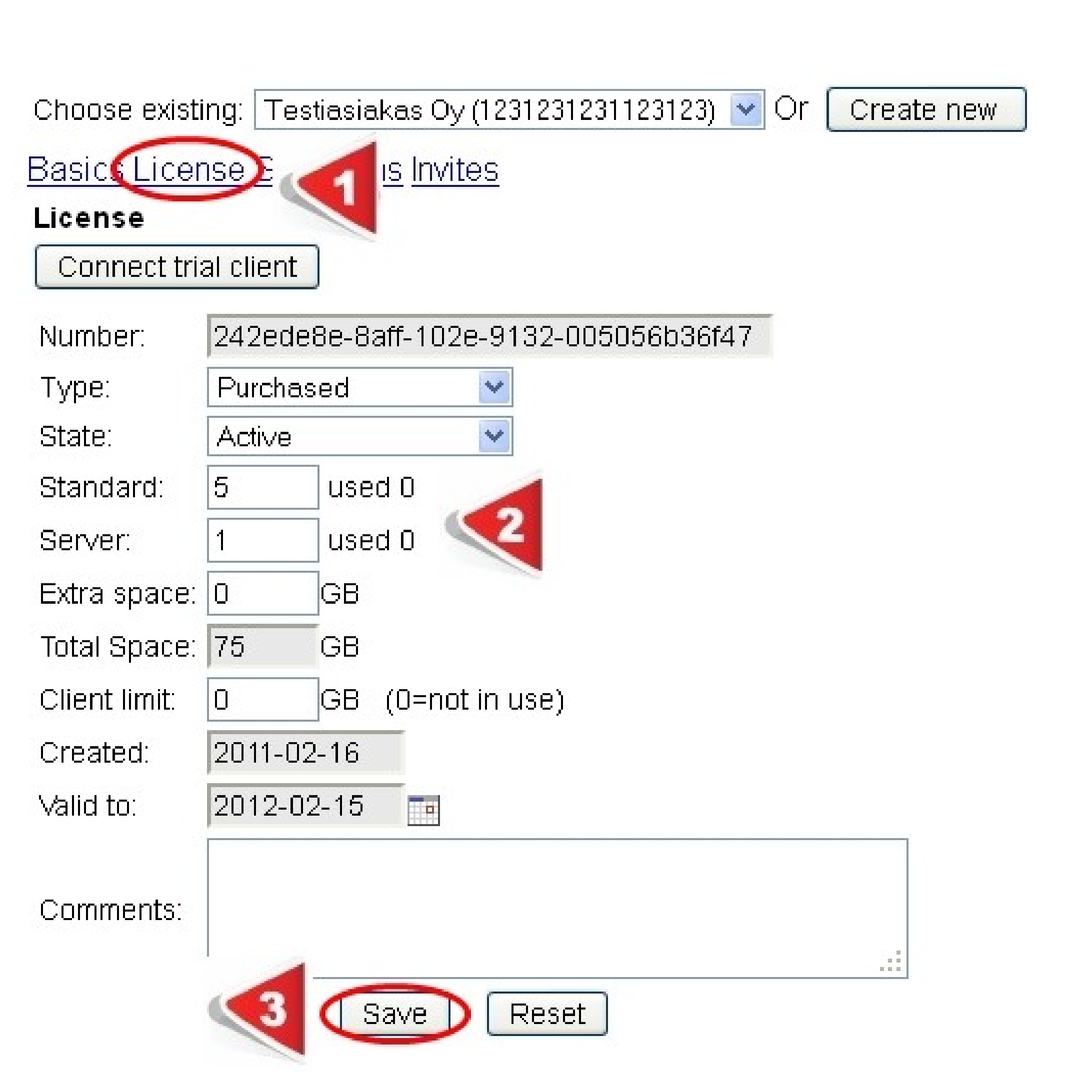
Command Center– Adding a new user to an already existing customer

1. Defining the customer

1. Choose "Licenses" from the menu

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

2. Changing the amount of licenses

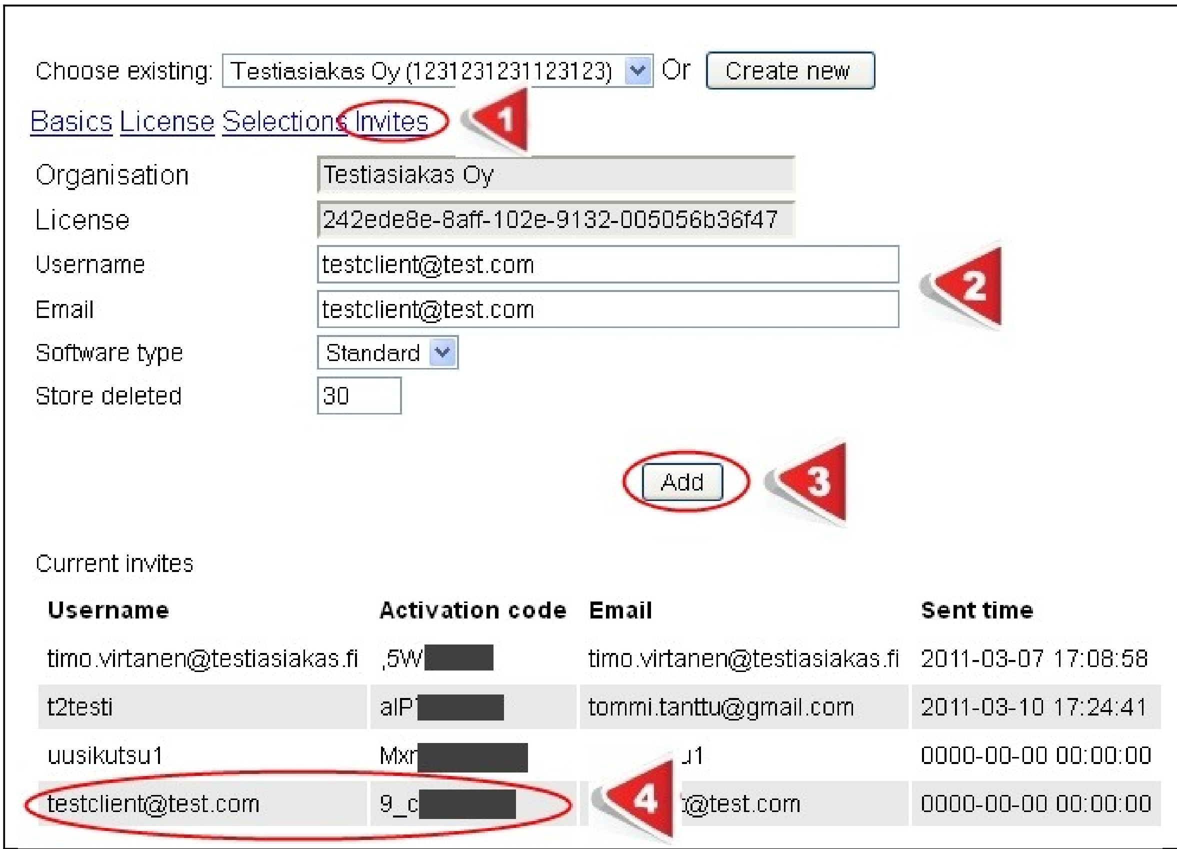


1. Choose “License” from the sub menu.

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

3. Lastly save.

3. Define user



1. Choose “Invites” from the sub menu.

2. Enter the user information

Standard = worksta-tion edition

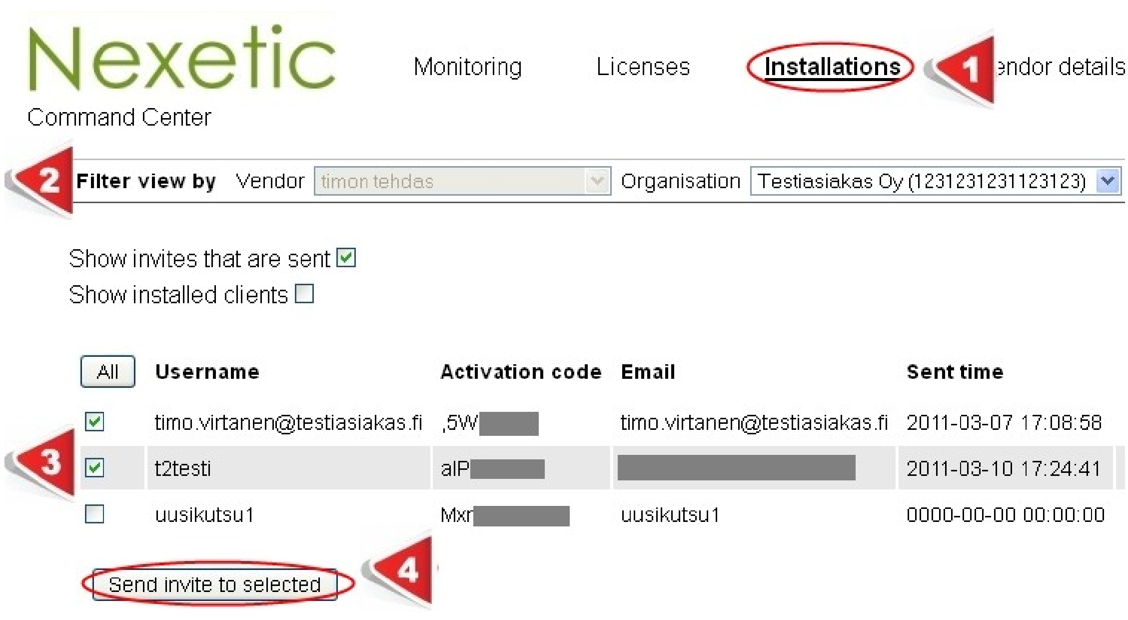
Server = server edition

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 4th stage.

4. Sending invitations



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.