

# Installation Guide

#### 1. HOW TO INSTALL?

#### How to install TOUCHMATE HR Pro?

Installation of HR pro contains 3 major parts

1. Server installation

You can install this server setup on your dedicated system OR on your server.

No need to install on each machine.

#### 2. Client Installation

You have to install this client installation setup on each computer on which you are planning to use the software.

#### 3. Installing task manager

If you don't want to get any notifications you can skip this installation process.

Notes:

We preferred to use the SQL server version 2017 OR above.

#### 1.1. SERVER INSTALLATION

#### Sever installation:

This needs to install on your server OR on the dedicated computer. Follow below mentioned steps

1. Double click on the "HRProServerX64" setup file.



You will get the above shown setup wizard. Click on "Next".

2. If you don't have SQL Server on your machine, this provide you the automated SQL Server Express 2017 which is a free version of the SQL. If you already have SQL server on your computer you can skip this step.

We preferred to use SQL Server Management studio 2017 or above.

| -   | TOUCHMATE HR Managen  | nent Solution                       | - Data Serv                     | er Setup                           | ×      |
|-----|---|-------------------------------------|---------------------------------|------------------------------------|--------|
|     | Prerequisites   |                                     |                                 |                                    |        |
|     | Select which prerequisites wil                              | ll be installed                     |                                 |                                    |        |
|     | Name  | Required<br>14.0.1000               | Found                           | Action<br>Install                  |        |
| Adv | anced Installer   |                                     | < Back                          | Next >                             | Cancel |
| 3.  | Click on "Next".<br>Installs SQL server<br>Click on "Next". | Express 20                          | 17 on you                       | ur machine.                        |        |
| -   | TOUCHMATE HR Manager  | nent Solution                       | - Data Serv                     | er Setup                           | ×      |
|     | Installing prerequisites for<br>Solution - Data Sonvor      | тоџснмате н                         | R Managem                       | ent                                | TE     |
|     | Please wait while the Setu<br>Management Solution - Da      | p Wizard install<br>ta Server. This | s prerequisite<br>; may take se | es for TOUCHMATE<br>veral minutes. | HR     |
|     | Status: Installing SQL                                      | . Server Expres                     | s 2017                          |                                    |        |
| Adv | anced Installer   |                                     |                                 |                                    |        |
|     |   |                                     | < Back                          | Next >                             | Cancel |

4. This setup wizard will install TOUCHMATE HR Management Solution - Data server on your computer.



| 6.   | Then click On "I accept the ten<br>Click on "Next".<br>Keep the default folder path. (I | ms in the License a          | agreement".       |
|------|---|------------------------------|-------------------|
| 21   | OUCHMATE HR Management Solution -   | Data Server Setup            | – 🗆 X             |
| s    | elect Installation Folder<br>This is the folder where TOUCHMATE HR Man                  | agement Solution - Data S    | erver             |
|      | To install in this folder, click "Next". To install<br>"Browse".<br><u>F</u> older:     | to a different folder, enter | it below or click |
|      | C:\Program Files\TOUCHMATE\HRPro\Server\  |                              | Browse            |
| Adva | nced Installer  |                              |                   |
|      |   | < Back Next 2                | > Cancel          |

Click on "Next".

 If you are planning to use the Software in the same machine, don't have to specify any server settings here simply click on next. It automatically generates server setup on your computer.

| TOUCHMATE HR N                     | Nanagement Solution - Data Server Setup  |
|------------------------------------|--|
| SQL Database<br>Configure SQL Coni | nection                                  |
| Server:                            | (local)\TOUCHMATE ~                      |
| Trusted Connect                    | tion (Windows integrated authentication) |
| Username:                          | sa                                       |
| Password:                          | •••••                                    |
| Database:                          | master ~                                 |
| Advanced Installer                 |  |
| Test Sql Connec                    | ction < Back Next > Cancel               |

8. If you already have SQL Server Management studio 2017 or above. Point your server and provide the credentials.

| TOUCHMATE HR       | Management Solution - Data Server Setup    | $\times$  |
|--------------------|--|-----------|
| SQL Database       |  |           |
| Configure SQL Co   | onnection                                  |           |
| Server:            | (local)\TOUCHMATE                          | $\supset$ |
| ✓ Trusted Conne    | ection (Windows integrated authentication) |           |
| Username:          | sa   |           |
| Password:          | •••••                                      |           |
| Database:          | master                                     | <b>~</b>  |
| Advanced Installer |  |           |
| Test Sql Conn      | ection < Back Next >                       | Cancel    |

Click on "Next".

9. Now your system is ready to install the server setups.

| TOUCHMATE HR Management Solution -  | Data Server Setup   | $\times$ |
|---|---|----------|
| Ready to Install  |   |          |
| The Setup Wizard is ready to begin the TOUC<br>Server installation                                  | CHMATE HR Management Solution - D                               | ata      |
|   |   |          |
| Click "Install" to begin the installation. If you installation settings, click "Back". Click "Cance | want to review or change any of your<br>el" to exit the wizard. | r        |
|   |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
| Advanced Installer  |   |          |
|   | < Back 🗣 Install  | Cancel   |
| Click on "Install".   |   |          |

#### 10. Click on "Finish" button to exit the setup wizard.



#### Note:

> No need to install the server setup on each machine.

#### 1.2. CLIENT INSTALLATION

#### **Client installation:**

Install the client installation on each computer on which you are planning to use the software.

Follow below mentioned steps:

1. Double click on the "HRProClientX64" setup file.



Click on "Next". 2. Click on "NEXT".

| TOUCHMATE HR Management Solution                              | (HRPro) Setup         |                       |        | $\times$ |
|---|-----------------------|-----------------------|--------|----------|
| Prerequisites<br>Select which prerequisites will be installed |                       | ,                     | R      | E        |
| Name  | lio 2012 Update 4 x64 | Required<br>11.0.6103 | Found  | Ac       |
| Advanced Installer  | < Back N              | lext >                | Cancel |          |

# 3. Click on "Install" to install the below shown file.

| TOUCHMATE HR Management Solution (HRPro) Setup  | $\times$ |
|---|----------|
| Microsoft Visual C++ 2012 Redistributable (x64) - 11.0.61 —   | ×        |
| Microsoft Visual C++ 2012<br>Redistributable (x64) - 11.0.61030   |          |
| MICROSOFT SOFTWARE LICENSE TERMS<br>MICROSOFT VISUAL C++ 2012 RUNTIME LIBRARIES   | Ι        |
| These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. |          |
| I agree to the license terms and conditions   |          |
| Install Close   | •        |
| < Back Next > Canc  | el       |

4. Click on "Next".



#### 5. Read the license agreement policy carefully.

| TOUCHMATE HR Management Solution (HRPro) Setup   | $\times$ |
|--|----------|
| End-User License Agreement Please read the following license agreement carefully   | -S       |
| License<br>1. Under this Agreement the Vendor grants to the Licensee a non-<br>exclusive and non-transferable license (the "License") to use                                   | I        |
| 2. "Software" includes the executable computer programs and any<br>related printed, electronic and online documentation and any other<br>files that may accompany the product. |          |
| <ul> <li>I accept the terms in the License Agreement</li> <li>I do not accept the terms in the License Agreement</li> </ul>  |          |
| Advanced Installer < Back Next > Cancel  | el       |

Then click On "I accept the terms in the License agreement". Click on "Next".

## 6. It will automatically creates the folder path. (No need to specify)

| TOUCHMATE HR Management Solution (HRPro) Setup  |          |          | $\times$ |
|---|----------|----------|----------|
| Select Installation Folder<br>This is the folder where TOUCHMATE HR Management Solution (HRPro) | will be  | R        | 3        |
| To install in this folder, click "Next". To install to a different folder, enter<br>"Browse".   | it below | or click |          |
| C:\Program Files\TOUCHMATE\HRPro\ClientApp\   |          | Browse   |          |
| Advanced Installer  |          |          |          |
| < Back Next >   | >        | Cance    | ł        |

Click on "Next".

7. Now your system is ready to install the client setups. Click on "Install".

| TOUCHMATE HR Management Solution (HRPro) Setup   | $\times$ |
|--|----------|
| Ready to Install   | 1.5      |
| installation   |          |
|  |          |
| Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard. |          |
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|  |          |
|  |          |
| Advanced Installer   |          |
| < Back   | ancel    |
|  |          |

#### 8. Click on "finish".



9. After finishing the installation process, it will automatically create a shortcut for the application on your desktop.



10. If you installed both the server and client on the same machine, you can directly start using the TOUCHMATE HRPro.

The default user name is "admin" and password is "manager".

| 10001  | WE                     |                            |
|--------|------------------------|----------------------------|
| IR MAN | AGEMENT                | SOLUTION PRO               |
| Wolc   | amel Please opter your | r user pare and password b |
| vveic  | ome: Please enter your | r user name and password b |
|        | Nama a desis           |                            |
| User   | Name: admin            |                            |

- 11. Before using the application, make sure your machine has a valid license key or you have a trial version of the software.
- 12. Please refer How to use trial version OR How to use License Key.

#### 1.3. INSTALLING TASK MANAGER

#### Installing task manager:

It is an optional setup. Which helps you to get notification.

Follow below mentioned steps:

1. Double click on the "HRProTaskManagerX86" setup file.

TOUCHMATE HR Management Solution - Task Manager Setup

 $\times$ 



# Welcome to the Prerequisites Setup Wizard

The setup has determined that some of the prerequisites needed to run TOUCHMATE HR Management Solution - Task Manager are missing. This wizard will assist you in getting and installing those prerequisites. Click "Next" to continue or "Cancel" to exit the Setup Wizard.

Next >

< Back

Cancel

# 2. Click on "Next".

This is prerequisites setup.

nouchmate HR Management Solution - Task Manager Setup

#### Prerequisites

Select which prerequisites will be installed

| Name   | Required | Found | Ac  |
|--|----------|-------|-----|
| < FingerTec BioBridge SDK v3.0.004                             |          |       | Ins |
| Visual C++ Redistributable for Visual Studio 2012 Update 4 x86 | 11.0.61  |       | Ins |
|  |          |       |     |
|  |          |       |     |
|  |          |       |     |
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|  |          |       |     |
|  |          |       |     |
| nced Installer   |          |       |     |

## 3. Click on "Next".

| FingerTec BioBridge SDK v3.0 | 0.004 - InstallShield Wizard  | × |
|------------------------------|---|---|
|                              | FING@RTEC.  |   |
| C                            | Welcome to the InstallShield Wizard for<br>FingerTec BioBridge SDK v3.0.004   |   |
|                              | The InstallShield(R) Wizard will install FingerTec BioBridge SDK<br>v3.0.004 on your computer. To continue, click Next. | 5 |
|                              | WARNING: This program is protected by copyright law and international treaties.   |   |
|                              |   |   |
|                              | < Back Next > Cancel  |   |

| . Click on "Next".   |   |   |  |   |
|--|---|---|--|---|
| FingerTec BioBridge SDK v3.0.004 - Ir  | nstallShield Wizar  | d   |  | >   |
| License Agreement<br>Please read the following license agreem  | ent carefully.  |   |  | 2   |
|  |   |   | <u> </u>   | • • •   |
| FingerTec BioBridge SDK v3.0 - Sof<br>Users  | tware License Ag  | greement  | for Reg  | istered   |
| Please read the terms and conditions<br>before installing the computer softwa<br>Software you accept and agree to the<br>constitutes the entire agreement cond<br>FingerTec BioBridge SDK v3.0 and it<br>representation. If you do not agree w<br>install the Software and, if you paid for<br>refund of the amount that you paid. | of this license ag<br>re (the "Softward<br>terms of this Lic<br>cerning the Softward<br>supersedes any<br>ith these terms a<br>for a License, con | preement (<br>e"). By ins<br>ense. This<br>vare betwe<br>prior prop<br>nd condition<br>ntact your | (the "Lid<br>talling a<br>s Licens<br>een you<br>oosal or<br>dons, pro<br>distribu | cense")<br>and using the<br>se<br>and<br>omptly de-<br>utor for a |
| I accept the terms in the license agreeme  | nt  |   |  | Print   |
| I do not accept the terms in the license ac  | greement  |   |  |   |
|  |   |   |  |   |
|  |   |   |  |   |
| nstallShield   | ( De els  | Next  |  | Connect   |
| nstallShield   | < Back  | Next  | >  | Cancel  |
| 5. Specify user name and organ<br>Click on "Next".<br>FingerTec BioBridge SDK v3.0.004 - Ir  | < Back<br>ization. (Not r<br>nstallShield Wizar   | Next<br>mandato   | ><br>vry)  | Cancel  |
| <ul> <li>Specify user name and organ<br/>Click on "Next".</li> <li>FingerTec BioBridge SDK v3.0.004 - Ir<br/>Customer Information</li> </ul>   | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| <ul> <li>5. Specify user name and organ Click on "Next".</li> <li>FingerTec BioBridge SDK v3.0.004 - Ir Customer Information Please enter your information.</li> </ul>   | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| <ul> <li>5. Specify user name and organ<br/>Click on "Next".</li> <li>FingerTec BioBridge SDK v3.0.004 - Ir<br/>Customer Information<br/>Please enter your information.</li> </ul>   | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| <ul> <li>Specify user name and organ<br/>Click on "Next".</li> <li>FingerTec BioBridge SDK v3.0.004 - In<br/>Customer Information<br/>Please enter your information.</li> <li>User Name:<br/>Admin</li> </ul>  | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| <ul> <li>Specify user name and organ Click on "Next".</li> <li>FingerTec BioBridge SDK v3.0.004 - Ir</li> <li>Customer Information Please enter your information. </li> <li>User Name: Admin Openation:</li></ul>  | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| <ul> <li>Specify user name and organ<br/>Click on "Next".</li> <li>FingerTec BioBridge SDK v3.0.004 - In<br/>Customer Information<br/>Please enter your information.</li> <li>User Name:<br/>Admin</li> <li>Organization:<br/>Asian Decors</li> </ul>  | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| S. Specify user name and organ<br>Click on "Next". FingerTec BioBridge SDK v3.0.004 - In<br>Customer Information<br>Please enter your information. User Name: Admin Organization: Asian Decors Install this application for: Only for me (Admin)   | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| S. Specify user name and organ<br>Click on "Next". FingerTec BioBridge SDK v3.0.004 - In<br>Customer Information<br>Please enter your information. User Name: Admin Organization: Asian Decors Install this application for: Only for me (Admin)   | < Back  | Next<br>mandato   | ><br>vry)  | Cancel  |
| 5. Specify user name and organ<br>Click on "Next".<br>FingerTec BioBridge SDK v3.0.004 - In<br>Customer Information<br>Please enter your information.<br>User Name:<br>Admin<br>Organization:<br>Asian Decors<br>Install this application for:<br>Anyone who uses this cor<br>Only for me (Admin)                                  | < Back  | Next  | ><br>vry)  | Cancel  |

| 6. Click on "Install".                                |                        |                        |                |
|---|------------------------|------------------------|----------------|
| 🚬 FingerTec BioBridge SDK v3.0.004 - In               | stallShield Wizar      | d                      | $\times$       |
| Ready to Install the Program                          |                        |                        | 4              |
| The wizard is ready to begin installation.            |                        |                        |                |
| Click Install to begin the installation.              |                        |                        |                |
| If you want to review or change any of yo the wizard. | ur installation settir | ngs, click Back. Click | Cancel to exit |
|   |                        |                        |                |
|   |                        |                        |                |
|   |                        |                        |                |
|   |                        |                        |                |
| InstallShield   |                        |                        |                |
|   | < Back                 | Install                | Cancel         |

#### 7. Click on "Finish".

🚬 FingerTec BioBridge SDK v3.0.004 - InstallShield Wizard



X

# 8. Click on "Next" to install the TOUCHMATE HR Pro Task manager.



# Then click on "I accept the terms in the License agreement". Click on "Next".

| 10. | It will automatically create the folder path. (No need to specify)         TOUCHMATE HR Management Solution - Task Manager Set                                 |
|-----|--|
|     | Select Installation Folder   |
| _   | This is the folder where TOUCHMATE HR Management Solution - Task Manager   |
|     | To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".   |
|     | Folders  |
|     | C:\Program Files (x86)\TOUCHMATE\HRPro\TaskManager\ Browse   |
|     | Browse   |
|     |  |
| A.  | dvanced Installer  |
|     | < Back Next > Cancel   |
| 11. | Now your system is ready to install the task manager setups.<br>Click on "Install".  |
| -   | TOUCHMATE HR Management Solution - Task Manager Setup       ×  |
|     | Ready to Install The Setup Wizard is ready to begin the TOUCHMATE HR Management Solution - Task  |
|     | Manager installation   |
|     | Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard. |
| Adv | anced Installer  |
|     | < Back  Tinstall Cancel  |

# 12. Click on "Finish". Click on "Finish" button to exit the setup wizard.

TOUCHMATE HR Management Solution - Task Manager Setup



#### 2.1. HOW TO USE TRIAL VERSION

Before activating the license, the license status on your computer is "**Not** Licensed".



| Configure Desktop License Reset Create<br>Notification Manager Trial from | Object Dump to Change             |   |                          |
|---|-----------------------------------|---|--------------------------|
|   |                                   |   |                          |
| Reports   | < ( HR PRO ×                      |   |                          |
| 🚯 Home  |                                   |   |                          |
| Reports   |                                   |   |                          |
| Expiry List     Establishment Card Expiry                                 |                                   |   |                          |
|   |                                   |   |                          |
| TOUCHMATE HR  | Management Solution (             | -IRPro)                                     |                          |
| 100Cl IIVIA (TE TIII  | Management Solution (             | 11(11(0))                                   |                          |
| You don't have a valid lice   | ense to use TOUCHMATE HR Manage   | ement Solution (HRPro) on this computer. Pl | ease contact your system |
| administrator.  |                                   |   |                          |
| If you are an administrate  | r, please use LICENSES MANAGER or | otion to manage your existing licenses.     |                          |
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|   |                                   |   | ОК                       |
| Driving License Expiry  |                                   |   |                          |
| -   |                                   |   |                          |
| 💄 Human Resources   |                                   |   |                          |
| 📩 Organization  |                                   |   |                          |
| Properties  |                                   |   |                          |
| 2. On Boarding  |                                   |   |                          |
| Reports   |                                   |   |                          |
| Settings  |                                   |   |                          |
|   |                                   |   |                          |
|   | 22                                |   |                          |

#### How to use trial version of TOUCHMATE HR Pro

#### Settings > License Manager > Active Trial OR Tools > License Manager > Active Trial



Follow the steps below to activate the trial license on your computer:

- 1. In "Settings" menu, click on "License Manager".
- 2. Enter the company name.
- 3. Select country and state.
- 4. Enter the primary contact name, email and mobile number.
- 5. Enter the full address.
- 6. Click on ""Active Trial".

| ompany:*          | Global Software LLC  |   |        | Ad   | dress         |                |      |         |
|-------------------|----------------------|---|--------|------|---------------|----------------|------|---------|
| Country:*         | United Arab Emirates |   | ~      | Du   | bai, UAE.     |                |      |         |
| State:*           | Dubai                |   | ~      |      |               |                |      |         |
| Primary Contact:* | Sophia               |   |        |      |               |                |      |         |
| Email:*           | sophia@glogalst.ae   |   |        |      |               |                |      |         |
| Mobile Number:*   | +971123456789        |   |        |      |               |                |      |         |
| 🔑 License Keys    | Computer Clients     |   |        |      |               |                |      |         |
| 1 0 0 E           | ] ~                  |   |        |      |               |                |      |         |
| License K         | ey                   | ÷ | Target | Туре | License Count | License In Use | Acti | vated O |

#### After activating the trial version,



Version: 23.1.13.0 Server: dbex-server.qguae.net Database: TMHRPro\_DEMO User: Admin

Now you are free to use all the menu options according to your user rights. You will get 250 free executions for 25 days.

If you want to extend your trial, Click on "Renew Trial" button

| Company:* Global Software LLC   Country:* United Arab Emirates   Dubai Dubai, UAE.   State:* Dubai   Primary Contact:* TOUCHMATE HR Management Solution (HRPro)   * Mobile Number:*   Mobile Number:* Hope you have enjoyed the trial.   If you wish to extend the trial, make sure you have already contacted TOUCHMATE and received the pre-authorization for the renewal.   If you have pre-authorization, press yes to proceed.  |                   |   |  |
|--|-------------------|---|--|
| Country:*       United Arab Emirates       Dubai, UAE.         State:*       Dubai       Dubai, UAE.         Primary Contact:*       TOUCHMATE HR Management Solution (HRPro)       X         Email:*       Mobile Number:*       Hope you have enjoyed the trial.<br>If you wish to extend the trial, make sure you have already contacted TOUCHMATE and received the pre-authorization for the renewal.<br>If you have pre-authorization, press yes to proceed.       Activated On   | Company:*         | Global Software LLC   | Address  |
| State:* Dubai<br>Primary Contact:* Email:* Mobile Number:* Phope you have enjoyed the trial. If you wish to extend the trial, make sure you have already contacted TOUCHMATE and received the pre-authorization for the renewal. If you have pre-authorization, press yes to proceed.  Contacted Touchmate and received the pre-authorization for the renewal. If you have pre-authorization, press yes to proceed.  Contacted Touchmate and received the pre-authorization for the renewal. If you have pre-authorization, press yes to proceed.  Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Contacted Touchmate and received the pre-authorization for the renewal. Cont  | Country:*         | United Arab Emirates 🗸 🗸  | Dubai, UAE.  |
| Primary Contact:*<br>Email:*<br>Mobile Number:*<br>Mobile Number:*<br>P License Keys<br>License Keys<br>License Ke   | State:*           | Dubai 🗸   |  |
| Email:*<br>Mobile Number:*<br>P License Keys<br>License Keys<br>License Ke<br>License Keys<br>License Keys<br>Lice | Primary Contact:* |   |  |
| Mobile Number:*       Place you have enjoyed the trial.         If you wish to extend the trial, make sure you have already contacted TOUCHMATE and received the pre-authorization for the renewal.         If you have pre-authorization, press yes to proceed.         License Ke         License Ke   | Email:*           | To och imate nit management solu  |  |
| License Ke Ves No  | Mobile Number:*   | Hope you have enjoyed th<br>If you wish to extend the t<br>contacted TOUCHMATE an<br>the renewal. | e trial.<br>rial, make sure you have already<br>d received the pre-authorization for |
| License Ke Ves No Activated On   | 1 0 0 E           | il you have pre-autionzati  | on, press yes to proceed.  |
|  | License Ke        |   | Yes No Activated Or  |
|  |                   |   |  |

If you received the pre-authorization for renewal, click "Yes".

#### Note:

- Without activating the trial version on your computer, the system will not allow you to access the software.
- > 250 free executions for 25 days.
- > Text boxes marked as \* are the mandatory field.
- Before activation, make sure your computer having an active internet connection.

#### 2.2. HOW TO USE LICENSE KEY

How to activate the license key on your computer

Settings > License Manager > Activate Key OR Tools > License Manager > Activate Key

Follow the steps below to activate the license key on your computer:

- 1. In "Settings" menu, click on "License Manager".
- 2. Enter the company name.
- 3. Select country and state.
- 4. Enter the primary contact name, email and mobile number.
- 5. Enter the full address.
- 6. Click on ""Activate Key".

| cicense Manager   |                      |          |    |            |            |             |
|-------------------|----------------------|----------|----|------------|------------|-------------|
| Company:*         | Global Software LLC  |          | Ad | dress      |            |             |
| Country:*         | United Arab Emirates | ~        | Du | bai, UAE.  |            |             |
| State:*           | Dubai                | ~        |    |            |            |             |
| Primary Contact:* | Sophia               |          |    |            |            |             |
| Email:*           | sophia@glogalst.ae   |          |    |            |            |             |
| Mobile Number:*   | +971123456789        |          |    |            |            |             |
| 🔑 License Keys    | Computer Clients     |          |    |            |            |             |
| 100 E             | v                    |          |    |            |            |             |
| License Ke        | ey <u>–</u>          | Target 1 | г  | License Co | License In | Activated O |
|                   |                      |          |    |            |            |             |
|                   |                      |          |    |            |            |             |

- 7. Enter the "License key" provided to you.
- 8. Click on "Activate".

| 🎝 User Info   |   |                             |  |   |
|---|---|-----------------------------|--|---|
| Company:*   | Global Software LLC   | Address                     |  |   |
| Country:*   | United Arab Emirates  | Dubai, UAE.                 |  |   |
| State:*   | Dubai 🗸   |                             |  |   |
| rimary Contact:*  | Sophia  |                             |  |   |
| 10bile Number:*   | +971123456789   |                             |  |   |
|   |   |                             |  |   |
| proceed please  | sophia@glogalst.ae<br>e make sure your computer having an   | active internet connection. |  |   |
| mail:*<br><b>p proceed please</b><br>Activation Detai<br>Activation Type:*                  | sophia@glogalst.ae<br>e make sure your computer having an<br>ls<br>LICENCE KEY                                  | active internet connection. |  |   |
| p proceed please<br>Activation Detai<br>Activation Type:*<br>icense Key:*                   | sophia@glogalst.ae<br>e make sure your computer having an<br>ls<br>LICENCE KEY<br>063CEEAE-8A4D-402D-A258-0D318 | active internet connection. |  | ~ |
| mail:*<br><b>proceed please</b><br>Activation Detail<br>Activation Type:*<br>icense Key:*   | sophia@glogalst.ae<br>e make sure your computer having an<br>ls<br>LICENCE KEY<br>063CEEAE-8A4D-402D-A258-0D318 | active internet connection. |  | ~ |
| mail:*<br><b>D proceed please</b><br>Activation Detail<br>Activation Type:*<br>icense Key:* | sophia@glogalst.ae<br>e make sure your computer having an<br>ls<br>LICENCE KEY<br>063CEEAE-8A4D-402D-A258-0D318 | active internet connection. |  | ~ |
| mail:*<br><b>D proceed please</b><br>Activation Detai<br>Activation Type:*<br>icense Key:*  | sophia@glogalst.ae<br>e make sure your computer having an<br>ls<br>LICENCE KEY<br>063CEEAE-8A4D-402D-A258-0D318 | active internet connection. |  | ~ |
| mail:*<br><b>D proceed please</b><br>Activation Detai<br>Ictivation Type:*<br>icense Key:*  | sophia@glogalst.ae<br>e make sure your computer having an<br>ls<br>LICENCE KEY<br>063CEEAE-8A4D-402D-A258-0D318 | active internet connection. |  | ~ |

#### Note:

- > Text boxes marked as \* are the mandatory field.
- Before activation, make sure your computer having an active internet connection.