

Licence server

Administrator's manual

1. Creating an administrator with a Site- or PackID

You will receive an email from Lexima or your dealer confirming that a subscription was created. In that email you will get an overview of all details for that subscription, including the Site- or PackID. Another possibility is that Lexima or your dealer gives you a Site- or PackID by mail.

Go to the licence server (<https://lic.lexima.com>) and click on **Create new user or administrator**.

Choose **Administrator with Site- or PackID** in the drop-down list and enter the Site- or PackID you received in the field next to it.

Then fill out the other fields on the form. The fields with an asterisk (*) are required.

Click on the **Save** button. A message will appear to notify you that a confirmation email was sent. Click on the **OK** button. You can now sign in to the licence server with the username and password you just created (see below).

2. Sign in as administrator

Go to the licence server (<https://lic.lexima.com>), enter your username and password and click on the **Sign in** button.

3. What is shown there ?

After signing in you will see four sections of information: **Profile**, **Site info**, **Site users** and **Licensing info**.

Profile

The first section shows your administrator profile. This section is hidden by default. Click on **Profile** to show the administrator profile. You can make changes using the **Edit** button or change the password using the **Change Password** button.

Site info

This section shows all site information for this administrator. This section is visible by default but can be hidden by clicking on **Site info**. On the right side you will find the maximum number of users for this site as well as how many existing users there currently are. In the example in below you can see that up to eight users can be created for this site and that it currently has no users. In the list on the left this is shown by the numbers between brackets: 0/8.

Site info ^

Searching:

720-008 (0/8)

Edit Add subsite Remove

Type	Site
Site-ID	720-008
Name	720-008
Number of users	0
Maximum number of users	8
Registration code	
Expiry date	
Comments	
Administrator	Administrator Sofie

In the example below, you can see that there are two subsites (see later how you can do this by yourself): Rainbow and Ivy. The main site has no users yet, but five are reserved for its subsites. On the left this is shown by the numbers between brackets: 5/8. For the subsite Rainbow two users have been created and for Ivy three.

Site info ^

Searching:

720-008 (5/8)

- 720-008 (5/8)
 - Rainbow (1/2)
 - Ivy (0/3)

Edit Add subsite Remove

Type	Site
Site-ID	720-008
Name	720-008
Number of users	0 (+ 5 Reserved in subsite)
Maximum number of users	8
Registration code	
Expiry date	
Comments	
Administrator	Administrator Sofie

When you click on subsite Rainbow, the panel on the right will show you information about that subsite. In this case the maximum number of users for that subsite is two, and one user has been created. On the left this is shown by the numbers between brackets: 1/2.

Site info ^

Searching:

- 720-008 (5/8)
 - Rainbow (1/2)
 - Ivy (0/3)

[Edit](#) [Add subsite](#) [Remove](#)

Type	Site
Site-ID	720-008
Name	Rainbow
Number of users	1
Maximum number of users	2
Registration code	
Expiry date	
Comments	
Administrator	

When you click on subsite Ivy, the panel on the right will show you information about that subsite. The maximum number of users is three, and no users have been created yet. On the left this is shown by the numbers between brackets: 0/3.

Site info ^

Searching:

- 720-008 (5/8)
 - Rainbow (1/2)
 - Ivy (0/3)

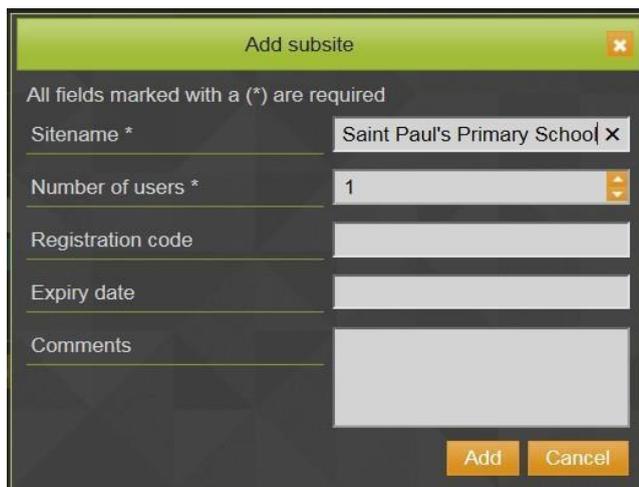
[Edit](#) [Add subsite](#) [Remove](#)

Type	Site
Site-ID	720-008
Name	Ivy
Number of users	0
Maximum number of users	3
Registration code	
Expiry date	
Comments	
Administrator	

You can edit, add or remove subsites with following buttons:

[Edit](#) [Add subsite](#) [Remove](#)

Click on **Add subsite** to create a subsite. The following dialog appears:



The dialog box is titled "Add subsite" and contains the following fields:

- Sitename *: Saint Paul's Primary School
- Number of users *: 1
- Registration code: (empty)
- Expiry date: (empty)
- Comments: (empty text area)

Buttons: Add, Cancel

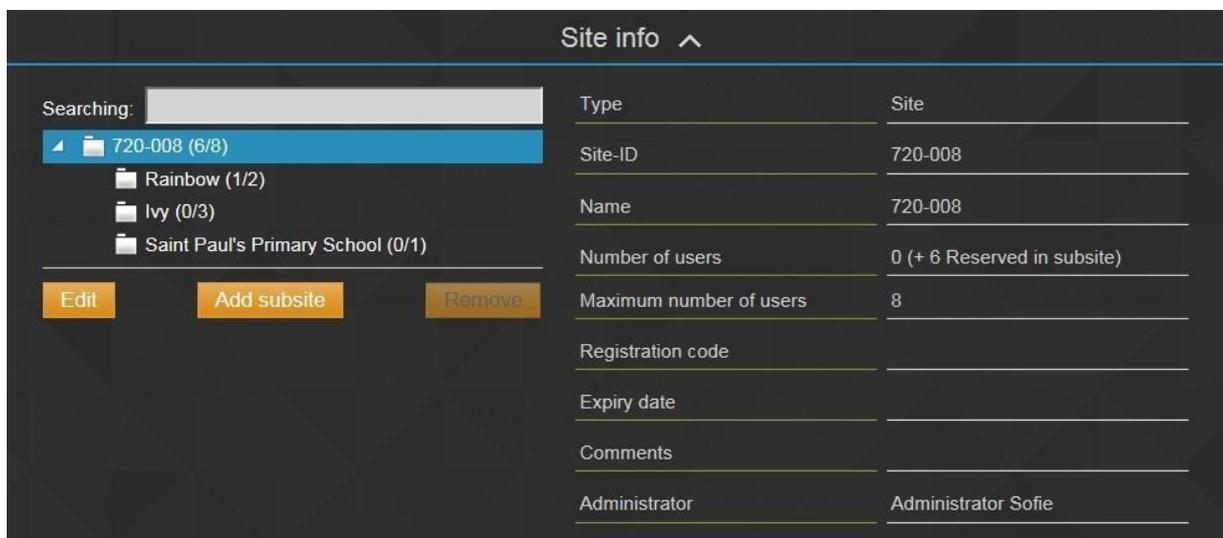
Each subsite can have a registration code and an expiry date. Those can differ from the registration code and expiry date of any parent sites.

What does a **registration code** do? You can use registration codes to give users an easier way to create an account. Give the registration code to the users and they will be able to use that code instead of the serial number when creating their account. See the User’s Manual on how to create an account with a registration code. For example: Saint Paul’s Primary School could use “saint paul” as a registration code. Users will then use that code instead of the serial number. Obviously the registration code has to be unique. The users can use the registration code until you change or remove the code or until the site reaches its expiry date.

The **expiry date** of a site is the date on which all users of that (sub)site expire with the exception of those users having their own expiry date. Click on a user in the section **Site users** (see further in this manual) to enter an expiry date for a user. Expired users cannot sign in anymore but they are still in the database.

Click on **Add** to create the subsite.

On the left you can see that Saint Paul’s Primary School has been added.



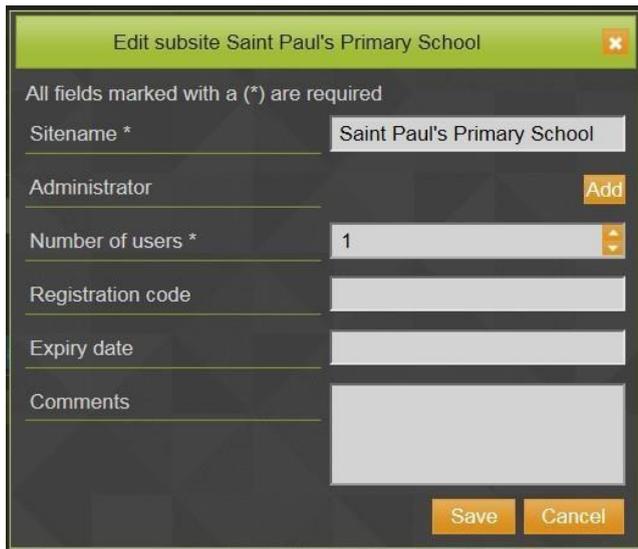
The "Site info" panel shows a search bar and a list of sites:

- 720-008 (6/8)
 - Rainbow (1/2)
 - Ivy (0/3)
 - Saint Paul's Primary School (0/1)

Buttons: Edit, Add subsite, Remove

Type	Site
Site-ID	720-008
Name	720-008
Number of users	0 (+ 6 Reserved in subsite)
Maximum number of users	8
Registration code	
Expiry date	
Comments	
Administrator	Administrator Sofie

Click on **Edit** to edit the selected subsite. The following dialog appears:



You will see that this subsite has no administrator yet. The subsite can be managed by the administrator of a parent site (e.g. the principal). However, you can choose to assign another administrator to this subsite (e.g. the dean of St Paul’s primary school). You can do this by clicking on **Add**. The administrator of a subsite can only see the information pertaining to his subsite.

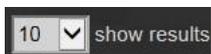
Click on **Remove** to delete the selected subsite. This subsite will be removed from the database.

It is also possible to search in the (sub)sites using the search field:



Site users

This section provides an overview of all users for the (sub)site you selected in the **Site info** section. Using the drop-down list at the top right of this list you can choose the number of results that will be shown per page. By default this drop-down list is set to ten.



At the bottom right you can navigate to previous, next and specific pages.



Click on a username to view that user’s details and modify them if you want.

User: Roy

Show log Show devices

All fields marked with an (*) are required

User name Roy

Name * Royl

First name * Thomson

Email address *

Confirm email address *

Address

Language * English

Phone/Mobile

Expiry date

Supervisor

Year of birth * 1985

Activity

Save Activate Remove

Change password Cancel

Show log

Click on **Show log** to view the user’s log. This log is available since licence server version 2.0 and will not show actions performed using the previous version.

User: Roy

Searching: show results

Adjustment date	Category	Uitgevoerd door	Detail
21/04/2016 10:49:10	CreateUser	Administrator Sofie	Roy

1 to 1 of 1 results

Close

Show devices

Click on **Show devices** to view the mobile devices used by this user to sign in with a Licence Server enabled application:

Devices of user: Roy

K3000 Mobile iOS NLD

OK

Click the **Save** button when you have made changes and want to save them.

Deactivate

Click on **Deactivate** to deactivate this user. The user remains in the database but can no longer sign in to the licence server. The dealer or administrator can reactivate this user at any time with the **Activate** button.

Activate

Click on **Activate** to (re)activate this user.

Remove

Click on **Remove** to remove this user. The user will be removed from the database. The dealer or administrator cannot reactivate this user with the button **Activate**.

When users are removed their username will be available again to create new users.

If this user uses an application that stores settings on the Licence Server, those settings will be permanently removed.

Change password

Click on the **Change password** button to change this user’s password.

Cancel

Click on the **Cancel** button to return to the previous window.

User management

Underneath the section **Site users** you can find following buttons:

Show users of all (sub)sites

Click on this button to get an overview of the users for all (sub)sites. This will show all the users of the (sub)site you selected in the **Site Info** section but all of the users of all underlying subsites as well.

User management from file

Click this button to add, remove and/or change multiple users in one go by using an Excel file. The changes are applicable to the (sub)site selected in the **Site info** section. The following dialog appears:



Check **Send email to users** if you want users to be notified of any changes to their account or that their account was removed or created.

Check **Activate users** if you want new users to be automatically activated.

The file has to be an Excel file that contains a specified number of columns. In the first column of each row you should indicate if you want to add, remove or change a user, using the plus (+), minus (-) or asterisk (*) signs. The next columns are used to enter data specific to that user (e.g. Username, Name, etc.). The order of columns has to conform to the Licence Server’s requirements to ensure that all data can be processed correctly. You can download a template that meets those requirements by clicking on the [Download template](#) link:

	A	B	C	D	E	F	G	H
1	Select which changes you want to do in the Choose Action column: choose plus (+) to add a user, choose minus(-) to delete a user or choose asterisk (*) to change a user's profile. Fill out the other columns with the user's details.. The Username column is always required (+ - *). The columns marked with a plus (+) are required when adding a user.							
2	Choose Action	Username (+ - *)	Name (+)	First name (+)	Email (+)	Language	Year of Birth (+)	Password (+)
3								
4								
5								
6								

Once you completely filled out all required fields in the file, you can upload it using the **Choose file** button followed by clicking on **Upload file**.

A report will be mailed to the administrator. This report shows how many users are added, removed or changed. Any errors while processing the Excel file will also be listed in this report.

Note: A subsite administrator can only make changes to his subsite and its underlying subsites.



Click this button to add a user to this (sub)site.

Please note that the username must be unique and cannot subsequently be changed.



Click this button to remove all users of this (sub)site.

When users are removed their username will be available again to create new users.

If this user uses an application that stores settings on the Licence Server, those settings will be permanently removed.



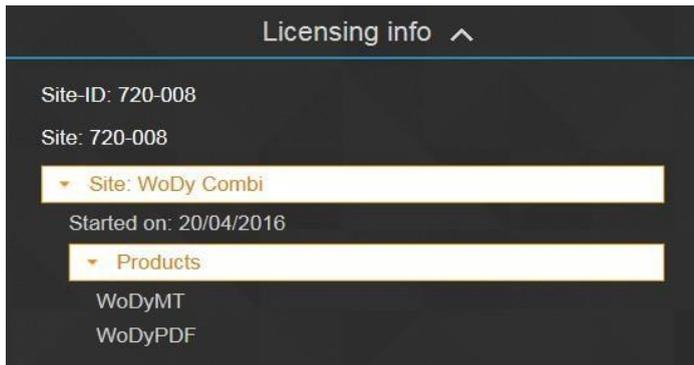
Click this button to remove all expired users of this (sub)site.

When users are removed their username will be available again to create new users.

If this user uses an application that stores settings on the Licence Server, those settings will be permanently removed.

Licensing info

In this section you will see which product bundles are available to you. In the example below you have access to the WoDy Combi bundle. This bundle includes the products WoDyMT and WoDyPDF.



Change display language

On the top right you will find a drop-down list with the available display languages. You can choose between following languages: Dutch, French and English.



4. Sign out

You can sign out any time by clicking on the **Sign out** link at the top right.

Alinea is a [Sensotec](#) development brought to market by Lexima