

User Guide - Handling Extension Licensing in CET Designer

- For License buyers

ConfiguraCET
Designer



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Handling Licensing in CET Designer

In this document you can read how you, as a License Buyer, handle licenses in CET Designer.

The Concept

CET Designer is a platform upon which you can add different Extensions. These Extensions can either contain products from a particular manufacturer or include specific functionality that suits your specific needs (i.e. office accessories such as computers, printers and plants).

In most cases an Extension requires a license to run. With the licensing system in CET Designer dealerships can have one person or several people (i.e. one or more persons per office) that buy and manage end user licenses. Each License buyer orders, administers, and pays for licenses. Note, end users can still order and pay for their own Extension licenses (i.e. they can be their own License buyer).

As a License buyer you have to register yourself as a License buyer to be able to administer the licenses for your end users. To register yourself as a License buyer you need to download the **License Buyer** user interface by clicking the **CET License Buyer** Extension in the **Download Extensions** section, in the **Extension Manager**. To start downloading, click the **Download and install selected** button. Note, if the end users are going to order and pay for their own Extension licenses, they do not need to download the **License Buyer** client. They can handle their licenses from the **Extension Manager** as before.

When you register yourself as a License buyer you need to enter an activation key (keyword). If your dealership will have multiple License buyers (i.e. a License buyer for each office) each License buyer's activation key will need to be different. The CET Designer end users that will have you as one of their License buyers will enter your e-mail address and your activation key when they register. When you are done registering as a License buyer please share your e-mail address and your activation key with your end users.

Note! All users that have your e-mail address and activation key can register you as their License buyer. Please be careful whom you share your activation key with.

The purpose with this licensing system is to make it possible to control who is using an Extension. The License buyer, the Supervisor and the Publisher have all possibilities to allow or deny users to use specific Extensions. The new licensing system also makes it easier for the end users. He or she is no longer required to manage their licenses; if the licenses need to be renewed etc. everything can be handled by their License buyer.

Definitions of the Different Roles

In this document the following different roles are mentioned:

- **End user:** An end user is a person that uses CET Designer and CET Extensions in their daily work.
- **License buyer (you):** The License Buyer is the owner of one or more licenses. The License buyer can pre-order multiple licenses and distribute the licenses to specific end users. He or she can also order or deny license requests from end users. It is possible for an end user to have the role as the License buyer. Usually a License buyer manages all licenses at a specific dealership.
- **Supervisor:** The supervisor is responsible for the usage of an Extension. The supervisor has the ability to approve or deny the purchase of licenses for an Extension.
- **Publisher:** A publisher is in charge of develop and release of a CETXT. The publisher is responsible for the content and he or she has to make sure that it follows the terms in the CETDL and CETPL. Normally the developer of an Extension is also the publisher of that Extension. A publisher has to be a CET Designer partner.

Contacting CET Designer Help Desk

If problems occur with CET Designer, please contact our [CET Designer Help Desk](#) by phone, e-mail or live chat.

Phone number: **1-877-CET-0808 (US)** or **+46 13 37 78 60 (Sweden)**

E-mail: support@cet-extensions.net

Live chat: available from our web page <http://www.configura.com/cet/support>

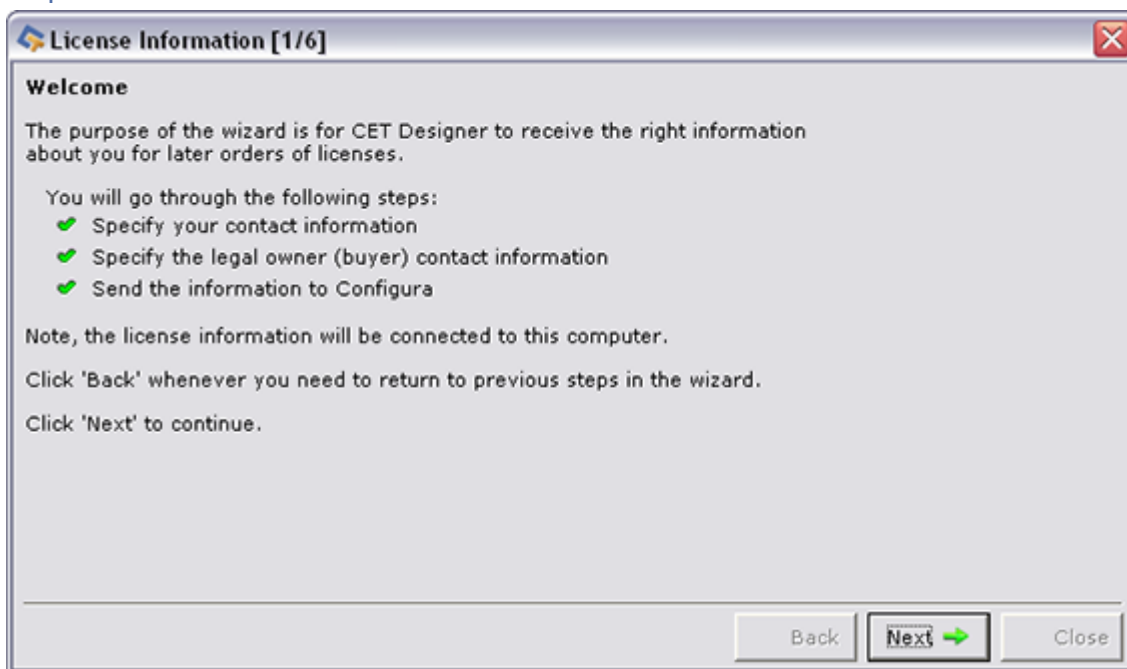
Downloading CET Designer for the Very First Time

When you download CET Designer for the very first time, follow the steps below:

1. Go to <http://www.configura.com/cet/download>.
2. Review the downloading instructions and click the **Download CET Designer** button.
3. Save the **CET Designer.msi** file on your computer's Desktop.
4. Run the CET Designer setup file. A **CET Designer Setup** wizard will guide you through the installation.
5. When you click **Finish** in the last step in the installation wizard, another wizard appears, the **License information** wizard. Most Extensions require a license to run, and the purpose with this wizard is for CET Designer to get the right information about you so you can order licenses later.

Below you find a detailed description of the **License Information** wizard.

Step 1 – Welcome



In the first step you will find information about the different steps in this wizard. When done reading the information, click **Next**.

Step 2 – Create an account

License Information [2/6]

Create an account [? Help](#)

Enter your E-mail address in the first input field and click 'Get pin'. A pin code will then be sent to your E-mail address. Enter this pin in the second input field and click 'Verify'.

E-mail

Pin

To create an account you need to assign an e-mail address. Enter your e-mail address in the first input field and then click the **Get pin** button. You will now receive a pin code in your e-mail. Enter this pin code in the **Pin** field and click **Verify**. The purpose with this procedure is to be sure that the e-mail address is yours.

If done correctly, the text 'Verification ok!' will appear and you will be able to continue to the next step. If you do not receive a pin code to your e-mail address, please contact the [CET Designer Help Desk](#) for assistance.

License Information [2/6]

Create an account [? Help](#)

Enter your E-mail address in the first input field and click 'Get pin'. A pin code will then be sent to your E-mail address. Enter this pin in the second input field and click 'Verify'.

E-mail

Pin

Verification ok!

Click **Next** when you are finished.

Step 3 – Specify the License buyer

Specify License buyer ? Help

Specify later, run trial only
 Specify License buyer

Enter the License buyer's E-mail address and his/her activation key, then click 'Verify License buyer'.

License buyer's E-mail

License Buyer's activation key

You can later add or remove License buyers in CET Designer's Extension Manager.
Please note that you have a free trial period. Information about the License buyer will only be used if you wish to place an order after the trial expiration date.

In step 3 you need to specify the License buyer for your licenses (i.e. the person who will pay for your licenses).

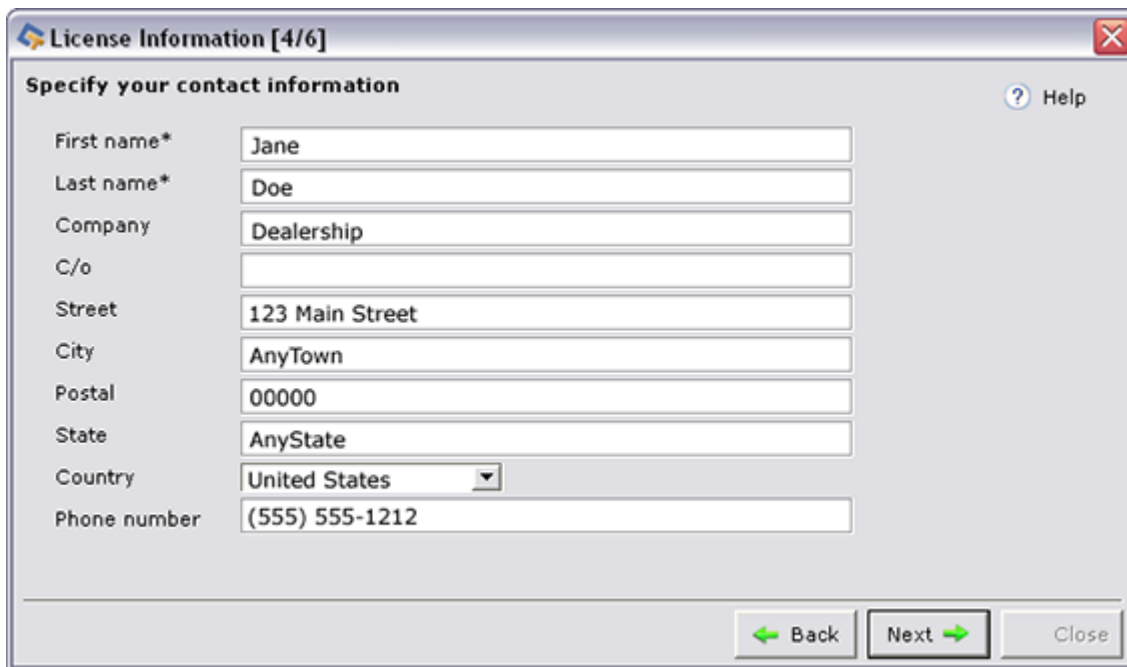
You have the following options:

- **Specify later, run trial only:** Select this option if you do not know who the License buyer is for the moment. You will be able to specify the License buyer later.
- **Specify License buyer:** Select this option if you wish to enter the information at once. Enter the License buyer's e-mail address and activation key. An activation key is a keyword that, together with the License buyer's e-mail address, identifies the License buyer. He or she has to share their activation key with you.

Finally click the **Verify License buyer** button. Click **Next** when you are done.

Note: If you know that you are going to have more than one buyer, just select one of them in this step. It does not matter who you choose, he/she is not going to pay for anything at this stage.

Step 4 – Specify your contact information



The screenshot shows a dialog box titled "License Information [4/6]" with a close button in the top right corner. The main heading is "Specify your contact information" with a "Help" link (question mark icon) to the right. The form contains the following fields:

First name*	Jane
Last name*	Doe
Company	Dealership
C/o	
Street	123 Main Street
City	AnyTown
Postal	00000
State	AnyState
Country	United States
Phone number	(555) 555-1212

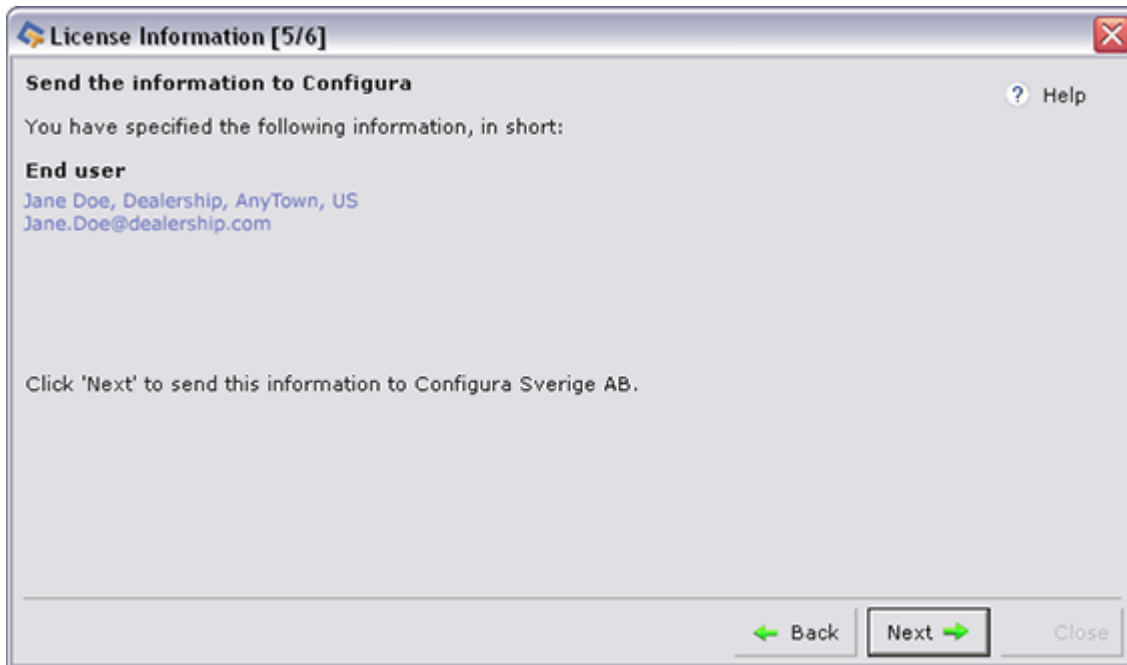
At the bottom right, there are three buttons: "Back" (with a left arrow), "Next" (with a right arrow and highlighted), and "Close".

Fill out your contact information. If there are several users that are going to use the software, please fill out the primary user's information.

Fields marked with an asterisk (*) are mandatory.

The contact information can for example be used if you contact [CET Designer Help Desk](#).

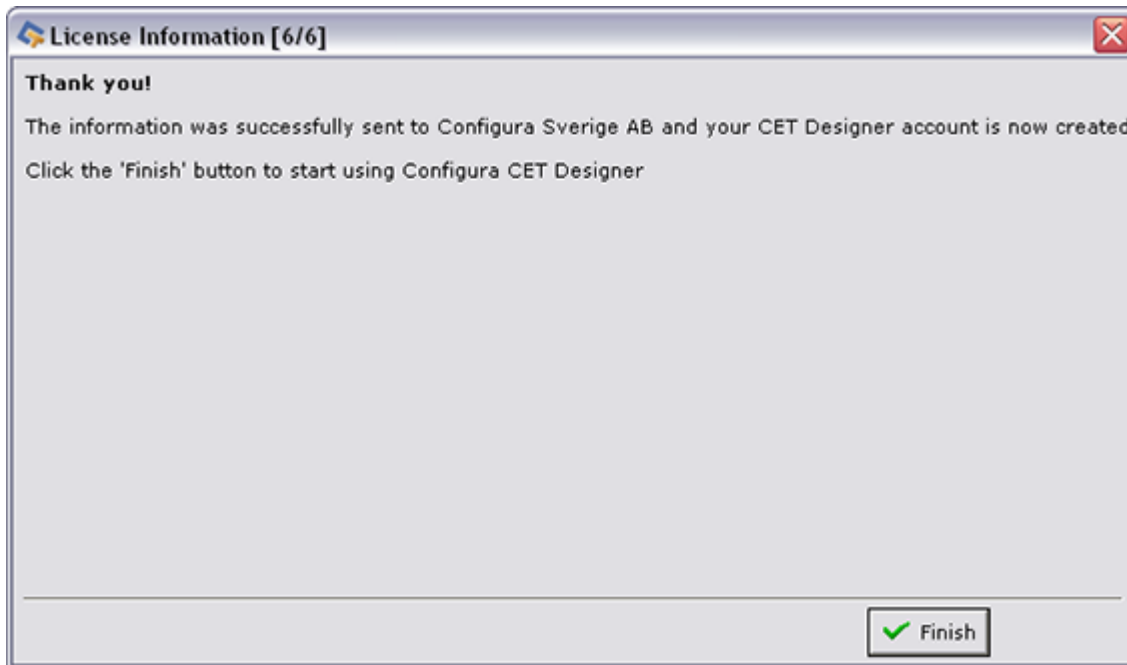
Step 5 – Send the information to Configura



This step shows a summary of the information about the primary end user and the License buyer. Click **Send** to send the information to Configura Sverige AB.

If the information is incorrect, please click the **Back** button to change the details in previous steps.

Step 6 – Thank you!



This step confirms that the information was successfully sent to Configura Sverige AB and that your CET Designer account was created. You will also be informed about your account number.

Click the **Finish** button to start using Configura CET Designer.

Registering Yourself as a License Buyer

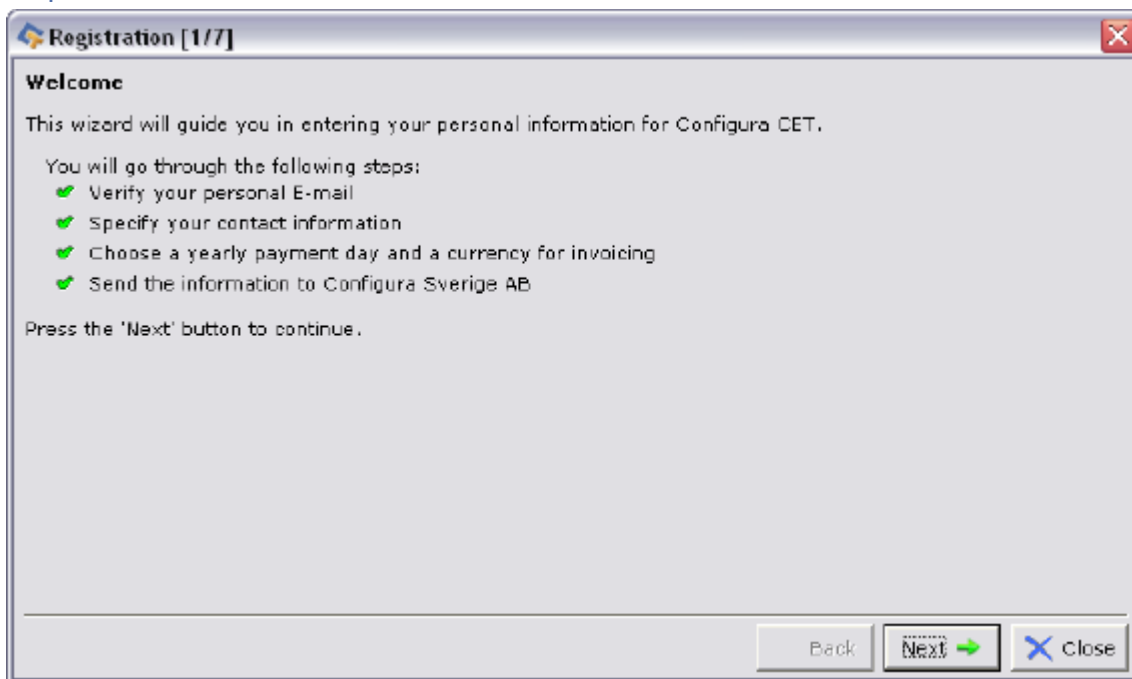
If you are going to have the role as License buyer at your company, you need to register yourself as a License buyer. To register yourself as a License buyer you need to download the **CET Designer License Buyer** Extension.

To do so, follow the steps below:

1. Click the **Extension Manager** button in the top right corner of the application window. The **Extension Manager** will appear.
2. Click the **Download Extensions** button. The **Download Extensions** section appears.
3. Click the **CET License Buyer** link. You will now receive a question if you wish to download and install the **CET License Buyer** Extension.
4. Click **Yes** to confirm.
5. Click **Ok** when the **Download and Install** dialog box appears. You might have to restart CET Designer after downloading the **CET License Buyer**.
6. Go to **Installed Extensions** in the **Extension Manager**, select the **CET License Buyer Extension** and click the start button next to the right. The **Sign in** dialog box appears.
7. Click the **Create account** button. The **Registration wizard** appears.
8. Follow the wizard.

Below you can follow the different steps in the **Registration wizard**.

Step 1 - Welcome



In the first step you will find information about the different steps in this wizard. When done reading the information, click **Next**.

Step 2 – Register a License buyer

Registration [2/7]

To register as a license buyer we need to know how you are

Same user as the registered user in CET Designers Extension Manager
 New user

To create an account you need to assign and verify an E-mail

Enter you E-mail and press 'get pin', a pin code will be sent to the specified E-mail.
Enter your pin in the pin field and press verify.
If the verification is ok, press 'Next'

E-mail

Pin

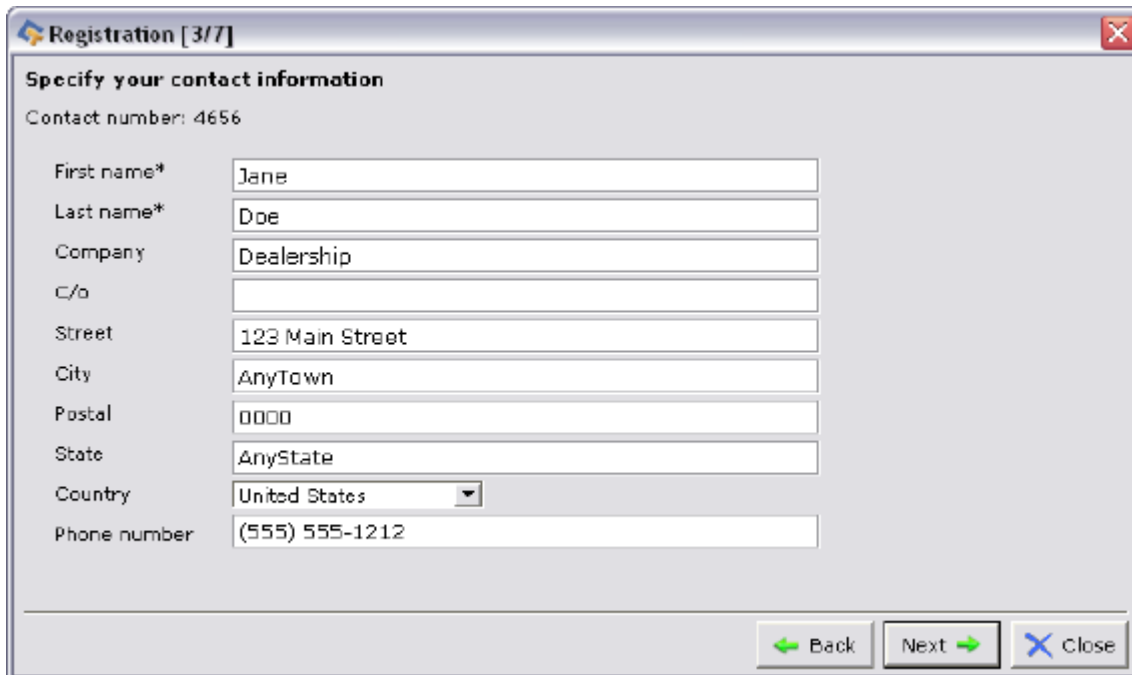
In step 2 you need to assign an e-mail address where you can be contacted. If you would like to use the same contact information as you have registered in the **Extension Manager** (at this particular computer), select the first radio button.

If you wish to register another e-mail address select the second radio button, enter another e-mail address and click the **Get pin** button. You will now receive a pin code in your e-mail. Enter this pin code in the **Pin** field in the wizard and click the **Verify** button. The purpose with this verification procedure is to verify that the e-mail address really belongs to you.

When done, click **Next**.

Note: If you don't receive the pin code to your e-mail address, please contact the [CET Designer Help Desk](#).

Step 3 – Specify your contact information



The image shows a software registration window titled "Registration [3/7]". The window has a close button in the top right corner. The main heading is "Specify your contact information". Below this, it says "Contact number: 4656". The form contains the following fields:

First name*	Jane
Last name*	Doe
Company	Dealership
C/o	
Street	123 Main Street
City	AnyTown
Postal	0000
State	AnyState
Country	United States
Phone number	(555) 555-1212

At the bottom right of the window, there are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Close" with a blue X icon.

If you selected the second option in the previous step (**New user**) step number 3 will be the next step for you. Fill in the contact information you wish to use as a License buyer. When done, click **Next**.

Note: If you checked the first option in step number 2, you will not see this step.

Step 4 – Select password and activation key

Registration [4/7]

The password you will provide here is to access the CET License Buyer client. This password is personal and should be treated as any other password and kept safe and secret.

Note that the password have to be at least six character long.

Password: *****

Confirm Password: *****

The buyer activation key is a keyword you may send to the users you want to sponsor with licenses.

Buyer activation key: appletree

Confirm Buyer activation key: appletree

← Back Next → X Close

In step number 4 you have to select a personal password. Enter the password in the top input field and enter it again in the second input field. Please take the necessary precautions to remember your password and keep it safe.

You also need to select an activation key. This keyword will be used by your end users to identify you as their License buyer. Enter an activation key in the third input field and confirm the activation key in the fourth input field. If your company has multiple License buyers each should have a different activation key.

When done, click **Next**.

Note

- The password must consist of a minimum of six characters.
- You have to share the activation key with the users that are going to register you as their License buyer.

Step 5 – Select currency and starting date for payments

Registration [5/7]

Choose a yearly payment date and currency for invoicing

Currency
Choose a currency. All prices will be calculated in this currency.

USD

Start date for yearly payment period
All ordered licenses with you as license buyer will be valid to and invoiced to you yearly on the selected date.

January 1

Back Next Close

In step number 5, select the currency in which you would like the prices to be calculated.

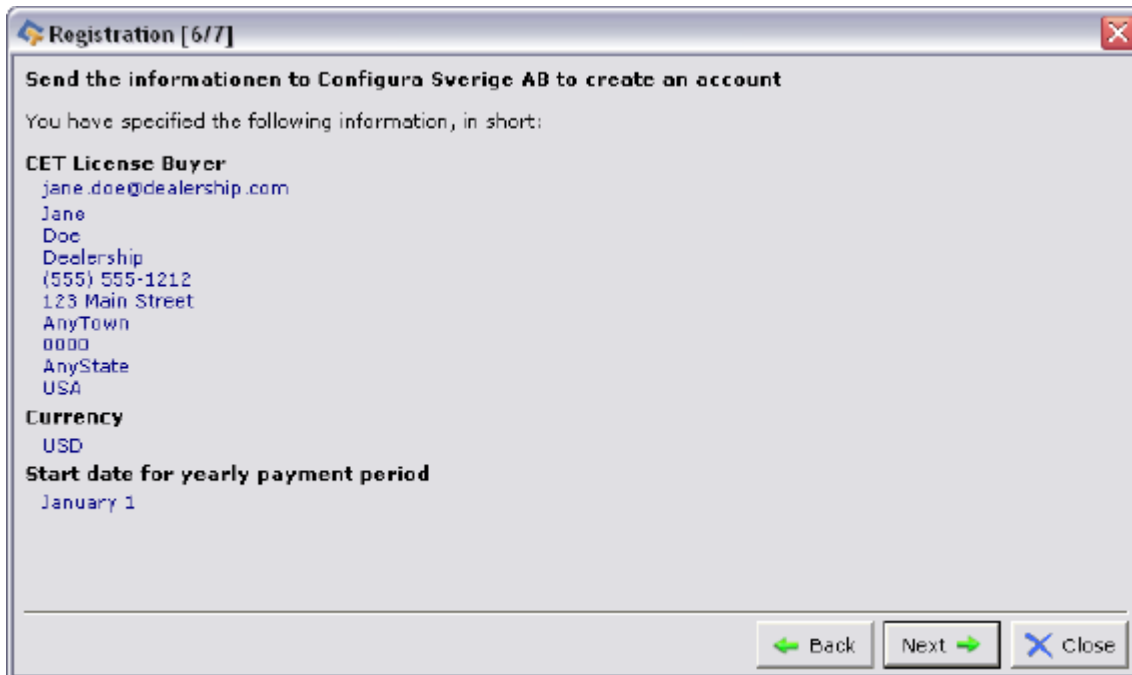
Also select a starting date for your payments. This means the date when you would like to pay for *all* licenses you purchase. The first time you pay for a license, you pay for the prorated period between the ordering date and the payment date you set in this step of this wizard. The next time you pay for licenses you will pay for a whole year.

Note: There is one exception; if you order a license less than four weeks before the selected payment date, the first invoice you receive will cover one year of subscription plus the prorated period between the order date and the payment date. See the example below.

Example:

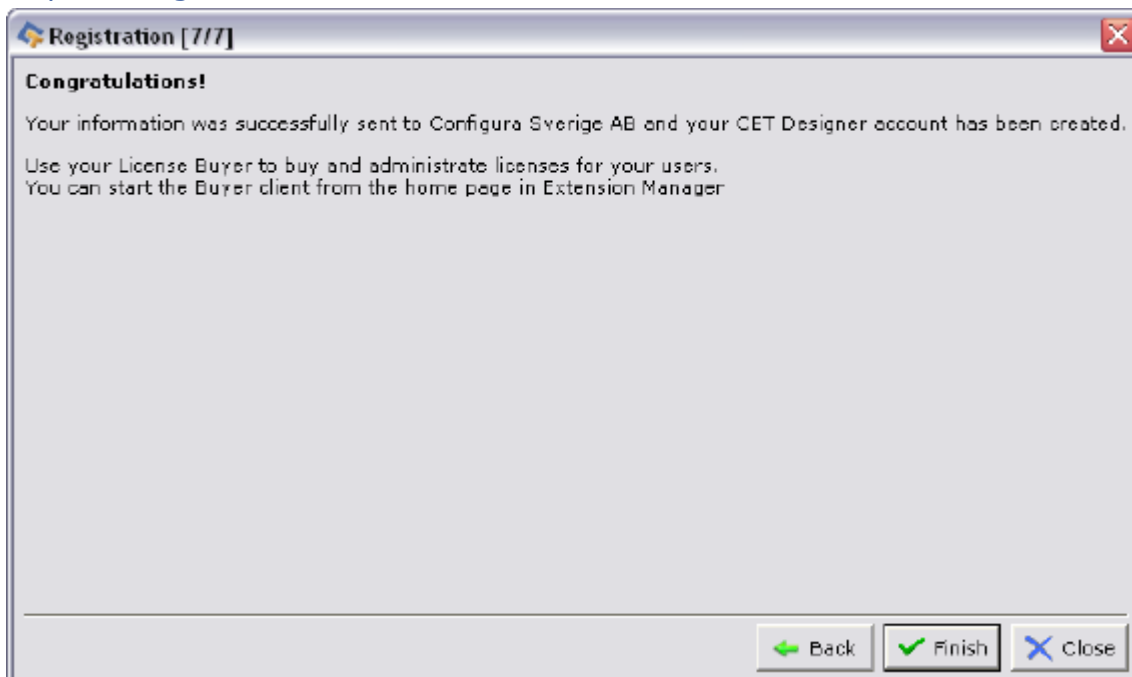
Ordering license:	Your selected payment date:	The period to pay for:
July 1	November 1	July 1 (for four month) and November 1 (for one year)
July 1	July 15	July 1 (for one year and 15 days)

Step 6 – Send the information to Configura



In step number 6 you receive a summary of the information you have entered in the wizard. Read through the text and click **Next** when you are ready.

Step 7 – Congratulations!

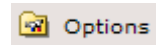


In step number 7 you receive a confirmation that your information has been sent to Configura and that your account has been created. Finally click **Finish**.

Note: Do not forget to share your activation key with the users that are going to have you as their License buyer. To buy and administrate licenses for your users, click the **License Buyer login** link in the **Extensions Installed** section, in the **Extension Manager**, and log in to the **Licence Buyer**.

Change Settings

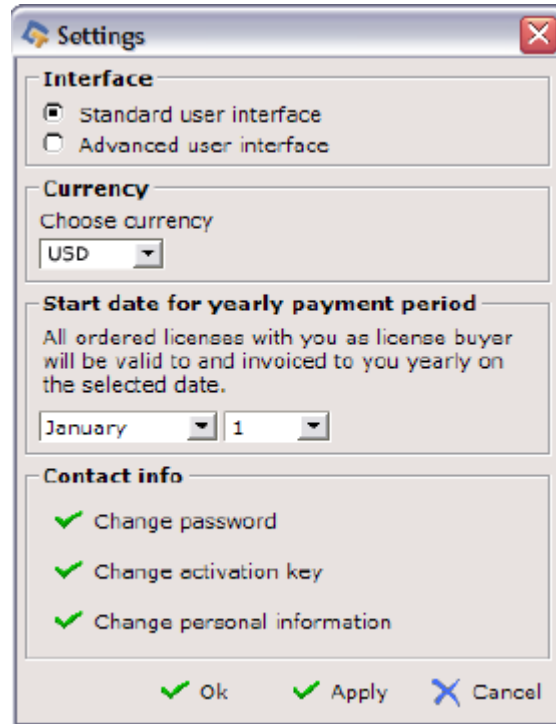
If you would like to change currency, payment period etc. after you have registered yourself as a License buyer, click the **Options** button in the bottom left corner of the **License Buyer**. The **Settings** dialog box appears.



You have the following options in the **Settings** dialog:

- **Standard user interface:** Standard user interface of the **Settings** dialogue.
- **Advanced user interface:** Advanced user interface of the **Settings** dialogue.
- **Currency:** Change currency for which the license prices are calculated. Select one option in the drop down menu.
- **Payment period:** You can change payment period (i.e. when to be invoiced for the licenses).
- **Change password:** Change your current password.
- **Change activation key:** Change your current activation key.
- **Change personal information:** Change you contact information.

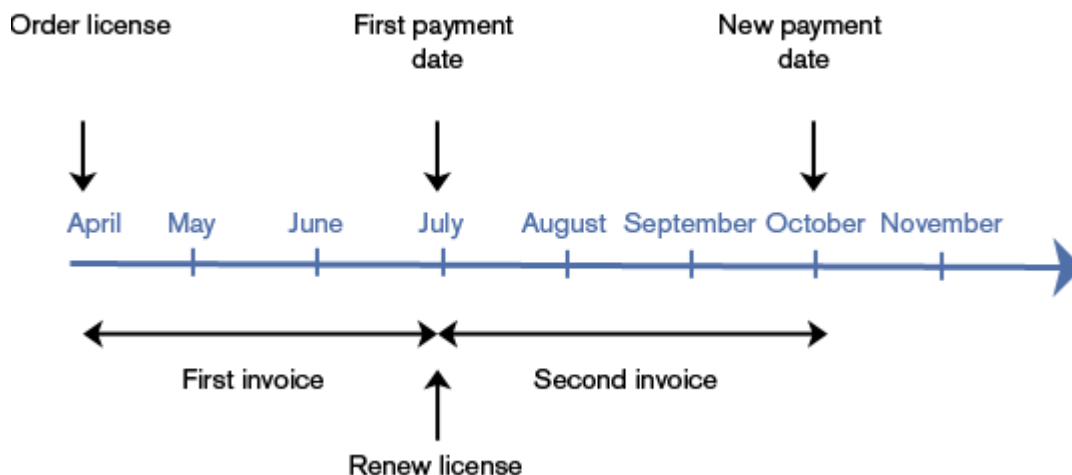
Note: Changing the payment date just affect the invoicing of your future licenses. It does not affect the licenses you have already paid for (see example below).



Example:

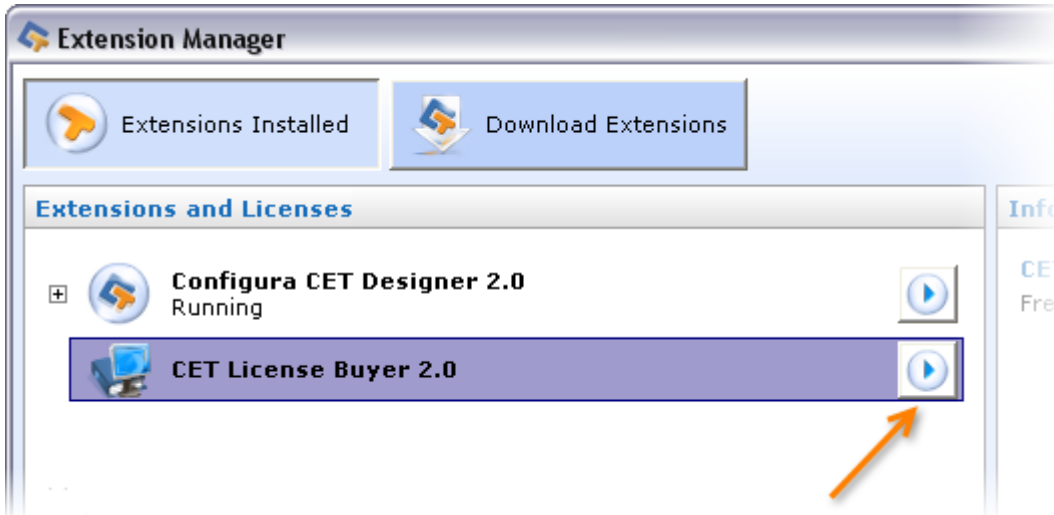
When Jane Doe registered as a License buyer she set the payment date for her licenses to July 1. April 1 she ordered one CET Designer license and she paid for the period between April 1 and July 1.

June 1 she changes the payment date to October 1. This doesn't affect the license she has already paid for. But when she renews her CET Designer license (July 1) the new payment date will be October 1 (see figure below).



The License Buyer User Interface

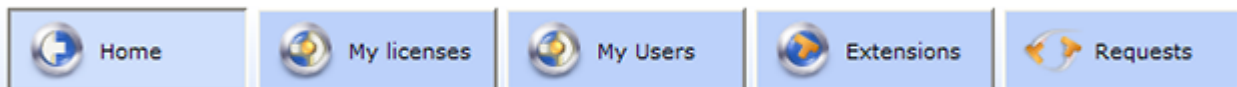
As a License buyer, you buy and administer licenses from the **License Buyer** interface. To access the **License Buyer** interface, click the **Start** button (see figure below) next to the **CET License Buyer** Extension in the **Extensions Installed** section, in the **Extension Manager**.



You can also access the **License Buyer** interface by clicking the **License Buyer login** link in the **Manage Licenses** field down to the right.



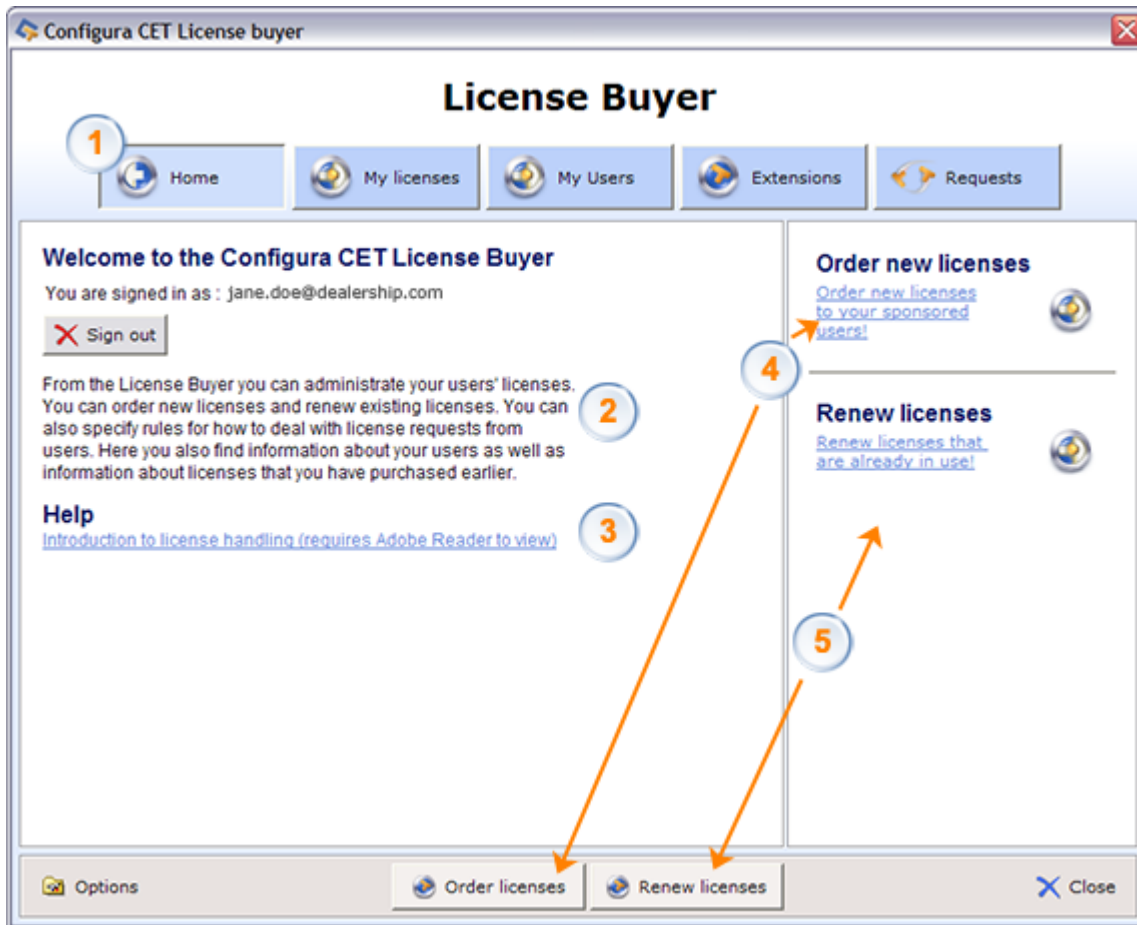
The **License Buyer** interface is divided into five sections; **Home**, **My Licenses**, **My Users**, **Extensions** and **Requests**. Here you can view information about your users and their licenses as well as buy and renew licenses.



On the next page you will find more detailed description about the sections in the **License Buyer**.

Home

After logging into the **License Buyer** interface you enter to the **Home** section.

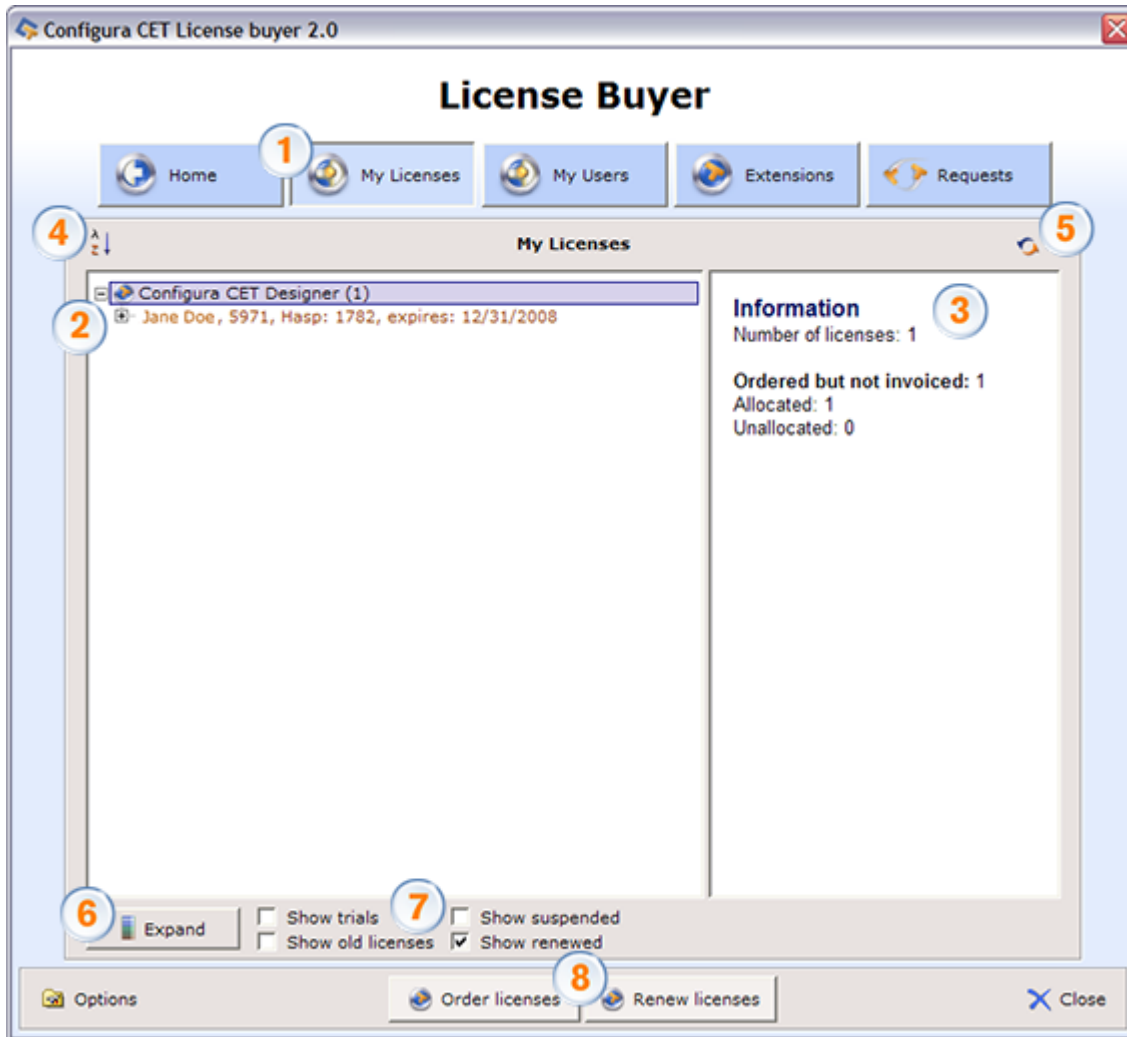


In the **Home** section you find the following information:

1. Click the **Home** button to access the **Home** section in the **License Buyer**.
2. Information about what you can do in the **License Buyer**.
3. Click the link to access this user guide about the **License Buyer** (pdf).
4. Click the **Order new licenses** link or the **Order licenses** button to access the **Order new licenses** wizard.
5. Click the **Renew licenses** link/button to access the **Renew licenses** wizard.

My Licenses

In the **My Licenses** section in the **License Buyer** you can view all licenses that your users have (i.e. the users that have you as one of their License buyer).



In the **My Licenses** section you find the following options:

1. Click the **My Licenses** button to access the **My Licenses** section in the **License Buyer**.
2. In the **My Licenses** field (the left) you find information about all licenses that the users have (i.e. the users that have you as one of their License buyer).
3. If you select a license in the **My Licenses** field to the left, you find information about that actual license in the field to the right.
4. Click the **Sort** button to sort the licenses in the **My Licenses** field to the left. You can sort the licenses in four different ways:
 - **Status:** All licenses with the same status are grouped together, e.g. paid licenses, invoiced licenses etc.
 - **First name:** The licenses are sorted by the users' first names.
 - **Last name:** The licenses are sorted by the users' last names.
 - **Account no.:** The licenses are sorted, in ascending order, by the users' account numbers.
 - **Company:** The licenses are grouped by the company that the users are working for.

5. Click the refresh button to update the information in the **My Licenses** field.
6. Click the **Expand** button to expand the tree view in the **My Licenses** field.
7. You can choose which kind of licenses that should be shown in the **My Licenses** field to the left:
 - **Show trials:** Mark this option if you wish to include all trial licenses.
 - **Show old licenses:** Check this option to view old licenses that are not active anymore.
 - **Show suspended:** Check this option to view licenses that have been suspended.
 - **Show renewed:** Check t this option to view licenses that has been renewed but that is not active yet.
8. Click the **Order licenses** button to order new licenses for your users. Click the **Renew licenses** button to renew licenses for your users.

Note: If you select the **Show renewed** checkbox, active and renewed licenses will be showed. This means that if a user has an active license today and you have renewed this license, it will look like the user has two licenses.

Example: Today's date is October 27, 2007. If a user has a license that expires January 1, 2008, and you have renewed this license, it will look like the user has two licenses; one that is active today till December 31, and one that will be activated January 1.



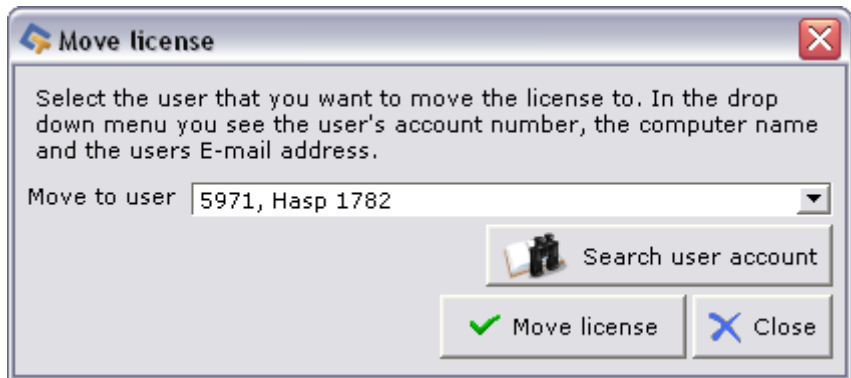
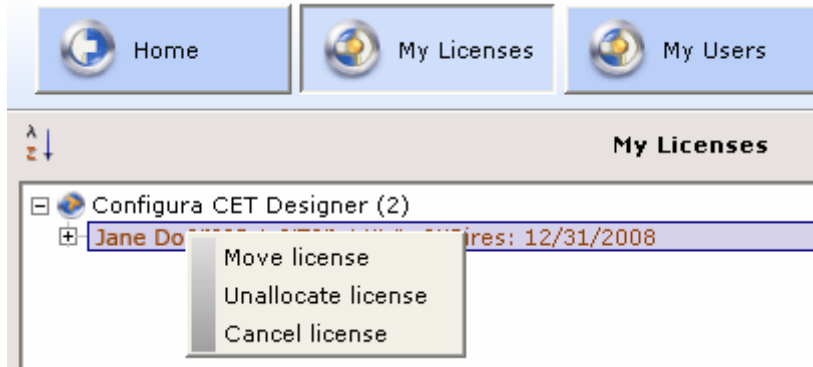
Move a License to Another Computer

There can be situations when you wish to move a license to another computer, for example if you want to move a license between two users, or if a user is going to change to another computer.

To move a license, follow the steps below:

1. Select the license that you wish to move in the **My Licenses** field.
2. Right click the license and select **Move license** from the popup menu that appears. The **Move license** dialog box appears (see the figure below to the right).
3. In the drop down menu, select the computer that you wish to move the license to.
4. Click the **Move license** button.
5. The license is now moved.

In the drop down menu you see the user's account number and the name of the computer.



Unallocate_a License

There can be situations when you wish to unallocated a license. This means that you disconnect a license from a special user. For example, if a user is going to quit and you still wish to keep his/her license but you do not know who to give it to. You will later be able to allocate the license to another user.

Right click the user's name in the **My Licenses** field and select the **Unallocate license** option from the popup menu that appears

Cancel a License

If you wish to cancel a license that you have ordered, right click the license in the **My Licenses** field in the **My Licenses** section and select **Cancel license**. A dialog box appears where you have to confirm the cancellation.

Note: You can only cancel a license that has not been invoiced yet.

My Users

In the **My Users** section you can view all users that you have registered as *your* users (i.e. that have you as one of their License buyers).



In the **My Users** section you find the following options:

1. Click the **My Users** button to access the **My Users** section in the **License Buyer**.
2. In the **User accounts** field you find information about your users (i.e. users that have registered you as one of their License buyer with your activation key). Expand the tree view to see detailed information about a user.
3. Click the **Sort** button to sort the users in the **User accounts** field to the left. You can sort the licenses in four different ways:
 - **Status:** All users with licenses with the same status are grouped together, e.g. paid licenses, invoiced licenses etc.
 - **First name:** The users are sorted by the users' first names.
 - **Last name:** The users are sorted by the users' last names.
 - **Account no.:** The users are sorted, in ascending order, by their account numbers.
 - **Company:** The users are grouped by the company that they are working for.

4. Click the refresh icon to update the information in the **User accounts** field.
5. Click the **Expand** button to expand the tree view in the **User accounts** field.
6. Click the **Search user account** to search for user accounts.
7. Click the **Create user account** button to add a new user. This way the user will automatically have you as their License buyer when installing CET Designer for the first time. Note: The button is only displayed if the check box **Show create user account** in **Options** is selected. Select **Advanced user interface** in **Options** to display the option **Show create user account**.
8. Click the **Add user account** button to add an account that already exists. Enter the user E-mail address and click the **Search** button. Then select the user and click the **Add user account** button.
9. Click the **Order licenses** button to order new licenses for your users. Click the **Renew licenses** button to renew licenses for your users.

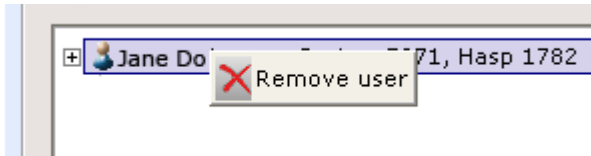
Note: All your users will be displayed in the **User account** field, both users that have registered you as one of their license buyers by using your activation key, as well as users that you have added by creating an account for them.

The only situation when it is an advantage for you to register a user yourself is when you know that the user has not installed CET Designer yet. That way, that user will automatically get you as his/her license buyer when installing CET Designer for the first time.

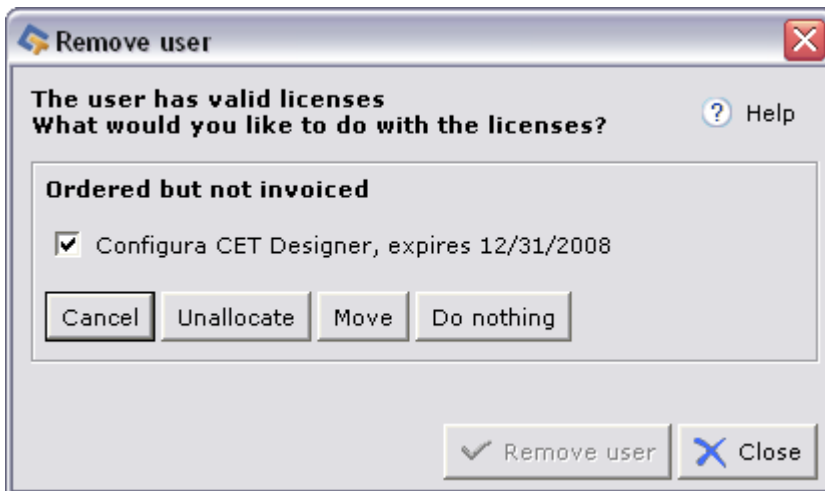
Remove a User

To remove a user, follow the steps below:

1. Right click the user in the **User Accounts** field in the **My Users** section.
2. Select **Remove user** in the popup menu that appears (see figure to the right). The **Remove user** dialog box appears. Click the **Remove user** button.



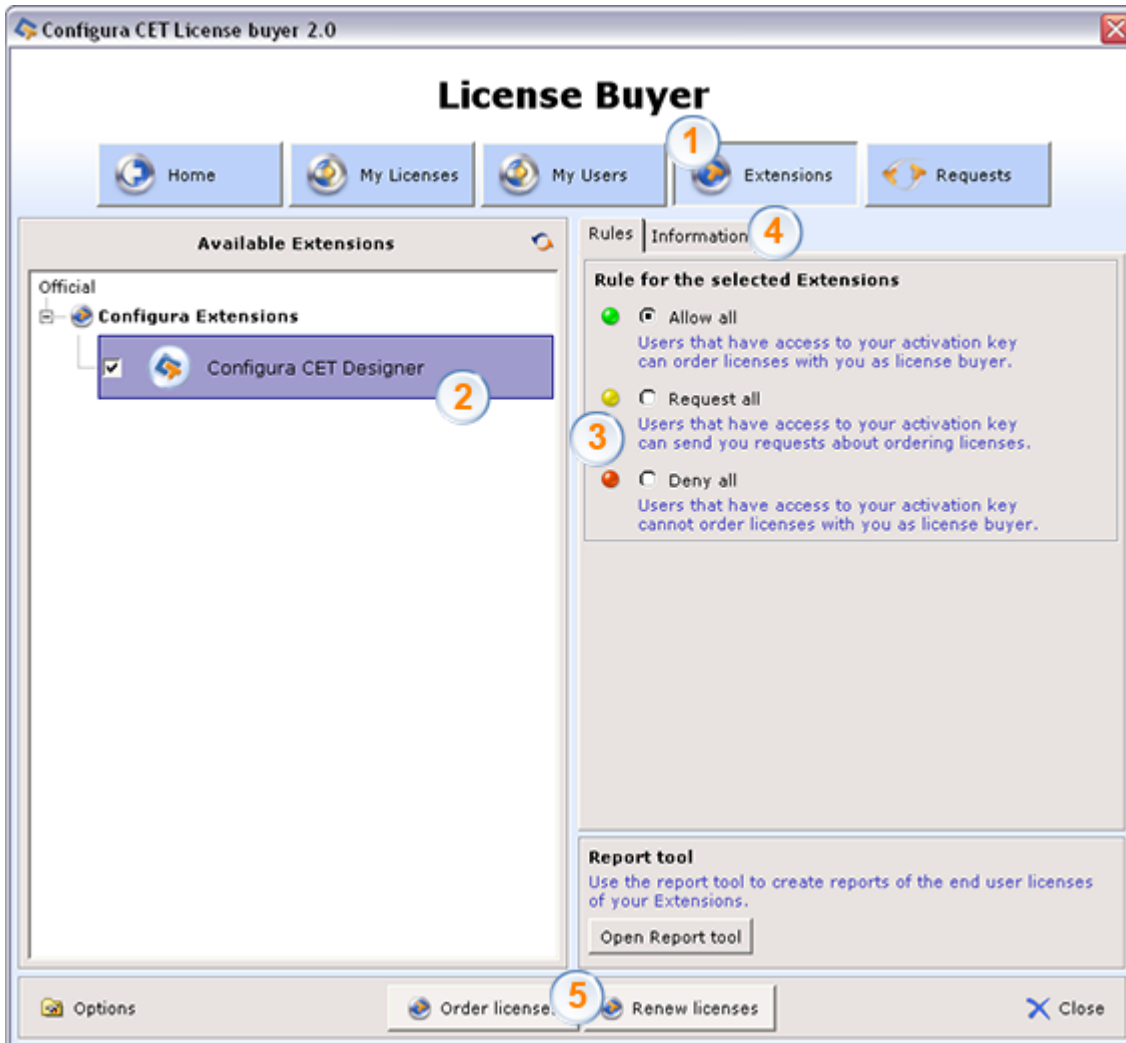
3. Note, if the user still has valid licenses you have different options:
 - **Cancel** (only possible when billed but not paid licenses): The licenses will be cancelled. If you have received an invoice, please ignore it.
 - **Unallocate**: If you wish to keep the licenses, but do not know which user to move the licenses to. You will be able to allocate the licenses to other users later.
 - **Move**: If you know who to move the licenses to. Click this button to specify which user to move the licenses to.
 - **Do nothing**: The user can keep using the licenses until the licenses expire.
4. Finally, click the **Remove user** button (the button will be activated when all licenses are managed).



Note: If you have several licenses that you wish to manage differently, e.g. move some, unallocate some etc., start by selecting for example the licenses you wish to move and then click the **Move** button. Return to the dialog box until you have managed all licenses.

Extensions

In the **Extensions** section in the **License Buyer** you can set different rules for different Extensions. This means that you can decide whom of your users that are allowed to order a license for a certain Extension.



In the **Extensions** section you find the following information:

1. Click the **Extensions** button to access the **Extensions** section in the **License Buyer**.
2. In the **Available Extensions** field to the left you see a view with all available Extensions which users can order licenses for.
3. You can set different rules for different Extensions. This means that you can decide how to treat a license order from a user. Read more on the next page how to set a rule for an Extension.
4. Click the **Information** tab to receive more information about the selected Extension.
5. Click the **Order licenses** button to order new licenses for your users. Click the **Renew licenses** button to renew licenses for your users.

Read more on the next page how to set a rule for an Extension.

Set a rule for an Extension

To set a rule for a specific Extension you select the actual Extension in the **Available Extensions** field to the left and then select one of the options in the field to the right.

License Buyer

The screenshot shows the 'License Buyer' interface. At the top, there are navigation buttons: Home, My Licenses, My Users, Extensions, and Requests. The main area is divided into two sections. On the left, under 'Available Extensions', there is a tree view with 'Official' as the root. Under 'Official', there are two categories: 'Configura Extensions' and 'Office catalogs'. Under 'Configura Extensions', 'Configura CET Designer' is selected with a checkmark. Under 'Office catalogs', 'ProjectSymbols for CET Designer' is listed. On the right, there is a 'Rules' tab and an 'Information' tab. The 'Rules' tab is active, showing 'Rule for the selected Extensions'. There are three radio button options: 'Allow all' (selected), 'Request all', and 'Deny all'. Each option has a brief description of its effect.

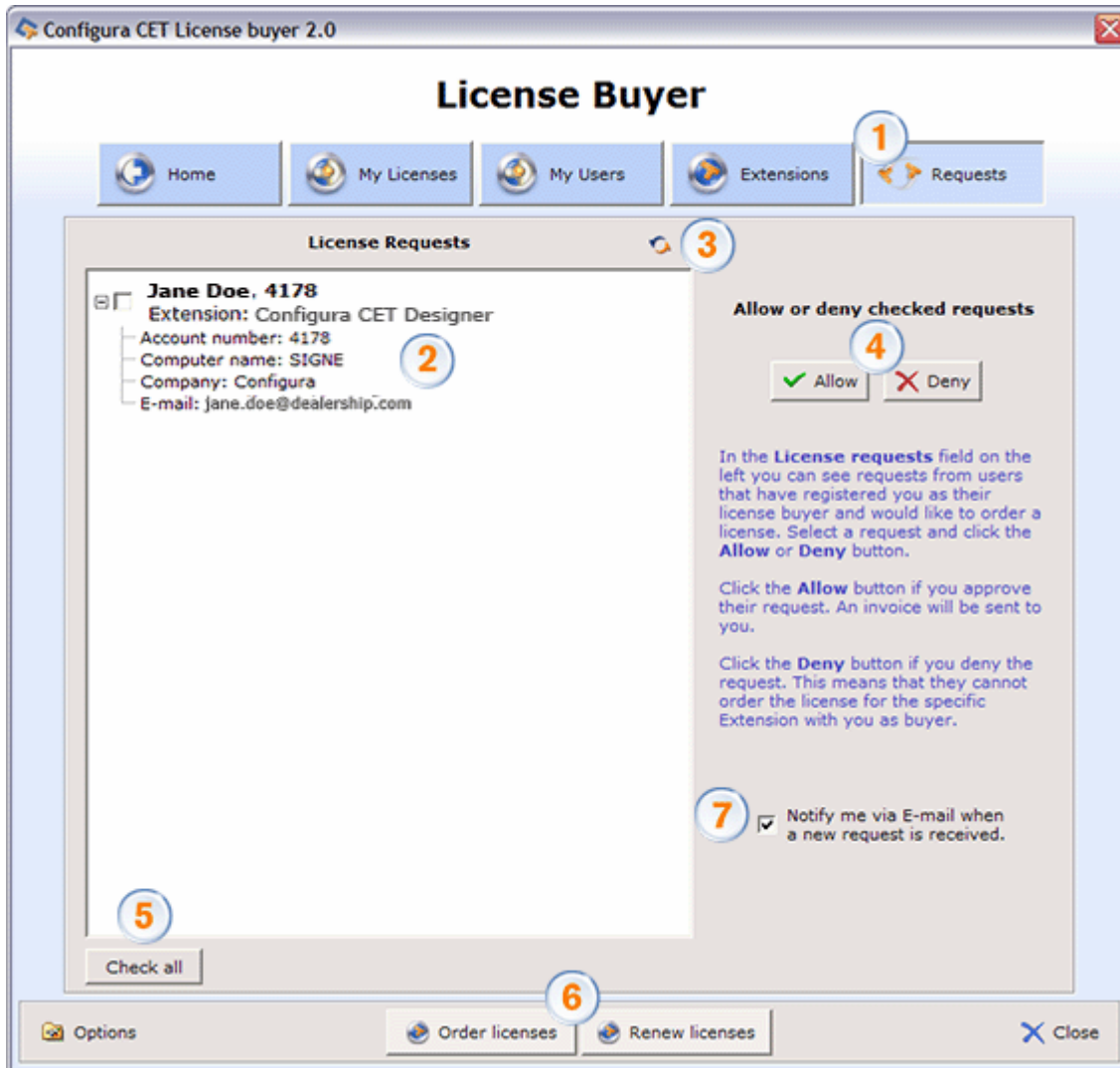
You have the following options:

- **Allow all:** Select the **Allow all** option if you would like to allow all users (with you as their License buyer) to be able to order the selected Extension without requiring your approval. Once order is completed by the user you, the License buyer, will automatically be invoiced.
- **Request all:** Select the **Request all** option if you require that each individual Extension request (for users with you as their License buyer) for the selected Extension have your approval prior to completing the order process. Once a request has your approval the selected Extension will be available to that user and you, the License buyer, will automatically be invoiced.
- **Deny all:** Select the **Deny all** option if you wish to deny all users (with you as their License buyer) ordering licenses for the selected Extension. This will require you to order all licenses of the selected Extension for *your* users.

Note: A Supervisor (i.e. the manufacture) can allow or deny users from ordering licenses for their Extension. The Supervisor for example can set a rule that only allows users with special e-mail address domains (i.e. the part after the @) to order licenses for their Extension.

Requests

In the **Request** section in the **License Buyer** you can allow or deny license-ordering requests from users (i.e. if a user has ordered a license that you have assigned the rule **Request all** in the **Extension** section).



In the **Requests** section you find the following options:

1. Click the **Requests** button to access the **Requests** section in the **License Buyer**.
2. In the **License requests** field you find information about requests that users have sent when ordering a license for an Extension.
3. Click **Refresh** if you wish to update the information in the **License requests** field.
4. You can allow or deny a user to order a license. Select the user/request in the tree view to the left and click the **Allow** button or the **Deny** button.
5. Click the **Check all** button if you wish to select all requests in the **License requests** field.
6. Click the **Order licenses** button or the **Renew licenses** button if you wish to order or renew licenses for your users.
7. Mark the checkbox if you wish to be notified when you have received a request.

Renewing Licenses for Your Users

You can renew and purchase licenses for your users. The end users do not need to order the licenses themselves.

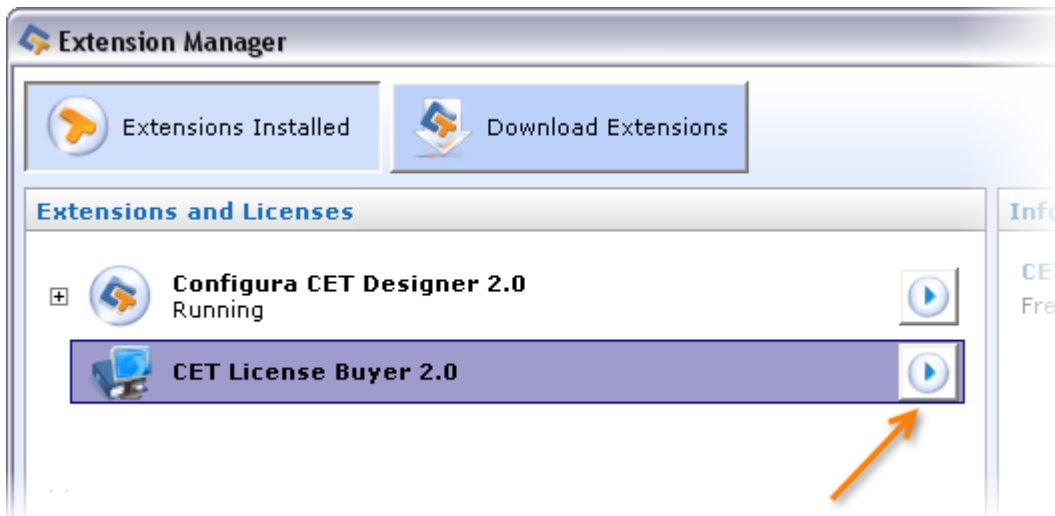
If you renew several licenses at the same time you receive a discount. The more licenses you renew (that have the same payment date) the better discount you get. This means that it is to your advantage to appoint one buyer per dealership that will coordinate all licenses and maximize the discount.

Number of users/subscriptions	Discount percentage
10 or more	30 %
5	25 %
4	20 %
3	15 %
2	10 %
1	0 %

When your number of subscriptions increase during a subscription period and a new discount level is reached, the additional subscriptions will be calculated and prorated per the new discount percentage. Subscriptions already invoiced are not recalculated or refunded per the new discount percentage.

Contact [CET Designer Help Desk](#) if you have questions.

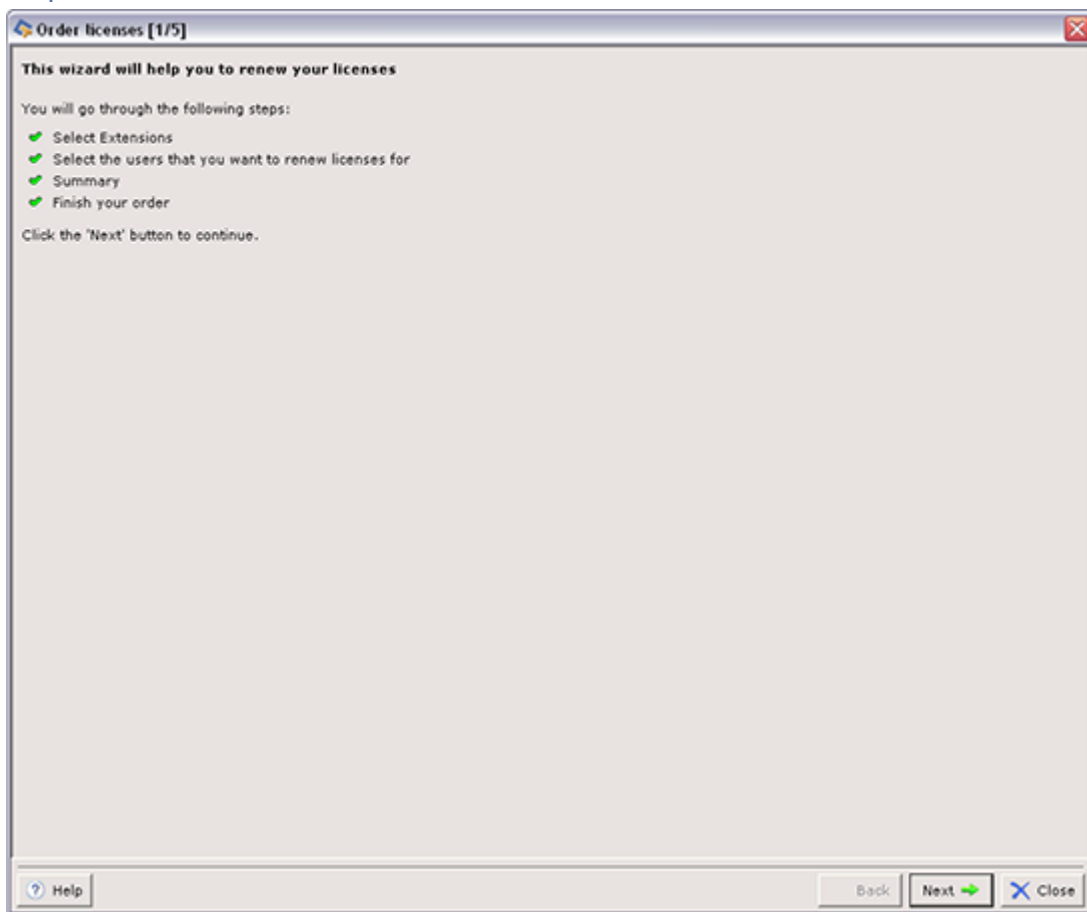
To renew a license for a user you need to log into the **License Buyer** by clicking the start button in the **Extensions Installed** section in the **Extension Manager** (see the figure below).



You can also access the **License Buyer** interface by clicking the **License Buyer login** link in the **Manage Licenses** field down to the right.

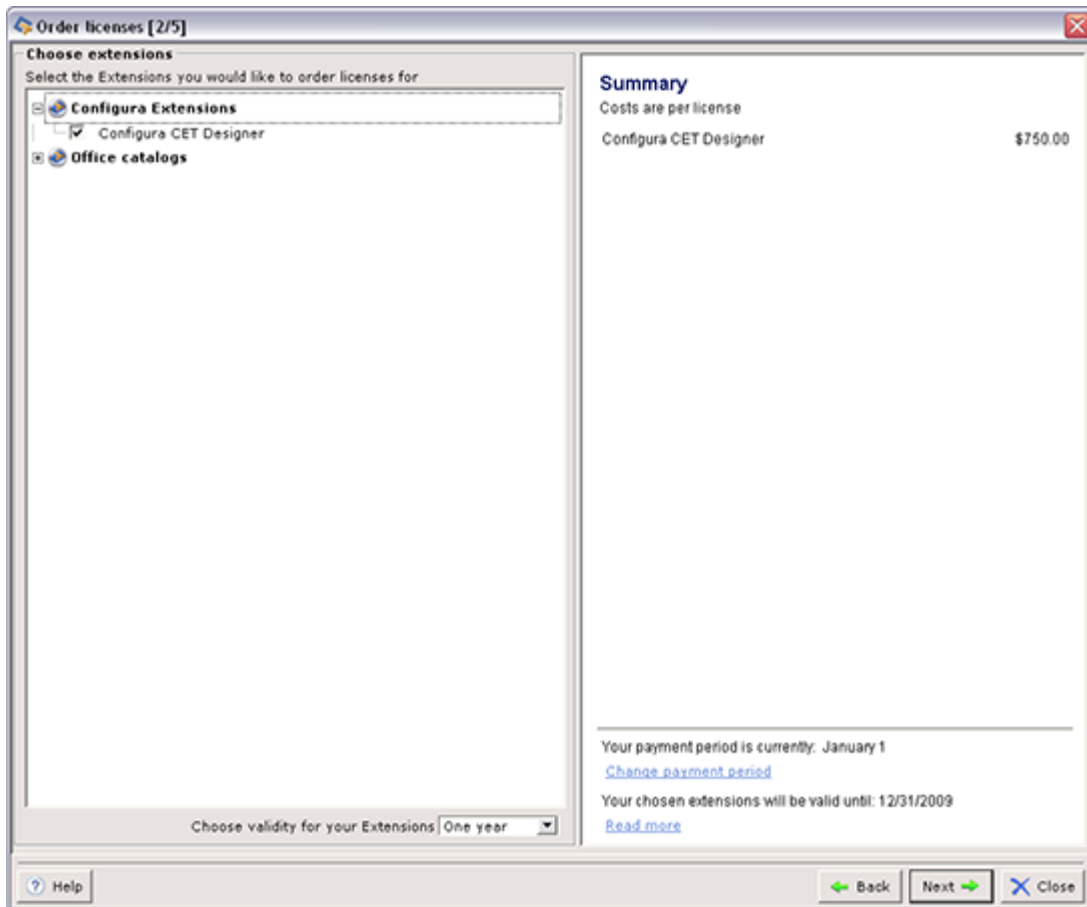
When you have logged into the **License Buyer**, click the **Renew licenses** link to the right in the **Home** section or the **Renew licenses** button at the bottom of the **License Buyer** section. The **Renew licenses** wizard will appear. Below you will find a detailed description of the **Renew licenses** wizard.

Step 1 - Start



The first step in the wizard informs you about the different steps in the **Renew licenses** wizard.

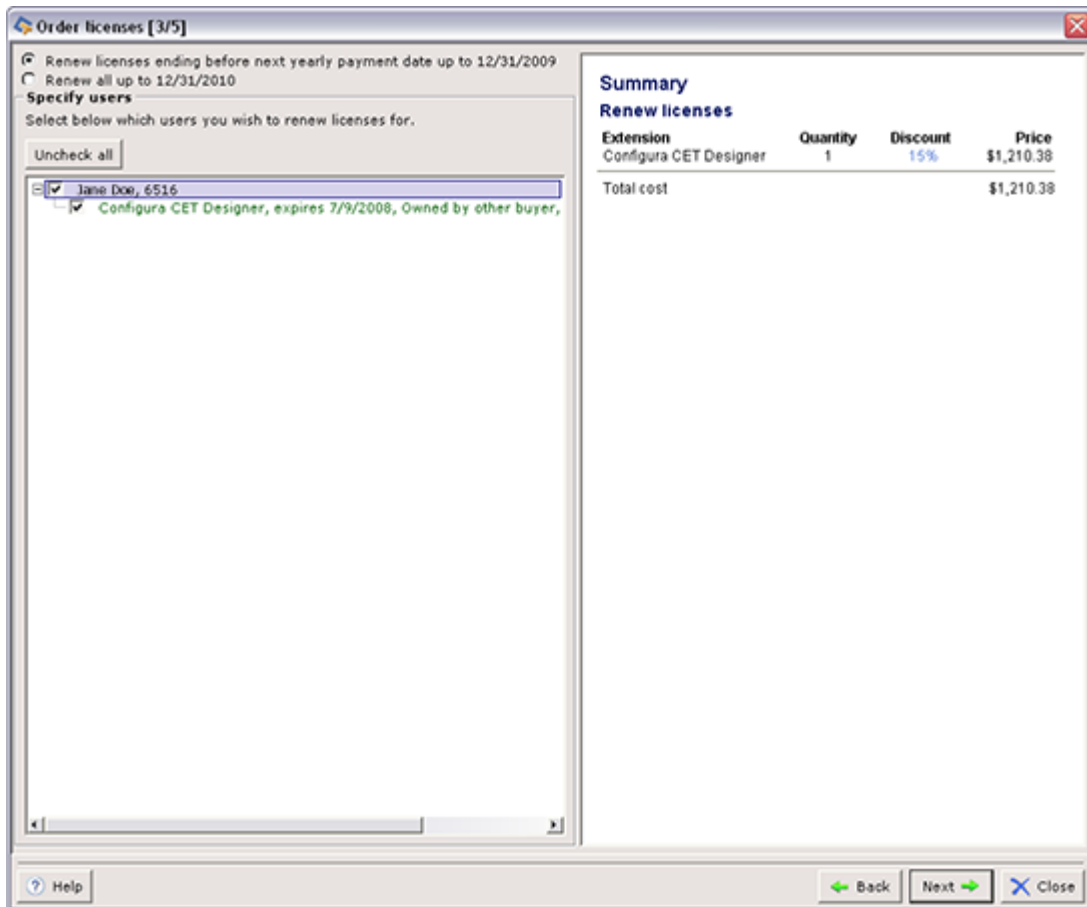
Step 2 – Select Extension



In step 2, select the Extensions for which you would like to renew licenses. You can view price information for the selected Extensions to the right.

Click **Next** to continue.

Step 3 – Select licenses



All your users that have a license (with you as their License buyer) for the selected Extension will be listed in step 3. Select the users that you wish to renew the license for by checking the checkbox next to their name.

The names of the users have different colors depending on the status of their licenses. This is for you to know if a user is using his or her license for the Extension (see the figure above). Here it's also shown when the license will expire. This date is based on your selected payment period.

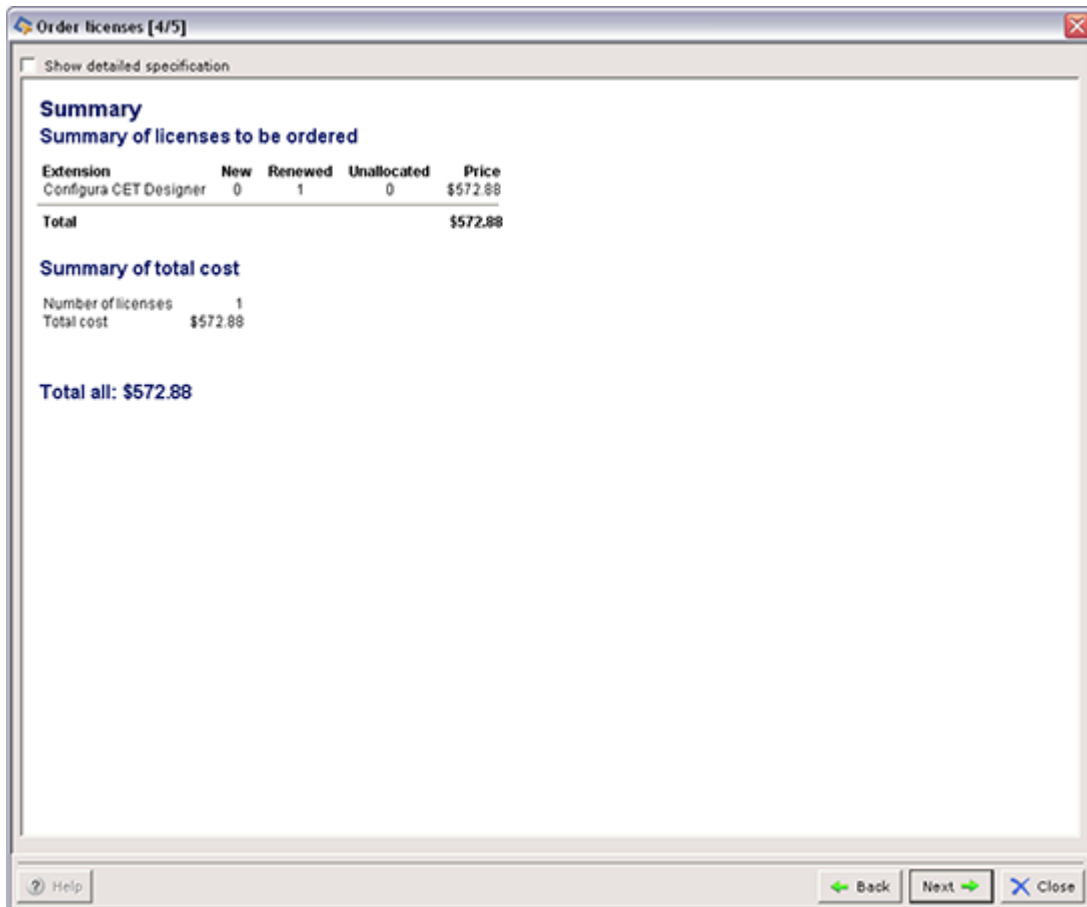
Click **Next** to continue.

- Green = The license has been used
- Red = The license has not been used

Note:

"Your users" means the users that are listed in the **My Users** section in the **License Buyer** user interface.

Step 4 - Summary



In step 4 you receive a summary of the licenses that are going to be renewed.

You receive the following information:

Summary of licenses to be ordered:

- **Extension:** The actual Extensions that the licenses are being ordered for.
- **New:** Number of newly ordered licenses.
- **Renewed:** Number of renewed licenses.
- **Unallocated:** Number of unallocated licenses.
- **Price:** The price per Extension, including discount.

Summary of total cost:

- **Number of licenses:** Number of total ordered licenses.
- **Total cost:** The total price, including discount.

Click **Next** to continue.

Note: All prices exclude applicable Tax and/or VAT, which are the responsibility of the buyer.

Step 5 – Choose your payment method



Order licenses [5/5]

How do you wish to pay for your order?

Credit card
 Send invoice

Click 'Pay' to be directed to the PayEx website.

Help Back Pay Close

In this step you choose how you wish to pay for your order, with a credit card or by an invoice. If you choose **Credit card** a PayEx page opens when you click **Pay**. Here you enter your credit card information and complete your order. If you choose **Send invoice** and click **Order** your order is sent to Configura Sverige AB and you will receive an invoice.

Purchasing Licenses for Your Users

You can order and purchase licenses for your users. The end users do not need to order the licenses themselves.

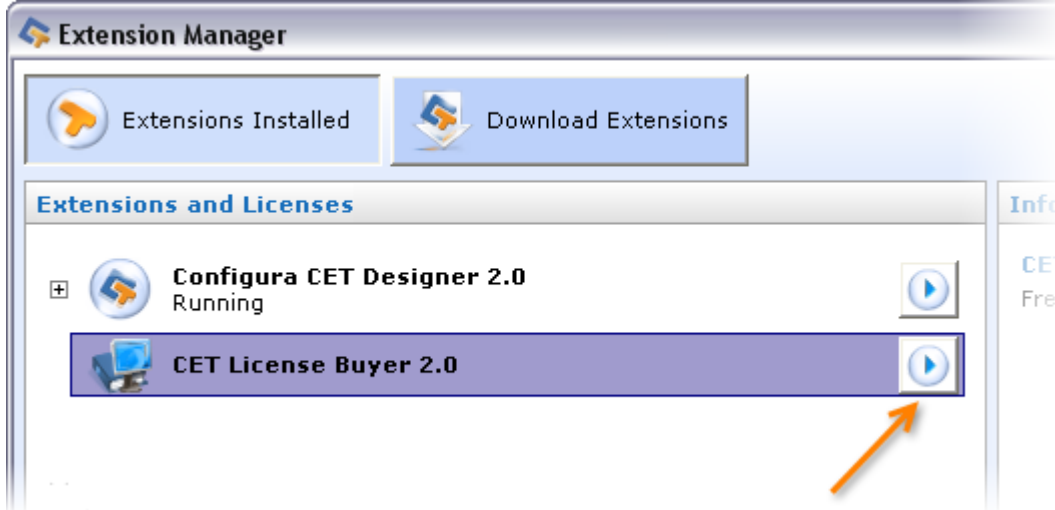
If you purchase several licenses at the same time you receive a discount. The more licenses you order (that have the same payment date) the better discount you get. This means that it is to your advantage to appoint one buyer per dealership that will coordinate all licenses and maximize the discount.

Number of users/subscriptions	Discount percentage
10 or more	30 %
5	25 %
4	20 %
3	15 %
2	10 %
1	0 %

When your number of subscriptions increase during a subscription period and a new discount level is reached, the additional subscriptions will be calculated and prorated per the new discount percentage. Subscriptions already invoiced are not recalculated or refunded per the new discount percentage.

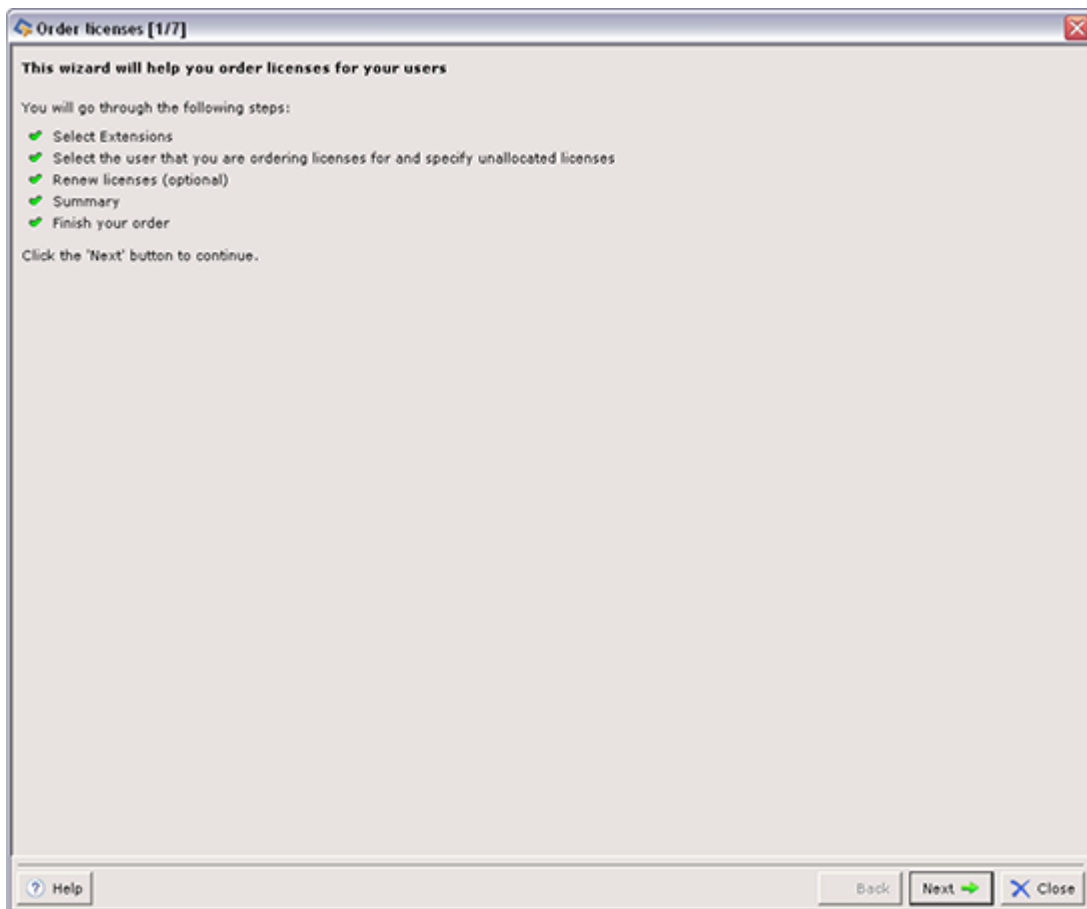
Contact [CET Designer Help Desk](#) if you have questions.

To order a license for a user you need to log into the **License Buyer** user interface by clicking the start button in the **Extensions Installed** section in the **Extension Manager** (see the figure below) or by the **License Buyer login** link.



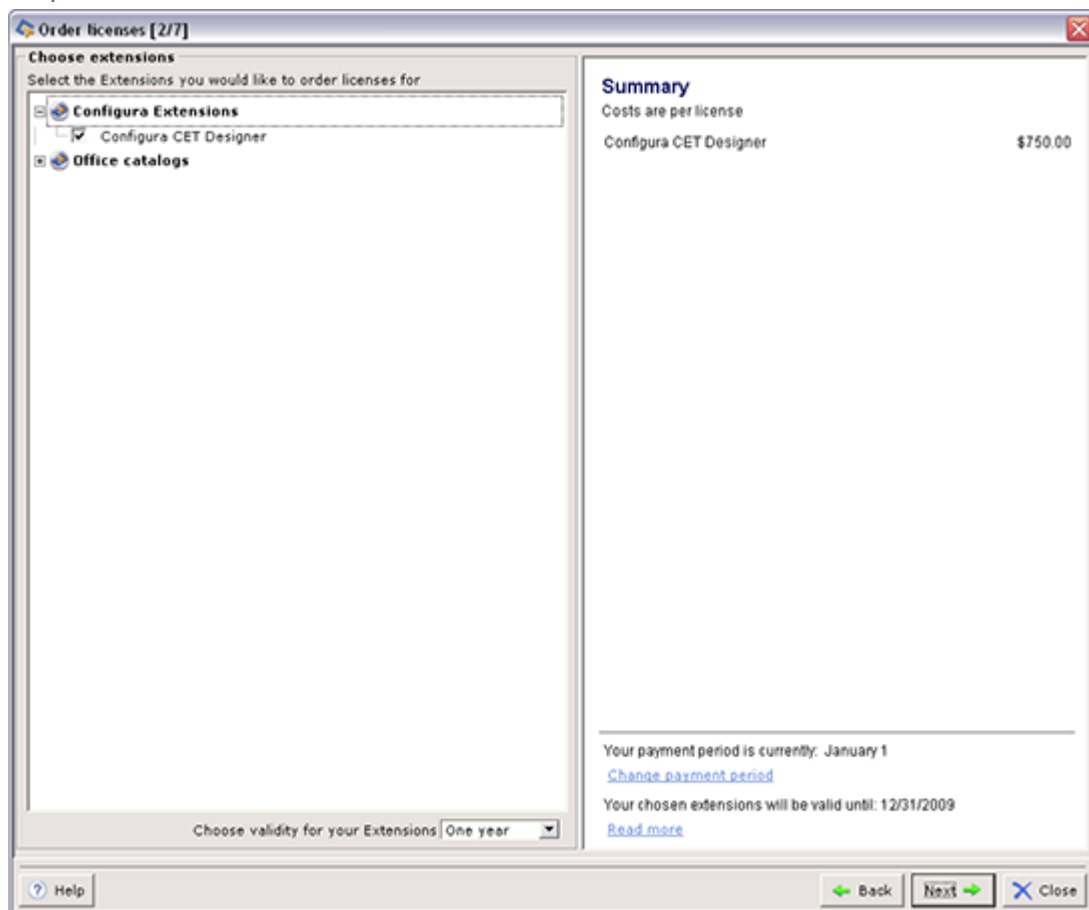
When you have logged into the **License Buyer**, click the **Order new licenses** link to the right in the **Home** section. The **Order new licenses** wizard appears. Below you find a detailed description of the **Order new licenses** wizard.

Step 1 - Start



The first step in the wizard informs you about the different steps in the **Order licenses** wizard.

Step 2 – Select Extension



In step 2 you select the Extensions you wish to order licenses for.

Click **Next** to continue.

Step 3 – Select users

In step 3 you specify the users that you are ordering licenses for. You can choose to order to specific users and also add unallocated licenses.

Select users by marking the check boxes in the upper left area.

If you also wish to add unallocated licenses, mark the check box **Add unallocated** licenses. The lower left area is then displayed. Choose number of unallocated licenses per Extension if you wish to order licenses without specifying which user is to receive it.

Unallocated licenses will be delivered to the first user that connects to the Internet and have you registered as License buyer (and that do not have this actual license).

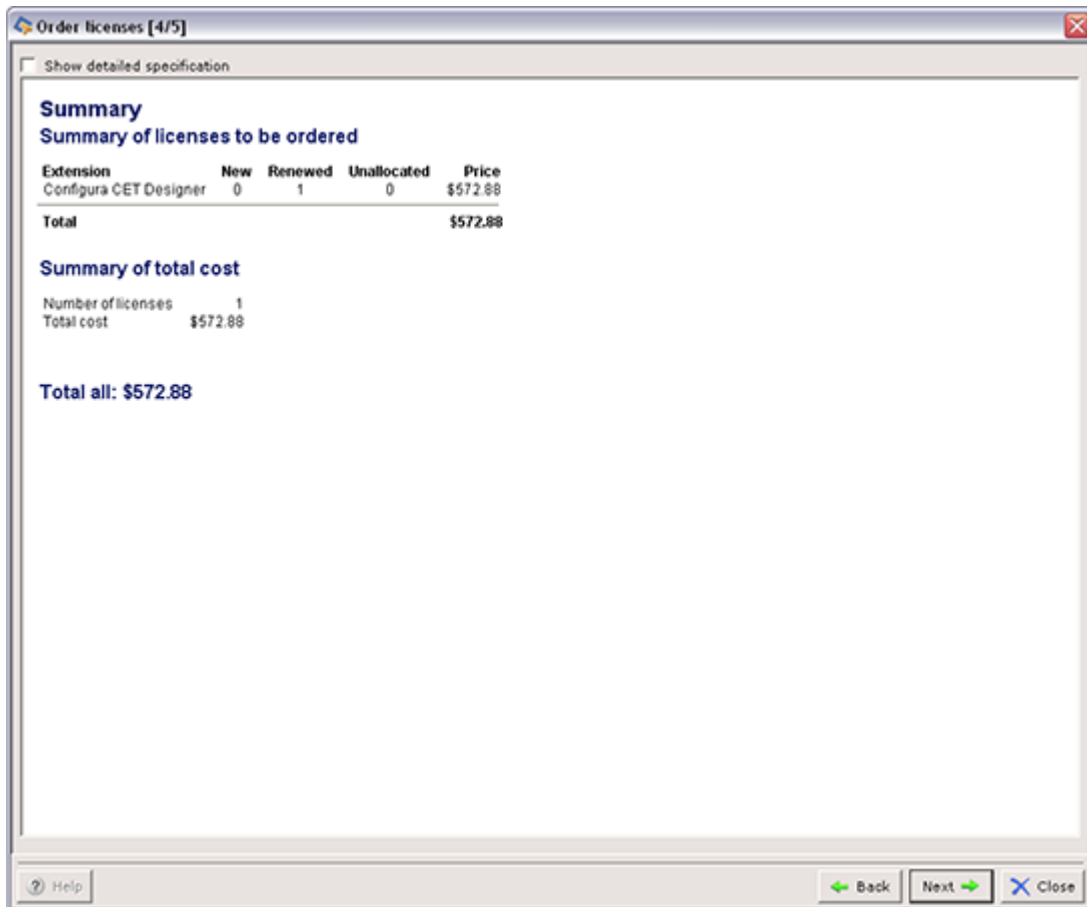
The screenshot shows a software window titled "Order licenses [3/7]". It is divided into several sections:

- Specify users:** A section with the instruction "Select below which users you wish to order licenses for." It contains a list of users with checkboxes. "Jane Doe, 6516" and "Configura CET Designer" are both checked. There is an "Uncheck all" button.
- Unallocated licenses:** A section with a text input "Configura CET Designer" and a numeric spinner set to "0". Below it, a "Valid from" date is set to "2009 2 6".
- Summary:** A table on the right side of the window.

Extension	Quantity	Discount	Price
Configura CET Designer	1	15%	\$572.88
Total cost			\$572.88
- Buttons:** At the bottom left, there is an "Add user account" button and a checked checkbox for "Add unallocated licenses". At the bottom right, there are "Back", "Next", and "Close" buttons.

Click **Next** to continue

Step 4 - Summary



In step 4 you receive a summary of the licenses that are going to be renewed.

You receive the following information:

Summary of licenses to be ordered:

- **Extension:** The actual Extensions that the licenses are being ordered for.
- **New:** Number of newly ordered licenses.
- **Renewed:** Number of renewed licenses.
- **Unallocated:** Number of unallocated licenses.
- **Price:** The price per Extension, including discount.

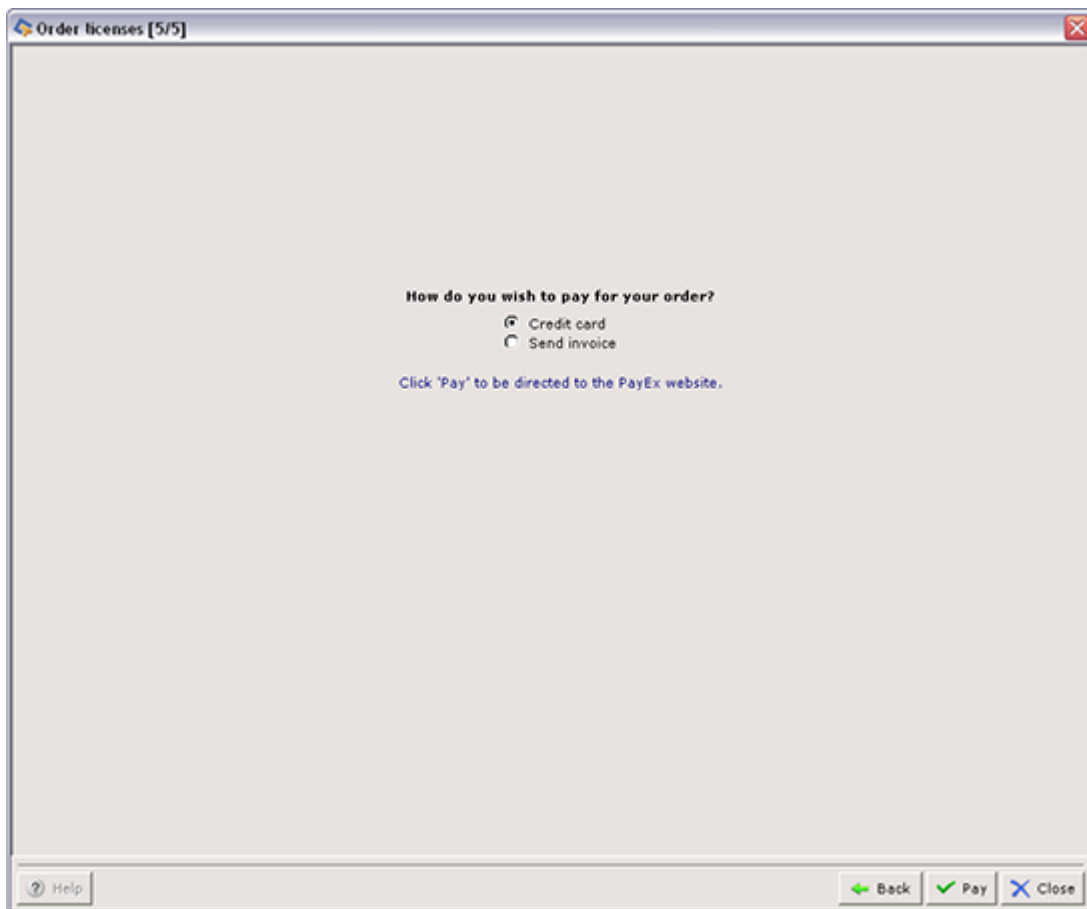
Summary of total cost:

- **Number of licenses:** Number of total ordered licenses.
- **Total cost:** The total price, including discount.

Click **Next** to continue.

Note: All prices exclude applicable Tax and/or VAT, which are the responsibility of the buyer.

Step 5 – Choose your payment method



The screenshot shows a web application window with the title "Order licenses [5/5]". The main content area contains the following text:

How do you wish to pay for your order?

- Credit card
- Send invoice

Click 'Pay' to be directed to the PayEx website.

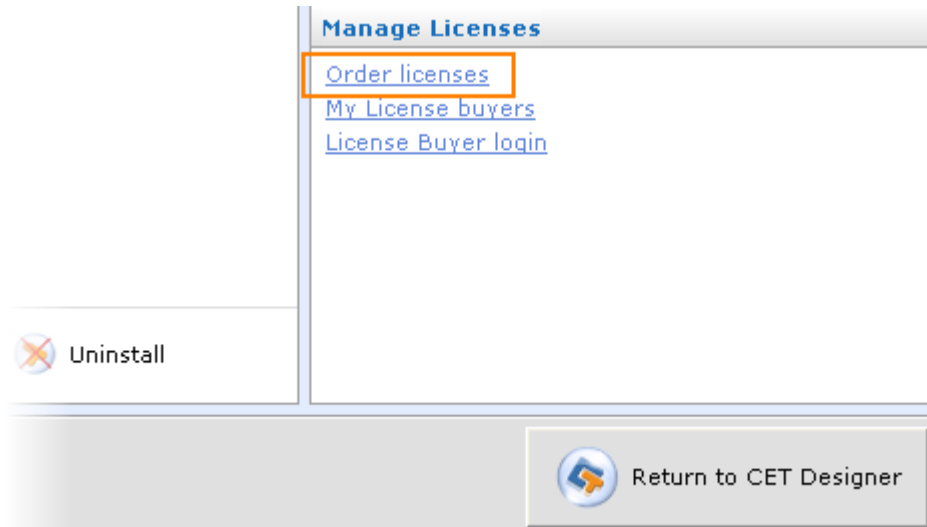
At the bottom of the window, there are three buttons: "Help" (with a question mark icon), "Back" (with a left arrow icon), "Pay" (with a green checkmark icon), and "Close" (with a blue X icon).

In this step you choose how you wish to pay for your order, with a credit card or by an invoice. If you choose **Credit card** a PayEx page opens when you click **Pay**. Here you enter your credit card information and complete your order. If you choose **Send invoice** and click **Order** your order is sent to Configura Sverige AB and you will receive an invoice.

When End Users Order or Renew Licenses for Extensions

There are two ways for end users to receive a license for an Extension; you, as the License buyer, can order the license or the end users can order the license by themselves.

When a user order a license himself he or she clicks the **Order licenses** link in **Extensions Installed** section in the **Extension Manager** (see figure below).



Read more about how users order and renew licenses in the document '[Handling Extension Licensing in CET Designer – for End Users](#)'.

Note: If you as a License buyer have purchased a license for a user, the user might need to click the **Refresh** button in the right upper corner of the Extension Manager to receive the new license.