

User Guide - Handling Extension Licensing in CET Designer

- For End Users

ConfiguraCET
Designer



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Handling Licensing in CET Designer

In this document you can read how you, as an end user, 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, you can still order and pay for your own Extension licenses (i.e. you can be your own license buyer) from the **Extensions Installed** section in the Extension Manager.

If you have a License buyer that is going to pay for your licenses, you need his/her e-mail address and activation key (keyword) to be able to register him/her as your License buyer.

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 your to use specific Extensions. The new licensing system also makes it easier for you because you are no longer required to manage your own licenses; if the licenses need to be renewed etc. everything can be handled by your License buyer.

Definitions of the Different Roles

In this document the following different roles are mentioned:

- **End user** (you): An end user is a person that uses CET Designer and CET Extensions in their daily work.
- **License buyer**: 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 should occur with CET Designer, do not hesitate to 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>

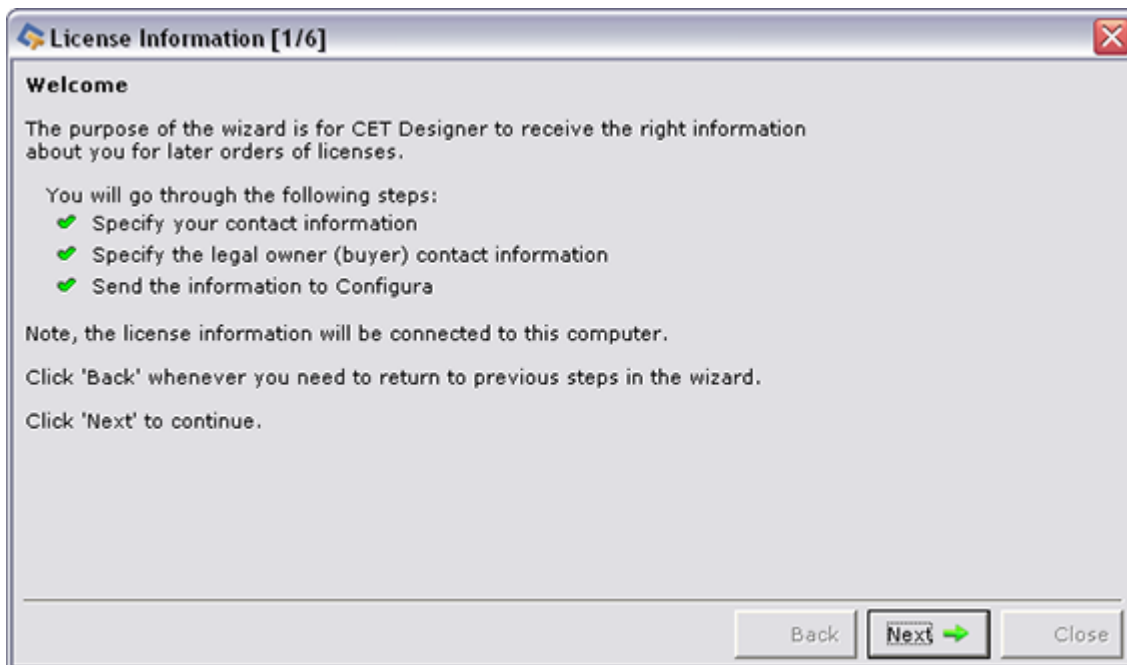
Downloading CET Designer for the Very First Time

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 Get pin

Pin Verify

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 Get pin

Pin Verify

Verification ok!

Click **Next** when you are finished.

Step 3 – Specify the License buyer

In step 3 you need to specify the License buyer for your licenses, i.e. the one who pays for the license of the software.

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 License 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 – Fill out the end user’s contact information

License Information [4/6]

Specify your contact information Help

First name*

Last name*

Company

C/o

Street

City

Postal

State

Country

Phone number

← Back Next → 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

License Information [5/6]

Send the information to Configura Help

You have specified the following information, in short:

End user
Jane Doe, Dealership, AnyTown, US
Jane.Doe@dealership.com

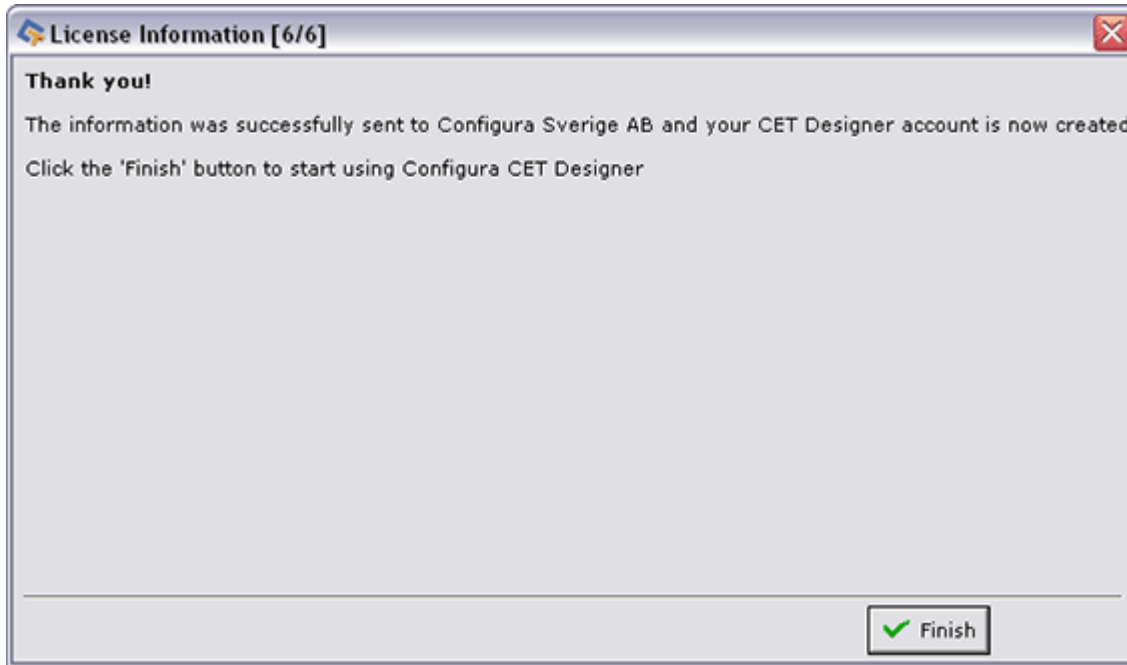
Click 'Next' to send this information to Configura Sverige AB.

← Back Next → Close

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.

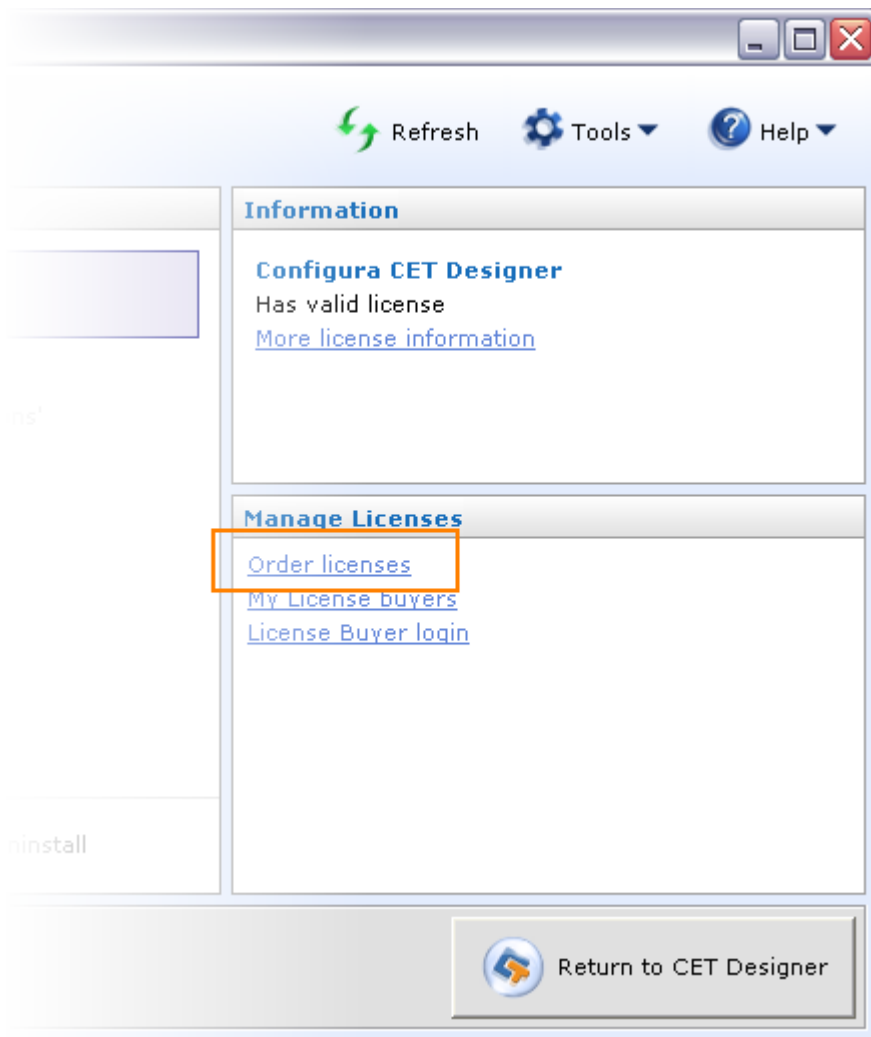
Click the **Finish** button to start using Configura CET Designer.

Ordering or Renewing Licenses for Extensions

There are two ways to receive a license for an Extension; you either can have one of your License buyers order a license for you, or you can order a license yourself.

To order a license yourself, click the **Order licenses** link in the **Extensions Installed** section in the **Extension Manager** (see figure below).

If you know that a License buyer has ordered a license for you, you will automatically be notified about this next time you start CET Designer. If you know that the License buyer has ordered a license for you while you have had the Extension Manager open, just click the **Refresh** button.



In this section we describe the scenarios when you buy or renew a license yourself and how you activate a license that a License buyer has ordered for you.

Buy or Renew a License for Yourself

To renew a license for one of your Extensions, click the **Order licenses** link in the **Extensions Installed** section (see figure above). The **Ordering Licenses Wizard** appears.

The purpose with this wizard is to order and to renew licenses for your installed Extensions. You can see which Extensions you have installed in the **Extensions Installed** section in CET Designer's Extension Manager.

Below you find a detailed description of the different steps in the **Order Licenses** wizard.

Step 1 – Order licenses

The first thing you need to do is to select which Extensions you would like to order or renew licenses for. Select the check boxes of your choice.

Extensions with renewed, but not yet valid licenses, will be grayish. You will not be able to renew licenses for these Extensions until they have become valid.

Click the **Next** button to continue the ordering process.

You can always cancel the ordering process by clicking the **Close** button. The order will not be sent until you click the **Order** button in the end of this wizard.

Step 2 – Prepaid licenses

Your License buyer is able to prepay licenses. This means that he or she has bought a number of licenses that you can claim. If these licenses agree with the licenses you selected in the previous step, these will be visible in this step.

Select desired license/licenses and click the **Next** button to continue the ordering process.

There can be situations when a request is required, and that need approval, before the ordering process can be completed. The request will be sent automatically when you click the **Next** button.

You can always cancel the ordering process by clicking the **Close** button.

Note: This step will only be visible if your License buyer has prepaid licenses to offer you.

Step 3 – Requests

If a request is needed when you have selected prepaid licenses in the previous step, you will receive a confirmation that the requests are approved or denied.

If the requests are approved, the licenses will automatically be activated the same the day they are approved.

Click **Next** to continue the ordering process.

Note: This step will only be visible if you have ordered prepaid licenses (in step 2) that require that requests is sent for approval.

Step 4 – Choose the validity of the license

You can choose the validity of a license for an Extension. Select one option for each license.

If you earlier have not ordered a license for an installed Extension, you can order a free trial license. You can also order a license that is valid for a year right away. Select desired option in the drop down menu.

Click the **Next** button to continue the ordering process.

Note: If you had a trial license before, you cannot renew that license with another trial license. You have to select a 1-year license. This will then be the only option that is visible in the drop down menu.

Step 5 – Choose License buyer

Select the License buyer who will pay for your licenses. The License buyers that are shown in the drop down menu are the License buyers that you have registered when you downloaded CET Designer and in CET Designer's Extension Manager.

Note: If you wish to pay for it yourself, select your own name in the drop down menu.

You are authorized to order different licenses. The colored dots indicate if you are authorized to order the selected licenses or not.

- Green = You have permission to order this license.
- Yellow = A request need to be sent for approval for the ordering process to be completed. The request is automatically sent when you finish this wizard.
- Red = You do not have permission to order this license.

Click **Next** when done.

Different persons can allow or deny you from ordering a license. Click the arrows to the right of a license.

License buyer = The one who pays for the license.

Publisher = Normally the developer of the Extension that you wish to order a license for.

Supervisor = The manufacturer of the products that the Extension, that you wish to order a license for, consists of.

Step 6 – Following licenses will be ordered

In this step, a summary of the licenses that will be ordered is presented; which type of license it is, the period of time it will be valid, and how much it costs.

Some of the licenses might require that a request is sent for approval. These licenses are shown separately. Any requests will be sent automatically when you click the **Order** button.

The period's end date has been generated considered to your License buyer's billing period. This can result in that the date does not agree with the period of your choice. Your License buyer has had the possibility to choose when the licenses should be paid. If this date occurs earlier than a year from the ordering date, the license will be valid less than a year.

When you click the **Order** button, the license/licenses will be ordered. An invoice will be sent to the License buyer that you have chosen.

Note: Some of the licenses might require that a request is sent for approval. These licenses are shown separately. Any requests will be sent automatically when you click the **Order** button.

Step 7 – Thank you

In the last step you receive a confirmation that your order has been sent to Configura Sverige AB. Click **Close** to close the wizard.

Activating a License that Your License buyer has Purchased for You

A License buyer can buy licenses for you. In most cases you do not need to manually activate a license that a License buyer has ordered for you. Usually you will be notified about the new license next time you start CET Designer (see the figure below).

If you know that a License buyer has purchased a license for you while you have CET Designer running, just click the **Refresh** button in the upper right corner of the Extension Manager. You will then receive a message telling you that you have received a new license (see the figure to the right).

