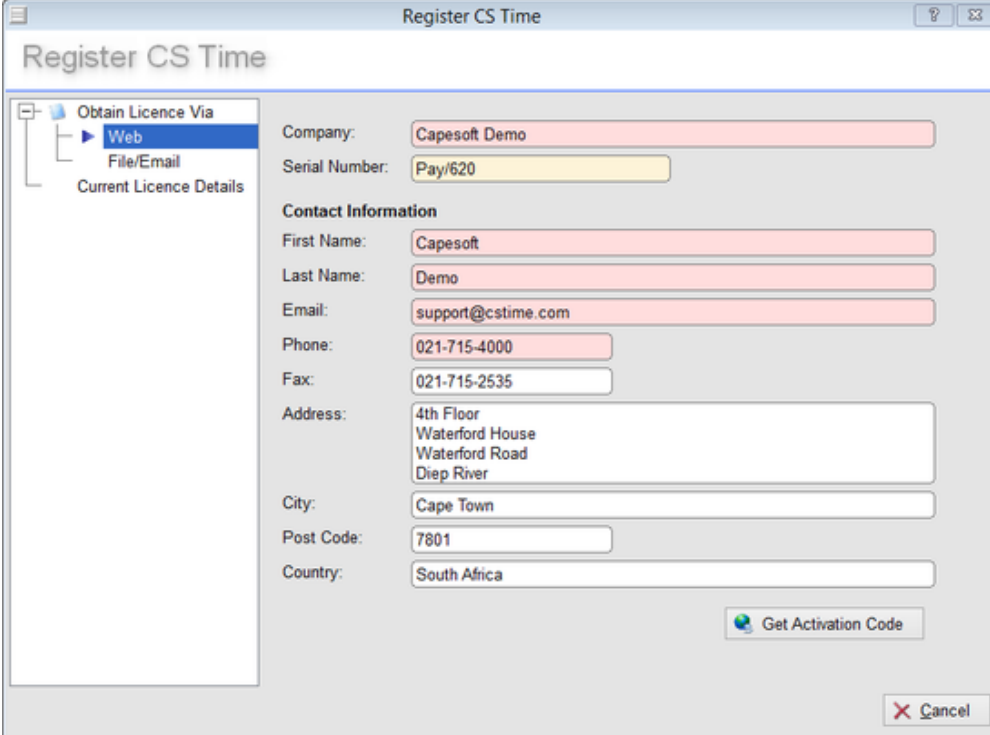


Introduction

One of the first things you will need to do after installing CS Time is to register it. This will allow you access to CS Time's features. To complete the registration you will require an Activation xml file that is supplied by your CS Time supplier or can be obtained via the internet.

Activating via the Internet

1. Open the User/Configuration Module and then select the **Product Registration** option from the **Security** dropdown menu.
2. Select the Web Tab in the left panel.



The screenshot shows a window titled "Register CS Time". On the left, a tree view under "Obtain Licence Via" has "Web" selected. The main area contains the following fields:

- Company: Capesoft Demo
- Serial Number: Pay/620
- Contact Information**
- First Name: Capesoft
- Last Name: Demo
- Email: support@cstime.com
- Phone: 021-715-4000
- Fax: 021-715-2535
- Address: 4th Floor Waterford House Waterford Road Diep River
- City: Cape Town
- Post Code: 7801
- Country: South Africa

At the bottom right, there is a "Get Activation Code" button and a "Cancel" button.

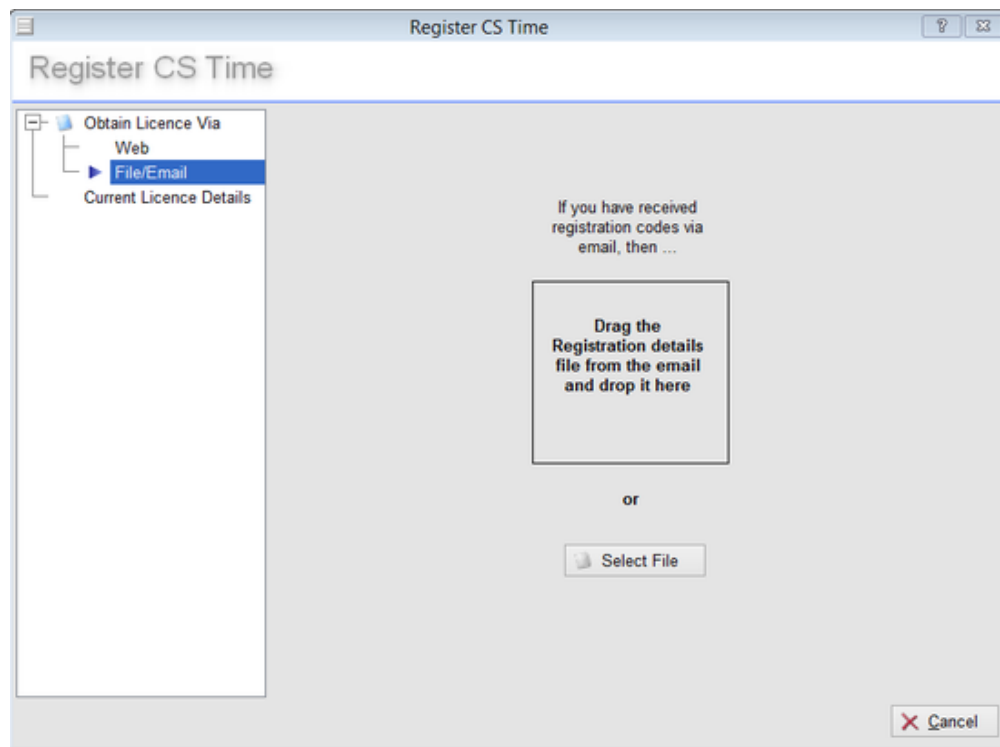
3. Fill in the following information as to how you wish the product to be registered. The required fields are:
 - Company
 - First Name
 - Last Name
 - Email
 - Phone
4. Click on the **Get Activation Code** button.
5. If you have successfully connected to the Product Activation Server, you will see a 16 digit code in the Activation Code field.
6. A window will then be displayed confirming that the registration was successful.

Please note:

- Initial codes obtained from the internet are normally temporary codes and are only active for approximately 30 days.
- Once you have purchased a valid license, you will be able to request this code via the internet again.
- You are no longer able to specify the number of copies, level, modules and counters before requesting an activation code via the internet. This is now activated as per your purchase on the Product Activation Server.

Using Supplied Information

1. In the User/Configuration Module select the **Product Registration** option from the **Tools** dropdown menu.
2. Select the File/Email Tab in the left panel.



3. If you have been emailed an activation code in an email as an attached xml file (e.g. yourcompanyname.xml), you can either drag the attachment and drop it in the block provided or save the attachment and upload it by clicking the **Select File** button and selecting the file.
4. A window will be displayed confirming that the registration was successful.

Viewing your Current License Details

1. In the User/Configuration Module select the **Product Registration** option from the **Tools** dropdown menu.
2. Select the Current License Details Tab in the left panel.

Register CS Time

Obtain Licence Via
Web
File/Email
Current Licence Details

Company Name: Demo
Serial Number: 0001
Dealer:
Copies: 3 Expiry Date 31/12/9999
Level:
 Lite Professional
 Standard Enterprise
Modules:
 Time and Attendance Access Control Rostering
 Human Resources Job Costing
 Real Time Attendance
Counters:

Description	Limit
ACCESS POINTS	3
EMPLOYEES	100
NON CAPESOFT CLOCKS	1
PC CLOCKS	3

Activation Code:

Cancel

Please Note: If you are unable to register the product after several attempts then contact your application supplier for assistance.