



How to Import a Licence

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Author: Sonia Devi

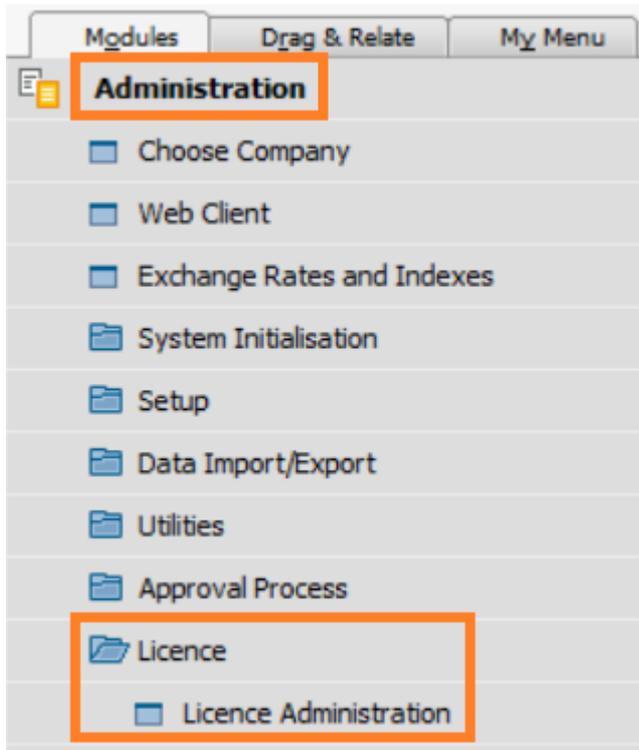


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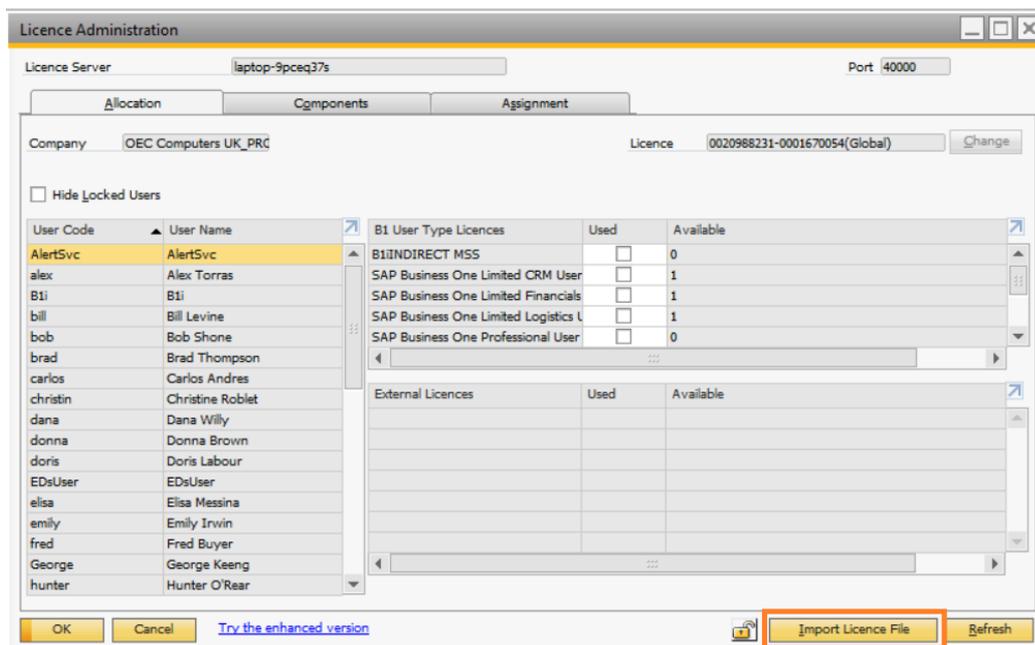
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1. HOW TO IMPORT A LICENCE

- **Administration > Licence > Licence Administration**

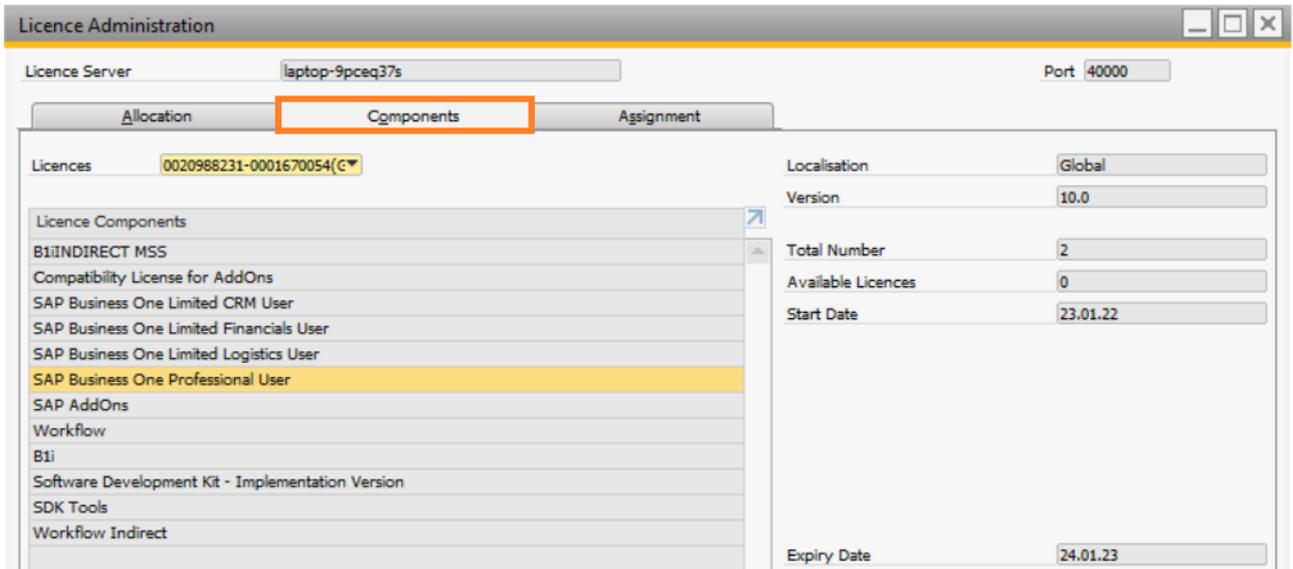


- The licence administration window will open. Select the 'Import Licence File' button.



- Browse to the licence file (txt file) then click on OK.

- To check if the correct licence details have imported, select the components tab where you can view the total number of licences.



2. ASSIGN AND UNASSIGN LICENCE TO USER

- **Administration > Licence > Licence Administration > Allocation Tab**
- Within the allocation tab you can see all the SAP users. To the right you can assign a licence by simply selecting the licence type required. In the example below the user manager is assigned a professional licence.
- If a user no longer requires a licence simply deselect the option and update.

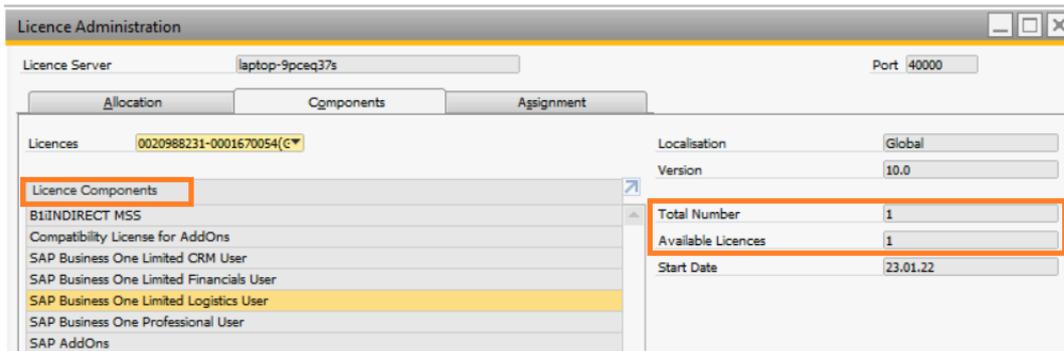
The screenshot displays the 'Licence Administration' window with the 'Allocation' tab selected. The 'Company' is set to 'OEC Computers UK_PRC' and the 'Licence' ID is '0020988'. A list of users is shown on the left, with 'manager' (Jayson Butler) highlighted. On the right, a table lists 'B1 User Type Licences' with columns for 'Used' and 'Available'. The 'SAP Business One Professional User' license is checked, and its 'Available' count is 0. Below this, an 'External Licences' table is also visible.

User Code	User Name	B1 User Type Licences	Used	Available
fred	Fred Buyer	B1iINDIRECT MSS	<input type="checkbox"/>	0
George	George Keeng	SAP Business One Limited CRM User	<input type="checkbox"/>	1
hunter	Hunter O'Rear	SAP Business One Limited Financials	<input type="checkbox"/>	1
james	James Chan	SAP Business One Limited Logistics U	<input type="checkbox"/>	1
jim	Jim Boswick	SAP Business One Professional User	<input checked="" type="checkbox"/>	0
john	John Peterson	SAP AddOns	<input type="checkbox"/>	99995
juan	Juan Peron			
julie	Julie Bowers			
Kate	Kate Milton			
keiko	Keiko Matsui			
keith	Keith Trahan			
Kora	Kora Dean			
leo	Leo Laporte			
linda	Linda Hudson			
manager	Jayson Butler			
maria	Maria Bridi			

- The available column will show the number of licences available.

3. COMPONENTS TAB

- The components tab shows the total number of licences you have for each component.



4. ASSIGNMENT TAB

- The assignment tab is a quick way to check which licence component is assigned to which SAP user.

