

# How to Update your Software License

Version 2019.1

CASHSuite™

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# Introduction

This guide provides instructions for applying license keys and other tasks associated with license activation- including setting up new users, and activating new products.

## How license keys are distributed to users

### ***Shared Database Environment***

When running CASH in a multi-user environment in which users share a common database, the license keys are applied once from any CASH client. Once applied, the keys are stored with the CASH Database. As users launch CASH, the new keys are distributed to the license database located in the CASH program path. Because of this, users require Modify Permissions to filename SECURITY.MDB located within the local program path, (e.g., C:\Program Files (x86)\CASH).

### ***Stand Alone Environment***

When running CASH in a stand-alone environment, the license key must be applied manually on each workstation.

## How to determine your Software Version

When applying license keys, instructions vary with different software versions. Refer to the instructions below for assistance with determining your software version.

### ***I can run CASH to see my software version***

If you are able to run CASH, login and click Help>About CASH. Your software version will be clearly displayed on the About screen. Proceed to the appropriate instructions for applying the keys in your software version.

### ***I cannot run CASH (my software has expired)***

If you are not able to run CASH, open your C:\Program Files (x86)\CASH folder in Windows Explorer. The following file will help determine your software version:

- ServiceReleaseNotes.pdf = page 1 should list the version number you have installed

## Steps for Applying Keys in CASH Suite

1. Your license activation keys will be emailed to you in the form of a .TXT file. Save the .TXT file to a location that can be retrieved by one of the CASH clients. This may be a network drive, local drive, flash drive, etc.
2. From the CASH client, run the CASH Dashboard.
3. If prompted to update your license now, click Yes. Otherwise, login as an end user or Administrator, and click Help>Activate Product.
4. On the Software and Support Activation Window, click the License File button in the lower left corner.
5. Using the Explorer Window, browse to the path that you saved the .TXT file to and click Open.
6. After applying, you can review your license status from the Wolters Kluwer Financial Services Software and Support Activation Window.
7. Proceed to the Administering new Licenses section if you are adding new products to your license.

## Configuring the License

This section is not required when applying a license key to extend your support subscription period. Refer to this section when applying a license key to:

- activate a new product
- add new users to the system

### Activating a new product in CASH Suite versions

1. Login to the CASH Dashboard as the Administrator, and select the “Admin Tab” or “Setup Tab”>Users and Lenders.
2. Highlight the user to be modified and click the Edit button. Click the “Licensed to Use” tab and select the available products to be added. Review the “Permissions” tab for security options that may relate to the newly added product.

### Creating a new user in CASH Suite

1. Login to the CASH Dashboard as the Administrator, and select the “Admin Tab” or “Setup Tab”>Users and Lenders.
2. Click the Add button on the User Maintenance screen. Enter the information on the “Employee Info” tab, “Licensed to Use” tab, and “Permissions” tab as required.

**For further assistance, press F1 for context sensitive help.**

**If you have any questions about these instructions, please contact Technical Support.**

- (800) 274-2711 ext. 1125031 Toll-free (Inside US)
- Email: [SupportLine-CASHSupport@wolterskluwer.com](mailto:SupportLine-CASHSupport@wolterskluwer.com)

Applies to all CASH Software Versions

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