

Procedures

CMS Systems Solutions Ltd

License Registration

Purpose

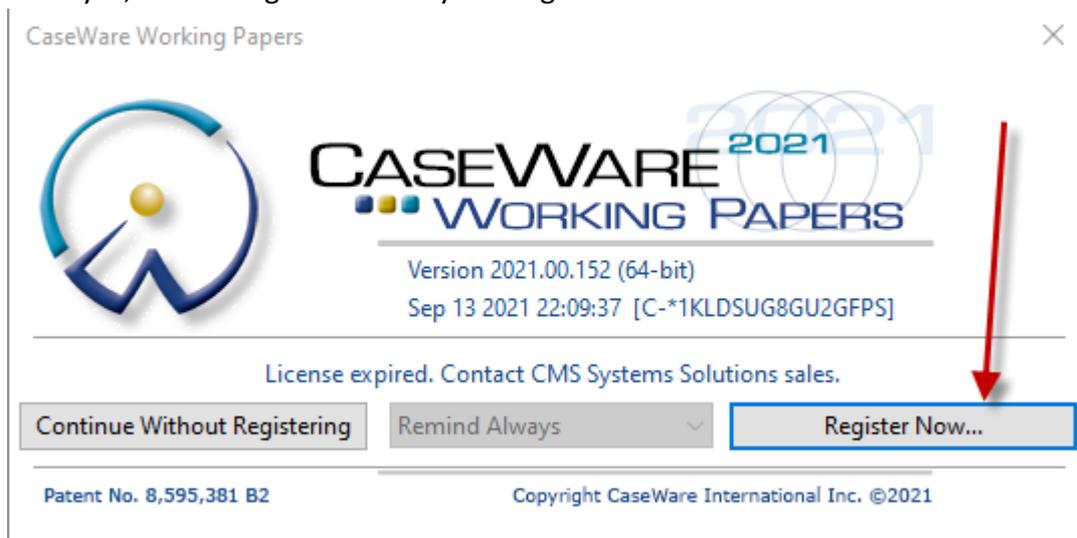
The procedure describes the steps to register a Working Papers licence, on a computer that has not had a licence before, or the licence has expired, or the licence has been revoked. To register a new licence while the existing licence is still valid, will be described elsewhere.

Steps

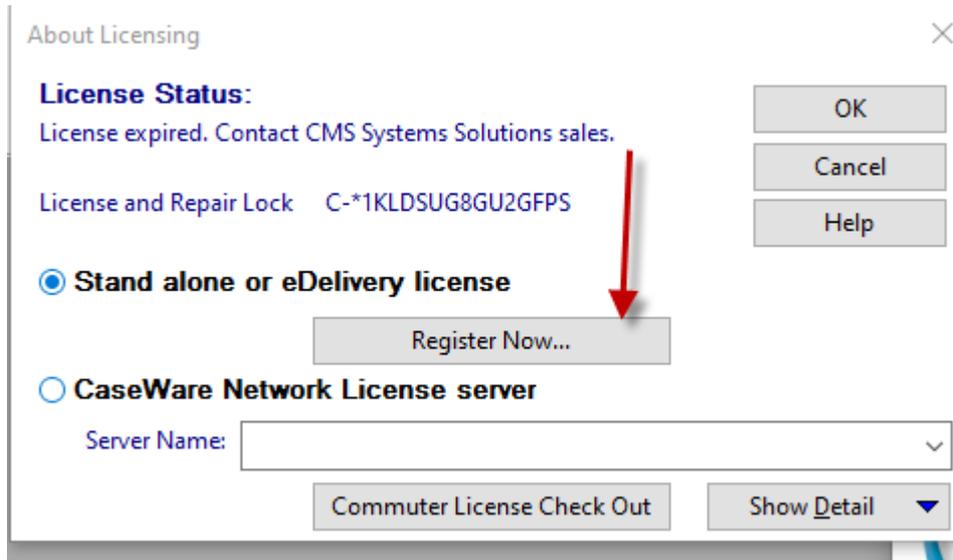
1. Enter Caseware by double click on the Caseware shortcut on your desktop



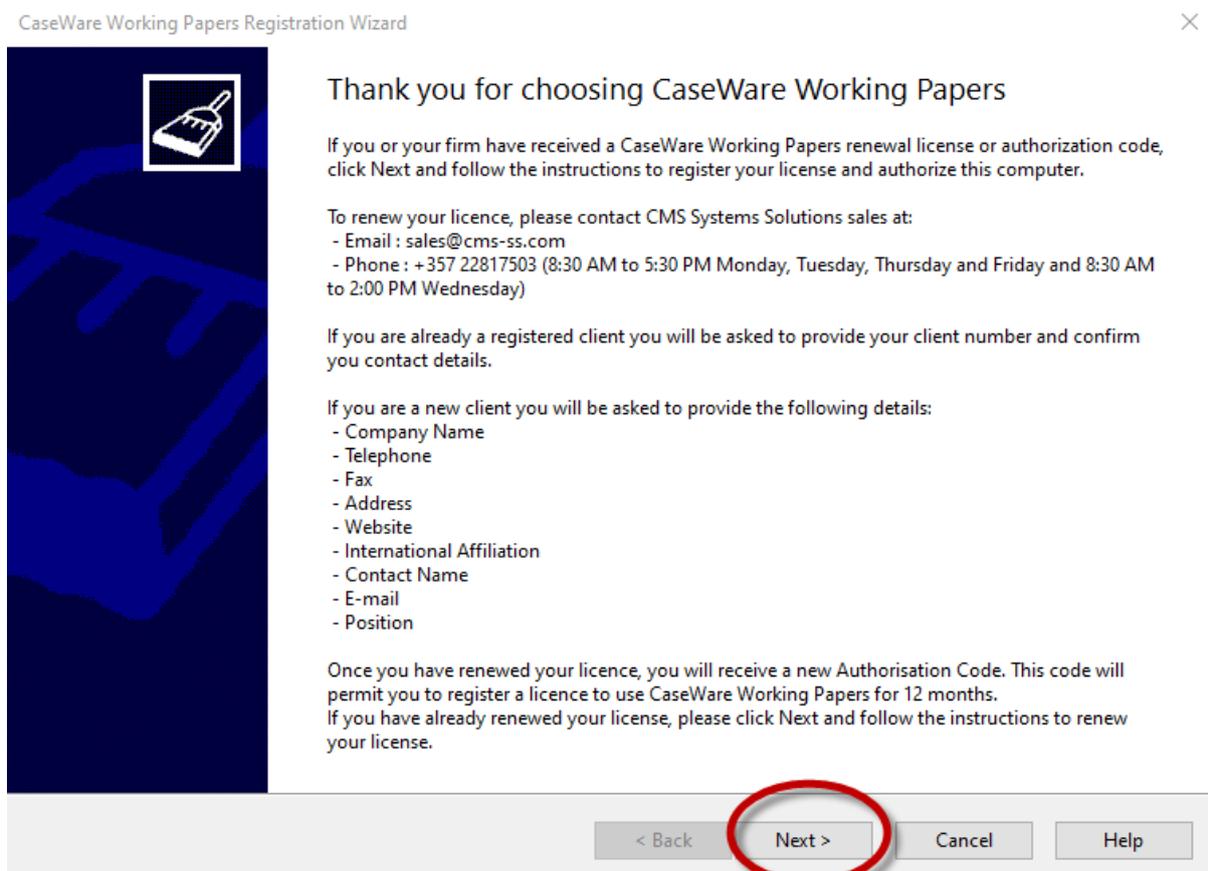
2. A window will open. Ensure that the version of Working Papers, is the same as indicated on the email sent to you.
 - a. If not, update and install the latest version of Working Papers found in www.cms-ss.com.
 - b. If yes, select 'Register Now' by clicking on it



3. Another window will open. The selection 'Stand alone or eDelivery licence' is already selected. Click on 'Register Now' once more.



4. On the following screen click on 'Next'



5. In the window that appears, complete as follows, to facilitate the identification process of the user, should it be needed in the future.
 - a. Enter the latest authorisation code received from CMS
 - b. Fill in the name of the user. **Not the company.**
 - c. Email address: The email of the user. **Not the company.**
 - d. **Do not select** "Check here if you do not wish your computer name to be sent".
 - e. Press Next to continue

CaseWare Working Papers Registration Wizard ×



Welcome to the Registration Wizard

You should have received a 20 digit alpha-numeric Authorisation Code from CMS Systems Solutions sales.

This Authorisation Code is shown on your invoice or will have been sent to you either by Email or by fax.

Authorization Code:
 a

Name:
 b

Email Address:
 c

If you are unable to locate your Authorisation Code, please contact CMS Systems Solutions sales at:
- Email: sales@cms-ss.com
- Phone: +357 22817503 (8:30 AM to 5:30 PM Monday, Tuesday, Thursday and Friday and 8:30 AM to 2:00 PM Wednesday)

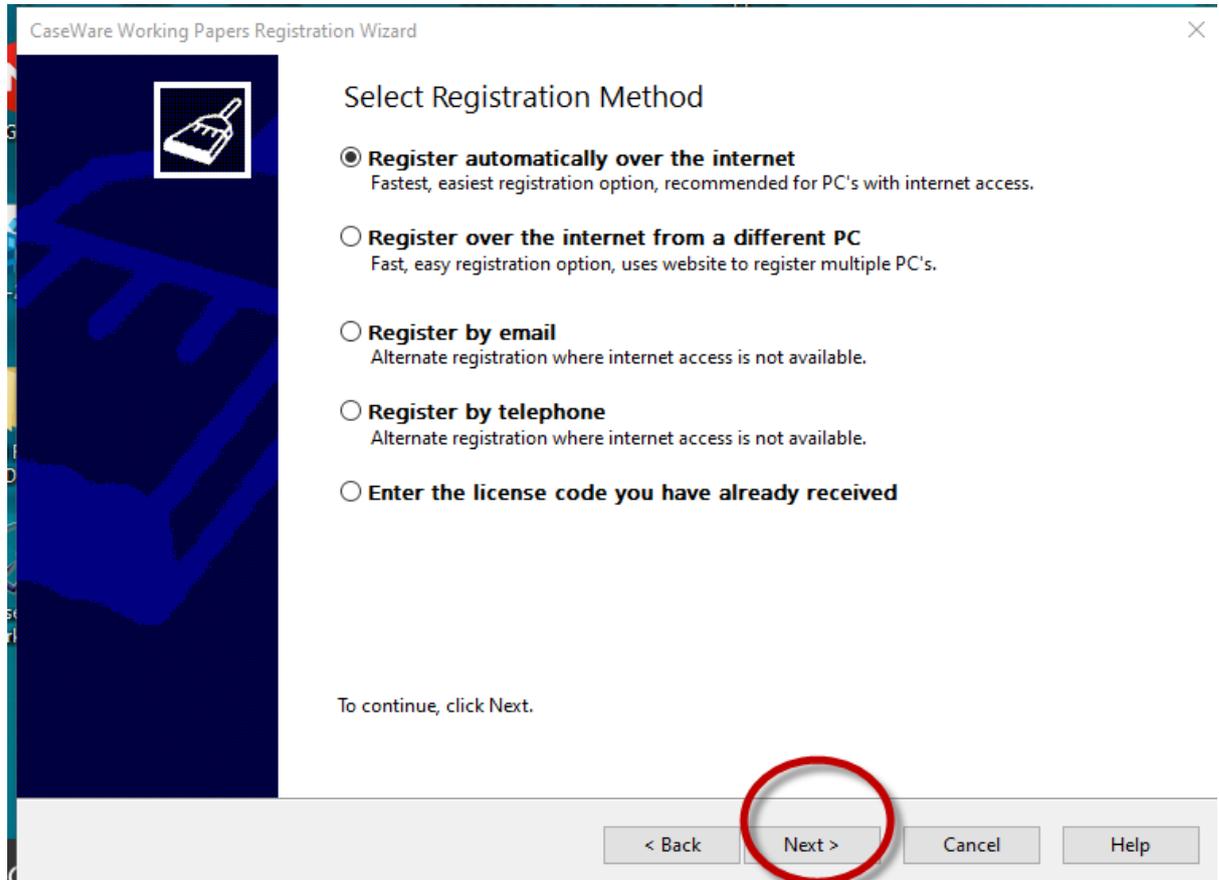
d
 Check here if you do not wish your Computer Name to be sent

To continue, click Next.

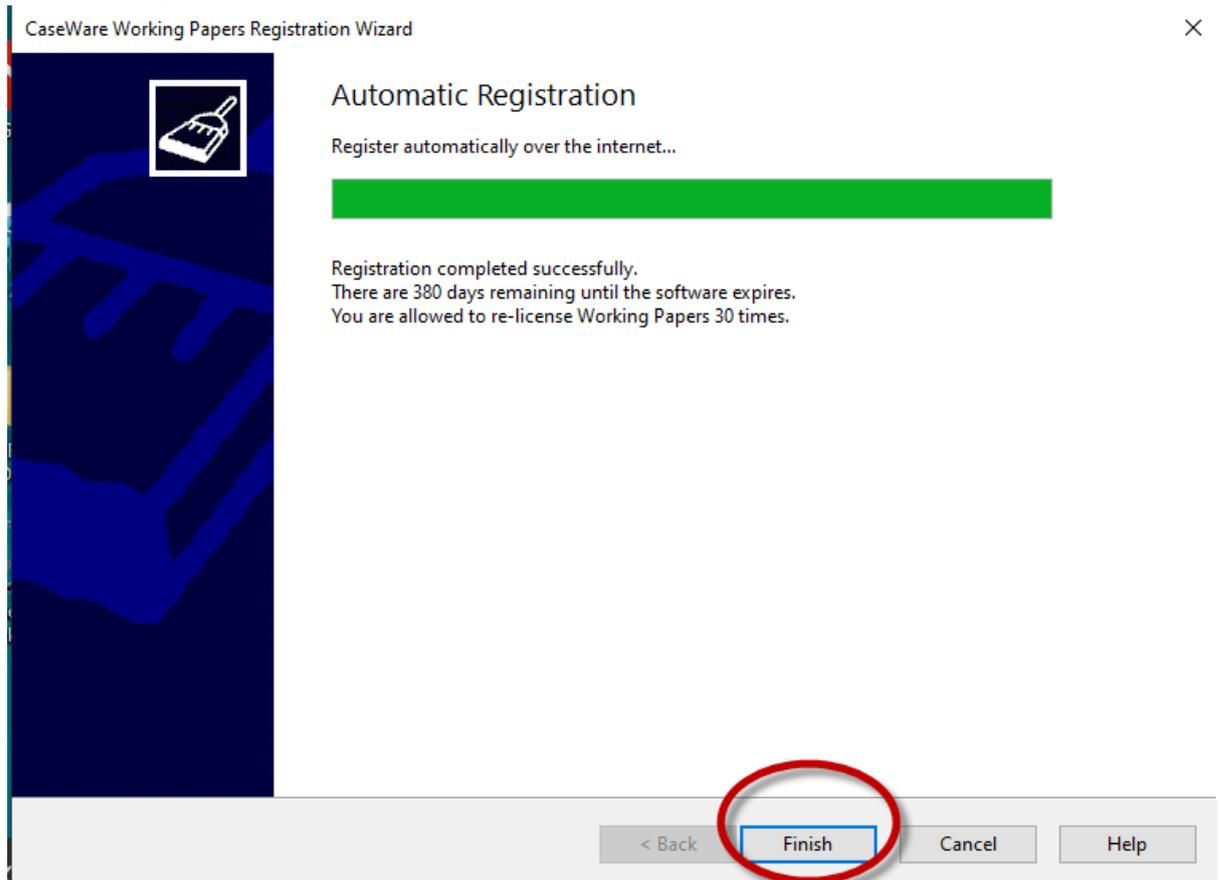
< Back Next > Cancel Help

e

6. The window 'Select Registration Method' appears. The option 'register automatically over the internet' is chosen. Do not change it. Click on next. Should a different method be needed, a member of our support team will assist you, via TeamViewer.



7. The final registration window will appear. Press Finish



8. The licence has been registered and your Caseware Screen will appear

