Instructions for installing the license files

**Note: You must not have started your daily file imports, or, you must have finished your daily file imports, before you install the new license files.**

1. From the Primary System Menu, select the option for Admin functions

* Option 10 in CTM
* Option 9 in SAM & WTM
* Option 4 in DCK
* Option 6 in EID

1. Select option 3. Work with Databases
2. Select option 3. Work with the Admin database

(Note: it’s option #2 in EID)

1. Select option 1. Import the new license file
2. The next screen is just an “info screen”.

* Click Continue.
* Navigate to where you have the license file stored.
* Double-click on the file and wait for the system to tell you the file was successfully imported.

1. Repeat these steps for each system that you use (CTM, SAM, WTM, DiCK and EID).
2. The license file for EID is the same license file you’ll use for DiCK.
3. Please call if you have questions or want to do this together. (We’re always glad to hear from you folks—and that’s a promise!) Our number is 469-464-1902.

Wayne & Maureen  
469-464-1902