


# Updating a Standalone License

When you first purchased your standalone license, you will have installed the license using the servercode supplied. The license contains data representing the product licenses purchased and date information such as maintenance expiry. When you renew your annual maintenance or purchase additional software modules you need to update your license to reflect those changes. A delivery note with the new license file attached will be sent to you.

 If you are updating a keyed license, ensure that the key is attached to the PC.


There are two ways to update your license:

## 1. Use the license file that is attached to the delivery note

If the delivery note has been emailed to the PC that the license is to be installed on, double-click the .one file that is attached to the email. This will copy and rename the license file to the correct location on the PC and your software is ready to use.

**Note:** If the PC does not have email and the delivery note was sent to an email account on another PC, save the attached .one file and copy it to the PC to be licensed. Then double-click the .one file to install the license.

## 2. Use the License Manager to request a license file over the Internet

1. Right-click on the CLS icon  and from the shortcut menu, select **License Manager**.
2. Click **Install License**.
3. Select **Request License File** and click **Next**.
4. In the license activation dialog, check the details are correctly displayed and click **Next**.
5. In the confirmation dialog, click **Finish** to install the new license file.