

The MUSAC Financial Manager licence is valid from 1 January and expires on 31 December.

On 31 December an expiry message, part of which is displayed below, appears when opening Financial and Asset Manager, regardless of whether the annual licence fee has been paid or not. Once the annual licence fee has been paid, the licence file in the software can be updated.



## To update the Financial Manager licence

If you have paid your annual licence fee, and your payment has been processed, the licence can be updated:

- 1 Run the program (Accounts or Asset Manager).
- 2 An 'Unregistered copy' warning screen will appear, click OK.
- 3 Enter your Username and password. Accept the date and application code.
- 4 This will take you directly to the 'License loading module'.

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MUSA	C Financial Manager and Asset Manager License			
• Program Folder.	License held in / Load to:	-		
© Selected Database.	MACCDB.MDB	<i>.</i>		
Program Folder.	Copy License to:			
C Selected Database.	MACCDB.MDB	~		
	Load License from:	_		
⊂ eMail	○ MUSAC Website			
○ Text file	⊂ File.		Institionse	
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			∖je∞ License	٩
oad the License details from	m a File. 'Load License', locate and select the file, approve and save to the selected 'Load to' file.	he	<u>Ç</u> apy Ucense	r.

- 5 In the 'Load license from:' area, click the 'MUSAC Website' radio button.
- 6 Click the 'Load License' button for the 'MUSAC Software Licensing' screen.

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Your site Licent	ce Updated	(B)	
Feature Asset M: Account:	Vour MUSAC product licen	ce has been successfully updated!	
Timetab Student		ок	
Staff Manager	li -	31/12/201	
Library Manager		31/12/201	
ClassRoom Ma	nader	31/12/2014	<b>*</b>

- 7 The licence will be automatically installed and expiry dates for the new licensing period will display. If they haven't updated, your payment hasn't been received and/or processed by us.
- 8 Click 'OK' on the confirmation message then 'Ok' on the MUSAC Software licensing screen and proceed to login to Financial Manager.

## Note: Repeat this procedure for the Asset Manager module.

## To update before the licence expires

- 1 Click 'Backup/Restore/Rebuild'
- 2 Click on 'MUSAC License' and follow steps 5-8.

## Computers without web access

Please email <u>support@musac.co.nz</u> for a licence to be emailed to you.

