

Managing Your License(s)

Below you will find step-by-step instructions on how to manage your license(s) as well as additional information on the new license management features and functionalities now available within our new License Management Portal

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1. Accessing Your License(s):

• Select "Licenses" from the license management portal homepage.





2. Licenses Overview:

The Licenses page consists of:

1. License Number: StormWise license number(s)

2. Product: Product name(s)

3. Issued Date: The date a given license was issued

4. Status / Expiration: The StormWise license status (Active vs. Expired) and expiration date if applicable



3. Accessing a License's Details:

From the Licenses page, select either the hyperlinked "License Number" or "Product Name" to access
a given license's details and management tools.





4. Details for a StormWise License:

- The Details for StormWise License page consists of:
 - **1. License Information**: StormWise license number / end user password, concurrent end users, as well as activation status and expiration date
 - 2. Account Information: Custom account name for a given StormWise license, as well as access to update the name
 - 3. License Details: Term start and end dates, historic serial number for legacy StormWise licenses, as well as the StormWise license version (Pro & Expert)
 - **4. Additional Information**: Download links and our new license management tools such as installation management, real-time network sessions, and network session history





5. License Information:

- The License Information section consists of:
 - 1. Status: StormWise license activation status (Active vs. Expired)
 - 2. License Number: StormWise license number
 - 3. Password: Password needed for end user StormWise software login
 - 4. Concurrent Users: Available number of concurrent users and real-time network sessions
 - **5. Expires**: StormWise license expiration date





6. Account Information:

- The Account Information section consists of:
 - 1. Account Name: Custom account name for a given StormWise license
 - 2. Edit Account Information: Access to update a given StormWise license's account name





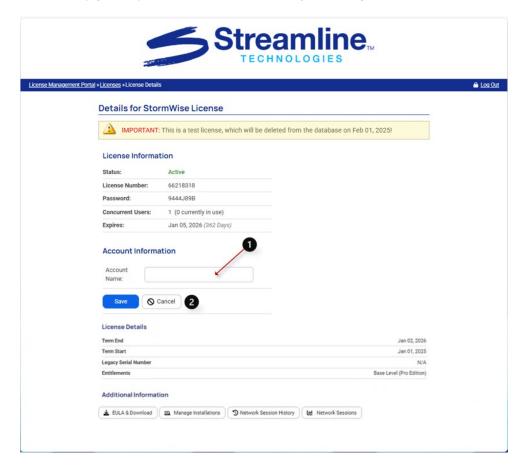
7. Edit Account Information:

- Selecting Edit Account Information allows account managers to update the custom account name for a given StormWise license.
 - Account Name: Input and confirm the StormWise license account name and select "Submit" to save your changes

Note: We recommend using your firm name / initials or cost center number alongside the office location to ensure ease of identification:

Example: SLT Winter Springs (Streamline Technologies Winter Springs)

2. Cancel (Optional): Select "Cancel" to cancel your changes





8. License Details:

- The License Details section consists of:
 - 1. Term End: StormWise license current term end / expiration date
 - 2. Term Start: StormWise license current term start / renewal date

Note: The term start date will remain blank when first accessing the portal – This field will be populated at the time of renewal or a new license purchase

- 3. Legacy Serial Number: Historic serial number for legacy StormWise licenses
- 4. Entitlements: StormWise license version (Pro & Expert)





9. Additional Information:

- The Additional Information section consists of:
 - EULA & Download: Access to our End User License Agreement (EULA) and StormWise installation links
 - 2. Manage Installations: Access to all end user computers and management of StormWise installations
 - 3. Network Session History: Access to historic network session activity by day, month, and year
 - 4. Network Sessions: Access to the license's real-time network sessions





10. EULA & Downloads:

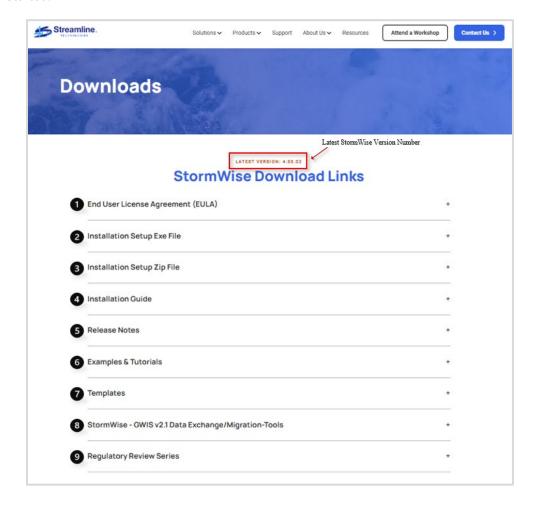
- The EULA & Downloads page displays our End User License Agreement (EULA) for review. Once
 accepted, account managers are redirected to our downloads page for access to our StormWise
 installation links, guides, and resources.
 - Accept Terms and Conditions: Read the End User License Agreement and check the box at the end to accept our terms and conditions
 - 2. Agree & Download: Select "Agree & Download" to submit your acceptance of our End User
 License Agreement Once submitted you will be redirected to our downloads page





11. StormWise Downloads Page:

The StormWise Downloads page consists of a downloadable version of the StormWise End User
License Agreement, StormWise installation files, and tools and resources to help end users get
started.





12. Installation History:

- The Installation History page gives account managers the ability to monitor and deactivate installations as well as edit / add custom naming conventions for each end user's computer.
 - 1. Installation ID: A given end user's computer installation ID
 - 2. Installation Status: A given end user's computer installation status (Active vs Deactivated)

Note: Account managers can deactivate a computer installation by selecting the red "x" next to the status label

- 3. Last Check: The last time a given computer accessed the software
- 4. Name: The name for a given end user's computer. The default naming convention is

<u>USERNAME-@-COMPUTERNAME</u>

Note: Account managers have the ability to customize each name by selecting the pencil icon next to the name. We recommend using the end user's name alongside the device to ensure ease of identification:

Example: Abigail's Computer





13. Session History – Monthly Network Session Activity:

- The Session History page gives account managers the ability to review and monitor monthly license activity by day, month, and year.
 - Monthly Network Session History: A StormWise license's monthly network activity
 Note: Historic network activity data can be filtered by month and year by toggling the corresponding drop-down menus
 - 2. Daily Network Session History: A StormWise license's daily network activity

Note: Hover over and click on a network activity bar to see the activity for a given day including maximum concurrent sessions, overages, and access requests rejected





14. Session History - Computer Usage by Day:

- The Session History page also gives account managers the ability to review and monitor computer session counts by day.
 - Computer: The name(s) of the computers that have accessed the software for the selected day
 - 2. Session Count: The total session count for a given computer for the selected day





15. Network Sessions:

- The Network Sessions page gives account managers the ability to monitor and close real-time network sessions.
 - 1. Session ID / Computer: The ID number(s) and custom name(s) for computers with a real-time network session
 - 2. Allocated / Checked Out: The initial date and time that license access was allocated to a given end user's computer and the last date and time that the license access was "checked out" to the given computer during a real-time network session

Note: The total number of real-time network sessions cannot surpass the number of concurrent users allocated to a given StormWise license shown on the "Details for a StormWise License" page



