Adding Licenses or Features to Timeslips (3 options):

OPTION 1: Edit Serial Number in Timeslips Administrator

- 1. In Timeslips choose SPECIAL ... TIMESLIPS ADMINISTRATOR
- 2. Close Timeslips (Leave TS Admin open)
- 3. In Timeslips Administrator choose FILE ... COMPANY INFORMATION

0	Timeslips Administrator			
Fil	e Help			
	Change TSAdmin Passwo	ord		
	Company Information			Diagnose This
	Exit			Diagnose mis
			٩	Diagnose Serv

- 4. Edit the serial number to match the new serial number provided
- 5. Click OK
- 6. Open Timeslips and click HELP .. ABOUT SAGE TIMESLIPS PREMIUM to verify that the serial number was updated
- 7. If the license count is not updated, click "Validate Account" and wait for validation.
- 8. Click "Chat with Support" if there are any issues.

OPTION 2: Install Add-on in Timeslips Administrator (Users will see change after logging out)

- 1. In Timeslips choose SPECIAL ... TIMESLIPS ADMINISTRATOR
- 2. Click "Install Add-on"

Timeslips Administrator ile Help		×
Station Setup	Diagnose This Computer	View Network Databases
	Diagnose Server Service	Diagnose API
	Cheduled Backup	
Licenses/Logins	View Licenses	Remove Current License
	View Current Logins	Clear Al Logins
	S ^L Install Add-on	
Other	Data Verification	Database Timeout

- 3. Enter the configuration code provided. IF ADDING LICENSES, YOU MUST UPDATE THE SERIAL NUMBER. If adding features, the serial number should remain blank.
- 4. Click NEXT ... FINISH.

OPTION 3: Installing Add-on from HELP menu (requires exclusive access)

- 1. Open Timeslips
- 2. Have all other users exit the program
- 3. From the top menu bar click HELP ... INSTALL SAGE TIMESLIPS ADD-ON
- 4. Enter the configuration code provided. IF ADDING LICENSES, YOU MUST UPDATE THE SERIAL NUMBER. If adding features, the serial number should remain blank.
- 5. Click NEXT ... FINISH

Installing licenses or Feature to Timeslips Premium