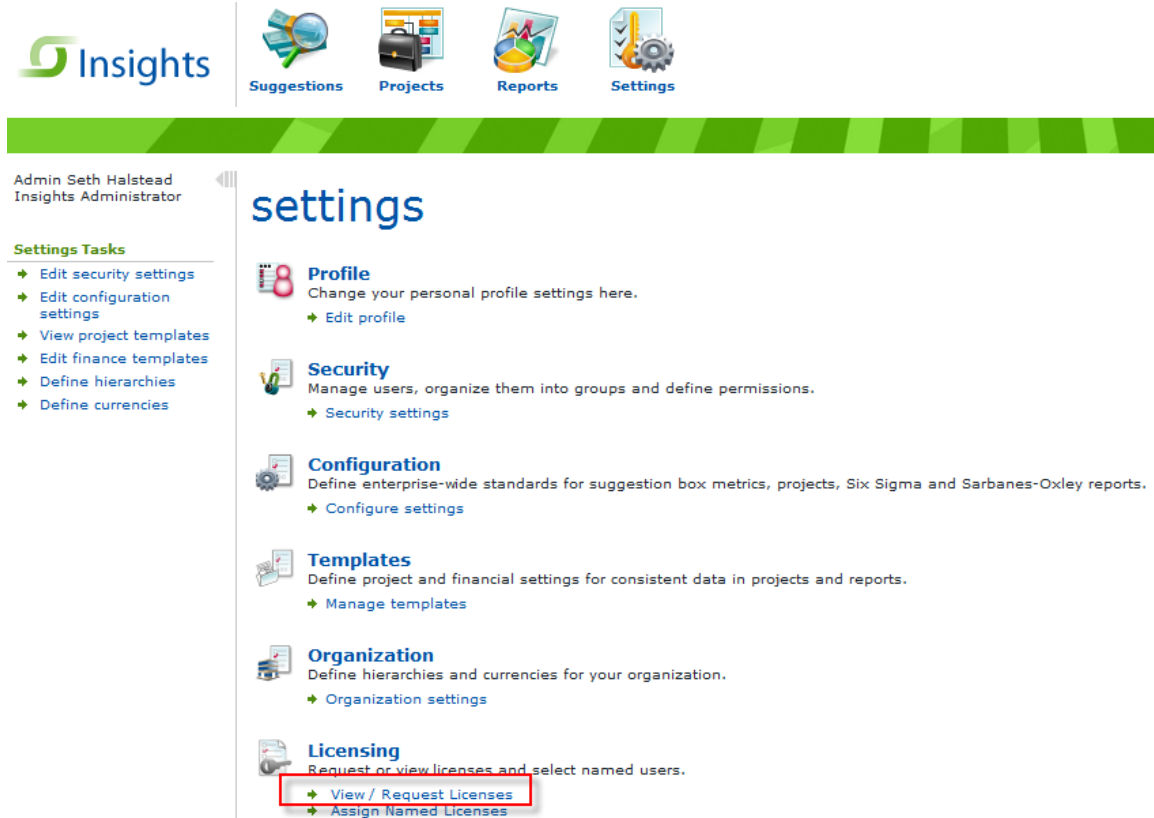


## How to Import Updated License File

1. After you receive the license file by email go back to the license management page from the Settings area in Insights:



The screenshot shows the Insights web application interface. At the top, there is a navigation bar with the Insights logo and four icons: Suggestions, Projects, Reports, and Settings. Below this is a green decorative bar. The main content area is titled 'settings' and is accessed by 'Admin Seth Halstead Insights Administrator'. On the left, there is a 'Settings Tasks' sidebar with links to edit security, configuration, project templates, finance templates, hierarchies, and currencies. The main settings area is divided into several sections: Profile, Security, Configuration, Templates, Organization, and Licensing. The 'Licensing' section is highlighted with a red box, and the 'View / Request Licenses' link is also highlighted with a red box.

Admin Seth Halstead  
Insights Administrator

**settings**

**Settings Tasks**

- Edit security settings
- Edit configuration settings
- View project templates
- Edit finance templates
- Define hierarchies
- Define currencies

**Profile**  
Change your personal profile settings here.  
➤ Edit profile

**Security**  
Manage users, organize them into groups and define permissions.  
➤ Security settings

**Configuration**  
Define enterprise-wide standards for suggestion box metrics, projects, Six Sigma and Sarbanes-Oxley reports.  
➤ Configure settings

**Templates**  
Define project and financial settings for consistent data in projects and reports.  
➤ Manage templates

**Organization**  
Define hierarchies and currencies for your organization.  
➤ Organization settings

**Licensing**  
Request or view licenses and select named users.  
➤ View / Request Licenses  
➤ Assign Named Licenses

*The administrator must be part of the Administrators group on the host computer (the server on which Insights is installed) in order to access the above URL*

Insights will launch a new browser window to open the license information page. This page lists the existing licenses and allows the administrator to import the license file.

**SIGMAFLOW**  
Best Practice Execution System™

SigmaFlow Licensing

- » License Usage
- » License Information
- » Edit License Administrator Contact Information

License Id	Password	Name	License Type	License Expiration Date	Maintenance Expiration Date	Trial?	Licenses Allowed
1		Insights: Application Trial License	Named	October 04, 2008 (60 day(s) left)		Yes	1
2		Insights: Named Access Trial License	Named	October 04, 2008 (60 day(s) left)		Yes	5
3		Insights: Concurrent Access Trial License	Concurrent	October 04, 2008 (60 day(s) left)		Yes	0

### License Management

**Request changes**  
Request new licenses or edit existing licenses

**Apply changes**

1. Please click on "Browse..." and select the license file to import
2. Click on "Import License File" to import the selected license file

2. Click on "Browse..." to launch the "Open File" window and select the license file.
3. Once the file is selected, click on "Import License File" to import the file.

The system will display a message indicating that the license file is successfully imported and the page will refresh to display the updated license information.

### License Management

**Request changes**  
Request new licenses or edit existing licenses

**Apply changes**

1. Please click on "Browse..." and select the license file to import
2. Click on "Import License File" to import the selected license file

**License file successfully imported. Please restart Insights for the changes to take effect.**

## Restart IIS

4. The administrator must restart the Insights website or IIS after importing the license file to make the changes effective.

## Assign “Named” Licenses to users (Optional)

- If you requested named licenses, then login to Insights and change the access mode from “Concurrent” to “Named” for users who require named access license.

The screenshot shows the Insights web application interface. At the top, there is a navigation bar with the Insights logo and icons for Suggestions, Projects, Reports, and Settings. Below this is a green decorative bar. The main content area is titled 'settings' and shows a list of settings categories: Profile, Security, Configuration, Templates, Organization, and Licensing. The 'Licensing' section is expanded, showing options for 'View / Request Licenses' and 'Assign Named Licenses', with the latter highlighted by a red rectangular box. Below the settings page, the 'users' page is visible, showing a table of users with columns for User ID, First Name, Last Name, Groups, and Named License. A green 'Update User Licenses' button is located at the bottom of the users page.

**settings**

Admin Seth Halstead  
Insights Administrator

**Settings Tasks**

- Edit security settings
- Edit configuration settings
- View project templates
- Edit finance templates
- Define hierarchies
- Define currencies

**Profile**  
Change your personal profile settings here.  
Edit profile

**Security**  
Manage users, organize them into groups and define permissions.  
Security settings

**Configuration**  
Define enterprise-wide standards for suggestion box metrics, projects, Six Sigma and Sarbanes-Oxley reports.  
Configure settings

**Templates**  
Define project and financial settings for consistent data in projects and reports.  
Manage templates

**Organization**  
Define hierarchies and currencies for your organization.  
Organization settings

**Licensing**  
Request or view licenses and select named users.  
View / Request Licenses  
**Assign Named Licenses**

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**users**

Admin Seth Halstead  
Insights Administrator

**Security Tasks**

- Add User
- Manage users
- Manage groups

**Related Tasks**

- Edit security settings

Total Named Licenses Allowed: 1

User ID	First Name	Last Name	Groups	Named License
Administrator	Admin Seth	Halstead	Administrators	<input type="checkbox"/>
aghaziani	Almas	Ghaziani	Administrators	<input type="checkbox"/>
Auditor	Auditor Seth	Halstead	Black Belts and Green Belts	<input type="checkbox"/>
brunin	Bob	Cronin	Project Reviewers and Team Members	<input type="checkbox"/>
br004f	Richard	James	Black Belts and Green Belts	<input type="checkbox"/>

Update User Licenses

## Unlock desktop licenses (Optional)

- If you requested concurrent licenses for desktop applications such as Coach and Workbench, then users with desktop application must unlock their applications again with the new concurrent license id and password.