

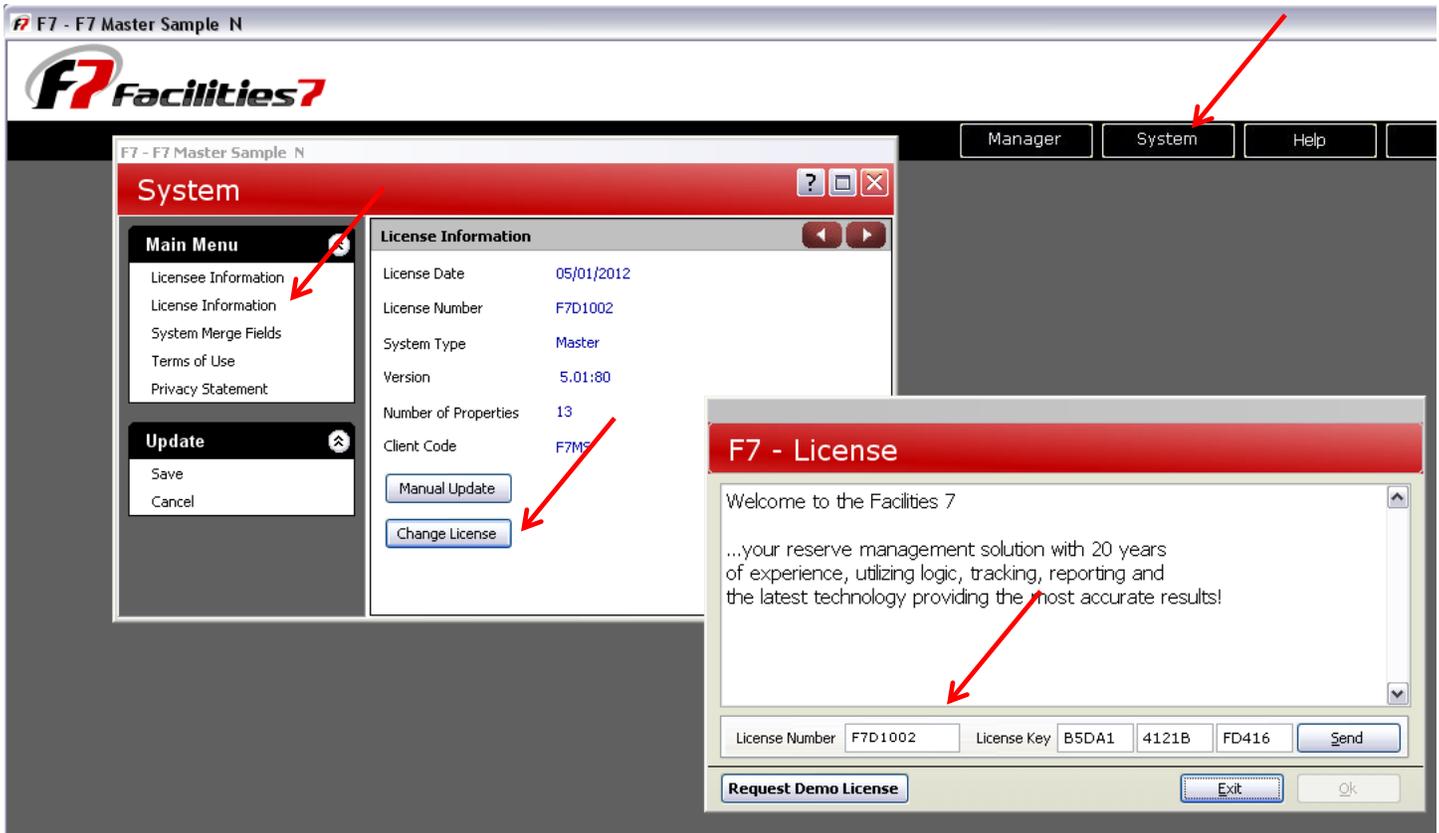


## Changing to a Different License in Facilities 7

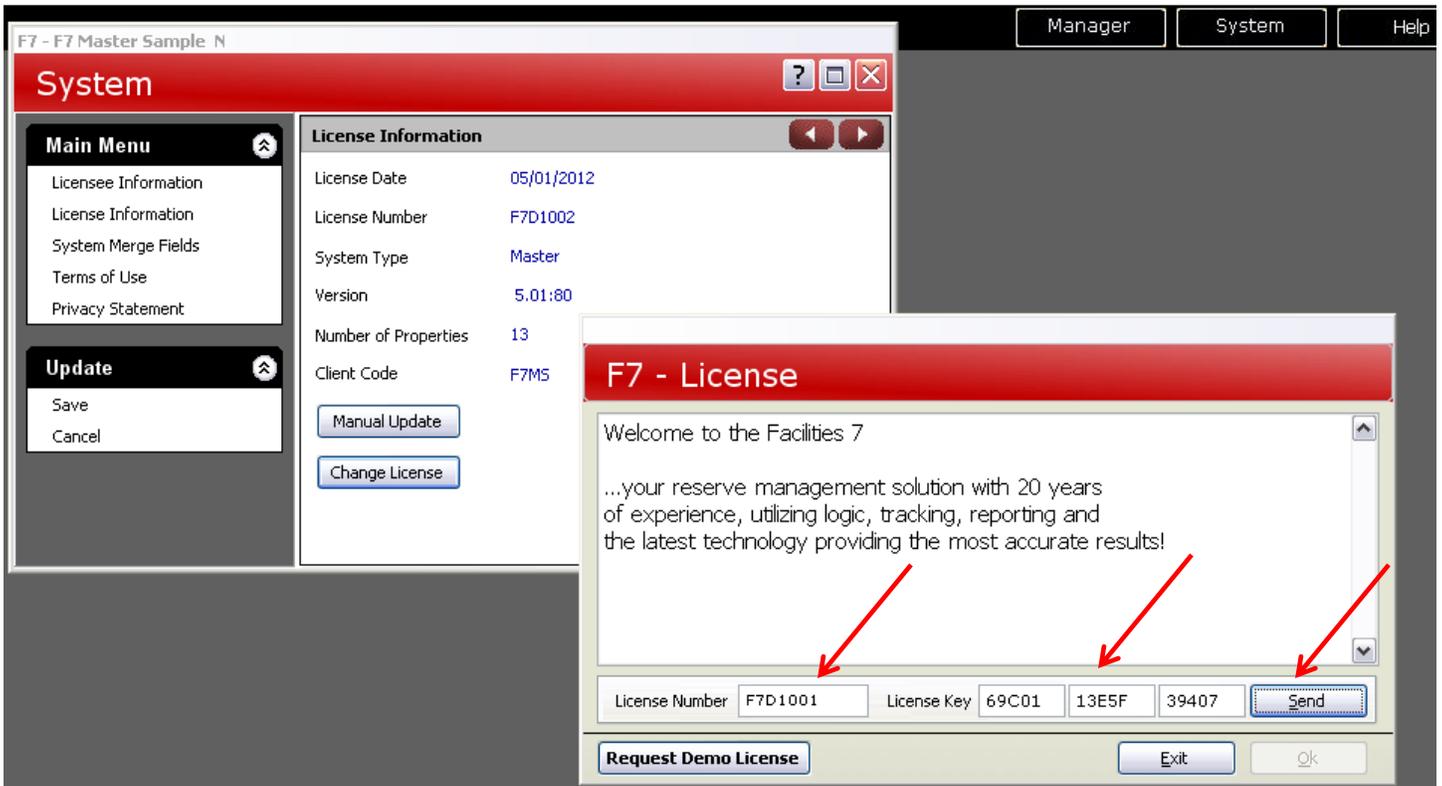
Large management companies with multiple locations may desire to establish separate licenses for each office location. In order to change between licenses, follow the simple steps below.

Step one is select “System” from the top menu, which opens up the system dialogue window.

Next select “License Information,” then “Change License” from the License information window. That opens the “F7 – License” window, which will display the current license information as a default.



Next, simply change the license number to your target license, and enter the access key, then click on “Send”.



The system then prompts you to accept the new license information – click on “Accept” and “OK.”



You're now ready to open a property within the new license. Just click on "Manager" in the top menu, and select a property, then click on "Work Area" to open.

