



FAQ - How do I register QDMS?

Question

How do I register QDMS?

Answer

QA Software products are normally licensed:

- Either to specific PCs that will be able to access the software OR
- On a Concurrent User basis

Prior to activating the Registration Keys, it is necessary that the Owning Company be defined in the application address book.

A. Setting the Owning Company:

One company in QDMS must be set up as the owning company. To set up the owning company, perform the following steps:

1. Run QDMS and log into the Demonstration project.
2. From the **View** menu, select **Address Book**.
3. Above the drop down listing under Company ID (at the top center of the screen) is a button with three dots. Click on this button to get into the Company listing.
4. Click on the Create new Company button to bring up the Add Company window.
5. Enter an appropriate ID for your company (eg QAS for QA Software)
6. Enter the full company name in the Title field
7. Click the Add button
8. Close the Company Screen using the Close button on the toolbar
9. Close the Address Book Screen using the Close button on the toolbar

B. Registering QDMS for Per Seat Licensing

With **Per Seat** Licensing, each PC accessing QDMS must be registered. For this reason it is essential for you to go around to every PC that you are purchasing a license for and choose either the **Register** button from the **Registration Reminder** window, or select **Register Program** from the **Help** Menu.



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Obtaining a Registration key:

1. From the **Help** menu, select **Register Program**.
2. Select **Per Seat** as the **License Type**.
3. Complete the **Name** and **Organisation** fields. Note that the Organisation must be selected from the QDMS Address book. If your company is not already listed in the Address book you must add it. See section A above.

Select the **Contact Information** Tab and complete the contact information that QA Software will use to communicate with you. Note that the License number is generally provided at the time QDMS is supplied to you.

Click the **Add to Log** button. If you have been to every PC you are registering, go to step 7.

4. Go to the next computer and return to step 1.
5. Click either **Print Log** and attach it to your purchase order; or click **Email Log** to electronically mail the log to QA Software at sales@qa-software.com.

Note: If you only have a couple of computers to register, you may want to call QA Software and register each PC over the phone by calling +61 (03) 8379 0000.

Entry of Registration Key

Once QA Software have received your purchase order and your **registration log**, they will either send you a printed Registration Details sheet via mail/fax or send you an updated registration log via email.

If you have received a printed registration details sheet:

1. Go around to each PC you placed an order for, enter the registration screen and manually enter the appropriate Registration Key for each machine and click **Register**.

If you have received a registration log by email:

1. Copy the attached file to your CONFIG Directory (usually \Qasoft\Qdms\Config\).
2. Go around to each PC you placed an order for and enter the registration screen.
3. Click **Register**

C. Registering QDMS for Concurrent User Licensing

With **Concurrent User Licensing**, the system can be registered from any PC set up to access the system. The Software must be resident on the Server. Hence the following steps can be performed from any PC and need only be done once.



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Obtaining a Registration key:

1. From the **Help** menu, select **Register Program**.
2. Select **Concurrent User** as the **License Type**.
3. Complete the **Name** and **Organisation** fields. Note that the Organisation must be selected from the QDMS Address book. If your company is not already listed in the Address book you must add it. See Section A above.
4. Select the **Contact Information** Tab and complete the contact information that QA Software will use to communicate with you. Note that the License number is generally provided at the time QDMS is supplied to you.
5. Copy and paste the User Reg No. in to an email and send the email to sales@qa-software.com.

Note: You can also call QA Software and register over the phone by calling +61 (03) 8379 0000.

Entry of Registration Key

Once QA Software have received your purchase order and your **User Reg No.**, they will either send you the registration key required encrypted for the number of concurrent users.

6. Repeat steps 1 and 2 above and enter the Registration key provided.
7. Click **Register**

D. Switching from Per Seat to Concurrent Licensing.

If you are switching from **Per Seat Licensing** to **Concurrent Licensing**, then first you need to Un-Register the existing Per Seat Registration and Re-Register under new license type. This needs to be performed from one PC only. Hence the following steps can be performed from any one PC

Un-Registering Per Seat Licensing

1. From the **Help** menu, select **Register Program**.
2. Click **Unregister**.

Registering for Concurrent User Licensing

See section C above.

Further information on issue

For further information, please contact QA Software Pty Ltd.
Ph: +613 8379 0000
Email: support@qa-software.com