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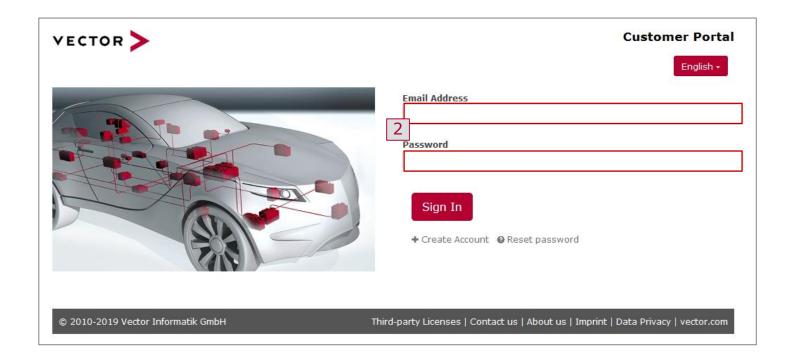
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How to log in

- 1. Open the Vector Customer Portal

 ✓ https://portal.vector.com/
- 2. Insert your personal login data





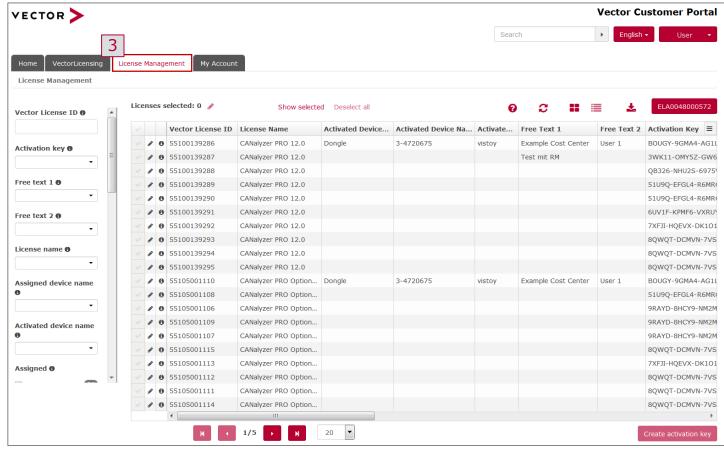
To get access to the **License Management** tab in the Vector Customer Portal, you have to create a user account before.



How to log in

- 1. Open the Vector Customer Portal

 √ https://portal.vector.com/
- 2. Insert your personal login data
- Click on License Management
 ✓ Here you can find all licenses of your ELA



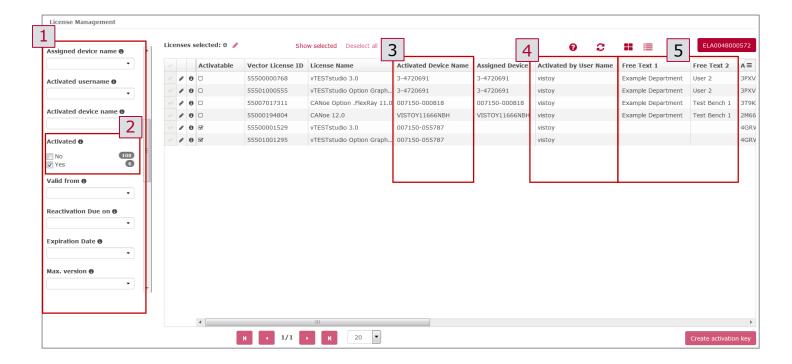


How to set filter

Set filter
 ✓ On the left side, filters can be set

Example: Find your activated licenses

- 2. Select filter Activated: Yes
- 3. Find only activated licenses in the column **Activated Device**
- 3. Find the user who activated the license in the column **Activated by user name**
- 4. Find licenses based on own criteria (e. g. cost center)

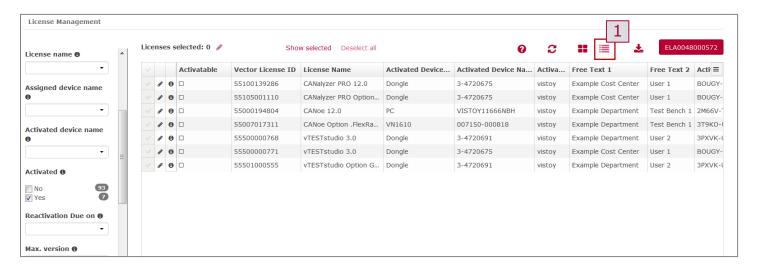




How to personalize view

Choose between

- 1. "detailed" view
 - ✓ Information e. g. Status, Activated Device, Activation Keys, can be displayed
 - ✓ Different columns can be selected by the column chooser
- 2. and "summary" view
 - ✓ Multiple licenses can be easily selected for editing

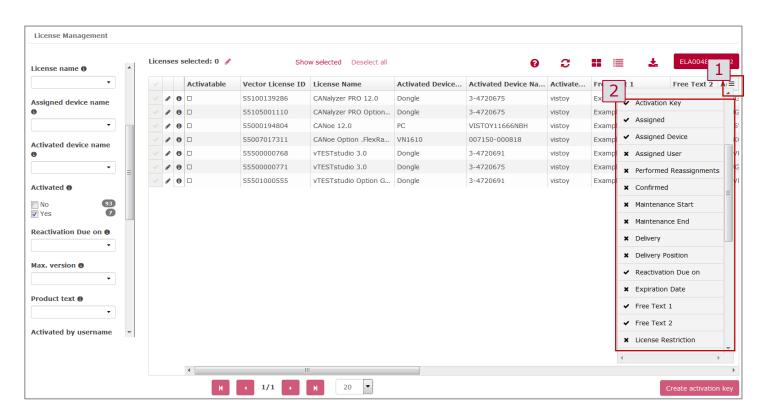




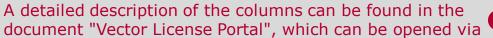


How to personalize view (detailed)

- 1. Open the "column chooser"
 - ✓ Click on the button with the three lines
- 2. Select the relevant columns
 - ✓ Click on the desired characteristic to show it (✓) or hide it (x)









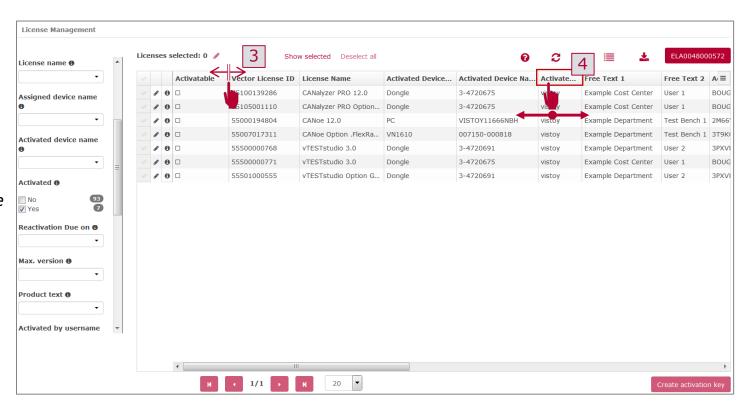


How to personalize view (detailed)

- 1. Open the "column chooser"

 ✓ Click on the button with the three lines
- 2. Select the relevant columns

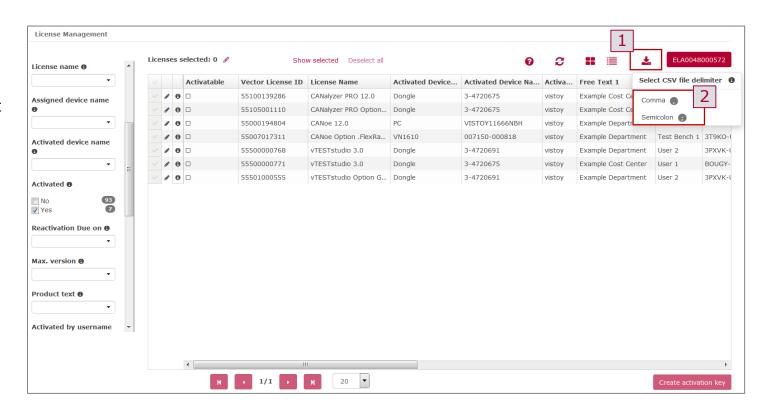
 ✓ Click on the desired characteristic to
 - ✓ Click on the desired characteristic to show it (✓) or hide it (x)
- 3. Change the width of the columns
 - ✓ Click between two columns and drag the column to the desired size
- 4. Move the columns
 - ✓ Click on the required column and use drag and drop to arrange it





How to create CSV exports

- 1. Click on the button "CSV export"
- 2. Select the desired export format
 - ✓ The selection and column arrangement have no effect on the export
 - ✓ All available information from the ELA will be exported





Select a different delimiter (, or ;) if the file is not displayed correctly.



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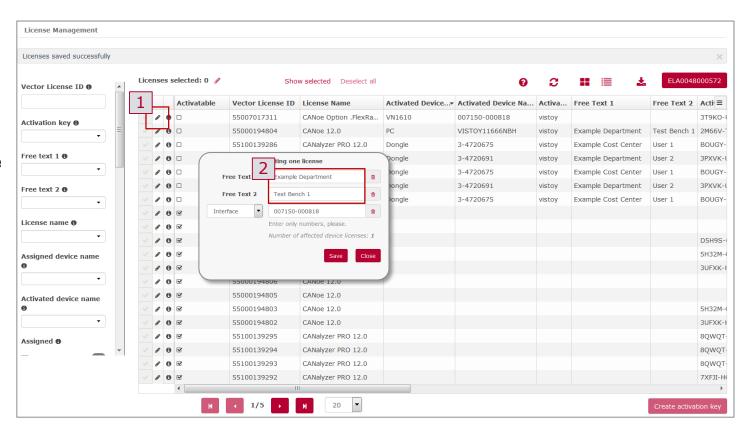
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How to add information to **one** specific license

- 1. Open the editing menu of the desired license
 - Click on the pencil icon in the second column of the desired license
- 2. Edit entries
 - ✓ Add entries to Free Text 1 and/or Free Text 2
 - ✓ Entries can be edited afterwards or deleted with the recycle bin icon.

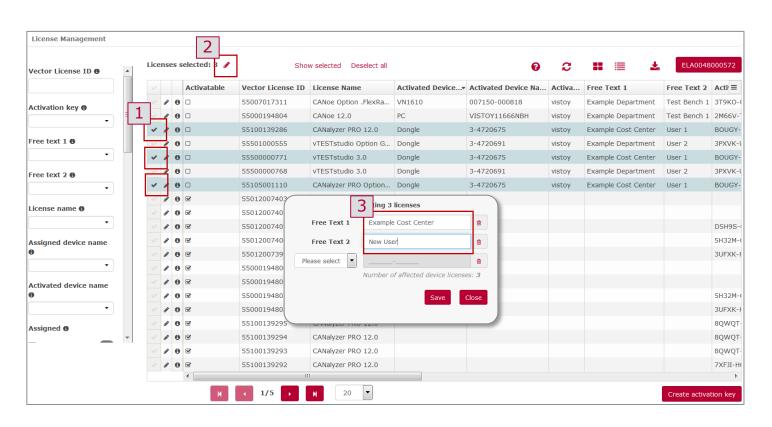


The filter area, summary or detailed view may help you to find the precise license(s).



How to add information to **various** licenses

- 1. Select the licenses you want to edit
 - ✓ Click on the check mark in the first column to select the license you want to edit
- 2. Open the editing menu of the desired licenses
 - ✓ Click on the red pencil icon in the menu bar of the overview
 - ✓ More than one license can only be edited with the red pencil
- 3. Edit entries
 - ✓ Add entries to Free Text 1 and/or Free Text 2
 - ✓ Entries can be edited afterwards or deleted with the recycle bin icon.

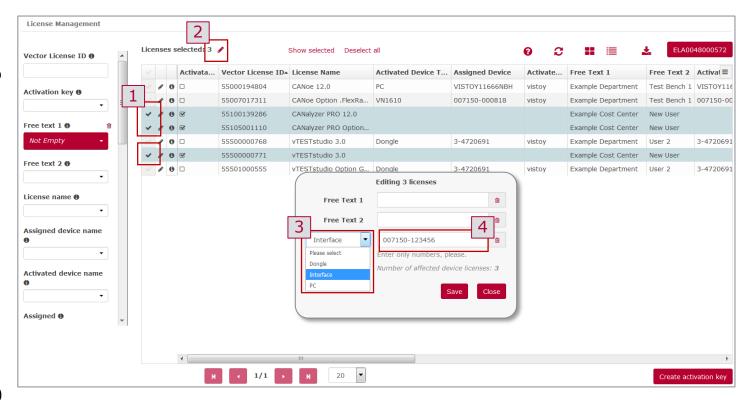


The filter area, summary or detailed view may help you to find the precise license(s).



How to set an assignment (device license)

- 1. Select the licenses you want to edit
 - ✓ Click on the check mark in the first column to select the license you want to edit
- 2. Open the editing menu of the desired licenses
 - ✓ Click on the red pencil icon in the menu bar of the overview
 - ✓ More than one license can only be edited with the red pencil
- 3. Select device
 - ✓ Click on the drop-down icon
 - ✓ Select the device type you want to assign a license to
- 4. Enter entries
 - ✓ (Only possible for not assigned licenses)
 - ✓ Type in the Serial Number of the desired device
 - ✓ Click on the Save button to accept the editing

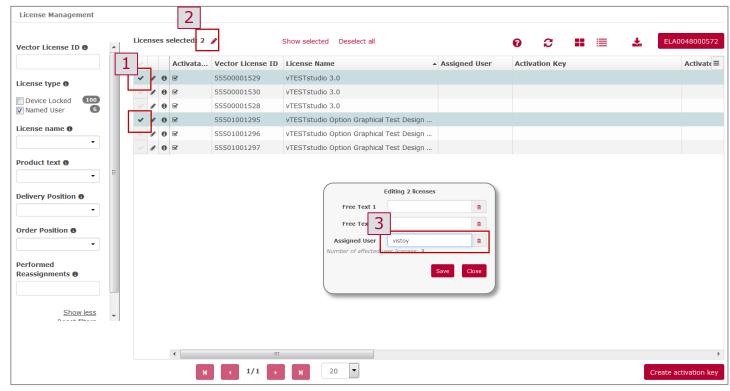


The serial number of a device can be found on the back of the VN devices under the barcode. The SN of the Vector Keyman can be found on the metal housing. To assign a license to a PC please use the PC name.



How to set an assignment (named-user license)

- 1. Select the licenses you want to edit
 - ✓ Click on the check mark in the first column to select the license you want to edit
- 2. Open the editing menu of the desired licenses
 - ✓ Click on the red pencil icon in the menu bar of the overview
 - ✓ More than one license can only be edited with the red pencil
- 3. Enter entries
 - ✓ Type in the Windows login name of the desired user
 - ✓ Click on the Save button to accept the editing
 - ✓ If desired, additional information can be added by Free Text fields



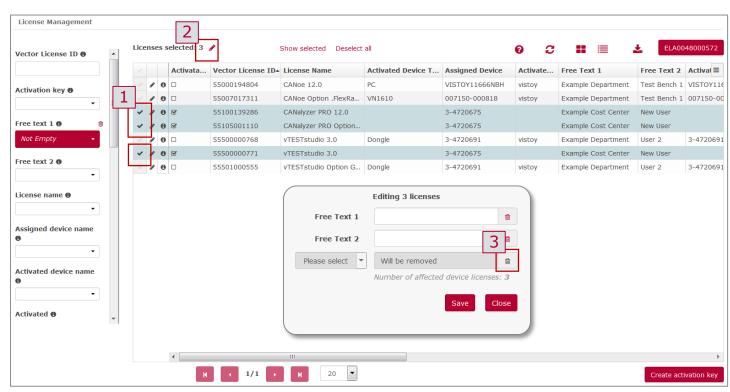


- ▶ Before the first use, the named-user license must be assigned!
- ▶ To assign a license to a user, please use the user's Windows login name.
- ▶ Pay attention to the upper-case and lower-case input (the input is case sensitive)



How to delete an assignment (device license)

- 1. Select the licenses you want to edit
 - ✓ Click on the check mark in the first column to select the license you want to edit
- 2. Open the editing menu of the desired licenses
 - ✓ Click on the red pencil icon in the menu bar of the overview
 - ✓ More than one license can only be edited with the red pencil
- 3. Delete entries
 - ✓ Click on the recycle bin icon to
 - ✓ Click on the Save button to accept the editing





If licenses are activated, you should talk to the user in advance. Assignments should only be changed for not activated licenses.



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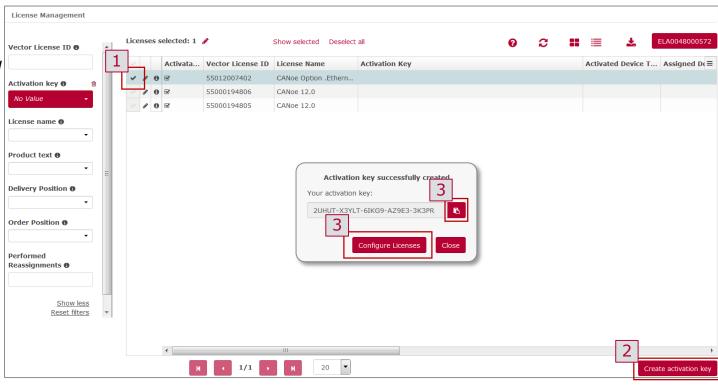
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How to create Activation Keys

1. Select license

- ✓ Click on the check mark in the first column to select the license for which you want to create an Activation Key
- 2. Create Activation Key
 - ✓ Click on **Create activation key** below the license overview
- 3. Further use (copy and/or edit)
 - ✓ You can copy the key to your clipboard
 - ✓ To edit only the selected license click on **Configure Licenses**. Only the selected license will be shown for further steps





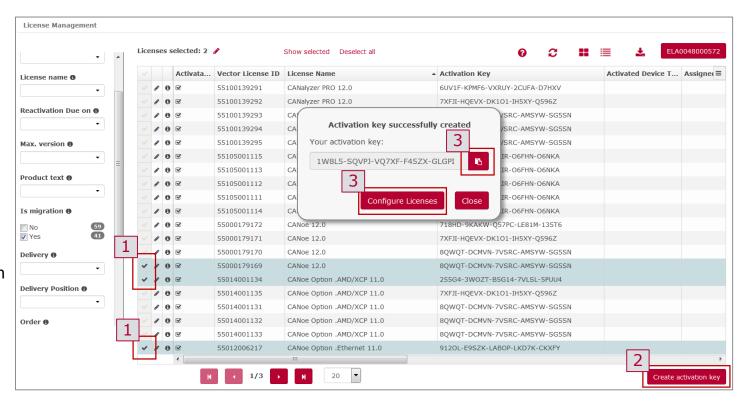
- Activation Keys can only be changed after the initial creation. It is not possible to delete them afterwards.
- ► The Activation Key will be saved in the license overview. Or you can copy it directly to the clipboard for future use.
- ▶ If the licenses have already been activated once, you will notified by a hint. In this case, you can still continue with the activation process by clicking **Create Activation Key**. Only the newly created Activation Key will be valid after this procedure



How to bundle Activation Keys

Select licenses

- ✓ Click on the check mark in the first column to select the licenses for which you want to create <u>one common</u> Activation Key
- 2. Create Activation Key
 - ✓ Click on Create activation key below the license overview
- 3. Further use (copy and/or edit)
 - ✓ You can copy the key to your clipboard
 - ✓ To edit only the selected licenses click on Configure Licenses. Only the selected licenses will be shown for further steps

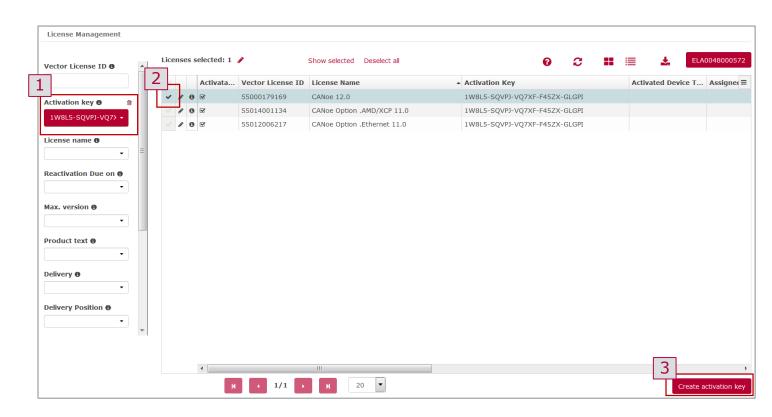


- ▶ It is not possible to delete keys after creation. Therefore it can be time-consuming to split bundled keys afterwards.
- ▶ The Activation Key will be saved in the license overview. You can copy it directly to the clipboard for future use.
- ▶ If the licenses have already been activated once, you will be notified by a hint. In this case, you can still continue with the activation process by clicking **Create Activation Key**. Only the newly created Activation Key will be valid after this procedure.



How to split Activation Keys (1/2)

- 1. Set the filter for licenses with one common key
 - ✓ Select in the filter overview on the left side, the Activation Key you want to split
- 2. Select license (s) for which a key should separate
 - Click the check mark in the first column to select the license for which you want to split the keys.
- 3. Create Activation Key
 - ✓ Click on "Create Activation Key" below the license overview



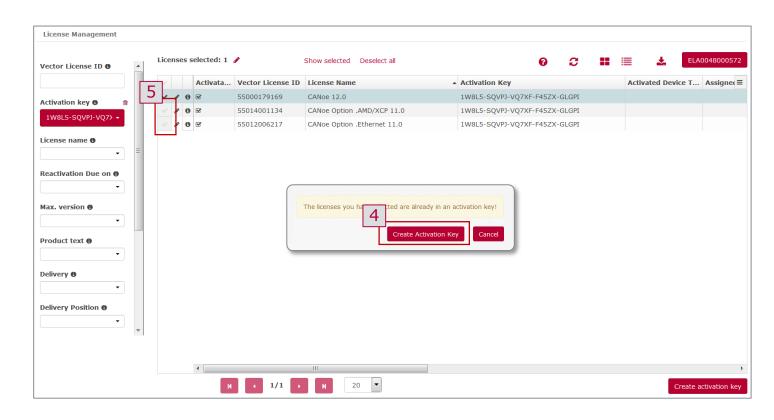


- Single or multiple licenses can be selected for the splitting of licenses.
- ▶ When multiple licenses are selected, they all receive the same new Activation Key per splitting procedure (create Activation Key).



How to split Activation Keys (2/2)

- Set the filter for licenses with one common Key
 - ✓ Select in the filter overview on the left side, the Activation Key you want to split
- 2. Select license (s) for which a key should separate
 - ✓ Click the check mark in the first column to select the license for which you want to split the keys.
- 3. Create Activation Key
 - ✓ Click on "Create Activation Key" below the license overview
- 4. Create Activation Key
 - ✓ Click on "Create activation key" below the license overview
 - ✓ Confirm "Create activation key" to create the new key
- Repeat the procedure
 - ✓ Repeat the procedure for each license or license bundle that should to be split



It is not possible to delete Activation Keys after creation. Therefore it can be **time-consuming** to split bundled keys afterwards.



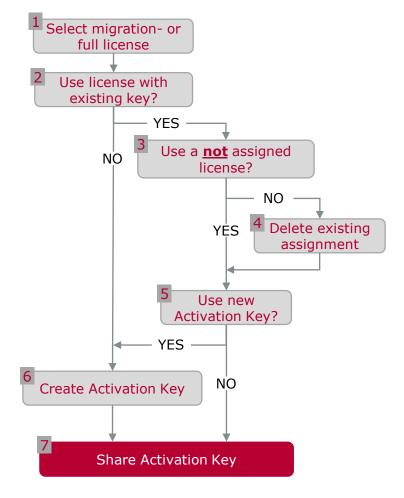
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How to distribute a device license (1/2)

- Select the correct licenses type
 - ✓ Use the filter panel to select migration- or full license depending on your use-case (slide 4).
- 2. Check if an Activation Key already exist
 - ✓ Display the column **Activation Key** and check if an Activation Key exists (slide 6)
 - ✓ If no key exists, create an Activation Key (slide 13) and share the key.
- 3. Check if you want to use an assigned or not assigned license
 - ✓ Opt. 1) Use the filter panel on the left to set your desired filter (slide 4).
 - ✓ Opt. 2) Display the column **Assigned** and check if the licenses is already assigned (slide 6).
 - ✓ Attention: Use for the next step only licenses which are **not** activated!



You can use the .csv export to get a quick overview to your licenses and existing Activation Key or to share Activation Keys.



How to distribute a device license (2/2)

4. Delete existing assignment

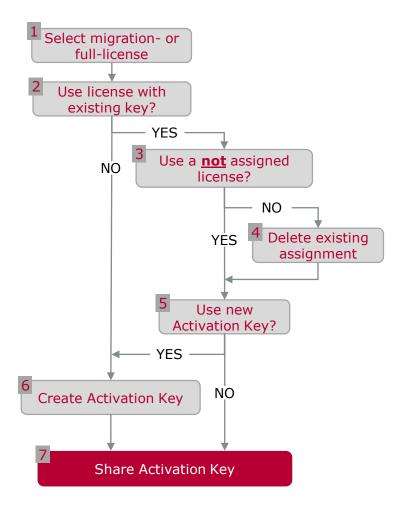
✓ If you want to use an already assigned license you have to delete the assignment to use the license with another device (slide 12).

Decide if want to use a new Activation Key

- ✓ Reasons for the creation of a new key can be:
 - The old key should not be able to be used again (license was "confiscated" by the admin)
 - Several licenses should be bundled to one key

6. Create Activation Key

- ✓ Select the desired license, click on Create Activation Key (slide 14).
- 7. Share Activation Key
 - ✓ Share the existing or new created Activation Key.

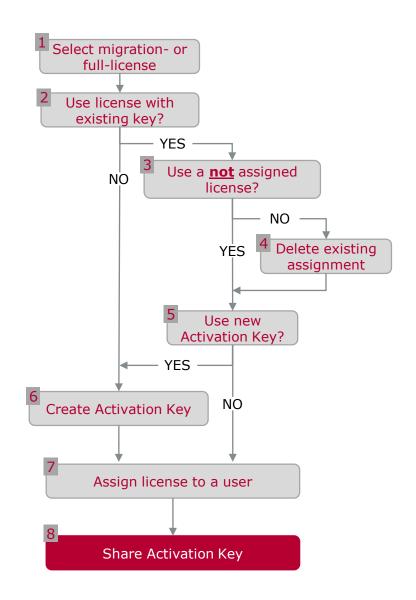




How to distribute a named-user license (1/2)

- 1. Select the correct licenses type
 - ✓ Use the filter panel to select migrationor full license depending on you use-case (slide 4).
- 2. Check if a Activation Key already exist
 - ✓ Display the column "Activation Key" and check if an Activation Key exists (slide 6)
 - ✓ If no key exists, create Activation Key (slide 14) and share the key.
- 3. Check if you want to use a assigned or not assigned license
 - ✓ Opt. 1) Use the filter panel on the left to set your desired filter (slide 4).
 - ✓ Opt. 2) Display the column "assigned" and check if the licenses is already "assigned" (slide 6).
 - ✓ Attention: Use for the next step only licenses which are **not** activated!

You can use the .csv export to get a quick overview to your licenses and existing Activation Key or to share Activation Keys.





How to distribute a named-user license (2/2)

4. Delete existing assignment

✓ If you want to use an already assigned license you have to delete the assignment first. (slide 13).

5. Decide if want to use a new Activation Key

- ✓ Reasons for the creation of a new key can be:
 - The old key should not be able to be used again (license was "confiscated" by the admin)
 - Several licenses should be bundled to one key

6. Create Activation Key

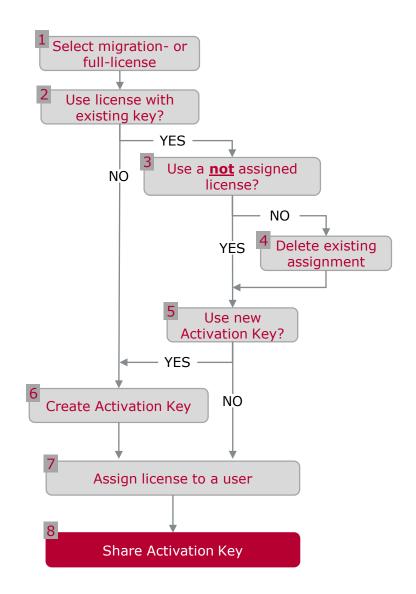
✓ Select the desired license click on "Create Activation Key" (slide 14).

7. Assign the license

✓ Use the Windows Login name to assign a license to a user (slide 13).

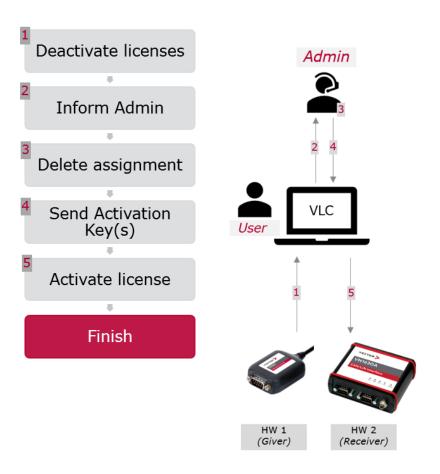
8. Share Activation Key

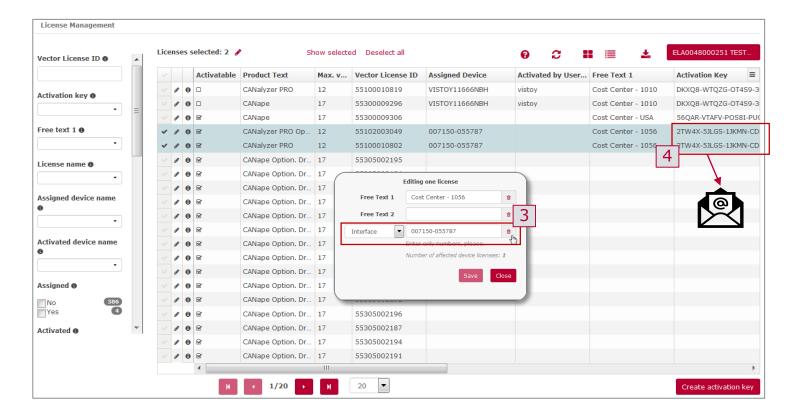
✓ Share the existing or new created Activation Key.





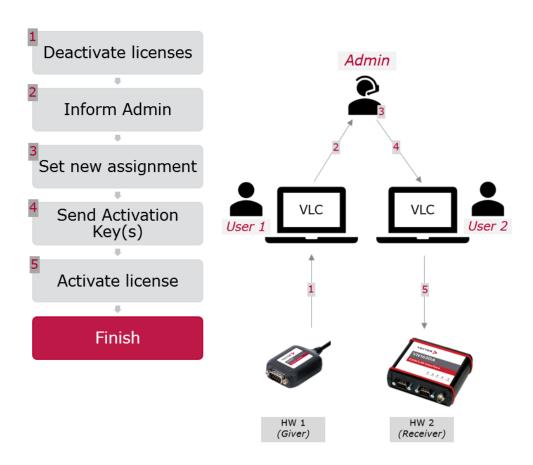
How to transfer license from one device to another

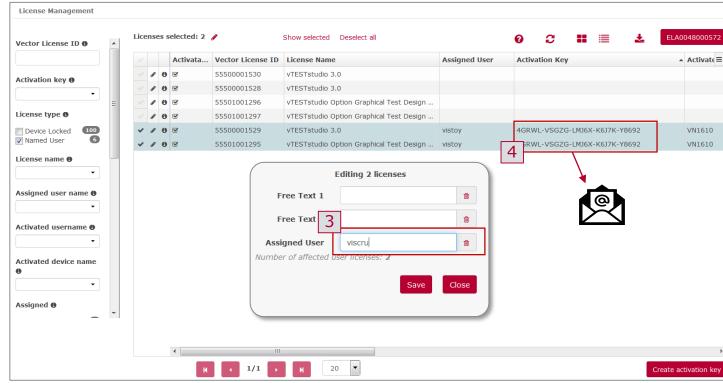






How to transfer named-user license







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