

## Step-by-Step Guide to Registration

The **Connectit Registration** utility enables you to register the installation online. Once online registration is complete, then clicking the **Create Menu** button will add the appropriate menu items to the **QuoteWerks Tools** menu. To open the **Connectit Registration** application, browse to the **Start | All Programs | Connectit-Workflow** menu and click the **Connectit Registration** option.

Please note that internet access is required on the PC before Connectit-Workflow can be registered and QuoteWerks should be running.

1. Go to the **Connectit-Workflow** start menu options (by default in **Start\All Programs\Connectit-Workflow**) and click the **Connectit Registration** option.

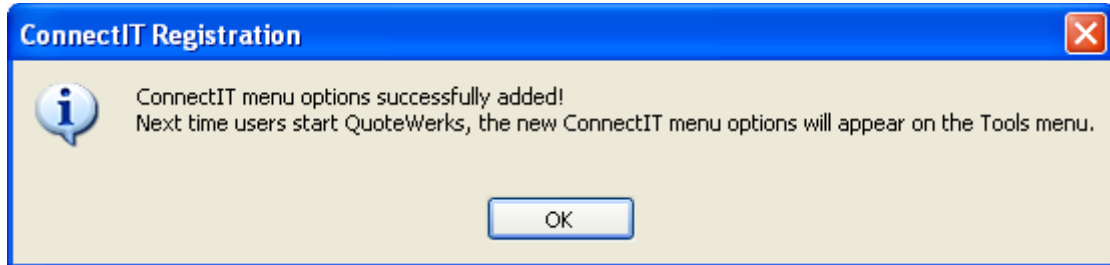


The screenshot shows the 'ConnectIT Registration utility' window. It has a blue title bar with the text 'ConnectIT Registration utility' and standard window control buttons. The main area is titled 'Register ConnectIT' and contains the following elements:

- A text field for 'Registration Seed' containing 'A-0000-00000000-AAAAAA' and a 'Copy to Clipboard' button.
- A dropdown menu for 'Module' currently set to 'Document Open'.
- Five numbered steps:
  - Step 1:** Connect to the internet and go to the ConnectIT Registration page [here](#).
  - Step 2:** Complete the details on the online Registration form.
  - Step 3:** You will be emailed confirming that the registration process has been completed successfully. If you experience any problems then please email [support@connectit-online.co.uk](mailto:support@connectit-online.co.uk).
  - Step 4:** We will validate the registration information and send you email notification that your details have been activated on the ConnectIT License Server (usually within 1 working day).
  - Step 5:** Connect to the internet, select the Module you wish to register from the Module drop down list and then click the Create Menu button below; the appropriate menu items will be added to the Tools menu in QuoteWerks.
- Four buttons at the bottom: 'Reset', 'Get License Info', 'Create Menu', and 'Close'.

2. If you have not already entered your details into the **Connectit** online **License Server**, then follow the on screen instructions to register.

3. Once you have received email notification that your details have been enabled on the **ConnectIt License Server**, select the required module from the **Module** Drop Down List and then click the **Create Menu** button to add the **ConnectIt-Workflow** options to the **QuoteWerks Tools** menu.
4. On successful registration, you will receive the message "*ConnectIt menu options successfully added! Next time users start QuoteWerks, the new ConnectIt menu options will appear on the Tools menu. ConnectIt Registration will now close.*"



**Note:** In some exceptional circumstances, you will get a message "*ConnectIt was registered successfully! ConnectIt Registration will now close. Now just add the ConnectIt option to the QuoteWerks menu to use the business workflow manager.*"

Please refer to our online Knowledge Base support area at <http://www.connectit-online.co.uk/kb/> and see the "How do I manually add ConnectIt-Workflow menu options to the QuoteWerks menu" article for instructions on how to do this.

**Note:** The number of ConnectIt-Workflow licenses needs to be the same as the number of users in QuoteWerks.

5. To refresh the **ConnectIt License Database** information with the settings from the online **ConnectIt License Server** (for example when having purchased additional licenses or upgrading to a newer version of the **ConnectIt** software) click the **Get License Info** button.
6. To clear the **ConnectIt License Database** of all registration information (including users) then click the **Reset** button.

