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.
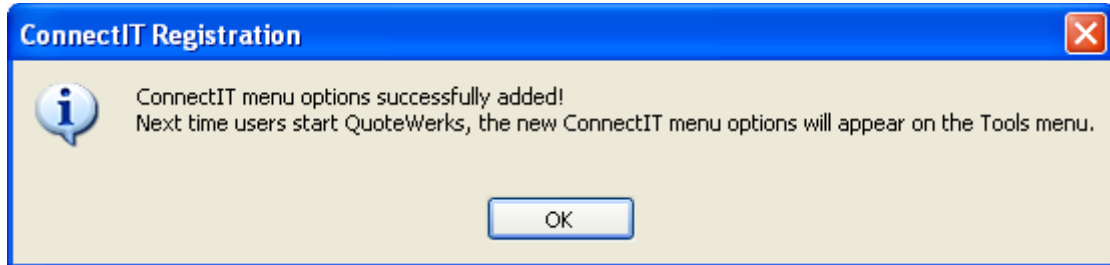

2. If you have not already entered your details into the **ConnectIt** online **License Server**, then follow the on screen instructions to register.

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from the online **ConnectIt License Server** (for example when having purchased additional licenses or upgrading to a newer version of the **ConnectIt** software) click the **Get License Info** button.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.