axes4 Activation Manual:
Licenses for several users (Team License Account)

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Please note

- Only if you want to use axes4 software in a team, you will need to set up a **TEAM LICENSE ACCOUNT.**
- If you want to use axes4 software exclusively for yourself, a **PERSONAL LICENSE ACCOUNT** is sufficient for you. There is a separate manual for this.

Table of contents

1 Preparatory steps

1. Clarify whether you want to set up a Personal License account or a Team License Account.
2. Make sure you have your license key at hand.
3. Make sure you have your axes4 ID at hand or, if you don't already have one, create an axes4 ID.
4. Clarify what name you want to give to the team license account—usually this will be the name of your organization.
5. Make sure you have the email addresses of all the users you want to be part of your team and to assign licenses to.
6. Clarify whether it makes sense to group users together and what name you want to give to that user group.

2 Set up a team license account

2.1 Steps at a glance

In order for your team to use axes4 software, the following steps are required:

1. Create access to license management using the axes4 ID:
   https://licensing.axes4.com (Select the LINK: SIGNUP or just log-in if you already have an axes4 ID)
2. In License Administration: Select or create a Team License Account
3. In License Administration: Add a license to your Team License Account
4. In License Administration: Assign the License(s) to Users or User Groups
5. Installing the axes4 software on the user's computer
6. On the user's computer: Open the License Manager
   (via tray/notification area of the taskbar)
7. On the user's computer: Log into the License Manager with the axes4 ID of the respective user
8. On the user's computer: Activate the software in the License Manager in the card **"ACTIVE APPLICATIONS"** by selecting the preferred license

3   License administration: log in with your axes4 ID

1.   Log in to axes4 License Administration under https://licensing.axes4.com :
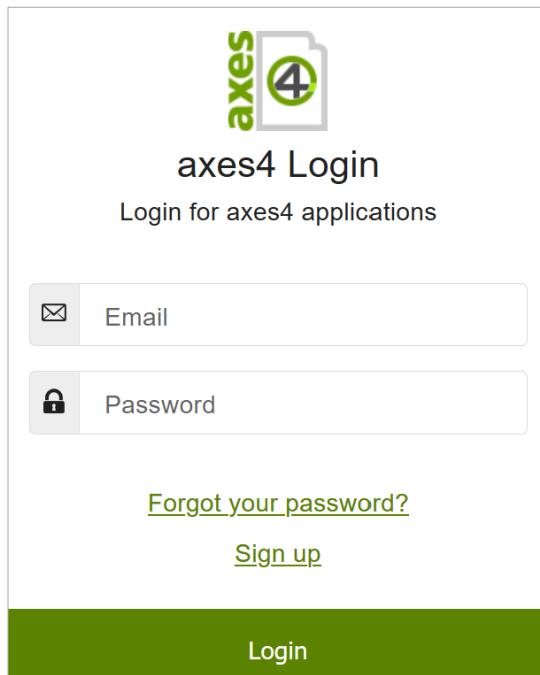
You will be redirected to License Administration:

2. Tab on your personal account:
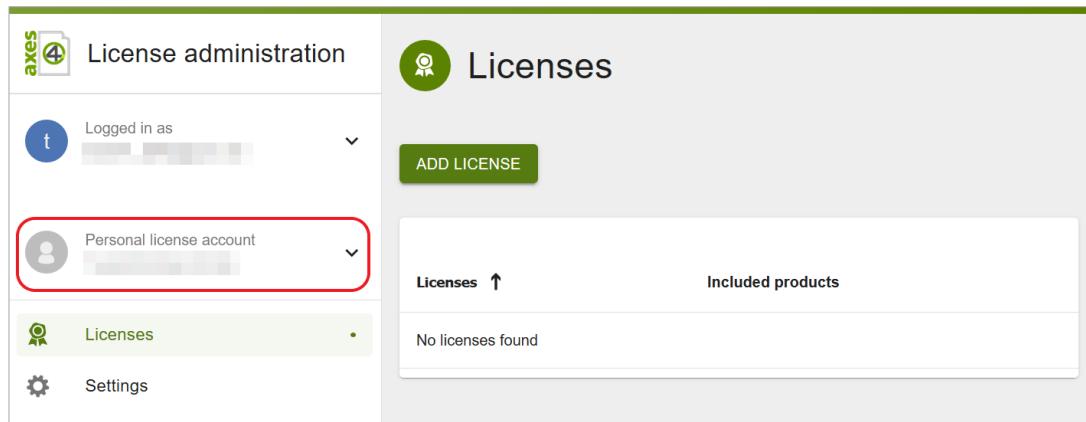
The account menu is opening:
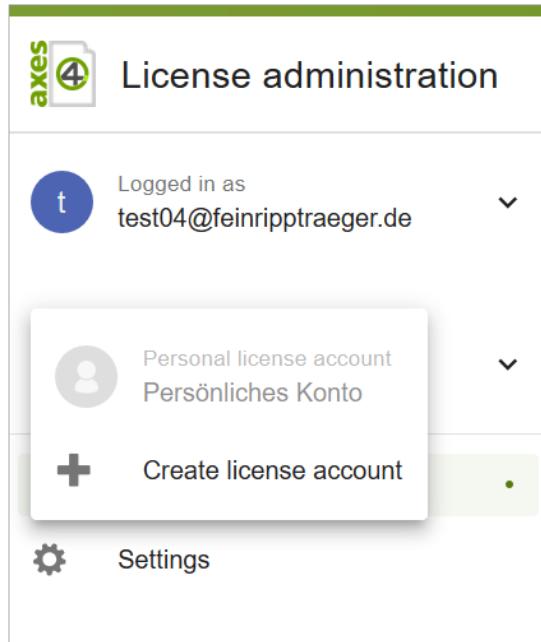
3. Tab on the Button: + Create license account. The dialogue box: Create license account is opening up:
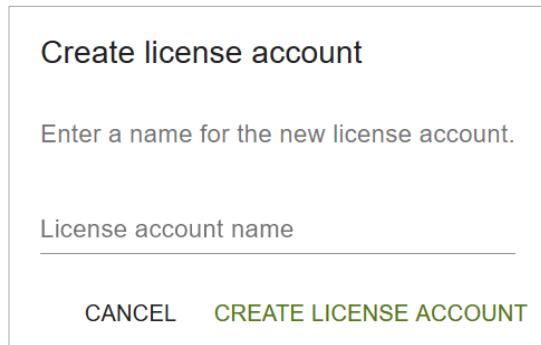
4. In the **INPUT FIELD: LICENSE ACCOUNT NAME**, enter a self-selected name for the new
Team License Account (=Team Account) and confirm with
the **BUTTON: CREATE LICENSE ACCOUNT**. You will be directed back to the main license administration page. You will immediately see your new
Team Account:
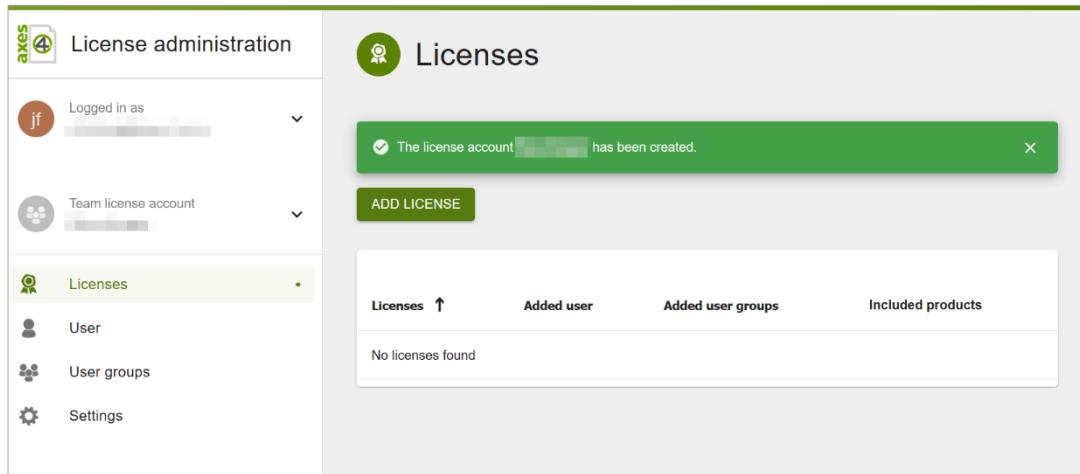
4 License Administration: Add License to the Team License Account

1. Be sure, that you really are in the right **TEAM LICENSE ACCOUNT**
(and not in your Personal License Account).
2. Press the **BUTTON: ADD LICENSE**:
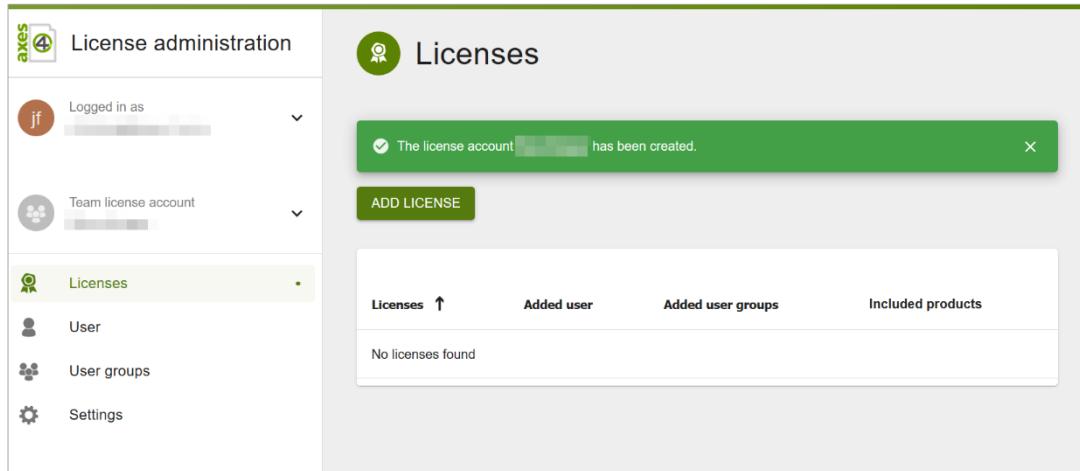
3. In the **DIALOG BOX: ADD LICENSE**, enter your license key in the input field. Confirm your entry using the button **CONFIRM:**
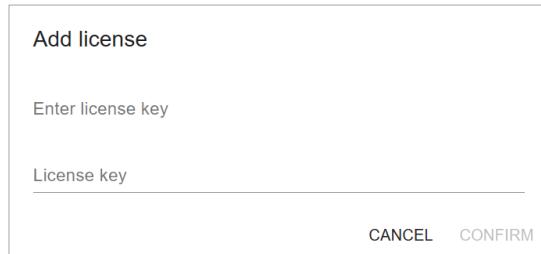
Add license

Enter license key

License key

CANCEL   CONFIRM

4. In the next dialog box, you will be asked to confirm your entry, as you only can enter the license key once. **PRESS THE BUTTON: CONFIRM**:
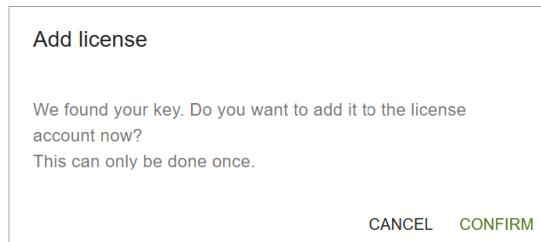
Add license

We found your key. Do you want to add it to the license account now?
This can only be done once.

CANCEL   CONFIRM

Your license now is listed:
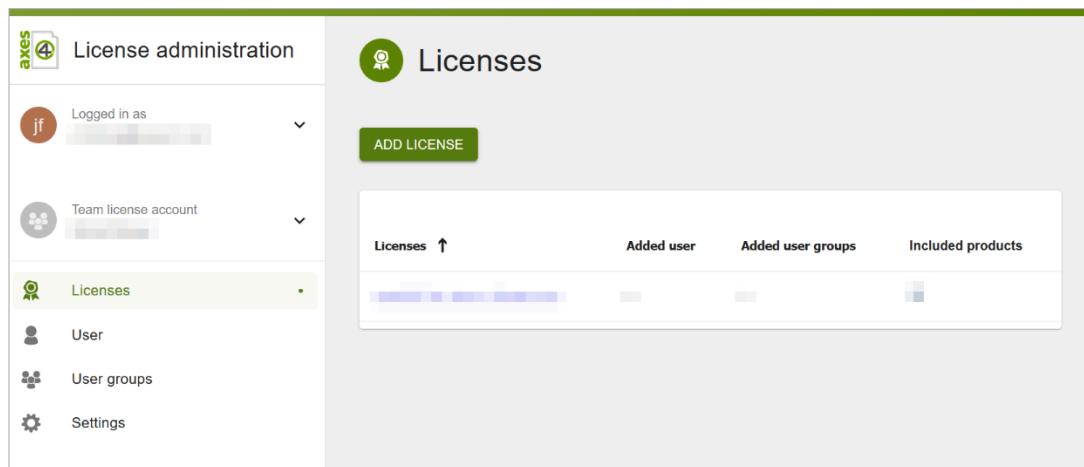
5 License Administration: Assign the License(s) to Users or User Groups

1. Open the detail view of the added license by pressing the corresponding link:

2. In the **CARD: MAPPING**, switch to edit mode via the pen button in the upper right corner:
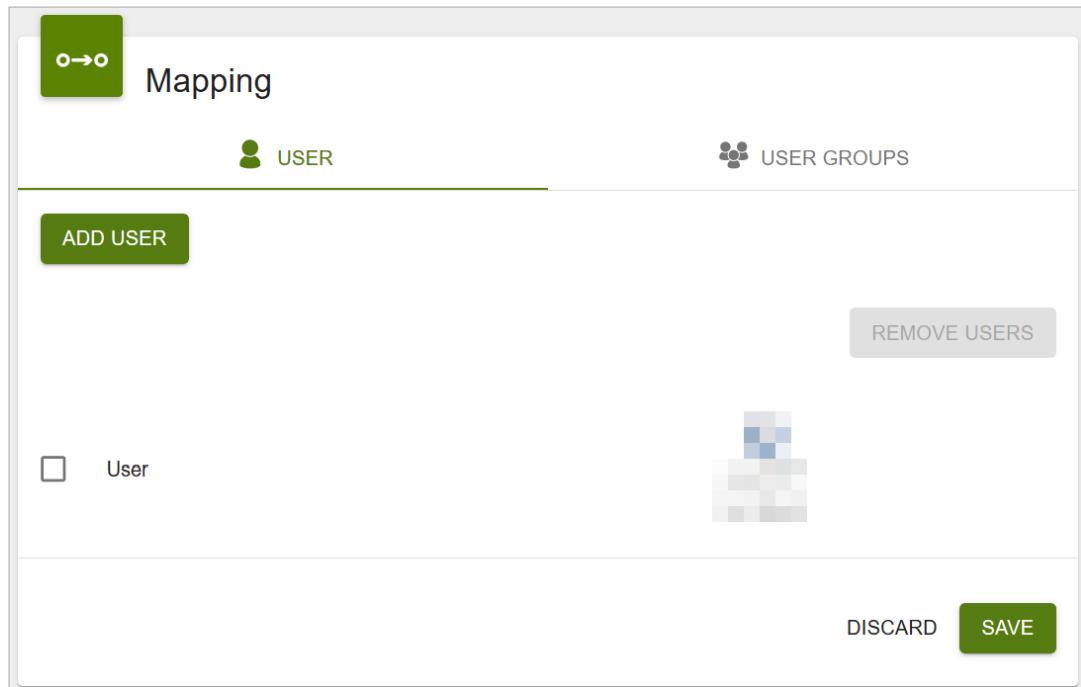
3. Press the button **ADD USER**:

4. Select or create and invite the appropriate user.
5. Press **BUTTON: CONFIRM.**

6 User: Accept Invitation

The user will receive an email to accept the invitation and create an access to axes4 licensing by creating his personal password. This access is called **AXES4 ID**.

If the user already has his **AXES4 ID** no creation of a password is necessary.

These credentials (email address and password) later are necessary for the activation
(see chapter 8).

7 Install axes4 software on users' computers

7.1 System Requirements (for Clients)

The following three .NET-components are already included in the latest clients versions on our website. Hence, you do not have to install them separately.

- ASP.NET Core Runtime 3.1 (Hosting Bundle)
- .NET Desktop Runtime 3.1
- .NET Framework 4.8

Please note

.NET Core Runtime 3.1 also has its own system requirements, see:
https://docs.microsoft.com/en-us/dotnet/core/install/dependencies?tabs=netcore31&pivots=os-windows

7.2 Equip clients with the latest axesPDF software

The latest client versions for distributing and installing can be found below:

7.2.1 Download axesWord

https://www.axes4.com/en/products-services/axesword/download

7.2.2 Download axesPDF

https://www.axes4.com/en/products-services/axespdf/download

8 User's activation of the license by logging in

THE FOLLOWING, CONCLUDING STEPS MUST BE EXECUTED BY YOUR USERS ON THEIR MACHINES.

1. In the notification area of the Windows taskbar, the user must open the axes4 License Manager tapping the ICON: AXES4 LICENSE MANAGER:
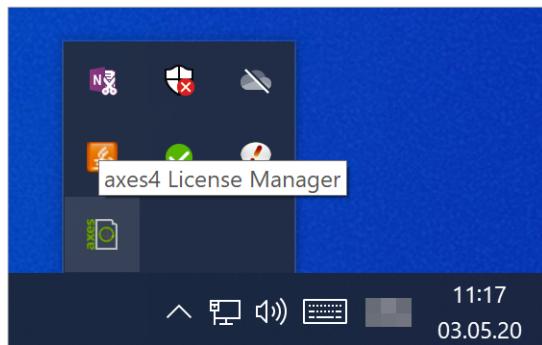
2. In the user's default browser, the AXES4 LICENSE MANAGER is opening:

axes4 License manager

User information

✗ **axes4 ID**

No connection

email   *Not logged in*

LOGIN

Active Applications   ↻

There aren't any selected applications
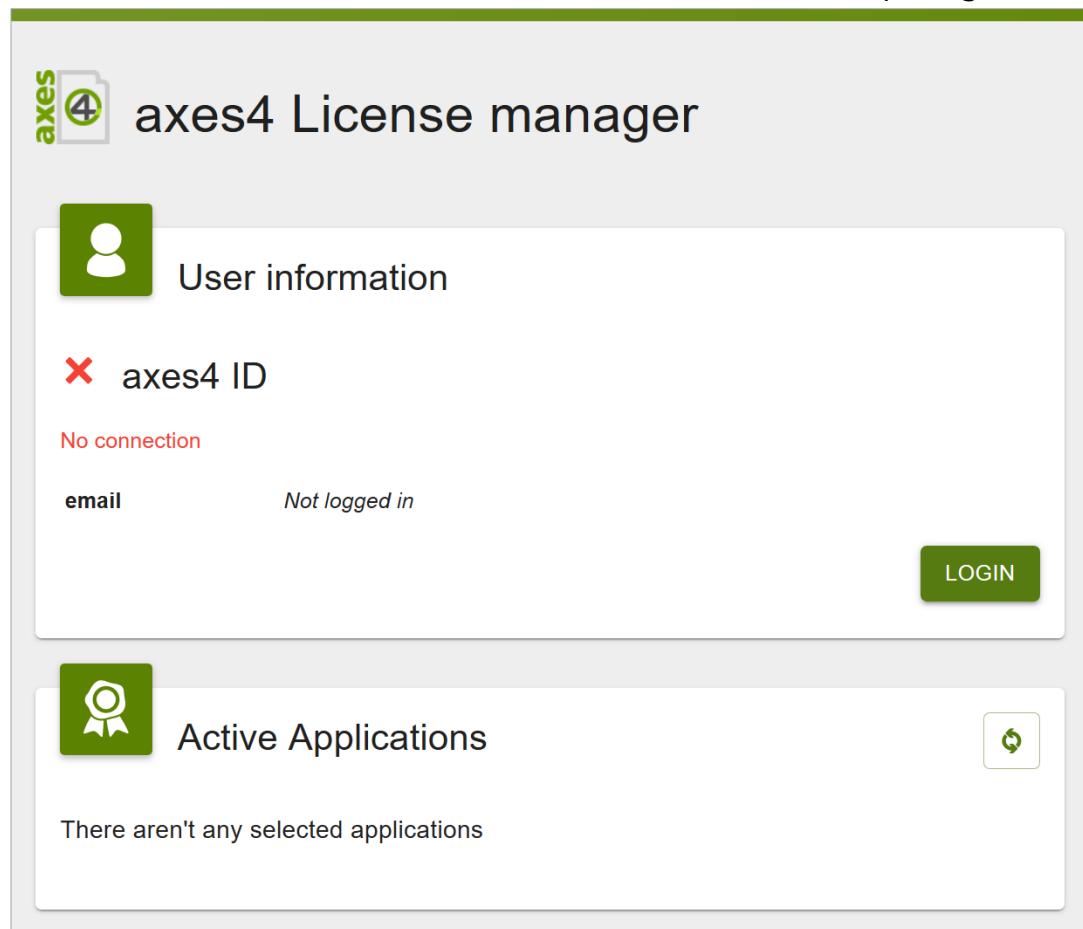
3. In THE AXES4 LICENSE MANAGER, the user is logging in by tapping the BUTTON: LOGIN.

The **DIALOG BOX: AXES4 LOGIN** is opening**:**
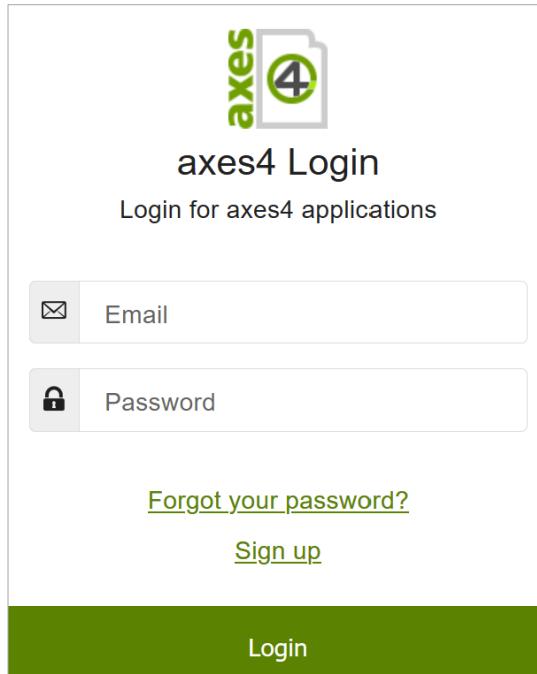
4. The user must go to the **INPUT FIELD: EMAIL** and enter the email address of his AXES 4 ID.
5. The user must go to the **INPUT FIELD: PASSWORD** and enter his AXES4 ID'S password.

6. The user must tap the **BUTTON: LOGIN**. He will be redirected to the **AXES4 LICENSE MANAGER** and is now logged in here:

7. In the AXES4 LICENSE MANAGER in the CARD: ACTIVE APPLICATIONS the user must tap the BUTTON: SELECT APPLICATIONS. He will be directed to the DIALOGUE BOX: SELECT APPLICATIONS:
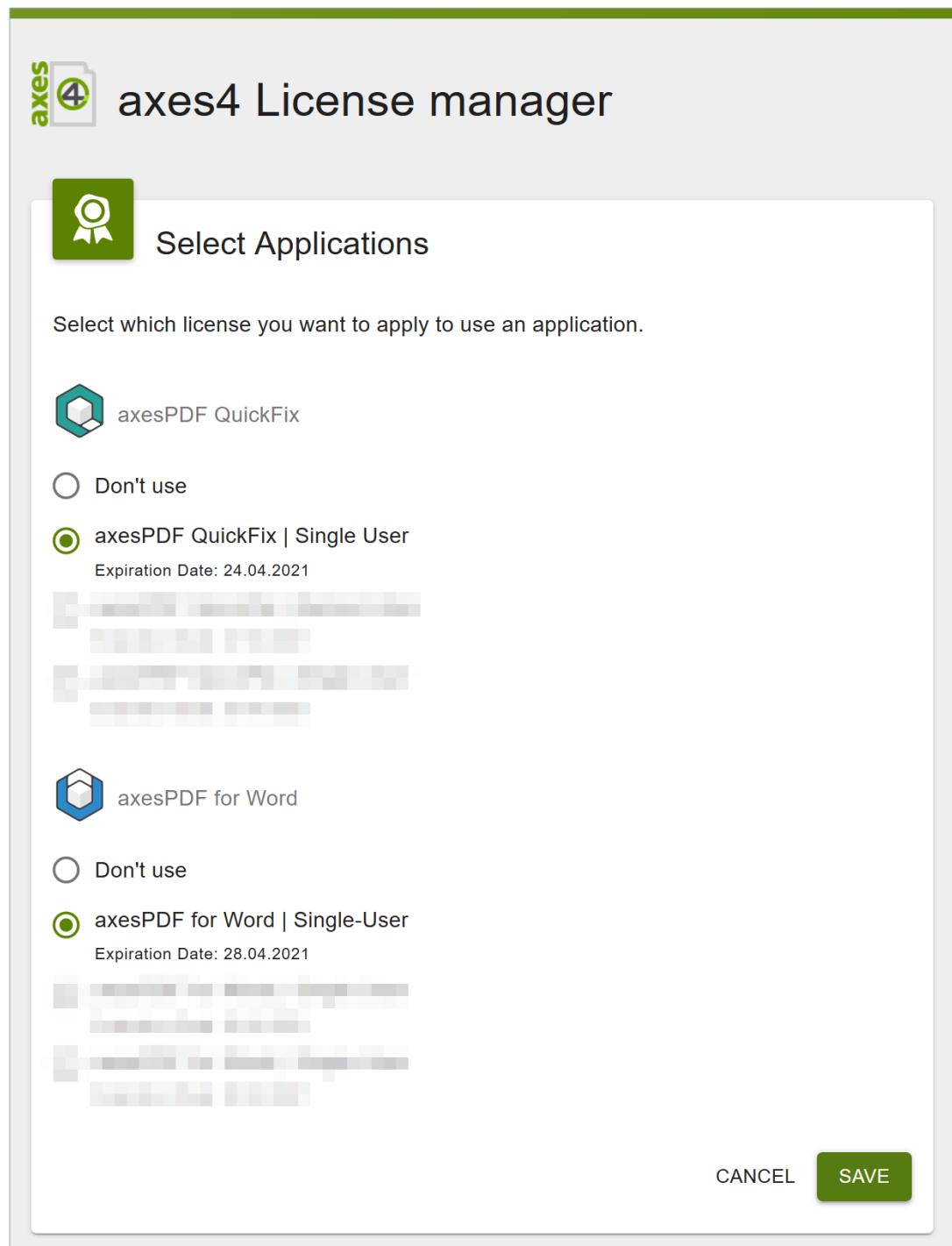
8. The user must select the license he wants to use for each AXES4 APPLICATION by pressing the respective radio button. He is confirming his choice by tapping on the BUTTON: SAVE.
He then will be redirected to the main page of the AXES4 LICENSE MANAGER. Here, in the CARD: ACTIVE APPLICATIONS he now can see the applications that he can use.
In the COLUMN: ACTIVE a check mark is indicating the activation of the respective applications:

Now, the selection and activation of the AXES4 APPLICATIONS for your user is completed.

9   Communication channels

- The axes4 software (client) must establish a connection to the Internet in order to activate or renew the activation.
- Requests to the axes4 license server are only made from the client and only to the same address: https://api.axes4.com
- Authorization requests always go to the same address: https://auth.axes4.com
- Incoming connections can be 100% blocked

10   Transmission of data

10.1   Transmission of axes4 ID

The axes4 ID is your key to all axes4 applications. Each time you log in via your axes4 ID, your corresponding email address is transmitted to the axes4 license server.

10.2   Anonymized data

For the license system to work reliably, it is necessary to submit anonymized data for the assignment of licenses and features. Anonymization is made by the locally installed license manager or licensing agent.

Anonymization is done according to the proven cryptological hash function SHA256. This ensures that no personal data is provided in addition to the axes4 ID during login-based licensing.

10.3   Overview of the transmitted data

The following anonymized data is transferred during activation:

1.   Client's system time
2.   Anonymous UserID
3.   Anonymous DeviceID
4.   Anonymous ClientIDs
    a.   ClientID1 derived from the user name (SHA256)
    b.   ClientID2 derived from the user's domain (SHA256)
    c.   ClientID3 derived from various hardware information (CPU, baseboard, system)) (SHA256)
    d.   ClientID4 derived from host name (SHA256)
    e.   ClientID5 derived from the domain of the device (SHA256)
    f.   ClientID6: derived based on ProcessID (for example, if you run 2 identical applications on one machine)
    g.   ClientID7: LoginID (randomly generated by us every time you login)

The clientIDs are recreated on the fly (activation, deactivation, token refresh) for all license operations and are not stored in the database.

10.4   Application of anonymized data

The anonymised data transmitted will only be processed and evaluated for the following purposes:

- Correct license assignments
- Ensuring the functions
- Targeted support
- Statistical evaluations
- Optimization of service

11 Glossary

The order of the entries depends on the appearance in the text.

Login-based Licensing	Licensing type in which the end user authenticates to the axes4 license server via his axes4 ID.
Agent-based Licensing	Licensing type in which the agent installed locally at the customer authenticates to the axes4 license server. The end user remains anonymous and does not need to be logged in to his axes4 ID.
Named User License	License model in which the use of the software is firmly tied to individual designated users. When using login-based licensing, this is the email address of the respective axes4 ID. When using agent-based licensing, this is typically the domain user.
License Key	The code (GUID) to identify your license. It is required for unlocking your purchased axes4 software.
License Administration	In web-based License Administration, you can administer your license accounts. You can choose between a Personal License Account and Team License Accounts.
Team License Account	The Team Licenses Account (short: Team Account) is for licenses that you use in the team.
Personal License Account	The Personal License Account is for licenses that only you personally use.
User	User of axes4 software
Admin / Administrator	Users with administrative rights to the appropriate license account.
Client	axes4 software
axes4 ID	The axes4 ID is your access to the services in your axes4 account and consists of your email address and your personally defined password.
Application	A single axes4 program as well as web-based axes4 applications