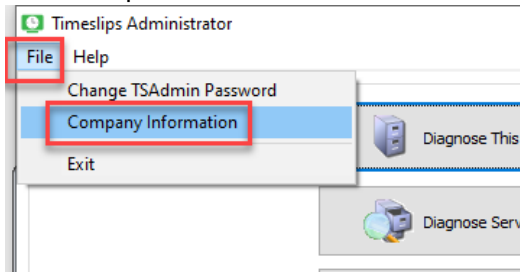


Adding Licenses or Features to Timeslips (3 options):

OPTION 1: Edit Serial Number in Timeslips Administrator

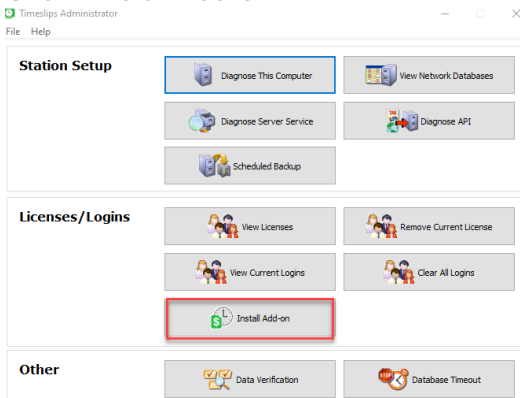
1. In Timeslips choose SPECIAL ... TIMESLIPS ADMINISTRATOR
2. Close Timeslips (Leave TS Admin open)
3. In Timeslips Administrator choose FILE ... COMPANY INFORMATION



4. Edit the serial number to match the new serial number provided
5. Click OK
6. Open Timeslips and click HELP .. ABOUT SAGE TIMESLIPS PREMIUM to verify that the serial number was updated
7. If the license count is not updated, click “Validate Account” and wait for validation.
8. Click “Chat with Support” if there are any issues.

OPTION 2: Install Add-on in Timeslips Administrator (Users will see change after logging out)

1. In Timeslips choose SPECIAL ... TIMESLIPS ADMINISTRATOR
2. Click “Install Add-on”



3. Enter the configuration code provided. IF ADDING LICENSES, YOU MUST UPDATE THE SERIAL NUMBER. If adding features, the serial number should remain blank.
4. Click NEXT ... FINISH.

OPTION 3: Installing Add-on from HELP menu (requires exclusive access)

1. Open Timeslips
2. Have all other users exit the program
3. From the top menu bar click HELP ... INSTALL SAGE TIMESLIPS ADD-ON
4. Enter the configuration code provided. IF ADDING LICENSES, YOU MUST UPDATE THE SERIAL NUMBER. If adding features, the serial number should remain blank.
5. Click NEXT ... FINISH