

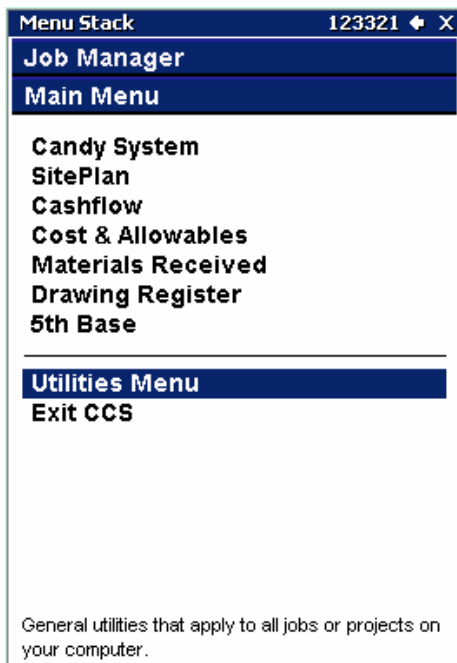
SETTING A CCS FREE TRIAL LICENCE USING EMAIL

Title	Setting a CCS free trial licence using Email
Category	Free Trial Email Licence
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Application	LICENCE
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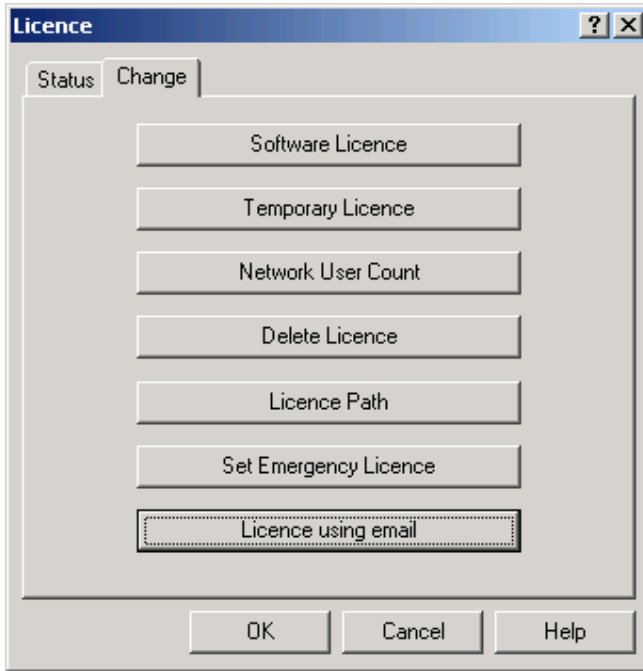
This document explains how to install a CCS licence for a **free trial** period using e-mail.

Requesting a Free Trial licence via email

- Load the CCS System.
- Go to the MAIN MENU.




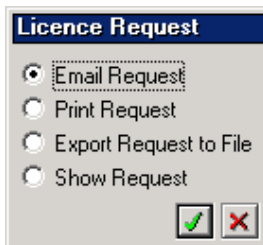
- Click on the *Licence* Softkey and select the *Change* tab.




- Click on the *Licence using email* button.
- Select *Request Free Trial Licence*.



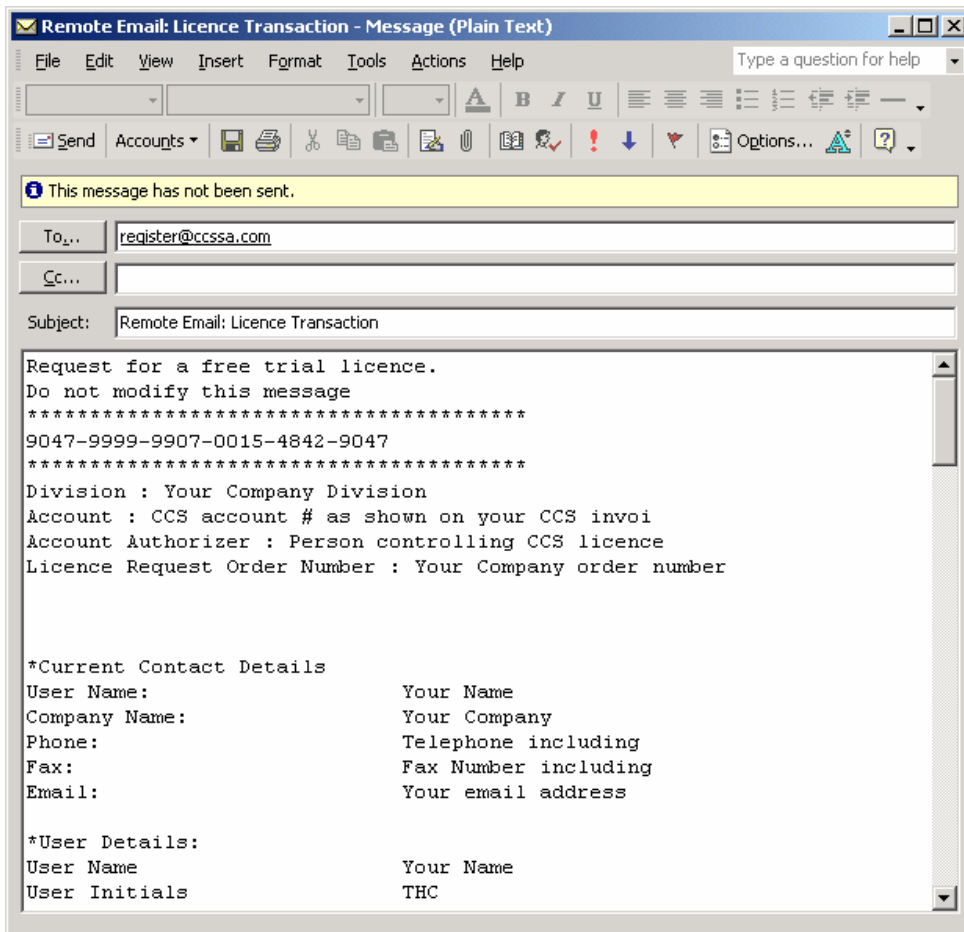
- Click on .
- Select *Email Request*.



- Click on .

CCS will display the Order Licence dialog. Make certain that all of the information is correct.

- Click on *OK*.
- CCS will generate an email message to be sent to the Licence Support Desk.



- Click on Send to send this message and a dialog box will be displayed confirming the licence request created and the date by which the licence code from CCS needs to be entered so as to activate the CCS System for the free trial.

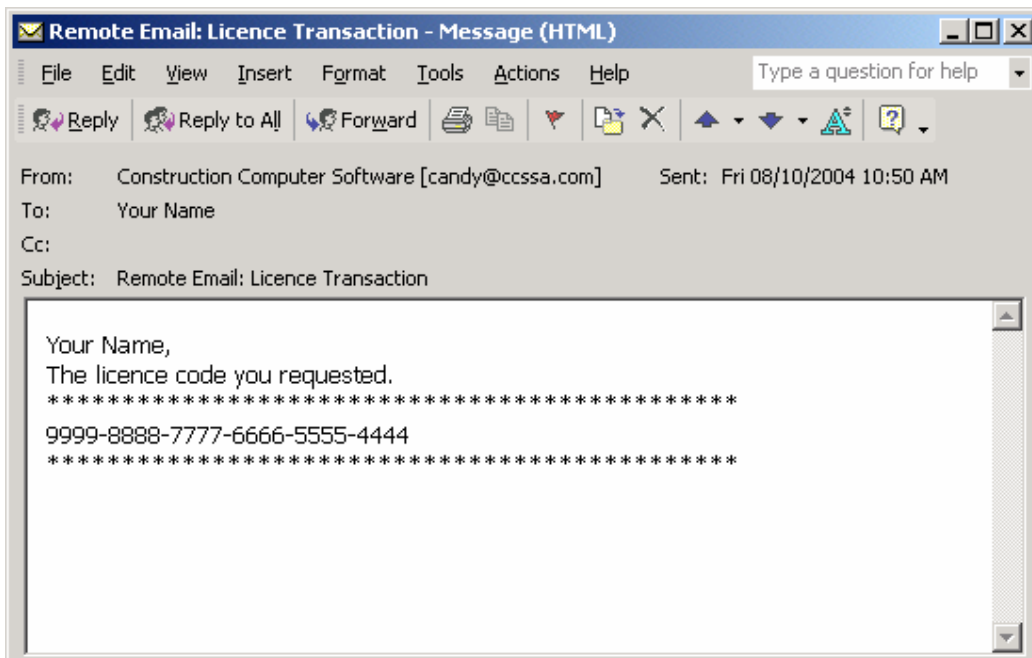


- Hit any key and then check your email application to make certain that the email message has gone and is not sitting in your Outbox.

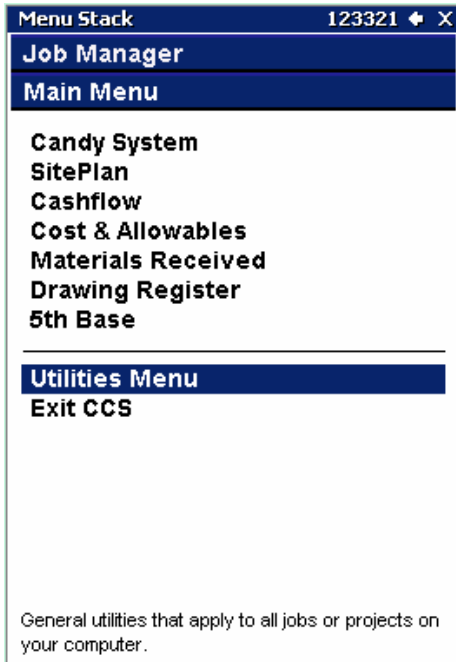
Entering a licence code from CCS

Once CCS has processed your request for a licence, an email message will be sent to you with a code to set your licence. The following steps explain how to enter this licence code into the CCS System.

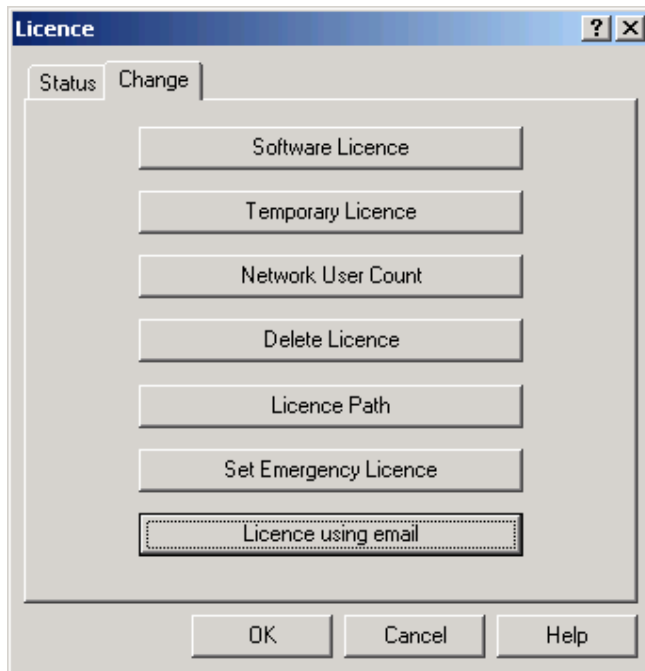
- Load the message received from CCS.



- Select the code and copy into the clipboard.
- Load the CCS System.
- Go to the MAIN MENU.




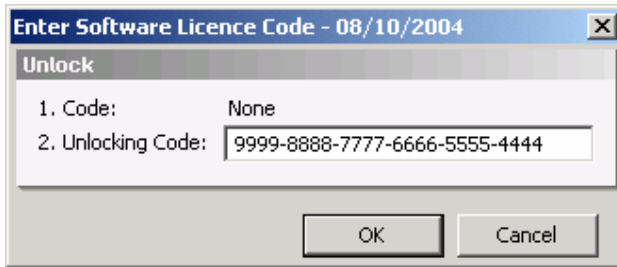
- Click on the *Licence* Softkey and select the tab *Change*.



- Click on the *Licence using email* button.
- Select *Enter Licence Code*.



- Click on .
- CCS will display a dialog requesting the licence code. Press CTRL + V to paste the code from the email message.



- Click on OK.
- CCS will display a message stating that the licence has been set.

The CCS free trial licence has now been set. If you require assistance with the above steps then e-mail register@ccssa.com

Full user manuals and starter guides can be downloaded from www.ccssa.com click on downloads.

Click on the download [Candy](#) link for an Estimating & Valuations manual, or click on download [SitePlan](#) link for the planning manual.

CCS support can be obtained from support@ccssa.com