



## Unit: Administration Tools

### Topic: Software and Licensing

In this exercise, you will define the paths to the shared folders on the server, locate the hardware key for the server, and perform license administration tasks.

#### 1. Set the paths to shared folders

**Note:** To perform this step, you need access to the shared folders on the SAP Business One server.

Choose *Administration* → *System Initialization* → *General Settings*.

Select the *Path* tab.

##### 1.1. Attachments

If the path for the Attachments Folder is not set in your system, you can set it now. Choose the browse button and navigate to the SAP Business One shared directory that contains the ExclDocs, WordDocs and Attachments folders.

Select the Attachments folder in the server directory.

Choose **Update**.

Open an existing sales order and choose the PDF icon from the menu bar.

The system will generate a PDF copy of the document and store it in the Attachments folder.

##### 1.2. Pictures

If the path for the Pictures Folder is not set in your system, you can set it now. Choose the browse button and navigate to the SAP Business One directory that contains the Bitmaps folder.

Select the Bitmaps folder in the server directory.

Choose **Update**.

Open an existing item master data record. Choose the **Remarks** tab and click the camera icon.

The system will open the Bitmaps folder. Select an image from the Bitmaps folder and choose Open.

The image will show in the item master data.

Choose **Update** to save the master data.

#### 2. License Manager

##### 2.1. Find the hardware key

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To request a license key, you need the hardware key from the SAP Business One server.

From the top menu of SAP Business One, choose *Help > About SAP Business One*.

Where else can you find the hardware key?

- A. System Landscape Directory?
- B. License manager settings?
- C. The License Administration screen?

## 2.2. Assign a License to a user

Choose *Administration → License → License Administration*.

On the Allocation tab, if you have an available license type, select a user name and select the checkbox for a license type to assign the license to the user.

Choose **Update**.

## 2.3. View the EULAs

Choose *Administration → License → End User License Agreement*.

You can see the signed EULAs on your system.

## 2.4 Stop the License Server

In the Service Manager, stop the license server.

Choose *Administration → Choose Company*.

Choose *Refresh*.

What are the implications of stopping the license server?

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Remember to restart the license Server again!

**Note:** You can also start and stop the licens manager service from the Services window on your system.

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