

How to Update License Files

Objectives:

- Update license files.

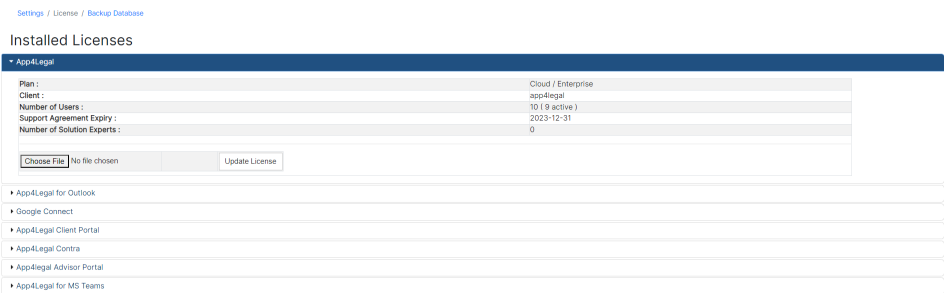
Steps:

To update the License Files, you must follow the steps below:

1. Go to **System Settings-> System Maintenance-> License**.



2. On the License page, you will find different sections. Every section belongs to a module in Lexzur. Every module has its corresponding License file.
3. Inside every section, when expanded it will show data about the Client Name, Number of Users, and the Support Agreement Expiry date.



4. The information displayed should meet the correct information of the Client as shown in the picture above.
5. To begin the update procedure, click Browse and choose the corresponding License File. For example for the Lexzur module, use the License file that corresponds to Lexzur (App4Legal.isl).
6. The same procedure should be done for the Outlook and Client Portal following the same steps using their corresponding license files (Outlook.isl and Customerportal.isl).
7. Once the correct file is chosen, click "Update License".
8. The information displayed will be updated as per the License files.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!