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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Maintenance
<b>Access</b>	“Maintenance   Advanced access   Registration”
<b>Minimum service pack</b>	SP26
<b>This document</b>	Registration Ref 9.14 Release 1 Published February 2003

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## Overview

“Registration” displays the company’s registration details and allows a new license number to be entered.

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## Details Displayed

- **Name.** The name of the company that is currently logged into.
- **Address.** The address of the company.
- **Phone #.** The phone number of the company.
- **Validation #.** The validation number for the company.
- **License #.** The *Chreos* license number. The number of users and module names that the company is registered for will be displayed underneath the ‘Registration #’ along with the date that the update plan expires.

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## To Print a Registration Form

- Click the [Print] button.
- The Chreos 3 Registration form will display the company details and the current registration details. There is also a section for changing the registration details.
- There are the following options for changing the registration:
  - Change the number of concurrent users allowed?
  - Add modules to be used.
  - Allow stated users emergency access.
- Click the [Print] button to print the form.
- Write the changes required.
- Fax the form to (03) 377 0496.

- Chreos Support will be in touch with a new registration number that will allow the changes to be activated.

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## To Enter a New License Number

- Click the [Alter registration] button.
- The 'License #' field will be made editable. Enter the new license number provided by Chreos Support.
- Click the [Save] button.

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## To Re-Registration If You Have Become Unregistered

- There are various ways that a company can become unregistered:
  - When editing the company 'Name' and/or 'Address' on the company page of "Setup (9.1)". These can only be changed by having a new license number. When the [Edit] button is clicked on this page a warning message will alert the user to this.
  - When an incorrect new license number is entered.
  - If a demo company is being used and the 50 demo days run out. A license number must be entered to save any data entered.
- If a company becomes unregistered contact Chreos Support for a license number to re-register. Chreos Support will then fax or e-mail a new license number.
- When trying to enter Chreos an information screen will appear saying that Chreos is not registered and that the license must be upgraded. To re-register click the [Yes] button and the menu option "Maintenance | Advanced access | Registration".
- Enter the new license number. Refer to "To Enter a New License Number" on this information sheet.
- Click the [Save] button and re-enter Chreos.

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## Related Issues

- A license number must be entered exactly as provided. Hyphens are included and all alpha characters are upper case and in the range of A-F. All other characters are numeric.
- When a demo copy of Chreos is being registered as a company, once the registration is entered a password will still be required to enter Chreos. Chreos Support will provide you will a 'Backdoor Password'. This will consist of a user name, a password and a date. This is a temporary password that will only work on the date specified.  
Once you have entered Chreos using the 'Backdoor password' select the menu option "Maintenance | Advanced access | Access maintenance" and

assign user names and passwords to the people that will use Chreos. Refer to “Access maintenance (9.16)”.

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