

Step 1: PVS Portal

Someone orders 1 or more licenses on the PVS Portal. The general order confirmation of the order will be sent to anyone who is authorized for it on the PVS portal.

An e-mail will simultaneously go to your organization's PRIMARY CONTACT to notify that the licences are ready in AUDAC Manager.

Step 2: Log in to AUDAC Manager (Primary Contact)

The primary contact can go to the AUDAC Manager platform via the link in the mail. Here there are 2 choices:

- 1. Log in: Using the same credentials as your AUDAC Education platform
- 2. Register: In case you don't have an account on our Education platform you can sign up and create an account.

Step 3: Give necessary colleagues access as well.

Once the primary contact is logged into AUDAC Manager, they can click on their name at the top right and go to 'My Account'. Here, you then give the necessary colleagues access to the platform as well.

Step 4: Log in to AUDAC Manager (Other Contact)

The primary contact can go to the AUDAC Manager platform via the link in the mail. Here there are 2 choices:

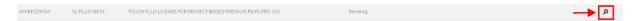
- 1. Log in: Using the same credentials as your AUDAC Education platform
- 2. Register: In case you don't have an account on our Education platform you can sign up and create an account.

Afterwards: Once everyone has access

Once everyone has access, everyone in your company with access to AUDAC Manager will be notified as soon as someone has purchased new licenses.

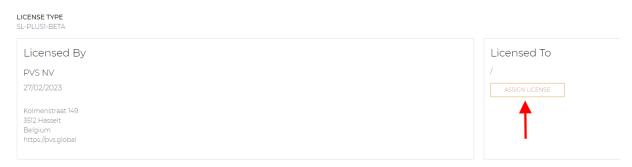


Once you are in AUDAC Manager you get an instant overview of all the licenses that your company has and there current statuses. From there on we can go and manage every licence so that It gets it's right purpose. We start by clicking on the magnifying glass of the license that we want to manage.



Here you have an overview of the specific license. You can see who provided you with the licenses and on what date. If we want to pass the license to one or if we want to activate it on an AUDAC TouchTM profile we click on 'Assign License'

License detail - 4NVKFCDNSM



When you land on the next screen you can see that you have 2 options. You can choose to assign the license or the activate it.

Assign license

If you choose to assign the license then you pass the license to, for example, a customer who in turn can then choose to pass it on or activate it. So in effect, you choose this option if you are going to resell the license to a customer of yours.

It is enough to enter the desired e-mail address and the customer will be notified that a license is ready to be claimed.

As long as the license has not been claimed by the customer, you can still recall access to it if, for example, you made a mistake.

Activate license

If you as an integrator or installer are ready to enhance your dashboards in ADUAC Touch with the Plus or the Page functionalities then you choose to activate the license. To do this, you need the AUDAC TouchTM User name and the corresponding e-mail address. After activation, the new functionalities are immediately visible & usable.