



## Title: Entering an Activation Code

*Abstract: This document shows how to enter an activation code in EasyReporting.*

<b>Product</b>	EasyReporting Toolset
<b>Suite</b>	Technical
<b>Release</b>	Version 4 +
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## Overview

The EasyReporting tool requires an activation code to be entered before it can be used. To activate EasyReporting you must be an administrator to the PC.

Activation codes are issued by your EasyReporting. To get an activation code from EasyReporting support e-mail to [support@EasyReporting.com](mailto:support@EasyReporting.com) and quote:

1. Your name
2. Your Company name
3. Type of activation code.
4. Day or year the code is required for.

## Day Activation Codes

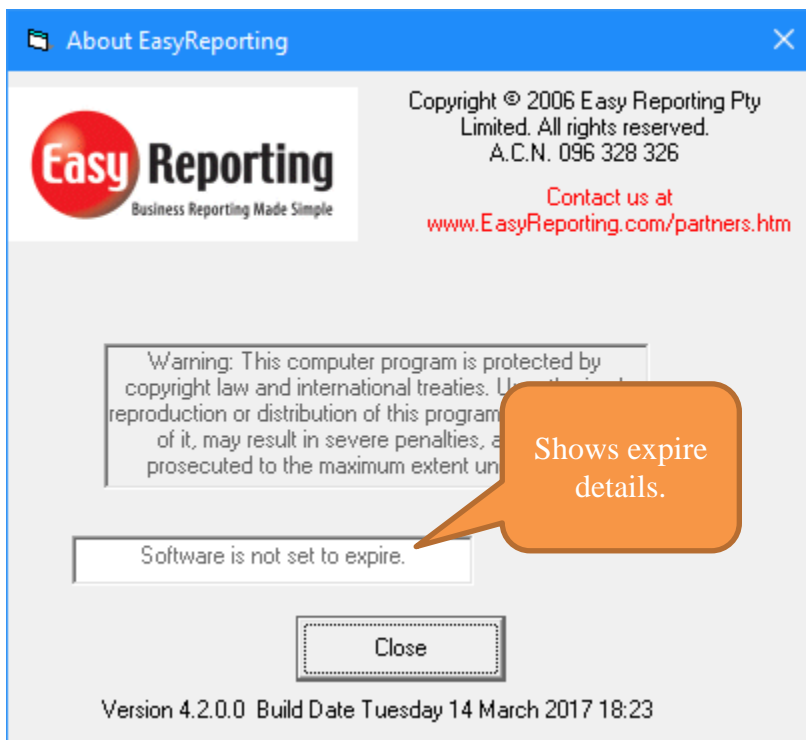
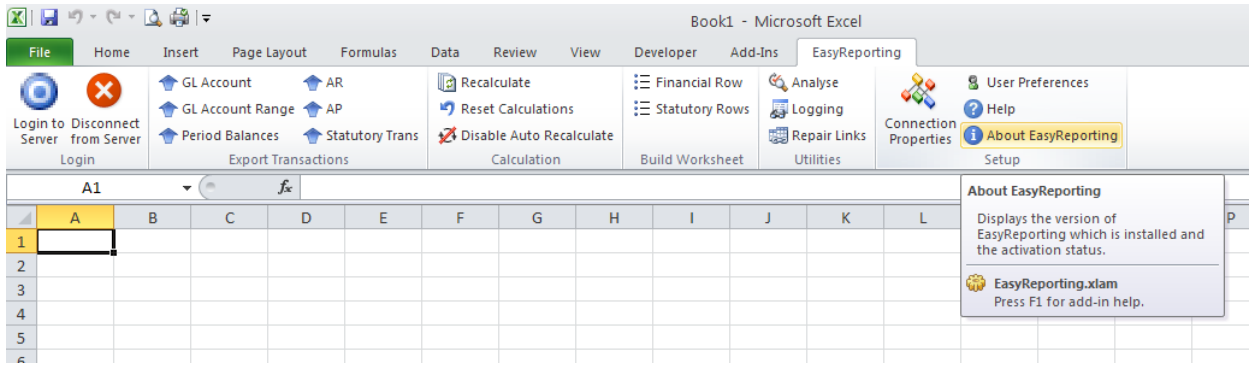
For versions of EasyReporting prior to 3.1 you need to get an activation code which is valid only for the day it is issued for.

## Calendar Year Activation Codes

If you are using EasyReporting 3.2 or later you can use the calendar Year activation codes these codes can be used for the whole calendar year and you do not need to get an activation code each time you need to activate EasyReporting.

## EasyReporting 4.0 and Later

To check if the status of your EasyReporting Ribbon select About EasyReporting

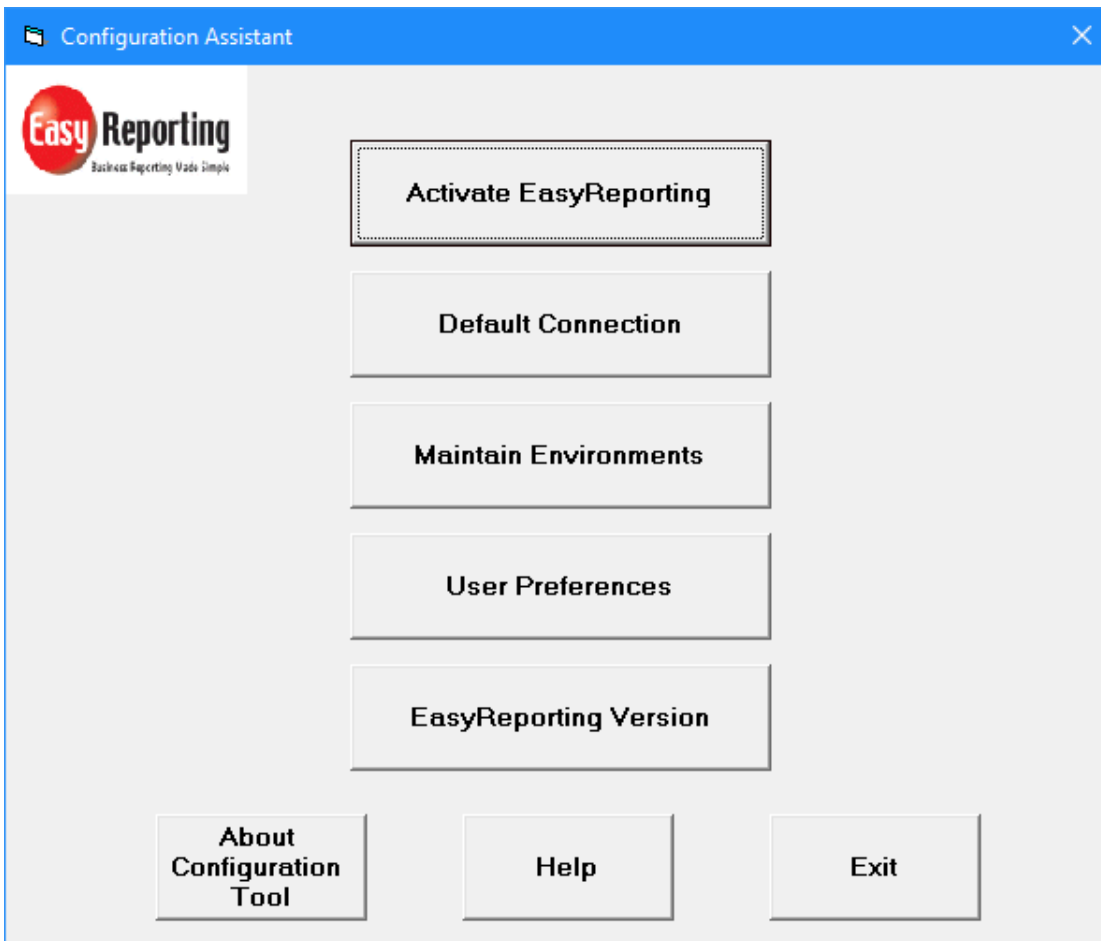
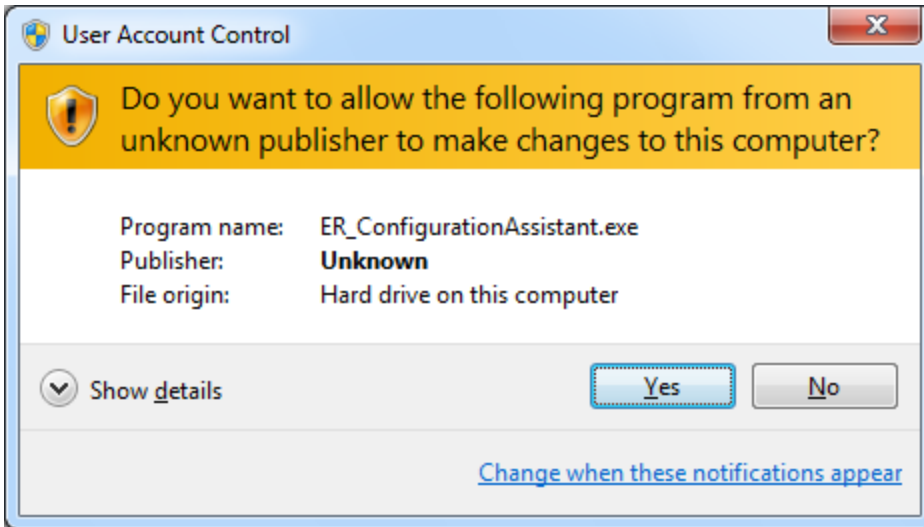


## Entering an Activation Code

To activate EasyReporting you must run the EasyReporting Configuration Assistant.

The tool is automatically installed as part of the EasyReporting setup, by default it is installed into the C:\Program Files\EasyReporting and is called ER\_ConfigurationAssistant.exe.

When the configuration assistant is run it should be run as an Administrator, and depending on the Windows setup you may receive a warning message as shown below.



If you enter a full activation code you should get the message shown below.

