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## SharePoint License Management Center Tutorial for SharePoint 2010

The SharePointBoost License Management Center (LMC) provides a convenient way to manage the licenses of all SharePointBoost (SPB) products in your SharePoint environment.

NOTE: With the new LMC and all versions of SPB products released after May 2010, only Farm Administrators can manage licenses for SPB products.

### 1. How to activate the License Management Center

To activate the LMC, navigate to Manage Farm Features under Farm Management in SharePoint Central Administration, find "License Management Center" in the list and then click "Activate".

The screenshot shows the SharePoint Central Administration interface. On the left is a navigation pane with categories like 'Central Administration', 'Application Management', 'System Settings', 'Monitoring', 'Backup and Restore', 'Security', 'Upgrade and Migration', 'General Application Settings', 'Configuration Wizards', and 'SharePointBoost Software Management'. The 'System Settings' category is selected. The main content area shows three sections: 'Servers', 'E-Mail and Text Messages (SMS)', and 'Farm Management'. Under 'Farm Management', the link 'Manage farm features' is circled in red. Below this, there is a section for 'License Management Center 2.0.809.1' with a description: 'Manage the licenses of all SharePointBoost products from one centralized location in SharePoint Central Administration. (Powered by SharePointBoost)'. To the right of this section is a button labeled 'Activate', which is also circled in red. A mouse cursor is pointing at the button, and a tooltip box next to it contains the text 'Activate feature'.

### 2. How to access the License Management Center and check the License Status

After activation, navigate to the SharePointBoost Software Management section in Central Administration. There, you will see a link to the LMC under "License Management Center".

- Central Administration
- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Configuration Wizards
- SharePointBoost Software Management

 **License Management Center**  
[License Management Center](#)

 **AD Self Service**  
[AD Self Service Settings](#)

 **AD Administration**  
[General Settings](#) | [AD Administration User Permissions](#) | [View User Permissions](#) | [License Management](#)

Click the "License Management Center" link to access the main page displaying all SPB products currently installed in your SharePoint environment.



General Information:

Number of Servers: 1  
 Server Code: 8c4550f2e5f5435d9778fbee867cfe310a6ccfb8924e24ae8785d2c21de626  
 Number of Site Collections: 4 [Click here to get Site Collection ID](#)  
 Farm ID: {8c4550f2-e5f5-435d-9778-fbee867cfe}

Products

Manage the licenses for all SharePointBoost products currently installed in this SharePoint environment.

Product	Version	License Type	License Status	Premium Support
Text Size Zoom	1.2.826.0	Server License	2 servers	N/A
AD Administration	1.0.708.1	Server License	2 servers	N/A
AD Information Sync	1.6.312.0	Site Collection License		N/A
AD Self Service	2.1.730.4	Server License	2 servers	N/A
Alert Reminder Boost	1.12.802.0	Server License	5 servers	N/A
Batch Check In	1.6.810.1	Server License	2 servers	N/A
Cascaded Lookup	2.16.802.0	N/A	No Registration	N/A
Choice Indicator	1.3.819.2	Server License	1 servers	N/A
Column/View Permission	2.2.811.0	Server License	50 servers	N/A
Cross-Site Lookup	2.16.802.0	N/A	No Registration	N/A
Discussion Column	1.7.818.0	Server License	1 servers	N/A

In the General Information section, all information relevant for the licensing of SPB products is displayed, including the number of servers in the SharePoint farm, the Server Code (necessary for acquiring the Server License), and the Farm ID (necessary for acquiring the Farm License).

NOTE: Server here refers to all Web Front End (WFE) servers in the SharePoint farm.

If you are interested in a Site Collection License, you can also find a link to the Site Collection List ("Click here to get Site Collection ID") where you can retrieve the Site Collection ID and view the number of users in any given site collection within the farm.

## Central Administration > Site Collection List

View Site Collection ID and user count for SharePointBoost product licensing.



I Like It



Tags & Notes

URL Search

Web Application:

URL	URL	http://demo
/	Title	Demo
/my	Description	
	Primary administrator:	SPBDEMO\administrator
	E-mail address:	
	Database Name	wss_Content
	Site Collection ID:	9790ebb0-1b24-4e0e-ac47-c689a3844ba7
	Number of Users:	2
	User Details:	<a href="#">Download user details</a>

Clicking on the "Download user details" link will open a dialogue to either save or open a .csv file. This file contains detailed information about the users in the selected site collection.

A	B	C
ID	Name	Login Name
9	Christian Johnson	SPBDEMO\christian
1	SPBDEMO\Administrator	SPBDEMO\administrator

The Products section lists all the SPB products currently installed.

## Products

Manage the licenses for all SharePointBoost products currently installed in this SharePoint environment.

Product	Version	License Type	License Status	Premium Support
 Text Size Zoom	1.2.826.0	Server License	2 servers	N/A
 AD Administration	1.0.708.1	Server License	2 servers	N/A
 AD Information Sync	1.6.312.0	Site Collection License		N/A
 AD Self Service	2.1.730.4	Server License	2 servers	N/A
 Alert Reminder Boost	1.12.802.0	Server License	5 servers	N/A
 Batch Check In	1.6.810.1	Server License	2 servers	N/A
 Cascaded Lookup	2.16.802.0	N/A	No Registration	N/A
 Choice Indicator	1.3.819.2	Server License	1 servers	N/A
 Column/View Permission	2.2.811.0	Server License	50 servers	N/A
 Cross-Site Lookup	2.16.802.0	N/A	No Registration	N/A
 Discussion Column	1.7.818.0	Server License	1 servers	N/A

**Product:** Lists all the SPB products currently installed in your SharePoint environment, you can access the License Management webpage for a specific product by clicking on its product name.

**Version:** Displays the version numbers of the products currently installed.

**License Type:** Shows the type of license used for the specific product. N/A means that no license code has been entered.

- Each WFE will require a **Server License** (For SharePoint 2007: all servers running the SP Web Application service will need to be licensed; for SharePoint 2010: all servers running the "Microsoft SharePoint Foundation Web Application" service will need to be licensed). SPB Server Licenses do NOT limit the number of end-users.
- A **Site Collection License** (with end-user number limit) can be applied to one site collection only; you would need to make sure that the number of end-users is within the end-user number limit provided by your license.
- A **Farm License** can be used across all site collections within a SharePoint farm; however the maximum number of users within each site collection is limited by the end-user number limit provided by your license. For example, a 400 end-user Farm License means that the number of users within a site collection should not exceed 400.

**License Status:** See table below.

License Type		License Status	
No License		No Registration	
Free Product		Free	
Using Old License with New Product		Upgrade Needed	
Site Collection License ①			
Trial License	Validated	Trial version. Expiration Date: [Day], [Month], [Year]	
	Expired	The free trial period for this software has ended. Please purchase a license at <a href="http://www.sharepointboost.com">www.sharepointboost.com</a>	
Farm License	PO	Validated	[X] end-user PO Temporary License. Expiration Date: [Day], [Month], [Year]
		Expired	PO temporary license has expired.
	NFR	Validated	Partner NFR License (This NOT FOR RESALE LICENSE automatically expires on [Day], [Month], [Year].)
		New major product upgrade released after	Purchase License Upgrade

		Premium Support expire date.	
		Expired	Partner NFR license has expired. Please contact <a href="mailto:partners@sharepointboost.com">partners@sharepointboost.com</a> to renew your membership in the SPB Partner Program.
	Regular	Validated	[X] users
		Invalid Product Version ②	Purchase License Upgrade
Server License	PO	Validated	PO Temporary License for [X] server(s). Expiration Date: [Day], [Month], [Year]
		Expired	PO temporary license has expired.
	NFR	Validated	Partner NFR License (This NOT FOR RESALE LICENSE automatically expires on [Day], [Month], [Year].)
		New major product upgrade released after Premium Support expire date.	Purchase License Upgrade
		Expired	Partner NFR license has expired. Please contact <a href="mailto:partners@sharepointboost.com">partners@sharepointboost.com</a> to renew your membership in the SPB Partner Program.
	Regular	Validated	[X] servers
Invalid Product Version ②		Purchase License Upgrade	
CAL	PO	Validated	PO Temporary License for [X] Client Users. Expiration Date: [Day], [Month], [Year].
		Expired	PO temporary license has expired.
	NFR	Validated	Partner NFR License (This NOT FOR RESALE LICENSE automatically expires on [Day], [Month], [Year].)
		New major product upgrade released after Premium Support expire date.	Purchase License Upgrade
		Expired	Partner NFR license has expired. Please contact <a href="mailto:partners@sharepointboost.com">partners@sharepointboost.com</a> to renew your membership in the SPB Partner Program.
	Regular	Validated	[X] client users
		Invalid Product Version ②	Purchase License Upgrade

① Click the product name to access detailed site collection license information for the product.

② The current license is not applicable to this product version or Premium Support has not been purchased or has expired.

**Premium Support:** Indicates whether Premium Support is purchased for the specific product. N/A means that Premium Support has not been purchased. (NOTE: Premium Support comes with free major product upgrades.)

### 3. How to find the Server Code, Site Collection ID, and Farm ID

On the License Management Center page click on a product name to access the License Management page for that specific product.

After a product is installed, it can be used for 30 days with a trial license. No selection has been made as to whether a Server License, Site Collection License or Farm License will be used.

The License Management page for the installed products provides a radio button with which administrators can toggle between the Server License, Site Collection License, and Farm License view.

#### 3.1 How to find the Server Code

From the License Management page for a specific product, click the "Server License" radio button to display the Server License view. In the Server License view, the Server Code is displayed in the General Information section. In the Server Selection section, all WFE servers are displayed; as the product has not yet been licensed, the License Status column displays "No Registration".



### General Information

Product Name: Cascaded Lookup  
Version: 2.16.809.0  
Product Description: Look up and concatenate information from any site in the site collection. Use column data to filter information and cross-reference entries on different sites.  
License Type:  Server License  Site Collection License  Farm License  
Server Code: 1a7e4dea77a94f1eb99089e1f68b7903dee48896d41f44bfbe1329dcc1db06a2d4e7c3b17f5a4b4ea677182ce7c1150f  
Purchase: [Click here to purchase Cascaded Lookup](#)

### Server Selection

All servers running the SP Web Application service will need to be licensed. They are displayed in the list below.

Server Name	Server ID	License Status	Activate / Deactivate
WFE1	dee48896-d41f-44bf-be13-29dcc1db06a2	No Registration	
WFE2	d4e7c3b1-7f5a-4b4e-a677-182ce7c1150f	No Registration	

### License Activation

Browse to your license file or copy your license code into the text box and then click the validate button below.

#### 3.2 How to find the Site Collection ID

From the License Management page for a specific product, click the "Site Collection License" radio button to display the Site Collection License view. In the Site Collection view, the Server Selection section has been replaced with the Site Collection List. After installation no site collection has been licensed yet, so this list will initially be empty. Also, a link is provided in the Site Collection List where you can find the Site Collection ID for each site collection in the SharePoint farm.

### General Information

Product Name: Cascaded Lookup  
Version: 2.16.802.0  
Product Description: Look up and concatenate information from any site in the site collection. Use column data to filter information and cross-reference entries on different sites.  
License Type:  Server License  Site Collection License  Farm License  
Purchase: [Click here to purchase Cascaded Lookup](#)

### Site Collection List

[Click here to get Site Collection ID](#)

All licensed site collections are displayed in the list below.

Title	ID	Number of End Users	License Status
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### License Activation

Browse to your license file or copy your license code into the text box and then click the validate button below.

Browse...

Validate

## Central Administration > Site Collection List

View Site Collection ID and user count for SharePointBoost product licensing.



I Like It



Tags & Notes



URL Search

Web Application:

URL	http://demo
Title	Demo
Description	
Primary administrator:	SPBDEMO\administrator
E-mail address:	
Database Name	WSS_Content
Site Collection ID:	9790ebb0-1b24-4e0e-ac47-c689a3844ba7
Number of Users:	2
User Details:	<a href="#">Download user details</a>

### 3.3 How to find the Farm ID

From the License Management page for a specific product, click the "Farm License" radio button to display the Farm License view. In the Farm License view, the Farm ID is displayed. You can also find out the site collection with the highest user count from here by clicking on the corresponding link.

## General Information

Product Name:	Cascaded Lookup
Version:	2.16.802.0
Product Description:	Look up and concatenate information from any site in the site collection. Use column data to filter information and cross-reference entries on different sites.
License Type:	<input type="radio"/> Server License <input type="radio"/> Site Collection License <input checked="" type="radio"/> Farm License
Farm ID:	{8c4550f2-e5f5-435d-9778-fbeefd867cfe}
Site Collection with the Highest User Count:	<a href="#">Click here to get details for the Site Collection with the highest user count</a>
Purchase:	<a href="#">Click here to purchase Cascaded Lookup</a>

## License Activation

Browse to your license file or copy your license code into the text box and then click the validate button below.

Browse...

Validate

### 4. How to obtain your License Code

To receive your license code, the relevant information has to be submitted to the SPB sales team.

#### 4.1 Information needed to obtain your Server License

- Server Code, NOT Server ID (See 3.1 How to find the Server Code)
- Number of servers to be licensed
- SharePoint version (2007, 2010 etc.)
- Product version
- Whether Premium Support is required

#### 4.2 Information needed to obtain your Site Collection License

- Site Collection ID (See 3.2 How to find the Site Collection ID)
- Number of end-users to be licensed
- SharePoint version (2007, 2010 etc.)
- Product version
- Whether Premium Support is required

#### 4.3 Information needed to obtain your Farm License

- Farm ID (See 3.3 How to find the Farm ID)
- Number of end-users to be licensed
- SharePoint version (2007, 2010 etc.)
- Product version
- Whether Premium Support is required

### 5. How to validate and manage licenses

#### 5.1 How to validate your license (for all license types)

There are two ways to enter and valid the license code received from the SPB sales team. The first way is to copy and paste the license code into the box in the License Activation section of the License Management page for a specific product.

## License Activation

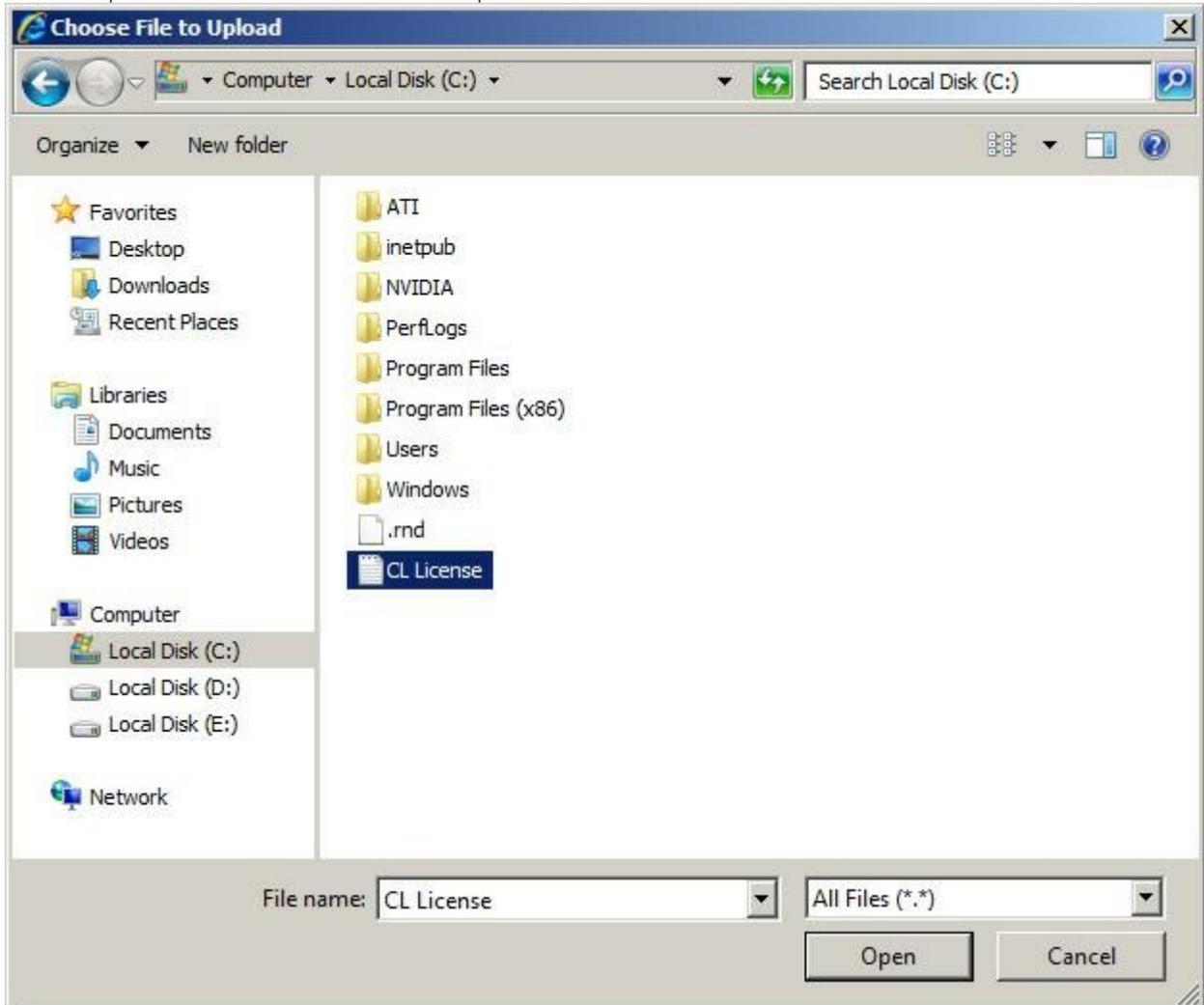
Browse to your license file or copy your license code into the text box and then click the validate button below.

```
190fbeb1-1aca-4222-a59a-  
38e20f32c054QRHvx06f1w28+U+bAGatNVCLTPWi08/RA8Q+9xKb6Wuu17X4vcRO1o/wfG/kKrb8yEl  
+UAKrxtS6627y9IxlfaazVsDbB87+QI+8suDU8HuAAtBjVA6Kc2FLjPuG9aCwbKN9JQ0PZxCS/3WMD  
+Xnfxm998QbmRphlPElBAZlmM=ocgRdMPyLYg6pCx6M3zoWc32GIG470fVWpek4zxwm2prjyBRS4R  
NStylvFSXw/OpV3sivvZyXTvHHhUJdSXcjDedP93njZBi5PnzII7gXm7dkwsl4Op33qL2yRwzwyYXgW2E  
0/y2/8n/Y8rqG6GJG8uJGH+6rTpb44bIzM0fR32S2kgfTgakGW5NVSIOYul+lbwx20EOCMT5BczU/6V1  
6tIb2geTJsKkKtpS1/JCg5a2XkT3K28h1gtmzMe5N24dymmI6UcdQb6zldMeY/MwDkfWVSjvc4+VhfpY  
Wzxbd94D+gJlMfuT+hVfYWDjCxYvpV8k7bs+Ru0FB0kBEi1H9FiYS4ZOeeUJHon+SCI/xzOYDUPhQ  
oBFoX6cls8W3feA/oI5Zn7k/oVRWFg4wsWL6VfJO27PkbtBQdJAeRItR/OYDUPhQoBFvFYvoAGxbP9pX  
P2/QUManYkBV1qg8Lz1SnZ+KjeavVJebUnV7Byy/QHe3AHSQxIr7uX4RLmGfPCBcMmm2F61IZElp2H  
zFVJz9mHACHCtpTBLyQlbbPgLD7sv4YbQSoYT/fy1ApimF4nCJtAHZMNzuclI2jAcIF1Vd4yAUNoOl/EdK  
EvZY6jwrw4+Br2S8sUw3sUcJ1TilM88yF7VPYktaK1KsAjXT+unLbFtYiqyeiSsZJ2joyYU7tFcl8vrQoIoiG  
iuRT9mm7CPIU nOdmKezUOvnPRRwzv000U7Vct2Pt3xCxv2Ianl h1lr9vN/ce+wI5Om6tI2WRnnTRxO
```

Browse...

Validate

The second option is to click on the "Browse..." button and upload the .txt file that contains the license code.



After confirming by clicking the "Open" button, the license code will also be displayed in the License Activation section input box. After inserting the license code, validate the license by clicking the "Validate" button and then press F5 to refresh the page.

## General Information

Product Name:	Cascaded Lookup
Version:	2.16.802.0
Product Description:	Look up and concatenate information from any site in the site collection. Use column data to filter information and cross-reference entries on different sites.
License Type:	Site Collection License
Premium Support:	N/A
Purchase:	<a href="#">Click here to purchase Cascaded Lookup</a>

## Site Collection List

[Click here to get Site Collection ID](#)

All licensed site collections are displayed in the list below.

Title	ID	Number of End Users	License Status
Demo	9790ebb0-1b24-4e0e-ac47-c689a3844ba7	2	50 users

## License Activation

Browse to your license file or copy your license code into the text box and then click the validate button below.

Your license has been validated. Please close this window and refresh (F5) the page.

Browse...

Validate

NOTE: Upon clicking the "Validate" button, be sure to check the information under License Status to make sure the license is validated. If it displays the correct information (in this case a 50 end-user site collection license) and that it is shown in GREEN, then it has been validated successfully.

NOTE: If **Invalid License** is shown after the license code is entered, this could be due to one or more of the following reasons:

- Unacceptable license type used. E.g. AD Administration can only accept Server License.
- Wrong license entered. E.g. character missing.
- Old license entered for the new product version.
- Trial license entered overriding an existing license of any other type.
- License entered overriding a different license type.
- License entered for wrong product.
- Server License entered for server not in the correct SharePoint farm.
- CAL License entered for the incorrect SharePoint farm.
- Farm License entered with the wrong Farm ID.
- Site Collection License entered with the wrong Site Collection ID.
- Site collection cannot be found from the Site Collection ID given.
- License entered not for one of the following license type: Server, Farm, CAL, Site Collection.

### 5.2 Managing Server Licenses

Before validating a Server License, all WFE servers are displayed as "No Registration" under License Status.



### General Information

Product Name: Cascaded Lookup  
Version: 2.16.809.0  
Product Description: Look up and concatenate information from any site in the site collection. Use column data to filter information and cross-reference entries on different sites.  
License Type:  Server License  Site Collection License  Farm License  
Server Code: 1a7e4dea77a94f1eb99089e1f68b7903dee48896d41f44bfbe1329dcc1db06a2d4e7c3b17f5a4b4ea677182ce7c1150f  
Purchase: [Click here to purchase Cascaded Lookup](#)

### Server Selection

All servers running the SP Web Application service will need to be licensed. They are displayed in the list below.

Server Name	Server ID	License Status	Activate / Deactivate
WFE1	dee48896-d41f-44bf-be13-29dcc1db06a2	No Registration	
WFE2	d4e7c3b1-7f5a-4b4e-a677-182ce7c1150f	No Registration	

### License Activation

Browse to your license file or copy your license code into the text box and then click the validate button below.

Browse...

Validate

Once the license has been validated, you can choose on which WFE servers you wish to activate or deactivate the product. This is illustrated in the screenshot below.



### General Information

Product Name: Cascaded Lookup  
Version: 2.16.809.0  
Product Description: Look up and concatenate information from any site in the site collection. Use column data to filter information and cross-reference entries on different sites.  
License Type: Server License  
License Category: Regular  
License Expiration Date: No Expiration Date  
Premium Support: N/A  
Number of Allowed Licensed Servers: 1  
Server Code: 1a7e4dea77a94f1eb99089e1f68b7903dee48896d41f44bfbef1329dcc1db06a2d4e7c3b17f5a4b4ea677182ce7c1150f  
Purchase: [Click here to purchase Cascaded Lookup](#)

### Server Selection

All servers running the SP Web Application service will need to be licensed. They are displayed in the list below.

Server Name	Server ID	License Status	Activate / Deactivate
WFE1	dee48896-d41f-44bf-be13-29dcc1db06a2	Activated	<input type="button" value="Deactivate"/>
WFE2	d4e7c3b1-7f5a-4b4e-a677-182ce7c1150f	Not Activated	<input type="button" value="Activate"/>

### License Activation

Browse to your license file or copy your license code into the text box and then click the validate button below.

Your license has been validated. Please close this window and refresh (F5) the page.

In this example there are 2 WFE servers in the SharePoint farm, while a SPB product license has only been purchased for 1 WFE server. By deactivating one of the activated WFE servers, you can then activate the one that is currently displayed as "Not Activated". These operations can be performed without contacting SPB, as selecting which servers to activate does not require any license upgrade or changes in the license code.

NOTE: Activating or deactivating a Server License will NOT automatically transmit any information to SPB or its registered offices, nor does it connect to SPB servers in any way. SPB does not collect or store any information about your environment or machine as a result of the activation process.

In case you wish to activate more servers than the current license allows for, please contact the SPB sales team providing the Server Code and the number of servers to be activated. Based on this information, a new license for the additional servers has to be purchased.

#### 5.2.2 Activating and Licensing New Servers

When a new server is added and you wish to activate the SPB product on this server, the new Server Code has to be sent to the SPB sales team, so that a new license code can be generated and purchased.

#### 5.3 Managing Site Collection Licenses

If you wish to add more users and the end-user count exceeds the number of users the current license allows for, please contact the SPB sales team with the Site Collection ID and number of users required. They will provide a new license code, which then has to be validated as described above. This will not be a new license, but an upgrade of the old license. This means that if a new license is required, SPB customers only pay for the price difference between the user count for the original license and the user count for the new license.

#### 5.4 Managing Farm Licenses

If you wish to add more users and the end-user count exceeds the number of users the current license allows for, please contact the SPB sales team with the Farm ID and number of users required. They will provide a new license code, which then has to be validated as described above. This will not be a new license, but an upgrade of the old license. This means that if a new license is required SPB customers only pay for the price difference between the user count for the original license and the user count for the new license.

NOTE: The button to activate the Farm License for all site collections has been removed from the previous version; this will now happen automatically. (This functionality is only incorporated for product versions that support Server Licenses.)