

# Minitab License Manager *powered by FLEXnet*

*Fulfilling multi-user licenses for Minitab software products*

The information contained in this document applies to the licensing and use of Minitab 15 and Quality Companion 2.2

The following instructions apply only to multi-user licenses including:

Minitab License Code	Description
ANN, EVL	<i>Annual license</i>
PSL	<i>Perpetual license</i>
AEL	<i>Annual enterprise license</i>
PEL	<i>Perpetual enterprise license</i>

The following instructions do not apply to single-user licenses including:

Minitab License Code	Description
UCL, MUP, PAO	<i>Perpetual individual license</i>

The instructions in the multi-user license management online process are in currently available in English. The detailed instructions within this document follow the online process and are available in multiple languages.

Document translations are located at <http://www.minitab.com/support/docs/mlm>

# **Minitab License Manager** *powered by FLEXnet*

## **Definitions**

### **Minitab License Manager**

The Minitab License Manager is a multi-user license management tool located online in the Minitab Customer Center. The Minitab License Manager guides license coordinators through the process of creating Minitab software license files. The Minitab License Manager is powered by FLEXnet Publisher from [Macrovision](#), the software industry's leading license management application.

### **License File**

A License file controls the number of concurrent Minitab software users and / or the duration of their Minitab license. A single license file may govern a single user of a Minitab product on their local machine, or may govern hundreds of users in a networked environment, allowing users to automatically check product licenses in and out when needed. A license coordinator defines the number of users per license file when each license file is created in the Minitab License Manager.

### **License Coordinator**

Multi-user license holders of Minitab software products must assign one or more employees as license coordinators. The license coordinator is the primary contact for all activity related to managing the organization's Minitab licenses. License coordinators manage multi-user licenses in the Minitab License Manager area of the Minitab Customer Center.

### **Minitab Customer Center**

The Minitab Customer Center (MCC) at <http://customer.minitab.com> is an online resource for Minitab customers that includes tools for multi-user license management. Minitab automatically creates MCC accounts for license coordinators and sends them access instructions by e-mail or postal mail. Coordinators access their company's multi-user license information by logging in to the MCC and navigating to 'Multi-user License'.

### **Entitlements**

An entitlement is created during the purchase of Minitab product(s). An order is considered an entitlement. Entitlements have unique IDs.

### **Activations**

Minitab product(s) with available user seats in an entitlement can be activated. A product is considered an activation. Activations have unique IDs.

### **Fulfillments**

When a product is activated, available user seats can be fulfilled to create license file(s). A license file is a fulfillment. Fulfillments have unique IDs.

# Minitab License Manager *powered by FLEXnet*

## Process Overview

Minitab license files are created in a three-tiered process:

### Entitlements > Activations > Fulfillments

An entitlement may have many activations.

An activation may have many fulfillments.

Fulfillments create license files.

License files govern access to Minitab software products.

(Example)

#### Minitab entitlement

Activation #1: Minitab	300 users	License file destination
Fulfillment 1	200	<i>Networked machine</i>
Fulfillment 2	1	<i>Laptop 1</i>
Fulfillment 3	1	<i>Laptop 2</i>
Fulfillment 4	50	<i>Remote group on private network</i>
	48	<i>Available for future fulfillments</i>

Activation #2: Quality Companion	25 users	License file destination
Fulfillment 1	1	<i>Laptop 1</i>
Fulfillment 2	1	<i>Laptop 2</i>
Fulfillment 3	1	<i>Non-networked PC 1</i>
Fulfillment 4	1	<i>Laptop 3</i>
Fulfillment 5	15	<i>Networked machine</i>
	6	<i>Available for future fulfillments</i>

# Minitab License Manager *powered by FLEXnet*

## Process Details

### Entitlements

The purchase of one or more Minitab products—regardless of the number of language versions purchased—creates a new entitlement. The entitlement is sent electronically to the organization's license coordinator and contains the details of the purchase. The license coordinator logs in to the Minitab Customer Center (MCC) and finds their entitlement details in the Minitab License Manager by clicking on the Multi-user License link.

On-screen directions guide the license coordinator through the process of activating and fulfilling license files.

### Activations

Every entitlement contains one or more products which must be activated by a license coordinator. Activation occurs within the MCC. Every Minitab product purchased—regardless of the number of language versions associated with the purchase—with a multi-user license type will be assigned an activation code (for example: purchase Minitab 15 in English and French and receive one activation code). Each product may have one or more user seats. Once a product is activated, the user seats may be fulfilled.

### Fulfillments

Fulfillments are created by license coordinators in the MCC. Fulfillments result in license files which reside on machines that govern access to Minitab software. If a license file is defined to allow a single user to access a local copy of a Minitab software product then the license file and the Minitab software both are installed directly on the user's computer.

If a license file is defined to allow many users (minimum of 5 users) to access their local copy of a Minitab software product, the software is installed directly on each computer while the license file is placed on a machine within the shared network. (Each user's computer must reside on the same network.)


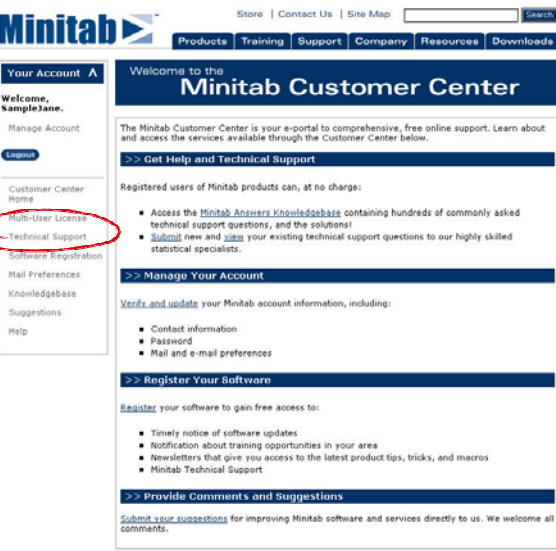
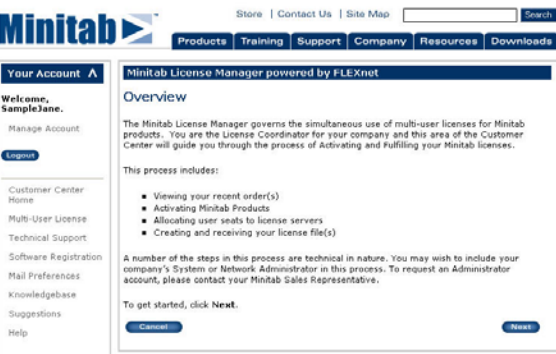
License coordinators may create any combination of license files as long as the total number of seats associated with the license files for the product do not exceed the number of seats the organization has licensed from Minitab.

- ***Note about Perpetual and Annual Enterprise licenses***

Activations associated with Enterprise licenses of Minitab software will display the related number of users as 'unlimited'. Enterprise license coordinators are still required to specify a number of users that will access Minitab software per networked or local machine.

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## Detailed Instructions

	<p><a href="http://customer.minitab.com">http://customer.minitab.com</a></p> <p>Every Minitab license coordinator has a Minitab Customer Center (MCC) account.</p> <p>If you have logged in to the MCC before, enter your email address and password to access your account information.</p> <p>If you have logged in to the MCC before but have forgotten your password, click the link for 'Forgot Password?'</p> <p>If you have never logged in to the MCC before, you must establish a secure password. Click "Forgot Password?"</p> <p><b>Using "Forgot Password?":</b> Enter your email address. Minitab will send you an email message with a link to help you establish a new password. Be sure to set your e-mail filter to allow e-mail from '@minitab.com'.</p>
	<p>After logging in to the MCC, select the <b>Multi-user License</b> option on the left side of the page.</p> <p>If the Multi-user License link does not appear, please contact your Minitab Sales Representative. <a href="http://www.minitab.com/contacts.aspx">http://www.minitab.com/contacts.aspx</a></p> <p>Click the link to enter the <b>Minitab License Manager</b> area of the MCC.</p> <p><i>Please note:</i> Navigating through the Minitab License Manager is best accomplished using the <b>Next</b>, <b>Back</b> and <b>Cancel</b> buttons within each page. Avoid using the Web browser's navigation buttons.</p>
	<p>In the <b>Minitab License Manager</b> you may view orders, activate products, set the number of users per network server and receive license files.</p> <p>Because some steps in this process are technical in nature, you may wish to allow your System or Network Administrator to manage your licenses in the MCC. If so, please contact your Minitab Sales Representative for assistance. <a href="http://www.minitab.com/contacts.aspx">http://www.minitab.com/contacts.aspx</a></p> <p>When ready, click <b>Next</b> to begin the process to create license files.</p>

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Manage Minitab Orders / Entitlements

Your company has ordered Minitab product(s). Each order is represented by an Entitlement. Below are Minitab License Entitlements that belong to your company and are ready for you to activate and fulfill.

Select the Order / Entitlement you'd like to manage and then click **Next**.

Select	Entitlement ID	Order Date	Ship To	Users?
<input checked="" type="radio"/>	143c-8b31-0eef-97ce-767f-a5	11/22/2006	SampleJane Smith	Yes

**Cancel** **Back** **Next**

The first step in this process is to select an entitlement in the **Manage Minitab Orders / Entitlements** view.

Every multi-user product order placed with Minitab creates an entitlement. If your company places many orders for Minitab products, you will see many entitlements in this view. The Entitlement ID is the unique identifying value. Be sure you are selecting the correct entitlement before continuing.

Entitlements are sorted by **Order Date** with the most recent orders appearing at the top of the list. The **Ship To** information belongs to the license coordinator associated with the order. The value of **Users?** indicates whether seats are available for products purchased in the order. Select an entitlement and click **Next**.

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Activate Minitab Products

Selected Entitlement [ID: 143c-8b31-0eef-97ce-767f-a5]

Order Date	Ship To	Email	Users?
11/22/2006	SampleJane Smith	sjsmith@sample.sample	Yes

Below are the Minitab Product(s) your company has purchased. Each unexpired Product with available seats may be activated. Expired Products or those without available seats may be viewed.

Select a Product and then click **Next**.

Select	Product	License Type	Exp. Date	Activation ID	Total Users
<input checked="" type="radio"/>	Minitab 15	ANN	10/31/2007	143c-8b31-0eef-97ce-767f-a4	300

**Cancel** **Back** **Next**

**Activate Minitab Products** displays the Minitab products – regardless of language – purchased at the time of the order. A product has a single, unique activation ID for all language versions of that product.

Activating a product will make it available for one or more fulfillments. Select the product you wish to activate and click **Next**.

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Fulfill Minitab Licenses

Selected Entitlement [ID: 143c-8b31-0eef-97ce-767f-a5]

Order Date	Ship To	Email	Users?
11/22/2006	SampleJane Smith	sjsmith@sample.sample	Yes

Product To Activate [ID: 143c-8b31-0eef-97ce-767f-a4]

Product	License Type	Exp. Date	Total Users	Available Users
Minitab 15	ANN	10/31/2007	300	300

To Activate the Minitab Product listed above, you must create at least one Fulfillment. Each Fulfillment will generate a Minitab License File. A License File must reside on a local, networked machine and will manage your company's access to this Minitab Product.

If you plan to manage all of your user's access to this Product from one machine, create one Fulfillment and allocate all available seats to that License File. To distribute your user's access across your network, create a Fulfillment for each machine and a related License File will be generated for you.

Before you begin, be sure to have:

- The number of simultaneous users your company plans to manage per machine
- The Host ID (unique MAC Address) of the machine(s) on which your license file(s) will reside.

When you're ready to create a new License File, click **Add Fulfillment**.

**Cancel** **Back** **Add Fulfillment**

**Fulfill Minitab Licenses** guides you through the creation of license files.

Minitab license files must reside on local or networked machines allowing access to Minitab products. If you're on a network, create a license file for each license hosting machine to manage wide-scale use. If you don't use a network, create an individual license file for each Minitab user. If you have both networked and remote users, create any combination of license files.

The top of this view displays the selected entitlement and the product to be activated. If **Available Users** is greater than 0 and the **Exp. Date** is greater than the current date, a new fulfillment may be added.

One or more fulfillments may already exist for this activation. To review the fulfillment, select a row and click **View Fulfillment**. (see smaller image).

Enterprise license holders have an unlimited number of **Total Users** but must still identify the number of users per license file in order to complete the license file creation process.

Before you can begin, be sure to know the number of users to be managed by each of the license files you plan to create. You must also know the Host ID – also known as the MAC address – of each machine that is to host a Minitab License Manager and related file. Learn how to locate a machine's Host ID / MAC address:

<http://www.minitab.com/support/docs/mlm/hostidinstructions.aspx>

When you are ready to create a new fulfillment, click **Add Fulfillment**.

When you're ready to create a new License File, click **Add Fulfillment**.

To view an existing License File, select a row and click **View Fulfillment**.

Select	Fulfillment ID	Host ID	# Users
<input checked="" type="radio"/>	FID_143c8b31_10eef97ce76_7fb	12:34:56:78:90:ab	25

**Cancel** **Back** **View Fulfillment** **Add Fulfillment**

**Configuration:** ☒ Single Host ☐ 3 Redundant Hosts

Please enter the MAC Address of a local, networked machine that will act as a license server.

**MAC Address:**

Please enter the number of simultaneous users that will be governed by this license server.

**# Users:**

[Cancel](#) [Back](#) [Next](#)

Each accessing user's Minitab license will be checked out from the machine with the Ethernet Local Area physical address of '12:34:56:78:90:ab'.

**Configuration:** ☐ Single Host ☒ 3 Redundant Hosts

Please enter 3 MAC Addresses of local, networked machines that will act as redundant license servers.

**MAC Addresses:**

1234567890ab
2345678907ab
3456789012ab

Please enter the number of simultaneous users that will be governed by this license server.

**# Users:**

These values will result in a license file that can be copied to the three identified machines and will allow up to 100 total simultaneous users to access Minitab. The **Available Users** value for this activation will be reduced by 100.



**Confirm Fulfillment Details** displays all of the information that has been selected or entered including:

- The selected entitlement
- The product being activated
- The license file configuration details

Confirm all of the details before clicking **Next**. The action of creating a license file cannot be undone. To change any information, click **Back**. To continue, click **Next**.

**View License File** displays the details of the new license file and provides an updated account of the number of Available Users remaining on the activated product.

The license file may be e-mailed. The **E-mail To:** field is automatically populated with the e-mail address of the current user. This address may be edited if another person should receive the file. When ready, click the button to **Email License File**.

The license file may be copied. The **License File:** field contains the complete license file. Highlight the text within the box, copy it and then paste it into a plain text file. Save the file with the name 'minitab.lic' and click on the [Installation Guide](#) link to locate the instructions for installing the new license file to the designated license manager host machine.

For questions, click **Minitab Technical Support**.

To continue creating license files, click **Fulfill More Licenses**.

To exit the Minitab License Manager, click **Done**. You will return to the Minitab Customer Center homepage.

### Sending a license file by e-mail

Ensure the email address in the **Email To:** field belongs to the person to receive the file. Click the **Email License File** button. An on-screen message will indicate the license file has been sent to the address indicated.



You have successfully created a **Minitab License File** and requested to have it delivered via email. If you **did not** take this action, please contact Minitab immediately on +1-800-448-3555.

The license file details can be found at the bottom of this email message.

Retain this information for your records:

Entitlement / Order Information	
Entitlement / Order ID:	143c-8b31-0eef-97ce-767f-a5
Minitab product shipped to:	SampleJane Smith
e-mail:	jsmith@sample.sample
Activation / Product Information	
Activation / Product ID:	143c-8b31-0eef-97ce-767f-a4
Product:	Minitab 15
License Type:	ANN
Total user/seats purchased:	300
User/seats fulfilled to date:	25
User/seats remaining:	275
Fulfillment / License File Information	
Fulfillment / License File ID:	FID_143c8b31_0eef97ce76__7f9b
Host ID(s):	12:34:56:78:90:ab
User/seats in this Fulfillment:	25

#### License File Instructions:

If this is the first Minitab License File to be installed on the Host machine identified above, select and copy the text below the dotted line and create a new text file named "minitab.lic". Refer to the Installation Guide for your Minitab product for detailed instructions on completing your License File installation.

If you are adding users/seats for this Minitab product or installing additional Minitab products on the Host machine identified above, locate and open the machine's current "minitab.lic" file and append the text below without modifying any original text. Modifying any text will invalidate the entire License File. Please consult with your Network or System Administrator to ensure the updated file is "re-read" by the Host machine.

For further assistance with your Minitab License File, please refer to your product's Installation Guide available electronically at <http://www.minitab.com/support/docs> - or contact your Minitab Sales Representative.

----- Minitab License File below this line -----

```
SENDER this_host 1234567890ab
VENDOR minitab
USER jsmith
INCREMENT Minitab minitab 15 31-oct-2007 25 VENDOR_STRING="Limited \
  term, limited users" DOP_0000=00000000000000000000000000000000 \
  EXPIRED=20-nov-2006 NOTICE="Sample Company@SampleJane \
  Smith@Minitab1202319" SW=STD0001202319327687INC START=22-nov-2006 \
  SIGN="0278 ABCD 140A 0D71 00FF 255D 5E6B 5127 C98F 0FB9 8461 \
  436B 9487 7171 3089 10D4 8B2B 569F 2B7D B547 A056 A1F3 6D47 \
  DC73 887D C902 EF10 D24B 3ED2 D471"
```

## Sample e-mailed license file

This text is a sample e-mailed license file.

The actual license file appears below the notation line and must be copied exactly as displayed and saved as a text file named 'minitab.lic'. The line breaks and formation of the license file data must be retained in order for the license file to work properly.

With the license file, please refer to the Minitab Installation Guide for step-by-step instructions for application deployment. The guide may be found at <http://www.minitab.com/support/docs> and is available in multiple languages.