

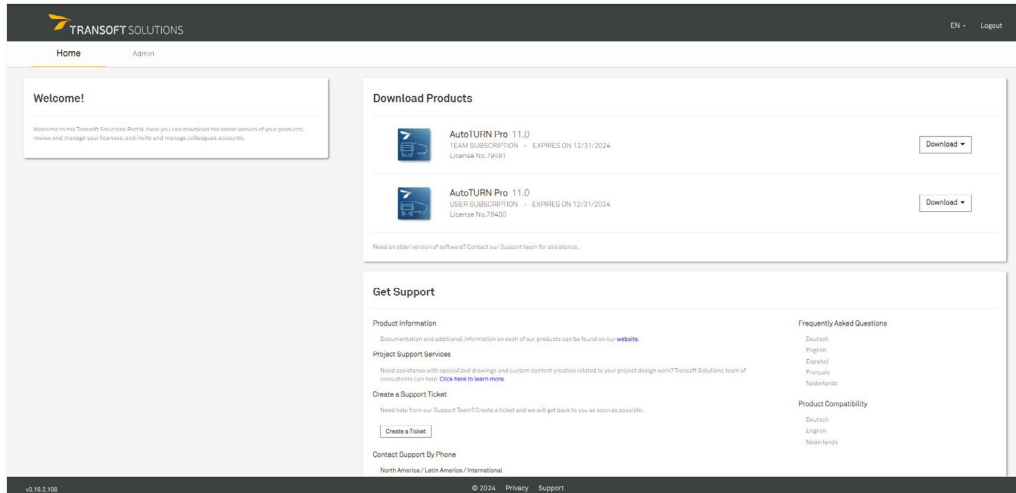


Quick Start Guide

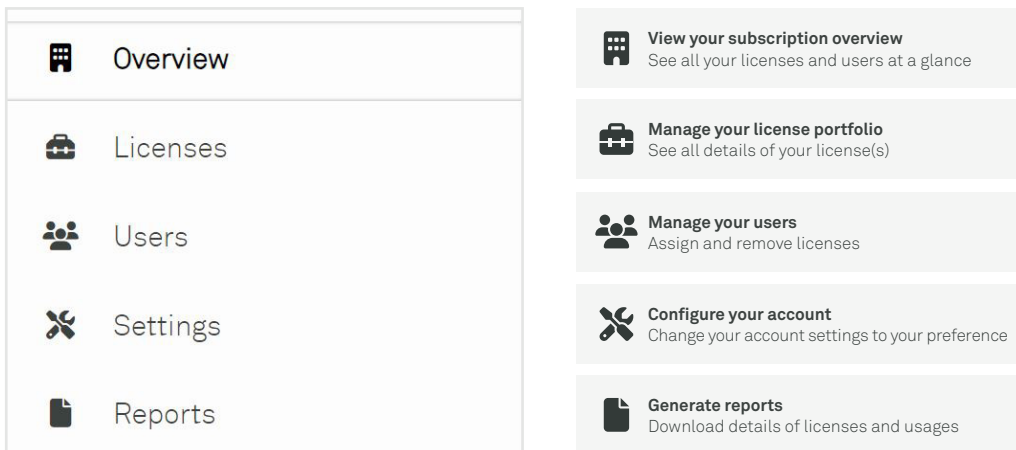
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1.0 My Transsoft Portal

By default, administrator account(s) are assigned to the individual(s) listed in our records as ship-to or primary maintenance contacts. The administrators can add/change administrators once registered in [My Transsoft Portal](#) (see section 3.1).

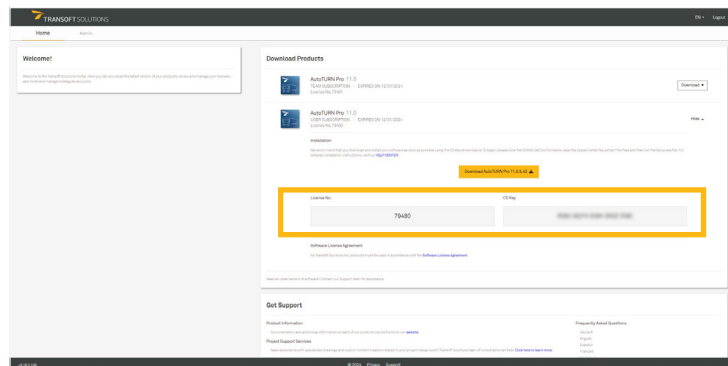


You can use [My Transsoft Portal](#) to request technical support and find product documentation. If you are an Administrator or end-user who has been granted download rights, you can use [My Transsoft Portal](#) to download installation files.



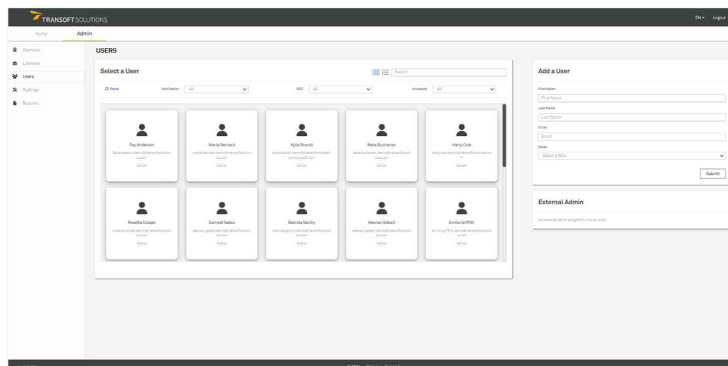
Note: This view is only available to users with an Administrator role in [My Transsoft Portal](#).

2.0 Installing Your Subscription License



1. Login to [MyTranssoft Portal](#).
2. Download the Transoft product installation archive to the workstation where you want to install the Transoft product.
3. Double-click the downloaded file to install the software.
4. When prompted, type your License Number and CD Key that can be found in [MyTranssoft Portal](#) under “Download Products.”
5. Follow the instructions on the screen to complete the installation.
6. Load a session of the installed Transoft product.
7. When prompted, the end user must enter their email address and the [MyTranssoft Portal](#) password.

3.0 Managing Users for User Subscription Licenses (USL)



3.1 Register an administrator

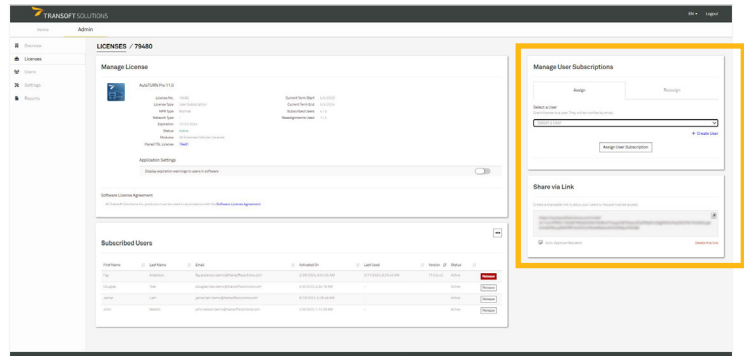
By default, administrator account(s) are assigned to the individual(s) listed in our records as ship-to contacts or primary maintenance contacts. The administrators can add/change administrators once registered in [MyTranssoft Portal](#).

1. In [My Transsoft Portal](#), click **Admin** > **Users**, then fill out the correct user information and set the user's role to **Administrator** in the **Add a User** panel.
2. Click Submit, and the added person will receive an email inviting them to join the portal.
3. (Optional) In the Manage User panel, click Add/Remove Roles to change a user's role if needed.

3.2 Assign a USL license

Each user is assigned a USL for the duration of the subscription term.

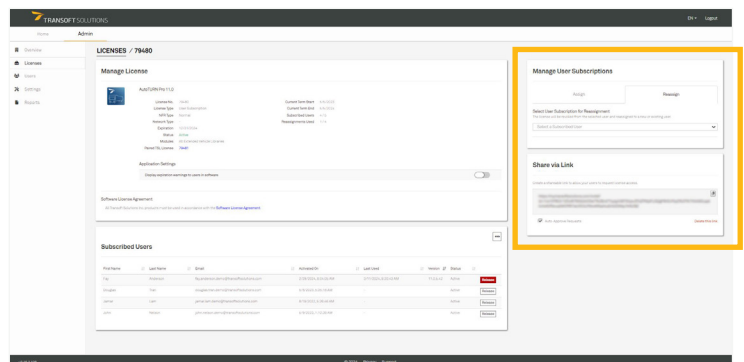
1. In [My Transoft Portal](#), under **Admin** > **Licenses**, select your desired license.
2. In the **Manage User Subscriptions** panel, choose the **Assign** tab and assign a subscription license to a user via direct email or have users request access through a shareable link.



3.3 Reassign a USL license

Each USL is provided with a predetermined number of user reassignments during their current license term.

1. In [My Transoft Portal](#), under **Admin** > **Licenses**, select your desired license.
2. In the **Manage User Subscriptions** panel, choose the **Reassign** tab to reassign a user license to another user via direct email or have users request access through a shareable link.



3.4 Request more reassignments

If the currently subscribed user has accessed the software within the license term, reassigning the subscription will consume one of the license user reassignments. If you accidentally assign a subscription to the incorrect user, you will be able to reassign it for free as long as they do not access the software.

All user license reassignments are reset to the “unused” state each year when the term is renewed. If you run out of reassignments, you can request more via the [My Transoft Portal](#) license details area, and a Transoft representative will contact you with options.

4.0 Managing Users for Team Subscription Licenses (TSL)

4.1 Assign a TSL license

1. We recommend that you set up Single Sign-On and User Provisioning so that your end users can automatically be provisioned to [My Transoft Portal](#).
2. TSL is set to allow auto-register by default. End users with [My Transoft Portal](#) accounts can use the software and get registered on their first run without extra steps.
3. If you do not auto-register, you can also use any of the USL assignment options to register users to TSL (see section 3.0).

4.2 Using a TSL license

1. When an end user starts the software product on their workstation, they will be connected to [My Transoft Portal](#). If a seat is available, the user will have unrestricted access to that seat for 24 hours.
2. At the end of the 24-hour period, the seat allocation will automatically expire, and another user will be able to claim it.

5.0 Starting the Transoft Product

To start and load your product, click on the product's desktop icon to automatically launch the program.



6.0 Updating Your Software

1. In [My Transoft Portal](#), go to **Home > Download Products**.
2. Click the **Download** button next to the update you want to install > **Download**.