Edit License Settings Instructions

	1. Go to Edit , Preferences				
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2. In the Users section select Licenses

Users	۲
Licenses	
License Info	

3. You have five options in this section, Make Current, Make Default, Remove Default, Delete User, and Add New User



3. To Make Current, Select the User and click on the Make Current button (Note: User must be a licensed and registered user) Click Apply, Click OK.

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Current Licensed User:	Joe Smith	
Default User at Startup:		
Joe Smith		Make Current
		Make Default
		Remove Default
		Delete User
		Add New User

4. To Make Default, select the user and click on the Make Default button, Click Apply, Click OK.

Licences		
Current Licensed User:	Joe Smith	
Default User at Startup:	Jane May	
Joe Smith Jane May	_	Make Current Make Default

6. To remove the default user, select the defaulted user and click on the Remove Default button, Click Apply, Click OK.

Licences	
Current Licensed User:	Joe Smith
Default User at Startup:	
Joe Smith	Make Current
, Jane May	Make Default
	Make Derauk
-	Remove Default

7. To Delete User, select the user and click on the Delete User button, Click Apply, Click

Licences	· · · · · · · · · · · · · · · · · · ·
Current Licensed User:	Bill Brown
Default User at Startup:	
Bill Brown Joe Smith Jane May	Make Current Make Default Remove Default Delete User Add New User

8. To add a new user click on the Add New User Button, Fill out the information cells then click on OK.

Make Current	🚯 Temporary User License Setup	
Make Default	Please enter your contact information:	Your name as you want it to appear on the forms.
Remove Default	Address	Your company name on forms
Delete User	City State Zip/Postal Code	Your e-mail address
Add New User	Country United States	
		Ok Cancel

To edit the user's state license/certification expiration date or enter the appraiser's State License/Certification number

1. Go to Edit, Preferences, in the User sections click on License Info

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并	Find and Replace	e	Ctrl+F

2. Select User, Select State License or Certification and enter the number and the expiration date.

License and Certification Information

Bill Brown	Please enter your Appraisal License or Certification information		
Joe Smith Jane May	 Use: Appraisal Certification No. State #1 CA Cert No.: 1234567890 Expires 08/12/08 		
	OUse: Appraisal License No. State #1 Lic. No.: Expires		
	Note: Changes will take effect when you restart ClickFORMS or switch active users		

3. Click on Apply, click on OK.