1. Note: The file CreateCC\_Licence.accdb contains VBA procedures for security, but this code is not protected by a VBA password and the file itself has no security. Accordingly CreateCC\_Licence.accdb should not be available to any user.
2. Open the file CreateCC\_Licence.accdb
   1. Delete the link to tblLicensee
   2. Recreate that link:
      1. External Data
      2. Access
      3. Option button ‘Link to the data source …’
      4. Use the Browse button to find C\_Licensee.accdb
      5. Open C\_Licensee.accdb
      6. In the Link Tables pop-up, select tblLicensee
      7. Click ‘OK’ to create the link.
3. ‘Create a new Organisation’, or
   1. ‘Find by Organisation’ to edit an existing record.
4. The Organisation record
   1. ‘Organisation Name’ and ‘Organisation Address’ are required fields.
   2. ‘Organisation Notes’ is just for convenience; for example for a contact name, email address and telephone number.
5. License Input – create a new sub-record
   1. Choose and Edition, maximum number of users
   2. Either click the ‘60 day’ or ‘100 year’ button or enter an Expiry Date manually.
   3. Click ‘Update C\_Licensee’
   4. Quit.
6. Open the file C\_Licensee.accdb
   1. Check that the name, address, edition, Maximum Number of Users and Licence Expiry Date are all correct.
   2. Close C\_Licensee.accdb
   3. Copy it to the folder that contains C\_Soft.accde (or C\_Soft.accdb for development).
   4. Note that C\_Licensee.accdb contains no intrinsic security, but C\_Soft checks that the data, including Encryption Key A and Encryption Key B are internally consistent.