**For Offline Mode:**

1. Login with Administrator user.
2. Click on button “Add New Sub Admin”.
3. Create a new user by entering the No of users, No of days, selecting Modules and selecting “Subscription Mode” as Offline.
4. Once user is created you will be redirected to listing page, where all the subadmin editors are listed.
5. Now click on “Download Script” link present on right hand side of newly created editor.
6. Extract the downloaded zip file, it contains two files named.
   1. Subscription.txt: This file contains all MySQL queries which need to be run on client’s database.
   2. Subscription.xml: This xml file contains information in encrypted form such as “no of users” and “no of days” and modules assigned to a user.
7. Now go to clients end.
8. Open the MySQL database on client’s system and login with database username and password.
9. Select the flow database.
10. Copy the queries from subscription.txt file and run them on database.
11. Copy the file subscription.xml and paste it on the root of “flow” software.
12. Once the MySQL queries are run and xml file is copied on client’s pc, provide the subadmin editor username and password to the client so that he can start using the flow software.

**For Online Mode:**

1. Login with Administrator user.
2. Click on button “Add New Sub Admin”.
3. Create a new user by selecting “Subscription Mode” as Online.
4. Once the user is created provide the username and password to client so that he can start using the software.