

License Manager Manual

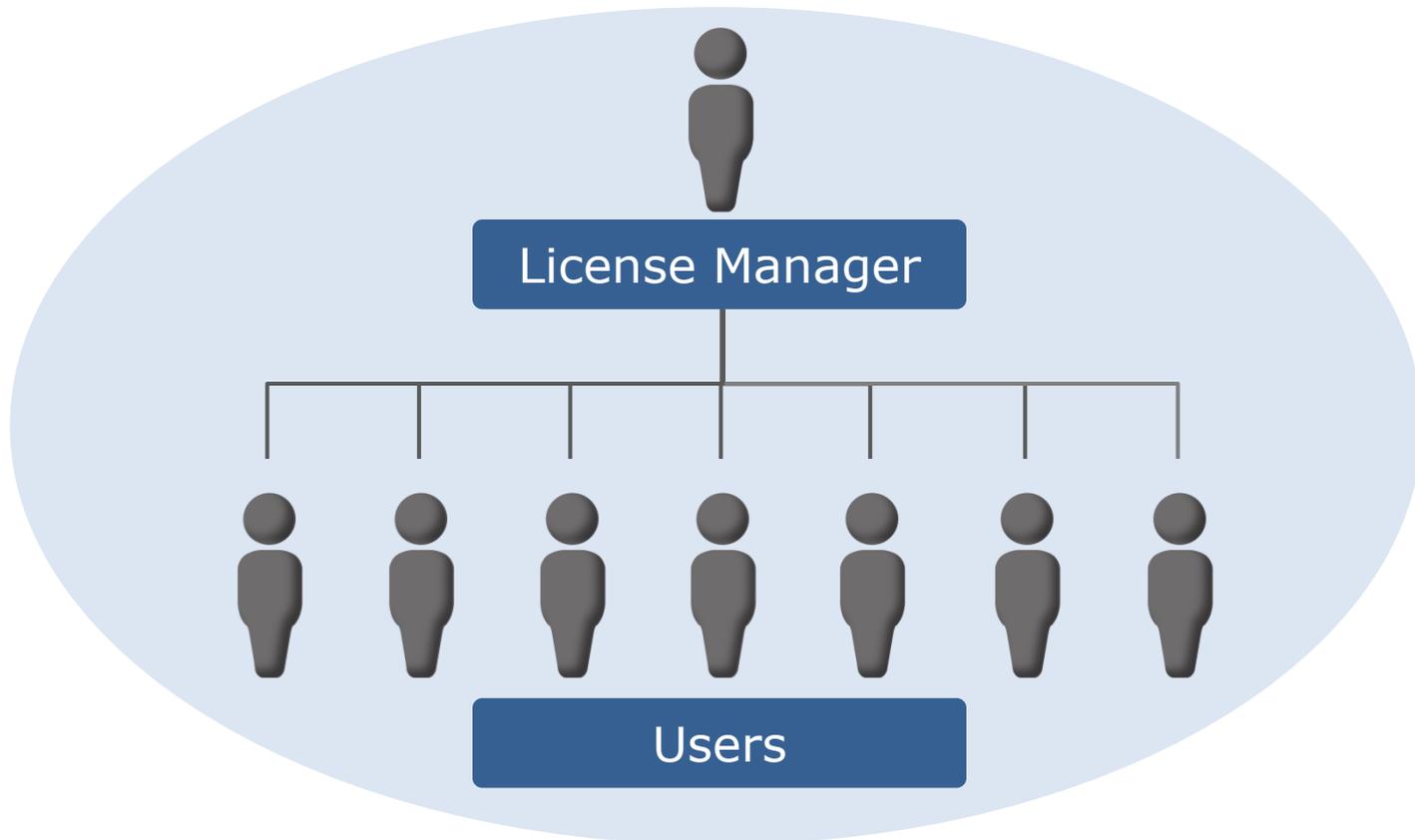
www.netpas.net

DO YOU NEED LICENSE MANAGEMENT?

- **Multiple users using Netpas service in your company?**
- **Looking for easy license management?**
- **Want to extend multiple licenses easily?**
- **Want to transfer the license from one user to another user?**
- **Want to have all the licenses expired on the same date?**

WHAT IS LICENSE MANAGER?

If you have multiple Netpas users in your company, you can appoint one Netpas ID or create a new Netpas ID to become “**License Manager**” for efficient license management.



WHAT LICENSE MANAGER DOES

- Check validity and status of all licenses
- Change user's password and personal info.
- Add/delete users (commercial users only)
- Place extending orders for all or selected users
- Transfer current license to new user
- Request to set the same expiry dates for all users



Please inform us of Netpas ID you wish to appoint as License Manger.

Both commercial & free user can be License Manger.

I. LOG IN & LICENSE MANAGER PAGE

Once you are appointed as License Manager, you will see "License Manager" menu under "MY ACCOUNT".

The screenshot displays the NETPAS website interface. The top navigation bar includes links for HOME, ABOUT US, CLIENT LIST, LOG OUT (BILLING) (highlighted in red), MY ACCOUNT, PRODUCTS, BUY, DOWNLOAD, AGENT & SPONSOR, SUPPORT, and PORTAL. The 'MY ACCOUNT' dropdown menu is open, showing options: Personal Information, Purchase History, My Agent List, Register Key, My License, and License Manager (highlighted in blue). A blue callout box with the number '1' and an arrow points to the 'LOG OUT (BILLING)' link, with the text 'Log In'. Another blue callout box with the number '2' and an arrow points to the 'License Manager' option, with the text 'Click "License Manager"'. The background features a woman in a headset looking at a computer monitor displaying a data table. At the bottom, there is a banner with the text 'Hire personal mail secretary' and 'Find more' with a magnifying glass icon. The text 'DON'T SORT OUT OFFER MAILS ANY MORE' is also visible in the banner area.

www.netpas.net

II. FUNCTIONS OVERVEIW

1

Add Users to Your Group

2

User List Tap

3

Unregistered License Key List

User Status Export to Excel Sheet

Transfer License to Other User

The screenshot shows the NETPAS License Manager interface. At the top, there is a navigation bar with links for HOME, ABOUT US, CLIENT LIST, LOG OUT, MY ACCOUNT, PRODUCTS, BUY, DOWNLOAD, AGENT & SPONSOR, SUPPORT, and PORTAL. The main heading is "License Manager" with a breadcrumb "Home / My account / License Manager".

A yellow box contains a message: "Request Netpas for making all licenses to be ended in same date. Please email to support@netpas.net. Process: We add all existing validity of all users in your group. And then, we divide the total validity by number of users and allocate it to all users evenly. Download License Manager manual : [Click](#)".

Below this is a "License Key" section with a text input field and an "Add in Your Group" button. A red box highlights the input field with the text: "Please input user's registered license key to add in the group." To the right, it says "Total expired : 2 | Group user : 4 | Unregistered Key : 4".

There are two tabs: "User List (5)" and "Unregister License Key List (4)". The "User List (5)" tab is active. It contains an "Export to Excel" button (highlighted with a red box) and a "Select All" button. Below the tabs, there are three tables:

- Netpas Distance (1)**: A table with columns: Netpas ID, Name, Expire Date, Status, Action, Last Access Date, Delete. One row is visible with Status "Expired" and Action "Transferring".
- Netpas Estimator (1)**: A table with columns: Netpas ID, Name, Expire Date, Status, Action, Last Access Date, Delete. One row is visible with Status "OK" and Action "Transferring" (highlighted with a red box).
- Estimator Plus (3)**: A table with columns: Netpas ID, Name, Expire Date, Status, Action, Last Access Date, Delete. Three rows are visible, all with Action "Transferring".

At the bottom right, there is a blue box with the text "Extending Order for your Licenses" and an arrow pointing to the "Extending" button in the "User List" section.

Extending Order for your Licenses

1. ADD USERS TO YOUR GROUP

Please input the license key (Not Netpas ID) you wish to add to your group.

License Key

1

Please input user's registered license key to add in the group.

Add in Your Group

2

User List (5)

3

Unregister License Key List (4)

Export to Excel

Select All Select None Select Expired Users Extending

Total Selected License 0 (Netpas Distance : 0 Netpas Estimator : 0 Estimator Plus : 0) Hide expired users

Registered Key : 4 | Unregistered Key : 4

If the license key is not yet registered with Netpas ID, it will shown in "Unregistered License Key List".

2. USER LIST

2-1. Users Status

Total expired : 2 | Group user : 4 | Unregistered Key : 4

User List (5) | Unregister License Key List (4)

Type of License: Netpas Distance (1), Netpas Estimator (1), Estimator Plus (3)

Export to Excel

Select All | Select None | Select Expired Users | Extending

Total Selected License 0 (Netpas Distance : 0 Netpas Estimator : 0 Estimator Plus : 0) Hide expired users

1	2	3	4	5		6	
Netpas ID	Netpas ID	Name	Expiry Date	Status	Action	Last Access Date	Delete
brandonbest	brandonbest	Park Hoon Man	18 / May / 2016	Expired	Transferring	05 / Mar / 2014	
Netpas Estimator (1)							
	Netpas ID	Name	Expiry Date	Status	Action	Last Access Date	Delete
	netpas_admin	Netpas Admin	28 / Dec / 2023	OK	Transferring	08 / Feb / 2017	
Estimator Plus (3)							
	Netpas ID	Name	Expiry Date	Status	Action	Last Access Date	Delete
	erinkim	erin	02 / Aug / 2017	OK	Transferring	28 / Jun / 2017	
	netpas_admin	Netpas Admin	27 / Aug / 2017	OK	Transferring	06 / Jul / 2017	
	brandon1981	Park Hoon Man	28 / Jan / 2017	Expired	Transferring	07 / Oct / 2016	

User Name

2. USER LIST

2-2. Transferring the License

1 License Manager can transfer the license to another user (Free user ONLY).

2 Click "Transferring", Input "Netpas ID", and Click "Submit"

3 The new user with the license transferred will be shown on the User List.

The screenshot shows the 'User List (5)' interface. At the top, there are tabs for 'User List (5)' and 'Unregister License Key List'. Below the tabs, there are icons for file operations and an 'Export to Excel' button. A status bar shows 'Total Selected License 0 (Netpas Distance : 0 Netpas ...)'. Below this, there are buttons for 'Select All', 'Select None', 'Select Expired Users', and 'Extending'. The main content area is divided into sections for different license types: 'Netpas Distance (1)', 'Netpas Estimator (1)', and 'Estimator Plus (3)'. Each section contains a table with columns for 'Netpas ID', 'Name', 'Expire Date', 'Status', 'Action', 'Last Access Date', and 'Delete'. In the 'Netpas Distance (1)' section, the user 'brandonbest' (Park Hoon Man) has an 'Expired' status. The 'Action' dropdown for this user is open, showing a 'Transferring' option. A magnifying glass highlights this option. A red box around the 'Transferring' option points to a modal dialog box titled 'Action' with an 'Input Netpas ID' field and a 'Submit' button. In the 'Estimator Plus (3)' section, the user 'brandon1981' (Park Hoon Man) has an 'Expired' status and a 'Transferring' button next to it.

Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete	
<input type="checkbox"/>	brandonbest	Park Hoon Man	18 / May / 2016	Expired	Transferring	05 / Mar / 2014	
<input type="checkbox"/>	netpas_admin	Netpas Admin	28 / Dec / 2023	OK	Transferring		
<input type="checkbox"/>	erinkim						
<input type="checkbox"/>	netpas_admin	Netpas Admin					
<input type="checkbox"/>	brandon1981	Park Hoon Man	28 / Jan / 2017	Expired	Transferring	07 / Oct / 2016	

2. USER LIST

2-3. Delete User

The screenshot shows the 'User List (5)' tab in the Netpas interface. A blue callout box with a '1' in a circle points to the top of the interface, containing the text: 'License Manager can delete the user to exclude from your group.' Below this, there are icons for file operations and an 'Export to Excel' button. Further down, there are buttons for 'Select All', 'Select None', 'Select Expired Users', and 'Extending'. A status bar shows 'Total Selected License 0' and a 'Hide expired users' checkbox.

A second blue callout box with a '2' in a circle points to the 'Delete' column header in the table below. The table has columns for 'Netpas ID', 'Name', 'Expire Date', 'Status', 'Action', 'Last Access Date', and 'Delete'. One row is visible with 'Netpas ID' 'bmandontest', 'Name' 'Park Hoon Man', and 'Expire Date' '18 / May / 2016'. A magnifying glass highlights the 'Delete' icon (a trash can) in the 'Delete' column of this row.

A dialog box is overlaid on the table, titled 'www.netpas.net says:'. It contains the text 'Do you want to delete this user?' and two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.



To delete an user is NOT to delete the license from the user.
You need to transfer the license if you want to remove the license.

2. USER LIST

2-4. Change User Information

Estimator Plus (3)

<input type="checkbox"/>	Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete
<input type="checkbox"/>	erinkim	Erin Kim					
<input type="checkbox"/>	netpas_admin	Netpas Admin	27 / Aug / 2017	OK	Transferring	06 / Jul / 2017	
<input type="checkbox"/>	brandon198	Park West Man	28 / Jan / 2017	Expired	Transferring	07 / Oct / 2016	

1 Click Netpas ID you want to change information of.



User Information

• Edit User Information

Your Netpas ID: Netpas_Admin
Valid License: Netpas Estimator, Estimator Plus
Last Used Date: 06 / Jul / 2017 15:50

Your name:

E - mail:

Phone:

Password:

Remark:

2 User Information page will be followed. You can change the User Name, Email Address, Phone Number, and Password.

3 Click "Modify Info" to save.

2. USER LIST

2-5. Export to Excel Sheet

User List (4) Unregister License Key List (4)

Export to Excel

Select All Select None Select Expired Users Extending

Total Selected License 0 (Netpas Distance : 0 Netpas Estimator : 0 Estimator Plus : 0) Hide expired users

Click "Export to Excel" and you can download your user status in Excel sheet.

	A	B	C	D	E
1	Netpas Distance				
2	Netpas ID	Name	Expire Date	Status	Last Access Date
3	brandocent	Park Hoon Man	2016-05-18 17:21	Expired	2014-03-05 15:08
4	Netpas Estimator				
5	Netpas ID	Name	Expire Date	Status	Last Access Date
6	netpas_admin	Netpas Admin	2023-12-28 13:06	OK	2017-02-08 14:48
7	Estimator Plus				
8	Netpas ID	Name	Expire Date	Status	Last Access Date
9	netpas_admin	Netpas Admin	2017-08-27 9:57	OK	2017-07-06 15:15
10	brandocent	Park Hoon Man	2017-01-28 0:00	Expired	2016-10-07 12:37
11					

3. Unregister License Key List

The screenshot displays the Netpas interface with the following elements and callouts:

- Callout 1:** Points to the 'Unregister License Key List (4)' tab, with the text: "Click the tap. The number of unregistered licenses are shown."
- Callout 2:** Points to the list of unregistered license keys, with the text: "List of unregistered license keys."
- Callout 3:** Points to the 'Register' button, with the text: "Please input Netpas ID (Both Free & Commercial ID) to register the key with. Once registered, it will be shown in 'User List' instead."

The interface includes a 'User List (5)' tab, an 'Export to Excel' button, and a 'License Key' table with the following entries:

License Key
DT4W5M543KK3P5A1D003CQ282EYQ
DT568F77F850FK1J0FN2E20PRL0
DTNMR152CQJLPM1GAWNCHWZT16P
DTFEDN278T05503601M2261JYV6P

A confirmation dialog box is shown with the following text:

www.netpas.net says:
The license key will be registered in the user.
Do you want?

Buttons: OK, Cancel

4. Placing an Extending Order

The screenshot shows the 'User List (5)' interface with the 'Unregister License Key List (4)' tab selected. At the top, there are buttons for 'Export to Excel', 'Select All', 'Select None', 'Select Expired Users', and 'Extending'. The 'Extending' button is highlighted with a red box and a blue callout bubble containing the number '2' and the text 'Click "Extending"'. Below this, the 'Total Selected License 3' is shown, with a sub-total for 'Netpas Distance : 1'. A blue callout bubble containing the number '1' and the text 'Check the IDs you want to extend.' points to three checkboxes in the 'Netpas Distance (1)' table: 'brandonnet', 'netpas_admin', and 'brandon1991'. The 'brandonnet' checkbox is also circled in red. The table columns are: Netpas ID, Name, Expire Date, Status, Action, Last Access Date, and Delete.

Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete	
<input checked="" type="checkbox"/>	brandonnet	Park Hoon Man	18 / May / 2016	Expired	Transferring	05 / Mar / 2014	

Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete	
<input checked="" type="checkbox"/>	netpas_admin	Netpas Admin	28 / Dec / 2023	OK	Transferring	08 / Feb / 2017	

Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete	
<input type="checkbox"/>	brandon	brin	02 / Aug / 2017	OK	Transferring	11 / Jul / 2017	
<input type="checkbox"/>	netpas_admin	Netpas Admin	27 / Aug / 2017	OK	Transferring	06 / Jul / 2017	
<input checked="" type="checkbox"/>	brandon1991	Park Hoon Man	28 / Jan / 2017	Expired	Transferring	07 / Oct / 2016	

4. Placing an Extending Order

Extending License Home / Extending License

1 You can choose period of extending licenses. Multi-year discount automatically applies if you choose multi year period.

Product	Price	Period	Count	Total price	
Netpas Distance	149 USD	1 Year	1	149 USD	View User List
Netpas Estimator	199 USD	1 Year	1	199 USD	View User List
Estimator Plus	299 USD	1 Year	1	299 USD	View User List

Total 647 USD

2 You can also purchase new licenses when needed. They will be shown on "Unregistered License Key" list once your payment is confirmed.

New License

Product	Price	Period	Count	Total price
Netpas Distance	149 USD	1 Year	0	0 USD
Netpas Estimator	199 USD	1 Year	1	199 USD
Distance M	147 USD	1 Year	0	0 USD
Netpas Distance Plus	249 USD	1 Year	0	0 USD
Netpas Estimator Plus	299 USD	1 Year	0	0 USD

Total 199 USD

3 Click "Next"

Extending License: Netpas Distance (1 Year X 1)
Netpas Estimator (1 Year X 1)
Estimator Plus (1 Year X 1)
New License: Netpas Estimator (1 Year X 1)

Total 846 USD

[Remove all](#) [Next](#)

4. Placing an Extending Order

Extending License Home / Extending License

View User List

User ID	User Name	Expiration date	Status
brad@netpas.com	Brad Pittman	18 / May / 2016	Expired

Extending License

Product	Price	Period	Count	Total price	
Netpas Distance	149 USD	1 Year	1	149 USD	View User List
Netpas Estimator	199 USD	1 Year	1	199 USD	View User List
Estimator Plus	299 USD	1 Year	1	299 USD	View User List
					Total 647 USD

1 Click "View User List" if you want to check the user details.

New License

Product	Price	Period	Count	Total price
Netpas Estimator	199 USD	1 years	1	199 USD
				Total 199 USD

Extending License: Netpas Distance (1 Years X 1)
Netpas Estimator (1 Years X 1)
Estimator Plus (1 Years X 1)
New License: Netpas Estimator (1 Years X 1)

Total 846 USD

2 Check your order summary and click "Next"

[Next](#)

4. Placing an Extending Order

Order Home / Order

Your Order

Extending License

Product	Price	Period	Quantity	You save	Total price
Netpas Distance	149 USD	1 Year	1	0	149 USD
Netpas Estimator	348 → 199 USD	1 Year	1	149	199 USD
Estimator Plus	495 → 299 USD	1 Year	1	196	299 USD
					Total 647 USD

New License

Product	Price	Period	Quantity	You save	Total price
Netpas Estimator	348 → 199 USD	1 Year	1	149	199 USD
					Total 199 USD

[Edit cart info](#) Total 846 USD

Payment Type

Bank Remittance

Credit Card

E - mail *

Confirm E - mail *

Important: Your invoice and license key will be sent to you by this e-mail.

Name *

Company Name *

Phone *

Coupon

Remark

1 Choose "Payment Type" and fill out the blanks for your order.

2 Click "Order Now". The invoice will be sent to your email instantly.

4. Placing an Extending Order

INVOICE

Thank you for your order!
We are happy to welcome you as our customer.
Please see below for information on your order. We have received your order.

Buyer should bear all the remittance charge including intermediate bank charge of New York.
For the shortage, we can deduct validity without notice.
Please do not forget to input your INVOICE NUMBER in remittance form.
Please send us your bank slip by email for our reference.
This invoice will be valid for 30 days after issued date.

Purchase information
Invoice No : NPB20170712-94291
Product :
Extending License
Netpas Distance (1 Year, USD149.00) x 1 User
Netpas Estimator (1 Year, USD199.00) x 1 User
Estimator Plus (1 Year, USD299.00) x 1 User
New License
Netpas Estimator (1 Year, USD199.00) x 1 User

Total Price : USD846.00
Total User : 4 User(s)

Provided to :
Name : netpas
Company : Seafuture Inc.
Email: netpas@netpas.net
Phone : +82-2-6469-4566
Date : 12th of July, 2017

Provided by :
Company : Seafuture Inc.
Phone : +82-2-6469-4566
Fax : +82-2-324-9408
Address : 5th Floor Dasung Building 199, Gangdong-daero Gangdong-gu Seoul 134-885, Rep. of Korea
Sales manager : sales@netpas.net
Tech support manager : support@netpas.net
www.netpas.net

International bank account :
Bank account : 1081-600-391597
Beneficiary Name : Seafuture Inc.
Bank name : WOORI BANK Jamsil Station Branch
Swift (BIC) code : HVBKRXSEXXX
Bank Address : 269 Olympic-ro Songpa-Gu Seoul, Korea

You can also download the invoice with sign and stamp in PDF file.

[Download invoice to PDF](#) [Print this page](#)

5. Setting the Same Expiry Dates

Total expired : 2 | Group user : 4 | Unregistered Key : 4

User List (5) Unregister License Key List (4)

Export to Excel

Select All Select None Select Expired Users Extending

Total Selected License 0 (Netpas Distance : 0 Netpas Estimator : 0 Estimator Plus : 0) Hide expired users

! If you want to have a same expiry dates for all of your users, please request us by email. (support@netpas.net)
The remaining validity of all users will be summed up and allocated evenly to be expired on the same date.

Netpas Estimator (1)

Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete
<input type="checkbox"/>	netpas_admin	28 / Dec / 2023	OK	<input type="button" value="Transferring"/>	08 / Feb / 2017	<input type="button" value="Delete"/>

Estimator Plus (3)

Netpas ID	Name	Expire Date	Status	Action	Last Access Date	Delete
<input type="checkbox"/>	erinkim	02 / Aug / 2017	OK	<input type="button" value="Transferring"/>	28 / Jun / 2017	<input type="button" value="Delete"/>
<input type="checkbox"/>	netpas_admin	27 / Aug / 2017	OK	<input type="button" value="Transferring"/>	06 / Jul / 2017	<input type="button" value="Delete"/>
<input type="checkbox"/>	brandon1981	28 / Jan / 2017	Expired	<input type="button" value="Transferring"/>	07 / Oct / 2016	<input type="button" value="Delete"/>

Experience Smart Solution

Maritime Mail Analyzer



**Please visit our website for more information.
www.netpas.net / sales@netpas.net**