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# MicroSurvey

## Floating License Application

User Guide  
4 November 2021

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# Floating License Application

## Overview and Requirements

A MicroSurvey Floating License will allow remote users to access shared software licenses stored on MicroSurvey's license portal.

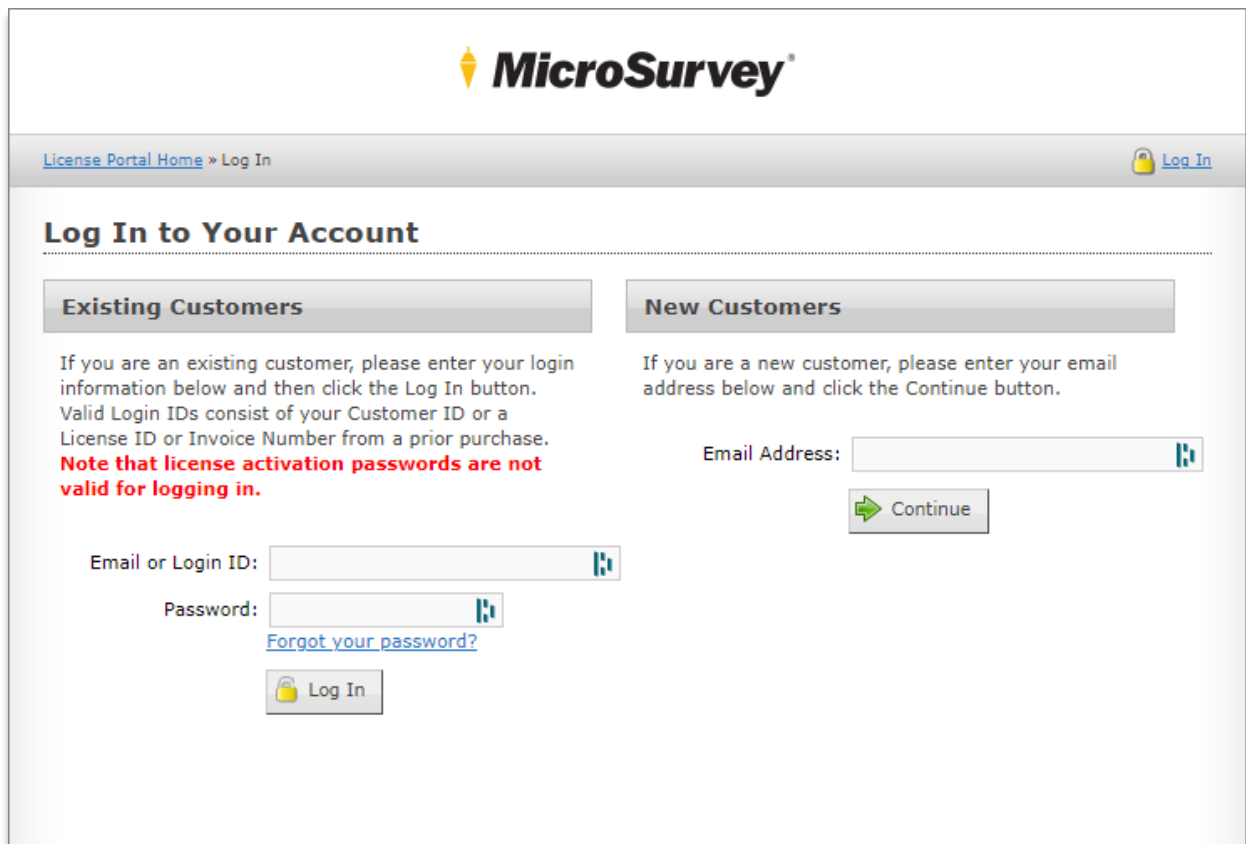
The only requirement to setup a floating license is internet connectivity to the workstation. No VPN (Virtual Private Network) is required to access the license.

## License Portal

MicroSurvey's online license portal may be accessed by visiting [microsurvey.com/license](https://microsurvey.com/license).

## Registration

You must log in to an account to access and review license details. You may create this account, or it may also be provided by MicroSurvey. Instructions for new or existing customers are provided on the page. Licenses will be linked to this account.



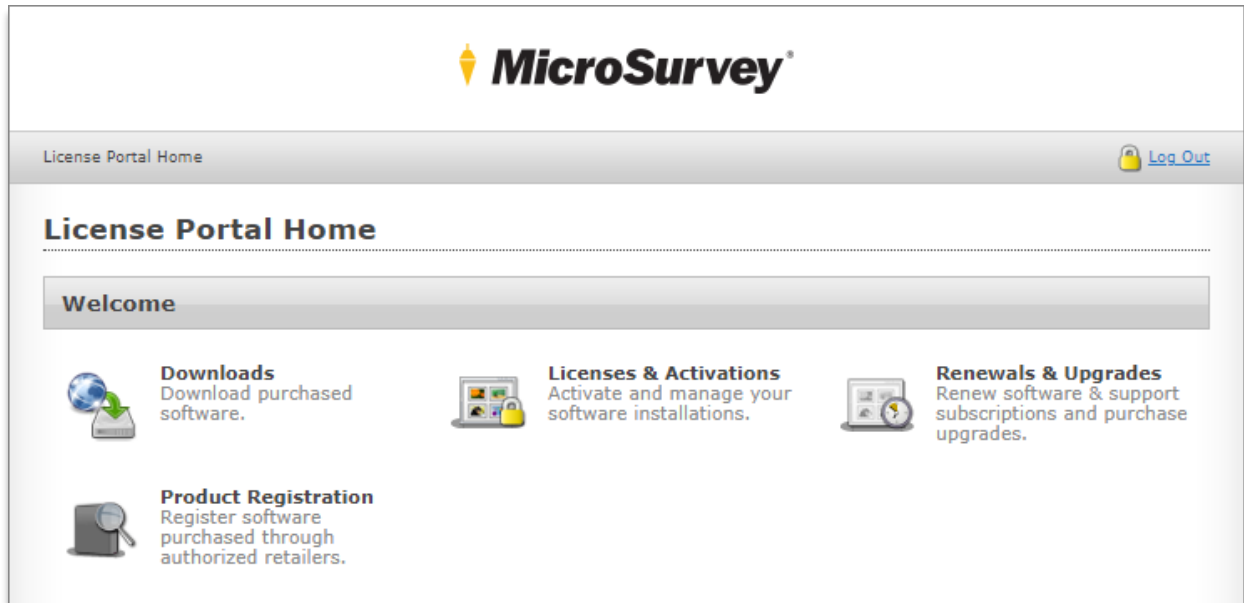
The screenshot shows the MicroSurvey License Portal login page. At the top is the MicroSurvey logo. Below it is a navigation bar with "License Portal Home" and "Log In" (with a lock icon). The main heading is "Log In to Your Account". There are two columns: "Existing Customers" and "New Customers".

**Existing Customers:** Instructions ask for login information (Customer ID, License ID, or Invoice Number). A note states: "Note that license activation passwords are not valid for logging in." Fields include "Email or Login ID:" and "Password:". A "Forgot your password?" link and a "Log In" button are also present.

**New Customers:** Instructions ask for an email address. A field for "Email Address:" and a "Continue" button are shown.

### Accessing License Details

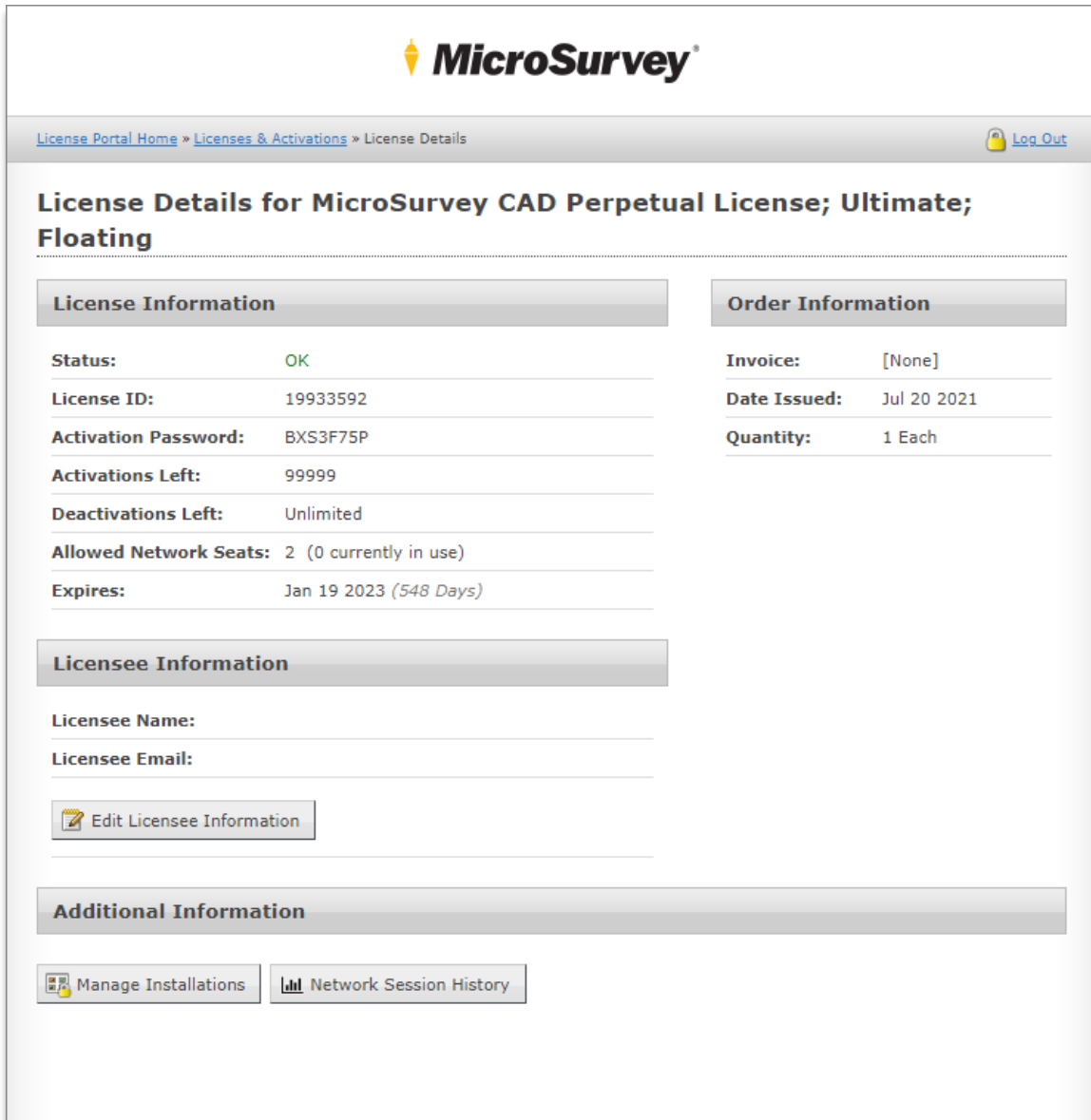
To access license ID's and passwords for entry into MicroSurvey software, click "Licenses & Activations".



A list of licenses which are linked to the account will be displayed. Click on any license to review its details.



License ID/Serial	Product	Issued	Status/Expiration	Activations Left
<a href="#">19933592</a>	<a href="#">MicroSurvey CAD Perpetual License; Ultimate; Floating</a>	Jul 20 2021	OK / Jan 19 2023	99999
<a href="#">19923533</a>	<a href="#">MicroSurvey CAD 30 Day Demo Period</a>	Apr 21 2020	OK / May 21 2020	1



The screenshot displays the MicroSurvey License Portal interface. At the top, the MicroSurvey logo is centered. Below it, a breadcrumb trail reads "License Portal Home > Licenses & Activations > License Details". A "Log Out" link is visible in the top right corner. The main heading is "License Details for MicroSurvey CAD Perpetual License; Ultimate; Floating".

The page is divided into two main columns: "License Information" and "Order Information".

License Information		Order Information	
Status:	OK	Invoice:	[None]
License ID:	19933592	Date Issued:	Jul 20 2021
Activation Password:	BXS3F75P	Quantity:	1 Each
Activations Left:	99999		
Deactivations Left:	Unlimited		
Allowed Network Seats:	2 (0 currently in use)		
Expires:	Jan 19 2023 (548 Days)		

Below the License Information section is the "Licensee Information" section, which includes fields for "Licensee Name:" and "Licensee Email:". An "Edit Licensee Information" button is located below these fields.

The "Additional Information" section at the bottom contains two buttons: "Manage Installations" and "Network Session History".

**License ID/Password:** Use this information to access the license from MicroSurvey software.

**Activations/Deactivations:** This is the number of times you may add or remove the license to or from any workstation.

**Allowed Network Seats:** This is the number of licenses you own, which may be run concurrently.

**Expiry Date:** For a perpetual license, this is your maintenance date.

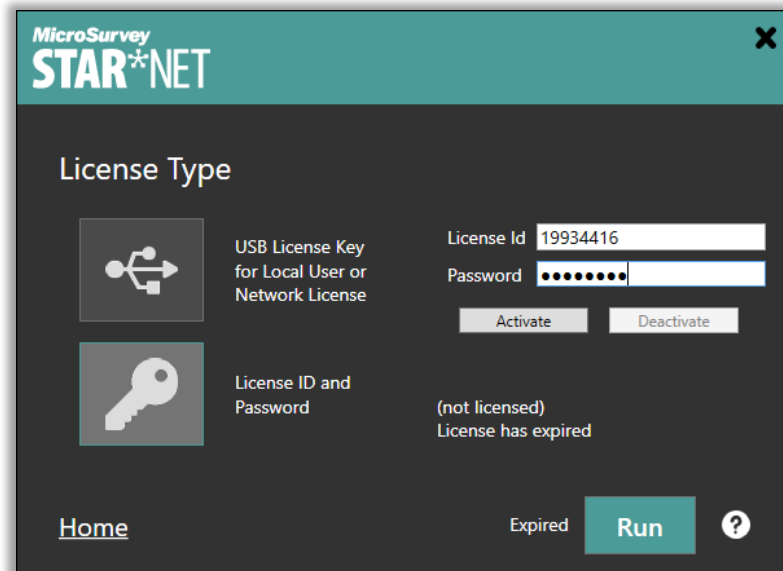
**Manage Installations:** Use this page to review workstations which have activated this license for use. You may deactivate the license manually from this page. This will result in the program becoming unlicensed on the affected workstation.

**Network Session History:** Use this page to review license usage.

## License Application

Licenses are applied by entering the License ID and Activation Password into MicroSurvey software.

At the license dialog, click the **key button** to enter the license details.



Click **Activate** then **Run** to use the license.

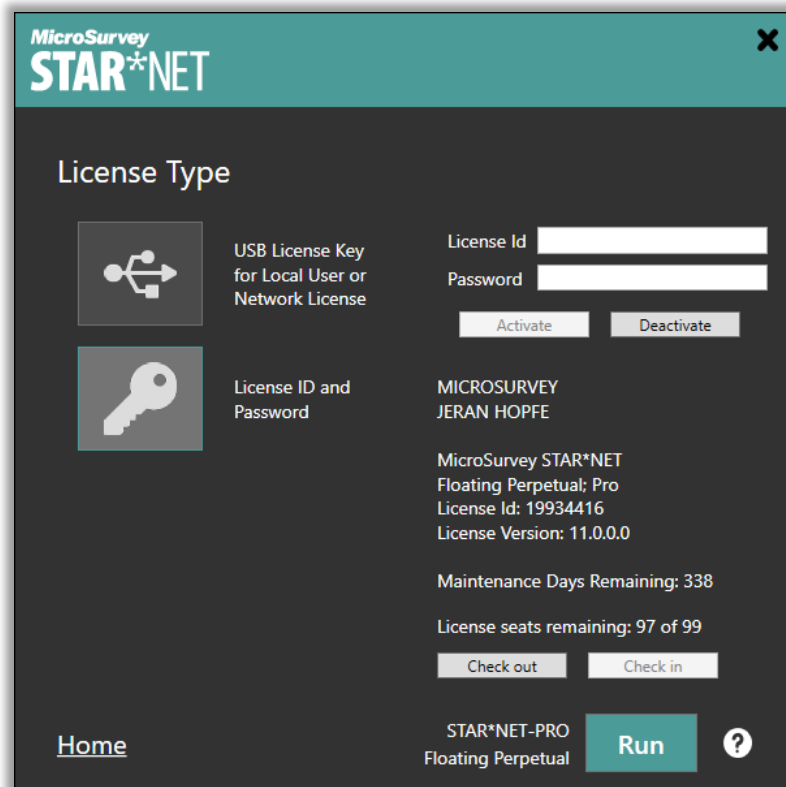
Every time you open the program, the license will be used and pulled from the pool of Allowed Network Seats. Every time you close the program, the license will be returned to the pool of available seats.

If more than one license type is available on your workstation (ie. USB licenses), the license dialog will be shown so you may select the desired license. In this case, clicking the **Run** button will consume the license seat.

## Floating License States

### Polling License

A floating license is “Polling” when it is connected to the internet and not checked out. In this state, the license will “poll” the online server frequently to ensure the license is valid. If the internet becomes unavailable, the license will become unavailable.



### Checked Out License

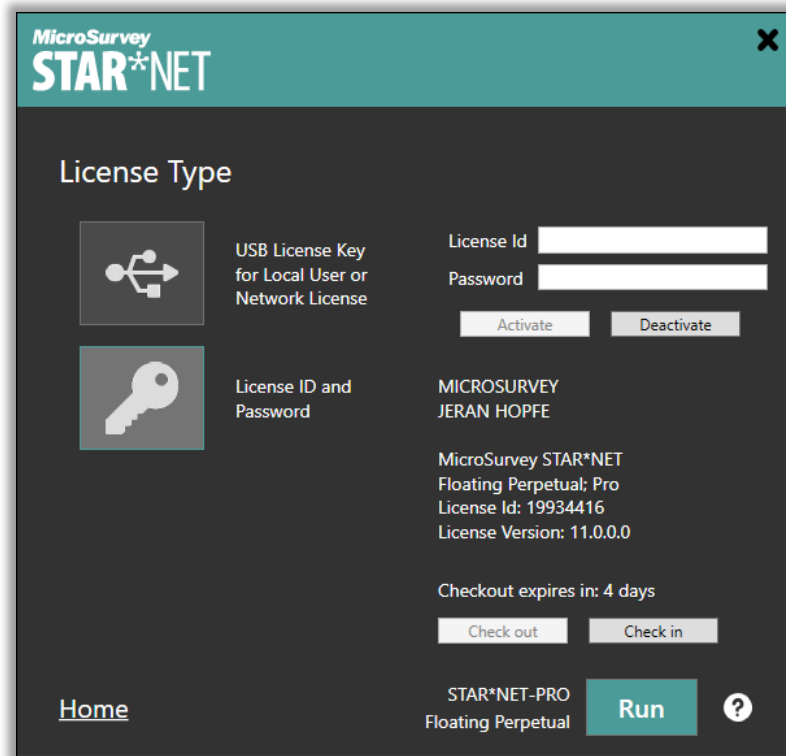
A floating license may be checked out by clicking the “Check out” button on the license dialog. It may be necessary to use the Activate License button from the help menu to access the license dialog.

This will consume the license seat for the entire check out period, which is automatically set to 4 days. The license seat will not be returned when the program is closed, and will remain locked to the workstation.

Since the license is consumed for the entirety of the check out period, and not returned when the program is closed, it will not be available to any other user until it is checked in. This may be ideal for a user who wants to ensure access to a license when working on an important project.

During the check out period, the program may be run without being connected to the internet. This may be ideal for a user wishing to work on a project site or in an area with an inconsistent internet connection.

During the check out period, the license dialog will be displayed each time the program is run. This offers an opportunity to review the remaining check out time, as well as the ability to easily check in the license.



### Expired Check Out Period

After the check out period has expired, if no internet connection is available, the license will become expired on the workstation, and the license will become available on the server for other users to access.

If an internet connection is available, the license will be checked in automatically and will become a polling license. It may then be checked out again if desired.

### Checking In a License

The license may be checked in again at any point during the check out period by clicking the “Check in” button on the license dialog. The workstation must be connected to the internet to successfully check in a license.

The license will be returned to a polling state via an internet connection and the seat will again be returned when the program is closed.



## Removing a License


To remove a license, simply **click the key button** on the license dialog, then **Deactivate**, and the license will no longer be used on your workstation. You may reactivate it at any time.

## When the license dialog is skipped


If the license dialog is skipped at program start, select **Activate License** from the Help menu to access it within the program.

## On the License Portal

Licenses may also be removed by clicking the **red X button** on the **Manage Installations** page of the desired license on the license portal for the corresponding workstation name.











[License Portal Home](#) » [Licenses & Activations](#) » [License Details](#) » Installation History
 


 [Log Out](#)

### Installation History

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**Filter:**  All  Active  Deactivated

Installation ID	Status	▼ Activated	Last Check	Name
D7NWX-KR3S6-V8Y9Z-BE45B-M96QU-2	Active 	Jul 06 2021	Jul 06 2021	 <a href="#">MicroSurvey CAD- www.microsurvey.com</a>
W7V9Q-HNL7Z-WRYLZ-96DJR-FNQ8J-X	Active 	Jul 06 2021		 <a href="#">MicroSurvey CAD- www.microsurvey.com</a>
MVNFY-UM9VY-X9YFL-KYGAD-4SRQM-3	Active 	Jul 06 2021		 <a href="#">MicroSurvey CAD- www.microsurvey.com</a>
7WG5F-45LE3-SMYUL-X7DG9-JL6LS-Z	Active 	Jul 06 2021		 <a href="#">MicroSurvey CAD- www.microsurvey.com</a>


Click here to deactivate