



# Registering Product Software

This document provides instructions for registering product software.

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# Product Registration

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Use Product Registration to complete online registration of the purchased software, or refresh Product Registration.

## Online Registration

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Online Product Registration requires an internet connection. Register the software using the information included in the Product License and Registration Form provided by ACI. If assistance is needed registering the software, please contact ACI.

**NOTE:** If running ACI on Windows® Vista, please see *Setting Programs to Run as Administrator*.

1. Open ACI Report and click **Help > Product Registration**.
  - Enter the *Client Code*.
  - By-pass the *Company Name* field. The company name automatically populates during the registration process.
  - Enter the *Name (First Last)* of the person who uses the computer or a description of the computer. For example, John Doe, Sally's laptop, Computer X5440.
  - Enter the E-Mail address of the user in the *Your Email Address* field.
2. Click **Continue**.
  - Enter your *Company Password*.
  - Enter the *Product Serial Number(s)* of the purchased products.
3. Click **Continue**.
4. Click **Exit** on the Congratulations window. Product Registration is complete.

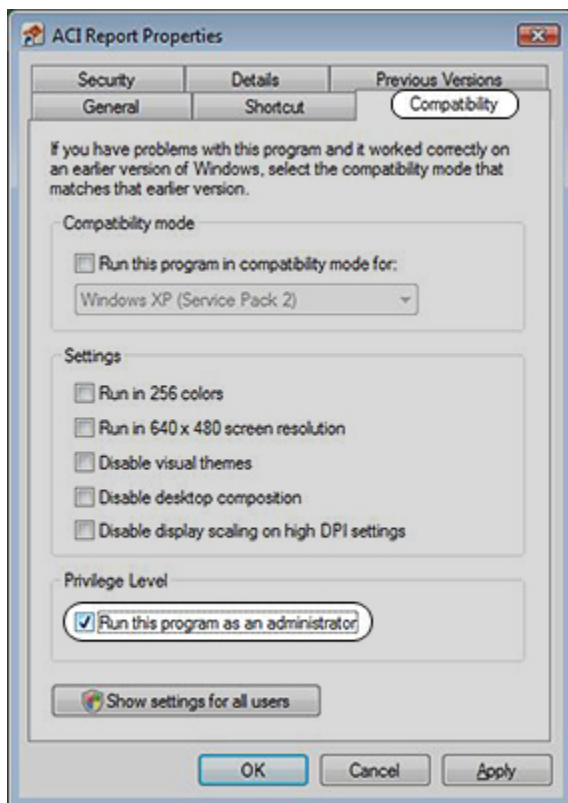
## Setting Programs to Run as Administrator

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Setting programs to run as an administrator on Windows® Vista allows saving files to the program's specified folder locations rather than Vista's Folder Virtualization locations.

**CAUTION:** Please follow these instructions before registering the software on Windows Vista. If the software is already registered on Windows Vista, please call ACI Technical Support at 800.274.8727 for assistance with moving files to the correct locations.

1. Right-click the program icon on the desktop and select **Properties**.
2. Click the **Compatibility** tab in the *Properties* window.
3. Select **Run this program as an Administrator** under *Privilege Level*, and click **OK**.



## Programs

The most commonly used programs for each software collection are listed below. Follow the *Setting Programs to Run as Administrator* directions for each program icon used.

ACI	MCS	LIGHTHOUSE™	CRAL
ACI Report	MCS Report	Lighthouse™	Report Pro
ACI Track	MCS Track	-----	Track Pro
ACI Research	MCS Research	-----	Research Pro
ACI Flash	MCS Flash	-----	Flash Pro
WebUpdate	WebUpdate	WebUpdate	WebUpdate

## Refreshing Product Registration

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The purchase of additional licensed products requires a refresh of Product Registration. The refresh alerts the software to the presence of the new product.

1. Click **Help > Product Registration**.
2. Confirm client information on the Product Registration page and click **Continue**.
3. Verify the *Company Password* and click **Continue**. Enter the *Company Password* if the field is blank.

**NOTE:** Product Serial Numbers are not required to refresh Product Registration.

4. A list of licensed products is displayed. Product Registration is complete.
5. Click **Exit** to close Product Registration.