

#### LICENSE MANAGER ADMIN GUIDE

January 2025 | Version 2.0 | CardStudio™ License Manager V2.0



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## **CardStudio™ 2.0 User Guide** Introduction



### **CardStudio™ 2.0 License Manager** Introduction

CardStudio<sup>™</sup> 2.0 is a full-feature card design and printing software application with complete capabilities for card design, data management and card production. CardStudio is provided in four **Editions**: Classic, Standard, Enterpris and Professional. All four editions integrate the required features for ID Card design and production.

Classic: A single combination application, that brings simplicity to basic card design and printing

**Standard:** Offers two easy to use specialty applications: DesignStudio for card design and PrintStudio for data management and card production. Offers basic encoding (MSR) and data integration (import data from an Excel or CSV file)

**Enterprise:** A complete edition similar to the Standard edition, that can connect to multiple external databases. The highly intuitive user interface makes it easy for virtually anyone with any level of experience to create the most complex cards.

**Professional:** Includes all the features of CardStudio Enterprise, the perfect edition for card design, card production & smart card encoding. With a SmartCard Editor and MIFARE/DESFire contactless smartcard encoding support.

The Zebra CardStudio™ 2.0 Software uses license activation technology. A License key is needed to activate the different CardStudio 2.0 editions. The required License Keys are available and generated using a the CardStudio 2.0 License Manager: <a href="https://cardstudio.zebra.com">https://cardstudio.zebra.com</a>

Zebra Distribitors and Resellers offer activation links connected to the specific CardStudio Edition you need. Use the activation link and login to the License manager with your Zebra ID credentials and receive the License Key.

The License Manager also offers the chance for you to login to the License Manager with your Zebra ID, check the available products and order/request the needed license key using the License Manager.

The CardStudio™ 2.0 License Manager User Guide helps you to navigate the License Manager and explains how to order, activate and manage License keys.



## CardStudio™ 2.0 License Manager Activate License Keys

Register, login and activate license keys using an activation link



#### **CardStudio™ 2.0 License Manager**

#### Activate License Key with Activation Link

#### What is an Activation Link?

A CardStudio<sup>™</sup> 2.0 activation link is a way to distribute a License Key for the CardStudio 2.0 Software using a CardStudio License Manager Account.

A csv file with a list of activation links is generated in the License Manager for every edition of CardStudio 2.0. The CSV file is generated at Zebra Reseller level by a dedicated Zebra Administrator. To keep a clear overview a couple of resellers for different purposes/locations were created: Zebra Credits, Zebra EMEA, Zebra LAT, Zebra NA, Zebra Quickcard Bundle, Zebra Support, Zebra Upgrade, Zebra X-Grade, ZebraReseller, ZebraTest.

These activation links are used by Zebra to sell license keys. The activation links are offered through different channels by Zebra.

#### Important to know about an Activation Link as an Administrator

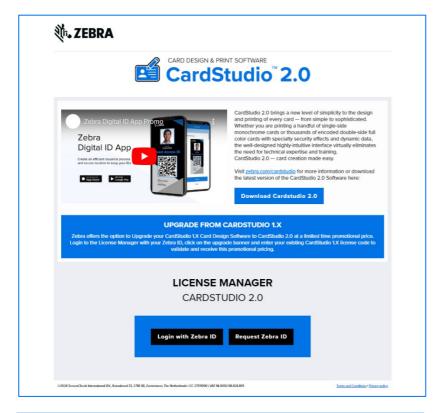
As a Zebra Administrator, you login at Distributor level so you are able view, manage and navigate to all the Resellers, Customers and their License Keys.

- An activation link can only be <u>used once</u> to login with and receive a license key from.
- An activation link is <u>not</u> a license key but a way to distribute the license key into a customers' account.
- The activation link before it is used is connected to <u>1 license key of a certain product</u>, until it is used to login (Zebra Credentials) with it is <u>not connected to a certain customer</u>.
- An activation link can <u>only be used</u> with Zebra Credentials that have <u>customer rights</u>. A Zebra License Manager Administrator logs in on Distributor level and cannot activate an activation link with his login credentials.
- All the license keys activated with the activation link and your customer Zebra credentials can be found in the license manager account of the person who logged in with their credentials.
- If the pop-up with the license key is clicked away after login with an activation link, you can always find your key by selecting the "Key" Icon in your License Manager Account.
- Activation links are generated at Zebra Reseller Level using the repository.



#### How to activate a CardStudio™ 2.0 license key

Type in the <u>Software Activation Link</u> in your browser provided by your Zebra Reseller. The activation link will look like this example; cardstudio.zebra.com/activate/ZEBRAXXXXXX

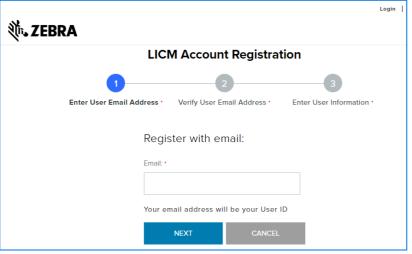


#### **Login using the Activation Link**

The unique Software Activation Link directs you to the CardStudio 2.0 License Manager.

If prompted, log in with your Zebra Username and Password. If you don't have a Zebra Account yet, you can register for one.

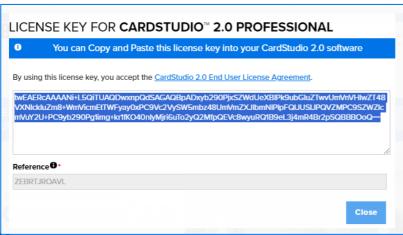
If you need to create a Zebra ID, click the registration button to set up your credentials. After registration, use the activation link to obtain your CardStudio  $^{\text{TM}}$  2.0 STANDARD license key.



#### Register for a Zebra ID

Register for a Zebra iD in three steps:

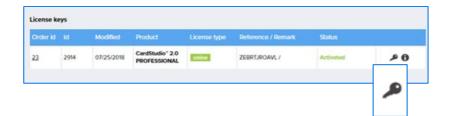
- 1. Enter User Email Address
- 2. Verify User Email Address
- 3. Enter User Information



#### **Receiving your Software License Key**

After using the Activation Link to log into the License Manager your Software License Key will appear in a pop-up, ready for you to copy and paste.



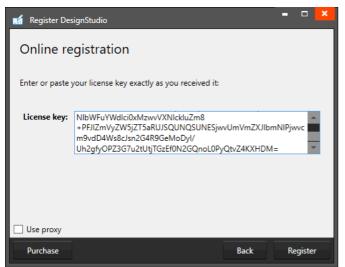


#### Note

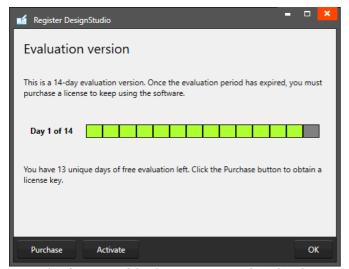
If the pop-up is clicked away, you can always find your key by selecting the "Key" Icon in your License Manager Account.

#### Registration of the Software Edition

When DesignStudio or PrintStudio starts for the first time, a registration window will pop-up, this is where the license key can be entered, and the CardStudio Software activated.



Example of the CardStudio online registration license key window with License Key entered.



Example of a successful online registration of CardStudio.

#### **Online Registration**

You will be requested to enter a license key. The license key will be provided by our License Manager. The license key must be entered (copy-paste), when the key is valid, the software will start. The next time the software will not require the license key to be entered.

Test keys can have a time restriction and may expire on a given date. (View the License Manager User Guide for more information on License Keys).

A. Check the "Use Proxy" box and enter the information needed to connect through a Proxy server in your network.



#### **Successful Registration**

When you copy-paste the correct key you will see that the registration is successful. In this case it is a test key that shows the evaluation time. Click the "Ok" button to start working with CardStudio.



# CardStudio™ 2.0 License Manager Administrator Interface

Your License Manager Account

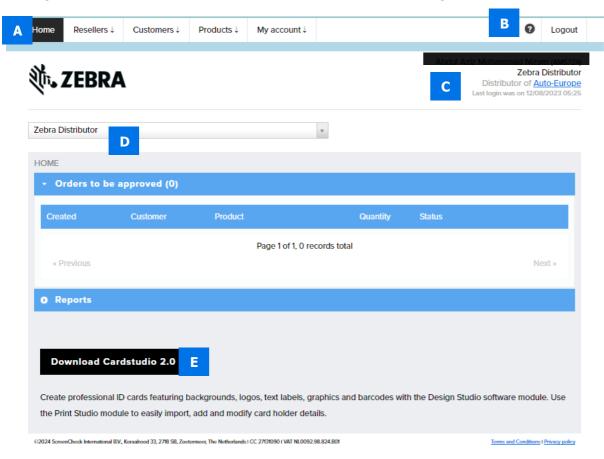


#### **CardStudio™ 2.0 License Manager**

#### Zebra Distributor Interface

#### **Home**

The Zebra Distributor Landing page allows you to navigate to different types of Reseller groups created for Zebra for ordering activation links, download the CardStudio 2.0 software and manage the customers and customer license keys.



#### A. Main menu

- Home
- Resellers
- Customers
- Products
- My account
- B. Support information & logout
- C. Account information for the person logged in
- D. Depending on the administrator rights you can navigate between different levels and customers. Just type in the Reseller of Customer name you would like to navigate to.
- E. Download button for the CardStudio 2.0 Software

#### Resellers

The different types of Resellers in the License Manager are mostly used by specific Zebra Administrators that are responsible for ordering and downloading Activation Links for the different types of distributions channels Zebra offers to sell CardStudio 2.0.

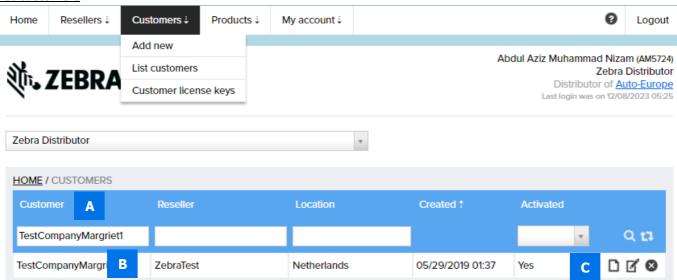
Resellers available to order and download Activation links from:

Zebra Credits, Zebra EMEA, Zebra LAT, Zebra NA, Zebra Quickcard Bundle, Zebra Support, Zebra Upgrade, Zebra X-Grade, ZebraReseller, ZebraTest.

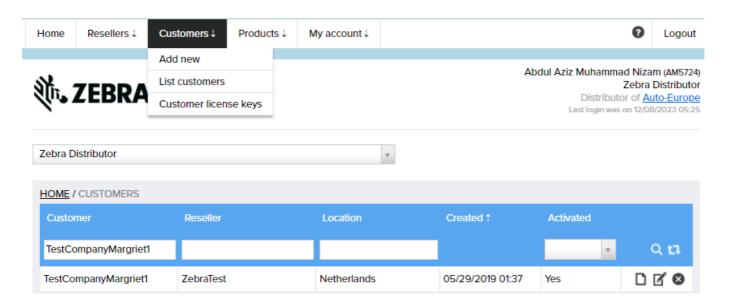
#### **Customers**

Visit the customers page to add a new customer, to get an overview of all your customers or to see all the customer license keys.

#### List customers



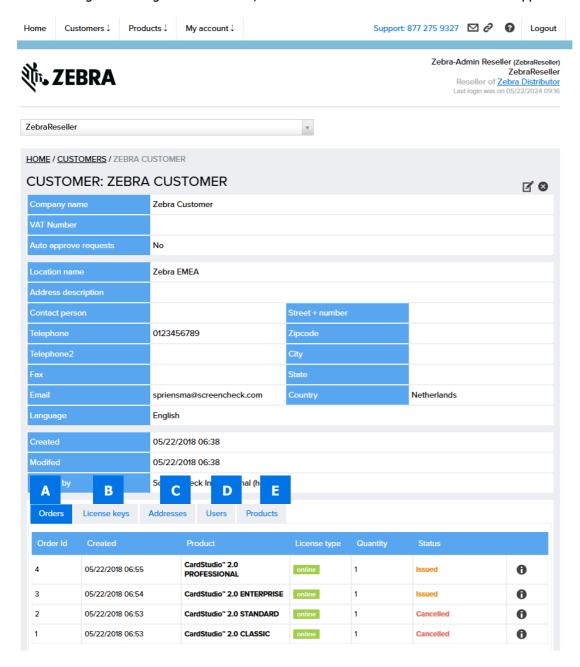
- A. The overview of the Customers can be filtered by Customer, date or if the customer has an activated account.
  - Click on the search icon to start the search.
  - To reset a search filter, click on the refresh icon and all the Customers will be visible again in the Customers overview.
- B. A record of a customer showing their name, country, date of when the account was created etc.
- C. You can edit, manage and view Customers' data using 3 icons:
  - Manage customer account
  - **Edit Customer account**
  - Deactivate Customer account



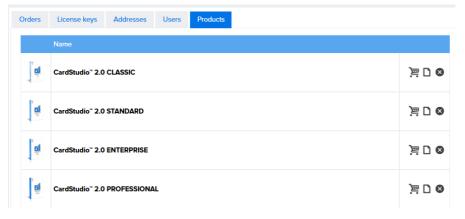


#### Manage Customer Account

After clicking the manage customer icon, an overview of the customer's information appears. There are 5 Tabs available:



- A. Order Tab: Overview of all the customers' orders. You can get more information or cancel orders here.
- B. License Key Tab: Overview of all the Customers License Keys. You can check the status and manage the keys.
- C. Addresses Tab: The possibilities to add more addresses for the customer.
- D. Users Tab: Manage the users of this customer and add more users.
- E. Products Tab: Manage what products are available for this customer in their account or order a license key for them.



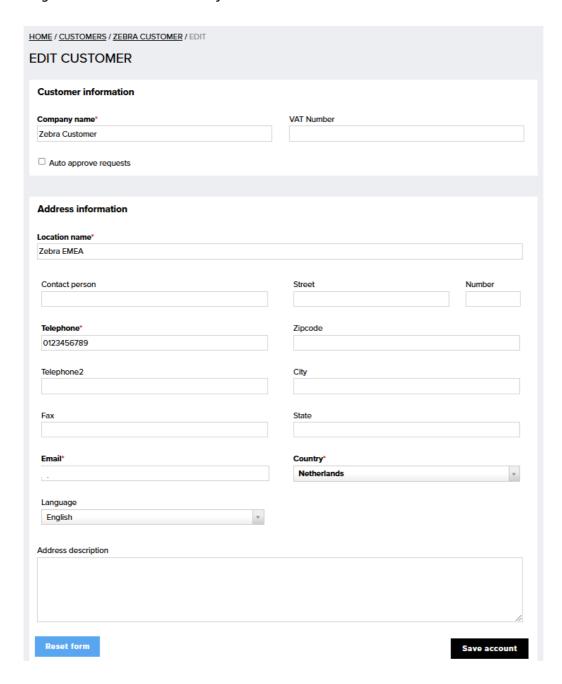
- Order a key for the customer.
- $\square$  View the product information.
- Deactivate product for this customer. When a product is deactivated, it will not be available in the customer's account to order.



#### **Edit Customer Account**

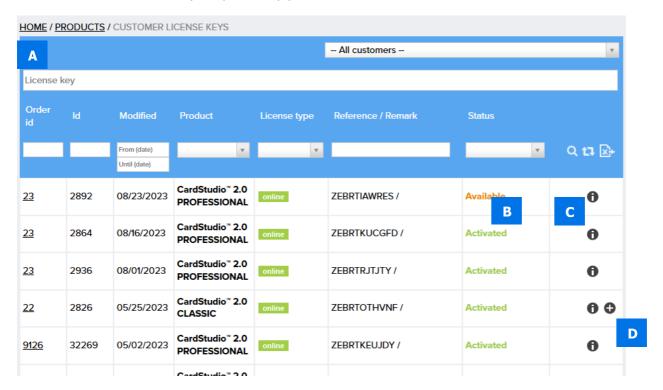
After clicking on the "Edit" icon add or adjust the Customer's information.





#### **Customer License Keys**

Overview of all the license keys requested by your Customers.



A. The overview of License Keys can be filtered by Customer, License Key, Order Id, Date, Product, License type, Reference and Status. It is possible to export the License key data to a CSV file by clicking on the Excel icon:



- B. The License Keys can have different type of status. Below the different type of statuses and what they mean.
  - The License Keys can have different type of status. Below the different type of statuses and what they mean.
    - **Requested**, when your key is requested and waiting for approval by the License Manager Administrator.
      - **Available**, when your key is approved and available to be activated.
      - Cancelled, when your key request is cancelled by you or the License Manager administrator.
      - Activated, you activated your CardStudio 2.0 software with your license key.
      - **Upgraded**, your license key has been upgraded to another key and is not in use anymore.
      - Revoked, your license key has been revoked and cannot be used anymore.
- C. License key information, when a key is activated, it is possible as a distributor administrator to revoke or disconnect the license key here.
- D. To upgrade a license key to a higher edition of CardStudio 2.0, click on the plus



icon:

Transfer, disconnect or revoke a customer license key

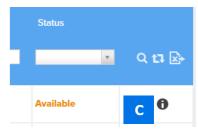


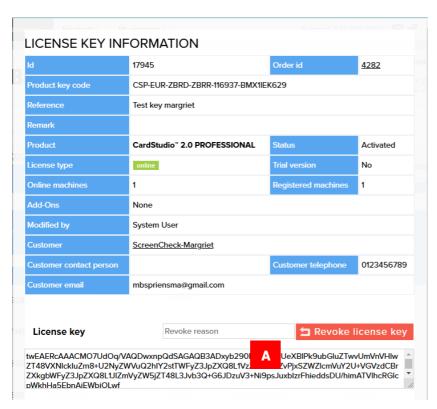
#### **Step 1. Go to the Customer License Keys**

Go to "Customers" in the main menu and then "Customer License Keys" and search by Customer name, order ID or License Key.

#### Step 2. Go to the License Key Information

C. Click on the information Icon of the License Key that needs to be disconnected or revoked.





Step 4. Transfer, disconnect or Revoke

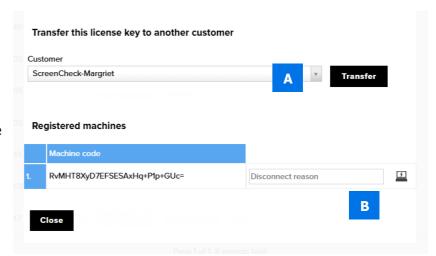
The pop-up information window will show the License Key Information and give the Administrator the option to "Transfer", "Disconnect" or "Revoke" the License Key.

#### **Revoke the License Key**

A. First enter the revoke reason in this field and then click on the red "Revoke license key" button. A pop-up will show up asking if you are sure you want to revoke the license key. After confirming the license is revoked, the key cannot be used anymore.

#### **Transfer the License Key**

A. If a license key for a company is connected to a specific user, it is possible to transfer the license key to another user within that company. They first must register for a license key account to be able to receive the key. Look up the new user and click on the transfer button. Make sure the new user is authorized to use the license key instead of the current user.



#### **Disconnect the License Key**

B. When a customers' computer is damaged and cannot disconnect their license key from their own CardStudio 2.0 software, the Distributor

Administrator can disconnect (reset) the key. First enter the disconnect

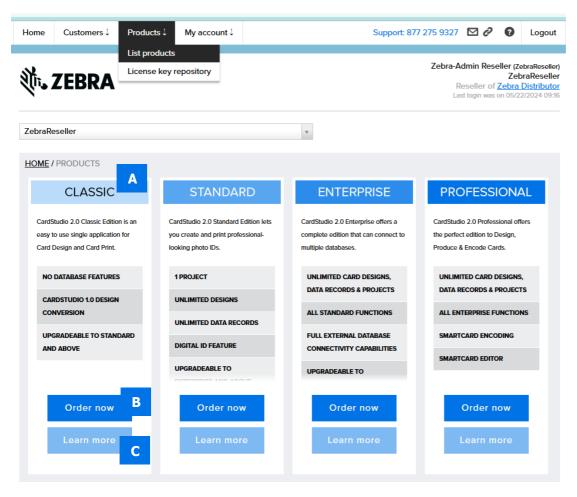


	reason in the field and then click on the disconnect icon:
C.	The key is now available again for the customer to Copy and Paste into the CardStudio 2.0 software on another computer.
	·



#### **Products**

Products gives an overview of all the different editions available for CardStudio 2.0. Learn more about the editions or request a License Key using the "Order now" buttons. As a reseller you have a License Key Repository. Order license keys for your Repository as stock, to be able to generate activation links or to distribute license keys directly to a customer's account.



- A. Overview of all the available CardStudio 2.0 products:
  - The Classic Edition
  - The Standard Edition
  - The Enterprise Edition
  - The Professional Edition
  - Smart Badge Standard Edition
  - Smart Badge Enterprise Edition
  - Smart Badge Professional Edition
- B. The ordering of license keys for Zebra is done by a specific Zebra employee. They order batches of activation links of the available products for the different distribution channels Zebra offers.
  - It is possible to order a specific edition by clicking on the "Order Now" button. This shows a pop-up window that leads you through the request/order process in a couple of simple steps.
- C. To learn more about the product click on the "Learn more" button.





## CardStudio™ 2.0 License Manager Customer Account

Your License Manager Account

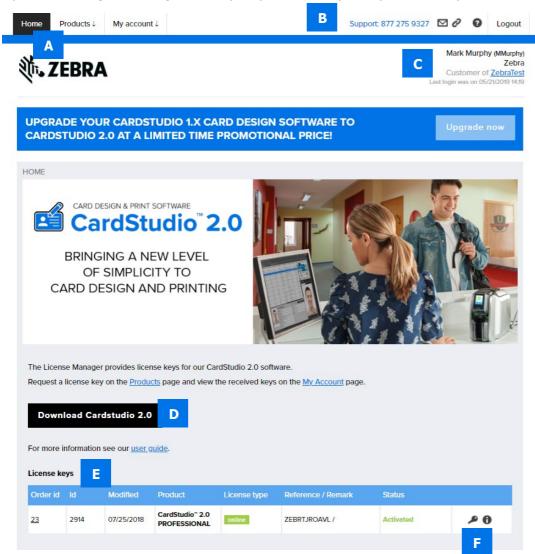


#### **CardStudio™ 2.0 License Manager**

#### **Customer Account**

#### **Home**

The License Manager Customer account landing page provides a comprehensive overview, displaying your recently requested, available, canceled, or activated License Keys. From this landing page, you can directly access the list of recent keys, streamlining the management of your purchased keys for quick and easy access.

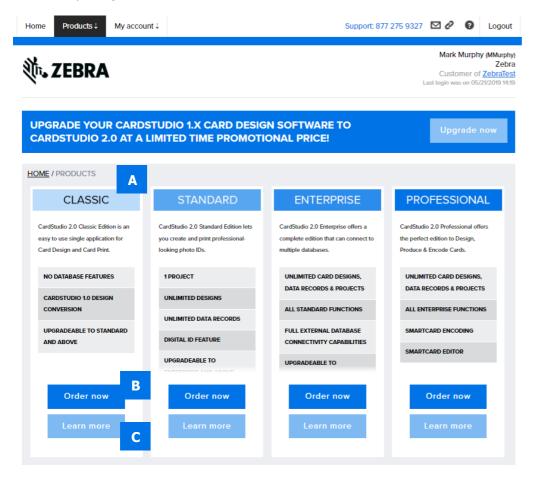


- A. Main menu
  - Home
  - Products
  - My account
- B. Support information & logout
- C. Account information for the person logged in
- D. Download the CardStudio 2.0 Software
- E. Overview of all the recent license keys requested, approved, available, activated or canceled.
- F. The key icon shows the license key, the 'I' icon gives order/license key information.



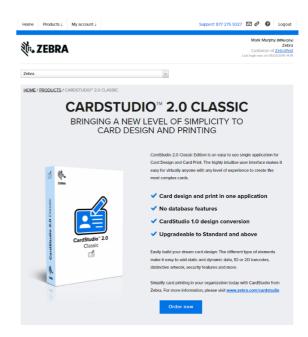
#### **Products**

It is possible to see all the different editions available for CardStudio 2.0. Learn more about the editions or request a License Key using the "order now" buttons.



- D. Overview of all the available CardStudio 2.0 products:
  - The Classic Edition
  - The Standard Edition
  - The Enterprise Edition
  - The Professional Edition
- E. If you would like to order another specific edition, click on the "Order Now" button. This shows an online store that leads you through the request/order process in a couple of simple steps. It is also possible to request a CardStudio 2.0 activation link for the needed edition with your local Zebra Dealer.

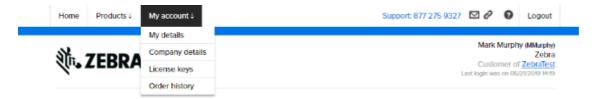
F. To learn more about the product click on the "Learn more" button.





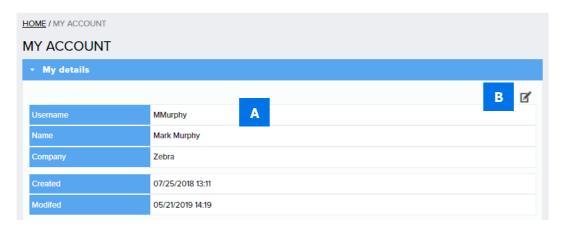
#### My account

All your details, your company details, the license keys and your order history can be found on the My account page.

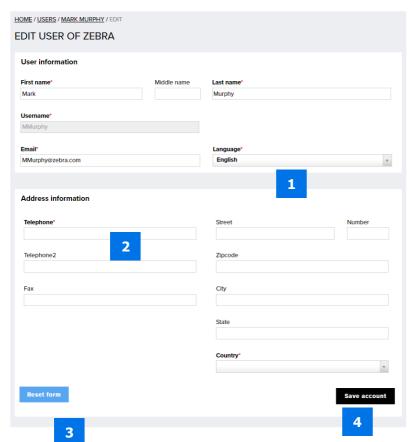


#### My details

Go to "My details" if you would like to review or edit your personal information.



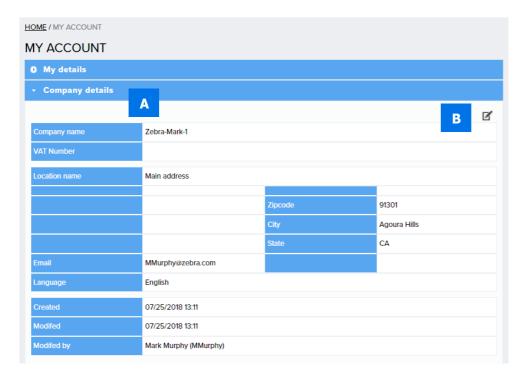
- A. Overview of your details.
- B. Click on the "Edit" icon to adjust or add more information. After clicking the edit icon, a form appears that lets you edit your personal information.



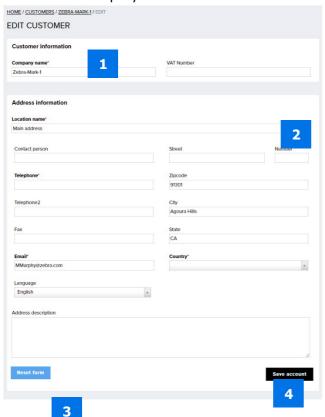
- 1. Edit your user information, for example to change the language.
- 2. Edit your address information.
- 3. The "Reset form" button will clear all the address information.
- 4. After making changes do not forget to click on the "Save account" button.

#### Company details

Go to "Company details" if you would like to review or edit the company details.



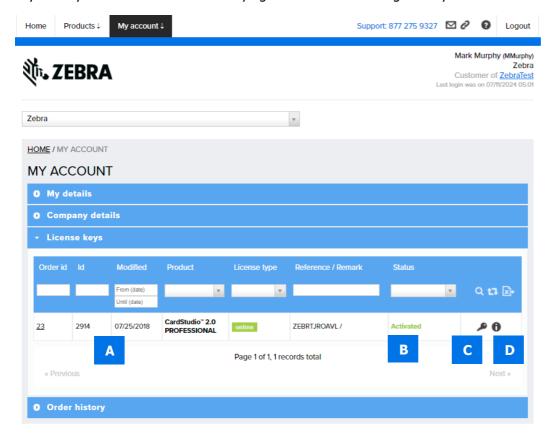
- A. Overview of the company details.
- B. Click on the "Edit" icon to adjust or add more information. After clicking the edit icon, a form appears that lets you edit the company information.



- 1. Adjust the Company name or add the VAT Number.
- 2. Edit your address information.
- 3. The "Reset form" button will clear all the address information.
- 4. After making changes do not forget to click on the "Save account" button.

#### License keys

Go to "License Keys" to review all License keys you ordered. You can filter and search for a specific key or revisit a license key when you would like to use the key again after disconnecting the key from a PC.



E. The overview of License Keys can be filtered by Order Id, Date, Product, License type, Reference Status. It is possible to export the License key data to a CSV file by clicking on the Excel icon:



- F. The License Keys can have different type of status. Below the different type of statuses and what they mean.
  - **Requested**, when your key is requested and waiting for approval by the License Manager Administrator.
  - **Available**, when your key is approved and available to be activated. Activate the key by clicking on the "C" key icon. Giving the key a reference and copy and pasting it in the CardStudio 2.0 Software.
  - Cancelled, when your key request is cancelled by you or the License Manager administrator.
  - Activated, you activated your CardStudio 2.0 software with your key.
  - Upgraded, your license key has been upgraded to another key and is not in use anymore.
  - Revoked, your license key has been revoked and cannot be used anymore.
- G. To find the License Key code that you can copy and paste in the CardStudio 2.0 Software. Click on the key icon:

