Step-by-Step Guide to Registration

The **ConnectIT Registration** utility provides instructions on how to register the installation online. Once online registration is complete, then clicking the **Create Menu** button will add the appropriate menu items to the **QuoteWerks Tools** menu. To open the **ConnectIT Registration** application, browse to the **Start | All Programs | ConnectIT-Sage200** menu and click the **ConnectIT Registration** option.

Please note that internet access is required on the PC before ConnectIT can be registered and QuoteWerks should be running.
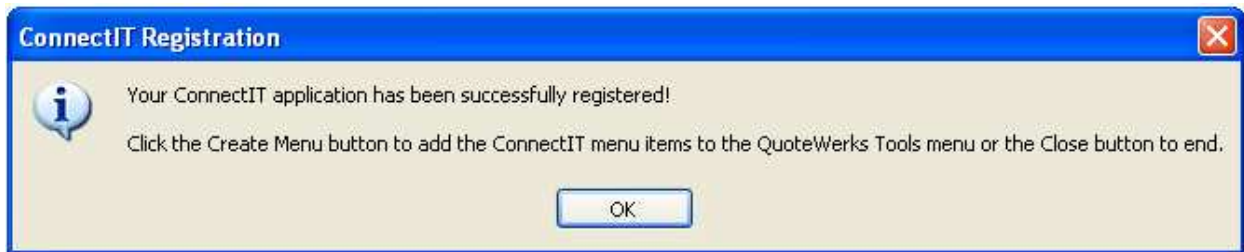
1. Go to the **ConnectIT-Sage200** start menu options (by default in **Start\All Programs\ConnectIT-Sage200**) and click the **ConnectIT Registration** option.

2. If you have not already entered your details into the **ConnectIT** online **License Server**, then follow the on screen instructions to register.

3. Once you have received email notification that your details have been enabled on the **ConnectIT License Server**, click the **Create Menu** button to add the **ConnectIT-Sage** options to the **QuoteWerks Tools** menu.

4. On successful registration, you will receive the message "*ConnectIT was registered successfully! Next time users start QuoteWerks, the new ConnectIT menu options will appear on the Tools menu. ConnectIT Registration will now close.*"

Note: In some exceptional circumstances, you will get a message *"ConnectIT was registered successfully! ConnectIT Registration will now close. Now just add the ConnectIT option to the QuoteWerks menu to use the QuoteWerks to Sage link."*

Please refer to our online Knowledge Base support area at http://www.connectit-online.co.uk/kb/ and see the "Manually adding the ConnectIT-Sage200 menu options into QuoteWerks section" article for instructions on how to do this.

5. To refresh the **ConnectIT License Database** information with the settings from the online **ConnectIT License Server** (for example when having purchased additional licenses or upgrading to a newer version of the **ConnectIT-Sage200** software) click the **Get License Info** button.

6. To clear the **ConnectIT License Database** of all registration information (including users) then click the **Reset** button.