



## TOP Server V6 & V7

### License Transfer Procedure

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## Table of Contents

License Transfer.....	3
Source PC (Currently Licensed) .....	3
Online Registration & Return .....	4
Destination Computer .....	4



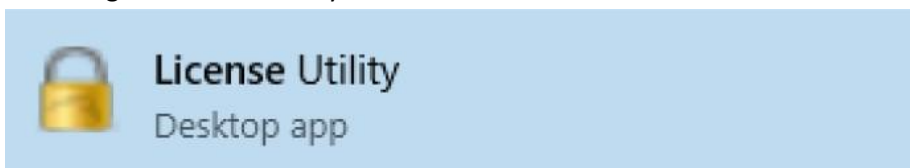
## License Transfer

The License Transfer mechanism allows you to release a license to us, allowing it to be re-licensed on any other machine. You will remove the license on the licensed machine and then you will be entitled to activate the license on a new machine. Nothing is actually transferred between these two PC's. The process simply frees your Activation ID for re-use. Our online process is set up so that you can go online one time to release the license and get your new Activation response file if you have access to both PC's. You can also release the license, then simply license the new PC at a later time following the licensing instructions.

**Note:** You will need to have access to the internet to return the transfer file. This may be done on a separate machine if needed. We recommend zipping files and transferring them between machines with a USB drive.

### Source PC (Currently Licensed)

1. To transfer a license Go to Start > All Programs > Software Toolbox > TOP Server 6 (or TOP Server V7)> **License Utility**
  - a. Alternatively use the Windows Search Feature to open the License Utility by searching for 'License Utility'



2. Select the licenses you wish to transfer. To transfer multiple use shift+click or ctrl+click to select the licenses.
3. Click **Transfer**
4. You will now see a screen that will show you the selected licenses. Click **Save to File ...**

Click 'Save to File...' to generate the Transfer Activation File. This file must be returned as part of the transfer process to the vendor's licensing website. Once successfully returned, product activation can be initiated on a new Host Machine.

Save to File ...

[Click to view vendor's support information.](#)





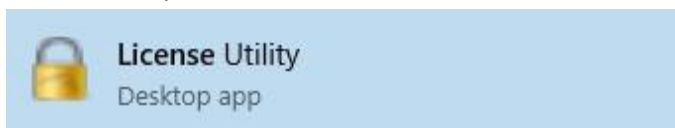
5. This is your **Transfer Request File** and you will need to upload it to our online registration site.

## Online Registration & Return

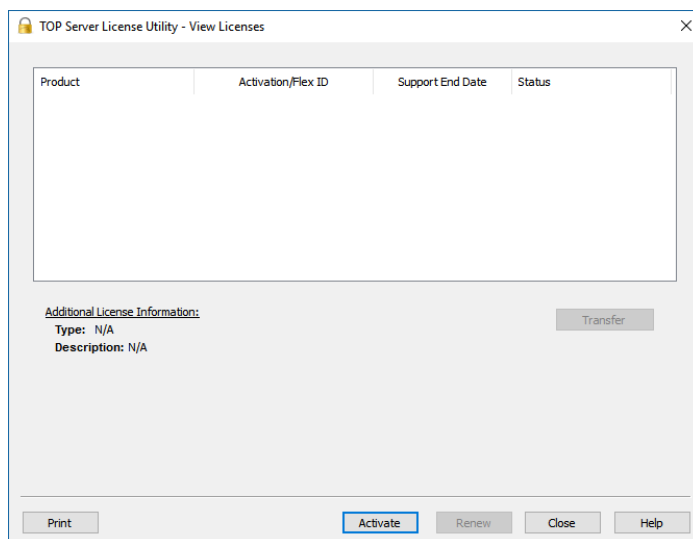
1. **Online Registration:** You do not need to do this on the same PC the TOP Server is installed on, but you do need to have your **Transfer Request File** from the Source PC (where the license was installed) and you can register the New PC at the at the same time if you have the Request File from the new PC (Destination PC). Go to the [Transfer License web page](#).
2. Select Top Server version 6
3. Choose your Transfer File click **Next**
4. Verify and Confirm your license details then click **Unregister**
5. You are now free to register the TOP Server V6 license on another machine.

## Destination Computer

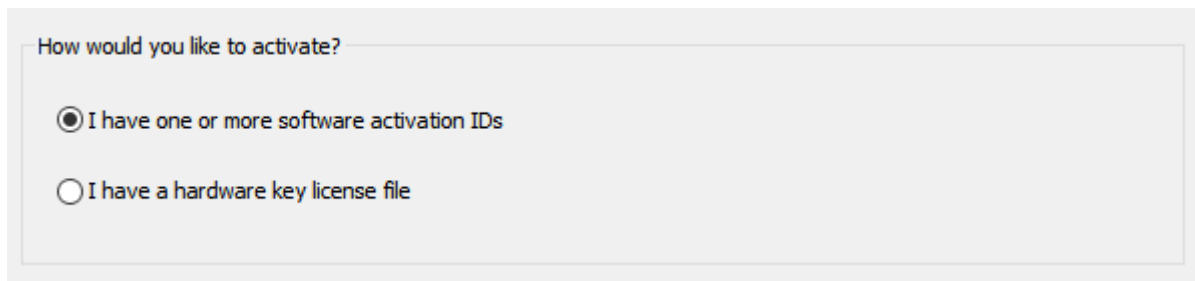
1. Install the TOP Server from the download file or from the CD
  - a. Skip this if the TOP Server is already installed
2. Go to Start > All Programs > Software Toolbox > TOP Server 6 (or TOP Server V7)> **License Utility**
  - a. Alternatively use the Windows Search Feature to open the License Utility by searching for 'License Utility'



3. Click **Activate**



4. Choose **I have one or more software Activation IDs**



You may notice that the License Utility has changed from Version 5 to Version 6. Now you can enter more than one Activation ID at a time. You also may notice that your machine name auto-populates. We recommend you do not make changes to the machine name as this helps us verify your machine in case of a hardware malfunction or failure.



TOP Server License Utility - Manage Software License Activation

Enter the 36-character Activation ID(s) obtained from the vendor, each on its own line:

Caution: Multiple licenses of the same product cannot be activated on one machine. Attempting to do so will result in the loss of the license.

**Installation Location Details**

Machine name or identifier of the server:

Location of the server (optional):

Description of the server (optional):

**Upload Request and Generate Response**

This file must be sent to the vendor's licensing website in order to receive a response file to activate the product.

[Click to view vendor's support information.](#)

**Import the Activation Response File**

Click 'Import File ...' to import the Activation Response File. This response file is obtained from the vendor's licensing website in order to activate the product on this machine.

5. Enter your Activation ID's (one per line)

Enter the 36-character Activation ID(s) obtained from the vendor, each on its own line:

af8e8072-bba0-49aa-9562-9de1f4cd472f  
0b0c7921-4da9-4de7-98d0-5841a86e50cc

Caution: Multiple licenses of the same product cannot be activated on one machine. Attempting to do so will result in the loss of the license.



6. Add in extra location information regarding your license.

**Installation Location Details**

Machine name or identifier of the server:

Location of the server (optional):

Description of the server (optional):

7. Click **Save to File**

**Upload Request and Generate Response**

This file must be sent to the vendor's licensing website in order to receive a response file to activate the product.

[Click to view vendor's support information.](#)

**Please save this file in a memorable location – you will need it later. By default it will save as `activation_request.txt`**

File name:

Save as type:

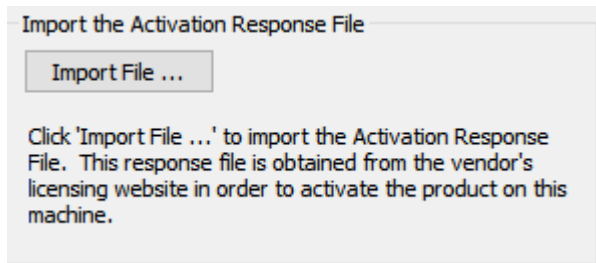
le Folders

If you do not have internet access move the **activation\_request.txt** file to a USB stick and move to a computer that does have internet access. It is important to note that the **activation\_request.txt** file must be generated from the machine that the TOP Server will be running on.

8. Now, open a web browser and go to <https://activation.softwaretoolbox.com> And follow the instructions found under License Transfer.



- Return to the License Utility. If you are using a machine with no internet access save the downloaded file on a USB stick and bring it back to the TOP Server machine.
- Now you will click **Import File** and select the file that you received from our registration website.



- Once the file is imported, registration is complete.

