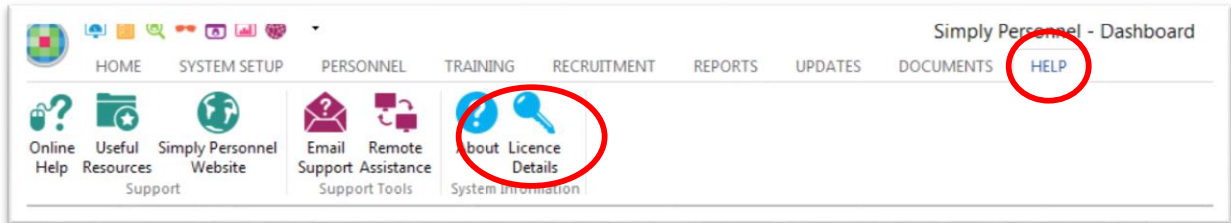


Simply Personnel – Updating your Licence Details

This document is guide for administrators of Simply Personnel, updating your new licence details.

1. Login to the Personnel Mngar as the ADMIN user
2. Ensure you have HELP menu selected
3. Use the 'Employee Search' button and locate the employee you are to be deleting.



1. Using the email containing the details of your new licence update the information shown below. Ensure that the information is entered exactly as shown in the email. If the licence does not work, please contact support@simplypersonnel.co.uk

The screenshot shows the 'Simply Personnel Licence Details' dialog box. It has a blue header with the title 'Simply Personnel Licence Details' and a close button (X). The dialog is divided into two main sections: 'Welcome!' and 'Licence Details:'.

The 'Welcome!' section contains:
- A message: 'Welcome to Simply Personnel. In order to use Simply Personnel you must enter the product licence details on the right. This information will have been provided to you by your software supplier.'
- An 'Employees' section with two input fields: 'Used: 93' and 'Remaining: 57'.

The 'Licence Details:' section contains:
- 'Company Name: SP Demo'
- 'Expiry Date: 31 12 2999'
- 'Max Employees: 150'
- 'Users: 999'
- A list of features with checkboxes, all of which are checked:
 - Simple Personnel
 - Simple Training
 - Simple Recruitment
 - Self Service
 - On Support
 - Timesheets
 - Expenses
 - Time and Attendance
 - Rostering
- 'Support Expiry: 31/12/2999'
- 'Licence Code: D2BA QHEE QUNU YYOM'

At the bottom of the dialog, there is contact information for Simply Personnel: 'Email: info@simplypersonnel.co.uk' and the website 'www.simplypersonnel.co.uk'. There are two buttons: 'OK' and 'Cancel'.