Loftware License Center 10 User Guide

Rev-2024-3
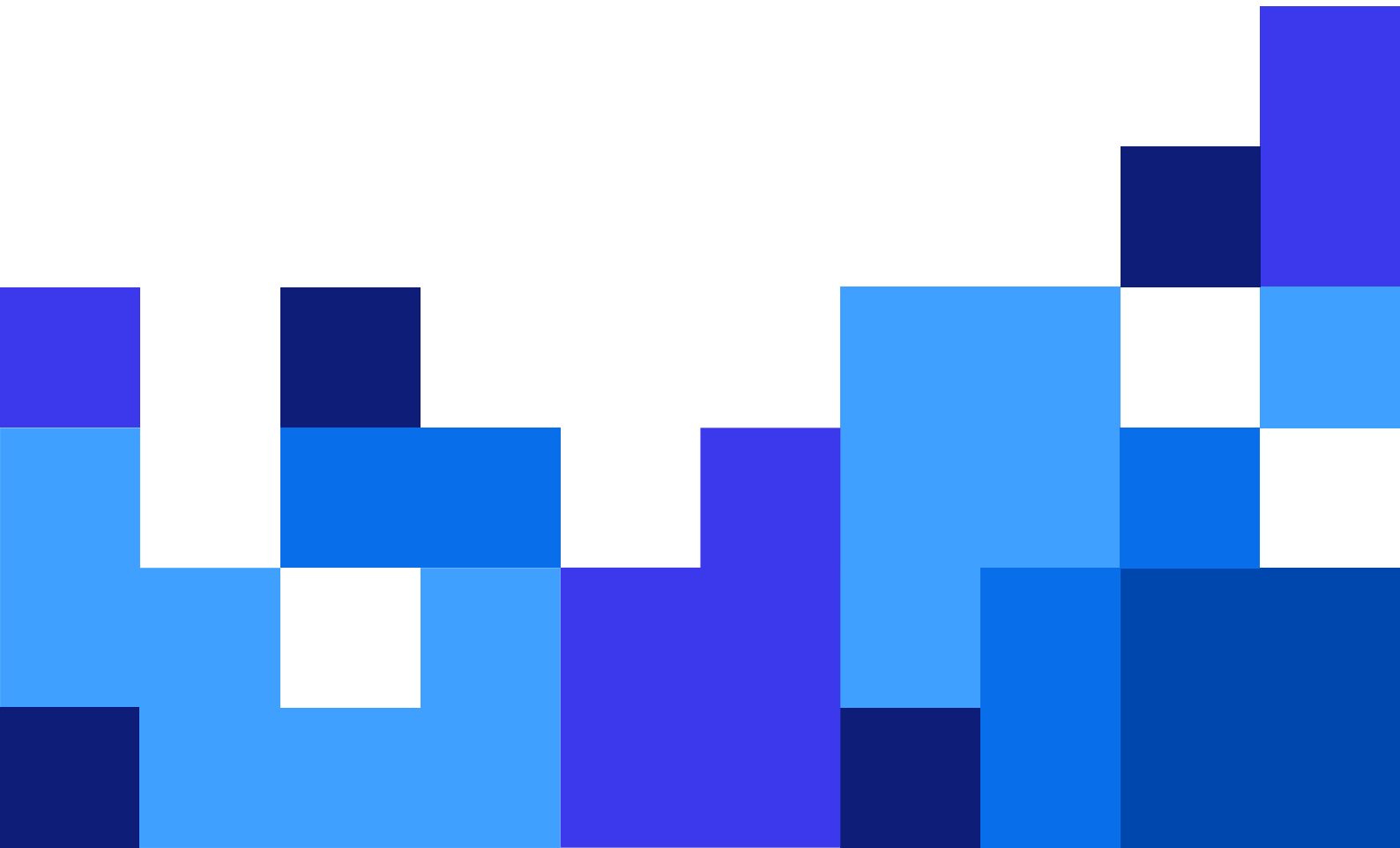
Table of Contents

1. About Loftware License Center

1.1. About Loftware License Center

Loftware License Center is a browser-based module that allows you to download and activate your NiceLabel software.

NiceLabel products that have the License Center module are:

- NiceLabel Designer Pro

- NiceLabel PowerForms Suite

- NiceLabel LMS Pro

- NiceLabel LMS Enterprise

In License Center, you can:

- Download the latest version of NiceLabel software and use it without license keys.

- Connect your NiceLabel software to License Center. This way, you connect your NiceLabel software and your Loftware subscription account.

- View basic **Product information**, like your **Product edition** and the number of your **Printer seats** on your license.

> **NOTE**
>
> NiceLabel products use printer-seat-based licensing. That means printer seats determine how many printers you can print at a time.
>
> Read more about how How NiceLabel licensing works.

- Invite other users to License Center.

- Have an overview of your licensed and reserved printers.

You can access License Center for the first time from a NiceLabel invitation e-mail. When you sign in to License Center, you activate your NiceLabel product account at the same time.

> **NOTE**
>
> See the Glossary for more information on NiceLabel products and modules.

2. Activating NiceLabel Designer Pro/ PowerForms Suite and signing in to License Center

2.1. Activating NiceLabel Designer Pro/PowerForms Suite and signing in to License Center

When Loftware creates your subscription, you receive a NiceLabel product account activation e-mail.

To activate your NiceLabel product account:

1. Check your inbox for a NiceLabel product account activation e-mail. Click **Activate account**.

2. The sign-in page opens in your browser. Sign in to activate your product account.

Activate License Center user account for NiceLabel Designer Pro

Account name: [redacted]

SIGN IN TO ACTIVATE

🔲 Sign in with Microsoft

G Sign in with Google

Having issues? Contact support.

Welcome to License Center. You successfully activated your NiceLabel product account.

TIP

Bookmark License Center in your browser.

> **NOTE**
>
> If you lose the address to License Center in your browser, look for the NiceLabel activation e-mail in your inbox, and click **Activate account**. A page opens in your browser with the link to your License Center.
>
>
>
> If you lose the address to License Center and don't have the activation e-mail, contact your Loftware partner.

Next, see Downloading NiceLabel installation files from License Center and connecting to License Center.

2.2. Downloading NiceLabel installation files from License Center and connecting to License Center

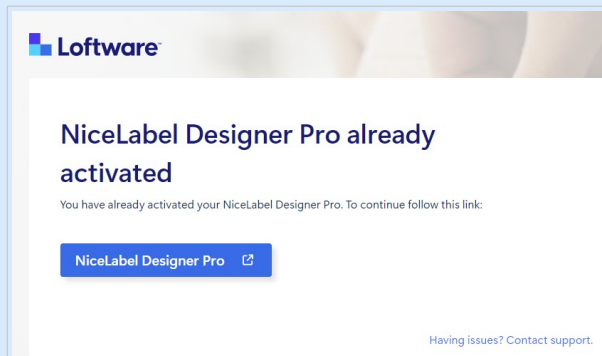### Downloading NiceLabel installation files from License Center

> **NOTE**
>
> This topic applies to Designer Pro and PowerForms Suite.

After you sign in to License Center, you can download your NiceLabel installation pack (.exe file). Your NiceLabel installation pack includes these NiceLabel modules:

- NiceLabel Desktop Designer enables you to design label templates that include fixed objects and dynamic data sources, that you can connect to texts, barcodes, and pictures.

- NiceLabel Print is a stand-alone application for fast and easy printing. It eliminates the need for opening labels in Desktop Designer.

- For Designer PowerForms Suite, LMS Pro and LMS Enterprise: NiceLabel Automation is an application that automates repetitive tasks. Automation allows you to integrate label printing processes into existing information systems, such as various business applications, production and packaging lines, distribution systems, and supply chains.

1. Click the **Download NiceLabel** button.
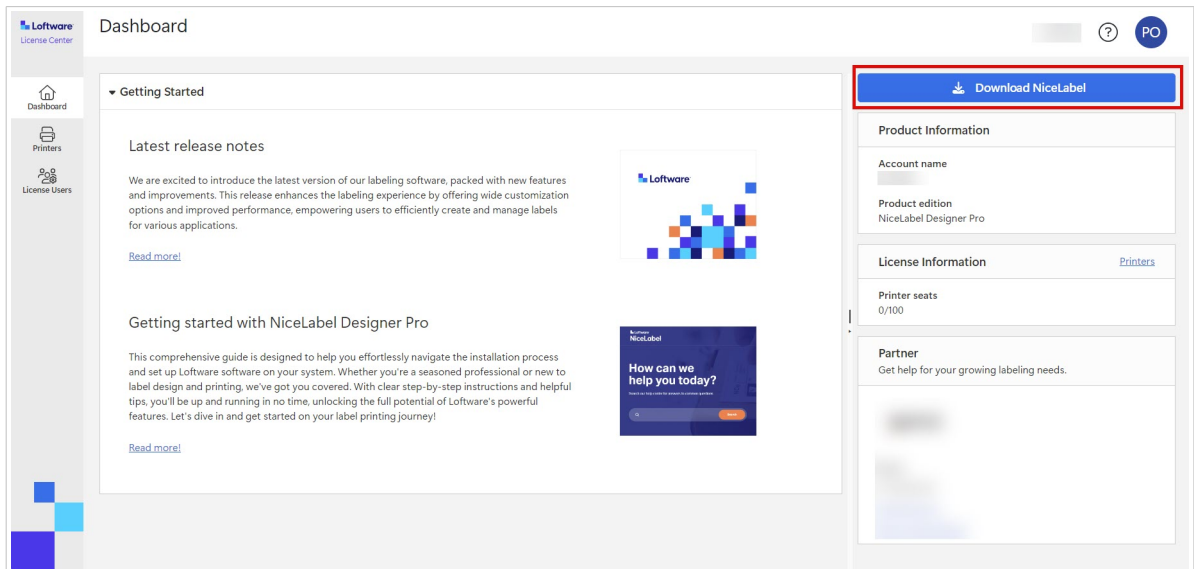
2. Go to your downloads folder and run the NiceLabel.exe file.

3. Finish the installation wizard.

   For more information on the installation and setup process, see NiceLabel Installation.

   > **NOTE**
   >
   > During the installation process, you can disable installing Automation.

After you finish the installation process, run NiceLabel Desktop Designer.

Connecting Desktop Designer to License Center

When you run Desktop Designer for the first time, you are asked to sign in with your browser to your License Center. This way, you connect your NiceLabel software and your Loftware subscription account.

1. Open your Desktop Designer. The **Sign in** window opens. Your License Center URL is already entered. Click **Sign in with browser**.
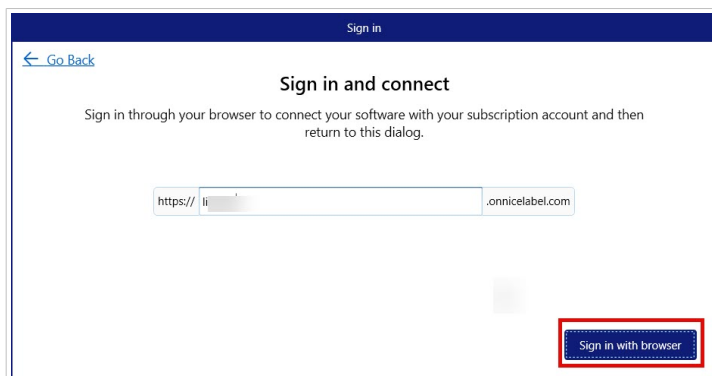
2. The Sign in page opens in your browser. Choose your sign-in option to sign in to License Center.
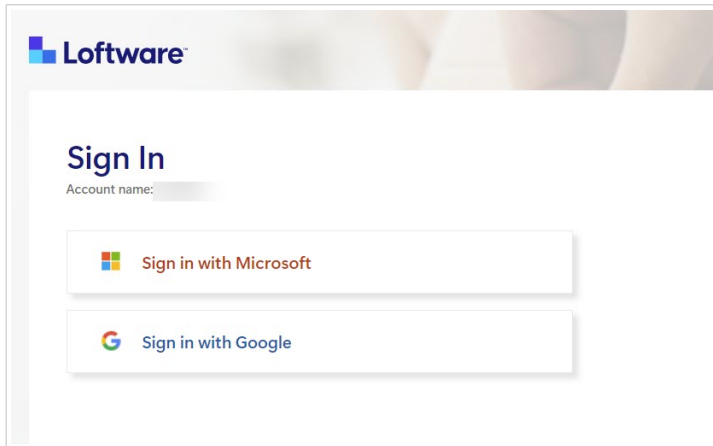
3. The sign in procedure is completed. You can now return to your Desktop Designer.
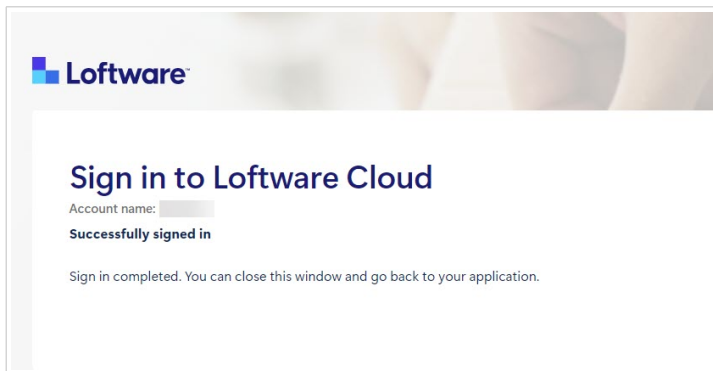
4. Click **OK**.
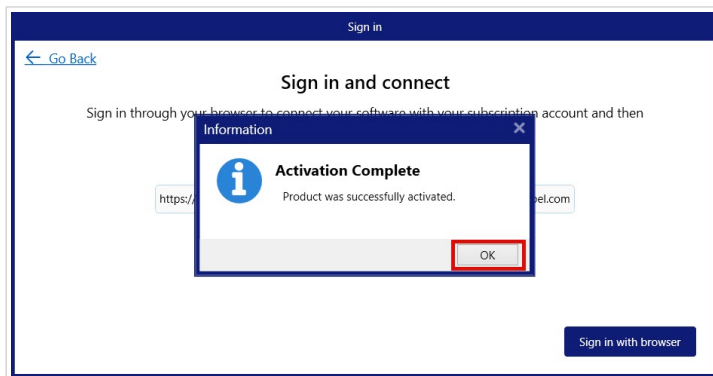
You connected your NiceLabel software to License Center. You can see your License Center **Account** name and NiceLabel product **Edition** in the **About** section in Desktop Designer.
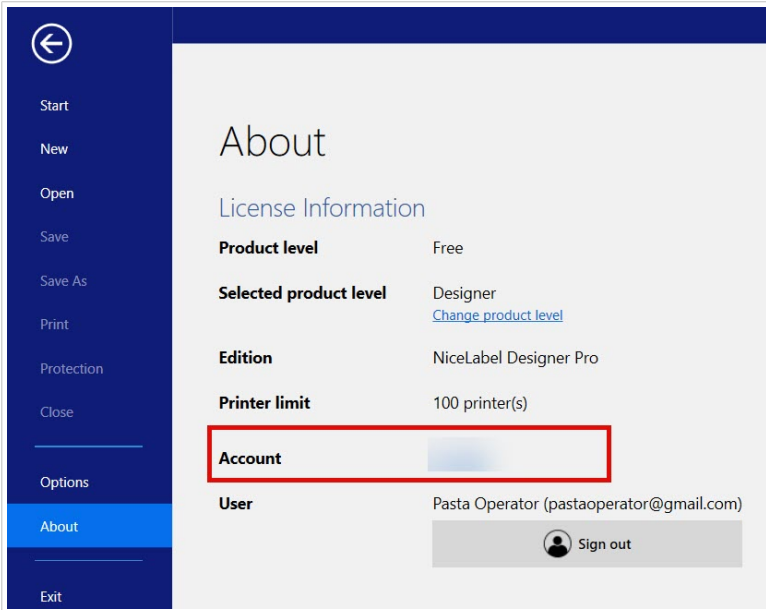
2.3. Disconnecting Desktop Designer from License Center

To disconnect Desktop Designer from License Center, go to the **About** section in Desktop Designer and click **Sign out**.

You can either sign out or sign out and disconnect.

⚠️ **CAUTION**

When you disconnect Desktop Designer from License Center, the deactivation removes the license from your computer, and you no longer have an overview of your printers in License Center.

To reconnect your NiceLabel software to your subscription account, you must sign in with your browser to License Center. See Connecting Desktop Designer to License Center.

2.4. Connecting NiceLabel Automation to License Center

When you install and connect Desktop Designer to License Center, Automation automatically connects to License Center.

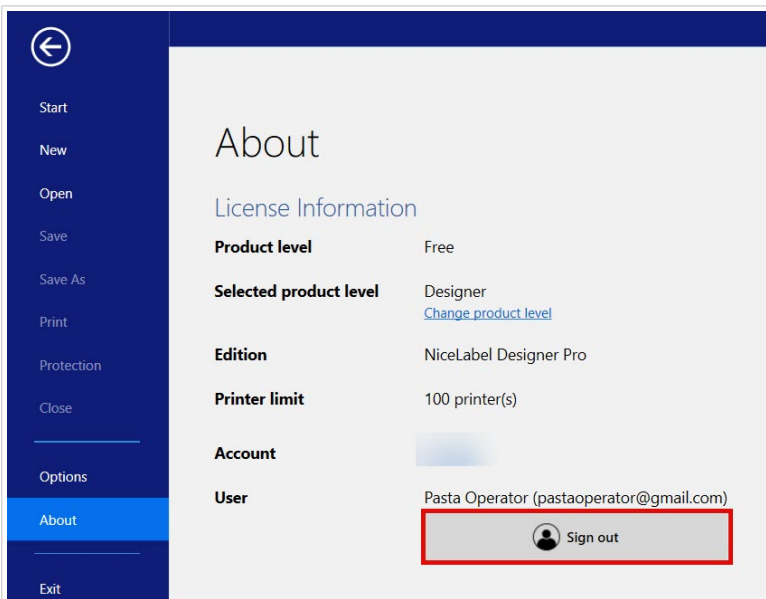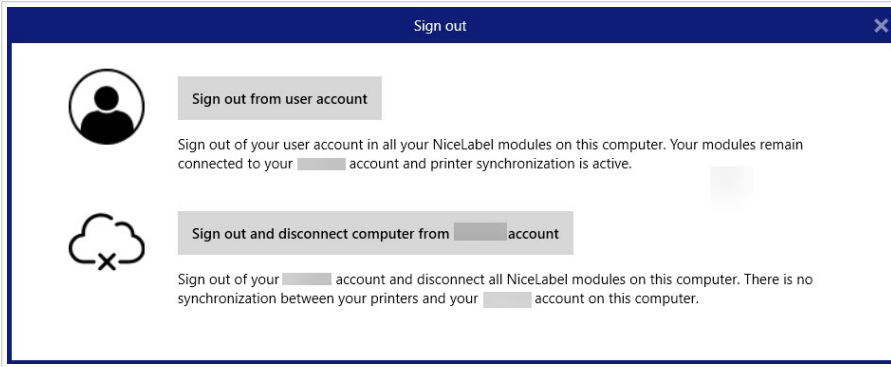If you don't use Desktop Designer, you can connect Automation to your License Center. The procedure is the same. See Connecting Desktop Designer to License Center.

You can also sign out from NiceLabel user account in Automation. When you do, your Desktop Designer and Automation are disconnected from License Center and you can no longer control your printers from License Center.

To reconnect, you have to connect your product again and enter the URL address to your License Center. You can re-connect your product either from Desktop Designer or Automation.

3. Activating NiceLabel LMS Pro/LMS Enterprise and signing in to License Center

3.1. Activating NiceLabel LMS Pro/LMS Enterprise and signing in to License Center

When Loftware creates your subscription, you receive a NiceLabel product account activation e-mail.

To activate your NiceLabel product account:

1. Check your inbox for a NiceLabel product account activation e-mail. Click **Activate account**.
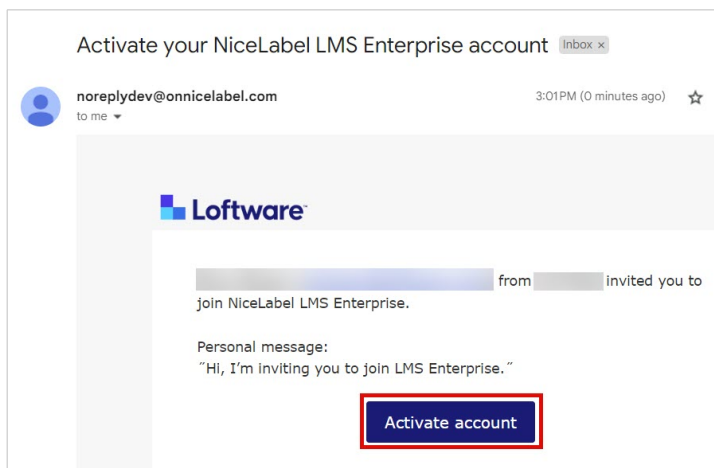
2. The sign-in page opens in your browser. Sign in to activate your product account.

Welcome to License Center. You successfully activated your NiceLabel product account.

TIP

Bookmark License Center in your browser.

NOTE

If you lose the address to License Center in your browser, look for the NiceLabel activation e-mail in your inbox, and click **Activate account**. A page opens in your browser with the link to your License Center.

If you lose the address to License Center and don't have the activation e-mail, contact your Loftware partner.

Next, see Downloading NiceLabel installation files from License Center and connecting to License Center.

3.2. Downloading NiceLabel installation files from License Center and connecting to License Center

> **NOTE**
>
> This topic applies to LMS Pro and LMS Enterprise.

After you sign in to License Center, you can download the installation (.exe) files for your NiceLabel modules from License Center:

- NiceLabel Control Center allows you to manage your labeling printing system, and helps you to monitor, analyze, and improve label printing processes in your production environment.

- NiceLabel Web Printing is a server/client based module primarily designed for label printing. Web Printing belongs to the NiceLabel Control Center module. To use Web Printing, Control Center must be installed and activated.

1. Click the **Download Control Center** button.

2. Go to your downloads and run the NiceLabel Control Center.exe file.

3. Finish the installation wizard.

   For more information on the installation and setup process, see Control Center On-Premises Installation and Activation.

After you finish the installation process, run Control Center.

Connecting Control Center

When you sign in to Control Center, you connect your Control Center to your License Center. This connection occurs automatically. After you sign in to Control Center, you can see your License Center **Account Name** on the **Administration** page > **Product Info**.
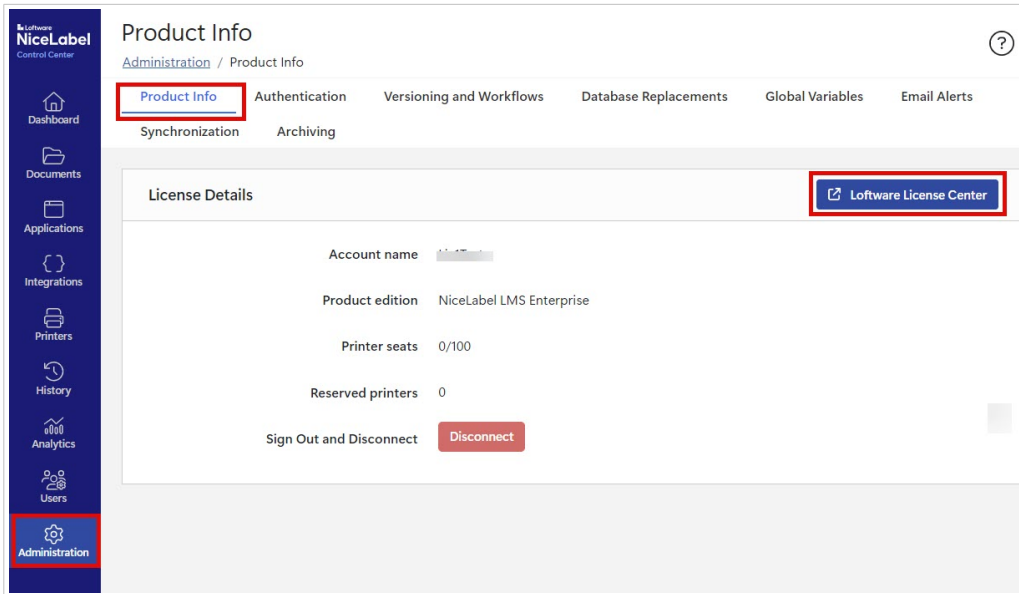
> **NOTE**
>
> By default, Control Center users don't need to enter credentials to sign in. You can change the **Authentication Method** on the **Administration** page.

Downloading NiceLabel installation files from Control Center

You can now download your NiceLabel installation (.exe) files from Control Center. Your file includes these NiceLabel modules:

- NiceLabel Desktop Designer enables you to design label templates that include fixed objects and dynamic data sources, that you can connect to texts, barcodes, and pictures.

- NiceLabel Print is a stand-alone application for fast and easy printing. It eliminates the need for opening labels in Desktop Designer.

- For Designer PowerForms Suite, LMS Pro and LMS Enterprise: NiceLabel Automation is an application that automates repetitive tasks. Automation allows you to integrate label printing processes into existing information systems, such as various business applications, production and packaging lines, distribution systems, and supply chains.

1. Open your Control Center.
   Click the **Download NiceLabel** button.
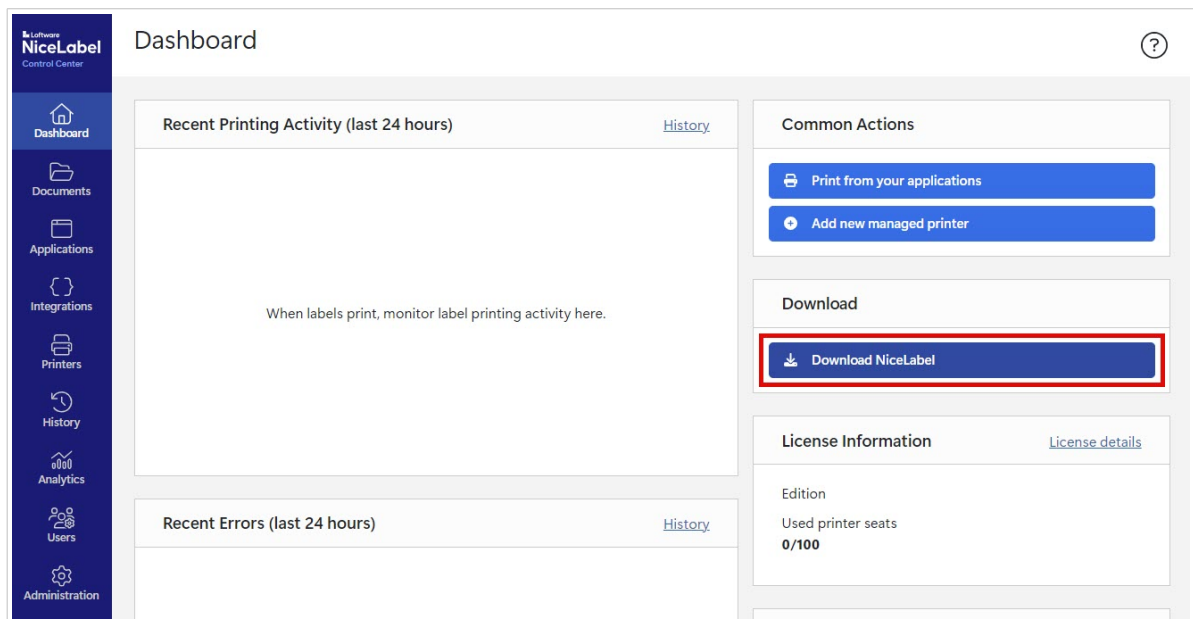
2. Go to your downloads folder and run the NiceLabel.exe file.

3. Finish the installation wizard.
   For more information on the installation and setup process, see NiceLabel Installation.

After installing, you can connect your NiceLabel software either to Control Center or License Center. We recommend that you connect to Control Center. For example, when you connect your software to Control Center, you can see your printing history on the **History** page in Control Center. This option is not available in License Center.

When you connect Desktop Designer to Control Center, you can see your account information under **About** in your Desktop Designer.

For more information on connecting your NiceLabel software to Control Center, see Activating via Control Center.
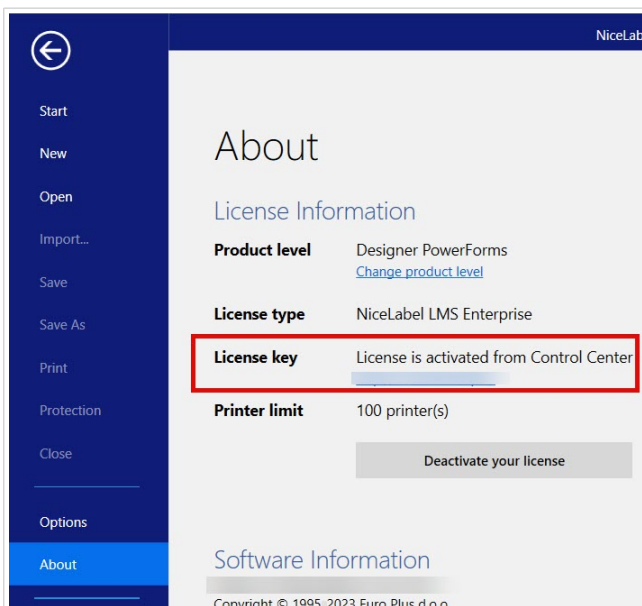
If you want to connect your NiceLabel software to License Center, see Licensing options.

4. Dashboard

4.1. Dashboard

When you sign in to License Center, your **Dashboard** opens.

Open other License Center pages from the menu on your left:

- **Dashboard**.

- Printers.

- License Users.

See important information about your account subscription on your **Dashboard**:
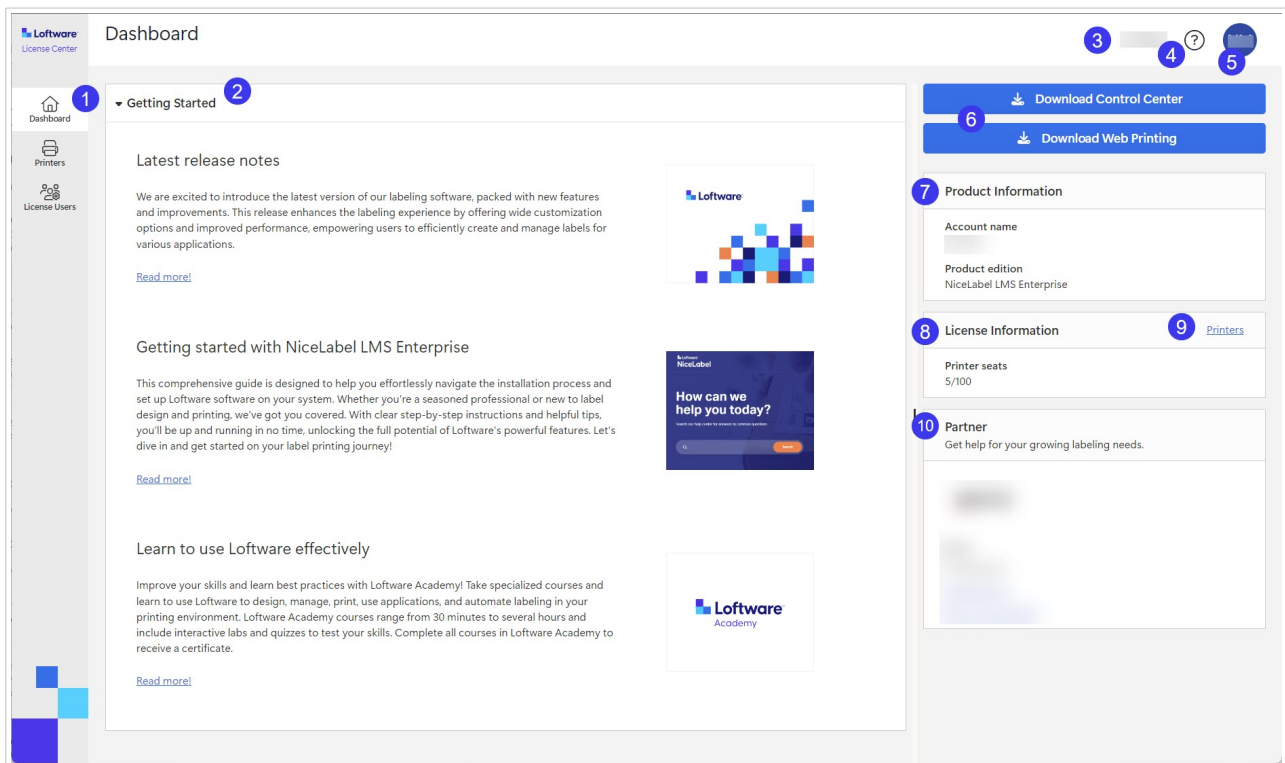
1. Pages menu (**Dashboard**, Printers, License Users).

2. The **Getting Started** section with the Latest release notes and Getting started.

3. Your Account name.

4. Help button.

5. User account menu button that opens a drop-down menu with **Sign out**.

6. Download buttons for NiceLabel installations.

7. Under **Product information**, you can see your **Account name** and your **NiceLabel Product edition**.
   To upgrade your product edition, contact your Loftware partner or our support team.

8. Under **License information**, you can see the number of **Printers seats** available on your license and how many seats are taken.
   For more on how printer-seat-based licensing works, see How NiceLabel licensing works.

9. The **Partner** section with contact information about your partner.

10. The **Printers** link takes you to **Printers** page.

5. Printers

5.1. Printers

The **Printers** page in License Center is divided in **License information** and **Licensed Printers** sections. From here you can:

- See how many printer seats you have on your license.

- Have an overview of your licensed printers and printer seats.

- See when printers were last used.

- Designer Pro and PowerForms Suite: Reserve or unreserve your printers.

License Center only shows your licensed printers. Under **Printers**, you can see the printers you used in the last 7 days.

> **NOTE**
>
> Licensed printers are printers that occupy printer seats. Printer seats are claimed automatically when printing or manually by reserving printers.

Read more about counting licensed printers.

When you first sign in to License Center, the list of your printers on the **Printers** page is empty. Your printers become visible after you start printing.

If you can't see your printers, you may have problems with setting up your printing environment. See Setting up your printers.
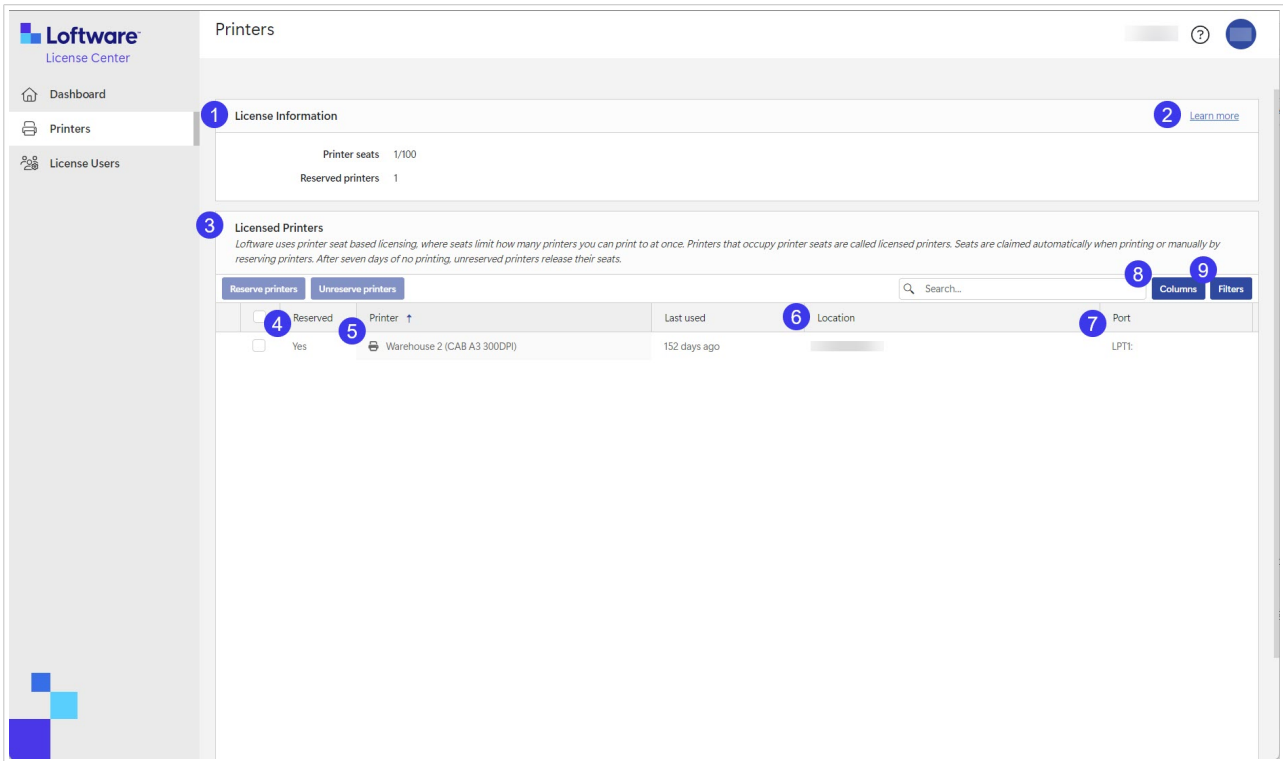
1. Under **License information**, you can see the number of **Printer seats** available on your license and how many of them are taken.

    Under **Reserved printers**, you can see how many printers you have reserved.

    Your reserved printers are always ready for printing. Reserving your printers secures your limited printer seats for printers essential to your operations, and makes sure specific printers are always available to print.

2. Click **Learn more** to learn more about Managing printers.

3. Your **Licensed printers** section.

    Licensed printers are printers that occupy printer seats. Printer seats are claimed automatically when printing or manually by reserving printers.

    To learn more about licensed printers, go to Counting licensed printers.

4. Under **Reserved**, you can see if your printer is reserved or not. See Reserving your printers.

    > **NOTE**
    >
    > For LMS Pro and LMS Enterprise: You can reserve printers in Control Center. The option to reserve or unreserve printers in License Center is disabled. For reserving your printers in Control Center, see the topic Licensed printers in Control Center.

5. In the **Printer** column, you can see the manufacturer's printer name.

> **NOTE**
>
> The default **Printers** table view is sorted by the **Printer model** column from A–Z. To change the order in any column to Z–A (or back to A–Z), click the column header.
>
> | Printer model ↑ |
> | --- |
> | 🖨 BIXOLON SLP-TX220 |
> | 🖨 CAB A4.3+ 300DPI |
> | 🖨 CAB SQUIX 6.3 300DPI P |
> | 🖨 Domino M230i T60/Right 300dpi |

6. In the **Location** column, you can see your printer's spooled print jobs and the name of your print queue. Users can change the name of the print queues in printer settings on their computers.

> **NOTE**
>
> A print queue is a holding area for storing spooled print jobs. Each computer has a print queue per printer. If more than one user uses a printer, that printer has as many print queues as there are computers.

7. In the **Port** column, you can see the TCP/IP address of network printers, the computer name and printer name of shared printers, or the port name and computer name of locally connected printers.

8. To hide any of the columns, click **Columns** and select which columns you want displayed. Then click **Apply**. By default, you can see all five columns in the **Printers** section.

ers. After seven days of no printing, unreserved printers

Columns **Filters**

Available columns

- ☑ Printer
- ☑ Location
- ☑ Port
- ☑ Last used
- ☑ Reserved

Apply
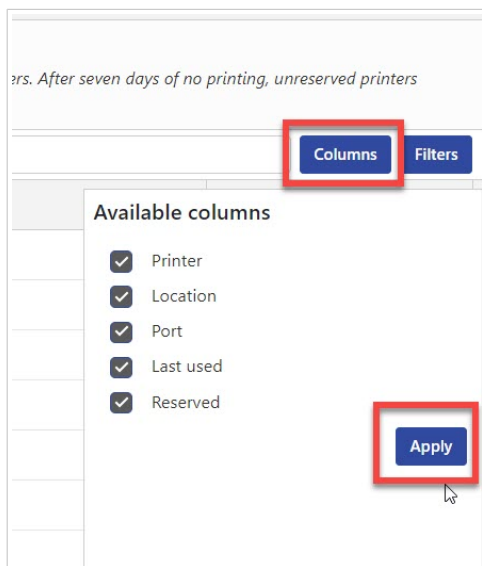
9. Use **Filters** to filter your printers by selected features. Click **Filters** to open the filters list. Chose your filter, then click **Add**.
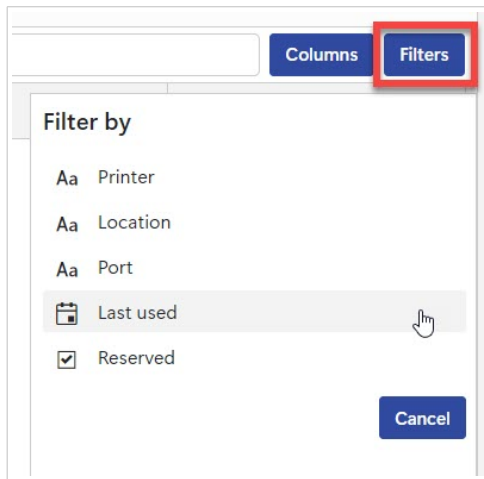
Your applied filters appear above your printers section. To remove filters, click the remove button of your filter.
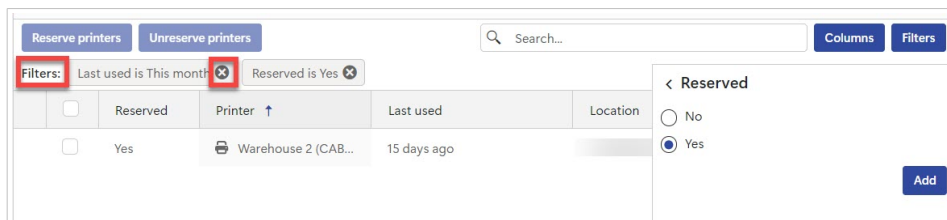
5.2. Reserving your printers in License Center

> **NOTE**
>
> Reserving your printers in License Center is enabled for Designer Pro and Designer PowerForms Suite.

Reserving your printers is optional but good practice. We recommend you reserve printers to stay within your printer seats.

Your reserved printers are always ready for printing. Reserving your printers secures your limited printer seats for printers essential to your operations and makes sure specific printers are always available to print.

To reserve your printers in License Center:

1. Go to **Printers** page. Choose the printer you want to reserve by checking the box in the left column to the printer's name.
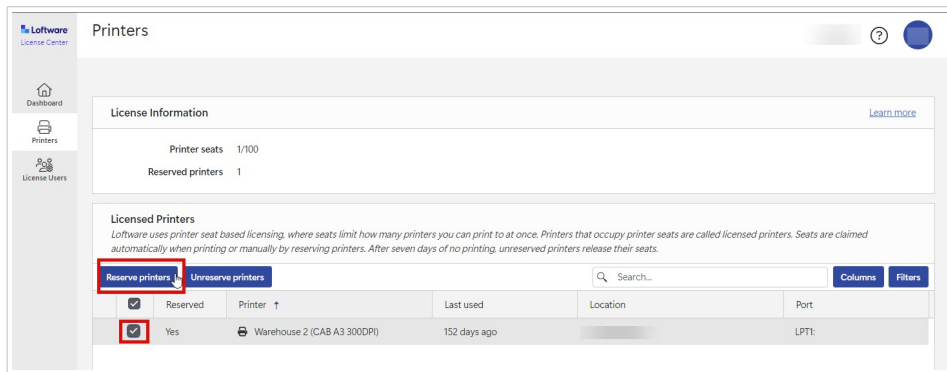
2. Click **Reserve printers**. The status of your selected printers in the **Reserved** column changes to **Yes**.

Your printers are now reserved.

You can always unreserve printers. To unreserve printers:

1. Choose the printer you want to unreserve by checking the box in the left column to the printer's name.

2. Click **Unreserve printers**. The status of your selected printers in the **Reserved** column changes to **No** and they are no longer reserved.

Unreserved printers only stay visible under **Licensed printers** for 7 days after the last printing job.

6. License users

6.1. License Users
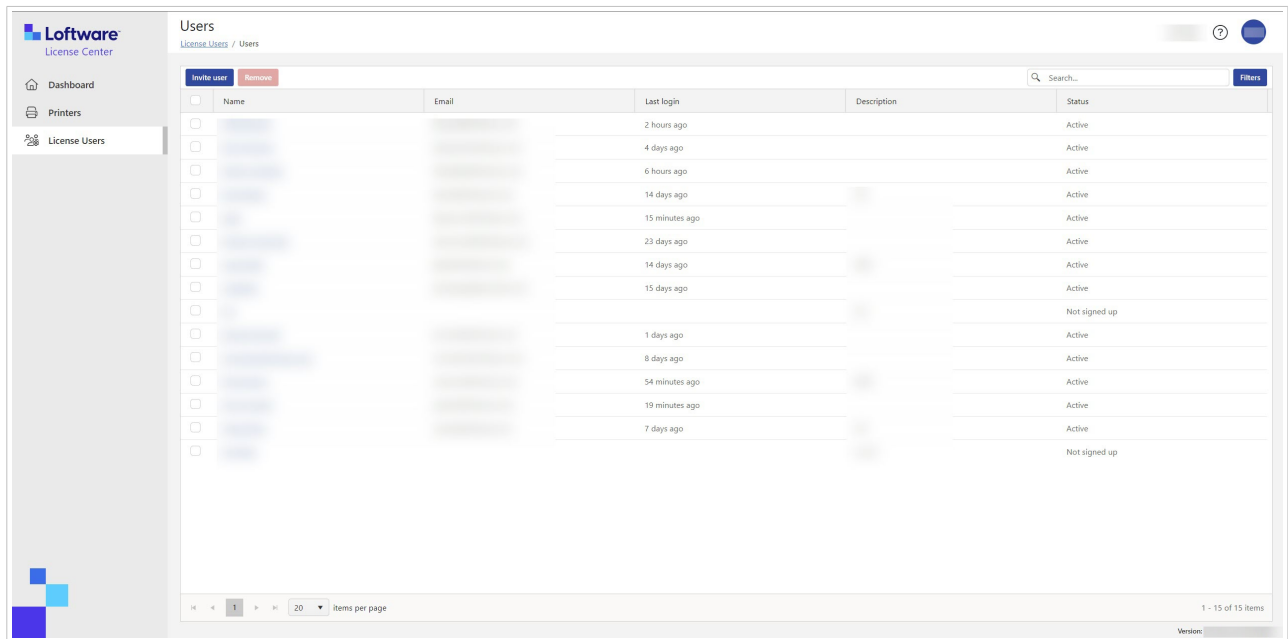
When a new subscription is created, the initial user receives an invitation e-mail to activate the subscription. After a successful sign-up, users can access License Center and invite other users.
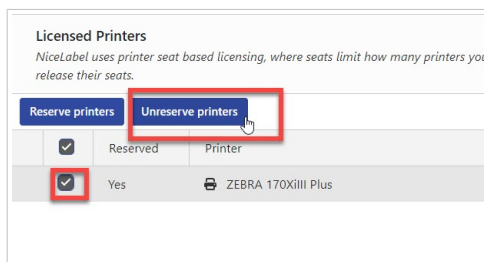
License Center users can:

- Download and install NiceLabel installations.

- View NiceLabel product and license information.

- Have an overview of licensed printers.

- Invite other users.

All users can access all License Center resources and features.
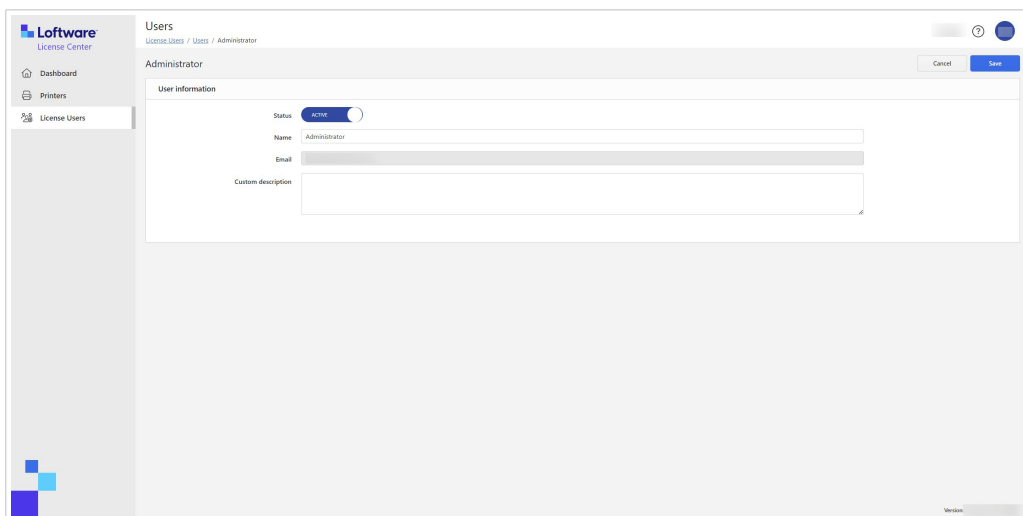
> **NOTE**
>
> LMS Pro and LMS Enterprise: **License Users** in License Center differ from **Users** in Control Center. See Users in Control Center.

License Users page overview

The **License Users** page shows the list of all users, their last logins, and their statuses.

When you click on the user's name, **User information** opens.

User information contains:

1. **Status**.

2. **Name**.

3. **Email**.

4. **Custom description**.

To save your changes to the **User information** form, click **Save**.

Inviting users to License Center

Signed-up users can invite new users. Only invite users you trust with your NiceLabel product information.

To invite users:

1. Go to the **License Users** page.

2. The **User information** form opens.

Under **Name**, enter the user's name.

Under **Email**, enter the user's email address.

> ⚠️ **WARNING**
>
> Make sure to type in the email address correctly. If the email isn't correct, you will not receive any notification about the invite not being delivered. After sending the invite to the user, you can't edit this field.

Under **Message**, enter your message. The user will receive your message in your invitation mail. Under **Custom description**, enter the user's role, for example, Warehouse print operator. You can edit this field later on.

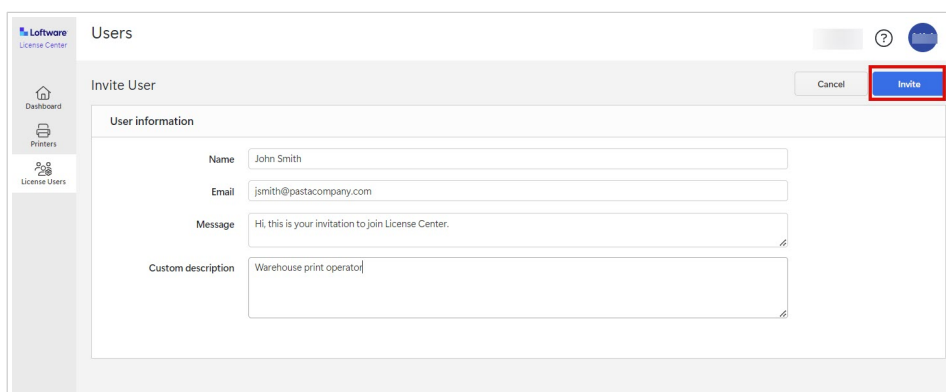> ❗ **IMPORTANT**
>
> The **Custom description** is a useful way to keep track of your users and their roles, especially when there are a lot of users. If you have trouble creating a description, consider how the user is connected with your labeling process.

3. Check your data, then click **Invite**.
   New users receive an e-mail invitation to activate their subscription account. See Activating License Center.

When the user accepts your invite, his status will change from **Not signed up** to **Active**.

Suspending users from License Center

When you suspend a user, you temporarily block him from License Center.

1. Go to the **License Users** page.

2. Under the **Name** column, click on the user's name. The **User information** form opens.

3. Toggle the button to change the status from **Active** to **Suspended**.

4. Click **Save**.

You can always change the status back to **Active**.

Removing users from License Center

To remove a user, check the box before the user **Name**, and click **Remove**.

NOTE

Be careful not to delete your own account.

If you delete your own account, ask another user to send you an invitation to License Center.

7. Glossary

7.1. Glossary

Automation

NiceLabel Automation is an application that automates repetitive tasks. Automation allows you to integrate label printing processes into existing information systems, such as various business applications, production and packaging lines, distribution systems, and supply chains.

Control Center

NiceLabel Control Center allows you to manage your labeling printing system, and helps you to monitor, analyze, and improve label printing processes in your production environment.

Desktop Designer

Desktop Designer is an application for designing and printing labels.

License

License is legal permission to use Loftware applications.

License Center

Loftware License Center is a browser-based module that allows you to download and activate your NiceLabel software.

Loftware Subscription

Loftware subscriptions are commercial relationships between Loftware and customers. In subscriptions, the customers are paying recurring fees for an ongoing service.

Loftware subscriptions are activated when companies purchase NiceLabel licenses.

Module

NiceLabel modules are different NiceLabel software: Automation, Desktop Designer, Control Center, Print, and Web Client. Some modules have different levels. The module level depends on the product edition. For example, NiceLabel Automation has three module levels: Automation **Easy**, **Pro** and **Enterprise**.

You access your product and modules with your user account.

Print

NiceLabel Print is a stand-alone application for fast and easy printing. It eliminates the need for opening labels in Desktop Designer.

Printer seat (printer-seat-based license)

Printer seats are printer usage units. With each printing to a different physical or virtual (XPS, PDF) printer, a printer takes one printer seat.

Printer-seat-based license

Multiuser licenses allow you to install NiceLabel on an unlimited number of computers. However, your license allows a limited number of printer seats. Make sure to purchase enough printer seats so enough printers are available for your print jobs.

If you exceed the number of printer seats, you get a warning on your screen and enter a "grace period" of 30 days. Your printers still print during the grace period.

If after 30 days the printer usage list contains more printers than you have printer seats on your license, Control Center purges your printer list of unused printers, reduces the number of active printers, and frees printer seats. That means that after 30 days Control Center reduces the number of available printers to match your licenses. Printer seats remain for only the most recently used printers.

Product

NiceLabel products are entitlements that contain NiceLabel modules. Variants of products are called **product editions** and they feature different levels of modules.

Product editions for non-cloud (on-premise) environments are:

- NiceLabel Designer Pro

- NiceLabel PowerForms Suite

- NiceLabel LMS Pro

- NiceLabel LMS Enterprise

You access your product and modules with your user account.

User account

A user account allows:

- Loftware to authenticate the user to our system
  and

- the user to access NiceLabel product and modules.

Don't confuse your Loftware subscription account with your NiceLabel product account, for example, Designer Pro account.

Web Client

NiceLabel **Web Client** is an application to access and use your labels, shared in Control Center.

Web Printing

NiceLabel Web Printing is a server/client based module primarily designed for label printing. Web Printing belongs to the NiceLabel Control Center module. To use Web Printing, Control Center must be installed and activated.