



iLok License Manager

- the manual

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Downloading iLok License Manager

The installer for iLok License Manager is available on the iLok.com home page or on the “iLok License Manager” page: <https://www.ilok.com/#!license-manager>



Choose the correct License Support Installer for your operating system:

- Mac OS X 10.7 (Lion) or above*
- Windows 7 (32-bit or 64-bit) or above*

**If you run your iLok-enabled software on an older operating system that does not meet the minimum system requirements, you can use another computer that does meet the requirements to manage your licenses. Installers for legacy versions of the License Support installer are available on the following page, but their use is not supported.*

<https://www.ilok.com/#!resource/legacy>

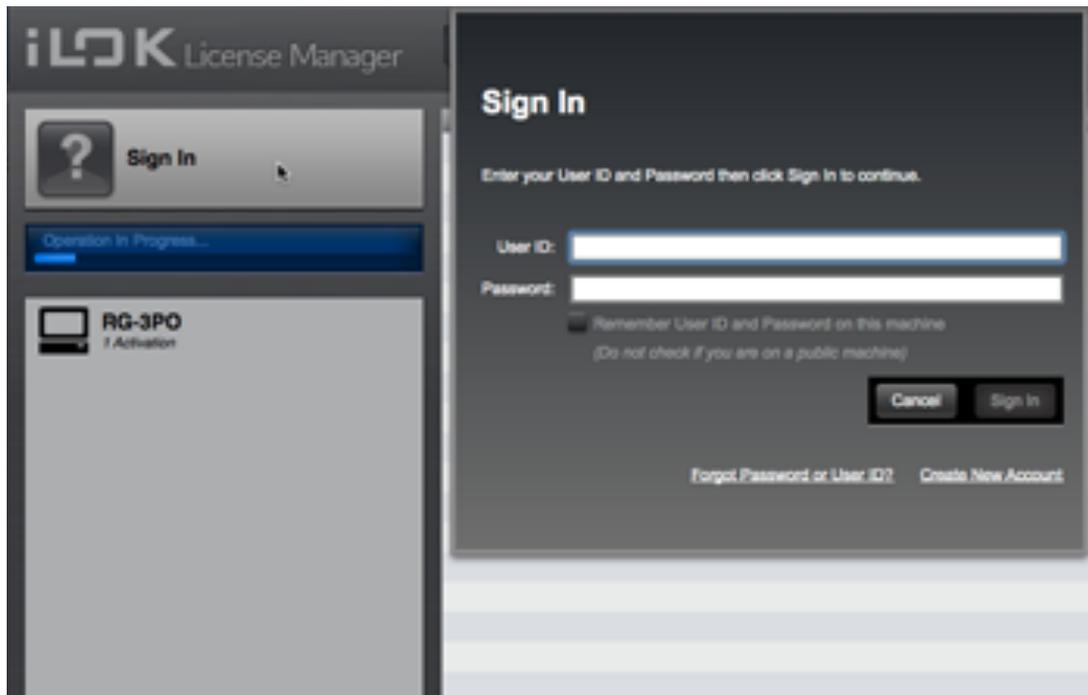
Updating From an Older Version - Be Sure to Uninstall First!

If you are updating iLok License Manager from an older version, be sure to uninstall the current version prior to installing the new one.

- Mac: The Mac License Support installer has a handy Uninstaller you can run.
- Windows: For Windows, use the Add/Remove Programs to do the uninstall. Look for the entry “PACE License Support”.

How to Sign In

Once you have run the License Support Installer, you can launch the iLok License Manager application and sign in.



Already Have an Account?

If you have an existing iLok account that you use on the iLok.com website, click on “Sign In” and enter your User ID and password.

Do You Need to Create an Account?

Only create an account if you do not already have an iLok account. If you work in a business where an account may already exist, check around with your coworkers to make sure you don't accidentally create a second account. Having more than one account can lead to charges for things that are free if all of your iLoks and licenses are managed in the same account.

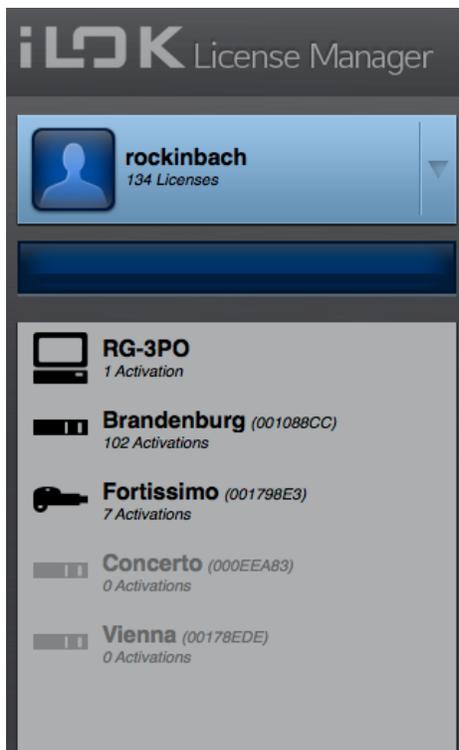
You can create an account by going to iLok.com and clicking “Create Account”.

Take a Tour of the Application

Let's take a look at the iLok License Manager application. Your screen always shows your locations on the left, the navigation and relevant action options at the top, and information grids on the right. Each item that you can select (a location, your account, a license) has a Detail pane that you can show or hide by clicking the Show/Hide Detail button.

On the Left Side of your Screen

The iLok License Manager screen has a left column that shows your account in the blue box at the top, followed by your computer, and then a list of connected activation locations followed by a list of your registered activation locations that are not currently connected.



Account:

Your account will always be at the top of the list. Clicking the gray triangle at the right of the account box will allow you to sign out.

Progress Bar / Message Area:

Under your account is a darker blue area where progress bars and messages are displayed while server operations are in progress. Do not remove attached iLoks or close the application while work is in progress.

Location List:

Under the progress bar is the location list. The first entry in the list is always the computer that you are currently using. Underneath it is a list of iLoks in this order: iLoks plugged in that belong to your account; iLoks plugged in that belong to other accounts or are not currently registered; offline (not plugged in) iLoks that belong to you.

Plugged in iLoks that are being seen by the iLok server have a dark icon and offline iLoks are grayed out. If you are ever unsure of what an icon means, just hover over it for a helpful hint. A list of [icons](#) also appears at the end of this manual.

Each iLok's icon will also show whether the iLok has Zero Downtime™ (ZDT) coverage and whether Theft & Loss Coverage is enabled on the iLok. The icon may change if a time-sensitive deadline is approaching. You can always hover over an icon to get more information on what it means.

At the Top of Your Screen



Account View:

When you select your Account as the active view, the top of your screen shows five tabs to choose from. If you don't see them, widen the application window until they are visible.

- **All Licenses:** a list of all licenses in your account that are not hidden
- **Available:** a list of licenses that you can activate to a location (iLok or, in some cases, a computer if the software publisher allows it)
- **All Activations:** a list of all licenses that you have activated to a location. This list also shows which locations the licenses are on.
- **Unavailable:** a list of licenses that have expired, been surrendered, or been transferred to another User account
- **Hidden:** a list of licenses that you have chosen to hide

Licenses listed in **bold type** are licenses that you haven't viewed (clicked on) in the iLok License Manager.

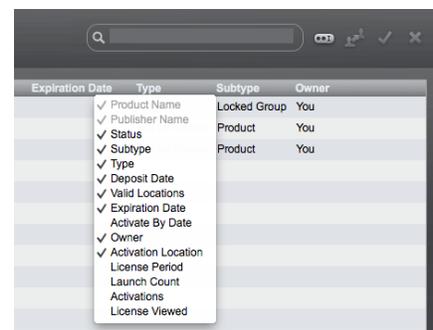
To the right of the account view selector is a Search field, followed by an icon menu for the following operations which are described later in this manual:

	Redeem an Activation Code
	Transfer a License to another User
	Activate Selected License
	Deactivate Selected License

Use the Search bar to filter your list of licenses by any of the information in the list such as Product Name, Deposit Date, Publisher, etc.

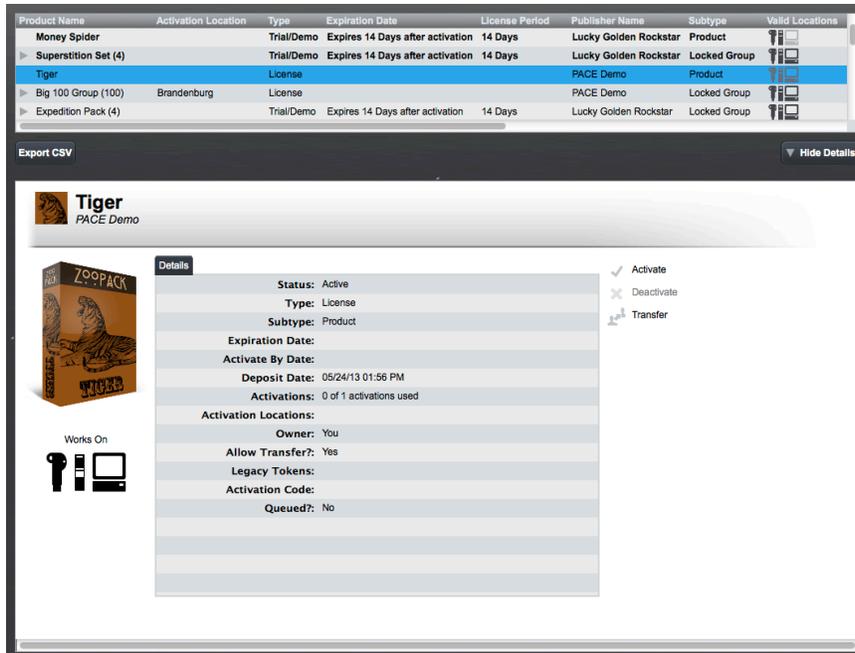
You can customize the columns that are shown in the list of licenses. Simply right click in the gray table header where the column names are and choose what you would like to see.

You can also rearrange the columns by clicking the column name and dragging it to a new location.



On the Right Side of Your Screen

The right side of your screen shows the contents and details about what you have currently selected (a location or your account) in the location list on the left of your screen.



Show Details or Hide Details will open or close the Detail Pane

The grid at the top shows the contents of the currently selected item in your location list. This can be your account, your computer, or an iLok.

You can use the Show/Hide Details button to open or close the Detail Pane.

Detail Pane: The detail pane shows you information about the selected item and has links to allow you to work on it.

- **Your account:** You can see your iLok account information, how many licenses you have, and find links to go to iLok.com to edit it or to use our support resources.
- **Your computer:** You can see your basic account information, how many licenses have been activated to your computer, and your computer's Location ID.
- **Your iLok:** You can see the iLok's serial number, name, description, and you can edit some of these fields if the iLok belongs to you. You'll also find the status of your Zero Downtime™ subscription and be able to manage your Theft & Loss Coverage settings as well. Theft & Loss Coverage is a new service that allows us to replace your licenses when a Lost or Stolen iLok RMA is placed. See iLok.com for detailed information on these coverages. There is also a 'Sync/Repair' button and a link to iLok.com for support resources.

- **A License or Group:** These will have detailed information about the product and your license, including the types of locations the license will work on, any date or time limitations, the original deposit date of the license (it does not change even if you bought it from another User), and other important information. You'll find links to Activate, Deactivate, and Transfer the license and a link to the software publisher's website.



Managing Your iLoks and Licenses

The iLok License Manager allows you to easily manage your iLoks and Licenses. Now that you've seen how the application is laid out, let's take a look at how to manage your locations (iLoks and computers) and your licenses.

Registering an iLok

Once you've signed in, connect your iLok(s). If an unregistered iLok is connected, a pop-up will appear asking if you would like to add the iLok to your account; select "yes". The iLoks will be registered to your account. The iLok(s) will no longer appear grayed out in the left hand navigation column.

Activating a License

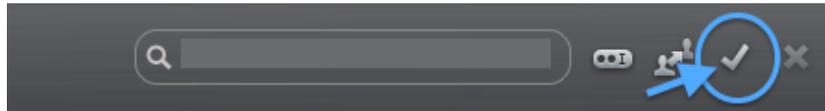
Activating a license means that you will be placing the license on a location (iLok or computer) so that you can use the license to authorized the associated software. Start by clicking on your Account and the "Available" tab. This view will show all licenses in your account that are eligible for activation, and will show you the location types (1st or 2nd generation iLok, computer) to which you can activate the license. Licenses in **bold type** are ones you have not yet clicked on to see their Details.

The screenshot shows the iLok License Manager interface. At the top left is the iLok logo and "License Manager". To the right are four tabs: "All Licenses (132)", "Available (27)", "All Activations (105)", and "Unavailable (0)". On the left side, there is a user profile for "rockinbach" with "132 Licenses". The main area displays a table of licenses with columns for "Product Name", "Activation Location", "Type", and "Expiration Date".

Product Name	Activation Location	Type	Expiration Date
Giraffe		License	
Green Thumb		License	
Horseshoe		License	
Money Spider		Trial/Demo	Expires 14 Days after activatic
Superstition Set (4)		Trial/Demo	Expires 14 Days after activatic

There are five ways to activate (download) a license:

- **Drag and drop:** Click on a license to select it, then drag the license you wish to activate onto the desired activation location and drop it.
- **Context menu:** Right-click the license you wish to activate and select “Activate”, select a location, and then click the “Activate” button.
- **Icon menu:** Select the license you wish to activate by clicking on it, then click on the check mark in the top right corner of the iLok License Manager window, select a location, and click the “Activate” button.



- **From the Detail pane:** Select the license you wish to activate by clicking on it, then if you don't already have the Details pane open, click on “Show Details”. Click the “Activate” link, select a location, and then click the “Activate” button.
- **Application menu:** Select the license you wish to activate by clicking on it, go to the Licenses in the menu bar, and select “Activate”.

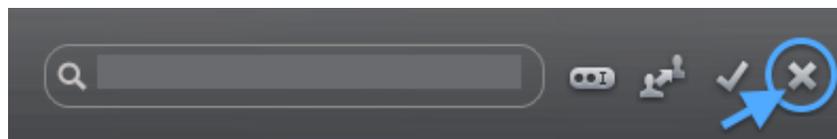
Deactivating a License

Deactivating a license means that you are moving the license from an activation location back to your account. There are five ways to deactivate a license:

Drag and drop: Click on a license to select it, then drag the license you wish to deactivate back to your Account (User ID) and drop it.

Context menu: Right-click the license you wish to deactivate and select “Deactivate”.

Icon menu: Select the license you wish to deactivate by clicking on it, then click on the X in the top right corner of the iLok License Manager window.



From the Details pane: Select the license you wish to deactivate by clicking on it, then if you don't already have the Details pane open, click on “Show Details”. Click the “Deactivate” link.

Application menu: Select the license you wish to activate by clicking on it, go to Licenses in the menu bar, and select “Deactivate”.

Moving Your Activated Licenses

An activated license is one that has been placed on an iLok or a machine location (computer). Moving an activated license is really just deactivating it from the current location and activating it to the new one. There are four ways to move an activated license. Start in the “All Activations” tab; this tab will show you all of your activated licenses and their current location(s).

Drag and drop: Click and drag the license you wish to move, then drop the license on the desired activation location.

Context menu: Right-click the license you wish to move and click “Activate”; select the new location and click “Activate”. Your license will be deactivated from its current location and activated in the new location.

Icon menu: Select the license you wish to move by clicking on it, then click the check mark in the top right corner of the iLok License Manager window, select a location, and click the “Activate” button. Your license will be deactivated from its current location and activated in the new location.

From the Details pane: Select the license you wish to move by clicking on it, then if you don’t already have the Details pane open, click on “Show Details”. Click the “Activate” link, select the new location, and click “Activate”. Your license will be deactivated from its current location and activated in the new location.

Transferring Licenses to A Different User Account

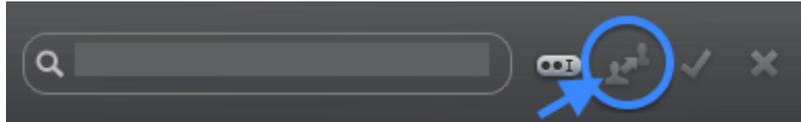
Transferring a license to a different user account transfers the license and its associated rights to that new account. Please note that this is **NOT** the same thing as moving a license from one iLok to another within the same account. License transfers carry a fee to cover the cost of the license transfer and associated notifications that are made. Moving licenses within your account is free. If you are just trying to move a license from one location to another within your same account, see the information on [Moving Licenses](#).

When transferring a license, you will be asked to confirm your account information by signing in again. This protects you if you leave your account signed in where others can access your computer. During a transfer, you are asked to enter the User ID of the other account that you are transferring the licenses to; be careful when entering the destination User ID as transfers are irreversible.

There are three ways to transfer a license from your iLok account to a different iLok account:

Context menu: Right-click the license you wish to transfer and select “Transfer”.

Icon menu: Find the license you wish to transfer and select it by clicking on it. Next, click on the transfer icon in the top right corner of the iLok License Manager window.



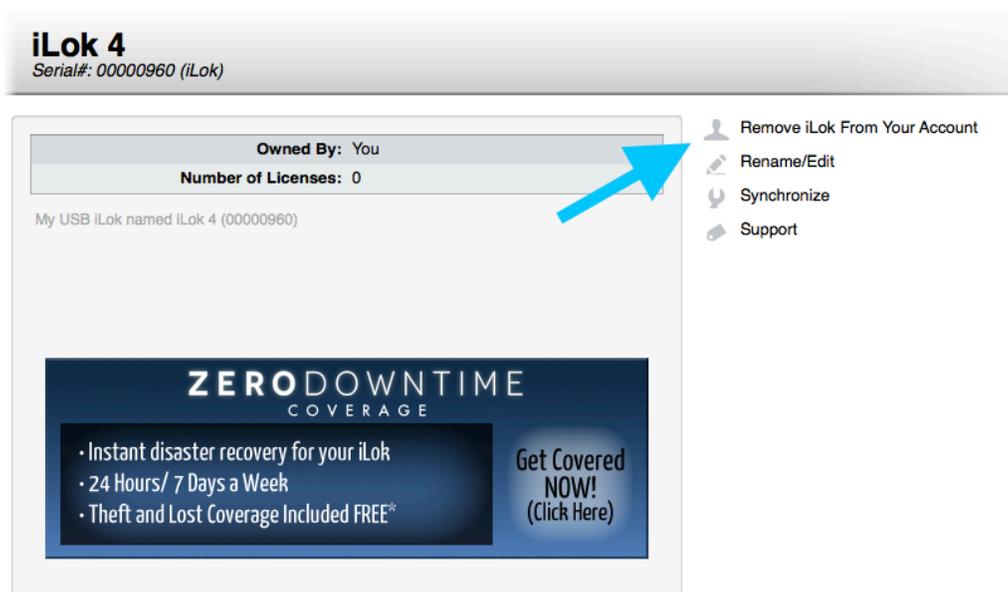
From the Details pane: Find the license you wish to transfer and select it by clicking on it, then if you don't already have the Details pane open, click on “Show Details”. You can then click on “Transfer” to start the process.

Removing an iLok From Your Account

Your iLok must be empty in order to be eligible for removal from your account. Please note that removing an iLok from your account will cancel any remaining Zero Downtime coverage. If your iLok is eligible for removal, you can remove it from your account using one of two methods:

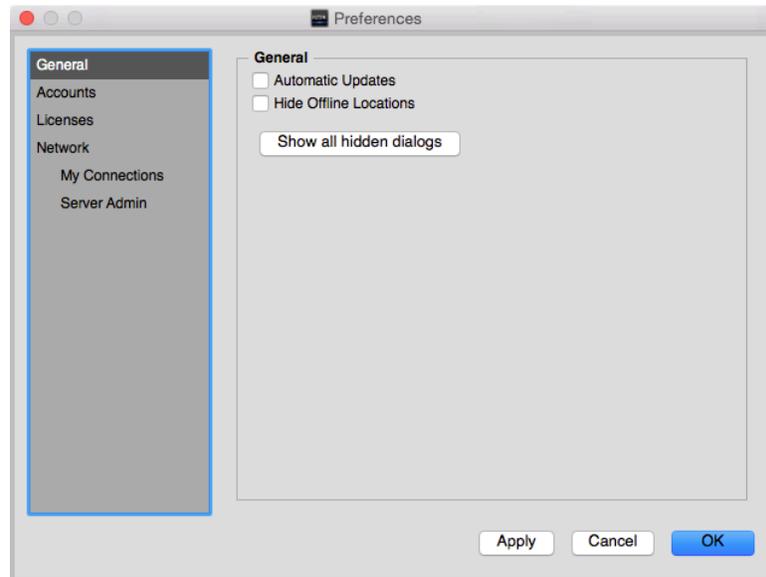
Context menu: right-click the iLok you wish to remove in the left-hand location list and select “Remove iLok From Your Account”.

From the Details pane: select the iLok you wish to remove and if you don't already have the Details pane open, click on “Show Details”. You can then click on “Remove iLok From Your Account”.



Preferences

The iLok License Manager application allows you to specify certain preferences, including network settings that can allow you to use licenses being shared on your local area network. Basic preference settings are explained below. More information on network preferences is covered in [Setting Your Network Preferences](#). To find Preferences on Mac OS X, click on iLok License Manager in the menu; on Windows, click on File.



General

On the General tab, you may choose to automatically check for updates to the application and to hide your offline locations. If you've hidden any of the dialogues that appear during or after certain operations, you can use the "Show all hidden dialogs" button to turn them back on.

Accounts

If you are signed in, you will see your account information on the Accounts tab. There is also a link to change your account information on the iLok.com website and a button to clear stored password data if you have saved any.

Licenses

The setting on this tab allows you to hide all unavailable licenses (expired, surrendered, transferred).

Network Licenses

Network licenses allow you to use a license that is being shared by a license server on your network to authorize compatible protected software on your computer. This portion of the manual covers how to configure your computer to use licenses being shared on your network.

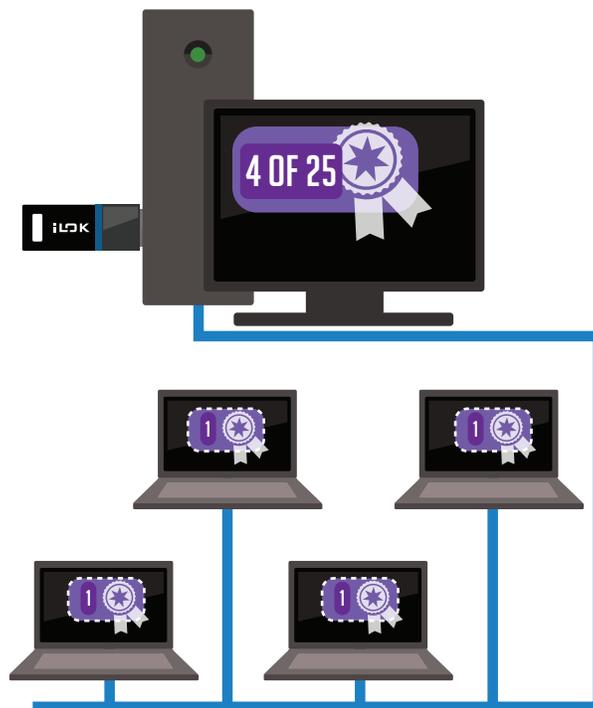
In order to use a shared license, you will need the following:

- A networked computer.
- A version of the protected software that can be authorized by a shared network license (this might not be the same version of the software that you use with a personal license.)
- For Private Servers, you will need information about the server from the Server Administrator.

There is a [glossary](#) at the end of this document that defines selected terms used in this document.

How Network Licenses Work

A license server can share special types of licenses across a network to other computers who need to authorize the protected software to run.



In the illustration above, the license server with the iLok plugged into it is serving up a license across the network, and 4 computers are each using 1 of the available 25 seats.

You don't have to be a networking whiz to connect to a license server on your network. Zero-configuration standards have been used so that connecting to the server is easy to do. Once you make your connection to the license server, you will be able to use any available licenses that the server is sharing. In order to use network licenses, you will need to have version 2.5.0 or later of License Support.

About License Servers

The administrator of a license server on your network can set their server to be either **private or public**. Private servers do not broadcast their presence, so you need to explicitly add them your connections list. Public servers do broadcast their presence, so you can connect to them more easily because they will already show up in your connections list.

For a public or a private server, the administrator may also require some information from you prior to you being allowed to use licenses that they are sharing. These items may include a server password and potentially some identity information from you, such as your name, email address, or phone number. Identity information may be required so that the administrator can contact you in case you are using a license and they need to turn the server off or end your session for some reason.

Enabling Network Licenses on Your Computer

In order to use a license that is shared on your network, you need to enable network licenses on your computer. You can do this in a couple of ways.



During a Software Launch

Depending on the protected software you are launching, you may see the following information on the software's splash screen. Just click on Yes to set your computer to take advantage of shared

licenses on your network.

After you click Yes, if a license for the product is available on your computer, on an iLok plugged into your computer, or is available on a license server on the network, then the software will launch.

ZERO-CONFIGURATION: IF THE SERVER DOESN'T REQUIRE A PASSWORD OR ANY IDENTITY INFORMATION, THEN YOU'RE ALL SET! THERE'S NOTHING ELSE TO DO.

If you chose "No" you can always use iLok License Manager's Preferences to set your computer to look for licenses on your network later on. You will also need to use iLok License Manager to set up a connection to a private license server that doesn't show up when browsing your network, or to a public server that does show up when browsing but is password protected.

Using iLok License Manager Preferences



You can also enable network licenses using the iLok License Manager application. Launch iLok License Manager and go to the Preferences section. To find Preferences on Mac OS X, click on iLok License Manager in the menu; on Windows, click on File. Your network connections can be viewed and configured in Preferences.

Setting Your Network Preferences

The Preferences panel has a Network section that includes two subsections:

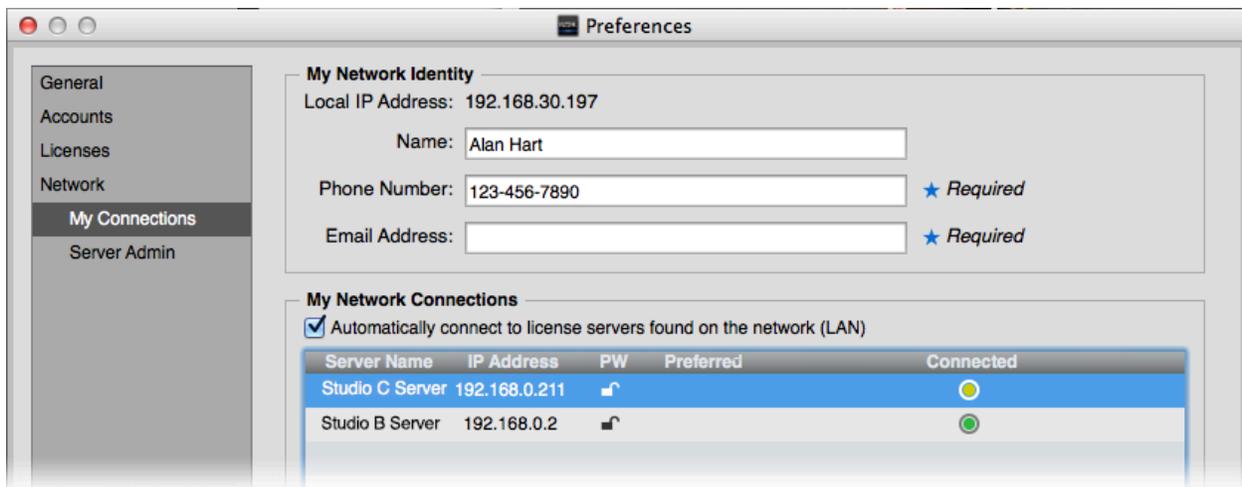
- **My Connections:** Use this section enter information on how you want to connect to licenses servers on your local network.
- **Server Admin:** This section is used by the owners of a special type of software license that has multiple seats assigned to it and can be shared with other users across a local area network. In addition to the special type of network license, in order to run a license server and share licenses with other computers, you will need a license for a product called iLok Server. Licenses for the iLok Server product can be purchased from software publishers who also support and sell network licenses for their products. More information on running your computer as a license server is available in a separate document [Network License Administrators Guide](#).

My Connections

If you are on a network where someone is running a license server and sharing special network licenses, you can set up your computer to use those shared licenses.

Connecting Automatically

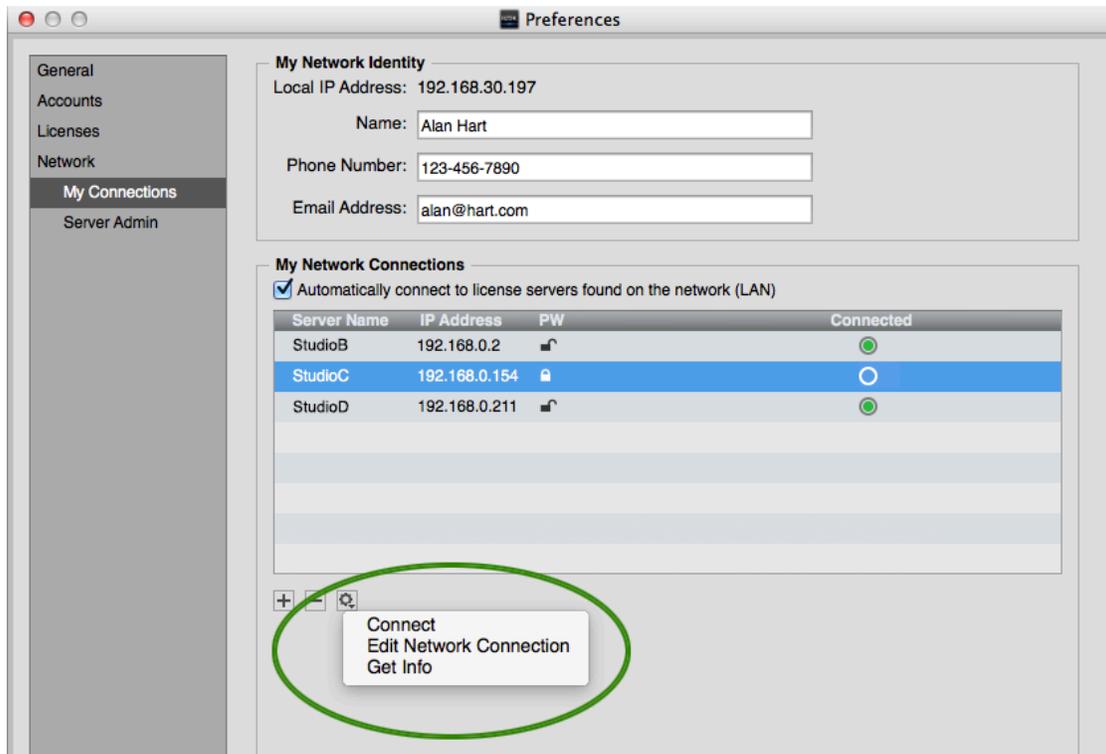
Once you've opened Preferences, click on Network, then My Connections, and then click on the "Automatically connect to license servers found on the network (LAN)" checkbox. This tells your computer to look for available license servers on your network and to try to connect to them. The list of public servers found on your network will appear below this checkbox. You'll see the server's name, IP address, and whether or not it requires a password (PW). A closed lock icon means a password is required and an open lock means no password is required.



A server that shows as connected but with a yellow icon will require some additional identity information before you can use a license that it is sharing. To find out what identity information you need to provide, click on the server in the list of your connections and then add any of the identity information that is marked as required. The illustration above is missing the required Email Address. Information in the My Network Identity section is used for all of your network connections.

Entering a Password

If you want to automatically connect to a password-protected server, you will need to provide the password. Select the connection and then click on the Edit button under the list of connections. The Edit button has a gear icon on it. Choose the Connect option and you will be prompted to enter the password. The password will be saved for future use so that you can connect automatically without even launching the iLok License Manager application.



Now that you've entered all of the information that the server requires, you can use licenses on the server whenever you are on the network. You do not need to have the iLok License Manager application running; it's okay to quit after you've set up your connection preferences.

Connecting to a Subnet

Using the "Automatically connect to license servers found on the network (LAN)" setting does not scan subnets on your local network. In order to connect to a subnet, you will need to add the connection manually using the "+" icon below the list of network connections. More information on this is included below in the section [Adding Connections](#).

Manually Adding Network Connections

If you need to use a server that is private or is password-protected, you will need to get some information from the server administrator. This may include the server's IP address or a password. The administrator can give you these details or they may choose to give you a configuration file that you can import to create the connection. Connections made to servers on a subnet or connections made to a server over a virtual private network (VPN) must also be made manually.

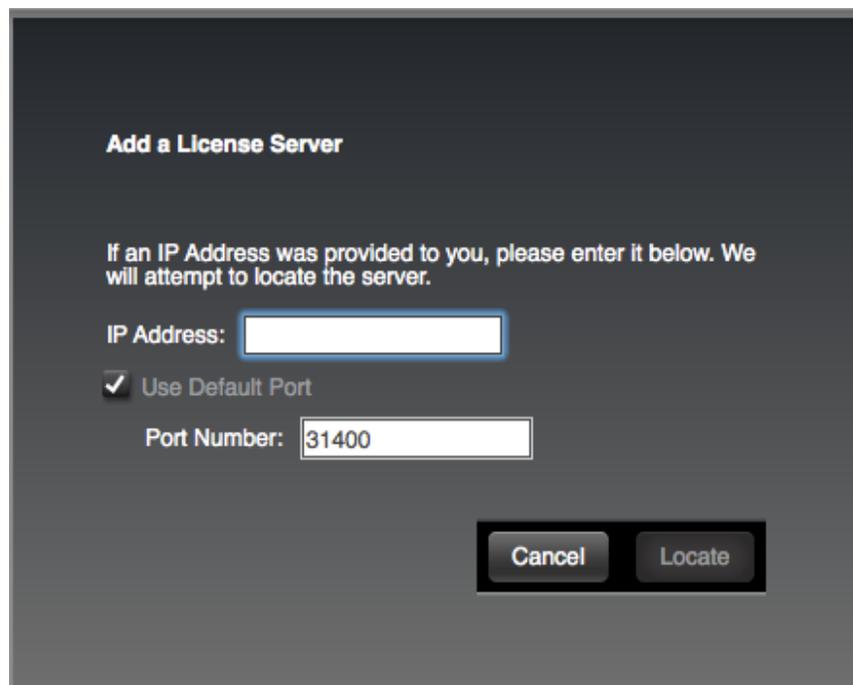
To add a server connection when the server doesn't show up in the list of discovered servers, use the Add button under the server list. The Add button has the "+" sign on it.

You will see two options:

- Add Server with IP Address...
- Add Server with Config File...

Adding a Server using an IP Address

A connection can be manually created by entering the IP address of the license server. Use the “+” button for My Network Connections on the Preferences > Network > My Connections page and choose the “Add Server with IP Address...” option.



Add a License Server

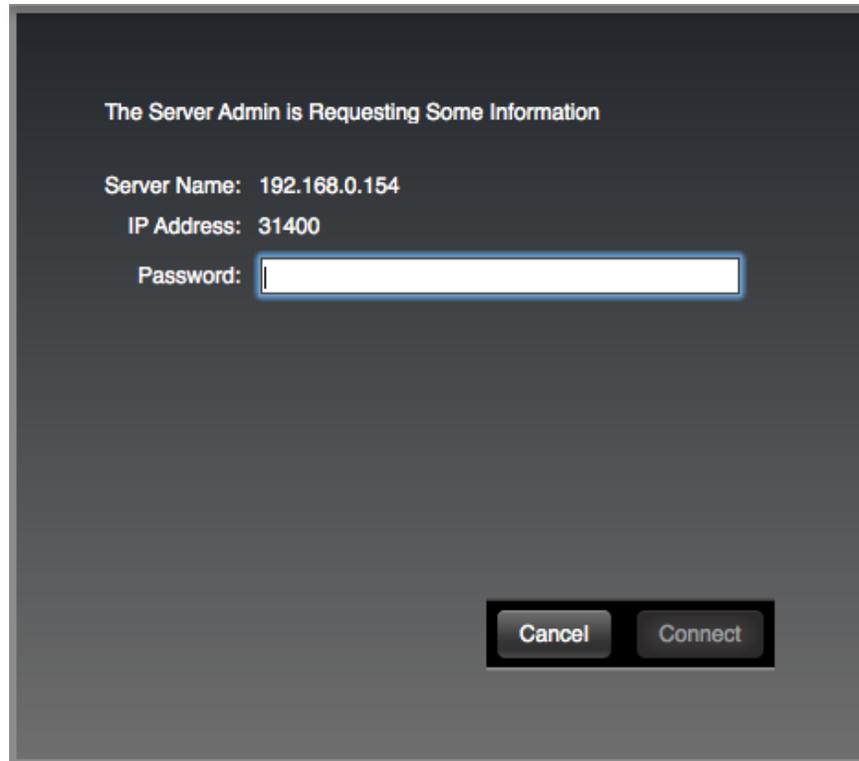
If an IP Address was provided to you, please enter it below. We will attempt to locate the server.

IP Address:

Use Default Port

Port Number:

When the IP address is entered, the iLok License Manager will attempt to locate the server. If the server is online on the same network, you will be prompted to enter any additional information that the server requires, such as your name, phone number, email address, or the server password prior to the connection being made and saved. If the server is not on the network or is offline, the connection will still be saved, but if the server requires a password or identity information you will need to use the Edit button to add the required information before you can use a license that the server is sharing.



Using a Configuration File

A server administrator might give you a configuration file that contains all of the information needed to create the connection to their server. To use the file, use the “+” button for My Network Connections on Preferences > Network > My Connections page and chooses the “Add Server with Config File...” option. The connection will be added once you browse to the configuration file and choose to import the connection.

Any connection that you create, either with a configuration file or by entering the IP address, is saved as a preferred connection. If “Automatically connect to license servers found on the network (LAN)” is checked, the license service will attempt to connect to any public server that does not require a password or identity information as well as these preferred servers when they are seen on the network.

Seeing What Network Licenses Are Available

Once you have enabled network licenses on your computer, the iLok License Manager will have both a Local and a Network tab in the location list on the left. Local will show your computer as well as any iLoks that are plugged into it or registered to your account. Network will show servers that you are connected to and the licenses that they are sharing. The “Leased By Me” column shows which licenses you are currently using.

The Studio C Server is sharing 40 seats for the product Widget Pro.

Once you have set up your network connection preferences, you do not need to have the iLok License Manager application running. Your preferences are remembered, and you will be able to use available network licenses without starting up the iLok License Manager.

If at anytime you want to see what networks you are connected to and what licenses you are using, you can launch the iLok License Manager and take a look.

Known Issues

List of known issues relating to the use of network licenses.

Virtual Private Networks

If you need to connect to a license server over a virtual private network, you will need to add the server to your My Connections list manually by either entering the IP address or using a configuration file.

Network License Glossary

Here is a list of terms that are used in this manual.

License Server: a computer that serves up shared licenses to other computers (clients) over a network

Client Computer: the consumer of a license that is shared by a license server over a network

Seat count: the count of simultaneous leases that are allowed for a shared license

Config File: a configuration file that the license server administrator can export for use by potential users of the shared licenses. The file contains all of the information that the user's computer needs to successfully add the server to the user's list of preferred connections.

iLok License Manager Icons

Icon	Description	Location
	Your host machine	Location panel
	Machine has activations that belong to you	Location panel
	Connected iLok is registered to currently signed in account	Location panel
	Offline iLok is registered to currently signed in account	Location panel
	Connected iLok is not registered	Location panel
	Connected iLok is registered to a different account (also shows when not logged in)	Location panel
	Connected iLok is disabled - see iLok Details	Location panel

Icon	Description	Location
	Connected iLok has ZDT Coverage	Location panel
	Connected iLok has ZDT and Theft & Loss Coverage	Location panel
	Theft & Loss Coverage warning - see iLok Details	Location panel
	Theft & Loss Coverage critical warning - see iLok Details	Location panel
	Connected iLok is registered to currently signed in account	Location panel
	Offline iLok is registered to currently signed in account	Location panel
	Connected iLok is not registered	Location panel
	Connected iLok is registered to a different account	Location panel
	Connected iLok is disabled - see iLok Details	Location panel
	Connected iLok has ZDT Coverage	Location panel
	Network License Server	Location panel
	Network License Server to which you have Admin rights	Location panel
	Combined view of all Network License Servers	Location panel

Icon	Description	Location
	Redeem an Activation Code	Toolbar
	Transfer Licenses to another account	Toolbar
	Activate Licenses	Toolbar
	Deactivate Licenses	Toolbar
	License is expired	Licenses grid
	License requires surrender	Licenses grid
	License has been surrendered	Licenses grid
	License has been transferred to a different account	Licenses grid
	Subscription license	Licenses grid
	Subscription license that needs to be refreshed	Licenses grid
	Subscription license that has expired	Licenses grid
	License is queued	Licenses grid
	Activate Licenses	License details

Icon	Description	Location
	Deactivate Licenses	License details
	Transfer Licenses to another account	License details
	Complete the delivery of a license requiring surrender	License details
	Software publisher URL	License details
	Software product URL	License details
	Visit Support	Location details, Account details
	Rename/Edit	iLok details
	Synchronize	iLok details
	Register this iLok to your account	iLok details
	Remove iLok from your account	iLok details
	Create New Account	Account details - Not signed in
	Edit Account Information	Account details - Signed in

Keyboard Shortcuts & Accessibility

Many keyboard shortcuts were added in version 2.6.0 to significantly improve accessibility and voiceover support. Keyboard shortcuts can help you quickly navigate through the iLok License Manager application.

Mac	Windows	Action
⌘+1	Ctrl+1	Selects the Account view and highlights the All Licenses tab.
⌘+2	Ctrl+2	Selects the Account view and highlights the Available Licenses tab.
⌘+3	Ctrl+3	Selects the Account view and highlights the All Activations tab.
⌘+4	Ctrl+4	Selects the Account view and highlights the Unavailable tab.
⌘+5	Ctrl+5	Selects the Account view and highlights the Hidden tab.
⌘+6	Ctrl+6	Selects the Licenses grid for the currently chosen location or view. Use the up and down arrows to navigate the list.
⌘+L	Ctrl+L	Location list - Local locations. Use the up and down arrows to navigate the list.
⌘+N	Ctrl+N	Location list - Network locations (if enabled). Use the up and down arrows to navigate the list.
⌘+I	Ctrl+I	Opens the Details pane if it is not already open and moves focus to it with the currently selected item displayed. Use the up and down arrows to navigate.
⌘+Shift+I	Ctrl+Shift+I	Closes the Details pane and returns focus back to the previous item.
⌘+S	Ctrl+S	Shows a previously hidden license.
⌘+Shift+S	Ctrl+Shift+S	Hides a license.
⌘+Shift+F	Ctrl+Shift+F	Puts cursor in the search bar. Does not clear a previously entered search term. Use ⌘A to select all, then Delete to clear the search bar.
⌘+Shift+A	Ctrl+Shift+A	Activate - opens the Activate dialog if one or more licenses are currently selected.
⌘+Shift+D	Ctrl+Shift+D	Deactivate - opens the Deactivate dialog if one or more activated licenses are currently selected.
⌘+Shift+T	Ctrl+Shift+T	Opens the Transfer to a different account dialog for the selected license(s).
⌘+Shift+R	Ctrl+Shift+R	Sets focus to the Redeem an Activation Code field.

To turn voiceover on or off in Mac OS X, press $\text{⌘}F5$. When using voiceover, you should edit your Keyboard Shortcut settings in the Mac OS X System Preferences to allow tabbing through all controls and not just the default set which is text boxes and lists only.

Sample Operations Using Keyboard Shortcuts

Here are several examples of how to do common operations using keyboard shortcuts. Mac OS X shortcuts are included. Windows users: be sure to substitute the Windows equivalent shortcut.

1. Sign in and activate a license

- Launch iLok License Manager
- $\text{⌘}+1$ to sign in
- $\text{⌘}+2$ to select the available licenses
- Down arrow to select a product from the available list
- $\text{⌘}+\text{Shift}+A$ to activate
- Use the tab key to navigate the Activation dialog and select the license location, then select the Activate button

2. Deactivate a license

- $\text{⌘}+L$ to go to the locations list
- Down arrow to select the location
- $\text{⌘}+6$ to go to the licenses for the selected location
- Down arrow to select the license(s) to deactivate
- $\text{⌘}+\text{Shift}+D$ to deactivate
- Use the tab key to navigate the Activation dialog and select the license location, then select the Activate button

3. Get details on an available license

- $\text{⌘}+2$ to select the available license list
- Down arrow to select a license
- $\text{⌘}+I$ to go to the details view
- Down arrow to access the details of the license
- Tab to access the image that indicates where you can install the license
- Tab again to activate or deactivate buttons for the license
- To close the details view, use $\text{⌘}+\text{Shift}+I$

4. Search or filter the license list

Entering text in the search bar filters the results shown in the licenses grid. You can filter your list of licenses by any of the information in the grid such as Product Name, Deposit Date, Publisher, etc.

You can filter the license list that is displayed for your account views or the license list that is displayed for the locations in your location list.

For your account, the search term is maintained as you switch from one account view to another, such as from All Licenses to Available, etc. Repeating the **⌘+Shift+F** keyboard shortcut does not clear a previously entered search term. Use **⌘A** to select all, then Delete to clear the search bar.

For location views, the search term is cleared as you switch from one location to another. Licenses for offline locations do show up in the licenses grid, so filtering the list is available even if the location is not online.

Search is available once you are signed in to your account. If you enter text in the search field before signing in, it is cleared once you sign in.

Find a specific license to activate

- **⌘+2** to select the available license list
- **⌘+F** to search available licenses
- Enter search criteria
- **⌘+2** to go back to the now filtered available license list
- Use down arrow to navigate to desired license
- **⌘+Shift+A** to activate

Find all licenses on an iLok

There are a couple of ways you can find all of the licenses that are on a specific iLok. You can go to that iLok in the location list and then review the licenses in the licenses grid, or you can go to your account view and select the All Activations tab. Entering the name of the iLok in the search box will show the list of licenses activated to it in the licenses list.

- **⌘+I** to go to the details view
- Down arrow to access the details of the license
- Tab to access the image that indicates where you can install the license
- Tab again to activate or deactivate buttons for the license
- To close the details view, use **⌘+Shift+I**