

Quick Start Guide for Assigning Users for Subscription Licenses in Trimble License Manager



Welcome to Trimble Field Link!

Create a Trimble ID to get started.

Dear Customer,

[Redacted] has invited you to join Trimble Field Link. You'll need to first create a Trimble ID to get started.

[Click here](#) to accept the invitation. This link will expire in 30 days.

Thanks,
The Trimble Team

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Trimble Inc., 10368 Westmoor Drive
Westminster, CO 80021

Once any subscription license has been purchased from a Building Point or Trimble the user will receive an email from Trimble.

This email will invite the user to create a Trimble ID.

Here is a link for detailed instructions fro creating a Trimble ID-
<https://help.trimble.com/s/article/How-do-I-create-an-account>

Hello Michael ,

Your Trimble® Field Link termed subscription order has been processed and assigned to your account.

To manage or share licenses you administer

Use Trimble License Manager to add, assign or remove users for Trimble Field Link and other Trimble products.

[Visit License Manager](#)

If you need assistance

Contact your Trimble Distributor, or check out the information on the Trimble Field Link subscription online help.

Thanks,

The Trimble team

After the Trimble ID is created, the email address that was used for the purchase will receive an invitation to License Manager.

Select the blue “Visit License Manager” icon to enter License Manager. A separate browser tab will open.

The person whose email was entered in for the purchase will become the **License Manager Administration** person.

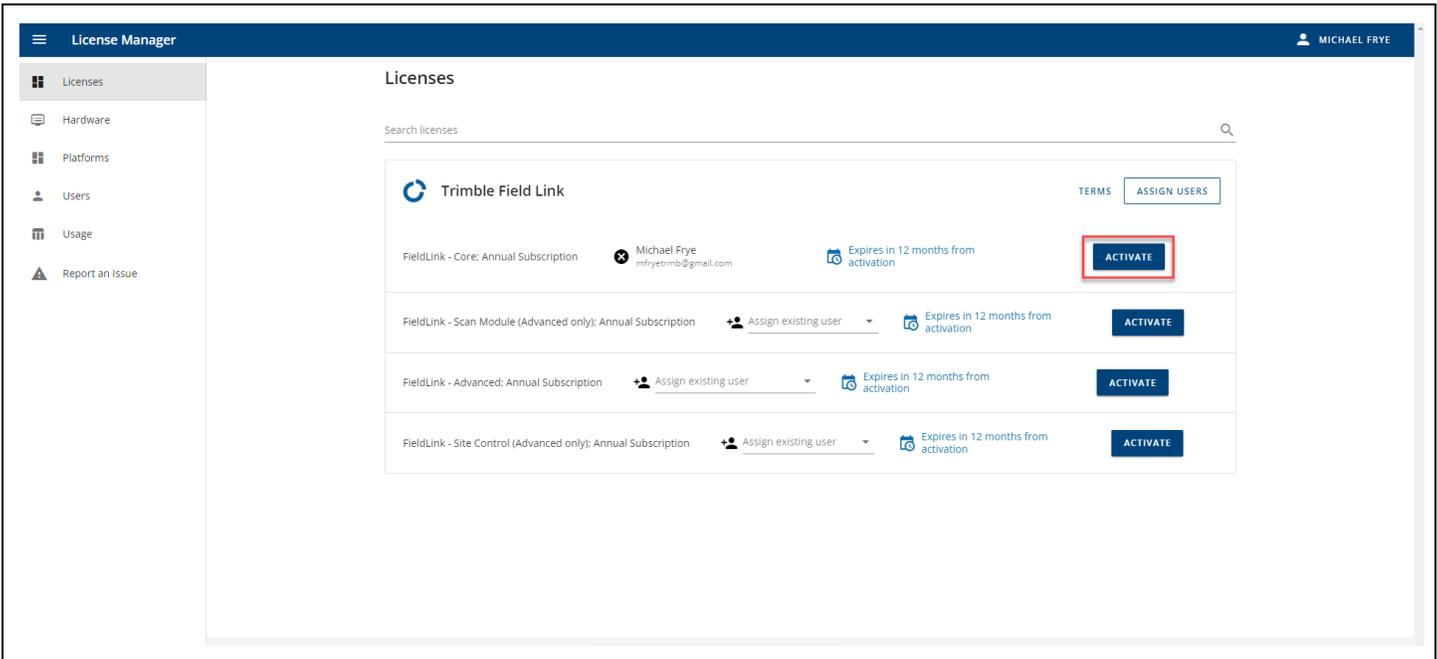
The screenshot shows the 'License Manager' interface. On the left is a navigation menu with 'Licenses' selected. The main area displays a list of licenses under the heading 'Licenses'. The first license is 'Trimble Field Link' with a sub-entry 'FieldLink - Core: Annual Subscription'. This entry shows the administrator's name 'Michael Frye' and email 'mfryetrm@gmail.com' assigned to it. To the right of this entry is a calendar icon indicating 'Expires in 12 months from activation' and a blue 'ACCEPT TERMS' button. Below this are three other license entries, each with an 'Assign existing user' dropdown menu and an 'ACCEPT TERMS' button.

1. Under the **Licenses** tab on the right column, the user will be able to view subscription license purchases and make assignments to license Users.
2. The email that was used to enter the subscription purchase will have the administrator name displayed in the upper right hand corner.
3. Upon opening License Manager, the first license on the list of the purchase block will automatically have the Administrator name assigned to this license. This can be changed to assign the license to another user.
4. To begin the license assignment process, the administrator must select **ACCEPT TERMS**

The screenshot shows a 'Terms' dialog box. The text inside reads: 'These are the general terms and conditions and end user license agreement (collectively, the "Terms of Use" or "TOU") that apply to the software based services (the "Services") proprietary to Trimble Inc. and its affiliates ("Trimble", "we" or "us") and offered and made available through Trimble portals (the "Sites") to businesses and professionals. You, any legal person you are representing (collectively, "you" or "Customer") and/or the personnel associated with your business will be granted access to use the "Service" for your internal business purposes, conditioned upon your purchase of one or more Service subscription(s) (each a "Service Subscription"), which may allow a user to access the Service and/or a Device (as defined below) to connect to the Service, after your acceptance of these TOU. Acceptance of the TOU may be declared by submitting an order for Service Subscriptions, purchasing Service Subscriptions through an online store, signing of a purchase form, finalizing a registration process (which may involve clicking "OK" or a similar button, installing a software program that automatically connects to the Service, or accessing the Service with access credentials and password. Your acceptance of these Terms of Use constitutes a binding, legal agreement between you and Trimble. USE OF THE SERVICE AND THE SITE ARE OFFERED TO YOU CONDITIONED UPON YOUR ACCEPTANCE OF THE TOU WITHOUT ANY MODIFICATIONS. THE TOU CONTAIN DISCLAIMERS OF WARRANTIES AND LIABILITY (See Sections 5.4, 10, 11, 12 and 14.1 below). THESE PROVISIONS FORM AN ESSENTIAL PART OF OUR BARGAIN. Service Terms of Use & End User Service Agreement Trimble Inc./Trimble Europe BV- 2/3/2014 1 Application Services 1.1 General Description. The Service is an application software -based service. The Service application software is designed to gather and process data and

At the bottom of the dialog box, there is a checkbox labeled 'I accept these terms' and an 'OK' button.

The Administrator must check the box next to "I accept the terms" and then select **OK** to accept the terms.



After the terms are accepted the **ACTIVATE** tab will appear. The administrator must select **ACTIVATE**, to begin subscription activation.

Note: The request to ACCEPT TERMS will only be asked the first time a subscription license is purchased.

Note: Trimble Connect AR + MR and Trimble Connect Business & Business Premium will be automatically activated upon opening License Manager and export date will be displayed, thus ACCEPTING TERMS and ACTIVATE are not required.

Activate subscription?

Activation will activate more than one subscription if this subscription was purchased in a block with other subscriptions. Subscriptions in the same block are grouped together.

CANCEL **ACTIVATE**

Note: All licenses will be activated that were purchased on the same order or block will be activated at this time and will have the same expiry date. If the administrator does not want to activate all licenses at the same time and wishes to activate licenses at different times, then make additional orders to split up the purchase.

Administrator will select **ACTIVATE**

License Manager | MICHAEL FRYE

Licenses

Search licenses

- Trimble Field Link

License Name	Action	Expiry
FieldLink - Core: Annual Subscription	Assign existing user	April 6, 2023
FieldLink - Scan Module (Advanced only): Annual Subscription	Assign existing user	April 6, 2023
FieldLink - Advanced: Annual Subscription	Assign existing user	April 6, 2023
FieldLink - Site Control (Advanced only): Annual Subscription	Assign existing user	April 6, 2023

PRIVACY POLICY | TERMS OF USE
VERSION 3.24.0 | © COPYRIGHT 2022, TRIMBLE INC.

All licenses in a block will display the same Expiry date.

License Manager | MICHAEL FRYE

Users

IMPORT USERS | **+ CREATE USER**

Search users

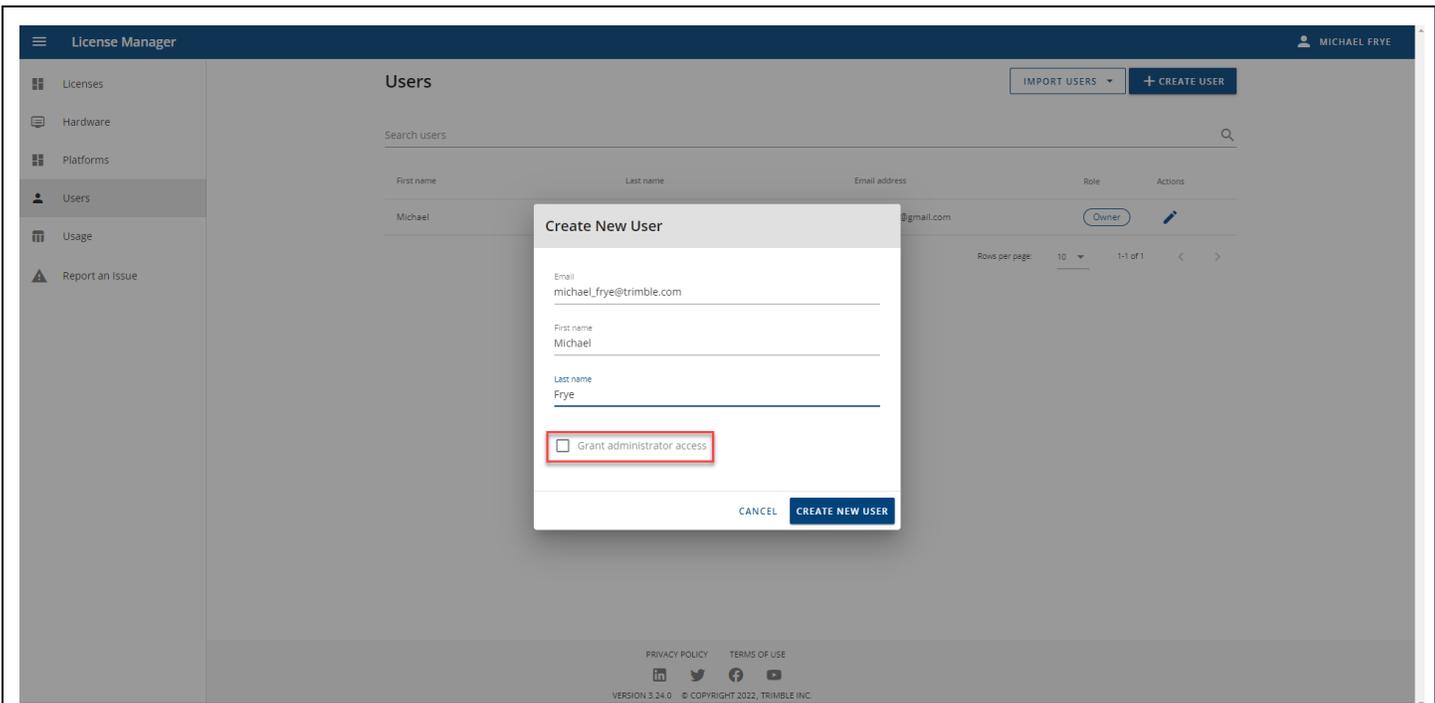
First name	Last name	Email address	Role	Actions
Michael	Frye	mfryetrb@gmail.com	Owner	

Rows per page: 10 | 1-1 of 1

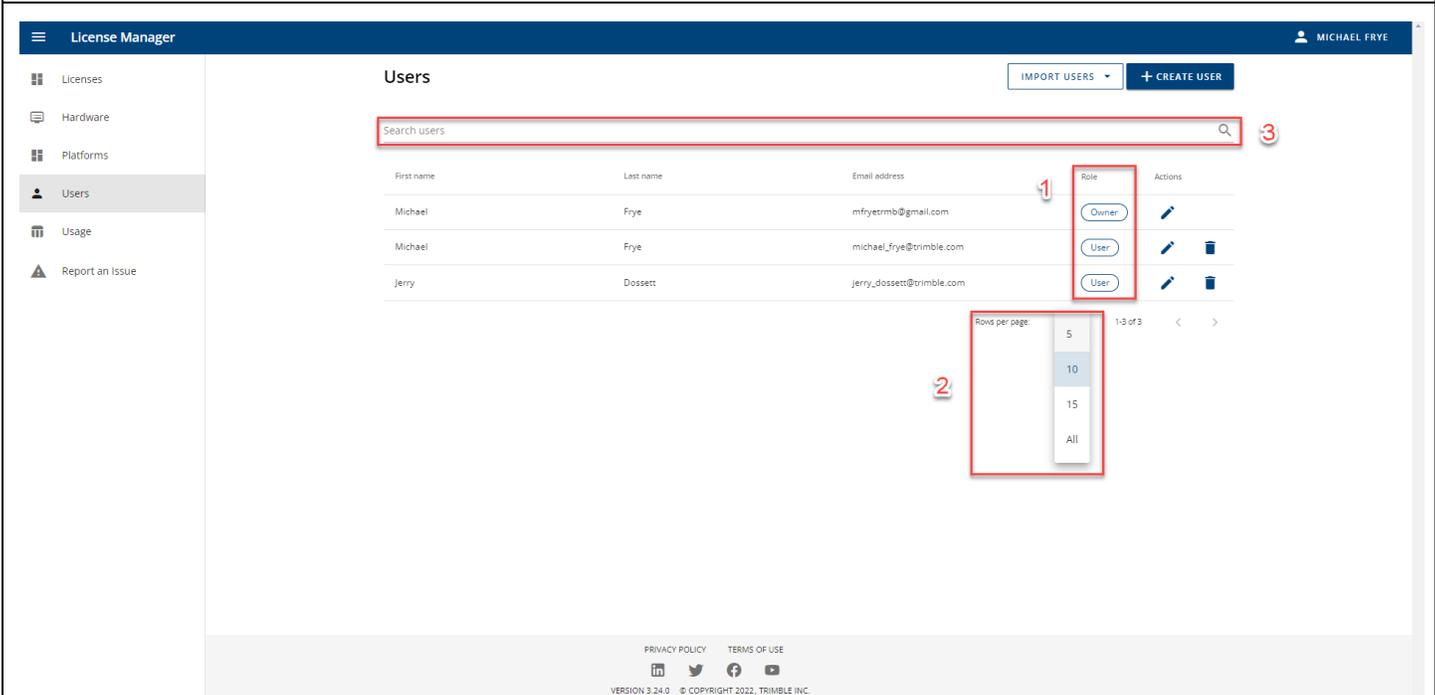
PRIVACY POLICY | TERMS OF USE
VERSION 3.24.0 | © COPYRIGHT 2022, TRIMBLE INC.

<https://license-manager.test.bussys.trimble.com/users>

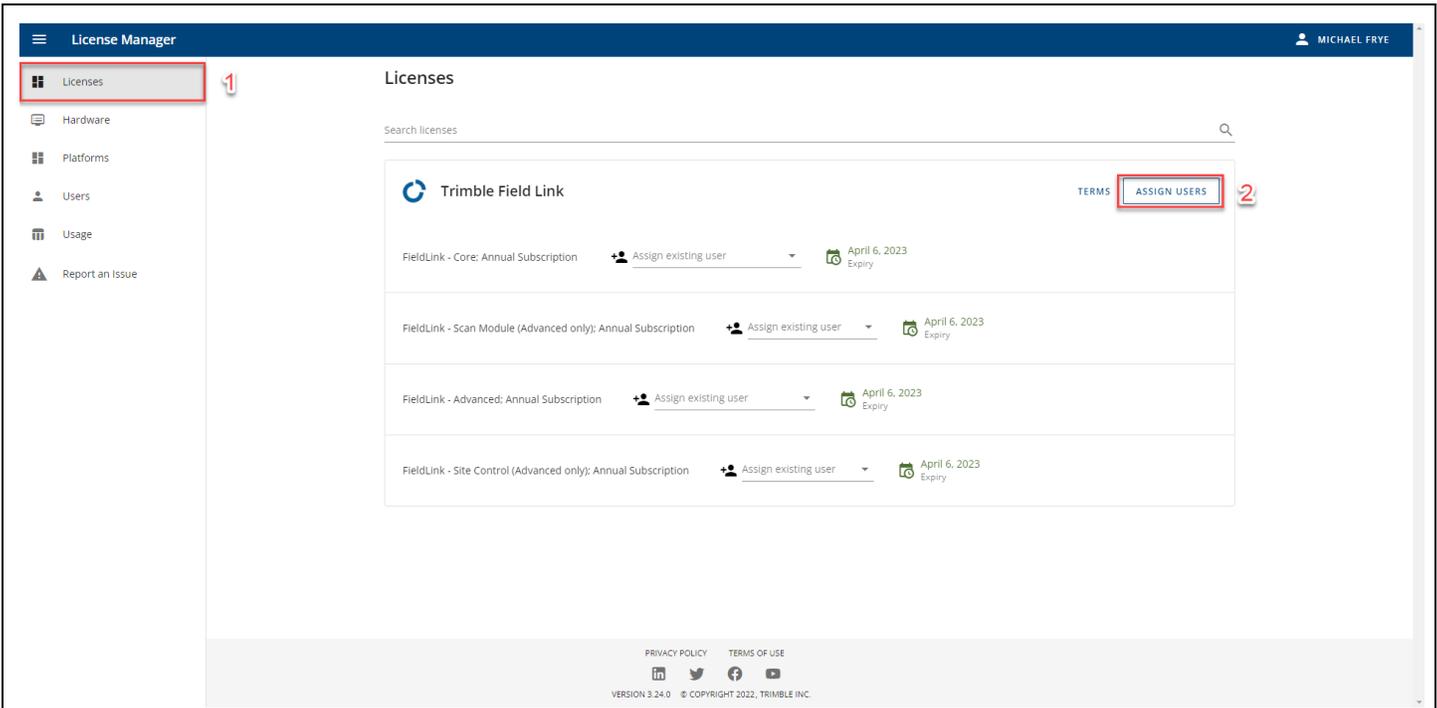
1. After the licenses have been activated, the administrator will select the **USERS** tab on the left to populate users or additional administrators.
2. Select **CREATE USER** in the upper right corner.



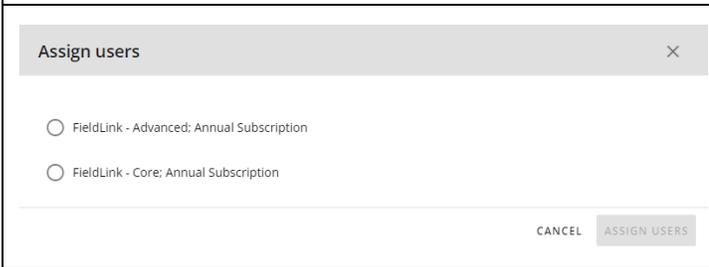
The administrator will fill in the new user's name and email address that is connected to a **Trimble ID**. If the administrator would like the user to be an additional administrator, then the box should be selected to grant this ability.



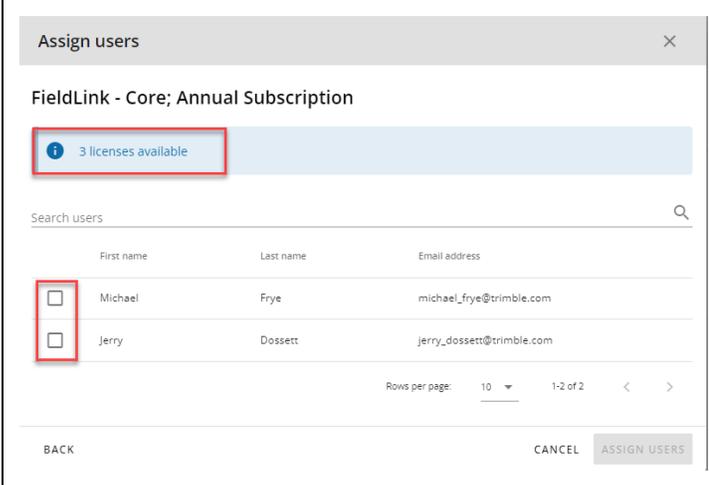
1. The **ROLE** of each user will be displayed as an owner/administrator or a user.
2. If the administrator can not see all of the **USERS** then ensure that the **Rows per page** is selected and choose the appropriate number of rows to be displayed.
3. The Administrator can also use the **Search** icon to find Users in a lengthy list.



1. After completing the User list, the administrator will return back the **Licenses** tab
2. To assign licenses to users the administrator will select **ASSIGN USERS**



After selecting **ASSIGN USERS**, the purchased subscription license will be displayed. The administrator will select the desired license to assign.



The number of purchased licenses will be displayed. The administrator will select the User name to make the license assignment.

Assign users ✕

FieldLink - Core; Annual Subscription

2 licenses available

Search users 🔍

	First name	Last name	Email address
<input checked="" type="checkbox"/>	Michael	Frye	michael_frye@trimble.com
<input type="checkbox"/>	Jerry	Dossett	jerry_dossett@trimble.com

Rows per page: 10 1-2 of 2 < >

BACK CANCEL **ASSIGN USERS**

Upon selecting the desired user the number of purchased licenses will decrease.

The administrator will select ASSIGN USER, to the bottom right corner.

Assign users ✕

FieldLink - Core; Annual Subscription

1 license available

Search users 🔍

	First name	Last name	Email address
<input type="checkbox"/>	Michael	Frye	mfryetrb@gmail.com
<input type="checkbox"/>	Michael	Frye	michael_frye@trimble.com
<input type="checkbox"/>	Jerry	Dossett	jerry_dossett@trimble.com

Rows per page: 10 1-3 of 3 < >

BACK CANCEL ASSIGN USERS

NOTE: If there is only one purchased license type available, an error or caution message will appear(see next screen shot) as soon as the administrator selects the user name.

Assign users ✕

FieldLink - Core; Annual Subscription

Please get in touch with a Trimble Reseller to buy more licenses

Search users 🔍

	First name	Last name	Email address
<input checked="" type="checkbox"/>	Michael	Frye	mfryetrb@gmail.com
<input type="checkbox"/>	Michael	Frye	michael_frye@trimble.com
<input type="checkbox"/>	Jerry	Dossett	jerry_dossett@trimble.com

Rows per page: 10 1-3 of 3 < >

BACK CANCEL **ASSIGN USERS**

NOTE: This error/caution will appear before the administrator selects the **ASSIGN USERS** tab, but the license assignment will be completed.

License Manager MICHAEL FRYE

Search licenses

Trimble Field Link TERMS [ASSIGN USERS](#)

FieldLink - Advanced; Annual Subscription	+ Assign existing user	April 5, 2023 Expiry
FieldLink - Core; Annual Subscription	Michael Frye michael_frye@trimble.com	April 5, 2023 Expiry
FieldLink - Core; Annual Subscription	+ Assign existing user	April 6, 2024 Expiry
FieldLink - Advanced; Annual Subscription	+ Assign existing user	April 7, 2023 Expiry
FieldLink - Core; Annual Subscription	+ Assign existing user	April 7, 2023 Expiry

Items per page: 5 1-5 of 5

michael_frye@trimble.com has been assigned to your Trimble Field Link subscription. CLOSE

The user name will be displayed by the license and expiry date. Once the assignment has been completed, a green toast will be displayed with the user's name.

Trimble

Hello Michael,

You have been granted access to the Trimble® Trimble Field Link service operated by michael_frye@trimble.com.

To use Trimble Field Link

After you have created your Trimble Identity, you are ready to begin using Trimble Field Link. Use your Trimble Identity username and password to sign in and access this service.

If you need more help

For more information on the Trimble Field Link service available to you, or if you think this action has been completed in error, contact your Trimble Field Link administrator michael_frye@trimble.com.

Thanks,

The Trimble team

The user will receive an email from Trimble giving instructions that a Trimble ID must be created to sign into the licensed subscription software.

