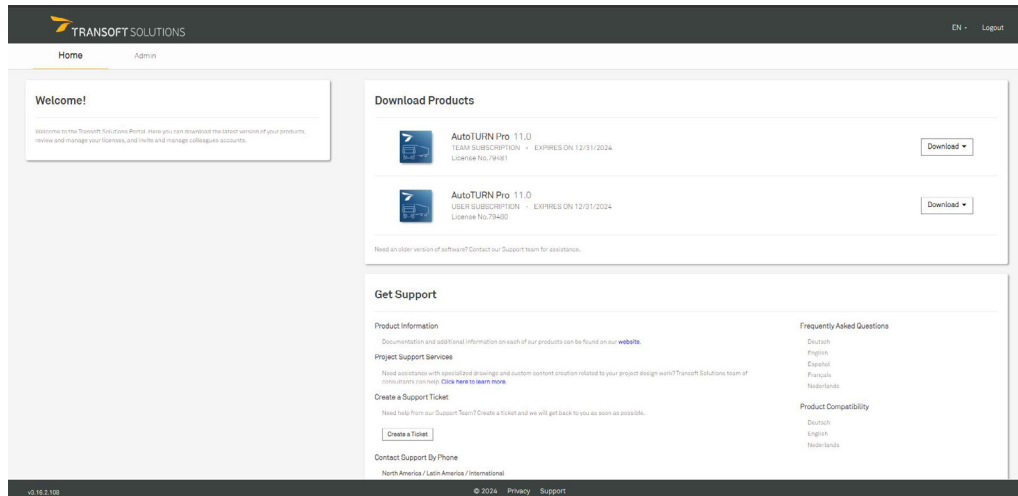


Quick Start Guide

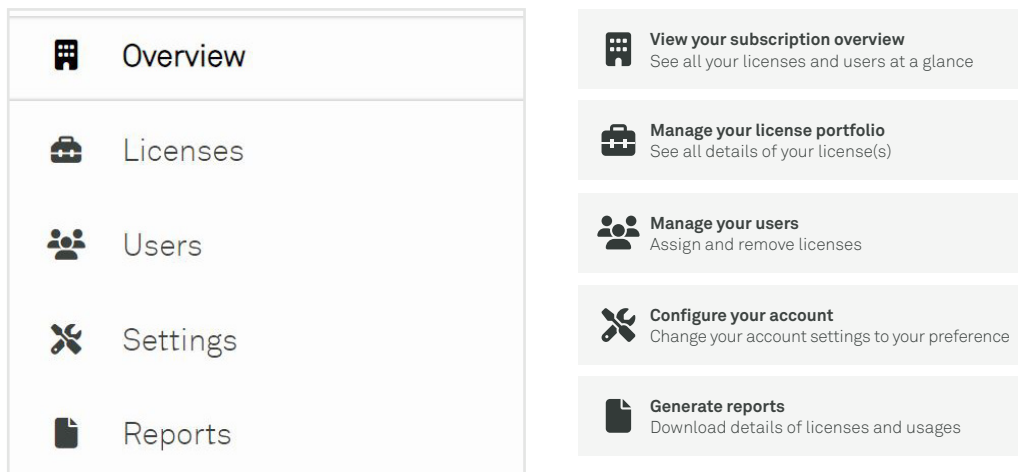
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1.0 My Transoft Portal

By default, administrator account(s) are assigned to the individual(s) listed in our records as ship-to or primary maintenance contacts. The administrators can add/change administrators once registered in [My Transoft Portal](#) (see section 3.1).

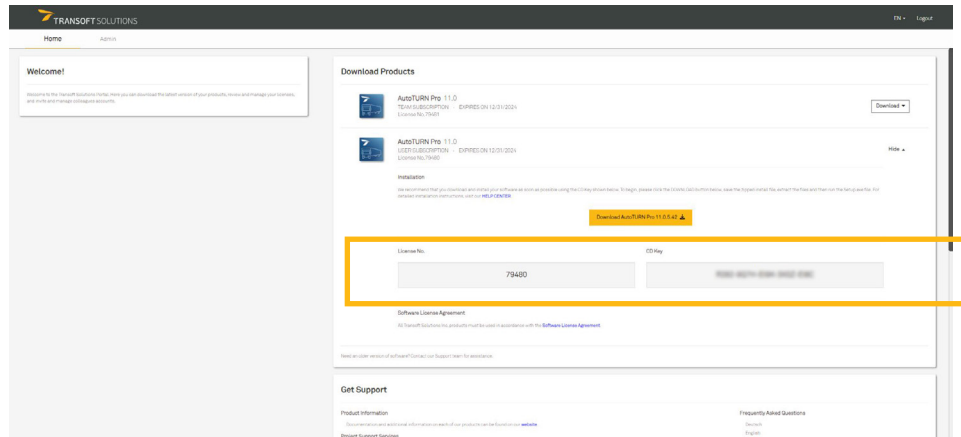


You can use [My Transoft Portal](#) to request technical support and find product documentation. If you are an Administrator or end-user who has been granted download rights, you can use [My Transoft Portal](#) to download installation files.



Note: This view is only available to users with an Administrator role in [My Transoft Portal](#).

2.0 Installing Your Subscription License



2.1 Basic Workstation Installation

1. Log in to [My Transoft Portal](#).
2. Download the compressed installation file to the workstation where you want to install the Transoft product.
3. Right-click the compressed file, click Extract All and decompress the file.
4. Login to the workstation with an account that allows administrator permissions.
5. Run the **Setup.exe** file.
6. Select **Set up a Workstation** and click **Install**.
7. When prompted, enter your License Number and CD Key that can be found in [My Transoft Portal](#) under “Download Products”.
8. Follow the instructions on screen to complete the installation process.
9. Start the Transoft product (see Starting the Transoft Product in section 5.0).
10. When prompted, the end user must enter their email address and the [My Transoft Portal](#) password.

2.2 Multi-User or Deployment Installation

To set up the server:

1. Login to [My Transoft Portal](#).
2. Download the compressed installation file to the computer where you want to install the Transoft product.
3. Right-click the compressed file, click **Extract All** and decompress the file.
4. Login to the computer with an account that allows administrator permissions.
5. Run the **Setup.exe** file.
6. Select **Set up a Server** and click **Install**.
7. When prompted, enter your License Number and CD Key that can be found in [My Transoft Portal](#) under “Download Products”.
8. Follow the instructions on screen to complete the installation process.
9. (Optional) Create the Data Sharing Service and the Workstation Deployment MSI installers.

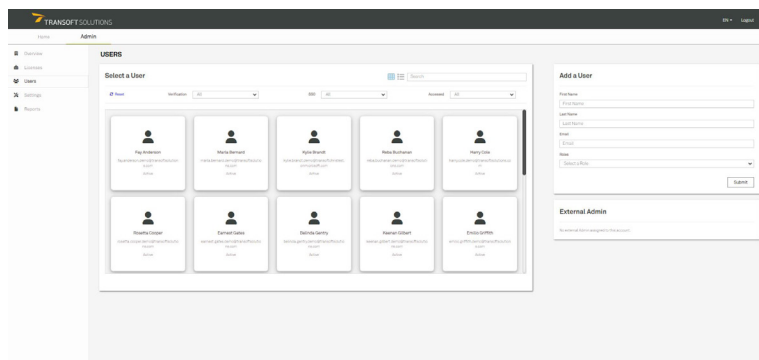
Note: The installation will permit each of the server components to be installed on different servers (as applicable). Please see the Installation Help file shipped with the software for the details on how to configure the workstation deployments to support this configuration.

To set up the workstation:

1. Login to the workstation with an account that allows administrator permissions.
2. Browse to the product shared folder on the network server.
3. Browse to the Workstation folder and run the **SetupWorkstation.exe** file.
4. A screen will display to confirm the existing installation location.
5. Follow the remaining instructions on screen to complete the installation process.
6. Start the Transoft product (see Starting the Transoft Product in section 5.0).
7. Repeat steps 1-6 on each workstation where the Transoft product is to be installed.

Note: Optionally, you can install the Transoft product on workstations using the **SetupWorkstationSilent.exe** or **SetupWorkstationSilent.MSI** installer which are generated during the server installation. These options are described in the Readme.txt which is part of the downloaded compressed file.

3.0 Managing Users for User Subscription Licenses (USL)



3.1 Register an administrator

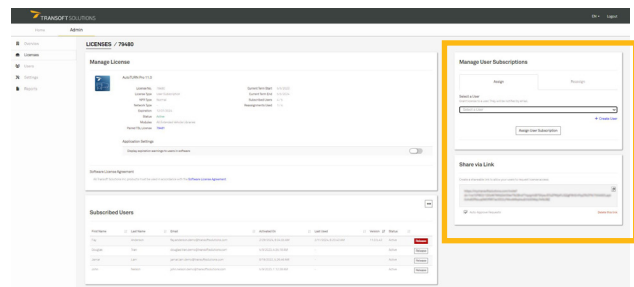
By default, administrator account(s) are assigned to the individual(s) listed in our records as ship-to or primary maintenance contacts. The administrators can add/change administrators once registered in [My Transoft Portal](#).

1. In [My Transoft Portal](#), click **Admin > Users**, then fill out the correct user information and set the user's role to **Administrator** in the **Add a User** panel.
2. Click Submit, and the added person will receive an email inviting them to join the portal.
3. (Optional) In the Manage User panel, click Add/Remove Roles to change a user's role if needed.

3.2 Assign a USL license

Each user is assigned a USL for the duration of the subscription term .

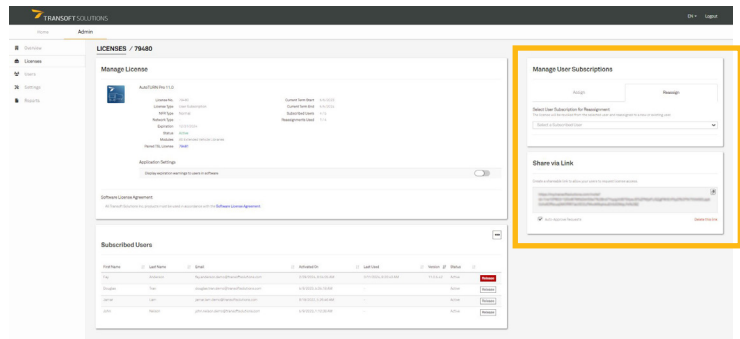
1. In [My Transoft Portal](#), under **Admin > Licenses**, select your desired license.
2. In the **Manage User Subscriptions** panel, choose the **Assign** tab and assign a subscription license to a user via direct email or have users request access through a shareable link.



3.3 Reassign a USL license

Each USL is provided with a predetermined number of user reassignments during their current license term.

1. In [My Transoft Portal](#), under **Admin** > **Licenses**, select your desired license.
2. In the **Manage User Subscriptions** panel, choose the **Reassign** tab to reassign a user license to another user via direct email or have users request access through a shareable link.



3.4 Request more reassignments

If the currently subscribed user has accessed the software within the license term, reassigning the subscription will consume one of the license user reassignments. If you accidentally assign a subscription to the incorrect user, you will be able to reassign it for free as long as they do not access the software.

All user license reassignments are reset to the “unused” state each year when the term is renewed. If you run out of reassignments, you can request more via the [My Transoft Portal](#) license details area, and a Transoft representative will contact you with options.

4.0 Managing Users for Team Subscription Licenses (TSL)

4.1 Assign a TSL license

1. We recommend that you set up Single Sign-On and User Provisioning so that your end users can automatically be provisioned to [My Transoft Portal](#).
2. TSL is set to allow auto-register by default. End users with [My Transoft Portal](#) accounts can use the software and get registered on their first run without extra steps.
3. If you do not auto-register, you can also use any of the USL assignment options to register users to TSL (see section 3.0).

4.2 Using a TSL license

1. When an end user starts the software product on their workstation, they will be connected to [My Transoft Portal](#). If a seat is available, the user will have unrestricted access to that seat for 24 hours.
2. At the end of the 24-hour period, the seat allocation will automatically expire, and another user will be able to claim it.

5.0 Starting the Transoft Product

To start and load your product, click on the product's desktop icon to automatically launch the program.



5.1 Manually Starting the Transoft Product

Note: The following information applies to CAD products only. Some Transoft products do not support BricsCAD, ZWCAD, or MicroStation. For information on the Transoft product compatibility with different CAD platforms, visit the [Transoft Solutions Helpdesk](#) website.

5.1.1 In AutoCAD/BricsCAD/ZWCAD:

1. Start the CAD platform and open a drawing file.
2. Click **Tools/Manage > Load Application**.
3. Browse to the Transoft product program folder.
4. Select and load the appropriate .arx/.brx/.zrx file for the CAD platform version.
5. Once the program is loaded, all commands can be accessed from the ribbon.

5.1.2 In MicroStation:

1. Start MicroStation and open a design file.
2. On the MicroStation main menu, click **Utilities > MDL Applications > Browse**.
3. Browse to the Transoft product program folder.
4. Select the appropriate .ma file for your version of MicroStation, and then click OK.
5. Once the program is loaded, all commands can be accessed from the ribbon.

6.0 Updating Your Software

Transoft product enhancements are periodically released to provide access to new features, enhancements, bug fixes, and security updates. Stay informed about regular updates by enabling notifications in your program.

6.1 Download product updates

1. In [My Transoft Portal](#), go to **Home > Download Products**.
2. Click the **Download** button next to the update you want to install > **Download**.

6.2 Download library/content updates

1. In [My Transoft Portal](#), go to **Home > Download Products**.
2. Click the **Download Library Update** button next to the update you want to install > **Download**.