

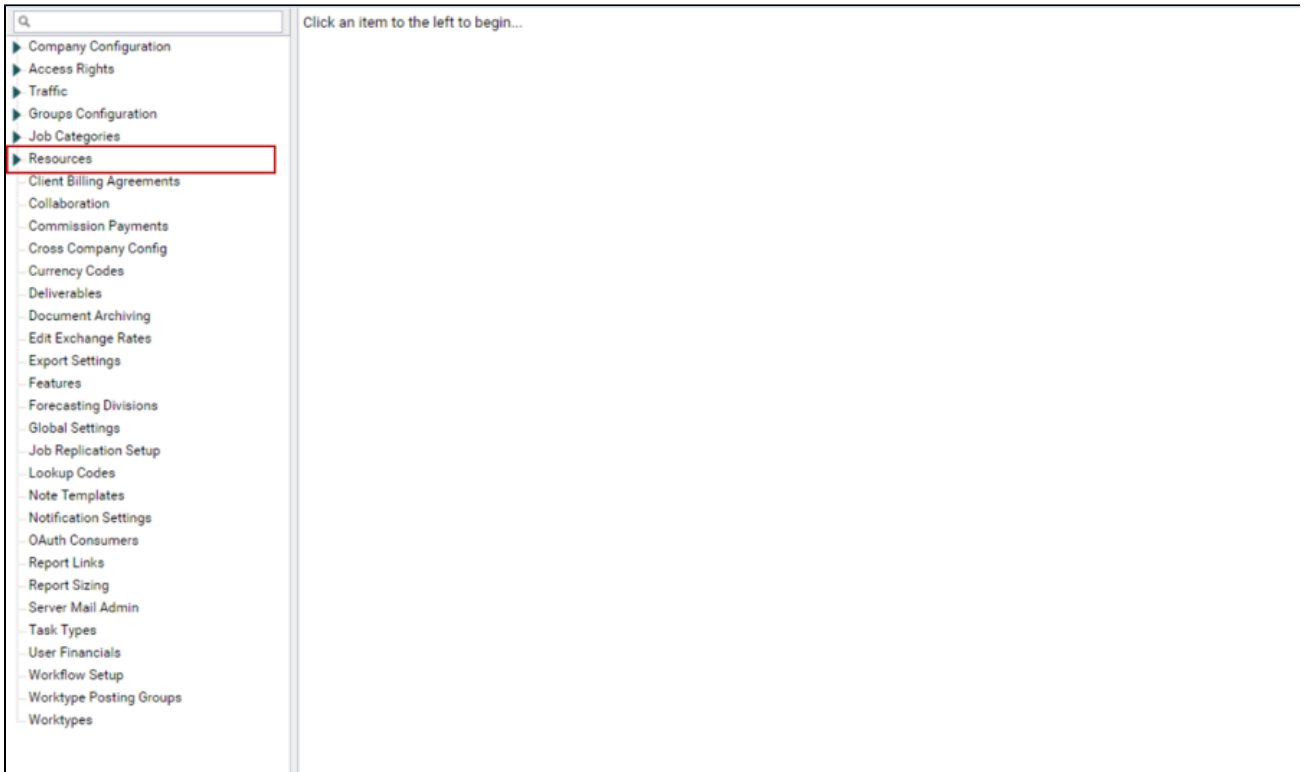
Changing the License Type of a user

You can change a User's license from **Timesheets**, **Chase Lite** or **Chase Full**. A license can be changed if an incorrect license has been assigned to the wrong User, or a User's role in the company changes.

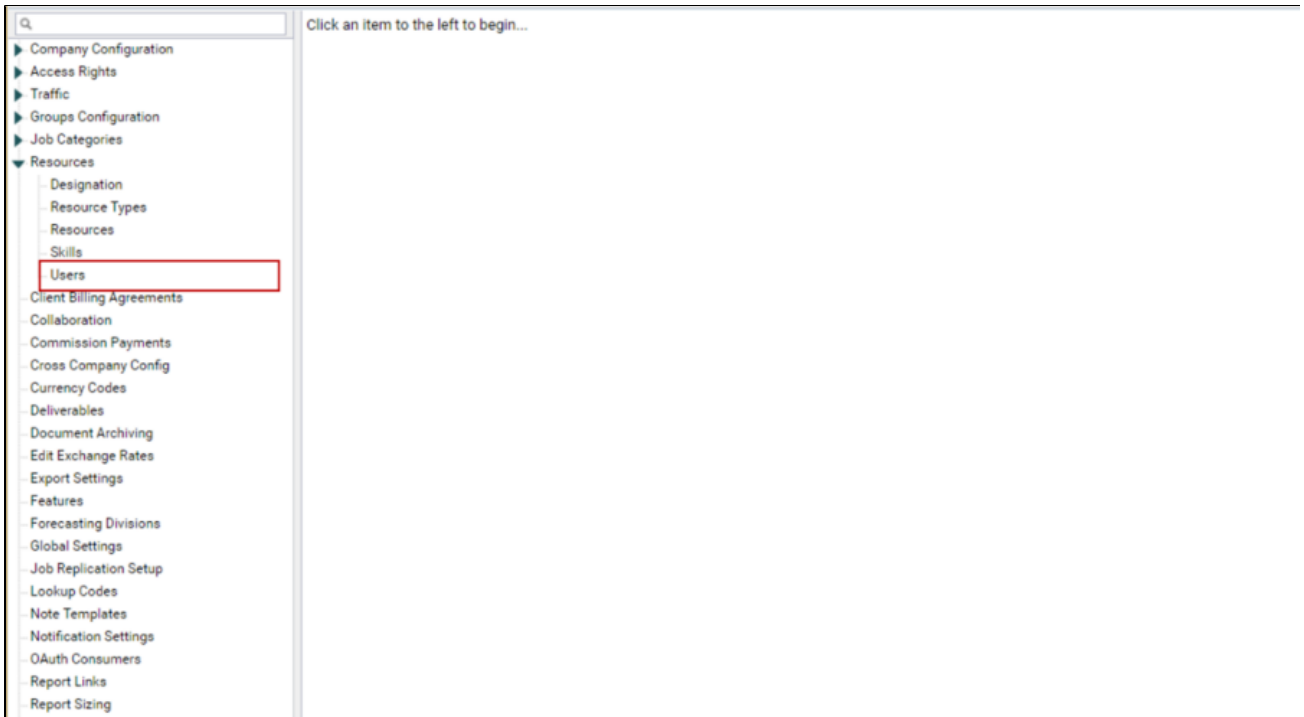
Below are steps to show you how to change a User's license.

Step-by-step guide

1. From the Configuration screen, click the **Resources** group to expand it.



2. Click the **Users** item.



The *Users* screen appears.

3. Against the User whose license you want to change, click the **Change User License** button in the **License Type** column.

In this example, the license will be changed for **Berry McGraw**.

U S E R S

Print | Activate User License | View Active Only

Filter Where: Username contains: Rows/Page: 25

User Name	Initials	Email	Department	Is Active	User Rights	Timesheet	Timesheet	Target Hours	Creation Date	License Type	Mar
API	API	api-Insika@chas...		<input checked="" type="checkbox"/>	GUCPTXISAFW			8	14 October 2016	API	
Adam	ADM	administrator@c...		<input checked="" type="checkbox"/>	GUCPTXISAFWN	Tumelo M.		8	14 April 2011	Full	
Berry McGraw	BM	berry@insikapro...		<input checked="" type="checkbox"/>	GUC	Tumelo M.		8	05 July 2016	Timesheet	
Carol Fourie	CF	carol@insikapro...		<input checked="" type="checkbox"/>	GUSFI	Tumelo M.		8	05 July 2016	Timesheet	
Francine	FFF	francine@carrot...		<input checked="" type="checkbox"/>	GU	Adam		8	05 July 2016	Timesheet	
Inactive Team	Inactive	inactive@team.c...		<input checked="" type="checkbox"/>	GU	Tumelo M.		8	10 July 2013	Full	
Luke Harari	LH	luke@insikapro.c...		<input checked="" type="checkbox"/>	GUI	Adam		8	05 July 2016	Unlicensed	
Mark Jackson	MJ	mark@insikapro...		<input checked="" type="checkbox"/>	GUPF	Tumelo M.		8	05 July 2016	Full	
Mpho Thulo	MT	mpho@insikapro...		<input checked="" type="checkbox"/>	GU	Adam		8	05 July 2016	Timesheet	
Ruth Janson	RJ	ruth@insikapro.c...		<input checked="" type="checkbox"/>	GUSFI	Adam		8	05 July 2016	Timesheet	
Siphokuhle Mazibuko	SM	sipho@insikapro...		<input checked="" type="checkbox"/>	GUSAPTMCX	Adam	Reminders.8		05 July 2016	Full	
Taylor Simpson	TS	taylor@insikapro...		<input checked="" type="checkbox"/>	GUC	Adam	Reminders.8		30 January 2017	Lite	
Tumelo Morake	TM	tumelo@insikapr...		<input checked="" type="checkbox"/>	GUPT	Adam		8	05 July 2016	Full	

The *User To License* dialog appears.

4. Click on the drop down arrow on the **New License** field and select a new license from the list.

User To License

Existing Licenses

Timesheet : 5
Lite : 1
Full : 5

Current Users Details

User To License: Berry McGraw

Users Initials: BM

Unlicense User:

New License: Timesheets

License User

Timesheets
Lite
Full
None

5. Click the **License User** button.

User To License

Existing Licenses

Timesheet : 5
Lite : 1
Full : 5

Current Users Details

User To License: Berry McGraw

Users Initials: BM

Unlicense User:

New License: Lite

License User Cancel

Notice that Berry McGraw's license type has changed from **Timesheet** to **Lite**.

6. Click the **Save** button to make your changes permanent.

U S E R S

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User Name	Initials	Email	Department	Is Activ	User Rights	Timesheet	Timesheet	Target Hoi	Creation Date	License Type	Mar
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Adam	ADM	administrator@c...		<input checked="" type="checkbox"/>	GUCPTXISAFWN	Tumelo M...		8	14 April 2011	Full	
Berry McGraw	BM	berry@insikapro...		<input checked="" type="checkbox"/>	GUC	Tumelo M...		8	05 July 2016	Lite	
Carol Fourie	CF	carol@insikapro...		<input checked="" type="checkbox"/>	GUSFI	Tumelo M...		8	05 July 2016	Timesheet	
Francine	FFF	francine@carrot...		<input checked="" type="checkbox"/>	GU	Adam		8	05 July 2016	Timesheet	
Inactive Team	Inactive	inactive@team.c...		<input checked="" type="checkbox"/>	GU	Tumelo M...		8	10 July 2013	Full	
Luke Harari	LH	luke@insikapro.c...		<input checked="" type="checkbox"/>	GUI	Adam		8	05 July 2016	Unlicensed	
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