

# Viewing license information in the Team Server

The Team Server offers the possibility to view details of your BiZZdesign software license. The license page shows the current situation with respect to the license and numbers about the total use of seats (users) in the tool license, including how many are used and a possible shortage of seats. The license page is also the location for [activating](#) your software license.

The user page shows the license seat that is currently taken by an individual user.

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## Viewing the software license information

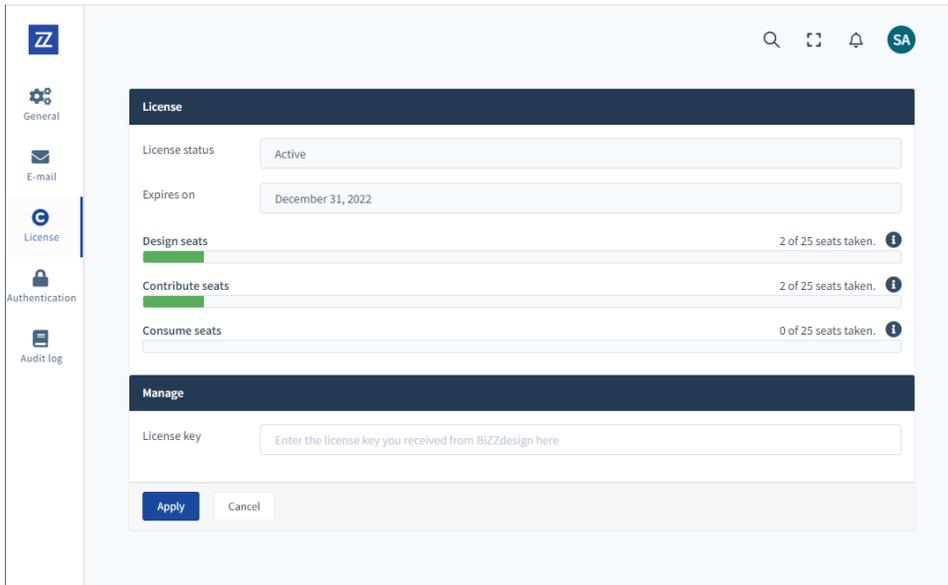
### Required roles

On-premise Team Server: System Administrator or Administrator

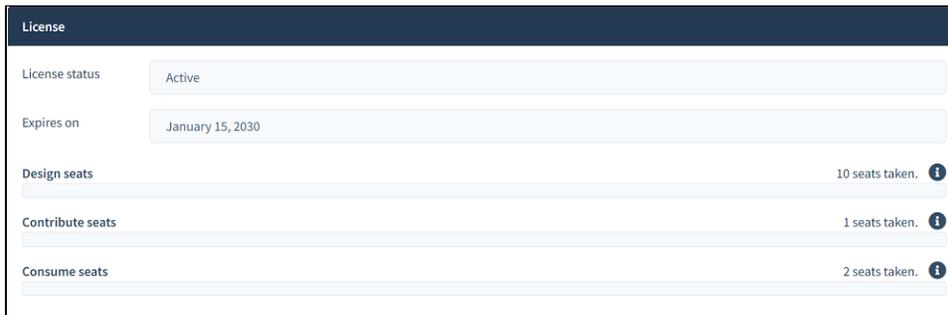
Hosted Team Server: Administrator

- In the sidebar menu, click **Settings > License**. The license settings page is shown. The image below shows the page visible to a System Administrator. The **Manage** section for adding license keys and other settings in the sidebar are not visible to an Administrator user.

For more information about a setting, click the  next to a box.



If you are working with a hosted Team Server, or have an Enterprise license agreement for your on-premise Team Server, the license settings page only shows the amount of license seats taken, not the license seat limits. Your license seat information will look similar to the following:



## Viewing the license seat taken by an individual user

### Required roles

Designer

Depending on the roles directly and indirectly (via groups) [assigned](#) to the user, a user can take a Consume, Contribute, or Design seat, or no seat at all (None). The seat a user is currently taken can be viewed on the user page.

- In the sidebar menu, click **Users**, and then click the profile icon of the user whose license information you want to view. On the user page, next to **License**, the currently taken seat is shown.

The screenshot displays the user profile for Annie One. The 'Info' section includes:

- AO Annie One**
- E-mail address: annie.one@bizzdesign.com
- Registration date: December 4, 2020
- License**: Contribute (highlighted with a red arrow)
- State**: Active
- Origin**: Internal
- System Administrator**: (red X)
- Administrator**: (red X)
- Lead Designer**: (red X)
- Designer**: (red X)
- Contributor**: (green checkmark) assigned via groups
- Consumer**: (green checkmark) assigned directly and via groups

The 'Shared sites' section shows:

- Archinsurance & portfolios**: September 14, 2020 (Last updated)

The 'Package and project invitations' section shows: No invitations available.

The 'Groups' section shows:

- Co Contributors**: October 14, 2020 (Created)

## Exceeded software license

 Not applicable to hosted Team Server and on-premise Team Server with Enterprise license agreement.

If the maximum number of seats (users) of your license is exceeded, it will be visible on the license page. Seats that are exceeded are shown in red. Also, a grace period will be shown on the page, indicating the number of days left before the Team Server will be shut down if the license shortage is not resolved. Additionally, a message will appear at the top of all Team Server and HoriZZon pages, which is visible to Administrator and System Administrator users.

Exceeding the software license may happen when assigning roles to users while the associated seats in the license do not cover them, meaning that there are not enough seats available for the assigned roles. It can also happen when users change their own role.

The seat shortage can be fixed by reassigning the seats or by extending the software license with additional seats.

The screenshot shows a software management interface with a sidebar on the left containing icons for General, E-mail, License, Authentication, and Audit log. The main content area features a dark blue header with the 'Z' logo and search, zoom, and notification icons. A yellow warning banner at the top reads: "In 14 day(s) working on this server will not be possible anymore, because the maximum number of users of the software license has been exceeded." Below this is a "License" section with the following details:

License status	Grace period
Expires on	December 01, 2020
Days left in grace period	14
Design seats	3 of 2 seats taken. <i>i</i>
Contribute seats	1 of 2 seats taken. <i>i</i>
Consume seats	0 of 2 seats taken. <i>i</i>

Below the license details is a "Manage" section with a "License key" input field containing the placeholder text "Enter the license key you received from BiZZdesign here". At the bottom of the "Manage" section are "Apply" and "Cancel" buttons.

Example of exceeding the software license

## Related articles

- [Viewing license information in the Team Server](#)
- [About BiZZdesign license seats and their availability](#)
- [About the BiZZdesign licensing system](#)
- [Activating a license](#)
- [Updating your Enterprise Studio software license](#)