How to update your password for the automatic data transfer

Contents

Preface

This guide outlines the process required for changing the password in use for already configured installations of "SmartAudit FTP" or "License Management Application FTP".

This guide assumes the user of either of these tools has already configured for automatic or manual uploads, however this guide can also be used to reconfigure to/from "disabled", "manual" or "automatic". These steps can be performed at any point of the license review process (only once the review has been started).
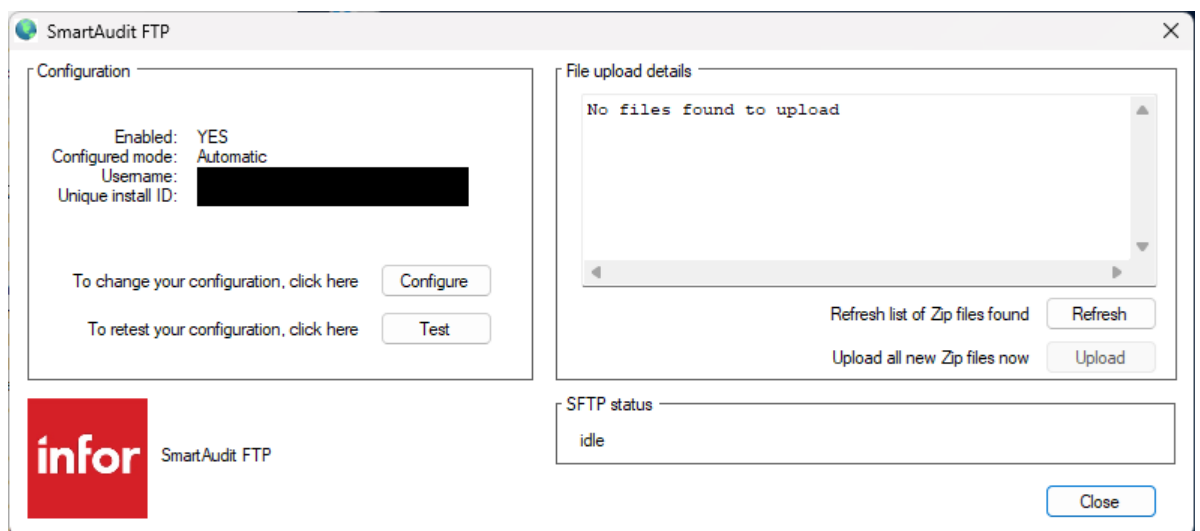
Overview of steps

As quick summary of the overall process to follow:

1. Launch the application
2. Re-run the setup wizard
3. Upload any files not already submitted
4. Close the application
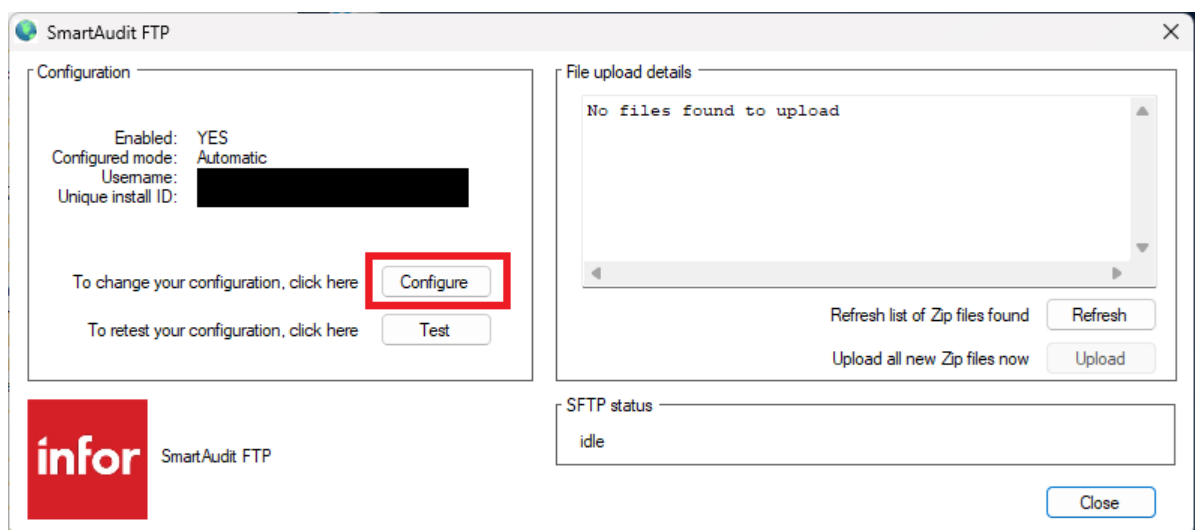
SmartAudit OS instructions

1. ## Launch SmartAudit FTP

   From the start menu, click on item "Lauch SmartAudit FTP". This action opens the main SmartAudit FTP window.

2. ## Launch the configuration wizard

   Click on the "Configure" button: this action will restart the Setup wizard used previously when configuring SmartAudit FTP.

   From the forms shown below, simply click the desired mode of operation (automatic is recommended unless your firewall prevents successful communication, in which case disabled should be chosen), click on "Next", then fill in the username and password to use, finally clicking on "Verify".

SmartAudit FTP

SmartAudit will build license review data files as the data collection progresses. Please select the method with which you will transfer the license review data to us:

- **Automatic: SmartAudit FTP will send the data automatically each time a new license review data file is created.**
- Manual: SmartAudit FTP will send the license review data files each time I request it to do so.
- Disabled: I will upload the license review data files myself via the LMO Data Transfer Portal (https://secure.infor.com/Login.aspx)

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SmartAudit FTP

SFTP configuration

Please enter the username and password you have been provided with (You used these to download the SmartAudit software)

Username ▮▮▮▮▮▮▮▮▮
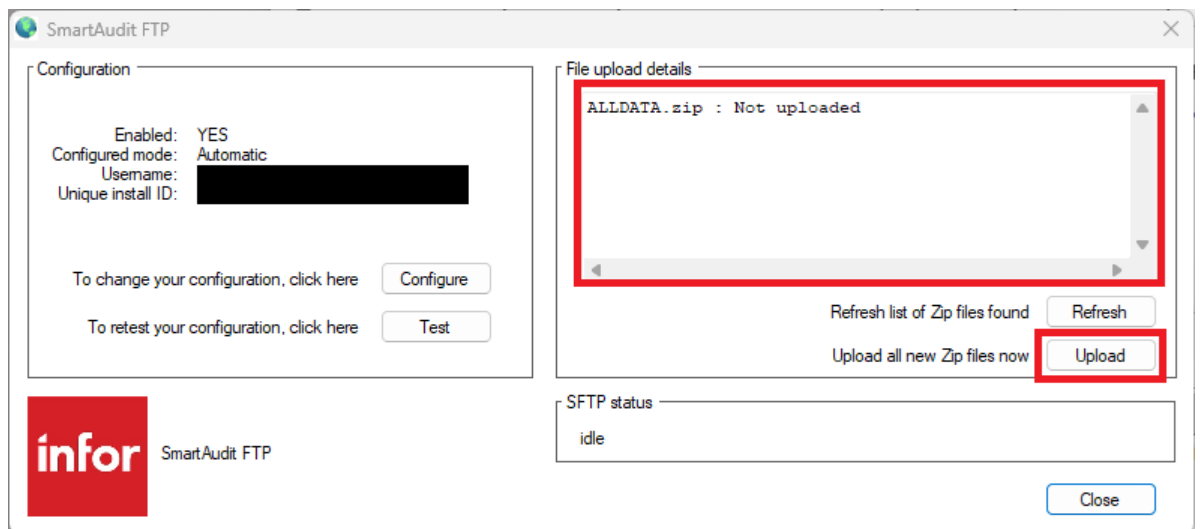Password ********

Click verify to continue

SFTP status

Idle

[Back] [Verify]

3. Upload any files not already submitted

If there are files to be uploaded they will be shown in the textbox to the right of the form, and the "Upload" button will be enabled: Simply click on it and any files not already sent to Infor will be uploaded.
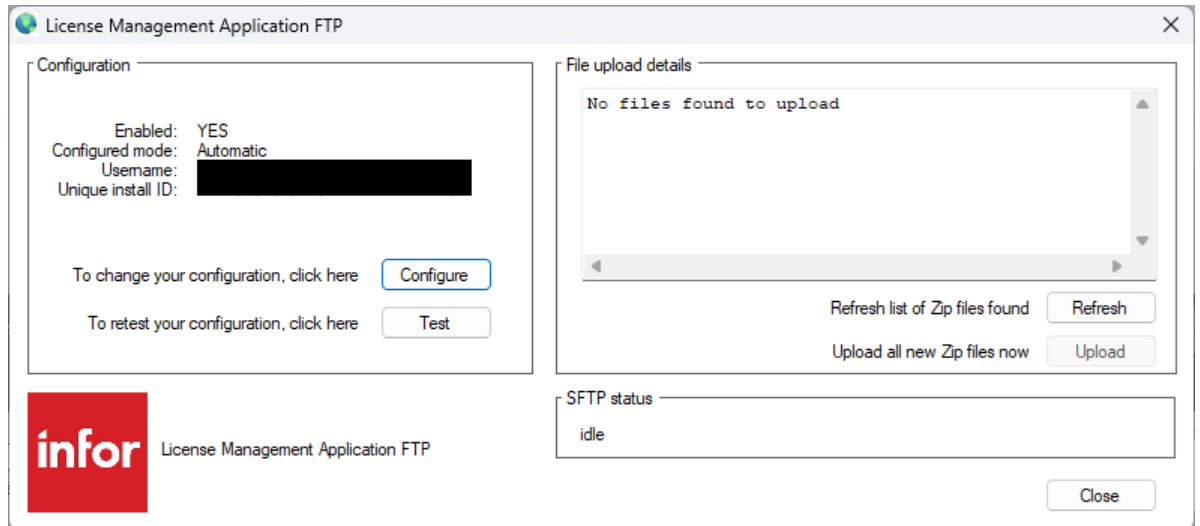
4. Close the application

Once any reconfiguration and/or uploads have been completed, SmartAudit FTP should be closed. Simply click on the Close button.

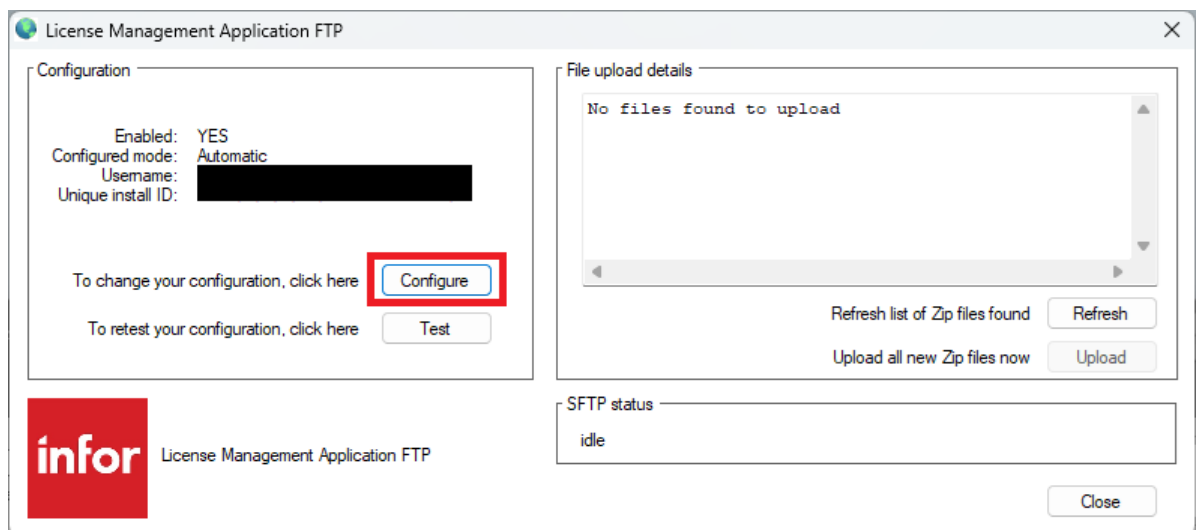# License Management Application instructions

1. Launch License Management Application FTP

From the start menu, click on item "Launch License Management Application FTP". This action opens the main License Management Application FTP window:

2. Launch the configuration wizard

Click on the "Configure" button: this action will restart the Setup wizard used previously when configuring Launch License Management Application FTP.

From the forms below, simply click the desired mode of operation (automatic is recommended unless your firewall prevents successful communication, in which case disabled should be chosen), click on "Next", then fill in the username and password to use, finally clicking on "Verify"

License Management Application FTP

License Management Application will build data files as the data collection progresses. Please select the method with which you will transfer the license review data to us:

○ **Automatic: License Management Application FTP will send the data automatically each time a New license review Data file Is created.**

○ Manual: License Management Application FTP will send the license review data files each time I request it to do so.

○ Disabled: I will upload the license review data files myself via the LMO Data Transfer Portal (https://secure.infor.com/login.aspx)

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License Management Application FTP

SFTP configuration

Please enter the username and password you have been provided with (You used these to download the License Management Application software)
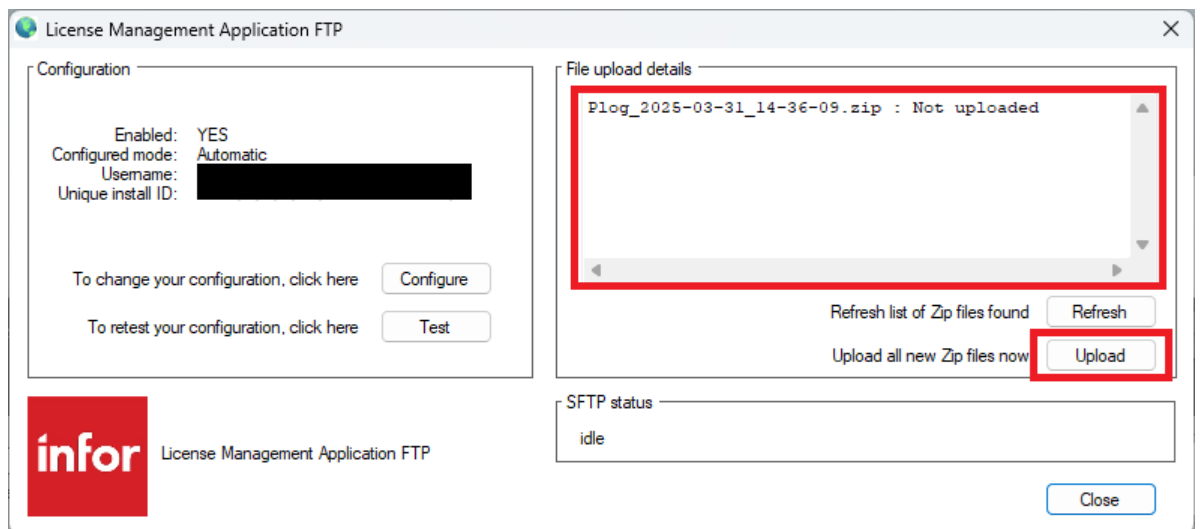
Username [████████]
Password [████████]

Click verify to continue

┌ SFTP status ──────────────────────
│   Idle
└────────────────────────────────────

[Back]   [Verify]

3. Upload any files not already submitted

If there are files to be uploaded they will be shown in the textbox to the right of the form, and the "Upload" button will be enabled: Simply click on it and any files not already sent to Infor will be uploaded.

4. Close the application

Once any reconfiguration and/or uploads have been completed, License Management Application FTP should be closed. Simply click on the Close button.