



How to Manager your Company's Multi-User License

The key to a multi-user license with GDS is in having a main point of contact for your company. We call this the "Team Leader", and this person is essentially the administrator for all of the licenses your company has purchased. This is typically the person who purchases the GDS software for your company. Note: the team leader does not have to be a user of the GDS software – this is covered in the directions below.

- Step 1:** The v15.3 software must be installed for every user.
- Step 2:** The Team Leader and every user must be registered with gdsestimating.com.
- Step 3:** The Team Leader must "Sign in" to gdsestimating.com or his or her v15.3 software.
- Step 4:** Next, click the "My Team Settings" link on the gdsestimating.com "Your Profile" page. If doing this from inside the v15.3 program, click the "GDS License" link, then "Manage Account".
- Step 5:** From the "My Team" tab, "Invite" team members by entering email addresses for the those who are part of the license pool for GDS. If the person you are inviting is not already registered with our web site, he/she will be asked to in the invite process. If this person is already registered with GDS, the invite email will ask him or her to join your team.
- Step 6:** Team Leaders who will not be using the v15 software can click the "exclude me" button to the right of their name in the list of estimators. This will allow all licenses you have purchased to be assigned to other people.
- Step 7:** All team estimators will now share the license status for your company (i.e. The expiration date and number of licenses)