

License Management Portal

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Overview

The License Management Portal (LMP) is **where you'll manage who has access to your Trimble MEP software**. You can add and remove users and assign them to products, as well as manage their Trimble ID (TID) basic contact information.

The LMP supports Trimble MEP products with two licensing models: **named user licensing** and **pooled licensing** (a type of concurrent user licensing explained below). Here are the currently supported products, and type of licensing each uses:

- **Named user licensing:**
 - AutoBid SheetMetal and AutoBid Mechanical (for subscription licenses)
 - Trimble Accubid Anywhere (SUB-ANYW-N-D)
 - Trimble Accubid Anywhere (SUB-TC1ANYW-D)
 - Trimble Accubid Classic
 - Trimble Accubid Classic Change Order
 - Trimble Accubid Classic T&M Billing
 - Trimble Connect (when part of MEP bundles)
 - Trimble DuctDesigner3D
 - Trimble EC-CAD
 - Trimble Estimation Desktop
 - Trimble Estimation MEP Pro (as part of Estimating Essentials bundles)
 - Trimble FabShop
 - Trimble LiveCount (when part of Estimating Essentials bundles)
 - Trimble PipeDesigner3D
- **Pooled licensing:**
 - AutoBid SheetMetal and AutoBid Mechanical (for perpetual licenses)
 - Trimble Accubid Anywhere (SUB-ANYW-D)
 - Trimble LiveCount (for standalone subscription)

Managing licenses in bundles

Some of our bundles currently require licenses to be managed in a combination of the LMP and other portals due to different licensing systems of the included products. See the Appendix: Supported SKUs and Bundles for more details.

Have a lot of users? Find them by searching!

You'll see a search box on every page and window with a list of users. Just type in the name or email you're looking for and press Enter.

Getting started

To start using the License Management Portal, you need to have a user who can access the LMP, so they can invite additional users to your organization's account. When you first order a product the LMP supports, the shipping contact from your organization will be invited to create their account, and can add additional users to the LMP.

If you cannot find that person, please contact our Support team at mepsupport@trimble.com, who will validate your membership in the organization and assist you in getting the appropriate admin users access to the LMP.

Managing users

Adding users

To add users to your organization's account, click on the **Users** tab (left menu) and then click the **Add Users** button:



You'll see two buttons for adding users: New User and Bulk Add.

Adding individual users

To add a single user, click the New User button.

Once you enter their name and email address, they will receive an email invite from **noreply_identity@mail.trimblepaas.com** to create their Trimble ID as part of your organization's account. If they already have a Trimble ID, they will immediately be added to your organization's account.

You cannot assign a user to a product until they have created their Trimble ID.

Adding multiple users

If you're going to add more than 10 users at once, you may want to Bulk Add users. Click the Bulk Add button to get started.

Follow the directions on the screen to create a CSV file with the names and addresses of your users, as well as whether they are admin or non-admin users. We recommend that you download the available sample and fill it in with your list of users in your favorite spreadsheet program. Once you've uploaded your list of users, you'll have a chance to validate all the information you entered before they get added to the LMP.

Admin users vs. non-admin users

When you add or edit a user, you can choose to make them an Admin user. Admins can access the LMP, while non-admins cannot log into the LMP and manage your users - they can only be assigned to products.



Is Admin? No Yes

By default, users will not be added as non-admins (as in the above screenshot), to ensure only people you truly want to administer your users to be able to do so.

User can't find their invitation?

If a user cannot find their invitation to join your organization, you can resend their invite by clicking on the Edit icon (⋮) by their name and clicking **Resend Invite**. This option only appears for users who have not accepted their invitation to create their Trimble ID.

If a user who has accepted their invitation is struggling to find where to log in to the LMP, you can send them a link to log in by clicking on the Edit icon (⋮) by their name and clicking on **Send Login Link**. This will send the user an email with a link to log in, and only appears for users who have already created their Trimble ID.

Editing users

To edit a user, click on the **Edit** icon (⋮) by their name and click **Edit User**. You can change their email address or name.

Please note that if you change their email address, this will change their Trimble ID login email address and force them to log in with the new email in the future. Make sure to consult the user before doing this.

Removing users

If a user stops working for your organization, you can always remove them from your organization's account. To remove them, click on the **Edit** icon (⋮) by their name and clicking **Remove User**.

Assigning product access - named user products

This section applies to:

- AutoBid SheetMetal and Mechanical (for subscription licenses)
- Trimble Accubid Anywhere (SUB-ANYW-N-D)
- Trimble Accubid Anywhere (SUB-TC1ANYW-D)
- Trimble Accubid Classic
- Trimble Accubid Classic Change Order
- Trimble Accubid Classic T&M Billing
- Trimble Connect (when part of MEP bundles)
- Trimble DuctDesigner 3D
- Trimble EC-CAD
- Trimble Estimation Desktop
- Trimble Estimation MEP Pro (as part of Estimating Essentials bundles)
- Trimble FabShop
- Trimble PipeDesigner 3D

Assigning users to products

The simplest way to give a user access to a product is to find their name on the Users page and click **Assign Product** at the right of their entry in the user list. If you don't have any more licenses available of any named user products, the **Assign Product** link will be disabled.

If you need to assign a product to more than one user at once:


1. Click on **Products** in the left menu.

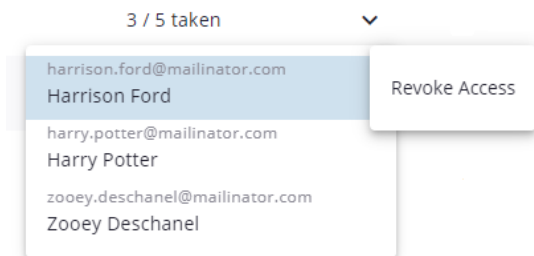


2. Click on **Manage Seats** for your product.
3. Select the user(s) you want to assign to the product. You can remove users from the product at the same time by deselecting them.

Removing users from products / reassigning licenses

To remove users, click on **Products** in the left menu and click **Manage Seats**. Search for the user you want to remove the product license from and deselect them in the list.

You can also browse the users who are currently assigned to a product by clicking on the **Expand** icon () by that product to view the current users, and hover over the user to reveal the **Revoke Access** button.



Assigning product access - pooled licensing

This section applies to:

- AutoBid SheetMetal and AutoBid Mechanical (for perpetual licenses)
- Trimble Accubid Anywhere (SUB-ANYW-D)
- Trimble LiveCount (SOF-LCC-PRO-D) (standalone subscription)

Overview of pooled licensing

Pooled licensing is a form of concurrent user licensing: **the number of licenses you have is the number of users at your organization that can be logged into the product at the same time.** In pooled licensing, you can split licenses into several **pools**, each of which has a maximum number of users who can be logged in at the same time. This allows you to distribute your seats across sites, roles, and more. See the sidebar for more information.

To enable users to log into your pooled licensing product, you need to:

1. Create the pools you want and set the number of seats in each.
2. Assign users to the pools.

You can assign as many users as you want to a pool, but the number that can log in at the same time is limited by the number of seats assigned to the pool.

Pooled licensing example

Acme Corporation has purchased 5 licenses of AutoBid estimating software. Their 6 estimators (Alex, Bonnie, Carrie, Dave, Eric, and Felipe) work in two shifts on alternate days, but their chief estimator (Gary) and the CEO (Harry) need access to AutoBid at all times to review bids. To make this work, they set up two pools:

- Estimators (3 seats):
 - Alex
 - Bonnie
 - Carrie
 - Dave
 - Eric
 - Felipe
- Managers (2 seats):
 - Gary
 - Harry

With this setup, any 3 of the Estimators can be logged in at once, but as soon as the 4th tries to log in, they will be told there aren't any seats available. This works well because they've purchased the right number of licenses for the estimators to always be able to log in during their normal shifts. Meanwhile, Gary and Harry can always log in because there are just two people for the two seats in the Managers pool.

Organize pools to meet your access needs

Two of the most common ways to organize pools are by **site** and by **role**:

Site

When an organization has different numbers of users at their various locations, they may choose to create pools by site. This allows each office to have a different number of licenses, similar to networked license models.

Role

If you want certain users to always have a seat available, but the rest only be able to log in at certain times. For example, you may want your senior estimators to be able to access the program at any time, but give the rest of your estimators just enough licenses to cover shifts.

The pooled model is flexible, and you can also use combinations of the above two models. If you have a different model that we should share, let us know by sending us feedback through the Knowledge Center.

Other considerations

While the site and role models are very powerful for controlling access, it's important to consider that you'll need extra capacity in each group when there's a heavy workload. A recommended way to handle this is to assign additional seats to pool to provide surge capacity.

The pool management page

From your **Products** page, click on **Manage Pools & Seats** for the pooled licensing product. You'll see a page that looks like the below screenshot.

The screenshot displays the pool management interface. At the top, there are three large circular indicators: 'Total Licenses' (10), 'Allocated' (7), and 'Unallocated' (3). A blue '+ Add Pool' button is located to the right. Below these indicators, there are two pool sections. The first is 'Pool 1: Birmingham Office | 1/5 seats occupied'. It has a 'User Details' dropdown and a 'Status' column. One user, Gary Oldman, is 'Logged In' and has a 'Log Out' button. Five other users are 'Inactive'. The second is 'Pool 2: Los Angeles Office | 0/2 seats occupied'. Annotations with green arrows point to the indicators and the 'Log Out' button, explaining their functions. A note on the left indicates that there are 6 possible users for the 5 seats in Pool 1.

of purchased seats

of seats currently assigned to pools for use

of seats that could be added to pools - you always want this to be 0 to ensure you're getting full use of your licenses

Total Licenses 10

Allocated 7

Unallocated 3

+ Add Pool

Pool 1
Birmingham Office | 1/5 seats occupied

Pool 2
Los Angeles Office | 0/2 seats occupied

Note that there are 6 possible users could take any of the 5 seats

| User Details | Status |
|---|-----------|
| gary.oldman@mailinator.com Gary Oldman | Logged In |
| harrison.ford@mailinator.com Harrison Ford | Inactive |
| harry.potter@mailinator.com Harry Potter | Inactive |
| hermione.granger@mailinator.com Hermione Granger | Inactive |
| kate.winslet@mailinator.com Kate Winslet | Inactive |
| zooley.deschanel@mailinator.com Zooley Deschanel | Inactive |

You can view your:

- Total # of licenses.
- Total # of licenses currently allocated to pools for use.
- Total # of licenses that haven't yet been allocated to pools for use. **This should only be greater than 0 when a) you've just purchased licenses that haven't yet been assigned to pools, or b) when you've removed seats from another pool to add to a different pool.**
- The users that are in each pool.
- Which users are logged in within each pool.

In addition, you can manage your pools.

Creating pools

To create a pool, click the **Add Pool** button. Enter the name of the pool and the number of seats you want to assign to that pool.

Adding and removing users from pools

Click the **Edit** icon (⋮) in the pool's header row and click on **Manage Users**. Select the users you want to add to the pool, and deselect the users you want to remove.

You can also remove a user from a pool by clicking on the **Remove** icon (✕) for that user in the rightmost column of the pool's user list.

Editing pools

Click the **Edit** icon (⋮) in the pool's header row and click on **Edit Pool**. You can change the name or adjust the number of seats assigned to the pool. If you reduce the number of seats in the pool, those seats will become unallocated, and will be available to be assigned to other pools.

Deleting pools

Click the **Edit** icon (⋮) in the pool's header row and click on **Delete Pool**. Those seats will become unallocated, and will be available to be assigned to other pools.

Freeing up seats

If a user leaves for the day but is still logged into their product, taking up a seat you need for another user, you can log them out of the product. There's a **Log Out** button next to any user who is logged into the product and taking up one of the pool's seats. Click the button to free up their seat for another user.

Log Out

Support and further documentation

Outage notifications

In case you are unable to log in, please check Trimble MEP's product status page at <https://www.trimblemep.cloud/> and view the LMP. Recent users of the LMP will also be notified of outages and their resolution via email.


Support

For feedback or issues, please go to the **Trimble Community** page at <https://trimbleenterprisecommunity.com>, or call our Support team at **1-800-234-3758**.

The Knowledge Center

As you use the LMP, you'll have the information you'll need most frequently at your fingertips in the in-app **Knowledge Center**. Click on the icon at the bottom right corner of every page to open it for documentation on all the actions you'll need to take in the LMP:



You can also directly contact our Product and Development team using the Knowledge Center's feedback tab. Click on the **Feedback** tab () within the Knowledge Center and send us your ideas for improvement! We'd love to hear your feedback on how we can better help you manage your licenses.

Adding and removing seats from products

The LMP does not support purchasing additional licenses for your organization or reducing your organization's number of licenses. However, you do need to take actions in the LMP for seats to be used once they've been purchased.

When additional seats are purchased

When your organization purchases more seats of a product, you or another admin will need to log into the LMP and assign those seats to users or to pools in order for those seats to be usable.

When seats are removed

If your organization is about to reduce the number of seats of a product, there are two options for how to manage the reduction in licenses.

1. Remove licenses from the appropriate users or pools.
2. Don't do anything. A random set of users will no longer be able to access the product.

If you reduce the number of seats from a product using pooled licensing, you will have to log into the LMP and manually adjust the number of seats in your pools. Reducing your number of seats will not reduce the number of seats in your pools, as you will want to adjust which pools the seats are allocated to. Sales and Support will work with you to make sure your pools are configured the way you want with the reduced number of seats.

FAQs

Q: Is there any limit to the number of users I can add to my organization?

A: You can add as many users as you want, but the number who have access to your product at any time is determined by the number of licenses you've purchased and the licensing model.

Q: How do I view any licenses I had in the past that have since expired?

A: Go to the Products page and click on the **Expired Products** tab.

Q: Can I purchase additional licenses, lower the number of licenses, or cancel my support and maintenance from the LMP?

A: Unfortunately not. You must go through your Trimble sales rep to adjust the number of licenses your organization has.

Q: If I remove a user from my organization, does that remove them from any products they are assigned to?

A: Yes. It frees up any license they have been assigned to in named user products, and removes them from all pools they were a member of.

Q: How do I control access to the License Management Portal?

A: Many of the products that have license management in the LMP also limit who can see the link to the LMP in their own user management areas. However, there is not currently a limit on who can access the LMP - anybody who has been added to the LMP at your organization can access the LMP for your organization.

Q: Can I manage my subscriptions and licenses for SysQue or other products here?

A: Not currently, but we are adding more Trimble MEP products to the LMP all the time. See the Appendix: Supported Bundles and SKUs for a complete list of products and SKUs that the LMP supports.

Q: I invited a user to join my organization's account, but they never received it. What can I do?

A: You can click on the **Edit** icon (⋮) by their name and choose to **Resend Invite**. If they're still not getting it, make sure their email address is correct. You can also check their spam folders in their email in case it's missing.

Appendix: Supported SKUs and Bundles

Below is the full list of products supported by the LMP and the SKUs that they may be included in.

- **AutoBid SheetMetal and AutoBid Mechanical**
 - SOF-ABSM-ABMC-D (perpetual, pooled licenses)
 - SUB-ABEST-D (subscription, named user licenses)
- **Trimble Accubid Anywhere**
 - SUB-ANYW-D (subscription, pooled user licenses)
 - SUB-ANYW-N-D (subscription, named user licenses)
 - SUB-TC1ANYW-D (subscription, named user licenses)
- **Trimble Accubid Classic**
 - SUB-ACEEST-D
- **Trimble Accubid Classic Change Order**
 - SUB-ACE-COPRO-D
- **Trimble Accubid Classic T&M Billing**
 - SUB-ACE-ACE-TM-D
- **Trimble Connect (when part of MEP bundles)**
 - SUB-ANYW-N-D
 - SUB-TC1ANYW-D
 - SUB-ABEST-D
 - SUB-ACEEST-D
 - SUB-ESTDEST-D
 - SUB-VDCPROPLUS-D
 - 111192
- **Trimble DuctDesigner3D**
 - SUB-PDDDECC-D
 - SUB-PDDDECCSYSQ-D
- **Trimble EC-CAD**
 - SUB-PDDDECC-D
 - SUB-PDDDECCSYSQ-D
 - SUB-VDCPROPLUS-D
 - SUB-ECC-D
 - SOF-ECC-D (perpetual licenses)
- **Trimble Estimation Desktop**
 - SUB-ESTDEST-D
- **Trimble Estimation MEP Pro (when part of MEP bundles)**
 - SUB-ABEST-D
 - SUB-ESTDEST-D
 - SUB-ACEEST-D
 - SUB-VDCPROPLUS-D
- **Trimble FabShop**
 - SOF-FBSHP-PRO-MES
 - SOF-FBSHP-USER-MES
 - SOF-FBSHP-PRO-PERP
 - SOF-FBSHP-USER-PERP
 - SOF-FBSHP-EDU-PERP
 - SOF-FBSHP-EDU-USER
- **Trimble LiveCount**
 - SOF-LCC-PRO-D (standalone subscription, pooled user licenses)
 - SUB-ACEEST-D (subscription, named user licenses)
 - SUB-ANYW-D (subscription, pooled user licenses)
 - SUB-ANYW-N-D (subscription, named user licenses)
 - SUB-TC1ANYW-D (subscription, named user licenses)
- **Trimble PipeDesigner3D**
 - SUB-PDDDECC-D
 - SUB-PDDDECCSYSQ-D

Managing licenses in bundles

Some of our bundles currently require licenses to be managed in a combination of the LMP and other portals due to different licensing systems of the included products. Below is where you manage the licenses for each product in bundles that require management in multiple portals:

- **VDCPro+ Subscriptions (SUB-VDCPROPLUS-D)**
 - Trimble EC-CAD, Trimble Connect: LMP
 - SysQue, MEPcontent for Fabrication, and MEPcontent Manager: Building Data licensing tool
 - Construction Analytics: Construction Analytics
- **PD3D - DD3D - EC-CAD Professional - SysQue Subscriptions (SUB-PDDDECCSYSQ-D)**
 - Trimble EC-CAD, Trimble PipeDesigner3D, Trimble DuctDesigner3D: LMP
 - SysQue: Building Data licensing tool
- **ITM Content - Trimble Connect Business Premium Subscriptions (111192)**
 - Trimble Connect: LMP
 - MEPcontent for Fabrication: Building Data licensing tool
 - Construction Analytics: Construction Analytics