

# All My Papers License Manager



User Manual  
January 2026

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#### Revision History

Revision	Date	Changes
1.0	January 2019	First Edition
1.1	February 2023	General updates, add softlock features

701 S. Capital of TX Hwy  
Suite D420 #122  
Austin, TX 78746  
Telephone +1 (408) 366-6400  
FAX +1 (844) 809-3006  
[www.AllMyPapers.com](http://www.AllMyPapers.com)

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## ALL MY PAPERS LICENSE MANAGER

The All My Papers (AMP) License Manager is a freely distributable Windows application to facilitate Installation, removal and viewing of licenses for All My Papers' applications, SDKs, and 3<sup>rd</sup>-party licenses. The user interface provides three screens selected by a row of tabs near the top of the interface as shown below:

1. On-line Registration - Validates and installs licenses over the Internet
2. Off-line Registration - Validates and installs licenses when an internet connection is not available.
3. Show Licenses - Displays installed licenses and their properties and permits deletion of licenses

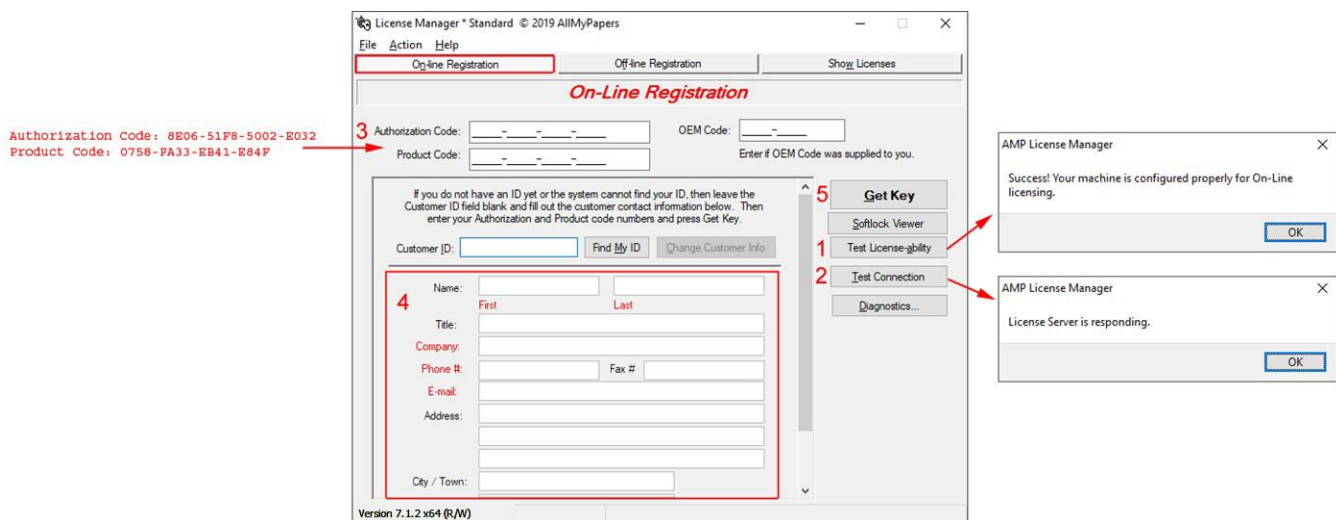
The screenshot shows the 'On-Line Registration' window of the All My Papers License Manager. The window title is 'License Manager \* Remote Desktop Enhanced © 2023 AllMyPapers'. It has a menu bar with 'File', 'Action', and 'Help'. Below the menu bar are three tabs: 'On-line Registration' (selected), 'Off-line Registration', and 'Show Licenses'. The main area is titled 'On-Line Registration' in red. It contains fields for 'Authorization Code', 'OEM Code', and 'Product Code'. Below these is a section for 'Customer ID' with a text box containing 'FRAN54502667' and buttons for 'Find My ID' and 'Change Customer Info'. A note states: 'If you do not have an ID yet or the system cannot find your ID, then leave the Customer ID field blank and fill out the customer contact information below. Then enter your Authorization and Product code numbers and press Get Key.' The contact information section includes fields for Name (First and Last), Title, Company, Phone #, Fax #, E-mail, Address, and City / Town. On the right side, there is a vertical stack of buttons: 'Get Key', 'Softlock Viewer', 'Test License ability', 'Test Connection', and 'Diagnostics...'. The bottom status bar shows 'Version 7.1.2 x64 (R/W)'.

In addition to installation, removal and viewing of licenses on the local workstation, License Manager is optionally available in a server version which includes a license server function that can make licenses available to a group of workstations across a network. See the section on Distributed Licensing for details.

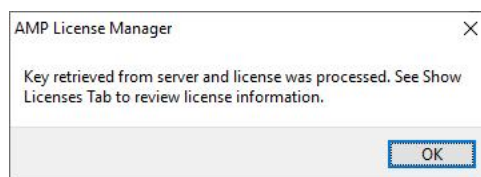
## ON-LINE REGISTRATION

To install a license using On-Line Registration, your computer must be connected to the Internet, you must be logged in as a local administrator so that the License Manager has sufficient privileges to write to the Windows registry and your firewall must permit normal HTTP (web) traffic.

1. Test for the required permissions and connectivity by clicking Test License-ability button.
  - a. If you receive the dialog shown for step 1, continue.
  - b. If you receive an error, select Always Elevate to Admin from the Action Menu and try again.
2. Test for required connection using the Test Connection button.
  - a. If you receive the dialog shown for step 2, continue.
  - b. If you get an error, you may need to use Off-line Registration described later in this section.
3. Fill-in the Authorization and Product Codes provided by AMP
4. If don't yet have a customer ID, fill-in the red annotated fields.
5. Click Get Key



When licensing is successful, you will see:

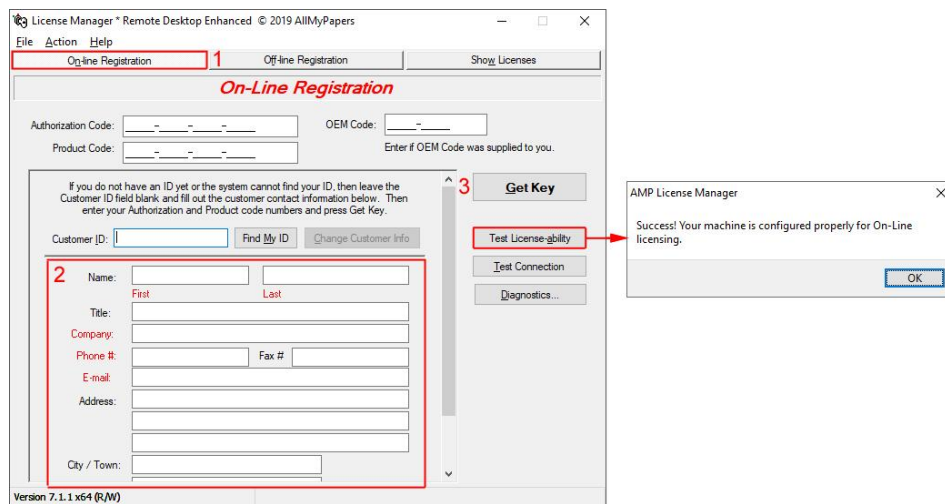


To View installed licenses, click the Show Licenses tab.

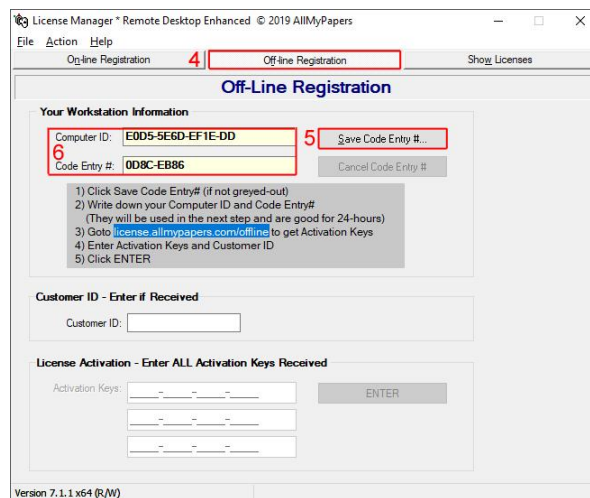
## OFF-LINE REGISTRATION

Use the Off-line Registration tab to install license codes when you do not have an Internet connection. To install a license using Off-Line Registration, you must be logged in as a local administrator so that the License Manager has sufficient privileges to write to the Windows registry. Off line registration breaks the license validation and installation process into a multi-step process so that licenses can be installed on computers without Internet access.

1. Click the On-line Registration tab.
2. If don't yet have a customer ID, fill-in the red annotated fields.
3. Test for the required permissions and connectivity by clicking Test License-ability button.
  - a. If you receive the dialog shown for step 1, continue.
  - b. If you receive an error, select Always Elevate to Admin from the Action Menu and try again.



4. Click the Off-line Registration tab.
5. Click Save Code Entry# (if not greyed-out)
6. Write down or copy your Computer ID and Code Entry# (They will be used in the next step and are good for 24-hours)



7. Close the License Manager
8. On a computer, tablet or phone with a browser and an Internet connection, point the browser to  
[license.allmypapers.com/offline/](http://license.allmypapers.com/offline/)
9. Enter Demographics
10. Enter License Codes Supplied by All My Papers
11. Enter Computer ID and Code Entry Numbers from step 6 above
12. Click Get Activation Key

The screenshot shows a web browser window with the URL [license.allmypapers.com/offline/](http://license.allmypapers.com/offline/). The page title is "Off-line Registration". The form is titled "ALLMYPAPERS LICENSING" and "Get Off-Line Activation Key".

**OFF-LINE REGISTRATION**  
Activation Key: C37A-C5DF-EEB7-FBF8 Customer ID: USER56902034 ← **Receive Activation Key**

**PLEASE ENTER YOUR CONTACT INFORMATION.**

First Name: Computer  
Last Name: User ← **Enter Demographics**  
Company: All My Papers  
Phone #: 123-456-7890  
Email: noreplay@allmypapers.com

**PLEASE ENTER YOUR LICENSE CODES PROVIDED BY ALLMYPAPERS.**

Auth Code: 1163-8575-C7AB-ACE8 ← **Enter License Codes Supplied By AMP**  
Product Code: 30E3-0231-64B3-8FC1

**PLEASE ENTER YOUR WORKSTATION INFORMATION.**

Computer ID: E0D5-5E6D-EF1E-DD  
Code Entry #: 130C-EBFB ← **Enter Computer ID and Code Entry #'s from Off-line Registration tab in License Manager**

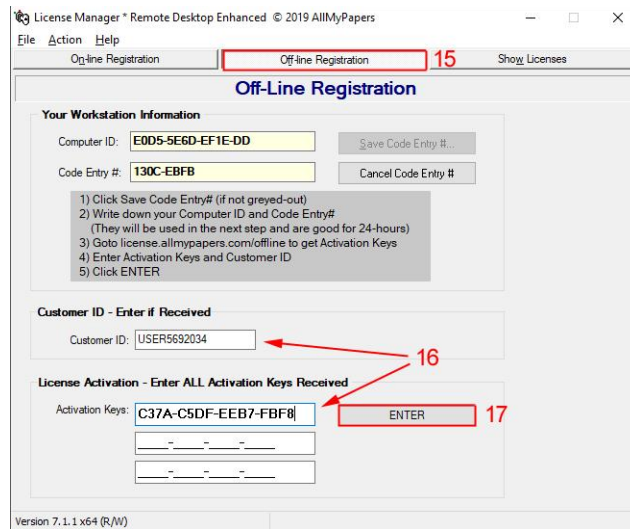
**Get Activation Key** ← **Click Get Activation Key**

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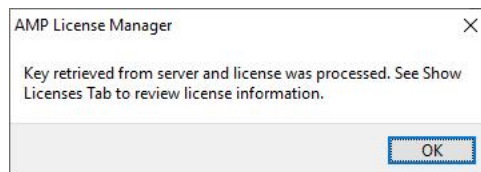
13. Copy Activation Key
14. Repeat for each set of Authorization and Product Codes

On the computer to be licensed:

15. Open the License Manager and Click the Off-line Registration Tab.
16. Enter the Activation Key(s) and Customer ID (be sure to enter all Activation Keys received during this session)
17. Click Enter



When licensing is successful, you will see:

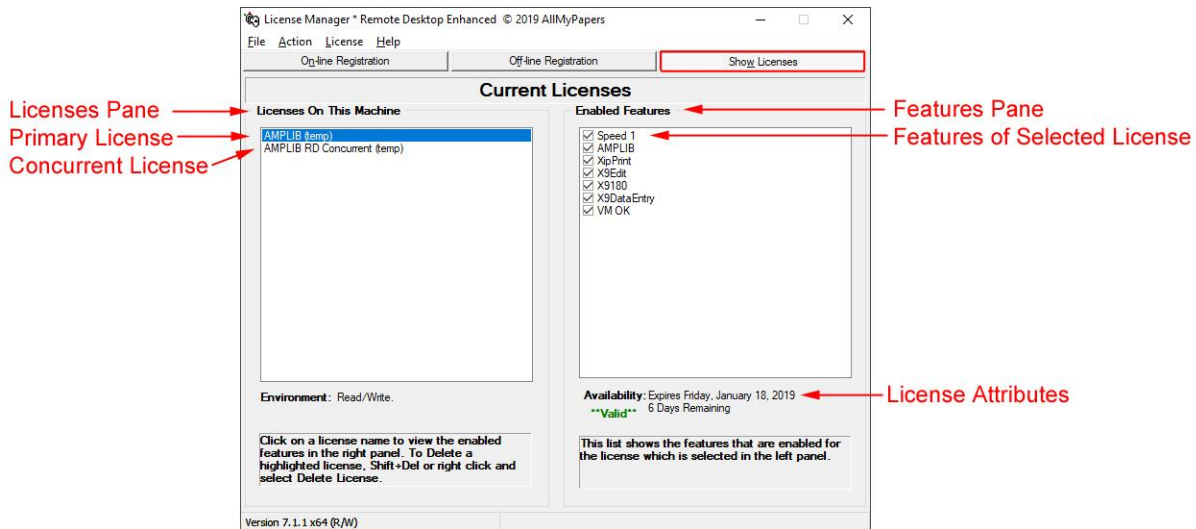


To View installed licenses, click the Show Licenses tab.



## VIEWING LICENSES

To view currently installed licenses, click the Show Licenses tab as illustrated below. The Show Licenses view displays installed licenses, their features and their attributes. The license type (AMPLIB, X9LIB, AMPWEB, etc.) is shown in the left pane (and if available, it's matching concurrent license) and the features of the license are shown in the right pane.

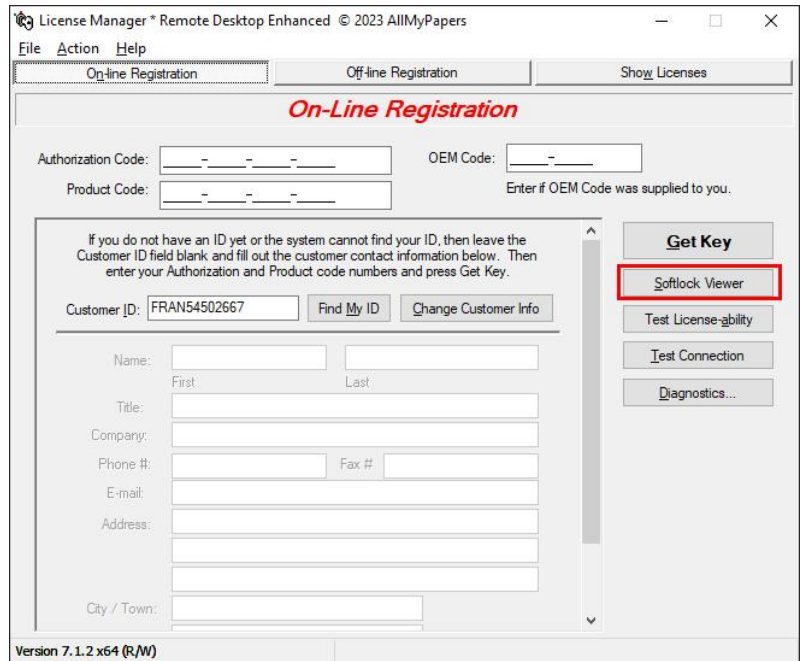


Clicking on a license or its concurrent twin in the left pane, causes its enabled features to be displayed in the right pane and other attributes such as its expiration (in the case of time limited licenses) and the number of concurrent sessions supported (concurrent licenses) beneath the right pane.

- The parenthetical notation (temp) means that this is a time limited license
- "Concurrent" means that this license permits more than one software entity to access the license – this feature is required for distributed license environments, Remote Desktop environments and for some All My Papers applications.

## SOFTLOCK VIEWER

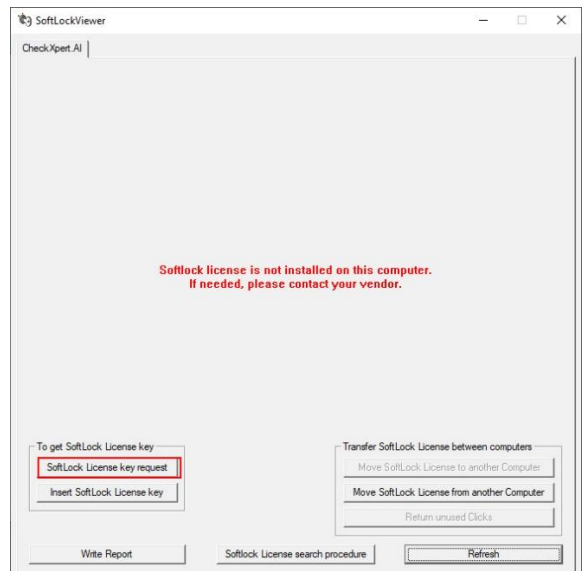
The SoftLock Viewer is an extension to the All My Papers License Manager used to install local licenses for CAR/LAR (Dollar amount recognition) software supplied with some All My Papers products. The procedure for obtaining a CAR/LAR license follows.



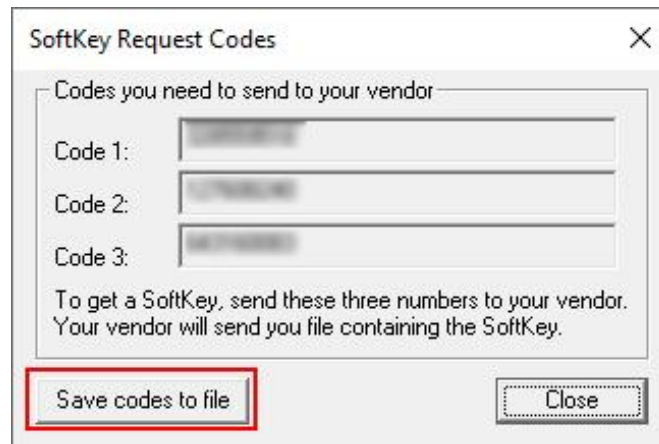
In a moment you will see the Softlock Viewer screen.

## OBTAIN A CAR/LAR LICENSE

To obtain a CAR/LAR license for your system, click the highlighted SoftLock License key request button as shown below.



When you click the request button, you will see a dialog box similar to the one shown below. Click Save codes to file as shown.



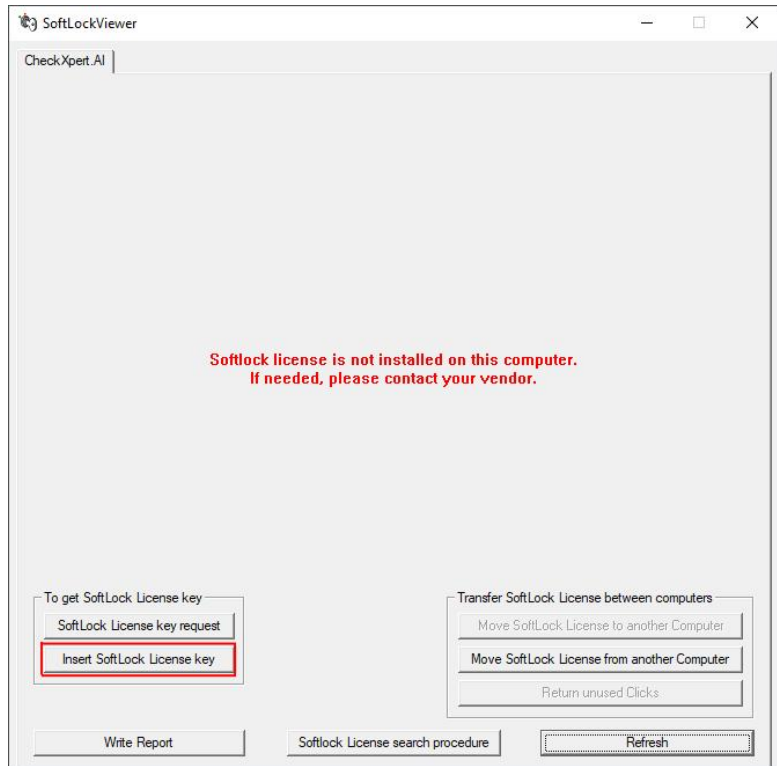
The image shows a Windows-style dialog box titled "SoftKey Request Codes" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Codes you need to send to your vendor" which contains three text input fields labeled "Code 1:", "Code 2:", and "Code 3:". Each field contains a blurred, illegible string of characters. Below these fields, there is a paragraph of text: "To get a SoftKey, send these three numbers to your vendor. Your vendor will send you file containing the SoftKey." At the bottom of the dialog, there are two buttons: "Save codes to file" on the left and "Close" on the right. The "Save codes to file" button is highlighted with a red rectangular border.

Save the file where you can retrieve it and email back to your All My Papers Sales or Support contact.

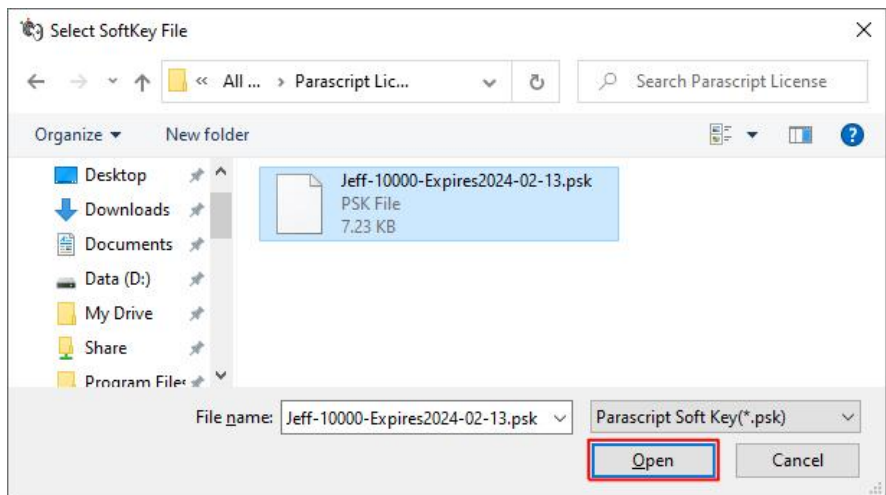
All My Papers will process your request and send back a license file to install with the SoftLock Viewer.

## INSTALL THE CAR/LAR LICENSE

In the SoftLock Viewer, click Insert SofLock Licence as shown.



Navigate to and open the license file received from All My Papers:



In a moment, the SoftLock Viewer will display your installed license information which will include an expiration date and the number of transactions available as shown below.

SoftLockViewer

CheckXpert.AI

▣ Versions

SoftLock Version	0.0
Viewer Version	0.1

▣ User Codes

Code 1 (session code)	328559518
Code 2 (computer ID)	127608240

▣ Software/License Status

License Status	OK
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▣ Software License Dates

Creation date	February 13, 2023
Expiration date	February 13, 2024
Last access date	February 13, 2023

▣ Authorized License Quota

Pages	Quota: 10000 / year, Used: 0, Remaining: 10000
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▣ Local/Network

Local	Yes
Network	Yes

▣ Network timeouts

Send request	5 sec
Receive response	5 sec

▣ Comments

Comments	Jeff local license
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To get SoftLock License key

SoftLock License key request

Insert SoftLock License key

Show License Agreement

Write Report

Tier Exchange Transaction

Tier Exchange request

Tier Exchange

Softlock License search procedure

Transfer SoftLock License between computers

Move SoftLock License to another Computer

Move SoftLock License from another Computer

Return unused Clicks

Refresh

## TRANSFERRING A LICENSE

Please read and understand this section before undertaking the deletion or transfer of a license.

**Note:** This section does not apply to a CAR/LAR license. Contact All My Papers to transfer a CAR/LAR license.

Once a set of license codes (an Authorization and Product Code pair) are consumed by installing the license onto a server or workstation, that license becomes tied to the machine and the license codes are marked as used. Used license codes cannot be reinstalled on another device.

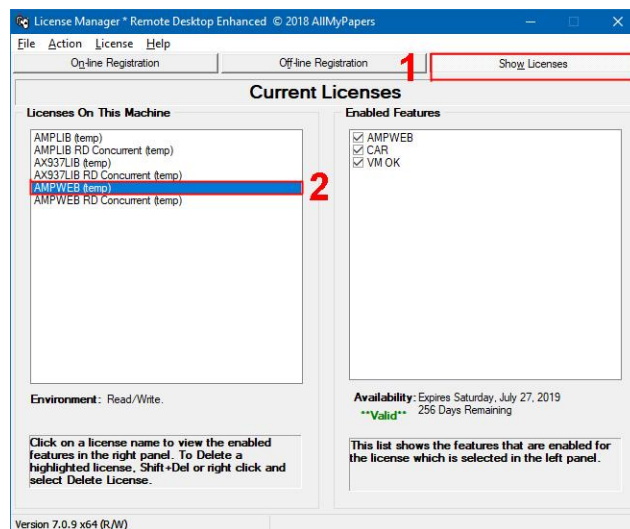
Therefore, circumstances such as moving a license to another user's workstation, workstation hardware replacement, major OS upgrades that require destruction of the Windows registry and the like will require a license transfer. All My Papers is happy to assist its customers who are current on software maintenance move or transfer licenses as needed.

To facilitate license moves, License Manager includes a feature called Delete for Transfer. This feature converts your current a permanent or long-term time limited license into a 35-day temporary license (e.g. your current workstation will continue to be licensed for 35-days) and produces a deletion code that you can present to All My Papers and (assuming that you are current on software maintenance), exchange for a new set of license codes.

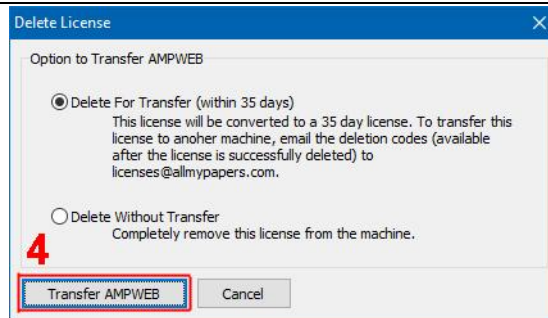
## LICENSE TRANSFER REQUIREMENTS

Before you transfer a license, you must verify that your license(s) is/are current under maintenance e.g. your organization is up-to-date on the payment of maintenance fees. If you are unsure whether maintenance is up-to-date, please contact [accounting@allmypapers.com](mailto:accounting@allmypapers.com). Once you have verified that your licenses are under maintenance, continue with the next steps.

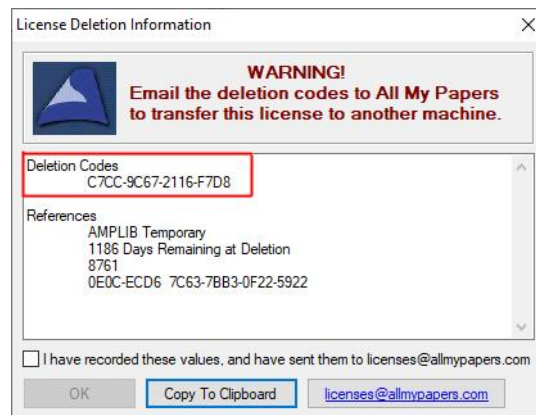
In the License Manager



1. Click the Show Licenses Tab.
2. Select a primary (not concurrent) license from the left-hand pane of the View Licenses window
3. Type Shift-Delete - the Delete License dialog will be displayed as shown below:



4. Click the Transfer [License Name] Button. A Deletion Code will be displayed which is your evidence that the license has been marked for deletion in 35-days.



5. Take a screenshot of this dialog and send it to support@allmypapers.com

If the currently licensed system has crashed or if you for some other reason cannot access the licenses from the license manager, please send a Certificate of Destruction filled-out with as much information as possible to [support@allmypapers.com](mailto:support@allmypapers.com). For any other questions, contact [support@allmypapers.com](mailto:support@allmypapers.com).

## PERMANENT LICENSE DELETION

Follow the steps above but select Delete Without Transfer in the Delete License dialog.

## REMOTE DESKTOP AND DISTRIBUTED LICENSING

In Remote Desktop Distributed Licensing, a server acts as a central repository for 2 to 60 All My Papers application Licenses and can provide those licenses to workstations on the network on a pooled basis e.g. any n-number of workstations can run the licensed application(s) at a given moment in time. When the application running on a workstation (distributed) or server (Remote Desktop mode) the license for that application instance is returned to the pool and is available to other users on the network.

## COMPARING REMOTE DESKTOP AND DISTRIBUTED LICENSING

Remote Desktop and Distributed Licensing are similar in that the License Server Manager acts as a central repository for licenses. However, setup, operating system licenses are very different for the two modes of operation. The table below compares these two models:

	Remote Desktop Licensing	Distributed Licensing
Benefits (as opposed to individual workstation licensing.)	All Licenses are managed on a single machine, pool of users with access to application can be larger than # of Licenses purchased.	
General Description	Users log-in to server and run instances of AMP applications on the server. Workstation acts as a terminal.	AMP Application runs on the client workstation. Application via the License Manager obtains license for application from the License Server.
Software on Workstation	Remote Desktop client (part of Windows)	AMP application, License Manager
Software on Server	Amp application, License Manager Server, AMP Licenses, Remote Desktop Server (part of Windows Server), additional Remote Desktop Client Licenses if more than two client users.	License Server Manager, AMP Licenses
Security and IT Considerations	Requires Remote Desktop Server and licenses, maintaining performance with more than 5 simultaneous users may require significant server hardware.	All workstations require R/W access to a shared folder on the server.

## DISTRIBUTED LICENSING CHECK LIST

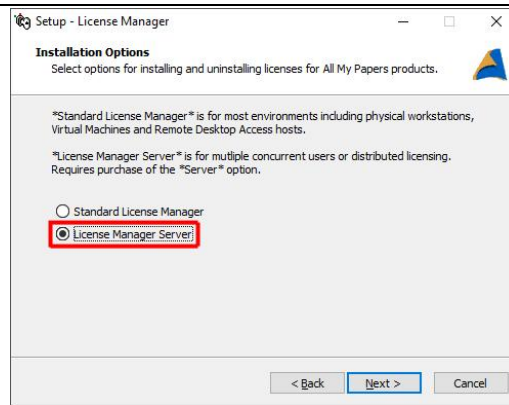
Before you start, make sure that you have local administrator log-in rights to the system that will perform the License Server function. You must be able to/have rights to:

- Install software
- Create a directory on the server that will host the All My Papers License files (if you will not be using the default directory created by the License Manager)
- Set rights for this directory (must be R/W for all user workstations authorized to run All My Papers applications).
- Share this directory on the network.

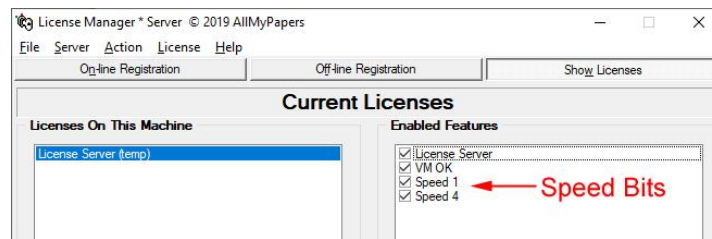
## DISTRIBUTED LICENSING SERVER SETUP

1. **Install Server Version of the All My Papers License Manager** – There is a single distribution of the License Manager. At install time, you will be given the option of the Standard License Manager or the License Manager Server. If the License Manager is already installed on the system, uninstall the currently installed version, download the latest version and choose License Manager Server during the installation as shown.

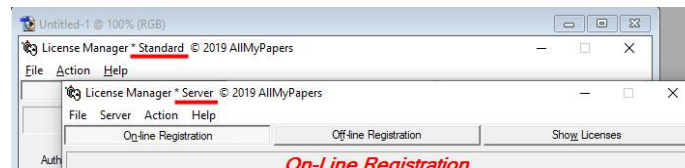




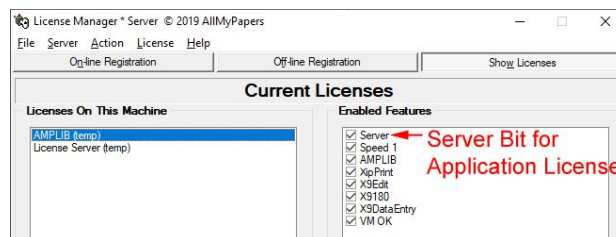
2. **Install Server License** – This is a special license from All My Papers that enables the server functions. This license will have one or more Speed features or bits. The Speed bits determine the number of simultaneous licenses in the license pool and hence, the number of simultaneous copies of the licenses application(s) that may be run on the network. The Server license is installed like a normal application license using On-line or Off-line Registration.



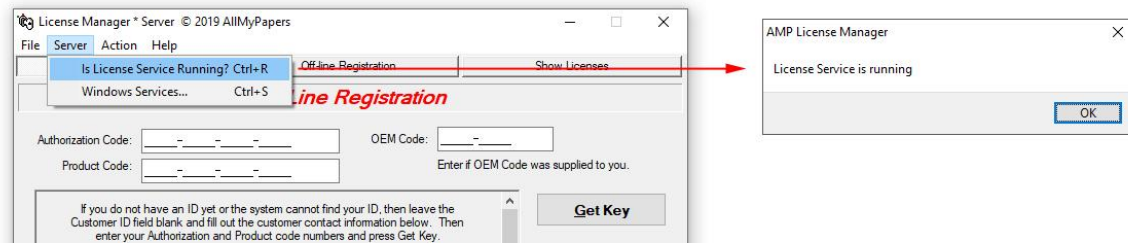
Once the Server License is installed, your copy of the License Manager will switch from Standard (or Remote Desktop Enabled) to Server mode. The current mode is shown in the title bar of the License Manager as illustrated below. Note that when in Server Mode, the License Manager displays an entry in the menu bar called Server.



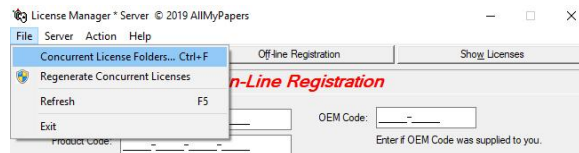
3. **Install Application Licenses** making sure that they each include a Server Bit



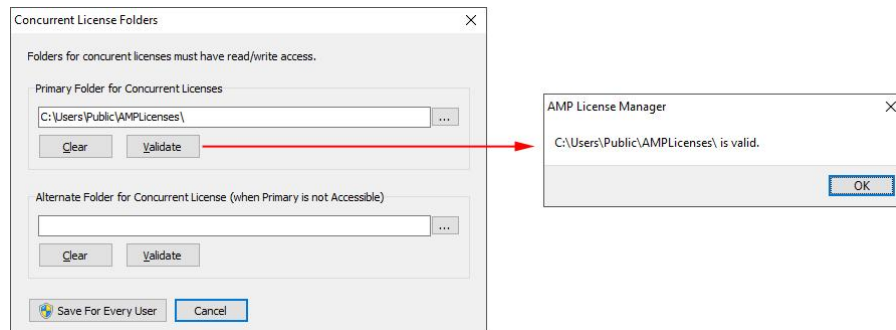
4. Verify that the License Service (a Windows service that provides distributed licensing services to the network) is running by selecting the option as shown from the Server menu of the License Manager. You should see the dialog shown at the right of the illustration below.



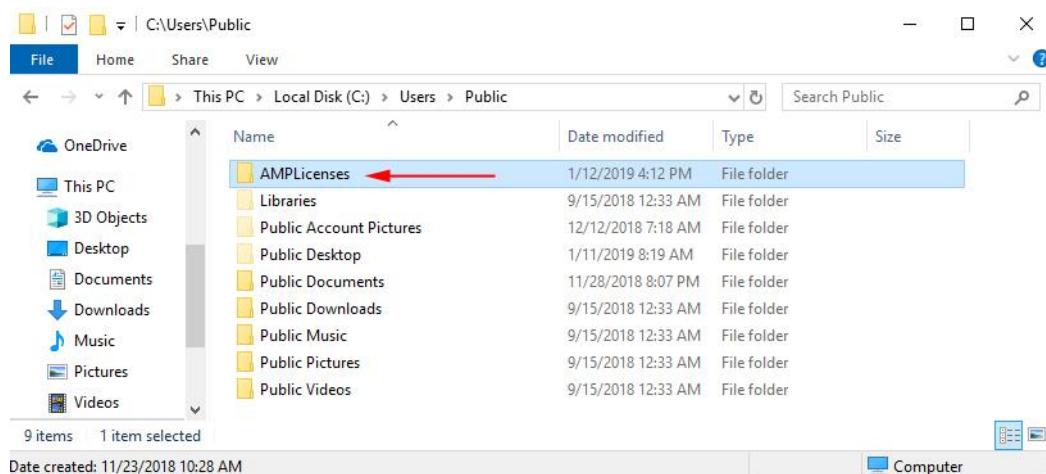
5. Validate the Concurrent License Folder by Selecting Concurrent License Folders... from the File menu as shown below:



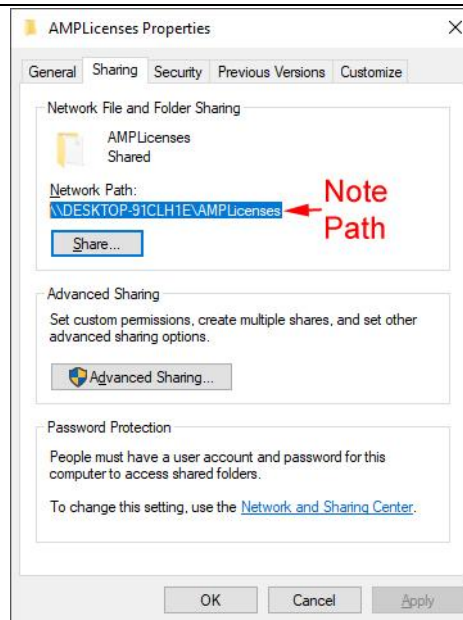
6. At the Concurrent License Folders dialog, click the primary folder validate button and make sure that License Manager confirms that the folder is valid.



7. Make note of the Concurrent License Folder path as you will need it for the next few steps. Navigate to the Concurrent License folder, right click on it and select Properties from the context menu.



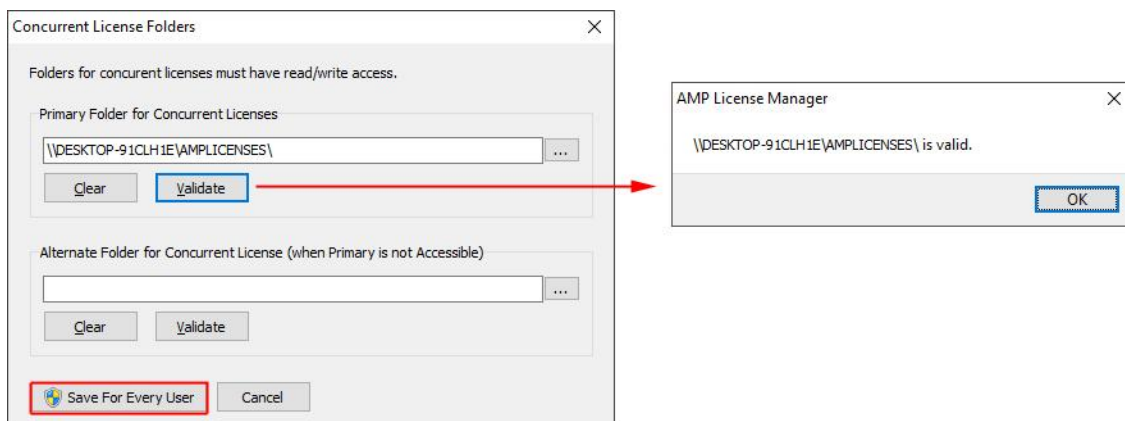
In the Properties dialog (whose appearance may vary, depending upon which version of Windows you are running), select the Sharing tab and share the folder. **Make a note of the Network Path as you will need this to configure access on client workstations.**



8. Finally, you will need to set permissions on this folder so that user workstations on the network that will obtain licenses from the server have read/write access to the folder. As the exact process for this will vary depending upon which version of Windows or windows Server you are running and your organization's security policies, it is beyond the scope of this manual to describe this step in detail.

## DISTRIBUTED LICENSING WORKSTATION SETUP

1. On each client workstation, install the standard version of the License Manager.
2. Open the License Manager
3. Select Concurrent License Folders... from the File menu.
4. In the dialog, type in the network path of the concurrent license folder on the server (see Step 7 in the previous section).



Once the Concurrent License Folder on client workstations have been set to the License Server folder, your All My Papers application will obtain licenses from the server.

## REMOTE DESKTOP LICENSING CHECK LIST

Make sure that you have set up Remote Desktop Server software on your server as well as the requisite number of Remote Desktop Client Licenses (from Microsoft)

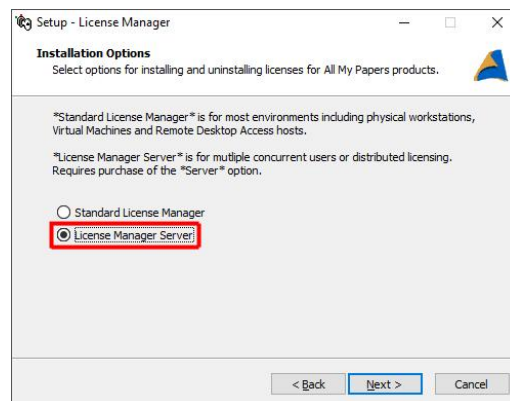
Make sure that all client workstations and their users have Remote Desktop client software setup on their workstations and that the users have appropriate log-in credentials.

To install AMP Licenses and software on the server, you need to be a local administrator of that server with log-in rights to:

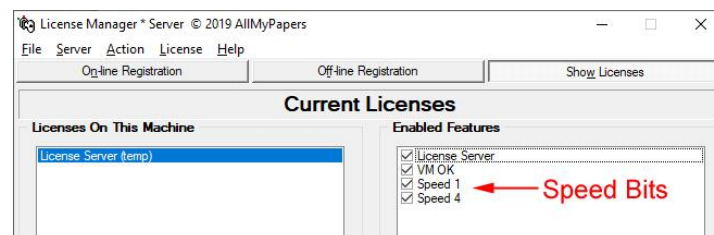
- Install software
- Create a directory on the server that will host the All My Papers License files (if you will not be using the default directory created by the License Manager)

## REMOTE DESKTOP SERVER SETUP

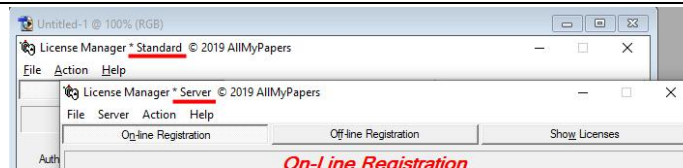
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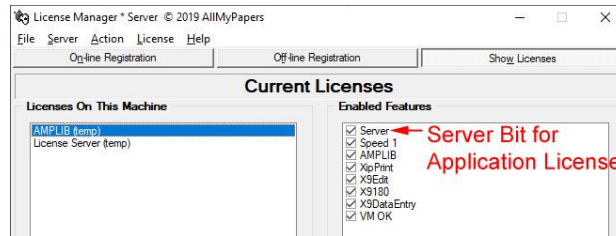
2. **Install Server License** – This is a special license from All My Papers that enables the server functions. This license will have one or more Speed features or bits. The Speed bits determine the number of simultaneous licenses in the license pool and hence, the number of simultaneous copies of the licenses application(s) that may be run on the network. The Server license is installed like a normal application license using On-line or Off-line Registration.



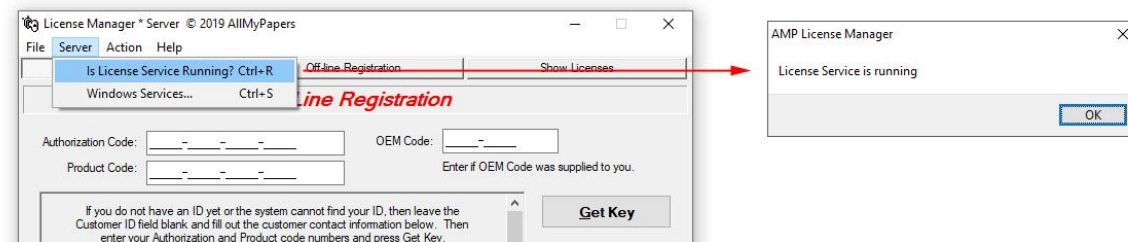
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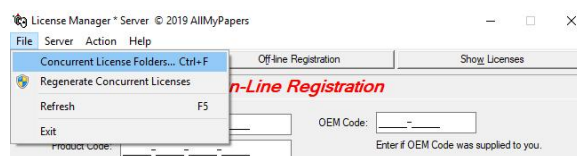
3. Install Application Licenses making sure that they each include a Server Bit



4. Verify that the License Service (a Windows service that provides distributed licensing services to the network) is running by selecting the option as shown from the Server menu of the License Manager. You should see the dialog shown at the right of the illustration below.



5. Validate the Concurrent License Folder by Selecting Concurrent License Folders... from the File menu as shown below:

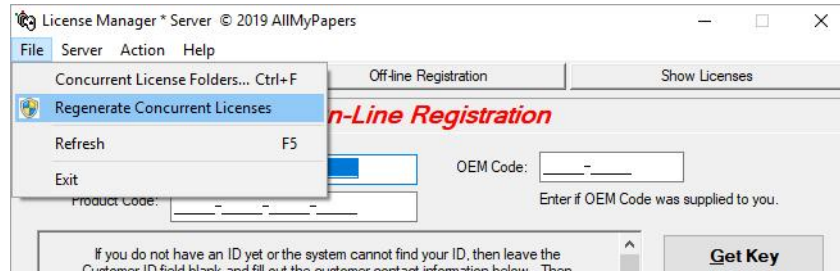


6. At the Concurrent License Folders dialog, click the primary folder validate button and make sure that License Manager confirms that the folder is valid.

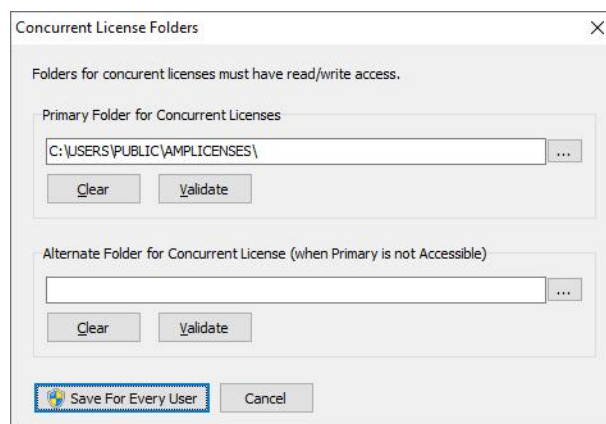
When these steps are complete, users on the workstations should be able to remote in to the server and run their AMP applications.

## MENU ITEM REFERENCE

### FILE MENU



**File → Concurrent License Folder...** - Opens the Concurrent License Folder dialog as detailed in the section on Distributed Licensing



**File → Regenerate Concurrent Licenses** – Forces regeneration of Concurrent Licenses. Use this option after installation of new Server License or application Licenses that include the VM OK feature.

**File → Refresh** – Refreshes the Show Licenses View

**File → Exit** – Exits License Manager

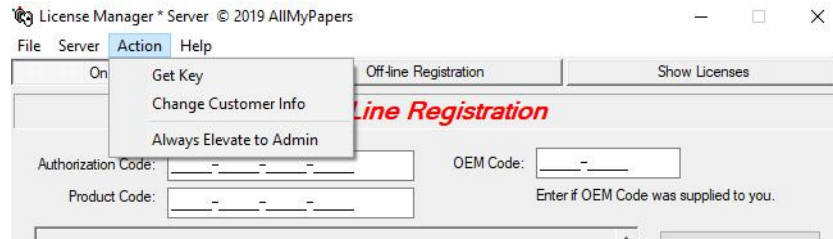
### SERVER MENU (LICENSE SERVER MANAGER ONLY)



**Server → Is Service Running?** – Displays a dialog indicating whether or not the All My Papers License Service is running.

**Server → Windows Services** – Opens the Windows Services window.

## ACTION MENU

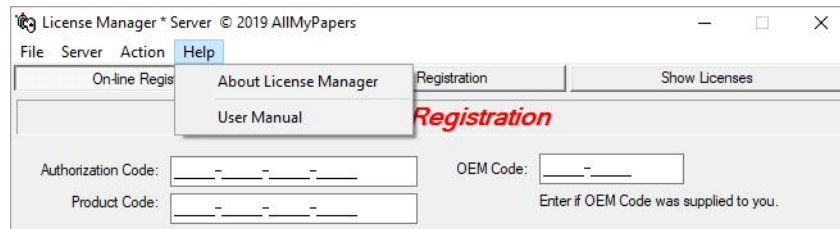


**Action → Get Key** – Same function as the Get Key button in the On-line Registration screen. Contacts the All My Papers cloud-based licensing registrar service to register currently entered license keys.

**Action → Change Customer Info** – Lets you edit your user demographics.

**Action → Always Elevate to Admin** – Ensures that License Manager runs as Administrator. Check this box if Licenses cannot be installed.

## HELP MENU



**Help → About License Manager** – Display Version and other information about License Manager.

**Help → User Manual** – Displays this manual