

Licensing Guide

November 4, 2022 | Server 2022

For the most recent version of this document, visit our documentation website.

Table of Contents

1 Licensing overview	3
2 Licensing terminology	4
2.0.1 Trial license	4
2.1 Grace period	4
3 Relativity alerts and messages	5
4 Viewing license details	6
5 Licensing an application	7
5.1 Generating a license request	7
5.2 Applying a license key	8

1 Licensing overview

Relativity licensing includes flexible options that you can tailor to the size, type, and other requirements of your organization as part of your contractual agreement with Relativity. After you install Relativity, you can activate a new license or renew your current one by requesting and applying an activation key. You must also complete these steps for Processing.

If you are a new client or upgrading from an unlicensed version, Relativity activates a 7-day trial license, which you can temporarily use until obtaining your official license key. If you are an existing client, you enter a 7-day grace period after the expiration of your license. Processing doesn't provide a trial license.

2 Licensing terminology

The License details page displays information about the license currently used by your Relativity installation. See <u>Viewing license details on page 6</u>.

2.0.1 Trial license

When you initially install Relativity, you'll temporarily have a seven-day trial license for an unlimited number of seats. The system applies a seven-day trial license for the current seat count to a Relativity installation after the license expires. The value in the Number of Seats field is displayed as -1. (Processing doesn't provide a trial license.)

2.1 Grace period

If you haven't renewed your Relativity license before the expiration date, you have a seven-day grace period to complete the renewal process. (A grace period isn't provided for a Processing license.) The License details page displays the expiration date for the license, as well as your contractual seating and license type information. After the expiration date for your grace period, Relativity displays an error message when users attempt to access the system.

3 Relativity alerts and messages

As a system admin, email and alerts notify you when a Relativity or Processing license is going to expire.

You enter a grace period if you didn't renew your Relativity license before the expiration date. It provides you with an additional seven days to complete the renewal process. In Relativity, the License details page displays the expiration date for the grace period.

After the expiration date for your trial or existing license, Relativity displays an error message when users attempt to access the system. System admins can access only the License tab, which provides functionality for obtaining an activation key.

Note: Your Relativity and Processing licenses immediately become invalid if you modify the instance setting in the Relativity.LicenseManager section of the instance setting table.



4 Viewing license details

On the License details page, you can view information about your Relativity or Processing license. This page also provides you with the options to request and apply a license. See <u>Licensing an application on the next page</u>.

Note: You must have system admin permission to view the License tab. Full system admins are the only users able to edit license information.

- 1. Locate and select the **License** tab via the search bar in the upper right or the left side tab menu.
- 2. Click an application name to display additional information about its license. The following information is available on the details page for Relativity and Processing licenses:
 - Relativity license The details page displays the application name, instance name, expiration date, number of seats, and type.
 - Processing license The details page displays the application name, Relativity instance name, expiration date, as well as the URL for each worker manager server, and the number of workers that it can run. In the following example, a worker manager server URL is net.tcp://mainline-7-inv.testing.corp:6859/Invariant API/, and the number of workers that it can run is 5.

Note: When you apply a new processing license in your Relativity environment, all jobs in the processing queue must complete before Relativity identifies any additional worker manager servers that you may have purchased as licensed. For more information, see Upgrading a worker manager server installation on the Relativity Server 2022 Documentation site.

5 Licensing an application

You must generate a request key that we use to create an activation key for your license. Next, you apply this activation key to your application. You follow the same process to request a license for Relativity or Processing.

5.1 Generating a license request

After installing Relativity or Processing, you can use these instructions to generate a license request through the License tab.

- 1. Locate and select the License tab.
- 2. Click Relativity or another application name to display the License details page.

cense		
License Details		Licensing
Application Name:	Relativity	License Key
Instance Name:	ML17	Request License Key
Expiration Date:	11/2/2020	Request License Rey
Number of Seats:	1000	Apply License Key
Type:	Uncapped	

Note: When you initially install Relativity, you temporarily have a seven-day trial license until you obtain the activation key for your official license. The License details page displays the expiration date for the trial license, and uses the value -1 to indicate an unlimited seat count. For information on Relativity license types, see Licensing terminology on page 4.

All Relativity environments require an instance name, which appears in the Instance Name field. During the initial installation of Relativity, this field may display UNSETINSTANCE. Relativity Client Services will work with you to define this name by requesting information about the use of the Relativity instance. For example, you may be using this instance in your production or test environment, as a demo virtual machine (VM), or in some other capacity. 3. Click **Request License Key** to display a pop-up with the request key.

equest License Key	
Request Key:	###ML17###PD94bWwgdmVyc2lvbj0iMS4wlj8+DQo8TGljZW5zZVJlcXVlc3
	QgeG1sbnM6eHNkPSJodHRwOi8vd3d3LnczLm9yZy8yMDAxL1hNTFNjaGVtYS
	lgeG1sbnM6eHNpPSJodHRwOi8vd3d3LnczLm9yZy8yMDAxL1hNTFNjaGVtYS
	1pbnN0YW5jZSI+DQogIDxLZXk+bDJxYmhMSjk5Vm05WIM5MDN5MFRad21MZ0
	pqbHgyU3VUMFpKWkI3T0FzNUtZZXRFQm5scTNtakdpYkt6TGExQ2FYbTFPVE
	dUWUh2bkRJakMwM2FWaUZrYjVqZEEzRHIJVmU2SHFRRGVXNEZrMExXVEtMZU
	h1dEliNWJ1aWl2WHlsYU5EenNKeVFUaUlYM3pRa0lFWXJpV2Z2NktDR3J6bl
	JBaGRQN09hMy9nPTwvS2V5Pg0KICA8RGF0YT5CQ1U4R0V5NTZiMmtQZnUrQW
	tVRkZ6dnpNVXh3bXcwVlliMUllanBTQml1clVnNzBlbWtNZnowZ3NTK0VaWT
	RwSW84WU8zZHFKUTRyNUJHWDFvRzZEZVh6MHlubkhzQU9aTHByRXBNL0dFM0
	FWc2ZHVXA2QkIWV3NKdzFSVTBpVkJSTWp2YkdLN1VmcHZ6eFFRM2NDYmZ1OC
	9YVkRlcmQ5cEllNkJuVG5ScE5jeUU3TnRzcmZOQUFTdzFpOXcxMlZUZStWZ0
	NaTC9nSnlrWjJPUVBlbkVXMVN2WHN3L2YramVtK2hqYzNHak4xZC81RDNLRm
	NwTkZtaExBTml4aXhoSlVZdDVNT20wd3VuNk10Z3RVOERqdVRweGlleHBiOU
	FWeHdoc1diZFFPU25rUmd1eGY4cWNaVzNzN2VFVUFNNEFqVWFEekQ1L0xTdF
	EwU0VkMndqUIRIZjYrS2t0V1NjUnBIWGlkSFRtUVRSM1dRbm0raThSQ2dRaH
	kvSTRlbHV4L0c4M21QcGJoWFE4L0kra2FYT1p4QVBTaFViTmVRQmJvdys0Q3
	g3Zyt6ZkRUT1RPdTRmMC9INEIzQnFzU3NzRUR1TjVLZGtGOGpnV21iMmFLc2
	tpQmFrUkxNU09nZEJuUE94L3V1MUg5aGZ0cFdFYXNmaVNCQWtRWVRubIZRQn
	lvcjhjc2NqUSswZjhmdUdkNlhXa09HRkZJNGZnYnZJelNXaEFIL1RhRTU4UW
	hmUnR3SzZEbTI5aXc4ZzQrRFRoOG43LzBtUjBWMkpWeXhtMjhxeVd3Q0dTVk
	ZkM0VMbHhGN0lmVlJMOFllanhxTll0VDJ2anBNMUtmc21UUmtKc1lwRW5rV2
	RmTGY5UEgxYVM1TkkyZ0xkVzk2L1NnYy9JcGVGRkZwZWpDc3JxTnBVNU9Xb1
	VhM1NGZGtFb09ueE5ZcmxxblpzYUNUT2YwZ3UxQTI2RUIIZFNqeFQ5RndkVm
	N3d2QyTm53Q2VWdGQ4Q0J6eVhwWkQvS2VnU0wxVVVNOEhZcjhCOHdxK1R3cm
	ZNTk5HY1hhSGVVQnZWSnhJdXR3ZGdUL2d1bnFTWVF0d2FSODNhcHhWKzdtam
	RnN3pab0ZnbkhBQVBuZGE0b3NraGNueXhLQm5HNmdRK2hQRjdVaWltYXRJUV
	krcE45MjA4TjBuL2NVRnhHbEFIMThNdnNzRTVXVIBQUm9nQm00TIBkbzA1Q1
	dldXJkLzUvNVVwaFFVWUQ3Uy84MjB6cG9JUzJJbjUyd2ljUVVIL2h5Qk1VST
	JsNFR0dWdYVlkwd0Rxcm0xdDNGWE1NSGRqWjhBbkJUMGcyWHVHMUpXZ1ZYM3
	pLRkIEYmc9PTwvRGF0YT4NCjwvTGljZW5zZVJlcXVIc3Q+

- 4. Select the **Request Key** text, right-click on it, and then click **Copy** to copy the text to your clipboard.
- 5. Paste the text into an email message to Relativity <u>Client Services</u>. Relativity Client Services processes your request key and sends you an email message containing your activation key.

5.2 Applying a license key

After you receive a license key from us, you can apply it to your application through the License details page.

- 1. Locate and select the License tab. (See steps 1-3 in Generating a license request on page 7.)
- 2. Click **Apply License Key** to display a pop-up.

	A.5
	Ар

- 3. Copy the license activation key received in the email message sent by Relativity Client Services. Paste it into **License Key** box on the pop-up.
- 4. Click **Apply**. The License Details section of the tab automatically displays your contractual information.

Note: If Relativity displays an error message, verify that you copied the activation key correctly. Contact Relativity Client Services at Relativity Community<u>Relativity Support</u> if you have any questions about applying your license key.

Proprietary Rights

This documentation ("**Documentation**") and the software to which it relates ("**Software**") belongs to Relativity ODA LLC and/or Relativity's third party software vendors. Relativity grants written license agreements which contain restrictions. All parties accessing the Documentation or Software must: respect proprietary rights of Relativity and third parties; comply with your organization's license agreement, including but not limited to license restrictions on use, copying, modifications, reverse engineering, and derivative products; and refrain from any misuse or misappropriation of this Documentation or Software in whole or in part. The Software and Documentation is protected by the **Copyright Act of 1976**, as amended, and the Software code is protected by the **Illinois Trade Secrets Act**. <u>Violations can involve substantial</u> civil liabilities, exemplary damages, and criminal penalties, including fines and possible imprisonment.

©2022. Relativity ODA LLC. All rights reserved. Relativity® is a registered trademark of Relativity ODA LLC.