



# ESNA TECHNOLOGIES

## OnEsna License Manager: Admin User Guide

# ONESNA LICENSE MANAGER: ADMIN USER GUIDE

Esna Technologies uses the OnEsna site to manage all software licensing. Corporate administrators can login to [www.onesna.com](http://www.onesna.com) and manage their own domain, such as adding and deleting users, adding new programs, and downloading software.

## Contacting Esna™

Esna Technologies Inc.  
30 West Beaver Creek Rd., Suite 101  
Richmond Hill, ON. CANADA L4B 3K1  
**Tel:** +1 905-707-9700  
**Fax:** +1 905-707-9170  
**Website:** [www.esna.com](http://www.esna.com)

For hardware and software support, contact:

**Tel:** +1 905-707-1234  
**E-mail:** [techsupp@esna.com](mailto:techsupp@esna.com)

For documentation requests and feedback, contact:

**E-mail:** [documentation@esna.com](mailto:documentation@esna.com)

## Copyright & Trademarks

**Esna Technologies Inc.**  
*30 West Beaver Creek Rd., Suite 101  
Richmond Hill, ON. CANADA L4B 3K1*

Copyright © 1992-2015 by Esna Technologies Inc. All rights reserved.

Esna Officelinx Unified Communications Server is made available under the terms of the Esna Technologies Inc. license agreement without express or implied warranties of any sort, including, specifically, any warranties relating to the performance or maintenance of the program.

While every effort has been made to ensure accuracy, Esna Technologies Inc. will not be liable for technical or editorial errors or omissions contained within the documentation. The information contained in this documentation is subject to change without notice.

Esna software and related documentation may be used only in accordance with the terms of the Esna Technologies Inc. license Agreement and copied only to provide adequate backup protection.

Other brands and products are trademarks or registered trademarks of their respective holders and should be noted as such.

# ONESNA LICENSE MANAGER: ADMIN USER GUIDE

## Table of Contents

<b>5</b>	<b>ONESNA LICENSE MANAGER: ADMIN USER GUIDE</b>
<b>5</b>	<b>INTRODUCTION</b>
<b>5</b>	<b>ACCESS AND LOGIN</b>
<b>6</b>	<b>THE DASHBOARD</b>
7	General
7	Domains
7	Manage Users
8	Licenses
10	Unused Licenses
10	Apps
<b>11</b>	<b>SETTINGS</b>
<b>12</b>	<b>DOWNLOAD FROM ONESNA</b>
12	Setup an OnEсна Account
14	Downloading Files



# ONESNA LICENSE MANAGER: ADMIN USER GUIDE

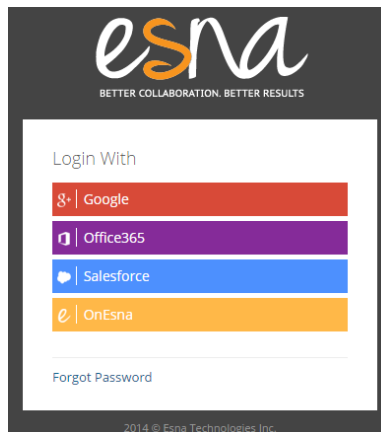
## Introduction

Esna Technologies uses the OnEsna site to manage all software licensing. Corporate administrators can login to [www.onesna.com](http://www.onesna.com) and manage their own domain, such as adding and deleting users, adding new programs, and downloading software.

## Access and Login

When your software is purchased, Esna Technologies will add your company details to the OnEsna site and provide you with your security credentials.

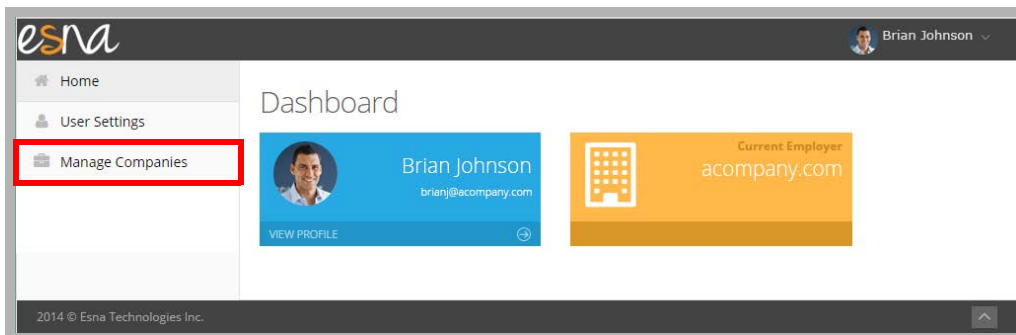
1. Open a browser and go to [www.onesna.com](http://www.onesna.com).
2. If prompted to select the credentials to use, choose the most appropriate method.



3. Enter the username and password and login.

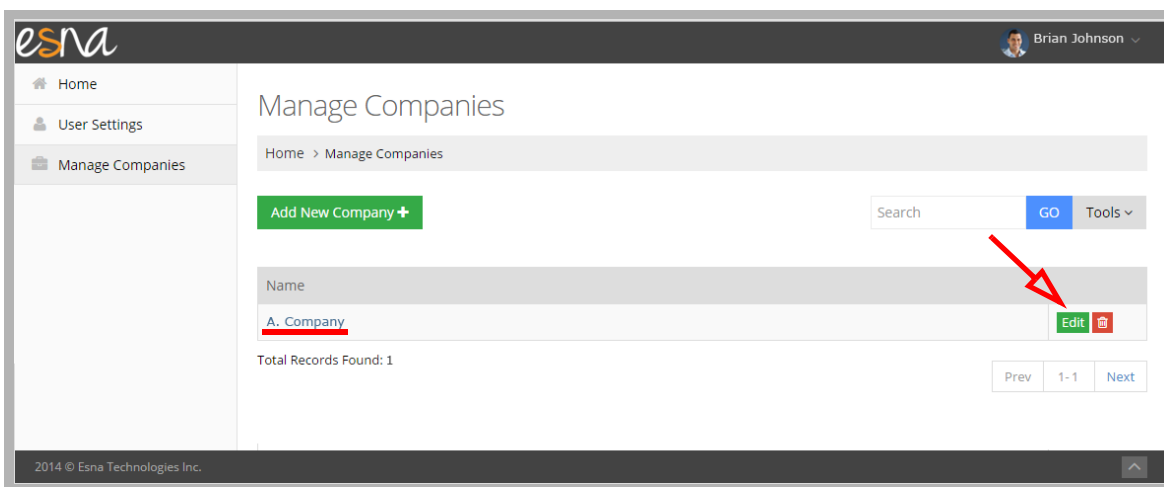
# The Dashboard

The OnEsna dashboard appears.

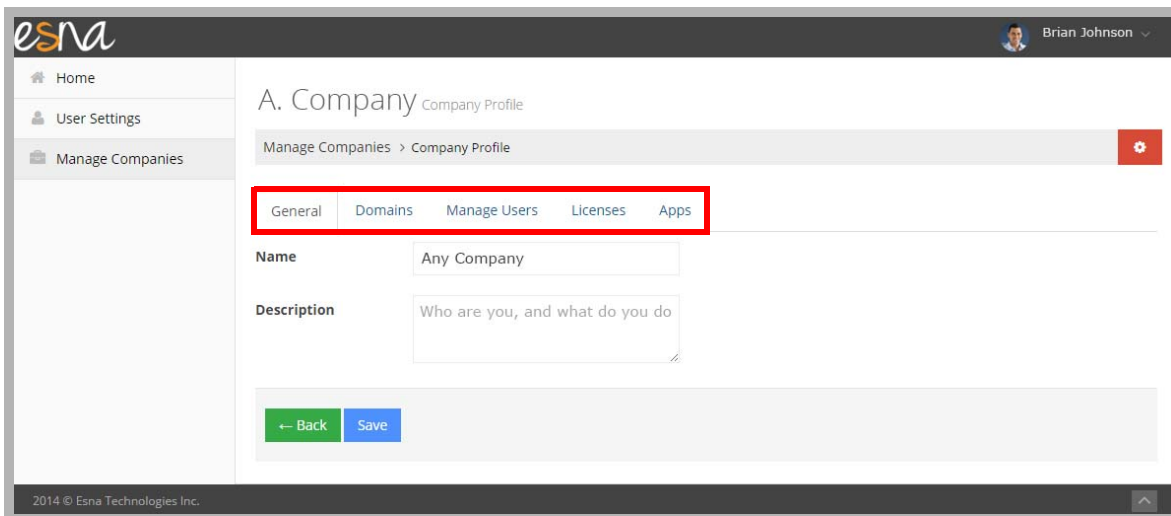


- **Home:** Click here to return to the dashboard.
- **User Settings:** Manage your personal profile information, such as email addresses, time zone, and passwords.
- **Manage Companies:** Control your domain's licensing information and users.

Select **Manage Companies**. Locate a company to manage and click **Edit**.



The **Manage Companies** windows has 5 tabs that allow you to modify corporate settings: General, Domains, Manage Users, Licenses, and Apps.



## General

Displays the Company name and Description. This is entered by Esna when the license is purchased.

## Domains

Identifies the domains under your company which can access your paid licenses. One company can have one or more domains configured.

## Manage Users

Monitor licensed users and control user access to all Esna products.

The screenshot shows the 'Manage Users' interface for 'A. Company'. The 'Manage Users' tab is selected, showing a table of users. The table has columns for Name, Email, and Relation. There are three users listed: Alan Pie (Employee), Brian Johnson (Employee, Admin), and June Spring (Employee). Each user has a red trash icon next to their name. Above the table, there is a green 'Invite New User +' button, a search bar labeled 'Search By Email', and a 'Tools' dropdown menu. The interface also shows a sidebar with 'Home', 'User Settings', and 'Manage Companies' options.

Name	Email	Relation
Alan Pie	alan.pie@acompany.com	Employee
Brian Johnson	brianj@acompany.com	Employee, Admin
June Spring	June.spring@acompany.com	Employee

**Invite New User +** - Click this icon to add a new client to the list of authorized users. That person will receive an email asking them to become a user. When they accept, they will have access to all of the products licensed to the company. A license for a program will be given out the first time a user logs in.

**🗑️** - This icon will remove an existing client from the list of authorized users. They will no longer be licensed to use any of the programs.

# Licenses

Contains details for the Esna products in use (trial or purchased).

The screenshot shows the 'Licenses' tab for a company profile. The interface includes a navigation menu on the left with 'Home', 'User Settings', and 'Manage Companies'. The main content area is titled 'A. Company Company Profile' and has a sub-header 'Manage Companies > Company Profile'. Below this are tabs for 'General', 'Domains', 'Manage Users', 'Licenses', and 'Apps'. The 'Licenses' tab is active, displaying a table of 'Company Purchased Licenses'.

Product	Purchase Date	Instance Number	Quantity	Used	Expiration	
Avaya Communicator for Web	2015/08/14 09:55	402F566-422F-4028-804F-56677304202F	5	5	2016/08/03	<a href="#">Details</a>

Navigation buttons: Prev, 1-1, Next. Footer: 2014 © Esna Technologies Inc.

**Note:** Any trials initiated by an individual will not appear under Manage Companies.

The Licenses tab allows you to:

- View the # of licenses purchased (**Quantity**), and the # currently in use (**Used**).
- The data of expiration of the license.

For details on the license for each product, click [Details](#).

The screenshot shows the 'License Usage' details page for a specific license. The 'General' tab is active, displaying various fields:

- Instance Number:** 402F566-422F-4028-804F-56677304202F
- Order Number:** [Empty field]
- Order Provider:** [Empty field]
- Customer:** Any Company
- Product:** Avaya Communicator for Web
- Created By:** Brian Johnson, 2015/08/14 09:55
- Modified By:** Alan Pie, 2015/09/16 11:47

Service/Feature	Expiration	Quantity	Used
<b>Avaya Communicator for Web</b>	2016/08/03	5	5

[Edit](#)



Click **License Usage**.

The screenshot shows the OnEsna License Manager interface. The top navigation bar includes 'Home', 'User Settings', and 'Manage Companies'. The main content area is titled 'A. Company Company Profile' and contains tabs for 'General', 'Domains', 'Manage Users', 'Licenses', and 'Apps'. The 'Licenses' tab is active, and the 'License Usage' sub-tab is highlighted with a red box. Below the tabs, there is a search bar with a dropdown set to '50' and a 'GO' button. There are also 'All' and 'Unused' filter buttons. The main content is a table with columns: Name, Service/Feature, Allocated, Last Access Time, and Relation. The table lists three users: Alan Pie, June Spring, and Brian Johnson, each with a 'Revoke' button. The footer of the interface shows '2014 © Esna Technologies Inc.' and a scroll-up arrow.

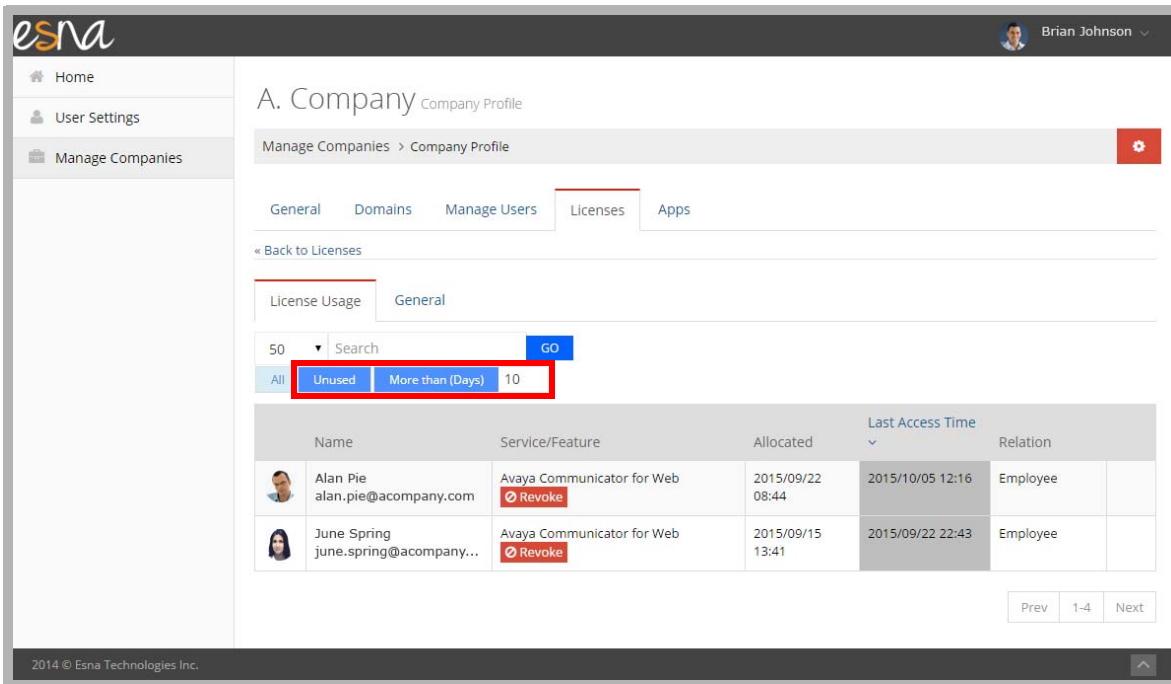
Name ^	Service/Feature	Allocated v	Last Access Time v	Relation
Alan Pie alan.pie@acompany.com	Avaya Communicator for Web <a href="#">Revoke</a>	2015/09/22 13:46	2015/10/21 15:58	Employee
June Spring june.spring@acompany...	Avaya Communicator for Web <a href="#">Revoke</a>	2015/09/22 08:44	2015/10/05 12:16	Employee
Brian Johnson brianj@acompany.com	Avaya Communicator for Web <a href="#">Revoke</a>	2015/09/15 13:41	2015/09/22 22:43	Employee, Admin

View the license usage by user under **Last Access Time**.

You can delete specific product licenses for individual users here. **Revoke** will return that user's licenses to the pool, but if the user logs back in and there is a license available, they will given a license. To remove them permanently, go to **Manage Users** and delete the user. They will no longer have access to any Esna product.

## Unused Licenses

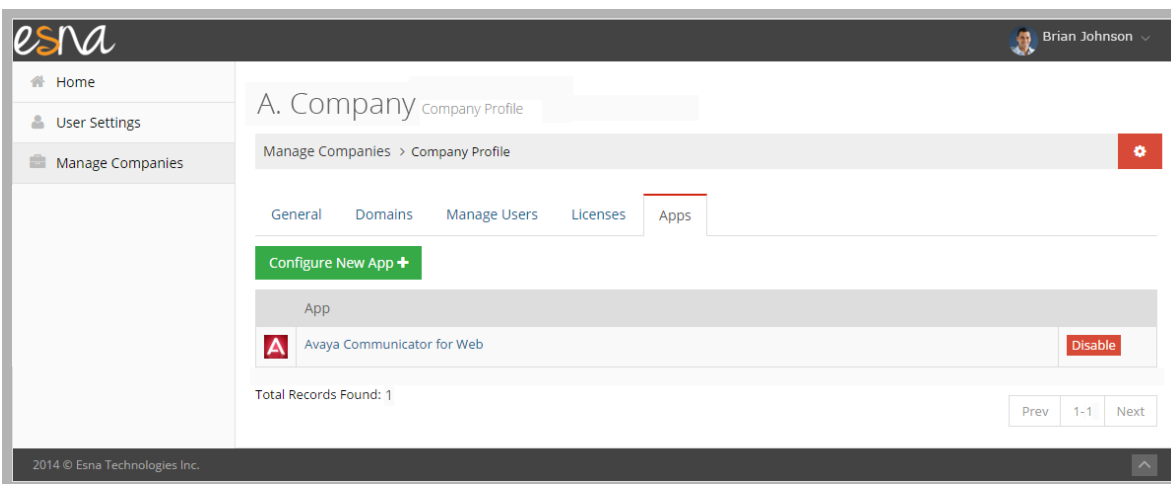
Click on the **Unused** button to see a list of all licenses that are currently inactive. Enter the number of days of inactivity you want to view and click **Go**. Licenses that have not been used in that time will be displayed.



**Note:** If a user has not logged into the program for more than 45 days, their license will become available to another user. The original user can regain access to the program if there is a license available at that time.

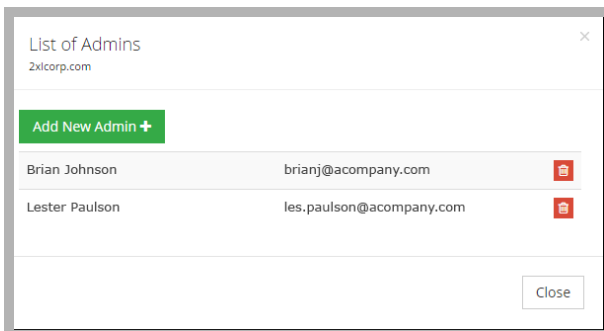
## Apps

Lists all of the applications licensed to your company. Each application can be disabled from this screen.



# Settings

The Settings button provides access to the list of company administrators for the account. Add and remove administrators from here. Anyone can be invited to be an administrator.



**Important:** There should always be at least one administrator defined for each company.

# Download from OnEsna

Individual clients (admin or standard user) can download the server software through the OnEsna interface. Each client must have an account with OnEsna before downloading.

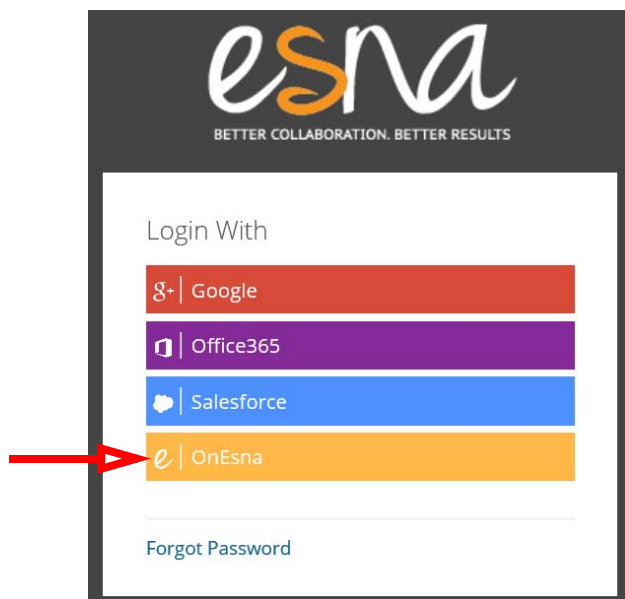
Client side software, such as all iLink, Esna Cloudlink and Avaya Communicator for Web programs, are downloaded from the appropriate web store for each device (i.e. Google Play Store).

## Setup an OnEsna Account

The first step to downloading software is to setup your account on OnEsna.

1. Go to <https://www.onesna.com>.

When asked to **Login With**, click **OnEsna**.



2. Under **Create a new account**, enter your email address and click **Confirm Address**.

 A screenshot of the OnEsna account creation page. The top section is titled 'Login to your OnEsna account' and includes fields for 'Email' and 'Password', a 'Keep me logged in' checkbox, and a 'Login' button. Below this is the 'Create a new account' section, which has a 'Your email address:' label and an input field containing 'address@yourdomain.com'. This input field is highlighted with a red rectangular box. A 'Confirm Address' button is located at the bottom right of the form.

- You will then receive an email to verify your email address. Open the email and select **Verify Email**.

The image shows two overlapping screenshots. The left screenshot is titled "Create a new account" and contains a green instruction box: "Please check your email and follow instruction there to complete sign up." Below this, it says "Your email address:" followed by a text input field containing "address@yourdomain.com" and a green "Confirm Address" button. The right screenshot is titled "Account Confirmation" and features the "esna" logo. It says "Hello, Welcome to OnEsna! Please confirm your account by following the link below." and includes a red "Verify Email" button.

- After verifying your email, you will be taken to the account activation page. Enter your first and last name, then provide a unique password for your account. This email and password will be used the next time you access OnEsna.

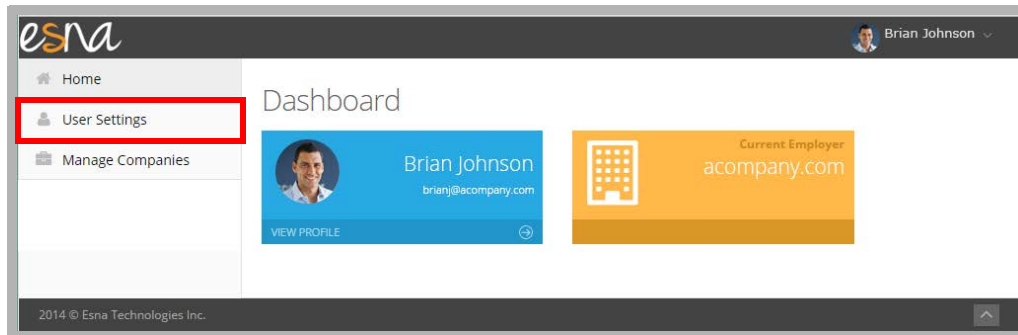
Click **Sign Up** when ready.

The image shows a form titled "Activate New Account" with the instruction "Please provide a password for your new account:". It contains five input fields: "Email" (with "address@yourcomain.com" and a blue arrow), "First Name" (with "YourFirstName" and a blue arrow), "Last Name" (with "YourLastName" and a blue arrow), and two password fields (each with "\*\*\*\*\*" and a blue arrow). At the bottom, there is a green "Sign Up" button with a checkmark icon and a disclaimer: "By submitting this signup form you agree to the Terms of Service and Privacy Policy".


# Downloading Files

Once an account has been created, go to <https://www.onesna.com> and enter your credentials to login.



1. You will be at the program dashboard. Click on **User Settings**.



2. Go to the **Downloads** tab.

Locate the product and the download you require, then click the download  button.

The screenshot shows the 'Downloads' tab selected in the 'User Settings' section. A list of products is shown on the left, with 'Cisco Cloudlink 5.2' highlighted by a red box. The main content area displays a table of download options for Cisco Cloudlink 5.2. A red arrow points to the 'Downloads' tab, and another red arrow points to the download icon in the table.

Version	Size	Download Times	
5.2 Full DVD	1 GB	0	<a href="#">Details</a> 
5.2 Quick Upgrade	602 MB	0	<a href="#">Details</a> 
5.2 Release Note	134 KB	0	<a href="#">Details</a> 