

Manage Licenses Using the License Management Tool

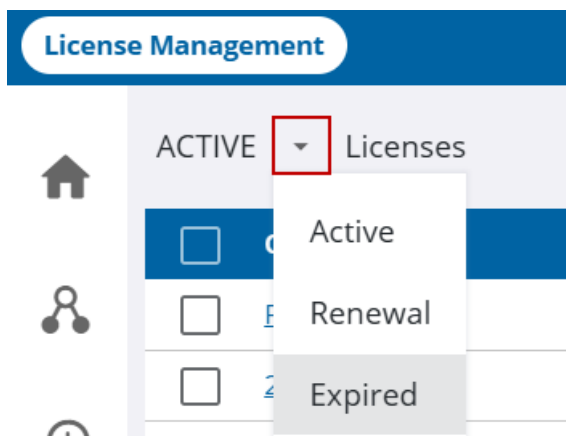
The **License Management** tool allows you to add a fee, send a notification, or change the case status on license cases, such as renewing or expiring cases.

1. Open the **License Management** page.



TIP: You may need to add a menu item in order to access the page. See [Add Menu Items](#) in the Respond Guide for Trimble Unity Maintain and Trimble Unity Permit for more information.

2. Select **Active**, **Renewal**, or **Expired** from the **Select Case Status** drop-down list.



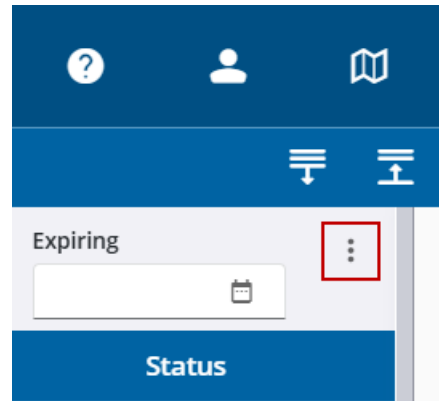
The panel refreshes and lists all licenses matching the selected case status criteria.



NOTE: Narrow the results further by using the **Expiring** field in the upper-right corner to filter by date and/or **Filter records** in the lower-left corner to filter by record. When **Renewal** is selected, click **Calculate Amount Due** to filter renewal cases by those with unpaid fees.

Different actions are available depending on the status you selected.

3. Select one or more cases and click **More actions** in the upper-right corner of the page.



- For **Active** license cases, you can send the case(s) to renewal, send an email or SMS notification, or expire the case.
- For **Renewal** license cases, you can send an email or SMS notification, expire the case, or add a fee.
- For **Expired** license cases, you can send the case(s) to renewal, send an email or SMS notification, or add a fee.

4. Select one or more cases and click **Open** to open the license(s).

