Installation Manual

NTT ADVANCED TECHNOLOGY CORPORATION

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About this document

This "WinActor Installation Manual" (hereinafter referred to as "this manual") describes the steps before using WinActor.

① Purchasing a license from an agency

② Obtaining a WinActor installer from the agency

③ Installing WinActor

④ Launching WinActor

If you use the evaluation edition of WinActor, the following steps are not necessary.

There are three ways to register the license: “Online license registration,” “License registration via WinActor license issuance site,” and “License registration via agency.” Use one of these three ways to register the license.

1. Online license registration
   - ⑤ Registering the license online on WinActor

2. License registration via WinActor license issuance site
   - ⑤ Applying a license issuance on the WinActor license issuance site
   - ⑥ Downloading the issued license on the WinActor license issuance site
   - ⑦ Registering the license

3. License registration via agency
   - ⑤ Sending a product ID file to the agency
   - ⑥ Obtaining a license file from the agency
   - ⑦ Registering the license

Window images and texts used in this manual may vary depending on the OS and settings.

■ Notes on this manual

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- The descriptions in this manual assume that users understand Windows operations and functions. For information that is not described in this manual, see the documents provided by Microsoft.

■ Symbols in this manual

The symbols used in this manual have the following meanings.

	Particularly important information
	Supplementary information for texts, window descriptions, operations, etc.
	Reference information to other pages of this manual or other manuals

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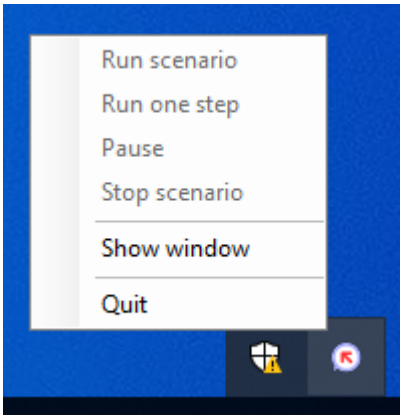
1. Installing WinActor

This chapter describes how to install WinActor.

- If you are already using WinActor Ver.5 or Ver.6, specify a **different folder from WinActor Ver.5 or Ver.6** as a folder to install WinActor Ver.7.
  The default folder name is "WinActor" for WinActor Ver.5 or Ver.6, and "WinActor7" for WinActor Ver.7.

- If you are already using WinActor Ver.7 and want to update it to a newer version of WinActor Ver.7, the update procedure is the same as the installation procedure.
  Follow the installation instructions in this chapter to update.

- Carry out the installation with WinActor closed.
  When WinActor is launched, its icon will be stored in the task tray at the lower right of the Windows screen. You can close WinActor by right-clicking the icon and selecting 'Quit.'



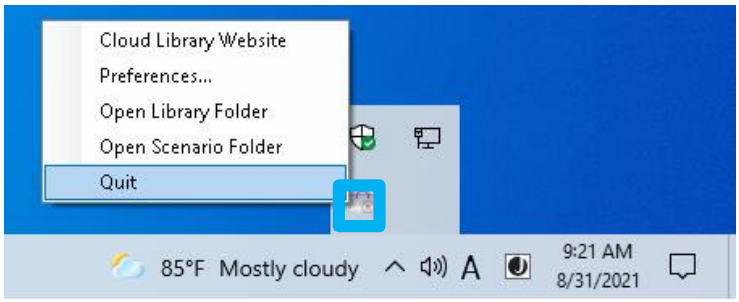
- If the extension function of WinActor is installed in a browser, stop running the browser while updating WinActor.

- There are two types of installers, one is for administrator and the other one is for standard user. Select the installer according to the role of the user to use WinActor.

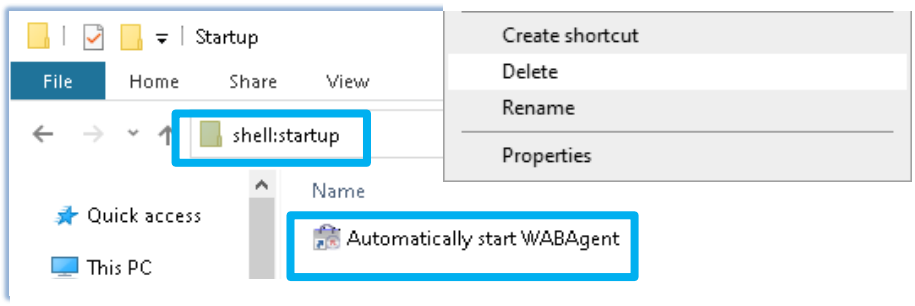
- If multiple users use WinActor on one Windows 10 or Windows 11 computer, install WinActor using the installer for administrator.

- WABAgent is not necessary for WinActor Ver.7.3.0 and its successors.
  Before installing or updating WinActor, quit WABAgent and delete the startup shortcut of it following the procedure described below.

  Open the task tray, which is called overflow area, at the right bottom of the Windows screen clicking the 'Show hidden icons' arrow on the task bar.
  When the icon of WABAgent exists, right click the icon and select 'Quit.' When the icon does not exist, just proceed to the next step.



  Then, enter "shell:startup" into the address bar of the Windows explorer to display the startup folder.
  When the shortcut "Automatically start WABAgent" exists in the startup folder, delete the shortcut. When the shortcut does not exist, skip this step.



1.1 Installer for administrator

This section describes the installation method for administrator.

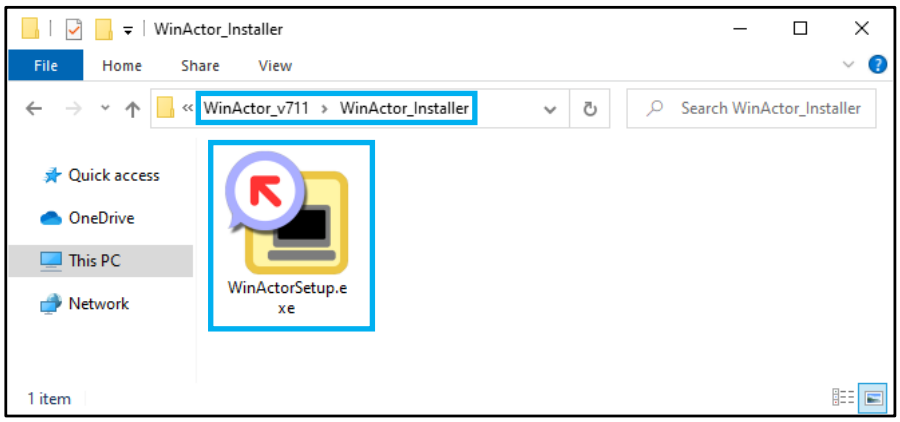
If you already have WinActor Ver.7 installed, you can update it with the same procedure.

1.1.1 Installation method for administrator

Install WinActor using the installer for administrator.

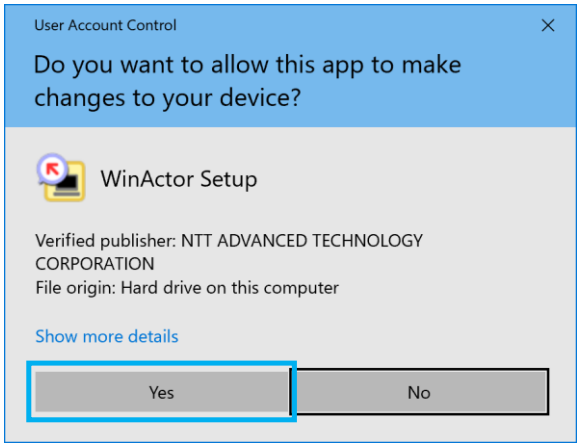
Steps

1. Start the installer "WinActorSetup.exe" in the "WinActor_Installer" folder.



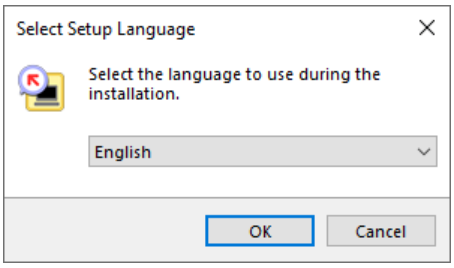
The ‘User Account Control’ dialog appears.

2. Click the ‘Yes’ button.



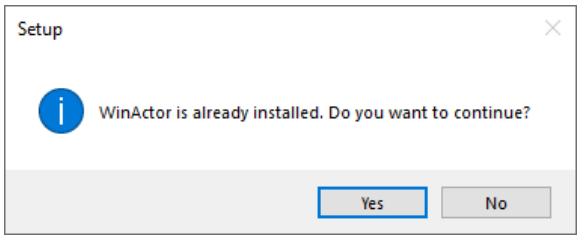
WinActor setup program will start.

3. If the ‘Select Setup Language’ dialog appears, select English and click the ‘OK’ button.



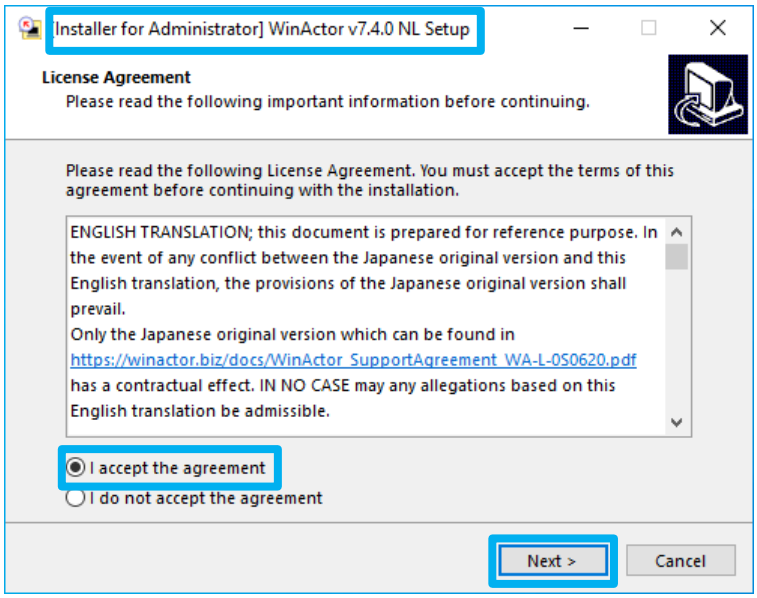
If WinActor Ver.7 is already installed, a confirmation dialog to overwrite the existing WinActor will be displayed.

Click the ‘Yes’ button to update to a new version of WinActor Ver.7. In that case, Step 5 (specifying a folder to install WinActor) will be skipped.



Click the ‘No’ button to cancel the installation.

4. Read through the entire end user license agreement, check "I accept the agreement" and then click the ‘Next’ button.



A step to specify a location to install WinActor will be displayed.

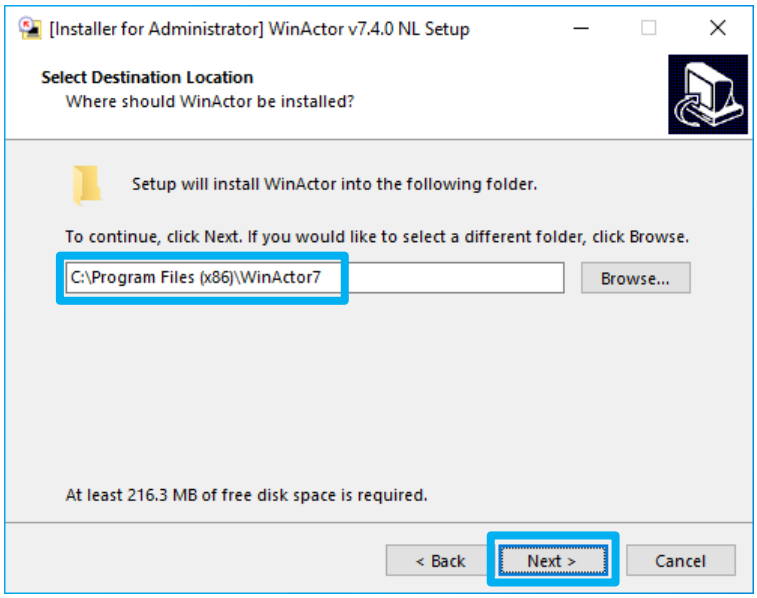
In the title of the installer for administrator, "[Installer for Administrator]," and the version number and the license type (NL or FL) of the WinActor are displayed.

For types of the license, see "2.2 Checking the license type."

---

5. Specify a folder to install WinActor and click the ‘Next’ button.

The initial folder name is "WinActor7."



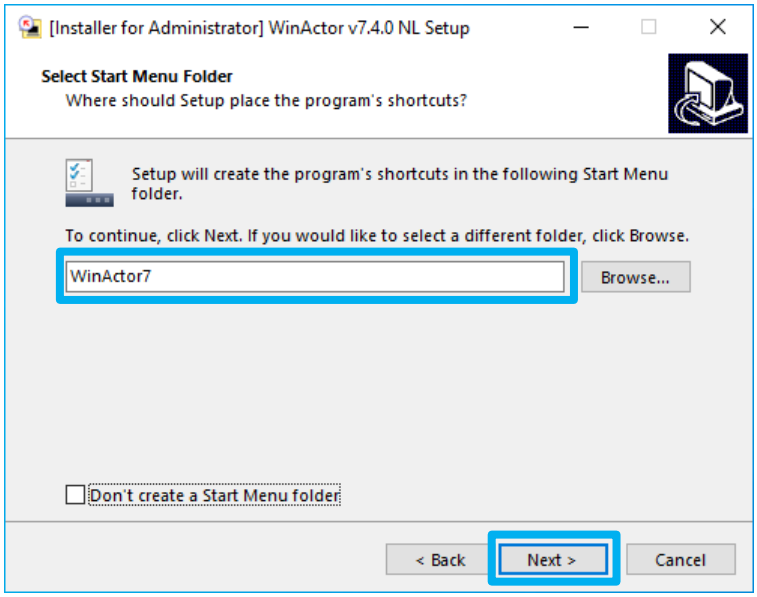
A step to specify a Start Menu folder will be displayed.

Do not install WinActor Ver.7 to the folder of WinActor Ver.5 or Ver.6.

For information on the handover of node-locked license of WinActor Ver.5 or Ver.6, see "3.4 Steps for registering a license by copying from Ver.5 or Ver.6."

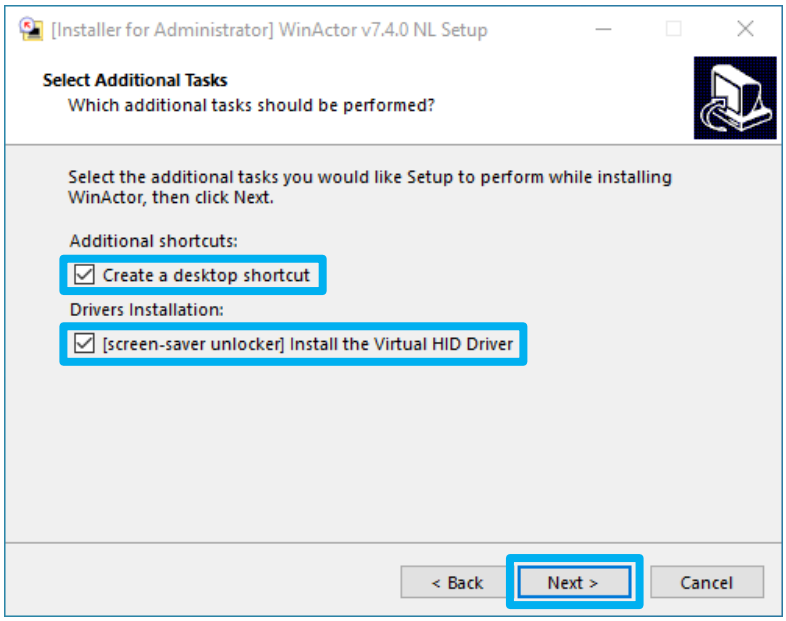
6. Enter a Start Menu folder and click the ‘Next’ button.

If you do not want to create a Start Menu folder, check "Don't create a Start Menu folder."



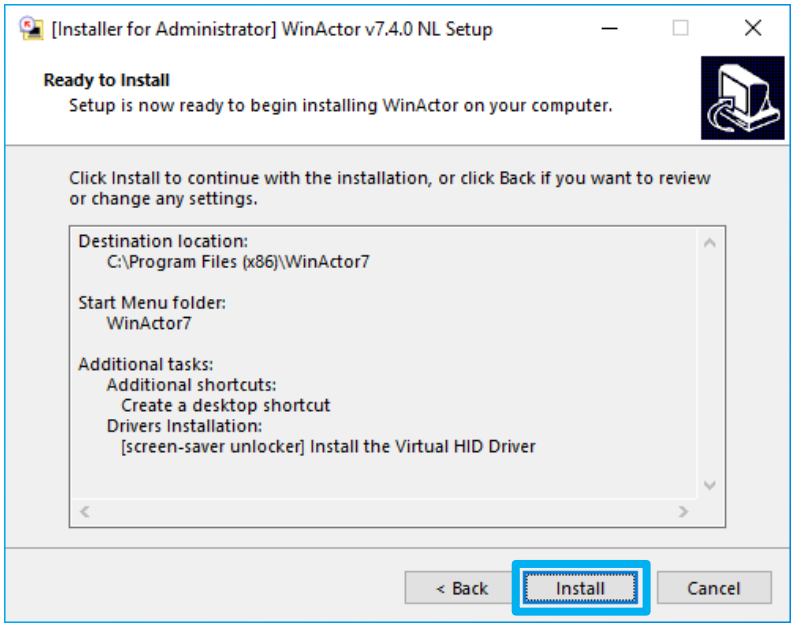
A step to select additional tasks will be displayed.

7. Select whether to create a desktop shortcut, and whether to install the driver to cancel the screen saver. After that, click the ‘Next’ button.



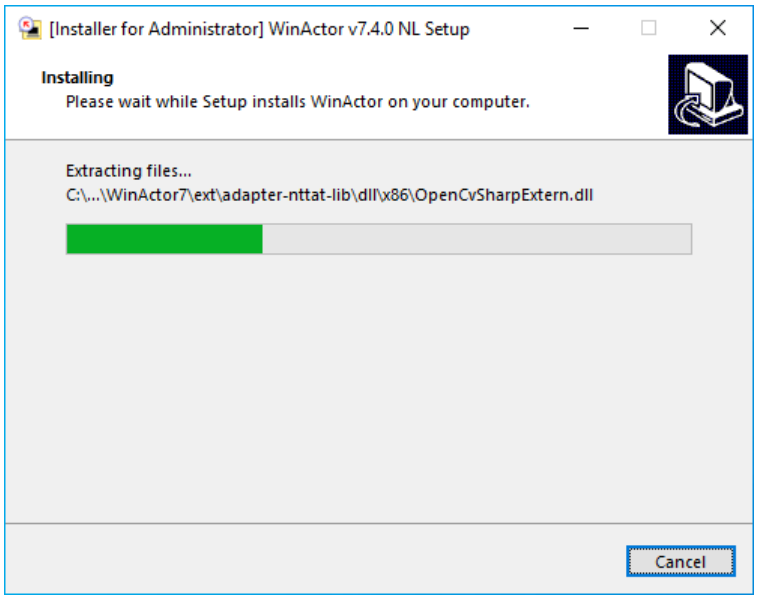
A step to confirm the installation contents will be displayed.

8. Check the contents and click the ‘Install’ button.



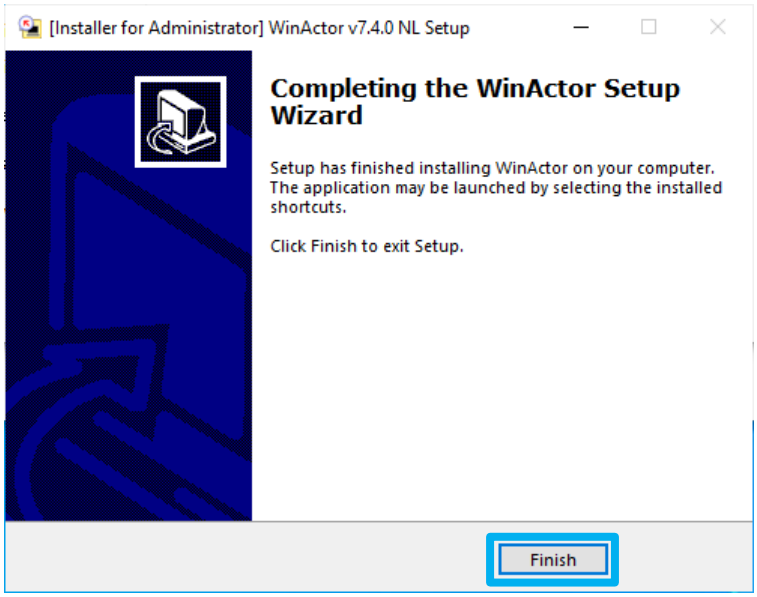
The installation progress will be displayed.

It may take about 10 minutes to complete the installation.



When the installation is completed, the following completion dialog appears.

9. Click the ‘Finish’ button.



1.2 Installer for standard user

This section describes the installation method for standard user.

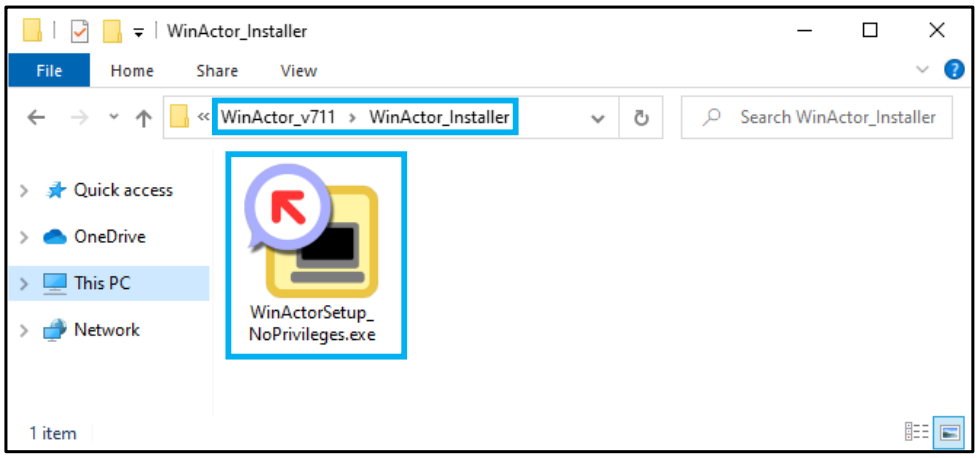
If you already have WinActor Ver.7 installed, you can update it with the same procedure.

1.2.1 Installation method for standard user

Install WinActor using the installer for standard user.

Steps

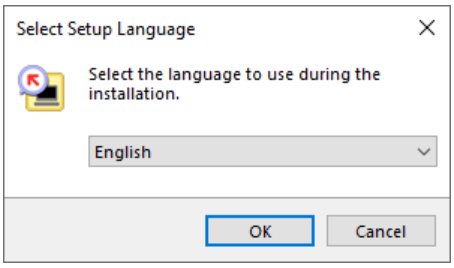
1. Start the installer "WinActorSetup_NoPrivileges.exe" in the "WinActor_Installer" folder.



2. If the ‘User Account Control’ dialog appears, click the ‘Yes’ button.

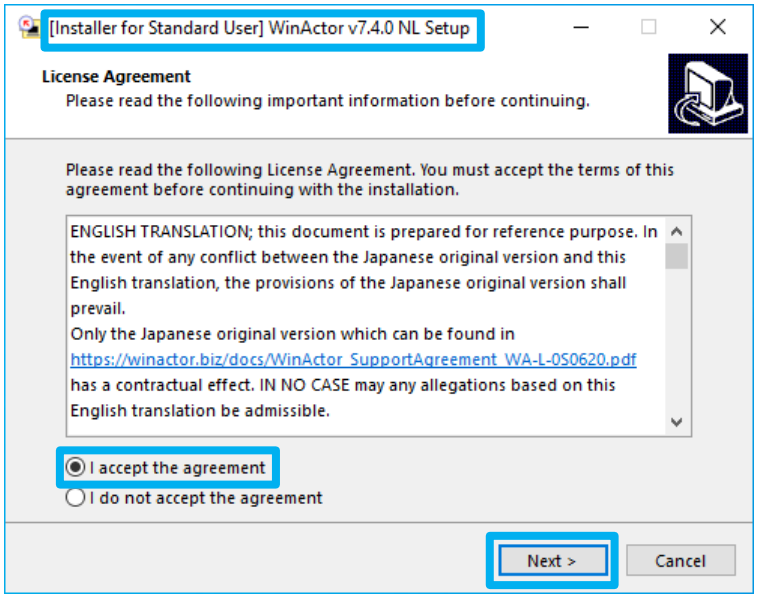
WinActor setup program will start.

3. If the ‘Select Setup Language’ dialog appears, select English and click the ‘OK’ button.



4. Read through the entire end user license agreement, check "I accept the agreement" and then click the ‘Next’ button.

In the title of the installer for standard user, "[Installer for Standard User]" is displayed.



A step to specify a location to install WinActor will be displayed.

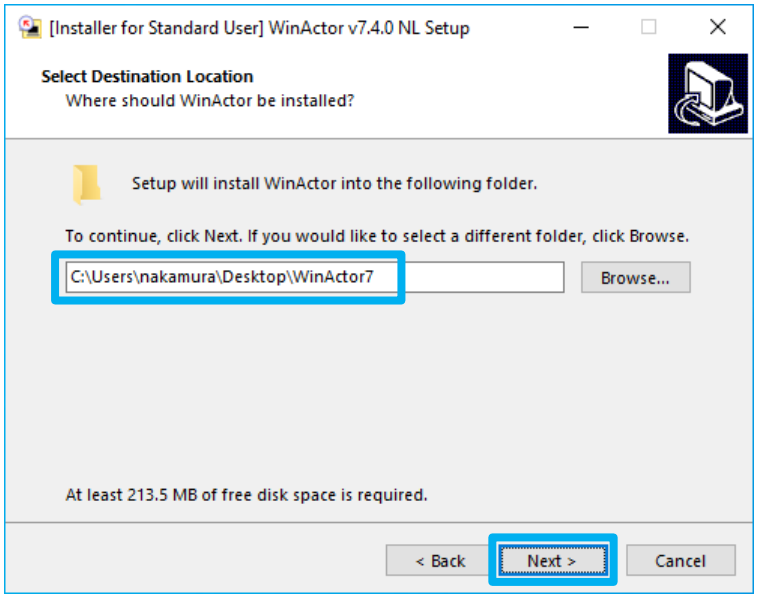
In the title of the installer for standard user, "[Installer for Standard User]," and the version number and the license type (NL or FL) of the WinActor are displayed.

For types of the license, see "2.2 Checking the license type."

5. Specify a folder to install WinActor and click the ‘Next’ button.

The initial folder name is "WinActor7."

Specify a folder to which a standard user has write permission (such as Desktop for example).

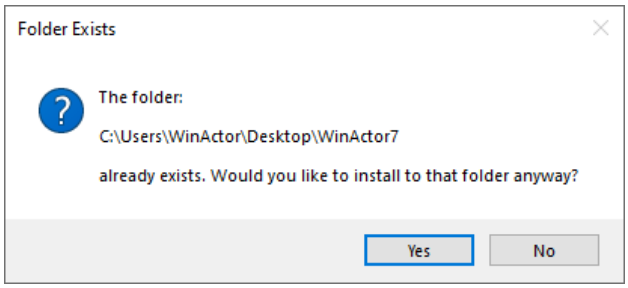


Do not install WinActor Ver.7 to the folder of WinActor Ver.5 or Ver.6.

For information on the handover of node-locked license of WinActor Ver.5 or Ver.6, see "3.4 Steps for registering a license by copying from Ver.5 or Ver.6."

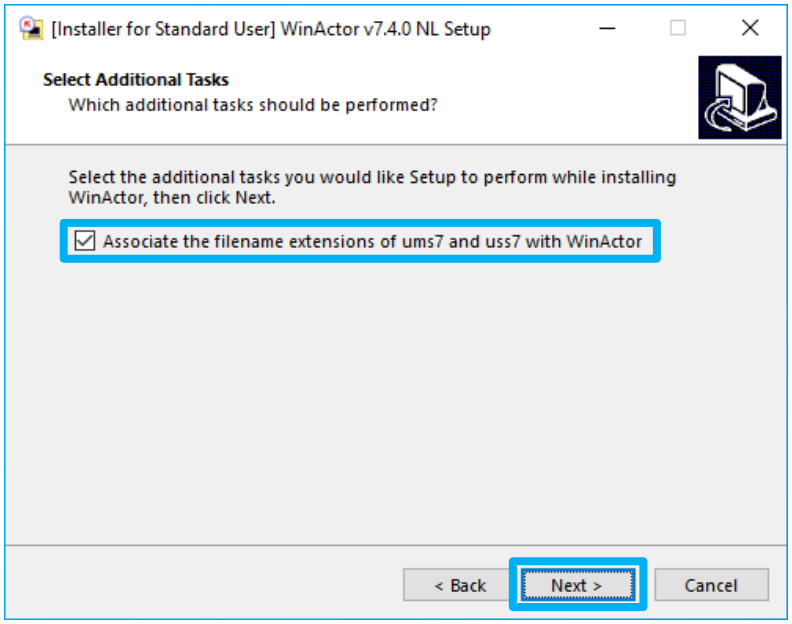
If the specified folder already exists, a confirmation dialog to overwrite the existing folder is displayed.

Click the ‘Yes’ button to update to a new version of WinActor Ver.7.



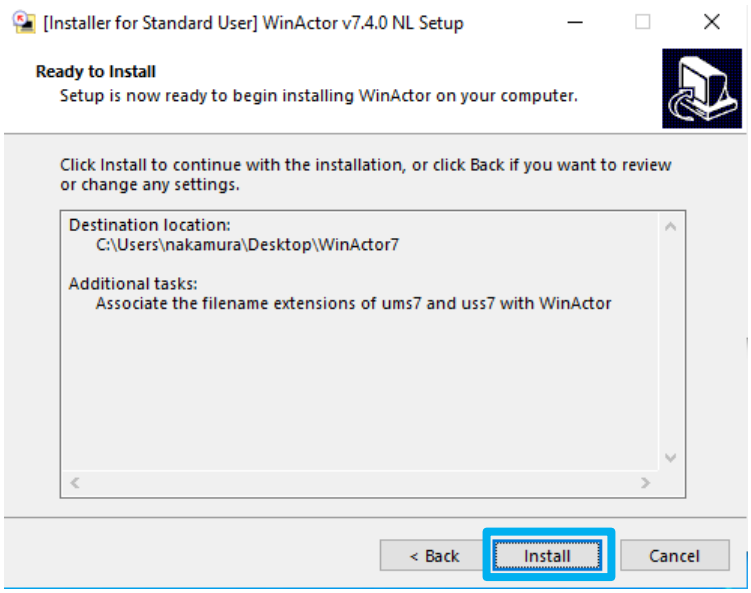
If you click the ‘No’ button, you will return to Step 5 (specifying a folder to install WinActor).

6. Select whether to associate scenario filename extensions with WinActor. After that, click the ‘Next’ button.



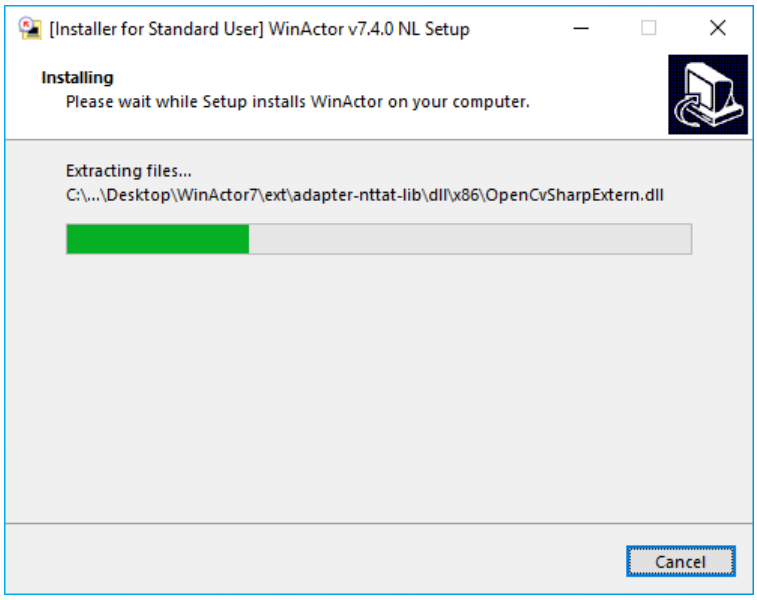
A step to confirm the installation contents will be displayed.

7. Check the contents and click the ‘Install’ button.



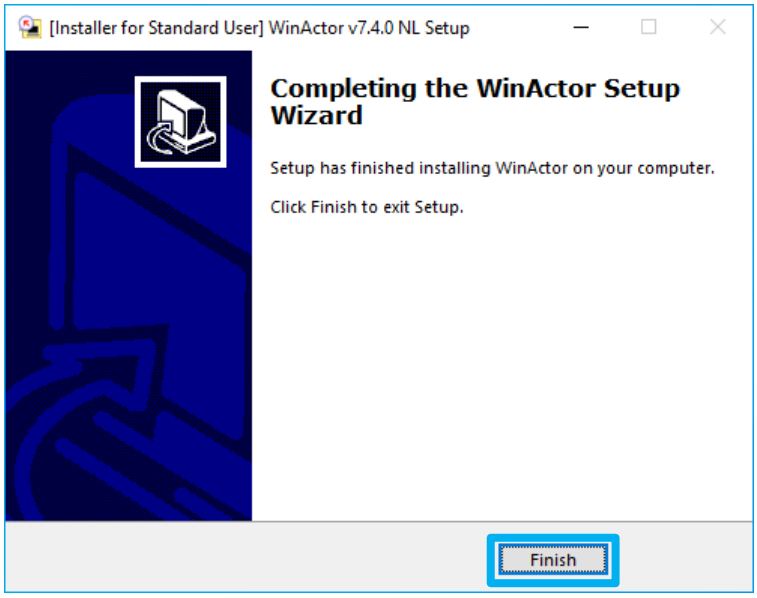
The installation progress will be displayed.

It may take about 10 minutes to complete the installation.



When the installation is completed, the following completion window appears.

8. Click the ‘Finish’ button after either of the following completion dialog is displayed.



1.3 Association of scenario files

The WinActor Ver.7 installer associates the filename extensions ums7 and uss7.

The filename extensions of the previous versions (ums5 and ums6) cannot be associated.

If you want to associate ums5 or ums6 with WinActor Ver.7, do it manually by using OS functions.

If the check box of "Associate the filename extensions of ums7 and uss7 with WinActor" is unchecked in the installer for standard user, ums7 and uss7 will not be associated.

1.4 Disassociation of scenario files

This section describes the procedure to disassociate the filename extensions ums7 and uss7.

If there is no need to disassociate, this step is unnecessary.

Follow these steps only if you need to disassociate the filename extensions.

Only the installer of WinActor Ver.7.1 or later supports disassociation.

Steps

1. Start Command Prompt.
2. At the Command Prompt, move to the folder where the WinActor installer is located.

   Command example: When the installer is placed on the desktop

   ```
   > cd C:\Users\Username\Desktop\WinActor_v711\WinActor_Installer
   ```

3. Run the installer with the option "/DELEXTASSOC" to disassociate the extension.

   Command example: For the installer for administrator

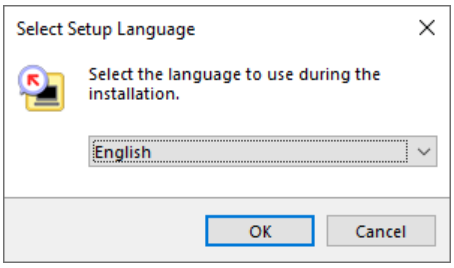
   ```
   > WinActorSetup.exe /DELEXTASSOC
   ```

   Command example: For the installer for standard user

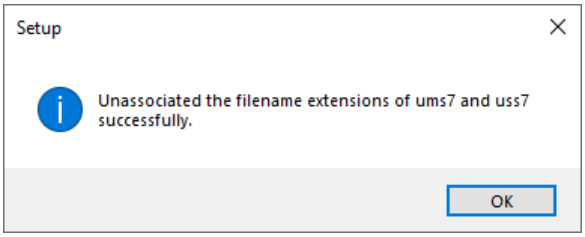
   ```
   > WinActorSetup_NoPrivileges.exe /DELEXTASSOC
   ```

4. If the User Account Control dialog appears, click the ‘Yes’ button.

5. If the ‘Select Setup Language’ dialog appears, select English and click the ‘OK’ button.



6. If the disassociation is successful, the dialog "Unassociated the filename extensions of ums7 and uss7 successfully." will be displayed.



1.5 Virtual keyboard driver for canceling the screen saver

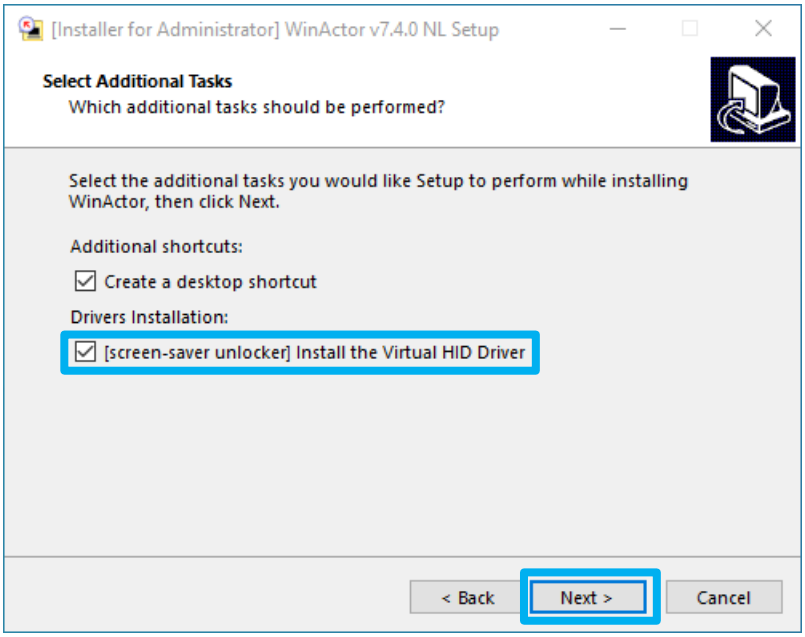
1.5.1 Install the driver

To use the function of canceling the screen saver, install the virtual keyboard driver which comes with WinActor.

■ Installation of the driver for administrator

Using the installer for administrator, you can install the virtual keyboard driver and WinActor at once.

Check the “[screen-saver unlocker] Install the Virtual HID Driver” checkbox in the “Select Additional Tasks” of WinActor installation wizard, and install WinActor.

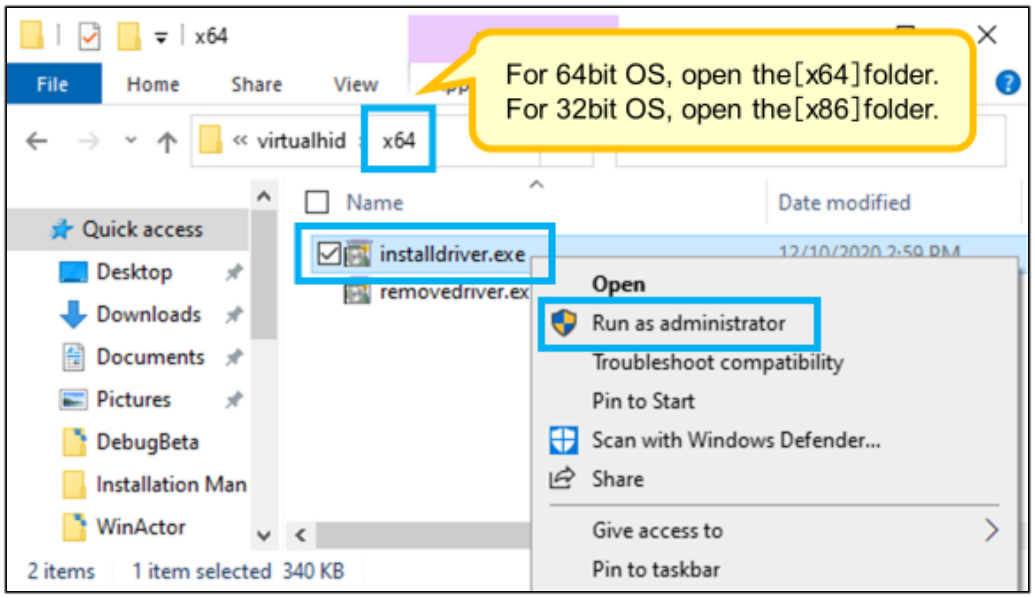


Even if you do not install the virtual keyboard drive and WinActor at once, you can still install the driver independently following the procedure in the next page.

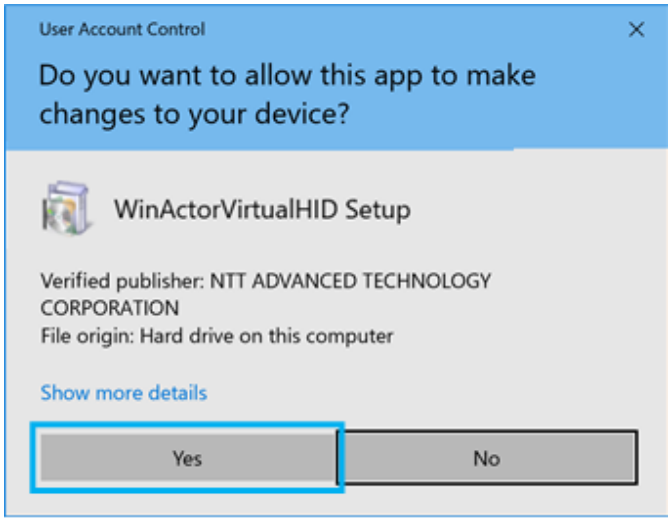
■ Installation of the driver for standard user

Steps

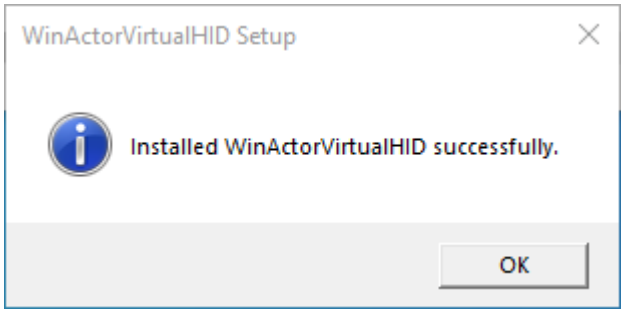
1. From the folder WinActor is installed, open “drivers,” and “virtualhid” consecutively. Then, open the folder in accordance with your Windows OS.
For 64bit OS, open the［x64］folder.
For 32bit OS, open the［x86］folder
After that, right-click “installdriver.exe” and select ‘Run as administrator’ to start installation.



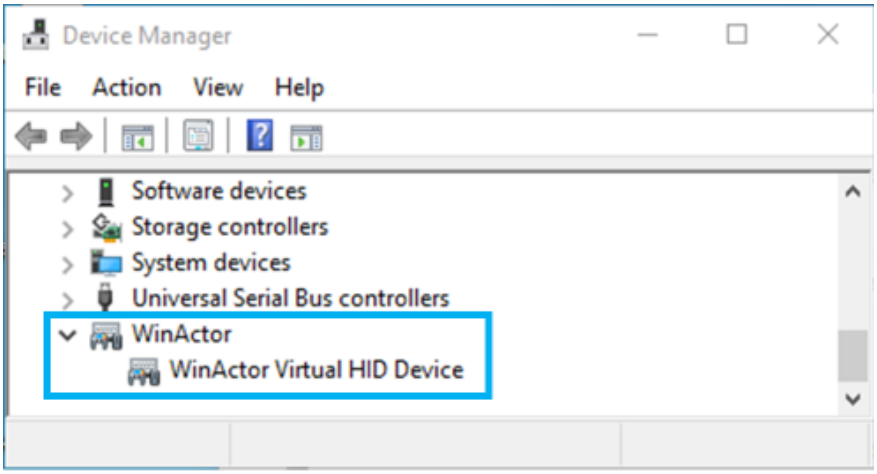
2. Click the ‘Yes’ button when ‘User Account Control’ dialog is displayed.
If username and password for administrator are required, enter them and click the ‘Yes’ button.



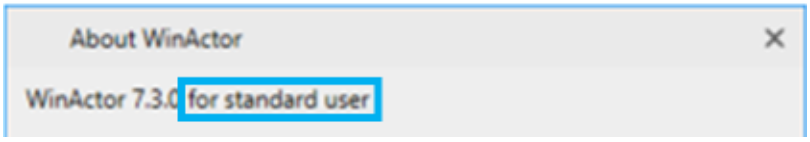
3. The dialog shown below will be displayed when the installation is successful. Click OK button.



4. Open ‘Control Panel,’ ‘System and Security,’ ‘System,’ and ‘Device Manager’ consecutively. Confirm that the item WinActor is added.



Seeing “for standard user” in the “About WinActor” window, you can confirm that your WinActor is installed with the installer for no privilege user.



1.5.2 Uninstall the driver

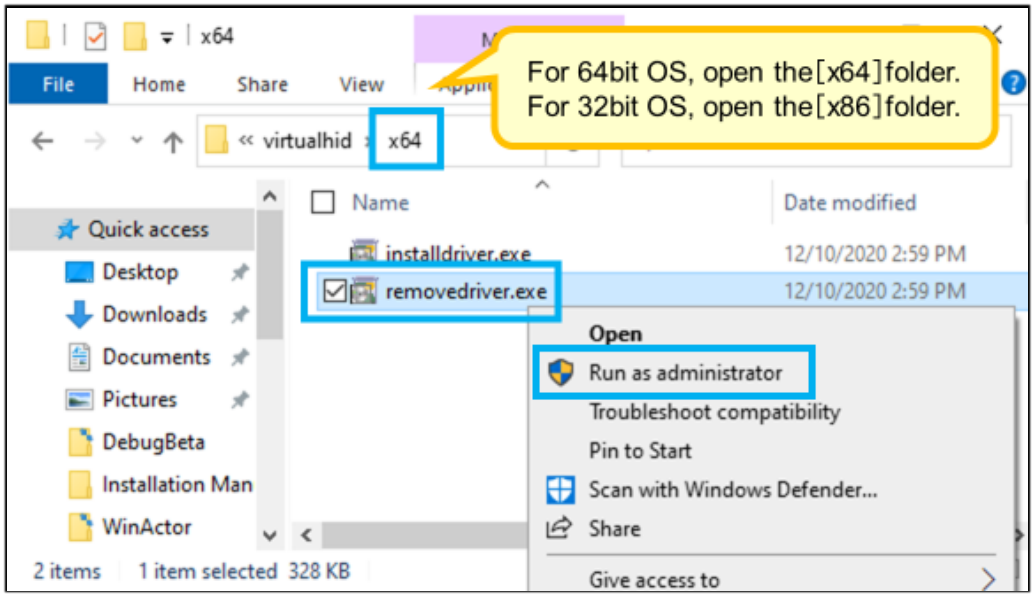
■ Uninstallation of the driver for administrator

The virtual keyboard driver will be uninstalled at once when you uninstall WinActor installed with the installer for administrator.

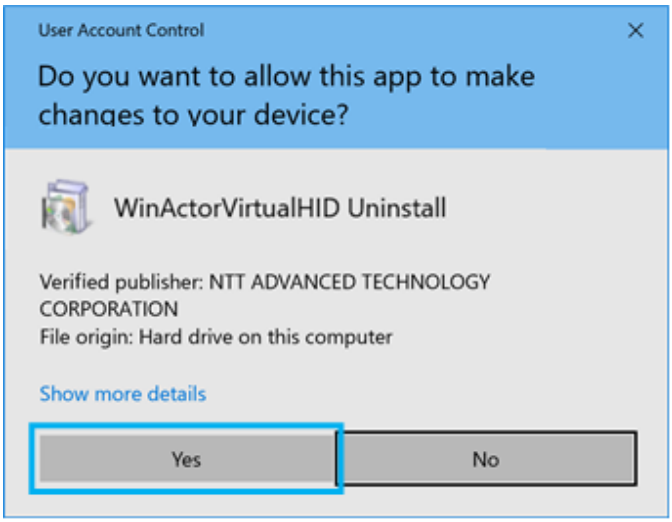
■ Uninstallation of the driver for standard user

Steps

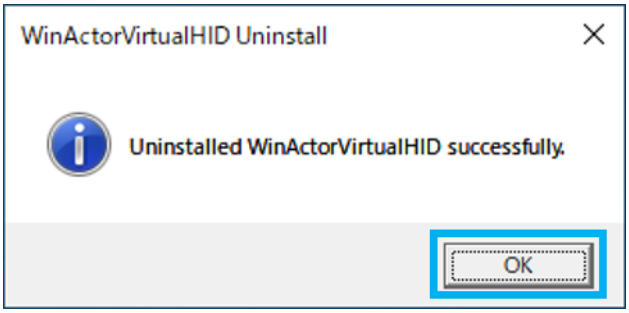
1. From the folder WinActor is installed, open “drivers,” and “virtualhid” consecutively. Then, open the folder in accordance with your Windows OS.
For 64bit OS, open the［x64］folder.
For 32bit OS, open the［x86］folder
After that, right-click “removedriver.exe” and select ‘Run as administrator’ to start uninstallation.



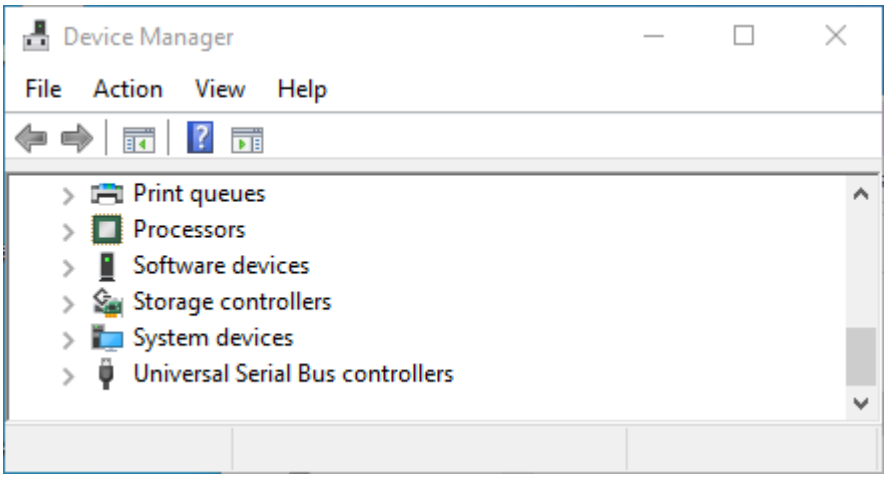
2. Click the ‘Yes’ button when ‘User Account Control’ dialog is displayed.
If username and password for administrator are required, enter them and click the ‘Yes’ button.



3. The dialog shown below will be displayed when the uninstallation is successful.
Click OK button.



4. Open ‘Control Panel,’ ‘System and Security,’ ‘system,’ and ‘Device Manager’ consecutively. Confirm that the item WinActor is removed.



The virtual keyboard driver will remain undeleted even if you remove the folder into which WinActor is installed.

Follow the procedure in this section to remove the virtual keyboard driver before you remove the folder into which WinActor is installed.

2. Launching WinActor

This chapter describes how to launch WinActor and how to check its license after launching.

2.1 Launching WinActor

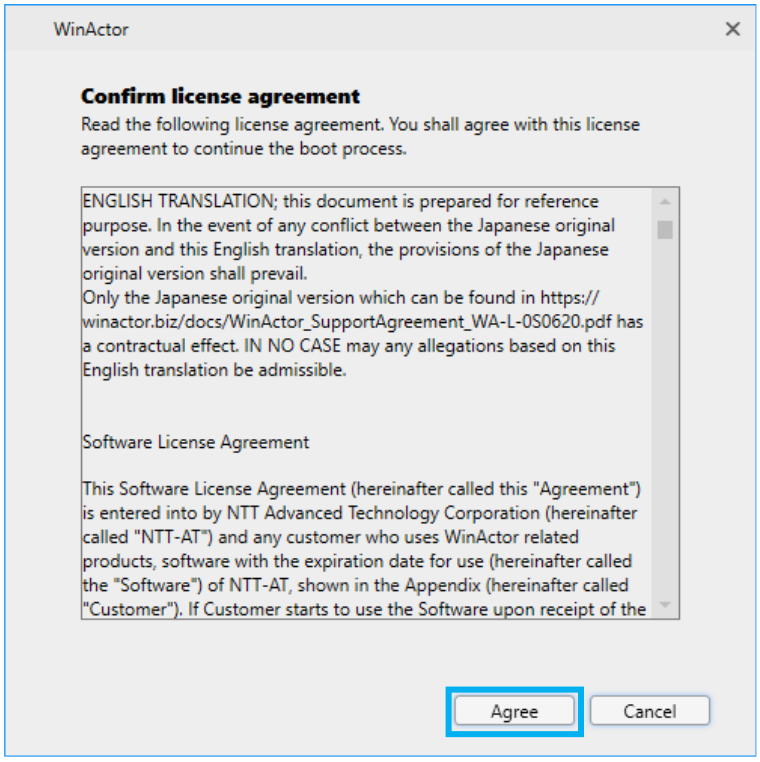
Double-click the "WinActor7" icon placed on the desktop or "WinActor7.exe" under the WinActor folder.

When there is no WinActor startup icon on the desktop:

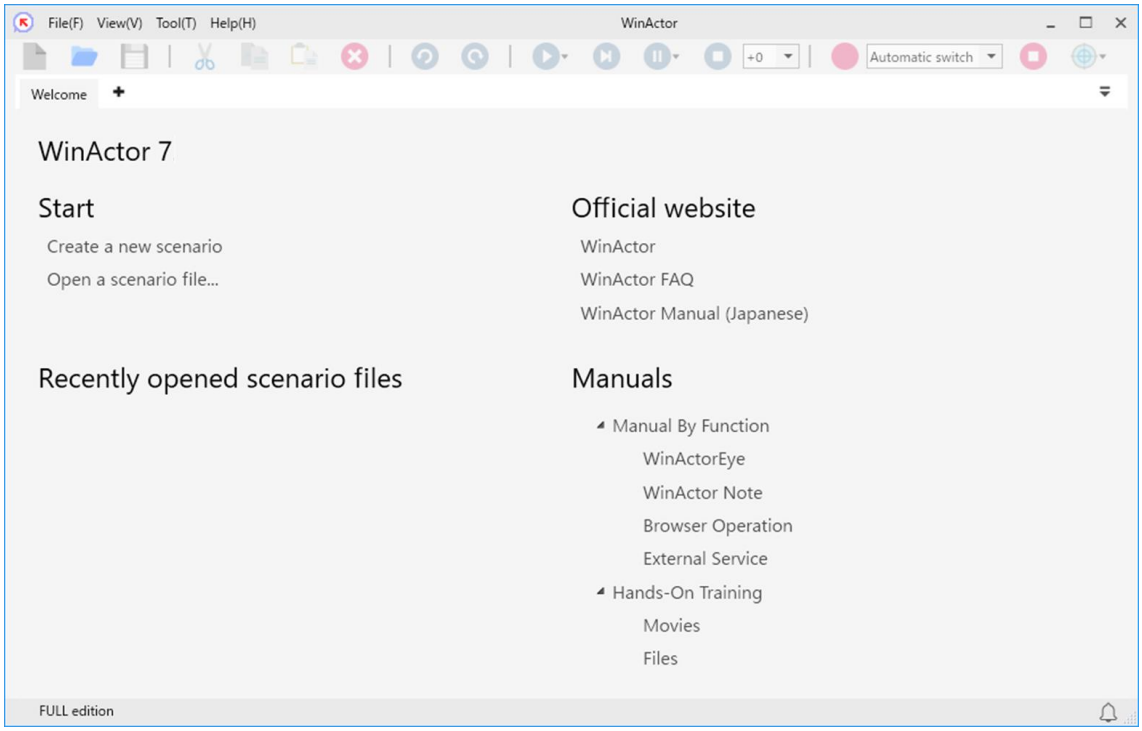
- When a shortcut was not created on the desktop during the installation: Launch WinActor7 from the Windows Start Menu.
- When installed with the installer for standard user: Launch WinActor by double-clicking WinActor7.exe in the folder where WinActor is installed.

The end user license agreement is displayed at the first startup depending on the execution environment.

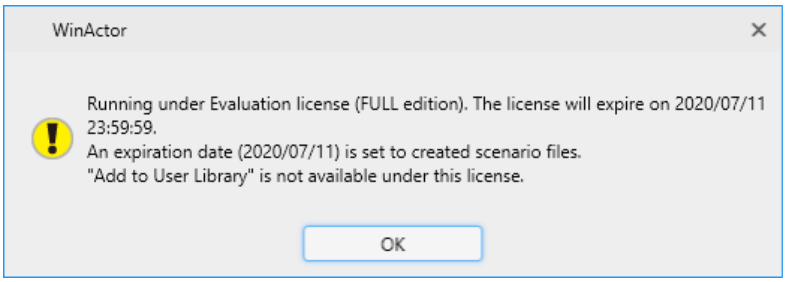
Read through the entire end user license agreement when it is displayed, and click the ‘Agree’ button.



WinActor launches and the following "Welcome page" appears.



If WinActor is running as an evaluation edition, the following window will be displayed. If you want to use it as a product edition, you need to set a license described in the following section.



2.2 Checking the license type

There are two types of WinActor licenses: Node-locked license and Floating license.

■ Node-locked license

This license is managed on a computer where WinActor is installed. The abbreviation is NL.

For a node-locked license, see "3 License registration" to register the license.

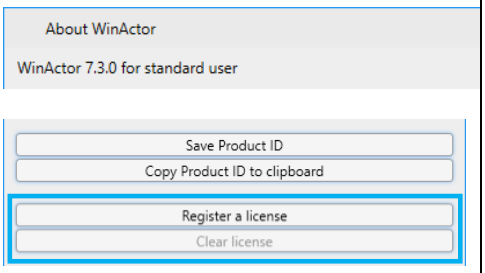
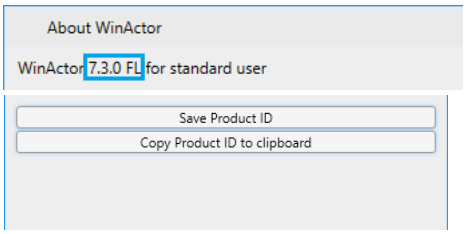
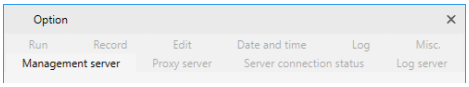
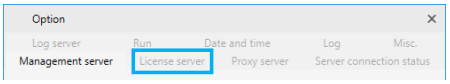
■ Floating license

This license is managed on a license management server. The abbreviation is FL.

For a floating license, see "5 Setting the license server connection information" to set the license.

The license type of the installed WinActor can be distinguished in the "About WinActor" dialog, the ‘Option’ dialog, and the ‘Startup’ window as shown in Table 2.2-1.

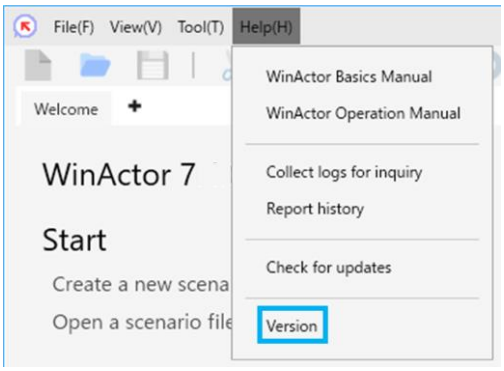
Table 2.2-1 Window display by license type

	Node-locked license	Floating license
About WinActor dialog	‘Register license’ button exists. 	"FL" exists at the end of the version information. 
Option dialog	No ‘License server’ tab. 	‘License server’ tab exists. 
Startup window	Bluish background color 	Reddish background color

	Node-locked license	Floating license
	Red color icon	Blue color icon

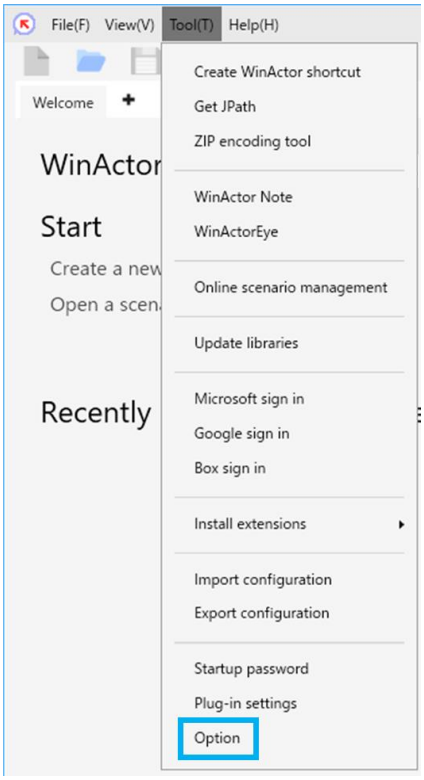
2.2.1 Displaying the About WinActor dialog

You can display the "About WinActor" dialog from ‘Help’ > ‘Version’ on the menu bar.



2.2.2 Displaying the Option dialog

You can display the ‘Option’ dialog from ‘Tool’ > ‘Option’ on the menu bar.



3. License registration

This chapter describes the procedure of the license registration for a node-locked license.

If you use the evaluation edition of WinActor, the steps in this chapter are not necessary.

You can register a node-locked license either online, via the WinActor license issuance site, or via a WinActor agency.

“3.1 Online license registration”
“3.2 License registration via WinActor license issuance site”
“3.3 License registration via agency”

If you are using a node-locked license for WinActor Ver.5 or Ver.6, you can use the same license for Ver.7, and the steps in this chapter are not necessary. Proceed to the steps for registering a license by copying form Ver.5 or Ver.6.

“3.4 Steps for registering a license by copying from Ver.5 or Ver.6”

3.1 Online license registration

This section describes the procedure of registering a license online.

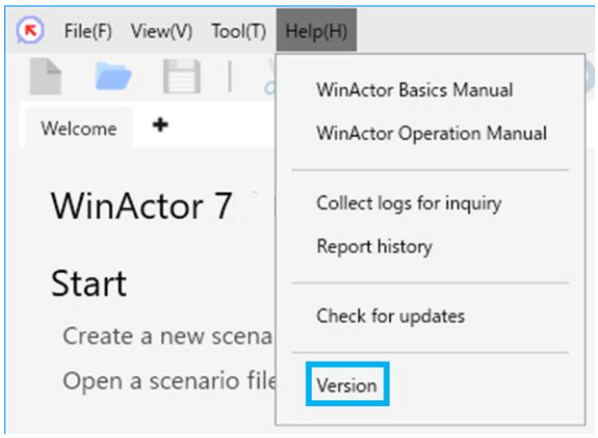
Once you complete registering a license online, you do not need to register it via a WinActor agency.

- Making a new license contract, you can use WinActor by registering the license online on or after the starting date of the license contract.
  Renewing a license contract, you can continue using WinActor by registering the renewed license online prior to the termination date of the previous license contract.

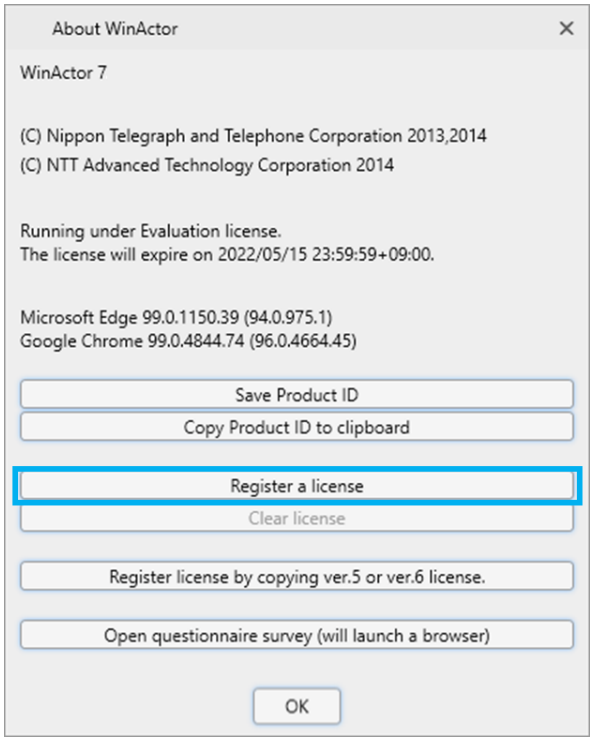
Settings on the ‘Proxy server’ tab in the ‘Option’ dialog are necessary for the network environment using a proxy server. See “WinActor operation manual” for the settings.

Steps

1. After launching WinActor, click ‘Help’ > ‘Version’ on the menu bar.

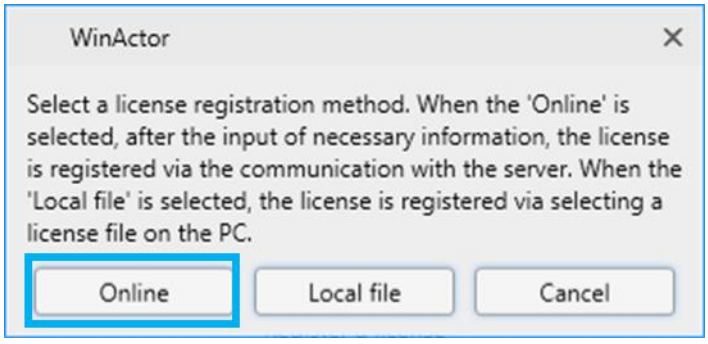


2. The "About WinActor" dialog appears.
Click the ‘License registration’ button.



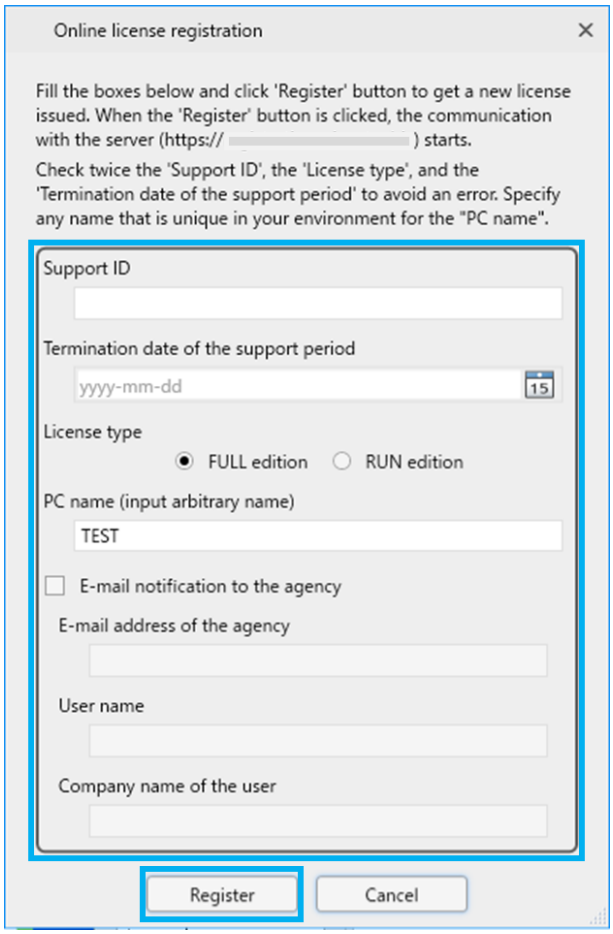
3. The dialog to select a license registration method is displayed.

Click the ‘Online’ button to register a license online.



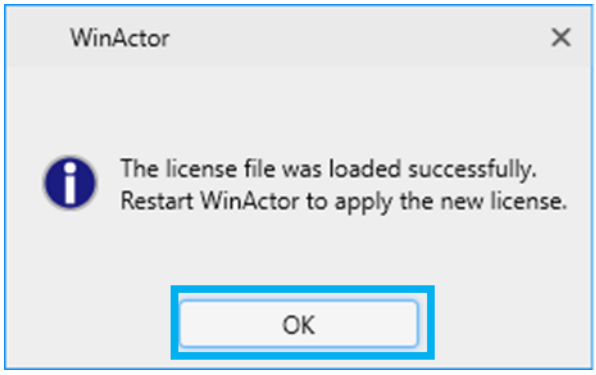
4. The ‘Online license registration’ dialog is displayed. Carefully input ‘Support ID,’ ‘Termination date of the support period,’ and ‘License type.’ Also, input a name for ‘PC name.’
To notify the agency of the license issuance via e-mail, check the ‘E-mail notification to the agency,’ and input ‘E-mail address of the agency,’ ‘User name,’ and ‘Company name of the user.’

Then, push ‘Register’ button.

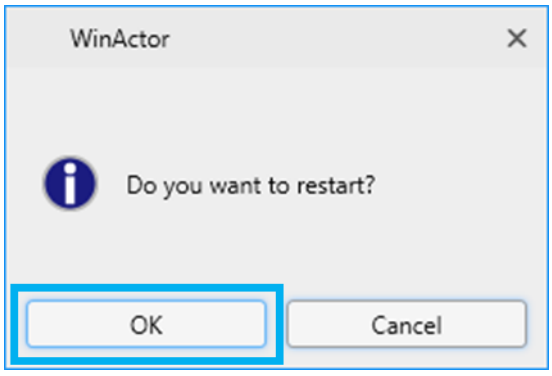


5. When the license registration succeeds, the following dialog is displayed.

   Click the ‘OK’ button to relaunch WinActor and to reflect the registered license,

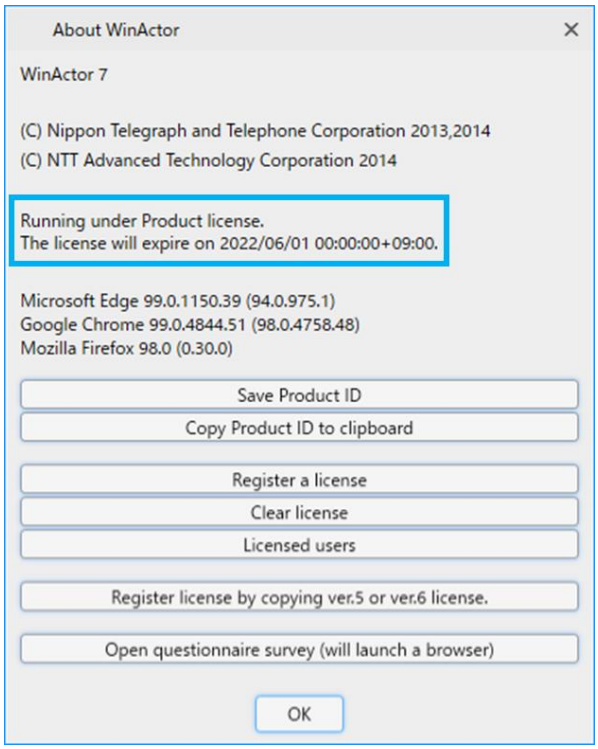


6. Click the ‘OK’ button again to relaunch WinActor.



7. Click ‘Version’ under ‘Help’ menu of the ‘menu’ bar on relaunched WinActor to display “About WinActor” dialog.

   When “Running under Product license” is displayed, the license registration is completed.



3.2 License registration via WinActor license issuance site

The procedure of registering a license via the WinActor license issuance site is described in this section.

- In every procedure of the license issuance, renewal, and transfer, the support ID information printed on the “Robotic Process Automation Software WinActor Support ID Notification” is necessary. Before application, please have it on hand.

- For the ‘license issuance’ procedure to be carried out at the first contract, or the ‘license renewal’ procedure to be carried out at the time of the contract renewal, follow the procedure described in “3.2.1 License issuance and renewal.”
  Customers who concluded a new contract can use WinActor by applying for the ‘license issuance’ and registering the issued license file on WinActor after the start date of the support period.
  Customers who renewed the contract can continue using WinActor by applying for the ‘license renewal’ and registering the renewed license file on WinActor before the termination date of the previous support period.
  Record the PC (Product ID) for which you applied for the license issuance or renewal.

- When the major version number of WinActor is upgraded (e.g., 4.3.2→5.2.1), make a new contract and apply for the ‘license issuance.’
  However, when upgrading from Ver.5 or Ver.6 to Ver.7, proceed with the procedure, referring “3.4 Steps for registering a license by copying from Ver.5 or Ver.6.”
  When the minor version number of WinActor is updated (e.g., 5.1.3→5.2.1), ‘license issuance’ is not necessary.

- Apply for the ‘license transfer’ when the PC or the OS on which WinActor is installed is broken or replaced.
  The ‘license transfer’ is carried out not by support ID but by license
  Carry out the transfer procedure, contacting you agency and referring “4.2 License transfer via WinActor license issuance site.”

- If you have any trouble in carrying out the license issuance, renewal, or transfer procedure, or if you have points to be cleared, contact your agency.

3.2.1 License issuance and renewal

Carry out the 'license issuance' or 'license renewal' procedure when applying for a license at the first time or renewing a license at the time of the contract renewal.

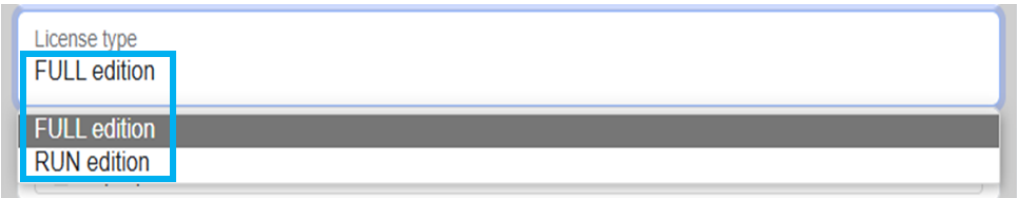
Steps

1. Connect to the WinActor license issuance site, and display the "WinActor license application form."

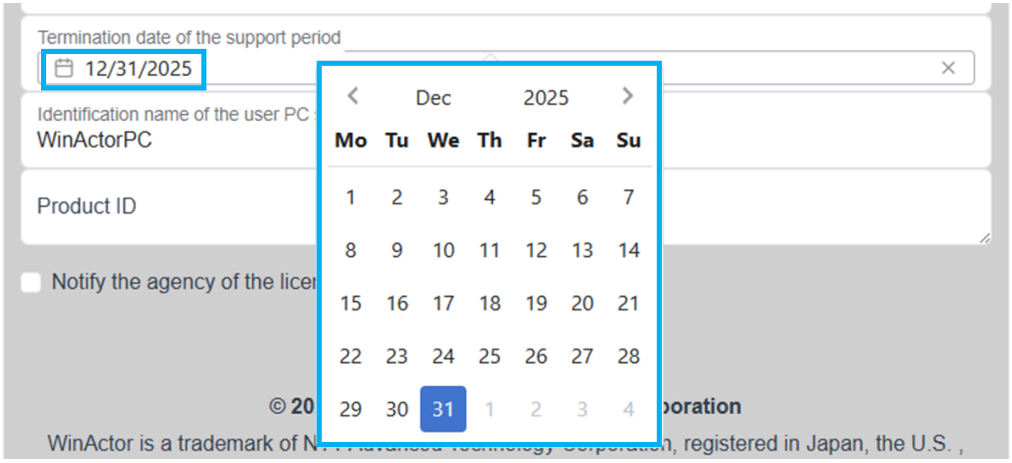
If the site is not displayed in English, select 'English' in the dropdown.

2. Enter the 'Support ID.'

3. Select the 'License type' from the dropdown.

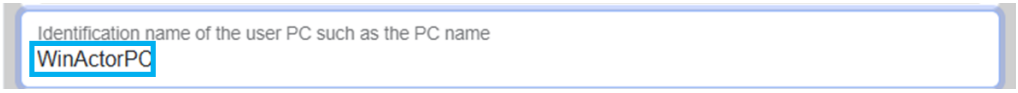


4. Enter the ‘Termination date of the support period.’



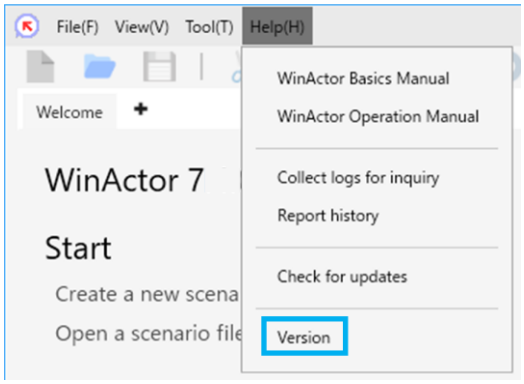
If any of the entered ‘Support ID,’ ‘License type,’ and ‘Termination date of the support period’ is invalid, an error occurs. Confirm every input to avoid an error as it needs you to restart the procedure from the first step.

5. Enter ‘Identification name of the user PC such as the PC name.’



6. Enter ‘Product ID.’

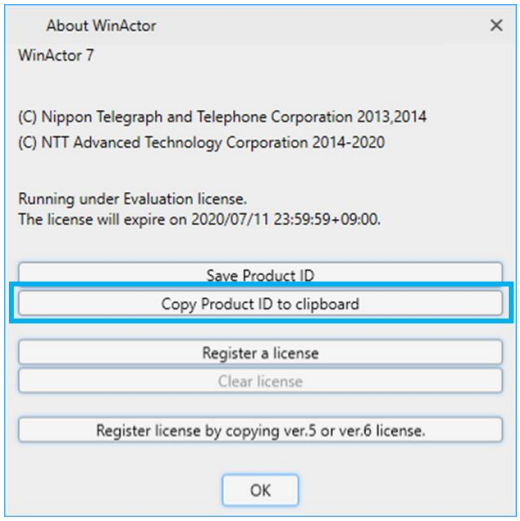
(1) Click ‘Help(H)’ and ‘Version’ from the WinActor menu bar consecutively.



“About WinActor” dialog is displayed.

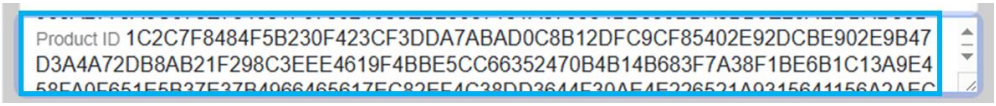
“About WinActor” dialog can be displayed even if the evaluation expiration date of the Evaluation license has passed.

(2) Click the ‘Copy Product ID to clipboard’ button.



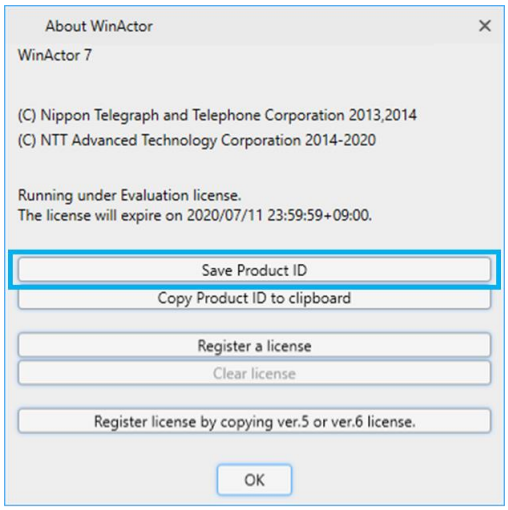
The product ID is copied to the clipboard.

(3) Paste the copied product ID into the ‘Product ID’ box.

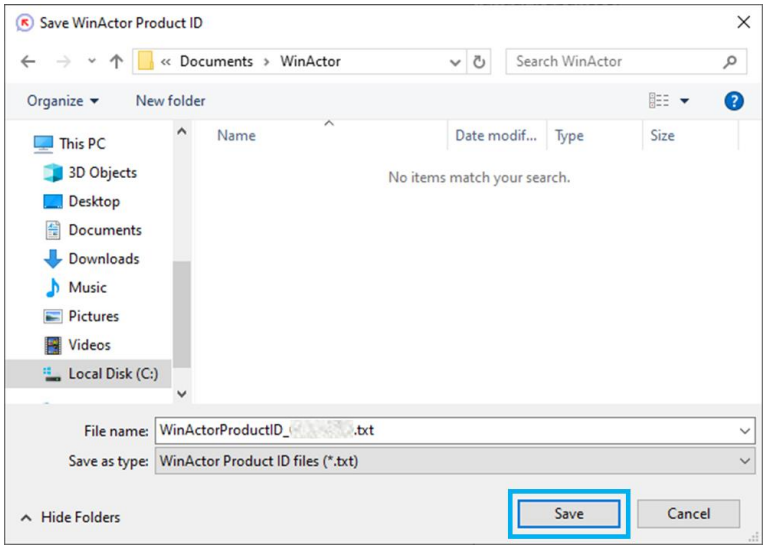


Product ID can be entered by dragging and dropping the ‘Product ID file’ into the ‘Product ID’ box. The procedure is described below.

(1) Click the ‘Save Product ID’ button to create a ‘Product ID file.’



(2) The initial filename is ”WinActorProductID_XXXXXXXX.txt” where “XXXXXXXX” is some alphanumeric letters. Click the ‘Save’ button.



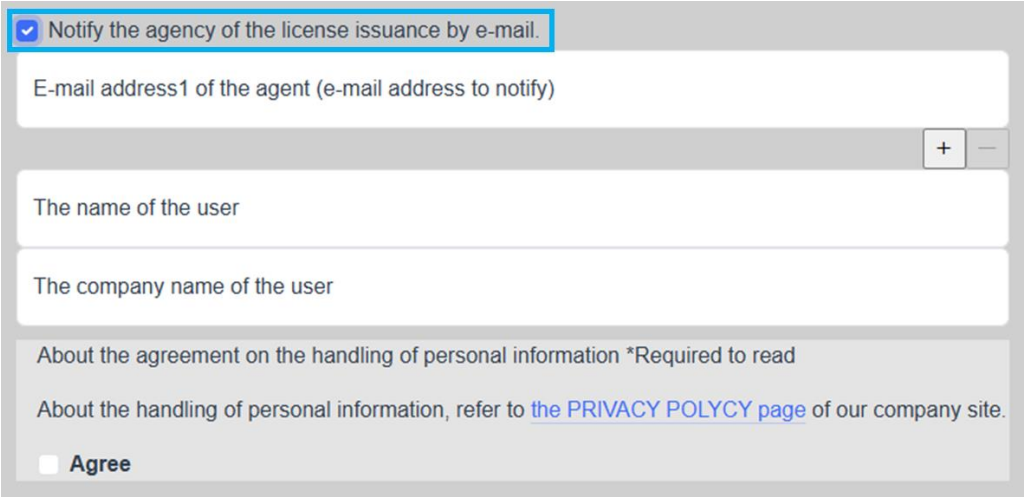
(3) Drag and drop the ‘Product ID file’ into the ‘Product ID’ box.

When the PC to use WinActor is different from the PC to input the application form, click the ‘Save Product ID’ button on the PC to use WinActor, and create a ‘Product ID file.

Copy the ‘Product ID file’ to the PC to input the application form, and carry out either of the following procedures.

1. Copy the contents of the ‘Product ID file’ to the clipboard, and paste it into the ‘Product ID’ box.
2. Drag and drop the ‘Product ID file’ into the ‘Product ID’ box.

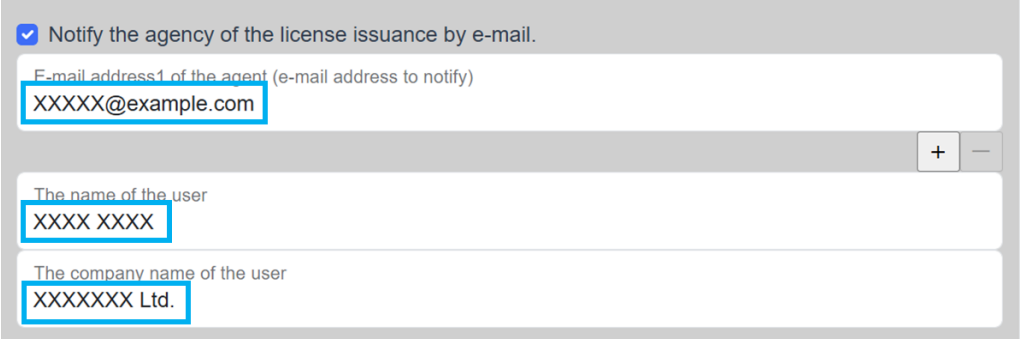
7. When the notification to the agency is preferred, check the “Notify the agency of the license issuance by e-mail” box.



If the notification to the agency is not necessary, this step can be omitted. Jump to the step 10 in such case.

8. Enter ‘E-mail address of the agent (e-mail address to notify),’ ‘The name of the user,’ and ‘the company name of the user.’

Up to 3 e-mail addresses of the agency can be entered.

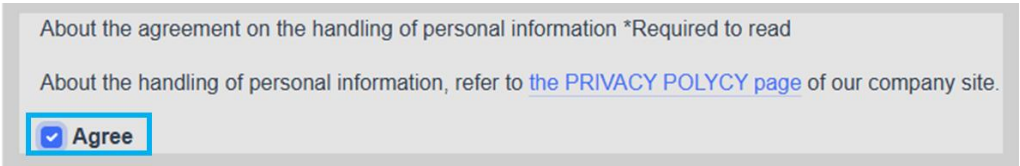


Check the e-mail address very carefully because entering a wrong address may cause a notification failure or an incident of notifying to an outside person.

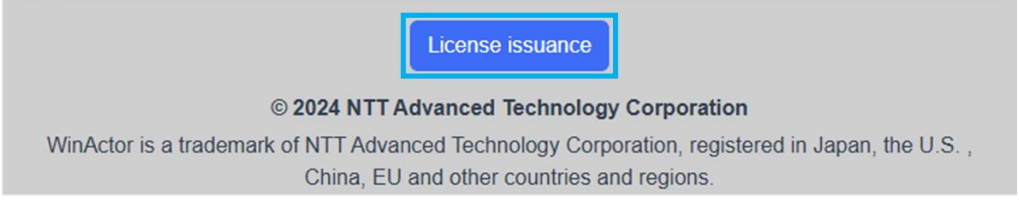
The agency is notified of the result whether the license issuance to the user is successful or not.

Input errors of the information printed on the “Robotic Process Automation Software WinActor Support ID Notification” will not be notified to the agency.

9. Read through the “PRIVACY POLICY” page, and check the ‘Agree’ box.



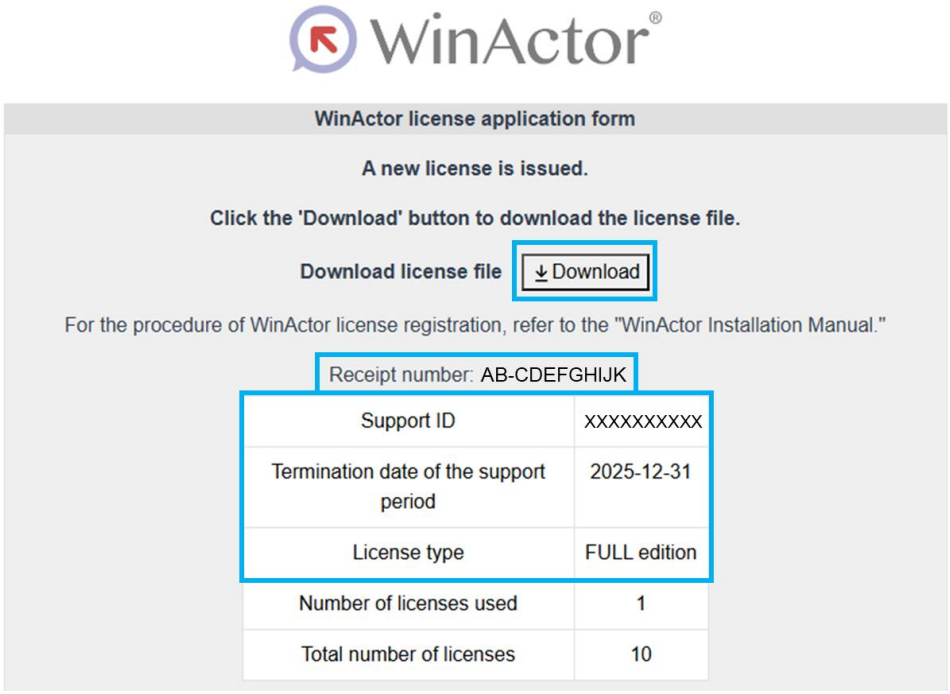
10. Click the ’License issuance’ button after confirming the input contents are correct.



The ‘Download license file’ page is displayed.

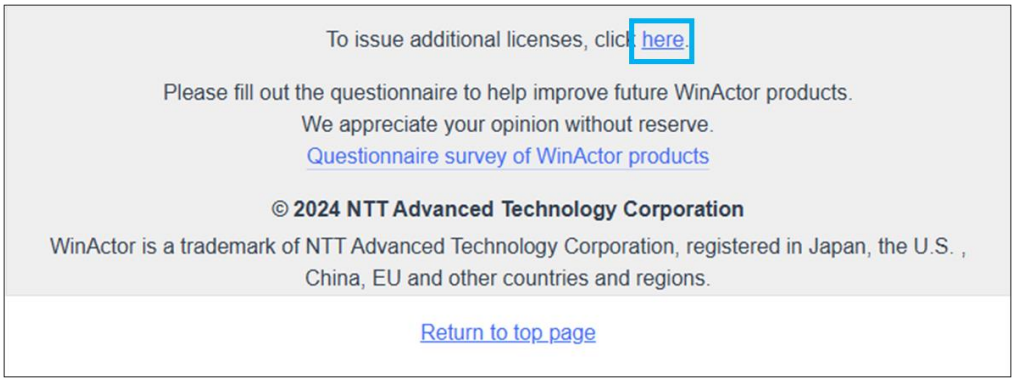
11. Click the ‘Download’ button, and download the license file. Place the license file under the “Documents” folder of the PC WinActor is installed.

Record the ‘Receipt number’ and the contents of application as the application history.



The same license file can be downloaded again if the same product ID (after transfer in the case of transferring a license) is used in application form. Make use of this technique when the download failed, or the downloaded file is lost.

Click ‘here’ to continue license applications.

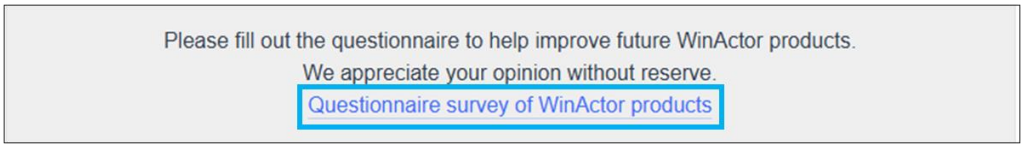


An error message is displayed when the license application failed for a reason such as faults in the application contents.

Following the instructions in the error message, restart the application procedure from the first step.

When the server causes the error, the ‘Retry’ button is displayed. Try clicking the ’Retry’ button after a while.

12. From the link “Questionnaire survey of WinActor products,” answers to the questions can be entered. We deeply appreciate your answers to improve WinActor products.



13. Following the same steps as ‘3.3.3 License registration steps,’ register the issued license file for WinActor.

“3.3.3 License registration steps”

3.3 License registration via agency

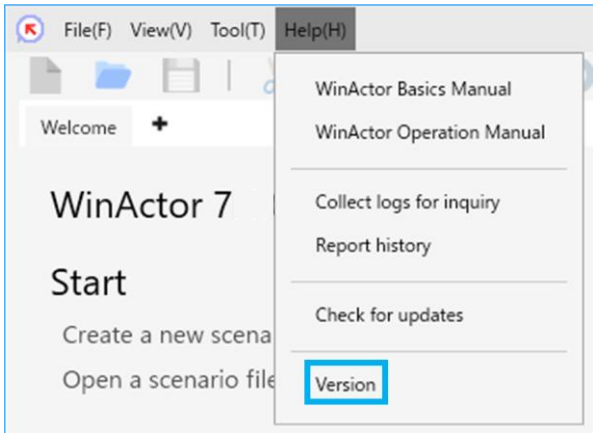
This section describes the procedure for license registration via a WinActor agency.

3.3.1 License issuance request

This section describes the steps for sending a product ID file for license issuance.

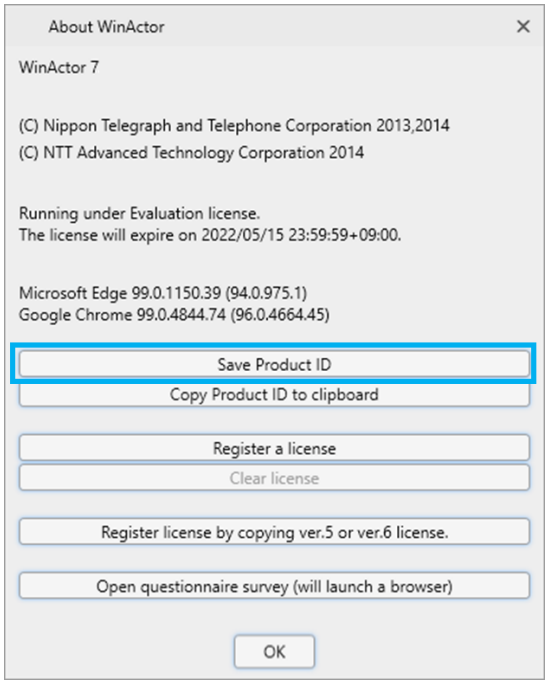
Steps

1. After launching WinActor, click ‘Help’ > ‘Version’ on the menu bar.

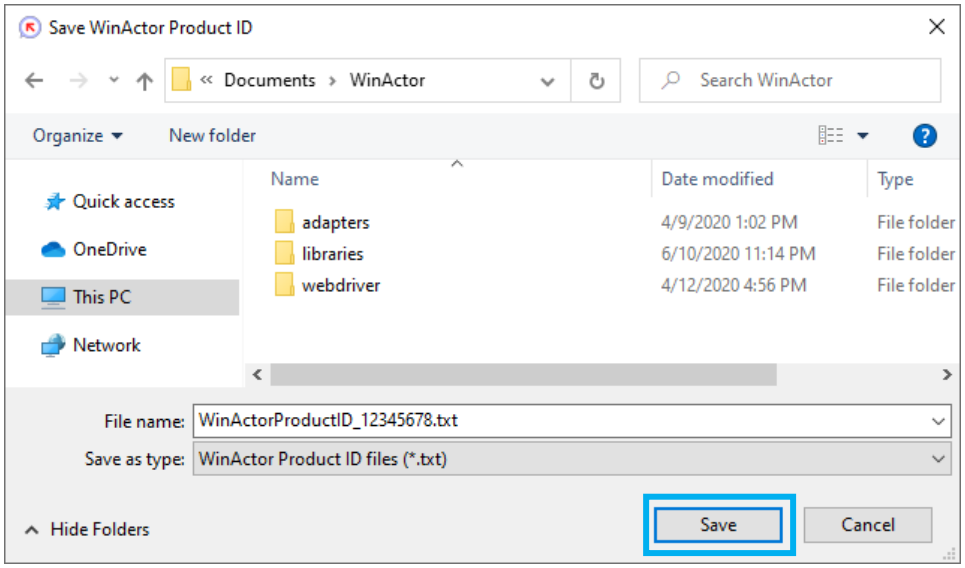


The "About WinActor" dialog appears.

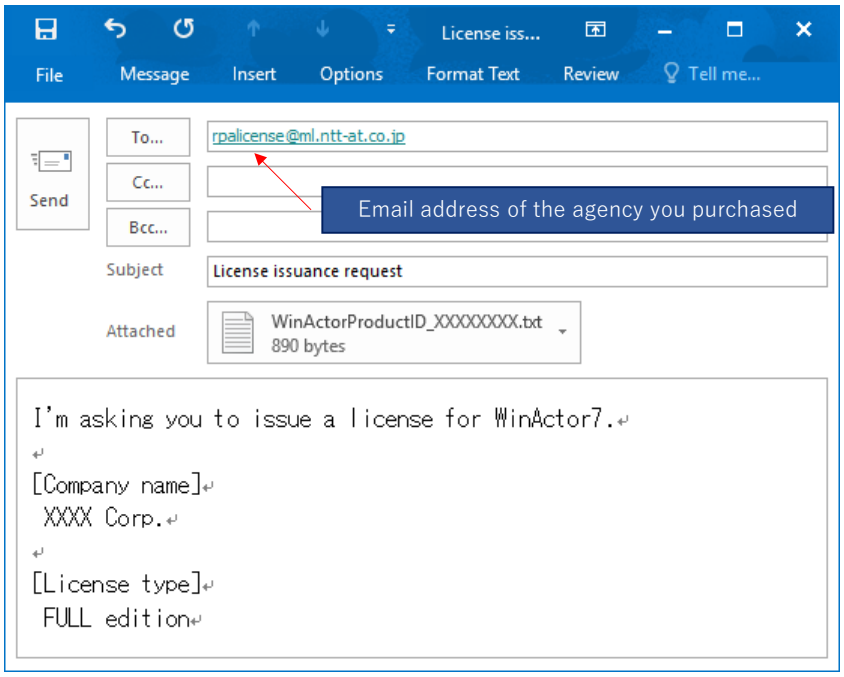
2. Click the ‘Save Product ID’ button.



The initial filename is "WinActorProductID_XXXXXXXX.txt (XXXXXXXX is alphanumeric characters)." Click the ‘Save’ button.



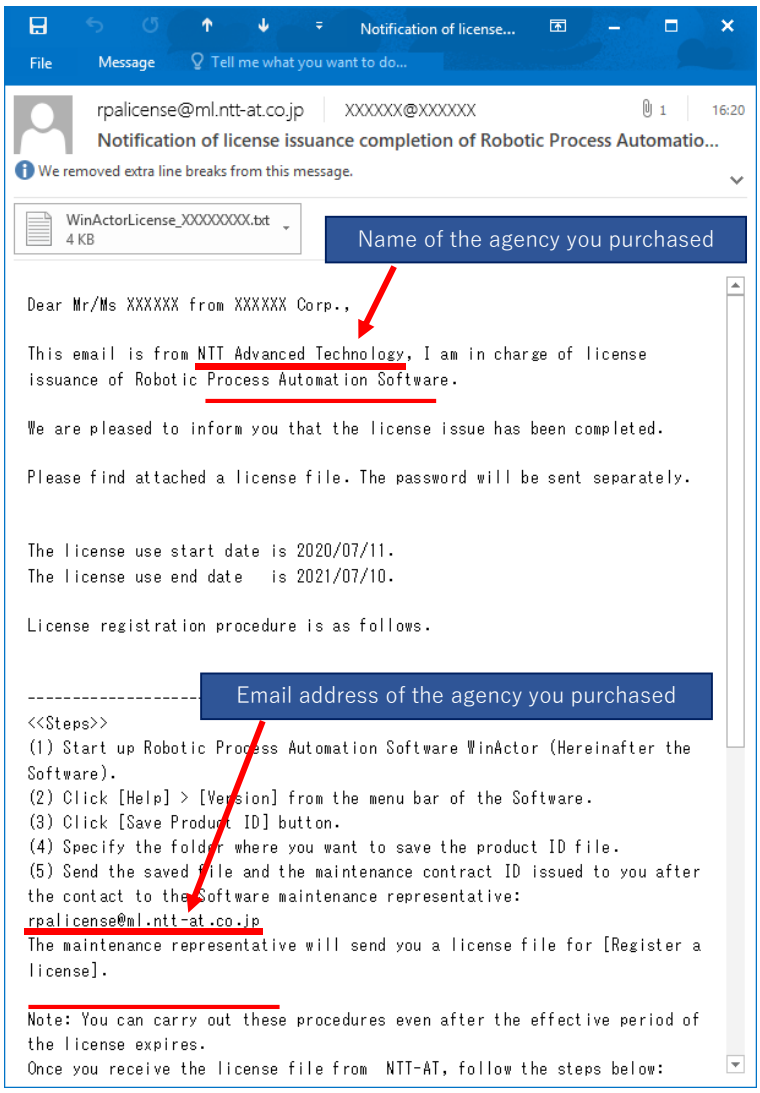
3. Send an email to the agency you purchased WinActor for license issuance. Make sure to attach the saved product ID file.



3.3.2 Obtaining a license file

A license file will be sent from the agency as a reply to your license issuance request email. The figure below is an example of the reply.

Place the attached license file under the "Documents\WinActor" folder on the computer where WinActor is installed.

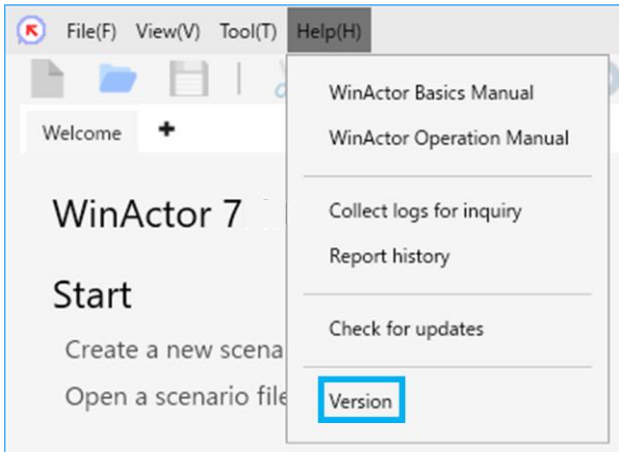


3.3.3 License registration steps

Register a license with the following steps.

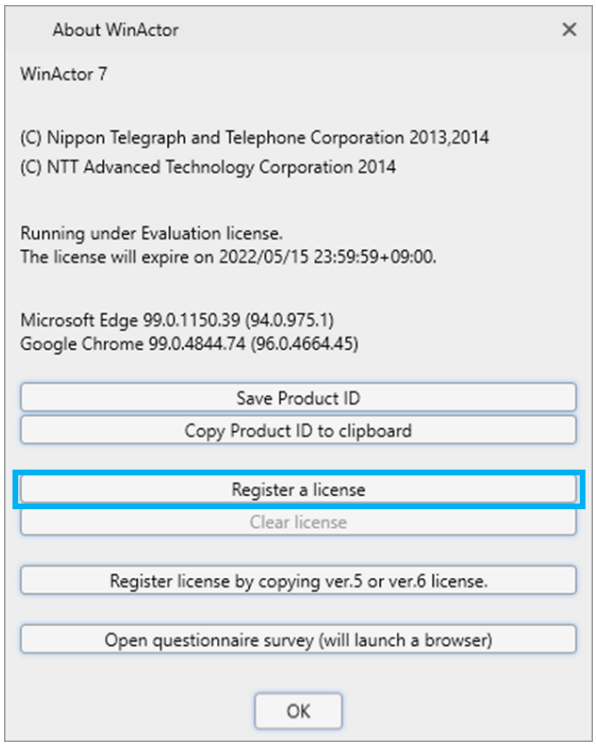
Steps

1. After launching WinActor, click ‘Help’ > ‘Version’ on the menu bar.



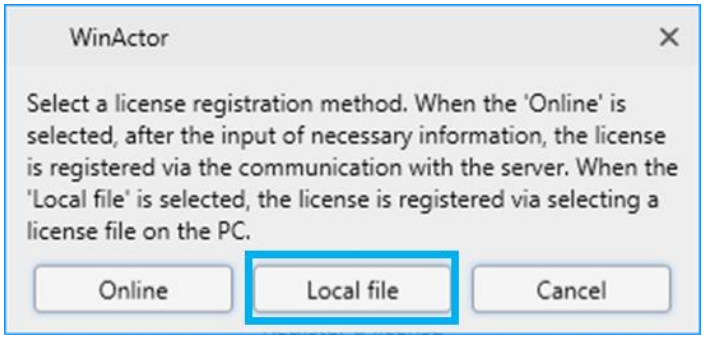
2. The "About WinActor" dialog appears.

   Click the ‘Register a license’ button.



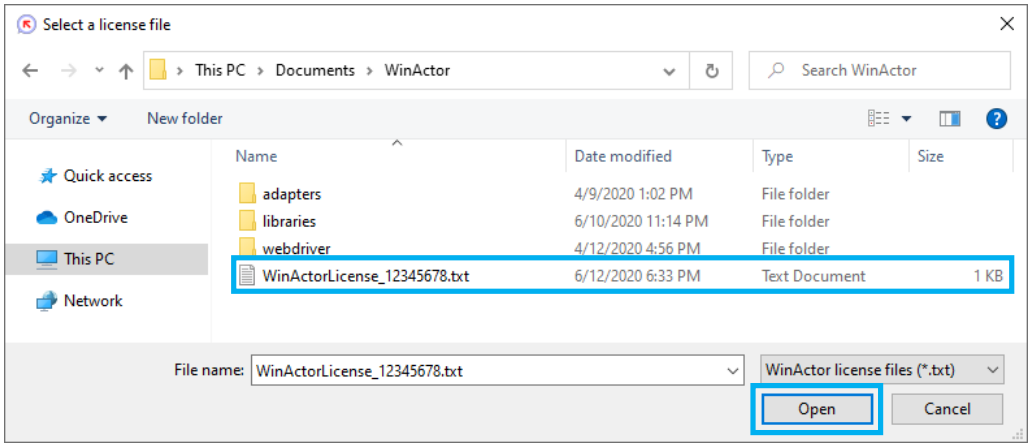
3. The dialog to select a license registration method is displayed.

Click the ‘Local file’ button to register a license from a local file.



4. The window of ‘Select a license file’ appears.

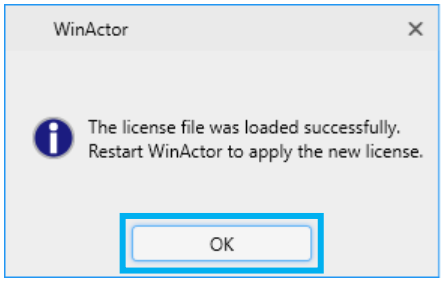
Select a license file and click the ‘Open’ button.



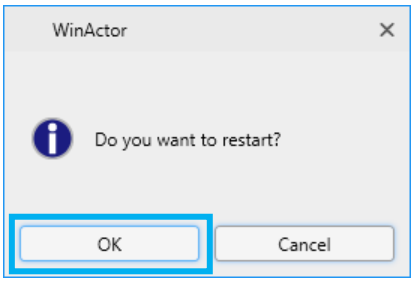
The license file "WinActorLicense_XXXXXXXX.txt (XXXXXXXX is alphanumeric characters)" will be loaded.

An error occurs if the license file cannot be found in the "Documents\WinActor" folder or if the license is registered on a computer different from the one the "Product ID file" is generated.

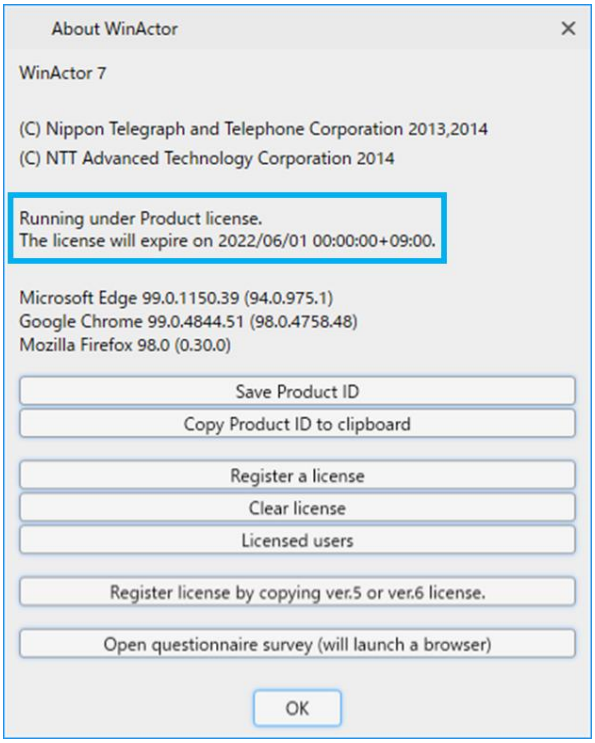
5. Once the license file is loaded successfully, the dialog to inform the completion of the license registration appears. Click the ‘OK’ button to restart and reflect the license.



6. Click the ‘OK’ button again to relaunch WinActor.



7. Click ‘Help’ > ‘Version’ on relaunched WinActor to display the About WinActor dialog. When "Running under Product license." is displayed, the license registration is completed.

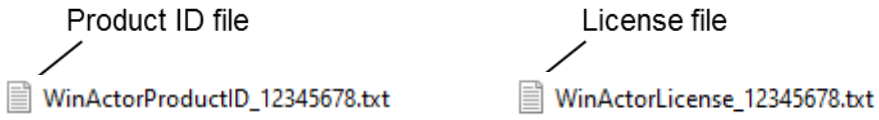


■ Error when registering a license

If "Failed to read license file." or "The license file is invalid." is displayed during license registration, the license may have been registered on a computer with a different product ID.

In that case, click the ‘Save Product ID’ button on the "About WinActor" dialog and output the product ID file.

Confirm whether the alphanumeric characters assigned to the product ID filename and license filename match as shown in the figure below.



3.4 Steps for registering a license by copying from Ver.5 or Ver.6

If you are using the node-locked license for WinActor Ver.5 or Ver.6, you can use the same license for Ver.7.

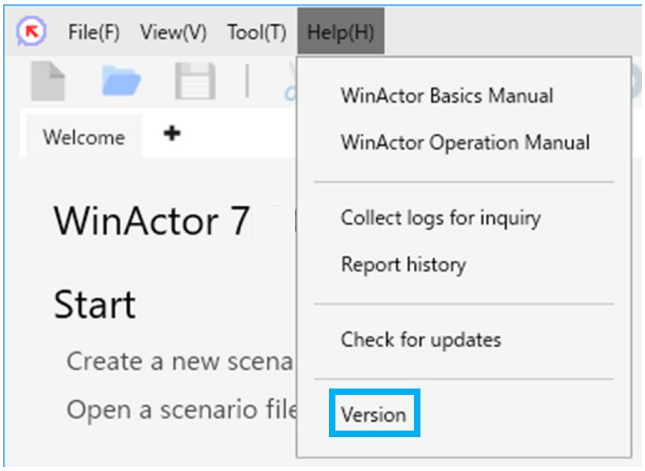
If the node-locked version of WinActor Ver.5 or Ver.6 has been installed using the **installer for administrator**, the node-locked version of Ver.7 can be used as it is, and the steps in this chapter are not necessary.

Click ‘Help’ > ‘Version’ on the menu bar, and confirm that "Running under Product License." is displayed on the "About WinActor" dialog.

If the node-locked version of WinActor Ver.5 or Ver.6 has been installed using the **installer for standard user**, register the license according to the following steps.

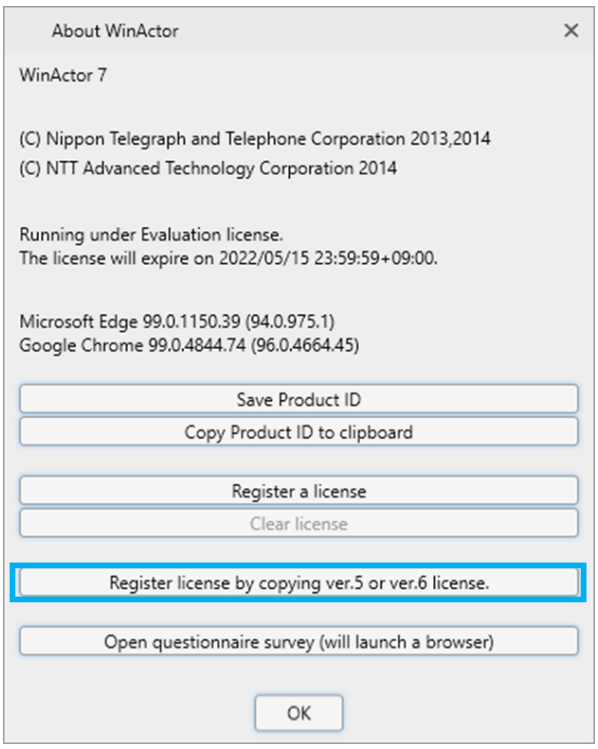
Steps

1. After launching WinActor, click ‘Help’ > ‘Version’ on the menu bar.



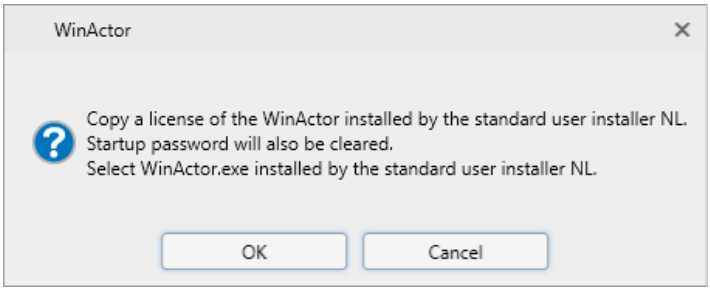
The "About WinActor" dialog appears.

2. Click the ‘Register license by copying ver.5 or ver.6 license’ button.



The confirmation dialog appears.

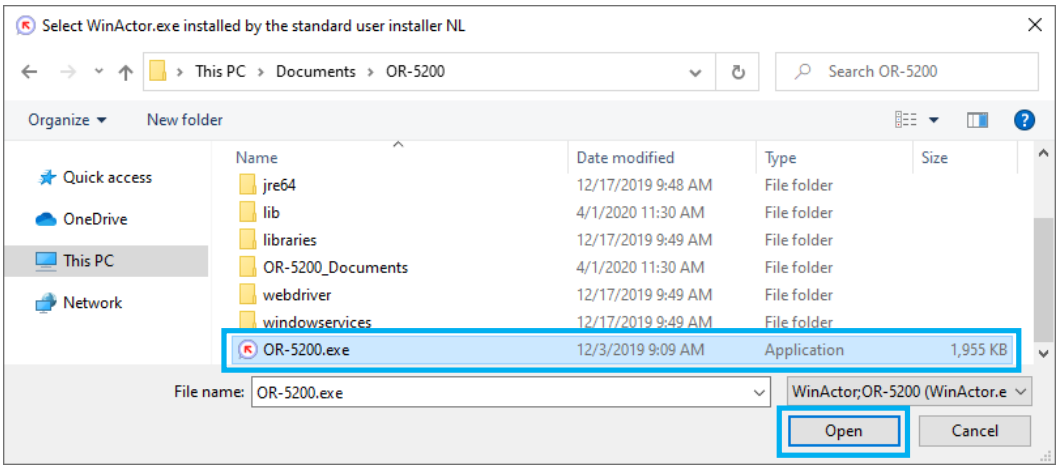
3. Click the ‘OK’ button.



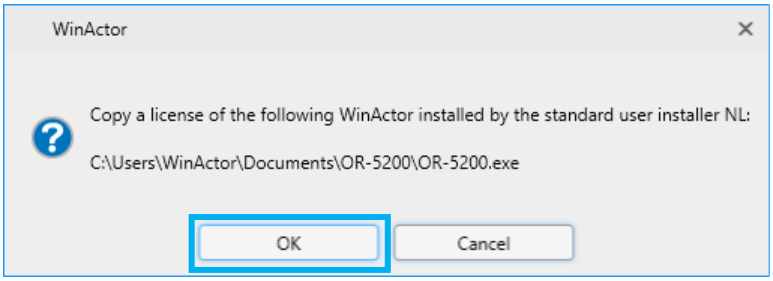
The WinActor.exe file selection window appears.

4. Select the WinActor.exe or OR-5200.exe file located in the folder where WinActor Ver.5 or Ver.6 or OR-5200 is installed.

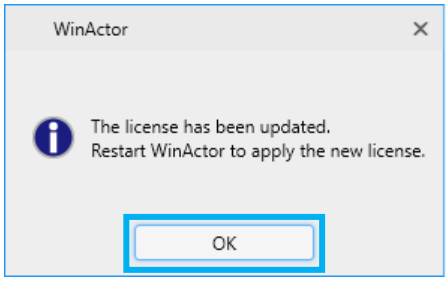
   Click the ‘Open’ button to register the license.



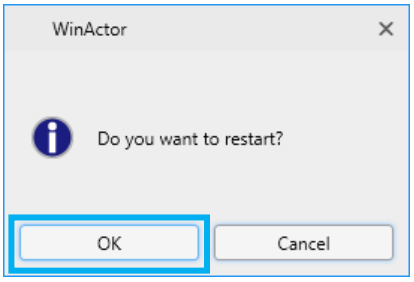
5. Click the ‘OK’ button.



6. Click the ‘OK’ button.

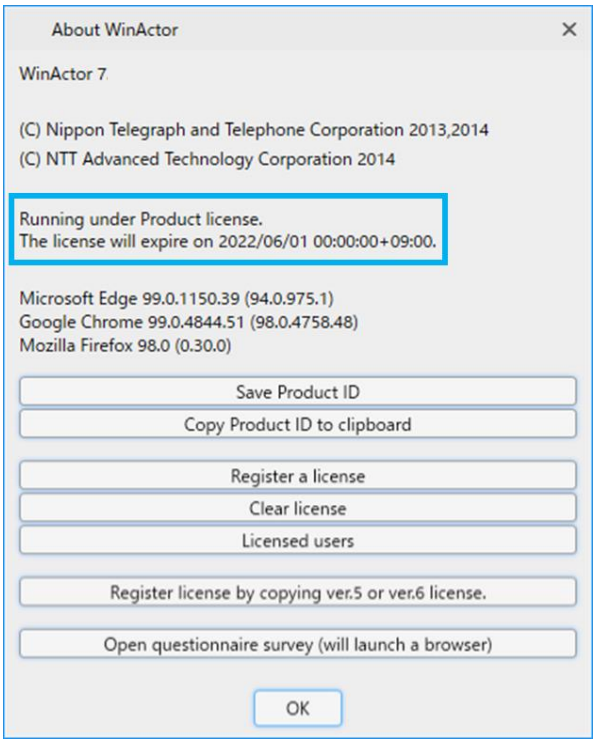


7. Click the ‘OK’ button.



WinActor restarts.

8. After the restart, click ‘Help’ > ‘Version’ to display the About WinActor dialog and confirm that "Running under Product license." is displayed.



4. License transfer

This chapter describes the procedure of transferring a node-locked license.

The license needs to be transferred when the computer on which WinActor is installed is broken, when OS on the computer or the computer itself needs to be replaced, and so on.

Each license needs to be transferred separately, not by a unit of a maintenance ID.

Consult the agency you purchased your WinActor in advance and follow the steps below to transfer the license.

- Do not to uninstall WinActor from your computer before transferring the license.

You can transfer a node-locked license online, via WinActor license issuance site, or via a WinActor agency.

“4.1 Online license transfer”
“4.2 License transfer via WinActor license issuance site”
“4.3 License transfer via agency”

4.1 Online license transfer

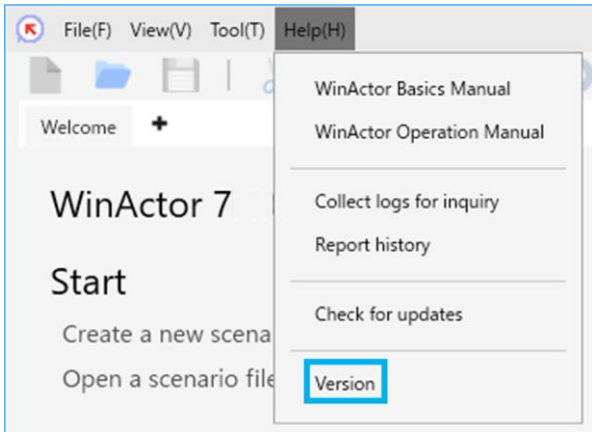
This section describes the procedure of transferring a license online.

Once you complete transferring a license online, you do not need to transfer it via a WinActor agency.

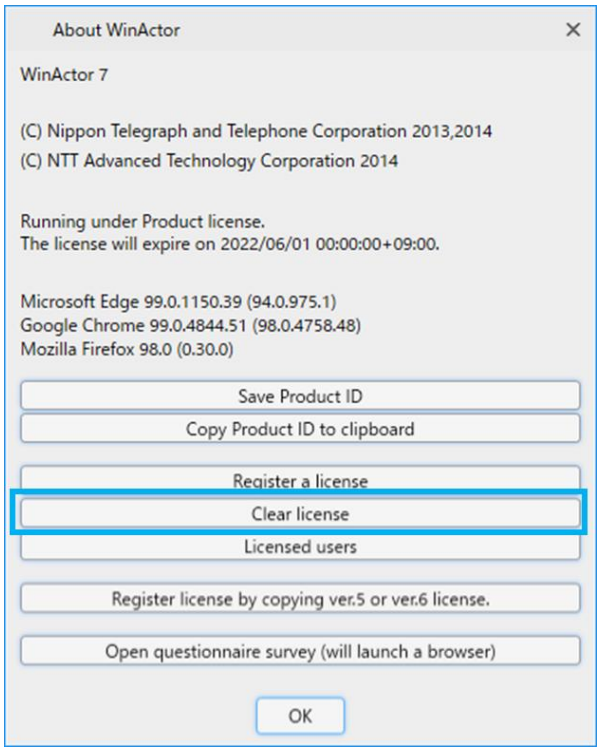
Settings on the ‘Proxy server’ tab in the ‘Option’ dialog are necessary for the network environment using a proxy server. See “WinActor operation manual” for the settings.

Steps

1. After launching WinActor, click ‘Help’ > ‘Version’ on the menu bar.

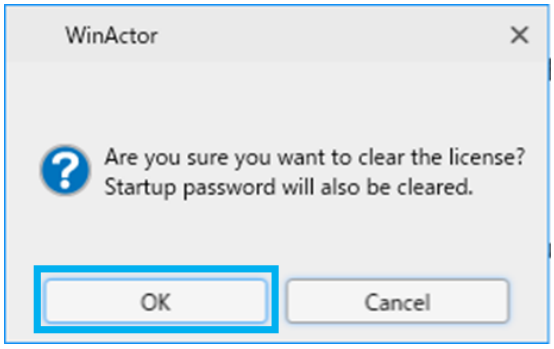


2. The "About WinActor" dialog appears.
Click the ‘Clear license’ button.

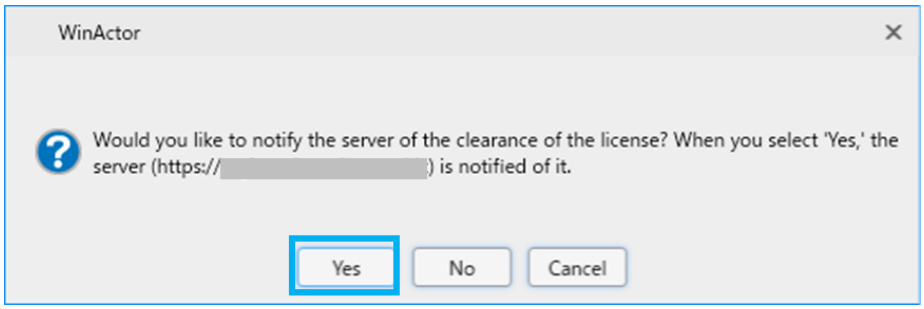


3. The dialog to confirm the license clearance is displayed.

Confirm it and click the ‘OK’ button.


WinActor
Are you sure you want to clear the license?
Startup password will also be cleared.
OK
Cancel

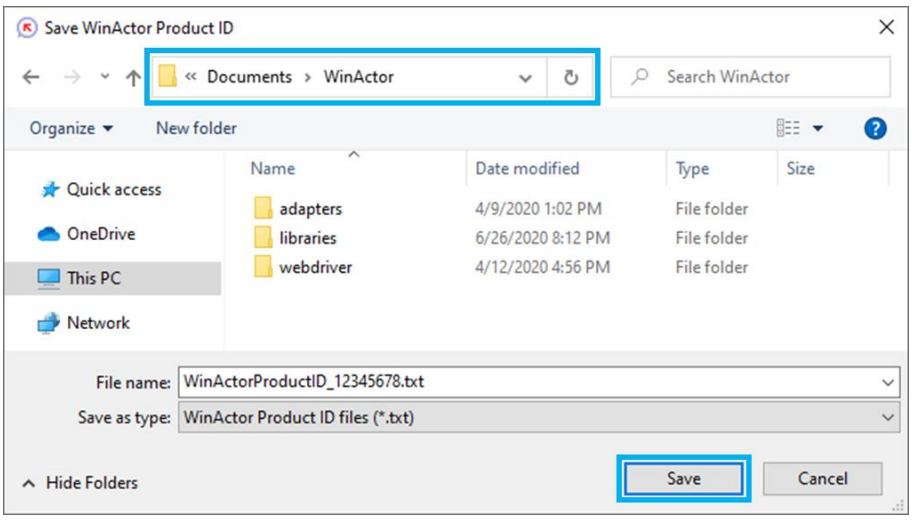
4. A dialog to select whether to notify the server of the license clearance or not is displayed. Click the ‘Yes’ button to transfer the license online.



5. The dialog to save the product ID file and the WinActor license clearance certificate file is displayed.

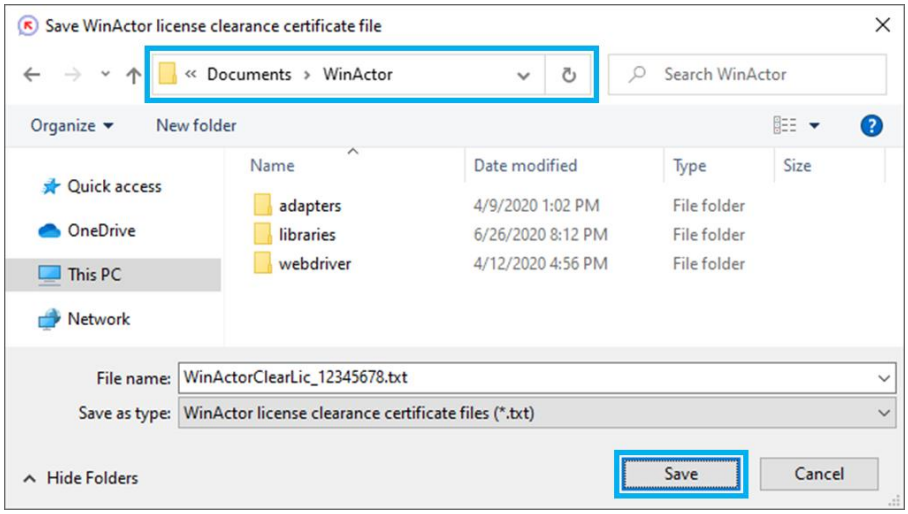
   Click the ‘OK’ button.

6. The ‘Save WinActor Product ID’ window is displayed. The initial filename is “WinActorProductID_XXXXXXXX.txt,” in which XXXXXXXX is alphanumeric characters. Specify a folder to save the file and click the ‘Save’ button. The product ID file will be saved.



7. ‘Save WinActor license clearance certificate file’ dialog is displayed. Select a folder to save the file, and click the ‘Save’ button.

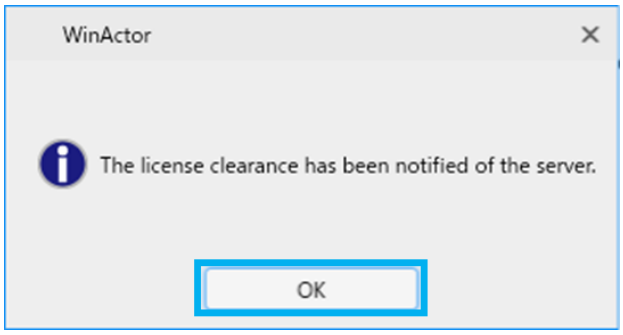
The license is cleared, and the WinActor license clearance certificate file is saved.



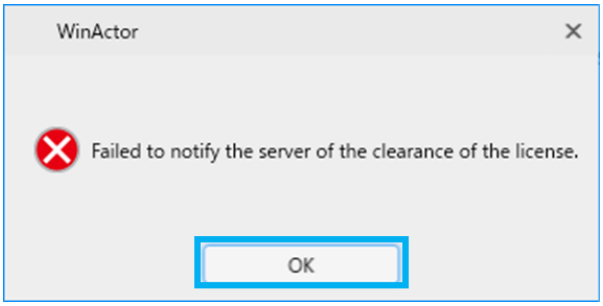
Click the ‘Cancel’ button on the ‘Save WinActor Product ID’ or the ‘Save WinActor license clearance certificate file’ window to cancel the operation of the license clearance.

8. When the online notification of the license clearance succeeds, the dialog to inform the completion of notifying the server is displayed.

Click the ‘OK’ button.



When the dialog to inform the failure of notifying the server of the license clearance is displayed, the online notification is failed.



In that case, please consult your WinActor agency and transfer the license via the agency.

“4.3 License transfer via agency”

9. Register the license on the new computer. The registration procedure is the same as the ‘Online license registration.’

“3.1 Online license registration”

4.2 License transfer via WinActor license issuance site

The procedure of transferring a license on the WinActor license issuance site is described here.

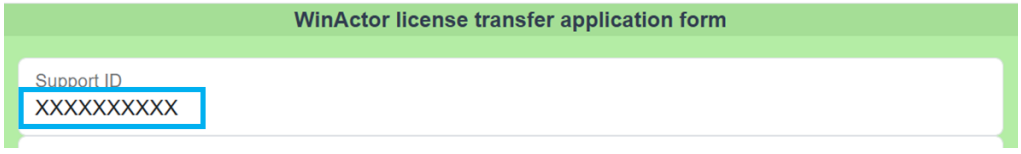
Steps

1. Connect to the WinActor license issuance site, and display the “WinActor license transfer application form” page via the anchor ‘here’ in the “To apply for WinActor license transfer, click here.” displayed at the top of the “WinActor license application form” page.

If the site is not displayed in English, select ‘English’ in the dropdown.

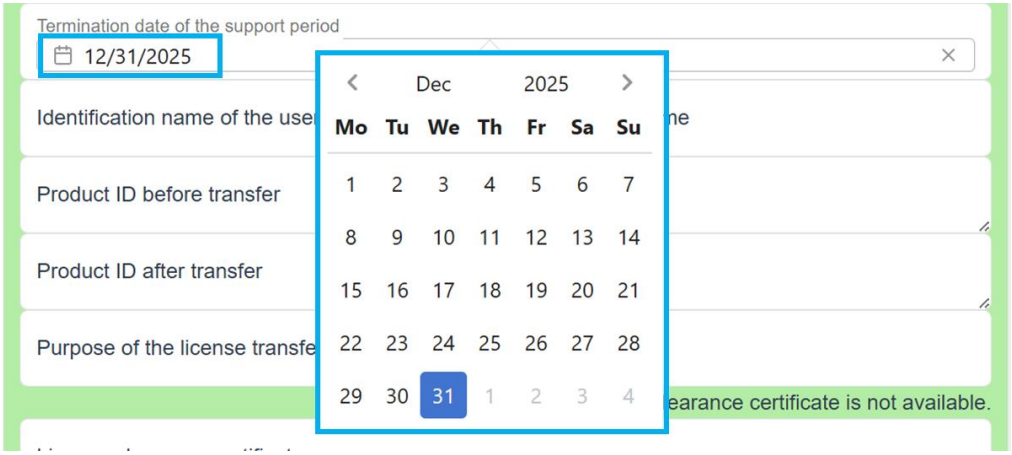
Both the product ID before transfer and the product ID after transfer acquired from respective PCs are necessary. Follow the procedure described below.

2. Enter the ‘Support ID.’



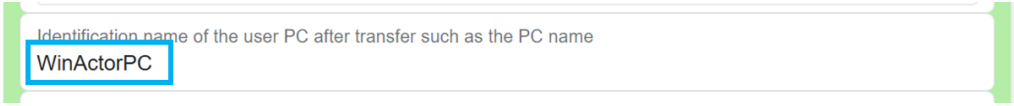
3. Select the ‘License type’ from the dropdown.

4. Enter the ‘Termination date of the support period.’



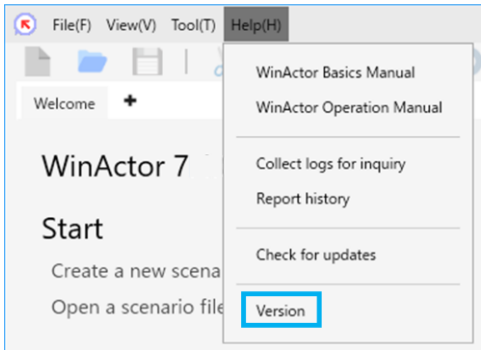
If any of the entered ‘Support ID,’ ‘License type,’ and ‘Termination date of the support period’ is invalid, an error occurs. Confirm every input to avoid an error as it needs you to restart the procedure from the first step.

5. Enter ‘Identification name of the user PC after transfer such as the PC name.’



6. Save ‘Product ID’ and ‘License clearance certificate’ into files.

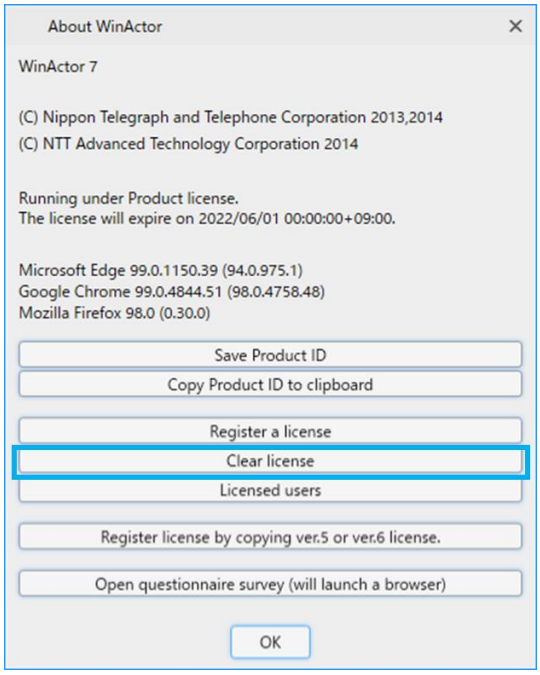
(1) On the PC before transfer, click ‘Help(H)’ and ‘Version’ from the WinActor menu bar consecutively.



“About WinActor” dialog is displayed.

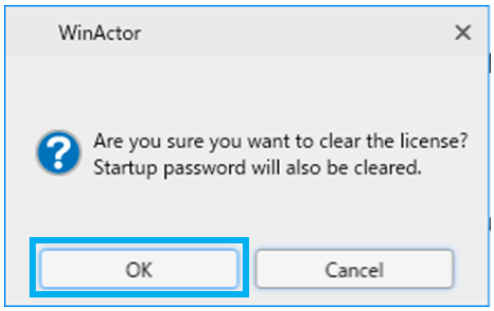
.

(2) Click the ‘Clear license’ button.

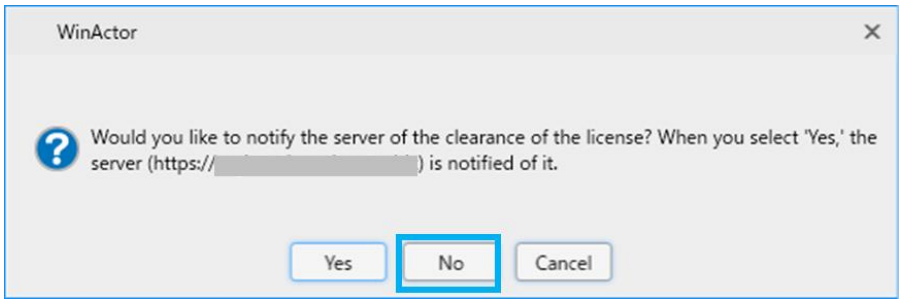


The confirmation dialog of clearing license is displayed.

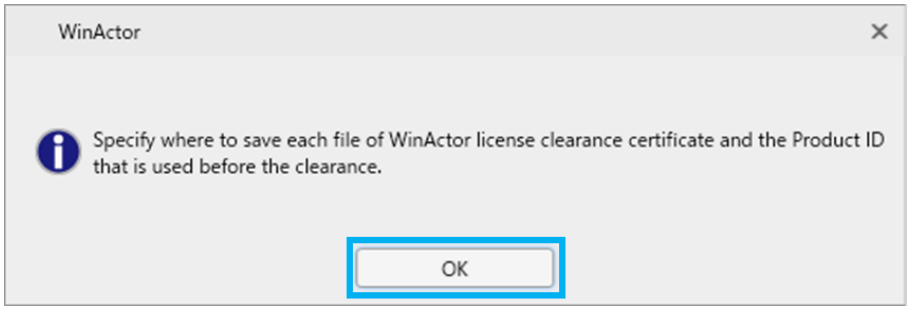
(3) Click the ‘OK’ button on the confirmation dialog of clearing license.



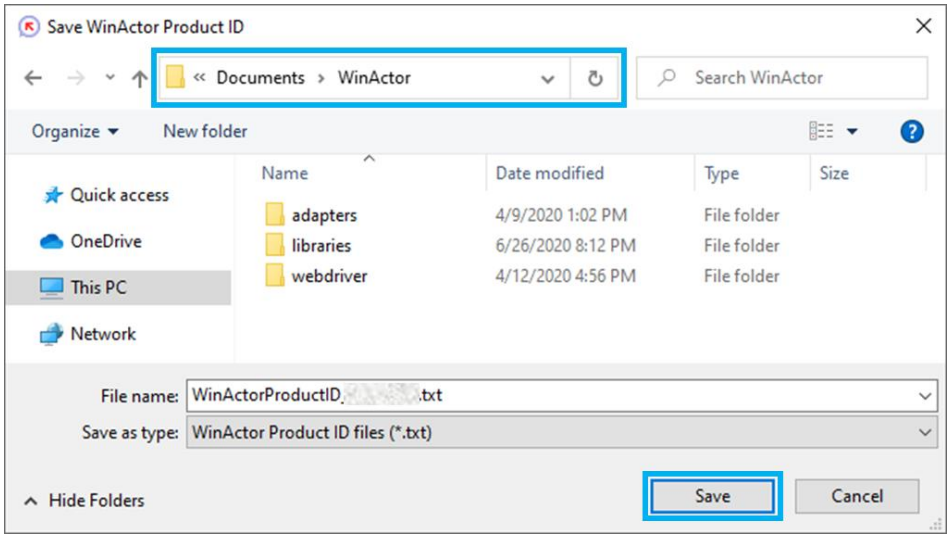
(4) The dialog to select whether to notify the server online of the license clearance is displayed.
Click ‘No’ as this is a license transfer procedure on the WinActor license issuance site.



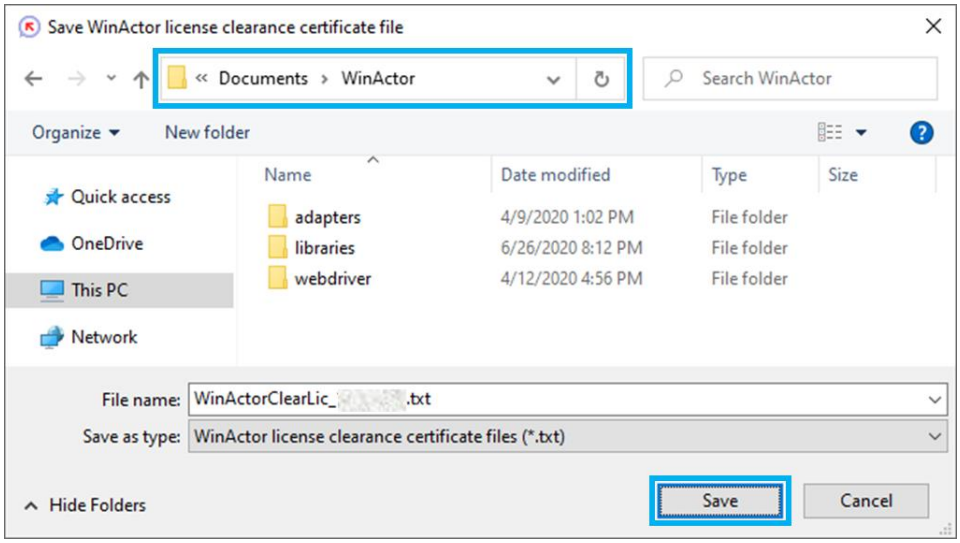
(5) The dialog to prompt saving the product ID and the license clearance certificate is displayed. Click the ‘OK’ button.



(6) The ‘Save WinActor Product ID’ dialog is displayed.
The initial filename is “WinActorProductID_XXXXXXXX.txt,” where XXXXXXXX is alphanumeric letters. Select a folder to save the file, and click the ‘Save’ button.
The ’Product ID file’ is saved.

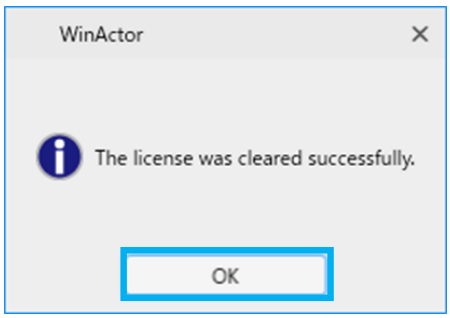


(7) The ‘Save WinActor license clearance certificate file’ dialog is displayed.
Save the ‘License clearance certificate’ into a folder.



The completion dialog of saving the license clearance certificate file is displayed.

(8) Click the ‘OK’ button on the completion dialog.

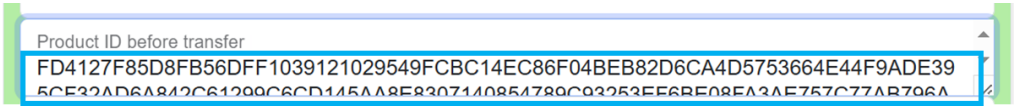


The ‘License clearance certificate’ is saved as a file of the filename “WinActorClearLic_XXXXXXXX.txt,” where “XXXXXXXX” is alphanumeric letters.

If the license clearance certificate cannot be output, write out the reason in ”The reason why you cannot obtain the license clearance certificate text” box at the step 10 below, and you can proceed the license transfer procedure.

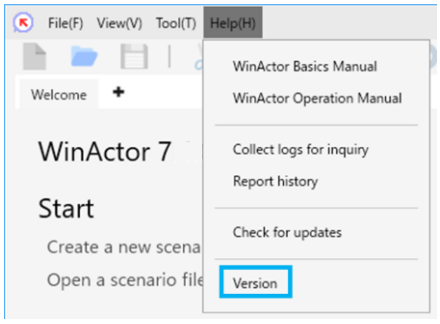
e.g., My PC has broken, and cannot output the certificate.

7. Enter the ‘Product ID’ before license transfer into the box ‘Product ID before transfer.’ Copy the content of the ‘Product ID file’ saved at the step 6 to the clipboard, and paste it or drag and drop the saved ‘Product ID file’ into the ‘Product ID before transfer’ box.



8. Enter ‘Product ID after transfer.’

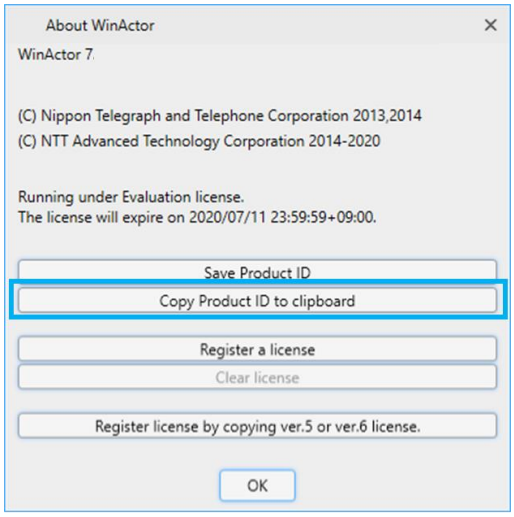
(1) On the PC after transfer, click ‘Help(H)’ and ‘Version’ from the WinActor menu bar consecutively.



“About WinActor” dialog is displayed.

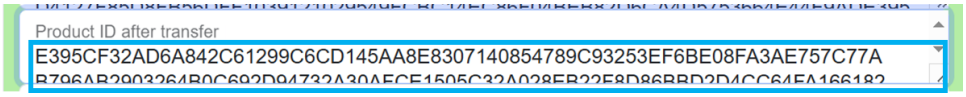
"About WinActor" dialog can be displayed even if the evaluation expiration date of the Evaluation license has passed.

(2) Click the 'Copy Product ID to clipboard' button.



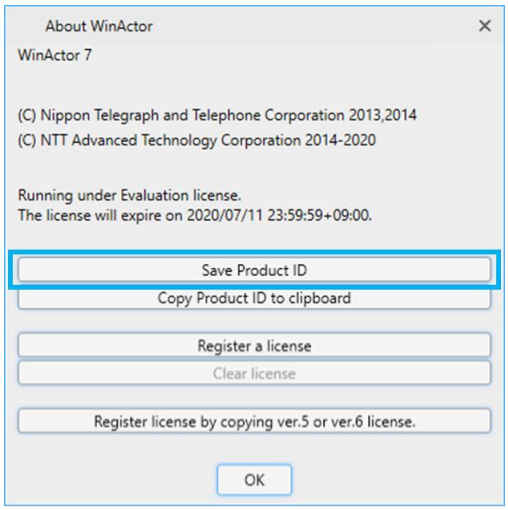
The product ID is copied to the clipboard.

(3) Paste the product ID copied to the clipboard into the 'Product ID after transfer' box.

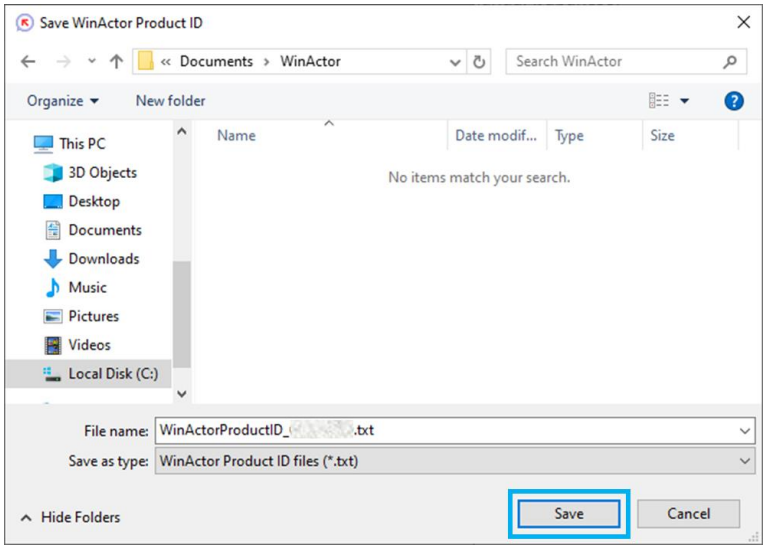


Product ID can be entered by dragging and dropping the ‘Product ID file’ into the ‘Product ID after transfer’ box. The procedure is described below.

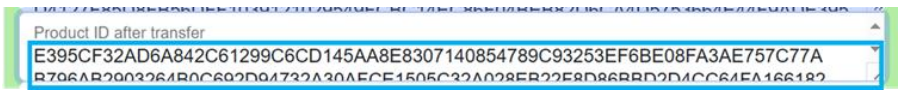
(1) Click the ‘Save Product ID’ button to create a ‘Product ID file.’



(2) The initial filename is ”WinActorProductID_XXXXXXXX.txt” where “XXXXXXXX” is some alphanumeric letters. Click the ‘Save’ button.



(3) Drag and drop the ‘Product ID file’ into the ‘Product ID after transfer’ box.



When the PC to use WinActor is different from the PC to input the application form, click the ‘Save Product ID’ button on the PC to use WinActor, and create a ‘Product ID file.

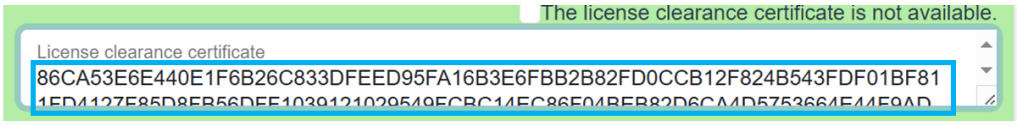
Copy the ‘Product ID file’ to the PC to input the application form, and carry out either of the following procedures.

1. Copy the contents of the ‘Product ID file’ to the clipboard, and paste it into the ‘Product ID after transfer’ box.
2. Drag and drop the ‘Product ID file’ into the ‘Product ID after transfer’ box.

9. Enter ‘Purpose of the license transfer.’

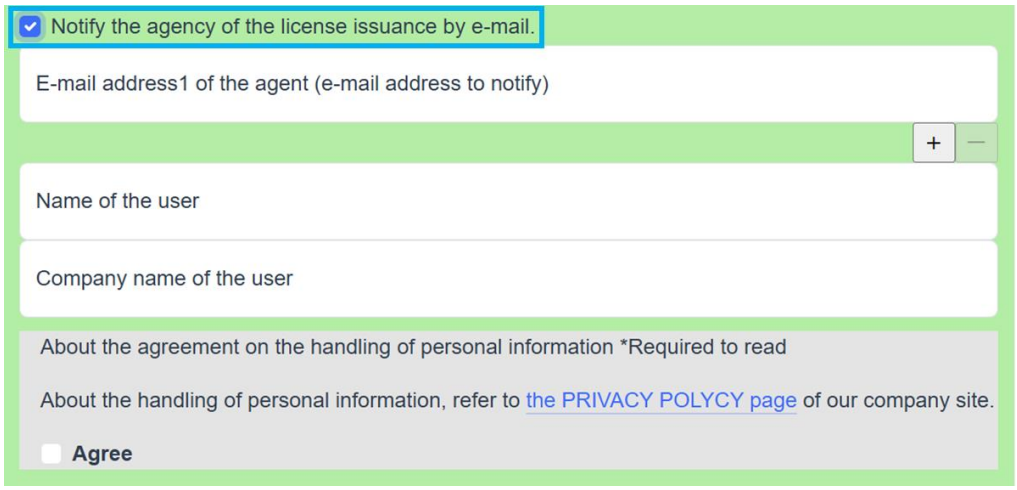
10. Enter ‘License clearance certificate.’

Copy the content of the ‘License clearance certificate file’ saved at the step 6 to the clipboard, and paste it or drag and drop the saved ‘License clearance certificate file’ into the ‘License clearance certificate’ box.



If the license clearance certificate cannot be output for unavoidable reason, check “The license clearance certificate is not available” box. To proceed the license transfer procedure, write out the reason why the license clearance certificate cannot be output in “The reason why you cannot obtain the license clearance certificate text” box.

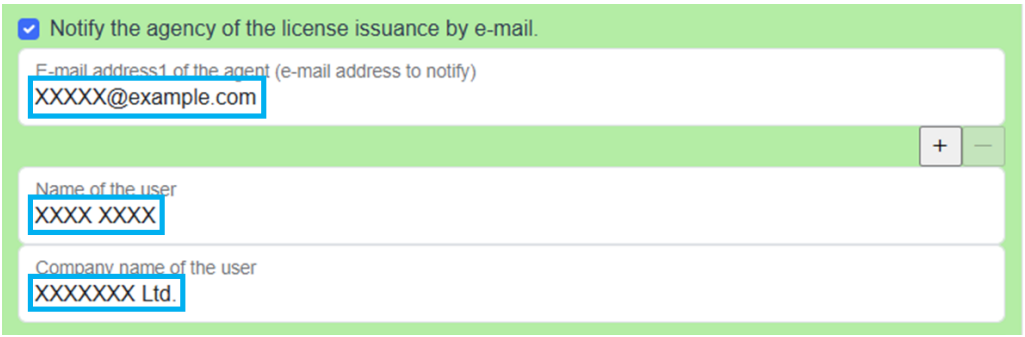
11. When the notification to the agency is preferred, check the “Notify the agency of the license issuance by e-mail” box.



If the notification to the agency is not necessary, this step can be omitted. Jump to the step 14 in such case.

12. Enter ‘E-mail address of the agent (e-mail address to notify),’ ‘The name of the user,’ and ‘the company name of the user.’

Up to 3 e-mail addresses of the agency can be entered.

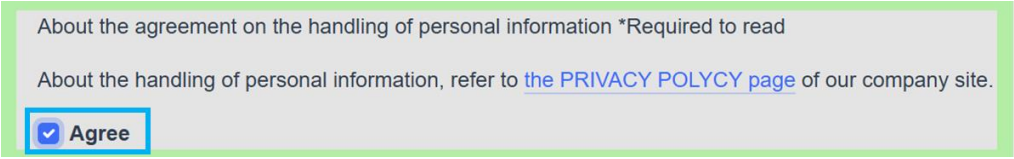


Check the e-mail address very carefully because entering a wrong address may cause a notification failure or an incident of notifying to an outside person.

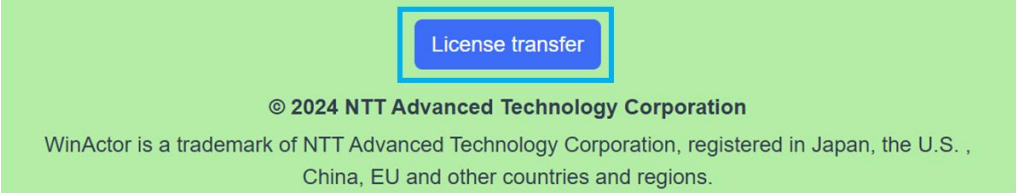
The agency is notified of the result whether the license transfer by the user is successful or not.

Input errors of the information printed on the “Robotic Process Automation Software WinActor Support ID Notification” will not be notified to the agency.

13. Read through the “PRIVACY POLICY” page, and check the ‘Agree’ box.

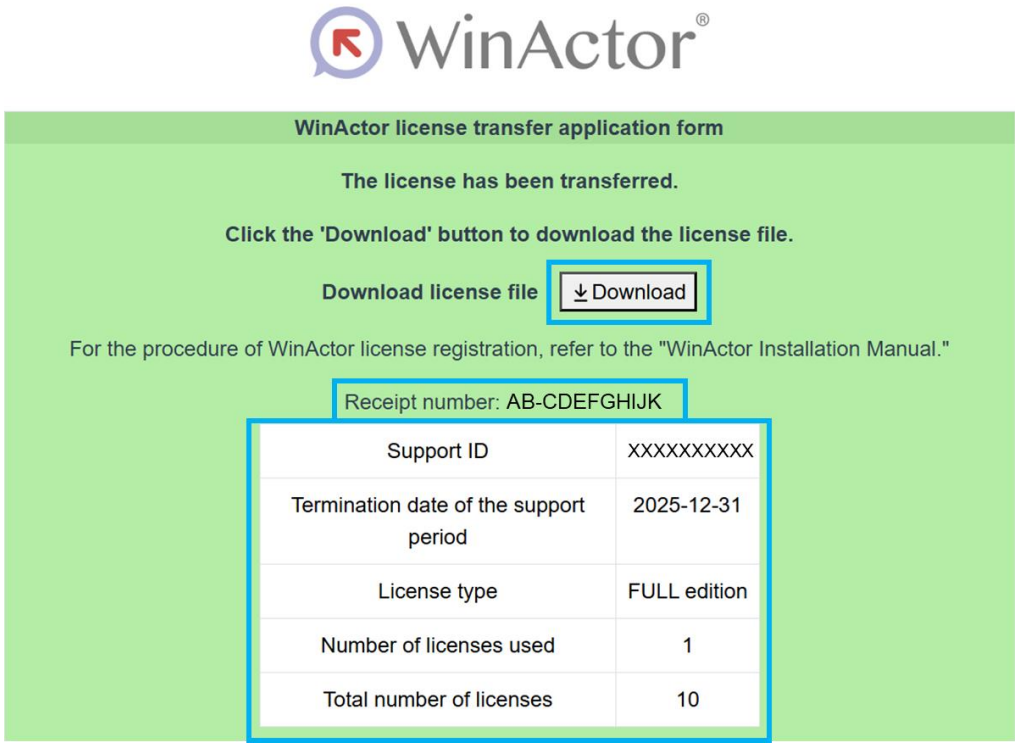


14. Click the ’License transfer’ button after confirming the input contents are correct.

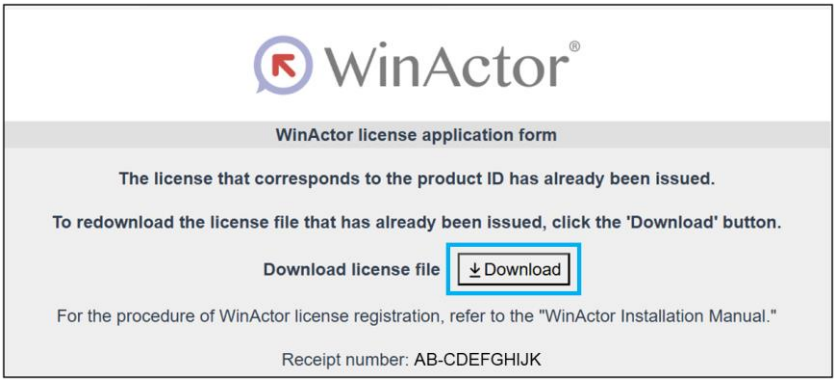


The ‘Download license file’ page is displayed.

15. Click the ‘Download’ button, and download the license file. Place the license file under the “Documents” folder of the PC WinActor is installed.
Record the ‘Receipt number’ and the contents of application as the application history.



The same license file can be downloaded again if the same product ID (after transfer in the case of transferring a license) is used in the application form. Make use of this technique when the download failed, or the downloaded file is lost.



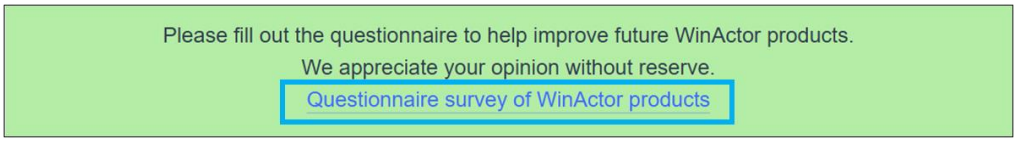
Click the ‘Return to top page’ to continue license transfer applications.

An error message is displayed when the license transfer application failed for a reason such as faults in the application contents.

Following the instructions in the error message, restart the application procedure from the first step.

When the server causes the error, the ‘Retry’ button is displayed. Try clicking the ’Retry’ button after a while.

16. From the link “Questionnaire survey of WinActor products,” answers to the questions can be entered. We deeply appreciate your answers to improve WinActor products.



17. Following the same steps as ’3.3.3 License registration steps,’ register the issued license file for WinActor on the PC after transfer.

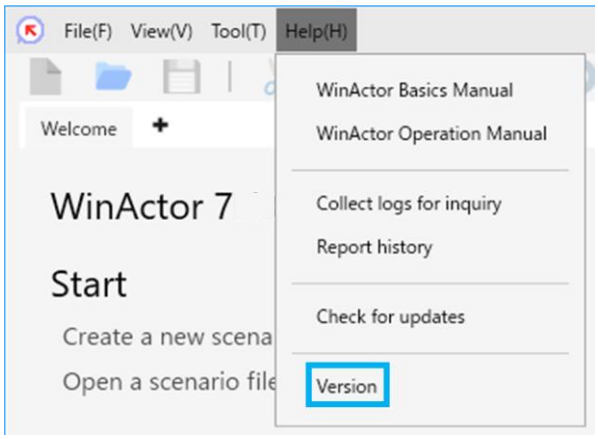
“3.3.3 License registration steps”

4.3 License transfer via agency

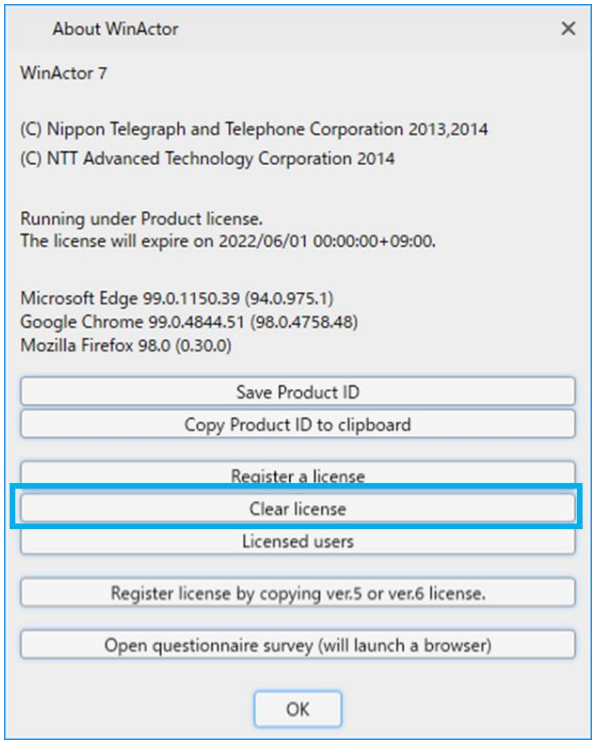
This section describes the procedure of transferring the license via a WinActor agency. Consult your WinActor agency in advance, and follow the steps.

Steps

1. After launching WinActor on the computer from which the License is transferred, click ‘Help’ > ‘Version’ on the menu bar.

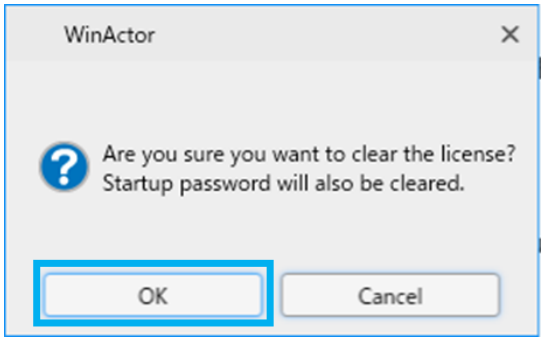


2. The "About WinActor" dialog appears.
Click the ‘Clear license’ button.

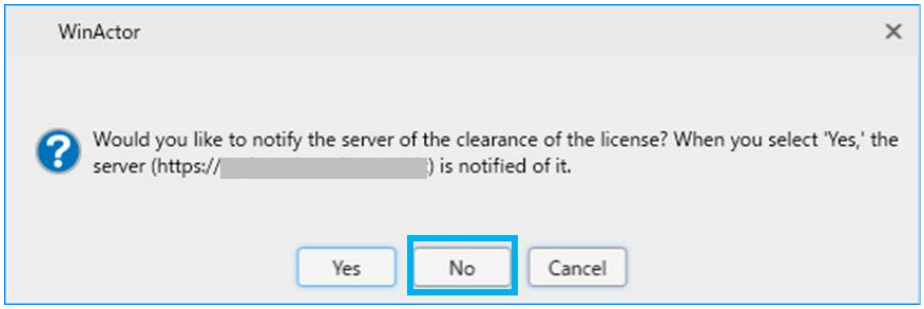


3. The dialog to confirm the license clearance is displayed.

   Confirm it and click the ‘OK’ button.



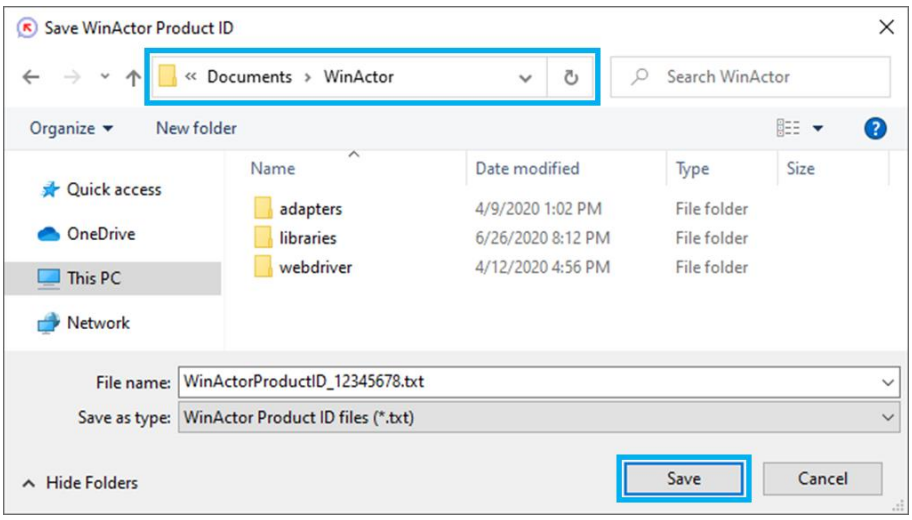
4. A dialog to select whether to notify the server of the license clearance or not is displayed. Click the ‘No’ button as it is not necessary.



5. The dialog to save the product ID file and the WinActor license clearance certificate file is displayed.

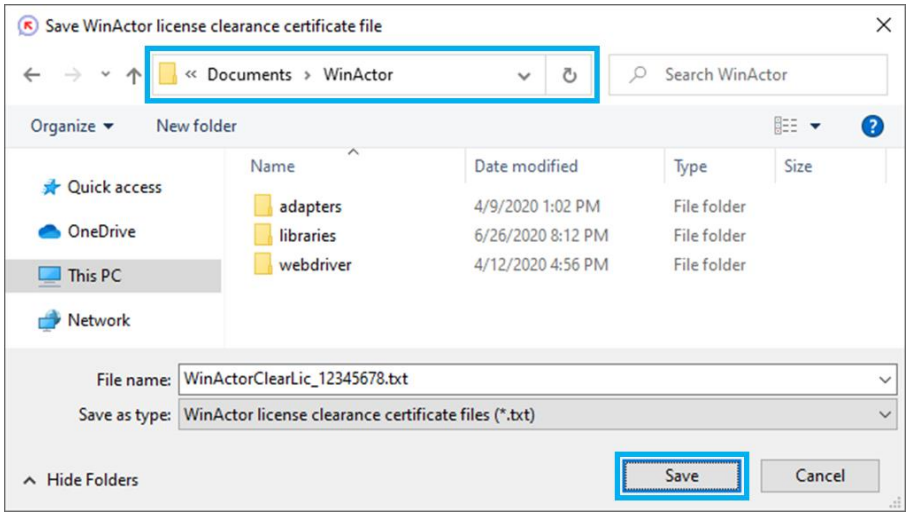
   Click the ‘OK’ button.

6. The ‘Save WinActor Product ID’ window is displayed. The initial filename is “WinActorProductID_XXXXXXXX.txt,” in which XXXXXXXX is alphanumeric characters. Specify a folder to save the file and click the ‘Save’ button. The product ID file will be saved.



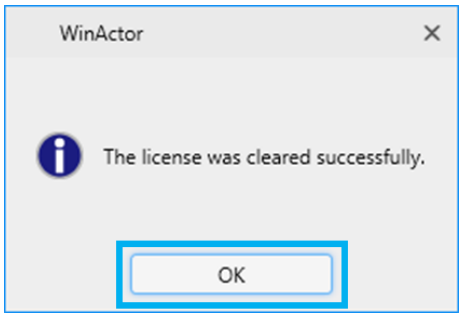
7. ‘Save WinActor license clearance certificate file’ dialog is displayed. Select a folder to save the file, and click the ‘Save’ button.

The license is cleared, and the WinActor license clearance certificate file is saved.



Click the ‘Cancel’ button on the ‘Save WinActor Product ID’ or the ‘Save WinActor license clearance certificate file’ window to cancel the operation of the license clearance.

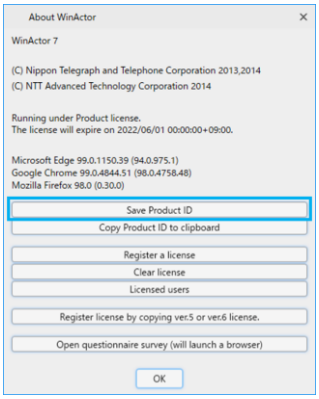
Click the ‘OK’ button on the dialog.



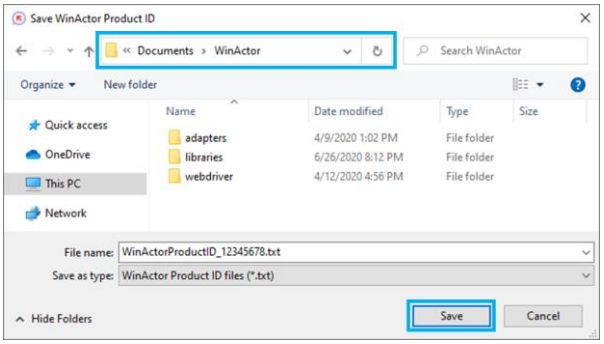
The WinActor license clearance certificate file of the name "WinActorClearLic_XXXXXXXX.txt,” in which XXXXXXXX is alphanumeric characters, is saved.

8. Request a license transfer to the agency you have consulted in advance. It would be necessary to submit your WinActor license clearance certificate file, and the product ID files of the cleared computer and the new computer to the agency.

When the new computer is different from the one the license is cleared, click ‘Save Product ID’ button on the new computer, and create the product ID file.

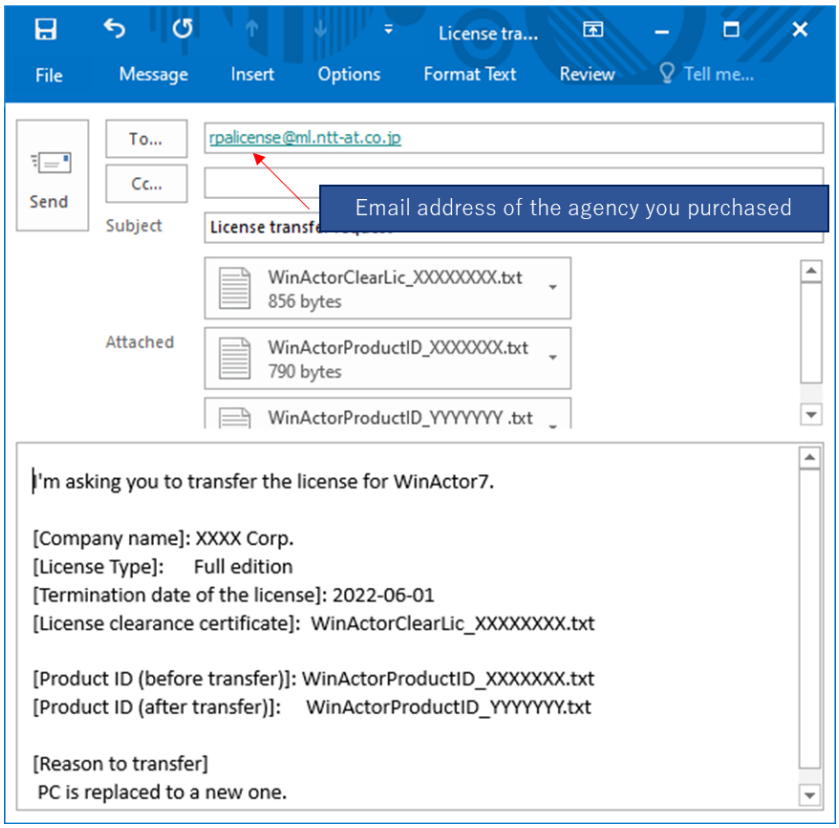


The initial filename is “WinActorProductID_XXXXXXXX.txt,” in which XXXXXXXX is alphanumeric characters. Click ‘Save’ button, and use the saved product ID file as that of the new computer.



Typical agency would ask you to send an email attached the necessary files. Follow the procedure of the license issuance request, and remember attaching your WinActor license clearance certificate file and the product ID file of the cleared computer in addition to the product ID file of the new computer in that case.

“3.3.1 License issuance and renewal”



A new license file will be sent from the agency typically as a reply to your license transfer request email.

9. Register the new license file on the new computer to transfer the license. The registration procedure is the same as the ‘Obtaining a license file’ and the ‘License registration steps.’

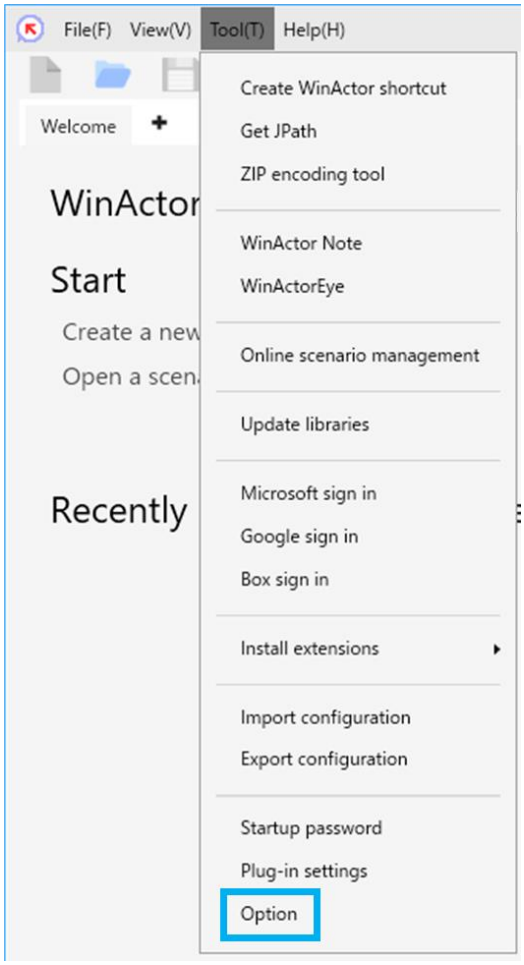
“3.3.2 Obtaining a license file”
“3.3.3 License registration steps”

5. Setting the license server connection information

This chapter describes the steps for setting the license server connection information when using a floating license.

Steps

1. Click ‘Tool’ > ‘Option’ on the menu bar.

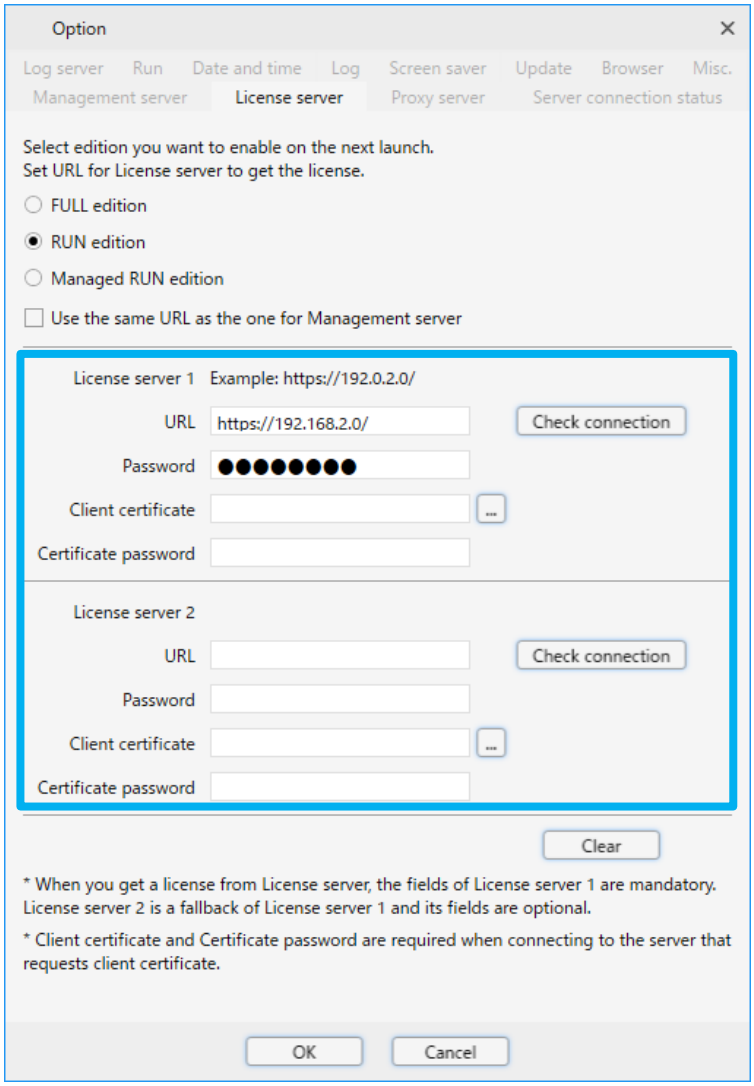


The ‘Option’ dialog appears.

2. On the ‘License server’ tab, enter ‘URL’ and ‘Password’ for License server 1.

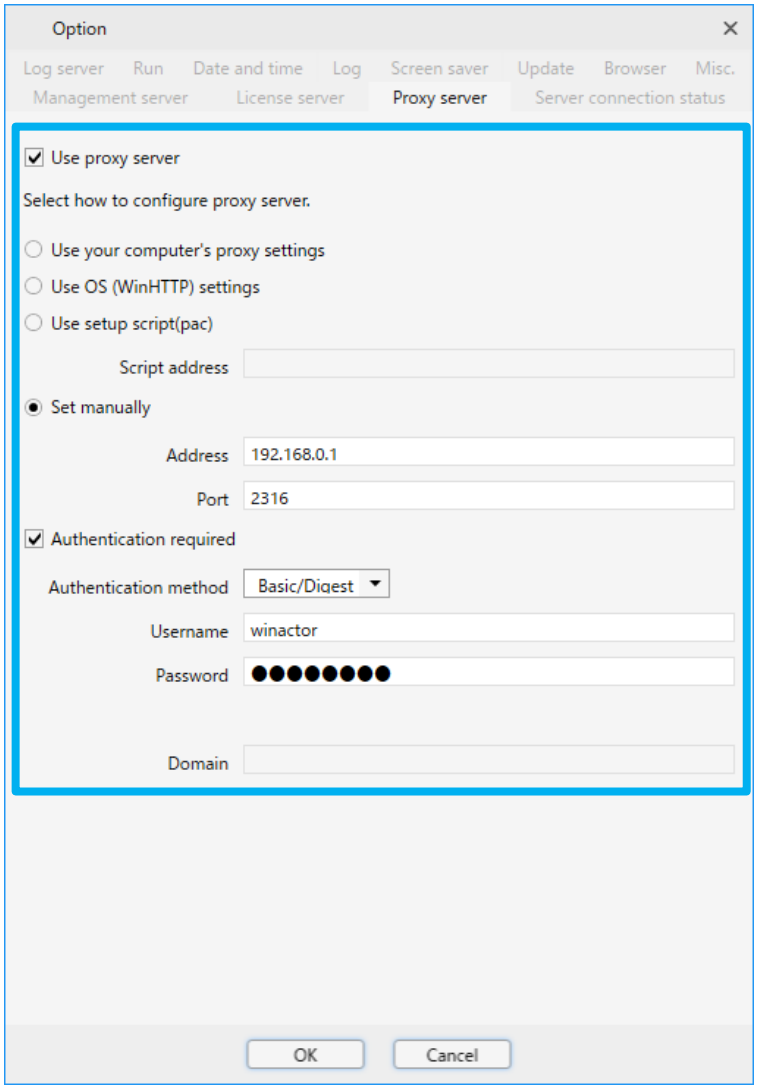
If a client certificate is required to connect to the license server, enter ‘Client certificate’ and ‘Certificate password.’

If the license server has a redundant configuration, enter License server 2 as well.



- The information required to connect to the license server depends on the environment in which you use WinActor. Ask the administrator of the license server for the required information.

3. If you use a proxy server, enter the required information on the ‘Proxy server’ tab.



- It supports a proxy server with authentication. Basic authentication, digest authentication, and NTLM authentication are supported.

4. You can check the connection status with the license server by clicking the ‘Check connection’ button.

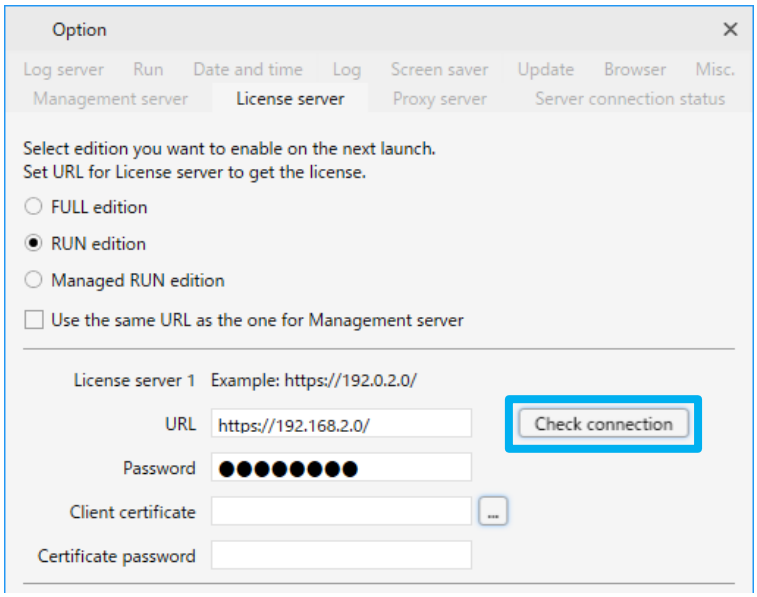
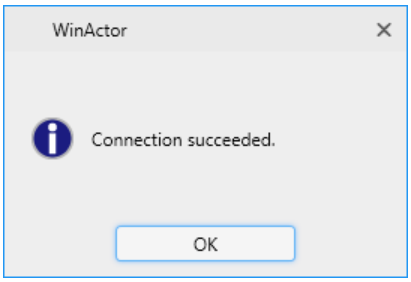
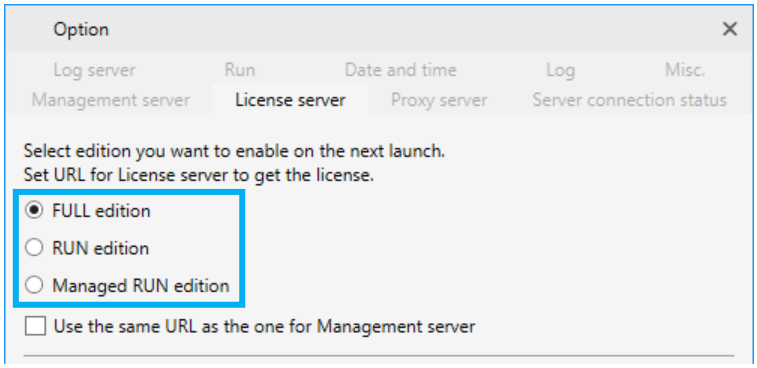


Table 5-1. Result dialog of checking license server connection

No.	Connection status	Result dialog
1	Connected to the license server, and the license can be obtained	
2	Not connected to the license server	

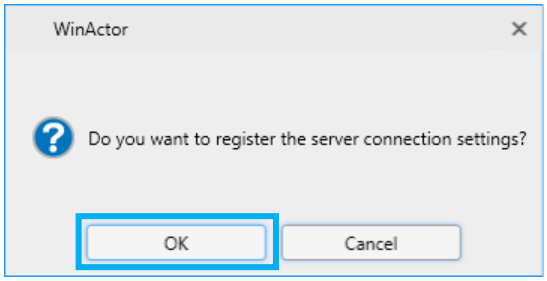
5. To switch the license ("FULL edition," "RUN edition," or "Managed RUN edition"), check the license you want to use.



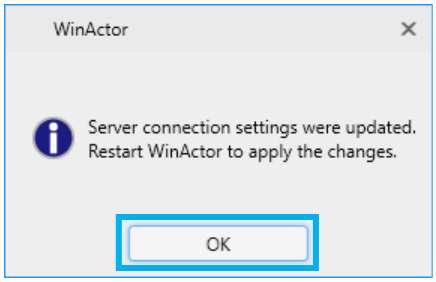
If switching is restricted by the license server administrator, the buttons to select the license cannot be checked.

6. After completing the settings, click the ‘OK’ button.
The confirmation window appears.

7. Click the ‘OK’ button to change the settings.

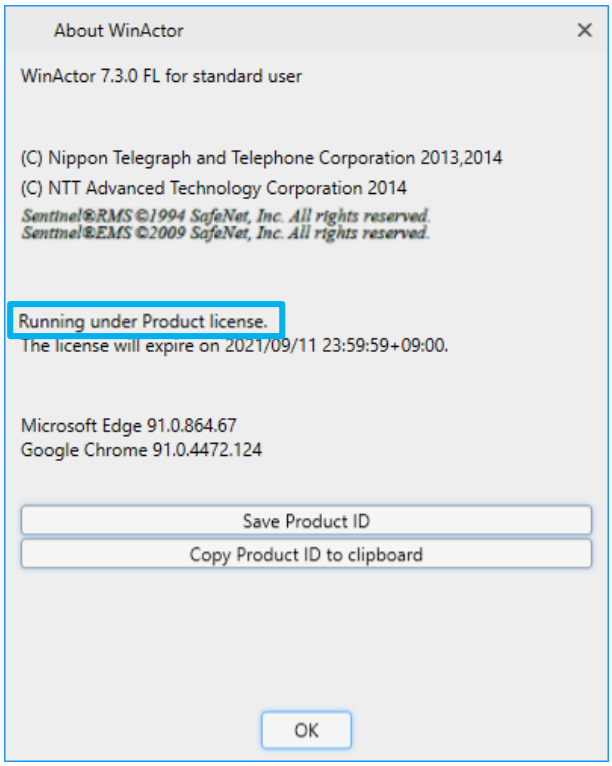


8. Click the ‘OK’ button.



9. Restart WinActor to apply the license server connection settings.

After the restart, "Running under Product license." or "Running under Evaluation license." is displayed on the About WinActor dialog.



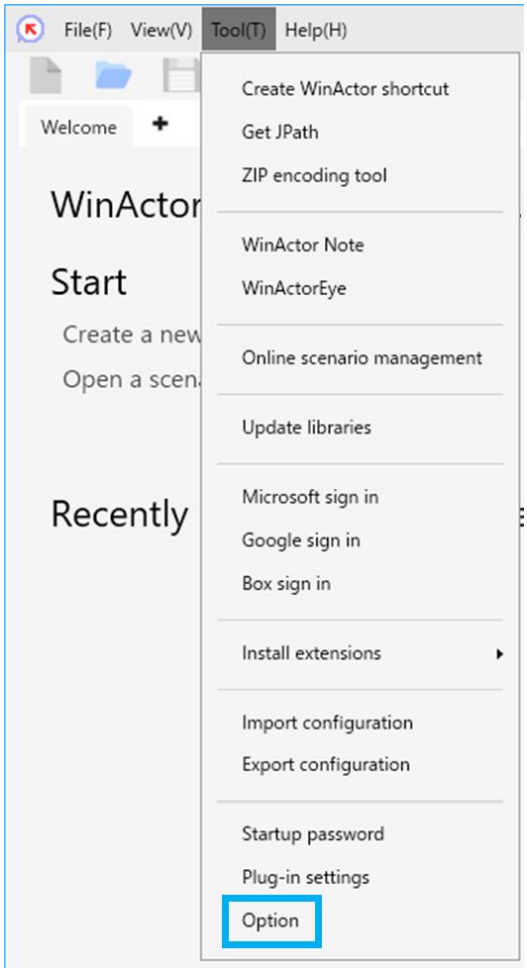
6. Setting the management server connection information

This chapter describes the steps for setting the management server when using the WinActor management function.

The information required to connect to the management server depends on the environment in which you use WinActor. Ask the administrator of the management server for the required information.

Steps

1. Click ‘Tool’ > ‘Option’ on the menu bar.

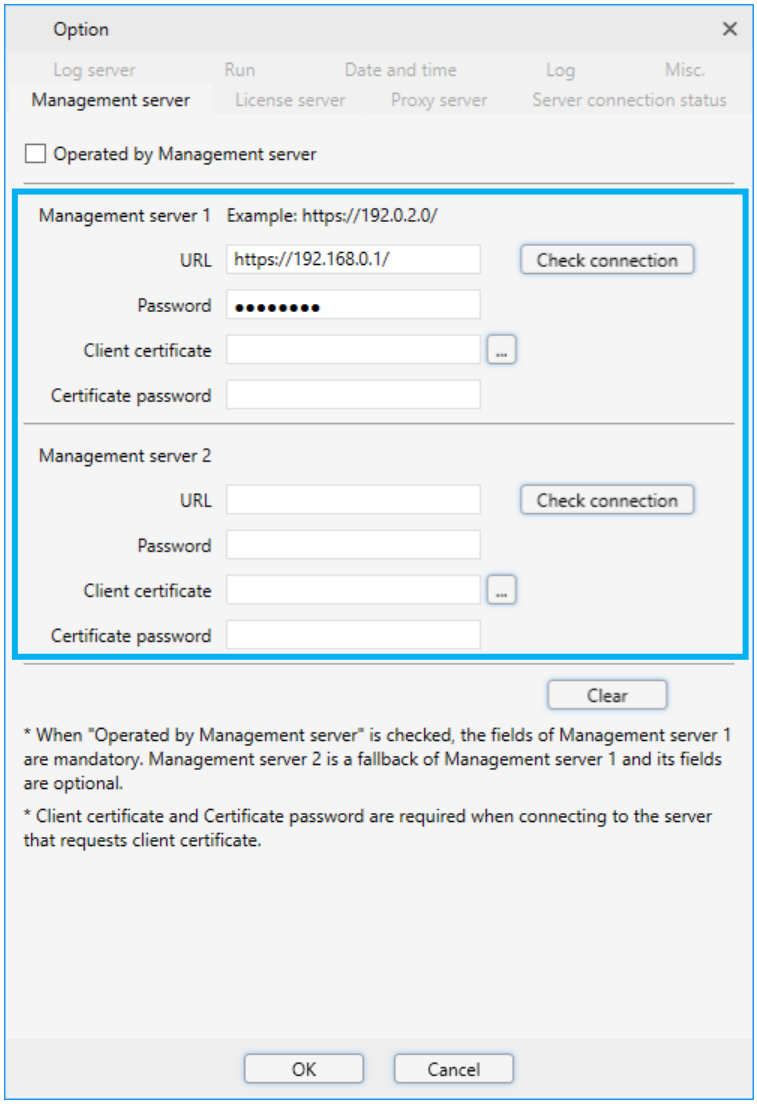


The ‘Option’ dialog appears.

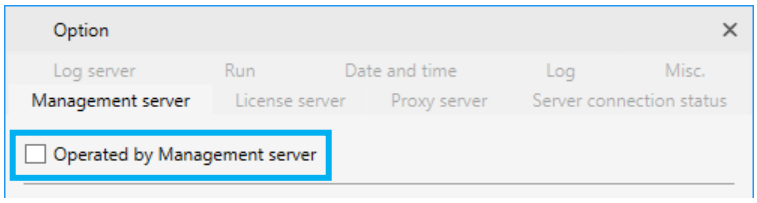
2. On the ‘Management server’ tab, enter ‘URL’ and ‘Password’ for Management server 1.

If a client certificate is required to connect to the management server, enter ‘Client certificate’ and ‘Certificate password.’

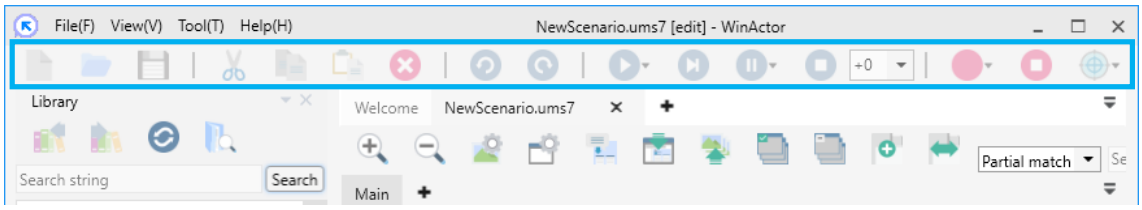
If the management server has a redundant configuration, enter Management server 2 as well.



3. To be operated by the management server, check the box of "Operated by Management server."



If you check "Operated by Management server" and restart WinActor, the toolbar icons become disabled as shown in the figure below, and you will not be able to edit or run a scenario.



4. You can check the connection status with the management server by clicking the 'Check connection' button.

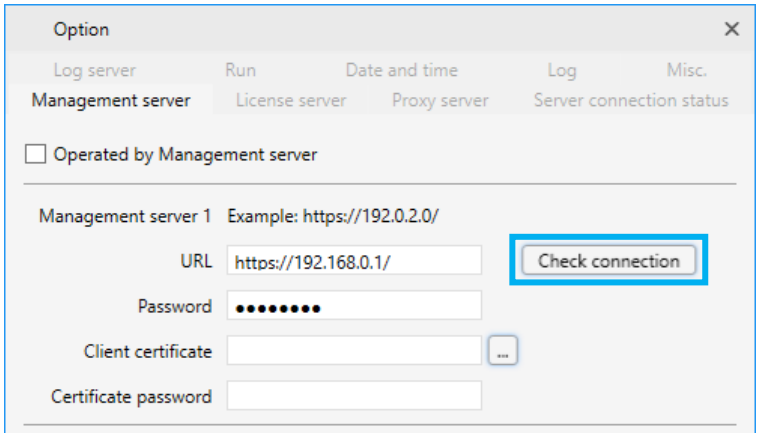
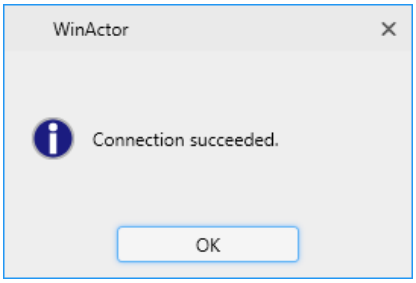
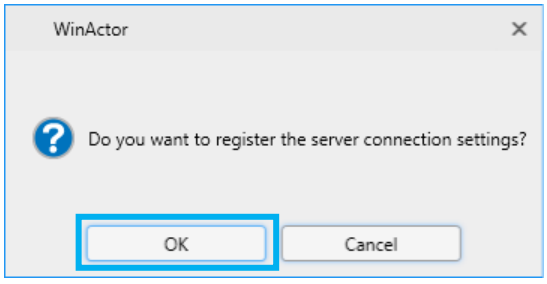


Table 6-1. Result dialog of checking management server connection

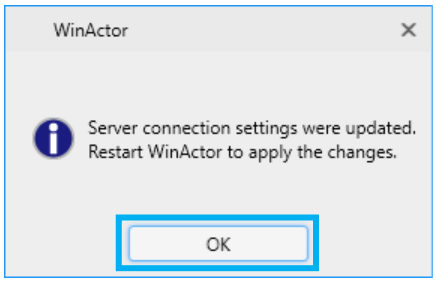
No.	Connection status	Result dialog
1	Connected to the management server	
2	Not connected to the management server	

5. After completing the settings, click the ‘OK’ button.
   The confirmation window appears.

6. Click the ‘OK’ button to change the settings.



7. Click the ‘OK’ button.



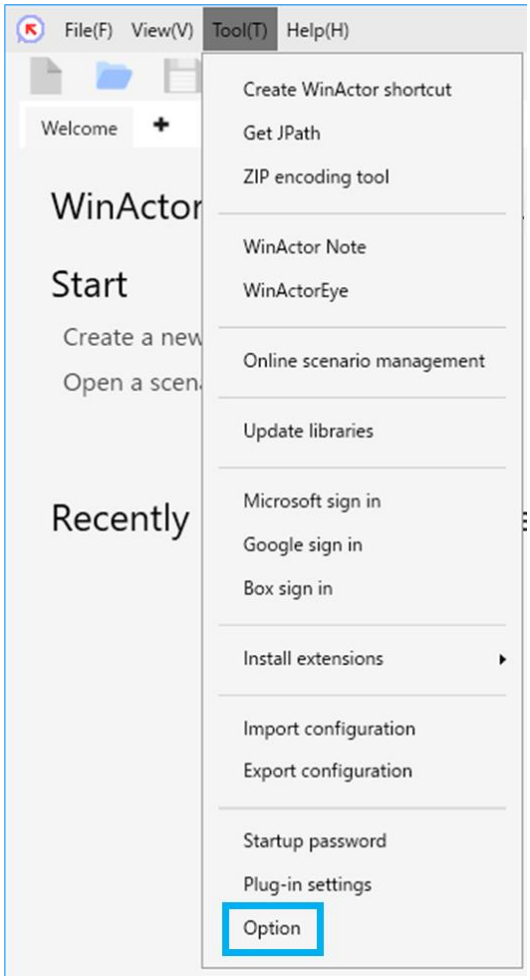
8. Restart WinActor to apply the management server connection settings.

7. Checking the server connection status

This chapter describes the steps for checking the connection status of the management server and the license server.

Steps

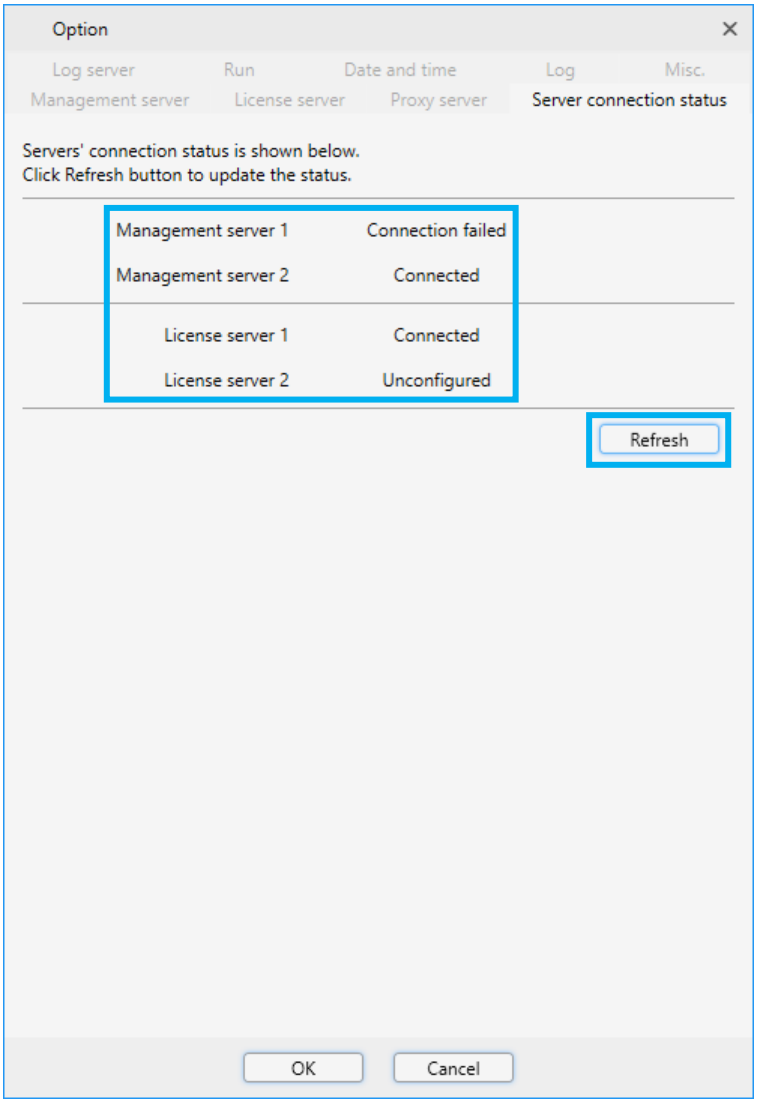
1. Click ‘Tool’ > ‘Option’ on the menu bar.



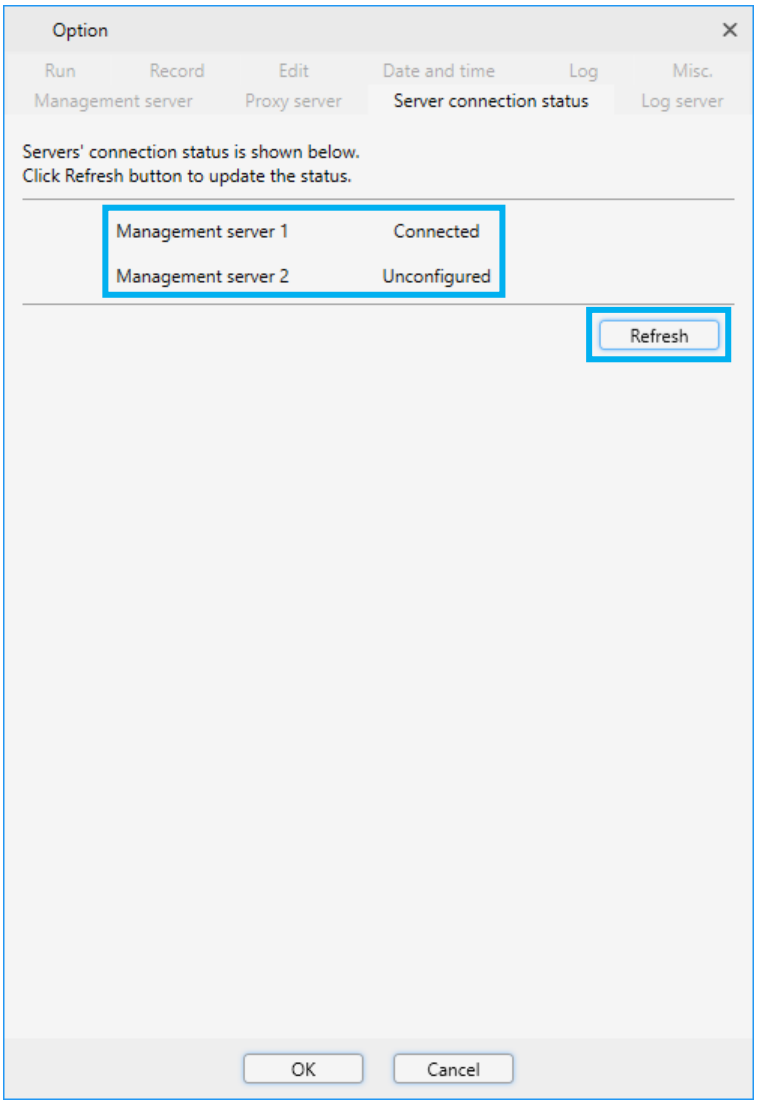
The ‘Option’ dialog appears.

2. The connection status with each server is displayed on the ‘Server connection status’ tab.

To display the latest connection status, click the ‘Refresh’ button.



In the node-locked license version, only the connection status of the management server is displayed.



See the table below for the connection status.

Table 7-1. Server connection status

Connection status	Description
Connected	Displayed when it is currently communicating with the server.
Connection failed	Displayed when the connection has failed.
Unconnected	・Displayed when the connection is in progress. ・Displayed on Server 2 when it is connected to Server 1 and not necessary to connect to Server 2 that has been configured.
Unconfigured	Displayed when the information required for connection is not configured.

WinActor® Actor Installation Manual

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