

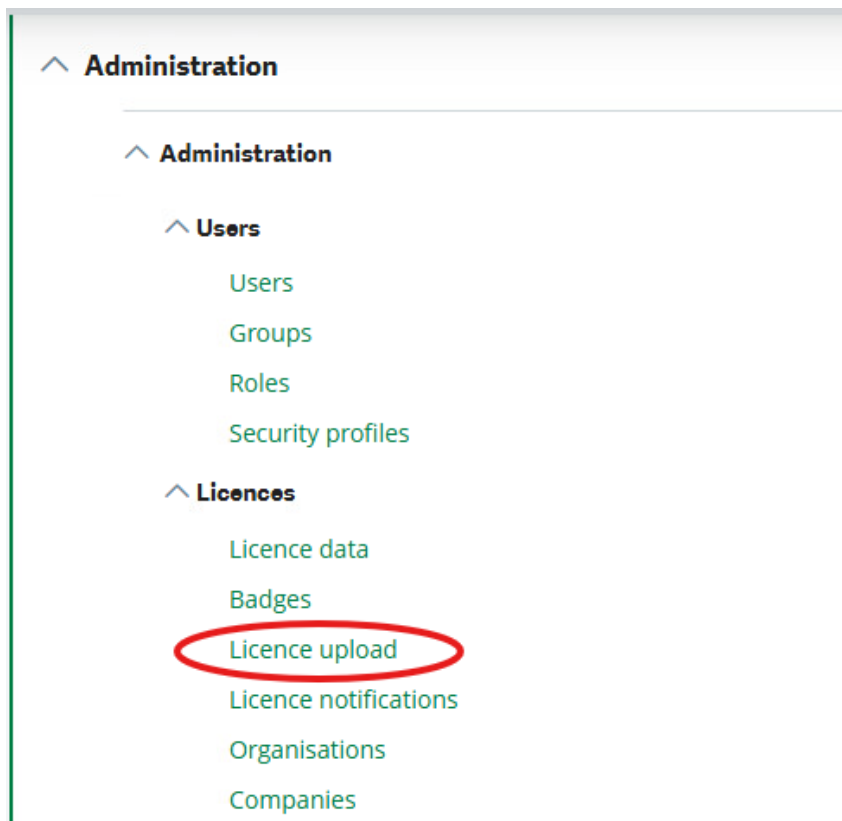
Applying the licence

Applying a licence file in Sage X3 is a straightforward process that can be done from within the application itself.

If you have a test server then, in most cases, the same licence file can be applied to both live and test.

You'll receive your new licence as a json file and when you are ready to apply this then head to:

Administration > Administration > Licences > Licence upload



This can be done from within any folder.

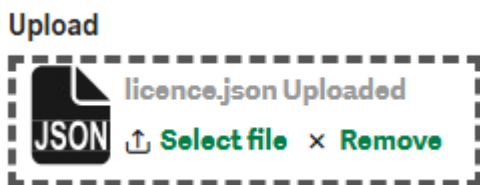
You can upload your new Licence file either by drag & drop or by clicking 'Select file' to bring up the typical Windows file selection prompt.

[All](#) > [Administration](#) > [Administration](#) > [Licences](#)

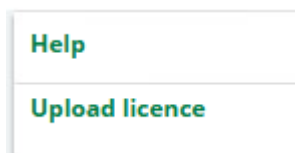
License upload



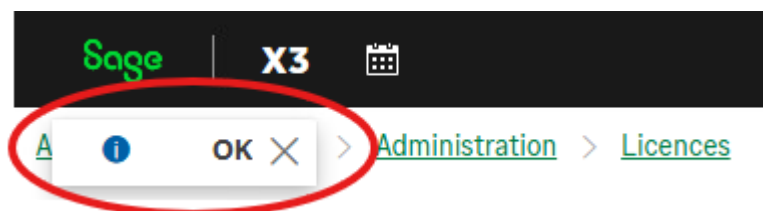
Once you have done this the Upload section will change as per the image below to confirm the file has been uploaded.



N.B. At this point the licence hasn't yet been fully applied – you still need to click the Upload Licence button on the right-hand menu.



After clicking this a pop-up message will appear in the top left corner confirming the upload with a simple 'OK' message.



Checking your licence file.

If you want to check your existing licence either before or after applying your new licence, this can be done from [Administration > Administration > Licences > Licence data](#)

License type	Valid	Validity start date	Validity end date	Product	Product code	IDDN number	Product version	Serial number
Not for resale	✓	23/04/2024	30/04/2026	Sage X3	1	IDDN.FR.001.120009.xxx.2016	12	100371012572

This will initially show a summarised view containing the validity dates and version.

The product value is a hyperlink that can be clicked to show the full licence information in a tabulated format and includes a section that shows how many badges the licence contains.

[All](#) > [Administration](#) > [Administration](#) > [Licences](#)

Available licences

Customer	Partner	Badges	Modules	Activity codes	Languages	Legislations	Parameters
Information							
License type	Not for resale			Product	Sage X3		Session control
Valid	✓			Product code	1		Serial number
Validity start date	23/04/2024			Product version	12		Serial number check
Validity end date	30/04/2026			IDDN number	IDDN.FR.001.120009.xxx.2016		×
				Base product			Generation timestamp

Reading the licence file

Before applying the licence, you might want to check the contents by opening it up in a program such as Notepad, Wordpad etc

All of the relevant information is visible from within here including the validity dates, badge information etc

```
licence.json - Notepad
File Edit Format View Help
{
  "fileType": "License",
  "generationStamp": "2025-04-11T08:26:42Z",
  "partnerId": "",
  "licenseType": "NFR",
  "licenseInformation": "DEMONSTRATION ONLY,USAGE IN PRODUCTION PROHIBITED",
  "product": {
    "code": "1",
    "version": "12"
  },
  "policy": {
    "code": "ERPX3",
    "version": "1.0"
  },
  "licensedTo": {
    "name": "DATEL COMPUTING LIMITED",
```

It's advisable to save a copy of your licence away in a safe place should it ever need to be applied again at a later date.

The Datel customer help zone on our website also contains a video on how to apply a licence as well as various other useful how-to guides

<https://datel.info/customer-hub/sage-online-training-videos/>