## Creating a database, workgroups and installing your license

- 1. Open up a browser and browse to the URL you specified for your Comparion installation in the previous step, "Configure the Comparion setup file".
- 2. Add /install to the end of the URL
  - a. For example, Subdomain.PrimaryDomain.TopLevelDomain/install
- 3. Press Enter; the Install Databases page will display
- 4. Click the Create Database(s) button; it will take a few seconds to create the databases
- 5. Establish the Admin password
- 6. Click the Choose File button and browse to where you saved your license file and select it
- 7. Enter the license key that was given to you and click OK
  - a. setup of the system workgroup is now complete
  - b. The system workgroup is required, but you'll not re-visit it again, except to apply renewal license(s)
- 8. Answer yes to the Add new workgroup prompt
- 9. Enter a title for your workgroup
- 10. Enter the workgroup manager
  - a. Enter email address first, then name
  - b. For example: joe@mycompany.com Joe Smith
- 11. Click the Choose File button and browse to you saved your license file and select it
- 12. Enter the license key that was given to you and click OK.
- 13. Accept the EULA
- 14. From the System Manager drop-down at upper right, select Manage Workgroup, Manage Participants
- 15. Click the key icon in the same row as your workgroup manager to set or reset the workgroup manager password.
  - a. You can choose to Generate a Random Password, which will be emailed to the Workgroup Manager's email address. (Assuming you successfully set up your email server in an earlier step); or
  - b. You can choose to manually set a password.
- 16. Comparion is now set up for use. The workgroup manager can log in and add additional participants, models, etc.

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