Borrowing and Returning Licenses (only available with v. 10 ArcGIS Administrator installed)

If you need to work with your laptop while away from the network, you can borrow the core product and any necessary extensions currently available on your license manager. The default borrow timeout is **30** days for the OTSGS server licenses. Contact the OTSGS Helpdesk to modify this time-out date.

You DO NOT need administrative privileges to borrow licenses.

1. After installing the software and defining the license manager, open the ArcGIS Administrator from **Start > Programs > ArcGIS > ArcGIS Administrator (the laptop you are borrowing to must be connected to the network in order to borrow licenses)**.

2. Select the product folder (Desktop) from the table of contents and make sure you have selected the product you want to borrow.

3. Select the Borrow-Return folder and check the boxes next to the features you want to borrow and click **Apply**.

4. Once the features have been borrowed, click **OK** to close the ArcGIS Administrator.

5. To return licenses back to the license manager before the time-out, reconnect to the network and select the Borrow-Return folder in the ArcGIS Administrator, uncheck the boxes next to the features you have borrowed, and click **Apply**. Click **OK** to close the ArcGIS Administrator.

If you have not returned your licenses before they expire, they will automatically be disabled on your laptop after the expiration date and the license count on the license manager will go back up.

Please contact the OTSGS Help Desk at 303-231-5228 or 877-293-9494 if you have questions or need assistance with borrowing licenses through version 10 ArcGIS Administrator.

NOTE: **An additional patch may need to be installed on top of any installed service packs if this process doesn't work for you.**