

Getting Started in BA5 – Site-License Administrators

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Steps to Get Started

This guide outlines the necessary information you need to get Best Authority 5 running. Please consult the Best Authority [Administrator's Guide](#) for all details on properly deploying and configuring Best Authority for your organization.

This guide is intended for administrators of organizations using site licenses. If you are using a Pay-Per-Service (PPS) license, consult [Getting Started in BA5 – PPS Administrators](#).

Other useful information is available from the [BA5 Information page](#) on the Levit & James website.

Step 1: Download and Install

Click [here](#) to download the Best Authority 5 setup application. This setup application:

- Supports 64-bit Windows platforms
- Supports both 32- and 64-bit versions of Microsoft Office
- Is an EXE setup application (MSIs are also available)

If you require a setup application for 32-bit Windows platforms, contact Levit & James technical support at 571.570.1120 or support@levitjames.com.

To install Best Authority, run the downloaded setup application. It is recommended that you first install on a single workstation for testing and configuration.

NOTE: If you are an existing Best Authority customer and have a current Version 3 or Version 4 license, you may co-locate the license file with the setup application. When you run the installation, your license will be used to run Version 5.

If you wish to administratively install Best Authority for users in your organization, consult the “Installing Best Authority” section of the Best Authority [Administrator's Guide](#).

Step 2: Activate and Test

Once Best Authority is installed, when you launch Word and click on the BA tab, you will be prompted to enter an Activation Code to activate your license. The Activation Code is furnished in an email supplied by Levit & James when you either request an evaluation or purchase Best Authority.

In lieu of activating your license on every workstation, you may use the network synchronization feature to distribute licenses. See “License Updates” in the Best Authority [Administrator’s Guide](#).

NOTE: If you are an existing Best Authority customer and have installed your existing license (see above), no separate activation step is necessary.

You are now ready to test Best Authority.

Step 3: Configure Best Authority for Document Tracking (Optional)

Document tracking is a BA5 feature that allows Account administrators to receive monthly reports on Best Authority usage. This option is part of the new Pay-Per-Service (PPS) feature, but is also available to site-licensed organizations.

For site-licensed organizations, document tracking disabled by default. To enable document tracking, there are two steps:

1. Enable the Administrator setting “Track Unlimited Usage”
2. Configure the collection of the tracking information.

For full details, consult the “Document Activity Tracking” section of the Best Authority [Administrator’s Guide](#).