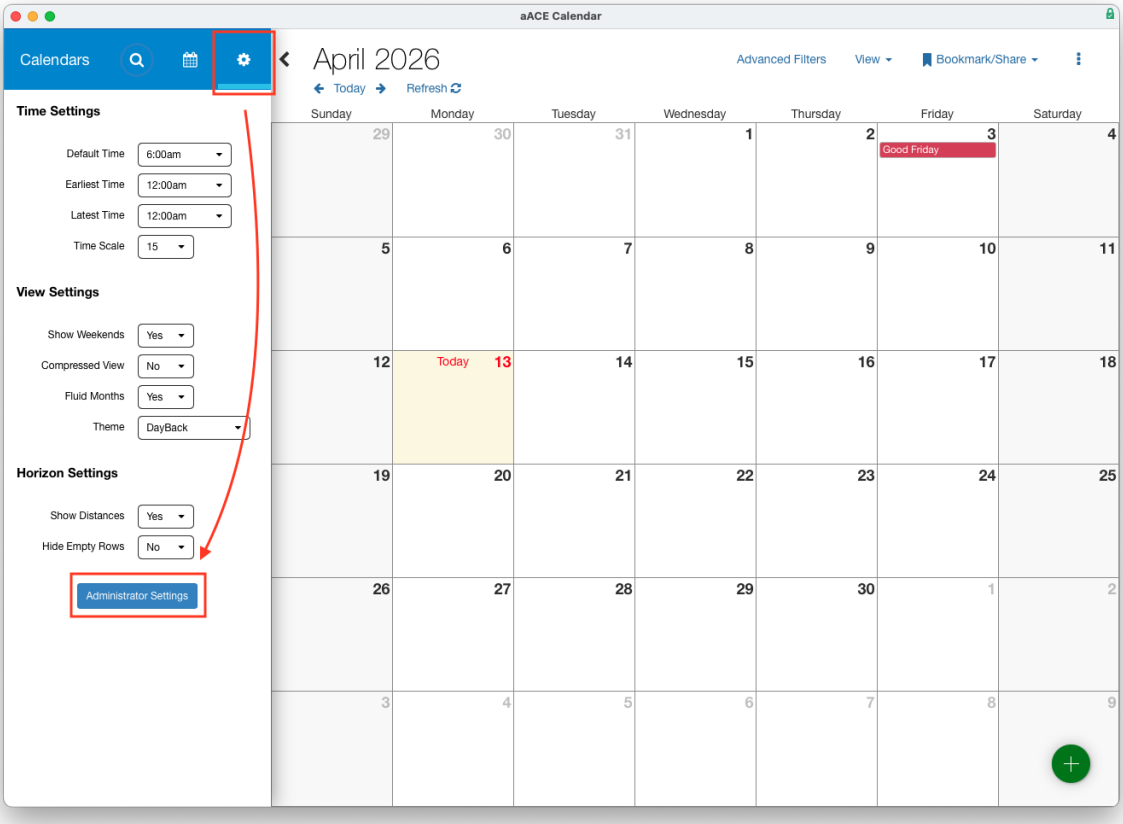
# Transferring a DayBack Calendar License

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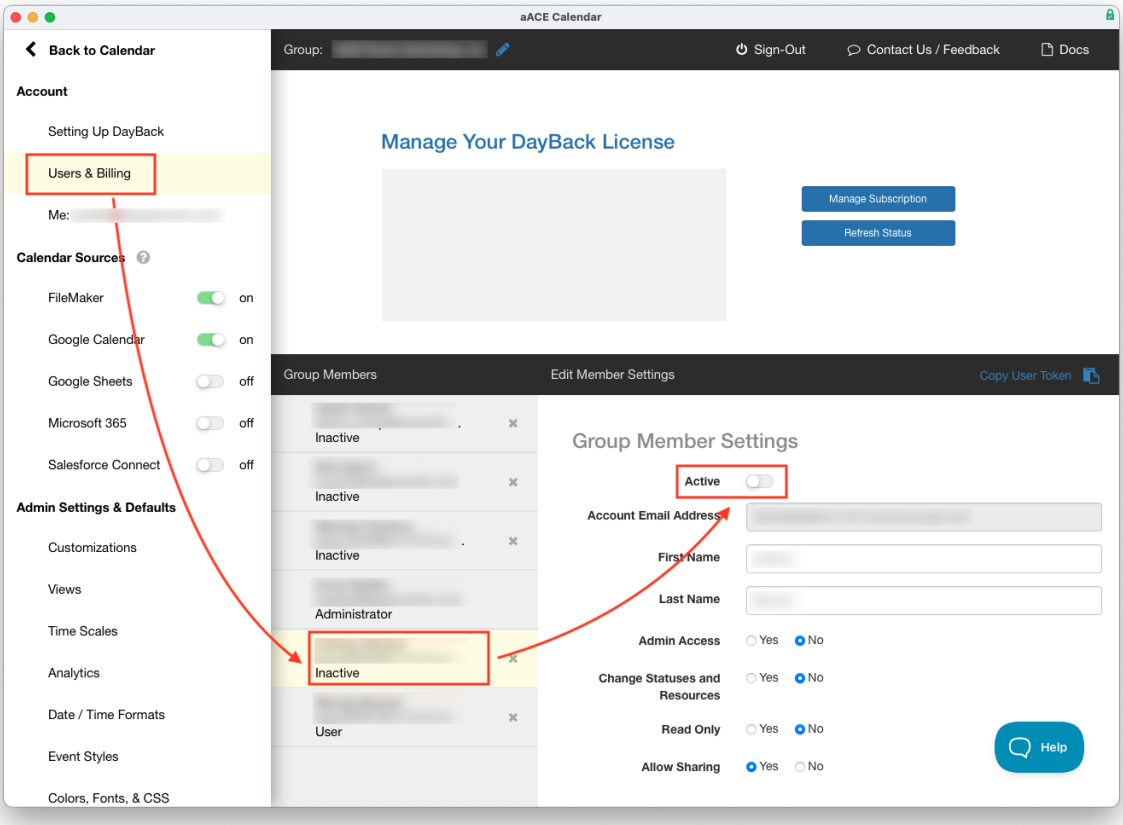
This guide explains transferring DayBack calendar licenses to new users. It is intended for system administrators.

You can transfer a DayBack calendar license from one user to another.

1. Log in to aACE and select **Calendar**.
2. Select **Administrator Settings**.




3. Locate the user you are deactivating and select the Active preference to disable it.




4. Have the user receiving the license log in to aACE and select **Calendar**.
5. Return to your calendar Administrator Settings, locate the user to activate, then select the Active preference to enable it.
   This action might already be complete.