

# Licensing & Usage

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### Overview

The Licensing & Usage page displays information about the licenses and add-ons available to your FormAssembly instance, as well as usage information for permission packages, [Advanced Document Generation](#), and active workflows.

Access this page by selecting **User Management | Licensing** on the left-side menu.

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## General

The General tab displays the plan you are on and provides definitions of licenses and the permission plans included for each license type.

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## Usage

The Usage tab provides usage information for Permission Packages, Advanced Document Generation, and Workflows.

### Permission Package Usage

- **Purchased** - The number of permission packages purchased for your plan
- **Consumed** - The number of permission packages currently in use
- **Available** - The number of permission packages available for use
- **Action/View Users** - Navigates to the All Users list and displays a filtered view of users with the selected permission package applied to their account

### Advanced Document Usage

- **Current Cycle** - The number of days remaining in the billing cycle
- **Included** - The number of generated documents allowed in your plan
- **Used** - The number of generated documents, including test generations
- **Available** - The number of generations currently available

### Workflow Usage (Explorer plans only)

- **Included** - The number of active workflows allowed in your plan
- **Used** - The number of currently active workflows

- **Available** – The number of active workflows available.

**Note:** If your plan has more used workflows than included, the Available value will be negative, indicating an overage and an alert.

Explorer plans receive 3 active workflows included in their subscription, with the option to purchase additional workflows or upgrade to a higher plan tier by contacting the Sales team at [sales@formassembly.com](mailto:sales@formassembly.com). Only workflows with "Active" status count toward your workflow limit. Archived workflows do not count against your limit, allowing you to maintain historical workflows without impacting your active workflow capacity.

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## Ad-Ons

The Ad-Ons tab lists all FormAssembly Ad-Ons and indicates which are included in your plan.

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