Mera BIM: admin quick start

Mera BIM is sold to businesses by the device. A seat licenses one device, and one person may use up to two devices, each using a seat.

1. Buy a team plan

Open the pricing page, choose the number of seats and the conversions you want, and see the monthly price and the first invoice with the conversions before you buy. Then continue to checkout.

You pay by card through Stripe. The secure checkout asks for your company name, VAT ID and billing address.

2. You are the team admin

The person who buys becomes the team admin. Your account page shows your team and your role, and the subscription section is yours to manage.

3. Name your people

Open Your team in your account and enter the e-mail of each person who needs a device. Each gets a personal link by e-mail, valid 14 days. No app is needed for this step.

4. They install and pair

Each person installs the app from the download page, opens it, and confirms the code it shows while signed in with their own account. From then on the device works fully offline.

A seat is one device. Each person can hold up to two seats (devices). The team admin manages seats in the account, under Your team.

Invite a person

In a free seat, enter the person's e-mail and choose Invite. The invitation link is valid for 14 days; the table shows the date. If it was not used, choose Resend invite.

Free up a seat when someone leaves

Choose Release on the seat and confirm. For an invitation not yet used, the invitation stops working. For a person already using the seat, they keep access until the end of the paid period, then Mera BIM locks on that device and the seat becomes free for someone else.

Add or remove seats

Under Seats, enter how many seats to add and choose Show the price. Stripe's preview shows what you pay now and what you pay per month afterwards; nothing changes until you confirm.

Added seats are charged pro rata for the rest of the paid month at once, and they work when that payment succeeds. Removing seats takes effect at the next renewal: you choose which seats end, and they keep working until then.

Move a seat to another person

The current person's device stops being licensed at once. The new person gets an invitation by e-mail.

> A seat that is released or unpaired is free again for another device. A subscription that ends locks the devices at the end of the paid period.

The full help: merabim.com/help