



Electronic Working Papers System

Trial Version Installation Guide

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1 About this Document

1.1 Purpose

This is an installation guide for EWPS Trial Version. This version is limited to 30 days from the date of first installation. If you do not have appropriate permissions for making the necessary changes on your computer for installation of EWPS, please use the services of a System Administrator familiar with the configuration of your office technology.

1.2 Scope

This document contains information necessary and sufficient to install EWPS Trial Version on a standalone PC.

1.3 Document Conventions

The following conventions are used in this document:

1. Content is arranged based in Installation Wizard screens.
2. All Menu options appear in **bold** face.
3. All System message appear *italicized*.
4. Screenshots have been included where necessary.

1.4 Other Related Documents

- Microsoft SQL Express 2005 Installation Manual for EWPS
- EWPS Help System

2 System Requirements

EWPS is a 32-bit application and therefore when installing EWPS pre-requisites, use the 32-bit version(s).

Before you install EWPS, make sure that your PC meets the following requirements:

PC Hardware - 1GHZ or faster processor, 1GB RAM, 40 GB Hard Disk Drive with 600 MB of available hard disk space

PC Operating System Microsoft Windows XP or Windows Vista or Windows 7

Other Software - Microsoft .NET2 Framework and Microsoft SQL Server 2005 Express

3 Installation Prerequisites

Microsoft .NET Framework: Before you install EWPS, it is mandatory to have Microsoft .NET framework v2.0 or higher installed on the computer. If you try to start the installation of EWPS without this, an alert message is displayed that you need to install Microsoft .Net Framework first. The installation will not proceed to the next step until Microsoft .NET Framework is installed.

You can download the framework from the Microsoft website and install it on the computer. Here is a link to the relevant page on the Microsoft Website:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en>

Microsoft SQL Express 2005: Before you install EWPS, it is mandatory to have Microsoft SQL Express 2005 installed on the computer. If you try to start the installation of EWPS without this, an alert message is displayed that you need to install Microsoft SQL Express 2005 first. The installation will not proceed to the next step till Microsoft SQL Express 2005 is installed.

You can download Microsoft SQL Express 2005 SP3 from the Microsoft website and install it on the computer. Here is a link to the relevant page on the Microsoft Website:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=3181842a-4090-4431-acdd-9a1c832e65a6&displaylang=en>

Note:

For installing Microsoft SQL Express 2005, follow the step-by-step instructions given in the document *Microsoft SQL Express 2005 Installation Manual for EWPS*. It is essential for you to follow these instructions for best performance of EWPS.

4 Configuring the Computer

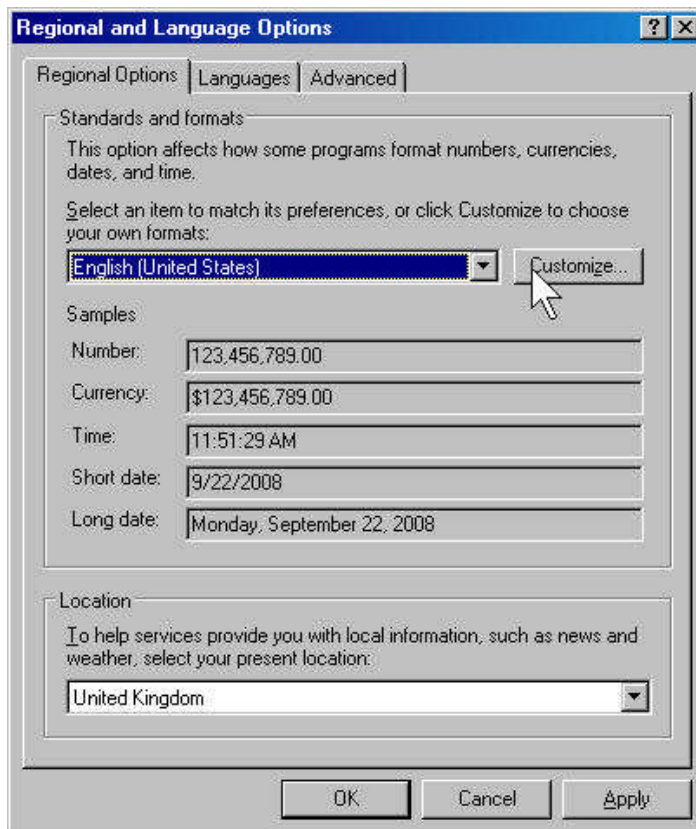
Before installing EWPS, the regional and language settings of the computer have to be modified. This is to ensure that various types of documents in EWPS can be formatted correctly.

Follow to steps below to change the language and the Measurement System of the computer.

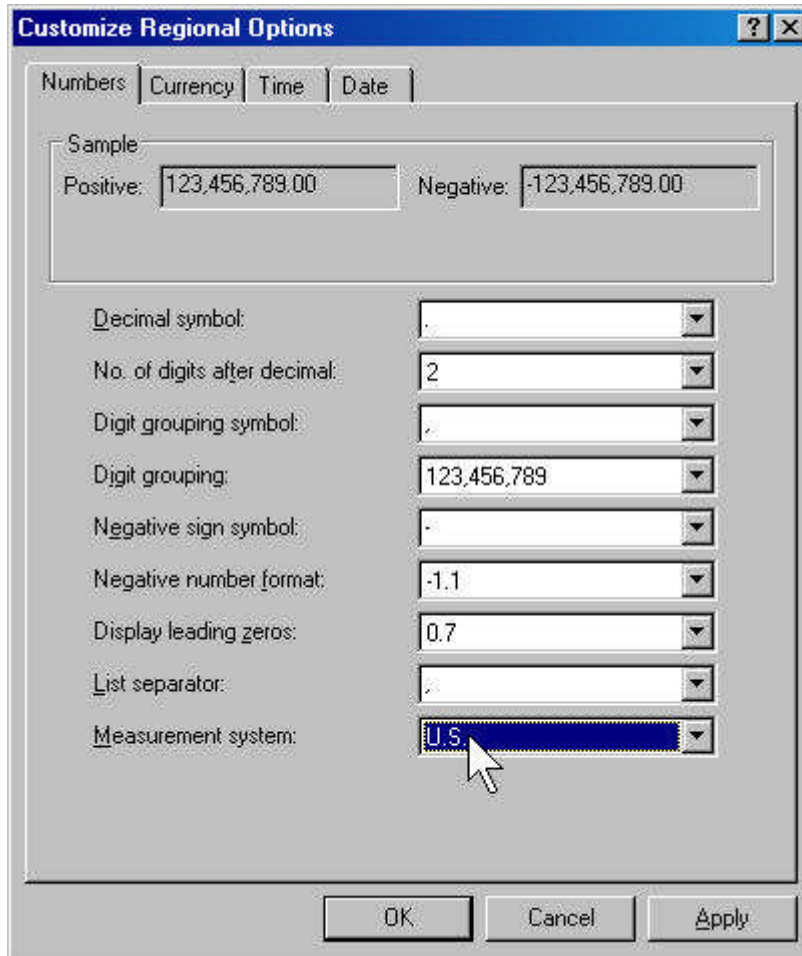
- a) Click **Start** and then click **Control Panel**. The Control Panel is displayed in a window.
- b) In the Control Panel window, double-click **Regional and Language Options**. The Regional and Language options dialog screen is displayed. The dialog screen displays the Regional Options tab by default.

Note: If you are working in a high security network, your Administrator may have disabled these options. If you do not have appropriate permissions for making these changes on the Computer, ask your System and Network Administrator for more help.

1. In the "Standards and Formats" area of the screen, click on **Customize** (indicated by the mouse pointer) in the screenshot below.



2. The Customize Regional options dialog screen is displayed. See figure below.

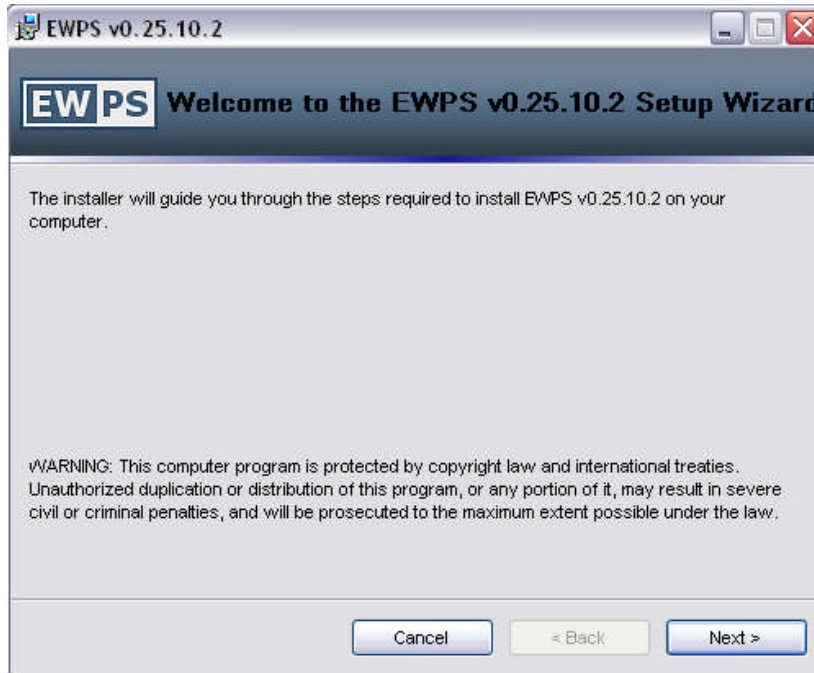


3. In the "Measurement System" field, select 'U.S.' from the drop down list (indicated by mouse pointer in the screenshot above).
4. Click **OK** at the bottom of the screen. The Customize Regional options screen is closed.
5. Click **Apply** at the bottom of the Regional and Language Options screen. The new settings are applied.

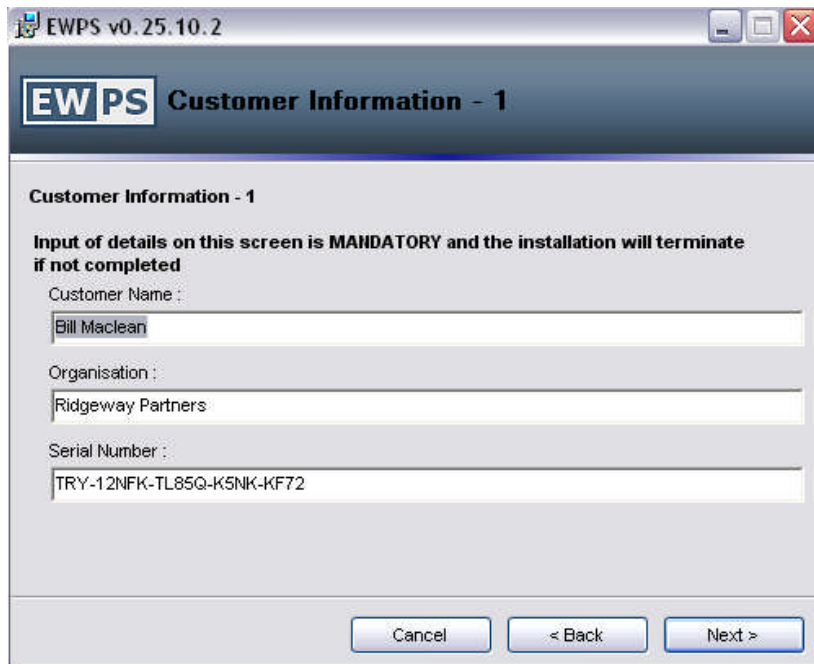
5 Installing EWPS on a PC

Follow the steps below to install EWPS Trial Version on a standalone computer. The **EWPSSetup.msi** application installer will be supplied either as a download from the EPAAS website or on a CD.

- a) Double click on **EWPSSetup.msi**. The installation wizard opens at the EWPS Setup screen, see figure below.



- b) Click **Next**. The Customer information 1 screen is displayed, see figure below.

The image shows a Windows-style window titled "EWPS v0.25.10.2". The window has a dark blue header with the "EWPS" logo and the text "Customer Information - 1". Below the header, the main area is light gray and contains the text: "Customer Information - 1" and "Input of details on this screen is MANDATORY and the installation will terminate if not completed". There are three text input fields: "Customer Name" with the value "Bill Maclean", "Organisation" with the value "Ridgeway Partners", and "Serial Number" with the value "TRY-12NFK-TL85Q-K5NK-KF72". At the bottom of the window, there are three buttons: "Cancel", "< Back", and "Next >".

ALL FIELDS IN THIS SCREEN ARE MANDATORY

In the Customer Name field, enter your name e.g. Bill Maclean

In the Organisation Name field, enter the name of your Organisation e.g. Ridgeway Partners

In the Serial key field, enter the serial key for EWPS supplied to you along with this installation. This will be of the format TRY-XXXXX-XXXXX-XXXX-XXXX

c) Click **Next**. The Customer Information 2 screen is displayed, see figure below.



EWPS v0.25.10.2

EWPS Customer Information - 2

Customer Information - 2

Address :
Hilton Towers, 24 Farley Lane, Huddersfield HD1 5TW

Telephone Nos :
0114 56789

e-mail Address :
bill.macleam@ridgeway.co.uk

Cancel < Back Next >

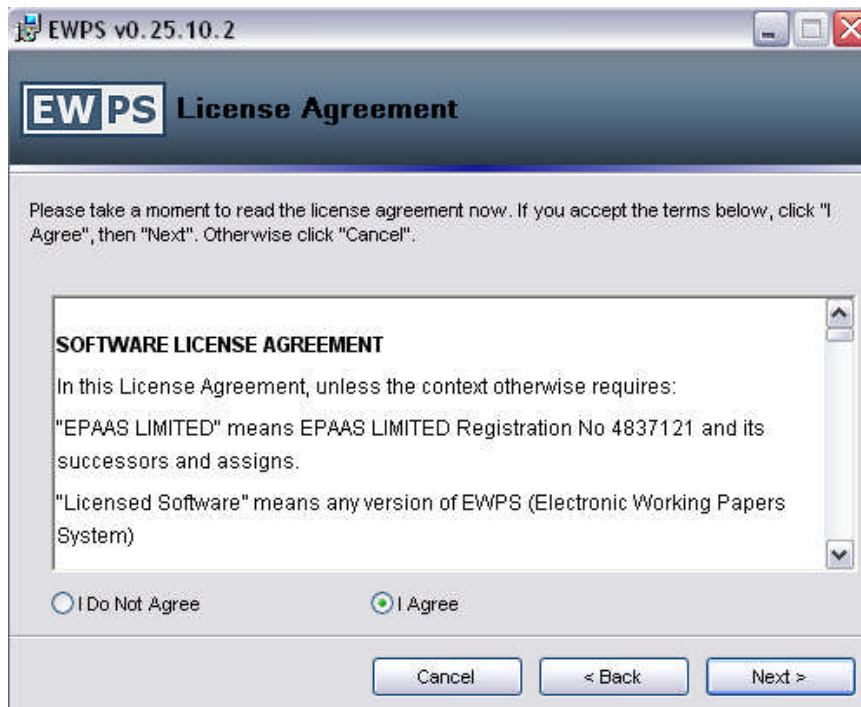
THE FIELDS IN THIS SCREEN ARE NOT MANDATORY

In the Address field, enter the address of your Organisation.

In the Telephone Nos. field, enter the telephone number of your Organisation.

In the e-mail Address field, enter your e-mail address.

d) Click **Next**. The License Agreement screen is displayed, see figure below.



EWPS v0.25.10.2

EWPS License Agreement

Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel".

SOFTWARE LICENSE AGREEMENT

In this License Agreement, unless the context otherwise requires:

"EPAAS LIMITED" means EPAAS LIMITED Registration No 4837121 and its successors and assigns.

"Licensed Software" means any version of EWPS (Electronic Working Papers System)

I Do Not Agree I Agree

Cancel < Back Next >

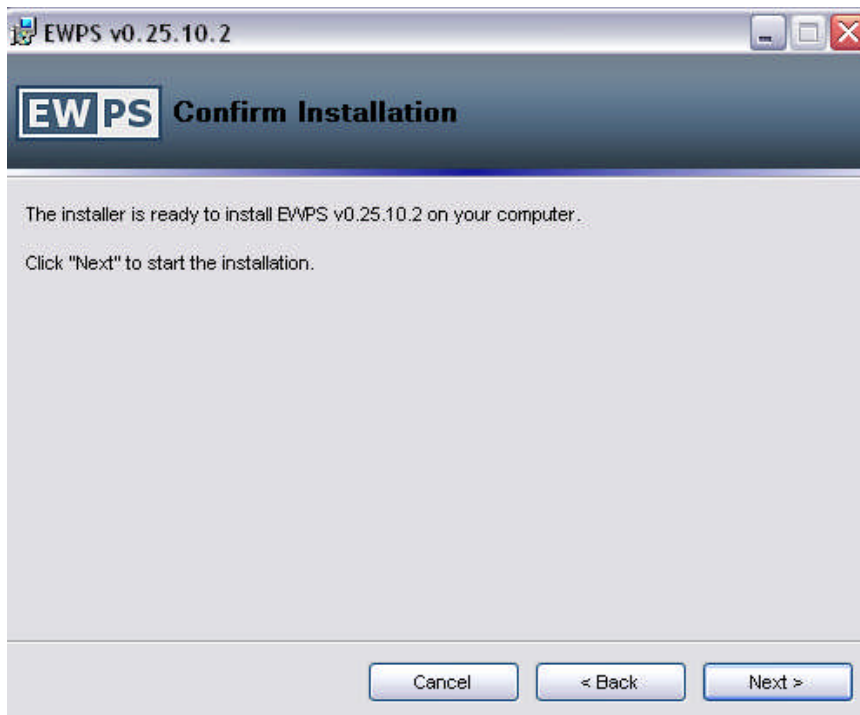
Select "I Agree" and click **Next**.

e) The Select Installation Folder screen is displayed, see figure below.



The path to the location where EWPS will be installed is shown here. In case you want to install EWPS to a different location, then click **Browse** and select the location on the computer. Otherwise, there is no need to modify this information.

h) Click **Next**. The Confirm Installation screen is displayed, see figure below.

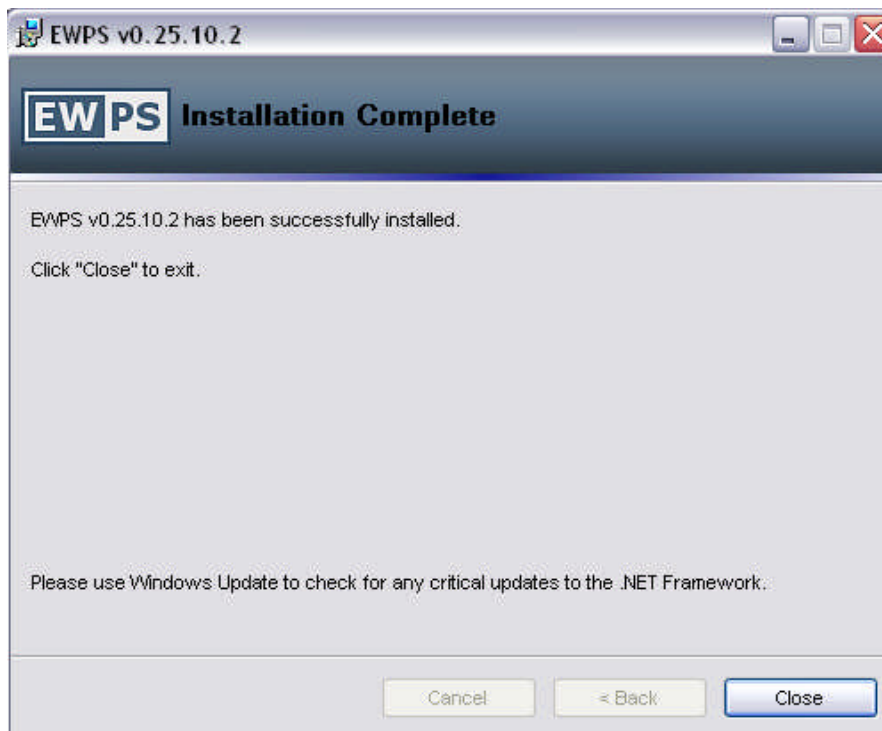


Click Next. The installation begins and progresses towards the product activation screen. This process may take some time.

i) The figure below shows the installation in progress.



j) The EWPS installation proceeds towards completion and may take some time. Wait until the installation is completed and the screen refreshes to display the installation completion screen, see figure below.



Click **Close**. This completes the installation of EWPS standalone.

You will notice after installation the EWPS icon  in the system tray. This must not be removed while EWPS is installed on your computer.

6 Uninstalling EWPS

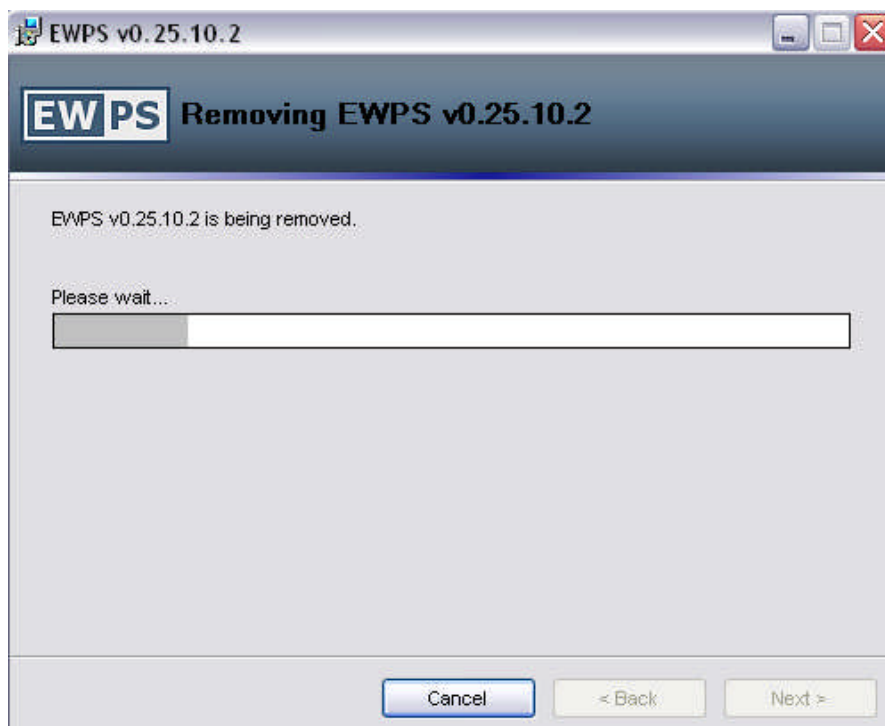
To uninstall EWPS, follow the steps below.

Double-click on **EWPSSetup** either from installation CD or PC . The installation wizard detects the existing EWPS on the computer and initiates the uninstall process, see figure below.

Note: If the EWPSSetup.ini file version is different than the version of the EWPS running on the computer, then an alert message is displayed indicating that you cannot uninstall EWPS using this file. You should use the "Add or Remove Programs" options from the Control Panel of the computer instead.



Click **Finish**. The uninstall process begins and progresses towards completion, see figure below.



The uninstall process may take a few minutes. Wait until it is complete and the screen refreshes to display the "Installation Complete" screen, see figure below.



Click **Close**. This completes the process of uninstalling EWPS. All files related to the EWPS installation are automatically removed from the computer.

7 Troubleshooting Tips

You might encounter problems during installation. The following troubleshooting tips may help resolve them.

- Make sure that your computer meets all the minimum system requirements such as available empty hard disk space.
- Make sure that either Microsoft SQL Express 2005 or SQL Server is installed on your computer before installing EWPS.
- Before installing EWPS make sure that all other programs are closed (i.e., no other programs are running).
- If you are facing a problem installing, restart the computer and try again.
- If you are installing EWPS for the second time on the computer, make sure the existing EWPS is uninstalled properly using the EWPSSetup.msi file and you have restarted the computer.
- If the EWPS installation CD fails to initiate the Setup, copy the contents of the entire CD to the hard drive, eject the disk from the CD-ROM drive, and try installing EWPS using the EWPSSetup.exe file on the hard drive.