



INSTALLATION OF PAPERMAN Upgrade to new Version

Dear Customer,

In preparation for the new Web Browser version of Paperman we need you to replace your existing installation of Paperman with a new version that uses a later version of Progress, the development software we use.

This is a job that is probably best done by your IT people but if you feel competent to do it then please go ahead. We are always on the end of the telephone should you need us.

Here are the steps that need taking to update your Paperman system. Remember you must either be logged in with full Administrator permissions or when running job always right click and select Runs as Administrator.

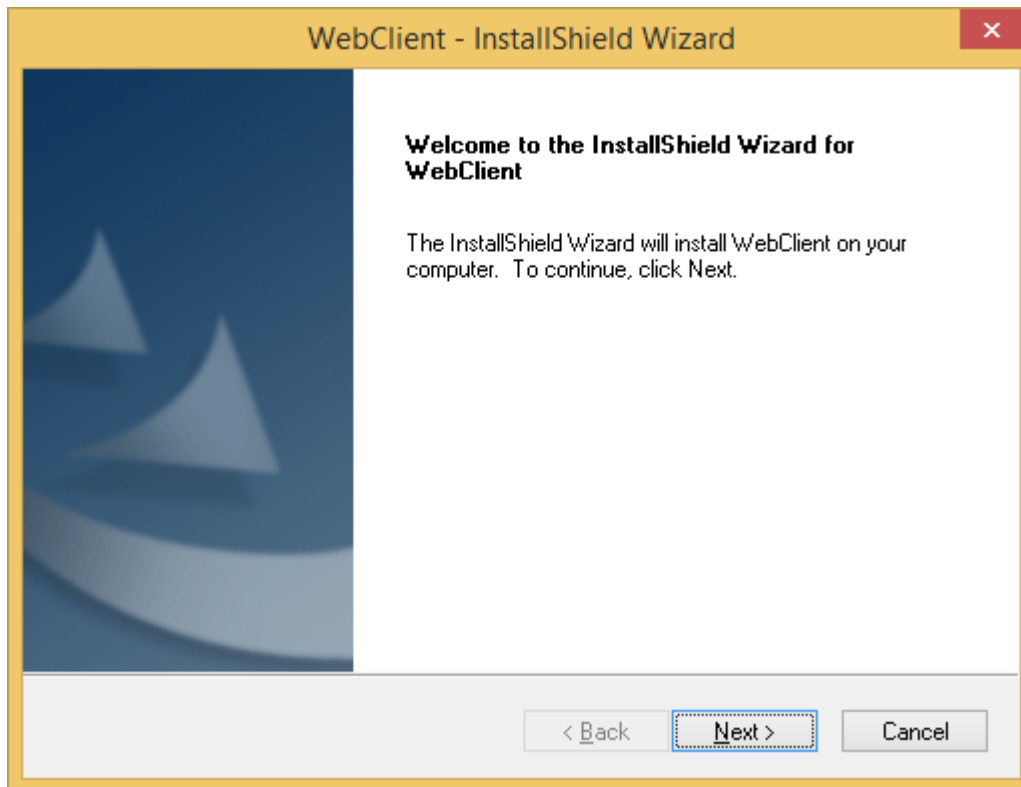
1. Obtain Progress Webclient 10.2b from our website using the URL <http://www.paperman.net/upgrade-to-paperman10.html> Instructions on how to download the file are shown at the bottom of that webpage. Save the file OE102B_webclient.exe to a local folder that you have access to and then run. We suggest a folder called c:\Webclient10.
2. Using Control Panel select "Programs – Uninstall a Program". Then uninstall PSC Webclient 9.1d and JSA Consultants Paperman+.
3. Now install Webclient10 by running setup.exe and install in default folders. The series of screens are shown below.
4. Once Webclient is installed successfully, go into your preferred browser and enter the following URL: <http://www.paperman.net/paperman10/install.prowcapc> - this will then install Paperman.
5. The Paperman login screen will come up on your PC and you may proceed as normal.

You will note that the screen formats are slightly different since this version of Paperman uses a different windows theme.

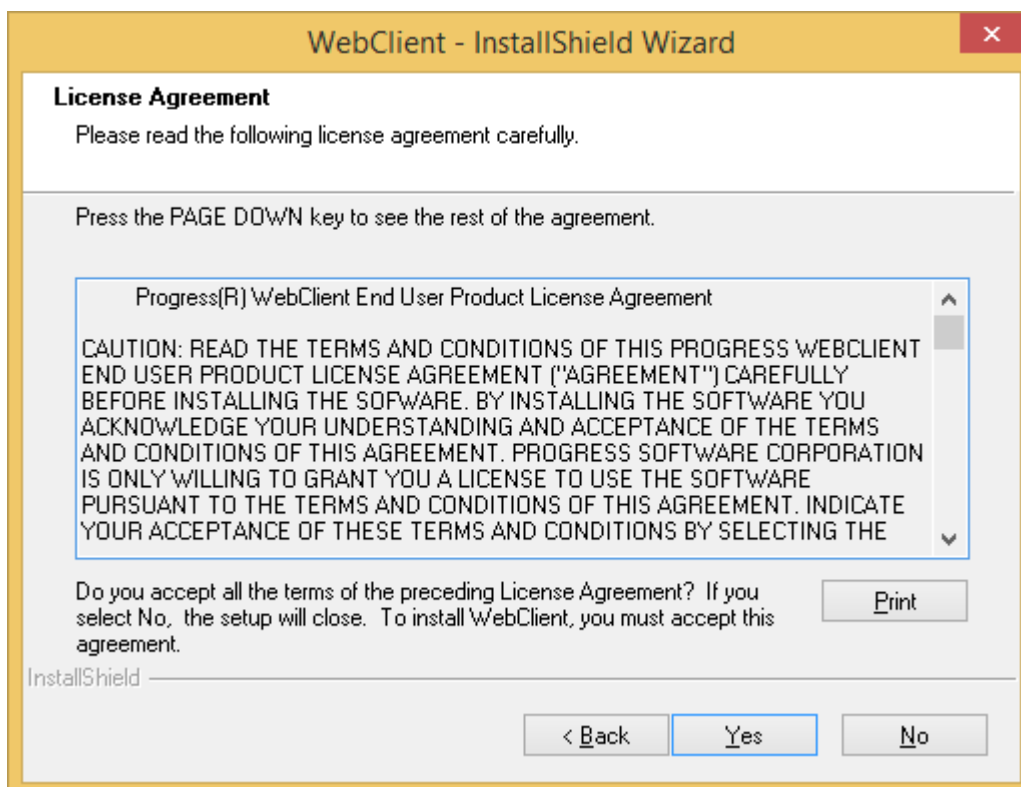
Should you have any problems with the procedures above do not hesitate to call us on 01908 698940.

Installation of Webclient

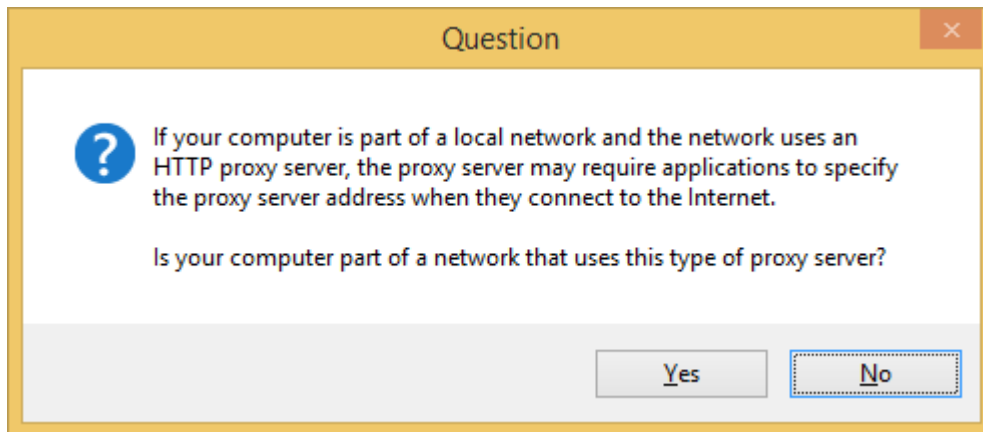
When you run OE102B_webclient.exe you will be presented with the following screens:



Click on Next

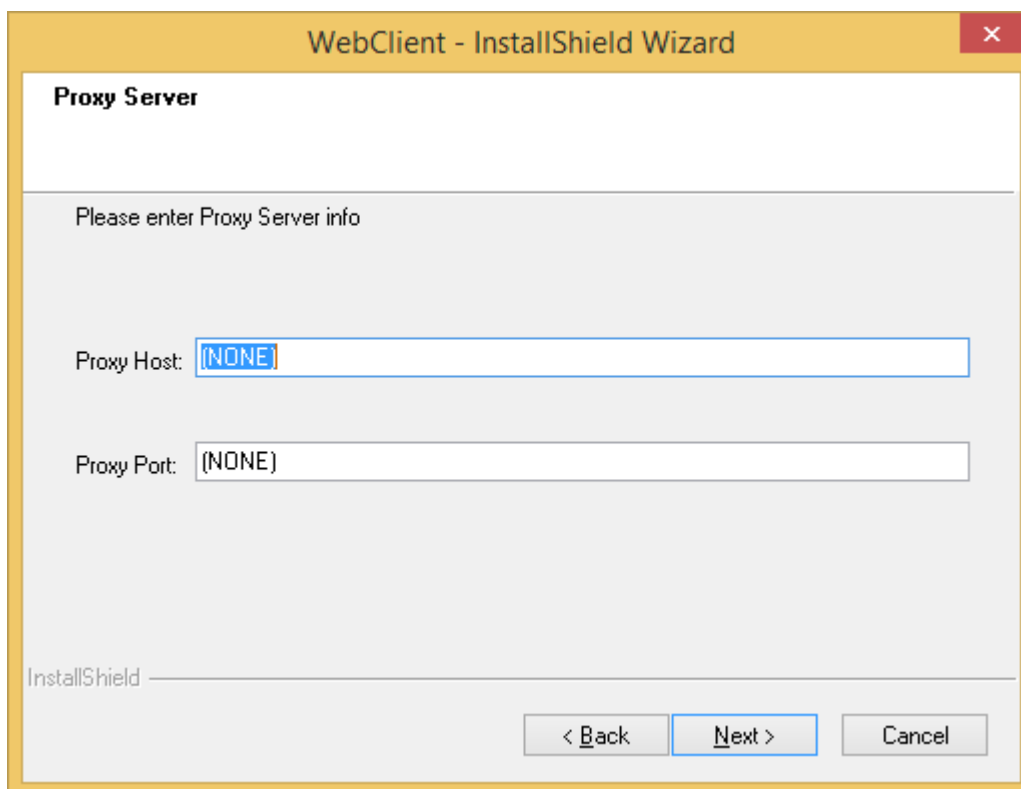


Click Yes to accept the licence agreement.

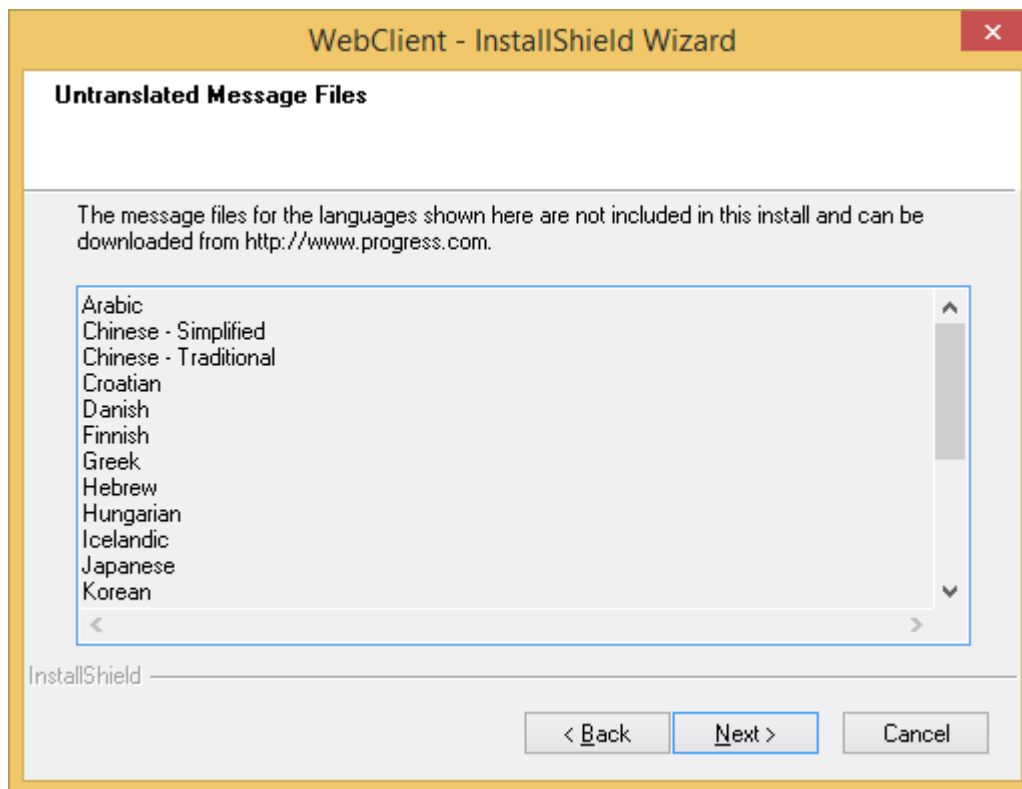


If your PC is accessing the Internet via a proxy server answer yes else no.

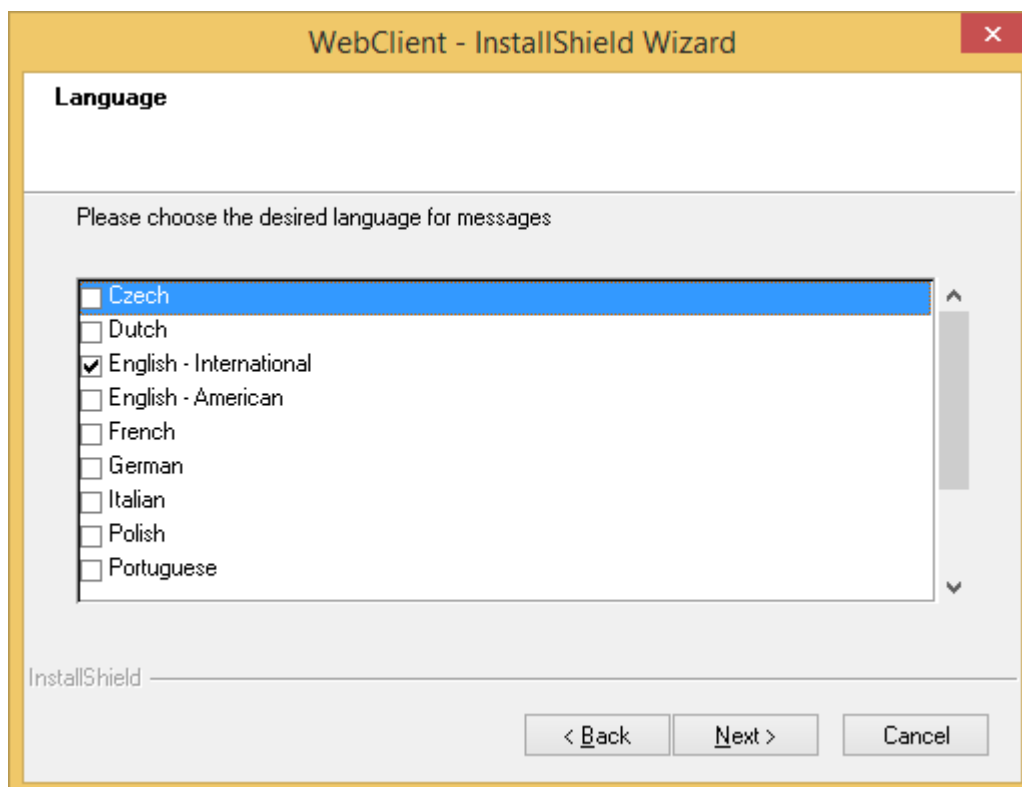
If you answer yes then the following screen will appear:



Enter the Proxy host name and the proxy port which if you do not know them you should be able to obtain from your IT department.



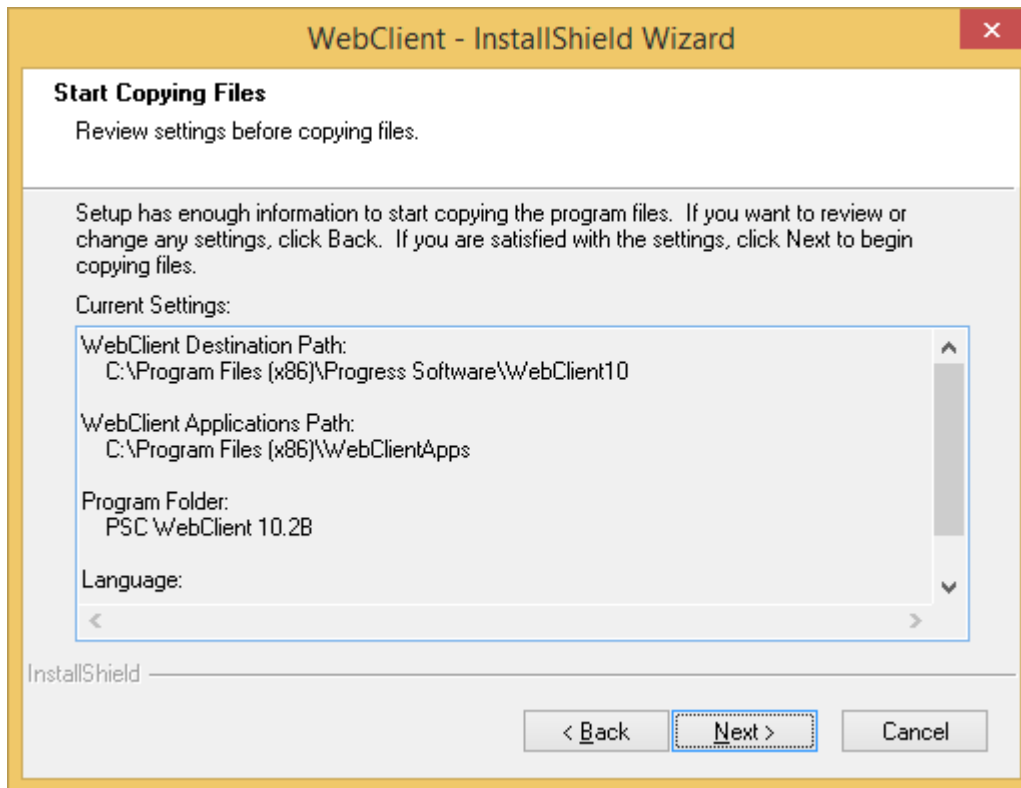
Skip this screen by clicking on Next>



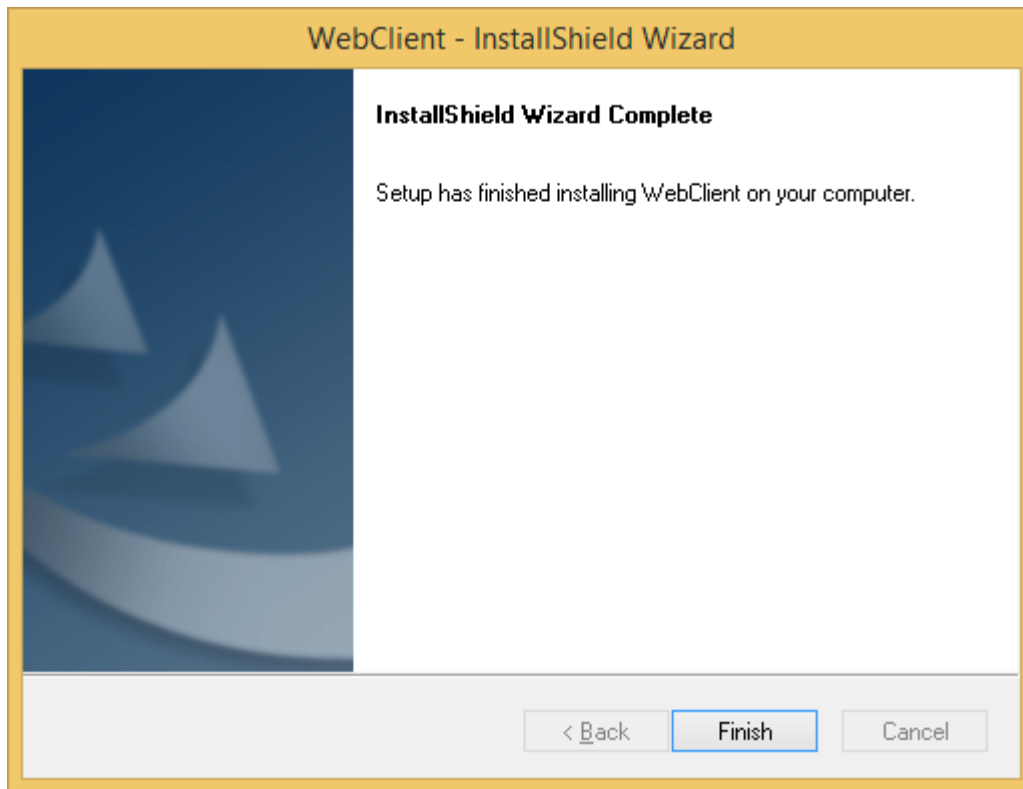
This screen selects the main language you will working in which is normally English International.



Select the language and then click Next



A green progress bar will appear as Webclient is installed and you are then presented by the final screen:



Click Finish and you have now installed WebClient 10. You can now install Paperman.

This screen simply details where WebClient will be installed. Click Next.

Please inform your IT Department about the following three paragraphs as this may apply to your PC/Laptop.

Installation for Use by Ordinary User with no Administrative Rights

To ensure that future updates of Paperman or WebClient can be installed automatically without the need for Administrator rights the following should be done:

1. **On 32 bit machines** - Using regedt32, change the security for HKEY_LOCAL_MACHINE, SOFTWARE, PSC, and WebClient to full control for User. Do the same for HKEY_LOCAL_MACHINE, SOFTWARE, JSA Consultants Limited.
2. **On 64 bit machines** – Using regedt32 edit the permissions on HKEY_LOCAL_MACHINE, SOFTWARE, Wow6432Node, PSC, WebClient to full control for User. Do the same for HKEY_LOCAL_MACHINE, SOFTWARE, Wow6432Node, JSA Consultants Limited.
3. Using Windows File Explorer, select Program Files\Webclientapps and give User full control. Do the same with Program Files\Progress Software\Webclient10



This ensures that the normal user of the PC can download updates to WebClient and Paperman as and when they become available.