

Intelligent Filing Limited

# e-VU Professional 5

Installation Guide

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## Getting Started

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This document assumes that the reader is comfortable installing software on the Microsoft Windows operating systems, and as such contains information of a technical nature. Please contact [support@myofficefiling.com](mailto:support@myofficefiling.com) if you are experiencing difficulty while attempting to install *e-VU Professional*.

## Minimum System Requirements

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The minimum system requirements for *e-VU Professional* are as follows:

<b>Processor</b>	1 gigahertz (GHz) or faster processor recommended
<b>Framework</b>	.NET Framework 4.0
<b>Operating System</b>	<ul style="list-style-type: none"> <li>Windows XP with Service Pack 3 and above</li> <li>Windows Vista Business with Service Pack 2 and above</li> <li>Windows 7 Professional and above</li> </ul>
<b>Memory</b>	1 gigabyte (GB) or more recommended
<b>Hard Disc</b>	<p>Approximately 160 MB of available hard-disk space for the Server installation option *</p> <p>Approximately 40 MB of available hard-disk space for the Client installation option</p>
<b>Drive</b>	CD-ROM or DVD-ROM drive**
<b>Display</b>	Super VGA (1,024x768) or higher-resolution video adapter and monitor
<b>Other Devices</b>	<p>Microsoft Mouse or compatible pointing device</p> <p>TWAIN compatible scanner for scanning documents</p>
<b>Other Requirements</b>	Microsoft Internet Explorer 6.0 SP1 or later

\*Capacity requirement for document storage is dependent on the size of the images and the volume. Allow approximately 1.2Gb for every 20,000 documents when archiving to hard disc.

\*\* If e-VU Professional will backup to CD or DVD, a device capable of writing to such media is required.

## Installation Notes

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Before attempting to install *e-VU Professional*, ensure that the target system meets or exceeds the minimum system requirements. All installations require Administrator privileges. On Microsoft Operating Systems with User Account Control (UAC) the “Run As Administrator” facility must be initiated for installation otherwise not all components will be installed correctly.

e-VU Professional utilises client/server architecture. Typically, an installation of the product would involve one [server installation](#) and several [client installations](#). The same setup file (**e-VUProfessional\_setup.exe**) is used for both types of installation. As the user installing the software, select the desired option during the setup wizard.

## Installing e-VU Professional

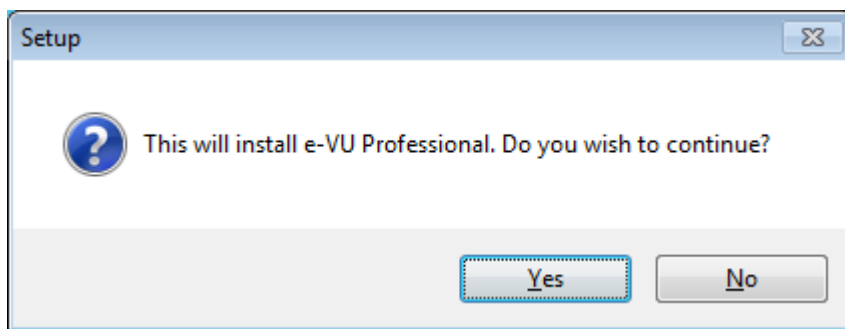
### Server Installation

To perform a Server Installation of *e-VU Professional*:

1. Locate the installation file **e-VUProfessional\_setup.exe**, run the executable to begin the installation

The installation file for e-VU Professional can be downloaded from:  
[http://myofficefiling.com/evu\\_professional/](http://myofficefiling.com/evu_professional/)

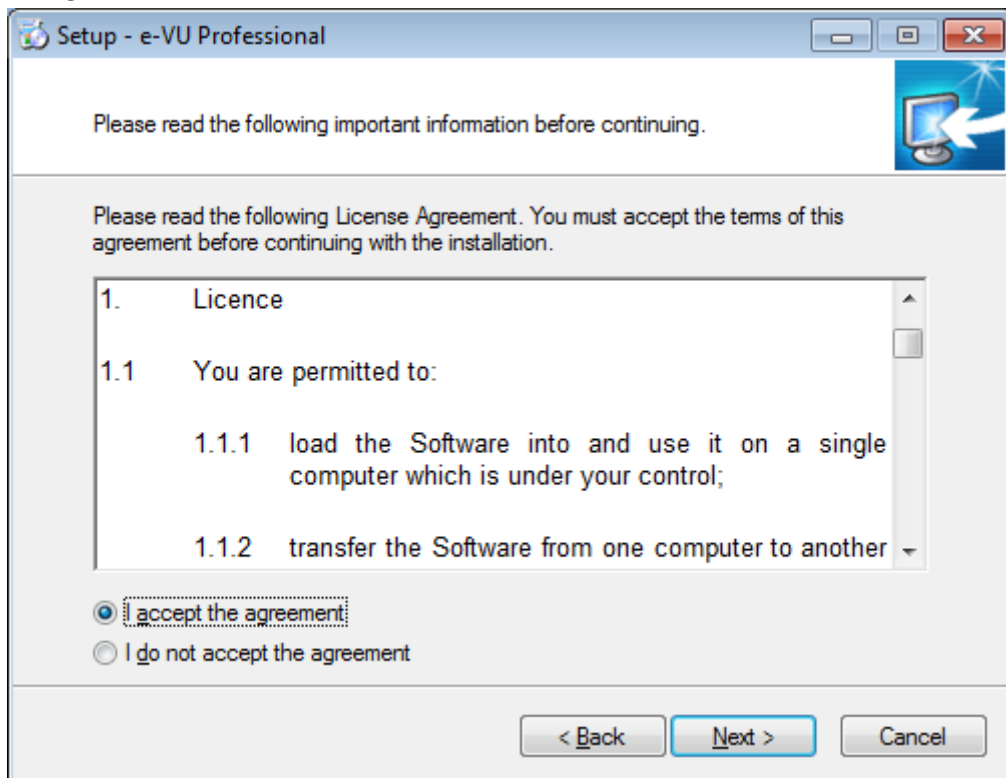
2. When you are asked would like to begin the installation, click **yes**



3. At the welcome screen, click **Next**

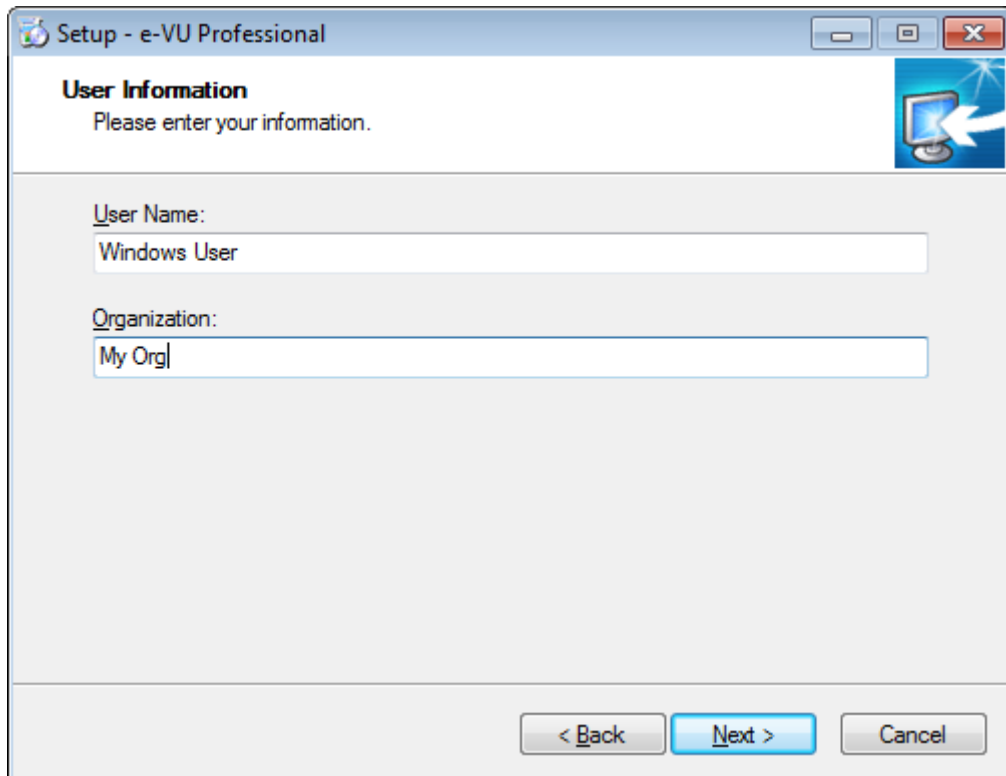


4. Please read the license carefully. If you agree with the terms set out, select “I accept the agreement” and click **Next**



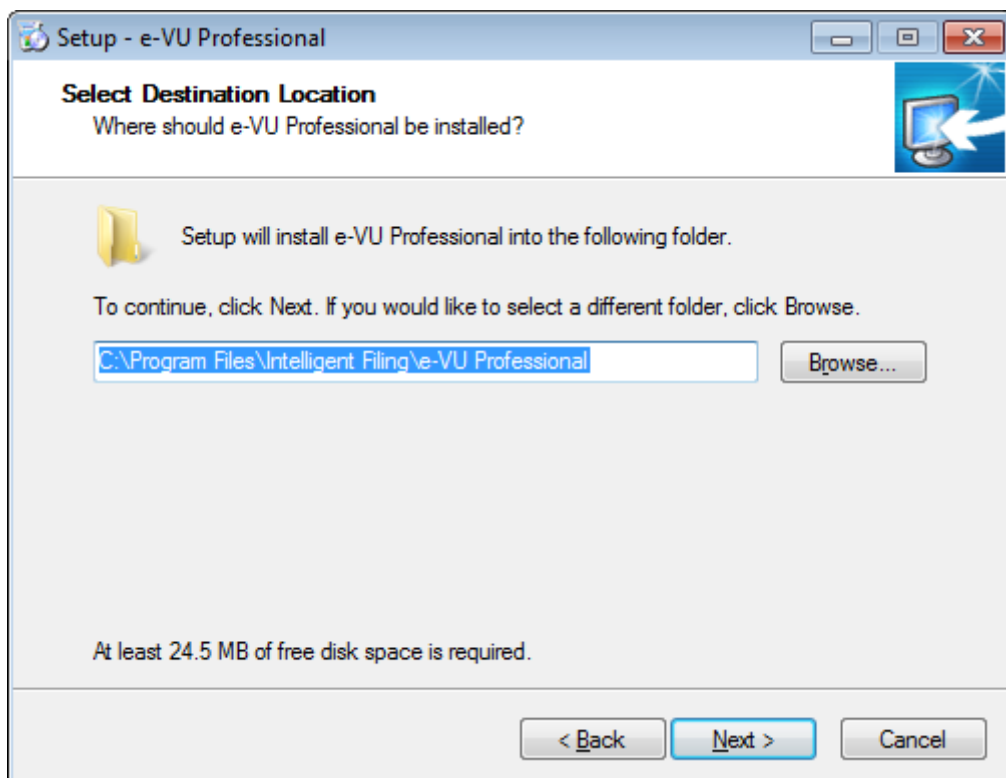
If you do not accept the terms set out within the license agreement, you will be unable to continue the installation of e-VU Professional. If you have any queries regarding the content of the agreement or require clarification on any of the points set out in the agreement please contact us using any of the methods set out in the [Notices](#) section of this document.

- When prompted for your user details, enter appropriate information for your organisation. Click **Next** to continue



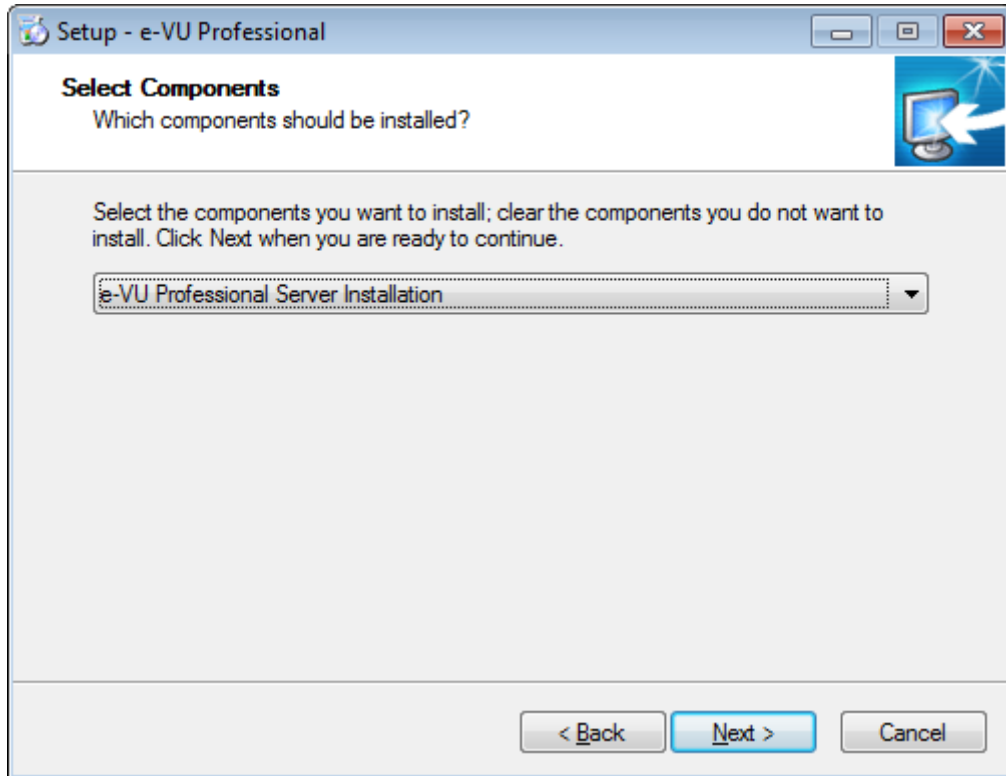
The screenshot shows a Windows-style dialog box titled "Setup - e-VU Professional". The main heading is "User Information" with the instruction "Please enter your information.". There are two text input fields: "User Name:" containing "Windows User" and "Organization:" containing "My Org". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A small icon of a computer monitor with a cursor is in the top right corner.

- When prompted for the destination location, select the folder where you wish to install *e-VU Professional* to and click **Next** to continue

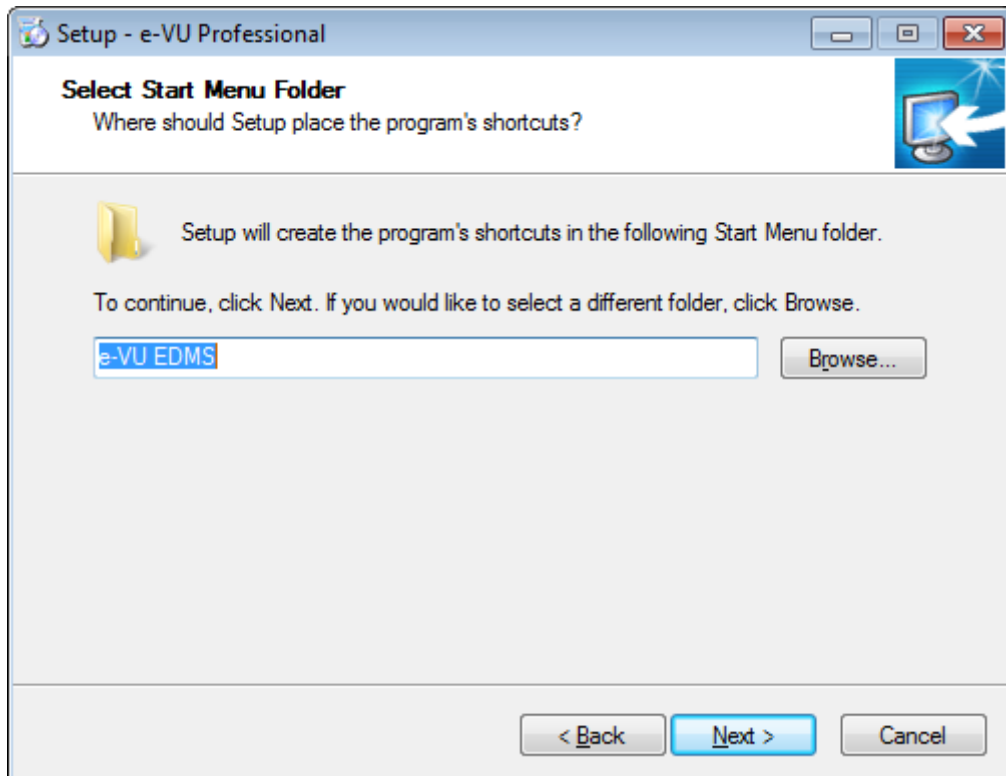


The screenshot shows a Windows-style dialog box titled "Setup - e-VU Professional". The main heading is "Select Destination Location" with the instruction "Where should e-VU Professional be installed?". Below this, there is a folder icon and the text "Setup will install e-VU Professional into the following folder.". A text box contains the path "C:\Program Files\Intelligent Filing\e-VU Professional" and a "Browse..." button is to its right. Below the text box, it says "To continue, click Next. If you would like to select a different folder, click Browse.". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A small icon of a computer monitor with a cursor is in the top right corner.

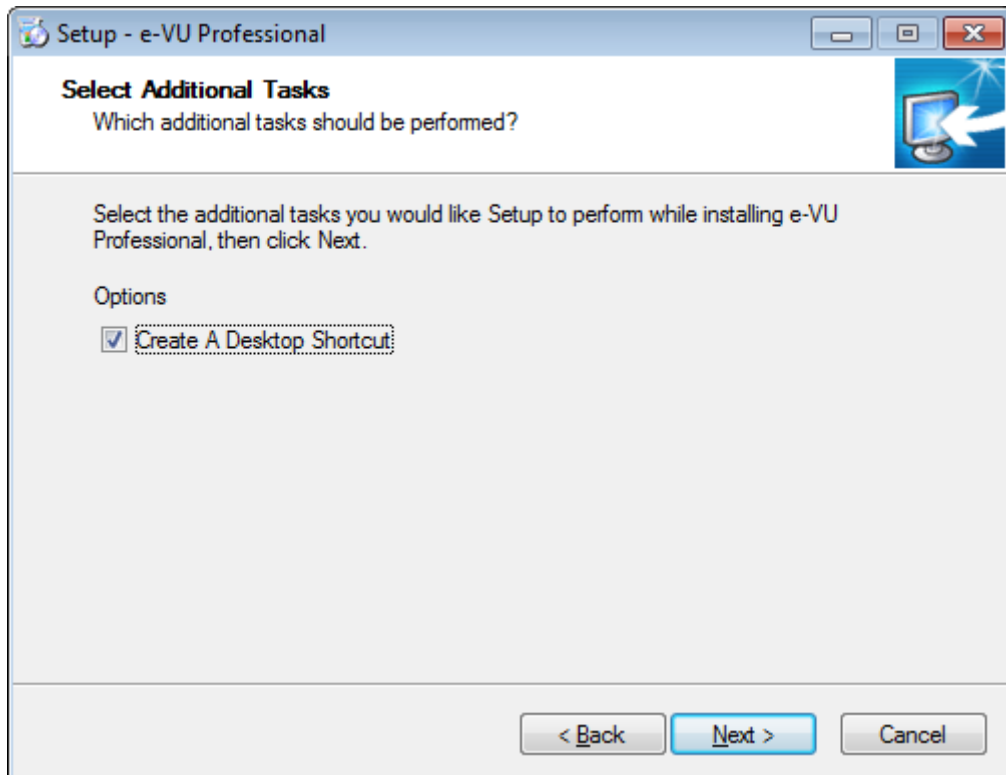
- When prompted to select the components, select “e-VU Professional Server Installation” from the drop down list and click **Next** to continue



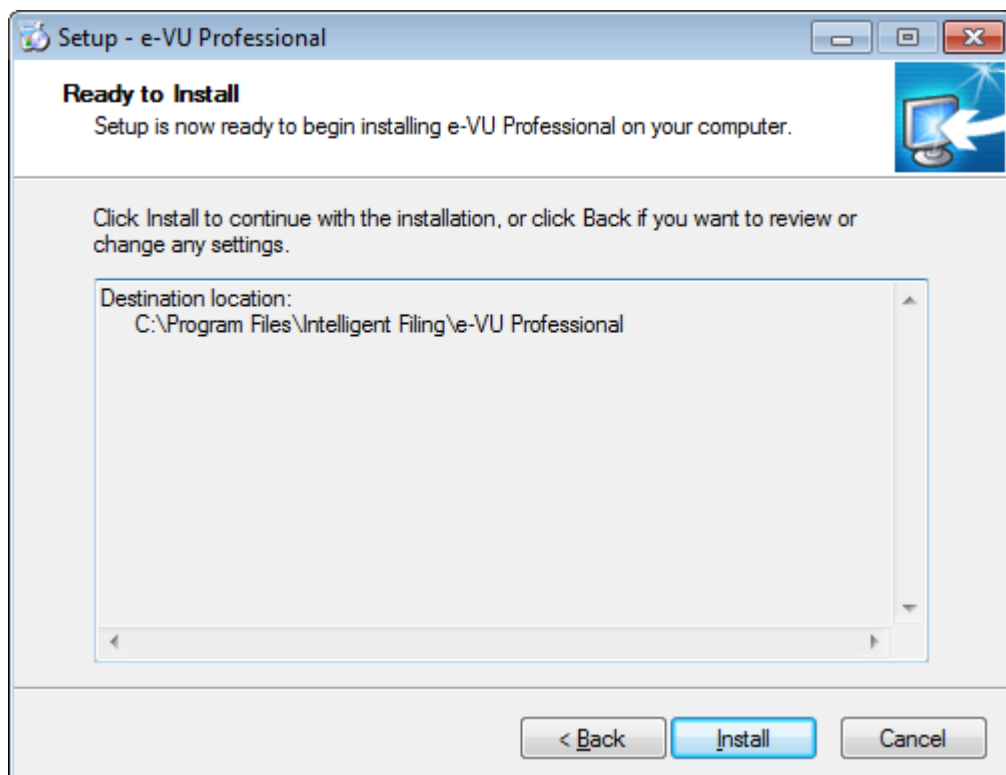
- When prompted for the location of the program’s shortcut, select the required folder and click **Next** to continue



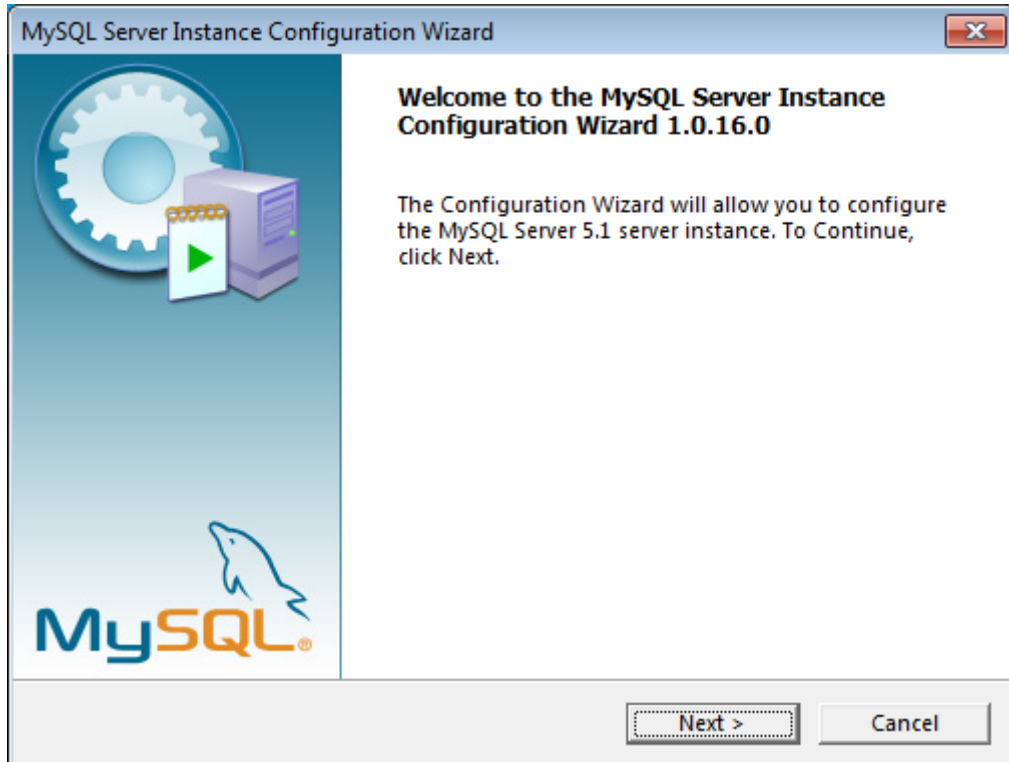
9. You will be asked whether you wish to have a shortcut to *e-VU Professional* on your desktop, when you have made your decision, click **Next** to continue



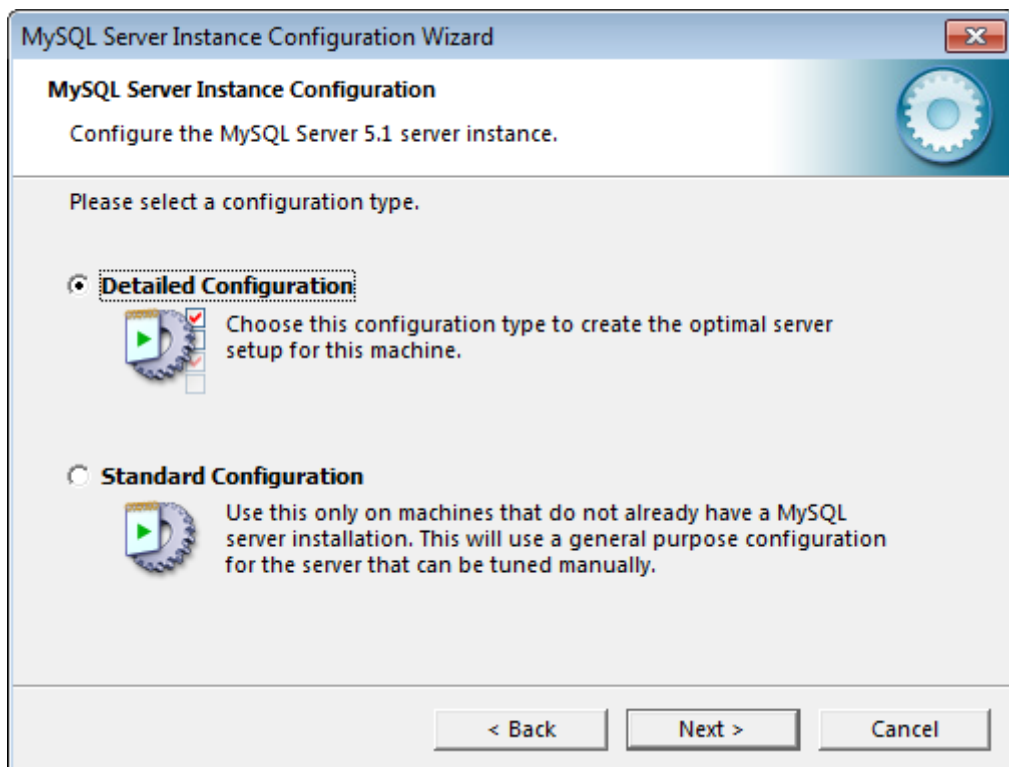
10. Click **Install** to proceed; if the installation detects [missing dependencies](#), these must first be installed for the installation to continue. If you are connected to the internet, *e-VU Professional* will attempt to download and install the software.



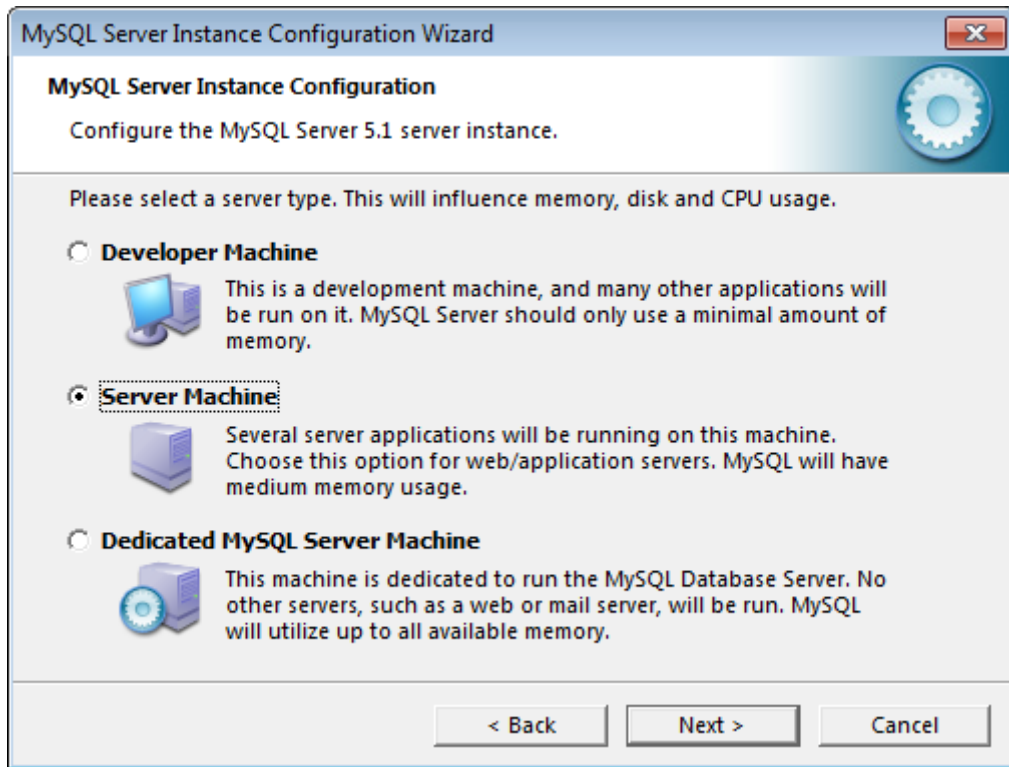
11. Once the installer has finished copying files to your computer, another installation program will appear. Click **Next** to continue



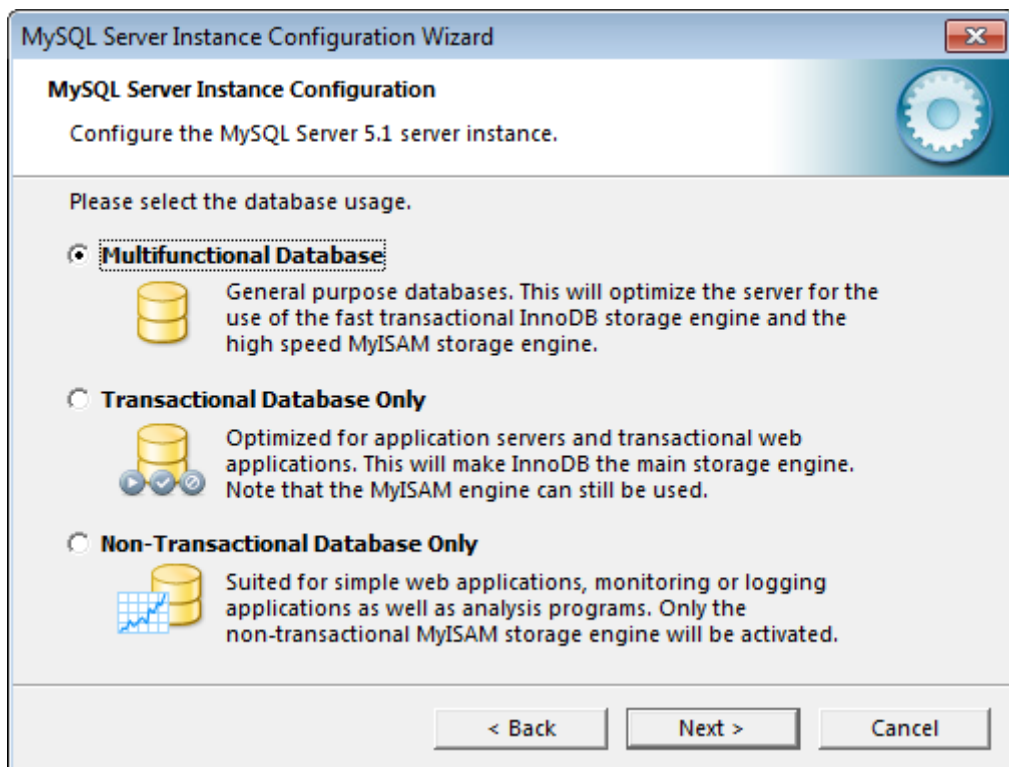
12. Ensure that **Detailed Configuration** is selected then click **Next** to continue



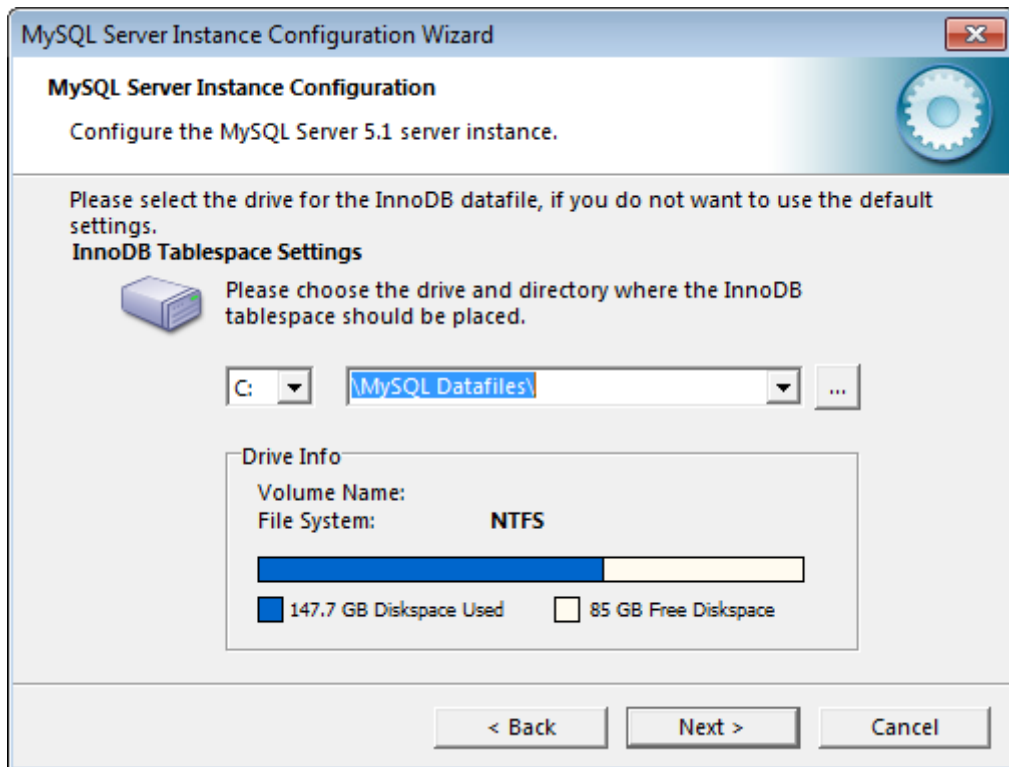
- You will now have the option to specify the server type. Select **Server Machine** and click **Next** to continue



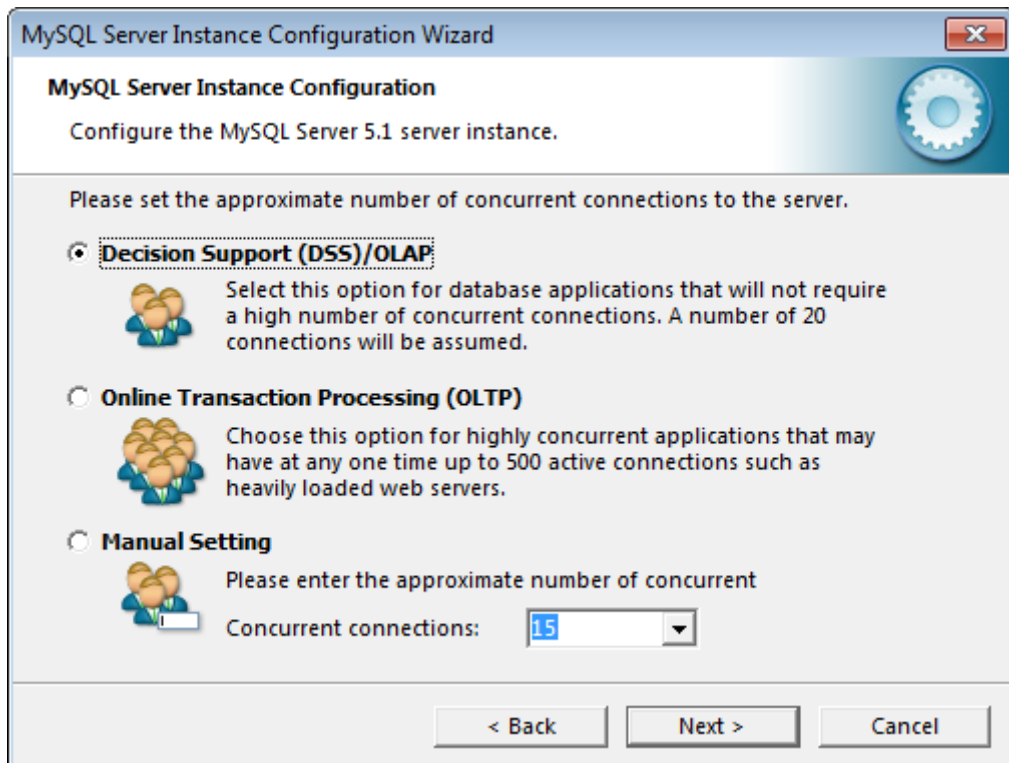
- Ensure **Multifunction Database** is selected and click **Next** to continue



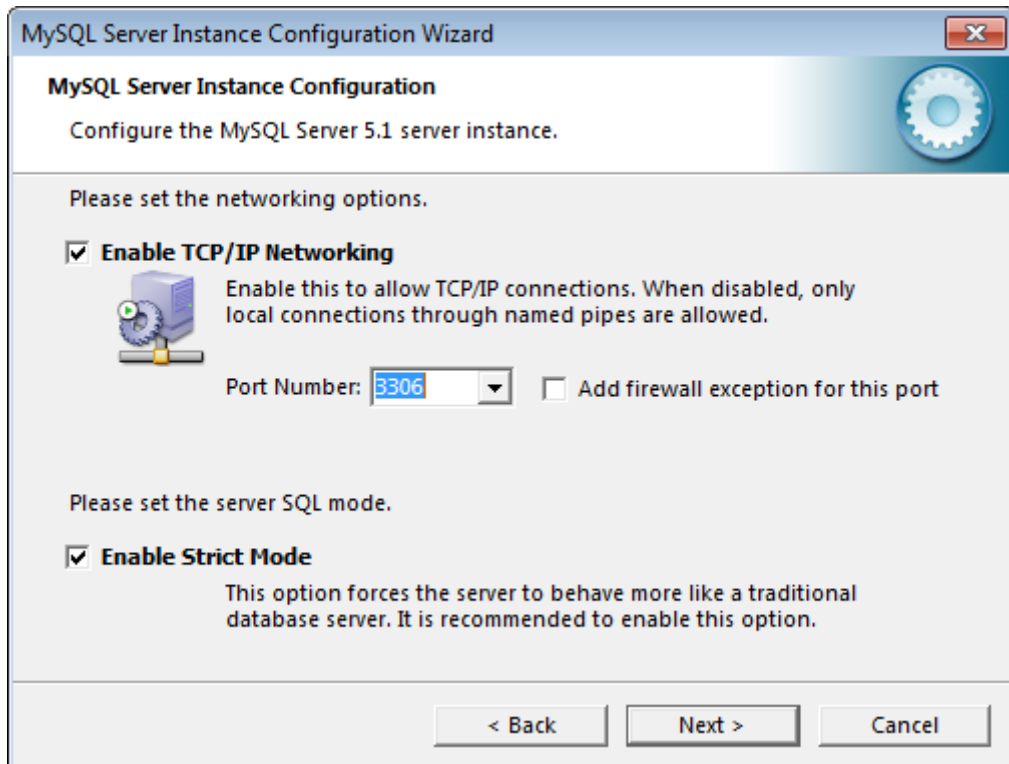
15. Select where you would like to have the database datafile located. You will need to ensure that you select a location which has enough free space for your current and future requirements. When you have selected a location click **Next** to continue



16. Ensure **Decision Support (DSS)/OLAP** is selected and click **Next** to continue

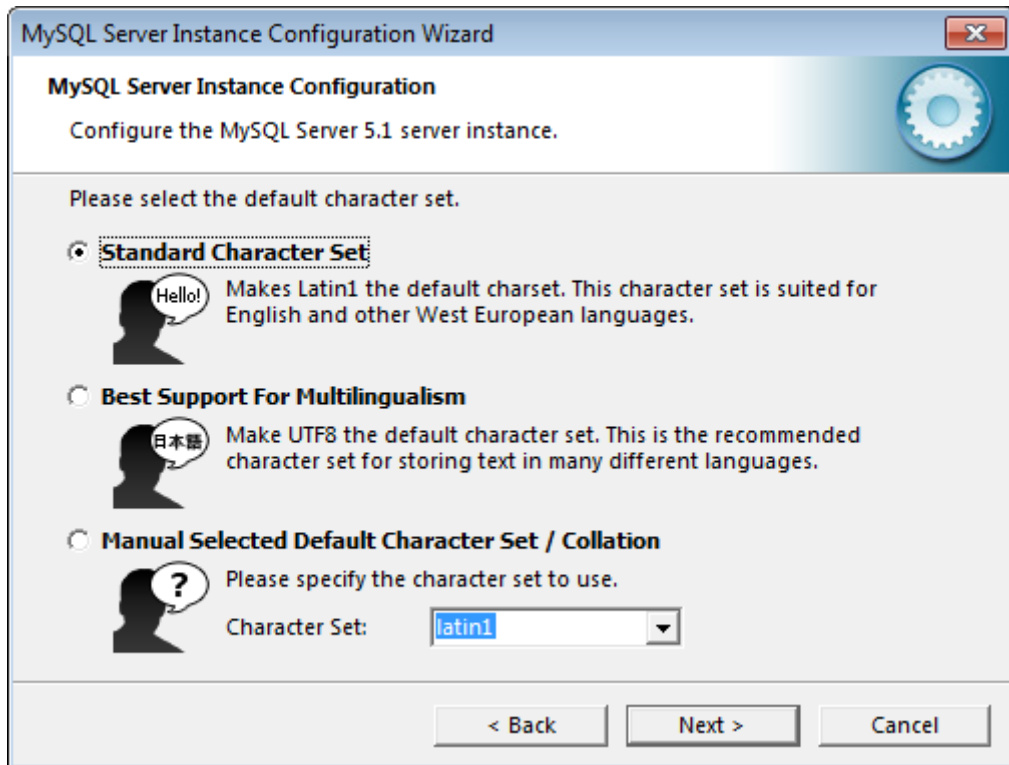


17. In a typical installation, you can leave the default options selected and click **Next** to proceed.

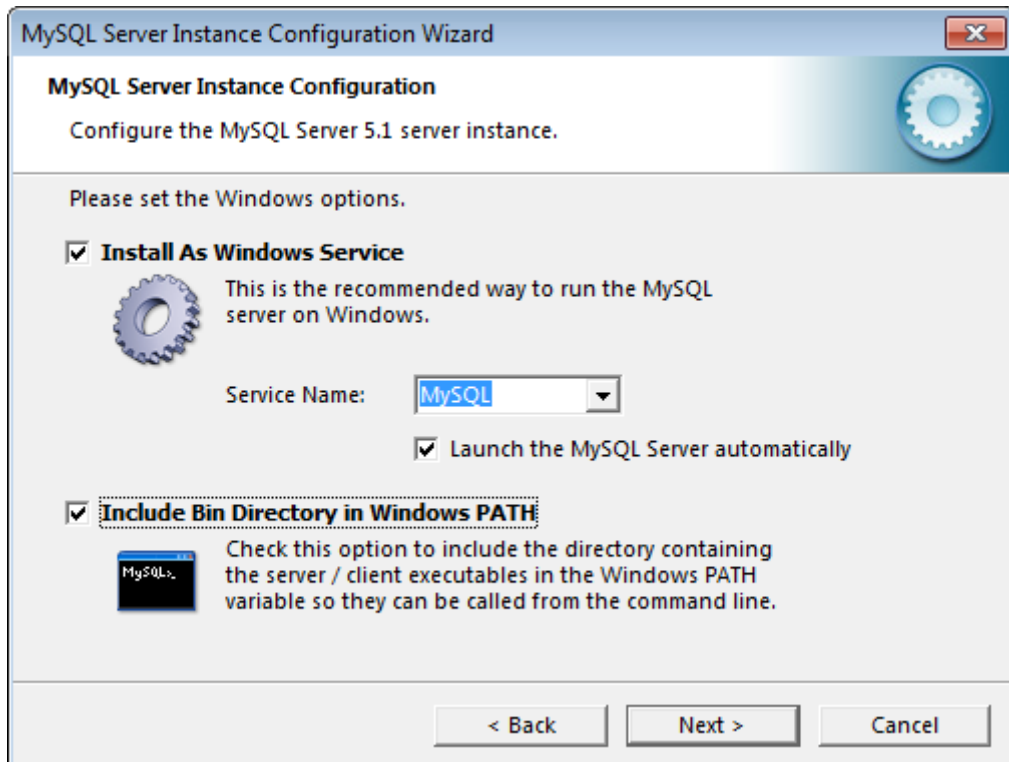


If you have Windows Firewall enabled, ensure that you select “Add firewall exception for this port”. Changing the default port is not recommended unless you have a specific conflict or if the service will be accessible from the internet.

18. Select **Standard Character Set** and click **Next** to continue



19. Configure the windows options as shown below. Click **Next** to continue

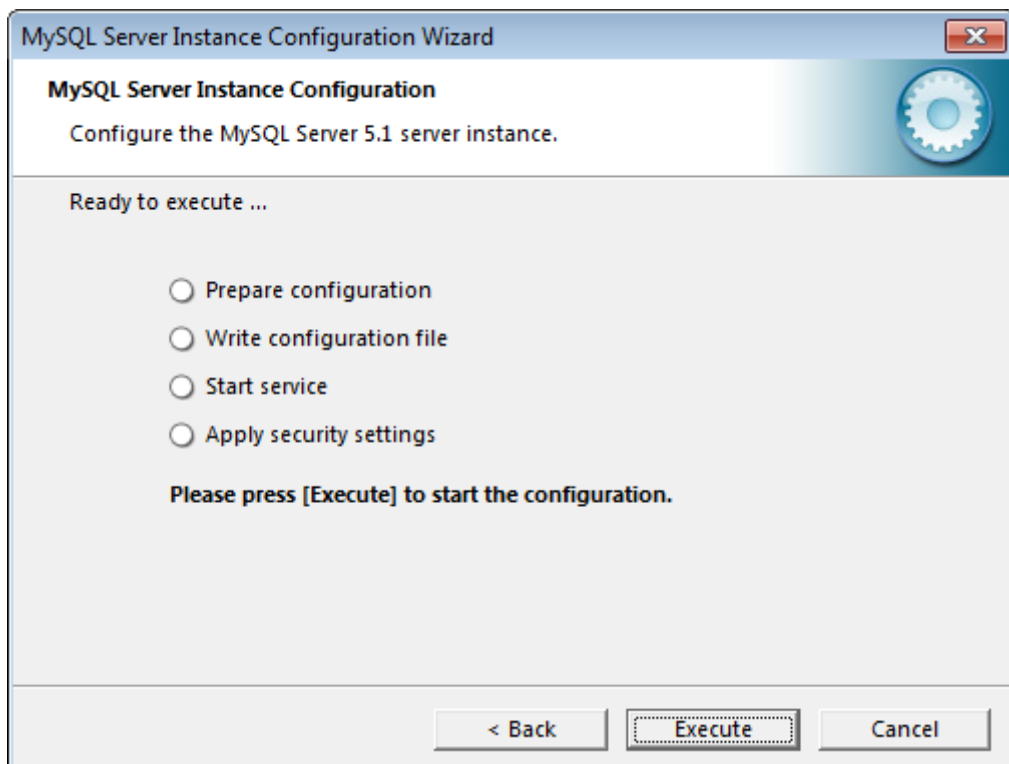


20. Enter a password for the *root* account. Do not enable root access from remote machines and do not create an anonymous account. Click **Next** to continue



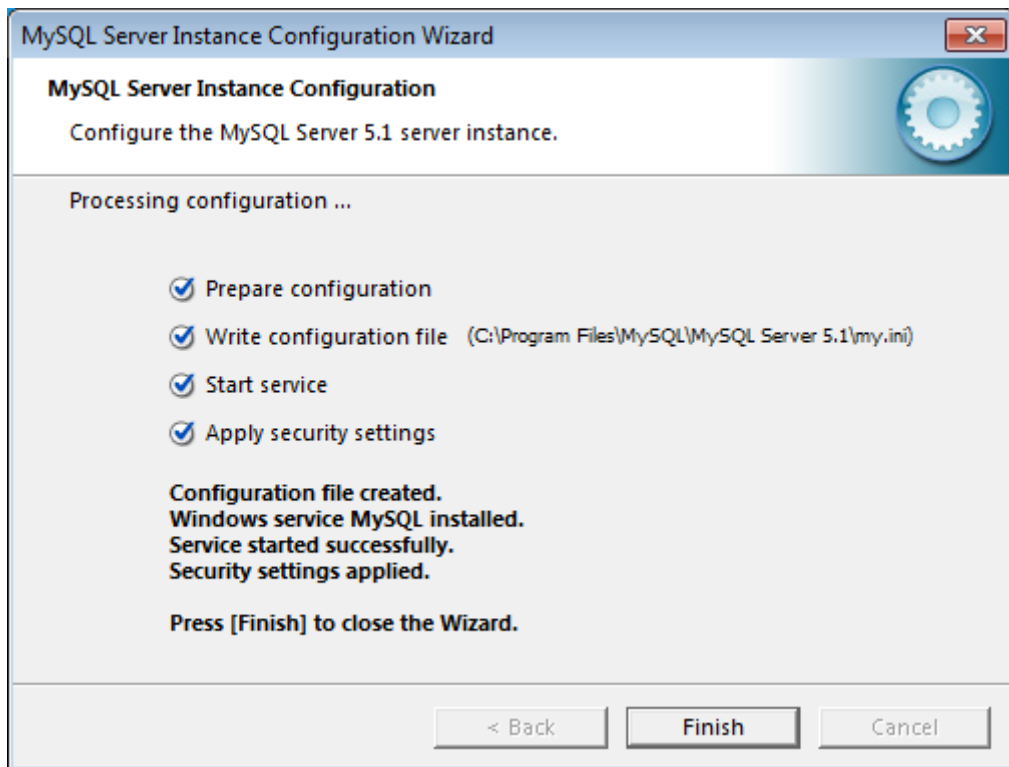
The screenshot shows the 'MySQL Server Instance Configuration Wizard' window. The title bar reads 'MySQL Server Instance Configuration Wizard'. The main heading is 'MySQL Server Instance Configuration' with the subtitle 'Configure the MySQL Server 5.1 server instance.' Below this, it says 'Please set the security options.' There are two main sections: 'Modify Security Settings' which is checked, and 'Create An Anonymous Account' which is unchecked. Under 'Modify Security Settings', there is a 'root' user icon, a 'New root password:' field with '\*\*\*\*\*', a 'Confirm:' field with '\*\*\*\*\*', and an unchecked checkbox for 'Enable root access from remote machines'. Under 'Create An Anonymous Account', there is a question mark icon and a warning: 'This option will create an anonymous account on this server. Please note that this can lead to an insecure system.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

21. Click **Execute** to finalise the configuration

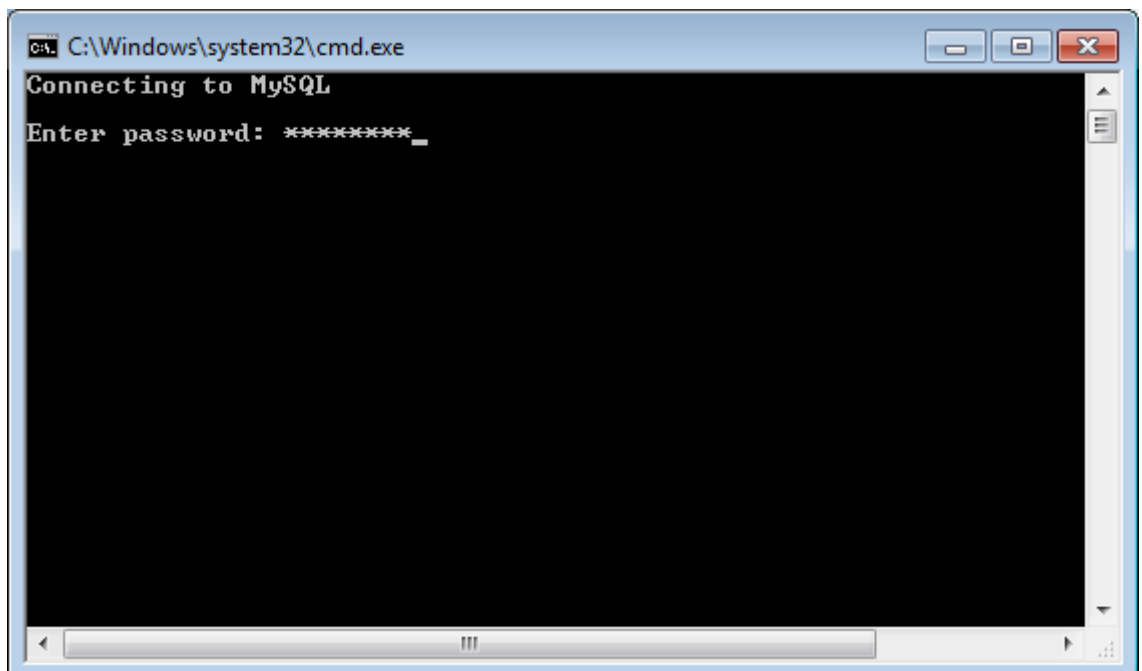


The screenshot shows the 'MySQL Server Instance Configuration Wizard' window at the 'Ready to execute ...' step. The title bar reads 'MySQL Server Instance Configuration Wizard'. The main heading is 'MySQL Server Instance Configuration' with the subtitle 'Configure the MySQL Server 5.1 server instance.' Below this, it says 'Ready to execute ...'. There are four radio button options: 'Prepare configuration', 'Write configuration file', 'Start service', and 'Apply security settings'. Below these options, it says 'Please press [Execute] to start the configuration.' At the bottom, there are three buttons: '< Back', 'Execute', and 'Cancel'.

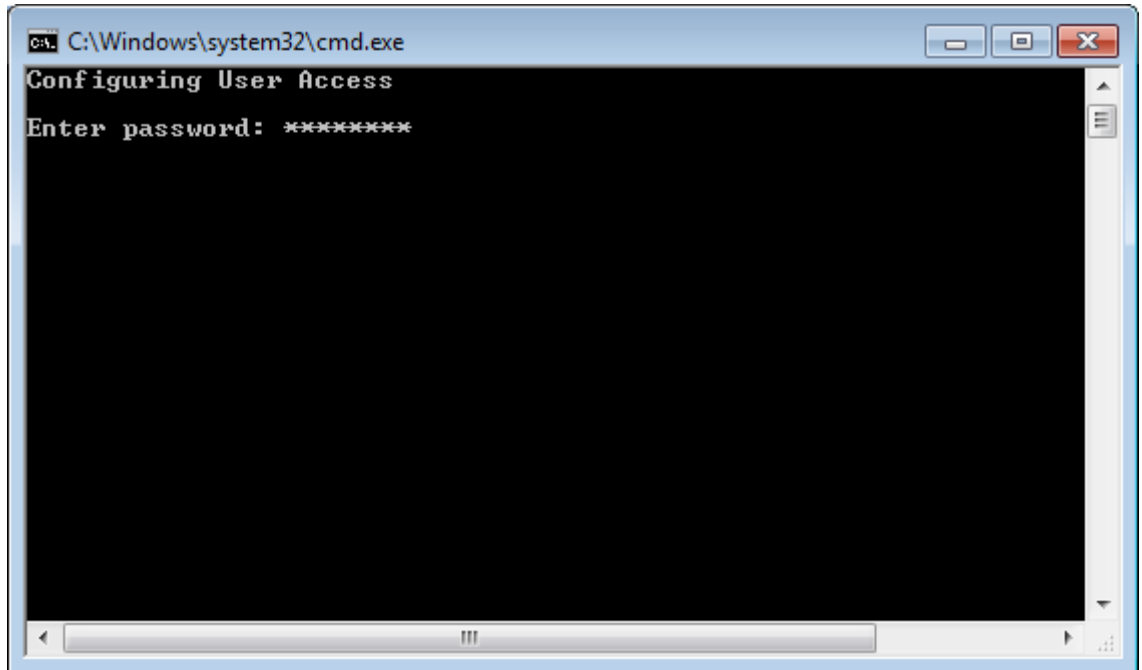
22. When the configuration completes click **Finish**



23. Immediately after clicking **Finish** in step 22, a command window will appear. Type the password you provided for the root user in step 20 and press **Enter** to continue



24. After the first command window closes, a second will open. Again, provide the password which you entered in step 20. Press **Enter** to continue



25. You will be notified that the installation has completed, click **Finish** to close the final screen. You can optionally choose to launch *e-VU Professional* when the installation program finishes. You may also optionally view the readme.txt file which will contain late breaking information for the current build



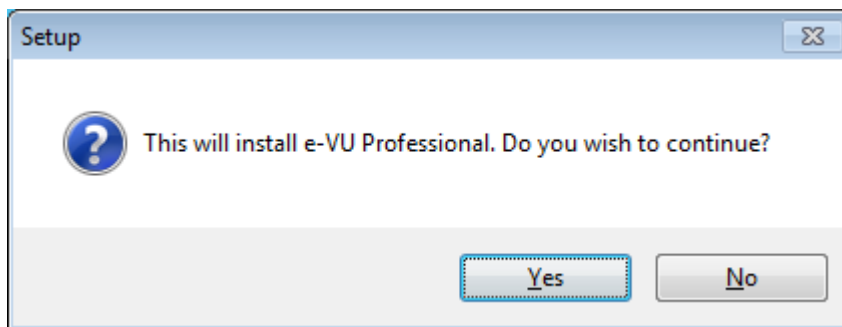
## Client Only Installation

To perform a Client Installation of *e-VU Professional*:

1. Locate the installation file **e-VUProfessional\_setup.exe**, run the executable to begin the installation

The installation file for e-VU Professional can be downloaded from:  
<http://www.myofficefiling.com/downloads/>

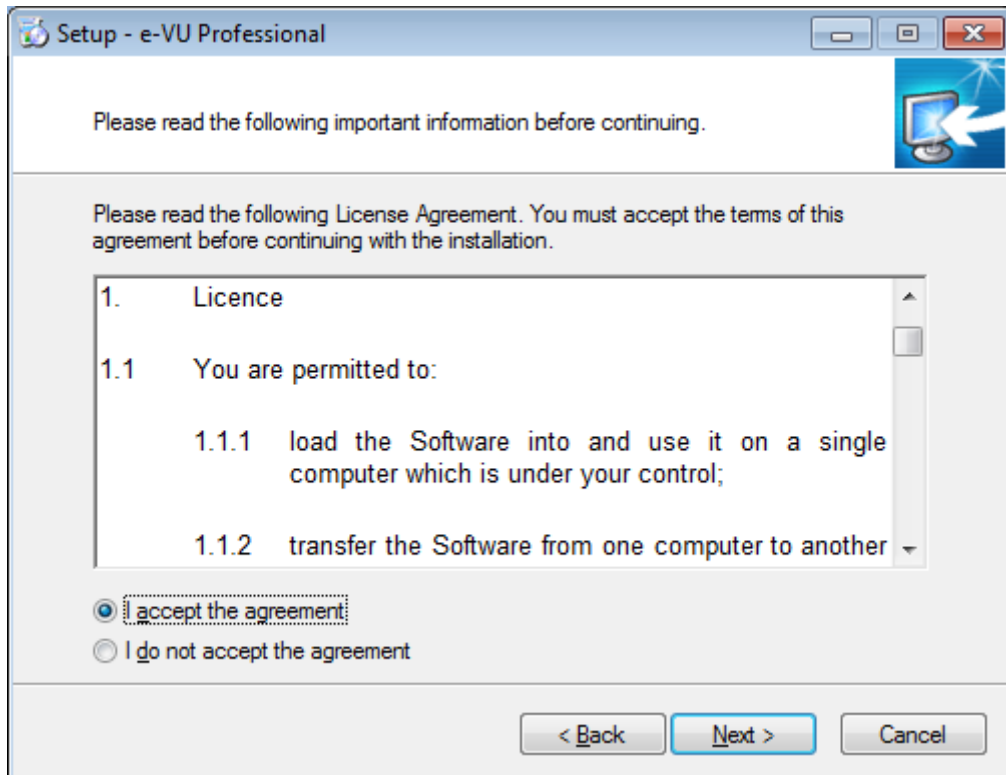
2. When you are asked would like to begin the installation, click **yes**



3. At the welcome screen, click **Next**

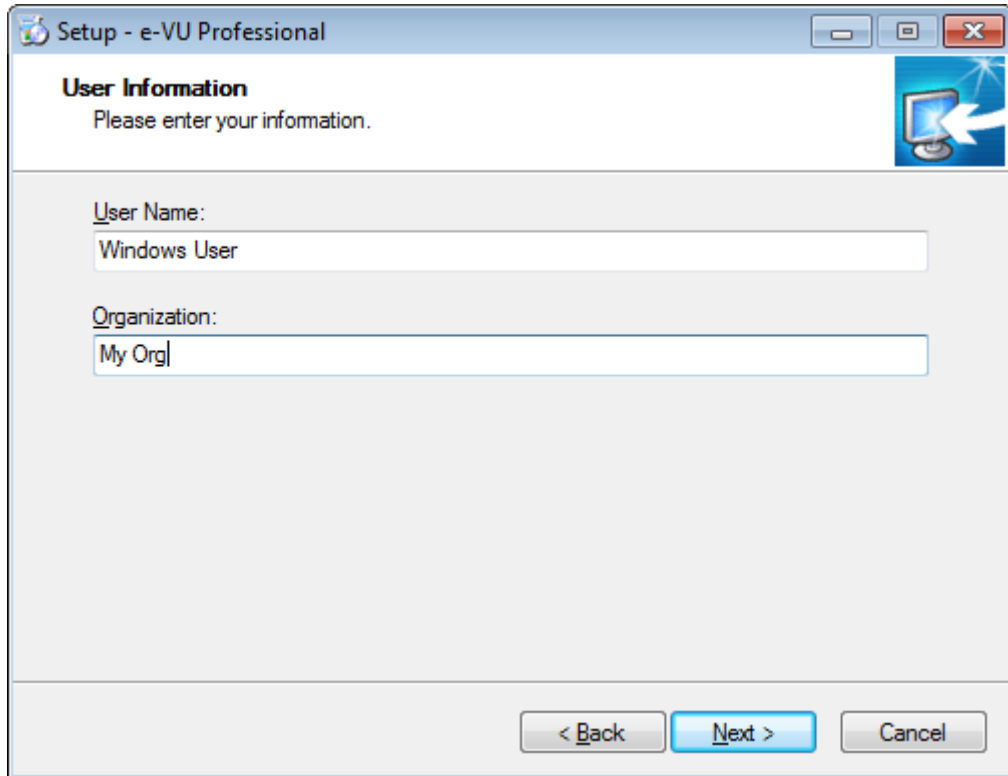


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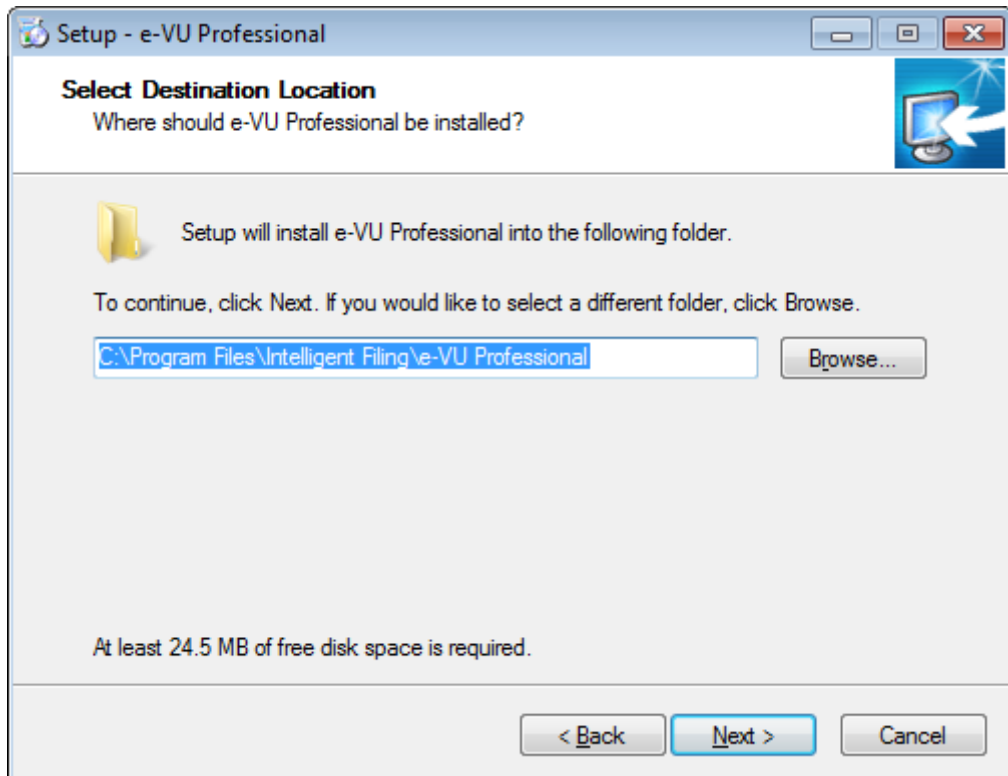


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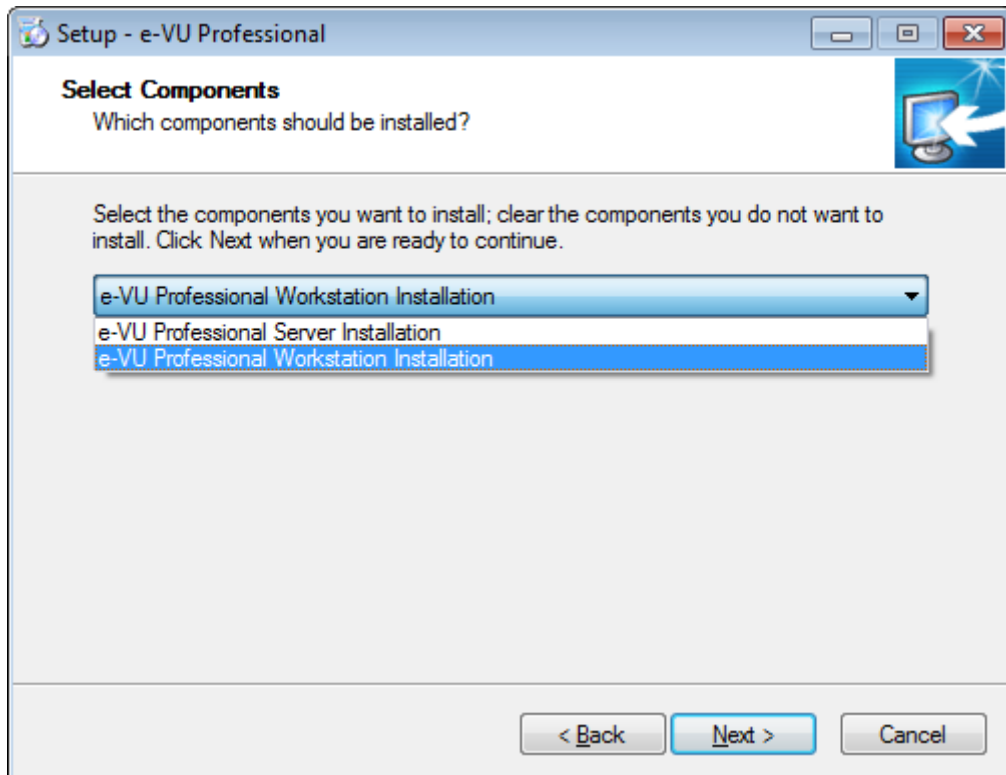
- When prompted for your user details, enter appropriate information for your organisation. Click **Next** to continue



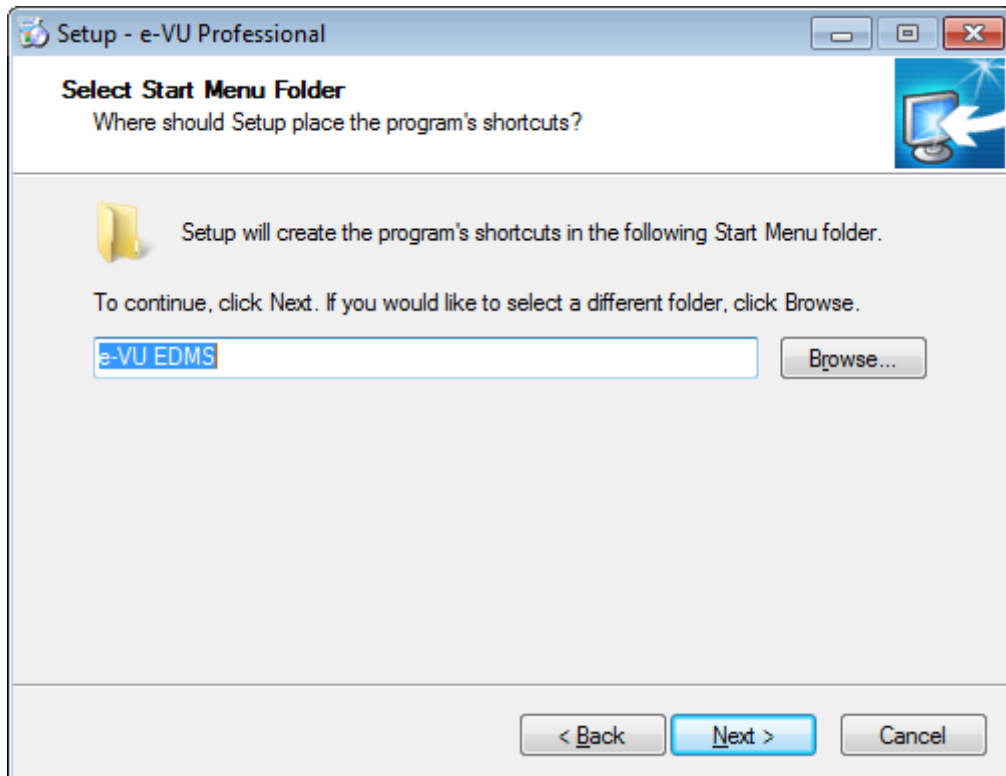
- When prompted for the destination location, select the folder where you wish to install *e-VU Professional* to and click **Next** to continue



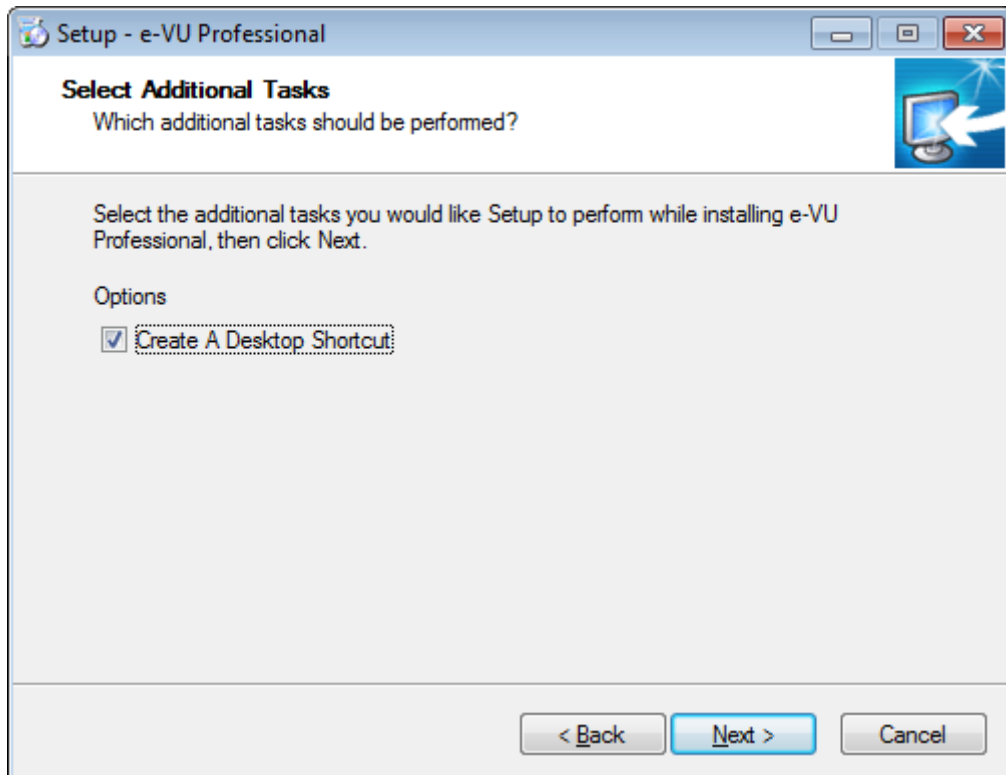
- When prompted to select the components, select “e-VU Professional Workstation Installation” from the drop down list and click **Next** to continue



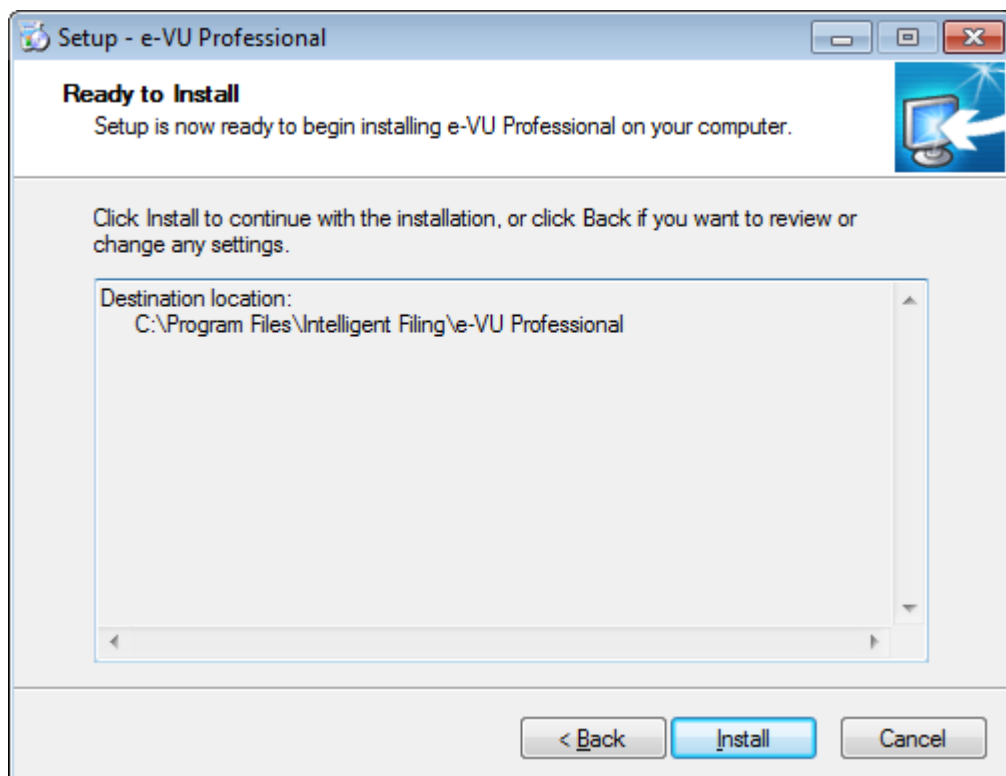
- When prompted for the location of the program’s shortcut, select the required folder and click **Next** to continue



9. You will be asked whether you wish to have a shortcut to *e-VU Professional* on your desktop, when you have made your decision, click **Next** to continue



10. Click **Install** to proceed; if the installation detects [missing dependencies](#), these must first be installed for the installation to continue. If you are connected to the internet, *e-VU Professional* will attempt to download and install the software.



11. You will be notified that the installation has completed, click **Finish** to close the final screen. You can optionally choose to launch *e-VU Professional* when the installation program finishes. You may also optionally view the readme.txt file which will contain late breaking information for the current build



## Notices

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4. **By Fax:**  
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