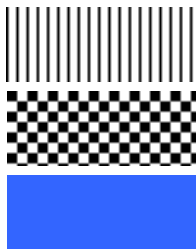


# *Millennium Accounts Installation Instructions*

The following pages describe the procedure for installing a new or upgraded CD of Millennium

There are 3 different ways to install Millennium depending on your requirements, so choose from the list below and follow the relevant colour to install Millennium quickly and simply.



Stripe: Normal PC, either standalone or networked

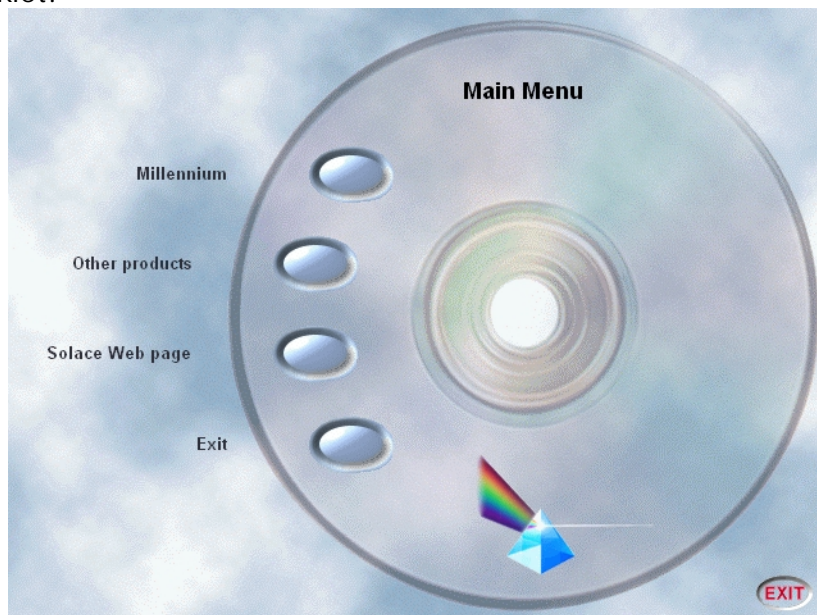
Check: Server installation for networked systems

Grey: Terminal Server installations

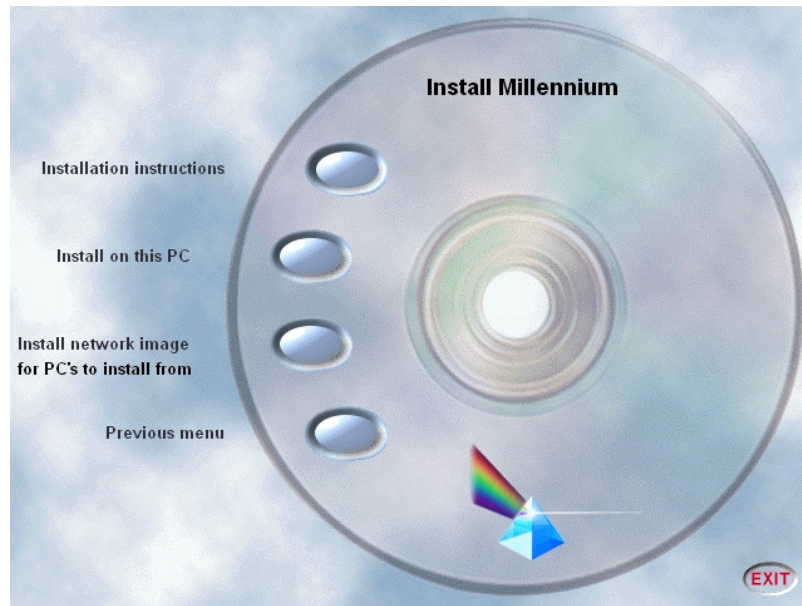
**Before beginning any of the processes in this booklet, ensure you have performed a backup, and all users are logged out of Millennium!**

## Network Server Install

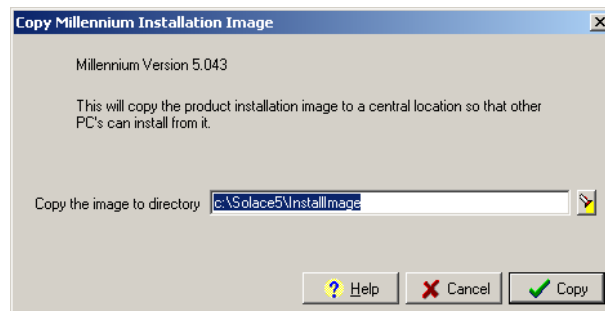
You can install an image of Millennium on your network server so that the computers can be upgraded without the use of the CD. In addition, users will be prompted to upgrade automatically when future releases are installed in the same way. To begin, insert the Millennium CD into the CD-Rom Drive on the server. The program should run automatically, and you will see a screen like the one below. If not, don't worry- check out the troubleshooting guide at the end of this booklet!



Press the oval button with the **Millennium** label next to it, then on the next screen the Install button. You will then see a screen similar to the one on the next page.

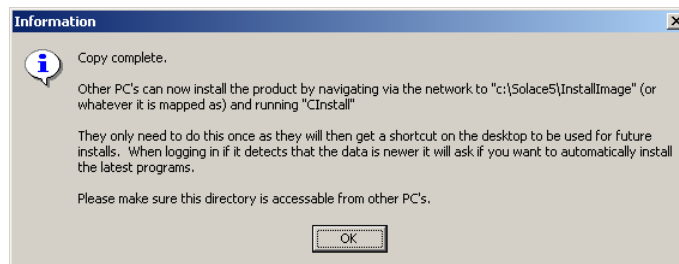


Next, click the button labelled **Install network image for PC's to install from**, and you will see the screen below.



This screen is asking where you would like to install the image. The default is "C:\Solace5\InstallImage", however you may change this to another location if you wish. If you do so, be sure to note it down so that future Images can be put in the same location.

When you press **Copy**, the image will be installed. If the folder does not exist, you will be prompted to create it, just press **Yes**. When the installation is successfully completed, you will see the message below:



Before other PC's can access the Cinstall program, the folder the Image was copied to will need to be shared. If this was done previously you can skip the next section, but to share the folder, follow the instructions on the next page.

### Sharing the Installation Image folder

- Double click on the "My Computer" folder on the server.
- Find the icon for the drive we installed the image to (for instance, C: ) and double click it.
- Now locate the folder that you copied the image to (i.e. "Solace5") and right-click on it.
- Choose the "Sharing" option from the popup menu
- Click in the "Shared As" button, and make sure the Share name is **Solace5**
- Click the "Permissions" button and ensure that "Everyone" has "Full Control". This is the default, so it should be fine.
- Finally, close the sharing box by clicking OK.

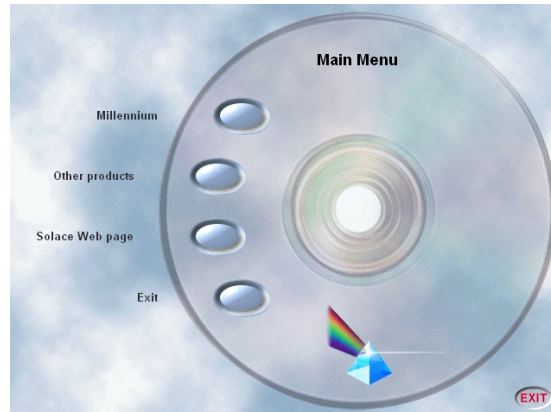
That completes the installation on the server. To then install the software on the client PC, you will need to follow the stripe-box instructions, but make sure you perform any of the options highlighted in checked boxes.

## PC Installation

To install Millennium on a PC, you can do it two ways, either from the CD, or from a network image on the server as we saw in the previous section. Most of the process is the same whichever way you do it, but to get going, there are some differences.

### From the CD

If you are installing from a network image, please skip to the checked box! Insert the CD in the CD-Rom drive. The program should automatically load, if not, then refer to the troubleshooter at the back of this guide. When the program loads, you should see a screen like the one below:

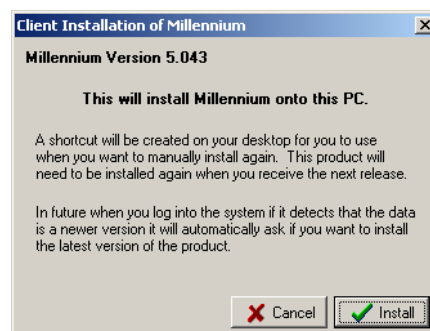


Press the oval button next to Millennium. On the next screen, press the oval "Install" button, and on the screen after that, press the oval "Install on this PC" button. This will start the installation program loading. Now skip past the checked box section which is for network installs, and continue from there.

### From a network image

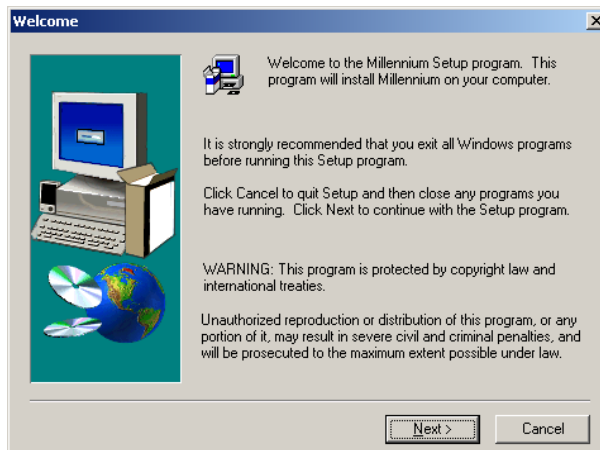
Use these steps if you installed a network image to your server. If you already have an icon on the desktop labelled "Install Millennium" then double click it, but if you have not, then follow the instructions below:

First, we need to find our installation image. Double click on the "Network Neighbourhood" icon on the computer desktop (if you are on Windows 2000, this will be called "My Network places"). Now, browse through the network list to find the computer the Image was installed to (normally the network server). Double click on the computer icon, and then look for the yellow folder we shared- it will probably be called "Solace5". Double click on it, then double click the InstallImage yellow folder, and finally, double-click on the Cinstall file. If nothing happens, then check out the troubleshooter at the back of this guide, but if all is well, you will see a screen like the one below:

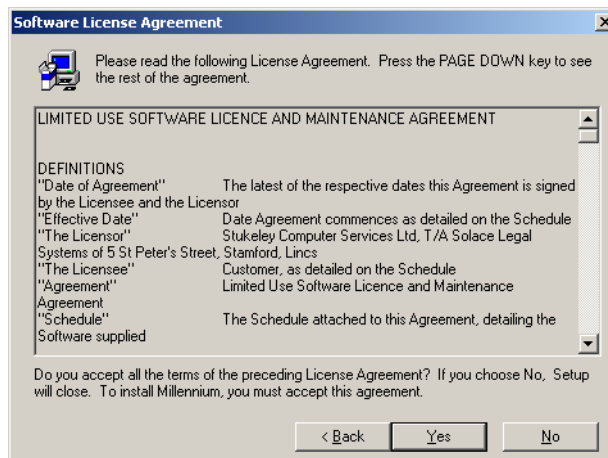


Press the "Install" button, and the setup program will then run. From now on, the process is the same, regardless of whether we are installing from a CD or Network Image.

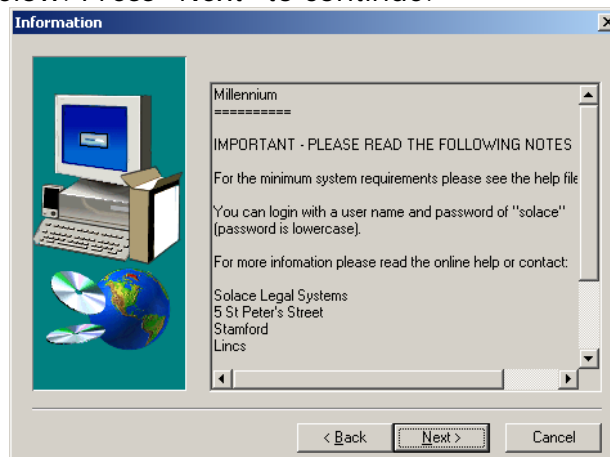
After the setup program loads, you will see a blue screen. If you get a message about Terminal Server, but you are installing on a normal PC, just press "Yes". You will then see the welcome screen below:



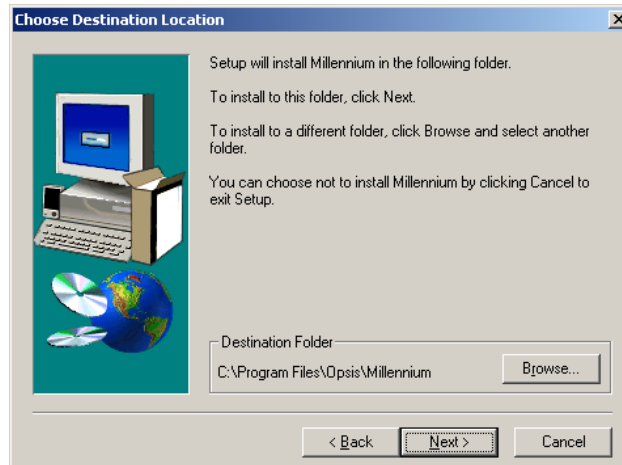
Once you are ready to begin, press Next. Read the License Agreement, and when you are ready to continue, press Yes if you agree to the terms of the License. This screen is shown below:



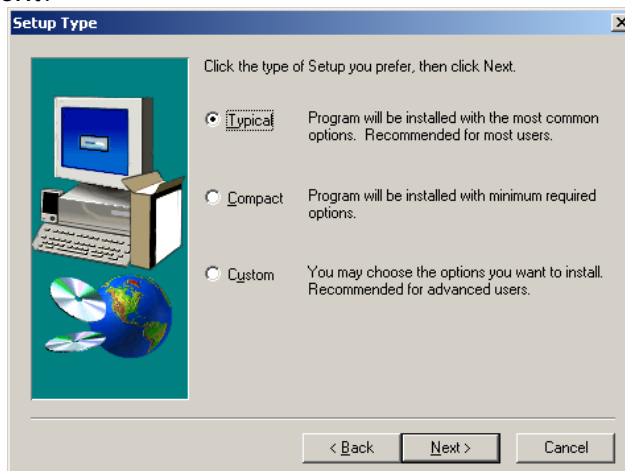
When you press Yes, you will then see a screen with some more notes relating to the installation, as seen below. Press "Next" to continue.



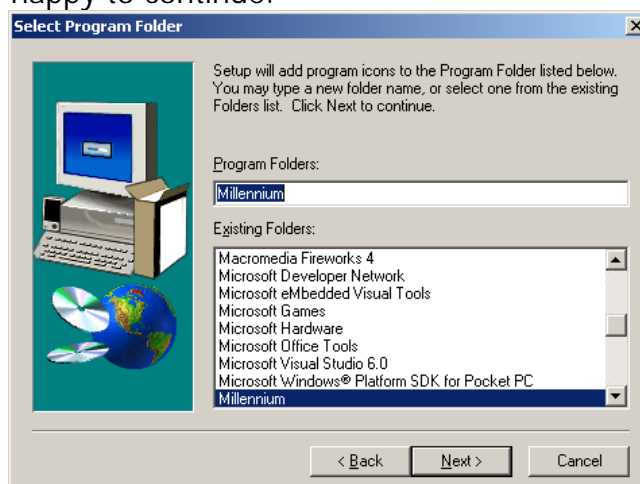
The next screen (as seen below) will ask where you want to install the software. For simplicity, we recommend you leave this at the default, however you may change it if you require. Press "Next" to continue.



The next screen will ask what type of installation to perform. You can leave this on "Typical" and press next:



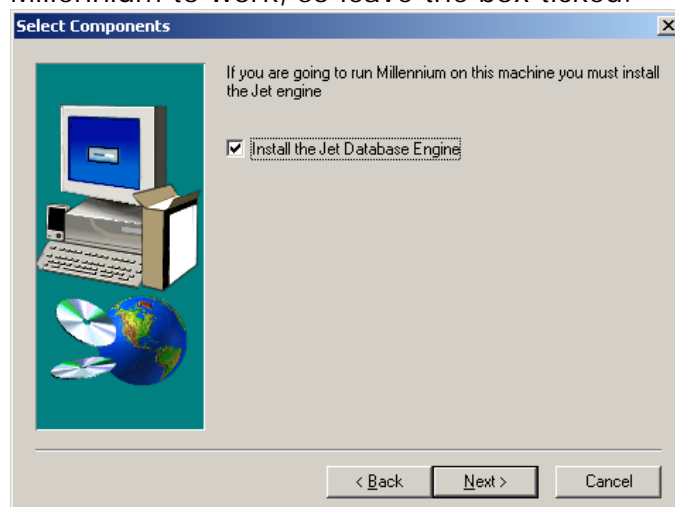
The next screen (seen below) will ask where in the Start Menu you would like the Millennium options installed. Again, we recommend this is left at the default, so press "Next" when you are happy to continue.



Next, we will need to select which icons are to be placed on the Desktop. You can choose from Cashier's, Assistant's or Fee Earner's. Select the one which is relevant for the person who will be using the computer by ticking the box next to the option you want. Press Next to continue. (This screen is shown on the next page)

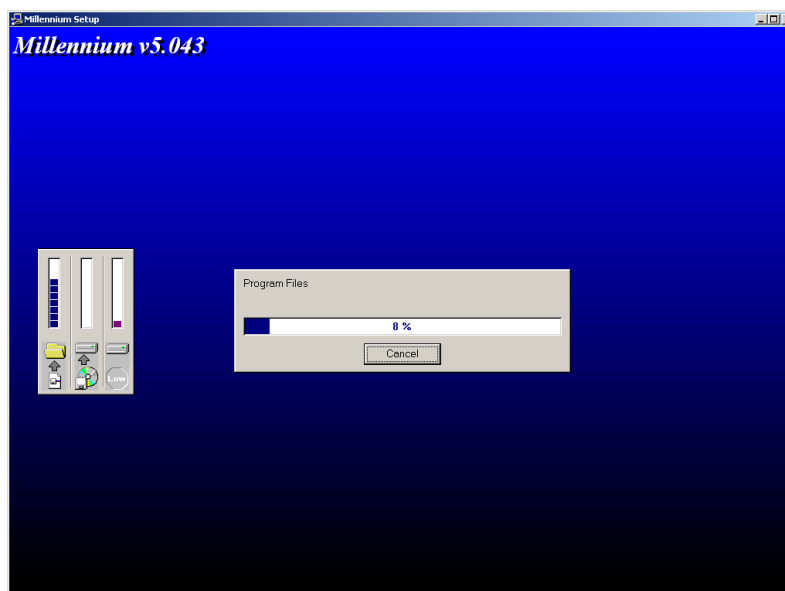


The next screen you see, as shown below, will ask to install the Jet Database Engine. This is required for Millennium to work, so leave the box ticked.



When you then press "Next" the installer will start to copy the files onto your computer- the horizontal bar will move up as the installation progresses- see the image below.

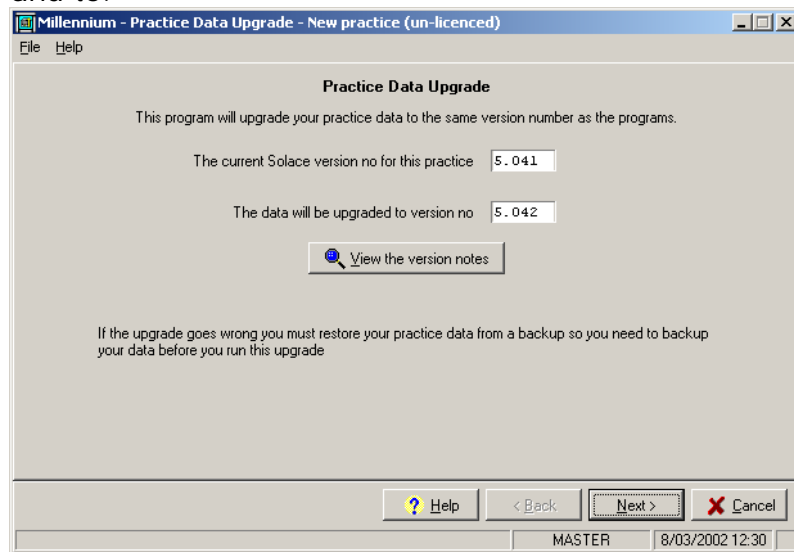
If you receive an error relating to the installation of MSJet files (these might be called "MSJet35.dll" or "MSRepl35.dll" then just click the ignore button. All the error means is that the file is already on your PC and in use, so the installer cannot copy a new copy on.



Once the process is completed, the PC will ask to reboot. You should do this before continuing.

Once the PC has rebooted, you have then completed upgrading the PC. The process must be repeated on all computers with Millennium on. Before you can log back in however, your Accounts data must also be upgraded, so it matches the new program versions. This process only needs to be done once, so you do not need to repeat it on each computer. To upgrade the data, go to the Start menu on one of the computers you have upgraded.

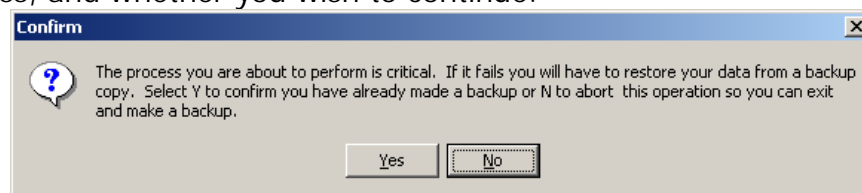
Go to Programs-Millennium-Upgrade. This will present you with the usual Millennium login screen, so enter your username and password as normal. You will then be presented with a screen as shown below, which will summarise the versions you are upgrading from and to.



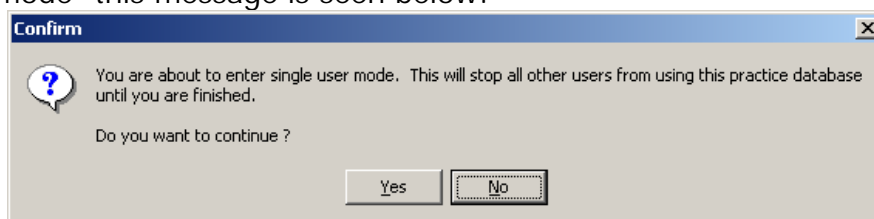
As you can see in the example above, we are going to upgrade from 5.041 to 5.042. If you wish to view the release notes (to find out what new features are in the new version for example) press the button marked "View Version Notes" otherwise, just press Next.

The system will then ask if you wish to backup your data. If you have already done this, then press "No" as you do not want to do another backup- otherwise press "Yes" to start a backup.

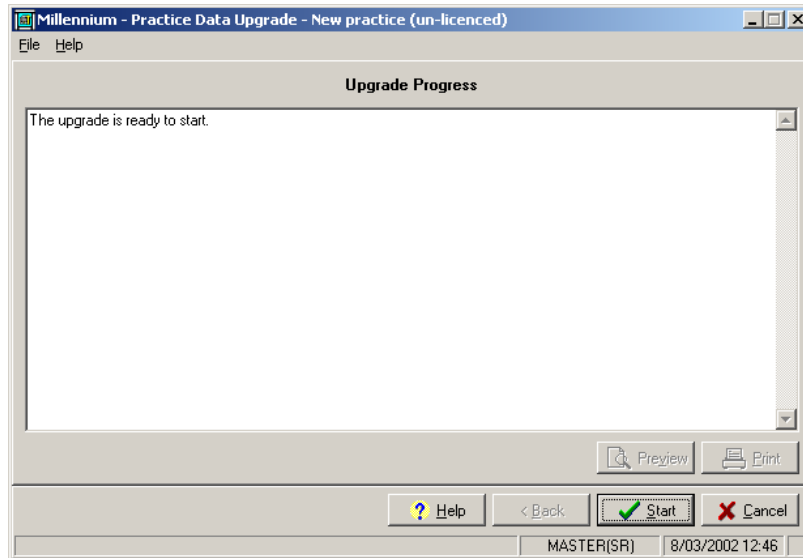
You will then receive a message as below, warning you that you are performing a critical process, and whether you wish to continue.



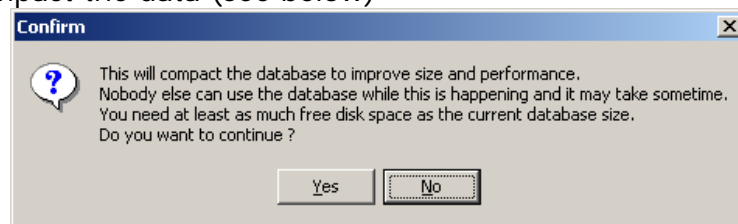
If you are happy that you have a good backup, then press "Yes" to continue. Pressing "No" will abort the upgrade at this point. You will then need to confirm you are entering Single User mode- this message is seen below:



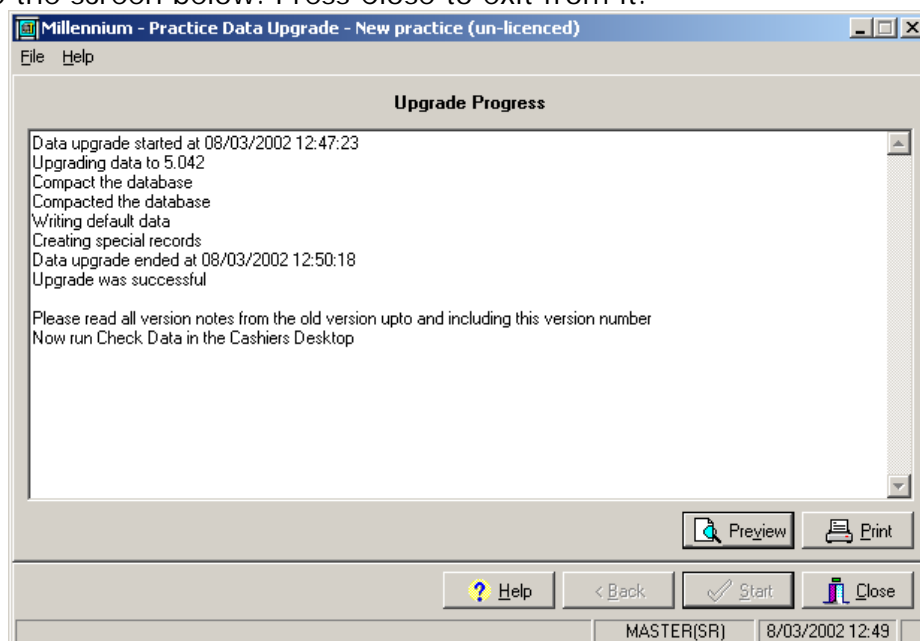
When you press "Yes" and the system enters Single User Mode, you will then see the screen below:



To begin the data upgrade, press the Start button. You will receive another warning, so press "Yes" to confirm you wish to continue. The white screen will then display the progress of the upgrade. Don't worry if this seems to take a long time. On very large systems the upgrade could take well over an hour, especially if you are upgrading several versions at once. Wait for the process to finish. When it does, you will be asked if you want to compact the data (see below)



Compacting your data will generally reduce the database size by organising information more efficiently, so say "Yes" to continue. After it compacts, some more information will appear in the main window, and again, this may take some time. When it completes, you will see the screen below. Press Close to exit from it.



As the screen said, you should then log into Cashier's Desktop and run a checkdata to ensure that the upgrade process did not cause any problems. Once you have confirmed this is OK, everyone else should be able to log in, as long as their PC's were upgraded. If any errors were encountered during the upgrade, then please refer to the troubleshooting guide at the end of this booklet.

### **Terminal Server Installation.**

A Terminal Server differs from normal installations, in that the software is *only* installed on the server. Users then connect to this remotely, and run it in a window that shows what is actually happening on the server.

The installation of Millennium itself, is the same as on normal PC's, but to start it off we need to follow a slightly different process.

Log onto the Terminal Server as an Administrator user, and insert the Millennium CD. If the program auto-runs, you should exit it at this point as we need to run it in a different way.

Now, go to the Start button and choose Settings-Control Panel. Double click the icon labelled "Add/Remove Programs". The screens and process differ slightly depending on whether your server is Windows 2000 or Windows NT. We will look at these separately, beginning with Windows NT.

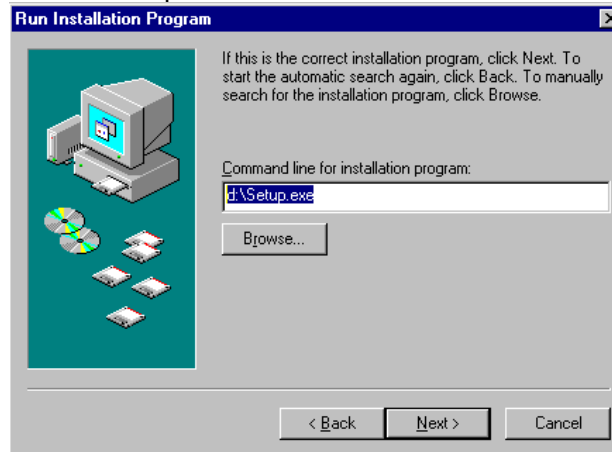
### **Windows NT Terminal Server Installation**

The first screen you will see is shown below. To begin, press the "Install" button.

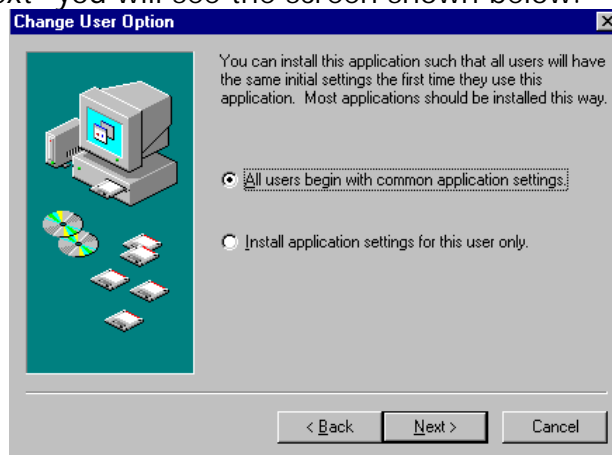


When you press "Install" you will then be prompted to insert the CD or Floppy. You should have already inserted the Millennium CD, so press "Next". The Terminal Server installer will then search the CD for a Setup program. Once it finds it, it will display a screen similar to the one on the next page. Don't worry if the letter at the front of the command line is different, it just means your CD Rom has a different drive letter.

If you are ready to continue, press next.



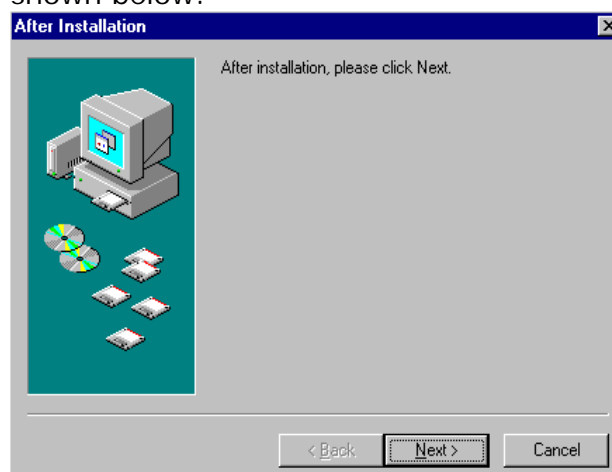
After pressing "Next" you will see the screen shown below.



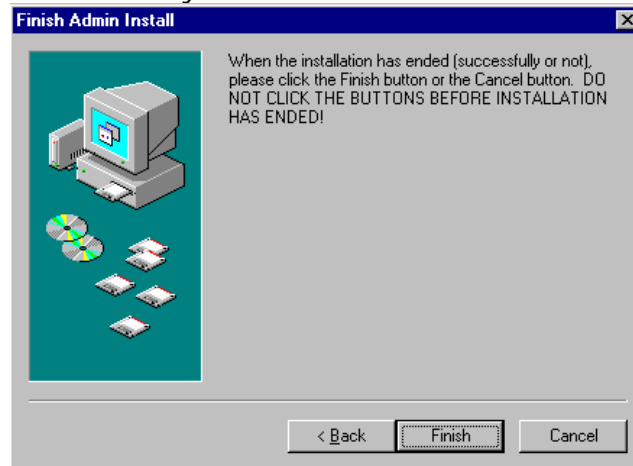
You should make sure the first option is selected as shown above, otherwise the only person Millennium will work for is the Administrator you are logged in as! Press "Next" to carry on... Once you press Next, the Millennium Setup screen will appear. From this point on you can continue the installation as if you were doing it on a normal PC, so follow the instructions in the Yellow boxes, starting from the part that reads

"After the setup program loads, you will see a blue screen. If you get a message about Terminal Server, but you are installing on a normal PC, just press "Yes"."

You can say "Yes" because you have followed the processes described in this section. Once the installation completes, you should choose not to reboot. Press "Next" on the box shown below:



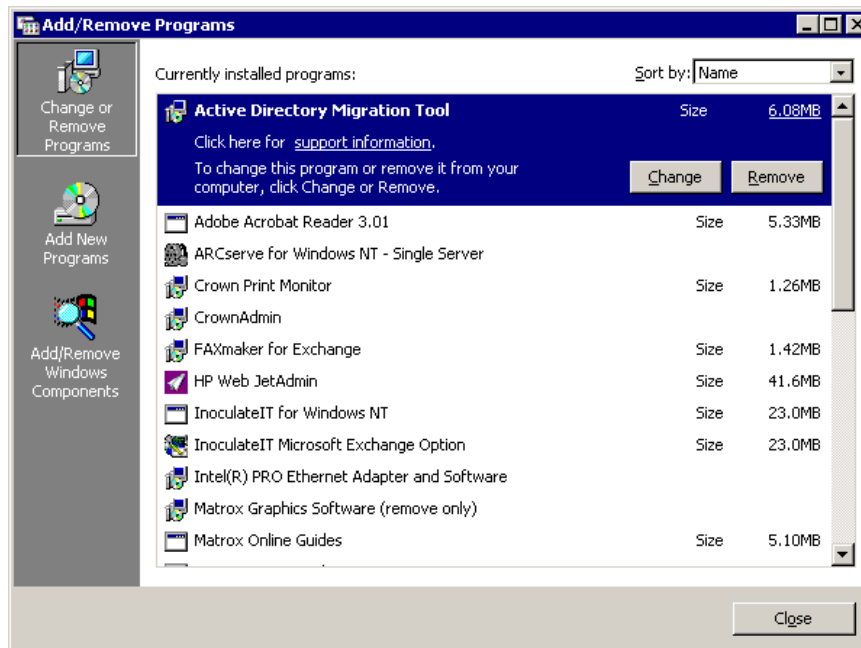
Once you have pressed "Next" you will see a screen like the one below:



As we have already completed the installation, just press "Finish" here to clear the box. That completes the install. You will still need to upgrade the Millennium data, following the instructions described earlier.

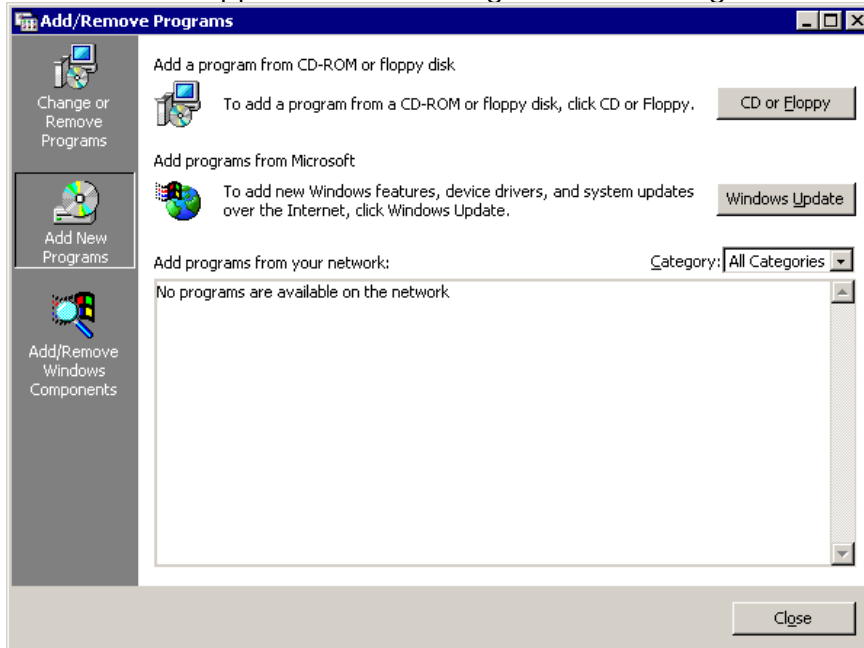
### Windows 2000 Terminal Server Installation

Initially, you will see a screen like the one below.

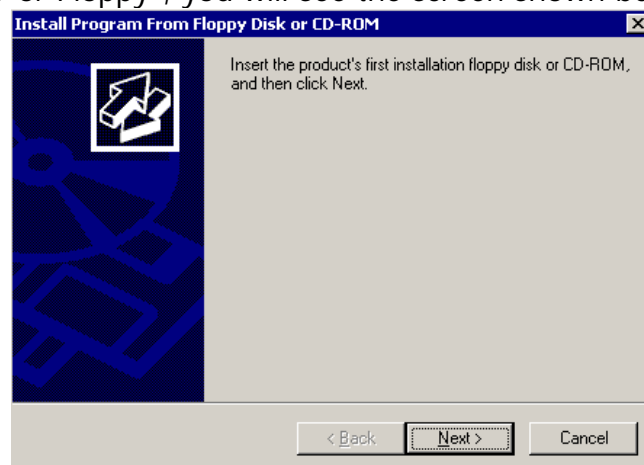


Press the icon labelled "Add New Programs". The screen will change, as seen on the next page, and we need to click the "CD or Floppy" button to get going.

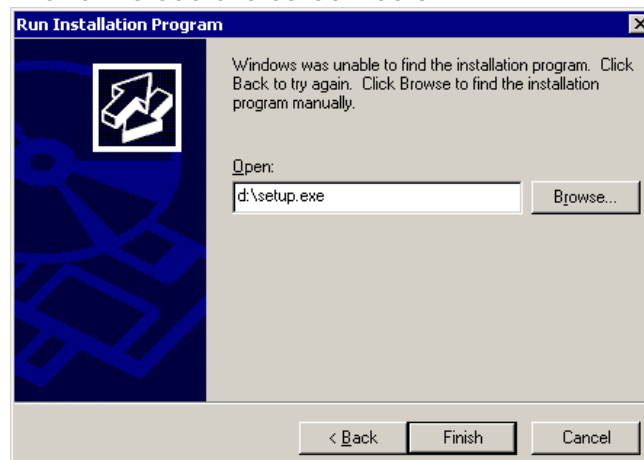
Below is the screen that appears after clicking "Add New Programs"



After pressing "CD or Floppy", you will see the screen shown below.



We should already have the CD in the drive, so press "Next". The program will then search your drives for a setup program until it locates the Millennium Installation program and we see the screen below:



Press "Finish" to move to the next stage. This will start the Millennium setup program, and we can then follow through the instructions as if we are on a normal PC.

To install Millennium, follow the instructions in the Yellow boxes, starting from the part that reads

"After the setup program loads, you will see a blue screen. If you get a message about Terminal Server, but you are installing on a normal PC, just press "Yes"."

You can say "Yes" because you have followed the processes described in this section. Once the installation completes, you should choose not to reboot. When done, you can then close the "Add New Programs" screen.

### **Troubleshooting Guide**

During the installation, you may encounter some problems. We will look at some common ones here...

- **When I put the CD in, the software doesn't run automatically**  
Simply double-click the "My Computer" desktop icon, then locate the icon for the CD-Rom Drive (usually D: or E:). Double-click this, then double click the "Setup" icon that looks like a little computer
- **I get an error saying "Error during the data move process"**  
This occurs when files cannot be copied to the computer for some reason. Check the following:  
If you are using Windows NT or 2000, you MUST be logged in as an Administrator. Check that Millennium is not running on the computer.  
Try rebooting, then have another go.
- **I get errors about installation of MSJet dll files**  
This is normal- it is because the Jet engine is already on the PC and in use. Simply press IGNORE and the installation will continue without problem.
- **When doing a data upgrade, it seems to have crashed. I have an hourglass and it says "Not responding" if I do CTRL-ALT-DEL.**  
Be more patient! It is rare for the upgrade to crash, but it can take a long time. On average sized data (~80Mb) you should allow at least an hour before worrying. Most upgrades will be much quicker than this, but some do take a long time. Running the upgrade on the server will be slightly quicker.
- **Trying to run the "Cinstall" file from a network image doesn't work properly.**  
Rather than running it directly from network neighbourhood, try right-clicking the Solace5 folder and choosing "Map Network Drive". When you press OK and a new window pops up, try running Cinstall from there instead.