

Company Secretarial Software

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Installation Instructions

Installing PCSec to a new PC Adding a new user

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Minimum System Requirements

Before installing PCSec please check that you meet with the minimum system requirements below.

- Windows Vista, Windows 7, Windows 10 operating system
- Microsoft Data Access Components 2.8 (MDAC 2.8) or higher
- Microsoft Jet 4.0 Database engine (JET 4)
- .NET Framework Version 2.0 (or ability to install)
- Minimum 245 MB of available random-access memory (RAM). 512 MB or more is recommended
- Minimum 512 MB of available disk space (dependent on the number of companies administered)
- A CD-ROM drive
- Any Windows compatible printer which produces laser quality output and has a minimum of 1 MB of internal members. The printer should be PCL compatible
- Any Windows compatible network such as Novell or Windows (for multi-user installations)
- Adobe Acrobat Reader 8 (or later), or Adobe Acrobat Professional 8 (or later)
- Microsoft Word 2010 2016
- An internet connection using Internet Explorer 7.0 or later
- A Companies House online filing credit account (if using electronic filing)





Installation Instructions

From the client PC launch Windows Explorer and navigate to the PCSec installation on your server.

Locate the \Winsec32\Database\Setup folder, this is where the local install file **PCSecClient_setup.msi** resides.

🚺 Downloads 🛛 👔	PCSecApplicationSettings PCSecClient setup		16/10/2015 09:58	XML Configuratio	
	😕 PCSecClient setun			Arris configuration	2 KB
(Ten			29/09/2015 11:30	Windows Installer	32,368 KB
🔝 Recent Places 👔	😽 PCSecClientUpdate_setup		29/09/2015 15:54	Windows Installer	6,356 KB
8	💑 PCSecLoc		ndows Installer Package	Application	36,792 KB
📜 Libraries 👔 👔	🐉 PCSecRuntimeSetup	Size: 6.20 Date mod	MB lified: 29/09/2015 15:54	Vindows Installer	25,319 KB
🌙 Music					
Pictures					

Once located, double-click to launch the installation package. Click $\underline{N}\text{ext}$ > to continue.

跨 PCSec 6.0 Client Setup	
Jordans Limited PCSec 6.0 Client	Advanced Installer Setup
Welcome to the PCSec 6.0 Client Setup Wizard	
The Setup Ward will instal PCSec 6.0 Client on your computer.	PCSec visit our websites for the latest news and information.
Click "Next" to continue.	
	<back next=""> Cancel</back>

Input the installation location. Note this should be either

- C:\Winsec32\ or;
- C:\Program Files (x86)\Winsec32\

(We don't recommend that PCSec is installed to C:\Program Files\ as this can cause issues with virtualisation of the database)

Click <u>N</u>ext > to continue.

PCSec 6.0 Client Setup	
Jordans Limited PCSec 6.0 Client	Advanced Installe
Select Installation Folder This is the folder where PCSec 6.0 Client will be installed.	To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
	Product install path: C:\Winsec32\ Browse
	< Back Next > Cancel

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PCSec is now 'Ready to Install'.. Click Install > to continue.

PCSec 6.0 Client Setup	Advanced Installer
PCSec 6.0 Client	Setup
Ready to Install	
The Setup Wizard is ready to begin the PCSec 6.0 Client installation.	
	GURDANS
	PCSec visit our websites for the latest news and information.
	www.jordans.co.uk www.pcsec.co.uk
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.	
	< <u>B</u> ack [instal] Cancel

When complete click \underline{F} inish > to exit.



Configuration

Go to the Winsec32 folder on the C:\ drive.

Locate and launch the PCSecSettings application file

	Document Creation	-
	Type of word document	Docx
	Use word Word Paras folder	True Standard
	Word Paras tolder Folders	Standard
đ	Folders Database	F:\Winsec32\Database\
	Forms	F:\Winsec32\Database\ F:\Winsec32\Forms\
	Paras	F:\Winsec32\Forms\ F:\Winsec32\Paras\
	Spool	F:\Winsec32\Spool\
	Information	r . (minscusz (spour)
1	Data Conversion Component (Internal)	Unable to find C:\Winsec32\Jordans.PCSec.MDBTS
	Diagnostic Version	6.0.0.0
	Jem Version	6.0.0
	PCSec Code Version	6001
	PCsec Version	6.00.0006
	Settings Version	6.0.00
,	Logging	
	Misc	
	Number of entities on Select screen	50
	SettingsFileName	C:\Winsec32\PCSecApplicationSettings.Config
	VistaAndAbove	True
1	Reports	
	Prompt for Print settings	Yes
	Report viewer Version	Crystal_10
	User interface	

In this screen ensure that

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Under the Document Creations section:

Type of document is set to Docx for users of MS Word 2010 or MS Word 2013; or Type of document is set to Doc for users of MS Word 2007

Under the Folders section:

Database – Points to the Winsec32\Database\ folder on your server Forms – Points to the Winsec32\Forms\ folder on your server Paras – Points to the Winsec32\Paras\ folder on your server Spool – Points to the Winsec32\Spool\ folder on your server

(If using mapped drives, please ensure that these are correctly mapped and labelled. Alternatively PCSec can accept the full UNC path)

Click Save to save the settings and exit.

User Setup & Signon

To create a new user log on, an existing Administrator of user PCSec needs to sign in and set them up.

In PCSec go to Utilities and select User Setup.

User Setup	Name Annu Annu
User Names DELET	TE ME
Details	
User ID	TEMPUSER
User Name	DELETE ME
Authority	Administrator
Date Password last changed	22 Apr 2015 Reset Password to User ID
Add Delete	<u>U</u> pdate
	E <u>x</u> it <u>H</u> elp

To create a new user click <u>A</u>dd.

- Enter a User ID (maximum 8 characters alpha/numeric)
- Enter the full User Name
- Select an Authority level

There are three levels of Authority within PCSec:

Read-only: for users who need access to the information recorded in PCSec but who have no responsibility and/or authority to maintain the information.

Update: for operators of the system who are responsible for carrying out the day to day work. These users will be unable to delete companies or personnel from the system. They will also be unable to save System Preferences.

Administrator: full system access.





Company Secretarial Software

User Setup	Sam and Sam
User Names	Ţ
User ID	FRED
User Name	Fred Bloggs
Authority	Administrator 📃 💌
Date Password last changed	22 Apr 2015 Reset Password to User ID
<u>A</u> dd <u>D</u> elete	∐pdate
	E <u>x</u> it <u>H</u> elp

Click Update to save and add the new user.

The user is now added to the system.

Initial Logon and Setup

There should now be a PCSec32 icon on the desktop. Use this to launch PCSec.



Enter the User ID and Password (the password will be the same as the User ID).

Enter PCSec	Password X
Enter your p	assword for PCSec.
User ID: Password:	FRED

If required, once logged in, the user can change their password by going into **Utilities** and selecting **Change Password**.

