PCSec
Company Secretarial Software

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Installation Instructions

Reinstalling PCSec to a new Server

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Back Up Data Files

Before reinstalling PCSec you will need to have backup copies of your current data files.

Sign into PCSec and go to **Help** > **About PCSec.** In this screen take a note of the files path shown against **Data:**, this is where the **Database** folder and the PCSec data files will be located.
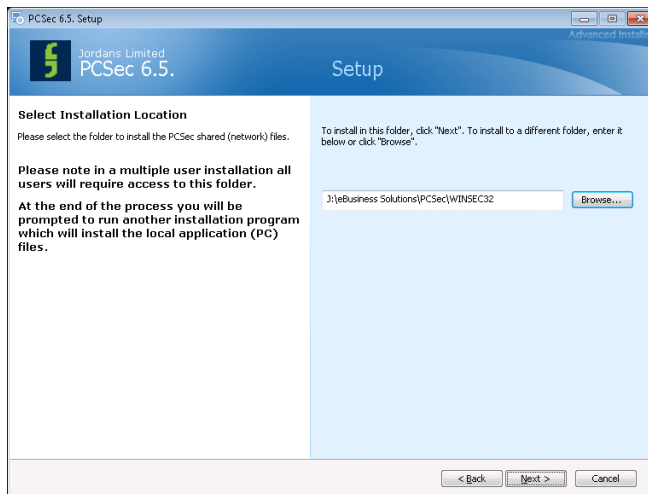
Navigate to this Database folder and take copies of the following files, ready to copy into your installation of PCSec:

- **Pcsecdat.mdb.** Your main PCSec database, containing all company, personnel, officer & share data.

- **ef.mdb** . Your electronic filing mailbox, containing the electronic forms filed with Companies House.

- **PCSecXML.xml.** An XML file, containing your Companies House efiling presenter & filing configuration details.

Ensure these files are backed up to a safe location before proceeding with your new PCSec installation.

Installation

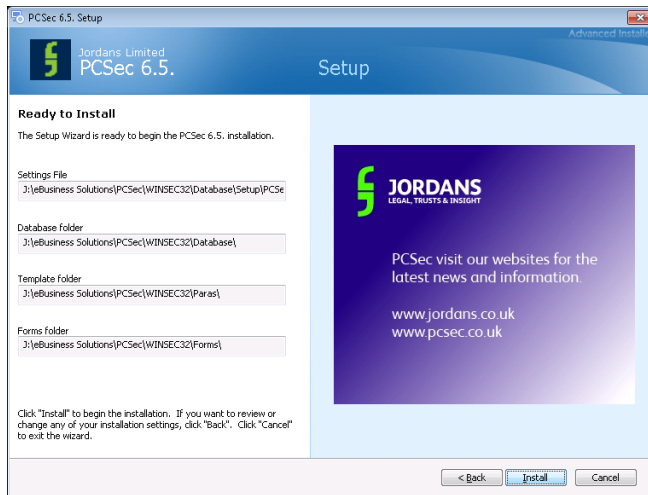When the installation is launched you will see the following Setup screen.

You now need to select where to install the main PCSec program.

For a networked (multi-user) installation please select your shared server location.

For a local (standalone) installation please select either C:\Winsec32 or C:\Program Files (x86)\Winsec32.

Once you have selected the correct location for your installation click Next > to continue.
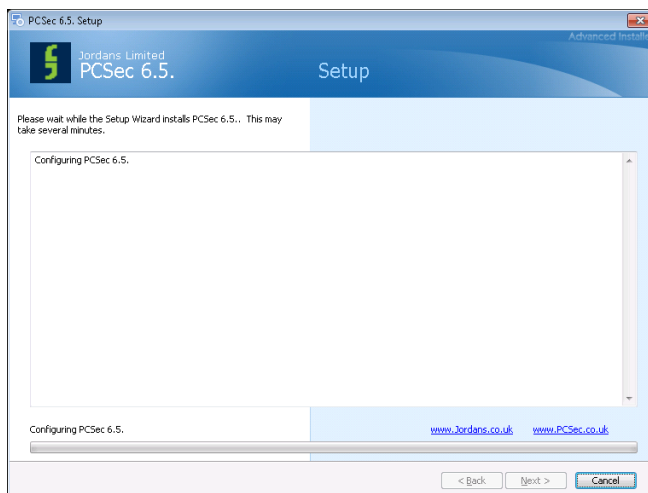
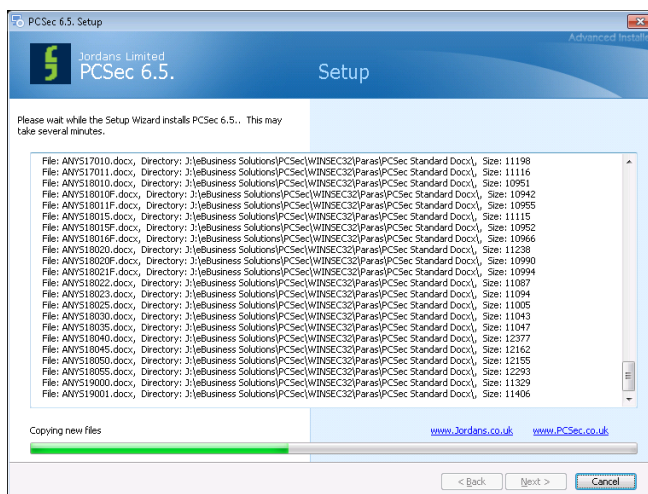PCSec is now ready to install. On this screen the destination of the PCSec files and folders will be confirmed.

To make any changes please use the <Back button and reselect your installation location.

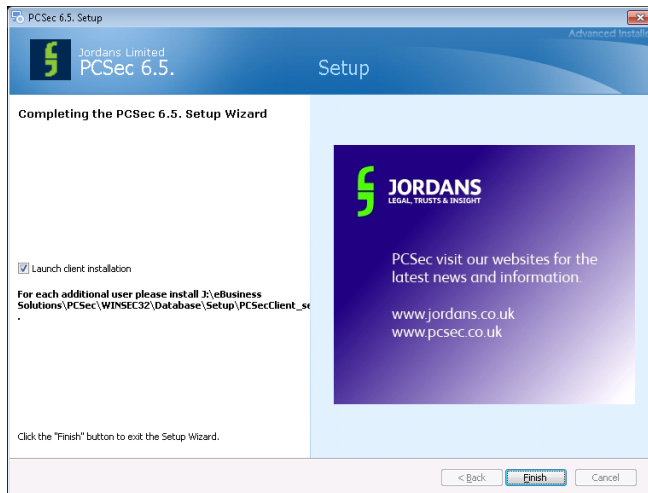To continue with the installation select Install

The installation will now take a few minutes to configure.

You will be able to watch the files being installed.

Once the main installation has completed, untick the 'Launch client installation' checkbox and click Finish to exit.

Install Back Up Data Files

Take your back up copies of the PCSec data files:

- Pcsecdat.mdb
- ef.mdb
- PCSecXML.XML

Navigate to the Winsec32\Database folder of your new PCSec installation.

Paste these files into this Database folder (replacing any existing files of the same name).

Configuring PCSec (All Users)
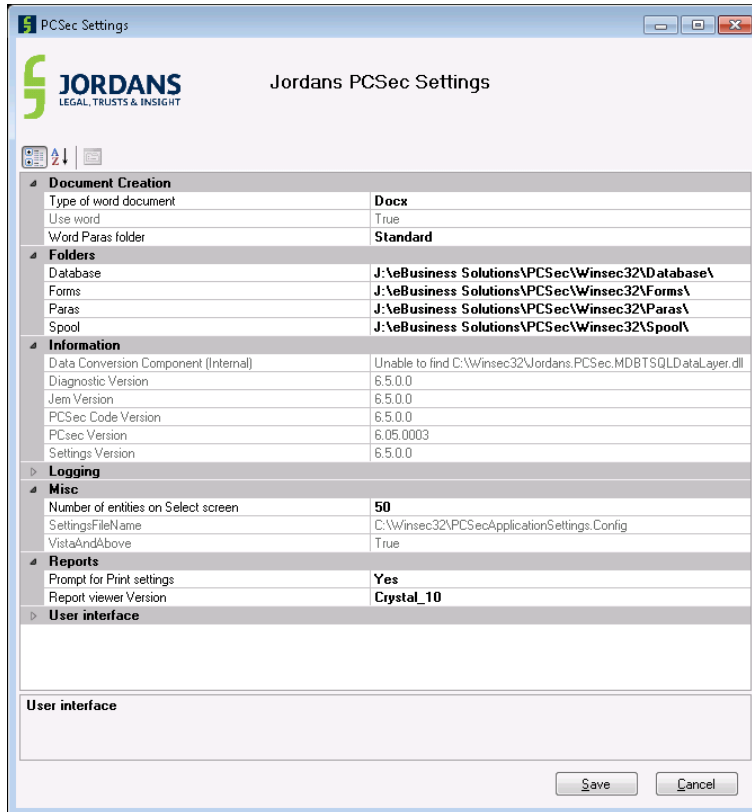
PCSec Settings Program

On each existing User's PC, you will now need to connect their existing PCSec Client to the new PCSec installation via the PCSec Settings program.

This program can be accessed either via the program menu from the PCSec Windows (32 Bit) menu or by going to the Winsec32 folder on the C:\ drive and running the PCSecSettingsApplication.exe file.

Please ensure that the following are set:

Folders

Database - points to the new Winsec32\Database folder
Forms - points to the new Winsec32\Forms folder
Paras - points to the new Winsec32\Paras folder
Spool Path - points to the new Winsec32\Spool folder

Click 'Save' to save and close PCSec Settings.

This should now allow all current users of PCSec to sign into the new PCSec installation and still see all of their existing data.