

README Instructions

1) Install One of the Following On Your Server:

- a) Microsoft Access 2000, 2002, 003, 2007, 2010 (32 Bit), 2013 (32 Bit).

2) Install all MS Access service packs.

3) Microsoft Access 2003 Security Settings

- a) Open Microsoft Access 2003
- b) Select Tools
- c) Select Macro
- d) Select Security
- e) In Security Level, **Set to Low**

4) Microsoft Access 2007 Security Settings

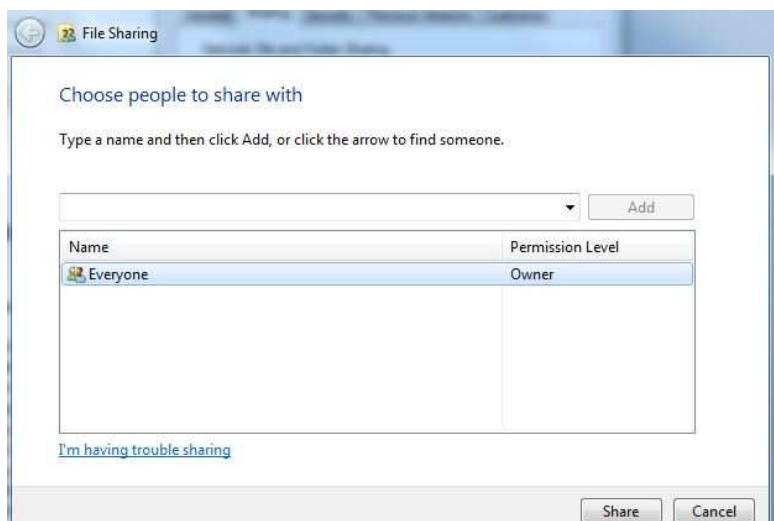
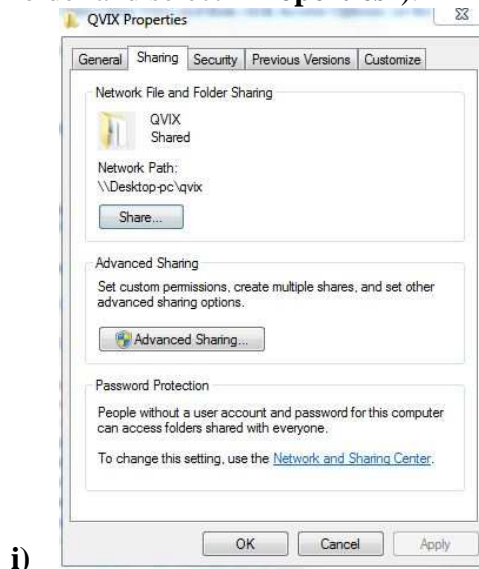
- a) Open Microsoft Access 2007
- b) At the top left hand side of the screen, select the drop down box icon (Down arrow)
- c) Select **“More Commands”**
- d) On the left hand side, select **“Trust Center”**
- e) On the right hand side, select **“Trust Center Settings”**
- f) On the left hand side, select **“Macro Settings”**
- g) Select **“Enable All Macros”**
- h) Select **“OK”**

5) Microsoft Access 2010, 2013 Security Settings

- a) Open Microsoft Access 2010/2013
 - i) If you have Microsoft Access 2013, click on Open Other Files and then click Access Options (at the bottom edge of dialog box.)
 - ii) b. If you have Microsoft Access 2010, click on the File tab, then click Options (near bottom of option selection list.)
- b) Select **“More Commands”**
- c) On the left hand side, select **“Trust Center”**
- d) On the right hand side, select **“Trust Center Settings”**
- e) On the left hand side, select **“Macro Settings”**
- f) Select **“Enable All Macros”**
- g) Select **“OK”**

6) The following steps can be used to link a new user workstation/server to the QVIX office network using a shared folder.

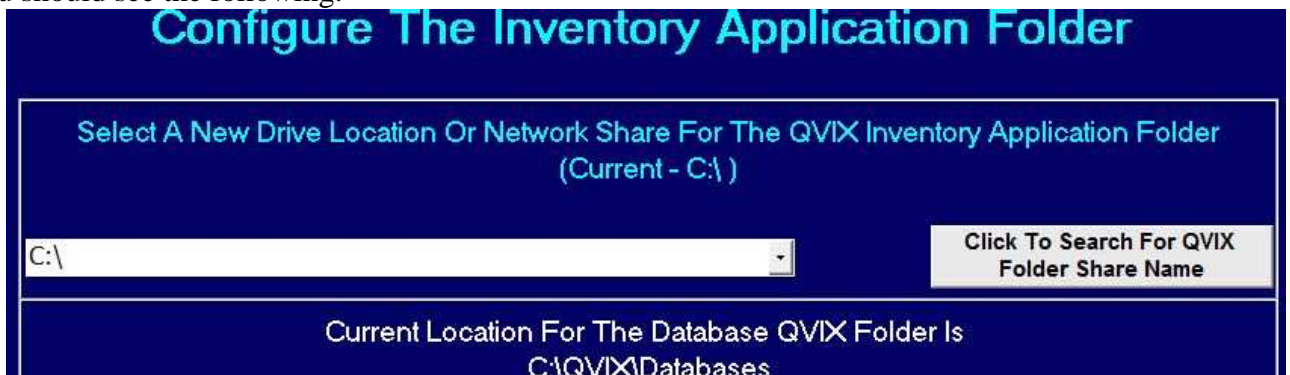
- a) Share your current QVIX folder for all users to discover on your network (Right click on the **“QVIX”** folder and select **“Properties”**).



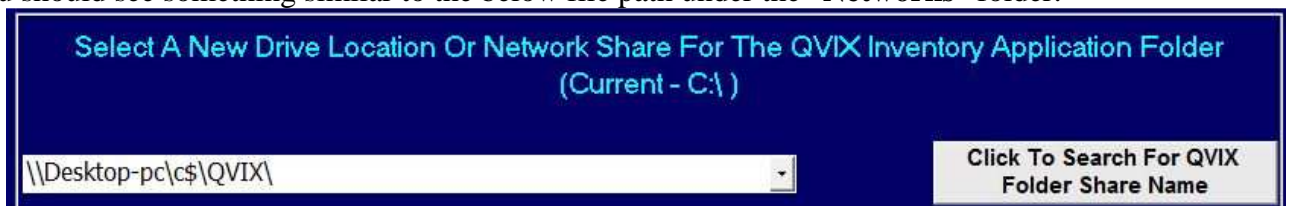
- b) Download from the [QVIX](#) web page or plug in a USB drive containing a current copy of the “**QVIX Customer Contact Management System**”.
- c) Install the software on the new computer system. (Execute the file “**QVIX_Customer_Contact_Management_System.exe**”)
 - i) **WARNING - Do not enter any data into the new software on the new computer system.**
- d) Go into your main “**QVIX Customer Contact Management System**”.



- i)
- ii) Select “**Click Here To Select A New QVIX Database Folder Location**” on the left hand side of the screen.
- e) You should see the following:



- i)
- f) Select “**Click To Search For QVIX Folder Share Name**”.
- g) You should see something similar to the below file path under the “**Networks**” folder:



i)

- h) Validate The New Location, then exit the window.



i)

- ii) You should see something similar to the screen below:



i)

- j) Next, Exit the window:



i)

7) The following steps can be used to create a new user for an existing copy of the “QVIX Customer Contact Management System”.

- Download from the [QVIX](#) web page or plug in a USB drive containing a current copy of the “QVIX Customer Contact Management System”.
- Install the software on the new computer system. (Execute the file “QVIX_Customer_Contact_Management_System.exe”)
(1) WARNING - Do not run the new software or enter any data into the new software on the new computer system. Do steps c) and d) only if you are NOT copying the database from a USB external drive. Go to step e) if you are using an external USB drive.
- Go into your main “QVIX Customer Contact Management System”.
- Copy the “QVIX Customer Contact Management Database.mde” database from the folder “C:\\QVIX\\Databases” to the new computer system, replacing the demo database in the folder “C:\\QVIX\\Databases” with your copy of the “QVIX Customer Contact Management Database.mde”. **Go to Step f).**
- Copy the “QVIX Customer Contact Management Database.mde” database from the **external USB drive** to the new computer system, replacing the demo database in the folder “C:\\QVIX\\Databases” with your copy of the “QVIX Data Customer Contact Management base.mde”. (From the USB external drive)
- The new computer is ready to be used. **Note - The new system uses a copy of your main systems license for its copy of the software.**