



Seraphic Software Installation Webinar



Congratulations on your enrollment into the Angel Action Volunteer Program. Seraphic software was designed to be an integral part of the Angel Action Volunteer Program assisting its administrators with better managing the business process required to aid their communities in a timely matter.

The installation webinar is designed to assist you with installing your Seraphic software in your agency as quickly and efficiently as possible so you can begin to take advantage of its powerful functionality.



- Overview of installation process
 - Planning
 - Network vs. Individual install
- System Requirements
- Installation Steps
- Network Configuration
- System Configuration
- Software Registration
- Questions and Answers



Installation Overview

- Seraphic is a multi-user software allowing you to connect all people within agency to same application database
- Data can then be shared company wide precipitating more efficient service and support
- May also be installed on individual workstation
- System security provides management with ability to assign specific user rights to functionality



Installation Planning

- Before installing the Seraphic software you will want to plan out the process
- Includes identifying which computers will host the software database vs. workstations running the application
- If installing on a server does each workstation have applicable user rights to access data on server



Server Configuration

- Before installing Seraphic on server make sure you have a shared system folder accessible from each workstation
- Setup new folder within shared location where Seraphic will be installed
- Is system folder location part of backup routines?



Networked vs. Individual

- Seraphic can be installed and configured to share information with multiple people within agency
- May also run on individual workstation
- Decisive questions:
 - Do we have a network in place?
 - Do we want to share information with other people?
- Must first install Seraphic on each workstation before networking together



System Requirements

Before installing Seraphic it will be important to check the capacity of your system to make sure it is sufficient to install and run the software.

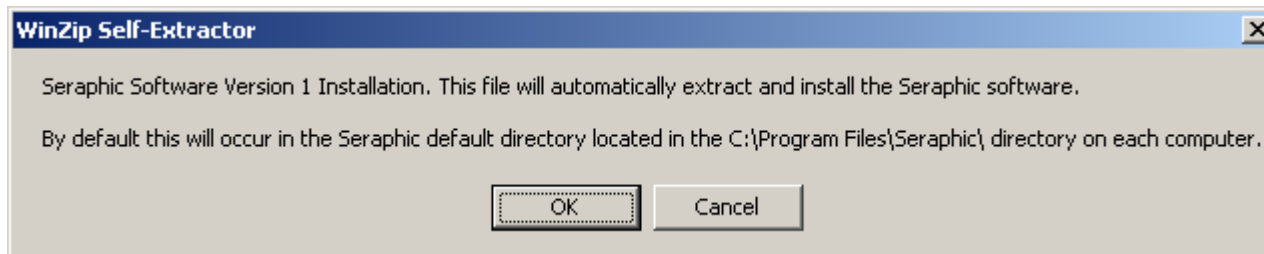
To verify your system settings right click on the “My Computer” icon on your desktop and select properties. You can also check system properties by selecting Start – Settings - Control Panel – System from your Windows Start menu. Invertech Corporation suggests the following minimum requirements for your system:

- Pentium II class processor
- Windows 2000 Pro, XP Pro, ME or Windows NT 4
- 70 MB RAM
- 100 MB hard disk space
- Microsoft© Excel© Version 5 or above
- Microsoft© Outlook© Version 5 or above

When determining proper disk space and operating requirements, keep in mind the future growth of the system.

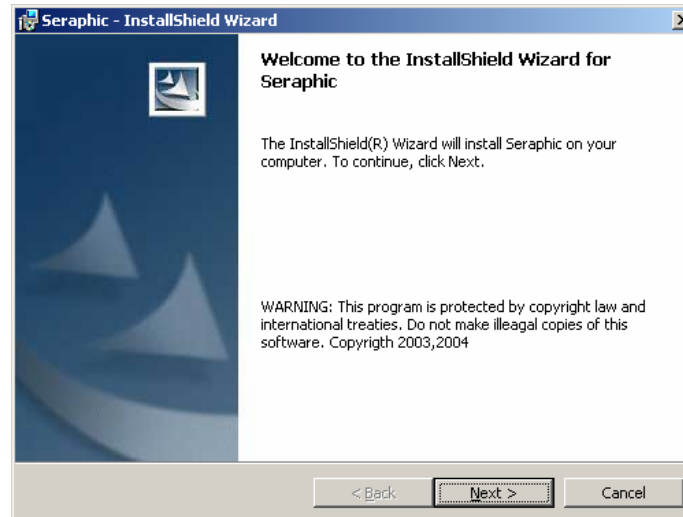


- Before installing Seraphic close out of all other software systems running
- Insert the Seraphic CD into your CD-ROM drive or launch setup.exe file from download
- If installing from download you will first be prompted to unzip installation files. Click OK on this message to begin installation process



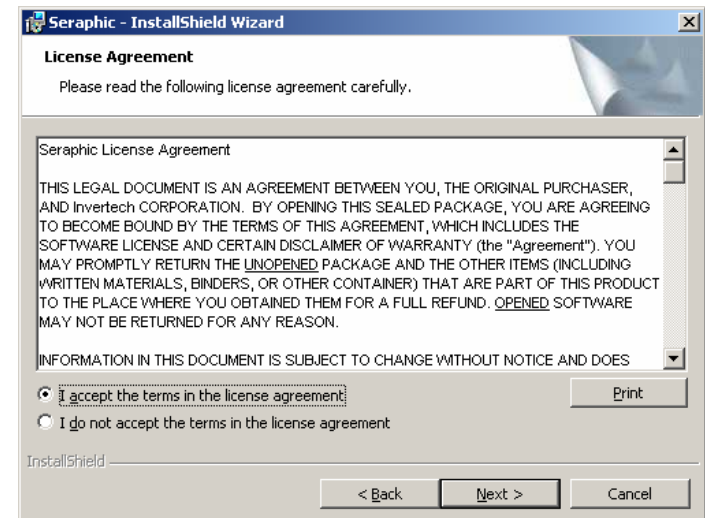


- At “Welcome to InstallShield Wizard for Seraphic window select Next >



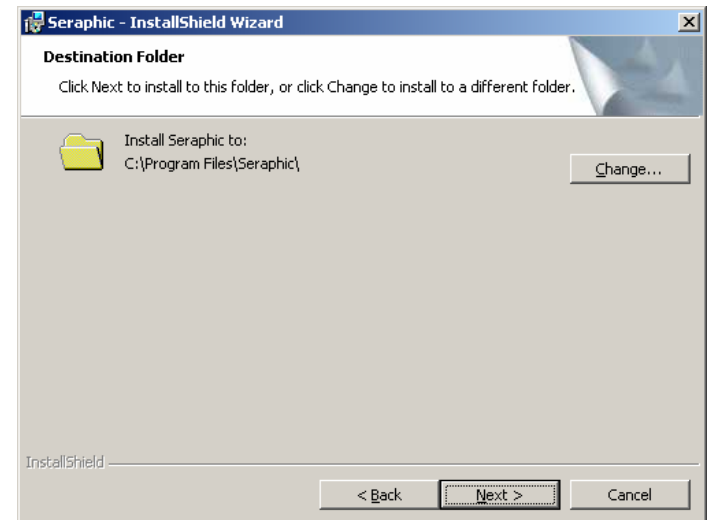


- You will then be presented with the license agreement
- You must accept the license agreement before continuing
- This license agreement may be printed and reviewed before accepting
- Click Next > to proceed



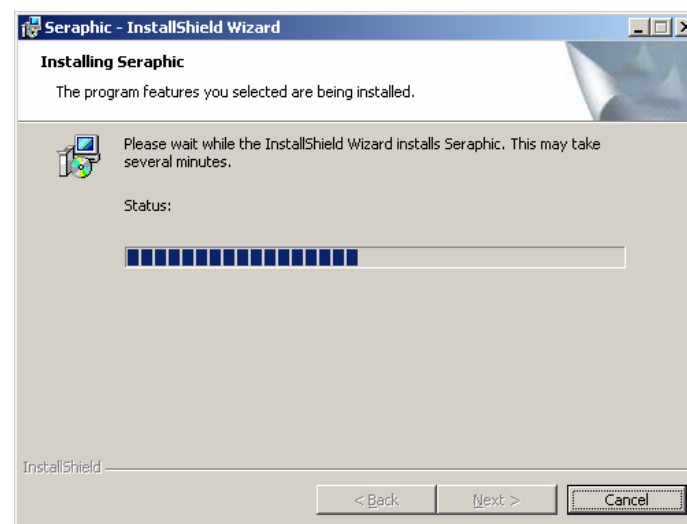


- Here you can assign where Seraphic will be installed
- By default will be installed to the C:\Program Files\Seraphic\ folder
- Change installation location by clicking on “Change” button
- Click Next > to proceed



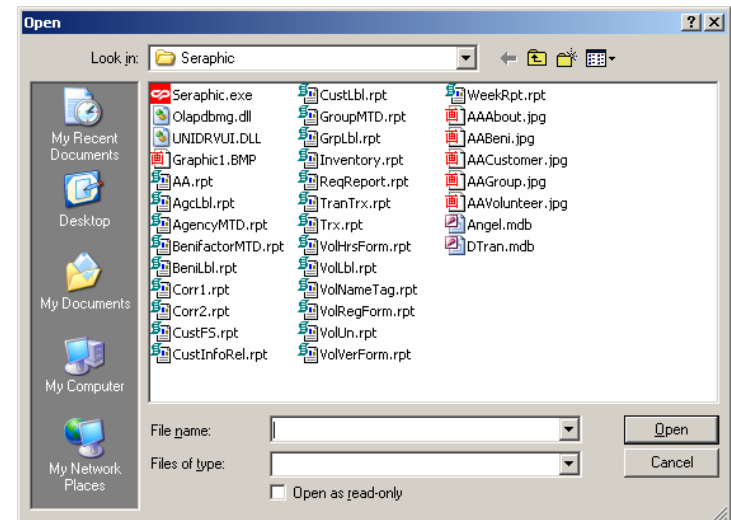
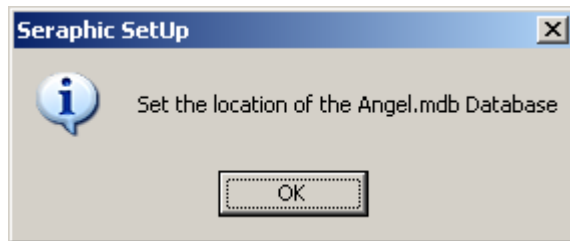
Installation Status

- Seraphic will then be installed to the identified location
- A status bar assists you with identifying the duration of the installation
- Will receive a confirmation when installation complete
- Click “Finish”





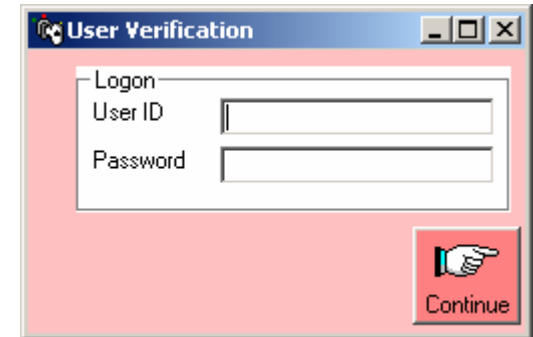
- To execute Seraphic select **Start – All Programs – Seraphic Software**
- You will then be prompted to identify location of databases (Angel.mdb, DTran.mdb)
- Click OK to launch Browse menu and identify location
- Highlight file by clicking it once and then select “Open”



User Verification



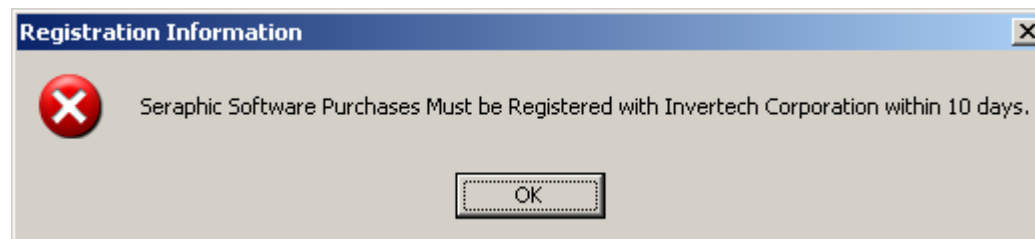
- The Seraphic security feature will then become active. The default access codes are:
User ID: *Admin*
Password: *SS1* (Must be in capital letters)
- Enter User ID & Password and click “Continue”
- Administrative password may be changed once Seraphic is launched



The screenshot shows a window titled "User Verification" with a blue title bar. Inside the window, there is a white rectangular area containing three input fields: "Logon", "User ID", and "Password". Below these fields is a red button with a white hand icon pointing to the right and the text "Continue".

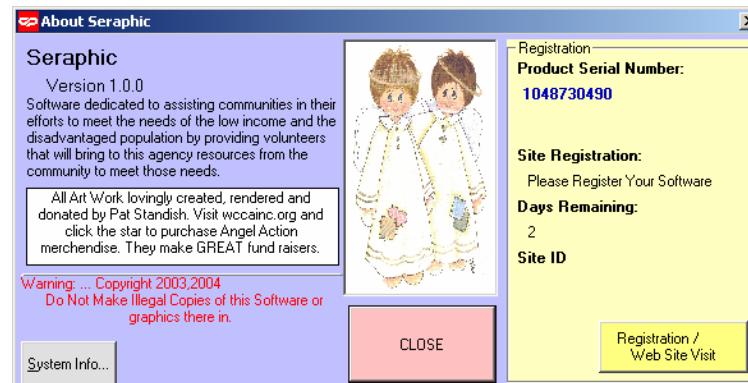
Software Registration

- Seraphic must be registered within 10 days after install on each workstation
- Call or email Invertech Corporation for software unlock and Agency ID codes
- Registration number is unique for each workstation; Agency ID is used for all workstations





- To enter the registration code click “Registration / Visit Website” button
- Will first be prompted for Agency ID code
- Enter the code provided to you and click “OK”
- Next enter software unlock code and click “Save”
- Days Remaining will then switch to “Unlimited” status





Network Configuration

- Install Seraphic on each local workstation and the network server before directing Seraphic to the network server. This will give each user a local database to use for testing and/or training purposes
- During the installation of Seraphic on each **workstation** when prompted where you would like the database and reports located, select the default drive location, C:\Program Files\Seraphic\.
- After Seraphic has been installed on each workstation and the network server, use the **Change Database Path** procedure to network more than one workstation if you wish to have all workstations accessing a centralized database.
- This procedure is located under the **Tasks** menu from the main Seraphic screen.
- Seraphic will now access and use information that resides in the spreadsheets and database at the centralized location.

System Configuration

- The Profile is offered as a way to input information about your company that will be used to customize the software related to specific operations.
- Enter your agency information into the appropriate fields
- The Profile is available by selecting **Master Files - Profile** from the main Seraphic menu.

Name		
Invertech Corporation		
Address 1		
8050 Beckett Center Drive		
Address 2		
Suite 307		
City	St	Zip Code
West Chester	Oh	45069
County		
Butler		
Phone		
513-942-0000		
Site ID		
A1		
Default Volunteer Rate		
0		
Volunteer Coordinator		
John Bidwell		
Corporate Agency Email Site		
Pstandish@wccainc.org		
Report Location		
E:\Program Files\Seraphic\		

Last Record #	
Customer	1
Request	12
Grant	1
Transaction	4
Volunteer	3
Benefactor	1
Group	1

Appreciation	
Dollars	\$5,000.00
Hours	50

Acknowledge an individual or group if they exceed the set hours of service or dollar value in donations within a month.



Congratulations! You have successfully completed the Seraphic installation and setup and are now ready to use the Seraphic software. For detailed information on using your Seraphic software, please consult the Seraphic Users Guide.