



Seraphic Software Installation Instructions

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. Designed to be easy to use and understand Seraphic combines all of the relevant business processes into a single software package where information can be readily stored and maintained. Seraphic's enhanced utilities allow the user to better manage each company resource for use to query in order to satisfy a specific business function. With the ability to better manage these processes, administrators can focus on assisting their communities better responding more quickly to the needs of its members.

Re-installing Seraphic



If you are re-installing from a previous version of Seraphic, you first need to un-install your current version and then re-install from the installation file. All of the information from the current database will be cleaned out during the re-installation process.

If you have custom reports in your Seraphic directory be sure to make a copy of these files before un-installing Seraphic. After re-installation you will need to move the copied reports back into the Seraphic installed directory.

After un-installing your previous version of Seraphic, launch your Windows Explorer and browse to the installation path, which by default will be C:\Program Files\Seraphic\. Make sure this folder has been completely removed during the un-installation process. If not you need to manually delete this folder before re-installing your new version.

Software Registration

The Seraphic software is distributed as part of the Angel Action Volunteer Program. Only approved members of this program are authorized to use the Seraphic software and will need to supply authorization before registering your Seraphic software. Please have this authorization information available when contacting Invertech Corporation to obtain your registration code for the software. To register your Seraphic software please contact Invertech Corporation at (513) 942-6333.

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
- Windows XP Pro users may require Pervasive Workgroup Engine Service Pack 4. Check www.pervasive.com website for more information.
- 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. Try to determine as best as possible how many records will be maintained in the Seraphic database at one time and plan accordingly. Remember, more is better!

Installation Instructions



Make sure that no other programs are currently up and running. This will help to ensure that the program will be installed correctly.

1. Insert the Seraphic CD into your CD ROM drive.
2. The Auto Install feature should active installation. If not, select **Run** from the **Start** menu. Type in the CD ROM drive path followed by setup.exe (Ex: d:\setup.exe)
3. Click **Next** to begin the installation process.
4. Accept the license agreement and click Next.
5. You will be presented with the installation screen that will outline the path where Seraphic will be installed, which by default will be C:\Program Files\Seraphic\. You may change this path by clicking the Browse button and selecting a different path. After the path is assigned click Next
6. After installation is complete, click **Finish** to continue.
7. Remove the CD from the drive and return it to the original packaging.
8. To execute Seraphic select **Start – Programs – Seraphic**.
9. Register your Seraphic Software: Contact Invertech Corporation at (513) 942-6333 to register your Seraphic software. We will supply you with an unlock code, which will provide you unlimited use of your software.
10. When Seraphic is activated for the first time you will be prompted to set the location of the Angel.mdb and DTran.mdb databases. **After initial installation set the location of these databases to your local workstation or server, which by default will be in the folder C:\Program Files\Seraphic\. After setting this location initially, you may use the Change Database Path to network workstations together. See the section below on Networking Workstations.**
11. The Seraphic security feature will be become active. The default access codes are:

User ID: Admin

Password: SS1 (Must be in capital letters)

12. Register your Seraphic Software: Contact Invertech Corporation at (513) 942-6333 to register your Seraphic software. We will supply you with an unlock code, which will provide you unlimited use of your software.

Once you enter the system, you may add new User ID's and Passwords by selecting **User Master** from the main **System Maintenance** menu located on the toolbar.

Networking workstations



Before networking Seraphic you must have a copy of the database used for the primary accounting software installed on each workstation.

It is recommended that you establish a new file folder on the networked or shared access computer to keep all of the Seraphic files separate from all other programs.



First, install the software on your server or shared access computer in addition to each workstation. **After Seraphic is installed on the server or shared access computer you must create a share to the Seraphic folder providing full read / write capabilities.**

Second, launch Seraphic on the server and each workstation and when prompted where you would like the database and reports located, select the default drive location, C:\Program Files\Seraphic\MRA.mdb, on the local machine. This will give each user an additional database and reports to use for testing, training or to produce "what if" scenarios without affecting the live database.

After Seraphic® has been installed on each workstation, use the **Change Database Path** procedure to network more than one workstation if you wish to have all workstations accessing a centralized database.

- **Step 1:** Once the product is installed, launch the Change Database Path procedure to identify the centralized database that is to be shared by each user. This procedure is located under the **Utilities - Database Utilities** menu from the main Seraphic screen.
- **Step 2:** Set the location of the Angel.mdb database at the centralized location using the browser screen. Once located, click the "Open" button to assign the new database location.
- **Step 3:** Set the location of the DTran.mdb database at the centralized location using the browser screen. Once located, click the "Open" button to assign the new database location.
- **Step 5:** Make sure all of the Seraphic reports and import spreadsheets are located in the same directory as the databases. By default, this should have occurred when installing the software on the server. If not, use the copy functions through your Windows® Explorer to copy the reports to the centralized location.

Seraphic will now access and use information that resides in the spreadsheets and database at the centralized location.

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.