

# Simply Personnel

## *Installation & Licensing Guide*

### **About This Document**

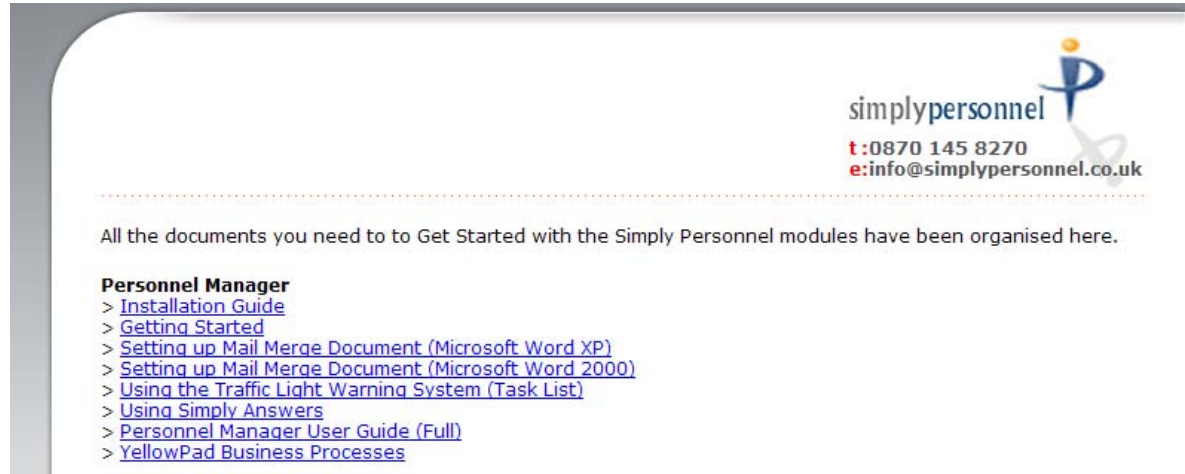
This document details the different installation scenarios that exist for Simply Personnel and references the relevant documents or describes how to do this.


Thank you  
The Simply Personnel Team

## The Getting Started Resource Page on the Web

Use the web page below to get access to documents/articles referenced in this document:

<http://www.simplypersonnel.co.uk/gettingstartedresources.htm>



simplypersonnel   
t:0870 145 8270  
e:info@simplypersonnel.co.uk

---

All the documents you need to to Get Started with the Simply Personnel modules have been organised here.

**Personnel Manager**

- > [Installation Guide](#)
- > [Getting Started](#)
- > [Setting up Mail Merge Document \(Microsoft Word XP\)](#)
- > [Setting up Mail Merge Document \(Microsoft Word 2000\)](#)
- > [Using the Traffic Light Warning System \(Task List\)](#)
- > [Using Simply Answers](#)
- > [Personnel Manager User Guide \(Full\)](#)
- > [YellowPad Business Processes](#)

## 1. Installation Guide

### Installation on your PC

Simply Personnel will be provided to you by CD, or by email, that contains a download for the program. To install the program by CD place the Simply Personnel CD in the CDROM drive, the Simply Personnel installation program will start automatically, follow the on-screen instructions. To install by the download link, copy and paste the link into your Internet browser and follow the on-screen instructions.

**Note:** If you have the trial version of Simply Personnel installed on your PC, please un-install this before attempting to install the live version of the software.

### Starting Simply personnel

Once you have installed Simply Personnel you may start the software by using the ICON on your desktop or by using the START option on your toolbar.

### Entering Your User ID and Password

When you use Simply Personnel you will be prompted to enter your User ID and Password. Simply Personnel comes with a pre-set User ID of **ADMIN** and password of **ADMIN**. The very first time you use Simply Personnel enter this User ID and Password. You should immediately change the password using the change password option on the file menu.

Note: Do not forget the password you enter. You will not be able to use Simply Personnel without this password. You can change your password at any stage.

The ADMIN user within Simply Personnel has access to all areas of the system. The ADMIN user's password should be changed immediately.

If this is the first time you have started Simply Personnel then you will need to enter your Licence Details. Detailed instructions on how to do this are contained in the next section, "**Using Simply Personnel for the First Time**".

## 2. Using Simply Personnel for the First Time

### **Entering Your Licence Details**

When you use Simply Personnel for the very first time you will be asked to enter your licence details.

Your licence details will have been provided to you.

You must enter the details exactly as shown on the licence sheet.

You will not be allowed to proceed unless you enter the correct information.

Select the OK button to accept the licence details. If the licence details are incorrect, a warning message will be displayed and you will be asked to try again.

If this happens, ensure that all details have been entered exactly as shown on the licence sheet, including Uppercase and Lowercase lettering, check your dates and check the licence code, it could be a zero in the code rather than the letter "O".