

INSTALLING THE CCS SYSTEM FROM EMAIL

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| Title | Installing the CCS System from Email |
| Category | SETUP |
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| Application | SYSTEM |
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INTRODUCTION

The latest version of the CCS System could be emailed to the users as email attachments. These email attachments are system files used for a new CCS installation or to update an existing CCS installation.

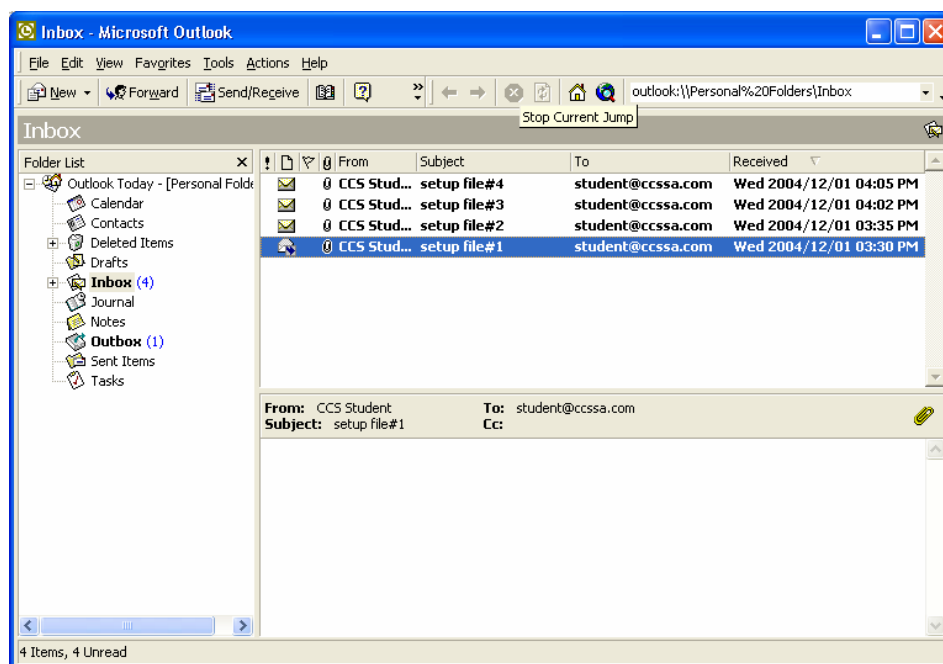
The files can also be copied onto floppy disks, a memory stick or even burnt onto a CD and then used to install or update CCS on another computer.

CREATE A FOLDER BEFORE THE CCS DOWNLOAD.

The CCS System update cannot be run directly from email. Therefore a folder named *ccsdownloads* needs to be created on the harddrive of the computer with these email messages. This folder will be used to copy the attachments into.

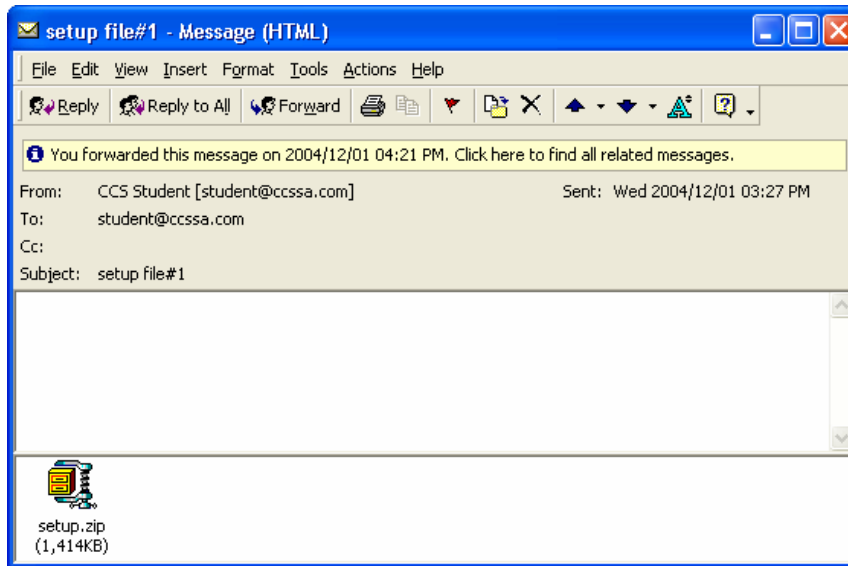
LOAD THE EMAIL APPLICATION

Go to the email program and access the inbox to view the messages.

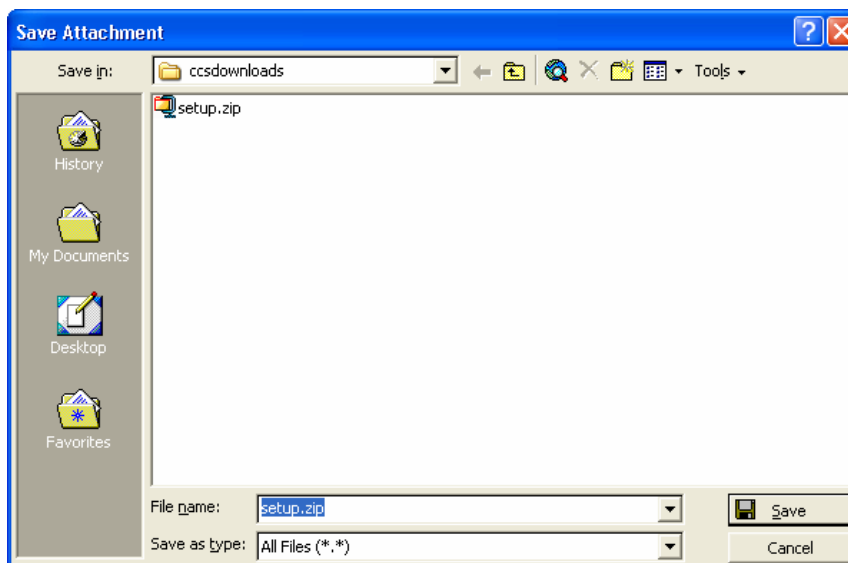


- Four (4) email messages from CCS with attachments should have been received for the installation to be completed.

- The subject box of each message is Setup file#1, Setup file #2, Setup file #3 and Setup file #4.
- Open the first mail message to display its message with the attachment.

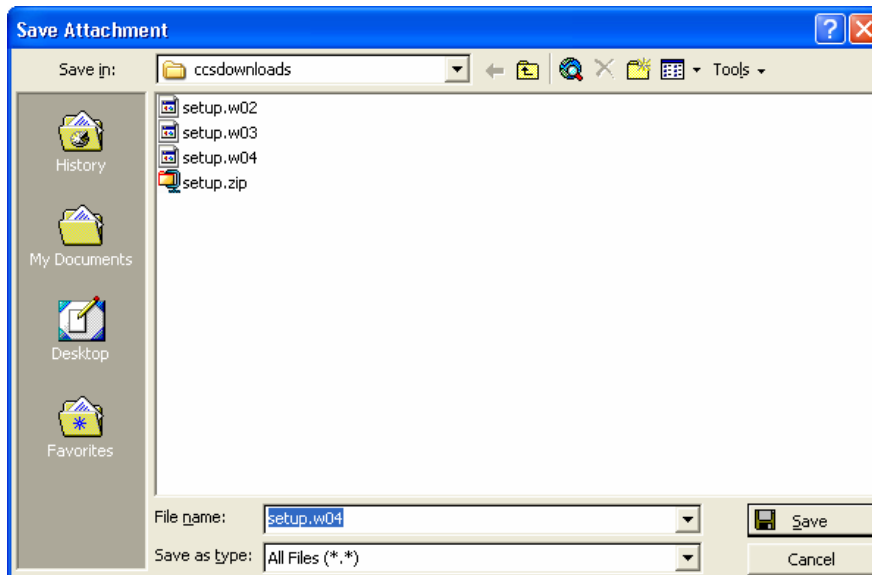


- Right click on the attachment and select *Save As*.
- A Save Attachment dialog is displayed for browsing or locating the *ccsdownloads* folder created earlier on your computer's harddrive.
- With the contents of the folder displayed, click on *Save* and save the attachment into the folder.



- Do the same with the attachments on the other three messages.

The ccdownloads folder should now contain 4 files as shown in the picture below.



STARTING THE INSTALLATION

- Exit the CCS System and preferably all other applications running.
- Access the ccdownloads folder.
- The setup.zip is a compressed file and needs to be extracted first to generate the executable file named setup.exe.
- Using Microsoft Windows 2000 or any later edition, extract the setup.exe file and save it into the ccdownloads folder. If using earlier editions like Windows 95, extract the compressed file using compression software (e.g. winzip).
- Double click on the setup.exe file in your ccdownloads folder and follow the installation prompts to complete the installation.

SETUP INTRODUCTORY MESSAGE

- This dialog box displays the information about the version of CCS to be installed. Read and Click on *Next>>* to start the installation.



THE SYSTEM AND DATA AREAS FOR THE CCS INSTALLATION



- Ensure the system and data paths are correct. CCS automatically defaults to the CCSWIN folder on the local disk drive C: for both the system and the CCS data locations which is recommended. Note that this may look different for network installations.
- Click on *Next>>*.

CREATING A SHORTCUT TO CCS ON THE DESKTOP

A shortcut is required to load the CCS System from the desktop icons. If a shortcut already exists, select "*No – Do not add the Shortcut*", and if this is the first CCS installation and the shortcut does not exist yet, please select "*Yes – Add Shortcut to Start Menu*" and click on *Next>>*.



ADDING THE CCS SHORTCUT TO THE WINDOWS START MENU

- If the selected option from the previous menu is "Yes – Add Shortcut to Start Menu", this dialog box below will be displayed which we suggest that it is left as is, and click on *Next>>* to run the installation complete to 100%.



RUN CCS AFTER THE INSTALLATION.

Please load the CCS System after installation to verify that the installation was successful.

KEEPING CCS UP TO DATE

CCS Users need to get into the habit of updating their CCS System at least once a month.

- The latest version of the CCS System can be downloaded from the Internet on the CCS website at www.ccssa.com . The downloaded files can or may be used for a new CCS installation or to update an existing CCS installation.
- Alternatively CD's with the latest version of the System are always available at the CCS Johannesburg offices on request.