

RECORDLINK*Xport* INSTALLATION NOTES

Thank you for purchasing RECORDLINK*Xport*. Here are some instructions to get you started. Further information and downloads are available from www.cohesionsoftware.co.uk.

CONTENTS

OVERVIEW

FINDING YOUR LICENSE KEY

SHORT INSTRUCTIONS

DETAILED INSTRUCTIONS

GENERAL NOTES

- SYSTEM REQUIREMENTS
- INSTALLING UPDATES
- FAQs
- DISCUSSION FORUM

OVERVIEW

RECORDLINK*Xport* consists of just one element that is installed on SIMS client PCs. You can install on as many PCs as you wish according to your license terms and use the same licence key in every case. They will all terminate on the same date. Once documents are exported they will be found in a folder named **My RECORDLINK*Xports*** on the C:\ drive of the same PC.

FINDING YOUR PRODUCT KEY

IMPORTANT: Your License Key will be emailed to the address provided to your reseller at the time of purchase. The License Key is an alphanumeric 12 digit key in the format xxxx-xxxx-xxxx where the characters may all be numbers or letters. Keep this key safe. You will need the key to activate and make any upgrades to RECORDLINK*Xport*.

SHORT INSTRUCTIONS

To get started with RECORDLINK*Xport* you will need to follow some instructions which are listed in detail below this summary.

1. **Register** your details on www.cohesionsoftware.co.uk/register.aspx . This will give you access to download and activate your software.
2. **Sign in** using the email address that you used during the registration process with your chosen password.
3. **Download RECORDLINK*Xport*** from www.cohesionsoftware.co.uk/download.aspx and install it on your SIMS client PC(s).
4. **Activate RECORDLINK*Xport*** during the installation by entering the 12 digit product key.

You are then ready to go with user tips available at <http://www.cohesionsoftware.co.uk/faqs.aspx> and a discussion forum for end users at <http://www.cohesionsoftware.co.uk/forum> .

DETAILED INSTRUCTIONS

1. REGISTER

You need to register your details to sign-in and then download and activate your software. We need your details to keep you up to date with new releases that keep you in step with changes in SIMS. Anyone can register and we recommend end users at your school be encouraged to do so. We will not pass on any details to third parties and will not bombard anybody with unwanted information. To register, fill in the form at www.cohesionsoftware.co.uk/register.aspx.

2. SIGN IN

You need to sign-in before you can download and activate your software for the first time. Simply enter your details at <http://www.cohesionsoftware.co.uk/signin.aspx> using the email address that you supplied during registration and your chosen password.

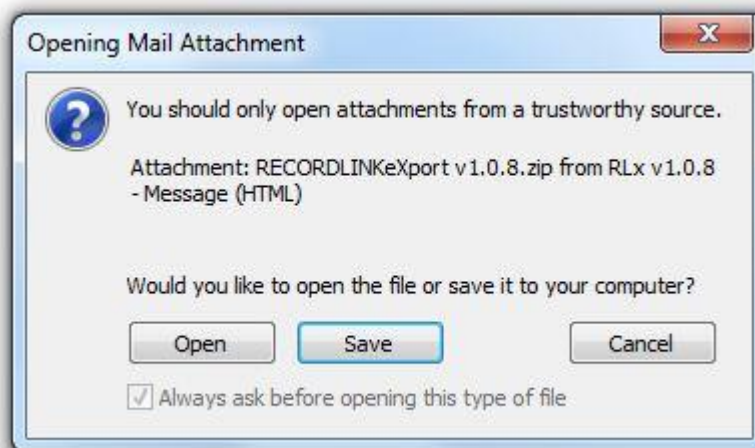
3. DOWNLOAD & INSTALL RECORDLINKeXport

RECORDLINKeXport must be installed on the SIMS client PCs. Local administrator privileges are required. Please contact your SIMS support team or your network manager if you are unsure.

Download RECORDLINKeXport from www.cohesionsoftware.co.uk/download.aspx . Click the link 'RECORDLINKeXport';



In the following pop-up you can choose to Run the installer or Save it to a location to run it later. To run the installation process at this point click on 'Open', otherwise save to a folder and double click on the file when you are ready to do so;



To install on other PCs select Save and browse to your chosen location. You will need to transfer the saved file to the other PCs or install with group policy.

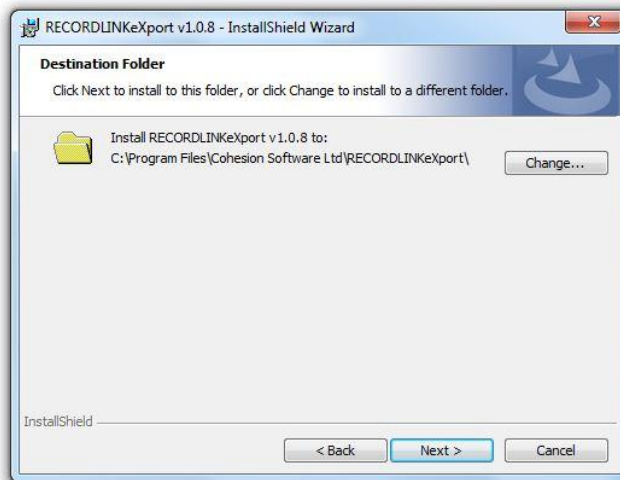
You will be taken through a wizard that is self-explanatory. During this process you can choose to change the folder for installation. We recommend that you do not change this folder unless you are sure of what you are doing.

If you do not have the correct permissions or authority you will need to contact your network administrator. RECORDLINK*Export* will not function before it is installed and activated and SIMS must be loaded on the PC for RECORDLINK*Export* to function.

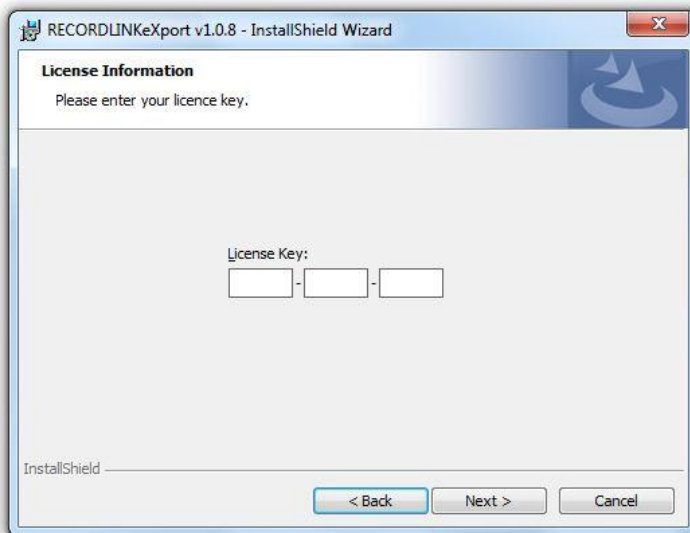
Click through the installation wizard. You will be required to accept the End User Licence Agreement. Select 'I accept the terms in the license agreement' and click 'Next';



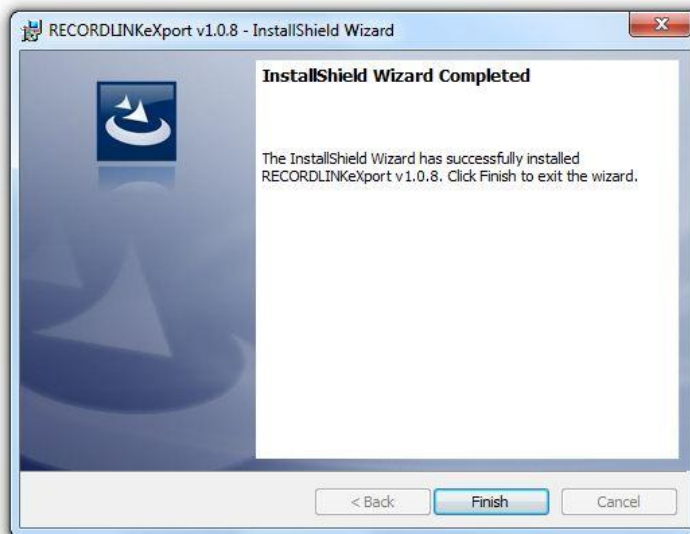
You have the option to change the default destination of installation to one of your choice;



Enter the License Key at the prompt, using the same key for each PC;



Click 'Next' and wait for the installation to complete, then click 'Finish';



GENERAL NOTES

SYSTEM REQUIREMENTS

You will require the following system elements before installing RECORDLINKExport:

- SIMS 2010 Summer Release (7.132) Workstation Components or above
- Microsoft .Net Framework 2. Click [here](#) for a link to download.
- SIMS workstation components
- 32 bit Windows operating system

INSTALLING UPDATES

You can freely download the latest versions of RECORDLINK*eXport* at any time. **IMPORTANT: Before you install a new version it is necessary to remove the previous version using ADD & REMOVE PROGRAMS, or PROGRAMS & FEATURES if you are using Vista/W7.**

FAQs

For updated user notes please visit www.cohesionsoftware.co.uk/faqs.aspx.

DISCUSSION FORUM

Please use the discussion board at www.cohesionsoftware.co.uk/forum to poll other users and share your experiences.

There are specific areas regarding RECORDLINK, eCopy (which uses similar workflows for PDF handling), and a more general forum for Paperless Working.