

INSTALLATION GUIDE



CASE MANAGEMENT FOR LAWYERS

microarea
SOFTWARE



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Micro Area includes in the support of Case Management an assistant for installation and configuration of the program on your computer. This assistant will help you at each stage of the installation process. We recommend reading the minimum requirements for installation in the **Chapter 5 (page 26)** of this guide.

Remember when in doubt you can make use of our technical support team via telephone on 347-515-2233 or through the web support at:

<http://www.microarea.us>

This installation guide is divided into three main chapters, which depend on the type of installation you select: (**see the index of this guide**):



- **Standalone or Server:** Install all modules that make up the application and the database manager. We understand that the product is installed in "Standalone or Server" when it is used independently on a computer or computers named server will serve to supply information to other equipment installed as network stations.
- **Network Install:** Also called "local network" is one in which computers access various data centralized in a computer called a "server" that contains the information usable by users. This type of installation should be performed on all machines from which you want to access server data.
- **Custom Installation:** Allows you to select which modules of Case Management will be installed on your computer and the path for each of them. This option is aimed at advanced users and system administrators. In the case of latter you will be required to install another module and must select this option to add it.

Chapter 1. - Beginning the installation

Insert the installation CD in your drive. The installation wizard will automatically begin:

1.1. - License to use the application.

Check the first option to accept the installation license. If you do not agree to the terms of the license the installation process will be canceled.

Click the button **NEXT** to continue the installation.



1.2. - User Information.

Enter your name and the name of the firm if it exists. Note that there are two additional options, which can indicate whether the program will be installed for all users of Windows or else set it up for my exclusive use.



1.3. - Installation Folder.

The installer will ask the path where the files are copied Case Management. By default this path is "C:\MICROAREA" To change it you must press the button **CHANGE** and select the destination folder.





Standalone or Server Installation

2.1. - Installation Type.

Select the option **Server Installation**. To perform a different installation, please refer to the index of this guide where you can check the page number and chapter to which you should go.



2.2. - Summary information and start the installation.

The following summary information window will appear with the selected parameters in each of the above steps. If everything is correct, we will click on the button **INSTALL** to begin copying files to your computer.

This process can take several minutes depending on the speed of your computer.

Do not stop the installation, doing so may cause problems when you reinstall the product.

Once the files have been copied, click on the **END** button to complete the installation. Upon completion of the installation, we see that on the desktop shortcut created for each module installed.



2.3. - Registration.

Case Management needs to be activated to ensure that the software is genuine and provide access to automatic updates. Therefore, during the first use, you must activate it using the wizard to register the application. Registration applies to all modules of Case Management, so you only need to perform this step once.

2.3.1. – Software Identification

You must insert the CD-KEY or installation codes which you will find printed on the CD. If you have lost the installation codes please contact our customer service department by phone **347-515-2233** in order to obtain a new one.



2.3.2. – Identifying data.

If this is the first time you have used the application in this step we complete all the required data fields. If, however, we have made a record from another job or have done a reinstall, the wizard retrieves the data from our servers to display automatically.



2.3.3. - Type of Registration.

Once the CD-KEY has been entered, click on the **NEXT** button enabling us to select one of two options for registration of the application: by fax or the Internet.



2.3.4. – Automatic Registration

If you have internet access check the first option to register the program automatically via web.

2.3.5. - Manual Registration

If you have no internet connection at this time you must select the manual registration.

2.3.5.1. - Identification.

Click on the **PRINT** button to send the registration document to the printer, which you will have to submit to our office via fax **347-493-3228**.

Manual registration must be made through the Customer Service Dept. Monday to Friday 8 am to 6 pm (East standard time)

Chapter 2. - Standalone or Server Installation

Note that the document has a license number which corresponds to what is printed on the installation CD and a "Installation Code" which must provide the customer service agent who will contact you after a few minutes since sending the fax.



microarea
INC.

Software Installation

REGISTRATION OF MICRO AREA MANAGEMENT PROCESSES

MICROAREA, INC. is pleased you have chosen to install our application. We hope you enjoy our products.

After you install and register this software you will receive 60 days of free technical support. Once this period is over you will be able to subscribe to a maintenance contract that guarantees constant updates of the application as well as telephone and internet access in our form of computer consultants.

Send this document by fax so that we can enjoy the advantages of this new registration.

Once our Micro Area office receives this form, you will be able to directly contact our staff via phone.

Program License Number:	XXXXXXXXXXXXXXXXXXXX
Installation Code:	21291828-640444 F-0218088
Title:	Microarea
Address:	Microarea
Zip Code - City:	10101 YORBA

2.3.5.2. - Pass Code.

Then, the Wizard will display three empty boxes. Do not close this window until the Micro Area staff provide the code to continue registration.



2.4. - Initial Setup.

After completing the registration process a wizard will begin to provide you with the choice of SQL server. The first drop-down contains a list of SQL Servers found on your local network. The generic data are filled automatically, which will only need to click the button **NEXT** to continue.

The default settings for installation are:

Server(Local)

User: sa (lowercase)

Password: Will be completed by default, otherwise enter **MAGEST**



Congratulations, Your product is ready for use. Close the wizard and enter any of the modules of Case Management.



Network Installation

3.1. - Installation Type.

Select the option **Workstation Installation**. To perform a different installation, please refer to the index of this guide where you can check which page number and chapter you should go to.



3.2. - Summary information and start the installation.

The following summary information window will appear with the selected parameters in each of the above steps. If everything is correct, we will click on the **INSTALL** button to begin copying files to your computer.

This process can take several minutes depending on the speed of your computer.

Do not stop the installation, because if you do, you may have problems when you reinstall the product.

Once the installation process has been completed click **END** to complete the installation.

Upon completion of the installation, you will see the following icons on your desktop:



3.3. - Registration.

Case Management needs to be activated to ensure that the software is genuine and provide access to automatic updates. Therefore, the first time you use it, you must activate it using the wizard to register the application. You only need to perform this step once as registration provides global access to all modules.

3.3.1. – Software Identification

You must enter the CD-KEY or installation codes which you will find printed on the CD. If you have lost the installation codes please contact our customer service department by phone **347-515-2233** where you will be able to acquire a new one.



3.3.2. – Identifying data

If this is the first time you have registered the application in this step you can complete all the required data. If, however, you have a record from another job or have done a reinstall, the wizard retrieves the data from our servers to display automatically.



3.3.3. - Type of Registration

Once the CD-KEY has been entered, click on the **NEXT** button to select one of two options for registration of the application: by fax or via the Internet.



3.3.4. – Automatic Registration

If you have internet access check the first option to register the program automatically via the web.

3.3.5. - Manual Registration

If you have no connection at this time you must select the manual registration.

3.3.5.1 - Identification

Click the **PRINT** button to send the printer the registration document. You will have to submit this to our office via fax **347-493-3228**

Manual registration must be made in customer service Monday through Friday 8 am to 6pm.

Note that the document has a license number which corresponds to what is printed on the installation CD and a "Installation Code" which must be provided to the customer service agent who will contact you after a few minutes after sending the fax.



The image shows a software installation form for Microarea. At the top is the Microarea logo and the text "Software Installation". Below this is the heading "MICROAREA MANAGEMENT PROCEDURE". The form contains several lines of text: "MICROAREA, INC. is pleased you have chosen to install our application. We hope you enjoy our products.", "After you install and register this software you will receive 30 days of free technical support. Once this period is over you will be able to subscribe to a maintenance contract that guarantees prompt updates of the application as well as telephone and internet access to our team of competent consultants.", "Send this document by mail or fax to enjoy the advantages of this user registration.", and "Once our Micro Area staff receive the facts, you will be able to directly access our technical service." Below the text is a table with two columns: "Program License Number" and "Installation Code". The license number is "07013328-8004997-070000" and the installation code is "07013328-8004997-070000". There are also fields for "Title", "Address", and "Zip Code - City". The title is "Microarea", the address is "Microarea", and the zip code/city is "NYC YORK".

Program License Number	07013328-8004997-070000
Installation Code	07013328-8004997-070000
Title	Microarea
Address	Microarea
Zip Code - City	NYC YORK

3.3.5.2. - Pass Code.

Then, the display will show three empty boxes. Do not close this window until the Micro Area staff provide the counter code to continue registration.



3.4. - Initial Setup.

After completing the registration process a wizard will activate the choice of SQL server. The first drop-down contains a list of SQL Servers found on your local network. The machine you are installing is called (Local) and then a detail of other servers in the network.

The default settings for installation are:

Server: Enter the IP address* of the machine that acts as a server or select the name from the list of servers.

User: sa (lowercase).

Password: Will be pre-populated, otherwise enter **MAGEST**.



Congratulations, Your product is ready for use. Close the wizard and enter any of the modules of Case Management.

Chapter 3. - Network Installation

* NOTE: If you do not know how to get the IP address of the machine acting as server, you must click on the button "Start" on the computer that performs the functions of server.

Select the option to run and type CMD and then press the OK button. After opening the console screen prompt type IPCONFIG and then press the "ENTER". You must enter a server then the sequence of numbers and points you will find after the words "IP Address".



Remember that the MicroArea Support team are available on 347-515-2233 they will give you the steps to follow for installation and answer any questions you may have.



Custom Installation

4.1. - Installation Type.

Select the option **Custom Installation**. To perform a different installation, please refer to the index of this guide where you can check the page number and chapter to which you should go.



4.2. - Selecting components to install.

This type of installation allows you to select which components to install.

On this screen you must select what you want to install, you will have to click on the drop-down box on the left side of the component and check the appropriate box.

As you can see also allows us to change the directory to install the program.

Once you have applied the changes, you should click on the Next button



4.3. - Summary information and start the installation.

The following summary information window will appear with the selected parameters in each of the above steps. If everything is correct, click on the **INSTALL** button to begin copying files to your computer.

This process can take several minutes depending on the speed of your computer.

Do not stop the installation doing so may cause problems when you reinstall the product.

Once the copying of files is complete click on the **END** button to complete the installation.

Upon completion of the installation, you will see the following icons on your desktop:



4.4. - Registration.

Case Management needs to be activated to ensure that the software is genuine and provide access to automatic updates. Therefore, the first time you use, you must activate it using the wizard to register the application. You only need to perform this step once as registration provides global access to all modules.

4.4.1. – Software Identification

You must complete the CD-KEY or installation codes which you will find printed on the CD. If you have lost the installation codes please contact our customer service department by phone **347-515-2233** where you will be able to aquire a new one.



4.4.2. - Identifying data

If this is the first time you have registered the application in this step you can complete all the required data. If, however, you have a record from another job or have done a reinstall, the wizard retrieves the data from our servers to display automatically.



4.4.3. – Type of Registration

Once completed the CD-KEY, click on the **NEXT** button to select one of two options for registration of the application: by fax or via the Internet.



4.4.4. – Automatic Registration

If you have internet access check the first option to register the program automatically via web.

4.4.5. - Manual Registration

If you have no connection at this time you must select the manual registration.

4.4.5.1. - Identification.

Click the **PRINT** button to send the printer the registration document. You will have to submit this to our office via fax **347-493-3228**.

Manual registration must be made in customer service Monday through Friday 8 am to 6 pm (East Time)

Note that the document has a license number which corresponds to what is printed on the installation CD and a "Installation Code" which must be provided to the customer service agent who will contact you after a few minutes after sending the fax.



Microarea
SOFTWARE

Software Installation

MICROAREA MANAGEMENT PROCEDURES

MICROAREA, INC. is pleased you have chosen to install our applications. We thank you again for your choice.

After you install and register this software you will receive 90 days of free technical support. Once this period is over you will be able to subscribe to a maintenance contract that guarantees shortest updates of the application as well as telephone and internet access to our team of computer consultants.

Send this document by fax so that we can enjoy the advantages of this user registration.

Once we receive this fax (within the first 30 days), you will be able to access our Web User Manual.

Program License Number:	XXXXXXXXXXXXXXXXXXXX
Installation Code:	01234567890123456789012345678901
Title:	Mr/Ms/Ms/Ms
Address:	Manassas
Zip Code - City:	20108 VDMA

4.4.5.2. - Pass Code.

Then, the display will show three empty boxes. Do not close this window until the Micro Area staff provide the pass code to continue registration.



4.5. - Initial Setup.

After completing the registration process a wizard will begin to provide you with the choice of SQL server. The first drop-down contains a list of SQL Servers found on your local network. The generic data are filled automatically, which will only need to click the button **NEXT** to continue.

The default settings for installation are:

Server:(Local)

User: sa (lowercase)

Password: Will be pre-populated, otherwise enter **MAGEST**.



Congratulations, Your product is ready for use. Close the wizard and enter any of the modules of Case Management.

Chapter 5. - System Requirements

5.1. - Requirements.

Here are the minimum requirements for the proper functioning of the application.

Processor	Pentium IV or higher
RAM	512 MB
Hard Drive	500 MB of free space
Screen Resolution	1024 x 768 or higher
Operating System	Windows ® 7, Windows ® Vista, Windows ® XP (Service Pack 3), Windows ® 2008, Windows ® 2003, Windows ® 2000
Reader	CD or DVD to install the product.