

aims

advice + information management system

**aims access
demo
installation
guide**

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AIMS Installation Guide

The Access version of AIMS is intended for use on standalone machines, or on a Local Area Network (Client / Server) with relatively light usage, where up to 15 users will be accessing the database at the same time. For heavier usage, enquire about the SQL Server version of AIMS.

The free version of AIMS, AIMS Access Core is designed to be used by a single user at a time. There is no licence certificate for the free version, when asked for your User licence, click on the Cancel button.

Please also note that FREE users without a support contract are not able to use the telephone helpline. If you require a support contract please call the AIMS team on 020 7377 2806.



Make sure you use the AIMS installer shown on your licence certificate. The licence number on the certificate will not activate any other version of the software.

PLEASE READ THE CONFIGURATION GUIDE CAREFULLY AFTER YOU INSTALL THE SOFTWARE

AIMS is a complex case management database. To make best use of it, there are several configuration issues to consider before you start entering data.

Installing the AIMS Demonstration Software

Installation

To install the AIMS Demo, simply download the AIMS Demo Installer and run it, following the on-screen instructions.

By default, the AIMS Demonstration will be installed in C:\Program Files\AIMS Demo, or C:\Program Files (x86)\AIMS if you have a 64 bit version of Windows.

Shortcuts

The installation will place an AIMS Demo icon on your desktop, to launch the software, and it will create shortcuts on the start menu, in a folder called AIMS Demo.

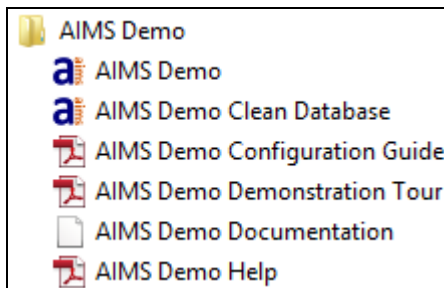


Figure 1: Start Menu Shortcuts

AIMS Demo – Use this link to launch the AIMS Demo software.

AIMS Demo Clean Database – Use this tool to reset your database to its initial state. Any data and configuration information entered will be lost.

AIMS Demo Configuration Guide – This guide leads you through the process of configuring the software, helping you decide which options are best for your organisation.

AIMS Demo Demonstration Tour – This document leads you step by step through the AIMS software.

AIMS Documentation – This link takes you to where the AIMS documentation is stored on disk.

AIMS Demo Help – This link opens the full AIMS help guide. You can also open this guide from within the software using the Help menu, or by pressing the F1 key.

Directory Structure

The installation creates a number of folders within the location you specified during the installation process.

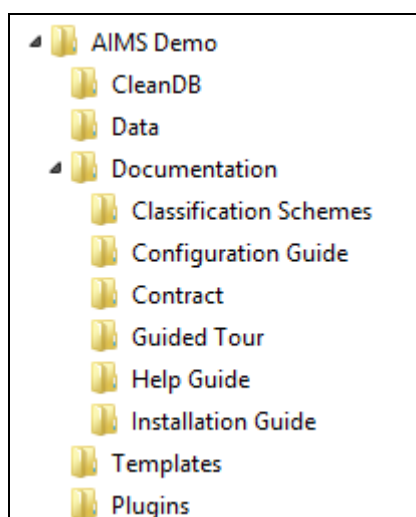


Figure 2: Directory Structure

CleanDB - This folder contains the tool that resets the AIMS database to its initial state.

Data - This folder contains the AIMS database, with all your data in it.

Documentation - This folder contains all the AIMS documentation, divided in to subdirectories.

Classification schemes - These are the subject classifications that are available for use as the main description of problems brought to you by clients. In the demonstration version, only the Advice Detailed classification is enabled.

Templates - This folder contains example Word mailmerge templates, for use in the demo.

To Start Using AIMS

Just double-click the AIMS Demo icon on the desktop, or select the AIMS Demo shortcut from the Start Menu.