

**aims**

advice + information management system

# aims access 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.



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 Software

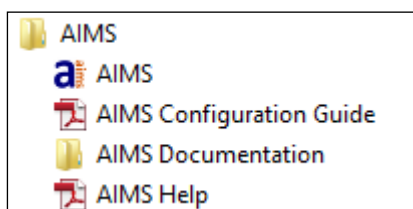
### **Installation**

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

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

### **Shortcuts**

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



**Figure 1: Start Menu Shortcuts**

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

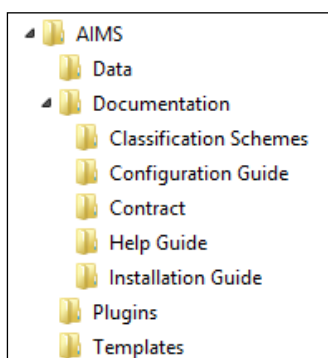
**AIMS Configuration Guide** – This guide leads you through the process of configuring the software, helping you decide which options are best for your organisation.

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

**AIMS 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**

**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.

**Templates** - This folder contains example Word mailmerge templates.

## Getting Started

To start AIMS, just double-click the AIMS icon on the desktop, or select the AIMS shortcut from the Start Menu.

You will be prompted for a user name and password – enter user name “ADMIN” and password “PASSWORD”.

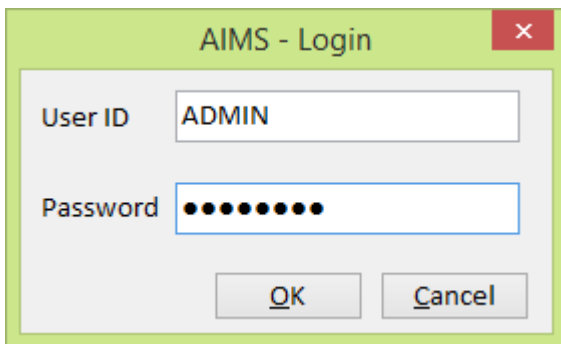


Figure 3: Login Prompt

Next, you will need to enter your 16 digit User licence key:

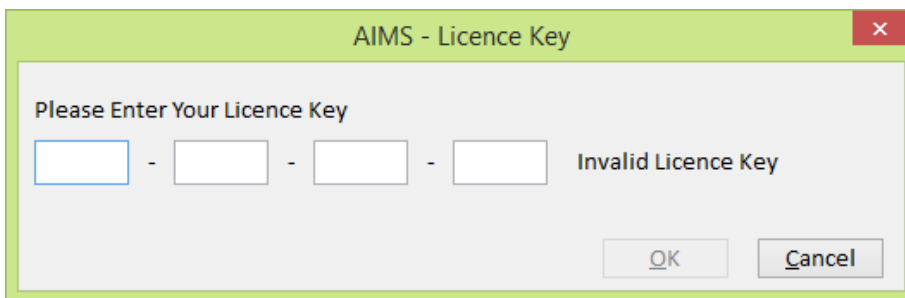


Figure 4: Enter Licence Key

AIMS Free users do not have a licence key – click Cancel, instead.

## Opening AIMS and entering the license keys

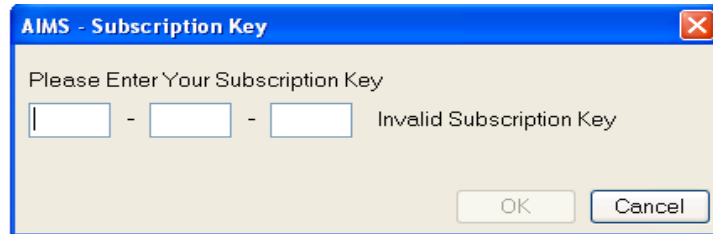
Once you have successfully loaded AIMS, on opening it you will be asked to login (User ID= Admin, Password= password), after which you will be asked to provide a 16 character Licence Key to activate it. This switches AIMS on and allows you to start configuration. Please read the Configuration Guide carefully as certain choices cannot be changed once any data is entered.

The Access version of AIMS requires two different keys to be added to activate the system. The licence key switches the system on and the subscription key activates the reports module.



Do not add any test data until you have read the pre-configuration guide.

To input your Subscription Key you will need to be logged into AIMS as an administrator. **Make sure no-one else is in the database.** Go to the Admin drop down from the main menu bar and select Subscription Key.



Now fill in the boxes putting three characters in each box. Or if updating with a subsequent years subscription renewal, over write the existing key details. The subscription expiry date will be updated the next time you log in to AIMS.

Now fill in the boxes putting three characters in each box. Or if updating with a subsequent years subscription renewal, over write the existing key details.

## Network Installation

To install AIMS on a network, run the installation as above, but choose a shared network location to install the files. This must be a location that all users can have full access to, including read, write and create permissions on the AIMS directory and its subdirectories.

You will then need to create an AIMS icon or shortcut on each client machine, pointing to the AIMS.exe on the network.