

Magaya Software Installation Guide

Introduction

This installation guide explains the system requirements for installing any Magaya software, the steps to install the software on a single computer and on a network, a list of what components are installed, steps for uninstalling and for updating the software.¹

System Requirements

To install Magaya software, each computer must have the following minimum hardware and software requirements:

- 30 MB available on the hard drive
- 512 MB RAM memory (1 GB recommended)

As your database grows, you will need more space.

Magaya software can be installed on any PC with Microsoft Windows® 2000 operating system or higher. This includes:

- Windows 2000
- Windows XP
- Windows Vista®
- Windows Server® 2003
- Windows Server 2008 64-bit and Windows 7 operating systems

For a network installation, a minimum of 1 GB of memory is required for the server. 2 GB is recommended.

The following port needs to be enabled: Port 6110 TCP for the database server.

1. Revision date: January 2012

Install Magaya Software

Steps to Install on a Single Computer (or Server)

To install Magaya software, first:

- 1) Download the Installation Program,
- 2) Install the software from the Installation Program.

The software can be installed for a single user or installed to be used on a network that connects many users.

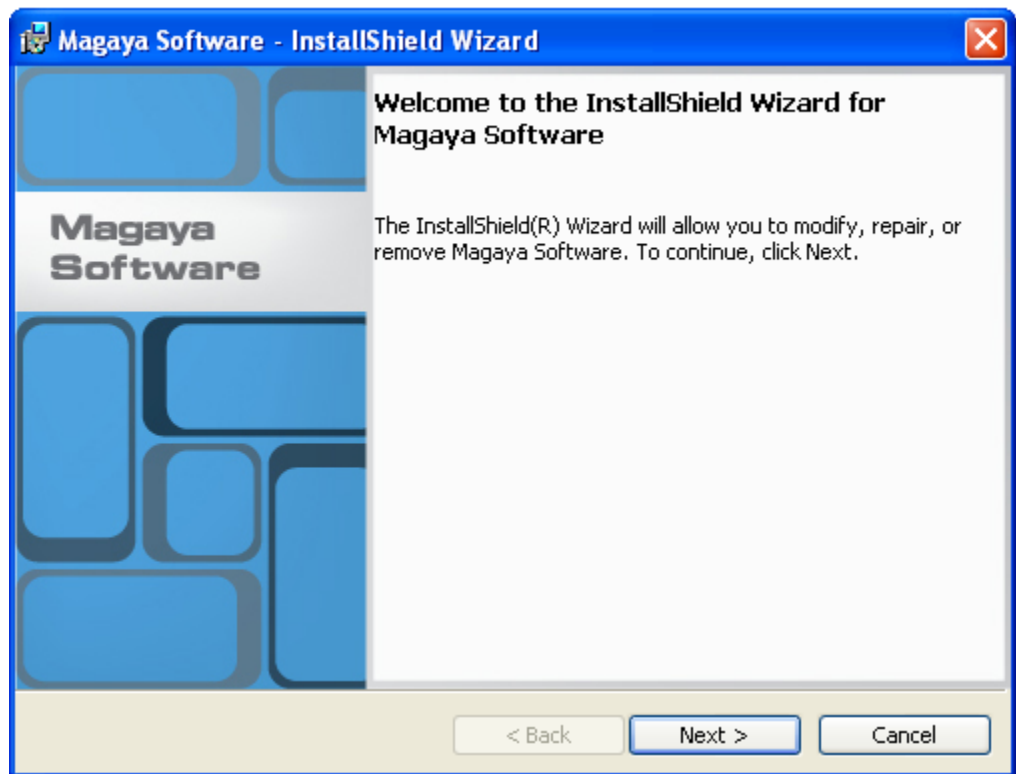
These steps for installing any Magaya software on a single computer (or a server) are the same whether the installation is done on a PC, a laptop, or a server in a corporate headquarters or at a web hosting location.

- 1) Go to the Downloads section of Magaya.com, and fill in the fields on the web registration form. Enter the email address to receive the downloading instructions. You must use the same email address for the download and the installation processes.

The registration form is required so that you can receive a Magaya Corporation identification number (a Network ID) that you will use for external communication using the Magaya Network.

You will receive an email message with instructions and a link to download the Installation Program. The dialog box you see will depend on your operating system. Follow the steps in it to run the program.

- 2) Double-click on the **InstMCS.exe** file to run it. The Installation Wizard screen appears:



- a) Follow the instructions in the wizard.
- b) Click the Close (or Finish) button when the setup is completed.
- c) Restart the computer if necessary.
- d) Double-click on the Magaya Explorer shortcut icon to start the software.



This icon should appear on your desktop. If not, go to your Start menu to find it in the programs list.

You can now log in with the Administrator user name and password. Then follow the configuration steps explained in the chapter “Initial Software Configuration” to enter your company information and create employee user names and passwords and other set up tasks. Also see the *Magaya Software Customization Manual* on www.magaya.com for more ways to personalize your software.

Steps for Client-Server Installation on a Network

Network installation means to connect other computers (or “clients”) to the main computer (server) where you run the Magaya software.

If you have not installed the Magaya software on a main computer (a PC, server, etc.), then install it first. See the steps in the section "Steps to Install on a Single Computer (or Server)".

The network can be a local network or a corporate network via VPN. These steps are for the client side of the client-server installation.

Follow these steps for each computer (or workstation) that will run the Magaya software:

- 1) Install the software. See the steps in the section “Steps to Install on a Single Computer (or Server)”.
- 2) Open Windows Explorer on the workstation.
- 3) Locate the server computer. The workstation must have access to the server computer over the network. If not, you must share the Magaya installation folder at the server computer in Read Only mode.
- 4) Access the shared directory where the Magaya software is installed.
- 5) Locate the SetupClient.exe file under the Magaya software directory on the server computer.
- 6) Double-click on the SetupClient.exe file. A dialog box appears showing the steps for the workstation installation process.
- 7) Click Install.
- 8) When the setup is finished, click Close. A shortcut icon to the Magaya Explorer is created on your desktop.
- 9) Double-click on the Magaya Explorer icon to access the Magaya software.

Perform the steps above to install the Magaya software for all the workstations that will run the Magaya software.

Terminal Services Installation

The Terminal Services set up consists of clients (computers) connected to the server, and the application runs on the server.

- 1) Install the software. See the steps in the section “Steps to Install on a Single Computer (or Server)”.
- 2) Copy the shortcut icon for the installation you just did and put the copy onto the desktop of each user.

The software is ready for the user.

Software Components Installed

When you install Magaya software, the following are installed:

- **Magaya Explorer:** This is a Windows Explorer-look-a-like program that allows you to manage all the data with a familiar interface. As part of the installation process, Magaya software creates a desktop icon of the Magaya Explorer for you:



- **Magaya Document Editor:** This program allows you to enter data on forms. Its most common use is inside the Magaya software, but you can use it as an independent program to create and save to file your forms outside of the Magaya software. *NOTE: When you use the Magaya Document Editor directly to create forms, the information is not stored in your database.*
- **Magaya Communication Server:** This runs as a service (CS.exe) and allows you to log into the Magaya Network system, share data among other companies using Magaya software, send documents via email, and let your clients track their transactions in real time. To interact with the server, you use the Magaya Communication Server Agent. A Magaya Communication Server icon will be displayed on your taskbar. To manage the Magaya Communication Server, just right-click on the icon:



- **Magaya Database Server:** The Magaya Database Server should always be running to allow you access to the data across the network and/or locally.

This runs as a service. It is called MagayaDb.exe. You can access the administration dialog box of this program by running the Magaya Database Agent and then right-clicking on the icon on the task bar:



- **Magaya Document Designer:** The Magaya Document Designer enables you to customize many documents in Magaya Explorer. It gives you tools to create custom fields, insert images, code JavaScript, and more.

These software components will be on your computer under All Programs > Magaya Software.

Update Magaya Software

To update your Magaya software, follow these steps:

CAUTION: Follow these steps in this order.

- 1) **Ensure all users are logged off the Magaya system.**
- 2) **Backup your data.**
- 3) Close the Magaya Communication Server Agent by right-clicking on the icon in the taskbar and selecting “Stop Communication Server” and then right-click again and select “Exit”.
- 4) Right-click on the Magaya Database Server Agent icon and select “Stop Database Server” and then right-click again and select “Exit”.
- 5) Go to the Magaya software installation folder and double-click on the **OnlineUpdate.exe** file to run the file. This is the icon:



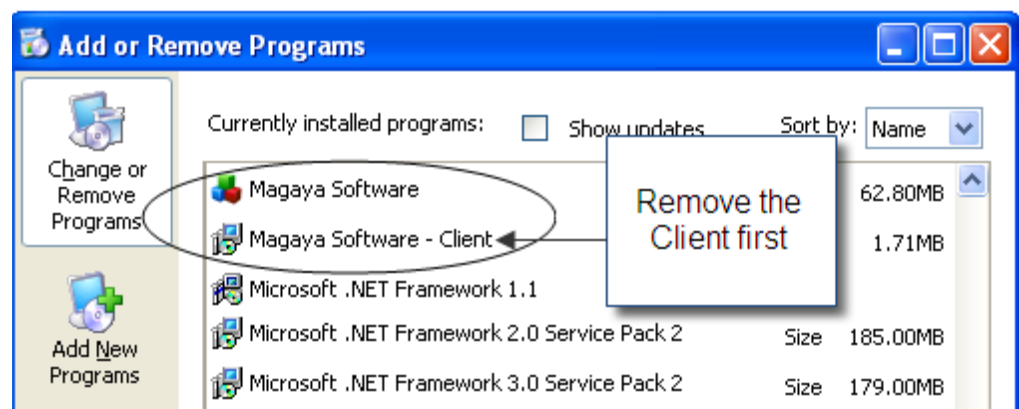
- 6) Click “Start” in the Online Update window to start the update.
- 7) When the update is complete, the Magaya Database and Magaya Communication services will start.

Note: There is a video on the Magaya.com Training page that shows you how to perform an online update.

Uninstall Magaya Software

To uninstall Magaya software (and the Magaya software client), follow these steps:

- 1) Go to the Control Panel.
- 2) Double-click “Add/Remove Programs”.
- 3) Select “Magaya Software - Client” and click “Remove”. If any programs are open, the system will tell you. *Note:* Be sure to remove the Magaya Software Client first according to these steps.
- 4) Select “Magaya Software ” and click “Remove”.



- 5) Click “Close” when finished.

Contact Magaya Help

If you have any questions or require assistance, please contact Magaya at:

Phone: (786) 845-9150

Email: support@magaya.com

Tips and suggestions are available in Magaya software on dialog boxes and other locations in the software program. Click on the “Magaya Tip” button to access resources such as how-to articles and videos. It is recommended to leave this on, but if you want to turn it off go to: the Maintenance folder > Configuration > General.

This user manual and others are available to view or download from the Magaya website: www.magaya.com