

Afinion



INSTALLATION MANUAL

**Afinion Project-Viewer
and**

Smart Project Server

for

**Microsoft Office Project, Excel and SAP PS
Version 5.1**

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Set-up of Afinion Project-Viewer

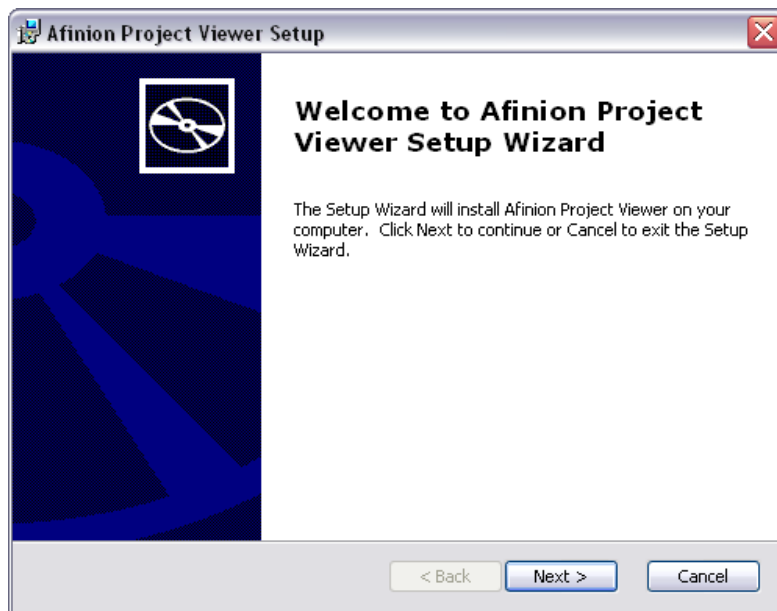
1 Download and Installation

Afinion Project-Viewer may be downloaded from our homepage <http://www.afinion.com> or the homepages of our distributors.

Extensive information as well as the download link is available at Software → Afinion Project-Viewer. As Afinion Project-Viewer is a Java application, it can be used on Windows PC, Mac (OS/X), Linux and other Unix derivatives. Export to Outlook and access to Microsoft Office Project Database (or Access respectively) is only possible on the Windows operating system.

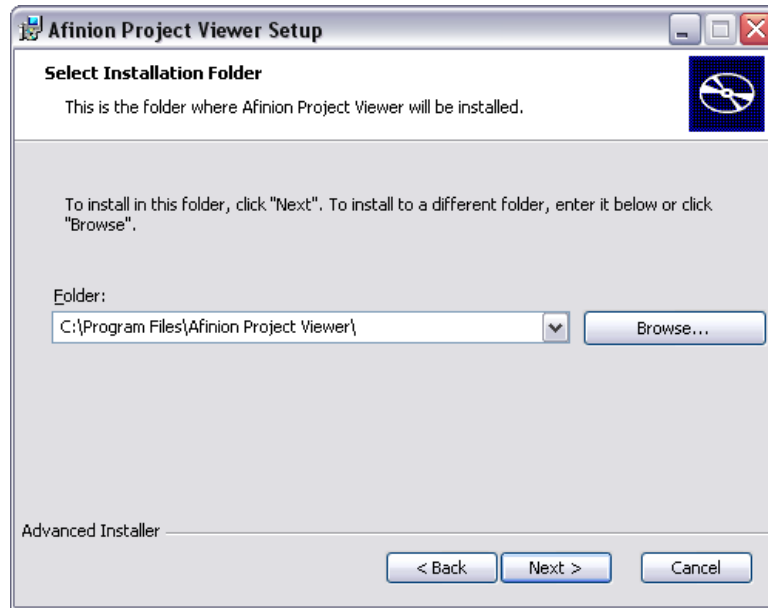
Important: If you want to view SAP PS plans and if the SAP GUI is installed on your computer, please read the installation instruction to be found on our homepage before continuing.

Download the file Project-Viewer.exe (Windows) and then start it by double-click.



Next you can associate .mpp files with Afinion Project-Viewer and then select the programme short cuts.

Now enter the path where you want to store the application in the following form. The default path is „C:\Program Files\Afinion Project-Viewer\“. You can change the target directory by clicking on *Browse...*



The target directory will be created automatically, if it does not exist.

In the following window click *Install*.

In the final window click *Finish* to complete the configuration.

2 Start, Restart and Termination

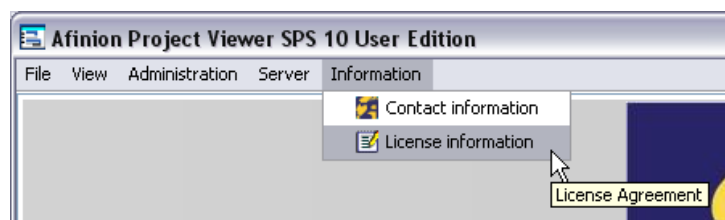
Click on a shortcut either on the desktop or in the program menu in order to start the Viewer. The Viewer icon is now visible in the system tray.

When you exit the application, the tray icon remains and it will stay there until you either close it (right-click, click *Close fully*) or shut down the computer. To restart the Viewer, click on the system tray icon. This is much faster, since all the start-up files do not have to be reloaded. You can terminate application and system tray together by going to menu *File* → *Close fully* or right-clicking the tray icon and clicking *Close fully*.

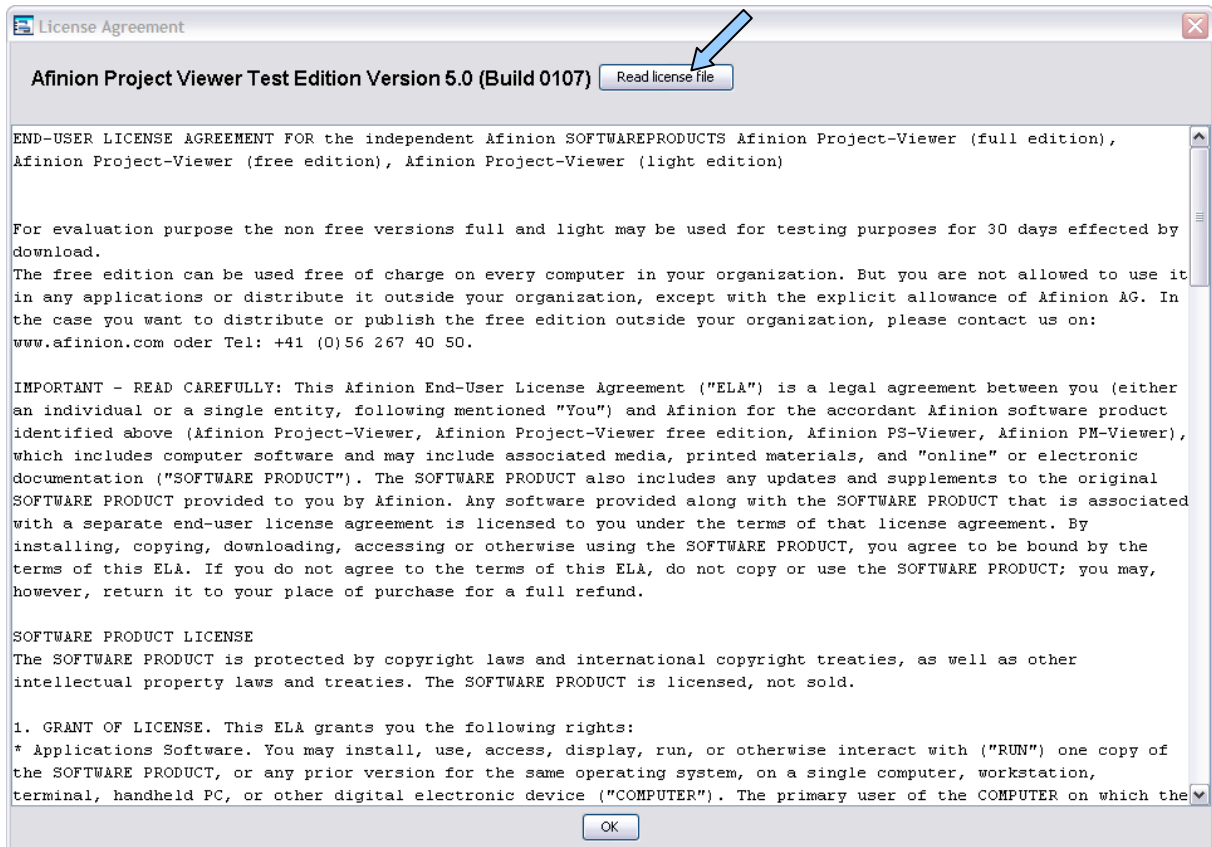
3 Read In License Key

Save the license key that you have received by e-mail on your hard disk.

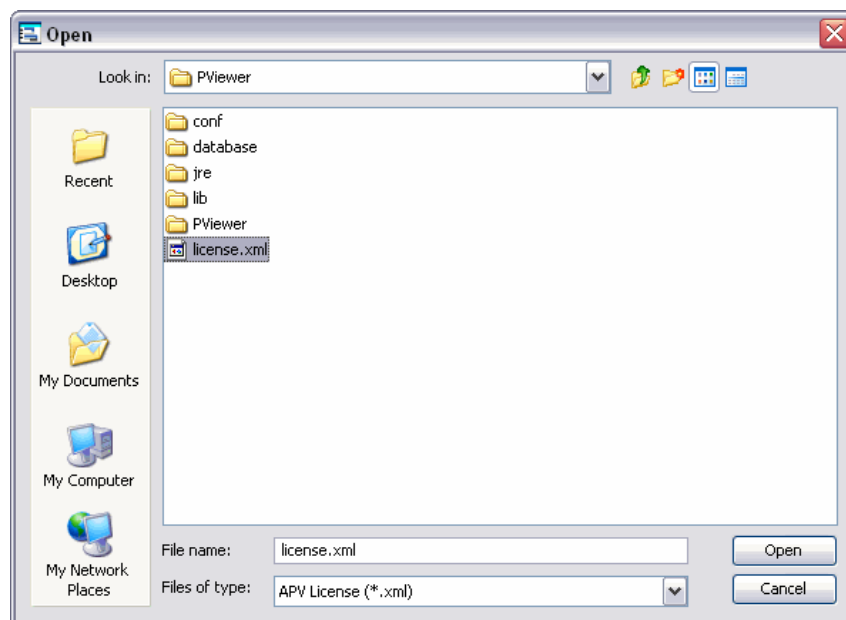
Start Afinion Project-Viewer and open menu *Information* → *License information*.



Read the license conditions and click *Read license file*.



Now select the license file and click Open.



Confirm the message about the successful installation by clicking OK and then OK again in the license window. Now terminate the application completely (Menu *File* → *Close fully*).

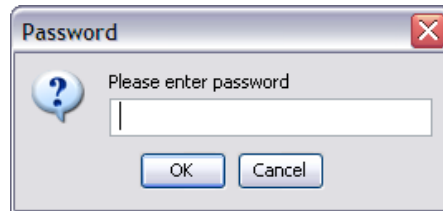
After restarting the application the message about the remaining test period should have disappeared and you should see the license information in the blue bar below the menu bar.



In case you are unable to read in the license file, you probably don't have write permissions in the directory so that the programme cannot save the license key. In such a case contact your administrator.

4 Language and Version Setup

Go to menu *Administration*. You are then asked to enter the administrator password.

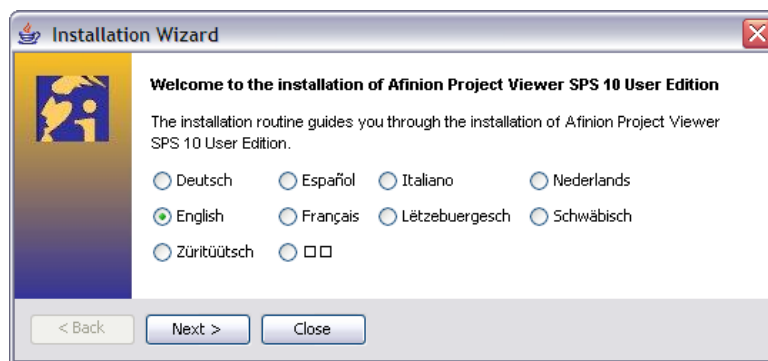


Since there is no initial password set just click *OK*.

Now go to menu *Administration > Change installation*.

The following windows guide you through the configuration of the Afinion Project-Viewer.

First select the language.

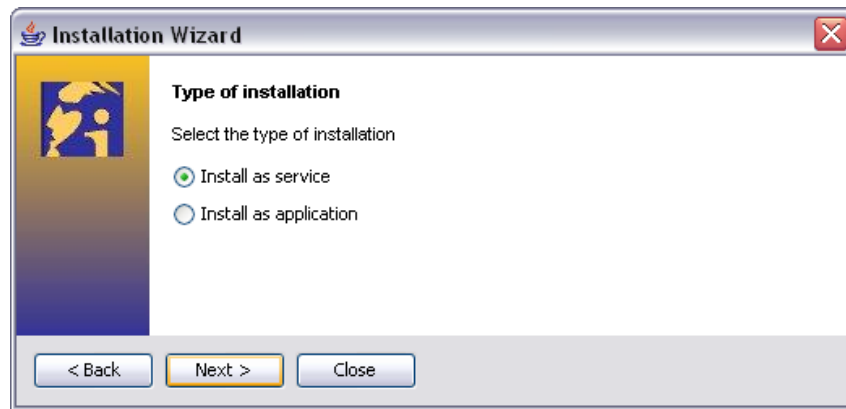


The next window lets you select between installation as a service or installation as an application.

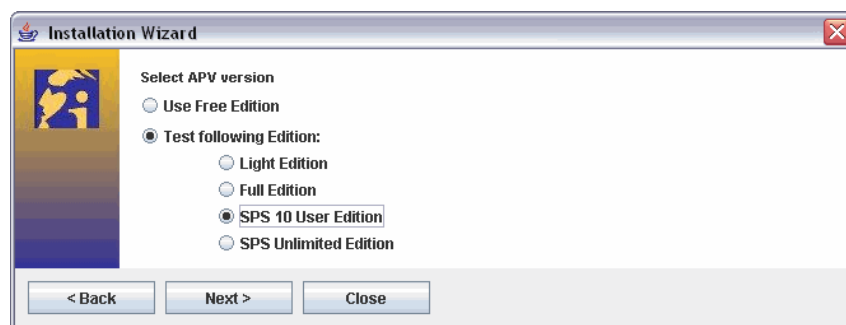
Explanation:

When installing the Afinion Project-Viewer as a service it will be loaded into system memory at computer start up. An icon in the system tray (on the right at the bottom of the screen) will show its presence. A single click on the icon immediately opens the Viewer. If the Viewer is the default application for .mpp files, a double click on an .mpp file will open the file instantly.

When installing the Viewer as an application it will only be loaded when either clicking on a startup icon or by double clicking a .mpp file.



As long as you have not read in a purchased license key, you are then asked which version you want to test.



Important: You can test every version for 30 days by selecting the version in this window. After 30 days the application will continue to work as free edition. If you would like to continue testing the application, you can request a special test key by e-mail to info@afinion.com, by calling +41 (0)56 267 4050 or by faxing to +41(0)56 267 4051.

In the next step you can associate standard Microsoft Office Project files (.mpp) with Afinion Project-Viewer.

Please note: Only check this box, if Microsoft Office Project is **not** installed on your computer. Otherwise a double-click on an .mpp file will always start the viewer and not Project.

5 Server Configuration

The initial password required to enter the Server configuration is **APV1!**. This password is independent of the Administration password and is identical for all users of the server functionality, ie Time Recording and Smart Project Server. For details see Chapter 3 and Smart Project Server manual.

6 Windows Roaming User, Terminal Server, Citrix

6.1 Introduction

By default all user specific Information of the configuration file is saved in the user profile. This allows for

- several users of a pc to work with their individual settings,
- installation of Afinion Project-Viewer on a server drive, several users to work with the programme and thereby use their own settings,



- use of Roaming User,
- use of Terminal Server or Citrix MetaFrame Server.

6.2 Microsoft Windows Terminal Server and Citrix MetaFrame/XenApp

In order to use Afinion Project-Viewer with Microsoft Windows Terminal Server or Citrix Metaframe/XenApp instead of the standard start-up file ProjectViewer.exe the file **ProjectViewerS.exe** has to be used.

- In order to link this version of Afinion Project-Viewer to .mpp files proceed as follows:
 - Open Windows Explorer, Menu *Tools* > *Folder Options...*
 - Select *File Types* and scroll down to *MPP*
 - Click *Change...* and then *Browse...*
 - Locate and select *ProjectViewerS.exe*, by default it is located in *C:\Program Files\Afinion\Afinion Project-Viewer*
- In order to link the shortcuts on the desktop, in the Quick Launch toolbar and the programs menu, right-click the shortcut, select *Properties* and then change the target field from
"C:\Program Files\Afinion\Afinion Project-Viewer\ProjectViewer.exe"
to
"C:\Program Files\Afinion\Afinion Project-Viewer\ProjectViewer**S**.exe".

1 Note: These modifications can also be made prior to installation in the installation packet, which is temporarily stored in the folder *Application Data\Afinion\Afinion Project-Viewer\install* in the user profile.



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