



Enterprise Recruitment for the 21st Century

Installation Guide

Version 4

Resource It – Evaluation Version

Thank you for your interest in Resource It. We are pleased to provide you with the Resource It Evaluation Kit, containing:

- **Installation Guide – Evaluation Version:** Provides instructions on how to install your Resource It Evaluation Version software
- **Resource It Evaluation Version CD-Rom:** Contains Resource It Evaluation Version software and complete documentation including the Resource It Tutorial, Administrator's Guide and User Guide.

The Evaluation Version of Resource It allows you to create your own mini database by entering up to 20 Resource, Company, Contact and Job records.

A Tutorial Database accompanies the Evaluation Version. The Tutorial Database can be used in conjunction with the Resource It Tutorial Guide and will assist you to learn the basics of Resource It. The User Guide contains detailed information on how to use every feature and function of Resource It.

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Specifications

Before you install the Resource It Evaluation Version, we recommend you first check your computer's hardware and operating system to ensure your computer is able to install and run the Evaluation Version of Resource It properly.

Operating Systems

Your computer's operating system should be Win 2K or later.

Processor

Your computer should have a minimum of 256 MB (Megabytes) of RAM.

Hard Disk Space

To install the Evaluation Version of Resource It your computer must have at least 50 MB of free hard disk space.

Display

The Resource It application is best viewed with at least 1024 and 768 resolution.

CD Rom

Your computer will need to have a CD-Rom or be able to access a CD-Rom through your Network.

Install Resource It

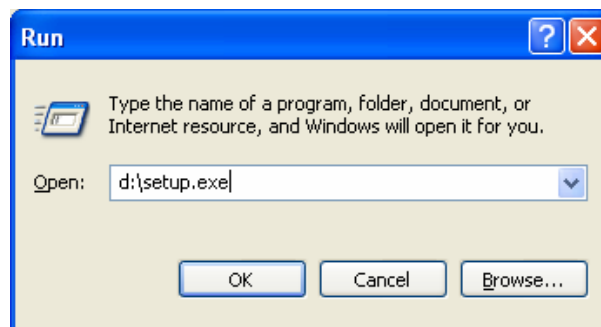
Follow the instructions below to install the Evaluation Version of Resource It.

1. Close all applications that are currently running.
2. Insert the CD Rom into the computer's CD Rom drive and wait a few moments. If Windows AutoPlay is enabled the installation program will automatically start.

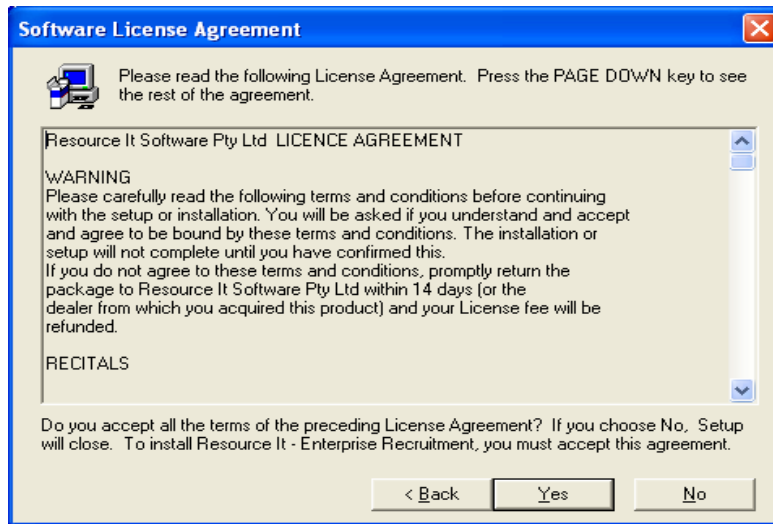


If this window does not display:

- Go to the **Start** menu and choose **Run**.
- In the Run text box, type **d:\setup.exe** (where d:\ is your CD drive) and click **OK**.

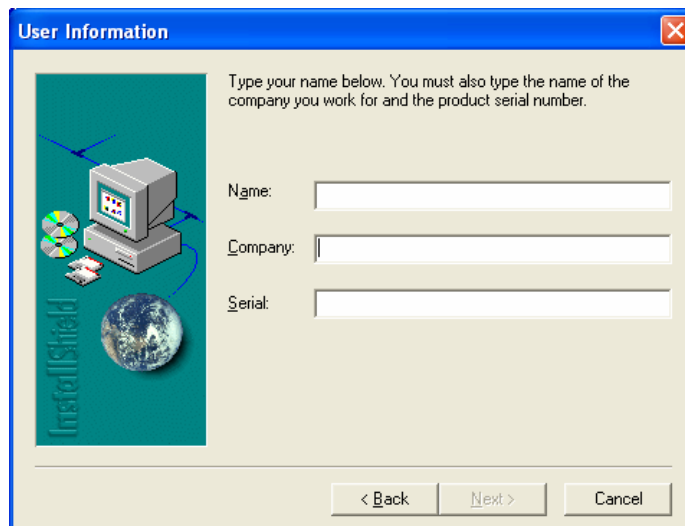


- The above window should display.
3. Click **Next>** to continue the setup.
 - The Software License Agreement window will display



4. Read the License Agreement and click **Yes**.

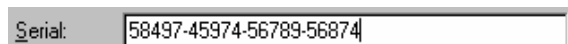
- The User Information window will display.



5. In the **Name** field, type in your Name then tab to the **Company** field and type in the name of your Company.
6. In the **Serial** field, type in the number found on the back of the Resource It CD Case labelled Registration Key or if you have downloaded the software from the Internet you will receive the serial number via an email.

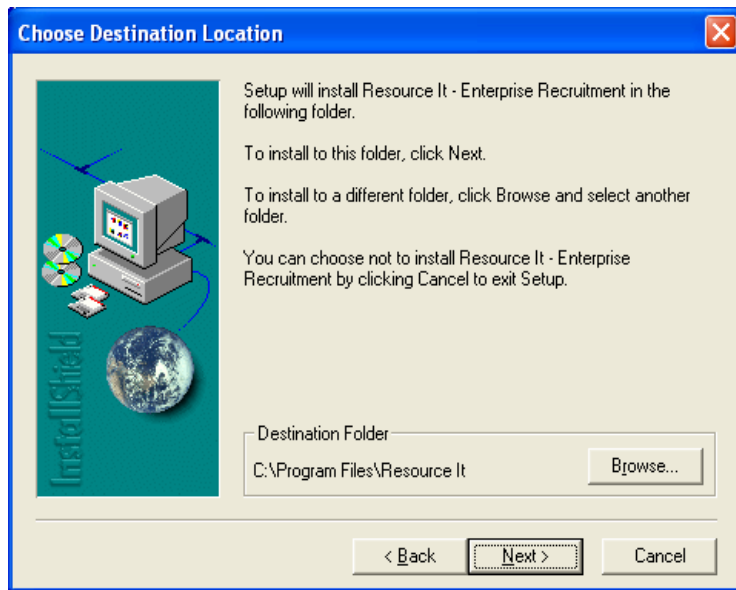


Note Type in the number exactly as shown eg



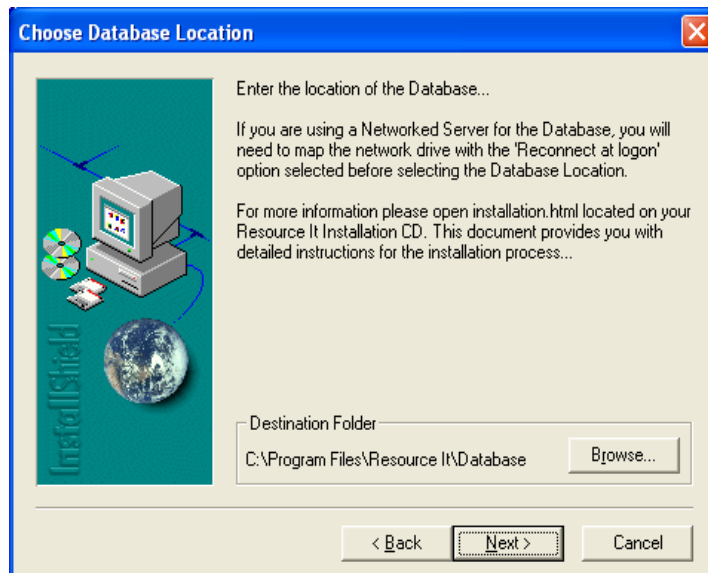
7. Click **Next>**.

- The Choose Destination Location window will display.



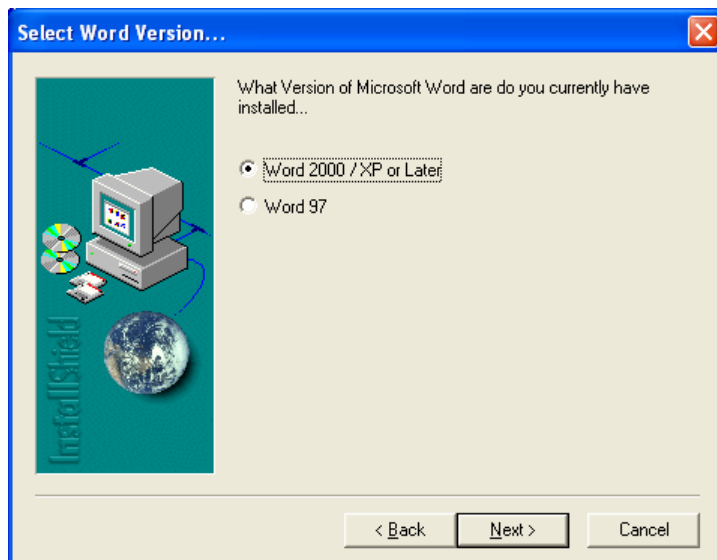
8. Click **Next>** to install Resource It in the default folder 'C:\Program Files\Resource It'. If you want to install Resource It in another location on your computer click on the **Browse** button, specify the location and click **OK**.

- The Choose Database Location window will display.



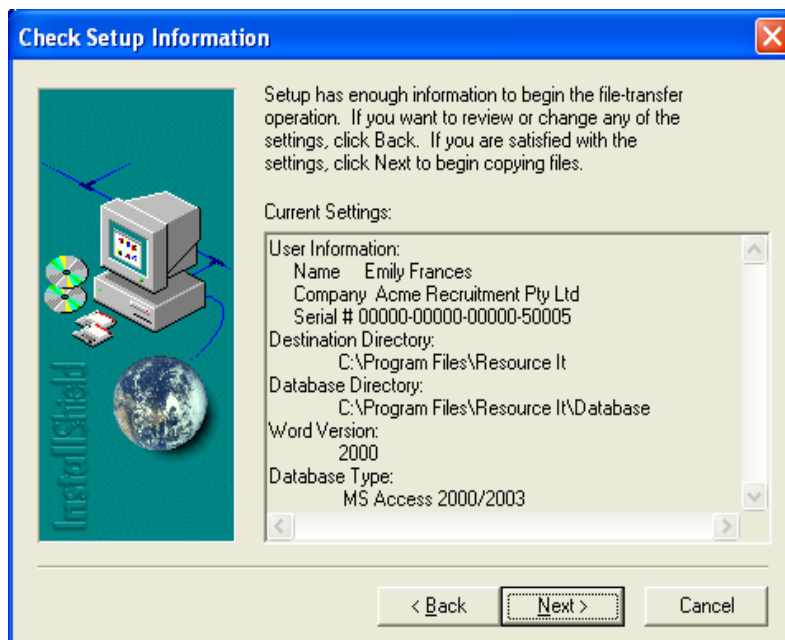
Click **Next>** to proceed with the installation.

- The Select Word Version window will display.



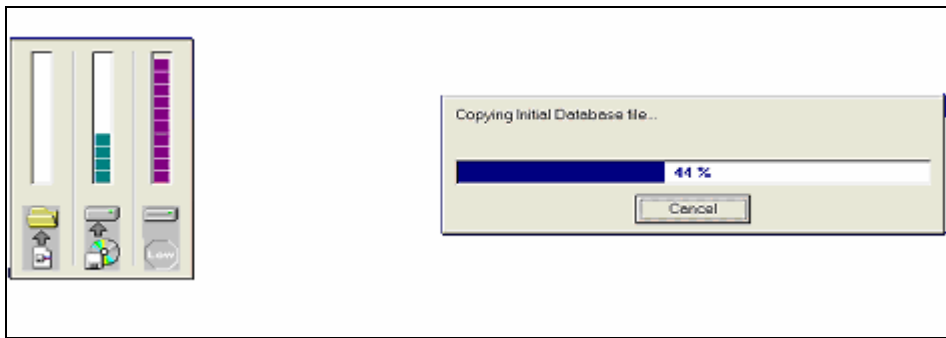
9. Select the version of Microsoft Word you have currently installed. Click **Next>** to proceed with the installation.

- The Check Setup Information window will display.



10. Check that your settings are correct. Click **Next>** to proceed with the installation.

- The Copying program files window will display. This will take approximately 30 seconds.



- When the installation is complete, the Setup Complete window will display.



11. Click **Finish**.



Note: A shortcut to Resource It has been automatically created on you desktop.

Start Using Resource It

To start using your Evaluation Version of Resource It:

1. On the **Start** menu, select **Programs** and then **Resource It Software**.

Alternatively, on your **Desktop** double click the icon named **Resource It Software**.



- The Resource It window will display reminding you that this is an Evaluation Version of Resource It Enterprise Recruitment and the system is limited to the entry of 20 Resource, Companies, Contacts and Jobs.



2. Enter **Admin** into the **Login** box.

3. Enter **Admin** into the **Password** box.



4. Click **Logon**.

Documentation

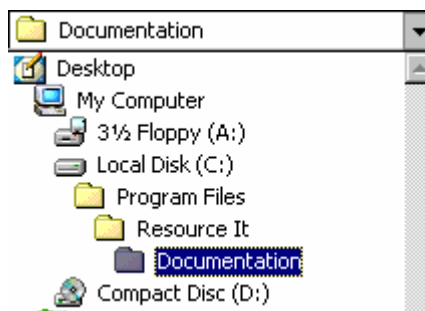
To assist you to use Resource It during your evaluation of the product we have included our Resource It Tutorial and Manuals – Administrator’s Guide and User Guide.

The Tutorial takes you through the steps of learning the basics of Resource It, such as adding a new Company, Contact, Job and Resource.

The Administrator Guide and User Guide are our complete manuals and cover every function of the software, from customisation of the database to posting jobs to Job Boards.

During the Installation of Resource It the documents have been installed onto your computer.

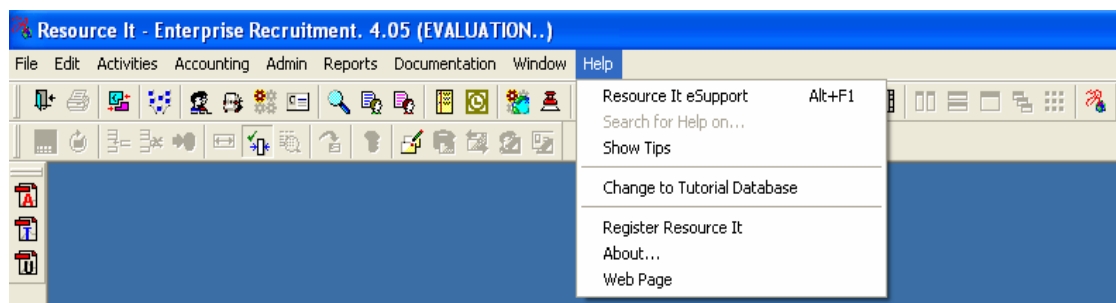
If you installed Resource It under the default destination folder C:\Program Files\Resource It you will find them under the Documentation folder.



Tutorial Database

To switch from the Evaluation (Production) Database to the Tutorial Database:

1. Upon opening the Resource It application, click on **Help** then **Change to Tutorial Database**



- A message will appear stating that you will need to exit Resource It and then log back on.
2. Open Resource It using the same Login and Password.
 - You will be notified upon logging in that you are using the Tutorial Database.
3. Refer to the Resource It Tutorial Guide for further information.