

RecordLink4PDF

INSTALLATION NOTES

Thank you for purchasing **Recordlink4PDF**. This application links the SIMS Document Management Server to the following PDF suites;

- eCopy Desktop
- eCopy PaperWorks
- eCopy PDF Pro Office

Here are some instructions to get you started. Further information and downloads are available from www.RecordLink.IT.

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OVERVIEW

Recordlink4PDF consists of two elements. First, Recordlink4PDF *manager* which is installed on the SIMS Server. This element must be registered on-line with your Product Key, after which it governs the availability of licenses to the second element, the SIMS PDF *connector* for eCopy Desktop, PaperWorks and/or EPP0. This is installed on end-user PCs that are networked to the same SIMS server. The SIMS PDF *connector* is the functional software that allows the end users to integrate eCopy PDF suites with SIMS.

FINDING YOUR PRODUCT KEY

IMPORTANT: Your Product Key will be emailed to the address provided to your reseller at the time of purchase and copied to the technical contact at your school (The Product Key is provided in the format DT-123456-123456). You will need the key to activate you RECORDLINK products.

SHORT INSTRUCTIONS

To get started with Recordlink4PDF you will need to follow some instructions which are listed in detail below this summary. In general Recordlink4PDF consists of Recordlink4PDF *manager* that is installed on the SIMS server and the SIMS PDF *connector* for installation on networked PCs and laptops. The manager needs to be activated. Downloads and updates are free of charge to licensed users.

1. **Register** your details on <http://recordlink.it/index.php?page=register>. This will give you access to download and activate your software.
2. **Sign in** using the email address that you used during the registration process with your chosen password.
3. **Download** Recordlink4PDF manager from <http://recordlink.it/index.php?page=download> and install it on your SIMS server.
4. **Activate** the Recordlink4PDF manager on <http://recordlink.it/index.php?page=Activate>. For this you will need the Product Key shown above and the Hardware Key taken from your installed Recordlink4PDF manager.
5. **Download** the SIMS PDF *connector* from <http://recordlink.it/index.php?page=download> and install it on the SIMS client PCs on which you wish to use the software. Be sure to select the software to suit your PDF package.

You are ready to go with user tips available at <http://recordlink.it/index.php?page=faq-recordlink-4pdf>.

DETAILED INSTRUCTIONS

1. REGISTER
You need to register your details to sign-in and then download and activate your software. We need your details to keep you up to date with new releases that keep you in step with changes in SIMS. Anyone can register and we recommend end users at your school be encouraged to do so. We will not pass on any details to third parties and will not bombard anybody with unwanted information. To register, fill in the form at <http://recordlink.it/index.php?page=register>.
2. SIGN IN
You need to sign-in before you can download and activate your software for the first time. Simply enter your details as prompted or at <http://recordlink.it/index.php?page=login2> using the email address that you supplied during registration and your chosen password.
3. DOWNLOAD & INSTALL Recordlink4PDF *manager*
Download the Recordlink4PDF *manager* from <http://recordlink.it/index.php?page=download>.

Click the link;



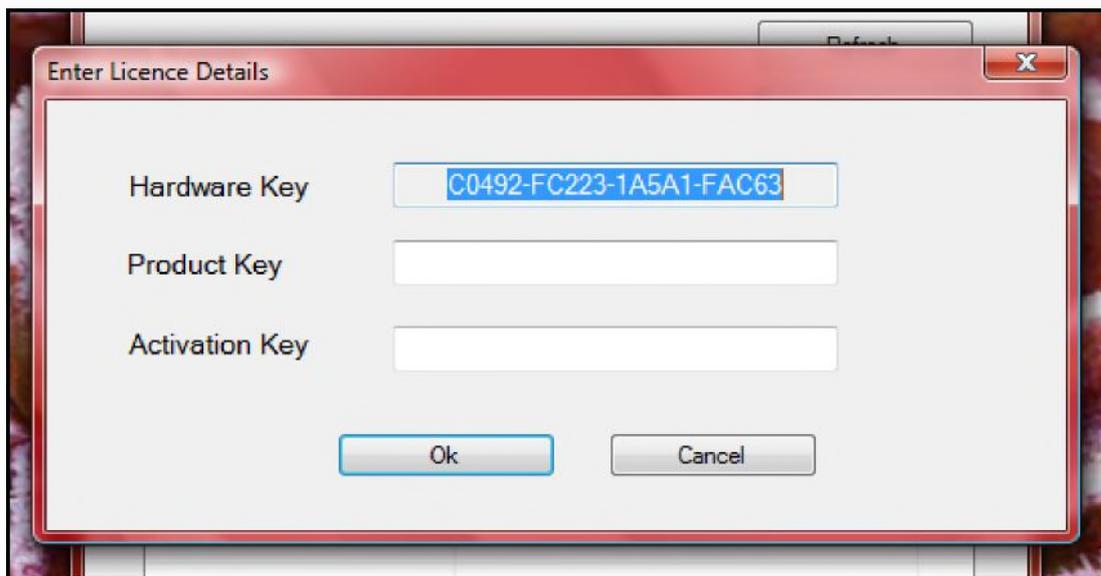
In the following pop-up you can choose to Run the installer or Save it to a location to run it later.

This application *must* be installed on the SIMS server. Local administrator privileges are required. Please contact your SIMS support team or your network manager if you are unsure.

4. ACTIVATE

You will need to enter the Hardware Key taken from the installed Recordlink4PDF *manager* and the Product Key taken from your original email from Cohesion. This will give you an Activation Key to paste into the Recordlink4PDF *manager* that will activate it.

To find the Hardware Key open the Recordlink4PDF manager as administrator then select 'Configure' which will open the activation screen;



- Copy the Hardware Key and go to <http://recordlink.it/index.php?page=Activate>.
- Paste in the Hardware Key in the field marked Hardware Key.
- Copy the Product Key from your email and paste it into the website field marked Product Key.
- Paste the same Product Key into the Manager field marked Product Key.
- On the website select Activate. This will return an Activation Key.
- Copy the Activation Key and paste it into the Manager.
- Select OK to activate.

5. DOWNLOAD & INSTALL the appropriate SIMS PDF connector for your eCopy PDF suite
You can install the *connectors* on as many SIMS client PCs as you wish. However the maximum number of active seats will be restricted by the Recordlink4PDF *manager* according to the number of concurrent seats you have purchased with your license.

The SIMS PDF *connectors* are available from <http://recordlink.it/index.php?page=download>. Choose the correct connector for your current eCopy PDF suite, choosing from eCopy Desktop, PaperWorks and PDF Pro Office. Local administrator privileges will be required for the installation required.

Eg if you are running eCopy PDF Pro Office click the link;

 **Download RECORDLINK4PDFProOffice** Install on end user client PCs running eCopy PDF Pro Office

In the following pop-up you can choose to Run the installer or Save it to a location to run it later.

To install on the PC you are using hit Run. If you are prompted, allow the software to run if you have authorisation to do so on your network.

To install on other PCs select Save and browse to your chosen location. You will need to transfer the saved file to the other PCs or install with group policy.

You will be taken through a wizard that is self-explanatory. During this process you can choose to change the folder for installation. We recommend that you do not change this folder unless you are sure of what you are doing.

If you do not have the correct permissions or authority you will need to contact your network administrator. The SIMS PDF *connector* will not function before the Manager is installed and activated and SIMS must be loaded on the PC for the SIMS PDF *connector* to function.

GENERAL NOTES

SYSTEM REQUIREMENTS

You will require the following system elements before installing the PDF connector:

- Current SIMS V7.*
- eCopy Desktop, eCopy PaperWorks, and/or eCopy PDF Pro Office
- SIMS workstation components
- 32 or 64 bit Windows operating system

INSTALLING UPDATES

You can freely download the latest versions of the SIMS PDF *connector* at any time. IMPORTANT: Before you install a new version it is necessary to remove the previous version using ADD & REMOVE PROGRAMS.

RENEWALS

When renewing your license you will only need to go through the activation process in section 4. Further installation is not necessary.

1. Check the manager is up to date at [http://RecordLink .it/index.php?page=download](http://RecordLink.it/index.php?page=download) and update if necessary by removing the old version then running the latest msi.
2. If keeping the old manager delete the entries in the manager for Licence key and Activation key.
3. Follow step 4 above. There is no need to make changes to the SIMS client software unless a later version is available.

FAQs

For updated user notes please visit www.cohesionsoftware.co.uk/faqs.aspx. As common themes emerge from the discussion board they are posted here and shared with all registered users who have opted to receive email notifications.

CONTACT

Should you have any issues please check <http://recordlink.it/index.php?page=faqs-recordlink-4pdf>. Failing a solution there, drop an email to Info@RecordLink.IT and we'll get back to you, usually same day.

The RecordLink team