

## **Motaware Installation**

Motamacs, Motaplan and Motacons can be downloaded from the Compaid Computer Services website - [www.compaid.info/downloads](http://www.compaid.info/downloads) all Motaware Applications will be found in the bottom section of the download page

**These instructions relate to the Motamacs installation - for Motaplan or Motacons simply substitute the name wherever appropriate**

Click on the appropriate file on the website - you will have two options - [run] and [save] - take the [run] option - this will extract the relevant files - you will probably then get a security warning - 'Unknown Publisher' - take the [run] option and in the WinZip Self-Extractor window take the [unzip] option - this will unzip four files to the c:\motamacs setup folder - click [OK] and close the WinZip window

You are now ready to install the application

Please close all running applications before starting installation

### **To Install Motamacs:**

Open Windows Explorer

Locate the c:\motamacs setup folder containing the four files that you have just extracted

Double-Click the setup.exe file to run the installation program

**Note: If you get a message saying that there old files on your PC that need to be replaced and that the PC will restart - DO NOT click OK - Cancel setup and call for support**

Click OK when the welcome to installation box appears

**Note: If you get a message saying there is not enough space to install the application - ignore it - click Install Now**

The installation program will start and will show a dialog box suggesting that the application be installed in – c:\Motamacs Rev3\.

Although this folder can be changed - please leave it as it is unless you have a good reason for changing it

Click Large button with picture of PC on it to install the application to the selected directory  
Click Continue in the 'Choose Program Group' window - accept the highlighted selections

You may get error messages during the installation that while copying a file an access violation occurred or that the file is in use.

Click Ignore  
Click Yes to the subsequent message asking if you want to ignore the error

You may also get messages during the installation that a file being copied is older than the file already on your PC - Do you want to keep the existing file?

Click Yes to keep your existing file

**Note: These 'errors' will have no effect on the application – ignore any other similar error messages**

Once the installation is completed you can access Motamacs as follows –

Click Start  
Click Programs  
Click Motamacs Rev3

Or you can set-up a shortcut on your desktop if you wish as follows –

In Windows Explorer:

- Locate the Motamacs Rev3 folder
- Right Mouse Click on the motamacsv3.exe file
- Click       Send to
- Click       Desktop (create shortcut)

## **Setting Up Motamacs**

Open Motamacs

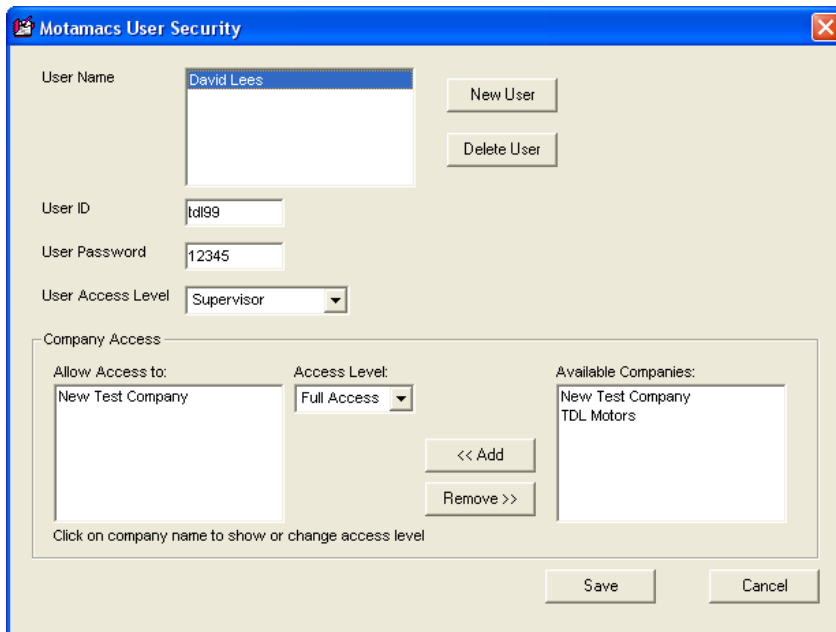
- At the login - leave the UserID as it is (sup)
- Enter the system password - please phone support for these
- Click       OK

In the Company Access window:

- Click       New Company and follow the prompts

You will be informed that the new company has been created and asked if you want to create your user ID - Click - Yes

The following window will be displayed:



- Click       [new user] and enter your name
- Click       OK

Enter a 'user ID' - this may be anything appropriate - e.g. your Kerridge user ID

Enter a 'user password' - this can be alpha/numeric - there is no requirement to change this on a regular basis

Set the 'user access level' to supervisor

Click on the company name in the 'available companies:' list (right box) to highlight it then click Add to put it into the 'allow access to:' list

Click on the company name in the 'allow access to:' list (left box) to highlight it then select 'Full Access' from the 'Access Level' drop-down

When complete - click Save

In the Company Access window click - Exit

Re-load Motamacs using your new userID and password - the application will retain the last userID used so that you don't have to enter it each time you load Motamacs

Select the company and click Open