

Installation Guide

DOCSVAULT PRO 3.5

Personal Document Management System for everyday user



- ⚙️ Create Paperless Office
- ⚙️ Secure Documents
- ⚙️ Backup and Records Retention
- ⚙️ Incredibly Easy to Install, Learn, and Use

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Welcome to Docsvault Pro

Welcome to **Docsvault Pro**, a powerful and user-friendly document management software.



This section covers step-by-step instructions and graphical environment to guide you and make using Docsvault simple and fun.

Going paperless has never been as easy!!!

Install and Update

System Requirements

The following are the minimum and recommended specifications to run **Docsvault Pro**:

Requisite	Required Minimum	Recommended Minimum
Processor	Pentium 500Mhz	Pentium Celeron
Memory	256 MB RAM	512 MB RAM
Graphics Display Resolution	800*600	1024*768
Operating System	Win 2000	Windows Operating System: 2k, XP, 32 & 64 bits Vista, Windows 7
.NET Framework	Version 2.0	Version 2.0
MS Office Integration (Optional)	MS Office XP and above	MS Office XP and above



- The Microsoft .Net Framework is available for free from their download center website," www.microsoft.com/downloads/". Once on their website, look for the ".NET Framework Version 2.0 Redistributable Package"

Installing Docsvault Pro

This section describes how to install Docsvault Professional Edition (Docsvault Pro) on your computer. To install and use Docsvault Pro properly, you must have administrative rights.



Notes:

- **Note for Vista Users**

Make sure the User Account Control option in Vista is turned off. This can be done from the Control Panel > User Accounts and by clicking on the 'Turn User Access Control on or off' link. You can turn this option back on if you wish once the installation is successful.

- **Security Applications Note**

If you have a system and registry protecting application installed on your machine it should popup a message asking for your permission to allow the installer to create its registry keys. However some applications might silently block the installers access to the registry which may lead to improper installation. In such case you might have to turn off or add Docsvault installer to the allowed list of any such security application before installing Docsvault.

- **Firebird Database Note:**

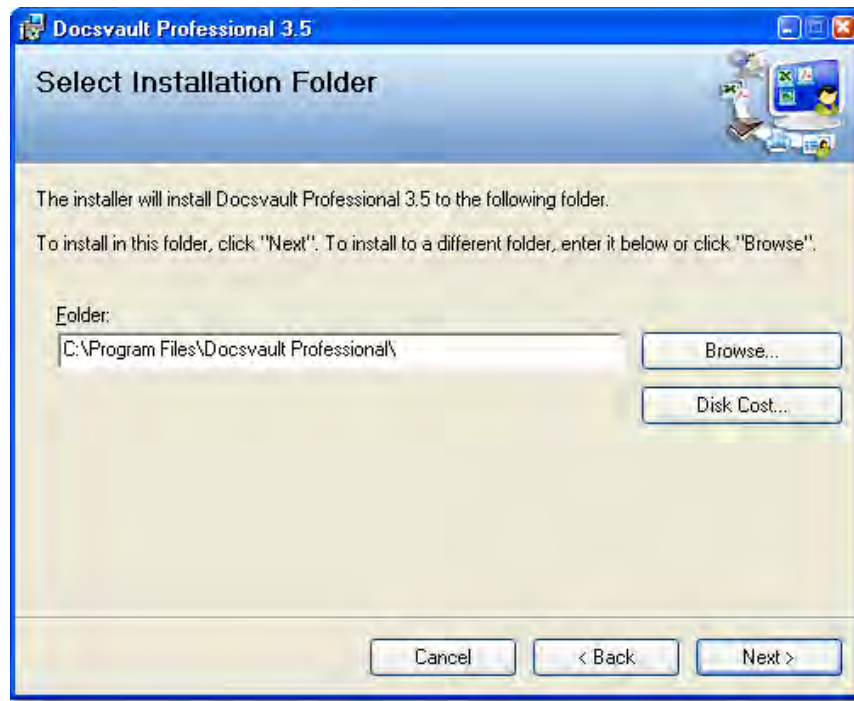
Docsvault uses Firebird SQL server as its backend which is automatically installed with Docsvault. However, if your PC already has Firebird installed, then Docsvault will attempt to use the current Firebird installation. We suggest that if no other application is using the Firebird server, please uninstall it before installing Docsvault to ensure a smooth Firebird installation by the Docsvault installer.

Initiate Installation Wizard

- Run the installation file **Docsvault_Prof.msi** and follow the instructions on the screen.
- On the License Agreement page, read the license agreement and if you accept the license terms click on **I Accept**, and then click the **Next** button.

Select Installation Folder

- **Installation folder** contains the program files for Docsvault Professional Edition. By default the installer will choose '**C:\Program files\Docsvault Professional**'. You have the option of changing the location of program folder by clicking on the **Browse** button. It is recommended that you keep the default path as this folder will contain only the program files, **not** the data files.



- Clicking **Disk Cost.. button**, gives you statistics of the total disk space available in the local drive and the required space by Docsvault. Accordingly, you can decide the appropriate drive for the installation of Docsvault.
- Click on **Next** button to go to the '**Confirm Installation**' window.

Select Data Folder

- During installation, you will be asked to select a **data folder** that will store all files imported into Docsvault and the related information. Docsvault automatically creates data folder with the name **DVPro Data**. By default, Docsvault selects the **C: Drive**. You can select a different path by clicking on **Browse**. Click on **Next** button when you are done with choosing the *Docsvault Data* path.

**Warning:**

- You cannot create a repository on a network location. Select the drive that is physically connected to your computer

**Note:**

- Docsvault uses Firebird SQL server as its backend which is usually installed with Docsvault. However, if your PC already has Firebird installed, then Docsvault will attempt to use the current Firebird installation.
- If no other application is using the Firebird server, please uninstall it and then reinstall Docsvault to ensure a smooth Firebird installation by Docsvault.

Close Installation Wizard

- On completion click the **Close** button. You can now launch the Docsvault Professional from the desktop icon.

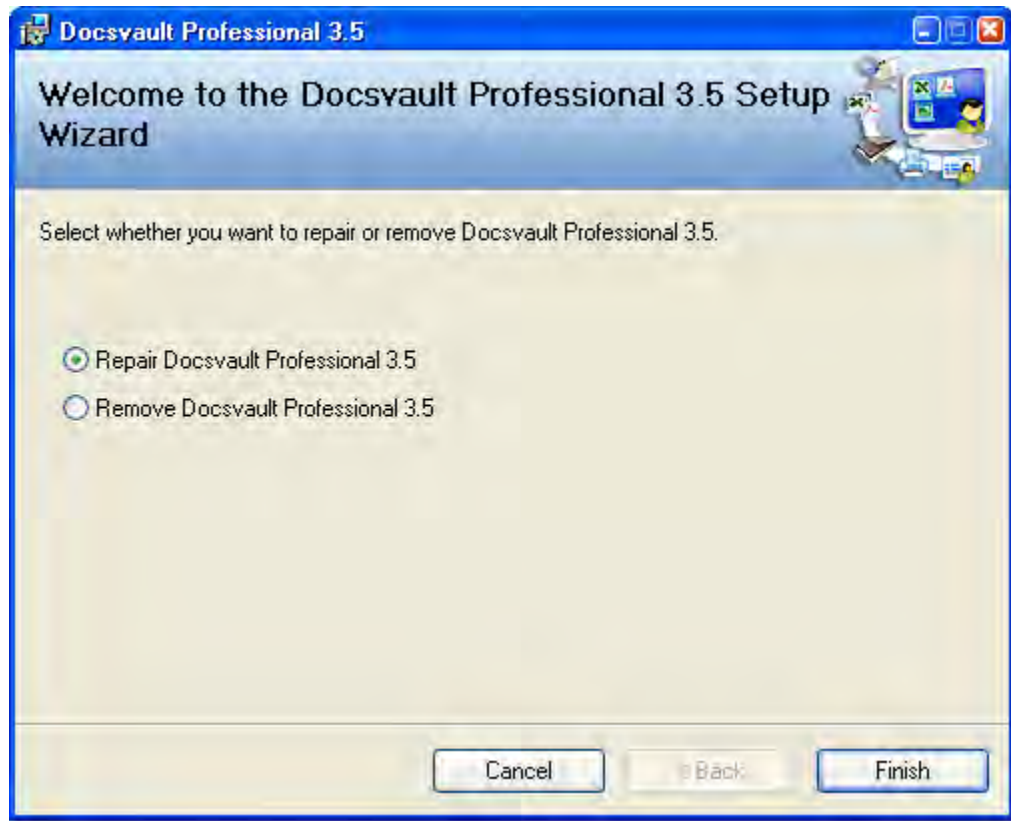
You are now ready to use **Docsvault Professional Edition** !

Reinstall or Repair Docsvault

If you accidentally delete or alter files that are required by Docsvault, Docsvault might not perform correctly, and you might receive error messages while executing. You can attempt to fix this problem by reinstalling or repairing Docsvault.

To reinstall or repair Docsvault

- In the Control Panel, double-click Add or Remove Programs.
- In the Add or Remove Programs window, select Docsvault Professional, and then click Change.



- In the wizard window, select Repair, and then click Finish.

Important:

- Select the path of your current repository where 'DVPro Data' folder is installed.

Uninstall Docsvault

When you uninstall Docsvault, all components are removed. This means that even if you've reinstalled or repaired Docsvault, the uninstallation removes all Docsvault program files from your system.

To uninstall Docsvault

- In the Control Panel, click Add or Remove Programs.
- In the Add or Remove Programs window, select Docsvault Professional, and then click Remove.



- In the wizard window, select Remove to remove Docsvault Professional and then click Finish.
- Docsvault gives you the option of maintaining all your data folders. Select 'Yes' if you want to use them when you install Docsvault in future.



Warning:


- On selecting 'No', Docsvault will delete **all** the existing Docsvault repository present on your system.
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- Before uninstalling Docsvault Professional, please make sure that you take backup of data files by using the Archive feature from the File menu for all of your repositories.

Launching & Registering Docsvault

This section covers registration and several ways of launching the Docsvault application.

Launching Docsvault Professional

You can launch the Docsvault application in one of the following ways:

- **Using Windows Start menu:** Click on *Start >> Programs >> Docsvault Professional*
Or
- **Using Desktop Icon:** Double click on 'Docsvault Professional' icon  on the Desktop.
Or
- **Using System Tray Icon:** By default Docsvault Professional will automatically start up in the system tray when Windows starts up. You can display the main window by double clicking on this system tray icon shown below.

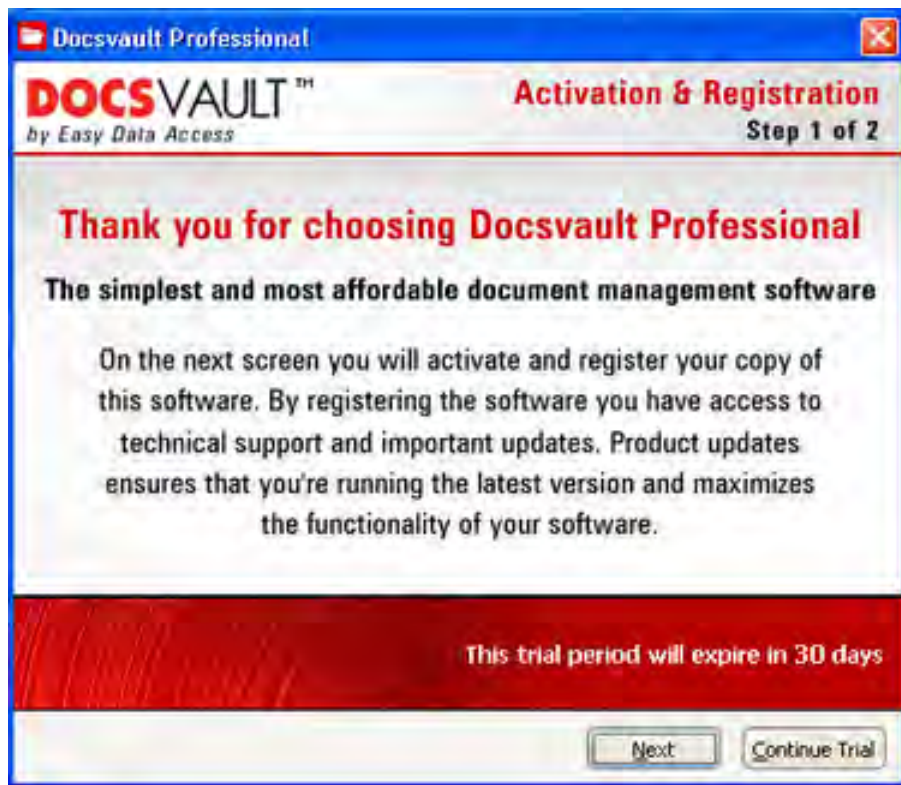


Note:

- Docsvault uses the Operating System's indexing engine for full text search. A message is prompted if it does not find the said component on your machine. You can ask Docsvault to automatically download and install the component on your machine by selecting 'Yes'. Note that this component can also be installed later from Tools > Options > Index/OCR Tab.

Registering Docsvault

- The first time you launch Docsvault, you will be presented with a registration form as shown below



- Click on **Next** button to view the next page of the registration form.

Docsvault Professional

DOCSVAULT™
by Easy Data Access

Activation & Registration
Step 2 of 2

Activation Key

— — — — —

Registration Fields with * are required

First Name: *

Last Name: *

Country *

Profession *

Email: *

Where did you hear about us?: *

Specify: *

This trial period will expire in 30 days

[Get Key Now](#) [Support](#) [Activate](#) [Continue Trial](#)

- Enter the 25 character *Activation Key* provided with the retail box you have purchased. If you have purchased Docsvault online, we will send you an email with the *Activation Key*.
- Provide your first name, last name, country of residence, profession and your email id. So that we can focus our resources better we ask you to specify how did you hear about us.
- Now, make sure you are connected to the internet and click on [Activate](#). This will activate your copy of Docsvault Professional edition by registering it in our server.



Note:

- If you are using a firewall application, allow Docsvault to access the internet for activation process which is an one time process.

Technical Support

For any product related or general customer service questions that may arise, please use our online Technical Support or contact us by email at: Support@edaUSA.com

Easy Data Access

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