



Installing Inquiry+

Welcome to Inquiry+. The following instructions will help you install the program to your system.

Before you start

You will need to decide where your program files and data files will be located. If you are running Inquiry+ on more than one machine the data file's location MUST be accessible via a shared network connection.

Data Files Shared Network Folder

\\

Program Files Folder

C:\Visitor

Begin the installation

Run the following steps for E ACH WORKSTATION that will be running Inquiry+. It is not necessary to run these steps from the network server unless it will also be used as a workstation.

- 1** Insert the installation CD into the CD drive. Choose to Autorun the Setup.
- 2** Click on 'Install Inquiry+/Housing+'. The Installation program will begin.
- 3** You will be asked to select the directory for shared data files. The default is F:\Visitor. Under most circumstances, there is no reason to change this directory.
- 4** Next, you will be asked to select the program directory. This MUST be a directory on the local workstation. Under most circumstances, there is no reason to change this directory.
- 5** If you receive a prompt to restart your computer, select NO.

Note:

Be sure to choose the same data directory on every workstation to which you are installing Inquiry+. If you browse to choose the directory, verify the location when you return to the installation screen.



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Setting Up Inquiry+

When logging into Inquiry for the first time, enter the username 'super' and the password 'milo'.

- 1** You will be prompted to enter your Inquiry+ Site Registration code, which you can find on the label on the inside of the CD case.
- 2** Once the site registration code is accepted, the Inquiry+ system setup screen will appear. Click on the Register button next to each module that you are installing and enter the registration codes as provided.

Note:

All Inquiry+ and Housing+ menu items are available. The modules that you have not registered keep a limit to the number of records saved, but allow you to evaluate them in full functionality.

User Setup

Click on File | Maintenance | User Accounts. The user management screen will appear.

add Click on the 'Add User' button. Enter a username, (a minimum of 4 characters), and a password (optional).

secure For each user added, you can opt to give maintenance rights. To give a user maintenance rights, highlight the name and click on the 'Maintenance Rights' button.

You can opt to give users full access to only select modules of Inquiry+ as well. To limit their access to specific modules, highlight their username, then click on the 'User Rights' button. Uncheck the options that the user should not have full rights to, then click 'OK'.

delete To delete a user, highlight the name and click on the 'Delete User' button. Confirm your selection by clicking 'OK'.

Congratulations! You are ready to begin using Inquiry+.



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