

# READ THIS FIRST!



## Form-U-Share

Installation and Troubleshooting  
Instructions - Version 3.4

### Instructions:

- I am a new user with a 1 user License -  
Section 1
- I am a new user with a multi-user License -  
Section 2
- I am an existing user with 1 user License -  
Section 3
- I am an existing user with a multi-user License -  
Section 4
- I am ready to install Form-U-Share -  
Section 5

### Troubleshooting:

- I am having problems with Form-U-Share -  
Section 6

Do Not plug your security key(s) into your computer until after you install / upgrade Form-U-Share.

# Section 1:

I am a new user with a 1 User License

- Verify contents of Form-U-Share package:
  - Form-U-Share Installation and Troubleshooting manual (this document)
  - Form-U-Share Installation CD with Activation information Label
  - Form-U-Share Welcome letter
  - Form-U-Share Training information
  - Form-U-Share Security Key(s)

If you do not have any of these items, or the package or content is damaged, please call FUS Support immediately at (256) 766-3877.

If you have all of the contents of the package, then you are ready to install Form-U-Share. Remember, do not install the security key until after you finish installing Form-U-Share.

Proceed to Section 5 (I am ready to install Form-U-Share) and follow the instructions to install Form-U-Share.

# Section 2:

I am a new user with a multi-User License

- Verify contents of Form-U-Share package:
  - Form-U-Share Installation and Troubleshooting manual (this document)
  - Form-U-Share Installation CD with Activation information Label
  - Form-U-Share Welcome letter
  - Form-U-Share Training information
  - Form-U-Share Security Key(s)

If you do not have any of these items, or the package or content is damaged, please call FUS Support immediately at (256) 766-3877.

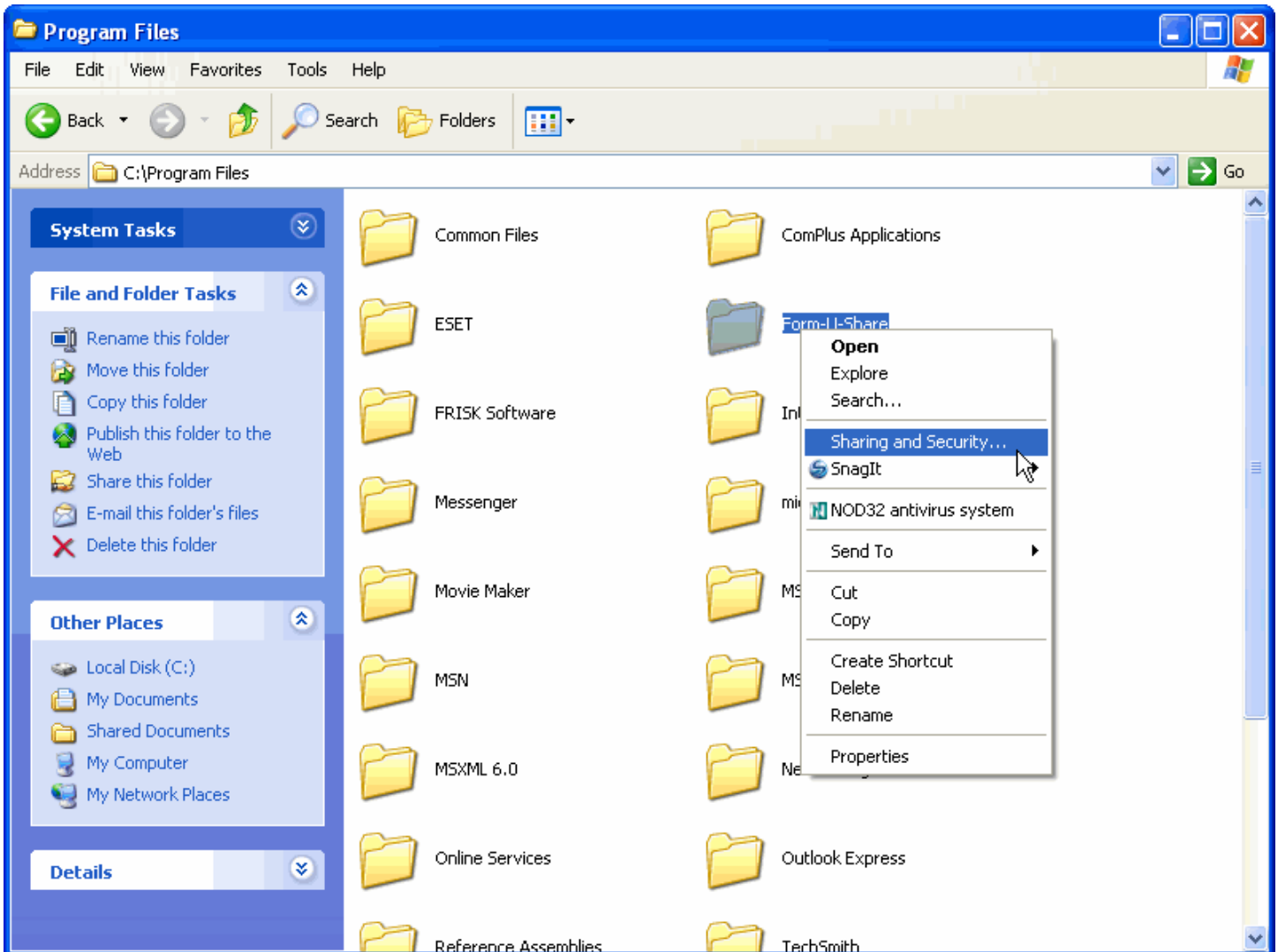
If you have all of the contents of the package, then you are ready to install Form-U-Share. Remember, do not install the security key until after you finish installing Form-U-Share.

**Step 1:** Install Form-U-Share on the Server (where the shared (data) files will be located).

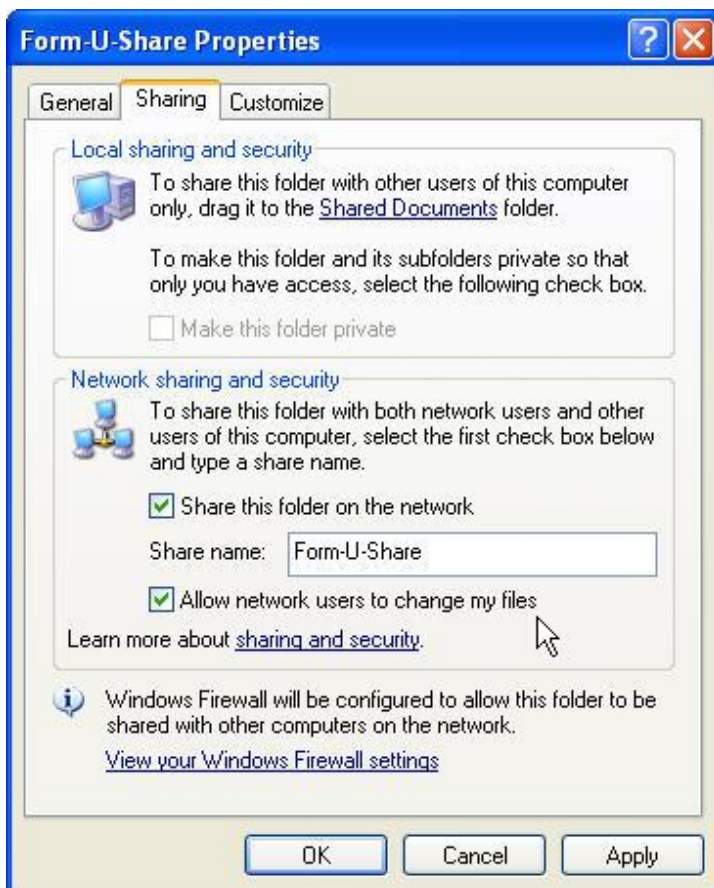
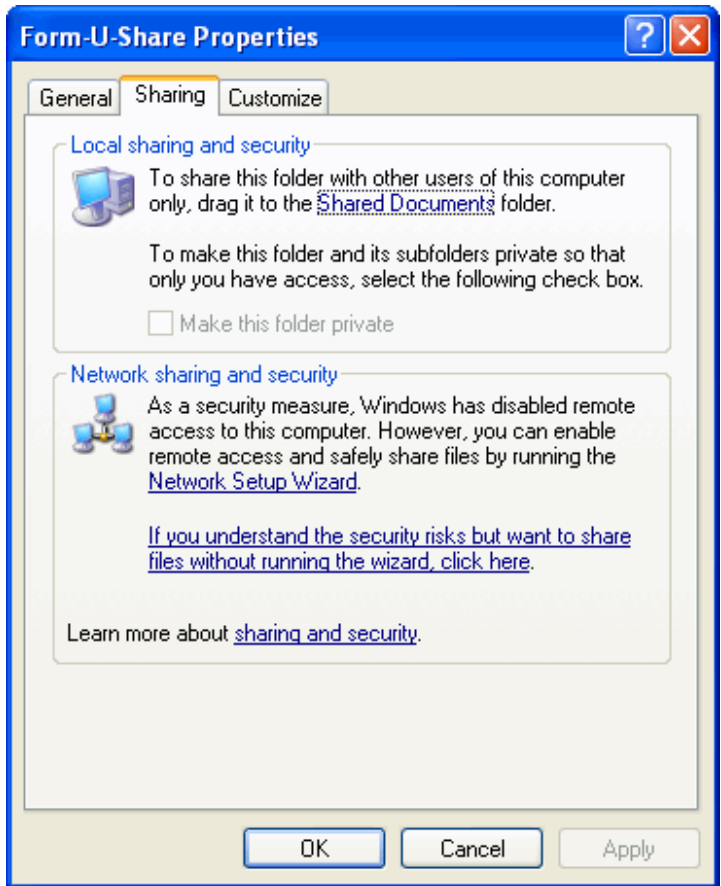
To do that, please go to Section 5 (I am ready to install Form-U-Share) and follow the instructions. When the installation asks for a Setup Type, be sure to select Server. Make a note of where the shared (data) files are installed during setup. Return to this page after installation has completed and then go on to Step 2.

**Step 2:** Share the folder where the shared (data) files were installed so network computers running Form-U-Share will have access.

If you selected the default location for the shared (data) files, then browse to the C:\Program Files directory on the server computer. If you selected a different location during setup, then browse to that location. Right click the Form-U-Share folder (or other folder name if you changed it) and select Sharing and Security.



For Windows XP users: If you see this screen, you will need to run the Network Setup Wizard. For any questions concerning this, contact your Network or System Administrator.



Click the checkbox to share the folder on the network. The Share Name is by default the Folder name. Make a note of this name. Be sure to check the 'Allow network users to change my files' checkbox. Click OK to finish sharing the folder.

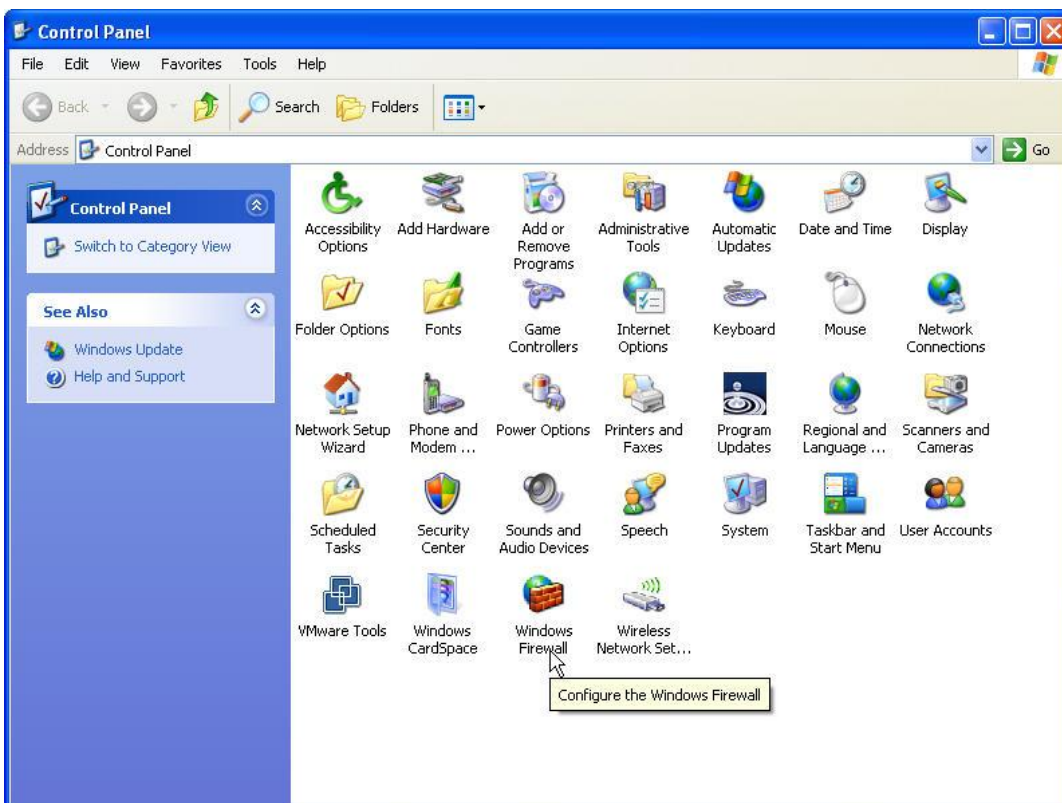
### Step 3: Verify that network computers can access the shared folder.

Go to a workstation computer and either type in the network path, \\servername\sharename, or browse the network for the computer and share. If you are unable to locate the shared folder, you may be having network or firewall problems. Contact your network or system administrator for assistance. If you can locate and browse the shared folder, then you are ready to continue.

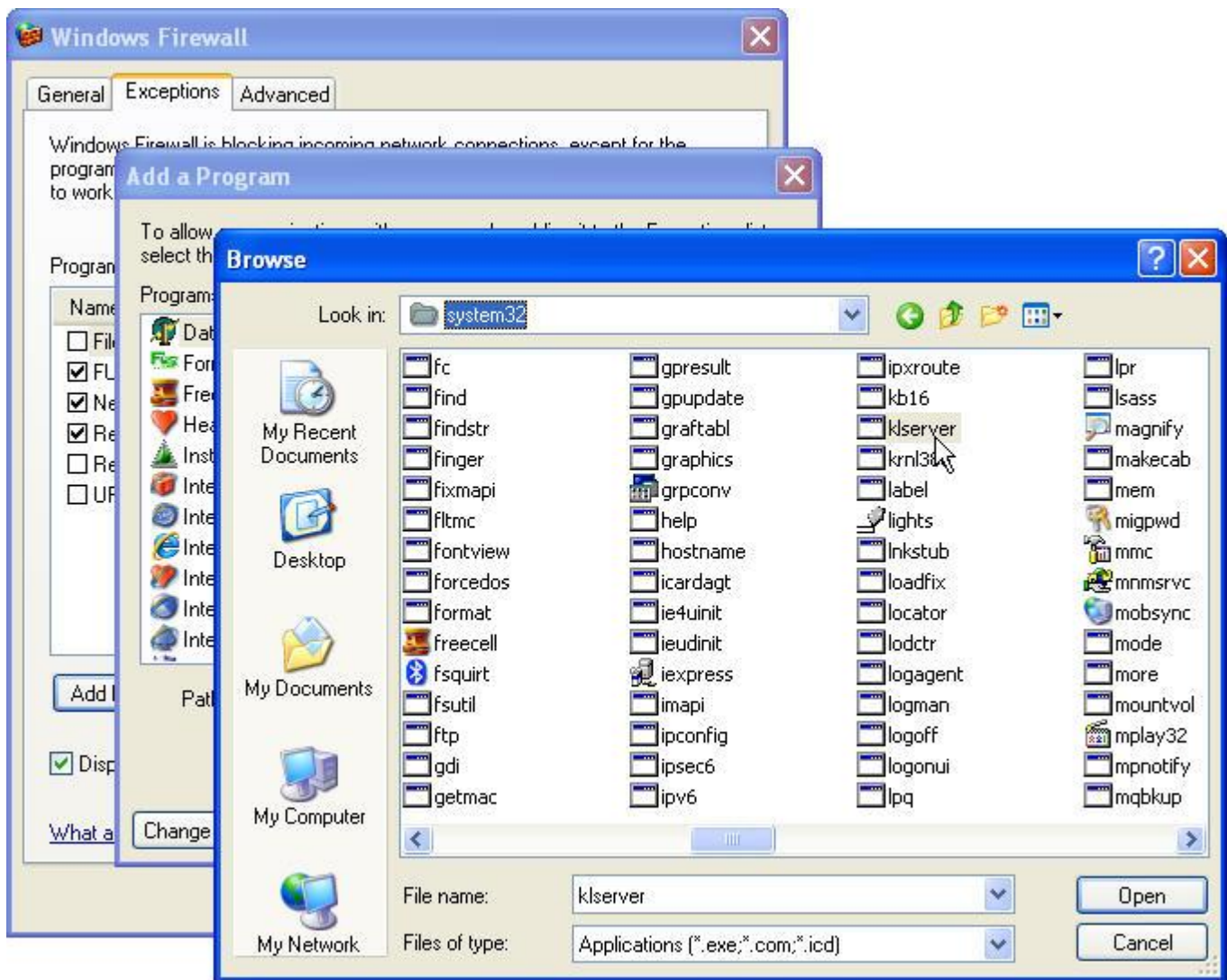
### Step 4: Setup network access for Form-U-Share security key on server.

If you are using single user keys at each workstation, you may skip this step. If you are using a firewall other than Windows Firewall, you may set up access manually or contact your network or system administrator for assistance.

Open your Windows Control Panel. (This can normally be done by clicking Start | Control Panel, or Start | Settings | Control Panel.) Double-Click on Windows Firewall to configure Firewall settings.



By default, Windows Firewall will be enabled. If it is disabled, you may continue to the next step. If it is enabled, click on the exceptions tab. Click on the 'Add Program' Button, and browse to your Windows\System32 folder.



Select klserver and click open. Click OK. Verify that klserver has been added to the exceptions list and it is checked. Click OK to save changes. Your security key can now be accessed from the workstations.

**Step 5:** Install Form-U-Share on each workstation you want to run Form-U-Share. Go to Section 5 for and follow the installation instructions on each workstation. We recommend performing a Workstation install on each workstation. However, if you need to run the program files locally on each machine instead of over the network, or if you need to use Traveler mode, then perform a Standard install on each workstation. If you are unsure which option to choose, try a Workstation install. You can always go back and perform a Standard install later, if necessary. During setup, be sure to point the Shared (data) files to the shared folder on the server.

# Section 3:

I am an existing user with a 1 User License

- Verify contents of Form-U-Share package:
  - Form-U-Share Installation and Troubleshooting manual (what you're reading)
  - Form-U-Share Installation CD with Activation information Label
  - Form-U-Share Welcome letter
  - Form-U-Share Training information
  - Form-U-Share Security Key(s)

If you do not have any of these items, or the package or content is damaged, please call FUS Support immediately at (256) 766-3877.

If you have all of the contents of the package, then you are ready to install Form-U-Share. Remember, do not install the security key until after you finish installing Form-U-Share.

We have made some changes and improvements on Form-U-Share that require you to first uninstall your old version(s) of Form-U-Share before upgrading to the new version.

Open your control panel, and double-click on Add/Remove Programs. Once you see the list of installed programs, select Form-U-Share from the list and select Uninstall. If there are multiple Form-U-Share's in the list, be sure to uninstall all of them. This will not uninstall your user data or shared (data) files. After you have uninstalled your old version(s), be sure to delete any Desktop or Start Menu shortcuts you may have created. Proceed to Section 5 to install Form-U-Share.

# Section 4:

I am an existing user with a multi-user License

- Verify contents of Form-U-Share package:
  - Form-U-Share Installation and Troubleshooting manual (what you're reading)
  - Form-U-Share Installation CD with Activation information Label
  - Form-U-Share Welcome letter
  - Form-U-Share Training information
  - Form-U-Share Security Key(s)

If you do not have any of these items, or the package or content is damaged, please call FUS Support immediately at (256) 766-3877.

If you have all of the contents of the package, then you are ready to install Form-U-Share. Remember, do not install the security key until after you finish installing Form-U-Share.

We have made some changes and improvements on Form-U-Share that require you to first uninstall your old version(s) of Form-U-Share before upgrading to the new version.

Open your control panel, and double-click on Add/Remove Programs. Once you see the list of installed programs, select Form-U-Share from the list and select Uninstall. If there are multiple Form-U-Share's in the list, be sure to uninstall all of them. This will not uninstall your user data or shared (data) files. After you have uninstalled your old version(s), be sure to delete any Desktop or Start Menu shortcuts you may have created. Be sure to uninstall Form-U-Share and remove shortcuts on every workstation.

Proceed to Section 2 to install Form-U-Share on your Server and Workstations.

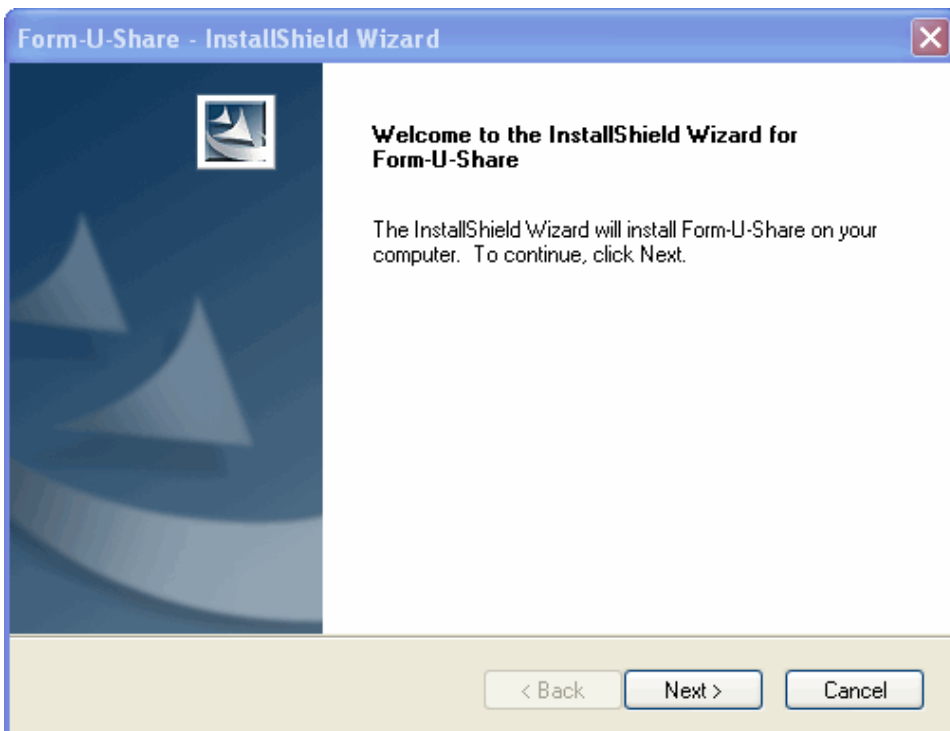
# Section 5:

I am ready to install Form-U-Share

If you have a Form-U-Share CD, insert the CD into your CD-ROM drive. The setup should start automatically. If it does not, open My Computer, right click on the Form-U-Share CD, and choose Install. If this is not an option, choose Open, and double-click on FUS2008.exe.

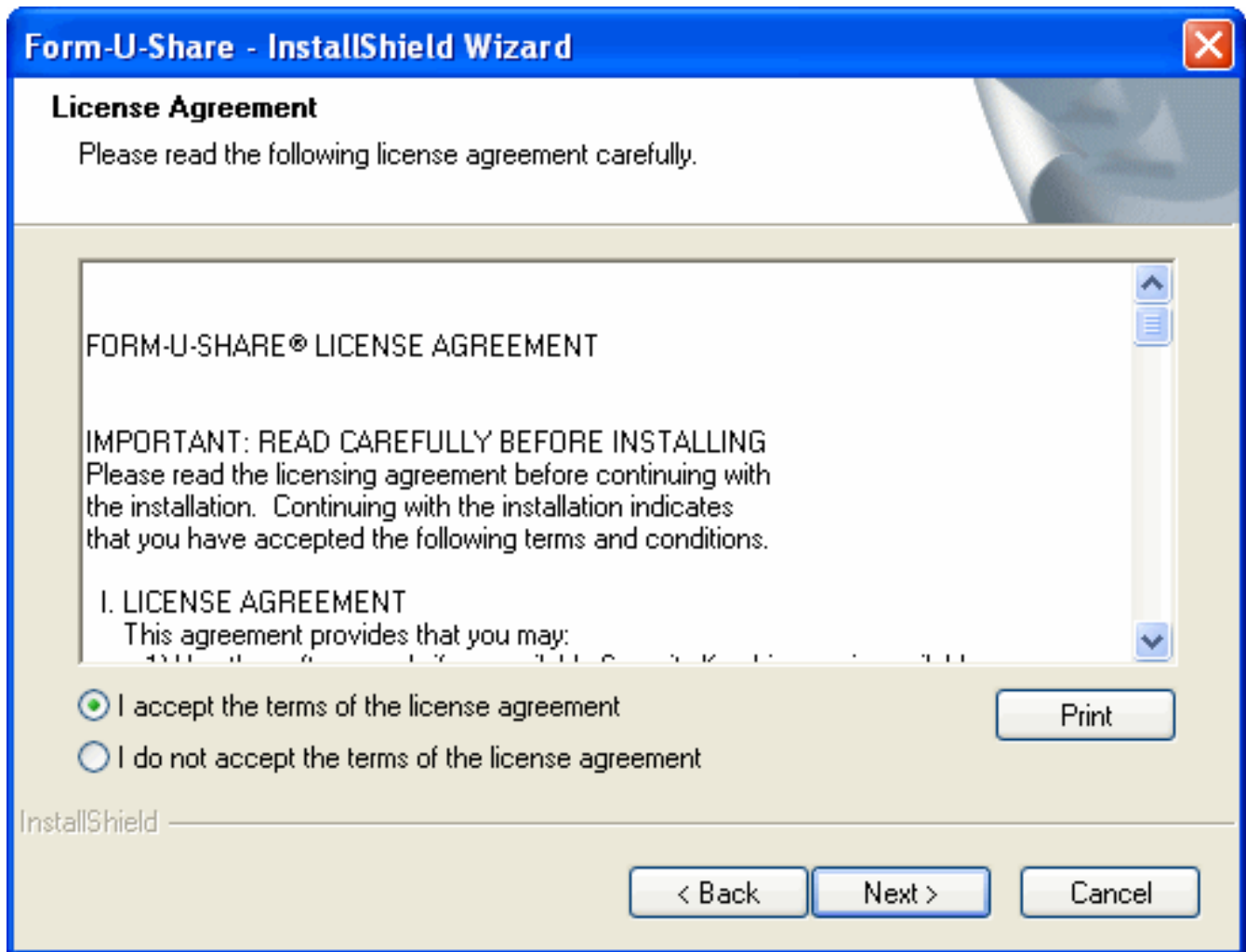
If you do not have a Form-U-Share CD, you may download the installation file from our website by entering this page into your web browser: <http://www.formushare.com/fus/index.htm> and following the download instructions.

When the setup begins, you should see a screen like this:



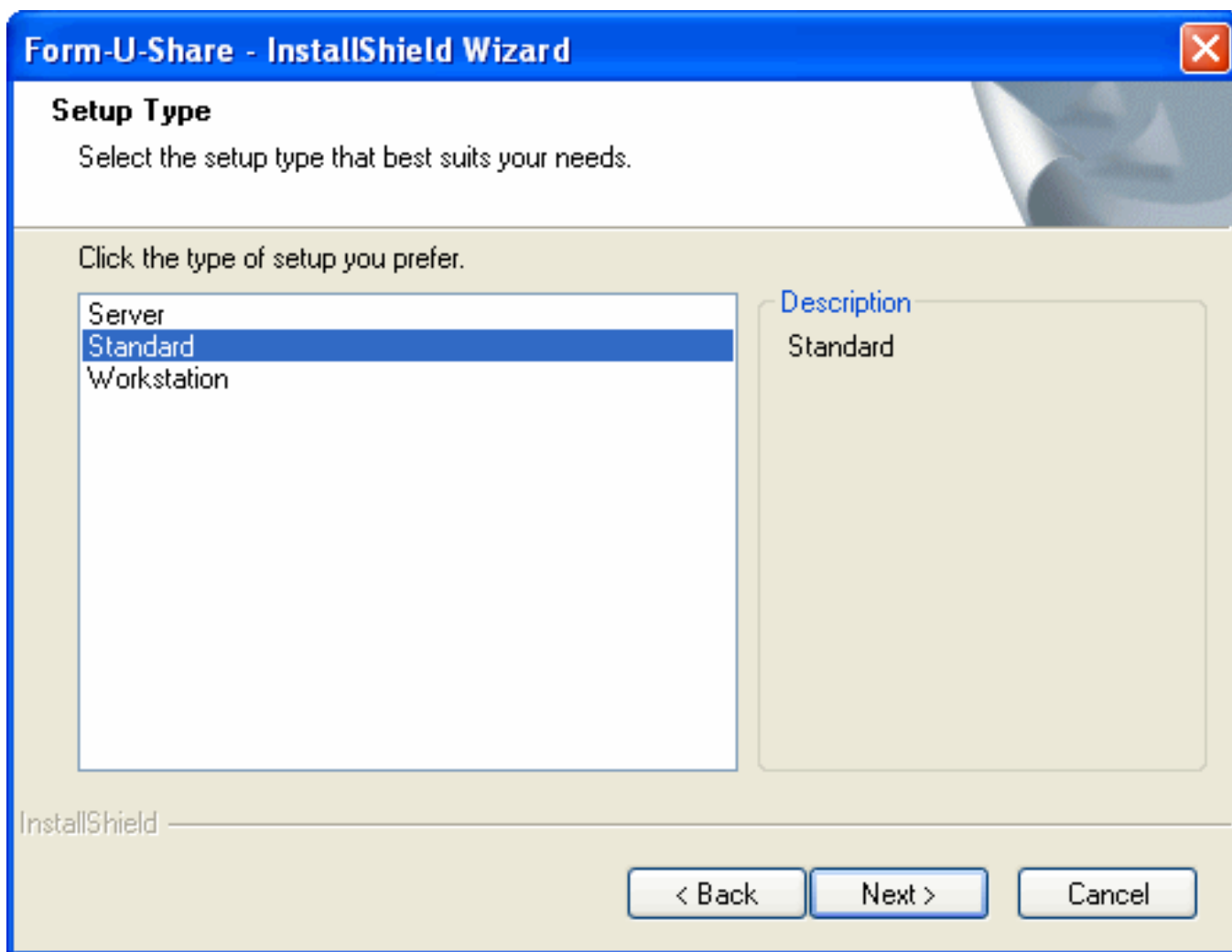
Click on the Next button to begin.

The second screen in the Form-U-Share Setup is the License Agreement, please read the license agreement, choose to accept the license agreement, and click on Next.

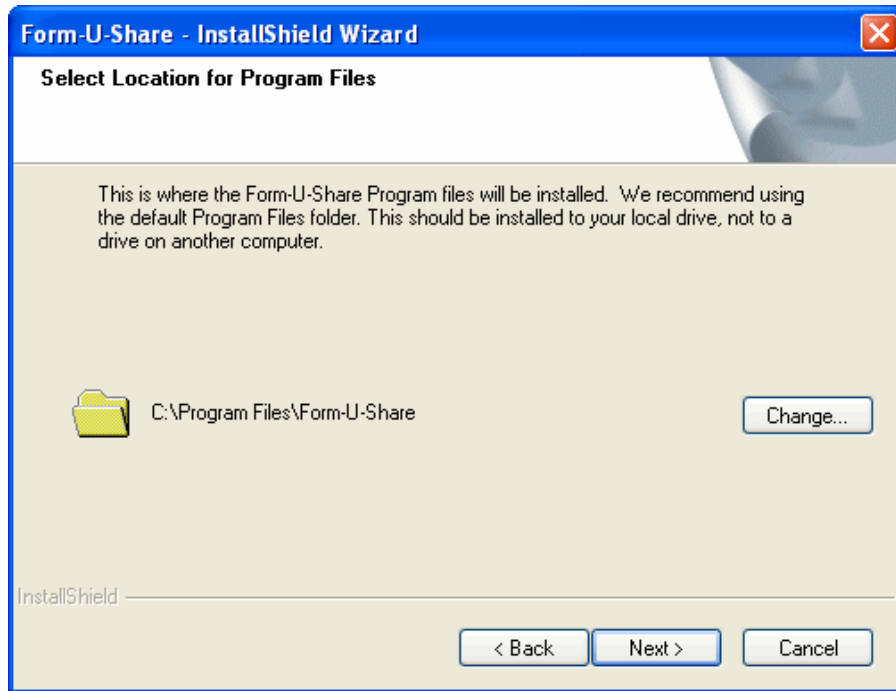


By selecting that you agree to the terms of the license agreement, you are binding yourself to the terms of the license agreement for acceptable use of Form-U-Share.

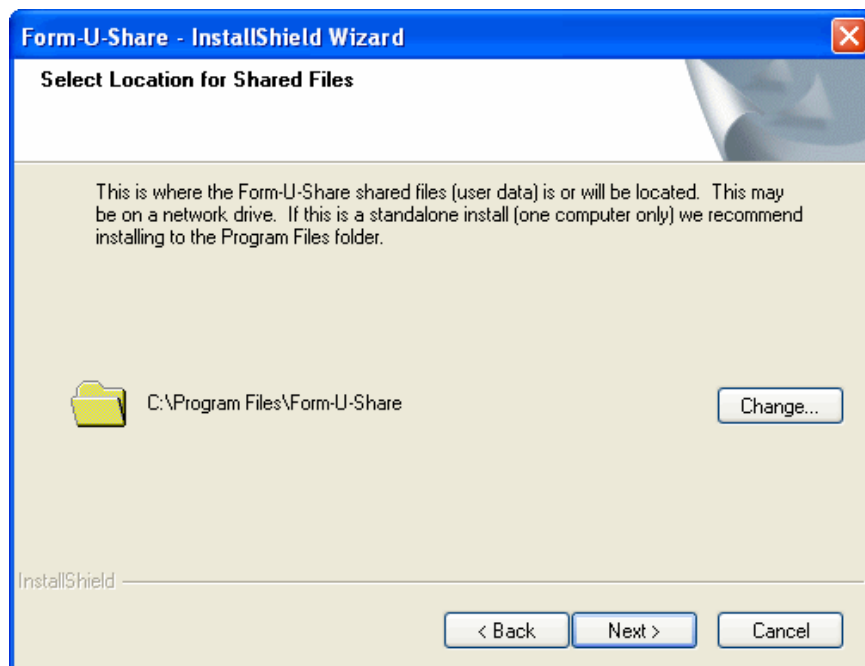
This next screen let's you choose the setup type. If you are a standalone (1-user License) user, then you will select a Standard install. If you are a Network (multi-user License) user, and you are installing this on the Server (the system which contains the shared (data) files, then you will select a Server install. If you are installing this on a workstation and want to run the program files over the network (FUS Link Mode), then select Workstation. If you are installing this on a workstation but want to run the program files from the local computer or are going to use Traveler mode, then select standard.



Now you'll choose the location of your Program Files. The default location for this is C:\Program Files\Form-U-Share. You may change this if you like, but we recommend leaving it as the default.



The next screen let's you set the location of your shared (data) files. For new users, the default location is C:\Program Files\Form-U-Share. For existing users, the default location is set to the location of your existing shared (data) files by reading the data path from your FUS.ini file.



After selecting the location for your Program and Shared files, the Form-U-Share installation will ask you for your activation information. You will have to enter valid activation information to install Form-U-Share.

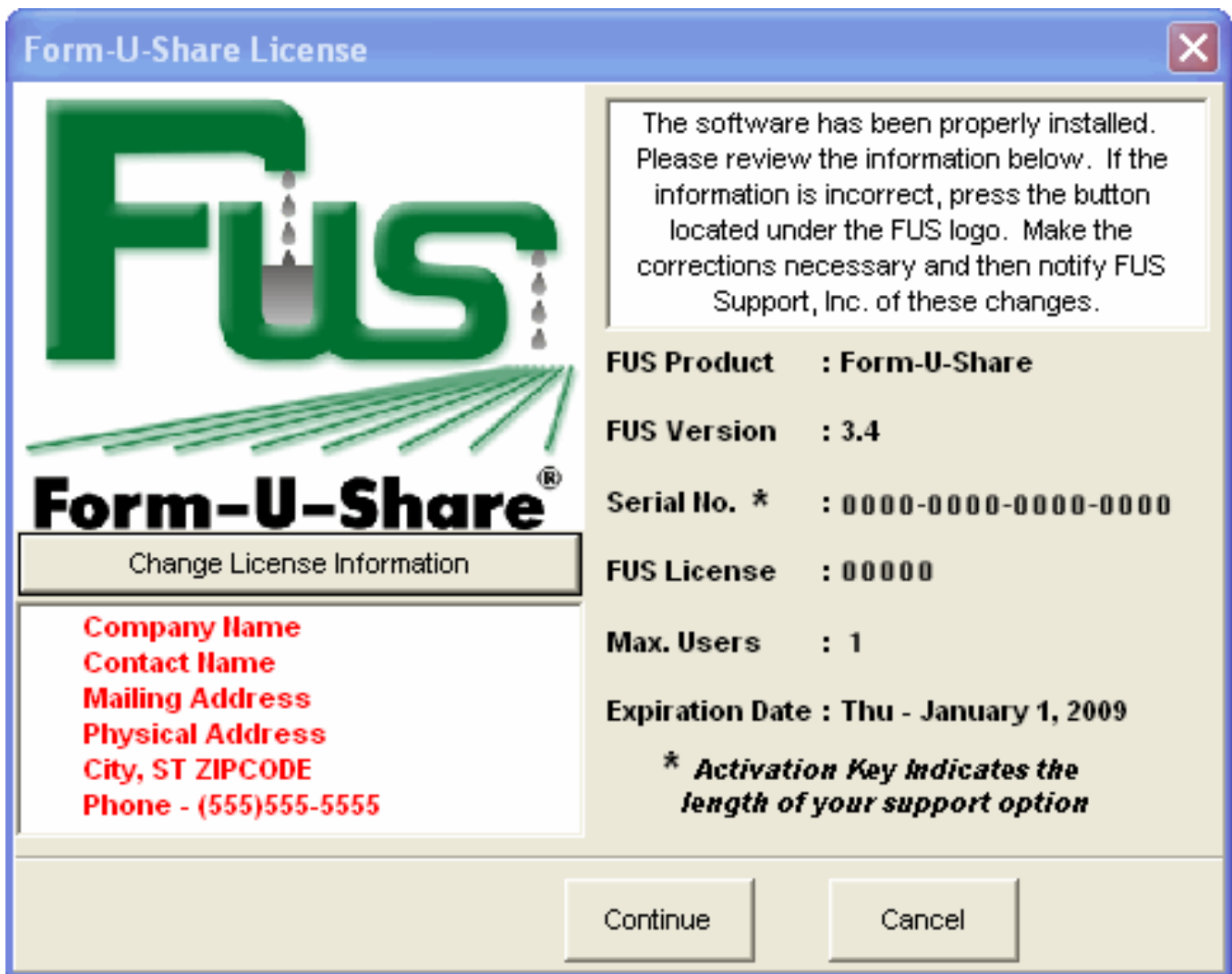
Existing Users: Be sure to enter the new Serial Number for Form-U-Share here. The new serial numbers are used to verify a Support Agreement, which entitles you to installation and troubleshooting support via phone or email, as well as product upgrades.

The image shows a dialog box titled "Activation Form" with a blue header. Inside the dialog, there is a green instruction: "Please enter the 16 character Serial Number located on the back of the CD case." Below this instruction are several input fields for user information:

- Serial Number**: A text box with a dashed line indicating a 16-character input.
- License Number**: A text box.
- Company Name**: A text box.
- Contact Name**: A text box.
- Mailing Address**: A text box.
- Physical Address**: A text box.
- City**: A text box, followed by **State** and a dropdown menu.
- Postal Code**: A text box.
- Phone Number**: A text box with a format of ( ) - .

At the bottom of the dialog are two buttons: "Activate" and "Cancel".

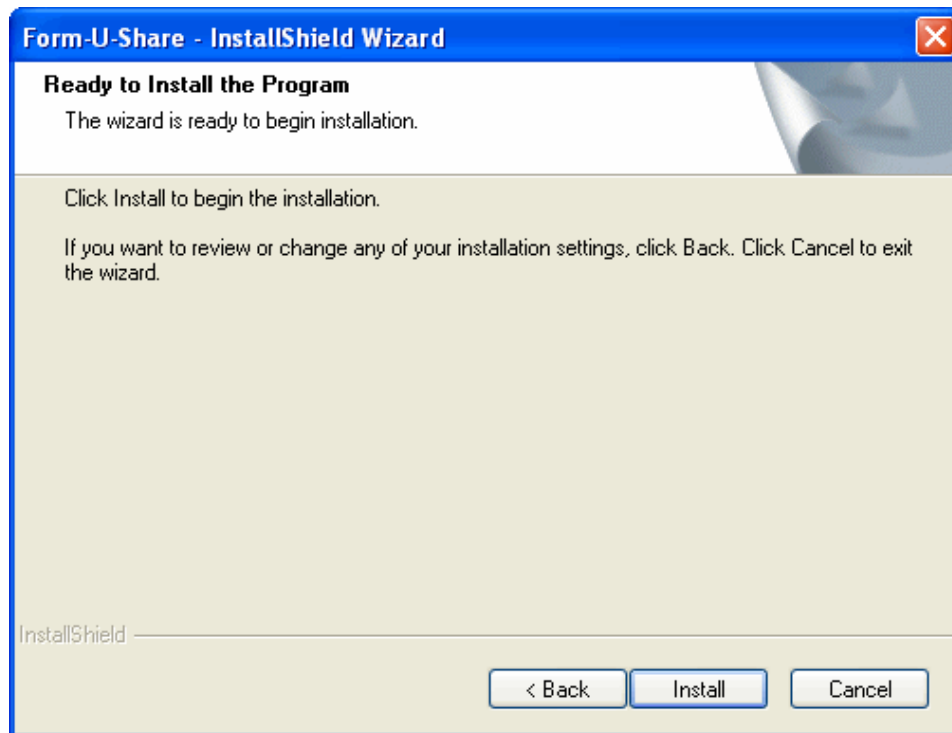
After entering your Activation information, the Form-U-Share installation will verify and display your information. Check to make sure you contact information is correct. If you need to make any changes, you can click the Change License Information button and re-enter your information.



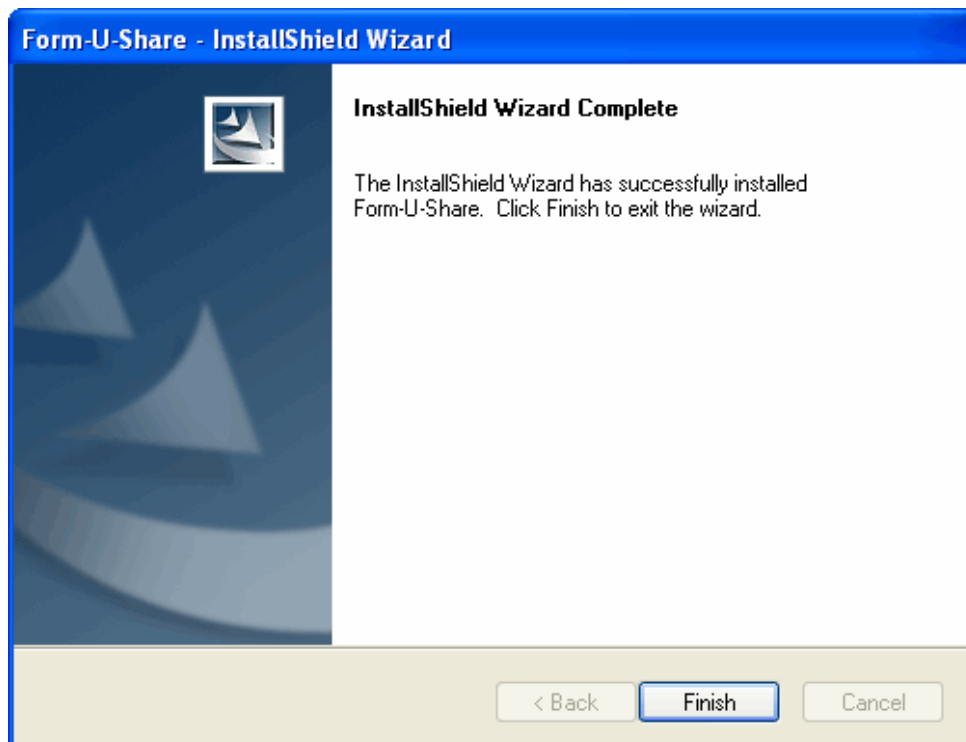
Click Continue after you have verified your information, and setup will resume. If you have entered an invalid or expired Serial Number, setup will close at this point.

If you do not have support, the Form-U-Share installation will allow you to install version 3.4 only. Any newer versions or updates will require a support agreement to install.

This screen will begin the installation of all required files for your setup type, as well as the files necessary for using the new security keys. Click Install to begin copying files.



After this process is complete, you will see the Installation Completed screen. Click Finish to close the install.



You should now have a Form-U-Share shortcut on your Desktop as well as in your Start Menu | All Programs | Form-U-Share folder.

You may now plug your security key into an empty USB port and begin using Form-U-Share. If you have firewall or connection issues, or if you see these screens:



Then please view troubleshooting information in Section 6.

# **Section 6:**

I am having problems with Form-U-Share