halFILE Workstation Installation v 3.0

Note*: You should be logged in as an admin account that has administrative rights to both the network and the local machine for initial installation.*

Note: *Windows 7 users may wish to temporarily change the UAC settings to never notify to avoid extra prompting during the various installations. This can be accomplished by performing the following steps:*

- *Start – Control Panel – User Accounts*
- *Click Change User Account Control Settings*
- *Slide bar to never notify*
- *Click OK*
- *Reboot*

Select Imaging or Kofax

You should have an Imaging Professional CD in your blue folder if you purchased it directly from us. Alternatively, it may also be in an Imaging folder underneath /halFILE/install/. If you purchased it directly from Global 360 on the web you would need to locate your download. You also have an option to install the free Kofax viewer that does not require a license for each workstation. This viewer does not include advanced features like annotations.

Imaging

- Launch setup.exe and accept all defaults

Kofax (only if Imaging was not installed above)

- Goto: http://download.halfile.com
- For 32-bit workstations
    - Enter: ahrt375012.exe in the box and click download
- For 64-bit workstations
    - Enter: VRS4.20Installer.exe and click download
- Launch the .exe you downloaded to extract the files
- Launch setup.exe from the location where you extracted the files
- If prompted for a serial number you may leave it blank and answer yes to install the trial version
- Reboot
- Launch halFILE and click on the Administrator Icon
- Under Tools-Options select the Kofax viewer

halFILE

- From an existing workstation running halFILE run the halFILE administrator. Select Tools-Options. Click on the HFDeliver tab. Ensure that enable deliver is checked.
- From an existing workstation running halFILE obtain the installation location of halFILE by right clicking the haLFILE icon and selecting properties. Write down the path excluding halFILE.exe. It may be a UNC path like \\server\share\ or a drive letter h:\halfile\
- Launch /halfile/install/workstation/setup.exe from the network share where halFILE resides
- Change the installation location to the path obtained from a working machine above.

- Important: If you did not elect to temporarily set UAC to never notify according to the notes at the top of this document you will need to launch halFILE once by using the following step even if you are logged in as an administrator account.

    - Once the installation is complete right click the halFILE icon and select **run as administrator**.

- Answer yes to the update prompt.
    - If you receive any errors during the update process please contact technical support and we will be glad to troubleshoot your configuration.
- Exit halFILE
- You should be able to run halFILE now as a standard user.

Crystal Reports

- Look for your Crystal CD in your blue folder to determine the version of Crystal Reports you are running. Alternatively, look in your /halFILE/install folder for a Crystal or Runtime# folder.
- If you know your version you may install the appropriate runtime by going to http://download.halfile.com/ and entering runtime9.exe, runtime10.exe, or runtime11.exe
- Install the appropriate runtime for your version of Crystal
- If you receive a file not found message when trying to print a report from halFILE please contact technical support and we will be glad to assist you in locating the correct crpe32.dll for your installation and placing it in the /halfile folder on the network so you can avoid that error in the future for new workstations.