

User Guide
for the Installation of
EasyWeb

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- **Background**

EasyWeb is the Finedata Limited browser front end for EasyDoc.

EasyWeb provides access on a read-only basis to information entered into EasyDoc – from any workstation running Microsoft Internet Explorer (version 5 or above) connected to the same network.

EasyWeb requires the installation of Microsoft Personal Web Server (PWS) or Internet Information Server (IIS) on the machine hosting the EasyDoc Data, or the machine running EasyDoc. PWS is available from the Microsoft Windows NT4.0 Option Pack CD – or for download at the Microsoft web site. IIS comes as part of Windows NT Server and 2000 Server – and is beyond the scope of this document.

The latest version of the EasyWeb installation is available from Finedata Limited via e-mail at griff@finedata.com for registered users of EasyDoc (*prices available on application*).

This guide covers the installation of PWS on a Windows 95/98/Me or NT workstation, the configuration required for EasyWeb and the final installation of EasyWeb software.

- **Installing PWS**

Before installing Microsoft Personal Web Server, check that no other applications are running and, where necessary (on NT Workstation for example), that you have Administrator rights.

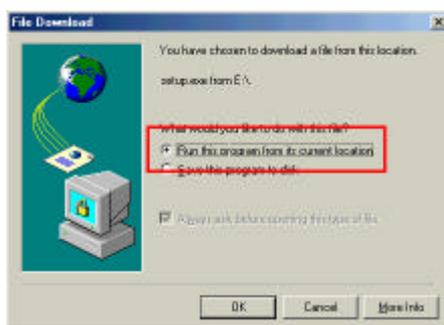
Insert the NT Option Pack CD in your CD Drive and the system should run the installation automatically. It will present a screen like the one below, you should click on the 'Install' option on the left hand side.



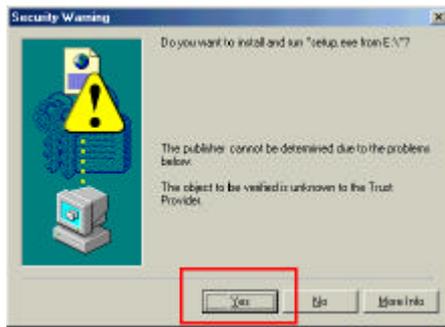
The installation system should present a menu like the one below, from which you should click on option 4 – 'Install Personal Web Server'.



The installation program will prompt you as to what to do next, you should select the first option – 'Run this program from its current location' and click on the 'Ok' button.



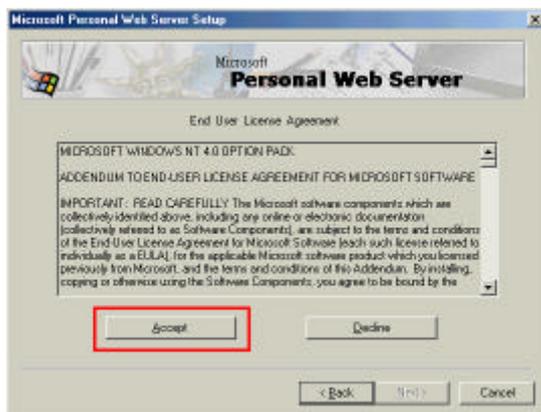
The system will warn you about the provider of the software, and you should click on the 'Yes' button to accept that you trust Microsoft not to provide the software with viruses.



Once this has been done the system will present a screen like the one below:



You should click on the 'Next' button. Then the 'Accept' button on the screen that asks you to agree to the licence terms. When you accept the terms, you will be able to click on the 'Next' button to continue.



The system will prompt you as to what kind of set-up you would like. It is recommended that you select the **'Typical'** option, and then click on the **'Next'** button to continue.



The system will now prompt for where to locate your **'WWW Service'**. This is where the programs for EasyWeb will be installed later. It is recommended that you do not install this service on your **'Boot'** drive (normally C:) as some viruses are capable of using this to infect your system. It is suggested that you change the **DRIVE LETTER only** to another drive (such as D: in the example below) and then click on the **'Next'** button. If you use a completely different folder for the location of your WWW service – **make a note of it BEFORE continuing.**



The installation program will copy some files onto your machine, and this may take some time. When it has completed, click on the **'Finish'** button.



It is very likely that the installation program will want you to restart your computer before doing anything else. You should remove your **'NT Option Pack'** CD and click on the **'Yes'** button.

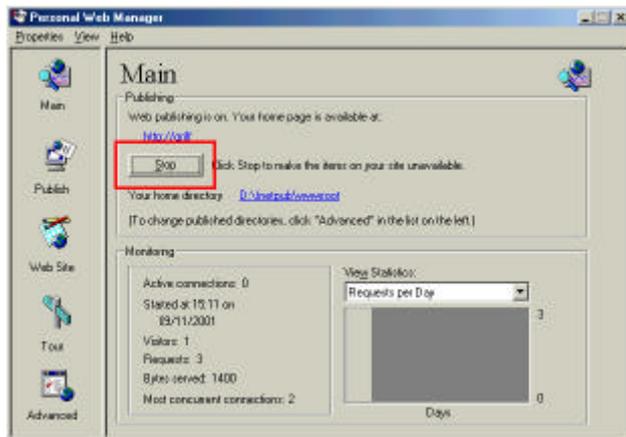


- **Configuring PWS**

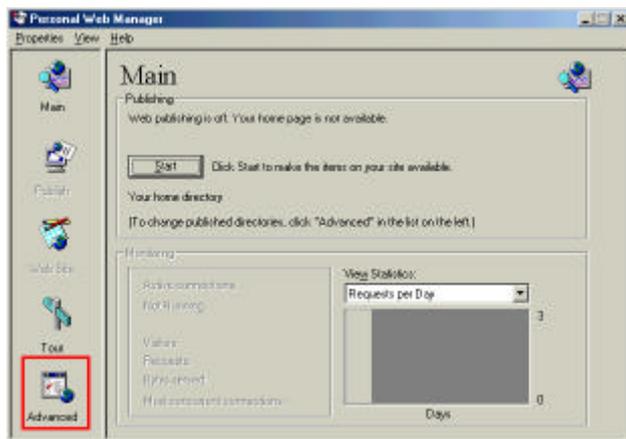
Once installed successfully, you should see a Personal Web Server icon in the service tray (in the bottom right of the screen – near the clock normally).



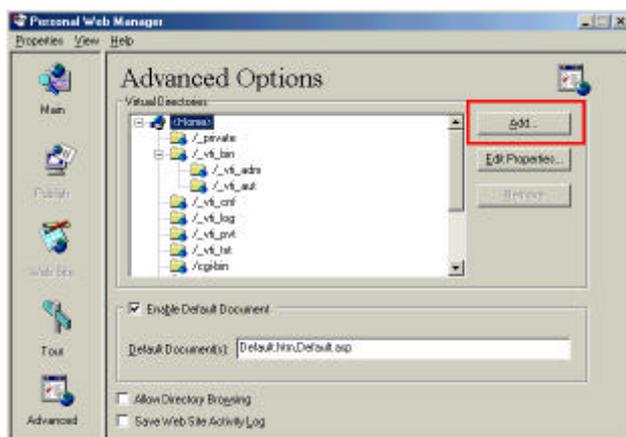
Double click on this icon to start configuring PWS, you will be presented with a screen like the one below:



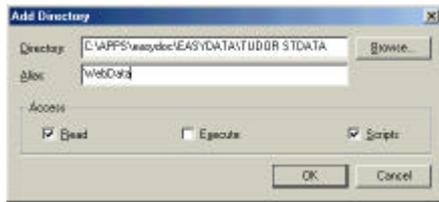
You should click on the '**Stop**' button while you complete the configuration, next click on the '**Advanced**' icon in the bottom left corner:



This will bring up the '**Advanced Options**' window, you should click on the '**Add**' button, whilst the '<Home>' line is highlighted in the 'Virtual Directories' window.



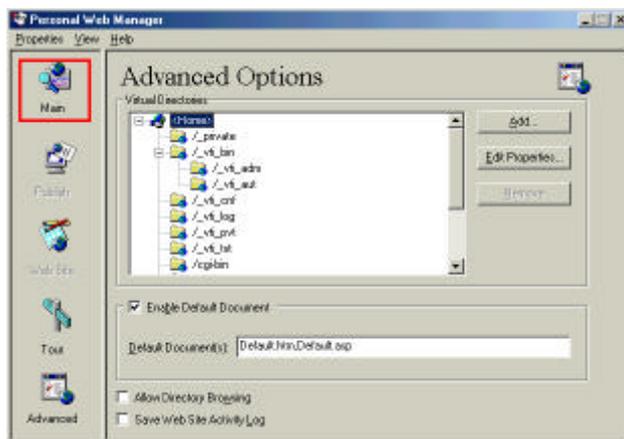
You should type **'WebData'** into the **'Alias'** box, leaving the Access rights as you find them and then use the **'Browse'** button to navigate to the folder in which your EasyDoc project is located.



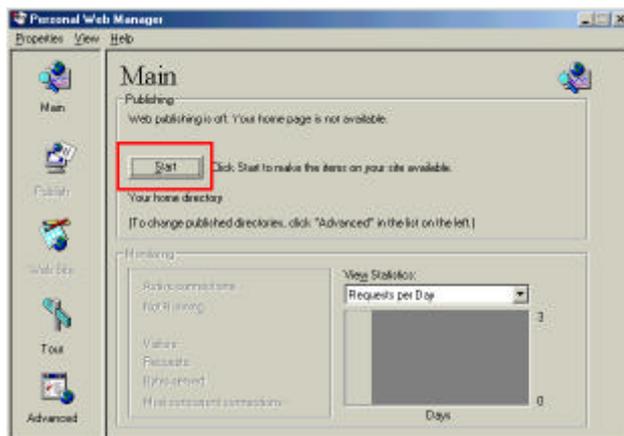
If you are unsure where your data is located, run EasyDoc and you should see the answer on the **'Projects Available from This Workstation'** window – the location is in the **'Data Path'** box.



When you have the correct path entered, click on the **'Ok'** button. Next click on the **'Main'** icon to get back to the main screen.



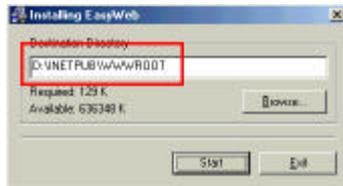
When the main screen reappears, click on the **'Start'** button to get PWS running again – and then the **'X'** button in the top right corner to leave the PWS Manager program.



Your system is now ready to have the EasyWeb programs installed.

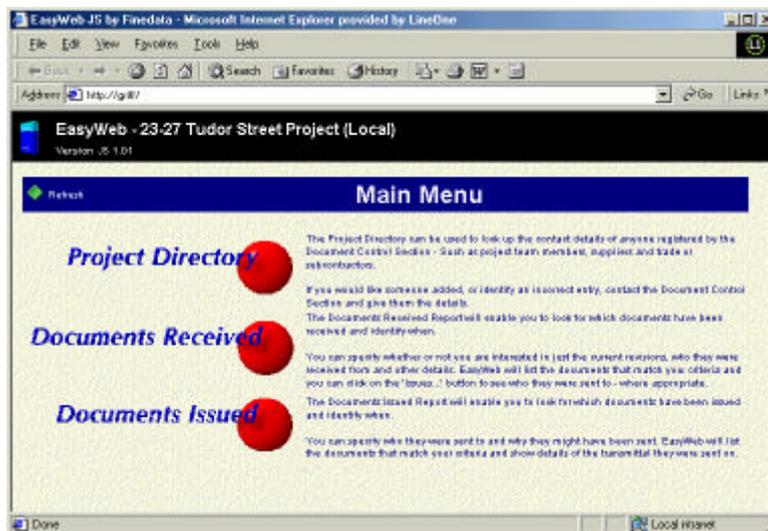
- **Installing EasyWeb**

Run the Setup.exe provided by Finedata Limited. This may have been sent as a ZIP file, as some e-mail systems are unhappy accepting executable programs, if so you will need to unzip it before continuing. To run the Setup.exe, you should be able to just double click on it.



The only thing you need to check or complete is the destination directory, this should be the same as the location of your WWW service in PWS. You can use the 'Browse' button to navigate to the right place. When you are ready, click on the '**Start**' button. The installation takes a couple of seconds to complete.

When the process has been completed, you should be able to access EasyWeb from your browser. In some cases, like the one below, you may be able to use your workstation name as an address – but in most cases you will need an IP address (such as 192.168.111.51).



If the installation has been successful, you should see an image like the one above when you access the EasyWeb site.