

etfileCloud Workstation Install Instructions



Pre-Installation:

Before beginning the installer ensure the **User Account Controls** are turned all the way down. If they are not, they need to be turned down fully and the station rebooted.

To Turn Down the UAC (User Account Controls):

- 1. UAC for Windows 7: Click the windows button in the bottom left corner.
- 2. Type in UAC in the box that says: "Search programs and files". When "Change User Account Control Settings" pops up in the search results, click it.
- 3. On the **User Account Control Settings** dialog box, drag the slider all the way down to "Never notify" and then restart the CPU.

😯 User Account Control Settings		
Choose when to be User Account Control he Tell me more about Use Always notify	e notified about changes to your computer elps prevent potentially harmful programs from making changes to r Account Control settings	your computer.
- [-		
	 Programs try to install software or make changes to my computer I make changes to Windows settings 	
	Not recommended. Choose this only if you need to use programs that are not certified for Windows 7 because they do not support User Account Control.	
Never notify		
	В ОК	Cancel

4. UAC for Windows 8/10: Please call technical support to assist you on this since there are registry changes that may be needed.

Cloud Workstation Installation:

This installation is for workstations that will use the etfile CLOUD to file/search. This installation will also install the Management Console and Analytics tool which are Administrator modules. You can right click and delete these icons if they are not being used. The workflow Console and the Cloud Setup icons will also be added and can be deleted as well. This install does not automatically set up an etfile Cloud Scan station. In order to scan from this workstation you would need to connect a scanner and add the scanner drivers. Please call our Technical Support group with any questions on this installation.

To Install the etfile Cloud Workstation:

- 1. Locate the installer called 'etfileCloud_Auto_setup'. The installer needs to be provided to you from our Technical Support Group or Trainer. Please contact us to provide the installer.
- 2. Right-click on the installer and select 'Run as Administrator.' This will begin the Installation process.



3. Click Next.

Í	🚡 Setup - etfileCloud		
	Information Please read the following important information before continuing.		
	When you are ready to continue with Setup, click Next.		
	ETFile Cloud contains software licensed from Apres Systems Corporation. Copyright (c) 1998-2014 Apres Systems Corporation. All rights reserved. Apres is a trademark of Apres Systems Corporation.		
	Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.		
	< Back Next > Cancel		
Į			

4. Click Next.

🔚 Setu	up - etfileCloud
Sel	Where should etfileCloud be installed?
	Setup will install etfileCloud into the following folder.
	To continue, click Next. If you would like to select a different folder, click Browse.
•	C:\Program Files (x86)\ETFileCloud Browse
	At least 0.8 MB of free disk space is required. < Back Next > Cancel

5. Click Next.

🖏 Setup - etfileCloud	
Select Components Which components should be installed?	et
Select the components you want to install; clear the components you install. Click Next when you are ready to continue.	ou do not want to
Custom installation	▼
Base etfileCloud files Print to etfile Windows Explorer integration MS Office add-in Integration toolbar Web integration toolbar TS Scan	46.3 MB 11.1 MB 0.1 MB 4.2 MB 6.5 MB 0.6 MB 1.3 MB
Current selection requires at least 63.6 MB of disk space.	xt > Cancel

6. Select all of the above selections including **TS Scan** then click **Next**.

Setup - etfileCloud	
Select Start Menu Folder Where should Setup place the program's shortcuts?	
Setup will create the program's shortcuts in the	following Start Menu folder.
To continue, click Next. If you would like to select a diffe	rent folder, click Browse.
etfileCloud	Browse
	4 5
< Back	Next > Cancel

7. Click Next.

🔚 Setup -	etfileCloud		×
Select Whi	Additional Tasks ch additional tasks should be performed?	e	
Sele ther	ct the additional tasks you would like Setup to perform while installing etfile n click Next.	Cloud,	
Add	itional icons:		
	Create a desktop icon		
	Create shortcut to etfileCloud Workflow Console on user desktop		
	Create shortcut to etfileCloud Management Console on user desktop		
	Create shortcut to etfileCloud Analytics on user desktop		
	Add application directory to your environmental path		
	< Back Next >	Cancel	

8. Select all selections as shown above and select Next.

Setup - etfileCloud		×
Ready to Install Setup is now ready to begin installing etfileCloud on your computer.		et
Click Install to continue with the installation, or click Back if you want to review or change any settings.	or	
Destination location: C:\Program Files (x86)\ETFileCloud	Â	
Setup type: Custom installation	Ш	
Selected components: Base etfileCloud files Print to etfile Windows Explorer integration MS Office add-in		
A C	÷	
< Back Install	Cano	el

9. Select Install.



10. Choose Finish and allow it to restart your computer.



- 11. When your computer is restarted double click the etfile Cloud icon:
- 12. This will launch the **etfileCloud Login** box which logs you into the Cloud. This should default to the correct server and Username, however, you may have to type in the username after the **** if it is not already there. If you are unsure of these entries please call our Technical Support Specialist. Each workstation install will be a different number after the username. For instance, the first workstation installed will be in this example above:

Username: etfileCloud\etfile1. The second workstation install User Name for the etileCloud Login will be Username: etfileCloud\etfile2 and so on for each Workstation install.

et etfileCloud Login X		
<u>S</u> erver:	etfilecloudauto.etfilecloud.com	
<u>U</u> ser name:	etfileCloud \etfile 1	
Password:	•••••••••••••••••••••••••••••••••••••••	
	Login <u>C</u> ancel	

- 13. Select Login on the etfileCloud Login box.
- 14. This will launch the **etFile Login** box. Log in with your etfile Username and Password.

	eTFile Login	x
User ID:	APRES	Details
Password:	*****	Change
Login Cancel		

Note: If you have any issues with the Cloud not launching click the arrow on the

very bottom system tray of your screen to the far right:

Right click on the first **et** icon shown. When prompted to **Close etfile Cloud Listener**-select yes on the message to close this. Then go back and click this arrow again and right click on the other **et** icon and choose **Log off from etfile Cloud** and choose **yes** to the message. Then click on the etfile Cloud icon to launch etfile Cloud again. If this does not launch the CLOUD please contact Technical Support for assistance.

If you run into any problems during this process, or have any questions along the way, please call etfile Support at 888-672-7737 ext.3.