

Getting Started with Orchid®

Congratulations on your purchase of Orchid®!

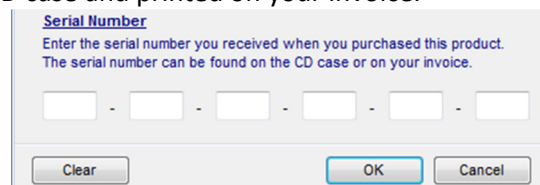
Getting started is easy. If you already have the free trial version, all you need to do is register and activate the software with your serial number. You can skip the installation part of this letter. If you have not already installed the free trial, installation is easy.

Installation

If you already have the free trial version installed, just skip to **Registration and Activation**. If you do not have the free trial version, place the CD in the CD/DVD drive on your computer. After about twenty seconds a welcome menu should appear. On this menu select the first option, which is **Install Orchid®**. This will install Orchid®, or update Orchid® to the latest version if a previous version is already installed. If you use Windows XP (Service Pack 2) and the installation process does not begin, click the **Start** button on the Windows desktop, and select **Run**. At the prompt, type “x:\launch” (where x is the letter of your CD/DVD ROM drive). If you use Windows Vista or Windows 7, hold down the **Windows** key, which is located next to the **Alt** key, and press **R**. At the prompt, type “x:\launch” (where x is the letter of your CD/DVD ROM drive).

Registration and Activation

When you first start Orchid® you will be asked if you want to **Use the free trial version** or **Register**. Select the **Register** option. You will be prompted to enter the serial number for Orchid®. The serial number is enclosed in your CD case and printed on your invoice.



Note: Keep a copy of your serial number in a safe place in case you ever need to re-install Orchid® again. DaySmart Software does not guarantee replacement serial numbers, please keep your invoice and CD case!

User's Guide and Help File

A complete User's Guide is included with Orchid®. We do not mail a printed copy of the User's Guide; however, you can view it through following methods:

1. **From Orchid®** - the easiest way to view, and optionally print, the User's Guide is directly from Orchid®. Start Orchid® and select **View User's Guide** from the **Help** drop-down menu.
2. **From the CD** - put the CD in your computer. After a few moments, a menu will appear. Select **View User's Guide**, then **View User's Guide**. The User's Guide should appear. If it does not, press the button that says, Install Acrobat. After Acrobat installs, press the View User's Guide button again.

Training Videos



Orchid® also comes with training videos to help you get started. Open Orchid® and click the **Welcome** icon.

Technical Support

We provide technical support in accordance with our technical support policy. If you have questions or need technical support feel free to contact us over the phone at (248) 491-0200, or via e-mail at Support@DaySmart.com.

Orchid[®] Network Setup

Multi-Computer Specific

If you purchased the **Multi-Computer** or **Multi-Location Package** of Orchid[®] and will use Orchid[®] in a network environment, it is the responsibility of the user to setup and maintain the Windows network. Please see the User's Guide or Windows Help file for complete information on how to setup your Windows network. Once the Windows network has been established follow the steps below to setup your Orchid[®] network. **We highly recommend that the network be setup and maintained by an experienced network administrator.**

Setup Server Computer

The server is the computer that contains the Orchid[®] database. The other computers are called clients. Generally, the fastest or most heavily used computer should be the server. The server is also the only computer that will be able to backup the database. **It is recommended that this computer contains a thumb drive or some type of removable media to backup copies of the database.**

On the server, perform the following steps:

1. **Install Orchid[®]:** Insert the Orchid[®] CD into the computer and select **Install Orchid[®]**. Follow the instructions given by the installation wizard.
2. **Register Orchid[®]:** Start Orchid[®] and select **Register** from the **Help** drop-down menu. Enter the serial number listed on your invoice, or the serial number that was provided to you when you purchased Orchid[®].
3. **Select Server:** You may be prompted to select the server. If not, select **Database Controls** from the **File** drop-down menu and press the **Select Server** button. Select the first option stating: **This computer is the server**. Take careful note of the name of the server computer. You will need this name when you setup the client computers. Click the **Auto Setup** button.
4. **Wait for Setup to Finish:** Select the database type to start with. A new database will be created. Wait for this process to complete before continuing to the next step. Follow the instructions on the screen to set a password. Take careful note of this password and save it in a safe place.

Setup Client Computers

On each of the client computers, perform the following steps:

1. **Install Orchid[®]:** Insert the Orchid[®] CD into the computer and select **Install Orchid[®]**. Follow the instructions given by the installation wizard.
2. **Register Orchid[®]:** If you have not already done so, start Orchid[®] and select **Register** from the **Help** drop-down menu. Enter the serial number listed on your invoice, or the serial number that was provided to you when you purchased.
3. **Select Server:** Select the first option stating: **This computer is a client**. Click the **Auto Setup** button. Select the server computer from the list and click **OK**. The client computer will then attempt to connect to the database on the server computer. If it prompts you for a password, enter the server computer's password that you set in **Step 4**, above.

Important Notes

- The proper operation of the network can be critical to the operation of your business. We recommend that the network be setup and maintained by an experienced network administrator.
- The automatic backup feature only works on the server while Orchid[®] is running. **Therefore, we highly recommend that Orchid[®] always runs on the server.**
- The server must be turned on before any client computers can be used.
- The server is the only computer that can backup, restore, or create a new database.