

TOUCHMATE[®]

**OFFICE DOCUMENTS
CONTROL**

**ODC
PLUS
EDITION**

Installation Guide

1. HOW TO INSTALL?

How to install TOUCHMATE ODC Plus?

Installation of HR pro contains 3 major parts

1. [Server installation](#)

You can install this server setup on your dedicated system OR on your server.

No need to install on each machine.

2. [Client Installation](#)

You have to install this client installation setup on each computer on which you are planning to use the software.

3. [Installing task manager](#)

If you don't want to get any notifications you can skip this installation process.

Notes:

- We preferred to use the SQL server version 2017 OR above.

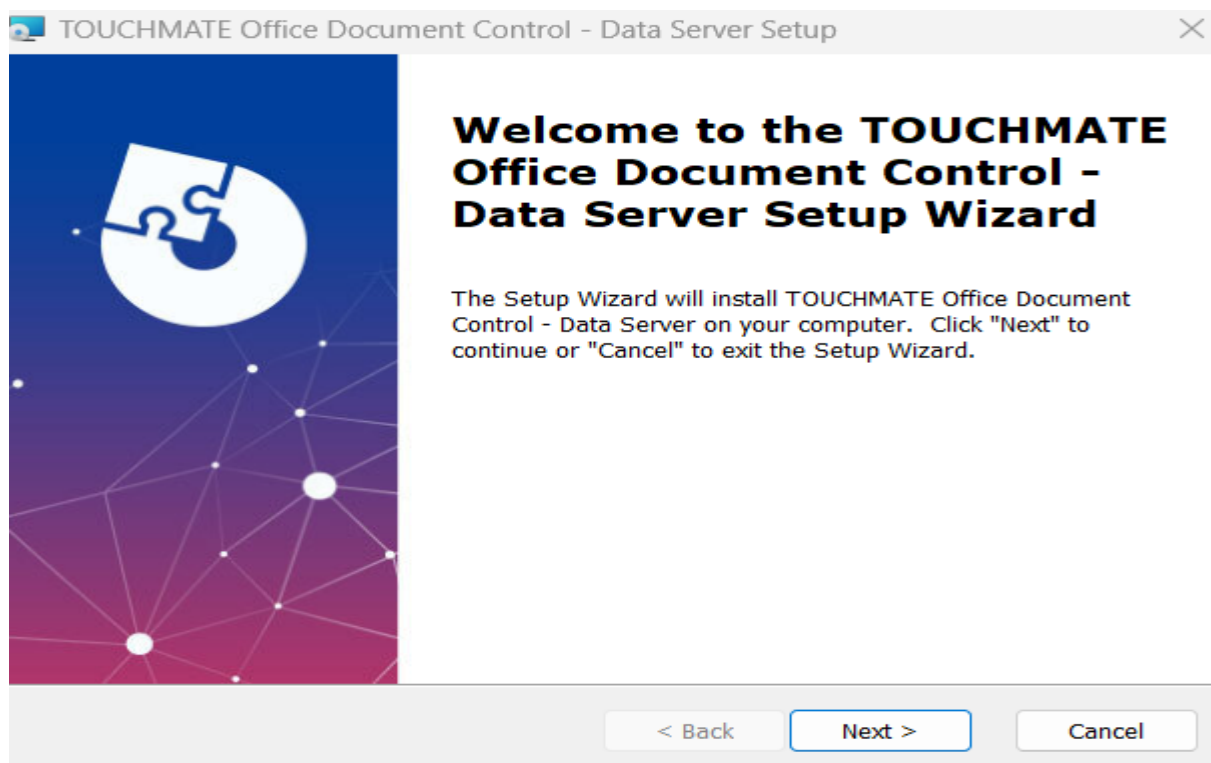
1.1. SERVER INSTALLATION

Sever installation:

This needs to install on your server OR on the dedicated computer.

Follow below mentioned steps

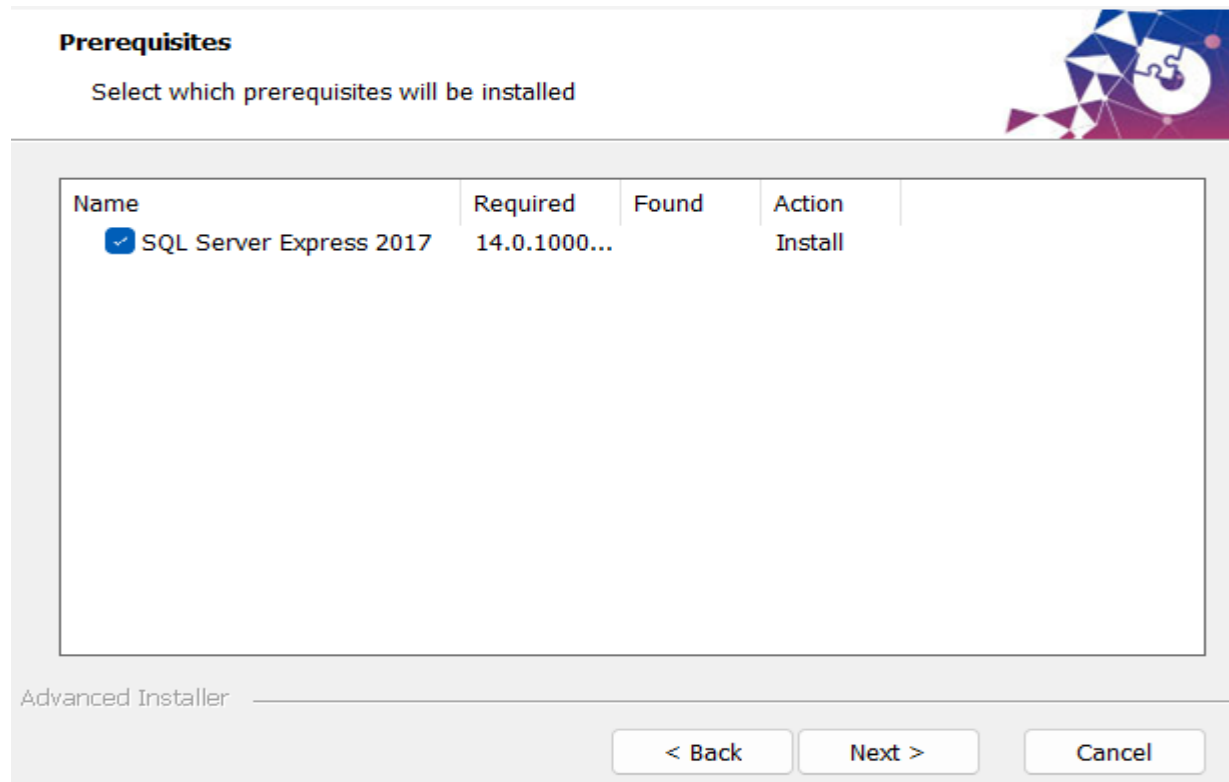
1. Double click on the "ODCPlusServerX64" setup file.



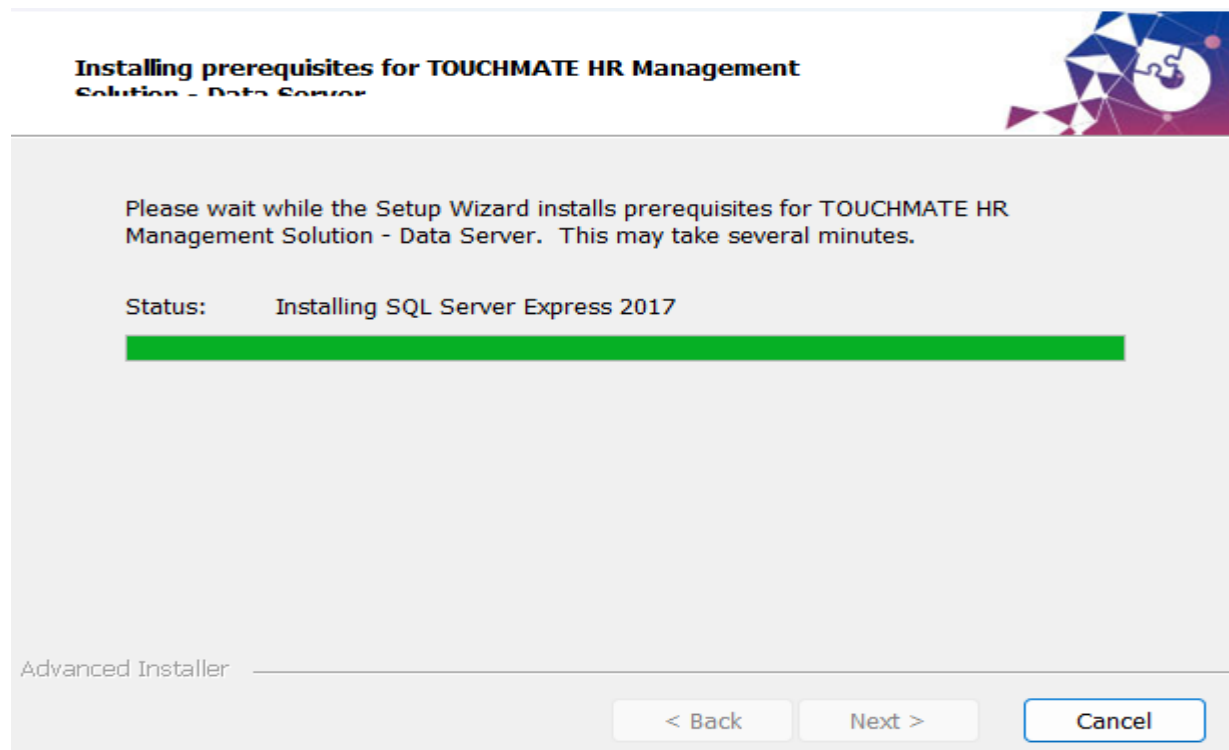
You will get the above shown setup wizard.
Click on "Next".

2. If you don't have SQL Server on your machine, this provide you the automated SQL Server Express 2017 which is a free version of the SQL. If you already have SQL server on your computer you can skip this step.

We preferred to use SQL Server Management studio 2017 or above.

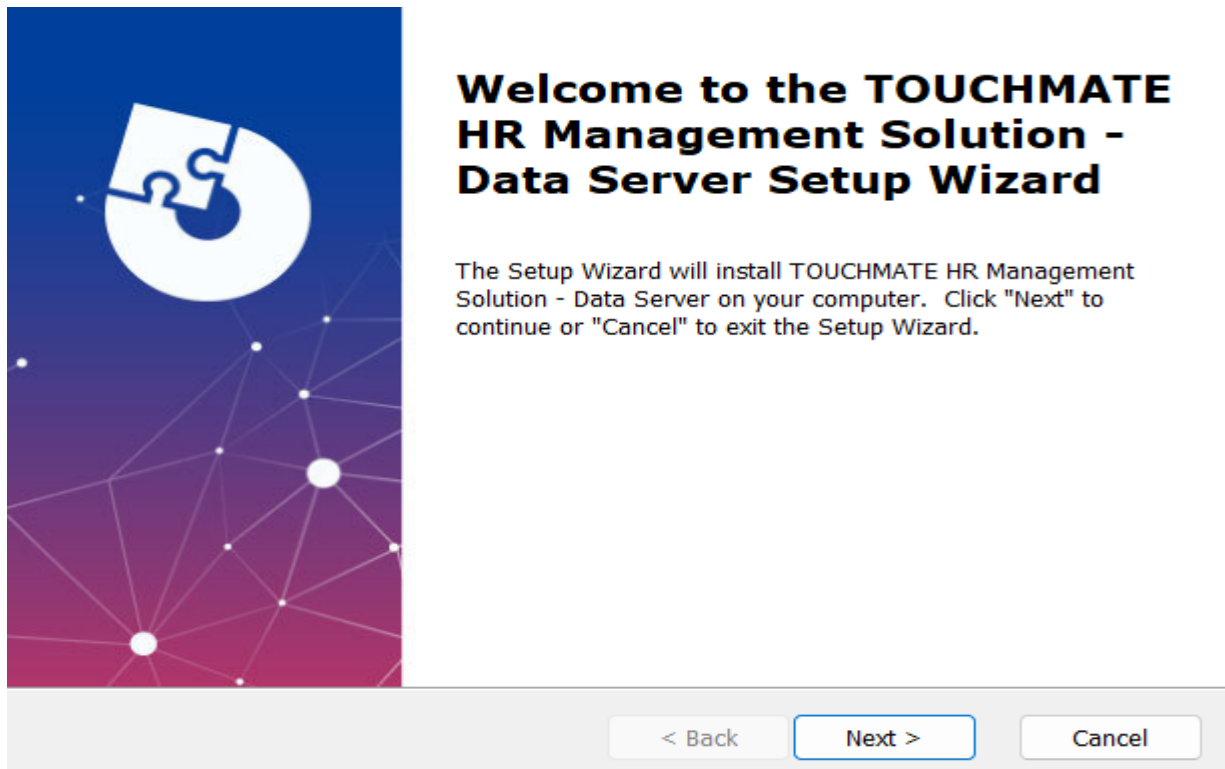


3. Installs SQL server Express 2017 on your machine.



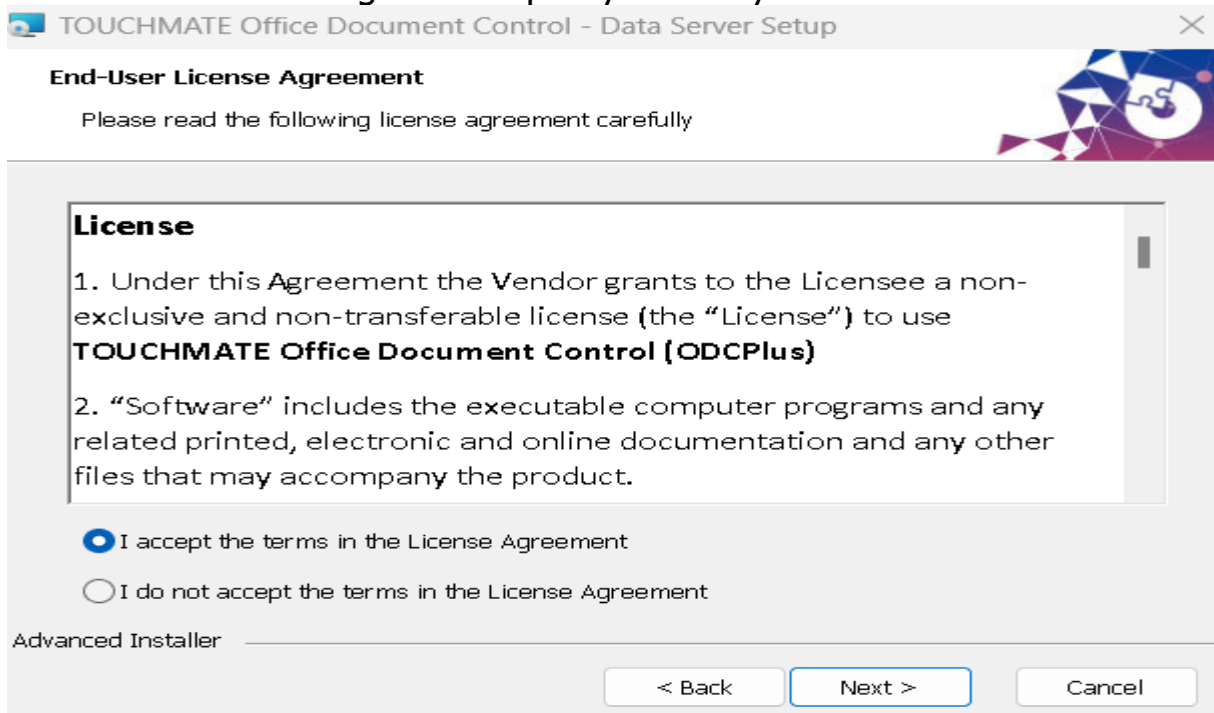
Click on "Next".

4. This setup wizard will install TOUCHMATE HR Management Solution - Data server on your computer.



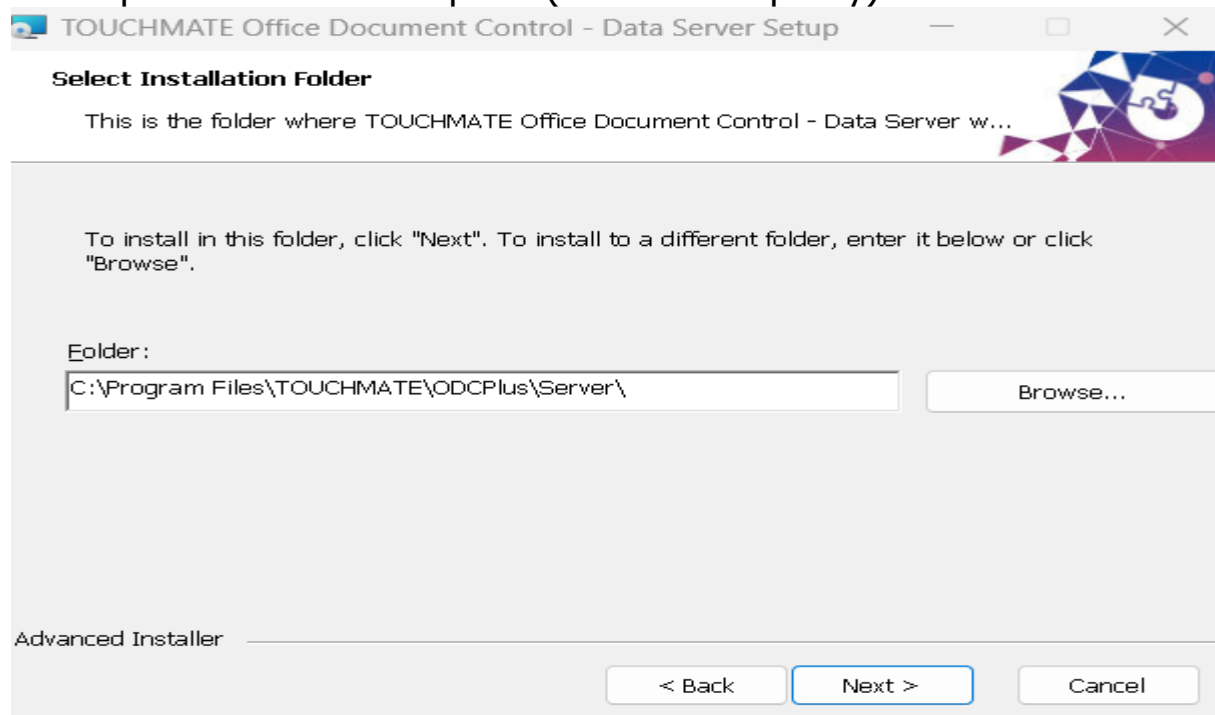
Click on "Next".

5. Read the license agreement policy carefully.



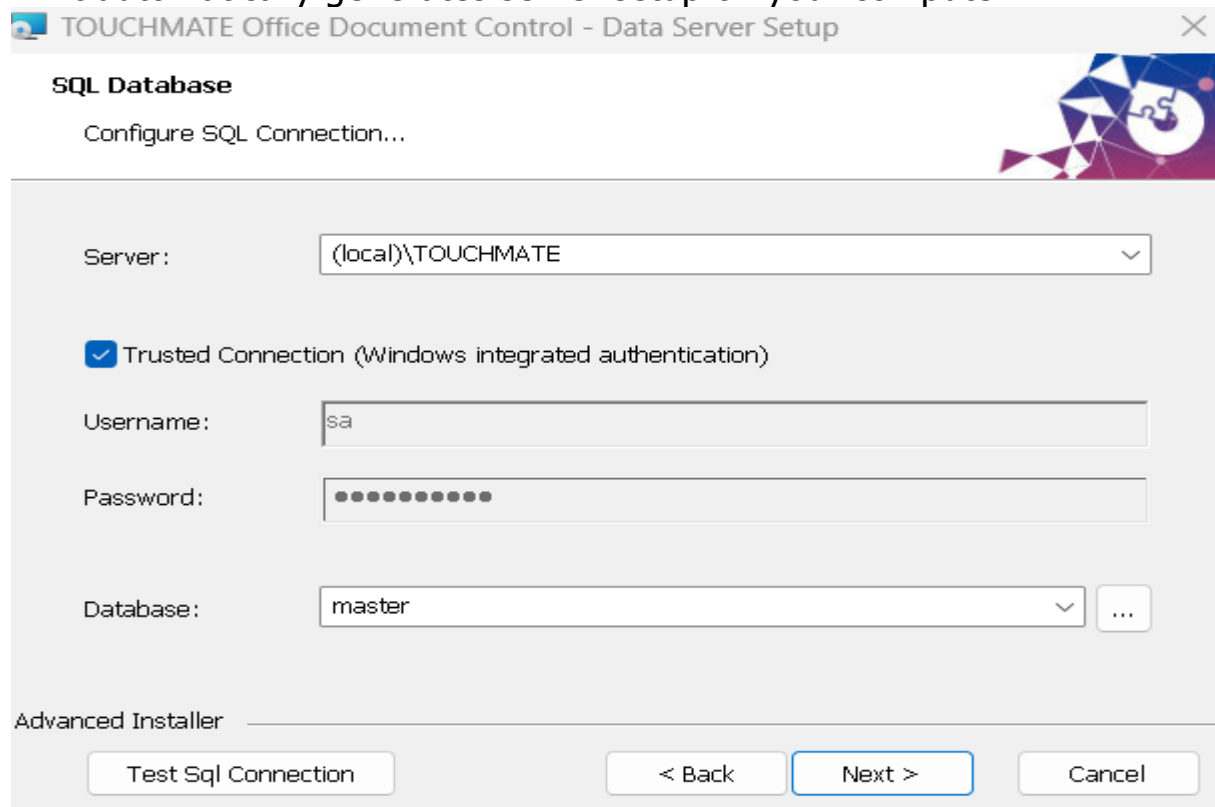
Click on "Next".

6. Keep the default folder path. (No need to specify)

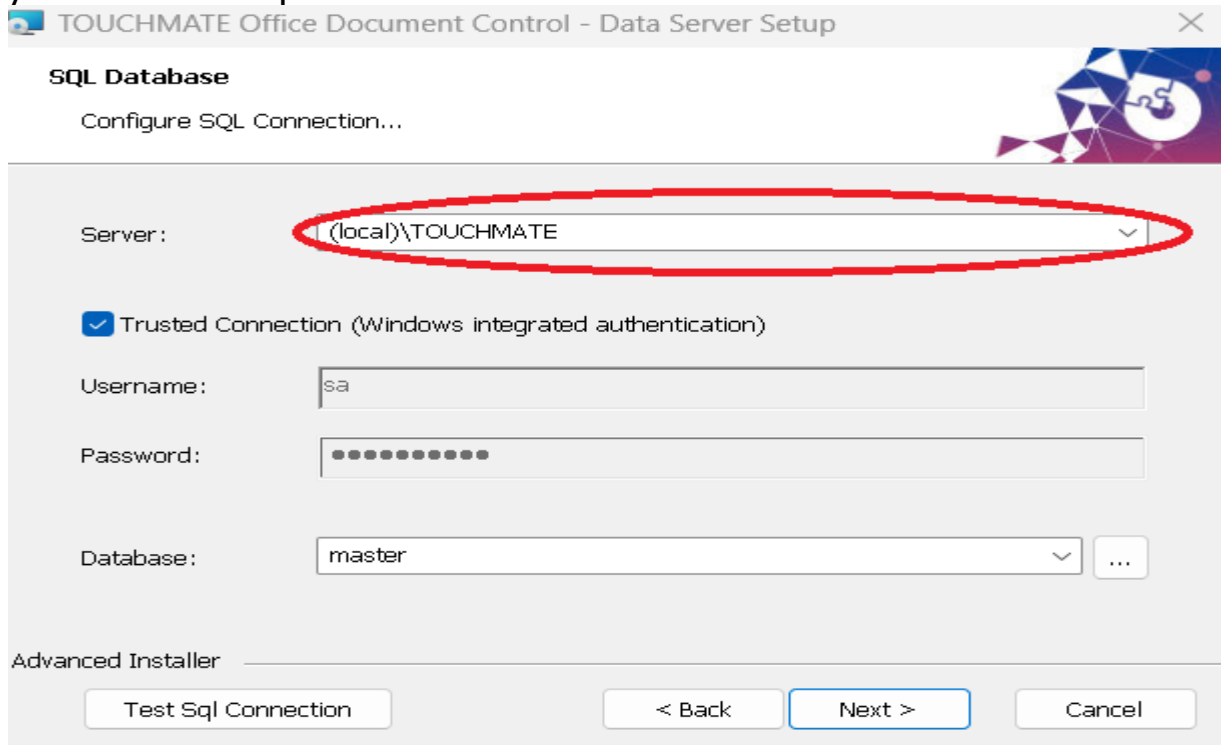


Click on "Next".

7. If you are planning to use the Software in the same machine, don't have to specify any server settings here simply click on next. It automatically generates server setup on your computer.



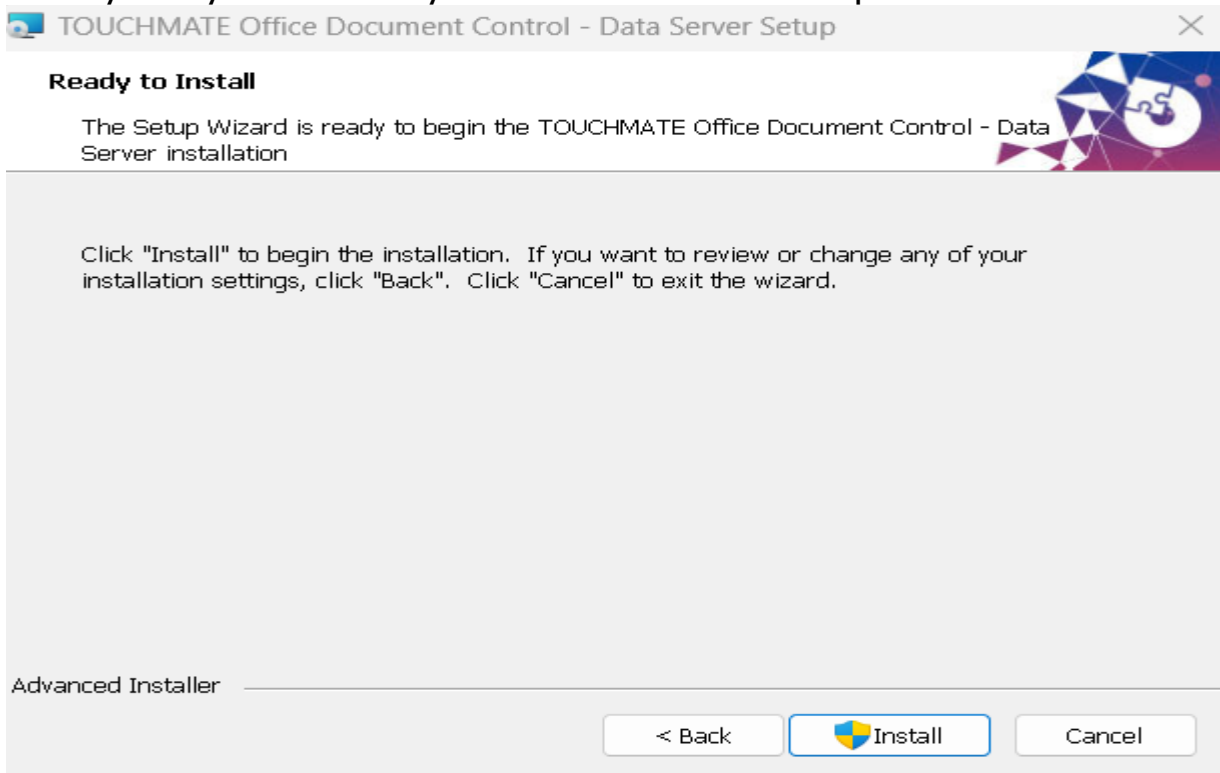
8. If you already have SQL Server Management studio 2017 or above. Point your server and provide the credentials.



The screenshot shows the 'SQL Database' configuration window. The title bar reads 'TOUCHMATE Office Document Control - Data Server Setup'. Below the title, it says 'SQL Database' and 'Configure SQL Connection...'. The 'Server:' dropdown menu is highlighted with a red oval and contains the text '(local)\TOUCHMATE'. Below this, there is a checked checkbox for 'Trusted Connection (Windows integrated authentication)'. The 'Username:' field contains 'sa', and the 'Password:' field is masked with dots. The 'Database:' dropdown menu contains 'master'. At the bottom, there are buttons for 'Test Sql Connection', '< Back', 'Next >', and 'Cancel'.

Click on "Next".

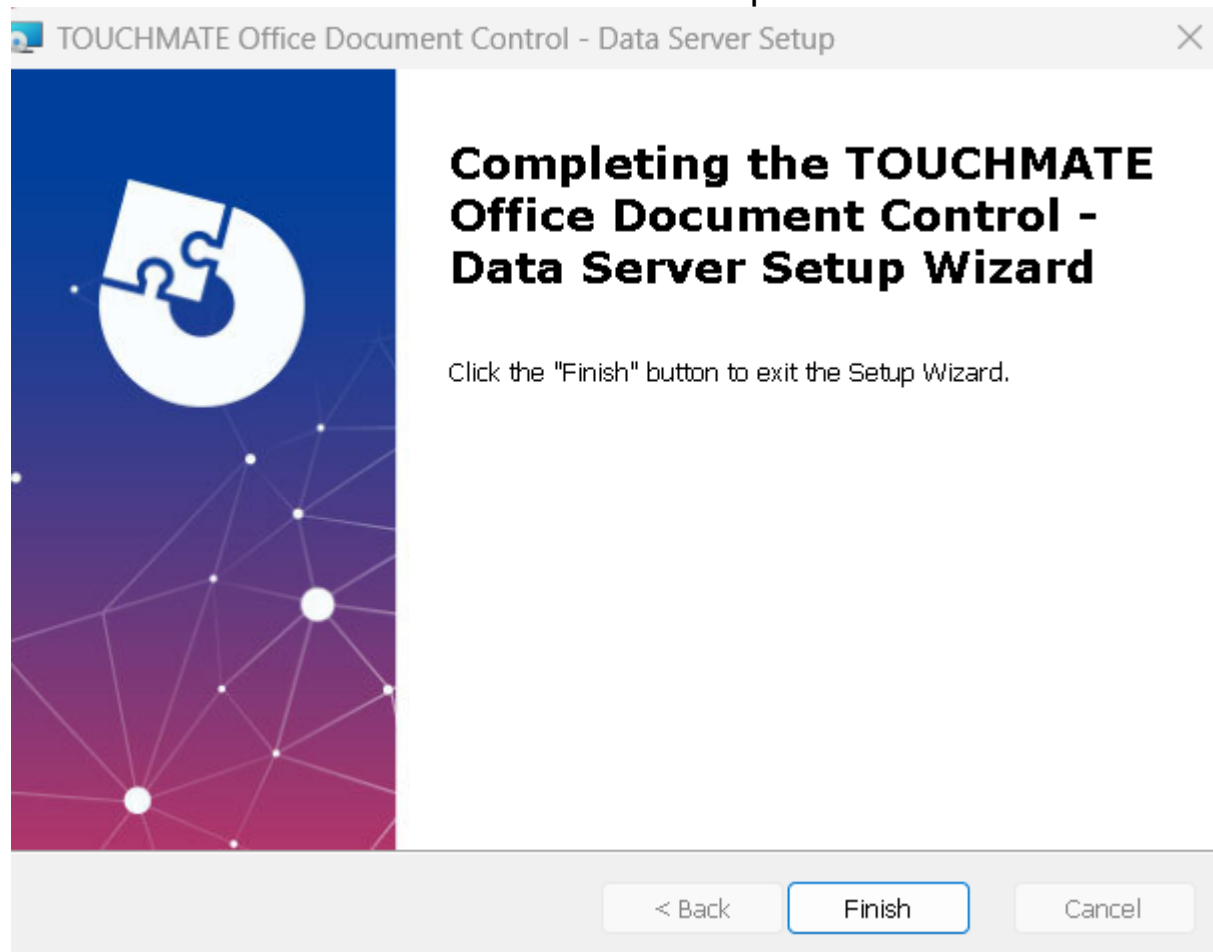
9. Now your system is ready to install the server setups.



The screenshot shows the 'Ready to Install' screen of the wizard. The title bar reads 'TOUCHMATE Office Document Control - Data Server Setup'. Below the title, it says 'Ready to Install' and 'The Setup Wizard is ready to begin the TOUCHMATE Office Document Control - Data Server installation'. Below this, there is a paragraph of text: 'Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.' At the bottom, there are buttons for '< Back', 'Install', and 'Cancel'.

Click on "Install".

10. Click on "Finish" button to exit the setup wizard.



Note:

- No need to install the server setup on each machine.

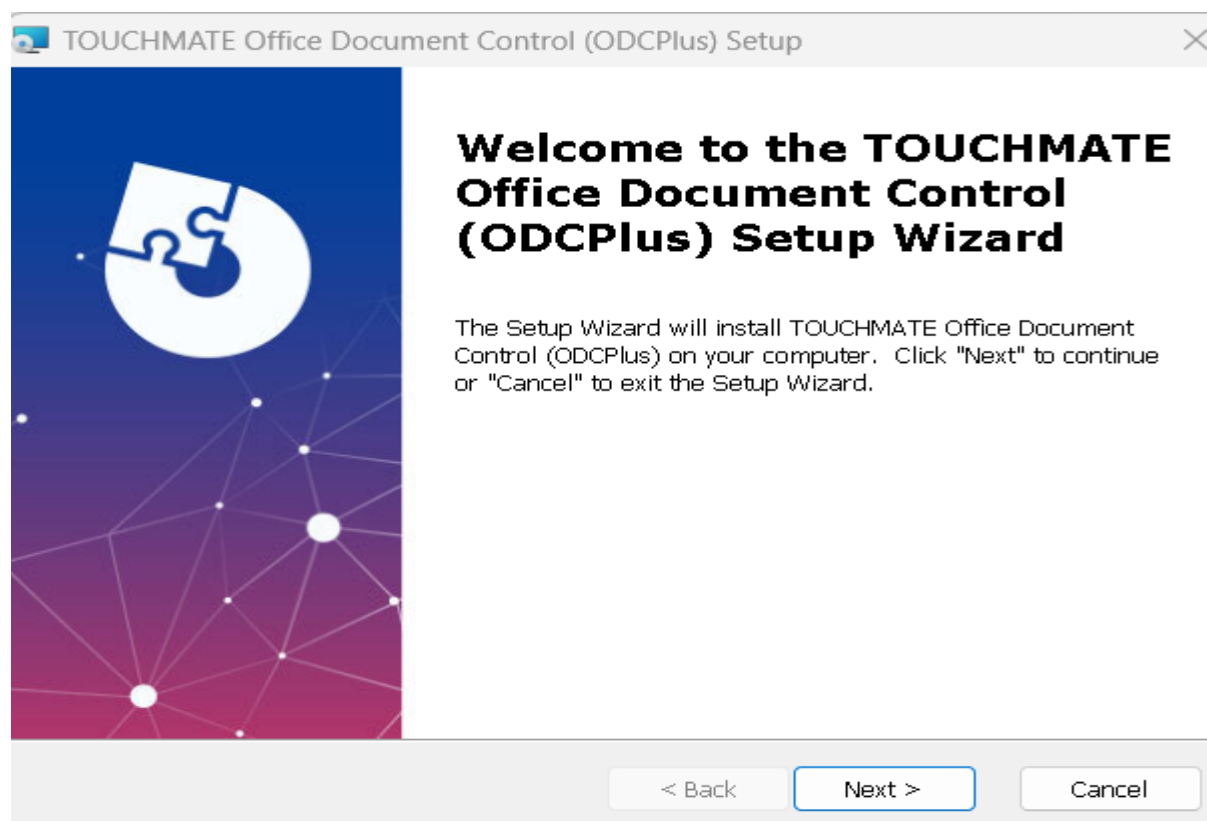
1.2. CLIENT INSTALLATION

Client installation:

Install the client installation on each computer on which you are planning to use the software.

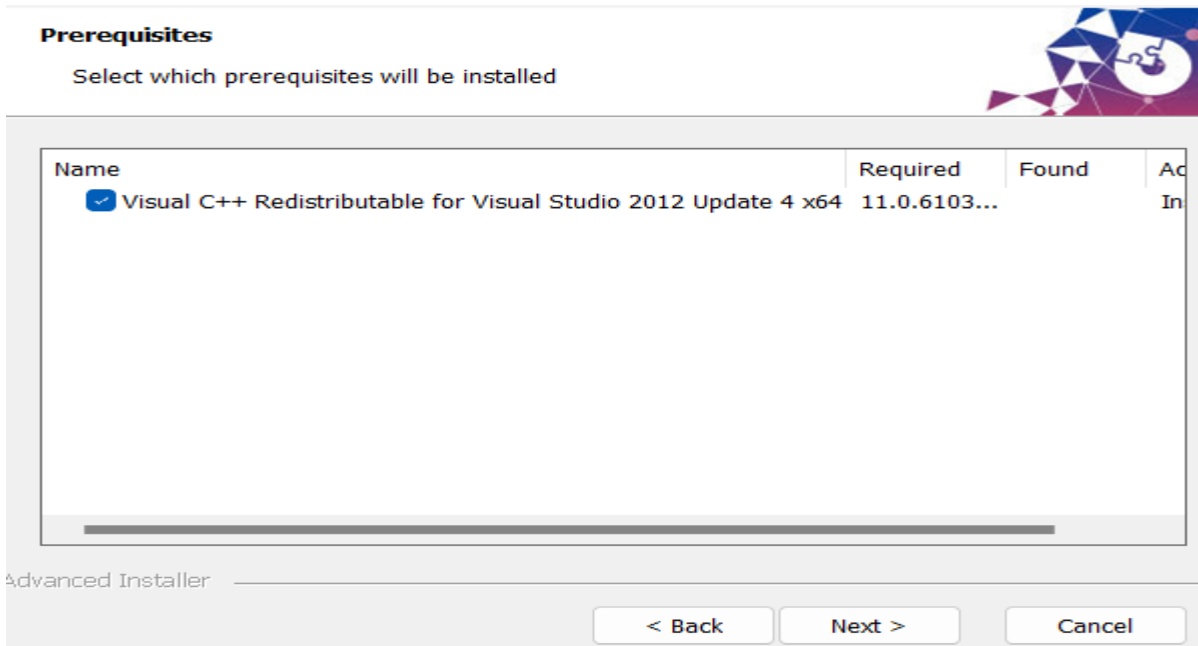
Follow below mentioned steps:

1. Double click on the "ODCPlusClientX64" setup file.

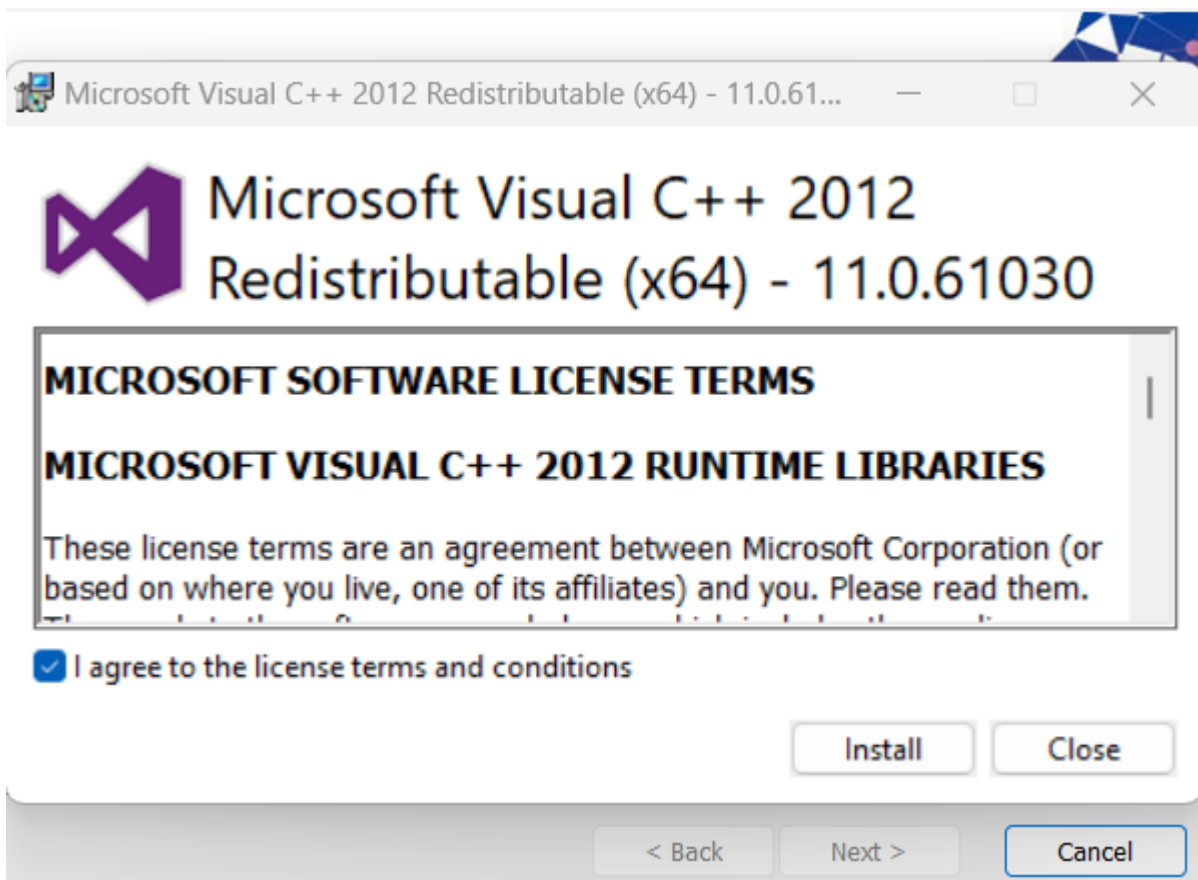


Click on "Next".

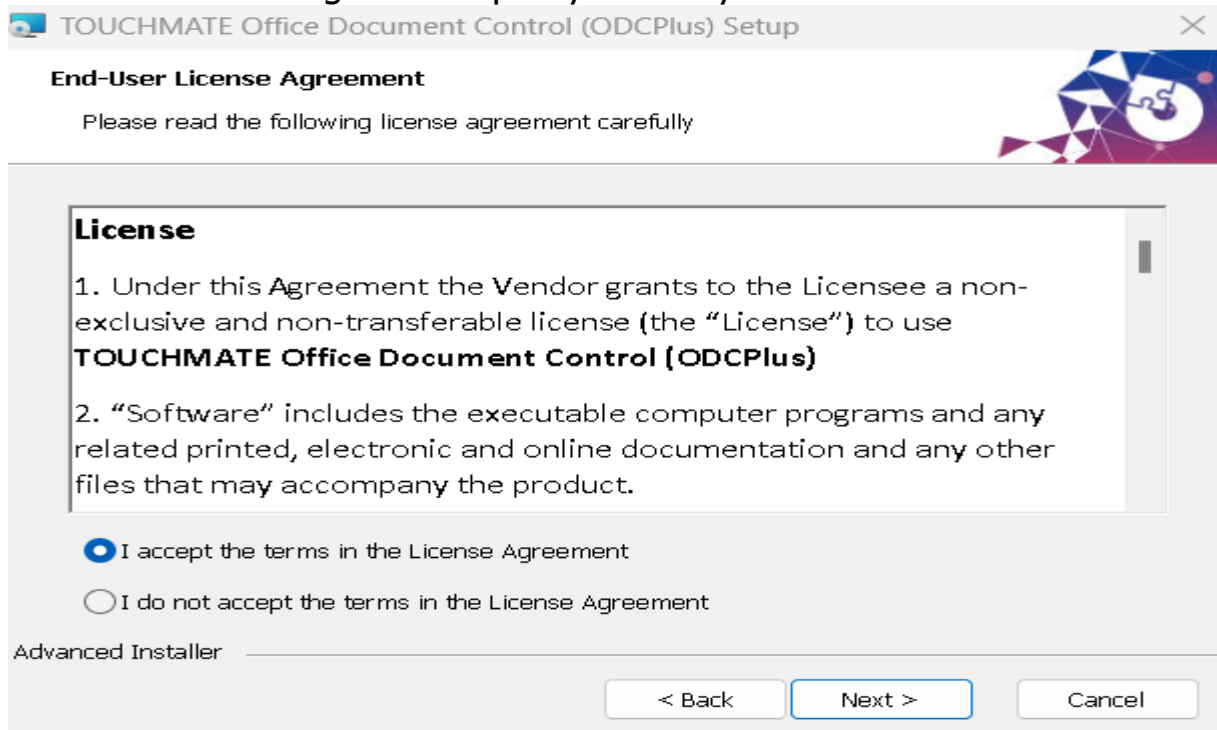
2. Click on "NEXT".



3. Click on "Install" to install the below shown file.

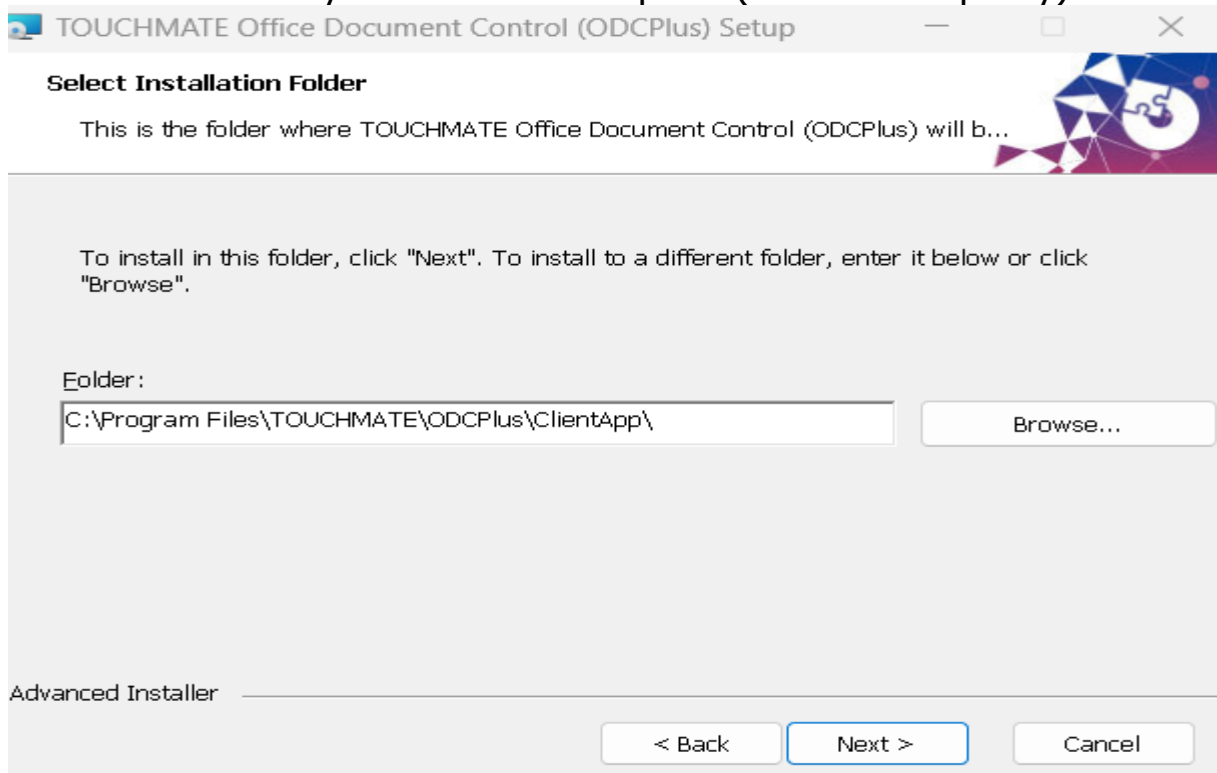


4. Read the license agreement policy carefully.

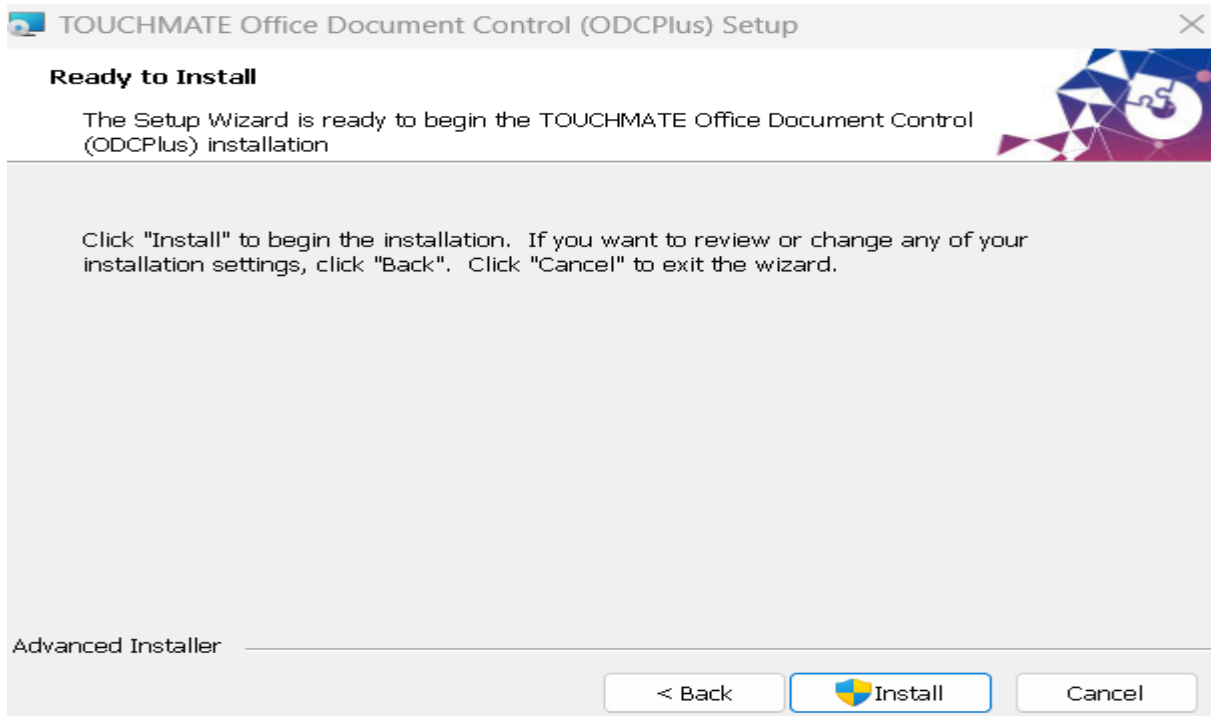


Then click On "I accept the terms in the License agreement".
Click on "Next".

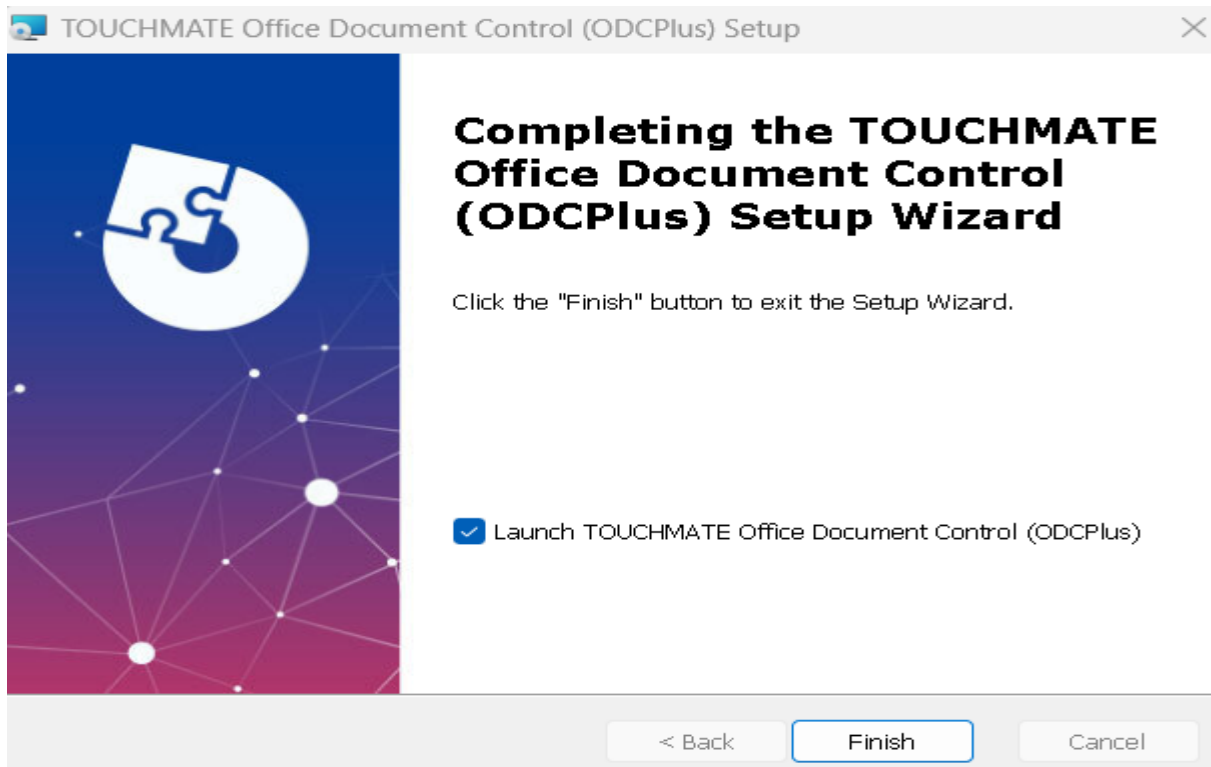
5. It will automatically create the folder path. (No need to specify)



- Now your system is ready to install the client setups.
Click on "Install".



- Click on "finish" button to finish and exit from the setup wizard.



8. After finishing the installation process, it will automatically create a shortcut for the application on your desktop.



9. If you installed both the server and client on the same machine, you can directly start using the TOUCHMATE HRPro.
The default user name is "admin" and password is "manager".

A screenshot of the Touchmate ODC Plus Edition Log In window. The window title is 'Log In'. The main area has a green background with the 'TOUCHMATE' logo in a black box and 'OFFICE DOCUMENTS CONTROL ODC PLUS EDITION' text. Below this, there is a welcome message: 'Welcome! Please enter your user name and password below.' To the left of the message is an orange padlock icon. There are two input fields: 'User Name:' with 'admin' entered, and 'Password:'. At the bottom, there are two buttons: 'Log In' and 'Cancel'.

10. Before using the application, make sure your machine has a valid license key or you have a trial version of the software.
11. Please refer How to use trial version OR How to use License Key.

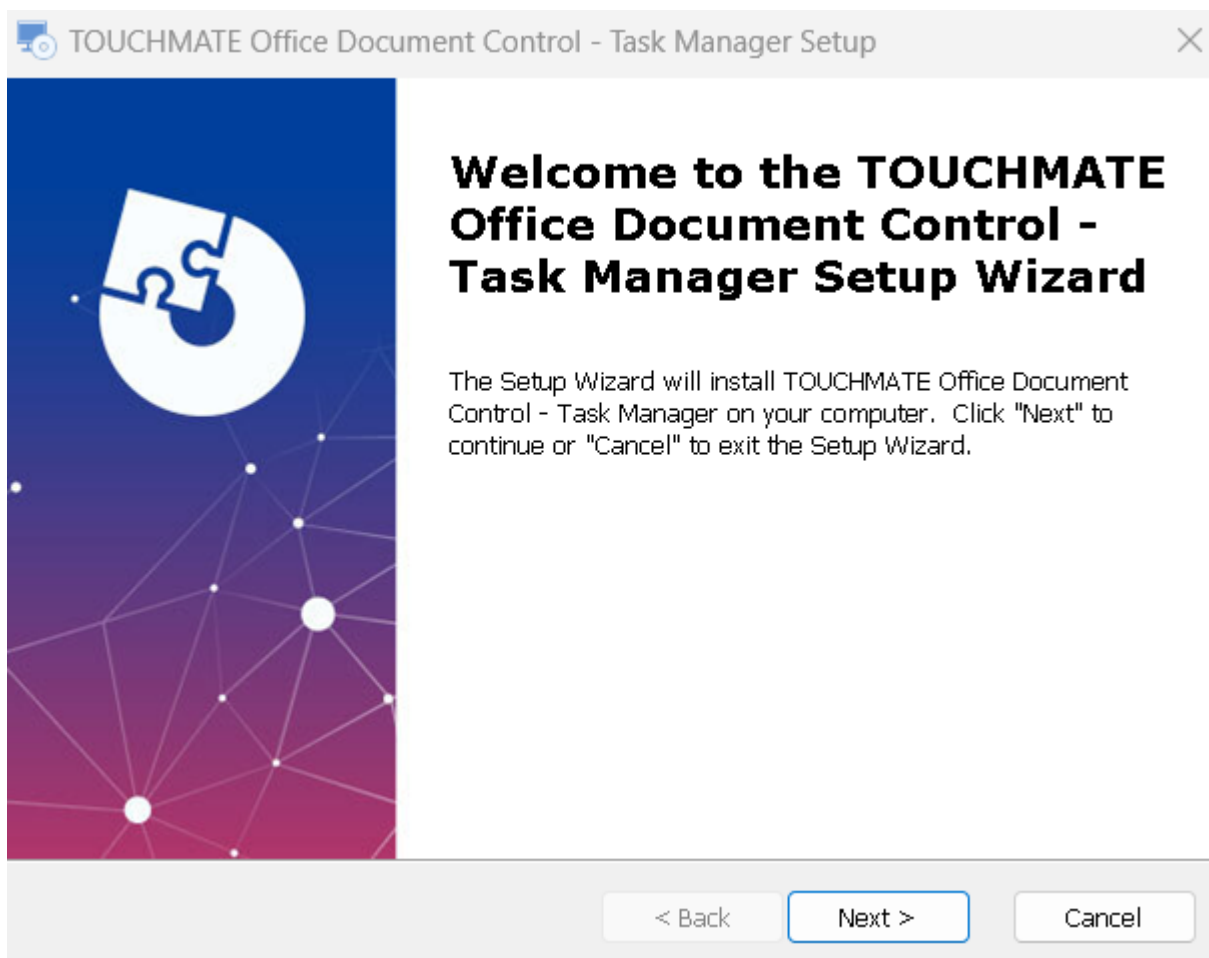
1.3. INSTALLING TASK MANAGER

Installing task manager:

It is an optional setup. Which helps you to get notification.

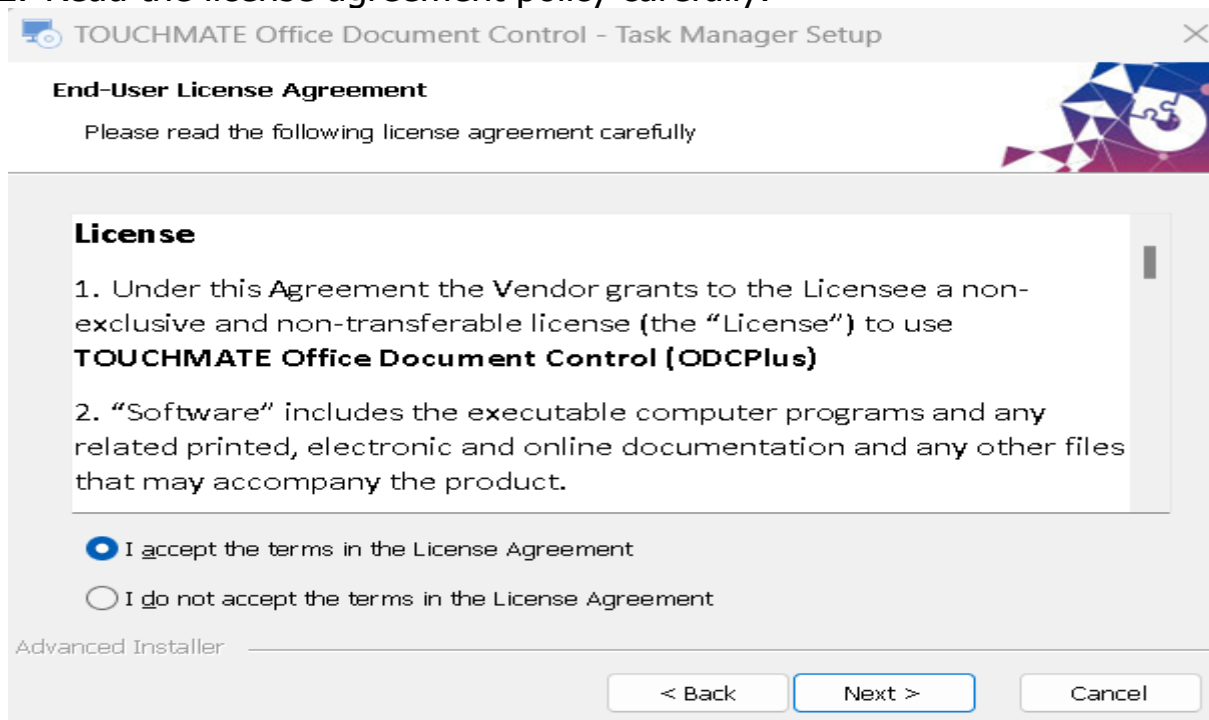
Follow below mentioned steps:

1. Double click on the "ODCPlusTaskManagerX86" setup file.



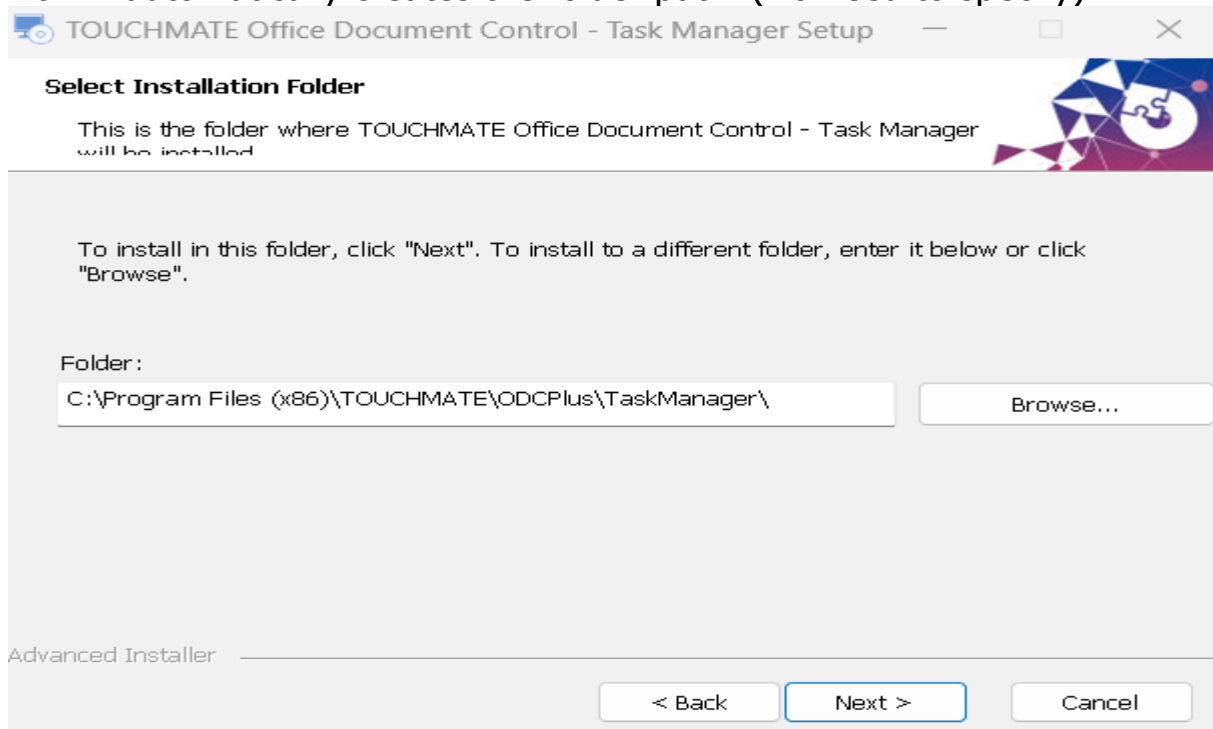
Click on "Next".

2. Read the license agreement policy carefully.



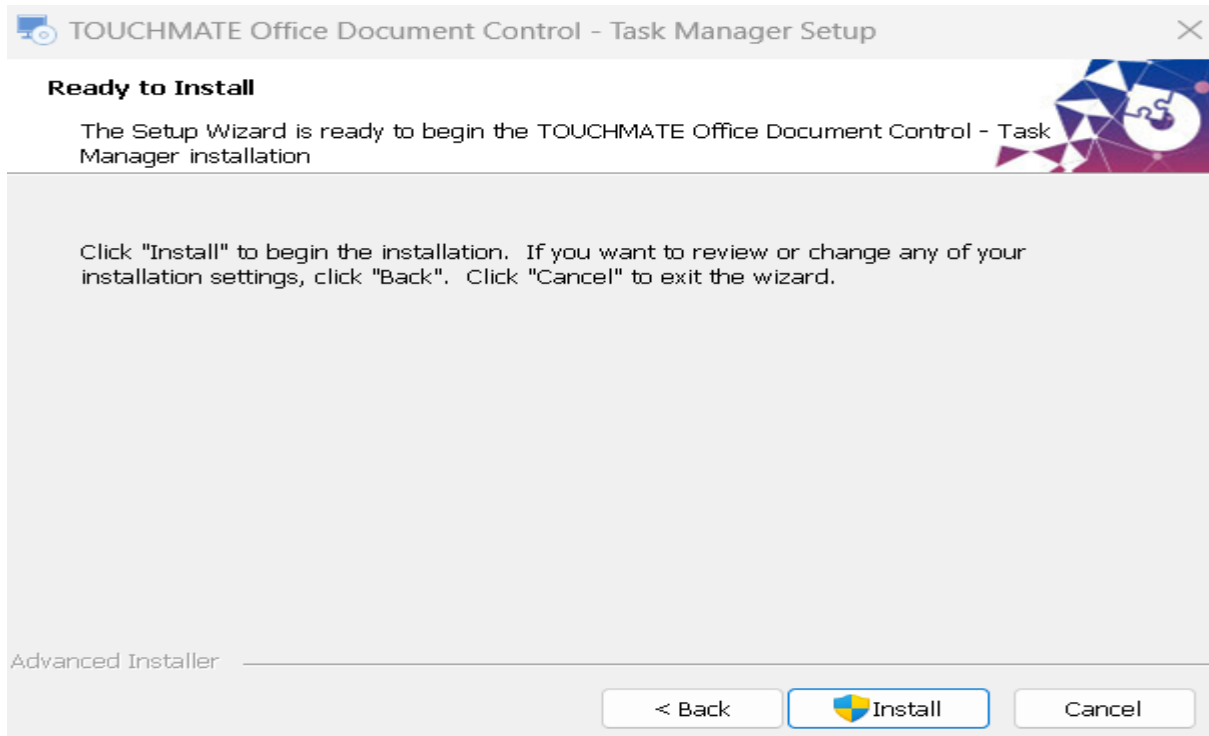
Then click On "I accept the terms in the License agreement".
Click on "Next".

3. It will automatically creates the folder path. (No need to specify)

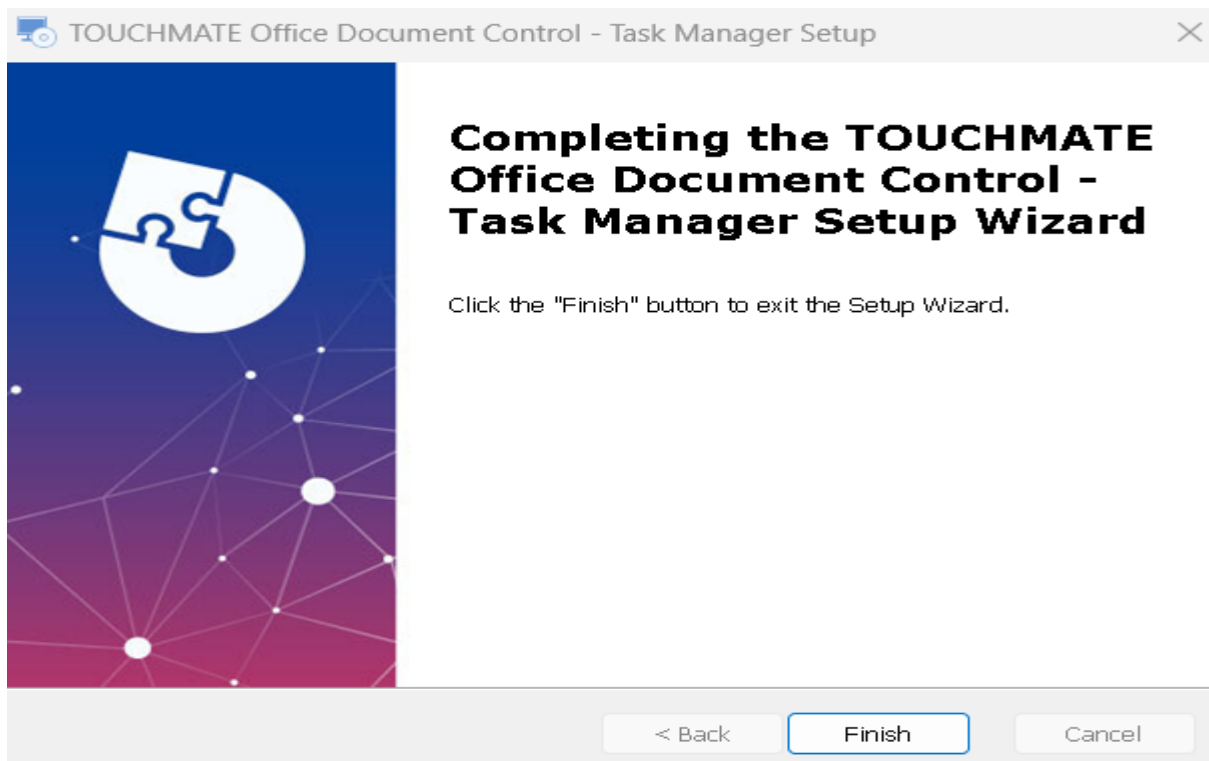


Click on "Next".

4. Now your system is ready to install the task manager setups.
Click on "Install".



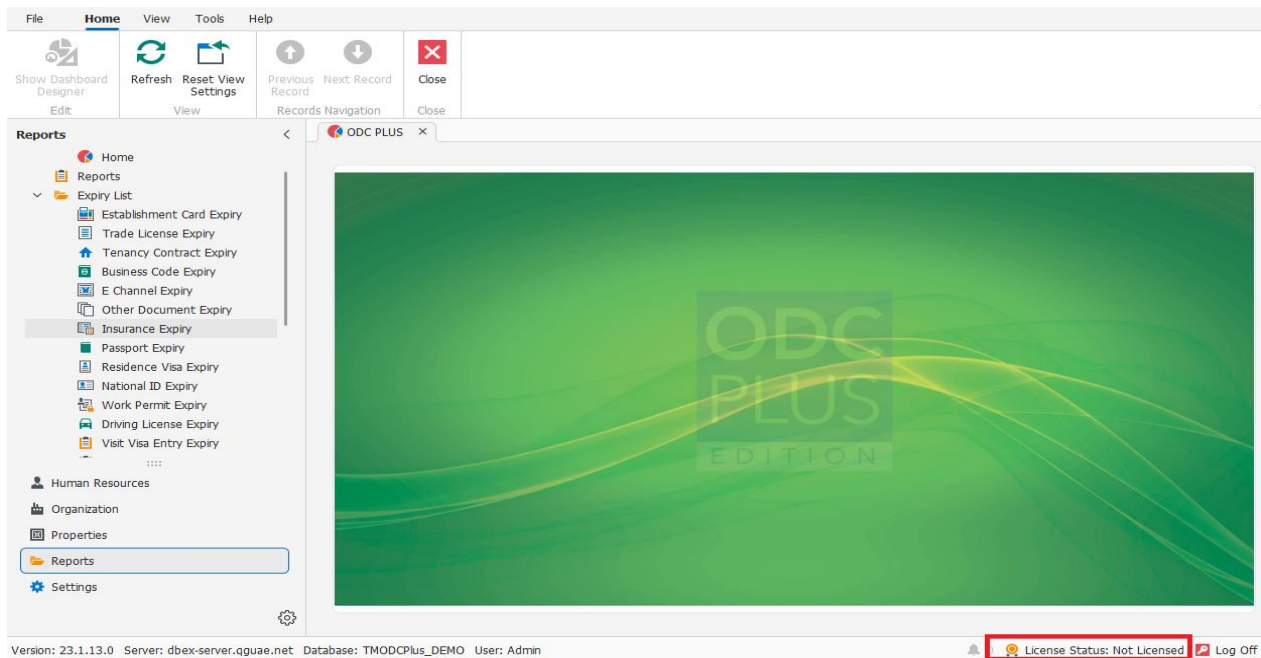
5. Click on "Finish button" to finish and exit the setup wizard.



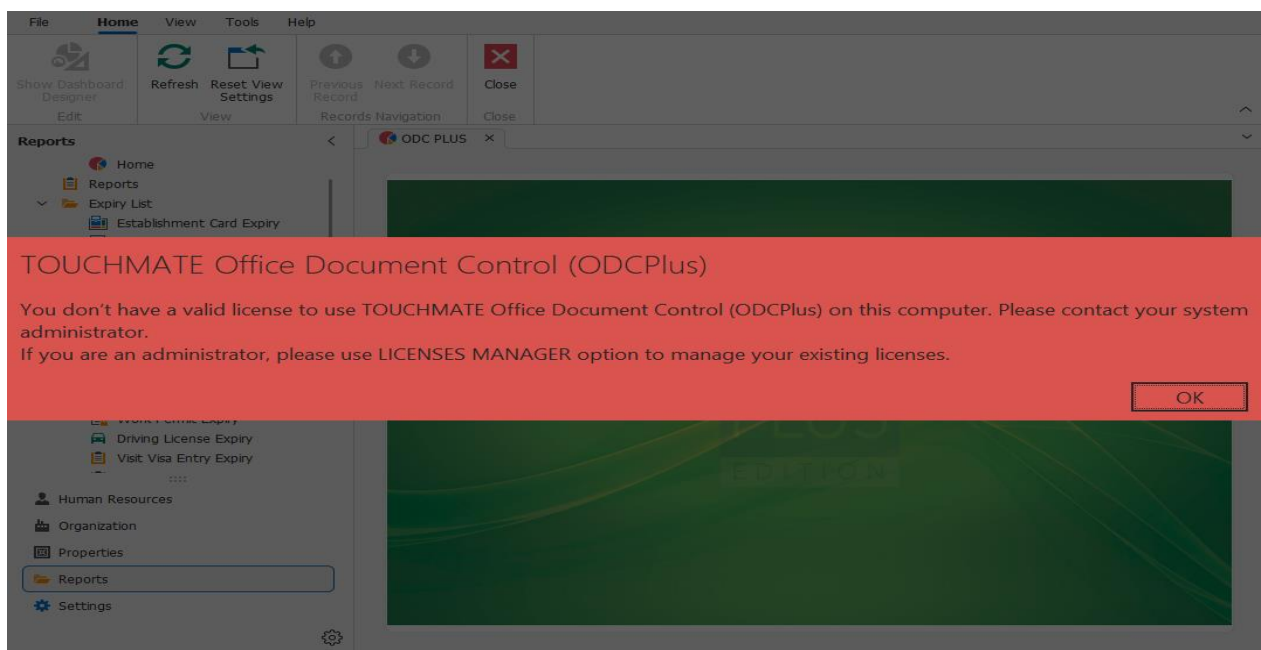
2. HOW TO ACTIVATE THE LICENSE

2.1. HOW TO USE TRIAL VERSION

Before activating the license, the license status on your computer is "**Not Licensed**".

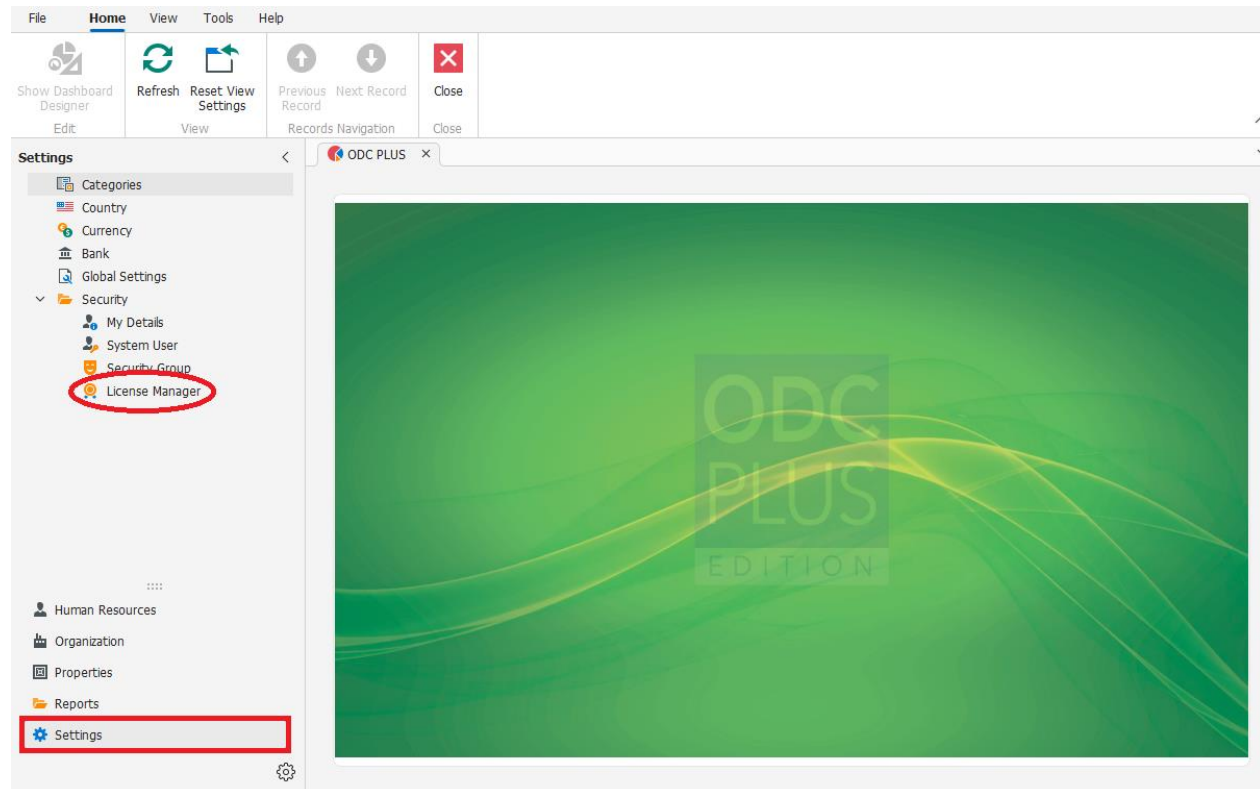


And also, you can't access any menu items. Even though you try to access any menu items the following warning message will appear.



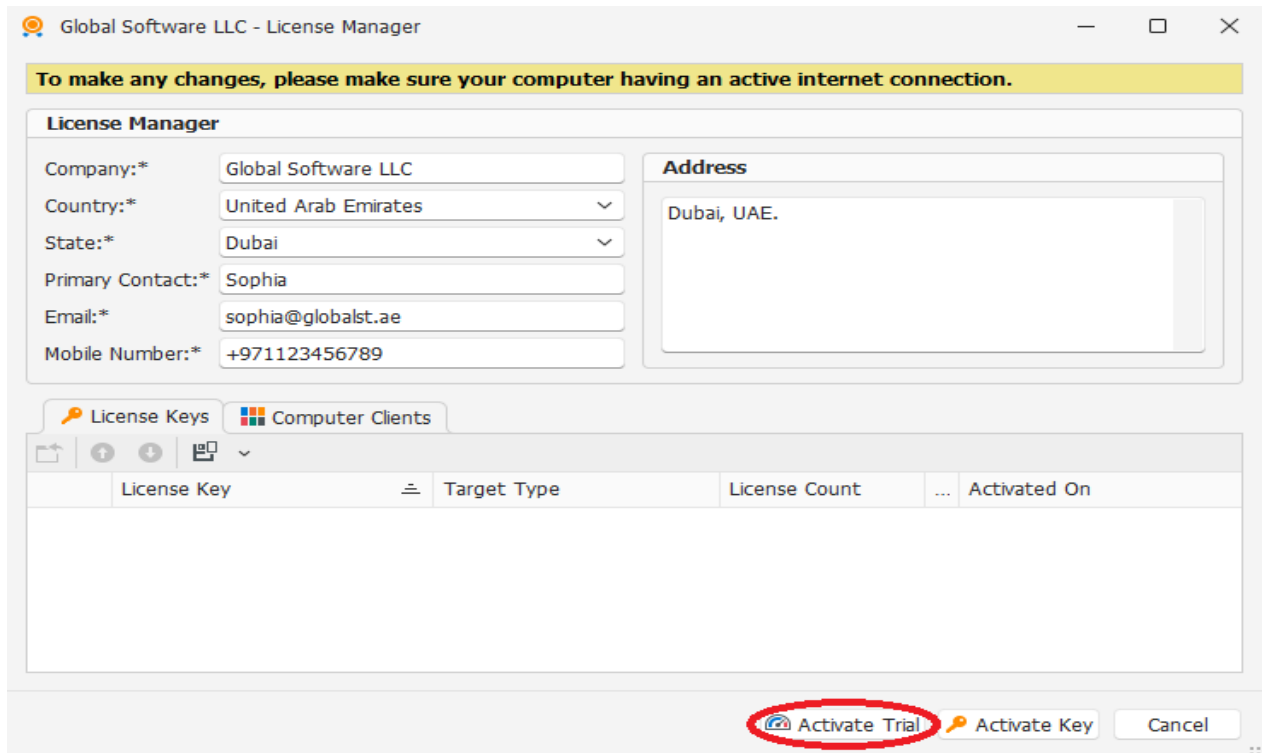
How to use trial version of TOUCHMATE HR Pro

Settings > License Manager > Active Trial OR Tools > License Manager > Active Trial

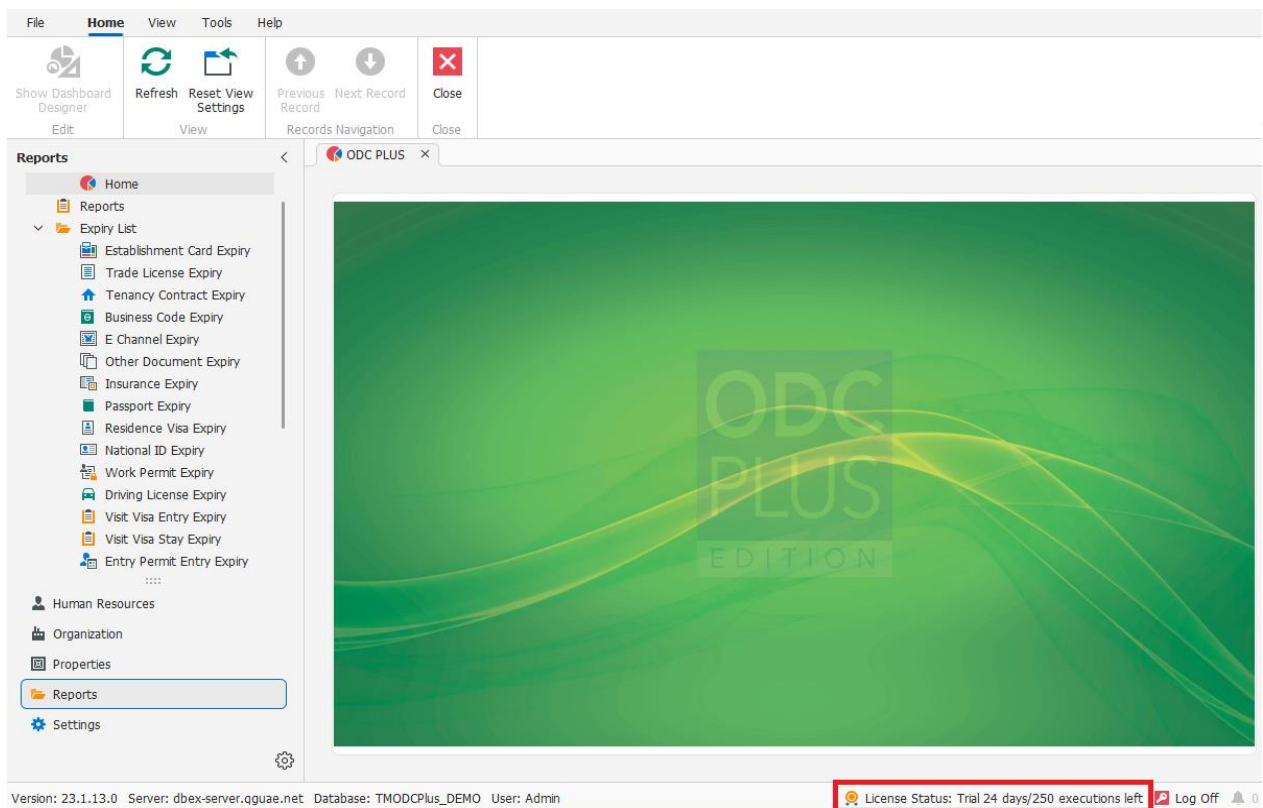


Follow the steps below to activate the trial license on your computer:

1. In "Settings" menu, click on "License Manager".
2. Enter the company name.
3. Select country and state.
4. Enter the primary contact name, email and mobile number.
5. Enter the full address.
6. Click on ""Active Trial".

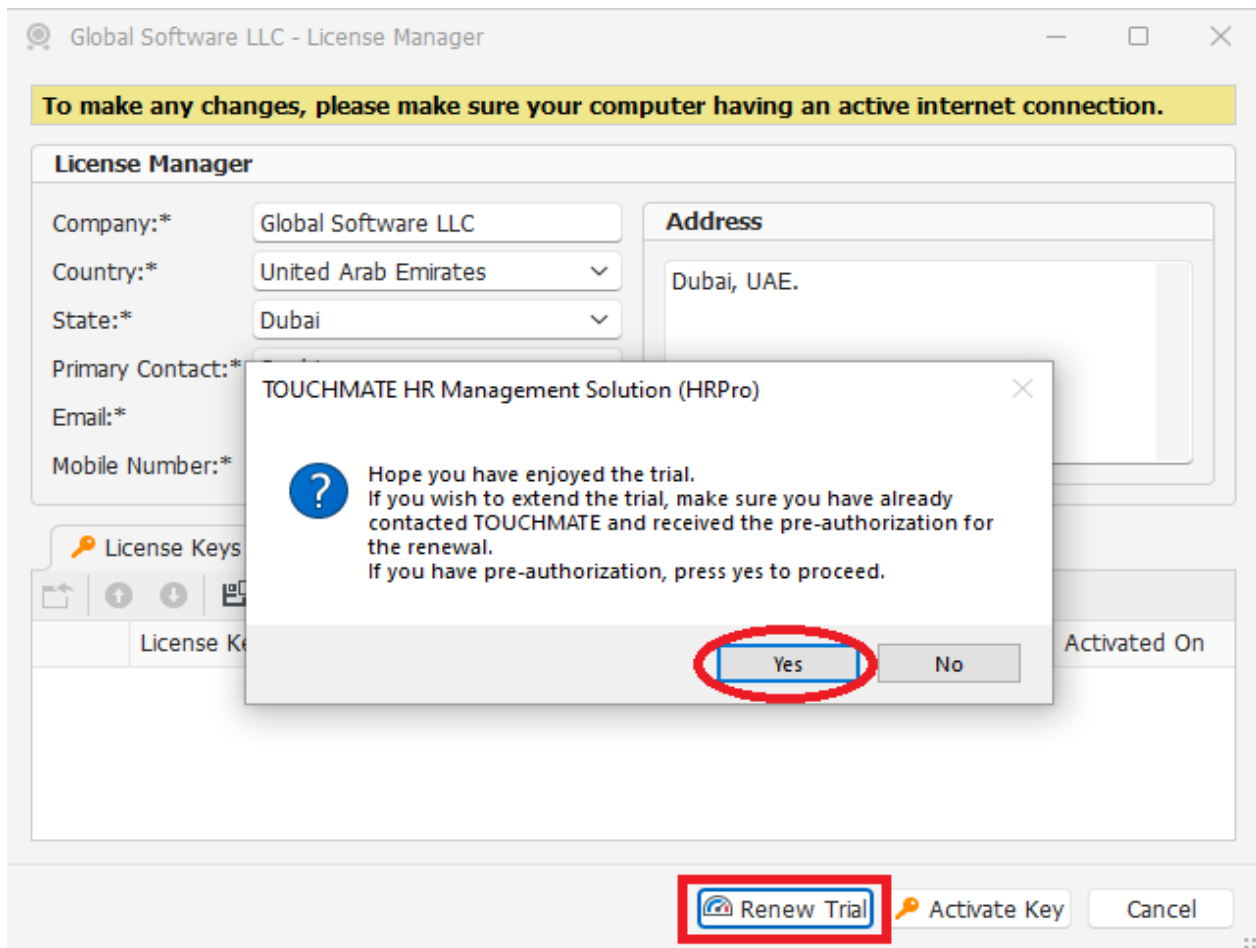


After activating the trial version,



Now you are free to use all the menu options according to your user rights. You will get 250 free executions for 25 days.

If you want to extend your trial, Click on "Renew Trial" button.



If you received the pre-authorization for renewal, click "Yes".

Note :

- Without activating the trial version on your computer the system will not allow you to access the software.
- 250 free executions for 25 days.
- Text boxes marked as * are the mandatory field.
- Before activation, make sure your computer having an active internet connection.

2.2. HOW TO USE LICENSE KEY

How to activate the license key on your computer

Settings > License Manager > Activate Key OR Tools > License Manager > Activate Key

Follow the steps below to activate the license key on your computer:

1. In "Settings" menu, click on "License Manager".
2. Enter the company name.
3. Select country and state.
4. Enter the primary contact name, email and mobile number.
5. Enter the full address.
6. Click on ""Activate Key".

Global Software LLC - License Manager

To make any changes, please make sure your computer having an active internet connection.

License Manager

Company:* Global Software LLC

Country:* United Arab Emirates

State:* Dubai

Primary Contact:* Sophia

Email:* sophia@glogalst.ae

Mobile Number:* +971123456789

Address

Dubai, UAE.

License Keys Computer Clients

License Key	Target T...	License Co...	License In ...	Activated On
-------------	-------------	---------------	----------------	--------------

Renew Trial **Activate Key** Cancel

7. Enter the "License key" provided to you.
8. Click on "Activate".

Global Software LLC - Activate License

User Info

Company:* Global Software LLC

Country:* United Arab Emirates

State:* Dubai

Primary Contact:* Sophia

Mobile Number:* +971123456789

Email:* sophia@glogalst.ae

Address

Dubai, UAE.

To proceed please make sure your computer having an active internet connection.

Activation Details

Activation Type:* LICENCE KEY

License Key:* 063CEEAE-8A4D-402D-A258-0D318D7D5BC7907NWKL98

Activate Cancel

Note:

- Text boxes marked as * are the mandatory field.
- Before activation, make sure your computer having an active internet connection.