

## Installing Concourse: Demo / Full / Update

Thank you for your interest in Concourse! Please read this document before installing your software to complete the installation process quickly and easily. Please read all dialog boxes that appear during installation before making the appropriate selection(s).

### Start the Concourse Installer

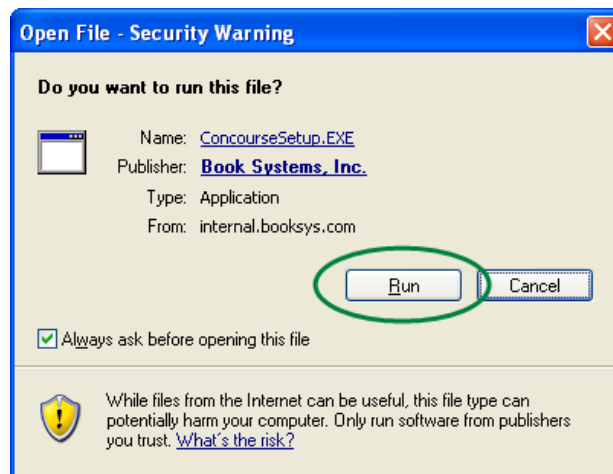
If you have not already downloaded the Concourse installer, please go to:

<http://www.booksys.com/customer-support/software-downloads>

Click on the “Download Now” button to download the “**ConcourseSetup.EXE**” file.

### Install Concourse

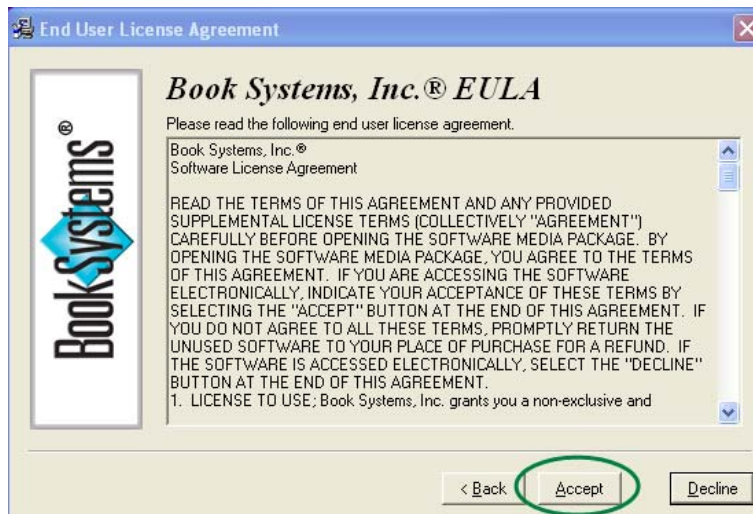
Open the “**ConcourseSetup.EXE**” file to begin the installation. If you receive the following “Security Warning”, please select **Run** to continue.



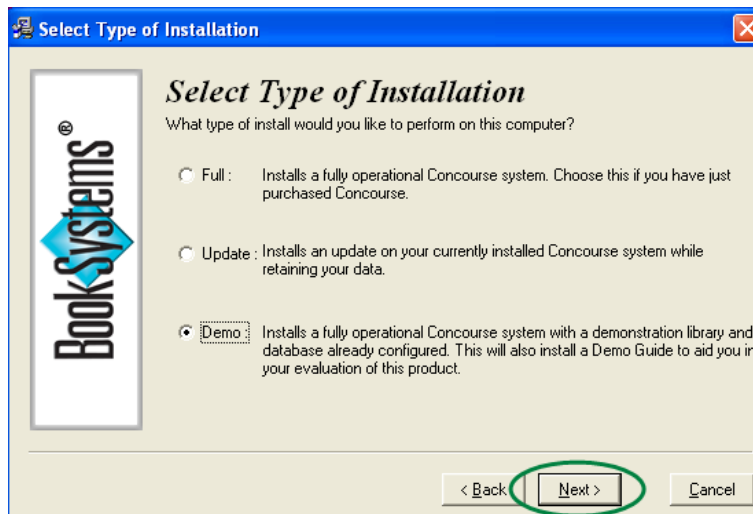
Please verify that all Book Systems products are closed, and then click **Next**.



Read the **End User License Agreement**. Click the **Accept** button to indicate you agree to its terms.



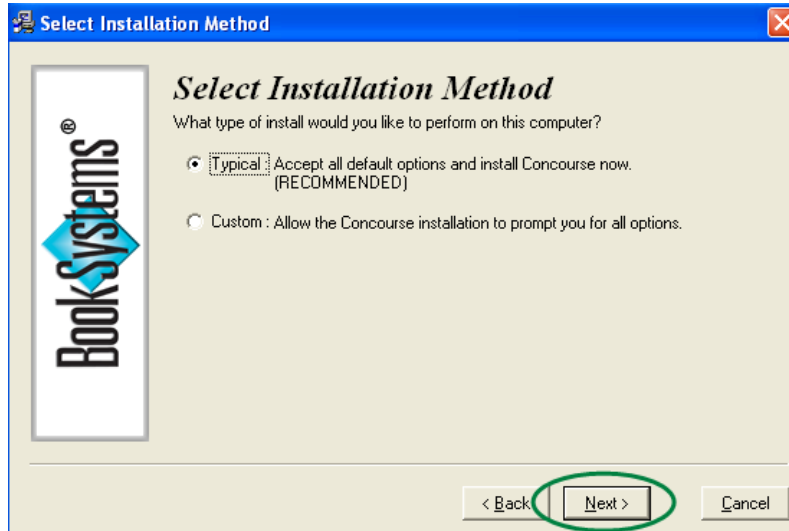
The **Select Type of Installation** dialog box opens. Click the appropriate option, based upon the type on installation you are performing and then click **Next**.



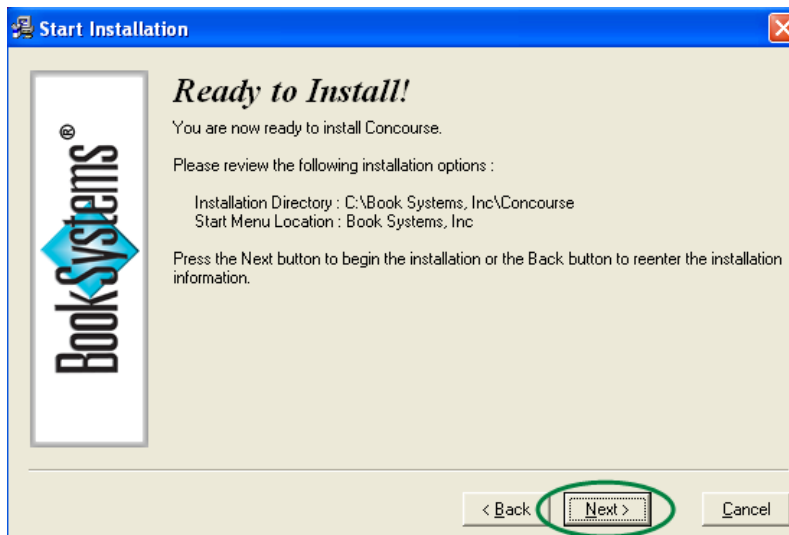
**Note:** If you are updating your existing Concourse software, please make sure you have a current backup.

**Warning:** If performing a **Full** or **Update** installation, do not select the Demo option. This option installs a sample set of data and will over-write your existing data.

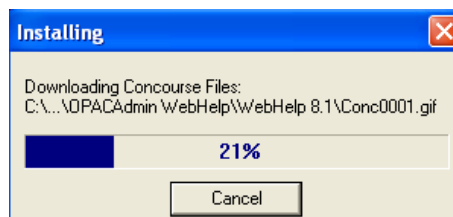
The **Select Installation Method** dialog box opens. Click **Typical** then click **Next**.



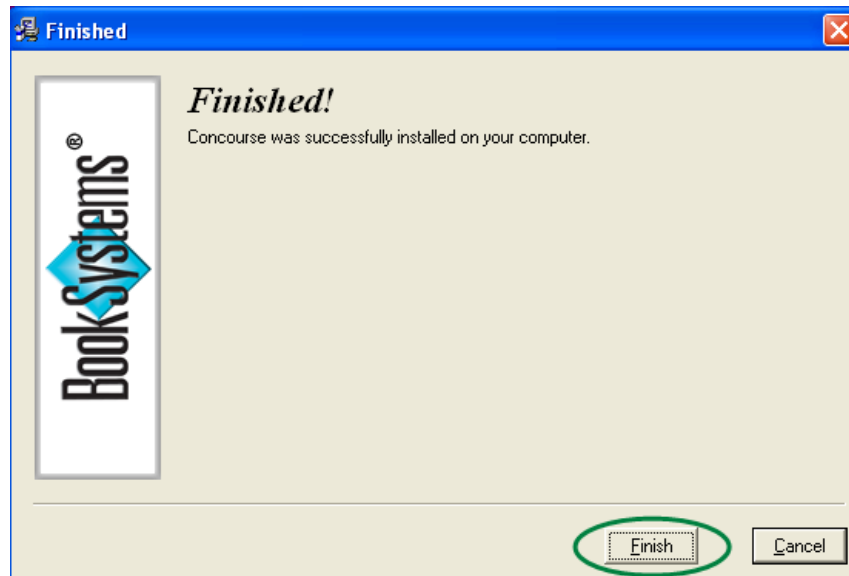
When the **Start Installation** dialog box opens, click **Next** to continue.



**Note:** A progress bar appears, indicating time remaining until completion, and disappears when finished.



Once Concourse has been successfully installed on your computer, click **Finish**.



The **Concourse Login** dialog box opens, prompting you for **Login Name** and **Password**.



**Note:** The username for Concourse is **MLS**. The password is **SETUP**.

### Enter Library Information and License Numbers

1. If you're prompted to enter your library information, enter your library name and address in the **Enter Owner Information** dialog box.
2. You will be prompted to enter **License Number** and **Activation Code**. If you do not have your license and activation code or you are installing the demo version and have not received a trial license, please contact us at **(888)289-1216** or email [support@booksys.com](mailto:support@booksys.com).
3. Enter the **License Number**, beginning with **LEVEL:** (include the hyphens), in the field.

4. Enter the **Activation Code** in the corresponding field. (**DO NOT** include the words "activation code."). Status indicators display to the right of the fields. A **green** light indicates that the information has been entered correctly.

**Note:** A **red** light indicates that the information has been entered incorrectly. Common mistakes include substituting the letter "O" for the number zero and the letter "L" for the number one, etc.

You are now ready to begin using Concourse.

## Learning Concourse

There are several ways to become familiar with Concourse.

1. At any time while using Concourse, press the **F1** key to open online Help. You will get instant access to relevant help information based on the feature or page you currently have open.
2. Don't turn off Concourse's **Tip of the Day** feature. With this feature on, you will see new tips about the many exciting things you can do in Concourse. The **Tip of the Day** will automatically display a tip every time you login.
3. The Concourse QuickStart Guide will walk you through frequently used actions in Concourse. It gives information on major features of the product, as well as examples and step-by-step instructions. The QuickStart Guide and User Guide are available from the installation CD, or can be accessed from Concourse by clicking the **Help** menu.
4. In-house, regional, and on-site training are also available. This is a wonderful way to teach several people how to use Concourse. Training session groups are small enough that everyone has a chance to receive one-on-one help. Our in-house and regional training classrooms are equipped with computers for hands-on experience while learning. In-house training also includes a Training Manual and lunch for both days. Please call (800) 219-6571 for more information.

## Uninstall Concourse Demo Version

When you are ready to purchase Concourse, it is recommended that you uninstall your demo copies before installing the full product. If you are uninstalling the demo version, follow the steps below:

1. Click the **Start** button in your Windows taskbar.
  2. Click **Settings\Control Panel**.
  3. The **Control Panel** window opens. Click **Add/Remove Programs**.
  4. The **Add/Remove Programs** dialog box opens, displaying currently installed programs. Click **Concourse** from this list. Click the **Change/Remove** button.
- Note:** The name of this button varies slightly depending on the Windows operating system being used.
5. The **Concourse Setup: Select Uninstall Method** window opens. Click **Automatic**. **DO NOT** select **Custom** or **Repair**. Then click **Next**.
  6. The second uninstall wizard dialog box will ask if you want to perform a rollback. Click **No**, and then click **Next**.
  7. Click **Finish** to begin the uninstall process.

**Note:** A progress bar appears, indicating time remaining until completion, and disappears when finished.

8. Click  to close the **Add/Remove Programs** dialog box.

## Questions? Need Help?

If you have questions about the installation, please call our Technical Support Staff at (888) 289-1216. Book Systems is open Monday through Friday from 7 a.m. to 7 p.m. CST. A live operator will answer your call and assign a case number to you. If a technician is not immediately available, one will call you back within two hours. You can also send an e-mail request for help to [support@booksys.com](mailto:support@booksys.com). All e-mails are answered within 24 hours during the business week.