

# The Secretary ... by [JwSoftworks@gmail.com](mailto:JwSoftworks@gmail.com) & [www.JwSoftworks.Com](http://www.JwSoftworks.Com)

## Instructions to download and install the software.

**If starting a new system, please read help files 1-10 This will help considerably !!!**

### **Download the Install File**

The process of installing any of JwSoftworks software is identical. An “install” file is downloaded and run. Folders are created, files are copied, a start menu item is created and shortcut icon is placed on the desktop.

The following explanation will familiarize you with the process and might make you a bit more comfortable.

1. The first thing you’ll do is download one of the software products from the JwSoftworks website at <http://www.jwsoftworks.com/>
2. The software program **install file** downloaded from the website will have a descriptive name which ends in “**exe**”. “Exe” is an abbreviation for “executable”.
3. Save it to your hard drive. It doesn't matter where you save it, just remember where you did. Some have created a special folder into which they keep all fresh downloaded install files.
4. After the install file is downloaded and saved, exit the website and all other programs that are open. Then using Windows Explorer, **find and double click the "exe" install file you just saved.**
5. It will begin the installation by displaying a welcome screen, followed by a software usage license agreement, followed by a short explanation of what will take place during the installation process.
6. You can exit the install sequence at any time if you disagree with the license or the install process description.

### **New or Existing Install?**

Regardless whether you're installing the program for the first time or updating one that's already installed, the same install file is used. The installation process for a **new** install is the same as for updating an **existing** installation.

Existing data will not be harmed during the update install process ... even so, you do plan to first **backup** your data before updating, don't you? ☺

### **New Install**

During a **new** install, the install program will create the necessary folders, copy files into them, make an entry in the Windows start menu, and finally place a shortcut start up icon on the desktop.

### **Update Install**

During an **update** install, except for the existing data file, all other files will be replaced with a later version.

### **Folders Created**

A main folder **JwSoftworks** will be created. This folder will hold the program files of whichever product you've downloaded.

A folder will be created under JwSoftworks that will hold the data file. Its name is dependent upon which product you're installing. It could be **Sec, Ovr, or Col.**

Under this folder will be another one named **Help**. This one holds all of the help files that provide independent and context sensitive user help information.

### **Security**

If security is an issue, the program folder and/or any of the other folders can be made accessible to only one user using standard Windows login security configuration techniques.

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*The Secretary* is a freeware software program designed to assist congregation secretaries. It was first released eight years ago. Features have continually been added resulting in significant changes since then.

The majority of users of *The Secretary* are located in the USA with a good number in Canada, the United Kingdom, and Australia. Others that have made themselves known are scattered around the world in such places as Belgium, China, Greece, Italy, Mexico, New Zealand, Russia, and South Africa.

### Identifying Programs by Menu Choice

When a choice is made from the main menu, a red colored sub-menu will pop up offering from 3 to 15 selections depending upon the category of interest.

Programs or screens selections will be referred to by showing on which main menu and which sub-menu is used to access them by using the two numbers (17-4).

### Default Location of Program, Data & Help Files.

The install program will have installed *The Secretary* software files in four folders as follows:

**Program:** C:\JwSoftworks\TheSecretary.accdr  
**Data:** C:\JwSoftworks\Sec\TheSecretary\_be.accdb  
**Help:** C:\Jwsoftworks\Sec\Help\\*.pdf  
**Android:** C:\JwSoftworks\Sec\Templates\\*.template

### Privacy

- Is security is an issue? Make sure your Windows login configuration makes *The Secretary* folders invisible to other users. See help file #24.
- The current release does not support data located on thumb drives.

### Installing an Update

- It is very **important** that directly after installing this update, settings of your **date format** and **system dates** be verified (27-1). Correct them if necessary. The computer's setting of country must be set to where you reside and the date format **must** agree with *The Secretary's* setting ... or **unanticipated results will occur.**

### Supporting Software Required

In addition to installing a JwSoftworks product, a full or runtime copy of Microsoft's Access is required.

A download website address for Access is located on my website found under "**Supporting Software**".

### When Starting a New Installation

- Most requests for help have had to do with the setup or startup. **You can avoid these problems by reading the start up instructions.** The start up process is relatively simple but can be a bit tedious. The good news is that this will need to be done only **one** time.
- You can find any help file by clicking the help button located at the top left of the main menu.
- Clicking a color bar on the **Help/Instruction** screen will print all help files in that colored section.
- **Get familiar** by reading help files **1 thru 4**
- **Setup the system:** help files **5 thru 10**
- **Enter current activity:** help files **11 thru 17**
- **Read** the remaining help files as needed
- **Very Helpful!!** The Appendix Cross Reference – Help #40

### Need Assistance or Have Questions?

- Assistance is available via email at any time.
- However, many email messages asking for help have not always clearly stated the difficulty.
- **Please take time to be clear and specific.**
- Please see help file #36 for examples of the type of information that will help.
- Also, check the website's FAQ #1.
- The solutions to most problems can be found in one of the many help files.
- So, **before** asking for assistance, please search the help files for an answer.
- The Appendix Cross Reference (**help file #40**) can be used to search for a help file that covers topics specific to problem experienced.

### **Very Important !!!**

When *The Secretary's* **update** is run, it may make a number of modifications to the data file dependent upon what version you have installed. Several tables and a number of additional fields to existing tables will be added.

Have you backed up **both** the program and data files **before running** the updated *Secretary* program?? ☺