



inCase Document Archiver

Installation Instructions

The inCase installation CD is equipped to launch the installation automatically when the CD is inserted into the CD-ROM drive. If the installation does not start automatically, then double-click **setup.exe** on the CD-ROM drive.

InstallShield Wizard

Customer Information
Please enter your information.

Please enter your name, the name of the company for which you work and the product serial number.

User Name:

Company Name:

Serial Number:

InstallShield

< Back Next > Cancel

Customer Information

Proceed through the installation by clicking the "Next" button until you reach this dialog. Enter the User Name, Company Name and Serial Number in the fields provided. Your serial number is provided on the activation report included with your inCase package. Click the "Next" button until you reach the finish dialog. Your system will automatically be rebooted following the installation.

These two icons should be installed on your desktop.



inCase



inCase Scheduler

inCase actually consists of three separate programs that all work together. inCase, inCase Scheduler and QuickCase. When you install inCase, all three programs get installed. inCase is the main program. It has all the tools necessary to store, restore, delete, search and sort your files. The inCase Scheduler is designed to automatically store your files at a scheduled time or on demand. QuickCase is the program that enables your software vendor to integrate with inCase. No desktop icon is installed for QuickCase because it is not accessed directly. It is only used as an integration tool. HighPerFORM uses the QuickCase integration, which allows you to quickly store, restore and delete files in inCase.

inCase uses your internet connection to store your files in our inCase server for safekeeping. Your files are copied and encrypted on your system prior to the file transfer over the internet to the inCase server. The files aren't decrypted until they are safely back on your system. inCase is great for backing up your files, as well as a convenient way to copy files from one location to another. An offsite backup for your important files is an often overlooked business practice. inCase provides you with the security you need for your business.