



New standalone installation

Applies to:

NBS Contract Administrator

Please Note: v3.0.0 is not compatible with Windows XP or Vista. To carry on using the software for these Operating Systems, please upgrade to v2.3.0.

The following instructions will give you a step-by-step guide on how to perform a standalone installation.

1. If you have downloaded the product, ensure that the zipped download folder is saved locally on your machine (e.g. Desktop/Downloads Folder), **extract*** the folder and run **Setup.exe** from the extracted files.

To extract the entire contents of the compressed folder, right-click the folder, click **Extract All, and then follow the instructions.*

2. If you have a product CD, place it into the PC. From **Computer**, click on the drive that contains the CD and run **Setup.exe**.
3. The setup window will open. Click **Next**.
4. If your computer does not have the required prerequisites, you will be prompted to install them; select **Install**. This is required by NBS. You may be prompted to restart your machine during this process, and if prompted, you must do so before continuing with the installation.
5. Carefully read the Terms and Conditions and select **Accept** to continue to the next step of the installation. If you choose not to accept the terms and conditions, you will exit the installation wizard. Click **Next**.
6. Enter details of your user name and organisation into the installation wizard (this is not related to your user login name in NBS). Choose to install the software so that it can be accessed by any user on the computer or restrict the software to the account that is logged on to the machine at the time of installation.

will prevent other users from accessing the software if they log on to the machine with a different Windows user account. Click **Next**.

7. You will be prompted for the location where you would like to install the software. The default location is C:\Program Files (x86)\NBS. Click **Next** to accept the default location or click on the **Change...** button to browse to a different folder on the local machine. Click **Next** to continue.
8. Click **Install** to begin the installation or use the Back button to review or change your installation settings.
9. NBS will now be installed onto the machine; this process may take several minutes.
10. Once this process has finished, click **Finish** to complete the wizard.
11. On completion of the installation, you can launch the program from the desktop shortcut or from the **All Programs** menu.

Licensing

How to licence the software - Standalone or Network licence

Upgrades and reinstallations will automatically connect to the existing licence when opening the software.

The following steps are only required for new installations.

1. Once installed, the software must access a valid licence. To create a new licence, open NBS.

Note: choosing to restrict access to a single account



2. Select the option for **New** and click **Next**.
3. The default location that is displayed is **C:\Program Files (x86)\NBS\NBS Contract Administrator\Licence**. Click **Next** to accept the default location or click on the **Change...** button to browse to a different folder on the local machine or on the network. Click **Next** to continue.
4. Contact the NBS Customer Services team on **0345 456 9594** with your request code and we will issue your unlock code to activate the software.
3. Once the data store has been found, click **Next**. The software will now open up.

Support

If you require technical assistance from NBS, the NBS Software Support team are available from 9 a.m. until 5 p.m. Monday to Friday (excluding UK Bank Holidays) as follows:

Telephone Support: **0345 456 9594 option 2**

Email Support: support@theNBS.com

Product knowledgebase: www.theNBS.com/support

Pointing to an existing network licence

1. If you have already unlocked a licence, open the software, select **Existing** and click **Next**.
2. Browse to the location where your licence is stored.
3. Once you have chosen the location, click **Next** and the licence will be picked up on the network.

Data Store

Creating a new data store

1. Select **Create a new data store** in the setup wizard.
2. Choose a location either on a network so multiple users can have access to it, or on your local machine. Click **OK** and then **Next**.
3. The next step is the **Issuer setup**. At this stage fill out the details of your organisation.
4. Click **Finish** to create the data store.

Select an existing data store

1. Select **Use an existing data store** in the setup wizard.
2. If you know the location of the existing data store, you can either **browse** to it. Alternatively you can have the software **search** a specific location for an existing data store.