

REGISTRATION INSTRUCTIONS: MAYSIS-2 & MAYSWARE

Each facility (physical building) needs to register the MAYSIS-2 manual & MAYSWARE.

1. MAYSIS-2 Registration

(Do this before registering MAYSWARE)

Step 1: The person overseeing use of the MAYSIS-2 (not the IT person) at the facility should fill out the yellow MAYSIS-2 registration form (complete all fields) located in the MAYSIS-2 three-ring binder (it is an 8.5 x 11" yellow form)

Step 2: fax the completed MAYSIS-2 form to NYSAP (508-856-6805)

2. MAYSWARE Installation

(Please have IT people do the installation)

- Step 1:** Install MAYSWARE on the computer that will act as the local database (meaning it will house the data)
- To install on this first computer, install using the **server** option and then configure using the **local database** option.
 - **Do not install MAYSWARE on an actual server** (MAYSWARE is a local database software and a regular computer will act as the local database server).
 - **Note:** MAYSWARE must be installed, updated, and registered all under the same Windows log-in in order for the software to be registered correctly.
 - **(for networking instructions please view the next page)**
 - If your installation rolls back and does not install, disable your antivirus software during installation and turn your antivirus software back on after the installation has completed.

Step 2: Install MAYSWARE on all other computers. If you are planning on networking the computers see instructions on the next page. If you are not networking the computers, then you will install all the computers using the **server** option and configure all the computers using the **local database** option.

3. MAYSWARE Registration

(Updating, obtaining product key(s), and registration of MAYSWARE must all be done under the same Windows log-in in order for the registration to work).

Step 1: After MAYSWARE has been installed successfully, fill out the MAYSWARE registration form (open MAYSWARE and click on **registration form button**, the form can be found by clicking to the last page). The same person that filled out the MAYSIS-2 registration form should complete this form.

Step 2: Submit MAYSWARE form by e-mail or print it and fax it to NYSAP.

Step 3: Update the software by clicking **Use Trial Version** then go into **Administrator options** and click the **check for updates** button (need an internet connection). If the software says "you are running the latest version," then no updates will occur, because you have the most up-to-date version of MAYSWARE. Check back every once in a while to see if there are new updates.

- If you get a message that says, "updates failed to download," then you need to make sure your security settings allow you access to active ftp, which MAYSWARE needs to download updates. You can also put our ftp site (**ftp://www.maysware.com**) into your list of allowed sites.

Step 4: After the update, start MAYSWARE again and click the register button. Then e-mail **NYSAP@umassmed.edu** with your product key. **Do not obtain your product key until after the update.** Also, please include in your e-mail, the name and location of your facility.

- If you have more than one computer in your physical building, please install MAYSWARE on all computers, update all computers, and send all product keys at once (if possible).

Step 5: NYSAP will send you facility names and serial numbers (for all of your computers) within 1 business day of receiving both of your registration forms and your updated product keys. You will then need to register your computers using the facility names and serial numbers NYSAP supplies. After you register the computers, the trial screen will disappear and you will automatically enter MAYSWARE each time you click on the MAYSWARE desktop icon.

If you have any questions about installation or registration, please do not hesitate to e-mail the NYSAP Project Manager at: NYSAP@umassmed.edu

In your e-mail please state your facility name and location and please list your questions and difficulties as specifically as possible so that we can help you as quickly and efficiently as possible.

Networking with MAYSWARE

If you are networking your computers: (only IT/IS people should be networking)

Note: DO NOT INSTALL ON A SERVER – MAYSWARE networks as a local database server. So, as long as your computers are on the same hard-wired network, then all computers you install MAYSWARE on will be able to see each other.

Step 1: Install MAYSWARE on one computer that will act as a local database (do not install on an actual server), this will be the computer that houses the data.

- To install on this local database computer, select to install as a “**server**” and then when it asks you to configure it, configure it as a “**local database**”

Step 2: Install MAYSWARE on all other computers as “**clients**” and configure them all using the “**networked database**” option.

Step 3: On all the client computers, you will need to select the local database computer from the drop-down list, so the clients can connect to the local database. If you do not see your local database computer in the list, it is most likely because you have a Windows firewall blocking the connection. If you drop the Windows firewalls (or open ports – see instructions in MAYSWARE User’s Guide) on all the XP Sp2 computers, then you should be able to see the local database computer in the drop-down list.