



Version 14 includes
IMDG Code Amendment 39-18 and Supplement

Installation Instructions

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1 System requirements

For Hazcheck Professional to run successfully, your system needs the following minimum hardware specification:

- PC Pentium machine with at least 32 Mb of RAM.
- Microsoft Windows XP/Vista, Windows 7 or newer.
- Available hard disk space of at least 30 Mb.

2 Installing Hazcheck Professional

If you have received the product on a CD, you should check that you have one Hazcheck Professional CD-ROM and two registration forms. If you have downloaded the product from the Hazcheck web site you will have been emailed your registration forms (as PDF files).

Please sign both copies of the registration forms and return one copy to Exis Technologies Ltd.

Before the system can be used you will need to obtain an activation code from Exis. An activation code is required for each PC using the system.

2.1 Type of installation

First or only installation

You use the **First or only installation** for single users or the main installation on a network (probably a server but can be any location that can be accessed by the other network users). The destination location where the program .exe and system .dlls will be installed is called 'C:\Program Files\Hazprf14'. The live data files are installed in a separate directory called 'C:\HP14Data'. It will also install the report system files and the program .ini file into the Windows directory.

An activation code is required if you want to run the program from this installation. If this installation is being set up on a server and no one is going to run the program directly on this server then it does not need an activation code. All network users accessing this system will have their own activation codes specific to their own machines.

Additional network user

This type of installation sets up additional network users who will access the first system. The destination location entered here is the mapped drive letter and path of the first installation. Some system files are installed into the local Windows directory and a short cut is added to the desk top pointing to the first installation. An activation code is required by all network users.

2.2 Install Hazcheck Professional for the first time

Installing from CD, insert the CD into your CD drive and the installation process should start automatically. If Auto run has been switched off open the CD and double click on HCPsetup14.exe to start the installation process.

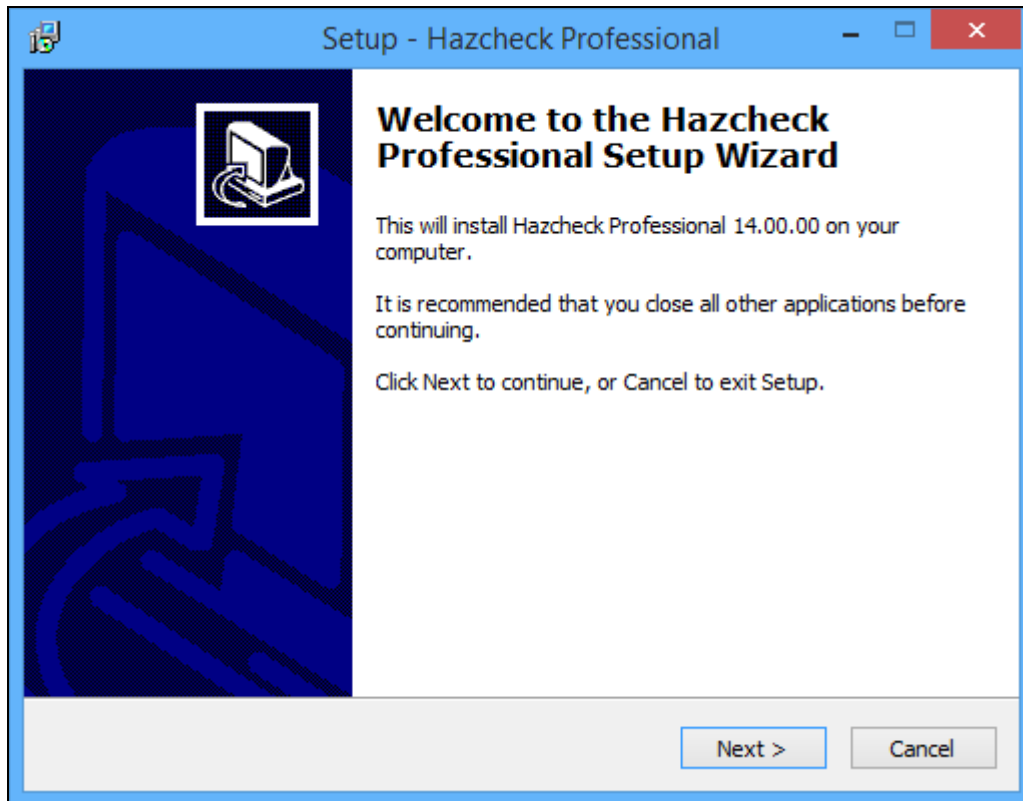
You can download the software from the following website.

<https://hazcheck.existec.com/contact.aspx?mid=6281&sysid=3>

The download file is called HCPsetup14.exe. Run this file to start the installation process.

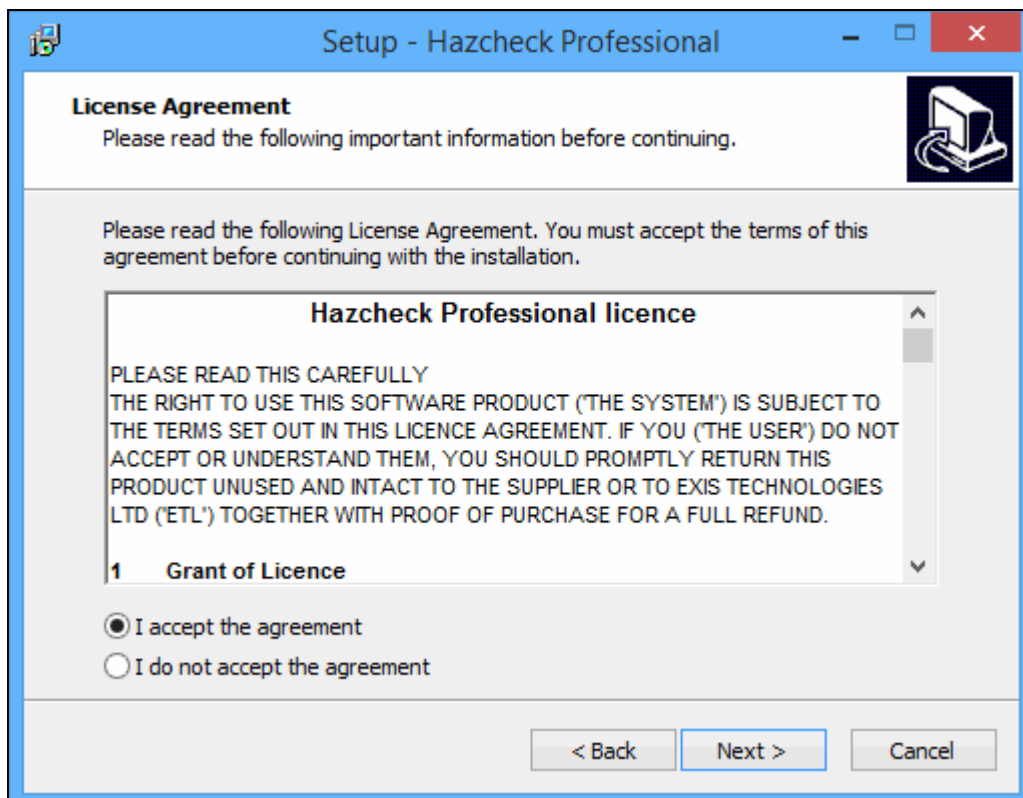
The installation process will guide you through the installation process. If you are unsure or wish to change something you can go back to the previous screen and try again.

Fig. 1 Starting point of the installation



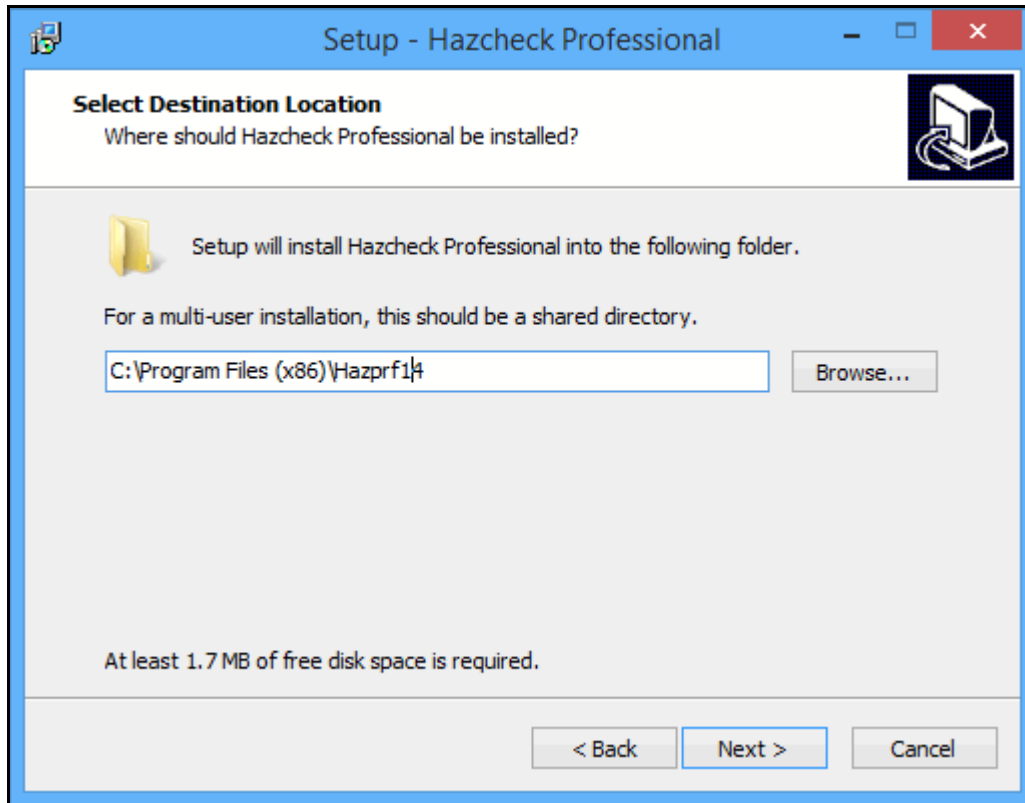
Click Next to continue.

Fig. 2 Licence agreement



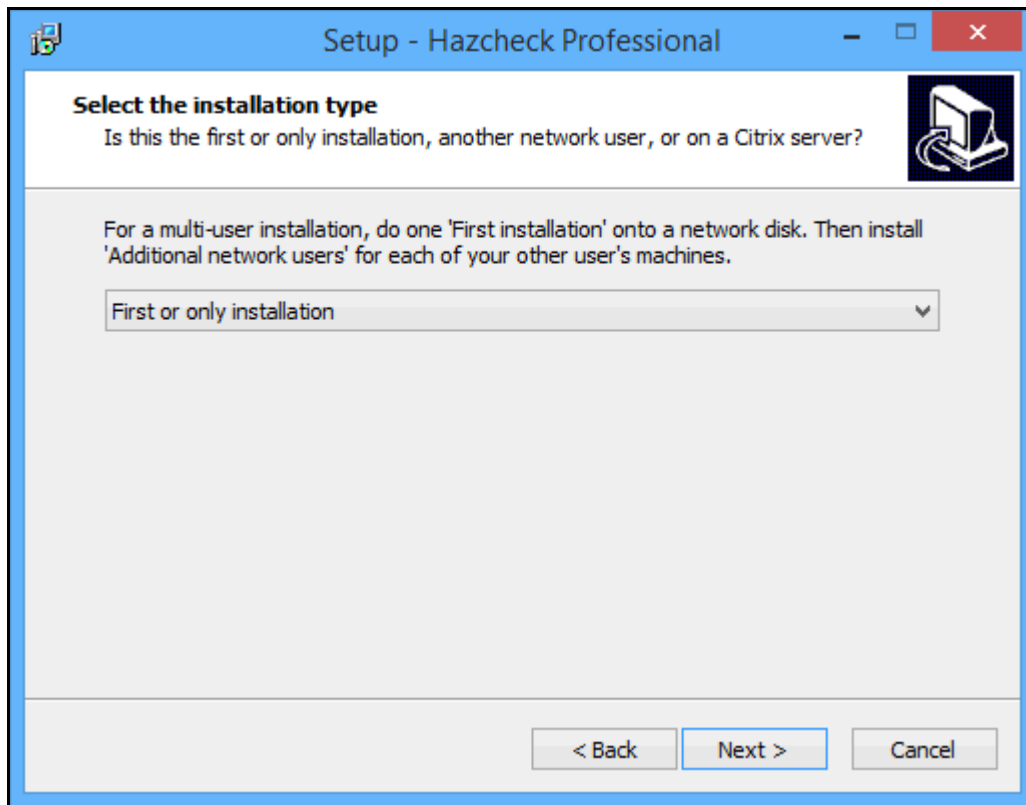
The terms of the licence agreement are now listed which you must read. If you do not accept the terms you must click Cancel and terminate the installation process immediately. You cannot continue unless you accept the terms listed. If you do accept the terms select **I accept the agreement** and then click Next. The Next button is activated when you accept the terms of the licence agreement.

Fig. 3 Select the destination location



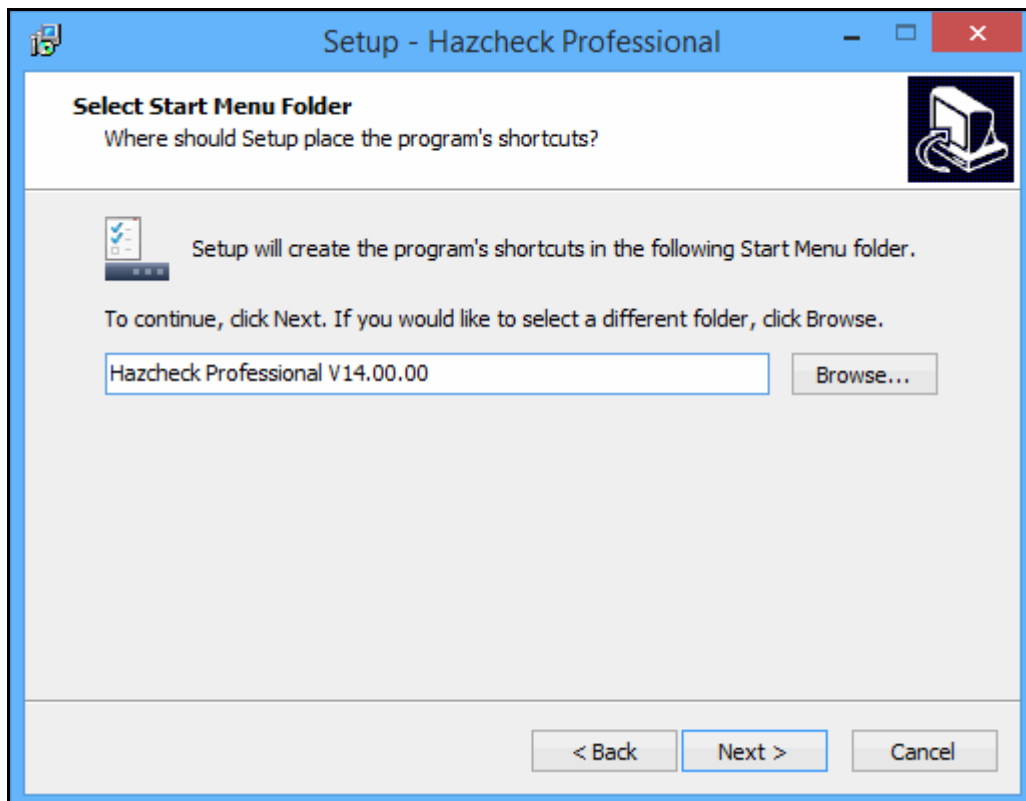
This is where the wizard will install the software. If different to the default, which is C:\Program Files\Hazprf14 (if you are using Windows 7, the default directory is C:\Program Files(x86)\Hazprf14), click the Browse button and choose a different location. Click Next to continue.

Fig. 4 Select the type of installation



When installing the system for the first time select **First or only installation**. Every site needs one and only one **First or only installation**. This will install the program, all static data and initialize user data files. Click Next to continue.

Fig. 5 Select the Start Menu folder name

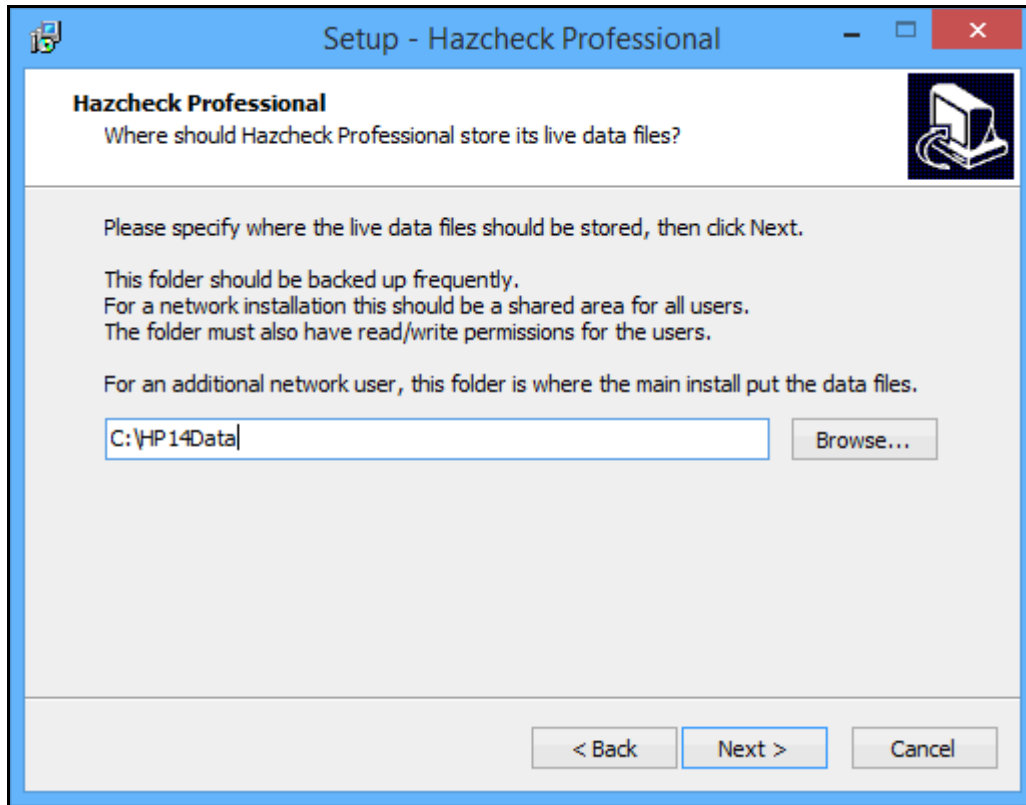


This specifies the folder name in the Program Start menu. By default it is called Hazcheck

Professional but you may change this by clicking the Browse button and selecting or entering a different folder name. Click Next to continue.

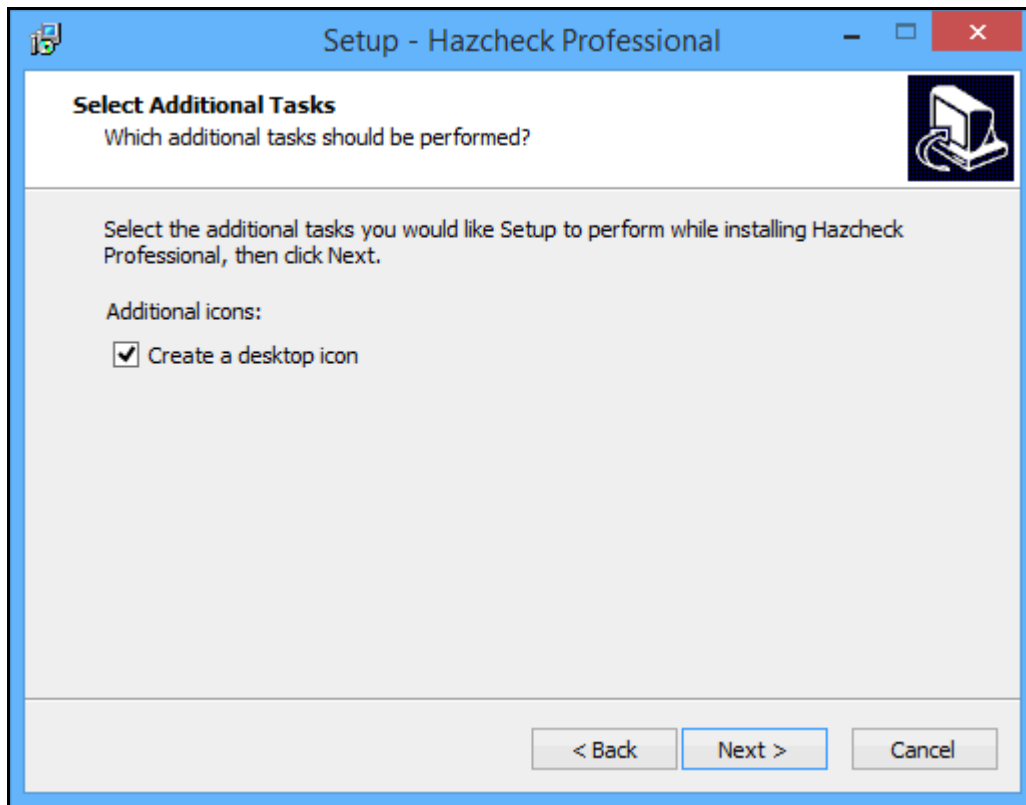
Fig. 6 Storing the live data files

The live data and help files are now stored in their own folder which allows additional network users to share the same data files. The default file path is already inserted, but you can click the Browse button to choose/ create your own folder.



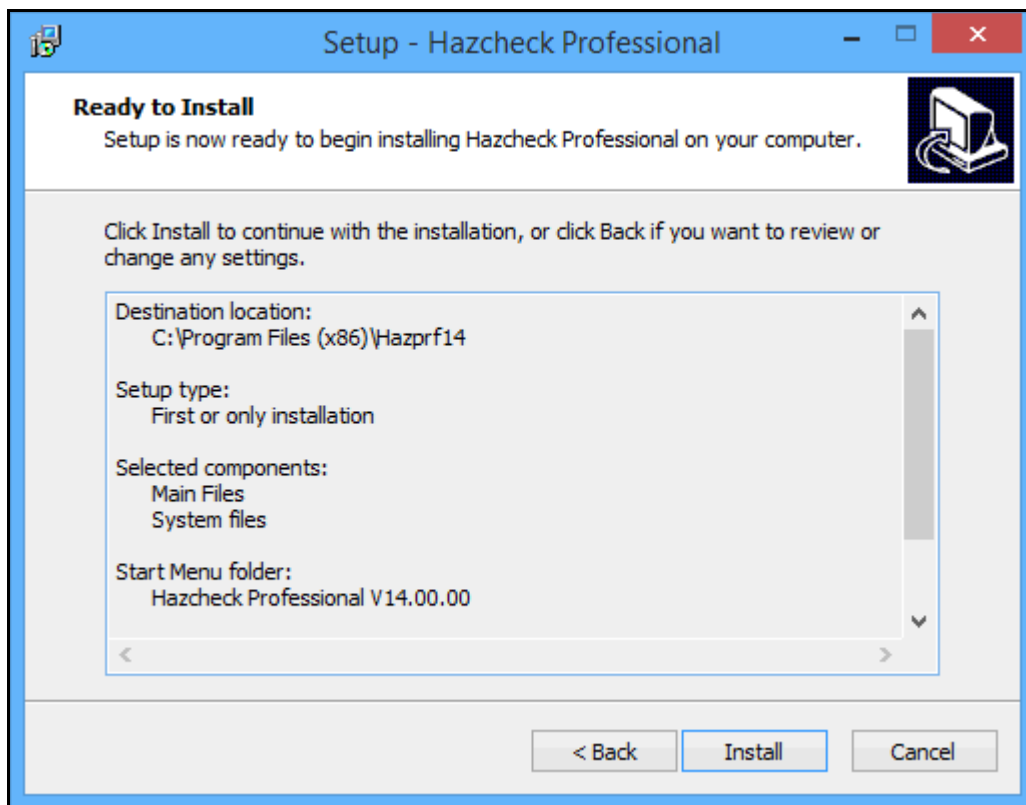
Note: In the case of multi-users accessing the same data files, each user must have read-write privileges activated on their account.

Fig. 7 Select additional tasks



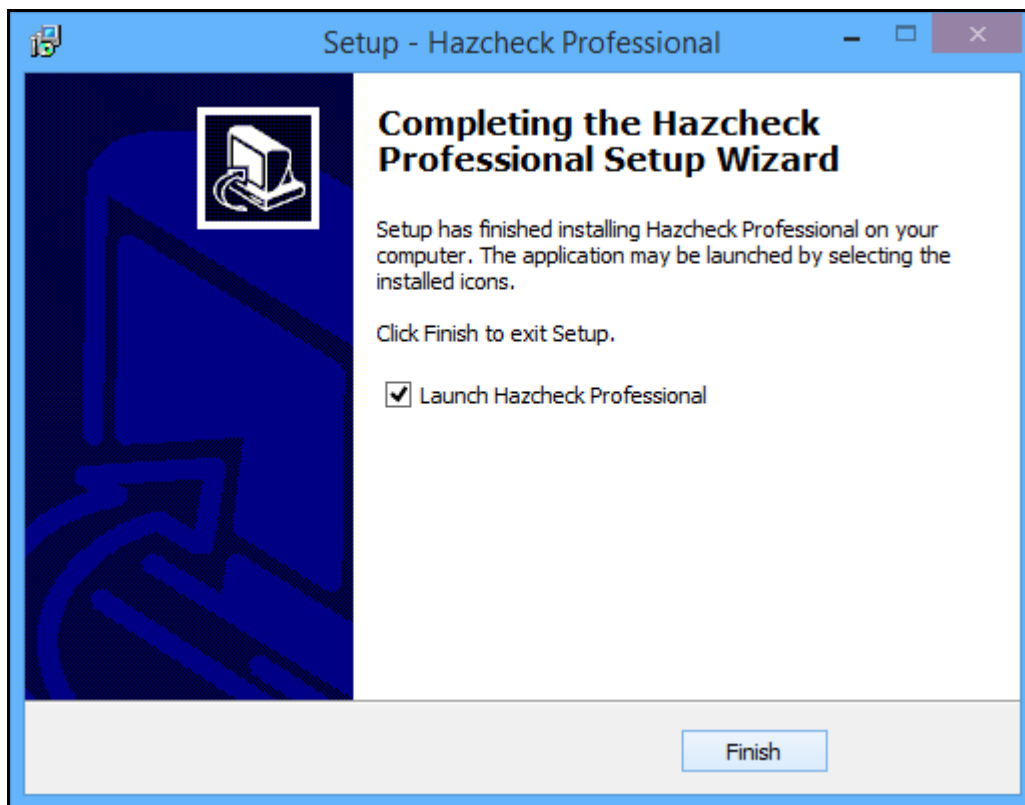
Tick the box to have the program short cut placed on the desktop. Clearing the box will not place a short cut on the desktop. Click Next to continue.

Fig. 8 Ready to install



Your installation selections are displayed. Click the Back button to change your selections. When you are satisfied with your selections, click the Install button. The full system will now be installed.

Fig. 9 Successful installation



Click Finish to exit the installation setup. If Launch Hazcheck Professional is ticked the application will start immediately.

2.3 Setting up additional network users

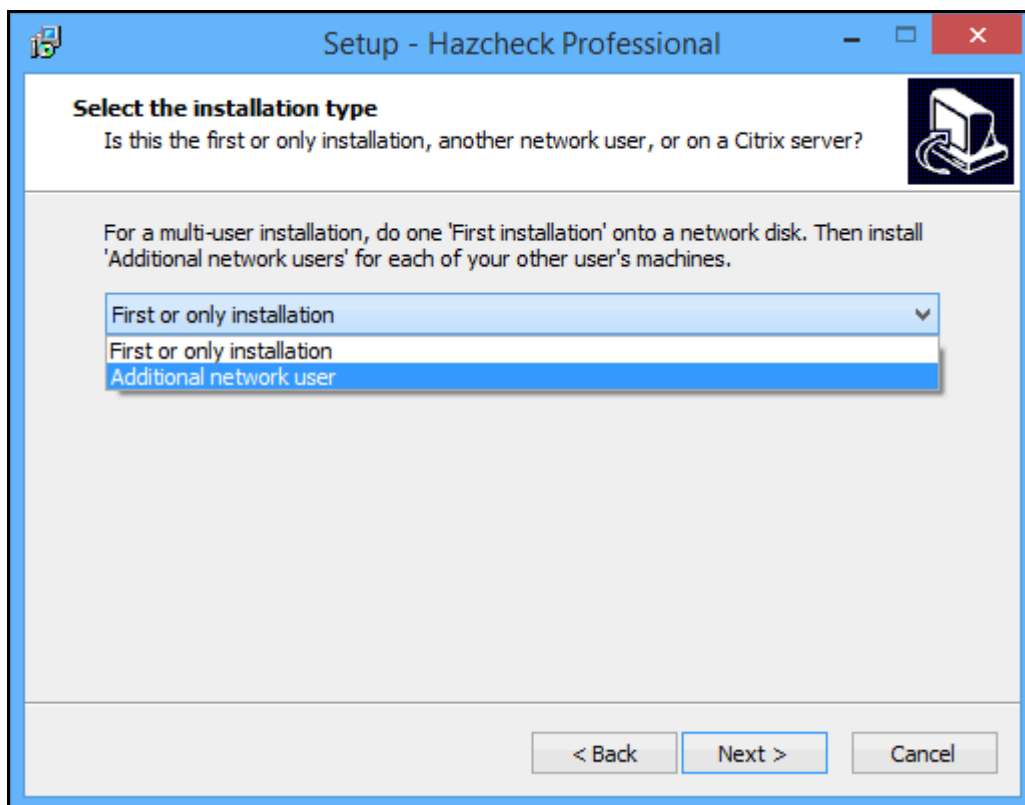
Having installed the main system you can now setup **Additional network users**. However, before you start you must map a drive letter to the network drive containing the main system and give them Read/Write access. Insert the CD, start the installation wizard and proceed as far as accepting the Licence Agreement. The next step is to tell your machine where on the network the main system is installed.

Select Destination location

The default destination location is C:\Program Files\Hazprf14 (If you are using Windows 7, the default destination location is C:\Program Files (x86)\Hazprf14 Change this to point to the **First or only installation** on the network drive, e.g. X:\Hazprof. Please remember that the mapped drive letter points to the network drive and not the folder containing the main system. You need to add the path of the **First or only installation** system to the mapped drive letter. The Browse button will do this for you.

Select the installation type

You are now asked to select the installation type. Select **Additional network user**.



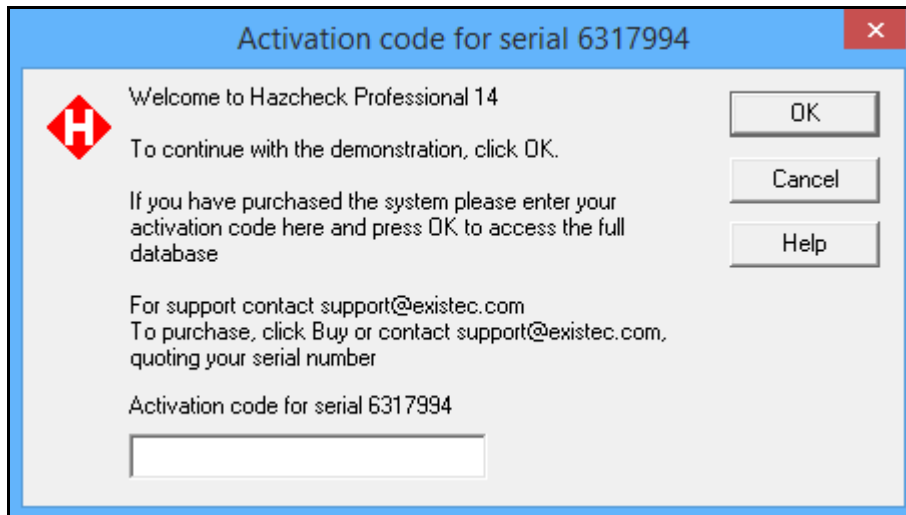
The rest of the installation process is as described in Section 2.2 Figure 5 onwards, see above.

NOTE. All additional network users need an activation code.

2.4 Activation

Every PC running the system requires an Activation Code. This applies not only to **First or only installations** but to all **Additional network user** installations. Your activation code is unique to your computer and contains the licence expiry date.

Fig. 5 Activation



Please contact Exis by Email at register@existec.com and request an activation code by quoting the following information:

- the serial number as displayed by the program, see message box above.
- your name, company name and address
- your contact telephone number and your contact email address

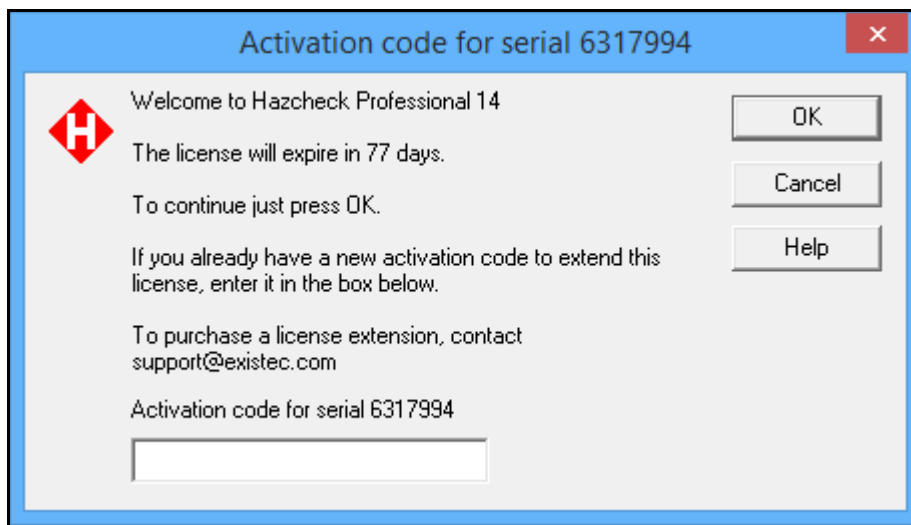
Upon receipt of your activation code, run the program again and enter the activation code given by Exis.

2.5 Licence Renewal

Exis will contact you well in advance of your licence expiry to arrange your licence renewal. On successful renewal Exis will send you new activation codes for the new licence period. You will receive one activation code for each serial number already activated.

When or if your product does expire, you will receive the following message.

Fig. 6 Licence renewal



For each installation, enter your new activation code given to you by Exis and click OK. Please note that you must enter the correct activation code for the specified serial number. Once the new activation code has been entered the licence expiry message will not be displayed until the next licence renewal.

If you see this message and you have not yet renewed your license please contact Exis immediately.

3 Copying existing Version 13 data to Version 14

The new Version 14 data folder will be initialised with empty data files. You can use some or all of your existing data by copying data files from the Version 13 data folder to the Version 14 data folder. If you do not copy all data files you will need to follow the dependency rules set out in the table below.

	User Data files	File names	Dependency rules
A	User Names and Passwords	Users.dbf Users.mdx	
B	Shipping Line Names	Shipline.dbf Shipline.mdx	
C	Vessel Names	Vessname.dbf Vessname.mdx	
D	Port Names	Portname.dbf Portname.mdx	
E	Shipping Line Restrictions	Shiprest.dbf Shiprest.mdx	Only copy if B (Shipping Line Names) has been copied
F	Vessel Restrictions	Vessrest.dbf Vessrest.mdx	Only copy if C (Vessel Names) has been copied
G	Port Restrictions	Portrest.dbf Portrest.mdx	Only copy if D (Port Names) has been copied
H	Sailing Schedules	Sailings.dbf Sailings.mdx Sailkey.dbf Voyagert.dbf Voyagert.mdx	Only copy if B, C and D have been copied
I	Loads	Loads.dbf Loads.mdx Loadsubs.dbf Loadsubs.mdx	Only copy if H (Sailing Schedules) have been copied. See Note below.
J	Declarations	Declare.dbf Declare.dbt Declare.mdx	See Note below.
K	Technical Names	Techname.txt	
L	Class and Stowage Category Restrictions	Classrest.txt	

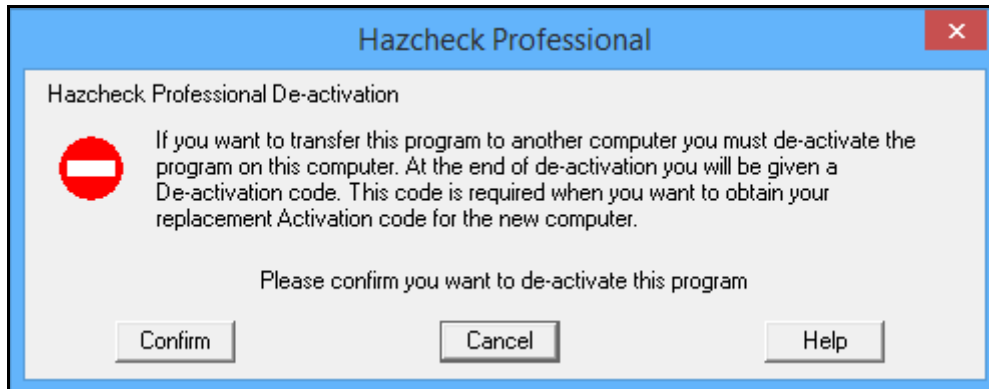
Note

If Loads and Declarations are copied across they will be showing their validation status according to Amendment 38-16. Opening a load will revalidate it according to Amendment 39-18 and its status may change, particularly if it is one of the few substances which changed stowage category and became prohibited on passenger sailings.

4 Transferring activation to another computer

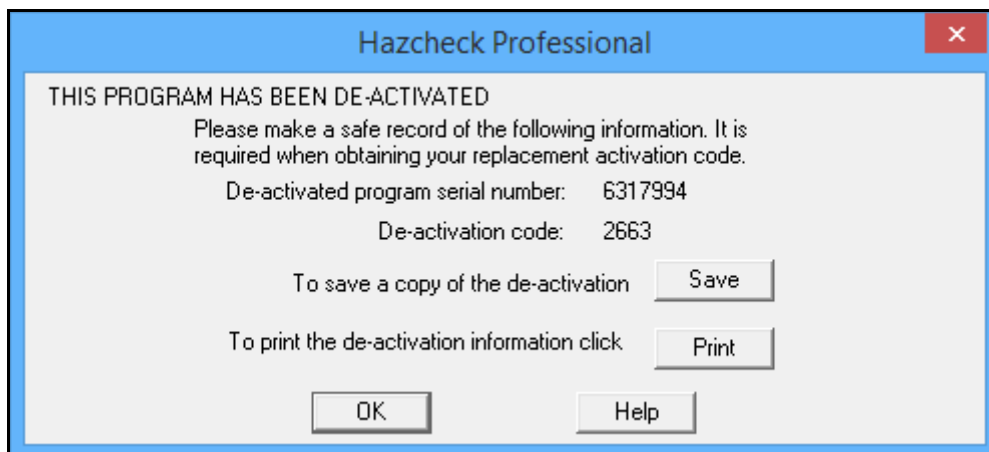
You will need a replacement activation code if you want to move the primary or network installation to another computer. The one exception would be if you did not use up an activation code on your "First or only" installation. Before Exis can supply a replacement code you must de-activate the old system and email the de-activation details to Exis.

To de-activate the old system select the Deactivate option in the Help menu.



Click Confirm.

Figure 1 De-activation confirmation



Save This will save a record of your deactivation details in a file called HCP14Deactivate.txt in your local windows folder.

Print This will print the deactivation details on your local printer.

OK Click OK to continue.

Install on to the new computer and note the new serial number. Then contact Exis at support@existec.com quoting the old serial number and its de-activation code, and the serial number of the new installation. After your de-activation details have been validated you will receive an activation code for your new serial number.

5 Moving data files to a new location/machine

If you want to transfer your user data to new location / machine you will need to copy the user data files from their current location to the new location. The steps are:

1. Go to the location of the user data files; the installation default is C:\HP14Data
2. Copy all files in the existing data folder to the new location.
3. Users will have a file Hzpf14.ini in their windows folder. Change the [DataPath] entry of each user's ini file to show the new location.

4. Ensure users have 'read-write' access to new location.