## Installing CLMS2PC on a Windows System

- 1. Type the listed address below in your web browser. <u>https://clms2.elks.org/loadbalancer.aspx?file=CLMS2setup.exe</u>
- 2. You will be prompted with several options we recommend that you download the setup file to your desktop for ease of locating the setup program and to avoid having to download again. Click the "Save" button.

File Down	lload - Security Warning
<b>Do you</b>	ı want to run or save this file?
	Name: CLMS2setup.exe Type: Application, 195MB From: <b>029bf80.netsolhost.com</b>
	<u>R</u> un <u>S</u> ave Cancel
۲	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

3. Click the "Desktop" icon that appears on the Save As widow.



4. Once you have downloaded the setup application to your desktop or other location you can run the setup by double clicking on the setup icon.



5. You will be prompted to allow this program to make changes to your PC? Click the "Yes" button to do so.

💔 Use	er Accoun	t Control	×
?	Do you PC?	u want to allow	this app to make changes to your
	18	Program name: Verified publisher: File origin:	CLMS2PC Setup <b>B.P.O. Elks of U.S.A.</b> Hard drive on this computer
⊗ sł	now detail	s	Yes No
			Change when these notifications appear

- 6. Click the "Next" button to continue when presented with the "Welcome to the CLMS2PC Setup Wizard"
- 7. You will be presented with a list of criteria read through each and check the box to accept these requirements if you satisfy them. The setup will not proceed until you have accepted the requirements.

🔀 Setup - CLMS2PC	_		×
Setup Requirements			ð
Verify that you meet all of the requirements of the application befor	e procee	ding.	
We have applied all windows updates as documented in the lat instructions available at http://www.elks.org/SharedElksOrg/ChicagoLMS/files/ CLMS2InstallationInstructions.pdf.	est insta	1	^
<ul> <li>We have checked and applied optional updates as described in install instructions.</li> <li>We have rebooted the PC since installing patches/updates.</li> <li>We have officially migrated to CLMS2Web. (To verify this login http://www.elks.org/clms2web and verify that your records are Roster Tab.)</li> <li>We have completed training for use of CLMS2PC &amp; CLMS2WEB local training provided by CLMS Coordinators and made use of videos provided online.</li> </ul>	to e listed o , by atte the train	est on the nding ing	
			*
< Back Nex	t >	Ca	incel

8. Leave the default location as is and click the "Next" button.

뤻 Setup - CLMS2PC	-		х
Select Destination Location Where should CLMS2PC be installed?		@	R
Setup will install CLMS2PC into the following folder.			
To continue, dick Next. If you would like to select a different folder,	click Brow	wse.	
C:\Program Files (x86)\CLMS2	Bro	wse	
At least 6.2 MB of free disk space is required.			
< Back Next	:>	Cancel	

9. The default option is to install the application and database this is the most typical way to install. Click the "Next" button to proceed.

🔀 Setup - CLMS2PC	_		×
Select Components Which components should be installed?			
Select the components you want to install; clear the components install. Click Next when you are ready to continue.	onents you do	not want to	0
Local User (Application and database)			$\sim$
< Back	Next >	G	ancel

- 10. Finally click the "Install" button.
- 11. If this is a new installation of Windows 10 and you have not installed other software you may get prompted to install the .NET Framwork 3.5 (includes .NET 2.0 and 3.0). This is required for clms2pc so click the "Download and install this feature" button. This will take a few moments to download and install the

required files. If you don't get the message below don't worry it means that this component is already installed.



12. You will see a message indicating that the install was successful and that you may need to restart the computer, click the "Close" button



13. The CLMS2PC Setup will continue

14. A Dos window will appear



15. SQL will now be installed you will see a popup windo displaying this progress

📸 SQL Server 2008 R2 Setup		_		$\times$
Installation Progress				
Installation Progress	Install_SqlWriter_Cpu64_Action : PublishProduct. Publishing product inform	ation		
	Next >	Cancel	Help	

16. The Dos window will eventually present you with a message to press the "Enter" key to exit. Press the Enter Key.

C:\Users\WIN10T~1\AppData\Local\Temp\is-CITNI.tmp\CreateDBUtil.exe	_	×
Database CLMS2 restored successfully Press the 'Enter' key on the keyboard to exit		^

17. Finally click the "Finish" button

🔂 Setup - CLMS2PC	- 🗆 X
	Completing the CLMS2PC Setup Wizard Setup has finished installing CLMS2PC on your computer. The application may be launched by selecting the installed icons. Click Finish to exit Setup.
	Finish

18. Now double click the clms2pc icon that should be on the desktop to run the application for the 1st time.



19. You will get a series of install and updating messages and will finally get a message indicating that the application has been updated click the "OK" button to proceed



## 20. Logon to CLMS2PC the application.

CLMS2PC Windows - User Login
Password is CASE SENSITIVE
User ID:
Password:
Online Authentication
OK Cancel

21. The program will present you with the Roster once successfully installed

e Sharing	Recover Help	
er Reports Se	ttings Officers/Committees Accounting Membership Cards Queries Labels/E	nvelopes Mail Merge Bulk Email Help
d on as: Richa	rd Flores Active Lodge: 4004 Type: STAFFER Last Sync: Tuesday, Aug	just 4, 2015 3:09 PM
ge: 4004 Las	t Name/# MEMBERS Only • [NO Filters] • Active	▼ Name Sort ▼ Filter Reset
всре	FGHIJKLMNOPQRSTUV	W X Y Z AII
e: Chicago, IL	Test Lodge Letter: Record Type: [M] Filter: [*] Status: [A] Name or N	lumber: [] Sort: Name Sort Data: [(local)\CLMS2]
ords Found: 34		
pid Report		
#	Name	Record Type
003012	Bell Jr, Timmy	Member
004027	Biship, Walter	Member
004026	Boone, Daniel D	Member
000012	Cain, Micheal J	Member
000009	<u>Calamari Jr, Tom K</u>	Member
000010	Collins, Jone K	Member
000011	Connors Sr, Chuck M	Member
004029	Dash, Bob D	Member
000013	Davies, Janet	Member
004015	<u>Davis, Keith J</u>	Member
004028	Dean, John	Member
004017	Dipper, Douglas	Member
000015	<u>Doe Jr, Geral D</u>	Life Member
000021	Doe, Jane	Member
004016	<u>Dolbit, Dan</u>	Member
004025	Electra, Ken	Hon Life Member
004014	Hores, Greg	Member
000025	Houston, Whitney	Member
004018	Initiated, Ian	Member
004024	Investiga, Nicky	Hon Life Member
004022	<u>Itto, Dominick J</u>	Life Member
004021	Iza, Delanore	Life Member
004020	Loyola, Ingatius	Life Member
000019	Murphy, Ken A	Member
004019	Orientated, Owen	Member
000022	Pennypinch Sr, Shemp D	Life Member
004023	Proposed, Ted	Hon Life Member
000014	Python, Monty H	Member
004007	Ruth, Babe	Member