

Congratulations on your acquisition of Harmony Light for Carers, the software designed specifically for your Family Day Care business.

This insert contains a brief description of what is required to install the software on your computer from the Internet download, the initial setup routine and how and where to obtain help. More detailed instructions can be found in the User manual, which is installed in Harmony Light as part of the installation process.

Recommended System Requirements:

- Pentium PC with at least 16mb RAM
- Windows™ 2000/XP
- 800 x 600 x 16 million colours resolution
- 30 mb Hard disk space free
- CD-ROM
- 3.5" Floppy Disk Drive (Optional)

How to Install Harmony Light v5.00

The program is known as "Shareware". You are welcome to lend it to your friends after you have installed it on your PC. They can try it out for 28 days. You can copy the download to a USB drive or burn it to a CD for this purpose if you wish.

This installation program is designed to either:

1. Install itself on a brand new system, or;
2. Install itself and convert your Harmony Light v4.3.6 data

IMPORTANT: It is advisable to close down all other applications before installing any new software in Windows. In particular, if you are upgrading your previous version, you **MUST** close Harmony Light v4.3.6 before installing v5.00 and converting the data..

How to install Harmony Light for Carers

- Save the installation file on your computer from the Internet
- Open the folder where you saved the download
- Double Click on the file HL500Setup.EXE

Follow the prompts.

Upgrading from v4.3.6 and Converting your old data

If you are upgrading from v4.3.6, the install will detect your previous version and ask if you would like to convert the data from that version. You may do the conversion at that point, or wait until the installation has completed, and then do the conversion separately.

If you decide to convert the old data during the installation, you will be asked to view (and we recommend that you also print) two documents. The first is a list of major changes between v4.3.6 and v5.00, and the second is a set of notes describing what the data conversion process will do.

If you decide **NOT** to do the conversion during the installation, or decide to redo it later, you will be able to access the conversion routine from your Windows Start menu.

- Click on the Windows Start button
- Click on Programs (sometimes it has All Programs)
- Click on Harmony Software
- Here you will find you can access the two documents and also run the conversion process

When the conversion program starts, it will ask you to select a start date for the conversion from a drop down list. This gives you the opportunity to **NOT** convert really old data. The dates are all listed as July for each year since 2000. Whichever you choose, the program will ignore any transactions, timesheets etc that are dated prior to that date. If any families or children have had no activity since that date, they will not be converted either.

In order to start the conversion, you **MUST** type the word YES to confirm you want to do it. The conversion can be done more than once, but each time you do it, it will remove the data from v5.00 and start again. The conversion **DOES NOT** affect the data in v4.3.6, it **ONLY** takes a copy of it. Harmony Light v4.3.6 will remain active on your PC until you remove it.

Getting Started

To Run Harmony

- Click the desktop Icon, a light blue house named Harmony Light v5.00
- or
- Click on the Start button (usually bottom left of your Windows screen)
Click Programs (sometimes it has All Programs)
Click Harmony Software
Click Harmony Light V5.00

What to do First

There are a few basic things that you need to know and do before starting to use Harmony Light for your business. Once the software has been installed, you can read about these steps in more detail in the User manual.

The first time you start Harmony Light, it will present you with a form on which to enter your Registration and Logon details. (If you converted your data from v4.3.6, most of this will be completed already) Fill this in and Save the information.

The login details will be used for future access. Type your User name, then create a User Id. You can use your first name, your initials or a nickname. If you would like to protect your data, enter a password and confirm it. You will be required to use this password each time you start Harmony. The password is optional; if you don't want a password, leave the two fields blank. If you ever forget your password, use the master user id 'ADMIN' to log on. You will then be able to reset or remove your password.

1. The standard install is loaded with a demonstration fee schedule, which probably doesn't match your own. However, it is useful to show you how Harmony works. See the next point on how to update this. There is also a practice region that contains some sample data. You can play with this, print out reports etc to get a general feel of how to get around the system.
2. If you have de-regulated your fees, there are two methods to do this:
 - Use the fixed Carer Component – you can enter this yourself in Harmony
 - Ask your scheme to create and Export your individual fee schedule.
3. There are a few data values in Harmony that you cannot change. These items are taken directly from the fee details that must be obtained from your scheme administration unit.
 - Harmony will not allow you to change your fees.
The only way to update your fees is by obtaining a copy of your scheme's fee schedule on CD or diskette.
When you have the fee schedule CD or diskette, you must Import the information into Harmony Light:
 - Start Harmony Light
 - Click Setup
 - Click Fee Parameters
 - Click Import Fee Schedule

User Manual

The first thing you should do once the system is installed is to browse the User manual:

- **Start Harmony**
Click the Help Menu button
Click User Manual
- The User Manual is Context Sensitive, pressing F1 or in some screens where there is a help button, clicking the help button will display help about the screen you are currently working in;
- You can browse the User manual via its Table of Contents;
- You can Search for a specific topic, by selecting search and entering one or more keywords to search for.
- If you like printed instructions, you can print single pages or complete topics.
 - To print a page, open the page before selecting print
 - To print a whole topic, Right Click the topic in the Table of Contents, Select Print

If you are a new user, we recommend that you read at least the section "Getting Started". While you are reading the manual, you will encounter text, which is underlined. Point your mouse at the text, and if the pointer changes to a hand, then you are pointing to a link to another topic. You can jump to that topic by clicking on the link. Use the Back button to return to where you came from.

Evaluation Period

When Harmony Light is first installed on your PC, it will function without the unlock codes for 28 days. Anything that you enter into Harmony during the 28 day evaluation period will be saved and available after you register it.

Registering and Obtaining Unlock Codes

To register, Click on the Register button on the logon screen, select one of the three options, email, telephone or post and Click Obtain My Unlock Codes. The system will produce a Val Code & Site Code, which we need in order to generate your unlock codes. Final Registration instructions are sent to you with the unlock codes.

How to Get Support

If you have a question about how to do something in Harmony Light, we recommend that you search the User manual to see if the answer to your question has been documented. There is a whole section of "How to's" which should have the answers to most of your questions.

If you have a technical problem with Harmony Light, you won't find a solution in the User manual. You should contact Harmony Support with your problem.

A simple way to email Harmony Support is to Click on Help, Email Harmony Support, type your question and send the email to us.

Currently, support time for Harmony Light is free, and can be obtained by using any of the following options:

Phone: (02) 6239 2277 (you pay the call costs)
Fax: (02) 6239 2279
Email: light5@harmonysoftware.com.au
Web page: www.harmonysoftware.com.au