

PERMITS LOCAL

Software for the smaller Building Department

CRTC

voice: (800) 282-2782

fax: (614) 262-6662

email: support@crtc.com

web site: <http://www.crtcsoft.com>

UPGRADING an existing Installation

If you have a version of Permits Local currently installed you can update it by doing a full install to the current directory. Be sure to backup your data file (.\Data\PermitLog.mdb) and any customized reports before doing the update. **If you are not having any problems with your current version you do not have to install the update.**

First Step - Watching the Videos

A good way to start is by watching the instructional videos. This will give you a good idea of how the program works. (You need a sound card in your computer to do this). Click on the Tutor icon and when the menu comes up, click the Videos button.

A word about Documentation and Manuals

All of the program documentation is included in MS Word 97 format on the CD. To read it on screen, press the Docs button and select a document. You can print the manual from word. If you are running Windows 95 and do not have MS Word, or another word processor that can read Word 97 files, you can get the free Word Viewer from Microsoft.

IMPORTANT: ALWAYS make a backup of your existing files before you install new software! TURN OFF ALL OTHER PROGRAMS (VIRUS CHECKERS, ETC) BEFORE INSTALLING the program.

Installing the program:

To install the program download the latest version from our web site, run the program and follow the onscreen instructions. See the Install document for information about installing the program on a network.

Running the program:

You can now run the program from the Start menu or the desktop icon.

Uninstalling the program:

Delete the Permits Local directory (c:\Program Files\Permits). Delete the icons from your desktop. Finally go to start->Settings->Taskbar and remove the icons from your Start menu. The Program does NOT make any changes to the registry or Windows system files.

The latest version of the demo is always available from our download web site at: <http://www.crtcsoft.com>

If you have any questions, please contact us by email at support@crtc.com.

We are sure you will find Permits Local to be an easy to use and powerful piece of software. We look forward to hearing from you! Thanks again for your interest in PERMITS LOCAL.