

# Downloading, Installing and Registering TWI's Riskwise Software

Please note you will need to be logged in as an Administrator on your PC to install this software.

#### 1 Contents

Contents	.1
Versions	. 1
Registering on the Software Website	.1
Logging in to the Software Website	.1
Downloading the Latest Software	.2
Installing the Software	.2
Registering the Software	.2
1 Stand-Alone Installation	.2
2 Network Installation	.3
3 Finalising Registration	.4
	Contents       Versions         Registering on the Software Website       Logging in to the Software Website         Downloading the Latest Software       Installing the Software         Installing the Software       Registering the Software         1       Stand-Alone Installation         .2       Network Installation         .3       Finalising Registration

#### 2 Versions

This document covers the installation procedure for Riskwise 4.7834.

## 3 Registering on the Software Website

If you have already done so, proceed to Step 4.

- Open the TWI software website www.twisoftware.com and click on the Register button.
- Complete the registration information and click on the **Submit** button. The login details required to access the software downloads will be sent to the email address you supply on this form.

TWI SOFTWARE			Search :		
Home Products Prices De	emos Services	Downloads	Register	My Account	Sign out
Registration					
Use this form to register on the TWI Software.	Software website.	Registration is	free, and pe	armits you to do	wnload the demonstration TWI
After submitting this form you will re process and allow you to download th	ceive, to the ema e TWI software de	il address ente monstration pa	red below, a ckages.	password which	will complete the registration
Most packages are the full software v Fields marked with an asterisk (*) an	nich will only requ s required	ire purchase or	a registratio	n code to permit	unrestricted use.
Title	Ms 💌	*			
Forename	Bianca				
Sumame	Spruit		*		
Phone	+44 (0)1	223 899000			
Fax	+44 (0)1	223 891048			
Email Address	bianca.sp	ruit@twi.co.uk	* (password	is sent to this er	nail address)
Job Title	Software	Support			
Company	TWI Ltd		*		
Address 1	Granta P	ark			
Address 2	Great Ab	ington			
City/Town	Cambridg	je			
State/County	Cambs				
Zip/Postal Code	CB21 6A	L			
Country	United K	ingdom			
How did you hear about this si	te ? From a o	olleague			
Receive Latest Software N	ews	]			

## 4 Logging in to the Software Website

- Now type www.twisoftware.com into your internet browser address bar and hold your mouse over the **Downloads** button to view the drop down menu. Click on **Riskwise**.
- Enter the Username and Password supplied in your email and click **Sign in**. The password is case sensitive.

If you have problems logging in, it is usually due to one of the following:

- A misspelling of the User Name or Password. **Remember** your username is the email address you entered onto the registration form.
- Using the wrong case for the letters in the password.
- A space at the beginning or end of the password.

If you still have problems after checking these, please contact support@twisoftware.com



#### 5 Downloading the Latest Software

- Click on the Start Download button
- The system displays options to **Run** or **Save** the installation program. Save is a quicker option if you will be installing the system on several computers as you will only need to download the file once. If you select **Save** you will be prompted to enter a location to save the installation program to. **Don't forget the location**. It is advised you do not save to desktop as the installation file icon could be confused with the actual program icon after installation. Once the file has downloaded, select to **Run** it, or navigate to where the file was saved and double-click on the file name or icon. On selecting **Run** your pc may display a security warning. Select **Yes**, **Run** and/or **Allow** to proceed.

## 6 Installing the Software

- Click **Next** on the first screen then click in the box to confirm that you accept the terms of the License Agreement. Click on **Next**.
- Next is the Destination folder. You can accept the default folder or choose your own folder location to save the program to. If you are planning to set up Riskwise to run from more than one PC you should choose a location on a shared network drive or server directory to which all users have full create, read, write and delete access from their PCs. Don't forget the location. If in doubt, choose the default folder. Click Next, and Install.
- A security warning may appear, click Yes, Run and/or Allow to proceed and finally Finish.

## 7 Registering the Software

There will now be a program icon on your desktop and a program group **TWI Software** in the **Start** menu. When you open the program from one of these locations without registering it will open in demonstration mode. This restricts the available functions of the software.

Once the software has been purchased, to activate full working mode the software should be registered. Follow the instructions in Step **7.1** to register for a stand-alone installation (running on one pc) or Step **7.2** to install onto several pcs across a network.

## 7.1 Stand-Alone Installation

For Network installation go to Step 7.2

- Double-click on the Riskwise icon to open the program.
- Select an Application suite and Application and click **OK**. The software will start up in registration mode, click **OK** and the registration screen will appear.
- You can now select whether your software will be Stand Alone or on a Network, the Installation setting will default to Stand Alone.



• Next to Database Path click on the button. A window will open for you to select the location of the Riskwise database – the program will automatically find the correct location, you simply need to click on the **Open** button. Now go to step 7.3.



#### 7.2 Network Installation

In order to share the program data over a network you will need to ensure that all users can
access the Riskwise database. If you installed the program onto a shared drive/directory, access
should not be a problem. If you did not you need to move the folder you wish to share to a shared
network drive or server directory to which all users have full create, read, write and delete access
from their PCs. The folder to be shared is in the following location (assuming the default folder
location was chosen during install):

**Database path**: C:\Program Files\TWI Software\Riskwise 'Riskwise' is the folder to be shared

- Riskwise will need to be registered every time the database is moved. It is therefore advised that you move the database to a shared network drive or server directory before installing Riskwise onto supplementary PCs.
- You will need to install RISKWISE onto all machines that you wish to run RISKWISE on, as the installation includes components required to run the program. Follow Steps 2–5. When you are prompted to enter the location to save the program to, accept the default setting.
- On each PC on which you have installed the program, double-click on the **Riskwise** icon to open the application.
- Select an Application suite and Application and click **OK**. The software will start up in registration mode, click **OK** and the registration screen will appear.
- You can now select whether your software will be Stand Alone or on a Network. Click on Network.
- A window will open for you to select the location of the Riskwise database and browse to the location of the database on your shared drive/server directory. The database is held in a folder within the Riskwise folder. Look at the Look in drop-down box and you will see the name of the folder that your database is saved in. Browse to this folder on your shared drive/directory.

#### Example I select Application suite Thermal Plant suite and Application Riskwise for Boilers and click on OK. The program starts in registration mode, I click OK. I click on Network and the Find RISKWISE Database pop-up box appears. In the Look in box at the top of the pop-up I see the folder Boilers Database. I now know that the database I need is held within the Riskwise folder, in a folder called Boilers Database. Find RISKWISE Database Register Riskw 🖌 🕜 😰 📴 • Look in: 🗀 Boilers Database **RISKWISE**<sup>™</sup> mw3-boilers Ò My Recent Oil, Gas and P B O CCGT Suite Desktop O Thermal Plant Suite Applica Riskwise for Boilers Installation Stand Alone 💿 Ne My Cr File name nat3 Open Files of typ MS Access Database (".MDB Car Open as read-only My Ne TV/I Code Cancel Help I can now browse to my shared network drive, find the folder Riskwise, find the folder Boilers Database and click on Open example path: [Name of shared drive]\Riskwise\Boilers Database.

• Now go to step 7.3.

# 7.3 Finalising Registration

- A database connection window will open, click on **Test** to check you are connected to the database. If you have any connection problems the database has been moved and you will have to change the database path to point to the new location of the database. Click on **OK** and **OK** again to take you back to the registration screen.
- Enter your company name and click on the **Show Customer Code** button
- The software generates a Customer code which should be sent to TWI with the name and company name of the user and the name of the program to be registered. The easiest way to do this is to copy and paste the code into an email, and send the email to support@twisoftware.com:

Riskwise reg	jistration - Message (Plain Text)
<u>File E</u> dit	<u>View</u> Insert Format Iools Actions Help
🖃 Send   📙	【 🛃   X 🖎 🛝 🕼 🕼 & ↓   🕊   😫 Options   🛞 🦉
To <sub>1</sub>	support@twisoftware.com
Subject:	Riskwise registration
Company: User: Software: Customer	TWI

- Alternatively call TWI on +44 (0)1223 899000 and ask for software support.
- We will return an email to you with a TWI code. Copy and Paste this into the box provided and click on **Start Application**. If you have any problems activating the software, check that the codes you emailed to and received from TWI support match the codes you are using.

If you have any problems with any of the above, see the program's **Help** system or contact software support <u>support@twisoftware.com</u> or +44 (0)1223 899000.