

Content Management for the Rest of Us

Office Manager

Free Trial Program



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Office Manager Implementation Program

1. IMPLEMENTATION PHASES

The Office Manager Implementation Program comprises four optional phases, the first two of which constitute the Free Trial Program. The four Phases are:

- (a) Unlimited Open Free Trial on the Offman Demo Site
- (b) 30 day Private Free Trial
- (c) Monthly/Annual Subscription to Offman Online
- (d) Move your Documents and Data to your own Computer

2. UNLIMITED OPEN FREE TRIAL ON THE OFFMAN DEMO SITE

Usually you expect to download a free trial. But to find out for yourself whether Office Manager will be useful to you and boost your productivity (and perhaps that of your colleagues in a workgroup) all you need is a browser. And you already have that or you wouldn't be able to access and download this document.

(a) Browsers

Office Manager works best with Internet Explorer 6 and above. We are still testing other browsers and, if you use a different browser we would appreciate your feedback to support@offman.net about how the browser you use works with Office Manager.

We know, for example that with Apple's Safari, the record scrolls look beautiful but the Add and Edit forms get scattered all over the screen. We hope to rectify that soon.

(b) Alphabets and Languages

Office Manager is Unicode aware. If your primary language is not English and, particularly if your primary character-set is not Roman type, we warmly encourage you to input records and upload documents in your favourite language.

(c) Offensive Language

Please be kind enough not to input offensive records or documents in any language! If you find someone else has uploaded anything offensive or any of the documents or records have got corrupted, please delete them and be kind enough to advise us at support@offman.net so that we can restore the document.

(d) Confidential Information

Everybody using the Unlimited Open Free Trial of Office Manager has access to the same information. Do not put in anything which you consider private or confidential. It will be

open for all to see!

(e) **Manual and Help**

The (half-finished) manual is document No 1 in the demo database. Many of the other documents are help tips. You can search for the subject you are interested in and download the little Word document that guides you with regard to that subject.

We suggest that the first thing you do when you log in is to:

- (i) click on the main menu at the left on Document>Document
- (ii) input “Manual” (without the inverted commas) into the search box at the top of the scroll that appears
- (iii) Click Edit
- (iv) Click on the blue hyperlink “View document” to open or download the Manual.

Otherwise you can just play with the menu choices and we believe that you will find it quite straight forward.

(f) **URL**

Here at last is the link: <http://www.teamshk.com/offmandemo>

Your user name is: demo (case sensitive)

Your password is: demo (case sensitive)

3. 30 DAY PRIVATE FREE TRIAL

(a) **Getting Started**

When you are ready to start building your own long term data and document store, the easiest way to start is to take a trial subscription to Offman Online for only US\$14.90 (HK\$115.00) per user per month with a 30 day free trial.

Just go to <http://www.offman.net/purchase.asp> and click on the PayPal Free Trial button and complete the subscription. Then let us know at sales@offman.net:

- (i) The name you would like for your database;
- (ii) The user name you would like to use. You will automatically be made a member of the Admin group which will allow you to create new users and groups by yourself.
- (iii) The 2 letters you would like to appear at the start of all your document names. The rest of the document name will be numbers assigned by Office Manager. You will refer to your documents by their titles or their numbers as you choose.

(b) **Sharing the User Name**

You can let your friends and family use the same user name if you like but only one person

can log on with that name at a time. When you have finished working with Office Manager, you should click on Logout both to clear your browser's memory and to allow another user to log in with that name if more than one person is using the same user name.

(c) **Automatic Logout**

For security reasons for your own protection, Office Manager will automatically log you out after a period of inactivity of more than 5 minutes. Logging in again is quick and easy.

(d) **Cancellation**

If you do not want to continue using your data and documents at the end of the one month trial, simply cancel the subscription and you will be charged nothing.

(e) **Continuation**

If you want to continue you do not need to do anything. Your credit card will be charged monthly. You can cancel at any time without notice but no refunds will be paid.

4. OFFMAN ONLINE

(a) **Getting Started**

If you subscribe to Offman Online you will automatically get a one month free trial so see the previous paragraph

(b) **Discounts**

- (i) If you pay 10 months' subscription in advance you will receive a one year subscription
- (ii) 5-users or more get a discount on the single user price. The monthly subscription price is 1/10 of the retail purchase price. You can find that price at <http://www.offman.net/pricing.asp>.

5. YOUR OWN SERVER

(a) **Software Purchase**

When you are finally ready to take physical control of the storage location of your data and documents, go to <http://www.offman.net/purchase.asp> and purchase the pack that you need. We shall upload your database to your new server when it is installed.

(b) **“Server” Requirements**

Your “server” can be your laptop but requires either:

- (i) Windows 200 Server; or
- (ii) Windows 2000 Professional; or
- (iii) Windows xp Professional

(c) Installation

We provide a complete and detailed Installation Guide which will guide you through:

- (i) Downloading from Microsoft and installing the .Net Framework;
- (ii) Downloading from Microsoft and installing the Microsoft Desktop Engine (MSDE) – a free, stripped down version of SQLServer 2000
- (iii) Starting MSDE
- (iv) Installing the Office Manager database

If you already have SQLServer2000, it will not be necessary to download or install MSDE

(d) Bonus User

We provide one user name “Admin” free of charge in addition to the number of user licences that you purchase.

(e) Server Options

When you buy the software there are many options for where to install it:

- (i) On your laptop or desktop but see “Server Requirements above.
- (ii) On your office server;
- (iii) On a turnkey appliance server supplied by us. Write to sales@offman.net to get a quote.
- (iv) On a server hosted at an Offman partner data centre in USA or Hong Kong
- (v) On a dedicated server owned by you and hosted at your hosting centre or at an Offman partner data centre in USA or Hong Kong.

See generally <http://offman.net/platform.asp>

(f) Installation Service

We are willing to install or to assist in installation on request. As a general guideline expect the cost to be in the region of US\$500.00. Send your detailed requirements to sales@offman.net to get a firm quotation.

Get started now with finding out how Office Manager can help to organise your life and boost your productivity!