

Instructions for installing the Quemis launcher software

Please read this document carefully before attempting to install

Access request

Before you can use Quemis (the University of Glasgow's Physical Resources system) you must first complete and return the appropriate application form. This form can be found on this website : <http://www.gla.ac.uk/services/it/forstaff/businessapplications/forms/>

Machines on which Quemis will run

Quemis will run on PCs running Windows 2000 or XP. It is **not** available for Apple Macintosh machines. The minimum recommended specification for the machine is 64Mb memory and Pentium 2, 166MHz processor.

Installation

A file is available from:

<http://www.gla.ac.uk/services/it/forstaff/businessapplications/physicalresources/>

(called quemis.exe), which will install the Quemis software, which is required to give you access to the Quemis Physical Resources system. An icon will be created on the desktop, and an item will be inserted into the Start menu (both these will be called Quemis).

It is recommended that you close down all other applications before installing Quemis.

First, download the installation file and save the file somewhere on your machine (c:\temp for example).

Find the file that you have downloaded and double-click on it. This will start the installation process.

A blue screen with a welcome message appears - read the message and click on the OK button (or press Cancel to abort the installation).

Now a window titled 'Select Destination Directory' is displayed. This is telling you where the program will be installed. The default destination directory is C:\MISApps\Quemis.

If you wish to install the program into another directory, you can use this window to select another location. Those who use remote filestore (e.g. Central Admin) are recommended to save the file on their remote filestore rather than locally. Central Admin users are recommended to change this to H:\Quemis.

The launcher program will now be installed. This only takes a second or two to complete. When it has completed, an icon should have been added to your desktop and an entry inserted into your Start Menu, both titled Quemis. Simply double-clicking on the icon or select the start menu option will start Quemis.

PROBLEMS?

If you have any problems installing this program, please email mishelp@glasgow.ac.uk or phone 3819 giving your user ID & computer's IP address, and giving a clear description of the problem encountered.

Any problems or questions about how to use Quemis (e.g. how to raise orders/ query stock) should be addressed to the Physical Resources Support Team. They can be contacted on telephone extension 2007, or by email r.mcmanus@admin.gla.ac.uk. The preferred method of communication is by email.