

# Harmony Light (CCMS) for Educators – Installation Guide

This new release incorporates many new technical innovations, some enhancements requested by educators and the mandatory functional changes brought about by changes to government regulations including the Child Care Rebate (CCR) processing.

The Harmony Light (CCMS) for Educators v7 download will:

1. Upgrade a previous v6 installation to v7
2. Install a 28 trial of v7 for potential new users or as a clean install when moving Harmony Light;

## 1. How to Install v6 to v7 Upgrade

**WARNING:** Before upgrading Harmony, you should take a backup of your Harmony data, just in case something goes wrong, you can't be too careful!

NB: You **MUST** have v6 installed otherwise the upgrade won't install. If you haven't yet moved from v5 to v6, please let me know so I can assist you with that before you install v7.

You won't be able to install it until you have received your personal upgrade code, so please pay the upgrade fee and wait until you receive the Upgrade Registration Code before starting the download.

- a. Click on the link to "Download Harmony Light (CCMS) for Educators v7" on the Home Page.
- b. Then Click on  icon
- c. You will have the option to Run (or Open) and Save (Depending on your Internet Browser)
- d. If you select Run (or Open) the new version will be downloaded to your computer and the installation will start automatically  
NB: Some versions of Internet Explorer with SmartScreen filter will tell you that the file isn't "commonly downloaded" and may be dangerous. There is no option to install on the initial warning. There is, however, a less visible option lower down, that says More Actions. Click that, and behind that dialogue appears a second dialogue where it "allows" you to Install Anyway
- e. If you select Save, choose a location, usually a folder called Downloads. At the end of the download, there is an option to Open the Folder. If you have User Account Controls on, you are best to Right Click on the Light70Setup.exe file that you have just saved and select Run As Administrator.
- f. Ignore any message about "Publisher Not Verified"

Once the installation starts, it will display your Registered Name and request the Upgrade Code, and if you don't have it, Click Cancel, The install will stop, and it won't affect your existing v6.

Enter the Upgrade Code, the installer will copy on the new v7 programs, and then perform a database update that will add the new fields required by v7.

At the end of the installation, you will see a new icon on your desktop in the form of two people looking to the right.

**NB:** The old icon might still be showing (a very annoying Windows issue) but if you press F5 to refresh your desktop, it will vanish.

The release document is about 20 pages long, but I recommend you read it thoroughly and fully absorb the changes in v7. You can also read it on your computer after installing v7 by clicking on the Help menu and selecting Latest Readme.

## 2. How to Install the 28 Day Trial

- a. Click on the link to "Download Harmony Light (CCMS) for Educators v7" on the Home Page.
- b. Then Click on  icon (If it displays v6 press F5 refresh to get the new page)
- c. You will have the option to Run (or Open) and Save (Depending on your Internet Browser)
- d. If you select Run (or Open) the new version will be downloaded to your computer and the installation will start automatically  
NB: Some versions of Internet Explorer with SmartScreen filter will tell you that the file isn't "commonly downloaded" and may be dangerous. There is no option to install on the initial warning. There is, however, a less visible option lower down, that says More Actions. Click that, and behind that dialogue appears a second dialogue where it "allows" you to Install Anyway
- e. If you select Save, choose a location, usually a folder called Downloads. At the end of the download, there is an option to Open the Folder. If you have User Account Controls on, you are best to Right Click on the Light70Setup.exe file that you have just saved and select Run As Administrator.
- f. Ignore any message about "Publisher Not Verified"
- g. Follow the prompts

### Once the software is installed

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 unless you converted your data from v6. Fill this in and Save the information.

The login details will be used for future access.

- Type your full name in the User name,
- Create a User Id.

You can use your first name, your initials or a nickname. If you would like to protect your data, make up 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 won'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. Ask your scheme to create and Export your fee schedule.  
They can Save it to a CD, USB stick or Email it directly to you
3. There are a few data values in Harmony that you cannot change. These items are taken directly from the fee schedule that you obtain 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 fee schedule from your scheme on CD, flash drive or by Email  
When you have the fee schedule files, you must Import that information into Harmony Light:
  - Start Harmony Light by clicking on the desktop shortcut
  - Click Setup
  - Click Fee Parameters
  - Click Import Fee Schedule
  - Click Import – Harmony will then Browse for the fee schedule file(s)
  - Depending on where you saved it (there are 6 files)  
If you have a CD or USB, Open it and look for the file Fee\_Name.adt and select Open  
If you had the fee schedule emailed to you, depending on your email client:

You could have a single .zip file or 6 separate .adt files,  
look for the file Fee\_Name.adt or the FDCFeeSchedue.zip and select Open  
Harmony is clever enough to use either  
NB: If you have more than one fee schedule, e.g. Babies and Schoolies, you still only have 6 files.  
These files will contain both your fee schedules.

## User Manual

The first thing you should do once the system is up and running and you can login 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 (Unlock).

## 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 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: [light@harmonysoftware.com.au](mailto:light@harmonysoftware.com.au)  
Web page: [www.harmonysoftware.com.au](http://www.harmonysoftware.com.au)