



ARCHER EXPERTS

Records Retention Utility

Installation Manual

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DEPENDENCIES

The Records Retention utility is dependent on having network access to the Archer APIs that are delivered with the Archer platform. The Records Retention utility may not work in customer environments that use redirected authentication techniques, as the utility cannot directly invoke the Archer APIs.

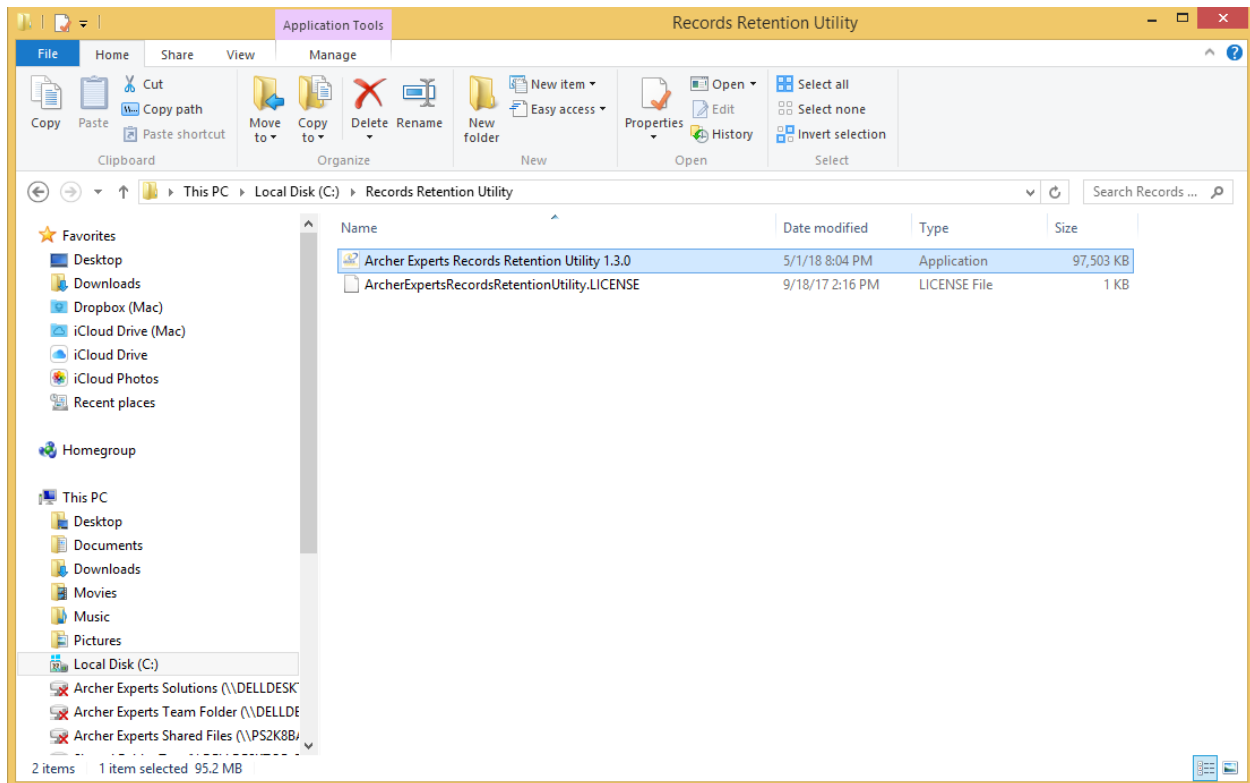


INSTALLATION STEPS

The software package sent by Archer Experts contains two files:

1. The Records Retention Utility executable
2. A License file.

Store the executable and the license file in a folder of your choice, for example, in a folder named "Records Retention Utility".

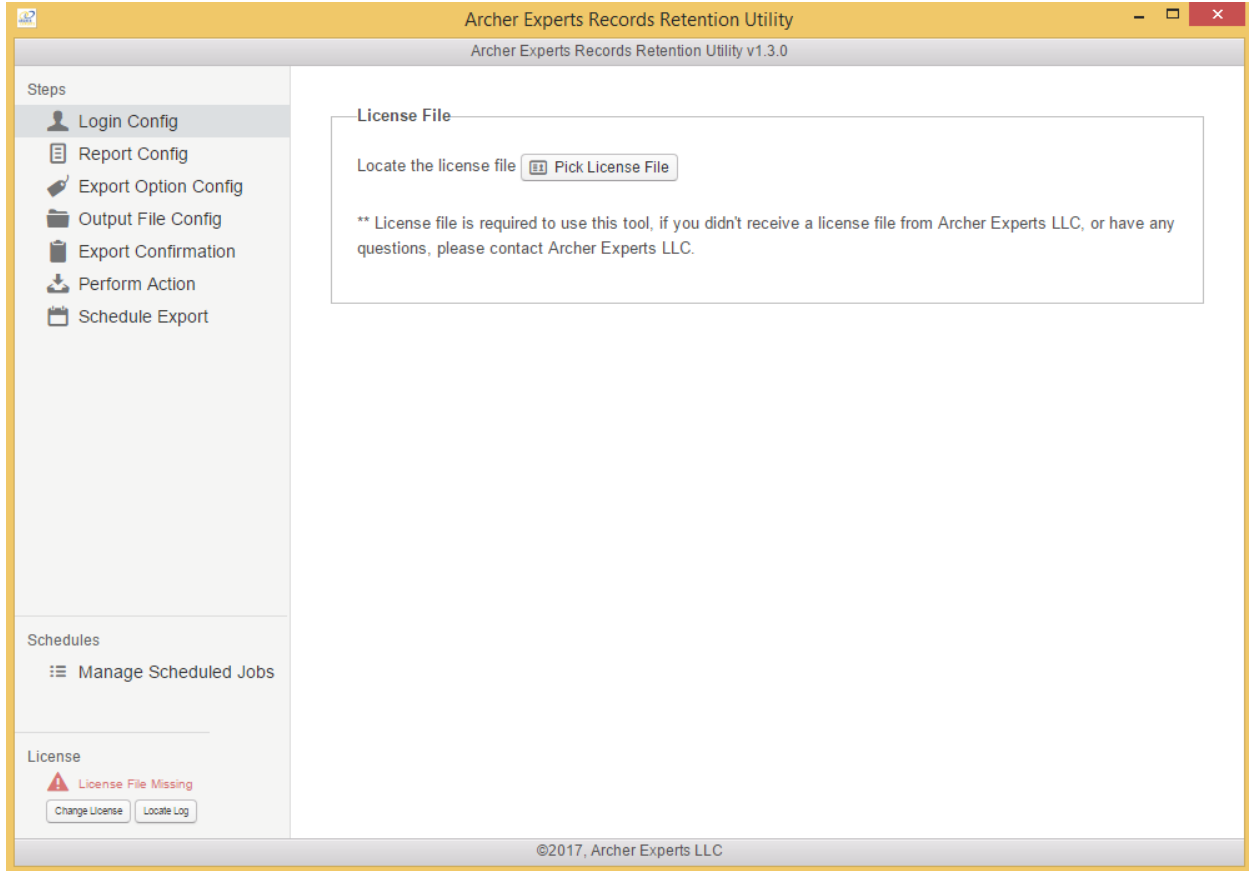


Double click on the "Archer Experts Records Retention Utility" executable file.

Note – you may be presented with a warning message from the Windows Operating System stating that the executable is not registered. This warning message is expected. Click "Yes" or "Agree" to continue.



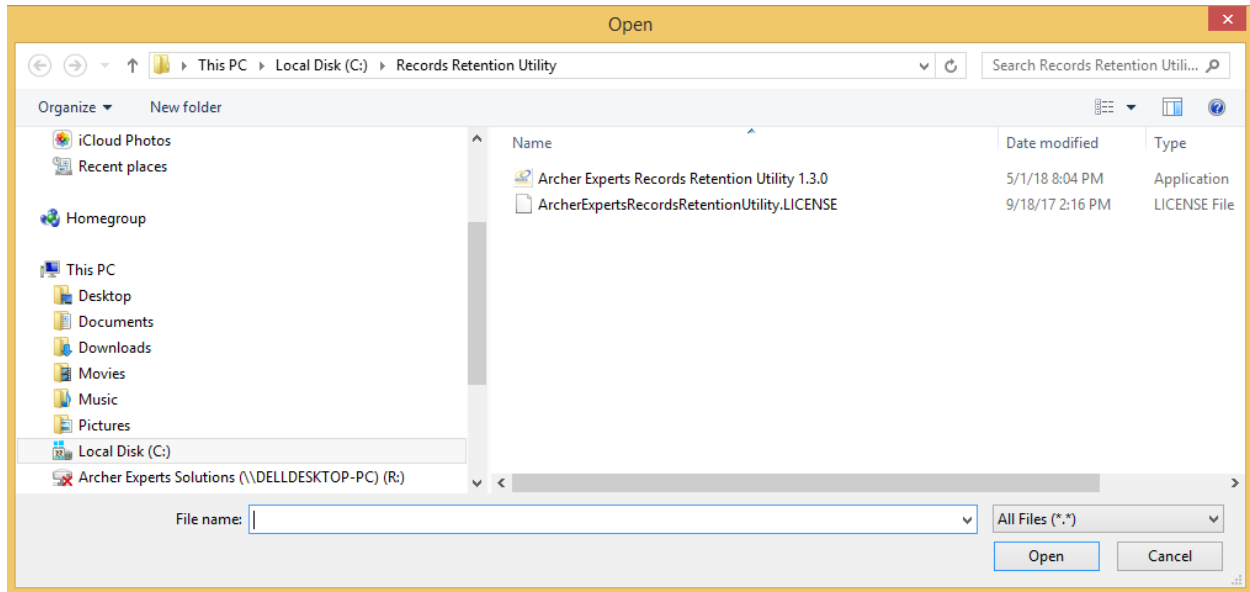
The first time the application is started you will see the “Login Config” screen with a warning message in the lower left corner indicating that the license file is missing. Click on the “Pick License File” button in the center of the user-interface.



You will be presented with a window that allows you to select the license file.



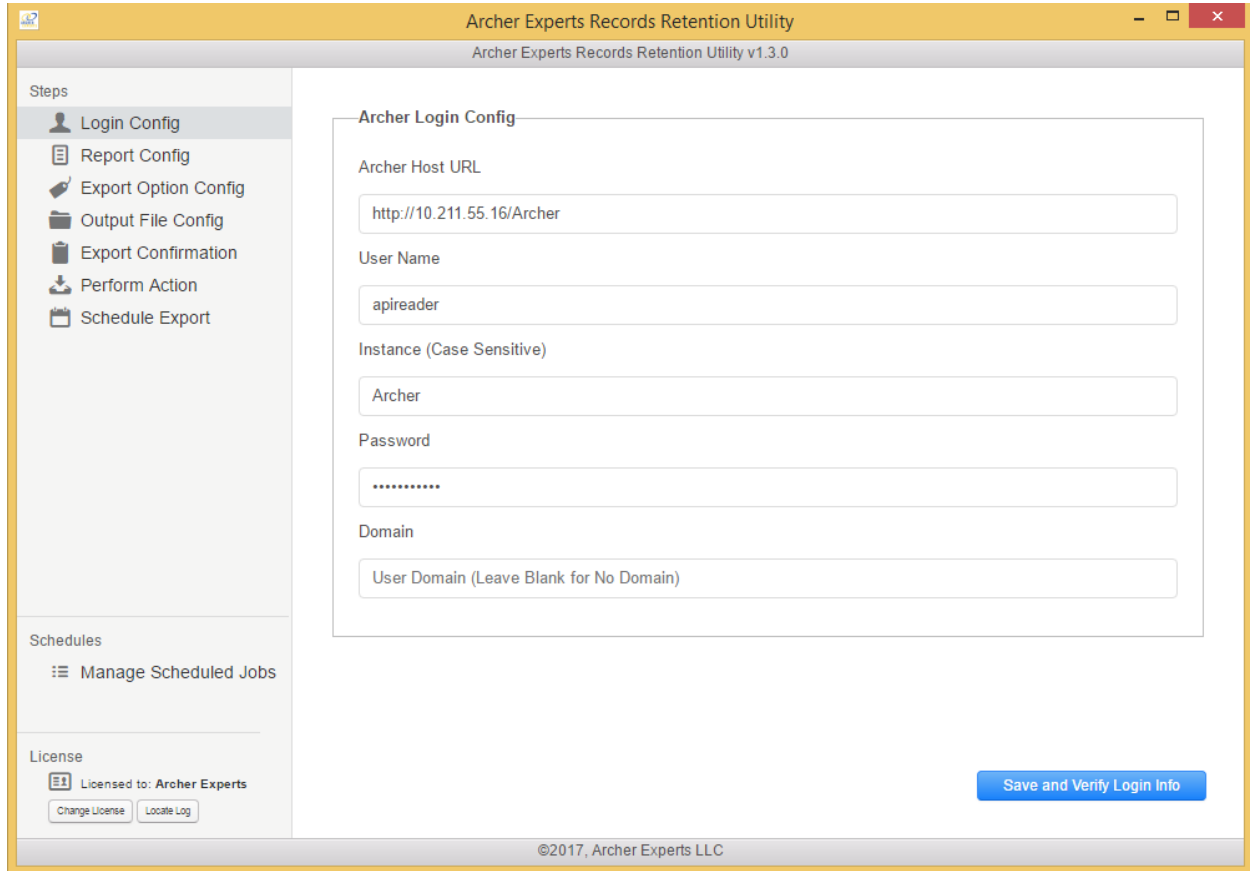
Navigate to the folder that contains the license file provided by Archer Experts, select the license file, and click the Open button (reference the blue arrow).



After clicking the Open button will be returned to the "Login Config" window of the utility.



In the lower left corner of the “Login Config” screen you will see the Company name associated with the license file selected.



This completes the installation, and you can proceed to use the utility.