Contents

Introduction ....................................................................................................................................... 3
How to read this guide: ..................................................................................................................... 4
System Installation and Upgrade check list ....................................................................................... 5
Preparation before Installation ......................................................................................................... 5

    General Installation and setup process........................................................................................ 6

1. Network Configuration (For Multiple-machine Setup Only) ....................................................... 7

    1.1 Setup Fix IP (For Multiple users only) .................................................................................. 7

        1.1.1 Windows Server 2003 ................................................................................................ 7

        1.1.2 Windows Server 2008 / 2008 R2 .............................................................................. 12

2. HR-eLite Installation Process ...................................................................................................... 18

    2.1 Extraction the system components .................................................................................. 18

    2.2 Installation of 3rd Party Components ............................................................................. 19

    2.3 Install HR-eLite ................................................................................................................ 23

    2.4 Install HR-eLite Configuration ....................................................................................... 27

3. Activating HR-eLite Software .................................................................................................... 30
Introduction

Thank you very much for using HR-eLite software and service, the latest generation of payroll/MPF software developed by HR21 Limited. This objective of this document is to provide the necessary information for customers to properly install the HR-eLite application to the customers’ production system. In addition, this document describe the steps requires to for setting up the software licence key for production.

The HR-eLite is a browser-based software that runs on Microsoft Windows based PC workstations and servers. HR-eLite supports two setup modes: Single-machine and Multiple-machines modes. In Single-machine mode, the program server components, database, and clients are installed into a one (1) workstation. Therefore, only one (1) workstation can access the HR-eLite software. In multiple-machine mode, the HR-eLite database and server components are installed in a PC server (with Microsoft server operating systems) and the other workstations in the same LAN (Local Area Network) under the same network segment and access rights can access the software via their web-browser.

The initial installation procedures are the same for Single Machine and Multiple Machine setup modes. However, there are additional steps that need to go through for Multiple Machine mode. This guide will describe the general setup procedures for both installation modes.

Should there is any problem encountered during installation, please contact HR21 hotline (2186 8222) for assistance.
System Version

This installation and setup guide is targeted for version 1.0.x of HR-eLite

How to Read This Guide:

Since the procedures for single and multiple machine installations are largely similar but except for the network configuration and workstation access section. This guide will provide the installation instructions with combined procedures. It will indicate the parts that relevant to specific installation mode. Following is the list of sections users should read for installation.

- For **Single-machine mode** please start by reading section 2. Installation Process
- For **Multiple-machine mode** please start by reading section 1. Network configuration
System Installation and Upgrade Checklist

Installation HR-eLite involves a number of window configuration and settings as below:

Hardware and System Software Requirements

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>Intel core 2 duo @ 2GHz or above, 4 GB RAM, 20GB HDD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System:</td>
<td><strong>Single-machine Mode:</strong></td>
</tr>
<tr>
<td></td>
<td>XP Pro, Windows 7(Pro or Enterprise), or above</td>
</tr>
<tr>
<td></td>
<td><strong>Multiple-machine Mode:</strong></td>
</tr>
<tr>
<td></td>
<td>For Workstation: Same as single machine Operating System</td>
</tr>
<tr>
<td>Browser</td>
<td>Internet Explorer 8, Firefox 3.5, Chrome v15 or above</td>
</tr>
</tbody>
</table>

Remarks

Multiple machine installation requires a server to host the HR-eLite software.

Preparation Before Installation

Following preparations are required before installing HR-eLite system:

- For installation or upgrade process, Windows administrator access right is required
- For single-machine installation, the operating system of the target machine must be XP (Professional and Enterprise), Windows 7 (Professional and Enterprise), or above.
- It should be disable the User Account Control before running installation / upgrade package *(Control Panel → User Accounts and Family Safety → User Accounts and turn off the Turn User Account Control on or off)*.

The installation path **cannot not be inside C:\Program Files\**, please choose other path for the installation
General Installation and Setup Process

The entire installation processes include the following:

1. Network configuration (for Multiple-machine installation only)
2. Installation of software components
3. Installation of HR-eLite Application Software
4. Generation of Diagnostic Log File and send to HR21
5. Receipt and installation of Product License Key
1. Network Configuration (For Multiple-machine Setup Only)

Please note that the following installation procedures are only required for Multiple-machine mode installation only and it is not required for Single-Machine mode.

Before installation please close all application, and fix the IP of the computer first, and it should be installation in server windows.

1.1 Setup Fix IP (For Multiple Users Only)

You must fix the IP address for your server before installation if you want to use multiple users.

1.1.1 Windows Server 2003

1.1.1.1 Click “Start” and find “Run” and click it
1.1.1.2 It will prompt out a window, please input “cmd” and click “OK”

1.1.1.3 It will prompt out a command window

1.1.1.4 Please input “ipconfig/all” and press “Enter”
1.1.1.5 Please notes down the IP Address, Subnet Mask, Default Gateway and DNS Servers

1.1.1.6 Please click “Start” and find the “Control Panel”, “Network Connections”, “Local Area Connection” and click it.
1.1.1.7 It will prompt out a window please press “Properties”

1.1.1.8 Please select the “Internet Protocol (TCP/IP)” and click “Properties”
1.1.1.9 Please select “Use the following IP Address” and entry the information you have notes down and click “OK”

**Important Remarks**

Please consult your IT support staff for the appropriate IP address assignment
1.1.2 Windows Server 2008 / 2008 R2

1.1.2.1 Click “Start” and find “Run” and click it

1.1.2.2 It will prompt out a window, please input “cmd” and click “OK”
1.1.2.3 It will prompt out a command window

1.1.2.4 Please input “ipconfig /all” and press “Enter”
1.1.2.5 Please note down the IP Address, Subnet Mask, Default Gateway and DNS Servers

1.1.2.6 Please click “Start” and find the “Control Panel”
1.1.2.7 Select “Network and Sharing Center” and open it.

1.1.2.8 Please Select “Manage network connections” and click it
1.1.2.9 Find “Local Area Connection” and right click it, then choose “Properties”

1.1.2.10 Select the “Internet Protocol Version 4 (TCP/IPv4)” and click “Properties”
1.1.2.11 Please select “Use the following IP Address” and entry the information you have notes down and click “OK”

**Important Remarks**

Please consult your IT support staff for the appropriate IP address assignment
2. HR-eLite Installation Process

Installation with CD

Insert the HR-eLite CD in your CD-ROM drive, installation program is available in the root folder: “1. Setup.exe” and “2. Configuration.exe”

Important Remarks

Since the installation may require a few reboots, please select a time when will be the least impacted.

2.1 Extraction the System Components

- Running the Setup.exe and extraction of system components
- Before installing HR-eLite, please close all active windows applications

2.1.1 Please right click the “1. Setup.exe”, then click “Open”

2.1.2 The Installation Patch will be extract automatically
2.2 Installation of 3\textsuperscript{rd} Party Components

Before installing the HR-eLite application itself, the software requires to install a number of 3\textsuperscript{rd} party packages that provides the necessary package for it to function correctly. These packages are listed as follows:

- Windows installer (By Microsoft Corp.)
- Microsoft .Net Framework 4 (By Microsoft Corp.)
- Internet Information Server (IIS) Express (By Microsoft Corp.)
- Microsoft Visual Studio 2010 Report Viewer (By Microsoft Corp.)
- Microsoft SQL Server Express (By Microsoft Corp.)

The installation program will detect the software installed in your machine. Depends on the configuration of your machine, it is possible a few of these four components had already installed, and installation program will skip the installation of the installed components.
2.2.1 To install “Windows Installer 4.5” Please click the “Accept” button

2.2.2 The software will prompt for accepting terms and condition for Installing “Microsoft .NET Framework 4.” Please click the “Accept” button
2.2.3 Install “IIS 7.5 Express” Please click the “Accept” button

2.2.4 Install “Microsoft Visual Studio 2010 Report Viewer” Please click the “Accept”
2.2.5 After accepting the terms and conditions, the installation program will install the necessary software components.lease wait for the installation progress.

2.2.6 Please click “yes” to reboot the computer.

2.2.7 After reboot the computer it will continue the install process.
2.3 Install HR-eLite

2.3.1 Please click the “Next” button after prompted for HR-eLite installation.

2.3.2 Please read the license agreement and select the “I Agree” and click “Next”.
2.3.3 Please select the access mode (e.g. “Single Machine (User can only access HR-eLite on this computer)”) which is your application of HR-eLite and click “Next”

2.3.4 This is the default location of the HR-eLite will be install, please select and click the “Next”

2.3.5 Please click “Next”
2.3.6 The installation is in processing

2.3.7 HR-eLite has been installed successful, please click “Close”
Installation Complete

HR-eLite has been successfully installed.
Click "Close" to exit.

The wizard will launch the configuration for you now.
2.4 Install HR-eLite Configuration

Important Remarks

Since the installation may require a few reboots, please select a time when will be the least impacted.

2.4.1 After finished the “1. Setup.exe”, please goes back to the CD and right clicks the “2. Configuration.exe”, then click “Open”.

2.4.2 Please click the “OK”

2.4.3 HR-eLite installation is in progress
2.4.4 It will run the installation process automatically, please wait for few minutes.
2.4.5 After HR-eLite full installation is successful, please click the “OK” button

2.4.6 System will prompt message to acknowledge installation completion

Congratulation!

HR-eLite is installed on your machine successfully!

Two steps to launch your HR-eLite!

1. Click start menu 🟦 All Programs
3. Activating HR-eLite Software

After installation of the HR-eLite application, the software is still requires activation before it can be used for payroll and MPF file submission. The next step of installation process involves generation of the system diagnostic log. This log should be sent over to HR21 for installation results verification and provide the necessary information on your installed machine for licence key generation.

Steps:

3.1 From “Start” menu, select “all programs”. Under “HR21 Limited”, select “HR-eLite” and click Management.
3.2 Please click the “1. Log Generator” button

3.3 Please click the “Generate Diagnostic Data”
3.4 Please select the path of “Desktop” then input the File Name (e.g. HR-eLite Log Report M XXXXXXX) with your HR-eLite ID and click “Save” button.

3.5 Please click the “OK” button.
3.6 A zipped file will be created in your desktop (e.g. HR-eLite Log Report MXXXXXXX.zip), please send this file to HR21 email “inquiry@hr21.com.hk” with your HR-eLite ID, and the subject of the email will be your zipped file name.

![HR-eLite Log Report][HR-eLite Log Report]

3.7 After we received your log report, HR21 will send back a license file via email. Please download the license file to your desktop.

![Start and All Programs][Start and All Programs]

3.8 Then please go to “Start” and “All Programs”
3.9 From “Start” menu, select “all programs”. Under “HR21 Limited”, select “HR-eLite” and click Management.

3.10 Please select the “2. License Management” button on the main screen.
3.11 Please click the “Browse” button

3.12 Please go to desktop and select the license file then click “Open”
3.13 Please verify the information “Expiry Date” and “Max Active Employees Numbers” fields of your license key, click “Update License” to complete the license installation task