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README.PDF for installing PolarisPro™.  
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**Please READ and FOLLOW the instructions below to properly install the PolarisPro™ application addin for MS Project 2010. You may wish to print this out before proceeding.**

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## II. System Requirements:

PolarisPro™ is a robust add-in to an already robust product, MS Project 2010, and as such needs to be installed on a PC with sufficient resources, namely:

1. at least 1 Gb of available FREE memory (RAM)
2. at least a Pentium Dual-Core CPU
3. at least 25% of the drive where PolarisPro is installed to be free (e.g., a 100 Gb hard drive needs to have at least 25 Gb free).

Additionally -

- If you are RE-installing, both PolarisProAddIn and ProlarisProAddInSetup need to be removed from program files using the Control Panel.
- The person who installs this needs Administrative rights on the PC where PolarisPro™ is to be installed.

- All Windows and MS Office Service Packs must be up to date (before installation. You may also need to run Windows and Office Update after installation as well, since the addin installation may add software that needs updating).
- MS Project 2010 (**32 bit only** and no other versions installed) but MS Project 2010 is not running
- **No MS Office applications are running during installation**
- Microsoft .NET 4 runtime installed so. (If you need it, you can get it from:  
<http://www.microsoft.com/net> )
- Machines have internet access (prerequisite files download from Microsoft)
- Recommended 4 Gb RAM for Windows Vista or Windows 7 (See Note 1 at the end of this file)
- If you have Windows Vista or Windows 7, verify which operating system version you have: 64 bit or 32 bit. The easiest way to do this is to right-click on the Computer icon (either on your desktop or perhaps it is on the Start menu found by clicking on the Start button) and choose Properties.

### **III. Prior to installation:**

From MS Project 2010, choose the File menu, and then choose Options.

**A. Choose Trust Center, as below, then click on Trust Center Settings**

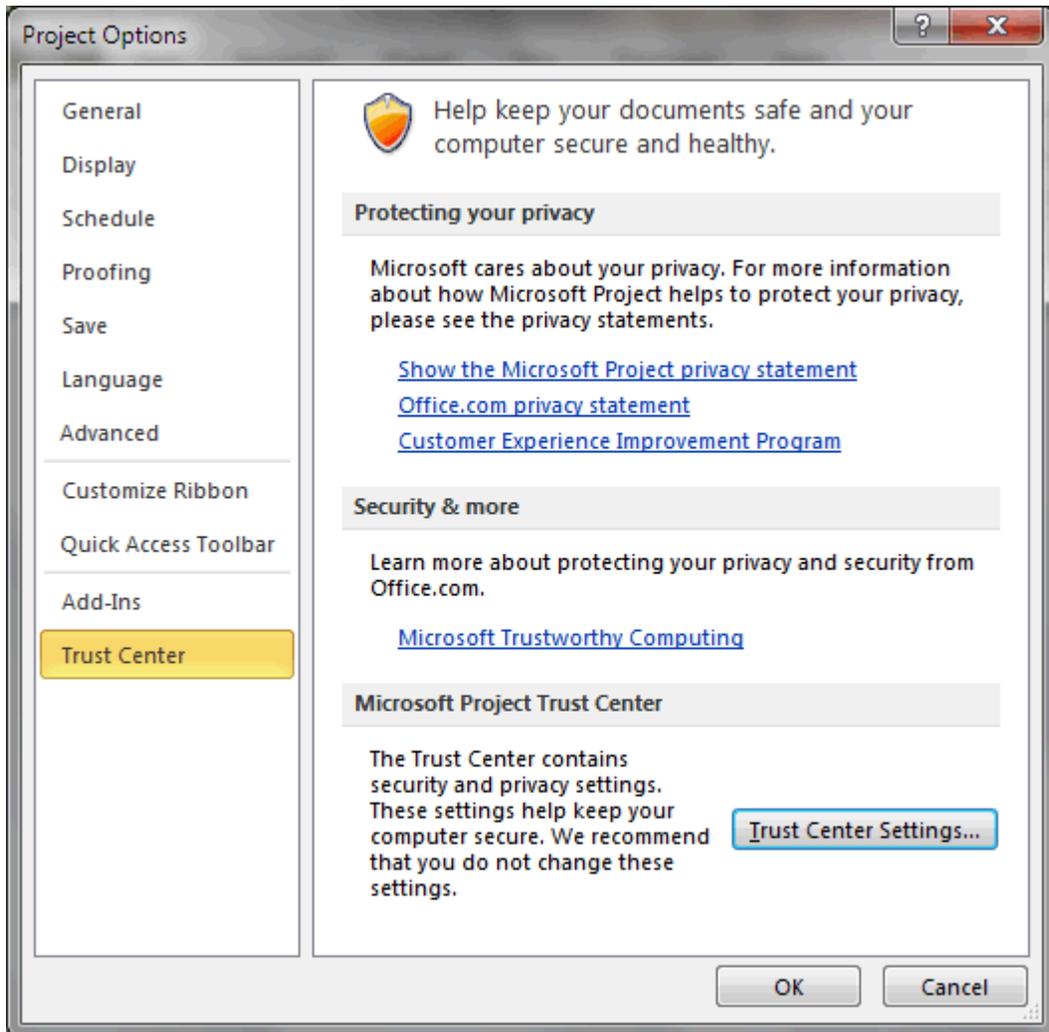


Figure 1

**B. Choose Add-ins on the next screen, deselect all the options, click OK.**

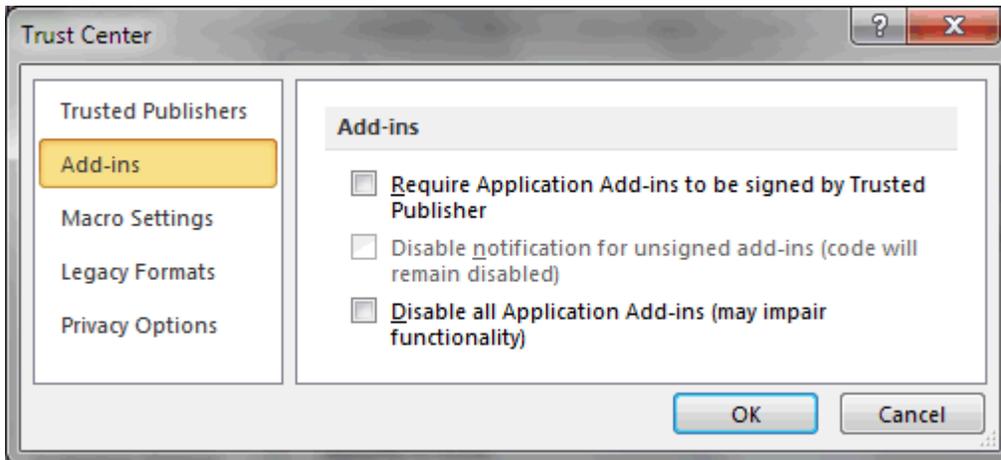


Figure 2

**C. Make your Save and Advanced settings match the 2 screens below in order to keep file sizes and memory consumption within reason.**

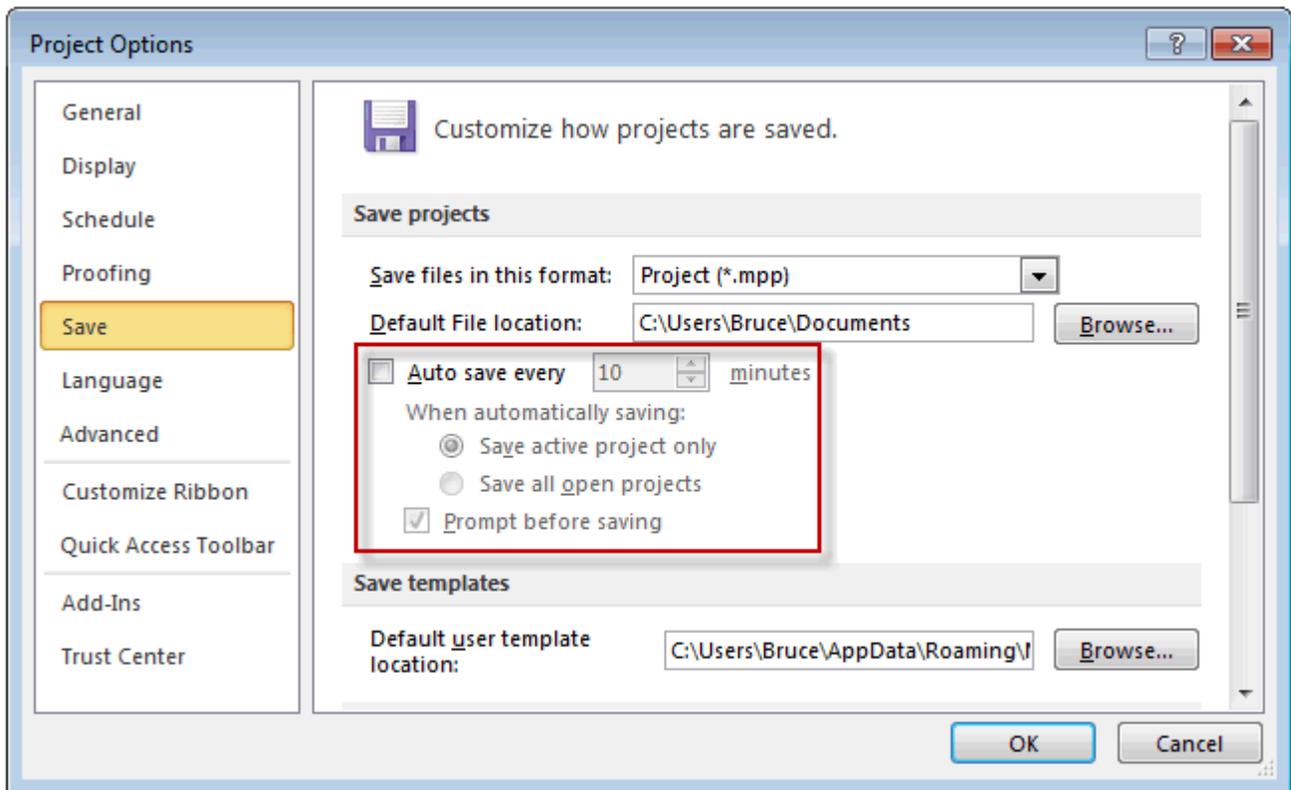


Figure 3

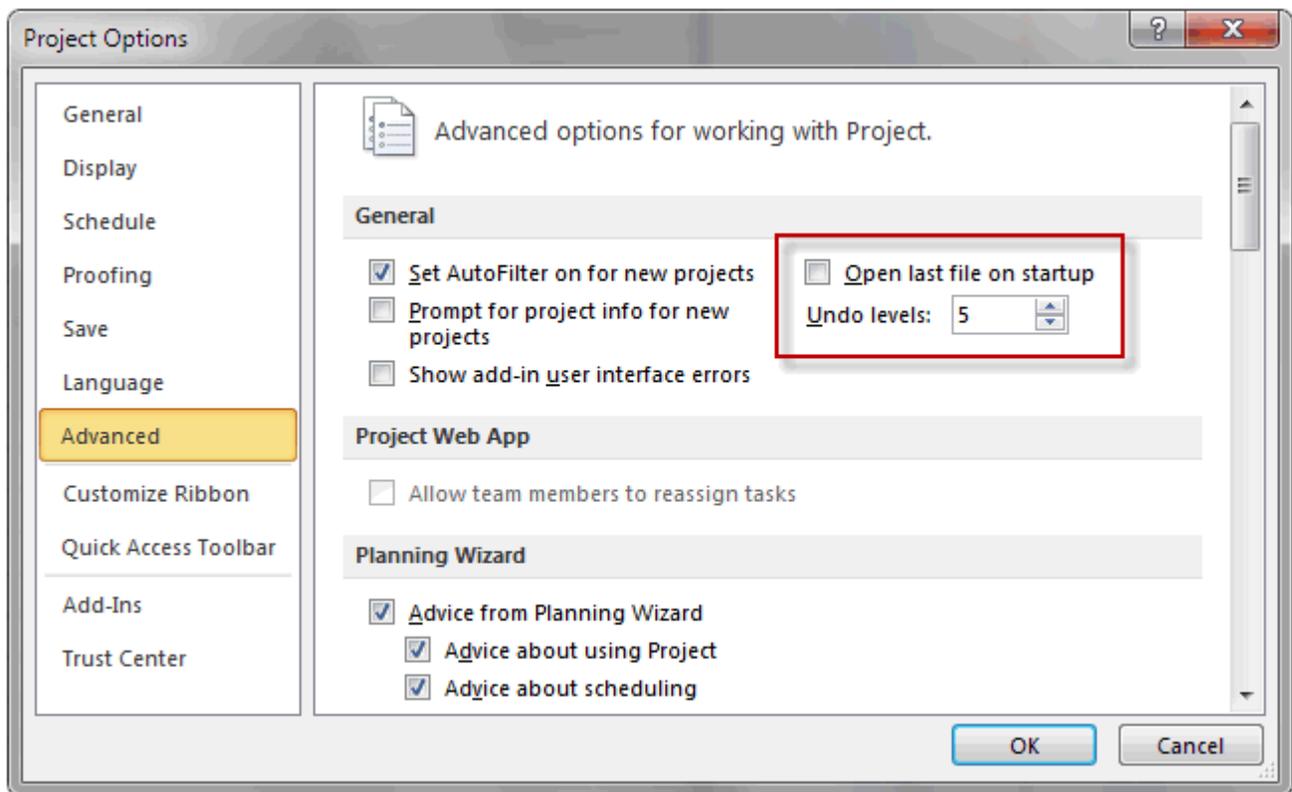


Figure 4

#### D. Make your Macro Settings match the screen below.

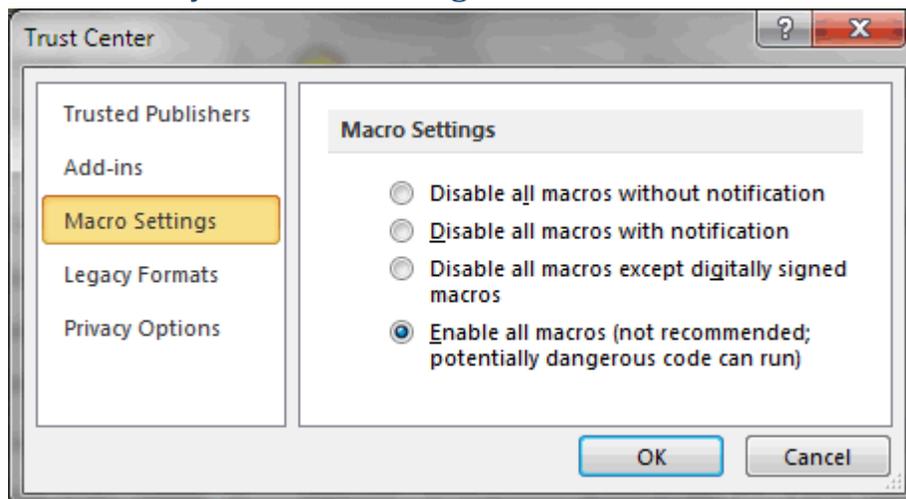


Figure 5

We will be sending you the PolarisProInstallation.exe file shortly via an e-mail from WeTransfer.com because many e-mail systems block mail with executable files attached. When you receive this e-mail, simply click on the Download button within the e-mail and go to the WeTransfer.com website and

follow the instructions on that screen to download your file. Make a note of where you save the downloaded file on your PC!

#### **IV. Extracting the Setup file**

1. Open the location where you saved PolarisProInstallation.exe and double-click on the PolarisProInstallation.exe file (depending on how your PC is configured, you may not see the .EXE part). You will be prompted that the Publisher cannot be verified. Since you purchased this product directly from PhilyX, LLC, you can be assured that it is safe to run. Click Run and the extraction will proceed.
2. By default, the file will create and install into the C:\PolarisProSetup folder. Click Unzip and when unzipped successfully, click Close.

#### **V. Installing PolarisPro™**

**The actual installation takes place in three phases:**

1. Creating the PolarisPro™ addin for Windows
2. Installing the PolarisPro™ addin into MS Project 2010.
3. Extracting the PolarisPro™ MS Project files to the appropriate location.

**Phase 1** - Open the C:\PolarisProSetup folder and double-click on the PolarisProAddInSetup.msi file (again, depending on how your PC is configured, you may not see the .MSI part). Click Run and the setup will proceed.

The installation wizard starts, so simply follow the steps in the wizard. When prompted for the product key, enter the key provided at the beginning of the e-mail. (See Note 2 at the end of this file). Again, by default, the file will create and install into the C:\PolarisPro folder. When the wizard finishes, you are prompted that it is finished, Step 1 is complete and the PolarisPro™ addin has been installed in Windows.

**Phase 2** - Open MS Project 2010 and the Microsoft Office Customization Installer may prompt you that the Publisher cannot be verified. Click Install and the installation will proceed. It takes about 10-15 seconds and you won't be prompted again. **Close MS Project 2010 and reboot your computer.**

**Phase 3** -

**Scenario 1 – Local installation:** In this scenario, the PolarisPro™ MS Project files are installed on the local PC, in the C:\PolarisPro folder by default. Only the initial user (called the administrator) has access to these files and can customize the Setup, explained in VI . PolarisPro™ Application Setup below.

To extract these files, open the C:\PolarisProSetup folder and double-click on the PolarisProInstallMS-ProjectFiles.exe file (again, depending on how your PC is configured, you may not see the .EXE part). Click Run and the extraction will proceed. You can unzip to the C:\PolarisPro folder by default, or browse to a local folder of your choice. If the folder doesn't exist, it will be created for you. When complete, you can Close and then move to the folder where you extracted the files.

**Scenario 2 – Network Server File share installation:** In this scenario, the PolarisPro™ MS Project files are installed on a network server file share that has been previously mapped to a drive on your PC. If you don't know how to do this, consult with your local network administrator. The purpose of this type of installation is to share the MS Project files with members of your team. Only the initial user (called the administrator) can customize the Setup, as explained in VI . PolarisPro™ Application Setup below.

To extract these files, open the C:\PolarisProSetup folder and double-click on the PolarisProInstallMS-ProjectFiles.exe file (again, depending on how your PC is configured, you may not see the .EXE part). Click Run and the extraction will proceed. You can extract to any network server file share as long as it is 1) accessible to you and your team and 2) mapped to a drive on your PC. For example, the PolarisPro folder on drive Z: would be Z:\PolarisPro. If the folder doesn't exist, it will be created for you. When complete, you can Close and then move to the folder where you extracted the files.

**Administrator Note:** It is only necessary for YOU to do this. However, you will need to provide each team member with access to the PolarisProAddInSetup.msi file and the primary Product Key so that they can complete Phases 1 and 2 above to install the PolarisPro™ addin on their own PC. You should be the only person with access to the PolarisProInstallMS-ProjectFiles.exe file and the secondary Product Key so that only you can customize the Setup for the project. **Caution: Performance may be degraded when operating across a network.**

### **A. Launching the PolarisPro™ application**

In the C:\PolarisPro folder (or the destination folder you chose), double-click on the “Master Launch Project” file to open the PolarisPro™ application.

**IMPORTANT: WHENEVER YOU SEE A PROMPT ASKING ABOUT “Opening Resource Pool Information” CLICK ON THE OPTION “Do not open other files.” THEN CLICK OK. PolarisPro™ deals with this based on that option, otherwise you may see errors.**

When the “Master Launch Project” has finished loading, you will see the PolarisPro™ Dashboard screen. This screen is the basis for running the PolarisPro™ application within MS Project 2010 and further instructions can be found in the accompanying documentation. **This may take up to 60 seconds, so please do not interrupt the installation until you see the Dashboard.**

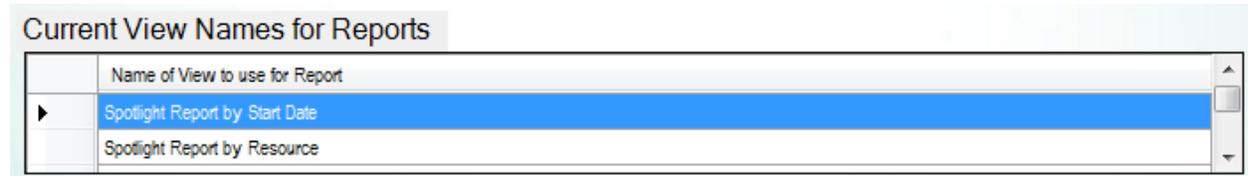
## **VI. Customizing the PolarisPro™ Application Setup**

The PolarisPro™ application consists of not only an add-in, but 9 customized MS Project 2010 project files with the .mpp file extension. The application now needs to be setup and can be done **ONLY** by the person who either did the original installation or has the Product Key for this installation. To run the setup, from the Dashboard, click on the TM symbol just to the right of the words PolarisPro at the bottom center-right on the Dashboard screen. You may be prompted to enter the Product Key again.

The Project Setup screen should be mostly self-explanatory The top of the Project Setup screen has the PhilyX logo as defaults for the Product and Company logos. , with two notes. The top of the Project Setup screen has the PhilyX logo as defaults for the Product and Company logos. If you wish, you can replace them by clicking the appropriate logo buttons and browsing your computer for the logos you want to use as logos. Whatever the size of the images you choose, they will be sized to fit a 100 pixel by 100 pixel space, so it will be helpful to choose images that are approximately that size to begin with. **(It**

may be helpful to copy the images to the C:\PolarisPro folder prior to this, in case they are removed from the source location later on.)

The **Current View Names for Reports** option (below) **is an advanced option and should not be changed unless directed by PhilyX support.** **Changing this will DEFINITELY disrupt your Reporting feature.**



Complete the appropriate fields then click the Save and Continue button in the lower right corner of the screen. Application Setup saves your changes to all nine MS Project 2010 .MPP files and all the PolarisPro™ application screens and returns to the Dashboard once the configuration is complete. This could take up to 60 seconds (longer if installed on a network server file share), depending on your computer's resources and your mouse will display the Busy spinning circle, **so DO NOT INTERRUPT THIS PROCESS UNTIL YOU SEE THE DASHBOARD AGAIN.**

**Congratulations! The PolarisPro™ Installation and Setup are now complete!**

## VII. Purchasing and Installing Additional PolarisPro™ application Keys

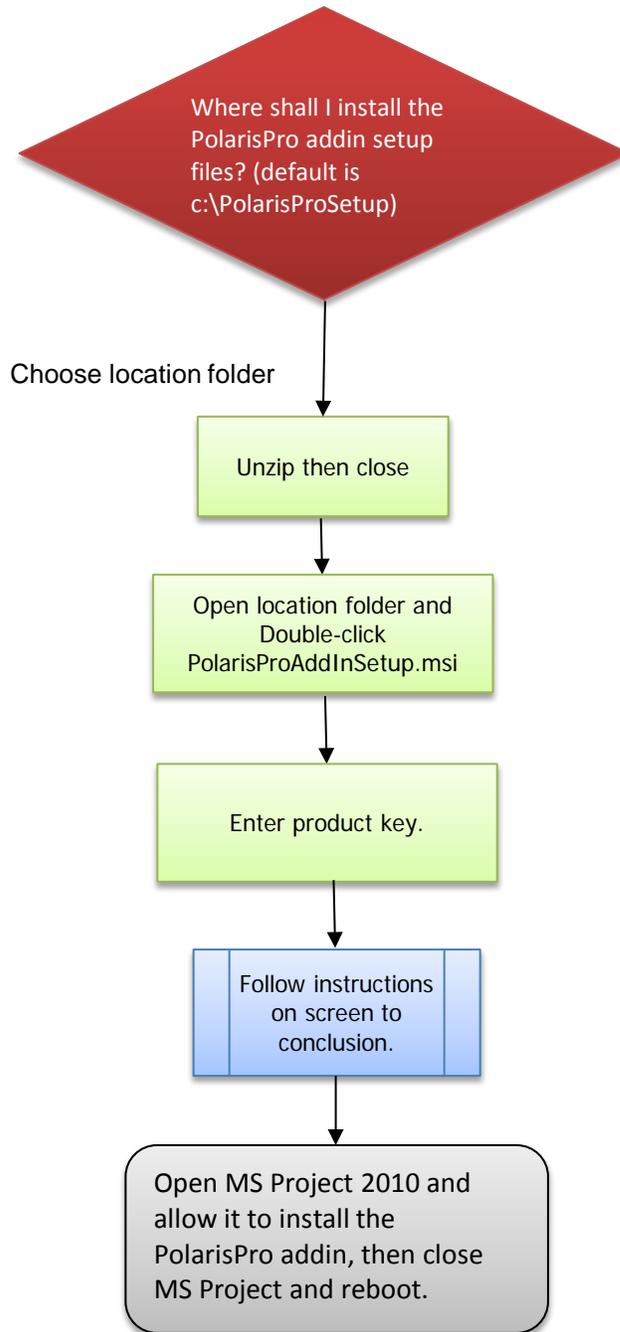
In order to work on multiple product launches using PolarisPro™, contact PhilyX, LLC and you can purchase as many keys as you need. We will send you a PolarisProAdditionalKey.exe file via WeTransfer.com and you can follow the instructions below.

1. After saving the file from WeTransfer.com, open the location where you saved PolarisProAdditionalKey.exe and double-click on the PolarisProAdditionalKey.exe file (depending on how your PC is configured, you may not see the .EXE part). You will be prompted that the Publisher cannot be verified. Since you purchased this product directly from PhilyX, LLC, you can be assured that it is safe to run. Click Run and the extraction will proceed.
2. By default, the file will create and install into the C:\PolarisProAdditional folder. You can change this or leave it as is (see Phase 3 above). Click Unzip and when unzipped successfully, click Close.
3. In the C:\PolarisProAdditional folder, double-click on the "Master Launch Project" file to open the PolarisPro™ application.
4. To run the setup, repeat the instructions from VI . PolarisPro™ Application Setup above.
5. You will be prompted to enter the new Product Key.
6. Save the changes and you will be returned to the Dashboard.

Note 1 – MS Project 2010 tends to consume considerable memory so it is recommended to run MS Project 2010 with as few other applications open as possible. We've kept the PolarisPro™ memory consumption as small as possible, but the application does deal with nine other MS Project 2010 files as well.

Note 2 – This product is licensed to one user and one setup within a specified time frame. Any other usage invalidates the license agreement. **Always use the correct Product Key when running Setup in different PolarisPro™ applications.**

## PolarisProInstallation.exe



**PolarisProInstallMS-ProjectFiles.exe**

