Suvidha 4.0

1. **Installation**

    Step 1: Run "suv_main_4.0.exe" by double clicking on it. Setup will display "Welcome to the Suvidha 4.0 setup wizard" screen. Click 'Next' to proceed.
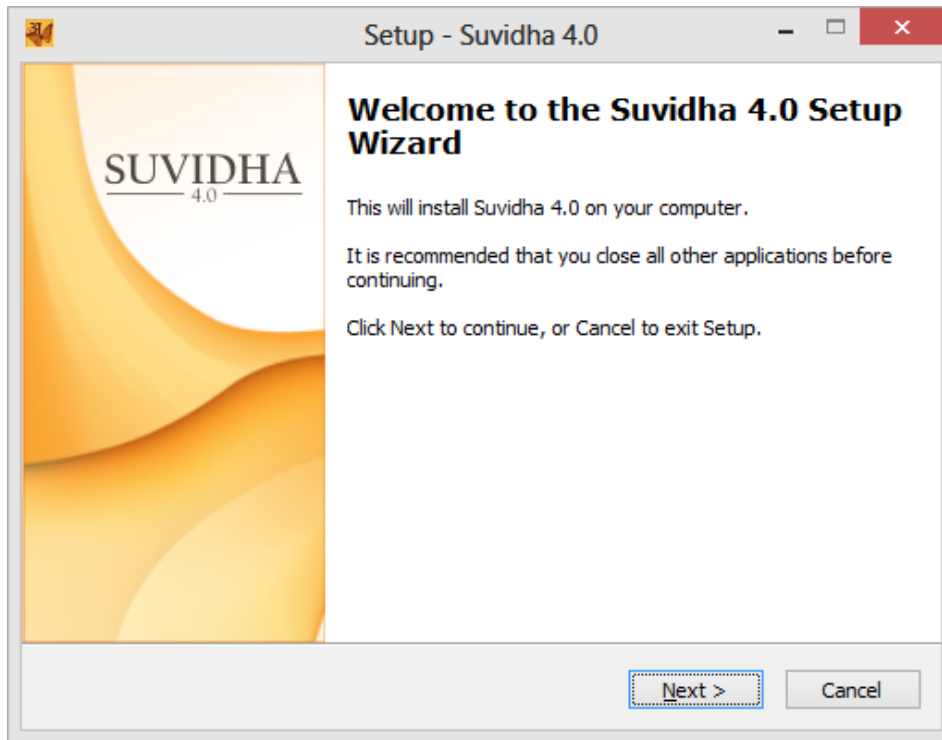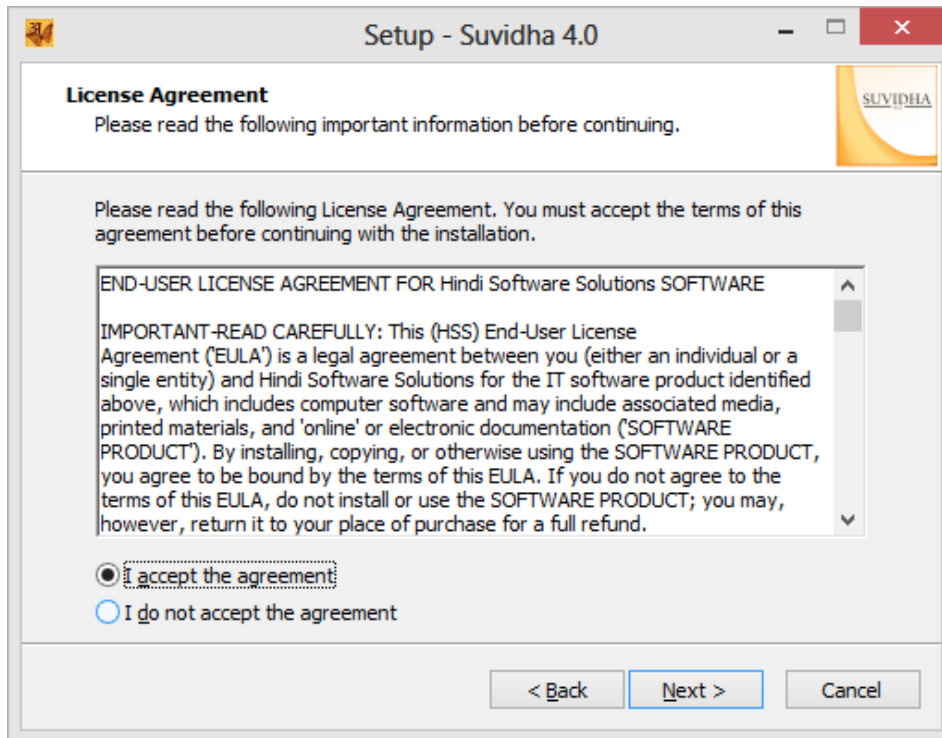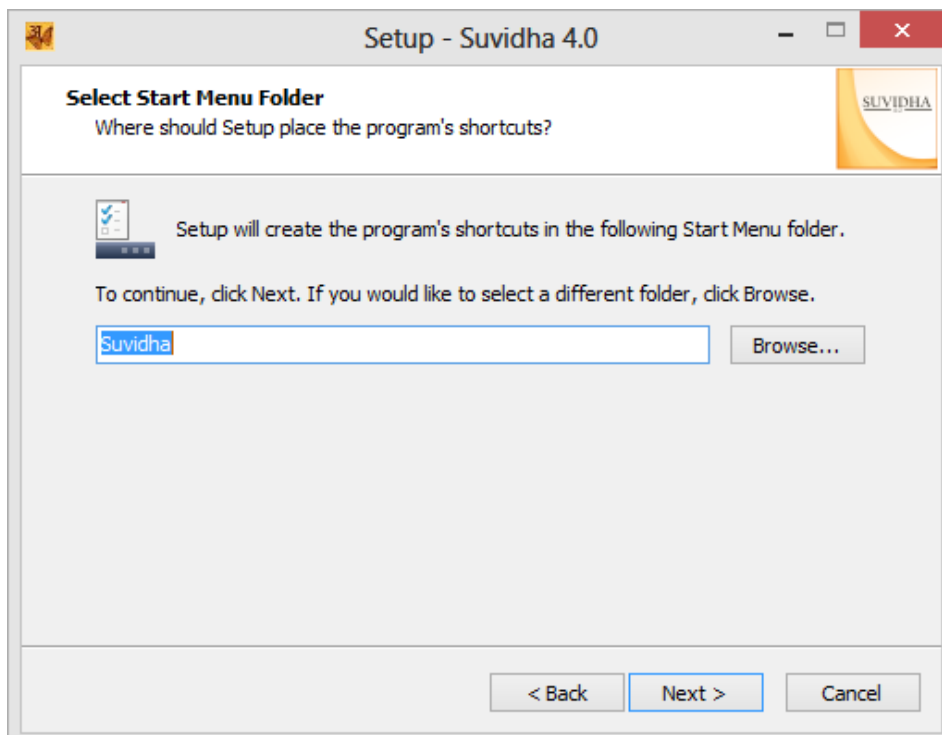

Fig. 1.0

Step 2: License agreement screen will be displayed. To proceed further, select option "I accept the agreement" and click on "Next".


Fig. 1.1

Step 3: Select Start Menu Folder screen will be displayed. It will display default name of "Suvidha" folder. Click 'Next' to proceed.

Fig. 1.2

Step 4: An additional tasks screen will be displayed, here you can ask setup to create a desktop

Icon and/or Quick Launch icon by selecting "Create a desktop icon" and/or "Create a Quick Launch icon" respectively and click on 'Next' to proceed.
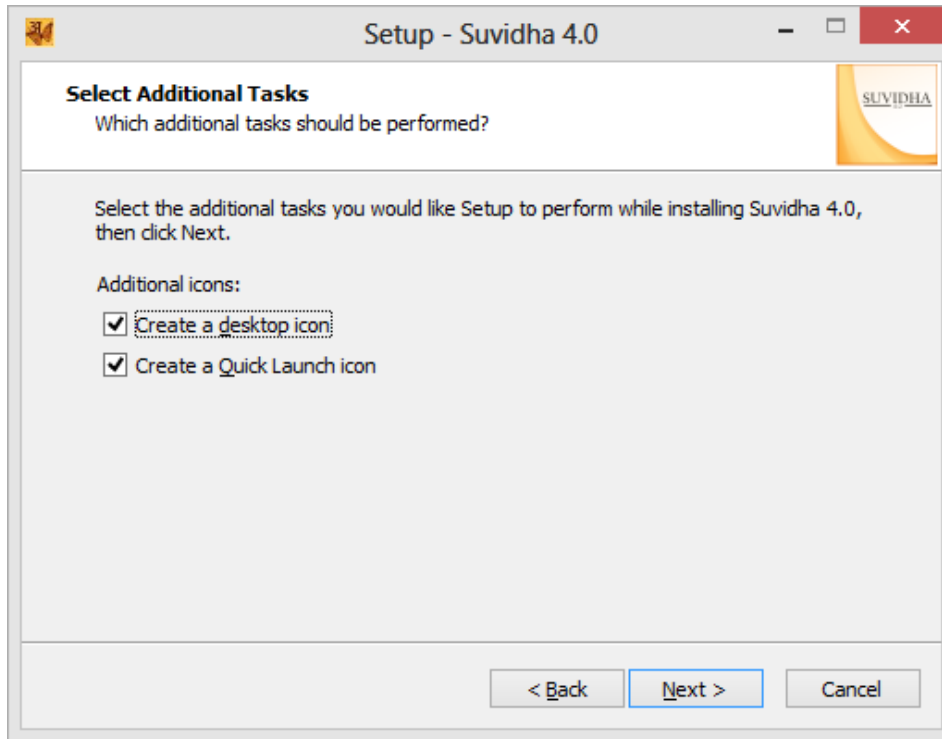
Fig. 1.3

Step 5: Final installation screen will be displayed.

     i.   Click on "Install', to complete the installation process.
     ii.   Click on "Back", in case any changes to be done.
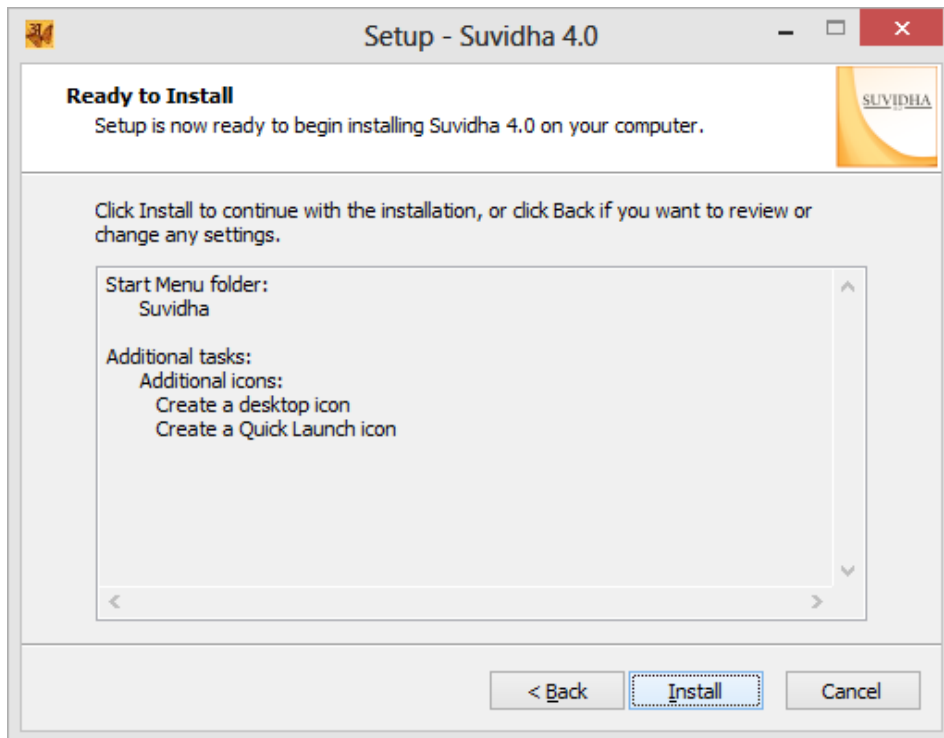   iii.   Click on "Cancel", to cancel the installation process.

Fig. 1.4

Step 6: Setup completed screen will be displayed. To launch "Suvidha 4.0" after exit, you may select the square box besides "Launch Suvidha 4.0". To exit setup, Click on "Finish".
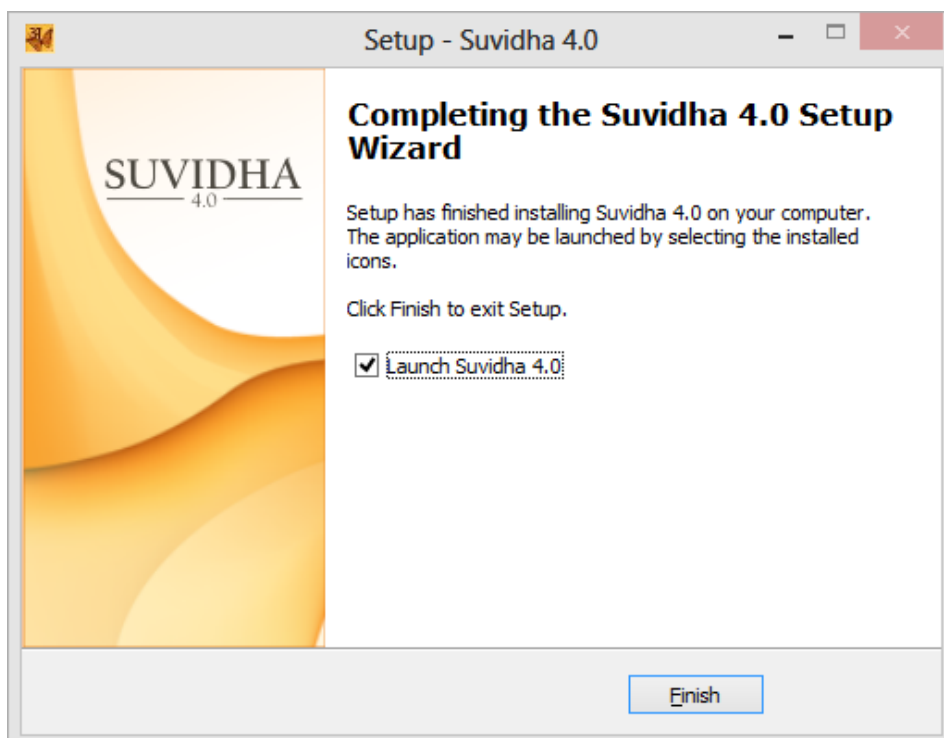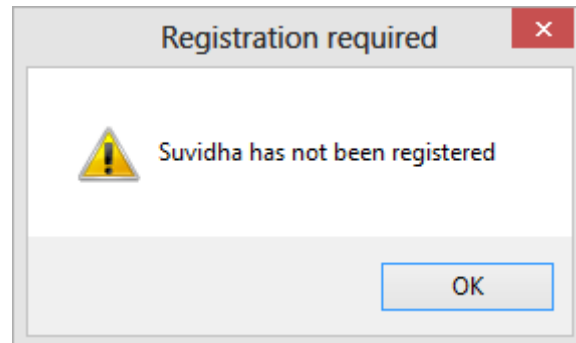

Fig. 1.5

2. Registration

Step 1: To launch "Suvidha 4.0", go to "Start menu" → Select "Suvidha". You can also launch "Suvidha" by double clicking on "Desktop" icon for "Suvidha" [if created].

Step 2: Registration required screen will be displayed. Click on "OK" to proceed.

Fig. 2.0

Step 3: Activation screen will be displayed. Enter the user name and product key received for registration. You may select either "Online activation" or "Offline activation" to complete the registration process. Click on "Register" to proceed.
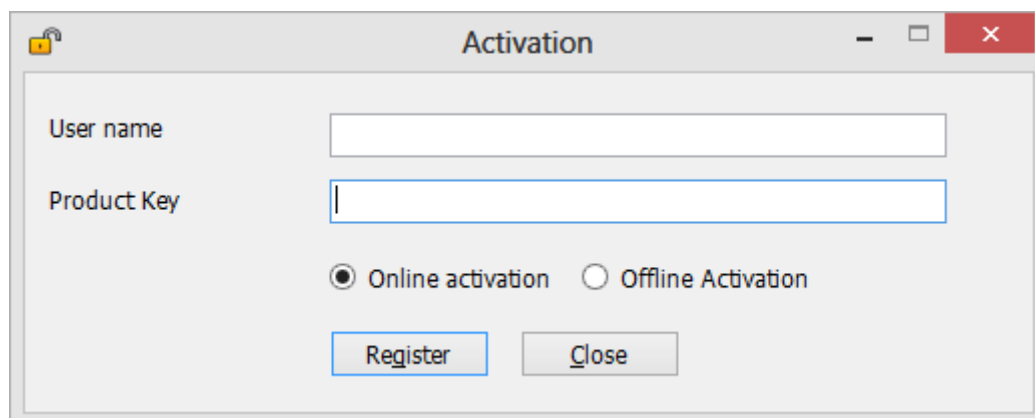

Fig. 2.1

Note: For online activation process,

a. Please ensure availability of internet connection throughout the activation process.
b. There is a possibility of a firewall blocking access of our server registration database, so have your network admin add the IP address 180.179.50.118 as exception to your firewall.
c. In case you are unable to activate after step 2 above, have your network admin add the port 1433 as an exception.

Step 3.1: If you select "Online activation", you will receive "Registration completed successfully" message on completion as shown below. Click on "OK" to proceed.
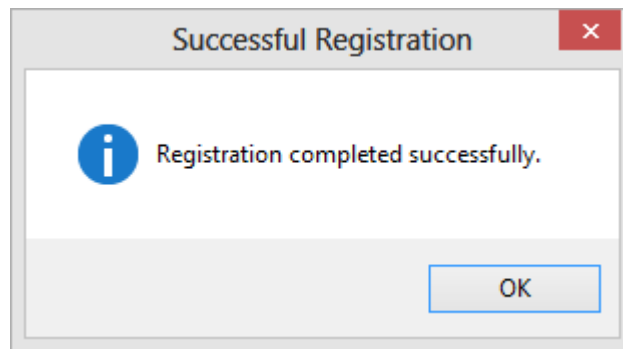
Fig. 2.2

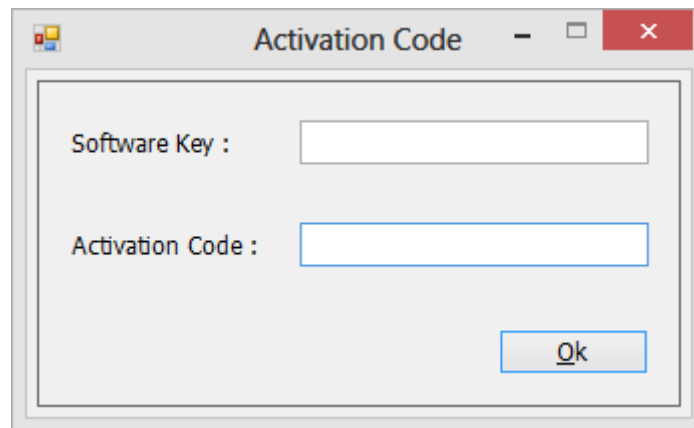Step 3.1.1: "Suvidha 4.0" launch screen will be displayed.
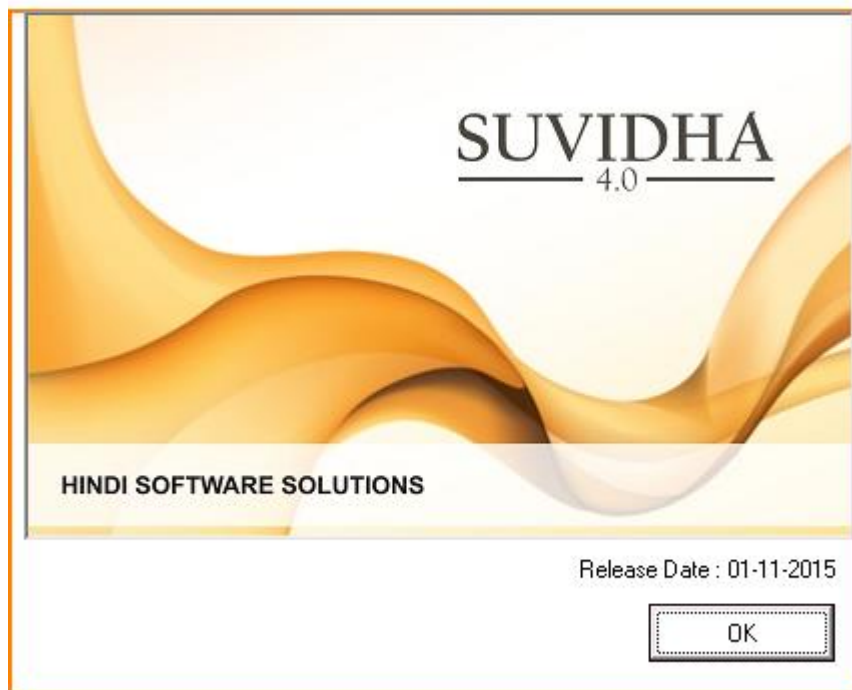
Fig. 2.3

Step 3.2: If you select "Offline activation", Activation Code screen will be displayed. It will display the generated "Software Key".
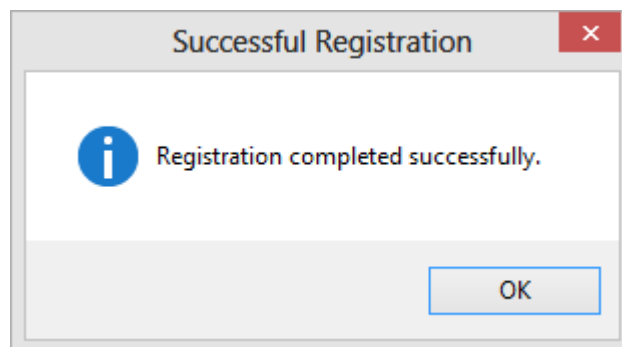
To receive a valid Activation Code,

a. Send us the "Software Key" via email or SMS.
   [Monday – Saturday 10:00 am to 6:30 pm] Or
b. Avail it using Lock Generation application.

Fig. 2.4

Step 3.2.1: Enter the received "Activation Code" and Click on "OK" to proceed. You will receive "Registration completed successfully" message on completion.

Fig. 2.5

3. **Enable Add-Ins in Microsoft Word and Microsoft Excel.**

    To enable add-ins,

    Step 1: Launch "Microsoft Word / Excel". Select File menu → "Word Options / Excel Options /Options".

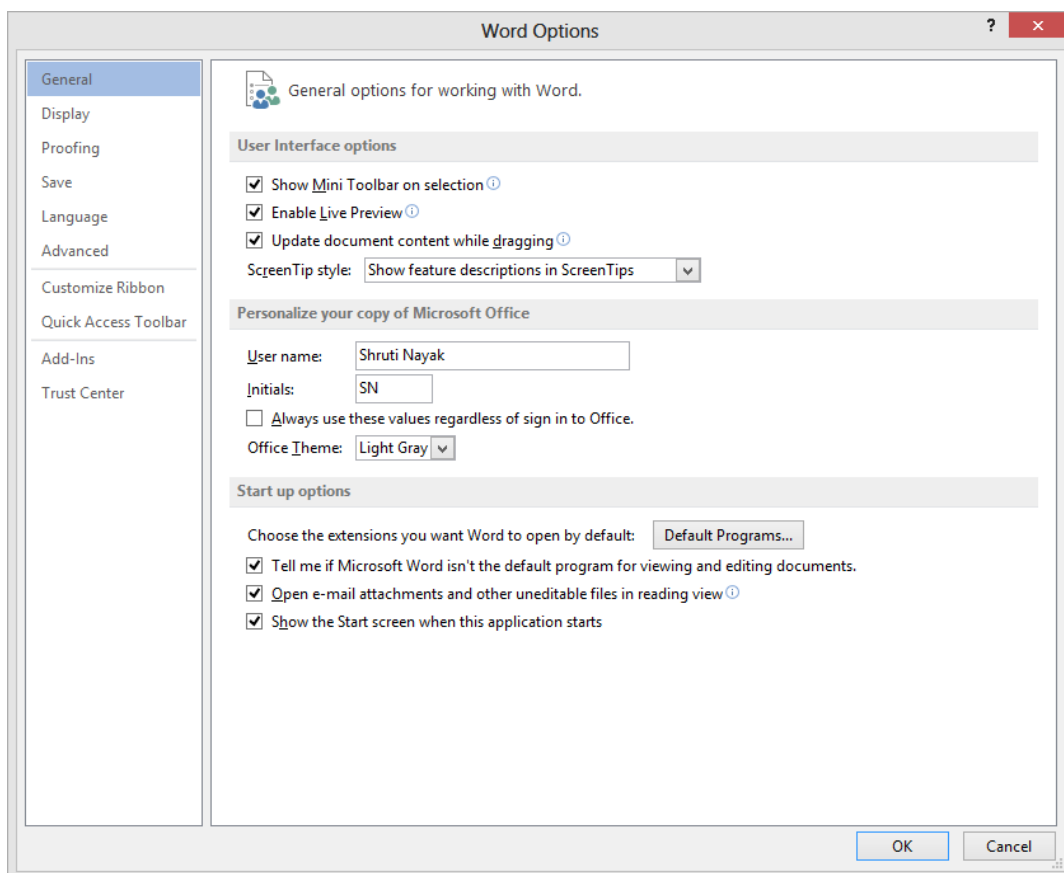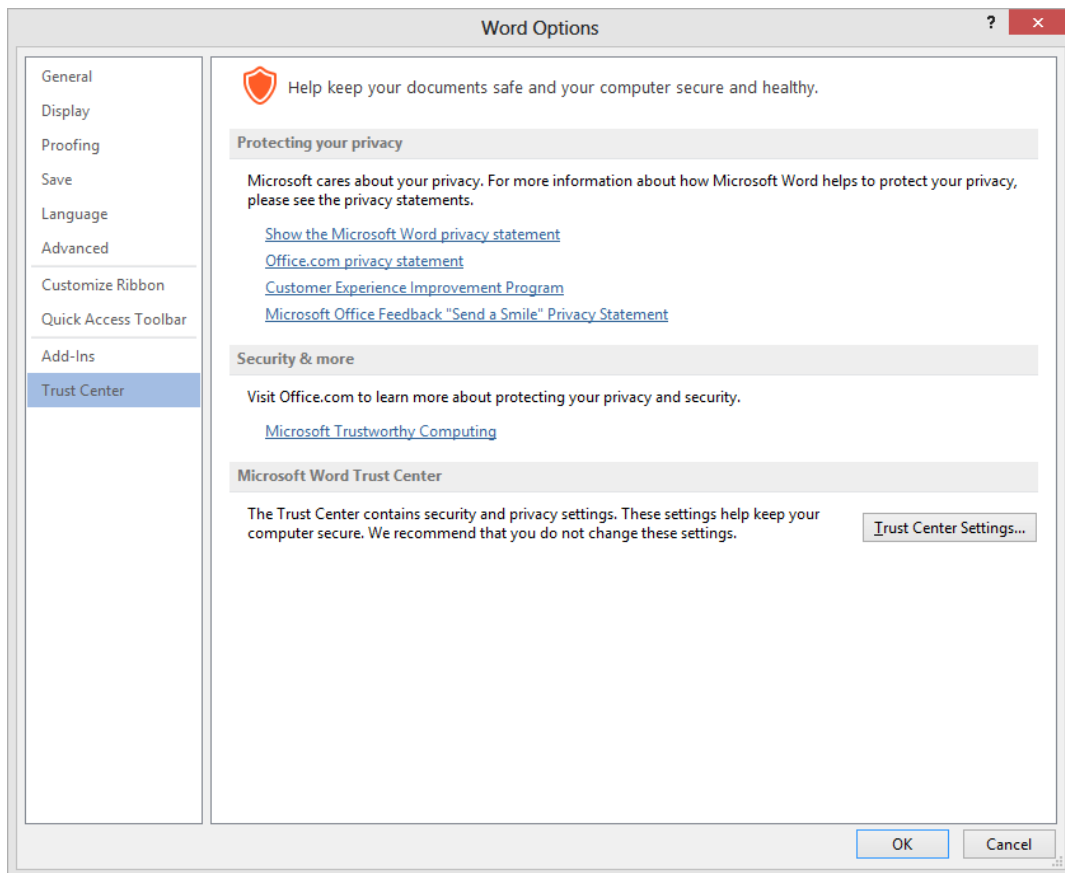   **Step 2:** Word / Excel options screen will be displayed.
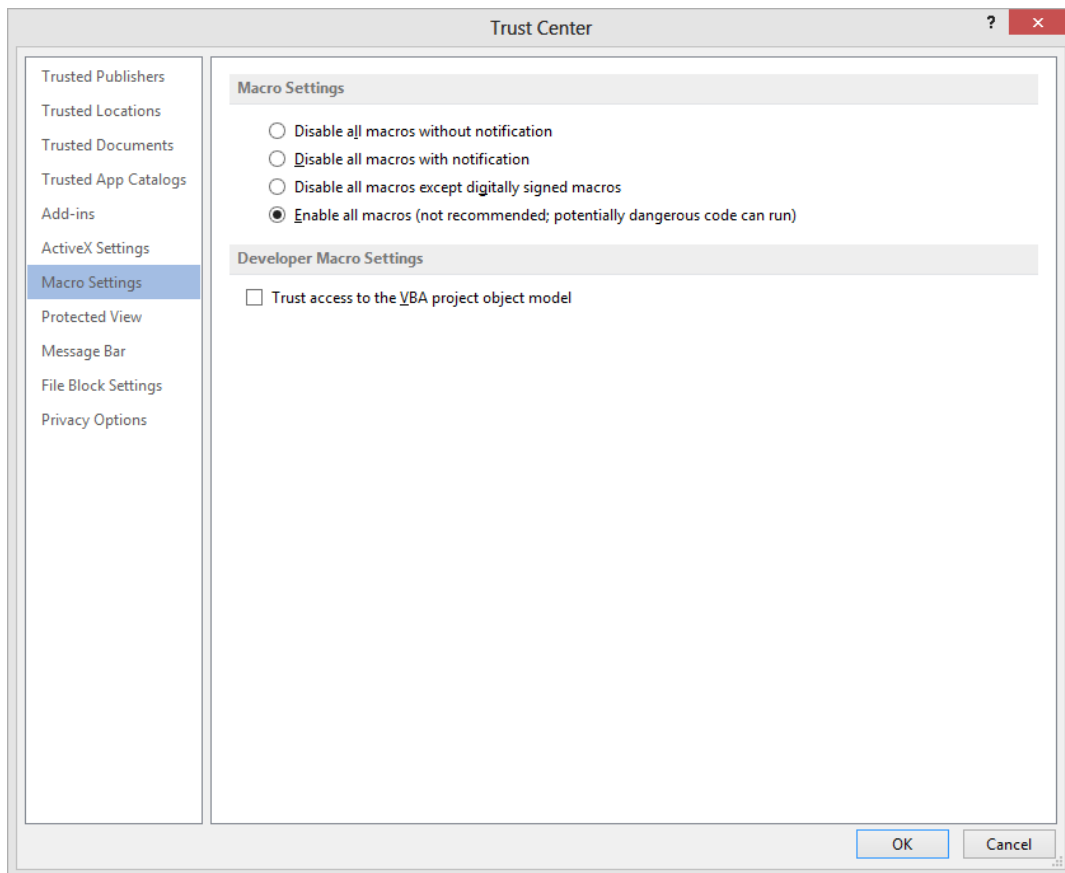

Fig. 3.0

Step 3: Click on "Trust Center" menu. It will display "Trust Center" options. Click on "Trust Center settings".
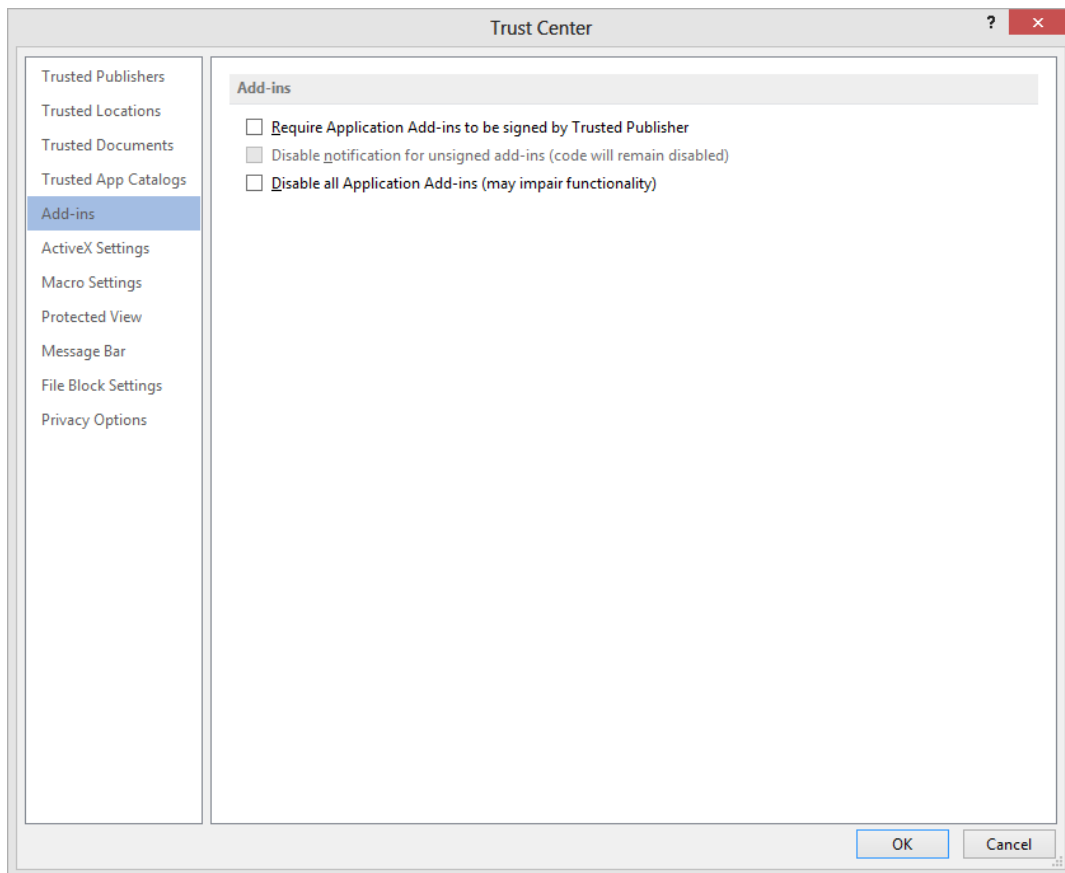

Fig. 3.1

Step 4: Trust Center screen will be displayed. Select "Macro Settings" menu. Select option "Enable all macros".

Fig. 3.2

Step 5: Select "Add-ins" menu. De-select all options if any of these options are selected. Click on "OK" to save the changes.

Fig. 3.3

Step 6: Close Microsoft word/ Microsoft excel. Re-launch Microsoft word / Microsoft excel. Under **ADD-INS** tab, a new menu command "Suvidha" will be displayed.