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".

💐 Setup - Suvidha 4.0 –	×
License Agreement Please read the following important information before continuing.	<u>suvidha</u>
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
END-USER LICENSE AGREEMENT FOR Hindi Software Solutions SOFTWARE	^
IMPORTANT-READ CAREFULLY: This (HSS) End-User License Agreement (EULA') is a legal agreement between you (either an individual or a single entity) and Hindi Software Solutions for the IT software product identified above, which includes computer software and may include associated media, printed materials, and 'online' or electronic documentation ('SOFTWARE PRODUCT'). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the SOFTWARE PRODUCT; you may, however, return it to your place of purchase for a full refund.	¥
accept the agreement	
○ I <u>d</u> o not accept the agreement	
< <u>B</u> ack <u>N</u> ext > C	ancel

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.

💐 Setup - Suvidha 4.0 – 🗆 🗙
Select Start Menu Folder Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Suvidha Browse
< Back Next > Cancel

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.

💐 Setup - Suvidha 4.0 –	×
Select Additional Tasks Which additional tasks should be performed?	<u>suvidha</u>
Select the additional tasks you would like Setup to perform while installing Suvidha 4. then click Next.	0,
Additional icons:	
Create a desktop icon	
✓ Create a Quick Launch icon	
< <u>B</u> ack <u>N</u> ext > Ca	incel

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.

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<u>suvidha</u>
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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".

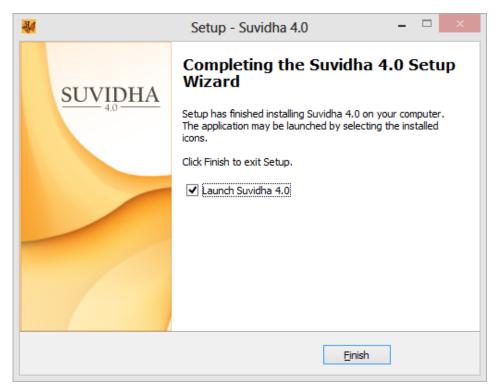


Fig. 1.5

2. Registration

Step 1: To launch "Suvidha 4.0", go to "Start menu" \rightarrow 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.





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.

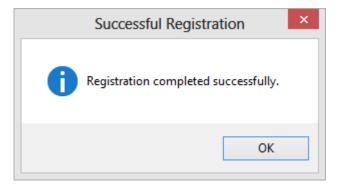
.	Activation – 🗆			
User name				
Product Key				
	Online activation Offline Activation			
	Register <u>C</u> lose			

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.





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.

	Activation Co	ode – 🗆	×
Software Key	:		
Activation Co	de:		
		<u>O</u> k	



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

Successful Registration	×
Registration completed successfully.	
ОК	

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 \rightarrow "Word Options / Excel Options / Options".

Step	2:	Word	/ Excel	options	screen	will	be	display	ved.
Jucp	- •	word j	LACCI	options	Jurcen	****	NC	aispia	yca.

	Word Options ? ×
General Display	General options for working with Word.
Proofing	User Interface options
Save	Show Mini Toolbar on selection ()
Language	C Enable Live Preview ()
Advanced	Update document content while dragging ScreenTip style: Show feature descriptions in ScreenTips
Customize Ribbon	
Quick Access Toolbar	Personalize your copy of Microsoft Office
Add-Ins	User name: Shruti Nayak
Trust Center	Initials: SN
	Always use these values regardless of sign in to Office.
	Start up options
	Choose the extensions you want Word to open by default: Default Programs
	✓ Tell me if Microsoft Word isn't the default program for viewing and editing documents.
	 Open e-mail attachments and other uneditable files in reading view ^① Show the Start screen when this application starts
	OK Cancel

Fig. 3.0

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

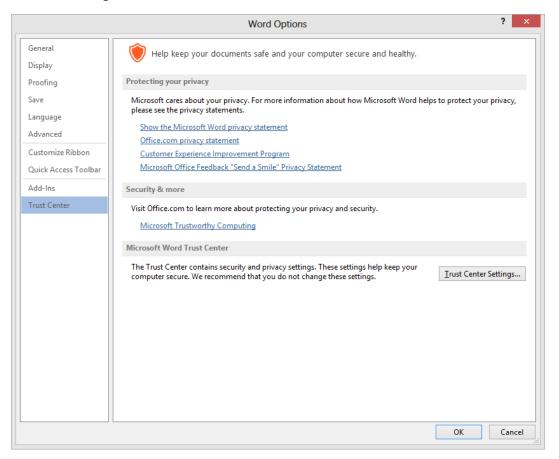


Fig. 3.1

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.

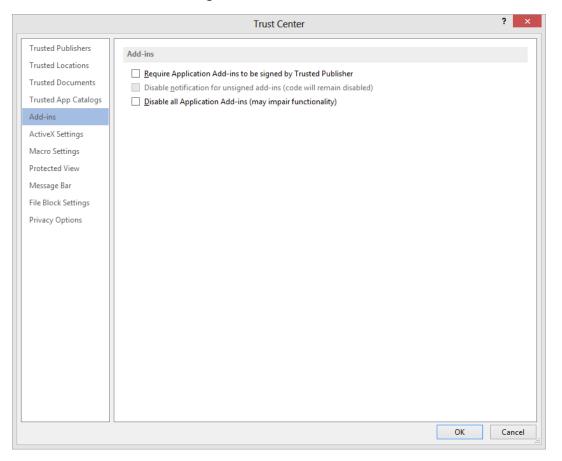


Fig. 3.3

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.