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# SIMS

## Getting Started

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## INTRODUCTION

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This document will help end-users install and run SIMS in a multi-user environment. It is intended for a non-technical audience. If you require technical details on the installation process, please refer to the [SIMS Installation Guide](#) and [SIMS Licensing Guide](#).

## PREREQUISITES

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This guide makes the following assumptions:

- ✓ SIMS Server has been successfully installed.
- ✓ SIMS Server has been successfully licensed and activated.
- ✓ Your technical support department has provided a server name or IP address.
- ✓ Your technical support department has provided your user name and password.

## STEP 1 – CLIENT INSTALLATION

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Your technical support department will provide the SIMS Client installer. Here is an example of what the file may look like on your desktop or in Windows Explorer:

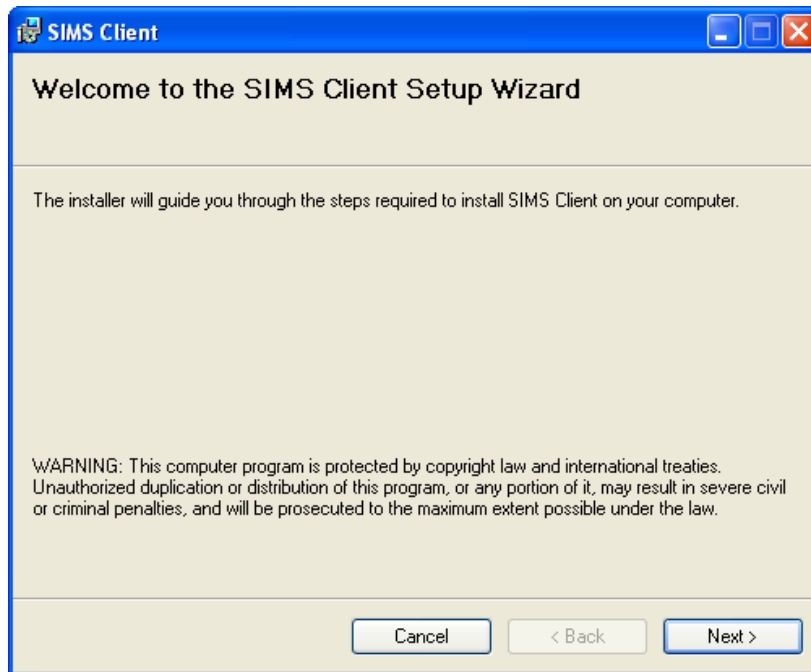


Double-click on this file to begin the client installation process.

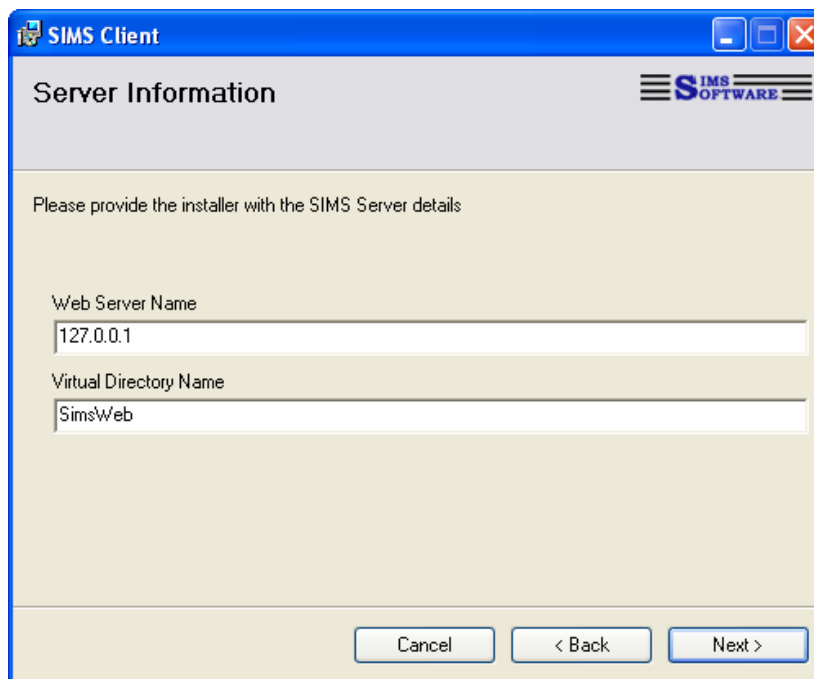
Alternatively, they may have provided you with a SIMS installation CD. In that case, insert the CD into your computer and select Install SIMS Client.



Next, you will be presented with the initial Welcome screen. Click the **Next** button in the lower right corner.

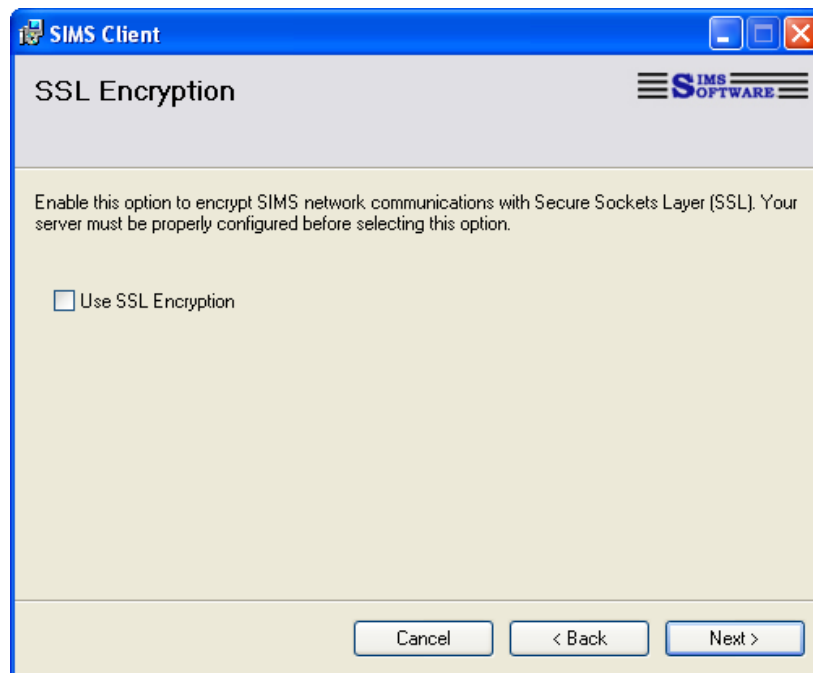


The following screen will ask for information about your installation of SIMS Server. Your technical support department will provide these values. Typically, only the **Web Server Name** must be changed. It can contain a numeric value (shown below) or it may contain several words separated by periods (sims.mycompany.com).

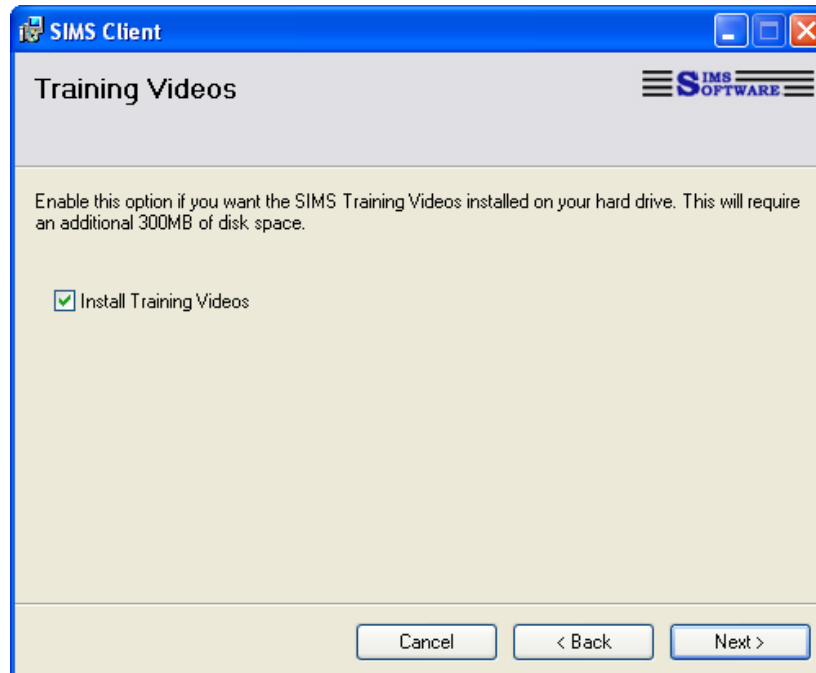


Click the **Next** button to continue.

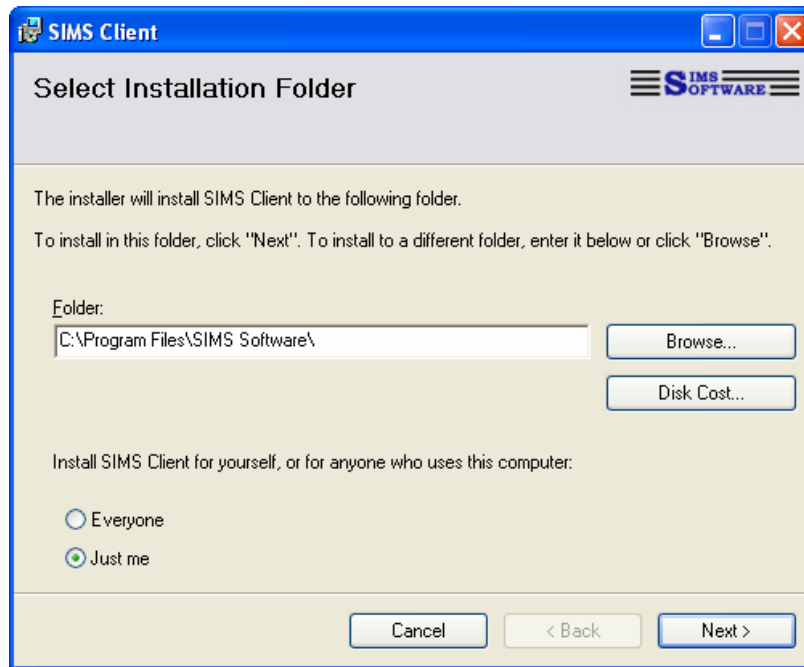
Check this option to enable SSL Encryption. Do not check this option unless the SIMS.NET Server has been installed to accept SSL Encryption connections.



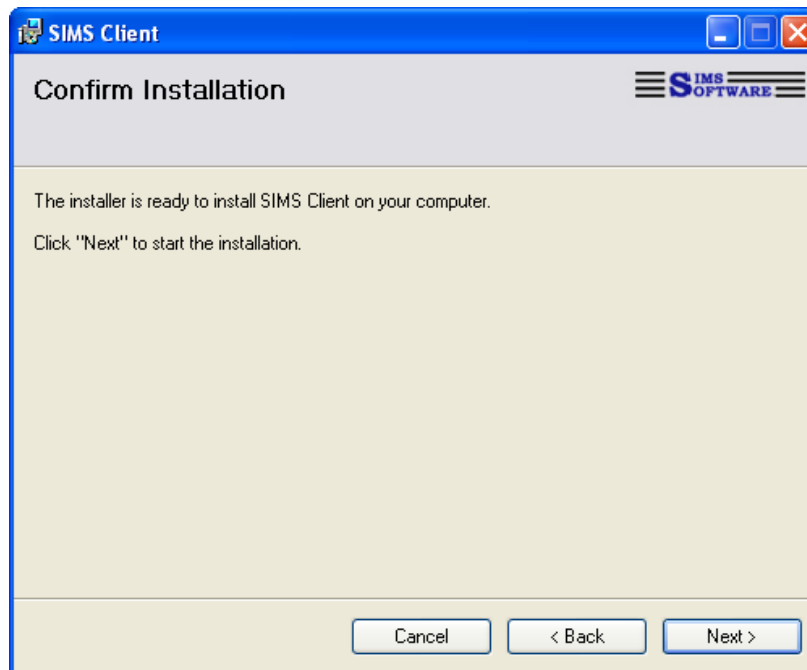
Leave this option checked if you want to install the SIMS.NET training videos on the Client computer workstation. This option should be unchecked if you plan to instead stream those videos from another computer.



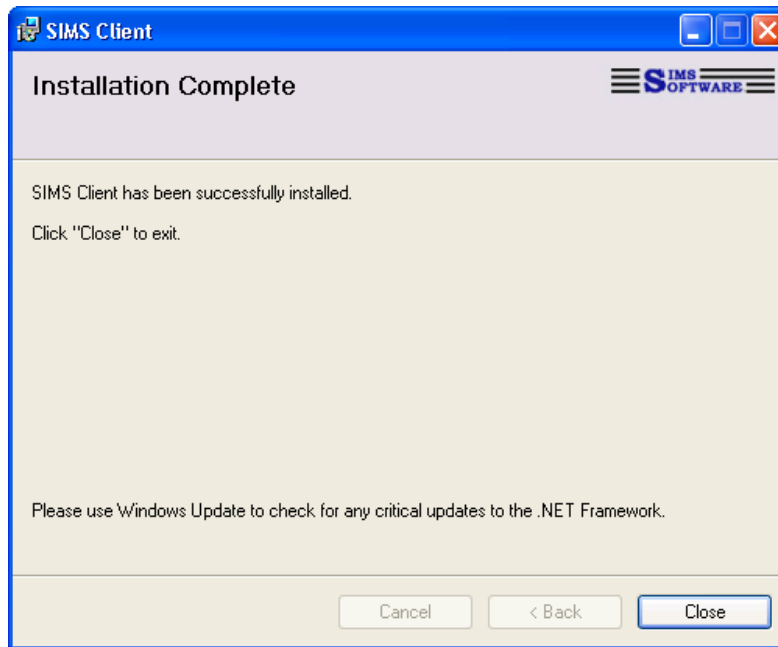
The following screen will ask where SIMS Client should be installed on your local machine. Leave these values unchanged unless your technical support team asks you to change them.



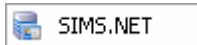
Click **Next** to continue. The following screen gives you one last chance to go back and change your settings. Click **Next** to start the installation process.



It will take several minutes for the installation to complete. You will be presented with the following dialog upon completion.



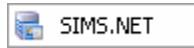
A shortcut to SIMS Client will be placed in your Windows Start menu. Select **Start / Programs / SIMS Software** and click on the SIMS.NET icon.



## STEP 2 – CLIENT LOGIN

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Double-click on the SIMS.NET program shortcut to begin the client login process.



You will be presented with a login dialog similar to the one shown below.



The SIMS Client version will be shown in the bottom left corner. The server you're connecting to will be shown to the right of the version number.

Enter your user name and password and click **OK**. Both values are case sensitive. Ignore the **Domain** field unless your technical support department provides additional instructions.

**NOTE:** Your user name and password **cannot** be the same. Only the default 'sims' account is allowed to have the same user name and password. These values will be provided by your technical support department.

If login is successful, you will be presented with the SIMS main screen.

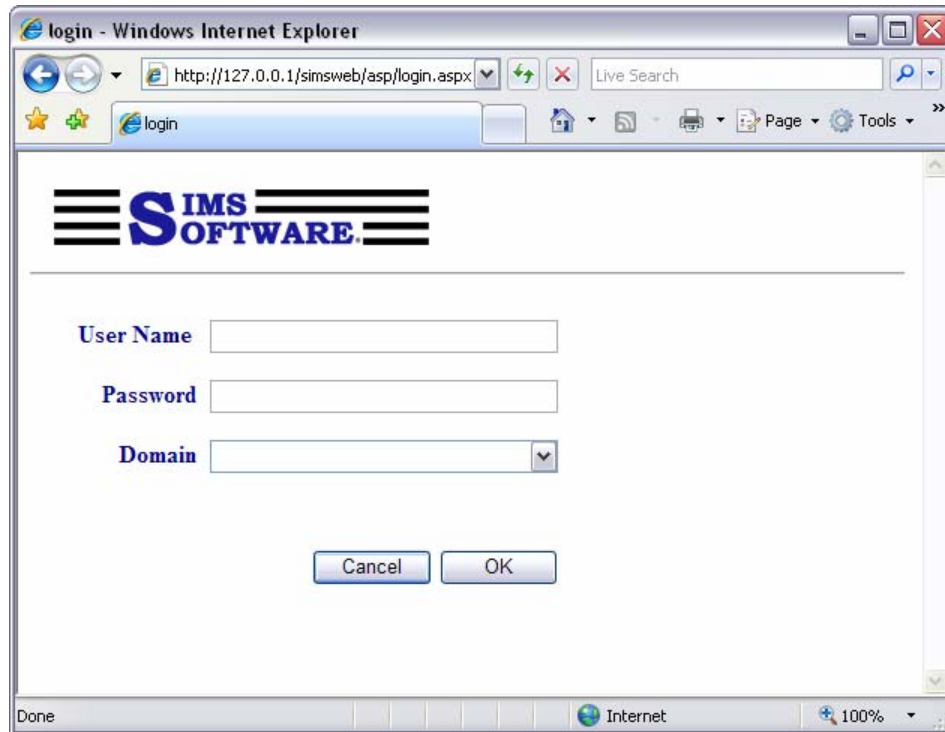
## STEP 3 – WEB INTERFACE LOGIN

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Open Internet Explorer and input the address provided by your technical support department. It will be something similar to:

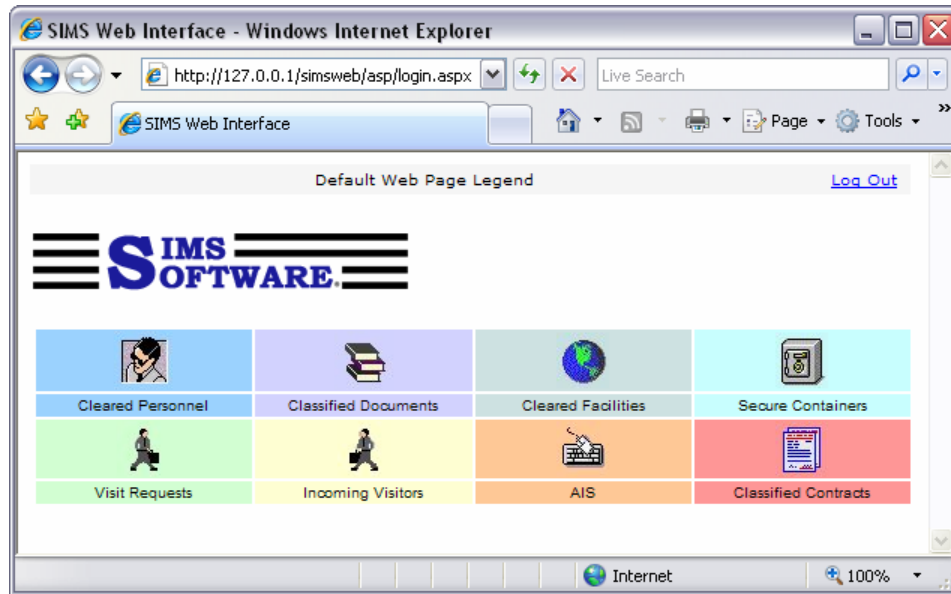
<http://sims.mycompany.com/SimsWeb/ASP/Login.aspx>

The value highlighted in green will be replaced with the name (or IP address) of your SIMS Server. You will receive the following login page.



Add this page to your Internet Explorer Favorites (bookmarks) so you can navigate directly to the login page. Input the same user name and password used to connect with the Windows client. Ignore the **Domain** field unless your technical support department provides alternative instructions.

You will see the following screen if login was successful.



If this screen is blank, your system administrator has not granted your account access to any of the web modules. Access to these modules is independent of your access to the corresponding modules in the Windows client.