

SoEasy™ Training accounting.com module

Reference	PCSETUP.doc	Last updated	21 May 2009
-----------	-------------	--------------	-------------

PC Set up Module

Index

Index	1
Learning Outcomes.....	1
Requirements and Prerequisites	1
Video.....	1
Objectives	2
Screen Resolution.....	3
Printer Drivers	4
PDF Drivers	4
Network Cards	5
RAM Memory Modules	7
Virtual Memory.....	7
Directory Share	7
CHKDSK.....	9
Event Viewer.....	11
CCleaner.....	11
Defrag	12
Antivirus	12
Games and Music Download Applications.....	12
Networking	13
When is it time to get a New PC?	13
SoEasy Updates	14
Network Troubleshooting	14
Conclusion & Summary	15

Learning Outcomes

In this lesson you will learn how to set up your PC correctly and maintain it.

Requirements and Prerequisites

- SoEasy should already be installed on your PC.
- You should have completed the module called **Familiarisation Training**.

Video

There are no videos available on this subject.

Objectives

The majority of PCs are not set up correctly to operate efficiently. In fact many PCs are set up in a way that will cause

- Crashes
- Data loss
- Loss in time and productivity
- Frustration

The objective of this module is to help you sort out the most common issues affecting your PC's performance and your enjoyment of the system.

IMPORTANT

We are not trying to teach you how to be an IT Technician. Our goal is to help you understand your PC better and help you make some changes that will be of benefit to you and your business.

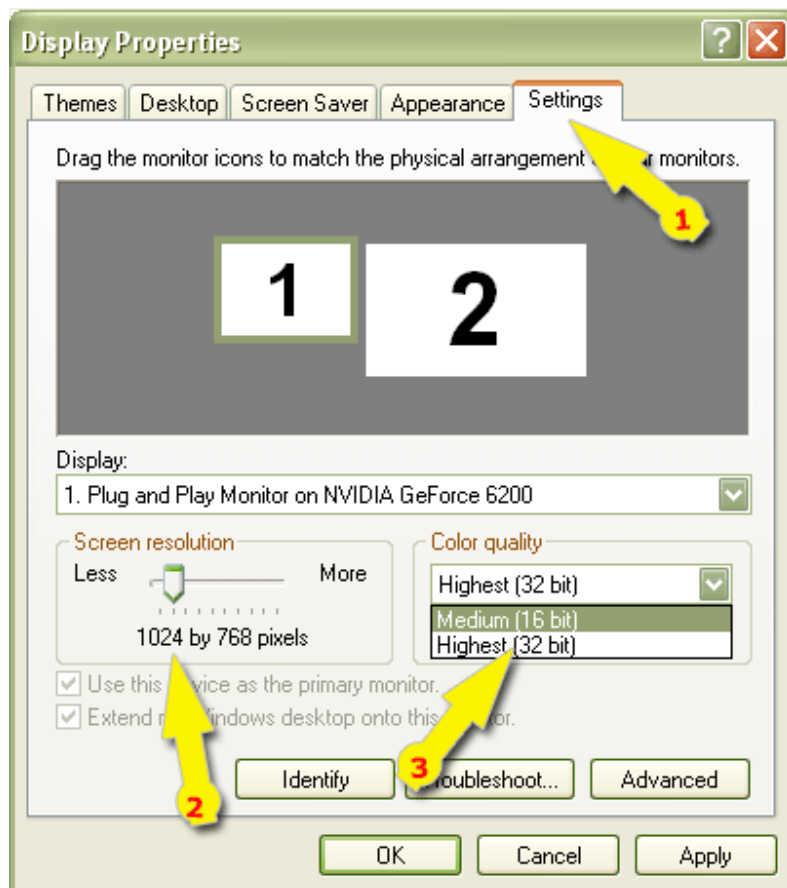
[Back to Top](#)

Screen Resolution

SoEasy is designed to run at a screen resolution of 1024 by 768 pixels.

If SoEasy is too small on your screen, or you want more working space, you may be able to adjust the resolution of your monitor.

1. **Right-click** your mouse on a blank area of your desktop
2. A drop-down list should appear
3. Select **Properties**
4. The Display Properties dialog box will appear; select **Settings**



5. At arrow 2, **Screen resolution**, using your mouse (hover your mouse over the slider and then hold the left mouse button down), you may be able to move the slider to a better resolution. Remember SoEasy must operate at a resolution of at least 1024 by 768 pixels.
6. You could also slightly improve your system speed by changing the **Colour** quality to **Medium (16 bit)**. It is unlikely that you will notice a change in colour quality but it will reduce memory usage to do so.

IDEA

Using 2 monitors is far more efficient than using one. Research has shown that dual monitors increase efficiency by up to 25%. That equates to saving 2 hours in one working day or a whole day per week. When you run your own business, time is a precious commodity.

[Back to Top](#)

Printer Drivers

When you get a new printer and install the printer drivers, you should remove any printer drivers that you no longer use. When a computer loads up it checks the status of devices and also checks access to printers that are listed in the 'Printers and Faxes' section. Printer drivers no longer in use cause the operating system (and SoEasy) to slow down whilst they check for a connection to the printer.

1. Open **Control Panel – Printers and Faxes**



2. Remove any printers that you no longer use by right-clicking your mouse on the **printer name** and selecting **Delete**.

[Back to Top](#)

PDF Drivers

SoEasy should have installed a trial PDF Driver (pdfFactory), which provides a facility for you to email your documents. There is a Training Module that goes into detail on how to install and use the PDF driver. Just make sure you have set up the PDF driver to work with SoEasy.

1. Open SoEasy to **The Front Company Menu**.
2. Select **Set Printers**.
3. Select the **PDF Printer** option and set it to the **PDF driver**.

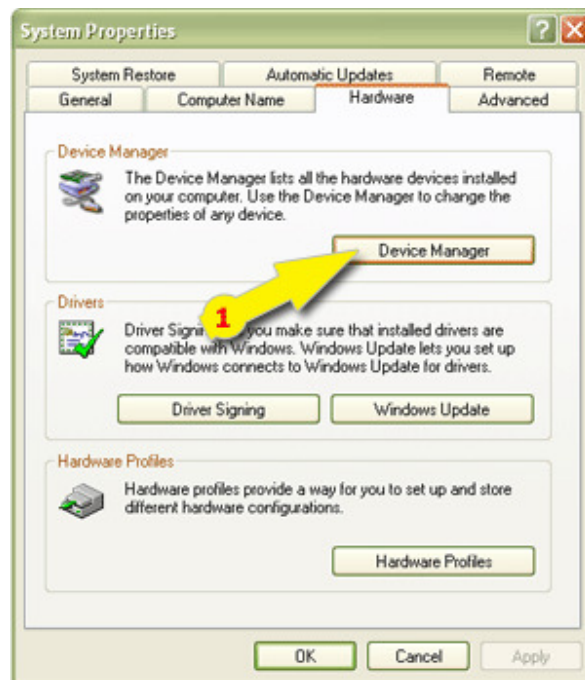
Free PDF available here <http://www.bullzip.com/products/pdf/info.php#download>

[Back to Top](#)

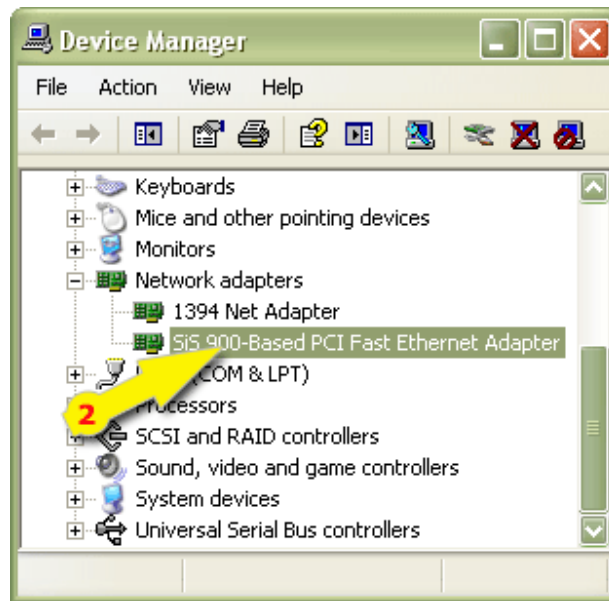
Network Cards

If you run SoEasy on a Network, there is a setting on your network card you should change; to ensure that the connection between your PC and the server is not disconnected.

1. Right-click your mouse on **My Computer** and select **Properties**.
2. The **System Properties** dialog should appear. Select the **Hardware** tab.



3. Select **Device Manager**. In the list that appears right-click on the **network card** and select **Properties**.



4. For each network card, set the **Power Management** so that **Allow the computer to turn off this device...** is **NOT** selected. We do not want the PC to switch off the device.



5. This should also be done on the server and every other PC on the network.

[Back to Top](#)

RAM Memory Modules

If you were trying to remember a shopping list, you would probably store this information in your short term memory. In computer terms this would be your Random Access Memory (**RAM**).

As a general rule, the more RAM your PC has, the faster it will go. If you do not have at least 1 Gb of RAM in your PC, you are losing time. RAM is not expensive and it is easy to upgrade. Talk with your local PC store to find out how to upgrade.

To find out how much RAM your PC currently has

1. Right-click your mouse on **My Computer** and select **Properties**.
2. On the first screen that appears, should be a display of your computer's details.
3. See how much RAM you have.

[Back to Top](#)

Virtual Memory

When your RAM is upgraded your **Virtual Memory** should be adjusted.

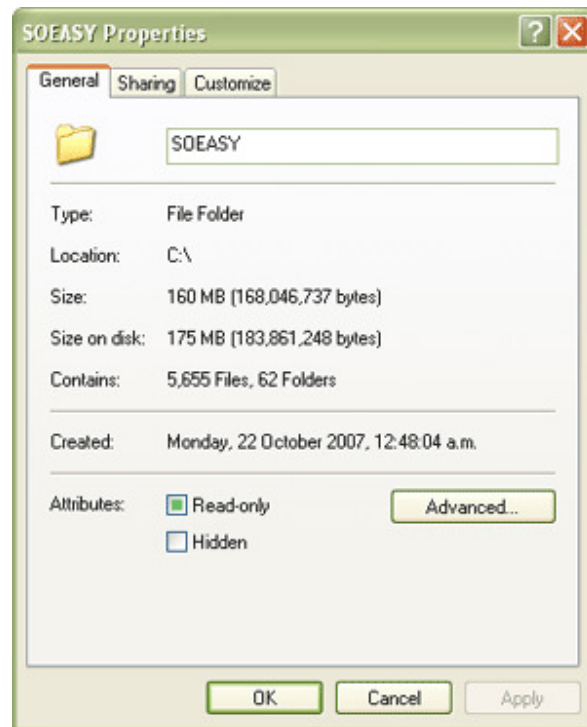
1. Right-click **My Computer** and select **Properties**.
2. Choose the **Advanced** tab.
3. Select the **Performance – Settings** buttons.
4. Whilst there, adjust your **Visual Effects** to **Adjust for best performance**.
5. In the **Advanced** tab select the **Virtual memory – Change** buttons.
6. Select **Custom size** and set the initial size to the **Recommended** value in the **Total paging** section.
7. Set the **Maximum size** to **1.5** times the **Recommended** value.
8. Select **Set**.

[Back to Top](#)

Directory Share

An infrequent issue with networking SoEasy is that the permissions of the SOEASY directory are incorrect. To check/change

1. Open **My Computer**.
2. Select the **C drive** (or the drive you have installed SoEasy to).
3. Find the **SOEASY** directory.
4. Right-click your mouse on it and select **Properties** from the drop-down list.



5. It is normal for it to state that the **Attributes** are 'Read only' but it is a good idea to **deselect Read only** and select **Apply**.
6. When asked to confirm the **Attributes Changes** select **Apply changes to this folder, subfolders and files**.

[Back to Top](#)

CHKDSK

Your hard drive is a very important part of your PC. The files on it can become 'confused' and damaged, so the **CHKDSK** command can ensure that the files are complete.

For non Vista PCs

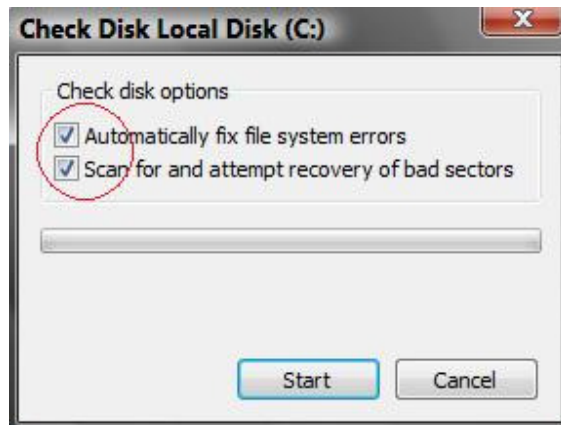
1. Select **Start – Run** and type in **CMD** then press the **OK** button.
2. This should bring you to the **DOS screen**.
3. Type in **CHKDSK /F** and press the **Enter** key.
4. A message will appear asking if you want the procedure to run when you next switch on your PC.
5. Type **Y** and press the **Enter** key.
6. When you next re-boot your PC the hard drive will be checked for lost chains and clusters, which will be fixed.

For Vista PCs

1. Open the **Start Menu**.
2. Click on the **Computer** button.
3. **Right-click** on your hard drive and click on **Properties**.
4. Click on the **Tools** tab.
5. Click on **Check Now** under the **Error checking** section. (See circled in red below).



6. Click on **Continue** in the **UAC** prompt.
7. Make sure both options are checked. (See screen shot below).
NOTE: The **Automatically fix file system errors** box will be checked by default.
8. Click on the **Start** button.



9. You will get a pop-up window saying, **Windows can't check this disk while it's in use.** (See screen shot below.)

Click on the **Schedule disk check** button for CHKDSK to run the next time you restart your computer.



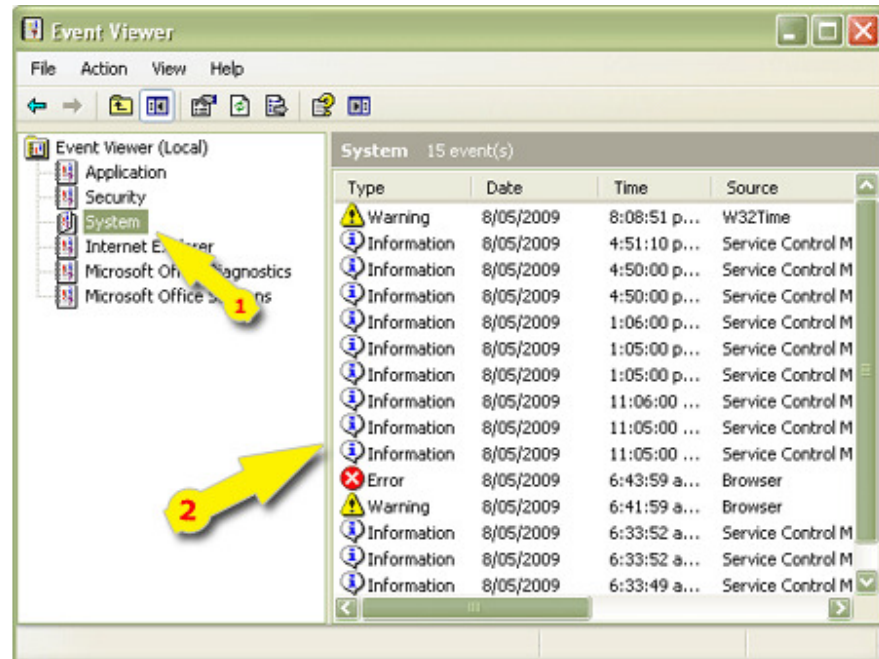
To find out more about the CHKDSK command, Google: **What does CHKDSK do?**

[Back to Top](#)

Event Viewer

The Event Viewer can help you diagnose computer problems. The Event Viewer keeps a list of all issues and crashes, and a quick look through it can help eliminate repetitive problems.

1. Select **Start – Control Panel – Administrative Tools – Event Viewer**



2. Work your way through the list on the left by selecting each area with your mouse.
3. If there are any issues they will show on the right list as a **Warning** or **Error**.
4. If you double-click on the **Warning** or **Error**, an information box will appear and you may be able to get a better understanding of the issue.
5. Whatever the issue is, if there is a Warning or Error, get a qualified technician to look at your PC and bring their attention to the **Event Viewer** issues.

IMPORTANT

One client had issues where SoEasy was losing data. A month later it was found that the hard drive was failing and if the Event Viewer had been reviewed earlier, the problem would have been resolved a lot faster and cheaper.

[Back to Top](#)

CCleaner

To keep your Registry and PC clean we recommend the use of a third party product called **CCleaner**. It's a free application and a link to download it can be found at our [3rd Party Products](#) link.

Run the **Cleaner** once.
And run the **Issues – Scan for Issues** three times.

This should be done once a month.

[Back to Top](#)

Defrag

Your files will get fragmented over time. Defrag will reorganize the files so that your PC operates more efficiently.

1. **Start – All Programs – Accessories – System Tools – Disk Defragmenter.**
2. **Defrag** each volume.

This should be done once a month.

A good defrag application can be downloaded at <http://www.defraggler.com/>

[Back to Top](#)

Antivirus

If you can imagine what an Antivirus program does, you may be able to appreciate that they can truly affect the operation of your PC.

Antivirus applications are like traffic lights inside your PC. As a file moves, the Antivirus will halt it, scan it for viruses, and then let it go. Unfortunately, not all Antivirus products are efficient at this.

McAfee, Norton, CA, Trend Micro (PC-Cillin) are popular brands but are outperformed in all areas by lesser known brands such as ESET's NOD32.

The real cost of you having the wrong Antivirus is

- Slower PC, robbing you of your time, every second of the day.
- Still prone to virus as inefficient Antivirus programs do not block the viruses.
- Issues with data.

Our recommendation is for you to use NOD32. A trial version is available at our [3rd Party Products](#) link.

Another issue for Antivirus is that there are usually 2 schedules of events

1. Download of updates
2. Scan of PC

Some products schedule these events when the PC starts up in the morning. This slows down your Internet, your computer, your applications, and can cause data loss.

Because you are trying to work and the Antivirus is trying to achieve a task, the Antivirus scan can take hours!

1. Locate the scheduler manager inside the Antivirus and set the events to a less busy time.

[Back to Top](#)

Games and Music Download Applications

If you are running games or have music download applications on your work PC, we recommend that you **delete** them.

Keep **work PC's for work**. Your **data is far too important to lose** and these two applications have been known to severely disrupt PC performance.

[Back to Top](#)

Networking

Networking two or more PCs together is a very powerful step forward in your business. With networking you can all access and share the same information which provides team functionality.

Common Networking Mistakes

1. Wireless Networks – too slow and not reliable. Data loss is almost guaranteed.
2. Incorrect Antivirus slowing the entire system down.
3. Using a workstation as a server - the workstation's applications dominate the delivery of files to other workstations and they go slowly.
4. Cheap domestic purpose routers and switches - many small businesses purchase domestic-use routers and switches and as a result performance is compromised.
5. Incorrect network configurations.
6. No maintenance plan.
7. Incorrect set up of printers (get a network printer with a built-in Network card).
8. Poorly constructed network cables - get sealed end cables.
9. Incorrect broadband plan.
10. Allowing users to run non-business related applications.

All of these mistakes add up and cause time loss. If you are implementing a small network as a starter this is understandable. But when you start to grow, it is a good idea to get your network professionally built. It is your working platform and is part of your ability to achieve your goals.

[Back to Top](#)

When is it time to get a New PC?

The one true asset you have in a business is time. So why give it away everyday to slow technology? Time is money; a new PC may only cost \$600 - \$1200 and you could sell your existing PC for \$300-\$600 on TradeMe. So why hold on to slow equipment?

Test your PC's speed as follows

1. Open **SoEasy**.
2. Open **Cash Book**.
3. Go into **Platform**.
4. When you go into Platform, at the top of the screen a display will show how long it took to get into Platform from Cash Book.
5. Antivirus products will affect this as well as all the other issues we have discussed so far.
6. If the time is over 5 seconds, upgrade your system.
7. Newer PCs can process this transition in Zero seconds!

[Back to Top](#)

SoEasy Updates

Keep your SoEasy up-to-date.

We constantly improve performance, features and functions, and release new modules to help you get more done in less time.

Our current focus is office automation and we have many new modules being released.

The best way to keep up-to-date is to be on one of our affordable support contracts.

A contract includes

1. Updates
2. Upgrades to new yearly versions of SoEasy
3. A reasonable level of support including the ability for us to connect directly to your PC over the Internet and show you what you need to know
4. A free 2Gb offsite backup to protect your data.

If you are not currently on a support contract select this link and sign up. [Join Now](#)

To check for an update:

1. Go to **The Front Company Menu**.
2. On the bottom left of the screen select **check for update** and follow the procedure.

If you are not connected to the Internet, we have a monthly disk dispatch service where we send you an update disk. Contact support for more details.

[Back to Top](#)

Network Troubleshooting

Maintaining your PC's is the first step to achieving a reliable installation:

Some of the issues that may arise are:

Sharing Violation

SoEasy's files are designed to be shared between PC's but each PC has to be told that it is ok to share the files. This is achieved by a command line entry in two different files:

The files are superbases.ini and sb30.ini and the command is sblocal=none

To check the files:

1. On each PC
 - a. Select Start – RUN
 - b. Type in sb30.ini and select OK
 - c. Make sure that the entry sblocal=none is present
2. Repeat the above steps for the file superbases.ini file
3. Then repeat the steps on each workstation and the server

[Back to Top](#)

Conclusion & Summary

This training module covers the basics of PC maintenance. It is very important to understand that if your PC has issues, then the applications that run on it will also have issues. Such issues can manifest themselves in many different ways including failed data saves, lost data, incorrect values, and general application failures.

It is a very common support call where the user of a PC is confused as to why they have a problem. When asked if they have maintained their PC, their answer is that they have not, but still do not understand why there are issues with their computer. A PC is just like a car. If you don't check the oil and water regularly, it will break down. Maintenance of your PC is a regular requirement. Please adopt a regular policy.

Appendix 1 – Useful Network Articles

Please note, these articles are provided on an as is basis and any adjustments you make are your responsibility to rectify if they should go wrong.

Improving the performance of your Network Card

http://www.windowsnetworking.com/articles_tutorials/Optimize-Network-Connections-Windows-XP.html

File Sharing Improvements

<http://www.tweakxp.com/article37934.aspx>

Defragging Issues

http://ask-leo.com/why_wont_some_files_defrag.html

[Back to Top](#)