



KALNOTE GETTING STARTED

There are 6 stages involved in running KALNOTE for the first time:

1. Check your System against the Kalnote minimum requirements

Kalnote System Requirements

- Microsoft Windows 2000, XP, Vista, or Server 2000
- Internet connection
- Microsoft MDAC 2.6 or later
- Internet Access or your own SMTP email relay facility

For Filemaker applications: Filemaker 8 or later with ODBC drivers installed is required to read *.fp7 files

Not required:

- Microsoft Office is not necessary for Excel and Access files to be read
- Email application is not essential - the demo uses SMTP2Go which is available by subscription

2. Download the evaluation system from the KALNOTE website to your computer.

Browse to www.kalnote.com and select the download section from the main menu.

Click on the <http://www.reetec.co.uk/files/eval/KNEval.exe> to open the dialog.

Note: For full internet explorer download instructions use this link

<http://kalnote.com/download/ie/> or For full Mozilla Firefox instructions use the link

<http://kalnote.com/download/firefox/>

Click **Save** and save the file KNEval.exe to an appropriate location such as 'My desktop' or 'C:\temp'

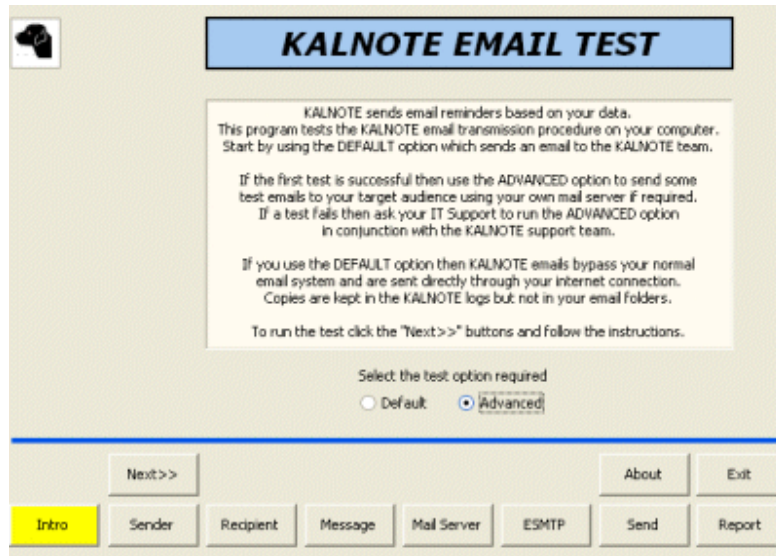
3. Install the KALNOTE evaluation system

Click on the saved file and run it. Accept the default locations provided in the setup.

For full instructions on running the installation program use this link: http://kalnote.com/cms-files/index.php?id_file=1022

4. Run the EMAIL TEST program to verify email transmission capabilities

To send the test emails a system SMTP facility is required. In order to function correctly, this requires the approved sender email address testsmtplib@reetec.co.uk to be specified. The default port is 2525, although the normal SMTP port is 25. This enables the basic email transmission system to be tested.



Step 1: Accept the default setup and send a test email to support@kalnote.com

Step 2: Change the recipient address to send email to your own account. Verify you have mail.

Step 3: Try to send mail using your own email account

Once you have an operational email system you must configure Kalnote to send email using this account. Your IT department may need to change local permissions and email settings if this test is not successful. Help is always available from support@kalnote.com

5. Run the CONFIGURATION program to tailor one of our ready-made test systems.

Select 'Microsoft Excel' and the 'birthdays' spreadsheet (this is the simplest setup) and configure the email recipient to include your own email address. Do not change any other default settings.

Having used the evaluation spreadsheets provided you can move on to scanning your own spreadsheets.

6. Start the REMINDERS program and monitor the email traffic for a few days.

Run the Reminders program and select Microsoft Excel (this is the simplest setup). Click the Reactivate button. The data will be scanned daily on the birthdays spreadsheet but if you click **Scan now** you will get an additional scan – emails are only sent if the criteria is met.

Click the **Send Emails Now** button to send emails anyway.

Click **Hide window** to minimise the program and send to the tray.



Kalnote will run until you switch off your PC. When you re-boot your PC it will start in suspended mode.

Once the setup program has been proved with Excel spreadsheets you may move on to evaluate

Access databases or Filemaker Pro databases. Use the evaluation databases provided before moving onto your own files.