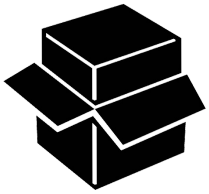
PROWARE LABS
INITIAL SETUP GUIDE



3 *Section 1 /*
REQUIRED INFORMATION

4 *Section 2 /*
IT SETUP INSTRUCTIONS

PROWARE LABS
INITIAL SETUP GUIDE

LAST UPDATE / *September 14th, 2012*

DOCUMENT / *Initial Setup Guide (4 Pages including Cover Sheet & Table of Contents)*

DESCRIPTION / *Setup Guide Developed for New Setups*

This guide was created to help you with the initial setup of the your server here at Proware Labs. If you have any question regarding any settings please do not hesitate to contact us at support@prowarelabs.com.

SECTION 1 – REQUIRED INFORMATION

For the initial setup, we require a few pieces of information pertinent to your municipality. This is information that is required since it is used for various application functions including generating reports, permits etc.

1. Required Information

- Municipality Name
- Municipal Address
- Preferred Language (English/Bilingual)
- Building Department : Phone Number, Fax Number & Email
- Municipality's Logo (The higher the resolution the better.)
- The Names and Emails of all the Users
- The IT Administrator's Name & Email
- Statistics Canada Contact Person & Title (to Generate Statistics Canada Reports)
- Statistics Canada Municipal ID
- A list of all permit costs (Type, Associated Fee)
- Inspections Steps (e.g. Service Connection, After Excavation, Footing etc.)
- MPAC Municipal ID
- Tarion Username & Password

2. MPAC Data exported from the MPAC CD

To help speed up the permit creation process, we recommend providing us with an export of data from the MPAC CD. The CD should look like this:

Once compiled, this information can be sent via email to support@prowarelabs.com. Please allow up to 3 business days for us to prepare your server, set up your database and provide you with all the user credentials.

SECTION 2 – IT SETUP INSTRUCTIONS

Once you've received all the required login credentials, the next phase is to have your IT complete the setup of your tablets, install the applications and apply any server settings that may be required depending on your particular setup.

To help your IT person with these various tasks we've created a tech guide. This guide was included in the initial email that was sent out to you and can also be downloaded at www.prowarelabs.com/techguide.

QUESTIONS?

If you have any question regarding any of the information in this guide, please do not hesitate to contact us at support@prowarelabs.com.