

**Electronic Software Distribution
User Guide**

Obtaining Software from the University Catalogue

Guidance on downloading and installing software from the
University catalogue

**Electronic Software Delivery Project
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Version: 1.00**

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Introduction

The electronic software distribution project was undertaken to replace the service previously provided by the CompShop. The benefits that are perceived to arise from the new system are:

- A cost saving to individuals by removing the recharge for media copying and shop overheads
- A saving of administrative effort translating to approximately £50.00 per order for any member of staff obtaining site-licensed software
- The continued beneficial bulk-purchase rates for Adobe software the loss of which would otherwise double the University's spend on Adobe software via increased administrative overheads
- A faster turnaround time for access to software
- An improved mechanism for obtaining software licences and thus a higher probability that customers will obtain the necessary licences
- A system which, with its security, management and auditing, will form part of a professional software management system within the University and thus help to minimise instances of illegal use of software, and, where this does occur, ensure that the University is not responsible for any breaches
- A bargaining tool to obtain better deals from software suppliers through a demonstrable commitment to professionally manage their software and to lower their exposure to piracy risks

Overview

The system has been designed to make catalogue software available to users at their desks. Initially, only the most popular of the University's software portfolio will be available with other packages being added later. Eventually, it is hoped that most of the definitive software library will be available by this means. Software is available for the three most popular operating systems, Windows, Mac OS and Linux/Unix. The software installation packages can be in one of three formats, an msi (Microsoft Installer), an executable file or an iso (CD image) file. In order to install the latter onto Windows you need to install Microsoft VirtualCD, which we provide, or other virtual CD software of your choice. You may also burn the disk image to a CD or DVD, although we discourage this because, in many cases, you will also need to ensure all copyright messages and logos are added to the disk. If you burn a temporary disk to enable you to install the software [for example, because you need to boot from it] please destroy the disk afterwards, or use a rewritable disk and erase it.

Where software is chargeable payment needs to be made and you will need to pre-register your account code on the system before you will be able to obtain such software. Once the code is registered it will remain in the system associated with your username. You may register as many codes as required.

Pre-requisites

In order to use the system you will need:

- A University username and password
- Browser software

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Electronic Software Distribution

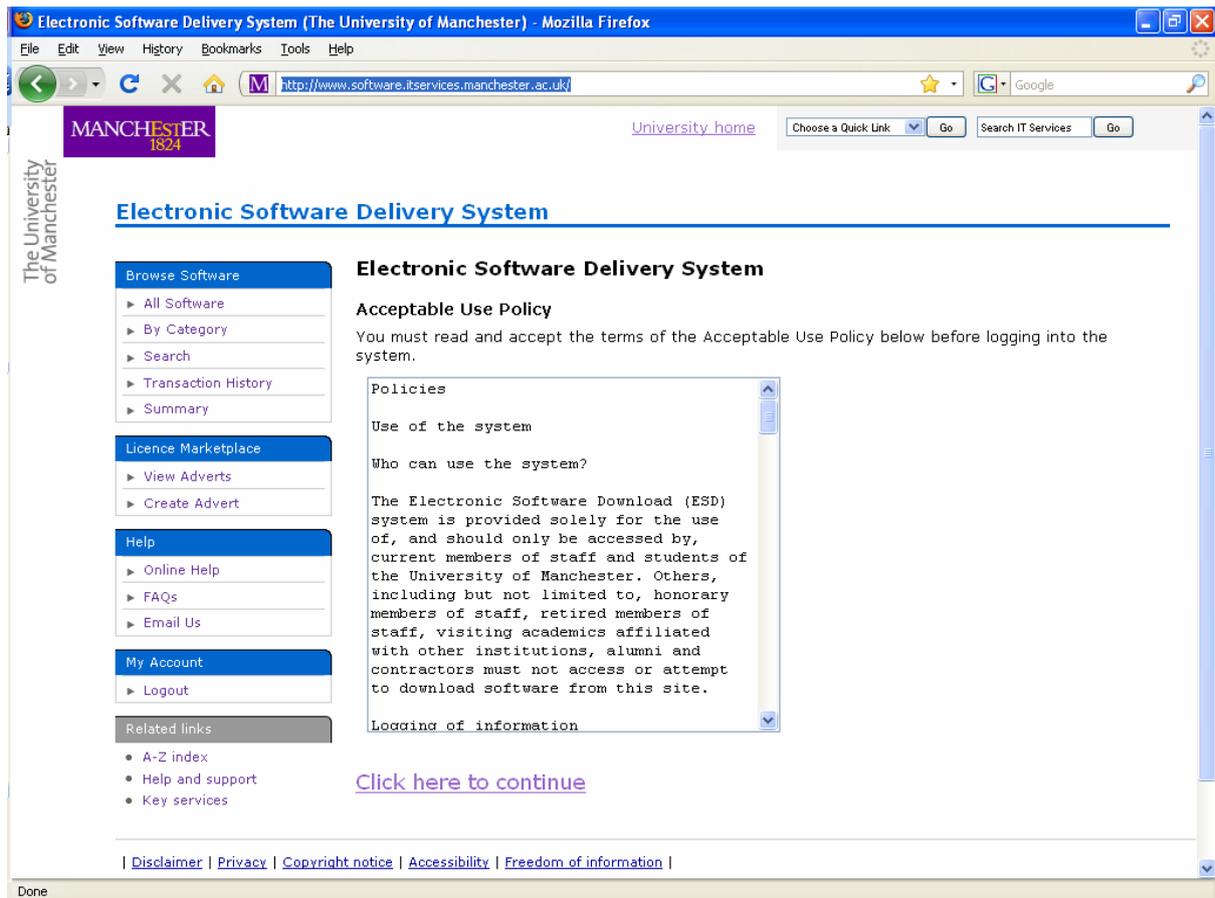
- If your machine is off campus you will need to be connected to the University network via a VPN (Virtual Private Network) connection
- If the software is chargeable you will need a valid internal account code
- If the file is an iso you will need (preferably) virtual CD software or a blank CD(s), a CD burner and software.

For Windows the supported virtual CD software application is Microsoft VirtualCD which you can download from this site. If you do burn a CD please take care that the CD does not pass into unauthorized hands as it will be “watermarked” and traceable to you. You are allowed extra downloads of software and so you can destroy or re-use the CD.

Using the Electronic Software Distribution System

Logging in to the system

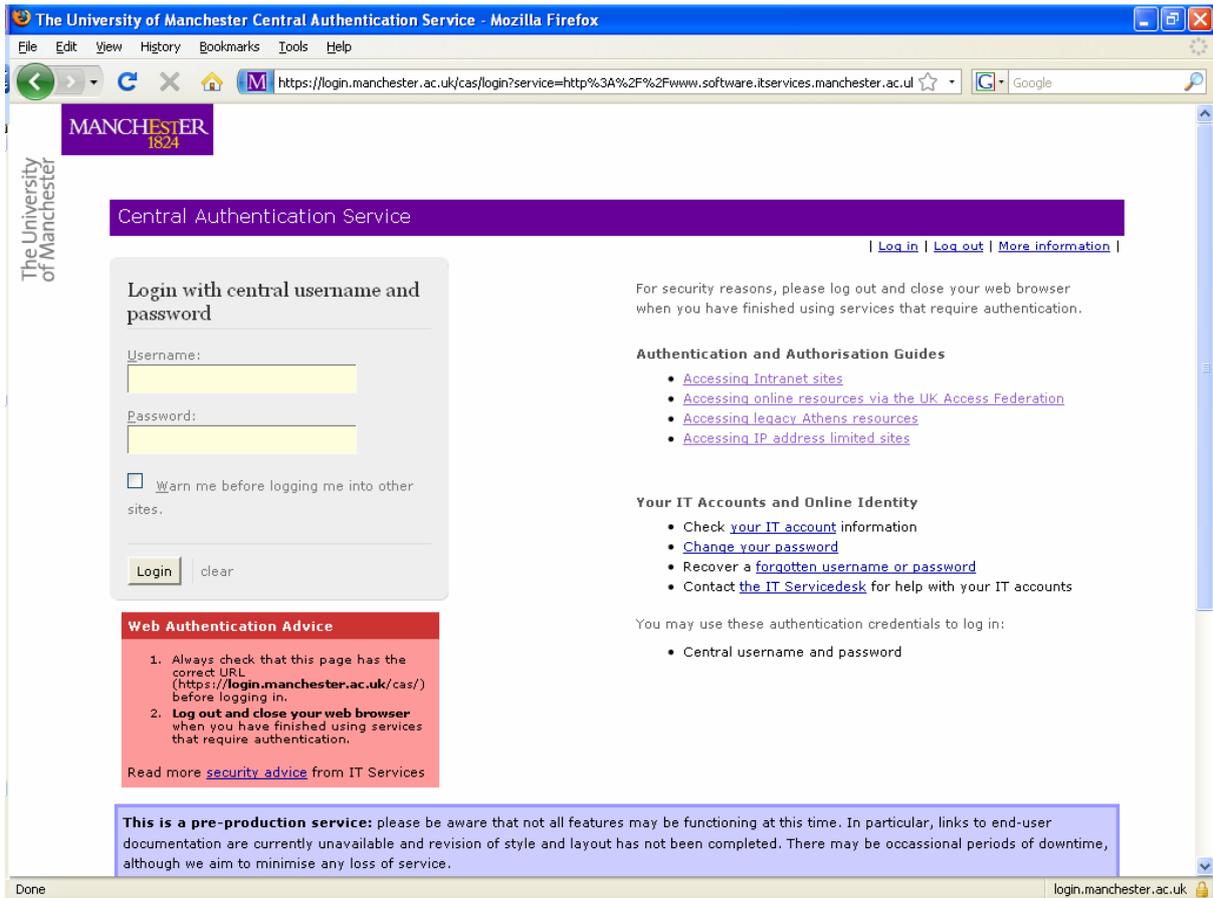
To log in to the system open a browser and navigate to www.software.itservices.manchester.ac.uk.



Click on the [Click here to continue](#) link. This takes you to the Central Authentication Service page.

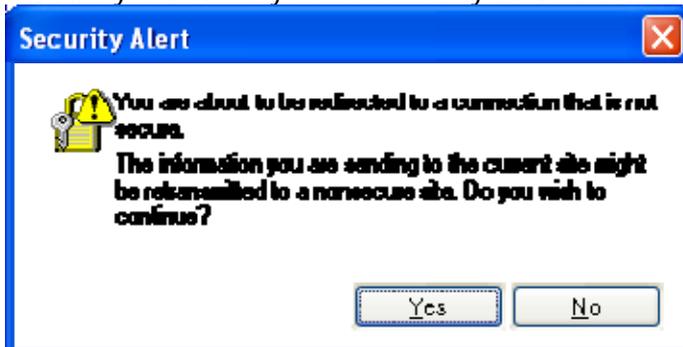
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Electronic Software Distribution



Enter your username and password and click the Login button. Once you are logged in the Central Authentication Service will automatically log you into any other sites that use it unless they are programmed to ask for re-authentication as this one is. Tick the box if you want to know when you are being logged in to other sites.

Click the yes button if you see a security alert window.



You will then be presented with the summary page that gives you general information and a summary of the software you have previously downloaded.

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Electronic Software Distribution

The screenshot shows the 'Electronic Software Delivery System' interface. At the top left is the University of Manchester logo. At the top right are links for 'University home', 'Choose a Quick Link', and 'Search IT Services'. The main content area is titled 'Electronic Software Delivery System' and is divided into several sections:

- Browse Software:** A menu with options: All Software, By Category, Search, Transaction History, Summary, Licence Marketplace, View Adverts, Create Advert, Help, Online Help, FAQs, Email Us, My Account, Account Management, Logout, and Related links (A-Z index, Help and support, Key services).
- Summary:** A welcome message: 'Welcome to the University of Manchester Electronic Software Distribution System. This page presents general information, including a summary of the software you have downloaded from this system in the past.'
- Your details:** User information for Brian Wood (mpciibw), Staff, IT Services, with a last login time of 2008-06-20 14:43:23.
- Recent transactions:** A list of software titles: Adobe Fireworks CS3 for Windows, Windows Server Standard 2003 R2 SP2 32, Windows Server Standard 2003 R2 SP2 64, Windows Server Enterprise 2008 32, Windows Server Enterprise 2008 64, Windows Server Enterprise 2003 R2 SP2 32, Windows Server Enterprise 2003 R2 SP2 64, and Office Professional 2003 for Windows.
- Account codes:** A message stating 'You have the following active account codes:' followed by the code XYZ123.

Use the menu on the left to carry out any further operations.

Selecting your software packages

In the menu on the left hand side you have the option of performing a search, browsing through the software by category or all the software together. To perform a search, click on the search link.

A close-up of the 'Browse Software' menu from the screenshot. It is a blue-bordered box with a blue header containing the text 'Browse Software'. Below the header are five menu items, each with a right-pointing triangle icon: 'All Software', 'By Category', 'Search', 'Transaction History', and 'Summary'.

You will then be able to enter your search term.

Search

Please enter your search terms below:

Search Results

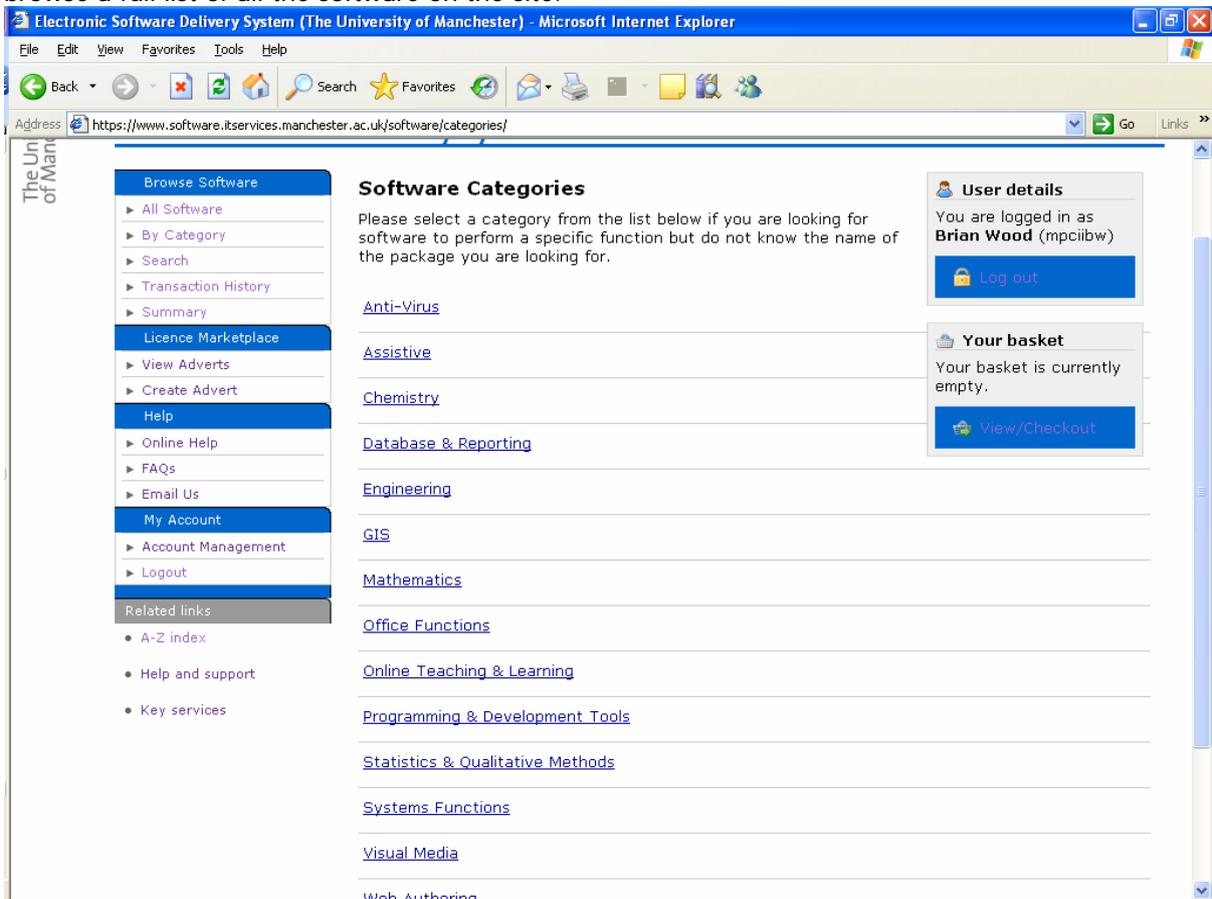
You searched for 'genius'.

- [MindGenius 2005 for Windows](#)

MindGenius is a tool for "Computer Aided Thinking". Essentially it...

Search again

If you are unsure of which package you might want you can browse the categories (see below) or browse a full list of all the software on the site.



Obtaining your software packages

Once you have navigated to the page containing the software you wish to download, simply click the  Add to basket link. The 'Your basket' window on the right will be updated.

 **Your basket**

1 Corel PaintShop Pro X2 for Windows

 [View/Checkout](#)

If you wish to download further software simply navigate to the correct page and add the software to your basket.

 **Your basket**

1 Corel PaintShop Pro X2 for Windows

1 Adobe Captivate 3 for Windows

 [View/Checkout](#)

Once you have finished, click the View/Checkout link.

Your Basket

Item	Quantity	Price	VAT Exemption	Action
Corel PaintShop Pro X2 for Windows	<input type="text" value="1"/>	£0.00	<input type="checkbox"/>	Remove
Adobe Captivate 3 for Windows	<input type="text" value="1"/>	£64.00	<input type="checkbox"/>	Remove
TOTAL		£64.00		

Actions

-
-
-

You will then be given the option of removing some software, changing the quantities via the Update basket button, removing all software by using the Empty basket button, or checking the software out. If you are claiming VAT exemption tick the relevant box. If you are downloading the software on behalf of yourself and others, it is helpful if you enter the number of copies required **even if there is no charge for the software**. Please be

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considerate of your colleagues who have to manage licensing agreements. When you have collected the software you want click the Checkout now button.

Because some of the example software is chargeable the first thing asked for is an account code. This account code **must be pre-registered and approved** (see next section).

Checkout

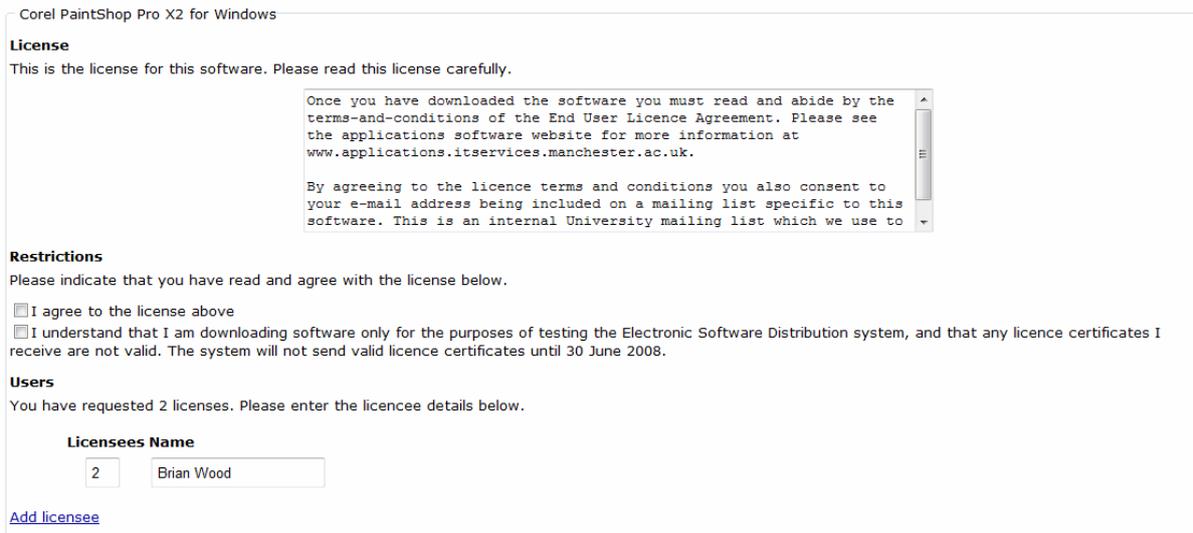
Account code

Your basket contains paid-for items. Please select the account code to use for this transaction.

Account code: 

Clicking the down arrow will give you a list of approved codes. Select the account that you wish to charge the software against.

If you have requested more than one copy of a piece of software you will be given the option of adding in the names of any other people who are going to use the software (licensees).



Corel PaintShop Pro X2 for Windows

License
This is the license for this software. Please read this license carefully.

Once you have downloaded the software you must read and abide by the terms-and-conditions of the End User Licence Agreement. Please see the applications software website for more information at www.applications.itservices.manchester.ac.uk.

By agreeing to the licence terms and conditions you also consent to your e-mail address being included on a mailing list specific to this software. This is an internal University mailing list which we use to

Restrictions
Please indicate that you have read and agree with the license below.

I agree to the license above
 I understand that I am downloading software only for the purposes of testing the Electronic Software Distribution system, and that any licence certificates I receive are not valid. The system will not send valid licence certificates until 30 June 2008.

Users
You have requested 2 licenses. Please enter the licensee details below.

Licensees Name

2	Brian Wood
---	------------

[Add licensee](#)

If you enter more names as licensees they will receive a receipt by email that will serve as their licence.

Click the continue button at the bottom of the page. You will then be taken to the download page which will link to the media and documentation (if any). Please note that you are primarily obtaining licences to use the software. You do not need to download any software, if you already have installation media. However, because you have registered for x copies the system will allow you to download, $x + 2$ copies. This may be useful if you are installing the software on multiple PC's. You can log in to the system from each one and download the software directly.

Please note that this is simply a new way of obtaining software. It does not change any licensing arrangements. **You are responsible for reading the licences and ensuring that you comply with the terms and conditions.** Please continue with any licence reporting arrangements you currently have.

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Your transaction is complete

You have successfully completed your transaction and a confirmation will be sent to you by e-mail. Please keep this e-mail for your records as it will also act as your licence certificate. If you requested licences in more than one name, you will receive multiple e-mails and you should pass these on to the appropriate licence holder for their records. If you do not receive an e-mail, please contact your service desk with the date and time of your transaction as shown below.

If you requested a VAT-exemption, please send a copy of your VAT exemption certificate covering this purchase by FAX to 0161 275 6071 [or 56071 internally], marked for the attention of IT Services Admin. Please include the transaction ID number as shown in your confirmation e-mail. You need to send this within 24 hours. If we do not receive a copy of your certificate, your transaction will not be VAT exempt and we will recharge you the full amount including VAT.

You may now optionally download your software or documentation by clicking the links below. Software which consists of multiple disks will have multiple entries.

Transaction details

This transaction was performed on **2008-06-23 10:51:50**.

The account code associated with this transaction is **XYZ123**.

Corel PaintShop Pro X2 for Windows

Media

	Corel PaintShop Pro X2 Win.iso <i>CD ISO Image</i> How do I use this file?	4 downloads remaining.
---	--	------------------------

Adobe Captivate 3 for Windows

Media

	Adobe Captivate 3 Win.iso <i>CD ISO Image</i> How do I use this file?	3 downloads remaining.
---	---	------------------------

Click on the link(s) to download your software and any documentation. Make a note of where you have saved the file(s). If you install the software using a CD created from an iso file please destroy the CD following installation unless the software subsequently requires access to it. Please be aware that software can use a mounted iso file instead of a CD.

If you need to download the software at a later date click the Transaction History link.

Browse Software	
▶	All Software
▶	By Category
▶	Transaction History
▶	Summary

You are then presented with a list of dates of when you downloaded software.

Transaction History

On this page you will see a summary of your past downloads from this system if you have made any.

- 10/06/08** 2x software packages [More information](#)
- 11/06/08** 2x software packages [More information](#)
- 12/06/08** 1x software packages [More information](#)
- 13/06/08** 2x software packages [More information](#)
- 14/06/08** 2x software packages [More information](#)

Clicking on the [More information](#) link will show you the software you "bought" on that date and will allow you to download it if you have any copies left.

Transaction details

This transaction was performed on 2008-06-10 11:46:03.
The account code associated with this transaction is XYZ123.

Corel PaintShop Pro X2 for Windows

Media

	Corel PaintShop Pro X2 Win.iso <i>CD ISO Image</i> How do I use this file?	4 downloads remaining.
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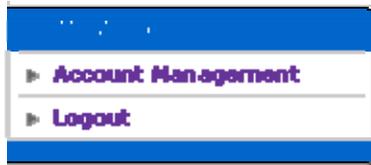
Adobe Captivate 3 for Windows

Media

	Adobe Captivate 3 Win.iso <i>CD ISO Image</i> How do I use this file?	3 downloads remaining.
---	---	------------------------

Registering your account code for chargeable software

To register an account code click on Account Management in the My Account section of the menu.



This will display all the account codes that you have registered and any that you have submitted for approval. To add a code enter it into the box at the foot of the page and click the Submit request button,

Account Management

Account codes

You have these account codes registered:

- XYZ123 - Approved
- XYZ124 - Pending

Register new account code

Some of the software available from this system requires a licence to be purchased for it. Such software is only available to University staff. In order to use this system to purchase software licences, you must register one or more valid University internal account codes. These codes will be checked by the system administrator and you will receive a notification by e-mail as soon as the code has been approved for use on this system, or otherwise. There may be a delay of 1 to 2 working days before codes are approved and can be used to buy software, although we aim for a shorter turnaround where possible.

Please note that it is YOUR RESPONSIBILITY to ensure that you enter a valid code, that you have authority to use the code you enter and that you have sufficient funds in your account to cover the cost of your purchase. Failure to do so will be handled by the appropriate University disciplinary procedures. If you do not know your account code, please check with your local administration office.

Account code:

 User details
You are logged in as Brian Wood (mpci/bw)


 Your basket
Your basket is currently empty.


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These codes will be displayed at the checkout for you to choose from. Currently codes are approved manually and you will be notified by email when they have been approved.

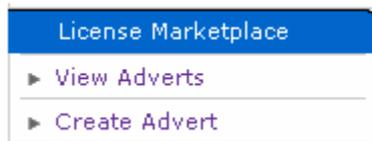
Installing your software (overview)

Windows software will be delivered in three formats, msi files, executable files, and iso files. Apple and Linux/Unix software will be delivered as iso files. Once you have downloaded an msi file, double clicking it will cause it to run. The same applies to executable files.

Iso files are an image of a CD. With the appropriate software they can be burned back to a CD and the software installed that way. Alternatively they can be run directly. On an Apple machine simply double click the file and it will run as if you had inserted a CD. In Linux/Unix you need to mount the file to gain access to its contents. In Windows you can use the Microsoft virtual CD application that will open the file and make it appear as a CD with a drive letter. This application, VCDControlTool Application.msi, is available from the software library under Microsoft VirtualCD.

The Licence Marketplace

The licence marketplace is provided to stop licences being wasted. Your department or section may have a licence that is no longer used for some reason such as a project has reached completion. Alternatively, if a licence is expensive, you may wish to see if one is available from the site. Please note that the site cannot be used to replace missing media unless the original purchase was made from the site. However, the administrator can supply the necessary files on sight of a valid licence. If you wish to view available licences click the View Adverts link on the License Marketplace menu. If you wish to advertise an item, click the Create Advert link.



Please read the advice on the page. All transactions are solely the responsibility of the interested parties. To create an advert, click the link and fill in the required details.

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Post new advert

Please enter details of your software below, and include details of the type of licence [academic, commercial, staff-only, student-only, University-owned, privately-owned and so on]. Your entry will time out and be automatically removed after a set period of time, currently 30 days.

Advert Title

About the software

Your contact details

Advert type

Leaving feedback or comments

Please use the Email Us link to give feedback or make requests.



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There are predefined topics for you to choose from when contacting the administrator.

Communications

I want to... **request software not in the system** ▼

Your message

request software not in the system

report a problem

comment on the system

Logging Out

In order to log out, simply click the Logout link. However, you may wish to stay logged in if you are likely to visit other pages that validate via the Central Authentication Service.

