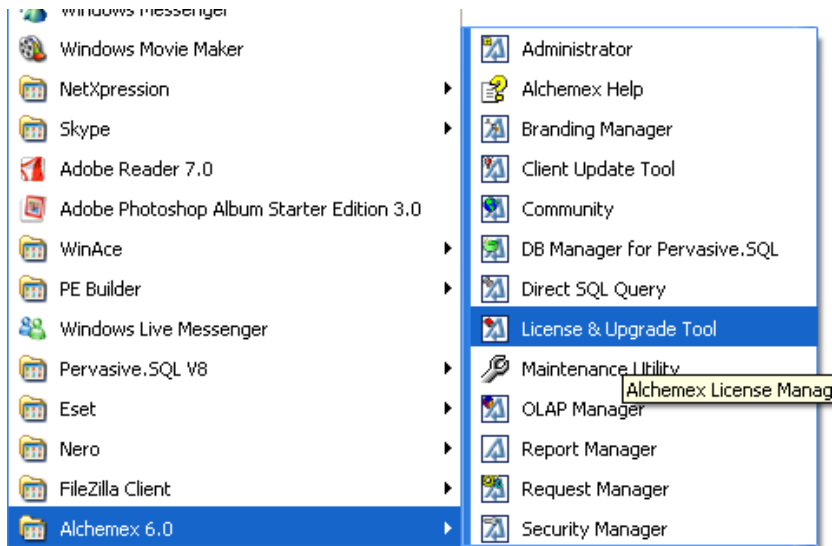


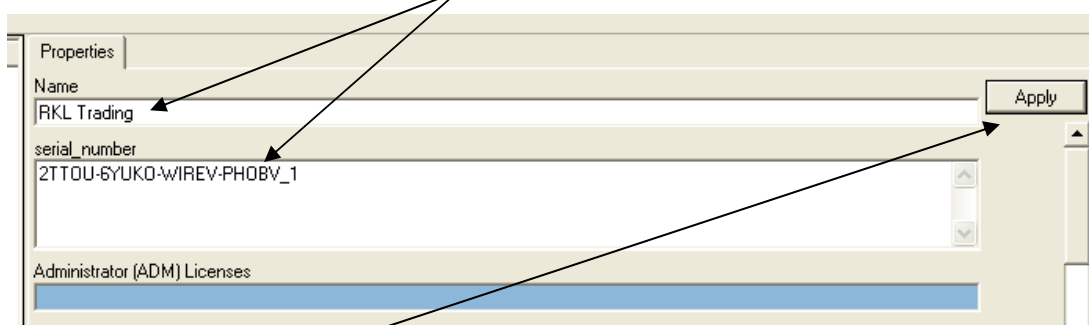
Alchemex Standard Serialization

Re-Serialization, during the period 1 April to 1 May.

- 1) Go to Start>All Programs>Alchemex>License & Upgrade Tool



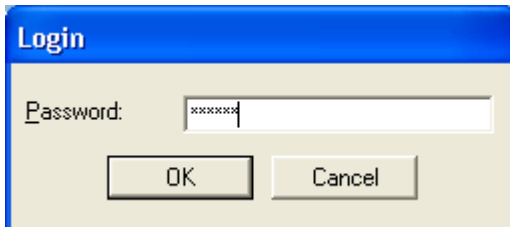
- 2) In the License Manager, you would need to enter your Serialization (License) Details. This is your Company Name and Serial Number. **(Please Note that these details are case Sensitive and would need to be entered exactly as on the License Details Information Page that you would have received from Alchemex (Pty) Ltd.) Existing customers please make sure current details are entered correctly.**



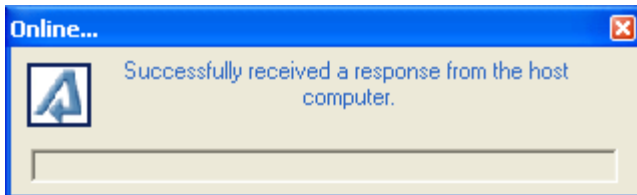
- 3) Click on Apply.
- 4) Once you have entered your Serialization (License) details, you can click on the "Perform Serialization" button, below all the details, of the screen.



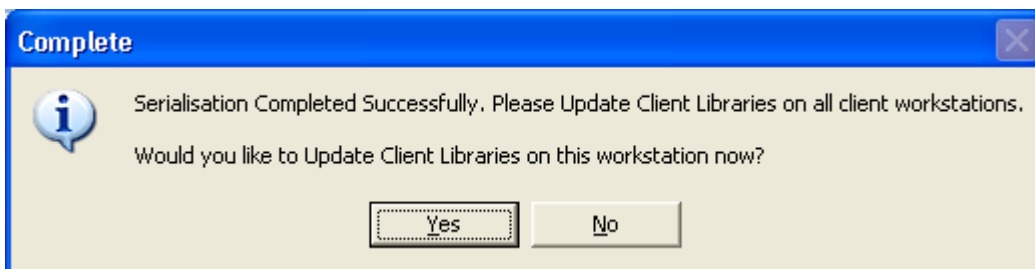
- 5) Next you will be prompted for a Password; this is your Alchemex Password, also on the serialization details form received by Alchemex.



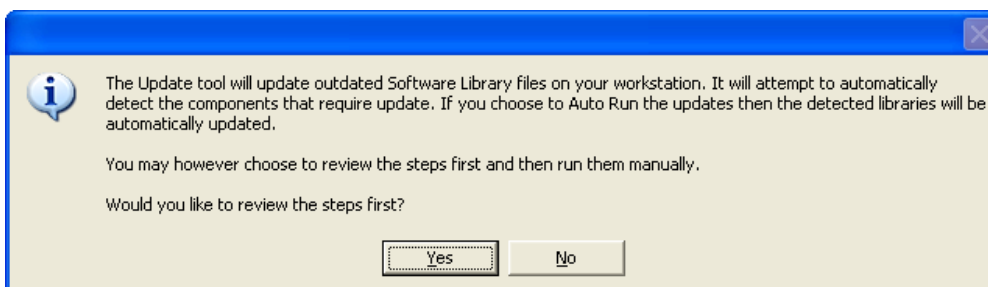
- 6) You will now receive a Pop-Up box in the bottom, right hand corner of your screen, saying connecting to the Alchemex update server.



- 7) Once the Serialization has been done successfully, you will receive a message saying: Serialization Completed Successfully. Please Update Client Libraries. Would you like to Update Client Libraries now?

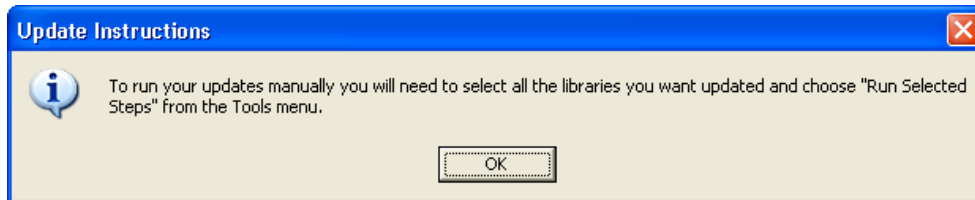


- 8) On this message, click YES.
- 9) You will receive a second message saying: The Update tool will update outdated Software Library files on your workstation. It will attempt to automatically detect components that require update. If you choose to Auto Run the updates then the detected libraries will be automatically updated. You may however choose to review the steps first and then run them manually. Would you like to review the steps first?



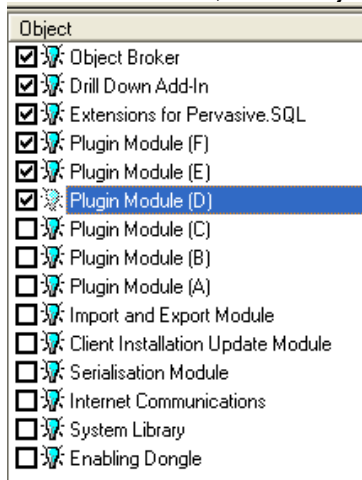
10) Click YES.

11) You will now receive a third and final message saying: To run your updates manually you will need to select all the libraries you want updated and choose "Run Selected Steps" from the Tools menu.



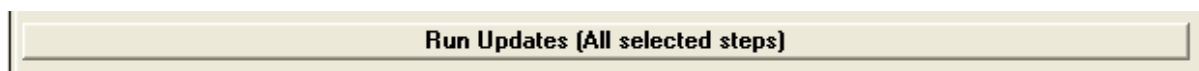
12) Click OK.

13) Alchemex will now open the client update tool with all the libraries (displayed as red and green light bulbs) on the left hand side, in the Object screen.



14) Make sure to "tick" all the libraries.

15) Click on the Run Updates (All Selected Steps) button on the right side (in the properties part) of the screen.

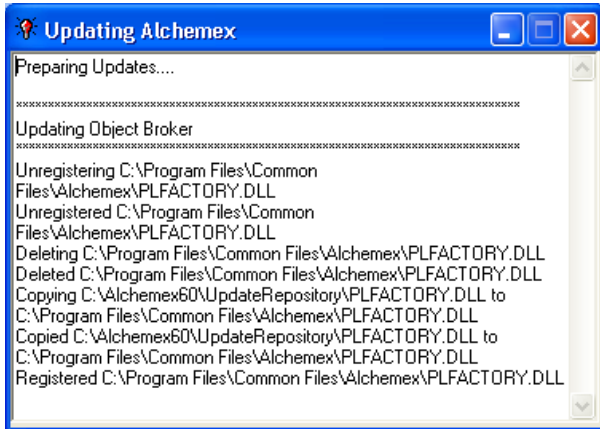


16) You will get a little status box saying: Processing Updates...

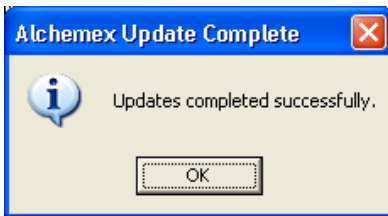


17) You will then receive a Pop-Up Window saying Preparing Updates.

18) The scroll bar on this screen will continuously keep getting smaller as the updates are done.



19) Once the Updates are done you will receive a message saying: Updates Completed Successfully.



20) Click OK

21) Go to Start>All Programs>Alchemex>Report Manager.

Your Report Manager should now open and you will be able to run your reports and continue using Alchemex as per normal.