

MGA

Install

Software installation guide

MGAsoftware.com

UK tel: 07791 466201

Getting Started

To install from the website:

Left click on the 'download file' name. You can select the 'Save' option to save to a folder of your choice and install later, or else use the 'Run' option to install direct from the web link.

Then go to '1 Install Welcome screen' below.

To install from a Compact Disc supplied by MGAsoftware.com:

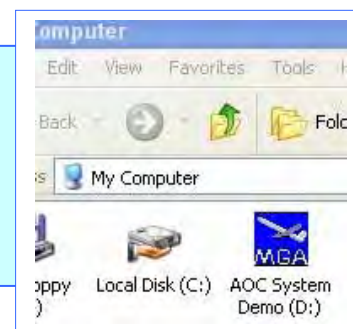
Place the CD you have received from MGA software in your CD/DVD drive.

The installation process should commence automatically so that you see the welcome screen at 1 below.

If you don't see the screen below, click the '**My Computer**' icon on your desktop (also available via Start → Programs → Accessories → Windows Explorer).

In '**My Computer**' click the icon for your CD drive (Look for the label 'AOC System Demo')

To run the installer click on: **MGAsoftwareDemo.msi**



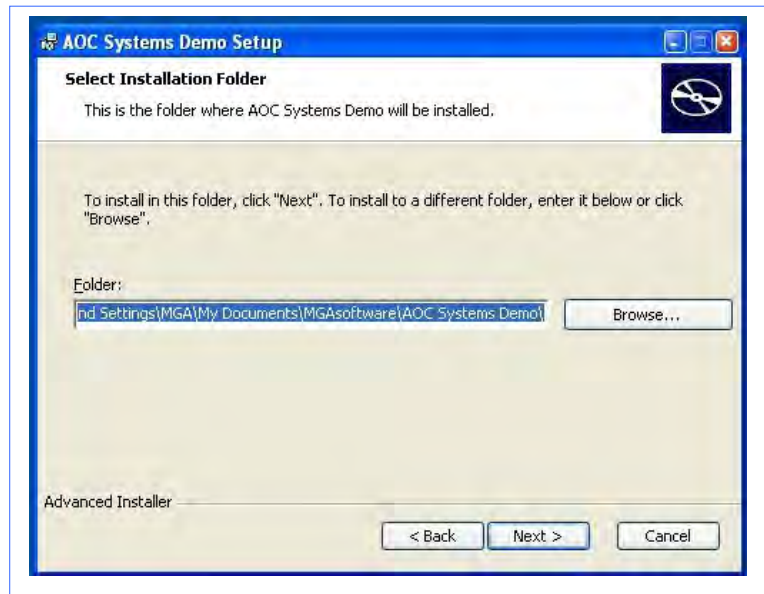
1 Install Welcome screen.



When ready, Click 'Next'

Getting Started cont.

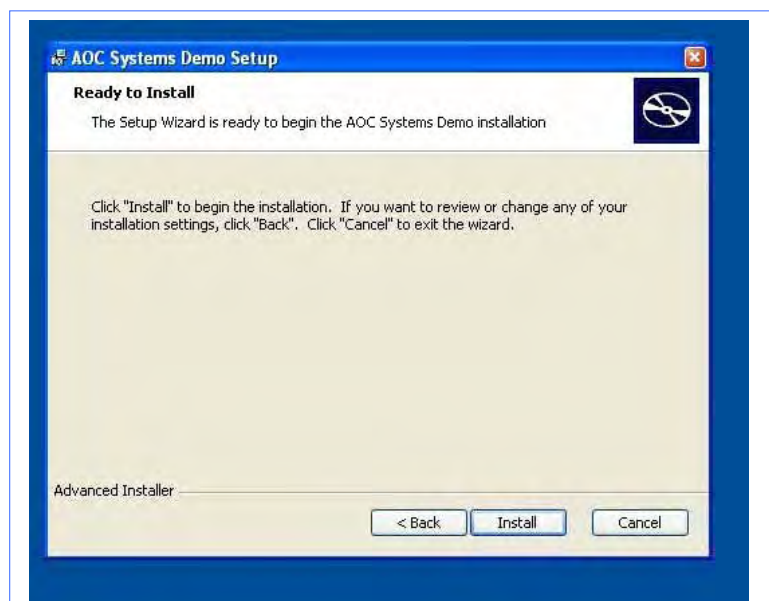
2 Select Installation Folder



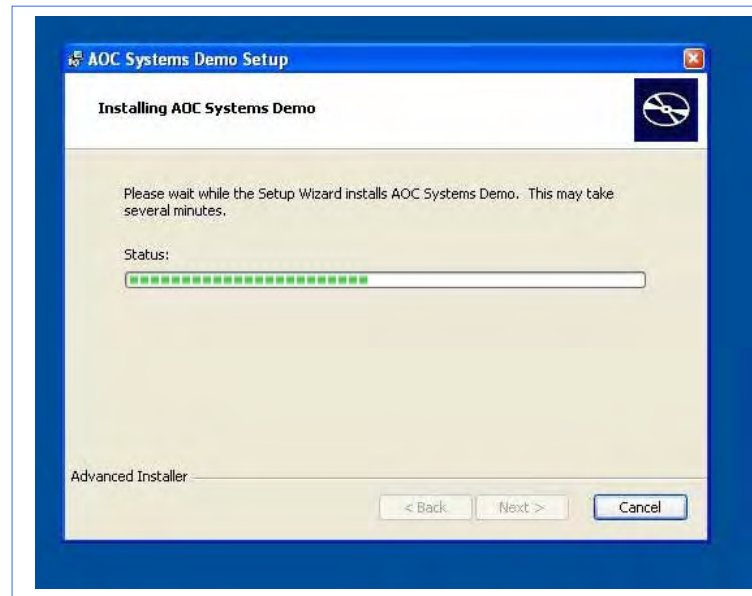
Accept the default folder and click **'Next'**
(unless you wish to install the software in a folder of your choice).

The default folder will be in the personal folder for the current User Account.

3 Ready to Install

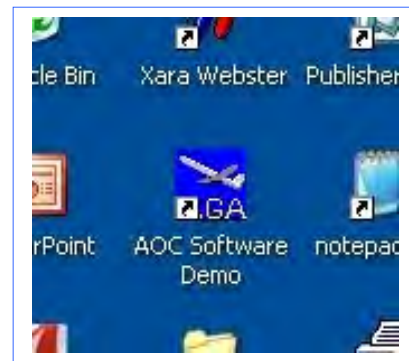


When ready, Click **'Next'**

Getting Started cont**4****5**

When installation is complete, click 'Finish' to exit the installer.
An icon will be placed on your desktop with the label 'AOC Software' or 'webFdp' as appropriate.

Click on it to run Microsoft Excel and call up your MGA software.

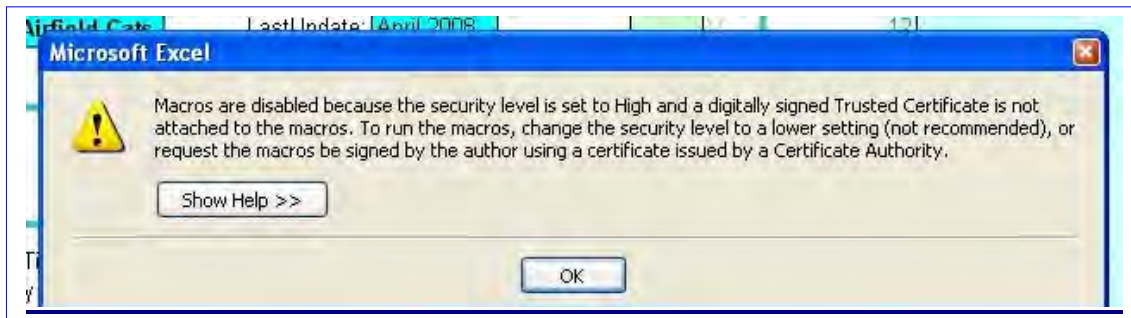


Enabling macros on First Run

MGA software uses program codes called 'macros'. For these to run, Excel's Security Settings require that macros be enabled (by default macros are disabled). When MGA software is first run you will get an error message if macros are not enabled. MGA software contains no harmful code and if no other factors preclude it, we recommend that security settings be reduced.

If a message like those below appears on start-up:

In Excel BEFORE 2007:



Click **Tools | Macro | Security** ... select **medium** or **low** security level:

Security Level settings in pre-2007 Excel

If set to **High** or **Very High**, MGA software will not run.

If set to **Medium**, a warning (*'macros can contain viruses'*) will appear every time MGA software is run and you will have to click the '**Enable Macros**' option each time.

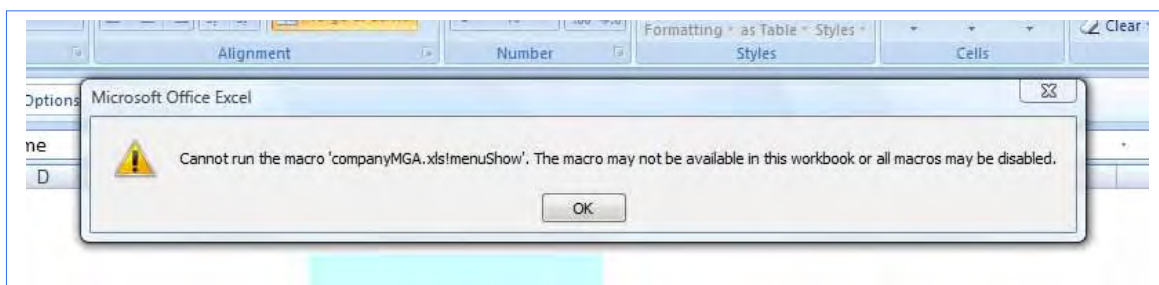
If set to **Low (recommended)**, MGA software will run without interruption.

After enabling Macros, Excel must be shut down and restarted.

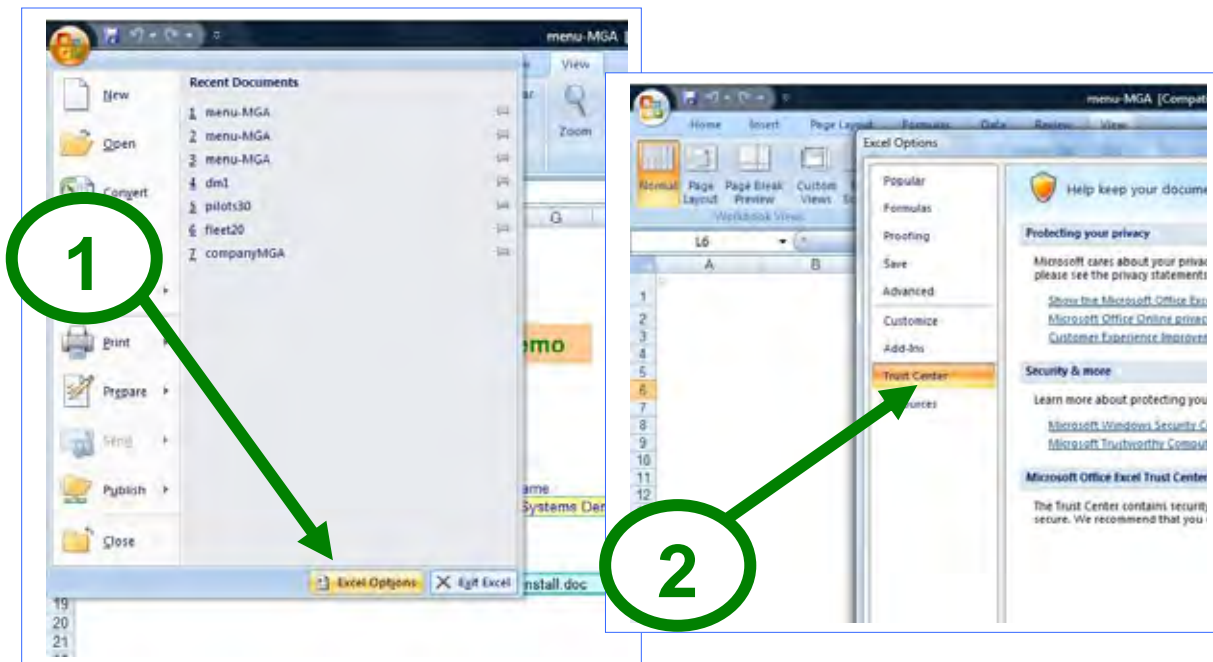
Close Excel by clicking the 'X' at top right.

In Excel version 2007:

Macro Warning message in Excel 2007:

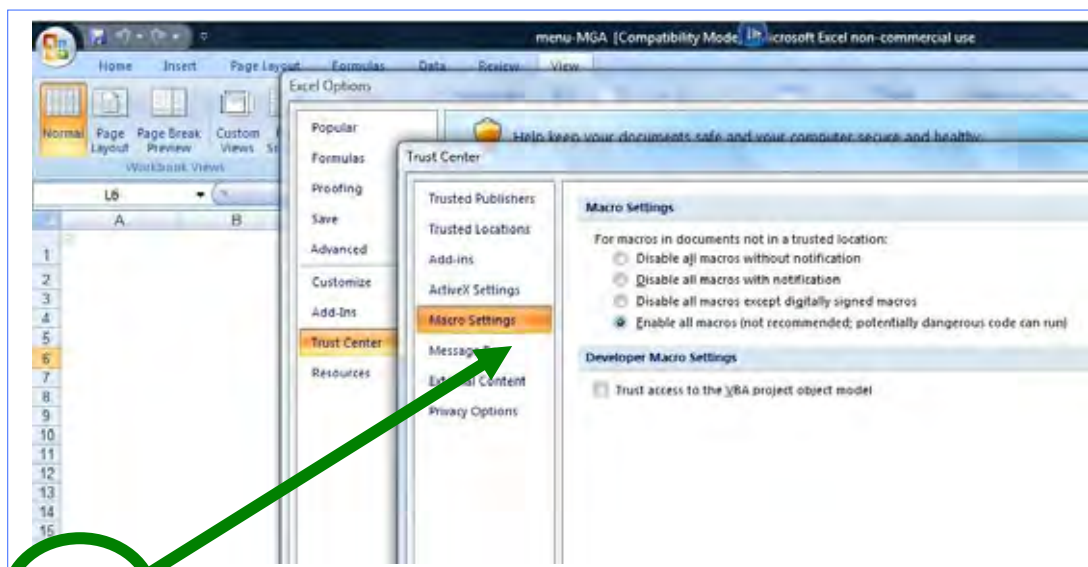


Enabling macros in Excel 2007 cont.



1 Click Excel Options

2 Click Trust Center



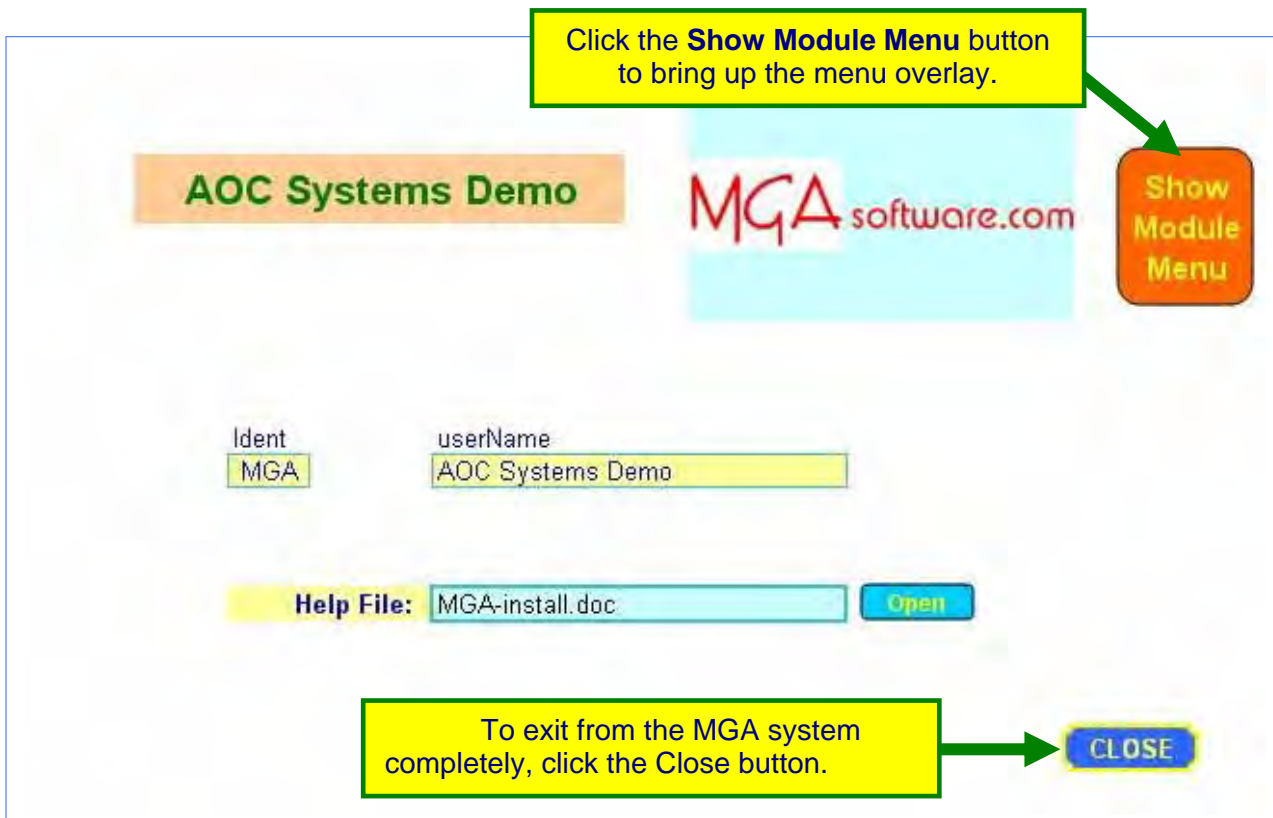
3

3 Macro Settings Select Enable macros

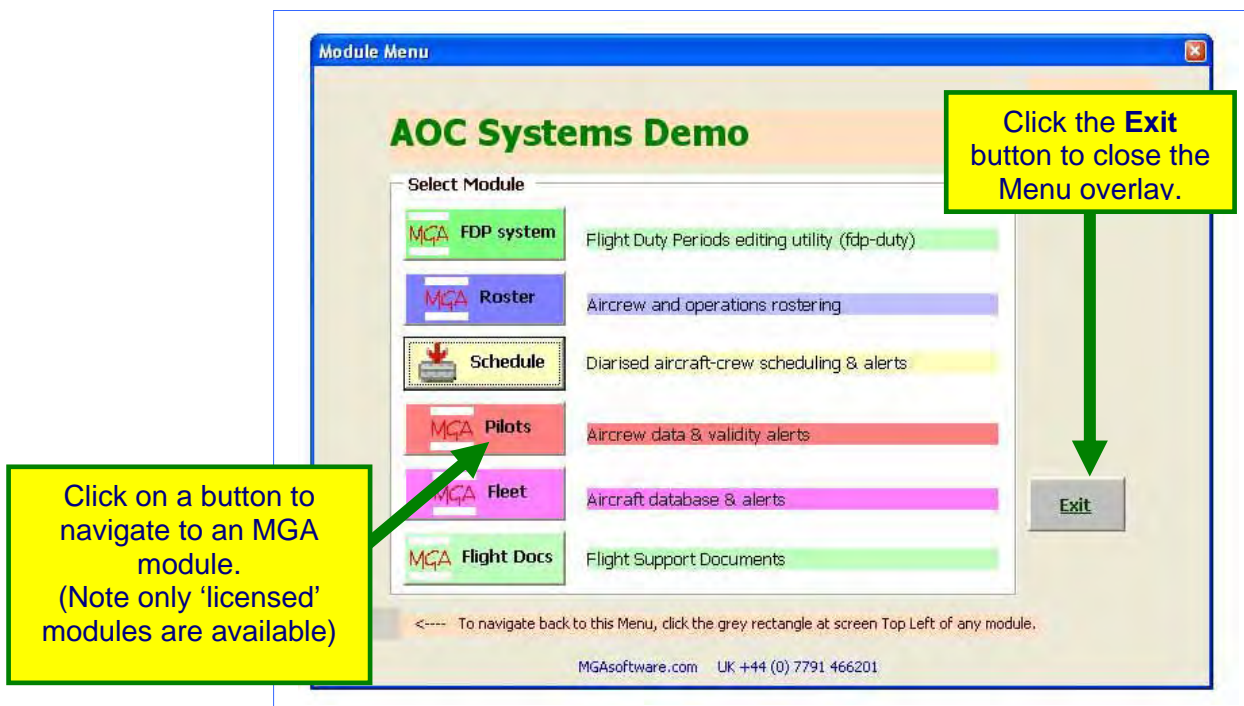
A better solution is to click **Trusted Locations**, then click on **Add a trusted location** -
Specify your MGA folder as a trusted location.

This will permit access to MGA programs only instead of globally enabling macros. Use the Browse facility to locate you MGA folder. Note the default installation folder address is: Documents\current user name\documents\MGAsoftware\AOC Systems Demo

Menu (not applicable to webFdp)



If you have a demo your menu will display 'AOC Systems Demo' as above. Otherwise your own company name and logo will be shown.



Navigation 1

To Navigate within a module

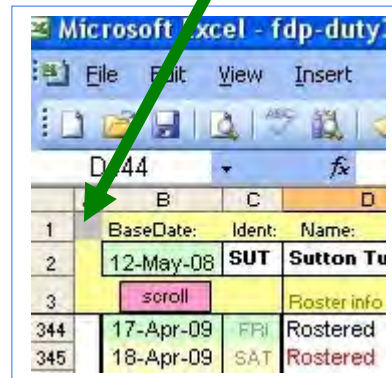
Click on the TABS at screen bottom to navigate to a different screen (or Excel 'Sheet').



(Note: Refer to the individual module manuals for more detailed information)

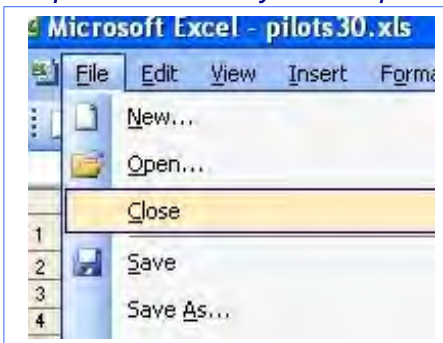
To navigate back to the menu

Click on the small grey rectangle at screen Top Left of your MGA module



To navigate between modules

Click **Close** to close the current module. If you get a prompt to Save changes, click Yes (the default). *Note closing a module releases memory and can improve performance of your computer*



You can use Excel to change between open modules: In Excel 2007, from the 'View' Tab click 'Switch Windows'



(In Excel 2003, click 'Window')

Protection

MGA programs switch on Excel's inbuilt protection in order to conserve important data. There are times when you might want to remove protection (to edit a cell for example).

In Excel 2003 you can do this by clicking Unprotect from the Tools menu.

In Excel 2007 (right), protection is switched via the 'Review' Tab.

Edit

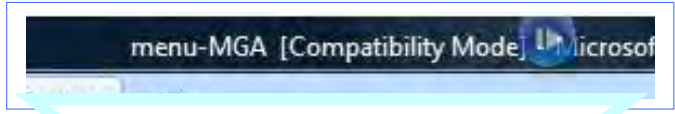
To edit in Excel, position the cursor in the required cell and hit the F2 key (Function 2).



Navigation 2

Excel 2007 optional Compatibility Mode

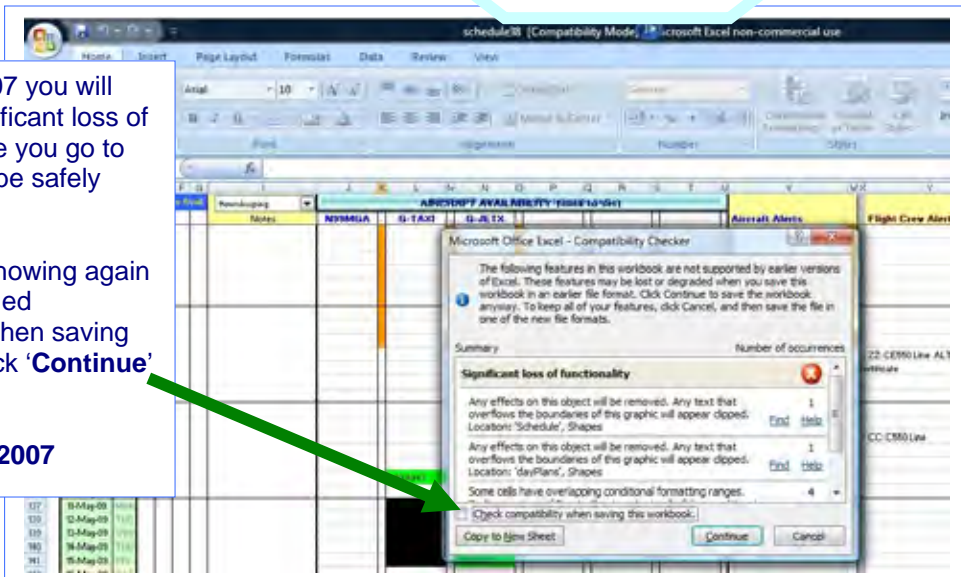
Within Excel 2007 it is possible (but not recommended) to run MGA programs in what is called 'Compatibility Mode.' MGA programs as distributed, will automatically open in this mode with this legend on the screen masthead:-



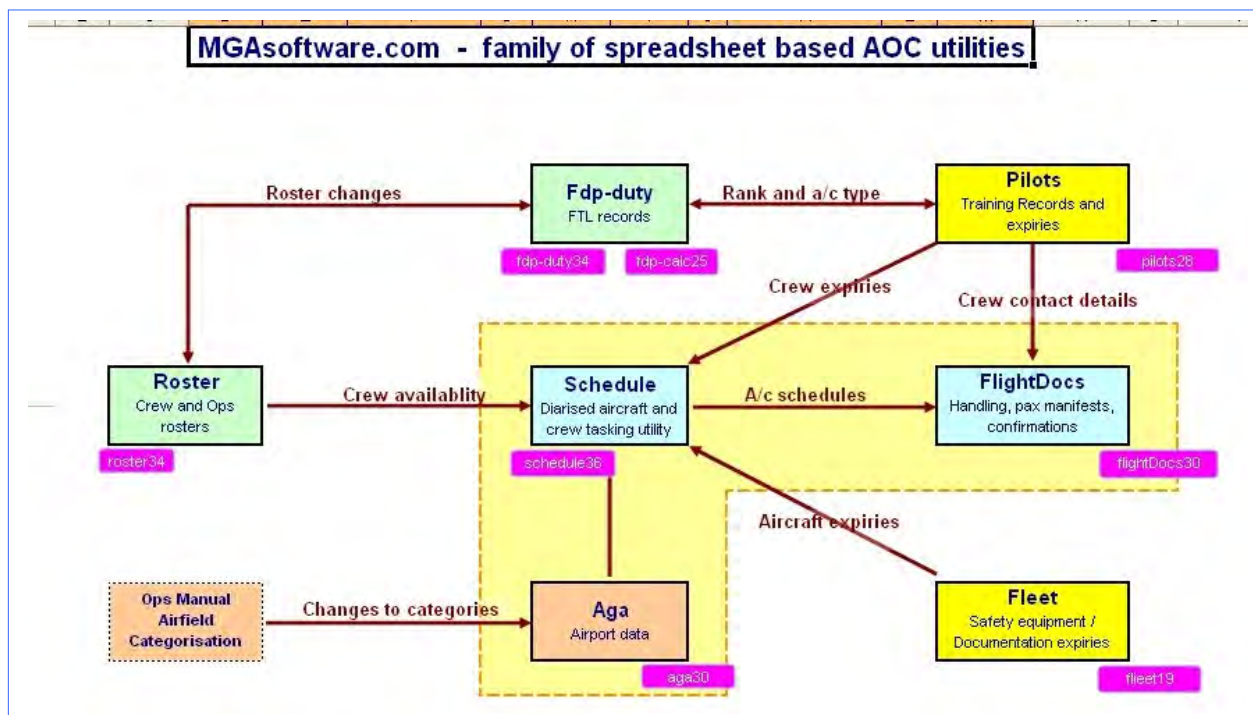
When using Excel 2007 you will get a warning of 'Significant loss of functionality' each time you go to **Save** a file. This may be safely disregarded.

To stop the warning showing again uncheck the box labelled 'Check compatibility when saving this workbook' and click '**Continue**'

See the next section:
Converting to Excel 2007



An overview map of the AOC system is available by clicking the 'map' tab of the menu module:



Converting to Excel 2007

MGA software systems are normally distributed in Excel 2003 format and will work on any Excel version from Excel 97 onwards.

If you are using XL 2007, we strongly recommend you follow the instructions below to change your files into a dedicated Excel 2007 format.

Converting MGA modules to Excel 2007 format

To implement Excel 2007 conversion requires the user to select the Excel file spec in each module.

- A** Open the MGA module (eg. fdpDuty)
- B** Go to the SetUp screen and locate the parameter 'Excel file spec'
From the drop down, select between 3 file formats:-

<u>Excel file spec</u>	<u>Description</u>	<u>Notes:</u>
.xls	pre-XL 2007	Not recommended for XL2007.
.xlsm	XL 2007 macro-enabled	
.xlsb	XL2007 binary (+macros)	.xlsb files more compact than xlsm equivalent .

- C** Save the module in the selected format using 'Save As.'
(eg if file Spec is set to '.xlsb', Save As: Binary Worksheet)

Further notes:

A considerable saving in file size and run speed is obtained using .xlsb format in Excel 2007. Files saved in binary format are typically less than 50% as large as their .xls equivalents.

In Excel 2007, MGA modules can be used as either Macro-enabled '.xlsm' files or Binary format '.xlsb' files, but not the default Excel 2007 '.xlsx' format, as MGA files contain macros.

MGA will supply on request Excel 2007 versions of its software (in .xlsb format) .

Note that since the introduction of the Excel file spec parameter described above, the extension is no longer specified as part of a linked file name.

Shortcuts

Network systems can sometimes prevent the MGA Menu module (shown on previous pages) from working properly. This might exhibit itself as 'File not found' errors where Excel is unable to find the file requested when the system attempts to navigate to, or communicate with, another module. Basically the functionality of some server systems can defeat the internal file protocols and interfere with module navigation. If any navigation difficulties are encountered it is recommended to use desktop shortcuts instead of using the Menu module.

shortcuts.xls

A small utility is included with the AOC system software to allow the user to create a desk-top shortcut link:



Click 'Create Shortcut' to enter the dialog:



In the 'Select Excel File' drop-down, select an excel module (such as fdpDuty above). Note that this utility will work for any excel file.

In the 'Shortcut Name' box enter the name of your choice as the descriptive label for your shortcut on the desktop.

In the 'Icon' drop down, a list of MGA supplied icons (plus any others resident in the folder) is presented. Choose your preferred icon for the desktop link (above we have used mga42.ico)

Click Okay to create your desktop shortcut.

Repeat this process as required for your Entry-point MGA modules – such as Schedule, fdpDuty, FlightDocs, roster.

Removing MGAsoftware

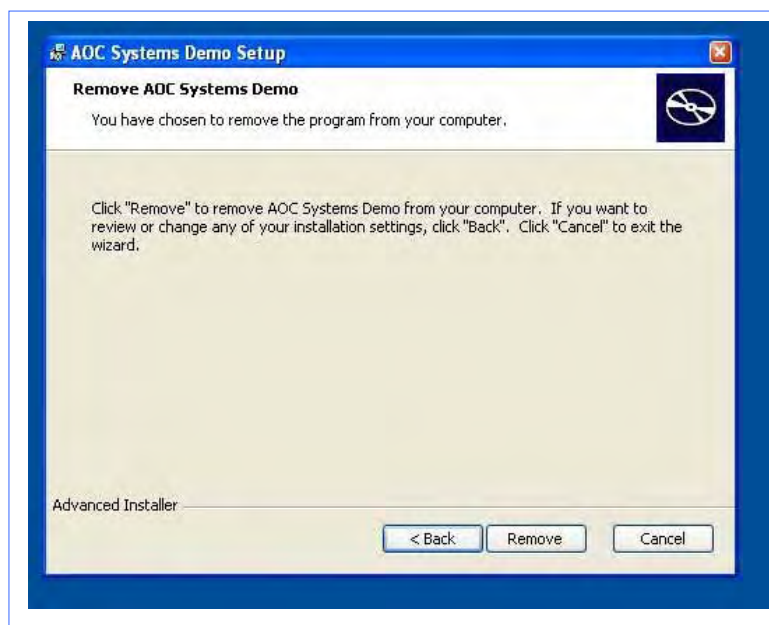
Method 1 Using the Installer to remove software

Running the installer program again will present the option to Remove the software.

Place the CD supplied by MGA in the drive. If it does not run automatically then:
Locate the install program on the CD (**MGAsoftwareDemo.msi**) and click on it:
This will bring up the installation Set Up screen again:



Click the **Remove** option to begin.



Removing MGAsoftware

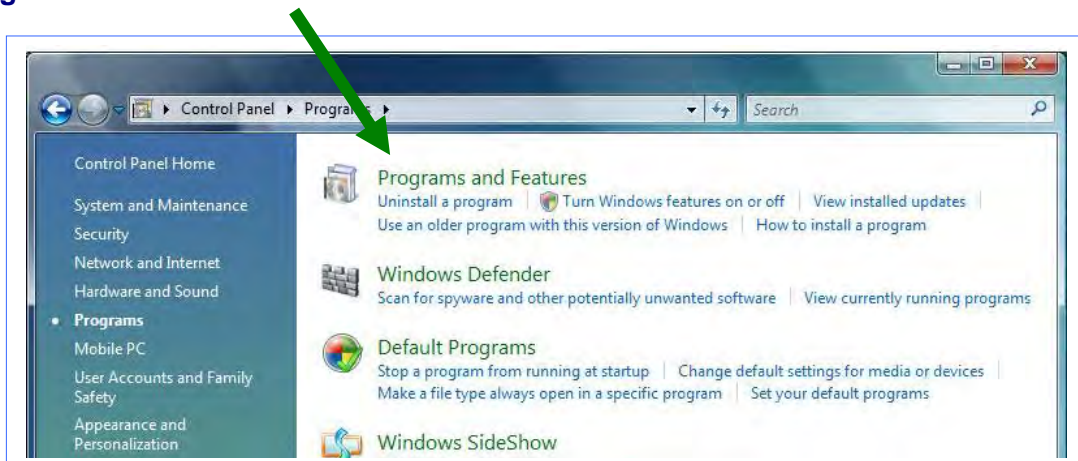
Method 2 Using Windows Control Panel

In Excel BEFORE 2007:

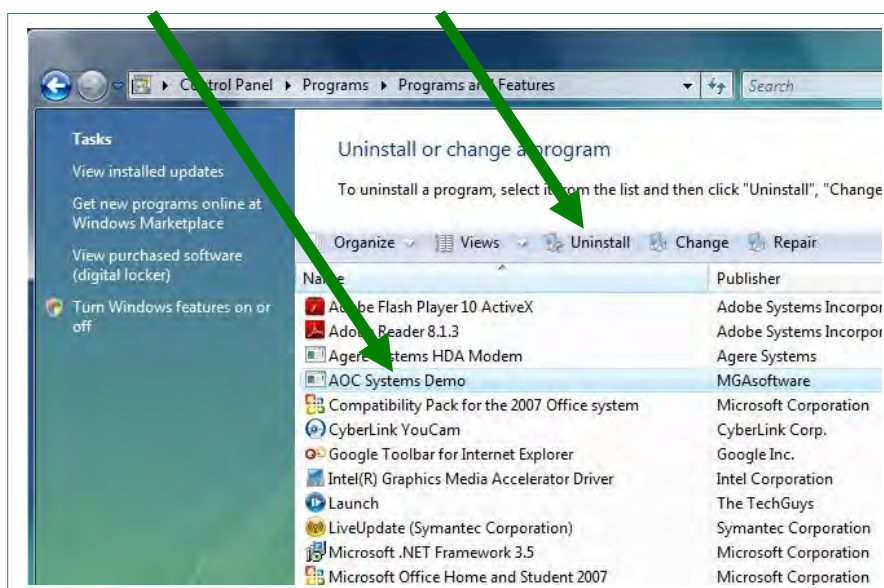
Go to Control Panel (Start menu → Settings),
click on **Add or Remove Programs**.
From the list of programs, select **AOC Systems Demo**
and then click the **Remove** button.

In Excel version 2007:

Go to Control Panel (Start menu → Settings),
click **Programs**
click **Programs and Features**



Select **AOC Systems Demo** and click **Uninstall**.



Appendix 1

Help

The following help files are available for MGA modules and are copied to your MGA folder on installation. Please note the latest version is available for download from MGAsoftware.com (click on 'Manuals').

Manual for module(s)

fdpDuty FTL manager & edit utility
roster operational roster utility
pilots, fleet , aga – Aircrew, aircraft & airports data
schedule diarised aircraft & aircrew tasking utility
flightDocs Flight support forms and documents

Help File

Fdp.pdf
 Roster.pdf
 Alerts.pdf
 Schedule.pdf
 flightDocs.pdf

Support

MGA software is sold with the latest amendments and comes with a one year 24/7 support package. Email help@MGAsoftware.com or telephone +44 779 146 6201 for support.

General Notes

- 1 Software distributed by MGA has a version number appended to the module name in the form of a two digit number (eg: '21' = version 2.1). The version numbers displayed on the SetUp screen always corresponds to the filename eg aga23.xls is aga version 2.3.
- 2 Linked files (those used by another module within the MGA system) are always accessible from the **SetUp** screen and the current filename is also specified on the SetUp screen. Be aware when an updated module is installed, any module linking to it may need its 'Linked Files' entry edited in order to communicate correctly.
3. All MGA modules have **Cross folder support** installed.
Cross folder support permits linked modules to reside in remote folders. Filenames may be specified using a relative or absolute syntax. (absolute being those beginning eg: 'C:\'). These modules also give a plain language description of any file errors which occur when the program attempts to open a linked file unsuccessfully.
4. Depending on the version of Excel used, MGA software may cause error flags to display in certain cells. These can be safely disregarded. To switch them off go to Tools > Options, select the Error Checking Tab and uncheck 'Evaluates to Error Value'.
5. The menu module is tailored to your installation and serves as a management centre for your MGA software program suite. Note that the menu module itself does not appear on the module list and has no version number in its filename as do other MGA modules.
6. The default installation folder for MGA software is:
 [personal folder]\MGAsoftware\AOC System
 or [personal folder]\MGAsoftware\webFDP
 Note the typical personal folder is 'Documents' or 'My Documents' (pre Vista)

Appendix 2

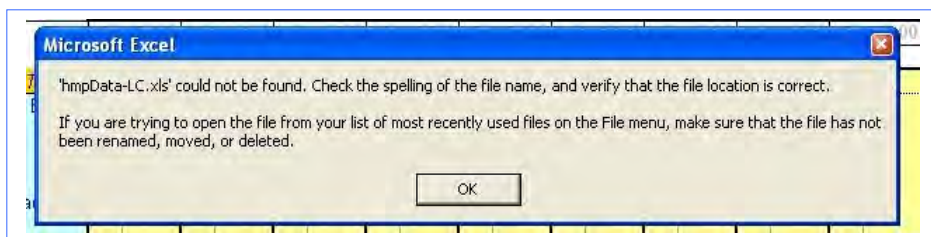
Versions & upgrades

MGAsoftware.com will alert you whenever a substantive revision of your software is available for release. The latest software will be available for download at MGAsoftware.com (requires ident and password)

To implement an upgrade:

1. Make a safety back up of your existing file using Windows Explorer.
2. Copy your downloaded software into your MGA folder (eg: 'C:\Program Files\AOC Software')
3. Run the updated software and from the **SetUp** screen:
Use the 'Import Data' facility to copy in data from your previous file.
Edit as necessary linked file references.

Excel Folders



If you see this message, check the folder you are working by clicking **File | Open** and using the dialog to navigate to your MGA folder. Then click Cancel to exit the dialog. The folder change is registered in Excel whether or not a file is actually opened and will last for the current Excel session.

This can occur because when an Excel file is called up by double clicking its name in Windows Explorer, a new instance of Excel is invoked which looks for files in its default folder location and not the folder where the file was called from. This can stop MGA files from obtaining information from other files resulting in message above.

Be aware also that the full path to linked files can be specified on the SetUp screens of MGA modules.

Disclaimer: The use of MGA software is at the total responsibility of the user and MGA is not liable for any consequences arising from such use, howsoever caused.

MGA software.com

UK tel: 07791 466201



If you have a software requirement, MGA will be pleased to research the feasibility, and quote you for bespoke software to your specifics.