

# FileJacket User Guide

Version 8 – March 2025



Small Business Software Built with Enterprise DNA

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# Phase25 FileJacket User Guide

## Overview

This guide is a resource for users of this application:

- FileJacket v8.x

For additional documentation and product information, visit our website at <https://www.Phase25.com/FileJacket/>.

## What Is FileJacket?

In a perfect world, all of our computer files would be completely organized in logical, easy-to-catalog folders with full documentation on what each file is for. Imagine (or remember) what it's like when you get a new computer: you VOW to move all of your data over into a well-thought-out, efficient folder structure and, of course, to ALWAYS keep it so. Every folder will have subfolders, named correctly to make finding each document quickly and easily.

How's that working for you?

If you're like the ka-billions of other computer users who keep their entire LIVES in digital files, accomplishing and then maintaining that goal is nearly impossible. Some of the most criminal participants in messy data folders are:

1. Files that need to be shared across multiple projects. Decision time: keep separate copies, each one in its host folder? Or maybe all together in a separate folder for "shared" files?
2. Email messages, including attachments, which SHOULD be put together with the projects they're supporting, but usually end up in a named folder in Outlook (until your Archiving utility kicks in and then where did they go?)
3. Screen prints, photos on your camera or phone, snips from the internet... shouldn't they be included in the documentation?
4. Links to websites containing supporting information for your project. Oh yeah, don't forget the passwords for those sites...
5. *Add YOUR pain point here.*

Now let's be clear about what I mean when I say "Projects". If you're working in a business environment with a collaborative group of coworkers, you're all probably already using one of the multitude of project management applications available today. These applications support multiple users doing multiple things across multiple timelines, and manage the prioritization of tasks very efficiently.

That's not what **FileJacket** is.

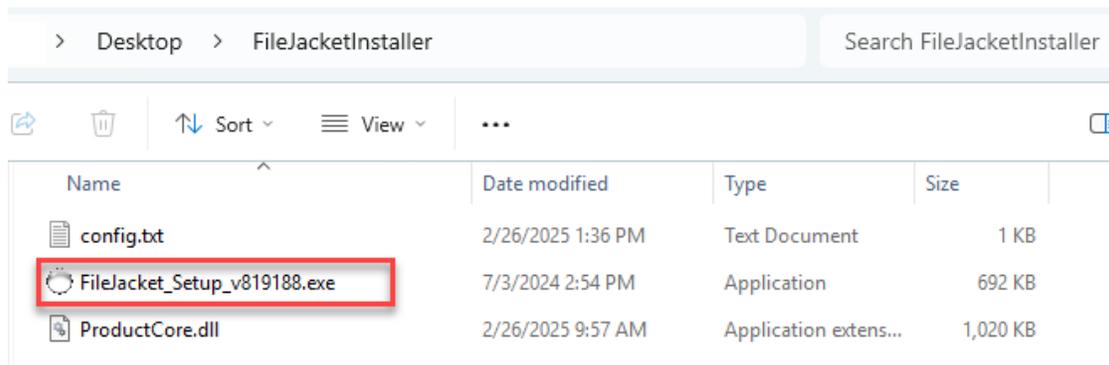
The reality is that we use our computers (yes, even the ones from work), for more than just work. In addition to keeping a list of all of those files you're using to backup that Project management system, you might be coaching your kid's softball team, or teaching piano as a side hustle. You've successfully created game schedules and income & expense records in Word documents and Excel spreadsheets. You've downloaded school schedules in PDF formats, and have links to the websites where you can get the latest news on whatever you're working on.

How are you managing all of those documents and spreadsheets, the emails and web links, the photos and screen snips that make up those "projects"? **This is where FileJacket steps in.**

## Installing FileJacket

FileJacket is delivered via download from our online store. This file has been “zipped” to reduce its size. Follow the steps below to unzip it and run in the installer.

1. Download the **FileJacketInstallerSetup.zip** file and copy it to your desktop.
2. Right-click on the file and choose **Extract All**.
3. Keep the default destination when prompted, which will be a new folder on your Desktop with the same name as the zipped file.
4. If not already checked, check the option to **Show Extract Files....**
5. Click **Extract** to unzip the file.
6. Windows explorer will open the folder displaying the extracted installer file.
7. You can tell this is unzipped, as it will have a **Version Number** (v8191xx) on the end of the name, and the file extension will be **.exe**

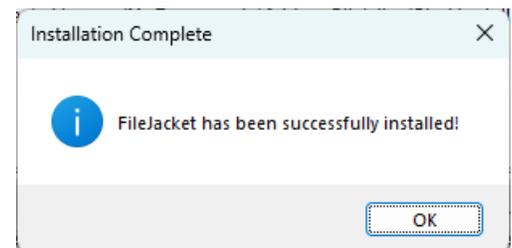


8. Right-click on the **FileJacket\_Setup\_v8xxx.exe** file and choose **Run As Administrator**. Answer ‘continue’ to any security prompts that may pop up.
9. Click on the **Start Installer** button to run it.



10. You should see a message when **FileJacket** has been successfully installed, and the **FileJacket** icon will be on your desktop.

Double-click the icon to launch **FileJacket**, which has a sample project called “Food for Thought” in it to show you what a Project looks like and what you can do with it.

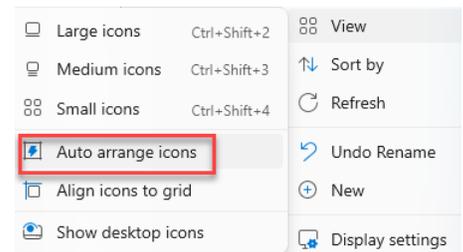


You can delete that Project when you’re ready to setup your own Projects.

## How It Works

**FileJacket** is the personal desktop file organizer that Windows Explorer always aspired to be. **FileJacket** GROUPS everything you need when working on a specific project in a simple categorized list, regardless of where the actual files are stored on your computer or on a network.

Do you have a screenful of file and web shortcuts to your Windows Desktop? You know, *these shortcuts on the left* are for the weekly meeting. *Those shortcuts on the right* I need for my bowling league stats... Yikes, don't accidentally hit the "Auto Arrange Icons" option on the Desktop... you just stirred the pot into *makes no sense at all* status.



**FileJacket** is a better way to store the shortcuts you need, grouped in a logical "binder" by project. It also stores the text from Outlook messages, and anything you copy and paste to the Windows clipboard, including text AND images. Everything is grouped and categorized in a way that MAKES SENSE to you. You can add descriptions for each file, including instructions on how each is used. And just like your desktop, **FileJacket** is local to YOUR computer, nothing shared on a network.

## Easy, Schmeezy...

**FileJacket** has a simple one-page interface displaying a single project at a time in a "tree view", much like Windows Explorer displays nested folders.

To start a Project, simply give it a name and FileJacket creates a "top level" folder for it where all files and links will be stored. Start by dragging existing files onto the Project tree. FileJacket adds a link for each file (does NOT move the file or copy it, just creates to shortcut to it).

You can create categories within a project, then drag and drop the files into the category where they belong. Copy Outlook messages and attachments as independent files (outside of Outlook) with a single click. Got a screenshot to save? Copy it to the clipboard and with just one more click, create a linked image file.

You can add notes to each file so you don't even have to open it to know if it's the file you're looking for. Each item is marked with the file type (Word, Excel, PDF, etc.) and you can even color-code the project tree based on the file type.

Did you know that the general recommendation for protecting your data is to have three backups of everything? Three: one local, one off-computer (flash drive or portable hard drive), and one off-site.

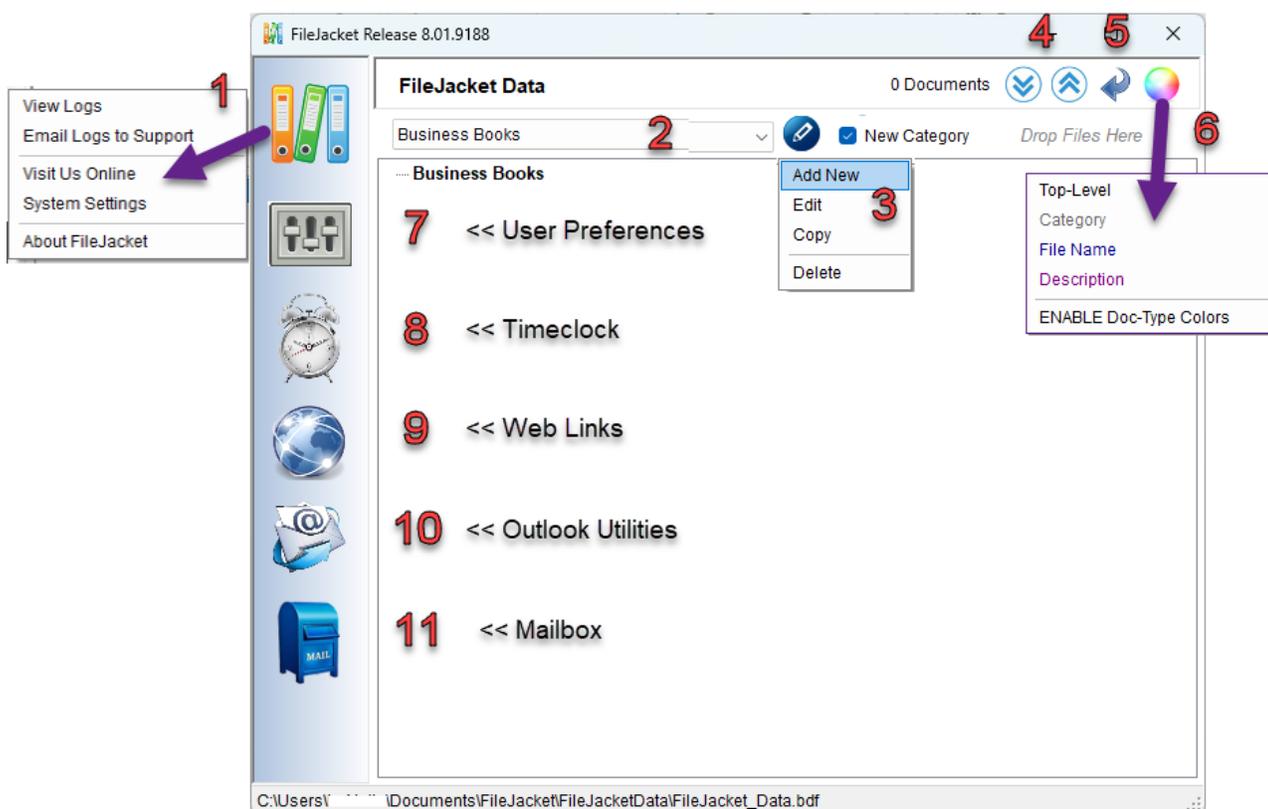
**FileJacket** organizes your projects automatically into a single top-level folder that can be backed up with just one click. Yes, thanks for asking: FileJacket has a built-in backup utility... let's make THAT task easy too! If you have OneDrive or Google Drive, you can point your backup to that folder on your computer, and instantly sync the data to the cloud. If your computer crashes, or when you upgrade to a new computer, simply unzip the file and open the data folder with **FileJacket**.

**FileJacket** is a simple Windows desktop tool that runs on any Windows 10 or 11 system and is installed in your "Documents" folder. Since typically everyone has access to copy files to their "Documents" folder, installing FileJacket does NOT require admin access to install it. Its single executable file (FileJacket.exe) can even be run from a flash drive.

This guide will show you everything you can do with **FileJacket**, from setup to wrap-up!

# Getting Started – The Main Page (Project Tree)

All of FileJacket’s features and utilities are accessible from the main page:



## 1. Support Menu



- a. **View Logs – FileJacket** creates a log file for every action you do. If you are having issues with anything, this can be helpful to determine the cause. This opens the log file which is in your project folder, named with your Windows login name.
- b. **Email Logs to Support** – If you are using Microsoft Outlook as your email application (which you can verify in **User Preferences**), this option will automatically create a new email message to send to Support, including your current Log file.
- c. **Visit Us Online** – Click on this option to open the **FileJacket** support page in your default browser.
- d. **System Settings** – Some minor settings are stored in a table. Typically you can ignore this, but it’s something Support might want to see if an issue arises.
- e. **About FileJacket** – Just the version information.

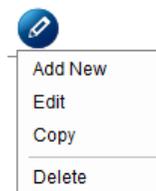
## 2. Project List



This drop-down list will display each Project you add to **FileJacket**. Whichever project you last had open will be the first one displayed the next time you open **FileJacket**.

## 3. Project Menu

Click on the blue pencil button next to the Project list and the menu for Adding, Editing, Copying and Deleting a Project is displayed.



## 4. Expand & Collapse Buttons

These can be used to completely Expand or Collapse the Project tree when many items are displayed. The Collapse button (arrows UP) collapse all sections to show the Category levels.

6 Documents  

The Expand button (arrows DOWN) expands one section at a time. Each subsequent click expands the next until all levels are displayed.

 Project Development  
+ Development Tools  
+ User Guide Clipart  
+ User Guides

## 5. Refresh (Blue) Arrow

This reloads the current Project list, and then the selected Project into the tree view.



## 6. Color Button

These options set the colors for each level in the Project tree. Each option in the menu shows the current color choice. Select the **Enable Doc-Type Colors** to use the default colors for the **File Name** level based on the file type: blue for MS Word, green for MS Excel, red for PDFs, etc.



## 7. Drop Files Here

When you hold your mouse over the **Drop Files Here** area, it turns yellow and blinks. This is where you can drag and drop files to add the links to **FileJacket**.



If the **New Category** checkbox is checked, you'll be prompted to enter a new Category value for the added files. If not checked, the last selected Category will be used, if any. If none selected, the category will default to "<New Category>".

We'll look deeper into how this works in the following sections.

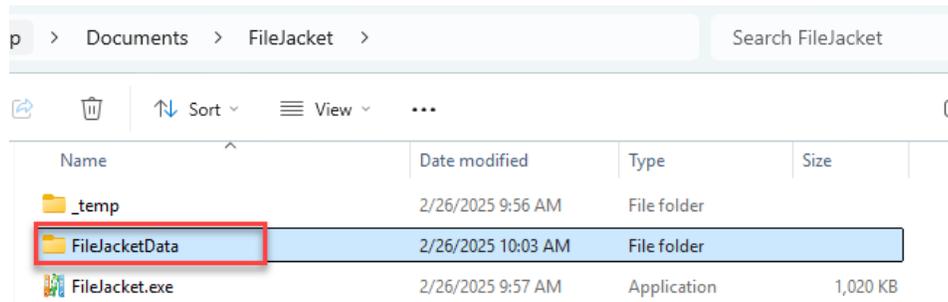
## 8. User (Your!) Preferences



This icon opens the **Preferences** form, which allows you to customize **FileJacket**.

- **What do I call “My Projects”?** – This puts the title on the Main Menu above the Project List.
- **Select A Color Theme** – Don’t like the default blue color of **FileJacket**? Change it here, which is applied to every form when it opens. When you click on a color, the Preferences form color changes to show you what it looks like.
- **Cleanup Orphan Clipboard Files** – this utility will delete clipboard files that may have been left behind when you delete a project.
- **My Current Binder Is Here** – This is the path to your “database” folder, which is where all of the links and extra files are stored. Click the buttons below this field to:
  - **Open** – open the folder.
  - **New** – create a NEW project data folder in another location
  - **Move** – MOVE the current project data folder to another location
  - **Zip (Backup)** – Zip the current project data folder to a flash drive or online drive (Google Drive or OneDrive). Check the **Add Date/Time to .Zip file name** option to date/timestamp the file name when it’s created. See the information in Appendix A for restoring a zipped backup file.

**NOTE:** By default, FileJacket creates a “database” location within the same folder as it’s installed, in a folder called **FileJacketData**. This folder will contain all of the links and additional files needed for every project.



- **If Outlook is installed on this computer:**
  - **Check to enable all Outlook features** – checking this option will then show all features that are dependent on Outlook: Emailing Logs to Support, the Outlook Search utilities and the Mailbox.
- **When copying a Project...**
  - **Include Links to Outlook messages and Clipboard files** – when you add text, images or files that have been copied to the Windows clipboard, these are actually stored as new files in your Project data folder. Unlike files that already exist (that you drag and drop or add through Windows Explorer which **FileJacket** stores as LINKS ONLY), items on the clipboard don't actually exist anywhere unless they're converted to a file. When you copy a Project, and this option is checked, the links to those files that were created from the clipboard will be included.
- **Protect My Web Links!**
  - **Require a Password to open Web Links**- this refers to the Web Links (#6) icon on the left side of the Main Menu. You can assign a password by clicking the **Set Password** button IF you want to require a password when that icon is clicked. This is a second-level security feature if your desktop is not locked and other users may be present.

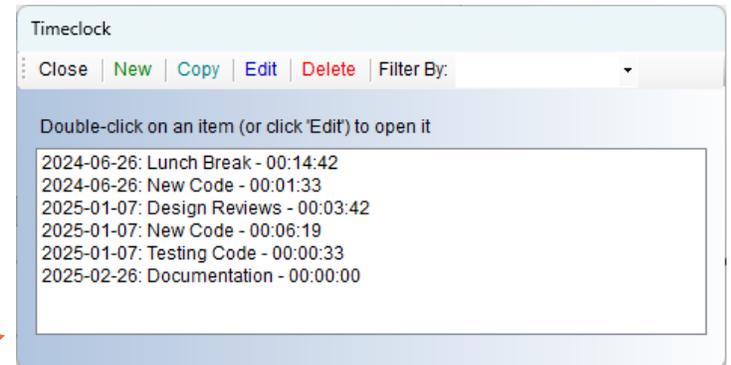
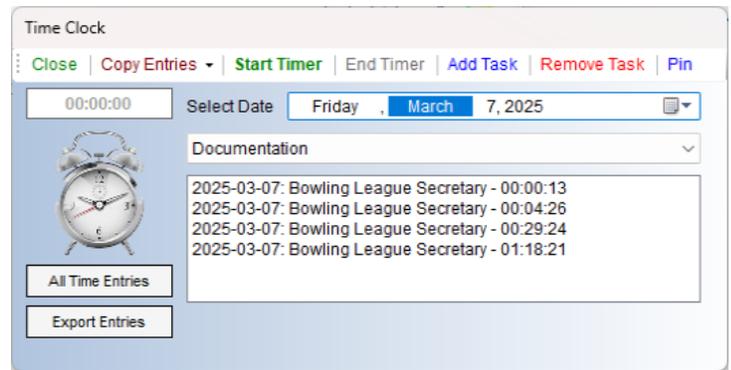
## 9. The Timeclock

Do you ever have to log how long a project is taking? If so, click the **Timeclock** icon on the Main Menu, add a Task and click the **Start Timer** button to have it recorded while you work.

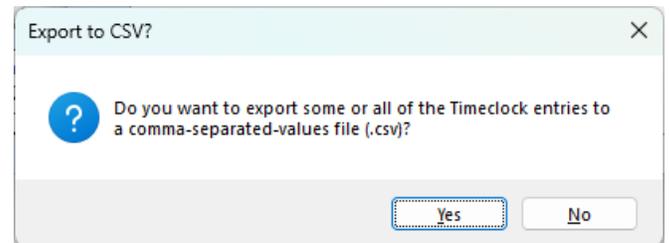
When the task is complete click **End Timer** and the entry is added to the list.

The **Timeclock** can be left open all day so you can start and stop times as needed. Note that the list only shows time entries for a single day. By default, when first opened, it shows today's date. You can select another date by clicking the arrow on the right end and choosing another date.

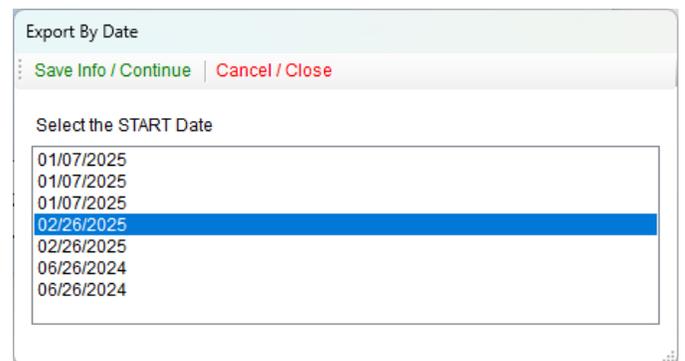
Whatever items are displayed in the list are copied to the Windows clipboard when you click the **Copy Entries** buttons. These are copied in a format that can be pasted into our simple **Time Clock Timesheet.xlsx** (Excel) spreadsheet (download from our website).



Click the **All Time Entries** button to show all Time stored in **FileJacket**.



Click the **Export Entries** button to export some or all entries to a comma-separated-values (.csv) file.



You'll be first prompted to select the Start Date, and then the End Date.

The .CSV file can be opened by Excel and is a common format for importing into other applications.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
KeyID	Task_Name	Task_Date	Start_Time	End_Time	Total_Hours	Total_Minutes	Total_Seconds	Time_Text	Date_Text	IsActive	EditDate	RecordID	
2DD66F3E72054B8CA181CBA6C02C9AFF	Documentation	2/26/2025 0:00	2:54 PM	2:59 PM	0	0	0	0:00:00	2/26/2025	Yes	2/26/2025 14:59	2025-02-26: Documentation - 00:00:00	
D6B11F351FF54D3681FD02871231F302	Documentation	2/26/2025 0:00	2:59 PM	2:59 PM	0	0	0	0:00:00	2/26/2025	Yes	2/26/2025 14:59	2025-02-26: Documentation - 00:00:00	

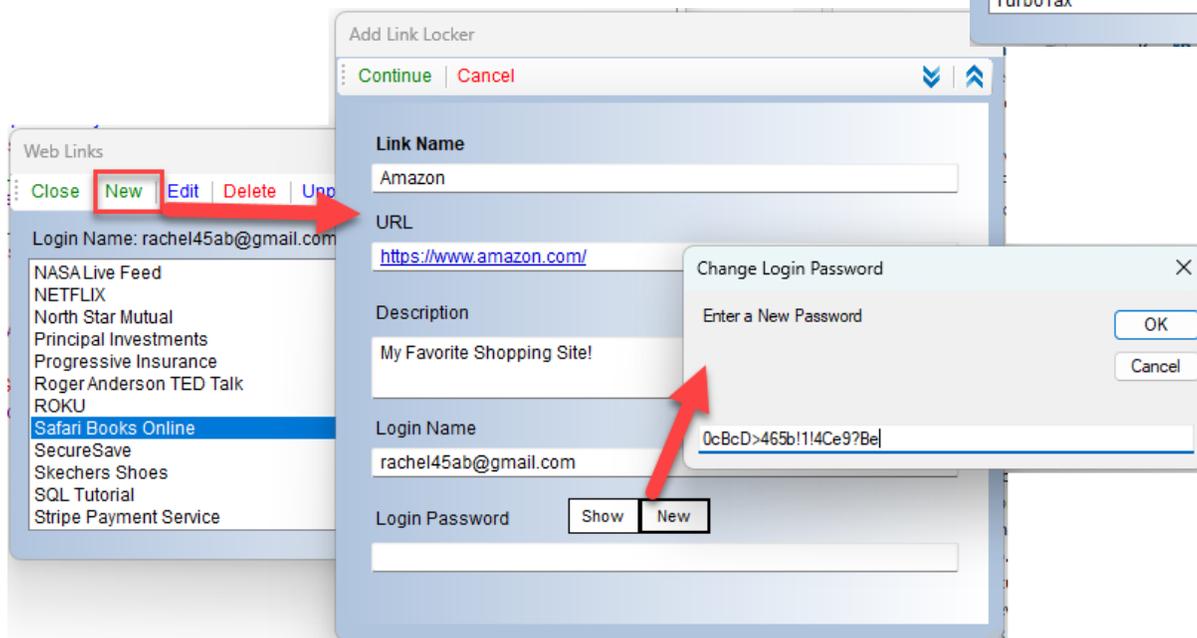
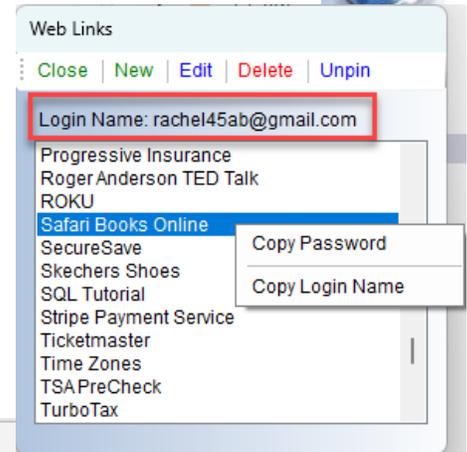
## 10. Web Links

The Web Links feature stores shortcuts to websites, much like using **Favorites** in your browser. When you click on a link, your Login Name (if any) is displayed above the list, and your password for that site is copied to the Windows Clipboard.

Double-clicking on the link opens the website where you can simply paste (Ctrl+V) the password into the login screen. This feature enables you to keep a different password for each site without having to remember them!

### Adding A Link

Click the **New** button on the toolbar to open the Link form. Enter the **Name**, the **URL** (site address... paste this from your browser), a **Description** (not required), your **Login Name** (if needed), and if you already have a password, enter it in the **Login Password**. To generate a unique NEW password, click the **New** button and click OK to keep it.



### Editing A Link

Click on the Link in the list and click **Edit** on the toolbar to make changes.

### Deleting A Link

Click on the Link in the list and click **Delete** on the toolbar. You'll be prompted with "Are you sure?", and if you choose "No" the link will NOT be deleted.

**NOTE:** The Web Links form can be left open on your desktop so your website links are available when you need them. When **FileJacket** closes, it will also close the Web Links form.

## 11. Outlook Utilities

If you use any **desktop version of Microsoft Outlook** (Outlook MUST be installed on your local drive) to manage your email, this utility extends the search features beyond the standard functions in Outlook. It can also “cleanup” the text from any email so it’s more manageable when trying to copy the contents for documentation or sharing in another application.



This utility is available ONLY IF you’ve checked the option in **Preferences** to enable all Outlook features >>>

If Outlook is installed on this computer...

Check this to enable all Outlook features

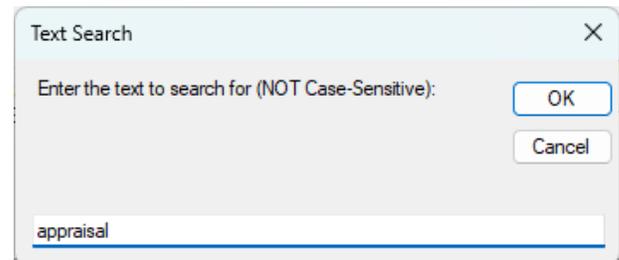
**NOTE:** Open Outlook to use this feature, as it interacts with the views and folders.

### The Toolbar

**Show Selected Messages** – If you have one or more messages selected in Outlook, clicking this button will pull those emails into the grid on bottom of the page.

**Start Text-Search** – This option prompts you to choose a folder in which to start searching from your folders in Outlook.

1. Enter the text to search for in the input box.



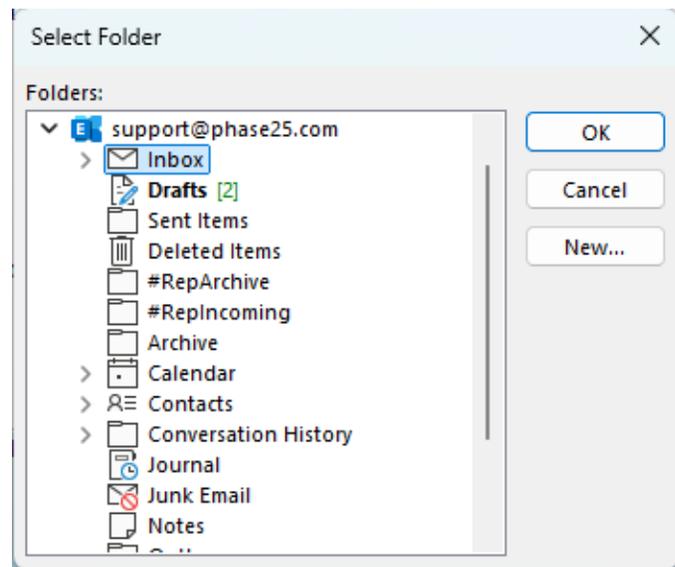
2. The Outlook ‘Folders’ dialog will be displayed over the open Outlook view. Select the folder to begin searching. All folders within that folder will be included.

If you checked the **Include All Messages in Email Chain**, all linked messages will be included in the results.

The **Importance, Is Read?, Where Date Received** (add date range) and **Sender** drop-down lists will refine the search to reduce the number of emails found.

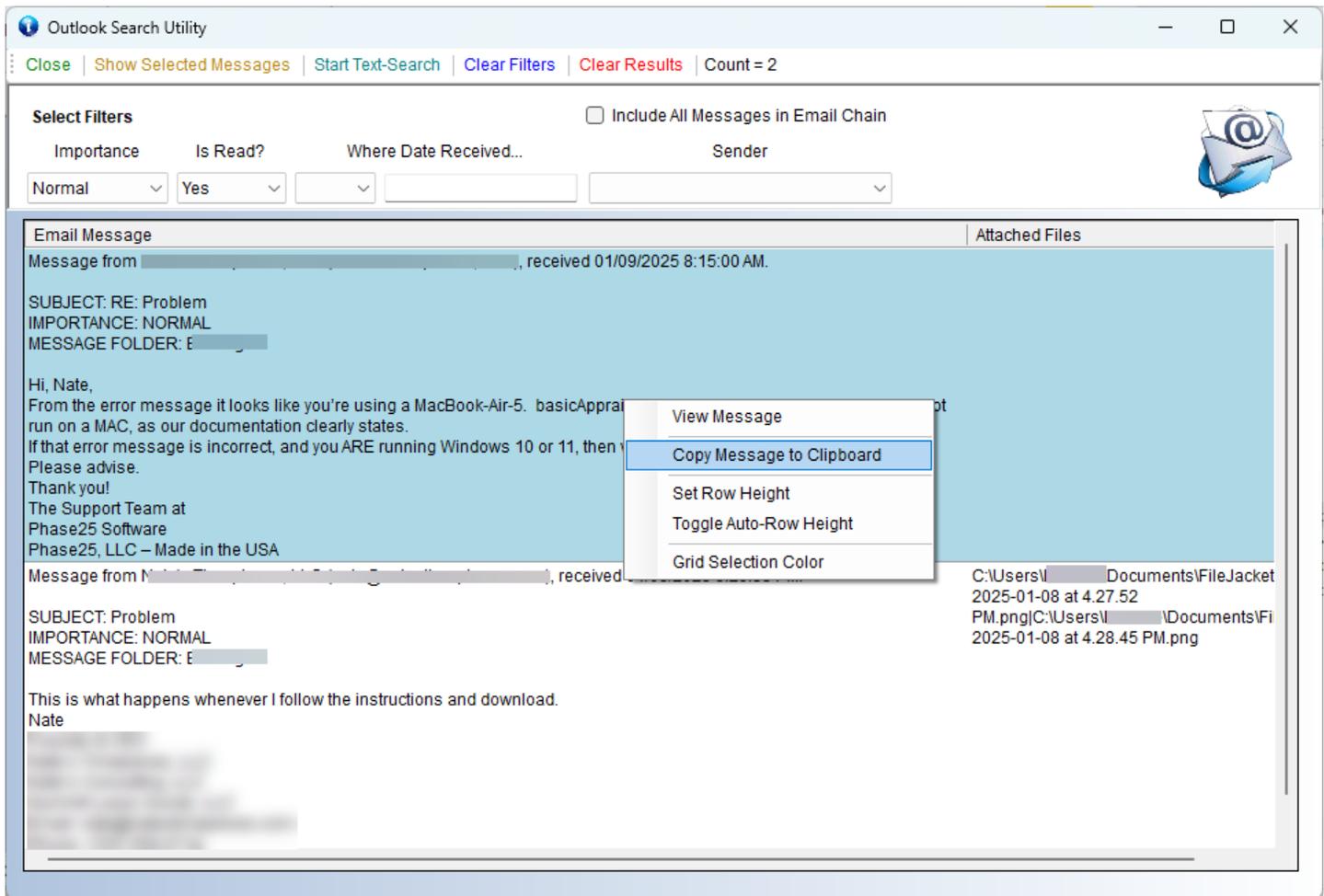
**TIP:** If you’re looking for a specific file attachment and know the name or part of the name, you can easily find it by using this search function, which also looks at the name of each attached file to fine the text.

Click **OK** to begin the search.



The search results will be displayed in the grid on the bottom of the page. Every email where the word was found in the Subject, Message or Attachment name will be included. You can double-click on a row to **open the message in Outlook**, where you then have access to the original attachment, if that’s what you were looking for.

See the image on the next page.



The first column will show the information from each message in a single text paragraph, stripping out icons and signature graphics and combining the name and email address of who sent it (or who it was sent to), the Subject, Importance and Message, plus which Outlook folder it resides in (MESSAGE FOLDER). The second column will show all file attachments, which will have been extracted to a temporary folder.

- Double-click on any message to open it in Outlook.
- Right-click on a message to show the menu options above. **View Message** opens the text in a larger window where you can read all of the text. **Copy Message to Clipboard** copies the entire text into the Windows Clipboard; use Ctrl+V (Paste) to paste it into another document or file.
- The last three options are for formatting the grid. Define a default row height by clicking **Set Row Height** and toggle between the default height and the “fit text” option (full message shows in one row). The **Grid Selection Color** lets you choose what color a selected row is displayed (default = blue).

## 12. The Mailbox



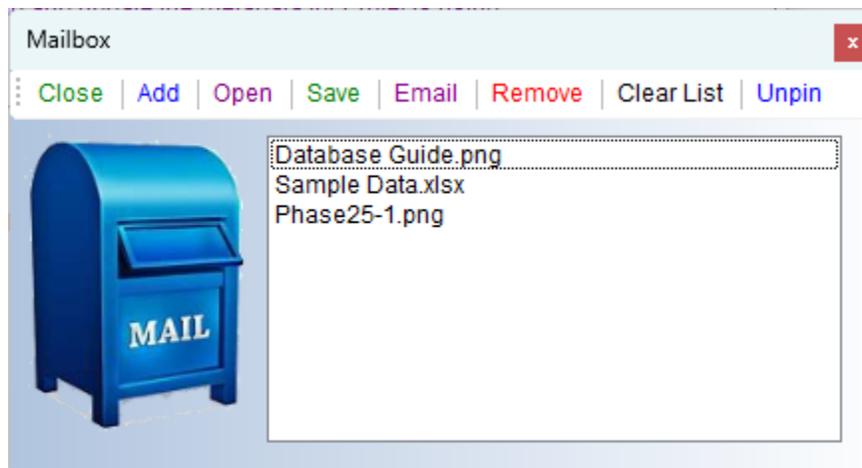
The **Mailbox** is useful when gathering more than one or two attachments for an email. You can add any combination of file types to the list.

How is this different than just clicking the Attachments button in an Outlook message? Sometimes we have to compile a list of files to send. The Mailbox can be left open between emails if you want to have it available for gathering files to attach to any Outlook message throughout the day.

When the list is complete, just click the **Email** button to create a new message and automatically attach the files.

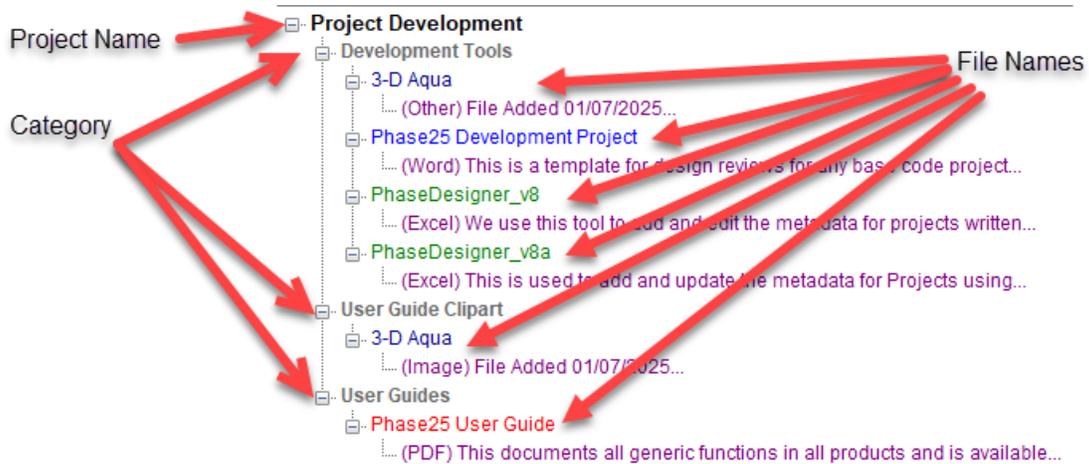
### The Toolbar

- Click the **Add** button on the toolbar to select a single file, or hold down the Control key (CTRL) to select multiple files from the same location. Each file name will be added to the list.
- Click the **Open** button to open the file in its native application. If you make changes to the file, you will need to add it again as changes are not written to the temporary files behind the list of file names.
- Click the **Save** button to save the selected file to another location.
- Click the **Email** button to create a new Outlook message with all files added as attachments.
- Click the **Remove** button to remove the selected file from the list. This does NOT delete the file, just excludes it.
- Click the **Clear List** button to clear the list.
- If the **Pin** button is visible, click it to keep the **Mailbox** on top of your other open windows. If the **Unpin** button is visible, click it to NOT have it float on top of other windows.



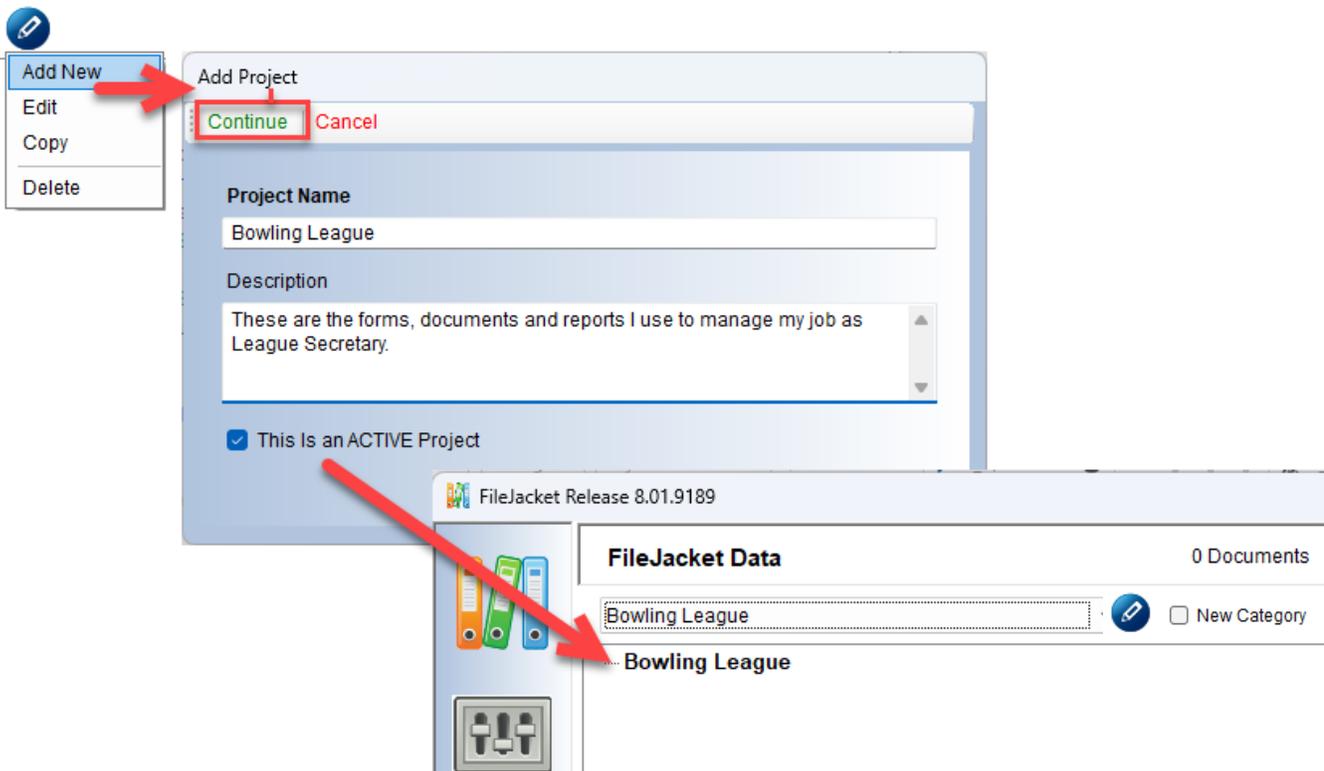
## Projects, Categories, File Names & Descriptions

Projects are displayed on the **FileJacket's** tree view, with the Project Name at the top, with all Categories listed under it, and under each Category the files and/or links associated with it. Under each file is a Description field (in purple text in the image below), which shows what type of file it is based on the file extension (Word, Excel, PDF, etc.)

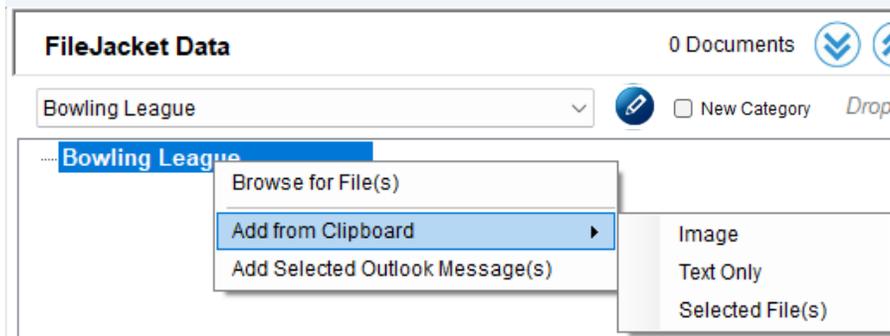


## Adding Projects

- Click the blue pencil button on the Project list and choose **Add New**.
- The **Add Project** form opens; enter the Project Name and a short Description (not required).
- Click **Continue** to save it.
- The Project is selected and the tree view on the Main Menu is cleared.

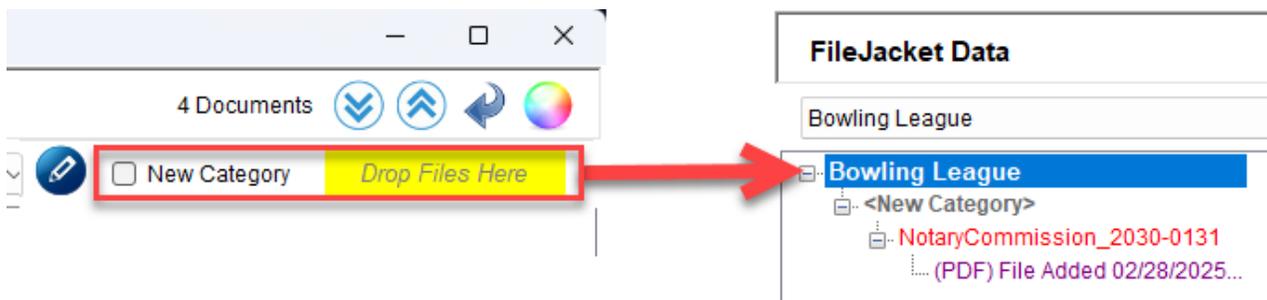


## Adding Files to a Project



There are multiple ways to add files to a Project:

- Right-click on the Project Name to open the menu.
  - a. **Browse for File(s)** – This opens the Windows Explorer “Open File” dialog where you can select the file to add.
  - b. **Add from Clipboard** – Three types to choose from:
    - i. **Image** – If you’ve copied an image to the Clipboard this option will create an image file and save it in the **FileJacket** data folder.
    - ii. **Text Only** – If you’ve copied text from another document or website this option will create a text file (.txt) and save it in the **FileJacket** data folder.
    - iii. **Selected File(s)** – If you’ve copied files in Windows Explorer, the shortcut for each file will be added to the project. (Files remain in their original locations).
  - c. **Add Selected Outlook Message(s)** – If you clicked on one or more messages in Outlook and copied them to the clipboard (Ctrl+C), each message will be added as a text file (.txt) in the **FileJacket** data folder.
- Drag & Drop Files from Windows Explorer
  - a. Select a file in Windows Explorer
  - b. Drag it over the **FileJacket’s** drop zone “Drop Files Here”.
  - c. The drop zone flashes yellow
  - d. Let go of the mouse button to finish adding the file.

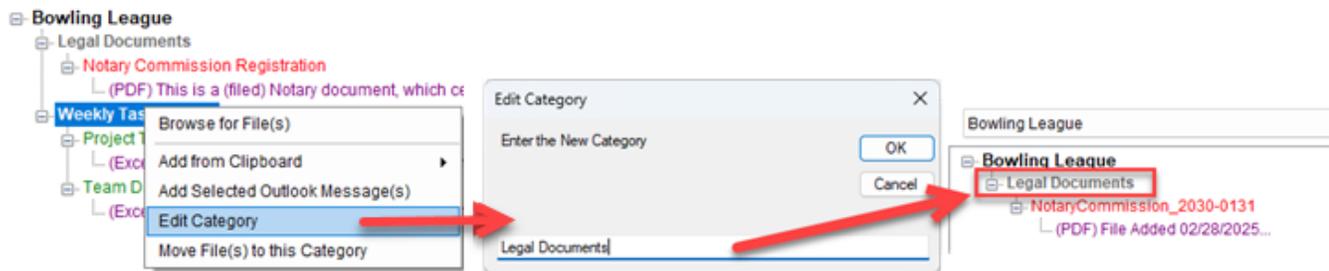


If the **New Category** checkbox is checked, you’ll be prompted to enter a new Category value for the added files. If not checked, the last selected Category will be used, if any. If none selected, the category will default to “<New Category>”.

## Editing Categories

Whenever you add a file to the Project it will be added under the selected category. If no Category was selected (or existed), the Category will be “<New Category>”.

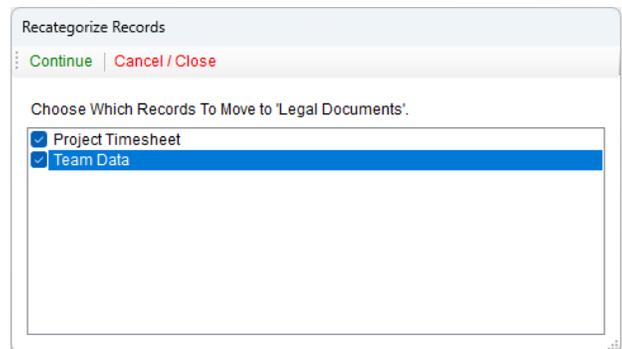
- Right-click on the Category to change the name and choose **Edit Category**.
- Enter the new Category name and click **OK**.
- The Category is updated on the tree view.



## Move File(s) to this Category

Moving a single file record from one Category to another is as easy as dragging and dropping it on a different Category. However, if you want to move multiple records to another Category, use the **Move File(s) to this Category** feature.

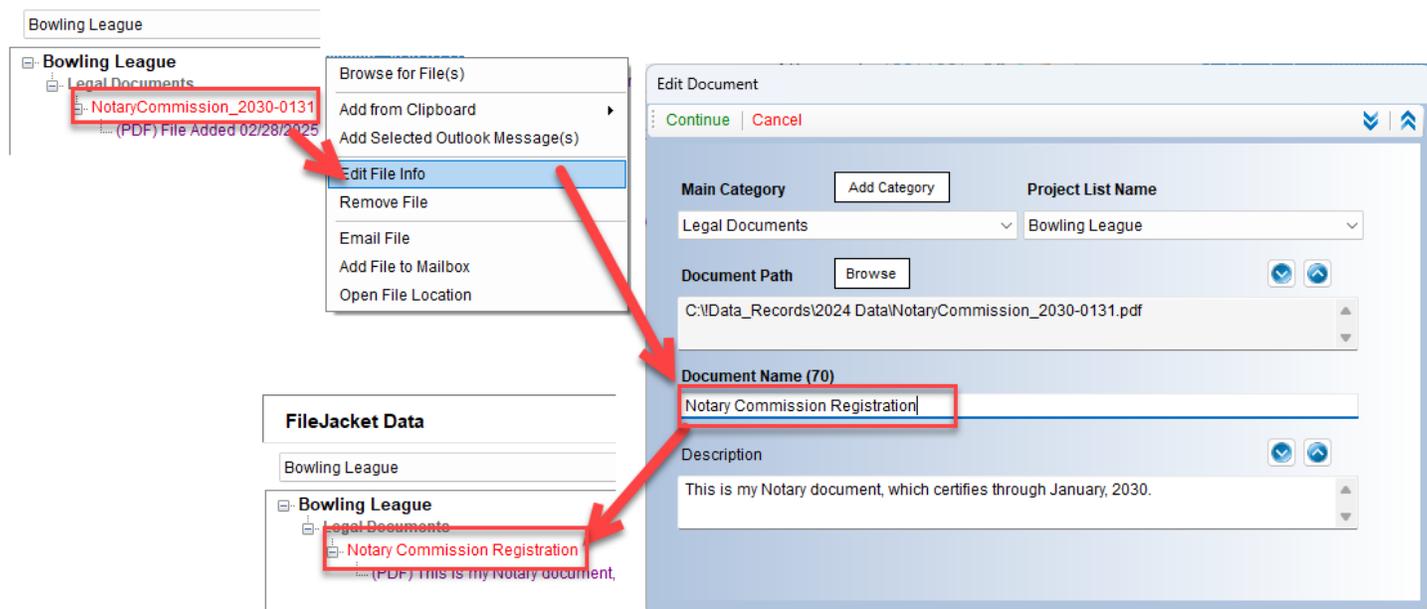
- Click on the Category you want to move the files into.
- Right-click to popup the menu
- Click **Move File(s) to this Category**
- A list of files NOT ALREADY under that Category will be displayed
- Check the checkboxes next to the files you want to move
- Click **Continue** to move the files.



## Editing File Information

When a file is added, the display name you see in the tree is the file's name without the file extension. You can change the display name by following these steps:

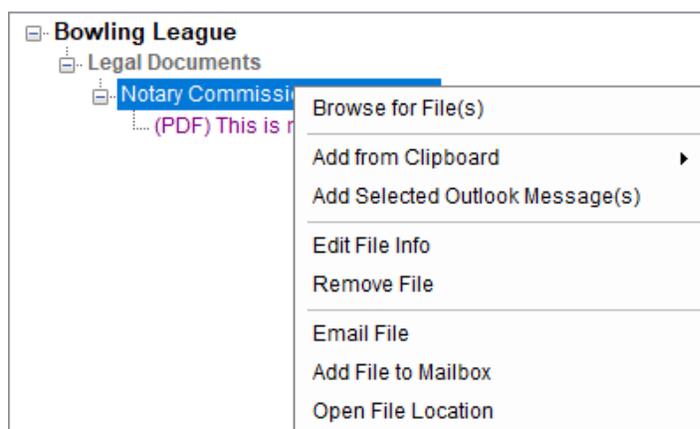
- Right-click on the Name in the tree view
- Choose **Edit File Info**
- Change the **Document Name** field value
- Any other fields can also be edited
- Click **Continue** to save your changes and refresh the tree view.



## Additional File Features

The File menu, which is opened by right-clicking on a File name or Description in the tree view, has additional features:

- **Remove File** – This removes the link from the tree view (it does NOT delete the file from its original location).
- **Email File** – If you have Outlook, and it's enabled in **Preferences**, this option will create a new Outlook message and attach the file, opening it in Outlook for additional editing.
- **Add File to Mailbox** – This adds the file to the list in the **Mailbox**.
- **Open File Location** – This opens the folder that contains the file.

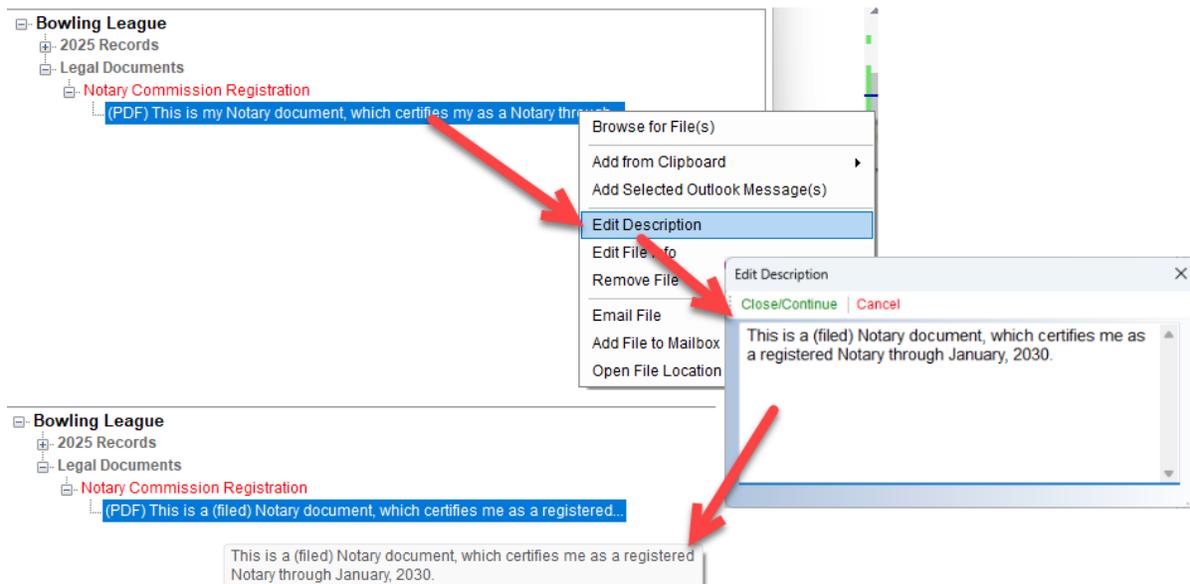


## Editing the Description

The Description line in the tree view stores the type of file in addition to a general description. The Description only shows as one line on the tree view, but if you hold your mouse over it, the full description is displayed in a tool-tip bubble.

You can edit the Description by either way described below:

- Right-clicking on the Category, File name or Description and choose **Edit File Info**
- Right-clicking on the Description line and choose **Edit Description**. This option opens the Editor window where you can add as much text as you want. Click **Continue** to save the changes and update the Description on the tree view.



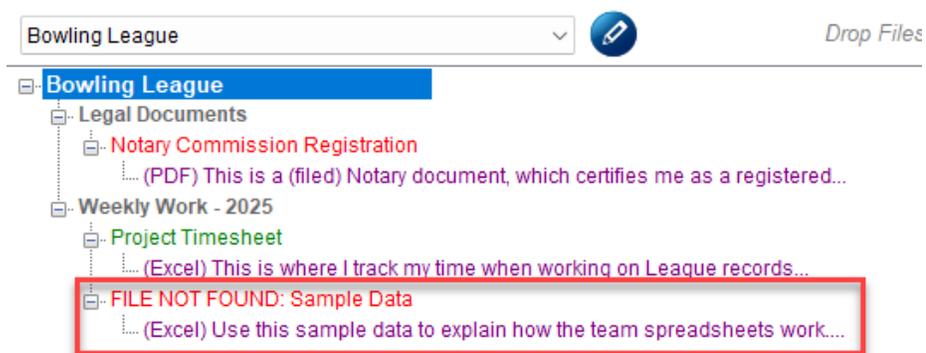
## Changing a File's Category

You can move files from one Category to another by:

- Simply dragging the file over to another Category in the tree view (Drag & Drop), dropping it on the Category name or any other file name in that category.
- OR, use the **Edit File** form to open the file information and change the Category value in the drop-down list.

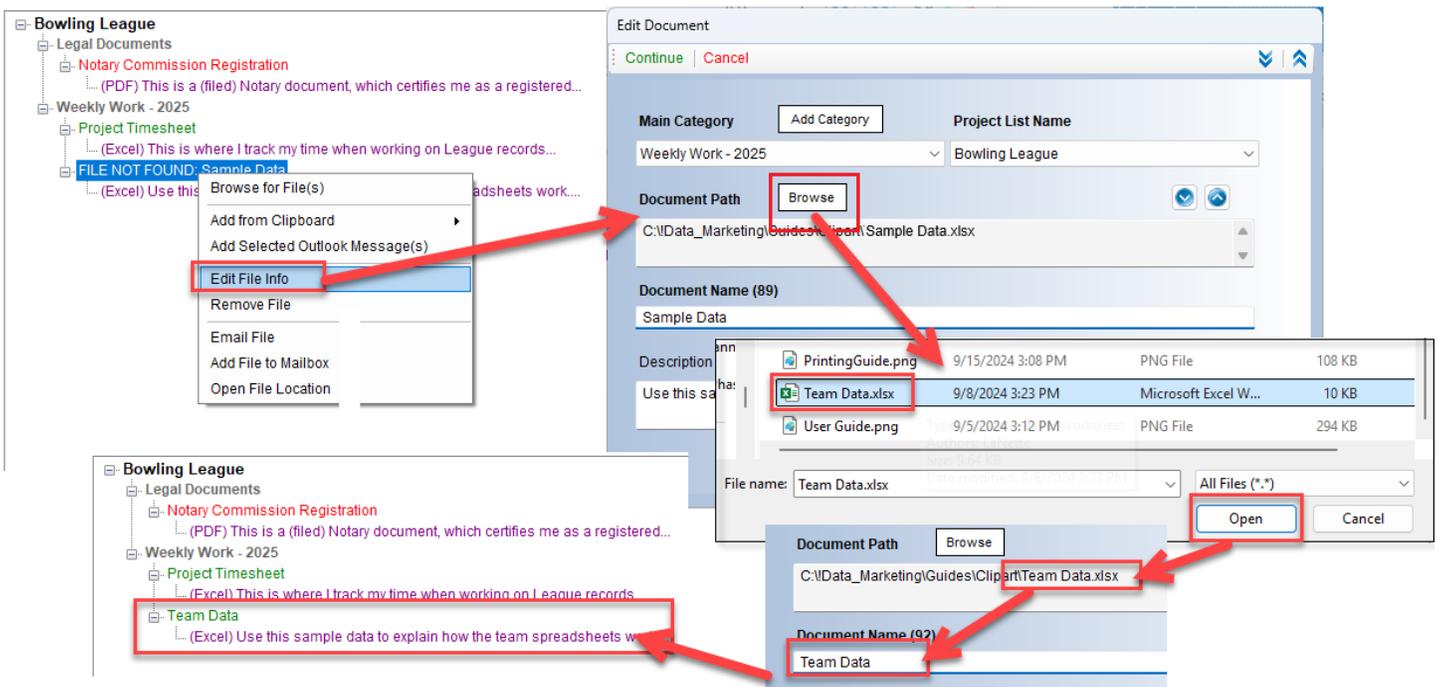
## Missing Files

When a Project is loaded each file link is verified whether the file still exists. For example, if a file was moved from its location, or renamed, the file will be considered **MISSING**, and the link will display in red text as **FILE NOT FOUND**.



You can handle this by:

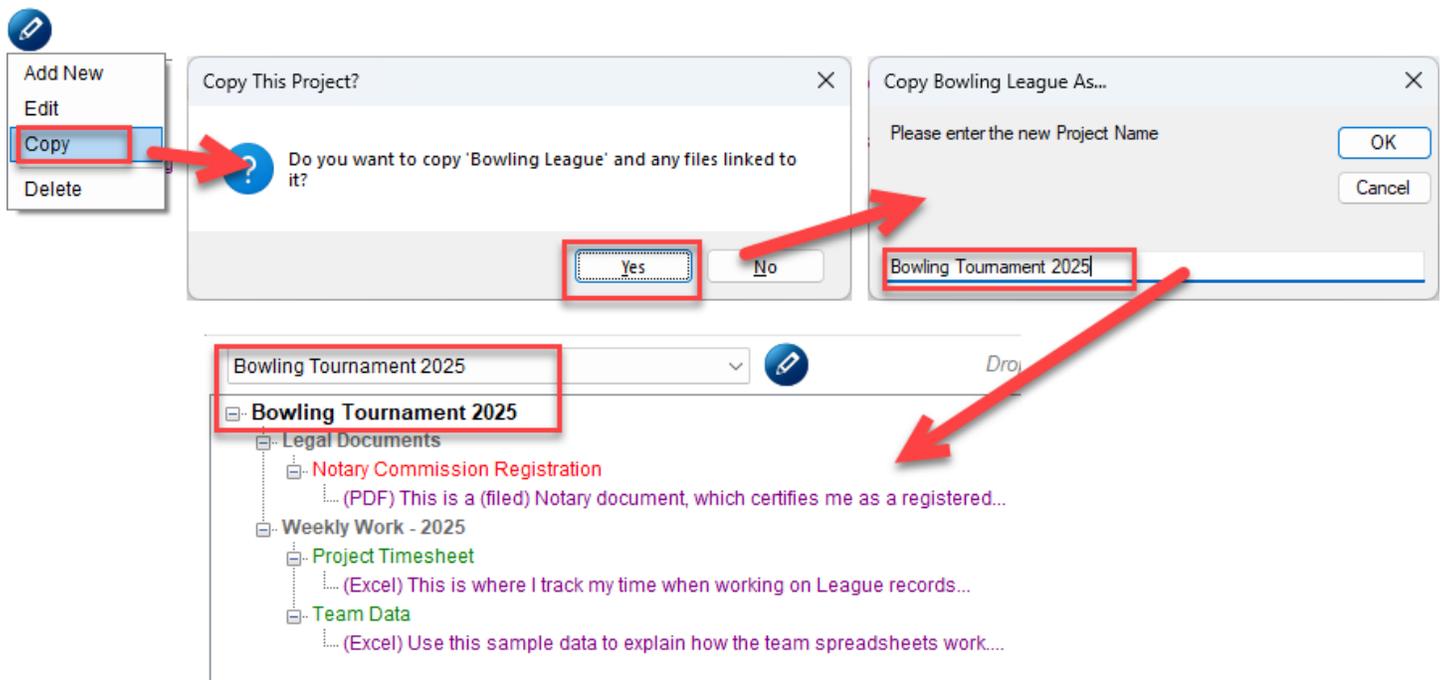
- If the file was deleted, or you don't need it in your project, you can remove the shortcut link by right-clicking and choosing **Remove File**.
- Right-clicking and choosing **Edit File Info**, then using the **Browse** button to find and update the shortcut record. Edit any other fields if needed, then click **Continue** to save your changes.



## Copying A Project

If you want to copy an existing project:

- Click on the blue Project menu button on the right side of the Projects list and choose **Copy Project**.
- Answer **Yes** to the prompt asking if you want to continue.
- Enter a new Project name in the prompt and click **OK**



The Project and all of the shortcut links are duplicated and automatically displayed on the tree view.

**NOTE:** The links are COPIED from the original Project, NOT the files they point to. If you remove a link in one project, it does not affect the other one. There's an option in **Preferences** to include the links to any Outlook messages or text or image files created from the Windows clipboard in the copied project:

**When copying a Project...**

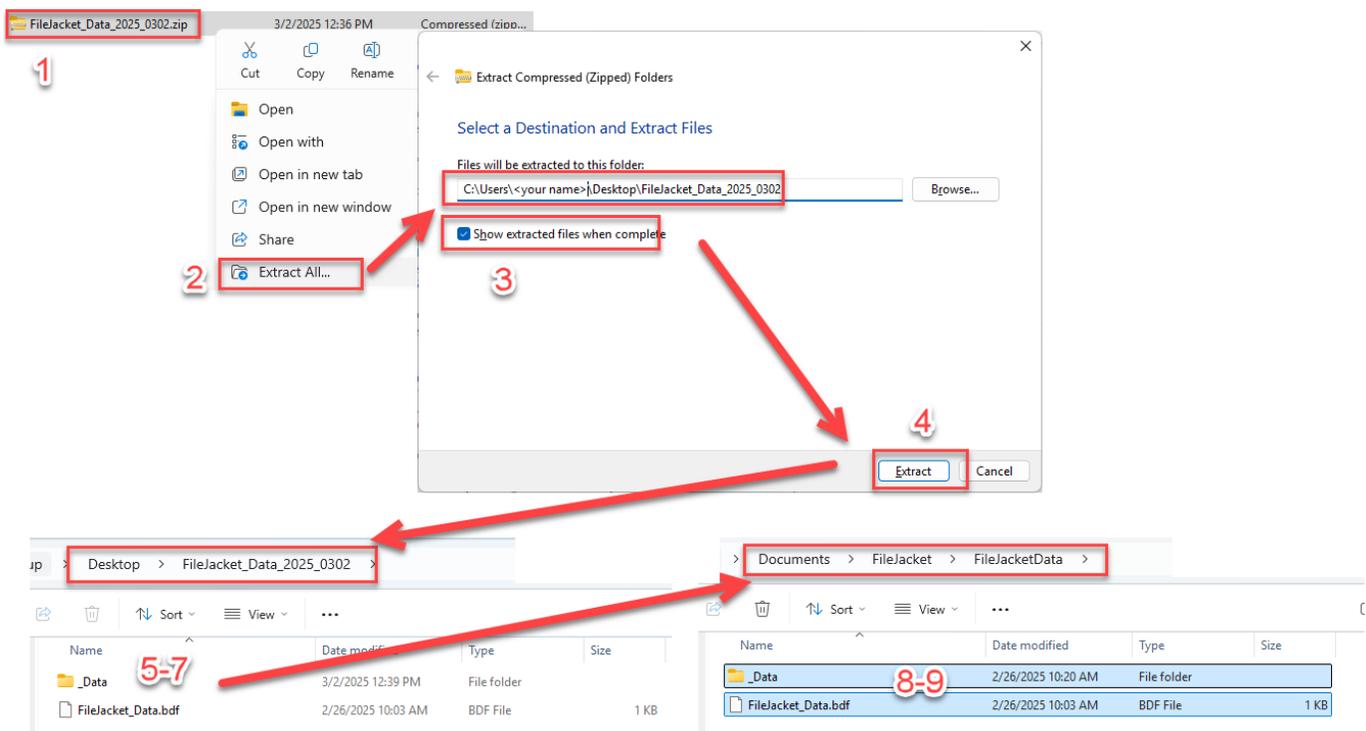
Include Links to Outlook messages and Clipboard Files

If unchecked those links will not be included in the new copy.

## Appendix A - Restoring from a Zipped Backup File

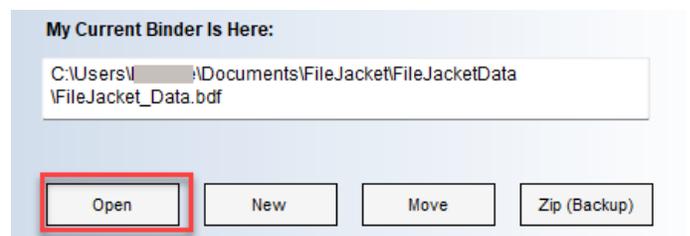
If you need to restore your **FileJacket** data from a zipped backup file, follow these steps:

1. Copy the .zipped file to your Desktop
2. Right-click on it and choose **Extract All**.
3. In the next dialog, make sure the **Show Extracted Files...** checkbox is checked.
4. Click **Extract** to unzip the files.
5. The unzipped data files folder will open; you should see a file called **FileJacket\_Data.bdf** and a folder called **\_Data**.
6. Select both the folder and the file (Ctrl+A) or Control-Click on each one to select them.
7. Copy both to the Clipboard (Ctrl+ C)
8. Open the default folder for the data: <C:\Users\<your name>\Documents\FileJacket\FileJacketData\>
9. Paste (Ctrl+V) the folder and file into that folder. If prompted, choose to “Overwrite existing files”.



**NOTE:** If you do NOT restore a zipped backup file to the default location:

(<C:\Users\<your name>\Documents\FileJacket\FileJacketData\>) you will need to open **Preferences**, then click the **Open** button to open the data file.



# System & User Requirements

Phase25 Software (Phase25, LLC) products are designed to be straightforward and easy to use, with minimal administration by the customer, both on a hardware and software level. We strive to quickly resolve any and all issues regarding installation, performance and daily usage; however following these standard Requirements must be met before we can effectively do so.

## General User Requirements

- Users must have an overall general understanding of how to use a computer, including but not limited to\*:
  - Basic Windows skills, such as copy/paste functions and file & folder navigation in Windows Explorer
  - General Outlook email familiarity to adjust personal settings ( Outlook Rules & Alerts & Mail Account settings)

## User (Workstation) Hardware Requirements

- Operating Systems: Windows 10, Windows 11 (please make sure all updates and service packs are applied regularly)
- MINIMUM 8GB RAM (12GB+ Suggested). More RAM results in better performance.
- 10MB Hard Drive Space for setup and installation; additional storage required for database
- Video Resolution Minimum of 1280 x 800 (100% Resolution); settings that vary from the default proportions for your system may cause some pages to appear distorted
- Microsoft Outlook 2016 or Office 365 (for email integration & user-to-user Replication)
- High-Speed Internet Connection (for updates, remote support & user-to-user Replication)
- Other computer hardware less than 3 years old.

**NOTE:** All single-user licensed applications store data in a SQLite database, which is a standalone database engine widely deployed in web browsers, operating systems mobile phones and desktop systems. This database type is called *zero-conf*, which means it needs no administrative services.

## Enterprise Software Requirements

Enterprise versions support multiple users by adding features such as SQL Server / SQL Server Express integration. Contact support for pricing and additional information at [www.phase25.com](http://www.phase25.com).

For multiple user customers, we require that **one person** from within your company be designated as the Contact Person for exchanging information about updates, support issues, and any other communication with Phase25 Software regarding the training, installation and general daily operations of the software product. We do not support each user on a one-to-one basis in multi-user situations; the Contact Person within the company is responsible for mitigating on-site issues and communicating those personally to the support staff at Phase25 Software and then reporting any resolutions, update notices, etc., to the licensed users within the company.

- Supported Database Platforms (Enterprise)
  - Microsoft SQL Server 2016 or above - requires SQL Server installed and operating on a company network and is NOT included in our software packaging, installations or pricing.
  - Microsoft SQL Server EXPRESS 2014 - requires SQL Server Express 2014, which is a free product available from Microsoft's website (<https://www.microsoft.com/en-US/download/details.aspx?id=42299>).
  - We recommend downloading and installing the SQL Server Management Studio 2014 (free) to facilitate setting up the application login and password required by our software. Please refer to Microsoft documentation for system requirements for their products.\*
- Replication Requirements (Enterprise)
  - Microsoft Outlook 2016 or above or Office 365
  - High-Speed Internet Connection
  - For Replicator Server Utilities - Windows Server NOT required (Replicator can run on a workstation); however the workstation should be an up-to-date computer with a minimum of 16GB of RAM to efficiently process replication packages for client systems.

\*We provide instructions for setting up an application role login and password on SQL servers, however, we do not support the overall operations of any SQL Server products as that is the responsibility of the vendor from which it was purchased.

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