Prerequisites

License requirements	A license is required to use U-MAP IT. Purchase of a license is only permitted to users that have completed the Usability Mapping Foundation Course.
Trial Licenses	Trial licenses are offered free of charge to users that completed the Usability Mapping Foundation Course for a limited time (usually 90 days).
	After the trial license has ended, a license must be purchased to continue using U-MAP IT.

Install U-MAP IT

Prepare file for installation

Prepare for U-MAP IT installation:

Step	Action
1.	**Download** latest version of U-MAP IT.
2.	**Verify** macros have been unblocked to allow file to run.

U-MAP IT is prepared for installation

Install U-MAP IT

Install U-MAP IT as follows

Step	Action
3.	**Find** the U-MAP IT file you downloaded.
4.	**Double Click** the downloaded U-MAP IT File.
5.	**Follow** the instructions to install U-MAP IT.
6.	**Verify** MS Word has closed.

U-MAP IT has been installed.

Register U-MAP IT

Follow the steps below to register U-MAP IT.

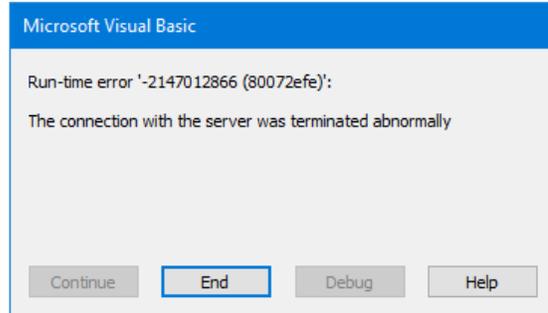| Step	Action
7.	**Open** MS Word.
8.	**Enter** your email address when requested.
9.	**Change** any setting as required.
	NOTE: These settings can be changed at a later date.

U-MAP IT is installed and registered.

Troubleshooting U-MAP IT issues

Troubleshooting U-MAP IT Issues

If you find this error during installation, your Internet firewalls are preventing access to our license server. Refer to your local IT team or email us for help.

Unblocking macros

Macros may need to be unblocked to install U-MAP IT as follows:

Step	Action
1.	**Locate** the U-MAP IT file that was downloaded.
2.	**Right-click** on the file to open document properties.
3.	**Select** the "General" tab.
4.	**Check** the "Unblock" box to allow macros to run.

Macros should be unblocked and installation can proceed..

Contact Information

For more help, email us at: safety@usabilitymapping.com