

Software Implementation and Reference Guide

The information below and much more is available at the SHRMS detailed Training Website at:

https://www.shrmss.com/shrms_training.html

Overview:

The Strategic HR Management Solutions (SHRMS) software is a Windows desktop application (*it will not run on a Mac or Android based operating system*) designed to immediately run on PCs without an actual “automated installation process”. Due to this design, you will download the SHRMS files and should put them on your computer in the following manner.

SHRMS application download, and program/file location on your computer:

You will download a zipped folder containing five files:

1. “SHRMS.exe” (the main SHRMS application);
2. “msvbvm50.dll” (a Microsoft support file that must reside in the same folder as the running SHRMS.exe file);
3. a file named “logo” (with either a .gif, .jpg, or .bmp picture file extension for branding your reports);
4. a file named “wtrmk” (with either a .gif, .jpg, or .bmp picture file extension for branding your reports);
5. “CreateNewClientFolder.exe” (a tool to quickly create a new client folder, with the necessary files, to run the SHRMS from)

Click on the link you will receive in your download email, reflecting the location of your “SHRMS.zip” zipped folder. Choose “Save” and save the zipped folder to your desktop. Then extract or unzip the files from the zipped folder (typically by right clicking on the zipped folder and choosing ‘Extract’), saving them to a folder on your desktop named ‘SHRMS’ (that will typically be created by the unzipping operation).

Important technical information:

In order for the SHRMS to run on Windows operating systems that occasionally may not already have a Microsoft file installed that’s necessary for proper operation (“msvbvm50.dll”), **always** keep the “msvbvm50.dll” file and the “SHRMS.exe” file in a folder together.

Running the SHRMS Program:

Double click on the “SHRMS.exe” application file (pen icon), and after accepting the license agreement, the program will reach out to your company’s folder on our website and verify your subscription is active. (If prompted by your anti-virus software, allow this to occur.) Upon receipt of renewal payment for the each subsequent subscription period, the program will reach out on the internet to verify continued use of the program is allowed.

Saving Client-Specific SHRMS data:

A new folder should always be created for each new client company that will be using it. To do this, either run the “CreateNewClientFolder.exe” application in your SHRMS template folder, or run the main SHRMS application in your template/desktop folder, and click **File... > Create New Client Folder/Files**. Name your new folder when prompted. **Then run the SHRMS application from that new folder when prompted.** (This folder, once created, can also be moved to any other location of your choice.)

Any User input to the SHRMS (company name, checkmarks, comments, etc.) is automatically saved to a small data file (named “SHRMSdata.txt”) upon closing the program. This file is saved in the same client folder as the SHRMS application itself. Anytime the SHRMS program is run, it will look for a pre-existing SHRMSdata.txt file **in its same folder** and call up the information saved in that file. If you change User input on the SHRMS and do not want the information saved, click on ‘File...’, then ‘Exit / Don’t Save Changes’ in the upper left main menu bar.

Microsoft Excel Reports created by the SHRMS:

As an initial default setting, all Reports created by the SHRMS (in Excel) will be automatically saved, in the same folder as the running SHRMS program and its data file, with a report-appropriate file name. (for example, HR_Time_Worksheet.xls(x), Turnover_Reduction.xls(x), etc.) If you prefer that the reports do not automatically save, but instead allow you to manually save and name them, uncheck the ‘Auto Save Excel Reports’ option under the ‘Help’ button on the upper right main menu bar.