

## Quick reference guide to install PROFF Web Services

Configuration

**Windows 7 or Greater**

**IE 10,11, Edge or Greater**

**Use ADMINISTRATOR account for this installation.**

1. Open IE browser. Then go to Internet / Internet options / Security / Trusted sites / click on site button, add the following to the trusted sites.

<https://iaaims.proff.ca>

2. Right click on the browser, click **run as administrator**, type the following in the address line of the IE browser. **Please note PROFF may provide a different URL once the agreement is signed.**

For Campus Manager Services (AAIMS): <https://laaims.proff.ca/>

For Records Manager Services (RDIMS): <https://laaims.proff.ca/proffims/>

This will download Xcelerator plug-ins from PROFF APPEON services.

Follow browser instructions and allow it to install

If the login screen appears you are connected and ready to use the system.

Please note\*\*\* sometimes your ANTI virus software may block the plug-ins from installing. You may have to disable, install, and then re-enable your Antivirus software.

If it is not successful then please call PROFF help line for support. (613) 234 5639

### Win8.1 – Special Instructions

For IE 11, you should also make sure both "**Enable Enhanced Protected Mode**" and "**Enable 64-bit processes for Enhanced Protected Mode**" (the latter is available in Windows 8.1 only) are unchecked in the **Advanced** tab. Please make sure you download the 64bit Plug-ins.

Configuration

**Windows 7 or Greater**

**CHROME/ FIREFOX installation:** Note\*\*\* **Use ADMINISTRATOR account for this installation.** If the ANTI virus is blocking the plug-ins please disable ANTI virus software, install and then enable the ANTI virus software once the following processes are completed.

1. Type the following in the address line

<https://laaims.proff.ca/>

This will download Xcelerator plug-ins from APPEON services.

Follow browser instructions and allow it to install or manually download and install.

If the login screen appears you are connected and ready to use the system

If it is not successful then please call PROFF help line for support @ (613) 234 5639

## Quick reference guide to install PROFF Mobile Services

Configuration for smart phones and tablets

Please note\*\*\* You need license to access these services.

### **Android (SmartPhones/Tablets):**

Download appropriate PROFF work space (AWS) and install in your smart phone.

<http://iaaims.proff.ca/aws>

Note\* - Enabled security option unknown sources under setting to install PROFF AWS. Once install you may disabled the option.

Touch Icon and setup URL <http://iaaims.proff.ca/<proffservices>>.

Test the connection and touch the back arrow. This will automatically install the PROFF mobile application. PROFF will provide the variable name for < **proffservices** >

### **IOS (iPhone/iPad):**

Search APPEON from Apple store

Download and install PROFF APPEON workspace

Open workspace and touch the (+) button (top left)

Enter the URL <https://iaaims.proff.ca/<proffservices>>

PROFF will provide the variable name for the application based on the agreement.

Test the connection and touch the back arrow. This will automatically install the PROFF mobile

Touch the PROFF Icon to start the application.

### **\*\*\* Additional Notes: APPEON Add-ons and Plug-ins**

If the plug-ins are not properly installed in your computer, you may experience some issues in the behaviour of the system. We recommend you to use **RUN as administrator** to install these plug-ins.

**Action:** Remove the plug-ins from the APPEON installation and reinstall.

#### **How to remove plug-ins**

**Step 1:** Go to Internet Explorer then tools/ manage add-ons/ show all add-ons. Look for APPEON corporation add-ons. Double click on the add-ons and remove them both.

**Step2:** Go to internet Explorer then Internet options, Advance and click reset button.

**Step3:** Close internet. Open internet (Use run as administrator), then enter the PROFF web services site. It will request you to reinstall Xcelerator add-ons. Allow and install.

## Quick reference guide for PROFF initial setup

Note\*\*\* It is important to successfully login to the system first to set the following. If you are an existing client, please ignore this section.

### System admin functions

User profile is already set by PROFF for main login. You may add other users using this function. Please note for initial login for other users, The USER ID is the password. Follow instructions to change password. Use support tables and values under System admin function to create new items if required. You must define Setup parameters, Campus information, Acknowledgements, Checklist items and funding sources applicable to your campus.

### PROFF Setup.

This has to be done before you register any leads or students to the system

#### Step 1

- 1.1 Go to system admin / Maintain program and courses / Create main program categories.
- 1.2 Go to system admin / Maintain program and courses / Create program.
- 1.3 Go to system admin / Maintain program and courses / Create courses.  
All courses should be defined here for all your programs.

#### Notes:

Course No will be in sequence 1,2,3,4...etc, Course code – make up a course code for each course. Abbreviated description ( MSW101 – Introduction MS word - 6-8 chars will be good)  
Course fees – Not required  
Course credits and course weight always – 1  
Course delivery – IC = in class; ON = Online ; PR – practicum etc...

- 1.4 Create program schedules for the programs you offer to the students.  
Go to system admin / Maintain program and courses / Create program schedules.  
The certificate or diploma programs you offer to the students are defined here.
- 1.5 Once program schedule is created:
  - 1.5.1 Select the program schedule item from the list then create all **courses** belongs to this program. It is important identify the start term for each of those courses.
  - 1.5.2 Select the program schedule item from the list then create all **other fees** belongs to this program.
  - 1.5.3 Select class schedule text and enter the **class schedule and practicum** for this program.  
This is used in the student contract agreement.

#### Note:

If the same program is offered in the future, please select the program schedule item and duplicate. This will generate a new program schedule item with empty dates, change the dates

## Step 2

- 2.1 Create a new folder in your PC and name PROFF. This should look like C:\PROFF\.
- 2.2 Copy your PCC act 2005 Privacy policy document into the new folder PROFF and rename this document to **CampusPolicy.PDF**. This document is part of the student contract agreement. We recommend to create a PDF copy of this document. The system will generate the pages 1 & 2. Please use legal paper (8.5/14) for printing. Final student contract agreement should be pages 1-2 plus the campuspolicy.PDF
- 2.3 Copy and rename your logo to <campusID.jpg> and place in C:\PROFF folder. i.e. demo.jpg.

## Step 3

- 3.1 Go to system admin / Admin functions / initialize student number for the start.  
This must be done only once before you register any students or leads to the system.

## You are now ready to create leads and students.

When creating students, you must complete the payment section and save successfully to register student to the system. Note that if there are no payments accepted at the time of registration you must create a payment record with payment type of "NA" and amount of "Zero".

You must validate the creation of the student for the first time. This can be done by navigating through the tab options. There should be at least one record in each tab otherwise you have not created the student correctly in the system.

See your statement of accounts for WEB Services under file menu option.

You can download the user manual from our download site which can be access through the system under help menu option.

You need further information, please send an email to [proff@proff.ca](mailto:proff@proff.ca)