

## SHAREMAN TRIAL INSTALLATION

Thank you for your decision to trial SHAREMAN. This Software has been designed for use by Accountants and Private Investors wishing to accurately record and manage Investment Portfolios. Please follow the steps below to quickly and easily evaluate SHAREMAN.

1. Install SHAREMAN
2. Start SHAREMAN (select START / PROGRAMS / TRIMAR / SHAREMAN)
3. Print and complete the **SHAREMAN Familiarisation Exercise** (from the SHAREMAN front screen, select UTILITIES / FAMILIARISATION EXERCISE / PRINT).

**FAMILIARISATION EXERCISE** : It is very important to print and fully complete the Familiarisation Exercise – it uses a small sample Portfolio to quickly and easily show you how SHAREMAN works. Once you have completed this exercise you can then use the sample Portfolio to further evaluate SHAREMAN.

**TRIAL RESTRICTIONS** : Being a Trial Version, certain restrictions apply to this copy of SHAREMAN. Firstly, only one Portfolio can be setup, as per the Familiarisation Exercise the Entity Code for this Portfolio must be "DEMO". Secondly only 20 transactions can be entered in this Portfolio. In every other way this trial copy performs the same as the fully licensed version.

**REFERENCE MANUAL / BUILT-IN HELP** : A comprehensive Reference Manual is built into SHAREMAN and can be accessed whilst using the software. If you press the <F1> Function Key whilst using SHAREMAN, the section of the Manual relevant to the part of the program you are currently using, will display on the screen. Alternatively, after starting SHAREMAN, select HELP / HELP CONTENTS / SEARCH to access a complete listing of all available HELP Topics.

**ACCESSING OUR HELP DESK** : If you need help with SHAREMAN and cannot find the answer within the built in Help Topics, the best way to log a call with our HELP DESK is by FAX or E-MAIL. This allows us time to research your question before responding.

FAX – briefly describe your problem and fax the details to (02) 99755 296

E-MAIL – as above but send the details to [help@cibec.com.au](mailto:help@cibec.com.au)

TELEPHONE – if neither of the above are suitable please contact us direct on (02) 9975 5297

**PURCHASING SHAREMAN** : To purchase a SHAREMAN LICENCE please contact us direct or complete and return one of our ORDER FORMS which can be printed from either our WEBSITE ([www.cibec.com.au](http://www.cibec.com.au)) or from our distribution CD.