



TaskMap 5

Installation and Activation Guide

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Installation and Activation Guide

The document provides instructions for installing and activating TaskMap® process mapping software. It also provides information about the location of the TaskMap® template and stencil files. Finally, it includes instructions for uninstalling TaskMap®, should that become necessary.

Prerequisites

TaskMap runs with both 32-bit and 64-bit versions of Microsoft Windows XP, Windows Vista, Windows 7, and Windows 8.

TaskMap is an add-in product for Microsoft Visio and requires that a **32-bit version of Visio** be installed in order to run. (TaskMap will not run with 64-bit versions of Visio.)

TaskMap Standard works with any edition of Visio 2010, Visio 2013, Visio 2016, or Visio Online Plan 2.

TaskMap Professional requires the Professional edition of Visio 2010, Visio 2013, Visio 2016, or Visio Online Plan 2.

NOTE: Because TaskMap is an add-in for Microsoft Visio, the installation program registers TaskMap with the current user's copy of Visio. Consequently, to install the software *you must be logged in under the Windows username of the person who will be running TaskMap on this computer.*

Installation

The following procedures will install the TaskMap product, including the TaskMap stencil and template for Microsoft Visio.

1. Ensure that you are logged in with the Windows username of the person who will be running TaskMap on this computer.
2. Ensure that Microsoft Visio is *not running* before you proceed.
3. Uninstall the current version of TaskMap if one exists on your system.
4. Use Windows Explorer or another utility to find the TaskMap Setup file you downloaded, then run it. On most systems, this is accomplished by double clicking the file name.
5. When prompted to do so, click the **Run** button to begin the installation.

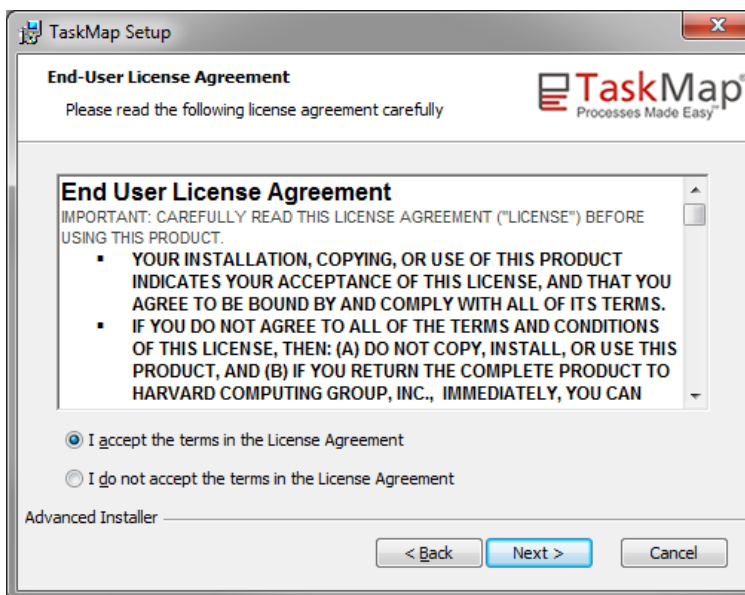


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6. A **Welcome** screen will be displayed. Click **Next**.

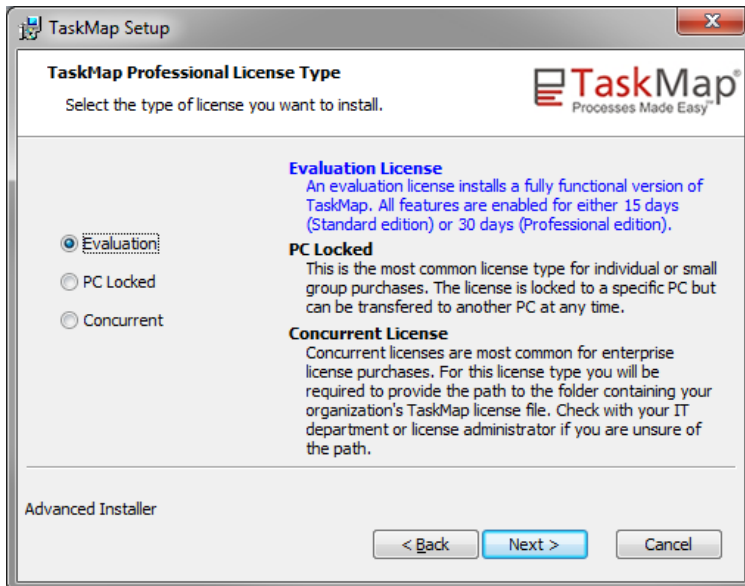


7. A **License Agreement** screen will be displayed. Review the license agreement and if acceptable click **I accept the terms in the license agreement**, which this will illuminate the **Next** button. Click **Next**.



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8. The **License Type** screen will be displayed.

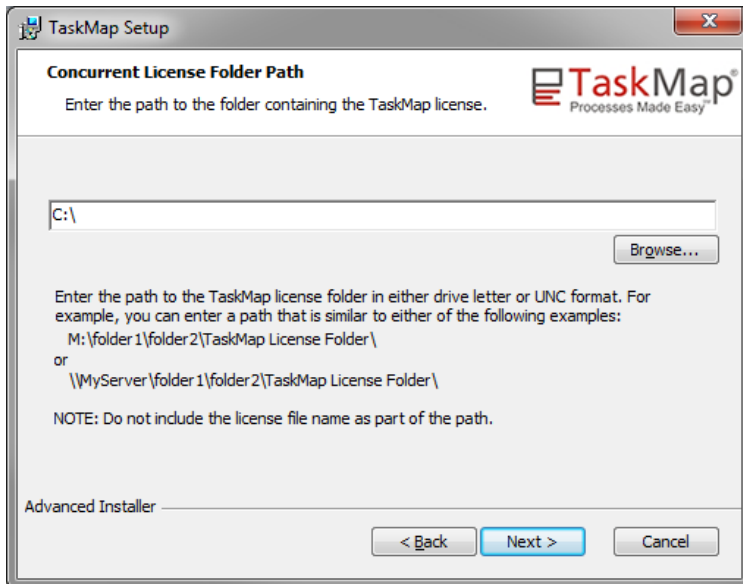


- Choose **Evaluation** to install a 15-day trial license for TaskMap Standard or a 30-day trial license for TaskMap Professional. With this option, all TaskMap functions will be available for the next 15/30 days. If you have not purchased a permanent license by the end of the 15/30-day period, TaskMap will stop working at that time.
- Choose **PC Locked** if you purchased a single-user TaskMap license that will be locked to your PC.
Hint: If you purchased TaskMap at the TaskMap web site, you will most likely be using a PC Locked license. If you aren't sure whether you have a PC Locked or Concurrent license for TaskMap, contact your system or network administrator for assistance.
- Choose **Concurrent** if your PC obtains its TaskMap license from a license server on your organization's network.

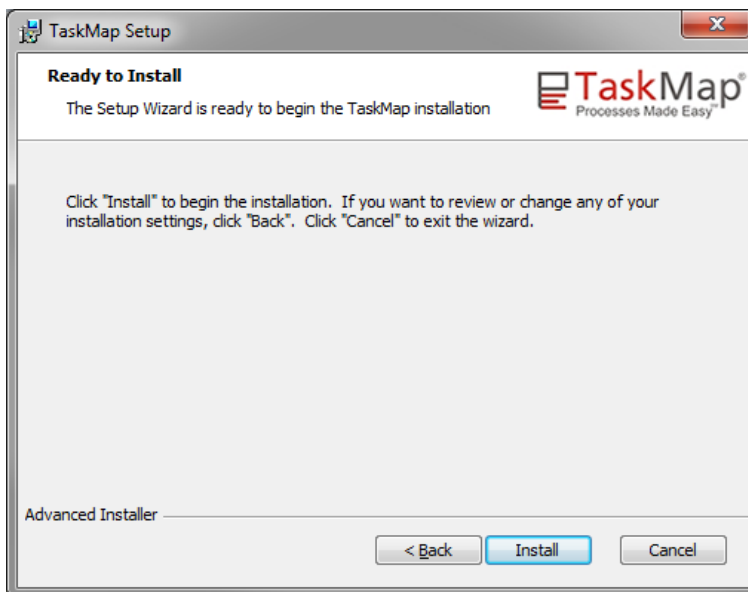
Once you have specified the License type, click **Next**.

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- If you selected either **Evaluation** or **PC Locked** as the license type in the previous step, go to step 11.
- If you selected **Network** as the license type in the step 8, the *Network License Folder Path* dialog box will be displayed. Enter the path to the network license folder in either drive letter or UNC path format, and then click **Next**.

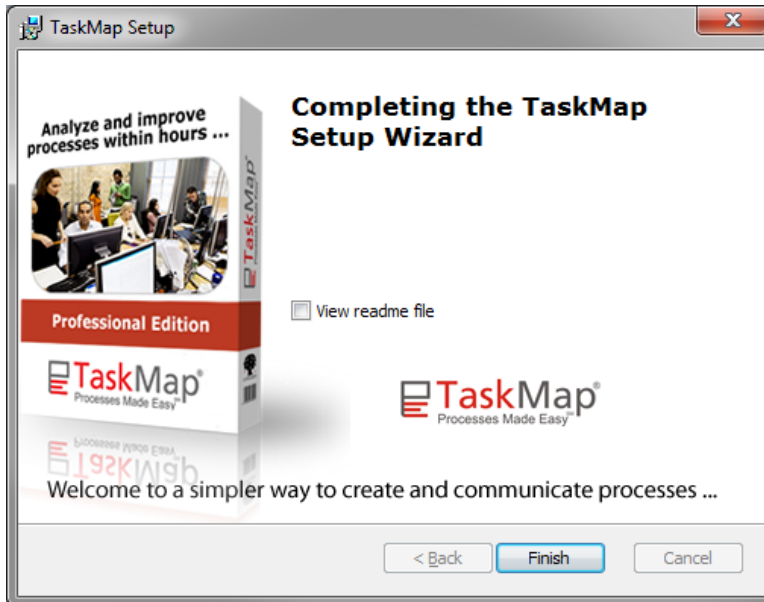


- The **Ready to Install** screen will be displayed. Click **Install** to begin the installation process.



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12. The **Setup Complete** screen will be displayed. If you would like to view the ReadMe file, which contains an up-to-date list of system requirements and bug fixes, click to place a checkmark next to **View readme file**. Click **Finish**.



13. You can now launch TaskMap in one of the following ways:
- Double click one of the TaskMap icons on your desktop.
 - Click the Windows Start button, then **All Programs**, then **TaskMap**, and then select one of the **Create TaskMap...** options.
 - Double click on the filename of any existing TaskMap.
 - Start Visio, click **File>New>TaskMap** then select one of the TaskMap templates.

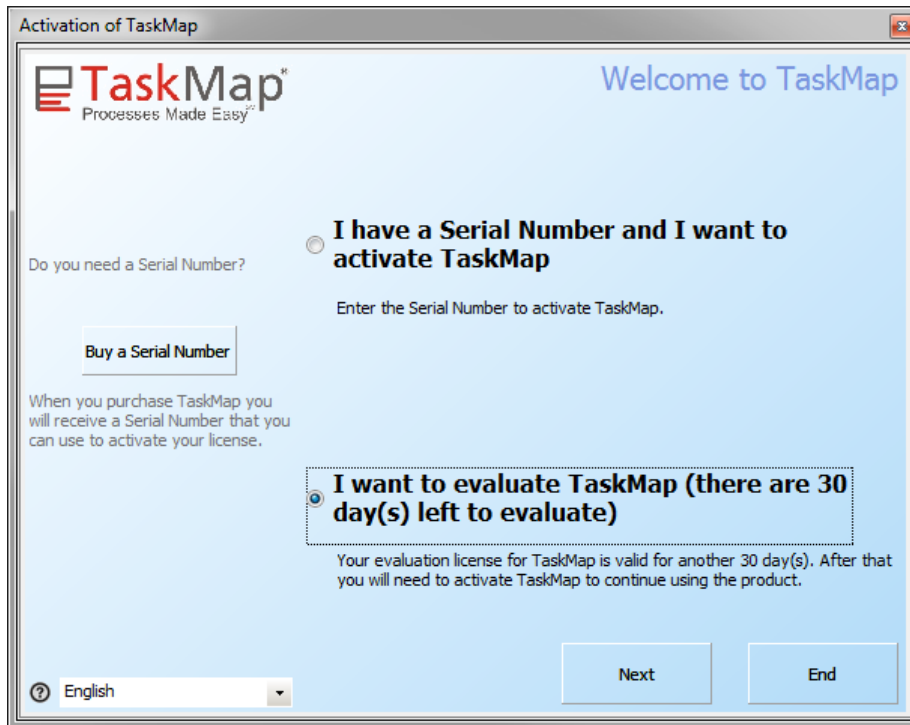
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Activation

Evaluation License

You are not required to activate an evaluation license. However, each time you start TaskMap, you will see the following dialog box.

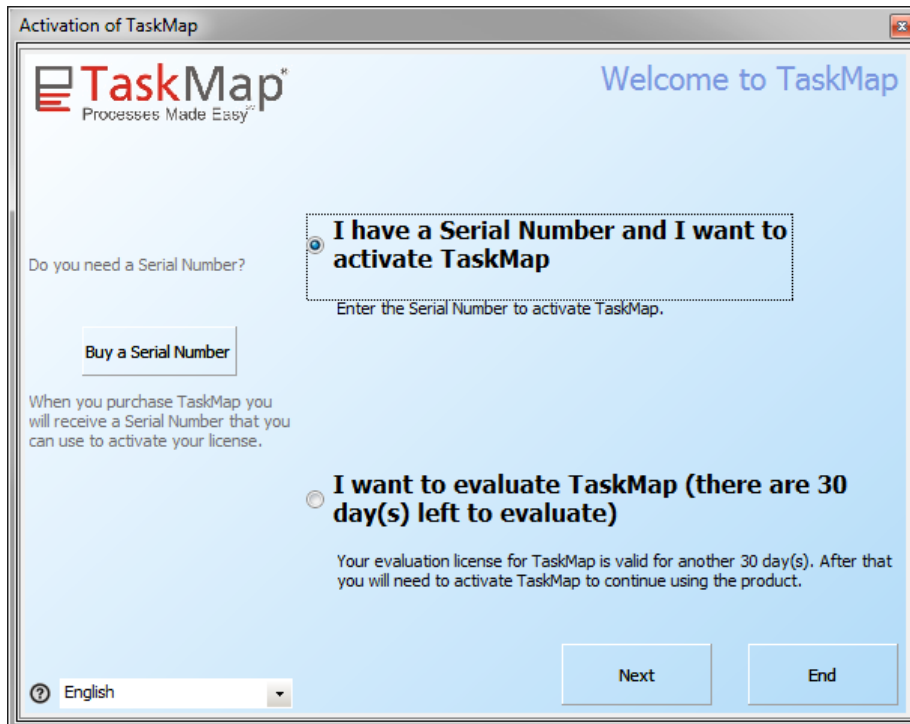
Click **I want to evaluate TaskMap** and then click **Next**.



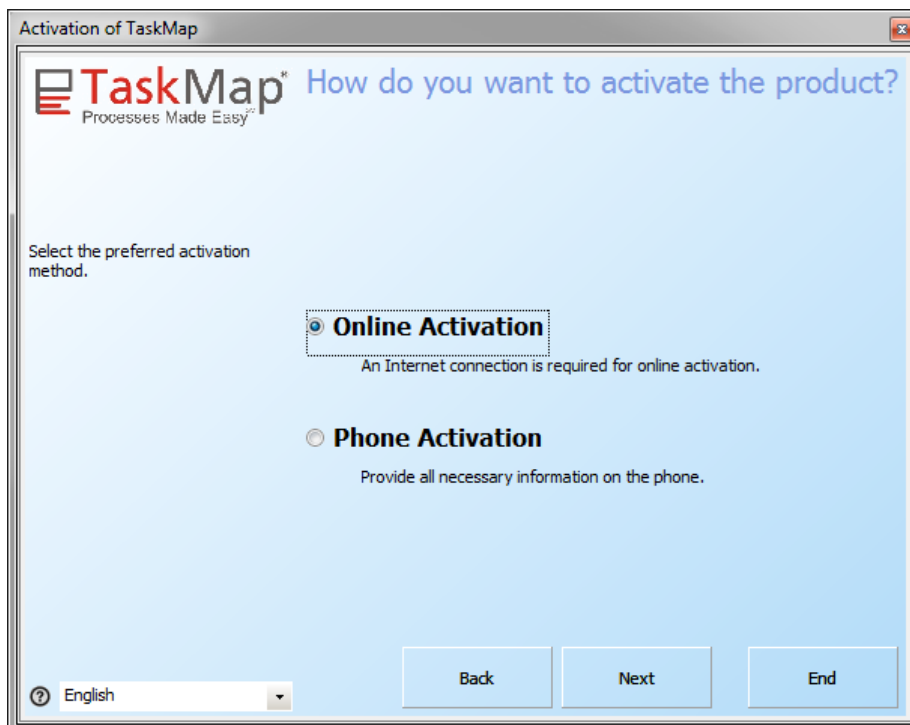
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PC-Locked License

1. Click **I have a Serial Number and I want to activate TaskMap** and then click **Next**.



2. If you have an active Internet connection, click **Online Activation** and then click **Next**.



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3. Enter the serial number provided by Harvard Computing Group, fill in the rest of the required information, and then click **Next**.

Activation of TaskMap

TaskMap
Processes Made Easy™

Please enter the activation data

Serial Number:
[Where do you find your Serial Number?](#)

Please enter all required information for the activation process.

Customer Number:

Company:

Salutation:

First Name:

Last Name:

Country:

E-mail Address:

English

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4. Click **Next**.

Activation of TaskMap

TaskMap
Processes Made Easy™

Online Activation

TaskMap will now be activated by online activation.

Please make sure that an Internet connection is available.

[Change Proxy Settings \(only for expert users\)](#)

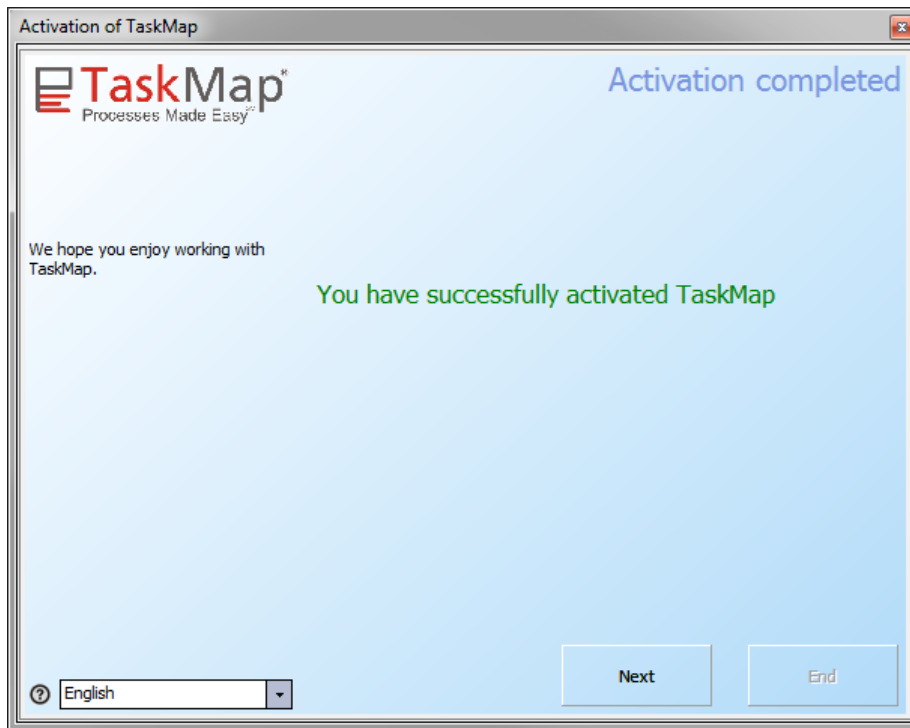
To activate or deactivate your license, data must be sent to the Activation Service.

English

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5. You will see a progress dialog followed by a successful activation message. Click **Next** and begin using TaskMap.



Concurrent License

If your license administrator has already activated your organization's TaskMap license, TaskMap will launch directly.

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Information about the TaskMap Stencil and Templates

The TaskMap stencil and templates will be installed in one of two locations depending on the version of Windows you are using.

For 32-bit versions of Windows:

C:\Program Files\TaskMap\Templates\TaskMap\

For 64-bit versions of Windows:

C:\Program Files (x86)\TaskMap\Templates\TaskMap\

The stencil and template filenames are:

TaskMap Stencil.vss

TaskMap Template 1 -- 8.5x11.vst

TaskMap Template 2 -- 10x13 on 8.5x11.vst

TaskMap Template 3 -- ISO A4.vst

TaskMap Template 4 -- ISO A3 on A4.vst

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Uninstalling TaskMap

Should it ever become necessary to uninstall TaskMap, you can use either of two methods.

Windows Control Panel

1. Ensure that Visio is not running.
2. On the Windows Start menu, select **Settings**, then **Control Panel**.
3. Launch the **Add/Remove Programs** applet in the Control Panel.
4. Scroll to find the TaskMap entry and select it.
5. Click on the **Change/Remove** push button.
6. Click **Yes** when asked whether you want to delete TaskMap and all its components.
7. Close the **Add/Remove Programs** dialog box.

Windows Start Menu

1. Ensure that Visio is not running.
2. On the Windows Start menu, locate the **TaskMap** folder.
3. Select **Uninstall TaskMap**.
4. Click **Yes** when asked whether you want to delete TaskMap and all its components.

