

Automatic installation on an individual PC

This page describes how you install Metis fast and easy on your individual PC by using ClickOnce. For information on customized or centralized installation, please refer to opposite page.

Can I use Metis?

On a PC, if you are able to run Microsoft Office 2010 or later, you will most likely also be able to run Metis.

To run Metis on a Mac computer, you will need to install Parallels software available from Apple. This will enable you to use Windows programs like Metis on your Mac.

Personal Login Information

To install and use Metis, you need your personal login information, sent to you in the **Welcome to Metis** e-mail. Please have this information ready when installing Metis, and keep it for future reference.



Support is ready to help

If you need assistance while installing or using Metis, please contact support@master-hr.com for help.

Welcome to Metis

The Metis software is available online. It is fast and easy to install, and does not require you to have special or administrative rights on your PC. For most users, installation is fully automatic without the need for support or special IT skills.

When registered as a Metis user, you receive a welcome e-mail with the following information:

- Internet address for installing the Metis software
- Password for accessing the installation site
- Personal login name, password and Client ID, which must be used when starting the Metis system

You can install and use Metis on as many PCs as you like. When you use your personal login information to start Metis, you always have all your data available, no matter what PC you use.



Installing Metis

To install Metis, please visit the Metis installation website:

<http://metis.master-online.com/client>

If asked for a password when visiting the website, please enter the password for the installation site provided in the Welcome to Metis e-mail. Please be aware that you must use the *installation website password*, not your personal Metis password, which is also part of the welcome email.

Click the Start Metis button to install and start Metis. You will be asked to confirm that you want to download install the Metis software From Master International A/S.

When the download and installation is completed, Metis starts automatically.

We recommend using Internet Explorer for best installation experience, as it allows the installation to check automatically if your PC is missing any important components required to run Metis.



Login to Metis

After the installation, Metis starts automatically. When using Metis on PCs where it is already installed, simply start Metis from the Windows Start menu.

When Metis starts, you must supply your personal login name and password given in your welcome email. When starting Metis for the first time, you must also supply your organization's Client ID, which is also available in your welcome e-mail. We recommend using copy/paste for the Client ID to avoid typos.

After login, you are ready to use Metis.

Getting started

After starting Metis, complete the simple instructional steps, and also please note that a link to the video "Getting started with Metis" is available from the Metis application's start page. Metis also has online help available by pressing F1 from within the application.

Updating Metis

Metis is constantly developed to make sure that it addresses the needs of the users in the best way possible.

Metis will notify you automatically when an update is available, and give you the option to install it as quickly and effortless as the original install. This way we ensure that you are always using the best version of the software.

The check for updates happens each time you start Metis.

Technical specifications and customized installations

This page lists the technical details which may be required if you do not use Metis' automatic installation and update features, described on the opposite page.

Detailed system requirements

CPU	Pentium i5 or better recommended for best user experience
Harddisk	1 GB free disk space
Display	1024 x 768 or higher, Direct X 9.0c compatible. Accelerated Graphics adapter recommended.
Memory	4 GB recommended
Internet connection	Internet connection is required to use Metis.
Operating System	Microsoft Windows Vista, Windows 7, Windows 8 or compatible, 32-bit or 64-bit versions. You may run Metis on Mac by using Parallels software available from Apple. A white paper on setting up Metis on Mac is available from Master.
Additional Requirements	Windows Installer 3.1 Microsoft .NET Framework 4.0 Full

Software requirements

Please note that **Microsoft .NET Framework 4.0 Full** is required to run Metis.

Metis performance

Network speed, graphics rendering speed and memory are the top three factors affecting Metis performance.

Proxy settings

You can enter proxy settings and credentials from the Metis login dialog, by clicking "Advanced". You can also request a proxy.reg file from support, if reg file import is better than manual settings in your environment.

Advanced installation topics

For individual users, we recommend using the automatic installation and update features of Metis, described on the opposite page. Please note that the user do not need administrative or elevated rights to use the recommended automatic installation and update. Using the automated features leaves all maintenance to Master, and is easy and convenient for both the user and the IT department.

Obtaining the MSI package

As an alternative to the normal, automated install, Master provides an MSI package, which can be used on individual PCs as well as in server-based environments. The MSI package is an approximately 35 MB download available from:

<http://metis.master-online.com/client/setup.msi>

Installing the MSI package requires administrative rights. When installing using the MSI package, Metis is no longer able to update automatically and maintenance relies on the IT department.

Install path for MSI

When using the MSI install, application and language files are located as follows:

Windows 32-bit:
[ProgramFiles]\Master Management International\Metis

Windows 64-bit:
[ProgramFilesX86]\Master Management International\Metis

The MSI installer also places a shortcut on the user's desktop, and creates a shortcut in the user's start menu.

When using the non-MSI, automated installation, install path is handled by Microsoft ClickOnce and Windows Installer.

Data files

Metis stores local data for the user in the following location:

[User]\AppData\Local\Metis

Data stored includes an encrypted local cache, and the Metis log files.

If the files are not kept or persisted between sessions, Metis will still work, but performance will degrade.

User specific settings are stored in the user.config file located in the following folder:

[User]\AppData\Local\Master_International_A_S\AdminUI.vshost.exe_StrongName_[GeneratedKey]\[ProgramVersion]

It is highly recommended that data files be kept between sessions.

Registry

Metis saves a number of user settings, including application preferences, proxy configuration and Client ID in the Windows registry. The location is:

HKEY_CURRENT_USER\Software\Master International\Metis

These settings must be retained between sessions.

Server locations and firewalls

Metis' data is located in Master's server center. Being able to communicate with the servers is a requirement for the application to work.

Please make sure that firewall, security software and proxy server allows the application executable to communicate with the following server addresses:

<https://metis.master-online.com>

<https://metisconnector.master-online.com>

<https://metisserver.master-online.com>

<https://mastermetis.blob.core.windows.net>

<https://mastermetis.table.core.windows.net>

Update notifications

When Metis is installed using the MSI package, it will no longer update automatically. It is very important that the responsible IT department signs up for update notifications by e-mail, to know about updates to the platform. Contact support@master-hr.com to sign up for notifications.