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**Ref:** 952148 / 2010

**Reference:** Instructions for Updating and Start-up of CCS Software –Licensed Copy

1. For each computer with a licensed copy of Mintract CCS software please update as follows.
2. Click on **'Contract Control System'** under **'Registered Users Updates'**

3. Log in using your User Name and Password



**To complete the download of Contract Control System Update Version 9.56 you will need to log on**

User Id:

Password:

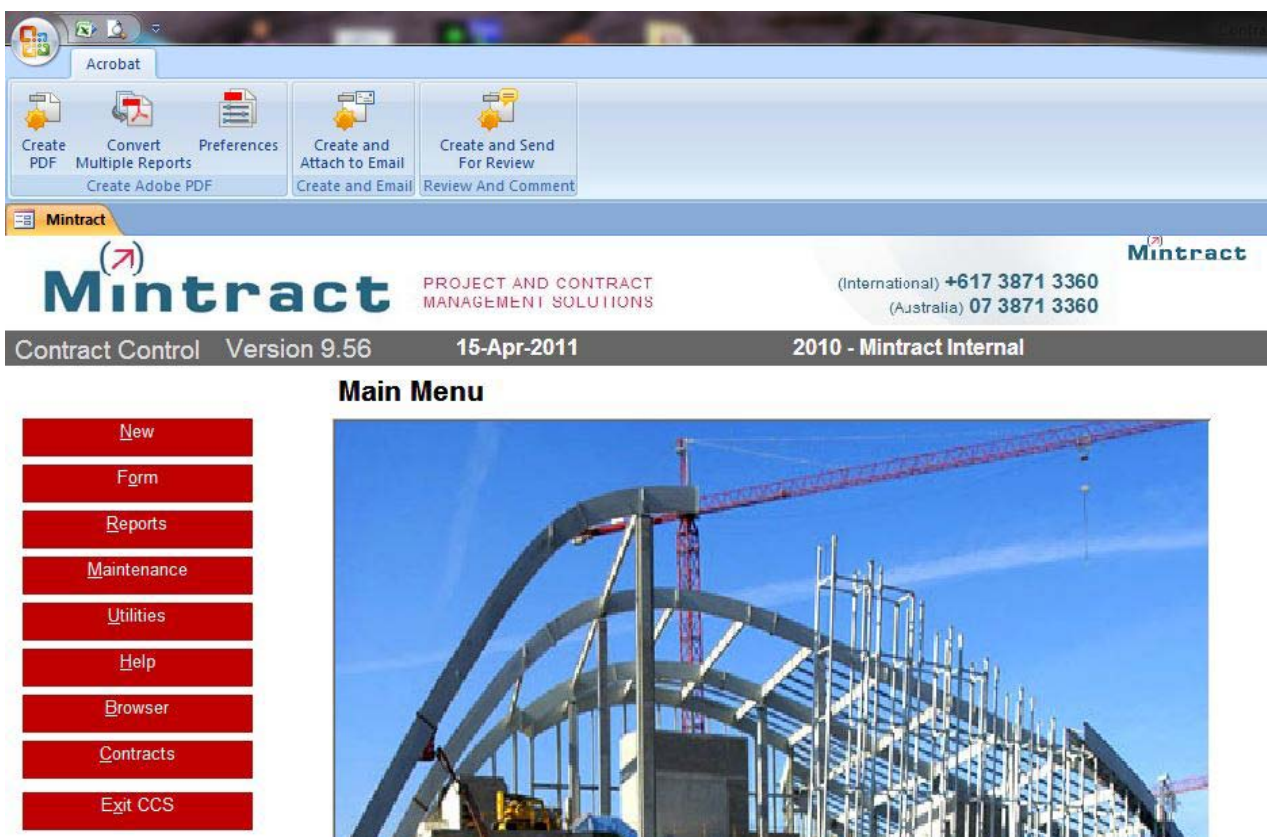
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# Instructions for MCCS Contract and Document Management Software Installation

4. Click on the link **'manually download/downloads/CCSUpdate.zip'**

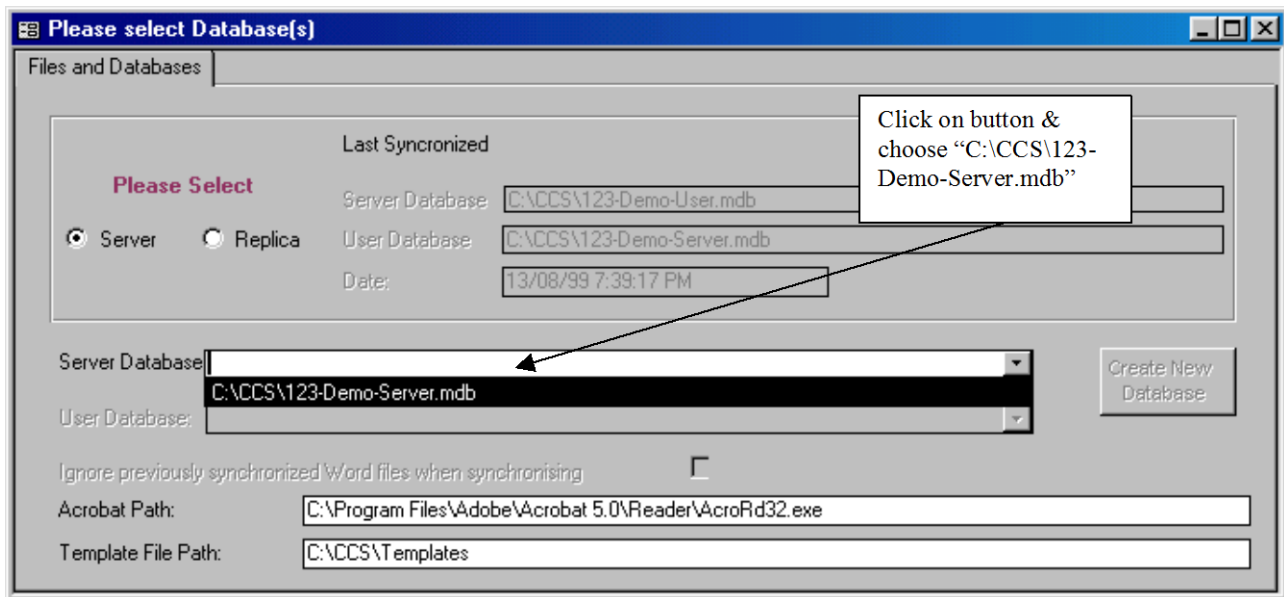


5. The 'Zip' file '*CCSUpdate.zip*' should be downloaded and saved to a convenient folder. Extract the file '*CCSsys.accde*' to the directory folder '*C: /CCS*' and overwrite the existing file '*CCSsys.accde*'.
6. Double click on the "Mintract Contract Control" icon on your desktop to open Mintract CCS.
7. Check that the software has opened in "Full" mode. If your license details are incorrect you will get a message that the license is out of date and needs updating. If this occurs please follow the instructions in Appendix A to make it into the "Full" version.

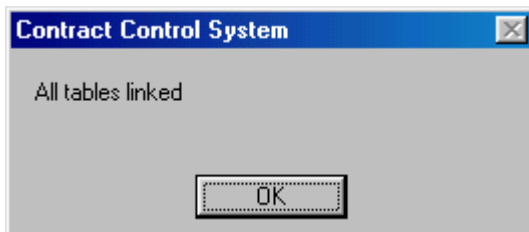


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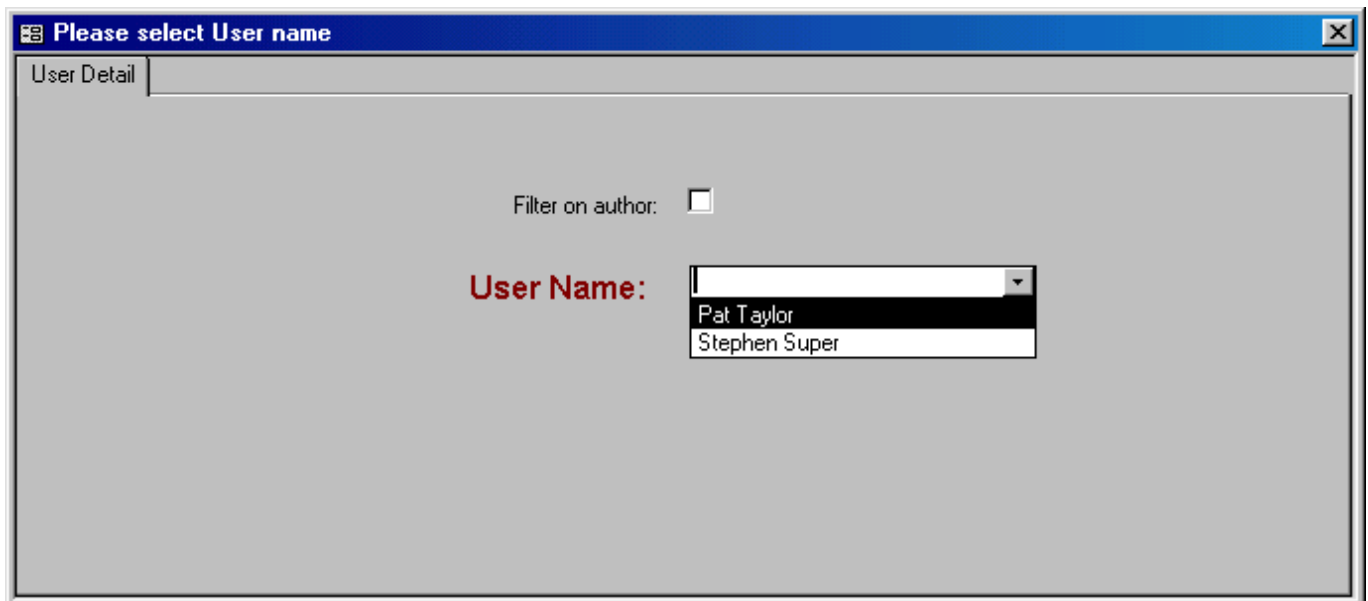
8. Log into the project database or the demonstration database – see below



9. Press "OK"



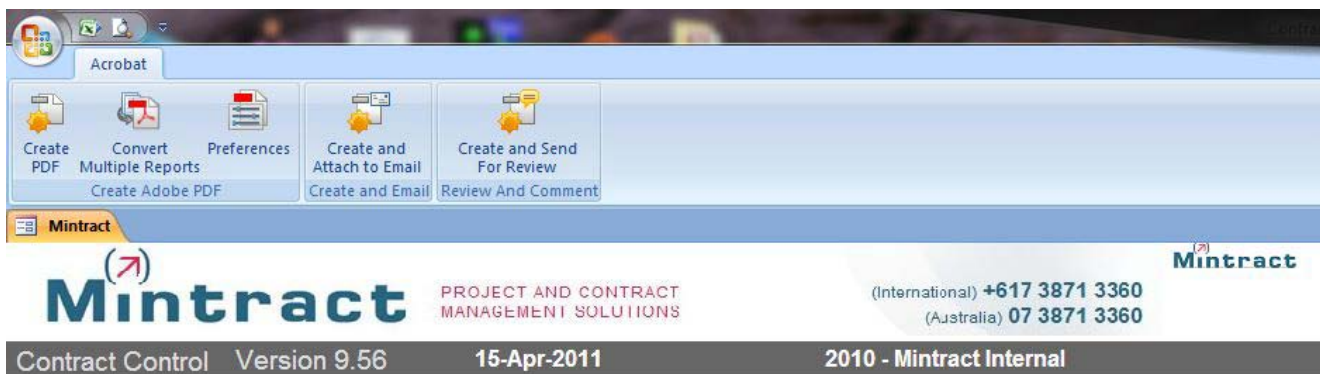
10. Log in as a "User"



11. Mintract CCS is now Ready for Use

## Instructions for MCCS Contract and Document Management Software Installation

- Follow the instructions below.



### Main Menu



### 12. Open the Help - "Quick Reference Guide"

- Open the Quick Reference Guide (you must have Adobe Acrobat Reader installed to view it) and follow through the various operations. To open the "Quick Reference Guide" go to either the **Home** screen and press **Help** or go to the first menu, press "Help", then "Quick Reference"

## ***APPENDIX A – Change “Reader” mode to “Full” mode***

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### 1. “Reader”

“Reader” mode allows files to be viewed and edited, reports to be viewed but does not allow the creation of new documents / records. To change the mode from “Reader” to “Full” (which is the full working version) please follow the instructions below.

### 2. Register the “Full” mode.

Refer to Attachment 1