

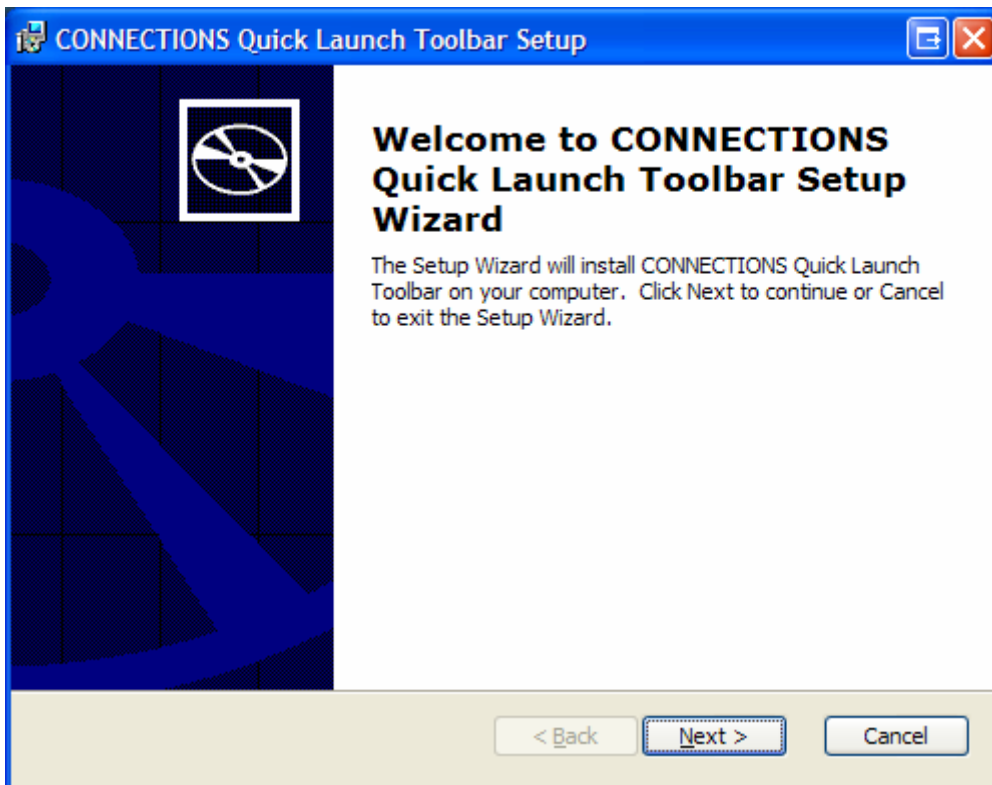
## CONNECTIONS Quick Launch Toolbar Quickstart Guide

The CONNECTIONS Quick Launch Toolbar allows you to search CONNECTIONS directly from your desktop.

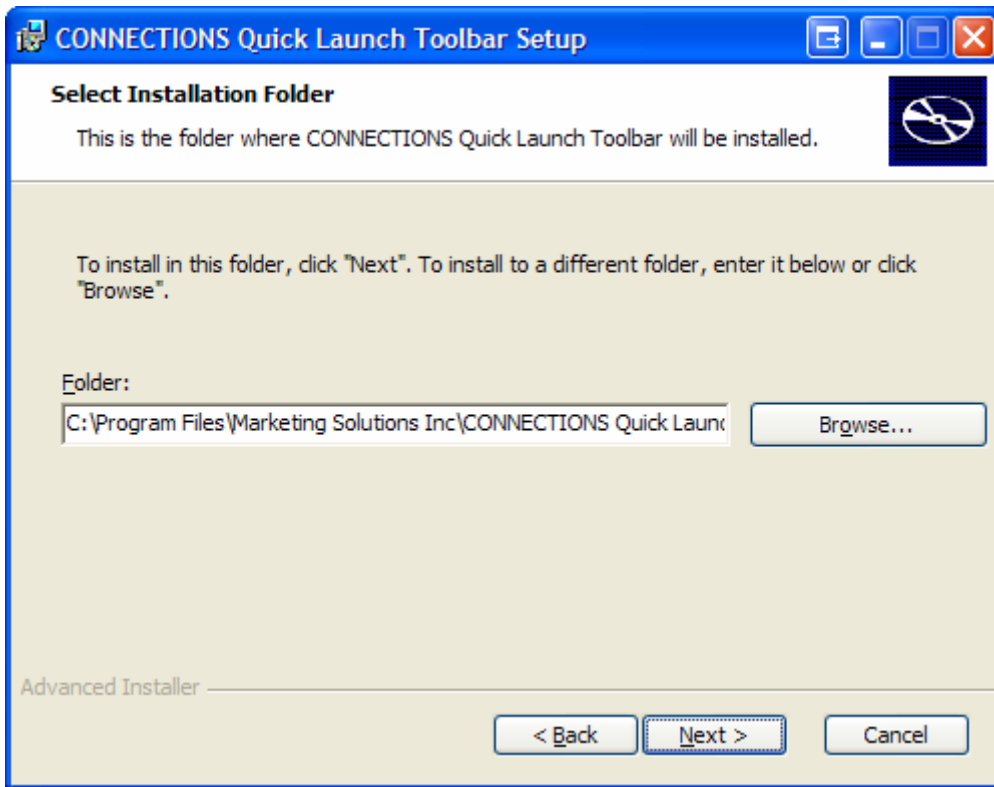
### Installation

The installation package can be downloaded from <http://my-msi.com/quicklaunchtoolbar.msi> or <http://my-msi.com/quicklaunchtoolbar.zip>. Installation is simple and allows for changing the installation path if needed.

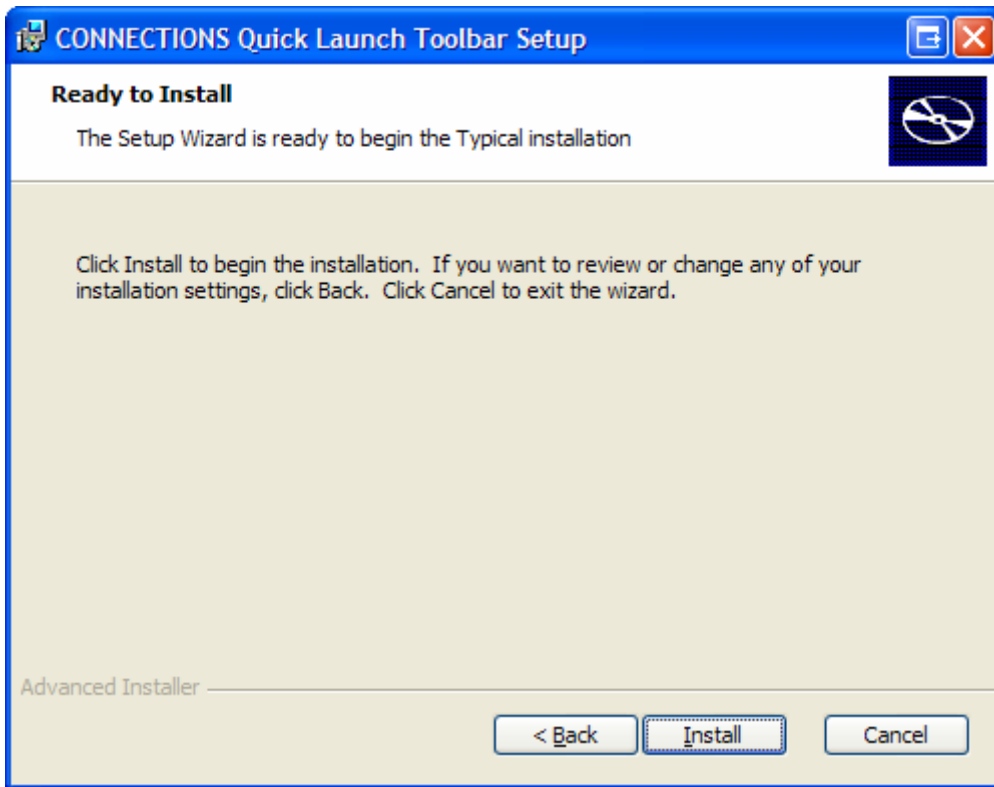
**Note: The user performing the installation must have administrative privileges on the computer. Please see your system administrator if you have questions regarding this.**



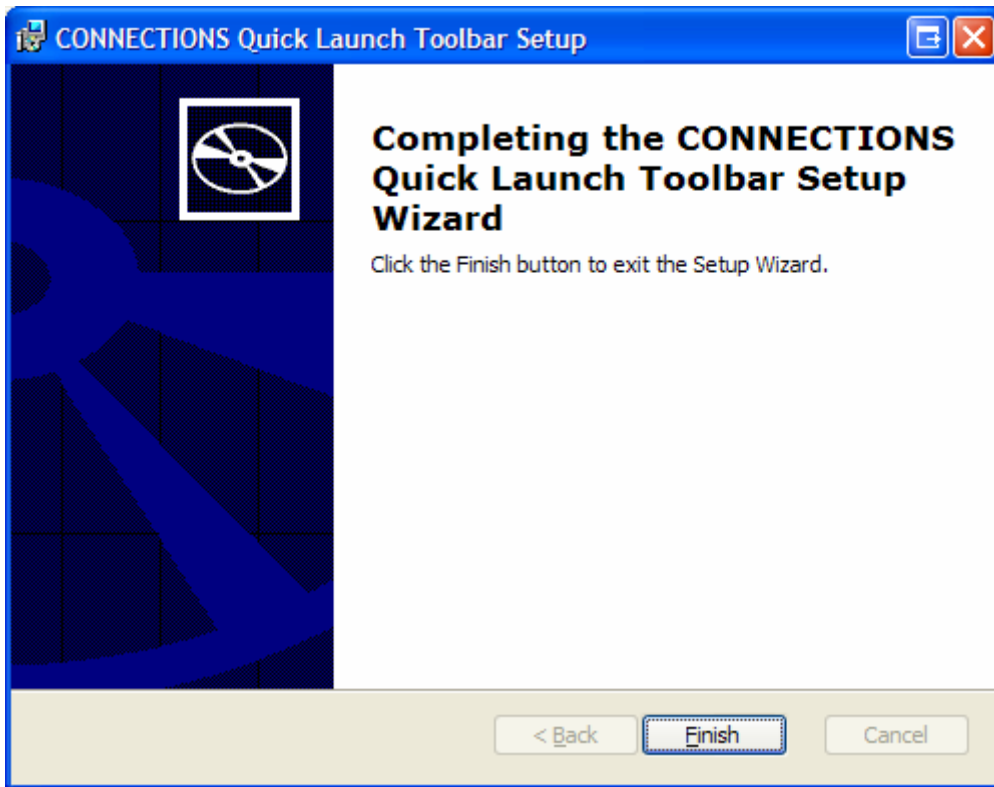
Click Next to start.



Here you may change where the Toolbar program files will be installed. **It is recommended that you do not change this unless required by your institution.**



Click Install to start the installation process.

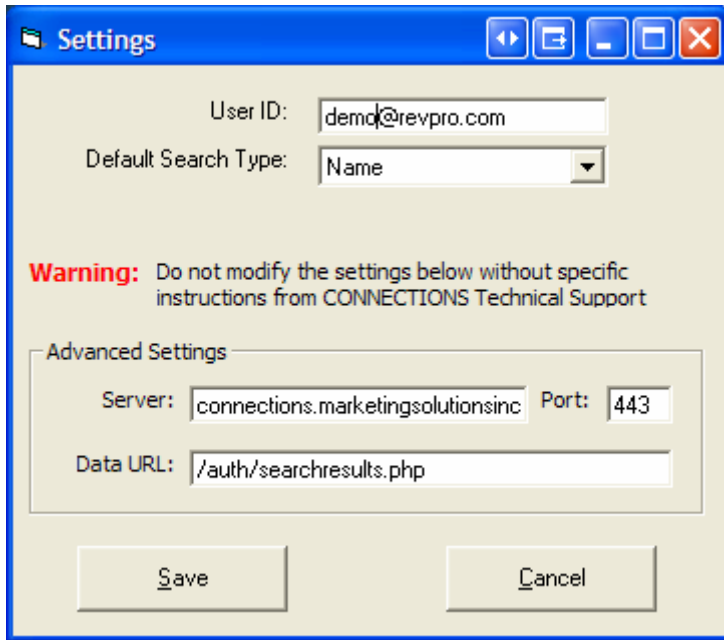


Once installation has completed a "CONNECTIONS Quick Launch Toolbar" icon will be on the desktop. A folder will also be created in the Start Menu under All Programs -> MSI -> CONNECTIONS Quick Launch Toolbar.

Double-click the "C" icon to start the Toolbar. A smaller "C" will appear in the System Tray (lower right, next to the clock).

## Configuration

Right-click the “C” icon in the System Tray and select “Edit Settings”:



Settings

User ID:

Default Search Type:

**Warning:** Do not modify the settings below without specific instructions from CONNECTIONS Technical Support

Advanced Settings

Server:  Port:

Data URL:

User ID: This is same User ID used to login to CONNECTIONS.

Default Search Type: Select the type of search the Toolbar will use by default.

The available types are:

- Account – Search by Account Number
- Name – Search by Individual Name
- Phone – Search by Phone number
- SSN – Search by Social Security Number

**Do not modify the options in the Advanced Settings section unless specifically told to do so by CONNECTIONS Technical Support.**

## Operation

When the Toolbar is running you will see a “C” icon in the System Tray:



Left-click the “C” icon in the System Tray and the Search Bar will appear:

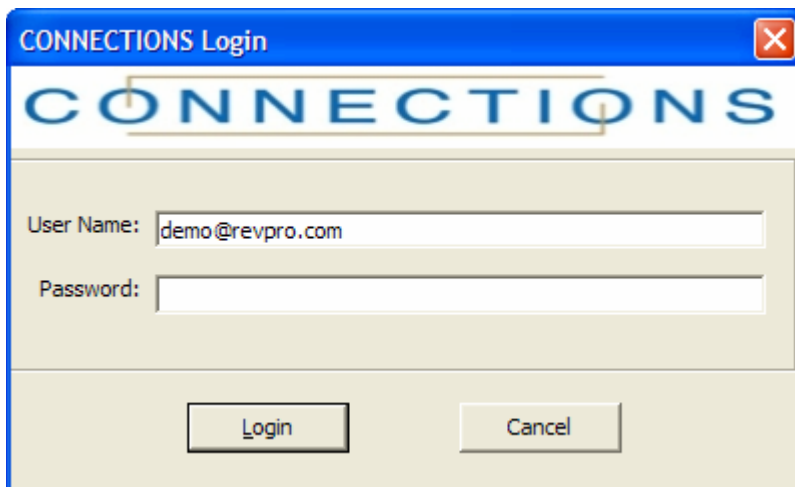


Enter your search criteria in the box provided. There is a drop-down list next to it which allows you to select what type of search you are performing. The Search Bar will remain on top of all other windows as long as it is visible. If you decide not to search, hit ESC to hide the Search Bar.

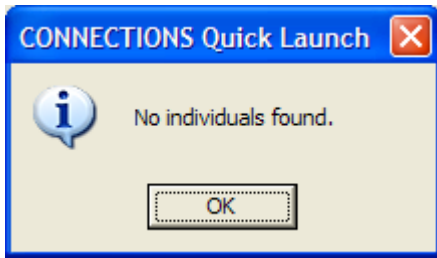
Click the “C” button to log into CONNECTIONS without performing a search.

Click the magnifying glass to log into CONNECTIONS and perform your search. You may also hit Enter once you have entered your search criteria to perform your search.

The Toolbar will ask for your User ID and Password the first time you search or login. Once you have successfully logged in, the Toolbar will remember your User ID and Password until you close the Toolbar.



If no results are found for your search you will receive the following message:



If your search returns results, a new Internet Explorer window will open and the results will be displayed. If only one result was found, you will be taken directly to that individual's information. If more than one result was found you will see a list of all matches and can select the correct one.

**The Toolbar will always open a new Internet Explorer window on the first search. It will then attempt to reuse that window for all subsequent searches. If you close the Internet Explorer window opened by the Toolbar, it will open a new one the next time you perform a search.**