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## H&S Compliance Manager – Requirements

This technical bulletin describes the requirements for running H&S Compliance Manager software. (**Last updated 25-5-11 HSE Version 7.017**).

### Purpose of the software

H&S Compliance Manager is software to help organisations manage health and safety, quality and environmental and human resources requirements.

### Operating system and installation

The software runs under Microsoft Windows operating systems and is normally installed on any server from Windows NT server to Windows 2008 Server, or Citrix Server or Terminal Application Server. It also runs on all Windows operating systems from Windows 2000 through to Windows 7.

Installation comprises running a 32 bit install program either on the server or from any client PC, or remote PC, with suitable login security and access to the server. The TopSpeed relational database and all application program components are all installed into one folder and the installation makes no user changes to the Windows registry. This allows easy migration from server to server when upgrading by simply copying the installed folder structure to a new server.

The software is installed into a public folder and all users require full read, write and create rights in the folder. The software internally controls user security via allocation of users to security groups. The first time the application is run it will set up sub folders and install requirements into the sub folders.

### Running requirements

Clients access the database on the server via a shortcut to the client application software on the server; or use a Citrix Client or Terminal Server Client. No software is installed on the Client PC. The software runs in 32 bit mode on any Windows PC from Windows 2000 to Windows 7 or under a Citrix client or Terminal Server client.

### Email notification service

The application includes an email notifier that periodically scans the H&S Compliance Manager database and sends emails to employees when events are due. This normally runs as a 32 bit automatically started service on the same server as the database is located, although it may optionally be run on any PC that has access to the database. The email notification service sends emails via your SMTP email server. These details are setup in the H&S Compliance Manager application before the service is started. The installation contains batch files to install, start, shut and remove the service.

### Other software requirements

The application is fully self-contained, and apart from the operating system it requires no external components such as DLLs or OCX's except for:

- Internet Explorer 5 or greater for the customisable library to display publications.
- Adobe PDF reader if PDFs are added to the customisable library.

### Support

Compliance Solutions Ltd provides

- Software version upgrades. Upgrade notifications are emailed and may be downloaded and installed by IT. Upgrade installation consists of stopping the email notification service (which is done from within the application or externally) and installing the upgrade directly over the current software without installing anything. Database changes are handled automatically by the software.

- Minor software updates are notified and may be applied, if required, in the same way.
- Support for IT, although it is not expected this will be required.
- Optionally, Compliance Solutions Ltd provides IT and upgrade support via a remote login connection.
- Users are fully supported by our support team via 0800 phone and email during normal business hours.

Other than initial installation and updates your IT department should not need to be involved in user support.

#### [Application size and database growth](#)

The installed application software is about 30MB. The initial database size is 10MB and growth depends on the number of transactions but usually grows by between 5MB – 10MB per year. Note that it is a requirement of the Department of Labour to retain all health and safety information indefinitely.

The application has a facility for users to append attachments, for example HR agreements or health and safety reports. By default attachments are copied from client PC's and stored in an attachment folder under the application folder. This folder may grow substantially depending on the use of attachments.

A customisable library contains standard operating procedures, usually in the form of pdf's or internet links and this can grow depending on use but might be expected to be about 10MB after a year or so then settle at around that size.

**Other** – please call us on 0800 438 674 or +64 9 410 2810 or email [support@cslnz.co.nz](mailto:support@cslnz.co.nz).