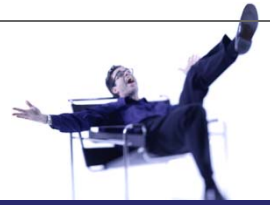


WhoopDeDupe!



INSTALLATION GUIDE

STEP 1: Download, Extract and Install the Appropriate Setup.

- **Note:** *There are numerous custom configurations which are not posted on the website.*
- Proceed to the following web address: <http://www.whoopdedupe.com/downloads.html>.
- Users without installation permissions should ask their I.T. admin to download and install: **“Per-Machine Installation for Unions”**.
- Users with adequate permissions, while logged in as self, should download and install: **“Per-User Installation for Unions”**.
- If you run into any error which suggests that a directory or resource cannot be detected, created or modified, then you must cancel the installation because you do not have adequate permissions to complete the installation. You can attempt to right-click the setup and “Run as administrator”, or ask your I.T. admin to assist (see above).
- The “WhoopDeDupe” shortcut icon should appear on your desktop. If it does not or if nothing happens when you click it, this typically indicates that the “Per-User Installation” was installed while logged in as another user such as administrator. To resolve this issue, you or your I.T. admin should uninstall the software and follow the instructions above.

STEP 2: Open the WhoopDeDupe Software.

- Click the “WhoopDeDupe” shortcut icon on your desktop to open the software.

STEP 3: Activate WhoopDeDupe Service.

- **Note:** *If your installation was arranged by a national organization, please disregard posted fees.*
- **Note:** *This step assumes you have submitted a “WhoopDeDupe License Agreement” and obtained a WhoopDeDupe License Key.*
- After completing step 3 above, click the “Register” link in the upper right corner.
- Under the “STEP 1” tab, select the appropriate service option.
- Under the “STEP 2” tab, provide your contact information in the left column.
- If you have not done so, submit a “WhoopDeDupe License Agreement”.
- Enter your WhoopDeDupe License Key.
- Follow the instructions in the right column to submit your service registration.
- You will be provided with a Station Activation Key to activate service under the “STEP 3” tab. You may close the “Register” feature. You can come back to “STEP 3” after you receive your Station Activation Key. Final instructions will be included.

ADDITIONAL CONFIGURATIONS

- If the installations posted on the Downloads page are not appropriate for you, inquire about our additional custom configurations at: support@whoopdedupe.com.