

## MacroView ClauseBank™ Version 7

### Installation Guide

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**Purpose of this document**

This document describes the functionality and intended usage of **MacroView ClauseBank**. It is also a guide for Administrators responsible for the maintenance of **MacroView ClauseBank**.

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# 1 Introduction

**MacroView ClauseBank** makes it easy to publish, retrieve and insert frequently needed standard text and graphics into your Word documents and Outlook messages. It also supports the retrieval and insertion of slides and graphics into a Microsoft PowerPoint presentation. Whether you generate sales proposals, financial plans, legal documents or general correspondence, ClauseBank makes Word, Outlook and PowerPoint more productive.

All organisations have standard text and graphics that are frequently required for inclusion in documents being generated. With **MacroView ClauseBank** this material is published in a convenient central SharePoint website. This site can be accessed over any internet connection, which means that all staff, regardless of their location, can have convenient and immediate access to the latest standard material.

**MacroView ClauseBank** ensures that only up to date material is retrieved from this central SharePoint website. The automatic Expiry Alert feature of **MacroView ClauseBank** assists in maintaining the content so that it is up to date.

**MacroView ClauseBank** eliminates the time wasted in searching for material in previously generated documents and the risk of using an out-of-date copy.

Clauses can contain **MacroView Precedent** markup tags and can be used in conjunction with **MacroView Precedent**.

**MacroView ClauseBank** is the result of MacroView's extensive experience with the development of custom document automation solutions for some of Australia's leading banks, law firms and many other organisations. This is combined with leading technical skills in Microsoft Office and Microsoft SharePoint.

MacroView was a finalist in the Microsoft 2009 Information Worker Solutions Partner of the Year and is a Microsoft Gold Certified Partner for Information Worker solutions and Software Solutions.

## 2 Technical Requirements

### 2.1 Workstations

MacroView ClauseBank Client can run on workstations with:

- Microsoft Windows XP, Windows Vista or Windows 7 (x86 or x64):
- Microsoft Office 2003, 2007 or 2010 (with Office Programmability enabled)
- Microsoft Internet Explorer 7 or 8.

Workstations running Office 2003 also require:

- Microsoft .NET Framework 2.0
- Microsoft Visual Studio Tools for Office Second Edition (VSTO SE)
- Microsoft Office 2003 Primary Interop Assemblies (PIAs)

Workstations running Office 2007 also require:

- Microsoft .NET Framework 3.5 SP1
- Visual Studio Tools for Office (VSTO) 4.0
- Microsoft Office 2007 PIAs

Workstations running Office 2010 also require:

- Microsoft .NET Framework 3.5 SP1
- Visual Studio Tools for Office (VSTO) 4.0
- Microsoft Office 2010 PIAs

### 2.2 Servers

MacroView ClauseBank Server can run on servers with:

- Microsoft Windows 2003, 2003 R2, 2008 or 2008 R2 Server (x86 or x64)
- Microsoft Windows SharePoint Services 3.0 (WSS 3.0)
- Microsoft Office SharePoint Server 2007 (MOSS 2007)
- Microsoft SharePoint Foundation 2010
- Microsoft SharePoint Server 2010

## 3 ClauseBank Server Installation

The steps in this section must be performed using an account that has Farm Administrator rights to the SharePoint 2007 environment.

### 3.1 Summary

1. Ensure that the essential environment prerequisites are in place.
2. Upload & Deploy the MacroView ClauseBank Solution.
3. Activate the MacroView ClauseBank License.
4. Enable ClauseBank features.
5. Create a sample ClauseBank site.

### 3.2 Essential Environment Prerequisites

By default in a SharePoint installation 'Allow Anonymous' is not enabled for the SharePoint web site. For correct operation of MacroView ClauseBank, '**Allow Anonymous**' must **NOT** be enabled. Should you require anonymous access, create a secondary web application in SharePoint which maps (extends) to the same content store.

### 3.3 Upload & Deploy the MacroView ClauseBank Solution

MacroView ClauseBank uses a custom .Net web service to extend the capabilities of Microsoft SharePoint. This custom web service and other MacroView ClauseBank Server components are shipped as part of a SharePoint Solution. This Solution needs to be uploaded and activated.

#### 3.3.1 SharePoint Server Farm with Multiple Front-End Servers

In cases where there are multiple front-end web servers in a SharePoint server farm, the MacroView ClauseBank Solution can be installed on any front-end server. Once deployed, the MacroView ClauseBank Features will automatically be available on all SharePoint Servers in the Farm.

#### 3.3.2 Installation Steps

On the SharePoint server:

- Unzip the 'MacroViewClauseBankServer.zip' file to the c:\temp folder on the SharePoint server.
  - If you have MOSS 2007 navigate to the folder:
    - "C:\program files\common files\microsoft shared\web server extensions\12\bin"
    - If you have SharePoint Server 2010 navigate to the folder:
      - "C:\program files\common files\microsoft shared\web server extensions\14\bin"
    - Execute the following command:
      - stsadm -o addsolution -filename "c:\temp\MacroView ClauseBank.wsp"
    - Launch the SharePoint Central Administration Console
    - If you have MOSS 2007 then select the Operations tab and under Global Configuration select *Solution Management*.
    - If you have SharePoint Server 2010 select System Settings on the left and then select *Manage Farm Solutions* under the *Farm Management* heading.
    - Within the *Solution Management* page select 'MacroView ClauseBank.wsp' and deploy the MacroView ClauseBank Solution.
    - Select a convenient time to deploy the solution.

## 3.4 Activate the MacroView ClauseBank License

MacroView licenses are managed by a MacroView License Activation web service running on a central MacroView ClauseBank server. Before it can be used from a client workstation the newly installed MacroView ClauseBank server must pick up license details from the MacroView License Activation web service.

When it is first installed and activated, MacroView ClauseBank will have an initial Expiry Date set to 45 days from the date the License Key was sent from MacroView. See section 6 for details on how to re-activate a MacroView ClauseBank Server license to extend this Expiry Date (e.g. following payment for licenses or license renewal).

### 3.4.1 Online License Activation

- Open the SharePoint Central Administration console.
- If you have MOSS 2007 select the Operations tab and under MacroView Licensing select Manage product licensing.
- If you have SharePoint Server 2010, select System Settings on the left and under MacroView Licensing click on Manage product licensing.
- Click Online Activation.
- Enter your License Key and click Next.
- Select your Product (MacroView DMF) and click Finish.

If your SharePoint server has Internet connectivity, the MacroView Activation feature will automatically connect to the MacroView License Activation web service, send details of your installation and collect your unique license activation key.

The MacroView Activation feature will record license key details in the configuration database for the SharePoint Farm. The license key contains (in encrypted form) your “Customer Details”, “License Expiry Date” and “Licensed Seat Count”.

### 3.4.2 Offline License Activation

If your server fails to activate using the Online Activation method then on a computer with internet connectivity navigate to <http://www.macroview.com.au/licensing>.

On this page, you will need to enter your License Key and upload the Activation Request file.

You will be prompted to save a License (XML) file. This file can then be uploaded into the “License Activation” page in Central Administration to complete the activation process.

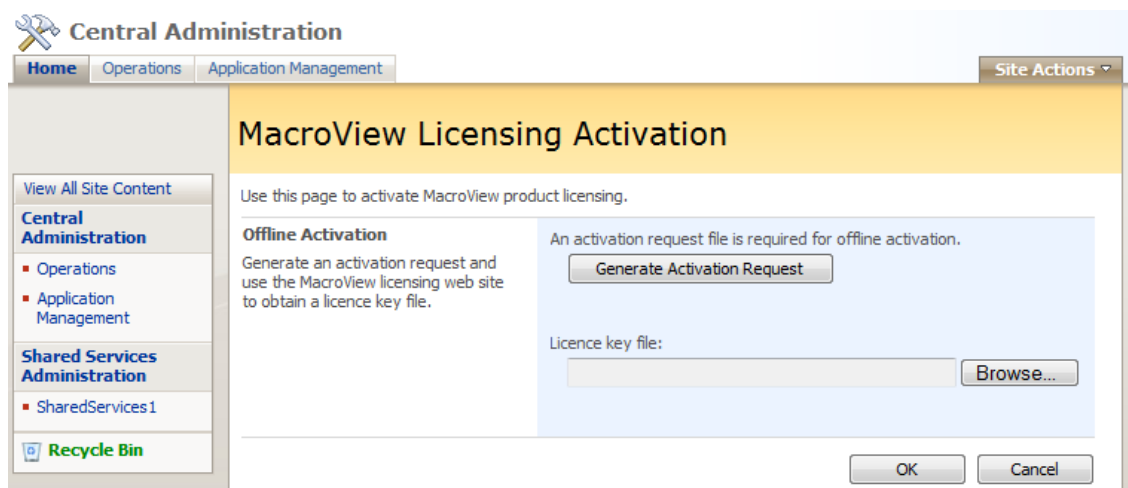


Figure 1: MacroView License Activation Page - Upload

### 3.4.3 Repurposing a License Key

License keys are used to activate one or more of our products on a SharePoint server farm. If you wish to split up the products you have purchased across multiple server farms this can be done by deactivating an individual product on one farm and activating it on another using the same license key. For instructions on how to do this please contact [MacroView Support](#).

## 3.5 Enable the ClauseBank Expiry Job

MacroView ClauseBank generates and sends automatic email alerts when clauses are made subject to expiry. This process is handled by the ClauseBank Expiry Job which is installed as a Web Application Feature.

1. Launch the SharePoint 3.0 Central Administration Console
2. Select the Application Management tab and under the SharePoint Web Application Management heading select Manage Web Application features.
3. Activate the MacroView ClauseBank Expiry Job for each Web Application that will contain ClauseBank sites.

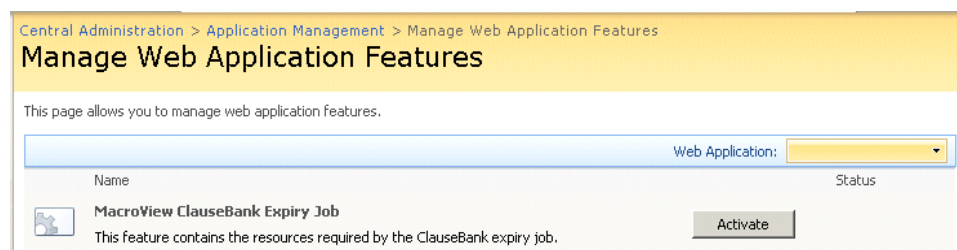


Figure 2: Manage Web Application Features Page

## 3.6 Enable ClauseBank Usage Logging

MacroView ClauseBank can optionally record clause usage information for all ClauseBanks in your server farm. This information is captured to a ClauseBank Usage list in SharePoint 3.0 Central Administration. To enable clause usage logging for a Web Application:

1. Launch the SharePoint 3.0 Central Administration Console
2. Select the Application Management tab and under the SharePoint Web Application Management heading select Manage Web Application features.
3. Activate the MacroView ClauseBank Usage Logging feature for the selected Web Application.

**Note:** On activation, the MacroView ClauseBank Usage Logging feature will verify that a ClauseBank Usage list exists in the SharePoint 3.0 Central Administration site and create it if necessary. The feature will also grant the application pool account of the selected Web Application contribute access to this list.

The ClauseBank Usage list can be accessed by clicking the Clause Usage Log link under the MacroView ClauseBank heading on the Application Management page.

## 3.7 Activating ClauseBank on a Site Collection

The MacroView ClauseBank Solution contains a site collection feature and a site feature that support the proper operation of MacroView ClauseBank sites.

These features deploy the following resources to the site collection:

- Clause, Word Clause, PowerPoint Clause, Placeholder Clause (content types)
- Clause Library (list definition)
- ClauseBank Sample Site (site template)
- Clause Expiry Event Receiver

### 3.7.1 MacroView ClauseBank Core Feature

This Feature adds a ClauseBank Sample Site template and Content Types that are required by MacroView ClauseBank and must be activated for any ClauseBank Site Collections:

- Ensure that you are logged in as a Site Collection Administrator.
- Using Internet Explorer, navigate to a SharePoint site collection e.g. <http://SERVERNAME>
- Select Site Actions, Site Settings.
- Click on 'Site collection features'.
- Activate the MacroView ClauseBank Core feature.

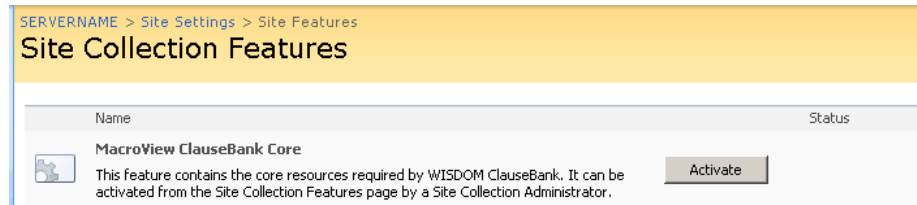


Figure 3: Site Collection Features Page

### 3.8 Creating a ClauseBank Site in SharePoint 2007

Using Internet Explorer, navigate to a SharePoint site e.g. <http://SERVERNAME>

- Select Site Actions, Site Settings and the 'Sites and Workspaces' link.
- Click on the Create link and ensure that the phrase 'ClauseBank' is used within both the Title and URL name fields.
- Select the ClauseBank Sample Site template (located within the Custom tab) and then click the OK button.

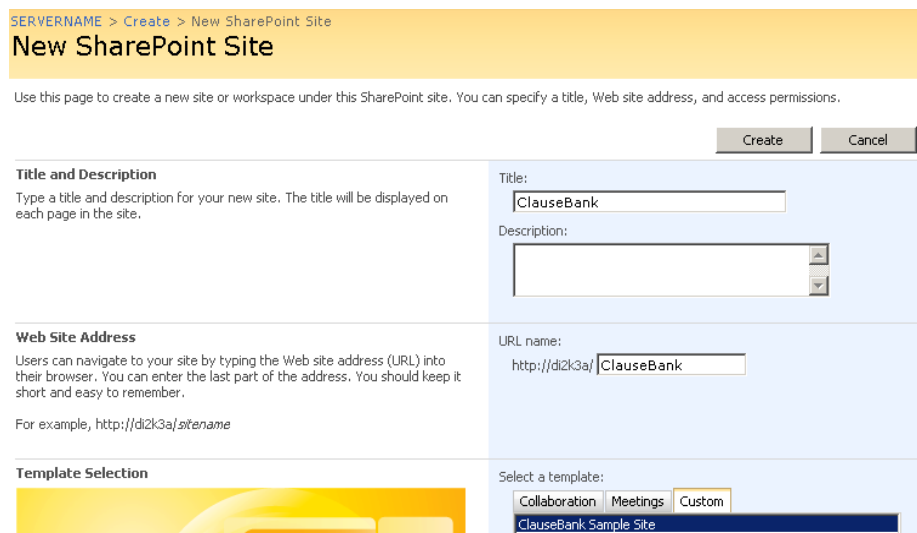


Figure 4: New SharePoint Site Page

- Ensure that 'read' permissions (or higher) are granted to ALL potential ClauseBank users.

#### 3.8.1 MacroView ClauseBank Feature

This feature adds the Clause Library list definition to a SharePoint site and enables the Clause Expiry event receiver. The event receiver automatically sets the expiry date for a clause when an update frequency is specified.

**Note:** The steps below require the MacroView ClauseBank Core site collection feature to be activated (outlined in section 3.7).

- Using Internet Explorer, navigate to the SharePoint ClauseBank site e.g. <http://SERVERNAME/ClauseBank>
- Select Site Actions, Site Settings and Site Features.
- Activate the MacroView ClauseBank site feature.

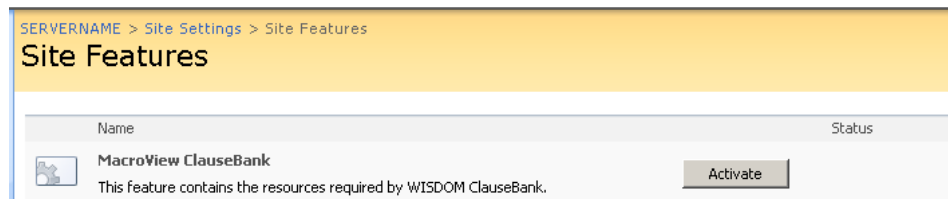
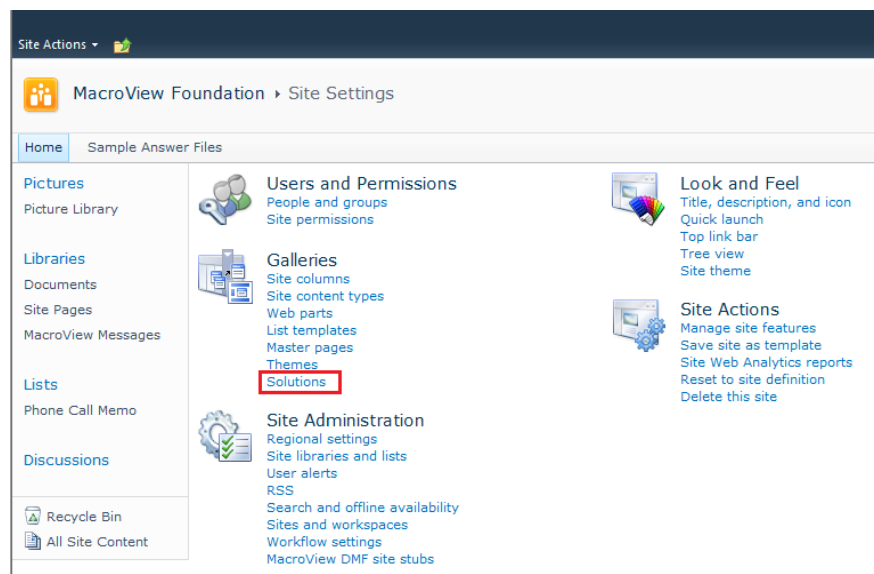


Figure 5: Site Features Page

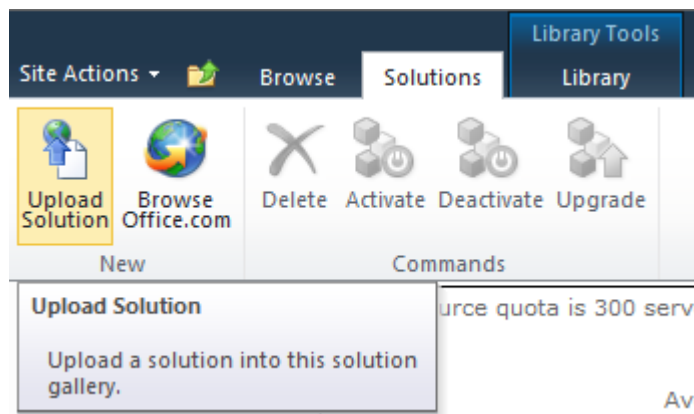
### 3.9 Creating a ClauseBank Site in SharePoint 2010

Using Internet Explorer, navigate to a SharePoint site e.g. <http://SERVERNAME>

- Select Site Actions, Site Settings and click on 'Solutions' under the Galleries heading.

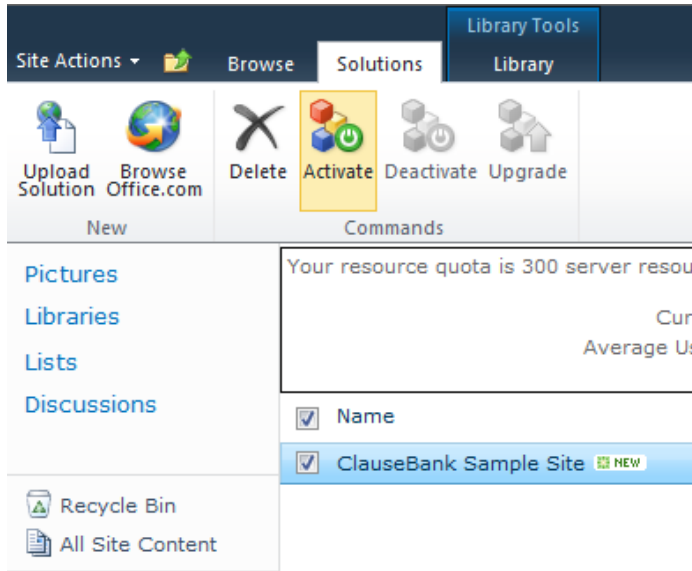


- Click on the Solutions tab and select 'Upload Solution'.



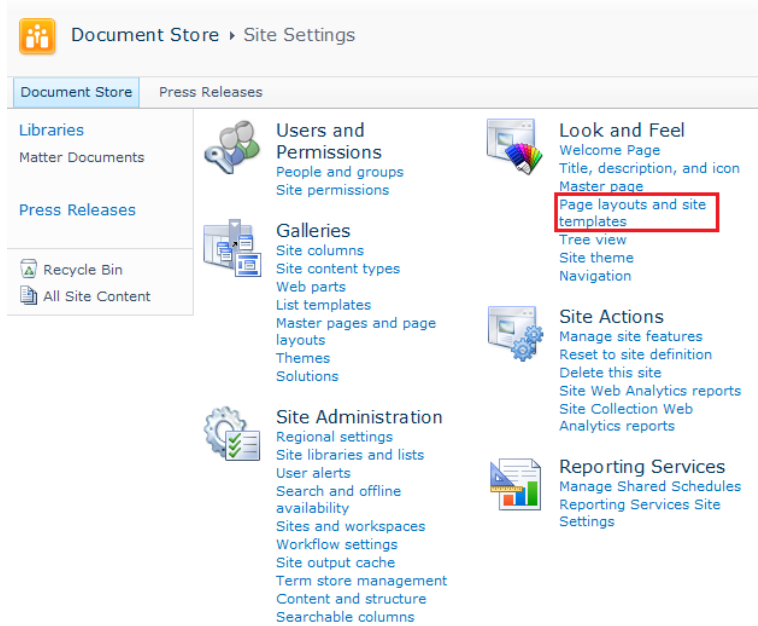
- Browse to the 'ClauseBank Site.wsp' file on your PC and upload it. Note: This 'wsp' file is available on the ClauseBank download site.

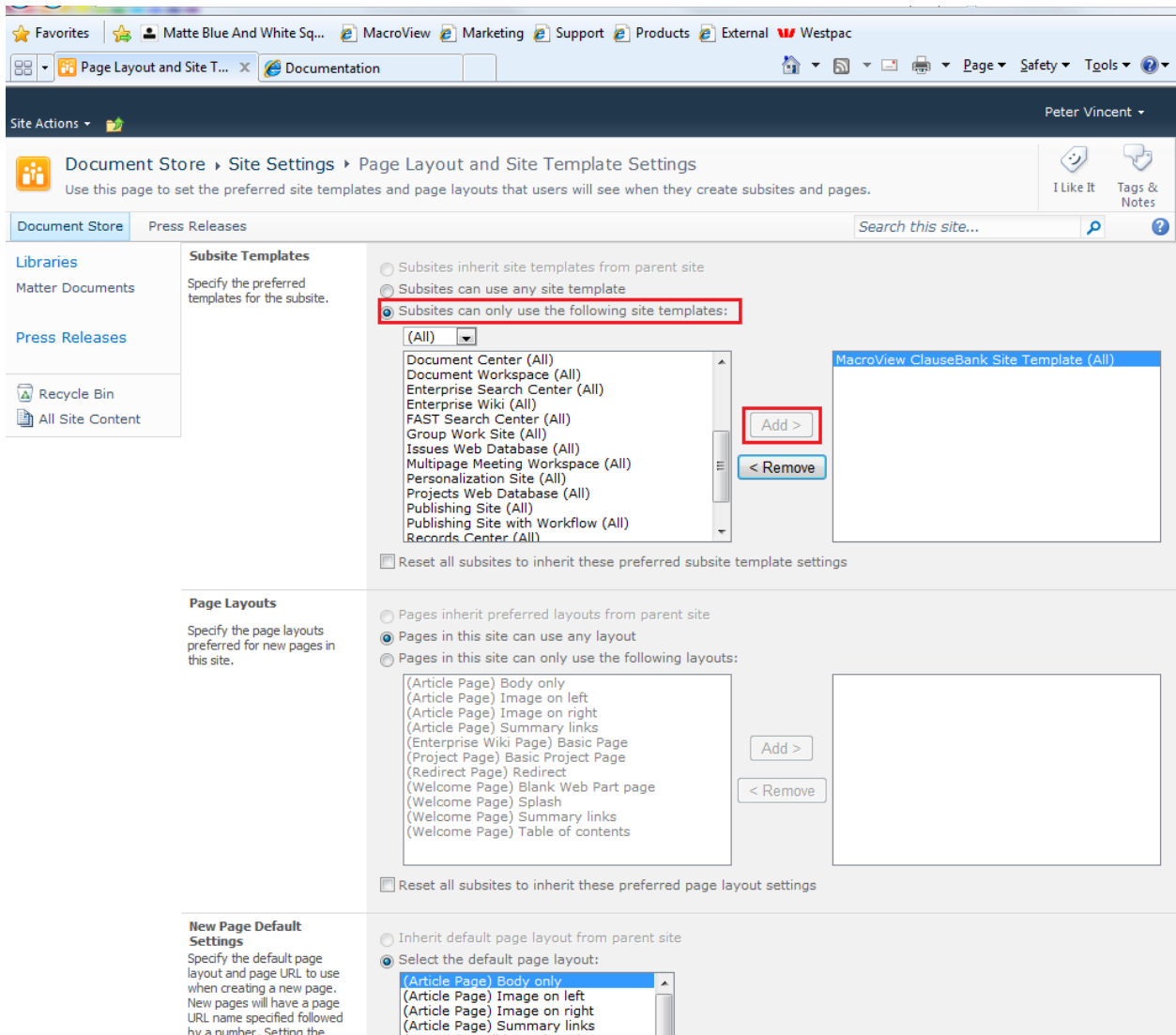
- Now select the solution and click Activate on the ribbon above.



- Go to site actions and then click on 'New Site'. From here you will be able to pick the ClauseBank sample site.

To make this template available in SharePoint 2010 it must be added to the 'Page Layout and Site Template Settings' Page. This page is located in Site Settings.





### 3.10 Creating 'Clauses' Libraries

Using Internet Explorer, navigate to the ClauseBank site where you like add a 'Clauses' document library.

- Select Site Actions and then Site Settings.
- Under the Site Administration heading select 'Site Libraries and Lists' and then 'Create New Content'.
- Select the 'Clause Library' template
- Ensure that the Name field ends with the text 'Clauses' or 'Slides' and then select Create.

SERVERNAME > Create > New

### New

<p><b>Name and Description</b></p> <p>Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.</p>	<p>Name: <input type="text" value="WISDOM Clauses"/></p> <p>Description: <input type="text"/></p>
<p><b>Navigation</b></p> <p>Specify whether a link to this document library appears in the Quick Launch.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Document Version History</b></p> <p>Specify whether a version is created each time you edit a file in this document library. <a href="#">Learn about versions.</a></p>	<p>Create a version each time you edit a file in this document library?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>Document Template</b></p> <p>Select a document template to determine the default for all new files created in this document library.</p>	<p>Document Template: <input type="text" value="Microsoft Office Word 97-2003 document"/></p>

Figure 6: New Document Library Page

- Browse to the newly created 'Clauses' document library using Internet Explorer.
- Select Settings and then Document Library settings.
- Find and select the column named Category
- Enter the category choices for this clause library into the 'Type each choice on a separate line:' field and select OK.

SERVERNAME > WISDOM Clauses > Settings > Edit Column

### Change Column: WISDOM Clauses

Use this page to edit a column of this document library.

<p><b>Name and Type</b></p> <p>Type a name for this column.</p>	<p>Column name: <input type="text" value="Category"/></p> <p>The type of information in this column is:</p> <p><input type="radio"/> Single line of text</p> <p><input type="radio"/> Multiple lines of text</p> <p><input checked="" type="radio"/> Choice (menu to choose from)</p> <p><input type="radio"/> Number (1, 1.0, 100)</p> <p><input type="radio"/> Currency (\$, ¥, €)</p> <p><input type="radio"/> Date and Time</p>
<p><b>Additional Column Settings</b></p> <p>Specify detailed options for the type of information you selected.</p>	<p>Description: <input type="text"/></p> <p>Type each choice on a separate line:</p> <p><input type="text" value="Blue"/>  <input type="text" value="Red"/>  <input type="text" value="Yellow"/></p> <p>Display choices using:</p> <p><input checked="" type="radio"/> Drop-Down Menu</p> <p><input type="radio"/> Radio Buttons</p> <p><input type="radio"/> Checkboxes (allow multiple selections)</p>

Figure 7: Change Column Page

**Note:** Categories for a 'Clauses' or 'Slides' library must be populated for MacroView ClauseBank to function correctly.

## 4 Installing the MacroView ClauseBank Client

### 4.1 Summary

These instructions apply to the installation of the MacroView ClauseBank client.

The MacroView ClauseBank Client installation is handled by a Windows Installer. MacroView ClauseBank 7.0 is a .Net application and relies on the Microsoft .Net Framework and .Net Programmability for Microsoft Office (which in turn requires VSTO support).

Note: Ensure there are no applications running on the client workstation before commencing the installation.

#### 4.1.1 Installation Steps

1. Login as Administrator
2. Ensure that Microsoft .Net Framework 2.0 is installed (Office 2003)
3. Ensure that Microsoft .Net Framework 3.5 is installed (Office 2007/2010)
4. Ensure that .Net Programmability for Microsoft Office is available
5. Ensure that the correct VSTO is installed
6. Ensure that the appropriate Office PIA's are installed
7. Run the MacroView ClauseBank Setup EXE
8. Test the client installation

#### 4.1.2 Automated Installation

The ClauseBank installation can be automated using standard deployment techniques – see section 4.6 for more details.

### 4.2 Ensure that .Net Framework is installed

#### 4.2.1 Windows 7 or Vista

The .Net Framework 2.0 should be available, as it is pre-installed.

The .Net Framework 3.5 (required for Office 2007 add-ins) is not pre-installed by default. See Microsoft site for details on how to download and install.

#### 4.2.2 Windows XP

If the .Net Framework 2.0 is not already available, see Microsoft site for details on how to download and install.

The .Net Framework 3.5 (required for Office 2007 add-ins) is not pre-installed by default. See Microsoft site for details on how to download and install.

### 4.3 Ensure that .Net Programmability for Microsoft Office is available

MacroView ClauseBank installs customisations into Office 2003 and Office 2007. For this reason, MacroView relies on .Net Programmability for Microsoft Office being installed and available on the client workstation. Note that .Net Programmability must be installed for each Office product – Word, PowerPoint and Outlook.

The Manual Client Installation procedure described in section 4.4 will verify all ClauseBank client prerequisites, including .Net programmability support for Microsoft Office.

### 4.3.1 Microsoft Office 2003

The following screen shots shows how to determine whether .Net Programmability support is available for Microsoft Word 2003. Clicking on the highlighted node will cause support to be added.

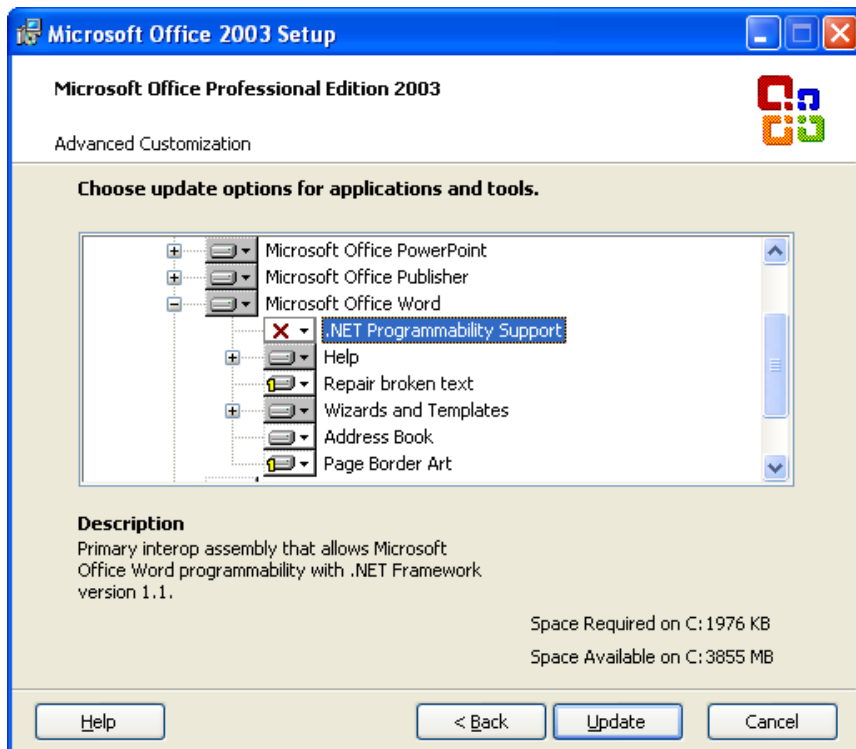


Figure 8: Microsoft Office 2003 - .Net Programmability support

### 4.3.2 Microsoft Office 2007

The following screen shots shows how to determine whether .Net Programmability support is available for Microsoft Word 2007. Clicking on the highlighted node will cause support to be added.

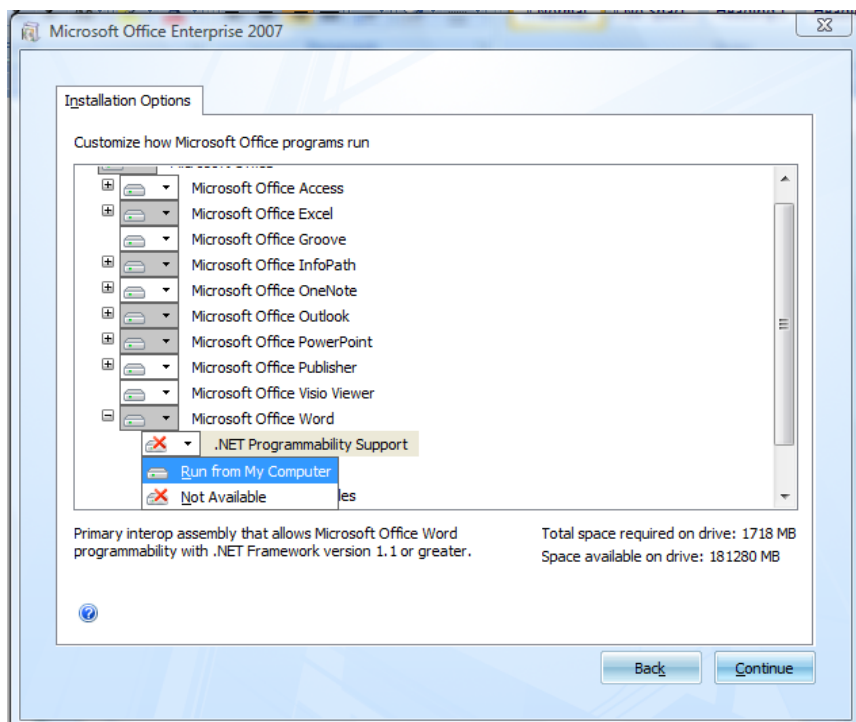


Figure 9: Microsoft Office 2007 - .Net Programmability Support

### 4.3.3 Microsoft Office 2010

.Net Programmability support is installed by default in Office 2010.

## 4.4 Ensure that Visual StudioTools for Office (VSTO) is installed

For Office 2007 and 2010, you are required to install VSTO v4 Runtime. For Office 2003, you are required to install VSTO 2005 Second Edition Runtime.

## 4.5 Run MacroView ClauseBank Setup

- Download the Client installation zip file (MacroViewClauseBankClient.zip) from the MacroView DMF ClauseBank website.
- Save and unzip it to a shared location and click to run ClauseBankSetup.exe – the screen shown below in Figure 10 will appear. Note: Extract the setup files to a local location prior to executing rather than going into the zip file with windows explorer and running the setup.

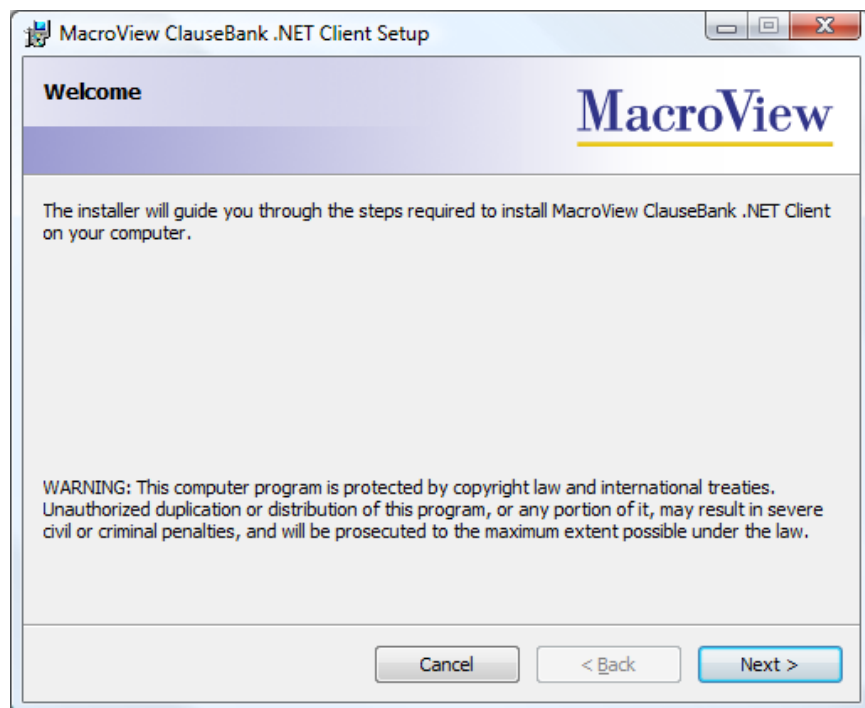


Figure 10: First screen displayed by MacroView ClauseBank client install

- Click 'Next' to proceed. If VSTO or .Net Programmability is not available, the installer will display an appropriate message.

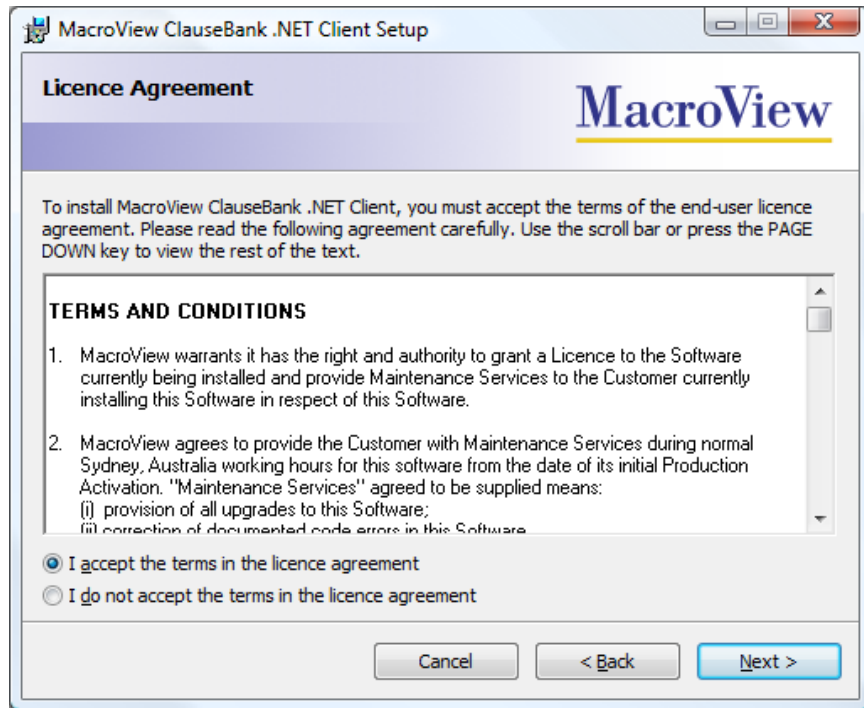


Figure 11: MacroView ClauseBank Client install - Terms and Conditions screen

The MacroView ClauseBank Client installation will next proceed automatically and display a message when complete.

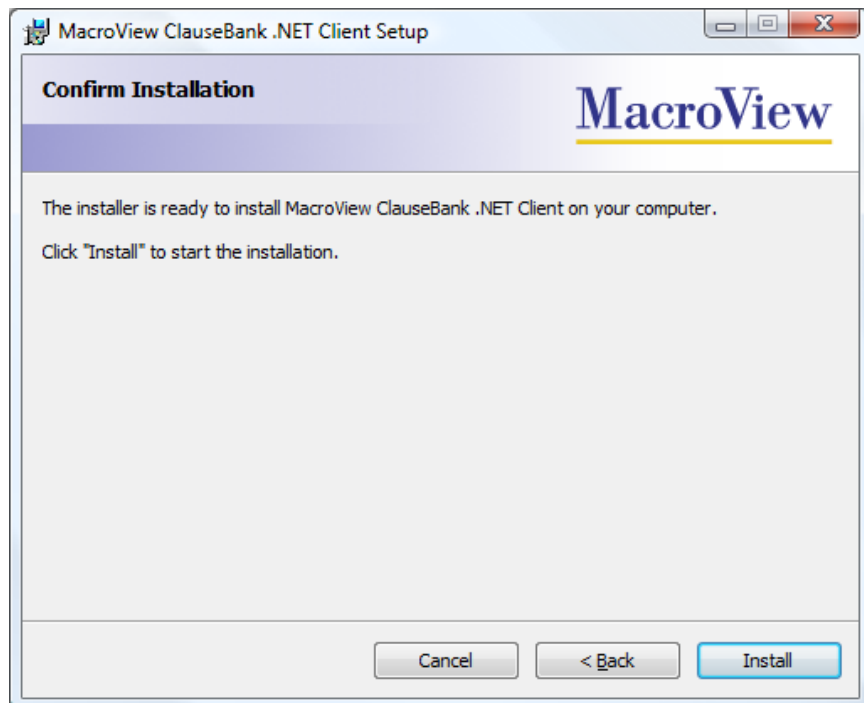


Figure 12: MacroView ClauseBank Client install - 'Next to start' screen

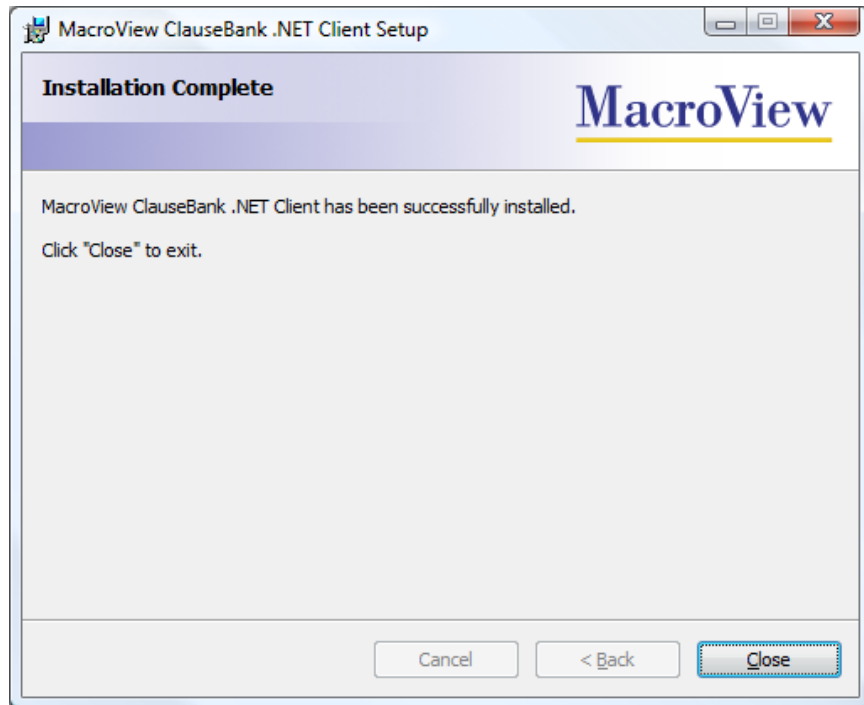


Figure 13: MacroView ClauseBank Client install successful

## 4.6 Automating the Client Installation

Organizations can use a variety of approaches to automate the deployment of MacroView ClauseBank to user workstations. In many cases this deployment will be handled by a System Management utility.

### 4.6.1 Active Directory Publish and Assign with Group Policy

For organizations that do not have a formal deployment utility, MacroView ClauseBank recommends using the Software Installation feature of Active Directory (AD) Group Policy.

By defining a new Software Installation Package that uses the MacroView ClauseBank Client MSI (available from the MacroView ClauseBank download site and will need to be extracted from the EXE file using WinZip or WinRar) an organization can perform a bulk deployment of MacroView ClauseBank. The scope of the installation Package can be defined to be either groups of users or nominated computers.

**Note that if you have an existing version of MacroView ClauseBank installed and used a deployment method other than Group Policy, the existing version will not be upgraded or replaced.**

### 4.6.2 Group Policy Configuration

Regardless of the method used to deploy the DMF client software, MacroView ClauseBank settings can be applied across an organization by using a Group Policy Administrative Template (ADM file).

An ADM file (MacroViewClauseBank.adm) is available for download from the MacroView ClauseBank Download and Installation page. This ADM provides a convenient method for specifying default SharePoint servers in the MacroView tree-view. MacroView recommends that administrators review the ADM settings in the file and configure for their organization.

Note that any settings enabled in the ADM will override and lock the corresponding setup option in the MacroView ClauseBank client.

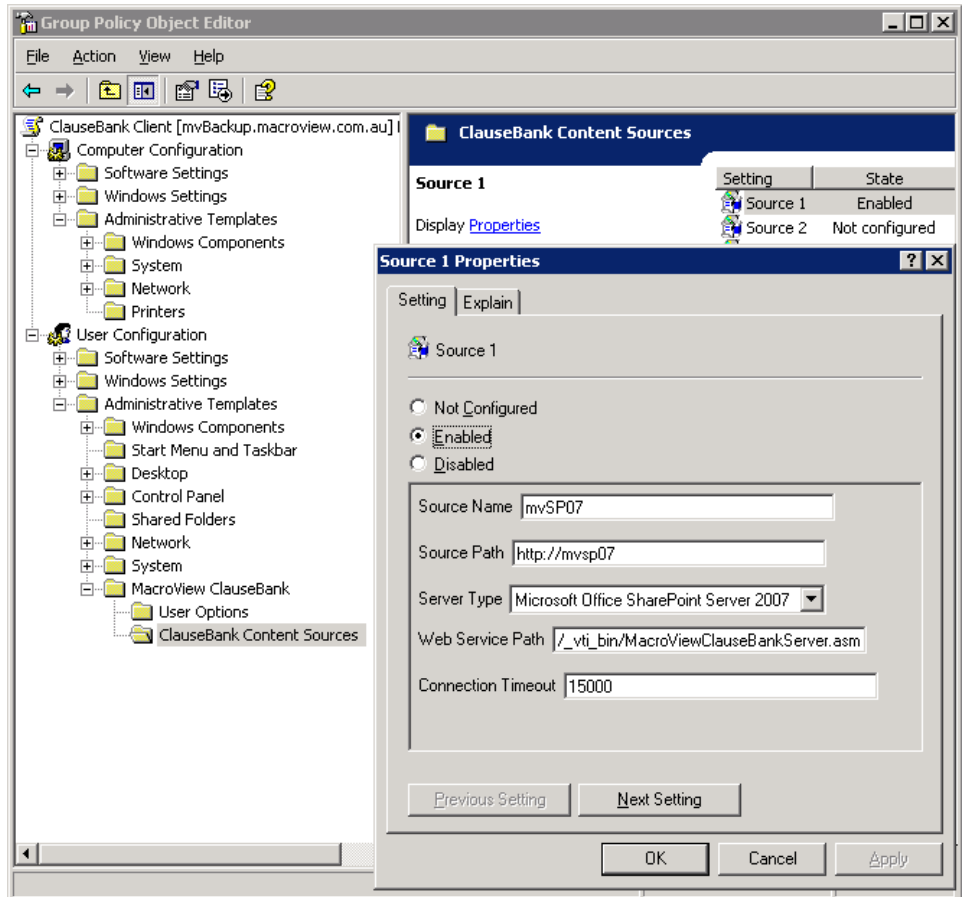


Figure 14: Group Policy Configuration of MacroView ClauseBank

## 5 Upgrading MacroView ClauseBank

### 5.1 Server Upgrade

#### 5.1.1 Prepare ClauseBank Sites

Before upgrading the MacroView ClauseBank Server solution, the MacroView ClauseBank site feature must be deactivated in each ClauseBank site.

This feature attaches the Clause Expiry event receiver to clause libraries and should not be activated while a solution upgrade is carried out. This will ensure that the event receiver is registered correctly after the upgrade is complete.

- Using Internet Explorer, navigate to the SharePoint ClauseBank site e.g. <http://SERVERNAME/ClauseBank>
- Select Site Actions, Site Settings and Site Features.
- Deactivate the MacroView ClauseBank site feature.

#### 5.1.2 Retract MacroView ClauseBank Solution

Running the following command on a SharePoint server located in a SharePoint 2007 Server Farm will deactivate the MacroView ClauseBank Solution on all Web Front End servers in that Farm:

```
stsadm -o retractsolution -name "MacroView ClauseBank.wsp" -immediate or
```

#### 5.1.3 Delete MacroView ClauseBank Solution

Running the following command on a SharePoint server located in a SharePoint 2007 Server Farm will remove the MacroView ClauseBank Solution from all Web Front End servers in that Farm:

```
stsadm -o deletesolution -name "MacroView ClauseBank.wsp" -override or
```

#### 5.1.4 Add and Deploy MacroView ClauseBank Solution

Unzip the 'MacroViewClauseBankServer.zip' file to the c:\temp folder on the SharePoint server.

- Run:

```
stsadm -o addsolution -filename c:\temp\MacroView ClauseBank.wsp
```
- Launch the SharePoint 3.0 Central Administration Console
- Select the 'Operations' tab and under Global Configuration select 'Solution Management'.
- Within the 'Solution Management' page select 'MacroView ClauseBank.wsp' and deploy the MacroView ClauseBank Solution.
- Select a convenient time to deploy the solution.

#### 5.1.5 Update ClauseBank Sites

After the MacroView ClauseBank Server solution has been deployed, the MacroView ClauseBank site feature can be reactivated in each ClauseBank site.

- Using Internet Explorer, navigate to the SharePoint ClauseBank site e.g. <http://SERVERNAME/ClauseBank>
- Select Site Actions, Site Settings and Site Features.
- Activate the MacroView ClauseBank site feature.

## 5.2 Client Upgrade

### 5.2.1 Install MacroView ClauseBank Client

All versions of MacroView ClauseBank prior to v7 must be removed before the new version is installed. To do this, go to Control Panel and use “Programs and Features” in Windows Vista/7 or “Add Remove Programs” in Windows XP.

Unzip the MacroViewClauseBankClientx86.zip file to a local location.

- Run the MacroViewClauseBankClient\_x86.exe and follow the upgrade prompts.

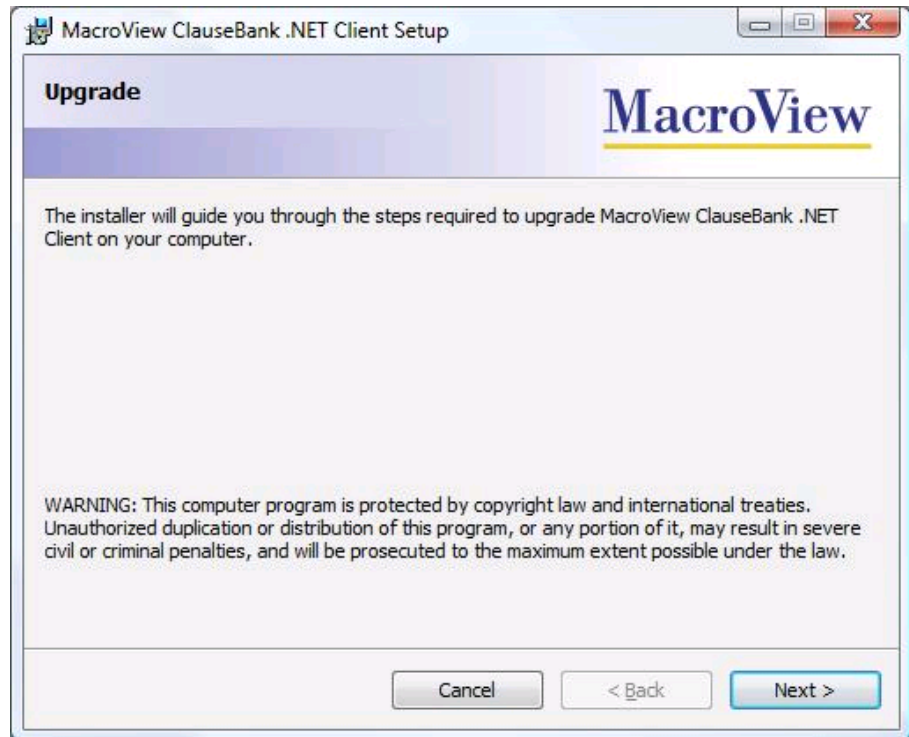


Figure 15: MacroView ClauseBank Client upgrade

## 6 Re-Activating a MacroView ClauseBank License

MacroView licenses are managed by a MacroView License Activation web service running on a central MacroView ClauseBank server. When it is first installed and activated, MacroView ClauseBank will have an initial Expiry Date set to 45 days from the date the License Key was sent from MacroView.

On receipt of payment for license renewals or additional licenses, MacroView will update the MacroView Licensing database and advise the relevant contact at the Customer organization. The Customer organization will then need to use the MacroView License Activation page to collect the updated Expiry Date and Licensed Seat Count details.

The MacroView License Activation feature is installed as part of the MacroView ClauseBank Solution. This License Activation feature supports automatic online activation with the MacroView License Activation web service or offline activation if your SharePoint server does not have internet connectivity.

### 6.1 Run the MacroView Activation feature

#### 6.1.1 Online License Activation

- Open the SharePoint Central Administration console.
- If you have MOSS 2007 select the Operations tab and under MacroView Licensing select Manage product licensing.
- If you have SharePoint Server 2010, select System Settings on the left and under MacroView Licensing click on Manage product licensing.
- Click Online Activation.
- Enter your License Key and click Next.
- Select your Product (MacroView DMF) and click Finish.

If your SharePoint server has Internet connectivity, the MacroView Activation feature will automatically connect to the MacroView License Activation web service, send details of your installation and collect your unique license activation key.

The MacroView Activation feature will record license key details in the configuration database for the SharePoint Farm. The license key contains (in encrypted form) your “Customer Details”, “License Expiry Date” and “Licensed Seat Count”.

#### 6.1.2 Offline License Activation

If your server fails to activate using the Online Activation method then on a computer with internet connectivity navigate to <http://www.macroview.com.au/licensing>.

On this page, you will need to enter your License Key and upload the Activation Request file.

You will be prompted to save a License (XML) file. This file can then be uploaded into the “License Activation” page in Central Administration to complete the activation process.

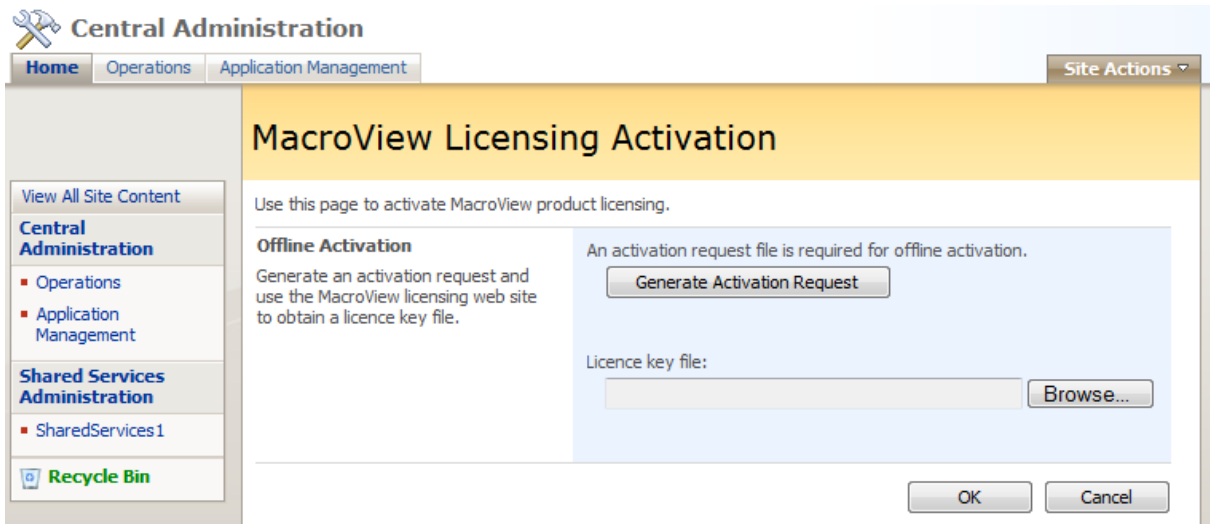


Figure 16: MacroView License Activation Page - Upload

## 6.2 View your MacroView License details

To view your current MacroView license information select the Operations tab and then the MacroView License Details link. This page lists your licensed products, their expiry dates and the number of licensed seats.

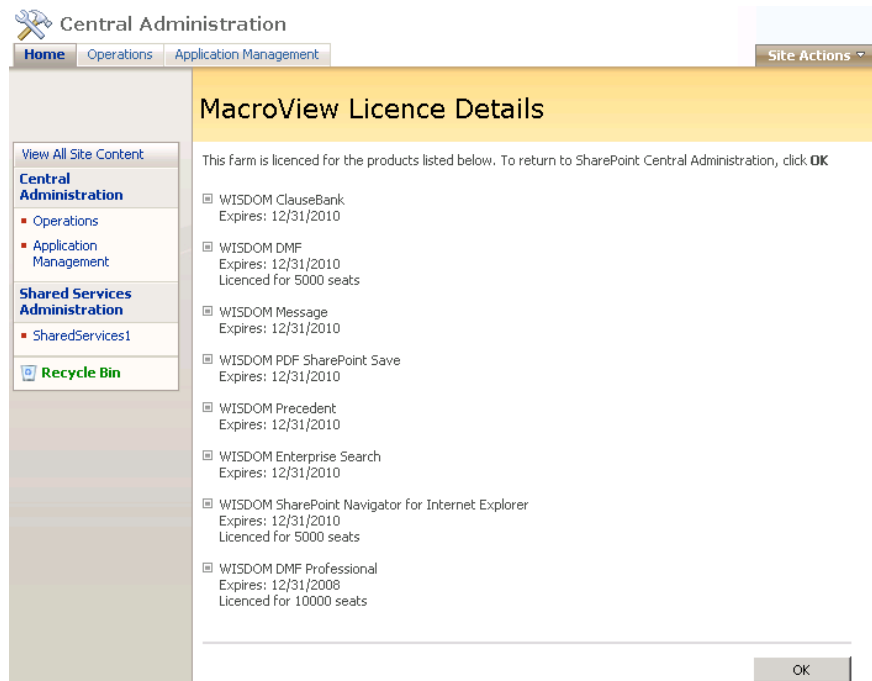


Figure 17 MacroView License Details Page

## 7 Removing MacroView ClauseBank Software

### 7.1 Removing MacroView ClauseBank Server

#### 7.1.1 Retract MacroView ClauseBank Solution

Running the following command on a SharePoint server located in a SharePoint Farm will deactivate the MacroView ClauseBank Solution on all Web Front End servers in that Farm:

```
stsadm -o retractsolution -name "MacroView ClauseBank.wsp" -immediate
```

#### 7.1.2 Delete MacroView ClauseBank Solution

Running the following command on a SharePoint server located in a SharePoint Farm will remove the MacroView ClauseBank Solution from all Web Front End servers in that Farm:

```
stsadm -o deletesolution -name "MacroView ClauseBank.wsp" -override
```

### 7.2 Removing MacroView ClauseBank Client

#### 7.2.1 Windows XP

- Click, Control Panel, Add Remove Programs
- Select 'MacroView ClauseBank .NET Client', Remove.

#### 7.2.2 Windows 7 or Vista

- Click Start, Control Panel, Programs and Features
- Select 'MacroView ClauseBank .NET Client', Uninstall.

