Software Center Instructions

SOFTWARE CENTER - OVERVIEW

Software Center is a software management tool from Microsoft which allows you, the end user, to install (or remove) software on your computer at your convenience. It does not require you to have administrator rights on your computer to do this.

Note: the American spelling "center" is used throughout this guide, as the product is from an American company.

Here are some important points to note before using Software Center

- It's a good idea to save all of your work and close any unnecessary programs before attempting to install or remove software
- Installation times will vary, depending upon the size of the application being installed
- User interaction may be required to finalize the setup of your application
- You may be required to restart your computer after a software installation or removal

ACCESSING SOFTWARE CENTER

 The Software Center icon (left) may be available on your desktop

If you do not find it on your desktop, go to **Start > All Programs > Microsoft System Center > Configuration Manager > Software Center**
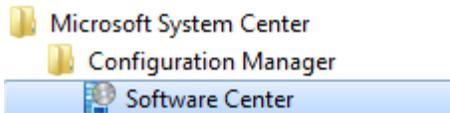
Alternatively, type **Software Center** into the Windows Search box in the Start Menu

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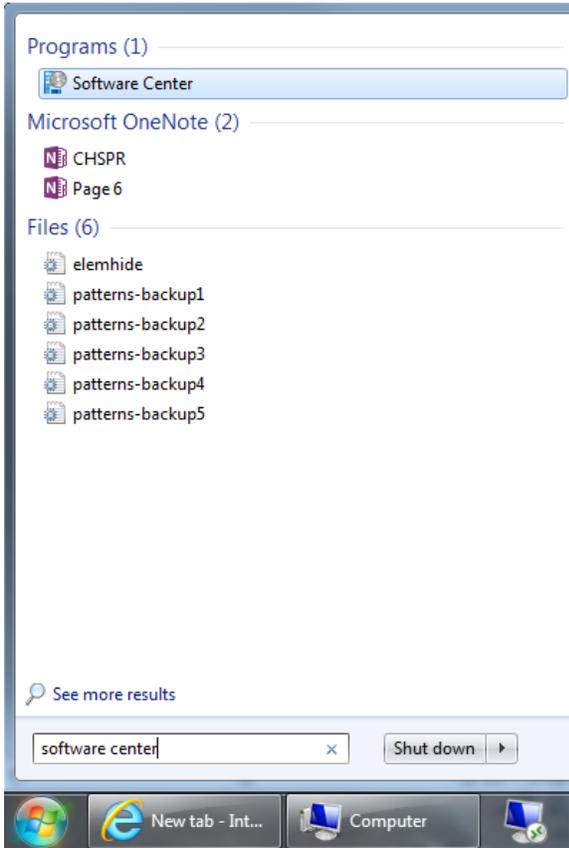
INSTALLATION INSTRUCTIONS

Once the program has launched, you will see the screen below.

1. Select: **Available Software** tab
2. Tick the checkbox beside the desired software
3. Click **Install selected** button
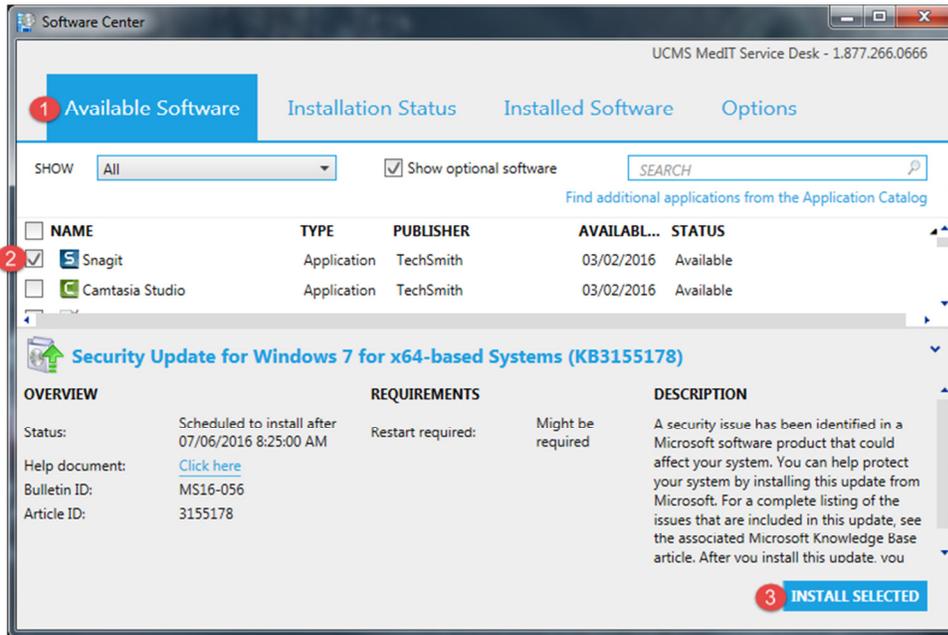
You can monitor the progress by going to the **Installation status** tab and viewing the **Status** column.
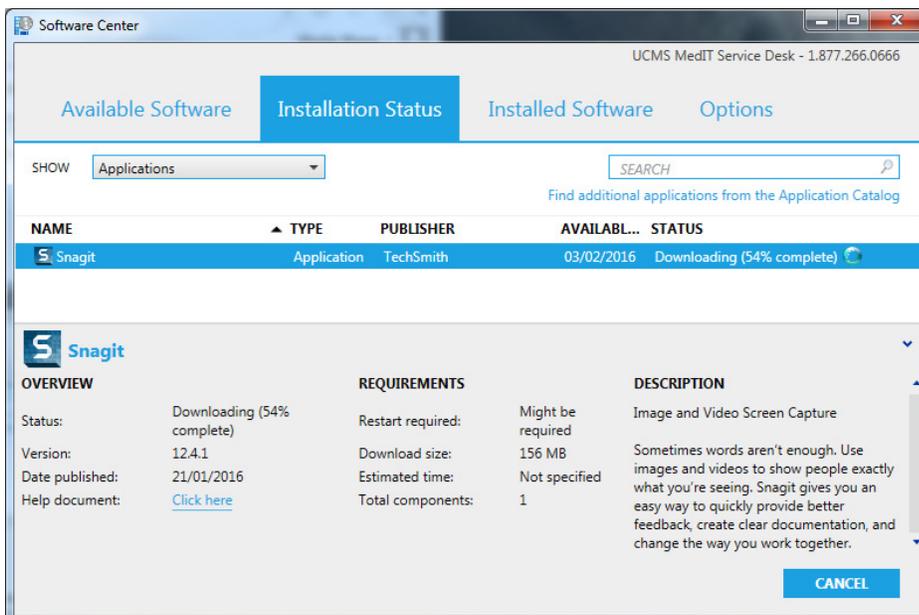
For some software that is installed, the **Status** column may indicate that a restart may be required for the software to become fully functional. The system will not force a restart; you may restart at your convenience.

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A confirmation of software installation will appear.
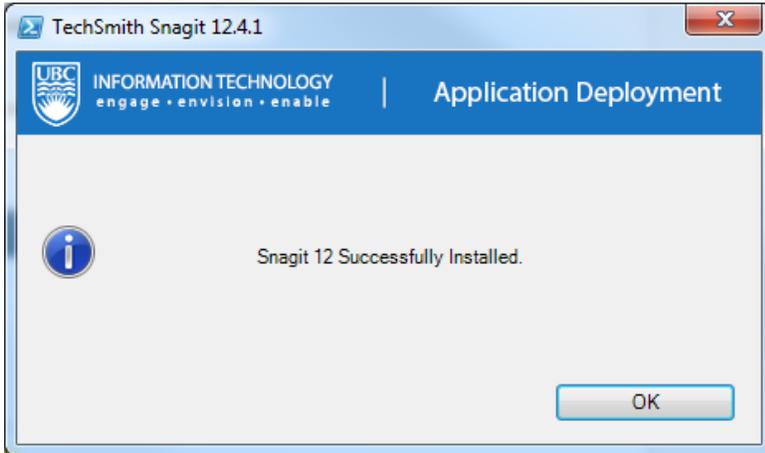
Should you choose to restart later, a notification in your system tray may appear which will give you options for a reminder interval of one, two or four hours, or the option to restart immediately.
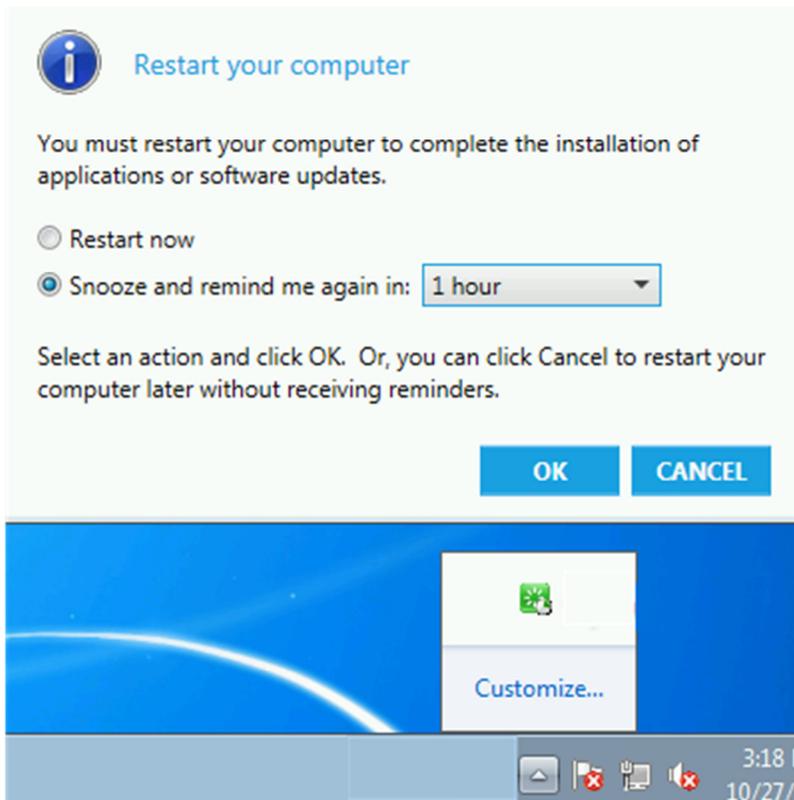
The **Installed Software** tab provides a list of software and the ability to uninstall applications. To do this select the software > click uninstall on the bottom right.

Software Center

UCMS MedIT Service Desk - 1.877.266.0666

Available Software   **Installation Status**   **Installed Software**   **Options**

SEARCH

NAME	INSTALL DATE	SIZE
Microsoft Office Professional Plus 2013	07/06/2016	Less than 1 MB
NVivo 11	12/04/2016	Less than 1 MB
Snagit	03/06/2016	Less than 1 MB
Sophos Anti-Virus	12/04/2016	Less than 1 MB

Snagit

OVERVIEW

Version: 12.4.1
Date published: 21/01/2016
Download size: Less than 1 MB
Help document: Click here
Date Modified: 03/06/2016

DESCRIPTION

Image and Video Screen Capture

Sometimes words aren't enough. Use images and videos to show people exactly what you're seeing. Snagit gives you an easy way to quickly provide better feedback, create clear documentation, and change the way you work together.

UNINSTALL

UBC

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USER CONFIGURATION OPTIONS

There are some user-configurable options available. These options are for controlling the timeframe of installation and reboots. They can be found in the **Options** tab:

1. **Work Information** – Allows users to specify the working hours, so that software installation will typically happen during non-work hours. Change these hours accordingly with your schedule.
2. **Power management** – Computers can only have software installed or removed automatically if they're turned on and connected to the network. Adjust power management settings to prevent your computer from going to sleep when deferred installation is required.
3. **Presentation mode** – nobody wants to be interrupted by their computer during an important presentation. Choose this option to keep Software Center from ruining your meetings.
4. Click apply.

You may wish to change these options depending on how you use your computer (for instance, if you have a laptop).

OTHER SOFTWARE

Not all software is available for self-service installation through Software Center. For example:

- Licensed software (e.g. Adobe products)
- Specially ordered software (e.g. STATA, SAS)
- Software requiring specific media to install (e.g. Dictaphone software)

If you require assistance installing software not available through Software Center, please contact the MedIT Service Desk.

QUESTIONS/CONTACT

MedIT Service Desk - **1.877.266.0666 x1** - medit.servicedesk@ubc.ca