Installation Instructions



Please run all Microsoft Windows Updates prior to installation. Microsoft Windows updates running in the background can interfere with the installation of this software. If your computer has any pending updates, they may appear as an icon in your taskbar.

Please note: You will need to have a Windows System Administrator login to complete the install process. If you are unsure if you have the required login privileges, please contact your IT Department for further assistance.

STEP 1 OF 3: PRE-INSTALLATION

The Player installer will check for adequate disk space. You will need to contact your local IT Department for assistance if there is insufficient disk space for the Player installation. This dialog box will appear:

Prior to continuing with the Player installation, please save your work and close all open programs including Player and your Client Media folder, if upgrading.

If Player is running, this dialog box will appear:

👘 Alchen	ny Player - InstallShield Wizard	\times
Content	t Destination Folder	
Click Ne differe	ext to install content to this folder, or click Change to install content to a folder.	
~	Install Content to:	
	C:\ProgramData\Alchemy Systems\Sistem\MODULES\ Change	
AI	Ichemy Player - InstallShield Wizard X	
	Insufficient space for Alchemy Content at this location. Please retry when at least 20 GB of space are available.	
	ОК	
InstallShield		
1 10 callor licita	< Back Next > Cancel	
😽 Alcher	my Player - InstallShield Wizard — 🗌 🗙	
Uninsta The pr	alling Alchemy Player rogram features you selected are being uninstalled.	
1	Please wait while the InstallShield Wizard uninstalls Alchemy Player. This may take several minutes.	
	븅 Alchemy Player - InstallShield Wizard	×
	Files in Use	4
	Some files that need to be updated are currently in use.	3
	The following applications are using files that need to be updated by this setup. Close t applications and click Retry to continue.	hese
	Alchemy Player	
InstallShiek		
	T	
		dik.
	Keu y Ignore E	ut

Confidential and Proprietary



If your existing version of Player is newer than the current installer, this dialog box will appear:

閿	Alchemy Player - InstallShield Wizard 🛛 – 🗆 💌
	Welcome to the InstallShield Wizard for Alchemy Player
	岁 Alchemy Player Installer Information x zard ss.
	Cannot install. Existing version on the machine is newer. Please uninstall the existing version to continue.
	< Back Next > Cancel

If you are currently running a version of Player prior to v6.0, this dialog box will appear:



You will need to contact your local IT Department for assistance if you are attempting to install on a nonsupported version of Windows. This dialog box will appear:





STEP 2 OF 3: INSTALLATION

You can install using the shipped USB or downloading from the provided Player 8 link.

USB Installation:

Insert the USB thumb drive into an available USB port on your computer. Navigate to the USB drive. To open, double-click the USB drive named **ALCHEMY**.

Devices and drives	(2)
🏪 Local Disk (C:)	Local Disk
ALCHEMY (D:)	USB Drive

Download Installation:

Click the download link provided in your Player 8 email.

Once the download is complete, you **must Extract all** contents of the Installer file to your computer and execute AlchemyPlayerSetup from your local drive.

Navigate to **AlchemyPlayerSetup** and double-click.

🔢 🛃 📄 🛨		Extract	AlchemyPlayerSetup-8.01.002
File Home	Share View	Compressed Folder Tools	
Documents	Pictures	Player 8	
Team Meetings	Expense Repor	ts Docs	Extract
Core	documentation	Employees	all
	Extract To		
$\leftrightarrow \rightarrow \cdot \uparrow$	« Dow » Alche	myPlayer 🗸 Ö	ے Search AlchemyPlayerS
Desktop	Å	^ Name	^ Туре
👆 Downloads	\$	Installer	File folder

ALCHEMY (D:)		V ひ Search ALCHEMY (D:)		
	Name	Date modified	Туре	
	ClientConfig	10/12/2017 10:27 AM	File folder	
	CoursePlayer	10/12/2017 10:27 AM	File folder	
π	CoursePlayerFonts	10/12/2017 10:27 AM	File folder	
*	🧯 CoursewareInstaller	10/12/2017 11:58 AM	File folder	
*	AlchemyPlayerSetup	9/25/2017 4:19 PM	Application	

As an Administrator, if you receive any prompts regarding User Account Control, please click **Yes** to continue.





Next, the Alchemy Player - InstallShield Wizard will appear.

Click **Next** to begin the installation of Alchemy Player.



If you are attempting to install over the same version of Alchemy Player, this dialog box will appear. You must contact Alchemy Support to preserve RF Codes, Groups and Playlists. Checking the box by "Preserve..." will only retain your Courseware, Client Media and training records.

Click Remove to continue.

Remove the Program			2
You have chosen to remove the pr	ogram from your system.		
Click Remove to remove Alchemy no longer be available for use.	Player from your compute	r. After removal, this	program will
CAUTION: Contact Alchemy Supp delete RF Codes, Groups and Playl	ort to preserve configurati lists.	on and data. Clickin	g Remove will
Preserve Courseware, Client M	ledia and Training Record	5.	
If not checked, these files will be o	deleted during uninstall.		
If you want to review or change a	ny settings, click Back.		
allShield			
	1		Constant of the second se

Accept the terms in the End User License Agreement (EULA) for the Alchemy Player program.

Click Next to continue.





The default installation location for Alchemy Player is: C:\Program Files(x86)\Alchemy Systems\Player

If you would like to install Player in a different location, please click **Change** to modify.

Click Next to continue.

Destination Click Ne:	on Folder xt to install to this folder, or click C	Change to install to a	a different folder.	と
P	Install Alchemy Player to:			
-	C:\Program Files (x86)\Alchem	y Systems\Player\		Change
allShield				
		< Back	Next >	Cancel

For Initial Installs ONLY:

The default installation location for Content is: C:\ProgramData\Alchemy Systems\Sistem\MODULES

If you would like to install the Content in a different location, please click **Change** to modify. This dialog box will not appear if Alchemy Player is already installed.

Click Next to continue



To review or change any installation settings, click Back.

PLEASE NOTE: You will not be able to Cancel the installation after this step. The remainder of this installation will take up to an hour to complete depending on your computer's configuration.

Click Install to continue.





The Alchemy Player - InstallShield Wizard will install Alchemy Player from the USB drive.

This dialog box reflects the progress:



Once Alchemy Player is installed, the Alchemy Courseware Installer will take some time to extract and install your Alchemy Courseware from the USB drive. This dialog box reflects the progress:

COURSeware	
Installing	
UDM0362 (en-US)	

Upon completion, please verify the "Wizard has successfully installed Alchemy Player" as shown in this dialog box:

No.	
	The InstallShield Wizard has successfully installed Alchemy Player Click Finish to exit the wizard.
	Show the Windows Installer log

Click Finish to continue.



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STEP 3 OF 3: DOWNLOAD DATABASE

Launch Player by double-clicking the **Alchemy Player** icon on your computer desktop.

From the Main Tab on the Player Home Screen, click the **Download** icon on the Settings ribbon.

Prior to using Player, you must download your users, activities and courseware.

To download the recommended defaults to complete your installation, select **All** and click **Download** on the Administrative Settings screen:





ः Ad	ministrative Settings	×
Cho Requ	ose Items to Download ires network connection	計
\checkmark	Users	0
\checkmark	Activity List	0
\checkmark	Available Course Media	•
Y	All (and Show at Startup)	•
	Down	load Cancel

For Initial Installs ONLY:

If this is a first-time installation, Alchemy Support will need to remote on to your computer to complete your initial Alchemy Player configuration. This dialog box will appear:

Click Close and contact Alchemy Support for assistance:

North America: 1-888-988-8832 United Kingdom: 0808 120 7597 Mexico: 800 681 6914





After completing a successful download, this dialog box will appear.	菲 Administrative Settings	×
	Downloading Users and Courses Checking Alchemy Manager for updates	
Click Next to proceed to the course Download window.	Status: OK Status: OK Status: OK	^
Click Close to return Alchemy Player. Your installation is complete.	Customizing the course menu file. Loading client courses from local database. Merging library menu. Status: OK	
	Status: OK	
	Sync Status: Complete	~
		- 0
	Next	Close

Choosing Next on the window above will open this Download Courses window showing any course updates available since your last download:

-						
Do Avi	wnload Courses ilable course updates are listed below					
t c	ourse Name	↑ Language	↑ Category	↑ Date	↑ Size	↑ Status
a	Air Hose Safety	English (United States)	Food Safety	3/26/2019	19.5 MB	
a	Air Hose Safety	French (Canada)	Food Safety	3/26/2019	19.9 MB	
a	Air Hose Safety	Spanish (United States)	Food Safety	3/26/2019	20.0 MB	
a	Alchemy Creator: Import and Translate	English (United States)	Alchemy Resources	1/16/2020	41.0 MB	
a	Alchemy Creator: Voice-Over Options	English (United States)	Alchemy Resources	1/16/2020	114.5 MB	<u> </u>
a	Alchemy Manager: Content Builder Overview	English (United States)	Alchemy Resources	1/16/2020	77.7 MB	<u> </u>
a	Alchemy Manager: User Validation	English (United States)	Alchemy Resources	1/16/2020	19.7 MB	
a	Alchemy Platform: Anatomy of a Group Based Course	English (United States)	Alchemy Resources	1/16/2020	38.9 MB	- 0
a	Alchemy Platform: Out of the Box	English (United States)	Alchemy Resources	1/16/2020	82.2 MB	
a	Alchemy Platform: Overview	English (United States)	Alchemy Resources	1/20/2020	31.7 MB	
a	Alchemy Player: Activities Tab	English (United States)	Alchemy Resources	1/16/2020	27.0 MB	- 8
a	Alchemy Player: Administrator Options	English (United States)	Alchemy Resources	1/16/2020	35.6 MB	
a	Alchemy Player: Enrollment Tab	English (United States)	Alchemy Resources	1/16/2020	36.7 MB	
a	Alchemy Player: Kiosk Mode	English (United States)	Alchemy Resources	1/16/2020	28.1 MB	
a	Alchemy Player: Main Tab	English (United States)	Alchemy Resources	1/16/2020	21.9 MB	

To Download a course, click the blue **Down Arrow**. To Cancel a download in progress, click the red **X**.

If this is a first-time installation of Player on your computer, the download process may take many hours to complete depending on your Internet speed and computer's configuration. Consider letting your download run overnight.

Once the download is complete, click **Close** to return to Alchemy Player.

You are now ready to begin training!