



Computer program «Art-Zvit Pro»

Installation, original setting and acquisition of license instructions

version 1.2



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1 Installation of program «Art-Zvit Pro»

1.1 General information

For the beginning of the installation process of the program «Art-Zvit Pro» is necessary to click a tab «Інсталяція/Installation» (<https://art-zvit.com.ua/instalyacii/>) and click a point «Інсталяція/Installation».

If the program «Art-Zvit Pro» is installing for the first time we recommend to check on the computer all additional programs that provide correct operation of «Art-Zvit Pro» (block «Додаткові компоненти/Additional components»). Install all necessary additional components if required. (Fig. 1).

Додаткові компоненти:

<ul style="list-style-type: none"> Microsoft .NET Framework 4.5 (розмір ~ 50 МБ) 	05.02.2020	Завантажити ↓
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Додаткові компоненти для ОС WINDOWS XP:

<ul style="list-style-type: none"> Microsoft .NET Framework 4.0 (розмір ~ 50 МБ) 	02.07.2013	Завантажити ↓
<ul style="list-style-type: none"> Оновлення до .NET Framework 4 KB2468871 (для x86) (розмір ~ 19 МБ) 	02.07.2013	Завантажити ↓
<ul style="list-style-type: none"> Оновлення до .NET Framework 4 KB2468871 (для x64) (розмір ~ 27 МБ) 	02.07.2013	Завантажити ↓
<ul style="list-style-type: none"> Microsoft Data Access Components (MDAC) (розмір ~ 5 МБ) 	02.07.2013	Завантажити ↓
<ul style="list-style-type: none"> Microsoft Visual C++ 2010 Redistributable Setup (розмір ~ 5 МБ) 	02.07.2013	Завантажити ↓
<ul style="list-style-type: none"> Компонент Windows Imaging (розмір ~ 2 МБ) 	02.07.2013	Завантажити ↓

Fig. 1. Additional components

To install the program «Art-Zvit Pro» in the block «Інсталяція/Installation» chose necessary program pack and click the download button [завантажити/download] (Fig. 2).

Інсталяції

<p>Art-Zvit Pro, версія 5.5.11 (зі всіма компонентами, розмір ~ 187 МБ) MD5 хеш файла: 6022941b9b239cd48e56923a8ee7e387 SHA1 хеш файла: 4d719133b170592e65ae1bfec1ecf8b263947acd SHA256 хеш файла: 0a7cb7a7c7244ba6ed98e0745d49ea726978cab384b2e67f264d0c2d4221e57b</p>	28.04.2020	Завантажити ↓
<p>Art-Zvit Pro, версія 5.5.11 (без додаткових компонентів, розмір ~ 82 МБ) MD5 хеш файла: 6627baad943b9a38b9991b15e7a5a707 SHA1 хеш файла: 992eaeae1b837aa2369c6f44da618067327010b SHA256 хеш файла: 812ad6f417e50eea17bb8e9e607fc9eb1036f6d55f1b07b328c587103536be29</p>	28.04.2020	Завантажити ↓
<p>Методи взаємодії з програмою Art-Zvit Pro через Com-інтерфейс</p>	28.04.2020	Завантажити ↓
<p>Методи взаємодії з програмою Art-Zvit Pro через Soap-інтерфейс</p>	03.10.2019	Завантажити ↓
<p>Утиліта для пакетного вивантаження ПН з ІС в програму Art-Zvit Pro</p>	14.12.2018	Завантажити ↓

Fig. 2. «Art-Zvit Pro» program installation block

Browser interface depending on its type offers download or save archive file «ArtZvitPro_Setup_Full.zip». You should save the installation in advance, unpack the archive and open setup file «ArtZvit_Setup.exe». Next you should follow typical program installation steps.

1.2 Software and hardware requirements

The program is meant to be used on IBM PC-compliant personal computers. For using the program is necessary to have the follow hardware and software configuration:

- 32- or 64-bit processor with architecture x86 frequency not less than 1 GHz;
- corememory — not less than 1 GB;
- hard disk with available disk space — not less than 1 GB;
- color graphic terminal — 16 million colours, 1024x768 or higher;
- disk drive (to install the program);
- printer (in case of printing reports);
- computer mouse;
- operating system Microsoft Windows 2003 Server, Windows 7 or Windows 10;
- Local administrative rights in operating system (for installation);
- Internet connection (for sending reports and to receive check, automatic updates and program registration).

For work in a program in operational system should be installed the follow program components:

- Windows 2003: Microsoft Windows Installer 3.1, Microsoft C++ Runtime Library 2010, Microsoft .NET Framework 4.0;
- for Windows 2008 and higher: Microsoft Windows Installer 3.1, Microsoft C++ Runtime Library 2010, Microsoft .NET Framework 4.5.

In case of need all components will be installed by installation program.

Also for correct work of the program in regional settings of the operating system shall be adjusted Russian or Ukrainian locale.

In case of mismatch of PC with requirements the correct work of program is not guaranteed.

1.3 Installation process

For opening the installing program will be displayed installation wizard of the program «Art-Zvit Pro», with help of which is necessary to perform step by step the following actions:

1. Close all programs and click into [Далі/Next>].



To avoid possible conflicts you should close all other programs on the computer.

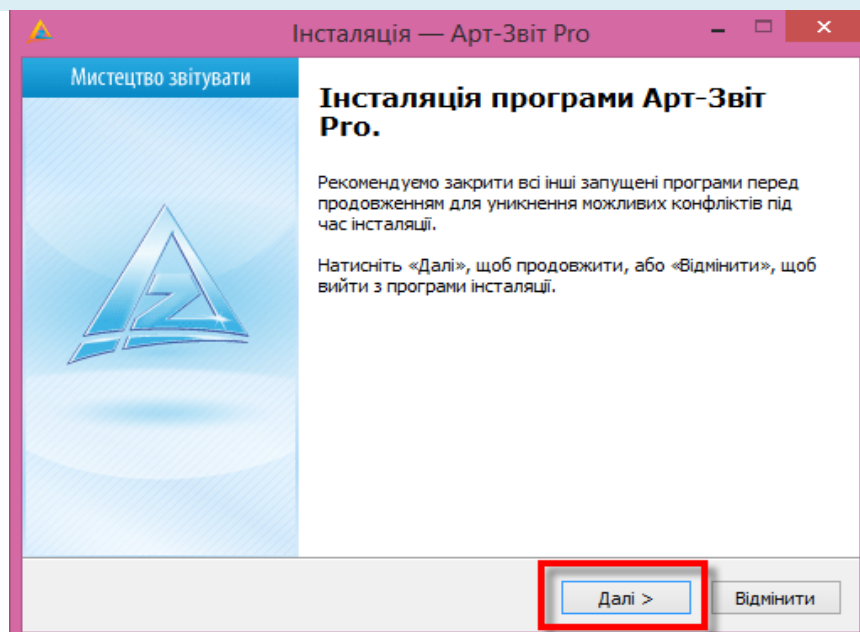


Fig. 3. Window with recommendation to close other programs

2. Read the license agreement conditions (Fig. 4). To continue the process of installation of the program this conditions should be accepted. In other case the process of installation will be stopped. To continue click [Далі/Next>].

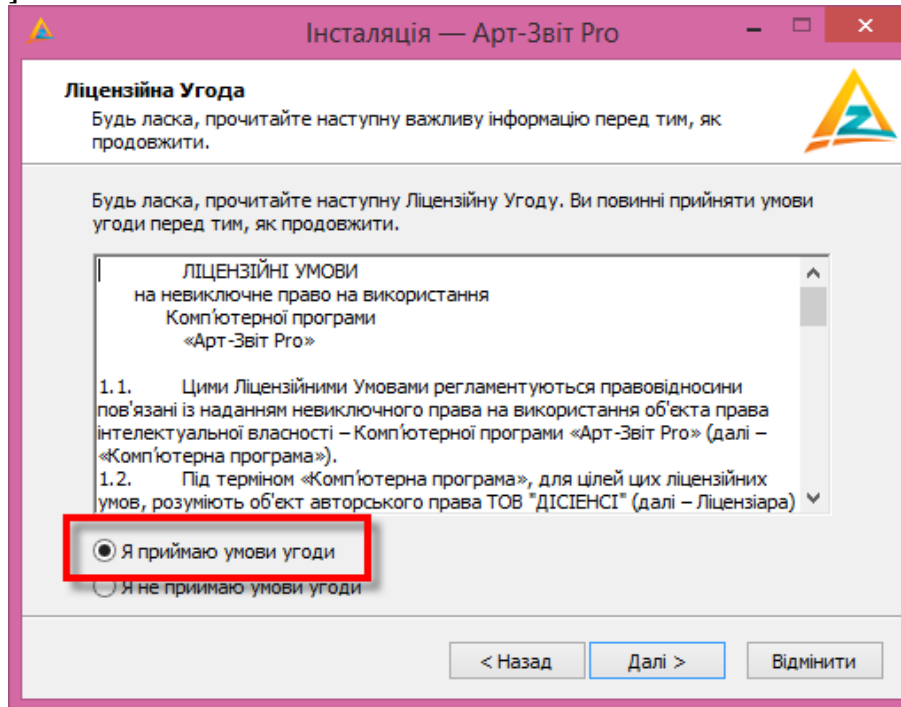


Fig. 4. License agreement

3. Read the privacy policy and accept the terms (Fig.).

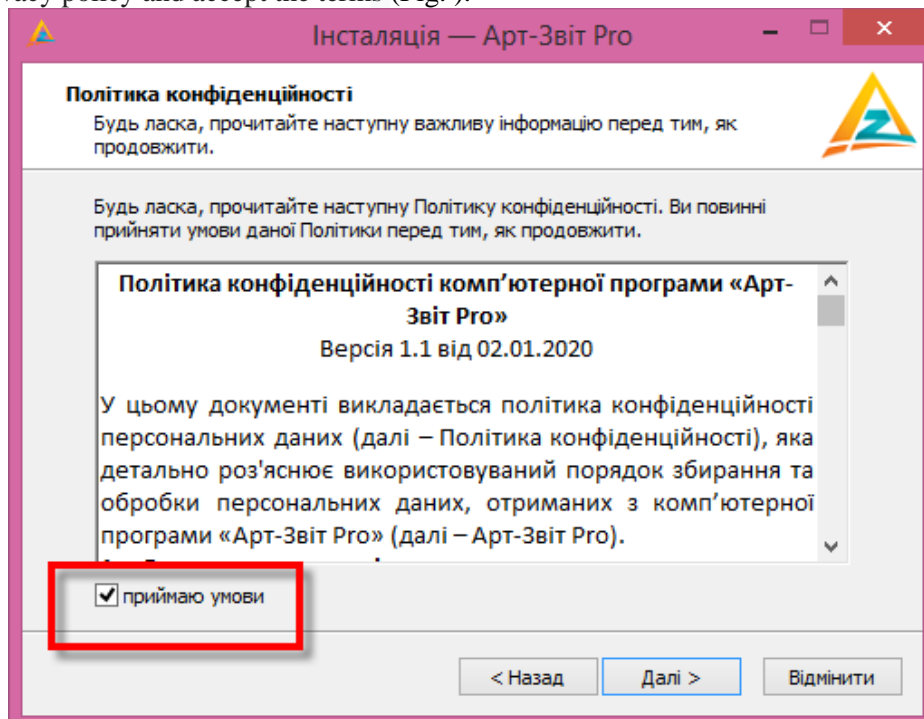


Fig. 5. Privacy policy

4. Read about changes in active version of the program (Fig. 6).

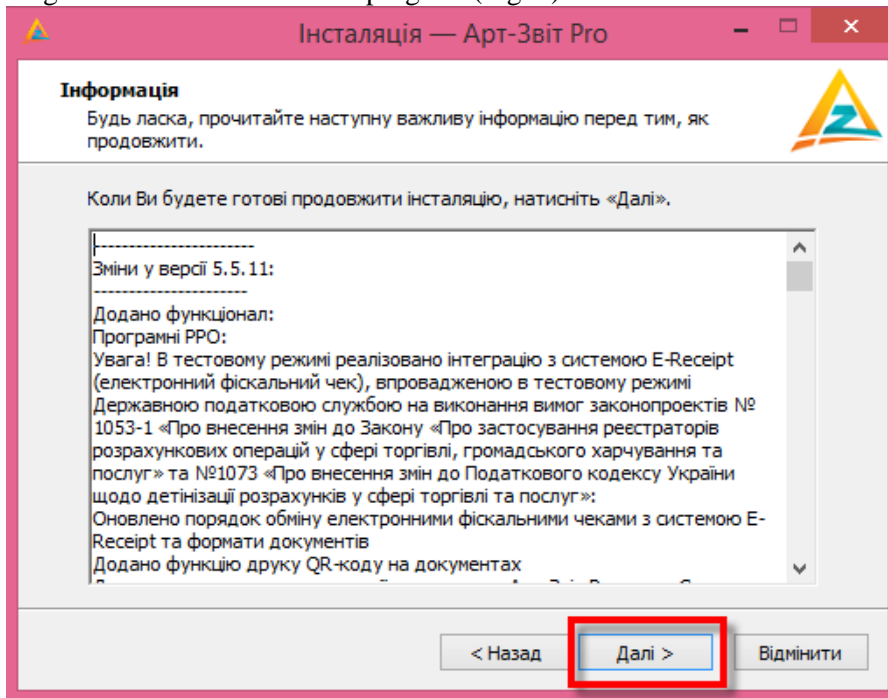


Fig. 6. List of changes between program versions

5. Choose the folder to install the program (as a default – «C:\Program Files\AM-SOFT\ArtZvit»):
 - To change install directory it is necessary to click [Огляд.../ Browse...], and in the window «Огляд папок/ Browse Folders» choose the other folder (1, Fig. 77);
 - Ensure there is enough available disk space (2, Fig. 77);
 - Click the button [Далі/Next>] (3, Fig. 77).

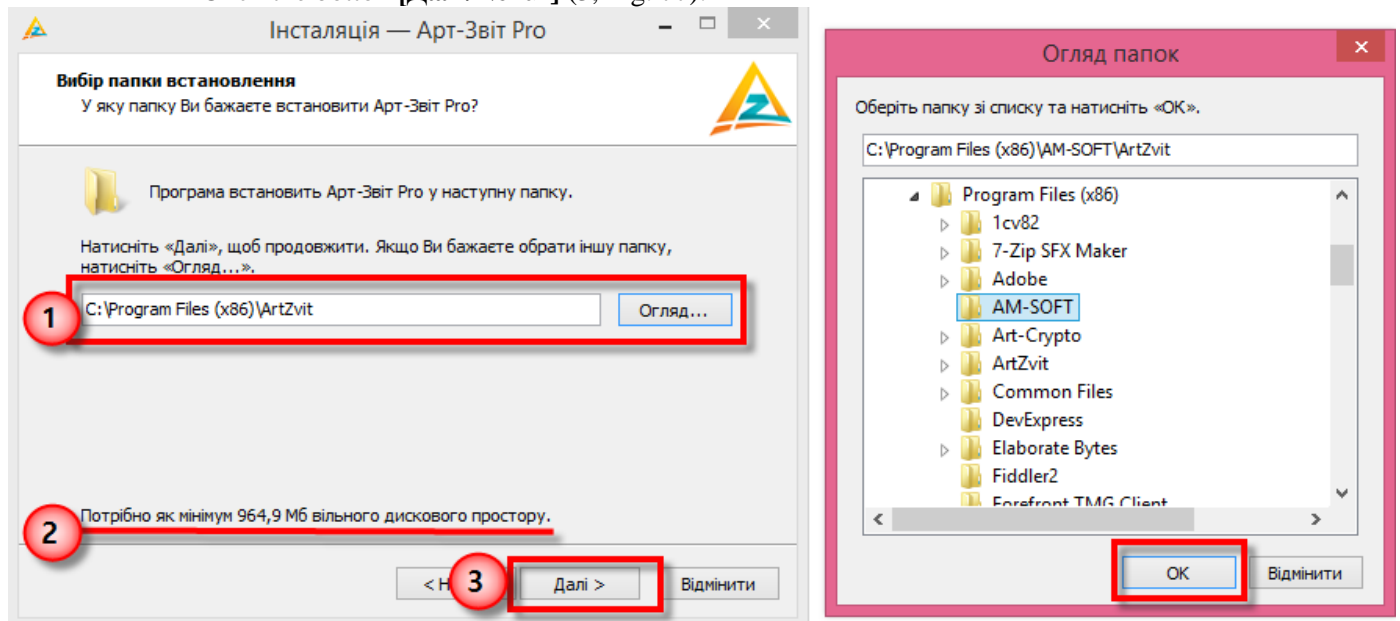


Fig. 7. Choosing location for program installation

6. Choose additional shortcut offered set on Desktop and/or on the Quick Launch Panel. To continue click [Далі/Next>].

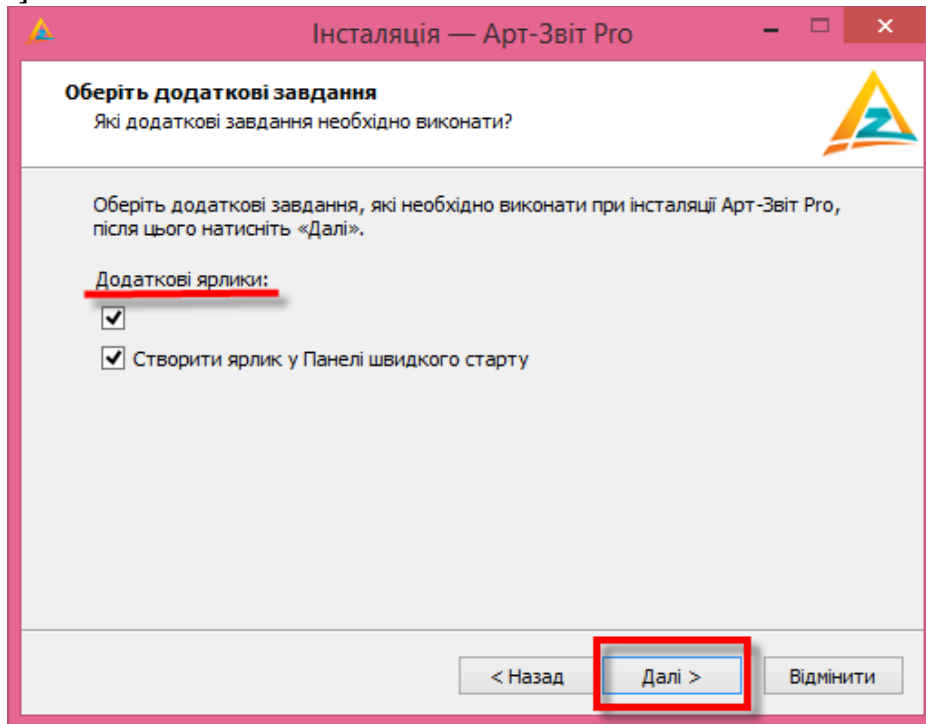


Fig. 8. Creation of additional shortcuts

7. Click the button [**Встановити/Install**] to initiate the process of program installation. Then the installation process of program «Art-Zvit Pro» is starting.

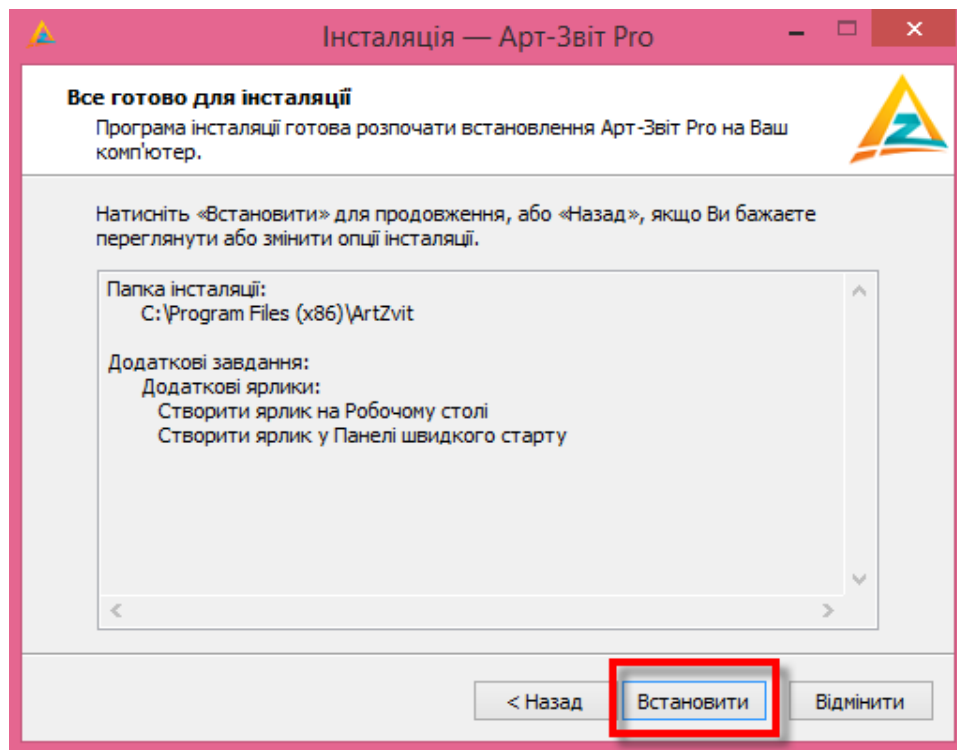


Fig. 9. Window for installation to start

8. In case of successful installing of the program choose additional actions for automatic performance after finishing installation process (performance optimization and/or program initial running). To finish installation process click the button [Закершити/Finish].

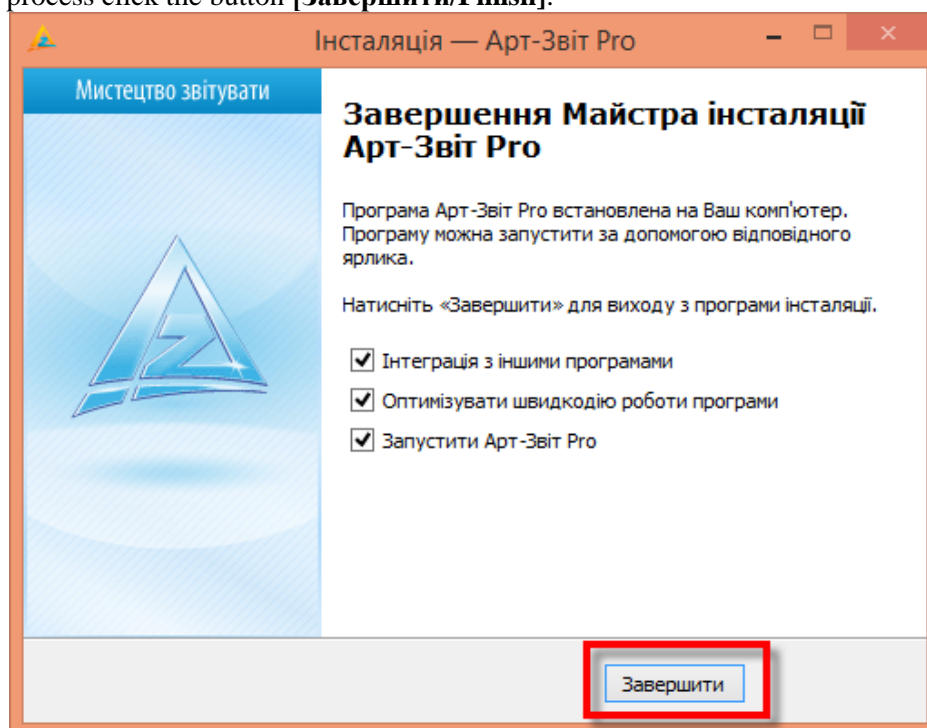


Fig. 10. Window of successful termination of program installation



User manual

On any step of installation of the program you may go back to the previous step by clicking the button [**<Назад/Back**] or cancel the process of installation by clicking the button [**Відмінити/Cancel**].

2 Program running and original setting

2.1 Certificates data

After installation of the program it is necessary to install certificates to the file storage. For program to work is necessary for the file storage to content certificates (as a default is a directory «*C:\Certificates*») as follows:

- Central certification body;
- key-management company;
- key-management company servers (TSP and OCSP);
- Information Center of the Personified Accounting System of the Pension Fund of Ukraine;
- Center for Electronic Reporting of the State Tax Administration of Ukraine;
- The Center for Processing Electronic Reports of the State Statistics Service;
- Department of Social Insurance Fund of Ukraine;
- Certificates of responsible persons for all enterprises that will use the program


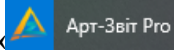
Starting the installation, the program copies automatically to the file storage certificates of Central Certifying Body, Qualified Provider of Electronic Trust Services, servers of Qualified Provider of Electronic Trust Services, and other abovementioned bodies. Certificates of enterprises, reports to process in program shall be copied by the user to the file storage individually (as a default is a directory «*C:\Certificates*»).

For using in a program certificates of other QPETS, that maintained by a program is necessary to put into storage of certificates root certificates QPETS and their servers (TSP та OCSP).

After that the program is ready to be run, it can be started and configured for further work.

2.2 The first program running

You can open the program by one or other way such as:

- On the desktop by clicking ;
- On the Quick Launch Panel, choosing [Пуск] → ;
- Through the menu [Пуск/Run] → **Все программы/All programs** → **Art-Zvit Pro** → **Art-Zvit Pro**.

2.3 Setting the work parameters

2.3.1 General information

During the first program start-up it is necessary:

- Set a password for enterprise database protection;
- Insert enterprise registration data (through data building wizard or in the menu **Сервіс** → **Підприємства/Service** → **Organizations**);
- Editing of enterprise parameters (menu **Сервіс** → **Параметри програми/Service** → **Program parameters**).

2.3.2 User authorization

After starting the program is necessary to set a password that will be used for private data incryption which is stored in base storage (personal key, security passwords and other). For this purpose in the window of password setup (Fig. 11) insert password and its confirmation (for validity check). Without password setting it is impossible to use the software program.

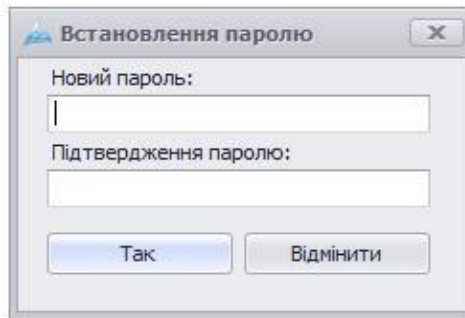


Fig. 11. Password setup

During next running of the program will appear the window of password insert (Fig. 12), in which it is necessary to insert the password set up previously.

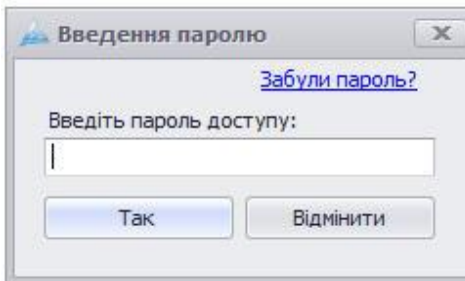


Fig. 12. Password insert

During next running of the program it is possible restore initial password in case of lost. For this action there is a link <Забули пароль? / **Forgot password** ?> in the window for password insert. After this the program renders notice (Fig. 13513) and offers insert the new password (Fig. 11) eliminating the existing key data of program. After such operation it is possible to log in with the new established password.

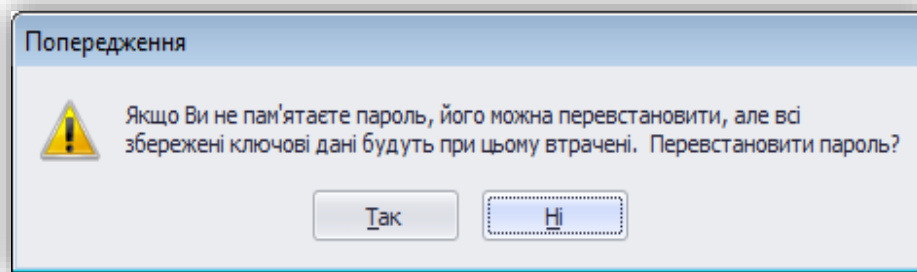


Fig. 135. Password recovery

2.3.3 Introduction of registrational enterprise data in original setting

2.3.3.1 General information

After the first running and successful registration it is necessary to create enterprise in the program «**Art-Zvit Pro**». The process of creation of enterprise is carried out by introduction of all necessary registration data into the profile. The program will request all necessary data with help of Wizard Enterprise “**Майстра створення підприємства/ Wizard Enterprise**”, that is running automatically during the first running of the program (Fig.14).

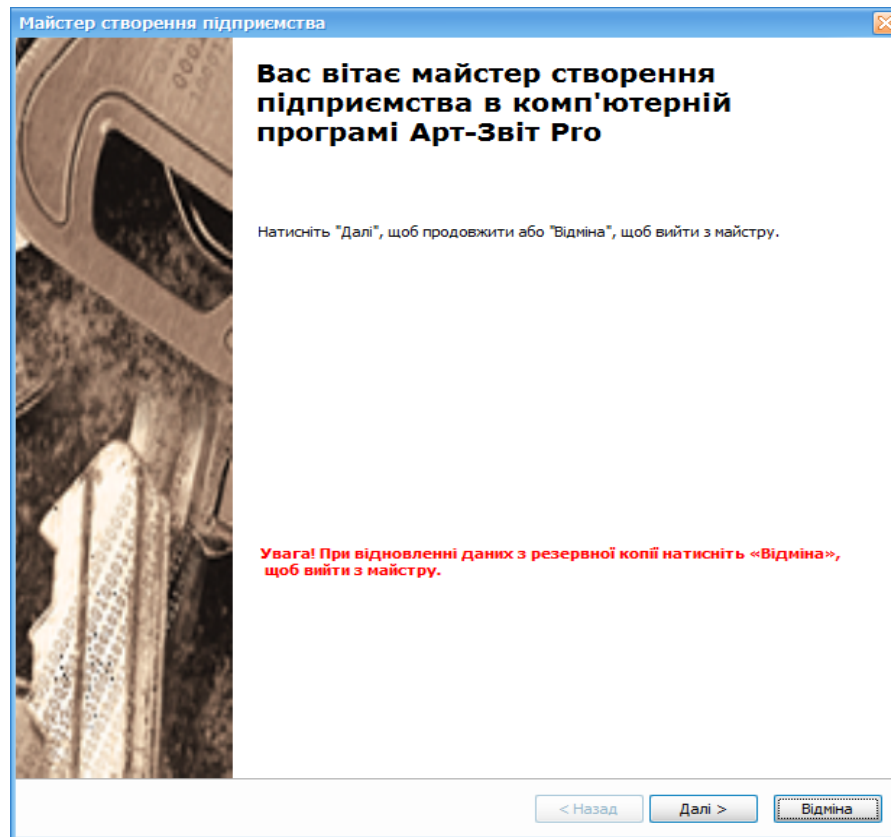


Fig. 14. Wizard Enterprise primary window

Wizard Enterprise performs program configuration step by step so simplifying the process. Click [Далі/Next] to start creating the enterprise or [Відміна/Cancel], if it necessary finish the work of Wizard.



Please note that while inserting enterprise data, the Wizard asks for personal keys data, keys of responsible persons. To add them into the system is necessary previously insert to the computer the media file with personal keys of responsible persons (or seal) and convince there is one of the certificates in place: QPETS: «MASTERKEY», ІДД SFS України, ТОВ «Ключові системи», «Україна».

After click on button [Далі/Next], in the primary window will open the window **Step 1/4. Installing keys and certificates for the enterprise**.

2.3.3.2 Step 1/4. Installing keys and certificates for the enterprise

For the further creation of the enterprise with help of Wizard it is necessary to insert data on private keys and certificates (director, accountant, seal or employee):

1. Insert the enterprise code in a field and click the button [✓] (1,
2. Fig.15), after which will be displayed fields of the block **Сертифікат та ключ/Certificate and key**.

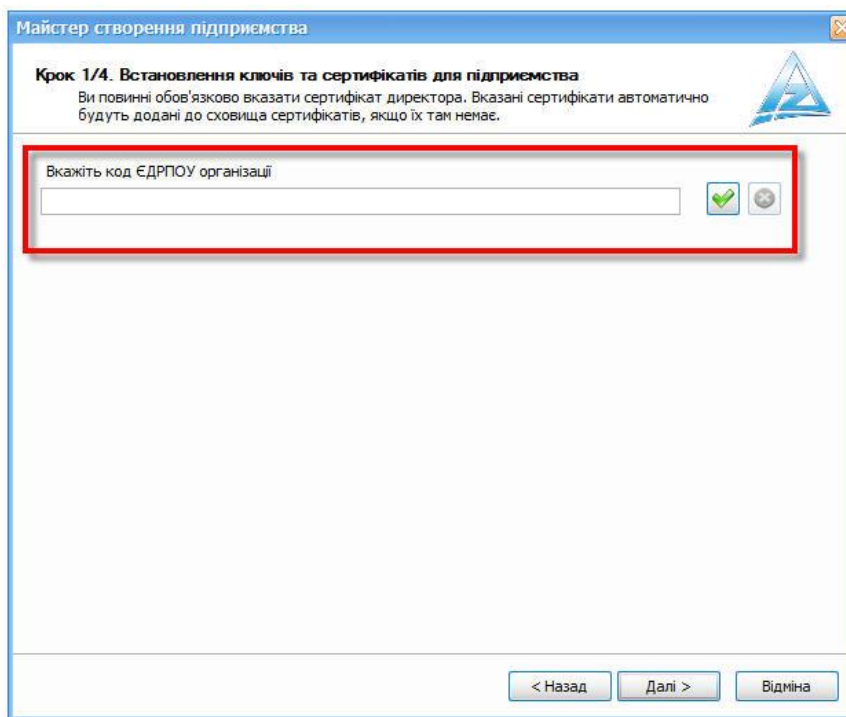


Fig.15. Inserting of enterprise code (USREOU)

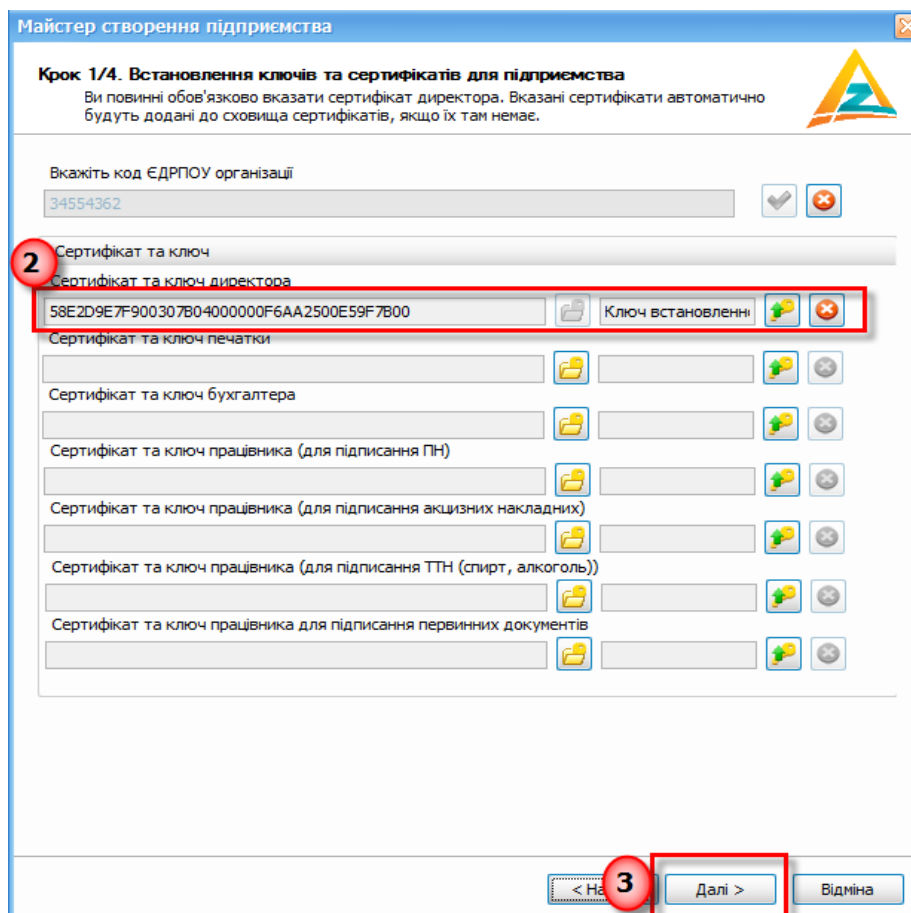




Fig.16. Inserting data on certificate and key of director

3. Indicate certificate and key of enterprise director in the field **Сертифікат та ключ директора/ Chief 's certificate and key** (Fig.16), performing the next actions:

3.1. Click the button  (2, Fig.16).

3.2. Make upload into **Сховище сертифікатів/Storage of certificates**. To upload all certificates of enterprise from server click the button  [Завантажити сертифікати], to add one separate certificate from the media file click the button  [Додати] and choose the file in format «.cer».



Installing the program «Art-Zvit Pro» certain basic list of certificates is saved automatically to the folder on the PC (default folder is «C:\Certificates»).

Certificates SFS are uploaded automatically to this folder while reading the key.

3.3. After download or adding certificates, choose from the list the necessary record (Fig. 617) and then click the button **[Обрати/Choose]**. Registration number of director's certificate will appear in the field **Сертифікат та ключ директора/ Chief 's certificate and key**.

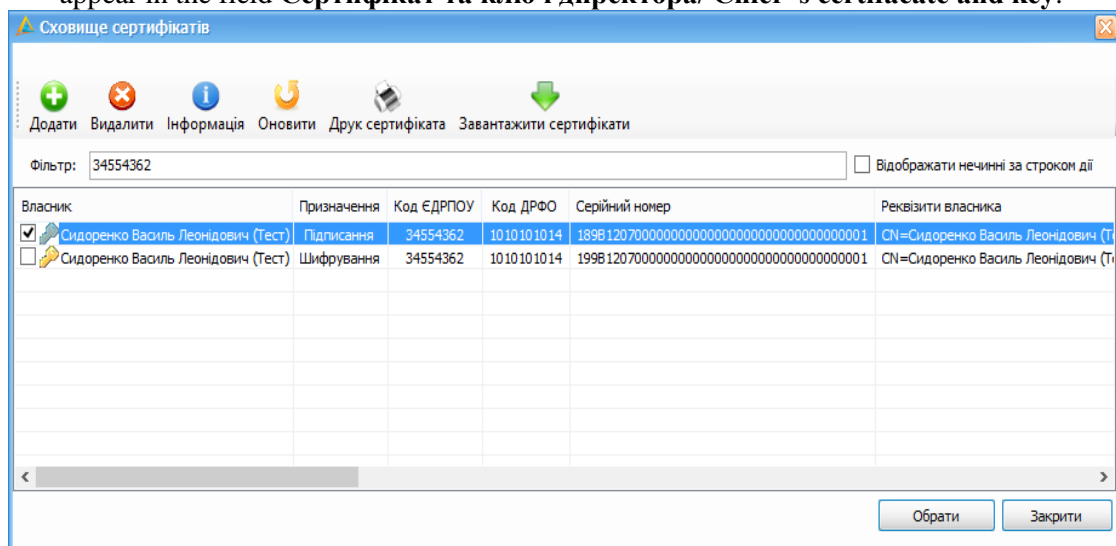



Fig. 67. Certificate choosing

4. After adding certificates is also necessary add into the system private keys:

4.1. Click the button  (2, Fig.15). Will open the window **Зчитування особистого ключа/ Personal key reading** (Fig. 78).

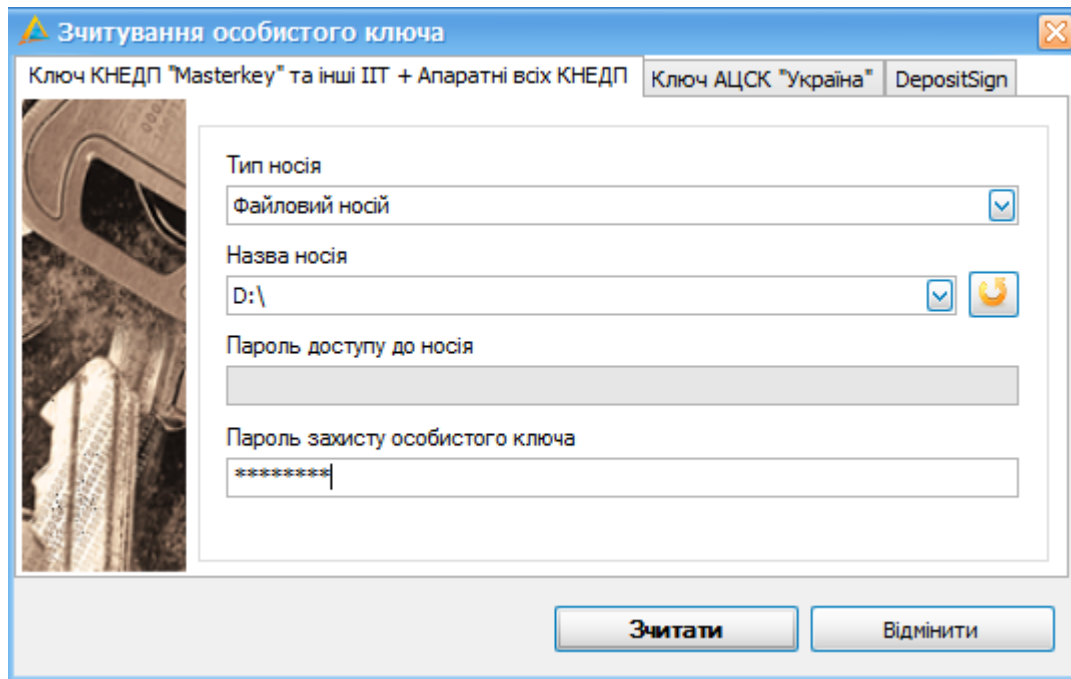


Fig. 78. The window **Personal key reading**, the tab **Key QPETS “Masterkey” and other ITT**



The process of adding into the system private keys depends from the type of QPETS. On Fig. 718 are represented two tabs, one of which is designed for adding keys АКСС «Ukraine» (tab **Ключ АКСС “Україна”**), the other for any other QPETS (tab **Ключ QPETS “Masterkey” та інші ІТТ**).

- 4.2. For personal key reading on the tab **Ключ QPETS “Masterkey” та інші ІТТ** perform the follow actions:
- Go to the tab **Ключ QPETS “Masterkey” та інші ІТТ**;
 - In the field **Тип носія/Type of security device** choose from the list the type of media;
 -



In case your personal key is saved on the external media at first it is necessary in the field **Тип носія/ Type of security device** choose **Файловий носій** and indicate the disk on which the key file is located (as default – «key-6.dat).

In case your personal key is saved on the computer hard drive it is necessary in the field **Тип носія** choose **Файл з диску**, and then indicate the directory where the key is located and choose the key file.

- In the field **Назва носія** from the list choose directly the media with the private key;
- If there is a password you should insert it into the field **Пароль доступу до носія/Password to security device**;
- In the field **Пароль захисту особистого ключа/Password to private key** insert your security password ESD (ELECTRONIC DIGITAL SIGNATURE);
- Click the button [**Зчитати/Read**], to finish adding the key into the system.

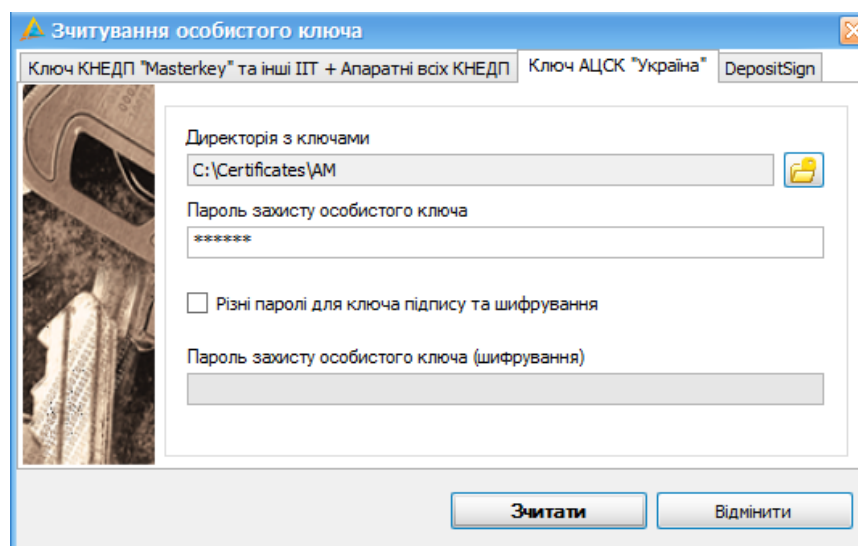



Fig.19. Window **Зчитування особистого ключа**, tab **Ключ QPETS "Україна"**

- 4.3. To read the private key on the tab **Ключ QPETS "Україна"** perform the next actions:
- Go to the tab **Ключ QPETS "Україна"**;
 - In the field **Директорія з ключами** click the button [] and choose the folder with keys;

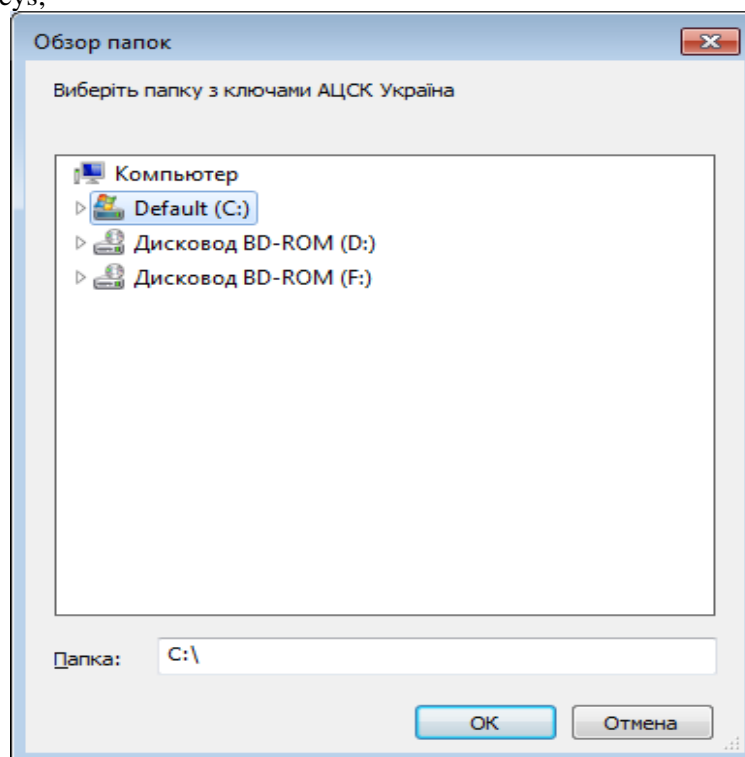


Fig. 20. Choosing the folder with the keys QPETS «Україна»

- In the field **Пароль захисту особистого ключа** insert your security password ESD;



Pay attention that using keys QPETS «Україна», on your PC in advance have to be created folders according to the number of responsible persons and also the seal where necessary key have to be (*.zs2) and certificates (*.crt).

- Click the button **[Зчитати/Read]**, to finish adding the key into the system.
- 4.4. After performing all actions of adding the key into the system in the field of information on the key **Сертифікат та ключ директора** will appear the inscription «Ключ встановлено» (*The key is uploaded*) (Fig.21).

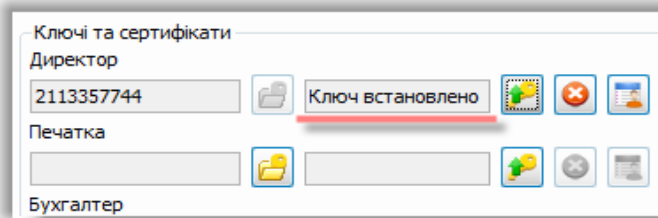
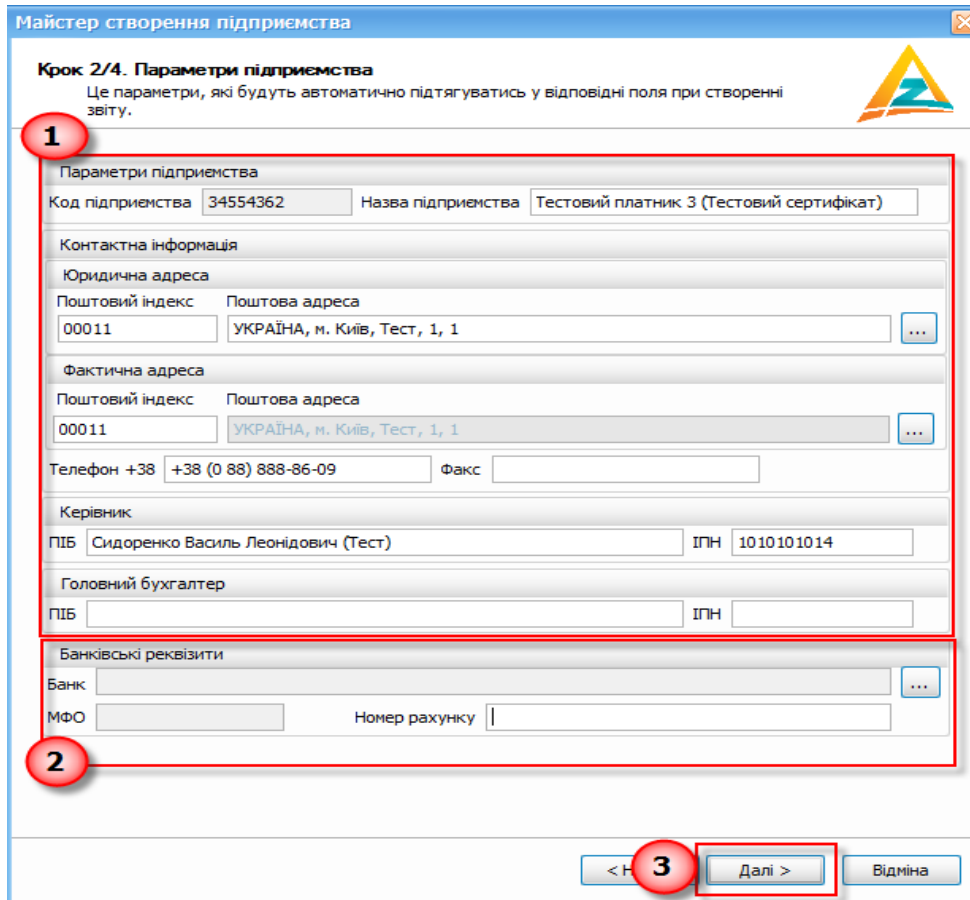


Fig.21. Information on uploading the key

- 4.5. If it is necessary indicate data for all other responsible persons or the seal of enterprise. To continue work with wizard click the button **[Далі>]** (3, Fig.16), will open the window **Step 2/4. Parameters of the enterprise.**

2.3.3.3 Step 2/4. Parameters of the enterprise.

On this step it is necessary to indicate all parameters that will be automatically catch up into other fields while creating reports. Insert data on the enterprise to the window (Fig.22), indicating parameters of the enterprise (name, legal address, director name etc.), and also bank information.



Майстер створення підприємства

Крок 2/4. Параметри підприємства
 Це параметри, які будуть автоматично підтягуватись у відповідні поля при створенні звіту.

1

Параметри підприємства
 Код підприємства Назва підприємства

Контактна інформація

Юридична адреса
 Поштовий індекс Поштова адреса ...

Фактична адреса
 Поштовий індекс Поштова адреса ...

Телефон +38 Факс

Керівник
 ПІБ ІПН

Головний бухгалтер
 ПІБ ІПН

Банківські реквізити
 Банк ...
 МФО Номер рахунку


2

3

Fig.22. Window of information on the enterprise insert

In the block **Параметри підприємства** (1, Fig.22) will be shown data on the enterprise, director and accountant general according to the enterprise code and information from the added certificates. Check validity of data in the fields and edit them if needed.

In the block **Банківські реквізити**, insert bank information of the enterprise (2, Fig.22):

- Indicate account number in the field **Номер рахунку**;
- To choose the bank click the button [...] and choose the bank from the list in the window, that has been opened (Fig.23) or create the new inscription, clicking the button [ Створити новий запис], if the bank is missing on the list;
- Click the button [**Так/Yes**] to finish inserting information on the bank.

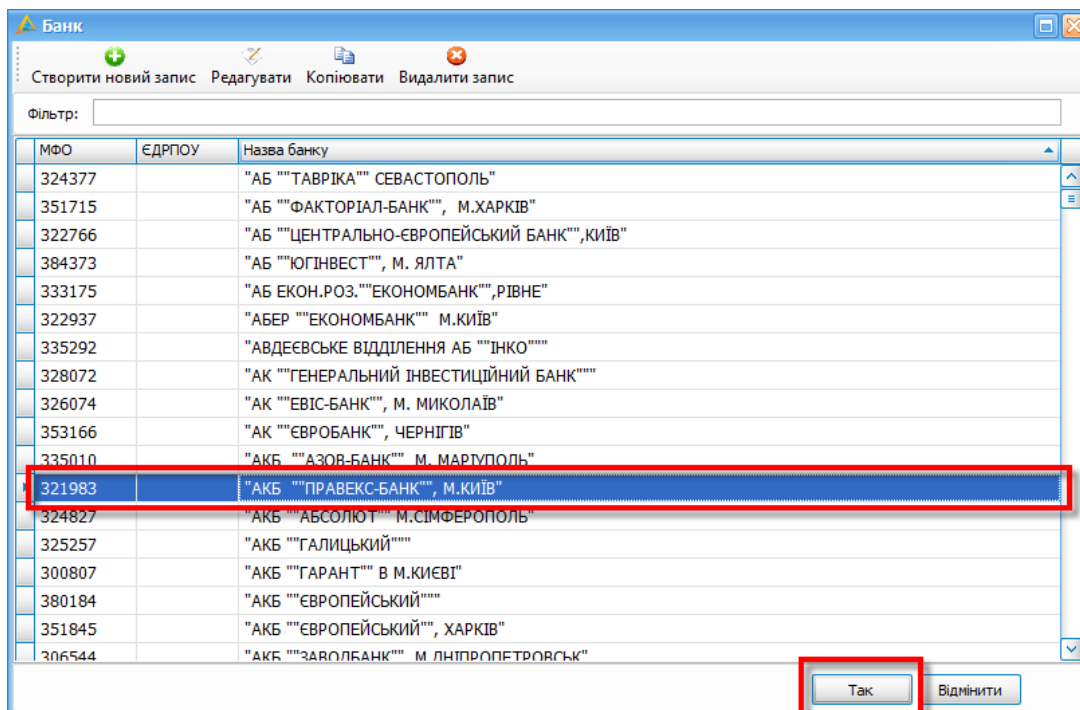


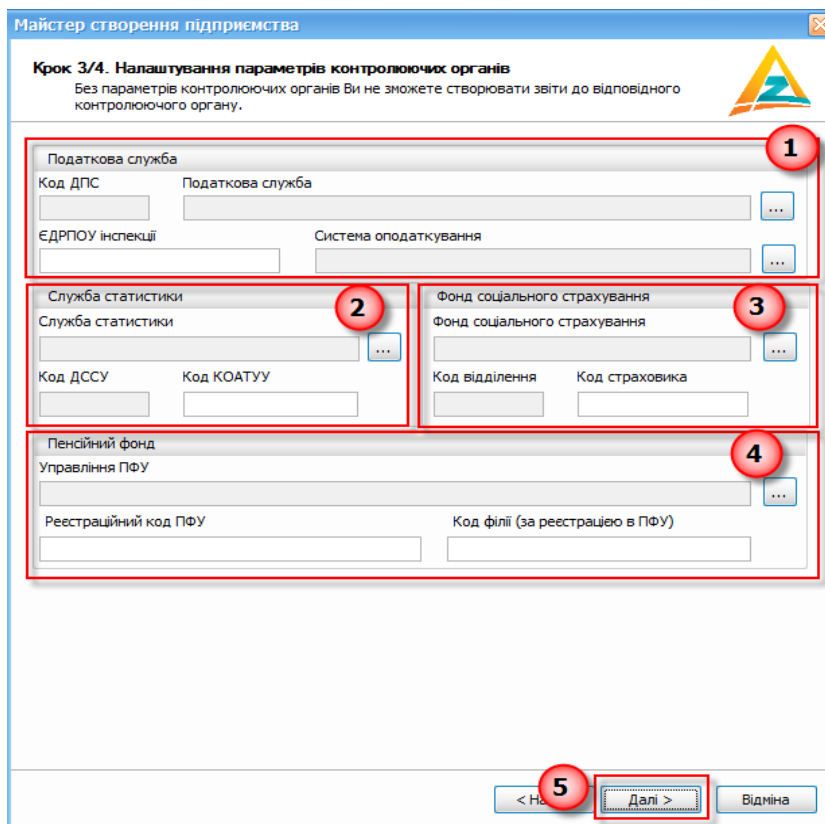
Fig.23. Choosing the bank

To continue work with wizard click the button [Далі/Next>] (3, Fig.22) will open the window **Step 3/4. Setting of parameters of control authorities.**

2.3.3.4 Step 3/4. Setting of parameters of control authorities

On this step indicate parameters of control authorities (tax office, statistics office, social insurance fund and pension fund) which is obligatory to give reports.

Insert information on the tax office in the block **Податкова інспекція/Tax inspection** (1, Fig.24). If it is necessary indicate the code, name and state registration number of tax office at the place of enterprise registration.



Майстер створення підприємства

Крок 3/4. Налаштування параметрів контролюючих органів
Без параметрів контролюючих органів Ви не зможете створювати звіти до відповідного контролюючого органу.

1 Податкова служба

Код ДПС Податкова служба ...

ЄДРПОУ інспекції Система оподаткування ...

2 Служба статистики

Служба статистики ...

Код ДССУ Код КОАТУУ

3 Фонд соціального страхування

Фонд соціального страхування ...

Код відділення Код страховика

4 Пенсійний фонд

Управління ПФУ ...

Реєстраційний код ПФУ Код філії (за реєстрацією в ПФУ)

5 < На Fig.24. Inserting information on control authorities

To insert data on tax office click the button [...] in the block **Податкова інспекція/Tax inspection** (1, Fig.24), will open the window **Податкова інспекція/Tax inspection** (Fig. 825). Choose from the list necessary tax office by the place (by the region) of enterprise registration and click the button [Так/Yes].

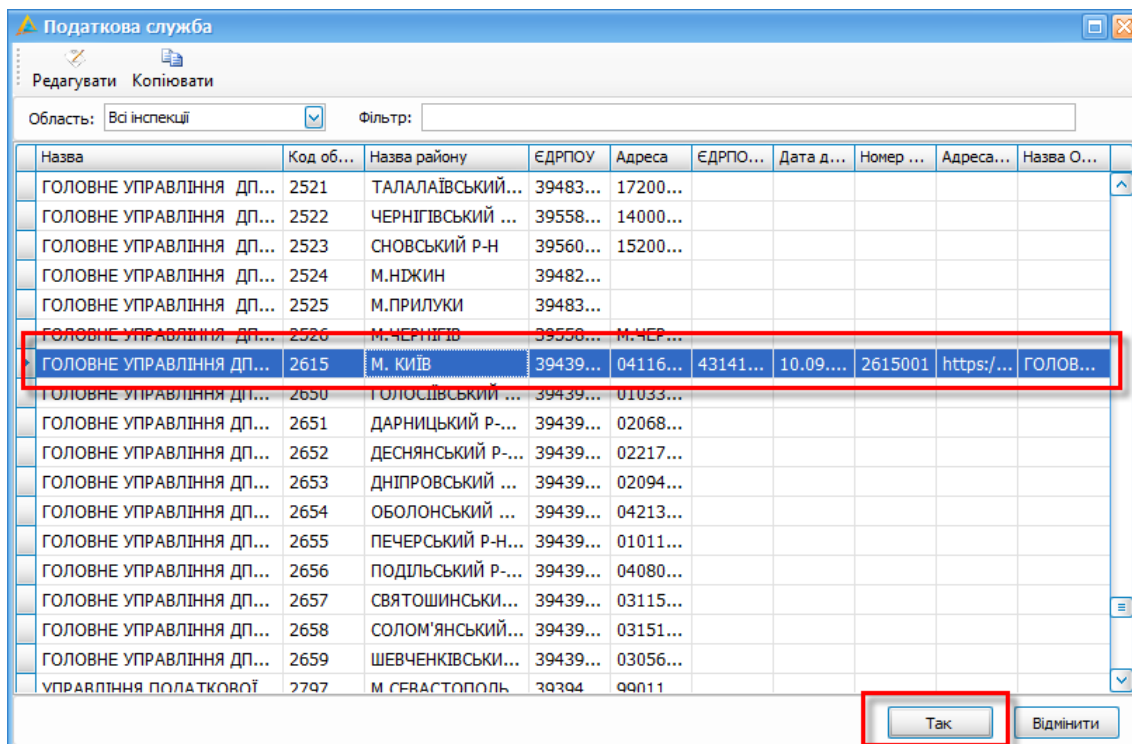


Fig. 85. Choosing the tax office

Also, in the block **Податкова інспекція/Tax inspection** (1, Fig.24) is necessary to choose the taxation system. For this click the button [...] near the field **Податкова інспекція/Tax inspection** will open the window to choose the taxation system (Fig. 96).

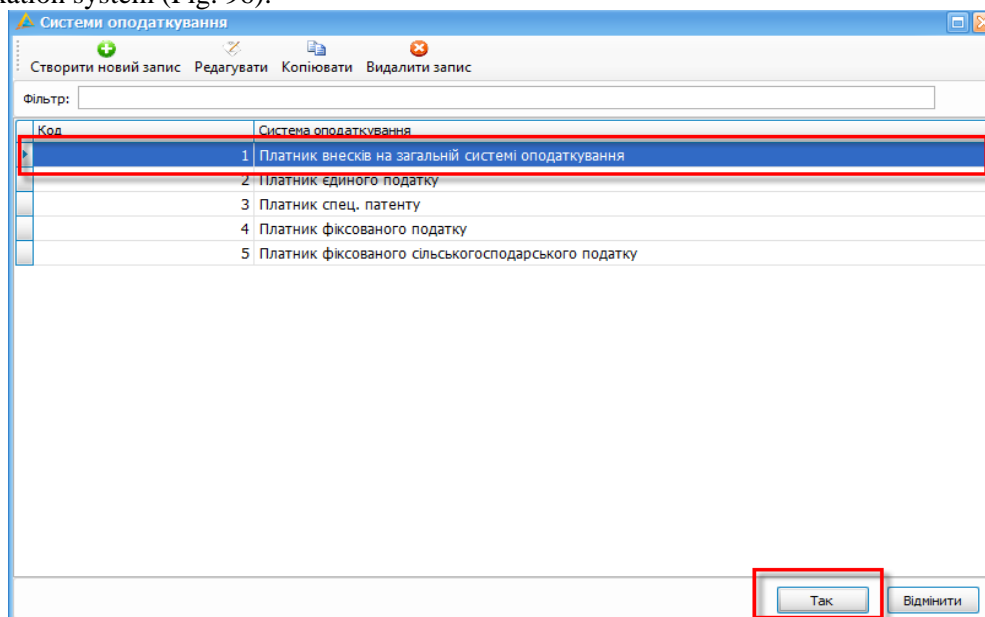


Fig. 96. Window to choose the taxation system

In the window **Система оподаткування** choose the necessary system from the list or create the new inscription clicking the button [Створити новий запис] if the necessary system is not on the list. After finish click the button

[**Так/Yes**], insertion of the parameters of tax office will be completed. In the block **Податкова інспекція/Tax inspection** (1, Fig.4) will appear all inserted information.

After insertion of the parameters of tax office is necessary to pass to insertion of the statistics office by the place of enterprise registration parameters. (2, Fig.4). For this click the button [...] near the field **Служба статистики/State Statistics Service**, will open the window for choosing ДССУ (Fig. 107).

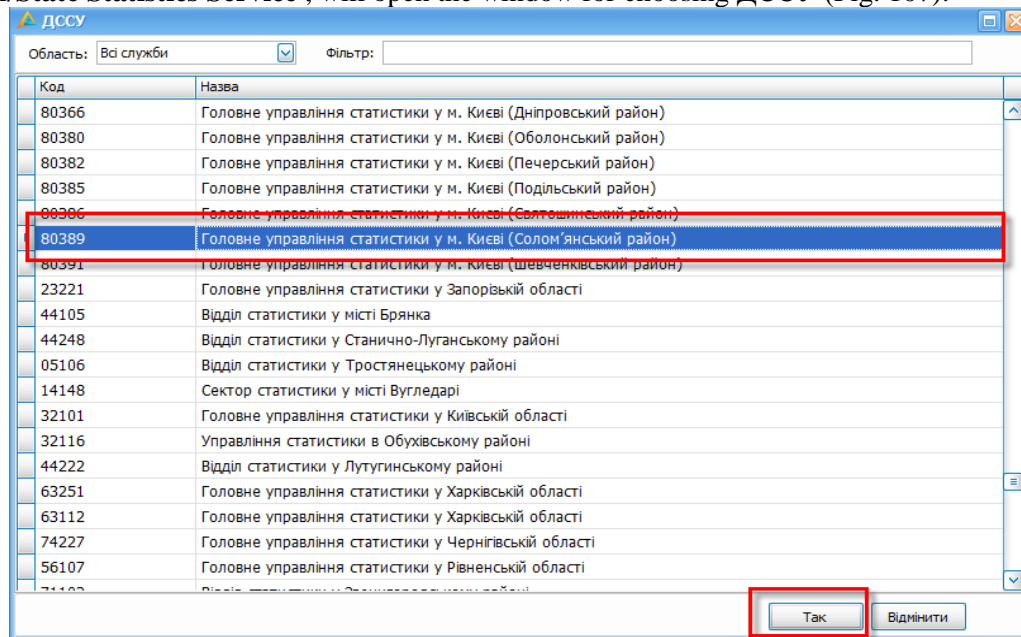


Fig. 107. Window to choose Statistics Service

At the opened window (Fig. 107), choose the necessary statistics authority by the place of enterprise registration (by region) and click the button [**Так/Yes**]. Next it is necessary to indicate the geographic area code in the field **Код КОАТУУ** (2, Fig.4), after which the insertion of the parameters of statistic authority will be finished. In the block **Служба статистики/ State Statistics Service** (2, Fig.4) will appear all indicated information.

Next it is necessary to pass to the insertion of parameters of social insurance fund (3, Fig.24). For this click the button [...] near the field **Фонд соціального страхування/ Public Insurance Fund (PIF)**, will open the window to choose the fund office (Fig. 11).

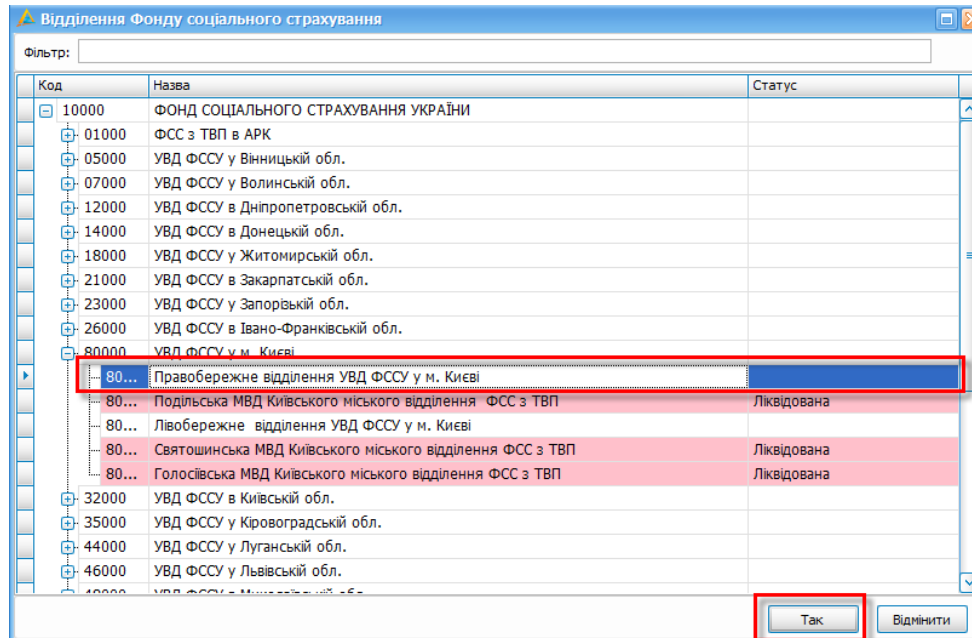


Fig. 118. Window to choose social insurance fund office

In the opened window it is necessary to choose the social insurance fund office and click the button [Так]. Also in the block **Фонд соціального страхування/ Public Insurance Fund (PIF)** (3, Fig.4) it is necessary to indicate the insurer code in the correspondent field, after which insertion of the parameters of social insurance fund will be completed.

At the very end of this step it is necessary indicate parameters of pension fund (4, Fig.4). For this click the button [] near the field **Управління ПФУ/PFU (Pension Fund of Ukraine) Departments**, will open correspondent window to choose (Fig. 129).

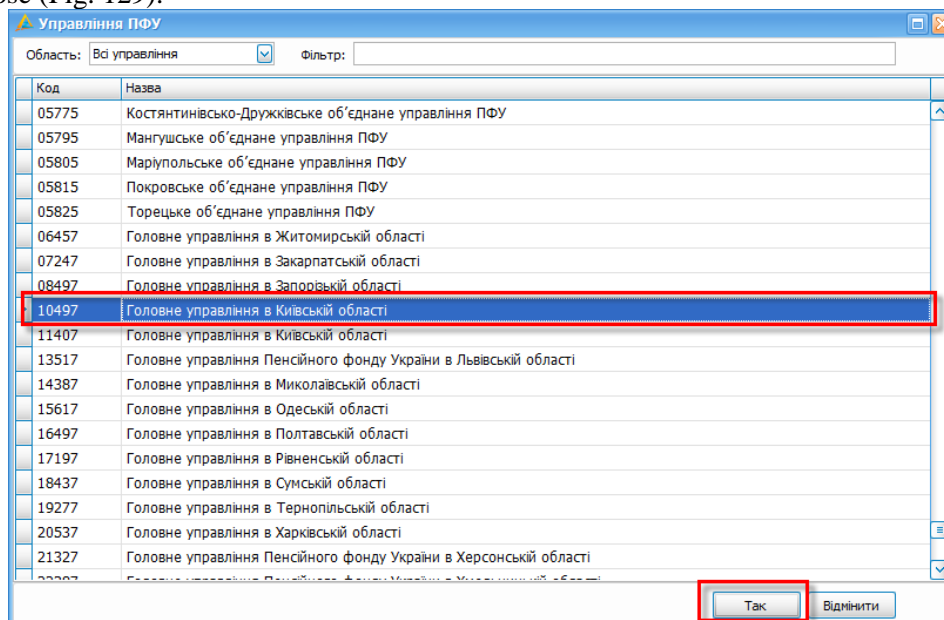


Fig. 129. Window to choose Управління ПФУ

In the opened window choose the region of pension fund and necessary enterprise pension fund and click the button [Так]. Indicate in the block **Pension Fund of Ukraine** (4, Fig.4) registration management code and/or pension fund office in the field **Ресстраційний код ПФУ, Код філії (за реєстрацією в ПФУ)**, after which insertion of the parameters will be completed.

To continue work with wizard click the button [Далі>] (5, Fig.4).

2.3.3.5 Step 4/4. Parameters of configuration of mail server

Sending reports and receiving checks in the program «Art-Zvit Pro» performs with the help of electronic mail service. On this step configuration of parameters of electronic mail is performing (Fig.30).

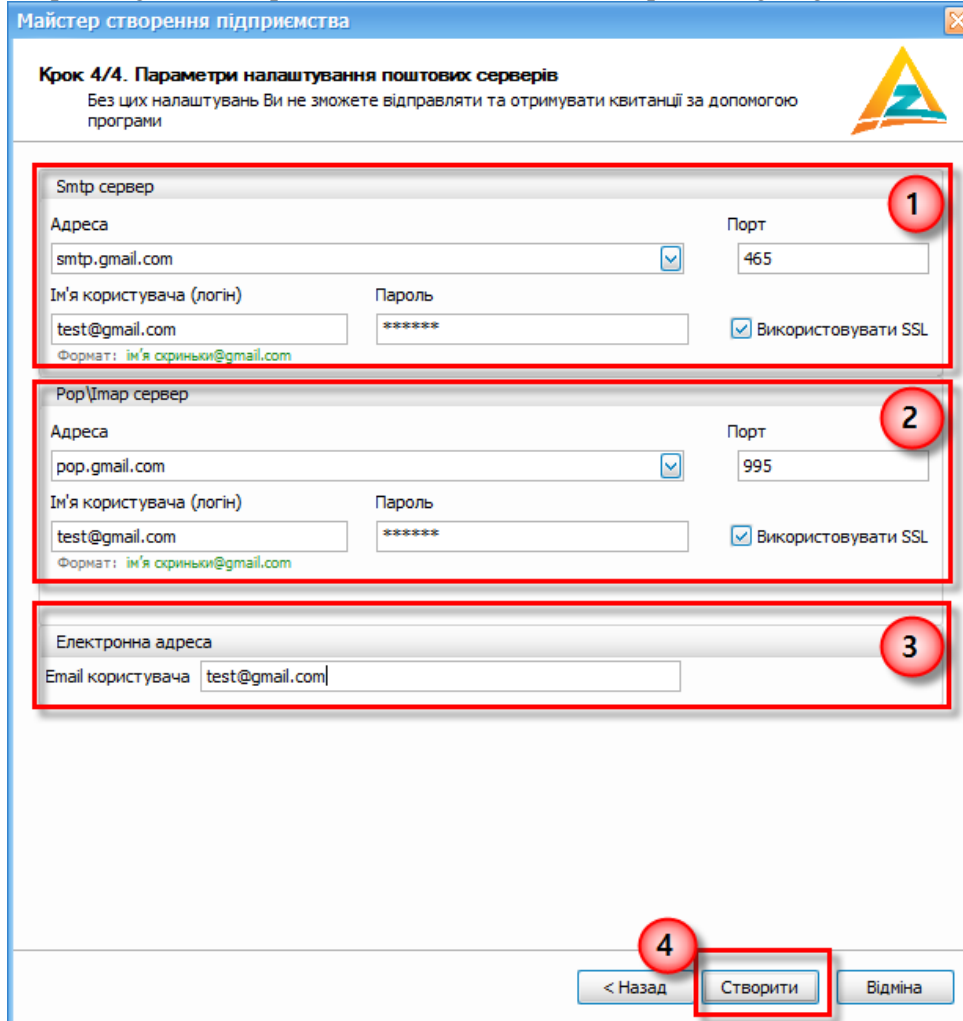



Fig.30. Settings of electronic mail parameters

To adjust make the follow actions:

1. Adjust parameters of outgoing electronic mail (1, Fig.30). For this insert the address of SMTP server, assign port and insert username (login) and password. Performing SSL encryption, make correspondent mark **Використовувати SSL**.
2. Adjust parameters of outgoing electronic mail (2, Fig.30). For this choose the protocol of incoming electronic mail, POP3 or IMAP. Next it is necessary to insert the address POP3/IMAP of the server, assign port and insert username (login) and password. Performing SSL encryption, make correspondent mark **Використовувати SSL**.



Server address (SMTP/POP3/IMAP) can be found in the base of the most commonly used mail servers (mail.ru, ukr.net, gmail.com etc.). For this click the button to open the drop-down list «» and choose necessary server. After choosing the server from the base settings of address and port adjust automatically.



For some addresses the mark of field **Використовувати SLL** will appear automatically. To choose connection of indicated addresses you can directly in the program «Art-Zvit Pro», in the window **Підприємства** (menu option **Сервіс** → **Підприємства**).

3. At the very end the electronic address is inserted (e-mail) in the most common form <адреса>@<сервер>.

4. To save data inserted previously click the button **[Створити]** (4, Fig.30).

2.3.3.6 Finish of enterprise creation in the system

After successful finish of register inscription creation about the enterprise will appear informational window (Fig. 131), which will offer create an agreement on acknowledgment of electronic documents SFS.

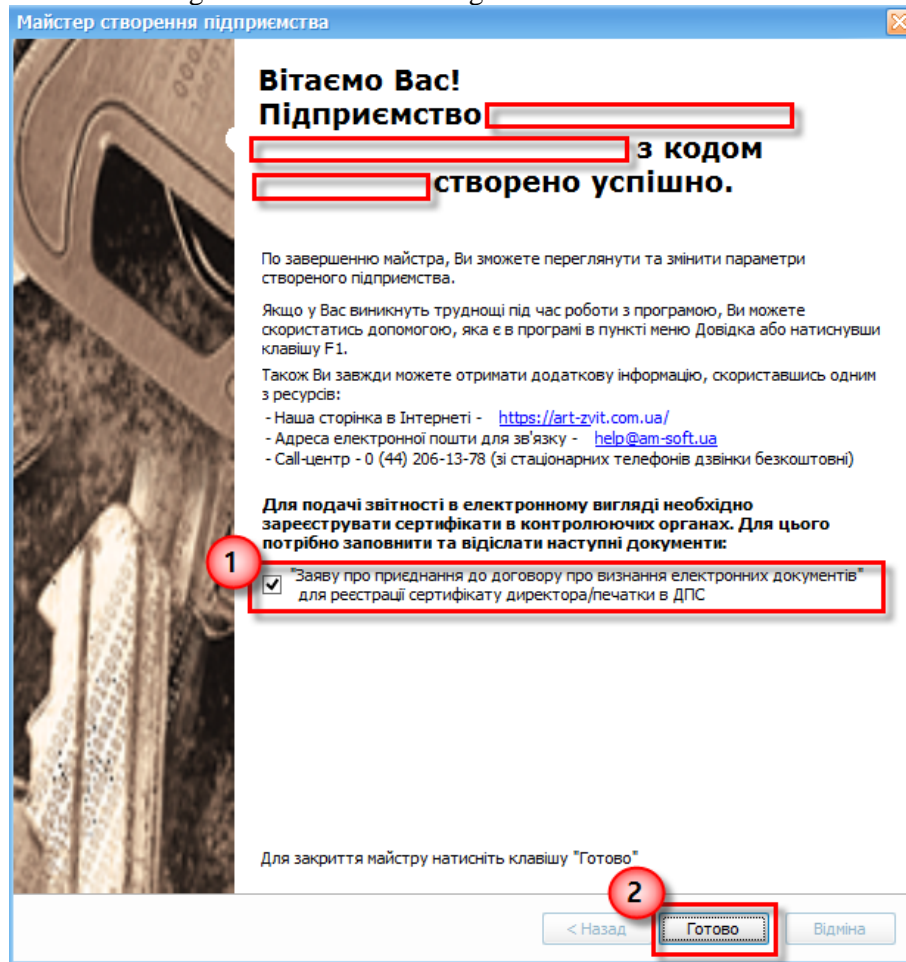


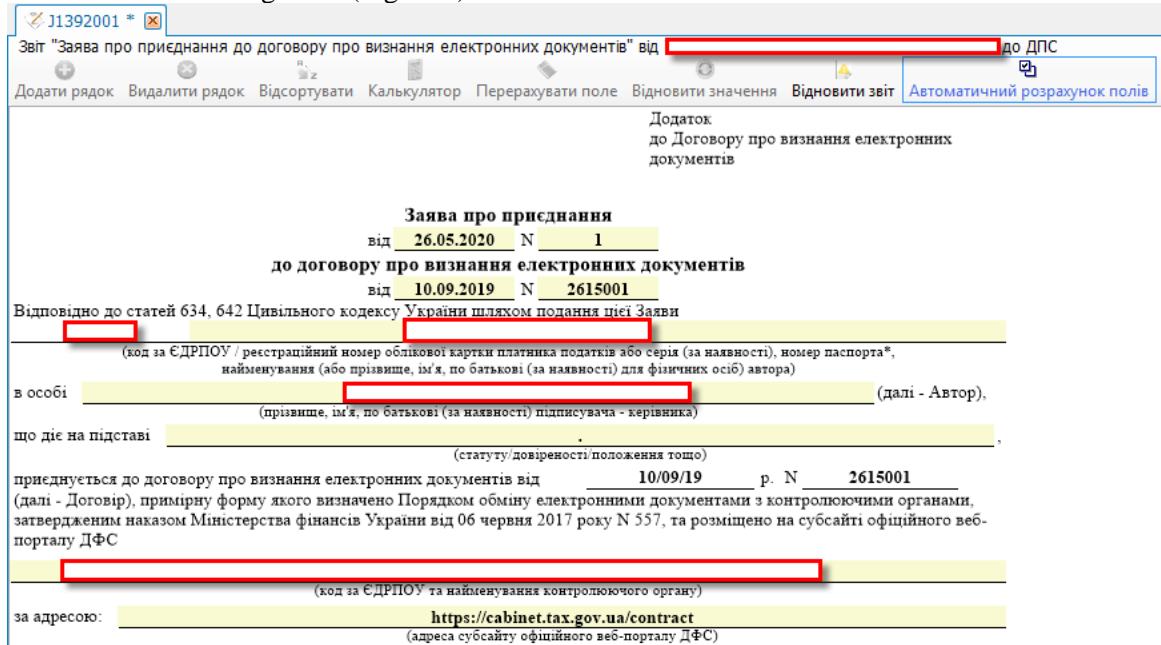
Fig. 131. Window of finish of enterprise creation in the system

To create the agreement it is necessary check the box (1, Fig. 131) and click the button **[Готово/Finish]** (2, Fig. 131).

The process of enterprise creation with the help of wizard will be finished, and also will be opened the agreement (Fig. 142).

2.3.3.7 Creation of the agreement about acknowledgment of electronic documents of SFS

To send reports in electronic format to SFS (electronic document flow), is necessary to make an accordant agreement on acknowledgment of electronic documents. The program «Art-Zvit Pro» allows make an agreement with SFS on such acknowledgment. (Fig. 142).



Звіт "Заява про приєднання до договору про визнання електронних документів" від [redacted] до ДПС

Додати рядок Видалити рядок Відсортувати Калькулятор Перерахувати поле Відновити значення Відновити звіт Автоматичний розрахунок полів

Додаток до Договору про визнання електронних документів

Заява про приєднання
від 26.05.2020 N 1
до договору про визнання електронних документів
від 10.09.2019 N 2615001

Відповідно до статей 634, 642 Цивільного кодексу України шляхом подання цієї Заяви [redacted]

(код за ЄДРПОУ / реєстраційний номер облікової картки платника податків або серія (за наявності), номер паспорта*, найменування (або прізвище, ім'я, по батькові (за наявності) для фізичних осіб) автора)

в особі [redacted] (далі - Автор),
(прізвище, ім'я, по батькові (за наявності) підписувача - керівника)

що діє на підставі [redacted] (статуту/довіреності/положення тощо)

приєднується до договору про визнання електронних документів від 10/09/19 р. N 2615001 (далі - Договір), примірну форму якого визначено Порядком обміну електронними документами з контролюючими органами, затвердженим наказом Міністерства фінансів України від 06 червня 2017 року N 557, та розміщено на субсайті офіційного веб-порталу ДФС

[redacted] (код за ЄДРПОУ та найменування контролюючого органу)

за адресою: https://cabinet.tax.gov.ua/contract (адреса субсайту офіційного веб-порталу ДФС)

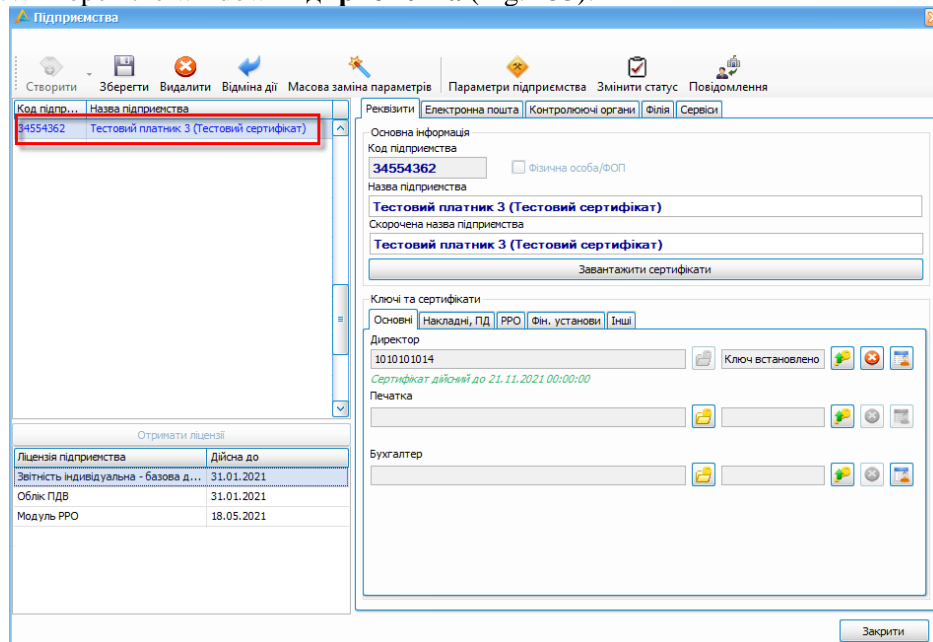
Отримати ліцензії	
Ліцензія підприємства	Дійсна до
Звітність індивідуальна - базова д...	31.01.2021
Облік ПДВ	31.01.2021
Модуль РРО	18.05.2021

Fig. 142. The form of agreement acknowledgment of electronic documents SFS

Fill fields of the agreement by form *J1392001*, sign it with electronic signature and send it to SFS. In a while you can receive confirmation from SFS that agreement has full force and effect.

2.3.4 Editing of enterprise data

In the program is possible to edit or make changes of data. For this it is necessary to go to the Сервіс → Підприємства. Will open the window Підприємства (Fig. 153).



Підприємства

Створити Зберегти Видалити Відміна дії Масова заміна параметрів Параметри підприємства Змінити статус Повідомлення

Код підпр...	Назва підприємства
34554362	Тестовий платник 3 (Тестовий сертифікат)

Реквізити Електронна пошта Контролюючі органи Філія Сервіси

Основна інформація
Код підприємства 34554362 Фізична особа/ФОП
Назва підприємства Тестовий платник 3 (Тестовий сертифікат)
Скорочена назва підприємства Тестовий платник 3 (Тестовий сертифікат)
Завантажити сертифікати

Ключі та сертифікати
Основні Накладні, ПД РРО Фін. установи Інші
Директор 1010101014 Ключ встановлено
Сертифікат дійсний до 21.11.2021 00:00:00
Печатка
Бухгалтер

Закрити

Fig. 153. Window Підприємства



User manual

In the opened window is possible no edit any parameters of enterprise or create new ones, including with the help of wizard.

After all settings are done it is necessary to receive the registration number.

3 Receiving license for software “Art-Zvit Pro”

3.1 General terms

Exist two Options to get license in the SP “Art-Zvit Pro”:

- Option 1. Receiving license directly through the interface of the program “Art-Zvit Pro”;
- Option 2. Receiving license through the electronic shop ols.imsa.ua.



Receiving license by any option consists of: creation of the request, receiving and signing of contractual documents and also payment for services. After that legal entity will be identified in the program Art-Zvit Pro by the enterprise code and automatically receives correspondent license.

Both Options for receiving license are equitable.

Here are details of options of license receiving.

3.2 Option 1. Receiving license directly through the interface of the program “Art-Zvit Pro”;

3.2.1 General description of the process

The process of receiving of license has the following steps:

- making agreement;
- receiving bill for services;
- licencing fee;
- receipt of final documents.

For successful receipt of license obligatory have to be indicated certificates and keys of director. Also has to be adjusted parameters of electronic mail.

To receive license is necessary choose the menu option **Сервіс** → **Замовлення** (Fig. 164). Will open the window **Замовлення** (Fig. 175).

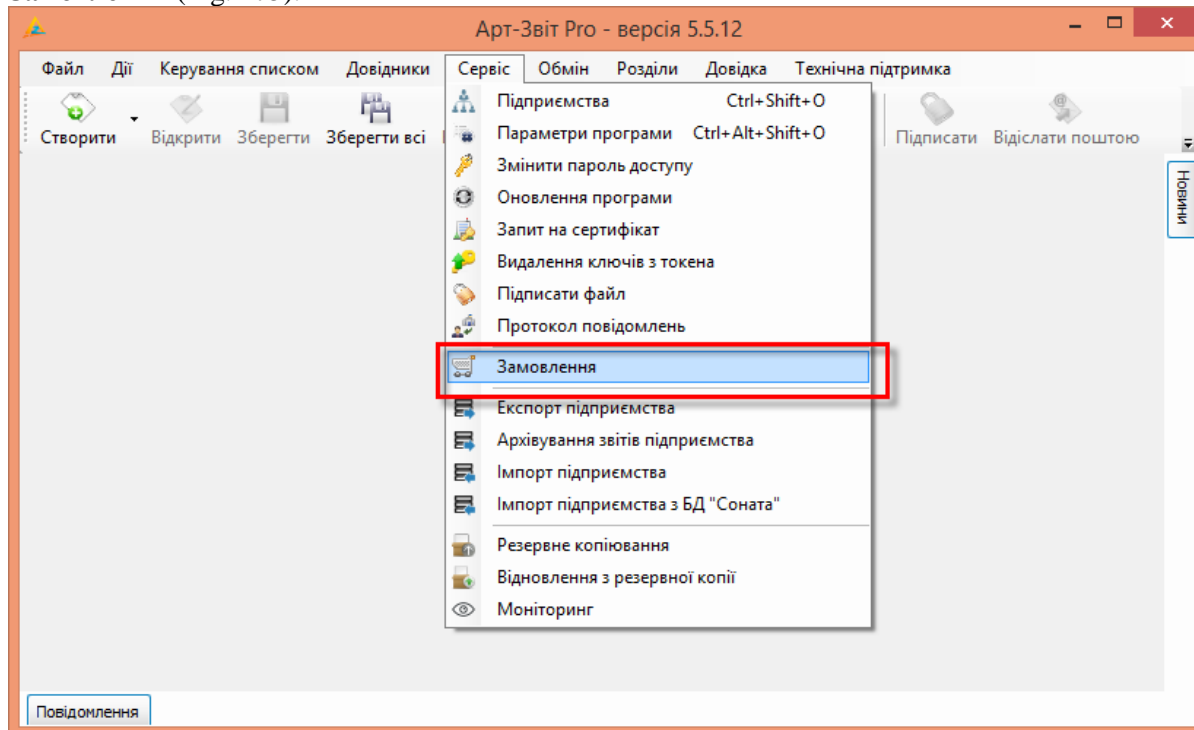
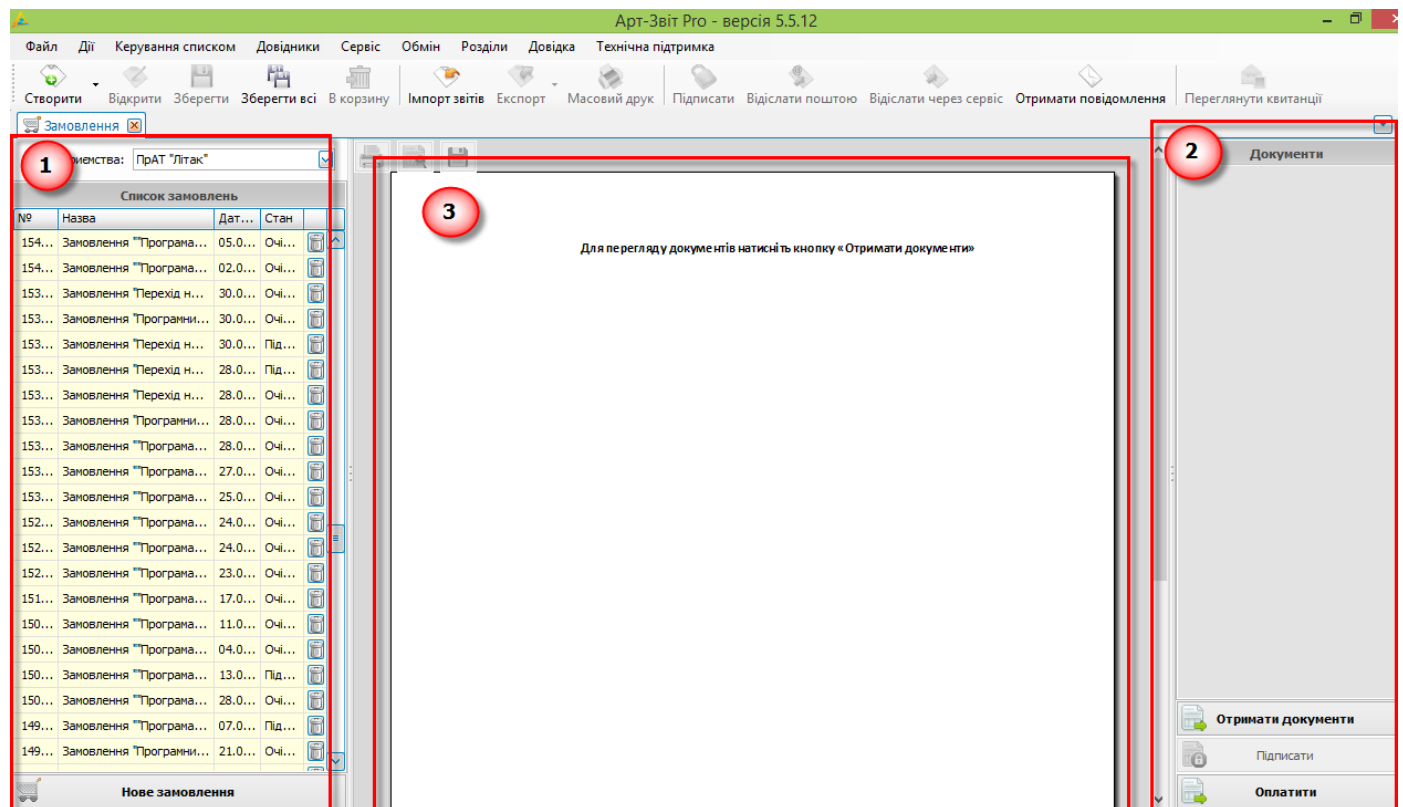


Fig. 164. Choose **Замовлення** in the main menu

Fig. 175. Window **Замовлення**

The left part of the window renders the order list (1, Fig. 175). The right part of the window displays a list of documents (2, Fig. 17). The central part of the window renders active document chosen from the list (3, Fig. 2).



The window **Замовлення** does not block the simultaneous work in the window of the program **Art-Zvit Pro**. The reason is that receiving documents takes time and so there is a possibility continue to work in the program.

3.2.2 Making agreement

To make an agreement between the client and licensee is necessary:

1. Choose organization-client in the field **Для підприємства** (1, Fig. 186).
2. Click the button **[Нове замовлення]** (2, Fig. 1836).

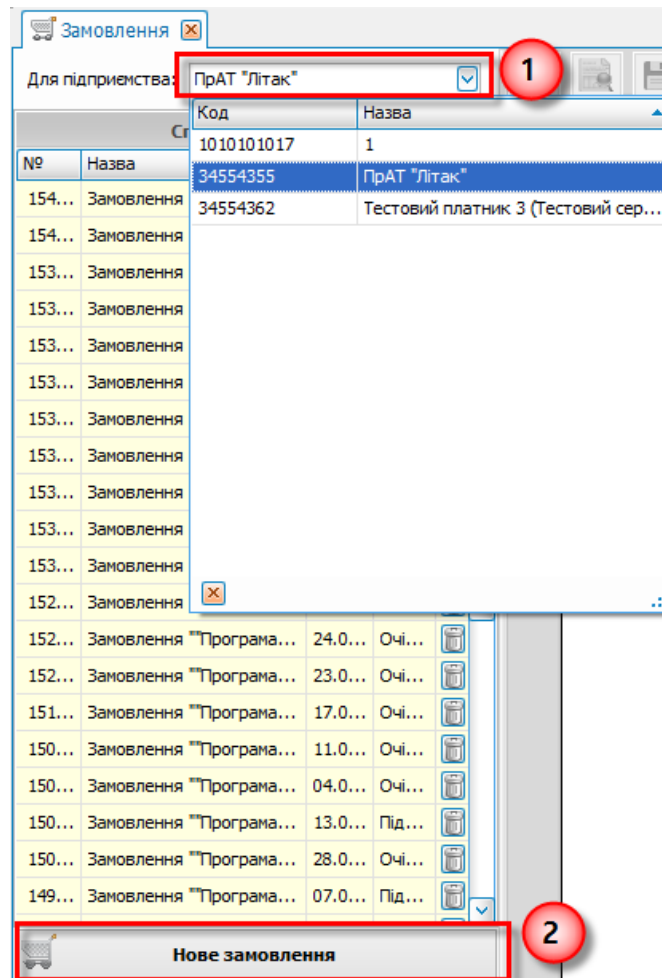


Fig. 186. Introduction of parameters of request for receiving agreement

3. Select the required license types from the list of the window **Реквізити замовлення** (Fig. 187).

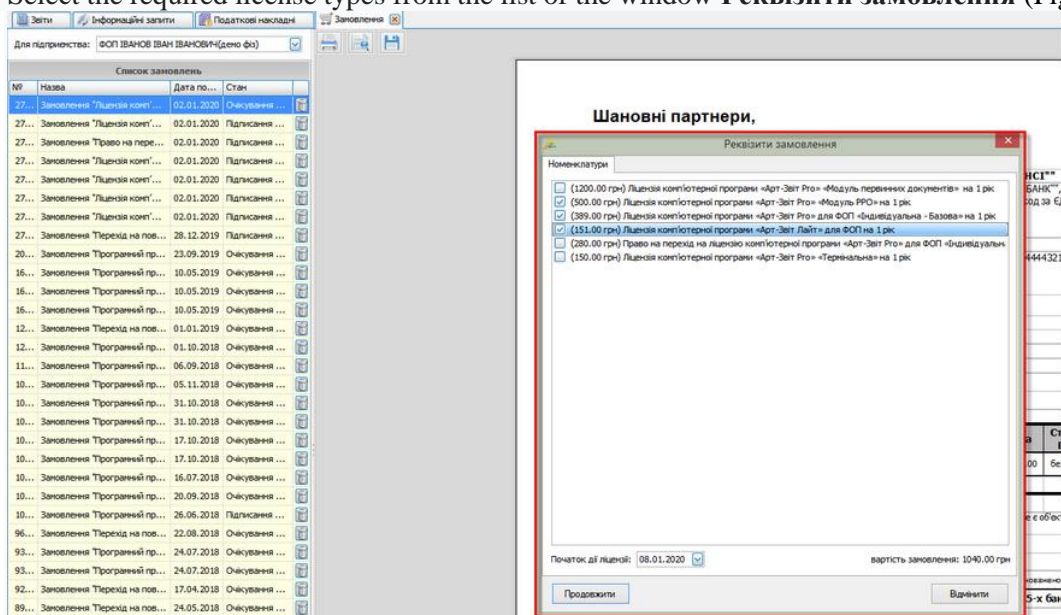


Fig. 197. Choice of license types for a new order

4. Specify the date in the field **Початок дії ліцензії**. If the company does not have a license, the current calendar date is set in the field **Початок дії ліцензії**. If the company has a license, the default date field is set to the day following the end of the license.
5. Click the **[Продовжити]** button (Fig. 37) in the "Реквізити замовлення" window. A new window "Реквізити замовлення" will appear (Fig. 38), in which you need to fill in the required fields and click the **[Підтвердити]** button. As a result, a new order is created and the corresponding information message is displayed (Fig. 36).

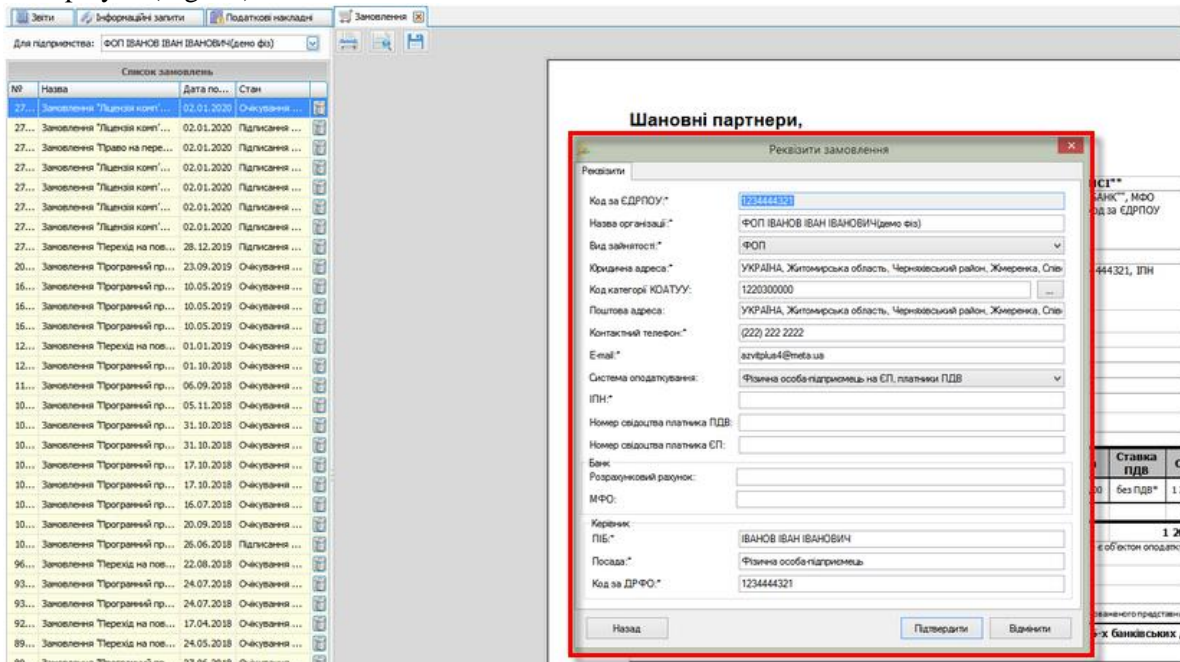


Fig. 38. Window for filling in order details

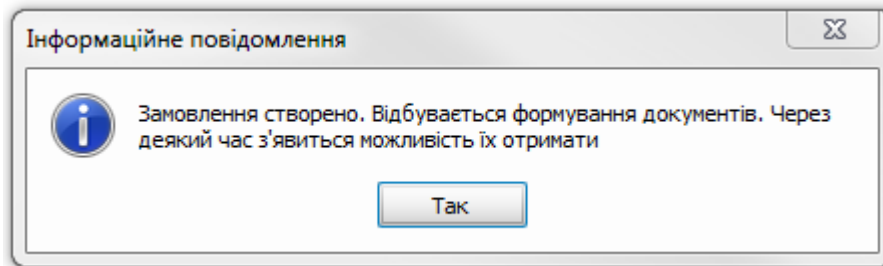


Fig. 209. Informational message on order creation



Every 30 seconds after making an enquiry for receiving documents the state of request updates.

Within a given period will appear a message on formation of the documents (40). To receive documents click the button **[Так]**. After this will appear informational message on the status of electronic documents (Fig.41).



The received documents are oriented just for electronic use.

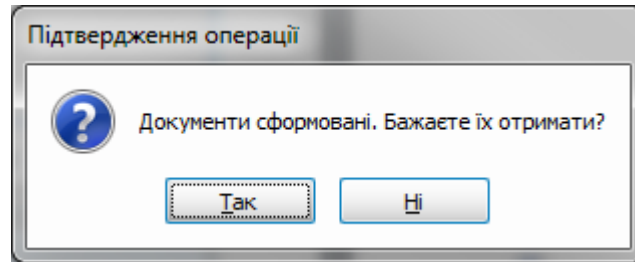


Fig.40. Message on the generation of documents

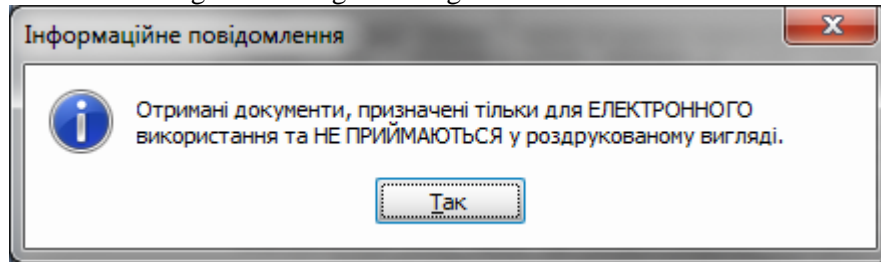


Fig.41. Message on the status of electronic documents

A separate act and invoice will be received for each selected type of license. The documents will be presented in the form of the file “Act of providing services.docx” (2, Fig. 42). The content of the file will be displayed in the preview window, where the necessary documents for order formation will be presented (Fig. 5.6.2.2.7). In the left part of the window, in the Order list section, the order number (1, Fig. 5.6.2.2.7) and the date of validity of the license will be displayed. The cost of the license may vary.

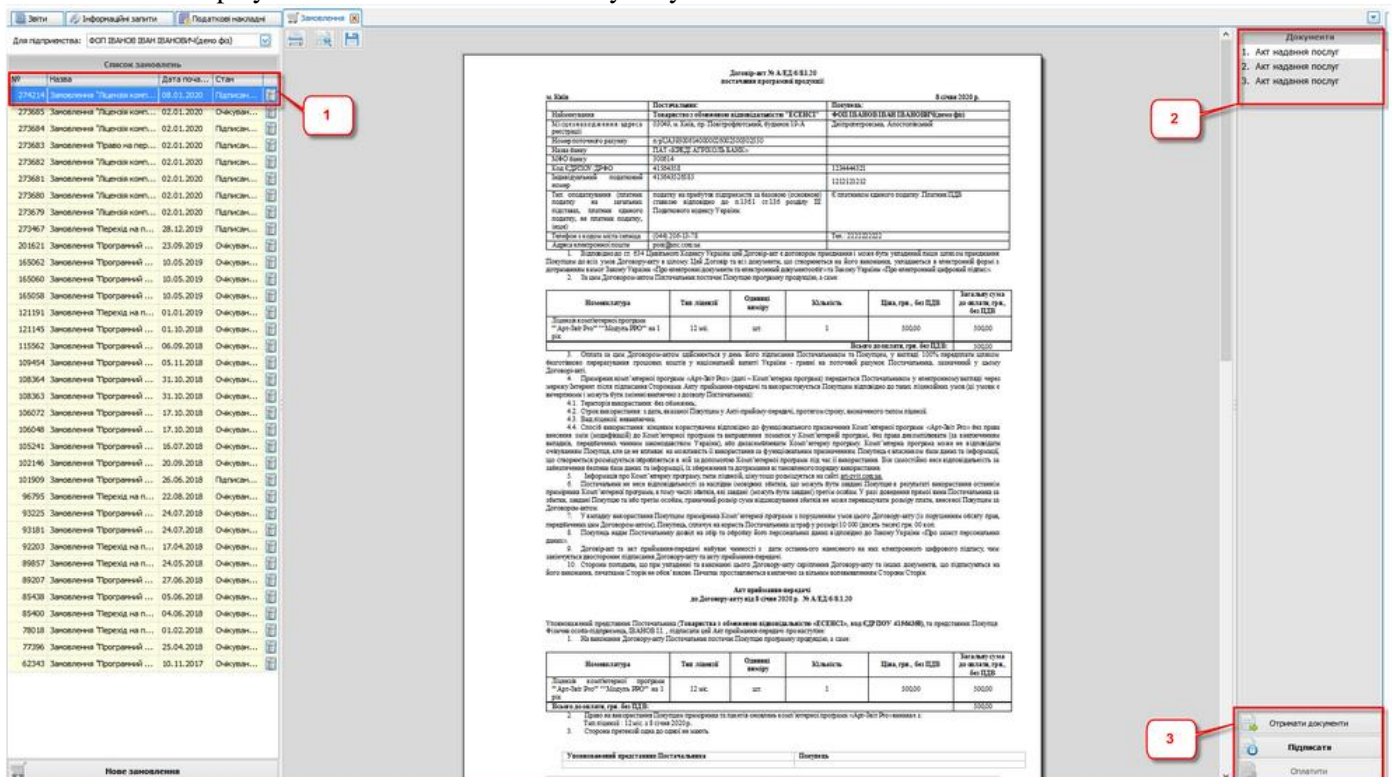


Fig.42. Received documents

Also on electronic mail will be sent a message on availability of documentation package (Fig. 213).

Пакет документів за вашим замовленням готовий

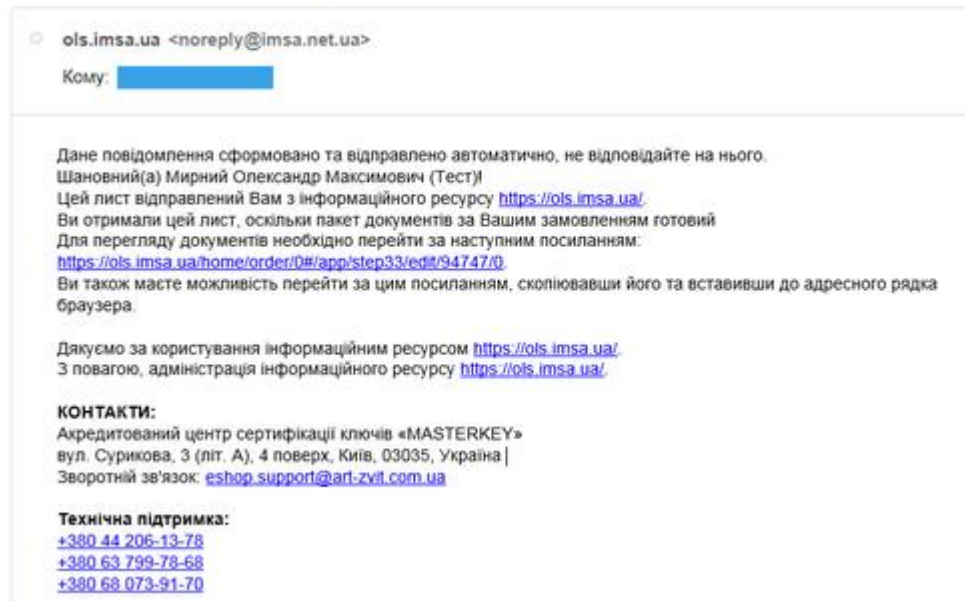


Fig. 213. Message about availability of documentation package

To continue, you need to read the received documents. If necessary, documents can be saved electronically or printed (Fig. 44).

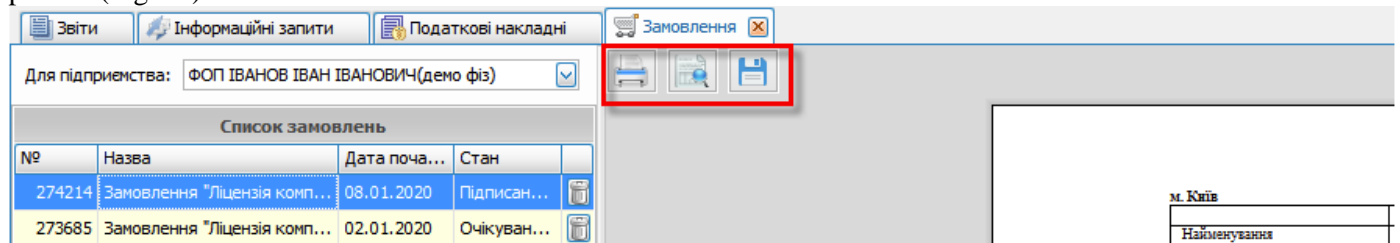


Fig. 224. Buttons for printing documents and saving them

Then the documents should be signed by clicking on the **[Підписати]** button (Fig.44). An information message about the digital signature of the client organization will appear (Fig. 45) After clicking on the **[Так]** button, an invoice for payment for services will open.

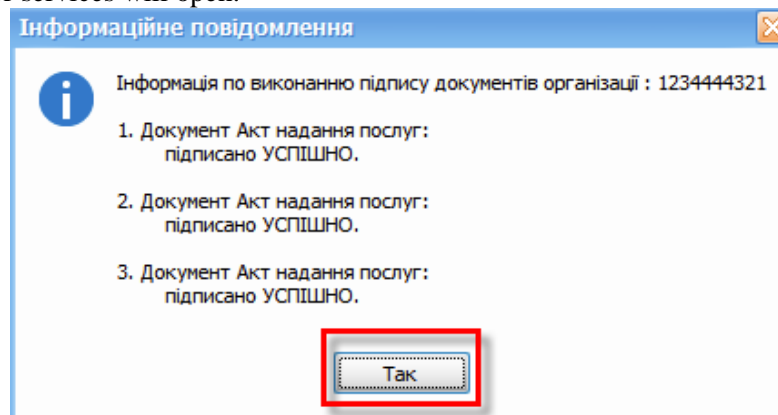


Fig. 235. Informational message

There will be a separate account for each type of license selected in the order. Bills and acts are displayed in the "Документи" window of the "Замовлення" section (Fig. 46)





Fig. 246. Display a list of documents

3.2.3 Receiving the bill for services

After signing and sending the documents, the licensee will issue an bill for the services "Рахунок.docx", which will be automatically displayed in the viewing window (Fig. 47).



You can save documents to disk by clicking the [Зберегти документи] button, printing [], or previewing them before printing [].

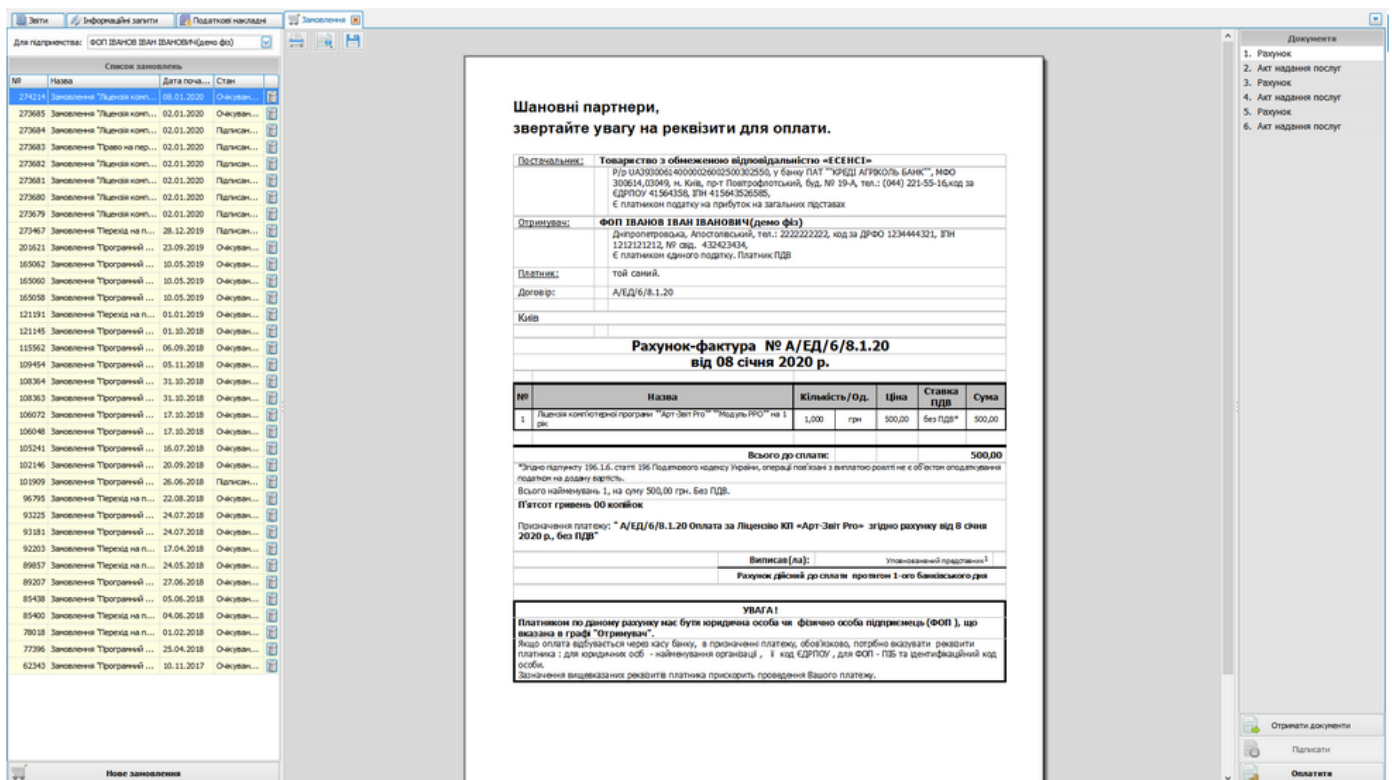



Fig. 257. View invoice for services

3.2.4 License payment

License payment can be made by account requisites in any available payment system or in a bank department.

For convenience is better to print the bill clicking the button [].

Also is provided an Option of payment through service Liqpay, where is possible to pass clicking the button [Оплатити]. After that opens the window with the button to pass to the Liqpay service (Fig. 268). Click the button [Liqpay] to continue.

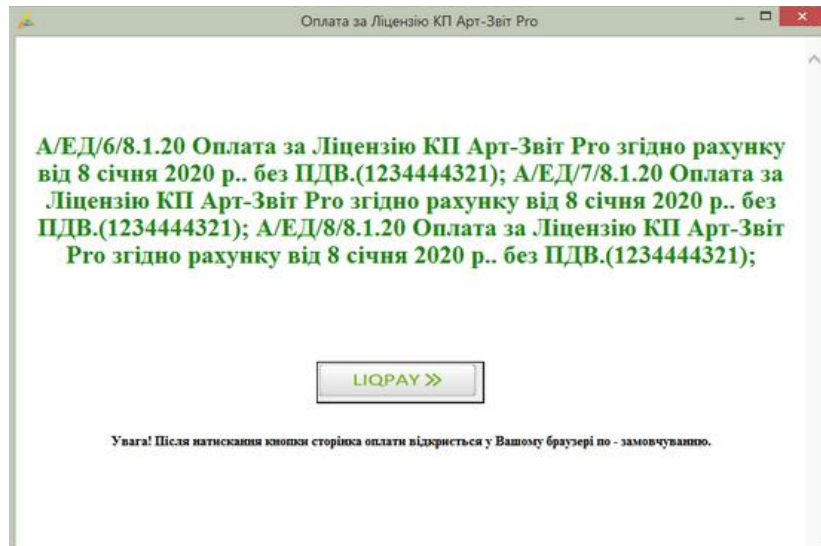


Fig. 268. Button for payment through Liqpay service

After passing to Liqpay opens a window in a web-browser (Fig. 279), where requisites for payment will be indicated. In a service are available three options to make a payment: with the help of bank card, Privat24 or Liqpay. Pay through one of the available options.

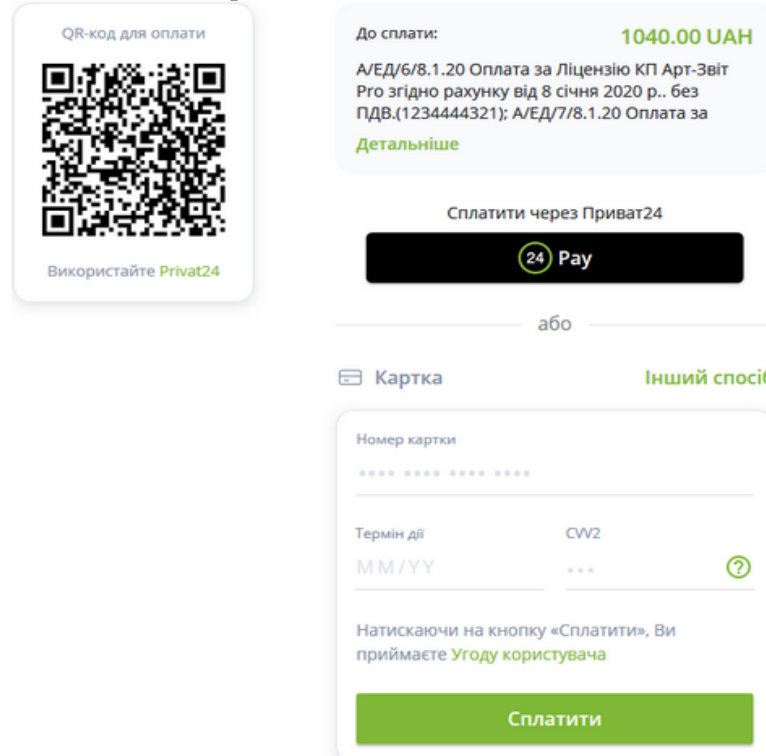


Fig. 279. Window of Liqpay payment

3.2.5 Receiving of final documents

After successful payment for license, licensee will send documents that contain signature of both sides. Also you will receive informational message.



Licenses that have program users can be prolonged. The license prolonging process performs the same way.

Documents confirming the transaction contain electronic signatures of all parties and are intended exclusively for use in electronic form. To view the electronic signatures affixed to the document, you should use the program «Art-Офіс» (Fig.50):

1. Open saved document in the program Microsoft Word.
2. Go to the tab **Art-Офіс** and activate signatures panel.
3. Check signatures.

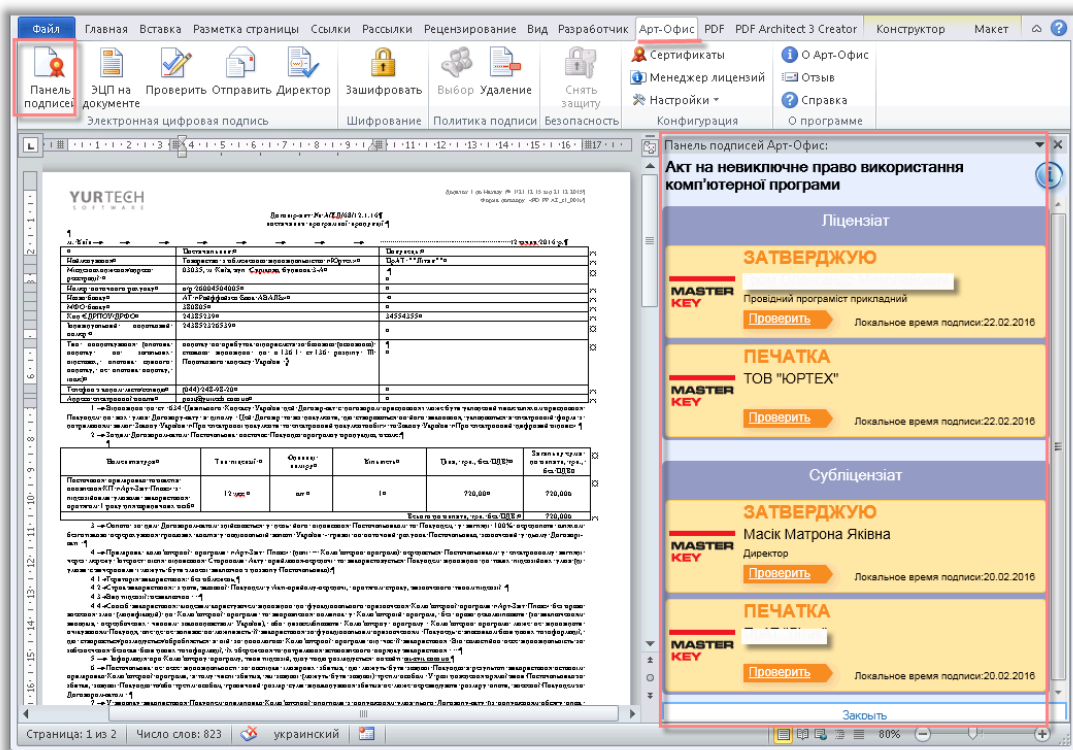


Fig.50. View of signatures

3.3 Option 2. Receiving license through electronic store ols.imsa.ua

3.3.1 General description of the process

Through electronic store **ols.imsa.ua** is performed the sale of the product of company group «ART-МАЙСТЕР», such as **Art-Zvit Pro**. Here you can purchase / prolong license for **Art-Zvit Pro**.



To work with the electronic store the active electronic key is needed.

The process of receiving of the license through electronic store consists of the follow steps:

1. Entrance to the electronic store.
2. Service selection.
3. Order formation.
4. License payment.

5. License receiving.

3.3.2 Entrance to the electronic store

For entrance to the electronic store open web-browser (IE, Chrome, Firefox or other) and go to the link: <https://ols.imsa.ua>. Will open the main page of the store (Fig.51).

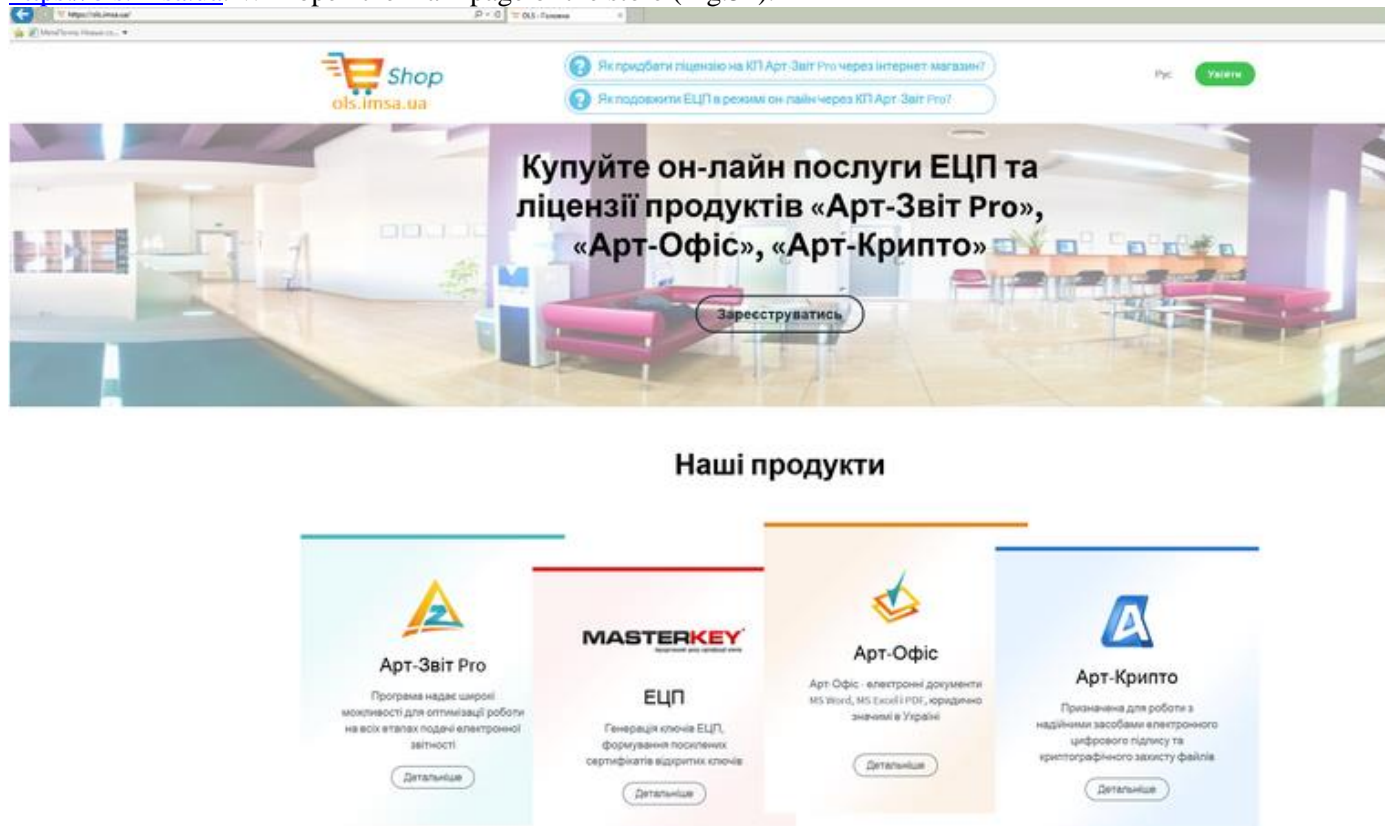


Fig.51. The main page of the electronic store ols.imsa.ua

Next is necessary to pass authentication in the system. For this click the button [Увійти] in the right upper corner of the page and then will appear the window for entrance to the system (Fig.52). For entrance indicate the name of QPETS of your key, read electronic key from the media and insert the password for the key. If necessary check the box "Запам'ятати ключ і пароль до закінчення сеансу користувача". Click the button [Вхід], for entrance to the system and continue the process of purchase / prolongation of the license.

Вхід по КЕП/ЕЦП

Файловий ключ Апаратний ключ

Назва КНЕДП:*

Шлях до ключа:* Вибір файлу

Оберіть файл з особистим ключем (Key-6.dat, *.zs2, *.jks або *.pfx) та вкажіть пароль захисту

Пароль до ключа:*

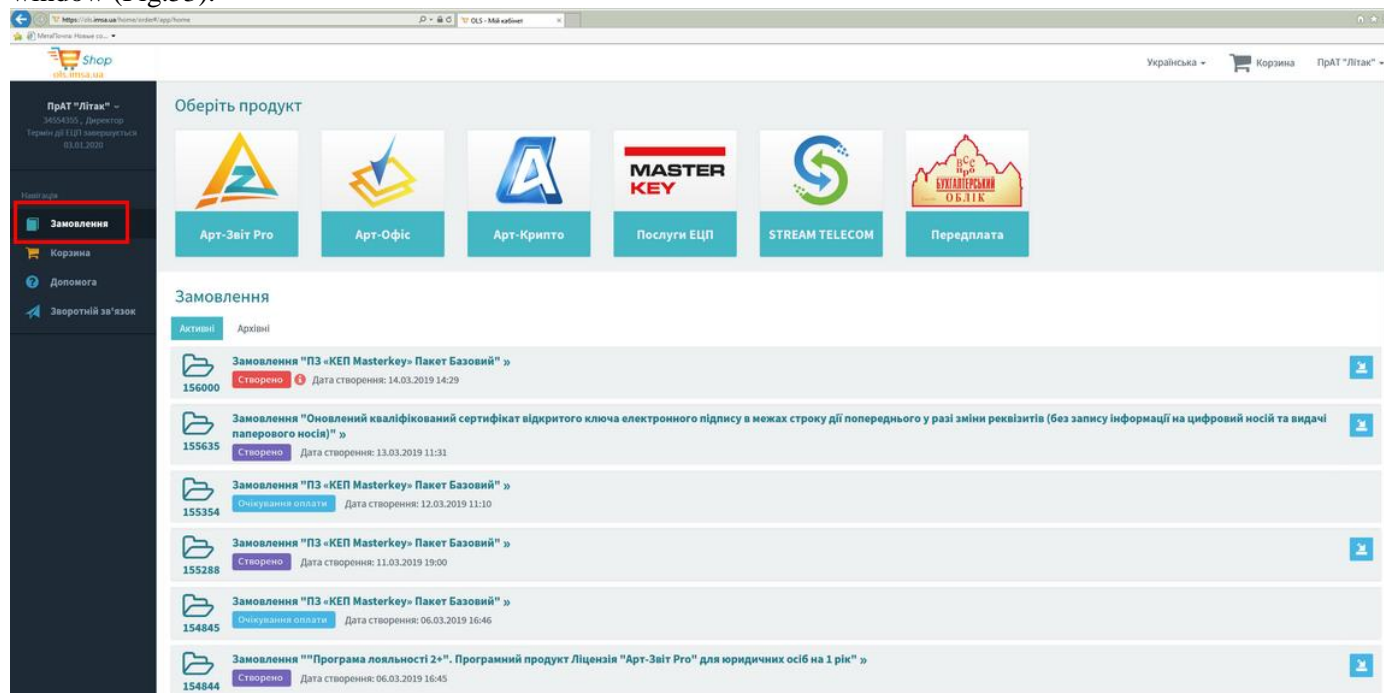
Запам'ятати ключ та пароль до закінчення сеансу користувача

Вхід Відміна

Інший спосіб авторизації

Fig.52. The window for entrance to the system

After entrance to the electronic store will open the window **Замовлення**, where will appear the history and status of your orders. To create the new order chose **Арт Звіт Pro** from the category of services in the lower part of the window (Fig.53).



The screenshot shows the 'Замовлення' (Orders) page. At the top, there are navigation links for 'Українська', 'Корзина', and 'ПрАТ "Літак"'. Below that, a section 'Оберіть продукт' (Choose product) displays several service icons: 'Арт-Звіт Pro', 'Арт-Офіс', 'Арт-Крипто', 'Послуги ЕЦП', 'STREAM TELECOM', and 'Передплата'. The main content area is titled 'Замовлення' and has tabs for 'Активні' (Active) and 'Архівні' (Archived). A list of orders is shown, including:

- Order 156000: Створено (Created), Дата створення: 14.03.2019 14:29
- Order 155635: Створено (Created), Дата створення: 13.03.2019 11:31
- Order 155354: Оплачено (Paid), Дата створення: 12.03.2019 11:10
- Order 155288: Створено (Created), Дата створення: 11.03.2019 19:00
- Order 154845: Оплачено (Paid), Дата створення: 06.03.2019 16:46
- Order 154844: Створено (Created), Дата створення: 06.03.2019 16:45

Fig.53. Personal account of the electronic store

3.3.3 Service choice

In the window (Fig.54), that will open chose one or several services from the list. If you order one service click the button **[Замовити]** in front of necessary service. If needed to choose several services use buttons **[Додати в кошик]** and then go to the shopping cart clicking on the correspondent button in the upper part of the window. After selection of services will open the window of order formation.

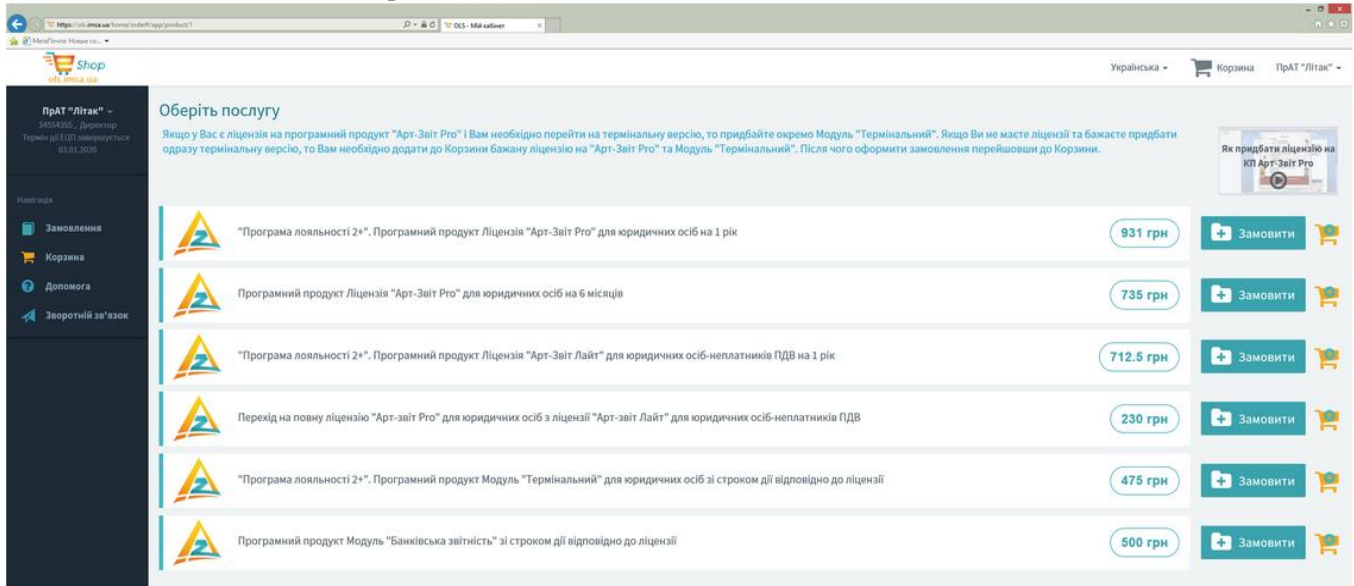


Fig.54. Window of order formation

3.3.4 Order formation

After selecting the services, the order will be created and it will be assigned a unique identifier. The window will display information about the services (Fig. 55). At this stage, you need to make sure the data is correct and adjust them if necessary. Click the **[Продовжити>]** button to continue.

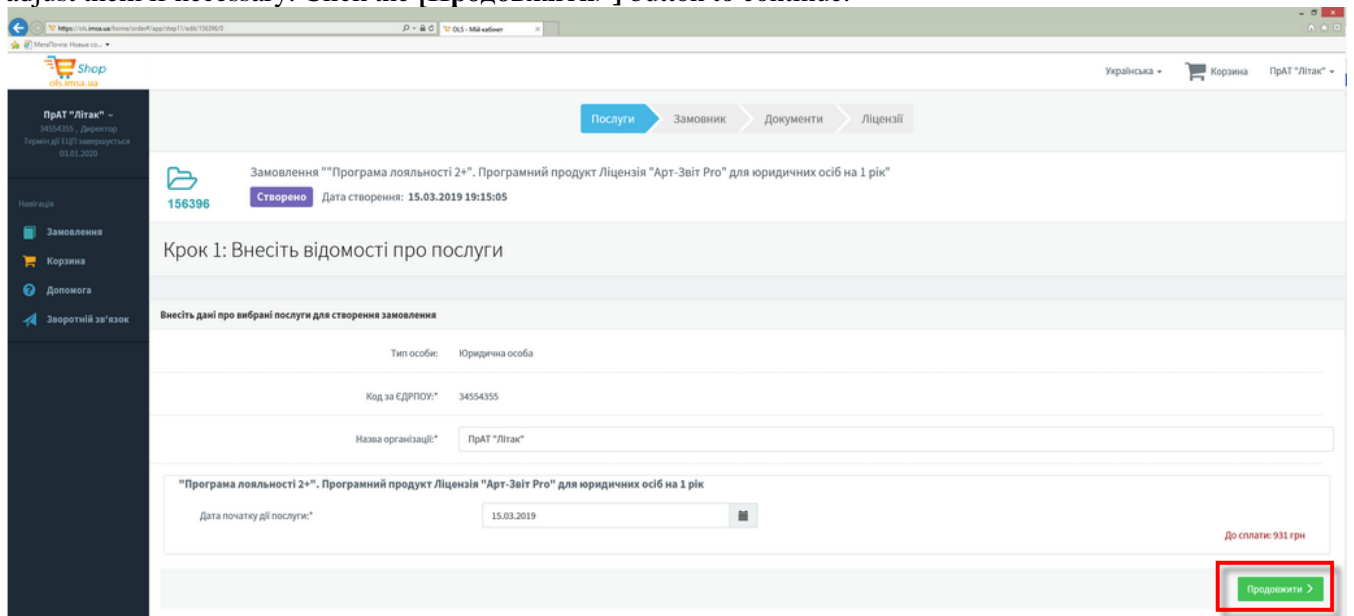
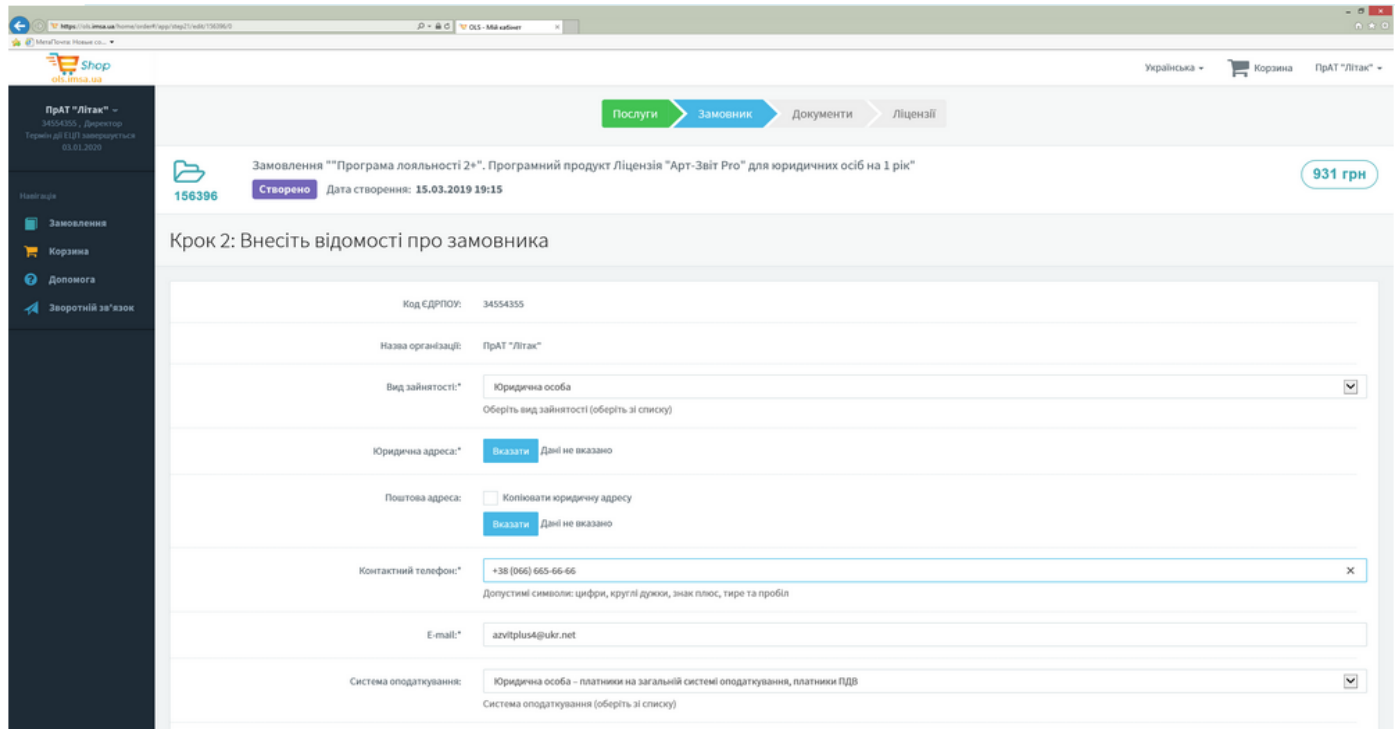


Fig.55. Information on services

In the next window (Fig.56) information on costumer is obligatory. After inserting of information click the button **[Продовжити>]**



Inserting information about costumer is necessary just in the first purchase in the electronic store. During next orders information inserted previously will be inserted automatically.




The screenshot shows a web browser window with the URL <https://pratl.azvit.com.ua/Shop/Order/Details/156396>. The page title is 'Замовлення "Програма лояльності 2+". Програмний продукт Ліцензія "Арт-Звіт Pro" для юридичних осіб на 1 рік'. The order number is 156396, created on 15.03.2019 19:15, with a price of 931 грн. The current step is 'Крок 2: Внесіть відомості про замовника'. The form contains the following fields:

- Код ЄДРПОУ: 34554355
- Назва організації: ПрАТ "Лігак"
- Вид зайнятості: Юридична особа (Оберіть вид зайнятості (оберіть зі списку))
- Юридична адреса: Вказати
- Поштова адреса: Копіювати юридичну адресу Вказати
- Контактний телефон: (Допустимі символи: цифри, круглі дужки, знак плюс, тире та пробіл)
- E-mail:
- Система оподаткування: Юридична особа - платники на загальній системі оподаткування, платники ПДВ (Система оподаткування (оберіть зі списку))

Fig.56. Inserting information about the costumer

Next will be sent request to the licensee to form the package of documents. In the meantime the order status will change into **Очікування документів**.

Licensee will check the validity of inserted data, and after that to the electronic mail will be sent message on readiness of the package of documents (Fig. 287), and order status startycin the electronic store will change into **Підписання документів** (Fig. 298).

On this step in the electronic store will appear the document «**Акт надання послуг**». Read this document clicking the button **[Переглянути]**, and if needed save it clicking the button **[Зберегти на диск]**. To continue is necessary to make electronic signature on the document. Click the button **[Підписати]**, after that will open the document view window (Fig. 309), in the right part of which is necessary click the button **[**] and choose the pointi **Підписати**.

Пакет документів за вашим замовленням готовий

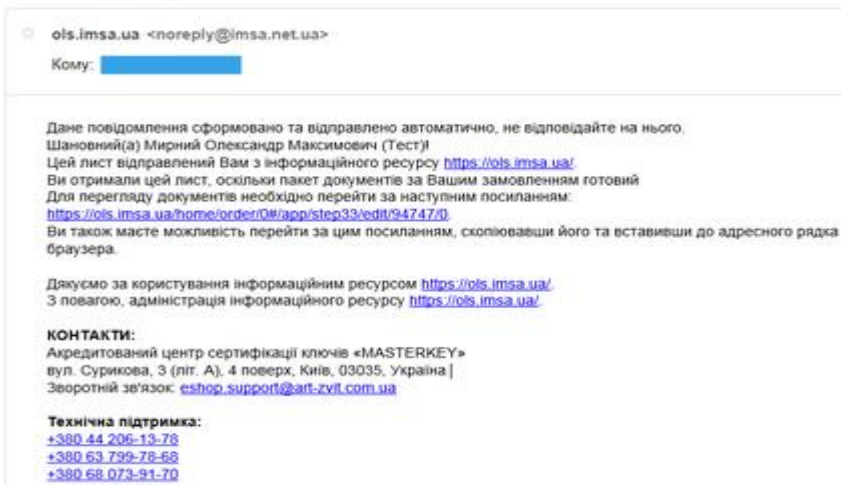


Fig. 287. Message on the readiness of the documents package

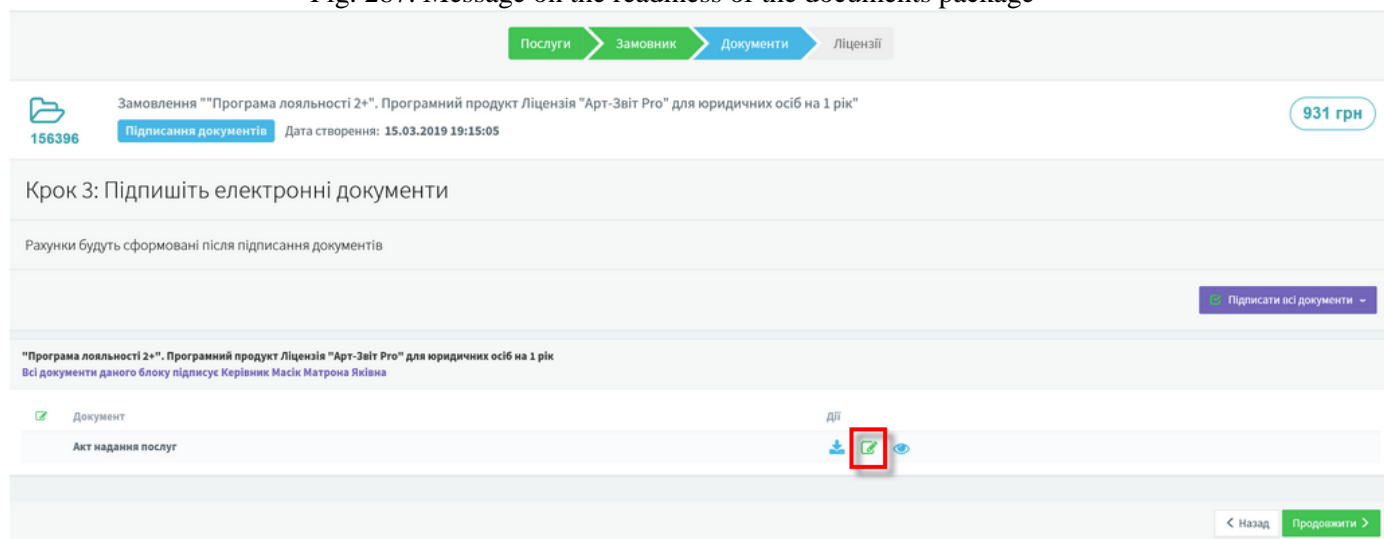


Fig. 298. Package of documents ready for signing

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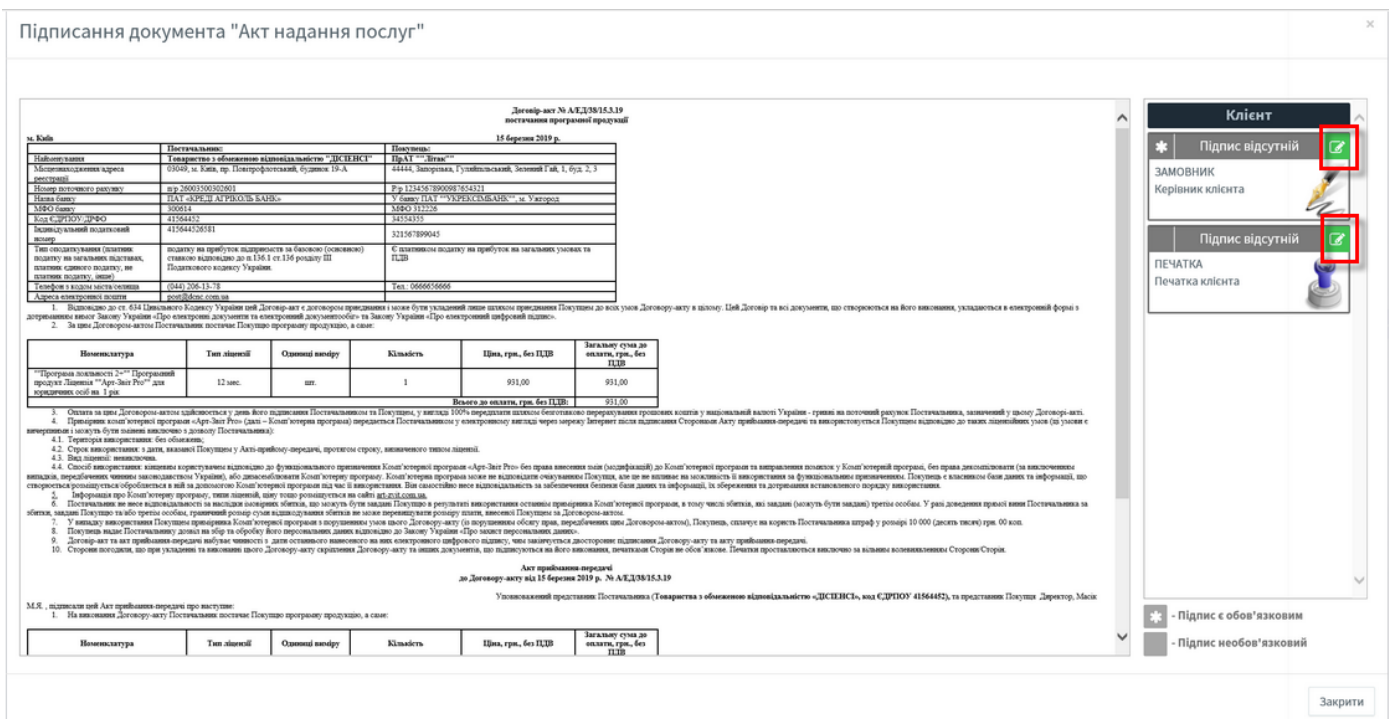


Fig. 309. Document view window

To sign documents read the electronic key and insert. After that click the button **[Підписати]**. Electronic will be applied and it will appear in the view window (Fig.60), and order status will change into **Очікування оплати**. Next click the button **[Продовжити>]**.

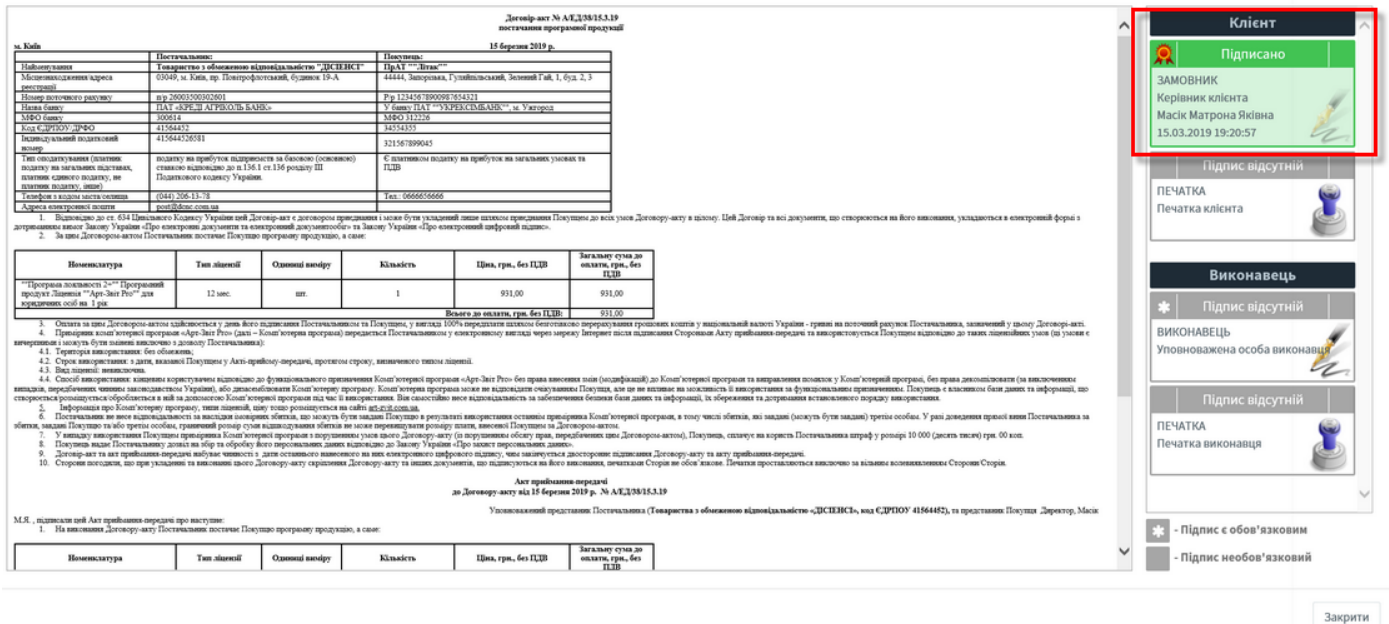


Fig.60. Appearance of the signature from the customer part

3.3.5 License payment

In this step is necessary to pay the issued bill (Fig.61), that will be represented as the document in the lower part of the window. Watch the bill clicking the button [Переглянути], and save it clicking the button [Зберегти на диск].

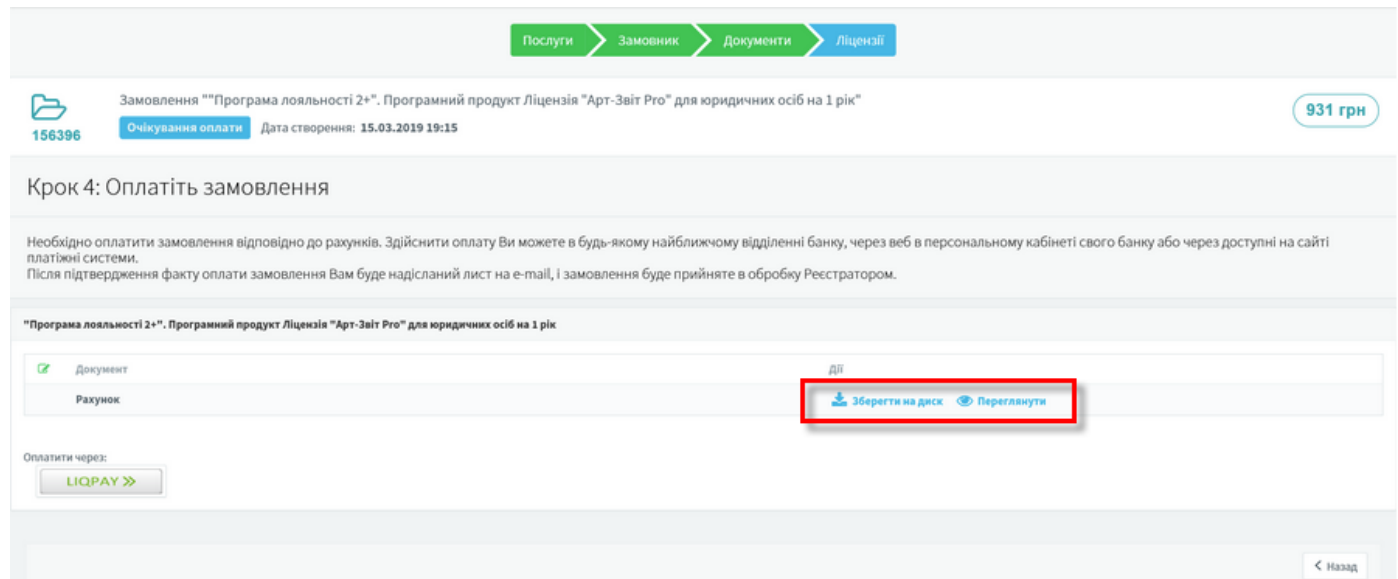
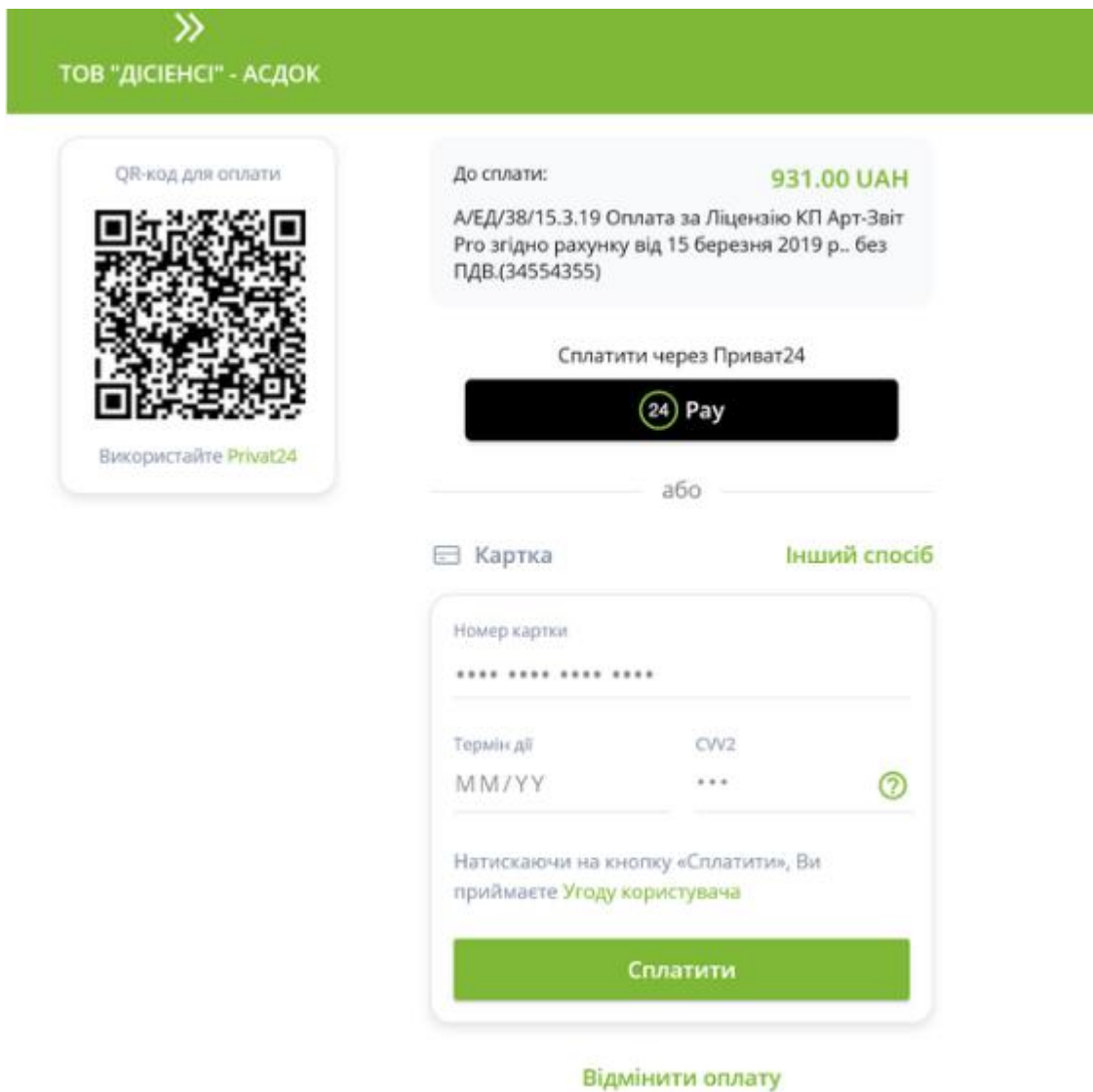


Fig.61. The window with bill

The system supports the payment through the online service **Liqpay**. To make payment through this service click the button with the same name [**Liqpay**], after that will open the window for payment (Fig.62). In the window, that will be opened will be presented three Options of payment: by bank card, by service Privat24 or directly through service Liqpay. Make payment of the bill through Liqpay, or any other available way to the banking details.



ТОВ "ДІСІЄНСІ" - АСДОК

QR-код для оплати

Використайте Privat24

До сплати: **931.00 UAH**

А/ЕД/38/15.3.19 Оплата за Ліцензію КП Арт-Звіт
Рго згідно рахунку від 15 березня 2019 р.. без
ПДВ.(34554355)

Сплатити через Приват24

24 Pay

або

Картка **Інший спосіб**

Номер картки
**** * * * *

Термін дії CV2
ММ/YY * * * ?

Натискаючи на кнопку «Сплатити», Ви
приймаєте Угоду користувача

Сплатити

Відмінити оплату

Fig.62. The window of payment through service Liqpay

3.3.6 License receiving

After receiving by the Administrator of the resource the information about the payment, during checking and order processing the status will be **В роботі**.

After successful verification of the full package of documents and payment for the services the status of the order will be changed into **Послуга надана**. To the electronic mail will be sent message and in the personal account will appear contractual documents signed by licensee (must have all signatures). After that the service will be performed fully.

3.3.7 Introducing a new license to the program

After paying for the selected module of the program for its inclusion in the program it is necessary to go to the menu item "Сервіс-Підприємства", in the window "Підприємства" select the required enterprise and click "Отримати ліцензії" (Fig. 63)

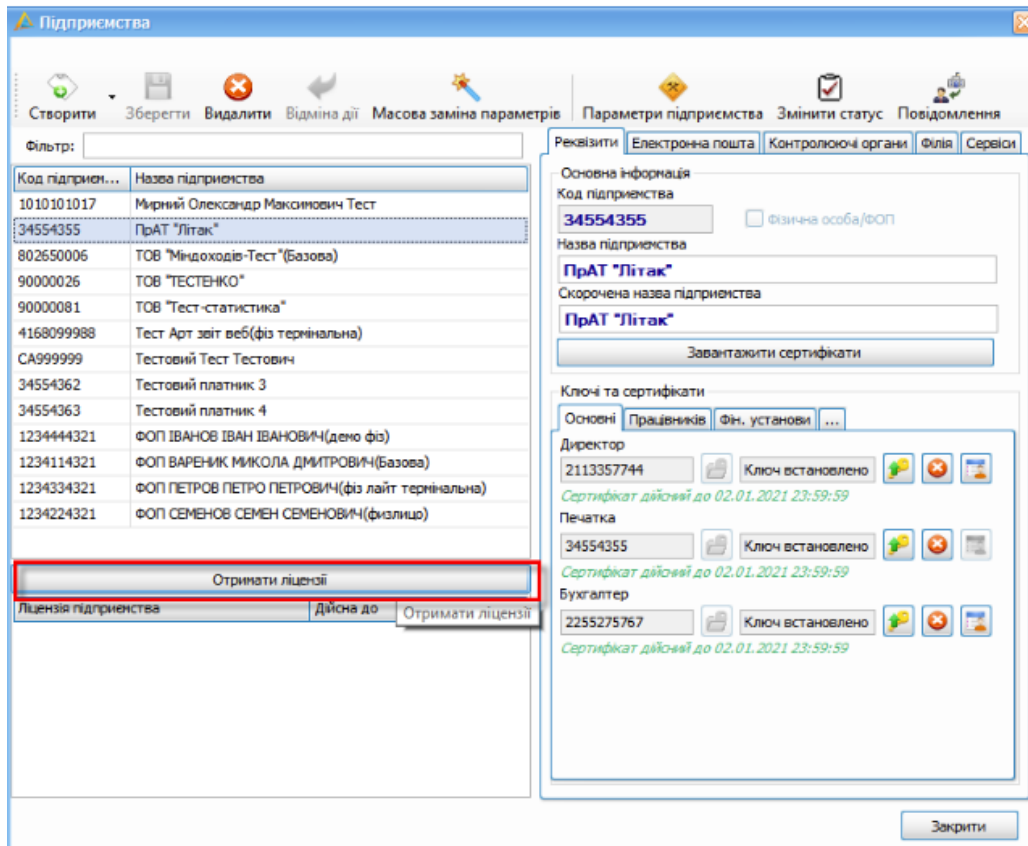


Fig.63. Get licenses

In the window "Отримання реєстраційного коду" click "Отримати" (1, Fig.64), if there is a registration code for the company, it will appear in the field (2, Fig. 64), then click "Зберегти".

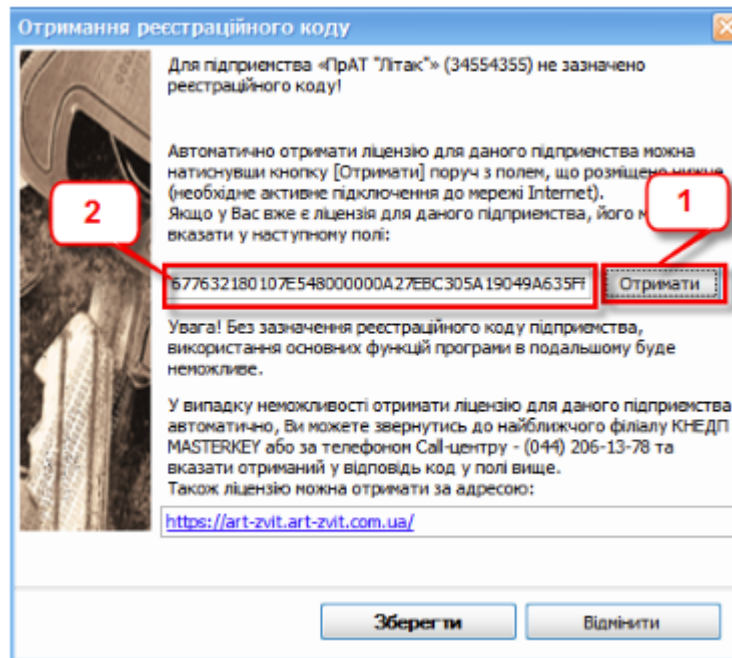


Fig.64. Get a registration code

The block "Ліцензія підприємства" (Fig.65) displays a list of modules that are available for the selected enterprise, and the expiration date of each of them.

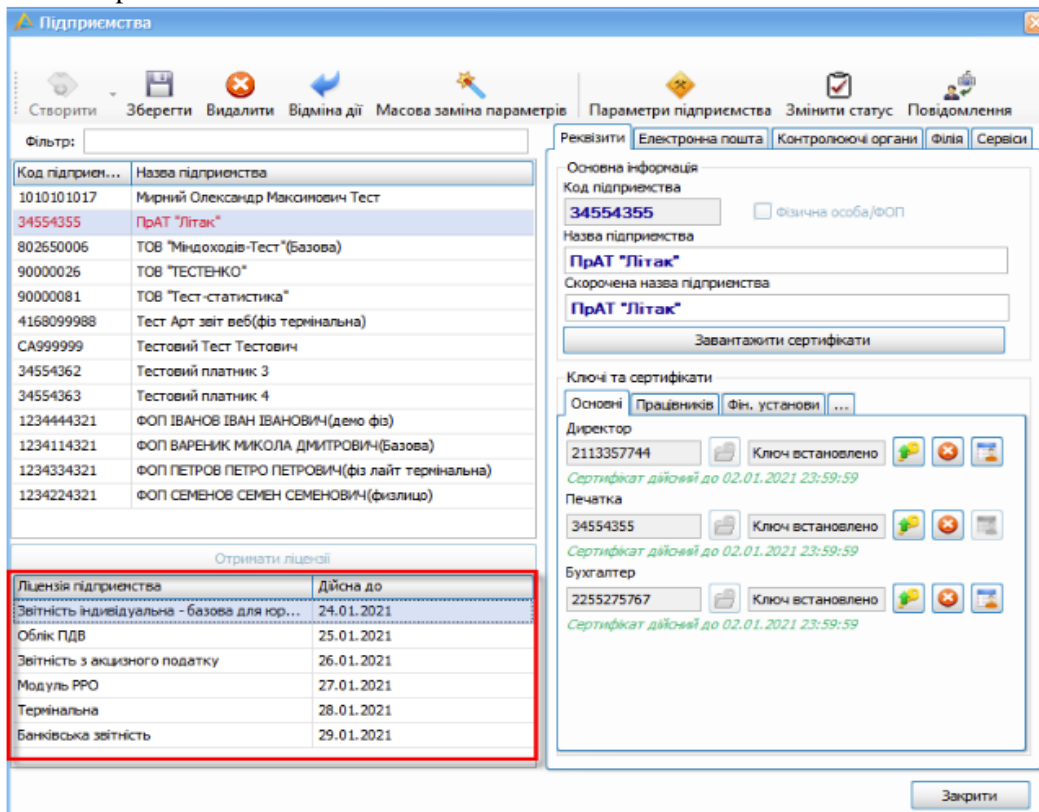
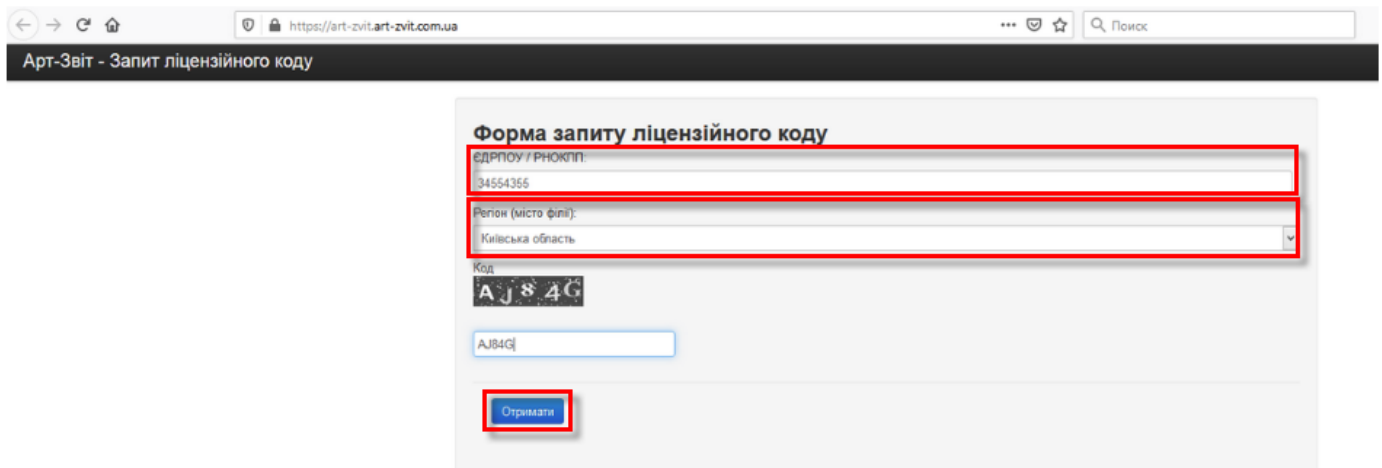


Fig.65. Display a list of modules purchased by the company



If you receive an error connecting to the service while receiving the registration code, you need to go to the official website of the program, section "Код доступу", where you need to specify the ЄДРПОУ / РНОКПП code, region (branch city), enter the verification code and click button "Отримати" (Fig. 66)



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Fig. 66. Get a registration code through the request form on the site



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The received code must be copied and pasted into the window "**Отримання реєстраційного коду**" in the program (2, Fig.64).

4 Program back-up and update

4.1 Data base back-up

Report form data, enterprise settings, checks are located in a program data base. With an aim to provide safety for such data and to preserve loss of important information database back-up is recommended.

Clicking on the menu point **Сервіс** → **Резервне копіювання** will appear the window of back-up (Fig.67).

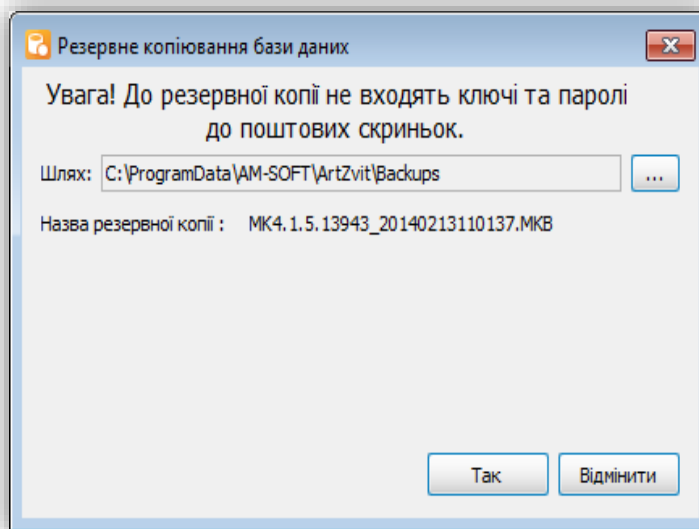


Fig.67. Database back-up

In this window is necessary to specify the path to save the file with a database backup copy. Later, during the next function calls the program will offer the same path that was used the last time before the backup copy was created. After specifying the path for saving and clicking the button **[Так]** the program will create the backup copy file. Backup copy files are recommended to keep on the separate media to preserve loss of copies with the database in case of PC technical problems.

It is possible to restore the database from the backup copy using the menu option **Сервіс** → **Відновлення з резервної копії**. On the screen will appear the window of database restore (Fig.68).

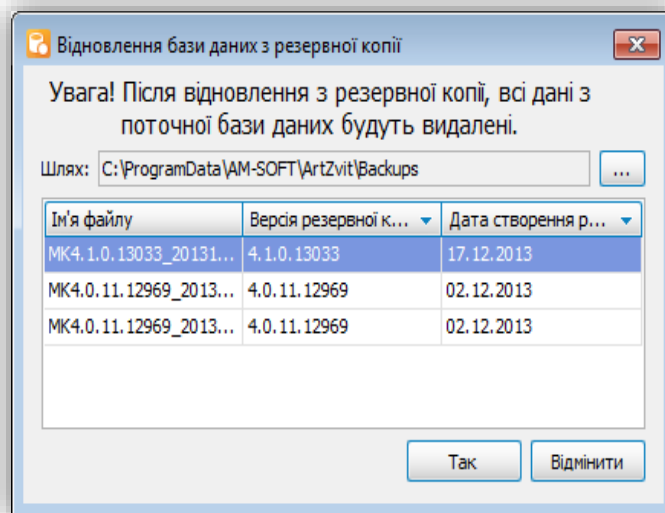


Fig.68. Backup copy database restore

As a default the program reflects the path to the directory where the database backup copy was saved and the list of backup copies in this directory. If it is necessary there is a possibility to indicate other path to the directory with backup copies.

In the restore window is necessary to choose from the list the file and click the button **[Так]**.

Pay attention that the program will not allow restore database from backup copy that is not compliant with current program version. In other words to restore database is possible just from the backup copy files that were created in the same version of the program that is used in the same moment or in the previous versions. To know in what version was created the backup copy is possible in the column **Версія резервної копії**.

When the database recovery is successfully completed, the program will display a message about the successful completion of the operation. After completing the operation, close the program immediately and run it again to start working with the restored data.



Do not try to do any actions right after restoring the databases (before closing and restarting the program), as this can lead to unwanted program errors and damage to the restored data.

While working with backup copies is important to remember the following:

1. To the backup copies while creating do not get reports in a process of editing and was not saved before the operation. Save all changes and close all opened reports before creation of backup copy.
2. Database restore from the backup copy does not save changes made from the moment when was created the backup copy for restore. The restored backup copy will contain just the data for the moment of creation of such copy (including the entrance password for the program).
3. After restore do not try to save changes in reports in a process of editing starts before creating backup copy. Such changes will be lost anyway and trying save such changes may be reason of errors in the program. Close all reports, bills and just after that make restore from the backup. Do not forget close the program and run it again after the restore from backup was completed.


If a backup copy of the database for the recovery was created in earlier versions of the program, the corresponding message will be displayed. If you refuse to continue the process, the recovery will be interrupted and the current database will remain active in the program.

Please note that for the correct operation of the recovery process from backup of previous versions of the program, the program directory saves the necessary official files that occupy a significant place. Be careful when installing the program, because the process of copying data files lasts for a while and in case of its interruption, further work of this function will be impossible.

4.2 Export and import of enterprises

In a program there is a possibility of export and import of enterprises.

For export of enterprise data is necessary to use the menu option **Сервіс → Експорт підприємства**. In the window **Експорт даних підприємства до файлу** is necessary:

1. Choose the enterprise from the list.
2. Indicate the path for export (button ).
3. Click the button **[Так/Yes]** (Fig. 319).



In the field **Назва файлу** enterprise data will appear by register code.

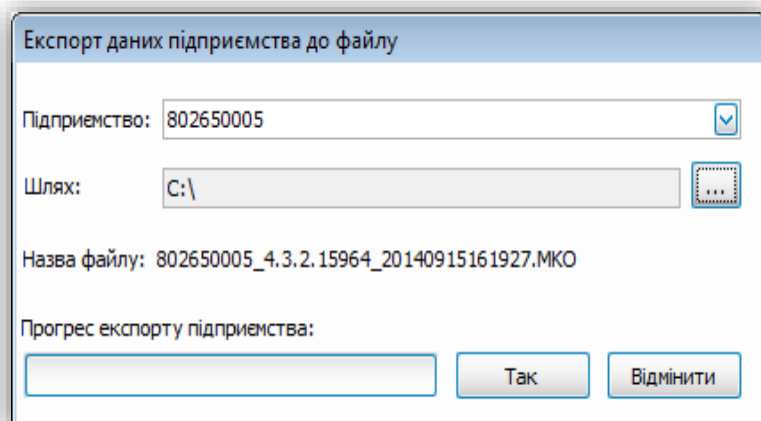


Fig. 319. Enterprise data export

After successful completion of the operation the specified directory will create a file with the extension «*.MKO».



While exporting the enterprise export just data located in the main parameters of enterprise (window **Загальні параметри**, tab **Реквізити підприємства**), except for information on keys, certificates and electronic mail.

For enterprise import is necessary to choose the menu option **Сервіс** → **Імпорт підприємства**. In the window **Імпорт даних підприємства з файлу** (Fig.70) is necessary:

1. Select the path for import (кнопка [...]).
2. Click the button [Так].

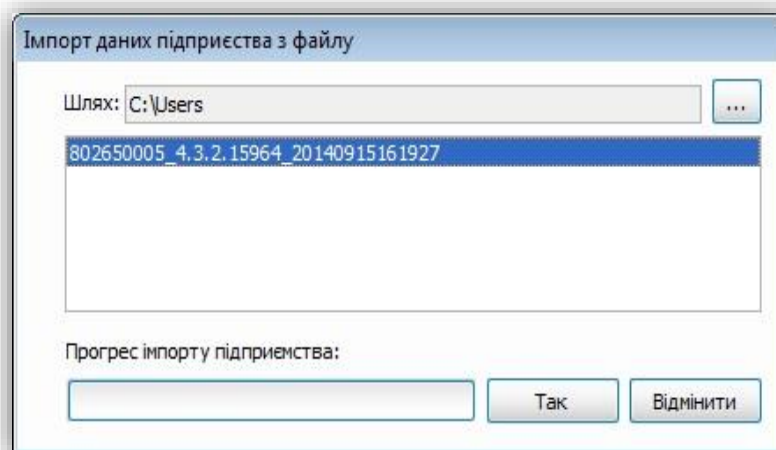


Fig.70. Enterprise data import

After successful operation termination the enterprise will be added to the list of program enterprises. The program also has the ability to archive reports for the period (year, month).

In the window **Сервіс** -> **Архівування звітів підприємства** (Fig.71) you need to select:

1. Organization whose reports will be archived;
2. Year to be archived;
3. If necessary, you can set a specific month;

4. If you select the "не експортувати звіти/do not export reports" check box, only invoices will be included in the archive;
5. The path to the directory where the archive will be stored.

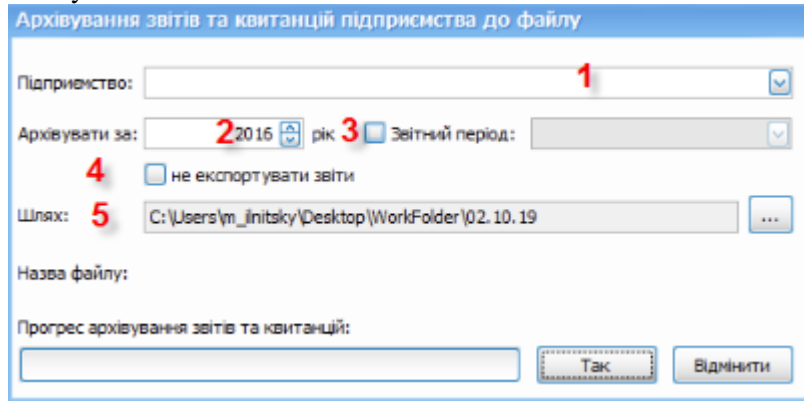


Fig.71. Enterprise data import

4.3 Program update order

After changing functionality or reporting forms releases program update.

To check available updates is necessary to choose the main menu option **Сервіс** → **Оновлення програми/Service** → **Update**. The program will connect to server and in case of availability of updates will display the update window (Fig.72) and will offer to install them.

In case of absence of updates, will be displayed the message *<Доступних оновлень не знайдено/ (Updates not found)>*.



It is necessary update the program in the personal user account that has right for access to the directory where the program was found.

The program has three types of update:

- Program update;
- Report form update;
- Update or install extensions to the program.

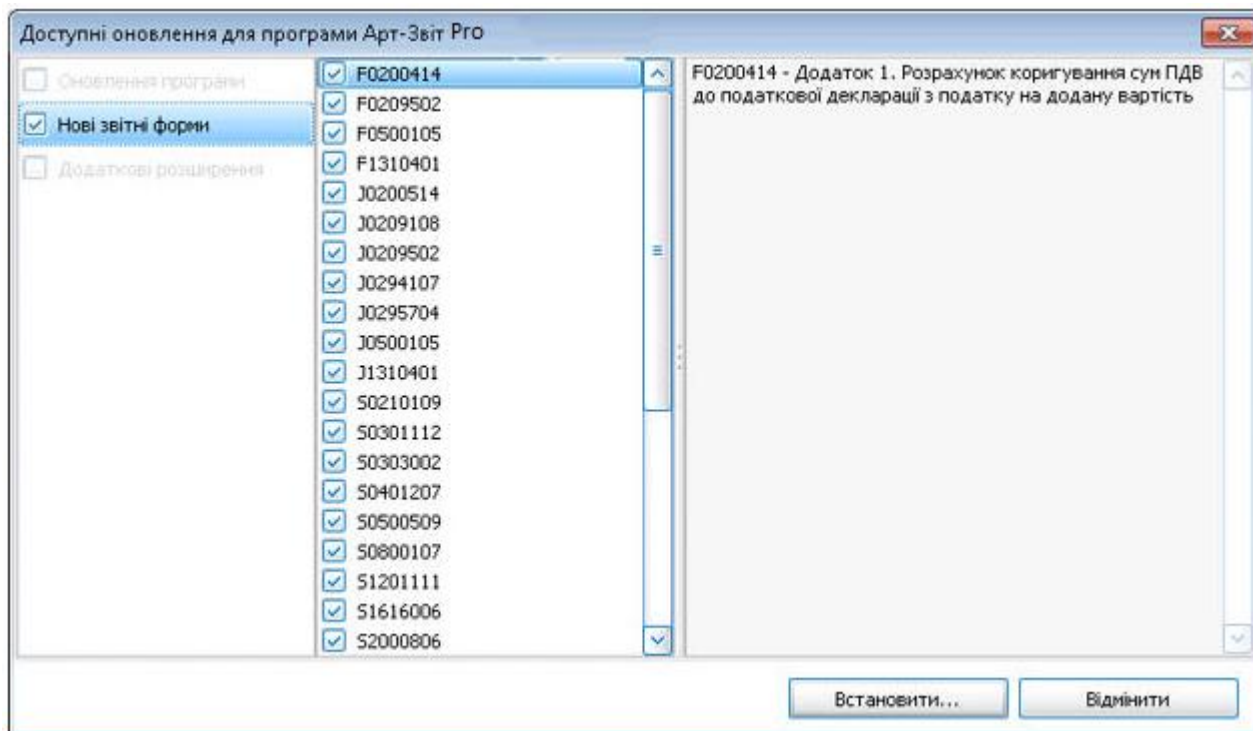


Fig.72. Check for updates

If you have found a new version of the program while checking for updates, updating the reporting forms and extensions will not be available until the program is updated. To start the update, select the update points and click the button **[Встановити...]**.

The program will shut down, the update package will be downloaded to your computer, and then the upgrade process is starting. The update window will be displayed (Fig.). In the case of an update error it will be displayed at the bottom of this window and it will not be possible to continue the update. If an update is executed without errors, a progress mark will be set at each stage of the update

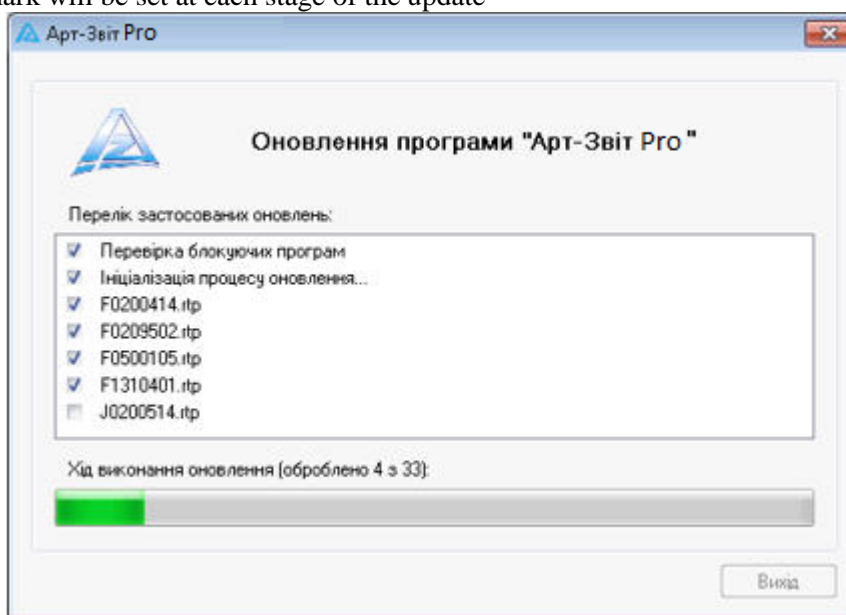


Fig.73. Progress of the program update

When you upgrade, there may be situations when the resources needed to update are currently blocked by other software products. In this case, the system will display a message blocking programs with a proposal to close those processes that block the update (Fig.).



Make sure there are no other open programs that use the installer directory, database files, or other files in this program, except those found by the update system.

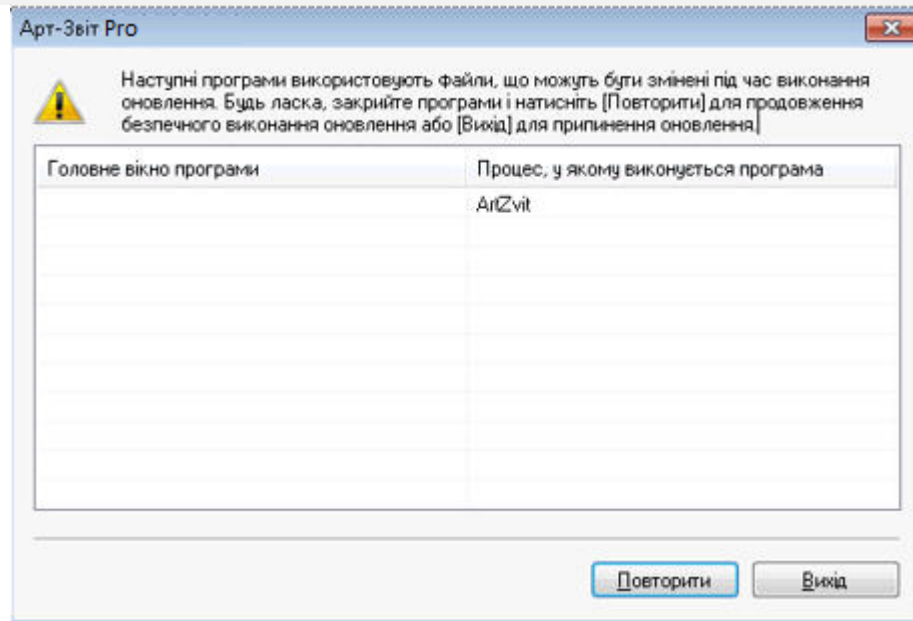


Fig.74. Notice of blocking program

When the update process is initialized, the program will automatically shut down. Upon completion of the update, it will be restarted again.

When you upgrade the program, only one update version is installing - the following by chronology to the currently installed version on the computer. If the last one was updated for a long time ago after the current update is complete, it is advisable to call the program update operation again to make sure that the latest version of the software is installed on your computer, or to install any updates that are not already installed if they are available.



It is recommended to check availability of program updates at least once a week.

Performing a program update on Windows 7 or Windows 10 requires administrator rights in the user account under which the program was running. An alternative option is to disable the account control function (UAC) in the mentioned operating systems so it will be possible to upgrade the application under any user.

For this in OC Windows 7 follow these steps:

1. Choose **Пуск** → **Панель керування** → **Облікові записи користувачів** → **Зміна параметрів контролю облікових записів (UAC)**.
2. Drag the slider to set the required degree of protection.
3. Click the button **[OK]** and reload the PC.



In case the attempt to call the update process from the program when UAC is enabled, there may be a critical error in the upgrade process.

5 Information on the terminal (server) program version

5.1 Terminal version functions

The terminal configuration / version of the program is designed for simultaneous operation of several users with one database. This version is installed on a terminal server, which opens access to program resources to certain users. This implements the ability to work with many users with one database.

The database type can be MS SQLite, MS SQL or PostgreSQL. In the first case, the database is part of the program, does not require additional licenses and is located on the terminal server. In other cases, the database is stored on an SQL or PostgreSQL server, which is accessed over the corporate network. This server is not part of the program and is licensed separately.



If necessary, the MS SQL or PostgreSQL server can be installed on the same physical server on which the terminal version of the program is installed. To work with the terminal version of the program, you must have the appropriate type of license that provides access to this functionality. Buying the certain license is described in instruction «Отримання ліцензії на ПЗ Art-Zvit Pro».

5.2 Minimal system requirements for terminal server

Terminal server has to have the follow software and hardware configuration:

- 32- or 64-bit processor with architecture x86 frequency not less than 1 GHz;
- OS Microsoft Windows Server 2003, Microsoft Windows Server 2008, Microsoft Windows Server 2012, Microsoft Windows Server 2016, Windows 7 or Windows 10;
- corememory — not less than 1 GB;
- hard disk with available disk space — not less than 1 GB;
- operating system Microsoft Windows Server 2003, Microsoft Windows Server 2008, Microsoft Windows Server 2012, Microsoft Windows Server 2016, Windows 7 or Windows 10;
- Local administrative rights in operating system (for installation);
- Turned off User Account Control (UAC) in OS Microsoft Windows 7 or Windows 10 (for automatic update);
- Internet connection (for sending reports and to receive check, automatic updates and program registration).

To work in the program the next program components needed:

- Windows 2003: Microsoft Windows Installer 3.1, Microsoft C++ Runtime Library 2010, Microsoft .NET Framework 4.0;
- for Windows 2008 and higher: Microsoft Windows Installer 3.1, Microsoft C++ Runtime Library 2010, Microsoft .NET Framework 4.5.

5.3 General settings

Configure the terminal version:

- Close the program Art-Zvit Pro;
- Run utility for the terminal server by opening the saved file: *ArtZvitTerminalConfig.exe* from the program directory (by default C:\Program Files (x86)\AM-Soft\ArtZvit);
- In the administration utility, configure the required access settings (see https://docs.art-zvit.com.ua/index.html?7_4_terminal_settings.htm);
- For all additional program users is necessary to give main access to the folder «ArtZvit», placed in «C: \ ProgramData \ AM-SOFT \», or «C: \ Documents and Settings \ All Users \ Application Data \ AM-SOFT \ »;
- After all settings are done the users receive access to the program according to the given rights.