

This guide covers how to use the Application Catalog to install software, and the Software Center to manage, update and uninstall software, plugins and other applications and tools on your campus Windows PC.

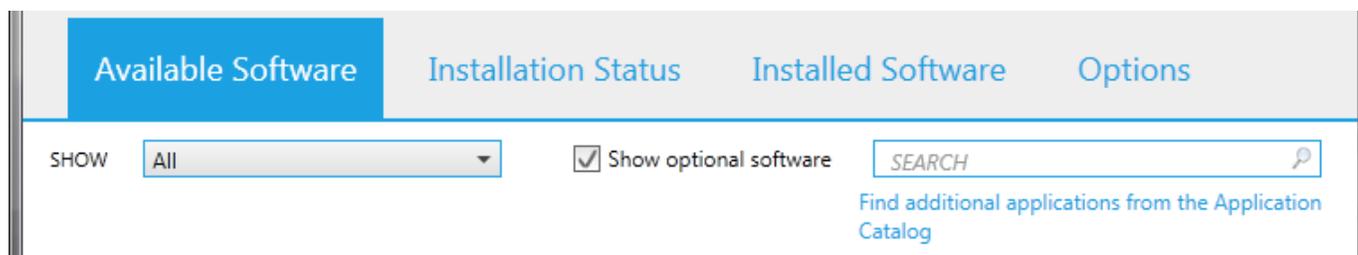
ACCESSING THE SOFTWARE CENTER AND THE APPLICATION CATALOG

TO OPEN THE SOFTWARE CENTER:

- Click the **Start Menu**.
- Choose **All Programs**.
- Scroll down and click the **Microsoft System Center** folder to expand it.
- Click the **Configuration Manager** folder to expand it.
- Click **Software Center** to open the program.

TO OPEN THE APPLICATION CATALOG:

The Application Catalog uses Internet Explorer. If Internet Explorer is your default browser on your computer, you can access the Application Catalog by clicking **Find additional applications from the Application Catalog** in the Available Software tab of the Software Center. You can also access the Application Catalog directly from the All Programs menu.



**To set Internet Explorer as your default browser, open IE and choose Yes to “Would you like to make Internet Explorer your default browser?”

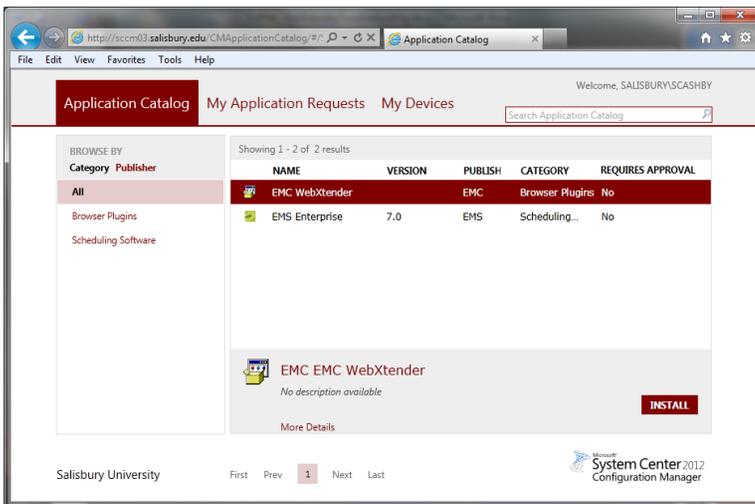


or click the Tools icon, choose Internet Options, and in the Programs tab choose Make default in the Default Web Browser section and click OK.**

If you use a browser other than Internet Explorer as your default browser, you can still access the Application Catalog by opening Internet Explorer and visiting <http://pcsoftware.salisbury.edu>.

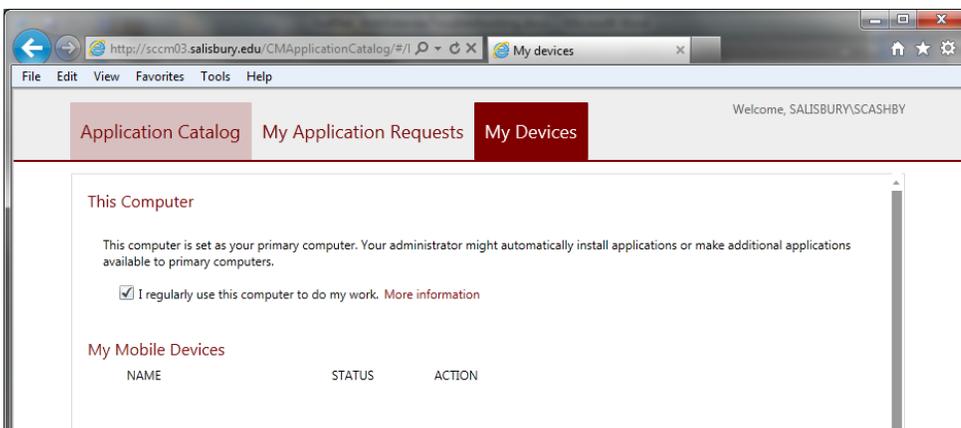
THE APPLICATION CATALOG

The Application Catalog is used to install University licensed software onto your campus PC.



In the Application Catalog tab, you can browse and select available software. When you find the software you wish to install, click Install and the application will be installed onto your SU computer. If approval is required, a request for approval will be sent to the manager of the software package you selected. Click My Application Requests to see the status of this approval. The Application Catalog may be empty if no specialized software is used by you or your department.

The My Devices tab shows your computer(s) and other managed devices. As you use Software Center on your main SU PC, the system learns and recognizes your primary computer. You can also set this manually by checking **I regularly use this computer to do my work**. Some applications will only appear in the Software Center on your primary computer.



WHAT IS SOFTWARE CENTER?

Software Center is part of Microsoft's System Center Configuration Manager (SCCM), which allows IT to deliver, manage, support and update applications and services across campus. SCCM is included in Microsoft System Center 2012.

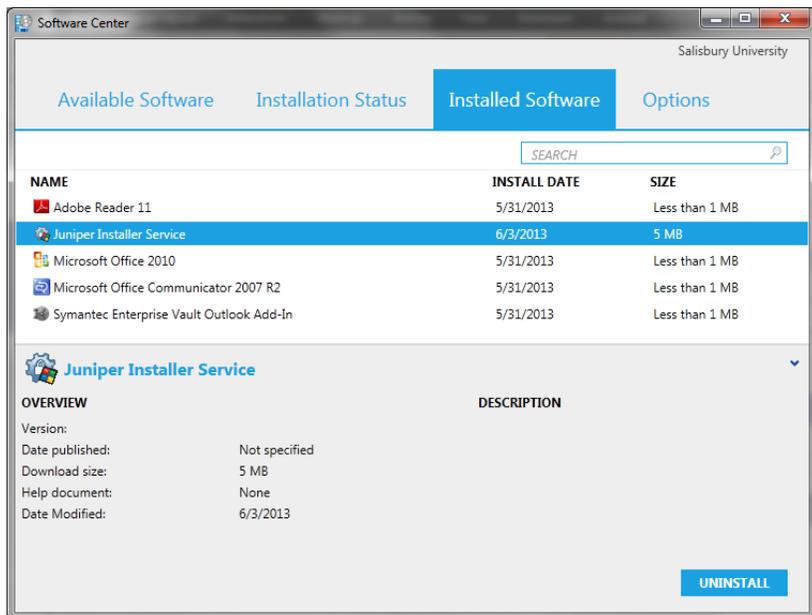
Software Center will allow you to install a variety of licensed software, updates, and plug-ins on your own computer without having to contact Information Technology for assistance. Software Center also gives you some options to set preferences for software installs that are broadcast and pushed to campus computers, so that it does not interfere with your normal work schedule.

USING SOFTWARE CENTER

When the Software Center loads, you will see four tabs across the top: Available Software, Installation Status, Installed Software, and Options. Clicking each of the tabs gives you options related to that tab.

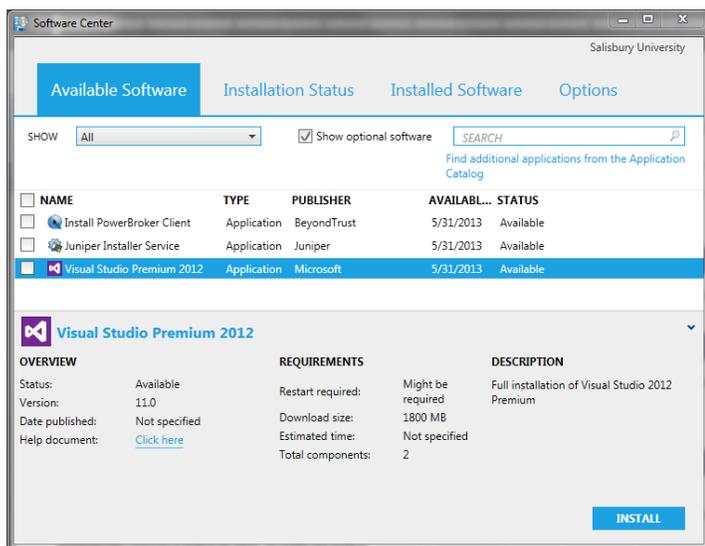
UNINSTALLING SOFTWARE USING SOFTWARE CENTER

You can view the software already installed through System Center on your computer by clicking the Installed Software tab. Selecting an application will give you an overview of the application, and the date the software was installed. To uninstall an application, click the application to highlight it and choose Uninstall.

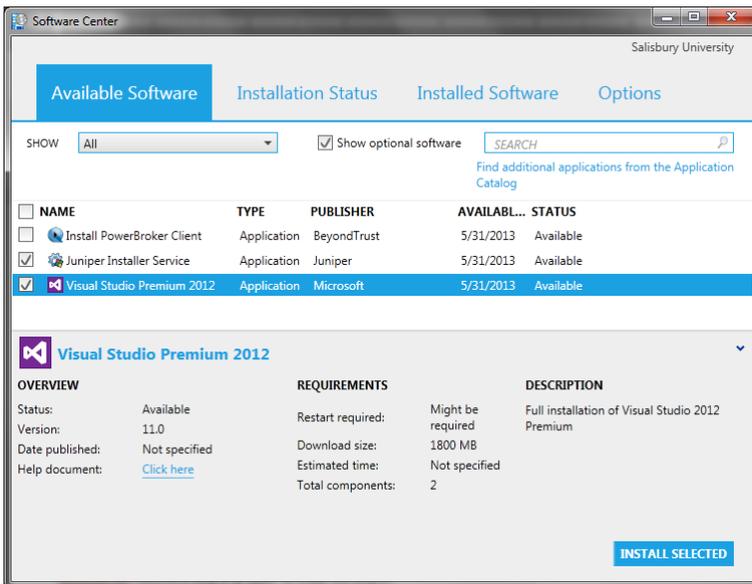


INSTALLING SOFTWARE

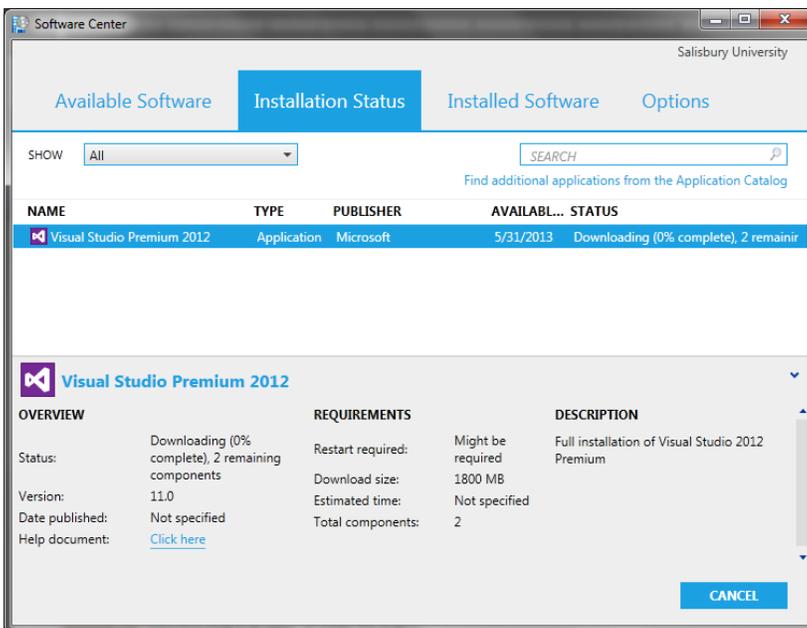
While most software is installed through the Application Catalog, from time to time a software installation will require completion through the Software Center's Available Software tab. By default, the tab shows available software that has not already been installed on your computer.



When software has been delivered to Software Center for installation, you can click the application in the list to see an overview of that software, including its description, version and if a restart is required. To install the application, click Install. You can also select multiple applications by placing a checkmark in the box next to each title. When you are ready to install your selected applications, click Install Selected.



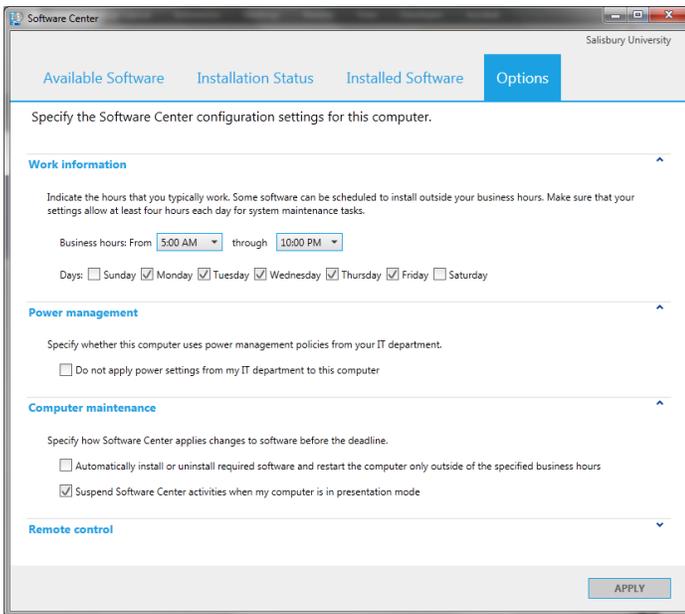
Once you click Install or Install Selected, the Software Center switches you to the Installation Status tab, which shows you the status of your requested installs. You may cancel an install from this screen by highlighting the application and clicking Cancel. Note that if you cancel an install, you have to exit and restart Software Center to see it reappear in your Available Software tab.



When complete, the Status on the Installation Status will change to Installed.

SOFTWARE CENTER OPTIONS

The Options tab lists the configurable Software Center options. Some of these options, such as the Remote Control settings, are managed by Information Technology, and can be viewed but not changed. Others, such as Work Information, can be set to your own preferences.



WORK INFORMATION

Use this section to indicate the hours and days you typically work throughout the week. The Software Center will use this information to try to schedule software pushes and installs for when you aren't working, if possible.

POWER MANAGEMENT

Information Technology may apply power management policies to allow for more efficient power usage, as well as to wake your computer for overnight software installs. If you would rather be manually responsible for these settings, check **Do not apply power settings from my IT department to this computer**. For maximum efficiency and productivity, it is recommended that you leave this setting unchecked.

COMPUTER MAINTENANCE

This section allows you to have some flexibility over automatic installations pushed to the campus from Information Technology. **Checking Automatically install or uninstall required software and restart the computer only outside of the specified business hours** will force the system to only apply updates outside of the times and dates specified in the Work Information section. Unchecking **Suspend Software Center activities when my computer is in presentation mode** will allow system updates and restarts to occur while your computer is running a presentation. It is recommended that these settings remain at the default.

REMOTE CONTROL

This section is managed by Information Technology and cannot be changed.

APPLYING CHANGES

Anytime you make changes to the Options section, click Apply at the bottom of the tab to apply the settings.