



Windows Self-Service Through the Software Center

On your University managed Windows machine, you log into **Software Center** to install applications, software updates, and upgrade Windows.

Opening Software Center

Option #1:

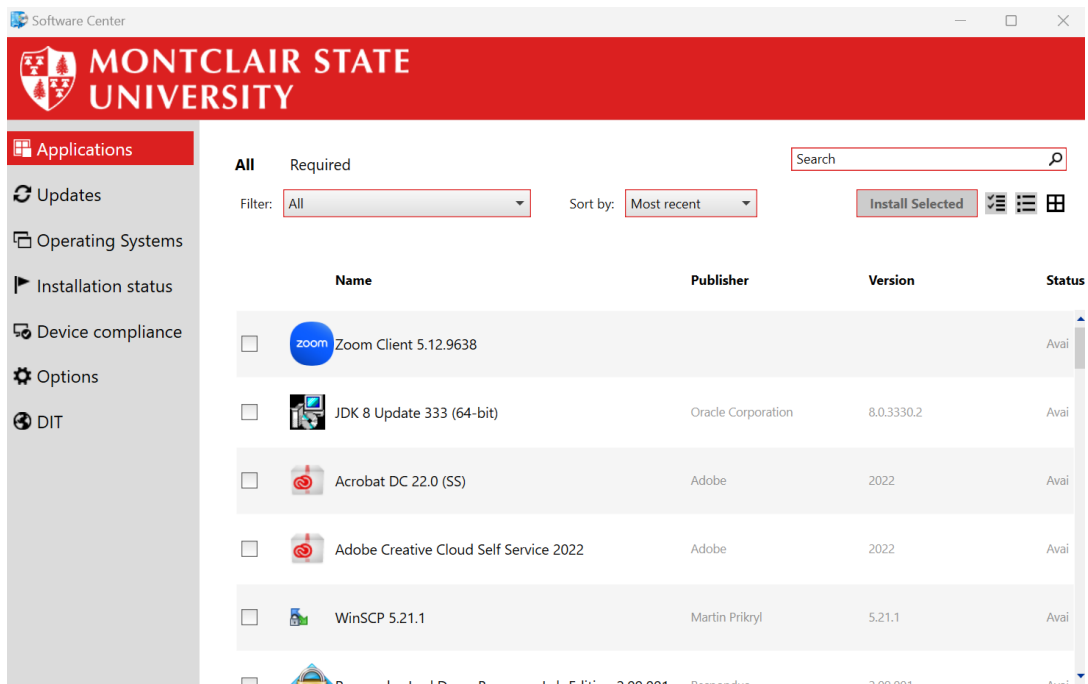
For the **simplest method** to start Software Center on a Windows 10 computer

- Press **Start**
- Type Software Center.
- Click on the Enter key on your keyboard

Option #2:

- Navigate to the Start menu
- Look under the **Microsoft System Center** group for the **Software Center** icon.

Applications



Click the **Applications** tab to find and install applications that are available for your computer.

- ❖ **All:** Shows all applications that you can install


- ❖ **Required:** Your IT admin enforces these applications. If you uninstall one of these applications, Software Center will reinstall it.
- ❖ **Filters:** Your IT admin may create categories of applications. If available, click the drop-down list to filter the view to only those applications in a specific category. Select **All** to show all applications.
- ❖ **Sort by:** Rearrange the list of applications. By default this list sorts by **Most recent**.
- ❖ **Search:** Still can't find what you're looking for? Enter keywords in the Search box to find it!
- ❖ Switch the view: Click the icons to switch the view between list view and tile view. By default, the applications list shows as graphic tiles.
 - Tile view: Your IT admin can customize the icons. Below each tile displays the application name, publisher, and version.
 - List view: This view displays the application icon, name, publisher, version, and status.

Install multiple applications

Install more than one application at a time instead of waiting for one to finish before starting the next. Not all applications qualify:

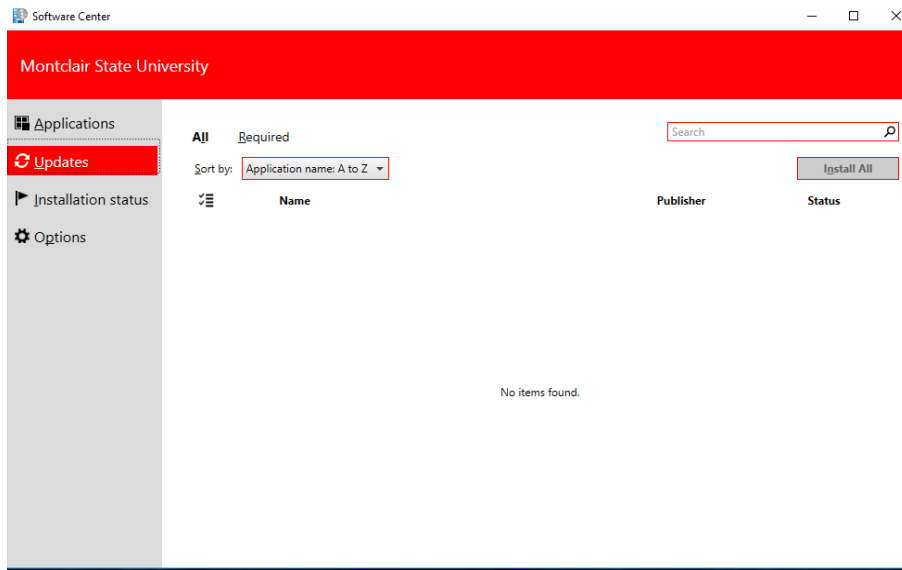
- ❖ The app is visible to you
- ❖ The app isn't already downloaded or installed
- ❖ Your IT admin doesn't require approval to install the app

To install more than one application at a time:

- ❖ To enter into the multi-select mode in the list view, click the multi-select icon  in the upper right corner.
- ❖ Select two or more apps to install by clicking the checkbox to the left of the apps in the list.
- ❖ Click the **Install Selected** button.

The apps install as normal, only now in succession.

Updates



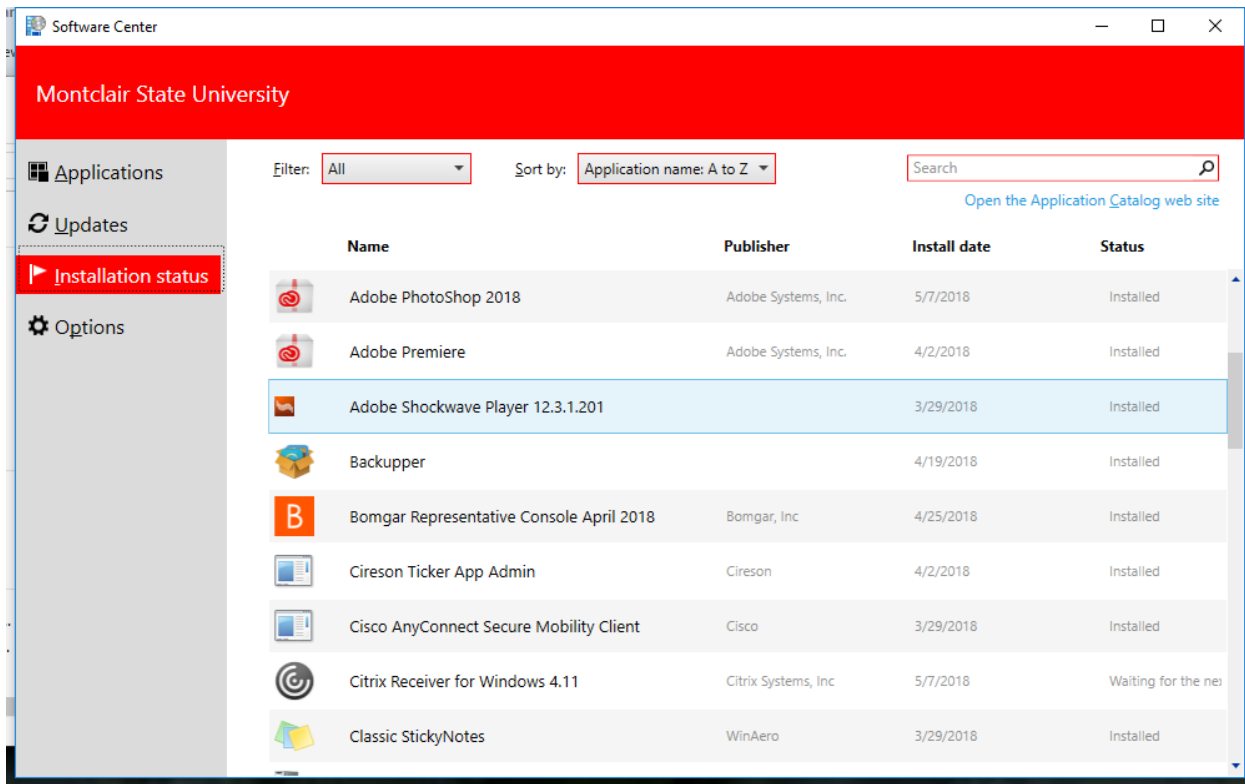
Click the **Updates** tab to view and install software updates that your IT admin deploys to your computer.

- **All:** Shows all updates that you can install
- **Required:** Your IT admin enforces these updates.
- **Sort by:** Rearrange the list of updates. By default, this list sorts by **Application name: A to Z**.

To install updates, click **Install All**.

To only install specific updates, click the icon to enter multi-select mode. Check the updates to install, and then click **Install Selected**.

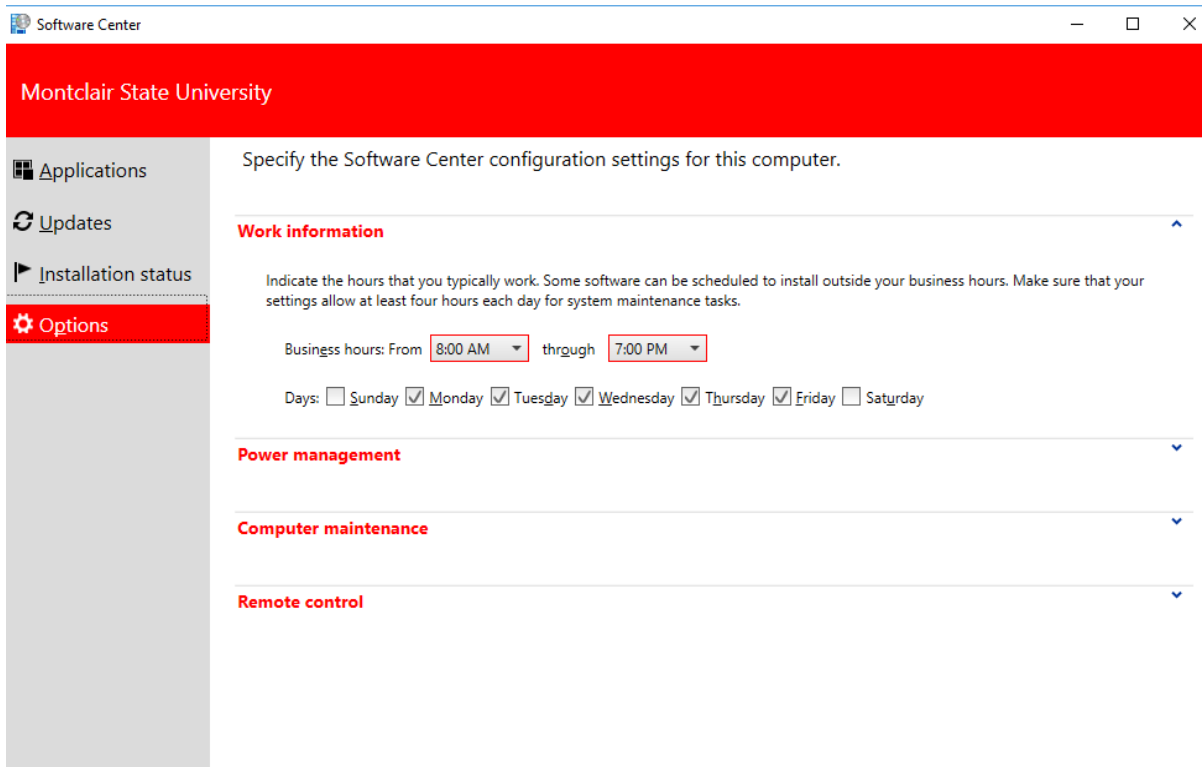
Installation status



Click the **Installation status** tab to view the status of applications. You may see the following states:

- **Installed:** Software Center already installed this application on this computer.
- **Downloading:** Software Center is downloading the software to install on this computer.
- **Failed:** Software Center encountered an error in trying to install the software.

Options



Click the **Options** tab to view additional settings for this computer.

Work information

Indicate the hours that you typically work. Your IT admin may schedule software installations outside your business hours. Allow at least four hours each day for system maintenance tasks. Your IT admin can still install critical applications and software updates during business hours.

- Click the drop-down lists to select the earliest and latest hours that you use this computer. By default these values are from **5 AM** through **10 PM**
- Select the checkbox next to the days of the week that you typically use this computer. Software Center only selects the weekdays by default.

Power Management

Your IT admin may set power management policies. These policies help your organization conserve electricity when this computer isn't in use.

To make this computer exempt from these policies, select the checkbox **Do not apply power settings from my IT department to this computer**. This setting is disabled by default; the computer applies power settings.

Computer Maintenance

Specify how Software Center applies changes to software before the deadline

- **Automatically install or uninstall required software and restart the computer only outside of the specified business hours:** This setting is disabled by default.

- **Suspend Software Center activities when my computer is in presentation mode:** This setting is enabled by default.
- **Sync Policy:** click this button when instructed by your IT admin. This computer checks with the servers for anything new, such as applications, software updates, or operating systems.

Errors

If you encounter the following error: "Software Center can not be loaded. There is a problem loading the required components for Software Center"

- Run ccmrepair.exe from C:\Windows\CCM