

Servant Keeper Installation Help Sheet:

Installing Servant Keeper on your Network

This document is for installed Servant Keeper 5 on your network using the following Operating Systems as the main "server" computer using the Servant Keeper CD version 5.3.3 or newer.

- Windows 95
- Windows 98
- Windows 98 SE
- Windows ME

Follow these steps to install Servant Keeper on your network, share the Servant Keeper folder, and setup your workstations to use the shared folder.

Step 1: Server Installation:

1. Insert the Servant Keeper 5 CD in your CD-Rom drive.
2. The installation should automatically begin. If the install does not start automatically click **Start | Run** and type **X:\setup.exe** where X is the drive letter assigned to your CD-Rom drive.
3. Follow the on-screen prompts until prompted to "**Choose Install Type**".
4. Choose **[Install]** from the install options.
5. Enter your Serial Number and Customer ID Number.
6. Install Servant Keeper into the default location unless there is a specific reason you want to install to an alternate location.
7. Once the install on the server is complete continue to **Step 2**.

Step 2: Sharing the Servant Keeper on the network:

1. On the server computer from step 1 open Windows Explorer. Right-click the **[Start]** button and click **[Explore]**.
2. Browse the **C:** drive and locate the **C:\Program Files\skcms50** folder.
3. Right-click the folder **skcms50**
4. Choose **[Sharing]**
5. Choose **[Shared As]**. Leave the share name as **skcms50**.
6. Under Access Type, choose **[Full]**
7. Click **[OK]** to exit and save the share settings.
8. Once the skcms50 folder is shared continue to **Step 3**.

Step 3: Workstation Installation:

1. Insert the Servant Keeper 5 CD in your CD-Rom drive of your workstation.
 2. The installation should automatically begin. If the install does not start automatically click **Start | Run** and type **X:\setup.exe** where X is the drive letter assigned to your CD-Rom drive.
 3. Follow the on-screen prompts until prompted to "**Choose Install Type**".
 4. Choose **[Workstation]** from the install options. This will install a few local files needed on the Workstation.
 5. Click **[Create Mapped Drive]** to map a drive letter to the shared folder from step 2.
 6. Select a drive letter for the mapped drive and type the full UNC path to the shared folder from step 2 or use the browse button to browse the network and locate the shared folder on the server from step 1 then click **[OK]**.
- Note:** The UNC path would be in the format of \\server\share where server is name of the server from step 1 and share is the shared folder from step 2.
7. Once the mapped drive setup completes continue to follow the prompts to complete the installation. Shortcuts are created for Servant Keeper using the mapped drive you created during the Workstation install.
 8. A folder will be placed your start menu and desktop that contains the Servant Keeper shortcuts.