

Install and Sharing Servant Keeper – Windows 9X/ME

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.

Sharing Servant Keeper – Windows 2000/XP/2003

This document is for sharing Servant Keeper on the following Operating Systems:

- Windows 2000 Professional
- Windows 2000 Server
- Windows XP Professional (with simple file sharing disabled)
- Windows 2003 Server

Note: This help sheet assumes that you have the hard drives formatted using NTFS and that you that you have Servant Keeper 5 installed in the default location. These are the basic steps to setup sharing and security for Servant Keeper on your network. Your network administrator may want to tailor the security for the database to your organizations specific requirements. If problems arise from alternate security settings please refer to this help sheet for the recommended configuration.

Follow these steps to share the Servant Keeper program folder for use on a network

1. On the main (server) PC with Servant Keeper installed browse to C:\Program Files, find and right click the skcms50 folder, and click Sharing... or Sharing and Security...
2. Click Share this folder and leave the share name skcms50 as shown in **Fig1**.
3. Next click the Permissions button. Make sure to set share permissions to either Full Control or Allow Change and Read for the Everyone group. Click OK. **Fig2**.

Note: Users need at least Change and Read share access to the database.

4. Click the Security tab. Set the security permissions so that the Everyone group has either Full Control (default) or Read & Execute, List Folder Contents, Read, and Write to files in the folder as shown in **Fig3**.

5. Click OK to save the security and share settings and exit.

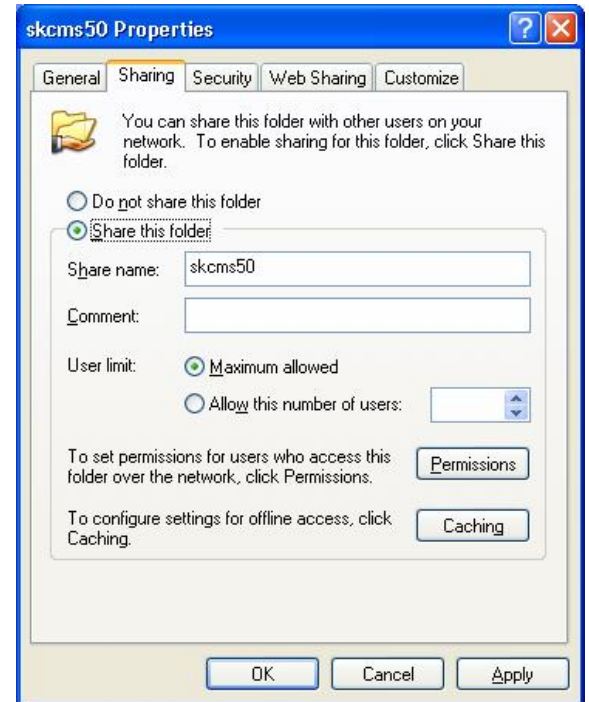


Fig1

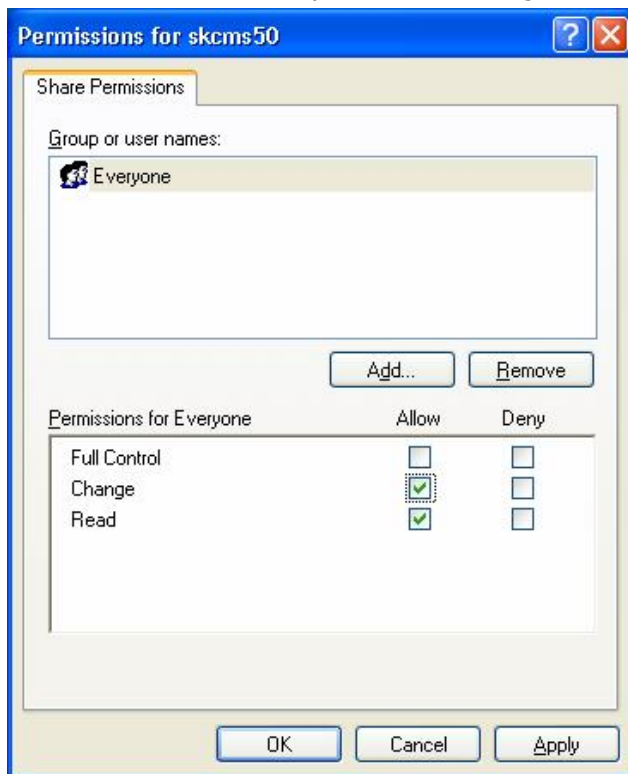


Fig2

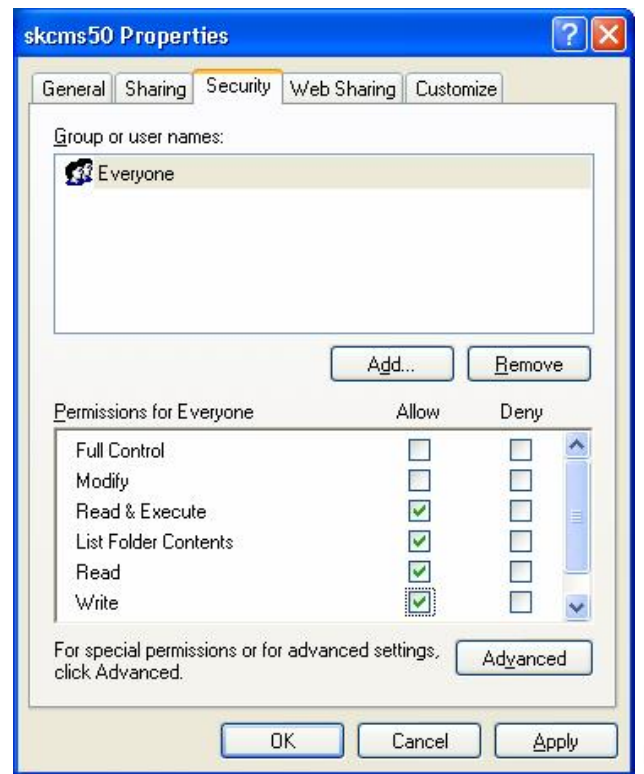


Fig3

Sharing Servant Keeper – Windows XP Home

This document is for sharing Servant Keeper on the following Operating Systems:

- Windows XP Professional (with simple file sharing enabled)
- Windows XP Home

Follow these steps to share the Servant Keeper program folder for use on a network. This help sheet assumes that you have Servant Keeper 5 installed in the default install location.

Note: These are the basic steps to setup the sharing and security for Servant Keeper on your network. Your network administrator may want to tailor the security for the database to your organizations specific requirements. If problems arise from alternate security settings please refer to this help sheet for the recommended configuration.

1. On the PC with Servant Keeper installed browse to C:\Program Files, find and right click the skcms50 folder, and click Sharing and Security...
2. In the Network sharing and security section click the text, **"If you understand the security risk but want to share files without running the wizard, click here."** Fig1.
3. A dialog box will open. In it click the option **Just enable file sharing** and click OK. Fig2
4. You will be back at the previous window with a few new options. Check the option, **"Share this folder on the network."** Make sure you have a check in the option **"Allow network users to change my files"**. Fig3
5. Click **OK** to save the share settings and exit.

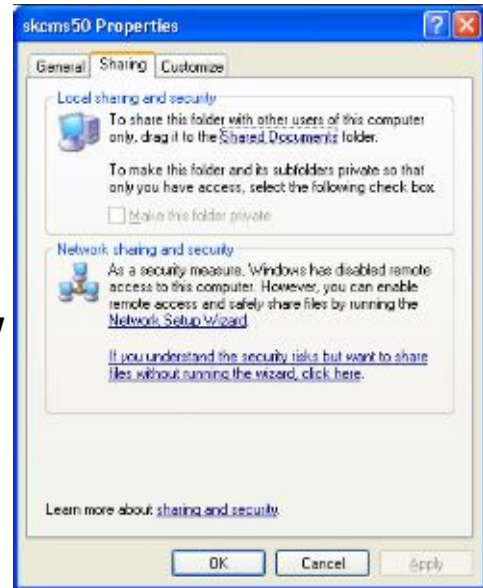


Fig1



Fig2



Fig3

Client Workstation Installation (Creating a Mapped Drive):

1. Insert your current Servant Keeper CD into your CD-ROM drive. (CD version 5.3.3 or newer.)
2. The installation should automatically begin. Click Install Servant Keeper.
3. Follow the on-screen prompts until prompted to "**Choose Install Type**".
4. Click the "**Workstation**" button
5. Several files will be copied to the computer and this screen will appear.



6. Click "**Create Mapped Drive**" to setup a mapped network drive on this PC. This screen will appear.



7. In the **Drive:** field select the drive letter you want to use for the mapped drive (S: is recommend)
8. In the **Folder:** field either type the UNC path to the shared Servant Keeper folder or click **Browse...** and locate the shared folder on your network. **Note:** The UNC path would be in the format of **\\server\share** where "server" is name of your file server computer with Servant Keeper shared and "share" is the shared skcms50 folder.
9. Click **Next >** to continue.
10. Once the mapped drive setup completes continue to follow the prompts to complete the installation. Shortcuts will be created for Servant Keeper using the mapped drive you created during the Workstation install.
11. A folder will be placed your start menu and desktop that contains the Servant Keeper shortcuts.