

Servant Keeper Check-In Installation Guide

Welcome to Servant Keeper's Check-In Installation Guide. This guide will help you get your Servant Keeper. Check-In program installed and ready to use. Servant Keeper's Check-In uses Microsoft SQL Server Express 2005 as the database engine. If you have an existing installation of MS SQL Server, you may use that and install the Servant Keeper's Check-In database there.

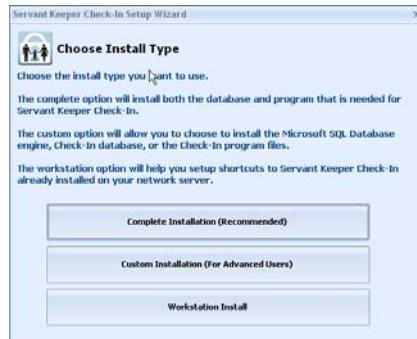
Step 1

Open and insert your Servant Keeper Check-In CD into your CD drive of the computer you want MS SQL Server and Servant Keeper Check-In installed on. Remember, MS SQL Server is a program that once you install it, you don't want to remove it and install it again on the same computer. The CD should auto run for you. If it doesn't in your Start menu, click on Run and browse to your CD drive and click on Setup.

Step 2

The Servant Keeper Check-In Setup Wizard will start. Click on the **[Next]** button to continue.

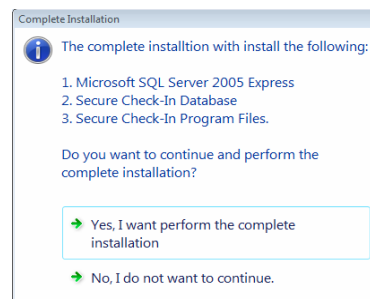
Step 3



Choose the install type you would like to use. The **[Complete Installation (Recommended)]** button will install MS SQL Server Express 2005, the Servant Keeper Check-In database and the Servant Keeper Check-In program. The **[Custom Installation (For Advanced Users)]** button will give you the option of installing MS SQL Server Express 2005, the Servant Keeper Check-In database and the Servant Keeper Check-In program. This installation type should only be done by an experienced IT professional that is familiar with your computers and/or network. The **[Workstation Install]** button is used for setting up shortcuts to the Servant Keeper Check-In program installed on your network server.

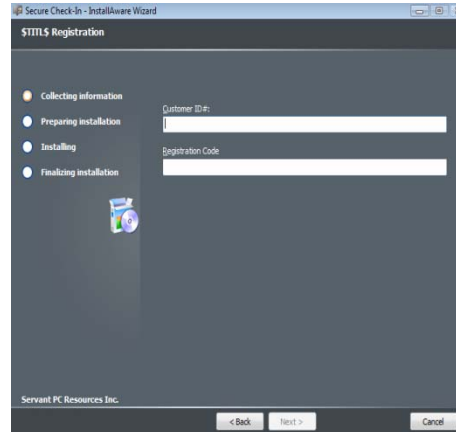
COMPLETE INSTALLATION

Click the **[Yes, I want to perform the complete installation]** button. There may be some pre-requisites that will install first. Click the **[Next]** button through the pre-requisites install. Click the **[Next]** button through the SQL install.

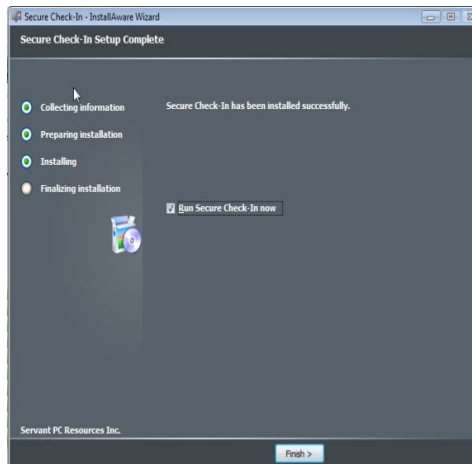


After installing the MS SQL Server Express 2005, the installation will install the Servant Keeper Check-In database. The name of the database is CheckInV1. Click the **[Next]** button through the install process.

After installing the Servant Keeper Check-In database, the install process will then install the Servant Keeper Check-In program. You will need your customer id number and Servant Keeper Check-In registration code for this process. Click the **[Next]** button until installation is complete.

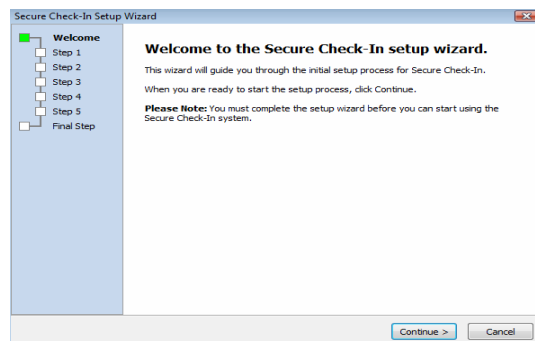


After installation is complete you have the option of running the Servant Keeper Check-In program now or you can choose to run it at a later time. If you would like to run Servant Keeper Check-In at a later time, uncheck the Run Servant Keeper Check-In box now. If you leave the box checked, the process will now launch the Servant Keeper Check-In setup wizard. This wizard will launch when you open Servant Keeper Check-In for the first time. There are 5 steps in the setup wizard. In the wizard you will setup the database, be able to authorize the Head of Household and Spouse, import Servant Keeper users and choose the printer, barcode scanner and magnetic strip reader if you are using any of these.



Setup Wizard Welcome

This screen welcomes you to the Servant Keeper Check-In setup wizard. You must complete this wizard before using the Servant Keeper Check-In program for the

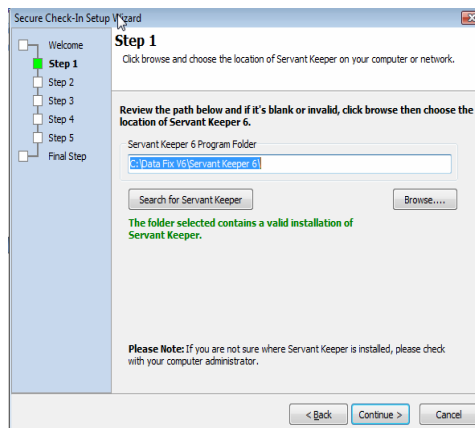


first time. Click the **[Continue]** button to move to Step 1.

Step 1

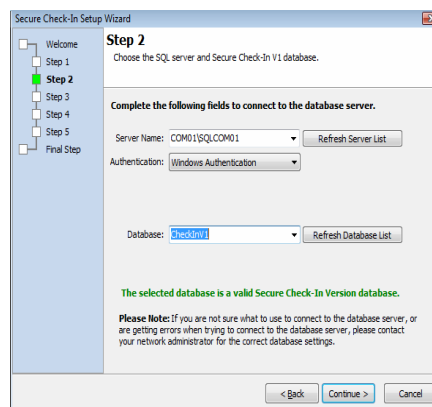
In Step 1 you will need to browse and choose the location of your Servant Keeper program. If you do not know where your Servant Keeper program is installed, click the **[Search for Servant Keeper]** button.

When you have found a valid installation of Servant Keeper, you will see the sentence (in green) that tells you the folder selected contains a valid installation of Servant Keeper. Click the **[Continue]** button to proceed to Step 2.



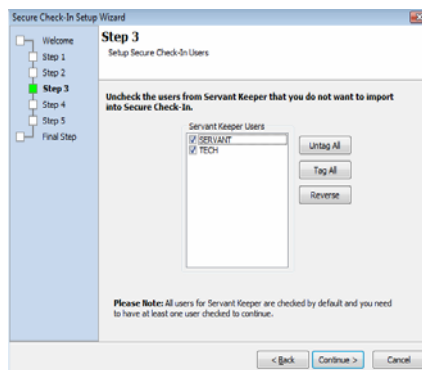
Step 2

Step 2 is where you will need to choose the SQL server and the Servant Keeper Check-In V1 database. We recommend using Windows Authentication for client/server configurations and SQL Authentication for peer to peer configurations. Once the correct SQL server and database have been chosen, you will see a sentence (in green) telling you the selected database is a valid Servant Keeper Check-In database. Click the **[Continue]** button to proceed to Step 3.



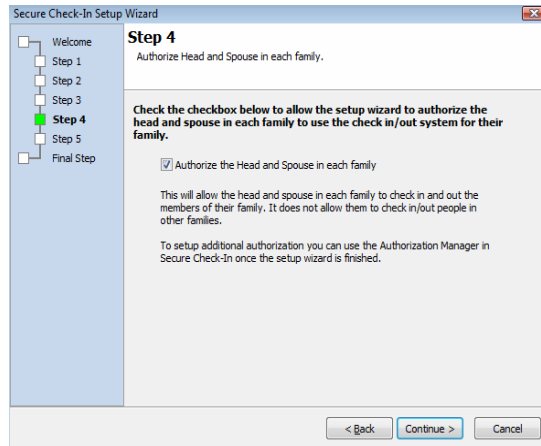
Step 3

In Step 3 you will be setting up your Servant Keeper Check-In users. You can import all or some of your Servant Keeper users. Simply uncheck any Servant Keeper users that you do not want to import into Servant Keeper Check-In. Click the **[Continue]** button to proceed to Step 4.



Step 4

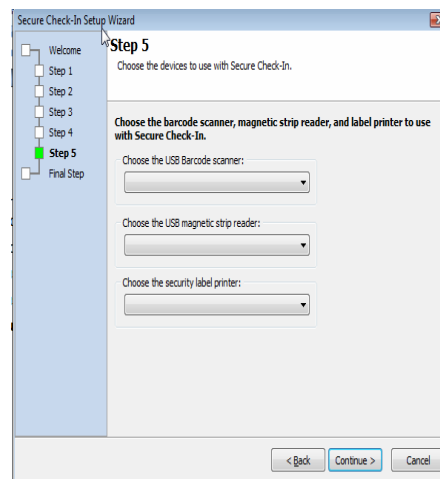
In Step 4 you have the availability to authorize both the Head of Household and Spouse to check in and checkout children in that household. If you do not want to authorize both the Head of Household and Spouse, uncheck the Authorize the Head of Household and Spouse in each family checkbox. Click the **[Continue]** button to proceed to Step 5.



NOTE: If you do not choose to authorize the Head of Household and Spouse here, you will need to manually authorize each Head of Household and Spouse before using the Servant Keeper Check-in program.

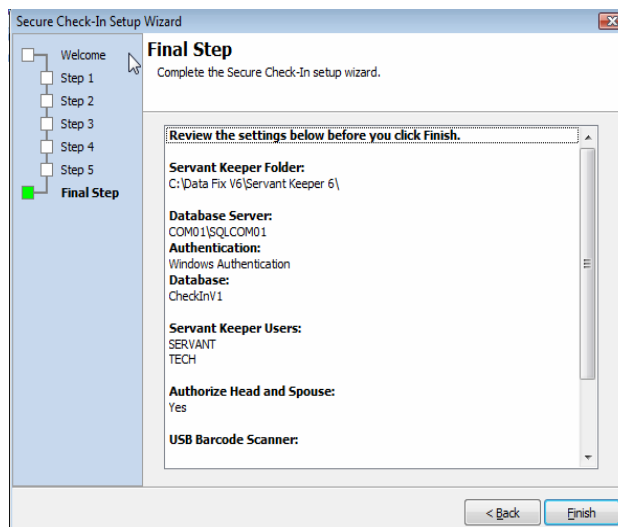
Step 5

In Step 5 you will need to choose the devices that you will be using with Servant Keeper Check-In. Choose the barcode scanner, magnetic strip reader and label printer. Click the **[Continue]** button to proceed to the final step in the Servant Keeper Check-In wizard.



Final Step

In the Final Step, review all of the settings you chose. If everything looks good, click the **[Finish]** button. If they do not look correct, click the **[Back]** button to correct and mistakes. You are now ready to use your Servant Keeper Check-In



program. The Help Desk recommends using the Quick Start guide before using your Servant Keeper Check-In program.