# Network installation

Please read these instructions before you start. The installation will be made from the Client PCs. Enter the database directory on the server already on software installation.

1. Preparations:

Create a directory for the DMS on the server, e.g. "G:\Office Manager DMS\Shared Files\" with read and write permission for all users that are going to work with the Office Manager. Specify to where you wish to save the document files, e.g. " G:\Office Manager DMS\Documents\". Create this directory or select the one which has been used so far for document storage. Dependant on the selected settings, the Office Manager will create subdirectories and file the data, for example by project. You can also use UNC paths instead of drive letters. In any case, ensure that all clients can access the document directory using the same path. With NT systems, you need administrator rights for the installation.

2. Installation program setup.exe

Please click **Next** until you reach the Window „Chosse Install Location". Here you enter the installation directory for the program files. Usually this will be the local directory „Program Files..."
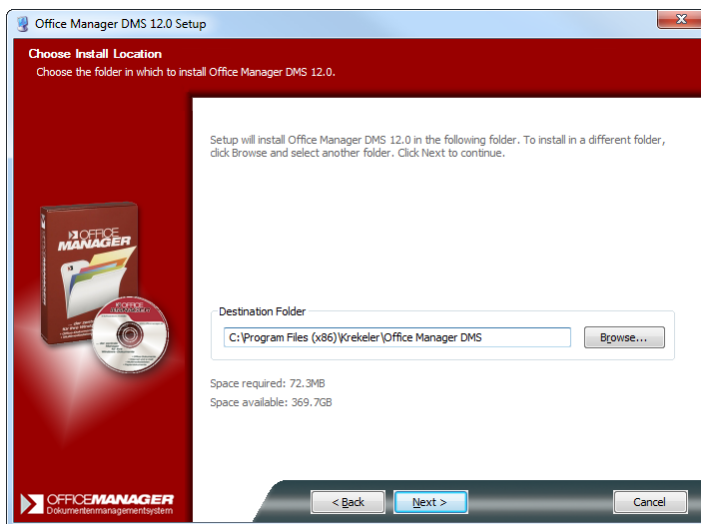

Click **Next.** On the page „Shared Files Path" choose the server directory that you have created in chapter 1, e.g. "G:\Office Manager DMS\Shared Files\".

Please click **Install** to perform the setup.

3. Setup Wizard

Please launch Office Manager on the first client PC before you install another client. The Setup Wizard will be opened automatically on first start-up. The page „Document Settings" is particularly important:
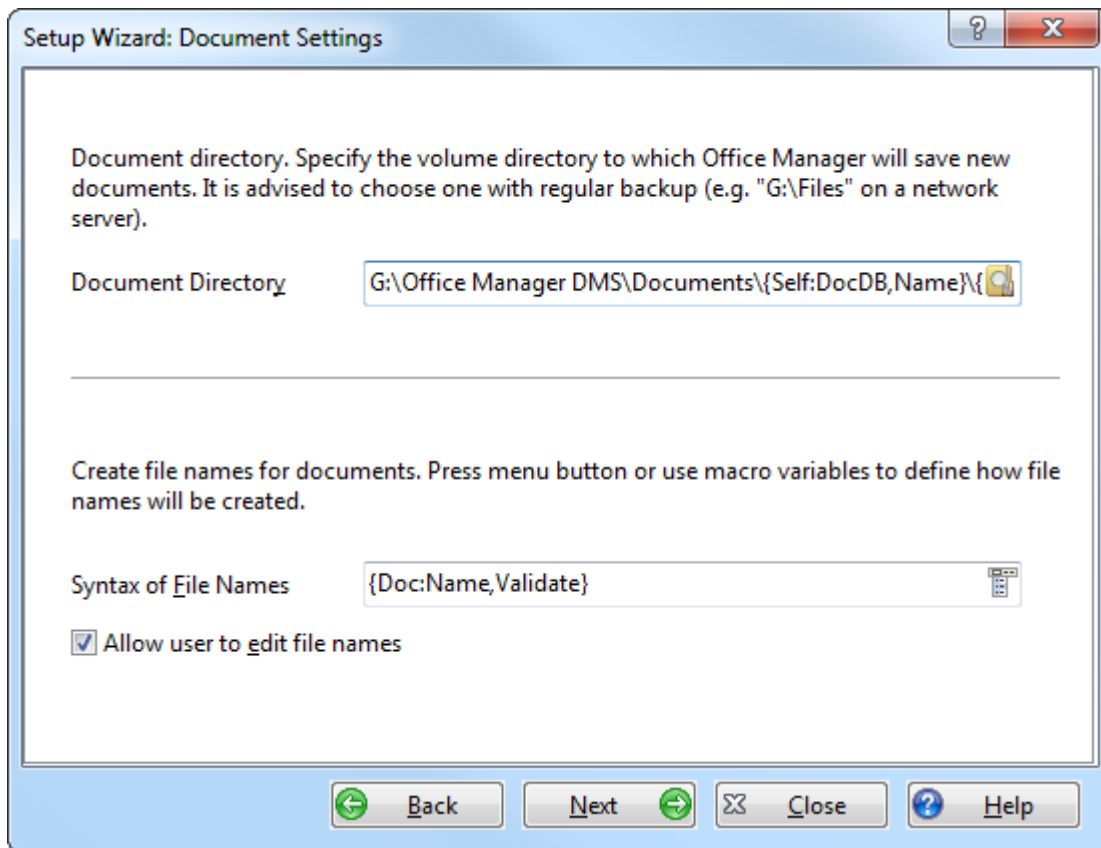
For **Document Directory** enter the one specified in chapter 1, e.g. " G:\Office Manager DMS\Documents\". If you wish to file the data by project in structured subdirectories, you can use the Macro Variable {Doc:Project}. It stands for the respective project..

Please click **Next** and follow the instructions. After the Wizard is finished the databases and other files for common use will be created.

4. More Clients

Install all further clients as described in chapter 2. Be careful to specify the same "Shared Files" directory every time. Launch the Office Manager once per client. The Setup Wizard has only to be used for the installation of additional applications (document types) on the client that have not yet been existing on other clients. Normally, you can simply abort the Wizard. Further applications can be installed at any time.

Please create a backup copy of the system directory "G:\Office Manager DMS\".

If there has been a version of the Office Manager (also trial version) installed on one client and the database directory is not - as in our example - "G:\Office Manager DMS\Shared Files\", the following settings have to be modified on the client (Menu **File | Options | Preferences**, page **Database**):

- **Shared Files**: The directory specified in the other clients' setup as database directory (e.g. "G:\Office Manager DMS\Shared Files\").
- **Application Database**: G:\Office Manager DMS\Shared Files\Archive\appl.apl
- **Document Archive**: G:\Office Manager DMS\Shared Files\Archive\Archiv.omp
- Deactivate option "**Load the recently opened databases on start-up**".