

# Installation Instructions for Office Hours 14 Network Professional

**WARNING:** If you are installing over a previous version of Office Hours, it is very important that you back up your data. Refer to the Office Hours Online Help for instructions on backing up your data.

If you are installing Office Hours 14 Network Professional as a stand-alone system over a previous version of Office Hours (pre Office Hours 12 SP2), you will need to install the new version of the Advantage Server. Make sure that you complete the Server Installation Setup section of these instructions along with the other sections.

## Step One: Installing the Advantage Database Server

**NOTE:** You must have administrative privileges to complete the installation.

### Pre-Server Installation Setup

1. Designate a computer as the server. Use this server to store your data. **NOTE:** Do not also use the server as a workstation.
2. Create a folder for the root data path (that is, Medidata). Use the UNC (Universal Naming Convention) address to designate the shared folder (for example, \\ServerName\FolderName).
3. Set up file sharing in the **Network** window (accessed from the **Control Panel** window) on the designated server. In the **Windows Explorer** window, set up sharing for the program data folder and give full access (not read-only access) to the folder for all users of the software.

### Server Installation Setup

1. If you are not installing over a previous version of Advantage go to Step 2.

If you are installing over a previous version of Advantage: click **Start** and navigate to the **Control Panel**. From the **Control Panel** select the **Performance and Maintenance** option. Then select **Administrative Tools** and then **Services**. **NOTE:** the **Performance and Maintenance** option does not appear if you are using the Classic view option. In this case, go to the **Administrative Tools** option.

Find **Advantage Database Server** and right-click. Select **Stop**.

2. Insert the Office Hours 14 CD in the server CD-ROM drive or navigate to the location where you saved the Office Hours 14 installation file and run the executable. The **Installation** window appears.
3. On the **Installation** window click the **Advantage Tools** link.

If installing on the Windows Vista platform, the **User Account Control** window appears. Click **Allow**.

Click the **Advantage Server** link. The **Enter Number of Users** window appears.

On the **Enter Number of Users** window, enter the number of users that will access the data on

the server and click **OK**. The **Advantage Database Server for Windows NT/2000/2003 Setup Wizard Welcome** window appears.

4. On the **Advantage Database Server for Windows NT/2000/2003 Setup Wizard Welcome** window, click **Next**. The **License Agreement** window appears.
5. On the **License Agreement** window, select the **I accept the terms in the license agreement** radio button and click **Next**. The **Select Installation Folder** window appears.
6. On the **Destination Folder** window, select a directory for the Advantage Database Server installation. The default location is the recommended choice. To select the default location, click **Next**.

Option: click **Change** to select a different directory other than the default selection. On the **Change Current Destination Folder** window navigate to the desired location. Then click **OK**. On the **Destination Folder** window, click **Next**.

7. On the **Ready to Install the Program** window, click **Install**. A progress bar appears tracking the installation. The **Product Information** window appears.
8. On the **Product Information** window in the **Serial Number** field, enter the Advantage serial number. Select the **I have a product validation code** radio button. In the **Validation Code** field, enter the validation code. Refer to the Advantage Certificate of Authenticity included with the installation materials for the serial number and validation code. Click **Next**.
9. On the Product Owner window in the **Registered Owner** field, enter the name of the registered owner.

Select the **Automatic Startup** radio button (recommended choice). If the **Manual Startup** option is selected, refer to the online help for instructions on starting and stopping the Advantage Database Server. Click **Next**. The **ANSI Character Set** window appears.

10. On the **ANSI Character Set** window, select from the drop-down list an appropriate character set. The recommended choice is the default selection, **ENGL(AMER)**, for American English. Click the **Next** button. The **Installation Complete** window appears.
11. On the **Installation Complete** window, which indicates that database server engine has been successfully installed, click **Finish**. If the **Show the readme file** checkbox is selected, the Advantage readme file opens. Review and when finished, close the window. If an **Advantage Configuration Utility** window is open, click **Exit** to exit.
12. **Option:** On the **Installation** window click the **Exit** link or continue other installation processes.

## Step Two: Installing Office Hours Network Professional

1. Insert Office Hours 14 CD in the local CD-ROM drive. The **Installation** window appears.

Note: If the **Installation** window does not appear automatically, click **Start** and select **Run**. The **Run** window appears. On the **Run** window in the **Open** field, type **X:\AUTORUN** (where **X** is your CD-ROM drive letter) and click **OK**. The **Installation** window appears.

2. On the **Installation** window click **Office Hours Professional**.

If installing on the Windows Vista platform, the **User Account Control** window appears. Click **Allow**.

The **Warning** window appears.

3. On the **Warning** window click **Next**. The **Welcome** window appears.
4. On the **Welcome** window select the **Installation type** by clicking the radio button next to the type of product you purchased. Click **Next**.

**NOTE:** The first four digits of the product serial number identify the product type.

5. On the **Software Licenses Agreement** window, click **I Accept**. The **Select Installation Type** window appears.
6. On the **Select Installation Type** window, click the **Express Install** radio button.

**NOTE:** This choice is the recommended option.

Click **Next**. The **Ready to Install** window appears.

7. On the **Ready to Install** window, click **Next**. The **Installing** window appears and tracks the progress of the installation. Once the installation is complete, the **Installation Completed** window appears.
8. On the **Installation Completed** window, click **Finish**. The installation program closes.
9. Repeat steps 1 through 8 for each client workstation.

## Step Three: Accessing and Registering Office Hours from the Workstations

When you purchased Office Hours Network Professional, you also purchased a number of connections for your network.

After Office Hours has been installed on each computer, run the program on any workstation. The first time the program opens, a data conversion message may appear if data has not yet been converted. Consider backing up data before completing data conversion.

If you are working with multiple practices, each time you open a new practice that particular practice also needs to be converted until all practices have been converted to Version 14.

After installation and after Office Hours 14 launches for the first time, the Registration window appears. Register now or within 30 days after installation. For instructions or questions on registering, click the Help button on the Registration window.