



ActivityManager2.0
INSTALLATION GUIDE

MAY 22, 2008

ActivityManager2.0 INSTALLATION GUIDE

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1. INTRODUCTION

This document provides step-by-step instructions on installing and activating ActivityManager.

ActivityManager comes with Administrator setup and Workstation setup. ActivityManager-Administrator needs to be installed in only one machine (preferably the machine which will be used by the person who will be entering employee details, department, designation details and performing e-mail settings for the ActivityManager software) and the ActivityManager-Workstation needs to be installed on all user machines. The machine in which Administrator is installed needs to be switched on all the time for the workstations to access the common database.

2. PRE-REQUISITES

None

3. INSTALLING AND SETTING ACCESS RIGHTS FOR ACTIVITYMANAGER - ADMINISTRATOR

The Administrator installation process involves three steps as given below:

- Installing ActivityManager - Administrator
- Setting access rights to Data Folder
- Setting access rights to License-Path Folder

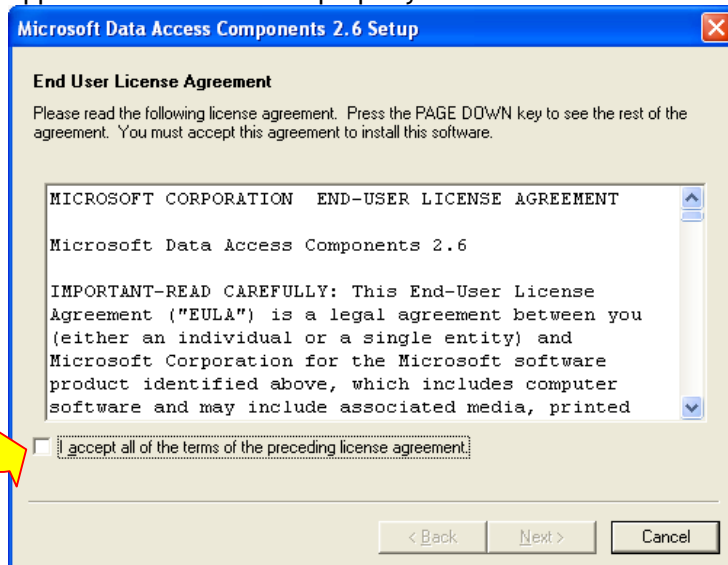
3.1. INSTALLING THE ACTIVITYMANAGER - ADMINISTRATOR

You will either be provided with two exe files (ActivityManager-Administrator.exe and ActivityManager-Workstation.exe) or one zip file (ActivityManagerSetup.zip).

If you are provided with ActivityManagerSetup.zip file, then extract ActivityManager-Administrator.exe and ActivityManager-Workstation.exe files from the zip file.

Double click on ActivityManager-Administrator.exe and follow the installer instructions.

During the installation process, when you see the following screen, check the accept license agreement check box and proceed. If Microsoft Data Access Component is not installed the application will not work properly.



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3.2. SET UP COMMON FOLDERS ACCESS RIGHTS

ActivityManager-Administrator installation process creates two common folders. These folders are created under the folder in which ActivityManager-Administrator is installed. The folders are Data and License-Path. The user machines on the LAN need to have access rights to these folders to access the ActivityManager database and the license details.

3.2.1. STAGE 1 - FIND DATABASE PATH

ActivityManager - Administrator can be started in any one of the two ways.

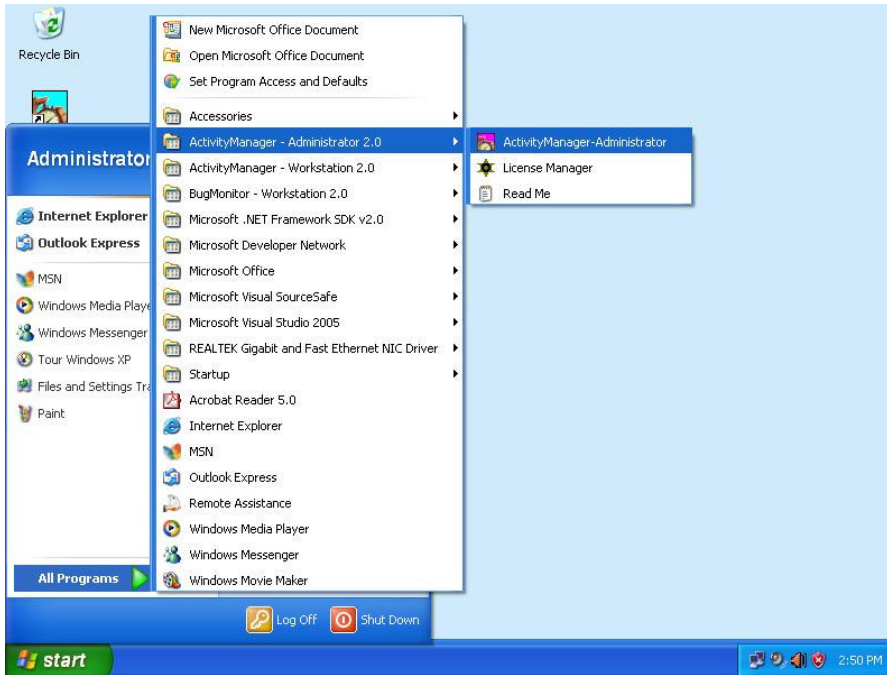
1. Double-click on ActivityManager - Administrator icon which is displayed on the desktop.



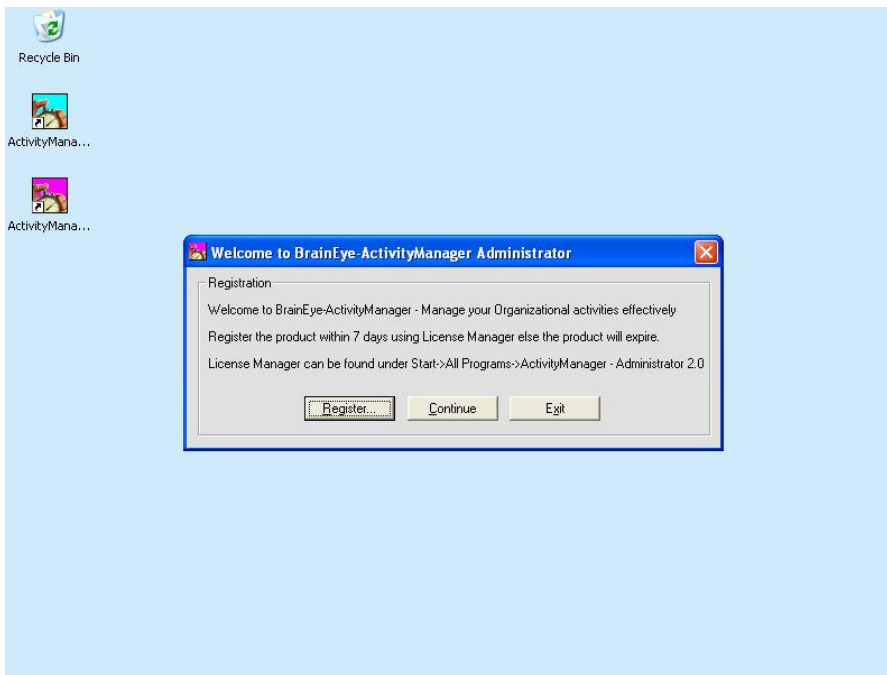
2. Follow the menu path given below

Start → All Programs → ActivityManager - Administrator 2.0 → ActivityManager-Administrator

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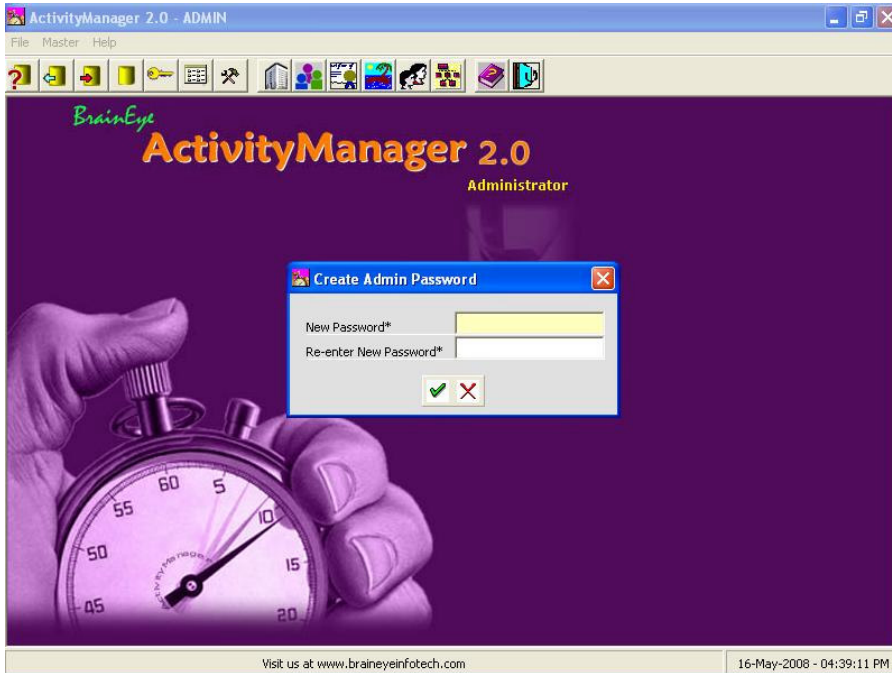


The following screen should be displayed as the result of the above action.

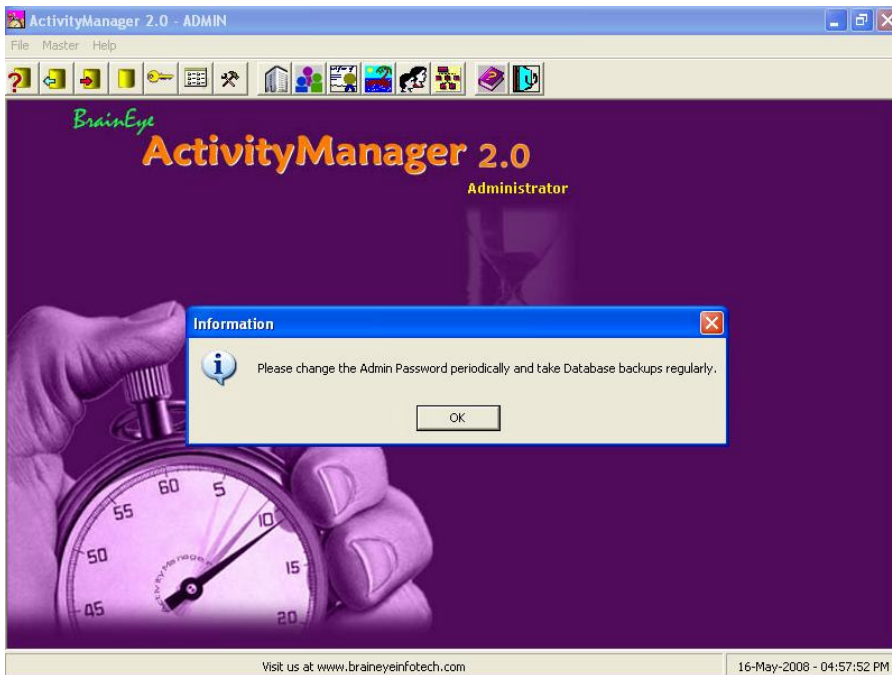


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Clicking on the continue button in the above screen will bring up the following screen.

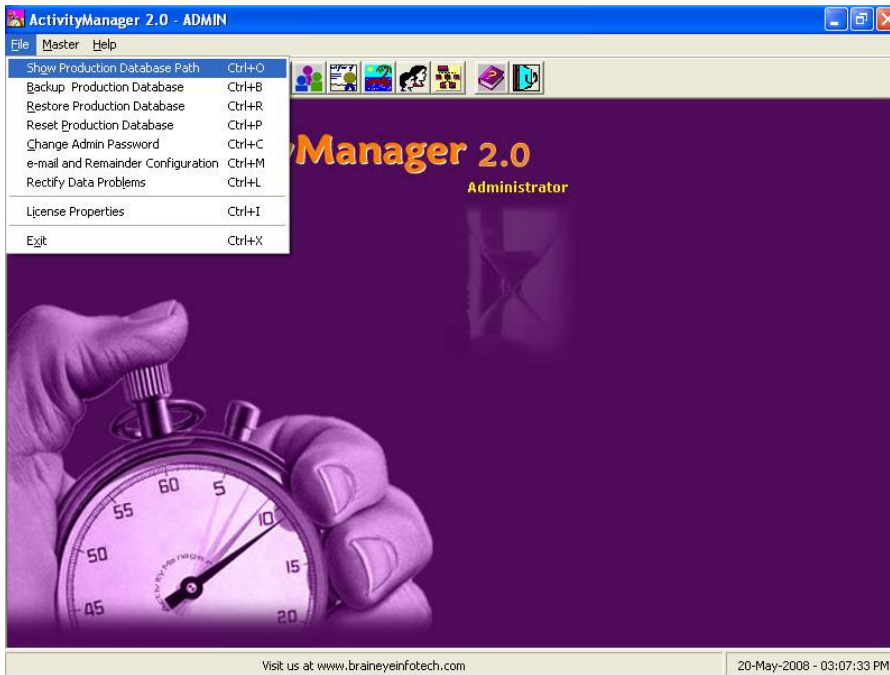


Enter the administrator password in the above screen. On successfully entering the password, the following screen will be displayed.

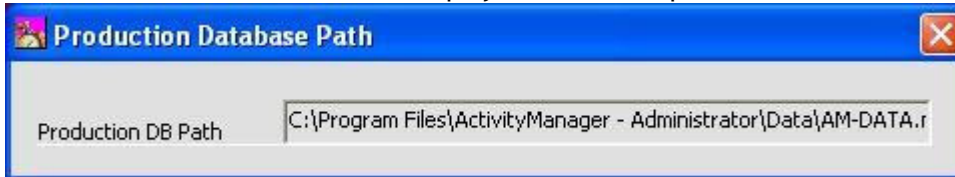


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Follow the menu path given below to find the production database path.
File → Show Production Database Path

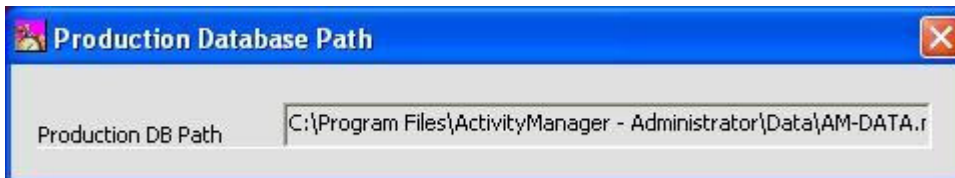


The above-mentioned action will display the database path as shown below



3.2.2. STAGE 2 - SET ACCESS RIGHTS FOR DATABASE PATH FOLDER

1. Find the database path using step 3.2.1.



2. Open windows explorer by right clicking on the windows Start button and then select the explore option in the menu displayed.
3. In the windows explorer, select the database path folder for your installation (for the example given above it is C:\Program Files\ActivityManager - Administrator\Data).

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4. Right click on the database path folder and select sharing option to share this folder with all the users for whom the workstation will be installed. If this folder is not shared to the user machines, the user machines cannot run ActivityManager - Workstation.

3.2.3. STAGE 3 - SET ACCESS RIGHTS FOR LICENSE PATH FOLDER

The license path folder will stay under the same folder under which data folder exists. For the example given above, the license path will be C:\Program Files\ActivityManager - Administrator\License-Path.

1. Open windows explorer by right clicking on the windows Start button and then select the explore option in the menu displayed.
2. In the windows explorer, select the license path folder for your installation (for the example given above it is C:\Program Files\ActivityManager - Administrator\License-Path).
3. Right click on the license path folder and select sharing option to share this folder with all the users for whom the workstation will be installed. If this folder is not shared to the user machines, the user machines cannot run ActivityManager - Workstation.

This above-mentioned process completes the installation of ActivityManager-Administrator and setting access rights for License-Path and Data Folder associated with the ActivityManager-Administrator.

4. INSTALLING & SETTING UP THE ACTIVITYMANAGER - WORKSTATION

The Workstation installation process involves three steps as given below:

- Installing ActivityManager - Workstation
- Setting up the License Path
- Setting up the Database path

This process needs to be performed on all user machines in LAN environment.

4.1. INSTALLING THE ACTIVITYMANAGER - WORKSTATION

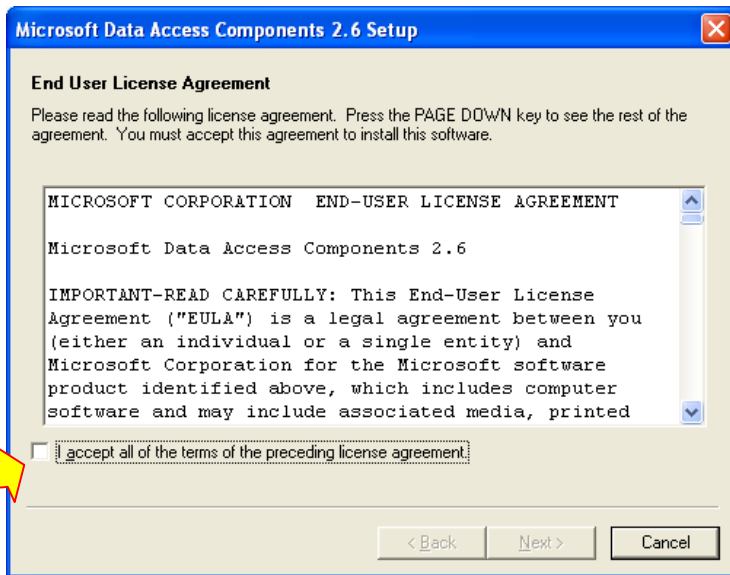
You will either be provided with two exe files (ActivityManager-Administrator.exe and ActivityManager-Workstation.exe) or one zip file (ActivityManagerSetup.zip).

If you are provided with ActivityManagerSetup.zip file, then extract ActivityManager-Administrator.exe and ActivityManager-Workstation.exe files from the zip file.

Double click on ActivityManager-Workstation.exe and follow the installer instructions.

During the installation process, when you see the following screen, check the accept license agreement check box and proceed. If Microsoft Data Access Component is not installed the application will not work properly.

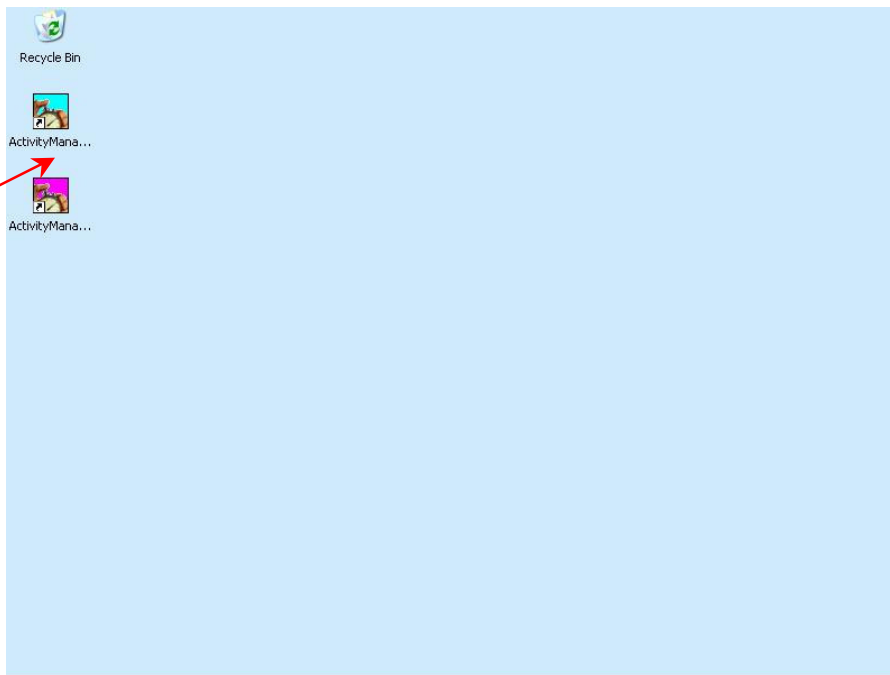
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4.2. SETTING UP THE LICENSE PATH FOR THE WORKSTATION

ActivityManager - Workstation can be started in any one of the two ways.

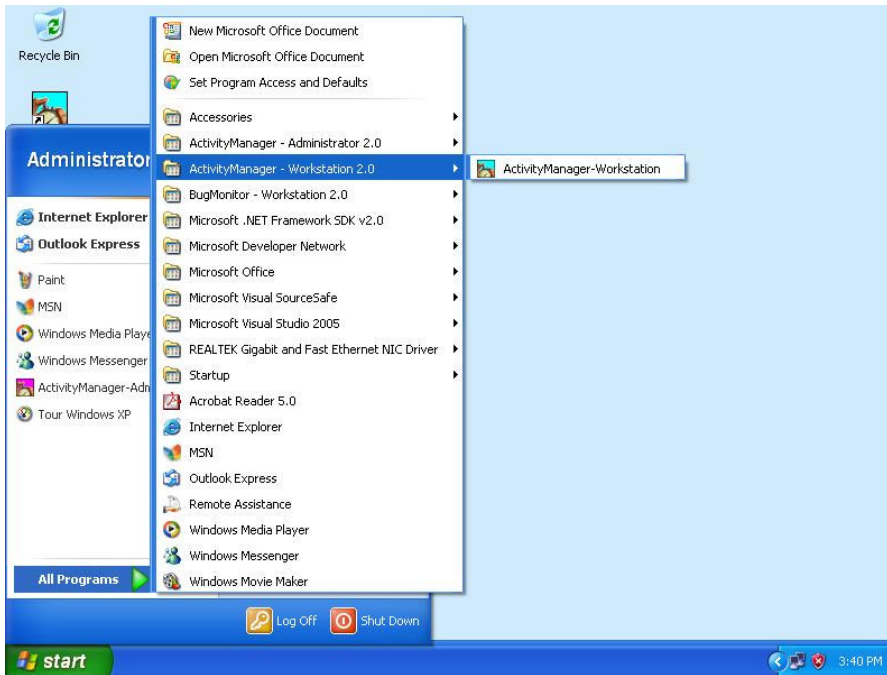
1. Double-click on ActivityManager - Workstation icon which is displayed on the desktop



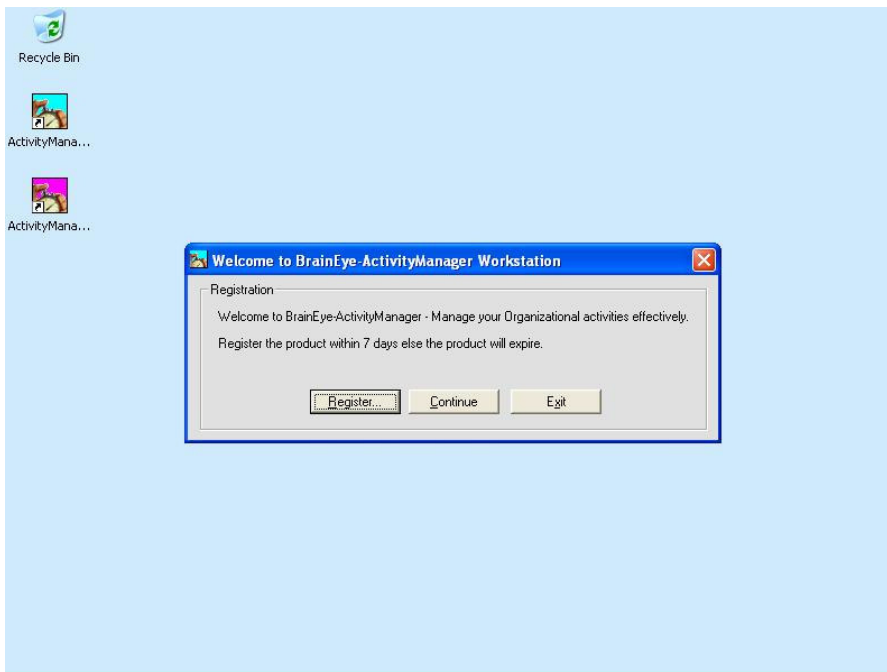
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2. Follow the menu path given below

Start → All Programs → ActivityManager - Workstation 2.0 → ActivityManager-Workstation

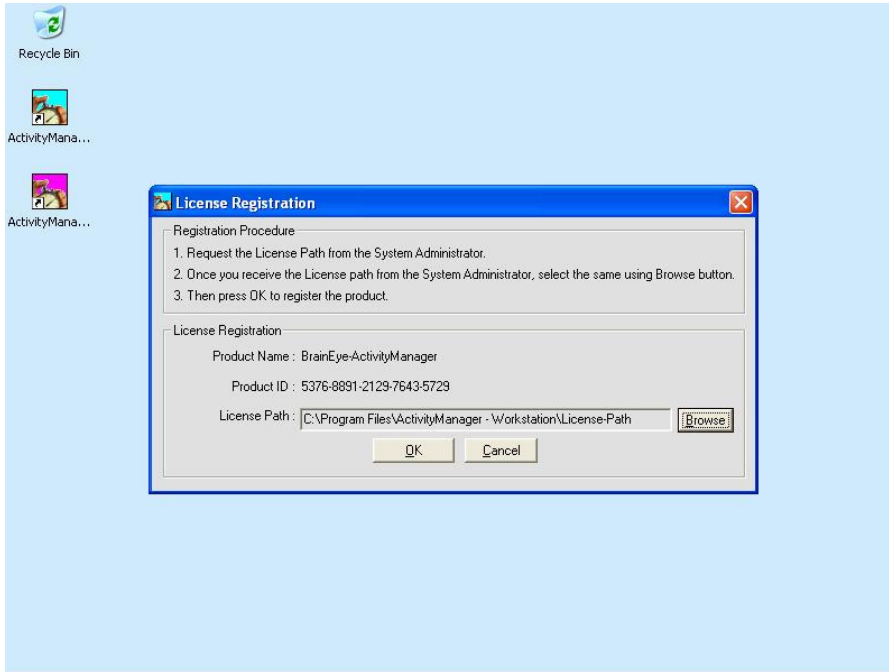


On click of ActivityManager-Workstation will bring the following screen

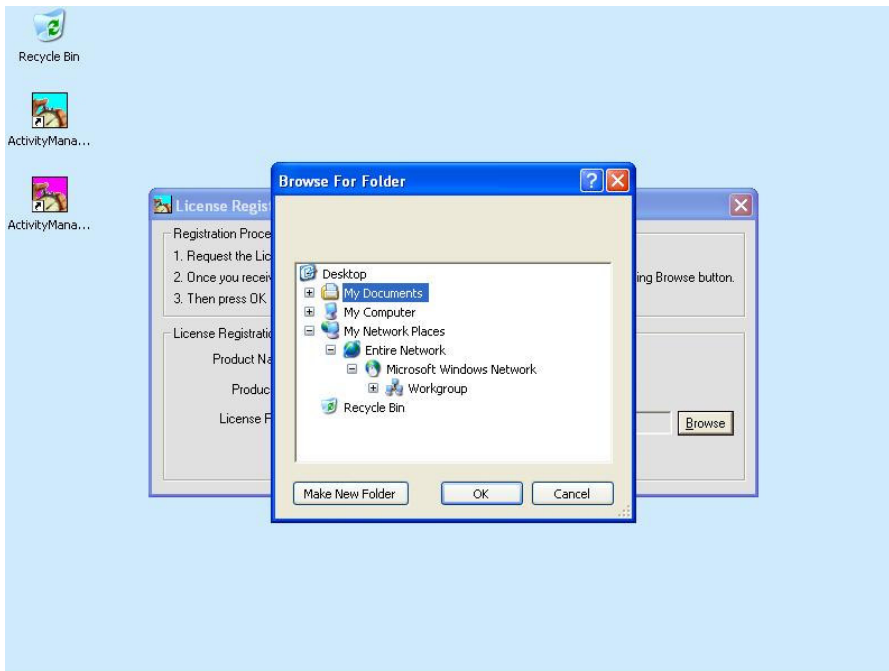


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Clicking on the Register button, the following screen will be displayed.

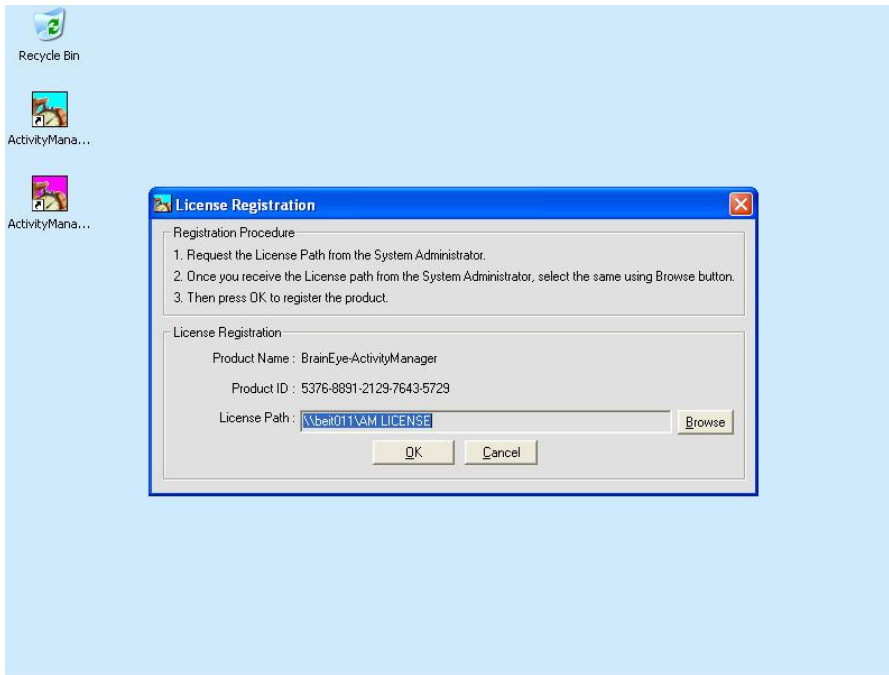


Click the Browse button to select the license path.

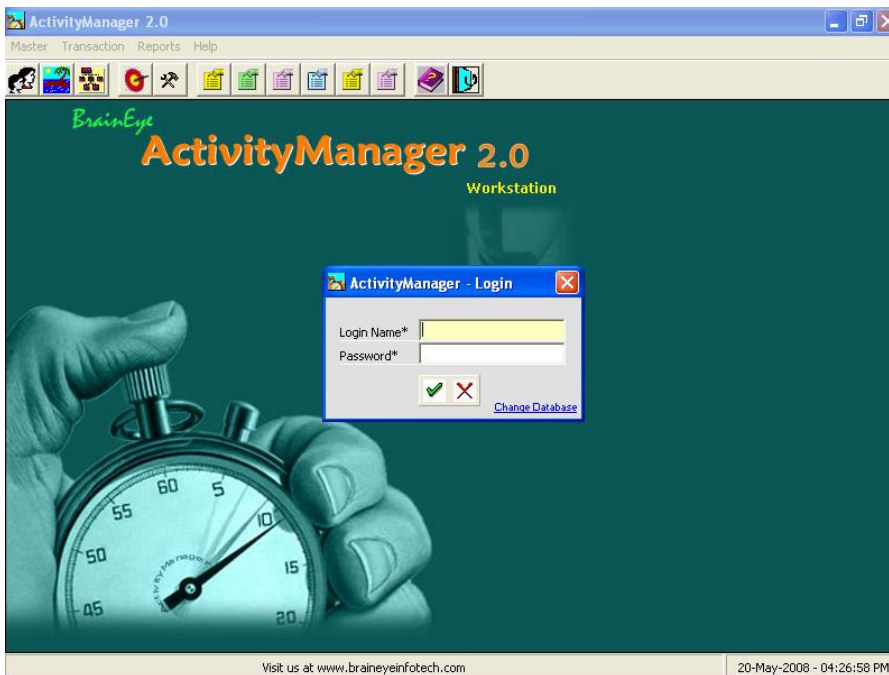


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Select the license path from the screen shown above. On selecting the path the following screen will be displayed.



On pressing the Ok button, the workstation License-path setup process will be completed and the following screen will be displayed for the user to enter the login information to access the Workstation.

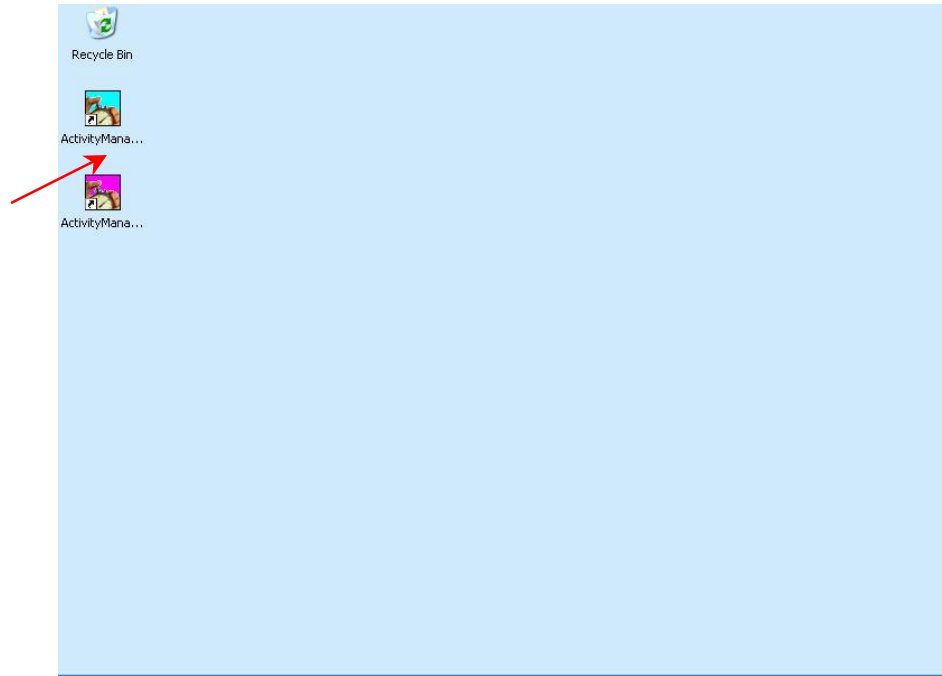


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4.3. SETTING UP PRODUCTION DATABASE PATH

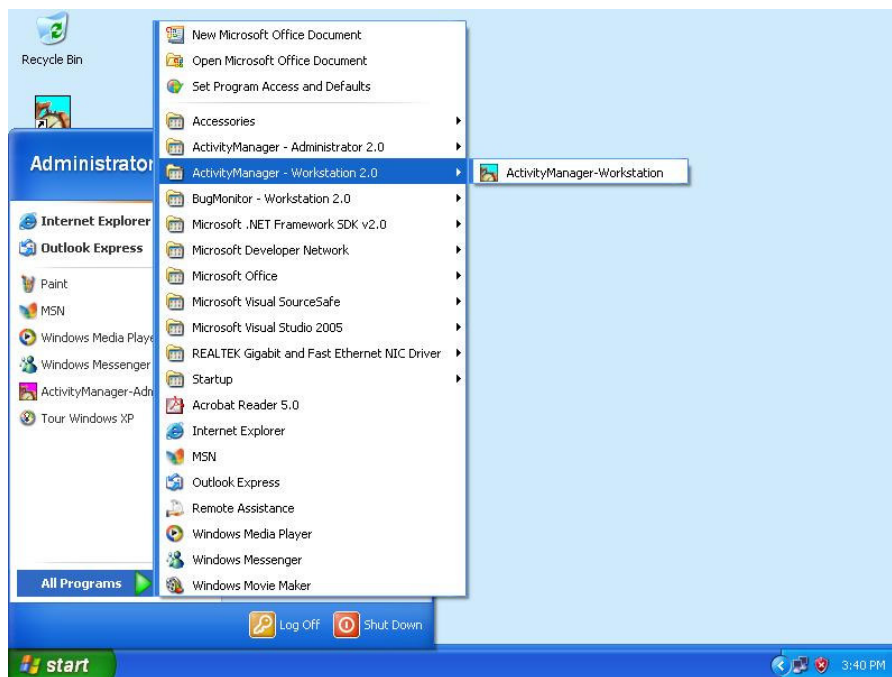
ActivityManager - Workstation can be started in any one of the two ways.

1. Double-click on ActivityManager - Workstation icon which is displayed on the desktop



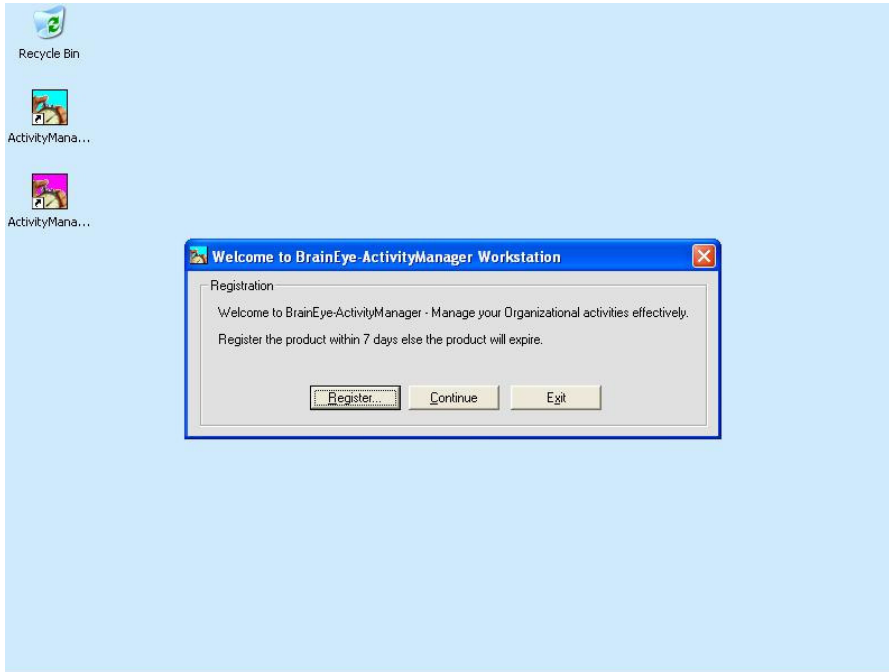
2. Follow the menu path given below

Start → All Programs → ActivityManager - Workstation 2.0 → ActivityManager-Workstation

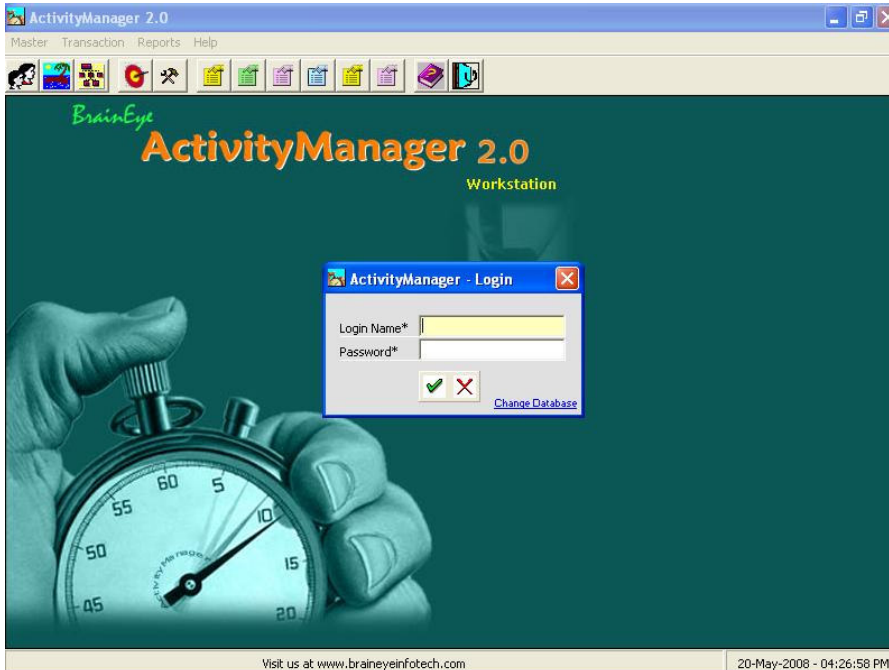


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Clicking of ActivityManager-Workstation will bring the following screen

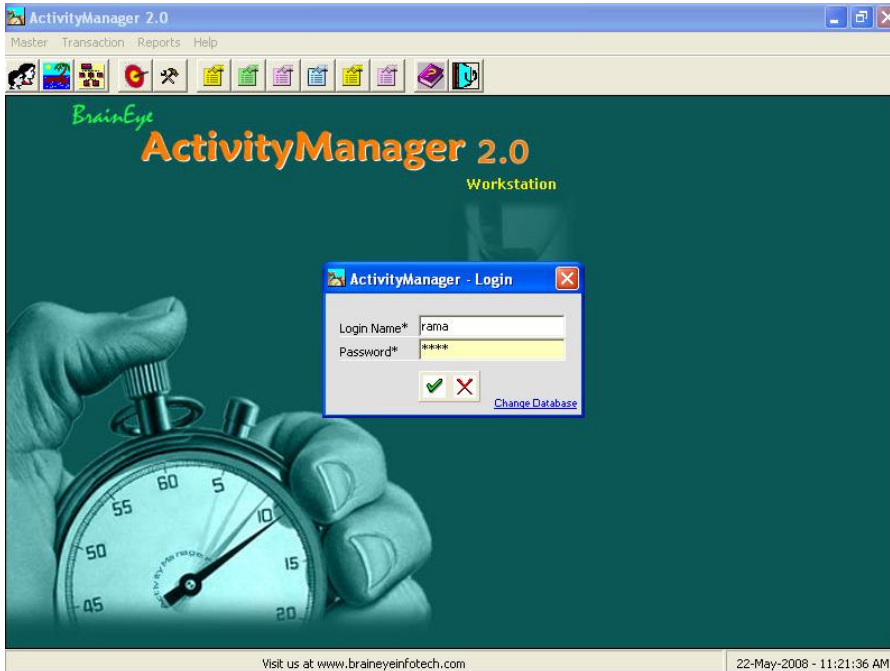


Click on the Continue button will bring the following screen

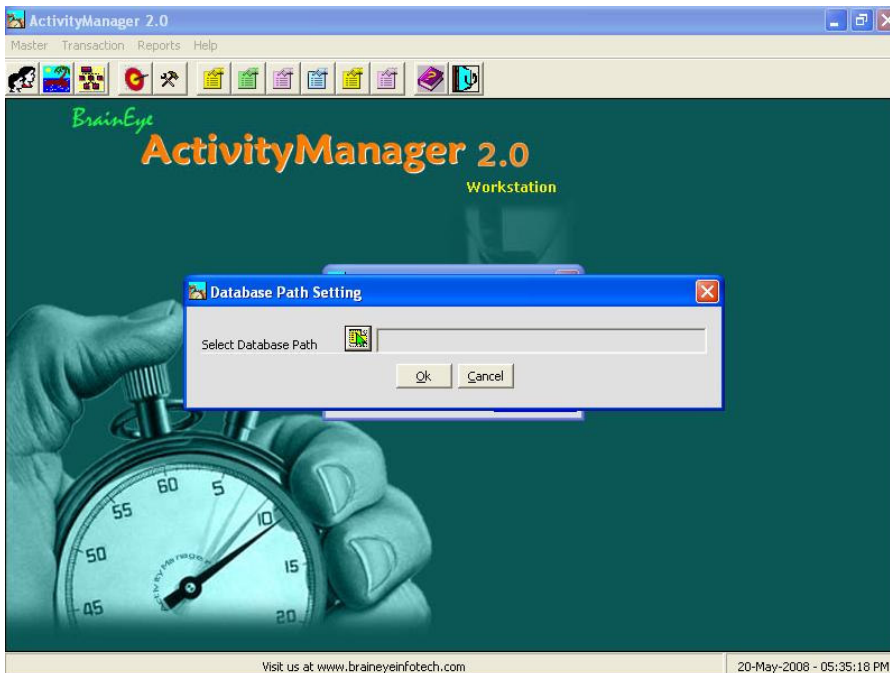


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Enter Login Name and Password in the corresponding fields as shown below. Check with the application administrator for your Login Name and Password. Change the password provided by the administrator on first login.

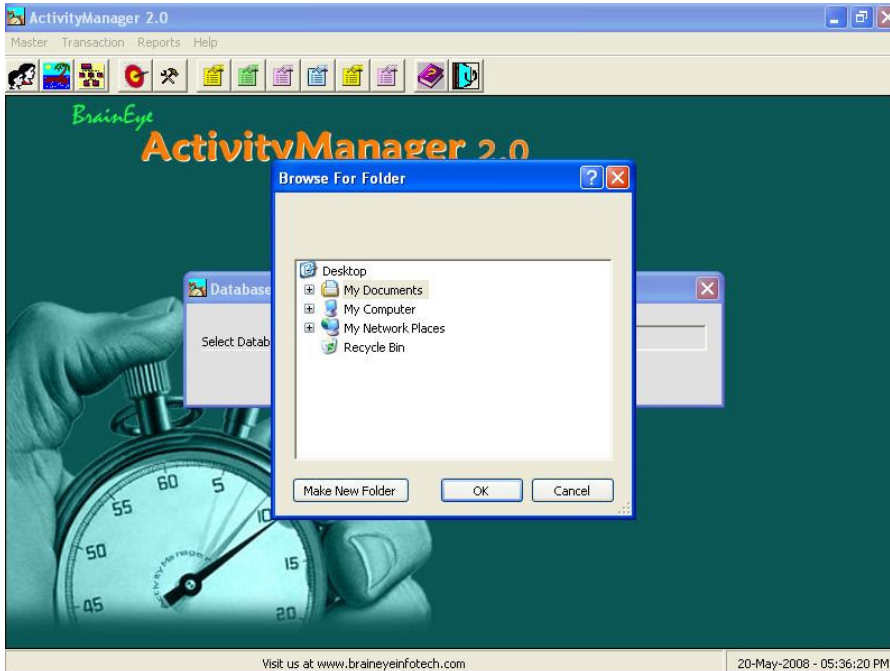


Click on the Ok button to display the following screen.

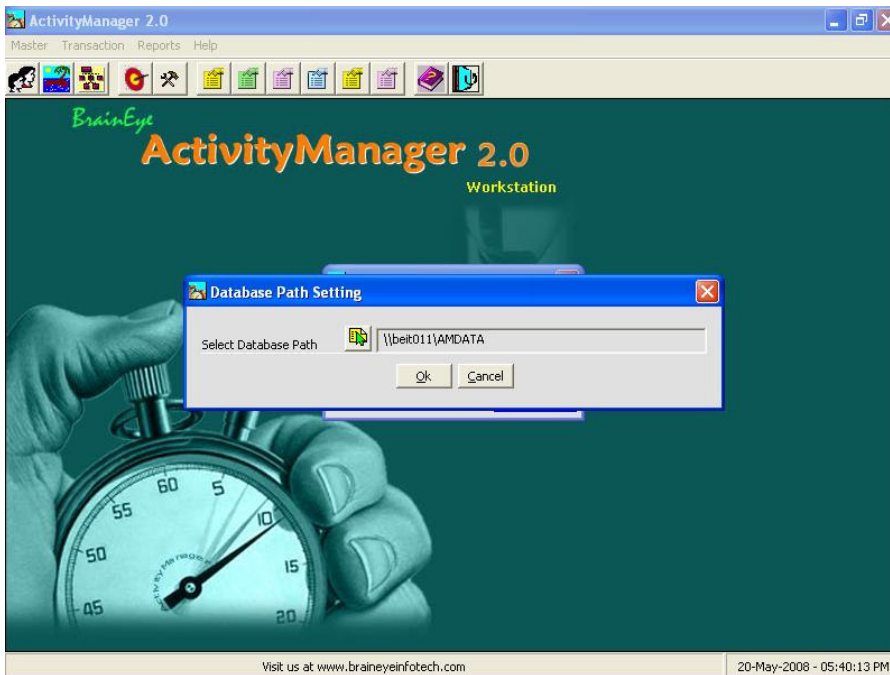


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Select the database path using the Browse button next to “Select Database Path” prompt. The database path can be found using step 3.2.1. or check with the application administrator. Clicking the Browse button will bring the following screen.

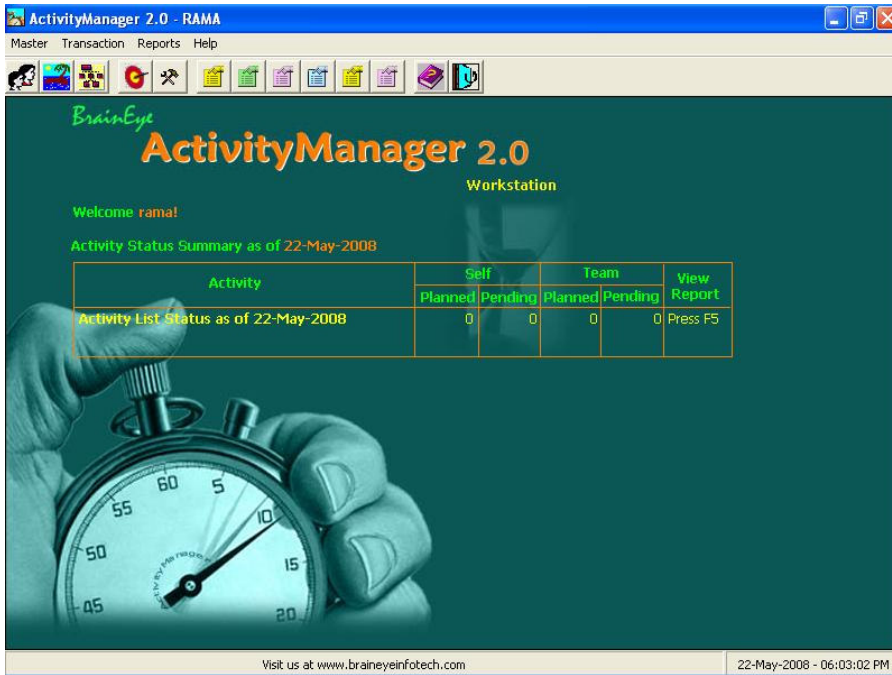


After selecting the database folder, press OK button.



Click the OK button in the above screen to set the production database path. On completion of this process, the workstation will display the dashboard for the user login as shown below.

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This above mentioned processes completes the installation of ActivityManager-Workstation and setting up the License-Path and DB Path for ActivityManager-Workstation. This process needs to be performed for each of the user machines.