

Servant Keeper 7 Installation on a Network

Version 7 of Servant Keeper is made up of 2 parts:

1. **Servant Keeper 7 database** - holds all of the keyed information
2. **Servant Keeper 7 program** - holds all of the files used to run SK7

If your Network Administrator does not want the entire Servant Keeper 7 program installed on the server or main PC, he/she can install just the Servant Keeper 7 Database on the server and then share the Servant Keeper Database folder to all network users that will be using the Servant Keeper program.

Servant Keeper 7 can be installed on either a client/server or peer to peer type network. The first part of this help sheet will walk through the steps to install Servant Keeper 7 on a client/server based network with only the database installed on the server and the Servant Keeper 7 program installed on the workstations.

The second part of this help sheet will walk through the steps to install Servant Keeper 7 on a peer to peer network with the database installed with the program on the main PC. Then installing the workstations so they connect with the main PC's Servant Keeper Database.

NOTE: If you are using the Servant Keeper program on the server or main PC, you will need to do the Peer to Peer network installation. This will allow you to install both the Servant Keeper program and Servant Keeper Database on the server or main PC.

Servant Keeper 7 Database Only Installation

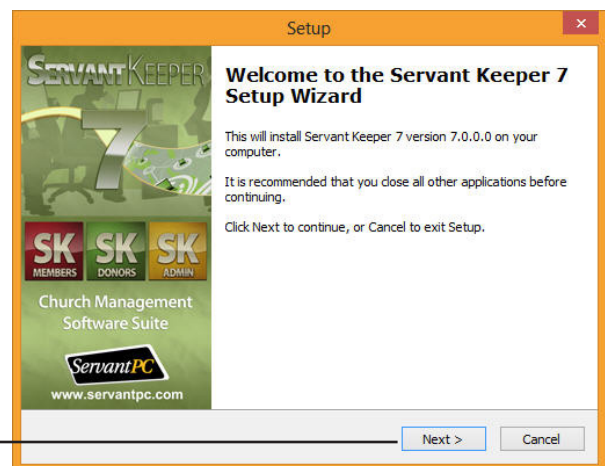
Step 1 : Open the installation email and click on the Install Servant Keeper 7 link.

Step 2 : When you are asked to Run or Save the file, click Run to begin the Setup Wizard.

Step 3 : The Setup Wizard will begin to run. The first window you will see is the "Welcome to the Servant Keeper 7 Setup Wizard". (See Figure 1) Click the **[Next]** button to continue the setup process.

Figure 1:

This window is welcoming you to the Setup Wizard. If you would like to continue and install the Servant Keeper 7 Database, click the **[Next]** button. If you have decided not to install the database at this time, click the **[Cancel]** button and you can run the Setup Wizard and install the database at a more convenient time.



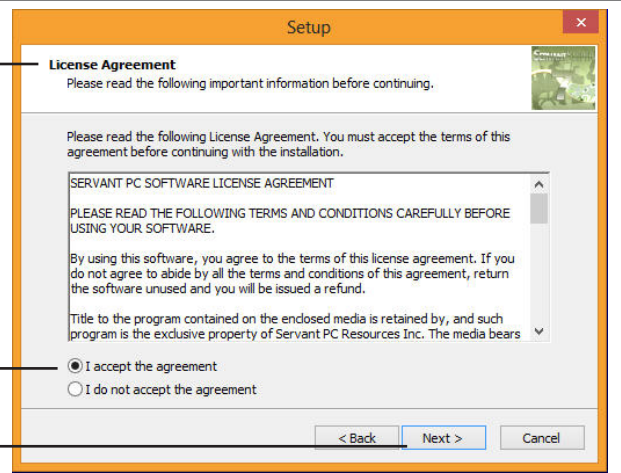
Step 4 : The next window in the database installation process is the License Agreement. Please read the agreement so that you understand the licensing of the program before continuing with the installation of the database. If you agree with the license agreement, click the "I accept the agreement" radio button. Click the **[Next]** button to continue with the database installation or click the **[Cancel]** button to stop the installation process and close the Setup Wizard window. (See Figure 2)

Figure 2:

Servant Keeper License Agreement

Click to accept the license agreement before continuing with the installation process.

Click the **[Next]** button to continue with the installation.

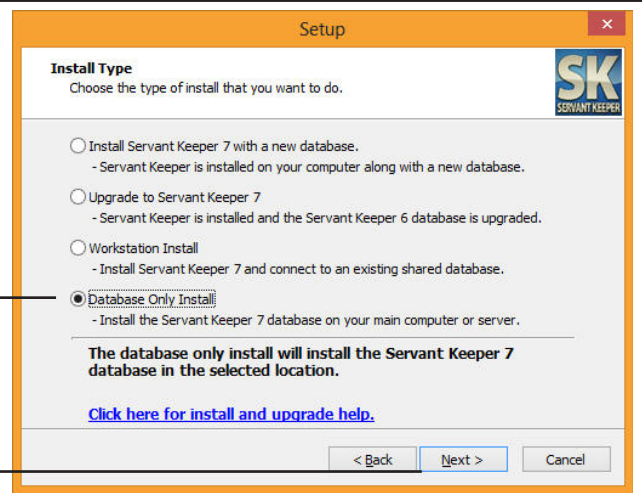


Step 5 : You will now see the Install Type window. Since we are installing just the Servant Keeper 7 Database, not the entire program, select the Database Only Install option. (See Figure 3)

Figure 3:

To install the Servant Keeper 7 Database only, select the Database Only Install option.

Click the **[Next]** button to continue with the installation.



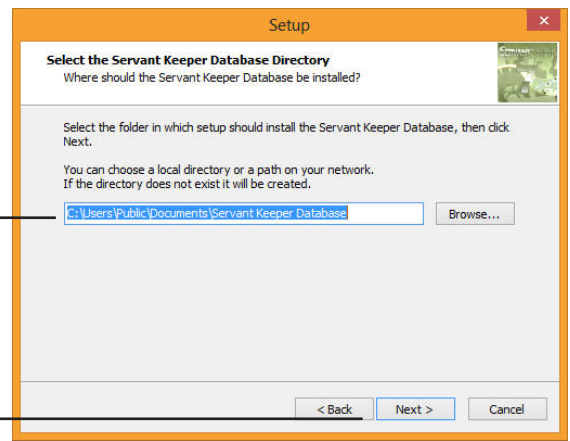
Step 6 : The next window is where you will tell the installation process to install the Servant Keeper Database. (See Figure 4) The default location for the database installation is C:\Users\Public\Documents\Servant Keeper Database. If you would like to install the database to a different location on your server or main PC, click the **[Browse]** button and browse to the location to which you would like to install the database. (See Figure 5) If you are not sure where to install the database, please contact your Network Administrator. Click the **[Next]** button to continue with the database installation. If you would like to cancel the database installation, click the **[Cancel]** button. (See Figure 4)

NOTE: If you are not sure where to install your Servant Keeper Database, please contact your Network Administrator for further assistance.

Although the Help Desk team is well versed in the network installation process of Servant Keeper, they are not familiar with the way your network is configured and can only suggest a location to install your Servant Keeper Database. Again, it is **HIGHLY** recommended that you contact your Network Administrator for further assistance with your Servant Keeper Database installation process.

Figure 4:

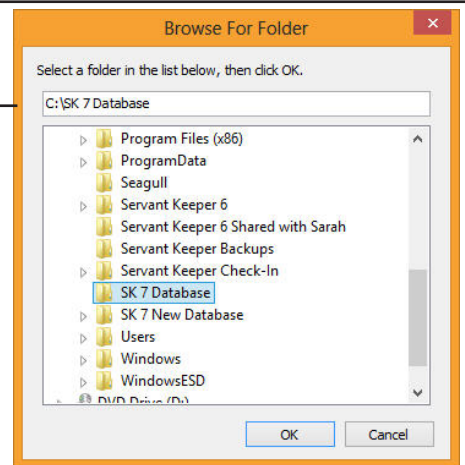
This is the default location for the installation of the Servant Keeper 7 Database.



Click the **[Next]** button to continue with the installation.

Figure 5:

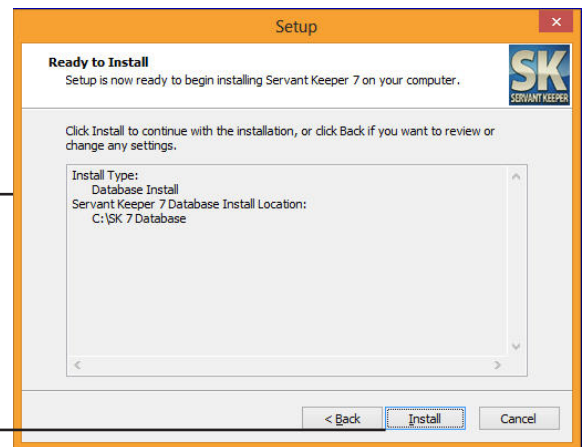
If you click the **[Browse]** button in Step 6 you will see the Browse For Folder window. Here is where you will select the destination folder for your Servant Keeper Database installation.



Step 7: The next window is the Ready to Install window. This window reviews all of the settings that have been made thus far in the Database installation process. If all looks good, click the **[Install]** button to begin the Database installation. If you need to make any changes in the displayed settings, click the **[Back]** button. If you would like to cancel the Database installation process, click the **[Cancel]** button. (See Figure 6)

Figure 6:

Review of all settings made for the installation of the Servant Keeper 7 program and database.



Click the **[Install]** button to continue with the installation.

Step 8 : You will now see a window telling you that the Servant Keeper 7 Database has been installed. You are now ready to share your Servant Keeper 7 Database to your network users.

How to Share the Servant Keeper 7 Database on Windows XP/Server 2003

NOTE: If you do not know how to properly set up a shared folder on your server or main PC and apply security settings and permissions on that share, please contact your Network Administrator for further assistance.

- Step 1 :** Double left click on the “My Computer” icon on the Desktop.
- Step 2 :** Double left click on the C:\ drive. The default database installation directory for Windows XP is C:\Documents and Settings\All Users\Documents\Servant Keeper Database.
- Step 3 :** Right click on the Servant Keeper Database folder and choose “Properties” from the drop down list.
- Step 4 :** Select the “Sharing” tab located at the top of the window.
- Step 5 :** Click the radio button next to the “Share this folder” option. The default share name will be Servant Keeper Database. The Help Desk suggests keeping this share name but you may change it if you would like.
- Step 6 :** Keep the “User Limit” set to Maximum Allowed.
- Step 7 :** Click the **[Permissions]** button and make sure that “Everyone” has Full Control over the Servant Keeper 7 folder.
- Step 8 :** Click the **[OK]** button to save the share settings.
- Step 9 :** Click the Security tab. Set security permissions so that the Everyone group has either Full Control or Read & Execute, List Folder Contents and Read & Write.
- Step 10:** Click **[OK]** to save the share and security settings.

How to Share the Servant Keeper 7 Database on Windows Vista, 7, 8, Server 2008 and 2012

NOTE: If you do not know how to properly set up a shared folder on your server or main PC and apply security settings and permissions on that share, please contact your Network Administrator for further assistance.

- Step 1 :** Double click on “Computer” icon on the Desktop or select from the Start menu.
- Step 2 :** Double left click on the C:\ drive. The default database installation directory for Windows Vista, 7, 8, Server 2008 and 2012 is C:\Users\Public\Documents\Servant Keeper Database.
- Step 3 :** Right click on the Servant Keeper Database folder and choose “Properties” from the drop down list.
- Step 4 :** Select the “Sharing” tab located at the top of the window. In the Sharing tab, click on the **[Advanced Sharing]** button.
- Step 5 :** Click the check box next to the “Share this folder” option. The default share name will be Servant Keeper Database. The Help Desk suggests keeping this share name, but you may change it.
- Step 6 :** Keep the “User Limit” set to 20.
- Step 7 :** Click the **[Permissions]** button and make sure that “Full Control” is checked for “Everyone” in the Allow column.
- Step 8 :** Click the **[OK]** button to save the share settings.

Step 9 : Click the Security tab. Set security permissions so that the Everyone group has either Full Control or Read & Execute, List Folder Contents and Read & Write.

Step 10: Click **[OK]** to save the share and security settings.

Servant Keeper 7 Workstation Installation

The Workstation installation can be done on any computer on your network **only** after you have completed either a full installation of Servant Keeper 7 with a New Database or a Database Only installation on your server or main PC. After that installation, you will need to share your Servant Keeper Database folder to your network users. If you do not know how to share a folder on your network, please contact your Network Administrator for assistance.

Before doing an installation of Servant Keeper 7 on a Workstation, you will need to know where the **Servant Keeper 7 Database** is installed. It is important to know this information as it will be needed during the Workstation installation process.

NOTE: If you do not know where your Servant Keeper 7 Database is installed, please contact your Network Administrator to retrieve that information before beginning the Workstation installation process. Although the Help Desk is well versed in the network installation process of Servant Keeper, they are not familiar with your network configuration. For that reason, they will not know the location of your Servant Keeper 7 Database.

Step 1 : Open the email with the link for installing Servant Keeper 7 as a workstation. Click on the link and select Run. This will begin the installation process.

Step 2 : The first window you will see is the “Welcome to the Servant Keeper 7 Setup Wizard”. (See Figure 1) Click the **[Next]** button to continue the setup process.

Figure 1:

This window is welcoming you to the Setup Wizard. If you would like to continue and install the Servant Keeper 7 workstation, click the **[Next]** button. If you have decided not to install the workstation at this time, click the **[Cancel]** button and you can run the Setup Wizard and install the workstation at a more convenient time.



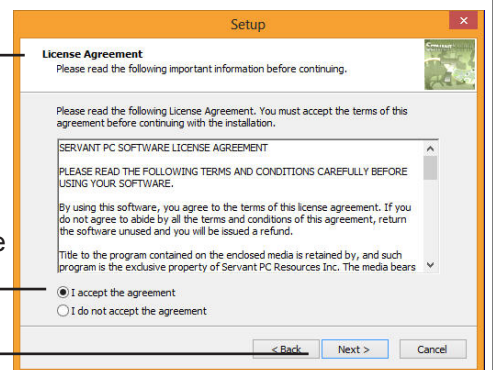
Step 3 : The next window in the installation process is the License Agreement. Please read the agreement so that you understand the licensing of the program before continuing with the installation of the workstation. If you agree with the license agreement, click the “**I accept the agreement**” radio button. Click the **[Next]** button to continue with the program installation or click the **[Cancel]** button to stop the installation process and close the Setup Wizard window. (See Figure 2)

Figure 2:

Servant Keeper License Agreement

Click to accept the license agreement before continuing with the installation process.

Click the **[Next]** button to continue with the installation.

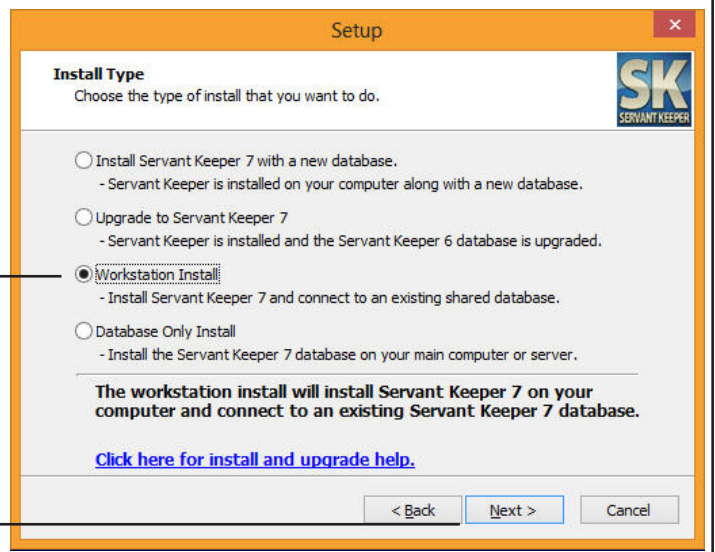


Step 4 : You will now see the Install Type window. This help sheet is for the Workstation installation type: “**Workstation Install**”. This option will install the Servant Keeper 7 program into a Servant Keeper 7 folder in C:\Program Files (or Program Files(x86)) on Windows Vista, 7 and 8. It will give you the option of connecting with an existing shared Servant Keeper 7 Database. That would be the Servant Keeper 7 Database that was installed and shared on your Server or Main PC. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 3)

Figure 3:

This option will install the Servant Keeper 7 program and connect to a shared Servant Keeper 7 Database.

Click the **[Next]** button to continue with the workstation installation.

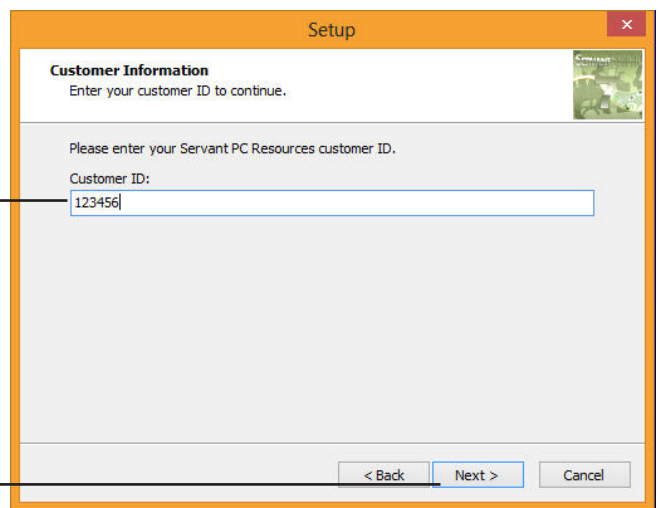


Step 5 : The next window is Customer Information. Enter your Servant Keeper Customer ID number. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 4)

Figure 4:

Enter your Servant Keeper Customer ID number. This number can be found on your Servant Keeper invoice that you received when you purchased the program. If you do not know your Customer ID number, please call 800-773-7570.

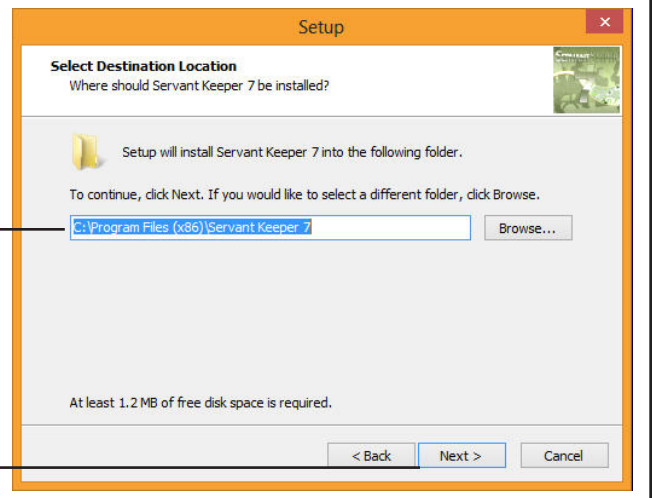
Click the **[Next]** button to continue with the installation.



Step 6 : The next window is telling you where the Servant Keeper 7 program is getting installed. The Help Desk recommends keeping the default installation path as this makes getting updates to the program much easier and getting assistance with the program quick and easy. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 5)

Figure 5:

This is the default location for the installation of the Servant Keeper 7 program. The Help Desk recommends keeping this installation location as it makes getting and installing updates much easier.



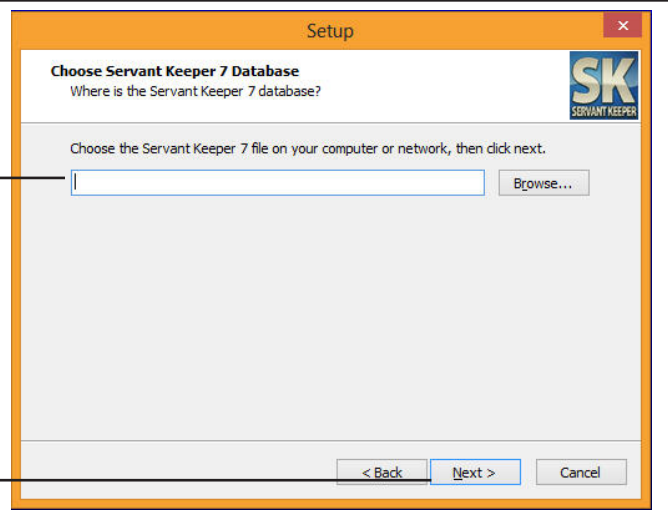
Click the **[Next]** button to continue with the installation.

Step 7 : The next window is asking where the Servant Keeper 7 Database is installed. Click the **[Browse]** button and select the location of your Servant Keeper 7 Database on the server or main PC. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 6)

NOTE: If you do not know where your Servant Keeper 7 Database is installed, please contact your Network Administrator to retrieve that information before continuing with the Workstation installation process. Although the Help Desk is well versed in the network installation process of Servant Keeper, they are not familiar with your network configuration. For that reason, they will not know the location of your Servant Keeper 7 Database.

Figure 6:

Browse to and select the shared Servant Keeper Database file folder.



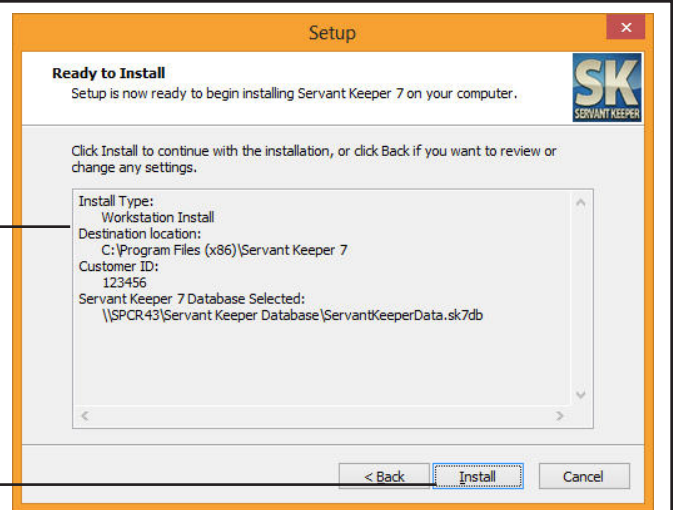
Click the **[Next]** button to continue with the installation.

Step 8: The next window is the Ready to Install window. This window reviews all of the settings that have been made thus far in the installation process. If all looks good, click the **[Install]** button to begin the installation. If you need to make any changes in the displayed settings, click the **[Back]** button. If you would like to cancel the installation process, click the **[Cancel]** button. (See Figure 7)

Figure 7:

Review of all settings made for the installation of the Servant Keeper 7 program and database.

Click the **[Install]** button to continue with the installation.



Step 9: You will now see an Installing window. This window will show the progress of the installation procedure.

After the installation is complete, your Servant Keeper 7 Membership Manager will open. You will see a window telling you how many days are remaining on the Servant Keeper 7 demo and asking if you would like to register Servant Keeper. If you have your registration information, click the **[Yes]** button. This will allow you to activate your program. If you do not have registration information at this time, click the **[No]** button and the Membership Manager will display the log on screen. The default User ID is **SERVANT** and the Password is **KEEPER**.

You are now ready to use your Servant Keeper 7 program. If you are using the Demo of Servant Keeper, you will have 30 days to register and activate your program. If you have not registered and activated your program within those 30 days, Servant Keeper will not open after the 30 days. In order to continue to use the Servant Keeper program, you will need to register and activate the program.

During the installation of Servant Keeper, there will be a Servant Keeper shortcut placed on your Desktop. Double left click the icon and you will the Servant Keeper 7 Launcher. Inside the Servant Keeper 7 Launcher you will see the shortcuts for Administration Manager, Membership Manager and Contribution Manager. Simply click on the module you would like to work in and it will open to the log on screen.

Servant Keeper 7 Peer to Peer Network Installation

A peer to peer network is a network in which all computers are connected with the purpose of sharing files and exchanging data. A peer to peer network typically does not rely on a server as the central location for data and resource distribution.

Step 1 : On the machine in the network that is going to store the Servant Keeper Database, open the installation email and click on the Install Servant Keeper 7 link.

Step 2 : When you are asked to Run or Save the file, click Run and the Setup Wizard will begin. (See Figure 1) Click the **[Next]** button to continue the setup process.

Figure 1:

This window is welcoming you to the Setup Wizard. If you would like to continue and install the Servant Keeper 7 program, click the **[Next]** button. If you have decided not to install the program at this time, click the **[Cancel]** button and you can run the Setup Wizard and install SK 7 at a more convenient time.



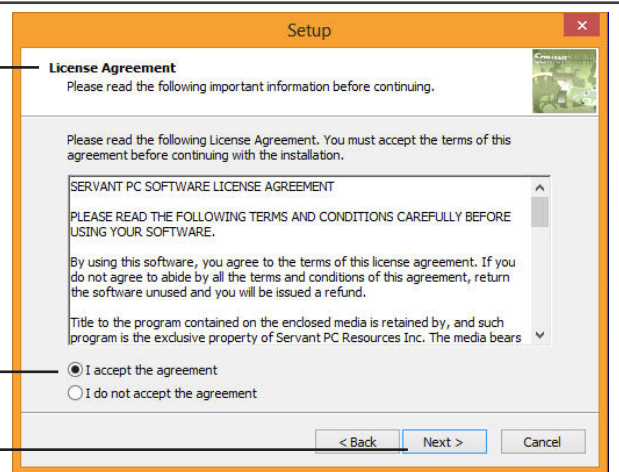
Step 3 : The next window in the installation process is the License Agreement. Please read the agreement so that you understand the licensing of the program before continuing with the installation of the program. If you agree with the license agreement, click the **"I accept the agreement"** radio button. Click the **[Next]** button to continue with the program installation or click the **[Cancel]** button to stop the installation process and close the Setup Wizard window. (See Figure 2)

Figure 2:

Servant Keeper License Agreement

Click to accept the license agreement before continuing with the installation process.

Click the **[Next]** button to continue with the installation.

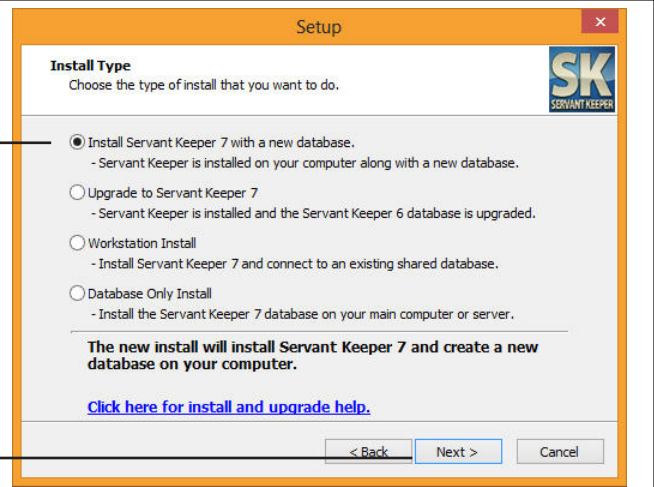


Step 4 : You will now see the Install Type window. This help sheet is for a peer to peer installation, so you would choose the : **"Install Servant Keeper 7 with a new database"** option. This option will install the Servant Keeper 7 program into a Servant Keeper 7 folder in C:\Program Files (or Program Files(x86)) and will install the Servant Keeper 7 database in the Public My Documents folder.

By default, this option will already be selected for you. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 3)

Figure 3:

This option will install the Servant Keeper 7 program along with a new database. If you are using Servant Keeper on a peer to peer network, this is the installation option you will choose.

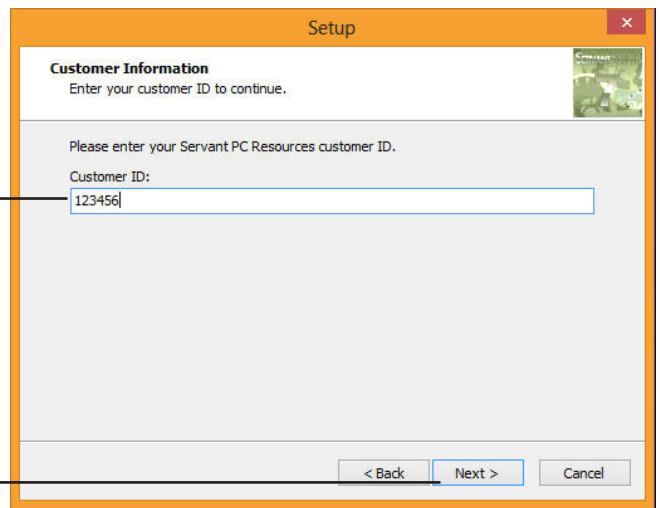


Click the **[Next]** button to continue with the installation.

Step 5 : The next window is Customer Information. Enter your Servant Keeper Customer ID number. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 4)

Figure 4:

Enter your Servant Keeper Customer ID number. This number can be found on your Servant Keeper invoice that you received when you purchased the program. If you do not know your Customer ID number, please call 800-773-7570.

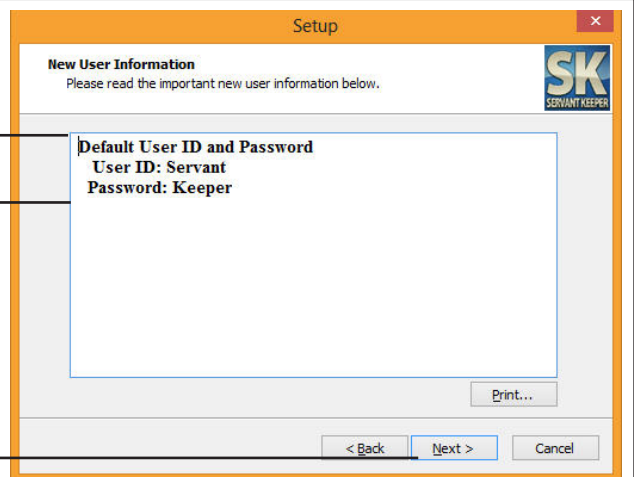


Click the **[Next]** button to continue with the installation.

Step 6 : The next window is giving you the default Username and Password for a new installation of Servant Keeper. You will need this information to log into the program for the first time. If you would like, you can print this information by clicking the **[Print]** button. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 5)

Figure 5:

After the installation is complete, the Membership Manager will open with a log on screen. You will need this Username and Password to log onto Servant Keeper for the first time.



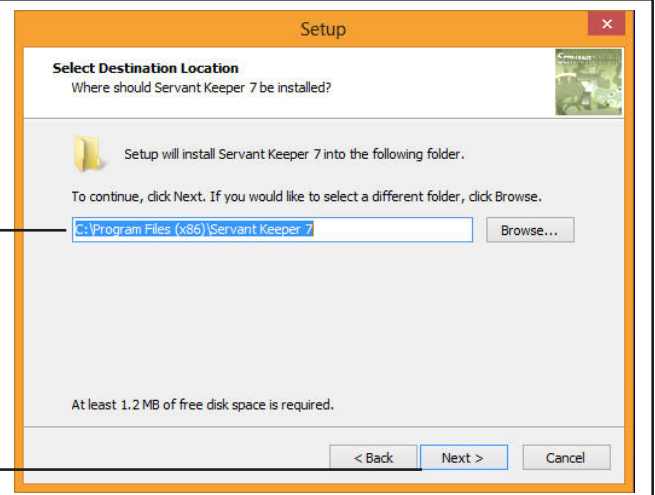
Click the **[Next]** button to continue with the installation.

Step 7 : The next window is telling you where the Servant Keeper 7 program is getting installed. The Help Desk recommends keeping the default installation path as this makes getting updates to the program much easier and getting assistance with the program quick and easy. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 6)

Figure 6:

This is the default location for the installation of the Servant Keeper 7 program. The Help Desk recommends keeping this installation location as it makes installing updates much easier.

Click the **[Next]** button to continue with the installation.



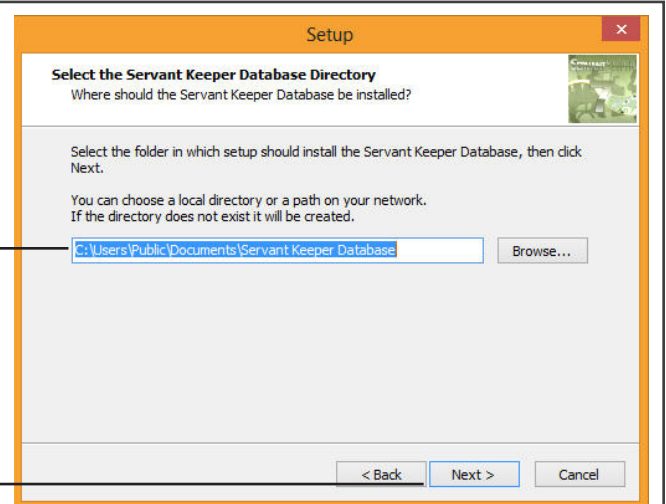
NOTE: Remember: This is the program installation step. This is where the Servant Keeper 7 program will be installed. In the next step, you can choose where to install the Servant Keeper 7 database. The Help Desk recommends keeping both default installation paths. Keeping the default installation paths will aid in the ease of getting Help Desk Support and program updates.

Step 8 : The next window is telling you where the Servant Keeper 7 database is getting installed. The Help Desk recommends keeping this default location. If you install the database somewhere other than the default location, be sure to document where the database is getting installed. Knowing where your database is installed will aid in getting Help Desk Support when needed. Click the **[Next]** button to continue with the installation. If you would like to cancel the installation, click the **[Cancel]** button. (See Figure 7)

Figure 7:

This is the default location for the installation of the Servant Keeper 7 database. The Help Desk recommends keeping this installation location.

Click the **[Next]** button to continue with the installation.

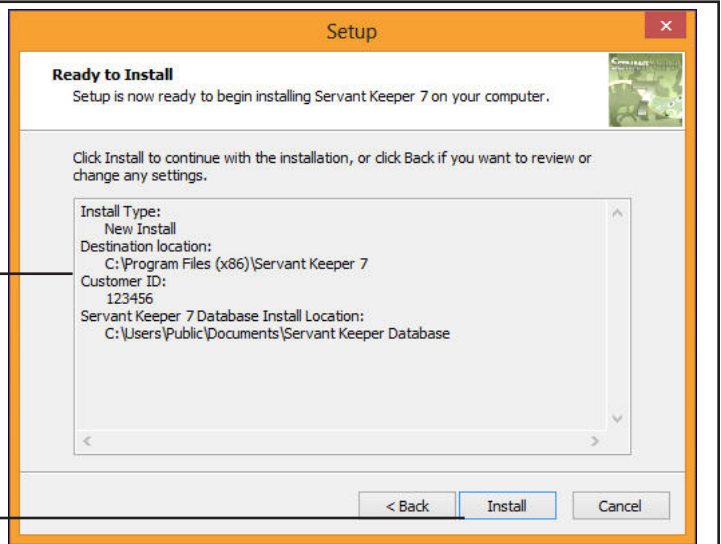


Step 9: The next window is the Ready to Install window. This window reviews all of the settings that have been made thus far in the installation process. If all looks good, click the **[Install]** button to begin the installation. If you need to make any changes in the displayed settings, click the **[Back]** button. If you would like to cancel the installation process, click the **[Cancel]** button. (See Figure 8)

Figure 8:

Review of all settings made for the installation of the Servant Keeper 7 program and database.

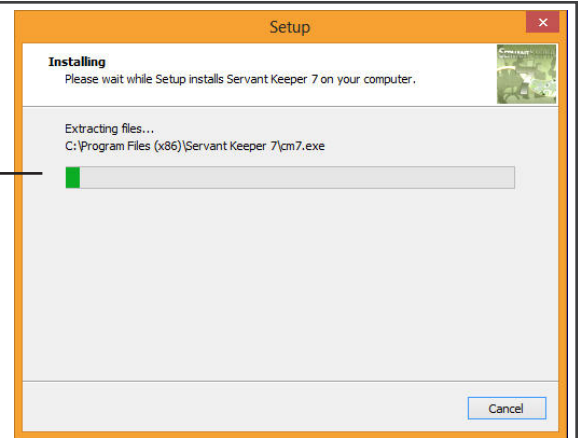
Click the **[Install]** button to continue with the installation.



Step 10: You will now see an Installing window. This window will show the progress of the installation procedure. (See Figure 9)

Figure 9:

Installation progress bar.



After the installation is complete your Servant Keeper 7 Membership Manager will open. You will see a window telling you how many days are remaining on the Servant Keeper 7 demo and asking if you would like to register Servant Keeper. If you have your registration information, click the **[Yes]** button. This will allow you to activate your program. If you do not have registration information at this time, click the **[No]** button and the Membership Manager will display the log on screen. The default User ID is **SERVANT** and the Password is **KEEPER**.

You are now ready to use your Servant Keeper 7 program. If you are using the Demo of Servant Keeper, you will have 30 days to register and activate your program. If you have not registered and activated your program within those 30 days, Servant Keeper will not open after the 30 days. In order to continue to use the Servant Keeper program you will need to register and activate the program.

During the installation of Servant Keeper there will be a Servant Keeper shortcut placed on your Desktop. Double left click the icon and you will the Servant Keeper 7 Launcher. Inside the Servant Keeper 7 Launcher you will see the shortcuts for Administration Manager, Membership Manager and Contribution Manager. Simply click on the module you would like to work in and it will open to the log on screen.

Step 11: You are now ready to share the Servant Keeper Database to the network users. Please refer to Page 4 for instructions on how to share your database.

NOTE: If you do not know how to properly set up a shared folder on your server or main PC and apply security settings and permissions on that share, please contact your Network Administrator for further assistance.

Step 12: After completing Step 11, please refer to Page 5 for instructions on how to do a workstation installation of Servant Keeper 7.

NOTE: If you do not know where your Servant Keeper 7 Database is installed, please contact your Network Administrator to retrieve that information before beginning the Workstation installation process. Although the Help Desk is well versed in the network installation process of Servant Keeper, they are not familiar with your network configuration. For that reason, they will not know the location of your Servant Keeper 7 Database.