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.

	Setup	×
SERVANT KEEPER 2000 2000 SKE SKE SKE CONOR Church Management Software Suite EVENTER WWW.SErvantpc.com	Welcome to the Servant Keeper 7 Setup Wizard This will install Servant Keeper 7 version 7.0.0.0 on your computer. It is recommended that you dose all other applications before continuing. Click Next to continue, or Cancel to exit Setup.	
	Next > Cancel	

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:	Setup	×
Servant Keeper License Agreement	License Agreement Please read the following important information before continuing.	
	Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
	SERVANT PC SOFTWARE LICENSE AGREEMENT	^
	PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE USING YOUR SOFTWARE.	
Click to accept the license agreement	By using this software, you agree to the terms of this license agreement. If you do not agree to abide by all the terms and conditions of this agreement, return the software unused and you will be issued a refund.	
before continuing with the installation	Title to the program contained on the enclosed media is retained by, and such program is the exclusive property of Servant PC Resources Inc. The media bears	~
process.	I accept the agreement	
	O I do not accept the agreement	
Click the [Next] button to continue with the installation.	< Back Next >	Cancel

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)



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:	Setup
	Select the Servant Keeper Database Directory Where should the Servant Keeper Database be installed?
This is the default location for the installation of the Servant Keeper 7 Database.	Select the folder in which setup should install the Servant Keeper Database, then dick Next. You can choose a local directory or a path on your network. If the directory does not exist it will be created. Scilloers/Public/Documents/Servant Keeper Database Browse
Click the [Next] button to continue with the installation.	<back next=""> Cancel</back>

Figure 5:	Browse For Folder
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 Ser- vant Keeper Database installation.	Select a folder in the list below, then dick OK. C:\SK 7 Database Program Files (x86) Program Data Seagull Servant Keeper 6 Servant Keeper 6 Shared with Sarah Servant Keeper Backups Servant Keeper Check-In S SK 7 Database S SK 7 New Database S Sk 7 New Database S Sk S S

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)



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

<u>NOTE</u>: 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:		Setup	×
•	Servant Keeper License Agreement	License Agreement Please read the following important information before continuing.	
		Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
		SERVANT PC SOFTWARE LICENSE AGREEMENT PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE USING YOUR SOFTWARE. By using this software, you agree to the terms of this license agreement. If you do not agree to ablide by all the terms and conditions of this agreement. If you	
	Click to accept the license agreement before continuing with the installation process.	the software unused and you will be issued a refund. Title to the program contained on the enclosed media is retained by, and such program is the exclusive property of Servant PC Resources Inc. The media bears © I accept the agreement	•
Click the [Next] button t the installation.	o continue with	I do not accept the agreement C Back Next >	Cancel

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)



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:	Setup	
Enter your Servant Keeper Cus- tomer 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.	Customer Information Enter your customer ID to continue. Please enter your Servant PC Resources customer ID. Customer ID: 123456 123456	
Click the [Next] button to continue with the installation.	<back next=""> Cancel</back>	

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.	Select Destination Location Image: Comparison of the point of t
Click the [Next] button to continue with the installation.	At least 1.2 MB of free disk space is required. < Back
 Step 7 : The next window is asking Click the [Browse] button Database on the server or installation. If you would li (See Figure 6) <u>NOTE:</u> If you do not know where your Se your Network Administrator to retrieve that installation process. Although the Help D Servant Keeper, they are not familiar with not know the location of your Servant Keeper 	where the Servant Keeper 7 Database is installed. and select the location of your Servant Keeper 7 main PC. Click the [Next] button to continue with the ke to cancel the installation, click the [Cancel] button. ervant Keeper 7 Database is installed, please contact at information before continuing with the Workstation esk is well versed in the network installation process of your network configuration. For that reason, they will eper 7 Database.
Figure 6: Browse to and select the shared Servant Keeper Database file folder.	Setup × Choose Servant Keeper 7 Database Second Where is the Servant Keeper 7 database? Second Choose the Servant Keeper 7 file on your computer or network, then click next. Browse

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)

< Back

Next >

Cancel

Figure 7:	Setup
	Ready to Install Setup is now ready to begin installing Servant Keeper 7 on your computer.
Review of all settings made for the installation of the Servant Keeper 7 program and data-	Click Install to continue with the installation, or click Back if you want to review or change any settings. Install Type: Workstation Install Destination location: C:Program Files (x86)\Servant Keeper 7 Customer ID: 123456 Servant Keeper 7 Database Selected: \\SPCR43\Servant Keeper Database \ServantKeeperData.sk7db
Click the [Install] button to continue with the	< Back Install Cancel

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:		Setup	×
	Servant Keeper License Agreement	License Agreement Please read the following important information before continuing.	
		Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
		SERVANT PC SOFTWARE LICENSE AGREEMENT	^
		PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE USING YOUR SOFTWARE.	
Click	to accept the license agreement	By using this software, you agree to the terms of this license agreement. If you do not agree to abide by all the terms and conditions of this agreement, return the software unused and you will be issued a refund. Title to the program contained on the enclosed media is retained by, and such program is the exclusive property of Servant PC Resources Inc. The media bases	v
proce		Jaccent the accessent	
proce		I do not accept the agreement	
Click the the the instal	[Next] button to continue with lation.	<back next=""></back>	Cancel

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:	Setup
This option will install the Servant Keeper 7 program along with a new database. If you	Install Type Choose the type of install that you want to do.
are using Servant Keeper on a peer to peer network, this is the installation option you will choose.	Install Servant Keeper 7 with a new database. Servant Keeper is installed on your computer along with a new database. Upgrade to Servant Keeper 7 Servant Keeper is installed and the Servant Keeper 6 database is upgraded. Workstation Install
	Install Servant Keeper 7 and connect to an existing shared database. Database Only Install Install the Servant Keeper 7 database on your main computer or server. The new install will install Servant Keeper 7 and create a new database on your computer.
Click the [Next] button to continue with the installation.	Click here for install and upgrade help. <a href="https://www.selfabor-selfabor-commutation-commutat</th>

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:	Setup	
	Customer Information Enter your customer ID to continue.	
Enter your Servant Keeper Cus- tomer 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.	Please enter your Servant PC Resources customer ID. Customer ID: 123456	
Click the [Next] button to continue with the installation.	< Back Next > Cancel	

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:		Setup	×
	After the installation is complete, the	New User Information Please read the important new user information below.	K
	a log on screen. You will need this Username and Password to log onto Servant Keeper for the first time.	Default User ID and Password User ID: Servant Password: Keeper	
	Click the [Next] button to continue with the	< <u>Back</u> <u>N</u> ext > Cance	el 📄

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:	Setup	×
	Select Destination Location Where should Servant Keeper 7 be installed?	
This is the default location for the installation of the Servant Keeper 7 program. The Help Desk recommends keeping this installation location as it	Setup will install Servant Keeper 7 into the following folder. To continue, click Next. If you would like to select a different folder, click Browse.	
makes installing updates much easier.	C:\Program Files (x86)\Servant Keeper 7 Browse	
	At least 1.2 MB of free disk space is required.	
Click the [Next] button to continue with the installation.	<back next=""> Cance</back>	el

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:	Setup
	Select the Servant Keeper Database Directory Where should the Servant Keeper Database be installed?
This is the default location for the installation of the Servant Keeper 7 database. The Help Desk recommends keeping this installation location.	Select the folder in which setup should install the Servant Keeper Database, then dick Next. You can choose a local directory or a path on your network. If the directory does not exist it will be created. Englisher Spublic Documents (Servant Keeper Database) Browse
Click the [Next] button to continue with the installation.	< Back Next > Cancel

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:	Setup
	Ready to Install Setup is now ready to begin installing Servant Keeper 7 on your computer.
	Click Install to continue with the installation, or click Back if you want to review or change any settings.
Review of all settings made for the installation of the Servant Keeper 7 program and data- base.	Install Type: New Install Destination location: C:\Program Files (x86)\Servant Keeper 7 Customer ID: 123456 Servant Keeper 7 Database Install Location: C:\Users\Public\Documents\Servant Keeper Database
	<
Click the [Install] button to continue with the	< Back Install Cancel

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

Figure 9:	Setup	×
	Installing Please wait while Setup installs Servant Keeper 7 on your computer.	
Installation progress bar	Extracting files C:\Program Files (x86)\Servant Keeper 7\cm7.exe	-
		Cancel

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.