Servant Keeper 7 Installation on a Single PC

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**

When installing the Servant Keeper 7 program on a single PC, the program, by default, will be installed in the Program Files or Program Files(x86) folder on the C drive.

The Servant Keeper 7 database does not need to be installed in the same location as the program. The Servant Keeper 7 database, by default, will be installed in the Public My Documents folder on the C drive.

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 and the installation program will begin to run.

Step 3 : Double left click on the installation icon on your Desktop. 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 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 4 : 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.
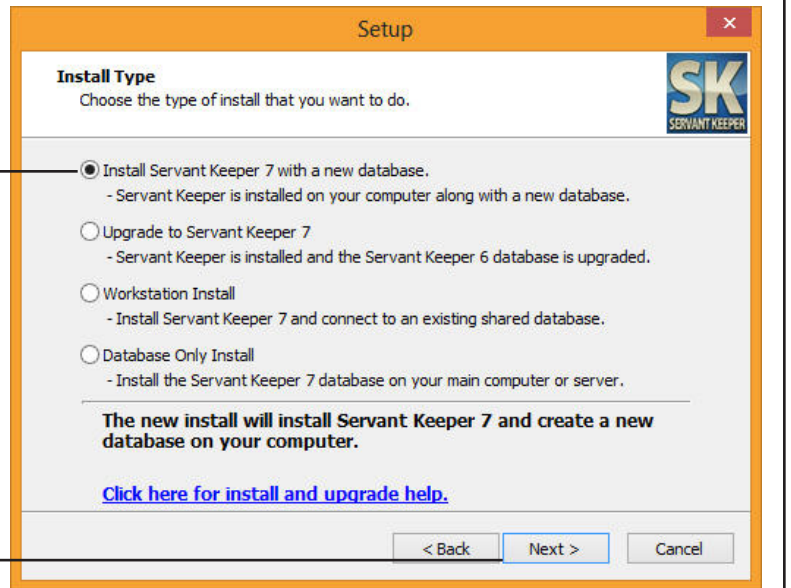
Click the **[Next]** button to continue with the installation.
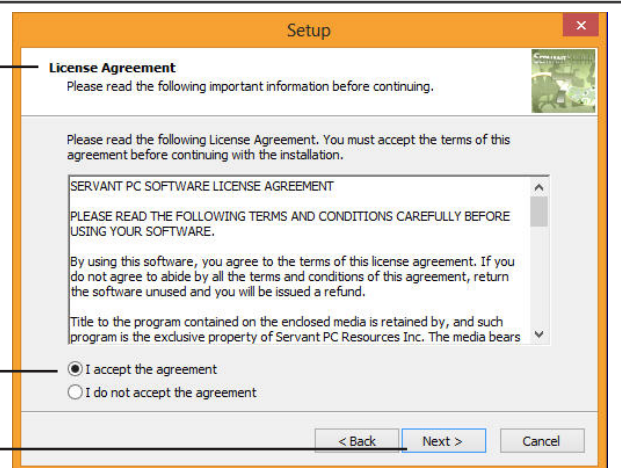
Step 5 : You will now see the Install Type window. There are 3 different Servant Keeper 7 program installation types and 1 Servant Keeper 7 database installation option. This help sheet is for the first program installation type: "**Install Servant Keeper 7 with a new database".** This option will install 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 single PC, this is the installation option you will choose.
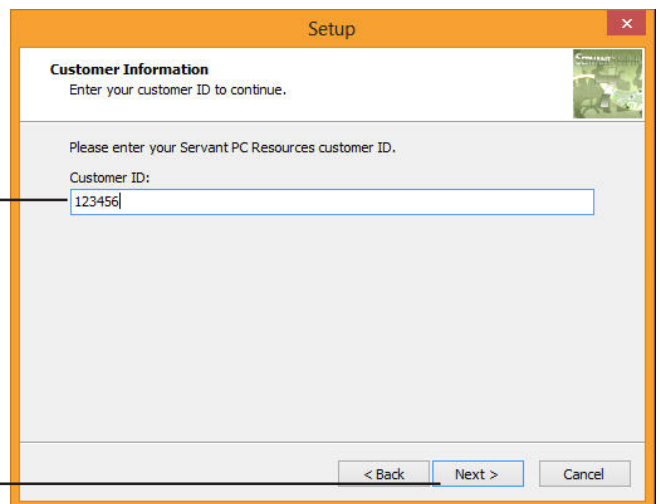
Click the **[Next]** button to continue with the installation.

Step 6 : 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.
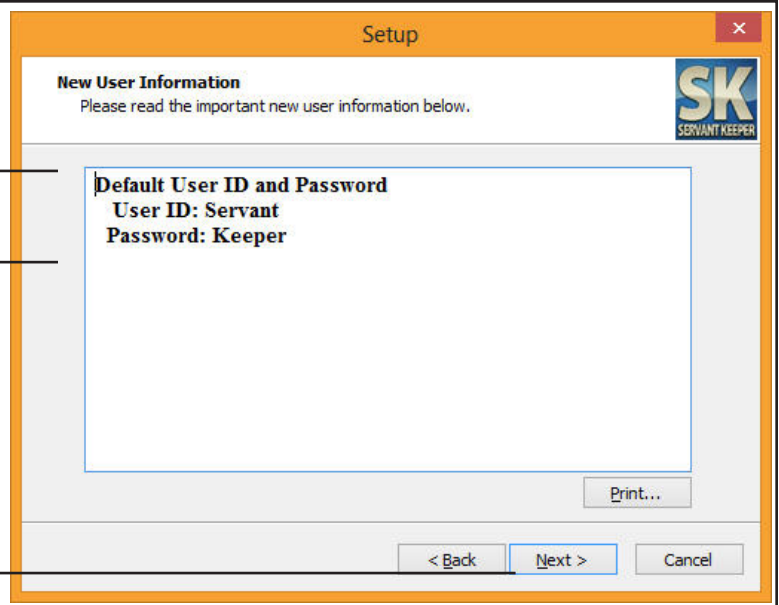
Click the **[Next]** button to continue with the installation.

Step 7 : 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)

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Figure 5:

After the installation is complete, the Membership Manager will open with a logon screen. You will need this Username and Password to log onto Servant Keeper for the first time.
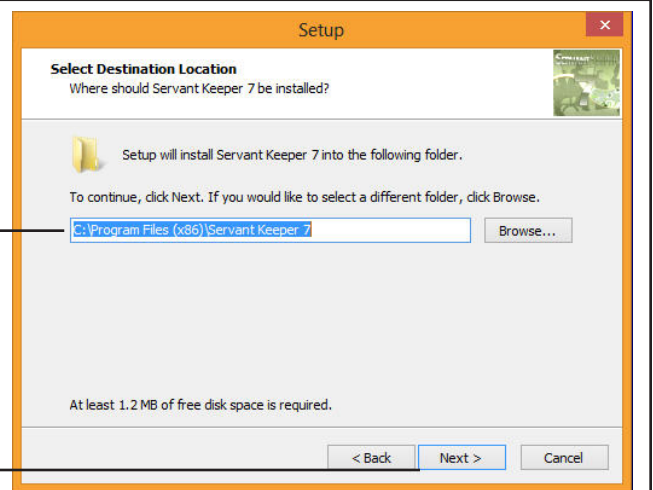
Click the **[Next]** button to continue with the installation.

Step 8 : 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.
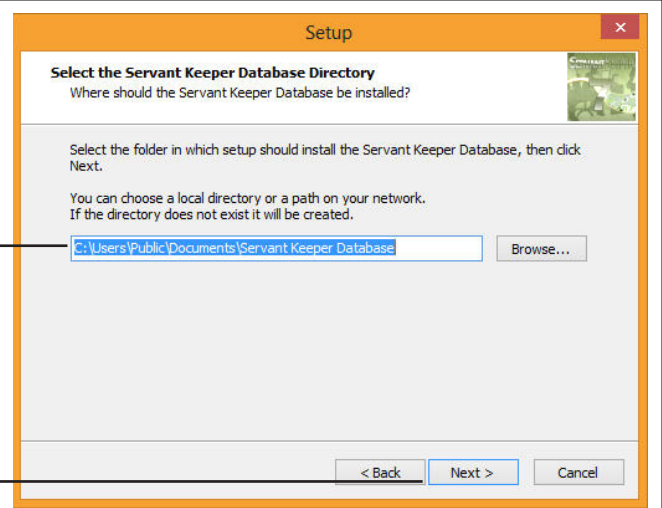
Click the **[Next]** button to continue with the installation.

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 9 : 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 ike to cancel the installation, click the **[Cancel]** button. (See Figure 7)

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Figure 7:

This is the default location for the installation of the Servant Keeper 7 database. The Help Desk recommends keeping this installation location.
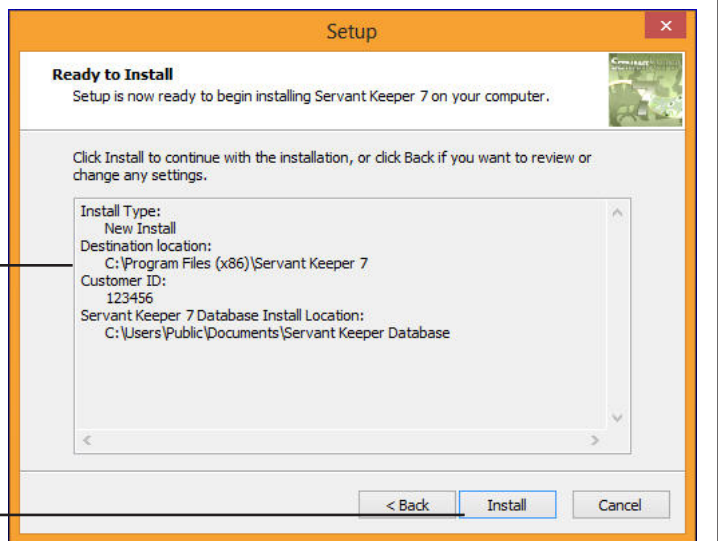
Click the **[Next]** button to continue with the installation.

Step 10: 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:

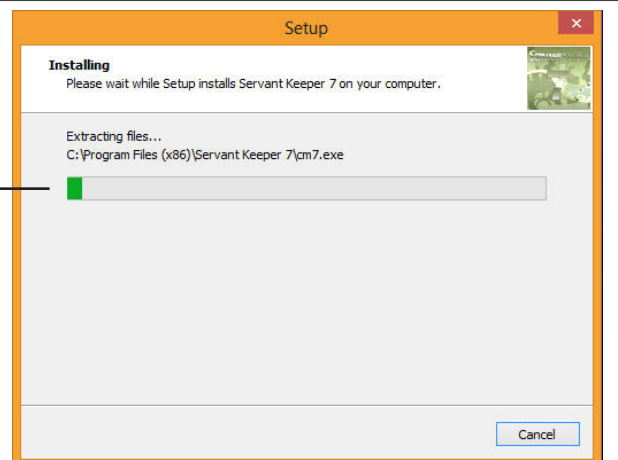Review of all settings made for the installation of the Servant Keeper 7 program and database.

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

Step 11: 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. (See Figure 10) Double left click the icon and you will see 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 logon screen. (See Figure 11)

Figure 10:

Servant Keeper 7 program shortcut that will be placed on your Desktop during the program _____ installation.

Figure 11:
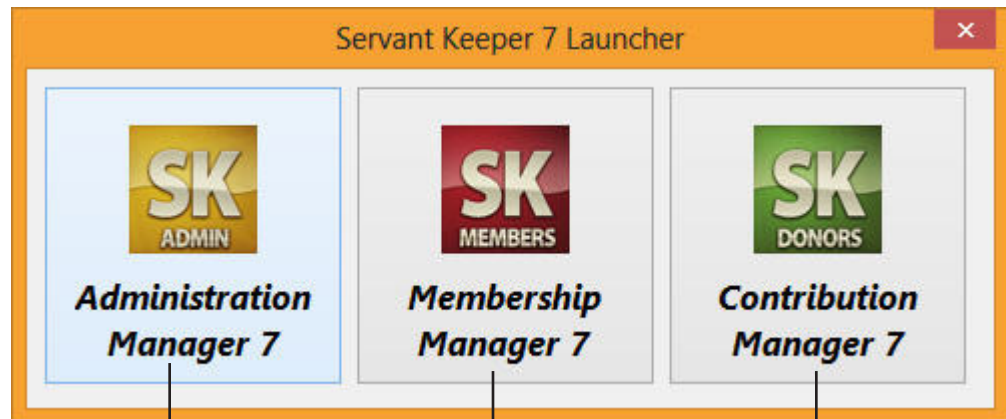
Click to launch the Administration Manager

Click to launch the Membership Manager

Click to launch the Contribution Manager

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