

# eOrder Workstation Setup Instructions



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## Purpose

These instructions detail the processes necessary to install the eOrder workstation applications on a workstation computer. After installation is complete, you can add or edit users, check order status, and monitor your eOrder server from a workstation computer.

## Before you begin

Make sure that no one else is using the computer where you will be installing the eOrder workstation programs.

Make sure no other programs are running including TBL clients.

### ***Must be on current eOrder version:***

Make sure you perform a server update before following these steps. Recent changes to the eOrder workstation setup and installation are required for successful completion of these instructions.

### ***Read/Write Access to DDMS Database Required:***

You must make sure that you have a permanent read/write network drive on this computer that is mapped to your DDMS system. This mapped drive must point to the main DDMS folder, or the main DDMS folder must be accessible from this mapped drive. Access to all volume units defined on your DDMS will be required.

Once a mapped network drive is established, make sure it is set to reconnect when you restart your computer. Do not disconnect this mapped drive and do not change the drive letter or your software will cease to operate.

### ***You Must Know Your Volume Unit Configuration:***

Make sure you are familiar with the location of your DDMS database files. Open a TBL client session and print the L0 parameters. This screen shows the locations of your DDMS databases that you will need to complete these instructions.

### ***Map a drive to your eOrder folder:***

You must make sure that you have a permanent read/write network drive on this computer that is mapped to your eOrder folder on your server running eOrder. This mapped drive must point to the eOrder folder and the eOrder folder only. You may need to first share the eOrder folder on your server if it is not already enabled for sharing.

Once a mapped network drive is established, make sure it is set to reconnect when you restart your computer. Do not disconnect this mapped drive and do not change the drive letter or your software will cease to operate.

## Update Your Computer From Microsoft

You should download all critical updates from Microsoft. Due to the large number of viruses and worms as of late, it is a good idea to perform these steps on every computer in your organization even if you choose not to install products from OPSoftware.

## ***The Windows Update Site:***

You will need an Internet connection on this computer to complete these steps.

Visit the Microsoft web site at [www.microsoft.com](http://www.microsoft.com).

Choose the Downloads Link and then the Windows Update link.

Click the Products Update link to check for updates.

If requested to install components from Microsoft, then choose yes and let the components install.

A window will appear while Microsoft checks for updates.

When the Select Software page appears, look for the Critical Updates section.

If any critical updates are shown, then check them and choose the download button.

Follow the on-screen instructions to download and apply the critical updates.

You will most likely need to re-boot your computer when the updates complete.

You should keep returning to the Windows Update site until no more critical updates are shown in the list.

You should then repeat the process and apply all of the recommended updates.

Remember to keep returning to the Windows Update site until no more critical or recommended updates are shown on the list. This is the only way to ensure your computer has the latest patches for your operating system.

## ***The Office Update Site:***

If you have Microsoft Office installed on your computer, then you should also update Office. Many viruses take advantage of Office and Outlook to send viruses both to your customers and others on your local network.

Visit the Microsoft web site at [www.microsoft.com](http://www.microsoft.com).

Choose the downloads link and then the Office Update link.

Perform the same routine that you did with the Windows Update site. Download all critical updates and keep coming back to the site until no more critical or recommended updates are available for your computer.

## **Run the eOrder Workstation Setup**

You must be on the workstation computer before performing these steps! Open the mapped drive to your eOrder Server. You should see a folder named "Client". Open this Client folder. In this folder is a program called Setup. Double-click this program to start the eOrder client installer.

## ***System Files Out of Date:***

If setup complains that your system files are out of date, then choose OK to let setup update your system files to the latest versions from Microsoft. You will need to re-boot your computer and start setup again to continue.

## ***Install the Workstation Setup Program:***

Choose the location to install the workstation setup program and then click the large button to begin the installation. Follow the on-screen instructions to complete the installation.

## ***Do You Want to Keep Newer File:***

If setup reports that a file being copied is newer and do you want to keep the newer file, always choose yes. **Never replace a newer file with one from an installation program!**

## **Run the Client Installation**

After setup completes, a Client Installation program must be run. Choose Start – Programs – eOrder – eOrder Client Installation.

You must click next through several warning screens. When you get to the Select the drive containing eOrder installation files, make sure you choose the mapped drive to your eOrder server.

Next you specify the local drive you want to install the workstation files. This would normally be your C drive.

eOrder workstation installation will then copy the workstation files from your eOrder Server to the local workstation.

## **Set Your Database Locations**

When workstation installation completes, you will be prompted to specify the database locations for eOrder client files and your DDMS database files.

Click next to begin the database location setup. The first location requested is the location of your eOrder client files. This location will already be set by the installation program and should not be changed.

Use the browse button to browse and locate each requested DDMS database. The names of the databases and the required files are shown on each screen.

When requested to enter location codes, make sure you enter only a one (1), not zero one (01), when location one is the correct location.

When you finish and return to the main screen, click the Close Button to exit the database setup.

## **Starting and Using eOrder Workstation**

Choose Start – Programs – eOrder – eOrder Workstation Menu. eOrder Workstation will check for newer versions of programs and files when it starts. Any newer files will be copied to your workstation before the menu is shown. In the special case of changes to the workstation loader, you may be requested to re-start eOrder Workstation when this loader program changes.

## ***Close eOrder Workstation when not in use!***

Make sure you close the eOrder workstation programs and menu when no longer needed. Leaving the workstation programs active may prevent the server from performing scheduled jobs that require exclusive access to your eOrder database.