

# How to install FlexiData 4

This document explains how to install FlexiData 4 in four situations:

- 1. On a stand-alone computer**
- 2. On the server of a network**
- 3. On each station of a network**
- 4. On an RM Community Connect network**

Please turn to the appropriate page.

## How to install FlexiData 4 on a stand-alone computer

The steps to take are as follows:

1.	We recommend that you are logged on as <b>Administrator</b> . In any case, you will need Administrator rights in order to install the software.
2.	Insert the FlexiData master CD. If the CD starts automatically, choose the option <b>Install FlexiData 4</b> . If the CD does not autostart, use <b>Start   Run</b> and then browse for the <b>Setup</b> program on the CD.
3.	When the install program starts, you should read each screen and check that the options shown are the ones you want. Once you are happy with the choices, click on the <b>Next</b> button to go to the subsequent screen.
4.	You will be able to choose the <b>Program location</b> – where the program and its associated support files will be stored. Normally this is set to be <b>C:\Program Files\Flexible Software\FlexiData4</b>
5.	You will be able to choose the <b>Work files location</b> – where the user's own work will be stored. This should be a different folder for each user – usually within My Documents. Normally this is set to be: <b>My Data Files</b> which is a sub folder of My Documents.
6.	You will be able to choose the <b>Sample files location</b> – where the sample files will be stored. Normally this is set to be <b>C:\Program Files\Flexible Software\FlexiData4\Samples</b>
7.	You will be asked to type in the Registration Key for FlexiData 4. This key can be found on the Licence Agreement which you will have received with the program. <b>We recommend that after you have installed the software you keep the Licence Agreement in a safe place.</b>
8.	Once the program has been installed, there will be a shortcut in each user's <b>Program</b> menu under <b>Flexible Software</b> . A shortcut icon will also have been placed on each user's desktop (unless you chose not to use this option).

## How to install FlexiData 4 on a network server (except RM Community Connect)

We recommend that you install FlexiData on the server of the network. Each user's desktop will just have an icon which points to a single copy of the program on the server. This has the advantage that it is easy to maintain the single copy, and any upgrade would just be applied to this single copy. FlexiData 4 is a relatively small program so that downloading to a station is not a big overhead. However, if you prefer, you can install the program on the hard drive of each station - see the next section.

The steps to take are as follows:

1.	We recommend that you work on a <b>station</b> , and are logged on as <b>Network Administrator</b> . This will ensure that the server drives will be visible in the same way as they will be when users launch the program.
2.	Insert the FlexiData master CD. If the CD starts automatically, choose the option <b>Install FlexiData 4</b> . If the CD does not autostart, use <b>Start   Run</b> and then browse for the <b>Setup</b> program on the CD.
3.	When the install program starts, you should read each screen and check that the options shown are the ones you want. Once you are happy with the choices, click on the <b>Next</b> button to go to the subsequent screen.
4.	You will be able to choose the <b>Program location</b> – where the program and its associated support files will be stored. Normally this is set to be <b>N:\Program Files\Flexible Software\FlexiData4</b> where N: is the first network drive the install program found. You will probably want to adjust this to the drive (or share) that is normally used for programs on your network.
5.	You will be able to choose the <b>Work files location</b> – where the user's own work will be stored. This should be a different folder for each user – usually within My Documents. Normally this is set to be: <b>My Data Files</b> which is a sub folder of My Documents.
6.	You will be able to choose the <b>Sample files location</b> – where the sample files will be stored. Normally this is set to be <b>N:\Program Files\Flexible Software\FlexiData4\Samples</b>
7.	You will be asked to type in the Registration Key for FlexiData 4. This key can be found on the Licence Agreement which you will have received with the program. <b>We recommend that after you have installed the software you keep the Licence Agreement in a safe place.</b>
8.	Once the program has been installed, there will be a shortcut in each user's <b>Program</b> menu under <b>Flexible Software</b> . A shortcut icon will also have been placed on each user's desktop (unless you chose not to use this option).

## How to install FlexiData 4 on each station on a network (except RM Community Connect)

We recommend that you install FlexiData on the server of the network - please see the previous section. However, if you prefer, you can install the program on the hard drive of each station, perhaps using a 'ghost' program to produce a single image of the hard drive which you then automatically copy to all stations on the network. In this case the user's work files will still be stored on the server. Also, we recommend that, if possible, the sample files are stored on the server, in a shared area to which all users have Read-only access.

The steps to take are as follows:

1.	We recommend that you work on a <b>station</b> , and are logged on as <b>Network Administrator</b> . This will ensure that the server drives will be visible in the same way as they will be when users launch the program.
2.	Insert the FlexiData master CD. If the CD starts automatically, choose the option <b>Install FlexiData 4</b> . If the CD does not autostart, use <b>Start   Run</b> and then browse for the <b>Setup</b> program on the CD.
3.	When the install program starts, you should read each screen and check that the options shown are the ones you want. Once you are happy with the choices, click on the <b>Next</b> button to go to the subsequent screen.
4.	You will need to ensure that <b>Install FlexiData 4 on the local hard drive</b> is ticked.
5.	You will be able to choose the <b>Program location</b> – where the program and its associated support files will be stored. Normally this is set to be <b>C:\Program Files\Flexible Software\FlexiData4</b>
6.	You will be able to choose the <b>Work files location</b> – where the user's own work will be stored. This should be a different folder for each user – usually within My Documents. Normally this is set to be: <b>My Data Files</b> which is a sub folder of My Documents.
7.	You will be able to choose the <b>Sample files location</b> – where the sample files will be stored. Normally this is set to be <b>C:\Program Files\Flexible Software\FlexiData4\Samples</b> but you will probably wish to change this to be a folder on the server to which each user has Read-only access.
8.	You will be asked to type in the Registration Key for FlexiData 4. This key can be found on the Licence Agreement which you will have received with the program. <b>We recommend that after you have installed the software you keep the Licence Agreement in a safe place.</b>
9.	Once the program has been installed, there will be a shortcut in each user's <b>Program</b> menu under <b>Flexible Software</b> . A shortcut icon will also have been placed on each user's desktop (unless you chose not to use this option).

## How to install FlexiData 4 on RM Community Connect

FlexiData 4 includes a complete install system for an RM Community Connect 3 or 4 network. The package includes an MSI and the installer will automatically put it in the correct place on drive Q:.

Please note that you do **not** need to set up or use a clean machine, and you should **not** use RM Application Wizard during this installation.

The steps to take are as follows:

1.	In the case of RM Community Connect 3, you can work on a station or the server. In the case of RM Community Connect 4, it is essential that you work on the <b>server</b> . You must be logged on as <b>System Administrator</b> .
2.	Insert the FlexiData master CD. If the CD starts automatically, choose the option <b>Install FlexiData 4</b> . If the CD does not autostart, use <b>Start   Run</b> and then browse for the <b>Setup</b> program on the CD.
3.	The install program should detect that it is running on RM Community Connect. Please ensure that <b>Install on this RM Community Connect server</b> is ticked.
4.	Please read each screen and check that the options shown are the ones you want. Once you are happy with the choices, click on the <b>Next</b> button to go to the subsequent screen.
5.	The install program will automatically install the MSI program on drive Q: using the correct folder structure. It will also install some support files on drive P:.
6.	You will be asked to type in the Registration Key for FlexiData 4. This key can be found on the Licence Agreement which you will have received with the program. <b>We recommend that after you have installed the software you keep the Licence Agreement in a safe place.</b>
7.	Once the program has been installed, there are three more tasks to carry out, using <b>RM Management Console</b> : <ol style="list-style-type: none"><li>1. Update the package list to include FlexiData 4;</li><li>2. Allocate the package to the stations;</li><li>3. Add the shortcut to the program sets.</li></ol>