

Network installation of ucForward

Notes for Network Managers

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General

In order to install the program to a server, you must log on to the network using an account with **sufficient privileges** – a system manager's account is the best choice here.

In the case of a repeat installation, or update, it is vital that no other users are running the application during the proceedings.

The server itself need not be a Windows machine but may be running any operating system that is capable of acting as, and is configured for, a file server for workstations running Windows.

Installation

IF INSTALLING FROM EMAILED/DOWNLOADED FILE – Open/Unzip the file, and choose Extract all. From the extracted folder, run/double-click setup.exe.

IF INSTALLING FROM CD - Place the distribution CD in the CD-ROM drive of a suitable **workstation**, not the server. If autorun is enabled for that drive, the CD Menu window will appear. If autorun is not enabled for that drive, double-click its icon in Windows Explorer (or right-click and pick 'AutoPlay' from the context menu). A menu should appear. To begin installation, click on the **ucForward** entry in the Menu.

FOR ALL INSTALLATIONS:- When the ucForward setup program runs, it may display last-minute notes at this stage – if so please read these. Click Next to continue.

Pick or specify the destination logical drive/directory when prompted. Note that the default presented here is to install to the **local** drive. You should instead pick here a **network** drive that is mapped to a shared folder on the target server.

For the purposes of this document, the directory specified during installation is referred to as the **installation folder**, while the sub-directory of this that holds the application files is called the **application folder**. For example, if ucForward is installed on network drive N, in folder NETAPPS, then a directory structure will be created as follows:

N:\NETAPPS — the installation folder

N:\NETAPPS\ucForward — the application folder

Click Next to continue and you are asked to specify a start menu Programs entry to contain the application icons. You can accept the default entry name, choose an existing entry via the Browse button, or specify a new one.

Click Next to continue and you have the option of creating a shortcut on the desktop of the current workstation.

Click Next to continue, and the ‘Ready to install’ screen is now displayed. Choose Install to proceed. An information screen may appear when the installation is completed.

Preliminary test

When the above procedure is complete, and while still logged on as a privileged user, run the application by double-clicking its icon. Verify that the program runs successfully – if there is a problem at this stage contact the *Helpline* on (029) 2064 4444.

Access permissions

Users must have *execute* permission for executable files (* .exe), of course. In particular, they need such access to ucForward.exe (in the application folder). Other executables in the installation folder are utilities and not intended to be run by users.

All the files in the installation folder may be set to *read-only*, as may all the files in the application folder and its sub-folders.

Additional access controls may also be applied at the operating system level. If this is done, however, it is essential that future updates be performed by a user logged on with a privileged account (with Full access to those files), otherwise the update will be unable to replace existing files with their updated versions.

User issues

By default, ucForward saves and loads case files in the drive/directory that is current when the program is started. Using the standard file dialogs, however, users may navigate to any other drives/directories to which they have access.

Note that some Windows versions will default the start-up directory for ucForward either to the “My Documents” folder specific to the user, or to that most recently used.

'Installing' to client workstations

When the application is installed, icons are added to a specified start menu entry – on the workstation where the installation is done. Windows itself provides no single standard way to 'clone' these icons to other workstations on the network, though there are various tools available that automate this process.

To create a shortcut on their desktop, each workstation that is to have access to the application should navigate to `ucForward.exe` in the application folder, and create a shortcut using 'Create Shortcut' or 'Send to -> Desktop', or other similar methods.

Updating

When updates to the software are released, they are made available for download from our Webserver. On opening `ucForward`, users will then see a message that an update is available, and should inform a Network Administrator, or someone with appropriate permissions to apply the update.

When applying the update, please ensure that all other users have closed the program, or the update will fail.

Firewall settings may need to be amended to allow download of `setup.exe` from <https://www.ferret.co.uk/updates/>