INSTALLING ACOWIN WORKSTATIONS

New Acowin Users:
If you have recently purchased and installed the Acowin software, but have not performed any Acowin updates yet, you'll want to install new workstations with the same Acowin CD, or downloaded installation file, that you used to install the Acowin server. If you have trouble locating your Acowin CD or installation file, please contact Team Management Systems Support at (239) 437-9411 to obtain a replacement.

1. The Acowin software must be installed as a Workstation. When you run the Acowin installation program, you will be given a choice between Server and Workstation. Choose WORKSTATION. If you have already installed Acowin as a workstation on the computer, continue to the next step.

2. You must create a mapped network drive that points to your Acowin data. To do this, open the My Computer icon on your desktop.

3. Pull down the Tools menu at the top of the My Computer window, and pick Map Network Drive.

4. The system will assign an available Drive Letter automatically. You can change it if you want. The exact drive letter used is not important - just remember what drive letter it was.

5. Click the Browse button next to the Folder line, and navigate to the shared Acowin Data folder on your server. If you open the entry for your Entire Network, you should see an icon for the server computer. Double-click it to view the shared resources available. You should see a shared folder called Data. If you see a shared folder called Acowin, double-click it to open it, and you will see the Data folder inside of it. Once you locate the shared Data folder, select it to complete the creation of your mapped network drive.

6. After the mapped network drive is created, you can close the My Computer window. Then, click Start / Programs / Acowin / Data Path.

7. The Data Path program has a Browse button. Click it, then navigate to the My Computer level. You should see the new mapped network drive you created in step 5.

8. The next step depends on which version of Acowin you are running:
    Acowin 4.15 or earlier: Double-click the mapped drive to open it. Inside the mapped network drive, you will see a file (not a folder) named **acoworks.dbc.** Select this file to complete setting your Data Path.
    Acowin 4.3 or later: Simply select the mapped drive you created in step 7 to set the Data Path. You do not have to open the drive, just select it.

9. The New Data Path should look something like this: X:\ where X is the letter of the mapped network drive you created in step 5. Click the **Okay** button to close the Data Path program. You are now ready to log into Acowin on the workstation.

Existing Acowin Users:
If you've been using the Acowin software for a while, and have performed at least one Acowin update, you may find it easier to install a new workstation by pulling the latest version of the installation file from the server, copying it to the workstation's desktop, and running it. This way, you won't need to update the new workstation right away, after installing it with an outdated Acowin CD. If you can't find the Updates folder described below, it means your system hasn't downloaded an Acowin update yet - you'll need to install from your Acowin CD, or the installation program you downloaded manually, as described above.

1. You must create a mapped network drive that points to your Acowin data. To do this, open the My Computer icon on your desktop.

2. Pull down the Tools menu at the top of the My Computer window, and pick Map Network Drive.

3. The system will assign an available Drive Letter automatically. You can change it if you want. The exact drive letter used is not important - just remember what drive letter it was.

4. Click the Browse button next to the Folder line, and navigate to the shared Acowin Data folder on your server. If you open the entry for your Entire Network, you should see an icon for the server computer. Double-click it to view the shared resources available. You should see a shared folder called Data. If you see a shared folder called Acowin, double-click it to open it, and you will see the Data folder inside of it. Once you locate the shared Data folder, select it to complete the creation of your mapped network drive.

5. Open the mapped network drive, if it has not already opened automatically. Inside the mapped drive, you should see a folder called Updates. Double-click the Updates folder to open it. If the Updates folder does not exist, your Acowin Auto-Updater has not had a chance to download an update file yet. You will need to install your workstation with an Acowin CD, or contact Team Management Systems support to obtain a manual download link.

6. Inside the Updates folder, you will find a file called **setup.exe**. RIGHT-click on this file and choose Copy.

7. RIGHT-click somewhere on the desktop of the workstation and choose Paste. The Setup.exe file will be copied from the server to the workstation. This could take a few moments ??? it is a very large file.

8. When the Setup.exe file finishes copying to the workstation, double-click on it to run it. Follow the prompts to perform the workstation installation. Be sure to choose the install option for a WORKSTATION. The install program will ask to reboot near the end, and will perform some further tasks after the reboot.

9. Once the installation is complete, click Start / Programs / Acowin / DataPath to set your Data Path.

10. The next step depends on which version of Acowin you are running:
      Acowin 4.15 or earlier: Double-click the mapped drive to open it. Inside the mapped network drive, you will see a file (not a folder) named **acoworks.dbc.** Select this file to

complete setting your Data Path.

       Acowin 4.3 or later: Simply select the mapped drive you created in step 7 to set the Data Path. You do not have to open the drive, just select it.

11. The New Data Path should look something like this: X:\ where X is the letter of the mapped network drive you created in step 5. Click the **Okay** button to close the Data Path program. You are now ready to log into Acowin on the workstation.