PO Large Office System Installation

A Guide

By Court Developers

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Installation

Introduction

The PO Large Office System can be installed very easily into a network with minimal disruption.

The installation has two main operations

1. Installation on the server
2. Workstation setup

Installation on the Server

The PO program only uses the server as a file store – nothing needs to be 'installed' on it. Therefore when we refer to server this could also be any shared folder accessible to users whether that is on another workstation or a Network Attached Storage device or similar.

The main demonstration program is distributed as a Zip file.

Installation is basically copying the files in this zip and placing them in your shared folder.

Specifically you will need to

1. Create a shared folder that all users will be able to access. It is most important that users have read and **write** permissions to this folder. Let's assume this folder is called 'Purchase Orders'.
2. Copy the contents of the Zip file into this shared folder 'Purchase Orders' preserving the directory structure found in the Zip file.
3. In the 'Purchase Orders' folder locate the file called scpo.exe. This is the main executable file and the one the workstations will need to run. Right click on it and create a new shortcut to it. This shortcut we have now created will be needed on each workstation running the PO software.

Workstation Setup

The workstations need to have installed on them the runtime files needed to operate the PO system. This is accomplished by running the Network Install Software on each workstation. The software can be downloaded from our site –
www.purchasesystems.co.uk

The specific steps are

1. Run the Network Install Software on the workstation. Accept the default installation choices unless you have good reason to alter them.
2. Reboot the workstation.
3. Copy the shortcut you made on the server to the main file scpo.exe onto this workstations desktop.
4. Run the program from the shortcut and login with the default admin details of
   User: admin
   Password: 123456
5. Go to Admin > Registration Details and enter the following

   User Name: Network Trial
   Key: 000015-WAN63U-NYZW07-JK277P-2BC7VT-42E0MN-Q7YAZJ-7UMWJA-05B43D-Z4Q0YR

   This will give you a 20 user, 30 day full trial of the software.

   Should you need further evaluation time or more users please contact us to arrange for a new registration key.

Backup and Recovery

Backing up the PO system simply involves taking a copy of the shared folder and all its contents. This may happen automatically with your backup routines.

If at any time you need to take a snapshot of the current state (perhaps before adding some updates we have sent to you) then just take a copy of the shared folder.

Recovery is just the process of restoring one of you saved backups to the shared folder and you will have rolled back the PO software to as it was at that time.

Other System Settings

Anitvirus

We have had some rare occurrences where antivirus software has been holding open a data file preventing the PO program from accessing it properly. To prevent this we would advise excluding the Data directory from any on-access virus scanning. The Data directory will be found in your shared folder.

Email Relaying

Emails from the PO system are sent direct from each workstation to the email server specified in the configuration. For many default email server installations they may be set to deny relaying from internal workstations. You will need to adjust this setting.

Firewalls

Some antivirus/firewall packages may block sending of mail on port 25 from the workstations to your email server and may need to add rules to allow this.