



**DOCUMENT TRACKING
INSTALLATION GUIDE**

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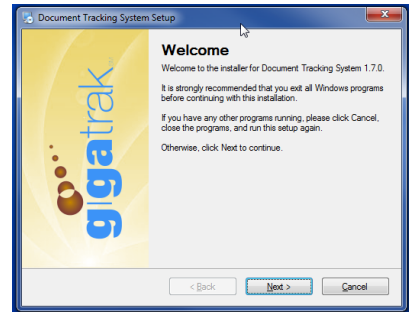
This document walks through the steps necessary for installing the program.

TO INSTALL DTS:

- You should have administrator rights on the local computer to install the software.
- If you are using SQL Server Express Edition, see Appendix A and B.
- If you are using Microsoft SQL Server, see Appendix B.
- If you are going to use a real-time wireless handheld with the application, the real-time wireless handhelds must be connected to the **Wi-Fi** on the same network as the machine hosting the SQL database.
- When you run the setup.exe file to install the application, you may get a message that indicates some runtime files are out of date. Click the OK button to update the files.

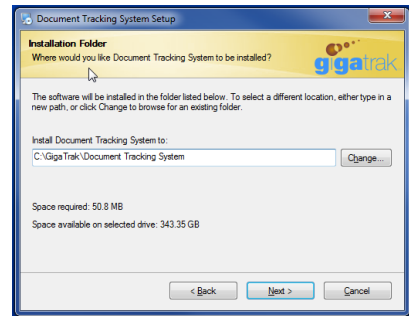
INSTALLATION

1. Run setup.exe.

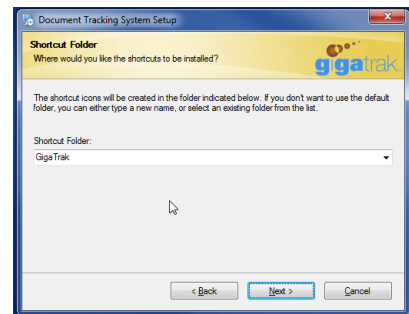


2. Select the Installation Folder for the application. The default folder is C:\GigaTrak\Document Tracking System.

- a. If installing to a network location, please make sure all users have read and write access to the selected folder. The installation will copy the application files to a shared folder on your server. Please select the designated shared folder to install the application to at this time. Please see Appendix C for instructions on setting up the network shared folder.



3. Select the Shortcut Folder. The default is GigaTrak. Select the Next button and complete the installation.



4. For further installations of the software when using a network location, navigate to the shared folder and run the setup.exe in that folder. Make sure the Install location matches the location of the current install.

UPDATE

To update the program from an exe, run the setup.exe. The updater should default to the correct installation path. Please verify that the path is correct when running the update.

AFTER INSTALLING

Start the application by double-clicking on the Package Tracking System icon located on the desktop. If you are using a network location, only the first person to enter the system will need to follow these steps.

1. Enter in Server name and Database name. When entering the SQL Server Name or IP Address, if you are using a named instance, add it with a backslash (example: myserver2\SQLExpress).
2. Enter the **Customer Ident** code and **License Key** provided by GigaTrak, and click the Register button.

ADDITIONAL PROGRAM INFORMATION

- Some functions, such as access to the Setup Options and Check for Update function, are restricted to the administrator log in (user name - **admin**, password - **adminuser**).

If any hardware (handheld computer, printer, etc.) was ordered, review the supplemental hardware documentation.

APPENDIX A SQL SERVER EXPRESS EDITION

This document provides installation and configuration notes on installing a new instance of SQL Server 2014 Express for use with GigaTrak software.

INSTALL SQL SERVER 2014 EXPRESS:

1. Download the appropriate version of SQL Server 2014 Express with tools (WT) for your operating system from the following link:
<https://www.microsoft.com/en-us/download/details.aspx?id=42299>
 - a. For 32-bit Windows, download ExpressAndTools 32BIT\SQLEXPRWT_x86_ENU.exw
 - b. For 64-bit Windows, download ExpressAndTools 64BIT\SQLEXPRWT_x64_ENU.exe
2. Launch the installer and wait for the files to unpack and the prerequisites to be verified. Click New SQL Server stand-alone installation. Accept the license terms and click Next. (Please note: some of the screens below may be skipped if they do not require any user interaction.)
3. On the Setup Support Rules screen, fix any Failed rules and Re-run the scan if necessary. (Please note: Windows Firewall issues will be addressed later in this document.) Click Next.
4. On the Feature Selection screen, select Database Engine Services and Management Tools – Basic and click Next.
5. (On the Installation Rules screen, fix any Failed rules and Re-run the scan if necessary. Click Next.)
6. On the Instance Configuration screen, select Default instance (unless it is already being used). Click Next.
7. (On the Disk Space Requirements screen, click Next.)
8. On the Server Configuration screen, set the SQL Server Database Engine Account Name to NT AUTHORITY\SYSTEM, and the SQL Server Browser Startup Type to Automatic. Click Next.
9. On the Database Engine Configuration screen, on the Account Provisioning tab, select Mixed Mode, and enter a strong password for the system administrator (sa) account. Add any other users or groups that need SQL Server administrator access. Click Next.
10. On the Error Reporting screen, click Next. The installation will probably begin automatically at this point. If not, click Next until the install begins.
11. On the Complete screen, click Close. Also close the Installation Center.

ENABLE TCP/IP:

1. Click Start, Programs, Microsoft SQL Server 2014, Configuration Tools, SQL Server Configuration Manager.
2. Expand SQL Server Network Configuration, and click on Protocols.
3. Double-click TCP/IP, and change Enabled to Yes. Click OK and OK again.
4. Close SQL Server Configuration Manager.

ADD FIREWALL EXCEPTIONS:

- If you are running Windows Firewall or similar software firewall, you must make exceptions to allow remote access to the SQL Server. Click Start, Settings, Control Panel. Double-click Windows Firewall.
 1. Click Advanced Settings
 2. Click Inbound Rules
 3. Click New Rule.
 - a. Select Program, click Next
 - b. Click Browse to %Program Files%\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Binn\sqlservr.exe. Click Next.
 - c. Click Next (allow the connection).
 - d. Select Profiles, click Next
 - e. Name = SQL Server, click Finish
 4. Click New Rule.
 - a. Select Program, click Next
 - b. Click Browse to %Program Files% (x86)\Microsoft SQL Server\90\Shared\sqlbrowser.exe. Click Next.
 - c. Click Next (allow the connection).
 - d. Select Profiles, click Next
 - e. Name = SQL Server Browser, click Finish

RESTART

1. Click Start→Programs→Microsoft SQL Server 2014→Configuration Tools→SQL Server Configuration Manager.
2. Click SQL Server Services
3. Right-Click SQL Server & click “restart”
4. Right-Click Server Browser & click “restart”
5. Close SQL Server Configuration Manager.

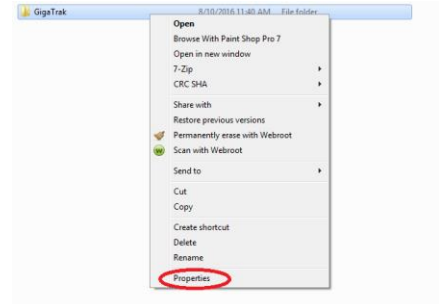
APPENDIX B SETUP THE SQL SERVER DATABASE

The below tasks can all be accomplished with SQL Server Management Studio. Make note of the SQL Server/instance name and the database name. These values will be required when you select the Microsoft SQL Server option during the installation.

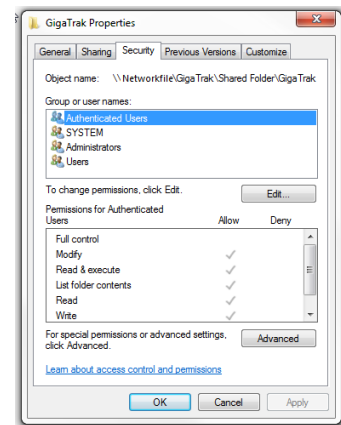
- Verify that your SQL Server authentication is set to SQL Server and Windows Authentication Mode. To verify or change this setting, right-click your server (or instance), click Properties, and click Security.
- Right-click Databases, and click New Database. Create a new database named “dts”. An alternate database name can be used if desired. Click OK.
- Expand the main Security folder, right-click Logins, and click New Login. Create a new Login named “dts_user” (all lower case letters), using SQL Server authentication, with a password of “gigadocs” (all lower case letters). Make sure to uncheck all check boxes relating to passwords. Set the default database to dts. **Before saving**, continue to the next step.
- Under User Mapping, in the top box, check the Map checkbox next to the dts database. In the bottom box, check to set database role memberships of db_datareader, db_datawriter and db_ddladmin. Click OK to save the login.

APPENDIX C SETUP THE NETWORK SHARED FOLDER

1. Create a folder on the network where you wish to store the GigaTrak application files.
2. Right Click on the newly created folder and Select Properties.

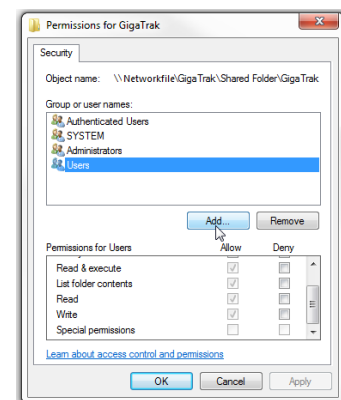


3. Click on the Security tab.



4. Click Edit.

5. Add all users and or user groups that will be using the GigaTrak software



6. For each user and user group added, highlight the added user or user group in the Group or user names. Then in the Permissions for User section make sure both Read and Write boxes are checked and click Apply.

