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Server - How to Install

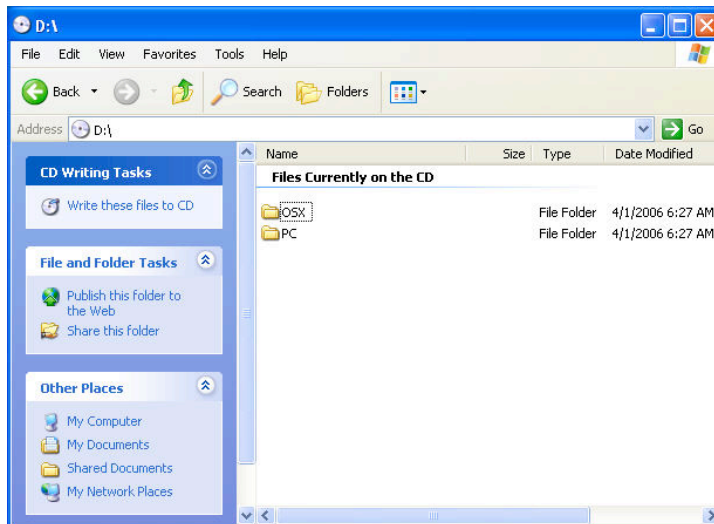
We highly recommend that the FileMaker Server software be installed on a server that is dedicated to this software. No other services, such as print sharing should be running, nor should you be using this server as a file server. This is due to the fact that the database is a client-server application, and the more clients you have accessing it, the more demand will be put on the hard disk. Other services competing for hard disk access time will slow performance.

- To learn more about installing and administrating the FileMaker Pro Server , download the Filemaker Server Guide from the Downloads Section of the Manual.
- To learn how to work with the FileMaker Server and setup a backup schedule, go to the Backup tutorial.

Check the tutorial for the minimum computer requirements of a server installation.

Steps to Install:

1. Login to the workstation as a user with full admin privileges. You need to perform the installations as an Administrator.
2. Disable all Antivirus software and quit all running applications.
3. Insert the ArchiOffice installation CD into your computers CD/DVD drive.

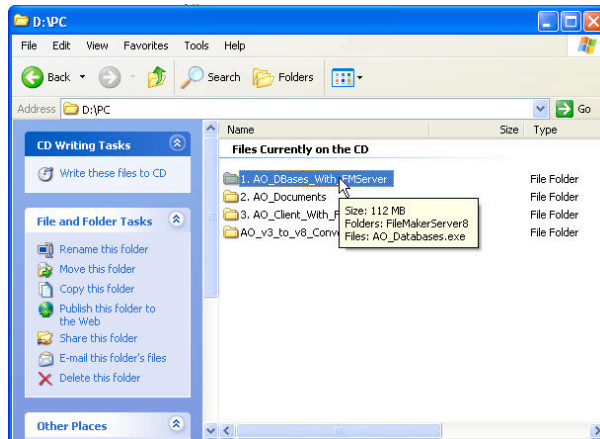


4. Open the appropriate folder for your operating system on your installation CD.

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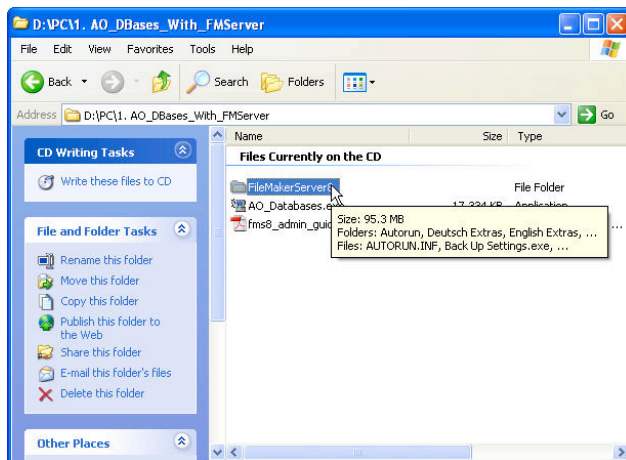
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5. Open the "1. AO_DBases_with_FMServer" folder if you purchased FileMaker Server 10 from us, or "1. AO_DBases_without_FMServer" folder if you did not purchase FileMaker Server 10 from us.

Note: We included the FileMaker Server 10 Administrators Guide here for your future reference.

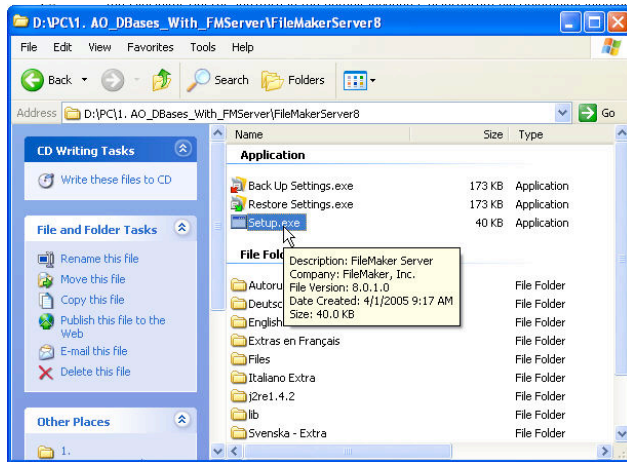


6. Open the "FileMaker Server10" folder, if you purchased it from us, and run the "Setup.exe" installer application. Agree to the license, and install the FileMaker Server software in the default location ("c:\program files\filemaker\filemaker server" for the Windows platform).

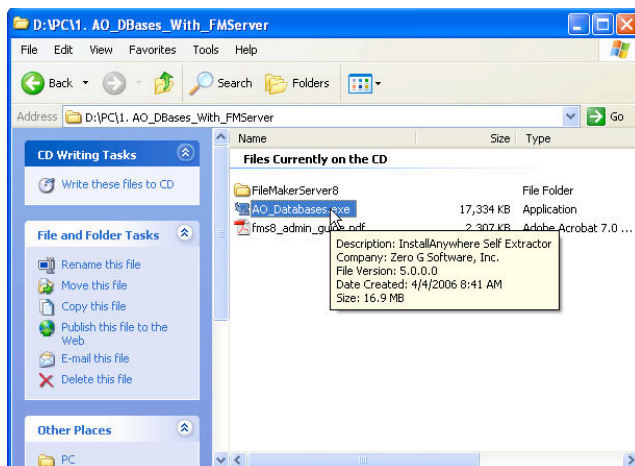
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- Return to the prior folder and launch the "AO_Databases.exe" installer application. This will install the databases. Accept the default installation location ("c:\program files\filemaker\filemaker server\data\databases" for Windows).



- You should now confirm the successful installation of the databases and verify they are in the correct location. If you installed using the default installation locations we provided in the installer, then you will find the folder at "c:\program files\filemaker\filemaker server\data\databases" (for Windows).

If you see a folder here called "Sample", delete it; you do not need this. The "Sample" folder is automatically installed by the FileMaker Server installer and is not part of the system.



The folder is where all the database files will be installed. Never, ever, backup this folder. The files in this folder are constantly "in use" by the FileMaker Server. If you backup these files using Retrospect or other backup software, or try to update them, without first manually stopping

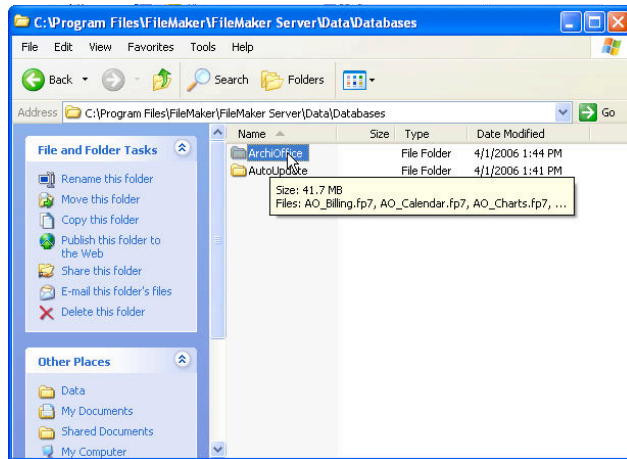
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the FileMaker Server, you will corrupt your files and potentially lose data.

To learn how to properly backup your databases, [read this article](#).

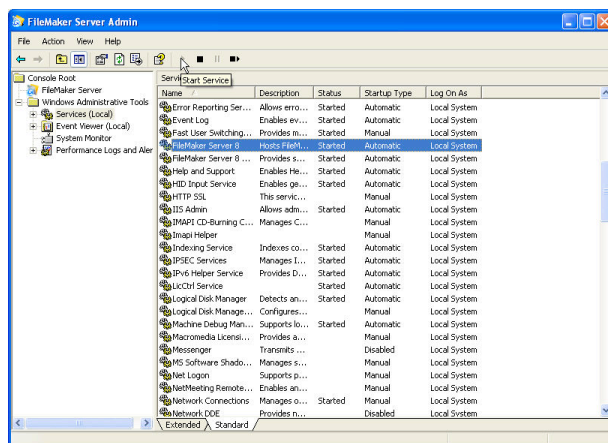


9. You have now successfully installed the FileMaker Server and the databases. You are ready to start the FileMaker Server service. You can do this by rebooting the machine, or manually starting the service by launching the "FileMaker Server Admin" application.

Start the "FileMaker Server Admin" application by going to the START menu and selecting PROGRAMS, or by launching the application where it was installed ("c:\program files\filemaker\filemaker server" for Windows).

In the "FileMaker Server Admin" application, expand the "Windows Administrative

10. Tools" and select "Services". Scroll down the list on the right until you locate the "FileMaker Server 8" service, highlight it, and click the "Start Service" button. To stop the service in the future, you would do the same thing, but click the "Stop Service" button.



10. Next, we want to install the "Documents" folder. This folder contains all the master Word/Excel templates used for document creation, and also serves as the primary storage location for all documents and correspondence created by users in the

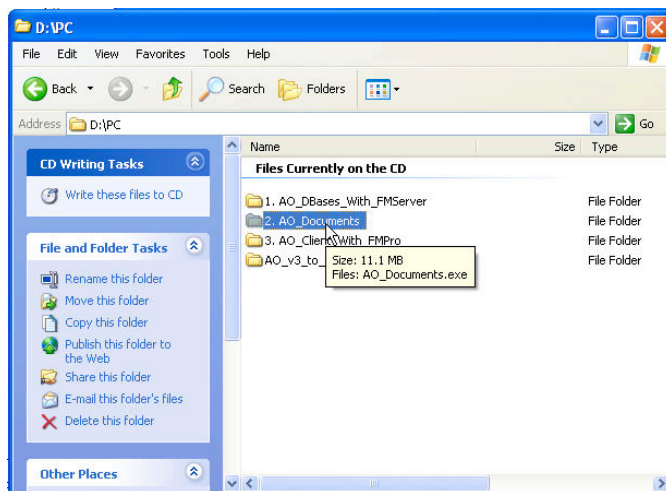
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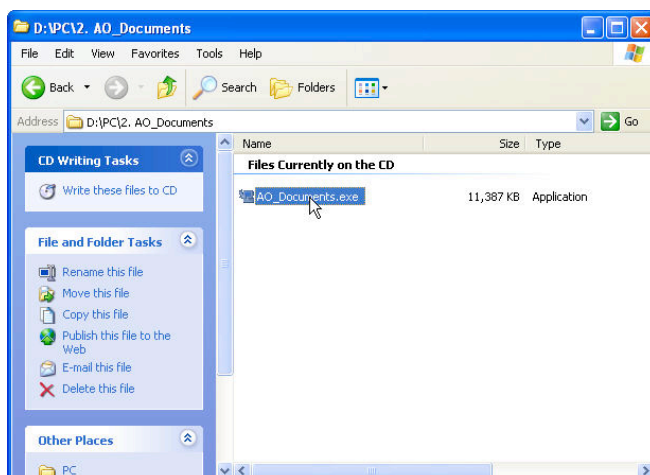
database. Ideally, this should be installed on your file server, a different computer/drive from where the FileMaker Server is running. It can be moved at any time (you point to its location in the database Preferences), but all users must have full read/write access to this folder/drive.

Return again the PC folder and open the "2. AO_Documents" folder.



11. Launch the "AO_Documents.exe" installer application and install the " Documents" folder to the file server location you have chosen to use. The default is the root level of the current drive ("c:\\" for Windows).

You need to backup the " Documents" folder nightly. It contains all your important documents associated with Contacts and Projects.



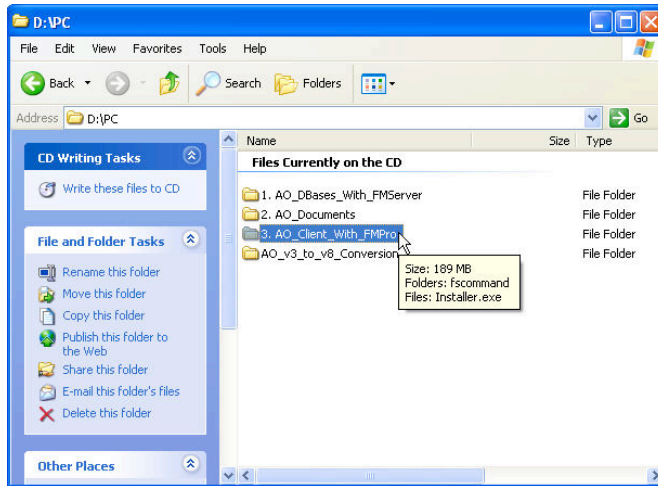
12. The next step is to install the Database Client software on the server. You should never run the Database Client on the server while the FileMaker Server is running. We install the Database Client on the server only to enable us to apply software updates at a future time.

To install the ADatabase Client software, return to the "PC" folder level and select the "3. AO_Client_with_FMPro" folder if you purchased the FileMaker Pro 10 software from us, or the "3. AO_Client_without_FMPro" folder if you purchased FileMaker Pro 10 elsewhere.

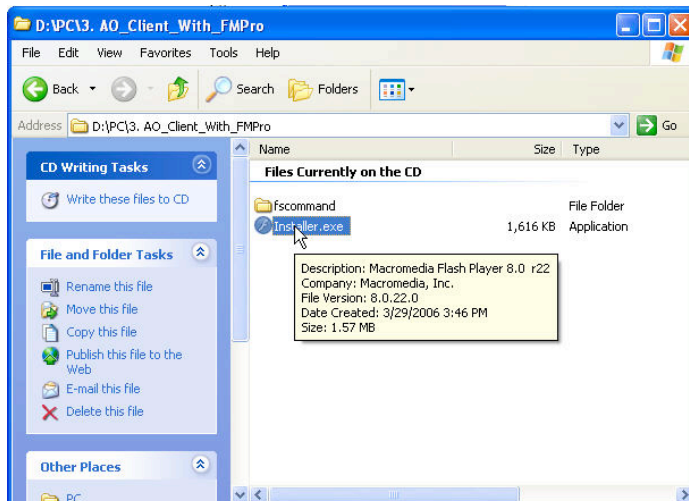
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13. Launch the "Installer.exe" application.



14. Install all the components listed on the menu, in the order they are specified. OSX users will see "Applescript Sync" instead of "OutlookOps", and if you did not purchase FileMaker Pro 10 from us, then your first step would be to install the "FileMaker Pro Plugins".

Agree to any licenses you are presented with, and install the applications into the default locations.

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You have completed the server installation.



Special Mac OSX Note: It has been discovered that some Mac OSX users may be experiencing difficulties accessing the Database system or functions. This is due to the fact that although the Mac OSX system is saying that the "Database " folder, the " Documents" folder, and the local "FileMaker Pro 10" folder, and all their respective subfolders, have been configured to enable all users read/write access, that this is not the case. You need to use the tool described in Tech Bulletin 060206 to correct the problem.



Special Windows Note: On Windows 64 bit editions Filemaker Server requires the 32 bit version of Java 6 Upgrade 7.