

Monarch™ Network Starter Pack

Installation Instructions (To be performed by the Network Administrator)

Overview

This document describes the procedures for installing and administering the network edition of Monarch. Each of the procedures should be completed by the network administrator.

The Network Starter Pack

Your Network Starter Pack includes the following materials.

- Network Starter Pack installation CD
- A copy of Monarch Report Explorer (included on the CD)
- A printed copy of the Learning Guide for each Monarch user

Running the SETUP Program

The Monarch Setup program copies the Monarch files to a network drive and folders of your choice. The Setup program will make no changes to your network environment. This procedure *must* be performed by the network administrator or an authorized individual with full access rights to the drive where Monarch will be installed.

Note: If you are upgrading from a previous version of Monarch, do *not* delete your old Monarch files. The Setup program will upgrade the necessary files in your Monarch folders.

To run Setup:

1. Insert the Monarch CD in your CD drive.
2. Select Start, Run to open the Run dialog.
3. Assuming "D" is the letter of your CD-ROM drive, type **D:\Monarch\Setup**, then press ENTER.
4. Enter the installation key.
5. When prompted, enter your name and company.

The setup program prompts for the network drive and folders where you want the Monarch program files to reside.

6. If you are installing the Network Starter Pack for the first time, select the drive and folders where you want the Monarch program files to reside. For networks with multiple file servers, select a drive on

a server that all of your Monarch users can access across the network.

If you are upgrading from a previous version of the Network Starter Pack, indicate the drive and folders where your current version of Monarch resides.

After you provide a drive and folders for the Monarch files, the setup program copies the files to the folders, then runs the Administrator utility. The Administrator allows you to maintain a list of users who will have access to Monarch.



The Monarch Administrator is used to add or remove users

The Administrator display is divided into a user list on the left and license information, including the number of registered users, on the right.

The Administrator prompts you for the name of each user who will have access to this network copy of Monarch. The Network Starter Pack is initially configured for either four or eight users. If you are upgrading from a previous version of the Network Starter Pack, your current user list is displayed.

7. To add a user to the list, type the user name, then press ENTER or click Add User. The name you enter is unique to Monarch; it does not attempt to match this name to the user's network login name. You may enter each user's login name, or if you prefer, each user's first and last name, separated by a space. Monarch user names may be up to 26 characters in length and may contain spaces and other punctuation.

To remove a user name from the list, select the user name from the list, then click Remove User.

You do not need to add all of your Monarch users at this time. As the network administrator you may add or remove users at any time by running the Monarch Administrator program.

8. When you have finished editing the user list, click the Close button.

To complete the installation, the Setup program creates an icon for the Monarch Administrator.

Assigning Folders Access Rights

During the installation process, the following folders are created under the Monarch program folders: \Setup and \Users. The Setup program does not automatically assign access rights to these folders for each Monarch user, so this step must be performed manually. Use your network operating system management utilities to assign folders access rights for each Monarch user:

- ❑ Assign READ and FILE SCAN access to the Monarch program folders and the \Setup folders. Each Monarch user must have access to view and read files in these folders.
- ❑ Assign FULL access to the Monarch \Users folders. Each Monarch user must have access to view, create, read and write files in this folders.

If you need to review the list of users that you established during the installation procedure, run the Monarch Administrator utility by selecting its icon from the Monarch folder.

Technical Tip: Rather than establish the above rights on a user by user basis, many network administrators will create a Group and assign the appropriate rights to all users within that group. When a new user needs access to Monarch, the network administrator simply adds that user to the group.

Setting Up Users

Each Monarch user must run the Workstation Setup program which resides in the Monarch \Setup folders.

The Workstation Setup program creates a program folder containing several icons, including a Monarch program icon and icons for the AutoScript and Prep utilities.

The Workstation Setup program also installs the Monarch lesson files (either on the user's local drive or in the user's personal workspace on the network) and establishes a working folders where Monarch will store temporary work files.

Instructions for running the Workstation Setup program are provided in the *Monarch Workstation* card. Provide a copy of this card to each user along with a copy of the documentation.
