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LAN System
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On the Server:

- 1.0 Verify that the distributor has created a shared folder on the server named "IR." This folder should be "shared" w/ full access. If Specworks is installed, this folder should already exist.
- 2.0 Download the latest version of OEW from www.irpws.com and save it in the IR folder.

All Workstations:

Note: You must have Administrator rights to complete the install. If the Workstation user does not have Administrator rights, coordinate with the company IT department to gain an Administrator log-in. **NOTE: You must check the box for "Everyone" during the install in order for the icon to show up on the user's Desktop.

- 1.0 If the computer does not have Specworks, map a network drive to the "IR" folder on the server. Name it "O" if available. If O:\ is not available, adjust the balance of the instructions for the drive you selected. If the computer has Specworks, the S:\ should already be mapped. Substitute S:\ for the balance of the instructions.
- 2.0 Copy the PWSSetup.msi file from the "IR" folder on the server to the Desktop and dbl-click to Run.
- 3.0 Accept all defaults, review the license agreement with the distributor and choose "I Agree."
- 4.0 From the Desktop, find the new "IR" icon and double-click to start OEW. This will start the install of Microsoft Access Runtime, click OK to start the Access Runtime installation. Accept all defaults.
- 5.0 Once OEW starts, the User Preferences dialog box will automatically be displayed the first time.
- 6.0 Enter the Steelcraft Customer Number, the Username, the e-mail address and the job file directory.

Note: Multi-branch or multi-account number set up - To set up OEW for multiple account numbers, enter all additional account numbers seperated by a comma in the space provided.

- A. The Username should be: <first initial> <last name>.
- B. Set up the User's e-mail address. If known, enter the user's e-mail server. If not known, leave the server information blank and enter the user's e-mail address. Click the "Test" button to confirm setup is OK. If setup is OK, then an e-mail should be sent and the user should receive an e-mail back from OEW as confirmation. Check the user's inbox to confirm.
- C. Confirm the job file directory is correct. It should be O:hmd\jobs.

Note: To restrict a users ability to "Place Order" check the box in the User Preferences. Quote and Validate will still function for estimating.

- D. After the install to the first workstation is complete, copy the Steelcraft Library folder "C:\HMD\Steelcraft Library" to the server "O:\IR\HMD."
Note: This step is only required on the first workstation.

- 7.0 Close and Restart OEW. This will reset the login from Admin to the User.

8.0 Delete the .MSI install file from the Desktop.

Installation Test:

- 1.0 Create a New Job on each workstation and name it so you can tell which workstation it was created on. ex: Purchasing Agent "1" Test Job
- 2.0 Create a New Order for the job you created above and name it so you can tell which workstation it was created on. ex: Purchasing Agent "1" Test Order
- 3.0 Enter a couple of line items for the order type you created.
- 4.0 Place OEW in Test Mode; Help>About PWS. Click on the IR logo and you should see "Test Mode Enabled" to the right.
- 5.0 Click the link "Place Order" to confirm the workstation will connect and transmit the order.
- 6.0 Click the link "Print Order" to confirm the workstation will print a copy of the order.
- 7.0 Test the e-mail by sending an order to Steelcraft. Right-click on the order in the left-hand pane and choose "e-mail To Steelcraft." Confirm the user receives a copy of the e-mail that was sent to Steelcraft.
- 8.0 Take OEW out of Test Mode; Help>About PWS. Click on the IR logo and "Test Mode Enabled" should disappear.
- 9.0 Close and restart OEW.
- 10.0 Once you have completed these steps on multiple machines, attempt to:
 - a. "Open an Existing" that was created on a different workstation.
 - b. Check to see if the "Existing" jobs you created on other workstations can all be seen; File>Open Job.
 - c. Open a job on one workstation and leave it open. Then open the same job on another workstation.
- 11.0 Once you've completed testing, you can delete the Test Jobs from the folder on the server to clean up.
- 12.0 Open Windows Explorer, Browse to "C:\HMD\jobs\0001"
(note: c will change to match the directory on which PWS was installed and 0001 will change to match the distributors Acct. #).
- 13.0 Locate the test "jobs (folder) and orders (.pws file)" and delete them.
Note: Do not delete the config_file folder.
- 14.0 End.