

## Installing LabOra

The LabOra 2009 licence fee of \$195 allows installation on all standalone, laptop and network computers associated with the site.

**On network installations LabOra needs to be installed on each workstation, as well as the server.**

LabOra now comes on one disk instead of two. Both new and updating users use the same disk — **LabOra Worship Liturgy 2009**

### One Disk

#### LabOra Worship Liturgy 2009 Disk

- Place the Disk in the CD drive.  
It will autorun.
- Click *LabOra Worship Installation*.

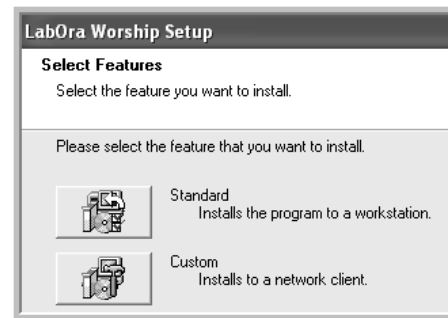
**You may need to have administrator privileges to install programs.**



There are two options:

#### Standard

#### Custom



### Standard installation

Page 2

**Standard** is used for standalone computers where both program and data files will be stored in the same folder: C:\Program Files \ Duplo Data AS.

### Custom installation

Page 3

**Custom** is used for **standalone computers** where the program files are stored in C:\Program Files \ Duplo Data AS but the data and user files are stored in another folder for easier backup such as C:\LabOra Backup.

It is also used for all **network installations**, where the program files will be on one computer and the data files will be on another computer or server and able to be shared with other users.

Go to page 2 for Installing *LabOra* using **Standard** installation.

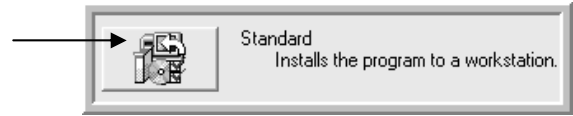
Go to Page 3 for installing *LabOra* using **Custom** installation.

Go to Page 6 for entering the license number and church locations when opening *LabOra* for the first time.

## Install *LabOra* using Standard Installation

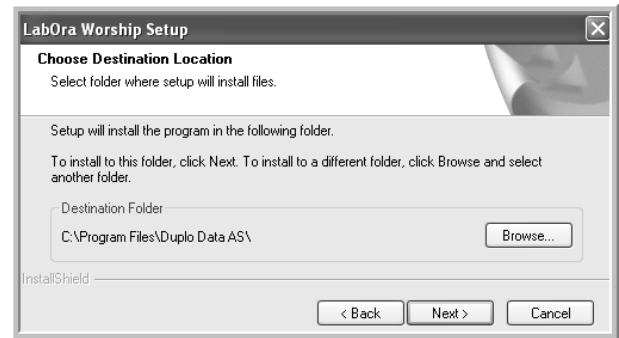
## Install *LabOra* using Standard Installation

- Click *Standard* icon



**Standard** installs both Program and Data files in the same folder

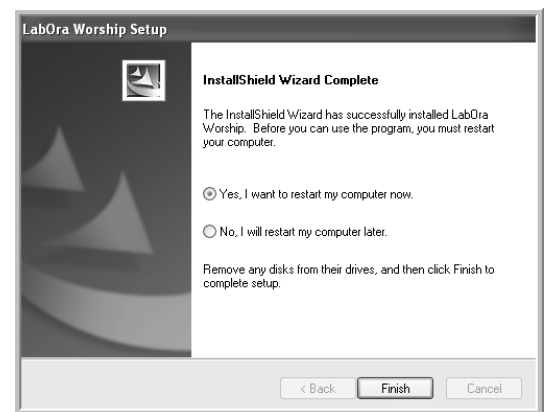
- Accept the default folder:  
C:\Program Files\  
Duplo Data AS\.
- Click *Next*.



- Remove the *LabOra* program disk from the CD drive.
- Click *Yes* to restart the computer

**This is very important**

- Click *Finish*



Go to Page 6 for entering the license number and church locations when opening *LabOra* for the first time.

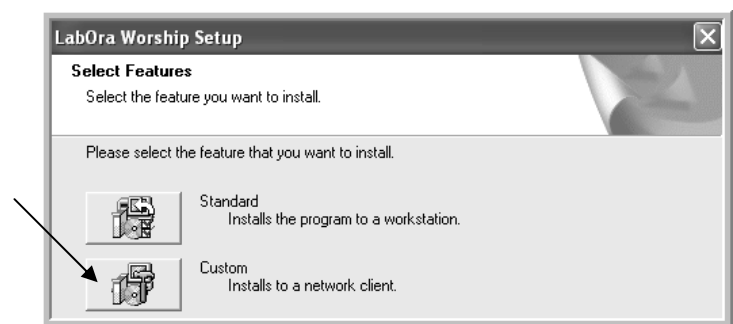
## Install *LabOra* using Custom Installation

Custom installation installs **common documents and databases** in a different folder or drive from **program files**.

## Install *LabOra* using Custom Installation

**C**ustom is used for **standalone** computers where the program files are stored in *C:\Program Files \Duplo Data AS* but the data and user files are stored in another folder for easier backup such as *C:\LabOra Backup*. It is also used for all **network** installations, where the program files will be on one computer and the data files will be on another computer or server and able to be shared with other users.

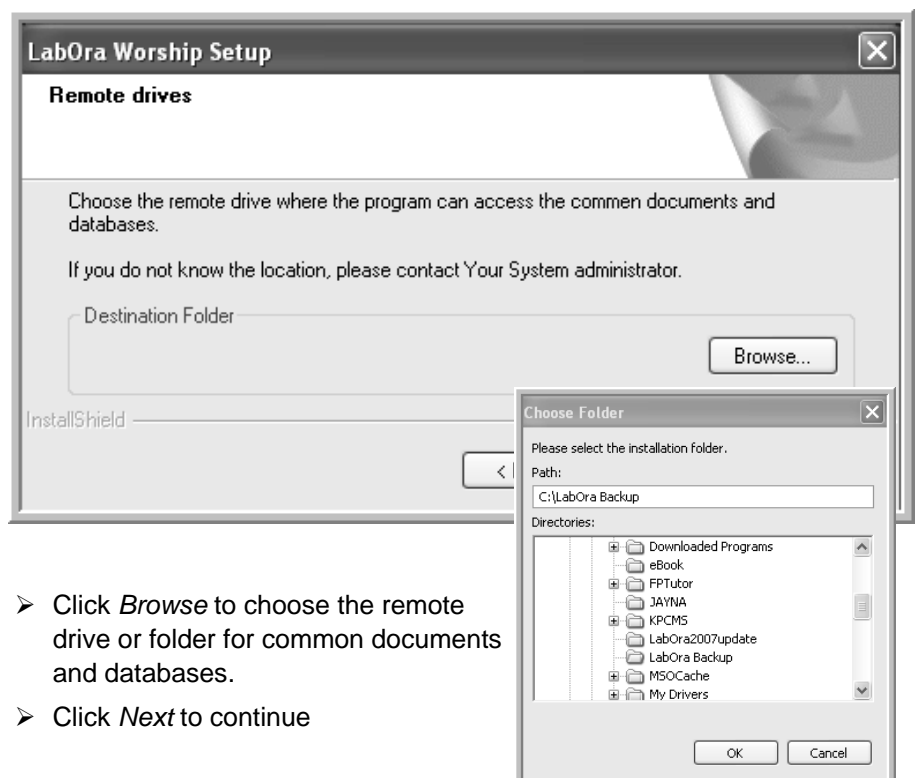
- Place the *LabOra* disk in the CD drive. It will autorun.
- Click *LabOra Worship Installation*.
- Click the *Custom* icon.



- You will be asked where you want to install:
1. Common Documents and Databases.
  2. Program files.

## Choose Location for Common Documents and Databases

### 1. Choose Location for Common Documents and Databases

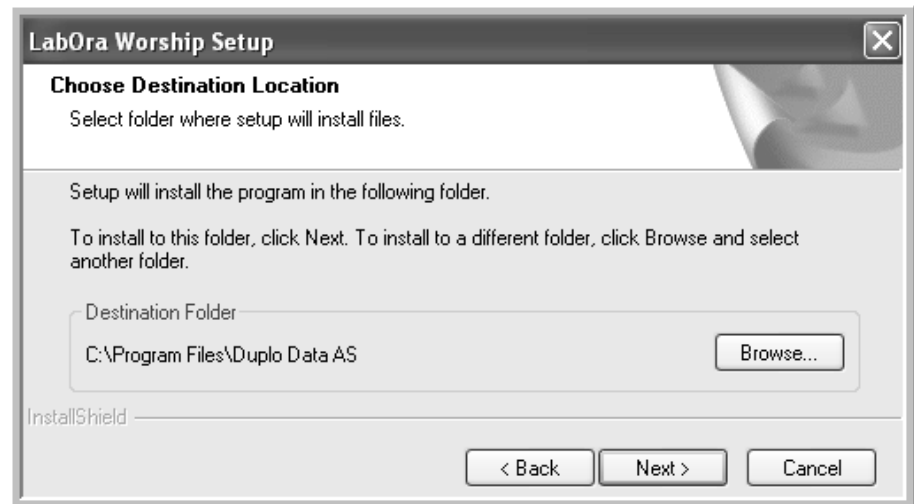


- Click *Browse* to choose the remote drive or folder for common documents and databases.
- Click *Next* to continue

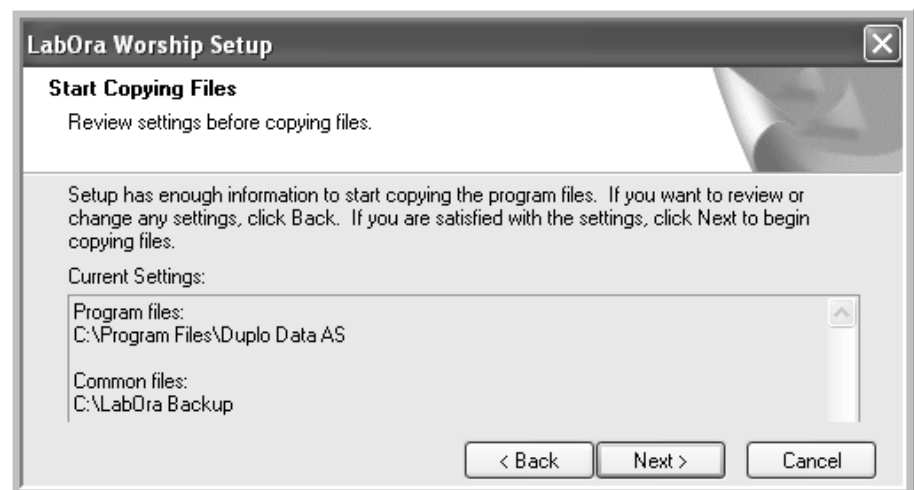
## Choose Location for Program Files

## 2. Choose Location for Program Files

- Choose the drive and/or folder where the **program files** will be stored. The default is *C:\Program Files \ Duplo Data AS*. Do not change this without good reason.
- On a network the program files need to be installed on every computer.



- Click *Next*. Or click *Browse* to select another folder. Click *Back* to change any settings.
- Check that the locations you chose are correct.
- Click *Next* to begin copying files.



## Checklist for Network Installations

## Checklist for Network Installations

Detailed instructions on setting up peer-to-peer networks and working with domains is obviously beyond the province of this document, as is mapping drives, setting folder and file permissions, creating shares, managing user profiles and living with Windows Vista's strict security.

The following checklist is intended as a guide only.

- Make sure the folder permissions for the folder where common documents and databases are to be stored (eg *LabOra Backup* in the example on page 4) are set to allow **read and write**. You will need to modify the default permissions since they are set to 'read only.'
- On a network share, create a new share if necessary. Ensure that the share permissions are set to allow read and write. They are 'read-only' by default. Make sure the folder permissions allow read, write and delete.
- On a peer-to-peer network make sure that users have permission to both client and data computers.
- The same user name and password has to exist on both computers and the appropriate permissions given at both ends. *Windows* does not allow a user with an empty password to access a share.
- On a domain the permissions will be handled by the normal domain process.

**On network installations LabOra needs to be installed on each workstation, as well as the server.**

## Open *LabOra* for the first time



## Open *LabOra* for the first time

- Click the *LabOra Worship* icon on the desktop.
- Enter the license number. The pattern is AUS02 NNNNLL NNNNLN where N = number and L = letter.  
Be careful with 1 (number) and I (letter); 0 (Number) and O (Letter).
- Click OK.



## Enter License Number

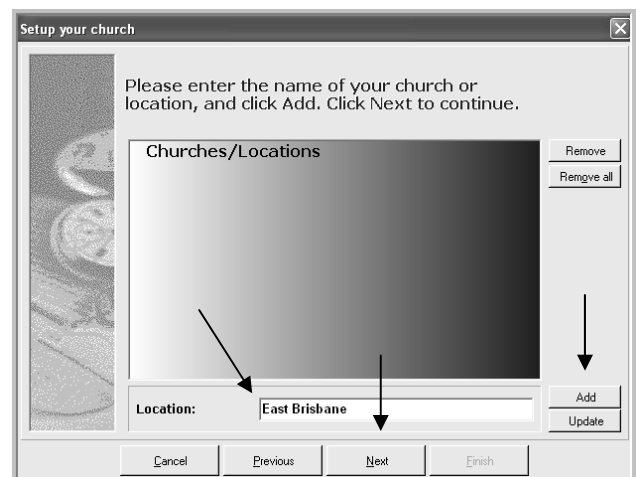
*LabOra* can be used 15 times without a license number.

- Click *Next*.



## Enter Locations

- Enter a location in *Location* box.
- Click *Add*.
- You may enter as many locations as needed, clicking 'add' after each one.
- Click *Next*.



***LabOra* is now ready for use.**

## Add or Edit Locations

Locations can be changed or added once *LabOra* is running via *Tools / Minister/Staff Information / Locations*.

- Click the *Add locations* button.
- Click *OK* when finished.

