

Installation Guide

Here's how to install PDS Ministry Scheduler 8. Once you verify that your computer meets the [system requirements](#), you can install the program.

Single Install or Network Configuration

If your institution uses only one installation of a PDS product and you store your PDS data on that same computer, skip to the Installation Instructions section.

If you have one or more computers using data stored on a separate computer, you need to "point" those computers to the shared database using the instructions below.

1. On the computer (server) that you want to store your database, open Windows Explorer.
2. Locate the computer in My Network Places, and note how its name displays. You need this when configuring workstations to access the shared data.
3. Create a folder on the server's hard drive, and give it a name associated with the program. For example, "PDS Data".
4. Right-click the folder, and select **Sharing and Security**.
5. On the Sharing tab, select **Share this folder**. Note the Share name, as it's needed when configuring workstations to access the shared data.
6. Click **Permissions**. In **Permissions for Everyone**, select all check boxes in the **Allow** column.
7. Click **OK** on both dialog boxes.

In Windows Explorer, the folder displays with the "shared" attribute.

After these steps, your PDS program can be installed on the server as described in the Installation Instructions section below. When prompted for the data location, enter the network path to the server data directory. You can use either the server's UNC name (\\server\share\file_path) or a drive letter (if you first mapped the data directory to a drive in Windows Explorer).

Useful Information

Once your program is installed, you can easily find out where it stores and retrieves its data. Right-click the desktop shortcut icon and select **Properties**. In the **Target** field, note the string D="<path>".

Installation Instructions

Note

If you're upgrading from PDS Ministry Scheduler Version 7, back up your program data.

Note

In order to download PDS programs online, you must be enrolled in the [Preferred Client Program](#).

1. Go to the [PDS Downloads page](#) in the PDS Client Portal.
2. Locate and click **Ministry Scheduler 8 Full Install**.
3. Click **Download**, then save the file to your desktop.
4. On your desktop, double-click the file **MinistryScheduler8Setup.exe**.

5. In the Setup wizard, click **Next**.
6. Read the License Agreement. If you accept the terms of the agreement, select **I Accept the EULA Terms** and click **Next**.
7. Select the folders where you want to install the program and data files. The folder paths cannot exceed 60 characters in length.
8. Click **Next**.
9. After the installation is complete, click **Finish**.
10. Return to your desktop. Double-click the icon to open the program and follow the on-screen instructions.

Useful Information



If you need help using the program, click the question mark icon  in the upper right corner of the program or press the **F1** key on your keyboard.

1. Insert the installation CD in your computer's CD drive. The PDS Ministry Scheduler window displays.

Useful Information



If the installation window does not open automatically, locate the Setup.exe file on the CD, and double-click to start it.

2. Under **Install the Program on This Computer**, click **Setup**.
3. Click **Next**.
4. Read the License Agreement. If you accept the terms of the agreement, select **I Accept the EULA Terms** and click **Next**.
5. Select the folder where you want to install the program and data files, and click **Next**.
6. After the installation is complete, click **Finish**.
7. Return to the menu of your choice, or exit the installer.
8. Open the program and follow any on-screen instructions that display.

Useful Information



If you need help using the program, click the question mark icon  in the upper right corner of the program or press **F1** on your keyboard.

Checking for Updates

After you install your program, check for the most recent version. On the File menu, click **Check for Program Update**. Any time a new update is available, you can check for it here.

If you have multiple workstations, all computers must be upgraded at the same time.