



# Paulson

## Training Programs, Inc.

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## System Manager Software - Network Version

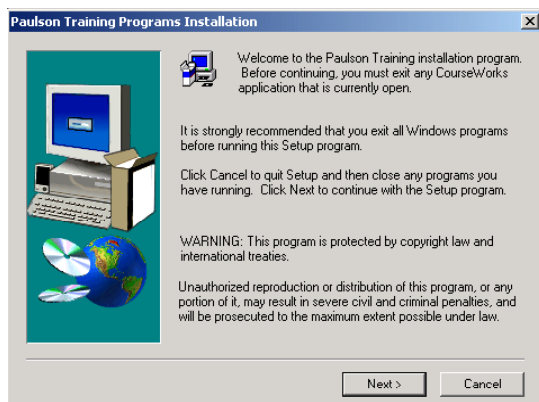
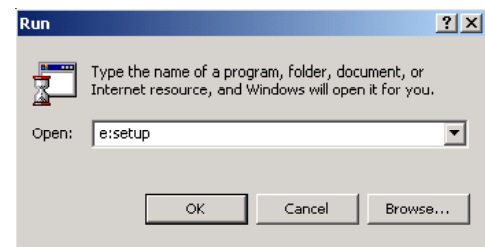
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### Quick-Start Instructions

#### Server-side Installation:

**Step 1.** Close any open applications, especially Outlook.

**Step 2.** Insert the **System Manager Software - Network Version CD**. If the CD does not self-boot, click **Start | Run**, type “x:setup” (x being the letter of your CD drive). Click **OK**. This will start the installation process.



#### Three Items will be installed

##### **Installation of Deliver**

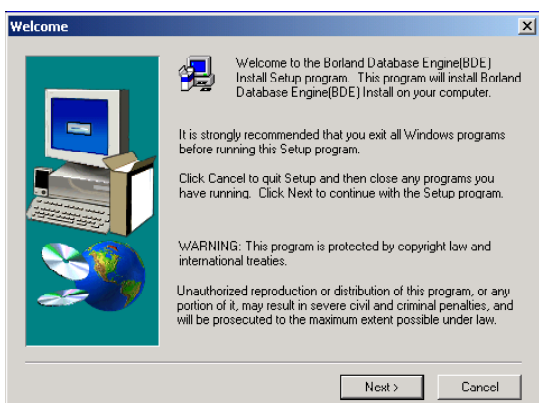
The installation process will begin. Accept all defaults. (You will click the **Next** button 4 times during the installation and then a **Finish** button.)

##### **Installation of Indeo**

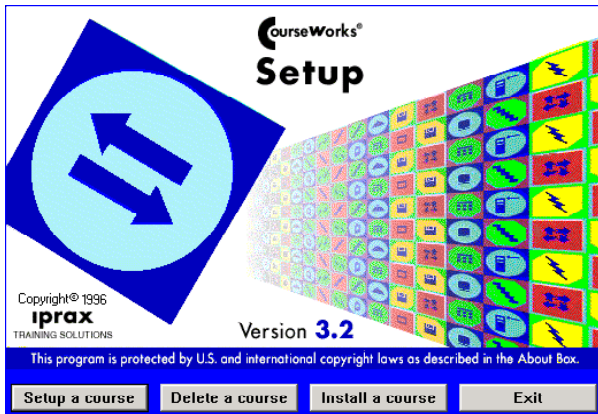
After the **Finish** button is clicked (from above) the installation of Indeo will begin. Accept all defaults. (It is quite possible you will have a newer version of Indeo already installed on your computer. This installation program will determine this and tell you it will not overwrite the newer version. Accept this.)

##### **Installation of Borland Database Engine**

The next item to install is the Borland Database Engine. Again, accept all defaults. (you will click **Next** twice, and then a **Finish** button.)



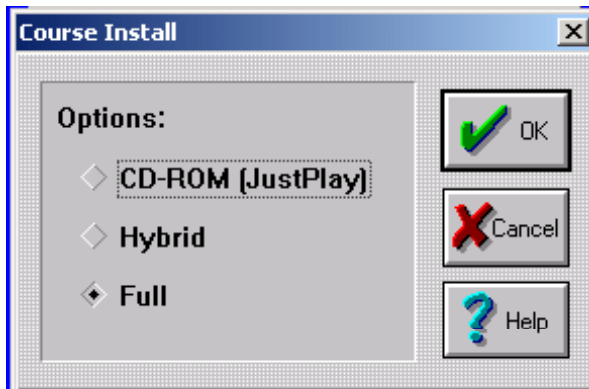
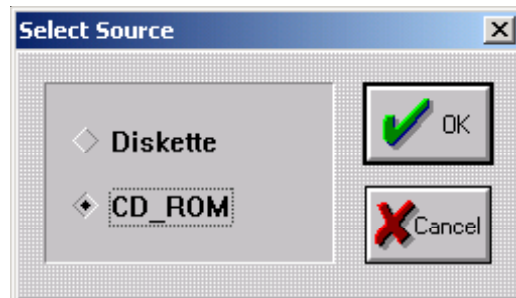
**Step 3.** Next insert the CD called “Network Disks” into the drive. Click on the folder called “Server Disk”. **Double-click on the setup.exe** inside the Server Disk folder. After installation has been completed, remove the CD from the drive. (This step unlocks the number of seats that were licensed.)



**Step 4.** Install all Paulson training lessons.

1. Click on the **Start | Programs | Paulson Training Programs**, and click on **Setup, Install, and Delete Lessons**
2. Click on the **Install a course** option.

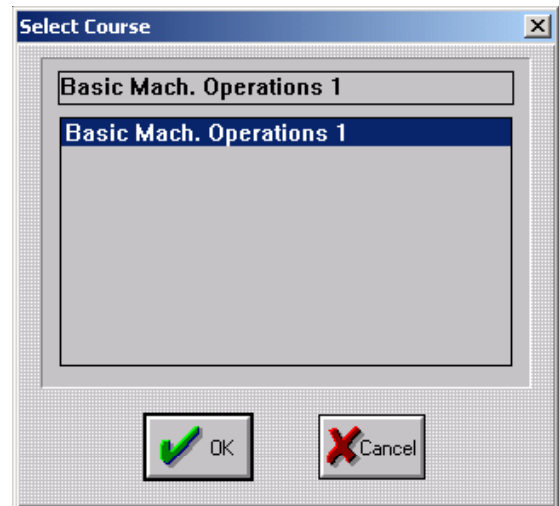
3. Confirm that the **CD-ROM** option is selected and then click **OK**.



4. **Important:** For a network installation, the option **Full** must be checked so the entire contents of the CD are copied to the Server hard drive.

**NOTE:** You must have sufficient available hard drive space to select Full. Each lesson is approximately 500 MB.

5. When prompted, insert a lesson CD in the CD-ROM drive and then click **OK**.
6. Highlight the course name that you want to install and then click **OK**. After the files are done copying to your hard drive, your course installation will be complete.



**NOTE: *If asked to skip any Files, answer No. "Full" installs may take a few minutes.***

7. Repeat **Step 4** (1-6) for each lesson you want to install.

**Step 5.** Next insert the CD called “Network Disks” into the drive again. Click on the folder “Concurrent Course Unlocks”. For each course that you purchased, there will be a corresponding folder. **Double-click the setup.exe** in each one of the course folders inside the Concurrent Course Unlocks folder. (These allow a given training lesson to run on multiple Clients at once.)

**Step 6.** Run the Main Menu Organizer.

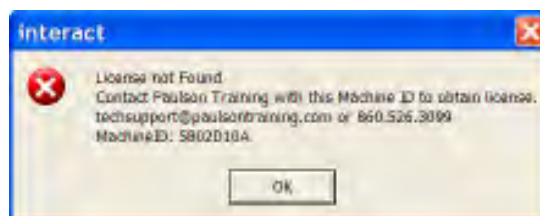
1. You can download the latest version of our “Main Menu Organizer” from our website at [www.paulsontraining.com](http://www.paulsontraining.com) in our Support section.

**Step 7.** Click **Start | Programs | Paulson Training Programs** and select **Deliver**.

## System Manager License

**NOTE: When Deliver is launched the first time on the Server, you will notice that a “License not Found” message appears.**

**Paulson will supply the required license file upon receipt of the machine ID. Call Paulson at 860-526-3099 or email at [techsupport@paulsontraining.com](mailto:techsupport@paulsontraining.com) and give us your machine ID.**

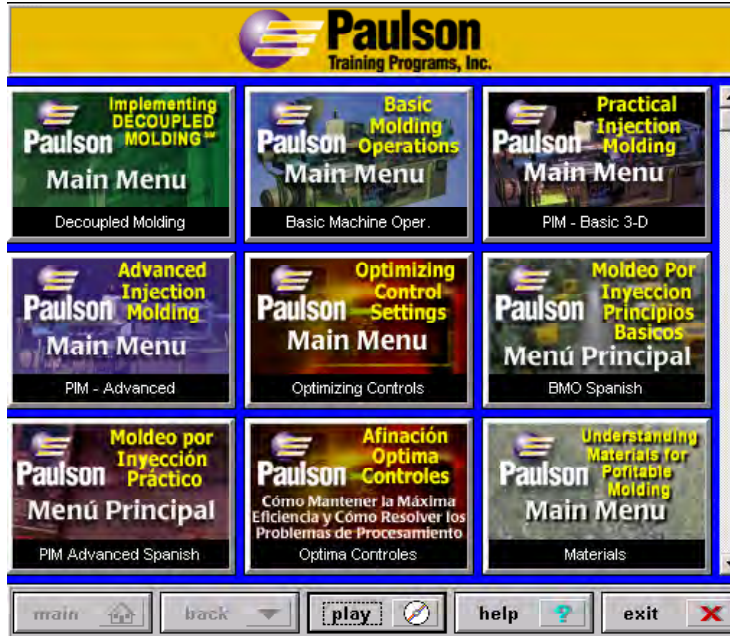


## Testing the Server-side Installation:

**Step 1.** Once you receive your unlock file, place it in the Paulson/Crswrks folder.

**Step 2.** View a lesson from the Server.

1. Click **Start | Programs | Paulson Training Programs** and select **Deliver**.

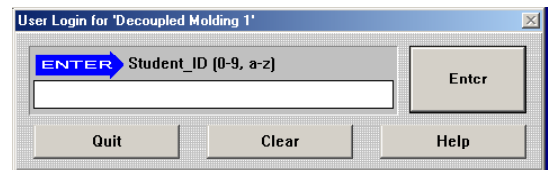


2. Click on the course you would like to see.

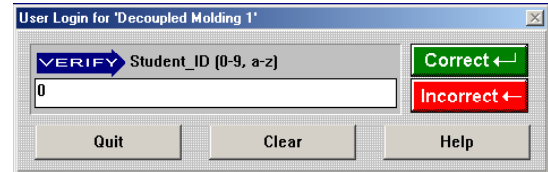
3. Click **Play**



4. Enter any **student ID** you like.  
(Students can be pre-enrolled using “Track”. See page 37 of the User’s Guide for instructions.)



5. On the Verify Screen, choose **Correct**



6. You will be asked to enter and verify more information such as your first name, last name etc.
7. When the login process is done, the program will begin.

**Note: Students can be pre-enrolled to make the login process quicker (page 32 of User’s Guide). However, as long as open enrollment is active for any course, a student not in the database can still take a course. (See page 35 of the User’s Guide for instructions on Open Enrollment.)**

### What you will see next

#### 1. Pretest Questions

- The program first starts with 5 pre-test questions. Answer each one of the questions. You will be told whether you are correct or incorrect for each question and then will move onto the next question. (The pretest score is kept in the database file and can only be seen by the administrator for each student.)

#### 2. Introduction

- When the pretest is finished, the program will automatically begin the introduction.

#### 3. Course Begins (Note: For Server testing purposes, you can exit out when the video begins and begin the Client installation on the next page)

- Throughout the course, the video will stop and you will be asked questions. If you answer the question incorrectly, you will be shown that piece of video again that explains the answer to the question. Only when a question is answered correctly, can you move on to either the next question or more video.

#### 4. Post-Test

- At the end of each course, there is a post-test. The post-test is 10 questions and just like the pretest, will show you whether you answered correctly or incorrectly.

**NOTE: Pre and Post tests can be set to any number of questions you like. The defaults are 5 and 10, respectively.**

## **Client-side Installation:**

Once you have established that the Server computer is working correctly, you can do the Client-side installation.

**Step 1. From each Client, map a drive letter to the Server drive that will host the training. (In most cases, this will be C:Paulson). This must be in place before proceeding. You must have Full Administrator rights to do this.**

**Step 2.** Insert the “Network Disks” CD on the Client computer. Click on the **Client Disk** folder. **Double-click on the setup.exe** in the Client Disk folder. When prompted for the drive letter of the server enter the mapped drive letter noted above.

**Step 3.** View a lesson from a Client

1. Viewing a lesson from the client is the same as viewing it from the Server. See the section “Testing the Server-side Installation” on page 4. Start at Step 2 but start Deliver from the Client computer.

**For technical support call 1-860-526-3099  
Available from 8:30 am to 3:00 pm EST, Monday through Friday.**