



Tutorial

Version 1.0

Installing **ofcdesk** Products on Network

Introduction

Purpose

ofcdesk is committed to providing high-quality material to help you get the most out of our products, so we offer this document, where you will learn about the installation of **ofcdesk** products on Network.

The appearance and information displayed in the screens and images may vary according to product version.

For further information and technical support, please contact:
info@ofcdesk.com

Using ofcdesk Product Contents

You are able to use the content of ofcdesk products in two ways: locally and on network.

Models of **ofcdesk** product installation

Stand-alone:

When you use this model, the **ofcdesk** product is locally installed. Everything runs into the machine itself, including the database. Using this modality, it is not required to connect the computer to a network. The installed libraries or upgrades you may perform only will be available in this machine.

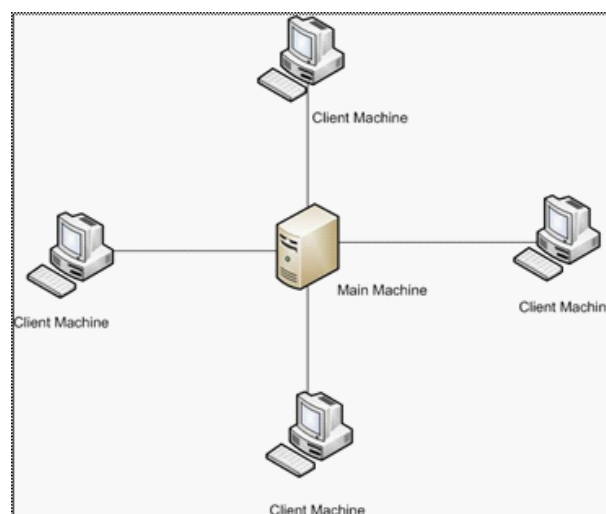
This model is recommended for single-user or, when **ofcdesk** product must run on a notebook.

Network:

This model is recommended for two or more users working together.

Systems are installed in different machines interconnected via a main machine including a sharing folder (location), so when one library is installed or an upgrade is performed in one machine, they will be automatically available to all other users.

It is recommended to have only one sharing folder (location) on the main machine, but if there is more than one location, only the main location will be considered when updating or changing contents, the other locations will be ready-only.



Setting products to Network Operation

Select a main machine accessible to other machines (client) through network to share contents of **ofcdesk** products.

1 Share a location on the main machine where library files will be stored.

The file sharing must be through Windows® and also permissions and security (for further information about sharing, access - [How to Share and Set Permissions for Folders and Files Using Windows XP](#)).

Remember that all files of installed or created library will be copied to this folder, so make sure there is enough space in this folder. The required space depends on which libraries will be installed.

The machine must be always turned on, because it is providing data to other machines. It is recommended that this machine does not be used for other purposes.

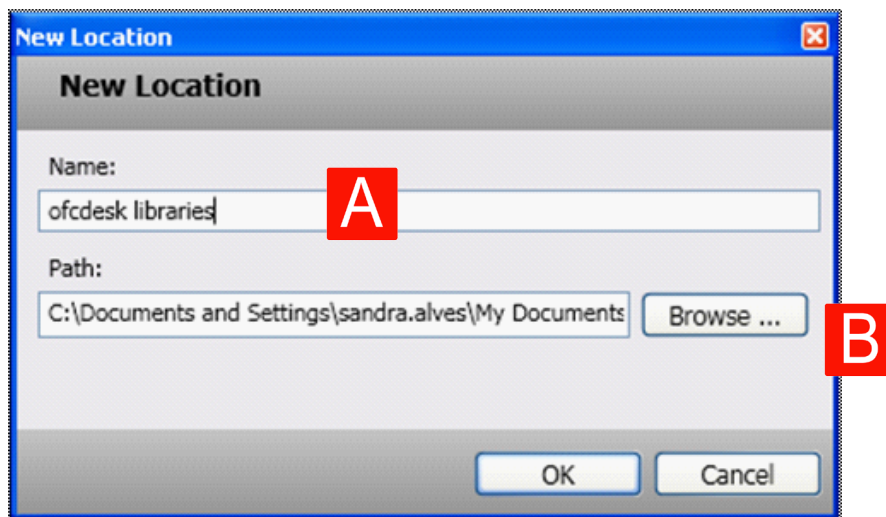
Note down the location name for future reference.

Important: updates performed in any of these machines (client or main) will be made automatically available to other machines.

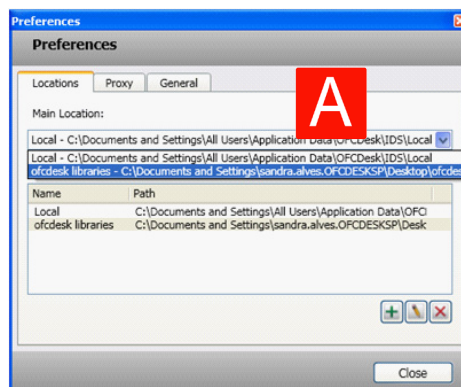
Important: changes in libraries that are made through the **ofcdesk content controller** will be made automatically available to all interconnected machines.

1 Install **ofcdesk** product on client machines. Run software and click on **Preferences** icon.

- a. Click on the “+” sign within the screen.
- b. Type the name of the location (sharing folder) you have created on the main machine (a).
- c. Click **Browse**, select where the location (sharing folder) is (b) and click **OK**.



d. Select the address of location you have created on the main machine and set as Main Location (a). Click **Close** to end the process. Change the **Main Location** setting in all client machines.



The Main Location setting will be automatically applied to all **ofcdesk** products installed on the machine and also to future products installation.

Important: This network configuration to run **ofcdesk** products cannot be applied to **ofcdesk crayon**. For further information contact us at **info@ofcdesk.com**.

Contact Us

We are interested in your comments and suggestions about **ofcdesk** products. Please let us know how to improve features to better serve you: **feedback@ofcdesk.com**.

For further information about **ofcdesk** products email us: **info@ofcdesk.com**.

Through the website you can also get technical support, as well as learn interesting tips & tricks about **ofcdesk** products. Visit our website **www.ofcdesk.com**

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