

Total Party Planner

Setting Up Total Party Planner on a Network

A step by step guide

Note: This guide was prepared by modeling a Windows XP operating system. There may be slight syntax changes to consider for other operating systems (98SE, ME, 2000, NT, or Vista).

Server or Main Machine in a Peer-to-Peer network

- Select one ‘main’ computer for the location of the database:
 1. If you have a true “server” as part of your network, the database will reside on that machine.

-OR-

- 2. In a peer-to-peer network, select the computer where Total Party Planner will be used most. The database will reside on that machine.
- Close any running applications or programs on the computer selected above.
- Use *either* one of the following options to install Total Party Planner on the main computer selected above:
 1. The installation CD provided – install option ‘A’
 2. Setup link provided via email (on request)
- Install software by following the Installshield™ wizard instructions.
- After installation on the main computer, you must setup the Total Party Planner Folder as ‘shared’ for the rest of the network:
 1. Double click ‘My Computer’ on the desktop.
 2. Double click ‘Local Disk (C:)’.
 3. Double click the ‘Program Files’ *folder*.
 4. **Right click** the ‘Total Party Planner’ *folder*.
 5. Left click the ‘Sharing and Security...’ option.
 6. Check the box that says ‘Share this folder on the network’.
 7. Set the ‘Share name:’ to **TPP**.
 8. Check the box that says ‘Allow network users to change my files’.
 9. Click the ‘Apply’ button.
 10. Click the ‘OK’ button.

The Total Party Planner executable will now be available to the other machines requiring access to the database. Continue with installation instructions on the secondary machine(s) now.

Client (Secondary) Computer Setup

Follow these instructions for installation on EACH machine that will link to the server, or main machine, setup above to run Total Party Planner.

- Close any running applications or programs on the secondary computer.
- Use *either* one of the following options to install Total Party Planner on the secondary computer:
 1. The installation CD provided – install option ‘B’
 2. Download & install the setup file from our website:
 - Visit www.totalpartyplanner.com
 - Click the ‘Support | Desktop Version’ link
 - Click the ‘Utilities’ link under the Installation heading.
 - Download the **tpp9.0clientsetup.exe** file to the desktop.
 - When the download is complete, double-click the **tpp9.0clientsetup.exe** file on the desktop.
 - Install software by following the Installshield™ wizard instructions.
- **After installation, you will NOT see an icon on the desktop.** It will look as though nothing was actually installed. The client installation does not actually install any application files, but rather updates enough system files to run Total Party Planner “virtually” on the main computer setup in section one.
- When the installation is complete, create an icon on the Client desktop that points to the Total Party Planner application loaded on the main machine. The name of the .exe file that the shortcut will point to is ‘Total Party Planner.exe’.
 1. From the secondary machine, right click anywhere on the windows desktop.
 2. Left click the ‘New’ option.
 3. Left click the ‘Shortcut’. The ‘Create Shortcut’ window appears.
 4. Click the ‘Browse...’ button. The ‘Browse For Folder’ window appears.
 5. Click on ‘My Network Places’.
 6. Find the folder ‘TPP on <your server name>’. **This is the share name setup in section one.** If you cant find the folder on the network, re-check that the folder was setup properly above, or possibly re-boot the main computer.
 7. Click the ‘TPP on <your server name>’ folder.
 8. Click on the file ‘Total Party Planner.exe’. You should see the waiter icon. *Be sure you have selected the correct file.*
 9. Click the ‘OK’ button. The ‘Create Shortcut’ button re-appears.
 10. Click the ‘Next >’ button.
 11. Click the ‘Finish’ button.
- Open Total Party Planner from the new icon created.