

Networking Introduction

The open framework of Pastoral Care allows greater flexibility in using the program across a network with many people accessing the program at the same time.

Before working through this document it is assumed that Pastoral Care is installed on all computers on the network that need Pastoral Care using the standalone installation document. Pastoral Care does not need to be installed on your file server, this document talks you through how to set-up the common area (file server) so that all computers installed with Pastoral Care will be able to access the Pastoral Care data files.

The only restrictions in network access are:

- Only one person at a time can edit any one family file. i.e. multiple users can edit different family files.
- Only one person can edit a single Roll Project at a time. (Different roll projects can be edited at the same time)
- Only one person can edit a single Finance Project at a time. (Different finance projects can be edited at the same time)
- Only one person can edit a single Weekly Statistics Project at a time. (Different Weekly Statistics projects can be edited at the same time)
- Only one person can edit a single Roster Event at a time. (Different Roster Events can be edited at the same time)
- Only one person can edit a single CarePlus compliance at a time.(Different CarePlus compliances can be edited at the same time)
- Only one person can edit a single Library at a time. (Different Libraries can be edited at the same time)
- Only one person can send SMS at a time (Another user can setup an SMS batch ready to send once the other user has completed sending their SMS messages)
- If someone is using any of the Pastoral Care Setup features, access into related areas will be restricted while setup editing is taking place.
- If someone is using a feature in Pastoral Care, access into its related setup area will be restricted.

Network Freedoms which are available

- Multiple users can edit multiple families simultaneously
- Multiple users can produce any reports simultaneously
- Unlimited network access (number of uses = infinity)
- All report areas and analysis areas can be accessed by multiple users simultaneously.

Understanding Networks

A network is a number of computers linked together by means of a cable, or a wireless communication device. If you have several computers at your church, and they are not networked together yet, we strongly advice that you seek assistance with someone in your church familiar with setting up and configuring a network.

Do not attempt to install Pastoral Care onto a network unless you are absolutely sure you have a network that is running correctly, and you understand the basics of networks.

Pastoral Care Network Requirements

Pastoral Care requires the following conditions to work on a network.

- Pastoral Care 11 installed on every computer that is going to use the program (Please refer to the standalone installation document on this CD)
- A common shared drive that is visible in the Windows Explorer as a Drive to all computers with Pastoral Care installed on them. (Not just visible in Network Neighbourhood!) This is made available via the mapping tool in Windows explorer. This is the most common reason why users are unable to get Pastoral Care to work on a network; they forget to map the network drive. Please note to activate the drop down menu in Windows 7 or Vista so that you can choose the 'Tools' menu to access the 'Mapping Network drive' option you need to press the 'ALT' key while in Windows Explorer. Windows XP has this dropdown menu displayed all the time.

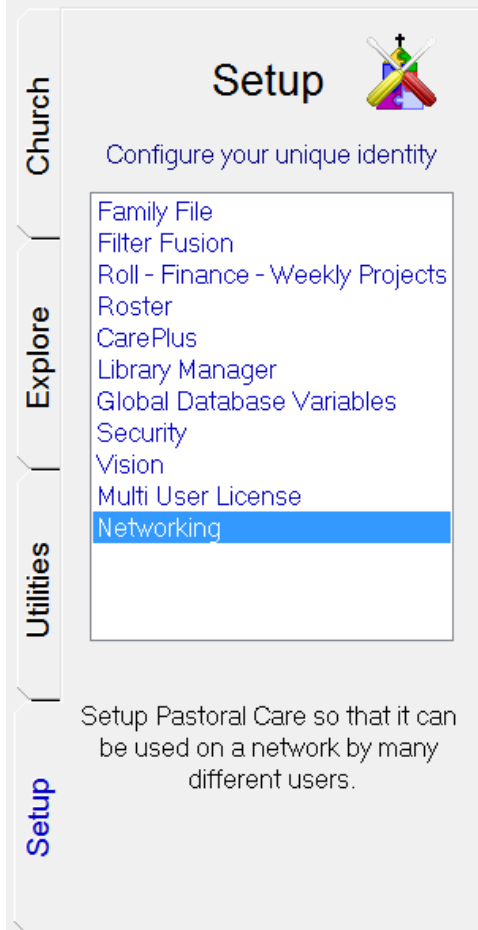
Once Pastoral Care has installed your files on your network drive you need to ensure the following permissions are set on the PC_11 folder and sub folders.

- Permissions on that shared drive / folders must be such that all users on the network have read / write / execute permission on all folders in the PC_11 folder.
- Delete permissions are required to be set for the PC_11 folder.
- Pastoral Care 11 need NOT be installed on the server, it only needs to be installed on to each workstation or computer using the program.

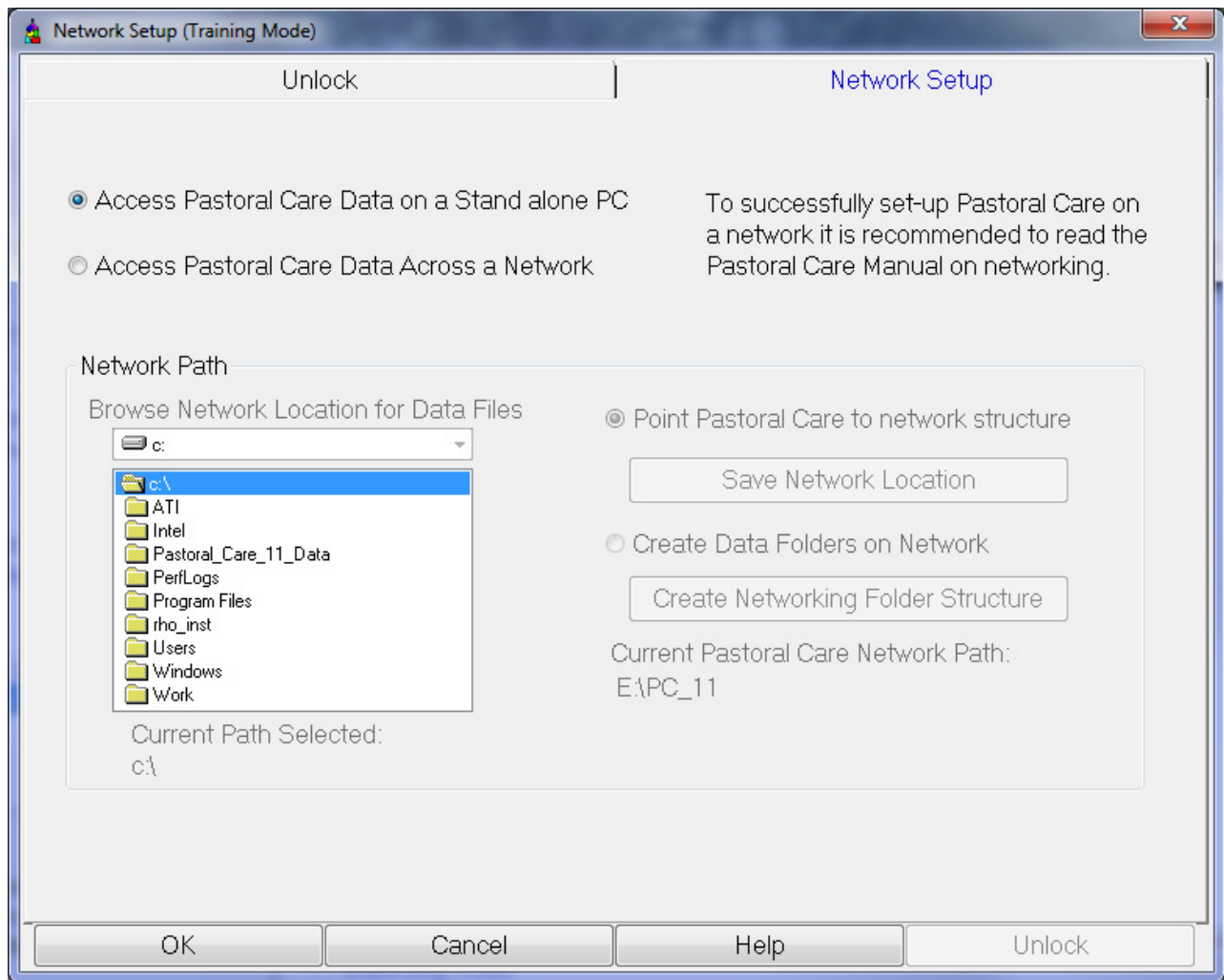
Installing Pastoral Care on a Network

Follow these steps carefully.

1. Make sure that you have a common shared drive available to all computers that you want to install Pastoral Care on. If you are unsure how to do this, do NOT proceed any further without assistance from someone who knows how to set this up. (In our example, we will be using a shared drive called h:)
2. Install Pastoral Care on a single computer that you want as one of your “workstations” refer to the standalone installation document for this. This is NOT your file server.
3. Once loaded, choose Setup – Networking from the Main Menu. (See Below)

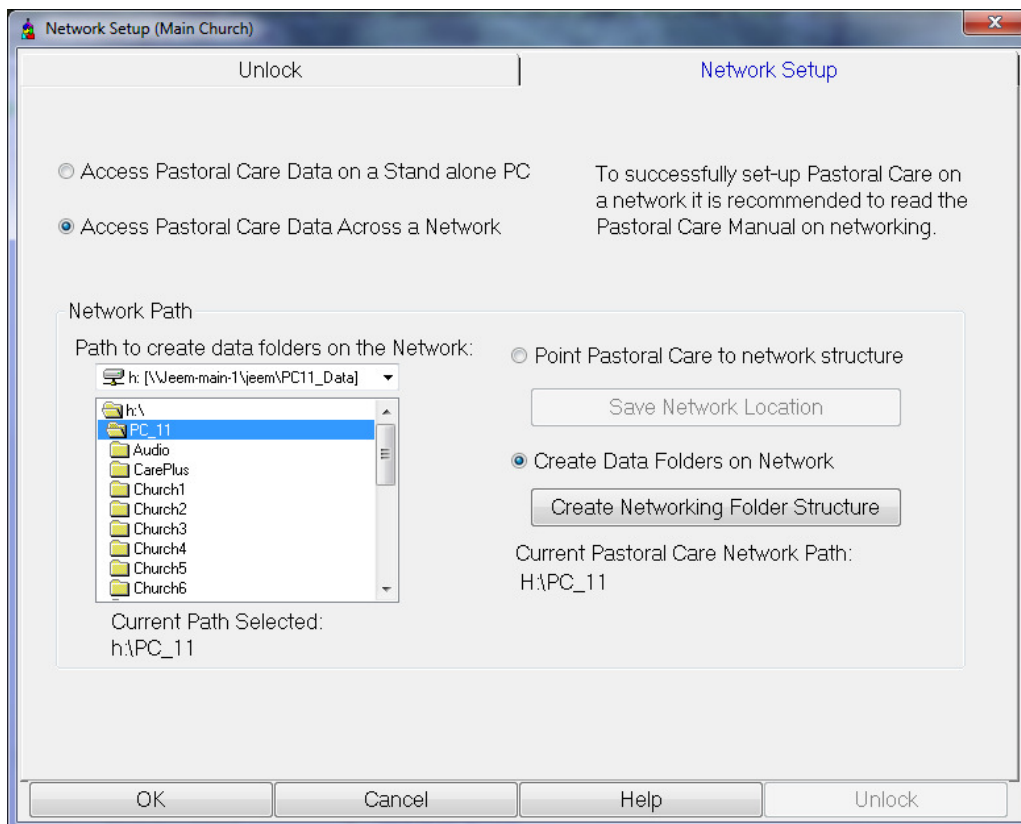


4. The Networking Setup panel is loaded.*
5. Choose the Network Setup Tab (top right hand side of your networking window). The following window is displayed.



6. Choose the option “Access Pastoral care Data Across a Network”.
7. Browse to the shared drive (In our case h:)
If you can NOT see a network drive such as Drive:\\Servername\FolderName (in our case h:[\Pastoral\h]) then do not proceed, a shared drive needs to be created, please seek assistance from your network administrator in your church for setting up a mapped drive to your server.
8. Choose the “Create Data Folders on Network” option.
9. Press the “Create Networking Folder Structure” button.

10. Your window should now look like this. (Note that Pastoral Care has created a folder structure on the h drive called PC_11)



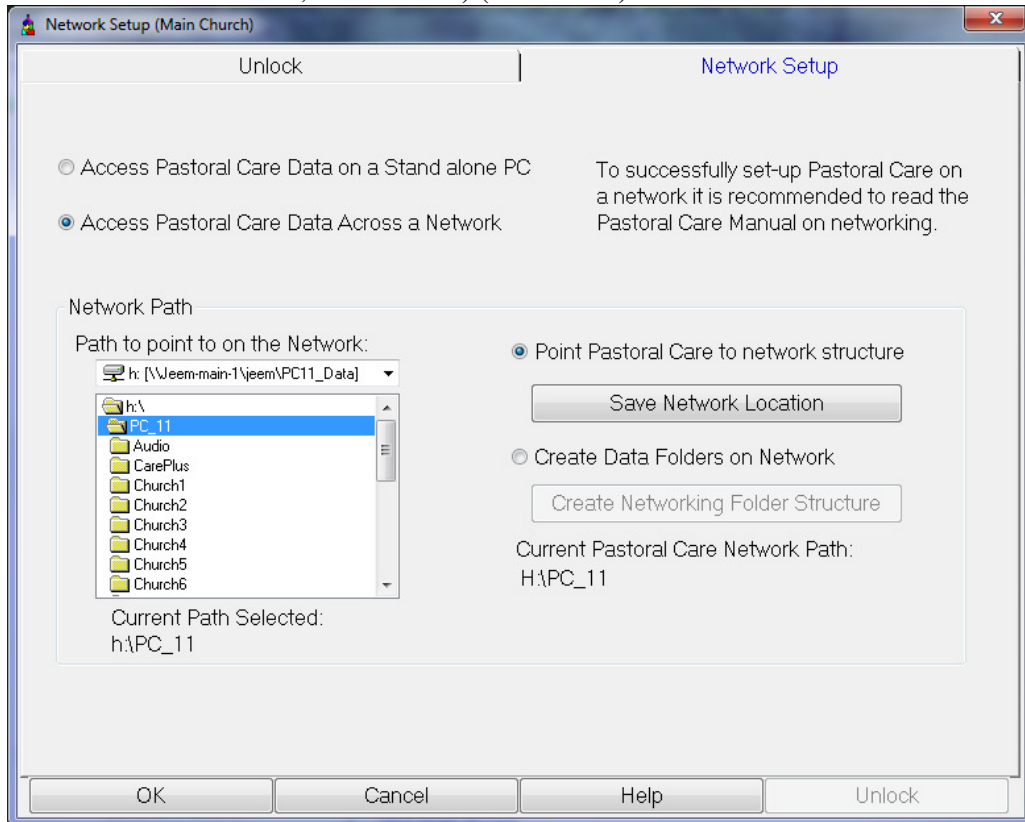
11. Press the OK button. This computer has just created your NETWORK FOLDERS for all other computers using Pastoral Care to use also.

***STEPS 1 TO 12 MUST ONLY BE DONE ONCE FROM ONE COMPUTER.
TO INSTALL ADDITIONAL COPIES OF PASTORAL CARE ON THE
OTHER COMPUTERS SEE BELOW.***

Installing additional copies of Pastoral Care onto the network.

To complete your network installation, the following procedure is required. These steps can only be completed after steps 1 – 12 above have been carried out ONCE on one computer.

- a. Install Pastoral Care on your next “workstation” or computer that you want to access Pastoral Care from. (refer to the standalone document on this CD)
- b. Go to Setup – Networking and choose the Network Setup Tab.
- c. Choose the option: “**Access Pastoral Care across a network**”
- d. Choose the option: “**Point Pastoral Care to network structure**”
- e. Use the drive and browser box on the left of the screen to browse to your shared drive (In our example h:)
- f. **DOUBLE CLICK** on the folder PC_11 (shown below). This will open the folder and reveal folders like Church1, Church2 etc) (See Below)



- g. Choose the option: “**Point Pastoral Care to Network Location**”
- h. Press the “**Save Network Location Button**”

Repeat steps a to ‘h’ for each computer on the network.

Trouble Shooting Pastoral Care Networking

If you are having trouble setting up the network make sure the following conditions exist.

Checking the Mapped Drive

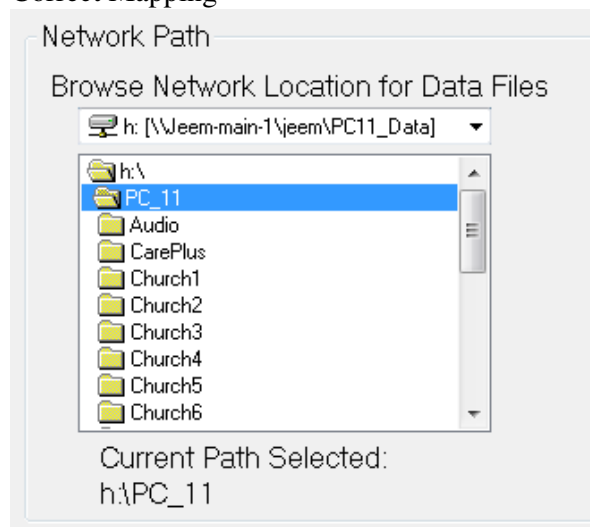
ON THE REMOTE COMPUTER (not the server)

- a. Start Windows Explorer
- b. Look at your drives. You will have at least the following drives:
C:
D:
If you have a CD ROM, D: will most likely be the CD ROM
- c. Look further for your networked "mapped" drive. It **MUST** appear in the drive list as a drive, not in network neighborhood.
For Example:
ShareName on SERVER (E:)
Files on ChurchMainServer (F:)
- d. On that shared drive, you must be able to see a folder called "PC_11"
If you cant see PC_11 on an actual mapped drive, then it is not set up correctly
- e. If it is visible to the remote computer, then do the following tests.
 1. Copy a file (any file, say a word document) to the PC_11 folder on the shared drive.
eg: f:\PC_11
 2. Right Click on the file you copied to the PC_11 folder and attempt to rename the file
 3. Delete the file you copied to the PC_11 folder

If any of the steps 1,2 or 3 failed, then you do not have sufficient permissions to set up Pastoral Care on the network. If you are using Windows 7, Vista or XP, you may need to be logged in as an ADMINISTRATOR to complete this task.

- f. If you look at the shared drive in explorer and you see the folder PC_11 in the root directory of that shared drive then the drive is mapped correctly. If you see folders such as Church 1, Church 2, etc then you are mapped to far "down" the tree. You need to be able to see PC_11 in the root or Top Level of the shared Drive. (See picture Below)

Correct Mapping



Transferring your data from Standalone to Network

When you set-up Pastoral Care on a network it duplicates the folder structure on the network that you have on a standalone edition. If you previously used Pastoral Care and then change over to a network setup then none of your family files will be on the network until you restore them. To do this turn your machine back to standalone mode and backup you family files to either a USB drive or use the browse option to store the backup files into a folder that you have created on your computer. After the files have been backed up setup Pastoral Care to network mode and then restore the backup files using the restore option.

In doing this process take note:

- 1) When either setting Pastoral Care to network mode or standalone mode you must exit Pastoral Care and then reenter it for the change to take place.
- 2) It is not recommended in using the Hard Disk Positions for backing up Pastoral Care when you want to transfer your family files from standalone to network mode because the hard disk positions for standalone are different from the hard positions in networking. Either backup your data files to USB drive or use the browse option to save it in a folder you have created.