# File In Time™

Due Date Tracking and
Task Management Software

## Network Installation Guide

## Installing File In Time Software in a Network Environment

TimeValue Software's File In Time™ due date tracking and task management software is designed to operate efficiently on your network. It supports multiple licensed users running the program from the same directory, and individual setup files for each user.

## To Install File In Time Software on Your Network Server

1. Either download the File In Time program and enter the password or insert the CD in the CD-ROM drive. If installation from the CD does not start in a few moments, you can install File In Time software by double clicking **setup.EXE**.

2. Follow the on-screen instructions to complete the install. Change the destination drive to that of your network drive if needed.

## To Create a Program Group and Icon for Each Licensed User/Workstation

Perform the following setup from each workstation for each license after installing File In Time software on your network server. The following steps are not needed if a shortcut to File In Time already exists on the workstation.

1. Navigate to the network drive where you installed the File In Time program (e.g., F:\FITWIN).

2. Double-click on **WorkstationSetup.EXE** from the File In Time program directory.

3. Follow the on-screen instructions. This routine will add desktop shortcuts and required reporting files to the workstation.

## Technical Support

If you have any questions, please contact TimeValue Software technical support. Support specialists are available Monday-Thursday, 7am-6pm; and Friday, 7am-5pm Pacific Time.

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