

Installing Network Diary onto Windows 2003 Server

Overview

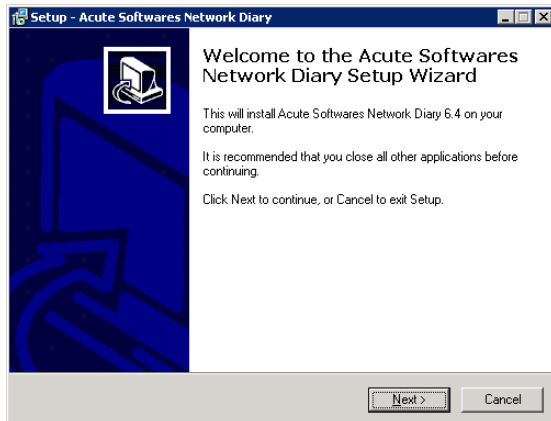
This document shows the steps needed to install and configure the Network Diary on Windows 2003 Server. Before you begin, you need to decide where the data files will be stored, and make sure that that folder is shared for Read and Write access to all users of the Diary.

Run the installation EXE you got from your registered download link

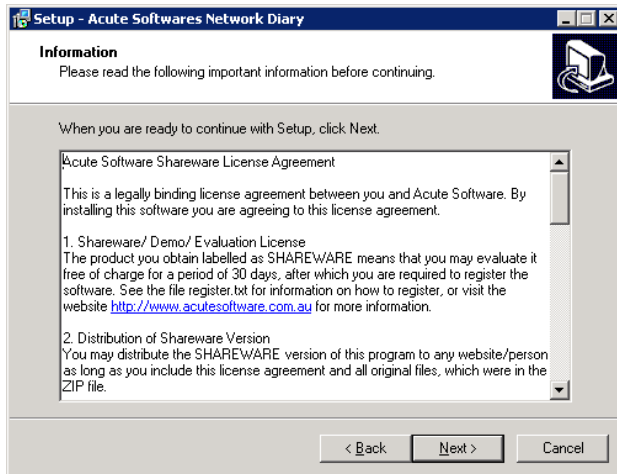
Double click the file you downloaded and Click Run to begin the installation



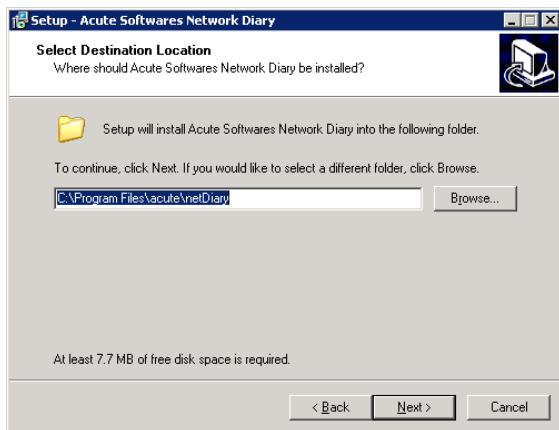
At the welcome screen, click Next



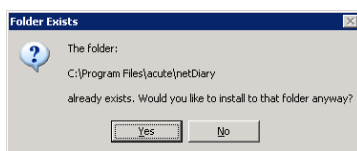
At the License agreement, click next



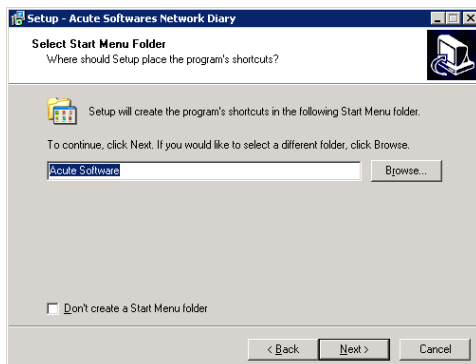
At the Select Destination Location, click Next



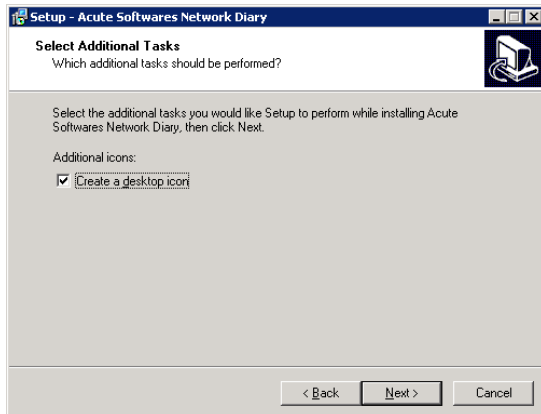
Click Yes to have the folder created if it isn't already there



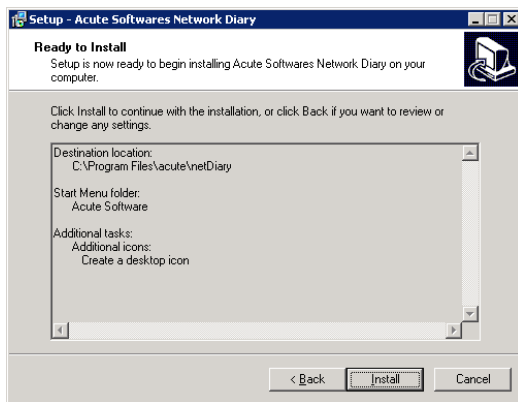
Click Next to use the default Start Menu



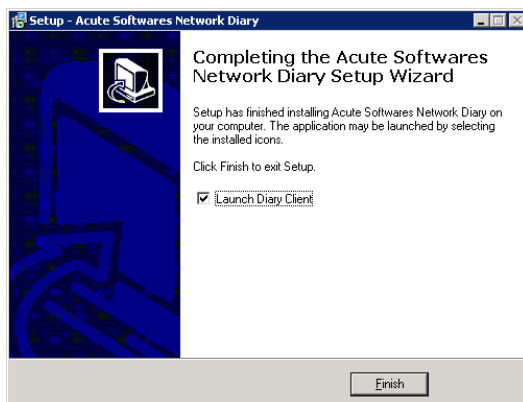
Click Next to create a desktop icon



Click Install to begin the Installation



After the files are installed, untick "Launch Diary Client" and click Finish to close the installation



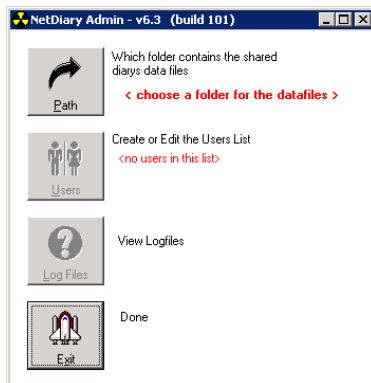
Configuring Network Diary for the First Time

Go to the Start Menu > All Programs > Acute Software and click “Network Diary Administrator”

At the Netdiary admin screen, there are 2 steps to complete – setting the path where the data files will be stored and adding users.

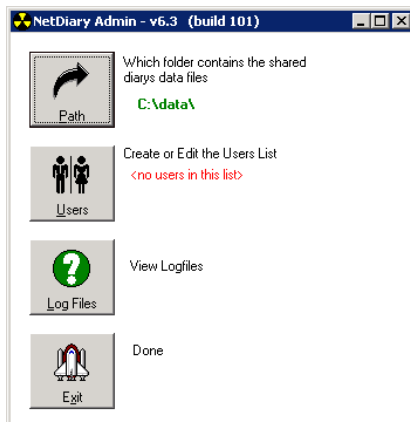
Before you do this step, you need to create a folder on the server where the files will be stored and share it so that it is READ/WRITE by users who need to run the network diary

Click ‘Path’ to choose a data path

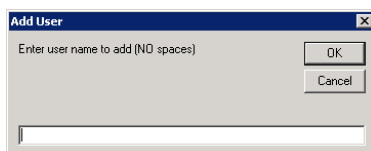


Browse to the folder you just created and select it – click OK and at the main screen it will show the path in green.

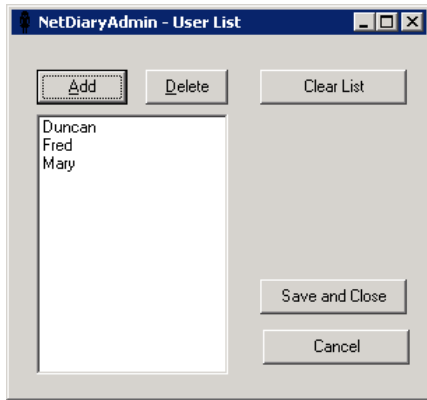
Now, click ‘Users’ button to add users



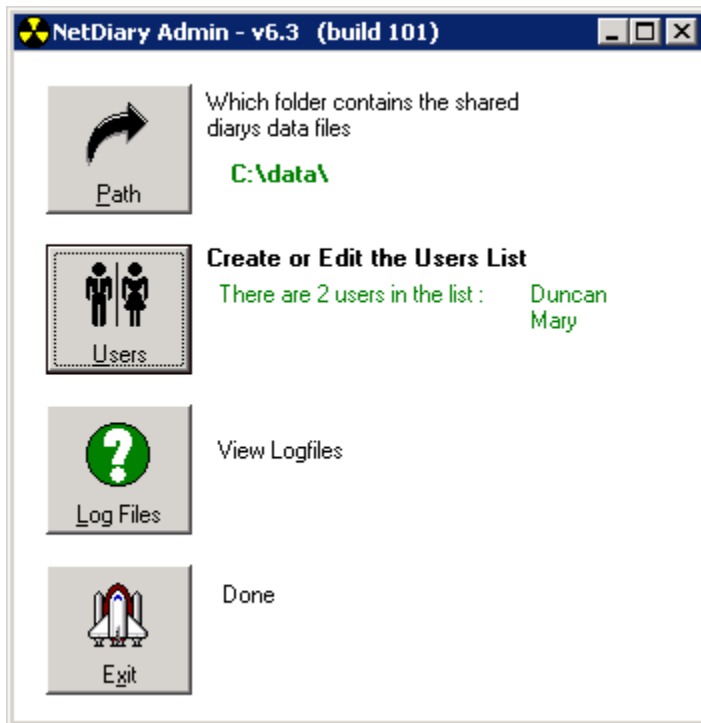
At the users screen, click ‘Add’ and type the names of the users (these do not have to be computer user names, though it is generally a good idea – make sure there are no spaces or hyphens in the names)



When you have added the users, click Save and Close



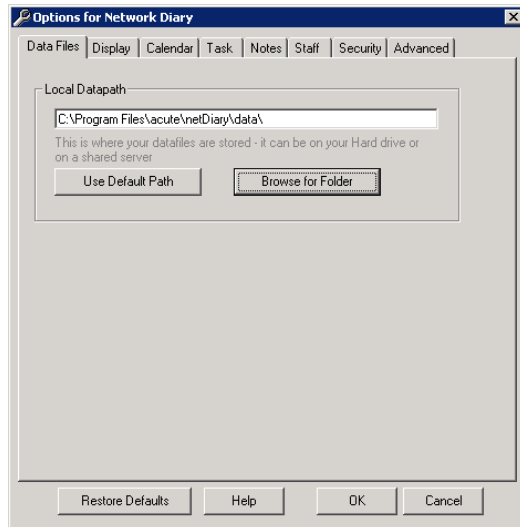
At the NetDiary Admin screen, click Done



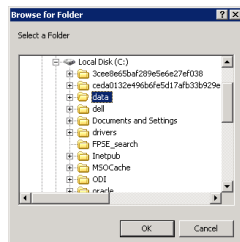
Starting the Network Diary

Start the diary from the icon on the desktop

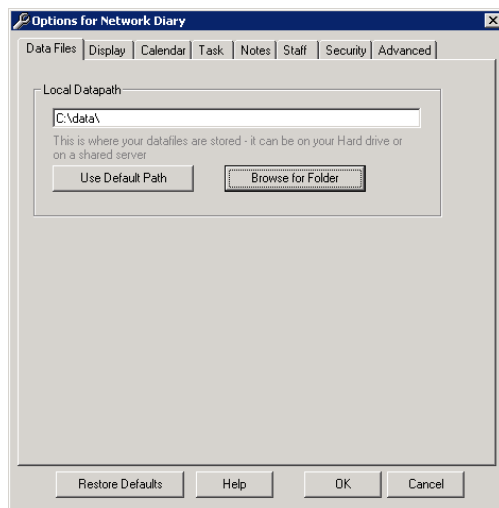
Click the Options button on the Toolbar (or choose Options > Diary Options from the menu). At the Options screen, click the 'Data Files' tab



Click the Browse for Folder and choose the folder you created for all users



Click OK at the Options screen



Using the Diary

At the Diary Screen, click the Staff icon on the Left hand side to show all users appointments at once

Wed	2	Duncan	Mary
9	am		
10	am		
11	am		
12	pm		
1	pm		
2	pm		
3	pm		
4	pm		
5	pm		
6	pm		

See other articles at Acute Software's website on how to use the Network Diary

[Network Diary Help File \(Printable\)](#)

[Network Diary Articles](#)

[Managing Multiple Users Schedules](#)

[FAQ - changes to Network Diary version 6.0](#)

[Troubleshooting the Network Diary](#)

[How to setup the Network Diary with Roaming Profiles](#)