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# Pension System/Windows

# Installation Guide

Updated for Microsoft SQL Server 2008 R2 & MS SQL Express

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# PE/Win Installation Guide

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## Introduction

The guide is intended to provide you with the information necessary to choose an appropriate system configuration for your environment, then walk you though the installation steps for the database, then the workstation software. It is expected that the reader is experienced with installing software applications, has a familiarity with network administrative activities, and possesses a general knowledge of terms commonly used in Information Technology.

## **Types of Databases Supported**

This software currently supports two different database technologies; the file-based Access database and the client/server-based Microsoft SQL Server database.

## SQL Server vs. Access

For new installations, we strongly recommend using SQL Server as your database choice. The Access database option is being phased out and will be eliminated in the future. Access is only supported for stand-alone single-user installations. If you are currently using the Access database, migrating to SQL Server is a simple process which is covered in the topic "*Migrating from Access to a SQL database*". Using the Access database is covered under "*Scenario 5*".

There are two different flavors of the SQL Database. The first is Microsoft SQL Server (MS SQL), and the second is the Microsoft SQL Server Express (Express) which is limited capacity version of MS SQL that is included free of charge with DATAIR applications.

Note: We will only discuss editions of SQL 2008 R2 in this document. The system continues to support SQL 2000, MSDE, SQL 2005, and prior versions of SQL 2008, however we highly recommend SQL 2008 R2 for new installations. The SQL 2000/MSDE and SQL 2005 versions of this document may be found on our web site in the Technology Publications section.

## Choosing between Express and MS SQL

Feature	MS SQL 2008 Express – R2	MS SQL 2008 R2 Standard Edition
Maximum Database Size	10 GB	No Limit
Number of Processors Supported	1	4
RAM Memory (Maximum used)	1 GB	No Limit
Cost	Included free of charge	Must be purchased separately

The primary differences between the two versions are detailed in the following table:

In essence, the limitations placed on the free Express version of the database include limiting the maximum size of a database to 10 gigabytes, which is actually a tremendous amount of data, a single processor, and will not use more than 1 GB of RAM.

The limit on the number of processors and amount of memory supported has a limiting effect on the number of simultaneous users that can be supported, but there is no magic formula that can predict a maximum number of users in practical terms.

When doing data entry, data is only read or written as you move from record to record or when changes are saved. Each of these database accesses take only a split second, thus it is possible to support many users since the chances of them pressing "Save" or moving to a new record at the exact

same instant is very low. However, when you are running calculations, the system will be continually reading and writing data during the entire time the calculations are running and the chances of simultaneous database accesses is much higher.

More realistic is that you will have a mix of users doing data entry and calculations at the same time. Depending on their usage patterns, you will be able to support a varying number of simultaneous users, but it is difficult to predict the exact number.

The bottom line is this... If you outgrow the free Express version, upgrading to MS SQL is quite easy so we recommend starting with Express unless you are already using the full version of SQL Server for other software.

For additional information on SQL Server, please see the Technology Publications section of the DATAIR web site.

## **Choosing your Installation Type**

Now that you have some insight into the differences between the various database options, we will present a number of 'scenarios' that represent the most common situations. These are general in nature, and you should select the one that most closely fits your situation.

Each scenario includes a description and visual representation of the configuration, a listing of what's needed, and a brief description of the installation steps.

We also have included some example scenarios of configurations which are unsupported and will not work. We recommend that you review these also.

After choosing a scenario that most closely resembles your situation, proceed to the detailed installation instructions for each applicable installation step.

Note: Even though the scenarios mention 6 users as the division between Express and MS SQL, use the guidelines provided in "Choosing between Express and MS SQL" when considering the actual number of users each configuration will support.

## Scenario #1 - Software and SQL Express Database on the same machine



## Typical Uses

Notebook computer or stand-alone computer where each user has their own database. The database may not exceed 10 GB in size.

#### What's Needed

- > PE/Win software CD.
- > Workstation that meets the Stand-alone Workstation requirements.

## **Installation Steps**

Step 1: Install Express Server on Workstation Step 2: Install PE/Win Application Software on Workstation



## **Typical Uses**

Recommended for six or fewer networked workstations sharing a database with less than 10 GB of data.

## What's Needed

- ➢ PE/Win software CD.
- > Workstations that meet the "Workstation-only" requirements
- > Machine that hosts the database must meet the "Stand-alone Workstation" requirements.
- Windows-compatible network

## **Installation Steps**

Step 1: Install SQL Express & DATAIR Database on the machine that will be used as the server Step 2: Install the PE/Win application software on each of the workstations

Scenario #3 – Software and SQL Database on different machines (recommended for more than 6 users)



## Typical Uses

More than 6 simultaneous users sharing a database, OR more than 10 GB of data.

## What's Needed

- ➢ PE/Win software CD
- Microsoft SQL Server (Purchased separately)
- Microsoft SQL Server Client Access Licenses (CALs) for each workstation (purchased separately)
- > Workstations that meet the "Workstation-only" requirements
- > Server that meets the Microsoft SQL Server Database Only requirements
- Windows-compatible network

#### **Installation Steps**

Step 1: Install Microsoft SQL Server on the Server computer

Step 2: Install the PE/Win application software on each of the workstations



## Description

While we strongly recommend having a machine to specifically be used as a server for the database, there are situations when having a workstation also serve as the database server is acceptable. Appropriate situations include where there are only two or three computers, or where there is a little-used workstation.

## What's Needed

- > PE/Windows software CD.
- > Workstations that meet the "Workstation-only" requirements
- > Machine that hosts the database must meet the "Stand-alone Workstation" requirements.
- Windows-compatible network

## **Installation Steps**

Step 1: Run the SQL Express Installation on the machine that will act as the database server Step 2: Install the PE/Win application software on the machine that will act as the database server Step 3: Install the PE/Win application software on each of the remaining workstations



## Description

This scenario is intended primarily for clients that participated in the Beta and Preview Release programs that used the Access file-based database. Support for Access file-based databases will be phased out and users will be required to migrate to SQL Express or MS SQL databases.

## What's Needed

- > PE/Win software CD.
- > Workstation that meets the Stand-alone Workstation requirements.

## Installation Steps

Step 1: Install the PE/Win application software on the workstation

## **Unsupported Configurations**

The following are examples of installation scenarios that may not be used.

SQL Express/MS SQL Database Server running on one machine and the database files on another



SQL Express/MS SQL Server requires that the database files be located on the same physical computer as where the database server software is running. You may not, for example, install the database server software on one machine and place the database files on another.



#### SQL Express/SQL Database Server running on Novell Server

SQL Express/MS SQL Server <u>only</u> runs on Windows-based computers. You can use a Novell network to connect the workstations and database server together, and use the Novell Server as you always have, however the database server software and its database files may only reside on a Windows-based machine.



Wide Area Networks, VPNs, and Internet connections do not provide adequate bandwidth to operate software remotely. This type of configurations may result in data loss or corruption.

We recommend using Windows Terminal Server if you require remote access.

NOTE:

Use of the software by a person not physically located at the licensed site may be a violation of the software license agreement and additional software licenses may be necessary. Contact your DATAIR Sales Rep for more information.

## Hardware & Software Requirements

Hardware and software requirements vary by the configuration scenario selected.
Workstation-only: Applies to: Scenario 2, 3, 4 - Workstations

Feature	Minimum	Recommended
Processor	2 GHz Single Core	2.4 GHz Dual or Quad Core
RAM Memory	512 MB XP/1 GB Vista/Win 7	2 GB MB or more
Disk Space (excludes data)	250 MB	250 MB
Video	800x600 SVGA	1024x768 XGA or better
Windows OS	Windows XP Pro	Windows XP Pro
	Windows XP Home	Windows 2003 Server
	Windows 2003 Server	Windows 2008 Server
	Windows 2008 Server	Windows Vista Business
	Windows Vista Home	Windows Vista Ultimate
	Windows Vista Business, Ultimate	Windows 7 Professional
	Windows 7 Home	Windows 7 Ultimate
	Windows 7 Professional, Ultimate	Note: 64-Bit versions of the
		above OS's <b>are</b> supported
Other	Windows-compatible pointing devi	ce
	Windows-compatible printer	
	Windows-compatible network (optional)	
	CD-ROM or DVD drive	
	Internet Access	

## Stand-alone Machine (with Database)

## Applies to: Scenario 1 – Workstations Scenario 4 – Server Scenario 5

Feature	Minimum	Recommended
Processor	2 GHz Single Core	2.6 GHz Dual or Quad Core
RAM Memory	1 GB	2 GB or more
Disk Space (excludes data)	2.0 GB	2.0 GB
Video	800x600 SVGA	1024x768 XGA or better
Windows OS	Windows XP Pro	Windows XP Pro
	Windows XP Home	Windows 2003 Server
	Windows 2003 Server	Windows 2008 Server
	Windows 2008 Server	Windows Vista Business
	Windows Vista Home	Windows Vista Ultimate
	Windows Vista Business, Ultimate	Windows 7 Professional
	Windows 7 Home	Windows 7 Ultimate
	Windows 7 Professional, Ultimate	Note: 64-Bit versions of the
		above OS's <b>are</b> supported
Other	Windows-compatible pointing devi	ce
	Windows-compatible printer	
	Windows-compatible network (optional)	
	CD-ROM or DVD drive	
	Internet Access	

## SQL Express Server Only

Feature	Minimum	Recommended
Processor	2 GHz Single Core	2.6 GHz Dual or Quad Core
RAM Memory	1 GB	2 GB or more
Disk Space (excludes data)	5.0 GB	5.0 GB
Video	800x600 SVGA	1024x768 XGA
Windows OS	Windows XP Pro	Windows XP Pro
	Windows XP Home	Windows 2003 Server
	Windows 2003 Server	Windows 2008 Server – R2
	Windows 2008 Server	Windows Vista Business
	Windows Vista Business	Windows Vista Ultimate
	Windows Vista Ultimate	Windows 7 Professional
	Windows 7 Professional	
Other	Windows-compatible pointing devi	ce
	Windows-compatible printer	
	Windows-compatible network (optional)	
	CD-ROM or DVD drive	
	Internet Access	

## Microsoft SQL Server Database Only

#### **Applies to:** Scenario 3 – Server

Feature	Minimum	Recommended ***
Processor	2 GHz Dual or Quad Core	2.8 GHz Dual or Quad
	Processor	Core/Xeon Multi-Processor
RAM Memory	2 GB	8 GB or more
Disk Space (excludes data)	2.0 GB	2.0 GB
Video	800x600 SVGA	1024x768 XGA
Windows OS	Windows 2003 Server	Windows 2003 Server
	Windows 2008 Server	Windows 2008 Server – R2
Other	Windows-compatible pointing devi	ce
	Windows-compatible printer	
	Windows-compatible network (opti	onal)
	CD-ROM or DVD drive	
	Internet Access	

\*\*\* Note: The hardware requirements are based on a server supporting a MS SQL database server for DATAIR Windows applications only. If the server is being used for other purposes, consult an IT professional for assistance in determining appropriate hardware requirements.

Please Note: SQL Server Express 2008 R2 requires .NET Framework 3.5 SP1 and Windows installer 4.5.

Also, see Microsoft's website: Hardware and Software Requirements for Installing SQL Server 2008

## **Database Disk Space Requirements**

The actual space required for data will vary dramatically depending on the number of plans, employees, accounts, and the amount of transaction activity.

For SQL Express, we recommend allocating up to 90 GB of disk space for plan data and database backups. This is based on the SQL Express maximum database size of 10 GB, 70 GB of daily database backups (seven backups of 10 GB each), and 10 GB of temporary data storage.

For SQL Server, the amount of data space required would need to be calculated based on the amount of data, types and number of backup, etc.

## **Installation Steps**

In this section of the guide we will detail each of the installation steps referred to in each of the installation scenarios.

It is assumed that the installation is being performed by a person with at least some technical knowledge regarding installation of software on computers. This installation should be performed by a computer technician or a network administrator, **especially** if this is going to be a database server accessed by multiple client workstations in a network environment.

## Installing the SQL Express Database Server

## Before you Begin....

- Installation of the SQL Express database server must be done at the computer where it will reside. In other words, you cannot install this from a remote workstation over the network. You must be physically at the computer where it will reside.
- You only need to install SQL Express on one machine. All workstations will connect to this single installation of SQL Express.
- You will need to login to the machine with full administrative rights and full access to install SQL Express. If your login does not have these permission or you are not sure what they are, your network administrator should be performing the installation.
- You may be required to reboot the machine you are installing the SQL Express server on during, or at the conclusion of, the installation process. You may want to take this into account when deciding on an appropriate time to install the server software.
- The actual database files are installed to a default SQL Server folder. The location may be altered through the Advanced options tab while installing.
- When you are prompted for a "Shared/Data" directory, this is NOT where the database is installed. This is a common, shared folder on your network that all DATAIR users must have read/write access to. If you are installing this on a stand-alone PC, use the default local directory suggested during the installation.

## Step-by-Step...

After you are logged in, insert the PE/Win CD accompanying these instructions. This CD has an AutoPlay feature that should begin the installation automatically. If it does not, open "My Computer" from your desktop, open the CD drive and double click "Setup.exe" to start the installation and the following screen will appear.



Select "Install Software".

EB	DATAIR Pension Syste Install Soft Workstation Install Database Server Install	em/Windows Ware Release Notes Release Notes
	Please choose one of the ap to install, or to view the re Adobe Acrobat is required t release notes	plications above lease notes. to view the

Then, on this screen, select "Database Server Install" to launch the installer.

You will see the welcome dialogue. Click [Next >] to continue.

Next, you are asked to provide a Shared File Directory. Make sure if this is a network installation that the directory selected is accessible to all users who will be accessing DATAIR applications.

🛃 DATAIR Database a	nd SQL Express Installation
	Select Shared File Directory
	Please select the directory for Shared Files. If this is a network environment, make sure this location is common and accessible to all users. Use this same location on subsequent client workstation installs when asked for a shared file directory. Note: This is the same common directory where your datair mdb database file resides that is used by other Datair systems.
	C:\My Documents\Datair Browse
Help	< Back

Note! This is not where your SQL Server database will be stored. This is simply a folder that will be used by DATAIR applications for shared files.

Press [ Next > ] to continue.

The installer will now install a few utilities and then analyze your system, looking for previously installed database servers and databases.

Depending on what components the installer found already installed on your computer, the screen choices will be different. Presuming that you don't have SQL Server, MSDE, or SQL Express installed currently on this machine, the screen will appear as follows...

DATAIR SQL Express Installation Utility	
Computer Name: JERRY1	
Servers found on None found! this computer:	
Install Datair instance of SQL Server	
✓         Install database at the same time	<u>I</u> nstall
C Install Datair database on selected server above	
🕐 Upgrade DATAIR MSDE SQL Server to SQL 2005 Express	
	(Exit

By default, when the database is installed, it will be placed in the default data location as defined by Microsoft. Optionally, a backup job can be created to perform a local disk-based backup of the database every morning at 1:00 am. This type of backup is merely intended to allow restoration of a plan that was incorrectly altered within the past seven days, not prevention against hardware failure or changes that occurred more than a week ago . See the technical document "Backing-up your SQL Database" for additional information on backup strategies.

When you click "Install" you will be prompted for an administrative account name. This should be a login that has administrative rights on this computer. The example below uses : BUILTIN\ADMINISTRATORS. Another choice might be: MyDomain\Administrators.

🖻 SQL Administra	ative Account		
SQL Server 2008 E) Server, This should	SQL Server 2008 Express requires an account name which has administrative rights in SQL Server. This should be a login that has administrative rights on this computer.		
Try the default value supply another login	e 'Builtin\Administrators' first. If SQL Server installation fails, you will need to		
Admin Account:	BUILTINVADMINISTRATORS		
✓ Include your logi ✓ Show full Micros	n as a SQL System Administrator oft SQL Server Install Interface		
	<u> </u>		

It is recommended you keep checked the option to include yourself as a SQL Administrator.

If you wish to enable the Microsoft SQL Server Install interface, you can check that option. (For advanced users only). Normally, no interaction with Microsoft's install screens is needed.

If you wish to disable or alter the time of the backups, or change the directory where the SQL database is installed, press the [ Advanced ] button to access the Advanced Features dialog

Database Installer - Advanced Features	
Database Location :	
Install Database in default SQL Server folder	
C Install to an giternate location	
Available Fixed Drives : C <u>B</u> rowse Folders	
	QK <u>C</u> ancel

On this dialog you can choose the default database location, or another folder located physically on the same machine. SQL Server does not allow databases to be installed on network drives.

Click [ OK ] to return to the setup screen, then click the "Install" button to perform the selected installation. Several Microsoft SQL Express screens will appear as the installation proceeds.

After a successful installation of the database you will see this dialogue:

dbinstal 🛛 🔀
Datair database successfully created!
(OK]

Press [ OK ].

The system will then be reanalyzed to verify the SQL Express server and DATAIR database were installed properly. If so, the following dialog will appear...

DATAIR SQL Express Installation Utility	
Computer Name: TESTXPPRDSP2	
Servers found on TESTXPPROSP2\DATAIR - DATAIR DB installed - Version : SQL 2008 Express - R2 this computer:	•
C DATAIR Server and DB Installed Successfully!	3
The DATAIR instance of SQI Server 2008 Express is running and a Datair database has been installed.	
C This installer will now close.	
ОК	
Egit	

Press [ OK ]. This completes the installation of the Express database server and DATAIR Database. You may now install the DATAIR PE/Win workstation software.

## Installing Microsoft SQL Server

DATAIR Pension System for Windows CD provides a copy of Microsoft SQL Server Express – R2. The Express version is limited inm the size of database you can have and how much memory it will utilize.

This section will cover the installation of a fully licensed Microsoft SQL Database Server as an addendum to Microsoft's instructions. Specific settings must be used during the install for SQL Server to work with DATAIR applications.

## Before you Begin....

- Multiple copies, or 'instances' as they are called, of SQL Server may be installed on a single computer. Even if you have Microsoft SQL Server already running on the machine you will be server computer, you will need to install a second instance named "DATAIR". This will simplify support and eliminate any potential conflicts. The instructions for installing the server software on based on that configuration. NOTE: Use of a non-DATAIR instance of SQL Server may result in additional fees for technical support.
- > SQL Server 2008 Service Pack 2 or later is recommended.
- You may be required to reboot the machine you are installing the SQL Server on during, or at the conclusion of, the installation process. You may want to take this into account when deciding on an appropriate time to install the server software.

## Step-by-Step Instructions SQL Server 2008

## Insert the SQL Server CD or DVD

to SQL Server 2008 R2 Setup	
License Terms To install SQL Server 2008 R2,	you must accept the Microsoft Software License Terms.
License Terms Setup Support Files	MICROSOFT SOFTWARE LICENSE TERMS       Image: Control of the software control of the software control of the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft         • updates,       updates,         • support services       Internet-based services, and         • support services       Image: control of the software unless of the terms arrownnarw those items. If so, those terms anniv.         Image: control of the license terms.       Image: control of the license terms.         Image: control of the license terms.       Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use SQL Server and its components.         See the Microsoft SQL Server 2008 R2 Privacy Statement for more information.
	< Back Next > Cancel

Accept the license terms, then click Next.

SQL Server Installer analyzes your system. If you get a "Fail" status on "Restart Computer", restart your computer manually, and restart the SQL install process.

🐮 SQL Server 2008 R2 Setup		
Feature Selection Select the Express features to install.		
Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete	Features:	Description: Server features are instance-aware and have their own registry hives. They support multiple instances on a computer.
	Select All Unselect All Shared feature directory: C:\Program Files\Microsoft SQL Server	۹
	< Back	Next > Cancel Help

Select Database Engine Services, then click Next.

😫 SQL Server 2008 R2 Setup					
Instance Configuration Specify the name and instance ID for	or the instance of SQL Serve	r. Instance ID becom	nes part of the installa	tion path.	
Setup Support Rules Peature Selection Installation Rules	Default instance     Named instance:	DATAIR			
Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration	Instance ID: Instance root directory:	DATAIR C:\Program Files\}	licrosoft SQL Server\		
Error Reporting Installation Configuration Rules Installation Progress	SQL Server directory: Installed instances:	C:\Program Files\M	licrosoft SQL Server\M	55QL10_50.DATAIR	
Complete	Instance Name	Instance ID	Features	Edition	Version
			< Back	Next >	Cancel Help

It is recommended you always use the name "DATAIR" for the instance name when installing an instance of SQL Server for Datair applications.

1 SQL Server 2008 R2 Setup					
Server Configuration Specify the service accounts and collar	tion configuration.				
Setup Support Rules Feature Selection Installation Rules	Service Accounts Collation Microsoft recommends that you us	e a separate account for each SQL	Server service.		
Instance Configuration	Service	Account Name	Password	Startup Type	
Disk Space Requirements	SQL Server Database Engine	NT AUTHORITY\SYSTEM		Automatic	~
Server Configuration	SQL Server Browser	NT AUTHORITY/LOCAL S		Automatic	~
Installation Configuration Rules Installation Progress Complete		Use the s	ame account for a	si byt berver serv	Kes
		< Back	Next >	Cancel H	telp

You need to supply account names for this SQL Server instance and SQL Browser to run under. Take the default if you are not sure.

Depending on whether you are installing a fully licensed version of SQL Server, you may be asked to enter the product key. SQL Express does not require a product key as it is a free license from Microsoft.

🏗 SQL Server 2008 R2 Setup					
Database Engine Config Specify Database Engine authenticat	uration ion security mode, adminis	trators and data d	rectories.		
Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration <b>Database Engine Configuration</b> Error Reporting Installation Configuration Rules Installation Progress Complete	Account Provisioning Specify the authent Authentication Mod Windows authen Mixed Mode (SQ Specify the password: Confirm password: Confirm password: Specify SQL Server BUILTIN/AOMINIST XPCLEAM/Jerry (Jet	Data Directories tication mode and a e tication mode L Server authentica rd for the SQL Serv administrators RATORS rry) Add Ref	User Instances dministrators for ation and Window er system admin	FILESTREAM the Database En rs authentication) istrator (sa) accou	gine. Int. SQL Server administrators have unrestricted access to the Database Engine.
			<	Back Net	xt > Cancel Help

## **Database Engine Configuration**

For Datair software to run properly, you **must** select "Mixed Mode" authentication, then enter a password for the "sa" login (system administrator). You should remember this password and you may want to store it in a safe place. Without this password, you may lose all access to the database.

Specify SQL Server administrators. You will need to select a login(s) from your Domain (or the Administrator of this computer) to be a SQL Server Admin. Please consult Microsoft instructions for more information on this subject.

Error Reporting. Click Next on this screen unless you want to be notified by email of errors encountered by SQL Server.

1 SQL Server 2008 Setup	
Error and Usage Report	ing patures and services.
Setup Support Rules Installation Type Product Key License Terms Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration <b>Error and Usage Reporting</b> Installation Rules Ready to Install Installation Progress Complete	Specify the information that you would like to automatically send to Microsoft to improve future releases of SQL. Server. These settings are optional. Microsoft treats this information as confidential. Microsoft may provide updates though Microsoft Update to modify feature usage data. These updates might be downloaded and installed on your machine automatically, depending on your Automatic Update settings. View the Microsoft policy for SQL Server privacy and data collection. Read more about Microsoft Update and Automatic Update. Send Windows and SQL Server Error Reports to Microsoft or your corporate report server. This setting only applies to services that run without user interaction. Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use Microsoft software and services.
	< Back Next > Cancel Help

Decide whether you want to have SQL Server send error reports and usage data to your email address. These are usually left unchecked. Click "Next"

The installation will now proceed and display a progress screen like the one below:





Review any pertinent messages and press [ Close ] to conclude the installation.

You may now proceed to the instructions to install a DATAIR Database on the newly-installed server.

## Installing a DATAIR Database on your Microsoft SQL Server

Follow the directions in this section if you want to install a DATAIR database on your own SQL Server. If you do not already have a DATAIR instance of SQL Server installed on your network, see the topic "Installing a new SQL Database Server" in this guide.

There are two methods on installing the DATAIR Database. Method 1 is installing the database using the Installation CD. Method 2 is installing from a workstation using the PE/Win application software. We recommend that you use the Method 1.

## Before you begin...

Your MS SQL Server must be set for "SQL Server and Windows" authentication, also referred to as "Mixed Security". If you are not sure, load SQL Server Management Studio and highlight the server you will use for the DATAIR database, right click, and choose Properties. Next, select "Security" from the "Select a Page" list.

A sample is shown below:

Server Properties - TEST2K	3SP1\DATAIR
Select a page	🔄 Script 👻 🎼 Help
General     Memory     Processors     Security     Connections     Advanced     Permissions	Server authentication          Server authentication mode         SQL Server and Windows Authentication mode         Login auditing         None         Ealed logins only         Successful logins only         Both failed and successful logins         Server proxy account         Proxy account
Connection	Password:
Server: TEST2K3SP1\DATAIR Connection: DATAIR\administrator Image: The connection properties Progress Ready	Uptions
	OK Cancel

**Note:** It is imperative that "Server Authentication" be set to "SQL Server and Windows Authentication mode". You cannot load a DATAIR database on a SQL Server set to "Windows Authentication only".

## Method 1 – Database installation using the Instillation CD (preferred method)

After you are logged into the server as an administrator, insert the PE/Win CD. The CD has an AutoPlay feature that should begin the installation automatically. If it does not, open "My Computer" from your desktop, open the CD drive and double click "Setup.exe" to start the installation and the following screen will appear.



Select "Install Software".

93	DATAIR Pension System/Window Install Software	
E	Workstation Install Database Server Install	Release Notes Release Notes
	Please choose one of the ap to install, or to view the re Adobe Acrobat is required t release notes	plications above elease notes. to view the
	Get Acrobat Adule	Main Menu

Then, on this screen, select "Database Server Install" to launch the installer.



You will see a welcome dialogue. Click "Next" to continue.



You are now being asked to provide a Shared File Directory. This is NOT where the SQL database files will be located, but rather a shared directory that is accessible to all users who will connect to this database server. The location specified need not be physically located on the same machine that you are installing the Database Server on.

Again, please note that this is not where your SQL Server database will be stored. This is simply a folder that will be used by DATAIR applications for shared files.

Click Next to continue...

The installer will now analyze your system, looking for previously installed components or databases. When it's done you will see the screen below listing your options.

🖷 DATAIR SQL Express Installation Utility	
Computer Name: TEST2K3SP1	
Servers found on TEST2K3SP1\DATAIR - Version : SQL Server 2005 - RTM	-
ans computer.	
C Install Datair instance of SQL Server	
Install database at the same time	
Install Datair database on selected server above <u>A</u> dvanced	
C Upgrade DATAIR MSDE SQL Server to SQL 2005 Express	
<u> </u>	

If you have multiple instances of SQL Server installed, you will need to choose the DATAIR instance in the Servers Found dropdown combo.

By default, when the database is installed, it will be placed in the default data location as defined by the installation of SQL Server. Additionally, a backup job will be created to create a disk-based backup of the database every morning at 1:00 am. This type of backup is merely intended to allow restoration of a plan that was incorrectly altered within the past 7 days, not prevention against

hardware failure or changes that occurred more than a week ago . See the technical document "Backing-up your SQL Database" for additional information on backup strategies.

If you wish to disable or alter the time of the backups, or change the directory where the SQL database is installed, press the [ Advanced ] button to access the Advanced Features dialog

🕒 Database Installer - Advanced Features	
Database Location :	
C Install to an gitemate location	
Available Fixed Drives : C:  Browse Folders	
	QK <u>C</u> ancel

On this dialog you can choose the default database location, or another folder located physically on the same machine. SQL Server does not allow databases to be installed on network drives.

Click [ OK ] to return to the setup screen

S. DATAIR SQL Express Installation Utility	
Computer Name: TEST2K3SP1	
Servers found on TEST2K3SP1\DATAIR - Version : SQL Server 2005 - RTM	•
this computer.	
C Install Datair instance of SQL Server	
Install database at the same time	
Install Datair database on selected server above     Advanced	Install
C Upgrade DATAIR MSDE SQL Server to SQL 2005 Express	
	E <u>x</u> it

Click [Install] to install the DATAIR database on the server. After the database has been installed, you will see the following dialog confirming it was installed properly.

dbInstal 🔀
Datair database successfully created!
ОК

Press [ OK ]. This completes the installation of the DATAIR Database.

## Method 2 – Installation using the PE/Win application

This install can be performed from any computer where you have run the workstation install of PE/Win.

#### Installing the Database

You will install the database by first launching the PE/Win system. This can be done at any computer. However, you will need to log onto that computer using an administrator-level login, or have the "sa" administrator password for your SQL Server.

Launch the DATAIR PE/Win application and select "Open Database" from the "File" menu.



You will see the screen below:

🛢, Select Database		
Main Database © SQL Server Server- Database		
<ul> <li>Access database</li> <li>Database File</li> </ul>	C:\My Documents\Datair\m2k.MDB	
Alternate Database © SQL Server Server - Database		
<ul> <li>Access database</li> <li>Database File</li> </ul>		
	<u> </u>	

Click the ellipses "..." button next to the blank "SQL Server area in the "Main Database" section above.

This action will cause PE/Win to shut down and launch the DATIR SQL Database Manager seen below:

🖷, DATAIR SQL Database Manager	- 🗆 🗵			
Database Connection Options				
Connect to an existing database on your computer or network				
Install a new Datair database on a server				
<u>D</u> K <u>C</u> ance	el			

Select "Install a new DATAIR database on a server".

Select "OK" to begin searching for SQL Servers on your machine and on your network. You will see a list of servers flashing by on your screen. Depending on the size and speed of your network, this process may take from several seconds to a few minutes.

When that is completed, you see the "Install DATAIR SQL Server Database" screen.

🖷, Install DATAIR SQL Server Database	
Connect to SQL Server	_
SQL Server MyServer	
Enter information to log on to server (Administrator level required)	
C Use Windows NT Integrated Security	
<ul> <li>Use a specific user name and password</li> </ul>	
User Name : sa	
Password : Test Connection	
New Database Create New Datair Database : DATAIR	
(Enter a name for your new database)	
Create <u>D</u> atabase <u>C</u> ancel	
Please wait Step #1 - Creating new database	

Select a Server from the list of Servers. You will have to supply a SQL username/password that allows owner access to this Server, or select "Use Windows NT integrated security" if your network login has administrative rights to this server. Click Test Connection and the utility will check if you have sufficient rights to install a database.

By default, the database name will be DATAIR. You may change this, but for support purposes, it is **strongly** recommended you keep the default.

Click "Create Database" and the process will begin.

The status bar at the bottom will inform you of the progress. The entire process may take a few minutes, or more. When it is finished you will see a message:

dbInstal X	I
Done! New Datair database created!	
ОК	

Click OK to finish and end the DB Installer. Restart PE/Win and you will be connected to the SQL Server database.

## Connecting Other workstations to SQL Server

To connect other workstations to this SQL Server database, use the same steps in PE/Win (File menu/Open Database/SQL Ellipses), but choose "Connect to an existing database" in the DATAIR SQL Database Manager.

🛢, DATAIR SQL Database Manager	
Database Connection Options	
Connect to an existing database on your computer of new	VOIK
C Install a new Datair database on a server	
<u>D</u> K <u>C</u> anc	el

You will see the screen below after the program searches your network for SQL Servers

💐 Connect to D	ATAIR SQL Server Data	ibase		
SQL Server	My SQL Server		•	Refresh
Existing Databa	ses			
DATAIR DATA	AIR			
Select an existir	ng SQL server, then select t	he database to connec	ct to on that se	rver.
		Select <u>D</u> atabase	<u>C</u> ancel	
Select A Server.	Then, select a database fro	om the list.		

After selecting a Server, a list of DATAIR databases appears in the "Existing Databases" list. Highlight one of those by clicking on it.

When your selections have been made, click the "Select Database" button" to finish.

dbInstal
Done! The next time you start the Datair application you will be connected to the SQL Server Database.
ОК

The message above indicates you have successfully installed a DATAIR Database on your Microsoft SQL Server. You're done!

## Installing PE/Win Workstation Application Software

Insert the CD accompanying these instructions. This CD has an AutoPlay feature that should begin the installation automatically. If it does not, open "My Computer" from your desktop, open the CD drive and double click "Setup.exe" to start the installation.

DATAIR Pension System/Window			
512	Main Menu		
5.3	Quick Start Guide		
	Install Software		
	Browse CD Contents		
And the owner water w	Visit Our Website		
	Download Software Updates		
	Contact Us		
	Ger Acrobat Addes Exit		
	Publication Date: January 6, 2005		

Select "Install Software".

	DATAIR Pension Syste	em/Windows	
AD.	Install Software		
	Workstation Install	Release Notes	
ZID.	Database Server Install	Release Notes	
	Please choose one of the ap to install, or to view the re	plications above clease notes.	
	Adobe Acrobat is required t release notes	to view the	
		Main Menu	

Then, on this screen, select "Workstation Install" to launch the installer.

You will see a welcome dialogue and then a licensing dialogue. Click "Next" to continue on these screens.

Next, you are asked for a Program Directory. We strongly recommend accepting the default installation directory. Press Next to continue...

Next, you are asked for a Shared Files Directory. If you have installed a previous version of this software, the directory will already be filled in correctly.

🗿 Microsoft SQL Server	Desktop Database Engine (MSDE) Installation	×
	Select Shared File Directory	
	Please select the directory for Shared Files. If this is a network environment, make sure this location is common and accessible to all users.	
	Use this same location on subsequent client workstation installs.	
	C:\My Documents\Datair\ Browse	
Help	< <u>B</u> ack <u>Next&gt;</u>	]

This shared directory is the same directory where the datair.mdb database file resides that is used in other DATAIR applications. It is also the same common, networked directory that was specified during the SQL Express/MS SQL database installation.

The installation may skip presenting this screen if it finds information already pointing to database/common files stored on your computer.

🚇 DATAIR Pension Syst	em for Windows Installation	×
	Desktop Shortcuts Do you want to create shortcuts on your desktop for the following programs? ✓ Create shortcut for DATAIR Pension System for Windows	
Help	< <u>B</u> ack <u>Next &gt;</u>	

Last, check the box if you would like Desktop Shortcuts created.

Click "Next" on the "Ready to Install" message and your install will begin.

The installation should finish and you will see a "What's New" list of new features.

## Migrating from Access to SQL Express/MS SQL

If you have already been using PE/Win with an Access database and wish to migrate to SQL, this topic will assist you in making this transition.

NOTE: If you are using other DATAIR systems such as the Document System, Pension Reporter, Client Manager, or Cafeteria Administration, this process will not affect those systems as PE/Win currently uses a separate Access database from those systems. Data from those systems will be merged with your PE/Win SQL database at a later date.

The overall process consists of the following steps:

- Export the data from your PE/Win Access database using the Plan Copy Out feature of the system
- > Switch the system to connect to the SQL database
- > Import the data exported in the first step using the Plan Copy In feature of the system

We recommend that you copy out your plans prior to installing SQL server. Copy Out prior to the installation will save a few extra steps as you will not need to switch back and forth between the access and SQL databases to retrieve the plan data. However, Plan Copy Out can be completed after the installation by switching to one database, then to the other.

## Plan Copy Out

From the menu bar, select File | Copy | Copy Out. A new window will open for Copy Out. The current plan that is open will be listed under the Company & Plan. To change plans, click on find and select the plan.

🕏 Import /	Export			
Сору О	ut			
Company S	ample Company		SAMPLE	
Plan 🛛	BC Sample Company		SAMPLE	
C Compan	y and <u>a</u> ll plans and all employee	e records	<u> </u>	
Plan data only, for this system only				
C All Companies				
Output File	C:\My Documents\Datair\PE	Plan_SAMPLE.txt	<u>B</u> rowse	
	☐ ₩orksheet output	.csv output	🔲 Show [D values	
	Copy Out Status		☐ ⊻iew Worksheet	
Database: SQL DB 'DATAIR_PE' on Server 'BLUE'				

There are three information choices for copying out plans. Choosing the "Company, and all plans and all employee records" will copy the entire company information from all systems. The "Plan data only" choice will copy the plan information along with the sponsor and employees. If you have more than one computer with the possibility of the same company or plan in more than database, you will most likely want to choose the "Plan data only" choice, which is the default.

The "All Companies" choice should be used with caution. This will export all plans in your database, and you may not wish to import all of them into the new database. Or if you have multiple copies of

the plan on different computers, the last copied in plan will overwrite previous Copy In operations. If you only have one computer with the Access database and wish to copy all of your plans, then this could be the option that you would choose.

Once you have made your copy out choice, enter the Output File. This is where your file will be created. The file will have the default name based on the plan and the copy out choice. It can be changed. You will need to make sure that is has an extension of .txt in order to copy it back into the database.

Once you install the SQL database, the system will automatically open in SQL. The only plans will be the default plans. You must select one of the defaults to open the plan level. You can then start the copy in process.

## Plan Copy In

From the menu bar, select File | Copy | Copy In. A new window will open for Copy In.

*Important!* Verify that the correct database type and server/database is shown at the bottom of the screen before proceeding.

The "From File" will need to be completed with the name of the file that you wish to copy in. Currently the \*.txt will be listed. Replace the \* with the name of the file. You may use browse to select your file.

🛱 Import / Export		_ 🗆 🛛		
Copy In				
From File C:\My Documents\Datair\*.txt		Browse		
• <u>Replace Existing Plan, Create New If Not</u>				
C Create New Plan or Company				
C If Plan Exists, Merge Data, Create New If Not				
Delete Existing Company or Plan Before Copying In				
	🔲 Ignore Plan and C	Company Idents		
Copy In Status				
		<u>0</u> k		
		<u>C</u> ancel		
Database: SQL DB 'DATAIR_PE' on Server 'BLUE'				

Leave all other options on this screen at their default settings and click Ok and the plan(s) will be copied into the new database.

## Upgrading from MSDE to SQL Express

The Database Installation utility will also allow you to upgrade an instance of MSDE or SQL Express 2005 to SQL Express 2008. At this time, we recommend those running MSDE or SQL Express 2005 to continue using it rather than upgrading. Upgrading an existing SQL Server to a newer version may have advantages and disadvantages depending on the server's application load, free disk space, and especially available memory. If you would like to discuss these, please call Datair Technical Support after you have gathered the hardware information about your server.