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### **Quick Start Instructions to install Sign-In-Out Server and Client on the same PC for Evaluation**

1. If you are installing this software from a CD-Rom, the Installer program should start automatically. If it doesn't, use the Windows Explorer to find the "Installer.exe" file on the CD-Rom and double-click on it. Skip to step 3.
2. If you are installing from a download from the WEB, you must first unzip the file you downloaded. Unzip it into it's own temporary directory. Then using the Windows Explorer change to the directory where you just unzipped the files and run the "Installer.exe" program. It will display your installation choices. (New versions on the WEB might be self-unzipping EXE files.)
3. Click on the "Install - Server Program" button. Follow the prompts. The server program is installed in the "\\Program Files\\Sign-In-Out Server" directory. For the demo version to run on one PC just accept the default setup options.
4. When you are returned to the Installer screen, click on the "Install - Client Program" button. Follow the prompts. The client program is installed in the "\\Program Files\\Sign-In-Out Client" directory. For the demo version to run on one PC just accept the default setup options.
5. You can create shortcuts on the Desktop for the two programs. If you used the default installation directories, the programs are named:
  - a. "\\Program Files\\Sign-In-Out Server\\Sign-In-Out Server.exe"
  - b. "\\Program Files\\Sign-In-Out Client\\Sign-In-Out Client.exe".
6. Start the server program. The first time the server program runs it will ask for some configuration information. You can accept the default configuration values for this demo. Note that the default password is "password". You will need it later. That starts the server program. You can minimize it to get it out of the way.
7. Start the client program that was installed in step #5. The first time the client program runs it will ask for some configuration information. For this demo just accept the default configuration values. Note that the default passwords are "password". You will need them later. That starts the client program.
8. The client program should now display the Employee Status Screen. Click on an employee's Red/Green dot to sign them in or out. By default password access is disabled by the Server. If it is enabled you are asked for a password to change this user.
9. Drag the return time slider to the time the employee expects to be back.
10. Drop-down the Location/Reason dropdown list and select an entry, or type your own.
11. After you've set their return time and the Location/Reason they are signing out, click on the Save button.
12. The main screen should now display the employee's new status. In a networked system, all the other PCs running the client program would also show the new status.

That's all there is to it. When you install the programs to work over a network, you will need to enter "real values" in place of some of the default configuration values. You can read the documentation files that you unzipped in step #1 for full details of network operation.

If you have questions or comments, email them to [support@sign-in-out.com](mailto:support@sign-in-out.com)