NUTRIKIDS® Perpetual Inventory
NETWORK INSTALLATION INSTRUCTIONS

PLEASE NOTE—Windows® Vista or Windows® 7 operating systems users, please call NUTRIKIDS at 800-724-9853, choose option 6, then option 3 for instructions before proceeding.

A Network Administrator needs to be available. A folder needs to be created on the server and user rights established. The installation of NUTRIKIDS requires the user to have Administrative permissions. It must be installed under the profile of the person who will be logging into the computer. It can NOT be installed using an Admin profile. If your organization does not allow power users or local administrators, the user must be granted _temporary_ administrator permissions to install the program. They can be revoked after the installation.

ON THE SERVER

Step 1   On the server:

- Create a folder and name it *nkinv* or *nkinvdata.* This folder will contain the NUTRIKIDS Perpetual Inventory database
- Share the folder to ALL Perpetual Inventory users and grant them full access

WORKSTATION INSTALLATION

Step 1   At the first workstation:

- Go to the Windows desktop, CLOSE ALL OPEN PROGRAMS
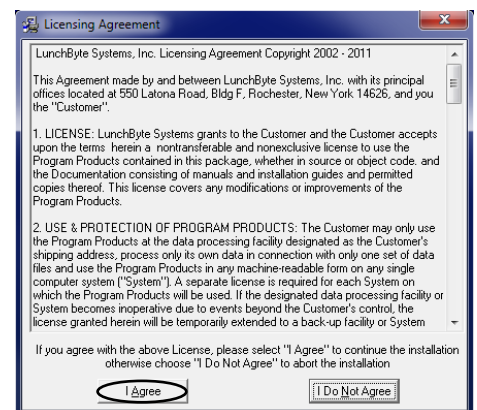- Insert the NUTRIKIDS Perpetual Inventory CD into the computer

Step 2   The *CD Menu Screen* should automatically appear

- Click NEW INSTALL
- Click INSTALL PROGRAM
- If you need to manually begin set-up, go to MY COMPUTER
- Locate the CD-ROM drive now denoted by the Perpetual Inventory icon
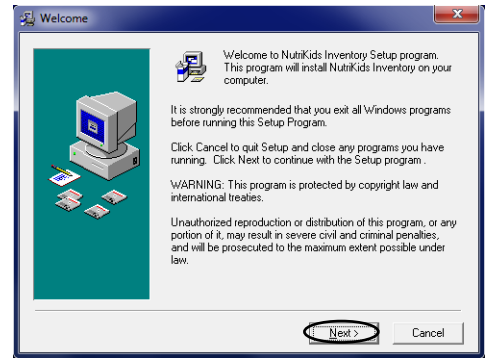- Double-click this icon

Step 3   Licensing Agreement

- Please read the NUTRIKIDS Licensing Agreement
- Click either I Agree or I Do Not Agree
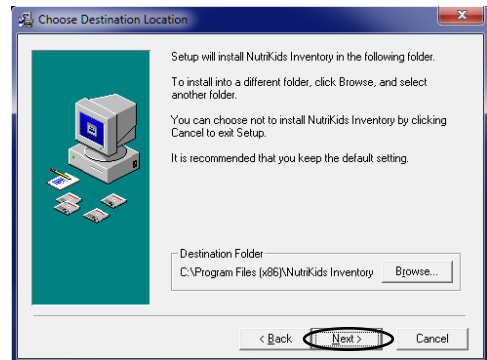- If you click I Do Not Agree, you will be asked to Exit the Setup

Step 4   Welcome Screen

- Click on NEXT if you have sufficient free space
- About the required space on your hard drive:
  You will need 100 MB of free space to install and 50 MB free space after the installation. If you do not have sufficient free space, click on CANCEL and free up hard disk space before installing NUTRIKIDS
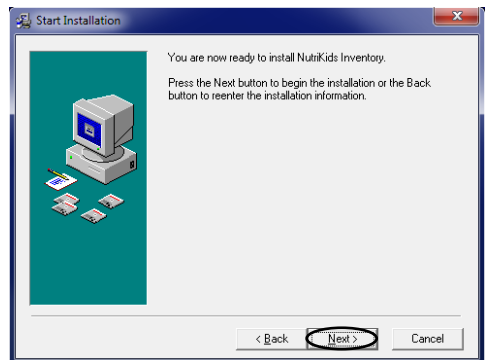
Step 5   The Destination Location screen will appear

- DO NOT CHANGE THE DESTINATION LOCATION! KEEP THE CURRENT DEFAULT SETTING. THIS IS THE LOCATION FOR THE PROGRAM FILES.
- If the destination location needs to be changed, please contact NUTRIKIDS at 1-800-724-9853 option 6
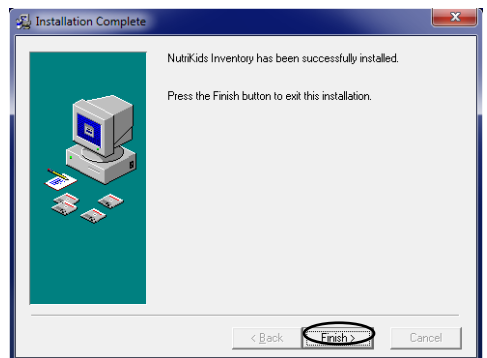- Click on NEXT

Step 6   The START INSTALLATION screen will appear

- Click on NEXT

A progress bar will appear. Do not press Cancel unless there is a problem with the installation

Step 7   The INSTALLATION COMPLETE screen will appear

- Click on FINISH
- If the Installation screen reappears, click EXIT
- You will now see the NUTRIKIDS Perpetual Inventory icon on the desktop
- If you are prompted to restart the computer, click OK

REGISTRATION AND DATABASE RELOCATION

Step 1 **Register the program for Network users, you must call NUTRIKIDS for the registration codes:**

- Call NUTRIKIDS at 1.800.724.9853, option 6 to register the program
- Launch the NUTRIKIDS Perpetual Inventory program
- Click on TOOLS
- Select REGISTER - DO NOT change any existing information!
- **A Customer Support Representative will provide you with the required codes and help you relocate the database to the server.**
- Click REGISTER

USER ACCESS RIGHTS

Step 1 **Login**

- Launch the NUTRIKIDS Perpetual Inventory program
- The login screen will appear
- At *User Name* enter **"nkinv"**
- At *Password* enter **"nkmaster"**
- Click OK

Step 2 **Establish the NUTRIKIDS Administrators first, there may be more than one. The NUTRIKIDS Administrator has complete control of the program and all of the users**

- Double-click on Row #1
- *User Names ARE mandatory, Passwords ARE NOT*
- Enter a *User Name* up to ten characters long. **It is NOT case sensitive, do not use spaces!**
- Enter a *Password (optional)* up up to ten characters long. **It is NOT case sensitive, do not use spaces!**
- Place a check next to *Administrator*
- Click **Done**
- Double-click on the next available row
- Complete these steps for all of the NUTRIKIDS Administrators

Step 3   Set-up all others NUTRIKIDS users

- Double-click on the next available row
- *User Names ARE mandatory, Passwords ARE NOT*
- Enter a *User Name* up to ten characters long. **It is NOT case sensitive, do not use spaces!**
- Enter a *Password (optional)* up to ten characters long. **It is NOT case sensitive, do not use spaces!**
- Do NOT place a check next to *Administrator*
- Click **Done**
- Double-click on the next available row
- Complete these steps for all of the NUTRIKIDS users
- *You will return to the Network User Access Rights once your sites have been established to set additional user rights*
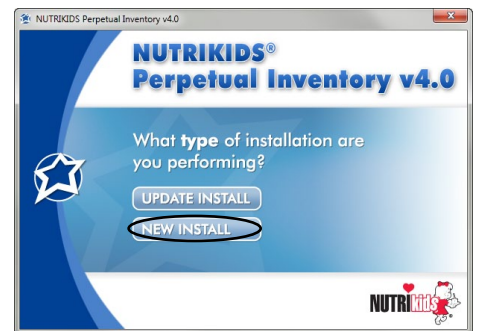- Click **Close**
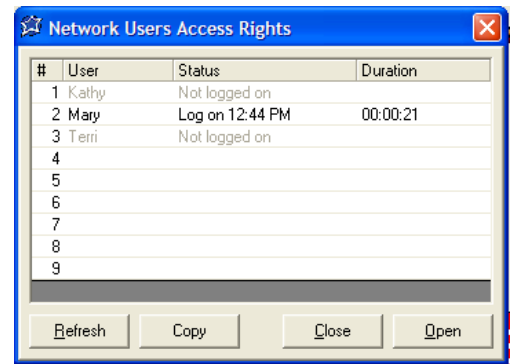
INSTALL THE PROGRAM AT THE REMAINING WORKSTATIONS

Step 1   At the next workstation:

- Go to the Windows desktop, CLOSE ALL OPEN PROGRAMS
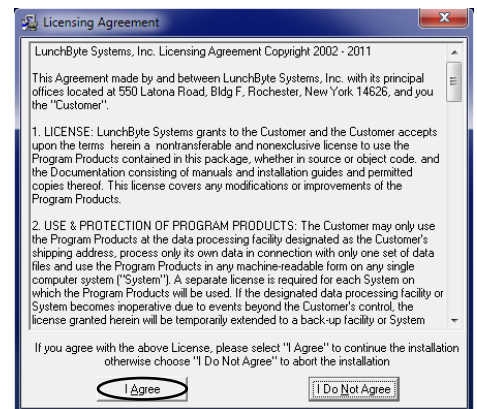- Insert the NUTRIKIDS CD into the computer

Step 2   The *Installation Screen* should automatically initialize

- Click NEW INSTALL
- Click INSTALL PROGRAM
- If you need to manually begin set-up, go to **MY COMPUTER**
- Locate the CD-ROM drive now denoted by the Perpetual Inventory icon
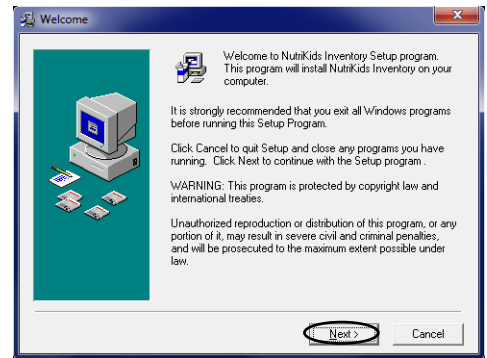- Double-click this icon

Step 3   Licensing Agreement

- Please read the NUTRIKIDS Licensing Agreement
- Click either I Agree or I Do Not Agree
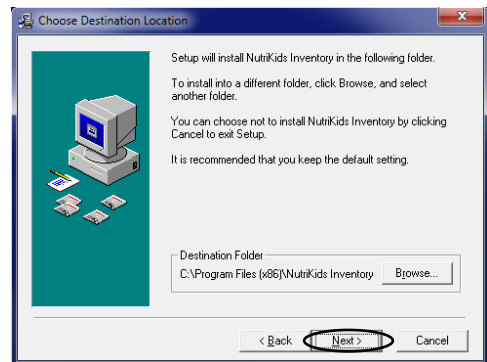- If you click I Do Not Agree, you will be asked to Exit the Setup

Step 4   **Welcome Screen**

  - Click on NEXT if you have sufficient free space
  - About the required space on your hard drive:
    You will need 100 MB of free space to install and 50 MB free space after the installation. If you do not have sufficient free space, click on CANCEL and free up hard disk space before installing NUTRIKIDS
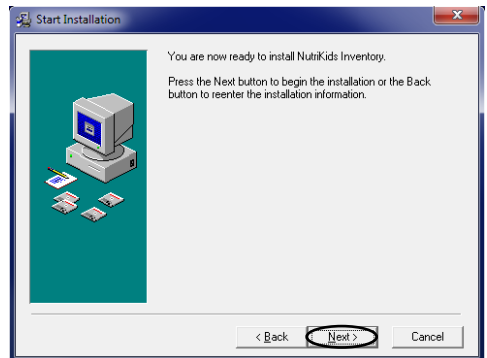
Step 5   **The Destination Location screen will appear**

  - DO NOT CHANGE THE DESTINATION LOCATION! KEEP THE CURRENT DEFAULT SETTING. THIS IS THE LOCATION FOR THE PROGRAM FILES.
  - If the destination location needs to be changed, please contact NUTRIKIDS at 1-800-724-9853 option 6
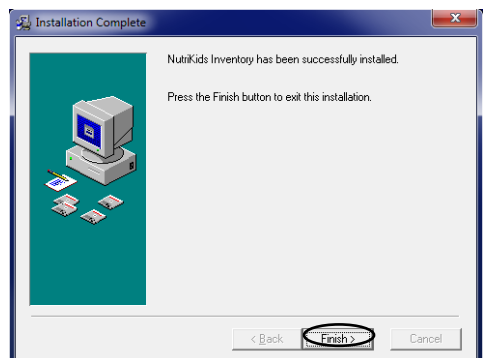 - Click on NEXT

Step 6   **The START INSTALLATION screen will appear**

  - Click on NEXT

  A progress bar will appear. Do not press Cancel unless there is a problem with the installation

Step 7   **The INSTALLATION COMPLETE screen will appear**

  - Click on FINISH
  - If the Installation screen reappears, click EXIT
  - You will now see the NUTRIKIDS Perpetual Inventory icon on the desktop
  - If you are prompted to restart the computer, click OK

BROWSE TO THE DATABASE

Step 1   Login

You must know the location of the nkinv or nkinvdata folder on the server. If you are unsure of the location or how to proceed-STOP! Call NUTRIKIDS at 1.800.724.9853, option 6, or contact your Technical Department for assistance

- Double-click the NUTRIKIDS Perpetual Inventory icon on the desktop to open the program

- You will be prompted to register, click **YES**

- **Do not register again**

- Click **DATABASE**

Step 2   Browse to the nkinv or nkinvdata folder on the server

- Browse to the nkinv or nkinvdata folder on the server

- Select the file **"NKId1.dnk"**

- Click **Open**

- **You should receive a prompt that NUTRIKIDS must shut down to reset the parameters**

- Click **OK**

- *You will be returned to the desktop*

- Double-click the NUTRIKIDS icon to launch the program

- At the login screen, enter the user name and password for the user you established earlier that will be using this workstation