

P3Expeditor Enterprise Set-Up Instructions

Overview:

Setting up a P3Expeditor Enterprise installation is quick and easy.

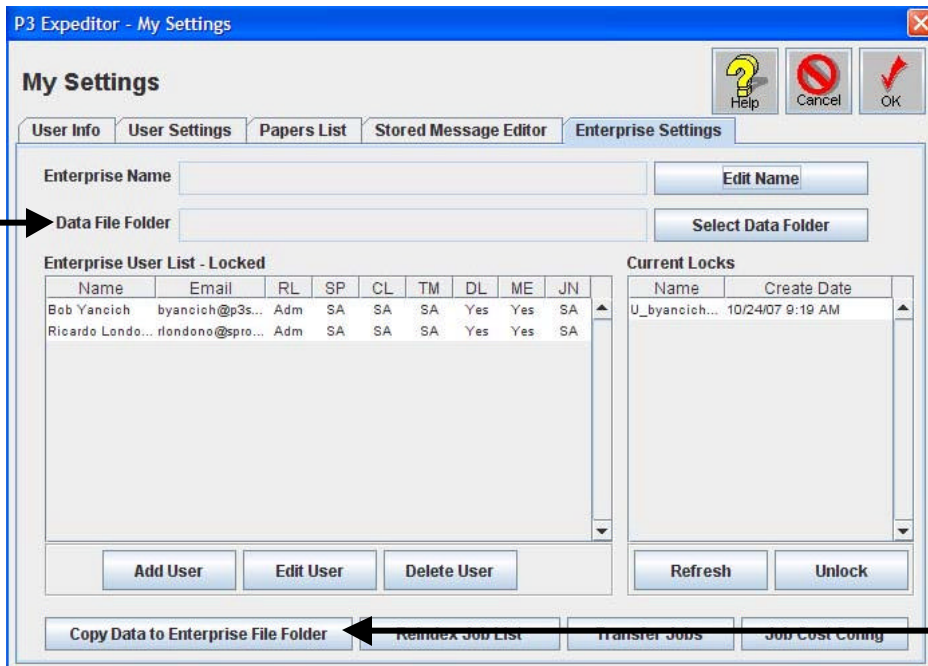
1. First you must establish a “Data File Folder” where data that will be shared by the P3Expeditor Enterprise users will be stored.
2. Then you initialize the “Data File Folder” by connecting your copy of P3Expeditor to the “Data File Folder” and creating an “Enterprise User List”.
3. After that each of the users on the “Enterprise Users List” can connect to the shared “Data File Folder”.

Creating an Enterprise “Data File Folder”:

1. Create a regular folder or directory somewhere on your local or wide area network, where you would like the shared job files will be stored. You can call it whatever you like (e.g. “P3Data”, “PrintQuotes”, etc.). Here we will refer to this folder as the “Data File Folder”.
2. Make sure all users have **read and write access** to this “Data File Folder”.
3. Users should have fast access to this folder, as there is a lot of file access to and from this folder.
4. Allow 100Mb of disk space for every 10,000 jobs the users plan to store in the folder. Generally 100Mb is plenty.
5. Make sure the “Data File Folder” gets backed up regularly.
6. Generally it is helpful to create local drive mappings to this folder on each user’s computer.

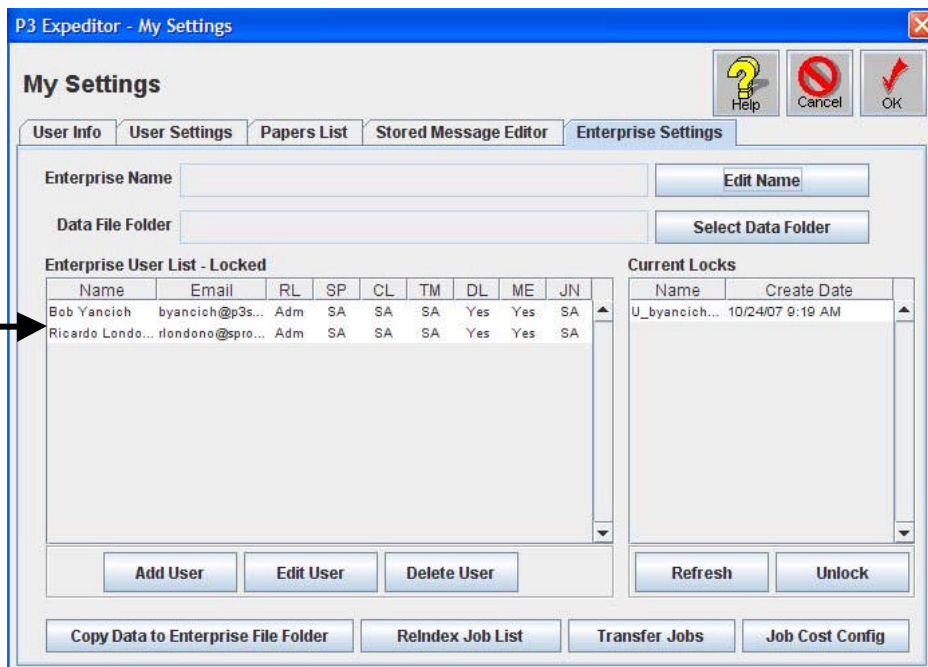
Individual User Set Up Instructions:

1. Install and license P3Expeditor. If the user's license is not an "Enterprise" license, ask P3Software to issue the Enterprise license upgrade.
2. If a new Enterprise upgrade has been issued. Start P3Expeditor, update the users license from the P3Software server (Global/Update License), and then restart P3Expeditor.
3. Go to the "My Settings" dialog, "Enterprise Settings" tab. This should appear once the "Enterprise" license is installed.
4. Designate the shared "Data File Folder" by clicking the "Select Data Folder" button next to the "Data File Folder" field. This will launch a file/folder browser/selector with which you can locate and select the folder where the shared files will be stored. Generally it is helpful to create local drive mappings to this folder on each user's computer.
5. At this point you will get a message about running in "Restricted Mode". Restart P3Expeditor, and go back to the "My Settings screen", "Enterprise Settings" tab.
6. To move jobs from the user's hard drive to the shared "Data File Folder", use the "Copy Data To Enterprise File Folder" command. Then, go to the "Job List" screen to check to see that your jobs were copied to the shared folder.



Building the Enterprise User List:

1. Go to the "My Settings" dialog, "Enterprise Settings" tab.
2. Connect your copy of P3Expeditor to the shared "Data File Folder" by clicking the "Select Data Folder" button next to the "Data File Folder" field (see Individual User Set Up Instructions).
3. P3Expeditor automatically initializes an "Enterprise Settings" file when you connect to a folder with P3Expeditor, for the first time. The initial "Enterprise Settings" file will list you as an administrator for the Enterprise.



4. The network users list and controls are in the lower left corner of the "Enterprise Settings" tab.
5. To add additional users click the "Add User" button. This will add a record to the list and open it with the user editor dialog. The email address is the key element used to verify that the user is allowed access. **Make sure you enter the user's email address correctly.**
6. Once a user is on the "Enterprise Users List", you can connect their copy of P3Expeditor to the shared "Data File Folder".