



New managed installation

Applies to:

NBS Contract Administrator

Please Note: v3.0.0 is not compatible with Windows XP or Vista. To carry on using the software for these Operating Systems, please upgrade to v2.3.0.

The managed installation allows the network administrator to apply NBS as a Group Policy to selected users or machines, using the Active Directory in Windows Server.

Client machines that are added to the policy will automatically have NBS software installed when they are restarted. This means that the software can be installed on any number of client machines without the need to visit each machine.

System Requirements

Ensure that your network infrastructure meets the minimum requirements:

- Windows Server 2008 or above.
- Microsoft .NET framework 4.6

Step One – Extracting the MSI file

To extract the MSI file, follow the steps below:

1. If you have downloaded the product, ensure that the zipped download folder is saved locally on your machine (e.g. Desktop/Downloads Folder) and **extract*** the folder.

*To extract the entire contents of the compressed folder, right-click the folder, click **Extract All**, and then follow the instructions.

2. Hold on **Shift** then **right-click** and select the folder, then select **Open command window here**. This will open the Command Prompt starting with the extracted folder.
3. Type in the following command prompt then press enter: `SETUP.EXE /S /X /B". " /V"/QN"`
4. The MSI should be extracted next to the setup.exe file.

Step Two - Creating the managed installation

1. On the server, go to **Start > Control Panel > Administrative Tools > Active Directory Users and Computers**.
2. Identify the domain  where you want to create the required organisational unit (OU).
3. Right click on the domain  and select **New > Organisational Unit**.
4. Name the organisational unit as desired and click **OK**.
5. The organisational unit will then be created and listed below the domain .
6. The computers will now have to be moved to the correct organisational unit. To do this, navigate through the domain tree structure to **Computers**.
7. Right click on the computers you wish to add and select **Move**.
8. Select the required organisational unit and click **OK**.
9. This will then move the required computers to the chosen organisational unit.
10. Once the organisational unit has been set up and all required computers have been added, go to **Control Panel > Administrative Tools > Group Policy Management**.
11. The next step is to create the Group Policy Object (GPO). Right click on your required organisational unit and select **Create a GPO in this domain**, and Link it here.
12. Name your required Group Policy and click **OK**. This will then add the newly created GPO .
13. Click the plus sign to view the GPO .



14. Right click on the GPO  and select **Edit**. This will then open the Group Policy Management Editor.
15. Select **Computer Configuration** to roll the Group Policy out to machines rather than users. Expand **Policies > Software Settings** and right click on **Software Installation**.
16. Select **New** and then **Package**.
17. Browse to the location where the MSI file is, select it and click **Open**.
18. You will then be prompted to assign the software or look at the advanced options. Check that **Assigned** is selected and then click **OK**.
19. The software package will be added. The Group Policy has now been created.
20. The next time that each client machine that is part of the selected domain  or organisational unit is restarted, the Group Policy will be applied installing the NBS software.
21. The first client machine can now be used to license the software and create data stores. Please see below for more details.

Licensing

How to licence the software - Standalone or Network licence

Upgrades and reinstallations will automatically connect to the existing licence when opening the software.

The following steps are only required for new installations.

1. Once installed, the software must access a valid licence. To create a new licence, open NBS.
2. Select the option for **New** and click **Next**.
3. The default location that is displayed is **C:\Program Files (x86)\NBS\NBS Contract Administrator\Licence**. Click **Next** to accept the default location or click on the **Change...** button to browse to a different folder on the local machine or on the network. Click **Next** to continue.

4. Contact the NBS Customer Services team on **0345 456 9594** with your request code and we will issue your unlock code to activate the software.

Pointing to an existing network licence

1. If you have already unlocked a licence, open the software, select **Existing** and click **Next**.
2. Browse to the location where your licence is stored.
3. Once you have chosen the location, click **Next** and the licence will be picked up on the network.

Data Store

Creating a new data store

1. Select **Create a new data store** in the setup wizard.
2. Choose a location either on a network so multiple users can have access to it, or on your local machine. Click **OK** and then **Next**.
3. The next step is the **Issuer setup**. At this stage fill out the details of your organisation.
4. Click **Finish** to create the data store.

Select an existing data store

1. Select **Use an existing data store** in the setup wizard.
2. If you know the location of the existing data store, you can either **browse** to it. Alternatively you can have the software **search** a specific location for an existing data store.
3. Once the data store has been found, click **Next**. The software will now open up.

Support

If you require technical assistance from NBS, the NBS Software Support team are available from 9 a.m. until 5 p.m. Monday to Friday (excluding UK Bank Holidays) as follows:

Telephone Support: **0345 456 9594 option 2**

Email Support: support@theNBS.com

Product knowledgebase: www.theNBS.com/support