# New network installation

**Applies to:**

NBS Building, NBS Engineering Services and NBS Landscape.

The following instructions will give you a step-by-step guide on how to create a new network unpack.

To start the network unpack, 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), **unzip** the folder and navigate to the **fscommand** folder.

2. If you have a product CD place it into the PC. If autorun is enabled, you should be presented with the NBS Welcome Screen. Please close this welcome screen. Once closed, or if autorun is not enabled on your PC, in Computer, click on the drive that contains the CD and browse to the **fscommand** folder.

3. Run the **NetworkUnpack.bat** file.

4. The installation wizard will appear. Click **Next.**

5. Select a network path for the installation using the **Change** button (for example, S:\NBS\).

6. Browse to the location where you would like to create the network unpack. (Note: after you have clicked OK, this process may take several minutes, depending on how many drives you have connected on the machine and how much drive space you have on your network).

7. Once you are ready, click **Install** to begin the unpack.

8. The files will now be unpacked onto your network.

9. On completion, click **Finish** to exit the setup wizard.

**Client Installation**

The following instructions will give you a step-by-step guide on how to install the software onto client machines, with the data being stored centrally on the network.

To start the client installation, follow the steps

below:

1. Browse to the newly created unpack location.

2. Right click on the setup.exe file and run as the administrator. (Windows XP users can just run the setup file).

3. The NBS installation wizard will appear. Click **Next**.

4. Carefully read the Terms and Conditions and select Accept to continue to the next step of the installation. If you choose not to accept the terms and conditions, you will exit the installation wizard. Click **Next**.

5. Enter details of your user name and organisation into the installation wizard (this is not related to your user login name in NBS). Choose to install the software so that it can be accessed by any user on the computer or restrict the software to the account that is logged on to the machine at the time of installation. (Note: choosing to restrict access to a single account will prevent other users from accessing the software if they log on to the machine with a different Windows user account). Click Next.

6. You will be prompted for the location where you would like to install the software. The default location is C:\Program Files\NBS\. Click **Next** to accept the default location or click on the Change... button to browse to a different folder on the local machine. Click **Next** to continue.

7. When prompted to choose a location for the libraries, select **On the Network Server** and click **Next.**

8. When you have selected your preferences, the installation process can begin. Click **Install** to begin the installation or use the **Back** button to review or change your installation settings.

9. Depending on your operating system, you may get a security warning. Click **Run.**

10. NBS will now be installed onto the machine; this process may take several minutes.

11. Once this process has finished, click **Finish** to complete the wizard.

12. On completion of the installation, you can launch the program from the desktop shortcut or from the All Programs menu.

## Licensing

### How to licence the software – Network licence

When completing the first installation of NBS onto a new network a client machine should be used to create the network licence. The other client machines can then point to that network licence.

### Creating a network licence

Once installed, the software must access a valid licence. To create a new licence:

1. Open NBS.

2. Select **Network User** and click **Network.**

3. You will then need to choose the location where the licence is to be stored on your network. The location should be shared and accessible from all client machines.

4. Once you have chosen the location, click **Next.**

5. Click **Yes** on the message box to create a new licence.

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

### Pointing to an existing network licence

1. If you have already unlocked a network licence, open the software, select **Network User** and click **Next**.

2. Browse to the location where your licence is stored.

3. Once you have a chosen the location, click **Next** and the licence will be picked up on the network.

## Setup and Configuration

You can tailor your software configuration from within the **Tools > My Settings** menu.

### Create backup files

NBS offers the option to automatically create a backup of your documents, taking a backup of the last successful save. The backup file will be created in the same directory as the original document, named 'backup of <original document name>.bak.
In the event that a problem arises with your machine, network or document (for example if your network connection fails), you can change the file extension from .bak to the same extension as your original file to recover your work inside NBS.

### Prompt to save every XX minutes

NBS can be set to automatically save your work on a regular basis. To activate the autosave feature, check the box. To alter the amount of minutes between each save, select the up and down arrows to increase or decrease the amount of time.

### 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 3**

Email Support: **support@theNBS.com**

Product knowledgebase: **www.theNBS.com/support**