

New managed installation

Applies to:

NBS Building, NBS Landscape

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.

Note: The following managed install instructions will install the software onto the clients with the libraries being stored locally on the machines. If you wish to have the data stored centrally on the network, contact the **Software Support team**. Information on how to contact the team is located at the bottom of these instructions.

System Requirements

Ensure that your network infrastructure meets the minimum requirements:

Windows Server 2008 or above.
Microsoft .NET framework 4.0

Step One - 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), extract* the folder and run the **NetworkUnpack.bat** file.

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

2. The installation wizard will appear. Click **Next**.
3. Select a network path for the installation using the **Change** button (for example, S:\NBS\).
4. 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).
5. Once you are ready, click **Install** to begin the unpack.
6. The files will now be unpacked onto your network.
7. On completion, click **Finish** to exit the setup wizard.

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).
12. Right click on your required organisational unit and select **Create a GPO in this domain**, and Link it here.
13. Name your required Group Policy and click **OK**. This will then add the newly created GPO .
14. Click the plus sign to view the GPO .
15. Right click on the GPO  and select **Edit**.
16. This will then open the Group Policy Management Editor.
17. Select **Computer Configuration** to roll the Group Policy out to machines rather than users. Expand **Policies > Software Settings** and right click on **Software Installation**.
18. Select **New** and then **Package**.
19. Browse to the location where the unpack was previously created, select the NBS Product MSI file and click **Open**.
20. You will then be prompted to assign the software or look at the advanced options. Check that Assigned is selected and then click **OK**.
21. The software package will be added. The Group Policy has now been created.
22. 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.
23. The first client machine can then be used to license the software, create user accounts and permissions and set default file locations. Please see below for more details.

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 **Next**.
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 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 auto save feature, check the box on the General tab when navigating to **Tools > MySettings**. To alter the frequency of each save prompt, select the up and down arrows to increase or decrease the number of minutes.

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**