

Checklist

- Software on database server:
 - MS Windows Server 2003 or 2008 R2
 - From Cicero V9.33 on: Microsoft SQL Server 2005, 2008 or 2008 R2 (very old Cicero versions are not 64-bit compatible, please contact us in advance)
- Software on fileserver:
 - CIFS compatible server
- From Cicero V9.40 on: 4 GB Ram recommended on the clients
- Software on client:
 - Microsoft Windows XP, Vista or 7 (32 or 64-bit)
 - From Cicero V9.33 on: Microsoft Office 2007 or 2010 (32-bit)
 - From Cicero V9.40 on:
MS Office 2007 or 2010 (only the 32-bit edition) with **.Net Programmability Support** installed
If necessary, you could reinstall Office selecting the 'Full' option of the setup, or you can download & install the interop assemblies
for Office 2007: <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=18346>
for Office 2010: <http://www.microsoft.com/download/en/details.aspx?id=3508>
 - Since V9.30, some of the applications in Cicero LawPack require the .NET Framework.
If necessary, you can download the package from <http://www.microsoft.com/net/>.
 - **NOTE >** MS Office 2010: the 'Click & Run' version is **not** compatible with Cicero LawPack!
- Usernames:
 - limit the length to 20 characters
- Copy from old server:
 - Backup CLI database
 - Existing Clinet directory

Call Cicero (+32 2 272 03 80) to obtain
- Extranet login (www.cicerosoftware.net)

In case of a Windows Terminal Server or a Citrix server

- Do not forget to put a Windows TS or a Citrix server in Install mode!

IMPORTANT NOTICE - applicable to **CLI 9.42** (and higher) and **only** if you are using a Terminal Server or a Citrix server **with RD licensing on a different machine** (Remote Desktop Services)

It is necessary to install a 'flag file' on each RDS server so that Cicero can distinguish the unit as a TS:

- Create a folder '**TS**' in C:\or D:**CLI**
- in that subfolder TS, create an (empty) text file with the name '**isTS.cic**'

PRE-INSTALLATION (DATABASE SERVER)

Microsoft SQL Server (+ Management Studio)

- Choose **MSSQLSERVER** as **instance name**
- Security authentication must be **Mixed Mode** (SQL Authentication)
- Choose a **password** for the '**sa**'-user
- Allow **TCP/IP** connections

Restore the back upped CLI database (recommended: keep the existing name)

INSTALLATION FILE SERVER

Create a directory for the Cicero data files
Share this directory as 'Clinet' with full rights

Copy OLD '\\Clinet\ *.*' to NEW '\\Clinet\ *.*'

START-UP FILE ON EACH CICERO CLIENT

Modify CLI Startup

Press 'Setup' (instead of Start)

Press 'Tripman = F7'

Select the record

Press 'Wijzigen = F11'

Verify/change to the following values:

| | |
|---------------------|-------------------------------------------------------------------|
| Database Server: | Hostname of the database server |
| Database Naam: | Enter the name of the database (CLI_xxxx) |
| Locatie Documenten: | UNC pathname to the 'Clinet'-share (\\\$FILESERVERNAME\Clinet) |

Press 'Bewaren = F9'

Press 'Terug = Esc'

Press 'Start'

Cicero should start normally.

Recommended

Copy the new version of 'Cli\hot\%pcname\startup.how' from one of the clients to '\\\$FILESERVERNAME\Clinet\hot\' as default value

ESSENTIAL

Schedule automatic backups of

- the CICERO database (Microsoft SQL Server Management Studio)
- the CICERO documents > directory '\\Clinet\All'

Teach the users how to verify their backups.