

Startup Notes for CMD 2018.x with Remote Database Server Software for CMD 2013-2017 Users

This installation must first be done on the actual computer that will be hosting CMD's data! Do not start this process on a client computer.

These startup notes are for those who already have the remote database server software running on version of CMD prior to 2018. While the steps are much the same if you are a brand new CMD user, the order of the steps is a bit different if you've already been using CMD with the remote database server software.

These steps are for users with either the Remote Database Server software or those with the Full Suite version of CMD.

The installation process is not hard, but you must take the specific steps in the correct sequence.

Briefly, here are the steps (in order) that you will take:

1. Make a fresh backup of your current version of CMD before doing anything else
2. Download the two setup files needed for CMD 2018
3. Run the setup program for CMD 2018 Tools
4. Open CMD 2018 Tools and stop both servers
5. Run the setup program for CMD 2018
6. Restart the CMD Server and CMD Web Server with the CMD 2018 Tools program
7. Run CMD 2018 for the first time
8. Create your first new Remote CMD File (which initializes CMD 2018)
9. Import your prior CMD data
10. Connect client computers to CMD 2018 data
11. What's New in CMD 2018?
12. CMD 2018 FMX Version Notes

If you are familiar with updating CMD from past experience, the above list may be all you need. If you need more guidance, read on! Below is detailed information about each step. Once again, it's important to do these steps in the order they are proscribed.

Please pause at this point and make a fresh backup of your CMD data so that you are fully protected in case there's a problem somewhere along the line. Go ahead. I'll wait...

1. Download the Setup Files

Go to this page on our web site:

www.softwareforministry.com/html/cmd2018downloads.html

You are going to download two files onto the host computer:

- CMD2018ToolsSetup.Exe
- CMD2018.xWithRDBSSetup.Exe (or CMD2018.xFullSuiteSetup.Exe if that's your version)

Most Windows versions today will put the files you download in its Downloads folder.

Remember! Do NOT run the CMD 2018.xSetup.Exe program until told to do so in the flow of these instructions!

If you get warning from Windows about the programs being unknown and possibly unsafe just after the download, click whatever buttons allow you to ignore the warning. Microsoft just doesn't know about CMD, so they don't realize that CMD is safe for your computer.

2. Run the Setup Program for CMD 2018 Tools First

Before running the setup program for CMD itself, you need to set up the CMD 2018 Tools program so that you can stop any current CMD Server and CMD Web Server software that might be running. This is because both servers are updated for 2018, and Windows won't allow those files to be overwritten if they are currently in use. We must stop them temporarily so that when the actual CMD 2018 setup program is run, these two servers can be updated. Also, the data module programs for the phone and tablet apps cannot be installed if the CMD Web Server is running.

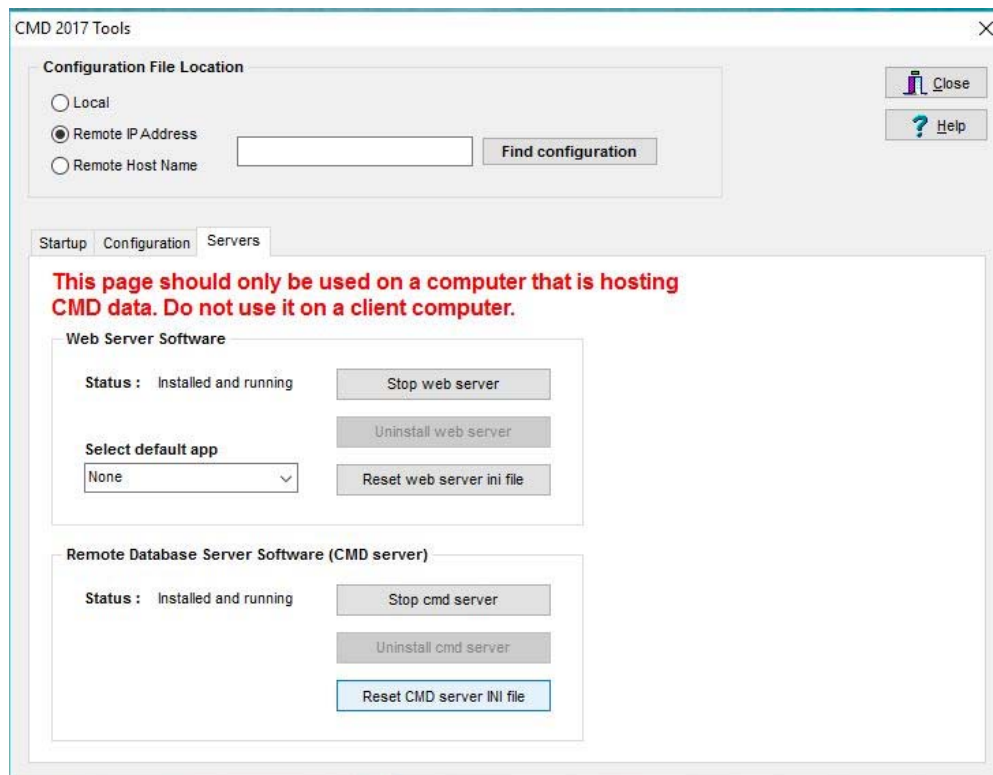
Find CMD 2018 Tools setup program in your Downloads folder and double-click on it. Click the appropriate buttons to complete the setup of CMD 2018 Tools.

Special Note: Some anti-virus programs will take exception to the CMD Tools program and attempt to block it (or in the case of Norton products) completely delete it. They react this way because the CMD 2018 Tools program has code in it that starts/stops and installs/uninstalls Windows services. Your anti-virus program doesn't know that CMD Tools is safe because it only accesses those Windows services that are part of CMD. If the CMD Tolls program is blocked or removed, you will need to temporarily turn off your anti-virus software and rerun the CMD Tools setup program. In some cases, you may even have to download it again first. This can happen either during setup or when you first try to run it.

3. Stop the CMD Server and the CMD Web Server Software

Startup CMD 2018 Tools, but you must do it in a specific way. Instead of double-clicking the CMD 2018 Tools icon, instead, right-click on it and select the option from the menu that says **Run as Administrator**. Note that you can also right-click on the icon and select Properties. On the Properties dialog, click the Advanced button and set the program to run as an Administrator. If you do this, you won't have to right-click the icon each time to run it as an Administrator.

Once the CMD 2018 Tools program is running, find and click the Servers tab and note there are two boxes on this page, one referring to the CMD Web Server and one to the Remote Database Server (CMD Server).



You will need to stop the Web Server software if it's running, and the Remote Database Server software if it's running. To do this, click the button that says Stop Web Server and then Stop CMD Server. It is not necessary to uninstall these because they have the same name in the update coming with CMD 2018, so Windows will reload the newer version the next time they are started up.

Once you have stopped both servers, you can close the CMD 2018 Tools program. You will return to it later to restart the servers, but for now you can close this program if you wish.

4. Run the CMD 2018 Setup Program

Only now should you run the CMD 2018 setup program. Find and double-click the icon that says CMD2018.xWithRDBSSetup.Exe (or CMD2018.xFullSuiteSetup.Exe if that's your version). As the setup program starts, you'll be prompted to enter the password I have sent you already by e-mail. If you have lost or misplaced the password, contact me and I will send it to you again.

CMD does not give you a choice of folders when setting up the program. That's because there are a number of folders CMD must find in specific places, so those are preset for you. Just keep clicking the buttons to continue.

The setup program will place two versions of CMD 2018 on your computer:

- **Classic:** This is the CMD you've known and have been using updated for 2018. All of the features you are used to in CMD are there. You can use it as you always have.
- **FMX:** This is the CMD reboot for 2018, which is the basis for the future Mac version of CMD, which we believe will be available during 2018. It's mostly built out now, and we encourage you to use it whenever possible. Only the FMX version has the new texting features in it introduced in CMD 2016.

Note that you can freely switch back and forth between the Classic and FMX versions as desired since they work with the same data and the same startup information.

When you come to the Finish dialog, uncheck the box that says to run CMD 2018 on exit. We have to restart the server software first, so you need to finish the setup program without starting up CMD 2018.

5. Restart CMD Server and Web Server

Reopen CMD 2018 Tools, running it as an administrator. Click the Servers tab.

Click the buttons to start both the CMD Web Server and the Remote Database Server. Once both have been restarted, you can exit the CMD 2018 Tools program.

Note: If you are using the remote database server software for the first time, you should click the button to Reset CMD Server INI File first, and then click the button to restart. If the Status line shows that it is uninstalled, click the button to install it before you can start it.

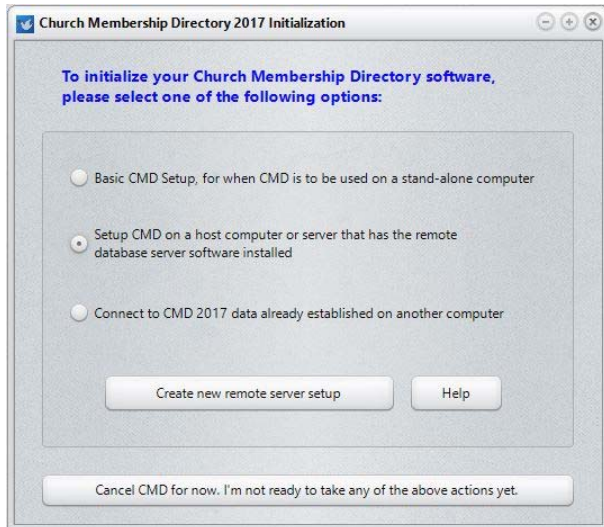
6. Run CMD 2018 for the First Time

Find and double-click the CMD 2018 icon on your desktop.

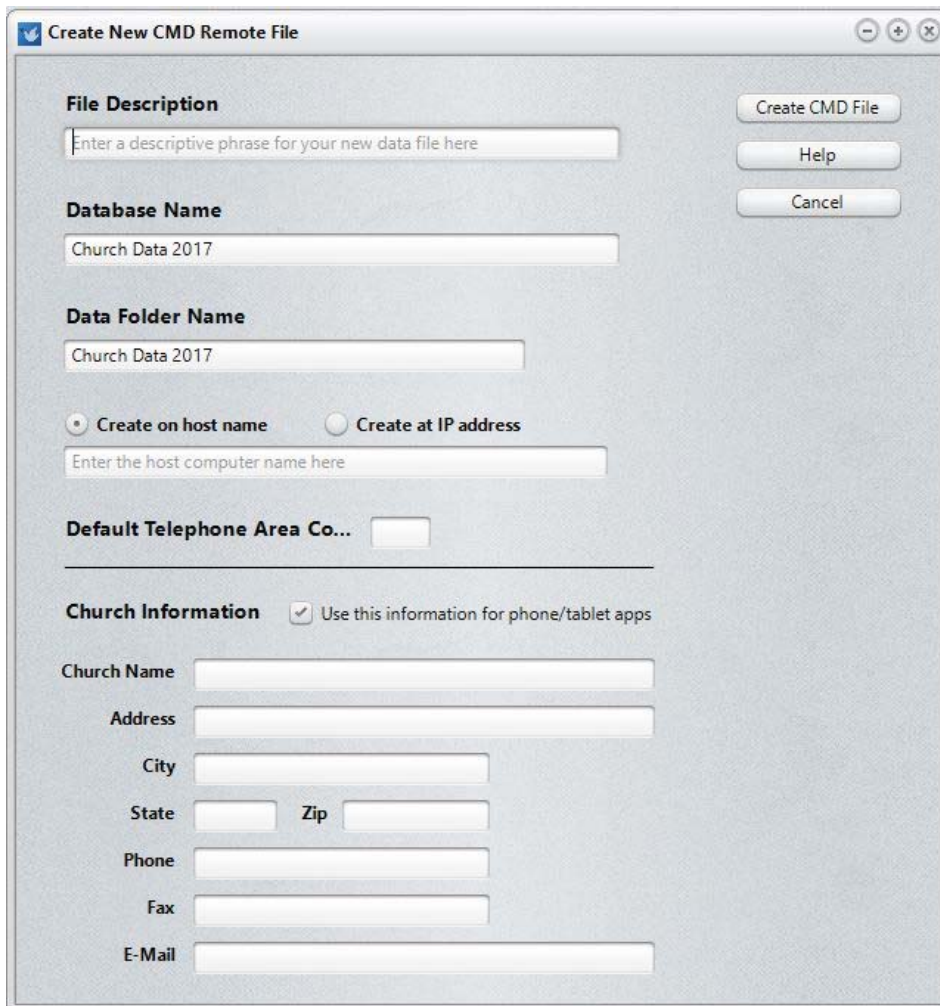
You may also double-click the CMD 2018 FMX icon if you wish. You may use either version for the startup processes. They work exactly the same, though the screens will vary in minor details. We'll use the new FMX version for our screen grabs so that you can see a little of the refreshed look for CMD right from the start.

Whether you have a prior version of CMD already installed or if you are installing CMD 2018.x as the very first version of CMD going on your computer, the first steps you will take are exactly the same because either way, CMD 2018 needs to set up its own file space and create the tables that are used in the overall CMD database for 2018.

When you run CMD 2018.x for the first time, you will see this dialog:



Since you are starting up CMD 2018 for the first time on your host computer, you will select the middle option above, the one that says "Setup CMD on a host computer or server that has the remote database server software installed." Click the large button near the bottom that says to "Create New Remote Server Setup." After first confirming that the Remote Database Server is running, you will be taken to the Create New CMD Remote File dialog:



7. Create New CMD 2018 File

First, enter a **File Description** for the new remote file you are creating. Use a description that will easily help you identify the data file while CMD is running. This is especially important if you intend to use multiple CMD data files. Here are some useful examples:

First Community Church 2018 Data
Grace Church Data 2018
Church Family Data 2018

Use the 2018 year in your description since CMD's configuration file can recognize CMD files from multiple years, and having the year in there will help keep things straight.

The same is true for both the **Database Name** and **Data Folder** fields. We suggest having 2018 in there to avoid confusion with older CMD data files, or data files created in future years.

You are free to change the suggested Database Name and Data Folder Name if you wish. However, if you wish to create additional CMD files for CMD 2018, you will need to rename both of these for any additional CMD files – it's mandatory to use unique Database Name and Data Folder Names for each CMD file you create.

If this is your first time ever using CMD, you can enter your church's area code in the **Default Telephone Area Code** field. If you are going to be importing data from a prior CMD version, it is not necessary to enter this number as it will be brought in during the import process.

Create on Host Name

When creating a remote file, CMD's data engine will need to know if it is to be created using a Host Name or an IP address.

If you are creating the file on the host computer (and that's where you should be creating it!), we strongly suggest that you use the Host Name for this. In this context, this actually means the Computer Name of the host computer.

If you do not know the name of the host computer, click into the Windows Search edit box near the lower left corner of your Windows Task Bar and type in Computer Name. That should bring you to a screen that will display the name of your computer. Enter the name of the Host Computer in the space provided on the **Create Remote File** dialog.

Create at IP Address

Though we provide this as an option, it is meant to be used when a new CMD file is created from a client computer that uses an IP address to connect to CMD's data. Use the Host Name when you are creating your first CMD file for CMD 2018.x while at the host computer.

Church Information

While church information can be entered later, I advise you to do it now if it at all possible. Prior church information is not imported, so it needs to be established again.

Note the checkbox that says **Use This Information for Phone/Table Apps**. If you use either the phone or tablet apps, your church's contact information is needed for the login page of the phone and tablet apps. If you check this box during the Create CMD File process, the Church Information you provide here will be written into the special file that is used for the phone and tablet apps.

Creating the New File

Once all the fields have been filled in, click the **OK** button to begin the process of creating CMD's data tables for the CMD file you are creating. Once it's finished, you'll be taken to the CMD's main dialog where you can begin entering new names, or import data from a prior version of CMD.

If for some reason your computer rejects creating a new CMD data file, contact us and we will give you a few steps to try to work around it. Starting with Windows 10, there are some instances that seem to give CMD a hard time. Most don't, and you are not likely to have a problem. But if you do, just contact me for help and I'll help walk you through it.

8. Import Data from a Prior CMD Version

Select **Import Prior CMD Data** from the **Utilities Menu** to import data from CMD 2012-2016. Locate the actual folder location of the data you wish to import using the button provided. Note that you cannot simply restore an older CMD file into CMD 2018. You must import it here.

NOTE: If you have data from a CMD version prior to CMD 2012, we will have to do the data import for you. There is a small nominal fee for this service. Please contact me at mic@softwareforministry.com for details.

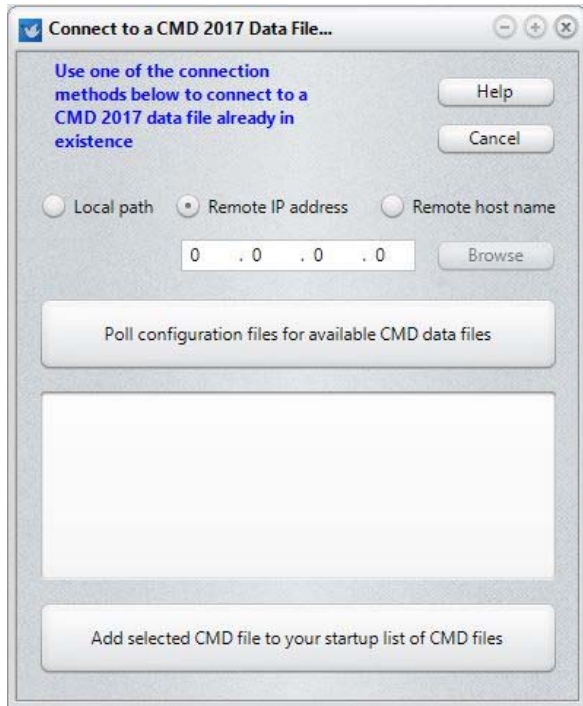
9. Connecting Client Computers

Connecting client computers is simple once you have the remote database server software running (CMD Server). Follow these steps:

- 1) Ascertain the IP address or domain name of the host computer. You'll need the internal local-network IP address if the client is on the same local network as your host computer. However, if you are connecting from a computer off-site, you'll need the domain name or static IP address that can be used from the outside.
- 2) Download the **CMD 2018 Core** setup program onto your client computer.
- 3) Run the CMD 2018 Core setup program. You'll be prompted for a password. If you have misplaced it, contact us and we will sent it to you again.

4) Double-click the icon for CMD 2018 to start it up for the first time. Select the third option on the Initialization dialog, to Connect to CMD 2018 Data Already Established on Another Computer, then click the **Connect to Existing Data** button.

This will bring up this dialog:



Enter the IP address, or click Remote Host Name if you are going to enter a domain name. Once you've entered either the IP address or Remote Host Name, click the **Poll** button to see the data files available.

When there's an available 2018 file to connect to, it will be listed in the large list box area. Check the box of any of the files you wish to connect to, then click the **Add** button near the bottom of the dialog.

This will connect the client computer to the remote computer hosting the CMD's data.

10. What's New in CMD 2018?

To see a list of the changes in CMD 2018.x, select the Help Contents option on CMD's Help Menu. Scroll to the very bottom and you'll see a chapter there for New Features in CMD 2018.x. Open that chapter and read over the introduction to the new features.

11. CMD 2018 FMX Notes

The FMX version of CMD for 2018 starts having nearly all of CMD Classic's features. Only a very few remain unfinished. There are a couple of things in Church Directory we need to finish, and we have not yet implemented the Places Reservations feature. There are also a couple of

pledge statements not yet finished. If you notice something missing yet in FMX, just open Classic and you'll find it there in the meantime.

There are a few features that are *only* in FMX: the texting features added in 2016, and the ability to define specific bar code numbers for use with attendance in case you are using third-party bar codes such as a key fob.

If You Get Stuck

If you have problems getting setup, please do not call me first!

First, please either e-mail me for help at mic@softwareforministry.com or text me at: 818.219.1243.

If you text me, please give me your name and your church because I likely won't have your name and number in my phone's contact list.

I request that you contact me via e-mail or text first rather than calling. My work day often finds me in meetings or traveling, and it will most helpful to hear from you in a way other than by phone first. I will get back to you as quickly as I can. If I can't resolve the issue by e-mail, we'll set a phone appointment so that I can speak with you.

My cell also gets so many robocalls these days that I just don't pick up on numbers I don't recognize any more.

Thanks in advance for contacting me by e-mail or text first.