

# Important information on installation and uninstallation

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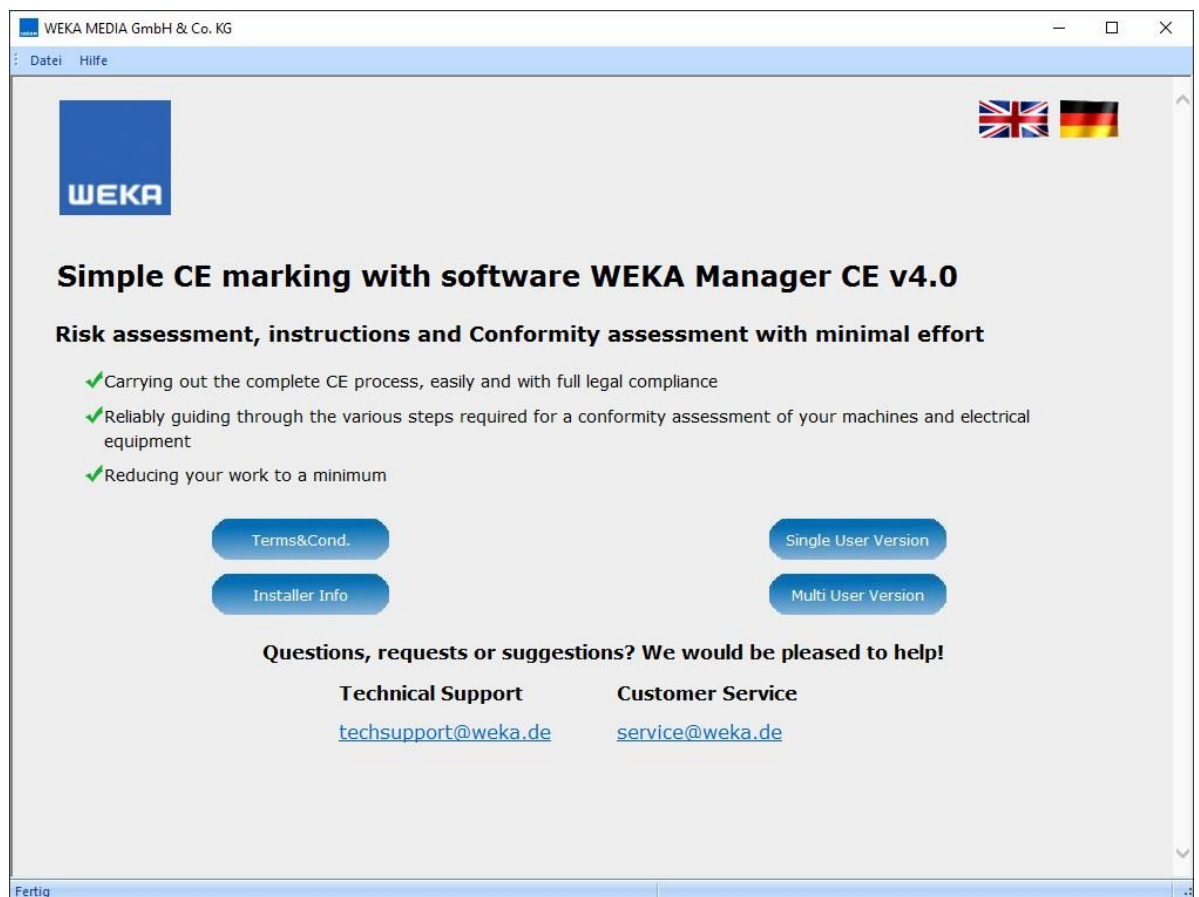
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## 1. Installation

The following description is based on Microsoft Windows 10 and explains the necessary steps for the installation of the Manager CE software. The steps may deviate for those of other operating systems.



### Single-user version

Press the “Single-User Version” button to start installing the WEKA Manager CE software. The software is fully functional initially; after the demo period expires it falls back into a mode with limited functions. Until then you can work with the software without limits. Afterwards some functions are no longer available to you.

After licensing, you can use the software and the projects recorded again to their full extent. You will find detailed licensing information in the software's license dialogue under the <Info> button.

The default directory for installation is <Program Files>\WEKA\Manager CE, however you can also install in a directory of your choice. The single-user version is installed locally on a workstation computer and is available exclusively at this workplace.

## Multi-user version

Press the “Multi User Version” button to start installing the WEKA Manager CE multi-user version software. The software is fully functional initially; after the demo period expires the software falls back into a mode with limited functions. Until then you can work with the software without limits. Afterwards some functions are no longer available to you.

After licensing, you can use the software and the projects recorded again to their full extent. You will find detailed licensing information in the software's license dialogue under the <Info> button.

Installation takes place in the <Program Files>\WEKA\ Manager CE Netzwerkversion directory by default. The multi-user version is installed in a company-internal network on one computer defined as the server with additional client versions on each workstation. The multi-user version makes it possible for different users to access a common set of projects and data from their own workstations. The projects can be accessed by all users depending on their access rights. Access rights are administered by a user management interface.

## Use of Microsoft Word as of version 2013 in Manager CE (single-user or multi-user version)

To create and edit Word documents, such as certification documentation, declarations of conformity, it is necessary to select a trustworthy storage location for Word.

You can specify a “trustworthy storage location” for example in:

- Microsoft Word 2013, 2016, 2019 under File
- Word Options
- Trust Centre
- Trust Centre Settings
- “Trusted Locations”.

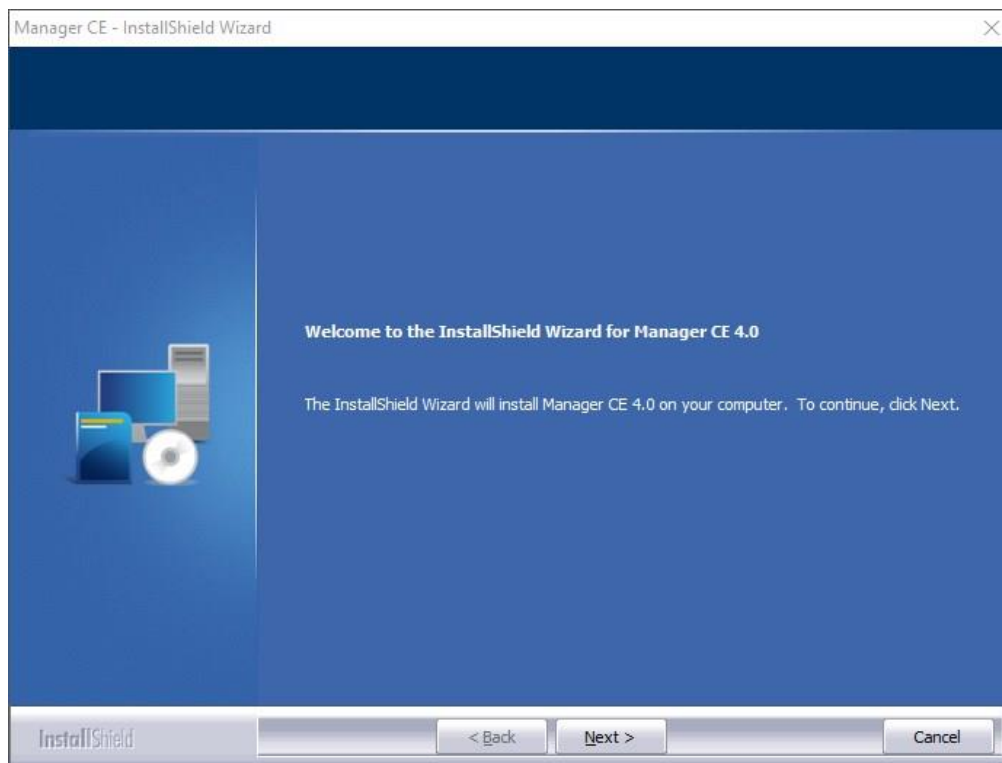
## 1.1 Installation of the single-user version

Insert the supplied DVD and carry out the following steps:

### 1.1.1 Installation on a single-user station

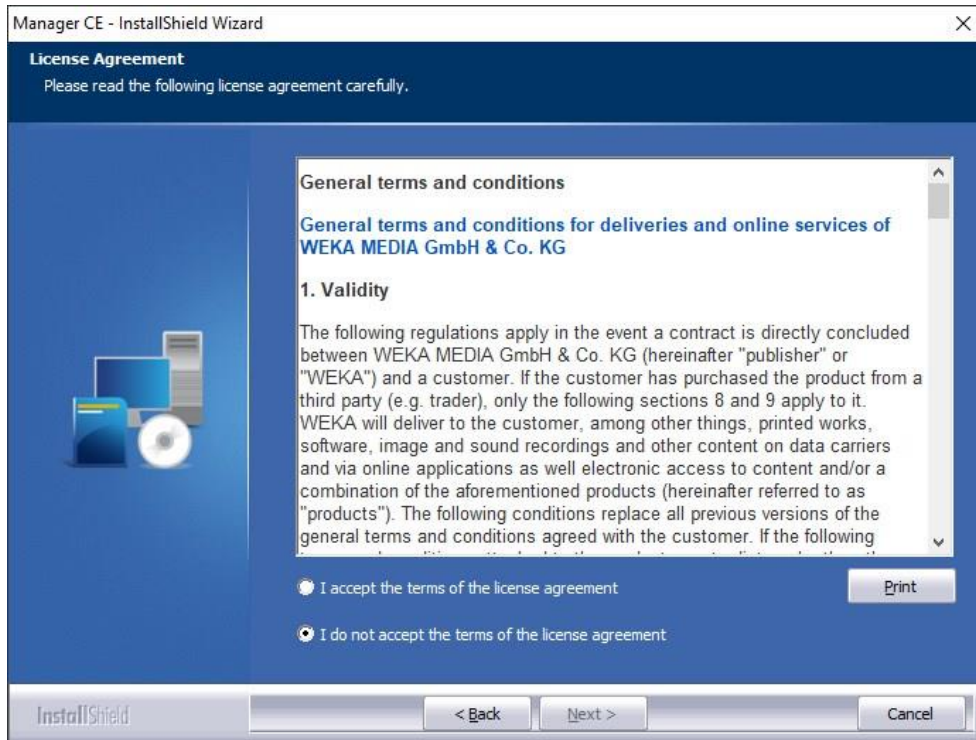
#### 1. Start the setup

Select the “Single-User Version” to start the InstallShield Wizard.



## 2. License agreement

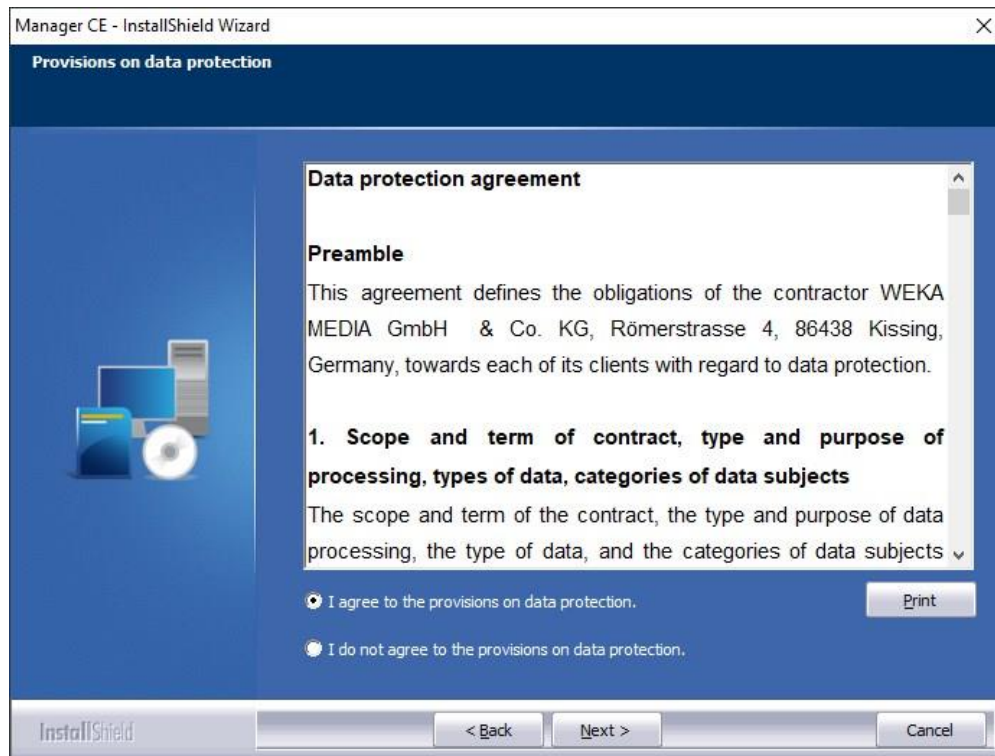
The **license agreement** appears when you click “Next”. Carefully read through the agreement and then accept the terms under the text window.



Please note that acceptance is absolutely necessary in order for the setup to continue.

### 3. Data protection agreement

The **data protection agreement** appears when you click “Next”. Carefully read through the agreement and then accept the terms under the text window.

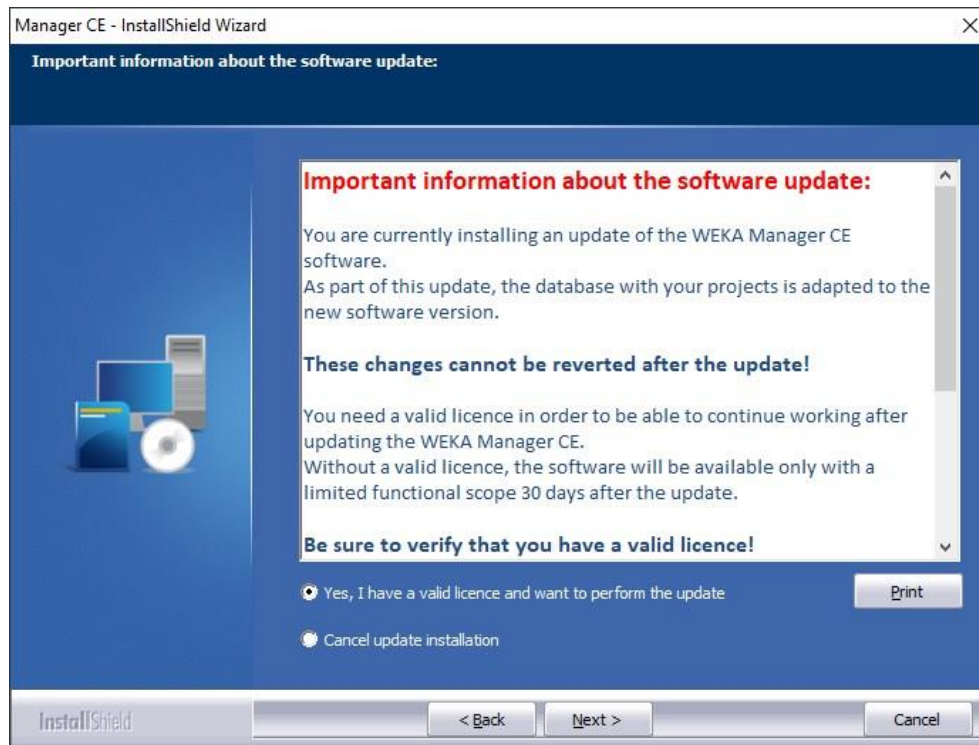


Please note that acceptance is absolutely necessary in order for the setup to continue.

#### 4. Important note for updating the software

When you click “Next” the **Important note for updating the software** appears. Carefully read through this agreement and then accept the terms under the text window.

**Note:** This dialogue is only displayed during an update.

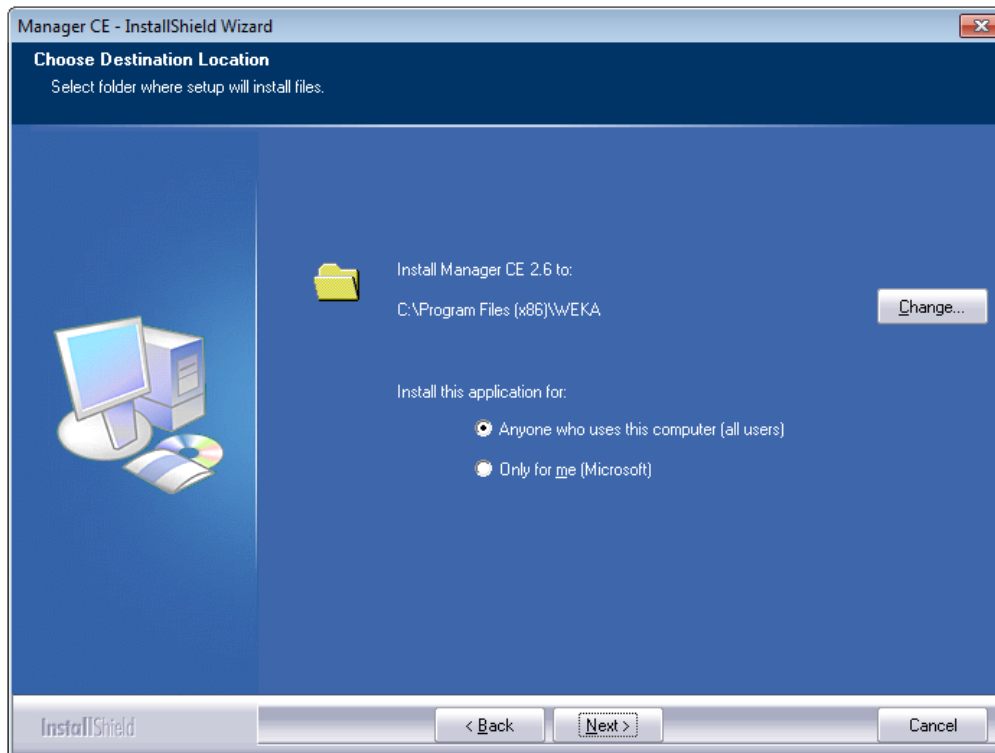


Please note that acceptance is absolutely necessary in order for the setup to continue.



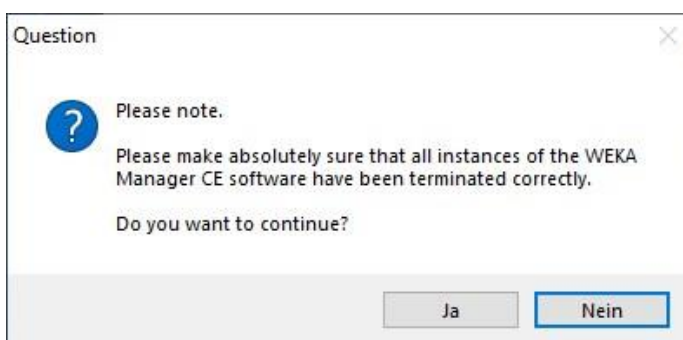
## 5. Selecting the installation paths and the program directories

Specify the program path here. Ideally, you should use the specified default paths (recommended).



## 6. Note on terminating the WEKA Manager CE software

Before beginning the installation, you can check here one last time to ensure that all instances of the ManagerCE.exe program have been terminated correctly. Click <No> if you are not sure. Up until this point no changes have been made to your system. Following a check, you can start the setup once again.



The required program files, the WEKA Update Centre, and, if needed, the database system are now installed on your computer.

You can also start the SISTEMA software from the WEKA Manager CE Setup. SISTEMA is a software program from the Institute for Occupational Safety and Health (Institut für Arbeitsschutz der DGUV (IFA)) and is distributed by them free of charge. This setup is offered during an update if the software has not yet been installed or a newer version is available.



You can choose to update the sample projects during a new installation as well as during an update installation. It is not necessary to update the sample projects in order to run WEKA Manager CE. WEKA recommends a renewal because every new version of the WEKA Manager CE can contain modifications in the existing sample projects and also new sample projects.

The installation wizard announces the completion of the setup in the end.

## 1.2 Installation of the multi-user version

The multi-user version is installed as a client-server application in a company-internal network. The multi-user version makes it possible for different users to access a common set of projects and data from their own workstations (clients). The projects can be accessed by all users.

### 1.2.1 Existing network

Make sure that you have an existing network; otherwise, a connection cannot be established between the server and the clients (peer-to-peer is also possible)

.

Advantages of the multi-user version:

- Joint, professional processing of projects is enabled by the multi-user version.
- Employees each access the common database from their own workstation.
- The time-consuming exchange of data and projects is no longer necessary.
- The latest version of the data is available for everyone involved.

**Note:** The installation in a network should be carried out by a network administrator who manages the network and can also assign rights to specific directories.

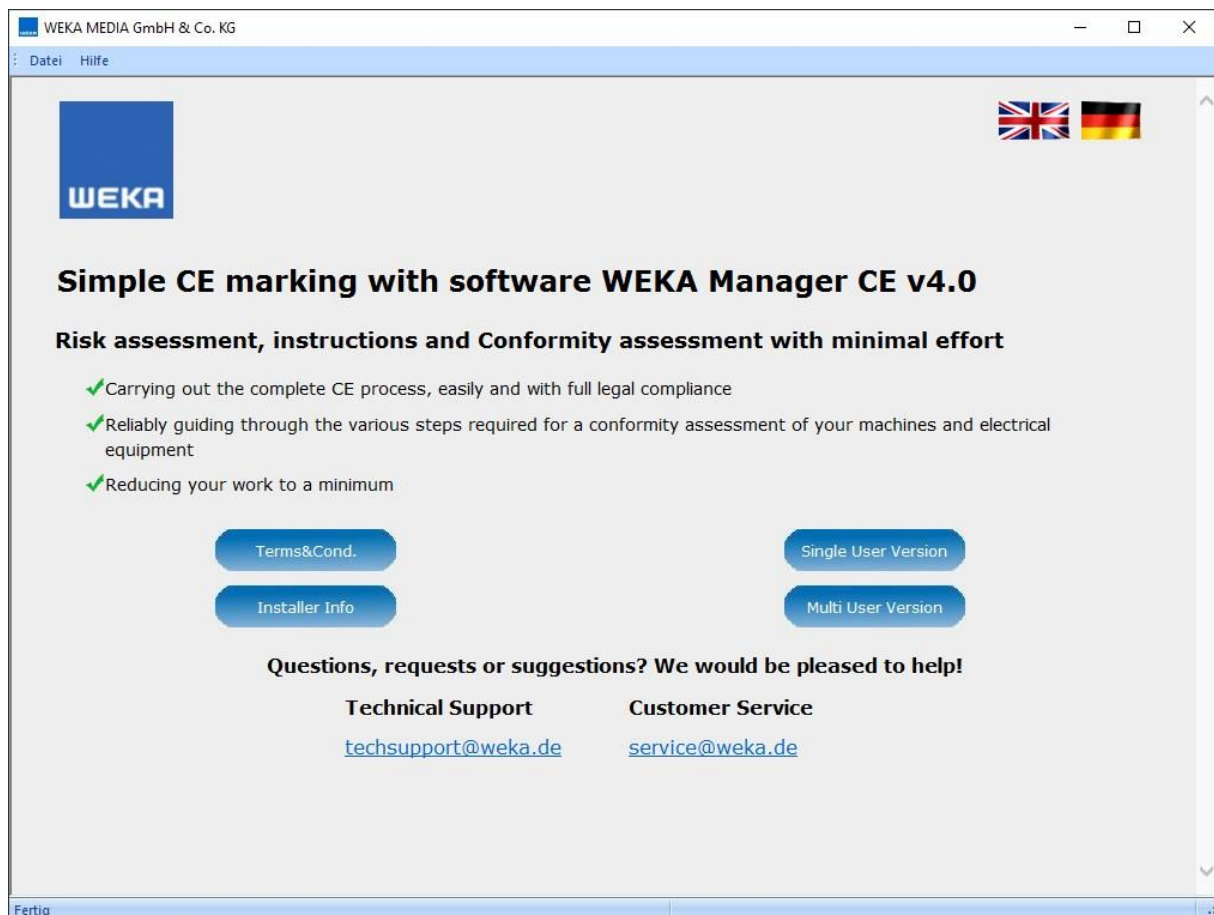
The following installation instructions describe the necessary administrative tasks for running the program based on Microsoft Windows 10 as an example.

## 1.2.2 Installation on the server

Carry out the server installation as well as later update installations directly on the server (the PC on which the databases are to be stored). Information on client installation can be found in Chapter 1.2.4. For this, insert the supplied DVD and carry out the following steps:

### 1. Start the setup

Select “Multi User Version”.



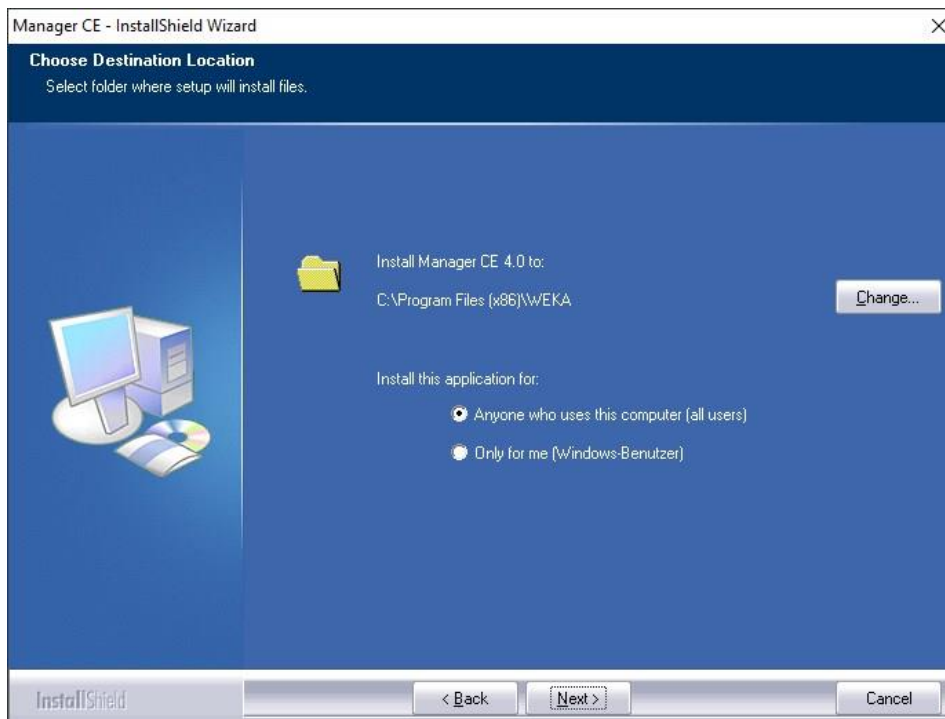
2. License agreement (see Chapter 1.1.1)

3. Privacy policy (see Chapter 1.1.1)

4. Important note on updating the software (see Chapter 1.1.1)

## 5. Selecting the installation paths and the program directories

Specify program paths. Ideally, you should use the specified default paths (recommended).



The required program files and if needed the database system are now installed on the server. The installation wizard indicates when this is finished.

### 1.2.3 Directory sharing and network settings

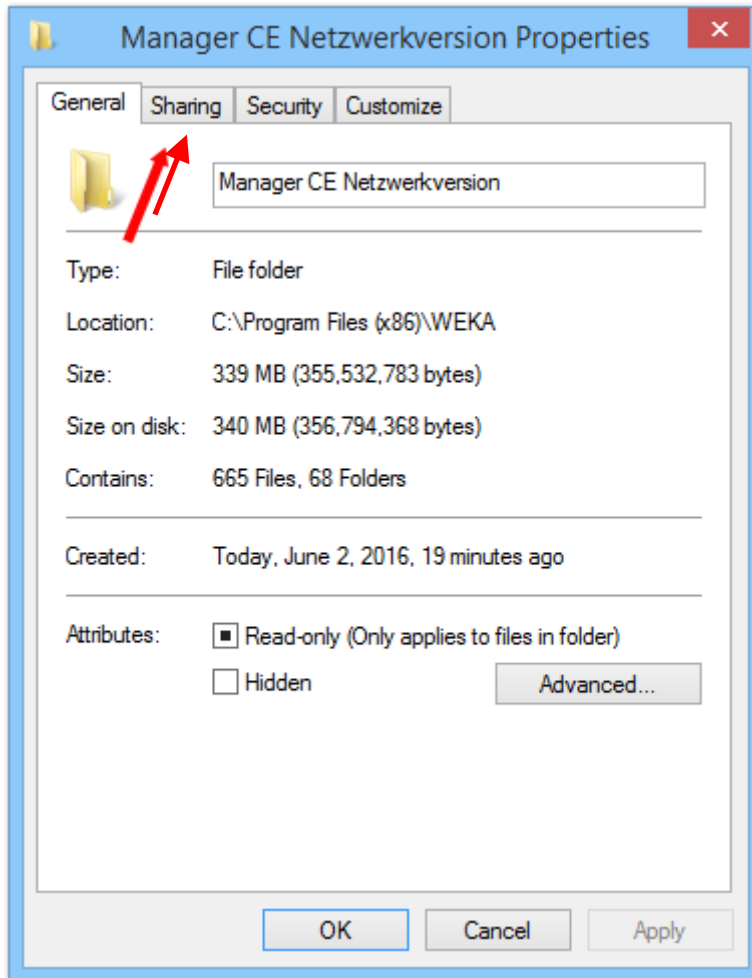
After completing the installation, the program directory needs to be shared on the server to ensure access by the clients. If the default installation is used, the directory to be shared is:

**C:\Program Files\WEKA\Manager CE Netzwerkversion** for 32-bit systems or

**C:\Program Files (x86)\WEKA\Manager CE Netzwerkversion** for 64-bit systems or

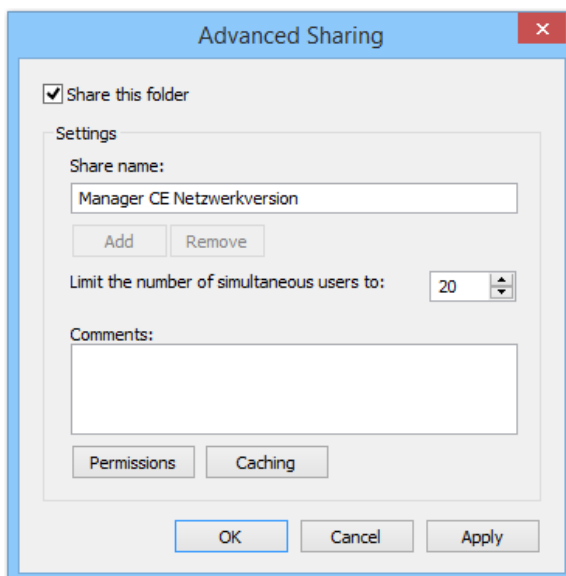
#### Setting up general sharing for the directory

In Windows Explorer, right-click on the installation directory and select "Properties".



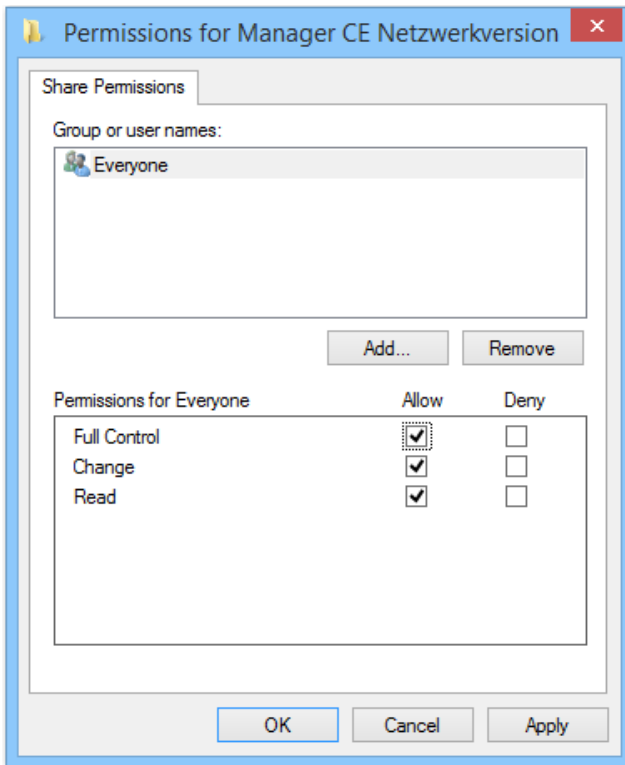
Select the "Sharing" tab and enable "Share this folder" and if desired assign a new share name.

Click the button "Advanced release" to set the permissions.



If you wish to set up more than one client, it is recommended to allow general access to the directory. To do this, click on “Permissions” and add the user “All” to the list of “Group or User Names”. Allow full control for the user “All” in the “Permissions” field and confirm your changes. The user “All” is only used here as an example.

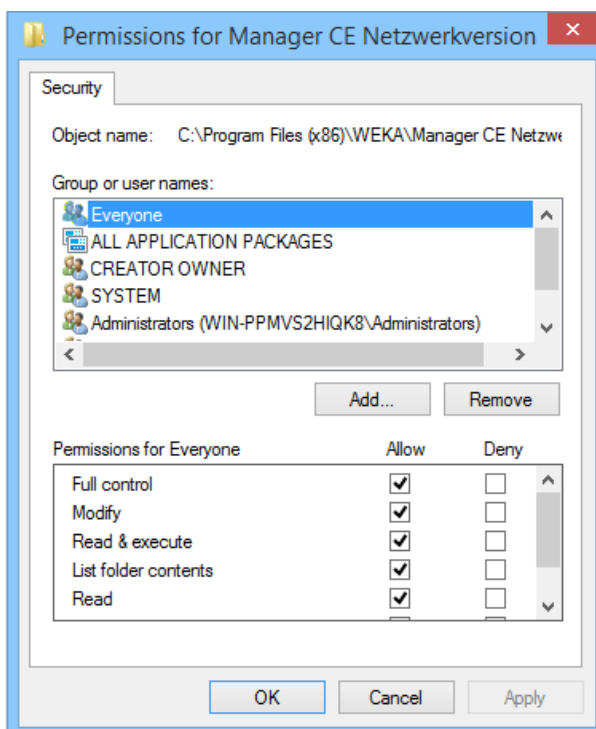
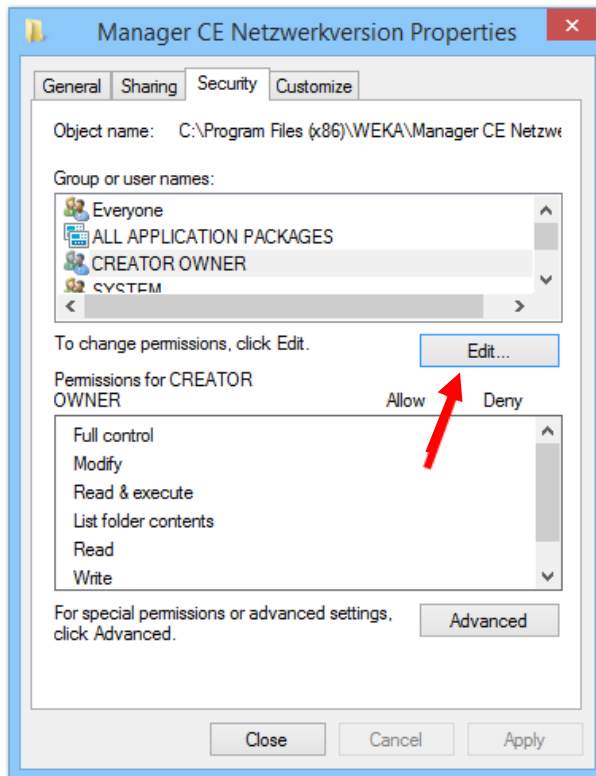
If you do not want to allow general sharing, you need to repeat the process for every user that is to work with the Manager CE software.



Assign reading/writing rights for every user and confirm your changes. You must assign at least “Change” and “Read” permissions to your own user group in the release permissions.

## Security settings

Now select the “Security” tab and add the authorised users just as with sharing.





You must assign at least the rights “Change”, “Read, Execute”, “Show folder contents”, “Read” and “Write” to your own group or user name in the “Security” tab. It may be necessary to set the permissions for full access here too.

### Network and sharing centre (Control Panel)

In the network and sharing centre, make sure that the following items are selected for this folder:

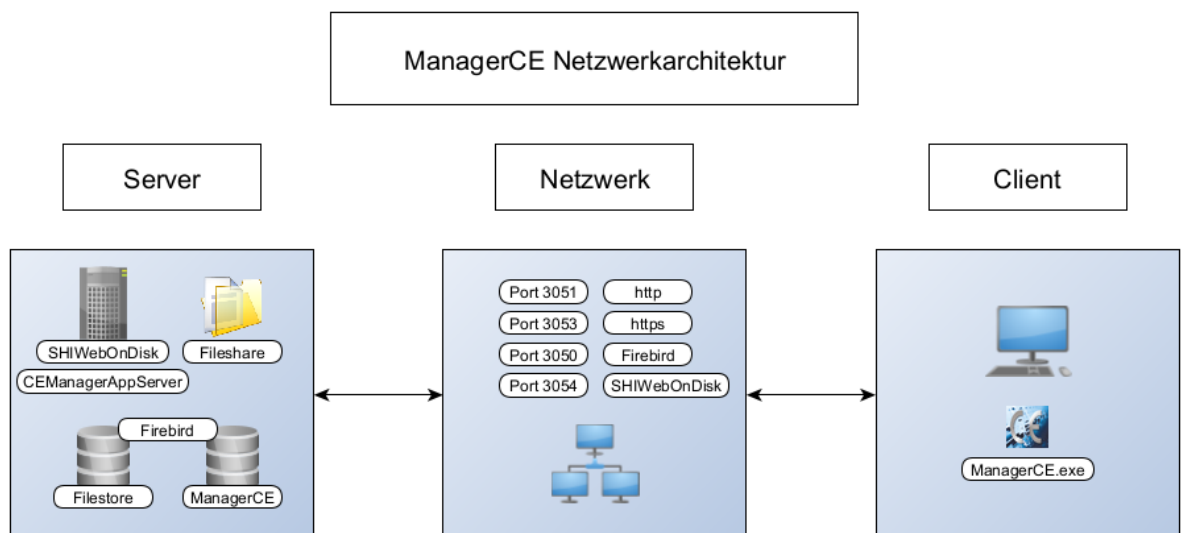
- Turn on network discovery
- Enable file and printer sharing
- Turn off password protected sharing

The server's firewall must grant access (inbound rule) to the following files and ports:

- ManagerCE.exe (application directory)
- ManagerCE\_Tools.exe (application directory)
- fbserver.exe (C:\Program Files (x86)\Firebird\Firebird\_3\_0\bin)
- SHIWebOnDisk.exe (application directory\NG)
- Port 3050 (communication with Firebird database)
- Port 3051 (communication (HTTP) with the CE Manager App Server service)
- Port 3053 (communication (HTTPS) with the CE Manager App Server service)
- Port 3054 (communication with SHIWebOnDisk/Technical Information)

It may be necessary for these application files to create exception rules in the virus scan or security software.

### Networking architecture



### **Linking drives on a server with activated User Account Control (UAC)**

Now select the shared folder and map the directory as a network drive (in our case, we have connected the folder to drive Z:).

On clients with the Windows 8.1 or Windows 10 operating systems with enabled User Account Control (UAC), the linking of the directory to a network drive has to be performed as an administrator.

To do this, start a command prompt window as an administrator. Then enter the following command in the command prompt window:

```
NET USE Z: "\\<Path to shared projects folder on the server>" /PERSISTENT:YES
```

### **Linking drives on a server without enabled User Account Control**

To link the directory to a drive, click in the menu of the file explorer under "Tools" on the item "Map network drive".

## SISTEMA

**Message: "How do you want to open this file type?"**

When using SISTEMA in the network environment on a client, the SISTEMA file type *.ssm* needs to be linked to the application *SISTEMA.exe*.

When the message "How do you want to open this file type?" appears, click on "Other options" and navigate into the installation directory of SISTEMA. Select the

application *SISTEMA.exe* and click on the <Open> button.

**Warning: "The directory does not exist, is being created!"**

SISTEMA needs two directory to run. Please click on the <OK> button for both warnings. The directories are created and the warning no longer appears.

**Message: Error during joint access to a file in the network ...**

As an administrator, permit the access as user "All" to the directory on the server in which the SISTEMA application was installed. Further information on this can be found under "Directory sharing and network settings".

## 1.2.4 Installation on the client

### Linking to the program directory on the server by using network drive letters

In order to enable all users access to the installed multi-user version, the program directory (directory in which ManagerCE.exe is located) on the server needs to be linked first of all as a network drive.

### Linking drives on clients with activated User Account Control (UAC)

Now select the shared folder and map the program directory on the server as a network drive (in our case, we have connected the folder to drive Y:).

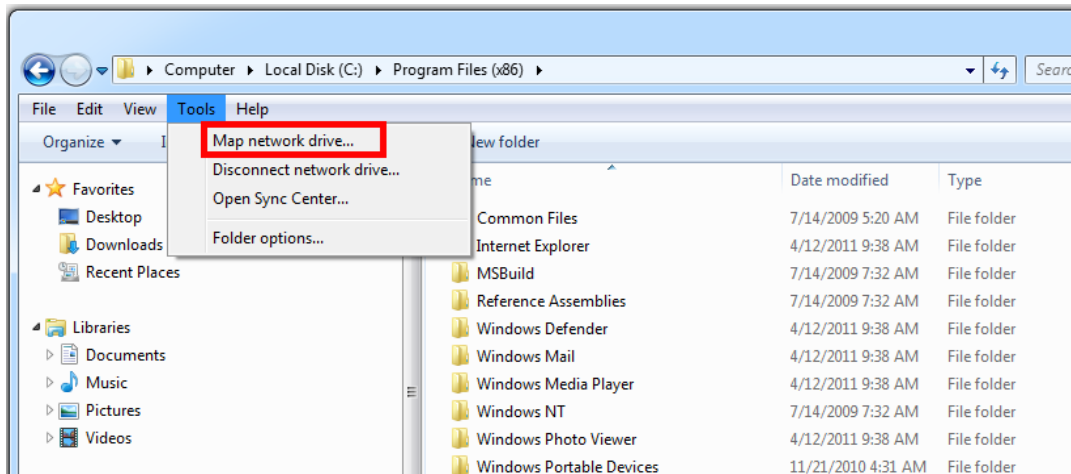
On clients with the Windows 8.1 or Windows 10 operating systems with enabled User Account Control (UAC), the linking of the program directory to a network drive has to be performed as an administrator.

To do this, start a command prompt window as an administrator. Then enter the following command in the command prompt window:

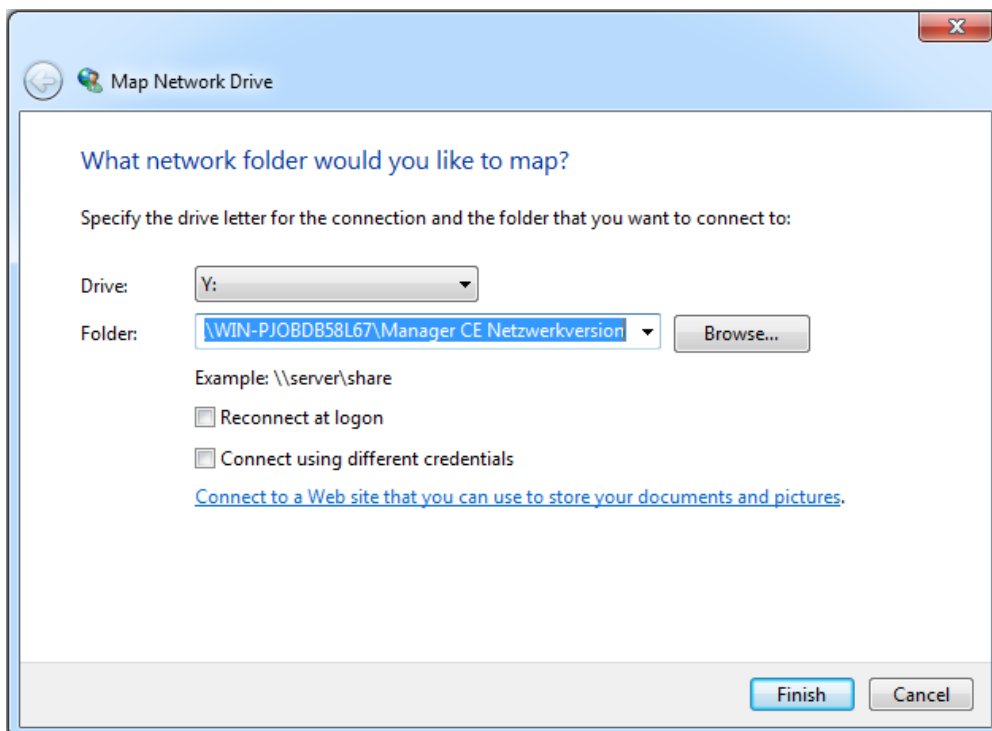
```
NET USE Y: "\\<Path to shared programs folder on the server>" /PERSISTENT:YES
```

## Linking drives on clients without enabled User Account Control

To link the directory to a drive, click in the menu of the file explorer under “Tools” on the item “Map network drive”.



Now select the shared folder and map the directory as a network drive (in our case, we have connected the folder to drive Y:).



### Linking to the program directory on the server by using UNC paths

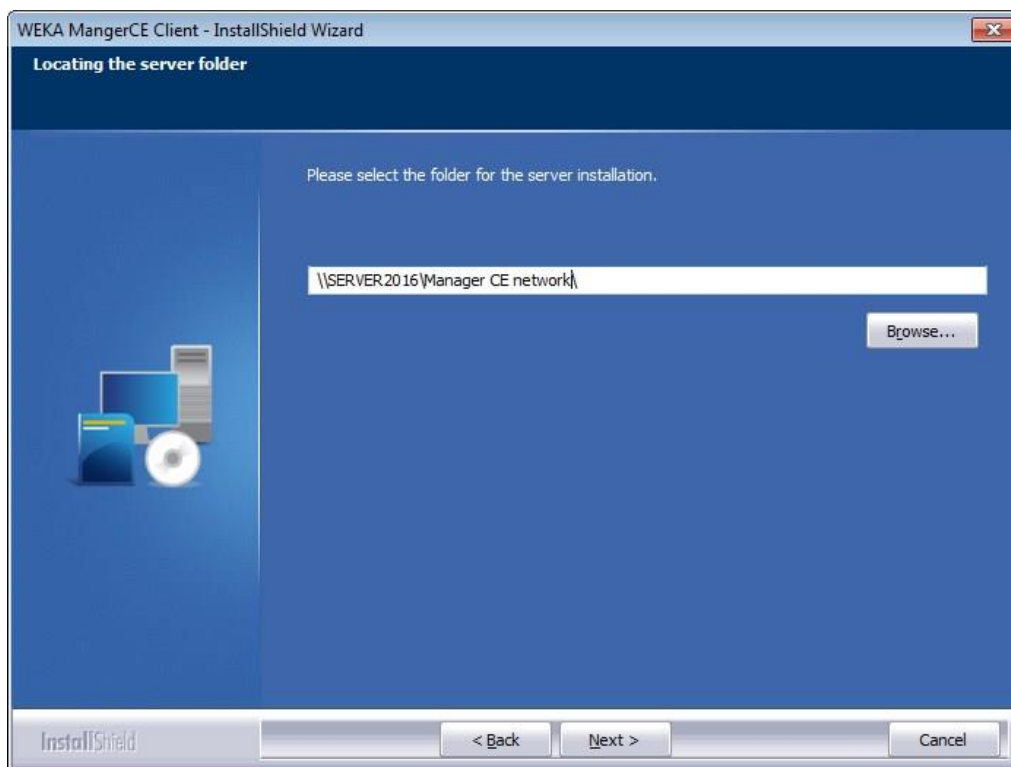
If you have mapped a UNC path (Universal Naming Convention) to the program directory on the server side, this needs to be available from the client. This is ensured by sharing on the server as described above.

Beyond that, no further actions for the access from the client to the program directory are necessary.

### Creating desktop shortcuts

To do this, start the Setup ManagerCEClient.exe installed on the server on each client. The dialogues guide you through the installation.

As an alternative you can also manually create a link on the desktop with the managerce.exe. The shortcuts do not need to be renewed during an update.



The default UNC path is shown in this dialogue. You can select a different path by pressing the <Browse...> button. Please note that the selected directory must contain the ManagerCE.exe program.

## 1.2.5 Further information on the multi-user version

### 1.2.5.1 Project blocks in the multi-user version

Please note that a project may only be processed by one person at a time. Once a project is opened by one employee, it is blocked for all other users in the network. Only after this employee has closed the project is it possible for another user to make modifications.

In case a project is blocked even though no employee has it currently opened for processing (this can happen due to an interruption of the network connection or the computer crashing during the processing), this block can be lifted manually by the administrator in the Configuration Manager (ManagerCE\_Tools.exe, see Chapter 1.2.6).

### 1.2.5.2 WEKA Manager CE network via VPN

The architecture in network operation also supports mobile working via VPN.

Please note:

A VPN as an access option requires a number of prerequisites:

- Connection speed:
  - o Minimum speed: Download 50 Mbit, upload 10 Mbit
  - o Recommended speed: Download 100 Mbit, upload 40 Mbit
- Connection to the router/access point
  - o A stable connection to the router/access point is required
  - o Due to the fluctuating quality of a WLAN connection, connection using a high-quality network cable is recommended
- Firewall configuration

An existing firewall (VPN, hardware and/or software firewall) in the network, independent of the server, must be configured accordingly.

  - o Port 3050
  - o Port 3051
  - o Port 3053
  - o Port 3054
  - o SMB
- Program start
  - o When the program starts, the application is loaded from the server into the client's main memory. Depending on the connection speed, starting the application may take some time.

### 1.2.5.3 Starting and stopping SHIWebOnDisk (technical information) on the server

- Purpose
  - o Makes the technical information available on the client via HTTP
- Starting
  - o SHIWebOnDisk.exe prestart=2 CFG\$SC.BasePort=3054
  - o The program is started via Autorun when the operating system starts
- Stopping

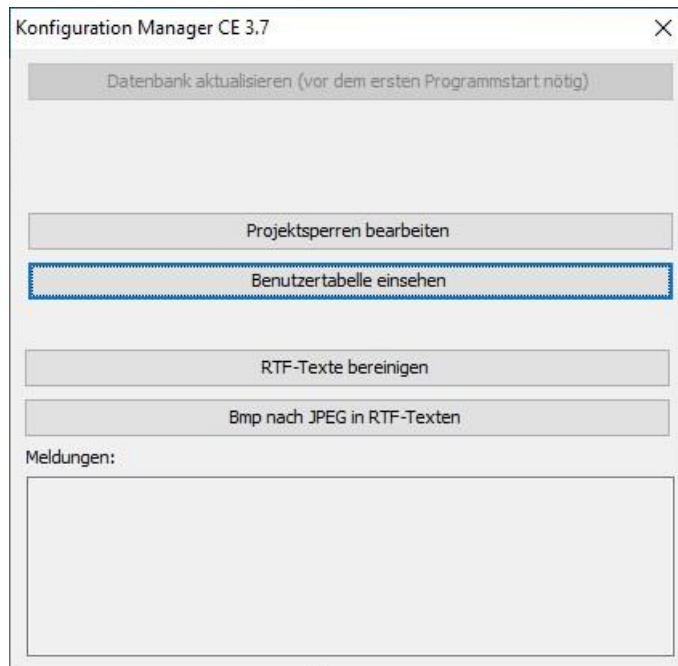
- SHIWebOnDisk.exe shutdown=1
- Entry in the connect.ini
  - [SHIWebOnDisk]
  - BasicURL=HERE\_SERVER\_NAME:3054

#### **1.2.5.4 Starting and stopping the CE Manager App Server service on the server**

- Purpose
  - Transfers large database contents (BLOBs) from the database to the client via HTTP/HTTPS
- Starting
  - CEManagerAppserver.exe /install
  - Service is started automatically when the operating system starts
- Stopping
  - CEManagerAppserver.exe /uninstall



## 1.2.6 Configuration of WEKA Manager CE (ManagerCE\_Tools.exe)



- **Updating the database**  
Only available if the database and program version do not match; updates the database
- **Edit project blocks**  
If the ManagerCE.exe program was not ended correctly, it may be that projects are not released correctly after the processing; the database is corrected in this way
- **View user tables**  
If the ManagerCE.exe program was not ended correctly, it may be that users are not released; the database is corrected in this way
- **Clean RTF texts**  
Corrects over-sized RTF texts; this should **ONLY** be used with the help of WEKA Technical Support
- **Bmp to JPEG in RTF texts**  
Corrects wrong image formats in RTF texts; this should **ONLY** be used with the help of WEKA Technical Support

## 2. Uninstallation instructions

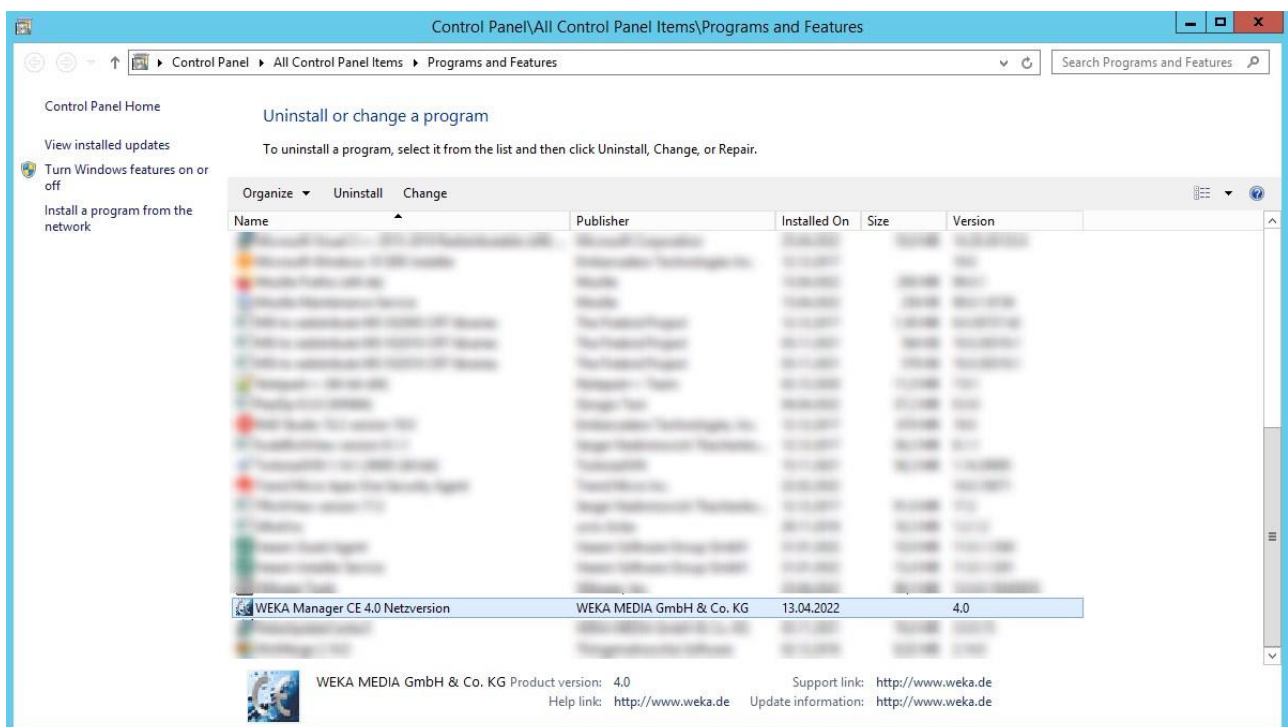
In order to remove the Manager CE software from your system, you should use the Windows uninstallation application.

The following example describes the procedure for Microsoft Windows 10.

### Selection of the software to be uninstalled

Select Control Panel in the Start menu and click on “Programs and Features”.

The following window displays a list of all the programs installed on your system. Mark the version of the WEKA Manager CE software to be uninstalled and click the “Uninstall” button in the top part of the window.



A window opens with the familiar installation wizard from the setup.

Uninstallation starts when “Next” is clicked and the WEKA Manager CE software is removed from your system.

## 3. Miscellaneous

### 3.1 Moving to another computer (single-user and network version)

#### 3.1.1 Backing up the databases

Be sure to back up both databases *managerce.fdb* and *filestore.fdb* from the database directory *C:\ProgramData\weka\Manager CE\network version* or *C:\ProgramData\weka\Manager CE\full version*. If you cannot find the databases and/or the database directory, contact your technical supervisor/administrator or WEKA Technical Support (see Chapter 4).

#### 3.1.2 Check the Manager CE version on both systems

Please check the installed version of the WEKA Manager CE on both systems. The same version of WEKA Manager CE must be installed on both systems. You can check the version information if you start WEKA Manager CE on both systems and compare the version numbers in the start cockpit at the top right. These must be identical, otherwise WEKA Manager CE will not work on the new system. Therefore, if necessary, also carry out an update of WEKA Manager CE on an old system to match the new system.

#### 3.1.3 Prerequisites

- All documents, for example in the "Operating Instructions" and "Documentation" tabs, must be saved.
- WEKA Manager CE must be closed. In the case of network systems, make absolutely sure that all users/clients have closed WEKA Manager CE. Otherwise there is a risk of data loss.
- To share licenses, you can use the "Options – Licensed computers" menu in the software to check which computers have licenses in use.  
As soon as these clients have returned the licenses (by exiting/closing the program), the licenses are available again after installation on the new server by entering the license data.

#### 3.1.4 Data transfer

Copy the two databases *managerce.fdb* and *filestore.fdb* from the database directory *C:\ProgramData\weka\Manager CE\network version* or *C:\ProgramData\weka\Manager CE\full version* from your old system to the database directory of your new system. Ideally, both database directories should have the same name. The two databases *managerce.fdb* and *filestore.fdb* in the target directory of the new system can be overwritten. Take care not to overwrite your working databases.

## 3.2 Update Manager CE v3.9 to v4.0 network on a server

### 3.2.1 Important information about releasing ports

WEKA Manager CE v4.0 also uses the **CE manager app server** service to improve data transfer performance between the server and the clients. The service is established/started during installation and will be started automatically in future. The service is absolutely necessary for a functioning connection to the database.

To use this service it is necessary to open ports 3051, 3053 and 3054 in addition to the Firebird default port 3050 in "Inbound rules".

If the service is not available/stopped or if the service was not installed correctly, an error message will be displayed on the clients when Manager CE is started. Check the settings in the firewall on the server, or, if you need help, please contact WEKA Technical Support (see Chapter 4).

## 4. Service / WEKA Technical Support

### If you have any questions

Of course you can request assistance from us if you are having difficulties running the program or experience other problems operating the program. The WEKA Technical Support Team will also be happy to answer for general questions.

Phone: +49 8233 23-7323

Mail: [techsupport@weka.de](mailto:techsupport@weka.de)

Your questions will be answered as quickly as possible.