

LawTrak Setup

Go to Start - Run - \\YourServerName from the laptop you are setting up and download the setup.exe file and also the ldata.exe blank file (remotes only). This is the fastest way to get the downloads. Then proceed to the steps below.

or

You can go to our home page www.nbshome.com and click on Downloads. Next, click on LawTrak Setup Files and you will find the LawTrak setup that is shown below.

- 1) Download and install the main Setup file

Setup for New Workstations / Remotes

This should be used to set up or reinstall LawTrak on a workstation or a remote.

[setup.exe](#)

- 2) Download and unzip the Blank Data Files IF YOU ARE INSTALLING ON A REMOTE!

Blank Data Files

This should be unzipped on all remotes.

This should also be used to install the data files for the main server if the data files do not already exist. If the data files are already on the main server, DO NOT unzip these files to the server.

[ldata.exe](#)

- 3) Make sure you can log onto the server. You can test this by pressing Start - Run - \\YourServerName. If it asks for a user name and password, or tells you that it is not available, call your network administrator and make sure the workstation is networked correctly and that your Windows user name and password are allowed onto the server.

- 4) Run LawTrak from the icon on the desktop after everything is installed.

5) Set up as either a Workstation or a Remote, and provide the data path to the main server. This can be found on the log on page of LawTrak on a regular workstation under the Server Data Directory. (example \\server\ltdata\data) WARNING! You MUST be on the network and have access to the main server to set up the program!

6) Restart LawTrak and let it update the server and/or workstation as needed.

If you are installing a regular workstation, you're done with the setup. Move on to the Domain instructions.

If you are installing a remote...

7) Sign into the Remote with the user name ADMIN and password ADMIN and Synch the remote with the main server.

8) Exit the remote and restart LawTrak with your normal User Name and Password.

If you are going to log onto the workstation or remote as part of a Domain or Active Directory, there are a couple of more steps.

a) Right click on the LawTrak icon and click on Run as Administrator. Log into LawTrak with the user name HELP and password HELP. Press the button near the bottom that says "Copy DLL's to Alternate Path". This will move the program Libraries to a location that all users will be able to find.

b) Right click on the icon and click on Run as Administrator. Log into LawTrak with the user name HELP and password HELP. Delete the LawTrak Icon from your desktop. Go back to the help screen and press the button near the bottom that says "Create an Icon for All Users".

c) Go to My Computer / C: / Right-click on the NBSPOLICE folder / Properties / Security. Click Security, and click on Full Control for everyone in the list, then press OK. Then add the user "everyone" and click on check names. Click on Full Control and press OK This will allow regular users to have full access to the program directory. This is necessary to enter data and run most reports.

You're done.

If you need assistance, please contact LawTrak Support.