I want to add a PC to my Recruit Studio network

Adding a PC to your Recruit Studio network is easy and does not take more than a few minutes. All you need to do is install the relevant client software and then configure Recruit Studio on the new PC to find the database. You may also need a new authorisation code if you have a new user – please <u>contact us</u> to obtain a new one.

How to install the auto-update client version (recommended)

- 1. Go to <u>www.recruitstudio.co.uk</u> and from the Download menu choose 'Auto-update client version'.
- 2. Click 'Install' and then follow the prompts on screen to download and install the software. There are various steps along the way. When the installation is complete, Recruit Studio will automatically try to open.
- 3. Configure Recruit Studio to point to the PC or server where your data is held. You will need to know the name or IP address of the PC or server where your data is held and you can <u>read the full instructions here</u>.
- 4. Finally it is recommended that you create a desktop icon (this version does not create one automatically). To do this, minimize all programs so you can see your computer's desktop. Then click the Start button and go to All Programs, find Recruit Studio in the list and locate the icon. Drag the icon to the desktop and a new icon will be made.

There are a couple of cases when you would choose to not install the auto-update version of the client, these are:

- If your new PC is 64bit. In this case you need to install the static version of the Recruit Studio client (see below).
- If your network settings mean that only the Administrator can install software onto the PC. Again you will need to install the static version of the Recruit Studio client (see below).

How to install the static client version of Recruit Studio

- 1. Go to <u>www.recruitstudio.co.uk</u> and from the Download menu choose 'Download Recruit Studio'.
- 2. Click on **step 2 only** and allow the software to download and install.
- 3. After the installation wizard has finished, double-click the desktop icon for Recruit Studio (one **is** made automatically for this version) and the program will ask you to configure it to point to the PC or server where your data is held. You can <u>read the full instructions here</u>.