

How to add a new client PC to Recruit Studio

If you already have Recruit Studio up and running in your office you can add another licence to Recruit Studio at any time, for instance if you take on a new member of staff. You need to follow the steps below to install Recruit Studio on the new PC and to configure it to find the data stored on another PC or server.

1. Installing the Recruit Studio client program

- 1.1. Go to a consultant's PC. You need to install Recruit Studio on this PC and configure it to look across the network for the server.
- 1.2. Visit www.recruitstudio.co.uk and from the Download menu, choose 'Auto-update client version'. Click 'Run' when prompted and follow the instructions on the screen to download the prerequisites and the software.
- 1.3. When the download is complete, Recruit Studio will attempt to open. As it won't know yet which PC on the network to look for the data, you need to tell it.
 - 1.3.1. Enter the IP address of the server into the field labelled 'Name or IP address...'. If you already have the Recruit Studio client installed on another PC other than the one holding the data, you can use this to find out the network settings. To do this, open Recruit Studio and go to the Tools menu, then Configure. Make a note of the name or IP address and the protocol and then click cancel. Enter the details into the configuration panel.
 - 1.3.2. Click ok. Recruit Studio will close and then you need to reopen it. It will either let you log in or it will fail and suggest reasons for the failure.

2. If a Recruit Studio client PC fails to connect to the data service.

- 2.1. There are usually 2 main reasons for this. Either a firewall is blocking access to Recruit Studio or the network is not properly set up.
- 2.2. To let Recruit Studio through a firewall, we suggest that you turn Windows Firewall on and either turn off any other firewall or configure it to allow Recruit Studio to operate how it wants. To configure Windows Firewall:
 - 2.2.1. Go to the server PC.
 - 2.2.2. Go to the Control Panel.
 - 2.2.3. Click on the icon for Windows Firewall. Make sure it is turned on. Go to the Exceptions tab.
 - 2.2.4. You need to add the data service to the list of exceptions. Click 'Add program', then 'Browse'. Navigate to C:\ > Program Files > JKW > RSDBService1 and in this folder select the file called 'RSDBService1' and click ok or open. The data service will now be allowed through the firewall. You may still need to configure other makes of firewall or anti-virus software to allow the Recruit Studio client programs to work and you may need to do this on each PC.

