

Forward Office

# Installing and updating Forward Office



*Revision as of  
August 16, 2019*

User`s Guide



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### FCC ID:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

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Our company warrants this product against defects in materials and workmanship for a period of one year from the date of purchase. During the warranty period, products determined by us to be defective in form or function will be repaired or replaced at our option, at no charge. This warranty does not apply if the product has been damaged by accident, abuse, misuse, or as a result of service or modification other than by us.

This warranty is in lieu of any other warranty expressed or implied. In no event shall we be held liable for incidental or consequential damages, such as lost revenue or lost business opportunities arising from the purchase of this product.

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## General Information

This document describes the Forward Office software version 5\_8\_1200 and later.

### 1. Contents

Forward Office is based on a client-server architecture and contains the following components:

- database server (server) – stores and manages information about video clips, requests, schedule templates, etc.;
- client software (client) – programs for working with a video clip database: FDOOfficeMovie, FDOOfficeTemplate, FDOOfficeList.

For more information on programs included in Forward Office, see the «[Forward Office. Organizing materials, creating a channel schedule and traffic log](#)» user's guide.

The video clips database contains files with descriptions of the video clips themselves. The video files are stored in a special storage and are accessed using a database management system (DBMS).

It is recommended to use the Forward Office program with broadcasting servers based on SoftLab-NSK products (for more information please visit the company website, [Forward T products – Comprehensive Automation of Your TV Studio](#)).

### 2. Software modes. Licenses

Forward Office has two possible modes:

- fully functional version – license required;
- demo version – license not required, but limited in duration of use and functionality.

The license to activate the fully functional version is included when the product is purchased.

The minimal product configuration assumes at least one server license (for the database server) and one license for a workplace (client software). The maximum configuration with one server license allows up to 10 workplace licenses (can be increased by user request).

One workplace license allows the user to set up one connection to one database – i.e. the user can simultaneously start one instance of each of the programs (FDOOfficeMovie, FDOOfficeList, FDOOfficeTemplate) with the same serial number on the same computer. The connection to the database lasts while at least one of the three client program instances is open.



Note: For information on purchasing a product, please contact the [SoftLab-NSK sales department](#).

### 3. Recommend equipment configuration

The server and client can be installed and can function both on one and on different computers. If they are installed on separate computers, the computers must be located in the same local network.

✓ **Important:** It is highly recommended not to install the Forward Office software on a broadcasting server that uses SoftLab-NSK products – a computer on which a broadcasting version of FDO nAir is running.

The following system configuration is recommended:

1. Computer with the database server. This is the computer on which MS SQL Server is installed. The video clips, requests, and all video descriptions are located here (as well as all descriptive information). The disk on which the database will be located needs to have at least 100 free MB (100 MB for each database if several databases are used).
2. Workplace computers onto which the client software is installed.
3. Computer with the file server for video clip storage. A separate folder needs to be created on the hard drive for the video clips. Ideally the folder should be located on the local network file server, as the clips can take up a large amount of disk space. It is not recommended to store this folder on the system disk. A separate, physical hard drive is recommended.

If the size of the hard drive allows it, the storage can be located on the same computer with the database server and/or a client.

### 4. Software requirements

For any computer running the Forward Office software the following are required:

1. Windows 7 (SP1) or later version.
2. MS SQL Server needs to be installed on the computer on which Forward Office's database server will be located. Versions 2012 and up are acceptable. Recommended version: MS SQL Server 2016 Express Edition (Free).



3. Microsoft.Net Framework 4.6 SP1 components. Check to make sure that the packet is activated.
4. If a computer has ForwardT Software installed on it, make sure to deinstall it.

## **5. Schedule Preview**

The Forward Office client software includes the FDonAir and SLTitlePreview programs. These programs are designed to preview and edit the schedules prepared in Forward Office before airing.



## Installing the Software

### 1. Download

1. Download the Forward Office Installer. It can be found on the Downloads page of the SoftLab-NSK website, in the section [SoftLab-NSK – Download Center](#).
2. If MS SQL Server of version 2012 or later is already installed on the database server (and an update is not needed), skip the following steps and continue onto installing the Forward Office software and configuring the database (see subsections «3.2. Installing Forward Software» and «3.3. Configuring the Database»).

Otherwise follow the steps to install and configure the MS SQL Server:

1. Open the download page:
  - for Windows 7 – [MS SQL Server 2014 Express Edition](#);
  - for Windows 8 and higher – [MS SQL Server 2016 Express Edition](#).
2. Select your preferred language (for example, English) and press Download.

✓ **Important:** Carefully read and follow the instructions for downloading and installing Microsoft components. Installation versions may vary depending on your computer's software version.

Save the downloaded files in open access. Ideally, on the local network file server, so that all of the computers onto which Forward Office will be installed can have access to them.

### 2. Net Framework Component Activation

✓ **Important:** The installation needs to be done by an administrator account.

For the Forward Office software to work, *Microsoft .Net Framework 4.6 SP1* components need to be installed on all computers used – both on the database server and on the clients (the necessary components are also contained in more recent versions of the framework).

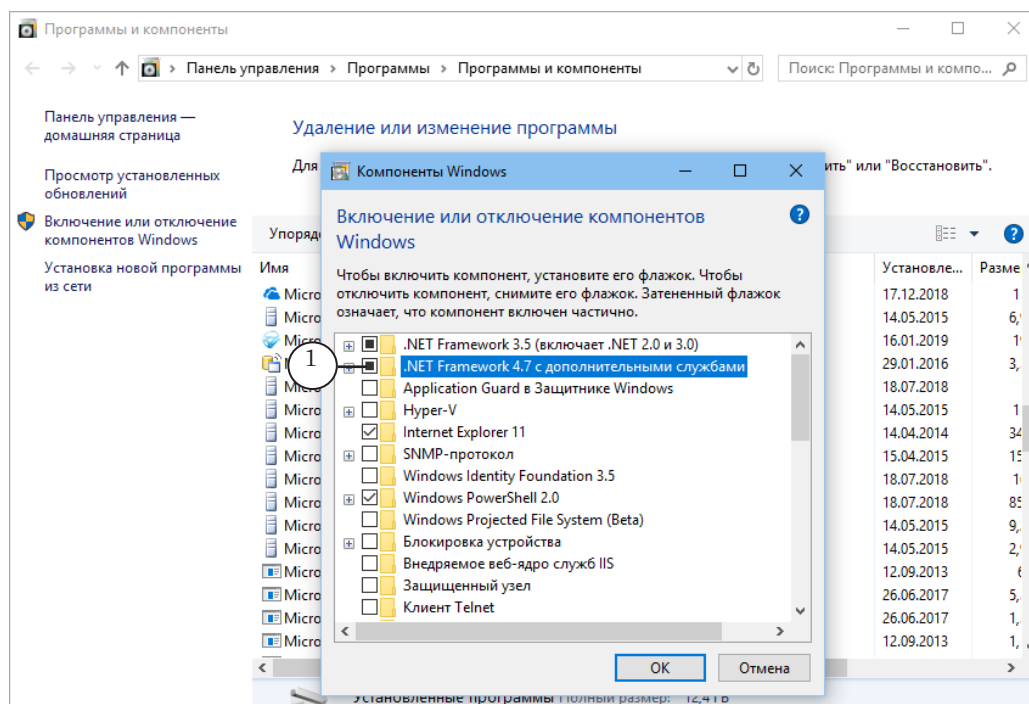
Activating the .Net Framework components depends on the Windows version used:

- for Windows 7 no actions need to be taken because the activation is completed automatically;
- for Windows 8.1 and up – the packet needs to be activated.



To activate the .Net Framework components (or to make sure that they're activated):

1. Open the Control Panel > Programs > Programs and Features window.
2. Select the corresponding option in the component list (1).



### 3. Database server. Installing and configuring

#### 3.1. Installing MS SQL Server

Below are instructions on installing the english version of MS SQL Server 2014 Express Edition. Installing MS SQL Server 2016 Express Edition is done similarly.

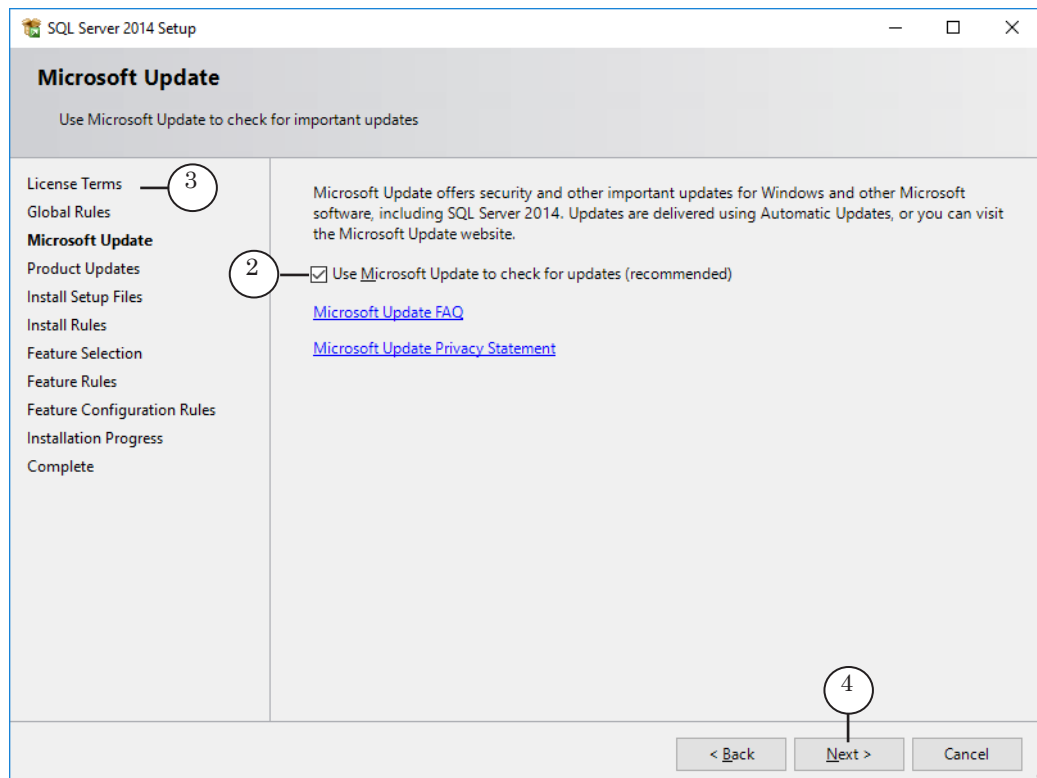
Note: For additional information please see the documentation on [Microsoft.com](https://www.microsoft.com).

1. Start the downloaded installer (in our example SQLEXPRTW\_x64\_ENG.exe). The Installation Wizard will open.  
Select New SQL Server stand-alone installation or add features to an existing installation (1). The SQL Server 2014 Installation window will open.



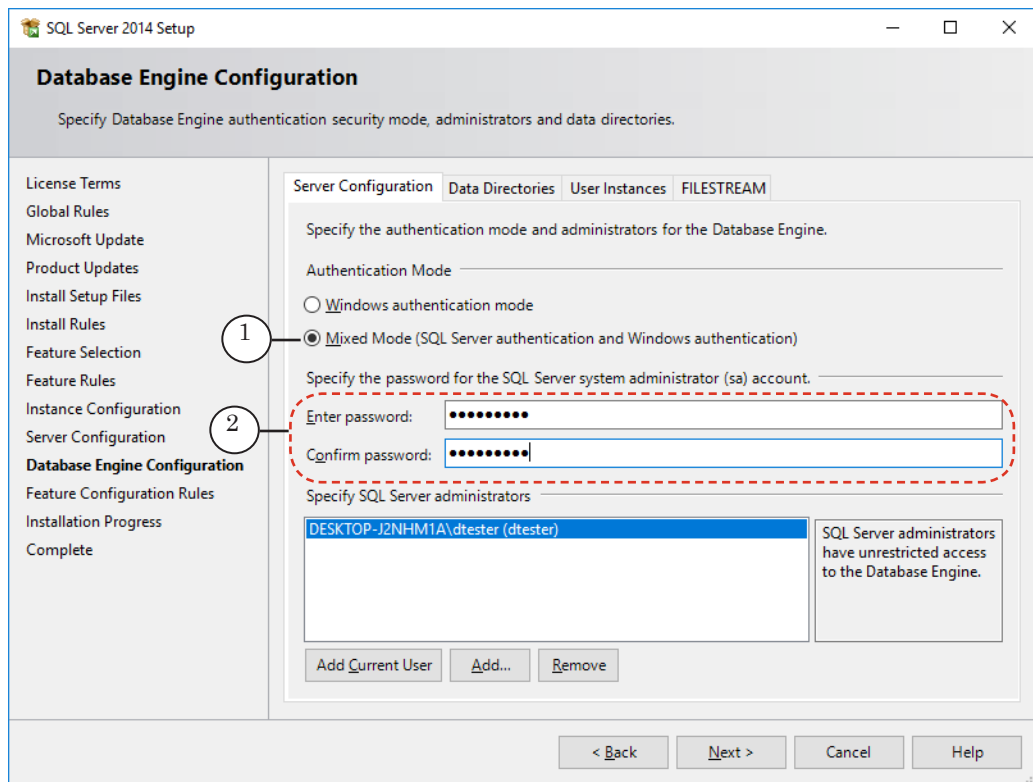


2. Select the Use Microsoft Update to check for updates (recommended) (2) in the License Terms check box (3), and then click Next > (4).





3. Follow the instructions of the Installation Wizard. To continue onto the next step press Next >. Do not change the default settings, except the following:
  1. On the Database Engine Configuration step, select the Server Configuration tab. In the Authentication Mode group, select Mixed Mode (1) and set a password (2) for the account of the system administrator of the SQL Server (login – sa). Remember the password, as it will be used later on in the installation.



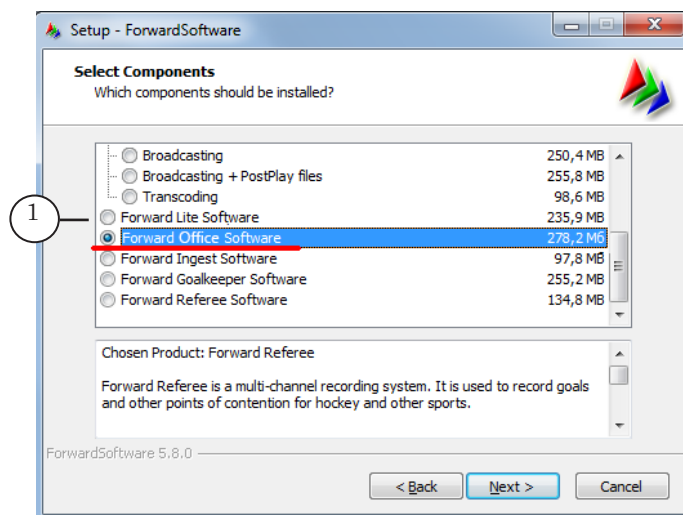
✓ **Important:** Make sure to check mixed mode authentication and set a password for the server's system administrator. Without a password you will be unable to set up the database server.

2. On the Complete page, press Close to complete the SQL Server Installation process.
4. Close the SQL Server Installation Center.



### 3.2. Installing Forward Office Software

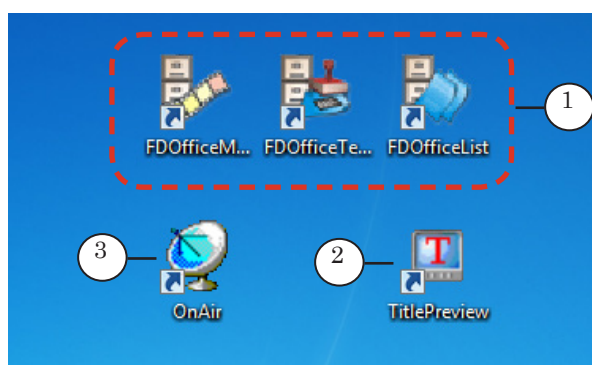
1. Start the ForwardSoftware\_Setup\_X\_X\_X.exe, where X\_X\_X is the current version number. Follow the Software Installation Wizard's instructions. When selecting the software components, select Forward Office (1).



2. Restart the computer after installation.

✓ **Important:** Restarting the computer is required.

3. Shortcuts for the programs contained in the Forward Office client software will appear on the desktop: FDOOfficeMovie, FDOOfficeTemplate, FDOOfficeList (1). Shortcuts for the additional programs SLTitlePreview (2) and FDOOnAir (3) will also appear.



✓ **Important:** Configure the server before installing and configuring the clients.

After installing and configuring the server, all of these programs need to be configured.

The client part of the software should be configured after the database and server have been completely configured (see next section).



For instructions on configuring the client software see sections «4. Client. Installing Forward Office» and «5. Client. Configuring Database Connection».

### 3.3. Configuring the Database

1. If the fully functional version of the software is being installed, insert the HASP key into the server's USB port. The indicator on the key will glow red.

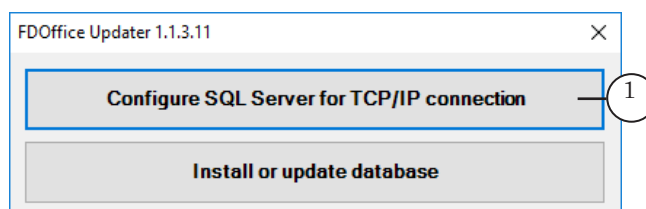
✓ **Important:** The key should stay in the USB port during the entire time Forward Office is being used. Only one HASP key is needed regardless of the amount of clients.

Note: For specifics of installing a Demo version see the «Demo version» section, paragraph «3. Installation. Specifics»).

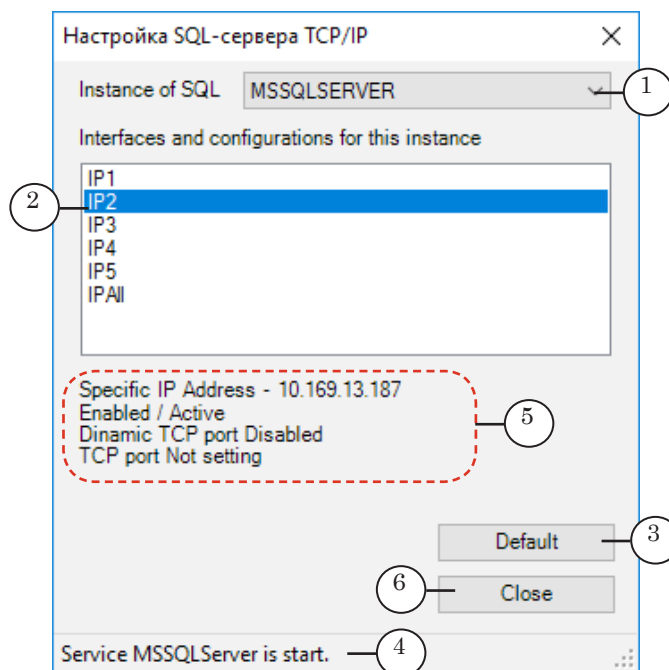
2. Start the file ~\ForwardOffice\FDOOfficeUpdater\FDOOfficeUpdater.exe, where ~ is the full path to the folder into which Forward Office is installed (in the case of a default installation: C:\Program Files\ForwardT Software). The FDOOffice Updater window will open.

✓ **Important:** The FDOOffice Updater.exe file needs to be run by an administrator.

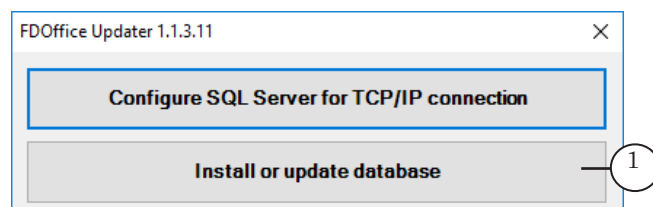
3. Press **Configure SQL Server for TCP/IP connection** (1). The TCP/IP on SQL Server Settings window will open.



4. In the Instance of SQL drop-down list (1) select the SQL server version that needs to be configured (in most cases there will only be one).



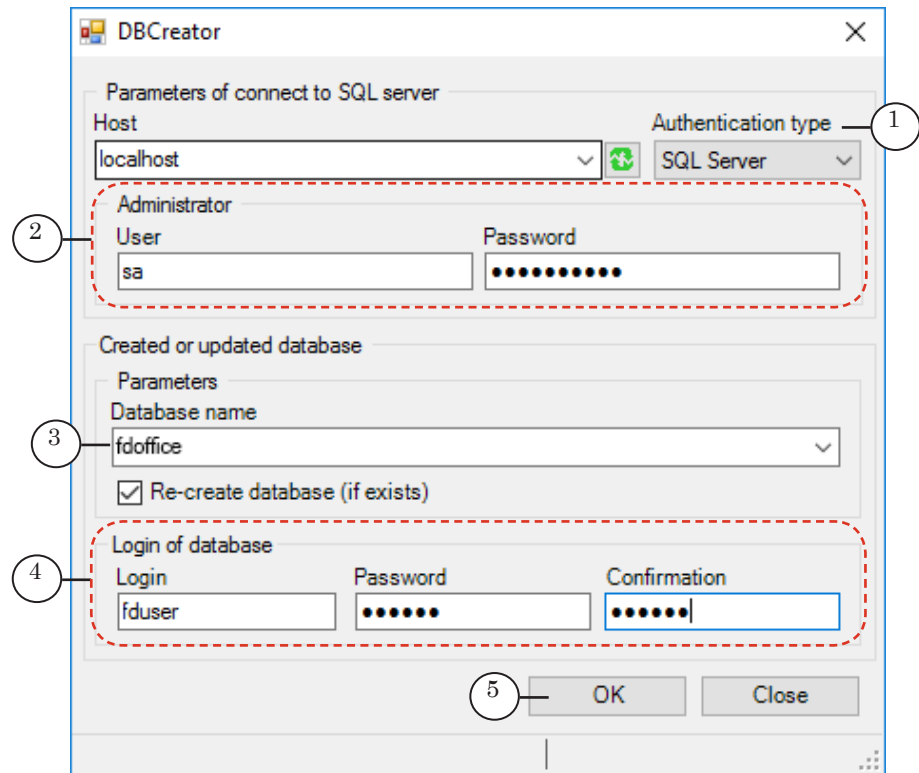
5. In the Interfaces and configurations for this instance list (2) select the required option or (recommended) press Default (3).
6. Wait until Service MSSQLServer is start appears in the status bar (4).
7. If the IP interface was correctly configured, the settings window will display the information shown in the image below (5).  
If the connection could not be made, configure the MS SQL Server manually by using the SQL Server Configuration Manager (Start menu > Programs > Microsoft SQL Server > Settings > SQL Server Configuration Manager).
8. Press Close (6).
9. In the FDOOffice Updater window press Install or update database (1).



The DBCreator window will open.



10. In the Authentication type list (1) select SQL.



11. In the Administrator element group (2) in the User field insert the login – sa, and in the Password field insert the password set when installing the SQL Server in the Database Engine Configuration window, Server Configuration tab (see subsection 3.1.).

12. In the Database Name field (3) set the database name (for example: fdoffice). Use uppercase and lowercase English letters and numbers. No other symbols are allowed.

13. In the Login of database group (4) in the Login field set the login (using uppercase and lowercase English letters and numbers, for example: fduser) and in the Password field set the password (using any symbols from an English keyboard layout, for example 1drFgD23d#g). The login and password will be necessary when configuring client programs and connecting to the created database.

✓ **Important:** The login and password set in the Login of Database group are necessary to connect to the database: they will need to be inputted manually when configuring the database connection for any client program, after which they will be used automatically.

14. Press OK (5).

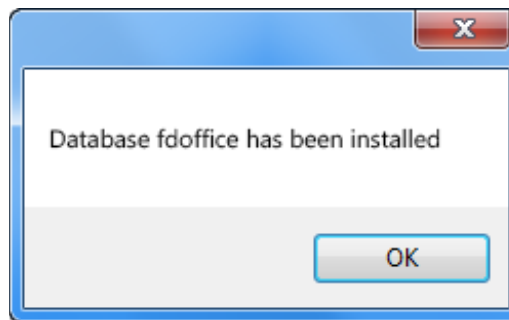


Note: In the process of installation the following kind of message can appear:

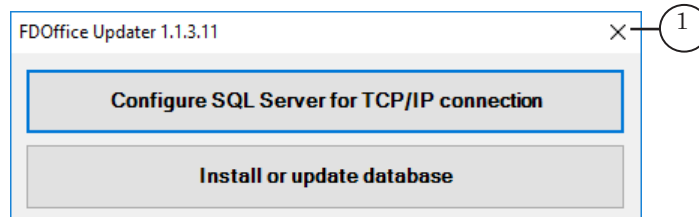
User XXXXX already exists.

This is not an error. Press OK to close the message and continue.

15. After the database has been created, a message window will pop up: Database XXXX has been installed (where XXXX is the database name set by the user on previous step).



16. Close the FDOoffice Updater by pressing Close (1).



17. Create a folder for storing video files (in our example the folder is D:\Video\_Save). Make sure to remember its location as it will need to be specified later on. This folder will be used to store all video material, registered in the database. Therefore it is necessary for the folder to be located on a hard drive with a lot of storage space, for example on a local network file server.
18. Allow access to the storage folder using the local network and set full rights to all users.

✓ **Important:** The storage folder is for storing all video files and as such needs to be located on a hard drive with a lot of space and be accessible to everyone.



## 4. Client. Installing Forward Office

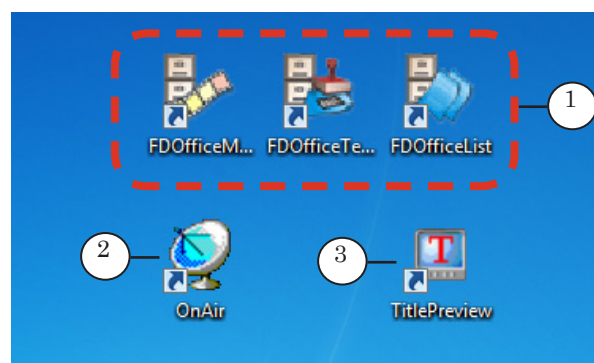
Note: It is recommended to organize the use of Forward Office like a system: one computer acting as a server database while the others are client computers, used to work with client software.

If the server and client software are installed on the same computer, and Forward Office has already been configured as a server, skip this step and continue onto configuring the client software.

If several computers are being used, complete the following to install Forward Office on each client computer.

- ✓ **Important:** Make sure that the .Net Framework is activated on every computer.
- ✓ **Important:** The client software is installed and configured for work with the database the same way for the full and demo versions.
- ✓ **Important:** It is absolutely necessary for ForwardT Software to be uninstalled before installing Forward Office.

1. Start the ForwardSoftware\_Setup\_X\_X\_X.exe file, where X\_X\_X is the current version number. Follow the Software Installation Wizard's instructions. When selecting the software components, select Forward Office.
2. Restart the computer after installation. Shortcuts for the programs contained in the Forward Office client software will appear on the desktop: FDOfficeMovie, FDOfficeTemplate, FDOfficeList (1). Shortcuts for the additional programs FDOnAir (2) and SLTitlePreview (3) will also appear – these programs allow the user to preview a schedule.







## 5. Client. Configuring Database connection

The steps below need to be completed on each computer where the client programs will be used.

1. Start the FDOOfficeMovie: Start menu > All programs > ForwardOfficeFull > FDOOfficeMovie. When starting the program for the first time the Preferences window will automatically open.

Note: The Preferences window will open when starting any client program, but the FDOOfficeMovie program is needed for further set up, so it is recommended to open it, specifically.

2. In the Preferences window Database and storage tab fill in the following fields:
  - Path to the clip storage from this computer (1) – set the full path to the storage folder containing the video clips, created on step 17 of creating a database (see subsection «3.3. Configuring the Database», in our example the path is D:\Video\_Save);
  - Database connection parameters:
    - Host (2) – network name of the computer onto which the SQL Server DBMS is installed (in our example – localhost, because the Client is being installed onto the computer with the Server) or its IP address;
    - Database (3) – database name with which the client programs will work (the name is set when creating the database, see subsection «3.3. Configuring the Database», in our example – fdoffice);
    - User (4), Password (5) – the login and password for connecting to the database set previously (the name is set when creating the database, see subsection «3.3. Configuring the Database», in our example – fduser and 1drFgD23d#g).



Preferences#1

Database and storage | Templates and scripts | Language | Miscellaneous

1 Path to clip storage from this computer: D:\Video\_Save ...

Path to clip storage from OnAir server: C:\TVARC ...

Database

2 Host: localhost

3 Database: fdoffice

4 Username: fduser

5 Password: ●●●●●●●●

Check connection

Ok Cancel

Note: Some fields will display their default values: Archive Name, Path to storage from server, Ad or announcement block name template. It is not possible to change them at this stage. This can be done later, after the initial configuration is complete (see section «7. Client. Additional Configuration»).

Preferences#1

Database and storage | Templates and scripts | Language | Miscellaneous

Template for name of the advertisement blocks and announcement

For advertisement [NID]\_[DD].[MM].[YY] ...  
12\_16.04.19

For announcement [NID]\_[DD].[MM].[YY] ...  
12\_16.04.19

Example: Advertisement in [BLOCK] [DD].[MM].[YY] # [NIB]  
[BLOCK] - Name of the parent block [TN] - Name of Template of block  
[NIB] - Number of the block in the parent block  
[NID] - Number of the block in the day  
[DD] - Current day  
[MM] - Current month  
[YY] - Current year (2 digits)

Prefix for age restriction information +

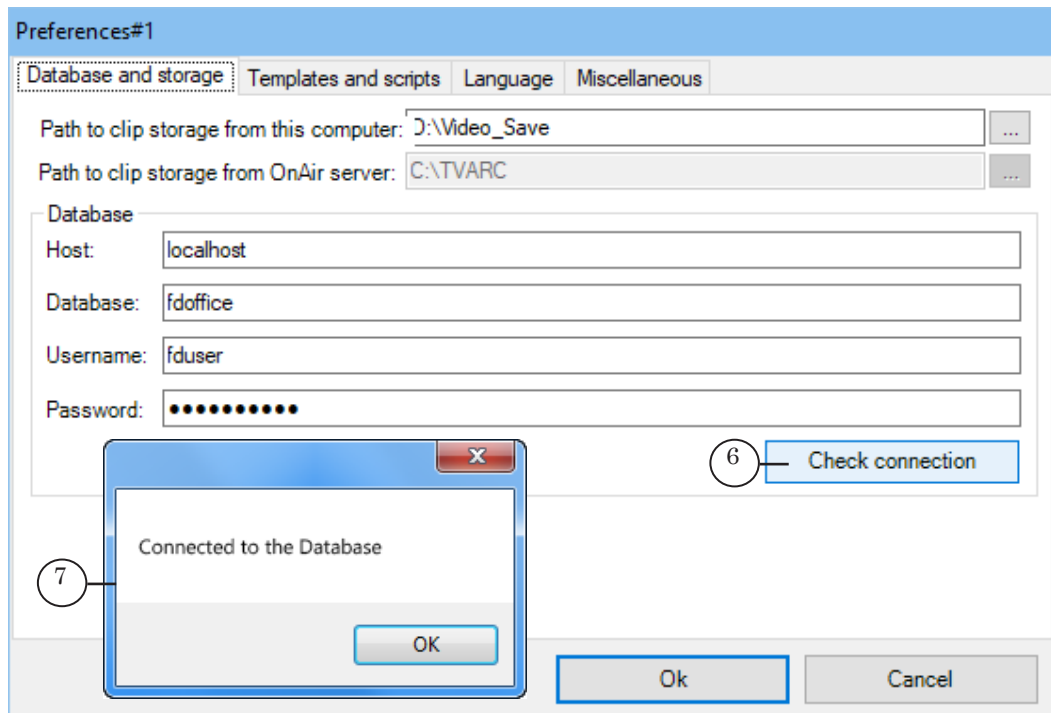
Prefix for the clip name information #

Include a name of blocks as comments into saved files airx

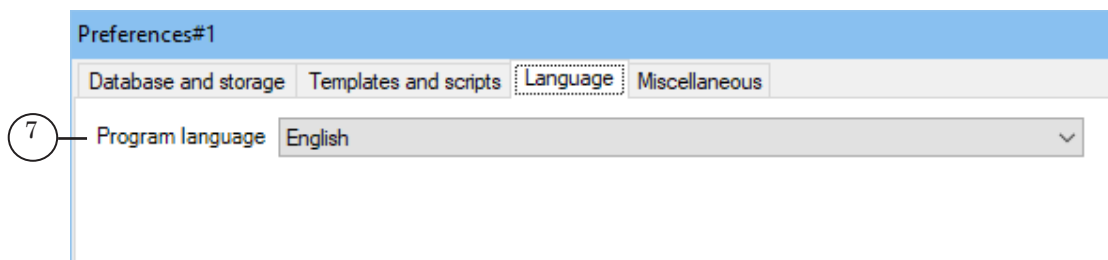
Ok Cancel



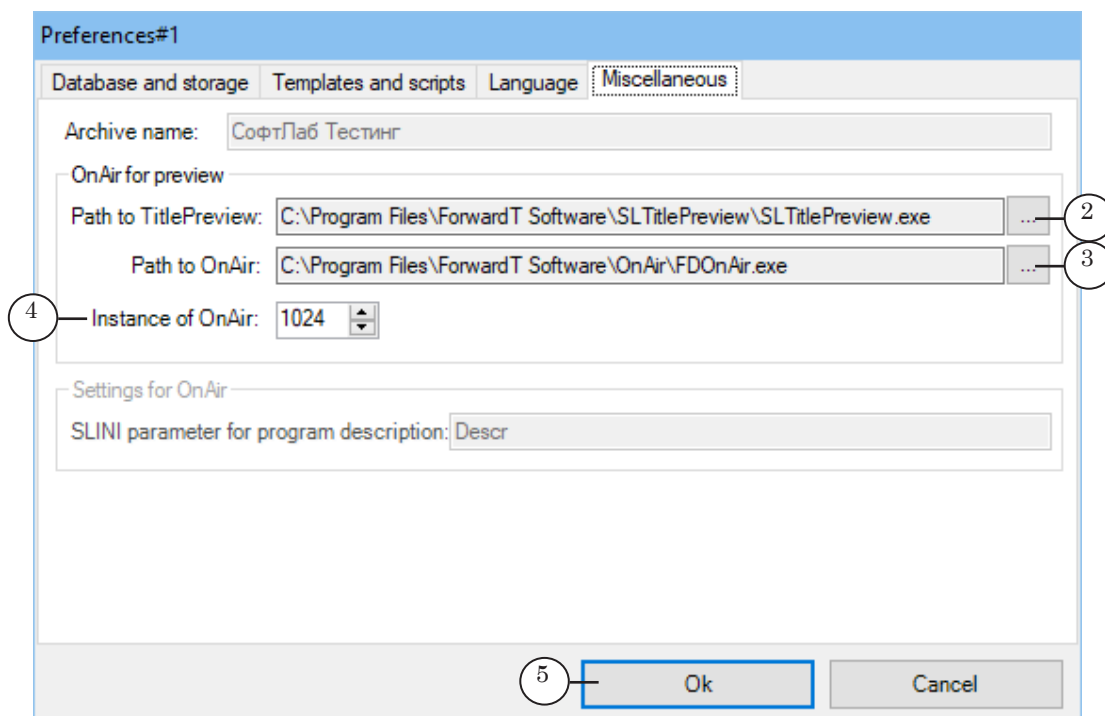
3. Press Check Connection (6). If everything is correct, the message Connected to the Database (7) will appear.



4. In the Program language field (1) set the interface language. When opening the client programs this language will be used by default.



5. To preview a prepared broadcast schedule, complete the following in the Miscellaneous tab of the Preferences window:
  - set the full path to both the SLTitlePreview (2) and FDO nAir (3) programs;
  - set the version number of the FDO nAir program (4) that will be used to preview the schedule.



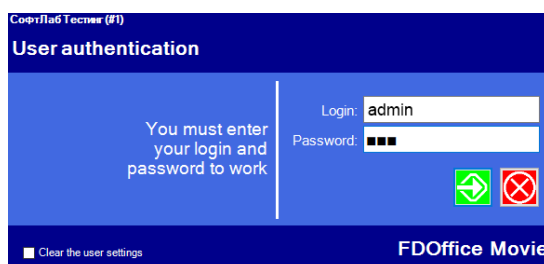
✓ **Important:** The version number of the FDOnAir program designed for previews needs to be different from all of the other broadcasting examples.


6. To close the Preferences window and save all changes press Ok (5).

Note: When working with the client programs from now on the Preferences window can only be opened using the FDOOfficeList program (for more information see the «FDOOfficeList. Creating a broadcasting schedule» user's guide).

7. The Preferences window will open, the User authentication window will open. To enter for the first time use:

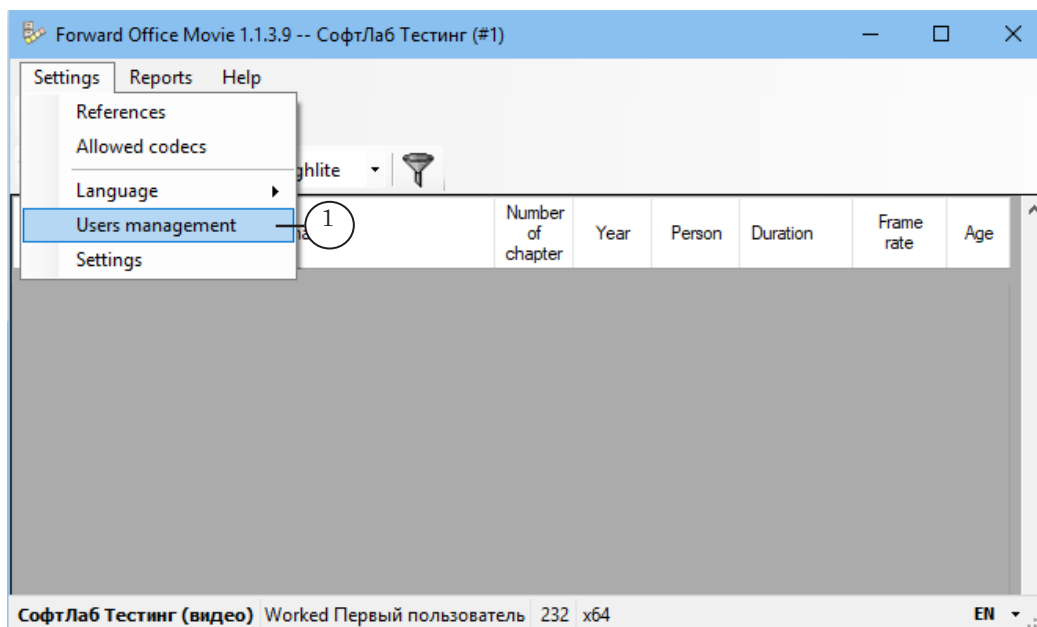
- login: admin;
- password: 123.



9. Press . The FDOOfficeMovie window will open. Because the video database is not yet filled, the table with a list of video files in the program will be empty.



Note: When working with the client programs from now on they will require authorization: the User authentication window will open. You can create several user accounts with different authorizations to work with the database. This can be done in the Users management window (1). For more information see the «[FDOOfficeMovie. Working with a video clip database](#)» user's guide.



10. Close the program window.



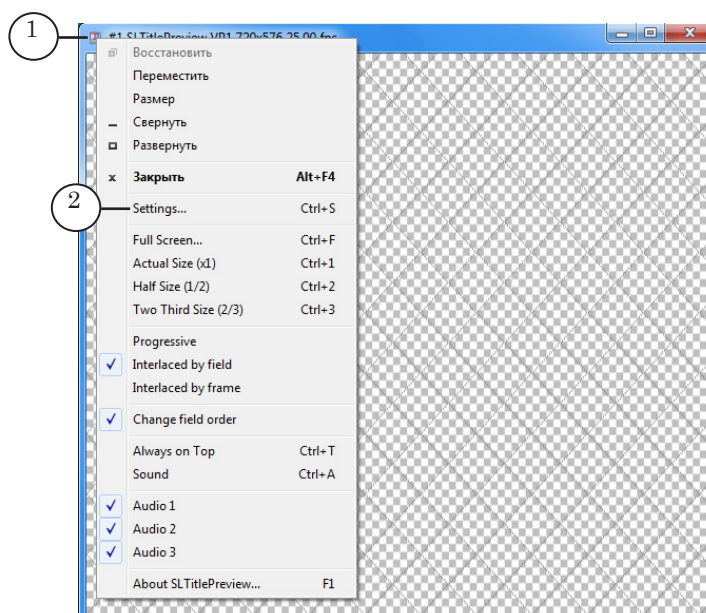
**Tip:** For privacy and security reasons, after you finish configuring the program, use the FDOOfficeMovie program to create a new administrator user account and delete the default account (admin).



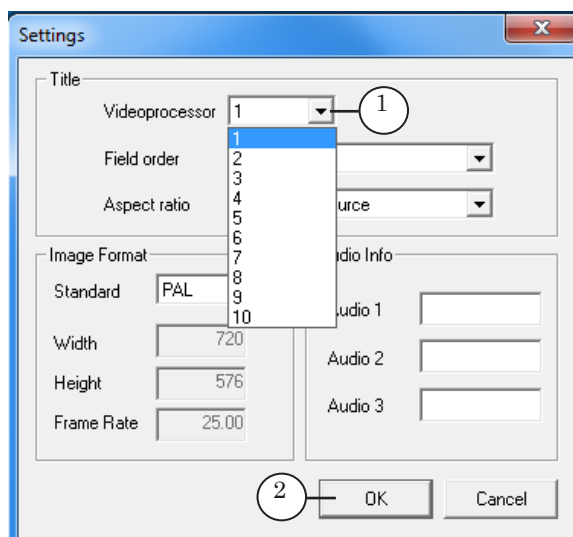
## 6. Client. Configuring Previews

Configure the programs for previewing schedules by completing the following steps:

1. Open SLTitlePreview program using the desktop shortcut.
2. Right-click the program icon (1) on the title bar and in the menu select Settings (2).



3. In the opened Settings window in the Videoprocessor drop-down list (1) select a number, for example 1. This number will be used when configuring the FDO nAir program, in the Configuration tab.



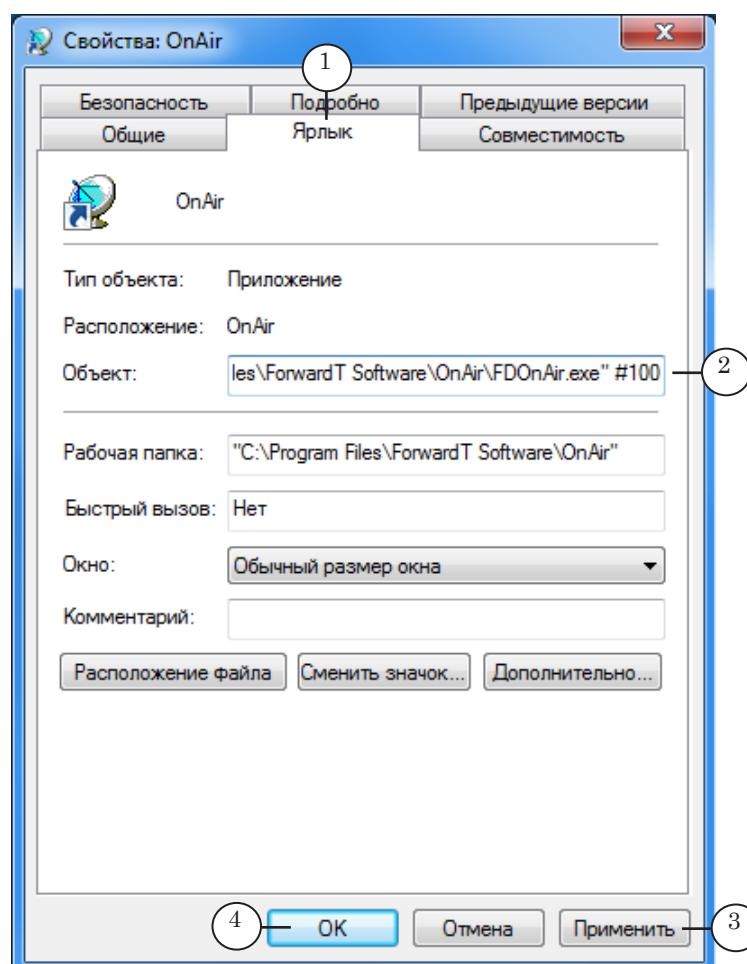
4. Press OK (2) to save all changes.
5. Minimize the SLTitlePreview program, but do not close it.



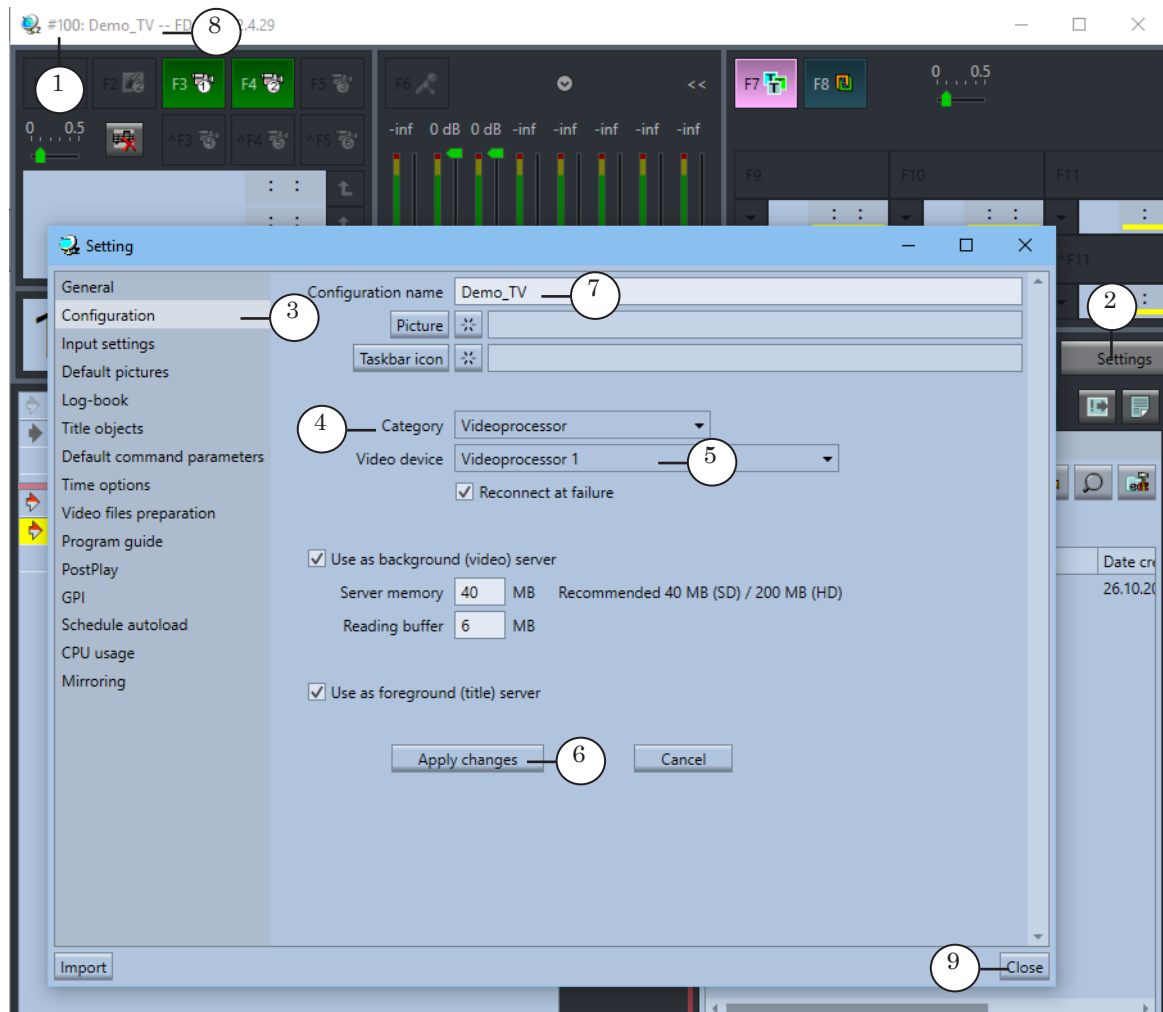
✓ **Important:** The SLTitlePreview program window needs to be open the entire time throughout the configuration and work of the FDO nAir program.

6. Right-click the FDO nAir icon on the desktop and select Settings. Settings: OnAir window will open.
7. Select the Icon tab (1) and in the Object field (2) add a space, # and the FDO nAir version number for previews that was set in the Settings window (step 5 of the previous section «5. Client. Configuring Database Connection»).

In our example the Object field will contain: «C:\Program Files\ForwardT Software\OnAir\FDO nAir.exe» #100.



8. Press Apply (3) and then OK (4) to close the window.
9. Start FDO nAir by double-clicking on its icon. The main program window will open with the set version number in the window title bar (1).



10. Press Settings (2) and in the Setting window select the Configuration tab (3).
11. In the Category drop-down list select Videoprocessor (4), and in the Video device drop-down list select Videoprocessor1 (5). The number selected needs to match the one set in the SLTitlePreview program (see step 3 above).
12. Press Apply changes (6) and wait until the button becomes inactive.
13. To differentiate the FDO nAir version prepared for the Client software, set a version name: input the name (name of the channel, database number, etc.) in the Configuration name field (7). The name will appear in the title bar of the main window (8).
14. Press Close (9).
15. Close FDO nAir, and then close SLTitlePreview.

Note: For more information see the [«FDO nAir. Additional sections»](#) user's guide, section «Previewing on desktop without using hardware. SLTitlePreview program».

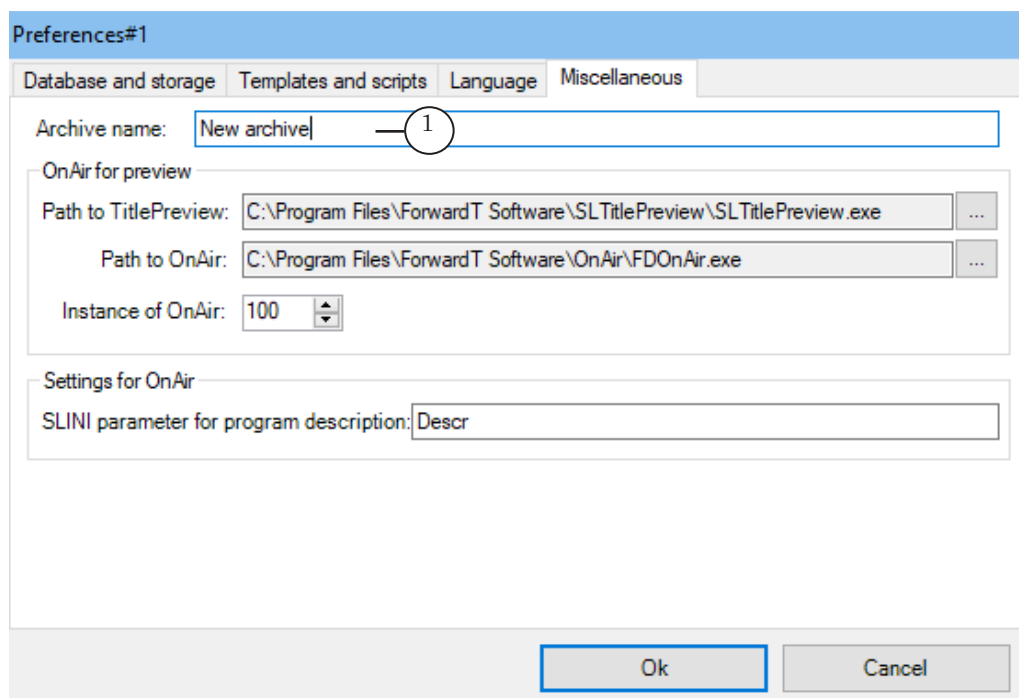




## 7. Client. Additional Configuration

Some fields will display their default values. It is not possible to change them when configuring the connection to the database. After the connection has been made, FDOOfficeList allows the editing of the following parameters:

- Archive Name (1) – set any name (on the Miscellaneous tab of Preferences window) that will identify the database (if there are several). In the FDOOfficeMovie, FDOOfficeTemplate, and FDOOfficeList programs this name will be displayed in their title bar next to the program name (for example «Database for the Interesting channel»);



- Path to clip storage from OnAir server (2) – in the Database and storage tab set the full path to the storage folder containing the video clips relative to the broadcasting server (the computer with the FDOOffice program working);



Preferences#1

Database and storage | Templates and scripts | Language | Miscellaneous

Path to clip storage from this computer: D:\Video\_Save ...

Path to clip storage from OnAir server: C:\TVARC ... 2

Database

Host: localhost

Database: fdoffice

Username: fduser3

Password: ●●●●●●●●

Check connection

Ok Cancel

- on the Template and scripts tab in the Template for name of the advertisement blocks and announcement group set the name templates of the corresponding lists:
  - For advertisement (3) – for ad blocks;
  - For announcement (4) – for announcement blocks.

Preferences#1

Database and storage | Templates and scripts | Language | Miscellaneous

Template for name of the advertisement blocks and announcement

For advertisement [NID]\_[DD].[MM].[YY] ... 3

12\_19.04.19

For announcement [NID]\_[DD].[MM].[YY] ... 4

12\_19.04.19

Example: Advertisement in [BLOCK] [DD].[MM].[YY] # [NIB]  
[BLOCK] - Name of the parent block [TN] - Name of Template of block  
[NIB] - Number of the block in the parent block  
[NID] - Number of the block in the day  
[DD] - Current day  
[MM] - Current month  
[YY] - Current year (2 digits)

Prefix for age restriction information +

Prefix for the clip name information #

Include a name of blocks as comments into saved files airx

Ok Cancel



---

## Updating Fully Function Software

### 1. General procedure

The process of updating the fully functional version of Forward Office consists of the following:

1. Downloading the newer software version installer.
2. Creating reserve copies of the database.
3. Updating the server (database) software.
4. Updating the client software.

### 2. Downloading the newer software version installer

Download the file from the [SoftLab-NSK – Download Center](#), section For Forward Office. The file name is ForwardSoftware\_Setup\_X\_X\_X.exe, where X\_X\_X is the updated version number. Follow the instructions of the Installation Wizard. When selecting the software components flag Forward Office Software.

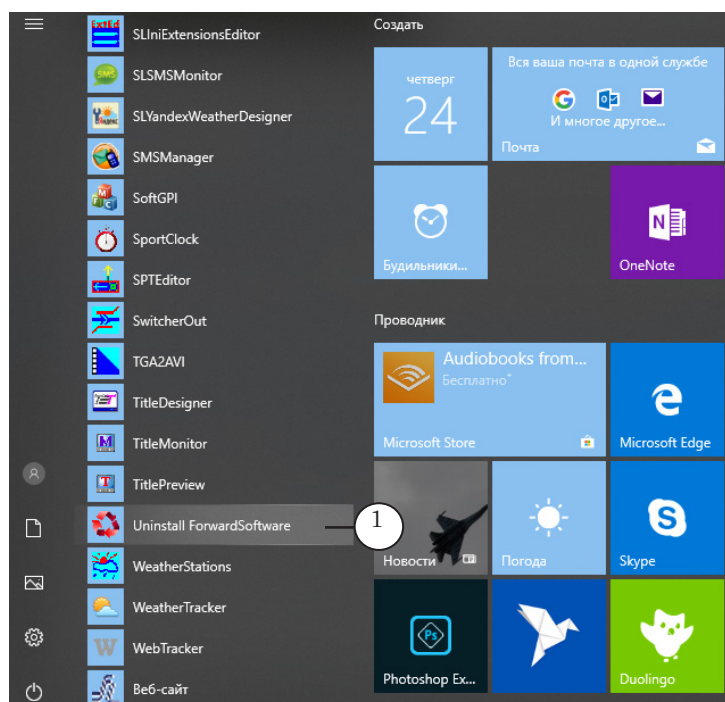
### 3. Creating reserve copies of the database

1. On all computers close all Forward Office programs.
2. Create reserve copies of the database:
  1. On the database server – start MS SQL Management Studio Express (Start menu > Microsoft SQL Server 2014 > SQL Management Studio Express) and login using the sa login.
  2. In the object viewer find the database name, right-click and in the context menu select Tasks > Create reserve copy.
  3. In the opened window in the Purpose field delete all of the paths that are written, after which press Add and set the path and the name of the file into which the reserve copy will be saved.
  4. Press OK – the process of creating a reserve copy will start. Wait until the process is finished.

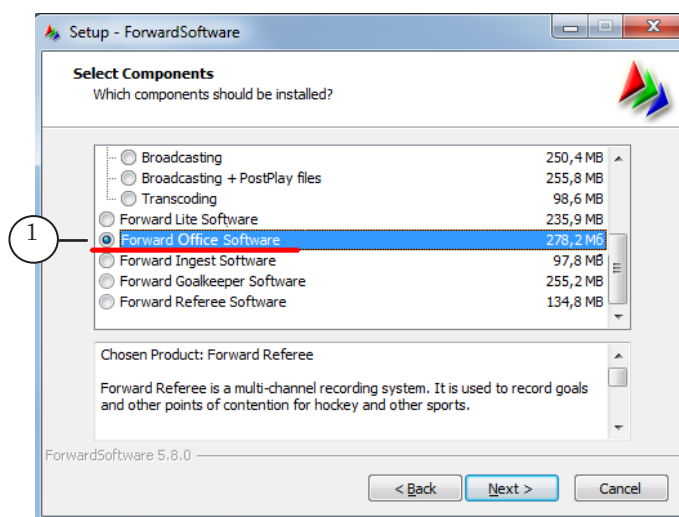


## 4. Updating the server

1. On the database server – uninstall Forward Office: Start menu: ForwardTSoftware > Uninstall ForwardSoftware (1).



2. Start the ForwardSoftware\_Setup\_X\_X\_X.exe as an administrator, where X\_X\_X is the current version number. Follow the instructions of the Installation Wizard. When selecting the software components flag Forward Office Software (1).



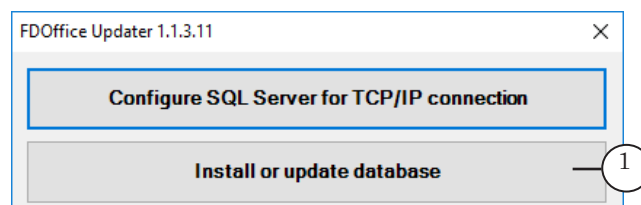
3. Wait until the software installation is finished and restart the computer.
4. Do not open any other programs – start the file ~\ForwardOffice\FDOOfficeUpdater\FDOOfficeUpdater.exe, where ~ is the full path to the folder where Forward Office is installed (in case of a default installation: C:\ProgramFiles\FowardT Software).



The FDOOffice Updater window will open

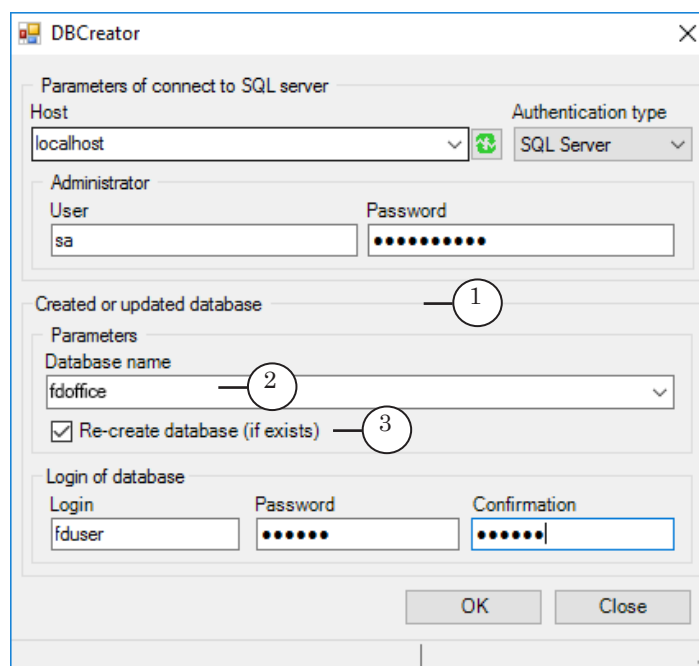
✓ **Important:** The FDOOfficeUpdater.exe needs to be started by an administrator.

5. In the opened window press Install or update database (1).



Note: The Demo version does not allow the updating of databases.

6. In the opened window in the Created or updated database group (2) in the Database Name list (2) select the database the user is working with. Unflag the Re-create database (if exists) (3), if the option is flagged. If necessary, input the sa login and password. Press OK. The database will be updated.



7. Wait until the message appears, notifying you that the update is finished. If the update was successful, continue on to updating the client software. If you received an error message, contact SoftLab-NSK tech support with the error message contents, restore the database from a reserve copy and wait for a response from tech support.



## 5. Updating the client software

On each computer where the client software is installed complete the following:

1. Uninstall Forward Office: Start menu: ForwardTSoftware > Uninstall ForwardSoftware (1).
2. Start ForwardSoftware\_Setup\_X\_X\_X.exe (where X\_X\_X is the updated version number).
3. Follow the instructions of the Installation Wizard. When selecting the software components flag Forward Office Software.
4. After installation, restart the computer.

✓ **Important:** It is necessary to restart the computer.



## Demo Mode

### 1. General information

Forward Office can be used in Demo mode. This mode is for familiarizing the user with the product and its basic functions.

The demo version has several limitations.

### 2. Demo Limitations

1. The software will function for 90 days from the day of installation.
2. The user can work with only one TV channel (in the FDOOfficeMovie program the Directories will not contain the Channels tab and, as such it is impossible to create schedules for different channels).
3. Only one user can work with the client programs (the program does not require authentication).
4. The user can not run several instances of client programs with different database settings.
5. The user is limited to 3000 downloads of video clips to the database (after the 3000th download it will be impossible to add new video clips to the database, regardless of the amount of clips in the database).

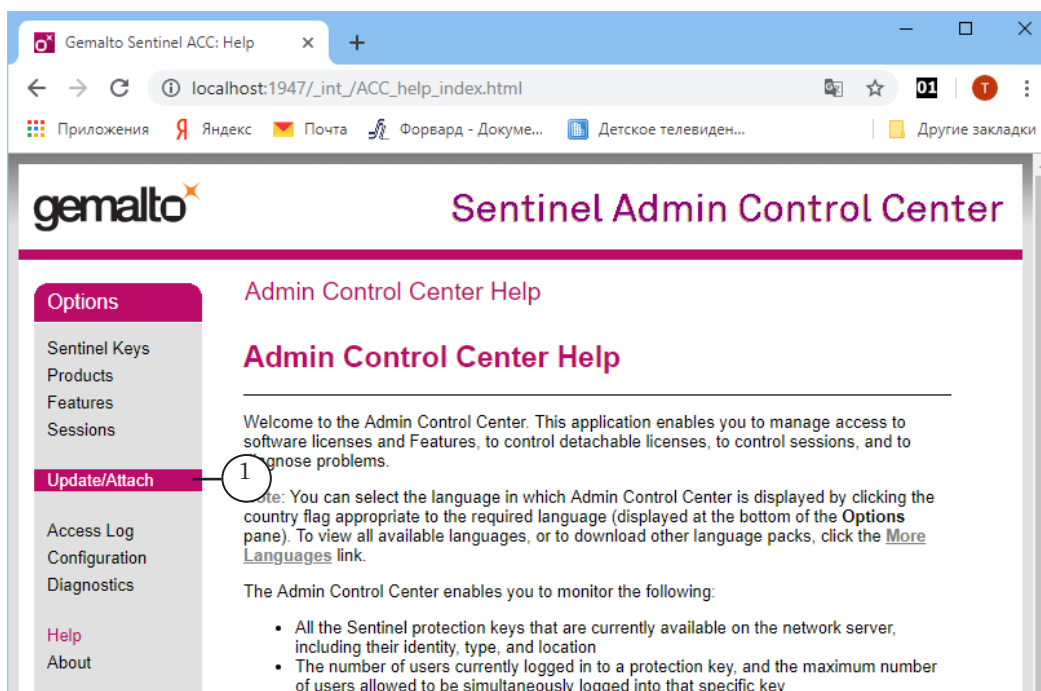
Note: If any of these limitations come into effect, the software will not work until the licensed and fully functional software version is installed. For example, if the software was installed but not used, at the expiration of 90 days from the installation it will not be available.

### 3. Installation. Specifics

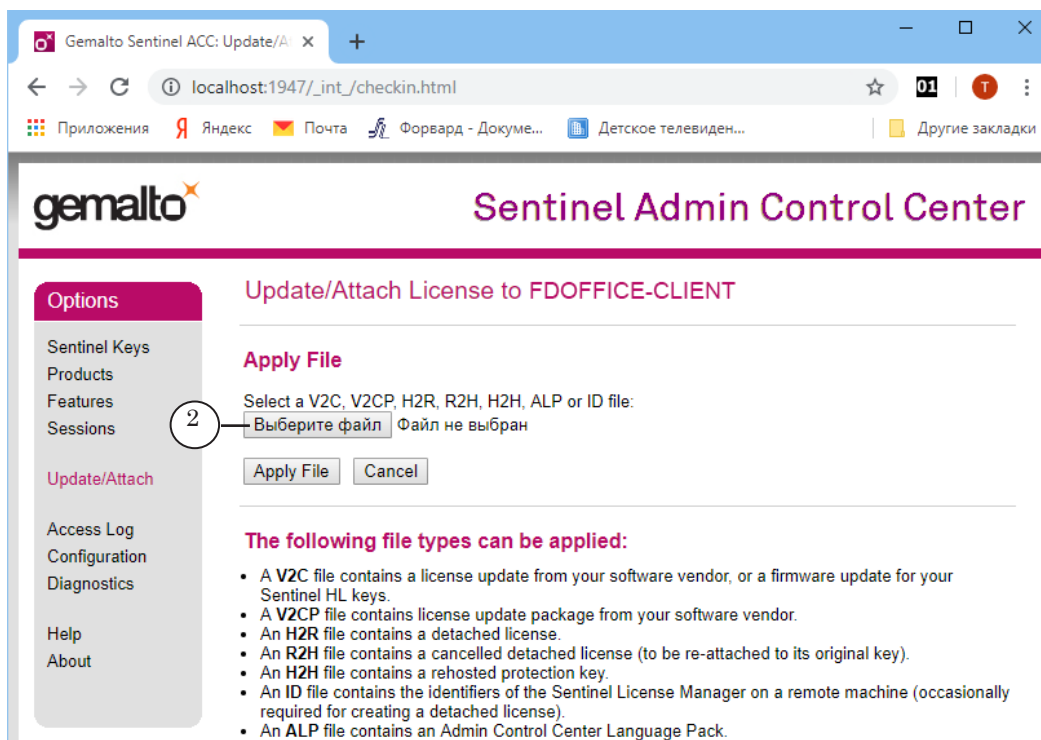
A HASP key is not required to install Forward Office and to use its demo version – a software key is used instead. When installing Forward Office, follow the instructions listed in the «Installing the Software» chapter. The installation is almost identical to installing the fully functional version, with one exception: the database configuration step, where a HASP key needs to be inserted into the computer (see subsection «3.3. Configuring the Database», step 1). Instead, complete the following:



1. Open the following address in any internet browser:  
<http://localhost:1947/>.



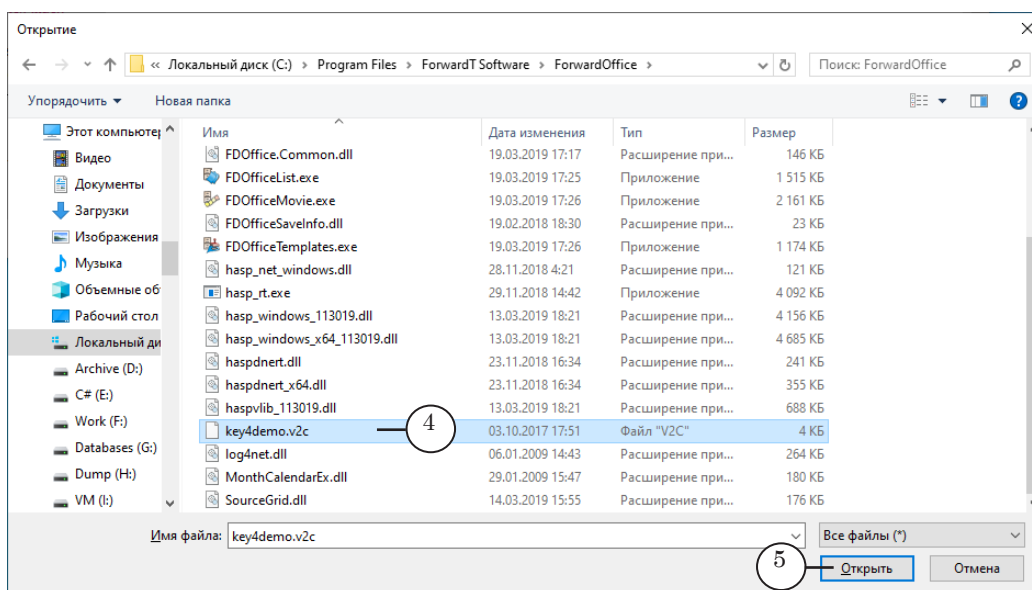
2. On the Admin Control Center Help page press Update/Attach (1) in the Options menu.
3. In the Apply File field, press Select file (2).



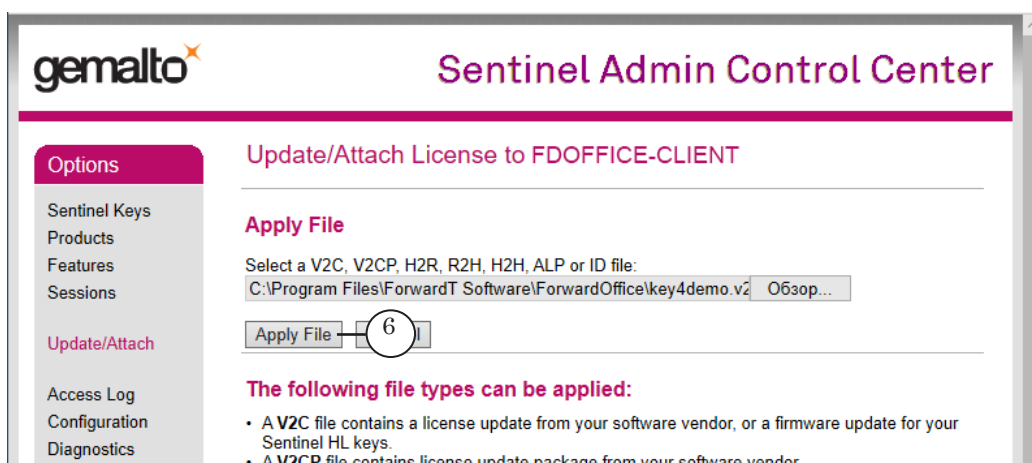




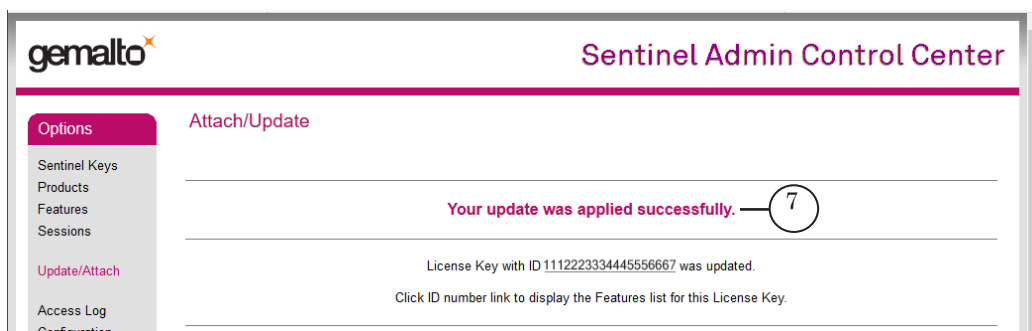
4. Select the ~\ForwardOffice\key4demo.v2c file (2), where ~ is the full path to the Forward Office software folder. Press Open (5).



5. Select Apply File (6).



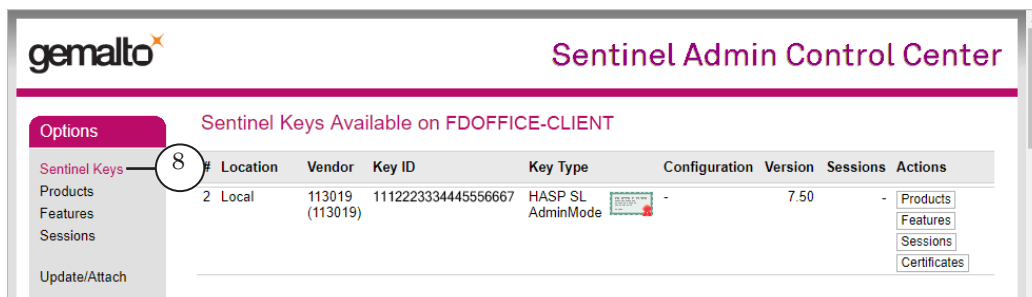
6. A message – Your update was applied successfully (7) – will confirm that DEMO mode has been activated.





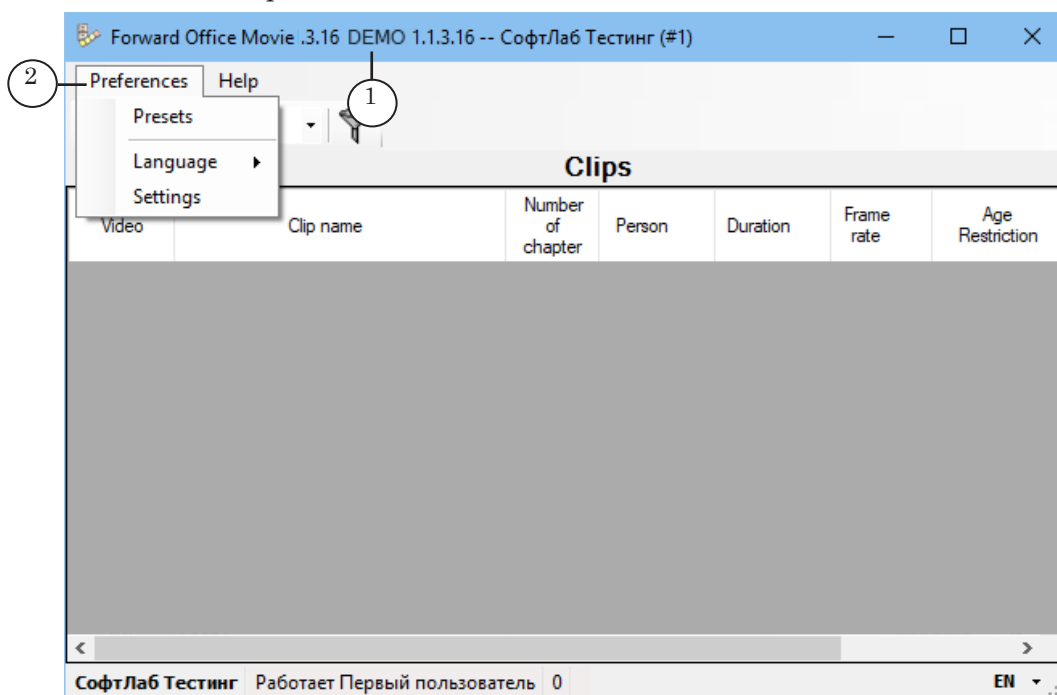
7. In the Options menu press Sentinel Keys (8). A table with the title Sentinel Keys Available on... will appear. Make sure that the table contains an entry with the following values in its fields:

- Key Type – HASP SL AdminMode;
- Vendor – 113019;
- Key ID – a unique value.



#### 4. Working with the demo version. Specifics

1. When working in demo mode, the authorization step (User Authentication) is skipped when starting client programs, and the user's login and password are not requested.
2. Client program signifiers of working in demo mode:
  1. The word DEMO (1) is displayed in the title of the main program window.
  2. The FDOfficeMovie program does not contain the User management option in its Preferences (2) menu: there is no option to add new users.





## 4. Updating the software in Demo mode

The Demo mode does not support updating the software while retaining database information.

It is recommended to acquire the license, switch to the fully functional mode, and then update the software. In that case database information will be retained.

If it is necessary to update Forward Office and remain in Demo mode (all information in the database will be lost!) complete the following:

1. On all computers uninstall Forward Office: Start menu: ForwardTSoftware > Uninstall ForwardSoftware (1).
2. Download the software from the [SoftLab-NSK – Download Center](#) – the file name is ForwardSoftware\_Setup\_X\_X\_X.exe, where X\_X\_X is the updated version number. Follow the instructions of the Installation Wizard. When selecting the software components flag Forward Office Software.
4. Follow the usual steps, starting with installing the Database (see subsection «3.3. Configuring the Database»).

✓ **Important:** The Demo mode time limit will not increase when updating the software. Attempts to increase the time limit may result in early software inaccessibility.



## Switching from Demo mode to fully functional mode

To switch from the Demo version of Forward Office to the fully functional mode the user needs to obtain the product with the necessary amount of licenses and register the program.

The user has the option to save the database used in Demo mode.

After obtaining the HASP key, complete the following:

1. On all computers close all Forward Office programs.
2. On the server:
  1. Insert the HASP key into a USB port.
  2. Restart the computer.

✓ **Important:** The key needs to be inserted in the USB port all the while Forward Office is used. If the HASP key is not inserted, the software cannot be used.

3. The client software on all computers will now be fully function when started (for the amount of computers covered by the licenses). The computers do not need to be restarted.

✓ **Important:** The fully functional version can not be switched to the demo version.



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## Configuration specifics for several workplaces

If there is one database server, the user has the option to create several databases on the server and set up several client workplaces (if they have the corresponding amount of licenses).

Different databases can be used for different channels, for example. The client workplaces can be on the same computer or on different ones, and can have access to the same or different databases.

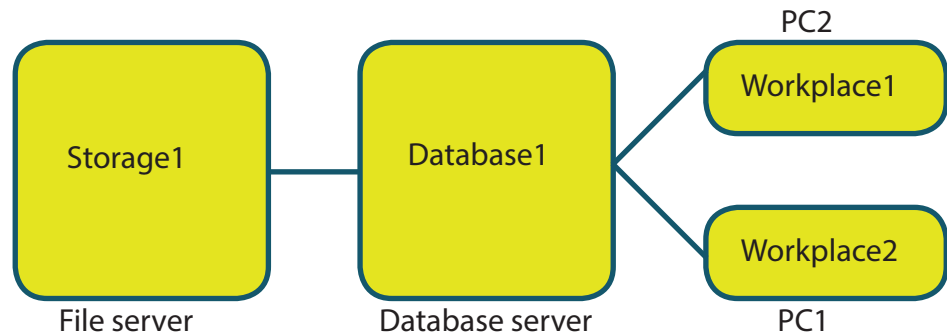
**Note:** One workplace license allows one connection to one database – i.e. the user can start one instance of each of the client programs: FDOOfficeMovie, FDOOfficeList, FDOOfficeTemplate with the same number on one computer. The connection to the database needs to be active while at least one of the client programs with one number is open.

Different workplace combinations are possible:

- workplaces on different computers with access to one shared database;
- workplaces on different computers with access to separate databases;
- workplaces on the same computer with access to separate databases.



## 1. Workplaces on different computers with access to one shared database



To realize the scheme pictured complete the following:

1. Configure the database server (see section «Installing the software», subsection «3. Database server. Installing and configuring»).
2. On each computer where the client software is to be installed, complete all of the steps of section «Installing the software», subsections «4. Client. Installing Forward Office» and «5. Client. Configuring Database Connection».
3. When configuring the connection of the client software to the database (in the Preferences window that opens automatically when first starting any of the client programs or opened through FDOOfficeList) complete the following:
  1. Set the parameters of connecting to the database:
    - set the network path to the folder containing the video clips;
    - the network name or IP address of the server with the previously created database;
    - database name, login and password to connect the client software to the database.

These parameters need to match on all computers with the client software – then they will be connected to the same database.

2. In the OnAir Version set a unique number of the FDOOnAir version used for previews.

✓ **Important:** The FOnAir preview version number needs to differ from all of the numbers used to broadcast TV channels using Forward Office.

➡ **Example:** It is important to understand the difference between an installed client software and a workplace. A license for one workplace means one connection to the database using the client programs, but does not necessarily correspond to a single computer.

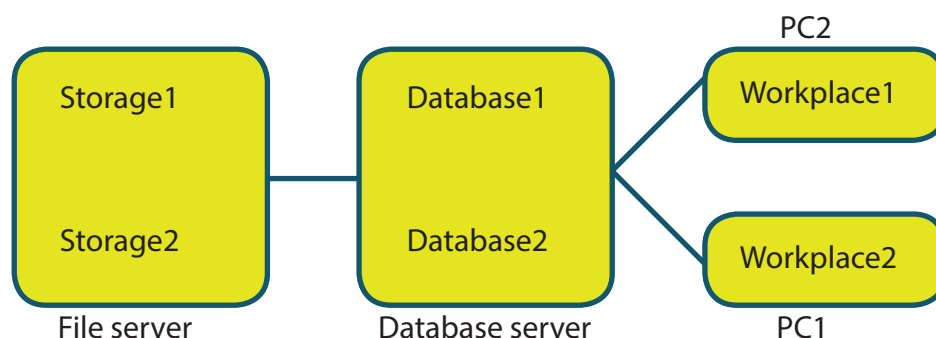


For example, if there is only one workplace license, the user can create one database, install the client software on three computers and use them in the following way:

1. The junior manager works with Forward Office until lunch by receiving advertisement videos from clients and filling out advertisement requests. After lunch all of their Forward Office programs are closed.
2. The senior manager works with Forward Office only after lunch, finalizing the schedule and singing it to air.
3. The department head uses the software periodically, for example adds and removes users that have access to the database and determines their access (both managers need to have all programs closed on their computers).

Each user works on their own computer, and each user has different access levels to the system.

## 2. Workplaces on different computers with access to separate databases



To create several databases and organize different workplaces that work with separate databases, complete the following:

1. Configure the database server (see section «Installing the software», subsection «3. Database server. Installing and configuring»).
2. When configuring the database server create the necessary amount of databases using FDOOffice Updater (see subsection «3.3. Configuring the Database»).

For each new database:

1. Press Install or update database.
2. In the Administrator group in the Login field insert the login – sa, and in the Password field insert the password set when installing the SQL Server DBMS (when creating all of these databases this login and password will be identical).
3. In the Database User group set a unique login and password to connect to the database – different for each



database.

4. Set a unique database name.
5. Press **Create Database** (make sure that there is at least 100 MB available for each database).
3. For each database create a separate video storage with a unique name (allow access to the storage and full rights to all users).

✓ **Important:** Each database needs to have its separate video storage. Storages can not be shared by databases.

4. On each computer where the client software is to be installed, complete all of the steps of section «Installing the software», subsection «4. Client. Installing Forward Office» and «5. Client. Configuring Database Connection».
5. When configuring the connection of the client software to the database (in the **Preferences** window that opens automatically when first starting any of the client programs or opened through **FDOOfficeList**) complete the following:
  1. Set the parameters of connecting to the database:
    - set the network path to the folder containing the video clips;
    - the network name or IP address of the server with the previously created database;
    - database name, login and password to connect the client software to the database.

These parameters need to match on all computers with the client software – then they will be connected to the same database.

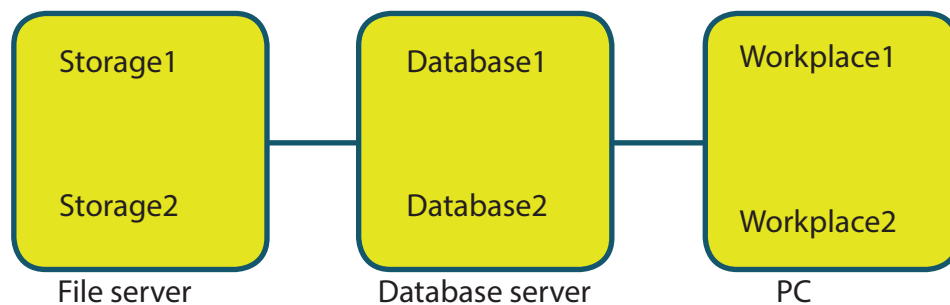
2. In the **OnAir Version** field set a unique number of the **FDOOnAir** version used for previews.

✓ **Important:** The **FOnAir** preview version number needs to differ from all of the numbers used to broadcast TV channels using Forward Office.



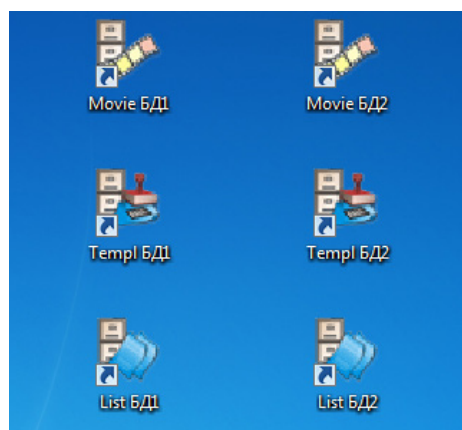


### 3. Workplaces on the same computer with access to separate databases

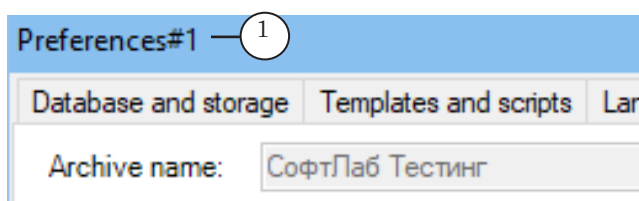


To create several databases and allow access to all of them on the same computer (keeping in mind the amount of licenses) complete the following:

1. Complete steps 1–4 from the section above.
2. After installing the client software (install the software once) create several shortcuts (the amount depends on the amount of created databases) for each client program: FDOfficeMovie, FDOfficeList, FDOfficeTemplate.
3. Edit the shortcuts to launch separate versions of these programs: #1, #2, etc. It is recommended to rename the icons in an informative way (for example including the name of the database to the TV channel the version works with).



4. When first starting a new version (any of its client programs) the Preferences window will open with the set version number in the title bar (1).





5. In the Preferences window:
  1. Configure each version's connection to their separate database (for example version #1 to Database1, version #2 to Database2, etc.) using their databases unique information (database name, connection login and password, storage network address).
  2. Set a unique number of the FDO nAir version used for previews for each client software (for example number 101 for version #1, 102 for version #2, etc.).

✓ **Important:** The FDO nAir preview version number needs to differ from all of the numbers used to broadcast TV channels using Forward Office.

6. To preview a schedule:
  1. Create and configure several shortcuts to start different versions of FDO nAir. The version number needs to correspond to the number set on step 5 (FDO nAir #101, FDO nAir #102, etc.).
  2. Create and configure several shortcuts to start different versions of SLTitlePreview (SLTitlePreview #1, SLTitlePreview #2, etc.).
  3. For each client software prepare a FDO nAir and SLTitlePreview version as detailed in subsection «4. Client. Installing Forward Office» and «5. Client. Configuring Database Connection», step 5.  
For example for client software #1 – FDO nAir #101 and SLTitlePreview #1.

**Note:** The video processor number selected in the Settings window needs to be different for each version of the SLTitlePreview program. It can, for example, correspond to the SLTitlePreview version number.

As a result of these configurations the client programs from the software version #1 (FDO nOfficeMovie #1, FDO nOfficeList #1, FDO nOfficeTemplate #1) will connect to Database1, the prepared schedule will play using FDO nAir #101, and the translated video will be displayed in the SLTitlePreview #1 program; client programs from the software version #2 will connect to Database2, FDO nAir #102 and SLTitlePreview #2, etc.



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## Useful links

### **Forward T Product Line: Description, Software Delivery, Documentation, Ready Solutions**

<http://www.softlab.tv/forward/index.html>

### **Tech Support**

e-mail: [forward@sl.iae.nsk.su](mailto:forward@sl.iae.nsk.su)

[forward@softlab-nsk.com](mailto:forward@softlab-nsk.com)

[forward@softlab.tv](mailto:forward@softlab.tv)

### **Forums**

<http://www.softlab-nsk.com/forum> (currently available in Russian only)

### **Documentation for more information:**

1. [FDOnAir: Additional Sections](#)
2. [Forward Office. Organizing materials, creating a channel schedule and traffic log](#)
3. [FDOOfficeList. Creating a broadcast schedule](#)
4. [FDOOfficeMovie. Working with a video clip database](#)
5. [FDOOfficeTemplates. Programming channel schedules](#)