

## Installing Snap on a Citrix server

Please follow the steps below to install Snap on a Citrix server.

1. First install Snap directly onto a File Server.

**Note:** You will need to install the CD directly to the File Server. Installing remotely to the File Server could cause future problems.

2. Enter the installation code provided with your version of Snap into the four boxes shown. If you do not enter an installation code, or the code is incorrect, you will not be able to install Snap as required. If you have more than one installation code then enter any one of them at this stage. You will be able to add others later on in the installation process.

3. The server will show a list of licenses currently available, including the one currently being installed. If this is the first (or only) Snap license then it will be the only one displayed. You may wish to install more than one Snap license. Each of these will need to be installed as a separate license and each will have a separate installation code.

4. To add further licenses, click on the "Add" button.

5. For each new license you wish to add, you will be asked for the 20-character installation code. A default name for the license will appear, e.g. "Professional". This name may be changed if required.

**Note:** The password is optional, but if one is entered then it will be requested during the installation process on the Application server.

6. Once all the licenses have been added, you will be prompted to confirm where the Snap software should be installed.
7. Confirmation of each license to be installed will appear in the next screen. If the details are correct, click Next to begin installing the Snap software. Once installed click on Finish.

8. From the application server browse to the file server location where Snap has been installed. In the Snap folder you will see a sub-folder called Net Setup. In here, run the file **setup.exe**.
9. If more than one license has been installed on the File server it will be listed. Select all licenses and click on Next.

**Note:** If only one server license is available for installation this will not appear

10. Snap will place a shortcut in the Start | Programs menu of Windows to facilitate start up of the application. You can select the location of this shortcut from one of the folders listed or create a new one by typing its name in the space provided.
11. Next confirmation of the license to be installed will appear. If the details are correct, click Next to begin installing the Snap software to the application server.
12. Once installed click on Finish.

**Note:** If you have multiple licenses, when the user runs Snap from the application server, a choice of which module they wish to use will be given.

