



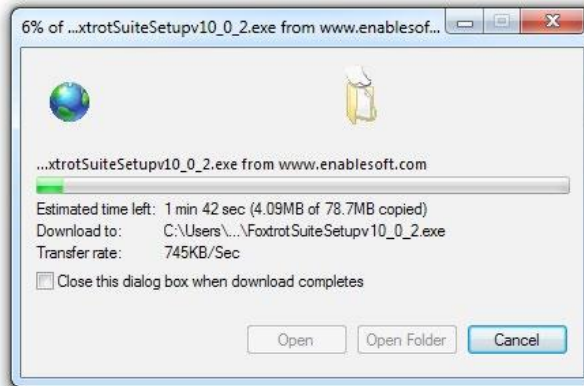
# FOXTROT DEPLOYMENT GUIDE

Intended for administrators in charge of planning, implementing and maintaining the deployment of Foxtrot in an organization.

## Installing the Foxtrot Suite

The Foxtrot Suite can be installed on as many machines as you desire. Follow the steps below to ensure a correct installation.

1. Log into the workstation with a Windows account that has local administrator rights.
2. Download the [latest version](#) of the Foxtrot Suite from the setup instructions article.

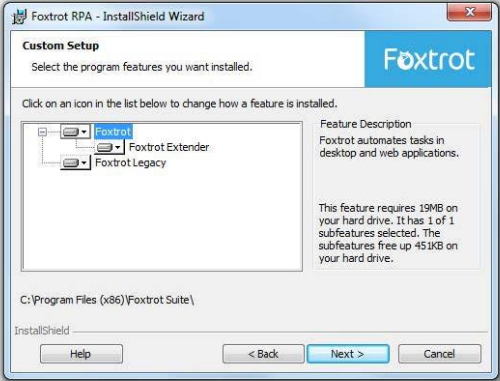


3. Run the installation executable on the workstation.
  - If not installed already, you will be prompted to install .NET 4.5.1 Framework and Microsoft Access Database Engine 2010
4. Click **Next** on the Welcome Screen



5. Select a **Setup Type**. The **Complete** installation is the recommended selection and will be selected by default, which will install all applications and help files. Alternatively, **Custom** can be selected to customize which Foxtrot Suite applications are to be installed. Click the **Next** button to continue. If **Complete** was selected, skip to Step 7.

6. Select the Foxtrot Suite applications to install, and click the **Next** button.



7. Select the destination folder in which the application will be installed. The recommended path will be selected by default. To change this location click the **Change** button. Click **Next** to continue.



8. Once all installation options have been chosen, the **Ready to Install** screen will be displayed. Click **Install** to continue.



9. While the software is installing, the following screen will be displayed. Wait for the installation to complete. The progress bar may reach 100% then start over several times, this is normal.



10. Once the installation has completed successfully, the following screen will be displayed. Click **Finish** to exit the installation.



#### BEFORE CONTINUING: SOME THINGS TO CHECK

- Make sure you are connected to the internet. This will be required for the license activation later.
- Your Desktop Zoom (sometimes called Display Size) and IE Browser Zoom should be set at 100%. Anything else and Foxtrot will have trouble interacting with your applications. You may be prompted to Restart or Log Off of your computer after changing this setting.

## Activating Your License

When installing Foxtrot's licenses on your computer, both the Foxtrot Suite and the licenses are installed locally, preventing you from sharing any licenses. When using this option, a license can only be accessed from the machine they are installed upon.

After following the [installation steps](#) above, the licenses must be activated using Foxtrot Administrator.

1. Launch the Foxtrot Administrator program.



### FOXTROT ADMINISTRATOR CRASHING?

This is a common issue we see on new installations. Luckily, we have a [support article](#) that outlines why this happens, and steps to solve the problem.

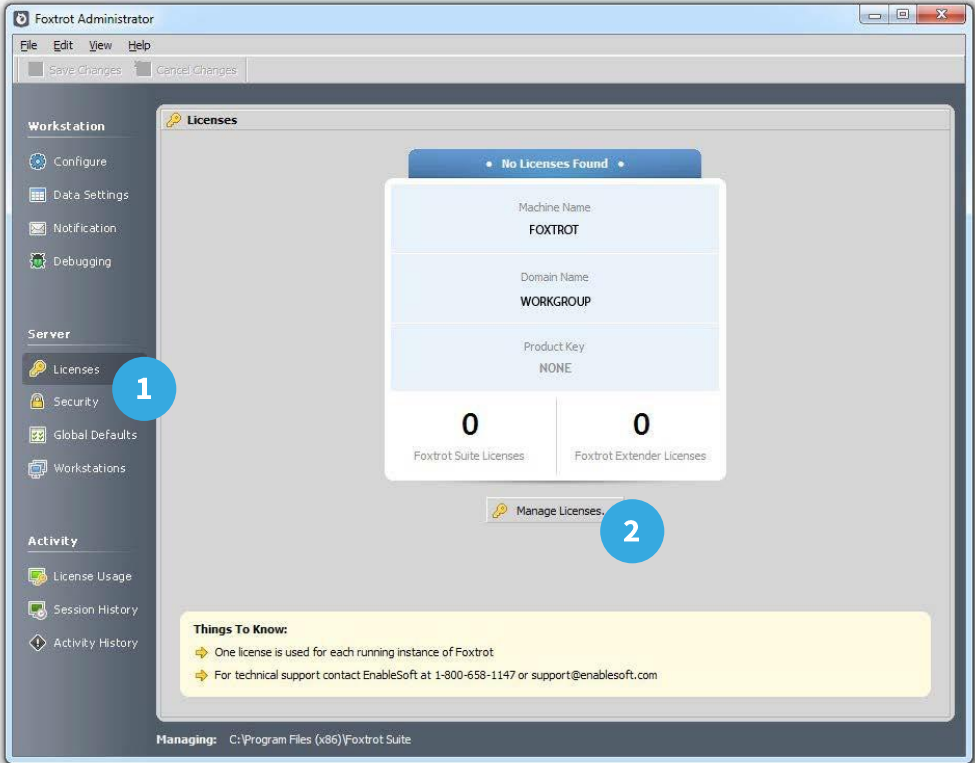
2. You will be required to enter login credentials. Use the following default Administrator account to login. This password can be changed at a later date, if you wish.

A screenshot of the Foxtrot Administrator login dialog box. The title bar reads 'Foxtrot Administrator'. Below the title bar, the text 'Enter a username and password:' is displayed. There are two input fields: 'Username:' and 'Password:'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

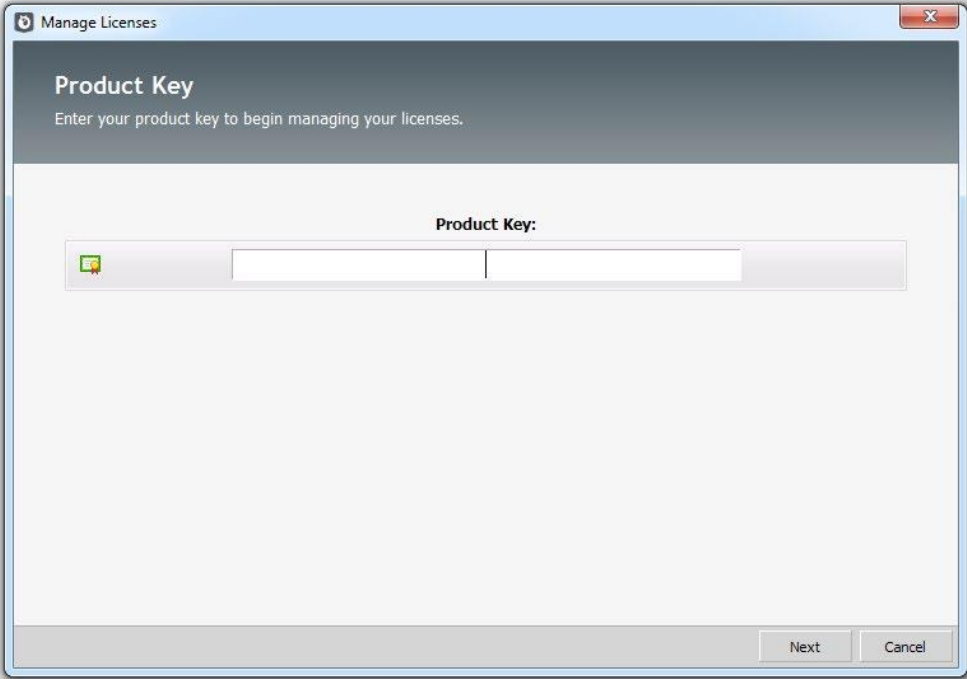
- Username admin
- Password FOXTROT

Please note this password is case sensitive. Click OK to login.

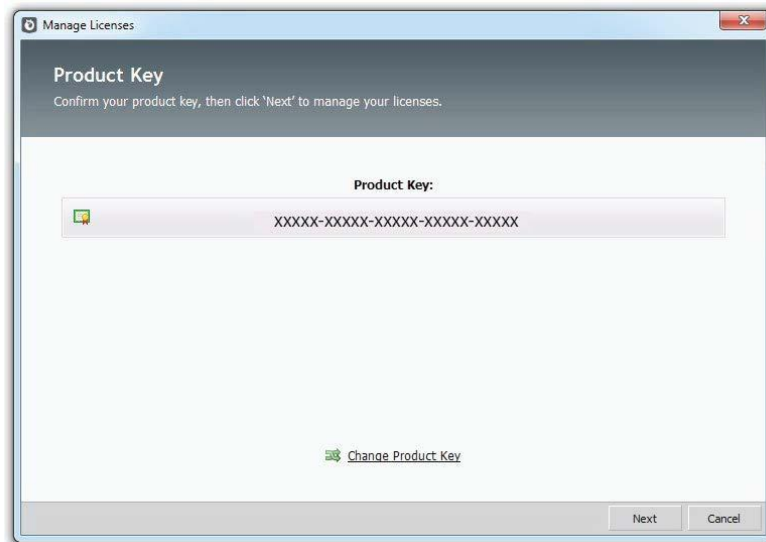
- 3. Once the application is opened click on the Licenses (1) tab, then click the Manage Licenses (2) button.



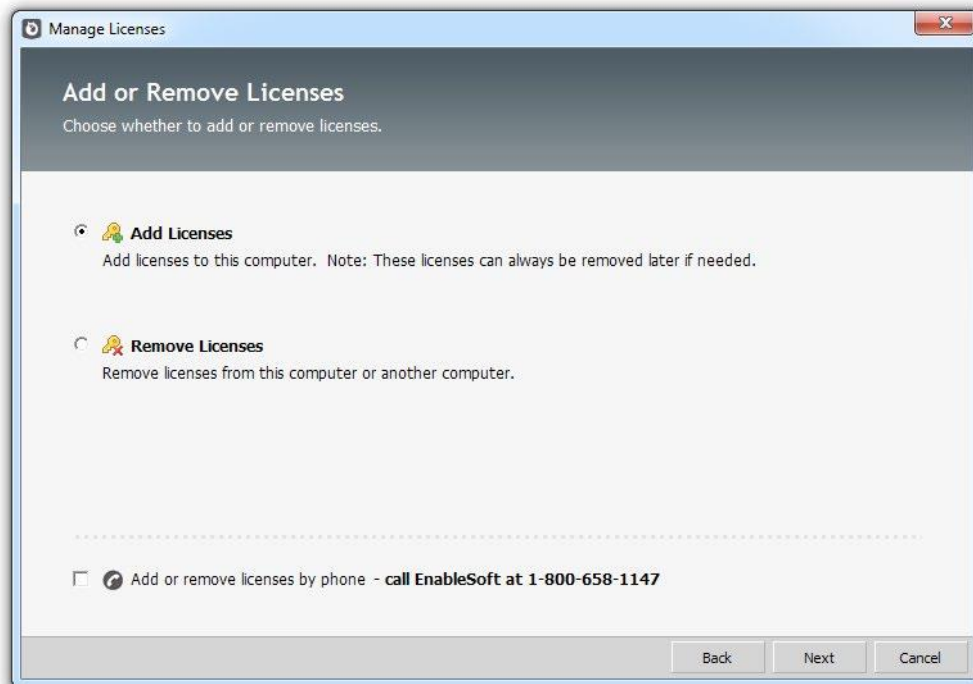
- 4. The Licenses Wizard screen will appear. Enter your Product Key and click Next to continue.



5. Confirm the product key entered. If it appears incorrect, click the **Change Product Key** link and return to the previous step. If the product key appears correct, click **Next** to continue.



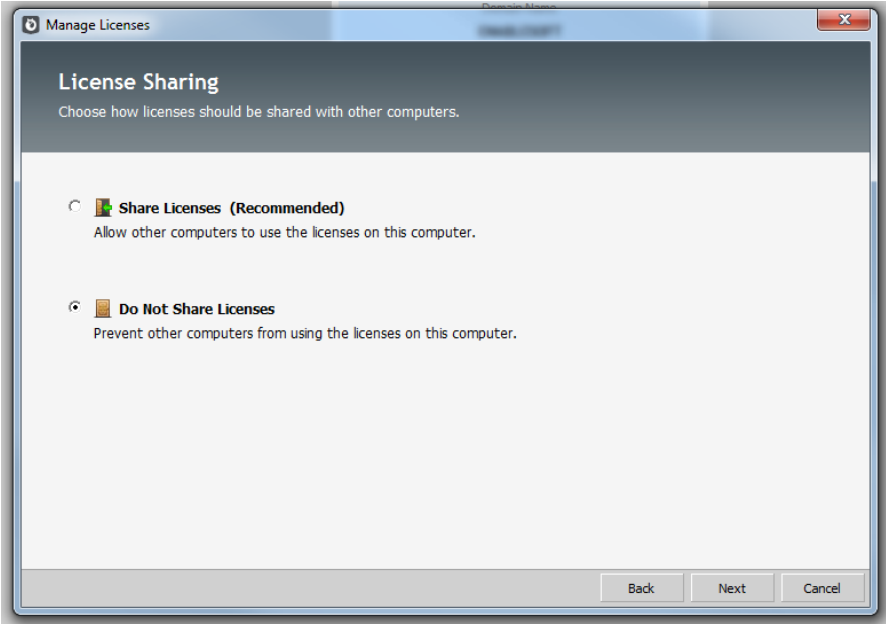
6. Select **Add Licenses** and click **Next** to continue.



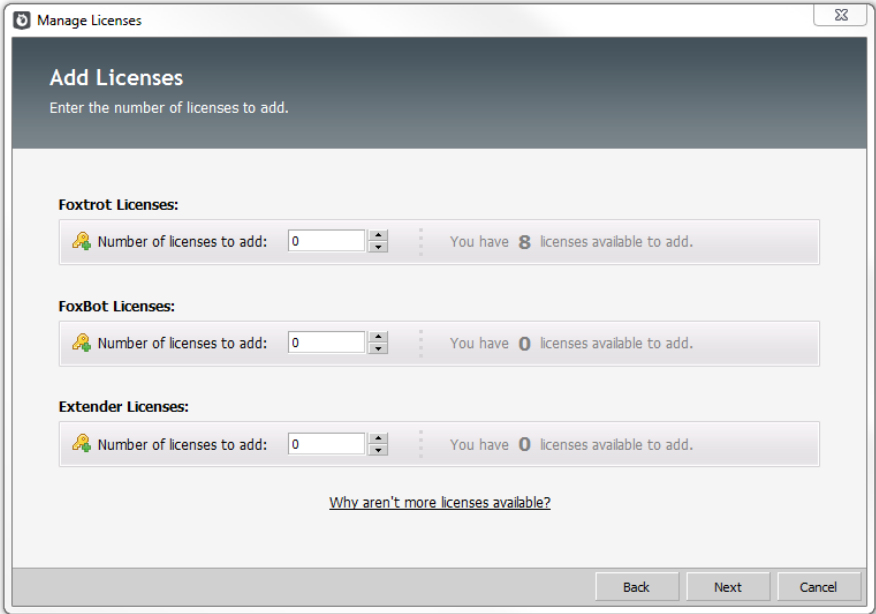
- 7. After reading the Agreement, click the checkbox labeled I accept the terms and conditions. Click Next to continue.



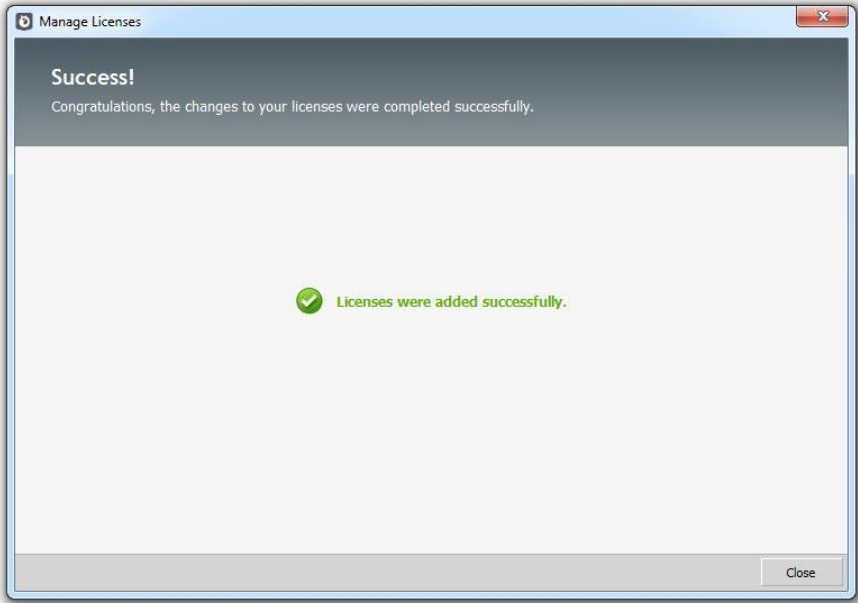
- 8. Select Do Not Share Licenses and click Next to continue.



- 9. Input the number of licenses you wish to activate in the appropriate box (Foxtrot, FoxBot or Extender) then click **Next** to activate your license(s).



- 10. If successful, the **Confirmation** screen should be displayed. Click **Close** to exit the License Wizard.



## Verify Your Licenses

At this point you should be able to open Foxtrot. Navigate to your Start Menu, and find the 'Foxtrot Suite' folder. After clicking on that, find the entry to 'Foxtrot'. This will have a light blue icon.

When starting Foxtrot for the first time, you will be prompted to select a User Experience Level. Each experience level provides a different set of tools depending on your needs. Start with Beginner level to get start quickly with the most common tools. As you become more familiar with Foxtrot, you can select a higher experience level. Click the 'Help me choose' link at the bottom of Foxtrot window to read the Help article, and to learn exactly what is included with each level.



### NOT SEEING THIS SCREEN?

This means your user permissions aren't configured correctly. Luckily, we have a [support article](#) that outlines why this happens, and steps to solve the problem.