

# **Deltek GCS Premier® 5.0**

## **Service Pack 9**

### **Installation Guide**

**October 13, 2010**



13880 Dulles Corner Lane  
Herndon VA 20171  
TEL: 703.734.8606  
FAX: 703.734.1146

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## Deltek GCS Premier Version 5.0 Service Pack (SP) 9 Overview

This document contains new and upgrade installation instructions for Deltek GCS Premier Version 5.0 SP9. The installer has been updated to support new platform-related changes in GCS Premier. In addition to installation instructions, this document includes the following information:

- Support of the Latest Microsoft Platforms
- Information to read before you begin, including:
  - Whether you should perform an upgrade installation or a new installation
  - One-time procedure you must perform to access the hidden ProgramData folder in order for GCS Premier to function properly
- Premier Billing installation modifications.



GCS Premier uses the industry standard InstallShield application to guide you through the installation process.

GCS Premier no longer supports Windows 2000 with GCS Premier Version 5. Please see the Product Support Matrix section below for detailed system requirements.

### Support of the Latest Microsoft Platforms

With this release, Deltek announces support for the latest Microsoft® platforms. GCS Premier 5.0 SP9, Premier Billing, and GCS Premier Web Reports now all support the following:

- Windows Server® 2008 (including R2) (32-bit and 64-bit in WOW64 mode)
- Windows® 7 (32-bit and 64-bit in WOW64 mode)
- Windows Vista™ (32-bit and 64-bit in WOW64 mode)



Support for 64-bit is provided through Windows® 32-bit On Windows 64-bit (WOW64), an emulation layer that enables 32 bit Windows-based applications to run seamlessly on 64-bit Windows



See the *GCS Premier 5.0 SP9 Release Notes* for details.

### Before You Begin

Before you begin your GCS Premier 5.0 SP9 installation, you need to:

- Determine whether you should perform an upgrade installation or a new installation
- Perform a one-time procedure to access the hidden \ProgramData folder in order for GCS Premier to function properly

Additionally, review the *GCS Premier 5.0 SP9 Release Notes* to learn about the following:

- New installation path for GCS Premier programs
- New location for DTLocal.ini file

## When to Perform a New or Upgrade Installation

The Windows platform you use determines whether you perform an upgrade or new installation, as detailed below. For example, though you may currently use GCS Premier 5.0 SP7, if you are using Windows Vista, you need to run a new installation. See below for details.

You must be running GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher prior to installing the Version 5.0 SP9 upgrade. If the installer does not detect GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher, an error messages will appear and the installation will exit.

### Use an Upgrade Installation if...

You are currently running GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher, and you use one of the following Windows platforms:

- Windows XP
- Window Server 2003



An Upgrade Installation automatically uninstalls Programs and System folders from the current version, and then proceeds with 5.0 SP9 installation.



If you have a version **lower** than GCS Premier Version 4.1 SP8 (or above), or **lower** than GCS Premier Version 5.0 SP3 (or above), you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer as a New Installation. Upgrading from lower versions for these platforms is not supported. See the “New Installation” section later in this document for details.

### Use a New Installation if...

You want to install GCS Premier 5.0 SP9 on one of the following Windows Platforms:

- Windows Vista (32-bit or 64-bit)
- Windows 7 (32-bit or 64-bit)
- Windows Server 2008 (32-bit or 64-bit)



If you have GCS Premier (5.0 SP7 and lower) installed on these platforms, you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer. Upgrading from lower versions for these platforms is not supported. See the “New Installation” section later in this document for details.

## Accessing the Hidden \ProgramData Folder

\ProgramData is a hidden folder in Windows Vista, Windows 7 and Windows Server 2008. In order to view this folder in Windows Explorer, the Admin user must enable the display of hidden files through Folder and Search Options.



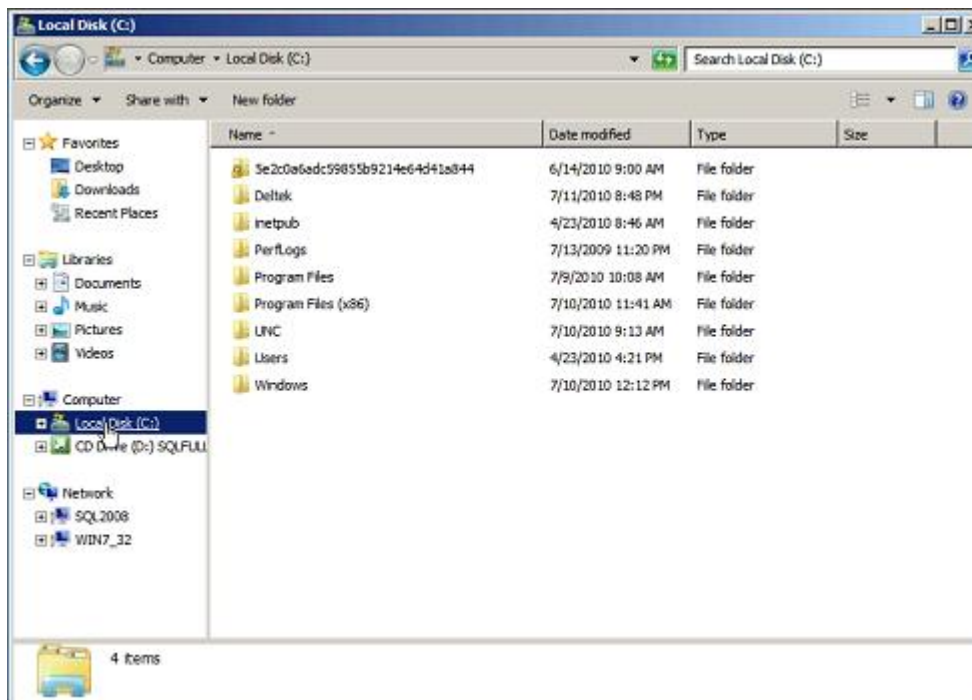
You must perform this one-time procedure in order to properly display currently hidden files through Folder and Search Options.



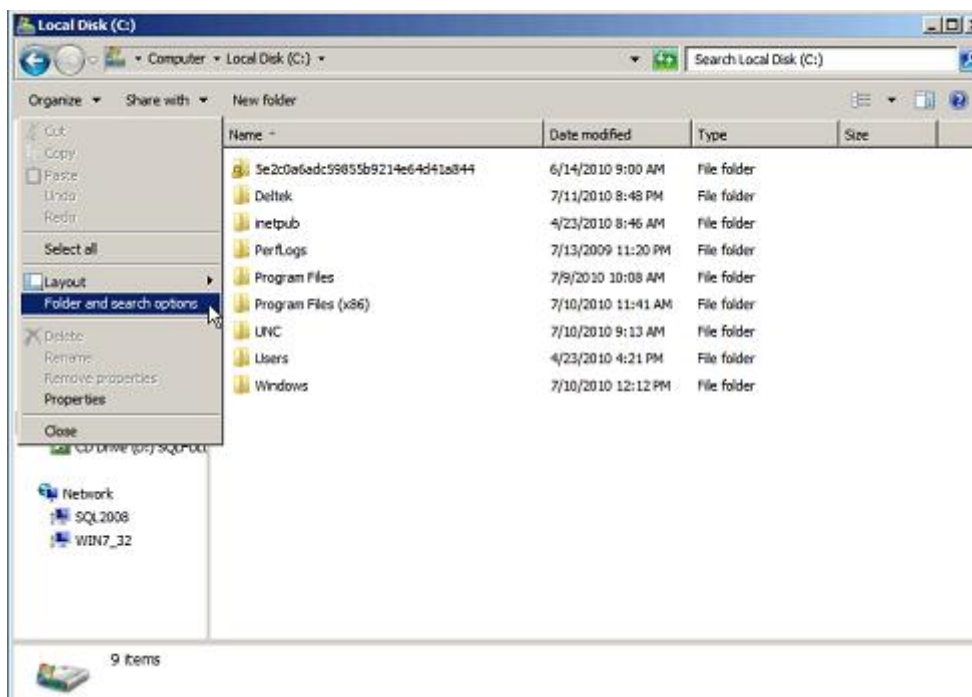
On Windows Server 2008, Windows 7, and Windows Vista, files that are installed into the %SystemDrive%\ProgramData folder also appear in the %SystemDrive%\Users\All Users folder. By default, the %SystemDrive%\Users\All Users folder is an alias (junction) to the %SystemDrive%\ProgramData folder for backwards compatibility, and does not represent a second copy of files. The files that appear in both locations are the same.

### To show hidden folders, follow these steps:

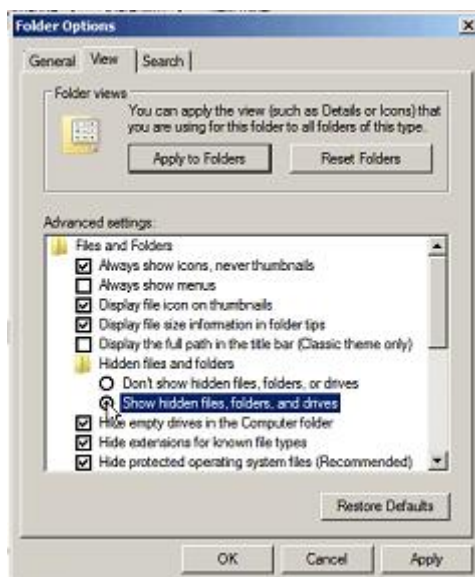
1. Open **Windows Explorer**, click **Computer » Local Disk C:** (or whichever drive your local Windows operating system resides on, typically C:).



2. Click **Organize » Folder and search options**.



3. Select the **View** tab, then select the radio button next to **Show hidden files, folders and drives**.



This is a one-time procedure. Once this option is set, it shows \ProgramData and all the other hidden files and folders in the local machine.

If you need to disable the hidden folders, follow the steps above, but select **Do not show hidden files and folders**.



## Folder Structures

Deltek recommends that you use the standard folder structure described below. The use of the standard folder structure assists Deltek's Technical and General Support analysts to respond to issues effectively and efficiently when you call for support. In addition, future software and data upgrades will be easier to perform if you use the standard folder structure.

### Server Folder Structure

The following is the standard folder structure for a server installation.

Common Name(s)	Suggested Location
GCS Premier Site ( <i>server</i> ) Parent folder	\\ServerName\ShareName\Deltek\GCSPremier
Documents Folder	\\ServerName\ShareName\Deltek\GCSPremier\Documents
PMData folder	\\ServerName\ShareName\Deltek\GCSPremier\PMData
PMReport folder	\\ServerName\ShareName\Deltek\GCSPremier\PMReport
Setup folder	\\ServerName\ShareName\Deltek\GCSPremier\Setup
SiteData folder	\\ServerName\ShareName\Deltek\GCSPremier\SiteData
Startup folder	\\ServerName\ShareName\Deltek\GCSPremier\Startup
Data folder	\\ServerName\ShareName\GCSPremier\Startup\Data
Sys1W32 (toolkits) folder	\\ServerName\ShareName\Deltek\GCSPremier\Sys1W32
Programs folder (server copy)	\\ServerName\ShareName\Deltek\GCSPremier\Programs
System folder (server copy)	\\ServerName\ShareName\Deltek\GCSPremier\System

### Client Folder Structure

The standard folder structure for a client installation is provided below.



You can use any local drive letter (C:, D:, and so on) to follow the standard folder structure.

Common Name(s)	Suggested Location
GCS Premier Parent folder	GCS Premier (formerly installed in the C:\Program Files directory) is now installed on the following path, depending on platform version.  <b>Windows Server 2003</b> – <%SystemDrive%>\Documents and

Common Name(s)	Suggested Location
	Settings\All Users\Application Data\Deltek\GCSPremier <b>Windows XP</b> – <%SystemDrive%>\Documents and Settings\All Users\Application Data\Deltek\GCSPremier <b>Windows Vista (32-bit or 64-bit)</b> – <%SystemDrive%>\ProgramData\Deltek\GCSPremier <b>Windows Server 2008 (32-bit or 64-bit)</b> – <%SystemDrive%>\ProgramData\Deltek\GCSPremier <b>Windows 7 (32-bit or 64-bit)</b> – <%SystemDrive%>\ProgramData\Deltek\GCSPremier
Programs folder	<%SystemDrive%>\Documents and Settings\All Users\Application Data\Deltek\GCSPremier\Programs <%SystemDrive%>\ProgramData\Deltek\GCSPremier\Programs
System folder	<%SystemDrive%>\Documents and Settings\All Users\Application Data\Deltek\GCSPremier\System <%SystemDrive%>\ProgramData\Deltek\GCSPremier\System

## Folder Descriptions

**GCS Premier Parent folder** — The Parent folder contains all of the folders created by the installation.

**Documents folder** — Release information documentation may be placed in this folder.

**PMData folder** — This folder contains the configuration files for Process Manager. If you did not choose to install Process Manager this folder will be empty.

**PMReports folder** — This folder contains the reports created via Process Manager. If you did not choose to install Process Manager or have not run any processes that created output this folder will be empty.

**Setup folder** — This folder contains subfolders that hold the previous installations for all releases of GCS Premier.

**SiteData folder** — This folder contains files that are shared between multiple Startup folders for those clients with Multiple Company Licenses installed. This folder also contains the DTSITE.INI file.

**Startup folder** — This folder contains files that are shared between multiple data folders as well as the DTSHARED.INI file.

**Data folder** — This is the default data folder created by the initial installation of GCS Premier. You can rename or move this folder. Multiple data folders, such as prior year and prior month audit folders, backup folders, and test data folders, are permitted.

**Sys1W32 (toolkits) folder** — This folder holds applications that are called by the Miscellaneous Functions screen within GCS Premier.

## New Installation

This section is intended for new GCS Premier users who intend to install GCS Premier 5.0 SP9 for the first time, or users who want to install GCS Premier 5.0 SP9 on one of the following Windows Platforms:

- Windows Vista (32-bit or 64-bit)
- Windows 7 (32-bit or 64-bit)
- Windows Server 2008 (including R2) (32-bit or 64-bit)

The installation of Deltek GCS Premier is a two-part installation.

- Part one is the **Server Installation**, which is performed only once.
- Part two is the **Client Installation**, which you must perform on each individual workstation that will be running GCS Premier.



**Network Installation Note:** System administrators can elevate users' privileges at their local workstations to Administrator level, enabling users to perform their own software installations at their workstations. With the Network Installation feature, the system administrator does not have to go to each workstation and perform the **Programs Installation** for users.

In this scenario, when GCS Premier is launched, the program automatically informs the user of an updated version on the server. The users then install the upgrade on their workstation by following the prompts. Please see the "Programs Installation" section of this document for more details.

## Before You Begin

### Reinstalling the Programs Installation of GCS Premier on a Workstation

Occasionally the **Programs Installation** (client) of GCS Premier needs to be uninstalled/reinstalled for various reasons, such as the workstation registry and/or workstation operating system may have become corrupted; the workstation's GCS Premier program files may have become corrupted; there is a mismatch between the .exe and .dll files called by that screen; or the .dll file may not have completed registration correctly during installation.

If for any reason you find that you need to uninstall the **Programs Installation** of GCS Premier, please refer to the "Known Issues" section of the *Deltek GCS Premier 5.0 Service Pack 8 Release Notes* for detailed steps.

### Clients with Custom Programming

If you have custom programming, do not install GCS Premier Version 5.0 SP9. Contact your Account Manager for further information.

### Backups

Perform a complete backup of the GCS Premier Parent folder and all of its subfolders, as well as a complete backup of all GCS Premier Data folders prior to upgrading.

## Multiple Company Data Folders

For those clients that have multiple data folders for multiple companies, the installation automatically performs any necessary updates to all data folders listed in all DTSHARED.INI files in all company Startup folders that are listed in the [CompanyDirectories] section of your DTSITE.INI file.

**Please contact GCS Premier Customer Care if you have any questions regarding the setup and/or update for multiple companies and their data directories.**

## Preliminary Questions

During the installation process, you will be asked the following questions. Please review the questions below and decide how to answer them prior to beginning the actual installation.

*Browse to DTSite.ini* — The DTSite.ini file is located in the \SiteData folder, which resides underneath the GCS Premier 'Parent' folder on the server. This path should auto-populate during the installation process.

*Select Additional Features* — Select additional features to install.

You will be presented with the option to install additional Deltek products that work with (but are not a part of) GCS Premier. None are required to run GCS Premier successfully. Highlight each product to see a brief description of that product.

These products are available at no cost to all clients, but do require additional dedicated resources and hardware to run. More detailed information on both products can be found on our Deltek Customer Care Connect site, or you can contact your Account Manager or GCS Premier Customer Care.



These products can be installed at a later date independent of the GCS Premier Version 5.0 SP9 installation by running the Version 5.0 SP9 installation process again and choosing to modify the program.

## Error Messages

If you receive an error message during the installation of this update, please contact Deltek Customer Care for assistance.

## Pre-Installation

You must be running GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher prior to installing the Version 5.0 SP9 upgrade. If the installer does not detect GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher, an error messages will appear and the installation will exit.

If you have a version **lower** than GCS Premier Version 4.1 SP8, or **lower** than GCS Premier Version 5.0 SP3, you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer as a New Installation. Upgrading from lower versions for these platforms is not supported.

Prior to installing GCS Premier 5.0 SP9, you need to do the following:

- Uninstall existing GCS Premier software, if required (see above).
- Be sure that the Server Installation is performed at the file server itself, while logged in with Administrator privileges.
- Manually create the GCS Premier **Parent** folder and add the Administrator account to the Security tab with **Full Control** permissions on Windows Server 2008.

- All installations should be installed as the user who will be running GCS Premier on that Workstation / Terminal Server / File Server machine, and that user must have local Administrator privileges on the machine at the time of installation in order to successfully perform the installation. If the user does not currently have local Administrator privileges on the Workstation / Terminal Server / File Server machine, temporarily grant the user local Administrator privileges and perform the installation. Remember to restore the users' privileges back to what they previously were upon completion.
- If multiple profiles share the Workstation / Terminal Server / File Server machine and will be running GCS Premier, the **Programs Installation** will need to be run once for each profile, and that profile must have local Administrator privileges on the machine at the time of installation in order to perform the installation successfully.
- As a Domain Administrator the account automatically has permissions at the NTFS level, but the account needs to be manually granted permissions to the share. Be sure to add the Domain Administrator account to the "Security" tab for the share that the GCS Premier 'Parent' folder resides on.
- Recent Windows security updates have been hiding the C:\Program Files\InstallShield Installation Information folder and then GCS Premier cannot determine the installed version and errors are received. Please ensure this folder is not hidden and the user performing the installation has permissions to access this folder (and its subfolders) during the installation process.
- Make sure that you have your company license file (GL07GLN.DAT) available, and know its location.
- Download the executable file onto the file server's Desktop.

## Uninstall Software

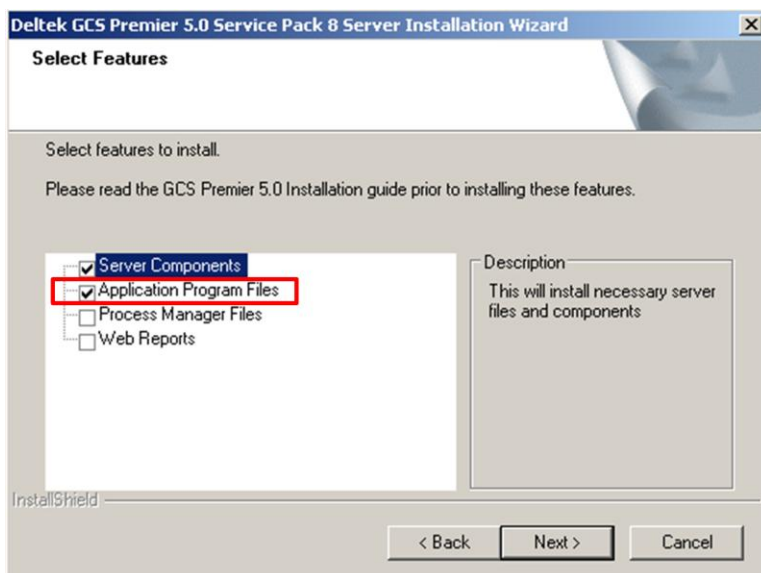
Before you begin the process of installing GCS Premier 5.0 SP9, you must uninstall existing GCS Premier demo software and/or non-upgradeable versions of GCS Premier (see "When to Perform a New or Upgrade Installation" section above for details).

### To uninstall the GCS Premier DemoSoftware:

1. Click **Start » Control Panel**.
2. Click **Add or Remove Programs**.
3. Select the **Deltek GCS Premier** or **Deltek Demo GCS Premier** program and click **Remove**.

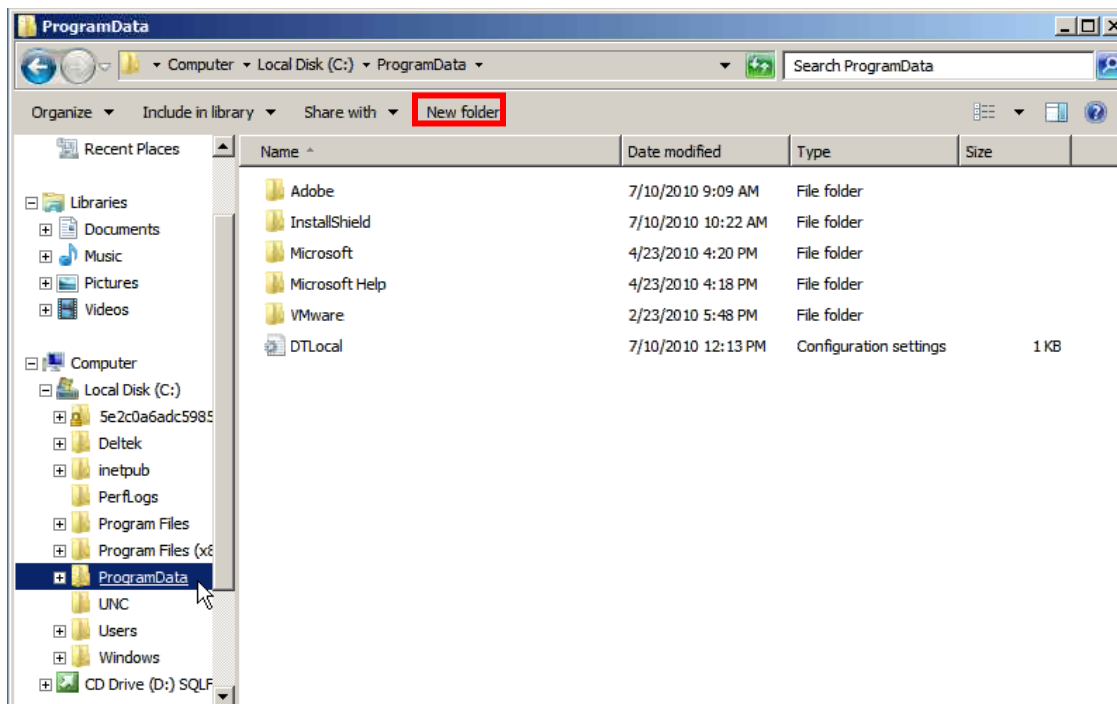
## Create Local Parent Folder and Grant "Full Control" Permissions

If you intend to install the **Application Program Files** on a Windows 2008 server machine during the **Server Installation** (if you intend to use this server as a workstation for GCS Premier or for remote access), you must first create the local **Parent** folder and add the **Administrator** account to the **Security** tab with "**Full Control**" permissions, otherwise an error will occur during the installation ("Access is denied"), and permissions will not propagate through the sub-folders correctly.

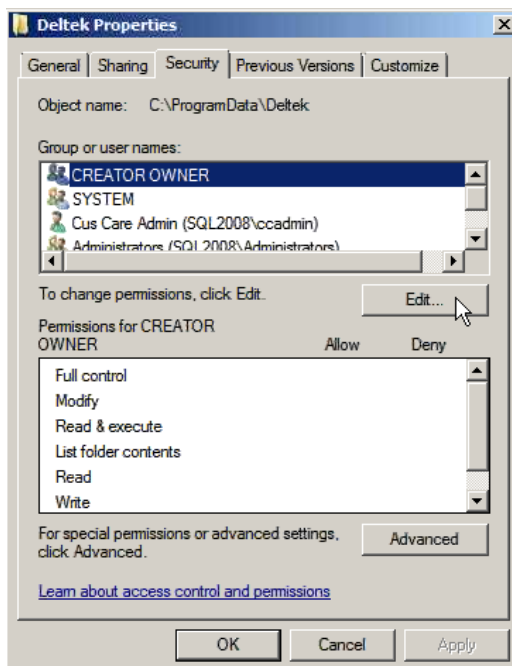


To manually create the GCS Premier Parent folder and add the Administrator account to the Security tab with “Full Control” permissions on Windows Server 2008, do the following:

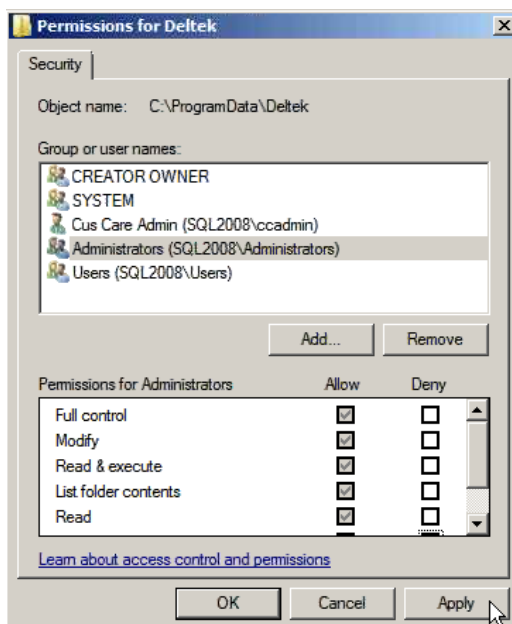
1. Ensure you are logged in as the Network/Domain Administrator.
2. Open **Windows Explorer**, then under the **Computer** section, expand **Local Disk (C:)** (or whichever drive your Windows operating system is installed on), then click on the **\ProgramData** folder.



3. Click **New Folder**, then re-name the new folder **Deltek**.
4. **Right-click** on the newly-created **Deltek** folder, choose **Properties** » **Security**.
5. Click **Edit**.



6. Select **Administrators (Machine\_Name\Administrators)** from the **Group or user names** list, then check the **Allow** box next to the **Full control** permission in the **Permissions for Administrators** list.
7. Click **Apply**, then **OK**, twice, to exit the **Properties** screen.





If multiple profiles will share the GCS Premier program on the File Server, the **Programs Installation** will need to be run once for each profile, and that profile must have local Administrator privileges on the File Server at the time of the installation to perform the installation successfully.



To install and run GCS Premier, you do not need to grant permissions to individual users if the Group they are a member of has been granted permissions at the Group level. The Administrators group needs to be granted “Full Control” permissions (for installation purposes), and the Standard User group needs “Modify” rights added to the default rights assigned to that group to run the application successfully.

## Company License File

During installation, you will be required to select the path where the Company License File GL07GLN.DAT is located, or insert the CD that contains the file, then browse to the location of the CD drive. Make sure that you have this file and information available prior to installation.

## Download the Executable File

Download the **DeltekGCSPremier50SP9.exe** file from the distribution site at <https://deltek.custhelp.com/app/Distribution>.

## New Server Installation

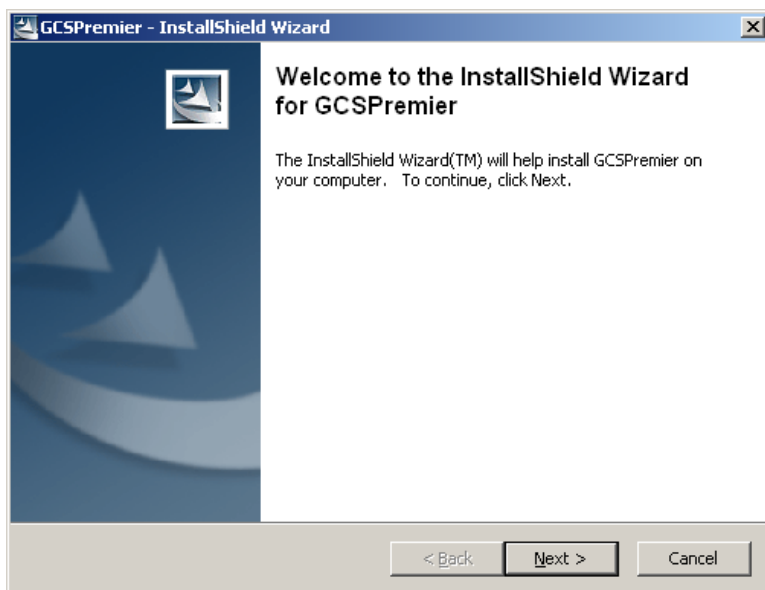
1. Begin the upgrade installation of GCS Premier Version 5.0 SP9 with the **Server Installation**. After you download the **DeltekGCSPremier50SP9.exe** from the distribution site, double-click the file to begin the installation.



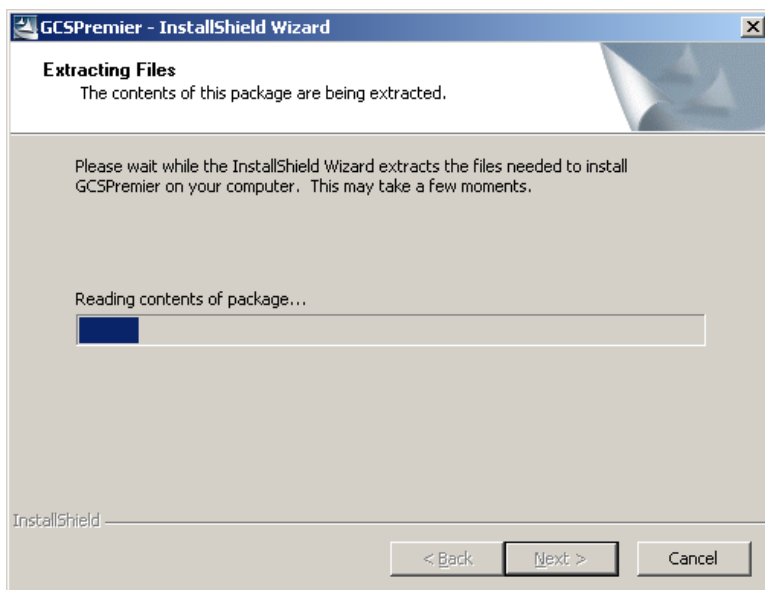
The installation of Deltek GCS Premier Version 5.0 SP9 requires a reboot of the file server upon completion.

The **Welcome to the InstallShield Wizard** page displays.

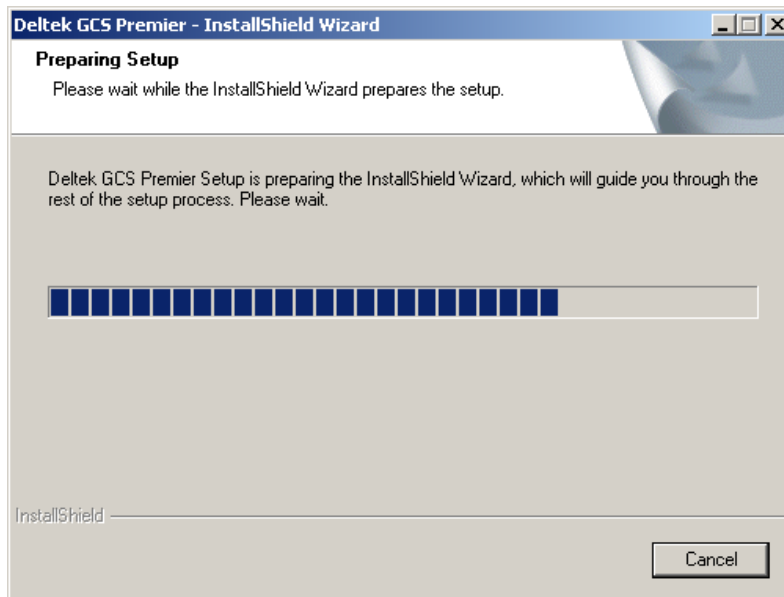




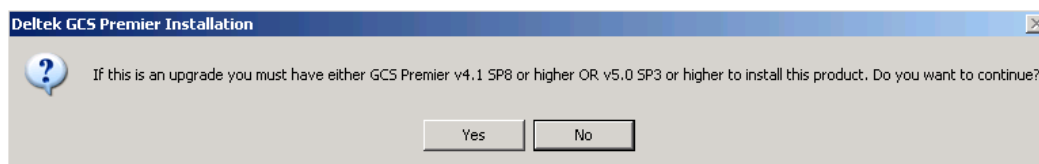
2. On the InstallShield Wizard page, click **Next** to extract the files and begin the installation. The following page displays.



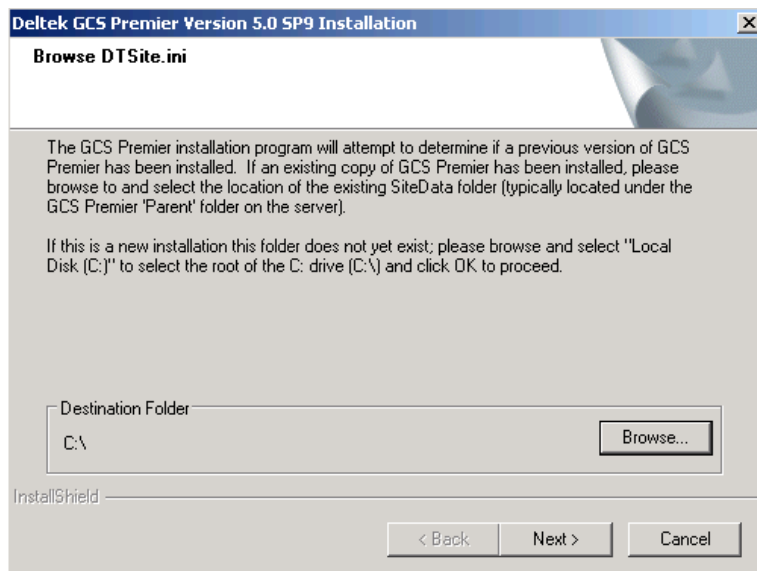
This page is followed by the **Preparing Setup** page.



The following message appears:

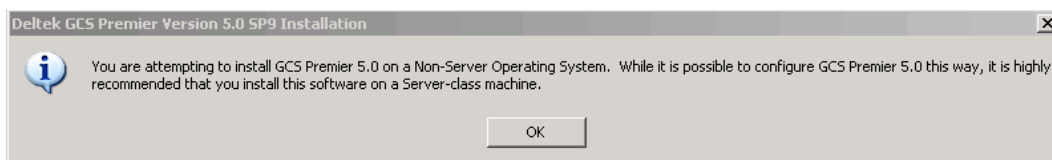


3. Click **Yes**. The **Browse DTSite.ini** page displays.

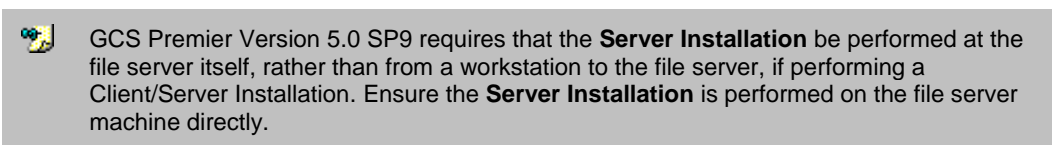


4. This first request for **Browse DTSite.ini** is used to determine if this is a New Installation or an Upgrade Installation. Browse to the root of the C: drive (**C:\**), then click **Next** to continue.

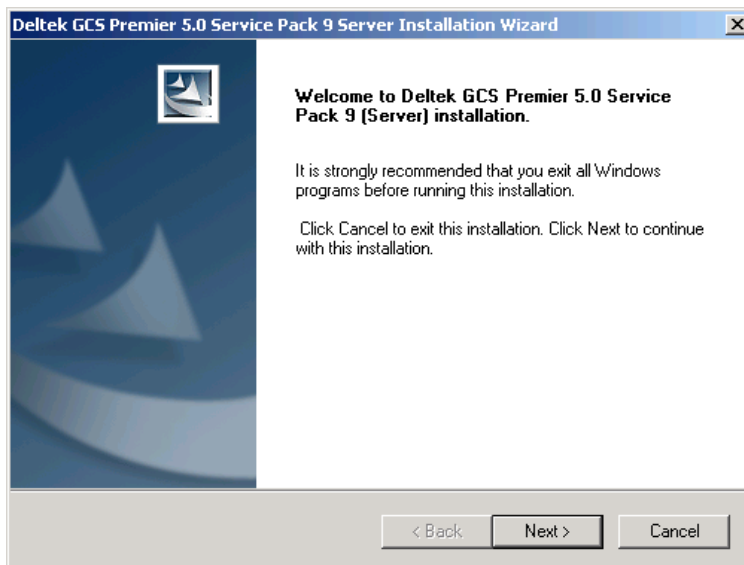
The following warning may appear.



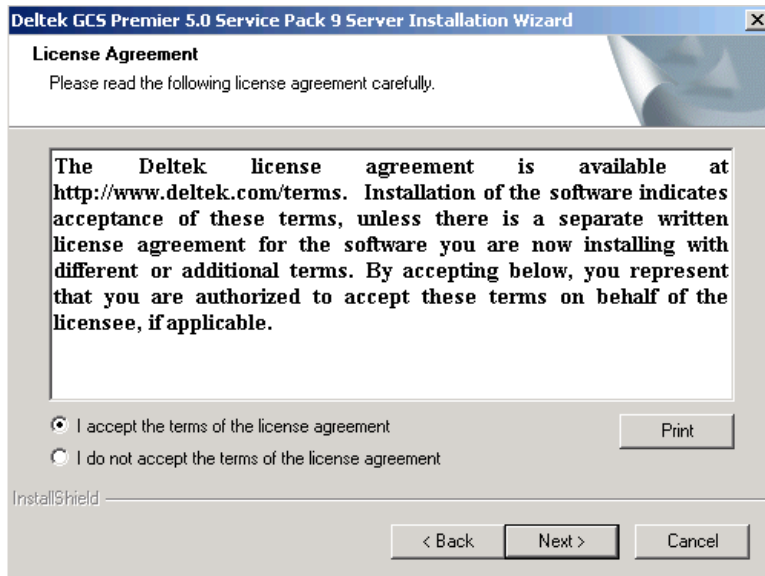
If you are installing on a stand-alone XP, Vista, or Windows 7 workstation, or a Windows Server 2003 or 2008 file server, click **OK**.



The following page displays.



5. On the **Welcome...** page, click **Next** to display the License Agreement page.

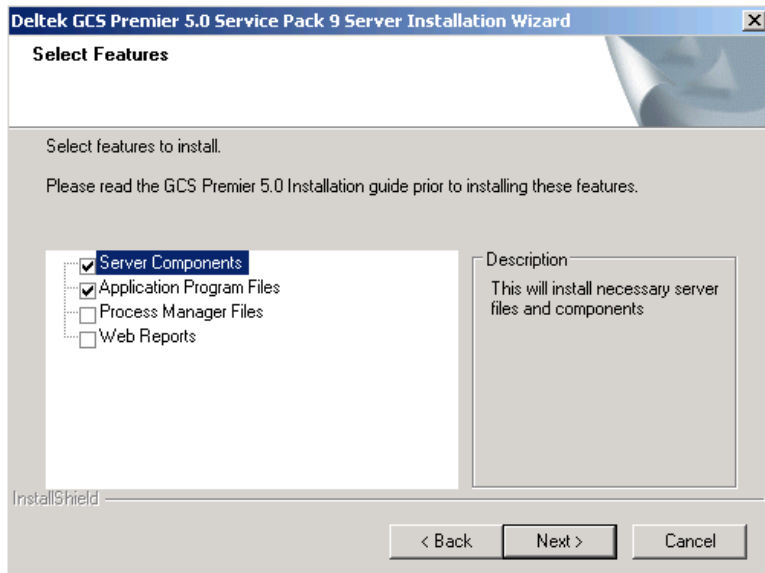


6. If you agree with the License Agreement stated on the **License Agreement** page, select "I accept the terms of the license agreement" and then click **Next**. If you do not accept the terms of the license agreement, the **Next** button will not become illuminated and you will not be allowed to proceed with the installation.



Installation of the software indicates acceptance of these terms, unless there is a separate written license agreement for the software you are now installing with different or additional terms. By accepting the agreement, you represent that you are authorized to accept these terms on behalf of the licensee, if applicable.

If you accept, the following page displays.



7. On the **Select Features** page, select the check boxes to install Server Components, Application Program Files (if you intend to use this server as a workstation for GCS Premier or for remote access), Process Manager Files, and/or Web Reports, and then click **Next**.



Process Manager and Web Reports are not part of the GCS Premier program and are not required for GCS Premier to function. Highlight each product to see a brief description of that product. These products are available at no cost to clients, but do require additional dedicated resources and hardware to run. More detailed information on both products can be found on our e-Support site, or you can contact your Account Manager or GCS Premier Customer Care.

These features can be installed at a later date independent of the GCS Premier Version 5.0 SP9 installation by running the Version 5.0 SP9 installation process again and choosing to “Modify” the program.



Process Manager can be installed independent of Web Reports, but Web Reports cannot be installed without Process Manager, as it requires Process Manager to perform its functions.

Make your selections and click **Next**. The following page displays.

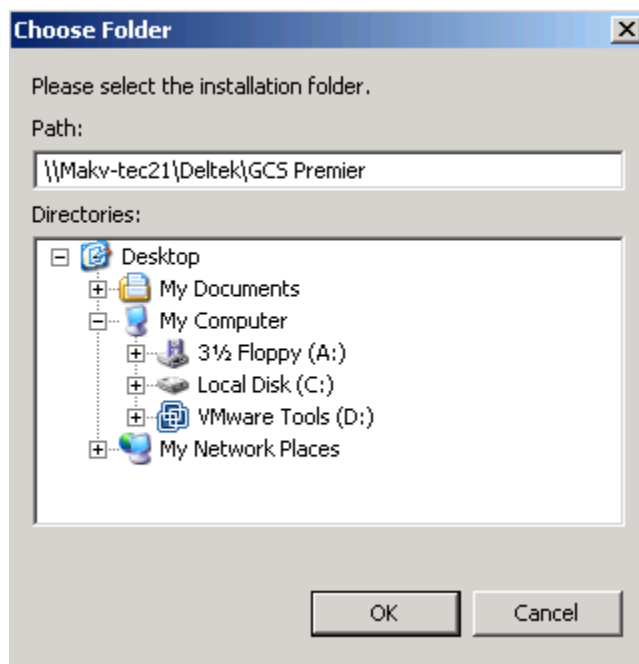
8. On the Deltek GCS Premier **Choose Destination Location** page, browse to the location where you want your GCS Premier **Parent** folder installed.



The **Parent** folder serves as the central network directory for storing the GCS Premier data files, licenses, and other shared information for each licensed company. This Parent folder also includes a subfolder that stores the **Setup** programs used to install the GCS Premier programs on your users' workstations.

Although you are technically installing the software on the server's local drive (for example, C: or D :), be sure to browse to the drive via "My Network Places" so that the UNC path to the location of the folders on the server will be written into the INI files. Failure to browse to the location via "My Network Places" causes you to have to manually edit all of the paths in the INI files before you perform the "Client" (workstation) portion of the installation.

When you click **Browse**, the following screen displays.

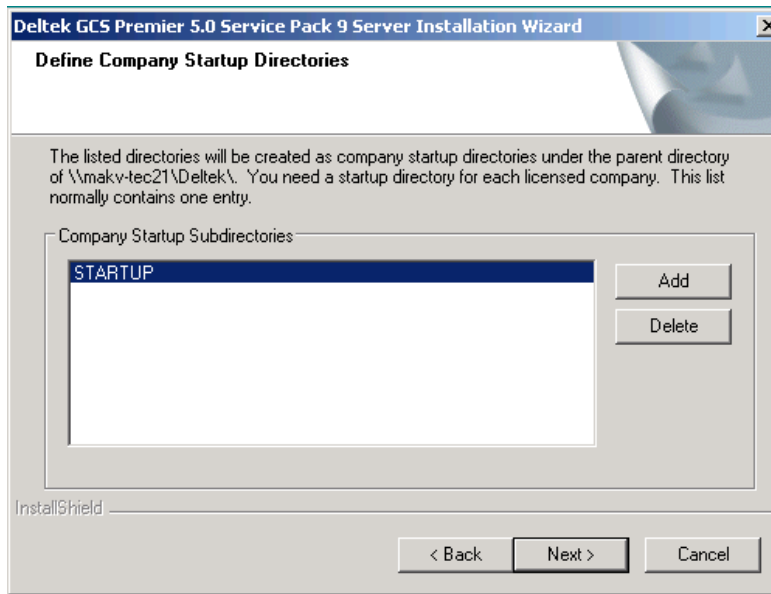


Browse through "My Network Places" to select the location of the 'Parent' folder. Click **OK** to accept the location, then click **Next** to continue.



If the GCS Application files are installed to a UNC path on Server 2008, Windows 7 or Windows Vista, when you launch GCS, you may get a UAC prompt from the Operating System that a network application wants to make changes to your machine. This is normal since to the OS the application is running from a UNC path.

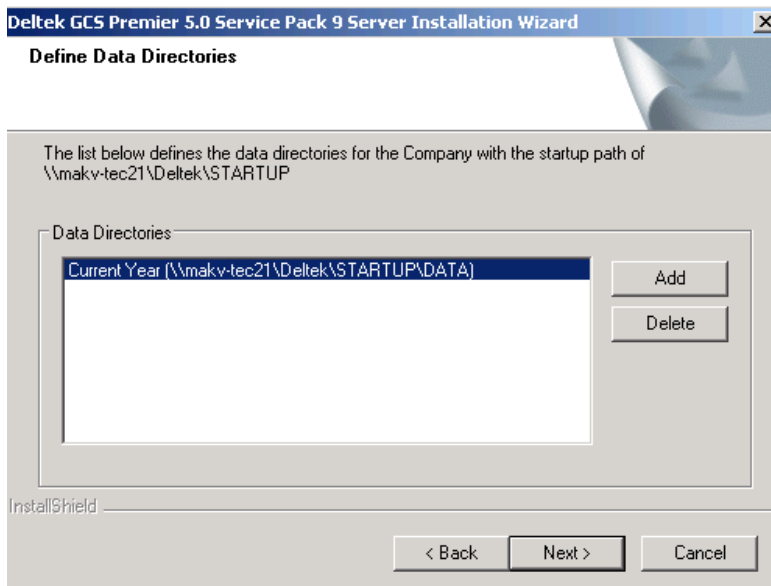
The following page displays.



9. On the **Define Company Startup Directories** page, click **Next** to accept the default name/location of the company Startup folder.

If performing a multi-company installation, click **Add** to select the locations of all the different company Startup folders. Once all of the additional company Startup folders have been added, click **Next**.

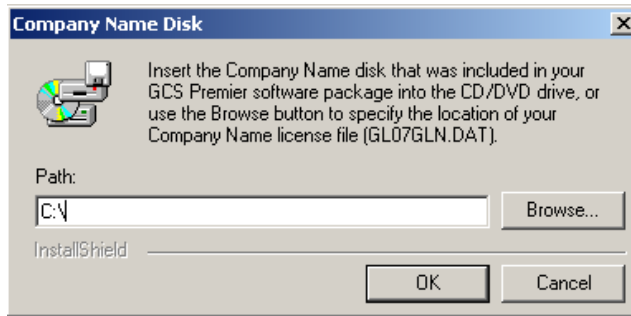
The **Define Data Directories** page displays.



10. On the **Define Data Directories** page, click **Next** to accept the default name/location of the company Data folder.

If performing a multi-company installation, use the **Add** button to select the locations of all the different company Data folders. Once all of the additional company Data folders have been added, click **Next**.

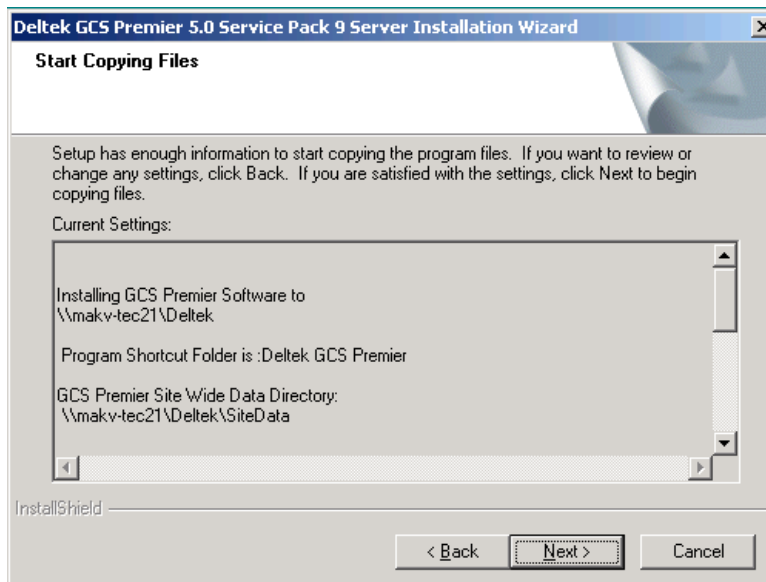
The **Company Name Disk** page displays.



11. The **Company Name Disk** screen appears. Click **Browse** to select the path where the Company License File GL07GLN.DAT is located, or insert the CD that contains the file, then browse to the location of the CD drive and click **OK**.

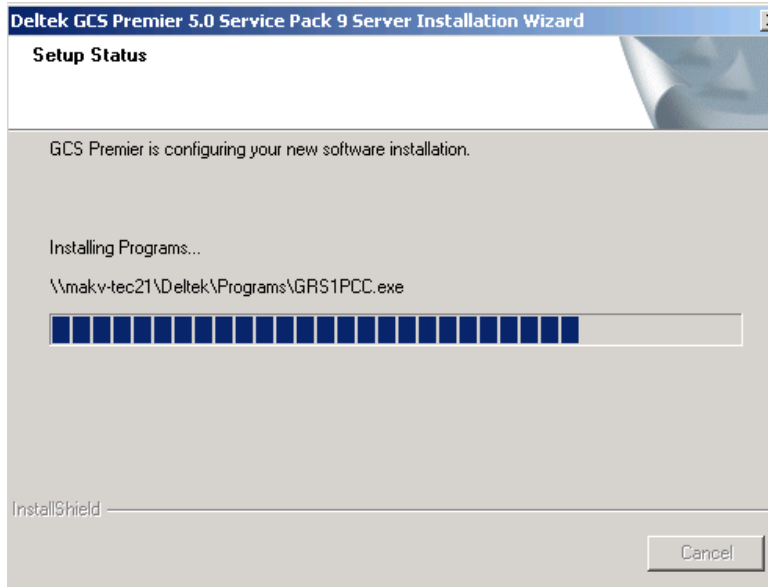
If performing a multi-company installation, you will be prompted to insert each of the CDs for each of the companies for which you will be performing the installation.

The **Start Copying Files** page displays.

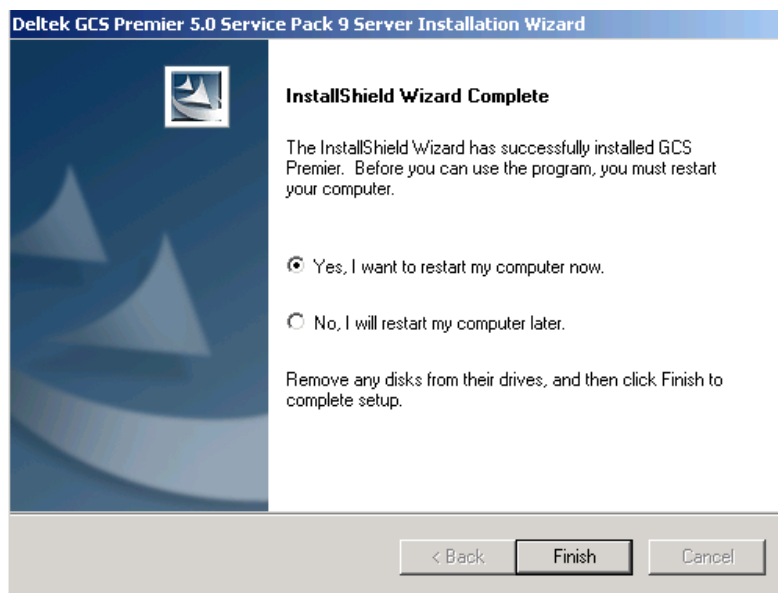


12. The **Start Copying Files** page lists the previous options that were selected as well as the folders that are created as part of the installation. Click **Next** to begin the installation of the GCS Premier Server Installation. The following displays.





The **Setup Status** page displays and, once completed, a series of processes run. When the Server Installation is complete, the following page displays.



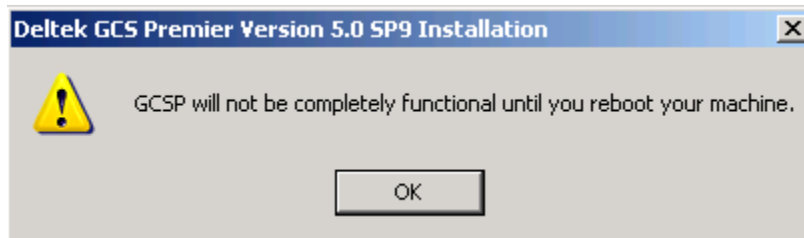
13. Select “Yes, I want to restart my computer now” to restart your computer as required by the Installer. Click **Finish** to exit the installation.



For full GCS Premier functionality, the following needs to occur:

- Reboot the machine.
- Share the GCS Premier Parent folder and its subfolders, as well as the Data folder, with all users and grant users all rights except “Full Control” to these folders.
- Ensure none of the folders and/or the files within the folders have been flagged read-only.

If you choose “No, I will restart my computer later” on this screen, the following message will appear but then the installation will complete and allow you to exit.



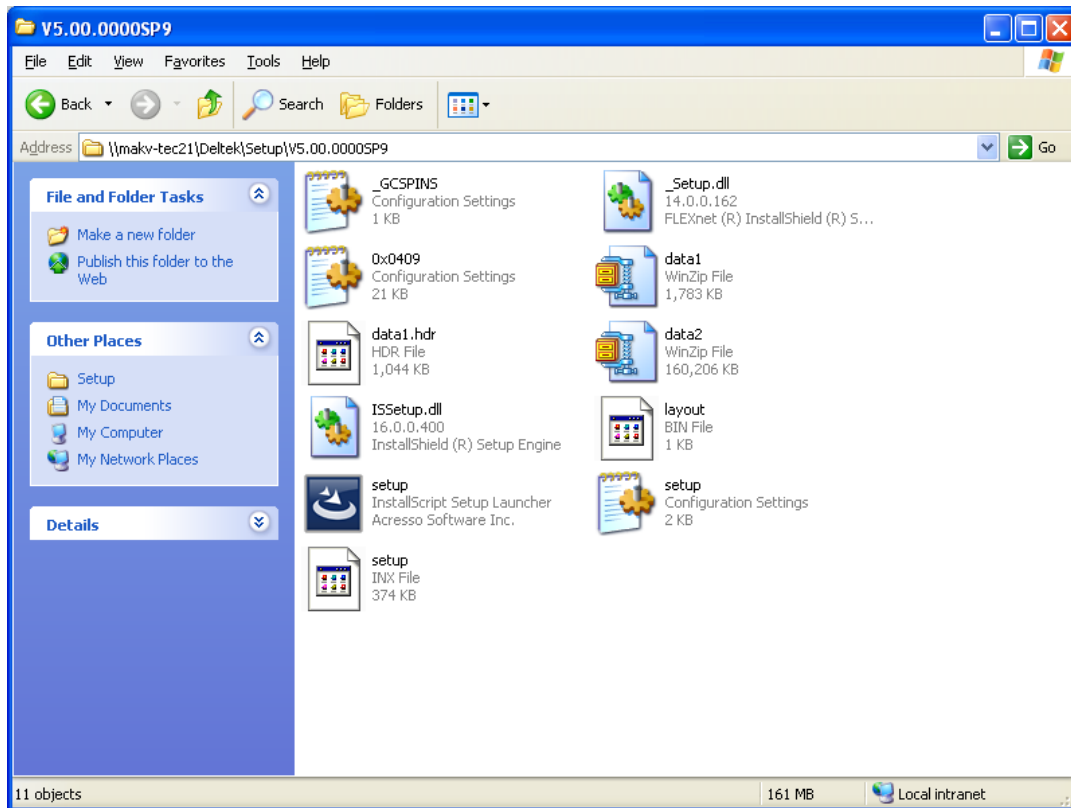
## New Client Installation

Run the **Client Installation** (local programs) on each workstation where you will install GCS Premier Version 5.0 SP9.

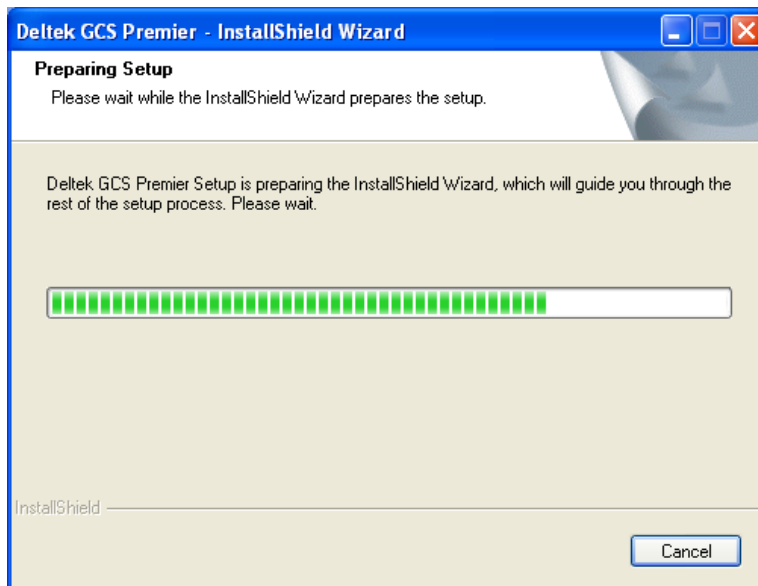
To perform the **Client Installation**, grant users local Administration privileges for their workstations. Then at each workstation, log in as the user who will be running GCS Premier on that workstation, and perform the installation. Additionally, if multiple profiles share the workstation and will be running GCS Premier, grant each profile Administrator privileges on the workstation, and run the **Client Installation** once for each profile.



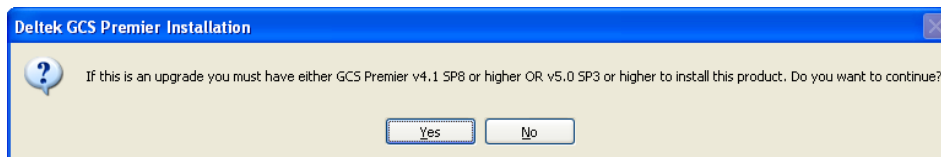
New Client installations require that you manually launch the upgrade installation by browsing to the "Setup\V5.00.0000SP9" folder on the server (*located* underneath the GCS Premier Parent folder).



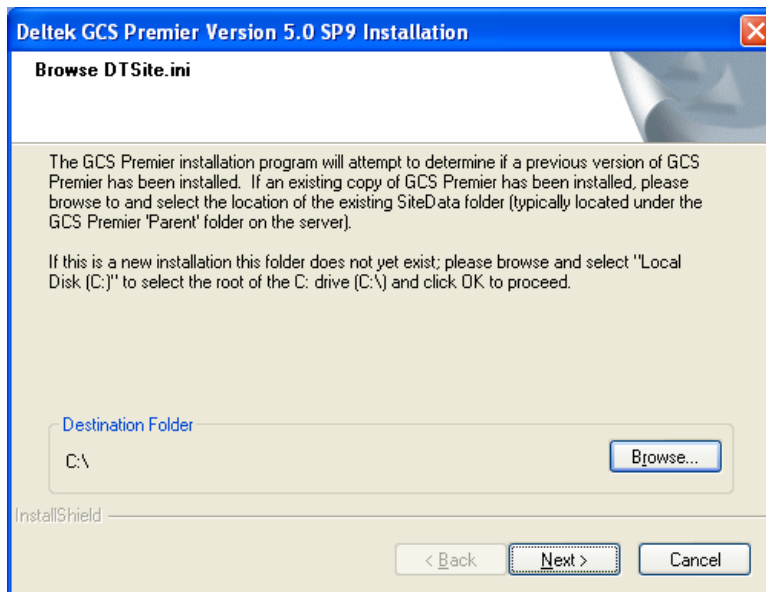
1. Double-click the **SETUP.EXE** file. Once the upgrade is launched, the following page displays.



The following page displays.

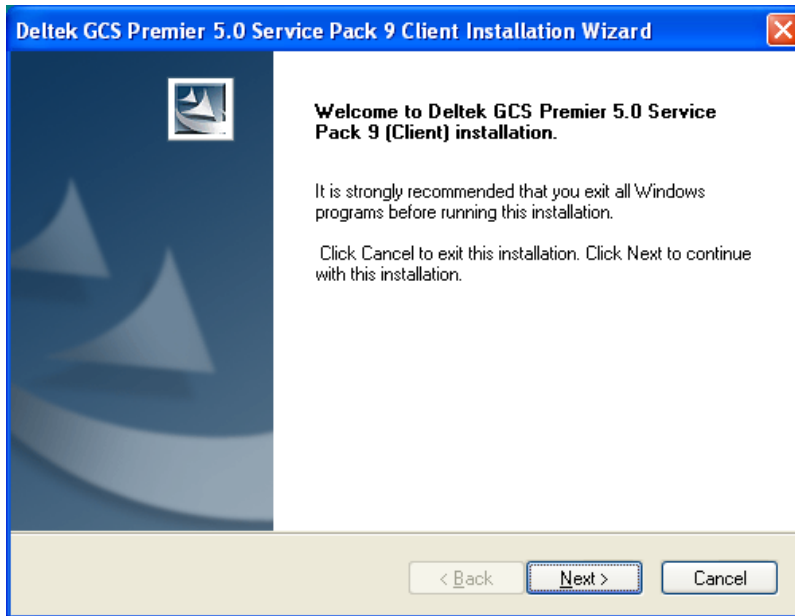


2. Click **Yes**. The **Browse DTSite.ini** page displays.

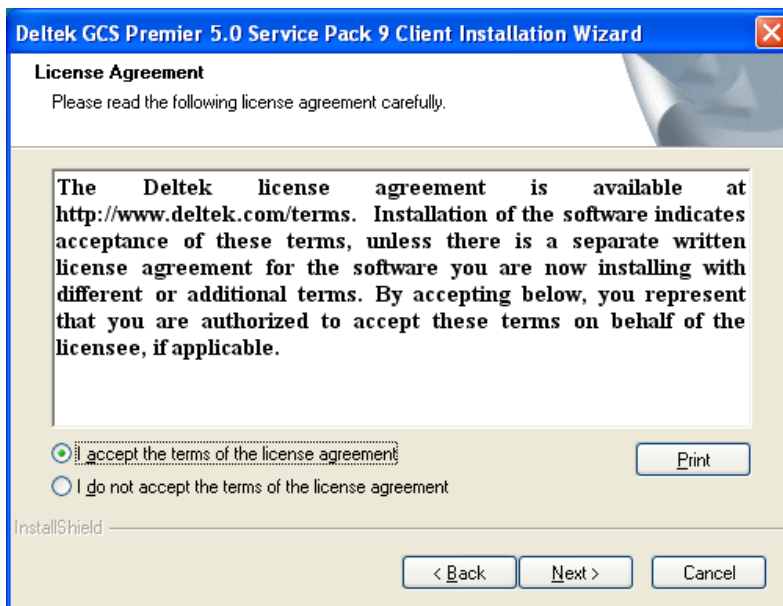


3. This first request for **Browse DTSite.ini** is used to determine if this is a New Installation or an Upgrade Installation. Browse to the root of the C: drive (**C:\**), then click **Next** to continue.

The **Welcome...** page displays.



4. On the **Welcome** page, click **Next** to display the License Agreement page.

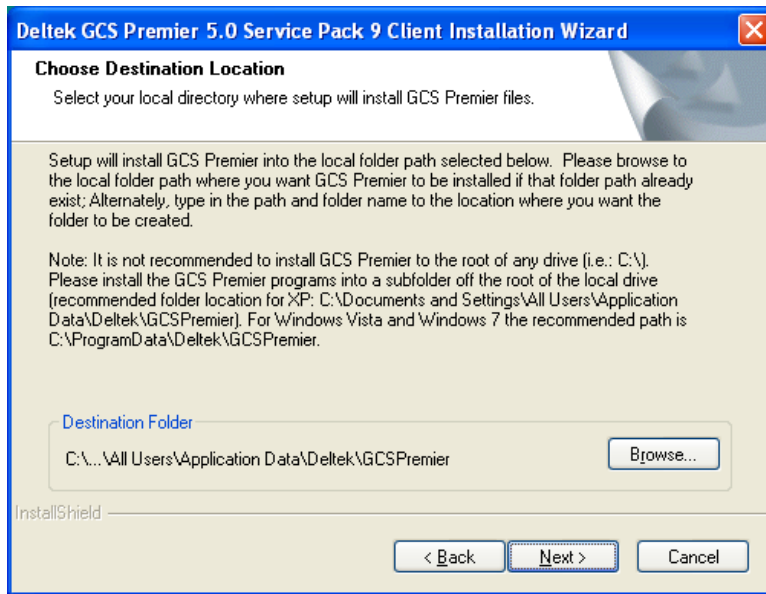


5. If you agree with the License Agreement stated on the **License Agreement** page, select “I accept the terms of the license agreement” and then click **Next**. If you do not accept the terms of the license agreement, the **Next** button will not become illuminated and you will not be allowed to proceed with the installation.




Installation of the software indicates acceptance of these terms, unless there is a separate written license agreement for the software you are now installing with different or additional terms. By accepting the agreement, you represent that you are authorized to accept these terms on behalf of the licensee, if applicable.

If you accept, the following page displays.

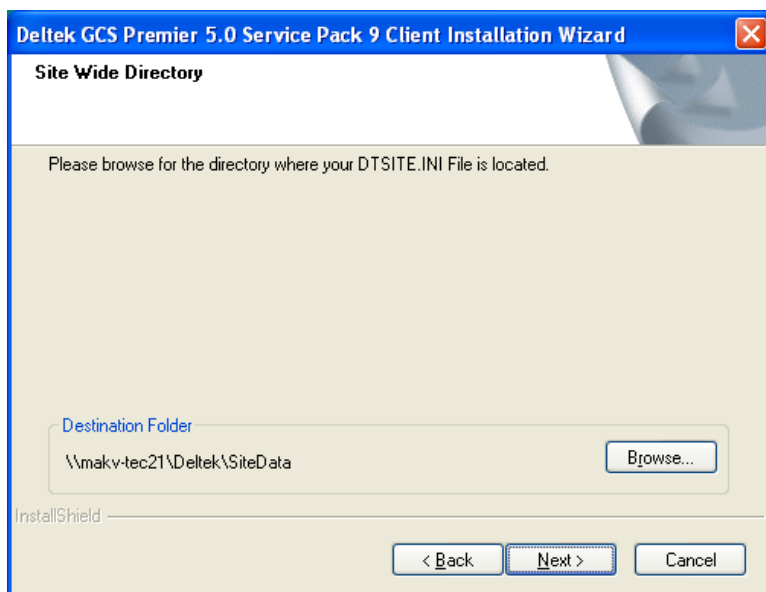


6. On the **Choose Destination Location** page, accept the default location that auto-populates, then click **Next** to continue.

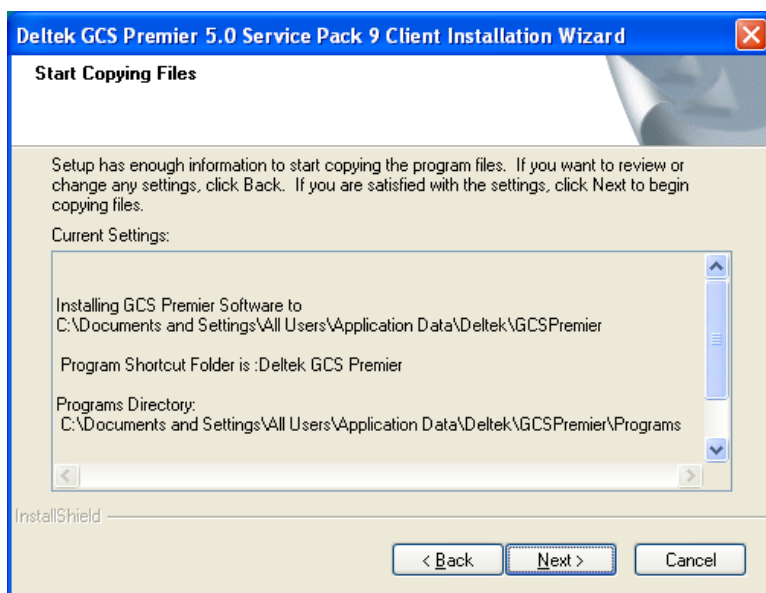
 Default locations for GCS Premier Parent folder vary by platform, as follows:

- **Windows Server 2003** – <%SystemDrive%>\Documents and Settings\All Users\Application Data\Deltek\GCSPremier
- **Windows XP** – <%SystemDrive%>\Documents and Settings\All Users\Application Data\Deltek\GCSPremier
- **Windows Vista (32-bit or 64-bit)** – <%SystemDrive%>\ProgramData\Deltek\GCSPremier
- **Windows Server 2008 (32-bit or 64-bit)** – <%SystemDrive%>\ProgramData\Deltek\GCSPremier
- **Windows 7 (32-bit or 64-bit)** – <%SystemDrive%>\ProgramData\Deltek\GCSPremier

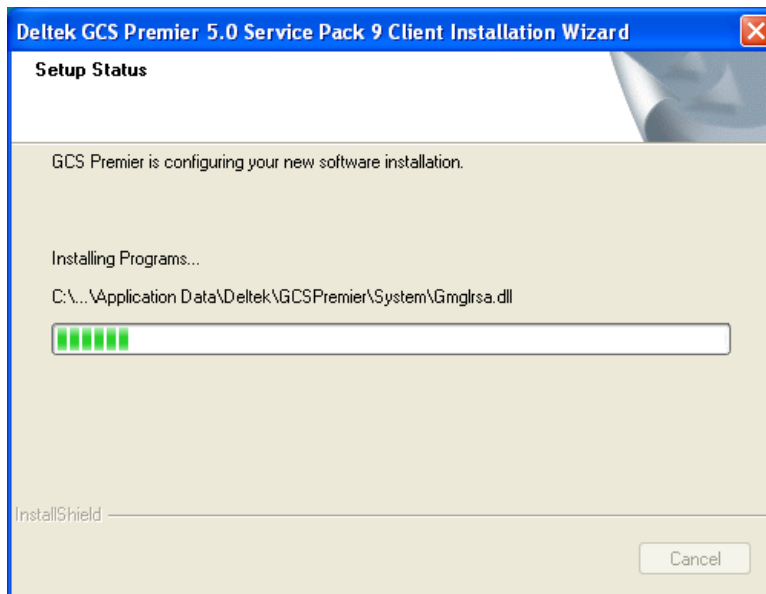
The **Site Wide Directory** page displays.



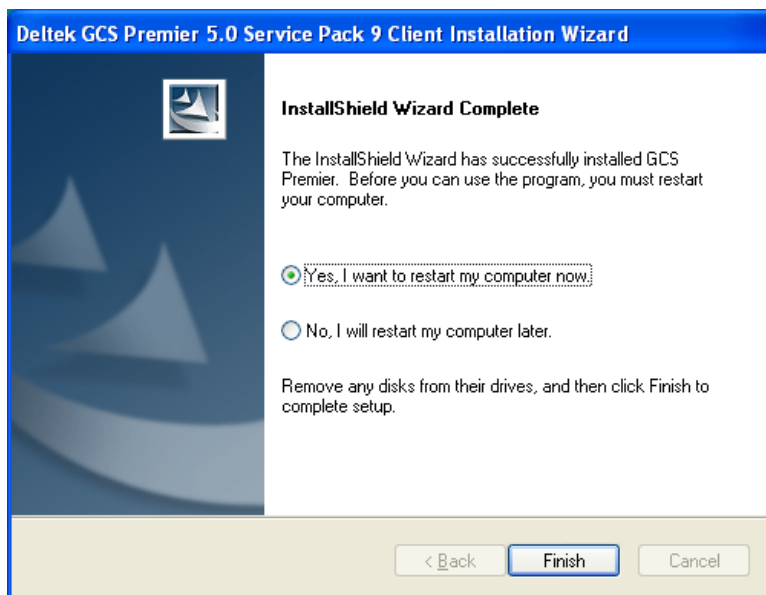
7. On the Deltek GCS Premier **Site Wide Directory** page, browse to the **SiteData** folder, located underneath the GCS Premier Parent folder on the server. Click **Next** to continue.



8. The **Start Copying Files** page lists the previous options that were selected as well as the folders that are created as part of the installation. Click **Next** to begin.



8. The **Setup Status** page displays. Once completed, the following page displays:



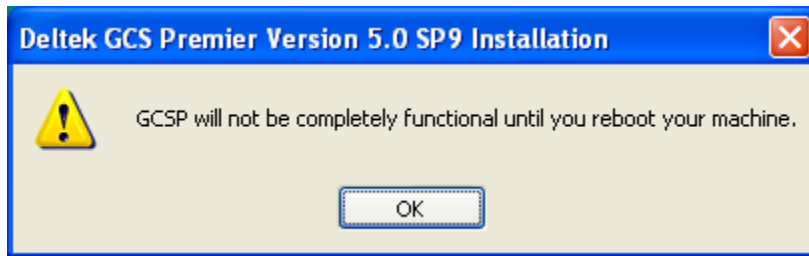
9. Select **Yes, I want to restart my computer now** to restart your computer as required by the Installer. Click **Finish** to exit the installation.



For full GCS Premier functionality, you must reboot the machine.



If you select **No, I will restart my computer later**, the following message displays but then the installation completes and allows you to exit.



## Upgrade Installation

You must be running GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher prior to installing the Version 5.0 SP9 upgrade. If the installer does not detect GCS Premier Version 4.1 SP8 or higher, or GCS Premier Version 5.0 SP3 or higher, an error messages will appear and the installation will exit.

If you have a version **lower** than GCS Premier Version 4.1 SP8, or **lower** than GCS Premier Version 5.0 SP3, you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer as a **New Installation**.

Perform an upgrade installation if you currently have GCS Premier Version 4.1 SP8 (or higher) installed, or GCS Premier Version 5.0 SP3 (or higher) installed, and you are running it on one of the following Windows platforms:

- Windows XP
- Window Server 2003



An Upgrade Installation automatically uninstalls the current version, and then proceeds with the 5.0 SP9 installation. A screen will appear stating “Setup is configuring GCS Premier installation” during this process. This screen will stay on screen for quite a while, do not assume the installation is hung up at this point.

The installation of Deltek GCS Premier is a two-part installation.

- Part one is the **Server Installation**, which is performed only once.
- Part two is the **Client Installation**, which you must perform on each individual workstation that will be running GCS Premier.



**Network Installation Note:** System administrators can elevate users’ privileges at their local workstations to Administrator level, enabling users to perform their own software installations at their workstations. With the Network Installation feature, the system administrator does not have to go to each workstation and perform the **Programs Installation** for users.

In this scenario, when GCS Premier is launched, the program automatically informs the user of an updated version on the server. The users then install the upgrade on their workstation by following the prompts. Please see the “Programs Installation” section of this document for more details.

## Before You Begin

### Reinstalling the Programs Installation of GCS Premier on a Workstation

Occasionally the **Programs Installation** (client) of GCS Premier needs to be uninstalled/reinstalled for various reasons, such as the workstation registry and/or workstation operating system may have become corrupted; the workstation's GCS Premier program files may have become corrupted; there is a mismatch between the .exe and .dll files called by that screen; or the .dll file may not have completed registration correctly during installation.

If for any reason you find that you need to uninstall the **Programs Installation** of GCS Premier, please refer to the “Known Issues” section of the *Deltek GCS Premier 5.0 Service Pack 9 Release Notes* for detailed steps.

## Clients with Custom Programming

If you have custom programming, do not install GCS Premier Version 5.0 SP9. Contact your Account Manager for further information.

## Backups

Perform a complete backup of the GCS Premier Parent folder and all of its subfolders, as well as a complete backup of all GCS Premier data folders prior to upgrading.

## Multiple Company Data Folders

For those clients that have multiple data folders for multiple companies, the installation automatically performs any necessary updates to all data folders listed in all DTSHARED.INI files in all company "Startup" folders that are listed in the [CompanyDirectories] section of your DTSITE.INI file.

**Please contact GCS Premier Customer Care if you have any questions regarding the setup and/or update for multiple companies and their data directories.**

## Prerequisites

You must be running at least GCS Premier Version 4.1 SP8, or GCS Premier Version 5.0 SP3 or higher prior to installing the Version 5.0 SP9 upgrade. If the installer does not detect at least GCS Premier Version 4.1 SP8, or GCS Premier Version 5.0 SP3 or higher, one of the following error messages will appear and the installation will exit:



If you have a version **lower** than GCS Premier Version 4.1 SP8, or **lower** than GCS Premier Version 5.0 SP3, you need to **manually** uninstall the version first, and then run GCSP 5.0 SP9 installer as a **New Installation**.

You must perform the **Server Installation** at the file server machine itself while logged in to the file server with an account that has full rights (*such as the Network Administrator or the Domain Administrator*) to the GCS Premier Parent folder (*and its subfolders*), as well as to any GCS Premier data folders.

The **Client Installation** must be installed while logged in as the user who will be running GCS Premier on that workstation, and that user must have local Administrator privileges on their own workstation to perform the installation. Additionally, if multiple profiles share the workstation and will be running GCS Premier, the **Client Installation** will need to be run once for each profile, and that profile must have local Administrator privileges on their own workstation to perform the installation.

- **On Windows XP, Vista and Windows 7 workstations** — If the user does not currently have local Administrator privileges on their own workstation, grant them local Administrator privileges temporarily and manually perform the installation. Then set their privileges back to what they previously were.

## Client/Server Installations

GCS Premier Version 5.0 SP9 requires that the Server Installation be performed at the file server itself, rather than from a workstation to the file server, if performing a Client/Server Installation. Ensure the Server Installation is performed on the file server machine directly.

During installation on the server, although you will technically be installing the software on the server's local drive (such as C: or D :), be sure to browse to the drive via "My Network Places" so that the UNC path to the location of the folders on the server will be written into the INI files. Failure to browse to the location via "My Network Places" will cause you to have to manually edit all of the paths in the INI files before you perform the "Client" (workstation) portion of the installation.

## Preliminary Questions

During the installation process, you will be asked the following questions. Please review the questions below and decide how to answer them prior to beginning the actual installation.

*Browse to DTSite.ini* — The DTSite.ini file is located in the \SiteData folder, which resides underneath the GCS Premier 'Parent' folder on the server. This path should auto-populate during the installation process.

*Select Additional Features* — Select additional features to install.

You will be presented with the option to install additional Deltek products that work with (but are not a part of) GCS Premier. None are required to run GCS Premier successfully. Highlight each product to see a brief description of that product.

These products are available at no cost to all clients, but do require additional dedicated hardware to run. More detailed information on both products can be found on our Deltek Customer Care Connect site, or you can contact your Account Manager or GCS Premier Customer Care.



These products can be installed at a later date independent of the GCS Premier Version 5.0 SP9 installation by running the Version 5.0 SP9 installation process again and choosing to modify the program.

## Error Messages

If you receive an error message during the installation of this update, please contact Deltek Customer Care for assistance.

## Pre-Installation

You must be running at least GCS Premier Version 4.1 SP8, or GCS Premier Version 5.0 SP3 or higher prior to installing the Version 5.0 SP9 upgrade. If the installer does not detect at least GCS Premier Version 4.1 SP8, or GCS Premier Version 5.0 SP3 or higher, an error message will appear and the installation will exit.

If you have a version **lower** than GCS Premier Version 4.1 SP8, or **lower** than GCS Premier Version 5.0 SP3, you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer as a New Installation. Upgrading from lower versions for these platforms is not supported.

Prior to installing GCS Premier 5.0 SP9, you need to do the following:

- Uninstall existing GCS Premier software, if required (see above).
- Be sure that the Server Installation is performed at the file server itself, while logged in with Administrator privileges.

- All installations should be installed as the user who will be running GCS Premier on that Workstation / Terminal Server / File Server machine, and that user must have local Administrator privileges on the machine at the time of installation in order to successfully perform the installation. If the user does not currently have local Administrator privileges on the Workstation / Terminal Server / File Server machine, temporarily grant the user local Administrator privileges and perform the installation. Remember to restore the users' privileges back to what they previously were upon completion.
- If multiple profiles share the Workstation / Terminal Server / File Server machine and will be running GCS Premier, the **Programs Installation** needs to run once for each profile, and that profile must have local Administrator privileges on the machine at the time of installation in order to perform the installation successfully.
- As a Domain Administrator the account automatically has permissions at the NTFS level, but the account needs to be manually granted permissions to the share. Be sure to add the Domain Administrator account to the **Security** tab for the share that the GCS Premier **Parent** folder resides on, if it has not already been done.
- Recent Windows security updates have been hiding the **C:\Program Files\InstallShield Installation Information** folder and then GCS Premier cannot determine the installed version and errors are received. Please ensure this folder is not hidden and the user performing the installation has permissions to access this folder (and its subfolders) during the installation process.
- Download the executable file onto the file server's Desktop.



To install and run GCS Premier, you do not need to grant permissions to individual users if the Group they are a member of has been granted permissions at the Group level. The Administrators group needs to be granted "Full Control" permissions (for installation purposes), and the Standard User group needs "Modify" rights added to the default rights assigned to that group to run the application successfully.

## Uninstall Software

Before you begin the process of installing GCS Premier 5.0 SP9, you must uninstall existing GCS Premier demo software and/or non-upgradeable versions of GCS Premier (see "When to Perform a New or Upgrade Installation" section above for details).

### To uninstall the GCS Premier DemoSoftware:

1. Click **Start » Control Panel**.
2. Click **Add or Remove Programs**.
3. Select the **Deltek GCS Premier** or **Deltek Demo GCS Premier** program and click **Remove**.

## Download the Executable File

Download the **DeltekGCSPremier50SP9.exe** file from the distribution site at <https://deltek.custhelp.com/app/Distribution>.

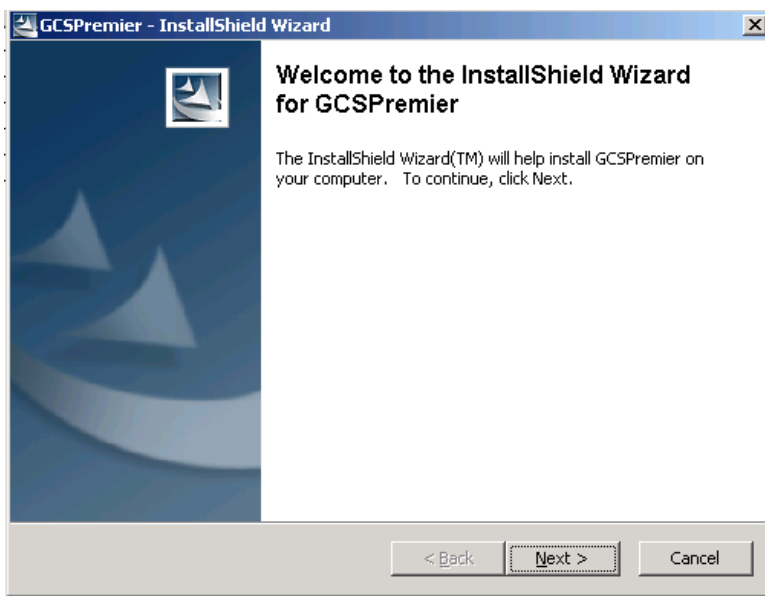
## Upgrade Server Installation

1. Begin the upgrade installation of GCS Premier Version 5.0 SP9 with the **Server Installation**. After you download the **DeltekGCSPremier50SP9.exe** from the distribution site, double-click the file to begin the installation.

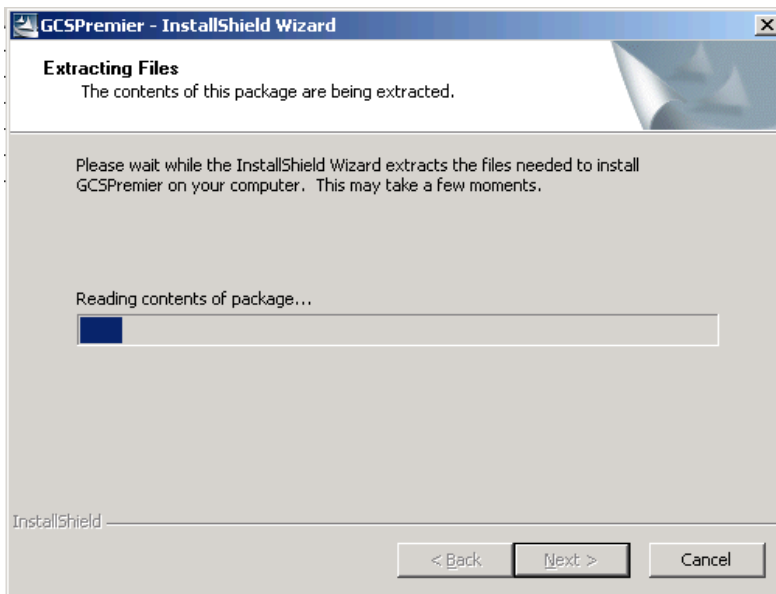


The installation of Deltek GCS Premier Version 5.0 SP9 requires a reboot of the file server upon completion.

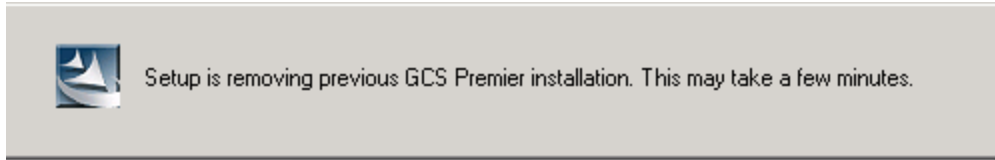
The **Welcome to the InstallShield Wizard** screen displays.



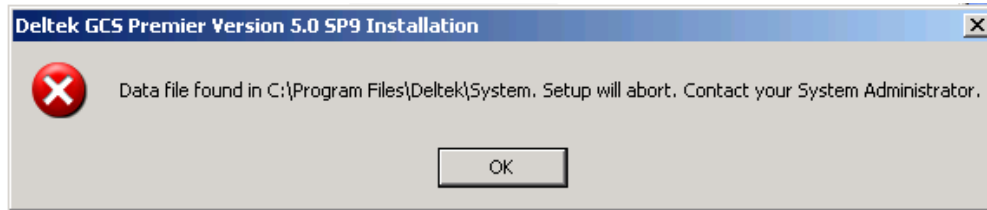
2. On the InstallShield Wizard page, click **Next** to extract the files and begin the installation. The following page displays.



The Installer checks for and deletes previous installations, if necessary. The message below will stay on the screen for quite some time during this process, do not assume the installation has hung up at this point.

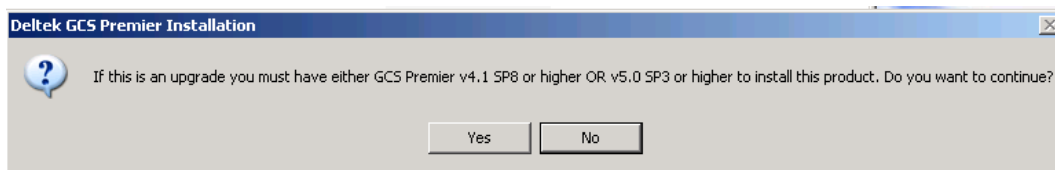


If data files are found in the \Programs or \System folder, the following warning displays:

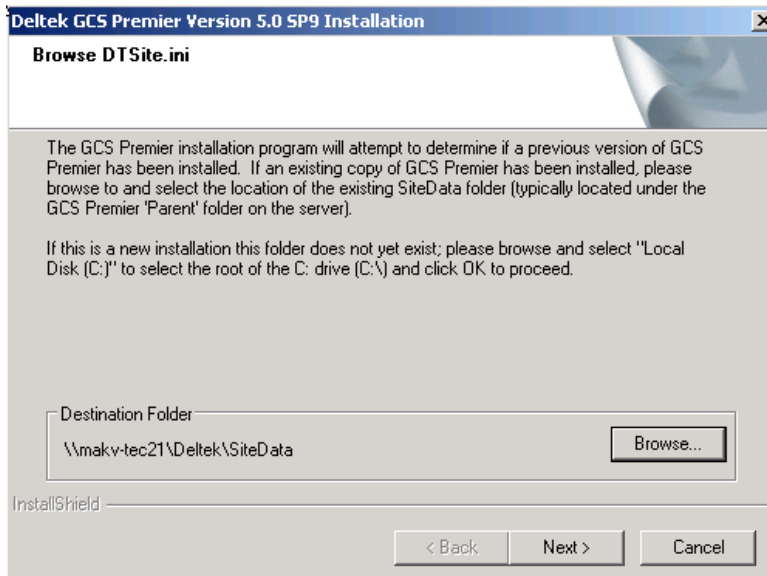


If this warning displays, create another copy of your data files outside of the \Programs or \System folder, and then delete the copy that currently exists inside of the \Programs or \System folders to resume the installation.

The following page displays.



3. If you have a version **lower** than GCS Premier Version 4.1 SP8, or **lower** than GCS Premier Version 5.0 SP3 (or above), you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer as a **New Installation**. If you are upgrading from one of the supported upgrade versions, click **Yes**. The **Browse DTSite.ini** page displays.

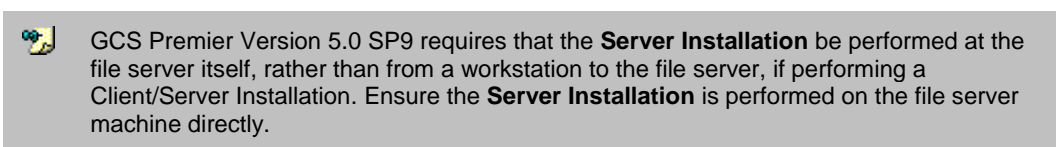


10. On the Deltek GCS Premier **Browse DTSite.ini** page, the correct location of the **DTSite.ini** file should be displayed. If this path does not auto-populate, please browse to the **\\SiteData** folder, located underneath the GCS Premier 'Parent' folder on the server. Click **Next** to continue.

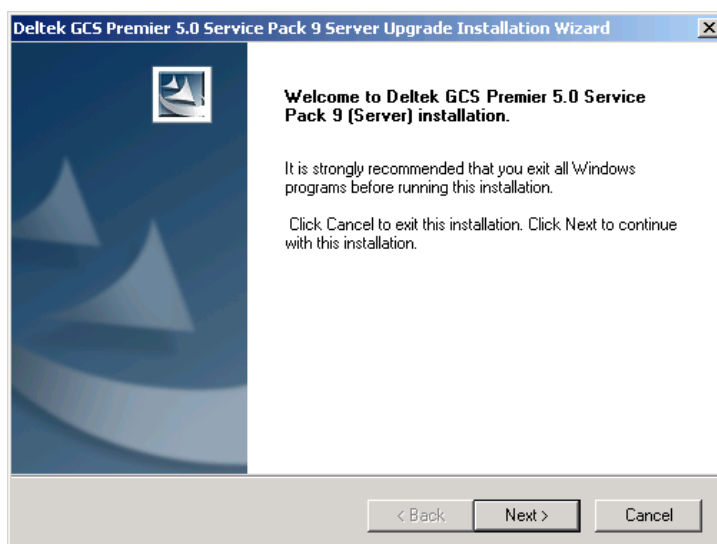
The following warning may appear.



If you receive the message above, click **OK** to proceed past the warning.

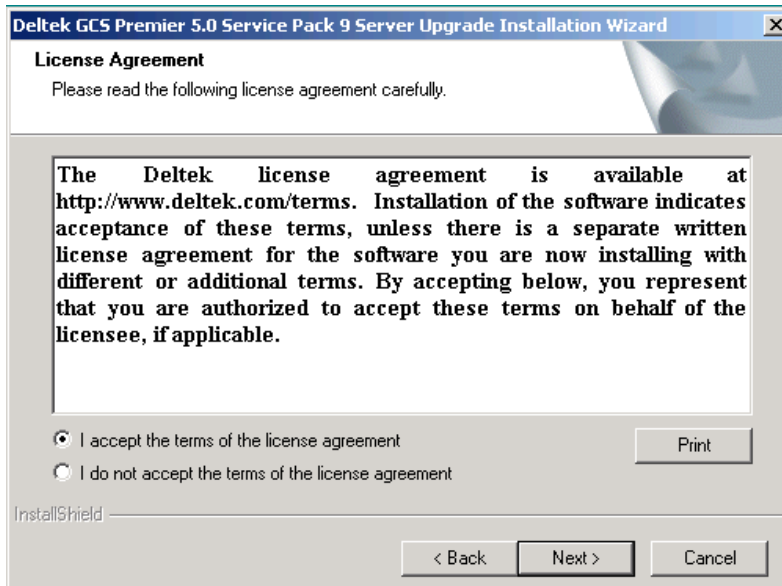


The **Welcome...** page displays.



4. On the **Welcome...** page, click **Next** to display the License Agreement page.



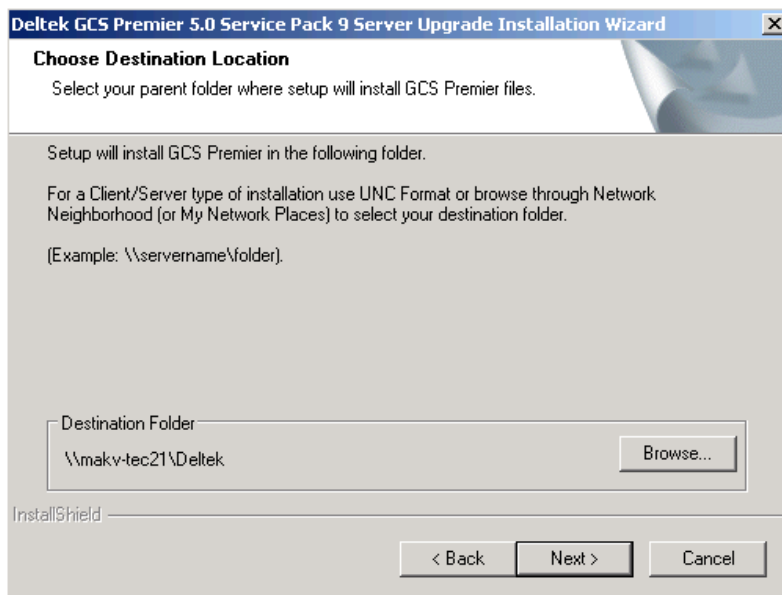


5. If you agree with the License Agreement stated on the **License Agreement** page, select “I accept the terms of the license agreement” and then click **Next**. If you do not accept the terms of the license agreement, the **Next** button will not become illuminated and you will not be allowed to proceed with the installation.



Installation of the software indicates acceptance of these terms, unless there is a separate written license agreement for the software you are now installing with different or additional terms. By accepting the agreement, you represent that you are authorized to accept these terms on behalf of the licensee, if applicable.

If you accept, the following page displays:



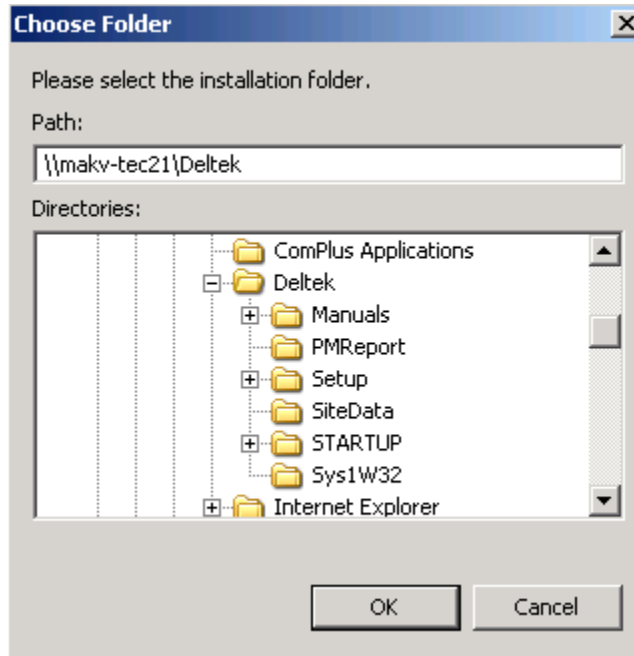
6. On the Deltek GCS Premier **Choose Destination Location** page, browse to the location where your GCS Premier **Parent** folder is currently installed, or click **Next** to accept the default folder if it is accurately displayed.



The **Parent** folder serves as the central network directory for storing the GCS Premier data files, licenses, and other shared information for each licensed company. This **Parent** folder also includes a subfolder that stores the **Setup** programs used to install the GCS Premier programs on your users' workstations. A copy of the GCS Premier **Programs Installation** will also be installed on the file server.

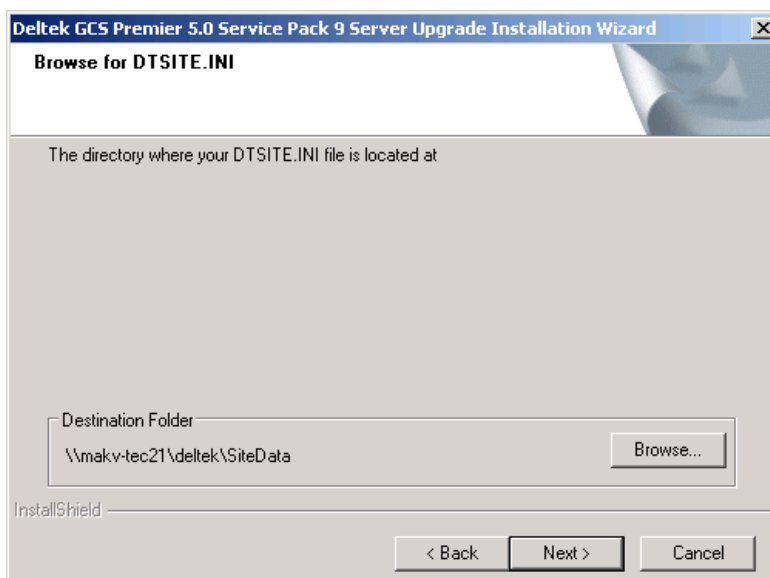
Although you will technically be installing the software on the server's local drive (such as C: or D:), be sure to browse to the drive via "My Network Places" so that the UNC path to the location of the folders on the server will be written into the INI files. Failure to browse to the location via "My Network Places" will cause you to have to manually edit all of the paths in the INI files before you perform the Client (workstation) portion of the installation.

If you click **Browse**, the following screen displays.

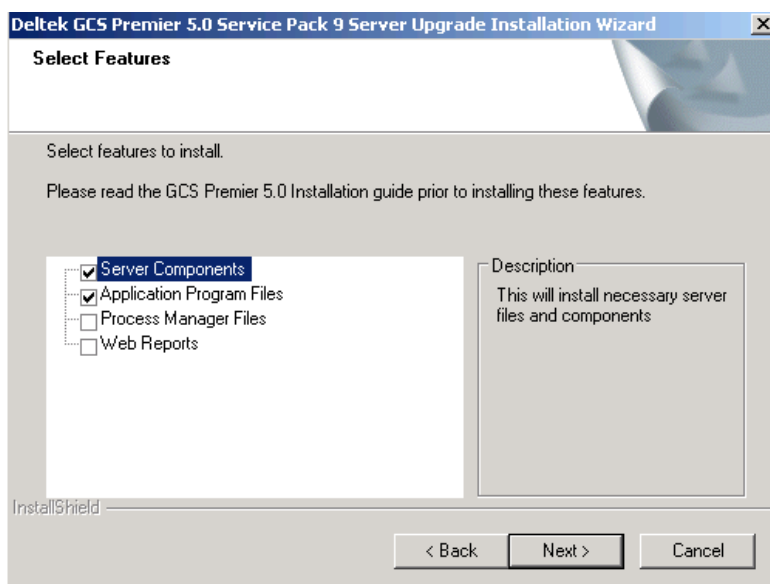


Browse through "My Network Places" to select the location, click **OK** to accept it, then click **Next** to continue.

The following page displays.



7. On the Deltek GCS Premier **Browse DTSite.ini** page, the correct location of the **DTSite.ini** file should be displayed. If this path does not auto-populate, please browse to the **\SiteData** folder, located underneath the GCS Premier 'Parent' folder on the server. Click **Next** to continue.



8. On the **Select Features** page, select the check boxes to install Server Components, Application Program Files (if you intend to use this server as a workstation for GCS Premier or for remote access), Process Manager Files, and/or Web Reports, and then click **Next** to continue.



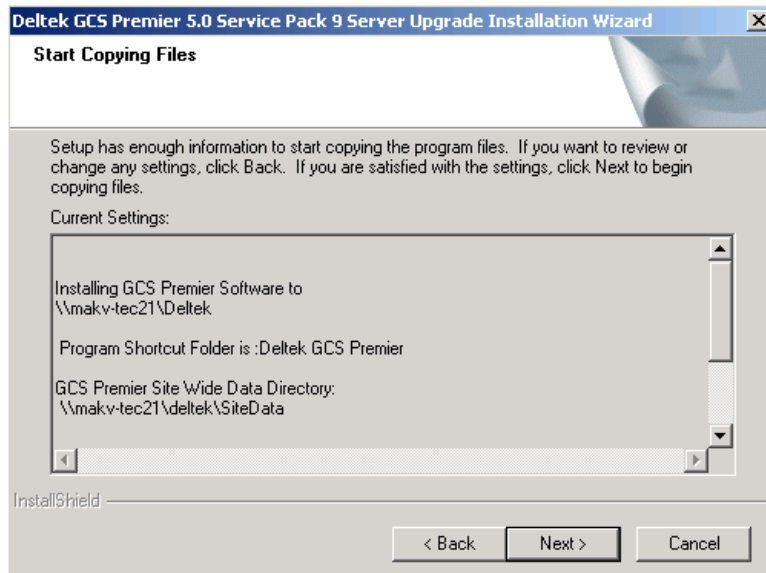
Process Manager and Web Reports are not part of the GCS Premier program and are not required for GCS Premier to function. Highlight each product to see a brief description of that product. These products are available at no cost to clients, but do require additional dedicated resources and hardware to run. More detailed information on both products can be found on our Deltek Customer Care Connect site, or you can contact your Account Manager or GCS Premier Customer Care.

These features can be installed at a later date independent of the GCS Premier Version 5.0 SP9 installation by running the Version 5.0 SP9 installation process again and choosing to “Modify” the program.

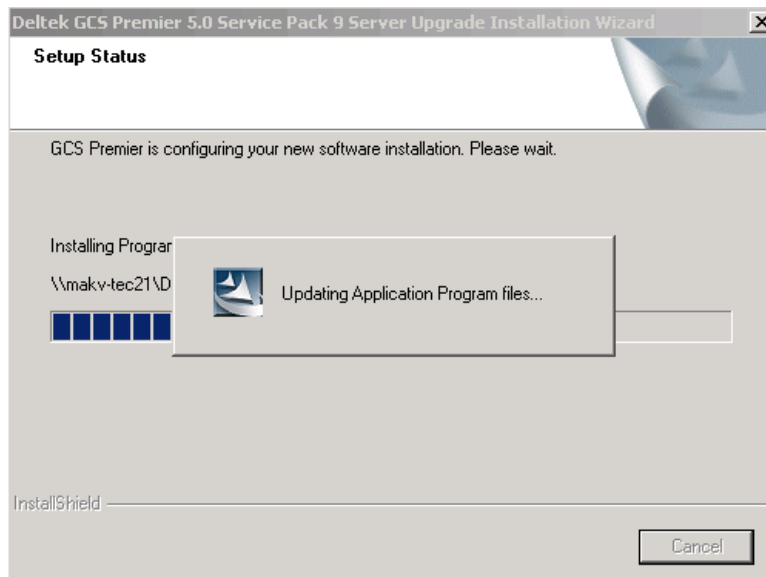


Process Manager can be installed independent of Web Reports, but Web Reports cannot be installed without Process Manager, as it requires Process Manager to perform its functions.

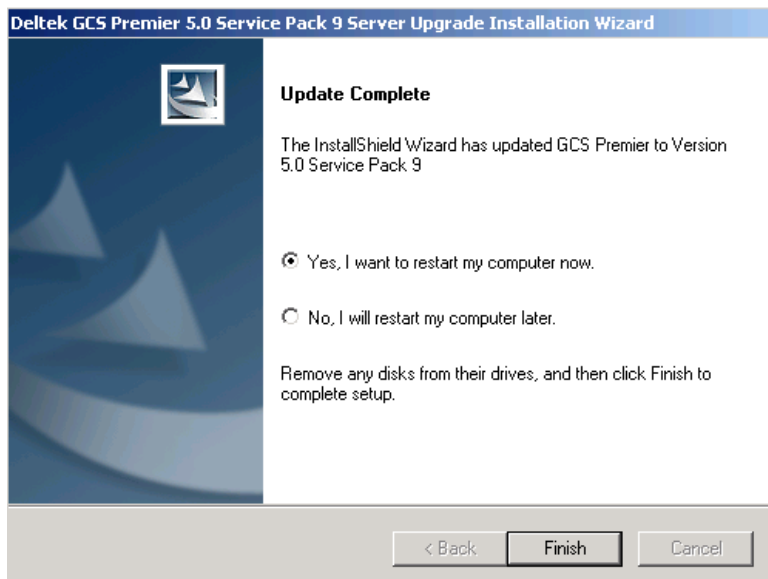
The following page displays:



9. The **Start Copying Files** page lists the previous options that were selected as well as any new folders that are created as part of the installation. Click **Next** to begin the installation of the GCS Premier Server Installation.



10. The **Setup Status** page displays and, once completed, a series of processes are run. When the Server Installation is complete, the following page displays.



11. Select "Yes, I want to restart my computer now" to restart your computer as required by the Installer. Click **Finish** to exit the installation.

If you choose "No, I will restart my computer later" on this screen, the following message will appear but then the installation will complete and allow you to exit.



## Upgrade Client Installation

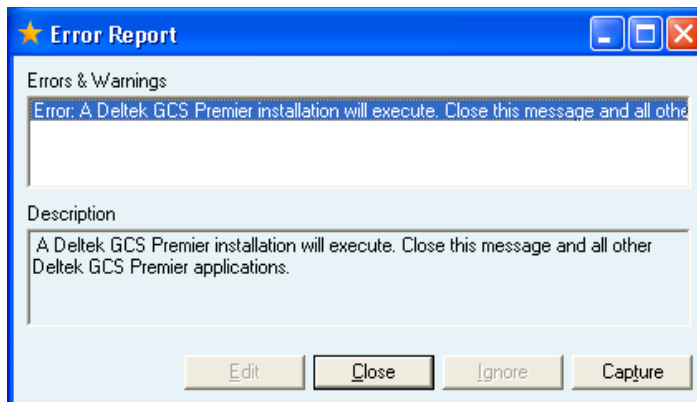
Run the **Client Installation** (local programs) on each workstation where you will install GCS Premier Version 5.0 SP9.

To perform the **Client Installation**, grant users local Administrator privileges for their workstations. Then at each workstation, log in as the user who will be running GCS Premier on that workstation, and perform the installation. Additionally, if multiple profiles share the workstation and will be running GCS Premier, grant each profile Administrator privileges on the workstation, and run the **Client Installation** once for each profile.

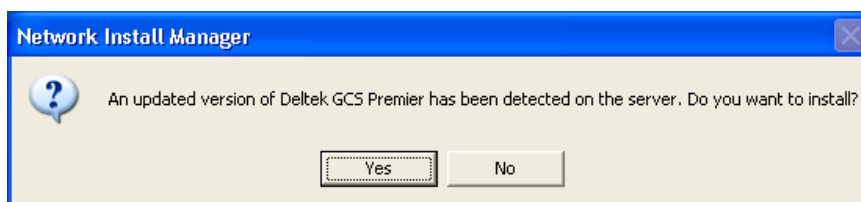
**On Windows XP, Vista and Windows 7 workstations** — If the user does not currently have local Administrator privileges on their own workstation, grant them local Administrator privileges temporarily and manually perform the installation. Then set their privileges back to what they previously were.

Setup will automatically uninstall the previous version of GCS Premier from your workstation (if required), then will launch the Client Installation immediately and without interruption.

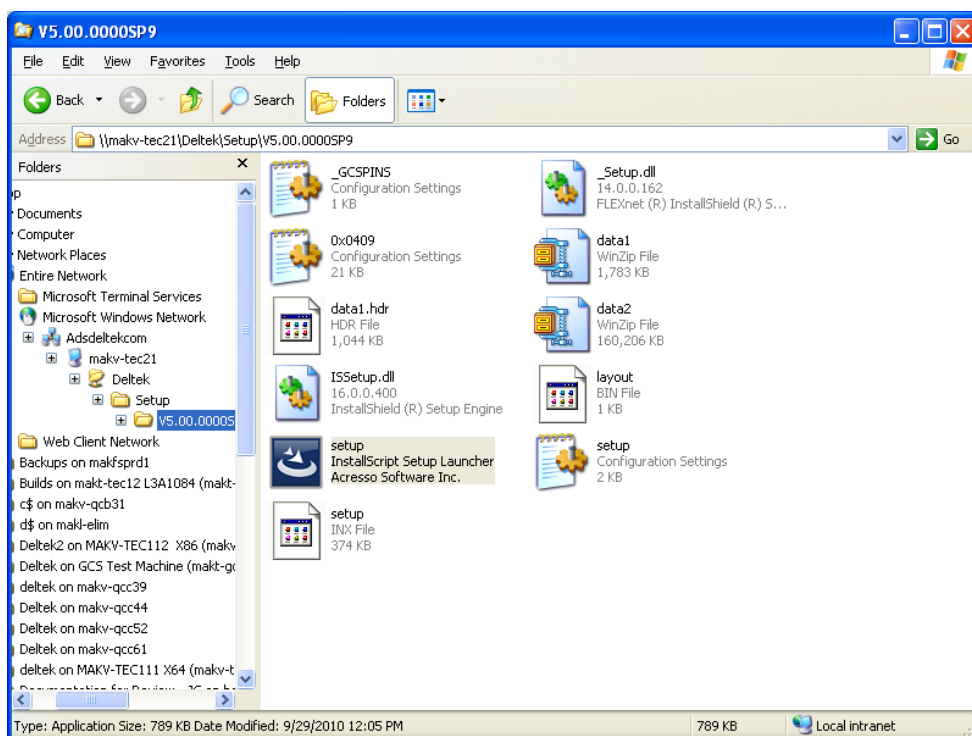
1. To begin the upgrade installation, double-click the GCS Premier icon on the desktop. The following Error Report message appears. Click **Close** to close the message and begin the installation.



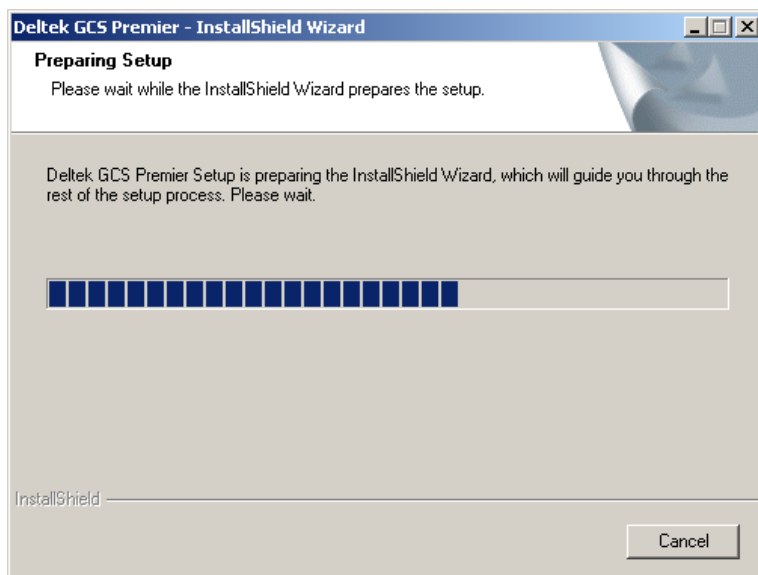
2. The following message appears. Click **Yes**.



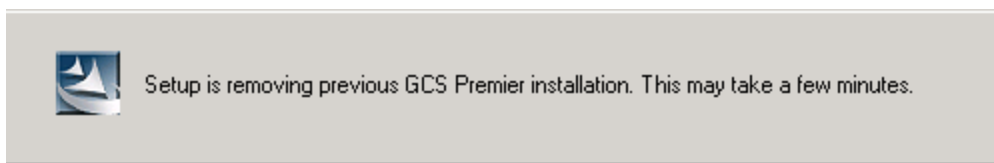
Alternately, you can manually launch the upgrade installation by browsing to the "Setup\V5.00.0000SP9" folder on the server (*located* underneath the GCS Premier **Parent** folder) and double-click the **SETUP.EXE** file.



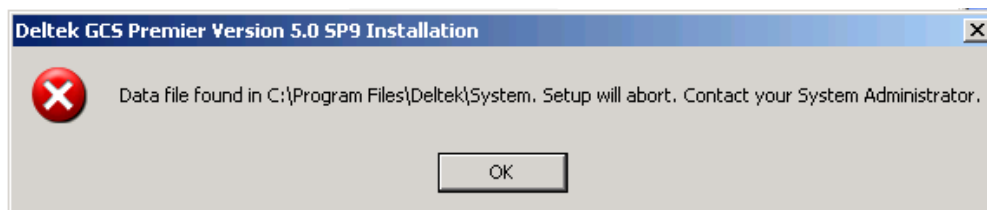
3. Once the upgrade is launched, the **Preparing Setup** page displays.



4. The Installer checks for and deletes previous installations, if necessary. The message below will stay on the screen for quite some time during this process, do not assume the installation has hung up at this point.

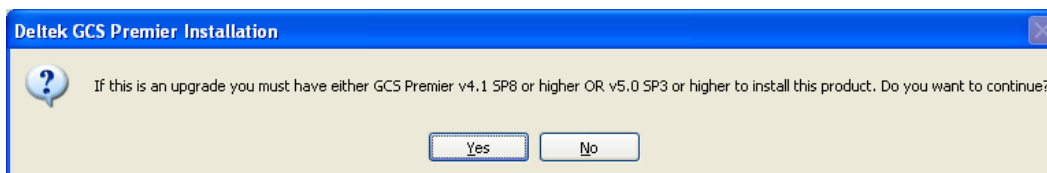


5. If data files are found in the \Programs or \System folder, the following warning displays:

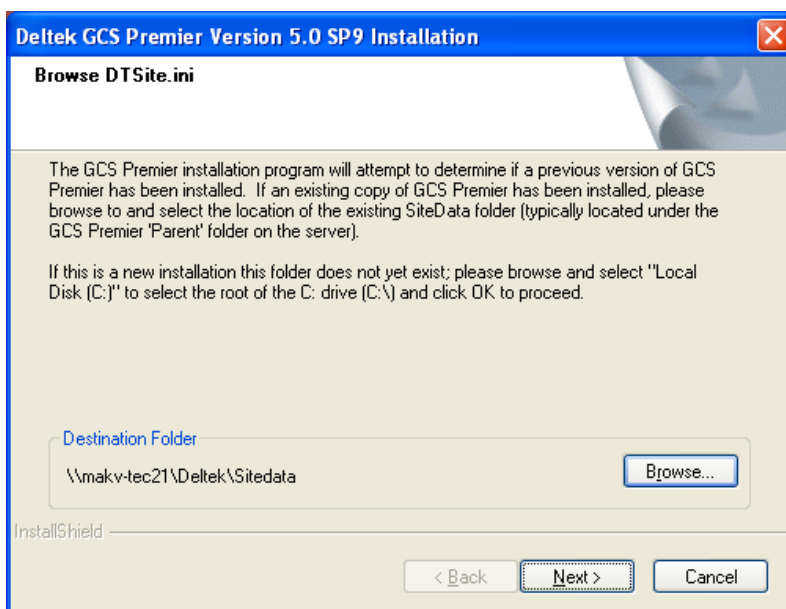


If this warning displays, create another copy of your data files outside of the \Programs or \System folder, and then delete the copy that currently exists inside of the \Programs or \System folders to resume the installation.

The following page displays.



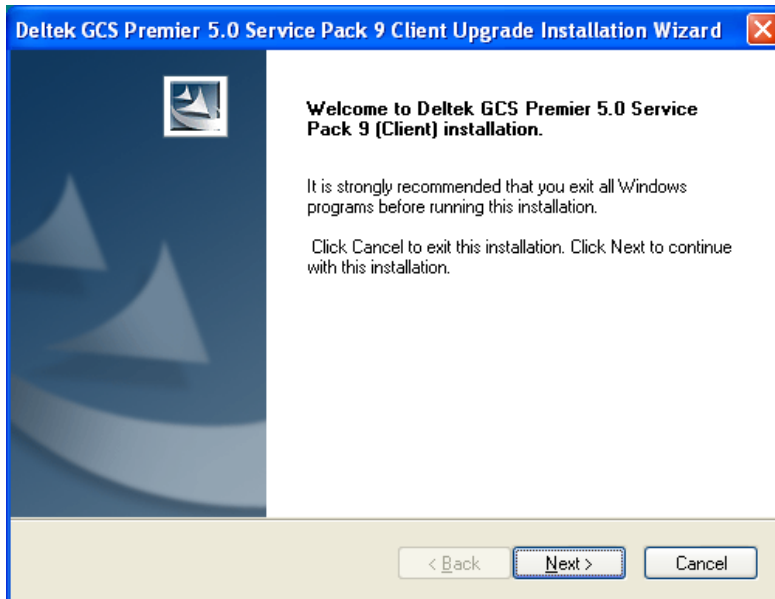
6. If you have a version **lower** than GCS Premier Version 4.1 SP8, or **lower** than GCS Premier Version 5.0 SP3, you need to **manually** uninstall it first, and then run GCSP 5.0 SP9 installer as a **New Installation**. If you are upgrading from one of the supported upgrade versions, click **Yes**. The **Browse DTSite.ini** page displays.



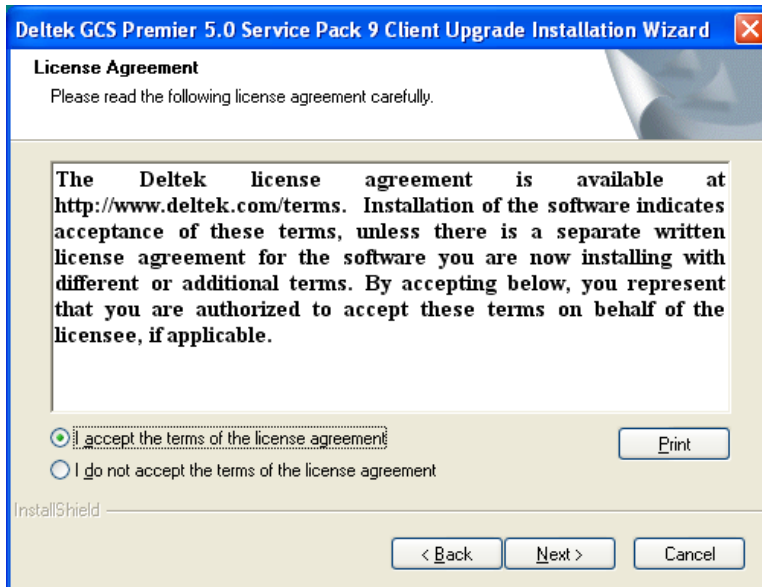


7. On the Deltek GCS Premier **Browse DTSite.ini** page, the correct location of the **DTSite.ini** file should be displayed. If this path does not auto-populate, please browse to the **\SiteData** folder, located underneath the GCS Premier **Parent** folder on the server. Click **Next** to continue.

The **Welcome...** page displays.



On the **Welcome** page, click **Next** to display the License Agreement page.

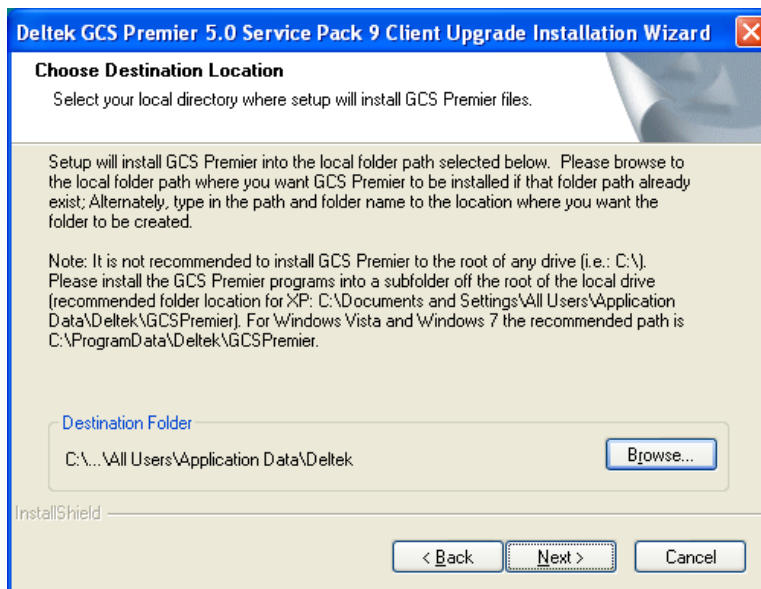


8. If you agree with the License Agreement stated on the **License Agreement** page, select “I accept the terms of the license agreement” and then click **Next**. If you do not accept the terms of the license agreement, the **Next** button will not become illuminated and you will not be allowed to proceed with the installation.



Installation of the software indicates acceptance of these terms, unless there is a separate written license agreement for the software you are now installing with different or additional terms. By accepting the agreement, you represent that you are authorized to accept these terms on behalf of the licensee, if applicable.

If you accept, the following page displays:



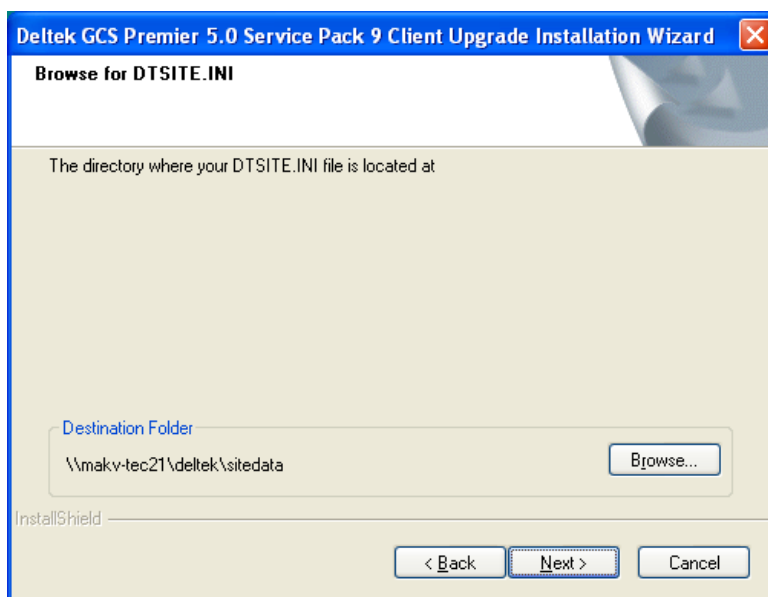
9. On the **Choose Destination Location** page, accept the default location that auto-populates, then click **Next** to continue.



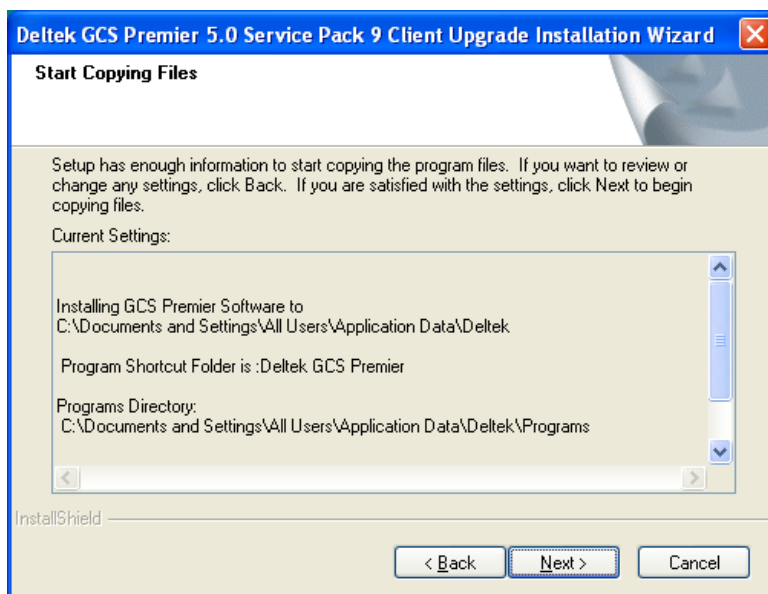
Default locations for GCS Premier Parent folder vary by platform, as follows:

- **Windows Server 2003** – <%SystemDrive%>\Documents and Settings\\All Users\\Application Data\\Deltek\\GCSPremier
- **Windows XP** – <%SystemDrive%>\Documents and Settings\\All Users\\Application Data\\Deltek\\GCSPremier
- **Windows Vista (32-bit or 64-bit)** – <%SystemDrive%>\ProgramData\\Deltek\\GCSPremier
- **Windows Server 2008 (32-bit or 64-bit)** – <%SystemDrive%>\ProgramData\\Deltek\\GCSPremier
- **Windows 7 (32-bit or 64-bit)** – <%SystemDrive%>\ProgramData\\Deltek\\GCSPremier

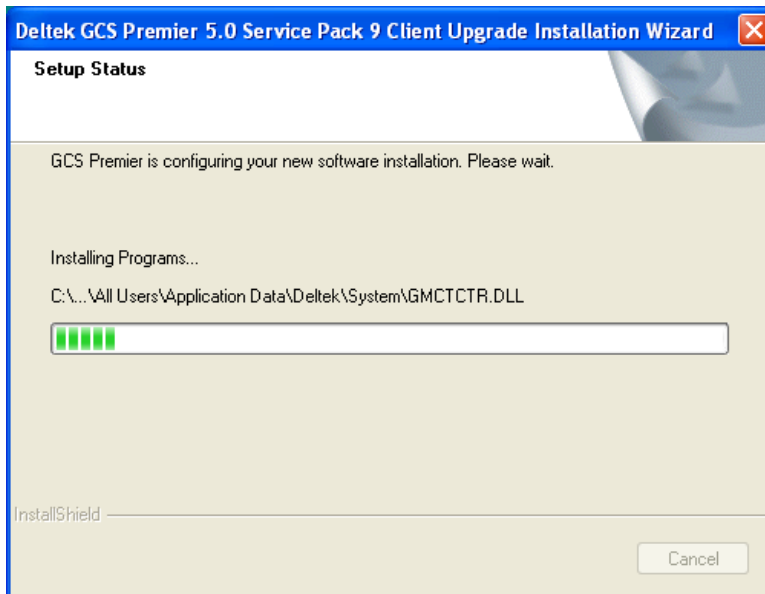
The **Site Wide Directory** page displays.



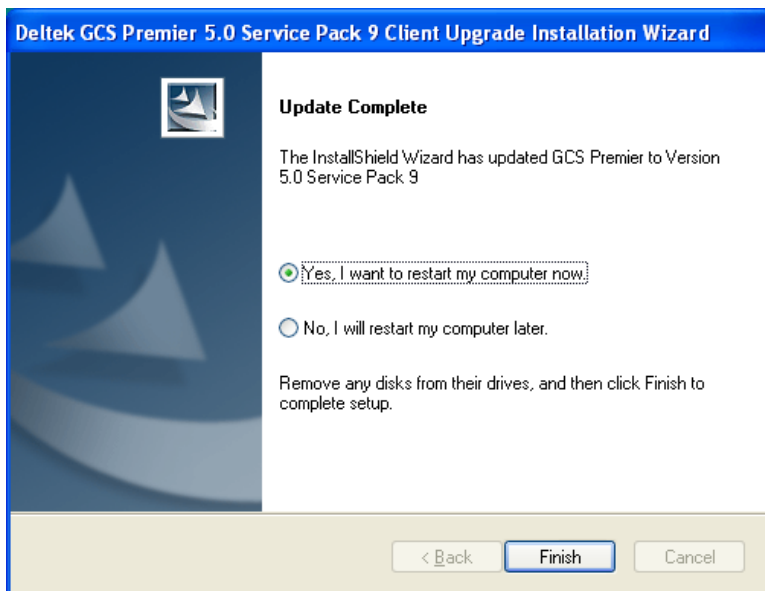
10. On the Deltek GCS Premier **Browse DTSite.ini** page, the correct location of the **DTSite.ini** file should be displayed. If this path does not auto-populate, please browse to the **\\SiteData** folder, located underneath the GCS Premier **Parent** folder on the server. Click **Next** to continue.



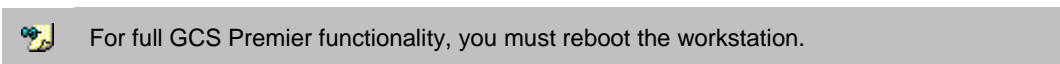
11. The **Start Copying Files** page lists the previous options that were selected as well as any new folders that are created as part of the installation. Click **Next** to begin.



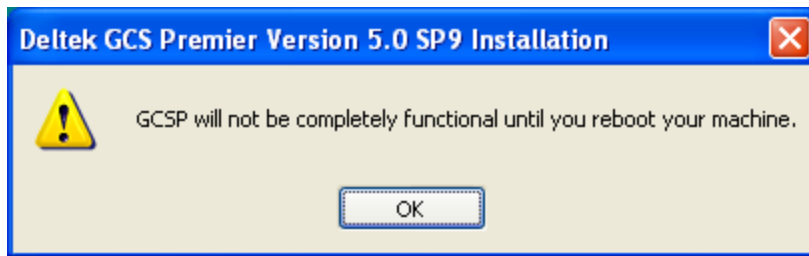
12. The **Setup Status** page displays. Once complete, the **Update Complete** page displays.



13. Select **Yes, I want to restart my computer now** to restart your computer as required by the Installer. Click **Finish** to exit the installation.



If you select **No, I will restart my computer later**, the following message displays but then the installation completes and allows you to exit.



## Post-Installation

You must complete the following instructions after installing GCS Premier.

1. Check each workstation to ensure that the GCS PDF Driver was installed. To do so, click **Start » Control Panel » Printers and Other Hardware » View installed printers or fax printers** and see if the GCS PDF Driver is listed there.

The driver allows the user to Print/Print Preview from within GCS Premier in PDF format. You cannot print directly to the GCS PDF Driver from within GCS Premier, and it will not work with any other application.



If the GCS PDF Driver printer is not shown once the **Programs Installation** is complete, the program was most likely not installed by users with local Administrator privileges on their own workstations. If they do not currently have local Administrator privileges on their own workstations, grant them local Administrator privileges temporarily and manually perform the installation, then set their privileges back to whatever they were prior to temporarily changing them.

2. Within Deltek GCS Premier, display the **Set Up Data Files** screen (**System Administration » File Utilities**), click the down-arrow in the **Files** box, and choose **<All>**. Click **Set Up**, and let it run through all of the files.



**Note:** This step must be performed in every data directory listed in your **Data Directory** drop-down box on the login screen.

3. **This step is for Travel users only. If you do not use this product, please skip this step.** Within Deltek GCS Premier, proceed to the Update Per Diem File screen (Travel/Setup Files). Click the Process button and then click OK when you receive the "Processing Completed" message.

### Windows XP Professional Impact Printer Users

You may experience problems while printing Purchase Orders (Form 1412). The following information may be truncated: Page, Ship Via, Ship To Address, Quantity Received, Quantity Back Order. If this is happening to you, you need to set up a new printer that uses a custom form on the workstations that print Purchase Orders (Form 1412).

If you are using Windows 2000 or higher, see the following section for instructions.

**To set up in a new printer that will use this custom form, please perform the following steps:**

1. Log on to the workstation with a local profile with Computer Administrator rights. Otherwise, you will not be able to add a new printer.
2. Click **Start/Settings/Control Panel**. Select **Printers and Faxes**.
3. Click **File/Add Printer** and add a printer with the exact same properties as the existing impact printer. Name this new printer **Print PO Form 1412**. Set the **Print PO Form 1412** printer as the default printer.

**To create a custom form for printing Purchase Orders (Form 1412), follow these steps:**

1. Click **Start/Settings/Control Panel**. Select **Printers and Faxes**.
2. Click **File/Server Properties**. On the **Forms** tab, select the **Create A New Form** check box.

3. In the Form Name text box, enter 9.8 x 11.
4. Set the Units to English, and set all Printer Area Margins to 0.00in. In the Paper Size/Width text box, enter 9.80in. In the Paper Size/Height text box, enter 11.00in.
5. Select Save Form. Select Close.

**To set up your newly-created custom printer to use your custom form, please perform the following steps:**

1. Click Start/Settings/Control Panel. Select Printers and Faxes.
2. Right-click on the Print PO Form 1412 printer, then select Properties.
3. On the Device Settings tab, within the Form To Tray Assignment section, set each paper source to use your new 9.8 x 11 custom form.
4. Select Apply, then OK.

**Use the Print PO Form 1412 when printing Purchase Orders (Form 1412):**

1. Within GCS Premier, go to Material Management/Purchasing & Receiving/P.O. Process/Print Purchase Orders (Form 1412).
2. Click File/Print. Your Print PO Form 1412 printer should appear in the window as your default printer.
3. Select Properties. Go to the Paper/Quality tab and select Advanced.
4. Under the Paper/Output section, set the Paper Size to your new 9.8 x 11 custom form.
5. Select OK three times to get back to the Purchase Orders (Form 1412) and print your Purchase Orders.

## Windows 2000 and Higher Impact Printer Users

Some checks/advice may print incorrectly. The first check/advice will print correctly; however subsequent checks/advice may begin printing towards the bottom of the form. If this occurs, set up a new printer that uses a custom form on workstations that print checks and/or advice.

**To create a custom form for printing checks and/or advice, follow these steps:**

1. Click **Control Panel » Printers**.
2. Select the File menu, then select Server Properties.
3. On the Forms tab, select the Create A New Form check box.
  - a. In the Form Description for text box, enter 8.5 x 7.
  - b. In the Paper Size Width text box, enter 8.5.
  - c. In the Paper Size Height text box, enter 7.
  - d. Select Save Form or OK.
4. Select Close.

**To set up a new printer in Windows 2000 (and higher) that will use this new custom form, follow these steps:**

1. Click **Control Panel » Printers**.

2. On the Printers form, select **Add Printer**. Create a printer using the same properties as the impact printer you already have. Provide a name that clearly identifies it as either the printer used solely for printing checks/advices (such as **Check/Advices Impact Printer**) or one that is used solely for printing 1099s (such as **Form 1099 Impact Printer**).
3. On the Printers form, right-click the printer you just created, and then select **Properties**.
4. On the General tab, select **Preferences**.
5. On the Paper Quality tab, select **Advanced**, and then in the **Paper Size** drop-down list, select the new custom form.
6. Select **OK**.

Use the appropriate new printer when printing checks and advices.

## Excel Format Add-In

In order to use the features to format Excel spreadsheets (such as. Show Page Break, Roll-Up Page Header and Show Grid Lines) there is a simple one-time only manual setup that is required. To perform this setup, follow the step by step instructions below.

1. Start Excel 2003 or Excel 2007.
2. In Excel 2003, click **Add-Ins** on the **Tools** menu.
3. In Excel 2007, click **Microsoft Office Button**, click **Excel Options**, and then click **Add-Ins**. Click **Excel Add-ins** in the **Manage** list box, and then click **Go**.
4. In the **Add-Ins** dialog box, click to select the **GCSP Settings** check box or the **GSRPTLYT** check box, and then click **OK**. (Note: If the box next to **GSRPTLYT** or **GCSP Settings** is already checked, uncheck it and click **OK**, then run steps 1-3 again to get back to the **Add-Ins** dialog box and check the box. Once checked, click **OK**.)
5. If neither **GCSP Settings** or **GSRPTLYT** appear in the **Add-Ins** dialog box, select **Browse** and browse to the location of the **GSRPTLYT.XLA** file (typically located at C:\Program Files\Deltek\GCS Premier\Programs or C:\Program Files\Deltek\GCSPremier\Programs (no space between GCS and Premier), whichever you chose during installation). Highlight the **GSRPTLYT.XLA** file and click **OK**.

This will automatically create a checkbox for GCSP Settings or GSRPTLYT (depending on your version of Excel) in the Add-Ins settings. Make sure there is a check in the box beside GCSP Settings or GSRPTLYT, whichever appears. Note that



A GCS Premier **Settings** button now appears in the tool bar.

## Add-On Modules

If you have recently purchased any add-on module, please contact Deltek's Distribution Department at (877) HLP-PROJ to get a software key, if you have not already done so. The software key is necessary in order to be able to use the newly purchased add-on modules under GCS Premier.



## The installation is complete!

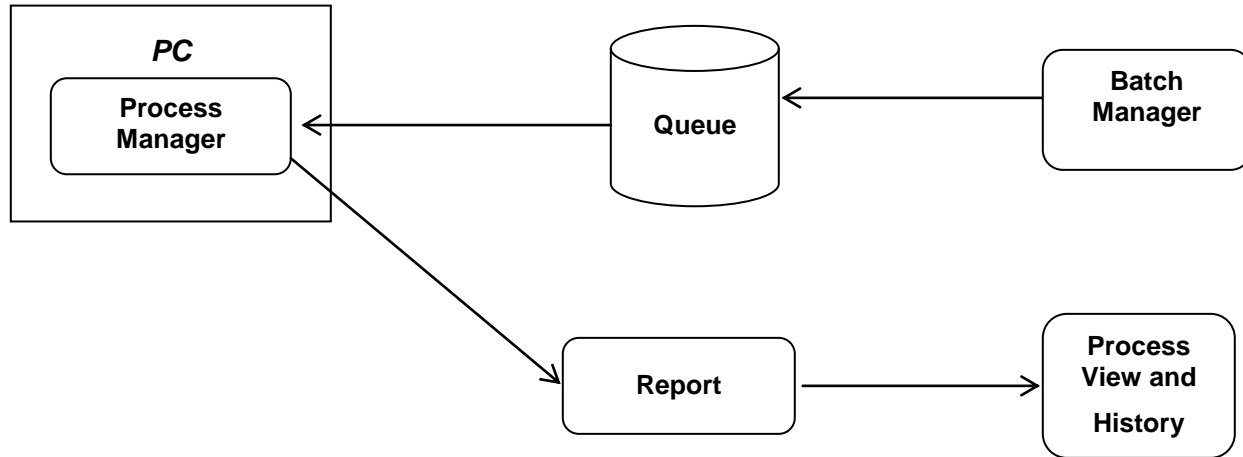
If you have any questions, please contact GCS Premier Customer Care at 877/HLP-PROJ.

# Process Manager

## Functionality Diagram

The Process Manager handles processing requests, allowing you to offload your process intensive jobs to a faster central station, freeing up your own workstation. Run on a shared computer between users, this enhancement benefits everyone using Deltek GCS Premier.

### Process Manager called from LAN



## Prerequisites

Process Manager is specialized software to be installed on a computer on which Deltek GCS Premier Version 5.0 SP9 is already installed. Typically, no one interactively uses GCS Premier on this shared PC. This shared PC responds to report and process requests from many users. This PC and the GCS Process Manager must be up and running in order for those requests to be processed.

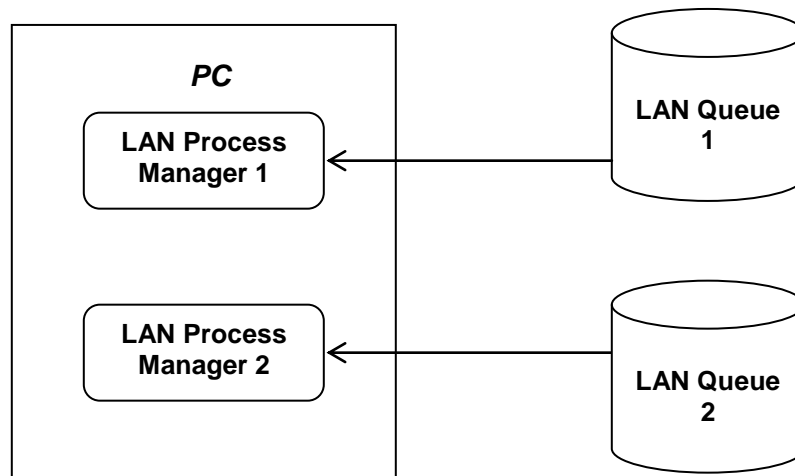
A queue is a list of reports and processes that people have submitted to the Process Manager. The Process Manager can service many queues. Queues can also be serviced by many Process Managers.

Since a Process Manager can service requests from many GCS Premier users, we anticipate that our clients would only set up a few Process Managers, possibly only one in total. Please consider how many PCs, and which ones, should have the Process Manager software installed before you continue.

## Typical Configurations of Process Managers and Queues

**Fig. 1: One PC Running Two Process Managers**

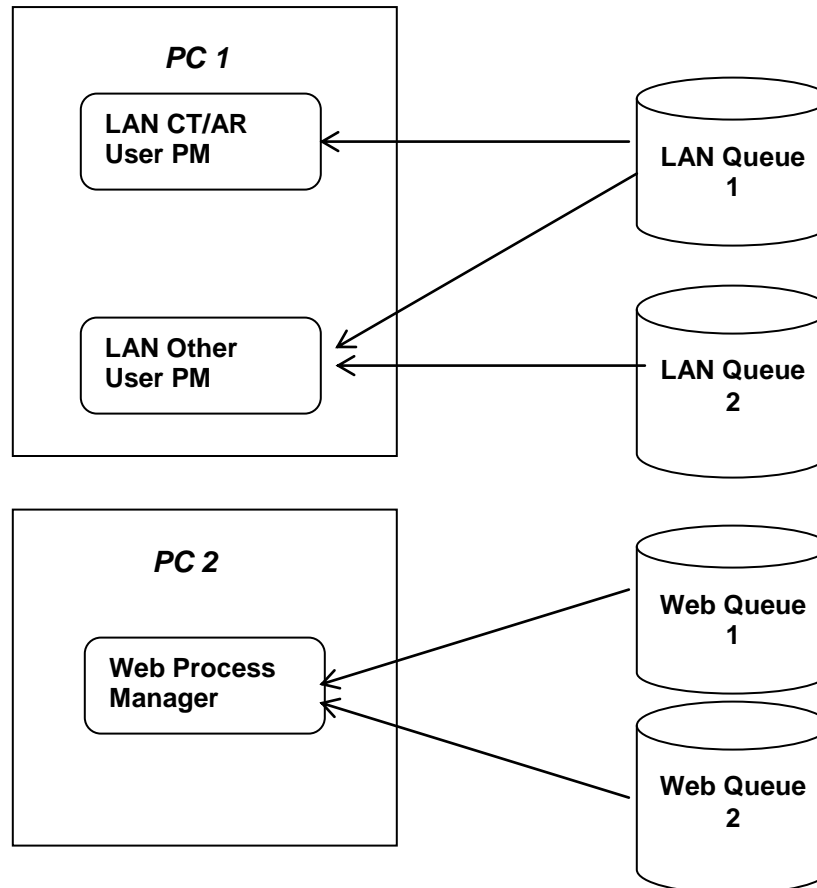
When one PC is running two process managers, GCS Premier users are assigned to one of two queues.



## Fig. 2: Two PCs Running One Process Manager

In this example, the first PC is for LAN use, serving two groups of users. The second PC is for Web Reports requests.

The Process Manager is also an integral part of the Deltek Web Reports module. If you decide to implement the Web Reports module, we recommend that you set up a PC servicing only the Web queue to allow the best response time.



## For Existing Deltek Process Manager Users

If you have installed Deltek Process Manager for a prior version of Deltek GCS Premier, **do not manually uninstall it.** This installation automatically detects a previous Process Manager installation, notifies you that a previous installation was detected, and *automatically* uninstalls it before installing the newer version.

Please make sure that any/all existing Process Managers jobs in the queues have been completed before installing this latest Deltek Process Manager installation.

## Post Installation

### User ID and Password

Please use the following new default User ID and Password for the Process Manager:

Default User Id = **PMUSER**

Default Password= **PASSWORD**

This allows you to enter the Process Manager Admin and Process Manager Configuration screens via the **Start » Programs » Deltek GCS Premier** program group.

1. For existing Process Manager users, access the Deltek GCS Process Manager Configuration screen.
2. From the Queues tab, enter the appropriate L or W value under the column called Queue Type by selecting whether the current queue is for jobs submitted from a Local Area Network (L) or if you are using Web Reporting (W).



If you are setting up the "GCSRPC" queue, mark it as a Web queue.

3. Please review the Process Manager help accessed via the Help button under the Process Manager Admin and Process Manager Configuration screens.

## GCS Web Reporting

GCS Web Reporting provides another method to access all the reports available in GCS Premier. Using this product, you can run reports and processes via the web.

GCS Web Reporting works hand-and-hand with the Process Server. Jobs run through GCS Web Reports are submitted to a Process Server for execution reducing the workload of the Web Server. Output from reports and processes is displayed in GCS Web Reports in PDF format.

### Requirements

#### Server Requirements

- Windows 2000/2003/2008 Server
- Web applications can be restarted without bringing down Web Server
- Terminal Services to remotely administer IIS
- GCS PDF Driver



If your network policies do not allow Kernel Mode Drivers (*Windows 2003 Server default setting*), contact support for a non-kernel mode driver.

- Internet Information Server (IIS) version 5.0 or higher



When installing IIS 7.0 using the Server Manager on Windows Server 2008, you need to install both ASP.NET and ASP to run Web Reports.

- Available with Windows 2000/2003
- Firewall (if Internet, not Intranet)
- Data Server

#### Workstation Requirements

##### **Browser**

Internet Explorer 5.5 Service Pack 2 (*and above*)

Delete Cookies and Delete Files

Netscape 6.2 (*and above*)

Clear Memory Cache and Clear Disk Cache

Set browser to look for newer version of cached file

Portable Document Format (PDF) reader (i.e., Adobe® Acrobat® Reader®)

##### **Login**

You will need to enter login information similar to Deltek GCS Premier.



You must have an active Process Server that's polling the "GCSRPC" queue to log on to GCS Web Reporting. The special "GCSRPC" queue is used by the server for remote procedure calls within GCS Web Reporting, such as processing login requests and lookups. If you are unable to load the login screen in your browser after typing in the correct address, verify you have started a server polling the "GCSRPC" queue. After activating the server, use the **Refresh** button in your browser to try and load the login screen again.

Use the **Login** button to enter the site or **Reset** to clear login selections.

After you select the **Login** button, a new page is displayed with a menu on the left and the right filled with the GCS splash image. The right half of the screen is overlaid with parameter selections once you select a report on the menu. The right side is overlaid again with the report in PDF format once you submit your selections for a report. All login information excluding password is echoed near the top of this page. You can also have your company logo display at the top.



To display your logo near the top of the application page. Be sure to back up the client.gif file found in \images under the GCS Web Reports root directory. Place a copy of your logo image, which must be stored as a gif at a size of about inch-and-half wide by three quarters of an inch in height, in the \images directory. Rename the .gif with your image to client.gif. Once GCS Web Reports is refreshed, you will see your image near the top on the application page.

After you have logged on, you may notice you still have a minimized instance of the login screen open. If you click it, a Web page containing only the GCS Premier splash screen displays. **Do not close it.** Doing so shuts down GCS Web Reporting.

Use the maximize button on the toolbar at the top of the browser page to expand the screen to the largest size available.

## User ID

Enter the ID that you use when logging on to Deltek GCS Premier.

## Password

Enter the password that you use when logging on to Deltek GCS Premier.

## Company

Select the Company for which you want to generate a report. All companies stored under the CompanyDirectories section of the dtsite.ini file will be available to choose from.

## Entry ID

Enter the Entry ID that you use when logging on to Deltek GCS Premier. The value and whether the field is editable is based on the settings in Maintain Entry Ids \* User Profiles.

## Data Directory

Select the Data Directory for which you want to view the data on reports. All data directories stored under the DataDirectories section of the dtshared.ini will be available to choose from.

## GCS Web Reporting Menu

The GCS Web Reporting Menu is loaded with all the modules and applications you have rights to use. Some reports exist in multiple modules where applicable, so do not be alarmed if you see a report under more than one module. If you have rights to run a report in one module, you will have rights to run it from any other module - even if you do not have rights to run any other applications in the module.

Use the scroll bar on the right to move up and down through the menu. To expand or collapse the width of the menu, place your cursor over the vertical line between the application portion of the screen and the menu. The cursor appears as a line with an arrow on either end. Press and hold your left mouse button and drag the line either right to expand, or left to shrink the menu.

### **+All**

Use this selection to expand all the menu items.

### **-All**

Use this selection to collapse all the menu items.

### **Show All**

Select this option to show all menu items including those you do not have rights to open. Non-available menu items are grayed-out (displayed in light gray text).

### **Show Mine**

If you select this option, you can view only menu items you have rights to see. This selection is available only when Show All has been used to expand the menu.

## Global Toolbar

This toolbar contains icons for common global functionality.

### **Back**

Moves back one screen in history. Reports are not retained in history; use the *Show Previous Reports* drop-down to view a previously run report.

### **Forward**

Moves forward one screen in history. Reports are not retained in history; use the *Show Previous Reports* drop-down to view a previously run report.

### **Help**

Select this option to link to Deltek GCS Premier help files. Help files are stored in html format so they will be displayed through a web page.

### **Close**

Use the Close option to shut down GCS Web Reporting. Any reports generated for this session will be deleted from the web server.



## Report Selections

After you have selected a report from the menu, the selection criteria displays in the right portion of the screen. The selection criteria is similar to the Deltek GCS Premier LAN version of the application, including control types such as text fields, radio buttons, and checkboxes. Help text for a field, if available, displays on the status text bar at the bottom of the screen when focus is on a field.

After filling in the selection criteria, select **Submit** to run the report. Submit creates an entry in the Process Queue file that will be immediately executed on the Process Server. If no errors are encountered, a report is produced in PDF format and displayed in the right hand portion of the screen. If errors do occur, instead of a report, you receive information regarding the nature of the error. Again, displayed in the right hand portion of the screen. If the error is a warning, you may choose to ignore the warning and re-run the report otherwise the error may be canceled.



After you press Ignore to a warning message, you must press the **Submit** button again to run the report ignoring warnings.

The Process Server must be up and running for the queue to which you are submitting Web jobs. Also, any user running web reports must have a web queue established in the Users & Passwords screens in the Users, Profiles, and Security module of Deltek GCS Premier. See the Process Server Configuration documentation to determine how best to set up queues for your company.

After submitting a report, you see the progress bar near the bottom of the application page. If the process appears stalled (especially when you know a report or process should run quickly), check to see if the Web server has been shut down. If so, you'll have to run your report again at a later time once the Web server is restored. Also, verify that a Process Server is available to service your job. If you start a Web report without a Process Server available or to a queue not currently serviced by a Process Server, have your administrator start the Process Server or establish the queue on a running Process Server and the report will be produced (provided the web session has not timed out).

## Application Toolbar

This toolbar contains icons for application specific functionality.

### New

Use this option to clear any values entered for report selections.

### Submit

Use this option to submit the report to the Process Server. You then either view the report in PDF format or an error report.

### Close

Select this option to close the current report or selection screen.

### Lookup

If focus is on a field in the selection criteria that has a lookup, the **Lookup** button will be visible. Select this button to load a lookup dialog to select a value from. (Note: The special "GCSRPC" or remote procedure call queue is used to process the Lookup as well as handle logging on to GCS Web Reporting.)

Lookups in GCS Web Reporting, allow you to search for values to populate a report selection. Using Lookup, you can enter Starting With criteria to narrow your search. Also, lookups may have filters or **Sort By** options. Use the **Search** button to display values meeting search criteria or use Clear to refresh your selection criteria. A table window in the middle of the page displays the lookup values. Use the **Previous** or **Next** buttons to move through the available rows of the lookup table. To select a row, highlight it and then select **OK** or double click on a row to bring the value into the screen. Use **Cancel** to close the page without selecting any value.

## Calendar

If focus is on a field in the selection criteria that represents a date, the **Calendar** button is visible. Select this button to load a calendar to view a current of future month, day, and year.

Calendar in GCS Web Reporting, provides you with a calendar control that allows you to view a particular month, day, and year. Use the arrows to the left and right of the month and year to move through the calendar. Select **OK** to choose the date. Use **Cancel** to close the calendar down without selecting any value. Today moves the calendar to the current date.

## Previous Reports

Use this drop-down to access any reports run during the current web session. All reports are deleted once you log out or if the Web server times out.

## User Preferences

Select the User Preferences menu item beneath Configuration to pick a color scheme for Web Reports. You must log out of Web Reports and log on again to see the color change. Your user preference is stored locally on your client machine so each user is able to view GCS Web Reports i

# Deltek Product Support Compatibility Matrix

## Overview

The Deltek Product Support Compatibility Matrix contains updated information on the latest tested versions for the key technologies used by Deltek products. This information is designed to give you guidance on product deployment. The section below contains definitions for the fields that are found within the matrix.

### Embedded Technology

This column lists the key embedded technologies used to develop the Deltek application. These technologies are distributed and supported by Deltek. Changes to these technologies are infrequent since these changes can require extensive changes to the underlying applications.

### Supported Deployment Technology

This column lists the currently actively tested versions of technologies used to deploy Deltek products. These technologies are not embedded or directly supported by Deltek. Changes to these technologies occur at the discretion of the individual technology vendors. Deltek's testing of specific versions of deployment technologies is indicated by that technology version being included in this column. In the case of database technologies, Deltek will test a specific version of a database product with a specific platform, available in our QC environment. We will support users of that database version on any platform supported and listed as compatible by the database vendor. Deltek will make its best effort to assist with platform questions for a tested database version but may be unable to address some questions on platforms not used by Deltek for testing.

### Compatible Deployment Technology

This column lists recent previously supported and tested technologies used to deploy the Deltek product. These are not actively being tested but are believed to be compatible with the indicated Deltek product and version. Deltek does not recommend these technologies for new deployments but will make its best effort to answer questions concerning these technologies. These technologies may not be available for troubleshooting at Deltek.

### New Technology Supported with this Release

This column lists the recently added versions of technologies used to deploy the referenced Deltek product version. These technologies are a subset of the technologies listed in the Supported Deployment Technology column.

### Technology De-Supported with this Release

This column lists technologies which are no longer supported with the Deltek product. Deltek does not recommend these technologies for deployments of the Deltek product version and cannot support deployments using these technology versions.

## Product Support Matrix

This section includes detailed product support requirements and hardware requirements for Deltek GCS Premier 5.0 (5.00.0000) and above.

### Hardware Requirements:

- Processor: 400 MHz Pentium processor or equivalent (minimum)
- 1GHz Pentium processor or equivalent (recommended)
- RAM: 256 megabyte (MB) RAM or higher
- Hard Disk: Up to 600 MB of available space may be required (NTFS formatted)
- CD or DVD Drive: Not required
- Display - 1024 x 768 high-color, 32-bit



Our 64-bit support is for x64, and not the 64-bit Itanium processors

## GCS Premier 5.0 Server Requirements

Product name	Embedded Technology	Supported Deployment Technology	Compatible Deployment Technology	New Technology Supported with this Release	Technology De-Supported with this Release	Last Modified
GCS Premier 5.0 SP8		<p>The recommended minimum software requirements for a complete installation of Deltek GCS Premier include:</p> <p>Operating Systems (NTFS Formatted Partitions only)</p> <ul style="list-style-type: none"> <li>Windows Server 2008 R2</li> <li>Windows Server 2008 32-bit (x86), 64-bit (x64)</li> <li>Windows Server 2003 with Service Pack 2 (SP2) 32-bit (x86) only</li> </ul> <p>Web Server (GCS Premier Web Reporting)</p> <ul style="list-style-type: none"> <li>IIS 7.5</li> <li>IIS 7.0</li> <li>IIS 6.0</li> </ul>	<p>Operating Systems</p> <ul style="list-style-type: none"> <li>Windows 2000 Server with Service Pack 4 (SP4)</li> </ul> <p>Web Server (GCS Premier Web Reporting)</p> <ul style="list-style-type: none"> <li>IIS 5.0</li> </ul>	<p>Operating Systems</p> <ul style="list-style-type: none"> <li>Windows Server 2008 R2</li> <li>Windows Server 2008 32-bit (x86), 64-bit (x64)</li> </ul> <p>Web Server (GCS Premier Web Reporting)</p> <ul style="list-style-type: none"> <li>IIS 7.5</li> <li>IIS 7.0</li> </ul>		07/19/10

## GCS Premier 5.0 Client Requirements

Product name	Embedded Technology	Supported Deployment Technology	Compatible Deployment Technology	New Technology Supported with this Release	Technology De-Supported with this Release	Last Modified
GCS Premier 5.0 SP8		<p>The recommended minimum software requirements for the client workstation include:</p> <p>Operating Systems (NTFS Formatted Partitions only), 32-bit (x86), 64-bit (x64)</p> <ul style="list-style-type: none"> <li>Windows 7</li> <li>Windows Vista with Service Pack 2 (SP2)</li> <li>Windows XP Professional with Service Pack 3 (SP3)</li> </ul> <p>Other</p> <p>Business Applications</p> <ul style="list-style-type: none"> <li>Microsoft Office 2007 SP2</li> </ul> <p>Web Browser (GCS Premier Web Reporting)</p> <ul style="list-style-type: none"> <li>Internet Explorer 8.0</li> </ul> <p>Terminal Services/Remote Desktop Services</p> <ul style="list-style-type: none"> <li>Windows Server 2008 R2</li> <li>Windows Server 2008 32-bit (x86) or 64-bit (x64)</li> <li>Windows Server 2003 (32-bit only)</li> </ul>	<p>Operating Systems</p> <p>Other</p> <p>Business Applications</p> <ul style="list-style-type: none"> <li>Microsoft Office 2003</li> <li>Microsoft Office 2002/XP</li> </ul> <p>Web Browser</p> <ul style="list-style-type: none"> <li>Internet Explorer 6.0 (and above)</li> <li>Netscape 6.2 (and above)</li> </ul>	<p>Business Applications</p> <ul style="list-style-type: none"> <li>Microsoft Office 2007 SP2</li> </ul> <p>Web Browser (GCS Premier Web Reporting)</p> <ul style="list-style-type: none"> <li>Internet Explorer 8.0</li> </ul>	<p>Operating Systems</p> <ul style="list-style-type: none"> <li>Windows 2000 Professional with Service Pack 4 (SP4)</li> </ul> <p>Other Business Applications</p> <ul style="list-style-type: none"> <li>Microsoft Office 2000</li> </ul> <p>Web Browser</p> <ul style="list-style-type: none"> <li>Internet Explorer 5.5</li> </ul>	07/19/10

## Additional (Optional) Client Requirements – Premier Billing Version 5.0

Product name	Embedded Technology	Supported Deployment Technology	Compatible Deployment Technology	New Technology Supported with this Release	Technology De-Supported with this Release	Last Modified
GCS Premier 5.0 SP8  Premier Billing	Infragistics Net Advantage 2007 components	<p>The recommended minimum software requirements for the Premier Billing v5.0 client workstation include:</p> <p>Operating Systems (NTFS Formatted Partitions only),</p> <p>32-bit (x86), 64-bit (x64)</p> <ul style="list-style-type: none"> <li>Windows 7</li> <li>Windows Vista with Service Pack 2 (SP2)</li> <li>Windows XP Professional with Service Pack 3 (SP3)</li> </ul> <p>Other</p> <p>Business Applications</p> <ul style="list-style-type: none"> <li>Microsoft Office 2007 Service Pack 2 with Hotfix KB980210 (Premier Billing requires Excel 2007 and Hotfix KB980210)</li> </ul> <p>Third Party Controls</p> <ul style="list-style-type: none"> <li>Microsoft .NET Framework 3.5 SP1 Runtime</li> <li>Visual Studio Tools for Office 3.0</li> </ul>		Premier Billing requires Excel 2007 and Hotfix KB980210)	<p>Operating Systems</p> <ul style="list-style-type: none"> <li>Windows 2000 Professional - Microsoft .Net Framework not supported with Windows 2000 Operating Systems)</li> </ul> <p>Other</p> <p>Business Applications</p> <ul style="list-style-type: none"> <li>Microsoft Office 2003</li> <li>Microsoft Office 2002/XP</li> <li>Microsoft Office 2000</li> </ul>	07/19/10