

---

**Coach's Office® Network Installation & Merging Databases TOC**

---

<b>Installing Coach's Office to the Local C Hard Drive</b> .....	1
Activation Key .....	1
<b>Exporting Coach's Office Databases to a Network Drive</b> .....	1
Example Folder Structure.....	2
Login Privileges .....	2
Exporting Playbook Files (Individual Coaches).....	2
Exporting Shared Files (Formation, Script).....	3
<b>Pointing Coach's Office to the Network Location of Each Database</b> .....	3
Playbook Module Utility .....	3
Chalkboard Module and Script Module Utilities.....	4
<b>Merging Multiple Playbook Files To One Master File</b> .....	4
Performing Backups .....	4
Master Playbook Location & Name .....	4
Copying From Multiple Databases.....	4
Merging the First Two Playbooks .....	4
<b>Merging Multiple Chalkboard Files To One Master File</b> .....	6
Performing Backups .....	6
Master Chalkboard Location & Name.....	6
Copying From Multiple Databases.....	6
Copying To the First Database .....	6
<b>Importing the Merged Chalkboard Database to an Individual Coach's Folder</b> .....	8
<b>Testing</b> .....	8
<b>Appendix A</b> .....	i

---

## Getting Started: Coach's Office® Network Installation & Merging Databases

---

This document gives detailed instructions on how to install Coach's Office to the computer's Local Disk C, export (copy) the program modules databases to a network drive, change the program defaults to open the databases from a network drive, merge multiple playbook and chalkboard databases to master files, and import a merged chalkboard for a single user. We recommend that you review this document in its entirety before beginning the installation – it can help set up a network folder structure and login privileges.

### Installing Coach's Office to the Local C Hard Drive

Install Coach's Office from the program CD or download the demo/trial from our website.

1. Coach's Office CD. Insert the Coach's Office CD, and follow the auto run instructions that display. Accept all the program defaults.
2. Internet Download. Download the "demo/trial" version of Coach's Office from our website: [http://www.coachsoffice.com/co\\_download.htm](http://www.coachsoffice.com/co_download.htm). Save the file to the desktop. Click the office.exe file to begin the install. Accept all the program defaults.

Your Coach's Office serial number will unlock the modules you purchased.

#### *Activation Key*

Coach's Office is copy protected and requires a unique key code (activation key) that is configured specifically for your computer.

When the program is opened the first time, enter the 16-digit serial number. A message displays that there are seven days left to activate the program. Click *OK*. In the yellow dialog box, the computer's unique verification code displays. E-mail the verification code to [keycode@coachsoffice.com](mailto:keycode@coachsoffice.com), and we'll calculate the activation key and e-mail it back.

- Do not change the verification code – the program will not run.
- The verification code and activation key are unique to one computer and will not work on another computer.

The program is now permanently unlocked and ready to run with the databases from the Local Disk C.

### Individually-Accessed and Shared Databases

Coach's Office saves the chalkboard, playbook, and script information in databases (.mdb files). The databases can be set up to be accessed by an individual coach or by multiple coaches. The playbook is for individual access only, but the chalkboard and script databases can be accessed by multiple coaches, as long as they are not working on the same plays/formations or practice week. In this document, we are using the scenario that the databases are being shared.

It may be desirable to have individual playbooks merged into a master file that can be viewed and printed as one playbook. (See *Merging Multiple Playbook Files to One Master File*.)

If two or more coaches are set up to individually access their own chalkboard database, whether the files are on a network or their local disk C, it may be desirable to merge the formation databases to one master file. Merging the files allows all coaches to use a copy of the master as their own chalkboard database, taking advantage of the other coaches' drawn plays/formations. (See *Merging Multiple Chalkboard Files to One Master File*.)

### Exporting Coach's Office Databases to a Network Drive

#### *Import/Export Utility*

By default, Coach's Office runs from the Local Disk C. However, the databases can be accessed from a network drive. This requires that you first "export" a copy of the desired databases to a network drive. In this document, there are directions for exporting the playbook as an individual file and the chalkboard and script databases for multiple-coach access.

There are three databases, based on the program modules, that can be exported to a network drive. Only export the databases that you purchased.

- The Chalkboard Module database is formation.mdb and can be shared
- The Playbook Module database is playbook.mdb and for individual access
- The Script Module database is script.mdb and can be shared

#### *Example Folder Structure*

An example folder structure could be to have a main folder for both the offense and defense. Inside the offense and defense folders is an individual folder for each coach to have their own playbook file. Also in the root directory of the offense and defense folders are the shared files of chalkboard and script and the master (merged) playbook file. See Appendix A for an example folder structure.

In our example, we are exporting a playbook.mdb file to the network drive H, Defense folder, and individual coach folder CoachA.

#### *Login Privileges*

Each coach will need login privileges for any main folder. The individual coach's folder can have individual user rights.

#### *Exporting Playbook Files (Individual Coaches)*

1. Open Coach's Office.
2. Right click the computer monitor on the desktop to open the Coach's Office *Import/Export Utility*.
  - a. Dialog box reads: *Step 1 - Import or Export a Files? Choose one.*
    - i. Click the *Export* button.
  - b. Dialog box reads: *Step 2 – What do you want to Export? Choose one.*
    - i. Click the name of the database you want to export. The databases are exported one at a time.
    - ii. For example, click *Playbook*.
  - c. Dialog box reads: *Where do you want to Export the Playbook file.* Coach's Office knows where the default database is currently located and displays that location. (Windows XP: Local Disk C:\Program Files\coachsoffice; Windows Vista: Local Disk C:\coachsoffice)
    - i. Click the down arrow in the browse box at the top of the Import/Export Files window to display the available drives. If the desired network drive is not in the list, make sure the computer is connected to the network and you are logged in to the network.
    - ii. Click the target network drive. The drive name displays in the browse box and its folders display in the content box below. For our example, we'll refer to the network drive as the letter H.
    - iii. Click the target network folder.
      1. If the desired folder is located inside a folder in the list, double click the folder to display its folder structure. For our example, double click the folder Defense and the individual coaches' folders display.
      2. Click the coach's folder. The selected folder is highlighted in blue. For our example, we'll select folder CoachA.
  - d. Click *OK*. A copy of the current playbook database is now exported to the network drive and specified folder.
    - i. In our example, the network location of Coach A's playbook file is: Drive H\Defense\CoachA\playbook.mdb.
3. Follow the above instructions to export the playbook.mdb to each coach's folder.

### *Exporting Shared Files (Formation, Script)*

The chalkboard and script databases can be shared by multiple coaches as long as each coach is working on a different portion of the file. These two files can be placed in the root directory of the offense and defense folders.

1. Open Coach's Office.
2. Right click the computer monitor on the Coach's Office desktop to open the *Import/Export Utility*.
3. Click *Export*.
4. Click *Formation*.
5. Click the down arrow in the browse area and then click the network drive.
6. Navigate through the folder structure to the desired folder location.
  - a. For our example, click either the offense or defense folder to export the file to its root directory.
7. Click *OK*.
8. Follow the above instructions to export the script file. This completes the Defense folder.
9. Follow the above instructions to export both the formation and script files to the offense folder.

The chalkboard and script databases are exported to the offense and defense folders. Now each coach's computer is ready to have the Coach's Office program point to the databases to load.

### **Pointing Coach's Office to the Network Location of Each Database**

In the previous section, we placed a copy of the chalkboard, playbook, and script databases in the network drive in folders. However, Coach's Office is set by default to load the files from the default Disk C. We need to tell the program where the files are that we want to load the next time the program is opened.

Each module has its own utility to change the location of where the program looks for the database to load when the program is launched. These steps are performed from each coach's computer that has Coach's Office.

#### *Playbook Module Utility*

We'll document the steps for the playbook separately from the formation and script files, because the playbook is in a different folder.

1. On the Coach's Office desktop, right click the module icon to open its utility. For this example, right click the playbook.
  - a. The dialog box shows the path location of the current database (playbook.mdb) that the program loads. In our example, it is the default location of Local Disk C\Program Files\coachsoffice\playbook.mdb.
    - i. The name of the file displays in the bottom field: *playbook.mdb*.
2. Point to the location of the file to be loaded.
  - a. Click the down arrow in the browse area, and then click the network drive.
  - b. Navigate through the folder structure to the desired folder location. In our example, it is the individual coach's folder CoachA. (H\Defense\CoachA)
  - c. When the coach's folder is selected, the *playbook.mdb* file name displays in the bottom field. If the file name does not appear, there is not a *playbook.mdb* file in that folder. (Recheck your installation to verify that you have the right folder selected.)
  - d. Click the *Playbook.mdb* file name. It is highlighted in blue.
  - e. Click *OK* to accept it.

Now when Coach's Office is opened on this computer, the playbook file from the network is loaded. To point to the formation and script files, follow the same instructions – but note that these two files are not in the coach's individual folder.

### *Chalkboard Module and Script Module Utilities*

1. On the Coach's Office desktop, right click the chalkboard (or script) module icon to open its utility.
2. Point to the location of the file to be loaded. Browse to find the network drive and folder.
3. Click the file name (Formation.mdb or Script.mdb) in the bottom field.
4. Click *OK*.

This computer is now configured to load the chalkboard , playbook, and script databases from the designated network locations.

### *Important Note*

Be sure to perform periodic back ups of the network folders with the Coach's Office databases to an *external source*. The backups can be used if a coach needs to restore his file to an earlier date or if the drive becomes corrupted.

## **Merging Multiple Playbook Files To One Master File**

### *Playbook Utilities*

You can use the Coach's Office *Playbook Utilities* to merge multiple *playbook.mdb* files into one master *playbook* file. This can be done from a computer with Coach's Office loaded and with user rights to the folders with the necessary *playbook* files.

### *Performing Backups*

Before proceeding, back up all the *playbook* databases in the network folders to an external drive. (Set up individual coach's folders for their *playbook* file backups.)

### *Master Playbook Location & Name*

The master *playbook* database can be in any folder you desire, but a simple location choice is the root directory of the offense and defense folders. This file is usually viewed or printed and not used as a working *playbook.mdb* file by an individual coach. Do not change the name of any Coach's Office database, because the program will not be able to open it. You'll know it is the master file by its location, not by the name.

### *Copying From Multiple Databases*

The *Playbook Utility* allows you to copy *playbook* pages to/from two databases at a time. The first time you copy pages from one *playbook* to another, the master file is the one with the received pages. Then you can access a different (third, fourth, etc.) *playbook* and copy its pages to the one you've designated as the master file.

The computer that opens the *Playbook Utility* is the one listed as the default *copy from* location. You can change this, but it must be returned to this location after the merge is complete. Otherwise, the *playbook* that coach is working on is the master and not his individual one.

### *Merging the First Two Playbooks*

1. Locate the first *playbook* location and file. Right mouse click the *playbook* icon on the Coach's Office desktop. The utility window displays with the location of the current *playbook.mdb* file. If you change this location in 1.b. below, you'll need to return the location to its original drive location when you're finished (#10).
  - a. If this location is where the first *playbook* file is located, click *Playbook Utilities* in the bottom left of the window.
    - i. Go to #2 below.
  - b. If your first *playbook* file is in another location (different network folder or an external drive), use the down arrow in the browse area at the top of the window to locate the file. This step defines the first *playbook* location.
    - i. Click the *playbook.mdb* name (in the box  $\frac{3}{4}$  the way down the window) to select it. The box turns blue.

- ii. Click *OK*. Do not *Playbook Utilities*.
  - iii. The utility window closes. The first playbook location and file are defined.
- 2. Choose to *Copy Pages*. The *Playbook Utilities* has options to fix a corrupt page, remove a page, and copy pages. For merging pages from one playbook to another, choose *Copy Pages*.
- 3. The CopyPages window displays. Review the elements of the page below, but do not perform any action until going to #5.
  - a. At the top are button icons to *Copy Page(s)*, *Paste Page(s)*, *Remove a Page*, *Insert New Section (Chapter)*, *Remove a Section (Chapter)*, *Move Page Up*, and *Move Page Down*. Use these button choices to make whatever changes necessary to the *copy pages* to playbook.
  - b. The left side of the window is the Active Playbook section, the first defined playbook. The path of the active playbook is in the white box. Below it in the white rectangular area are the chapter names. Double clicking the chapter icon (football) displays the pages in the chapter.
  - c. The right side of the window is where you'll browse to *Select Another Playbook File*, the second playbook.
    - i. For clarity, the above "Another Playbook File" will hereafter be referred to as the "second" playbook.
- 4. Locate the second location and playbook file. On the right side of the window in the *Select Another Playbook File* area, click the down arrow to choose the (network or external) drive location of the second playbook location.
  - a. Within the selected drive, browse through the folders to find the folder location.
    - i. Double click through the folders until you reach the desired folder location.
  - b. If there is a *playbook.mdb* file in the selected folder, it is displayed in the white box field near the bottom of the window.
  - c. Click the *playbook.mdb* file in the box to select it. The highlighted selection background is blue.
  - d. Click *OK* to select this file.
- 5. Prepare the playbooks to receive pages. If necessary, create new chapters to receive pages in the master playbook.
  - a. Just as you would in the Playbook Module, double click the chapter name to select it.
  - b. Click the *Insert New Section* icon. (The Playbook Module does not use the name "section," but instead calls it a "chapter." The utility will be updated at a later time to reflect the correct label.)
  - c. Click the newly inserted chapter name and rename it.
- 6. Select the playbook page(s) to copy. Select individual pages or an entire chapter of pages to copy. The pages being copied are actually being duplicated. Once they are copied to the other playbook, the originals are still in the current playbook as well.
  - a. Copy pages from either the first or second playbook.
  - b. To copy all the pages of a chapter, click the chapter title. It turns blue to show it is selected.
    - i. Click the *Copy Page(s)* icon.
    - ii. Go to #8. The copied pages are in temporary memory and need to be pasted to the other playbook before anything else is copied over them.
  - c. To copy a single page, double click the chapter icon to display the chapter's pages.
    - i. Click the desired page to copy.
    - ii. Click the *Copy Page(s)* icon.
    - iii. Go to #8. The copied page is in temporary memory and needs to be pasted to the other playbook before anything else is copied over it.
- 7. Choose the location where the pages are to be copied to. In the Playbook Module, insertions are made below (after) the selected chapter or page. The same is true in this utility.

- a. To copy the page(s) to the top of the chapter pages, click the chapter.
  - i. The name of the chapter is not copied – only the pages within the chapter.
- b. To copy the page(s) after a specific page, click the page.
8. Copy the page(s) to the other playbook. Copying the pages to the other playbook is referred to here as “pasting.” Now the pages are ready to be pasted into their new position.
  - a. Click the *Paste Page(s)* icon.
  - b. The page(s) is pasted (or copied) to its new position.
  - c. Continue #8 and #9 until all desired pages are copied to the other playbook.
9. When finished merging these two playbook files, return to Coach’s Office desktop. Click the football icon in the tool bar at the top of the page to return to the Coach’s Office desktop.
  - a. Choose to merge another playbook file by following the same procedure.
10. Reset the current location to its original setting. If you changed the location of the current playbook database, reset the location now.
  - a. Right mouse click the playbook icon. In the utility window, choose the original location.
  - b. Click the *playbook.mdb* file in the box near the bottom to highlight it.
  - c. Click *OK*. The default location is restored. The utility window closes.
  - d. Skipping this step can cause an error when the Coach’s Office program runs or the coach will be accessing the wrong playbook database.

## **Merging Multiple Chalkboard Files To One Master File**

### *Chalkboard Utilities*

You can use the Coach’s Office *Chalkboard Utilities* to merge multiple *formation.mdb* databases into one master chalkboard file. This can be done from a computer with Coach’s Office loaded and with user rights to the folders containing the necessary chalkboard files. The final result is a merged *formation.mdb* file of two or more databases. The procedure is to copy to one master database at a time.

### *Performing Backups*

Before proceeding, back up all the Coach’s Office chalkboard databases in the network folders to an external drive. (Set up individual coach’s folders for chalkboard files.)

### *Master Chalkboard Location & Name*

The master chalkboard database can be copied to each coach’s folder (replacing the current *formation.mdb*), allowing them to take advantage of all the coaches’ plays/formations. If desired, keep a copy in the root directory of the offense and defense folders as a backup. (See *Importing the Merged Chalkboard Database to an Individual Coach’s Folder*.)

### *Copying From Multiple Databases*

The *Chalkboard Utility* allows you to copy plays and formations in the offense, front, and coverage lists from one formation database to another. Notice that this procedure is different than merging playbook databases, which can be a two-way exchange. The *Chalkboard Utility* is used for a one-way transfer only. The master file is the *copied to* database, the one with the received plays/formations. Continue to access a second, etc. chalkboard database as the *copy from* database and copy the plays/formations to one you’ve designated as the master file (by location, not file name).

### *Copying To the First Database*

The computer that opens the *Chalkboard Utility* is the default *copy from* location. If this function is performed by a network administrator or other person with a master login privilege, the *copy from* location can be changed. If this location is changed, return it to the original location path when finished (#6).

1. Locate the *copy to* location and file. Right mouse click the chalkboard icon on the Coach’s Office desktop. The utility window displays with the location of the current *formation.mdb*. If you change this location in 1.b. below, you’ll need to return the location to its original setting when finished.

- a. If this is where the *copy from* file is located, click *Copy Formations*.
  - i. Go to #3 below.
- b. If your *copy from* file is in another location (network or external drive), use the dropdown at the top to locate the file. This step defines where the new *copy from* location is.
  - i. Click on the formation.mdb name (in the box  $\frac{3}{4}$  the way down the window) to select it. The box turns blue.
  - ii. Click *OK*. Do not click *Copy Formations*.
  - iii. The utility window closes. The *copy from* location and file are defined.
  - iv. Go to #2 below.
2. Locate the *copy to* location and file. Right mouse click the chalkboard icon. The utility window displays with the defined location and file name of the *copy from* file.
  - a. Click *Copy Formations*.
  - b. Go to #3 below.
3. Select the *copy to* formation file. This utility window asks you to choose where the file is that you're copying to.
  - a. Use the dropdown box at the top of the window to locate the *copy to* location and file.
    - i. This could be the formation file on a network or external drive.
  - b. Click the file name in the box near the bottom of the window to select it. The box turns blue.
  - c. Click *OK*.
4. Choose a formation to copy: Offense, Front, or Coverage. For this example, click *Offense*.
  - a. The offense plays/formations saved in the *copy from* file display in the window.
  - b. Select the file name(s) to *copy to* the destination file.
    - i. Click to select one name or hold down the <ctrl> key while selecting multiple names.
  - c. Click *Copy*.
    - i. If there is an offense with that name, the prompt will ask if you want to overwrite it.
    - ii. When the file(s) is copied to the destination file, a window displays saying *Copy Complete*. Click *OK*.
  - d. Continue with more offense or choose front or coverage and follow the same instructions.
5. When finished copying, click *Close*.
  - a. The utility window closes.
6. Reset the *copy from* location to its original setting. If you changed the location of the current chalkboard database, reset the location now.
  - a. Right mouse click the chalkboard icon. In the utility window, browse to find the original location.
  - b. Click the formation.mdb file in the box near the bottom to highlight it.
  - c. Click *OK*. The utility window closes.

## **Importing the Merged Chalkboard Database to an Individual Coach's Folder**

### *Import/Export Utility*

Each coach can use the newly merged master chalkboard database. Either “import” the newly merged master to each coach's Coach's Office current database folder or simply copy and paste the file through Windows Explore.

### *Import Utility*

Coach's Office knows the location of the currently-in-use formation database. Using the *Import Utility*, locate the file to be imported and select it, overwriting the current database. The next time Coach's Office is opened, the Chalkboard Module will access the new formation database.

1. Open Coach's Office.
2. Right click the computer monitor on the Coach's Office desktop to open the *Import/Export Utility*.
3. Click *Import*.
4. Click *Formation*.
5. Browse to find the formation database to be imported. Click the down arrow in the browse area and then click the network drive or other location.
  - a. Navigate through the folder structure to the desired folder location.
  - b. When a folder is selected that has a formation database, the file name *Formation.mdb* displays in the bottom field of the *Import/Export Files* window.
  - c. Click the formation name. It turns blue, indicating it is selected.
6. Click *OK*.

The newly created formation database is now the currently-accessed database.

## **Testing**

We recommend testing each computer's configuration to verify that the correct playbook, formation, and script files open. Right click the monitor on the Coach's Office desktop and choose either *Import* or *Export*. (Either will do since this is only a test and will not be a completed process.) Then click the module to test, such as the Playbook Module. The location is displayed in the browse and folder structure area. Is it correct? Click *Cancel* and test the other modules. Make corrections as needed.

Appendix A

