

DIGITALVODKA · COMPANY ASSETS · V105.0.30

Multi-user setup guide

Print this. Tick each box. One step at a time. Shared folder plus a share key. Not a website.

Windows and Linux · v105.0.30

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1. How the pieces fit

Legal disclaimer. DigitalVodka prepares this paper for Company Assets v105.0.30 as accurately as it reasonably can at the time of this release. Google, Microsoft, Okta, and other third-party screens change without notice. Copy live values from the program. This paper is not a warranty that a third-party console still matches, not an obligation to update third-party steps between releases, and not legal, tax, ERISA, HIPAA, PCI, accounting, or compliance advice. Demo names are fictional sample data. THE SOFTWARE AND THESE PAPERS ARE PROVIDED AS IS. End User License Agreement Version 7, including the liability waiver, governs. Support: www.digitalvodka.com only.

Program - C:\CompanyAssets on Windows, or ~/.local/share/CompanyAssets on Linux. Each person installs their own copy. Not Program Files.

List - usually Documents/CompanyAssets, or a network / OneDrive folder you choose. Encrypted (CADB4). Do not rename files in it.

Share key - 32 characters, eight groups of four. Other PCs type it once. Windows: Credential Manager. Linux: OS keyring. Not inside the folder.

Share key = combination. Shared folder = filing cabinet. Each PC has its own program (the keyhole). Mixed Windows and Linux PCs can share one folder if they all have this v105.0.30 program and the same key.

2. Before you start

- ☐ **1. Same program on every PC.**
Windows zip (MSI inside) or Linux zip. All v105.0.30.
- ☐ **2. Activate on the first computer only.**
Demo is practice (User ID Demo / password 12345). Do not put Demo on OneDrive as the office list.
- ☐ **3. One User ID per person.**
Create those logins on the first PC before anyone else signs in. Do not share the built-in Admin password.

3. First computer - install

Do this on the PC that will own the list. Tick Windows or Linux, not both.

If this PC is Windows

- ☐ **1. Save the zip.**
CompanyAssets_v105.0.30-Windows.zip from Downloads.
- ☐ **2. Unzip it.**
You should see CompanyAssets_v105.0.30.msi inside.
- ☐ **3. Double-click the MSI.**
Windows asks for permission first. Click Yes. Setup copies the program to C:\CompanyAssets.

If this PC is Linux

- ☐ **1. Save the zip.**
CompanyAssets_v105.0.30-Linux.zip from Downloads.

- ☐ **2. Unzip the whole folder.**
Keep Install-Company-Assets.sh next to the files/ folder.

- ☐ **3. Install WebKit if needed.**
Debian / Ubuntu: `sudo apt install python3-gi gir1.2-webkit-6.0 gir1.2-gtk-4.0`. Fedora: `sudo dnf install python3-gobject webkitgtk6.0 gtk4`.

- ☐ **4. Run the installer.**
`bash Install-Company-Assets.sh`

- ☐ **5. Pick the list folder.**
Documents/CompanyAssets or a network share. Not `~/local/share/CompanyAssets`.

- ☐ **6. Do not open CompanyAssets.html.**
Not Chrome. Not Firefox. Open Company Assets from Applications.

4. First computer - open the list

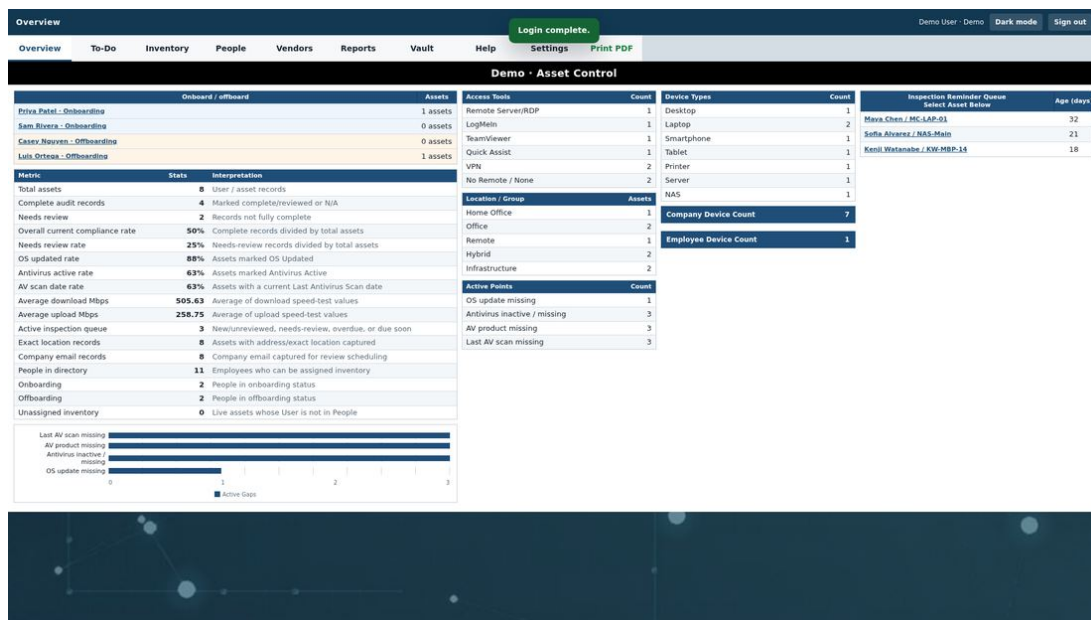
After Setup, on that same first PC:

- ☐ **1. Agree to the license.**
End User License Agreement Version 7. Scroll to the last paragraph. Tick the liability waiver. Click **I Agree**.
- ☐ **2. Choose where the list goes.**
On **Where should the company list go?** click **Use default** for Documents/CompanyAssets, or **Browse** to put it on OneDrive or a network share.
- ☐ **3. Practice only if you need it.**
User ID **Demo** / password **12345**. Demo is not the office list.
- ☐ **4. Activate.**
Settings, Status, click **Activate Company Assets**. Demo is then gone.
- ☐ **5. Write the share key down.**
The **Share key** window appears. 32 characters, eight groups of four. Click **Copy** if you want the clipboard, then **OK**.
- ☐ **6. Confirm the folder.**
Settings, **Folders & key** (under This PC). **Shared database** is usually Documents\CompanyAssets. Click **Show**, then **Copy**, if you need the key again.
- ☐ **7. Share the folder if other PCs will use it.**
Put that folder on OneDrive or a network share. Keep OneDrive sync on. Do not pause this folder. Wait until the copy finishes.
- ☐ **8. Create logins.**
Settings, **User Management**. Add your own User ID (role Admin or Manager). Add one User ID per other person. Click **Create user** each time.
- ☐ **9. Optional: Help Alert on this PC.**
Settings, Staff email, **Install Help Alert**. Help Alert does not travel with the folder. **Sign in mailbox** if this desk uses Google or Microsoft mail.

SCREEN - Folders & key on first PC

Place the test photo here. Settings, Folders & key. Shared database path + Show / Copy on Database key. Capture on the first PC.

Folders & key on first PC - Settings, Folders & key. Shared database path + Show / Copy on Database key. Capture on the first PC.



Share key window - 32 characters, eight groups of four. Write it down. Other PCs type this once. Not stored inside the folder.

SCREEN - User Management on first PC

Place the test photo here. Create user for yourself (Admin or Manager), then one User ID per other person. Capture Create user still on screen.

User Management on first PC - Create user for yourself (Admin or Manager), then one User ID per other person. Capture Create user still on screen.

5. Other computers

Do this on each extra PC. First PC must already be activated, the folder must have finished syncing, and that person's User ID must already exist.

Install on this PC (Windows or Linux, not both)

- ☐ **1. Windows: unzip, then the MSI.**
Same v105.0.30 zip. Setup is C:\CompanyAssets. Do not open CompanyAssets.exe from a folder of loose files.
- ☐ **2. Linux: run the installer.**
bash Install-Company-Assets.sh. Print CompanyAssets-Linux-User-Manual.pdf. Do not open CompanyAssets.html in a browser.

Join the existing list

- ☐ **1. Agree to the license.**
Tick the waiver. Click **I Agree**.

- ☐ **2. Choose the folder.**
On **Where should the company list go?** click **Browse** (or **Use default** if the list already lives in Documents/CompanyAssets). Pick the OneDrive or network folder (the list), not C:\CompanyAssets and not ~/.local/share/CompanyAssets.

- ☐ **3. If the folder already has a list.**
The program asks for the **activation key** and the **share key**. Type both. Click **Connect**.

- ☐ **4. All settings come with it.**
Users, company settings, people, vendors, inventory, vault, tickets, Staff email, SSO, columns, overview layout, and theme from the first computer appear on this PC. You do not re-enter them.

- ☐ **5. Sign in as yourself.**
The User ID created for you on the first PC. Not Demo. Not a shared Admin password.

- ☐ **6. Optional: Help Alert on this PC.**
Settings, Staff email, **Install Help Alert** if this desk should see the popup.

SCREEN - Use default or Browse

Place the test photo here. First-run screen Where should the company list go, with Use default and Browse. Capture on the second PC.

Use default or Browse - First-run screen Where should the company list go, with Use default and Browse. Capture on the second PC.

SCREEN - Connect with both keys

Place the test photo here. Join screen: Activation key and Share key, then Connect. Capture on the second PC.

Connect with both keys - Join screen: Activation key and Share key, then Connect. Capture on the second PC.

SCREEN - Second PC sign-in

Place the test photo here. Sign in with the User ID from the first PC. Not Demo. Capture on the second PC.

Second PC sign-in - Sign in with the User ID from the first PC. Not Demo. Capture on the second PC.

6. What travels with the folder

Travels: User IDs, every company setting (timer, idle, mail templates, org name, columns, overview layout, theme), people, vendors, inventory, vault, tickets, Staff email, SSO. You do not re-create Admin on the second PC.

Does not travel: the program (each PC installs its own copy), Help Alert (install on each PC that should pop up), Credential Manager / keyring (each PC stores the share key after you type it).

Sign out closes the program. Open Company Assets again to switch users.

7. If something looks stuck

- ☐ **1. Wrong key message.**
That share key does not match this database. On the first PC: Settings, Folders & key, **Show**, **Copy**. Wait for OneDrive. Try again.
- ☐ **2. Folder looks empty or old.**
Keep OneDrive sync on. Do not pause this folder. Settings, Folders & key, **Repair shared folder** if the path is right but the list will not open.
- ☐ **3. Cannot sign in.**
That User ID was not created yet. On the first PC: Settings, User Management, **Create user**.
- ☐ **4. Wrong folder.**
You want the list (Documents/CompanyAssets or the OneDrive copy), not the program folder. Click **Browse** again, or Settings, Folders & key, **Use a different shared folder....**
- ☐ **5. Need a new combination.**
Activated Admin: Settings, Folders & key, **Update database key**. Every other PC must type the new key.

8. What not to do

- ☐ **1. Do not email the share key in plain sight.**
Not on a public list.
- ☐ **2. Do not open CompanyAssets.html as the office program.**
Not from a USB stick. Not in a browser.
- ☐ **3. Do not put real employee secrets in Demo.**
Not in Sign in (Try in browser) either.
- ☐ **4. Do not share Demo as the office list.**
Activate first.
- ☐ **5. Do not share the built-in Admin password.**
Each person gets a User ID.
- ☐ **6. Do not look under Program Files.**
Setup is C:\CompanyAssets.
- ☐ **7. Uninstall never deletes the company list.**
That is on purpose.

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