Staff Tutorials

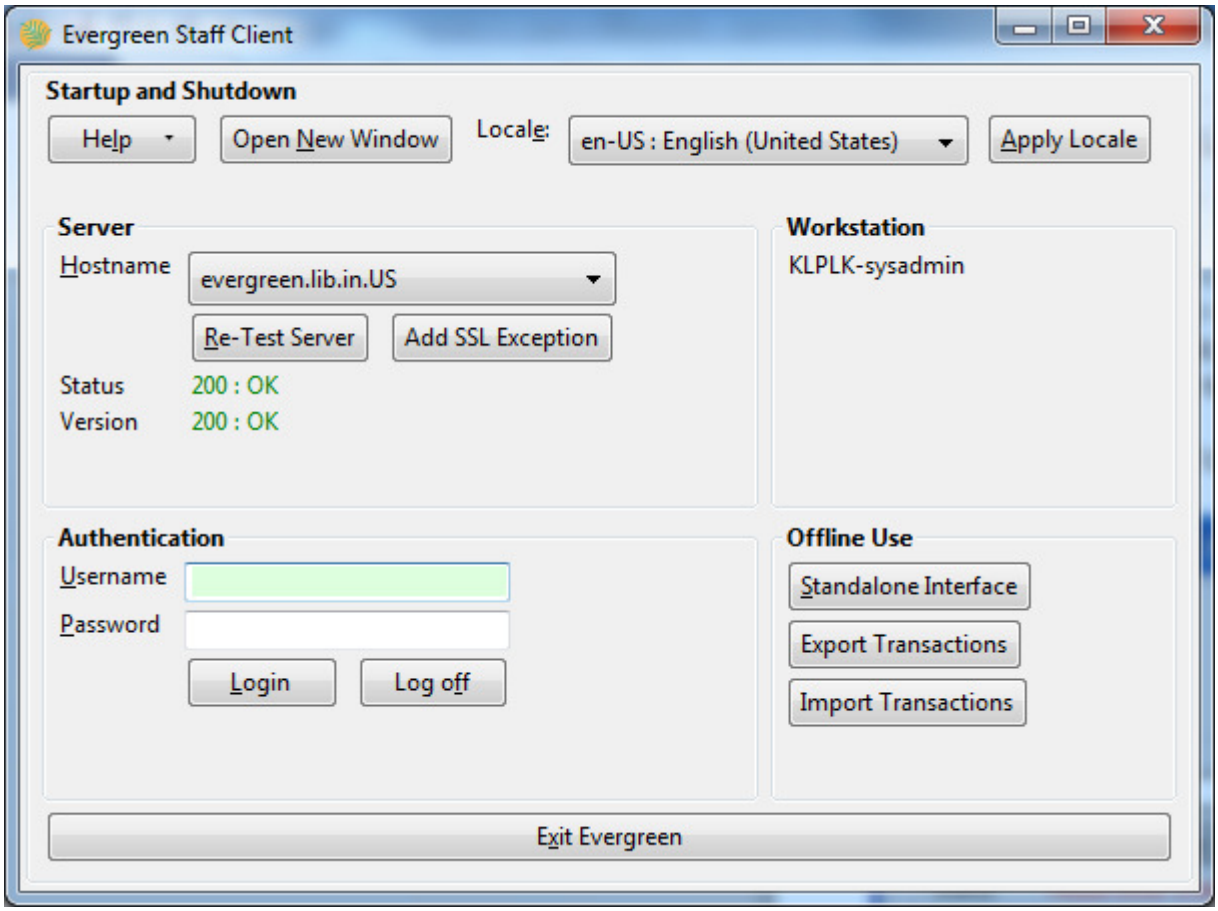
Installing On Windows

The staff client is available for download from Evergreen Indiana at http://evergreen.lib.in.us/updates/pub/clients/.

Download the staff client installer, and run it. A screen will appear that looks similar to this:

Click the Next button to continue through the guided install process. The install wizard will ask you to agree to the end-user license, ask you where to install the software, ask about where to place icons, and then will install the software on your workstation.

When you run the staff client for the first time, a screen similar to this will appear:



First, configure the server you would like to connect to in the **Server** section. This will be **evergreen.lib.in.us**. After selecting a server, click the **Re-Test Server** button.

Because this is the initial run of the staff client, the **Workstation** section in the upper-right states: **Not yet configured for the specified server**. The first thing that must be done to every workstation is to assign it a workstation name. This is covered in the Workstation Names section of the documentation.

Installing On Mac

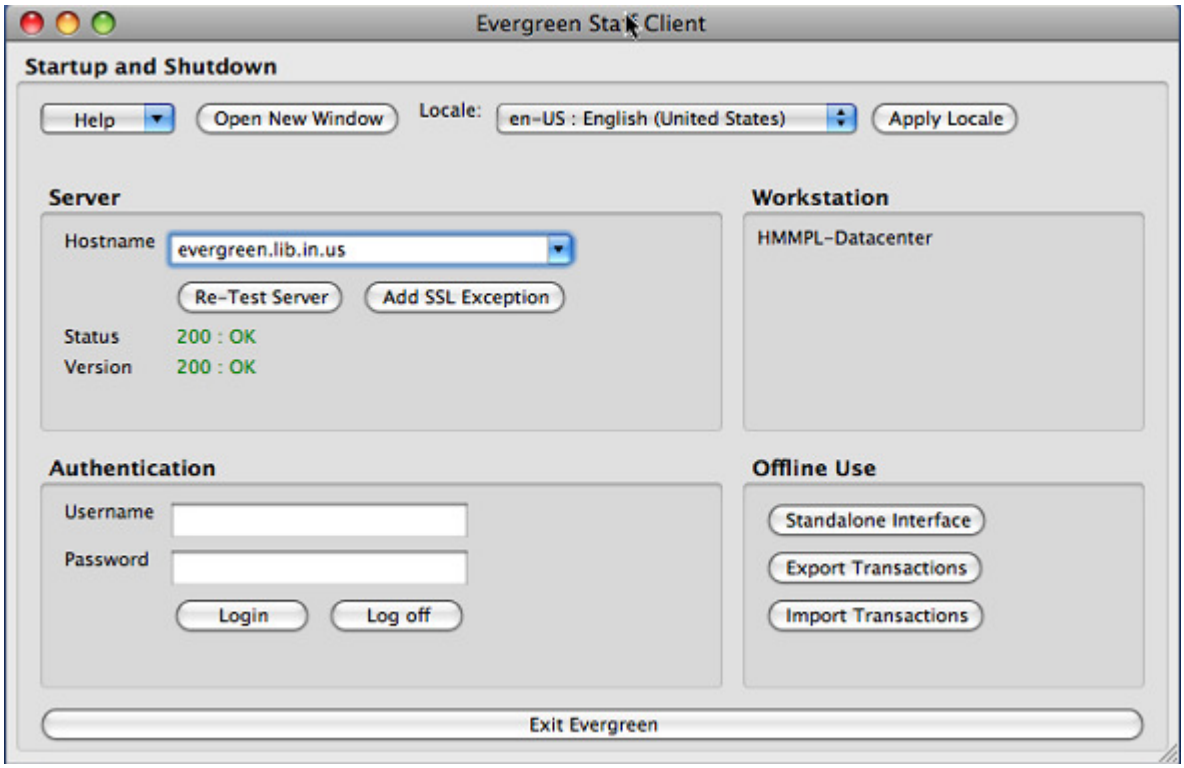
A Mac OS staff client is also available for download from Evergreen Indiana (http://evergreen.lib.in.us/updates/pub/clients/)

Please note: the Mac OS client is unsupported by the Evergreen Indiana helpdesk.

When you run the staff client installer, a screen will appear that looks similar to this:

Simply drag the Evergreen icon onto the Applications folder to install.

Next, configure the server you would like to connect to in the **Server** section. This will be **evergreen.lib.in.us**. After selecting a server, click the **Re-Test Server** button.



Because this is the initial run of the staff client, the **Workstation** section in the upper-right states: **Not yet configured for the specified server**. The first thing that must be done to every workstation is to assign it a workstation name. This is covered in the Workstation Names section of the documentation.