

**PTV** **MAP&GUIDE**

the mind of movement

**PTV MAP&GUIDE DESKTOP 2018**

**THE INSTALLATION AND**

**ADMINISTRATION GUIDE**

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# 1 Requirements for a Successful Installation

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In order to install the program successfully, certain requirements must be fulfilled. Therefore please check the following before installation:

- ▶ System requirements met?
- ▶ Number of licences checked?
- ▶ Assignment of rights in Windows® checked?

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Note: Please note that PTV Map&Guide desktop cannot be installed alongside PTV Map&Guide intranet on the same computer.

---

## 1.1 System Requirements

### 1.1.1 Network

- ▶ At least a 10 MBit network connection, we recommend at least 100MBit
- ▶ Communications protocol: TCP/IP

### 1.1.2 Computer

- ▶ Operating System
  - ▶ Microsoft Windows Vista® (32 bit, 64 bit)
  - ▶ Microsoft Windows 7® SP 1 (32 bit, 64 bit)
  - ▶ Microsoft Windows 8® / 8.1® (32 bit, 64 bit)
  - ▶ Microsoft Windows 10® (32-bit, 64-bit)

Terminal Server environments (Citrix, Windows Terminal Server) are **not** supported.

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Note: PTV Map&Guide desktop is not optimised for use with a touchscreen.

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- ▶ Computer types
  - Current-generation computers
- ▶ Processors
  - x86 or x64 processor with at least 2 Ghz (3 GHz+ recommended)
- ▶ Free main memory
  - At least 2 GB RAM (4 GB+ recommended)
- ▶ Hard drive
  - ▶ Program: At least 2 GB free for program installation (depending on the type of installation)
  - ▶ Map Between 5 GB and 18 GB of free disc space is required depending on the map and use of the altitude profile data, e.g. 18 GB for a Europe City map
- ▶ Monitor resolution
  - At least 1024 x 768 pixels, 16 million colours. 1280 x 1024 or higher is recommended
- ▶ Printer
  - Printer drivers supported by Microsoft® Windows®
- ▶ Internet access for:
  - ▶ Installation

- ▶ Activation (also possible by telephone)
- ▶ Downloading program and toll updates
- ▶ Use of traffic information
- ▶ Use of Online-Help
- ▶ E-mail program
  - Sending maps and itineraries
- ▶ Miscellaneous
  - If you use the calc+ add-on with the excel pro application case, you need to have installed a Microsoft Excel® version on the same computer such as PTV Map&Guide desktop.

### 1.1.3 Supported databases

PTV Map&Guide desktop supports the ODBC standardised database interface and its successor OLEDB. If you are using a database which features an ODBC interface or OLEDB drivers, PTV Map&Guide desktop should theoretically be able to communicate with the database.

The database manufacturer is responsible for providing the necessary drivers. As long as at least one ODBC driver is available for your database, the generic "OLEDB for ODBC" driver can be used to communicate with the program. However, this could potentially result in decreased performance or driver-related incompatibility, depending upon the database.

We therefore recommend the OLEDB-based connection to the following databases:

- ▶ Microsoft SQL Server
- ▶ Microsoft Access
- ▶ Microsoft Excel

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Note: Please note that we can only offer limited support when a connection is made with a non-default database.

---

### 1.1.4 SQL-Server (optional)

You have the possibility of saving administrative data and address tables on a Microsoft® SQL server. This increases the system's stability, improves performance and enables the use of more than 32 address layers.

If you do not have an SQL server, you can download the free "SQL Server Express Edition" at <https://www.microsoft.com>.

---

#### Note

Do not use a MySQL-Server! You must use at least Microsoft® SQL Server® 2005 or Microsoft® SQL Server® 2005 Express or higher.

Use a Microsoft® SQL Server® for five or more users. For less users Microsoft® SQL Server® Express is sufficient.

If you are using Microsoft® SQL Server®, the corresponding ports must be opened on the server computer. Further information is available on the Microsoft website.

---

A database for address layers and licences must be created on the SQL server. Then port the address layers and user database to the SQL server (see "Porting address tables to SQL Servers" on page 47 and see "Porting user database to SQL Servers" on page 48).

---

Note: When using an SQL server, please remember to create a backup of the SQL server, should data be lost.

---

## 1.2 Assigning rights under Microsoft Windows®

- ▶ You need administrator rights to install PTV Map&Guide desktop and to download and install program updates.
- ▶ If you install PTV Map&Guide desktop to the suggested default directories then the program can be used by users who do not have administrator rights.
- ▶ If PTV Map&Guide desktop is not installed in the default folder, ensure:
  - ▶ Every PTV Map&Guide desktop user requires reading rights to the installation folder.
  - ▶ Every PTV Map&Guide desktop user requires reading and writing rights (full access) to the data and map folder. This also applies if PTV Map&Guide desktop is installed as a network version.



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## 2 Documentation and Support

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You can find out about the different program functions in the following ways.

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### 2.1 Documentation

If you have questions on how to install and operate the program, the following documents are available to help:

- ▶ The PTV Map&Guide desktop installation and administration guide
- ▶ Manual PTV Map&Guide desktop
- ▶ Online Help

---

Once you have installed the program, you can also find all the user's guides in PDF format. The path under which the data folder is stored during installation depends on the operating system. For a default installation under Windows Vista®, Windows 7, Windows 8®/8.1 or Windows 10, you will find the PDFs under **C:\ProgramData\PTV-AG\PTV Map&Guide desktop\23\data\docs**. You can also access the manual through the **Help** menu in the program.

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#### Accessing online help

The user's Online Help answers all your questions as you work with PTV Map&Guide desktop.

You can access Online Help from the **Help > Open Help** menu.

In Online Help you will find explanations of the program functions of PTV Map&Guide desktop and responses to frequently asked questions in the **FAQ** folder.

---

### 2.2 Support

You can contact our technical support at any time of day by e-mail or using the online form. Telephone support is available during the day at the times indicated.

#### Germany

- ▶ German support  
Tel: +49 (0)721 9651 8555  
(Monday to Friday, 8am to 6pm, bank holidays excluded).  
E-mail: [support@mapandguide.com](mailto:support@mapandguide.com)  
Online form: [www.mapandguide.com/de/support-request/](http://www.mapandguide.com/de/support-request/)
- ▶ English support  
Tel: +49 (0)721 9651 8556  
(Monday to Friday, 8am to 6pm, bank holidays excluded).  
E-mail: [support@mapandguide.com](mailto:support@mapandguide.com)  
Online form: [www.mapandguide.com/en/support-request/](http://www.mapandguide.com/en/support-request/)

#### France

Tel: +33 (0)826 100 406  
(Monday to Friday, 8am to 6pm, bank holidays excluded)

E-mail: [support.fr@ptvgroup.com](mailto:support.fr@ptvgroup.com)

Online form: [www.mapandguide.com/fr/support-request/](http://www.mapandguide.com/fr/support-request/)

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(Monday to Friday, 9am to 12pm and 1pm to 4pm, bank holidays excluded)

Fax: +31 (0)346 581 616

E-mail: [support@ptvbenelux.com](mailto:support@ptvbenelux.com)

Online form: [www.mapandguide.com/nl/support-request/](http://www.mapandguide.com/nl/support-request/)

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## 3 Overview of Installation Types

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When installing PTV Map&Guide desktop, you can choose between a single-user installation and a network installation.

---

### 3.1 Installation directories

PTV Map&Guide desktop is installed to program and data directories. The paths depend on the operating system. A default installation under Windows Vista®, Windows 7®, Windows 8/8.1® or Windows 10® creates the following directories:

#### Program directory

Windows 64 bit: The PTV Map&Guide desktop program files are installed under `C:\Program Files (x86)\PTV-AG\PTV Map&Guide desktop <version>`.

Windows 32 bit: The PTV Map&Guide desktop program files are installed under `C:\Program Files\PTV-AG\PTV Map&Guide desktop <version>`.

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Note: A 64 bit operating system is always assumed in the case of program files that are specified in the user guides.

---

#### Data directory

The data folders are installed under `C:\ProgramData\PTV-AG\PTV Map&Guide desktop\23\data\`.

The data directory contains, for example, any itineraries, vehicle profiles or address tables that you have created (see "Overview of user data folders" on page 35).

#### Map directory

The map is installed under `C:\ProgramData\PTV-AG\PTV Map&Guide desktop\23\maps\`.

---

### 3.2 Single-User Installation

A single-user installation means that the program and the map are installed on one computer (see "Performing a Single-User Installation" on page 14).



- ▶ Program Installation:  
PTV Map&Guide desktop single-user
- ▶ Map installation

---

Note: We recommend this type of installation if only one user is working with PTV Map&Guide desktop.

---

### 3.3 Network Installation

A network installation means that the program and the map are initially installed on a server in the network. You must then perform client installations.

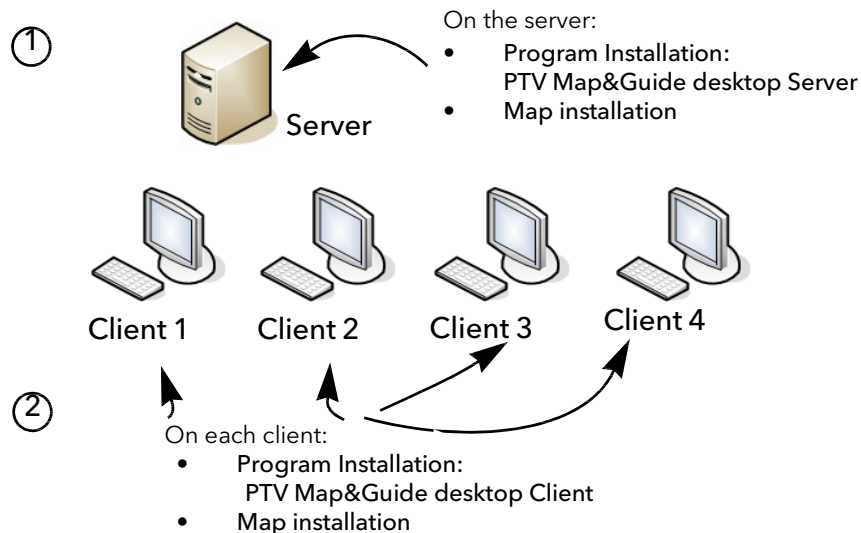
Note: If you are not using the clients locally, you must share the installation directory, the map directory and the data directory for PTV Map&Guide desktop on the server.

The following types of client installation are possible:

► Version 1: Install clients with local program files and map

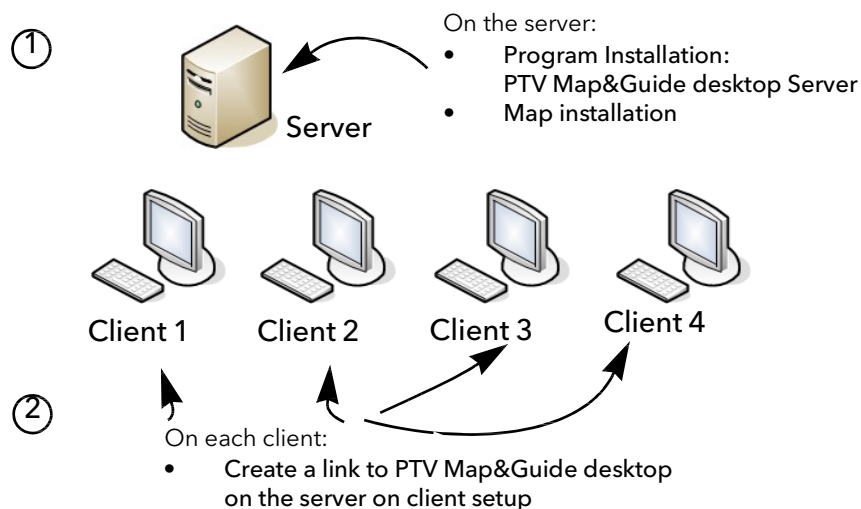
The program files and the map are installed on each client. Only shared data such as profiles, address layers, map editor layers etc. are stored centrally on the server.

Note: If you install the program and the map locally on the clients, PTV Map&Guide desktop works faster because the server is not being continually accessed via the network.



► Version 2: Installing Clients with Shortcut to the Server

A shortcut is created to the server on the clients. Shared data and program files are stored locally on the server. In this variation, the clients must retrieve all data from the server. This means that access times may be longer in comparison to variation 1.



Note: A sufficient number of licences must be available for installation.

## 3.4 Installing a Test Version

If you want to install a test version that you have received, then you can choose between a single-user installation and a network installation for one client computer (see "Installing a Test Version" on page 13).

---

Note: Only one licence can ever be installed with a test version (1 licence = 1 workstation). For a test version, you receive just one serial number for the installation of all modules. The test version is fully functional except for the following restriction: In the use case excel pro a maximum of 10 data records can be calculated at a time.

The test version can only be used for a limited amount of time. After this period of time expires, a window in which you can enter the serial number for a full version appears.

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## 4 Performing a Single-User Installation

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A single-user installation means that the program and the map are installed on one computer.



- ▶ Program Installation:  
PTV Map&Guide desktop single-user
- ▶ Map installation

---

### 4.1 Overview of Single-User Installation

- ▶ Check that the prerequisites for installation have been met (see "Requirements for a Successful Installation" on page 6)
- ▶ Installing the program (see "Single-User Installation - Installing the program" on page 14)
- ▶ Install the map, optional: Defragment the map

---

### 4.2 Single-User Installation - Installing the program

---

Note: Take note of user rights (see "Assigning rights under Microsoft Windows®" on page 8).

---

- ▶ Open the directory where you unzipped the program installation files.
- ▶ Double-click on **autorun.exe**.

---

Hint: If you received a program DVD, insert the DVD into the drive. The installation starts automatically.

---

The start screen appears.

- ▶ Click on the **Install Program** button in the **Single-user installation** area.  
The installation wizard starts with a welcome screen.

---

Note: If your PTV Map&Guide desktop version supports several languages, a choice of languages is displayed. In this case, select the language in which you want carry out the installation process.

---

- ▶ Click **Next**.  
The **PTV Map&Guide desktop licence agreement** page appears.
- ▶ Read the licence agreement carefully.

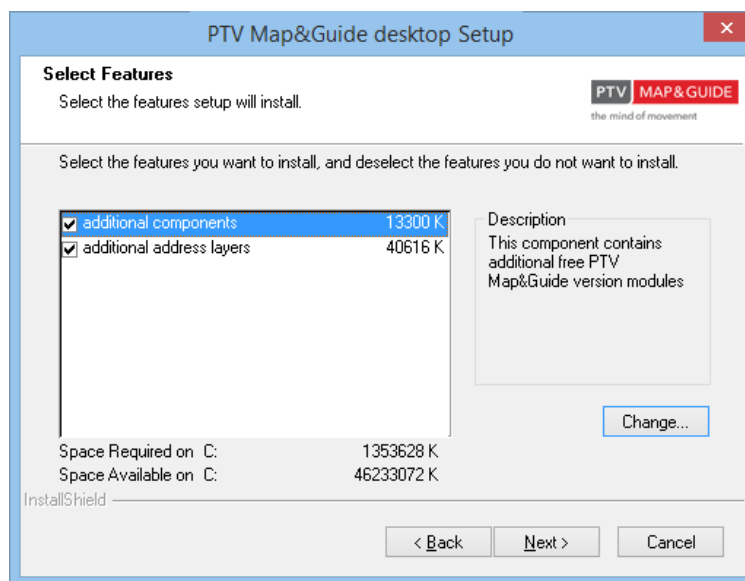
---

Note: If you want to print out the licence agreement, click **Print**.

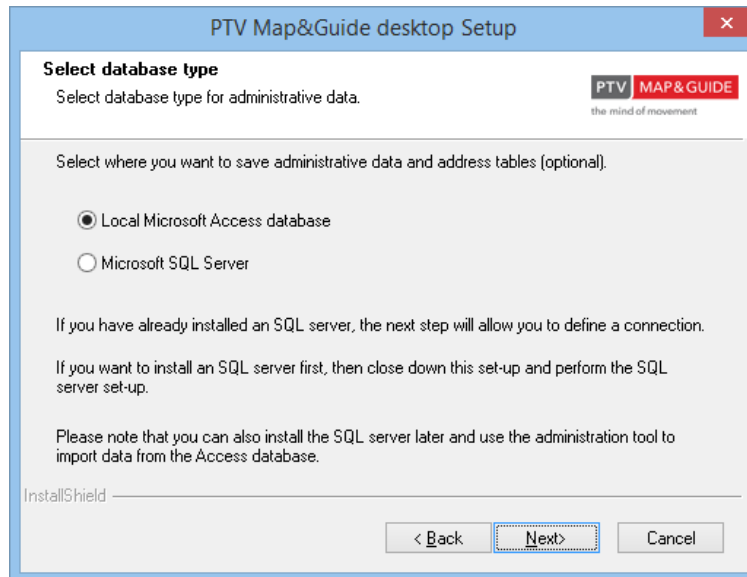
---

- ▶ Select **I agree with the terms of the licence agreement**.  
The **Next** button becomes available.
- ▶ Click **Next**.  
The **Target path for program files** page is displayed. The installation program suggests a directory.

- Select an installation folder for PTV Map&Guide desktop. If you wish to use an alternative path, click **Browse** and choose a different installation folder. Take note of user rights (see "Assigning rights under Microsoft Windows®" on page 8).
- Click **Next**.  
The **Target path for data** page is displayed. The **Default path** option is activated automatically. The **Select user-defined path** option allows you to choose a different folder if required.
- Click **Next**.  
The **Serial number** page appears.
- Enter the program serial number and then click **Add**.  
If you successfully entered the serial numbers, the entries "PTV Map&Guide desktop" and the **components** will be displayed in the Component area.
- Click **Next**.  
The **Select Features** page appears.



- Select the features that you want to install. All features are selected by default.
  - When you select a feature in the list, a short description is displayed.
  - In the case of features that are further subdivided into components, you can click **Change** to specify which ones you want to install.
  - Under **additional components**, you can install the user's guide in PDF as well as altitude data format.
- Click **Next**.  
The **Select Program Folder** page appears.
- Enter a program group from which you can later start PTV Map&Guide desktop. The program group "PTV Map&Guide desktop <Version>" is suggested (**Start > Program Files > PTV Map&Guide desktop<Version>**).
- Click **Next**.  
The page **Select database type** is displayed.



- Select the required database type.

---

Note: Your data can be managed as usual in an Access database. However with PTV Map&Guide desktop you also have the possibility of managing your data using an SQL server. If you have already installed an SQL server, your user data can be directly ported to the SQL server.

---

- You can also install the SQL server later and port your Access data to an SQL server later (see "Porting user database to SQL Servers" on page 48).

---

Note: When porting your data to an SQL server, you must enable PTV Map&Guide desktop <Version> of the SQL server and Windows authentication mode for the created database instance PTV Map&Guide desktop can no longer be started if the SQL server and Windows authentication mode is not enabled! If, for example, you are using the SQL Server Management Studio Express which was provided, it can be configured by right-clicking the entry in the central database instance. Clicking the entry Properties in the context menu opens the window Server properties, in which the mode can be activated on the Security page.

---

- Click **Next**.  
A prompt appears (only with the option SQL server).
- Confirm the prompt.  
The page **Database Server** opens (only with the option SQL Server).
- Select the server (only with the option SQL server).
- Click **Next**.  
An overview of your installation settings is displayed.
- Click **Next**.  
Copying now starts.  
Once the process has been completed, you will be asked whether you wish to start the Update Wizard in order to transfer data from a previous version.
- Choose whether you want to transfer data from a previous version.
  - Initial installation: Click **No** to skip the data transmission.
  - Update installation: Click **Yes** to start the Update Wizard.
- To finish installation, in the **InstallShield Wizard Complete** window, click **Finish**.
- Confirm the following information with **OK**.



After finishing program installation, you are ready to install the map.

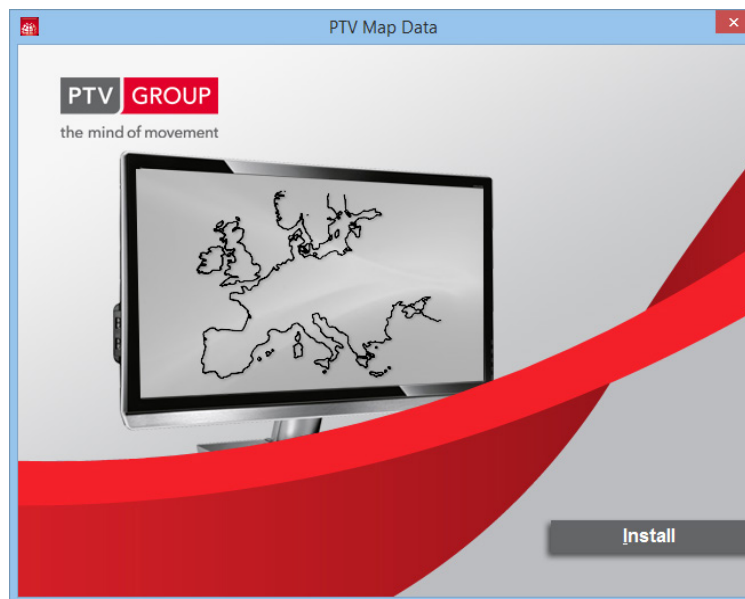
### 4.3 Single-User Installation - Installing the Map

Once the program files and basic components have been installed, continue with the installation of the desired map.

- ▶ Open the directory where you unzipped the map installation files.
- ▶ Open the directory <map\_version>\setup\disk1 and start installation with double-click on **autorun.exe**.

Hint: If you received a map DVD, insert the DVD into the drive. The installation starts automatically.

After a few moments, the start screen appears.



- ▶ Click the **Install** button.  
A list of languages appears.
- ▶ Select the language in which you want carry out the installation process.

Note: The setting you choose here has no effect on the language of the map you are about to install.

- ▶ Click **Next**.  
The map installation wizard starts with a welcome screen.
- ▶ Click **Next**.  
The PTV Map&Guide desktop licence agreement page appears.
- ▶ Read the licence agreement carefully.

Note: If you want to print out the licence agreement, click **Print**.

- ▶ Select I agree with the terms of the licence agreement.  
The Next button becomes available.
- ▶ Click **Next**.

The **Select Map Application** page appears.

- ▶ Select **PTV Map&Guide desktop**.
- ▶ Confirm by clicking **Next**.

The **Select Destination Path** page appears. The default path points to the `\maps` folder.

- ▶ Check the path details.

---

Note: If you want to select a different path, click **Change**.

Note: If you have not installed a map yet, the **Install New Map** option is automatically activated.

---

- ▶ Click **Next**.

The **Serial Number Entry** page appears.

- ▶ Enter the map serial number and then click **Add**.  
If the serial number is accepted, the map name appears in the **Components** area.
- ▶ Click **Next**.  
A summary of your installation details appears.

---

Tip: If you need to change information on any of the previous pages, click **Back**.

---

- ▶ Click **Next**.

Copying starts and the map is installed in the selected folder. The **InstallShield Wizard Complete** window then appears.

- ▶ Click **Finish**.

The installation of PTV Map&Guide desktop is now complete and you can start the program (see "First Start" on page 33).

---

## 4.4 Installing Additional Maps

---

Note: Before you install an additional map, make sure that PTV Map&Guide desktop starts without any problems with the currently installed map.

---

You can add an additional map or maps at any time. Additional map installation means that you already have a version of PTV Map&Guide desktop installed, and you want to install subsequently purchased maps.

---

Note: Please note that only the maps can be installed in this case. Don't install the PTV Map&Guide desktop program again!

---

## 5 Performing Network Installation

A network installation means that the program and the map are installed centrally on a server in a network. Afterwards you must perform the individual client installations (workstation installations).

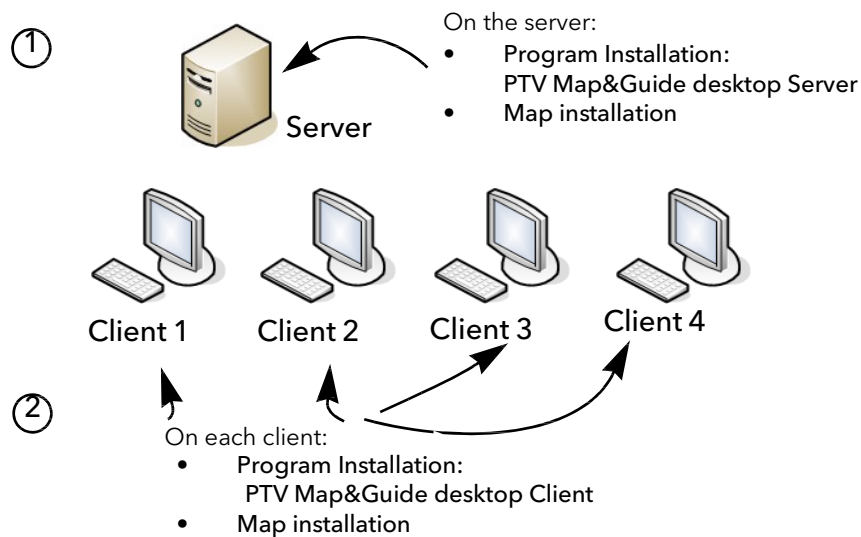
### 5.1 Client installation options

The following types of client installation are possible:

- Version 1: Program files and map are installed locally on the clients.

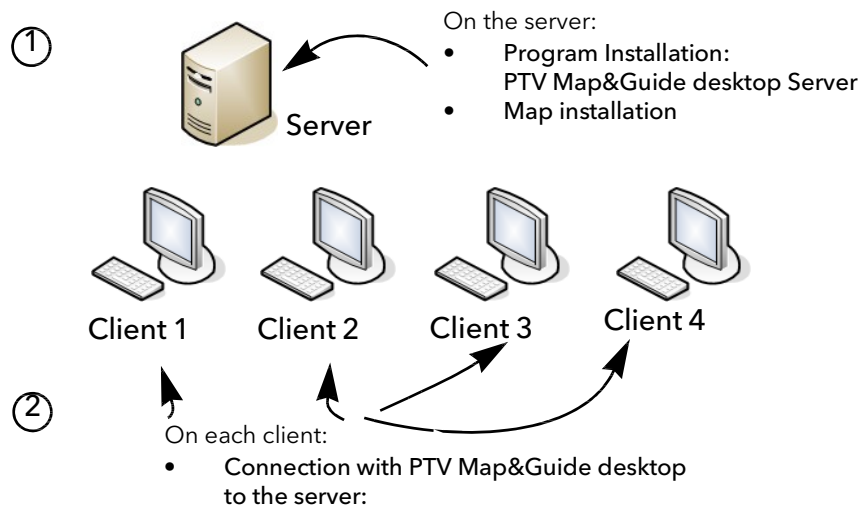
The program files and the map are installed on each client. Shared data such as profiles, address layers, map editor layers etc. are stored centrally on the server.

Note: If you install the program and the map locally on the clients, PTV Map&Guide desktop works faster because the server is not being continually accessed via the network.



- Version 2: Create a link to PTV Map&Guide desktop on the server on client setup

A shortcut is created to the server on the clients. Shared data and program files are stored locally on the server. In this variation, the clients must retrieve all data from the server. This means that access times may be longer in comparison to variation 1.



---

Note: A sufficient number of licences must be available for installation!

Note: The installation of PTV Map&Guide desktop is performed in data and installation directories which are created in different paths. The paths are dependent of the operating system (see "Installation directories" on page 11).

---

## 5.2 Overview of Network Installation

- ▶ Check that the prerequisites for installation have been met (see "Requirements for a Successful Installation" on page 6).
  - ▶ Installing the program and map on the Server (see "Server Installation - Installing the Program" on page 20)
  - ▶ Installing the map on the server (see "Server Installation - Installing maps" on page 23)
  - ▶ Install the program and maps on clients or perform a client installation with a link (see "Client installation" on page 25).
- 

Note: The map cannot be installed on clients that have been linked to the server instead of having a local installation.

---

## 5.3 Requirements

The ADO interface (at least 2.5) must be installed on the computer, on which PTV Map&Guide desktop will be installed.

For a network installation, the program and map must be installed on the server first. Only then can you set up the clients.

Note: Take note of user rights (see "Assigning rights under Microsoft Windows®" on page 8).

---

## 5.4 Number of Licences and Users

You can only create as many users in PTV Map&Guide desktop as there are installed licences. These users can all work with the program simultaneously.

---

Note: Each workstation that can access the PTV Map&Guide desktop application must have a licence (named-user licence).

---

- ▶ The number of users can be contained in a single serial number.  
You receive one program serial number, for 10 users for example, and also a map serial number, also for 10 users.
  - ▶ The number of users can be separated into individual licence numbers.  
Example If you receive 10 individual program serial numbers and 10 individual map serial numbers, you can install four workstations locally and the remaining six licences on a server. In this scenario, you install the program and the map with a single program or map serial number and you add the remaining licences to the administration tool.
- 

## 5.5 Server Installation - Installing the Program

Note: Take note of user rights (see "Assigning rights under Microsoft Windows®" on page 8).

---

- ▶ Open the directory where you unzipped the program installation files.

- ▶ Double-click on **autorun.exe**.

---

Hint: If you received a program DVD, insert the DVD into the drive. The installation starts automatically.

---

The start screen appears.

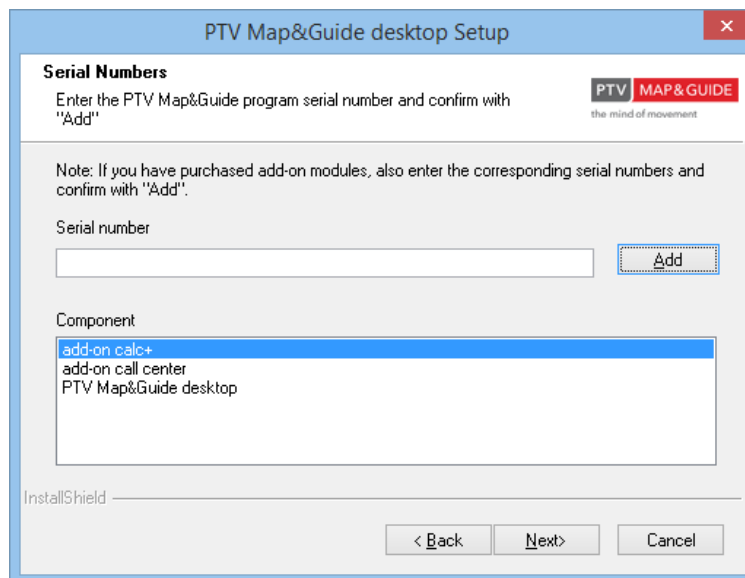
- ▶ Click the **Install Server** button in the **Network Installation** area. The installation wizard starts with a welcome screen.
- ▶ Note: If your PTV Map&Guide desktop version supports several languages, a choice of languages is displayed. In this case, select the language in which you want carry out the installation process.
- ▶ Click **Next**.  
The **PTV Map&Guide desktop licence agreement** page appears.
- ▶ Read the licence agreement carefully.

---

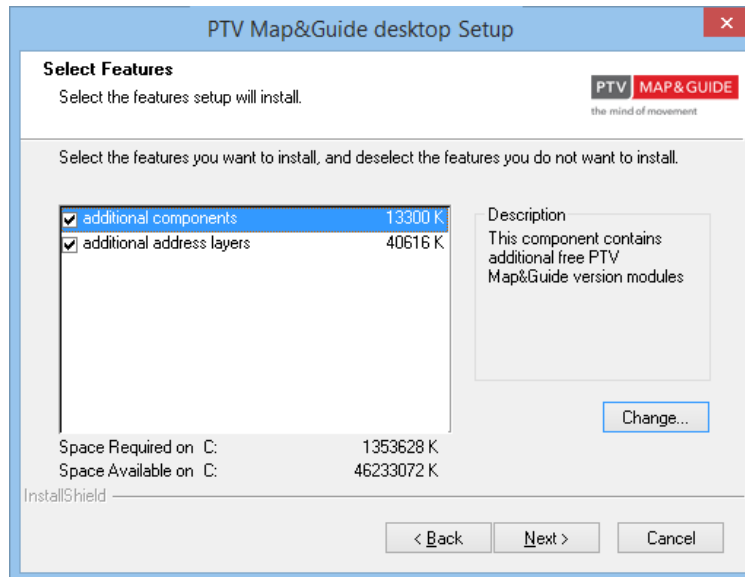
Note: If you want to print out the licence agreement, click **Print**.

---

- ▶ Select I agree with the terms of the licence agreement. The Next button becomes available.
- ▶ Click **Next**.  
The **Target path for program files** page is displayed. The installation program suggests a directory.
- ▶ Select an installation folder for PTV Map&Guide desktop. If you wish to use an alternative path, click **Browse** and choose a different installation folder. Take note of user rights (see "Assigning rights under Microsoft Windows" on page 8).
- ▶ Click **Next**.  
A message to release the program folder is displayed.
- ▶ If other users require access to a link to the server installation, click on **Yes**.
- ▶ Click **Next**.  
The **Serial number** page appears.



- ▶ Enter the program serial number, and then click **Add**.  
If you successfully entered the serial numbers, the entries "PTV Map&Guide desktop" and the **components** will be displayed in the Component area.
- ▶ Click **Next**.  
The **Select Features** page appears.



- Click **Next**.  
The **Select Program Folder** page appears.
- Enter a program group from which you can later start PTV Map&Guide desktop. The program group "PTV Map&Guide desktop <Version>" is suggested (**Start > Program Files > PTV Map&Guide desktop<Version>**).
- Click **Next**.  
The page **Select database type** is displayed.
- Select the required database type.

---

Note: Your data can be managed as usual in an Access database. However with PTV Map&Guide desktop you also have the possibility of managing your data using an SQL server. If you have already installed an SQL server, your user data can be directly ported to the SQL server.

If you do not have an SQL server available, you can cancel the setup now and install a free SQL server (see "SQL-Server (optional)" on page 7). You can also install the SQL server later and port your Access data to an SQL server later (see "Porting user database to SQL Servers" on page 48).

When porting your data to an SQL server, you must enable PTV Map&Guide desktop of the SQL server and Windows authentication mode for the created database instance PTV Map&Guide desktop can no longer be started if the SQL server and Windows authentication mode is not enabled! If, for example, you are using the SQL Server Management Studio Express which was provided, it can be configured by right-clicking the entry in the central database instance. Clicking the entry Properties in the context menu opens the window Server properties, in which the mode can be activated on the Security page.

---

- Click **Next**.  
A prompt appears (only with the option SQL server).
- Confirm the prompt.  
The page **Database Server** opens (only with the option SQL Server).
- Select the server (only with the option SQL server).
- Click **Next**.  
An overview of your installation settings is displayed.
- Click **Next**.  
Copying now starts.

Once the process has been completed, you will be asked whether you wish to start the Update Wizard in order to transfer data from a previous version.

- ▶ Choose whether you want to transfer data from a previous version.
  - ▶ Initial installation: Click **No** to skip the data transmission.
  - ▶ Update installation: Click **Yes** to start the Update Wizard.
- ▶ To finish installation, in the **InstallShield Wizard Complete** window, click **Finish**.
- ▶ Confirm the following information with **OK**.

After finishing program installation, you are ready to install the map.

## 5.6 Server Installation - Installing maps

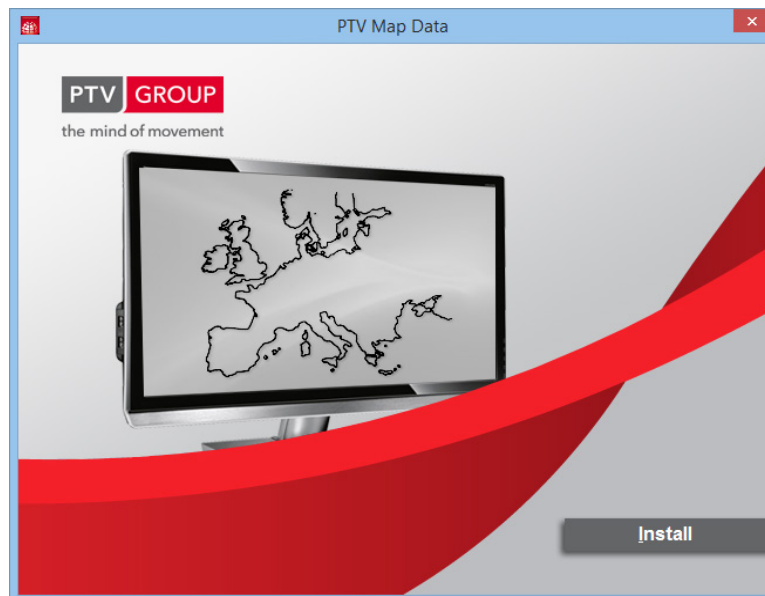
Once the program files and basic components have been installed, continue with the installation of the desired map.

### 5.6.1 Installing the maps

- ▶ Open the directory where you unzipped the map installation files.
- ▶ Open the directory `<map_version>\setup\disk1` and start installation with double-click on `autorun.exe`.

Hint: If you received a map DVD, insert the DVD into the drive. The installation starts automatically.

After a few moments, the start screen appears.



- ▶ Click the **Install** button.  
A list of languages appears.
- ▶ Select the language in which you want carry out the installation process.

Note: The setting you choose here has no effect on the language of the map you are about to install.

- ▶ Click **Next**.  
The map installation wizard starts with a welcome screen.
- ▶ Click **Next**.

The **PTV Map&Guide desktop licence agreement** page appears.

- Read the licence agreement carefully.

---

Note: If you want to print out the licence agreement, click **Print**.

---

- Select I agree with the terms of the licence agreement.  
The **Next** button becomes available.
- Click **Next**.  
The **Select Map Application** page appears.
- Select **PTV Map&Guide desktop**.
- Confirm by clicking **Next**.  
The **Select Destination Path** page appears. The default path points to the \maps folder.
- Check the path details.

---

Note: If you want to select a different path, click **Change**.

Note: If you have not installed a map yet, the **Install New Map** option is automatically activated.

---

- Click **Next**.  
The **Select PTV Map&Guide desktop Installation Path** page appears.
- If you want to select a different path, click **Browse**.
- Click **Next**.  
The **Serial Number Entry** page appears.
- Enter the map serial number and then click **Add**.  
If the serial number is accepted, the map name appears in the **Components** area.
- Click **Next**.  
A summary of your installation details appears.

---

Tip: If you need to change information on any of the previous pages, click **Back**.

---

- Click **Next**.  
Copying starts and the map is installed in the selected folder. The **InstallShield Wizard Complete** page opens.
- Click **Finish**.

### 5.6.2 Share on the Server

After you install the map, you must share the **PTV Map&Guide desktop <Version>** folder on the server (see "Assigning rights under Microsoft Windows<sup>®</sup>" on page 8).

---

Note: If you are only setting up one link to PTV Map&Guide desktop on the client, you must share the installation directory, the map directory and the data directory for PTV Map&Guide desktop <version> on the server.

---



---

## 5.7 Installing Additional Maps

---

Note: Before you install an additional map, make sure that PTV Map&Guide desktop starts without any problems with the currently installed map

---

You can add an additional map or maps at any time. Additional map installation means that you already have a version of PTV Map&Guide desktop installed, and you want to install subsequently purchased maps.

---

Note: In this case, please note that you only need to install the maps (see "Server Installation - Installing maps" on page 23). Don't install the PTV Map&Guide desktop program again!

---

---

## 5.8 Client installation

Once you have successfully completed the installation, you can now proceed to install them on the clients in your network. To do this, you have two options. You can:

- ▀ Version 1: Install clients with local program files and map

The program files and the map are installed on each client. Only shared data such as profiles, address layers, map editor layers etc. are stored centrally on the server.

---

Note: If you install the program and the map locally on the clients, PTV Map&Guide desktop works faster because the server is not being continually accessed via the network.

---

- ▀ Version 2: Installing Clients with Shortcut to the Server

A shortcut is created to the server on the clients. Shared data, program files and the maps are used via the server.

---

Note: Before installing clients, you must first start and end PTV Map&Guide desktop once on the server! Otherwise you will receive a message that the installation cannot be completed when installing the clients!

---

### 5.8.1 Install clients with local program files and map

Ensure that PTV Map&Guide desktop on the server has been started and shut down once before installation.

To set up the links to PTV Map&Guide desktop on the server it is also useful if you have mapped the server, i.e. you can select the server using an assigned drive letters.

#### Installing the program files

- ▀ Open the directory where you unzipped the program installation files.
  - ▀ Double-click on **autorun.exe**
- 

Hint: If you received a program DVD, insert the DVD into the drive. The installation starts automatically.

---

The start screen appears.

- ▀ Click the **Install Client** button in the **Network Installation** area. The installation wizard starts with a welcome screen.

---

Note: If your PTV Map&Guide desktop version supports several languages, a choice of languages is displayed. In this case, select the language in which you want carry out the installation process.

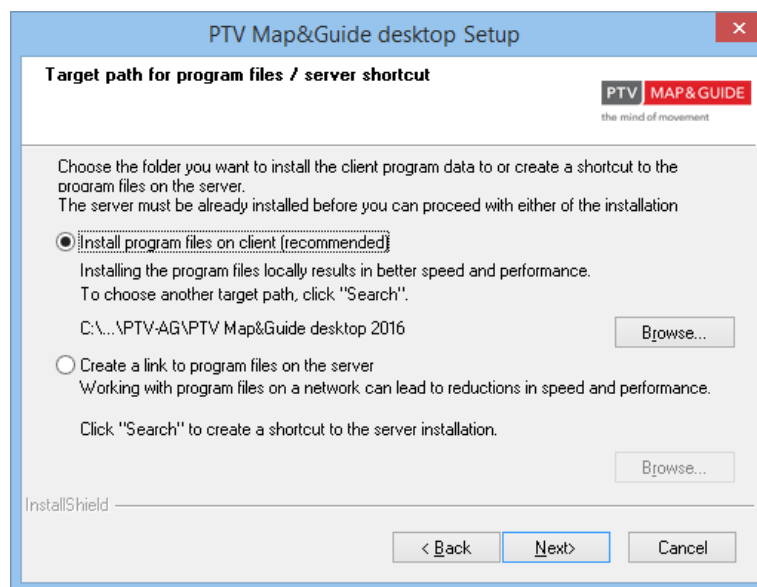
---

- Click **Next**.  
The PTV Map&Guide desktop licence agreement page appears.
  - Read the licence agreement carefully.
- 

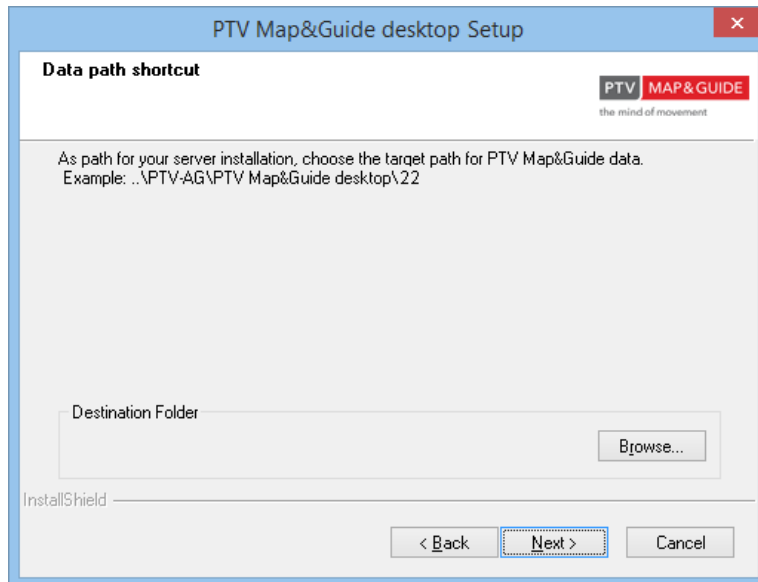
Note: If you want to print out the licence agreement, click **Print**.

---

- Select I agree with the terms of the licence agreement.  
The Next button becomes available.
- Click **Next**.  
The **Target path for program files/ server link** page is displayed. **Install program files on client (recommended)** is selected by default.

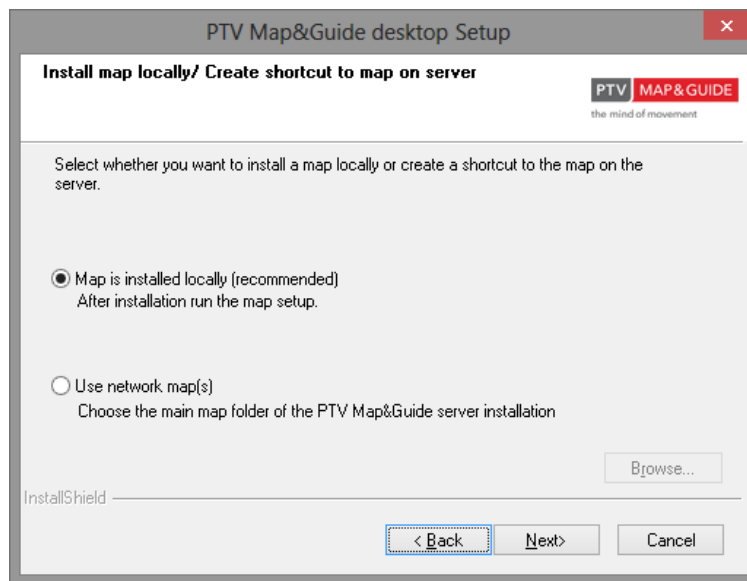


- Click **Next**.  
The **Link to Data Path** page is displayed.



- Use the **Browse** button to select the folder that you have identified as the data folder for your server installation.
- Click **Next**.

The Local Map / Link to Map on Server page is displayed. The Install map locally option is activated as standard.



- Click **Next**.  
The **Select Program Folder** page appears.
- Enter a program group from which you can later start PTV Map&Guide desktop. The program group "PTV Map&Guide desktop <Version>" is suggested (**Start > Programs > PTV Map&Guide desktop<Version>**).
- Click **Next**.  
Copying starts and PTV Map&Guide desktop's program files are installed in the selected folder.
- To finish installation, in the **InstallShield Wizard Complete** window, click **Finish**.
- A message appears to inform you that you should now install the map.
- Confirm by pressing **OK**.

After finishing program installation, you are ready to install the map.

## Install map on client with local program files

Once the program has been installed and the basic components are running on the client, continue with the installation of the map.

- ▶ Open the directory where you unzipped the map installation files.
- ▶ Open the directory `<map_version>\setup\disk1` and start installation with double-click on `autorun.exe`.

---

Hint: If you received a map DVD, insert the DVD into the drive. The installation starts automatically.

---

After a few moments, the start screen appears.



- ▶ Click the **Install** button.  
A list of languages appears.
- ▶ Select the language in which you want carry out the installation process.

---

Note: The setting you choose here has no effect on the language of the map you are about to install.

---

- ▶ Click **Next**.  
The map installation wizard starts with a welcome screen.
- ▶ Click **Next**.  
The **PTV Map&Guide desktop licence agreement** page appears.
- ▶ Read the licence agreement carefully.

---

Note: If you want to print out the licence agreement, click **Print**.

---

- ▶ Select **I agree with the terms of the licence agreement**.  
The **Next** button becomes available.
- ▶ Click **Next**.  
The **Select Map Application** page appears.
- ▶ Select **PTV Map&Guide desktop**.
- ▶ Confirm by clicking **Next**.

The **Select Destination Path** page appears. The default path points to the `\maps` folder.

- ▶ Check the path details.

---

Note: If you want to select a different path, click **Change**.

Note: If you have not installed a map yet, the **Install New Map** option is automatically activated.

---

- ▶ Click **Next**.

The **Serial Number Entry** page appears.

- ▶ Enter the program serial number, and then click **Add**.

If the serial number is accepted, the map name appears in the **Components** area.

- ▶ Click **Next**.

A summary of your installation details appears.

---

Tip: If you need to change information on any of the previous pages, click **Back**.

---

- ▶ Click **Next**.

Copying starts and the map is installed in the selected folder. The **InstallShield Wizard Complete** window then appears.

- ▶ Click **Finish**.

After installing the map, PTV Map&Guide desktop can be started on the client (see "First Start" on page 33).

### Installing Additional Maps on the Client

---

Note: Before you install an additional map, make sure that PTV Map&Guide desktop starts without any problems with the currently installed map.

---

You can add an additional map or maps at any time. Additional map installation means that you already have a version of PTV Map&Guide desktop installed, and you want to install subsequently purchased maps.

---

Note: Please note that only the maps can be installed in this case. Don't install the PTV Map&Guide desktop program again!

---

### 5.8.2 Installing Clients with Shortcut to the Server

Ensure that PTV Map&Guide desktop on the server has been started and shut down once before installation.

To set up the links to PTV Map&Guide desktop on the server it is also useful if you have mapped the server, i.e. you can select the server using an assigned drive letters.

---

Note: Take note of user rights (see "Assigning rights under Microsoft Windows®" on page 8).

If you are only installing a link to the server on the client, you must share the installation directory, the map directory and the data directory for PTV Map&Guide desktop on the server.

---

If you do not want to install the program files and map on your clients, you can link to the server instead. Proceed as follows.

- ▶ Open the directory where you unzipped the program installation files.
- ▶ Double-click on **autorun.exe**

Hint: If you received a program DVD, insert the DVD into the drive. The installation starts automatically.

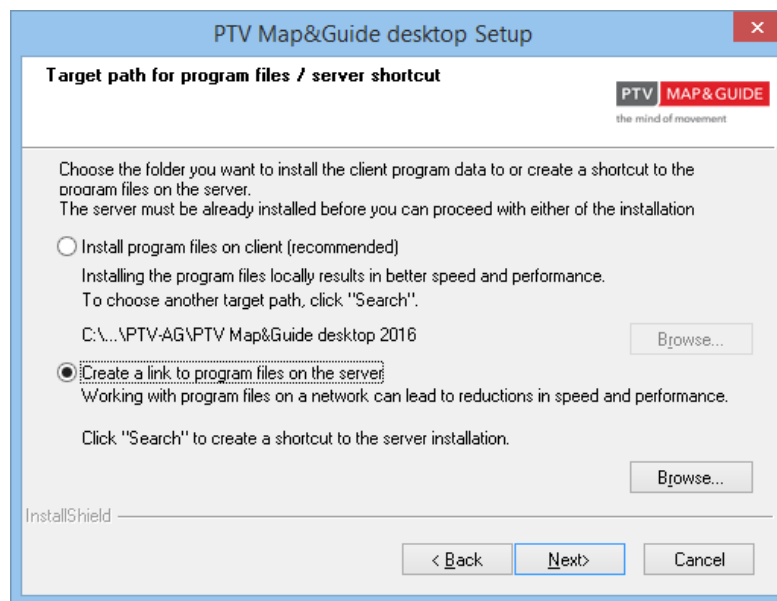
- Click the **Install Client** button in the **Network Installation** area.  
The installation wizard starts with a welcome screen.

Note: If your PTV Map&Guide desktop version supports several languages, a choice of languages is displayed. In this case, select the language in which you want carry out the installation process.

- Click **Next**.  
The PTV Map&Guide desktop licence agreement is displayed.
- Read the licence agreement carefully.

Note: If you want to print out the licence agreement, click **Print**.

- If you accept to all terms and conditions, check the option **I agree to the terms and conditions of the licence agreement**.  
The **Next** button becomes available.
- Click **Next**.  
The Target path for program files/ server link page is displayed. Install program files on client (recommended) is selected by default.
- Activate the **Create a link to program files on the server**.



Note: In order to be able to select the server in the following steps, ensure that the server with a drive letter is available in Windows Explorer.

- Click **Browse**.  
The **Select Folder** window opens.
- Select the server and the folder in which PTV Map&Guide desktop is installed.
- Confirm by pressing **OK**.
- Click **Next**.  
The **Select Program Folder** page appears.

- ▶ Enter a program group from which you can later start PTV Map&Guide desktop. The program group "PTV Map&Guide desktop <Version>" is suggested (**Start > Programs > PTV Map&Guide desktop<Version>**).
- ▶ Click **Next**.  
The link to the server is established. The **InstallShield Wizard Complete** page opens.
- ▶ Click **Finish**.  
PTV Map&Guide desktop has been installed on your computer.

Start PTV Map&Guide desktop from the appropriate program group (see "First Start" on page 33).

---

## 5.9 Configuring Users

New PTV Map&Guide desktop users can be automatically created with user names and passwords when the program is started. The password can be anything you want but must be at least four characters long. However, you can also create users in the Administration Tool or transfer NT users directly (see "Managing users" on page 42).

---

## 6 Installing a test version

---

The test version can be installed locally on a single-user computer or centrally on a server. The test version installed on a Server can only be used by one Client.

Note: Only one licence can ever be installed with a test version (1 licence = 1 workstation). For a test version, you will receive just one serial number for the installation of all modules.

---

### 6.1 What needs to be observed when installing a test version?

When installing a test version of PTV Map&Guide desktop on a single workplace (see "Performing a Single-User Installation" on page 14) or in a network (see "Performing Network Installation" on page 19) you must **not** provide a directory in which a previous full version of PTV Map&Guide desktop is located. Your test version **must** be installed in its own folder parallel to your existing complete version. Otherwise data may be lost. Your full version would then also expire at the end of the 30-day test period.

---

### 6.2 Upgrading from a Test Version to a Full Version

In order to register a PTV Map&Guide desktop test version as a full version, you need the appropriate serial numbers.

You don't need to install the program and the map again.

The data you created in the test version will be available after you have upgraded to a full version.

You can upgrade at any time by using the Administration Tool. Once the test version expires, the licence wizard starts automatically.

---

Note: After the trial period has expired, you can no longer upgrade the trial version! In this case, contact our support team (see "Support" on page 9).

---

- From the Start menu, select the entry > Programs > PTV Map&Guide desktop <Version> > **PTV Map&Guide Administration Tool**.
- Log on to (see "Logging on as the administrator" on page 40) as the administrator.
- In the Edit menu, click **Register Full Version**.
- When asked if you want to register the full version, click **Yes**.  
The licence wizard starts.

You will be prompted to enter serial numbers for all modules installed in the trial version. If you don't have one of the modules displayed, you can continue with the registration by clicking Skip.

- Close the wizard after completing the process.
- 

### 6.3 Ordering a full version in the test version

- In the test version, click the **Order now** button.

The PTV Map&Guide desktop website opens in which you can select and order the required program package.

If you do not have internet access, a window opens which will allow you to email our support team.



---

## 7 First Start

---

Start PTV Map&Guide desktop by selecting your chosen program group, e.g. **Start > Programs > PTV Map&Guide desktop <Version>**.

---

Note: If you are not using the clients locally, you must share the installation directory, the map directory and the data directory for PTV Map&Guide desktop <version> on the server.

---

After entering the company data and the initial user information, the **File links** window opens in which you can store file links for application cases and stop-off point lists. File links allow you to start the corresponding file automatically when you open the files by double-clicking.

- They define whether files with the ending **.bcr** (stop-off points list) or the ending **.bc** (application cases) are to be linked with PTV Map&Guide desktop.

---

Tip: For example, if you would like to specify that PTV Map&Guide desktop always starts with the road editor application case, you can place the **RoadEditor.bc** file on your desktop and use this to start PTV Map&Guide desktop.

---

- Confirm your entries with **Yes**.  
The **Office Add-Ins** window is displayed. You can transfer address data from Microsoft® Excel® tables, for example, directly into PTV Map&Guide desktop stop-off point lists using additional toolbars. For more information, see the PTV Map&Guide desktop user's guide.
- Click **Yes** or **No** on the desired option.

---

Note: After you start PTV Map&Guide desktop for the first time, you must license the product. The request for licensing is displayed automatically at every startup. If you do not license PTV Map&Guide desktop, it will no longer start after the test period has expired.

---

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## 8 Data Transfer

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Data are transferred with the help of the update wizard.

---

### 8.1 Requirements

You must have already installed PTV Map&Guide desktop in its own directory parallel to your current version.

The update wizard can transfer data from PTV Map&Guide version 2015. It is automatically started during the PTV Map&Guide desktop installation or it can be started at another time using the administration tool.

---

### 8.2 How do I start the update wizard?

If you have already installed PTV Map&Guide desktop but later on you want to transfer data from a previous version of PTV Map&Guide, then proceed as follows:

- In the Extras menu select the entry Load data from old version. The Wizard for updating earlier PTV Map&Guide versions opens.
  - Follow the instructions in the wizard.
  - Specify the path of the file of your previous PTV Map&Guide version
- 

Note: Under Windows Vista®, Windows 7®, Windows 8®/8.1 or Windows 10® the previous version / current version is to be found after a default installation under:

64 bit: C:\Program Files (x86)\PTV-AG\PTV Map&Guide desktop <version>.

32 bit: C:\Program Files\PTV-AG\PTV Map&Guide desktop <version>

---

- Specify the path of your new PTV Map&Guide desktop version.
- Select the data you want transferred to the new version on the following pages.
- Confirm by clicking **Finish**.

The **prog.mov** folder and its data are saved to the selected path.

Previous address databases, user tables, vehicles and saved routes are also available in the new version.

---

Note: When you transfer address databases, the free address layers supplied with the software are also made available for transfer. Simply activate the address layers that you edited in your previous version of PTV Map&Guide, in other words, address layers that you modified by adding your own addresses or changing existing entries. Avoid hastily clicking Next and Back so that you don't corrupt data transfer.

---

## 9 Data security

These guidelines provide information on backing up the most important data in your PTV Map&Guide desktop version.

### 9.1 Overview of user data folders

All user data is located in the **prog.mov** folder of PTV Map&Guide desktop.

Note: In Windows Vista®, Windows 7®, Windows 8/8.1® or Windows 10® you will find the folder **prog.mov** under `C:\ProgramData\PTV-AG\PTV Map&Guide desktop\23\data\` (after standard installation).

- **Public user data** which is accessible for all users, for example itineraries or vehicle profiles etc., are created directly within the **prog.mov** folder.
- **Private data** can be found in the relevant user folder **prog.n** in **prog.mov**. Here "n" is a number greater than or equal to 2 and stands for the user ID.
- The **Address data** can be found in the folders with the extension **\*.adr** in **prog.mov**. If you have entered addresses in one of the address layers supplied with PTV Map&Guide desktop, e.g. Company addresses, you will find these addresses in the corresponding folder, in this case **company.adr**.
- Note: If you wish to transfer an address layer to another PTV Map&Guide desktop version, copy the entire **\*.adr** directory and paste it into the **prog.mov** directory of the other version. Next, restart PTV Map&Guide desktop, so that the address table is recognised.
- User-defined **vehicles** have the ending **\*.mvp** (e.g. **Vehicle1.mvp**). Default vehicles (original) that are supplied with every PTV Map&Guide desktop version, have the file names **F1.mvp** to **F12.mvp**, **TollPro1.mvp** and **TollPro2.mvp**. You only need to save these files if you have changed the settings of these vehicles. The files for newly created vehicles are consecutively named, for example **vehicle1.mvp**, **vehicle2.mvp** etc.
- **Stop-off point lists** have the extension **\*.bcr**, whereby "\*" is an abbreviation of the trip name by default. The corresponding itineraries are saved as separate files and cannot be transferred to a new version. For this reason the routes must be recalculated.
- Public **PTV Map&Guide desktop-user profiles** (settings for user environment) can only be transferred to a new version by using the update wizard provided after program installation. Private user profiles are created in the file **mgmstate.mgd** in the **prog.n** directory.
- Data in the **Vehicle management** are saved in the file **vehicle.mdb**.
- The add-on **calc+** includes data from the **Cost calculator** use case. These are saved in the subfolder **prog.mov\calculation** in the files **Kalif.mdb** and **BroDefsKalif.mdb**.
- Data in the use cases **Map editor** and **CallCenter** as well as the address layer **Address Zones** can be found in the directories with the extension **\*.edt**. For example the directory **Standard.edt** contains the maps editor layer **Standard**. The maps editor directories can be copied to another PTV Map&Guide desktop installation.

### 9.2 Saving address tables, vehicle profiles and lists of stop-off points

Public user data such as address and map editor records, vehicle profiles and saved routes can be automatically saved with the PTV Map&Guide administration tool. In order to do this, you need to be logged on as administrator.

- ▶ In the Tools menu, select the entry **Back up address tables, vehicle profiles and stop-off point lists**.  
The **data transfer wizard** opens.
  - ▶ Follow the instructions in the wizard.
  - ▶ Confirm by clicking **Finish**.  
The **prog.mov** folder and its data are saved to the selected path.
- 

### 9.3 Saving individual road blocks

- ▶ If you have added individual road blocks, perform the following steps:
    - ▶ If you are working with one database per map:  
Save the files **SegmentInfo.mdb** and **RoadEditor.mdb**, which can be found in the map directory (e.g. **EuropePremium.geo**) in a directory which is not deleted and which is still available after the new installation.
    - ▶ If you are working with a central database:  
Save the files **SegmentInfo.mdb** and **RoadEditor.mdb**, which are in the directory path you selected as save location in the administrator tool.
- 

Note: The \*.mdb files have identical descriptions for different maps, so the SegmentInfo.mdb and the RoadEditor.mdb must be saved in an individual directory for each map. This ensures that the files can be saved back to the correct map directories later.

---

### 9.4 Notes on lists of stop-off points for navigation systems

The stop-off point lists that you have exported for navigation can be found in the folder that you specified for synchronisation.

- ▶ Save the file(s) **navsync.ini** from each of the folders **prog.n**. The file contains information on the navigation systems that you have configured.
- 

### 9.5 Saving other data

If you have further data which you wish to save before uninstalling, please contact our Support.

---

## 10 Uninstalling

---

Note: Save your PTV Map&Guide desktop data (see "Data security" on page 35) before uninstalling!

---

Uninstalling the program will cause all components of PTV Map&Guide desktop to be removed from the computer and prepared for a reinstallation.

---

Note: The indicated paths to folders and files are valid for Windows Vista®, Windows 7®, Windows 8® / 8.1® or Windows 10® if a standard installation has been performed.

---

- ▶ To uninstall the program and the map, click **Start > Control Panel > Programs and Functions > Uninstall program**.
- ▶ Use the Windows Explorer to check if the PTV Map&Guide desktop (standard path (64 bit) `C:\Program Files (x86)\PTV-AG\PTV Map&Guide desktop <version>`) installation folder has been completely removed.
- ▶ Delete the folder if the the folder still exists.
- ▶ Under `C:\ProgramData\PTV-AG\PTV Map&Guide desktop\` delete the folder 23 including the maps and data subfolders.
- ▶ Delete the entire folder 23 and all its subfolders in `C:\Users\<Name>\AppData\Roaming\PTV-AG\PTV Map&Guide desktop\`.
- ▶ Delete the `mg23.dat` folder and all its subfolders in `C:\Users\<Name>\AppData\Local\Temp\`.
- ▶ Delete the folder `mg.exe` in `C:\Users\<Name>\AppData\Local\Temp\MapServer`.

### Remove the registry entries

If only one version of PTV Map&Guide desktop is installed:

- ▶ Select **Start > Execute**.
- ▶ Enter `regedit` and click **OK**.  
The registry editor will open.
- ▶ Delete the entire map&guide folder under `HKEY_CURRENT_USER\Software\`.

If other PTV AG products are to remain installed:

- ▶ Select **Start > Execute**.
  - ▶ Enter `regedit` and click **OK**.
  - ▶ Delete the Registration key under `HKEY_CURRENT_USER\Software\map&guide\map&guide 23\`.
- 

### 10.1 New installation PTV Map&Guide desktop 2017

- ▶ When reinstalling, first install the program and then the map(s) (see "Overview of Installation Types" on page 11).
- ▶ If you have any licences for add-on modules, activate them using the PTV Map&Guide desktop Administration tool after you have installed the program and map(s).
- ▶ Afterwards, start PTV Map&Guide desktop once and exit the program again.
- ▶ You can then copy the data you previously moved back to their folders and overwrite the existing data.

---

Note: Please do not copy the entire folder **prog.mov** to a new version! This would cause problems with the licensing which may only be solvable by performing a reinstallation!

---

---

## 11 Enabling add-ons

---

You can activate your add-on in the PTV Map&Guide desktop Administration Tool by adding a new module.

- ▶ Click in the Edit menu on **Modules > new licences**.  
The **Licence Wizard** opens. This wizard assists with the activation process.
- ▶ Click **Next** on the first page of the wizard to continue the operation.  
The **Serial Numbers for Additional Licences** page opens.
- ▶ Enter the corresponding number for your add-on in the **Serial number input** field.
- ▶ Click **Add**.  
After entering the correct serial number you will receive a message that the add-on <Name> has been released.
- ▶ Click **End**.  
After activation, your add-on <Name> will be displayed in the navigation tree under **Modules > Programs**. After you have released the add-on, you must then assign add-on to the users.

---

### 11.1 Assigning User Rights

- ▶ In the navigation tree, select the entry **Users**.  
A list of users of PTV Map&Guide desktop is displayed.
- ▶ Highlight the user to whom you want to assign the add-on <Name>.
- ▶ Double-click an entry in the list, or choose **Edit > Users > Edit** in the menu.  
The **Edit User Data** window opens.
- ▶ Highlight the add-on <Name> with a tick, and confirm with **OK**.  
The add-on <Name> and all its functions are now available.

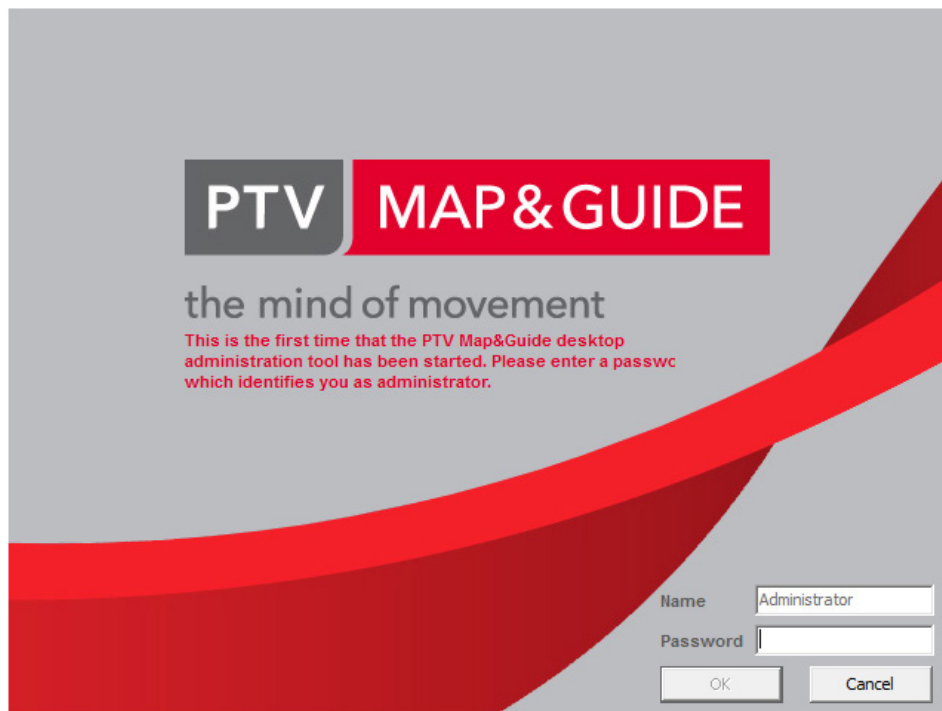
## 12 PTV Map&Guide Administration Tool

The PTV Map&Guide Administration Tool allows you to manage users and their rights, as well as modules and licences.

To access the PTV Map&Guide Administration Tool, in the task bar, click on **Start > Programs > PTV Map&Guide desktop <Version> > PTV Map&Guide Administration Tool <Version>**.

### 12.1 Logging on as the administrator

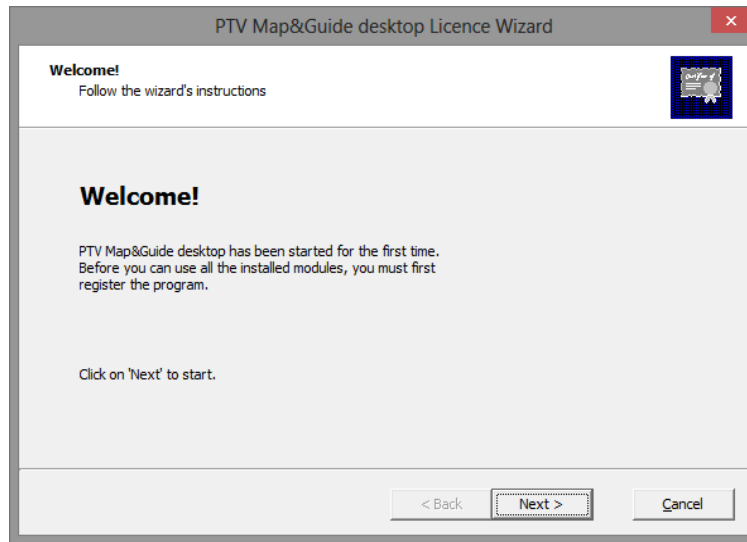
The first time that you open the PTV Map&Guide Administration Tool, **Administrator** is already entered as the logon name in the logon window.



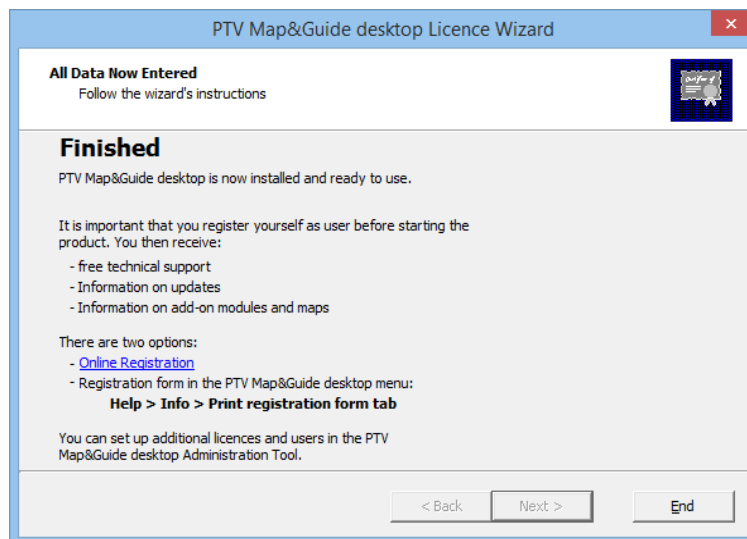
The password should be new. Do not use the same password that you used to log on as a PTV Map&Guide desktop user.

- Now enter a password.
- Confirm by pressing **OK**.  
A window to confirm your password opens.
- Re-enter your password.
- Confirm by pressing **OK**.  
The **Welcome** page of the licence wizard appears.
- Click **Next**.  
If you have not already started and registered PTV Map&Guide desktop, the licence wizard appears:





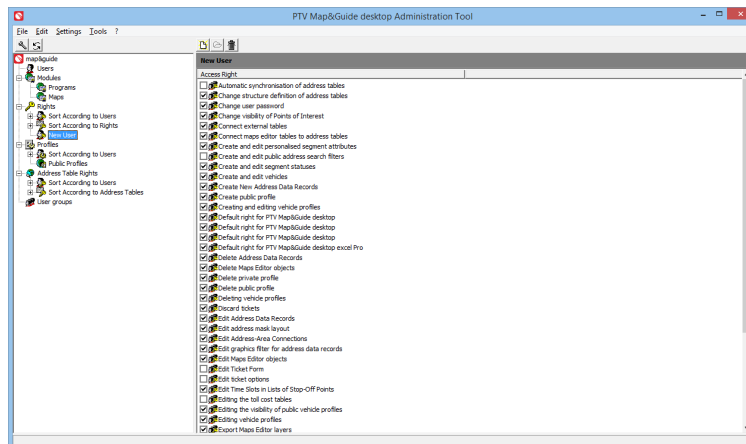
- Click **Next**.  
The **Enter User** window opens.
- Enter your user details.
- Click **Next**.
- If you want to activate PTV Map&Guide desktop immediately, click **Next**.  
The **PIN Number and Activation** window appears.
- Check the serial number and reference number displayed.
- Click **Calculate PIN Number**.  
The determined PIN number is entered automatically.
- Click **Next**.  
The **All Data Available** window appears.



- Register your software online or by completing the registration form.
- Confirm by clicking **Finish**.

## 12.2 The Administration Tool Interface

After you have logged on, the Administration Tool opens.








In the left of the window you will see a navigation tree. If you then click an entry, you will see the settings options in the display area on the right: You can make most changes using the toolbar buttons, the **Edit** menu and the shortcut menu in the display area, which you open by right-clicking.

### Symbols

A toolbar with important functions is available above the navigation tree and the display area.

Tip: When you position the pointer over a button, a brief description of its function pops up.

-  If you click this button, the General Settings dialog box opens. Here you can perform the settings for logging on and user management.
-  If you change the settings, you can update the program view by clicking this button.
-  Depending on which navigation tree entry is currently active, you can create a data record.
-  If you click Edit, a dialog box opens in which you can change the data of the data record currently highlighted in the list.
-  Click Delete to delete the data record currently highlighted in the list.

The following sections describe the various management and settings options of the PTV Map&Guide desktop Administration Tool in more detail.

## 12.3 Managing users

- In the navigation tree, select the entry **Users**.

All the PTV Map&Guide desktop users are listed on the right.

Now you can create and delete users, or edit user data.

### Notes on creating new users

Note: Remember, you can only set up as many users as you have "named user" licences. This means: You can only set up additional users if you have additional program licences (see "Managing Modules/Displaying Licences" on page 44).

A newly created user receives the access rights specified under **Rights > New User**. If you are logged on as the administrator, you can change these access rights here (see "Assigning Access Rights" on page 45).

### Exporting and Automatically Setting Up Network Users

You can save yourself a lot of effort if you import NT users located in the network and set them up automatically as PTV Map&Guide desktop users.

- ▶ To do this, open the **Edit** menu, point to **Users** and then click **Add NT Users**.

The **NT Users** window opens. Here you can select the NT domain and the required users.

### Editing User Data

If you double-click an entry in the list, the **Edit User Data** window opens.

---

Tip: A user can be quickly found in the list by selecting a user and entering the first letter of the required user.

---

Here you can specify the logon name, as well as other information (surname, first name, description).

If you want to reset the password, click **Reset Password**.

### Importing Users

You can save yourself a lot of effort if you import users from a Microsoft® Excel® table. The folder `C:\ProgramData\PTV-AG\PTV Map&Guide desktop\23\data\template\` contains the file **UserImport.xls**.

- ▶ Enter all the user information in the Microsoft® Excel® table.
- ▶ Then, from the **Edit** menu of the Administration Tool, select **Users > Import Users**. The **Import Users** window opens.
- ▶ Load the Microsoft® Excel® table and then select the required users.
- ▶ Confirm your entries with **OK**.

---

## 12.4 Managing user groups

Creating user groups makes applying user rights much easier, because by defining the rights of a group, the rights of all group members are defined at the same time.

- ▶ In the navigation tree, select the entry **User groups**.

All the user groups are listed on the right.

Now you can create, edit and delete user groups.

### Notes on creating new users

A user does not have to belong to a group. Each user can only be assigned to one group.

---

Note: If you only wish to edit the rights of an individual user, the user must first be removed from the group.

---

### Creating user groups

- ▶ In the **Edit** menu click **User groups > New**. The **User groups** window opens.
- ▶ Enter a name for the group and if necessary, add a description (**Description**).
- ▶ In the **Members** tab, select the required members from the **Users** list, and use the arrow buttons to add them to the group.

---

Tip: By holding down the CTRL button, several users can be selected in the list and added at the same time. A user can also be added to a group by double-clicking it.

---

- ▶ In the **Rights** tab, select the required access rights for all group members.
- 

Note: If you only wish to edit the rights of an individual user, the user must first be removed from the group.

---

- ▶ If necessary, edit the **address table rights** of the group in the Address table rights.
- ▶ Confirm your changes by clicking **OK**.

### Editing user groups

- ▶ In the Edit menu click **User groups > Edit**.
- 

Tip: It is also possible to open the window in the user group view by double-clicking the required user group.

---

The **User groups** window opens.

- ▶ Make the required changes to the name, description, members, rights or address table rights.
- ▶ Confirm your changes by clicking **OK**.

### Deleting user groups

- ▶ In the user group view, select the group you wish to delete.
- ▶ In the Edit menu click **User groups > Delete**.

A confirmation prompt appears.

- ▶ Confirm the prompt.
- 

## 12.5 Managing Modules/Displaying Licences

The navigation tree organises modules according to programs and maps.

- ▶ If you want to display program modules, in the navigation tree, select **Modules > Programs**.
- ▶ If you want to display maps, in the navigation tree, select **Modules > Maps**.

Information is then displayed on the right in the following columns:

- ▶ **Module names:** list of available modules in your PTV Map&Guide desktop installation
- ▶ **Licences:** Number of licences per module
- ▶ **Use:** specifies whether a module is currently in use. This information is only shown if map&guide is being operated in a network.

You can view the licence information for each module.

### Viewing Licence Information

You can view the following licence information for each module:

- ▶ Number of available licences
- ▶ Serial number
- ▶ Name of the user that was entered during licensing
- ▶ Date of licensing

You can show licence information on maps and programs.

- ▶ If you want to show licence information on program modules, in the navigation tree, select **Modules > Programs** or, if you would like to display licence information on maps, in the navigation tree, select **Modules > Maps**.
  - ▶ Right-click the required entry in the **Module Name**.
  - ▶ From the shortcut menu, select **Information**.
- 

## 12.6 Adding and deleting licences

### 12.6.1 Adding New Licences

You add new licences with the help of the licence wizard.

- ▶ From the **Edit** menu, select **Modules > New Licences**  
The **PTV Map&Guide licence wizard** opens.
  - ▶ Click **Next**.  
The **Serial Numbers for Additional Licences** page opens.
- 


Note: In order to be able to enter map serial numbers, you must have already installed the map in question.

---

You can add new licences by entering a serial number. The number of licences is contained in the serial number.

### 12.6.2 Deleting licences

Licences can be deleted in the following circumstances:

- ▶ Licences cannot be deleted from a test version.
- ▶ The serial number of the licences to be deleted may not be the one used for the PIN-code activation.
- ▶ The licences may no longer be assigned to any users.
- ▶ From the **Edit** menu, select **Modules > Programs**.
- ▶ Right click the required module.
- ▶ Click the symbol .

### 12.6.3 Add-on Assigning

You also add an add-on in the map&guide add-on licence wizard. (see "Adding and deleting licences" on page 45). Once you have activated an add-on module, (see "Enabling add-ons" on page 39) you must then assign the module to the required users (see "Assigning User Rights" on page 39).

---

## 12.7 Assigning Access Rights


- ▶ In the navigation tree, select **Rights**.  
User access rights are sorted according to user and according to rights.
  - ▶ In the navigation tree, select **sorted according to user** or **sorted according to rights**.  
The existing access rights are displayed.
  - ▶ Click the box next to the access right that you wish to assign.  
Active access rights are shown in the list using a tick.
- 

Tip: You can assign very detailed aspects of the access rights. For example, you can permit only certain users to create public profiles.

Note: To set the access rights that are automatically assigned to all newly created users, from the Edit menu, choose Rights > New User. Address table rights are not included here. You can set these separately in the corresponding navigation tree entry.

---

## Editing Access Rights

- ▶ In the navigation tree, select **sorted according to user** or **sorted according to rights**. The existing access rights are displayed.
  - ▶ Select the required access right.
  - ▶ Click  **Edit**.  
The **Edit Access Rights** window opens.
  - ▶ If desired, you can use the **Access Right Name** field to change the name under which the right will be displayed in the list.
  - ▶ In the **Value** box, you can prohibit or allow the selected user access rights:
    - ▶ „0“: The user has no access to the function.
    - ▶ „1“: The user can access the function.
  - ▶ Confirm by pressing **OK**.  
Active rights (Value "1") are shown in the list using a tick.
- 

Tip: Alternatively, you can activate or deactivate access rights by clicking on the box.

---

## 12.8 Managing profiles

- ▶ In the navigation tree, select the entry **Profile**.  
The profiles are divided into private profiles (sorted according to user) and public profiles.

Profile refers to overall status of the programme and the appearance of the desktop. For example, this includes the layout of the interface, the map windows that are visible, the current size of the map window, which map section is currently displayed etc. More information on this topic can be found in the PTV Map&Guide desktop user's guide.

You can create different PTV Map&Guide desktop statuses for different purposes or for different users using profiles. Each employee can, for example, create, save and load his or her own personalised user interface.

### Selecting Profiles

The **Profile Name** list is located above the display area. From this list, you can select the profile that you want to edit. The profile data are then displayed in the view underneath.

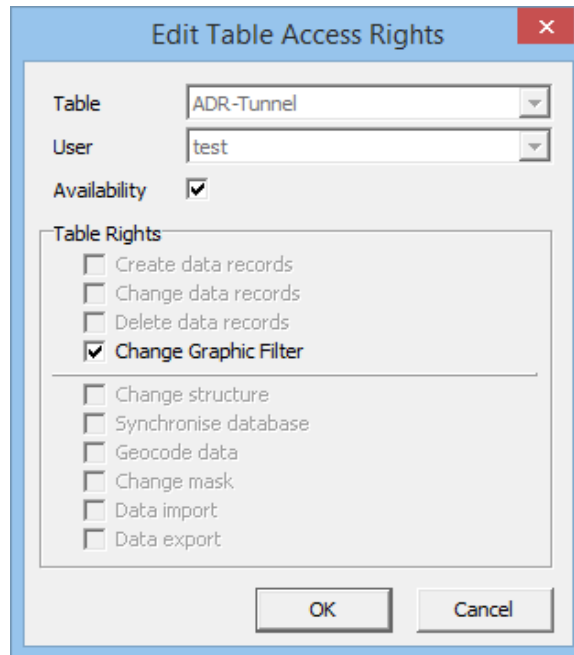
---

Note: The Start profile is created for every user automatically when PTV Map&Guide desktop is started for the first time.

---

## 12.9 Assigning Address Table Rights

- ▶ In the navigation tree, select the entry **Address Table Rights**.  
The rights for address tables are sorted according to user and address table.
- ▶ Double-click an entry in the display area on right. The **Edit Table Rights** dialog box opens.



If you deactivate the **Availability** option, then the selected user cannot load this address layer in PTV Map&Guide desktop.

The **Table Rights** area is divided into two:

- ▶ In the upper area, you can specify the rights for editing addresses.
- ▶ In the lower area, you can specify the rights for functions in the **Data Manager** use case.

## 12.10 Porting address tables to SQL Servers

It is possible to additionally port existing Microsoft® Access® address tables to an SQL server using the Address table porting wizard. This enables you to use more than 32 address layers, for example.

Note: Once porting to an SQL Server has been performed, it cannot be undone. All users must be logged off during porting.

Port the Microsoft® Access® address tables as follows:

- ▶ In the Edit menu select the entry SQL Server > Porting address tables. The window Porting address tables on SQL server opens.
- ▶ Confirm with **Next**.  
The page **Select Access address tables** opens.
- ▶ Select the address table(s) you wish to port.

Note: You can only port address tables which are not protected. Linked address tables are not offered for selection.

- ▶ Confirm with **Next**.  
The page **Select SQL server** opens.
- ▶ Click **Database Connection**  
The **Data connection properties** page opens.
- ▶ Select the SQL server where the address tables should be stored.
- ▶ Confirm by pressing **OK**.
- ▶ Confirm with **Next**.

The **Start porting** page opens.

- ▶ Click **Start porting**.

The address tables will be ported to the SQL server.

---

Note: Your mdb files in the folder ADR are not deleted, they are renamed as bak for example from Geo00001.mdb to Geo00001.bak.

---

## 12.11 Porting user database to SQL Servers

It is possible to additionally port your existing Microsoft® Access® user database to an SQL server using the user database porting wizard.

---

Note: Once porting to an SQL Server has been performed, it cannot be undone. All users must be logged off during porting.

---

Port your user data as follows:

- ▶ In the menu **Edit** select the entry **SQL Server > Porting user database**.  
The window **Porting user database on SQL server** opens.
  - ▶ Confirm with **Next**.  
The page **Select SQL server** opens.
  - ▶ Click **Database Connection...**  
The **Data connection properties** page opens.
  - ▶ Select the SQL server, on which the tables with the user data were created.
  - ▶ Confirm by pressing **OK**.
  - ▶ Confirm with **Next**.  
The **Start porting** page opens.
  - ▶ Click **Start porting**.  
The user data will be ported to the SQL server. It is not necessary to restart the administration tool.
- 

Note: When porting your data to an SQL server, you must enable PTV Map&Guide desktop <Version> of the SQL server and Windows authentication mode for the created database instance can no longer be started if the SQL server and Windows authentication PTV Map&Guide desktopmode is not enabled! If, for example, you are using the SQL Server Management Studio Express which was provided, it can be configured by rightclicking the entry in the central database instance. Clicking the entry Properties in the context menu opens the window Server properties, in which the mode can be activated on the Security page.

---

## 12.12 General options

- ▶ In the **Settings** window, select the **General** tab.  
The **General Options** dialog box opens.

### 12.12.1 Logon

If you select the option **Users logged on automatically**, the PTV Map&Guide desktop user name and the password are automatically saved in the Windows® registry.

The user is automatically logged on only if he or she has previously logged on to Windows® on the same computer under the same Windows® user name.



You can only select **No registration** if only one licence is installed. If this is the case, PTV Map&Guide desktop asks for a user name and a password the first time it is started. The next and all subsequent times the program is started, they are not required.

### 12.12.2 User management

Here you can select whether the users are to be automatically created or if they have to be created by the administrator. In both cases the new user will be assigned the access rights specified under **Rights > New User**.

### 12.12.3 Roads Editor Database

Here, you can specify how the data that is generated by the **Roads Editor** use case is saved.

- One database per map

The data is saved locally on the clients in a Microsoft® Access® database.

- A central database

The data is saved centrally in a Microsoft® SQL Server® database. For this option, click the button next to the **Select the connection for your database** field in order to specify the settings of the data link, for example OLE DB provider Microsoft® OLE DB Provider for SQL Server.

### 12.12.4 Proxy settings

Here, you can open your computer's Internet options and check the settings for your proxy server. This is useful if, for example, you cannot access PTV Map&Guide desktop information via the Internet in because the connection has not been set up correctly. Proxy settings could be the problem. To make proxy settings, contact your systems administrator.

---

## 12.13 Optimising and Editing Databases

You can clean up or delete the address tables in the database; you can also change the access rights. You can also optimise the user database (see "Optimising the User Database" on page 49).

### 12.13.1 Cleaning Up Databases

Synchronising databases and making structural changes to databases (for example, creating and deleting fields) creates copies of the databases that are no longer used. You can delete these copies.

- From the **Edit** menu, select **Databases > Tidy**.

### 12.13.2 Deleting databases

You can delete address tables in the databases.

- From the **Edit** menu, select **Databases > Delete**.

### 12.13.3 Editing address table rights

- In the navigation tree, select the entry **Address Table Rights**.  
The rights for address tables are sorted according to user and address table.
- Select the entry you want.
- In the area on the right, right-click the required table.
- From the shortcut menu, select **Edit**.

---

## 12.14 Optimising the User Database

You can delete invalid entries from the user database by choosing **Tools > Optimise User Database**. The size of the database is also optimised.

## 12.15 Change password

If you are logged on as the administrator, you can change your administrator password in the **Tools** menu.

If you are not logged on as the administrator, you can only change your user password for logging on to PTV Map&Guide desktop.

---

## 12.16 Determining the PIN Number

In order to be able to install PTV Map&Guide desktop completely, you need a PIN number. If you didn't determine the PIN number the first time you started the Administration Tool, then you can do so later.

- ▶ From the **Tool** menu, choose **Calculate PIN Number**.  
The **PIN Number and Activation** window appears.
- ▶ Check the serial number and reference number displayed.
- ▶ Click **Calculate PIN Number**.  
The determined PIN number is entered automatically.
- ▶ Click **Next**.  
The **All Data Available** window appears.
- ▶ Register your software online or by completing the registration form.
- ▶ Confirm by clicking **Finish**.