

# How to install PD Reports

PD Reports is the reporting module for Print Director. Users that need to generate ad-hoc reports will need access to PD Reports.

## Locate the Print Director installation source

Often the installation source is saved to the server in a folder labelled **Print Director** in the root of a drive. In many cases it is shared as [\\servername\PrintDirector](#). If the source cannot be located, please contact your service provider.

## Installing PD Reports

PD Reports has a pre-requisite that needs to be installed prior to installing PD Reports. If you execute the exe file (as opposed to the msi) it will check for the prerequisite and install it along with the main installation. Ensure you run the **SetupPDReports.exe** from the same folder as the rest of the Print Director CD. This will allow for the Crystal Reports pre-requisite to be installed as well. If you execute the msi (SetupPDReports.msi), the pre-requisite will not be installed, and an error will be displayed when opening reports.

1. Execute SetupPDReports.exe from the Print Director installation CD folder. Note, you may be requested to enter different user credentials when installing because administrative access rights are required.
2. Complete the installer wizard.
3. When PD Reports is first opened, it will check for existing database connection settings. If another PD module is installed (e.g. PDAgent) then the connection settings will already exist, and it will open with no further actions being required.
4. If the connection settings do not exist, the database connection settings window will be displayed. Fill in the **Server Name** textbox using this format: **servername\instancename**. If the SQL instance on the server is the default instance (i.e. MSSQLSERVER) then the backslash instancename is not required. For example, if the server host name is ACMEPS01 and the SQL was installed as the default instance, then only ACMEPS01 must be entered. If the SQL was installed with instance name PD, then the Server Name text box must contain **ACMEPS01\PD**.
5. The database name is **PDDB2**. This should only be changed if your IT specifically created the Print Director database using a different name because of other IT requirements.
6. The **User Name** and **Password** fields would normally be left with the default values. If your IT has changed either the username or password for the Print Director user, please update these fields accordingly.
7. Click **OK**.
8. If an error message is displayed, it means that either the SQL Server is unreachable, or the settings entered are incorrect.

Document revision date: 2018/10/29

Software version: 2.2.50.1

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