



Server Installation Guide

RDT Accounting System — Server setup, licensing & data
RDT Accounting System · Server role

Yes — one installer, two roles. Install it on a Windows Server (or just a regular Windows PC acting as the server) once, and on every Windows 11 Pro laptop in the office as a **Client**. Both use the exact same installer file; the only difference is which option you pick on first launch. This guide covers the **Server** role — the one machine that will hold your company's data. If you're setting up a Client laptop instead, see the separate *Client Host Quick Connect Guide*.

Windows Server / one PC	"Server" role	hosts the database
Windows 11 Pro laptop #1	"Client" role	connects to the Server
Windows 11 Pro laptop #2	"Client" role	connects to the Server
...		

Works on Windows Server 2016/2019/2022 and Windows 10/11 (64-bit) — the same installer runs on any of them; it only needs 64-bit Windows.

1. Install on the Server machine

This is the machine that holds the actual company database — install it on exactly one machine. You'll receive the installer file (RDT Accounting System Setup x.x.x.exe) from your RDT representative.

- 1 Copy the installer to the server and double-click it.
- 2 The install wizard lets you pick the install folder — accept the default or change it — then click through to finish. It creates a Desktop and Start Menu shortcut named RDT Accounting System.
- 3 Launch it. On first run you'll see a one-screen role picker. Choose **"This is the main computer (Server)"** and click Continue. There's nothing else to fill in here — the Server role needs no address or domain at this stage; that comes next, inside the app itself.
- 4 Allow it through the Windows Firewall. The first time it starts, Windows will likely prompt "Windows Defender Firewall has blocked some features of this app" — click **Allow access** (tick both Private and Public/Domain networks, whichever your office network is). If you miss that prompt, add it manually: Settings → Network & Internet → Windows Firewall → Advanced settings → Inbound Rules → New Rule → Port → TCP → Specific port 4000 → Allow the connection.
- 5 The app window opens showing the setup wizard.

2. Running the setup wizard

The first thing you see on a brand-new install is a single-page wizard for creating your company and its first admin account. It's organized into a short "required" part and a collapsed "optional" part, so a brand-new install can be up and running in under a minute, with the finer details filled in later.

Pick your language first. Right at the top is an EN / AR switch. Clicking it immediately flips every label on the setup form itself into that language, so the rest of the wizard is already in the language you'll actually be using day to day.

Required to get started

- Company name (English)
- Company website domain — e.g. acme.com. This is purely informational/display — it's shown to Client-role desktop app users during their setup so they can confirm they're connecting to the right company's server. You can leave it blank and add it later from Company Settings.
- Your full name (becomes the first system admin)
- Admin email
- Password (minimum 8 characters)

Company details — optional, add now or later in Settings

- Company name (Arabic)
- TRN (Tax Registration Number)
- Address (English) / Address (Arabic)
- Company size — Small, Medium, Large, or Enterprise/multi-branch. This only decides the length of the free trial before a license is needed: 60 days (Small), 90 days (Medium), or 120 days (Large/Enterprise). It doesn't lock any features, and support can adjust it later if needed.
- Planned user count — purely informational for RDT's own planning; never enforced. The real cap on how many user accounts you can create comes from your license's max-users value once activated.

While this section is collapsed, a "Skip for now — I'll complete these in Company Settings later" link sits right below it — clicking it submits the form immediately with just the required fields. Everything here can be changed any time afterward from Company Settings → Branding.

Click **Create company** to finish. You'll be sent to the Sign In page (not straight into the app) — sign in with the email and password you just set, to confirm your new credentials actually work. This also automatically seeds a full UAE-ready Chart of Accounts for you.

3. Finding the server's network address

Find this machine's network address so client laptops can reach it:

- 1 Open Command Prompt → **ipconfig** → note the IPv4 Address (e.g. 192.168.1.10). Write this down — every client laptop will need it, along with the port (4000 by default), e.g. http://192.168.1.10:4000.
- 2 It's worth setting a static IP (or a DHCP reservation in your router) for this machine, so that address never changes and clients don't lose connection after a reboot.

Keep this app running. Other computers can only reach it while it's open on this machine — it doesn't need to be the active window, just not closed. For a true "server," consider leaving the machine powered on and logged in permanently, and adding a shortcut to the Windows Startup folder so it relaunches automatically after a reboot or power cut.

4. You're on a free trial immediately — no license needed yet

The system is immediately usable from the moment setup finishes. A banner at the top of the app shows how many days are left in your trial (60/90/120 days depending on the company size you picked). Go to the License page any time to activate a real license early (see Section 5 below), or just keep working until the trial banner tells you it's running out.

If the trial lapses with nothing activated, the app goes view-only: every screen and record stays visible and nothing is ever deleted, but exporting/printing reports, and backup/restore, are disabled until you activate a license. A one-click "Contact System Administrator" button on that banner and the License page emails support with your details already filled in.

5. Activating the license

The license only needs activating once, on the Server machine — client laptops don't have their own license state, they just talk to the server.

- 1 On the Server machine, open the app → License page. Note the hardware fingerprint shown there if you want a hardware-locked license (optional). This fingerprint identifies the Server machine specifically — never send a fingerprint from a Client-role laptop, since a Client install has no license state of its own.
- 2 Contact your RDT representative with your company name and, if you want a hardware-locked license, that fingerprint. They'll issue your license key and send it to you.
- 3 Paste that key into the License page's activation box on the Server machine and click **Activate license**.

The banner disappears and the app is fully usable. It'll show a renewal reminder once inside the grace window after expiry (30 days by default — plenty of time to renew), and only drops to view-only if that grace window fully lapses without renewal: on-screen viewing keeps working forever, but exporting/printing reports and backup/restore are disabled until you renew — it never deletes anything.

6. Setting up user accounts for your staff

Only the Finance & Accounting Manager — the account created during setup, or anyone later given that exact role — can create users, assign roles, or change access. A company can only ever have one active Finance & Accounting Manager at a time; everyone else they create is a lower position under it.

- 1 Log into the app on the Server machine (or any client laptop) as the Finance & Accounting Manager / owner.
- 2 Go to Users → Create, and either pick one of the fixed roles (admin, accountant, inventory_clerk, viewer — or another finance_manager only if the current one is first disabled), or pick one of your own Company Positions — custom, hand-picked permission sets for lower staff (e.g. "Junior Bookkeeper", "AP Clerk"), built module-by-module from a simple checklist. A position can never be given user-management, company-settings, backup, or license powers, whatever you tick — those always stay with the Finance & Accounting Manager.

- 3 Give each staff member their email + temporary password so they can log in from their own laptop (Client role, or just the browser). Everyone can change their own password any time from Company Settings → My Profile.
- 4 If someone forgets their password, the Finance & Accounting Manager can reset it from the Users page ("Reset password") — this generates a new temporary password, forces that person to set their own new one the moment they next sign in, and emails it to them directly if you've configured outbound email, otherwise it's shown on screen for you to pass along.

7. Making it your own — appearance and branding

Once inside the app, each person can tailor how it looks for themselves, and the company can set its own overall branding.

Per-user themes (Company Settings → My Profile)

Every signed-in user can pick their own eye-comfort theme from a row of five swatches. The choice is saved to that user's own account (not shared company-wide) and reapplies automatically every time they sign in on any machine or browser:

Theme	Feel / purpose
Light	The default — clean white surfaces, dark text. Standard daytime look.
Dark	Deep charcoal background with light text — easier on the eyes in low light or for long screen sessions.
Sepia	Warm, paper-like cream/tan tones — a softer, "reading a document" feel.
Soft Gray	A muted light-gray background instead of pure white — gentler contrast than Light.
High Contrast	Pure black text on pure white, with thicker borders — built for maximum legibility/accessibility.

Switching a theme applies it instantly. The theme only changes the main content area's background, surface and text colors — your company's sidebar keeps its own brand color regardless of which theme is active.

Company branding (Company Settings → Branding)

This is company-wide (not per-user) and covers:

- Logo — upload your own (PNG/JPG/SVG, up to 2 MB) and it replaces the RDT mark in the sidebar and on printed/exported documents.
- Favicon — a small square image for the browser tab (auto-resized to 64x64); leave empty to keep the default RDT icon.
- Primary/brand color — pick any custom color, or click one of five ready-made presets: RDT Green, Ocean Blue, Royal Purple, Slate Navy, or Maroon.
- Company name (EN/AR), default language, and address — the same fields from setup, editable here at any time.

8. Backing up and restoring company data

Available from Company Settings → Backup & Restore on the Server machine, to any admin. Backup/restore works during the free trial too, and stays available once a license is active or in its post-expiry grace period. Only once the trial (or a lapsed license's grace period) has fully run out with nothing activated does it pause — but nothing is ever deleted, and every record stays fully viewable on screen the whole time.

Manual backup/restore

- 1 **Download Backup** produces a single file containing the entire company database — accounts, journal entries, invoices, everything. Save it somewhere safe: a USB drive, a network share, cloud storage, wherever your own backup routine keeps things.
- 2 **Restore from Backup File** replaces everything currently in the system with the contents of a chosen backup file, after a confirmation prompt. A safety copy of whatever was running immediately beforehand is kept automatically on the server, so even a mistaken restore isn't the end of the world.
- 3 After a restore finishes, you'll be logged out automatically — log back in with an account that exists in the restored backup.

Automatic backup

- 1 Tick "Enable automatic backups".
- 2 Choose a Frequency: every 6 hours, every 12 hours, Daily, or Weekly.
- 3 Click Save.

Once enabled, the system checks roughly every 15 minutes whether a new snapshot is due, and if so, takes one on its own — no need to remember. Only the 10 most recent automatic snapshots are kept at any time; older ones are pruned automatically, so this can never silently fill up the server's disk.

A table below the settings, "Automatic backups on this machine," lists every snapshot currently kept (with its date/time and file size, and the most recent one clearly labeled). Click "Restore this backup" next to any snapshot to restore the database to that point in time — it follows the exact same safety procedure as a manual restore.

9. Data Migration Help

If you're moving from another accounting system, the License page has a "Data Migration Help" section. This is not an automated importer — it's a contact form: you tell RDT support what system you're coming from and what data needs to move, and support then reaches out to handle the actual migration with you, manually and consultatively.

- 1 Go to License page → Data Migration Help.
- 2 Choose your Source system (Tally Prime, QuickBooks, Sage 50, Excel/spreadsheets, or Other).
- 3 Enter a Contact email (defaults to your own).
- 4 Describe what you'd like to migrate — e.g. Chart of Accounts, historical journal entries, customers, invoices, inventory levels, and roughly how many years of history.
- 5 Click Submit.

Your request is saved in the system either way, and an email is also sent straight to RDT support if outbound email is configured. If not, the request is still saved and support can be reached separately — submitting never fails just

because email isn't configured.

10. Upgrading to a newer version

Installing a newer installer over an existing installation never deletes or resets your company data. The database lives outside the folder the installer replaces, and any new version adds to the existing database structure rather than recreating it.

- 1 Recommended first step: take a backup anyway (see Section 8) — cheap insurance before any software update.
- 2 Copy the newer installer to the Server machine and run it, just like the original install (Section 1). Client laptops with the desktop app installed should be updated the same way; anyone using just a browser gets the new version automatically the next time they load the page.
- 3 Check Company Settings → About / Version after upgrading to confirm the new version number is showing.

Quick troubleshooting

Symptom	Likely cause
Client laptop shows "can't reach server"	Server app isn't running, wrong IP entered, or Windows Firewall on the Server machine is blocking port 4000
Server's IP keeps changing, clients lose connection	Set a static IP / DHCP reservation for the Server machine
"License required" on every screen	Free trial has ended and no license is activated yet — see Section 5
Everything is view-only, can't add entries, export or backup	Trial or license expired and the 30-day grace period also ended — renew via Section 5. Viewing is never disabled.
"Backup and restore require an active license or trial"	The free trial (or license) has fully ended with no grace period left. Renew/activate via Section 5.
Automatic backup isn't producing new snapshots	Check it's enabled and a frequency is set in Company Settings; also confirm the license/trial hasn't fully lapsed
Need to move data to a new machine, or recover from a mistake	Use Backup & Restore — see Section 8
Need to migrate from Tally/QuickBooks/Sage/Excel	Use License page → Data Migration Help — this opens a support conversation, it does not import automatically
Installed a newer version and want to confirm data is intact	Check Company Settings → About / Version, then check your existing Chart of Accounts / Journal
Windows SmartScreen says "unrecognized publisher"	Click "More info" → "Run anyway." This is a reputation warning, not a virus detection.

Symptom	Likely cause
Scanning an invoice's QR code just shows a string of characters	Expected — it's a verification code (seller, TRN, total, VAT, timestamp), not a web link. Use the invoice's "Open branded PDF" button instead.

Questions during setup? Contact RDT Accounting System support at support@realdatatech.ae.

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