

# Understanding how Recruit Studio works

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*This document discusses where your data will be stored and explains the two pieces of software that constitute Recruit Studio. This is important basic knowledge for the person responsible for Recruit Studio in your office, whether you are a single-user, or where you have multi-user access.*

*There's no requirement for you to be an IT expert to use Recruit Studio but you need to have a basic understanding of what it is involved.*

Your Recruit Studio **data** is held in a secure SQL format which is standard and universal practice for databases. The data is held on only one PC regardless of how many users you have in your company.

When you first install Recruit Studio a folder will be created on your computer's C:\ drive (hard drive) and it will be named 'Recruitstudio'. This folder contains all your data – the SQL database file is called 'RSDatabase3.sdf' and there will be a series of sub-folders containing CVs, documents, templates and so on.

*It is critically important that you back up your Recruit Studio data, and don't just rely on one back up method.*

There are help guides available in the Support Centre on our website which explain how to back up your data. The crux of it is to copy this 'Recruitstudio' folder on your C:\ drive (and all its contents) to your back up device.

Whether you run Recruit Studio on a single computer, or if you have a whole office of consultants, Recruit Studio always consists of 2 pieces of software: **the data service** and **the client**.

The **data service** is the software which controls your database. Behind the data service is an SQL database which actually stores your data in tables, but you don't need to worry about that, it is automatically installed and set up when you install the data service and you never directly access the SQL database.

It sounds complicated but the good news is that you only need to install the data service onto one computer and then update it occasionally and this whole process is very easy.

If you were to look for the data service on your PC it is called 'RSDBService1' and runs in the background as a service.

The data service needs only to be installed on one PC or server – not on every PC that you want to use Recruit Studio on. It's very versatile and can be installed on:

- a PC in your office; or
- a server in your office (if you have one); or
- a virtual server on the internet

This choice depends how many users you have, as well as when and where you want to access Recruit Studio. Your Recruit Studio data will also be held on this PC.

The **client** is the software that contains the interface screens and records – it's the part that you, as the user, will use and interact with. The client software needs to be installed on every PC that you want to use Recruit Studio on. After being installed, it is configured to point to the data service so it can present your data to you.

We have two versions of the client available, both are the same in terms of functions but the difference is that one version will update itself automatically and the other needs the user to do it periodically.

Most users will have the auto-update version installed but there are some instances where the static version must be used instead, for instance, if you use a 64bit PC or if your network stipulates that only the PC's Administrator can install software.

We release updates to the client software quite frequently, once or twice per month, and it's always best to ensure you are using the latest version so that you have access to all the latest functions. Of course, if you use the auto-update version these updates will be handled automatically.