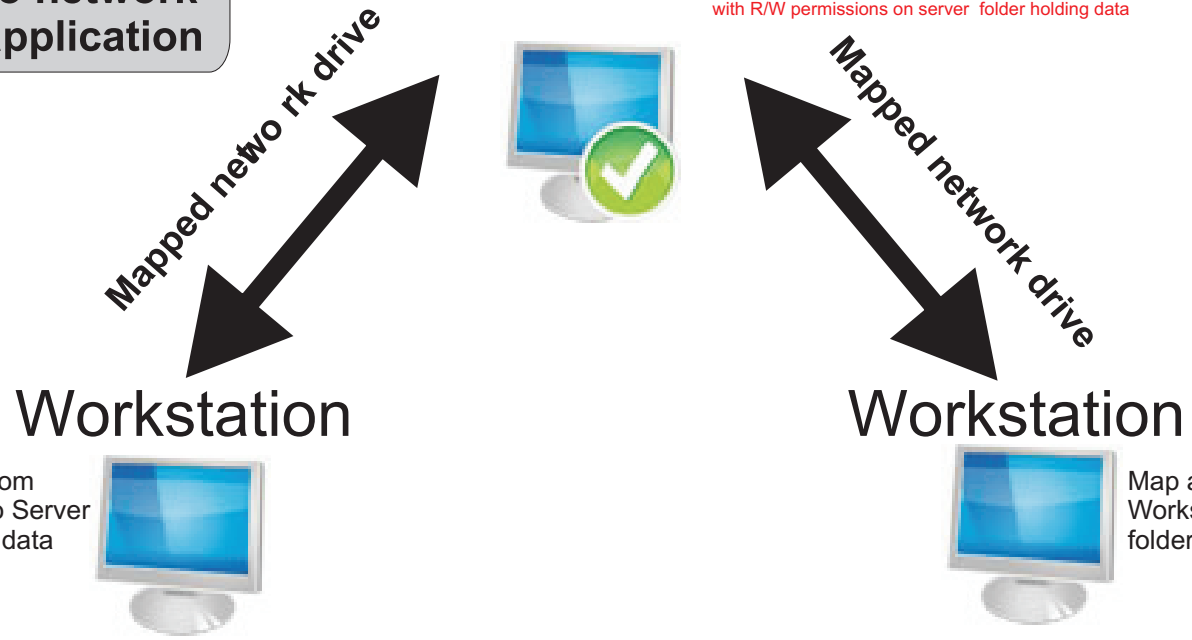


How to network your application

Server (data files ending _mdb or accdb - depending on app)
with R/W permissions on server folder holding data



If upgrading - backup your current data before starting this install

1

Install application on main server first

- Nothing further needs to be done to the server (provided you have installed to C:\BASETrack). If this PC is going to have somebody use it (sit at PC) then the application will need to be activated / security driver installed **(ensure that this folder has the correct permissions to allow the workstations to read and write to this folder)**
- You should still install a full copy of the software on the server even if it's only going to act as a 'file server', however do not activate if only being used as a file server (nobody will sit at PC).

2

Install full application or upgrade on each workstation

- Install the application on each computer in your network
- Ensure that each installation on each workstation is working correctly albeit at this stage as a standalone independent installation, this includes any activation or security drivers you might need to install on each workstation.
- If you are upgrading you will need to re-link once you have upgraded the workstation - before upgrading make sure you know the location of the data files on your server, as once you have upgraded the link and the link location is lost

3

Do this on each workstation

- Go to Manager or the Accounts Screen - Data file control button
- You will see the data files in this screen - they all end with _be.mdb or accdb
- At this point you will see all data files are all pointing typically at your C:\BASETrack folder
- Using the 'Yellow' folder button to the right of each line and then via the 'Look in' box, browse back to find the file with the same name located on your server typically in the ?\BASETrack folder
- Repeat this for each data file listed
- Do not attempt to copy and paste links - you must use the yellow folder button
- Ensure that when you refresh the links that the application is closed on the server (the server however must be turned on)
- Once all files have been linked push the refresh link at the top of the screen **(nothing will happen until you push refresh the 3PC icon)**
- Do not remove any files from the workstation (the old data files still need to be there albeit not used)



Using a network configuration the data files that need to be backed up are the ones on the server not the data files on the workstation