

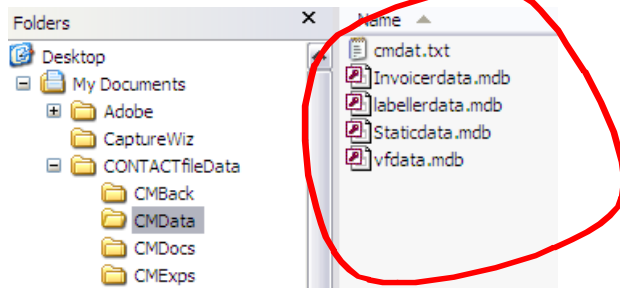
Sharing CONTACTfile data

By default, the software will be installed in a system area, and the data will be stored separately in My Documents. If you want CONTACTfile to operate on a network, it is a matter of:

1. copying the data files directory to a new location – one that is central and fully available to everyone on the network, and then
2. directing the software to this new location. These instructions are to show you how.

Copying the data:

When CONTACTfile is first installed, the **data** files are stored in CONTACTfileData\CMDData directory in My Documents. You may like to use a utility such as My Computer to ensure that the following files are included:



Of these files, the four data files LABELLERDATA.MDB, INVOICERDATA.MDB, VFDATA.MDB and STATICDATA.MDB will carry your data, and the system file CMDAT.TXT is to keep track as you upgrade. When copying your data, keep the whole of the CMDData directory together, and copy the files as a unit. This will ensure that the files that belong together stay together - as they interact with each other during operation, they will not 'mix and match' without error.

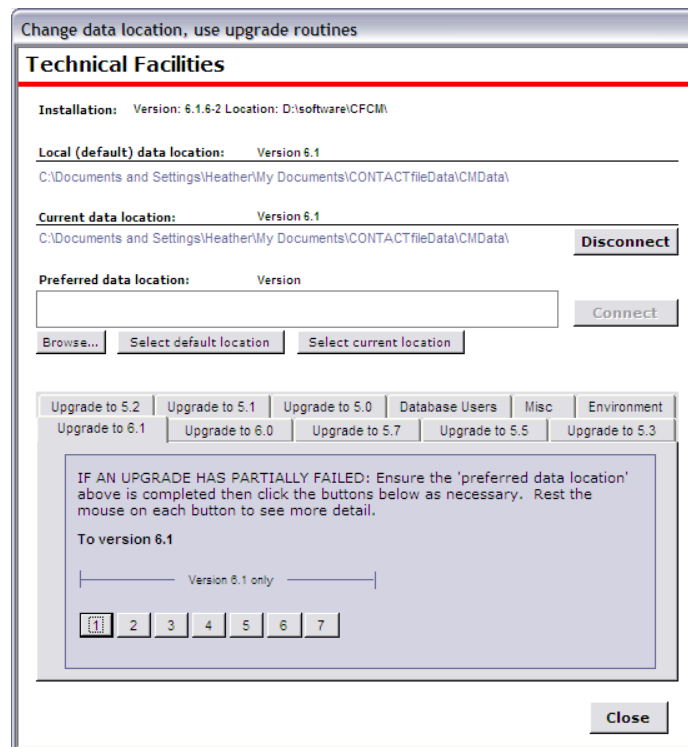
You can choose whether you want to copy the other three directories to a central location; you will want to do this if these are to be shared. Otherwise they will need to be set up individually.

Ensure that this new directory has been made 'trusted' by running the appropriate routine.

Directing the software to the new location

- Open CONTACTfile.
- On the floating menu, click the downward-pointing arrow, click the 'Administration' cog, and finally the 'Technical' button. The technical utilities form will display.

In the top half of the dialog, current directory settings are shown, and there's a facility to change from the default drive to another one of your choosing.



- Click **Disconnect**. This will disconnect the program from the data that is currently in use. A message will tell you when this has been completed.
- In the box provided for your preferred data location, type in the full path of your new CONTACTFILEDATA directory, as it will be from the PC's point of view. Use **Browse...** to assist you if appropriate.
- Click **Connect**. This will link the program to the data stored on the network drive. A message will tell you when this has been completed, and the database will automatically close. Restart CONTACTfile.
- Next, you need to set up the number of licenses you have purchased. Do this via the 'Setting up' button in the Administration section of the main menu. Note that if you leave this figure at the default 1, you will not be able to register any more stations, and your passcode will not function as it should. With software-as-a-service, it might be an idea to settle on a much larger figure (such as 99) to avoid problems in the future.