ZiPZAP's Handy HELP Sheet's Documentation ©2015
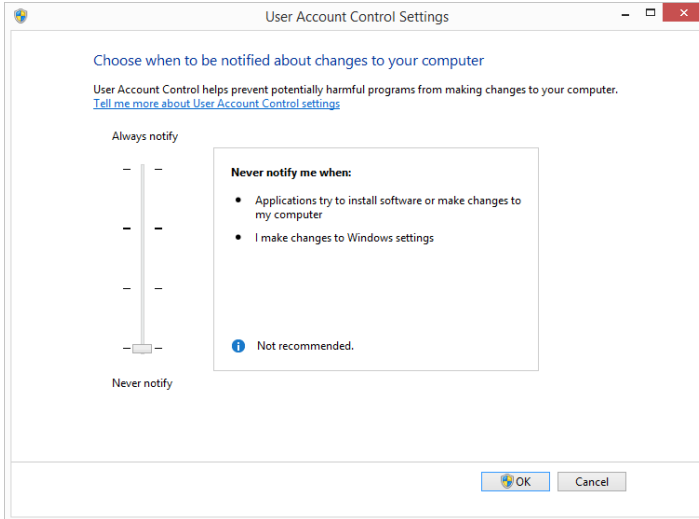
Trying to Open a Networked file in Same Day or Load Master

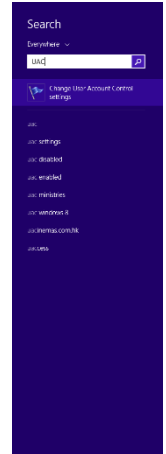Access Rights in Windows 8 & 8.1

Step One UAC Settings

How to fix the Administrative rights issue, this is causing my network folder not to work, this help sheet will show how to read the network folder (Mapped drive[i])

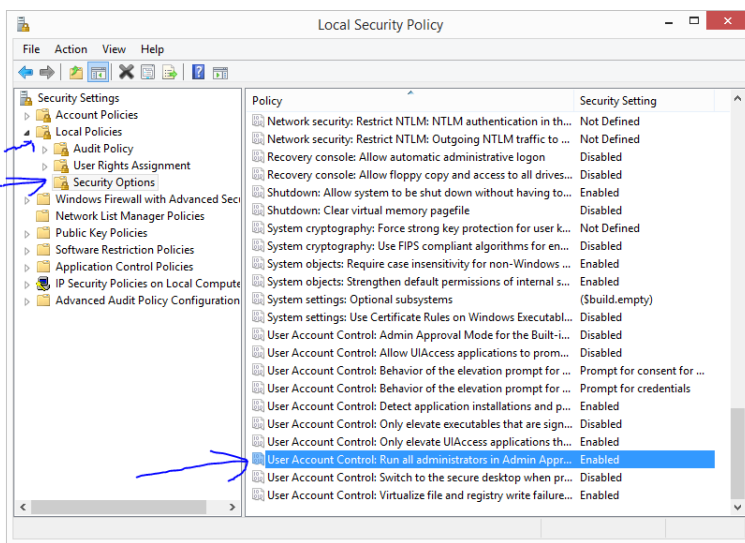1. *Follow this step by step procedure and we can fix the issue.*

2. Well you need to find a screen like the one two the left this is done by going to tiles and looking for UAC in the search panel

The next task is to move the slider all the way down to the bottom to Never Notify [end of step one].
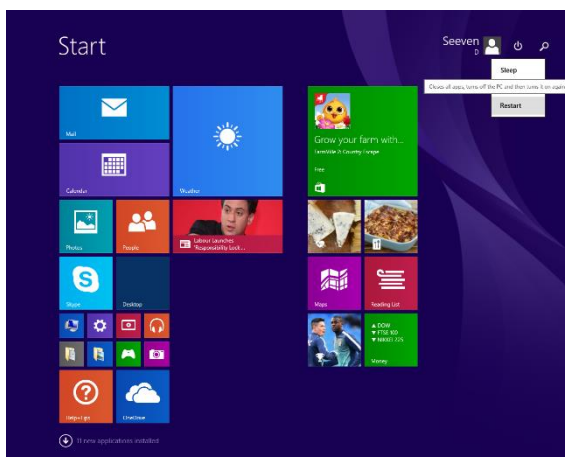
Control Panel > User accounts > Change UAC settings - drop the slider to the bottom

Step Two - This is the tricky bit!

Type 'Local Security Policy' in Metro tiles search

Go to Local Policies > Security Options, scroll to the bottom and set 'User Account Control: Run all administrators in Admin Approval Mode' to Disabled
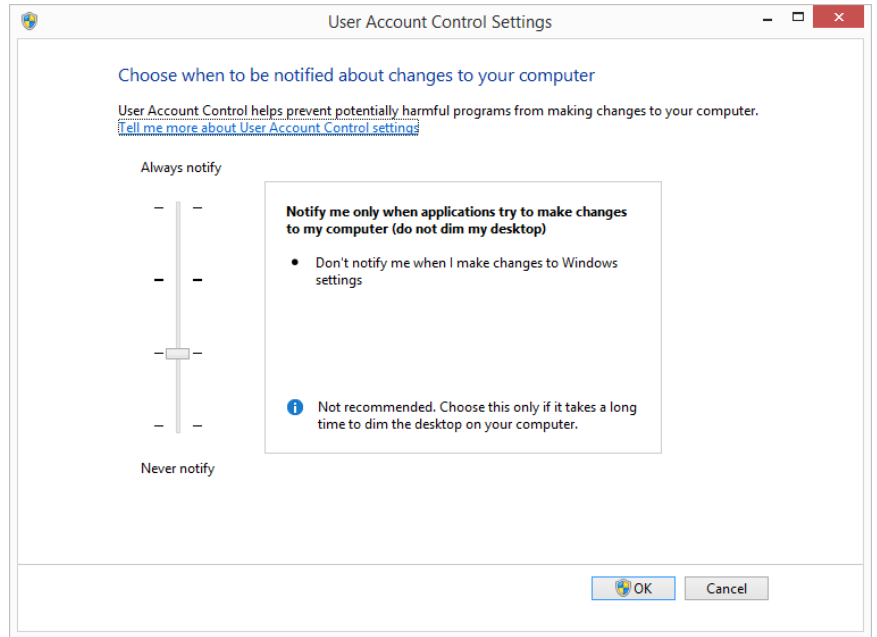
To refresh the settings on your PC please Restart your machine this could take some time.
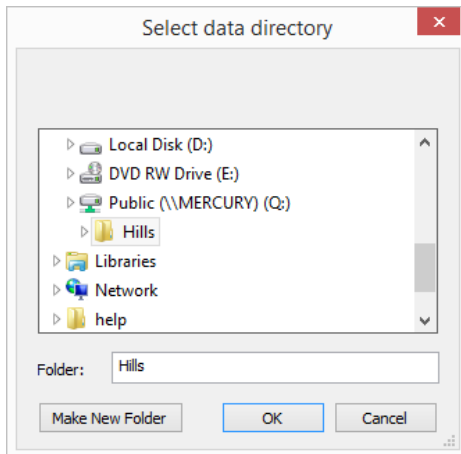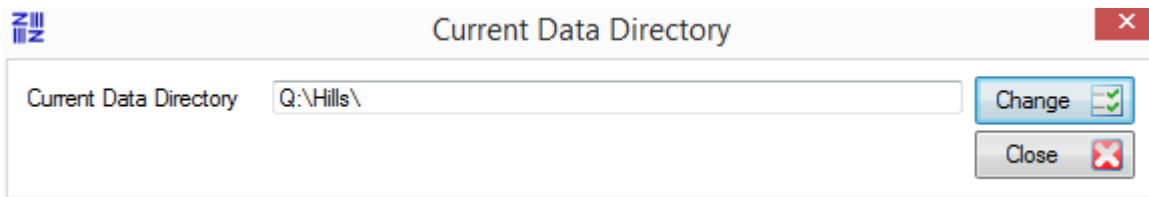
Step Three – This is important

Go back to the 'UAC' and put the security setting back to *'notify me only when app makes changes'* otherwise windows 8(.1) apps will not work if you do not use these applications leave the computer like this and move on to the next step.

When you have done this restart you PC this could take a very long time to restart.

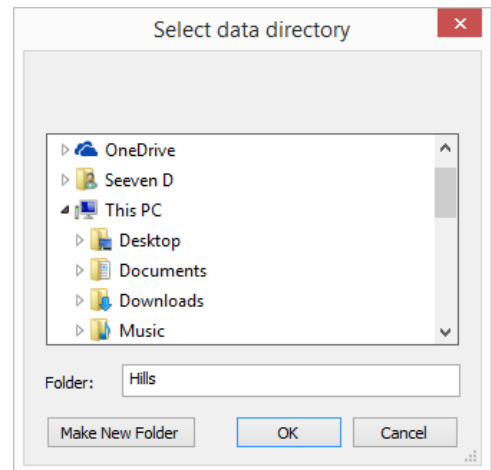But when your machine runs again your PC will be able to see your Shared Network Folder (Mapped drive)

Step four

1.   This is what your Mapped drive will look like ours is called the q drive and our data is in the Hills folder.

Look for your file using this menu make sure that the file can be seen under this pc.

Now All done run the program as normal.

---

[i] Mapped drive is a file that has been set up by IT to help you access files anywhere on your company's computer network. (This is a recommended code of practice to ensure that the data is safe)