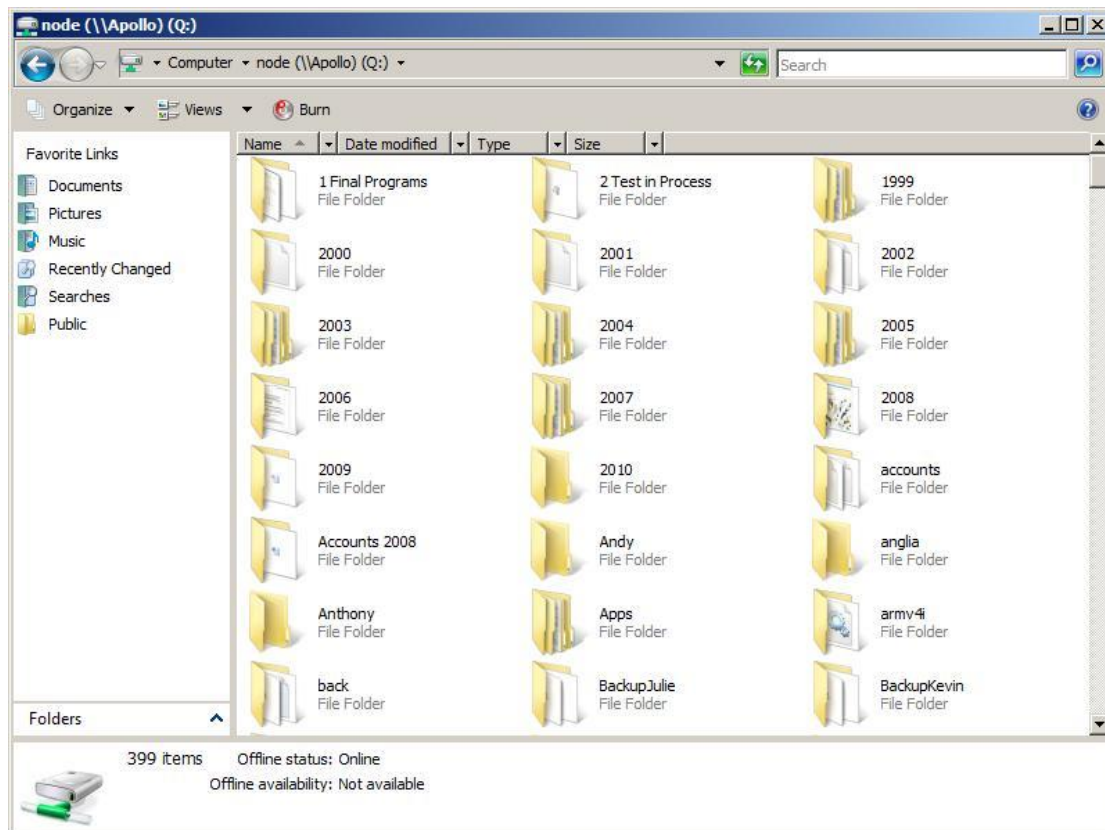


How to use Sameday Express with your data on a network or NAS drive

Sameday Express is normally installed locally with the data also local but it can be easily altered to work with the data on a network.

By default, when initially installed the program will use **C:\ProgramData\ZipZap Computers Ltd\Same Day Express** as the default data location. This follows the Microsoft standard.

To use a shared network location you need a data directory on your server (or NAS drive) in which you place the data. Simply create this in Windows Explorer.

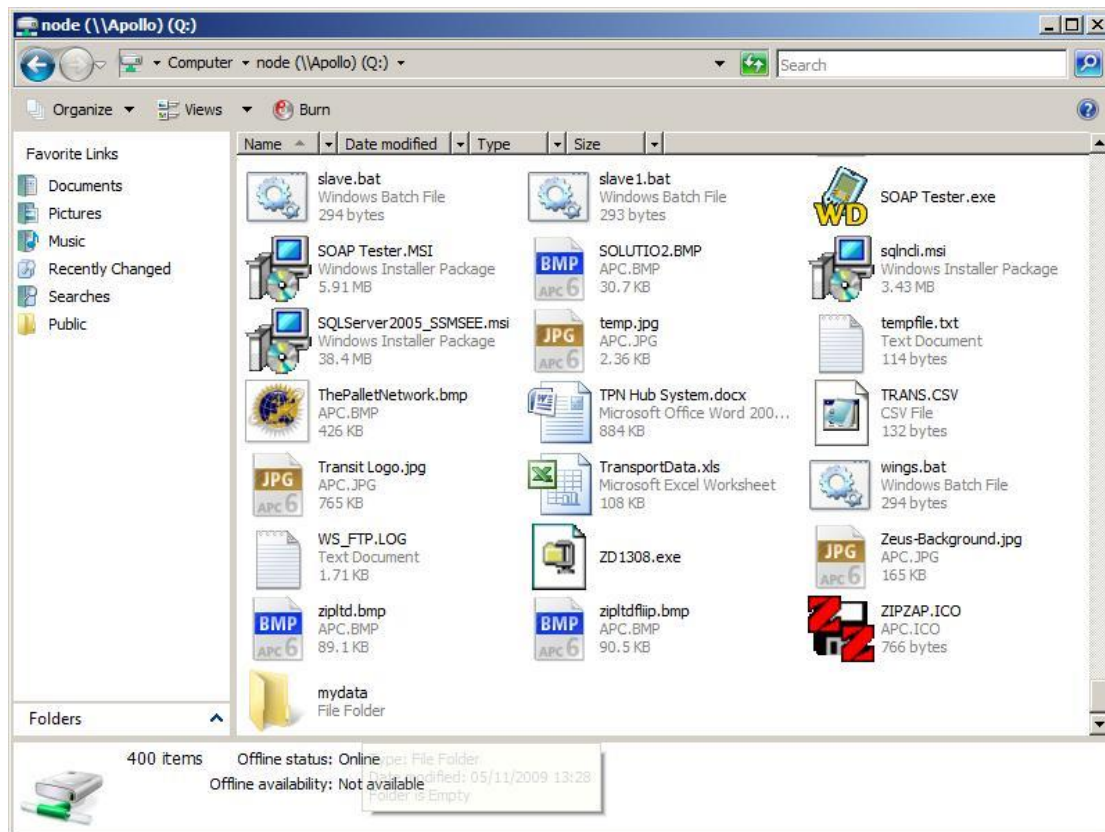


Above is my network drive Q: (Note: you can use URLs as well)

To create a new folder I can either right-click on this screen and choose New Folder OR I can click on Organize and choose the New Folder option. In my case I create a new folder called MYDATA.

If it is on another machine then you should check that others have read/write access to it. You cannot share 'C:\Program Files' or 'C:\Program Files (X86)' across a network as Windows will restrict it.

The data can be stored on a Windows computer, a Linux computer or a NAS drive.



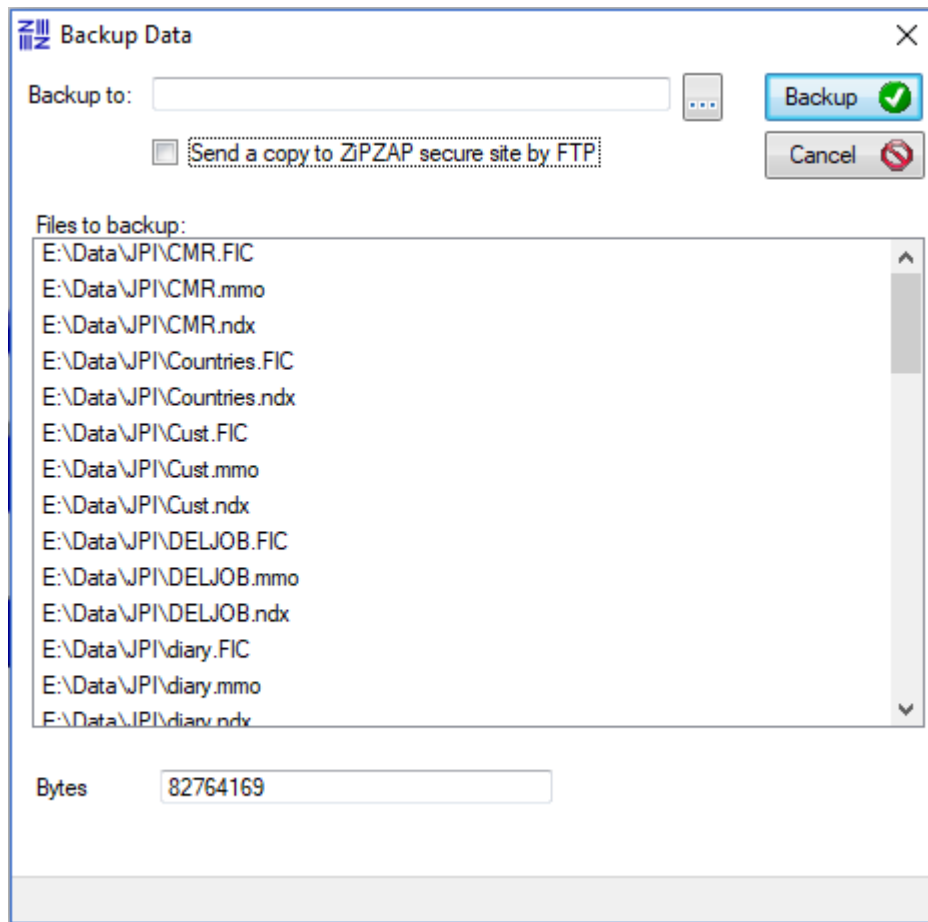
The directory is now here.

As soon as the directory is created then Sameday Express will populate it with blank data files, this is deliberate. If the directory already existed then it will not overwrite existing files.

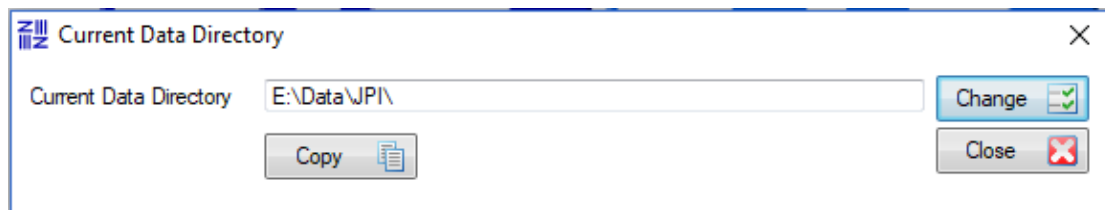
I must now copy the data in here or the files will be empty. This is quite easy and the simplest method is to backup the existing data, alter where the program looks for the data and then restore the data that I saved.

The backup option is on the Utilities menu. Choose Data File Utilities from this and then BACKUP.

Save the data somewhere where you will remember e.g the Desktop.



Once done go into Utilities and Data Directory. Alter this to the new directory.

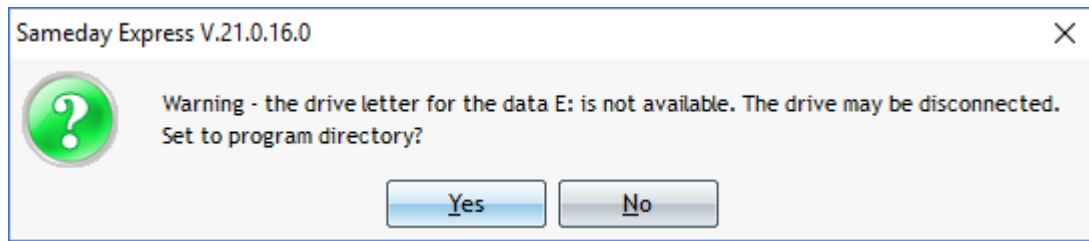


Then go into Utilities, Data File Utilities and choose RESTORE. Browse for the file you created in the BACKUP option. Tell this to restore.

You are now working with a network version!

When you install new users point the data directory to the same place.

Note: If you use a network location for your data and it is inaccessible when Sameday Express starts then it will tell the user :-



Follow these instructions.

Note: If you choose 'Yes' then it will look for data in **C:\ProgramData\ZipZap Computers Ltd\Same Day Express** again. You may have to recreate yourself as a user on a temporary basis to get in.

Simply go into Utilities and Data Directory then reselect the data location.

If the data location has a red cross on it then it has been disconnected in Windows and you will need to re-establish the connection. It may be that it is simply turned off. If this is the case then exit the program and go into My Computer then find the disconnected drive (with the red cross) and double-click on it. It should now open. If successful then simply restart Sameday Express.

