

Auctionpay Event Software PC - Network Installation

If you are planning on more than 1 computer at your event, you will need to network your computers together so they can share your event database. Below is an example of a network installation. Use the installation type “Network Server and Client” for all computers. Only one will act as the server.

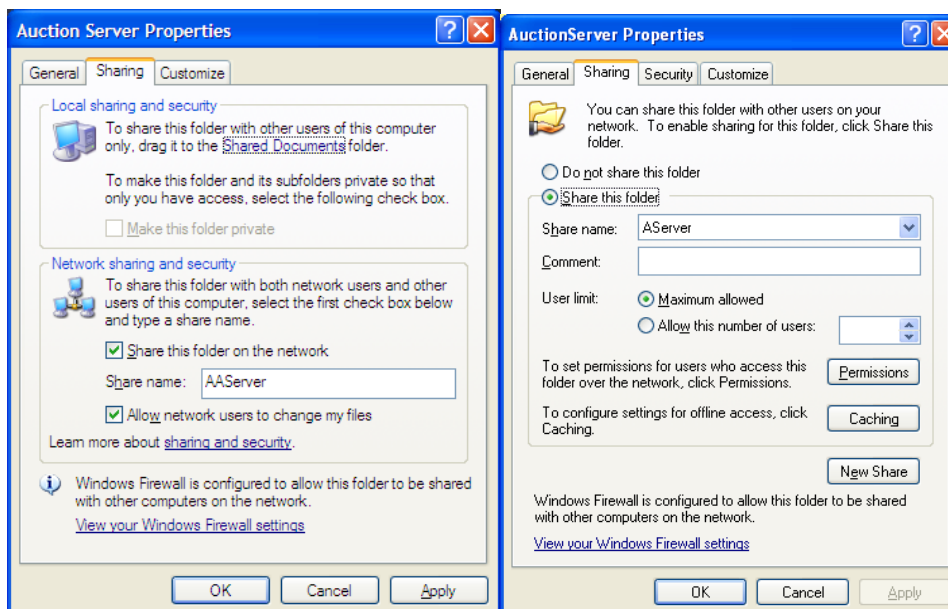


1. Sharing the AuctionServer Folder

If using a network, ensure that the Auctionpay Event Software data center folders on the server are shared with the rest of the client computers. The Data Center is typically installed in a folder named AuctionServer. You must share the entire AuctionServer folder and all sub-folders. If you share only the Database folder, or the database file, Auctionpay Event Software will not be able to access the reports, upgrades, or help, and Auctionpay Event Software will not operate correctly.

To enable sharing, using Windows Explorer, locate and right-click on the AuctionServer folder and select “Sharing”. Depending on what version of Windows you have installed, the window that appears will look different. You will want to share the folder and then give it a name. Note that this does not change the actual name of the AuctionServer folder; you are only changing the “shared as” name of the folder. Once you are finished click OK.

Below are two examples of **Sharing** windows from Windows XP:



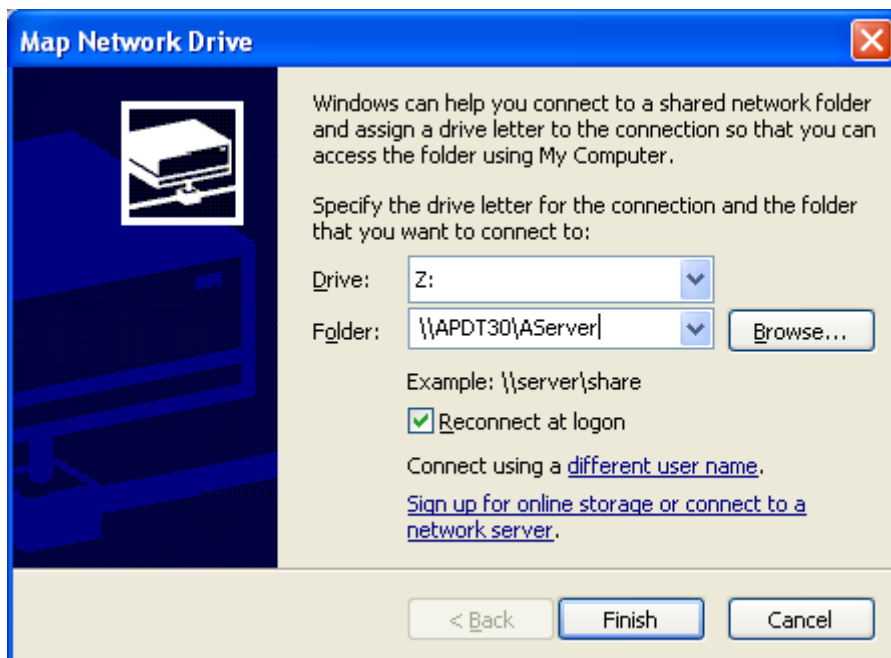
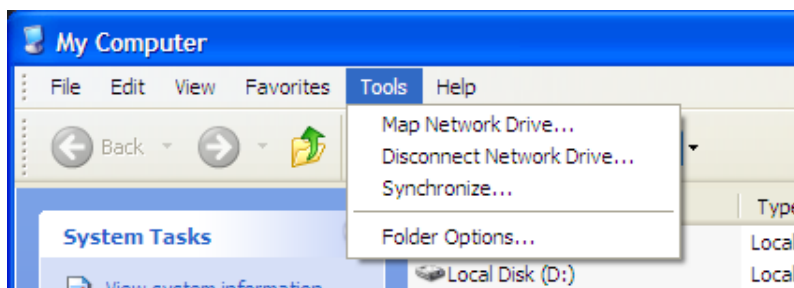
2. Mapping a Network Drive on the Client Computer

After the AuctionServer folder has been shared, you will now need to map the server drive on the client computer. To do this, you must first have two pieces of information, the name of the server computer and the name that was assigned to the shared AuctionServer folder on the server computer.

To find the name of the server computer, right-click on the My Computer icon on your Desktop, then select, Properties. Now click on the Computer Name tab and read the Computer Name.

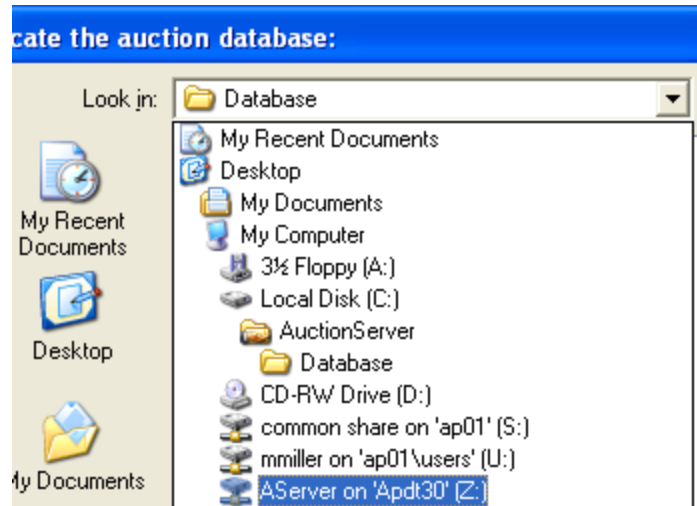
If you don't know the name that was given to the shared AuctionServer folder on the server computer, go to My Computer on the server computer, double click on the C: drive, right-click on the AuctionServer folder, select Sharing and Security, and read the Share Name. You now have all the information you need to map the network drive on the client computers.

On the client computer double click on My Computer or Windows Explorer and then click on Tools on the menu and then Map Network Drive. Select a drive letter and in the Folder drop down box type "\\", the name of the server computer, "\", and then the name of the shared folder. For example "\\APDT30\AServer", where "APDT30" is the name of the server computer.



Click on the Finish button. Repeat this procedure on all of the client computers. Now you can open Auctionpay Event Software on the client computers and open the database on the mapped drive of the server computer.

On the client computer open Auctionpay Event Software and click on File > Open Database. Click on the Look in: dropdown box and under My Computer and select the Database folder on the server drive that you have mapped and click on Open.



The bar at the top of Auctionpay Event Software screen displays the location of the current database. Check the bar to confirm that you are indeed working in the database that is located on the server. Click OK and open the database.

Please note that Greater Giving is not able to provide support for hardware networking. We highly recommend that you consult an IT/Network professional to assist you.