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**LEADERS IN THE DEVELOPMENT OF SOFTWARE FOR THE
FINANCIAL INVESTMENT, INCOME TAX & LIFE ASSURANCE INDUSTRY**

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Unless you are very familiar with your network system, we strongly suggest that you ask a professional Network IT expert to do the installation of this Network version of WinTax2012 for you!

The most difficult part of installing this Network version of WinTax2012 is identifying the different computers on your network. By this we mean being able to identify these individual computers, and the proper folders on these computer's hard drives, using the **"My Network Places"** Windows option on the network computers.

Firstly, you have to choose which of the computers is to be used as the "server". This server computer is the computer on the network which will hold the WinTax2012 System Admin program and the common WinTax database shared by all other WinTax users on the network. Although we will install networkable versions of WinTax programs on the various user's workstation computers on the network, these programs will all share the same common database on the server for storing assessments. There are actually 3 WinTax databases which will be located on the "server".

Wint2012LAN.mdb for storing all Personal taxpayer's assessments data.

WintCompany2012Lan.mdb for storing all Company tax review data

WintTrust2012Lan.mdb for storing all Trust assessment data

On a simple Windows "peer-to-peer" network system, any computer or workstation on the network may be allocated as a "server". Normally, the server computer would be the computer which is backed up automatically (usually every night) so the common-shared WinTax2012 databases will be backed up when the server computer is backed up.

We first install the System Admin program on the server computer and configure the System Admin program and then only do we install the WinTax2012 Network programs on the individual workstation computers linked to the network!

We strongly recommend that you do not change the default C:\WT2012 SysAdmin installation folder when installing the WinTax2012 SysAdmin program on the server machine. Updates you may receive later, for the SysAdmin program, will not work if these updates find that you have installed the SysAdmin program in some other folder on the server! The WinTax SysAdmin for each different tax-year must be installed in a different folder on the server.

To install the WinTax2012SysAdmin program on the server hard drive, run the **WT2012SA Installer.exe** on the CD. Once installed, we can run the WinTax2012SysAdmin.exe program to configure the SysAdmin program.

The WinTax2012 SysAdmin program provides the facility to locate the System Admin Database and the 3 Master Client Databases anywhere you wish if you absolutely have to locate them somewhere else but we strongly recommend that you leave the paths in the folders as shown in Fig 1a

Fig 1a

The screenshot shows the 'WinTax2012 SysAdmin Ver: 1.00.000 (c) Softbyte Computers cc. (c)' window. It has three tabs: 'Database Location & User Setup' (selected), 'Restoring after Network Failure', and 'Importing Databases'. The window is divided into several sections:

- System Admin Database location:** A text box contains '(SysAdmin2012.Mdb) C:\WT2012 SysAdmin\SysAdmin2012.mdb' and a 'DB Ver. No.' field contains '1'. A 'Locate System Admin Database' button is below.
- Master Client Database location:** Three rows for 'Personal database', 'Trust database', and 'Company database'. Each row has a text box with a path (e.g., 'C:\WT2012 SysAdmin\Wint2012LAN.mdb') and a 'DB Ver. No.' field with '1'. A 'Locate Master Client Database' button is at the bottom.
- User Name List:** A large empty text box for 'User name/s:'. Below it is an 'Add/Edit User name:' text box. At the bottom are buttons for 'Add UserName', 'Edit UserName', 'Delete UserName', and 'Update'. To the right is a 'Max. Amt. User:' field with '2'.
- BackUp & Restore Databases:** Two buttons: 'BackUp Databases' and 'Restore Databases'.
- An 'OK' button is at the very bottom.

You will see that the SysAdmin program has installed itself into a folder called **C:\WT2012 SysAdmin** on the server hard drive and created the 3 databases in this same **C:\WT2012 SysAdmin** folder. These three databases will hold all the assessment data saved by all the WinTax2012 Network programs we will later install on the individual workstations on the network.

In Fig 1 you will also see that the maximum number of users is set at two users. If you paid for a WinTax2012 Network system for more than 2 users then you should contact Softbyte Computers for instructions on how to configure your SysAdmin program to allow you to enter the number of users for which you paid.

Use the **Add UserName** button to add and update the list of names of the people who need access to WinTax2012 Network program.

The SysAdmin program also has a TAB option which allows you to import all the data saved in standalone copies of WinTax2012 you may have running on any of the workstations. This data will then be saved in the common database used by all the WinTax2012 Network program users. **It is vital that the standalone copies of WinTax2012 are the latest versions before you attempt to import the data to the network version.** Call us if you are uncertain and we will help you to do the necessary updates.

Fig 2.a

WinTax2012 SysAdmin Ver: 1.00.000 (c) Softbyte Computers cc. (c)

Database Location & User Setup | Restoring after Network Failure | **Importing Databases**

Import Individual 2012 Databases to Network | Import 2011 Network Databases

Master Client Database location :

		DB Ver. No.
Personal database (Wint2012.Mdb)	C:\WT2012 SysAdmin\Wint2012LAN.mdb	1
Trust database (WintTrust2012.Mdb)	C:\WT2012 SysAdmin\WintTrust2012Lan.Mdb	1
Company database (WintCompany2012.Mdb)	C:\WT2012 SysAdmin\WintCompany2012Lan.Mdb	1

Client Database location :

		DB Ver. No.
Personal, Trust database (Wint2012.Mdb)		
Company database (WintCompany2012.Mdb)		

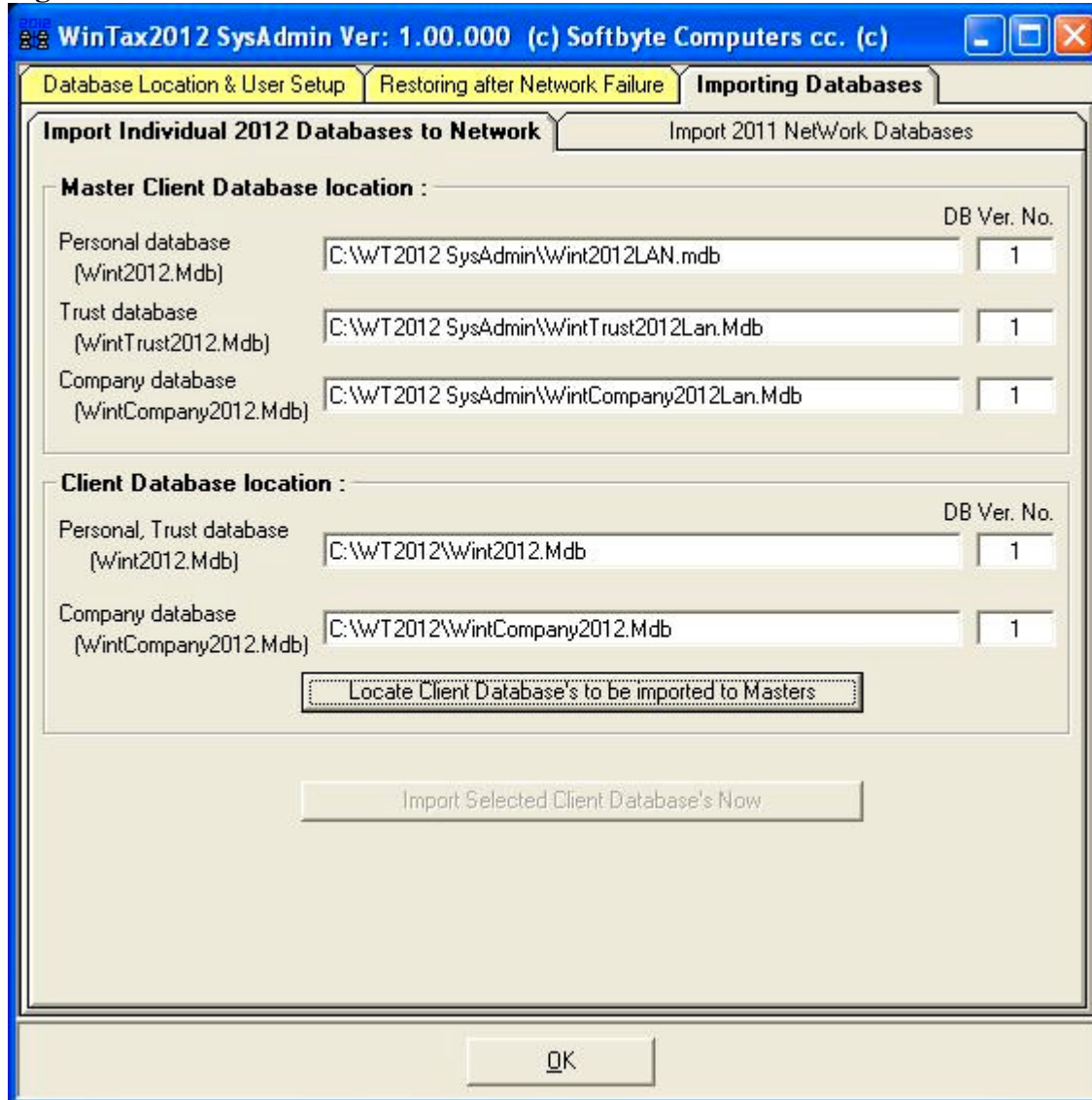
Locate Client Database's to be imported to Masters

Import Selected Client Database's Now

OK

It is important that the workstations all exit their standalone WinTax2012 programs at this stage. When you choose to **Locate Client Databases to be imported to Masters** the SysAdmin program will ask you choose the location of the Wint2012.mdb database on the standalone WinTax2012 program on the network. You may use the **My network places** tool to locate the Wint2012.mdb database on the standalone computer on the network, you simply click on the Wint2012.mdb database in the list and click on the Open button to tell the SysAdmin program where the database is located (See Fig 3)

Fig 3a



You will notice that both the standalone WinTax2012 databases holding saved data for personal taxpayers, trusts as well as companies have been located. The data will be imported to the SysAdmin common databases and will be accessible to all network users when you click on the **Import Selected Client Databases Now** button. The actual importing of data may take a while depending on the number of assessments being imported, the speed of your network connection etc. Be prepared to wait a few minutes! This importing process can be repeated for other standalone versions of WinTax2012 until all the data from all the old standalone copies of WinTax2012 has been imported to the Master network common-shared databases.

Somebody in the office of WinTax2012 Network users should know how to use the **Restore after Network Failure** option in the SysAdmin program. If the network goes down while users are logged on, or if a user who is logged on encounters a computer failure, the users logged onto the network at the time of failure will have to be manually restored/logged off, using this option, before they can log on again. This will also restore the clients in the network database whose records were “locked” when the network, or network connection, failed.

Next... Installing the WinTax2012 Network programs on the individual workstations.

We strongly recommend that you do not change the default *C:\WT2012 Network* installation folder when installing the WinTax2012 Network program on the workstations. Updates you may receive later, for the WinTax2012 Network program, will not work if these updates find that you have installed the WinTax2012 Network program in some other folder on the workstation.

To install the WinTax2012 Network program on the individual workstations, use the individual workstation and run the ***WTNW2012 Installer.exe*** program on the CD. Note that, although the installation CD may be in the CD drive on the server computer for this exercise, you must use the workstation's keyboard to install on the workstation. Locate the install CD using the ***My Computer*** or the ***My Network Places*** option to run the ***WTNW2012 Installer.exe*** program on the CD.

Once the program has been installed, the user must select to logon to the network as a standalone and then select the ***Network Utilities*** menu option and choose the ***Master Database Locator*** option.

The user needs to tell this particular WinTax2012 Network program on this workstation, the location on the network of the Master databases to be used for storing data. You will be asked to locate the Wint2012LAN.mdb file which, of course, is located in the ***\WT2012 SysAdmin*** folder on the server. Once you have located the Wint2012LAN.mdb database on the server and you can see it displayed in the file list simply click on the file name to highlight it and click on the Open button. Do the same thing to set up the location of the master SysAdmin2012.mdb file and the workstation is now ready to use the network.