



INSTRUCTIONS FOR SETTING UP BILLINGTRACKER PRO IN MULTI-USER MODE:

***First*:** Download BillingTracker Pro to your computer. It contains the Multi-User Server within the same file that you download. The Multi-User Server is a small module that controls access to the data file, so all users can share the same data file.

The basic steps:

1. Install the Multi-User Server module on one computer and add some users.
2. Install BillingTracker Pro on each user's computer. When you first start the program it will ask you if you want to run in multi-user mode.
3. That's it! The rest of this paper will go over some details that you might need, but the above two steps are basically all you will need to do. Enjoy!

1. Set up the multi-user module on one computer, which all the other computers are connected to on the network. It can be a server computer, but it can also be any other computer on the network. You can run the multi-user server module on the same computer as BillingTracker Pro if you want.
2. Keep the multi-user server module running as you set up the rest of the software.
3. You will probably need to know the IP address of the computer that is running the multi-user module. The IP address is shown on the screen of the multi-user module, over the 'Close' button. When you install BillingTracker Pro, it needs to know the IP address. It can scan your network for you, but all networks are different and scanning doesn't always find it. It is easier to simply copy down the IP address shown on the multi-user server and enter the number when you are asked.
4. In the multi-user module, add some users. During the trial period you can have an unlimited number of users (which we call "seats"). The default user is called Admin and has a password of 123456.
5. Install BillingTracker Pro on the computers that will be running it. When you first launch it, it will ask you if you want to run in single user or multi-user mode.
6. When you choose multi-user mode, it will ask you for (1) the IP address and (2) the path to the data file. The path is the location on the computer where you installed the multi-user server that has the file "billingtrackerpro4.mdb". The path is shown on the screen of the multi-user server, just above the 'Close' button.

7. The next screen when launching BillingTracker Pro will ask you for the user name and password of the person logging on. You should have set up user names and passwords already, in step 4.

8. You are done! At this point you should have installed the multi-user module, kept it running, installed BillingTracker Pro on each machine and logged on as different users.

Some extra points:

1. Always have the multi-user module running before you turn on BillingTracker Pro in the morning. BillingTracker Pro tries to log into the multi-user module, so it has to be launched first.

2. If you have already installed BillingTracker Pro on one computer in single user mode, for testing purposes, you can switch it to multi-user mode. It can be switched to multi-user mode simply by going to the File menu and choosing "Switch to multi-user". When you choose this, the program will close itself and then when you re-open it, it will ask you for the same details found in step 6 above.