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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, (including the Sharing and Permissions features) we strongly suggest that you ask a professional Network IT expert to do the installation of this Network version of WinTax2018 for you!

There are basically two programs that have to be installed for the network version of WinTax.

- A program called **WT2018SA_v1_Installer.exe** must be used to install a system administration program must be installed in the C:\WT2018 SysAdmin folder on the server. This SysAdmin program will control the handling of the common-shared databases on the server. The common-shared databases on the server are used by all the workstations
- A program called **WTNW2018_v1_Installer.exe** must be used to install a network copy of WinTax2018 workstation program in the C:\WT2018 NetWork folder on the workstations.

The most common mistake made by users installing the network version of WinTax is that they try installing the SysAdmin program in many different places on the server, and even on the workstations, in an effort to get the software working. They also set the database paths on some workstations to use a certain SysAdmin program's databases and other workstations to use a different SysAdmin program's databases. **There must only be ONE SysAdmin program, with it's own set of common shared databases, (installed on the server!)**

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 WinTax2018 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".

Wint2018LAN.mdb for storing all Personal taxpayer's assessments data.

WintCompany2018Lan.mdb for storing all Company tax review data

WintTrust2018Lan.mdb for storing all Trust assessment data

You must set up your SHARING and permissions to allow the workstation computers to have read and write access to the databases in the C:\WT2018 SysAdmin folder on the server.

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 WinTax2018 databases will be backed up when the server computer is backed up. In this instruction we will install to the C: drive on the computer we are using as a server.

There must only be ONE SysAdmin program installed and that is installed on the server and all workstations use the databases in that ONE C:\WT2018 SysAdmin folder! We first install the System Admin program on the server computer and configure the System Admin program and then only do we install the WinTax2018 Network programs on the individual workstation computers linked to the network!

We strongly recommend that you do not change the default C:\WT2018 SysAdmin installation folder when installing the WinTax2018 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 WinTax2018 SysAdmin program on the server hard drive, run the **WT2018SA_v1_Installer.exe** downloaded from our web site. Once installed, we can use Windows Explorer to run the WinTax2018SysAdmin.exe program to configure the SysAdmin program.

Select Use the **Locate System Admin Database** button on the WinTax2017SysAdmin program screen to set the path to the SysAdmin2018.mdb database installed on the server. Since we installed the WinTax2018 SysAdmin program in the **\WT2018 SysAdmin** folder on the C: drive on the server, we use the drop-down menu to set the **LOOK IN** field to the **WT2018 SysAdmin** folder on the server. Once we have done this, the white panel just below this LOOK IN field will display a few database files. Since the screen is asking us to locate the file called SysAdmin2018.mdb file, we double-click on the SysAdmin2018.mdb file name in the white panel. Next we have to locate the Client Database File called Wint2018LAN.mdb. Follow the same procedure making sure that the LOOK IN field is set to the WT2018 SysAdmin folder on the server again and we see the file called Wint2018LAN.mdb in the white panel and we double-click on it.

We have now set the drive paths to the databases used for storing data.

You will also see that the maximum number of users is set at two users. If you paid for a WinTax2018 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 WinTax2018 Network program.

The SysAdmin program also has a TAB option which allows you to import all the data saved in standalone copies of WinTax2018 you may have running on any of the workstations. This data will then be saved in the common database used by all the WinTax2018 Network program users. **It is vital that the standalone copies of WinTax2018 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.

It is important that the workstations all exit their standalone WinTax2018 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 Wint2018.mdb database on the standalone WinTax2018 program on the network. You may use the **My network places** tool to locate the Wint2018.mdb database on the standalone computer on the network, you simply click on the Wint2018.mdb database in the list and click on the Open button to tell the SysAdmin program where the database is located.

You will notice that both the standalone WinTax2018 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 WinTax2018 until all the data from all the old standalone copies of WinTax2018 has been imported to the Master network common-shared databases.

Next... Installing the WinTax2018 Network programs on the individual workstations.

We strongly recommend that you do not change the default *C:\WT2018 Network* installation folder when installing the WinTax2018 Network program on the workstations. Updates you may receive later, for the WinTax2018 Network program, will not work if these updates find that you have installed the WinTax2018 Network program in some other folder on the workstation.

To install the WinTax2018 Network program on the individual workstations, use the individual workstation and run the **WTNW2018_v1_Installer.exe** program.

Once the program has been installed, the user must select to logon 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 WinTax2018 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 Wint2018LAN.mdb file and the SysAdmin2018.mdb file, in turn, where these two files are residing on the server. Obviously all PERMISSION settings on the NETWORK must be correct. Follow the same procedure as you did on the server SysAdmin2018 program to locate and set the paths for these two databases. Once you can see the paths for the four databases are displayed correctly together with the correct database version numbers, you should be able to log onto the network. If you do logon to the network from the workstation and you are offered the names of the users and asked to logon as one of the names, then everything should be set up correctly. If you cannot see the list of user-names when you ask to logon to the network then you have done something wrong.