Invoice Expert

Windows 7 Network Setup

3/12/2013

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Sharing the Invoice Expert folder on the server:

Before we start sharing the Invoice Expert database on your server let's take a few minutes and make sure your Windows 7 computer is properly setup to allow the other computers in your office to access the database.

- 1. Open your control panel
- 2. Click on "Choose homegroup and sharing options"



Network and Internet View network status and tasks Choose homegroup and sharing options

3. Under "Other homegroup actions" click on "Change advanced sharing settings..."

Other homegroup actions View or print the homegroup password Change the password... Leave the homegroup... Change advanced sharing settings... Start the HomeGroup troubleshooter

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4. Under the heading of "Home or Work" scroll down until you see "Password protected sharing" and bullet the option "Turn off password protected sharing" and then click "Save Changes" (NOTE: If you see no options click the arrow to the right of "Home or Work" this will expand the options.

Password protected sharing When password protected sharing is on, only people who have a user account and password on this

When password protected sharing is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folders. To give other people access, you must turn off password protected sharing.

Turn on password protected sharing
 Turn off password protected sharing

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Now that your server is ready for connections from the other computers in your office lets share the Invoice Expert database.

Creating a new folder within your "Documents" to later be shared to everyone in your office.

(NOTE: This step is not required but highly recommended as it will make finding your database easier)

- 1. From your "Start Button" click on "Computer
- 2. On the left hand side click on "Documents"

	h 🔻 New folder			iii • 🔟 🌘
ጵ Favorites 📃 Desktop	Documents library Includes: 2 locations		А	range by: Folder 🔻
Downloads Recent Places	Name	Date modified	Туре	Size
22 Recent Flaces		This folder is empty.		
词 Libraries				
Documents				
Music Pictures				
Videos				
🍓 Homegroup				
👰 Computer				
📬 Network				
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3. Creating a new Invoice Expert Database folder

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4. You will now see a new folder with the name of "New Folder" type in "Invoice Expert Database"

Organize 🔻 🛛 🔭 Open	Share with Burn New fold Share with Shar	der)== •
ጵ Favorites 📃 Desktop	Documents library Includes: 2 locations		Arr	ange by: Folder
Downloads	Name	Date modified	Туре	Size
Recent Places	🗼 Invoice Expert Database	3/12/2013 2:07 PM	File folder	
Documents Music Pictures Videos				

Sharing the newly created Invoice Expert Database folder.

Organize	I Right Click on the ewly created folder In 2 locations #2 Hid	BⅢ ▼ □ 0
Downloads	Nam Invoice Excert Database Open Open in new window	With" odified Type Size
Documents Music Pictures	Share with Restore previous versio	ns Nobody Homegroup (Read)
👹 Videos 税 Homegroup	Send to Cut Copy	Specific prople
👰 Computer 🗣 Network	Create shortcut Delete Rename	#3 Click on "Homegroup (PlondW/tab)"
	Open folder location Properties	

1. The following steps will allow you to share the newly created folder with Read / Write access

2. Now that we have created and shared the newly created folder please dbl click on it and you will see an empty folder

Moving your existing database into the newly shared folder

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- 1. Because there is a possibility that Windows has moved your database into your virtual store we are going to search for it
- 2. Click on your "Start Button" and in the box type in "pcinvxe.vdb4" and then click on "See more results".



3. You should now see the following screen from here click on "Computer":

Organize 🔻 🛛 Save se	earch				•	
Favorites	Search again	No n in:	items match yo	our search.		
 Recent Places Libraries Documents Music Pictures Videos Homegroup 	Cibrarie	s 🍓 Homegroup Clic allow yo	Computer	Custom	Jnternet	

4. Once the search completes more than likely you will now see 2 files named "pcinvxe.vdb4" as seen below we are going to copy the new of the 2 files to your newly created folder.

				, (·	
Organize	Save search	Burn Open Restore previous versions Send to Cut Copy Create shortcut Delete	rt Database	Date modified: 3/ Size: 2.39 MB Date modified: 3/ Size: 1.79 MB #1 Right click of of the 2	Image: state
Homegroup Computer Network		Open #2 Click on "C Properties	copy"		
PCInvXE.vdb4	Date modified: 3	/12/2013 2:36 PM Date	: created: 8/20/2012 9:13	АМ	

5. Now lets paste this file into our newly created "Invoice Expert Database" folder. If you closed the window we had open earlier you can get back to if by clicking on "Computer" then "Documents" then dbl click on "Invoice Expert Database" you will now be back in the empty folder.



b. You should now see the file as seen below

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쑦 Favorites 📃 Desktop	Documents library Invoice Expert Database		,	Arrange by: Folder
Downloads	Name	Date modified	Туре	Size
🕍 Recent Places	PCInvXE.vdb4	3/12/2013 2:36 PM	VDB4 File	2,455 KB
🥃 Libraries				
Documents				
👌 Music				
Pictures				
🛃 Videos				
🝓 Homegroup				
🐝 Homegroup 🎼 Computer				
ở Homegroup r∰ Computer �µ Network				
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🐝 Homegroup 📲 Computer 🗣 Network				

Connecting your server to the correct database

1. Open Invoice Expert

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2. Click on "Full Menu"

	Quick Mer	าบ	Full Menu			
Dashboard	ر Settings	(0) S((2) Ir (2) E:	witch Company nport Customers xport Customers	 Import Product Export Product 	s	Customers Add Custome
		Syst	em Options	1	5	Customers
						Current Inv

a. 3. Click on "Switch Company"

		A				
			Quick Menu	Full Menu		
		M	O	Switch Company	🔅 Import Products	
		Dashboard	Settings	Import Customers SExport Customers	😂 Export Products	Customers Add Custome
				System Options	G.	Customers
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4.	Click on	"Open Ex	kisting Co	ompany File"		



5. Open the newly created "Invoice Expert Database" folder

Enuncitar	Documents library Includes: 2 locations			Arrange by:	Folder
#1 Click on "Documents"	Name	Date modified	Туре	Size	
	🎉 Invoice Expert Backups	3/12/2013 2:36 PM	File folder		
Eib ries	👫 Invoice Expert Database 🔪	3/12/2013 2:41 PM	File folder		
Pictures Videos	#2 DBL Exp	L Click on "Invoice pert Database"			
■ Pictures ■ Videos 秘 Homegroup 煙 Computer	#2 DBL Exp	L Click on "Invoice bert Database"			

6. Open the Open the Invoice Expert database

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🥰 Open	Documents Invoice Expert Database	✓ ✓
Organize New fold	er	≡ - □ 0
答 SkyDrive 🔺	Documents library Invoice Expert Database	Arrange by: Folder 🔻
Documents	Name	Date modified Type
DropBox	👰 PCI _{to} vXE.vdb4	10/16/12 6:38 AM VistaDB 4 Da
 J Music Pictures Podcasts Videos Homegroup 	#1 Click on "PCInvXE.vdb4"	
E Computer S New Volume (C:) Application Data Public (\VOHN-I	4 [#2 Click "Open"
File n	ame: PCInXE_Lisa.vdb4	Invois: Expert Database (*.vdb4 Open Cancel

7. You will then receive the following message.



You have completed the sharing and setup of Invoice Expert on your "Server"

Connecting Invoice Expert client to the Server

Connecting your client to the correct database

- 1. Open Invoice Expert
- 2. Click on "Full Menu"

	Quick Mer	nu Full Menu		
Dashboard	Settings	 Switch Company Import Customers Export Customers 	 Import Products Export Products 	Customers Add Custome
		System Options	G.	Customers
				Current Inv

a. 3. Click on "Switch Company"

0	Quick Mer	าน	Full Menu			
Dashboard	Settings	C S C II	witch Company mport Customers xport Customers	 Import Products Export Products 	Customers	Add Custome
	System Options			ß	Customers	
					Cı	ırrent Inv

4. Click on "Open Existing Company File"

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- 5. Navigate through your network neighborhood the newly created "Invoice Expert Database" shared folder
- 6. Open the Open the Invoice Expert database

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Organize 🔻 New folde	r	8≡ ▼ 🗍	•
i SkyDrive 🔶	Documents library Invoice Expert Database	Arrange by: Folder -	
Documents	Name	Date modified Type	
DropBox	PCIpvXE.vdb4	10/16/12 6:38 AM Vistal	DB 4 Da
 ■ Pictures ▶ Podcasts ▼Videos ■ Videos 	#1 Click on "PCInvXE.vdb4"		
 Computer New Volume (C:) Application Data Public (\)(OHN-I 		#2 Click "Open"	
File na	< me: PCInvXE_Lisa.vdb4	" Invoit Expert Database ("vdb4 Open Cancel	• • ا

7. You will then receive the following message.

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