

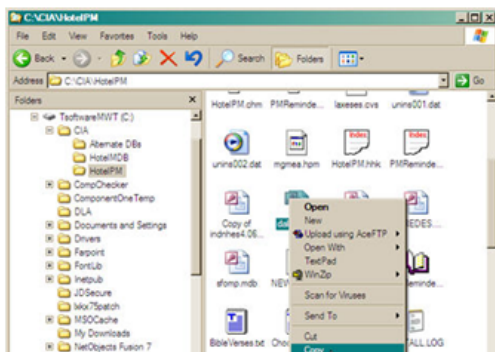
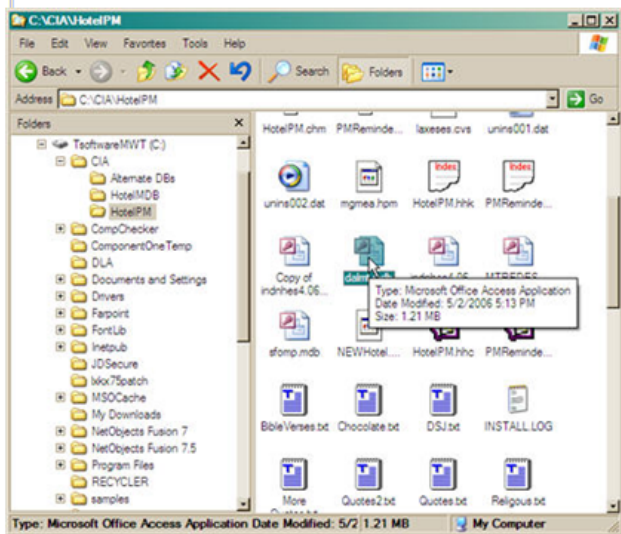
## Setting Up Hotel-PM on a Network¶

¶ While the default installation for the Hotel-PM program is for a single computer the program is perfectly capable of functioning in a network environment. The only requirement is that a shared network drive be accessible for each computer that will be using the program. ¶

¶ We recommend that you download and install the Hotel-PM program on each computer. The program will require a separate registration key for each computer. When installing the program you should be logged in as an administrator. ¶

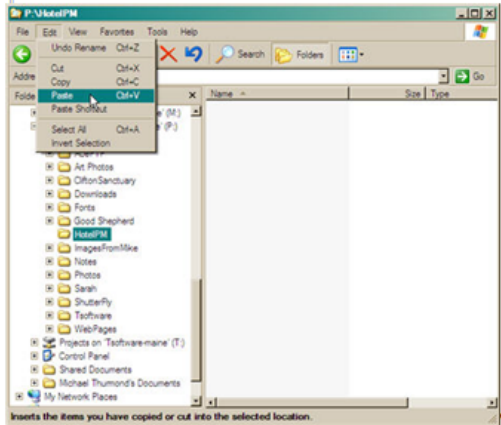
¶ The hotel database file will need to be moved from the local drive to a shared network drive that can be accessed from all of the work stations that will be running the program. The figures below outline the process of moving the database from the local C drive of the primary computer to a shared network folder. ¶

¶ Locate the database on your local C drive. It is a Microsoft Access file. The name is the same as your hotel code with an '.mdb' extension. It is located in the '\CIA\HotelPM' folder on the local C drive. From the Start menu select 'My Computer' or the Windows Explorer, and navigate to the '\CIA\Hotel-PM' folder and locate the database file. ¶



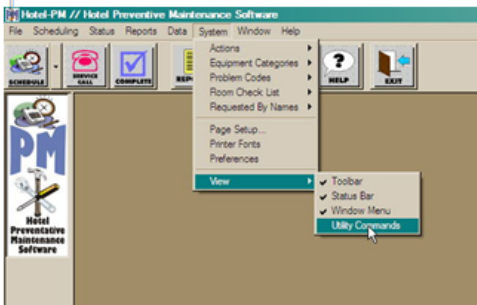


Right-click on the file name to open a pop-up menu, as shown above. About two-thirds of the way down the menu you will see 'Copy.' Click (left-button) on Copy and the file is copied to the clipboard. Navigate from this folder to the shared folder that will hold the hotel database. Check with your system administrator to determine the best drive. We recommend that you create a new folder on the shared drive for the database. In the figure below we have created a HotelPM folder on the shared P drive.

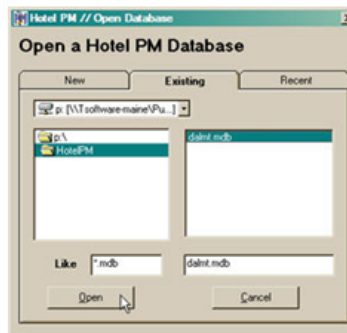
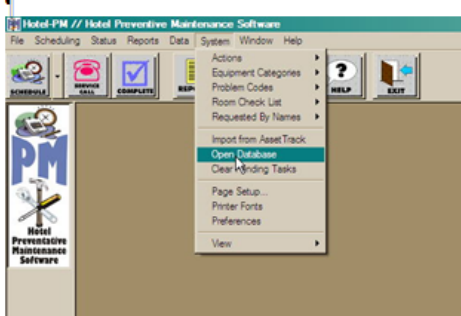


While looking at the desired folder, click on Edit and select 'Paste' to complete the process of copying the database to the network drive.

Next you will need to direct the Hotel-PM program to use the database on the network drive. Start the Hotel-PM program and click on System in the menu bar, see the figure. Place your cursor on the View command, and then click on Utility Commands.

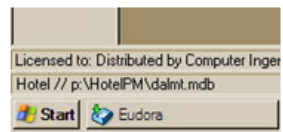


Click on the System command a second time and you will see additional commands in the System menu. Click on the Open Database command to open a dialog box that allows you to select a database for the Hotel-PM program.



Use the controls in the dialog box to locate and then select the database file that you copied to the network drive. Before clicking on open the dialog box should look similar to the one shown above. After you complete this process the network copy of the database will appear in the lower-left corner of the Hotel-PM window, near the Start

button. The figure below illustrates this corner of the screen.



When installing additional copies of the Hotel PM program there is not a database on the local drive. The program will ask if you want to download a copy of the database from the Internet. Answer No. Answer No, a second time when asked if you want to copy the database from a disk. At this point the program will display the Open Database dialog box shown above. Use this dialog box to direct the program to the network drive with the shared database. By doing this each computer in the hotel will be using the common database.