



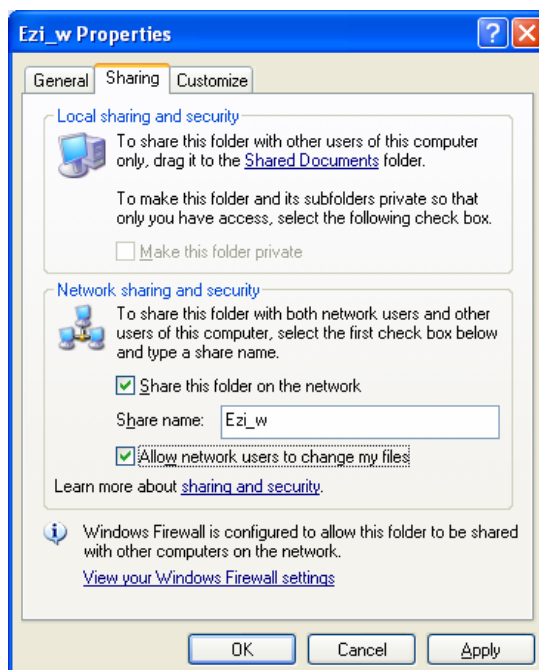
Setup of Server for Ezi Accounting & Networked Workstations

This document describes how to setup and run Ezi Accounting in a distributed environment with one server and several workstations. A minimum of a 2-user licence is required to run Ezi Accounting in this way.

Server Setup

To make the system run on a network, do the following steps:

- Decide which computer is going to act as a server. This should be running **Windows 2000** or **Windows XP**.
- Note the **name** of the server and the **workgroup** :- for Win XP, click on Start, Control Panel, double click on System, click on Computer Name tab.
- Set up the hard disk of that machine to be sharable, to do that, double click on My Computer, double click on the Hard Disk Drive Icon, left click on the Ezi folder, then right click on Sharing and Security. Give the drive a share name such as (EZIAC) and make it fully sharable (Share this folder on the network, Allow network users to change my files).



If successful, you will see a hand under the Ezi folder when listed in Windows Explorer.

Workstation Setup

To make the client run on a network, do the following steps:

- Ensure the client is in the same workgroup as the server. For Win XP, click on Start, Control Panel, double click on System, and click on Computer Name tab. If the workgroups are different, then change the workgroup on the client by clicking on the Change button beside "To rename this computer or join a domain".
- On each station, Double Click on Network Neighbourhood (for Windows 98) or (My Network Places) in 2000 or XP
- Once you see the server, double click on the server icon, then you should see the shared drive listed on the server.

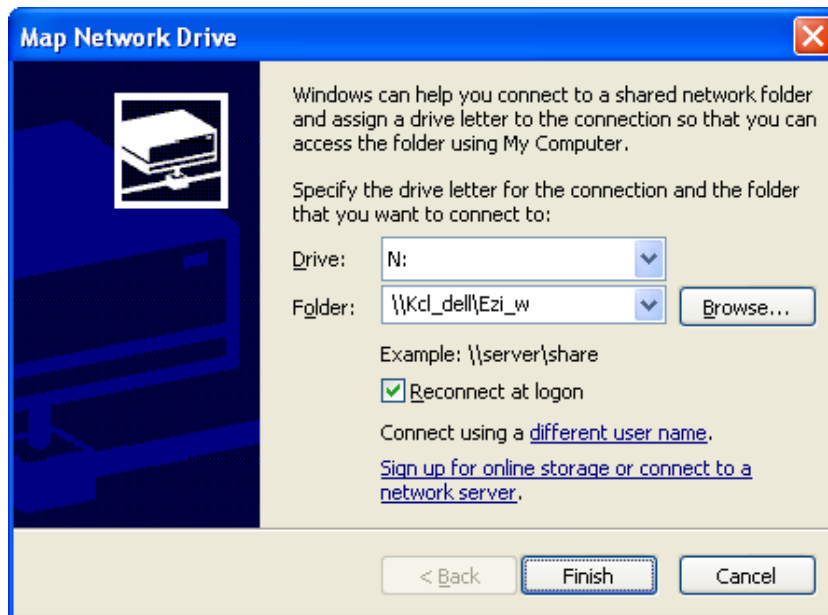
Shortcut using an ***Absolute Path Name***

- Open the shared drive to list all the files, left click on Ezi.exe, right click and select the Create Shortcut option.
- The properties of the shortcut should have a Target similar to <\\SERVER\EZIAC\Ezi.exe> and a Start in like <\\SERVER\EZIAC>.
- Click on the OK button to save the shortcut to the desktop.

Note: The names of the server and the drive share name must follow the DOS naming conventions of 8 characters or less, otherwise you will be receiving program errors every time you try to run the program.

Or using a ***Mapped Network Drive***

- Open the shared drive to list all the files, and then click on Tools, Map Network Drive option. This will cause a box similar to below to be displayed.



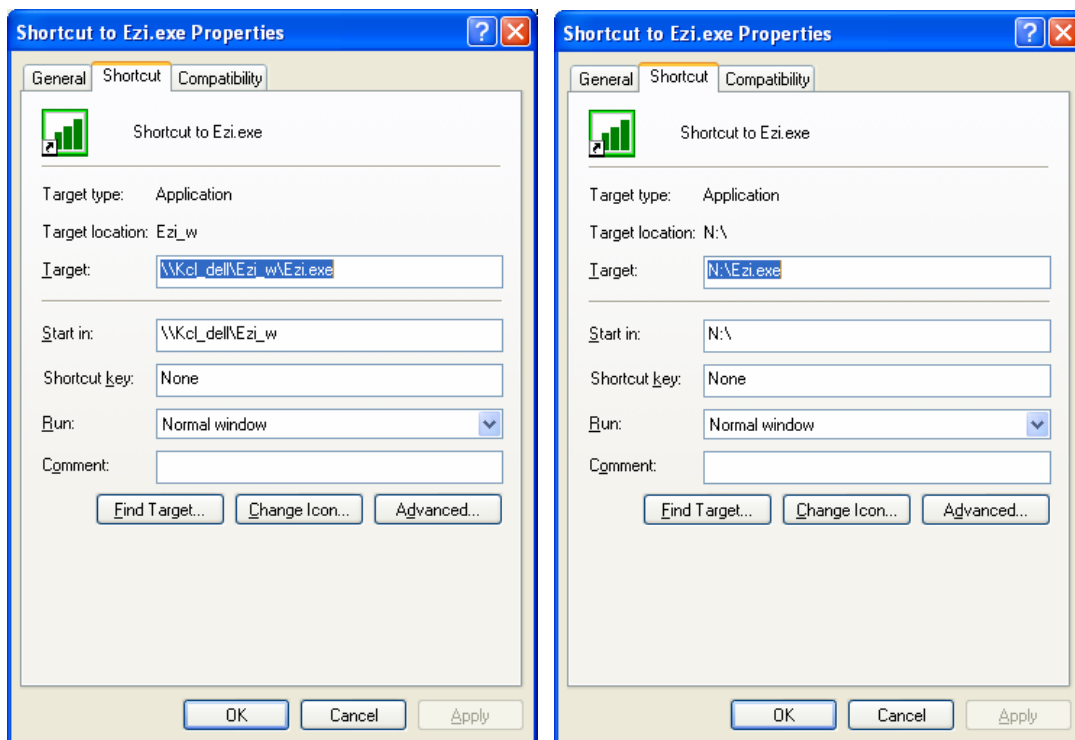
- Choose a network drive letter such as **N**. The folder should be listed similar to [\\SERVER\EZIA.C](#). Click on the Browse button to change.
- Tick the Reconnect at logon tab, and save this setting.
- Click on the Finish button to create the network drive.
- Browse to the Ezia directory on the network drive (should be there already), then click on Create a Shortcut.
- The properties of the shortcut should have a Target similar to [N:\Ezi.exe](#) and a Start in like [N:\](#).
- Click on the OK button to save the shortcut to the desktop.

Either ways will work fine. The only thing you have to watch for is the network drive mapping in the second method may drop out if the server was not available when you start the stations, so you have to re-install it. The first method is more consistent and will work each and every time.

Ezi Accounting Station Setup

To setup each station to have its own identity you have to add the number of each station as a parameter to the program name in the program desktop short cut. The stations have to be numbered 1, 2, 3, 4 etc, then the short cut has to have the station number as follows :-

For station number 2, the TARGET field in the short cut should look something like C:\Ezia\Ezi.exe 2. Ezi.exe is the program name for Ezi Accounting. The examples below are for Station 2 using an Absolute Path Name and a Mapped Network Drive.



Network Printing

Please note the Windows default printer is used to print all documents. The default printer can also be a network printer connected to a different system. The standard methods can be used to setup network printing.