



CONFIGURING EMPLOYEE TRAINING MANAGER FOR YOUR NETWORK

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Description

This document describes how to configure the Enterprise Edition of Employee Training Manager to centralize the database on your network

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Employee Training Manager

Network Installation for Enterprise Edition

The **Enterprise Edition** of **Employee Training Manager** allows you to have multiple client machines connect to a centralized database located on a network server.

To configure the **Enterprise Edition** of **Employee Training Manager** on your network, please follow the instructions below:

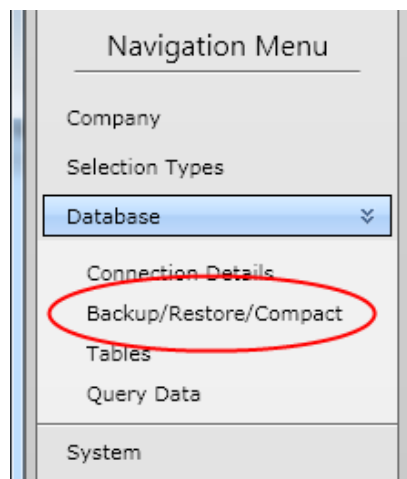
- 1) Download and install the **Enterprise Edition** of **Employee Training Manager** on your client machine (not on your network server). If you have not done so already, you can download the software from our website:

<http://www.smartcompanysoftware.com/training-manager-download.html>

- 2) Once downloaded and installed, run **Employee Training Manager** and select the **Options** icon at the top of the main window.



- 3) Select the **Database** option on the **Navigation Menu** on the left. This will expand the menu panel.

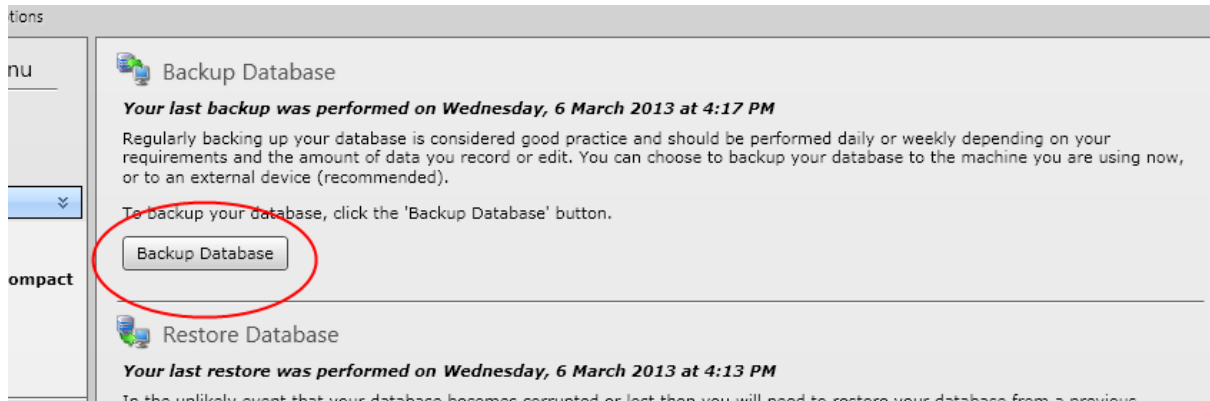


- 4) Select **Backup/Restore/Compact**

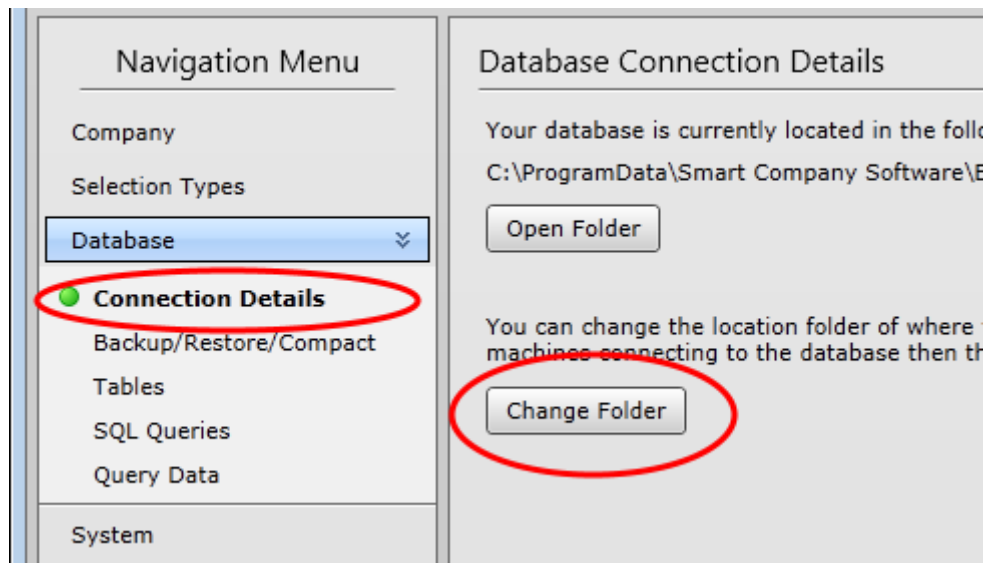
Click the **Backup Database** button on the main panel and select the network location where you would like to store the database to be accessed by other users. Make a note of the location.

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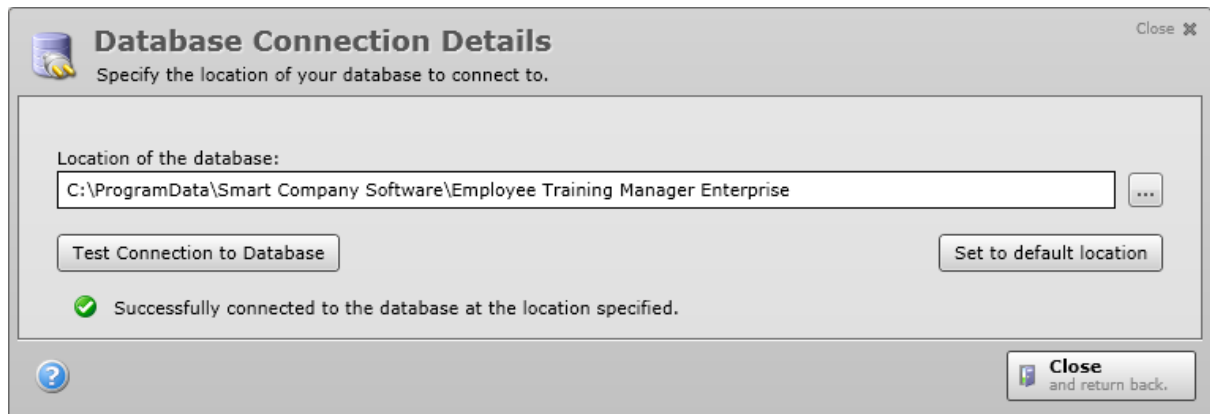
- 5) Select the **Connection Details** menu (just above the **Backup/Restore/Compact** menu item) and click the **Change Folder** button on the main screen. Enter the location of the database on the network (the one you just backed up). Please ensure that each user you wish to connect to the database has permissions to read and write to the network folder where the database is located.



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- 6) Click the **Test Connection to Database** button to test the database connection. If the database is located successfully you will receive a success message. If you get an error then it is likely you have entered the wrong folder location, so try again.



- 7) Once the connection is successful, confirm and close the dialog. Now click the **Save** button at the bottom of the screen.
- 8) You can install **Employee Training Manager** on another machine and then follow steps **5, 6 and 7** on each machine. You will need to do this for each user's machine, as you need to configure each machine to connect to the centralized database.
- 9) To confirm that each installation is configured correctly, enter or edit some data on one machine, save the changes and then confirm on another machine the data has changed.

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