

CONFIGURING EMPLOYEE TRAINING MANAGER FOR YOUR NETWORK

September 2019

Description

This document describes how to setup 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

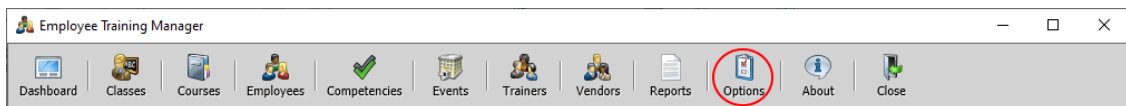
The **Enterprise Edition** of **Employee Training Manager** permits you to have multiple client PCs connect to a centralized database located on a network server.

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

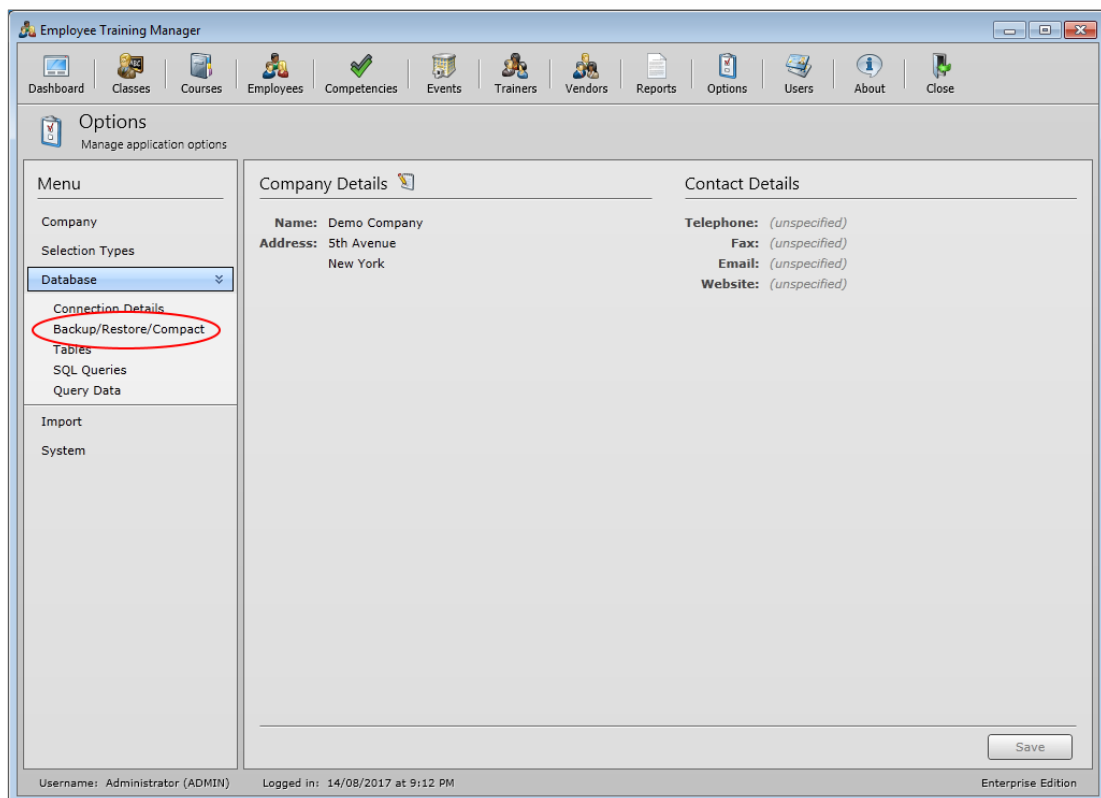
- 1) Download and install the **Enterprise Edition** of **Employee Training Manager** on your client PC (not on your network server). If you have not done so already, you can download the software from our website:

<https://www.smartcompanysoftware.com/download-employee-training-manager/>

- 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 from the **Menu** on the left. This will expand the menu panel.

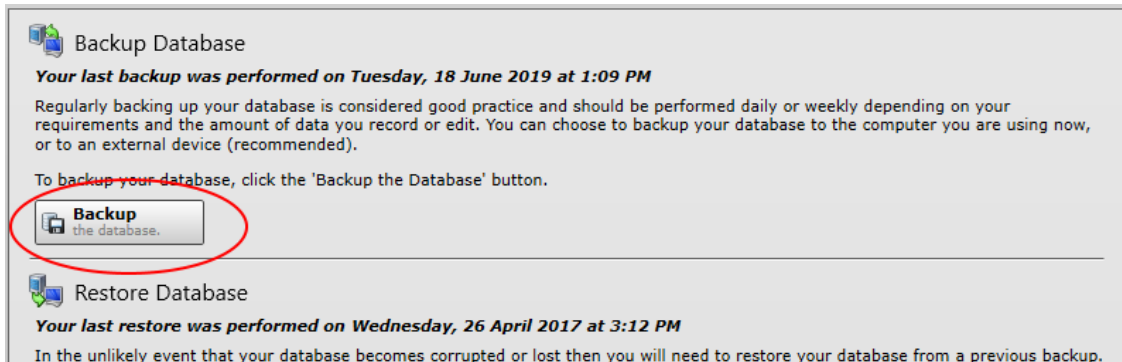


Employee Training Manager

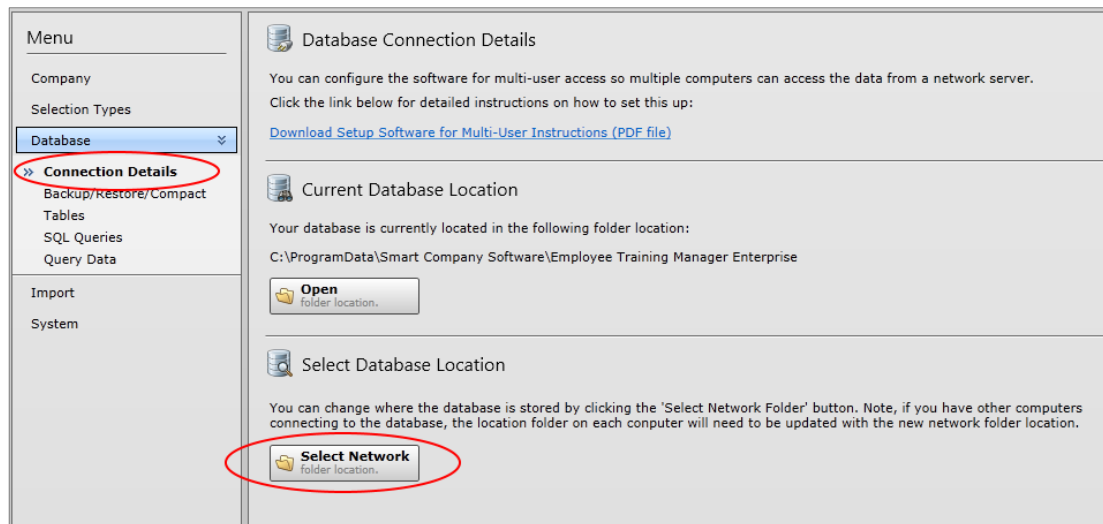
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4) Select **Backup/Restore/Compact**

Click Backup the 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.



5) Select the **Connection Details** menu (just above the **Backup/Restore/Compact** menu item) and click the **Select Network Folder Location** button on the main screen. Enter the location of the database on the network that you selected in point 4. 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 now located.

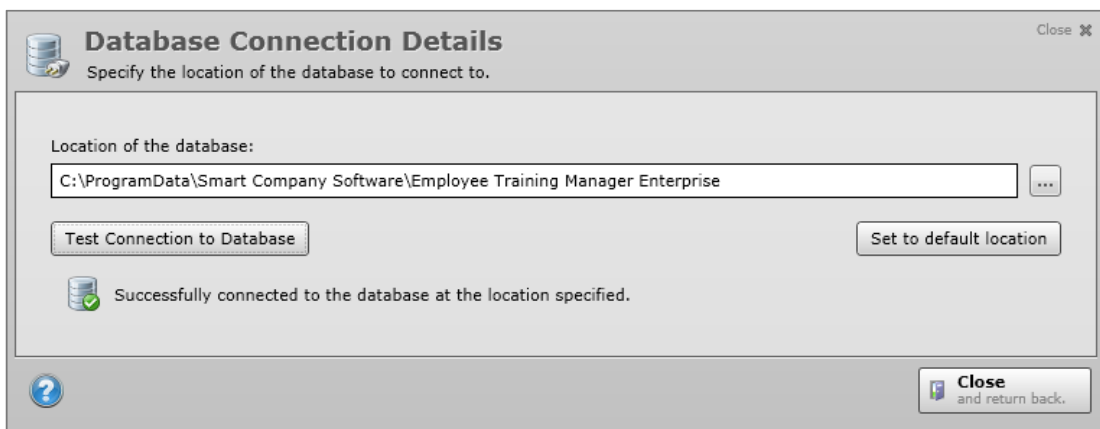


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- 6) Click the **Test Connection to Database** button to test the database connection on the network location you have entered. If the database is located successfully you will receive a success message. If the database isn't located, you will get an error and it is likely you have entered the wrong network folder location, so please check the database exists in the folder you have selected and try again.

If you are using a mapped drive to a network location and you experience a problem, please use the UNC path to specify the location of the database.



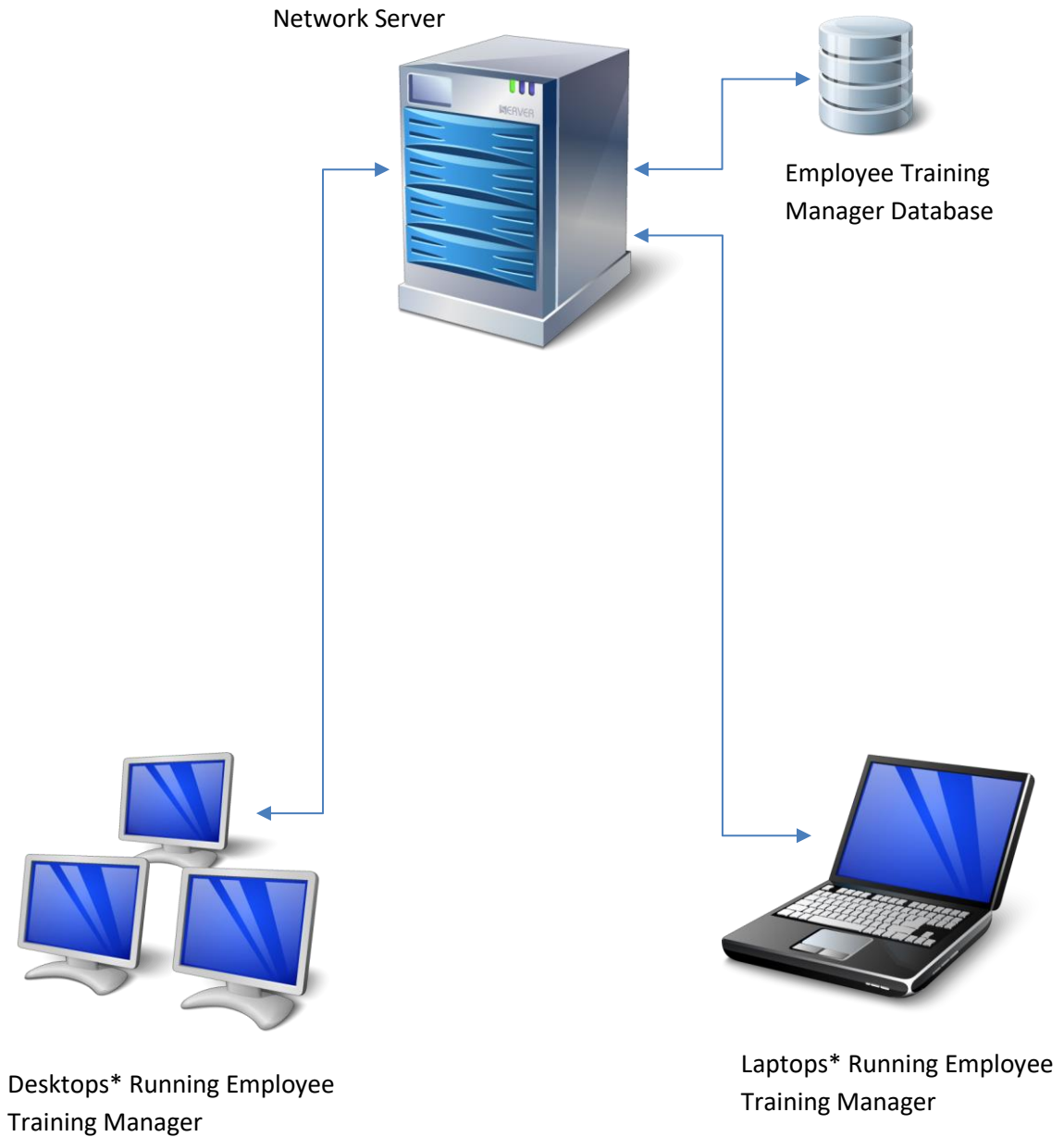
- 7) Once the connection is successful, confirm and close the dialog. Now click the **Save** button at the bottom of the screen.
- 8) You can install **Employee Training Manager** on another PC and then follow steps **5, 6 and 7** on each PC. You will need to do this for each user's PC, as you need to configure each PC to connect to the database on your network.

When you install the software on another PC, you will see the Register Software icon. Once you connect the application to the database on the network, the license key you've purchased will be picked up and the application will be unlocked. You will have to restart the application at this point.

- 9) To confirm that each installation is configured correctly, enter or edit some data on one PC, save the changes and then confirm on another PC the data has changed.

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*Windows 10, Windows 8, Windows 7, Windows Vista and Windows XP