

Network Program – Additional Operational & Installation Instructions

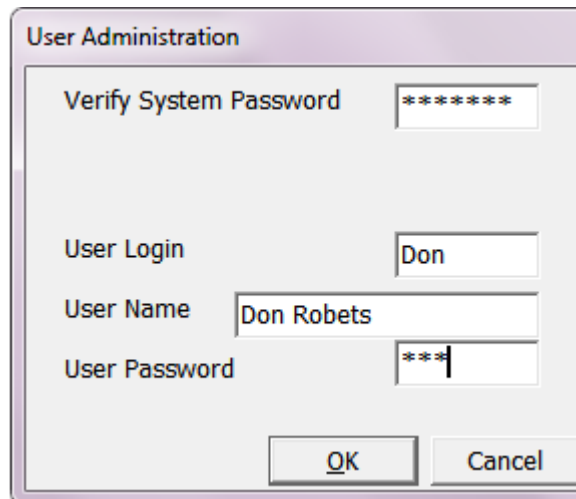
The network program is identical to the single user program but the installation has to be done correctly. When installing the Network version please install from a **workstation** and change the installation path to your network file path to the server. The software should always be installed to your Network Path HCA folder. Examples: If your network drive is mapped to Z:\ then you would enter Z:\HCA as the install folder no matter what machine you are installing from. If your network file path is something like \\DONLAPTOP\C\ then you would install to \\DONLAPTOP\C\HCA

1. The program and client data files should be installed **to the server only** from a workstation you choose even if you are running a peer to peer network and do not have a dedicated server.
2. Once installed you have to run the program from the workstation first and log in as the System Administrator - the following box will appear when you start the Network program – enter the login name = **sysadm** and then the password = **letmein** (all small letters)

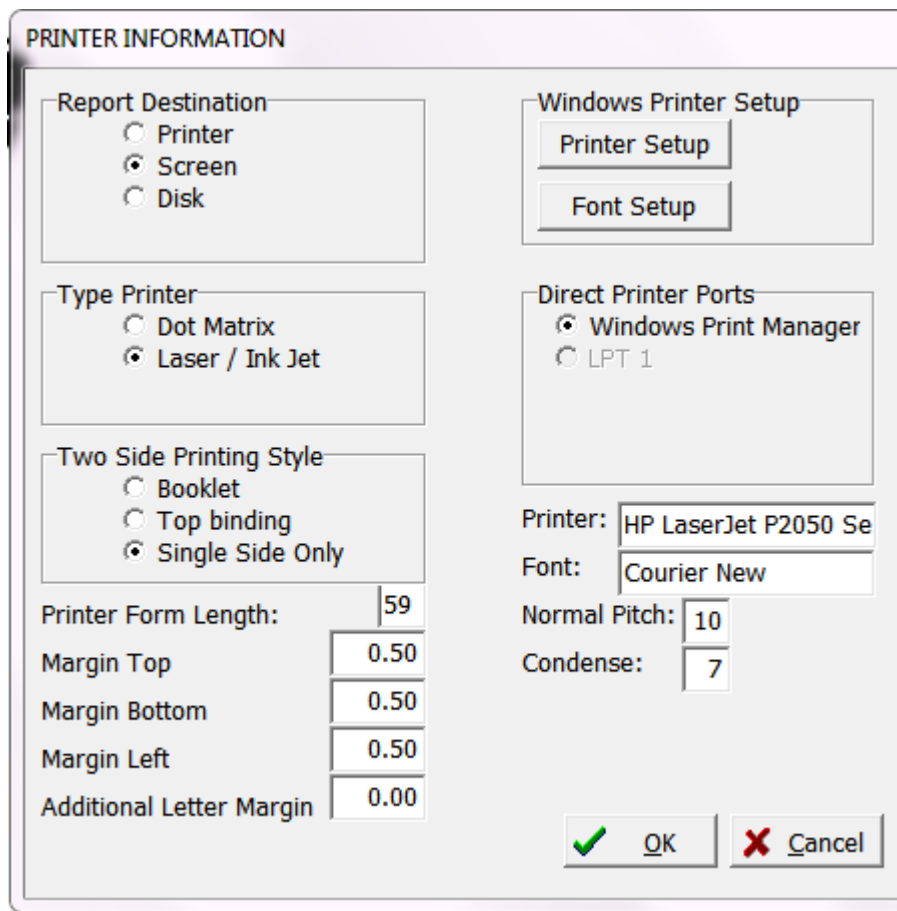


3. After logging in you will need to click on User then select Add User. You will need to setup a User Login, User Name & Individual Passwords for each workstation, only the System Administrator can perform these functions and no one else should have the passwords to login as the Administrator.

Verify System Password = letmein



4. Once all the users have been setup on the server by the Administrator you will need to create a shortcut on each workstation to start the Network program from the Server (**no program or any client data is ever installed on any workstations**) The file that starts the program from the server is named ClientAccounting.exe located in the C:\HCA folder.
5. Double click on the shortcuts you have just created on each workstation's desktop and login using that workstation's passwords. Then click on the System option from the main menu and setup each workstation's printer properties.



That's all you need to do to setup your network, all the other options and setup of the software are identical to the single user version.