


Setting Up a Multi-User Database

ACT! can be set up on a network so that other Users can access the same database at the same time. You will only need to do a few things to prepare for this type of setup.

- ✓ Move the database onto a networked drive to which everyone in your Team has access.
- ✓ Enable the database for sharing.
- ✓ Decide what security roles you want to assign and add logon User names to the database.
- ✓ Change the tools preferences on each logon User's PC to enable ACT! to find the database.


 *All Users in a multi-user environment must be using the same version of ACT! to access the same database.*

Transferring the Database to Another PC

So let's say you have been working on a database on your PC and now you would like to share it with other Users on your network. Unfortunately, you can't use Windows Explorer to copy or move the database to the new location. You will get an annoying error about the files being used by another person or program. (All SQL databases work this way. Sigh!)

You will need to use the ACT! "Back Up" and "Restore As" commands to transfer your database to its new location. (Gee...if we named this section "Restore Your Database"...you might have skipped right over it.)

Procedure: *To transfer a database from one PC to another*

1. Backup the database you want to transfer. Review the procedure on page 11 if necessary.
 2. Go to the computer that will host the database. If you are transferring the database to a server so that multiple Users can share the database, you must perform the "Restore As" step while logged on to the actual server.
ACT! must be installed on the computer.
-  *You cannot perform this procedure across the network. You must be physically on the computer that will hold the database.*

3. Verify that you are logged on to the computer with Administrator rights.
4. If necessary, create a folder on the server that will hold the database and associated files and copy the backup (.ziip) file to the folder.
5. Open ACT!
6. **File, Restore, Database**, select **Restore as**, click **OK**. **Browse...** to the backup you created in step 1 above and click **Open** and then **OK** to start the process.
7. Enter the new name for the database.

We're not logging in to ACT! right now. We are talking about logging on to the computer as an administrator.

You might create a folder called
 \ACT
 which will hold the database files and sub-folders.

It doesn't make any difference which database opens.

If necessary, review the procedure for restoring a database on page 14.

Browse to the location you created for it in step 4.

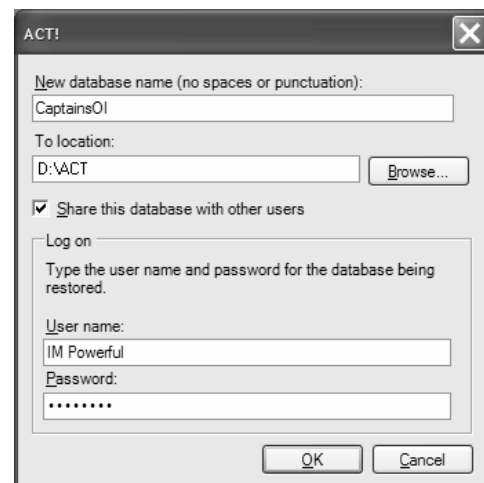
Put a check in the **Share the database** option.

Enter a **User name:** for the ACT! database that has been assigned to an Administrator role.


Enter any associated **Password:**.

Click **OK**.

8. Click **OK** to acknowledge the successful completion of Restore.
9. Open the restored database.



File, Open Database... click on the .pad file and click **Open**. If prompted, enter a valid **User name:** and any associated **Password:** and click **OK**.

 *It is not required that a shared database be on a server. The database can be on any workstation on the network where the Users have Read and Write access to the folder where the database resides. However, as your database gets larger and more Users are logging in, you will find that a computer running Windows 2000 Server (or greater) will give you much better performance and stability.*