



Network & Backup

Version 8.1

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Networking the SAFE Program



SAFE Service Professionals, Inc.

Version 8.1 - Copyright 2008

Customers Work Orders Financials Vehicles Employees

Main Inspections Contracts Pumping / Cleaning Rentals Spreadsheets

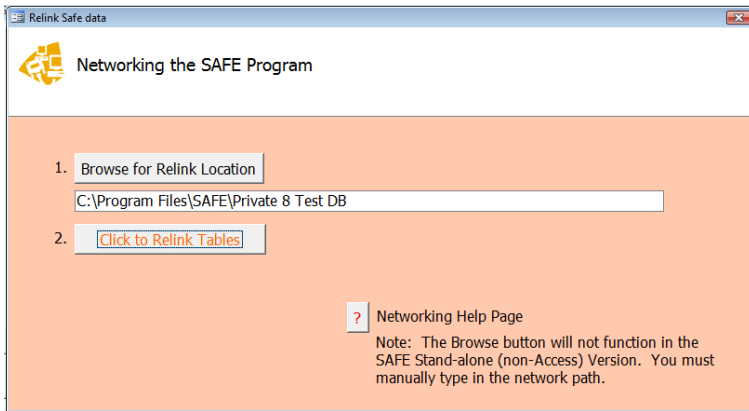
Report Listings Screen Listings Miscellaneous Reports Customer Graphs Customers to Contact Company Listings Click to Switch Company Names

July 2008 Today: 07/14/2008

Name- Double click	#	Street	City
Acevedo	21902	Paseo CRT	New Braunfels
ADKINS	740	SHADY HOLLOW	NEW BRAUNFELS
Aguilar	165	Ruices Ave	Fredericksburg
Albiter	110	monica lane Nunez	Stonewall
Albritton	225	County Road 3826	San Antonio
Aillard	111	Forest Circle	Kerrville
Allen	1685	Obst Road	Bulverde
Almousli	1463	Regu Road	Fredericksburg
Anderson	2034	Keese-Sagebiel	Fredericksburg
Anderson	8852	Rolling Acres Trail	Fair Oak
Arias	242	CR 3828	San Antonio
AYALA	2107	Keese-Sagebiel Rd	Fredericksburg
Bachleda	15423	Flying Circle	Helotes
Bachmeyer	113	Oak Meadows Lan	Boerne,
Barry	1903	RiverWay	Spring Branch
BATEMAN	21353	RR 2323	LLANO
Beauchamp	142	Mallard	Boerne

Master Files Networking License Info Backup Data EXIT

Main Menu: Networking your SAFE Program



Networking and Re-linking Data Tables

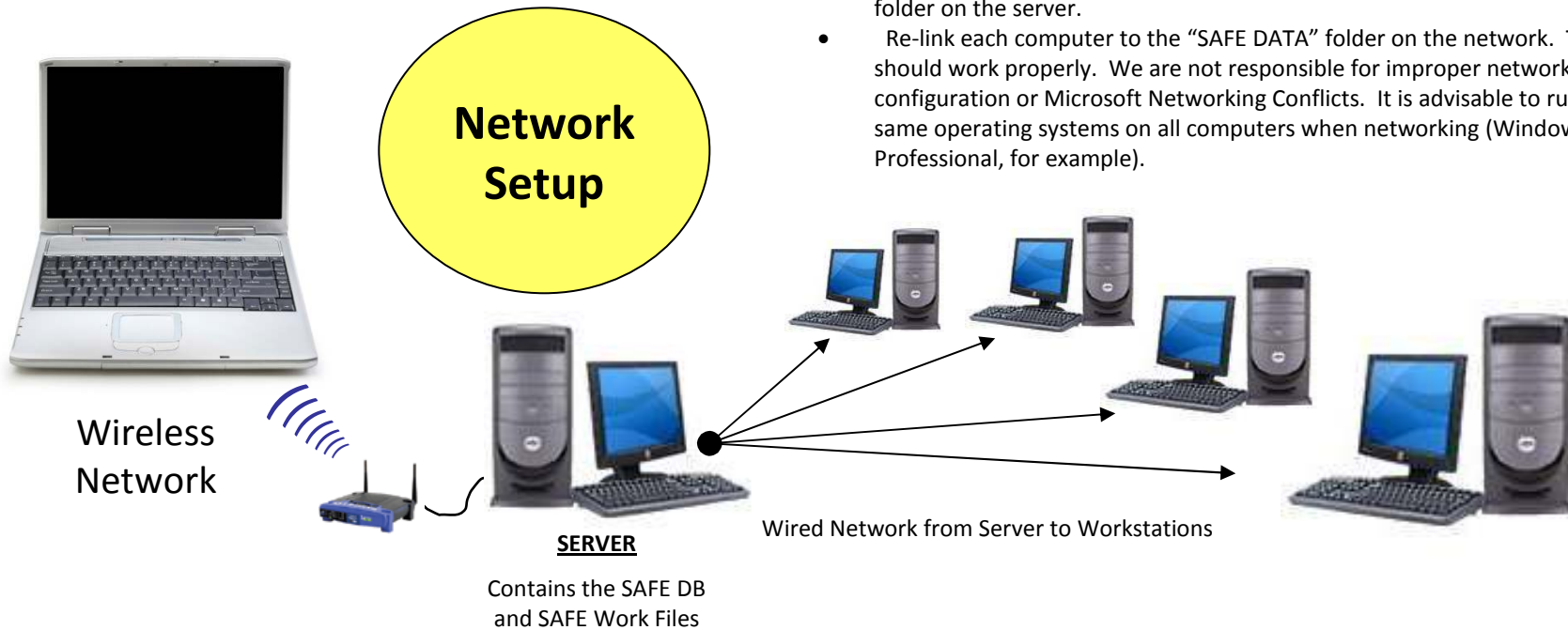
I receive a lot of questions concerning networking SAFE and the Re-linking of the data tables.

SAFE DOES NOT SETUP OR CREATE A NETWORK FOR YOUR MULTIPLE SYSTEMS. WE SIMPLY GIVE YOU THE ABILITY TO RELINK YOUR DATA TABLES TO THE APPROPRIATE NETWORK FOLDER IN ORDER TO VIEW AND WORK FROM SAFE ON THESE MULTIPLE SYSTEMS.

Networking: It is advisable to seek professional "help" before setting up an office network. **The SAFE DB.mdb and the SAFE Work.mdb have to reside in the same folder in order to network properly.**

Most networks are set up this way:

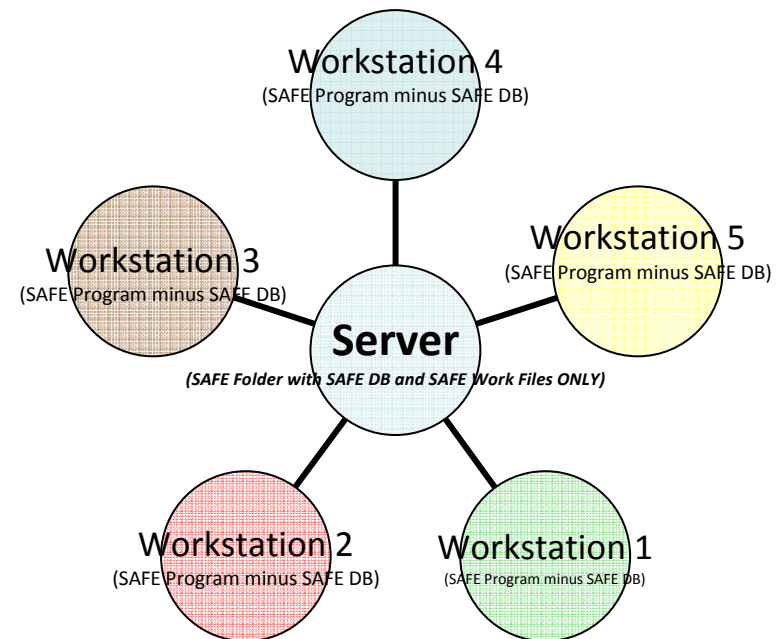
- SAFE is loaded on every computer. The same Product Code will need to be on every computer.
- Create a folder called SAFE DATA (for example) on your server. Make sure that you set the Sharing Properties correctly.
- Copy the SAFE DB.mdb and the SAFE Work.mdb files to this SAFE DATA folder on the server.
- Re-link each computer to the "SAFE DATA" folder on the network. This should work properly. We are not responsible for improper network configuration or Microsoft Networking Conflicts. It is advisable to run the same operating systems on all computers when networking (Windows XP Professional, for example).



More explanation of the NETWORK process.....

NETWORK DIAGRAM

1. Install the SAFE Program on all Workstations.
2. Start up SAFE from one Workstation and go through the install / setup procedure (Product Code and Company Name entry).
3. Create a folder on the Server called SAFE DB (or something similar).
4. Copy and Paste the SAFE DB and the SAFE Work Files from the Workstation where SAFE has been fully installed and setup (codes and company name have been entered).
5. Delete the SAFE DB in the C:\Program Files\SAFE Folder of each WORKSTATION.
6. On each Workstation, start SAFE from the Desktop Icon (an error will appear). Go to the Re-link Menu. Type (stand-alone version) or Browse (Access XP or 03 versions) the target for the re-linking. Example: G:\SAFE DB or \\SAFE DB. Consult a Computer Network Specialist if you are having difficulty.
7. Click the Re-link button and restart SAFE. You will be re-linked to the server drive.



Backing up



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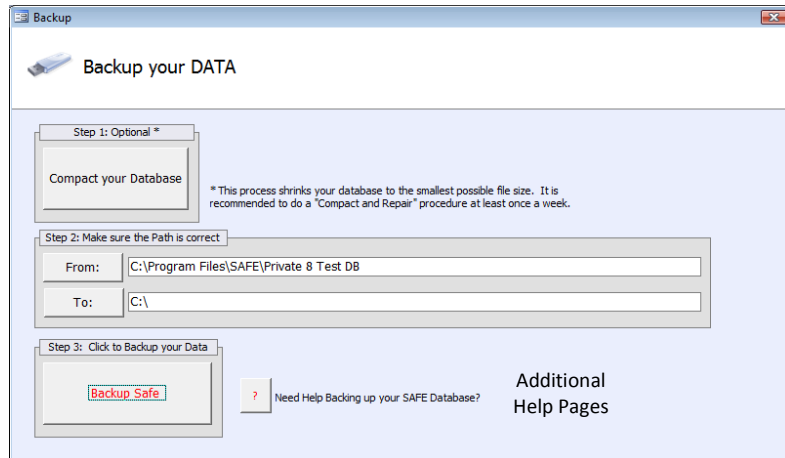
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EXIT

Backup Data

Main Menu: Backup and Compacting the Database

Backup your data with ease. Safe will automatically know where your database is (Access Version or Stand-alone). Simply select the location that you want your information copied to.



BEST DEVICES: We do not recommend using a CD-R or CD-Rw for backing up your data. CD's are often faulty, unreliable, delicate, and not durable. We recommend the following alternatives:

USB Flash drives: These new devices are GREAT! They are very portable, durable, and format themselves on most computers. The only drawback is that they are SO easy to transport, you may misplace them!



External Hard Drives: This is a bigger (and more expensive) version of the USB Flash Drive. It will hold a lot of data and will keep your files safe from a computer melt-down. Don't just rely on this device however, they can overheat and become useless.



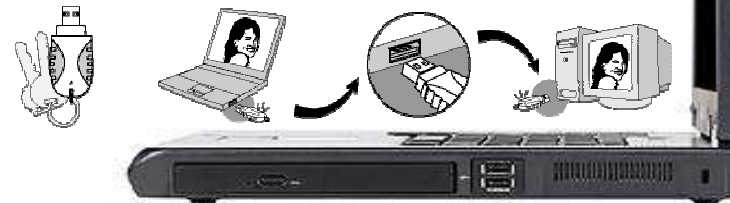
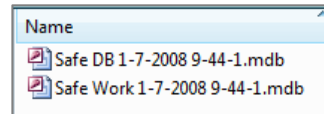
Zip disks: Older technology. They are slower and don't hold as much as the newer external hard drives. They are, however a great option when you are using older systems that may not work well with the later Windows Operating systems.



Backup Process: It is recommended that you backup at least once a week. Most companies backup at least once a day to ensure they are up to date or don't have to reload a lot of data if their computer crashes. Here are the steps to backing up the SAFE Database.

- Step 1:** Compact your SAFE Database. This process should be performed at least once a month. It will compact the data file to its smallest size to help conserve room on the storage device.
- Step 2:** The "From" field is where your SAFE Database is located. The "To" field refers to the location the database will be sent. If you are using the Standalone version (non-Access version), then you will have to manually type into the field where you want to send it (ex: F:\). If you are using the Access-based version, then simply click on the "To" button and browse for the location of the storage device. Once found, double click on it and the device drive letter will appear in the white portion of the "To" field.
- Step 3:** Click the "Backup Safe" button to send a copy of the SAFE DB and the SAFE Work (security) files to the designated device location.

* The Backup procedure DOES NOT backup the entire SAFE folder. It creates a copy of the SAFE DB and SAFE Work files and renames them with the Current date and time. Example



IMPORTANT NOTE: Microsoft Access cannot SYNCHRONIZE DATA. In other words, you cannot add data in on your laptop with a copy of SAFE while your office person adds data to the SAFE Program in the office. One database will override the other when merged, thus losing the data from one database. If you are networking your Laptop and your Server over a wireless Network, you will be simply using ONE database (placed on the server). Prices for these Storage Devices vary depending on the storage capacity. Check your local computer store for current prices. Many computers come standard with external USB Ports for Data Storage devices and other equipment connections, however, please make sure your computer has one of these connections before your purchase.

T H E E N D



For more information, please call (800) 604-7351 or email us at vmsoft@aol.com

The SAFE Program

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