

# Networking SAFE

Version 18

# Step by Step

- Make sure you know where you want your data to reside. Example (Server or other computer)
- Create a folder and put the SAFE DB.accdb and the SAFE Work.accdb files into that folder.
- Right click on that folder and click Properties. Click Security and then Edit on the User Groups section.
- Add the User Group called “Everyone” and give it full control.
- Make sure you give the “Administrators” and “Users” full control as well.
- Click Apply and go back to the Properties Menu of the folder.
- Click on Sharing and then check the box to share it out.
- Click on the permissions section and add Everyone if not there. Also add the “Administrators” and the “Users” groups and give all of them Full Control.
- Click Apply and your folder is now shared.

# Step by Step (Continued)

- After exiting the folder, make sure SAFE is installed on every other participating computer MINUS the SAFE DB and the SAFE Work Files.
- Give those SAFE folders in the Program Files location FULL Control for all users and the Everyone user.
- Go to your Network and Sharing section and click “Change Advanced Share Settings”
- Go through each group and make sure you have allowed sharing and are not password protecting you sharing between computers. DO THIS ON ALL COMPUTERS.
- Open SAFE from the Workstation computer(s) and click OK to the message that pops up about “not finding the database”
- Browse to find the Networked (shared) folder on your network.
- Select the folder and then click “Network to selected folder” in the SAFE Menu.
- You should get a prompt that says your connection was a success. If not, please check your steps OR contact us at (800) 604-7351 or [thesafeprogram@gmail.com](mailto:thesafeprogram@gmail.com)

Thanks and good luck.