

Sunburst Software Solutions

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Certified Payroll Solution Network Installation

Network installation instructions are also provided in the manual that you will or have received; however, below, you will find a general overview and then detailed instructions for installation.

1. The program should always be installed on each PC, preferably in the default location
 - For CPS the program would be installed in C:\Program Files\Cps
 - For CAPS the program would be installed in C:\Program Files\Cap
2. Data is split in 2 major categories
 - The QuickBooks data file.
 - The data that CPS/CAPS keeps for itself.
 - This data consists of numerous files, all of which are contained in a single folder simply called "**Data**"
 - In each application (CPS/CAP) there is a "Data Path or Computer Address", this "Data Path or Computer Address" is the location of the folder which contains the "**Data**" folder, in a default installation the "Data Path or Computer Address" which contains the "**Data**" folder is C:\Program Files\Cps or C:\Program Files\Cap.
 - For CPS, System Setup --> System Preferences --> Data Locations is where the QuickBooks file & Data Path are specified.
 - For CAP, System Setup --> Data Locations is where the QuickBooks file & Data Path are specified.
3. To have the application share data on the network, simply create a **folder** on the network where the proper users can both read and write files, you can call this folder anything that is meaningful to you, such as Payroll Data or CertPay Data. You would then *copy* the ENTIRE "**Data**" folder into to the network folder called Payroll Data or CertPay Data, in other words the folder called Payroll Data or CertPay Data would contain a folder called "**Data**". You would then change the information contained in the Data Locations on each PC.
 - Be sure this folder is backed up on a regular basis, as it contains all the data that is entered into the application.
 - This data is **not** backed up with QuickBooks.

Prerequisites:

1. Install the product on at least 1 PC. You should be able to start the program from the desktop short cut or Start Menu.
2. A shared location on the network must be created that the users will have permission to access.

- Preferably, this is setup as a network drive such as "P:", but a shared folder will work.

Details:

1. Use "My Computer" or "Windows Explorer" and navigate to the shared folder on your network drive or folder where the data will be shared.
2. Create a folder named "CAPS" or "CPS" in this folder so it can contain all of application data.
3. Locate the current "Data Path" in the application.
 - For CPS, System Setup --> System Preferences --> Data Locations.
 - For CAP, System Setup --> Data Locations.
4. Close the application.
5. Back in "My Computer" or "Windows Explorer" navigate to the "Data Path" folder, then right click on the "Data" folder, then click "Copy".
6. Navigate to the shared folder created in step 2 above.
7. Once in this folder, right click on any blank space, and then click "Paste".
8. Now start the application and in the "Data Path" entry box, enter the name of the folder created in step 2. **Note** this path does not include \Data at the end; it is the location of where this data folder is.

For each additional PC that you wish to add, simply install the software. Start the software, and then change the "Data Path" to the location of the Data folder.

If you get an **I/O Error 75 or 76**, then you do not have the proper permission set for the network "Data" folder and/or any folders below it. To prove this to your network technician, open Word and then try to save any document to this folder and/or any nested folders. You should get a similar error.