

(or multi-user SmoothPay)

SmoothPay can easily be used by more than one user, or from a network drive by using the free Multi-User/Network Client provided on the installation CD or downloadable from our website.

The *client* dramatically improves performance over a network, as the majority of the software runtime code is then stored on your local drive, while access to data and program instructions is from the server or network drive.

Moving SmoothPay from your local C: drive to network drive

If you have already installed SmoothPay on your C: drive (the default location is C:\Program Files\Procomp\SmoothPay Payroll), you can simply move the entire directory to a network drive by using Windows Explorer or My Computer (if you need help doing this, contact your computer person or give us a call).

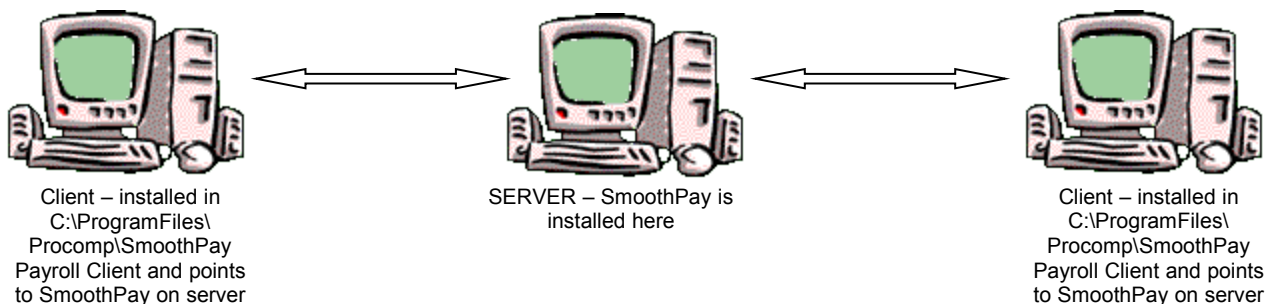
If you have already installed SmoothPay direct to a network drive from your computer, then you can improve performance and provide access for other users by installing the *client* on each machine to be granted access.

The Multi-User/Network Client

You can install the *Multi-User/Network Client* from the installation CD, or from a downloadable installation file available from our website.

By default, the client installs to C:\Program Files\Procomp\SmoothPay Payroll Client – For most effective use, the client should be installed on a local disk drive. **DO NOT INSTALL THE CLIENT TO A NETWORK DRIVE** as this will defeat the purpose of the client to improve performance and multi-user access.

An icon will be created on your desktop [SmoothPay Client].



When you run the *client* the first time, the *client* will ask you to locate the file WINPAY.EXE (the SmoothPay program). Simply navigate to the network drive and directory that SmoothPay is located in and choose WINPAY.EXE from the file list. This tells the *client* to start SmoothPay from this location in future (unless the network is not available or SmoothPay is moved again, in which case you will be prompted to find SmoothPay again as above).

Security

Normal network security should be implemented to prevent unauthorised access to SmoothPay's files. As a general rule, only certain individuals in an organisation should have access to payroll data, and you can easily restrict access and visibility of SmoothPay to selected individuals or group of employees.

* END *