

## (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 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 a Network Drive

If you have already installed **SmoothPay** on your *C: Drive* (the default location is C:\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 IT person or give our **HelpDesk** a call.

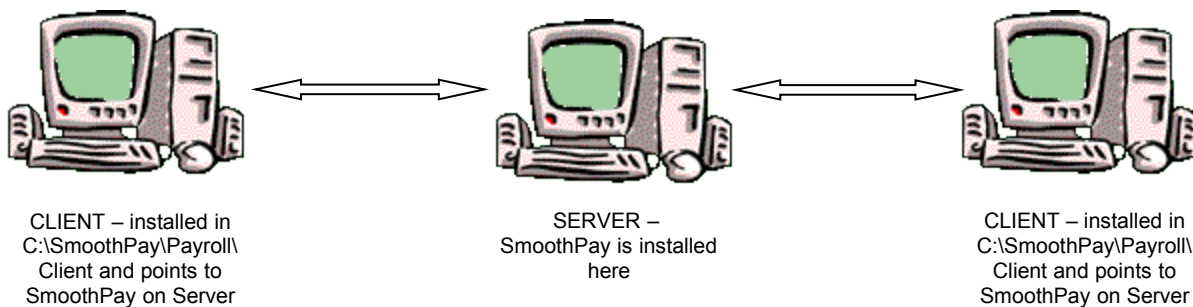
If you have already installed **SmoothPay** direct to a *Network Drive* from your computer, then you can improve performance and provide access for other Users by installing the *Client* on each machine to be granted access.

### The Multi-User Network Client

You can install the *Multi-User Network Client* by downloading it from our website.

By default, the Client installs to C:\SmoothPay\Payroll\Client – for most effective use, the *Client* should be installed on a *local 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.

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