



Multi-user payroll

It is possible to use SmoothPay in a shared, multi-user environment.

We designed SmoothPay to cater for smaller employers, however it is used by employers having quite large staff counts (*in excess of 2000 in some cases*), and we're often asked how SmoothPay should be set up in such environments so that other users can access payroll when needed or to help key timesheets (*though we'd suggest you should be using one of the automated import or communications facilities built-in to SmoothPay - see our website for details or call us to discuss*).

NOTES - you really need to read this!

Licensing: You do not need to purchase additional SmoothPay licenses for additional users on your network, however, if you use SmoothPay on multiple computers that are not connected to the same network and process different companies on those computers then you need to purchase a license and pay the annual renewal charges for each system. We do monitor license usage.

Shared binary (program) location: **Do not** run SmoothPay/Gold binaries from a shared location - it's slow, inefficient and not supported.

Speed: SmoothPay will always run faster on a Mac (it runs fine on Windows, just not as fast), and will always run faster if the program and database are on a local hard drive.

Example multi-user access setup

In this example, 2 client machines will share a payroll database file stored in a shared location (i.e. a server):

- 1) Install SmoothPay/Gold on each machine requiring access to your shared payroll database. The database doesn't need to exist yet. You should install from the latest available version - a free download from our website.
- 2) **If a database has already been established** in the default SmoothPay.rsd file (say you've been using SmoothPay for a while and now want to share access), then this file can be copied to the shared resource (e.g. copy your local SmoothPay.rsd to \\server\payroll\Smoothpay.rsd), or
- 3) **If you do not have a company database already established** (a new installation), use **File..New Company** (from any workstation) to create a new company database on your shared resource (e.g. in a folder on your server)
- 4) On each workstation, start SmoothPay (and **Continue** from the splash screen, if it's displayed). Choose **File..Open Recent..Clear...** (otherwise you'll get in a tangle for sure, especially if you have multiple company files). In the **Configuration** screen make this the **Auto-start** company (otherwise, every time SmoothPay starts it displays the splash screen, and Continue takes you to the local SmoothPay default data file).

5) If you're setting up a new company database, follow the Getting Started guide (*choose Help..Getting Started*) - we can assist with installation, data transfer, initial training - this is all covered by your license and extends to trial installations too.

MORE NOTES:

Database names: SmoothPay uses SQLite as it's database - a single file database format. All SmoothPay payroll database files have the extension ".rsd"

Caution: We didn't design SmoothPay/Gold to be multi-user, however that doesn't mean it isn't, and it works just fine. Just be aware that we don't lock the database during critical phases (not that there are any really, unless you're playing in the Wizards toolbox and messing about recalling/deleting batches, backing up or restoring).

We recommend that when Backing up, Restoring or Processing Pays (finalising the pay process) or using any of the Wizards that you ensure you are the only user. Just to be on the safe side.

Windows terminal services or citrix

Installation of software in these environments requires that you download the installation binary from our website, then use the Windows *Add/Remove Programs* utility to run the installer - failure to do so may make the application inaccessible to your client sessions. This effectively is the same as installing SmoothPay on each workstation.

SmoothPay was not designed for terminal services environments, but we see no reason for it not to work satisfactorily.

You must also ensure that users have adequate read/write permissions to the database and the application folders (including backup folders). SmoothPay cannot do this for you as it's an administrative problem kindly given to you by Microsoft.

If in doubt, try it out. We're here to assist you if you need it.

Moving SmoothPay from one client computer to another

You can achieve this one of 2 ways:

- 1) SmoothPay is extremely portable and does not rely on an installation process - simply copy the entire SmoothPay folder to another computer, create a shortcut to the application and you're ready to run, or
- 2) Install SmoothPay from our website, start it and navigate (*use File..Open*) to your shared database (*if it was a local database you'll need to restore from a backup made on the old computer*).

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.