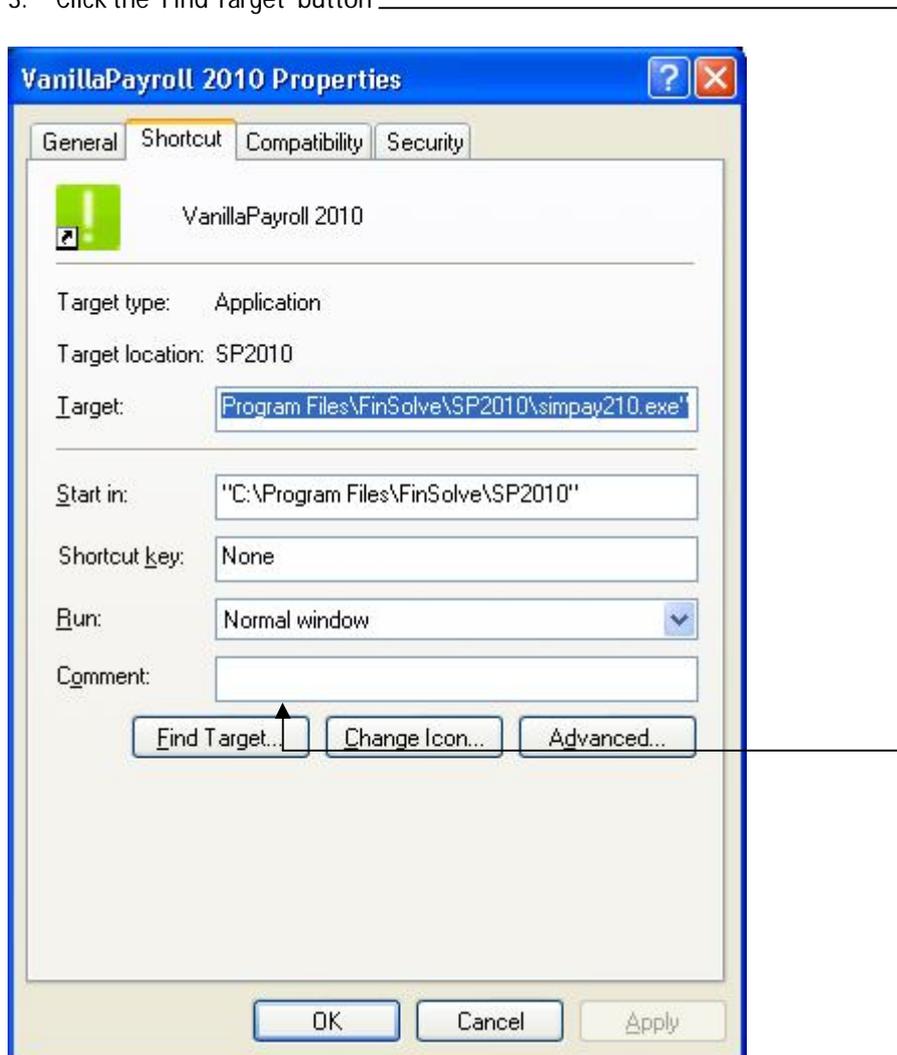


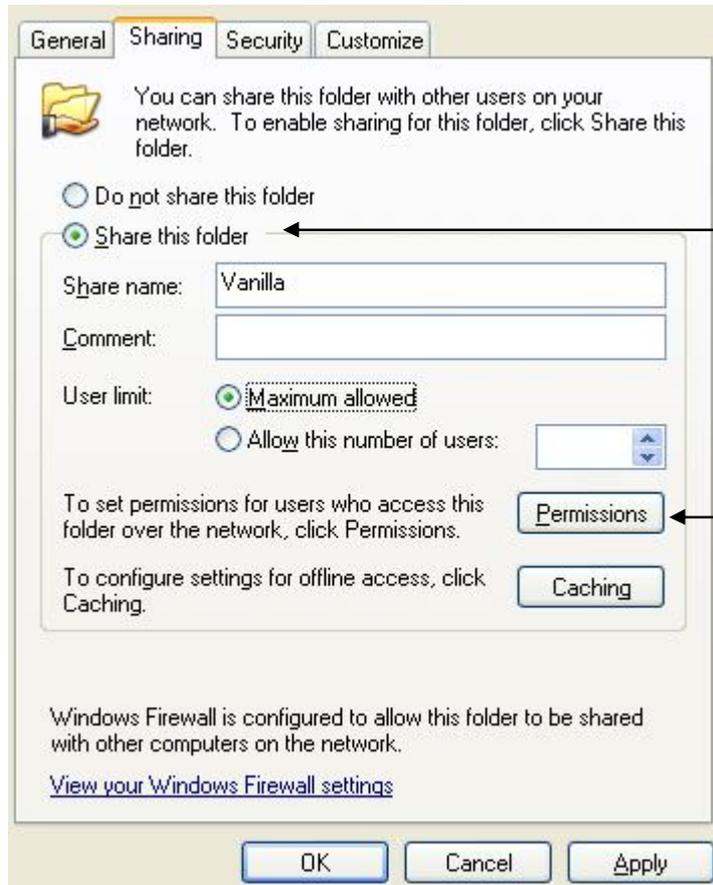
## HOW TO RUN VANILLA PAYROLL VIA THE NETWORK

### **PART A (Sharing the Directory)**

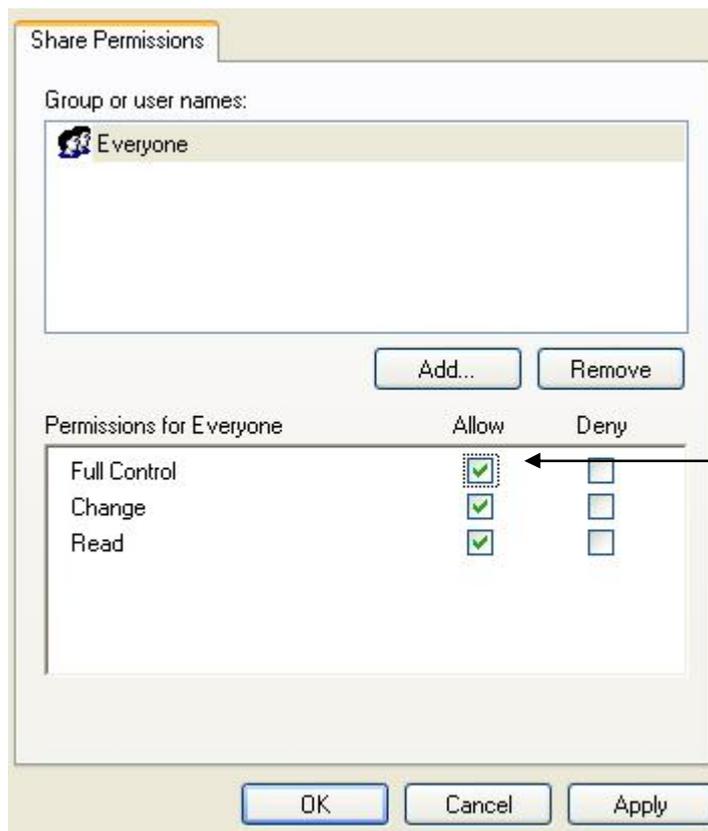
1. The first step is to set the sharing rights for the particular Vanilla Payroll. Part A is completed at the PC where the Vanilla Payroll is installed.
2. This is accomplished by right clicking on the applicable Vanilla Payroll desktop icon and choosing the 'Properties' menu option.
3. Click the 'Find Target' button \_\_\_\_\_



4. Push the 'Backspace' button twice on your keyboard
5. You will now be able to see the Vanilla product directory
6. Right click on the directory and choose 'Sharing and Security'
7. Click 'Share this folder' and then click the 'Permissions' button



8. Make sure that 'Full Control' is allocated to the directory

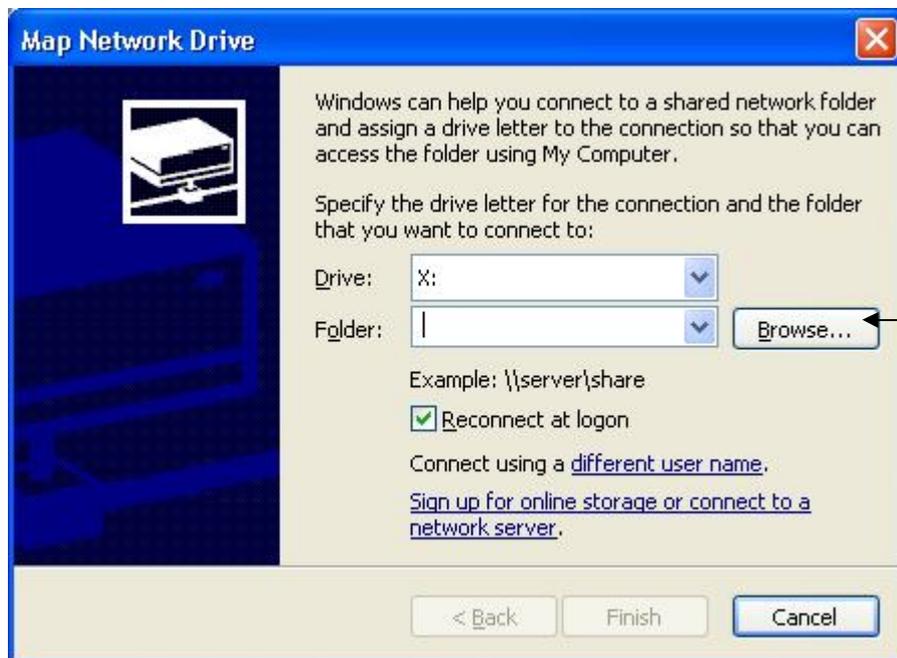


9. Click 'Apply'

- \* If your sharing screen appears other than the example above, ensure that the following are selected:
  - 'Share this folder on the network'
  - 'Allow network users to change my files'

## PART B (Mapping the Drive)

1. This is the second part to running a Vanilla Payroll via the network. This part is completed at the workstation that requires the usage of Vanilla Payroll.
2. Double click 'My Computer' and choose the top menu option, 'Tools'
3. Choose 'Map Network Drive'
4. Windows will automatically assign an open Drive letter
5. Click the Browse button and navigate to the PC where Vanilla Payroll is installed. You will locate the directory under the PC where it has been shared  
E.G. \\server01\Vanilla etc



6. Click the Vanilla Directory and click 'OK'
7. Click the 'Finish' button
8. The mapped directory will now open
9. Double click the applicable directory (e.g. SP2010 for Vanilla Payroll 2010)
10. Right click on the application file (e.g. simpay210.exe) and choose 'Send to Desktop – create shortcut'
11. You can now open the Vanilla Payroll from the shortcut created on your desktop
12. If you receive any license error messages then please make sure that your Windows date and time properties are correct. NB – make sure that your Time Zone is set to (GMT+02:00) Harare, Pretoria