

Sharing Servant Keeper:

This document is for sharing Servant Keeper on the following Operating Systems:

- Windows 2000 Professional
- Windows 2000 Server
- Windows XP Professional (with simple file sharing disabled)
- Windows 2003 Server

Note: This help sheet assumes that you have the hard drives formatted using NTFS and that you that you have Servant Keeper 5 installed in the default location. These are the basic steps to setup sharing and security for Servant Keeper on your network. Your network administrator may want to tailor the security for the database to your organizations specific requirements. If problems arise from alternate security settings please refer to this help sheet for the recommended configuration.

Follow these steps to share the Servant Keeper program folder for use on a network

1. On the main (server) PC with Servant Keeper installed browse to C:\Program Files, find and right click the skcms50 folder, and click Sharing... or Sharing and Security...
2. Click Share this folder and leave the share name skcms50 as shown in **Fig1**.
3. Next click the Permissions button. Make sure to set share permissions to either Full Control or Allow Change and Read for the Everyone group. Click OK. **Fig2**.

Note: Users need at least Change and Read access to the database.

4. Click the Security tab. Set the security permissions so that the Everyone group can Read & Execute, List Folder Contents, Read, and Write to files in the folder as shown in **Fig3**.

5. Click OK to save the security and share settings and exit.

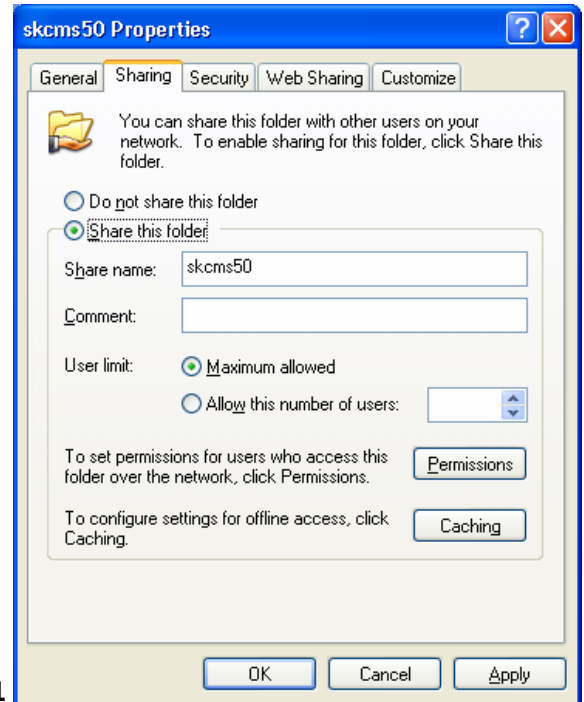


Fig1

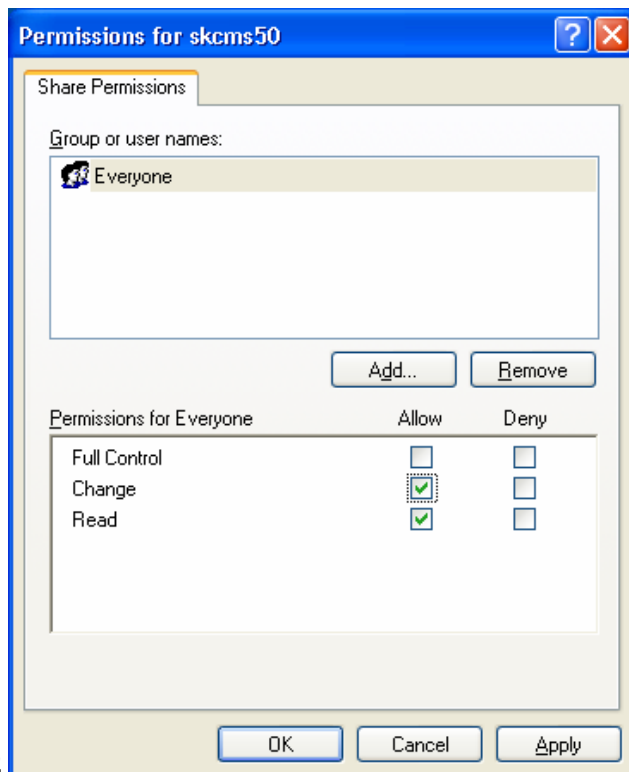


Fig2

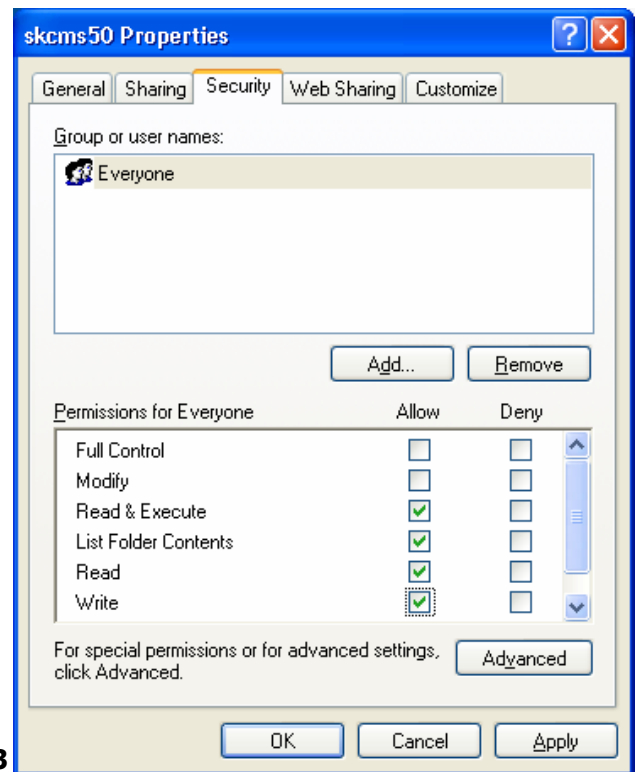


Fig3