

## **Using TelPay for Business in a Networked Environment**

TelPay for Business is, principally, a single user system. Accounts Payable personnel are assumed to have been assigned a specific block of accounts to record. Where more than one block is assigned within a company, two separate sets of software would be advisable. Nevertheless, multiple accesses to payment information can be arranged. Also, if you are careful to ensure that only one person is using a system at a time, two or more users could access the system.

This guide is designed to be used by System Administrators of the TelPay for Business software. Technical computer support may be required to successfully deploy the software in a networked environment.

### ***How TelPay for Business Operates on a Network***

TelPay for Business should only be run on one computer at a time. However, you can have one computer used for data entry and others used for viewing historical data, etc. TelPay for Business does not include provisions for concurrent user access. Read the **Issues** section below for more details.

### ***How to install TelPay for Business on a Network***

- If you have a file server such as Windows NT, Windows 2000 Server, or Windows Server 2003, you should use this as the main TelPay for Business installation. You do not need to run the software on this computer, but the data will reside there. If you do not have such a server, designate one computer to act as a TelPay for Business server.
- Install TelPay for Business on each machine that will need to access the TelPay for Business data, including the server. You need to do this so that the necessary library files are available.
- Share the **BillPay** folder on the server unit. At this point, you can assign access rights to this folder. For example, you may give *write access* to one user and give *read only access* to all -other users. See **Sharing a Folder for Read-only Access** section for more details.
- Create a permanent mapped network drive on each computer that will access the server. The network drive should map to the **BillPay** shared folder on the server.
- Create a shortcut on each computer to access the TelPay for Business software. This shortcut will point to the network drive's **telpay.exe**.

### ***Issues***

- You should backup your data frequently, particularly in a networked environment!
- If data entry is performed on more than one computer, the "Update TelPay Standard Biller List" checkbox on the login screen should be clicked every time the software is launched. This will ensure that your TelPay for Business software has the latest updates.
- Only one user can modify data in TelPay for Business at a time. Otherwise, there is a danger of corrupting files.
- Unexpected computer shutdowns and / or crashes can corrupt data files. It is highly recommended that your TelPay for Business data resides on a server-type computer that has the New Technology File system (NTFS) installed. This file system is available in Windows NT, Windows 2000, Windows XP, and Windows Server 2003.
- Performance (speed) of the software is fully dependent on the network and the computer hardware the software is installed on.

### ***Sharing a Folder for Read-only Access***

If the server computer is using Windows 98, perform the following steps to share a folder for read only access:

- Open *Windows Explorer* or *My Computer*
- Locate the *BillPay* folder
- Right-click on this folder
- Click the *Sharing* menu item. If this item is not on the list, you have not configured your computer for sharing files. Please see your network administrator for more information.
- Click the *Shared As* radio button
- Click the *Read-Only* radio button under the *Access Type* heading
- Click OK
- The folder is now shared for read-only access
- If you require a user to have write access and the remainder of users to have read-only access, you will need to configure access by passwords. This is beyond the scope of this document; please contact your network administrator.

If the server computer is using Windows XP Professional, perform the following steps to share a folder for read-only access:

- Open *Windows Explorer* or *My Computer*
- Locate the *BillPay* folder
- Right-click on this folder
- Click the *Sharing and security* menu item. If this item is not on the list, you have not configured your computer for sharing files. Please see your network administrator for more information.
- Click the *Share this folder* radio button
- Click the *Permissions* button
- The *Everyone* group should have *Read* checked under the *Allow* column
  - You can allocate permissions for each user or group you have configured. This is beyond the scope of this document; please contact your network administrator.
- Click OK
- Click OK again
- The folder is now shared for read-only access