# Section A4: Running *CabVista* on a Network

*CabVista* can be run in either "Single-user" or "Multi-User" mode (see below). For "Multi-User" mode, you will need the "multi-user" version of *CabVista*. If you think you may need "Multi-user" CabVista, please contact the HelpLine.

*Please note*: In order to use Multi-user CabVista, you must have a network already set-up; we do not undertake to create one for you, or to maintain it. A local computer shop should be able to provide you with the necessary hardware and software, or will set-up the network for you.

## > Single-User

If even at busy times, you only have one booker taking jobs (and dispatching them), you can stay in "single-user mode" and simply ignore this section.

## > Multi-User

If at busy times, you have more than one booker taking jobs, (or you require a separate booker and dispatcher) you can install *CabVista* on two or more PCs.

You need to select one of these PCs as being the place where all the jobs are stored (the "Server"). You then have to tell each of the other PCs where to find the Server. This is done by following the steps below.

**Step 1:** Install *CabVista* on each PC in the usual way.

**Step 2:** Select one of the PCs to be the "Server". Normally this would be the PC with the highest specification (fastest processor, most memory, etc).

**On the Server:**

**Step 3:** Run *CabVista* on the "Server", go to "Basic Data", then "Parameters & Options", then "Multi-User" and click on "Server". This marks this PC as the Server; you need take no further action on this PC.

**On *each* of the *other* PCs *(not* the Server):**

**Step 4:** **Assign a drive letter** (eg: z) to the "CabVista" folder on the server. Ask your network administrator to do this, or **see Section H6** at the back of this Manual.

**Step 5:** Run *CabVista*, go to "Basic Data", then "Parameters & Options" then "Multi-User" and click on "Client". An extra box appears asking you for the "Path to CabVista on the Server".

Click on the "Browse …" button (a small button with a yellow folder on it) then locate the drive-letter (eg: z) you set-up in Step 4. Exit and re-start the program.

> *Hints & Tips:*
>
> For the sake of speed, it is recommended that your *Dispatcher* uses the *Server* PC, and your bookers use the Client PCs.

# Section H6: Assigning a Drive Letter

This section is only relevant if you have the **Multi-User version** (see section A4).

1) Before using Multi-user CabVista, you will need to decide which of your PCs is the "Server" (ie: the dispatcher) and which are the "Clients" (ie: the bookers).

2) Then, on the **Server / Dispatcher**:
Make the folder "C:\CabVista" **shareable**.
To do this, select the folder "CabVista", then right-click and choose "Sharing…" or "Sharing and Security…".  Give the folder a "sharename" (eg: "**CABVISTA**"), and make sure it is **not** read-only.  If in XP, **tick** "Allow network users to change my files".

3) Then, on each of the **Clients / Bookers**:
Assign a driver letter to the "**CABVISTA**" folder on the server, as described below.

   **To assign (map) a drive letter to a network folder**:

> **In Windows 95 or 98:**

1. Click **Start**, point to **Programs**, and then click **Windows Explorer**.
2. On the **Tools** menu, click **Map Network Drive**.
3. In **Drive**, select a free drive-letter (eg: **z**)
4. In **Path**, type the path to the folder in which you installed CabVista on the server. For example:  **\\server\cabvista**

> **In Windows XP:**

1. Click **Start**, and then click **My Computer**.
2. On the **Tools** menu, click **Map Network Drive**.
3. In **Drive**, select a free drive-letter (eg: **z**)
4. In **Folder**, type the server sharename and sharename of the folder in which you installed CabVista on the server. For example:  **\\server\cabvista**

> **In Windows 2000:**

1. Click **Start**, point to **Programs**, then point to **Accessories**, and then click **Windows Explorer**.
2. On the **Tools** menu, click **Map Network Drive**.
3. Same as steps 3 & 4 for XP (see above)

> **In Windows Vista or Windows 7:**

1. Click **Start**, then right-click on **Computer**, and select **Map Network Drive**.
2. In **Drive**, select a free drive-letter (eg: **z**)
3. Same as steps 3 & 4 for XP (see above)

4) Finally, follow the steps in Section A4, to set-up the software on the Server and its Clients.