

CampWorks Network Setup Guide

Networking computers for CampWorks is a fairly easy process assuming you already have a functional network. There are 4 main steps to this process.

1. Setting up User Accounts in Windows on each computer
2. Setup a sharing & security on the master/server computer
3. Map a network drive on each slave/networked computer
4. Set the network path in CampWorks on each slave/networked computer

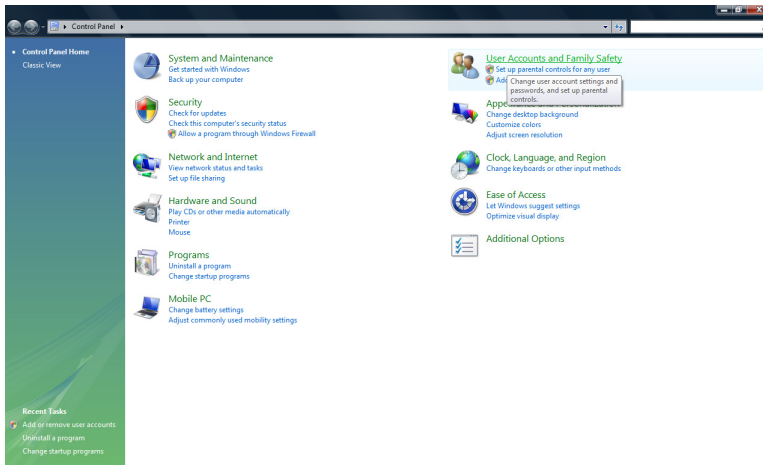
NOTE: The screen shots in this guide are from Vista, however, the process is very similar in Windows 7 and XP.

1. Setup User Accounts in Windows

In order to properly network your computers and run CampWorks smoothly, it is important that you setup appropriate user accounts. As of version 3.4.18, CampWorks is completely compatible with Windows Vista & Windows 7 User Access control and the program no longer needs to be run as an administrator or with User Access Control turned off. For the best security we suggest that you setup 1 standard user type account for your employees to logon to windows for each computer. You will also need to have 1 administrator account. However, if you do not have employees or are not concerned with controlling administrative privileges you can just use the administrator account. We do not recommend having multiple user accounts for different front desk users, employee tracking in CampWorks will monitor individual users.

CampWorks stores all information in either of 2 places (database or system registry). CampWorks stores the important shared data (reservations, guest info, etc) in the CWDData.mdb database file, which can be accessed by all computers and users on the network. Computer/user specific data (printer settings, grid display preferences, etc) are stored in the windows registry settings for each user. What this means is that these settings have to be setup for each different user.

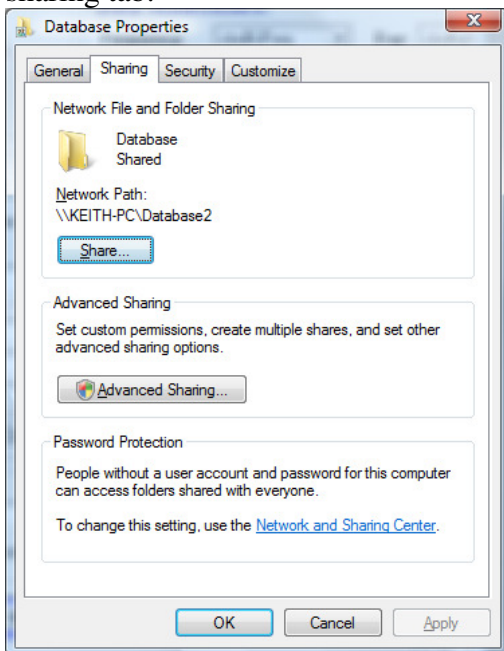
To setup Windows user accounts, go to the Windows Start icon and open Control Panel, select User Accounts & Family Safety



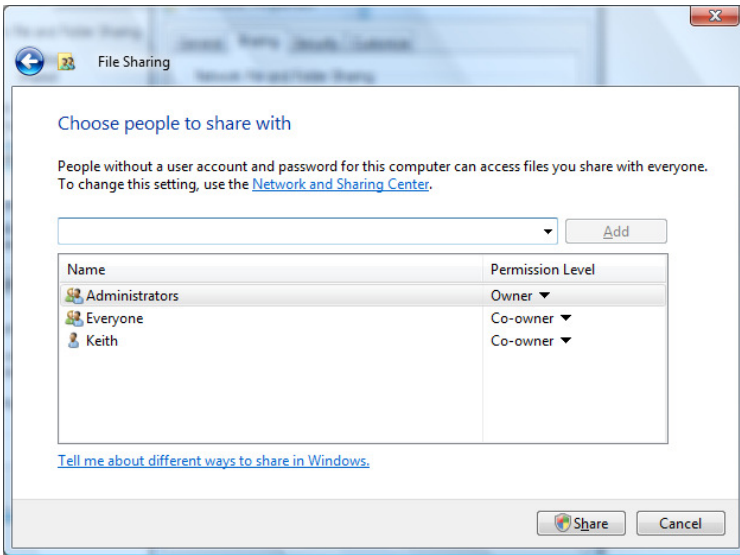
Select Add or Remove User Accounts. Create a New Account. Give the name such as FrontDesk-User and select Standard User and then Create Account. Now select the new user account and setup a password for it. Note this information for your employees. This will be the standard status they will log on to and password to enter if they need to startup the computer.

2. Setup sharing & security on the master/server computer

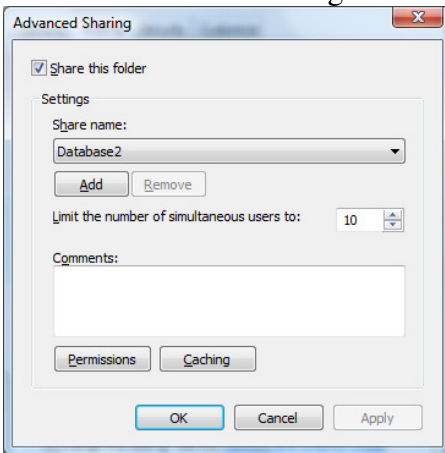
To setup sharing, first logon to the master/server computer with an administrator type account. Right click on the folder you want to share and select properties. Click the sharing tab.



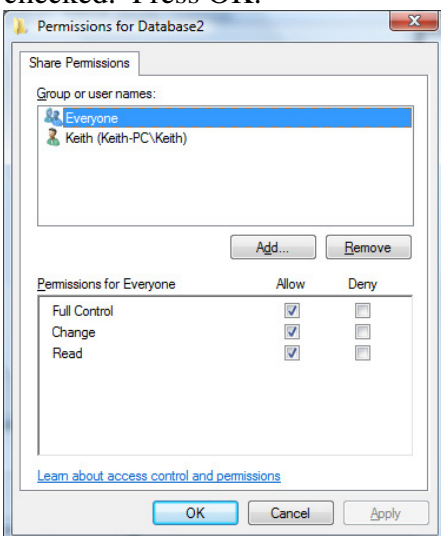
Select share. If Everyone isn't on the list type it in the box and press Add. The default will be set to Reader access. Change this to Co-Owner. Click Share at the bottom.



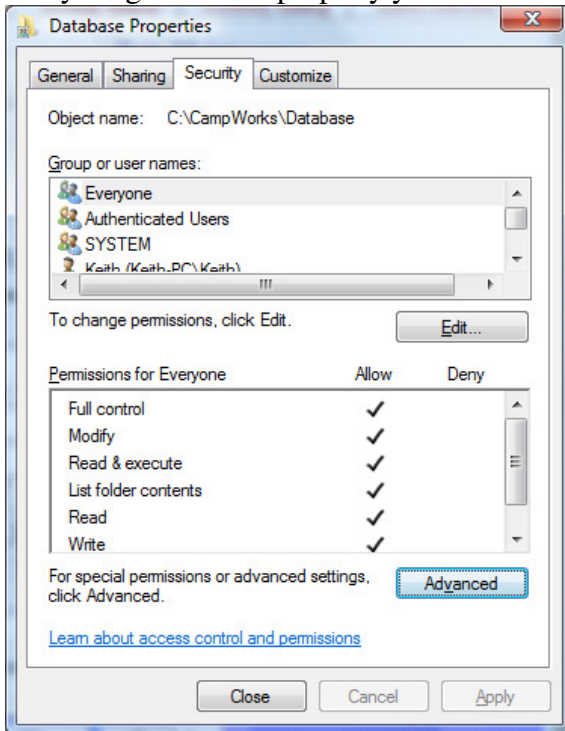
Click on advanced sharing



Select Permissions. Click on user Everyone and make sure Full control Allow is checked. Press OK.



Click OK back to the main database properties window and click on the security tab. If everything was done properly you should see that Everyone has full control set to allow.

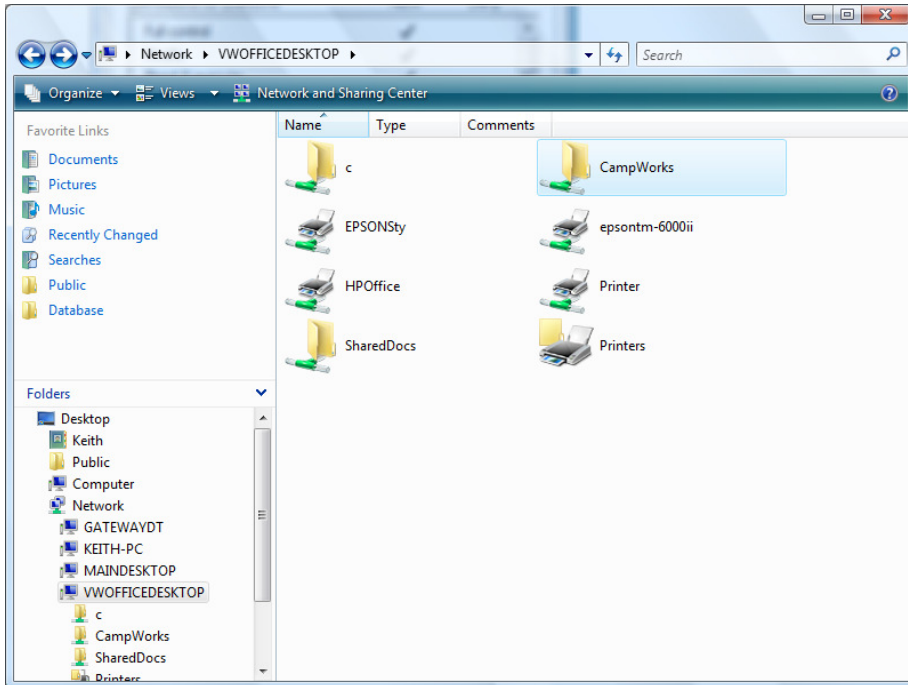


Now every computer on your network should have access to the database folder and be able to access the CampWorks database.

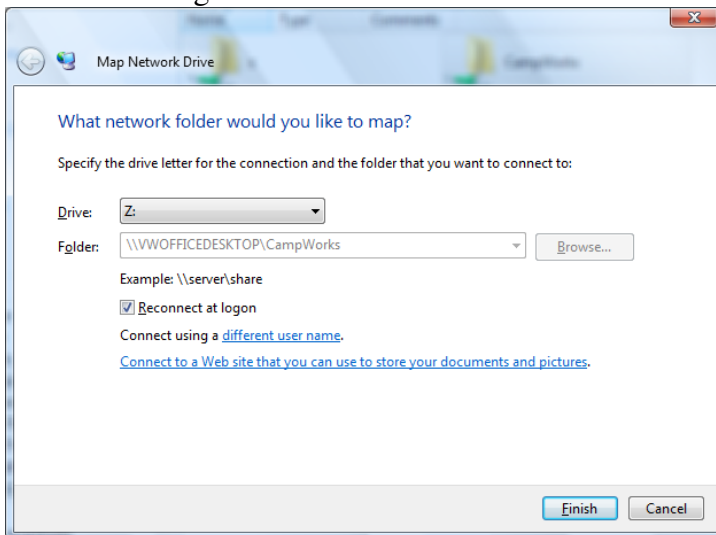
3. Mapping a network drive

Now, in order to easily access the shared directory, we need to map a drive letter to this network connection so we can easily refer to it as if it is another disk drive (ie G: drive) on each networked computer. On the networked computer, log on with the account that will run CampWorks (ie. FrontDesk-User).

Click on Network from your windows start menu. You should see a list of computers on your network. Select the master/server computer. You should then see any folders/printers, etc that have been shared. In the list you should see the CampWorks folder that we setup above. Right click on the CampWorks directory and select Map Network Drive.

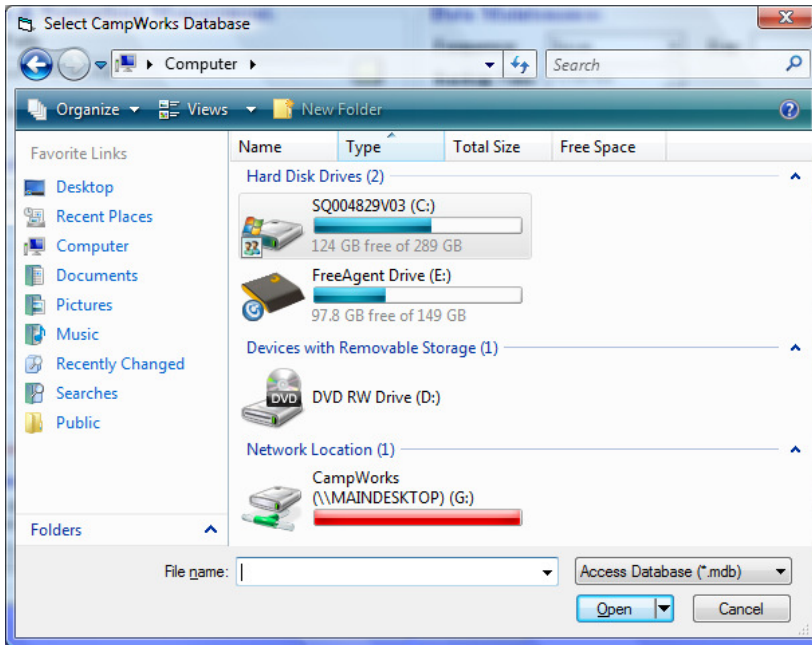


Select the drive letter that you want to use for this connection and make sure that reconnect at logon is checked. Press Finish.

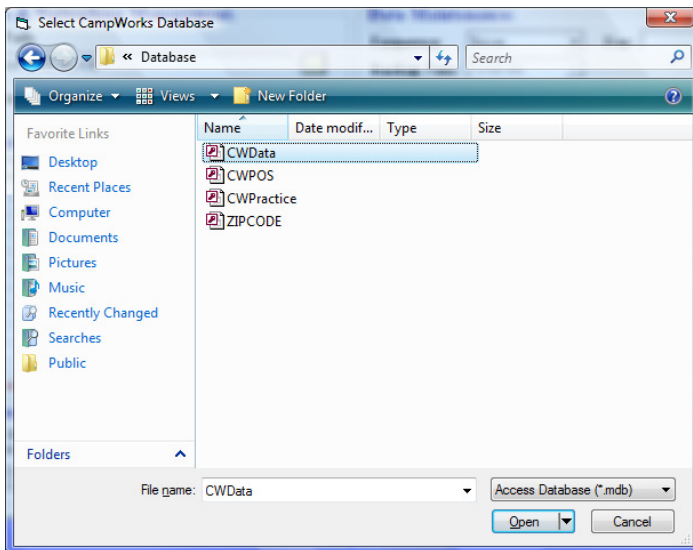


4. Setup network path in CampWorks

On each networked/slave computer go to Setup & Administration, Software Setup. Select the System Admin tab. Click the ... to the right of the network path box. A new window will open where you should be able to select the new drive we just mapped. It should be at the bottom under network locations.



Click it then navigate to the database folder and select the CWData file.



Press Open. And then OK in CampWorks to save the changes. This computer should now be networked. If you go into the Reservation Grid, you should see the same reservations as the master/server computer. Repeat steps 3 & 4 on each networked computer.