

# Attendance Planner – Network Version

## Installation Notes for Administrators

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The Attendance Planner can be used by multiple users from multiple computers simultaneously. To make this possible:

- The program has to be installed on all PCs on which you wish to use the program.
- All employees using the Attendance Planner must have access to a common data folder on the network for the attendance data, employees' data and settings.

Proceed as follows:

- On a network drive create a new folder as a common data folder.
- Rename the folder as desired, such as *AttendancePlanning*.
- Install the program on your computers locally in the preallocated folder and after each first program start select the common data folder with the menu option *File - Change Data Folder*.

You can use the application in a terminal server environment. Otherwise do not install the program on a server. The program uses local system files. If these files do not exist on your local machine, the program will not start or will stop with an error message. Through the installation on the PC itself, all non-existing system files will be installed.

Step by step instructions for setting up the program to meet the requirements of your company are available on the download area of the website [www.attendance-planner.com](http://www.attendance-planner.com).

## Trial Version

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The trial version is identical to the full version. The test period is two months.

If you switch from the trial version to the full version, you need only install the full version on a single PC. No further installation is required on the remaining PCs on which the trial version is already installed.

All entries and settings you have made in the trial version will be transferred to the full version. So you can already enter all employees' data, buttons for 'reasons for presence/absence' and attendance data in the trial version.

## Save your Data

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Save your data folder regularly to an external back-up. If your hard disk fails, all your data will be irretrievable. To save your data you can use the menu option *File - Data Export*.