# Installing Your Staff Systems Software on a Shared Drive

The HR Coach Staff Systems software is designed to be a stand-alone, single user program. However, you can install the software on a network or shared drive. The program can then be accessed from multiple computers, provided the users have full, write access to the shared drive.

New Installation

If you have not installed the Staff Systems software, you can install the program to the network or shared drive during the installation process provided that you have full or write access to the shared drive. If you are unsure of your access level, please contact your system administrator.

The third screen of the installation displays the default installation location for Staff Systems, which is "C:\Program Files\HR Coach Staff Systems". To change this to the network or shared drive, click on the Browse button. Select the shared drive and click OK.
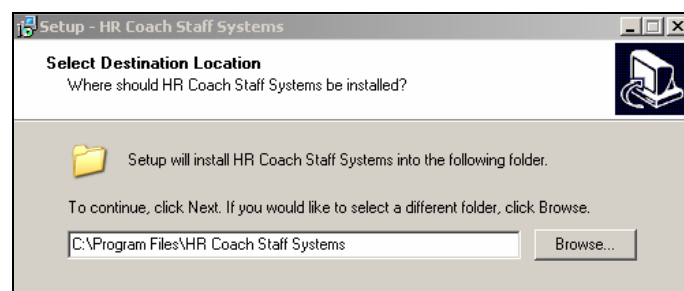
Click Next to continue with the installation process.

Note: You will only need to install the software once. Any other network computer will access the software via a Desktop shortcut. To setup additional computers, see "Setting up Additional Network Access".

## Moving Installed Software to a Shared Drive

If you have installed the Staff Systems software to the local (C:/) drive and have data that you want to keep, you can move the program to the shared drive provided that you have full, write access to the drive. If you are unsure of your access level, please contact your system administrator.

If you do not want to keep your Staff Systems data, you can uninstall the software and reinstall to the shared drive using the steps outlined above. You will need your registration details to reinstall the software.

Prior to moving the software, you are strongly encouraged to backup your data.

1. Go to the computer where Staff Systems is installed. Open the Staff Systems Software.
2. To backup your data, select System/ Database Maintenance/ Backup. Save the Backup file to the "My Staff Systems Files" folder.
3. To move the software to a shared drive, open Windows Explorer.
4. Select C:\ Program Files\ HR Coach Staff Systems. Once you have located this folder, click on it with the right mouse button.

5. Select Copy from the menu.
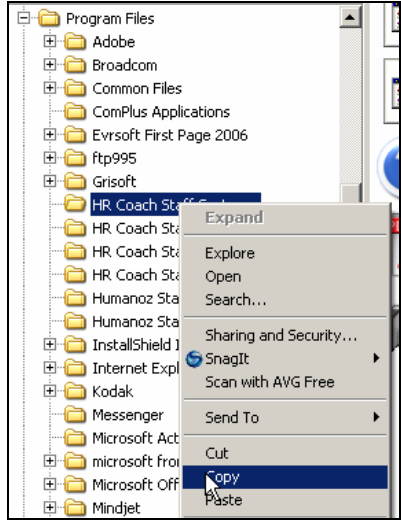
6. Go to the shared drive. Right click on the shared drive and select Paste from the menu.
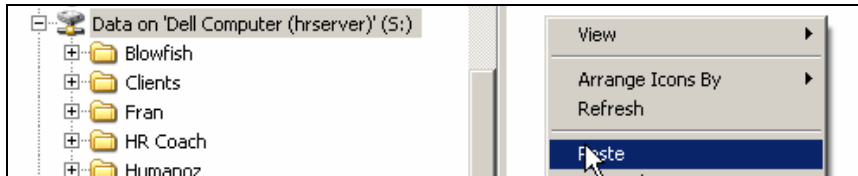
7. Now that you have moved the software to the shared drive, you will need to update the Shortcuts on your computer. To create a new desktop shortcut, double click on the HR Coach Staff Systems folder on the shared drive. This will display the contents on the folder.

8. Locate the "staffsys.exe" file and right click on it. Select Send To/ Desktop (create shortcut). This will automatically create a new shortcut on your desktop which points to the shared drive.
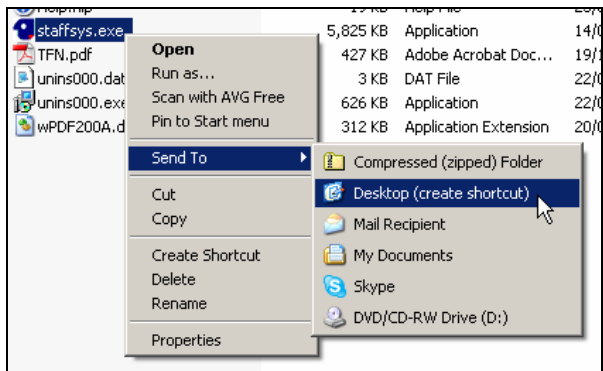

9. Close Windows Explorer. Locate the HR Coach Staff Systems shortcut on your desktop. You will have two shortcuts- one pointing to the C:/ drive from the original installation and the newly created shortcut for the shared drive. Place your mouse pointer over the shortcut to check the location.
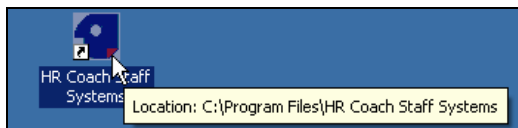

10. Delete shortcut pointing to the C:/ drive by right clicking on the shortcut and selecting Delete.

11. You will also need to update the shortcuts located in the Program Menu. Click on the Start button and select All Programs.

12. Highlight HR Coach Software. Right click on the HR Coach Staff Systems and select Properties from the menu.
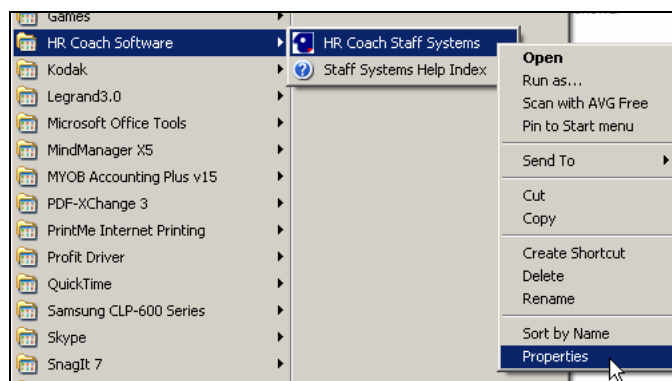
13. This will display the shortcut location. Change the Target and Start In values to point to the shared drive.
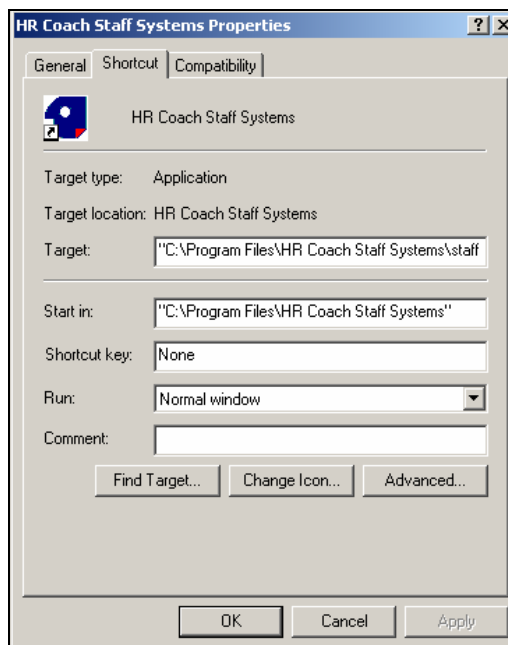
14. Congratulations! You have now moved your Staff Systems software to the shared drive! Open the Staff Systems software by double clicking on the shortcut on your desktop.

15. Once you have verified that the data has been moved successfully to the shared drive, you can delete the original copy of the data from the C:\Program Files\ directory.

Setting up Additional Network Access

The Staff Systems software is designed as a stand-alone, single user program but can be accessed by additional users on the network provided that the data resides on a shared drive.

The additional network users access the program via a shortcut on their desktop. You do not need to install the software on the additional computer(s).

To setup access for additional network stations:
1. Open Windows Explorer.
2. Go to the shared drive and locate the HR Coach Staff Systems folder.
3. Locate the "staffsys.exe" file. Right click on it and select Send To/ Desktop (create shortcut).
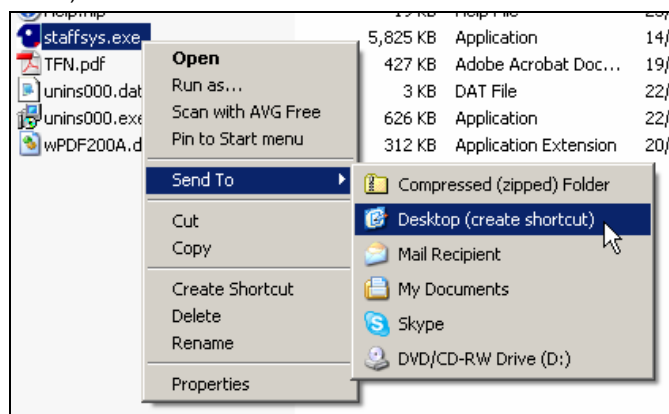
4. Close Windows Explorer and access Staff Systems by double clicking on the desktop shortcut.