

## Description

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This will allow users to use multiple computers to access 4H data.

These instructions are designed for Windows XP. Slight changes may be necessary for other versions of Windows.

## Steps

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### Master Computer (part 1)

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#### Configure Sharing

- Ensure **Simple File Sharing** is off
  - Right-click on the **[Start]** button and choose **Explore**.
  - Select **Tools** from the menu bar and then choose **Folder Options**
  - Select the **[View]** tab
  - At the bottom of the **Advanced Settings**, uncheck **Use simple file sharing**.
  - Click the **[OK]** button.
- In the **Folders** list, right-click on the **C:** drive and select **Sharing and Security...**
- Click the **[New Share]** button.
- Fill in the **Share Name:** field with **4HShare** and then press the **[OK]** button.
- Click the **[Permissions]** button.
- Set the correct permissions.
  - Highlight **Everyone** and click the **[Remove]** button.
  - Click the **[Add]** button.
  - For each user that needs access, type in **HOKIES\username**. If you have multiple names, separate them with semi-colons. Then click the **[Check Names]** button.
  - Click **[OK]**.
  - Click each name and ensure the **Change** box is checked in the **Allow** column. Then click the **[OK]** button.
- Right-click on the **My Computer** icon on either the Desktop or the Start Menu and select **Properties**.
- Select the **[Computer Name]** tab.
- Note the full **Computer Name:** for a further step. (including the ag.w2k.vt.edu part)

#### Configure 4HPlus!

- In the **Main** window, select **Set Up Networking**.
- Type **minicooper** and press **[Enter]**.
- Ensure the **Set 'Multiple Installations on Network'...** box is checked.

- Ensure the **Read and Write** option is selected.
- In the **Select Share Drive Letter** box, choose **C:\**.
- Press the **[Test and Save Drive/Folder Location]** button.
- Press the **[Return]** button.

## Secondary Computer

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### Configure Sharing

- Right-click on the **[Start]** button and select **Explore**.
- In the **Folders** window, right-click on the **My Computer** item and select **Map Network Drive...**
- Change the **Drive:** selection to **Y:**. *Note: Other letter may be substituted if Y: is in use.*
- Ensure that **Reconnect at Login** is checked.
- In the **Folder:** field, type **\\computername\4HShare** and hit **[Enter]**. The *computername* is the value noted from above.

### Configure 4HPlus!

- In the **Main** window, select **Set Up Networking**.
- Type **minicooper** and press **[Enter]**.
- Ensure the **Set 'Multiple Installations on Network'...** box is checked.
- Ensure the **Read Only** option is selected.
- In the **Select Share Drive Letter** box, choose **Y:\**.
- Press the **[Test and Save Drive/Folder Location]** button
- Press the **[Return]** button.

## Master Computer (part 2)

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- Right-click on **[Start]** and select **Explore**.
- In the **Folders** window, right-click on **C:** and select **Sharing and Security...**
- Click the **[Permissions]** button.
- For every user, ensure the only item checked is the **Read** box in the **Allow** column and press **[Apply]**.
- Click **[OK]** when you are complete.
- Click **[Apply]** and then click **[OK]**.

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