

## Sharing Procedure

### Windows XP

To share a drive (to access the drive in another PC):

- Open 'My Computer'
- Right click on the Drive
- Click 'Sharing and Security'
- Below 'Network Sharing and Security' heading, select 'Share this folder on Network'
- Select 'Allow network users to change my files'
- Click 'OK'
- Open 'Winman CA ERP'

If drive is shared as 'Read Only':

- Right click on the Drive
- Click 'Sharing and Security'
- Below 'Network Sharing and Security' select 'Allow network users to change my files'
- Click 'OK'

### Windows Vista or Windows 7 or Windows 8

- Right click on the Drive
- Click on 'Properties'
- Select 'Sharing'
- Click 'Advanced Sharing'
- Select 'Share this folder'
- Click 'Permissions'
- If 'Everyone' is not in the list of 'Groups or user names' then

- Click 'Add'
  - Type 'Everyone', under 'Enter the object names to select'
  - Click 'Ok'
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- Select 'Everyone' in Groups or user names
  - Click the box on the right side of 'Full control' (in 'Allow' column)
  - Click 'Ok'
  - 'Ok'
  - 'Close'
  - Open 'Winman CA ERP'