



## INSTRUCTIONS FOR A PEER TO PEER NETWORK OF WINDOWS 7, WINDOWS 8 AND WINDOWS 10 COMPUTERS

**Applies to: Auction! V3 and V4 Network edition licensees only.** Simultaneous access to the same project by more than one computer is only available for *Auction!* Network licenses. Single User licenses, as well as Small event and Multi User licenses, will not allow simultaneous access to a project even when the computers are on an established network.

Please understand this information is provided as a courtesy. We provide technical support for the software. Networking is hardware and the responsibility of the users. The software will run in a networked environment created by the users. You must have local resources available to assist you in networking. Configuring your computer is a **prerequisite** for running *Auction!* in network mode and is not part of the *Auction!* software or technical support agreement.

### Step by Step Instructions

#### 1. TURN ON SHARING ON THE HOST COMPUTER

- a. Find the Host PC name. Right click **Computer/This PC**, left click **Properties**, look for name.

**Special note to Auction! V4 customers:** If V4 software is already installed on the host computer, if you change the host computer's name, you will need to reinstall V4 on the host so that the data acceleration service recognizes the computer's name. Reinstalling *Auction!* will not change or harm your project. Reinstalling will simply speed up data entry in a network environment.

- b. Open **Windows File Explorer**  
Go to **C:\Users\Public\Public Documents**  
Right click on **Public Documents**, choose **Share With**  
Choose **Advanced Sharing Settings**
- c. Find & Open **Guest & Public Network** section (you may need to close the Private section)  
Turn on **Network Discovery**  
Turn on **File and Printer Sharing**
- d. Find & Open **All Networks**  
Find **Public Folder Sharing**  
**Turn on Sharing** so anyone with network access can read/write files in public folders
- e. Find **Password Protected Sharing** and turn it **OFF**
- f. Click **Save Changes**
- g. Still on the HOST computer, start a **Notepad** file. **Notepad** can be found in **Accessories**.  
Type the words "this is the host PC" and **Save As** with a filename like "Network Test.txt" in the **C:\Users\Public\Public Documents** location.



## 2. CONNECT HARDWARE

Connect each computer to router with Ethernet cables. Newer computers may not have an ethernet port. If the computer does not have an ethernet port, purchase a USB to ethernet adapter or if the computer has a VGA port that is not being used, purchase a VGA to network adapter.

Use a PC router. PC dynamic routers do not need internet and are best for networking PC's or Macs that are running as a PC using Parallels or other PC emulation software.

Apple routers are not recommended for an Auction network environment as they require internet.

Typical routers have 4 ports, plus an internet port. Plug Ethernet cable only into one of the 4 ports. Do not use the internet port. *Disable wireless capabilities on laptops.* This step is CRITICAL – many networking slow-down issues stem from a computer using too many resources to hunt for a wireless connection that has been degraded due to smart phones in the vicinity. You may be able to disable the wireless networking by flipping an external switch on the side of your laptop. If there is no external switch, then look for a command in **My Network Places** or **Network Center** to disable the wireless connection.

## 3. TEST WHETHER THE HOST COMPUTER IS PROPERLY SHARED

On a client computer:

- a. Go to **Computer** or **This PC**. Look for **Network** on the left in the Navigation Pane (if it doesn't appear, look for **View**, and enable Navigation pane)
- b. Click to open the **Network** locations. You should see the HOST computer's name as a network location.
- c. Click on the host PC name to open it
- d. On the right, double click on **Users**, then on **Public**, then on **Public documents**. You should see the Network Test.txt document. Open it, write another sentence to it, like "this is client #1" and **Save**.

If you can see the text file, the computers are connected via the router. If you can then write to the text document and save it, this means you have set the proper permissions to make changes to files located in the public documents folder on the host. These conditions are an absolute requirement in order for simultaneous access to the same **Auction!** project.

## 4. MOVE THE AUCTION! PROJECT TO THE SHARED LOCATION – IN VERSION 3 THIS STEP IS REQUIRED! IN VERSION 4, THE DEFAULT PROJECT LOCATION IS THE SHARED LOCATION. NO NEED TO MOVE THE V4 PROJECT IF IT IS ALREADY SAVED IN THE PUBLIC DOCUMENTS FOLDER ON THE HOST.

- a. Back to HOST PC if using V3:  
Go to C:\Users\Public\Public Documents  
Create a new folder named "Auctions" in that location (V4 customers will already have an Auctions folder in this location)



- b. Open your project in **Auction!** and switch to **Exclusive Access** if in Shared  
In V3 click File, Maintenance, Move Project  
Move it to C:\Users\Public\Public Documents\Auctions  
Switch back to shared Access.

In V4 if the project is not in the auctions folder in public documents, click **Maint & Repair** on home ribbon and then choose **Move Rename**.

**5. ON EACH CLIENT COMPUTER (CLIENTS ONLY!) IF YOUR LICENSE IS FOR V3, MAP A DRIVE LETTER TO THE PROJECT ON THE HOST COMPUTER. FOR V4 CUSTOMERS THIS STEP IS OPTIONAL AS THE FILE TREE FOR LOCATING THE PROJECT ON THE HOST SHOULD SHOW THE HOST COMPUTER WITHOUT MAPPING THE DRIVE.**

On Windows 8 and 10

- a. Go to This PC
- b. On the Computer Ribbon Click Map Network Drive

On Windows 7:

- a. Go to Computer
- b. Click Map Network Drive under the address box at the top

On Win 7, 8 or 10:

- c. Choose a letter near the end of the alphabet (we recommend X or Y, not Z, since Z sounds like C on the phone or in a noisy environment)
- d. Browse to find the HOST PC name on the network. If the name of the Host computer does not show, use the arrow to expand Users
- e. Use the arrow to expand **Public**
- f. Use the arrow to expand **Public Documents**
- g. Highlight the **Auctions** folder and click **OK**.

You may wish to check the box to **Reconnect** at sign-in. if you have turned off password protected sharing of public folders on the host computer as set in Step 1 above, you do NOT need to check the box to Connect using different credentials

- h. Click **Finish**

Typically, Windows will now display the contents of this new drive letter; you may close the window

**6. TEST TO SEE IF COMPUTERS ARE IN SAME PROJECT.**

Still on one CLIENT PC:



- a. Start **Auction!**
- b. In Version 3 click **File, Open Project**.  
In Version 4 click **Browse for Project** on main home task ribbon.
- c. In Version 3 use the dropdown arrow to choose your new mapped drive letter (eg X or Y).  
In Version 4 use the file tree in the center to find the host computer's name in **Network**.

You should see the project and be able to open it

- d. Insert a new invitee name and only put in a Last Name "AAAA" and **Save**

On the Host computer if project is closed open project and see if AAAA is in the top of the list of invitees.

If project is already open:

In V3 click **File, Refresh Screen** to see that new name on the other computer.

In Version 4 if there is a yellow box at the very bottom right of the screen, click the refresh button next to the box to refresh your screen

Open the project on any other client computers to look for AAAA. Refresh if the project is already open on the client.

If all computers can see the AAAA name, all are in same project. You may delete the name once the test has assured you that you are working in the same project simultaneously.

### **NETWORKING USING A SERVER.**

When using **Auction!** in an office environment with a shared server location or when using a server at your event rather than a peer to peer network, on a SERVER, you can share your project over your internal network (Version 3 users do not need to install **Auction!** on the server itself. In Version 4 please also install Auction! on the server so that the data acceleration service is on the server).

To move the project from a local computer to the server, you must have Exclusive Access.

In Version 3 click **Settings, Switch to exclusive Access**. Then **File, Maintenance, Move Project** and choose your server drive letter and desired folder location on the server. Click **Move Here** to put your project on your network.

In Version 4 click **Maint & Repair** then click **Move Rename**. Use the file tree of folders on the left side of the screen to locate the server location. Then press the **Move Rename** button on the ribbon.

Other computers in the server network must have permission to access the shared drive on the server and each computer must have **Auction!** installed and licensed.