



Setting Up Premier on Win95/98

Support Notes

This support notes are suitable for:

- MYOB BusinessBasics
- MYOB Accounting
- MYOB Premier
- MYOB Premier Plus

Introduction

Once you have installed MYOB Premier on all required workstations in your computer network, you're nearly set to go. You need to take some brief steps to complete your setup.

Premier's multi-user mode enables you to have several individuals simultaneously working on the same company file. This requires that all the workstations send and retrieve data from the same company file on the same shared network drive or location.

This support note guides you through the steps you need to take.

Please note: *MYOB Premier 11 and above are no longer supported on Windows 98.*

WINDOWS 98 NOTE: See Support Note [Network Corruptions Win 98 & Realtek Driver](#) if you are using Realtek Network Adapters before continuing. You may require an update to the standard driver installed with Windows 98.

What are the steps involved in setting up Premier over a Network?

There are three steps to do to ensure that Premier runs across a network. They are:

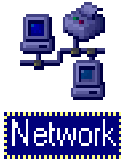
1. Ensure that the network protocols are setup correctly.
2. Share the folder where the data file is located.
3. Create a mapped network drive on the other workstations to access the data file.

Step 1 - Install the correct protocol on ALL machines intended to use MYOB Premier

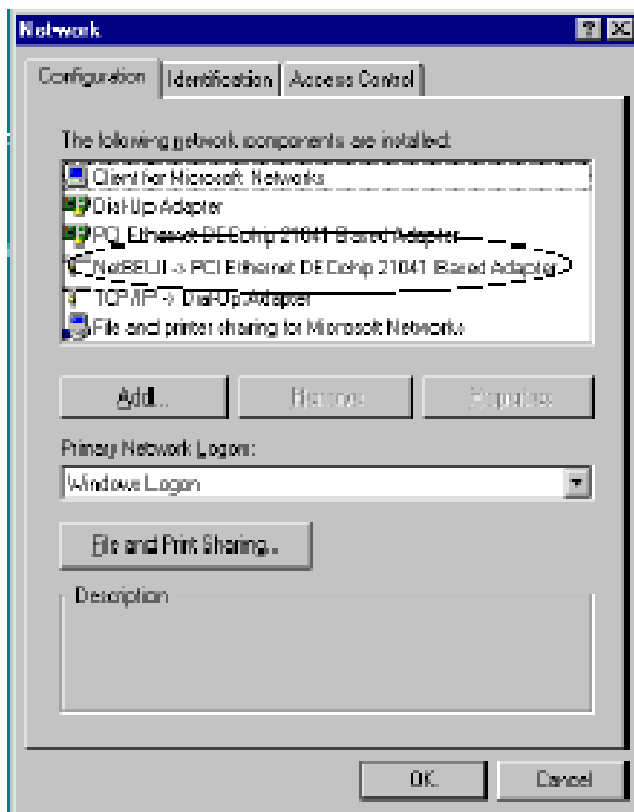
When Premier is running in Multi User mode, it relies on either the NetBEUI protocol or TCP/IP (version 3 onwards) protocol to carry messages to other workstations. If the correct protocol is not installed on one of the machines, messages cannot be sent to and from that machine successfully. The configuration tab lists all the adapters and protocols that you have installed. Any adapters or protocols that you do not use or need should be removed. For example, if you do not have a Modem connected to this machine you may not need Dial Up Adapter.

Note: If you need to install TCP/IP on your computer system, please refer to Support Note [How to set up the TCP/IP protocol for MYOB Premier](#)

Go to the **Start** Menu, click **Settings**, double-click **Control Panel** and double-click the **Network** or **Network Neighbourhood** icon.



1. Check that the correct Protocol is on this list and is bound to your Network Adapter. In the following window, NetBEUI is bound to your Network Adapter. This would mean that you are using NetBEUI as the protocol when running Premier. The name of your adapter may be different depending on the brand. If you intend to use TCP/IP you would need it bound to this adapter also. Click **Add** and install TCP/IP from your Windows CD.

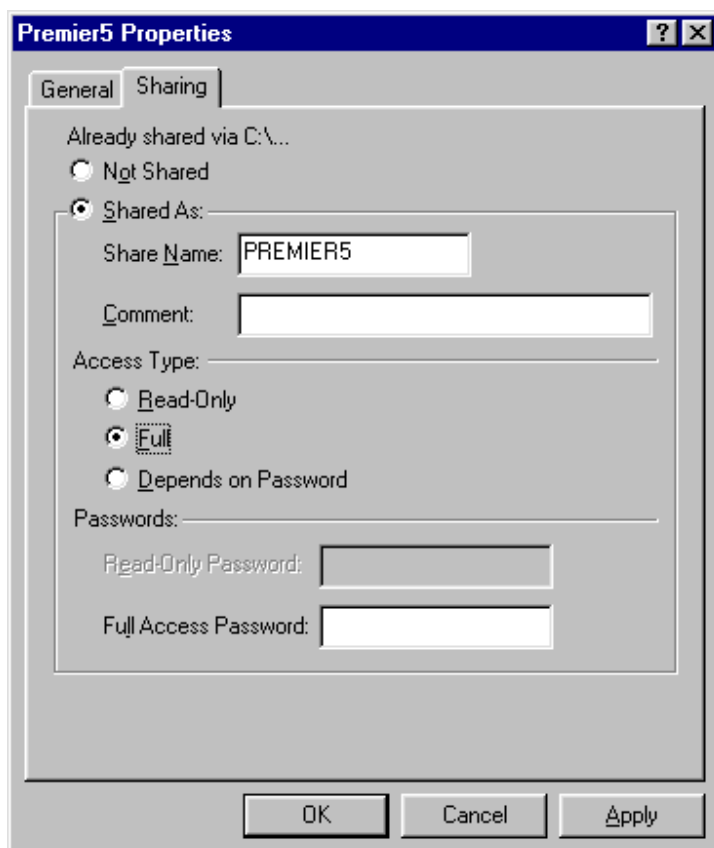


Step 2 - Share the Premier Folder on the HOST Computer that has the Data file:

Sharing the Premier folder means that any other computer on the network can access and use contents of that folder. We are sharing the Premier folder so that other users can access your data file.

To share the Premier folder...

1. Go to the Computer that **HOSTS** the data file on its hard drive.
2. Click **START** and go to **PROGRAMS**, and then select **WINDOWS EXPLORER**.
3. On the left, click the Premier5 folder (or the folder where your data file is stored) **ONCE** with your **RIGHT** mouse button.
4. A pop-up menu will appear. On the menu, select **SHARING...** and a new screen will appear as above. Fill it in **EXACTLY** as shown below.



5. Click **Apply** and then **OK** and close all windows and close out of Windows Explorer.

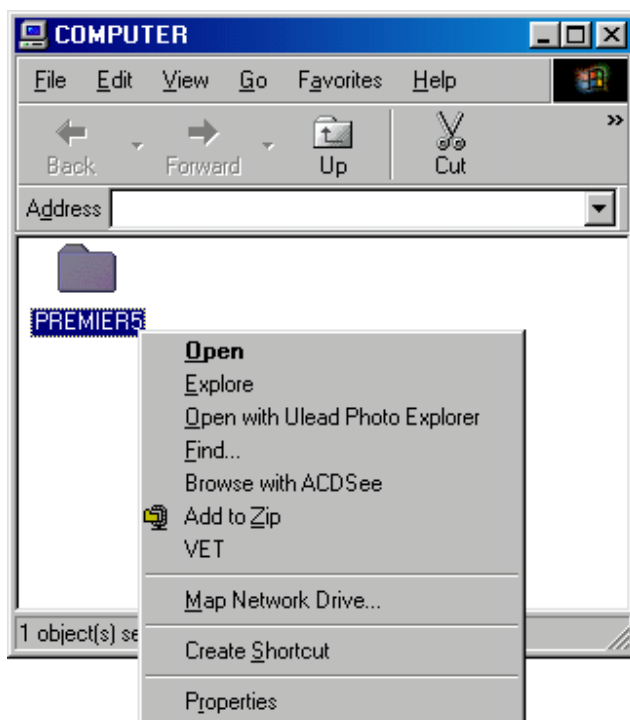
Step 3 - Map the Network Drive on all WORKSTATIONS that need to access the Premier Data file:

The mapped network drive is an image of the shared folder on the Host machine. Only the workstations need a mapped network drive because the **HOST** has the data file on its local drive. You may want to give all your workstations the same network drive (e.g. D, however they can have different letters).

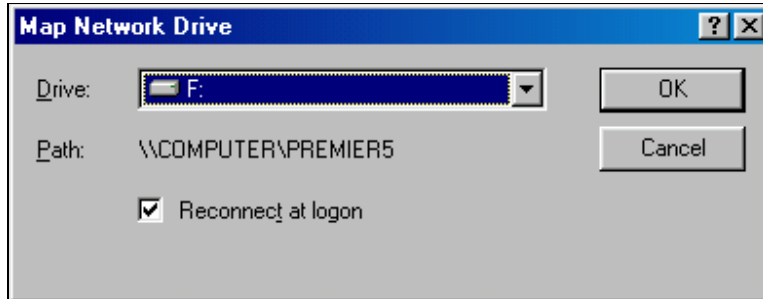
In these steps you will need to access the Network Neighborhood icon, located on the Windows Desktop.

To **MAP** the Network Drive

1. Go to one of the **WORKSTATIONS** that needs to access the data file.
2. Double-click the **NETWORK NEIGHBOURHOOD** icon.
3. From the list of computers that appears, you need to **DOUBLE CLICK** the computer that has the data file (the computer you were on in step 2).



4. A list of yellow folders will appear. You should see the **PREMIER** folder we shared in the first step. Click **ONCE** on this folder with your **RIGHT** mouse button and select **Map Network Drive**.
5. A Map Network Drive window similar to the one shown below should appear. You can change the letter to a different drive.



6. Click the **Reconnect at logon** box.

7. Click **OK**, and close all windows.

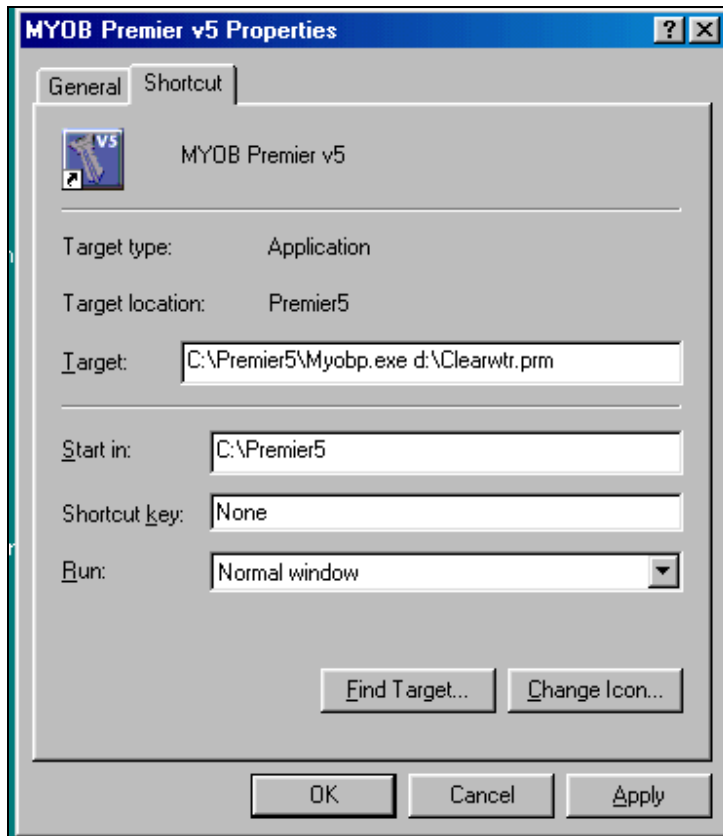
How can I check if my data file is being correctly shared?

Once in the MYOB Command Centre, check the *Active Workstations* window in the *File* Menu to see if all computers currently using that data file are showing. If all computers currently logged into Premier and using that data file are showing, you have correctly set up Premier on the network.

How do I setup a shortcut to access my data file over the network?

On the **HOST** computer:- Enter Premier and select your data file as normal. Ensure that you select Multi User Mode.

1. On the **WORKSTATION** computer:- Select the shortcut icon created so that it is highlighted, then **RIGHT** click and select **Properties** from the menu. Select the **Shortcut** tab at the top.
2. The Target line should read **c:\premier5\myobp.exe d:\Clearwtr.prm** where **c:** is the workstation's hard drive, and **d:\Clearwtr.prm** is the name of the data file and the letter name of the mapped drive.
3. In the Start In line, type in the workstation's hard drive letter and folder containing the Premier application, as per the Target line (c:\Premier5).



4. Your window should appear as shown above. If your Shortcut is different it can have a significant impact on the Performance of Premier, as it could mean that you are trying to run the whole program from the Host machine, not just the data file.
5. Click **OK** and then double click the Icon to enter your data file. Make sure you select **Multi User** mode.