

Configuring for Network Access
Touchline Support Article (TSA) #180901
[v.4.06 Instructions](#)

Special Note

This TSA is intended to assist network administrators in the configuration of **QuickPermit+** for shared data access on a remote network server.

Step 1 – Configuring for Network Access

Network Server Setup (network administrator)

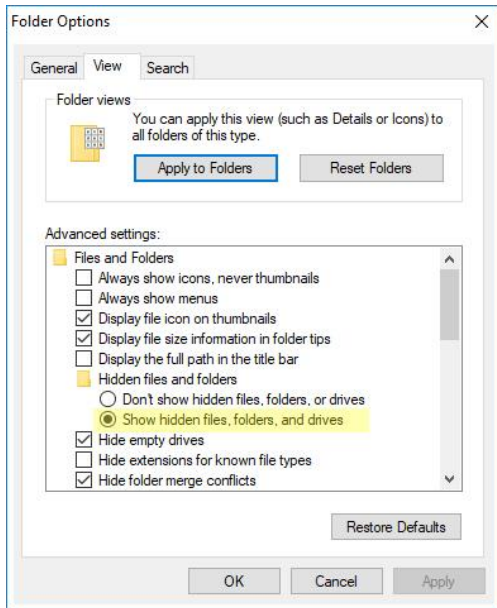
1. Create a new network folder and assign "modify" permissions for all QuickPermit+ users. For ease of maintenance, create a "QuickPermit+Users" group and assign the permissions to it. Then simply add/remove users to/from the group ...as needed.
2. Copy the file "QPTBL97_Net_.mdb", from the QuickPermit+ installation directory and paste it into the new network folder. Rename the server file to "QPTBL97.mdb" (...removing the "_Net_" from the file name).

Note:

The installation directory will be in one of the following locations (unless a custom installation was performed).

- Windows Vista or higher: C:\ProgramData\Touchline Software\QuickPermit\QPermit\Ver5
- Windows (all others): C:\Program Files\Touchline Software\QuickPermit\QPermit\Ver5

The "ProgramData" directory is, by default, hidden. To access it, you must select to "Show hidden files..." in the Folder Options dialog, as shown below.



In Windows 10, this dialog can be accessed as follows:

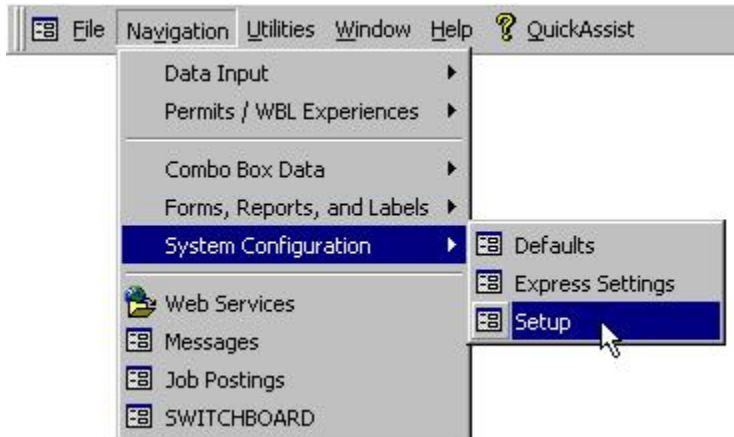
- Right-click the start button and select “File Explorer”
- Use the Ribbon and select “Options” to display the “Folder Options” dialog
- Select the “View” tab
- Select “Show hidden files, folders, and drives
- Click “Apply” and then “Ok”

You may need to close and reopen “File Explorer” before you can see the files/folders that were previously hidden.

Establishing a Network Connection


1. Open QuickPermit+.
2. Open the SETUP form.

Complete for all workstations that will be accessing shared network data.




SETUP form's tabs



3. Select the "School" tab.
 - Complete all fields.
4. Select the "License" tab.
 - Enter the 4 license fields and then
 - Click the "License Authentication" button. 
 - **You must receive a "Congratulations" message to proceed.**
5. Select the "Data" tab.
 - Do not change the 'Local' path setting.
 - In the field labeled "Path to Shareable Data", enter the path to the network folder. It's recommended that a UNC path is used (instead of mapping a drive).

Path to Shareable Data	<input type="text" value="\\ServerName\ShareName (Sample Path Only)"/>
Path to Local Data	<input type="text" value="C:\ProgramData\Touchline Software\QuickPermit\QPermit\Ver5"/>
Network Site Number	<input type="text" value="0"/>

6. Establish the Connection:
 - Click the "Test Connection" button. 
 - You should receive a "Connection Successful" message. If you receive this message, make sure you respond to the message's question by clicking 'Yes' to create/refresh the links to the data tables.
 - **You cannot proceed until you have successfully made the connection.**

STEP 2 -- Registering Licensed Sites

Registration of Licensed Sites for Server Access

1. Select the "Sites" tab.



If the "Sites" tab is not visible, use the Menu Bar to select: Options / Edit Network Sites

The 'Sites' tab is used to register all licensed network sites for access to a common data source residing on your network server. All sites that you want to have access to the network share must be registered now by entering a "Site ID" (that you define) and your "Site Name(s)" ...entered exactly as provided with your software license.

Note: Do not change or delete the following pre-existing record:

Site ID: 0
 Site Name: Non-network Installation

Sample Registration of a three-site software license:

	Site ID	Site Name
▶	0	Non-network Installation (Do Not Change This Default Record)
	77	Pleasantville High School
	88	Whoville High School
	99	Smartville High School
*		

Site names must be spelled exactly as they appear on your software license.

Any unique whole number between 1 and 2,147,483,647 may be entered for the Site ID.

2. Select the "Data" tab.
 - Open the "Network Site Number" drop-down box and select the appropriate local site name for this workstation.

STEP 3 – Remote Workstation Configuration

For each remote workstation complete the following steps:

1. Complete the instructions shown in Step 1 – Establishing a Network Connection.
2. Open the "Network Site Number" drop-down box and select the appropriate local site name for the workstation.
 - If the local site is not shown in the drop-down box, then add a new site record as shown in Step 2 – Registering Licensed Sites.

STEP 4 – Uploading Pre-Existing Local Data to the Server

If you do not have pre-existing local data (or do not want to upload it) you may disregard this topic.

Technical Overview

Uploading data will merge the existing data on your local machine with shared data on a network. This process creates new records on the server for each local record that is updated. If however, the record being uploaded (i.e. an employer or student) already exists in the shared network data, then data relating to your local record is merged with the pre-existing network record -- preventing duplicate records.

Because the records are merged or newly created in the network data files, some internally generated record identification numbers will be changed by the process of uploading data -- including WBL Experience and Work Permit numbers.

Strict validation routines control what data is uploaded. If records are incomplete or contain invalid or inaccurate data, they may not be included in the upload process. It is important to inspect your data for accuracy and completeness prior to using the "Upload" utility. Be especially careful that student SSN and/or School ID numbers are accurate. If more than one record is found with the same SSN or School Student ID the record with lowest System ID (first entered) will be saved, the other will be deleted (permits issued to the deleted student will automatically be transferred to the saved student record). If a student record is deleted (and no duplicate record exists) all permits and WBL experiences issued to that student will also be deleted.

Pre-Upload Data Configuration/Cleanup

Although not required, a little data cleanup before uploading will ensure that ALL of your data is uploaded.

Reconfigure for a Local Configuration (if currently set for shared network access)

- Open the SETUP form and select the "Data" tab.
- Click the "Set Local Configuration" button
- Click the "Test Connection" button and answer "Yes" to refresh the links.
- The value in the "Network Site Number" field should be "0".
Because some local configurations may have been set incorrectly, it may be necessary to open the drop-down list and select the site name.

Open the Pre-Upload Data Validation Report:

- Run the "Upload Validation Report" for a list of student records with incomplete fields -- required for uploading data.
 - Use the Menu Bar on the program's Main Switchboard to select:
Utilities \ Data \ Upload Validation Report.
- Make sure every student record has a CORRECT SOCIAL SECURITY NUMBER and/or School Identification Number.

Upload Pre-existing Workstation Data to the Network Server

If you have pre-existing data stored locally, you must use the 'Upload Data' utility to migrate your data to the server. Each workstation with pre-existing data may use this utility only one time.

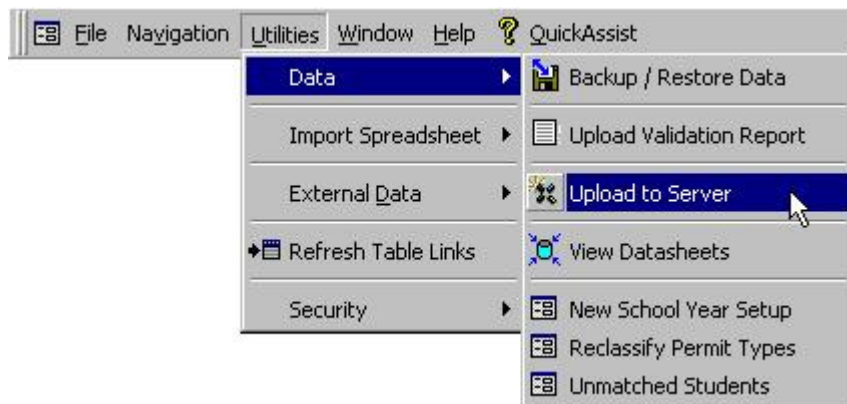
To complete the upload process each workstation will need to open the database exclusively (no other computers that are connected to the shared server database can have QuickPermit+ open).

Reconfigure for Shared Access (if currently in local mode).

- Open the SETUP form and select the "Data" tab.
- Enter the "Path to Shareable Data".
- Click the "Test Connection" button and answer "Yes" to refresh the links.
- Select the local Site Name in the "Network Site Number" drop-down list.

To Upload Data to the Server

- From the 'Main Switchboard' select the menu item: Utilities \ Data \ Upload to Server.



Thank you for choosing **QuickPermit+** for issuing student work permits.