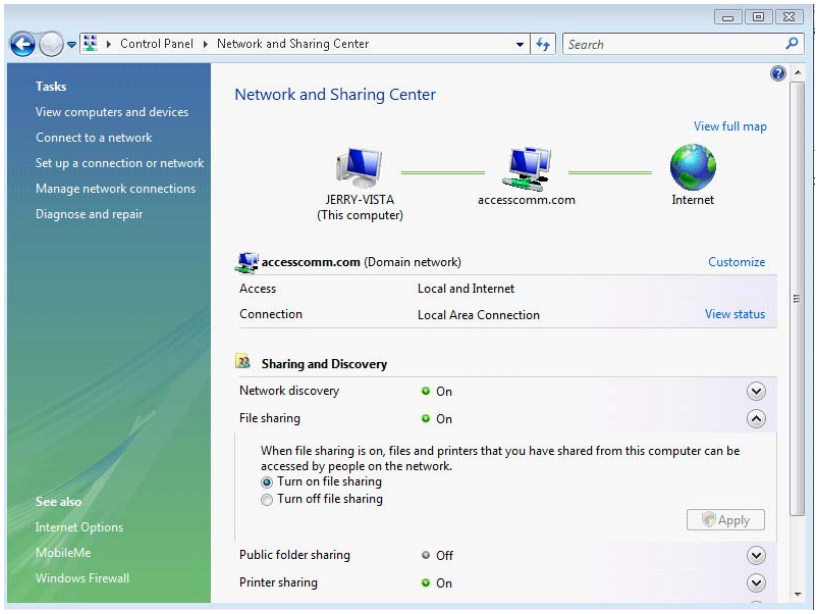
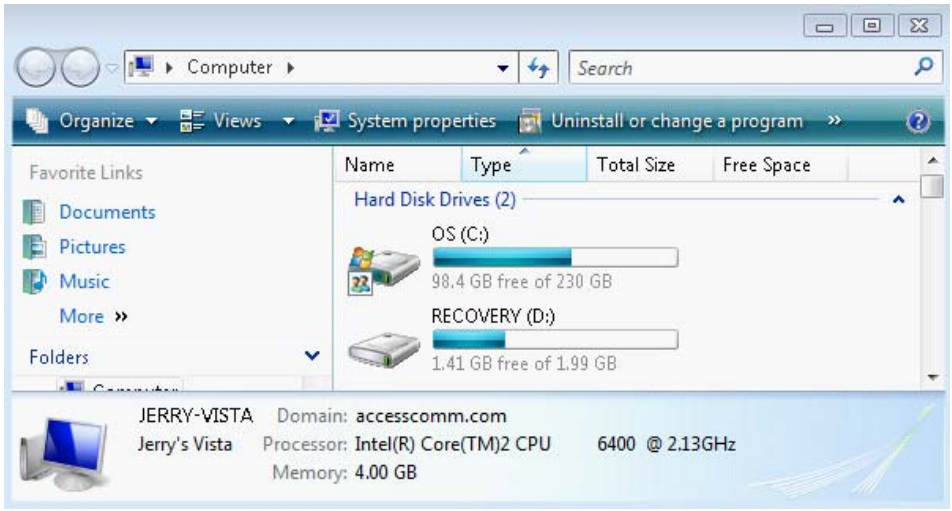
1. On all machines install the Inception for Windows program. One machine (Server) can be any of the computers. When you run Inception for the first time – it will ask whether this machine is a "**Server**" or a "**Workstation**".

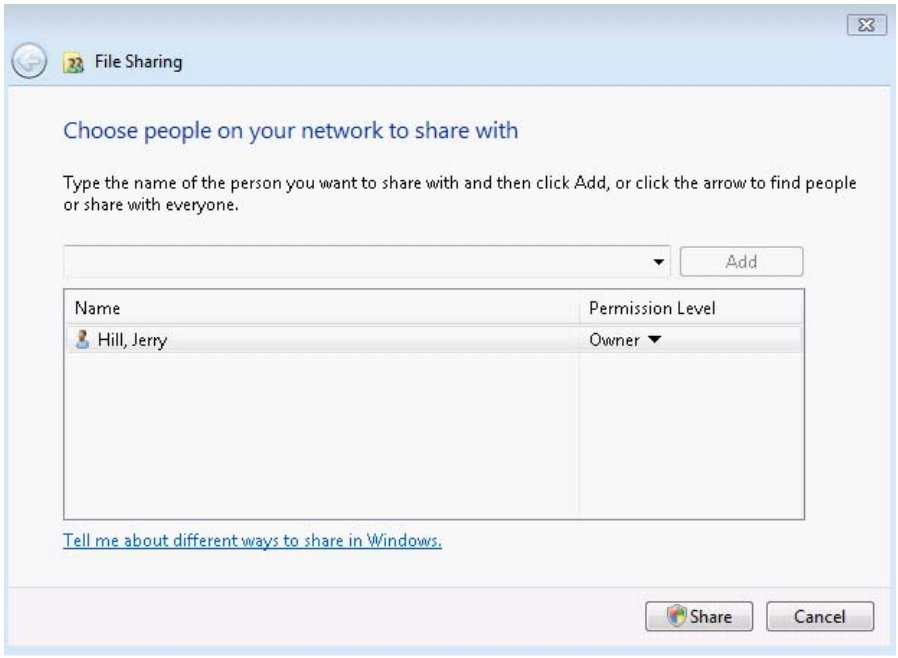
2. On the machine we call the "**server**" (which is the machine that will hold the inception Data). Make sure **File Sharing is turned on**, Click Start, then Control Panel, Network and Sharing Center. If File Sharing is off, then choose the "expander down" and open and "Turn on file sharing".



3. Now, we need to share the Inception folder – choose **Start/Computer**. The Inception folder is on the (C:) drive so double Click on the hard drive (C:) (the name of the drive might be OS, Local Drive etc

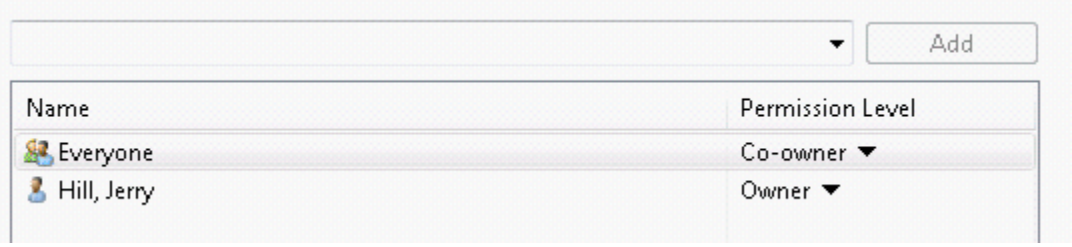


4. Right Click on the Inception Folder and choose Share. The following window will pop-up:

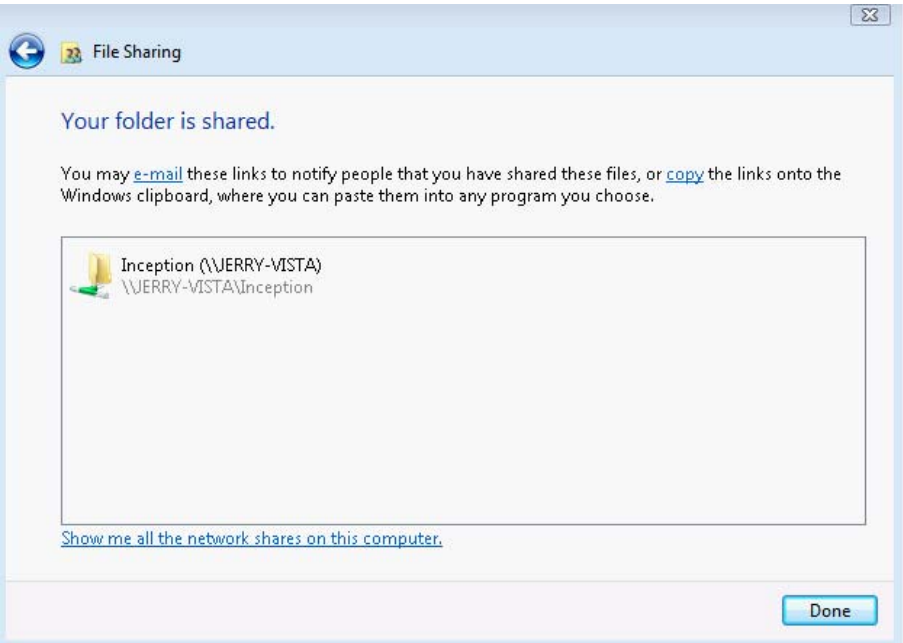


5. Choose the Drop down (to the left of the button Add. And select "Everyone" and choose Add. Everyone indicator will be shown at the bottom:

6. However, the permission Level "**Reader**" is not sufficient for Inception – select the drop down arrow on the "Everyone" line under the Permission Level column and select **Co-Owner** and choose **Share**.

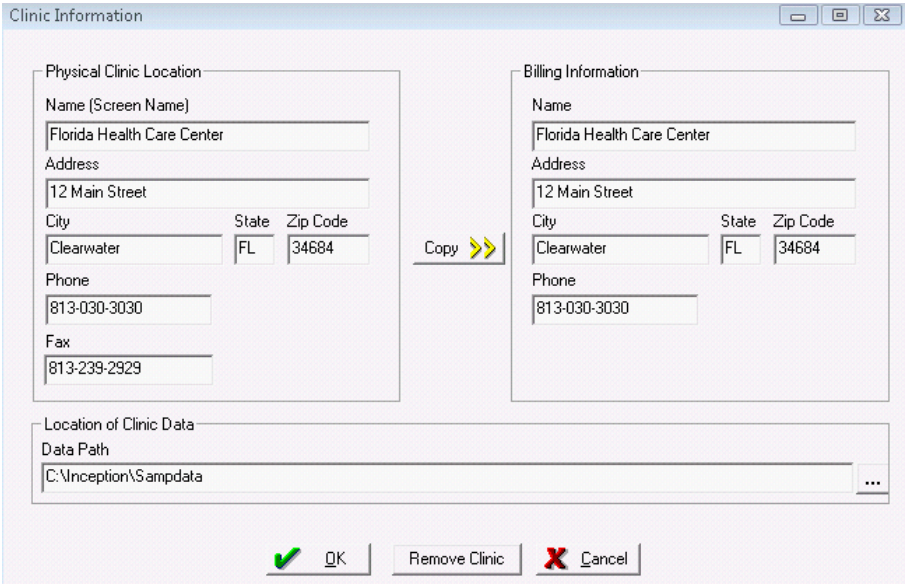


7. The Inception folder is shared now for the server and all workstations. So we need to return to Inception and change the location at the server (after you choose share above the following screen will show you some important information. The \\JERRY-VISTA\Inception (of course yours will be different) notation needs to be written down as we are going to enter it in on the server and the workstations.

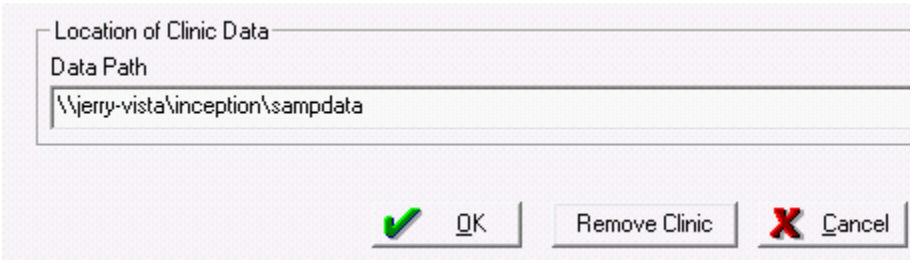


8. Close all the windows and load Inception for Windows – you will be at the "Server login screen" – enter in your userid and password (but do not choose OK, choose Edit) – this will bring you to

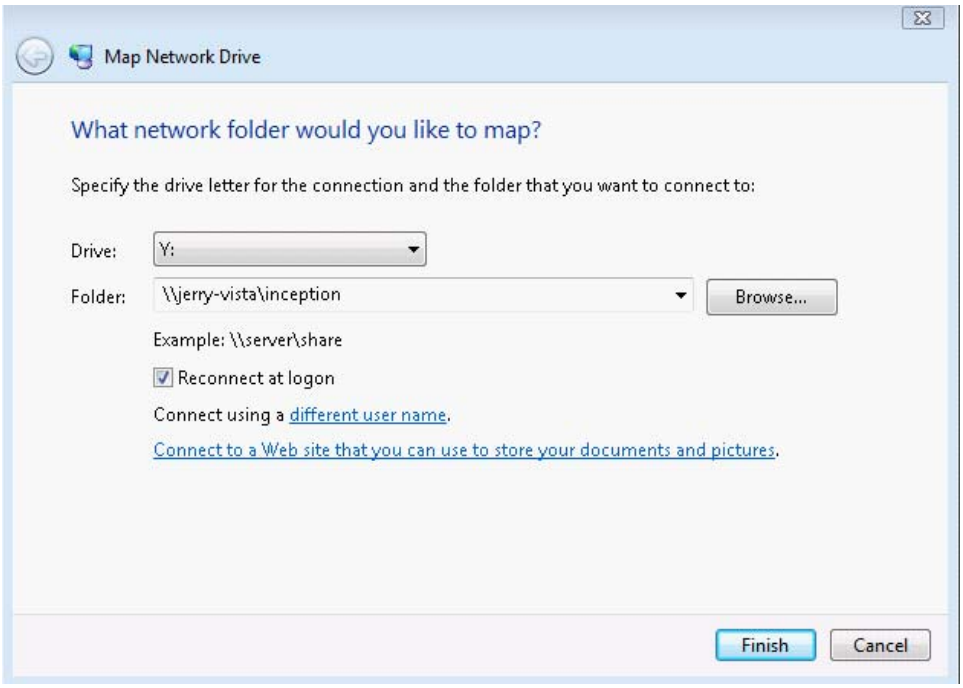
the Clinic Setup screen.



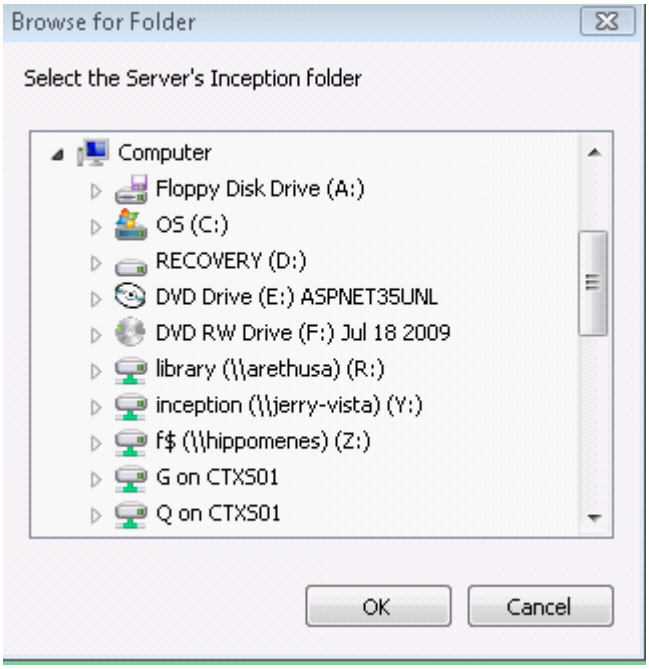
9. We need to change the Data Path, but we must be careful to note the location of the data – in the above screen the Clinic data is in the folder **Sampdata** located under the **Inception** folder.



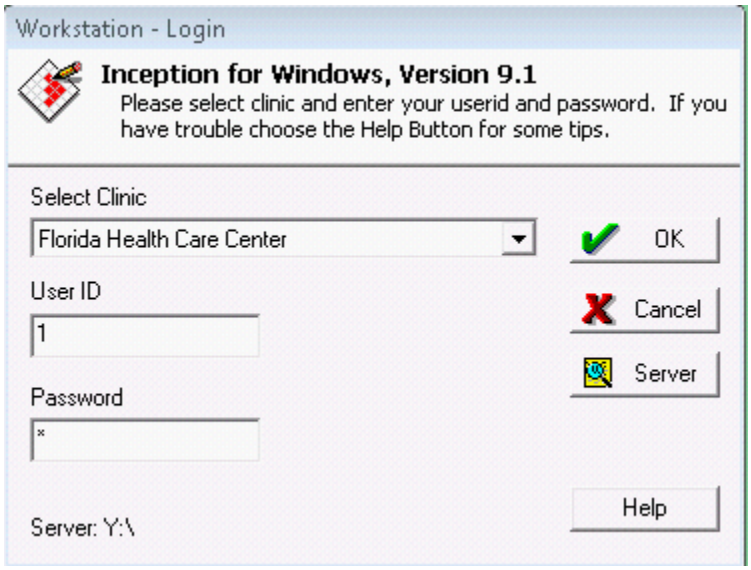
10. Physically go to the first workstation (repeat this for all workstations) and choose Start/Computer and then choose Tools/Map Network Drive. A drive letter will come up – remember it and point it to: the Server Share Name location created in step 7:



11. Choose Finish and close all windows. Then double click on the Inception for Windows icon from the desktop and you will be at the "**Workstation Login**" – choose the **Server** button. Choose the Y: (yours might be different) and choose OK.



12. When you press OK – you will see the Workstation Login screen and you should see the Server's clinics listed. Congratulations.


Workstation - Login
Inception for Windows, Version 9.1
Please select clinic and enter your userid and password. If you have trouble choose the Help Button for some tips.
Select Clinic
Florida Health Care Center
User ID
1
Password
*
Server: Y:\
OK
Cancel
Server
Help