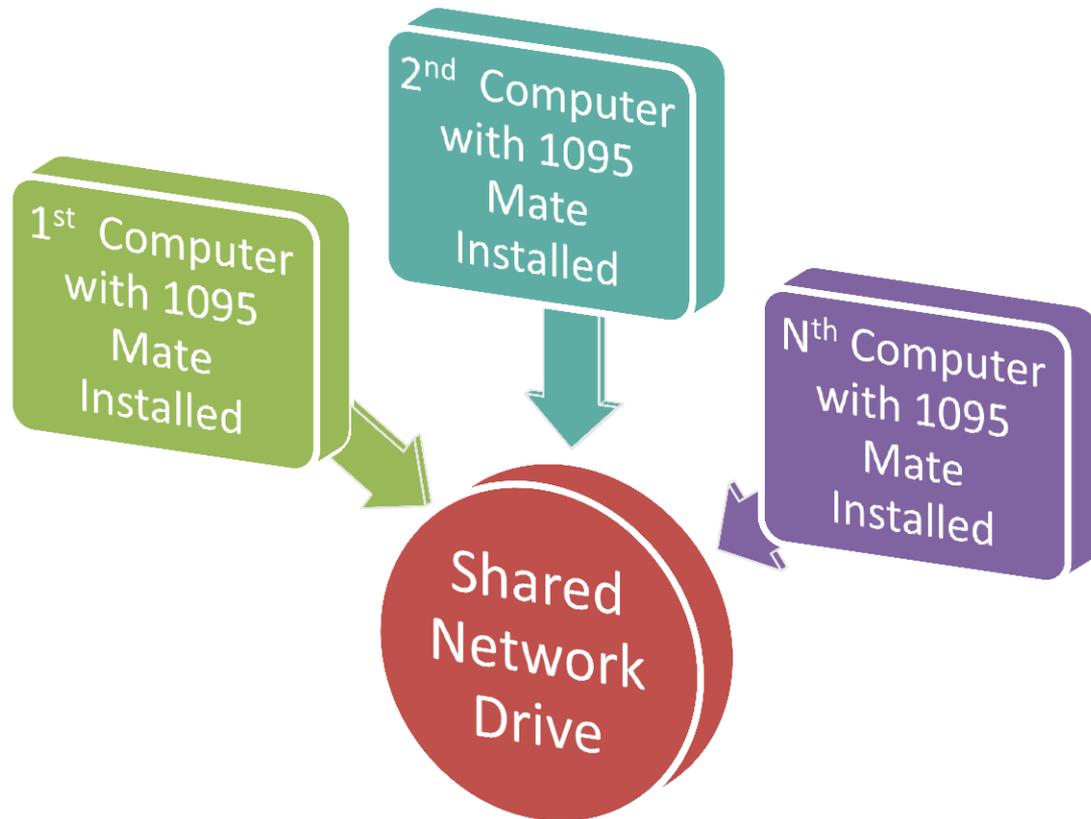
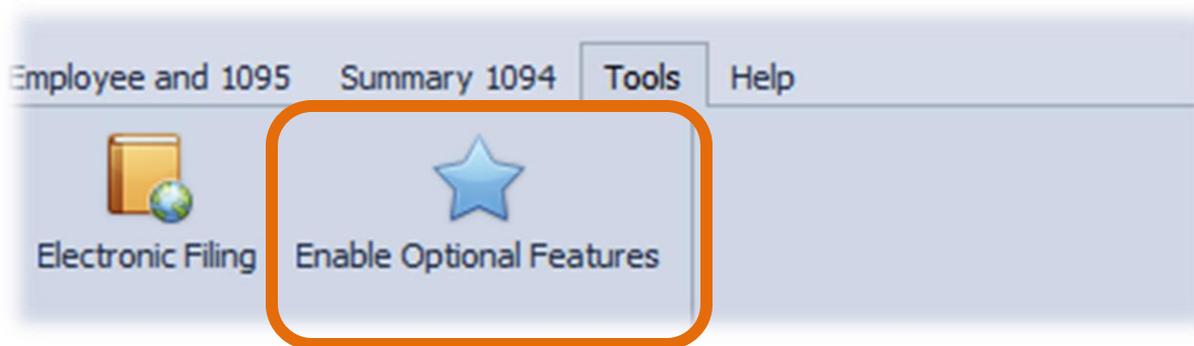


How to Install 1095 Mate® software on a Network

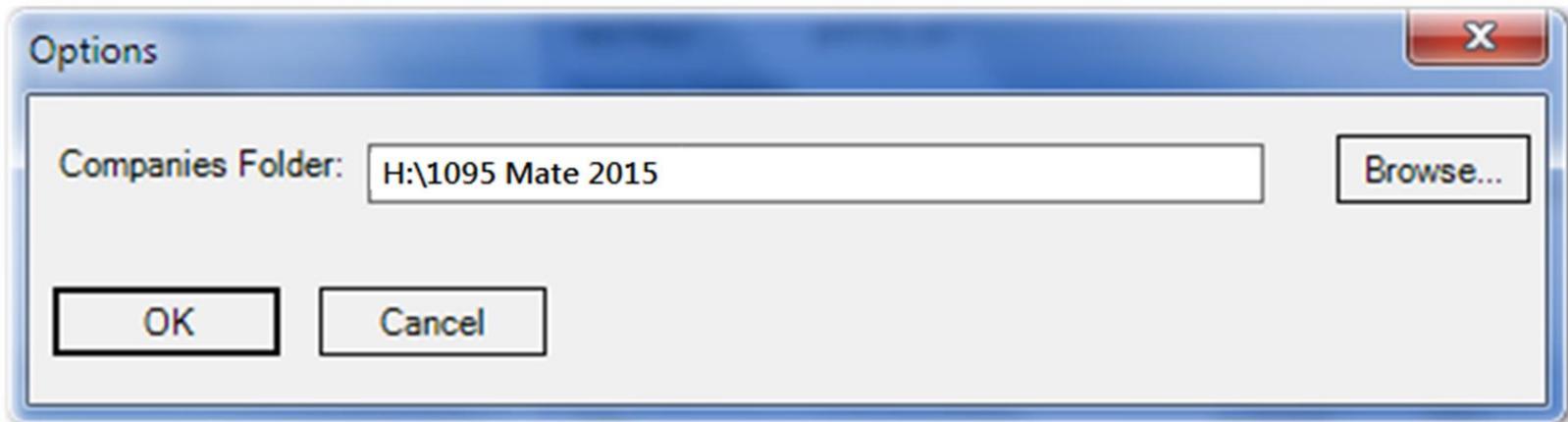
In this tutorial we will show you step by step how to set up 1095 Mate software in a network environment.



- Start by creating a folder on a shared network drive that can be accessed from all the computers where 1095 Mate software will be installed. This is the folder where we will be storing 1095 Mate database (company) files.
- Make sure that all the computers where 1095 Mate will be running have FULL access rights to the new data folder (we created above). We can't stress enough the importance of this point.
- For the purposes of this tutorial we will assume the new folder path is “H:\1095 Mate 2015”.
- Install 1095 Mate software on each computer you will be using. And then enable the “Enterprise Edition” optional feature code which is required for running 1095 Mate over a Network. Please remember that you can enter a feature code inside 1095 Mate by selecting “Tools > Enable Optional Features” from the top toolbar.



- Now we need to point the “Companies Folder Path” for each 1095 Mate copy we installed to the shared network folder we created. To do that select “Company > Settings” from the top toolbar inside 1095 Mate and change the “Companies Folder” to point to the folder you created on the server.



- If this is not the first year you use 1095 Mate and you need to roll-over your data from last year. Then go to one of the computers where you installed 1095 Mate and run the rollover command from the toolbar. Please make sure that you run the rollover function on a computer that has 1095 Mate for the year before installed and pointing to the company data for last year. For example if you are rolling-over you data from 2014 then 1095 Mate 2014 needs to be installed on the computer and you can see all the companies for 2014 inside 1095 Mate 2014.

- If you are not rolling over data from last year, then you can go ahead and create your first company inside any of the 1095 Mate copies you installed. Once the company is created you should be able to see it from all other computers.

Please remember..

- Do not open the same company file on two separate computers at the same time.
- Always backup your company files.
- The same steps in this tutorial also work if you are installing 1095 Mate on a virtualization system such as Citrix server or Microsoft Virtual Server.
- Always keep 1095 Mate software up to date by checking for new updates.
- If you install a 1095 Mate update on one computer make sure you install it on all other computers that share the same database folder.
- If you have any questions about this tutorial or on how to use 1095 Mate, please send an email to support@realtaxtools.com