



# Setting Up AccountEdge on a MAC OS 9.X system

## Support Note

For AccountEdge V5

### Introduction

This support note guides you through the steps involved in setting up AccountEdge and enabling access to the company file from multiple OS 9.X workstations.

The first step in setting up AccountEdge on multiple workstations is to install the software on each workstation using the installation CD. Although the data will be shared across the network, the program itself operates on each machine.

## What steps do I need to do to set up AccountEdge correctly?

The steps that you need to follow are:

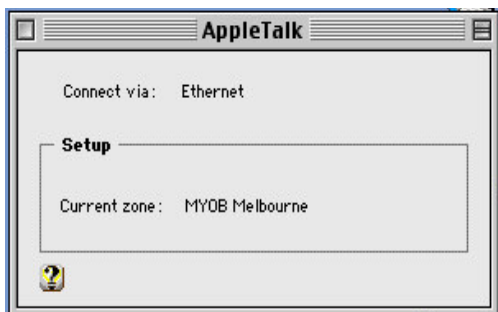
- Make sure the correct protocols are installed
- Create users and/or groups
- Enable Sharing on the machine that hosts the company file
- Share the folder where the company file is stored
- Mount the Network drives to the other workstations
- If necessary, create an alias on the workstation

### Step 1 – Make sure the correct protocols are installed

If you are using Apple Talk:

Go to your **Apple** menu choose **Control Panel** and click **AppleTalk**.

Make sure that it is set to '**Connect via**' Ethernet.



If you are using TCP/IP:

Go to your **Apple** menu, choose **Control Panel** and click **TCP/IP**.

Make sure this is set to 'Connect via' Ethernet and has been configured correctly. If you require further information on setting up TCP/IP please refer to Support Note 2103 'Setting Up TCP/IP'.

**Note:** If you do not have AppleTalk or TCP/IP in your Control Panel, it means you do not have OpenTransport installed properly, or it has been disabled. You will need to reinstall OpenTransport

## Step 2 – Create Users and/or Groups on the Host machine

You need to create Users that will have access privileges to the AccountEdge folder.

You can then either create a User Group to specify which users can have access to you company file, or you can give access privileges to everyone.

To create Users:

Go to the **Apple** menu, choose **Control Panel** and choose **File Sharing**.

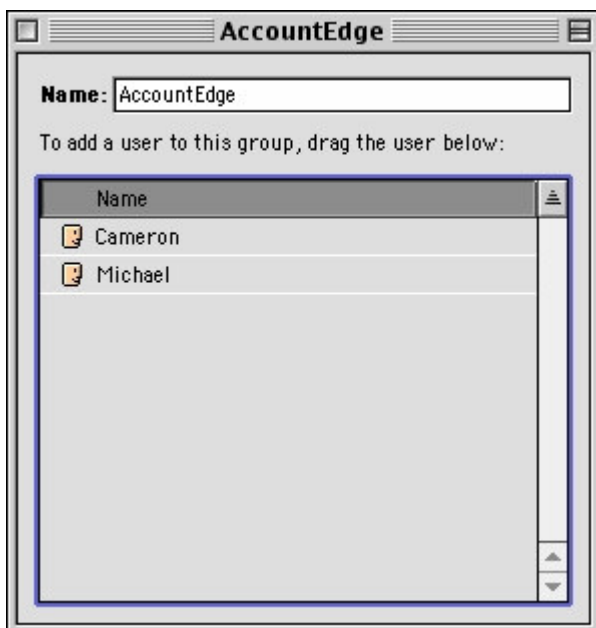
Click **New User** and enter the User names.

To create Groups:

Click **New Group** and name the group AccountEdge.

At the **Users & Groups** window, drag the User Names into the AccountEdge User Group.

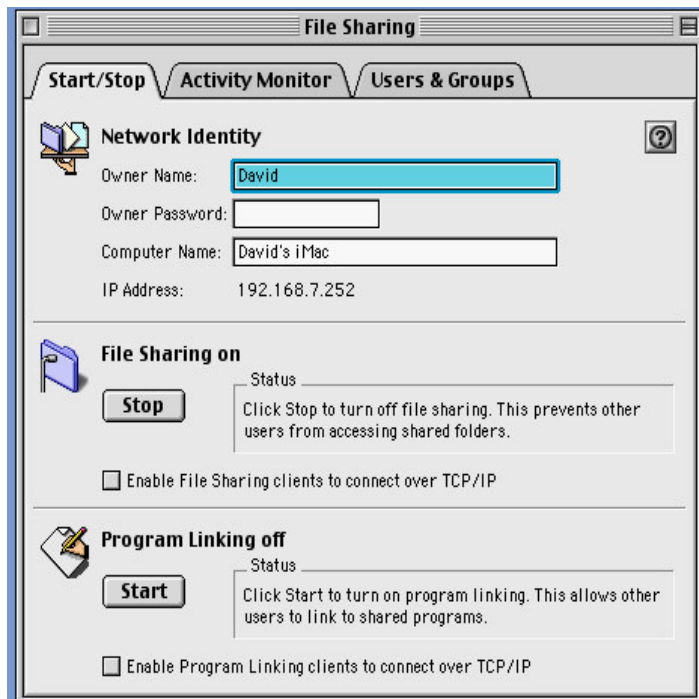
Having done this, double-click the AccountEdge User Group. You should see the relevant users included in the group as shown below:



### Step 3 – Enable File Sharing on the HOST machine

Go to the **Apple** menu, choose **Control Panel** and click **File Sharing**.

Make sure that File Sharing is set up as shown in the following window.



### Step 4 – Share the AccountEdge folder on the HOST machine

1. At the Desktop, double-click the **Macintosh HD** then double-click the **Applications** folder. Click the **AccountEdge V5** folder once to highlight it.
2. Go to the **File** menu, select **Get Info** and click **Sharing**. Make sure that the **Share this item and its contents** option is marked.
3. If you created a user group make sure that the AccountEdge User group has Read/Write privileges.
4. If you did not create a user group then make sure that **Everyone** has Read/Write privileges.

## Step 5 – Mount the drive on the workstations

1. Go to your **Apple** menu, select **Chooser** and click **Apple Share**.
2. Select the **Server** hosting the company file.
3. Enter your User name then choose the AccountEdge folder to open.

You should now have a drive on the workstation's desktop which links to the AccountEdge folder on the host machine.

## Step 6 – Creating an alias on the workstation (optional)

Double click the mounted drive on the workstation and highlight the company file with one click. Go to the **File** menu and click **Make Alias**. Now drag the alias onto the desktop.

To use the alias for the first time, it must be selected from within AccountEdge:

1. Double-click **Macintosh HD** then **Applications, AccountEdge V5** and then double-click the **MYOB AccountEdge V5** program icon.
2. Click **Open**, choose the **Desktop** and then select the Alias created in earlier.

Once this has been done, it will be possible to use the alias in the normal way by simply double-clicking it.

## How do I check to see if I have networked properly?

Open the company file on both the HOST machine and at least one workstation. Then on any of these machines, in AccountEdge go to the **File** menu and choose **Active Workstations**. You should see the user names of any users that are logged in.

**Disclaimer:** This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.