



## Network Preparation – How To

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**Applies to:** *Auction! V3* network edition

**Background:** As you prepare for your event, we want to remind you of the importance of configuring your network prior to the start of your event, and having local resources available to assist you in this endeavor.

Each computer is different due to its underlying operating system, its configuration and its security settings. Please test your network at least a few days prior to your event. We now offer a **NETWORKING** section in our [On Demand Web Training](#) series. **Please review the online network training courses as we are unable to provide networking configuration support for our customers.**

*Configuring your computer network is a prerequisite for running **Auction!** in network mode; it is not part of the **Auction!** software or technical support agreement.*

Network configuration can be very challenging at times, and often requires a skilled person to inspect the computers, cables, firewall settings, passwords, IP addresses, permissions, etc. for success.

Note: we strongly recommend WIRED networks. Wireless networks are subject to slowdowns and external interference at event venues.

### 1) Network Preparation

- a) You must register **Auction!** as a network edition user on each computer.
  - i) Click Help, About Auction to see how each PC is licensed
  - ii) In the upper right corner of the screen, the release number should be 3.1.9204 or later (click Help, Check for Updates if you need to install a more current release).
  - iii) Just below the release number, you should see Network Edition (multi-user and single user editions cannot be networked).
- b) Find the computer name of each PC or laptop. If the computer name is too generic, e.g. “My Computer” or “Dell”, then change it to a specific name for each PC so you can tell them apart.
  - i) On XP computer, right click My Computer, then left-click Properties, click Computer Name tab, look for name.
  - ii) On Vista & Win 7 computers, right click Computer, left click Properties, look for name.
- c) Connect each computer to router with Ethernet cables. Typical routers have 4 ports, plus an internet port.
  - i) Plug Ethernet cables only into one of the 4 ports. Do not use the internet port.
- d) Disable wireless capabilities on laptops. This step is **CRITICAL** - many networking slow-down issues stem from a computer using too many resources to hunt for a wireless connection that you’re not even using.
  - i) You may be able to disable the wireless networking by flipping an external switch on the side of your laptop.
  - ii) If there is no external switch, then look for a command in My Network Places or Network Center to disable the wireless connection.
- e) Network Setup Wizard. For all XP computers (host and subordinates), run the Network Setup wizard.
  - i) Click Start, Control Panel, Network Setup Wizard.
  - ii) Connection Method is Other as network type, since don’t need an internet connection.
  - iii) You will be prompted to enter/confirm the name of your Workgroup (eg Auction) and the name of your computer (eg Sally’s Sony).
  - iv) Name your Workgroup the same name on all machines. This is especially **CRITICAL** if your computers are running different versions of Windows.
  - v) Click Finish (you don’t need to copy the files at the end of the wizard for other machines), you may need to Restart Computer to enable new settings.

- vi) On Vista & Win 7 computers, you do not need to run Network Setup if you have disabled wireless and connected to the router. However, you should put them in the same Workgroup, Click Start, RIGHT-click Computer, then click Properties. Look for Computer name, domain and workgroup settings. Click Change Settings. Then in System Properties, click the Computer Name tab, then Change. Look for Computer Name/Domain Changes and type your Workgroup name in the box and click OK. You will need to restart your computer for the change to take effect.
- f) On Windows Vista computers, make sure the Network Discovery feature is On. In the Network and Sharing Center, find the Sharing and Discovery section and ensure Network Discovery is On.

## 2) Locating Computers on the Network

- a) From the subordinate or client XP computer, click My Computer, or from Vista/Win 7, click Computer.
- b) In the address box, type \\HostComputerName e.g.: \\Sally's Sony using the exact name of the host computer that you have found in Network Prep, step 2b).
- c) You'll see a list of shared folders on the host computer if the connection is successful. If the host computer is password-protected, you will be prompted to enter the password for the host computer.
  - i) Vista/Win 7 computers tend to like everything to have passwords, so if your computer is not password-protected, you're likely to have more trouble sharing with a Vista/Win 7 machine.
- d) If the client PC cannot see the host, you will need to turn off all firewalls.
  - i) For XP computers, click Start, Control Panel, Windows Firewall and change the setting to Off.
  - ii) For Vista & Win 7 computers, click Start, Control Panel, Security, Windows Firewall and change the setting to Off.
  - iii) For Norton, McAfee, and other firewall/virus protection systems, you will need to access your command screen for your program and turn off the firewall.
  - iv) After your event, remember to turn your firewalls back on before accessing the internet.
- e) Repeat the test until the client PCs can all see the host PC

## 3) Sharing Data on the Host Computer:

- a) If the host computer is an XP machine:
  - i) On the host PC, open My Computer.
  - ii) Double click the local hard drive C:\ to open the folder.
  - iii) Right click the Auction folder and left click on Sharing and Security.
  - iv) In the Network sharing and security box, place a check mark in both boxes to Share this folder on the network AND Allow network users to change my files (this gives Read and Write permissions for this folder).
  - v) Make the Share name: Auction.
  - vi) Click OK.
- b) If the host computer is a Vista machine, we recommend using the Sharing Wizard and following the steps as outlined in <http://windows.microsoft.com/en-US/windows-vista/Share-files-and-folders-over-the-network-from-Windows-Vista-Inside-Out>. To enable the Sharing Wizard, click Start, type the word folder in the Search box, then click Folder Options. Click the View tab and find the Advanced Settings box. Scroll down the list in this box and make sure there's a check mark in the Use Sharing Wizard (Recommended) choice. Follow the instructions on the website above. If you prefer to try to manually create your network, follow the instructions below:
  - i) On the host PC, open Computer.
  - ii) Double click the local hard drive C:\ to open the folder.
  - iii) Right click the Auction folder and left click on Share.
  - iv) Click Advanced Sharing, then click Permissions.
  - v) In the Permissions box, place a check mark in all three boxes to Allow Full Control, Change, and Read Permissions for Everyone. This is CRITICAL!
  - vi) Click OK.

- c) If the host computer is a Windows 7 machine, you'll follow the Vista instructions above with Permissions set to Read/Write.
  - d) If ALL computers are Windows 7 machines, we recommend setting up a HomeGroup and following the steps as outlined in <http://windows.microsoft.com/en-us/windows7/File-sharing-essentials> and <http://windows.microsoft.com/en-us/windows7/help/home-sweet-homegroup-networking-the-easy-way>  
NOTE: Win 7 Starter and Win 7 Home Basic may JOIN a HomeGroup, but can't actually create a HomeGroup. You'll need to use a different version of Windows 7, such as Home Premium, Professional or Ultimate, to set up your HomeGroup.
    - i) On the host PC, click Start, Control Panel, Create a HomeGroup.
    - ii) You'll be able to choose what files/folders to share. Choose the Auction folder. Make sure you choose HomeGroup (Read-Write).
    - iii) On the other computers, open Start, Control Panel, HomeGroup and click Join Now.
    - iv) You should be able to skip Steps 5 and 6 and go directly to Step 7.
- 4) Mapping a Drive Letter on the Client/Subordinate Computer(s):  
NOTE: the host PC does NOT map a drive letter, but works on the project in its own c:\auction folder (although it may seem to make sense to have all computers accessing data on the same drive letter, it will slow your network down to a snail's pace if the host computer is set up to map back to itself).
- a) In XP, click My Computer, Tools, Map Network Drive.
  - b) In Vista, click Computer and Map Network Drive will be on your toolbar.
    - i) Use the pull down arrow to choose a drive letter. We recommend a drive letter that does NOT rhyme with c:\ so that it's easy to distinguish in phone conversations or noisy environments. Choose Y, X, or W.
    - ii) Click Browse to see the list of computers that are connected to your network.
    - iii) Locate the name of the host computer.
    - iv) Expand the folders on the host computer if necessary to see the Auction folder.
    - v) If in step 3c) you found that you needed to enter a password to see the host computer, then you'll need to click the Connect Using a Different User Name link. Enter the sign-on name for the host PC.
    - vi) Enter the password for the host PC.
    - vii) You may have a prompt that allows you to re-connect to this network every time you start up. Check this as desired for now, but you'll probably want to uncheck the box once your event is over.
  - c) Special Considerations for Mapping the Drive on a client Windows 7 computer: As when you located the Host computer as in step 3 above, in the Computer address bar type \\Name of Host\Auction and then press Enter. The Auction folder on the host should appear as a network connection. Right click on this network connection and choose Map Network Drive. Assign a drive letter and then follow the prompts.
- 5) Network Connectivity Test:
- a) On the host computer, create a Notepad file.
  - b) Right-click anywhere on your desktop, then click New and Text Document.
  - c) Now look for your new icon named New Text Document.txt and double click to open it.
  - d) Type something like "Test on Host PC".
  - e) Click File, Save As and save the NetworkTest.txt file in c:\auction.
  - f) From each subordinate/client PC, double click on My Computer or Computer.
  - g) Double click on the drive letter you chose for the mapped drive.
  - h) Open the Notepad file called NetworkTest that you just saved.
    - i) Add a new line to the document, something like "Test from John's laptop".
  - j) Save the file.

- k) If no write errors occur on any of the client PCs, then you're ready to continue with the network setup.
- l) If you get an error that says "no permission to write to this location", go back to the host PC and make sure you've shared both Read and Write (see Step 4, Sharing Data on the Host Computer).

## 6) Opening the Project on Host Computer

- a) Start **Auction!** on the host PC.
- b) If the data already exists on the host:
  - i) Click File, Open Project.
  - ii) Locate your current project in c:\\auction. (This is the default and correct location for the hosted data.)
  - iii) Double-click to open the project in Shared Access.
- c) If the data is in backup form on a USB flash drive:
  - i) Click File, Restore Project from Backup.
  - ii) Use the dropdown arrow to locate the drive letter for your flash drive.
  - iii) Your backup will appear in the bottom half of the screen.
  - iv) Click the project to highlight it; then click the Next button.
  - v) The project should be restored to the c:\\auction folder.
  - vi) Click Restore Here.
- d) If the data is in backup form in an email: you must download or save the email attachment to your hard drive (this is usually a single left-click or single right-click to see the correct command).
  - i) Remember the location where you save the attachment.
  - ii) Click File, Restore Project from Backup.
  - iii) Use the dropdown arrow to locate the place where you saved the email attachment.
  - iv) Your backup will appear in the bottom half of the screen.
  - v) Click the project to highlight it; then click the Next button.
  - vi) The project should be restored to the c:\\auction folder.
  - vii) Click Restore Here. Your project should now display its status on the top bar of the **Auction!** screen e.g.:  
your Project Name - Shared Access (C:\\Auction)
- e) Do NOT open or restore project to the client computer(s).

## 7) Opening the Project on Client Computer(s):

NOTE: Do this one computer at a time and allow the project to open completely on each machine before opening on the next. This way, the project data can be validated on each PC. If you open the project too quickly and/or a team member starts working in the project before it's open on all computers, you may see a warning message that project may have corrupted data and/or may be in an inconsistent state. Not to worry, just click on the Project Validation button. If Names, Items, and Transactions are shown Green (Good) or Yellow (Unknown) then there's no problem. The only time you need to click on the Repair Project button and the Recreate Project button is if you see any Red (Bad) data.

- a) Start **Auction!** on one of the client PCs. Click File, Open Project.
  - i) Locate the project by using the dropdown arrow to find the mapped drive letter.
  - ii) Double-click to open the project in Shared Access.
- b) After the project has been opened on all computers, perform this test to verify that all folks are in the same dataset (and haven't accidentally opened local copy that is not shared with others).
  - i) On one of the computers, click Insert, Name.
  - ii) Enter a Last Name of aaaa and make sure the Invitee box is checked.
  - iii) Click Save.
  - iv) On all other computers, click File, Refresh Screen.
  - v) Verify that the aaaa person is at the top of the Invitee name screen.
  - vi) You may delete the aaaa name once all computers have verified that they can see this name (again, click File Refresh Screen on the other PCs to make the name disappear).