

Sunburst Software Solutions

2378 Dane Hill Road, West Charleston, VT 05872

Phone: (888) 348-2877 Fax: (866) 684-5157

Email: sales@sunburstsoftwaresolutions.com

Website: www.sunburstsoftwaresolutions.com or www.QB4Contractors.com

Construction Application for Payment Solution Network Installation

Construction Application for Payment Solution (CAPS) can be installed on a network and only one person at a time should use the program to retrieve information from QuickBooks.

While Sunburst Software Solutions, Inc. does not proclaim to be an "IT Company" we do provide you with Network installation instructions which are also provided in the manual that you printed from your program or purchased with the program. Below, you will find: first a general overview and, then, detailed instructions for network installations.

Please be advised that we do **not** provide Network Installation services.

1. The program should always be installed on each PC, preferably in the default location. NEVER COPY the program from one PC to another PC, it will not work.
 - o For CAPS the default installation path of the program itself is:
C:\Program Files\Cap
2. Your "Data" is split in 2 major sections,
 - o The QuickBooks Company file.
 - o The data that the CAPS program keeps
 - The CAPS "data" consists of numerous files containing information, all of which are contained or live in a folder that is named "Data"
 - For each CAPS installation there is a "*Data Path or Computer Address*", this "*Data Path or Computer Address*" is the name of the folder that contains the above-mentioned "Data" folder. In a default installation the "*Data Path or Computer Address*" is **C:\Program Files\Cap**.
 - To verify or determine this information: In CAPS, choose System Setup → Data Locations. This is where both the CAPS Data Path and the QuickBooks file locations are specified.
3. To have the CAPS program share data on a network, simply create a **folder** on the network where the proper users can both read and write files, you can call

this folder anything that is meaningful to you, such as Billing Data or AIABilling Data. You would then *copy* the ENTIRE "**Data**" folder to the network folder called Billing Data or AIABilling Data, in other words the folder called Billing Data or AIABilling Data would contain a folder called "**Data**". You would then start the CAPS program on EACH computer, to the System Setup menu, choose Data Locations and then use the "Browse" button to change the Data Locations to point to that network location.

- Be sure this folder is backed up on a regular basis, as it contains all the data that is entered into the CAPS program.
- This data is **not** backed up with QuickBooks. [click here for the article on 'Backing up your Construction Application for Payment Solution Data']

Prerequisites:

1. Install the CAPS program on at least 1 PC. You should be able to start the program from the desktop short cut or Start Menu.
2. A shared location on the network must be created that the users will have permission to access.
 - Preferably, this is setup as a network drive such as "P:", but a shared folder will work.

To Create a Mapped Network Drive:

To map a network drive, start your preference of Windows Explorer or My Computer. Choose Tools --> Map a network drive. Select the drive letter that you wish, and then use the browse button to peruse your network and find the folder to associate with this drive letter. DO NOT choose the "Data" folder where your CAPS data exist, choose either the folder where this "Data" folder exists or a higher folder.

Details:

1. Use "My Computer" or "Windows Explorer" and navigate to the shared folder on your network drive or folder where the data will be shared.
2. Create a folder named "**CAPS**" within this folder so it can contain all of application data.
3. Locate the current "Data Path" in the application.
 - To find the current location of your CAPS Data, from within CAPS select the Menu Item: System Setup --> Data Locations. Again, your CAPS Data is that first line item.
4. Close the application.
5. Back in "My Computer" or "Windows Explorer" navigate to the "Data Path" folder (which is by default C:\Program Files\Cap), now right click on the "**Data**" folder, and then click "**Copy**".

6. Navigate to the shared folder created in step 2 above - following our example this would be P:\CAPS.
7. Once in the CAPS folder, right click on any blank space, and then click "**Paste**".
8. Now start the CAPS program, choose the System Setup menu and Data Locations and in the "**Data Path**" box, enter the name of the folder created in step 2 or use the "Browse for Data Path" button to locate P:\CAPS. **Note:** this path does not include \Data at the end of it; rather, it is the location of where this data folder is.

For each additional PC that you wish to add, simply install the software. Start the software, and then change the "Data Path" to the location of the Data folder following the instructions in Step 8 above.

Please document for future reference the location of your CAPS data and remember to backup this data as it is not backed up when you backup your QuickBooks company file.

If you get an **I/O Error 75 or 76**, then you do not have the proper permission set for the network "Data" folder and/or any folders below it **OR** you have included \Data in the location of the file. To prove this to your network technician, open Word and then try to save any document to this folder and/or any nested folders. You should get a similar error.