

Setting up Boulevard to Run on a Network

To access the same Boulevard database simultaneously on multiple computers it will need to reside on a network that has already been setup.

If you have questions regarding general networking, or are not familiar with setting up a network, below are some additional resources to get started. We highly recommend you seek professional assistance from a computer technician if you are not comfortable with any of the information provided.

Important note: *Do not attempt to generate invoices on more than one computer simultaneously. Boulevard is not programmed to have two or more people on different computers on the network creating invoices at the same time.*

On the server computer:

1. **Install Boulevard**, or open Boulevard and make sure that your current data is showing.
2. **Close**
3. Hold down the **Windows key** and the **'R'** key on the keyboard.
4. Type in **%AppData%** and click **OK**.
5. **Right-click** the **Blvd folder** and select **Properties**.
6. Select the **Sharing tab**.
7. Select **Share With (or Share)**.
8. From the drop-down choose **Everyone** and click **Add**.
9. Click **Share**.
10. Click **Advanced Sharing**, then click **Share this folder**. By default, it should automatically give it a name, if not, type name **Blvd**.
11. Click **Permissions** and select **Everyone (or desired user account)**.
12. Click **Full Control**, select **Change**, and click **Read**.
13. Click **Share**.

On each client computer:

1. **Install Boulevard**.
2. **Open** Boulevard to confirm it can run independently on the client computer, then close completely.
3. Select **Map Network Drive**
4. Select **B:** for the Drive.
5. Click **Browse**, then navigate to the location of **Blvd** on server computer. (e.g. *C:\Users\Your User Account Name\AppData\Roaming\Blvd*).
6. Click **OK**.
7. Make sure **Reconnect at logon** is selected, then click **Finish (or OK)**.
8. **Close** all open windows.
9. **Right-click** on your **Desktop** and select **New**, then **Shortcut**.
10. Type the following: **"C:\Program Files\Blvd2017\Blvd.exe" "B:\Blvd.mdb"**
11. Click the **Next**.
12. Type in a name of the shortcut (e.g. *Suzy's Blvd*), then click **OK**.

Use the newly created shortcut to run Boulevard. To verify that the networking was successful, create a test customer on the client computer. Then go to the server computer, launch Boulevard and ensure the newly created test customer has been added.