



INSTRUCTION MANUAL

SAFE Professional Septic, LLC Judy Pearson - EXIT -

SAFE SOFTWARE Version 11.1 Copyright 2011

Customers Work Orders Financials Reminders Organizing Summaries

Overview Septic Contracts Septic Inspections Pumping Rentals Remote Alarms Vehicles Spreadsheets

Memos and Notes Date: 06/29/2011 View or Add New Print All Print Range Delete Range of Memos

Utilities and Options Master Files Connect to a Network Backup Data Employees Switch Users (Login) Switch Names

Quick Search Site Address: Last Name: Email To: Map:

Customer Listings Customer Quickviews Miscellaneous Reports Company Listings Customer Counts Customers to Contact

Customers by Name	Count	City Name	Count	Subdivision	Count	County Name
A+ Plumbing,	158	Flower Mound	3	Hills of Argyle	589	Denton
Absolute Septic Pumping,	107	Argyle	3	Guy James Ranc	43	Cooke
ACE School of Tomorrow,	102	Double Oak	1	Wichita Creek Es	4	Wise
ACE School of Tomorrow,	72	Sanger	1	Sunrise Bay	4	Tarrant
Adkins, Chris	47	Justin	1	Lake Kiowa	4	Grayson
Ahrweiler, Mary & Joerg	34	Copper Canyon	1	Hidden Falls Ran		
Alford, Mark	33	Bartonville	1	Hidden Falls Ran		
Allegro, Robert	32	Valley View	1	Hickory Hill Estate		
Alvarado, Diana	27	Krum	1	The Oaks		
Alvarez, JoEllen	23	Lewisville				
Amen, Darrell	19	Aubrey				
American Pet Spa,	17	Gainesville				

Total Customers Entered: 833 Total Cities in Master Files: 38 Subs in Master Files: 3 Total Counties in Master Files: 6

- NETWORKING DATA
- BACKING UP DATA
- TRANSFER OF DATA
- SWITCHING COMPANY NAMES



Networking the SAFE Program



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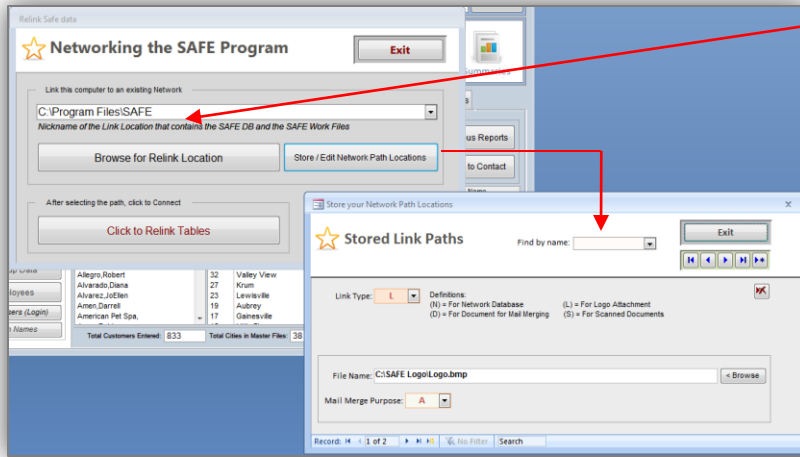
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Main Menu: Networking your SAFE Program



Networking and Re-linking Data Tables

I receive a lot of questions concerning networking SAFE and the Re-linking of the data tables.

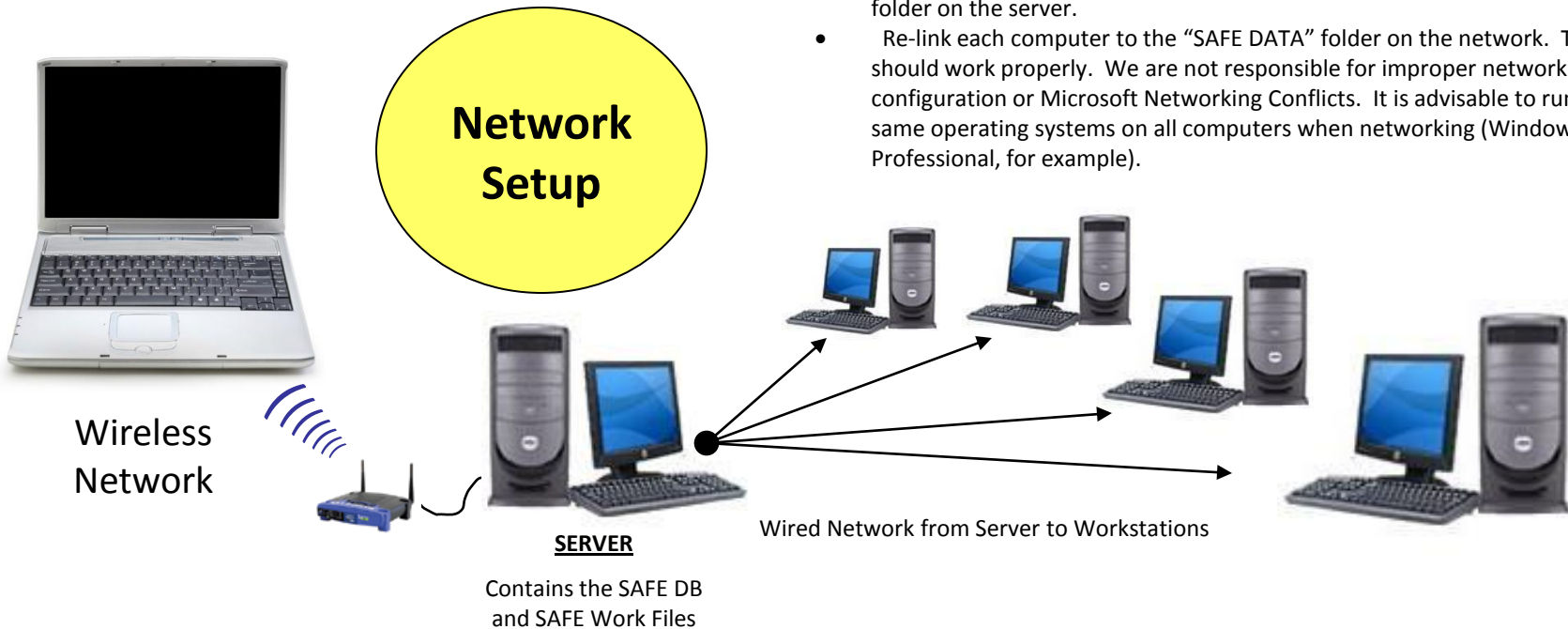
SAFE DOES NOT SETUP OR CREATE A NETWORK FOR YOUR MULTIPLE SYSTEMS. WE SIMPLY GIVE YOU THE ABILITY TO RELINK YOUR DATA TABLES TO THE APPROPRIATE NETWORK FOLDER IN ORDER TO VIEW AND WORK FROM SAFE ON THESE MULTIPLE SYSTEMS.

Networking: It is advisable to seek professional "help" before setting up an office network.

The SAFE DB.mdb and the SAFE Work.mdb have to reside in the same folder in order to network properly.

Most networks are set up this way:

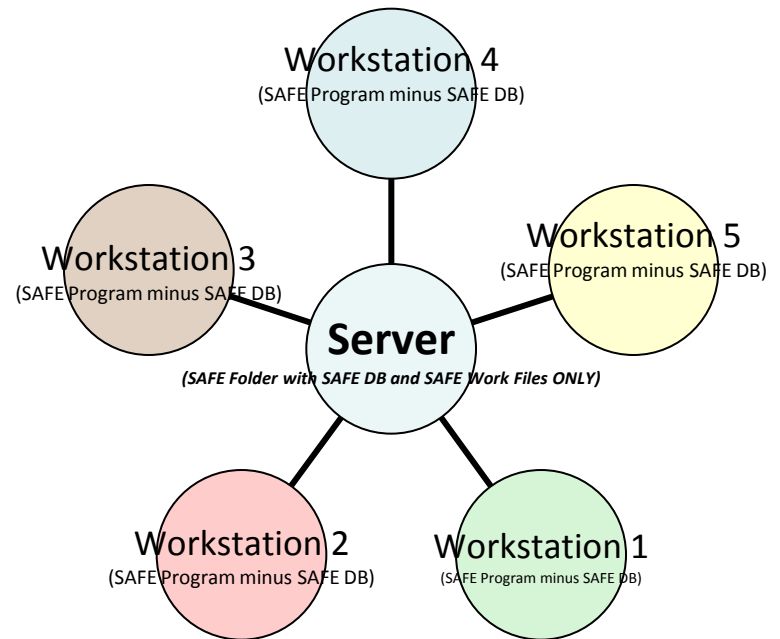
- SAFE is loaded on every computer. The same Product Code will need to be on every computer.
- Create a folder called SAFE DATA (for example) on your server. Make sure that you set the Sharing Properties correctly.
- Copy the SAFE DB.mdb and the SAFE Work.mdb files to this SAFE DATA folder on the server.
- Re-link each computer to the "SAFE DATA" folder on the network. This should work properly. We are not responsible for improper network configuration or Microsoft Networking Conflicts. It is advisable to run the same operating systems on all computers when networking (Windows XP Professional, for example).



More explanation of the NETWORK process.....

NETWORK DIAGRAM

1. Install the SAFE Program on all Workstations.
2. Start up SAFE from one Workstation and go through the install / setup procedure (Product Code and Company Name entry).
3. Create a folder on the Server called SAFE DB (or something similar).
4. Copy and Paste the SAFE DB and the SAFE Work Files from the Workstation where SAFE has been fully installed and setup (codes and company name have been entered).
5. Delete the SAFE DB in the C:\Program Files\SAFE Folder of each WORKSTATION.
6. On each Workstation, start SAFE from the Desktop Icon (an error will appear). Go to the Re-link Menu. Type (stand-alone version) or Browse (Access XP or 03 versions) the target for the re-linking. Example: G:\SAFE DB or \\SAFE DB. Consult a Computer Network Specialist if you are having difficulty.
7. Click the Re-link button and restart SAFE. You will be re-linked to the server drive.



Backing up



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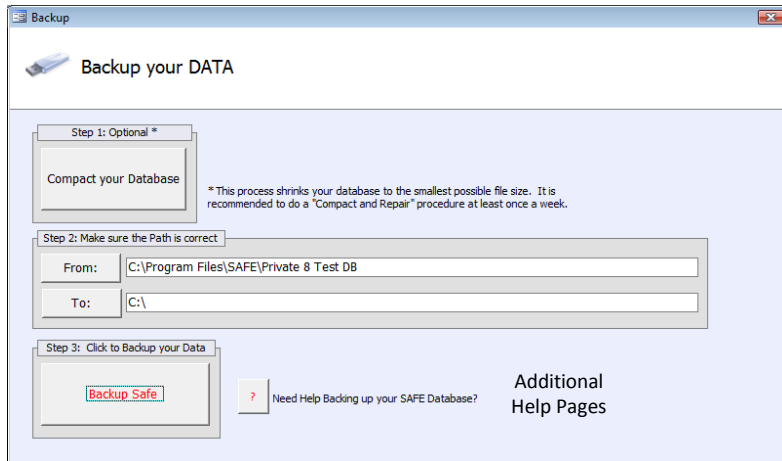
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Main Menu: Backup and Compacting the Database

Backup your data with ease. Safe will automatically know where your database is (Access Version or Stand-alone). Simply select the location that you want your information copied to.



BEST DEVICES: *We do not recommend using a CD-R or CD-Rw for backing up your data. CD's are often faulty, unreliable, delicate, and not durable. We recommend the following alternatives:*

USB Flash drives: *These new devices are GREAT! They are very portable, durable, and format themselves on most computers. The only drawback is that they are SO easy to transport, you may misplace them!*



External Hard Drives: *This is a bigger (and more expensive) version of the USB Flash Drive. It will hold a lot of data and will keep your files safe from a computer melt-down. Don't just rely on this device however, they can overheat and become useless.*



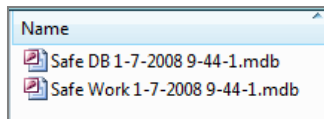
Zip disks: *Older technology. They are slower and don't hold as much as the newer external hard drives. They are, however a great option when you are using older systems that may not work well with the later Windows Operating systems.*



Backup Process: It is recommended that you backup at least once a week. Most companies backup at least once a day to ensure they are up to date or don't have to reload a lot of data if their computer crashes. Here are the steps to backing up the SAFE Database.

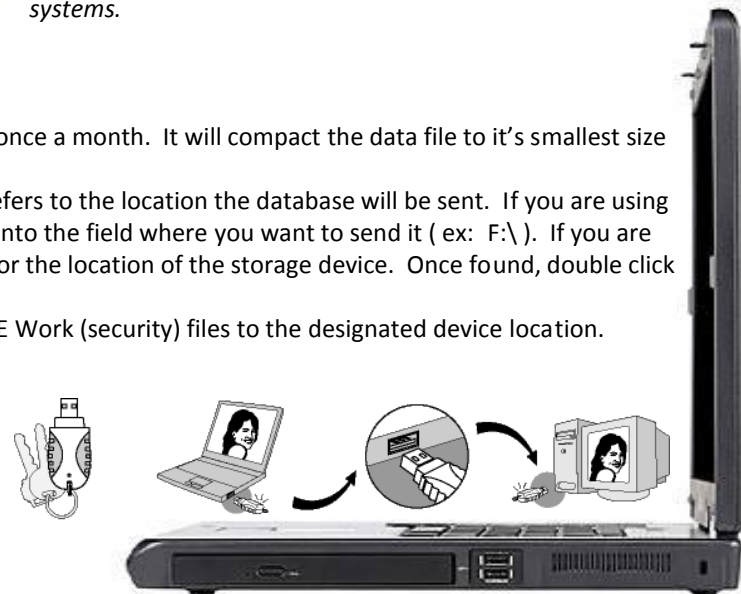
- Step 1:** Compact your SAFE Database. This process should be performed at least once a month. It will compact the data file to it's smallest size to help conserve room on the storage device.
- Step 2:** The "From" field is where your SAFE Database is located. The "To" field refers to the location the database will be sent. If you are using the Standalone version (non-Access version), then you will have to manually type into the field where you want to send it (ex: F:\). If you are using the Access-based version, then simply click on the "To" button and browse for the location of the storage device. Once found, double click on it and the device drive letter will appear in the white portion of the "To" field.
- Step 3:** Click the "Backup Safe" button to send a copy of the SAFE DB and the SAFE Work (security) files to the designated device location.

* The Backup procedure DOES NOT backup the entire SAFE folder. It creates a copy of the SAFE DB and SAFE Work files and renames them with the Current date and time. Example



IMPORTANT NOTE: Microsoft Access cannot SYNCHRONIZE DATA. In other words, you cannot add data in on your laptop with a copy of SAFE while your office person adds data to the SAFE Program in the office. One database will override the other when merged, thus loosing the data from one database. If you are networking your Laptop and your Server over a wireless Network, you will be simply using ONE database (placed on the server).

Prices for these Storage Devices vary depending on the storage capacity. Check your local computer store for current prices. Many computers come standard with external USB Ports for Data Storage devices and other equipment connections, however, please make sure your computer has one of these connections before your purchase.



Switching Company Names



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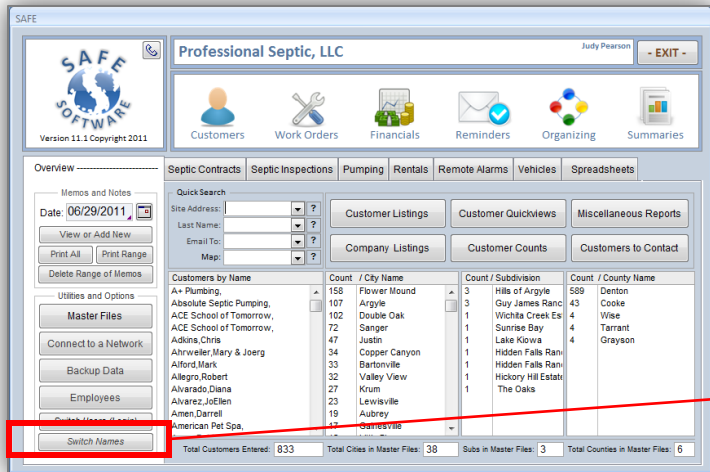
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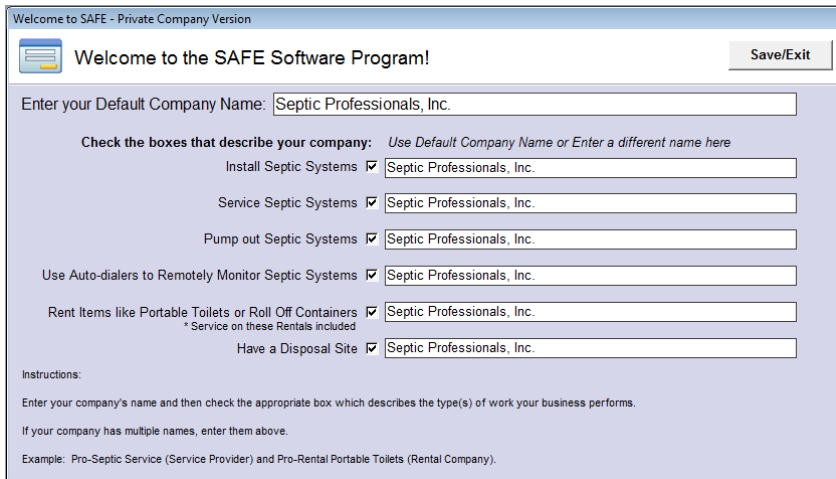
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Main Menu – Changing Company names

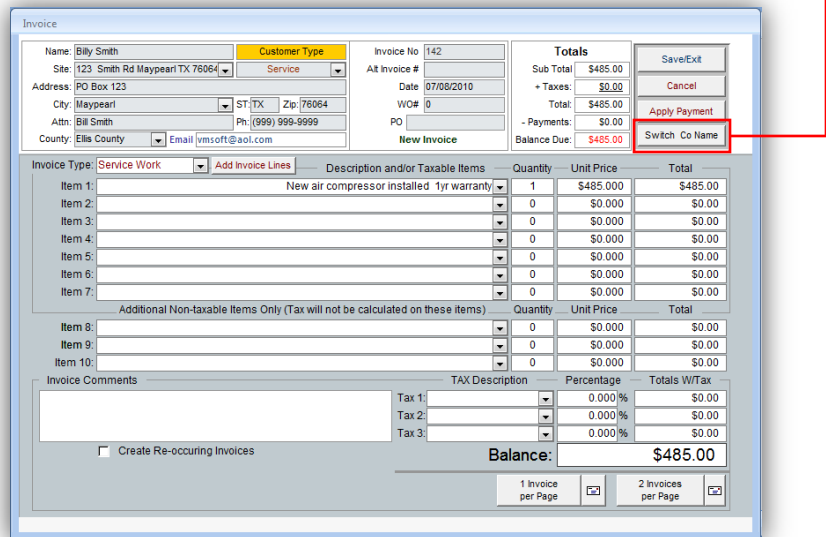
- Click on the “Change Co. Names” button. Use this if you want to change your company’s name to show on all documents.
- The name change will show instantly after clicking “Save and Exit” to apply the name change.



Initial Setup during Installation: You type in your Default company name and all other company names that you will be using in SAFE.



Name Changes for Documents: You can also change your name before printing out many documents in SAFE. Note that financials are not sorted by company names – they are all grouped together under your default company name.





T H E E N D