TRANSFER FUNCTION TO THE LAPTOP

Configuration required

- A laptop connected to the network

On this laptop, 2 icons for launching Odeis should be present:
- 1 remote icon: (the laptop is the remote desktop, it will search for the data on the file server)
- 1 local icon: (the laptop is the office file server, it will search for the data on its local drive)

Starting point for the transfer

- Copy the file from the server to the laptop

Purpose of the operation (from the file server to the laptop)

- Go to the menu Miscellaneous/Maintenance/Utilities
- Click in File transfer /laptop, then choose the option 'Laptop update'

- Enter the name of the laptop and the local directory in which the file is located
- Enter the location of the data on the file server

NB: This information is backed-up for future use

- F2 to validate: information is transferred from the server to the laptop

It is **essential** that this function is launched from the LOCAL icon on the laptop.
During the transfer, no computer (with the exception of the laptop) should be working in the file to be retrieved

Purpose of the operation (**from the laptop to the file server**):
- Go to the menu Miscellaneous/Maintenance/Utilities
- Click in File/laptop transfer, then choose the option 'Laptop update'
- If required, input the relative information in the laptop and the file server*

- Click on the yellow arrow : the transfer direction is reversed, the information will be copied from the laptop to the server. You will be asked to confirm before proceeding

- if you click 'Yes', you need to input the following password in order to confirm the transfer direction. The password is 'ssecorp'.

- F2 to validate: information is transferred from the laptop to the server.

 It is <u>essential</u> that this function is launched from the LOCAL icon on the laptop. During the transfer, no computer (with the exception of the laptop) should be working in the file to be retrieved

Be careful with the transfer from the laptop to the server

 If you have to work on the laptop (inputting sales and stock etc): It is essential that there is no overlap of information =>

If you have to carry out transfers in both directions (server to laptop and laptop to server), you must observe the following recommendations:

 <u>from the laptop to the server</u>: at the end of the transfer, working on the server is prohibited until the transfer from the laptop to the server has been carried out. Any additions, modifications or deletions on the server will be cancelled during the transfer from the laptop to the server.

 <u>from the server to the laptop</u>: at the end of the transfer, working on the laptop is prohibited (<u>locally</u>) until the transfer from the server to the laptop has been carried out. Any additions, modifications or deletions on the server will be cancelled during the transfer from the server to the laptop.