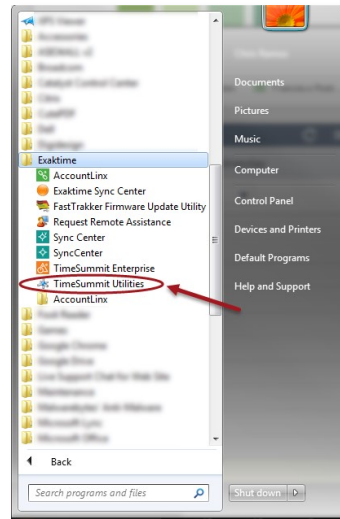


You will be doing this from the computer with the database installed (we will call this the “server”). The instructions differ depending on the version of Windows you are running.

## Windows 7 & XP

1. Access Start Menu
2. Access All Programs
3. Access Exaktime Folder
4. Open TimeSummit Utilities.

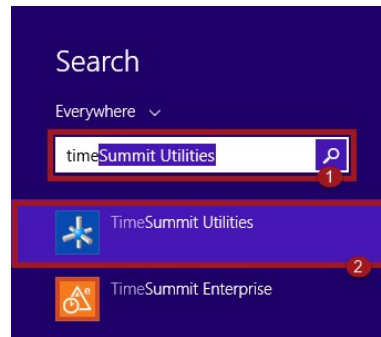
Alternatively, on Windows 7 machines *only*, you can use the Search bar by typing in TimeSummit Utilities.



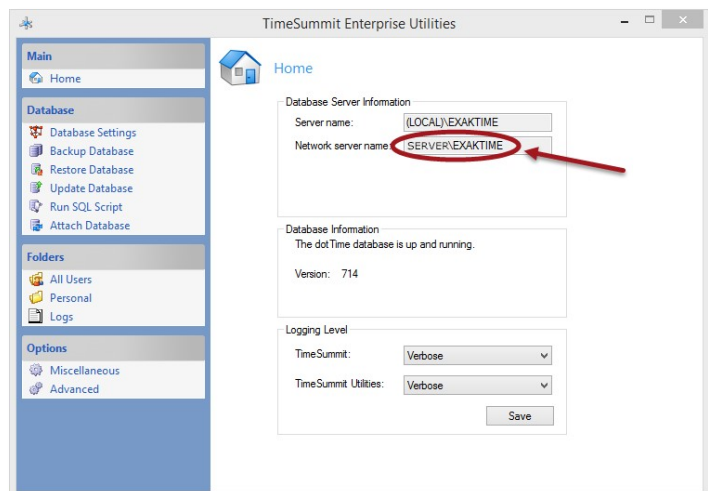
## Windows 8 & 8.1

Tap on the Windows Key on your keyboard or click on the Windows button on the bottom left corner of your screen.

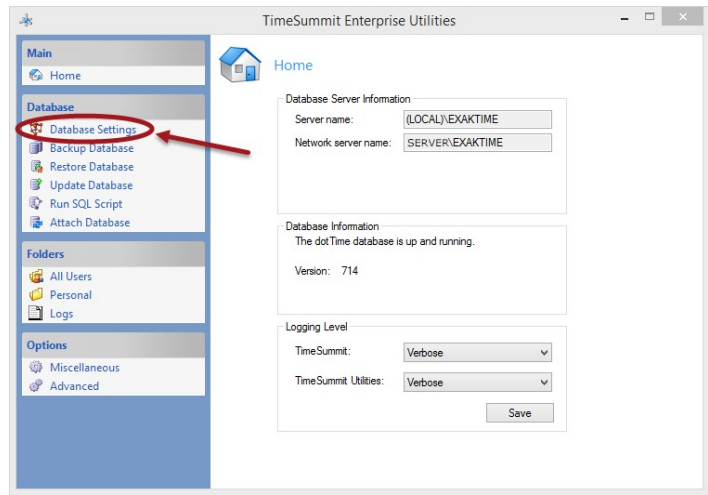
1. Type “TimeSummit Utilities” in the search bar.
2. Click on **TimeSummit Utilities**



Once in TimeSummit Utilities, locate and write down the “Network server name”.

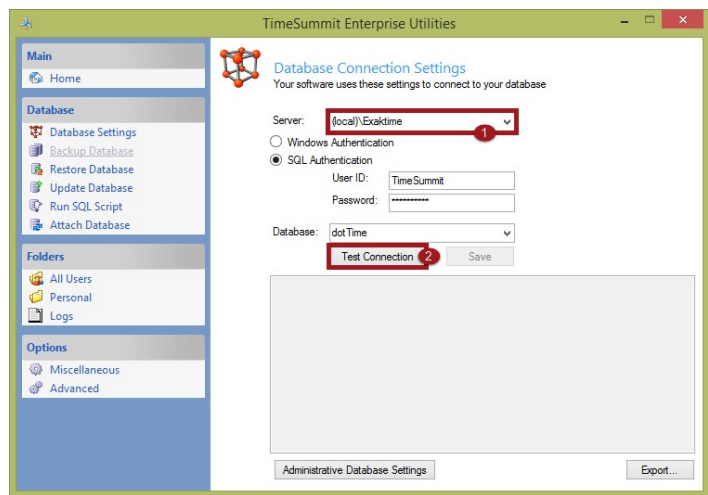


On the computer running TimeSummit, open TimeSummit Utilities and click on **Database Settings**.



While in the *Database Settings* tab:

1. In the “Server” field, type in the *exact* Network server name: “\Exaktime”
2. Once you see the network server name in the “Server” field, click on **Test Connection**.



A window should come up stating that the “Connection tested successfully”.

Click **OK**, then click **Save** (which is in the middle of the screen).

Close TimeSummit Utilities.

