

You must have full administrator rights to perform these steps!
(If you already have your OTTER database on a network drive, skip steps 2 and 3)

1. Install Otter 2017 on a local machine (will be installed at C:\Program Files (x86)\Otter32)
2. Create a folder on your network for the Otter database (the name of the file is Otter32.accdb)
3. Move the Otter32.accdb database file from C:\Program Files (x86)\Otter32 to your network folder you created in Step 2
4. Navigate to C:\Program Files (x86)\Otter32 and locate the file named OTTERNG.exe.config
5. Open the OTTERNG.exe.config file using Notepad
6. Change connectionString source from C:\Program Files (x86)\Otter32 to your specific network location created in Step 2. For example:

From:

```
<add connectionString="Provider=Microsoft.ACE.OLEDB.12.0;Data Source=C:\Program Files  
(x86)\Otter32\otter32.accdb;Persist Security Info=False;" name="OTTERConn"/>
```

To:

```
<add connectionString="Provider=Microsoft.ACE.OLEDB.12.0;Data Source=YOUR NETWORK  
PATH\otter32.accdb;Persist Security Info=False;" name="OTTERConn"/>
```

7. Save and close the OTTERNG.exe.config file
8. The data in the database will then be saved on your network.
9. For each additional user/workstation: Complete Step 1 on the additional workstation
10. Navigate to C:\Program Files (x86)\Otter32 and DELETE the installed Otter32.accdb file
11. Complete Step 5 through 7.