

2018 OTTER NETWORK Installation Instructions

**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 2018 on a local machine (will be installed at C:\Program Files (x86)\Otter32)
2. Create a folder (name it Otter32) on your network for the Otter database (this is a Microsoft Access File named Otter32.accdb or Otter32).
3. Move the Otter32 or 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 (right click file name and select “open with” and then choose “Notepad”)
Note: The config file may just be called OTTERNG.exe. You can tell it is the right file because the file “Type” is “CONFIG File”
6. The portion of the file you will need to edit is on line 7. Change the connectionString source from C:\Program Files (x86) to the 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\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.