



Millennium 2

Payroll & HR Software

Moving Installation Directory

Support: 814.835.2222

Moving Millennium 2

This document will provide the necessary instructions to relocate the system files and folders used by Millennium 2.

There are four tasks involved in moving a standard installation.

1. Locate current installation directory.
2. Copy the installation directory and ALL subfiles and subfolders to new location.
3. Set up appropriate shares and network rights on the new installation directory.
4. Update all current Millennium 2 workstations to work with the new locations.

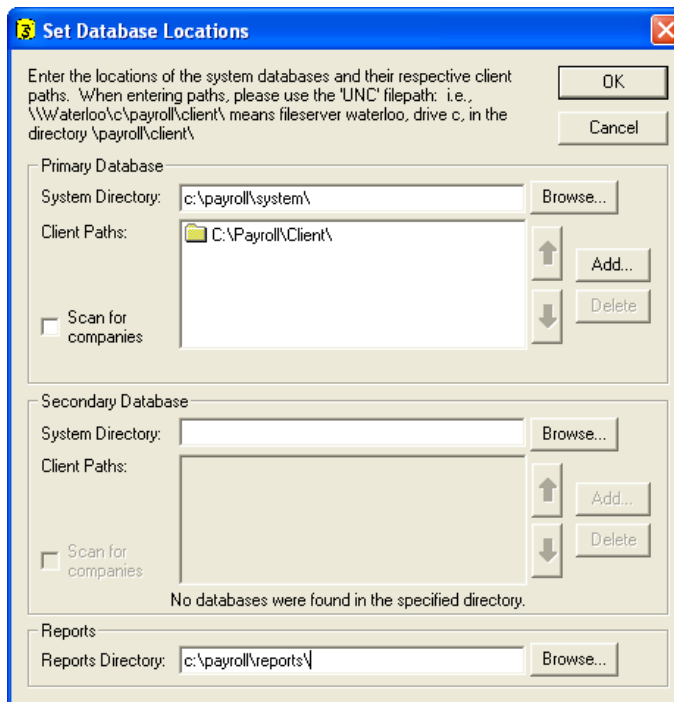
1. Locate current installation directory.

- a. All of the files used by Millennium 2 are located in a directory, either on a shared server, or your local computer. The main folder will have at least three folders in it, named 'System', 'Client', and 'Reports'. You must move the entire top folder to the new location.
- b. Each Millennium 2 workstation has a utility called setloc.exe installed on it. Open the 'My Computer' folder by double-clicking the 'My Computer' icon on your desktop.
- c. Browse to the C:\Program Files folder (Please note that your drive may not always be 'C:'...).
- d. Find the folder called 'Millennium' and double-click to open it.
- e. Find the file called SetLoc.exe (you might not see the '.exe' part, but it's always called SetLoc. The icon should look like this:



Setloc.exe

- f. Double click the Setloc.exe file to open the 'Set Database Locations' window, which looks like this:



In this example, the main folder is c:\payroll

DO NOT MAKE ANY CHANGES at this time, just note the locations.

2. Copy the installation directory and ALL subfiles and subfolders to the new workstation or server.
 - a. In the above example, we would copy the ENTIRE `c:\payroll` folder to a new location.
 - b. You can rename the main folder at this time, but DO NOT rename any of the subfolders. For example, in the above reference our main folder is called 'payroll' and we want to rename it to 'payrolldata'.

3. Set appropriate shares and network rights.
 - a. Millennium uses UNC paths internally. It is NOT necessary to map server shares to drive letters.
 - b. If the new location is on a shared resource such as a server, you must share the folder so that each Millennium user can browse to that folder on your network.
 - c. You must also make sure that each Millennium user has full read/write control over the main folder and all files and folders within it.
 - d. REMOVE any users or groups from the permissions who are not to have access to payroll data. This includes the default 'Everyone' group.

4. Update all current Millennium 2 workstations to work with the new location.
 - a. You will again use the 'SetLoc.exe' utility discussed in step 1. You will need to update the 'System Directory', 'Client Paths' and 'Reports Directory' settings.
 - b. Find and execute the 'SetLoc.exe'.
 - c. In the first path labeled 'System Directory', either browse to or type in the full UNC path to the 'System' folder. For example, `\\reallybigserver\payrolldata\System`
 - d. In the 'Client Paths' pane, select the old path and click 'Delete'.
 - e. Next, click the 'Add' button and browse to the new location of the 'Client' folder, for example, `\\reallybigserver\payrolldata\Client`
 - f. Finally, in the 'Reports Directory', either browse to or type in the full UNC path to the new location of the 'Reports' folder, for example, `\\reallybigserver\payrolldata\client`

NOTES:

You will need to repeat step 4 on EACH workstation. However, steps 4(d) and 4(e) will only need to be done the first time. Each subsequent workstation should show the correct Client path after the System path is set up correctly.

If you are unable to browse or locate any of the directories using the SetLoc.exe utility, you do not have your permissions and/or share set up correctly.