

# WinBidPro v15

## How to Share Vendor Catalogs on a Network

WinBidPro v15 is not considered a “Client – Server” application, but it is capable of letting multiple users share the same vendors. The program currently uses Microsoft Access databases for storing the vendor information. This type of database is capable of handling 10 or fewer users at the same time, but we have noticed that the files become quite large, and the program becomes slower when this is the case.

It will be necessary for you to use the “v15 Database Utility” tool (this icon is installed on your desktop) at least once a week to keep the vendor catalog files as efficient as possible. Any user who is set up with the shared catalogs can run this tool, but all users must be out of the program in order for the tool to compact the catalog files.

Here are the steps that will allow you to share vendor catalogs for WinBidPro v15 on your network.

1. Install the v15 program on each user's computer. It is Not necessary to install the program on the server drive.
2. Create a data folder on your file server that everyone can access. It is best to map this server drive, or folder to a logical drive on each user's desktop. We recommend using the same mapped drive letter on each user's computer to be consistent and help with support. For example, [S:\GDSVendors](#) would be a good place to store the vendor folders.
2. You will need to install vendors from the gds web site, [www.gdsestimating.com/vendors](http://www.gdsestimating.com/vendors). If you haven't done this yet, install whatever catalogs on one of the WinBidPro computers. These vendor catalogs install automatically into the [C:\WinBidPro](#) folder.
3. Each vendor you install has its own folder inside the [C:\WinBidPro](#) folder on the user's computer. You will want to copy each of the vendor folders and all of their contents to the server drive that you have chosen. ie. [S:\GDSVendors\XYZ Aluminum Corp](#)
5. Next, copy the Master.mdb, VendorTemplate.mdb, v15Import.exe, and RepairUtility.exe files to the same server folder. ie. [S:\GDSVendors](#). All of these files are located in the [C:\WinBidPro](#) folder. Make sure you do this from the computer with which you installed the vendor catalogs.
6. Open the v15 program on each user's machine and selected any job from any vendor in order to get into the program. Click the "System Defaults" link in the menu tree, then click the "Set Location of Master.mdb" button. Browse to the data folder on your server, and select the Master.mdb file. Make sure you do this on each machine that needs to share the vendor files.
7. Re-open the v15 program on each workstation, and add any user names that need to be added to the login window. If the Vendors window doesn't open when opening the program, you can click “Vendors” from the menu tree after opening the program.
8. The vendors that were installed or imported will have a C: drive designation in the path of the MDB file. You will need to edit the path of the installed vendors, and change the drive letter to that of the mapped drive for the shared folder. The valid network path can be used if you decide not to use a mapped drive letter. ie. [\\FileServer\C-Drive\GDSVendors\XYZ Aluminum Corp](#). but again, the drive letter mapping is the simplest method.
9. After you have edited the path for the vendor files, the rest of the users who open their WinBidPro software will see the same vendors.

This completes the process of setting up shared vendors.

GDS Storefront Estimating, [www.gdsestimating.com](http://www.gdsestimating.com), 858-538-4375