



## Overview

This guide covers the necessary steps to set up Promas Version 6 rental or association management software on a new network or to move the data from an existing installation to a new server.

## Related Guides

Please review the [Best Practices Guide for Version 12](#) for important information regarding other software and environment settings that may interfere with the database engine used by the software.

Please refer to the [Installation Guide for Version 6](#) for information on how to install the application on the computers on the network. Please refer to the [Network Troubleshooting Guide for Version 6](#) if connection problems exist. If you are considering purchasing a new computer, we recommend reviewing the [Hardware Recommendations for Version 12](#).

For customers using The Professional Landlord®, we strongly recommend that Version 6 users convert to Version 12. Please review the [Benefits of Converting to Version 12](#) and [Hardware Recommendations for Version 12](#) for more information.

## Prepare the Server Folders

- The database engine requires a dedicated folder to manage file locking. This folder must be accessible from all workstations. We recommend creating a folder in the Public folder on the server called “Locks”. This is referred to as the “Network Directory”.
- The application requires a separate dedicated folder to hold the application data folders. This folder must be accessible from all workstations. We recommend creating a folder in the Public folder called “APromas” for Promas for Associations and “RPromas” for The Professional Landlord. This is referred to as the “Working Directory”.
- The recommended folder paths from the perspective of the server for Promas for Associations are:
  - Network Directory - C:\Users\Public\Locks
  - Working Directory - C:\Users\Public\APromas
- From the perspective of a workstation, we recommend using a UNC naming convention. If the name of the server is “WorkServer” then the UNC path for the above folders would be:
  - Network Directory - \\WorkServer\Users\Public\Locks
  - Working Directory - \\WorkServer\Users\Public\APromas

## Register the Application on a New Network

- Make sure you have followed the instructions above for preparing the server folders. Note that an experienced network professional may choose other locations for the data and lock folders and may choose to set up a common network share that contains only these folders.
- Install the Promas application on the server following the instructions in the [Installation Guide for Version 6](#).
- Register the application and if needed set up your database by contacting the Promas help desk.
- Make note of the Working Directory and Network Directory used to set up the server. Set up the workstations following the instructions in the [Installation Guide for Version 6](#).

## Move the Application Data to a New Server

- Make sure you have followed the instructions above for preparing the server folders. Note that an experienced network professional may choose other locations for the data and lock folders and may choose to set up a common network share that contains only these folders.
- Install the Promas application on the server following the instructions in the [Installation Guide for Version 6](#).
- Identify the location of Working Directory on the old server. Information on identifying the working directory can be found in the [Installation Guide for Version 6](#).
- Copy the entire contents of the Working Directory and its sub-folders from the old server to the new server.
- We recommend renaming the Working Directory folder on the old server if it will remain connected to the network. This will prevent users from accidentally opening outdated data.
- Make note of the Working Directory and Network Directory used to set up the server. Follow the instructions to Configure the Application and Configure the Database in the [Installation Guide for Version 6](#).
- Confirm that you can log on to the data on the new server. If you experience difficulties, please refer to the [Network Troubleshooting Guide for Version 6](#).