

Running the software On separate Machines

If you want to work on Mybusiness OR complete manager using two separate computers. To do this you must save the script file to a disc, email or cd. Any information you have input will need to be saved and then when you use another computer, the information transferred over. [Any information on the saved script will over write the script on the program you are transferring it to.](#)

To retrieve the script file.

- **MyBusiness / Complete manager MUST be closed while you follow this process**

1. Double click on My Computer
2. Double click on C (local drive)
3. Double click on Program Files
4. Double click on MyBusiness / complete manager
5. Double click on data
6. Right click on the script file and select copy. (Nothing will appear to happen)
7. Minimize all screens and right click on your desktop and select paste. The script file will appear.
8. Save the script to disc, email or cd.

To reinstall the script file on another computer.

Save the script file on your desktop, from either a disc, email or cd.

- **Please ensure My Business / complete manager package is Closed, if not please close it.**

1. To save script file to desktop. Right click on script file and select copy.
2. Minimize all screens then right click on the desktop and select paste. The script file will appear.
3. Double click on My Computer
4. Double click on C (local drive)
5. Double click on Program Files
6. Double click on My Business / Complete Manager
7. Double click on data
8. Right click somewhere on the white space in the data folder and select paste.
9. Acknowledge the warning about replacing the existing file.
10. Close all open windows

Enter my business again - using your usual username and password.

*** Please be aware it is easy to overwrite the script, if you are moving between two computers, you must be sure to use the most updated script or you will loose information.

If you need any further help or advice please email support@mybiz.co.uk