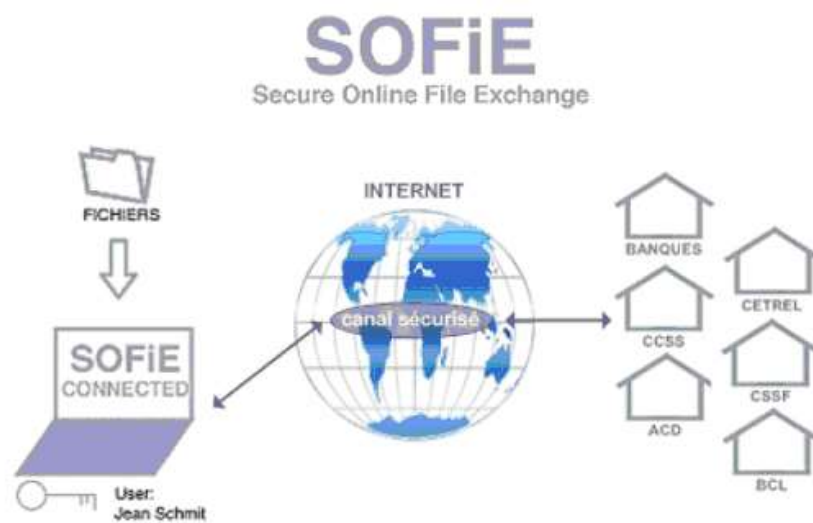


## User Manual:

# How to share a SOFiE profile using the portable installation

V1.01





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## 1 Author and document version

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## 2 Index

This documentation explains how to install SOFiE application in multi-user environment using SOFiE-Portable version.

## 3 Prerequisites

### 3.1 Network configuration.

Network configuration must be done previous you can continue this procedure. (Please refer to the document of [Installation of the SOFiE application](#), step 3)

## 4 Preface

### 4.1 Multi user installation

SOFiE application can be used on N different computers in conditions that user(s) profile(s) are shared between the different computers.

## 5 Use cases

We have 2 different cases. Depending to the case, please follow the correspondent procedure.

## 5.1 New user

You have subscribed to SOFiE and do not dispose yet a user profile, or you have encountered a problem that does not allow you anymore to use your existing user profile “no backup available”.

### 5.1.1 Download SOFiE Portable.

- a. Open your browser and go [download page](#).
- b. Download SOFiE-Portable (under Installation for Windows). You'll be requested to use your own user credentials to download the file.

### 5.1.2 Define Installation directory.

- a. This installation directory must be accessed from all computers that will be used to start the program. In this example we will use “**X:** network disc”. It's recommended to map the drive with a letter (D,E,F,.....). Using a network path may not work.
- b. Create an empty folder named “cetrel” under the disc defined in the previous point « a ». In this example it will be “**X:\cetrel**”

### 5.1.3 Install SOFiE Portable.

- a. Unzip the file downloaded previously (5.1.1).
- b. Open the unzipped folder.
- c. Copy the folder “sofie\_files” into your installation directory. In this example: “**X:\cetrel**”.
- d. Rename the directory “**X:\cetrel\sofie\_files**” as “**X:\cetrel\sofie**”.
- e. Open the directory “sofie” and create a shortcut in your desktop of starting file named “**start\_sofie\_GUI.bat**”.
- f. If needed, rename the shortcut as “SOFIE-Portable” and change its logo within the file located under “**X:\cetrel\sofie\java\jre\_17u80\_32b**”.
- g. The points (e,f) can be repeated on each computer where SOFiE will be used.
- h. Your installation is now completed.

### 5.1.4 Next ... user profile creation.

At this point you must continue the user profile creation procedure as described in [the installation manual](#) (starting from point 6.2).

## 5.2 Existing user

You already have a valid user profile, thus it can be opened and started using your credentials (9999XXXXX/password).

### 5.2.1 Location of “SOFIE HOME”.

Find the location of “SOFIE HOME” folder as actually used. You can check your login screen like showed below. The default path is “**C:\cetrel\sofie**”.



### 5.2.2 Backup “SOFIE HOME”.

Backup your actual “SOFIE HOME” folder. In case of problem, the backup may help you to restore original files and folders of “**SOFIE HOME**”.

### 5.2.3 Download SOFiE Portable.

- a. Open your browser and go [download page](#).
- b. Download SOFiE-Portable (under Installation for Windows). You’ll be requested to use your own user credentials to download the file.

### 5.2.4 Define Installation directory.

- a. This installation directory must be accessed from all computers that will be used to start the program. In this example we will use “**X:** network disc”. It’s recommended to map the drive with a letter (D,E,F,.....). Using a network path may not work.
- b. Create an empty folder named “cetrel” under the disc defined in the previous point « a ». In this example it will be “**X:\cetrel**”
- c. Copy the existing SOFiE HOME folder into the shared drive: In this case we have to copy c:\cetrel\sofie to X:\cetrel\sofie

### 5.2.5 Install SOFiE Portable.

- a. Unzip the file downloaded previously (5.2.3).
- b. Open the unzipped folder.
- c. Copy **the content of folder “sofie\_files”** into your installation directory “SOFIE HOME”. In this example: “**X:\cetrel\sofie**”.
- d. Replace all files in their destination folder and merge the folders.
- e. Open the directory “sofie” and create a shortcut in your desktop of starting file named “**start\_sofie\_GUI.bat**”.
- f. If needed, rename the shortcut as “SOFIE-Portable” and change its logo within the file located under “**X:\cetrel\sofie\java\jre\_17u80\_32b**”.
- g. The points (e,f) can be repeated on each computer where SOFiE will be used.
- h. Your installation is now completed.



## 6 CONTACTS

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- Contract sales or technical questions :
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- Contract for sales questions :
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  - Email : [helpdesk.lux@six-payment-services.com](mailto:helpdesk.lux@six-payment-services.com)