

Working with the Windows Firewall

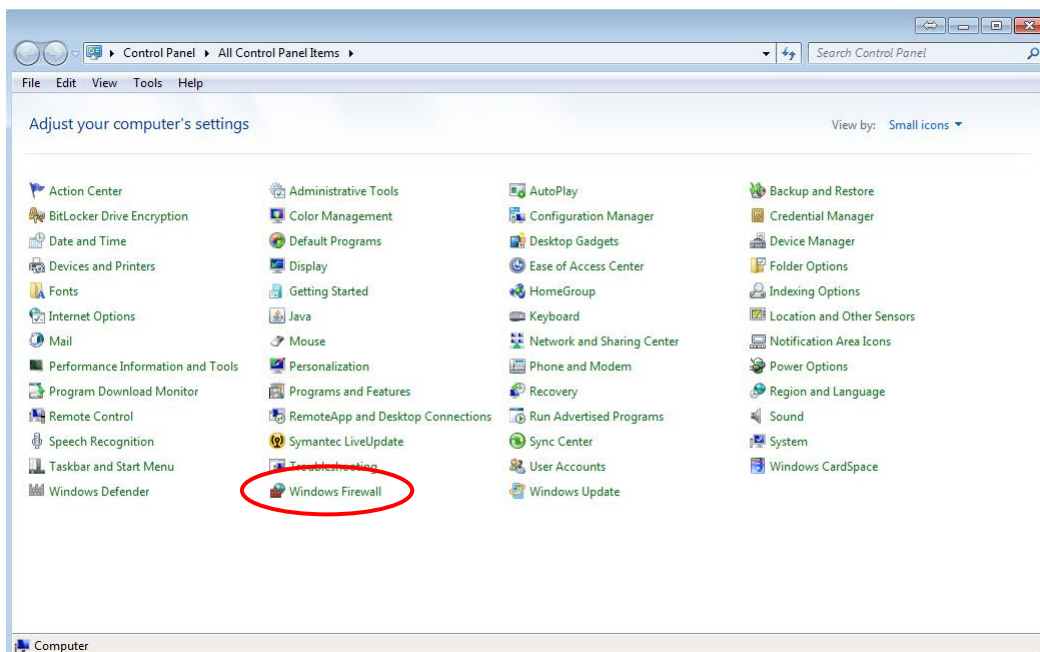
This document will show you how to turn on the Windows Firewall as well as add an exception to the Windows Firewall.

Turn on Windows Firewall

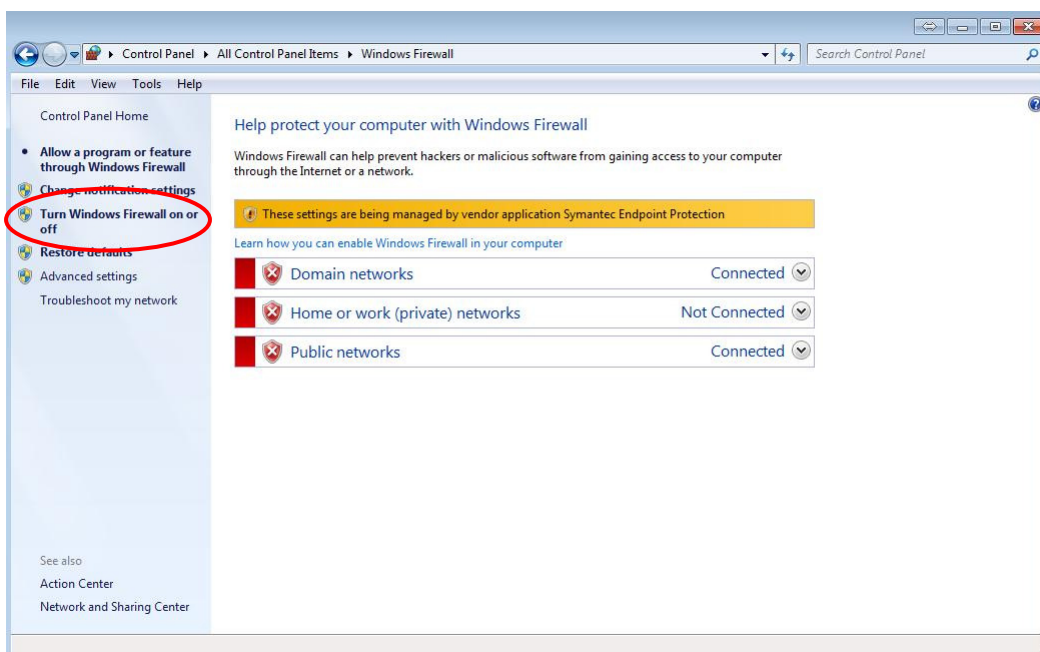
You need to ensure that Windows Firewall has been turned on before you upgrade Shortcuts, as part of the installation process requires several exceptions be created by Windows Firewall to allow various functions of Shortcuts (such as SMS confirmations, or online bookings) to access the Internet.

To ensure that Windows Firewall is turned on, perform the following steps:

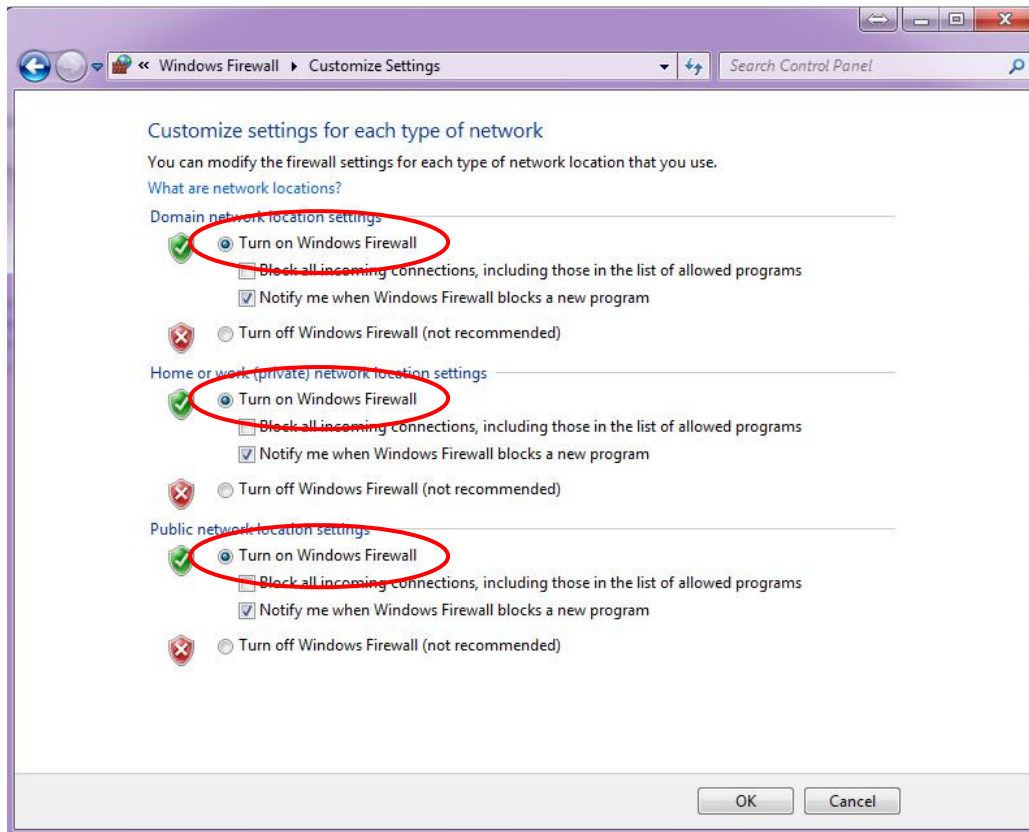
1. Click on the Windows **Start** button (or press Ctrl + Esc on your keyboard). Select **Control Panel** (or Settings -> Control Panel). The Control Panel window will appear.
2. Double-click on the **Windows Firewall** icon. The Windows Firewall window will appear.



3. Click on the **Turn Windows Firewall on or off** link. The Customise Settings window will appear.



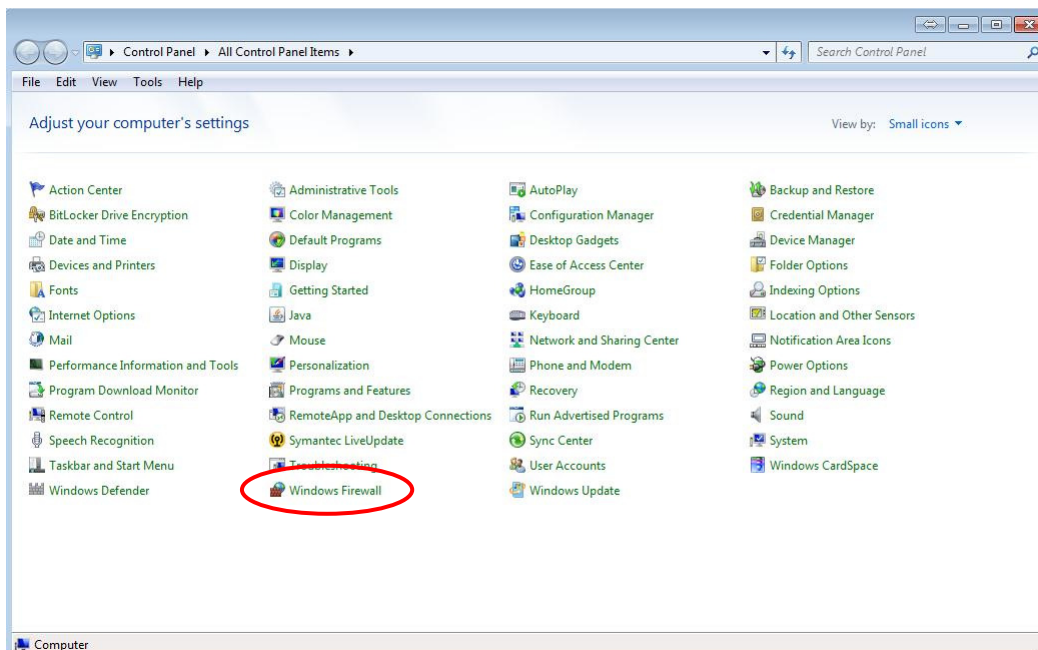
4. Click to select the **Turn on Windows Firewall** option for each of your networks, then click the **OK** button.



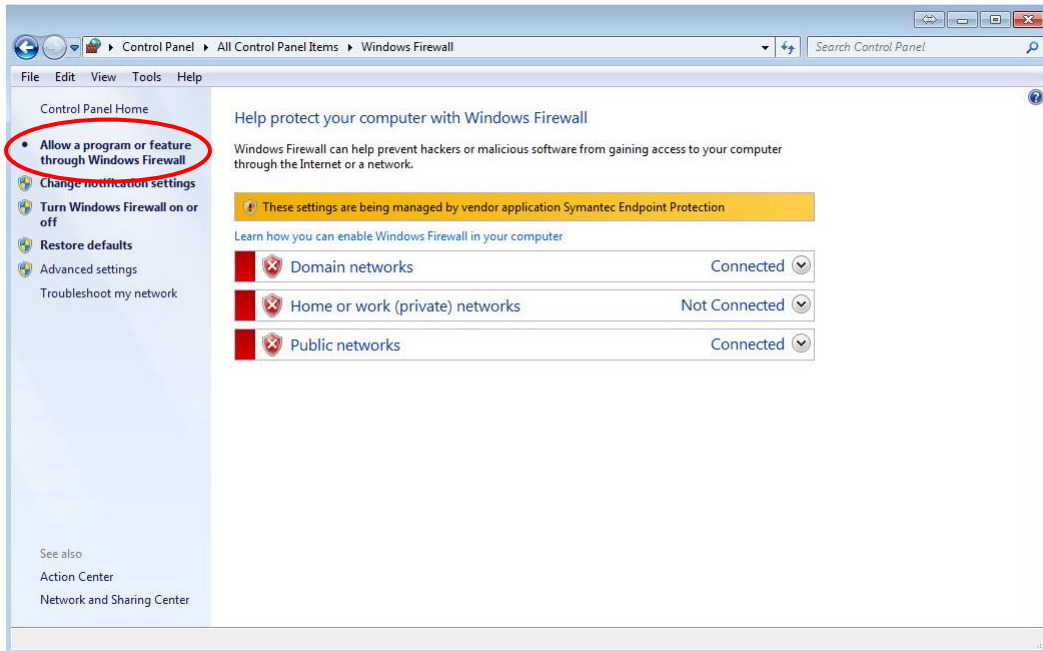
Adding an Exception to the Windows Firewall

In some cases, you may need to add an exception to Windows Firewall to allow a program to send or receive information over the Internet. Usually, this is for add-on Shortcuts modules such as BookME or Set & Forget Marketing. To add an exception to Windows Firewall, perform the following steps:

1. Click on the Windows **Start** button (or press Ctrl + Esc on your keyboard). Select **Control Panel** (or Settings -> Control Panel). The Control Panel window will appear.
2. Double-click on the **Windows Firewall** icon. The Windows Firewall window will appear.

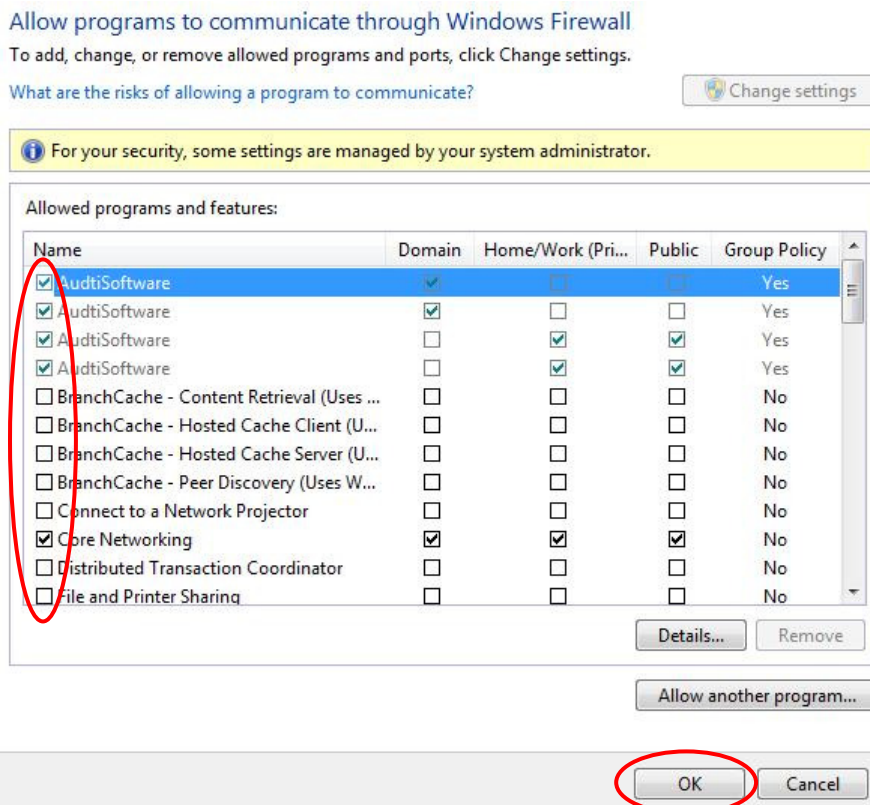


3. Click on the **Allow a program or feature through Windows Firewall** link. The Customise Settings window will appear.



4. Look through the list and ensure that the following exceptions are ticked.

- **Shortcuts.exe**
- **ShortcutsServices.exe**
- **Shortcuts Communication Server (Server machine only, only valid for Shortcuts 7.3.18 and higher)**
- **LicenseServer.exe**
- **M4usms.dll**
- **POSONlineMarketing.exe**



5. Click the OK button to save your changes.