**Standalone Systems**

1. Only one user can access the system at a time.
2. Can be accessed from another computer in the office or remote. But only one user accessing the system at a time.

**Networked Systems**

1. Multiple users can access the system simultaneously. The database is installed on your best PC.
2. Other computers that are on your office network can use the system. The PCs must be able to see the shared folder on the "server".
3. Users can remote into the office using a remote connection utility such as TeamViewer or GoToMyPC. The remote user takes over the office PC/Laptop. Users can print on the office printers that are attached to the PC or shared.