
Installation

Overview

This chapter covers the following items:

- System requirements to use the program
- Installation instructions for the program

System Requirements for the Program

To use the program, you will need the following equipment and supplies:

- A 486-100MHz or better 100% IBM compatible computer
- VGA Color monitor supported by Windows
- 16MB (Megabytes) of RAM memory (not disk space) required
- A printer (optional for reports and forms). 80 column dot-matrix printers should have the capability to print reports and Bar Codes using true type fonts.
- Laser printers should be 100% HP Compatible for Bar Codes, MICR printing and Laser Forms. Laser Forms also require 2 MB of memory in your HP Printer. Laser forms will work for the

year they are purchased for only. Laser forms must be purchased every year as they change.

- A Windows-supported mouse is required.
- Windows version 95/98 or higher, or Windows NT4.0 or higher
- Hard disk with at least 25 MB of free space
- Network version will work with any Windows-based network. Microsoft Windows network is the recommended network.
- Software CD for the program. A CD-ROM drive is required to install the program.
- Forms such as checks, invoices, statements, W-2s, and 1099s from ZLand Forms, depending on your requirements.

Before Installing the Program

This manual assumes that you are familiar with the basic skills of using Windows, such as:

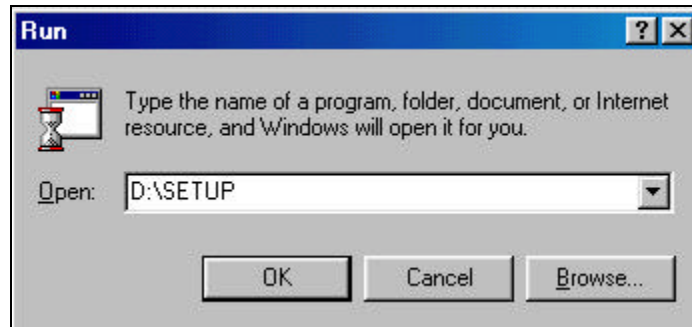
- Start Menu and the Explorer
- Using a Mouse or an equivalent pointing device
- Opening, closing, and resizing windows
- Using Windows-style, drop-down menus

Installing the Single-User Version



Important Note: Before installation, please read the section on the System Requirements.

1. Insert the Installation CD in the CD-ROM drive.
2. The Install program should run automatically. If it does, then skip to Step 5.
3. Choose RUN from the START menu.
4. Type D:\SETUP in the OPEN: field and then click on **OK** to continue.



TIP! If you are installing from a CD-ROM drive other than drive D, replace the letter D with the letter of your CD-ROM drive. For example, if you are installing from drive E, type in E:\SETUP

5. Follow the instructions on the screen to install the program. During the installation you will be required to type in a **serial number**. This number should be either printed on the CD or on the cover for the CD-ROM disk.

The Installation program will create the program group and the icon for the program. After the installation is completed you may remove the CD-ROM disc from the drive. If prompted, you must re-boot your computer. You are now ready to use the program.

Installing the Network Version

THIS SECTION IS FOR USERS THAT HAVE PURCHASED THE OPTIONAL NETWORK VERSION ONLY.

Assumptions for the Network Installation

- All the terminals in the Network meet the minimum hardware requirements for installing the programs.
- The local drive on each terminal is the C drive.
- Each Workstation has access the common shared drive as the F drive. You can replace the letter F with the letter that represents your shared drive on the network. You can use the network version as long as all the Workstations can access a common drive to keep the shared program and data components. Drive F in this case is the shared drive.
- You do not need a dedicated file server in order to use the network version. **However, we highly recommended that your server should not be used as a workstation at the same time.** This means that no one should use the server for doing daily tasks like data entry, word-processing etc. This ensures maximum server stability and reduced data loss from server lockups, etc.

Installation Steps

STEP 1: It is a good idea to reboot all the computers on the Network including the File Server to clear any conflicting programs from memory.

Installing on the Server

STEP 2: Go to the **Server** computer. Install the program on the LOCAL C drive of the server. This is the same drive that will be shared with all the terminals (e.g. The “F” Drive as show in the “Assumptions section above).



Important Note: When you insert the CD, the Install program should run automatically. If it does not, you can type in D:\SETUP from the RUN command in the START MENU, where D is the letter for your CD-ROM drive.

STEP 3: After you install the program on the File Server, start the program and create your company. Let us say you create a company called JOE SMITH & CO in the DATA directory called: \WINACT\JOESMITH



Important Note: Make sure that the drive letter C: is not a part of the data directory when you create the company. This is VERY IMPORTANT.

STEP 4: At this point it is a good idea to setup all your company defaults, chart of accounts, Users and Passwords, and other settings.



These are listed in the **SETTING UP A NEW COMPANY** section of this manual.



Important Note: If you are upgrading from previous DOS version or Windows version (5 or lower) of the accounting, you may want to import your data at this point also. These are listed in the **IMPORTING YOUR DATA** section of this manual.

Installing Each Workstation

STEP 5: Your File Server is now ready to go! The next step is to setup each **Workstation**. MAKE SURE that you exit the program from the File Server at this point.



Important Note: We will list the steps for installing the first Workstation. You can duplicate the steps for the other workstations.

STEP 6: Reboot your Workstation if you have not already done so earlier in STEP 1.

STEP 7: Install the program on the F: drive of the Workstation.



Important Note: When you insert the CD, the Install program should run automatically. If it does not, you can type in D:\SETUP from the RUN command in the START MENU, where D is the letter for your CD-ROM drive.



Important Note: **THIS IS VERY IMPORTANT:** When the INSTALL program asks you for the directory to install the program, you **MUST** specify the drive and directory on the File Server where the program was already installed earlier in STEP 2. In our example since all our Workstations access the File Server as the F Drive, you will type in F:\WINACT as the directory to the install the program.

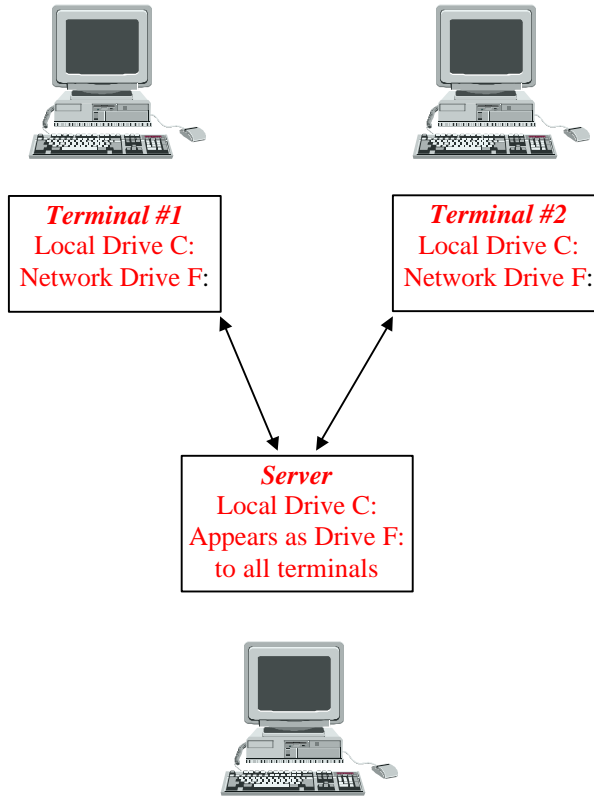
STEP 8: After the program is installed, you can launch the program from the Workstation.

You should be able to access your program and data now.

STEP 9: Your Workstation is now ready to go! If you have other Workstations, you can install them by repeating STEP 6 through STEP 8.

STEP 10: Congratulations - you have the Network version of this program fully up and running!

The following diagram describes the Network setup:



Starting the Program

To start the program, click on **Start**, then select **Programs**, and then select the program group that has the icon for the program. Next, click on the **program icon** to start the program.



Click on the Readme icon to read the latest information about the program, which is not available in the manual.

Uninstalling the Program

If you need to uninstall the program, you should not delete the directories manually. We provide an uninstall utility to perform these tasks for you.

To uninstall, select **Start-> Settings -> Control Panel->Add/Remove Programs**. Remove the **Accounting for Windows** and the **Runtime Setup** programs from the list.

You can now manually delete the folder where the program was installed. The reason this folder is not deleted automatically is because it may contain data.