# **TOPS** Professional Installation Guide

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## Disclaimer

This guide has been provided by TOPS Software, as a reference and help tool for installing and using TOPS Professional. Illustrations used in this guide may display screens with modules, features and or functions that may not be part of the basic system but available as add-ons or plug-ins as an interface to third party products.

It is neither the intent nor purpose of TOPS Software, to provide accounting advice. For specific information regarding accounting setup, speak to your company accountant or contact the appropriate Federal or State agency.

It is assumed that the user of this guide is familiar with basic Windows functionality and navigation tools. Refer questions regarding the use of Windows to your system administrator.

Every effort has been made to ensure the information contained in this document is accurate and up to date. TOPS Software cannot guarantee that changes to the software after the release of this guide will not affect the applicability of the information in this manual.

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# **System Requirements**

#### **Recommended System (Hardware)**

For best performance, use:

- 2.0GHz processor
- 4GB Disk Space
- 4GB RAM or higher
- Windows 7 Professional
- Broadband Internet connection (Cable, DSL, T1, T3...)
- Ethernet-based network (as opposed to wireless networks\*)
  - \* Please note: We do not recommend running TOPS over a wireless connection due to the fact that it may cause unpredictable results or data loss from potential network drops.

#### **Operating System and Memory**

Operating System	Version	Memory	Recommended
		Requirement	Memory
Windows 7 <sup>* **</sup>	Home Premium, Professional, and Ultimate	2GB	4GB
Windows Vista* **	Home Premium, Business, and Ultimate Editions	2GB	4GB
Windows XP*	Home, Professional, and Media Edition	1GB	2GB
Server 2008	Server Operating System	2GB	4GB
Server 2003	Server Operating System	1GB	2GB

\* WINDOWS 7, VISTA and XP are not considered to be Server Operating Systems.

\*\* WINDOWS 7 & WINDOWS VISTA: We have been able to successfully run a fully functional version of TOPS in Windows 7 Home Premium, Windows 7 Professional, Vista Home Premium and Vista Ultimate editions. It has come to our attention that a number of new computers being sold with the Home Basic edition of Windows pre-installed do not provide administrative rights to the default user. In order for any TOPS products to be correctly installed, the user must have administrative rights to Windows and the system registry on the machine. Vista Home Basic Edition is not a server operating system, and does NOT work well when set up in this manner. For this reason, TOPS strongly recommends AGAINST Home Basic Editions for any installation of TOPS Professional.

Customers running with a low amount of memory will likely experience slowdown when accessing large files and accessing data files over a network. TOPS Software highly recommends that you install the recommended amount of memory to accommodate both the software and your operating system. TOPS Software claims no responsibility for slowdown due to insufficient resources.

## **Minimum System Requirements**

- 2.0GHz processor
- 4X CD-ROM drive
- 1GB Disk Space
- 2GB RAM or Higher
- 800 by 600 pixels monitor resolution
- 16-bit color depth
- .NET Framework 1.1
- .NET Framework 2.0
- Internet connection

### Hard Disk Space

- To Install Program: Allow approximately 1GB Free Space.
- **Program Swap Space:** Allow approximately 500 MB Free Space.
- Data Storage: Allow approximately \*50MB per 100 home community or 500KB per home.
  - \* Storage requirements will vary depending on billing cycles, file attachments, and number of monthly transactions posted.

# Installation

Turn on your computer. Close any programs that may have started. Place the TOPS Professional CD in your CD-ROM drive. If prompted with the AutoPlay window click **Run autorun.exe** 





When the Autorun screen appears, click the option labeled Install TOPS.

The TOPS Professional license agreement appears next.

<b>TOPS</b> Profess	ional
CCopyright 2010 TOPS Software, LLC. All rights reserved. Printed in the United States of America.  NOTICE TOPS Software, LLC ("Licensor") iccreases the accompanying software to you only upon the condition the times carefully before continuing installation, as checking the "Licenses' REEREMENT. Please read the terms carefully before continuing installation, as checking the "Linders' typu do not agree to these terms, please of the terms of this agreement". checkbox this is cleases the choice to the setums, please of the terms of this agreement". checkbox to the installation as TOPS Software, LLCs unvaling to license the software to you, in which event, you hould return the full product within thirty (30) days of purchase for a refund of the software purchase price (less shipping and particular to you and the inter internation training costs already provided to you).  PURCHASE AGREEMENT Licenses from Licensor all of the equipment, software and other items listed on the opples, where appropriate, to add items listed on said Order Form(s) and all derivative uses of asid items.  DEFINITIONS "Source Code" shall mean and refer to the actual software programs in their native programming language, which can be read by and is understandable to human programmere.  Definitions I understand and accept the terms of this agreement.  Purkable Version Extra and accept the terms of this agreement.  Purkable Version Extra and accept the terms of this agreement.  Purkable Version Extra Software, LLC	
	Install TOPS
	Product Catalog
l In	stall Acrobat Reader
	nstall Microsoft .NET
E	xit Back To Windows

Please review the terms of this agreement. You must understand and accept the terms of this agreement before you can proceed with the installation of TOPS Professional. If you are unsure or have any questions regarding this agreement, please contact the TOPS Software Sales department.

y understandable to human programmers.		
ode" shall mean and refer to all computer executable cod pplied by TOPS Software, LLC	e derived from said Sour	rce Code or
✓ I understand and accept the terms of this agreement.	Printable Version	Install TOPS

- 1. Click the check box **I understand and accept the terms of this agreement** to continue with your installation of TOPS Professional.
- 2. Click Install TOPS.

<b>TOPS</b> Professional Your Complete Solution for Community Management		
Thank you for choosing TOPS Software. This program will help walk you through the TOPS installation.		
It is strongly recommended that you exit all Windows programs before running this Install program.		
Click CANCEL to quit Install and close any programs you have running. Click NEXT to continue with the Install procedure.		
WARNING: This program is protected by copyright law and international treaties.		
Please enter your TOPS Client ID: DEMO		
If you do not have a TOPS client ID, you can use DEMO to continue with the install.		
OK Cancel		
Installation and Setup Step 1 of 4		

- 3. Enter your **TOPS Client ID** into the text box (You can find this on your TOPS Agreement and TOPS invoice.) Click **OK**.
- 4. Click **Next** to proceed.

	TOPS Your Complete Sol	<b>Professi</b> ution for Communi	<b>onal</b> ity Management
Thank progra installa	you for choosing m will help walk yo tion.	TOPS Software. ou through the T	This TOP S
lt is stror before ru	ngly recommended that nning this Install program	you exit all Windows m.	programs
Click CANCEL to quit Install and close any programs you have running. Click NEXT to continue with the Install procedure.			
WARNING: This program is protected by copyright law and international treaties.			
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.			
Click the NEXT button to begin the installation process.			
		Next >>	Cancel
Install	ation and Setup		Step 1 of 4

- 5. The TOPS Setup window will appear.
- 6. Click **Next** to proceed with the installation.



- 7. TOPS Setup will set the installation path to C:\TOPSSoft by default. You may accept this location (recommended), or you can change the directory path to one of your choosing.
- 8. Locate the name of the folder in which you wish to install TOPS Professional.
- 9. Click **Next** to proceed.
- 10. Select how you wish to start TOPS Professional.

<b>TOPS</b> Professional Your Complete Solution for Community Management
TOPS Install is ready to begin. Check the desired options below and then click NEXT to proceed with installation.
Have TOPS Install: (Check one or more)
<ul> <li>TOPS Program Group (required)</li> <li>TOPS Shortcut on Desktop</li> <li>TOPS Shortcut in Start Menu</li> </ul>
<ul> <li>✓ Install Microsoft .NET Framework</li> <li>✓ Install Adobe Acrobat Reader</li> </ul>
<     Back     Next >>     Cancel       Installation and Setup     Step 3 of 4

- **TOPS Program Group** the programs will be loaded into their own program group under the Windows® Start Menu. You cannot disable this choice.
- TOPS Icon on Desktop places a shortcut for TOPS Professional on the Windows® Desktop.
- **TOPS Icon in Start Menu** this places an icon for opening TOPS Professional on the Start Menu.
- Install Microsoft .NET Framework .NET is necessary in order for many TOPS Professional features to function.
- Install Adobe Acrobat Reader This software is used to open documents in the .PDF format.
- 11. Click **NEXT** to begin the installation.



The TOPS Professional installation is now completed. You may proceed to the setup of the Microsoft .NET Framework and the Adobe Acrobat Reader installation if you do not currently have those set up. The Microsoft .NET Framework is required for certain portions of the TOPS Professional program to run; a PDF reader such as Adobe Acrobat Reader is required to view the PDF user manuals and saved communications within the program.

12. When the install is finished you will be asked if you want to install the Microsoft .NET Framework 2.0 package.



13. Click Next.



14. If you have already installed the Microsoft .NET Framework, the following screen will be displayed instead. Click **Exit**.

🔀 Microsoft .NET Framework 2.0 Setup	- • •
Error: Product already installed	
This product is already installed as part of the operating system.	
	Exit

15. Once the .NET Framework install is complete, the following window will appear. (If you elected to install Adobe Acrobat Reader, the TOPS Professional install will close.) The Adobe Acrobat Reader install will run to complete the installation process.



#### 16. Click **OK**.

📕 Adobe Reader 9 - Setup	
$\checkmark$	
Please wait while the Adobe Reader 9 Setup is being processed. Thi time depending on your operating system and hardware.	is will take some
Processing Adobe Reader 9	5.76 %
powered by nositd.com Pause Resume	Exit

- 17. The Adobe Acrobat Reader install will perform the install and then close itself and take you back to the TOPS autorun window. Click **Exit Back to Windows**.
- 18. Your intallation is now complete.

# **Starting TOPS PROFESSIONAL**

When you first install TOPS Professional, it is recommended that you enter your client ID. However, you may run the program as a demo. The demo is active for 30 days. TOPS Professional is set up with a sample community for you to try, or you may enter a community to demo the program with your data. While in Demo Mode, TOPS Professional will allow you to add one community in addition to the included Sample Community.

1. Start TOPS Professional by double-clicking the TOPS icon located on your Windows desktop.



2. If this is the first time you are running TOPS Professional, you will see the new install window prompting you to update your TOPS program.



3. If you entered your client ID at the beginning of the installation process, click **Yes** to update TOPS. The Internet Updater will appear. Otherwise, click **No**.



4. You are returned to the TOPS main program window.



- Select Existing Community Sample Community has been included with TOPS Professional.
- Add New Community Go straight to the Add Community Wizard, which will walk you through adding a new community.
- Exit to Windows Quit TOPS Professional.
- 5. Click the **Select Existing Community** button.

✓ ID	Name
◆ XX	SAMPLE CONDOMINIUM
Search:	

- 6. Select the community with a single left-click, then click **Select**. You can also double-click on the community or type in the Search box.
  - If you entered your Client ID at the beginning of the installation process, you will be taken to the TOPS main program. Skip to step 13.

7. If you *did not* enter your Client ID at the beginning of the installation process, you will be prompted with the Demo Count Down window.



8. Click the **I Want to Register Now** button to begin the registration process. The Security Key Required window will appear. Otherwise, click **OK** to continue in Demo mode.

TOPS Security Key Required	<b>•••</b>	
25 Years of Community Management Software		
To register TOPS Professional 4.0 please click 'Get Internet Key' to install your license key or click 'Exit To Windows' to quit.		
Please call TOPS Software Sales at 800-760-9966 for more information.		
Get Internet Key	EXIT Exit To Windows	

- **Get Internet Key** This is the method of registration after you have purchased the TOPS Professional program.
- **Exit to Windows** Click here to close the TOPS Professional program and return to the Windows desktop.
- 9. Click the Get Internet Key button to register your copy of TOPS.
- 10. You are presented with the Internet Control Center window.

🗿 UT - TOPS 2000 Internet Control Center		
Connected to lan.		
Account Number:		
First 5 digits of your ZIP code: (As shown on your invoice.)		
<u>G</u> et New Key	Close	

- 11. Complete the requested information as it was provided to you. Click the Get New Key button.
- 12. Click **OK** when the key installed successfully message box appears.
- 13. Begin working with TOPS Professional!

We encourage you to click and discover the many incredible features built into TOPS Professional by exploring the Sample Community provided with the program. Some of the features built into the program, such as Calendar and Phone Messenger, will only work if users and passwords are set up. To create users, click on the Administration menu, then choose Users/Passwords. Make sure the first user created is an administrator and is given access to all communities that have been set up in the system.

#### **Help Resources**

TOPS Professional provides several Help tools. When you are logged in to TOPS Professional you will find a Help feature on the Main menu. Additional resources are available from the TOPS Customer Care Center at <a href="http://customercare.topssoft.com">http://customercare.topssoft.com</a>. Please contact your TOPS Account Representative for login information to access this site.

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