



TOPS *Professional* *Installation Guide*



Guide or Manual? See cover page and sides of pages. Recommend we call it a Guide throughout.



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Guide or Manual? See cover page and sides of pages.



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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2010

Guide or Manual? See cover page and sides of pages.

Entire section (pages 2-3): We've updated the system requirements information and layout on our web page. If we're going to include them in this Guide (or Manual), they should match. This very outdated information makes us look like 'old tech'.

System Requirements

Minimum System Requirements (Hardware)

- 800 MHz processor
- 4X CD-ROM drive
- 600 MB Free Disk Space
- 800 by 600 monitor resolution
- 16-bit color depth
- .NET Framework 1.1
- .NET Framework 2.0
- Internet connection

** Please note: Due to the usage of the .NET framework 2.0, TOPS no longer supports a "Client Install" option. All workstations must be running a full local installation of the software.*

Operating System and Memory

Outdated info. Different from web site.

Missing info

| Operating System | Version | Memory Requirement | Recommended Memory |
|------------------|---|--------------------|--------------------|
| Windows 7*** | | | |
| Windows Vista*** | Home Premium, Business, and Ultimate Editions | 1GB | 2GB |
| Windows XP* | Home, Professional, and Media Edition | 512MB | 1GB |
| Windows 2000 | Workstation and Server (Service Pack 4) | 512MB | 1GB |
| Windows 2003 | Server | 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.

Recommended System Setup

Outdated info. Different from web site.

For best performance use:

- 2.0GHz processor
- 1GB Disk Space
- 1GB RAM or higher
- Windows XP Professional
- .NET Framework 1.1
- .NET Framework 2.0
- Broadband Internet connection (Cable, DSL, T1, T3...)
- Ethernet-based network (as opposed to wireless networks*)

** Please Note: We do not recommend running TOPS Professional over a wireless connection due to the fact that it may cause unpredictable results or data loss from frequent network drops.*

Hard Disk Space

Outdated info. Different from web site.

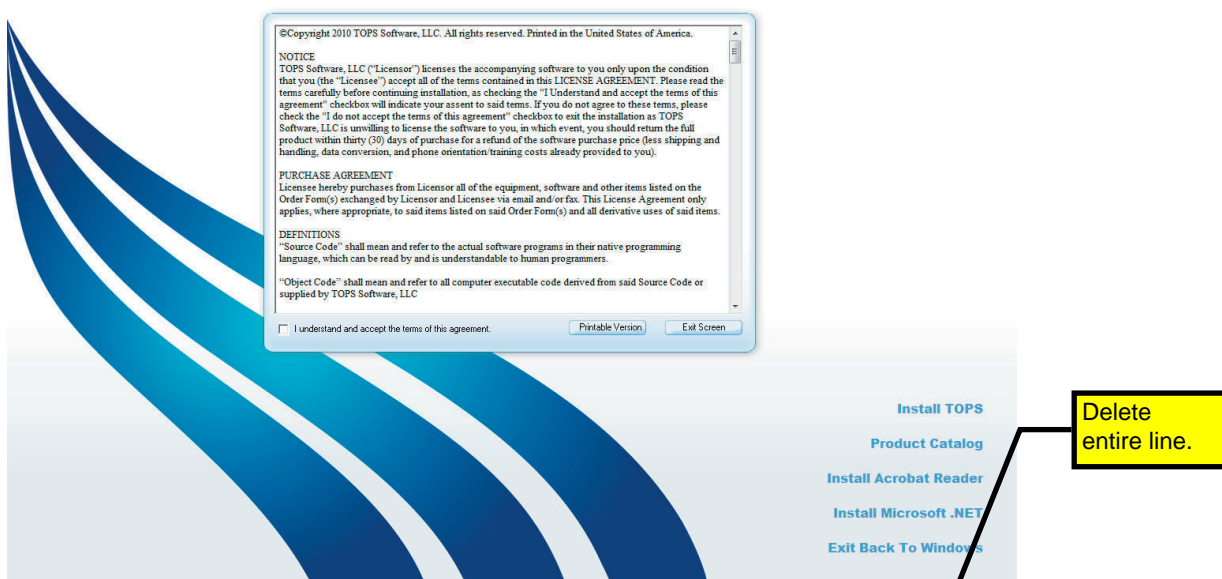
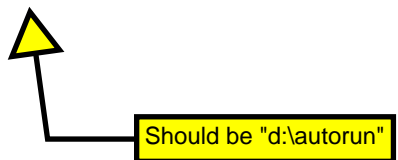
- **To Install Program:** Allow approximately 600MB Free Space.
- **Program Swap Space:** Allow approximately 500 MB Free Space.
- **Data Storage:** Allow approximately *50MB per 100 home community or 500KB per home.

** Storage requirements will vary depending on billing cycles, file attachments, and number of monthly transactions posted.*

Installation

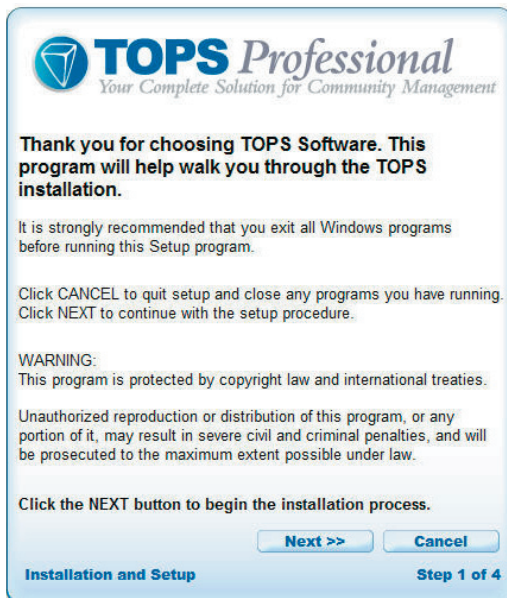
Turn on your computer. Close any programs that may have started. Place the TOPS Professional CD in your CD-ROM drive.

If the Auto run does not launch, Click the Start button. Select Run from the menu. On the run command line type: *d:\setup* (where *d* = your CD-ROM drive letter) and press <ENTER>.



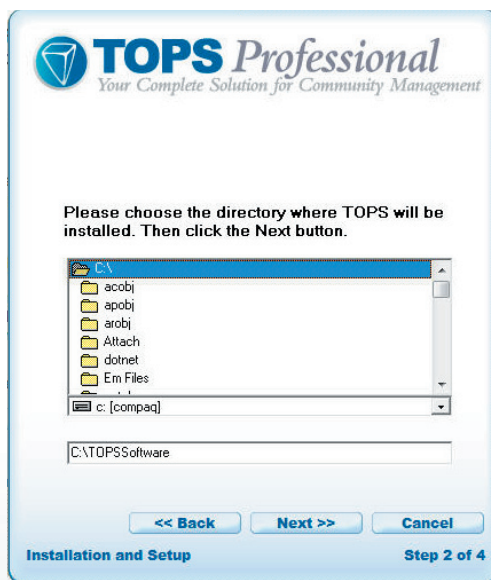
The first window to appear should be the TOPS Professional Auto run menu window. Click the Install or Update/Re-Install option to proceed with your installation. The TOPS Professional license agreement appears next. Please review the terms of this agreement. You must understand and accept the terms of this agreement before you can proceed with the installation of TOPS Professional. ~~Accepting this agreement does not obligate you to purchase the TOPS Professional program.~~ If you are unsure or have any questions regarding this agreement, please contact the TOPS Software Sales department.

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.

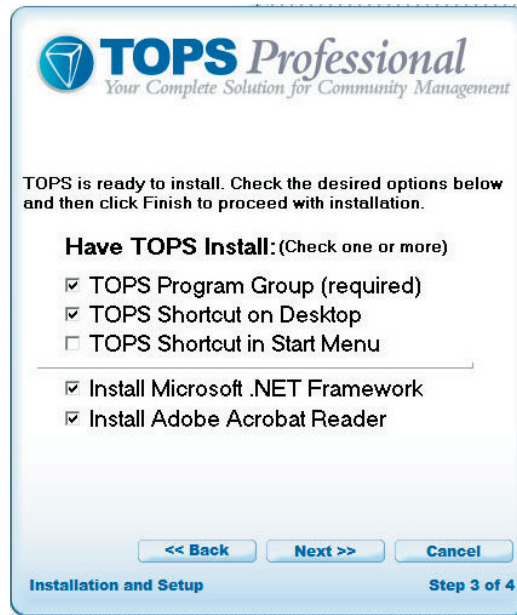


New screen requiring user to type in "DEMO" or their Client ID. New step and image needed.

3. The TOPS Setup window will appear.
4. Click **Next** to proceed with the installation.



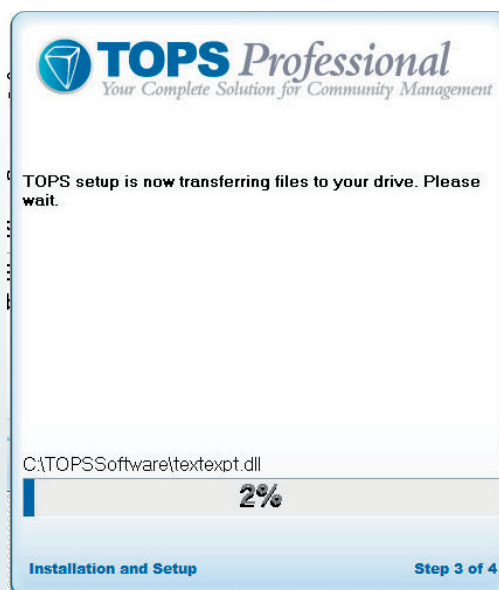
5. TOPS Setup will set the installation path to **C:\TOPSSoftware** by default. You may accept this location (recommended), or you can change the directory path to one of your choosing.
6. Locate the name of the folder in which you wish to install TOPS Professional.
7. Click **Next** to proceed.

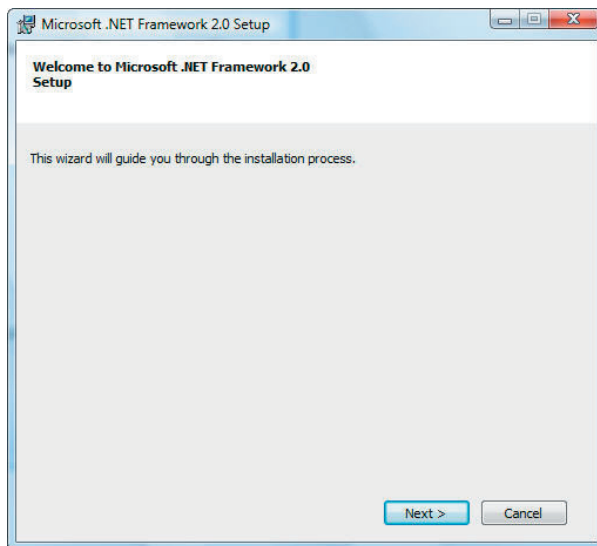


8. Select how you wish to start TOPS Professional.

- **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.

9. Click **NEXT** to begin the installation.

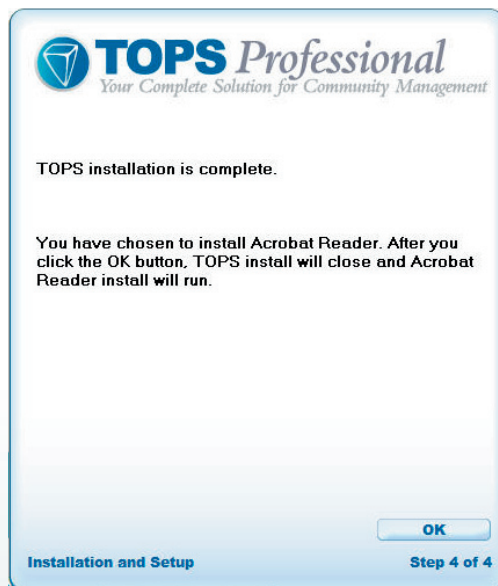





10. When the install is finished you will be asked if you want to install the Microsoft .NET Framework 2.0 package.

11. Click **Yes**.  **Click Next**

12. Once the .NET Framework install is complete, the following window will appear.



TOPS Professional 

13. Click **OK**. If you elected to install Adobe Acrobat Reader, the TOPS v3.2.1™ install will close. The Adobe Acrobat Reader install will run to complete the installation process

Starting TOPS PROFESSIONAL

Most of this section is no longer valid. Will provide updated info.

When you first install TOPS Professional you may select to 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 one community to demo the program with live data.



Creates "TOPS" shortcut now. Not "TOPS 2000".

1. Start TOPS Professional by Double Clicking the Icon located on your Windows desktop.
2. If this is the first time you are running TOPS Professional, you will see the Security Key Installation window.
3. Click the button for the Registration type you will be using. Because the TOPS Professional program is already installed, once you finalize your purchase, the registration information can be e-mailed to you the same day, simplifying the start up process.

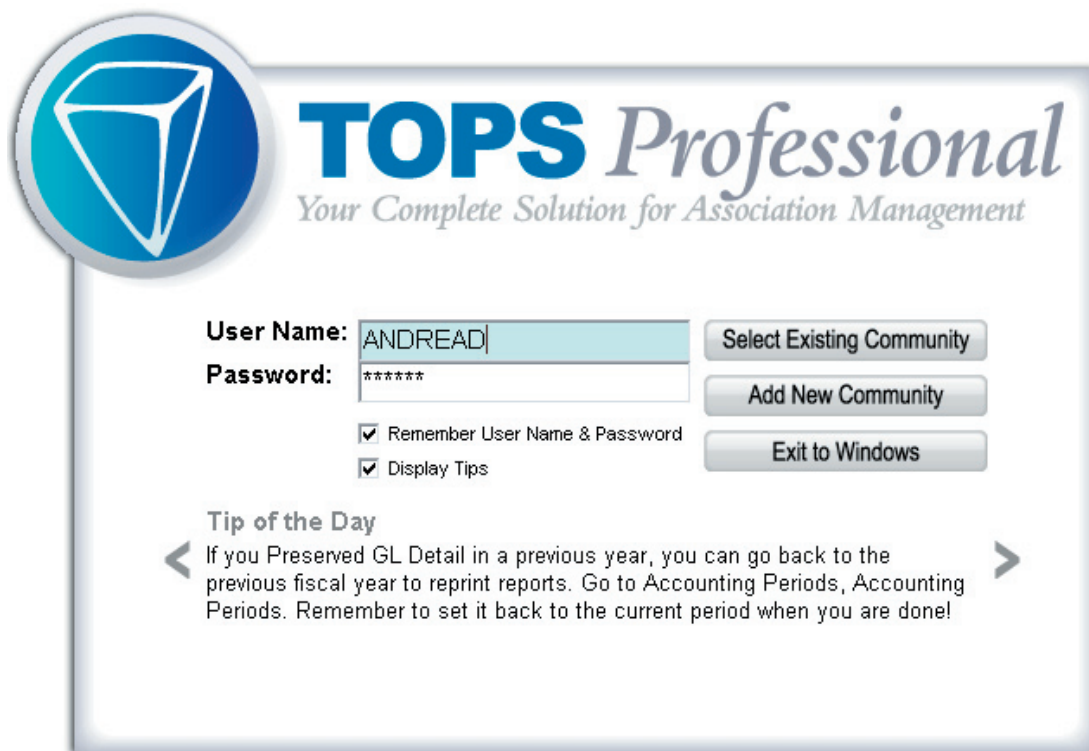
This system does not have a valid security key. Please choose one of the options below to install a key or click <CANCEL> to exit.

Please call TOPS Software at 1 (800) 899-5689 for more information.

| | | | | |
|------------------|--------------------------------------|-------------------|----------------------|-----------------|
| Get Internet Key | Contact TOPS for a registration code | I have a key disk | Run as a 30-day demo | Exit To Windows |
|------------------|--------------------------------------|-------------------|----------------------|-----------------|

No longer valid.

- **Get Internet Key** - This is the standard method of registration after you have purchased the TOPS Professional program.
- **Contact TOPS for a registration code** - If you have purchased the TOPS Professional program and you do not have Internet access, you may call TOPS Software to register over the phone.
- **I have a key disk** - If you have purchased the TOPS Professional program and received a Key CD, click here to install that key.
- **Run as a 30 day demo** - Click here to run the program as a 30 day demo. Each day, when you open the TOPS Professional program you will be notified of the number of days remaining.
- **Exit to Windows** - Click here to close the TOPS Professional program and return to the Windows desktop.



4. You are returned to the Start window, your options are to:

- **Select Existing Community** – Sample Community has been included with TOPS v3.2.1™.
- **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.

Proceed by selecting an Existing Community or go directly to Add New Community and begin adding your communities. While in Demo Mode, TOPS v3.2.1™ will allow you to add one community in addition to the included Sample Community.

We encourage you to click Select Existing Community 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 TOPS v3.2.1™, like the Calendar and Phone Messenger, will only work if users and passwords are set up in the program. To create users, click on the Administration menu, then choose Users/Passwords. Make sure the first user created is an administrator and that access is given to the communities set up in the system.

TOPS Professional provides several Help tools. When you are logged in to TOPS Professional you will find a Help feature on the Main menu. ~~There you will also find copies of all of the user manuals in .PDF format.~~ Additional resources are available from the TOPS Customer Care Center at <http://customer.care.topssoft.com>.

Delete entire line. Documents are in the Customer Care Center. Login required.

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