



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.

Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product domain name, e-mail address, logo, person, place, or event is intended or should be inferred. Without limiting the rights under copyright, no part of this document may be reproduced, stored in, or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical photocopying, recording, or otherwise), or for any purpose, without the express written permission of TOPS Software.

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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 Requirement	Recommended Memory
Windows 7**	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

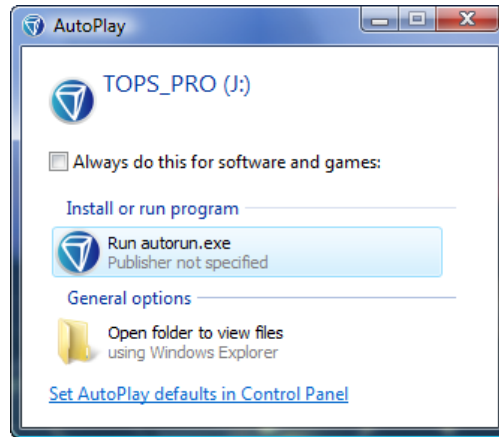
Hard Disk Space

- **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**

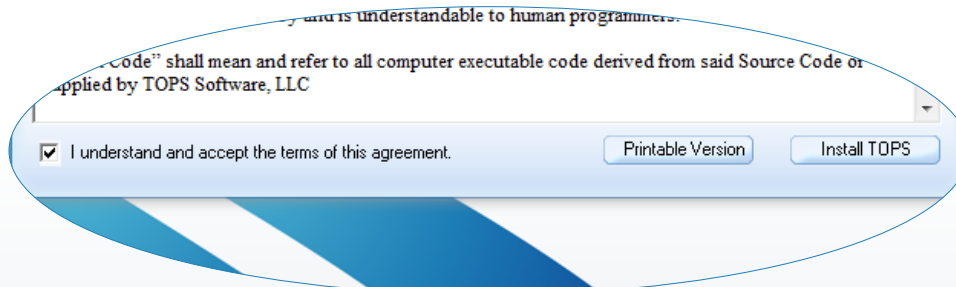


When the Autorun screen appears, click the option labeled **Install TOPS**.

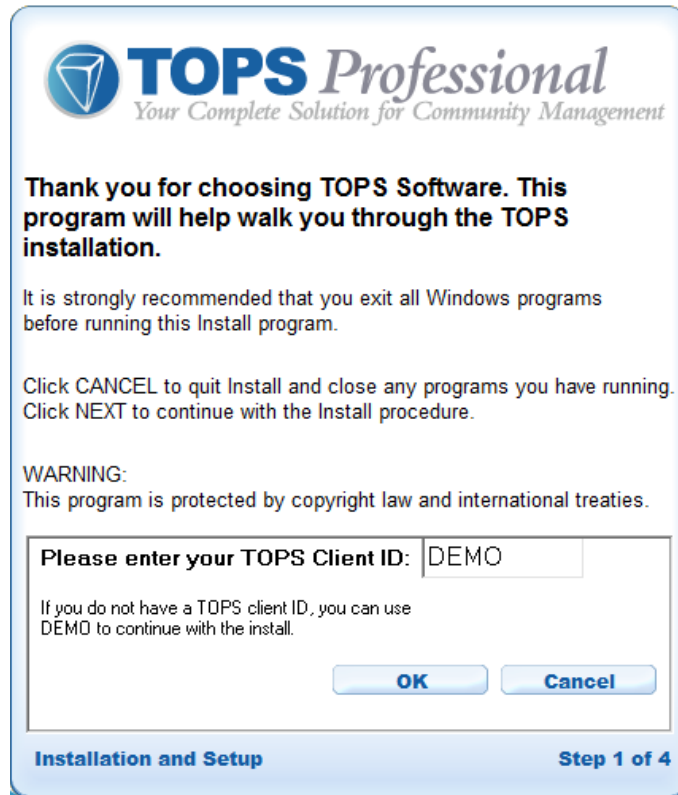
The TOPS Professional license agreement appears next.



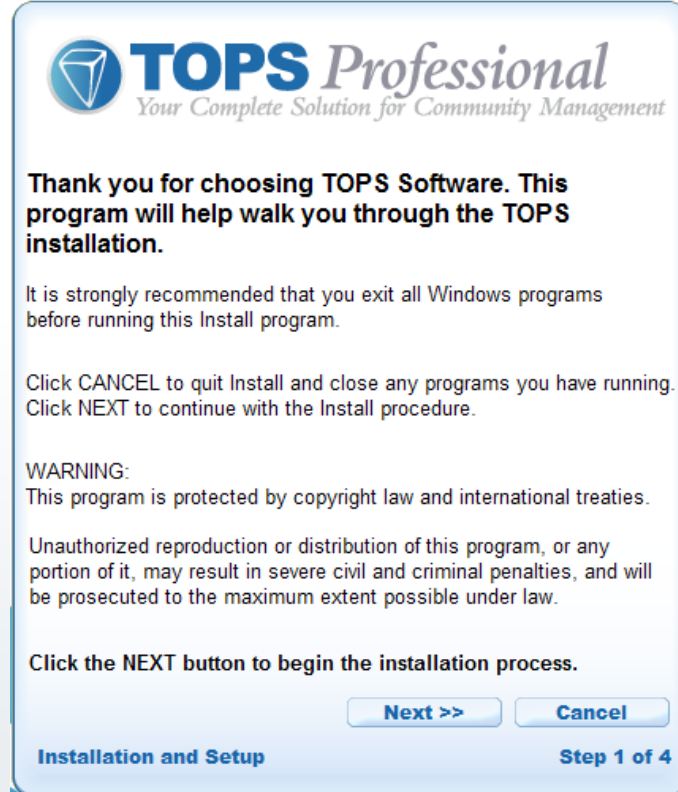
Please review the terms of this agreement. You must understand and accept the terms of this agreement before you can proceed with the installation of TOPS Professional. If you are unsure or have any questions regarding this agreement, please contact the TOPS Software Sales department.



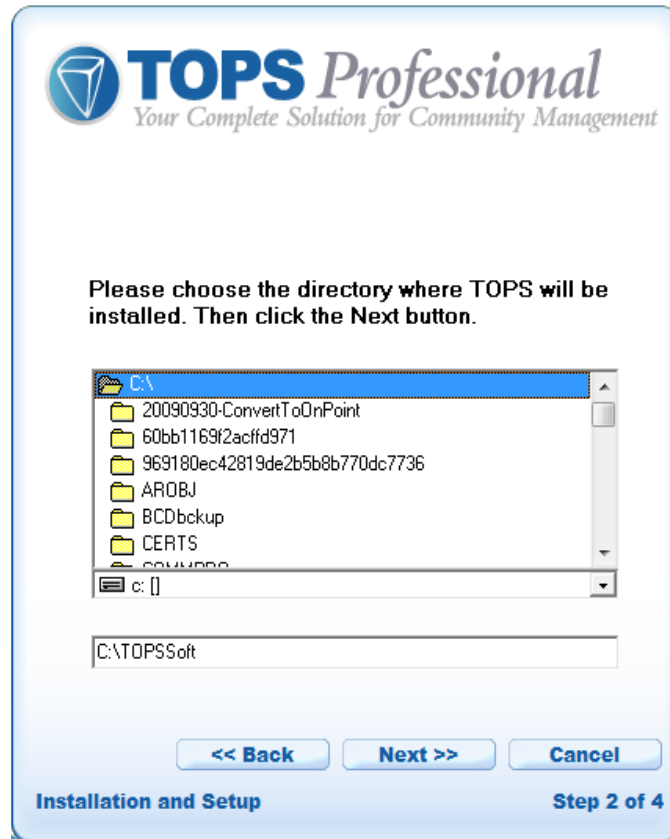
1. Click the check box **I understand and accept the terms of this agreement** to continue with your installation of TOPS Professional.
2. Click **Install TOPS**.



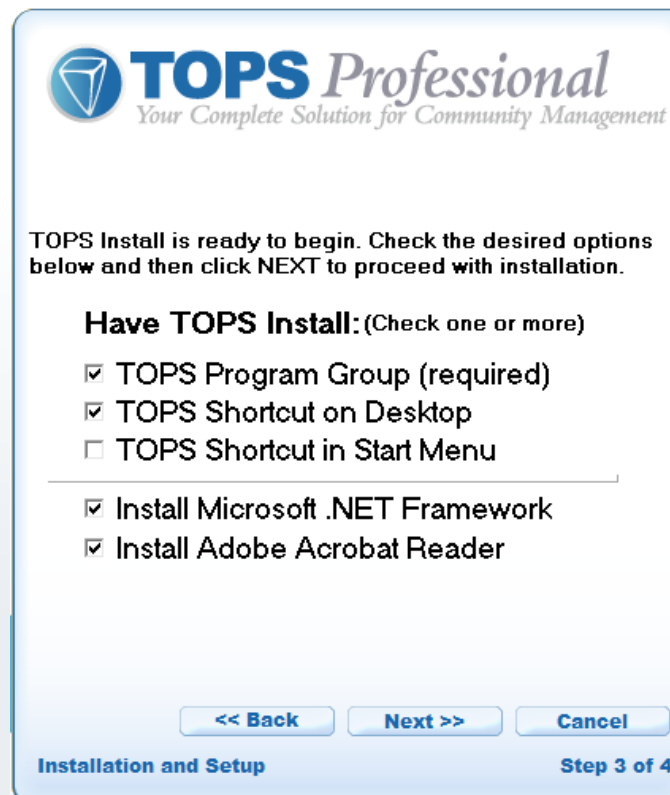
3. Enter your **TOPS Client ID** into the text box (You can find this on your TOPS Agreement and TOPS invoice.) Click **OK**.
4. Click **Next** to proceed.



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

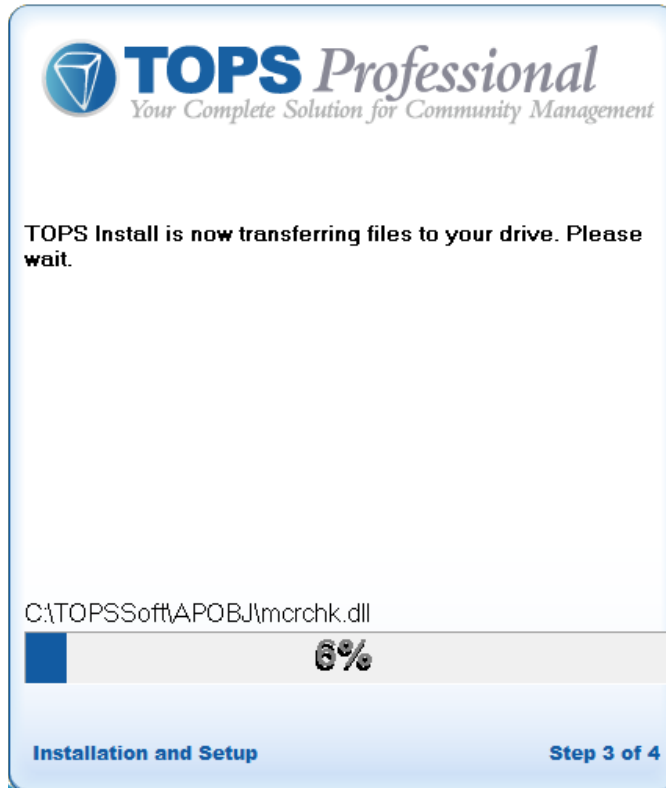


7. TOPS Setup will set the installation path to **C:\TOPSSoft** by default. You may accept this location (recommended), or you can change the directory path to one of your choosing.
8. Locate the name of the folder in which you wish to install TOPS Professional.
9. Click **Next** to proceed.
10. Select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



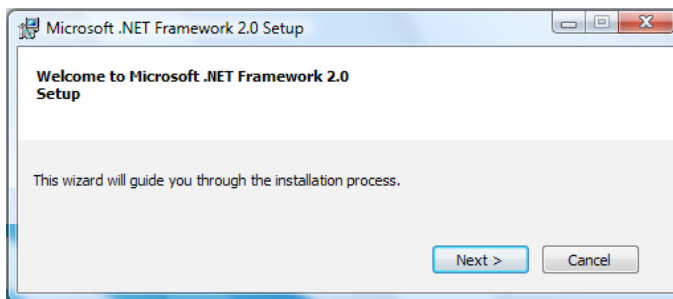
- **TOPS Program Group** - the programs will be loaded into their own program group under the Windows® Start Menu. You cannot disable this choice.
- **TOPS Icon on Desktop** - places a shortcut for TOPS Professional on the Windows® Desktop.
- **TOPS Icon in Start Menu** - this places an icon for opening 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.

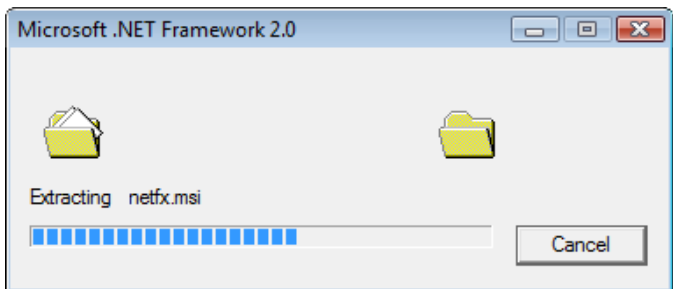


The TOPS Professional installation is now completed. You may proceed to the setup of the Microsoft .NET Framework and the Adobe Acrobat Reader installation if you do not currently have those set up. The Microsoft .NET Framework is required for certain portions of the TOPS Professional program to run;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

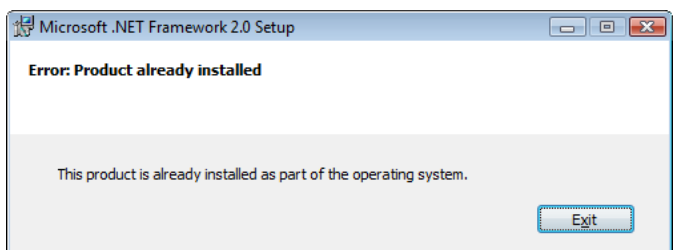
12. When the install is finished you will be asked if you want to install the Microsoft .NET Framework 2.0 package.



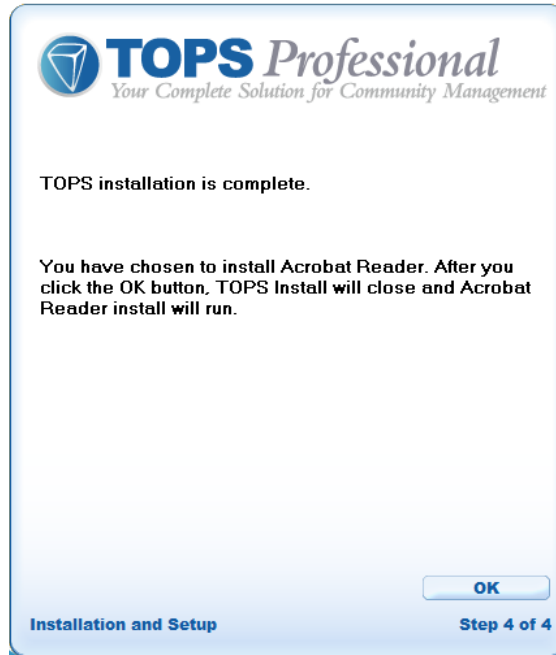
13. Click **Next**.



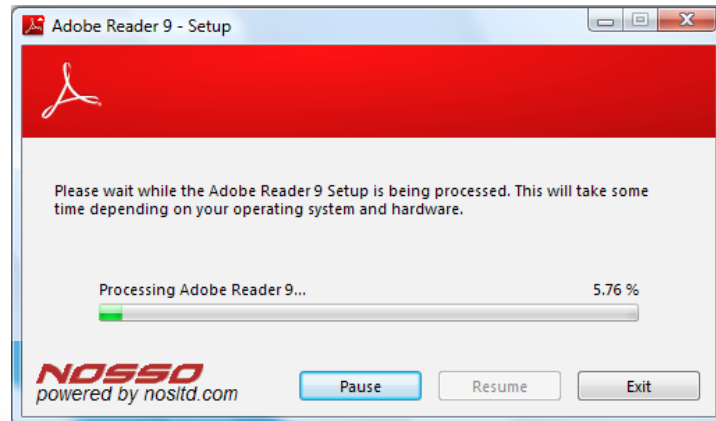
14. If you have already installed the Microsoft .NET Framework, the following screen will be displayed instead. Click **Exit**.



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**.



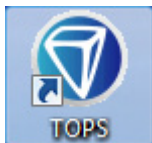
17. The Adobe Acrobat Reader install will perform the install and then close itself and take you back to the TOPS autorun window. Click **Exit Back to Windows**.

18. Your intallation is now complete.

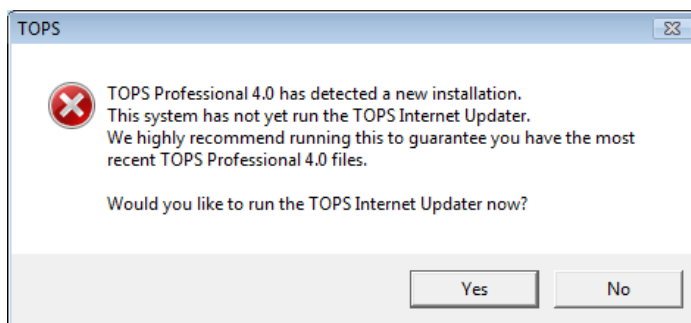
Starting TOPS PROFESSIONAL

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.

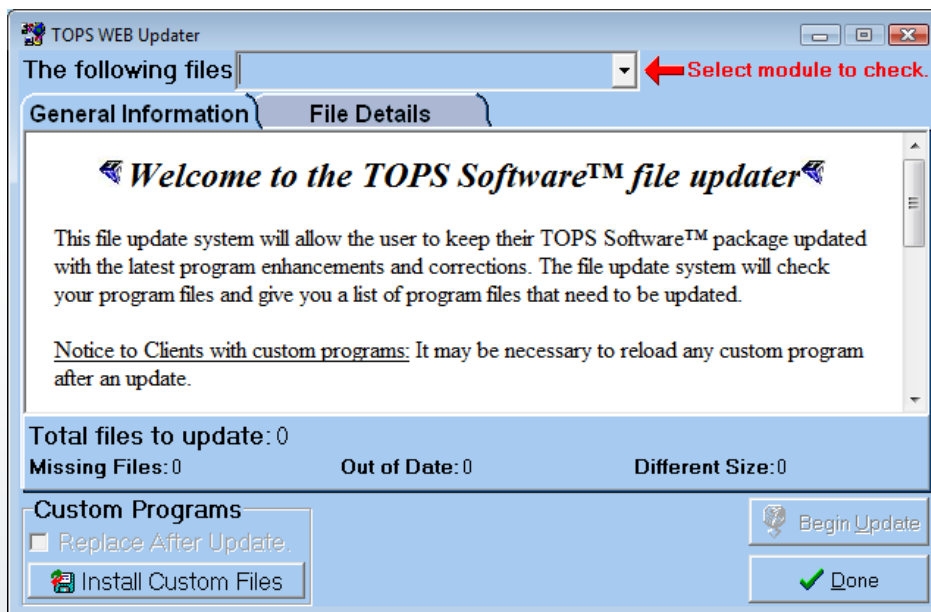
1. Start TOPS Professional by double-clicking the TOPS icon located on your Windows desktop.



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**.

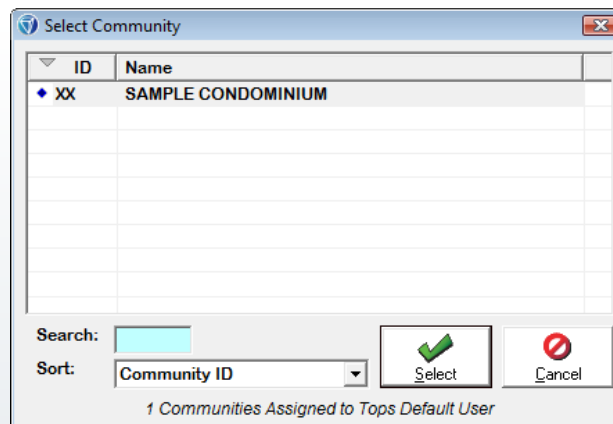


4. You are returned to the TOPS main program window.



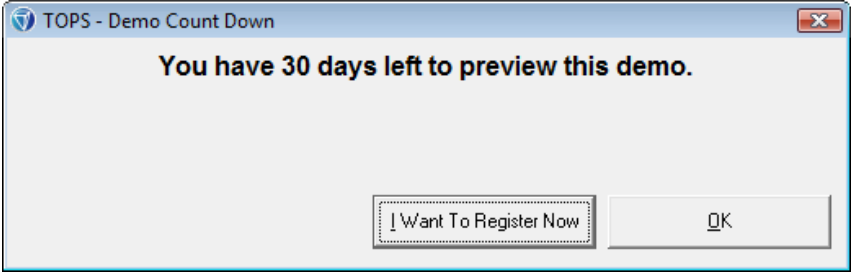
- **Select Existing Community** – Sample Community has been included with TOPS Professional.
- **Add New Community** – Go straight to the Add Community Wizard, which will walk you through adding a new community.
- **Exit to Windows** – Quit TOPS Professional.

5. Click the **Select Existing Community** button.



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.



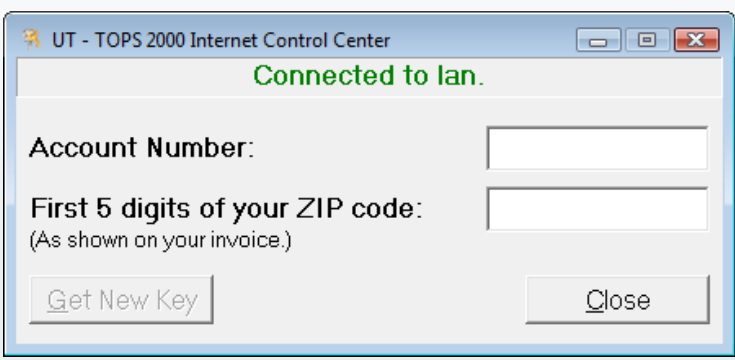
8. Click the **I Want to Register Now** button to begin the registration process. The Security Key Required window will appear. Otherwise, click **OK** to continue in Demo mode.



- **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.



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 <http://customercare.topsssoft.com>. Please contact your TOPS Account Representative for login information to access this site.

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