



Installation Procedures for Asset Management Software

The following points provide a step by step installation guide. There are various scenarios when installing including installation over a previous demonstration version, upgrading assets and installing to a network drive.

Please note that when the system reboots after an install/repair/remove, there may be a delay of a minute or two before windows displays the desktop. This is normal and you should not reset during this stage.

Important note for Windows 2000 users

You must install Windows 2000 Service Pack 1 if you intend to run assets. Assets requires MDAC 2.5 which can only be installed on Windows 2000 as part of Service Pack 1.

Important Note for Installation over a Demonstration Version

If you wish to retain data entered with the demonstration version you should make a copy of the data before proceeding with the next step.

To install assets over an expired demo version you must first uninstall the previous version (via Control Panel->Add-Remove programs). Then you should reboot the system and install the new version of assets. Before entering the destination path when installing assets, you should make sure the destination path is empty (or doesn't exist) which means the previous version has been deleted correctly.

Installing assets for the first time or Adding a new workstation

- ◆ Close down as many applications as you can
- ◆ Place the CD in the drive.
If the setup does not start automatically
 - ◆ Click on Start → Run
 - ◆ Enter the following (replace <cd drive> with the driver letter for your cdrom)
 <cd drive>:\setup
 e.g. D:\setup
- ◆ Click OK
- ◆ When the "Installshield Wizard" displays the welcome screen Click Next.
- ◆ Click Next.
If you are performing an installation to a network see 'Network Installations' below.
- ◆ Choose a destination folder for the assets program. To choose the default folder click Next. To change the folder, click the browse button and enter a different location (eg d:\csassets), then click ok, and then click next.
- ◆ Click "Next" to choose the default "Typical" installation.
- ◆ Choose a program folder for the assets shortcut. To choose the default "Assets", click Next. To change the folder name, enter a different folder name and click next. The program folder is where the assets shortcut will be located when you click on Start → Programs. (E.g. Start → Programs → Assets)
 NB. A shortcut will also automatically be placed on your desktop.
 Click Next to finish installation of the assets program.
- ◆ After the assets program is installed you may be prompted to restart your system.
- ◆ When you start the Assets program, you will be prompted to enter a username and password.

Installing assets on a Network

Follow the instructions as per "Installing assets for the first time", however the destination directory should be on a network drive as the full network path (eg. v:\assets). This will install the asset program and data to the network path, and windows components to the workstation that you are performing the installation from.

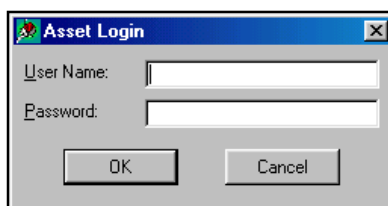
All subsequent workstation installations are performed the same way. The destination directory will be the same network path (eg v:\assets) specified during the installation on the first workstation. **These subsequent workstation installations will not overwrite any data on the network drive.**

Loading the Latest Patch

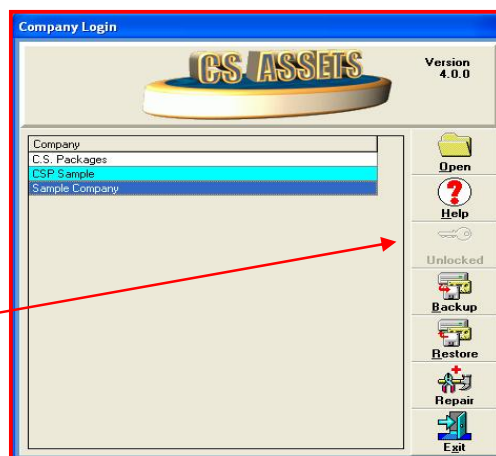
To install any updates that have occurred since this release.

- ◆ Go to the CD via Windows explorer.
- ◆ Copy the file Assets.zip and paste it into the CS Assets folder e.g. v:\CSAssets
- ◆ Open the ZIP file and copy the Assets.exe file, then paste it into the CS Assets folder. This will overwrite the existing Assets.exe.
- ◆ The initial username and password are:

Username : assets
Password : assets



This will then give you access to the Company Login menu which allows you to UNLOCK your software as a Demonstration or Fully operational system.



Click here to enter the unlock
Serial number.

- ◆ You will then be prompted to enter a serial number. If you are installing a demonstration version enter "DEMO", otherwise enter the serial number provided below:

Serial Number supplied once full payment has been received

If you do not have a serial number you will have full use of the system for 21 days and you will then be able to use the software in Demonstration mode for a further 39 days.

Assets Unlocked then Locked Why?

The software should not relock unless a full reinstall has been done. A re-install with a Repair will not lock the software.

When the software is first installed it will be locked and an unlock code will be supplied on receipt of payment.

If an additional workstation is set up on a network and appears locked, this may be because the assets icon is not pointing to the network assets program and data. Check the assets icon and the menu item for assets. They should both point to the network drive and start in the network drive in the Assets folder.

Upgrading an asset installation

An upgrade and a repair use the same procedure

- ◆ Place the CD in the drive.
- ◆ Close down as many applications as you can
- ◆ Click on Start → Run (The setup may start automatically)
- ◆ Enter the following (replace <cd drive> with the driver letter for your cdrom)
 <cd drive>:\setup
 e.g. D:\setup
- ◆ Click OK
- ◆ You will have the option to Modify, Repair or Remove the application. Choose the “Repair” option and click Next. This will ensure that all the necessary files are installed and will upgrade them if necessary. Performing an upgrade (repair) will leave existing data intact.

Moving CS Assets to a Network or New Server Drive

To move assets to a network drive you need to do the following steps:

- ◆ Create a folder on the network drive where CS Assets will be installed.
- ◆ Copy the entire folder to the network drive. (It is important that the entire assets folder is copied to the network drive).
- ◆ Uninstall CS Assets from the local workstations(s).
- ◆ Repeat this on all workstations that have CS Assets installed.
- ◆ Re-install CS Assets to the network drive specifying the folder created in Step 1.
- ◆ Run the CS Assets installation on all other workstations. In each case specify the network folder from Step 1 as the installation path.

Note of Caution

If CS Assets was originally installed on the local pc (eg C:\program files\csassets), and you have since redirected the shortcuts to point to the network assets folder, running “setup.exe” and doing a repair from the installation cd will redirect the shortcut that you may have pointed to the network folder BACK TO the local folder and CS Assets updates will NOT be installed to the network.

Repairing an Asset Installation

It may be necessary to repair an asset installation if the application fails to run properly. This could be as a result of installing another application or could be due to system corruption.

- ◆ Place the CD in the drive.
- ◆ Close down as many applications as you can
- ◆ Click on Start → Run
- ◆ Enter the following (replace <cd drive> with the driver letter for your cdrom)
 <cd drive>:\setup
 e.g. D:\setup
- ◆ Click OK
- ◆ Choose the “Repair” option and click next.

Removing an Asset Installation

This option will allow you to remove the assets application. This may be necessary if the application will not run properly and a “Repair” has not resolved the problem (after the “Remove” you would perform a normal installation to reinstall the application).

- ◆ Place the CD in the drive.
- ◆ Close down as many applications as you can
- ◆ Click on Start → Run
- ◆ Enter the following (replace <cd drive> with the driver letter for your cdrom)
 <cd drive>:\setup
 e.g. D:\setup
- ◆ Click OK
- ◆ Choose the “Remove” option and click Next.

Linking to Sybiz Vision (Sybiz) Software

The Asset Management software can be linked to Sybiz Vision for automatic posting of accounting entries.

If you have a demonstration version of the Asset Management software, you will only be able to link the asset Sample company to the Vision Sample company.

It is recommended that you link your Asset company's database to Vision before you add any categories. If you do this, you will be able to choose Vision account codes from the account dropdowns when you add categories.

The company code in assets MUST have the same name as the directory containing the company's vision data files. E.g. To link to the asset sample company (with company code SAMPLE) to vision, where the sample company's vision data is F:\VISION\SAMPLE, you must enter the vision path as F:\VISION.

To link the Asset Management software to Vision, perform the following steps:

1. From the "Company Login" form, choose "Utilities->Company Maintenance" from the pulldown menus at the top of the screen.
2. When the Company Maintenance form opens, choose the company that you want to link to the accounts from the Company dropdown. In the demonstration version of Asset Management, the "Sample" company should be selected by the operator.
3. Enter the path to the vision data directory in the "Vision Data" textbox. You can click the "Browse" button to help you find the vision data directory. The path you enter must point to the parent directory which contains the directory containing your company data. For example, if your vision data is in "v:\visidata\Sample", then you must enter the path as "v:\visidata".
4. After you have entered the accounting path, click "Save", and then exit Company Maintenance.
5. Once the changes are saved, existing links on the Assets database will be checked for validity against the accounts and you must update the account codes to be correct on all categories and possibly assets.

ASSET MANAGEMENT

HOW TO GET STARTED

How do I get started with a new company?

1. **Adding a User** – Go to utilities on the Company login screen and select User Maintenance. Add a username and then set the user access.
2. **Adding a Company** - From the company login screen, choose Utilities -> Company Maintenance from the pulldown menus, and add the new company.
3. **Adding an Accounting Link** - Make sure you have selected your accounting link and then ensure that each Category has a valid general ledger code for every field. When a depreciation run is done, general ledger entries for any entries made after the link is established will be posted. See next page for more details on linking to the accounting package.
4. Log into the new company.
5. **Adding a Category** - Go to maintenance and add categories for each of the asset categories (types) that you have.
6. **Adding a Department** - If you are using departments, add departments in maintenance.
7. **Adding an Asset** - Go to Assets on the main menu and do a Purchase to create each new asset. This will create the opening balances for each asset.
8. **Adding a Report** - To add a new report to the reports list go to the Utilities menu on the top menu bar and select Report Maintenance.
9. **Setting up Multiple Reports** - If you run the same set of reports on a regular basis, you can set up a report job stream and give it a name e.g. Monthly reports, Annual reports. When you go to the **Reports** option and select the **Job Stream** tab you can then select the appropriate set of reports and these will run in the order selected.
10. **Printing the Manual** - Asset management is provided with an online manual. To access the manual, start the assets program, and choose "Help -> Contents" from the top pull down menus. The manual can be printed by choosing the "File -> Print" option while you are viewing each section of the manual.