



Installation Instructions for Installing Casper Payroll Software

The following points provide a step by step installation guide. There are various scenarios when installing including upgrading payroll and installing to a network drive.

If you are upgrading please ensure you have a full backup of your payroll directory.

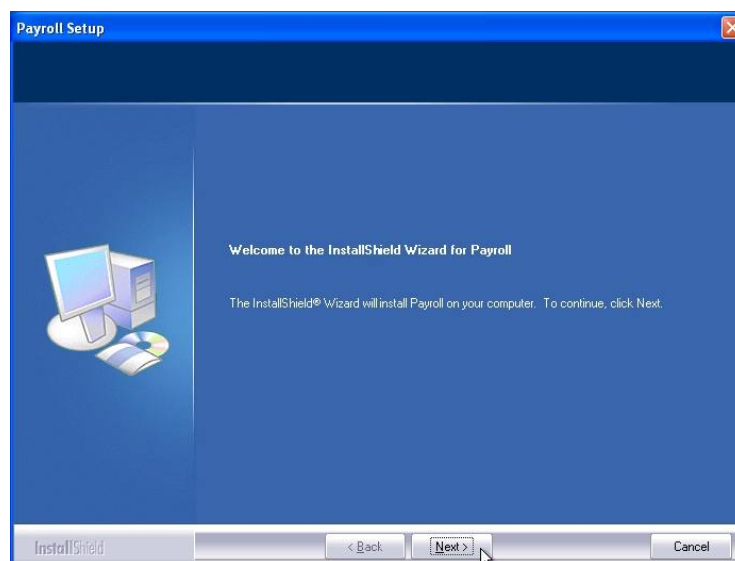
Important note for Windows 2000 users

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

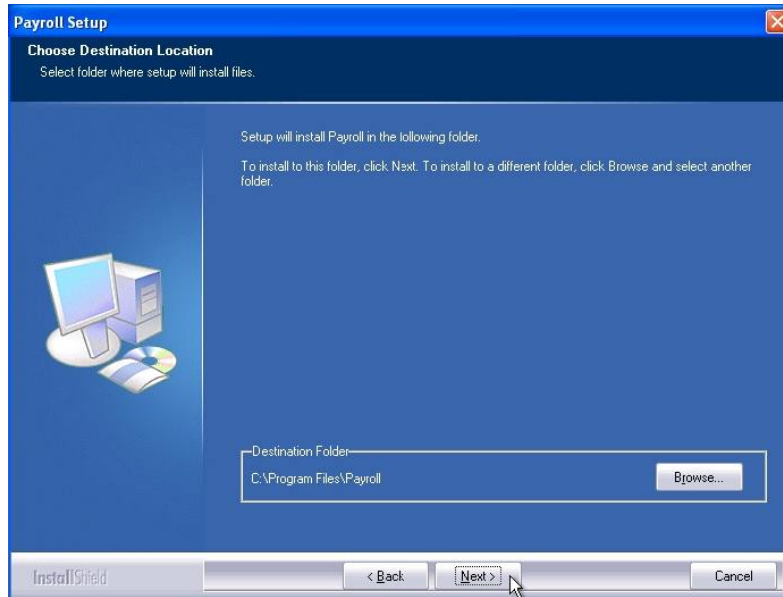
Procedures for All Installations

Perform the following steps:

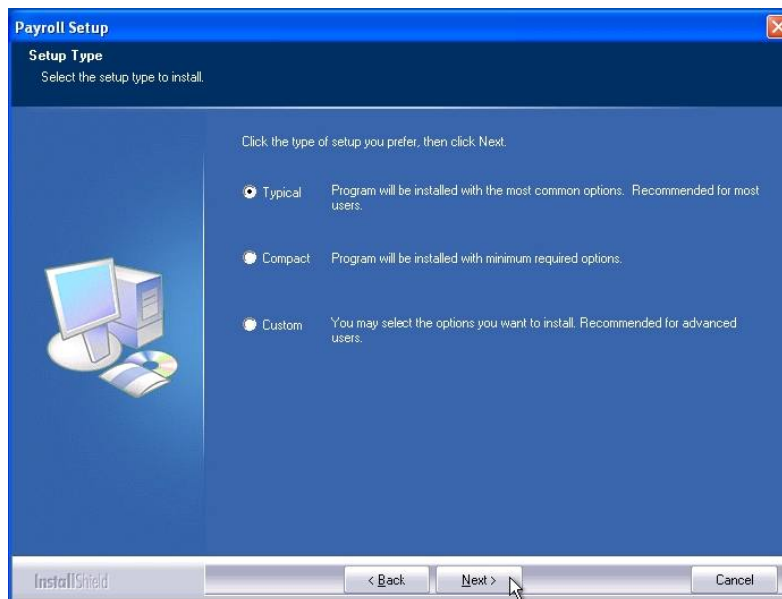
- ◆ Place the CD in the drive.
- ◆ Close down as many applications as you can
- ◆ Click on Start and Run
- ◆ Enter the following (replace <cd drive> with the driver letter for your cdrom)
 <cd drive>:\setup
 e.g. D:\setup
- ◆ Click OK
- ◆ When the "InstallShield Wizard" displays the welcome screen Click Next.
 IF you are reinstalling on a workstation that already has CASPER installed or preferring an upgrade go to "Type of Installation".



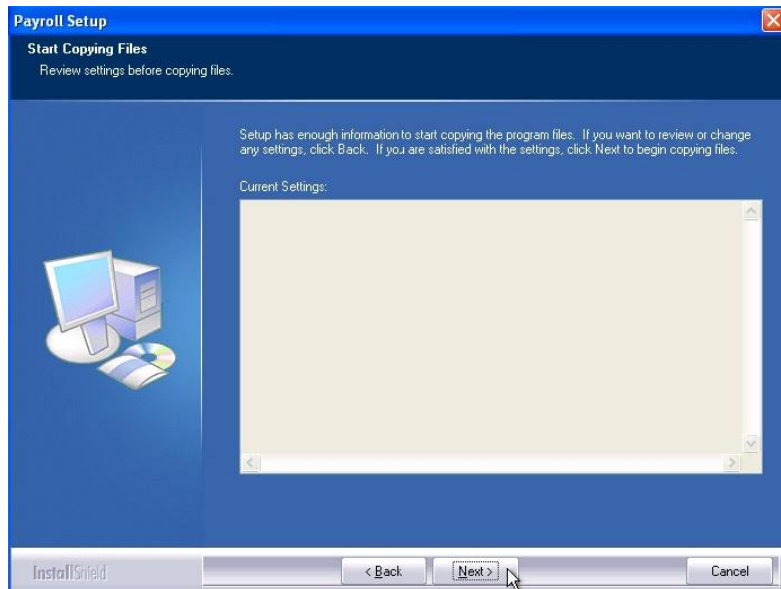
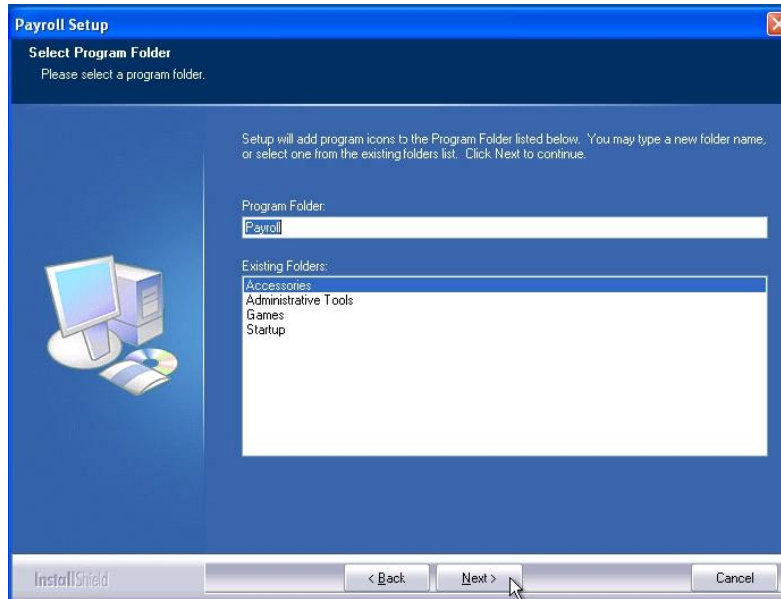
- ◆ Choose a destination folder for the payroll program. To choose the default folder of c:\payroll, click Next. To change the folder, click the browse button and enter a different location (eg d:\mypayroll), then click ok, and then click next. If you are performing an installation to a network see **'Network Installations'** below.



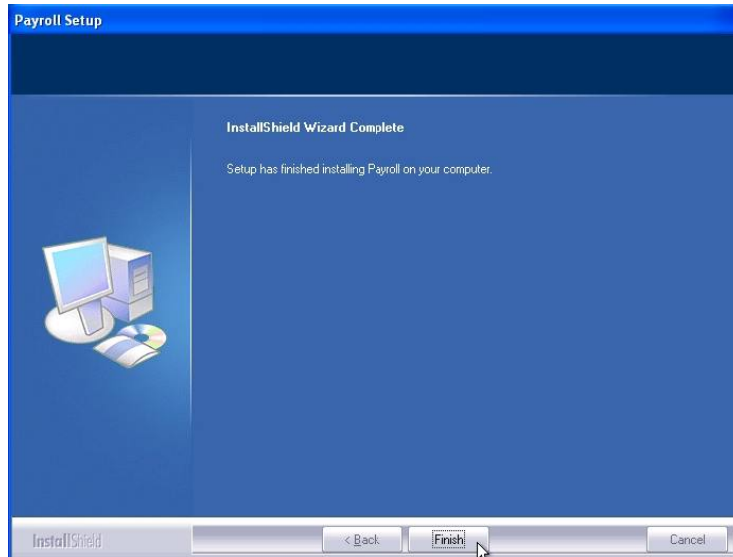
- ◆ Click "Next" to choose the default "Typical" installation.



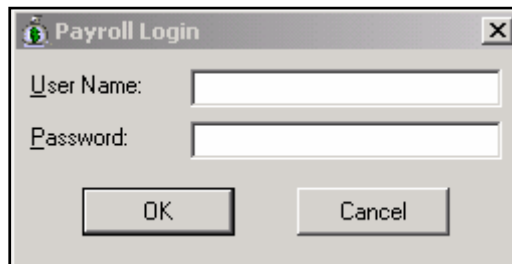
- ◆ Choose a program folder for the payroll shortcut. To choose the default folder “payroll”, click Next. To change the folder name, enter a different folder name and click next. The program folder is where the payroll shortcut will be located when you click on Start >Programs. (E.g. Start > Programs > Payroll)
NB. A shortcut will also automatically be placed on your desktop.



- ◆ Click Next to finish installation of the payroll program.



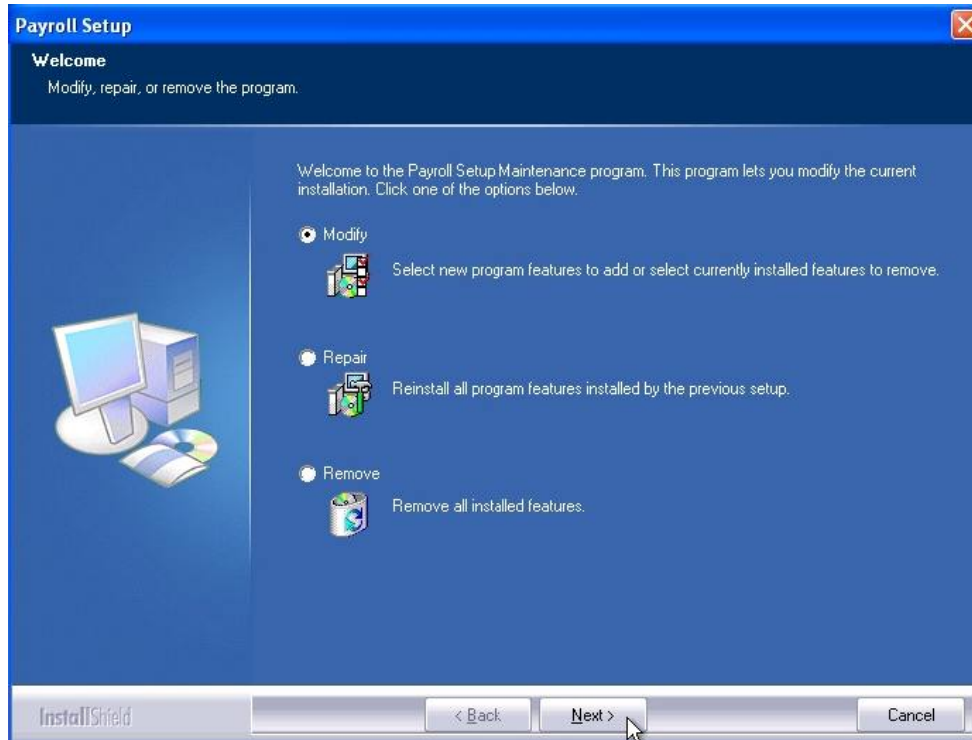
- ◆ After the payroll program is installed you may be prompted to restart your system.
- ◆ When you start the payroll program, you will be prompted to enter a username and password.



- ◆ The initial username and password are:
Username : payroll
Password : payroll

Type of Installation

- Choose the type of Installation. If you are upgrading or reinstalling payroll select Modify, Repair or Remove.



Modify – Change existing setup components and programs.

Repair – Reinstall all program components and leave the existing data in tact.
This is used for most upgrades. Once you have done the repair you need to restart your computer for the installation to be completed fully.

Remove – Remove Casper Payroll components from your system. This can be useful prior to reinstalling a new version.

Network Installation

When installing payroll to a network, the destination directory should be on a network drive as the full network path (eg. v:\payroll). This will install the payroll 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:\payroll) specified during the installation on the first workstation. **These subsequent workstation installations will not overwrite any data on the network drive.**

Testing an Upgrade

If you would like to test an upgrade for a new version prior to running live with that version, you can do an installation of the program to c:\Program Files\ and this will cause the program to be installed locally. You would then point the company data files to a backup copy of your data for testing.

When you would like to run this version live you can do a Repair as previously described on other workstations and change the shortcut link to the Payroll.exe file back to your network drive. Also set the start in folder as the network payroll folder.

The upgrade will perform an upgrade to the newest exe, dlls, and reports, but will not overwrite your current data or ini file.

SQL Users Notes

If you are running the CASPER on an SQL database, you should ensure that the first user to log into CASPER after an upgrade has rights to add and modify items in the database.