

MicroBiz Installation/Upgrade Procedures

Before installing, ensure you have read the following documents found in the CD:

- MBZSupportedDevices.doc
- ReleaseNotesVer12.0.6.doc

IMPORTANT!!!

- **If you are upgrading, please ensure you have a current backup of the Business and Bizwin folders.**
- **Please ensure everyone is out of MicroBiz on all computers before proceeding with installation below.**
- **The installation/upgrade is done on the server first and then on each workstation.**

Server

Insert the MicroBiz CD into your CD-ROM drive. The install should start automatically. Once the install begins you will see a Setup progress bar load to 100%. Once it is done loading, the following menu will appear (Figure 1). In this menu, you will have several options to choose from. Be sure you only choose the program you purchased.

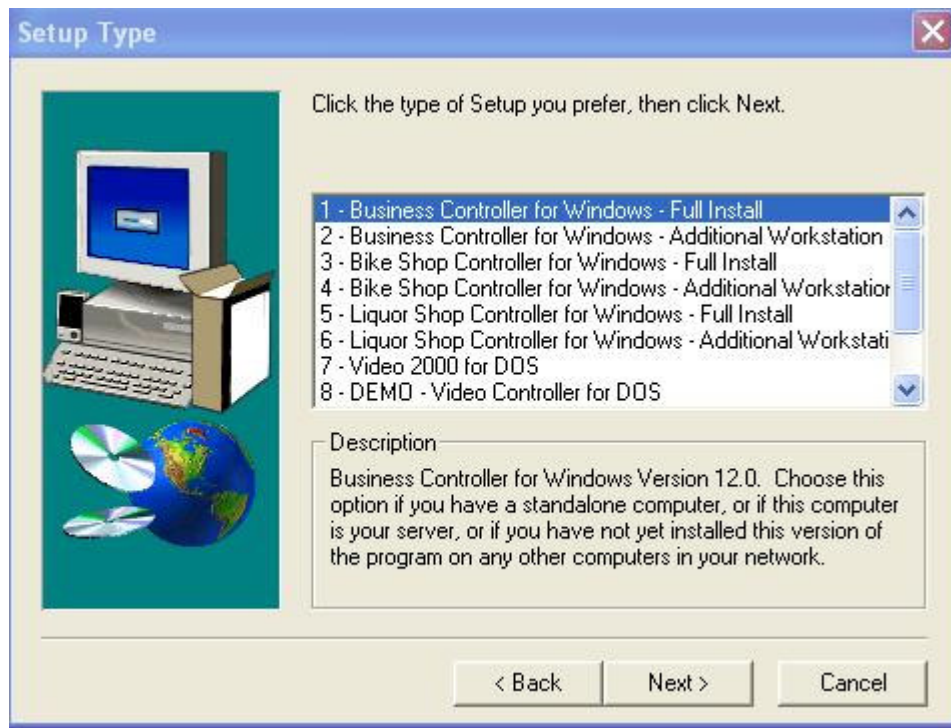


Figure 1

Once you find the purchased program, you will see two options to select from: Full Install and Additional Workstation.

To install/upgrade a standalone system or the Server, choose the **Full Install option**.

If you have multiple computers connected via a Network then you will choose Full Install for the Server and Additional Workstation for the Workstations.

After you make your selection, click 'Next'.

On the Select Drive screen, enter the drive letter where this program is to be installed (Figure 2). By default, 'C' is already entered into the field. If you will be installing the program on your Local Disk (C:), click 'Next'. Otherwise, type the correct drive letter and then click 'Next'.

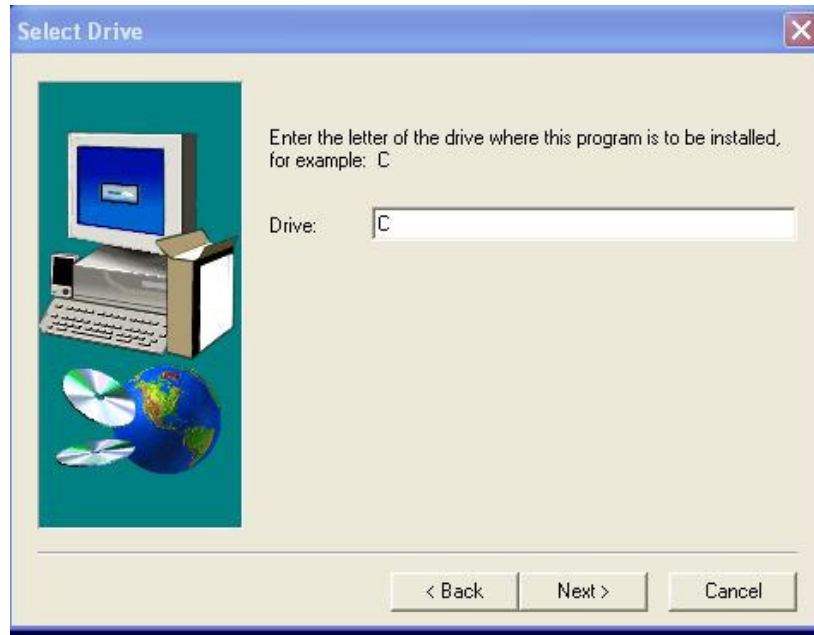


Figure 2

The installation will begin. You should see the installation progress bar as it loads to 100%. After the installation is complete, you will see the Information box (Figure 3). Click the 'OK' button.



Figure 3

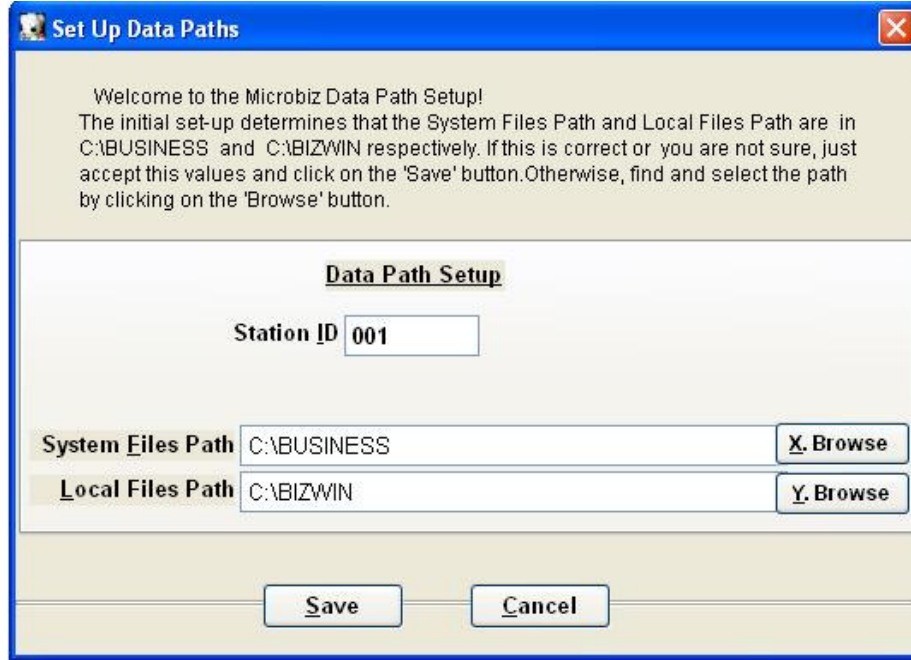
If you are installing MicroBiz on the server for the first time, you may get a prompt to Setup Data Path as shown below on (Figure 4). Otherwise, if you are reinstalling or upgrading, the program will proceed to clean and pack as shown on (Figure 5).

Setting up the windows file path on the Server.

The Station ID should always be unique for each computer. By default, 001 or 1 will appear in the field. For multiple computers, please ensure that each computer is using different Station ID's.

The System Files Path should always point to the Business folder. The Business folder contains your data and should only be saved on the server. The Local Files Path should always point to the Bizwin folder. The Bizwin folder contains the program settings. For multiple computers: After each installation, each computer should have it's own Bizwin

folder saved in its local drive. The Set Up Data Path window will appear with the following default information as shown on (Figure 4). To accept the settings, click 'Save'.



Full Installation on Server - Figure 4

The program should start a Clean and Pack (Figure 5). **It is important that you complete the Clean and Pack procedure without interruptions to avoid data corruptions or loss.**

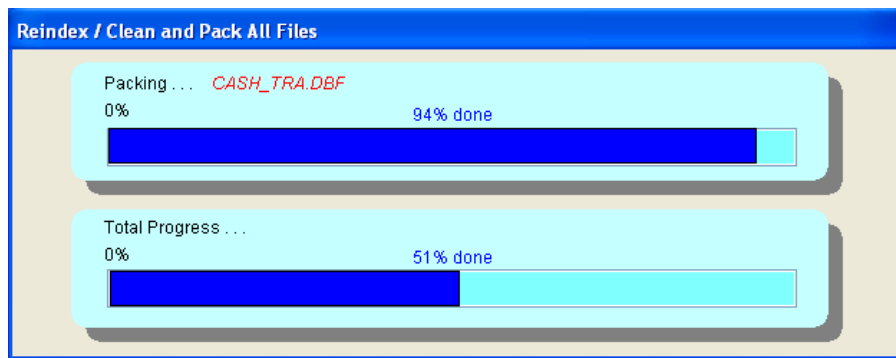


Figure 5

First Keyblock Data box will appear (Figure 6). Please note your serial number for reference when calling support. Click 'OK'.

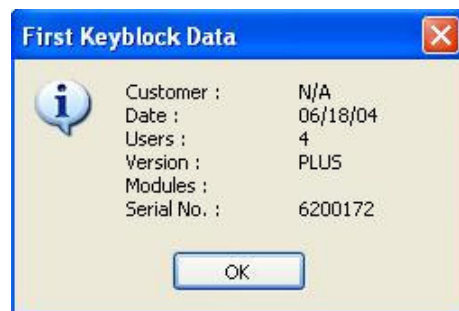


Figure 6

For first time installations, MicroBiz Setup Wizard will appear (Figure 7). The Wizard will assist you in setting up your devices such as; printers, cash drawer, pole display, etc... You may continue by clicking 'Next' and then selecting the appropriate options or you may select 'Cancel' to set up your devices at a later date.

To set up your devices later, please go to the main menu and click on Management | Customize | Hardware Settings as shown on (Figure 8). For more assistance, please call Support.



Figure 7

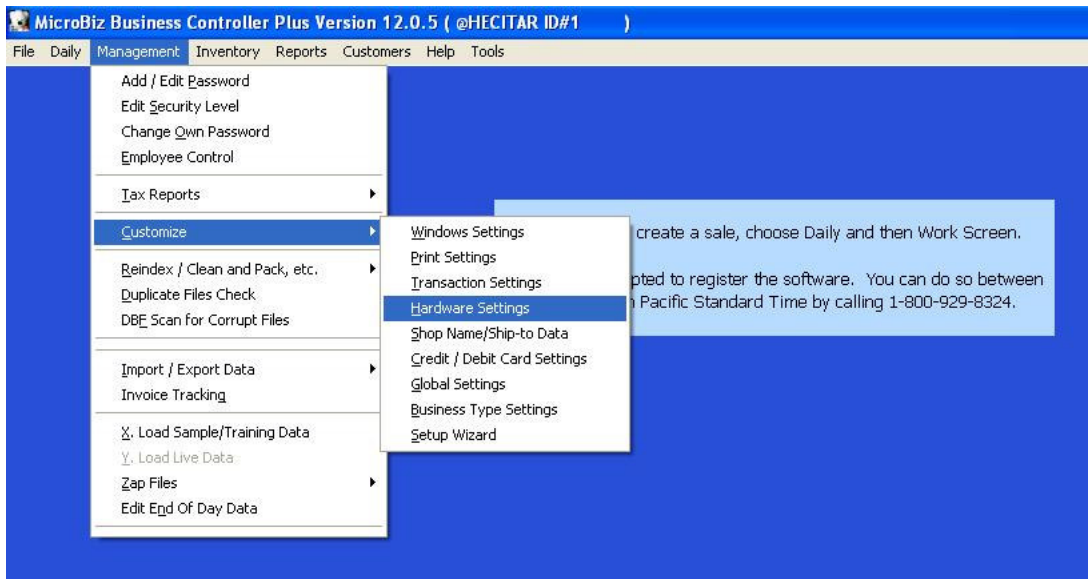


Figure 8

The main blue screen (Figure 9) will appear after you setup your devices or by clicking 'Cancel'.

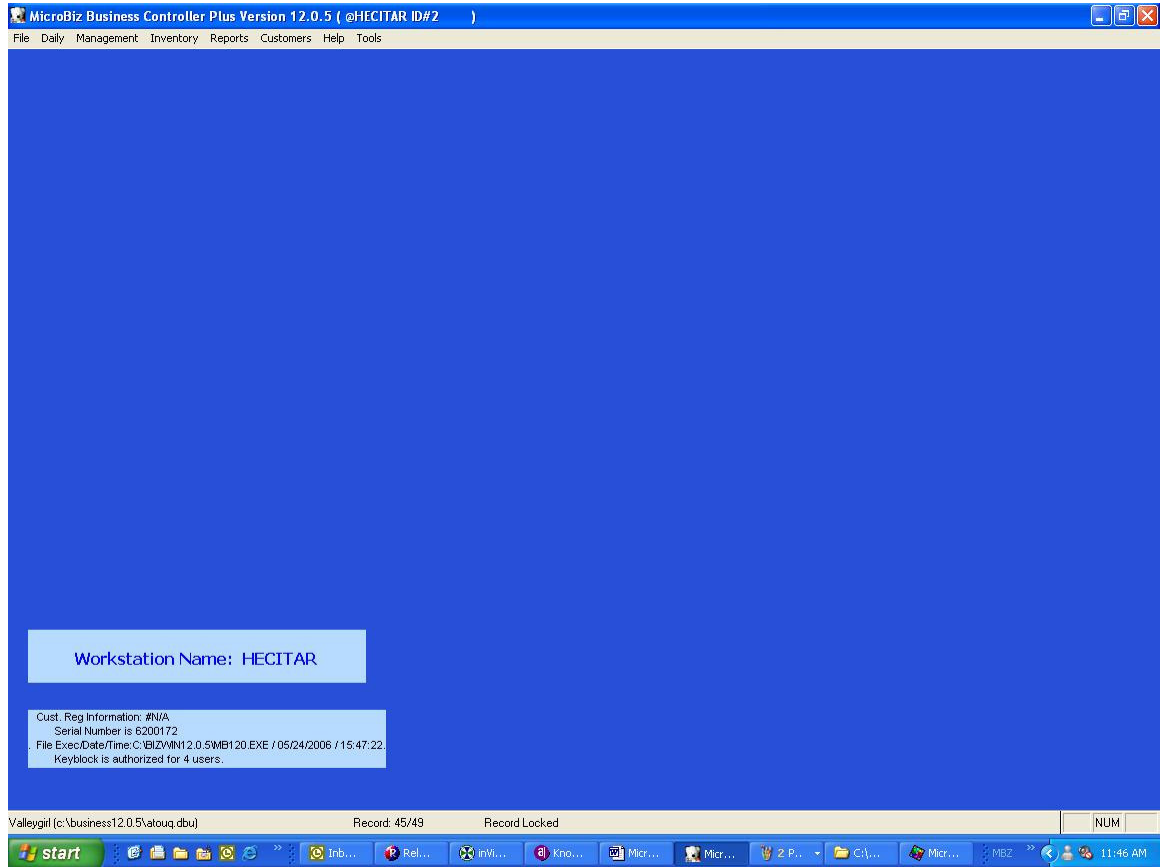


Figure 9

When you have completed the installation on the server, perform the following check:

- ✓ Make sure you can sign on to MicroBiz.
- ✓ Verify that you can see your data.
- ✓ Try ringing up sales for testing.

(Don't forget to VOID the transactions later).

If everything checks out fine, then you should be ready to begin using MicroBiz.

Additional Workstation

To install MicroBiz on an Additional Workstation, Insert the CD. The install should start automatically. Once the program is done loading to 100%, you will need to select the program you purchased. Since you are installing this program on the workstation, you will need to select the **Additional Workstation** option as shown on (Figure 10) and then click 'Next'.

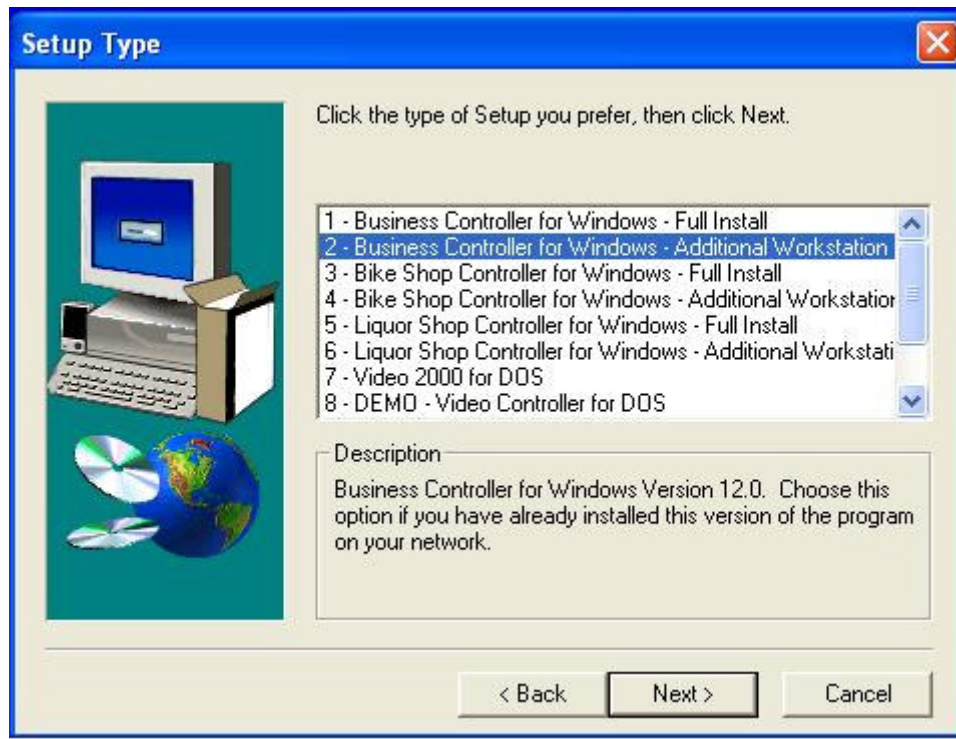


Figure 10

On the Select Drive Screen, enter the drive letter where this program is to be installed (Figure 11). By default 'C' is already entered. If you will be installing the program on your Local Disk (C:), click 'Next'. Otherwise, enter the drive letter and then click 'Next'.

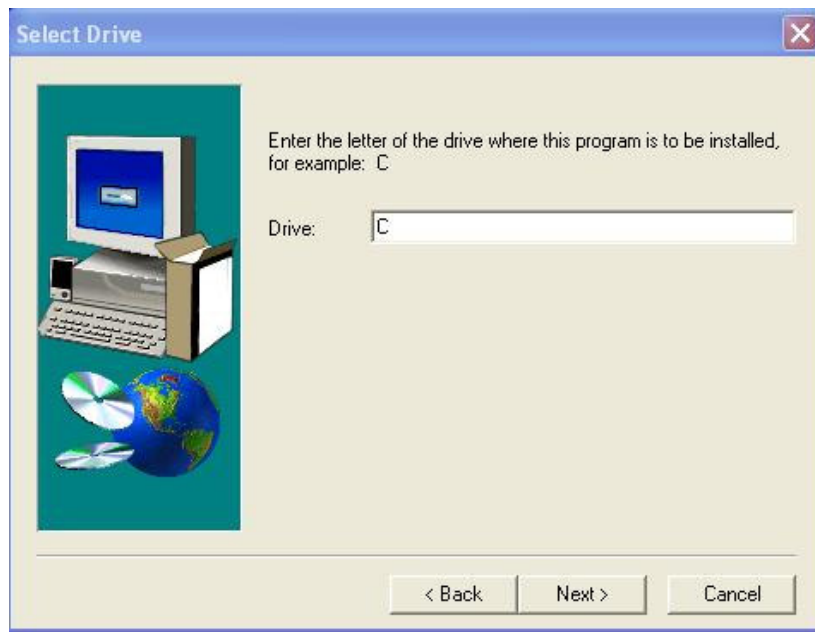


Figure 11

The installation will begin. You should see the installation progress bar as it loads to 100%. After the installation is complete, you will see the 'Information Box' as shown on (Figure 12). Click the 'OK' button to continue with installation.

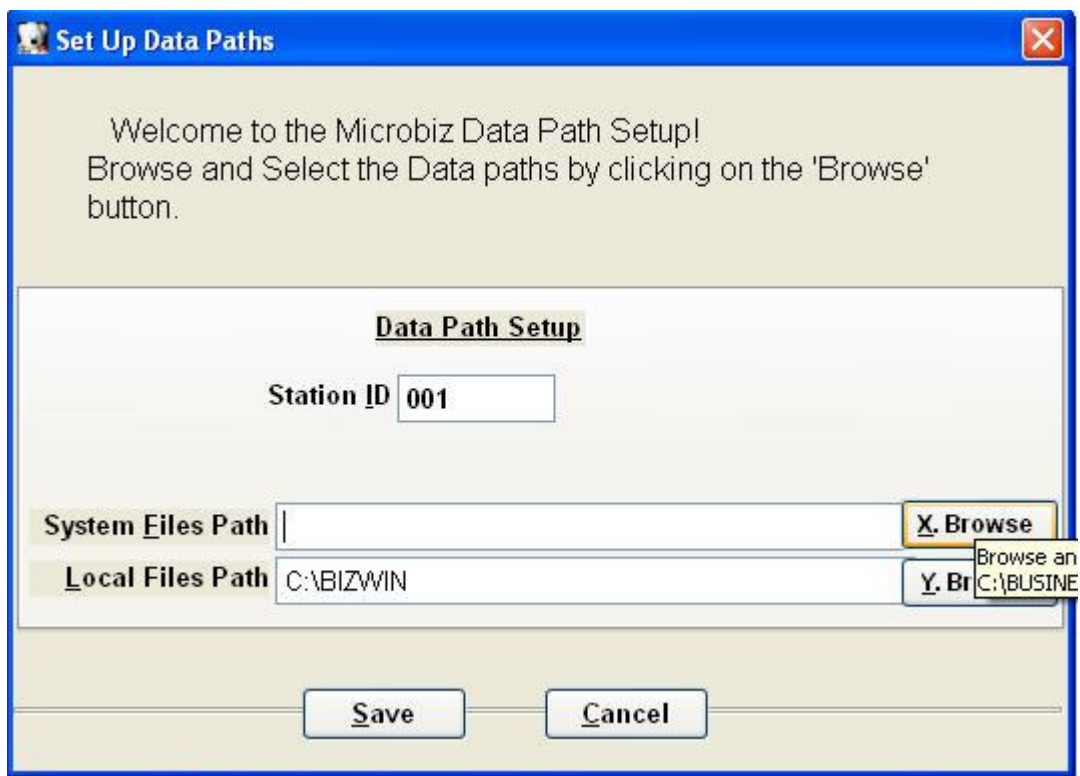


Figure 12

Setting up Data Path on the workstation (Figure 13):

Ensure the Station ID is different from the Server or any other workstation. By default, 001 or 1 will appear in the field. If 001 is in use, you will need to change the Station ID to a number that is unique from any other computer.

Notice the System Files Path field is blank. Assuming you have mapped the workstation to the Server, you may proceed to set the System Files Path. **It is important that the Systems Files Path is pointing to the Business folder on the server.** To set the path to the server, click the 'X. Browse' and then browse to the Server's mapped drive and select the Business folder. By default, the Local Files Path should already be filled with 'C:\Bizwin'.



Additional Installation on Workstation - Figure 13

As stated above, it is important that the Systems Files Path is pointing to the Business folder on the server and the Local Files Path is pointing to the local Bizwin folder on the workstation. The image below shows an example of how a workstation's System Files Path should appear (Figure 14). Notice that the System File Path is pointing to the

mapped drive 'Z' and the Local Files Path is pointing to the local drive 'C'. Once you are done setting up the paths, 'click 'Save' to save the settings.

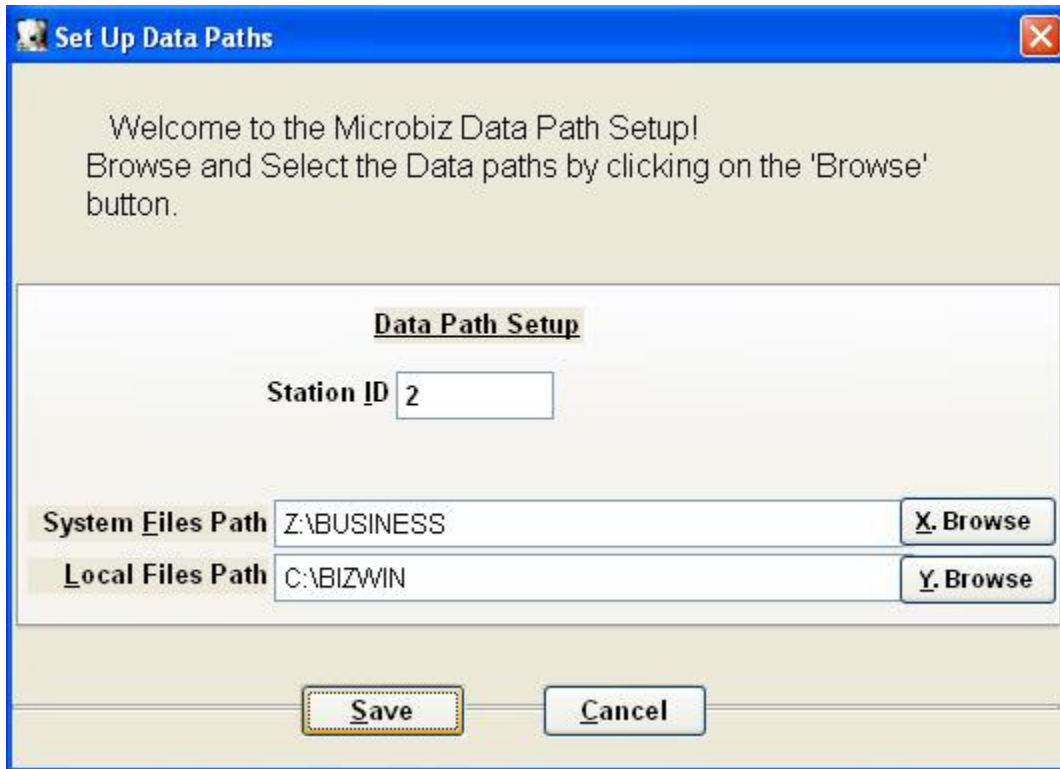


Figure 14

The First Keyblock Data box will appear (Figure 15), click 'OK'. Please note that the First Keyblock Data box will appear each time you open MicroBiz.



Figure 15

After clicking 'OK', you should see the main blue screen of MicroBiz as shown on (Figure 16).

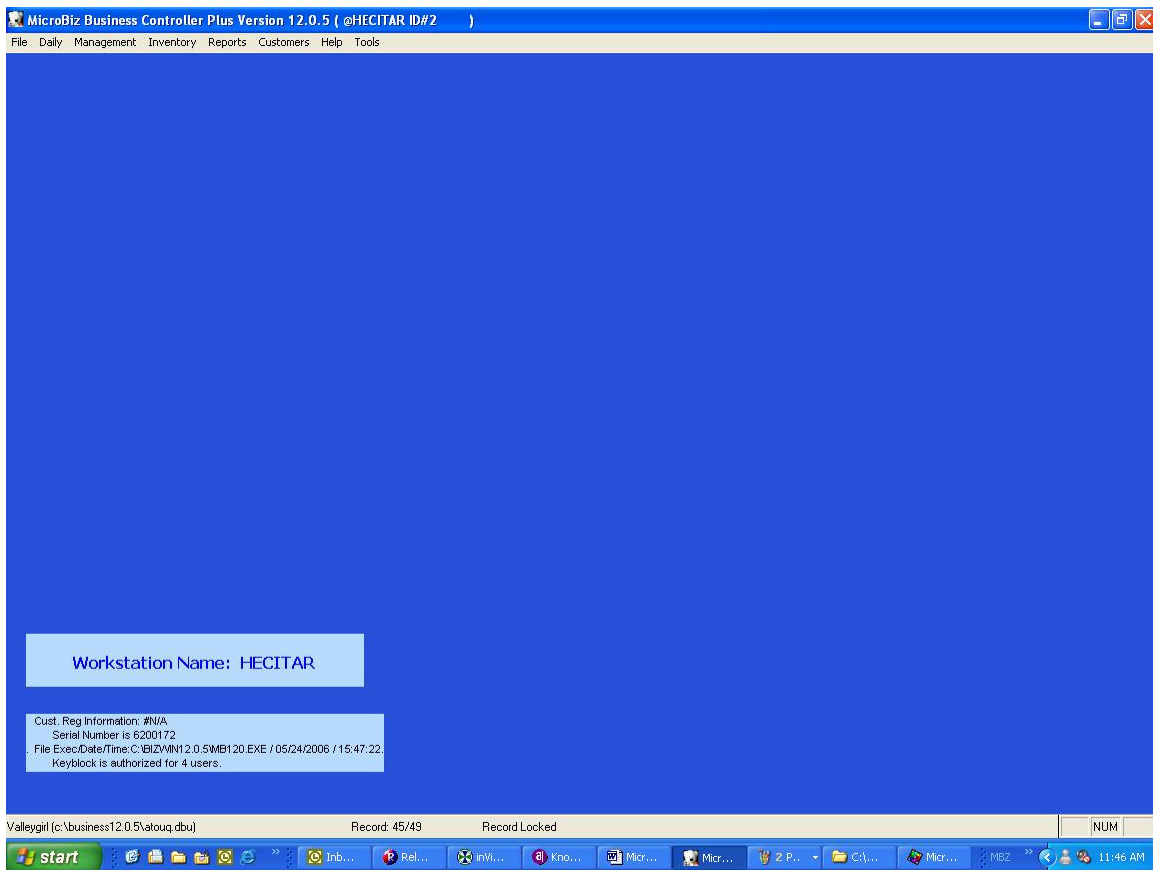


Figure 16

When you have completed the installation on all the workstations, perform the following checks:

- Ensure you can sign in to MicroBiz on all computers.
- Ensure all computers are running the same version.
- Verify that you can see your data.
- Try ringing up sales for testing.

(Don't forget to VOID the transactions later).

If everything checks out fine, you should be ready to begin using MicroBiz.

If you need assistance with installation or setting up your devices, please call Support at 800-929-8324.