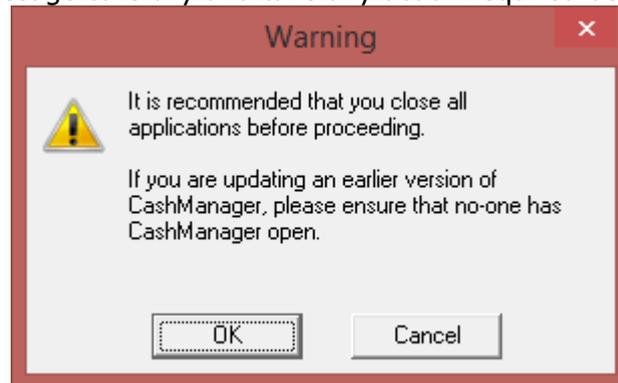


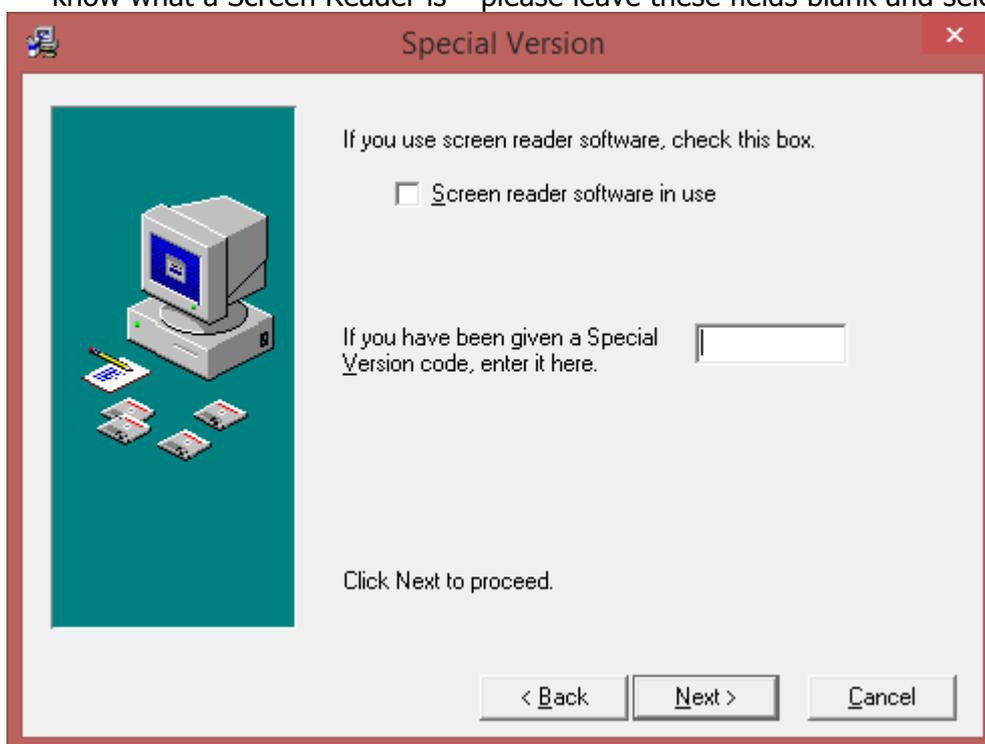
How to Install CashManager for the first time

Full Installation

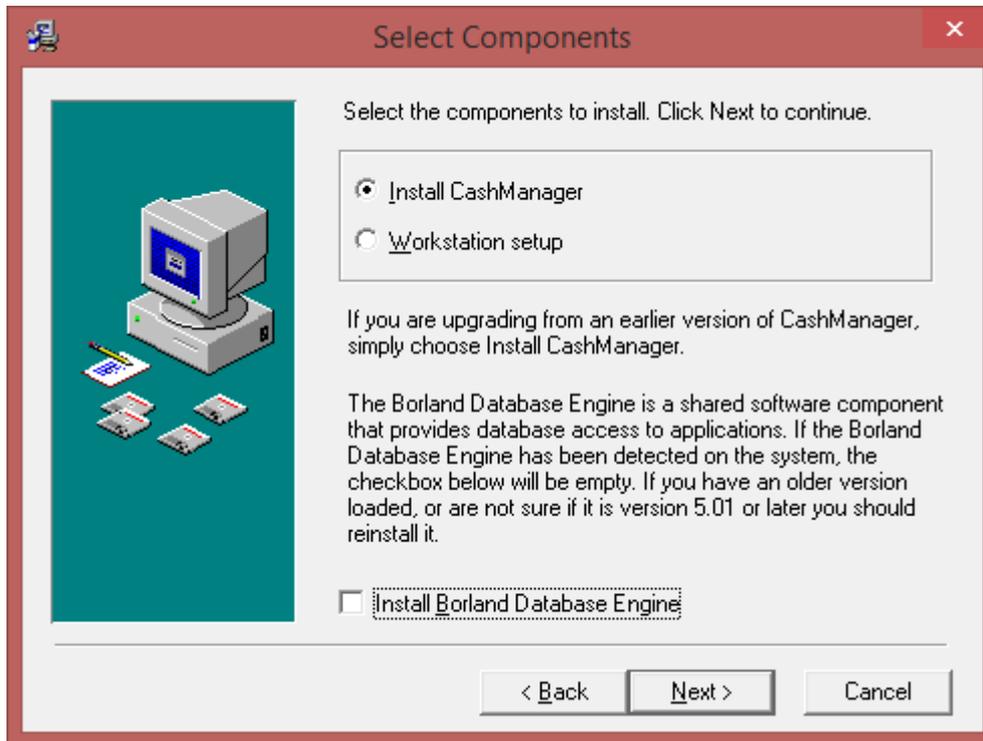
- Find the file you have downloaded (You are looking for a file called - CMWXXSetup.EXE – XX will be the current version of CashManager)
- Double click on the file which will start the installation and select 'Run'
- Answer 'Yes' to the 'User Account Control' message:
 - Do you want to allow the following program from an unknown publisher to make changes to this computer?
- Please read this message carefully and take any action required before proceeding.



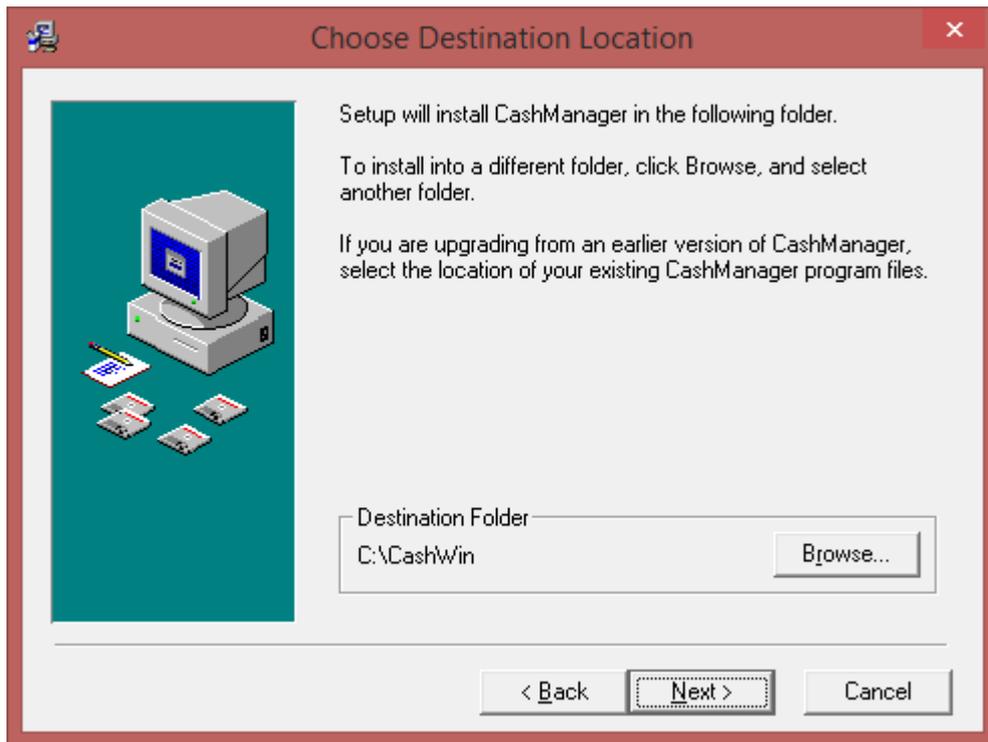
- Please read each message box as it appears.
- Accept the licence agreement after reading thoroughly
- If you have a been provided with a 'Special Version' code please use it here, or if you use a Screen Reader, please check the box required and select 'Next'
 - N.B. If you have not been provided with a special version code, or you don't use or know what a Screen Reader is – please leave these fields blank and select 'Next'.



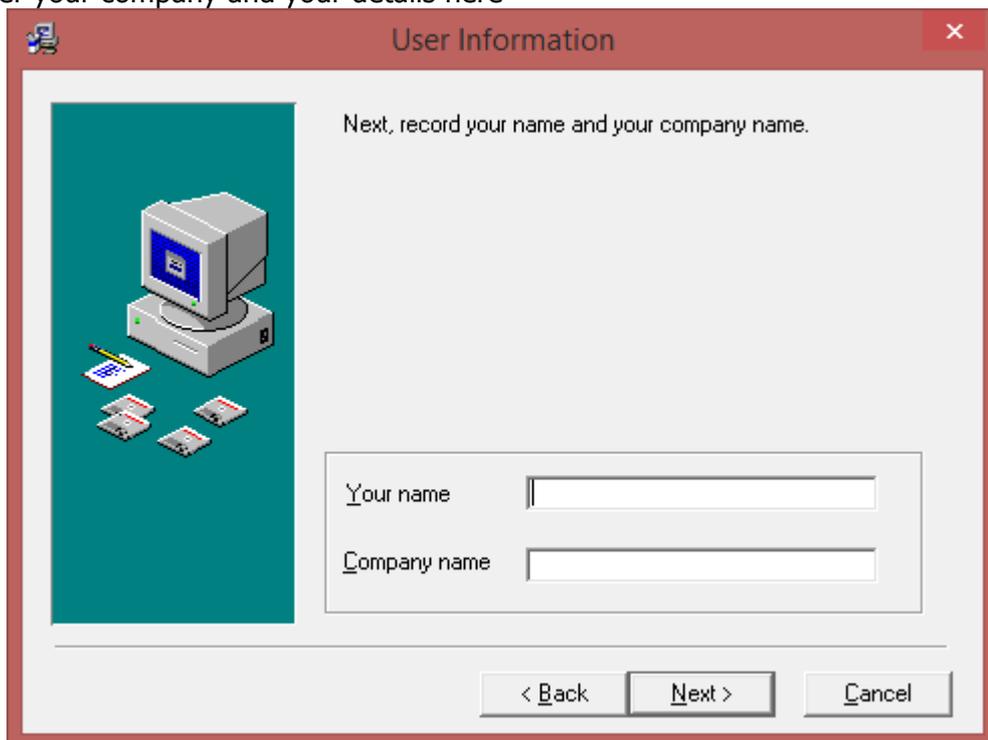
- When you are installing CashManager on a new computer or for the first time, please ensure you have the 'Install Borland Database Engine' field – at the bottom of the window – ticked.
- If you are installing CashManager on a standalone computer or a server, please select the 'Install CashManager' option.
- If you are installing CashManager on a device that is connected to a server (and the server has CashManager installed on it), please select the 'Workstation setup'.



- If you are installing CashManager on a standalone computer, then please leave the Destination folder as shown below.
- If you are installing CashManager on a server, please ensure you browse to the required drive.
 - N.B. If you have installed the 'Workstation setup', this is where you tell that device which drive on the server to find the data.



- Enter your company and your details here



- Select the country you wish to comply with taxation regulations
 - N.B. You can only have one installation of CashManager on one device.

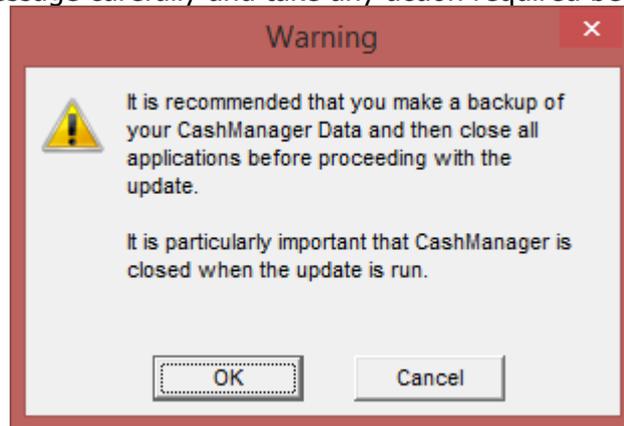


- Accept the default Program Manager group
- The 'Next' button then takes you to start the installation.
- Once the installation has been completed, you will receive a 'Finished' message and you will be taken to the folder, where you can see the CashManager Icon's.
 - N.B. A shortcut will already be placed on your desktop for your convenience.
- Close this folder.

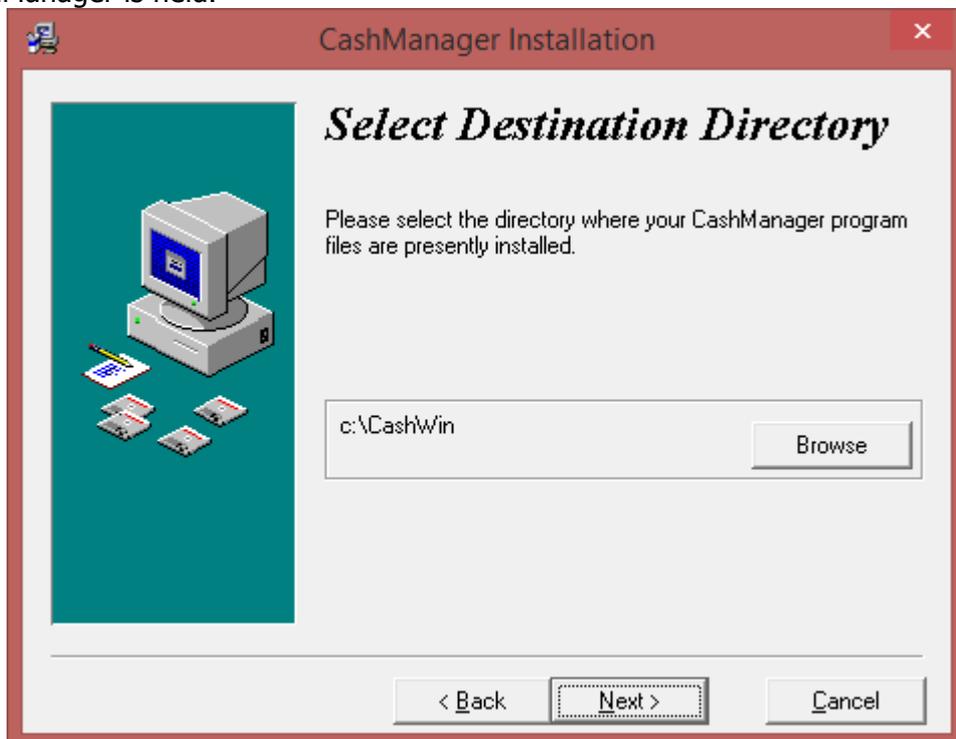
N.B. Please ensure you keep this installation file on a separate device (for example a USB) and keep this somewhere safe in case you need to reinstall sometime in the future.

Update Installation

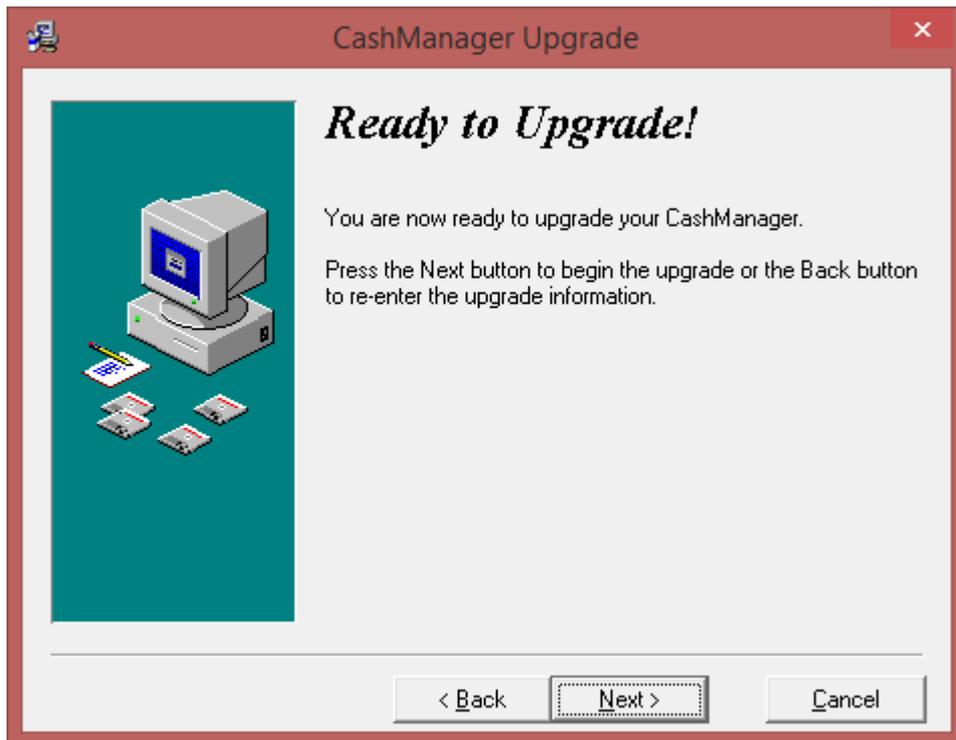
- Find the file you have downloaded (You are looking for a file called - CMWXXUp.EXE – XX will be the current version of CashManager)
- Double click on the file which will start the installation and select 'Run'
- Answer 'Yes' to the 'User Account Control' message:
 - Do you want to allow the following program from an unknown publisher to make changes to this computer?
- Please read this message carefully and take any action required before proceeding.



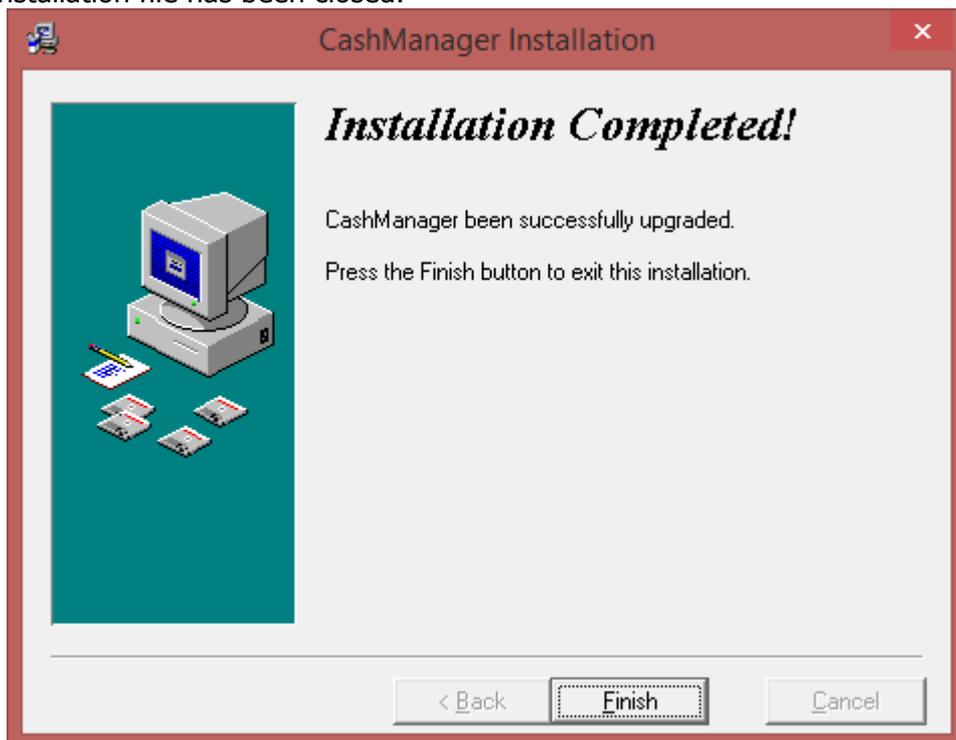
- Please read each message box as it appears.
- Accept the licence agreement after reading thoroughly
- Please ensure that you select the 'Destination Directory' where the current installation of CashManager is held.



- When you are 'Ready to Upgrade' select the 'Next' button, and everything will be updated.



- Once you get the 'Installation Completed' message – CashManager has been updated, and the installation file has been closed.



N.B. Please ensure you keep this installation file on a separate device (for example a USB) and keep this somewhere safe in case you need to reinstall sometime in the future.