

## 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'.

编	Special Version	×
	If you use screen reader software, check this box.	
	If you have been given a Special Version code, enter it here.	
	Click Next to proceed.	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ance	9



- 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'.

遇	Select Components	×
	Select the components to install. Click Next to continue.	
	<ul> <li>Install CashManager</li> <li>Workstation setup</li> </ul>	
	If you are upgrading from an earlier version of CashManager, simply choose Install CashManager.	_
\$\$	The Borland Database Engine is a shared software compone that provides database access to applications. If the Borland Database Engine has been detected on the system, the checkbox below will be empty. If you have an older version loaded, or are not sure if it is version 5.01 or later you should reinstall it.	nt
	Install Borland Database Engine	
	< <u>B</u> ack <u>N</u> ext > Cancel	

- 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.

Soltware		
l.	Choose Destination Location	×
	Setup will install CashManager in the following folder. To install into a different folder, click Browse, and select another folder. If you are upgrading from an earlier version of CashManager, select the location of your existing CashManager program files.	
	Destination Folder C:\CashWin B <u>r</u> owse	
	< <u>B</u> ack ( <u>Next</u> > Cancel	

Enter your company and your details here ٠

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CASHMANAGER Accounting

编	User Information	×
	Next, record your name and your company name.	
	Your name	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel	

- ٠
- Select the country you wish to comply with taxation regulations o N.B. You can only have one installation of CashManager on one device.

CASHMA	NAGER	Accounting Software		
	<b>4</b>		Country Selection	×
			You now need to select your country. The country setting is critical for CashManager, as it influence the GST settings used throughout the program.	\$
	*	*	<ul> <li><u>A</u>ustralia</li> <li><u>N</u>ew Zealand</li> <li>United <u>K</u>ingdom</li> <li><u>U</u>nited States</li> </ul>	
			< <u>B</u> ack <u>Next&gt;</u> <u>C</u> ancel	

• Accept the default Program Manager group

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- The 'Next' button then takes you to start the installation. ٠
- 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.

4	CashManager Installation	×
	Select Destination Directory Please select the directory where your CashManager program files are presently installed.	
	c:\CashWin Browse	
	< <u>B</u> ack <u>Next</u> > <u>C</u> ancel	

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

CASHMAN	NAGER	Accounting Software		
	<b>4</b>		CashManager Upgrade	×
	~ ~ ~		<b>Ready to Upgrade!</b> You are now ready to upgrade your CashManager. Press the Next button to begin the upgrade or the Back buttor to re-enter the upgrade information.	-
			< <u>B</u> ack <u>Next</u> <u>C</u> ancel	

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

编	CashManager Installation	×
	CashManager Installation <b>Installation Completed!</b> CashManager been successfully upgraded. Press the Finish button to exit this installation.	
	< <u>B</u> ack <b><u>Einish</u> <u>C</u>ancel</b>	

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.