

# **Installation Instruction**

Windows® Small Business Server 2008

| <b>-</b> 11   |  |  |  |   |  |                  |                                      |   |  |   |   | _ — —             |
|---|--|--|--|---|--|------------------|--------------------------------------|---|--|---|---|-------------------|
| Mai   | in System Menu - E   | BizWizard Order  | Manager Maii   | n Program System Vers   | sion: 3.7.2 Revision                                     | Date: 10/31/2010 |                                      |   |  |   | ~ _   | 2 % C             |
| User Logged In: M. David Matney<br>Location: Main Location<br>System Date/Time: Tuesday, November | 02, 2010 12:48:21 A  | M  |  | ants Accounting   | Associates   | Configuration    |                                      |   |  |   |   |                   |
|   |  |  | Work Wi  | ith All Orders  |  |                  |                                      |   |  |   |   |                   |
| Location: Main Location Order Status: All Orders Orders Taken in: Last 60 Days                    |  | AND     AND     AND     AND  | Search   |   | L  | Print            | Add/Im;                              | port Or                                     | der  | Add Ne  | w Order   |                   |
| Sales Rep:  All Sales Reps<br>Order Search:  <br>Checkmark<br>whereby th<br>the first Orc         | the Order Sub-Status<br>at task has NOT been<br>ler Sub-Status has not | AND     AND     Per values to filter th completed will be been completed | rform Advanced<br>e list. If an Order<br>e filtered and dis<br>, then checkmar | Search (Slower)<br>r Sub-Status is checkmark<br>played, e.g if you want to<br>k the first order sub-statu | ed, then those orders<br>view all orders when<br>s only. | e                | Artwork Received<br>Products Ordered | Proof Sent to Customer<br>Products Received | <b>Proof Signoff Received</b>              | Assembly Complete<br>ersonalization Complete                | oducts Shipped/Shelved                              | Customer Notified |
| Customer Name   | Location   | Order Number   | Order Status   | Date/Time Scheduled   | Sales Rep  | Order Total      |                                      |   |  |   |   | -                 |
| AppleBits Consulting Little League Trophies   | Main Location  | 200879031  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$1,066.67       | • •                                  |   | •  | •   |   |                   |
| Desmond Interior Design   | Main Location  | 200879029  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$6.00           | •                                    | • •   |  | •   | • •   |                   |
| Frame Art America   | Main Location  | 200879035  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$238.31         | • •                                  | •   |  | •   | •   |                   |
| Home of the Depots  | Main Location  | 200879033  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$1,448.65       | •                                    | •   | •  | • •   |   |                   |
| INIA West   | Main Location  | 200879037  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$518.92         | •                                    | • •   | •  |   |   |                   |
| Kitty Kitty Pet Store L Little League Trophies  | Main Location  | 200879032  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$2,133.33       |                                      | •   | •  |   | •   |                   |
| Rick and Debbie Graphics, Inc.  | Main Location  | 200879036  | Open   | 10/04/2010 3:30 PM  | NetSoft Studio   | \$1,668.75       | _                                    | -   |  |   |   |                   |
| Orders<br>Refresh<br>Statistics 13 0 0 0  | To be Completed By<br>F S<br>0 0                                       | SU M   | → <-<br>0 13   | Estima<br>T W TH<br>0 0 0   | F S SU   | M →<br>0 0       |                                      | Past<br>Ord<br>Orders<br>Outg               | Ir<br>Due I<br>ders Le<br>To Be<br>going ( | nvoices t<br>Notices t<br>eft over 3<br>Shipped<br>Queued B | o Print:<br>o Send:<br>0 days:<br>Today:<br>-Mails: | 0<br>0<br>1<br>0  |
| Form View   |  |  |  |   |  | Num              | n Lock                               | A P   | ower                                       | ed by M   | icrosoft  | Access            |
| 灯 Start 📔 🚠 📰 🏉 👼 🛛 📴 BizWizar  | d Order Man  |  |  |   |  |                  |                                      |   |  | viii 🕻  | 1   | 2:48 AM           |

By



This document assumes you have already downloaded BizWizard Order Manager<sup>™</sup> and you know where you saved the installer program on your hard drive. In our example, we have saved the installer program on our desktop and will begin going through the installation steps using that as a starting point.

### **Installer Program Naming Convention**

Each version of BizWizard Order Manager will be named as follows:

BizWizard-Ver.Sion.Number-Revi.sion.date.exe

For example:

### BIZWIZARD-3.7.2-10.31.2010.EXE

In the above example, the version number is 3.7.2 and the revision date is 10/31/2010 – Each Release of BizWizard Order Manager will have a version number and Revision Date. Minor software releases will have a change in revision date; however the version number does not change for minor releases.

## Before you Install BizWizard Order Manager™

There are a few housekeeping tasks you should perform before installing BizWizard Order Manager to ensure a clean installation. We will outline each of these preparations.

 Make a Backup Copy of the BizWizard Order Manager Database Folder. If you are unsure where your BizWizard Order Manager database is stored, you can open the current version of BizWizard and point to the BizWizard Order Manager *(or BizWizard BackOffice on some versions of BizWizard)* and select About BizWizard option. The database location will let you know the location of the Database. You want to back up the entire parent folders contents.

For Instance, if the database location is:

<u>C:\BIZWIZARD DATABASE\</u>BizWizard-Database.accdb

Then you will want to make a complete backup of

#### <u>C:\BIZWIZARD DATABASE\</u>

| Main System Menu - BizWiz   | ard Order Manager Main Program System Version: 3.7.2 Revision Date: 10/31/2010 🗖 🖾 🖾   |
|---|--|
| User Logged In: M. David Matney<br>Location: Main Location<br>System Date/Time: Tuesday, November 02, 2010 12:48:46 AM  |  |
|   | About BizWizard Order Manager  |
| Title/Version:         BizWizard Order Manager - Version: 3.7.2 Revis           Program Location:         C:\BizWizard Order Manager\biz-wizard-progra           Database Location:         C:\BizWizard Database\BizWizard-Database.ac   | ion Date: 10/31/2010<br>ms.accde<br>cdb  |
| Software Ownership Information<br>NetSoft Studio<br>216 Lemmon Drive, Suite 248<br>Reno, Nevada 89506<br>Phone: 775-996-1343<br>Fax: 775-996-7119<br>Web Site: http://www.NetSoftStudio.com   | Windows Information         Version:       6.0 Build 6002         Platform:       Windows NT         Disk Drive Free Space       87.36 GB: 87.36% of 100. GB         Image: Strate Stra |
| The provide the second | Make a backup copy of the parent<br>folder which the database location<br>is saved in. In this case, make a backup of<br><u>c:\BizWizard Database\</u>   |
| Orders To be Completed By<br>Refresh<br>Statistics 13 0 0 0 0 0 0   | M         ->         C-         T         W         TH         F         S         SU         M         ->         Orders Let worr 30 days: 0         Outgoing Queued E-Mails: 0   |
| Form View   | Num Lock 🛕 Powered by Microsoft Access   |

 Apply all Windows and Microsoft Updates by clicking on "Start" button in the bottom left of your Desktop. Then Click on "Control Panel" as shown below



Under Security, click on *"Check for Updates"* as shown below:

| ycle Bin                           |  |  | ×           |
|------------------------------------|--|--|-------------|
| 🔾 🕞 🗸 Kontrol Pa                   | nel 🕶  | ▼ 🚱 Search   | 2           |
| File Edit View Tools H             | 2lp  |  |             |
| Control Panel Home<br>Classic View | System and Maintenance<br>Open Device Manager<br>Wiew event logs               | User Accounts<br>Add or remove user accounts   |             |
|                                    | Check for updates<br>Mlow a program through Windows<br>Firewall                | Appearance and Personalization<br>Change desktop background<br>Change the color scheme<br>Adjust screen resolution |             |
|                                    | View network status and tasks<br>Set up file sharing                           | Clock, Language, and Region<br>Change keyboards or other input methods<br>Change display language                  |             |
|                                    | Hardware and Soubd<br>Play CDs or other mede automatically<br>Printer<br>Mouse | Ease of Access<br>Let Windows suggest settings<br>Optimize visual display  |             |
|                                    | Programs<br>Uninstali a program  |  |             |
|                                    | Click on "Check for up   | odates"  |             |
|                                    |  |  |             |
|                                    |  |  |             |
|                                    |  |  |             |
| tart 📗 🚠 💻 🏉 👘 📗 🦉 Control Pan     | el   |  | n 🔁 👘 12:20 |

Ensure you are receiving updates *"For Windows and other products from Microsoft Update"*. If you are not, be sure you turn on update for Windows and other Products from Microsoft update. Apply all Windows and Microsoft Updates before proceeding.



BizWizard Order Manager utilizes Microsoft Office Technology and as a result, you will need to apply Microsoft Office Updates and this can only be done through Microsoft Update vs. Windows Update.

*IMPORTANT NOTE:* Automatic Updates do not install all updates. Rather Automatic Updates only install "Critical" and "Security" updates. Do not rely upon Automatic Updates alone to keep your computer up to date. You must manually request non-critical updates using this process outlined in this step.

After you have installed all Microsoft Updates, you will want to check again. Sometimes one update may trigger a new update. You will need to keep applying Microsoft Updates over and over until finally the Microsoft Update Web Site indicates there are no more updates. Once you have received all updates, then proceed to Step 3

- 3) Unplug all External Drives. USB Drives, Flash Drives from your computer.
- 4) Close all running programs., including any anti-virus programs (If you wish to scan the BizWizard Order Manager Installer program for viruses, please feel free to do so before running the installer. After you have scanned BizWizard Installer, please close all anti-virus programs as these can interfere with installations of any program.)
- 5) Ensure you have logged onto your computer with the User ID/Password of the user that will be using BizWizard. Do not install BizWizard Order Manager with a user that is not going to be accessing BizWizard Order Manager.
- 6) If you have Installed the 64-Bit Version of Microsoft Office 2010, please uninstall it, and re-install the 32-Bit Version of Microsoft Office 2010. The 64-Bit Version of Microsoft Office 2010 is not compatible with the 32-bit version and BizWizard Order Manager utilizes Microsoft Office 2010 32-bit components to operate.

### Uninstall BizWizard BackOffice<sup>™</sup> or BizWizard Professional<sup>™</sup>

If you have BizWizard BackOffice or BizWizard Professional Version 3.6.0 or prior installed, you will need to perform the steps in this section before Proceeding. In this section we will Uninstall BizWizard BackOffice/Professional. If you are already running a version of BizWizard Order Manager Version 3.7.2 or higher, then you may skip this step.

1. To Uninstall, Click on the *"Start"* button and then Click on *"Control Panel"* as shown below:

| Recyde Bin   |   |  |  |
|--|---|--|--|
| Server Manager Command Prompt  Command Prompt  Windows Update  For Internet Explorer  Notepad  Ease of Access Center  All Programs Eart Search | Administrator<br>Documents<br>Computer<br>Network<br>Control Panel<br>Administrative Tools<br>Help and Support<br>Run | Click the Start Button<br>then click Control Panel |  |

2. From the Control Panel Click on *"Uninstall a program"* a shown below:

| Recycle Bin     |                                    |  |                  |
|-----------------|------------------------------------|--|------------------|
|                 | 📓 Control Panel                    |  |                  |
|                 | Control Panel 🗸                    | - <b>E</b>   |                  |
|                 | File Edit View Tools Help          |  |                  |
|                 | Control Panel Home<br>Classic View | System and Maintenance<br>Open Device Manager<br>View event logs User Accounts<br>Add or remove user accounts  |                  |
|                 |                                    | Security<br>Check for updates<br>Allow a program through Windows<br>Firewall   |                  |
|                 |                                    | Network and Internet         Clock, Language, and Region           View network status and tasks         Change keyboards or other input method           Set up file sharing         Change display language  | IS               |
|                 |                                    | Hardware and Sound<br>Play CDs or other media automatically<br>Printer<br>Mouse<br>Hardware and Sound<br>Play CDs or other media automatically<br>Printer<br>Mouse<br>Hardware and Sound<br>Play CDs or other media automatically<br>Printer<br>Mouse<br>Hardware and Sound<br>Play CDs or other media automatically<br>Printer<br>Mouse |                  |
|                 |                                    | Programs<br>Uninstal a program   |                  |
|                 |                                    | Click on "Uninstall a program"   |                  |
|                 | Recent Tasks<br>Check for updates  |  |                  |
| 🥂 Start 🛛 🚠 💻 ( | Control Panel                      |  | 👽 🏧 🛃 🏠 12:32 AM |

3. BizWizard BackOffice and BizWizard Professional consist of two programs. One program is the *BizWizard BackOffice or BizWizard Professional* Core software and the other program is the *Microsoft Office Access Runtime (English) 2007*. You will want to uninstall both software programs by first clicking on the program in the list and then selecting the Uninstall option at the top. Follow the uninstall instructions to complete the uninstall or both software products.

| Recycle Bin     |  |          |
|-----------------|--|----------|
|                 | Programs and Features  |          |
|                 | 🚱 🕞 📼 🔹 Control Panel 👻 Programs 🔹 Programs and Features 🔹 🐨 🔯 Search  |          |
|                 | File Edit View Tools Help  |          |
|                 | Tasks         Uninstall or change a program           View installed updates         To uninstall a program, select it from the list and then click "Uninstall", "Change", or "Repair".  |          |
|                 | Image: Second and a second |          |
|                 | BizWizard BackOffice       NetSoft Studio       11/2/2010       342 NB         BizWizard BackOffice       Microsoft Studio       11/1/2010       27.8 MB         BizWizard BackOffice       Microsoft Corporation       11/1/2010       27.8 MB         Microsoft .NET Framework 4 Client Profile       Microsoft Corporation       11/1/2010       120 MB         Microsoft .NET Framework 4 Client Profile       Microsoft Corporation       11/1/2010       120 MB         Microsoft Corporation       11/1/2010       38.0 MB       Microsoft Corporation       11/1/2010       124 MB         Microsoft Silverlight       Microsoft Corporation       11/1/2010       20.3 MB       Microsoft Corporation       11/1/2010       20.3 MB         Widrosoft Tools       VMware Tools       VMware, Inc.       11/1/2010       30.2 MB   |          |
|                 | Click the program in the list and then click Uninstall<br>Do this one by one for each BizWizard BackOffice<br>and Microsoft Office Access Runtime (English) 2007   |          |
|                 |  |          |
| 灯 Start 🛛 🚠 📰 🛛 | 🥖 🕅 Programs and Features 👘 🕄 🕼 💈  | 12:33 AM |

*IMPORTANT NOTE:* Your database will not be uninstalled or deleted by this process.

### Install BizWizard Order Manager

1) You are now ready to run the installer program for BizWizard Order Manager. Find the installer program which was saved when you downloaded the installer program from the NetSoft Studio web site. For our example our installer programs is located on our desktop and is named

#### BIZWIZARD-3.7.2-10.31.2010.EXE

as shown in the below example:

| Recycle Bin                        |                    |
|------------------------------------|--------------------|
| Double Click the Installer Program |                    |
|                                    |                    |
|                                    |                    |
|                                    |                    |
|                                    |                    |
|                                    |                    |
| Start 🛛 🚠 🜉 🍘                      | 🙀 🛄 😭 (3, 12:37 AM |

Double Click the Installer Program with your left mouse button.

2) The BizWizard Order Manager Installer will begin to extract the installation components. This process may take a few minutes. The following is what you will see:



3) The installer is now ready to install when you see the following screen. Simply click on *"Next"* Button to proceed with the installation, or the *"Cancel"* button to cancel the installation.



4) As a reminder you will be provided with the *"Before you install steps"* as indicated previously in this installation guide. If you have completed each of these steps, simply click *"Next"* to proceed



5) End User License Agreement. Please read through the entire agreement. If you agree to the end user license agreement, click on the radio button that indicates *"I accept the terms in the license agreement"* and then click *"Next"*. If you do not agree to the license agreement, you must click on *"Cancel"* to cancel the installation of BizWizard Order Manager.

To read the entire agreement, simply use the scroll bars on the right side of the window to scroll up and down to read the entire agreement. See the below screenshot:



6) The next screen in the installation wizard is the readme file. Please feel free to read this information and then click *"Next"*.



7) The last screen in the wizard provides a recap of where BizWizard Order Manager will be installed. Simply click on the *"Install"* Button

| BizWizard-3   |                  |
|---|------------------|
| 🔂 BizWizard Order Manager - InstallShield Wizard 🛛 🔀  |                  |
| BizWizard Order Manager*  |                  |
| If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. |                  |
| Setup Type:   |                  |
| Destination Folder:<br>C:\BizWizard Order Manager\  |                  |
| User Information:<br>Name: Windows User<br>Company:   |                  |
| InstallShield   |                  |
| < Back Install Cancel   |                  |
|   |                  |
|   |                  |
|   |                  |
|   |                  |
| 🎦 Start 🛛 🚠 💻 🏉 👘 🕅 🛱 BizWizard Order Man   | 🥡 🖾 📑 🕼 12:40 AM |

8) During the Installation, the screens will have a progress bar which will process several steps as shown in the screenshot below.



Simply be patient during this portion of the installation. How long this portion of the installation will take will depend upon the speed of your computer but should never take more than 10 minutes to complete and on average 1-2 minutes.

9) If this is the first time installing Microsoft Access 2010 runtime, you will be presented with a Microsoft Software License Terms. Simply click the *"I accept the terms of this agreement"* checkbox and then click *"Continue"* 

![](_page_18_Picture_1.jpeg)

10) Microsoft Access 2010 Runtime installation will automatically begin as shown below. This is normal part of the BizWizard Order Manager installation.

| Recycle Bin                 |  |                |
|-----------------------------|--|----------------|
| BizWizard-3                 | Microsoft Access Runtime 2010            |                |
| Riz Wizard<br>Order Manager | Installation Progress                    |                |
|                             |  |                |
|                             | Installing Microsoft Access Runtime 2010 |                |
|                             |  |                |
|                             |  |                |
| 🥂 Start   🚠 🗮 🏉 🏹   🧾       | BizWizard Order Manage                   | 👽 🖾 🎝 12:43 AM |

11) Once Microsoft Access 2010 Runtime completes installation, you will see the following screen. Simply press the *"Close"* button

![](_page_20_Picture_1.jpeg)

12) BizWizard Order Manager Installation program will complete and you will receive the following message indicating the installation has completed successfully. Simply click the *"Finish"* button:

![](_page_21_Picture_1.jpeg)

13) After Installing BizWizard Order Manager you will be required to reboot your computer as shown in the below screen shot. It is advisable you restart your computer before proceeding by clicking on *"Yes"* 

| <u> </u>                                |  |  |
|---|--|--|
| Recyde Bin                              | 禮 BizWizard Order Manager Installer Information 🔀  |  |
| <u>ی</u>                                | You must restart your system for the configuration<br>changes made to BizWizard Order Manager to take<br>effect. Click Yes to restart now or No if you plan to<br>restart later. |  |
| vizWizard-3                             | Yes No   |  |
|   |  |  |
| eizvitzard<br>rder Manager              |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
| Start 🛛 🚠 💻 🏈 🔁 🗍 🕌 BizWizard Order Man |  |  |

Congratulations. You have installed BizWizard Order Manager.