



TOPSpro Enterprise Desktop installation guide

V 2.0

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Purpose

TOPSpro Enterprise v1.5 is provided for agencies that are already using TOPSpro. The purpose of this desktop edition is to allow TOPSpro agencies to familiarize themselves with the next generation of this software. This document will guide you to install TOPSpro Enterprise v1.5 on your local computer. We will often refer to TOPSpro Enterprise as TE.

Since this edition of TE Desktop is provided for training, the ability to insert and edit data has been turned off. This way the data you have in TOPSpro continues to be your data of record. On July 1, 2012, or anytime later, your agency may decide to turn off TOPSpro and move to TE Desktop as your data source. At that time you will begin inserting and editing data in TE Desktop. Until that time you will be able to migrate a copy of your TOPSpro data to TE Desktop as often as you like and begin to explore the many differences and enhancements available in TE Desktop.

If you have any difficulty using this Installation Guide, do not hesitate to call CASAS Technical Support at 1-800-255-1036 ext. 4.

Prerequisites

Operating system requirements:

- i. You must be running Windows XP SP 3 or higher.
- ii. Make sure that your computer has the latest Windows service pack and critical updates.
- iii. To find security updates, visit Windows Update [<http://www.update.microsoft.com>].

Other supporting software:

- i. In order to load TE Desktop with data you need the latest version of TOPSpro. From inside TOPSpro go to Help-About to verify that you have TOPSpro v5.2. If you don't, go to Help-Check for updates to download the service pack.
- ii. Be sure to install TE Desktop on the same computer you have TOPSpro installed.
- iii. If you don't have the following prerequisites on your computer already, then you'll need to choose the full download in the following section.
 1. Microsoft .NET Framework 4
 2. Microsoft SQL 2008 Express Edition
 3. Microsoft Windows Installer 4.5
 4. Latest windows hot fixes & security updates []

(Or you can use the Microsoft download links listed in the Appendix.)

Ordering TE Desktop

TE Desktop (trial version through June, 2012) is available at no charge, but you must place an order requesting delivery either via download or CD. Simply list product code TOPS-DSK and note download or CD on your usual order form and then submit the form to CASAS per usual.

Installation Instructions

NOTE:

- Allow at least one hour per download
- TE Desktop can be installed only on individual machines as a standalone application
- Some antivirus software might show the security warning; ignore it or add the application to the “safe software application” list.

- STEP 01. Open **Internet Explorer**
- STEP 02. Enter URL: <ftp://casasfiles.org> (or click on the link)
- STEP 03. Insert Username: **u64931967-techsup**
- STEP 04. Insert Password: **techsup**
- STEP 05. Click: Log **On**
- STEP 06. After the window opens up, click **VIEW** in the toolbar at top of screen (may have to click **ALT Key** to display the toolbar)
- STEP 07. Select: **OPEN FTP SITE in WINDOWS EXPLORER**
- STEP 08. Insert **Username** and **Password** again when prompted (see Steps 3 and 4).
- STEP 09. Click: **Log On**
- STEP 10. Drag the **TeDesktopFull.zip** folder to the desktop
- STEP 11. Click on the newly created “**TeDesktopFull.zip**” folder on your desktop
- STEP 12. Double click on the **ZIP** file
- STEP 13. Double click on the **SETUP.EXE** file; follow prompts (per the remaining steps) to install the program

STEP 14. Accept the EULA by clicking the "Accept" button for Windows Installer 4.5, Microsoft .Net Framework, and SQL Server 2008 Express.

Figure 1. EULA for Windows Installer 4.5

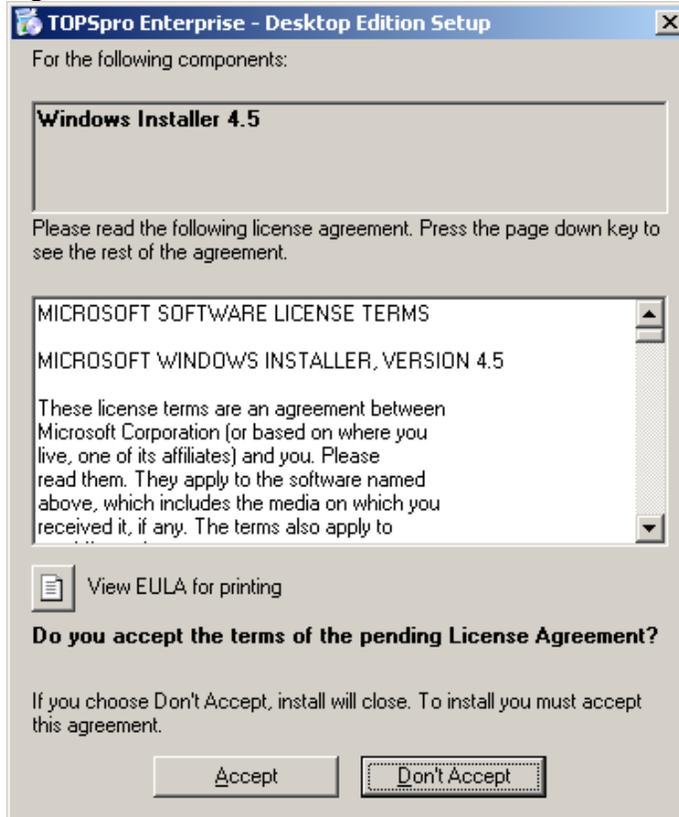


Figure 2. EULA for Microsoft .Net Framework

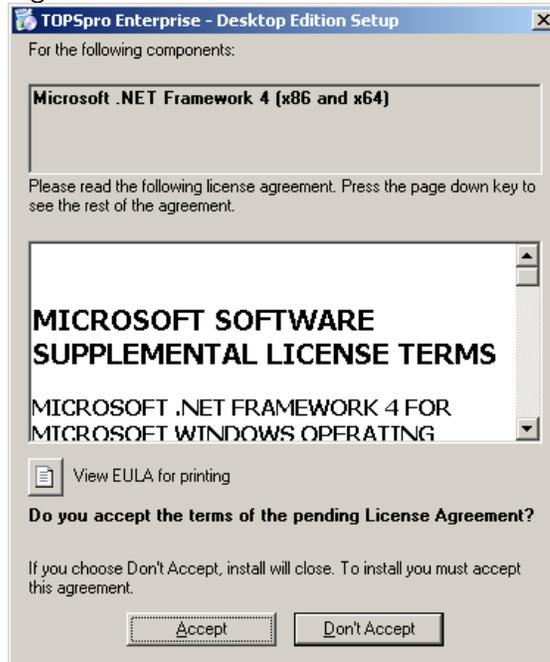
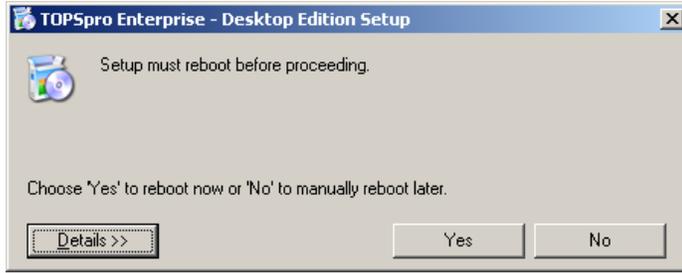


Figure 3. EULA for SQL Server 2008 Express



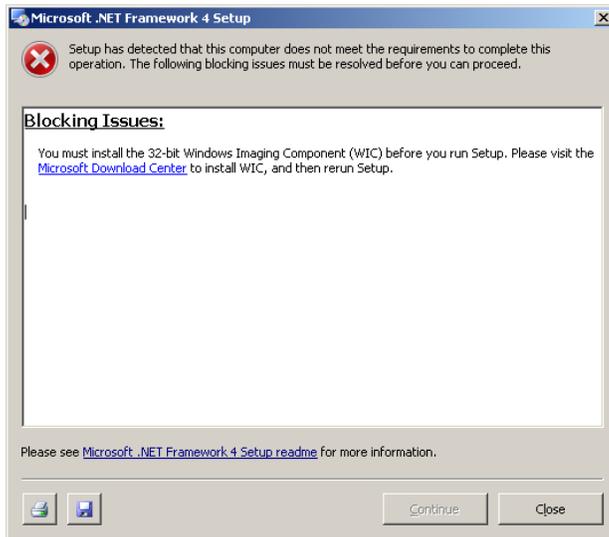
STEP 15. Accept all the EULA's one by one. Setup may ask to reboot the computer during installation. Click Yes.



STEP 16. After each reboot Setup should automatically restart. If setup serves an error like the one below, close the message box and launch Setup again.

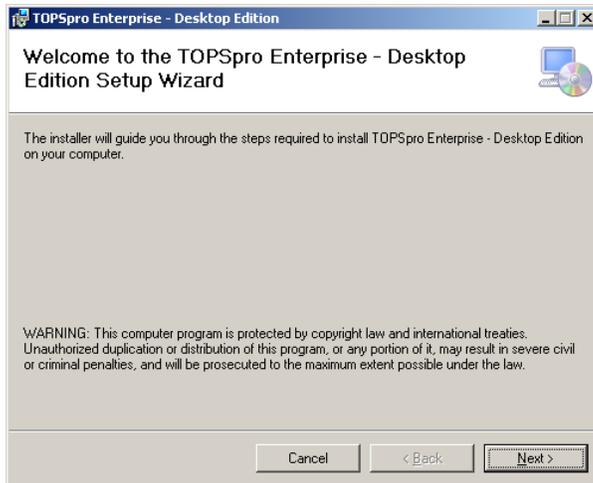


STEP 17. If you are running an old version of Windows XP without the latest hot fixes and security updates, setup may serve this error.

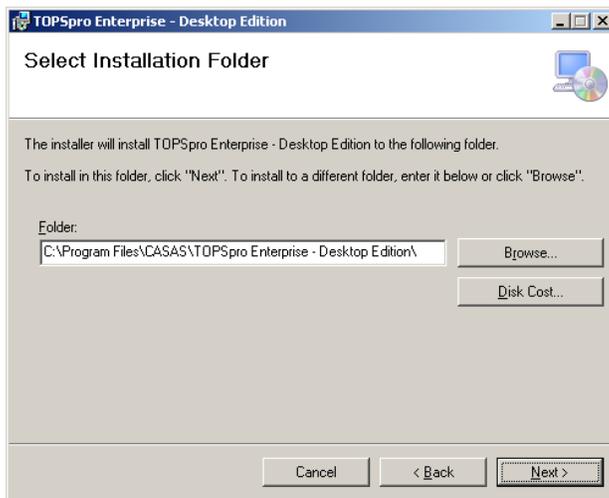


This is an additional prerequisite required in order to install the MS .NET framework 4. In this case please go to download page using the link provided; download and install the component. Reboot the computer and restart "Setup.exe"

STEP 18. After successful installation of all prerequisites; TE Desktop setup will begin.

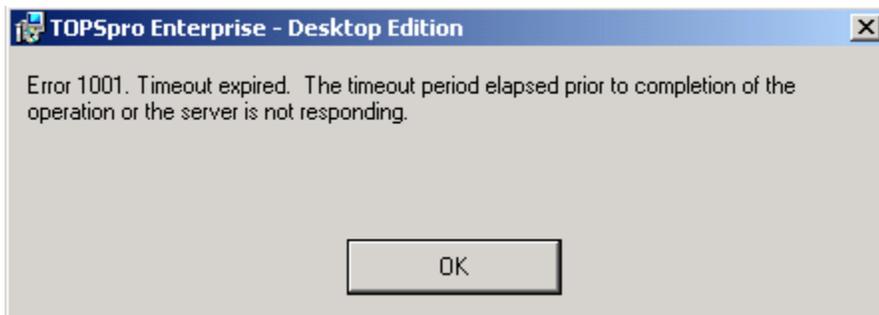


Follow the instructions given by the setup wizard.



Complete the installation & reboot the computer.

If you receive a timeout error like this:



Click okay and launch setup.exe again. It should complete the second time around.

STEP 19. When it's finished a desktop icon will be created along with the application shortcut to programs menu:



Launching TE Desktop

- a. Start the program by double clicking the TE Desktop icon located on the computer desktop. Or, you can access the application from Start-All Programs-CASAS- TOPSpro Enterprise Desktop.
- b. The following login screen will appear asking for "Server", "User name", and "Password". Click the Connect button.



- i. Server "Local server" and user name "Admin" will be completed by default.
 - ii. For local server a password is not required. If you would like to set a password see the following section.
- c. You will notice that most menu options are not active, which is due to the fact that the database is empty. Therefore, choose Exit from the TOPSpro menu and go to the section in this document called Migrate Data from TOPSpro.

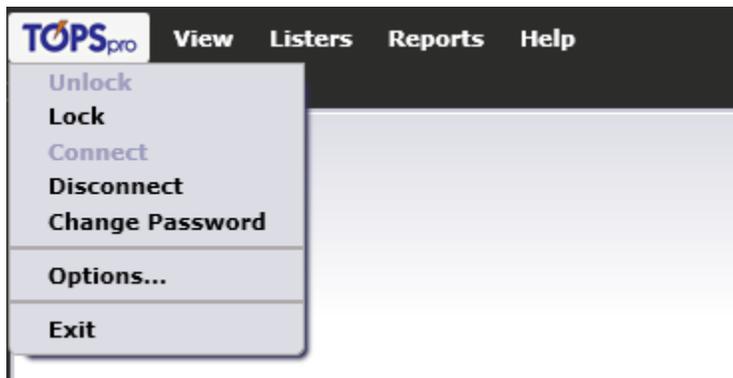
Changing Your Password

Follow these steps to create or change existing password:

- a. Login to TE Desktop.

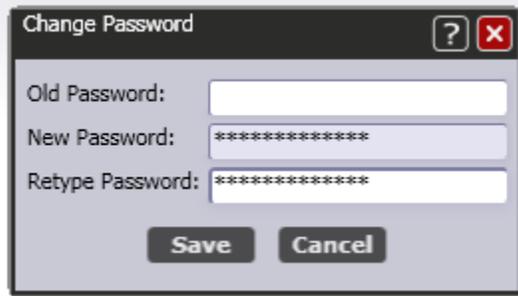


- b. Click the "TOPSpro" menu located at the top left corner of the window.



- c. A dialog will appear asking for the old password and new password.
- d. If you are using default "Admin" account keep the old password field blank. Enter the new password and confirm the same by retyping it into the next field "Retype password".

- e. Please note that the password is case sensitive and make sure you enter the same password in "New password" and "Retype password" fields.



Migrate Data From TOPSpro

If you've already installed TE, then you're ready to load it with your agency's data. The data migration wizard in TOPSpro is designed to restructure and clean your TOPSpro data so that it matches the data structure of TE. See note below about cleaning your data.

- a. Launch TOPSpro 5.2
- b. Login as Admin with p/w=yellow
- c. Go to Wizards-Migration Wizard
- d. Follow the wizard and select the default options along the way
- e. When you click Finish data will automatically be copied to TE

The above process can be repeated as frequently as desired. Every time data migration is run it will overwrite whatever data is currently in TE.

Note: the wizard has certain screens that will prompt you to clean your data. It's best to accept the defaults or elect not to clean data until you're more familiar with the process. Look for future workshops or documents from CASAS to further explain this process.

Appendix

Prerequisites can be downloaded individually from the Microsoft Web site.

- a. Dot Net 4.0
<http://www.microsoft.com/download/en/details.aspx?id=17851>
- b. SQL Express 2008
<http://www.microsoft.com/download/en/details.aspx?id=22973>
- c. Windows Installer 4.5
<http://www.microsoft.com/download/en/details.aspx?id=8483>
- d. Windows Imaging Component
<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=32>