Installation Instructions for TOPS Pro

Please Note: These instructions are for installing the software on a single PC, **for network versions please see the Network Installation Instructions**. It is recommended that a person in your Information Technology department install the TOPS software.

1. Make sure you have administrative rights to the workstation on which you wish to install TOPS® Pro
2. Close all applications on that workstation
3. Start the installation process by inserting the TOPS CD in CD drive. If you have auto-play enabled the setup program will run automatically. Otherwise, go to Start | Run
4. Type D:\SETUP and hit <enter> (where D: is the CD ROM)
5. A window will open for you to select the software you want to install. Select TOPS® Pro for 32-bit Windows
6. New window prompting for you to select Sale version or Demo version of the software will open.
   A) If you have purchased the software
      - Select Install Sale (With License Disk), if your software came with a floppy disk and insert floppy disk in Drive A
      - Select Install Sale (Without License Floppy Disk), if your software came without a floppy disk

   B) Otherwise select Install Demo
7. If it is an upgrade do the following steps else continue the installation with the next step
   A) If you are installing the upgrade at the same computer as you were running the previous version of TOPS Pro then click on the button "Click here to run TOPS Pro Config" and follow the following steps to export data from old version over to TOPS Pro 5.0
      a. Login to TOPS Pro Config, then login as the Supervisor (from Supervisor menu select Login)
      b. From File menu select Export
      c. Select all check boxes to export all data, in the Export dialogue box and click Export
      d. Once the export is complete, click Ok and close TOPS Pro Config
      e. Continue with further installation of the software by clicking on "Done exporting data" or "Next"

   B) If you are installing the upgrade on a new machine and you want to move your data over to the new machine then Run TOPS Pro Config (as a Supervisor) from that old machine and export data to a network drive or an external media. Once you get done installing TOPS Pro 5.0, run TOPS Pro Config (as a Supervisor) and import that exported file
8. Follow the prompts and complete the installation process
9. If installed the software using a floppy disk then execute TOPS® Pro by going to Start | Programs | Tops for Windows Apps | TOPS Pro (or TOPS Pro Demo). Otherwise, if installed without the license floppy disk then call TOPS Technical Support at 972.739.8677 for a software code.

Note: If during the installation an error message occurs, please make note of the error and continue with the installation until it is finished. Then, call the TOPS Technical support at 972.739.8677

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