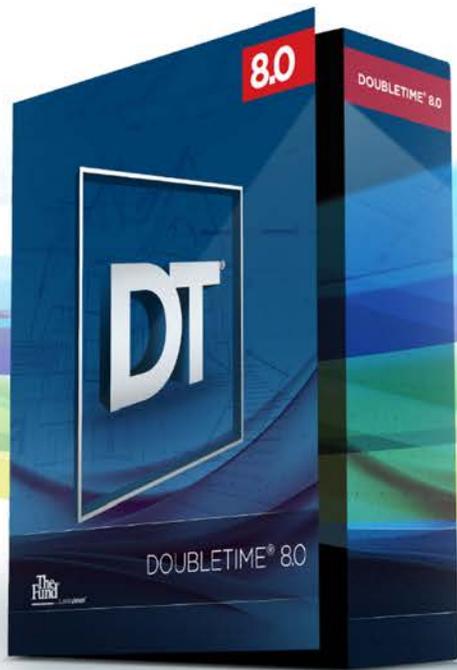




DoubleTime[®] 8.0

Standalone & Workstation Server

Installation Guide



DoubleTime® 8.0 Installation Guide



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Minimum System Requirements

Server Operating System:

Windows Server™ 2008
 Windows Server™ 2008 R2
 Windows Server™ 2012
 Windows Server™ 2012 R2

Workstation Operating Systems:

Microsoft Windows 7 32-bit or 64-bit
 Microsoft Windows 8 32-bit or 64-bit

Minimum Hardware for Windows Vista, Windows 7/8.X:

1 GHz Processor
 2 GB RAM
 128 MB Video Card
 DVD Drive (for software installation)
 8 GB free disk space (for installation and data storage)

Windows 7/8.X Recommendations:

Dual Core Processor
 4 GB RAM
 256 MB Video Card

For Internet Access:

Browsers: Internet Explorer, Chrome, Firefox
 High-speed or broadband Internet connectivity via DSL, ISDN, Frame Relay, T1 line, Cable, etc. required

Laptops:

Must meet or (preferably) exceed hardware requirements. Network users of DoubleTime must maintain a local area connection to the DoubleTime database.

Laser Printer:

Laser printers designed for corporate or business use are required—this means business class printers that have only one function – print.
 HP-compatible (supports PCL)
 Note: Inkjets, bubble jets, dot matrix and multifunction printers (combination fax / copy / scanning devices) are not supported.

Additional Recommendations:

Uninterrupted Power Supply (UPS)
 Back-up solution for data
 Anti-Virus/Anti-Spyware Protection Firewall

**Minimum Requirements are subject to change and are not guaranteed to support future products made available by The Fund.*

DoubleTime[®] 8.0

Installation Guide



Preparing to Install/Upgrade DoubleTime[®]

- Please read the following instructions *thoroughly* before starting the install/upgrade.
- Log on to the PC with Administrative Rights before attempting to install/upgrade DoubleTime.
- Verify PC meets the minimum hardware/software requirements listed above.
- Verify there is sufficient free hard drive space on the PC to accommodate backing up the production database and 500MB for the install.
- Prior to upgrading DoubleTime, create a backup of the current production database.
- Turn off or disable any anti-virus or anti-spyware/malware programs.

Note: *This download will upgrade DoubleTime versions 7.0 and higher. To check your current version, open the application and select Help from the top menu bar, and then About.*

For any questions regarding this install, please call the Help Desk at [1-800-421-9378](tel:1-800-421-9378).

DoubleTime[®] 8.0

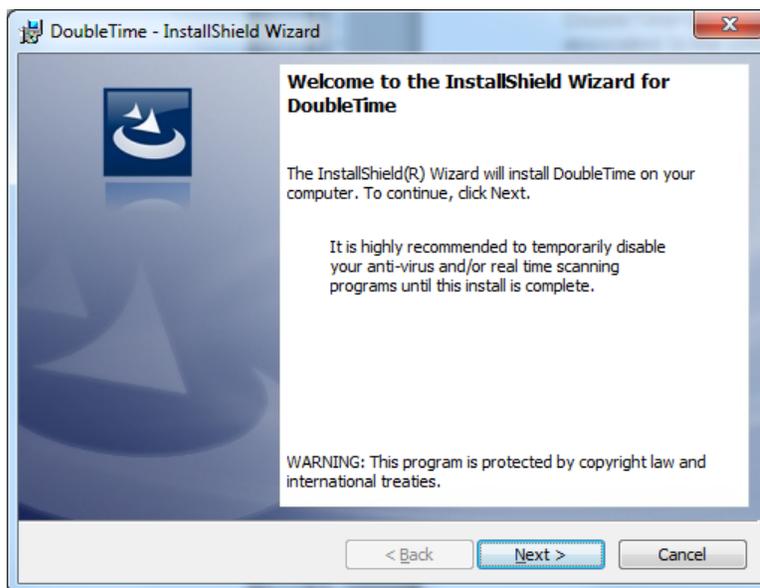
Installation Guide



Installing the Stand-Alone version of DoubleTime - Full Install

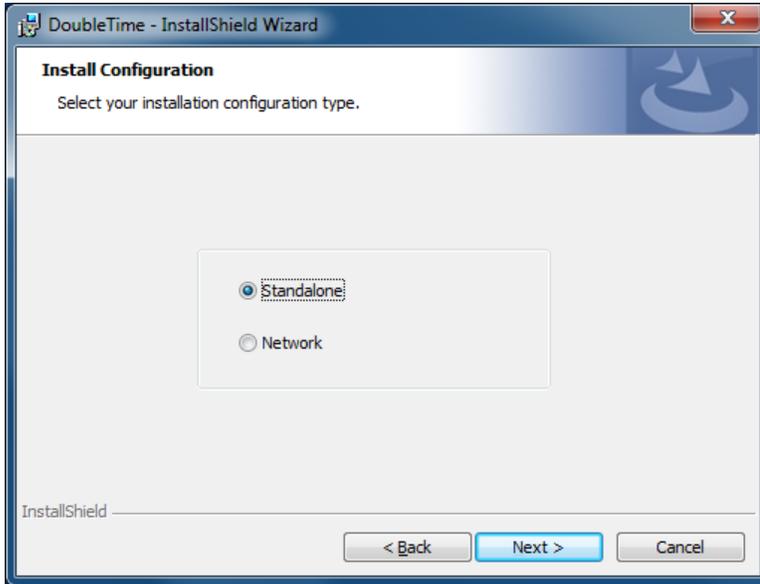
Note: If upgrading, please skip to the Upgrade Section – Page 8.

1. Log on with Administrative Rights.
2. Close any programs currently running.
3. Download and Run the DoubleTime 8.0 installation file obtained from the DoubleTime Support page located at <https://www.thefund.com/doubletime-support-center.aspx>.
4. Click '**Next**' on the Installation Welcome window illustrated below.

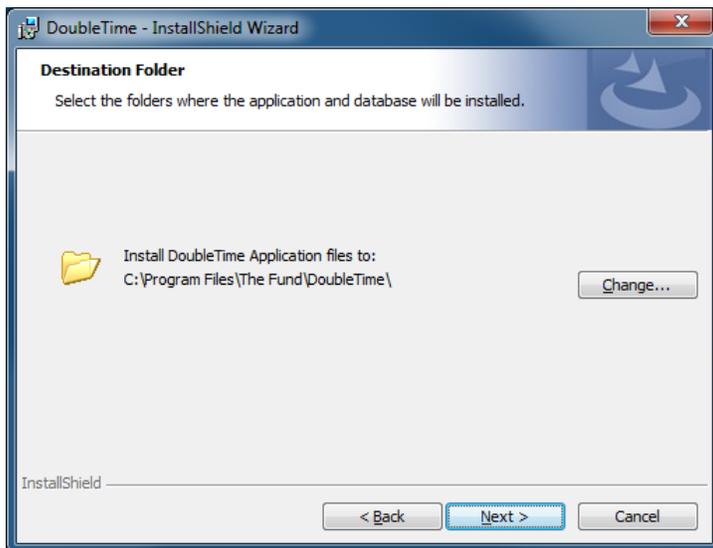




5. Choose **'Standalone'** and click the **'Next'** button.



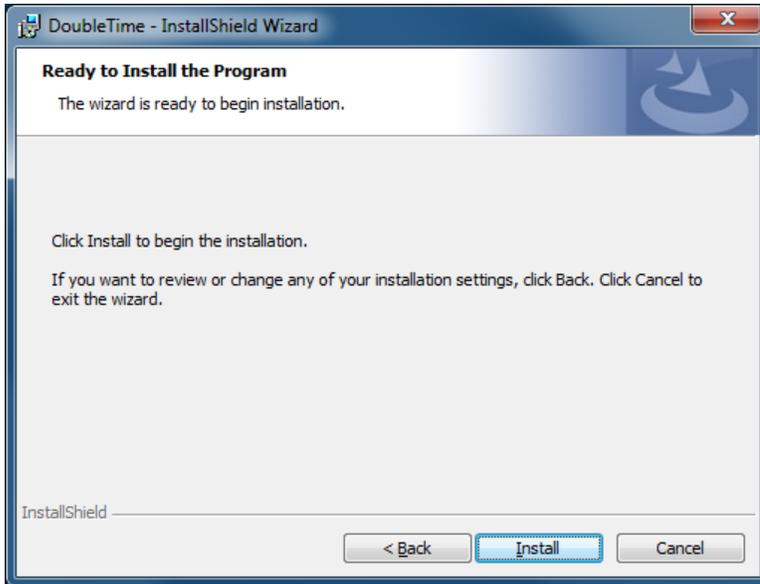
6. The next window brings up the 'Destination Folder' dialog. You can set the path where the application components are installed. It is recommended that you use the default installation path that is provided. Select **'Next'**.



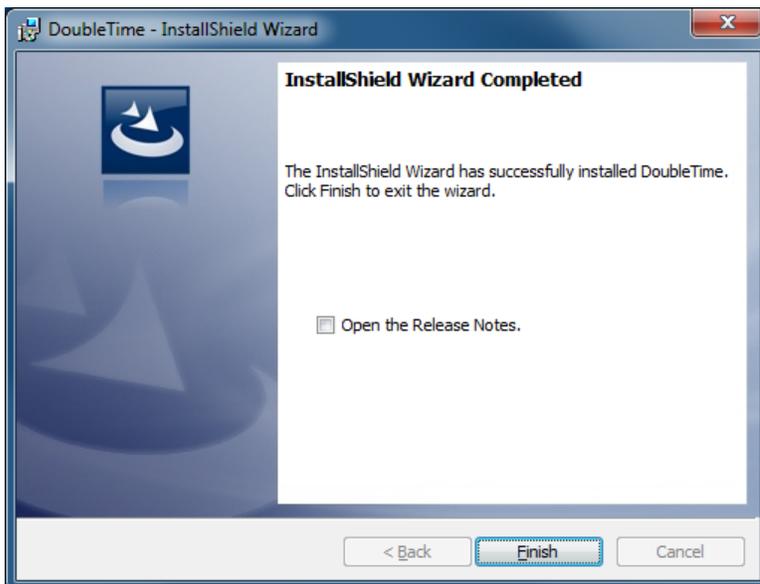
DoubleTime® 8.0 Installation Guide



- 7. Click the **'Install'** button and DoubleTime will begin the installation process.



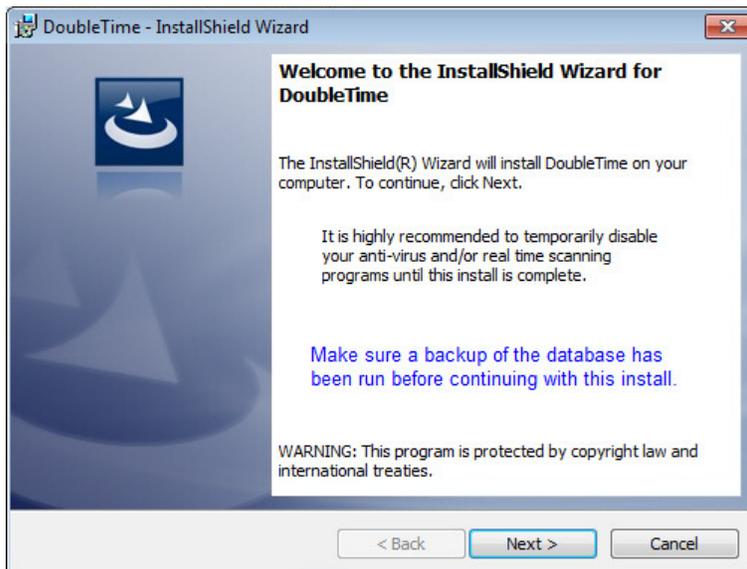
- 8. Congratulations, DoubleTime is now installed. Click **'Finish'** to complete the installation. Launch DoubleTime from the icon on your desktop or from your Start | Programs list.





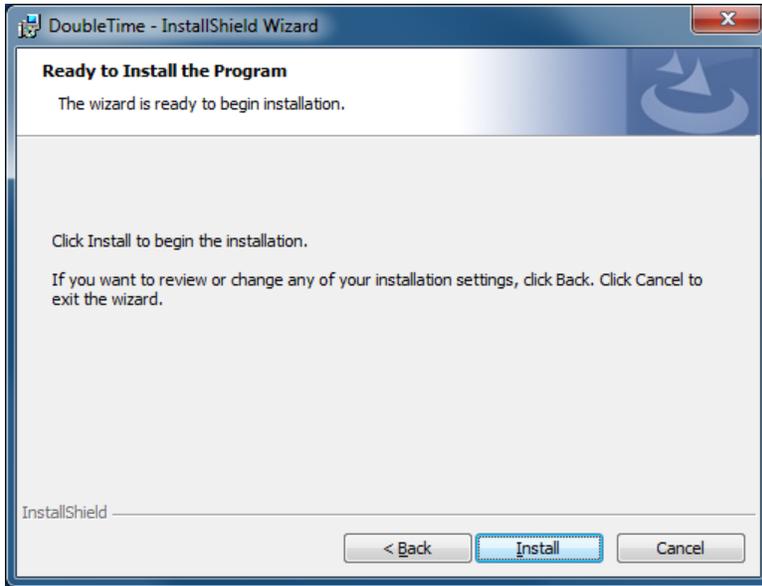
Upgrading the Stand-Alone or Network Client version of DoubleTime

1. Log on with Administrative Rights.
1. Make a backup of the current production database.
2. Create a folder on your PC (i.e., c:\DTbackup).
3. Open the DoubleTime application.
4. Select **Utilities | Database Backup**
5. Select the directory you created (i.e., c:\DTbackup)
6. Click the 'OK' button.
7. Close any programs currently running, including DoubleTime.
8. Download and Run the DoubleTime 8.0 installation file obtained from the DoubleTime Support page on www.thefund.com.
9. Click '**Next**' on the Installation Welcome window illustrated below.

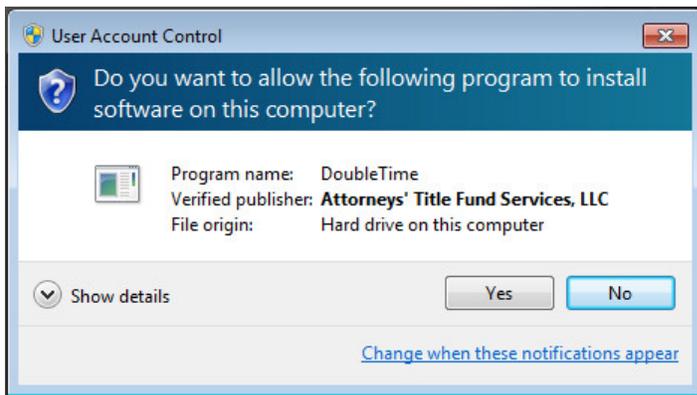




10. Click the 'Install' button and DoubleTime will begin the installation process.



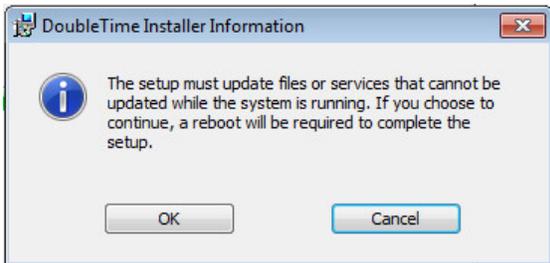
Note: If the User Access Control window appears, please click 'Yes' to allow the installation to continue.



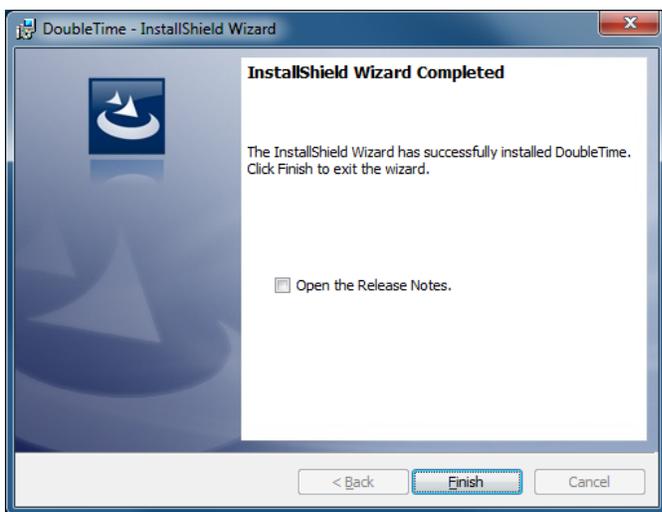
DoubleTime[®] 8.0 Installation Guide



11. Click **'OK'** on the DoubleTime 8.0 Installer Information prompt to allow the installation to continue.



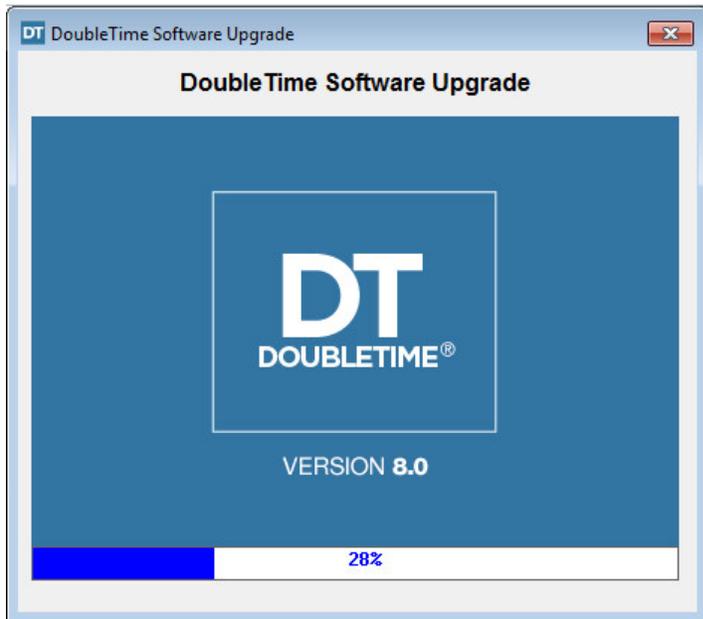
12. Congratulations, DoubleTime is now upgraded. Click **'Finish'** to complete the installation.



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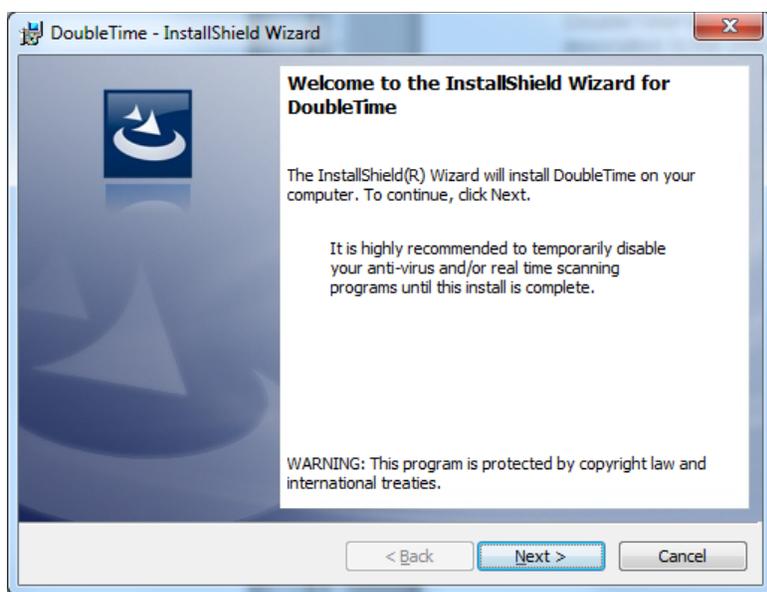
13. To upgrade the DoubleTime Database, launch DoubleTime from the icon on your desktop or from your Start | Programs list. The DoubleTime Software Upgrade window will need to complete before using DoubleTime.





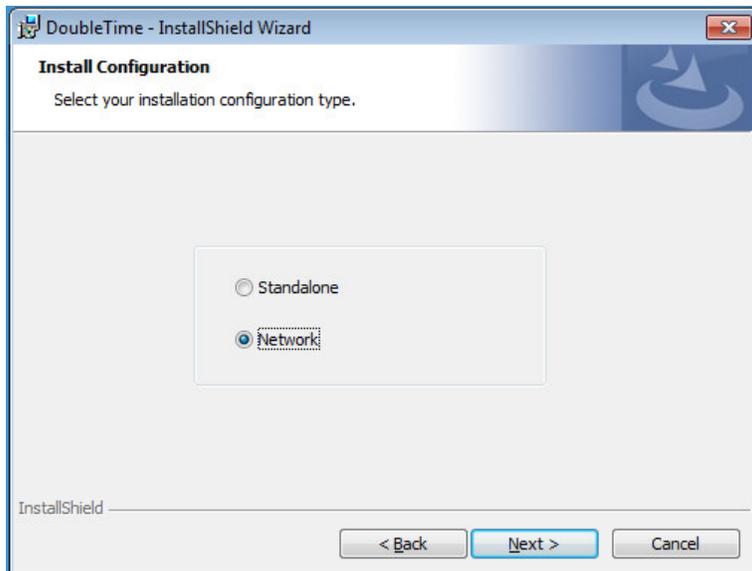
Installing the Windows Workstation Server/Client (PTP) – Full Install

1. Log on with Administrative Rights.
2. Close any programs currently running.
3. Download and Run the DoubleTime 8.0 installation file obtained from the DoubleTime Support page on www.thefund.com.
4. Click 'Next' on the Installation Welcome window illustrated below.





5. Choose **'Network'** and click the **'Next'** button.

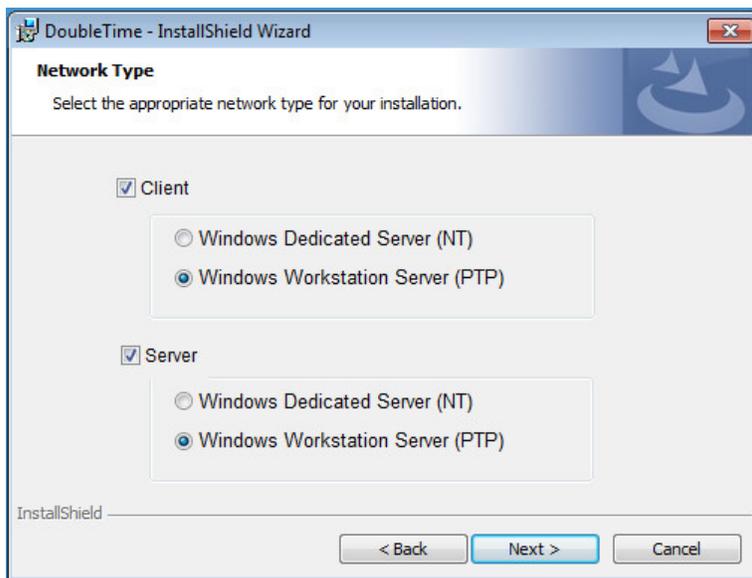


6. The next window brings up the 'Network Type' dialog. Select the check box for **'Client'** and then the option for **'Windows Workstation Server (PTP)'**.
7. If this machine will function as the database server also check **'Server'** and then select **'Windows Workstation Server (PTP)'**.

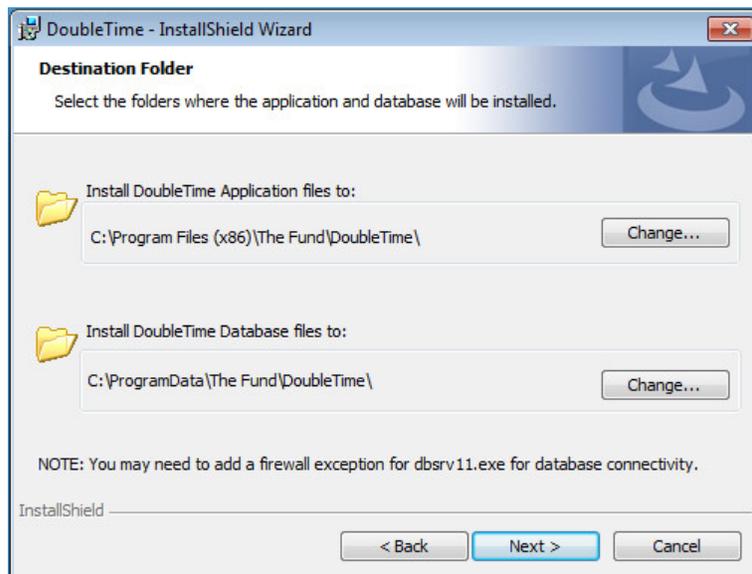
Note: Only one server installation should be selected per office. When installing additional PTP clients, only select the 'Client' checkbox along with the Windows Workstation Server (PTP) radial button.



- When you are finished with your selection, click **'Next'**.



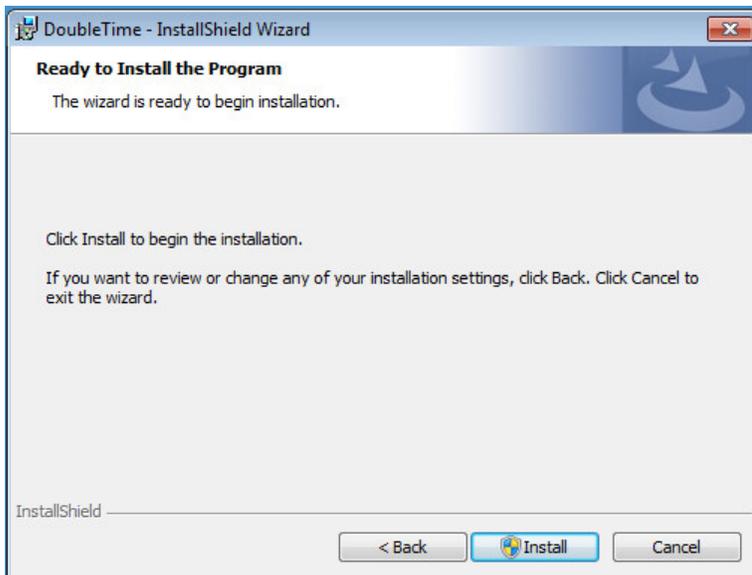
- The next window presents the 'Destination Folder' dialog. The first selection will set the path for the server application files. The second selection will set the path for the DoubleTime database files. Select **'Next'**.



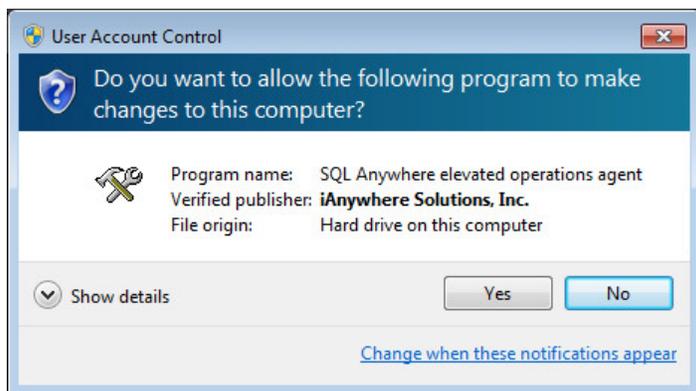
DoubleTime® 8.0 Installation Guide



10. Click the 'Install' button and DoubleTime will begin the installation process.



Note: If the User Access Control window appears, please click 'Yes' to allow the installation to continue.

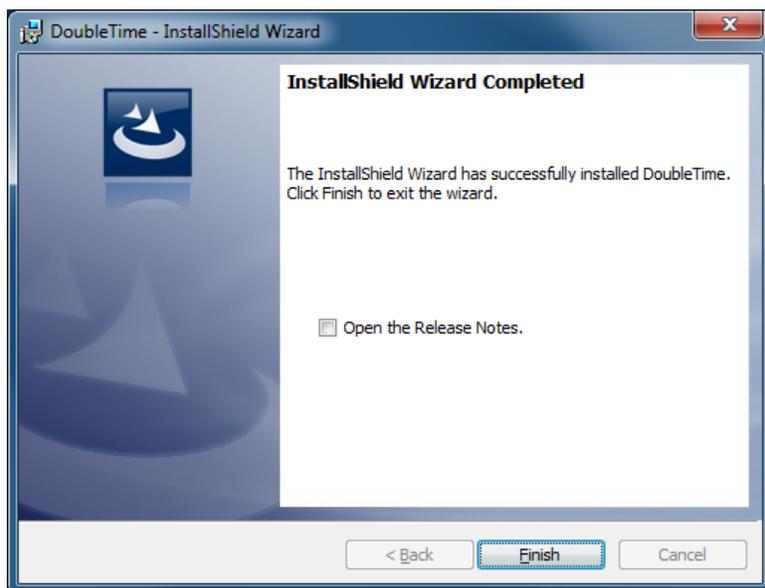


DoubleTime[®] 8.0

Installation Guide



11. Congratulations, DoubleTime is now installed. Click **'Finish'** to complete the installation. Launch DoubleTime from the icon on your desktop or from your Start | Programs list.



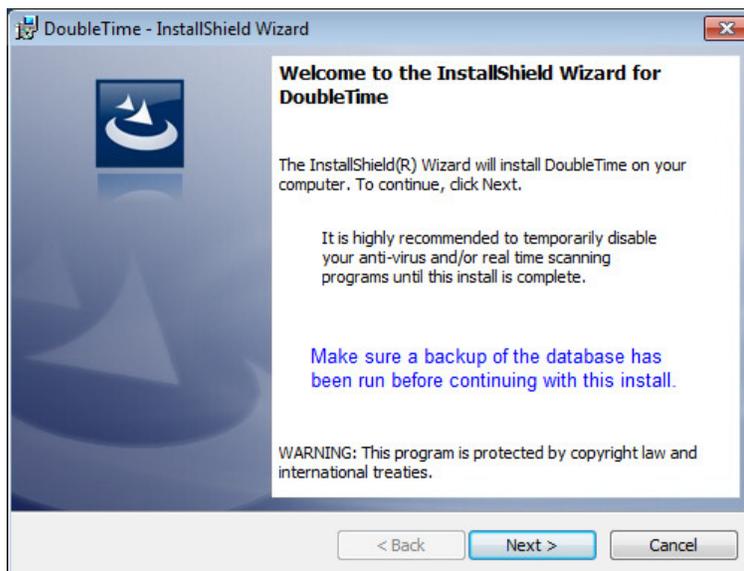
Note: Refer to Step 6 for installing additional clients

DoubleTime® 8.0 Installation Guide



Upgrading the Windows Workstation Server/Client (PTP)

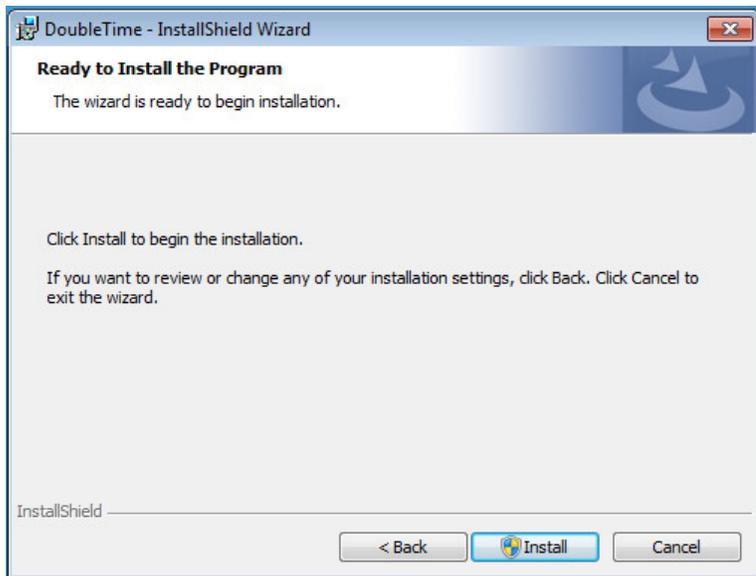
1. Log on a Client workstation with Administrative Rights.
2. Make a backup of the current production database.
3. Create a folder on your PC (i.e., c:\DTbackup).
4. Open the DoubleTime application.
5. Select **Utilities | Database Backup**
6. Select the directory you created (i.e., c:\DTbackup)
7. Click the 'OK' button.
8. Close any programs currently running, including DoubleTime. DoubleTime will also need to be closed on any other computers that connect to the DoubleTime Database.
9. Download and Run the DoubleTime 8.0 installation file obtained from the DoubleTime Support page on www.thefund.com.
10. Click 'Next' on the Installation Welcome window illustrated below.



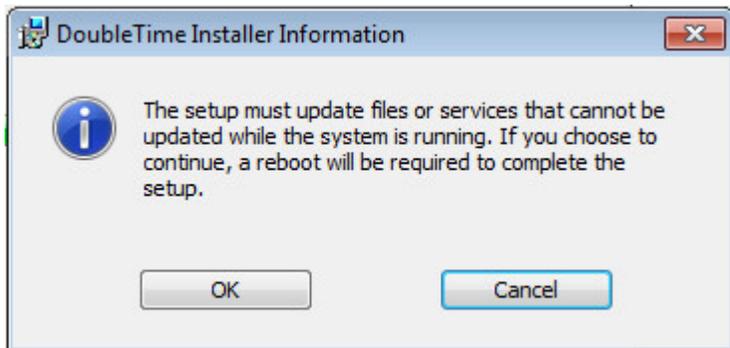
DoubleTime[®] 8.0 Installation Guide



11. Click the 'Install' button and DoubleTime will begin the installation process.



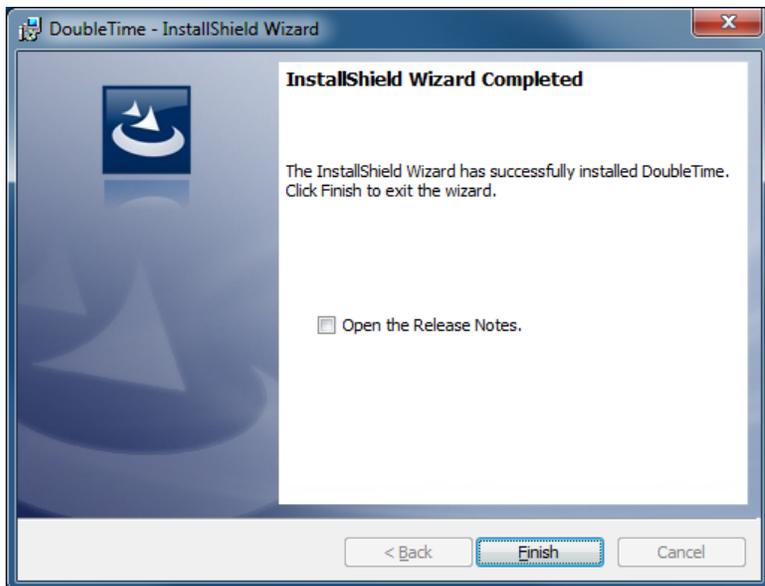
12. Click 'OK' on the DoubleTime 8.0 Installer Information prompt to allow the installation to continue.



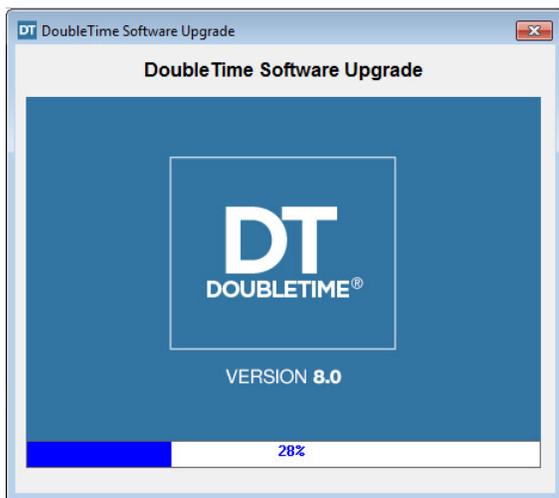
DoubleTime® 8.0 Installation Guide



13. Congratulations, DoubleTime is now upgraded. Click **'Finish'** to complete the installation.



14. To upgrade the DoubleTime Database, launch DoubleTime from the icon on your desktop or from your Start | Programs list. The DoubleTime Software Upgrade window will need to complete before attempting to open DoubleTime on all other workstations.



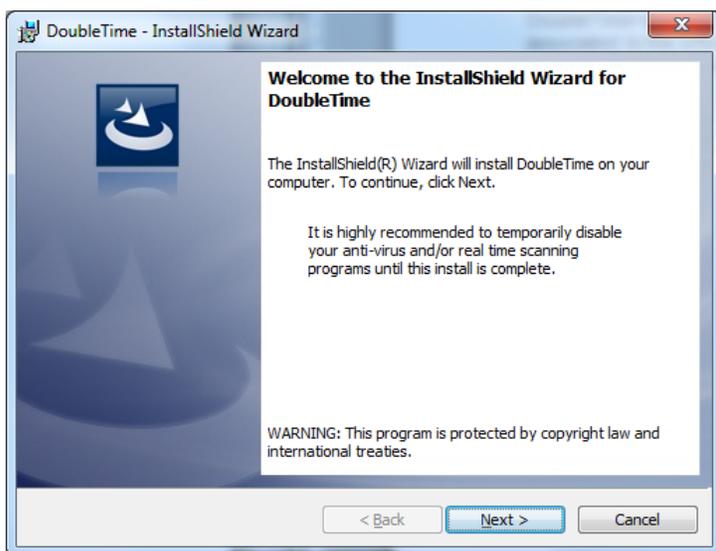
15. After the DoubleTime Database upgrade is complete, repeat Steps 1-4 on each additional Client Workstation.



Installing the Windows Dedicated Server (NT) – Database Install

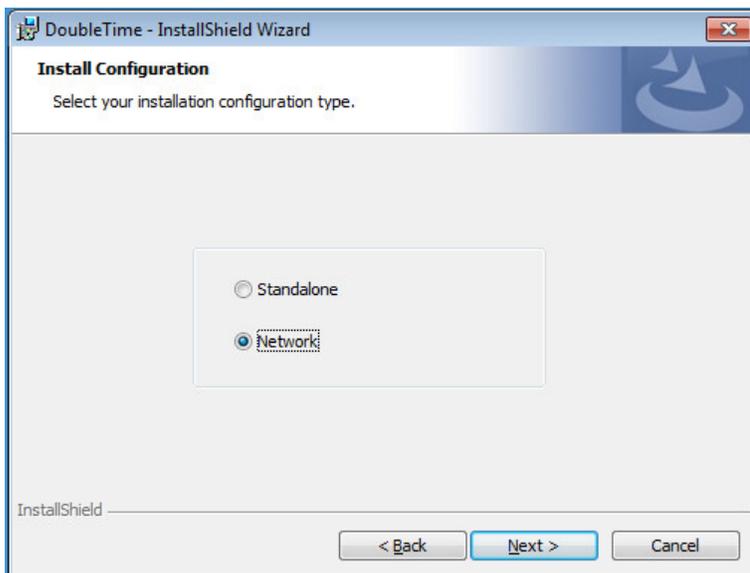
Note: The installation instructions illustrated below will only install the database files

1. Log on with Administrative Rights.
2. Close any programs currently running.
3. Download and Run the DoubleTime 8.0 installation file obtained from the DoubleTime Support page on www.thefund.com.
4. Click '**Next**' on the Installation Welcome window illustrated below.





5. Choose **'Network'** and click the **'Next'** button.

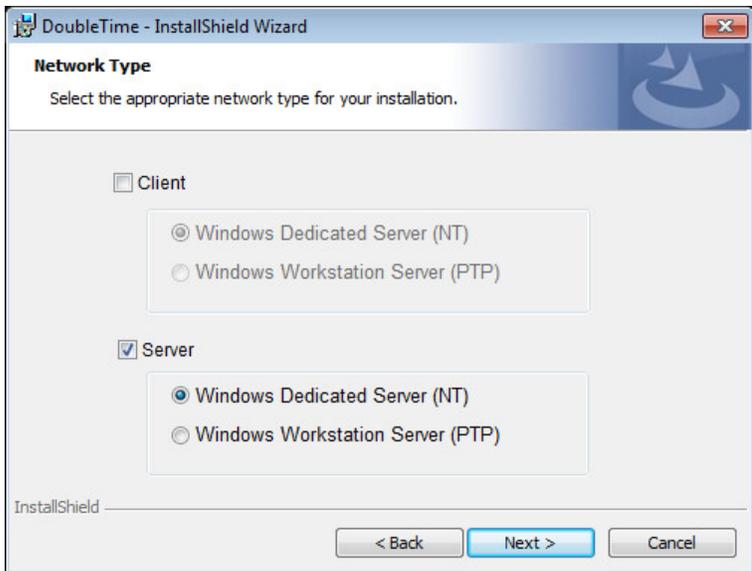


6. The next window brings up the 'Network Type' dialog. Select the check box for *Server* and the radio button for **'Windows Dedicated Server (NT)'**.

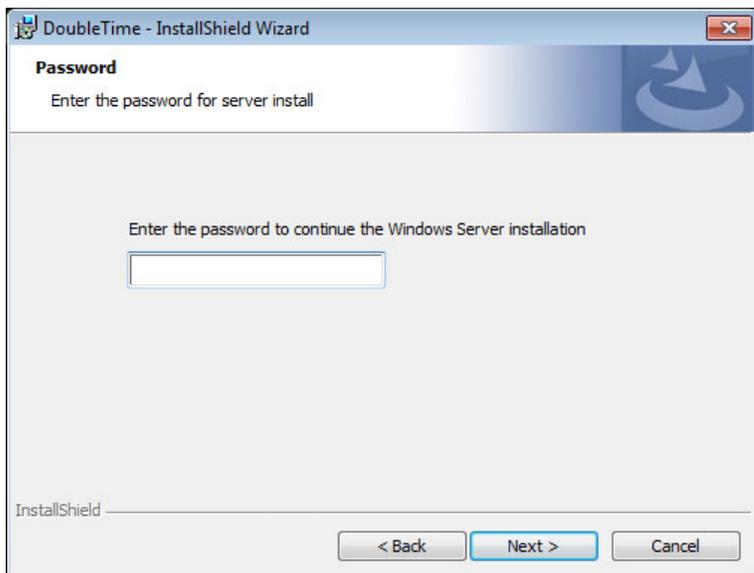
Note: Only one server installation should be selected per office.



- 7. When you are finished with your selection, click **'Next'**.



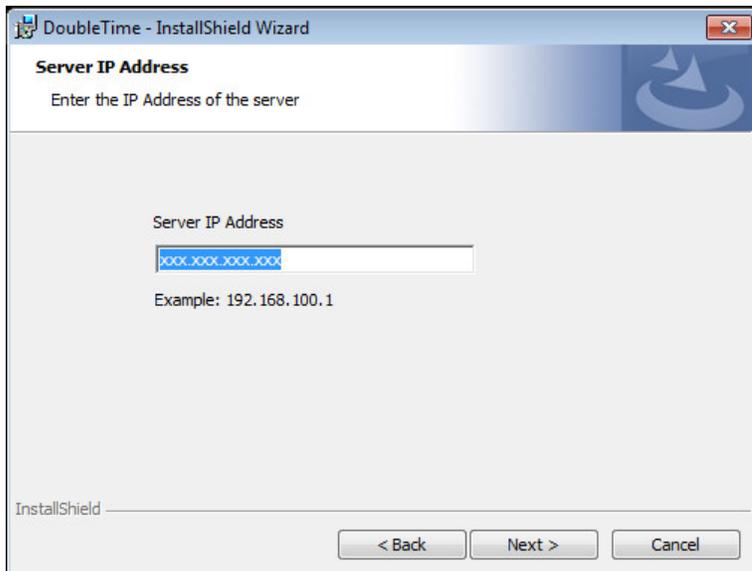
- 8. The next window brings up the 'Password' dialog. Enter the password provided from the order information supplied at purchase. Select **'Next'**.



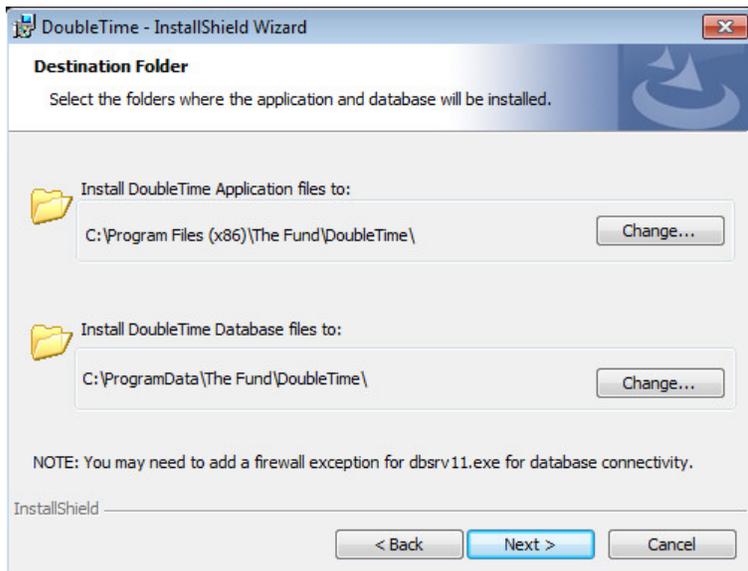
DoubleTime® 8.0 Installation Guide



9. Enter the IP address of the server that will host the DoubleTime database.



10. The next window presents the 'Destination Folder' dialog. The first selection will set the path for the server application files. The second selection will set the path for the DoubleTime database files. Select 'Next'.

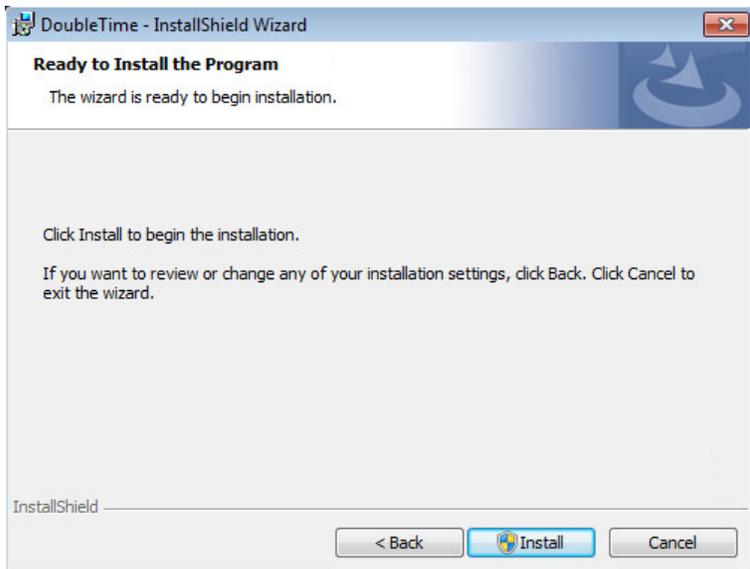


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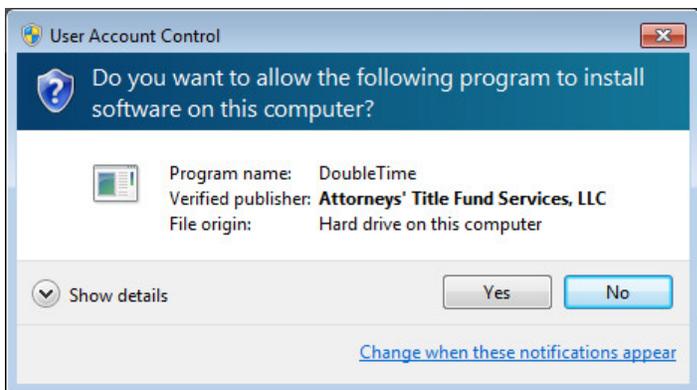
Installation Guide



11. Click the 'Install' button and DoubleTime will begin the installation process.



Note: If the User Access Control window appears, please click 'Yes' to allow the installation to continue.

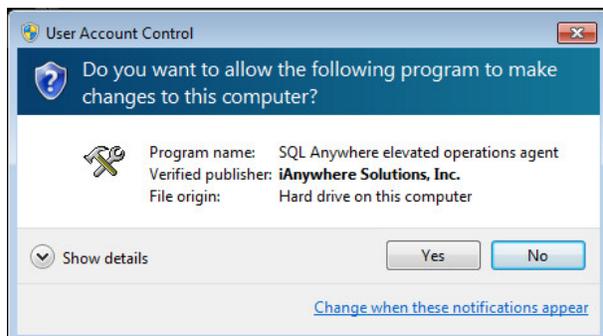


DoubleTime® 8.0

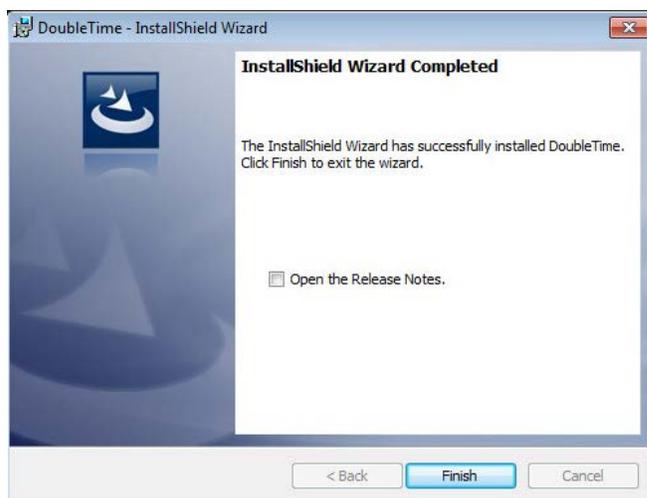
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Note: If the User Access Control window appears, please click 'Yes' to allow SQL Anywhere to make changes.



12. Congratulations, the DoubleTime Database Service and files are installed and configured. Click 'Finish' to complete the installation.

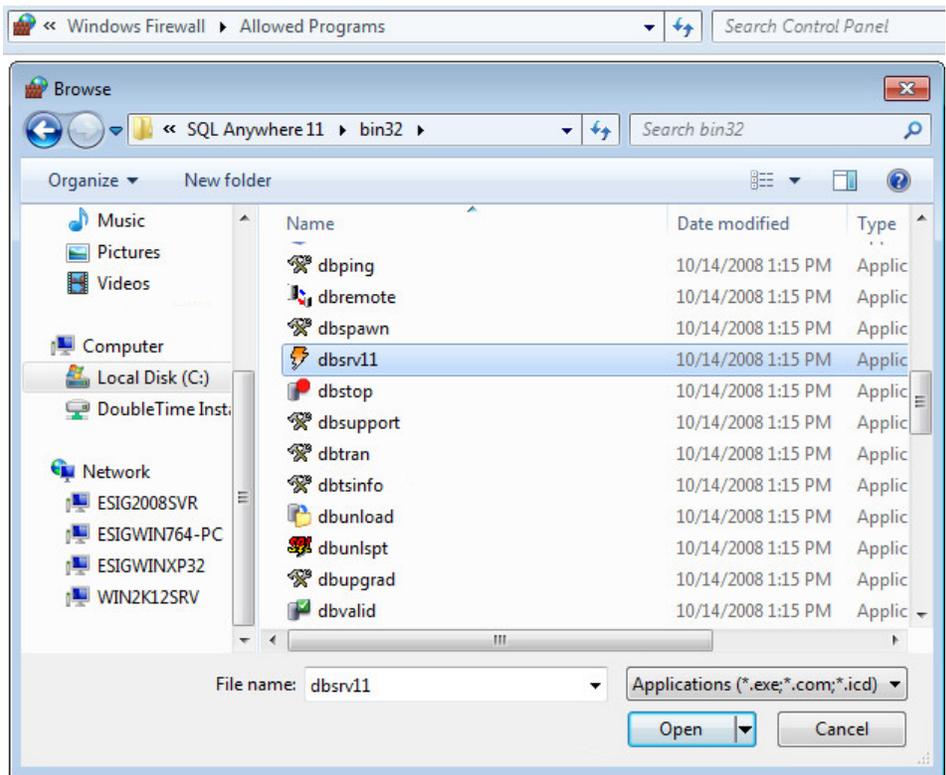


Note: There will not be any icons installed but if you would like to confirm a proper installation, please search the running services for "DoubleTime Database Service"

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Note: If Windows Firewall is active on the server, you will need to add **dbsrv11.exe** as an exception. This will allow the Clients to connect through TCP/IP.



Note: The Windows Dedicated Server cannot be upgraded. To upgrade the database, please refer to upgrading the Client on pages 8-12.

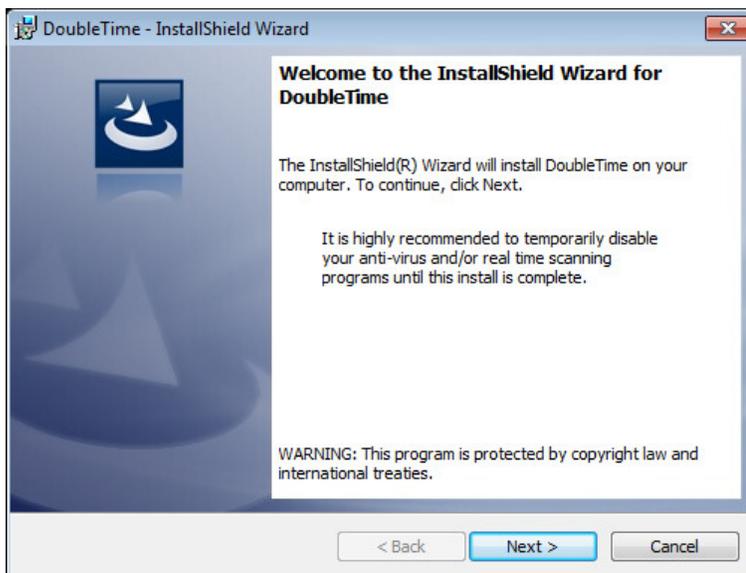
DoubleTime[®] 8.0 Installation Guide



Installing the Windows Dedicated Client (NT) – Client Application

Note: The installation instructions illustrated below will only install the client application and cannot be used without the server files installed**

1. Log on with Administrative Rights.
2. Close any programs currently running.
3. Download and Run the DoubleTime 8.0 installation file obtained from the DoubleTime Support page on www.thefund.com.
4. Click 'Next' on the Installation Welcome window illustrated below.

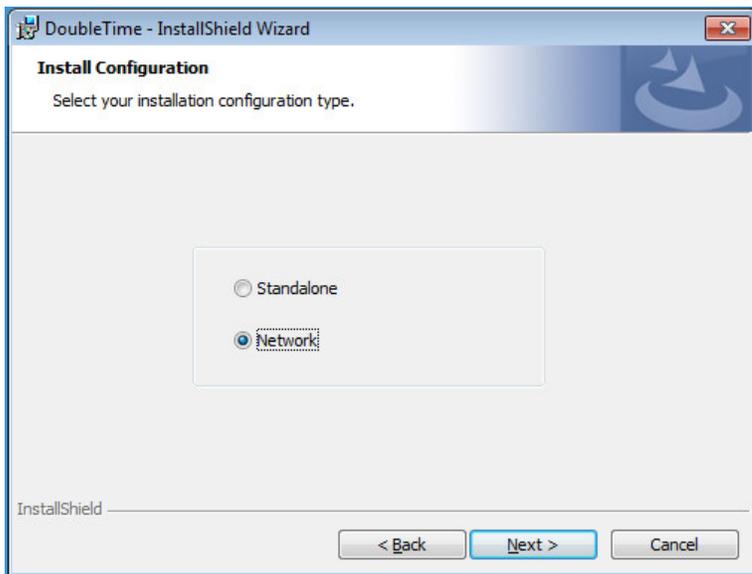


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5. Choose **'Network'** and click the **'Next'** button.



6. The next window brings up the 'Network Type' dialog. Select the check box for *Client* and the radio button for **'Windows Dedicated Server (NT)'**.
7. When you are finished with your selection, click 'Next'.



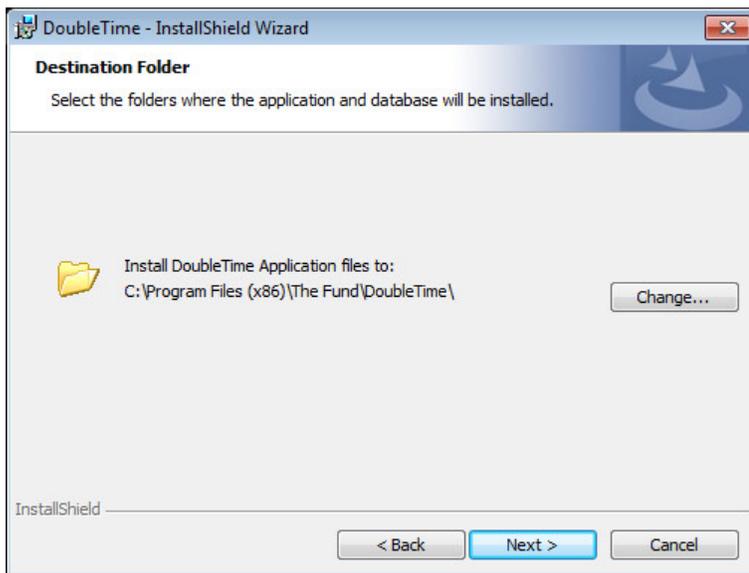
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- 8. Enter the IP address of the server that is hosting the DoubleTime database.



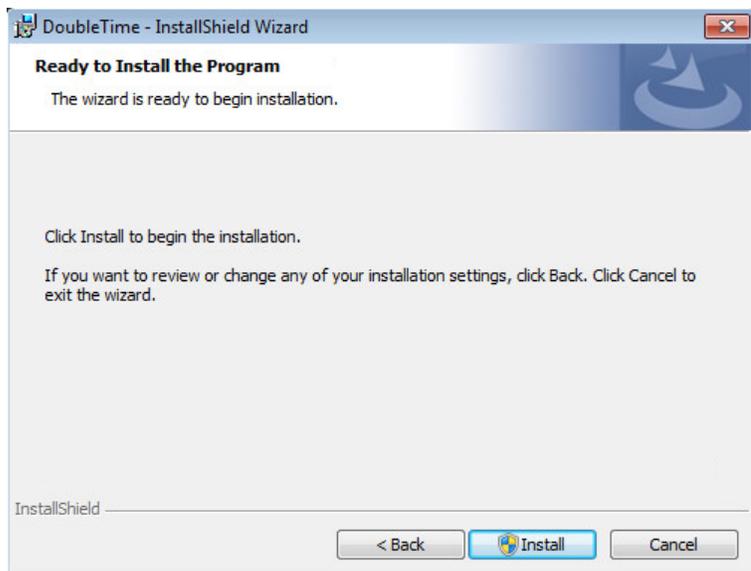
- 9. The next window brings up the 'Destination Folder' dialog. You can set the path where the Client application components are installed. It is recommended that you use the default installation path that is provided. Select 'Next'.



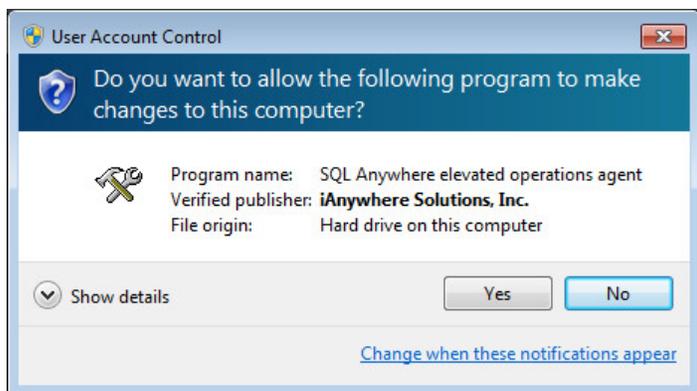
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10. Click the 'Install' button and DoubleTime will begin the installation process.



Note: If the User Access Control window appears, please click 'Yes' to allow the installation to continue.

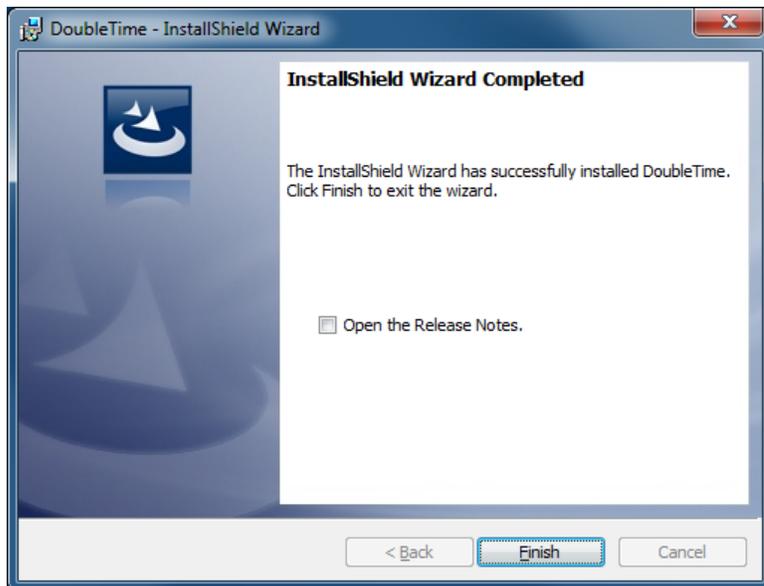


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11. Congratulations, DoubleTime is now upgraded. Click **'Finish'** to complete the installation.





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For additional assistance with DoubleTime
please visit www.thefund.com

