

TBS Software

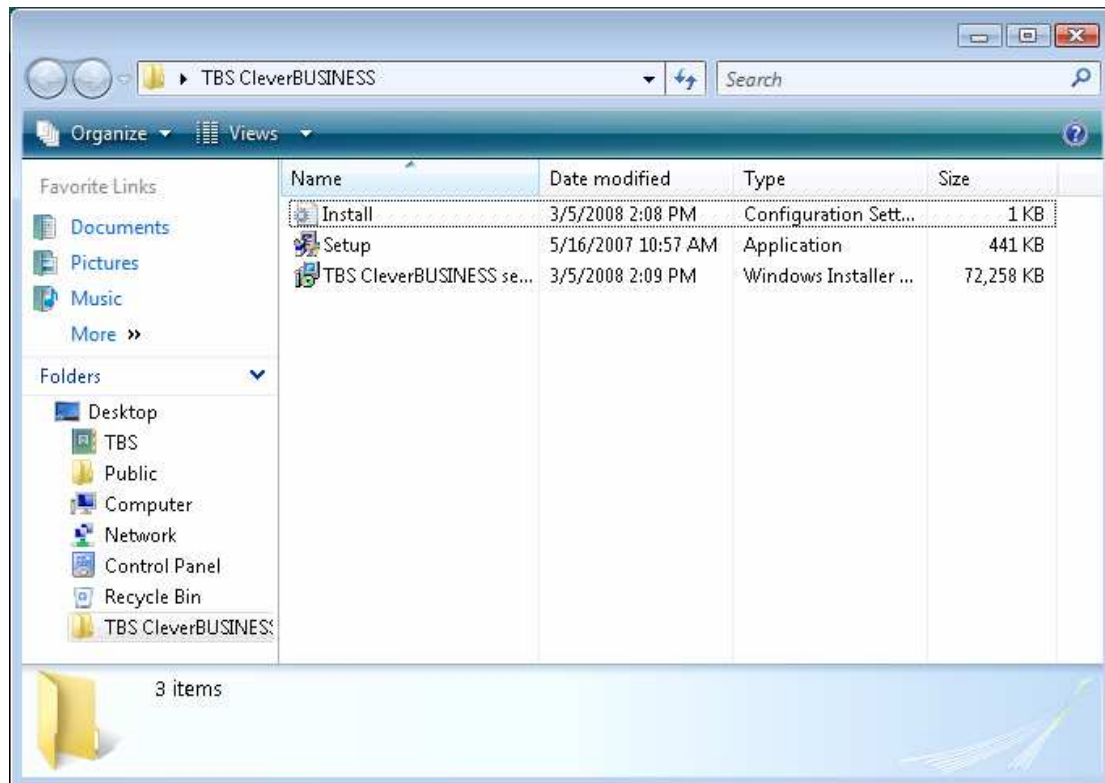
Vista Network Setup/Repair/Backup Guide

Server & Client Setup

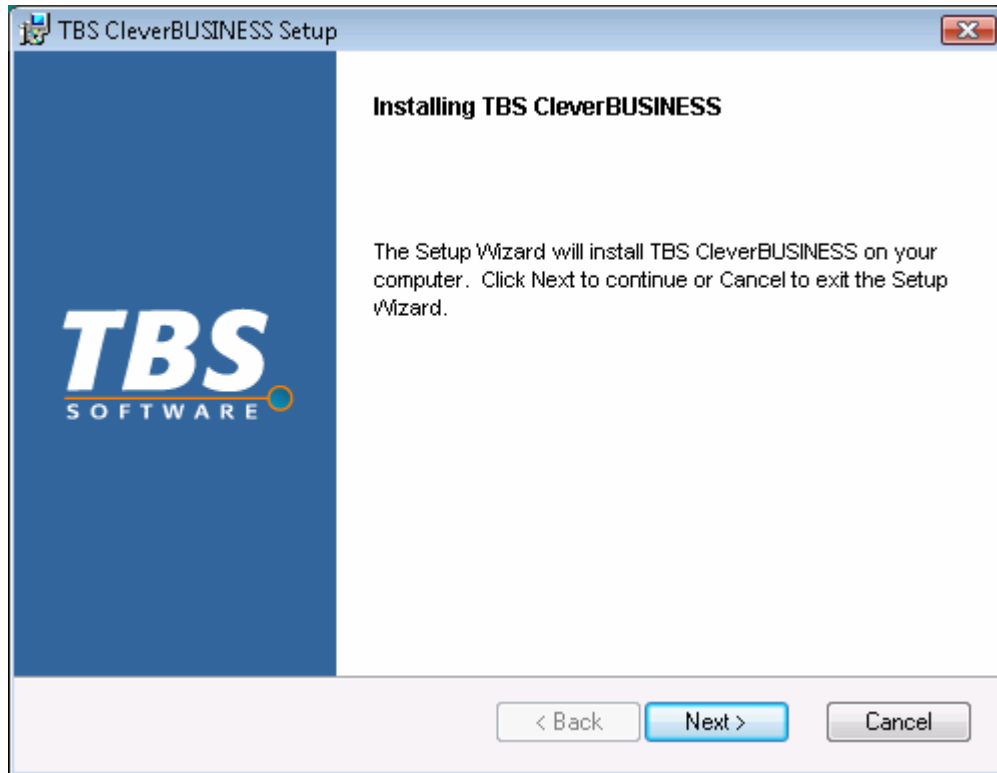
Please note: The screenshots in this guide are taken from TBS CleverBUSINESS but the process is the same for our other products.

Server Setup

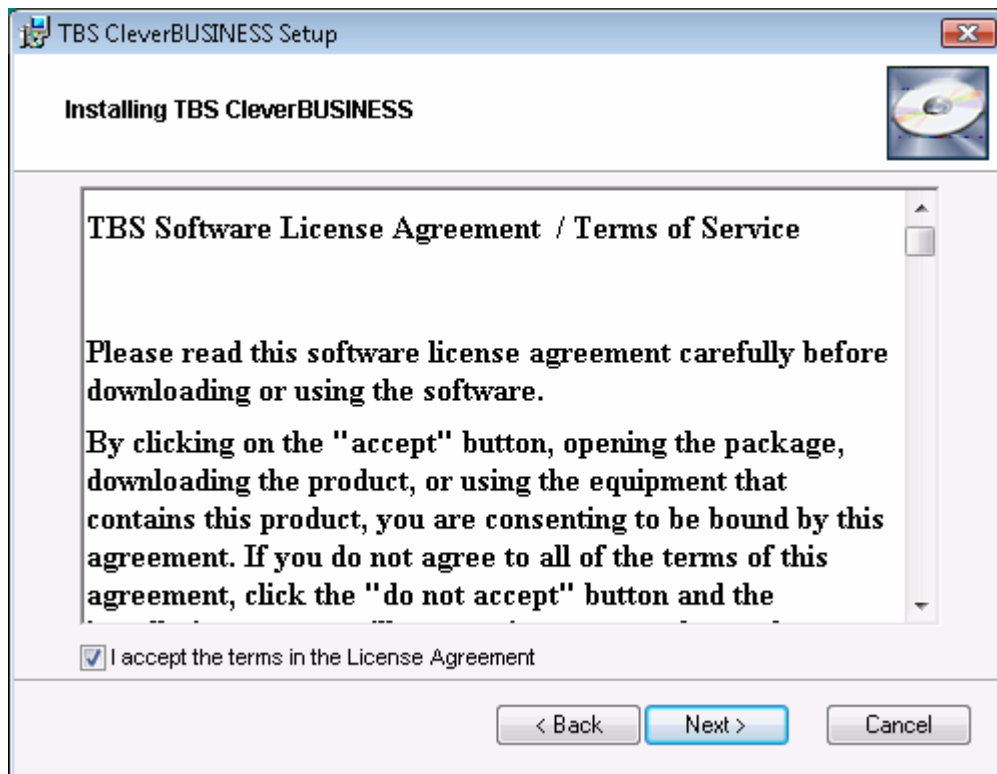
Unzip your downloaded TBS zip file and double click on 'Setup'.
Vista's 'User Account Control' will ask you to 'Cancel' or 'Allow'. Click on 'Allow' to continue:



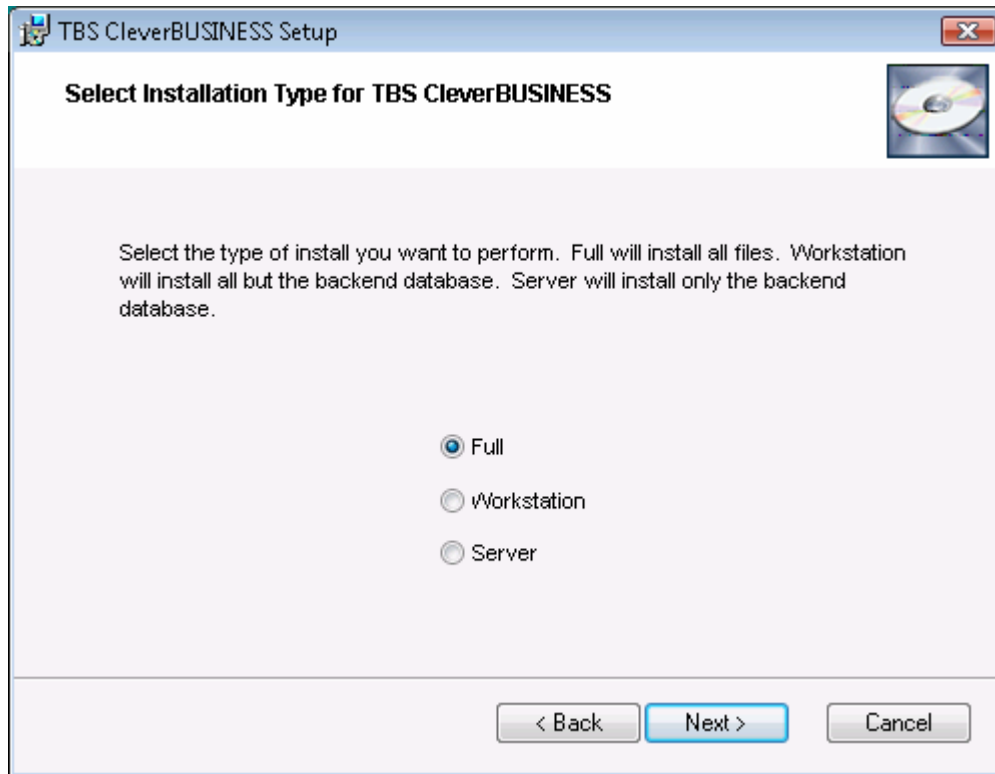
Click next to continue:



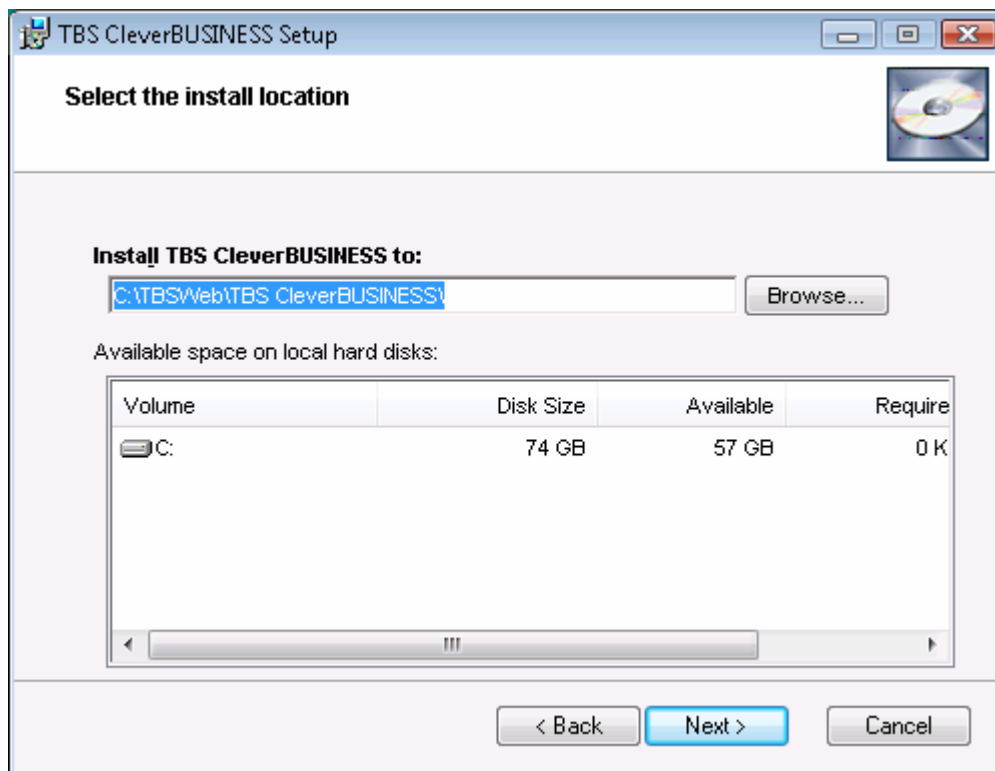
Read the licence agreement and tick 'I accept...'. Click next to continue:



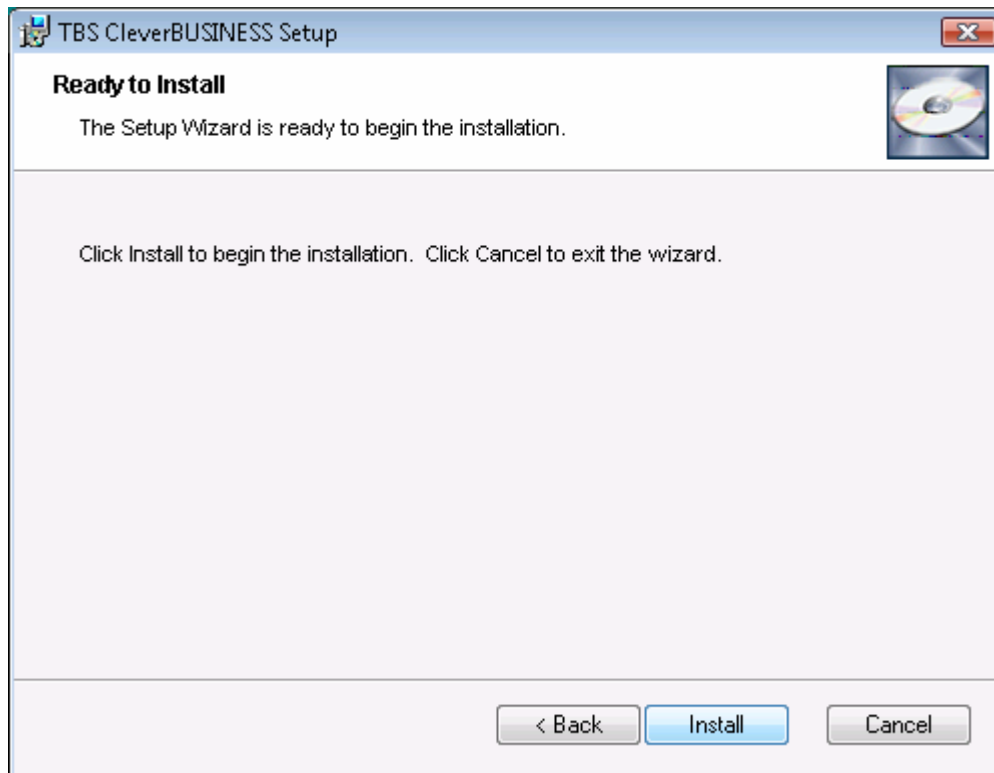
Click 'Full' to install a complete copy on your server (if you select 'Server' only the backend database will be installed and you will not be able to run your TBS software locally). Click next to continue:



Select the location to install the software. We highly recommend installing to the default location. Click next to continue:



Click install to continue:



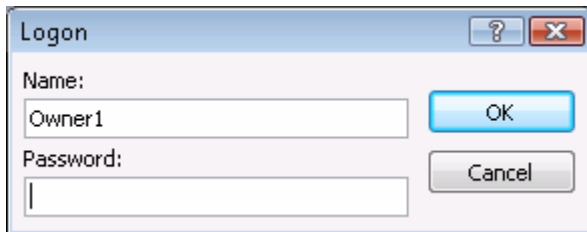
Click finish to continue:



You will see a new TBS icon on your desktop. Double click on it:



You are presented with the logon screen for your TBS product. The main user account is 'Owner1' with no password. Click OK to continue:



Enter your Company/Full Name/Serial number details **exactly** as shown in your download email. The best way to do this is to select the text with your mouse and press CTRL-C (copy) on your keyboard and then CTRL-V (paste) into your TBS product. After that enter your Address/City/Postcode/Country details and click 'OK and Enter':

TBS CleverBusiness - [TBS Registration]

TBS CleverBusiness Business Cashbook/Invoicing/CRM/Tools and Home Assistant Software

TBS Software Registration

TBS CleverBUSINESS

Register your software and please ensure accuracy.

Please enter your correct name (business name) and address details.
Used by TBS for registration purposes and verification of our customer's details.

Company:

Full Name:

Serial number:

Valid Serial?:

Purchase Date:

Address: (Minimum 8 Alpha/Num allowed)

City: (Minimum 3 Alpha/Num allowed)

Postcode: (Minimum 4 Alpha/Num allowed)

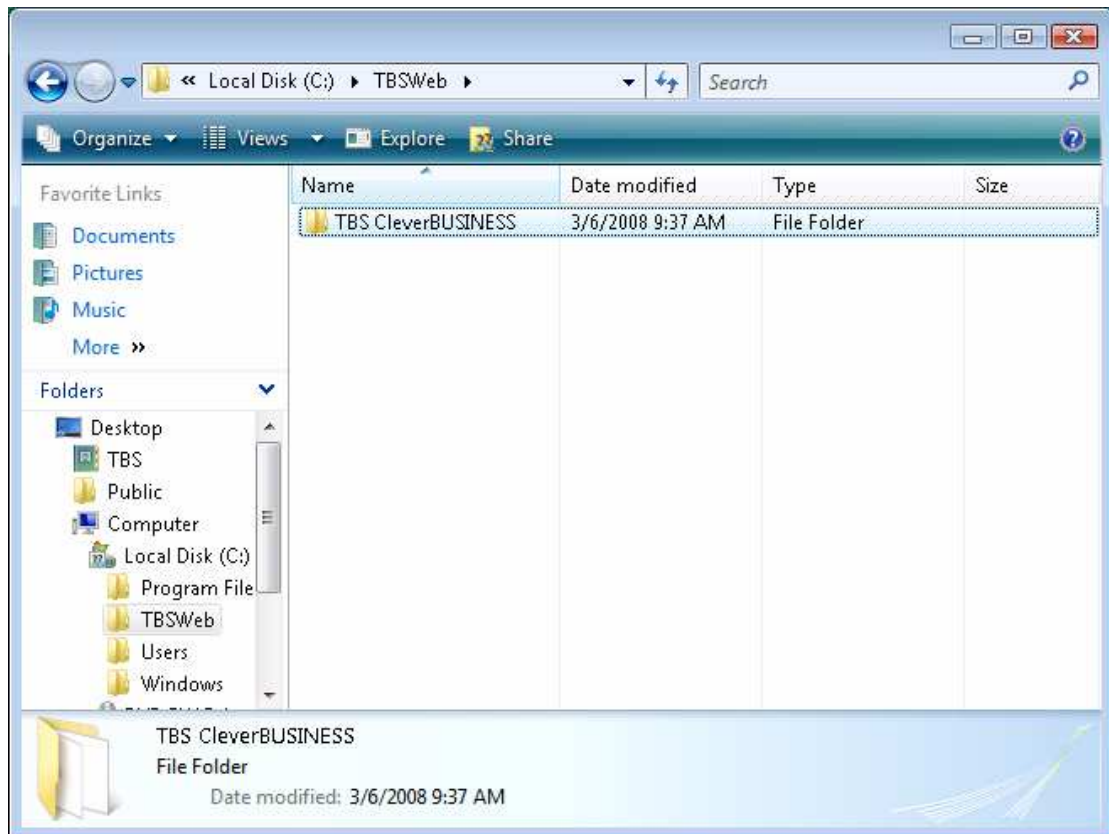
Country: (Country of purchase must be entered)

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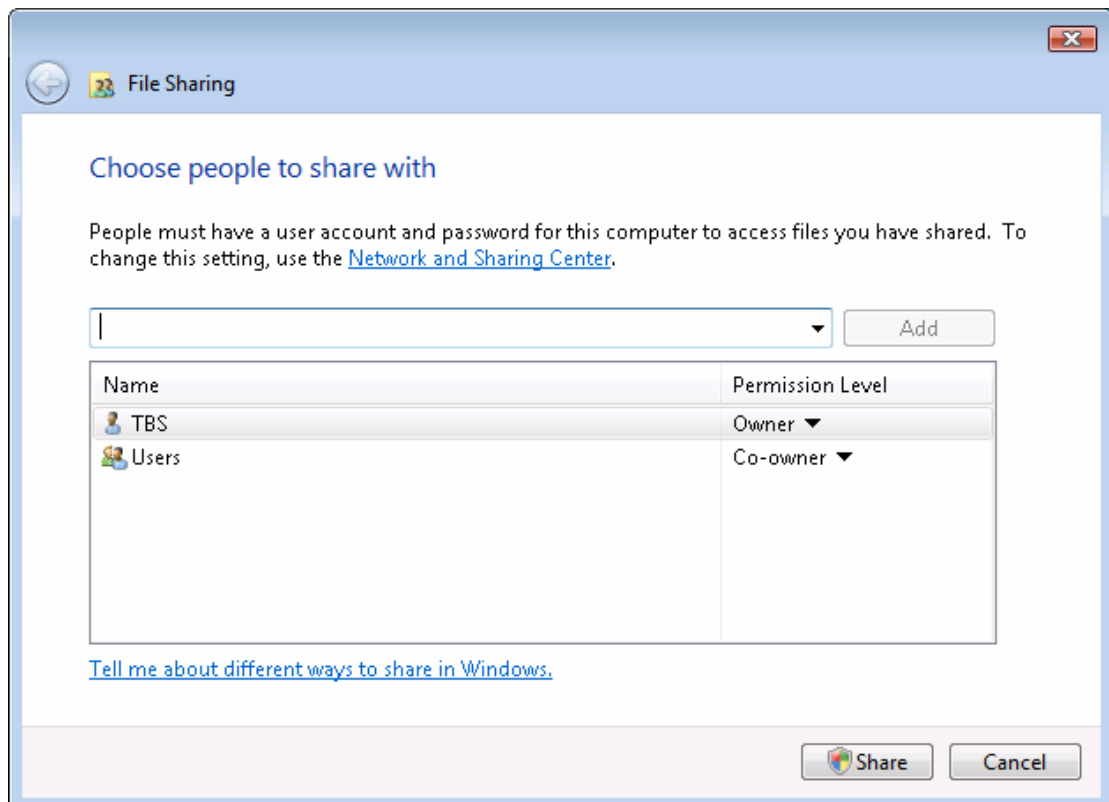
Form View NUM

Installation is complete! Now you need to share the data on your local network.

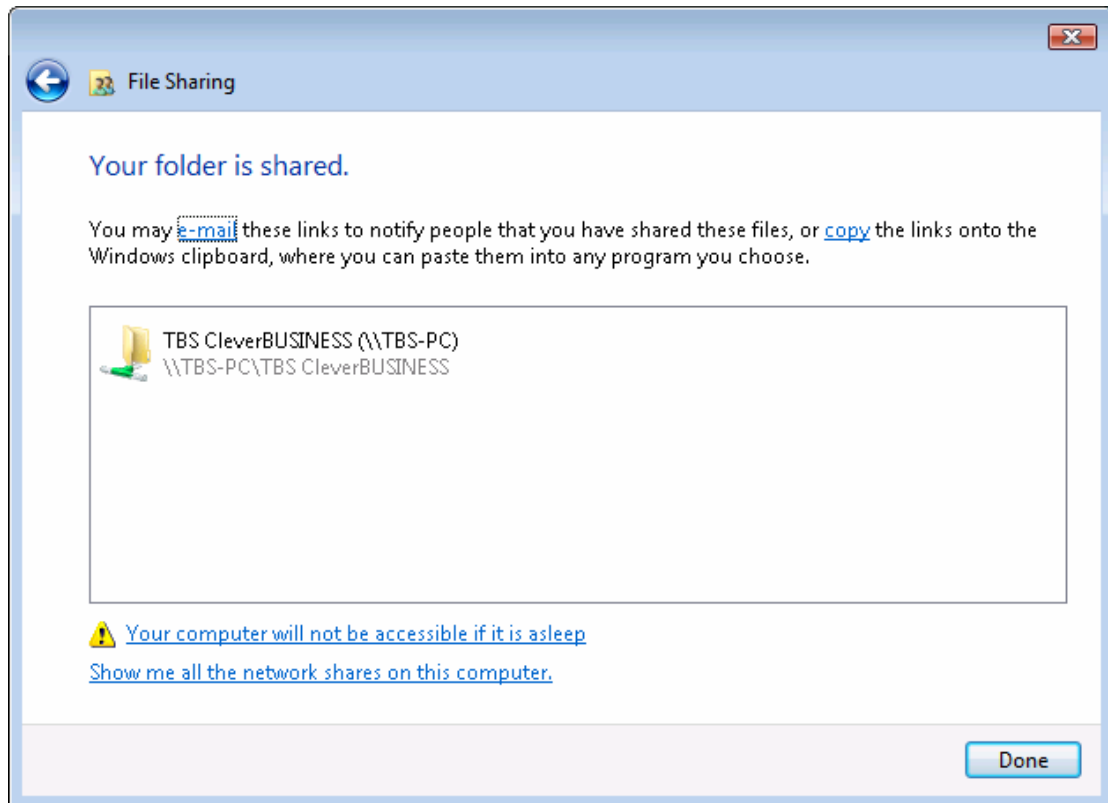
Right click on your TBS product folder (default = c:\TBSweb\TBS CleverBUSINESS) and select 'Share':



Click on 'Share' to continue:

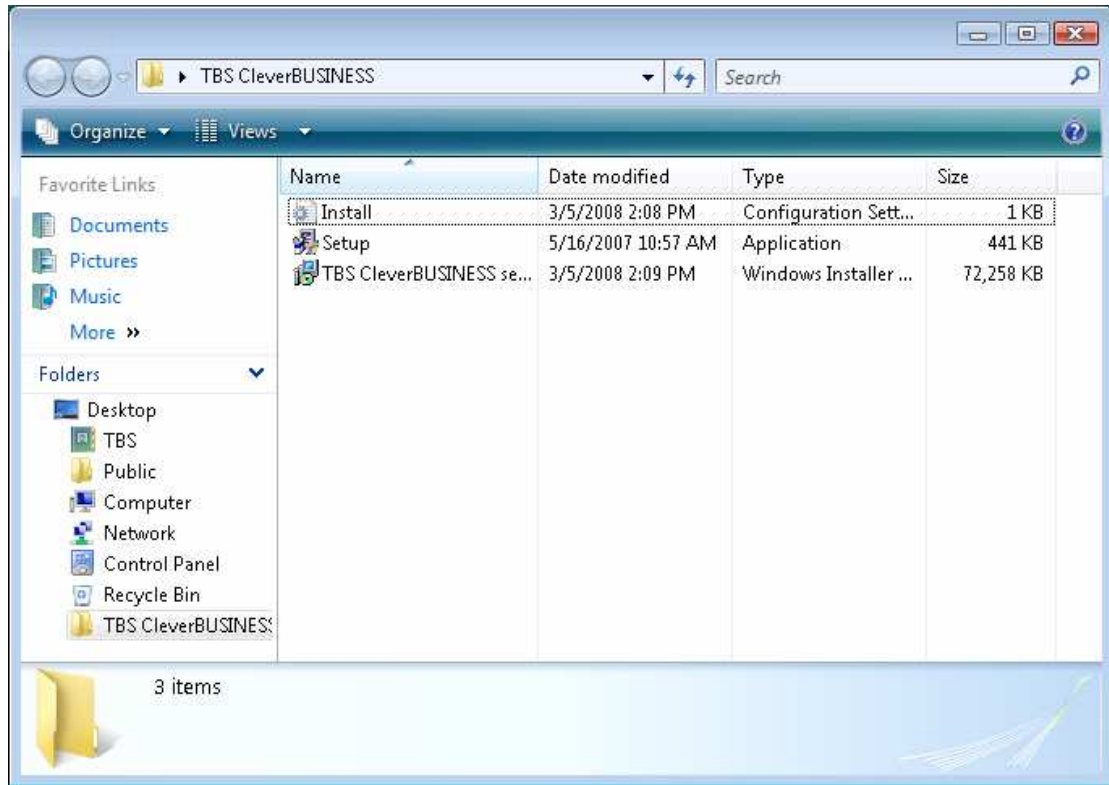


You will see a message stating 'Windows needs your permission to continue' – click Continue. Please write down the address provided by Vista (i.e. "\\TBS-PC\TBS CleverBUSINESS") you will need this later. Click Done. Now your TBS database is available to other users on your network.

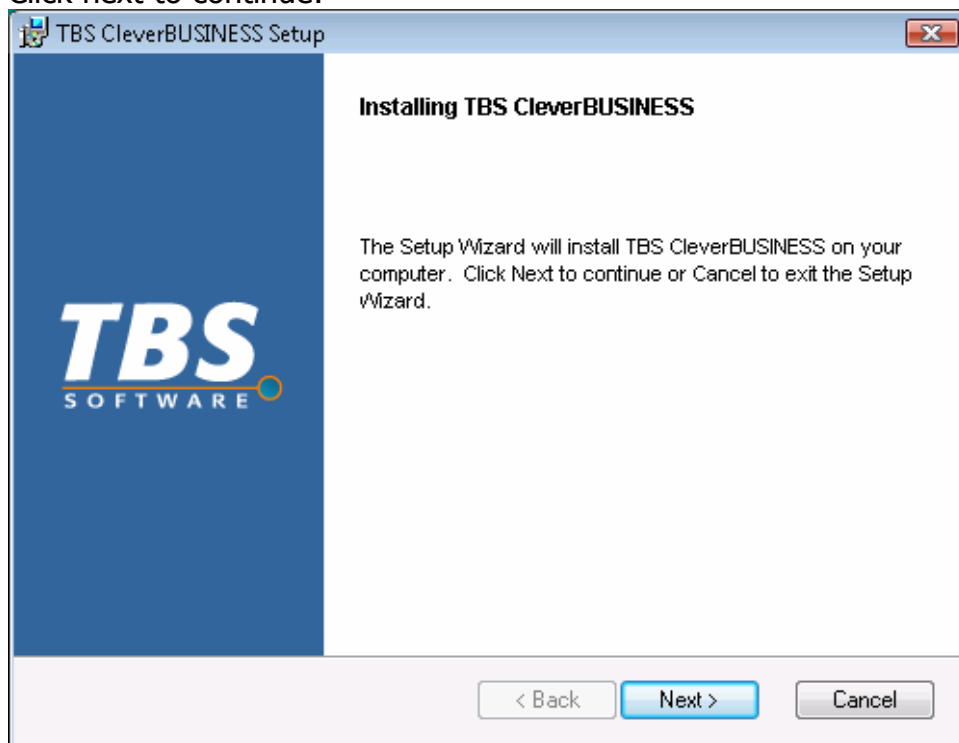


Client Setup

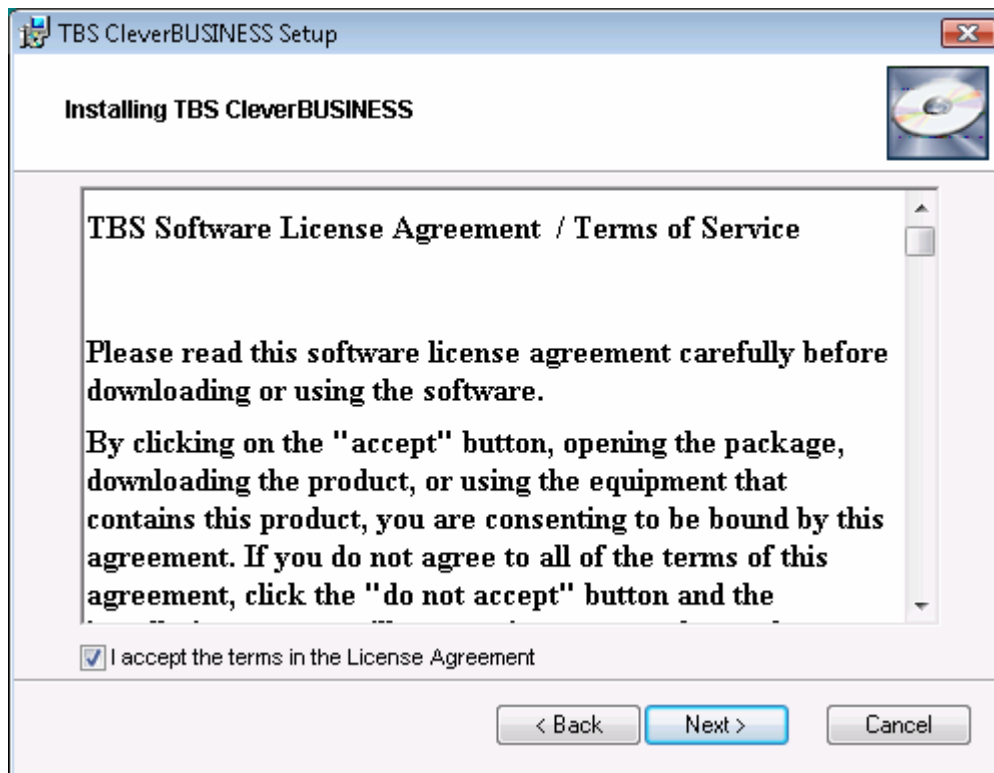
Unzip your downloaded TBS zip file and double click on 'Setup'. Vista's 'User Account Control' will ask you to 'Cancel' or 'Allow'. Click on 'Allow' to continue.



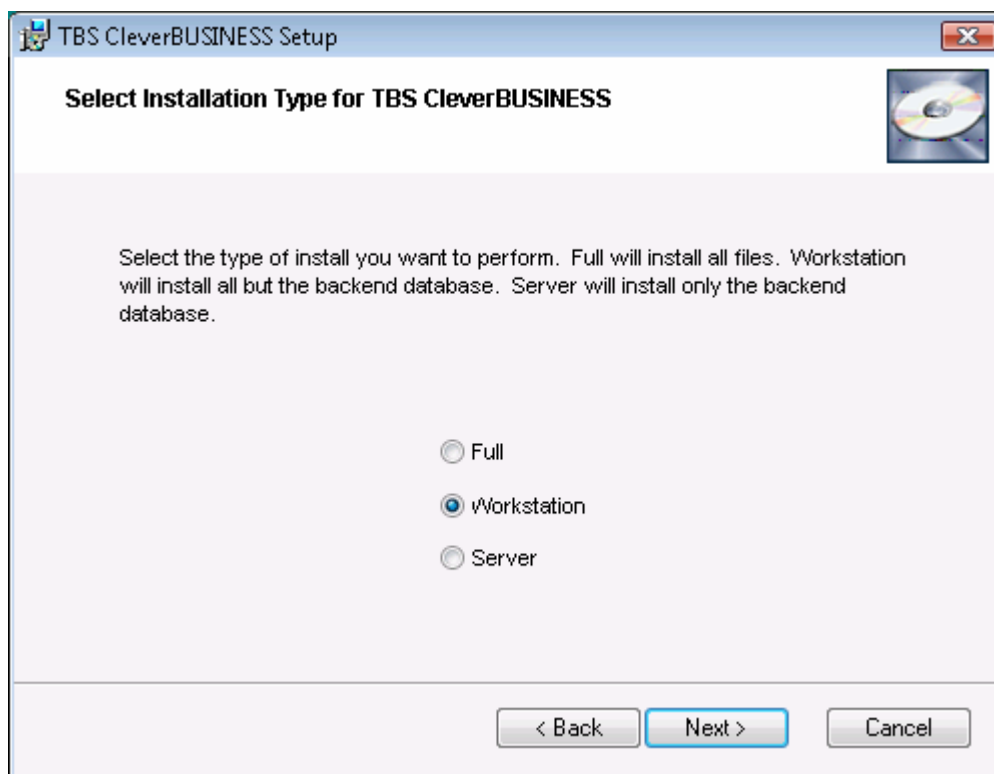
Click next to continue:



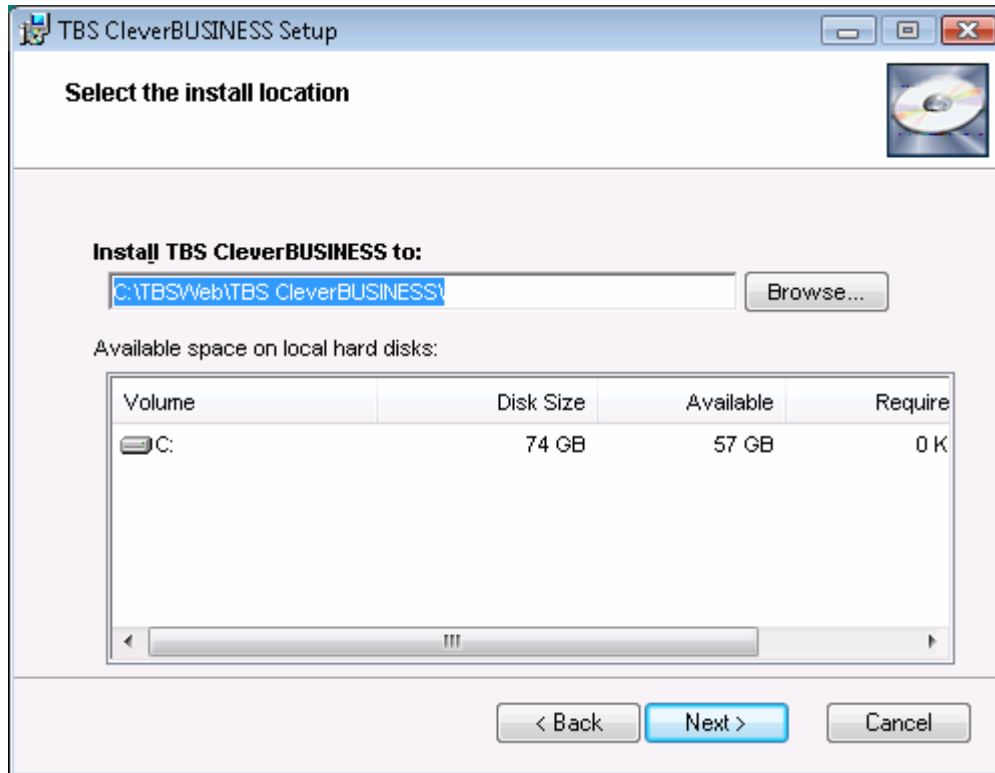
Read the licence agreement and tick 'I accept...'. Click next to continue:



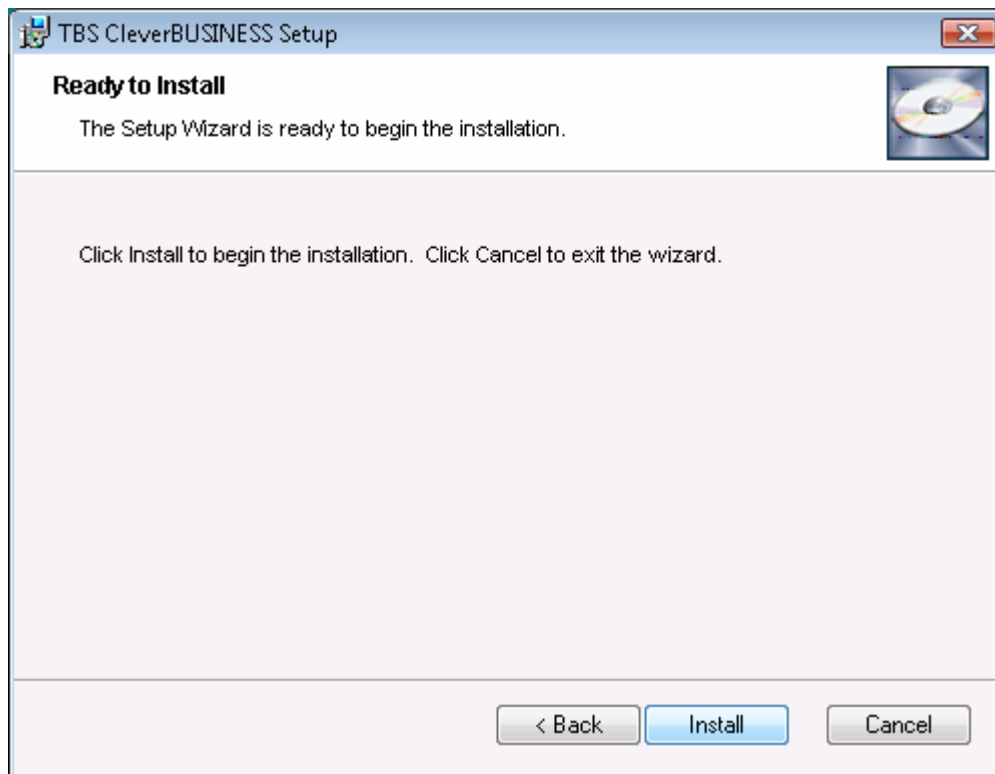
Click 'Workstation' to install the front end data only. Click next to continue:



Select the location to install the software. We highly recommend installing to the default location. Click next to continue:



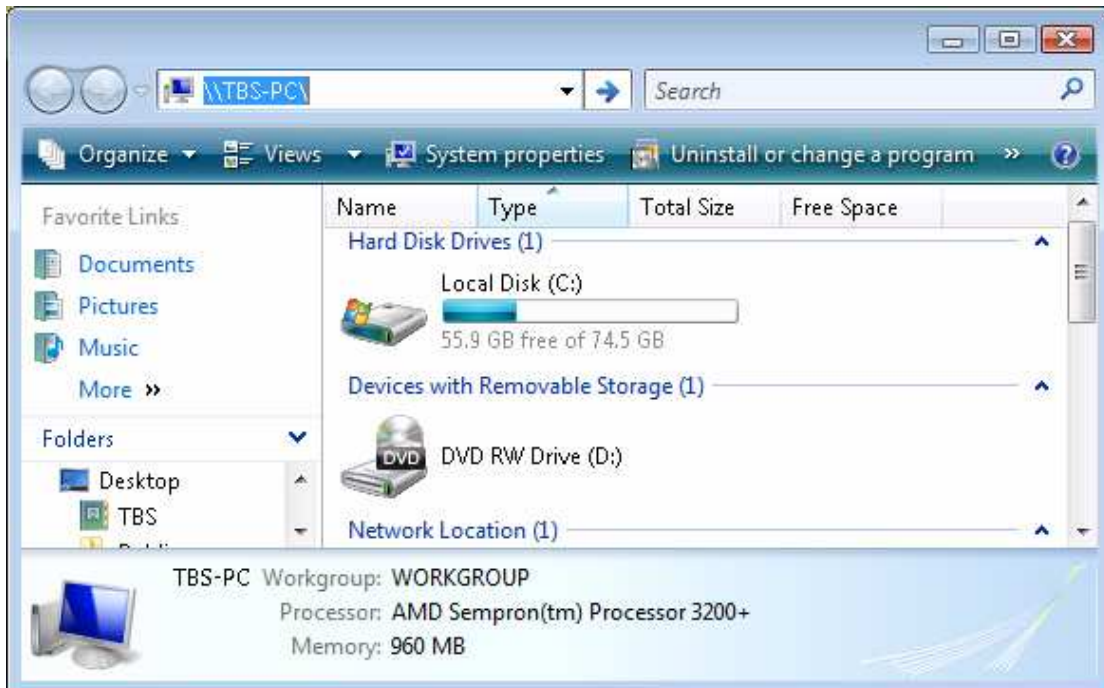
Click install to continue:

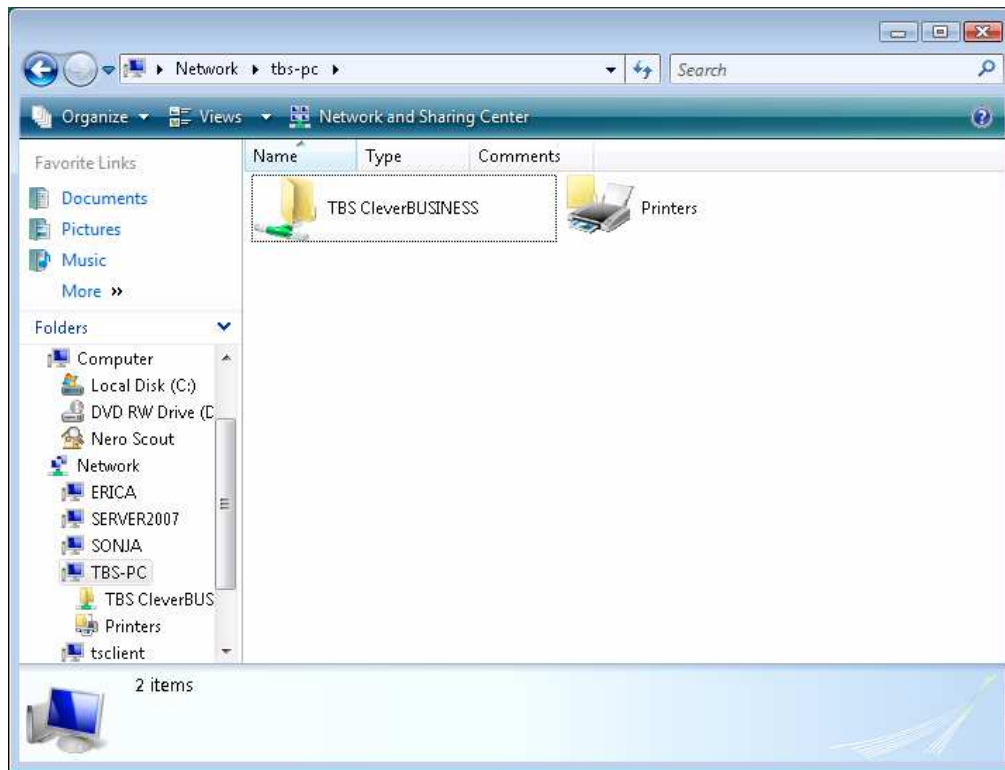


Click Finish to continue:



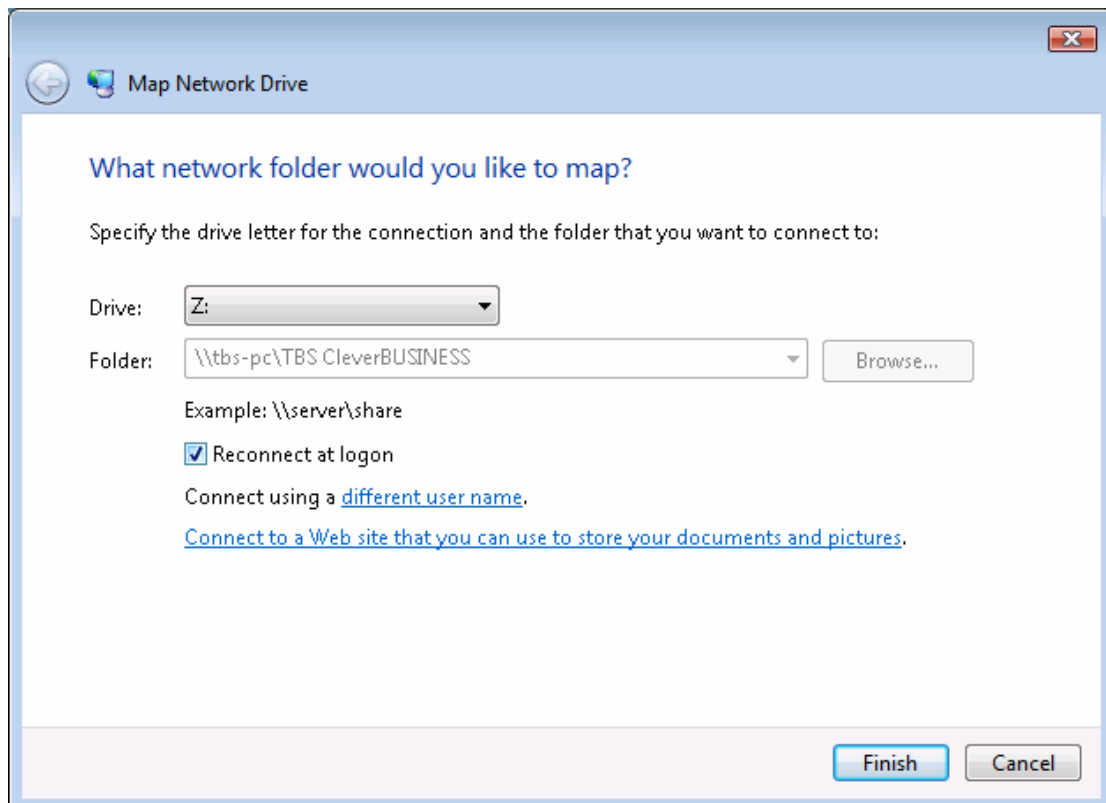
Now you will need to connect a mapped network drive to your server. Click on 'Computer' on your Vista desktop or start menu. Type the first part of the address provided in the server setup (i.e. "\\TBS-PC\TBS CleverBUSINESS" becomes "\\TBS-PC") in the address bar at the top and hit enter:





Depending on your security settings you may need to enter a valid username and password from your Vista server machine.

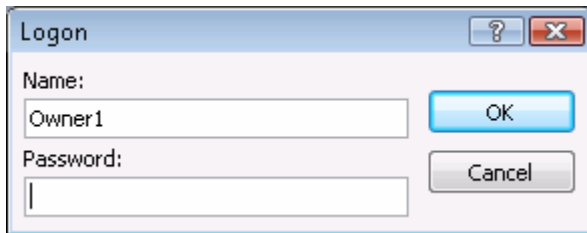
Right-click on the 'TBS CleverBUSINESS' folder and select 'Map Network Drive':



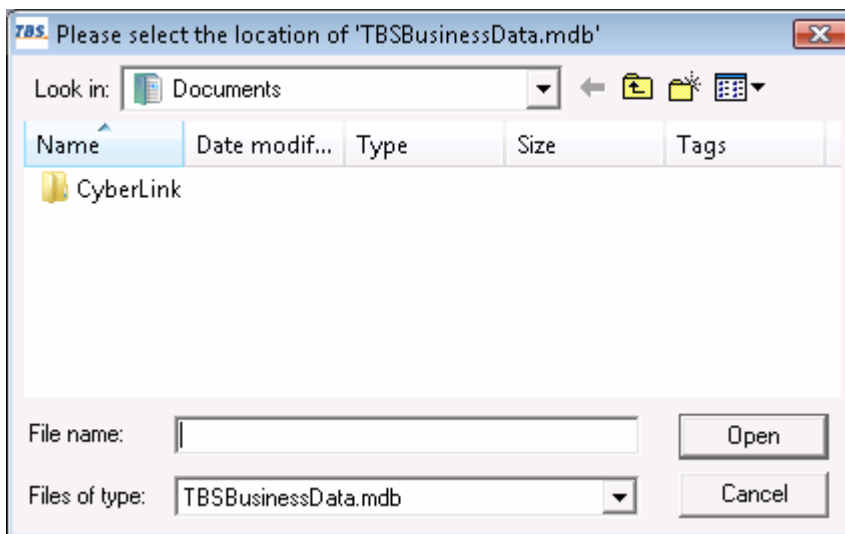
Make sure 'Reconnect at logon' is ticked and select 'Finish'.
You will see a new TBS icon on your desktop. Double click on it:



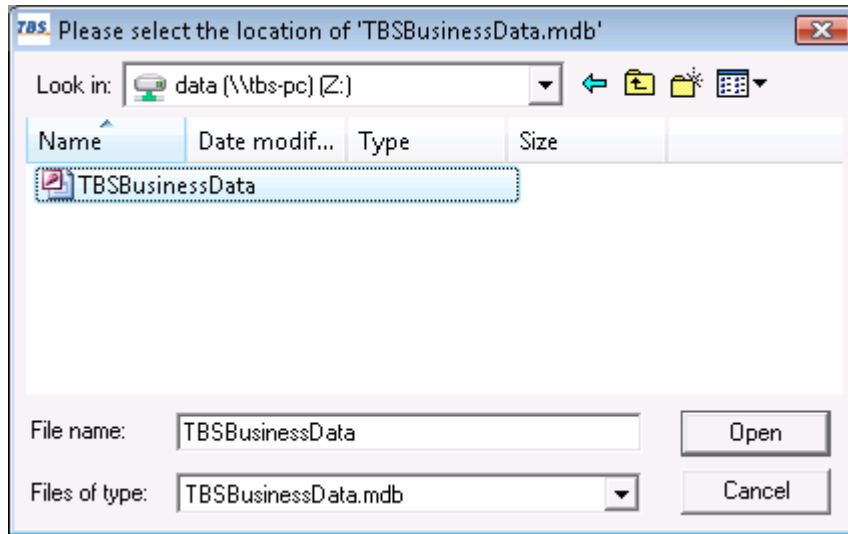
You are presented with the logon screen for your TBS product. The main user account is 'Owner1' with no password. Click OK to continue:



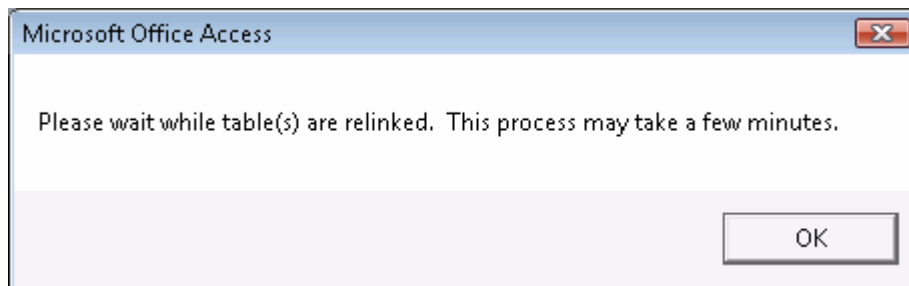
At this point your TBS software will be unable to find the data required and will present you with the following screen:



Use the dropdown list at the top of the screen to select the drive you mapped to your network (e.g. Z:\) and click Open:



Your TBS software will now re-link to the server's data. This can take a few minutes (depending on your network and computer speed), press OK and wait for the process to complete:

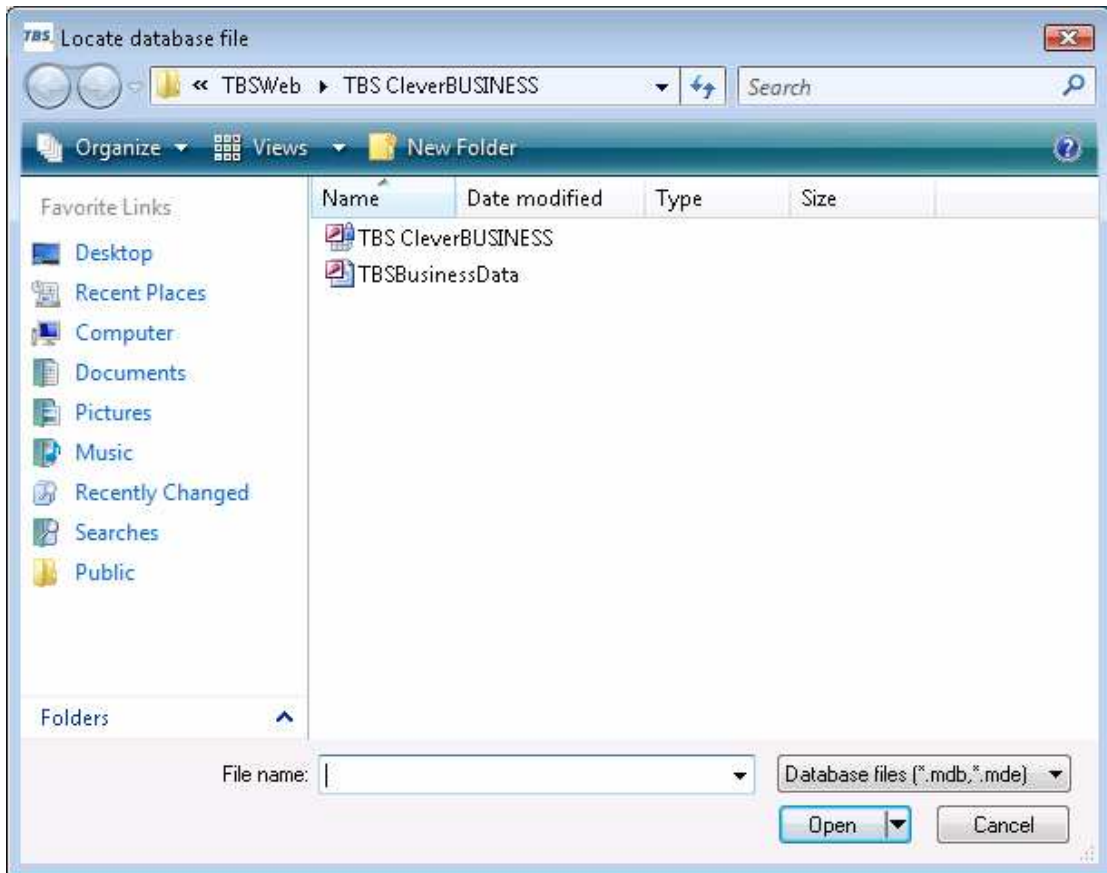
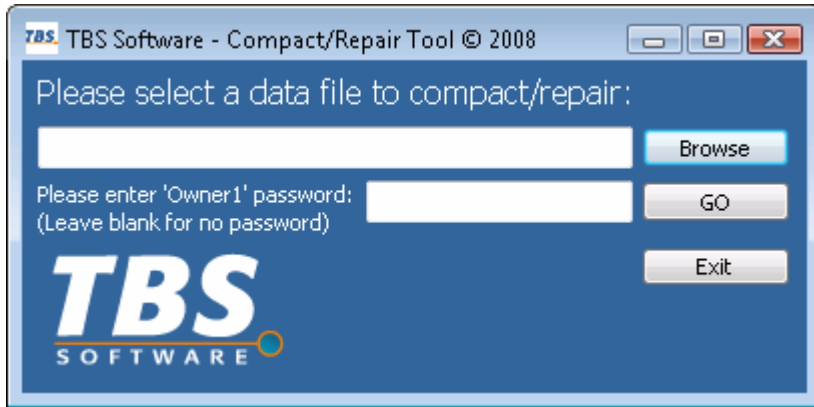


Your software is now ready to use!

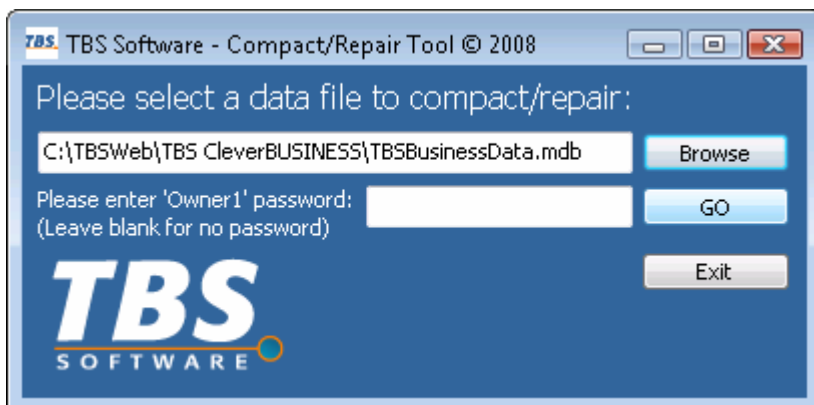
Compacting and repairing your databases

It is a good idea to regularly compact and repair your database files. We have provided you with a tool called "compact.exe" which is located in your TBS software installation folder.

Double click on 'compact' then click browse:



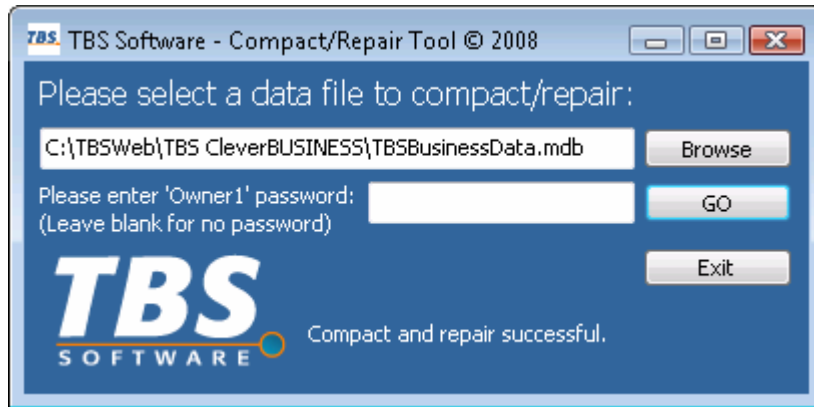
Select the database to compact/repair and click Open:



NOTE: Make sure all users are logged off your TBS software before proceeding (otherwise the compact/repair will fail).

If you have changed the 'Owner1' password enter it into the password box.

Click GO to perform the compact/repair:

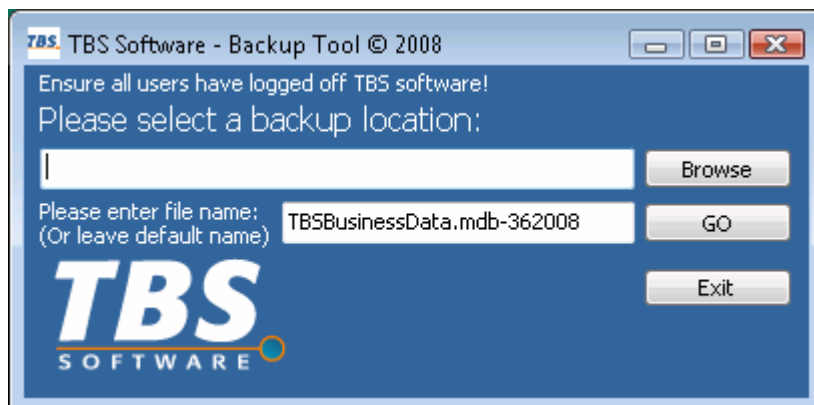
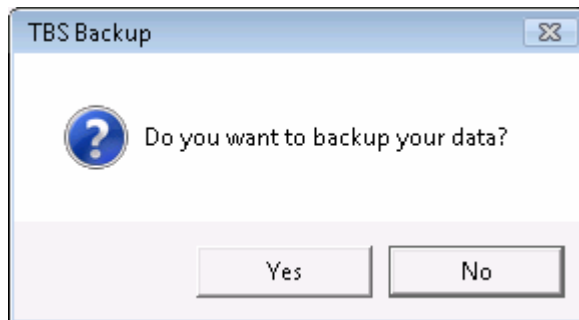


The program will notify you when the compact/repair has processed successfully. You can also compact/repair the front end (named 'TBS CleverBUSINESS.mde').

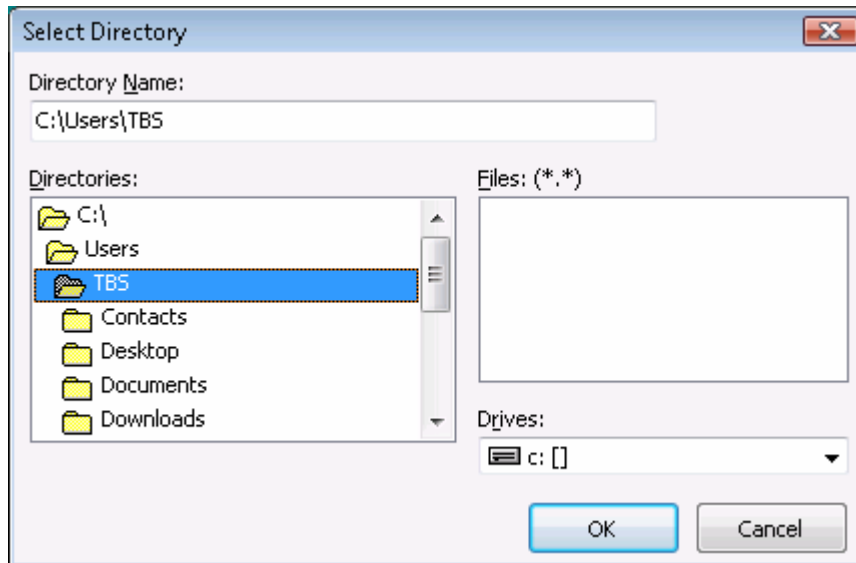
We recommend to perform this action once a month.

Backing up your data

When you exit your TBS software program you will be asked if you want to backup. Click Yes, you will then see the backup tool:

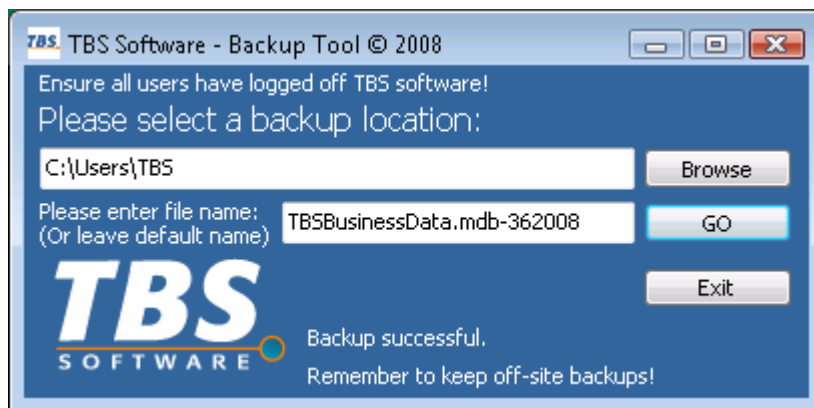


The backup tool will suggest a name for you which has the current date on the end, click Browse and select a location that you *have permission to write to (like your own user folder)*:



NOTE: Make sure all users are logged off your TBS software before proceeding.

Click GO to perform the backup:



We recommend that you now copy the backup file to a CD or DVD or external backup solution and keep the backups in a safe location away from your computer systems (in case of fire etc.).