

BizWizard Order Manager™

Order and Production Management Software
with Point of Sale and Automated Invoicing

Installation Instruction

Windows® Server 2008 SP2

Main System Menu - BizWizard Order Manager Main Program System Version: 3.7.2 Revision Date: 10/31/2010

File BizWizard Order Manager Orders Customer Accounts Supplier Accounts Accounting Associates Configuration

User Logged In: M. David Matney
Location: Main Location
System Date/Time: Tuesday, November 02, 2010 12:48:21 AM

Work With All Orders

Locations: Main Location AND Order Status: All Orders AND Orders Taken int: Last 60 Days AND Sales Rep: All Sales Reps AND Order Search:

☐ Perform Advanced Search (Slower)

Checkmark the Order Sub-Status values to filter the list. If an Order Sub-Status is checkmarked, then those orders whereby that task has NOT been completed will be filtered and displayed. e.g if you want to view all orders where the first Order Sub-Status has not been completed, then checkmark the first order sub-status only.

Customer Name	Location	Order Number	Order Status	Date/Time Scheduled	Sales Rep	Order Total	Products Ordered	Artwork Received	Proof Sent to Customer	Proof Signoff Received	Personalization Complete	Assembly Complete	Products Packaged	Products Shipped/Shelved	Customer Notified
AppleBits Consulting Little League Trophies	Main Location	200879031	Open	10/04/2010 3:30 PM	NetSoft Studio	\$1,066.67									
Desmond Interior Design Duplicated From Order #: 200879026	Main Location	200879029	Open	10/04/2010 3:30 PM	NetSoft Studio	\$6.00									
Frame Art America Duplicated From Order #: 200879026	Main Location	200879035	Open	10/04/2010 3:30 PM	NetSoft Studio	\$238.31									
Home of the Depots Little League Trophies	Main Location	200879033	Open	10/04/2010 3:30 PM	NetSoft Studio	\$1,448.65									
INIA West Little League Trophies	Main Location	200879037	Open	10/04/2010 3:30 PM	NetSoft Studio	\$518.92									
Kitty Kitty Pet Store 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 To be Completed By: < T W TH F S SU M > 13 0 0 0 0 0 0 0 0

Estimated Pick-Ups: < T W TH F S SU M > 13 0 0 0 0 0 0 0 0

Invoices to Print: 0
Past Due Notices to Send: 0
Orders Left over 30 days: 0
Orders To Be Shipped Today: 1
Outgoing Queued E-Mails: 0

Form View Num Lock A Powered by Microsoft Access

Start BizWizard Order Man... 12:48 AM

By



This document assumes you have already downloaded BizWizard Order Manager™ 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.

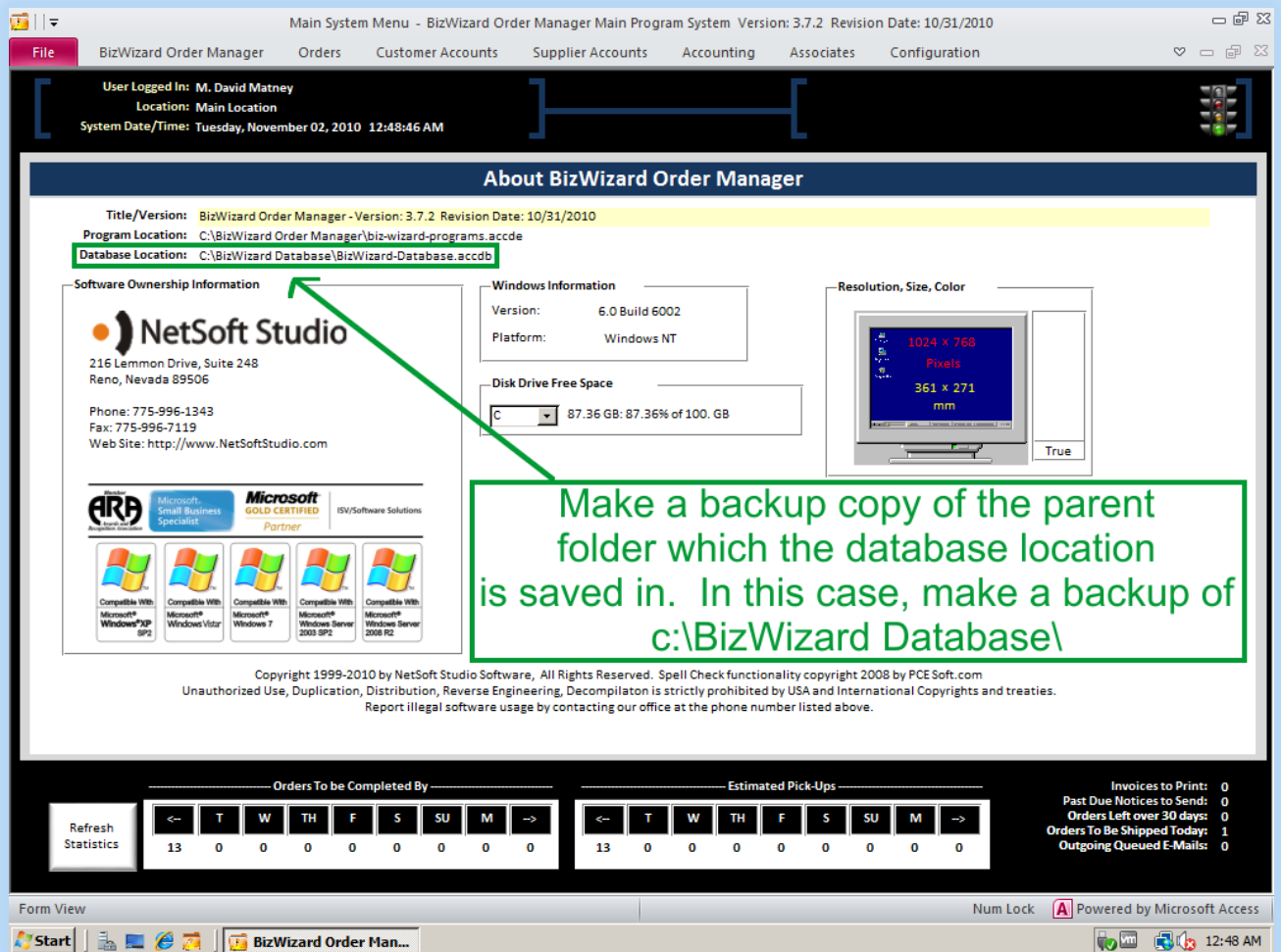
- 1) Make a Backup Copy of the BizWizard Order Manager Database Folder. If you are unsure where your BizWizard Order Manager database is stored, you can open the current version of BizWizard and point to the BizWizard Order Manager (*or BizWizard BackOffice on some versions of BizWizard*) and select 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:

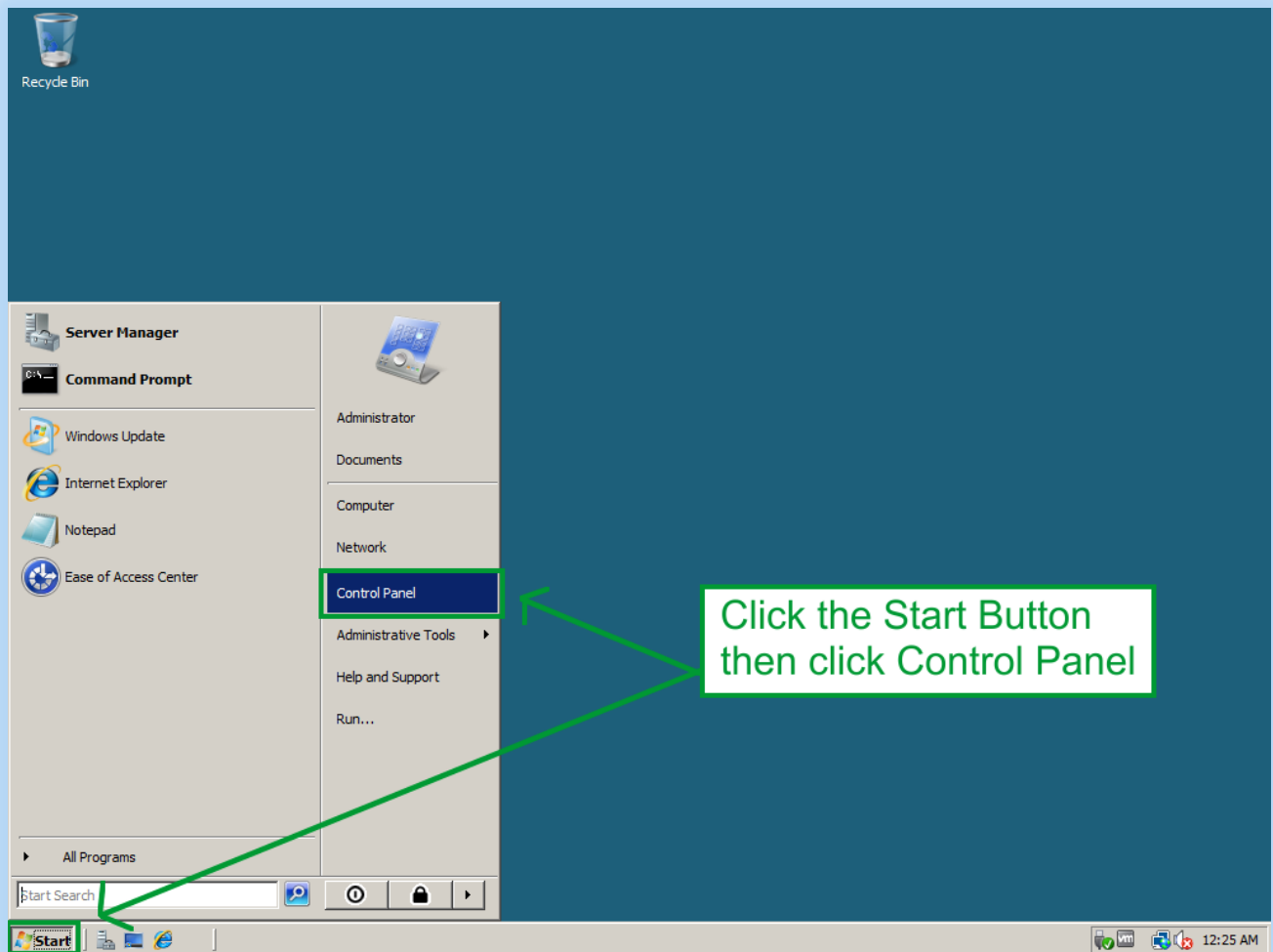
C:\BizWIZARD DATABASE\BizWizard-Database.acddb

Then you will want to make a complete backup of

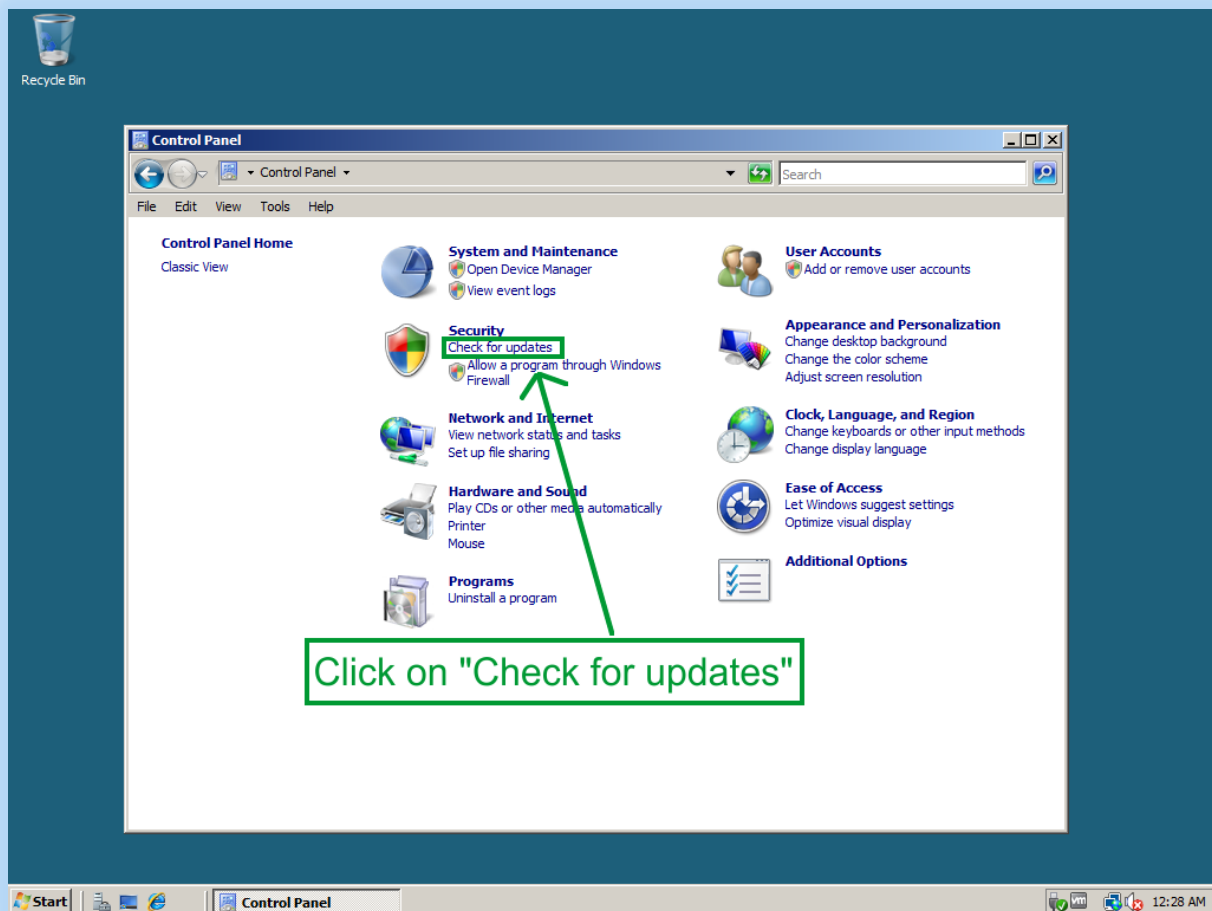
C:\BizWIZARD DATABASE\



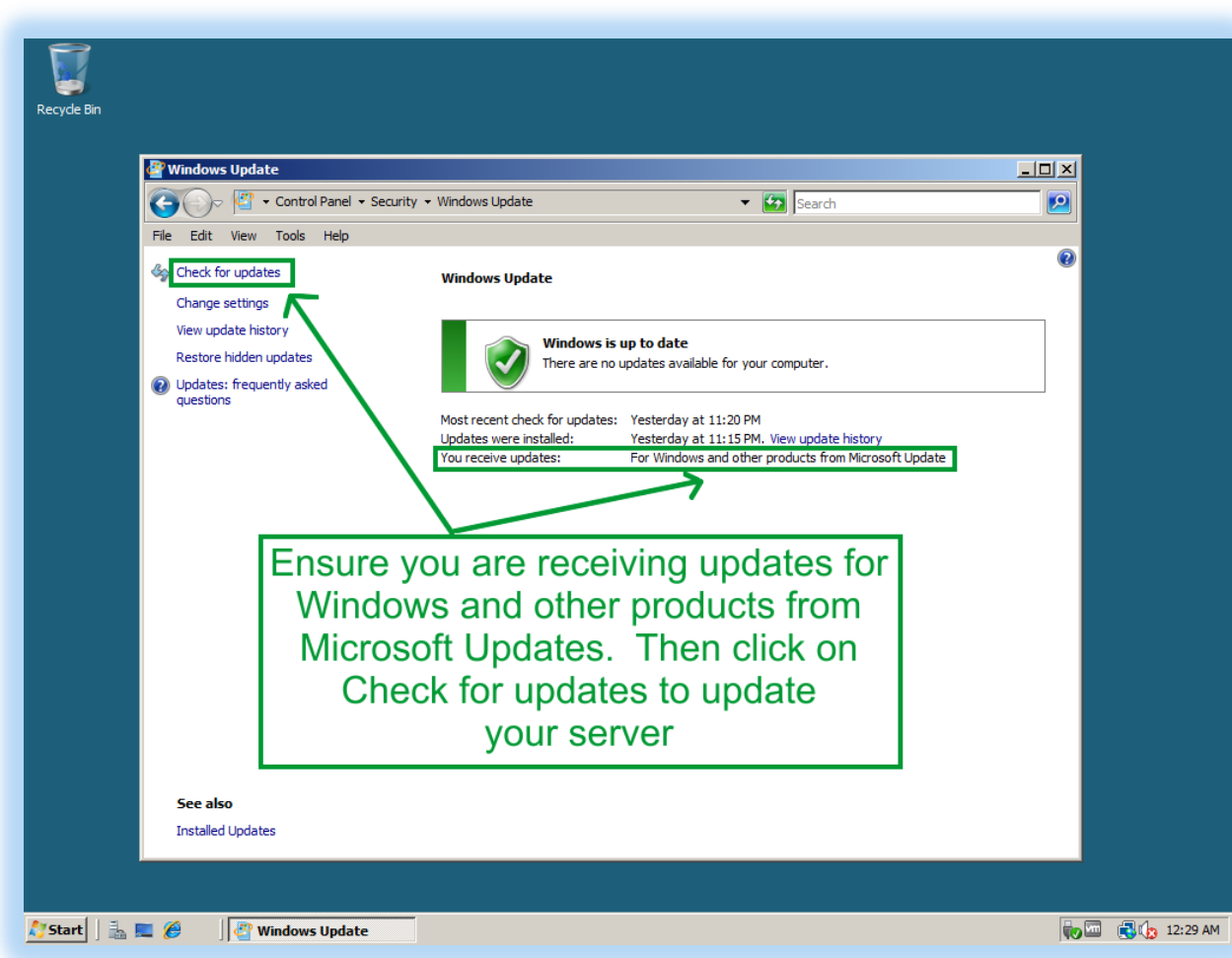
- 2) Apply all Windows and Microsoft Updates by clicking on ***“Start”*** button in the bottom left of your Desktop. Then Click on ***“Control Panel”*** as shown below



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



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.

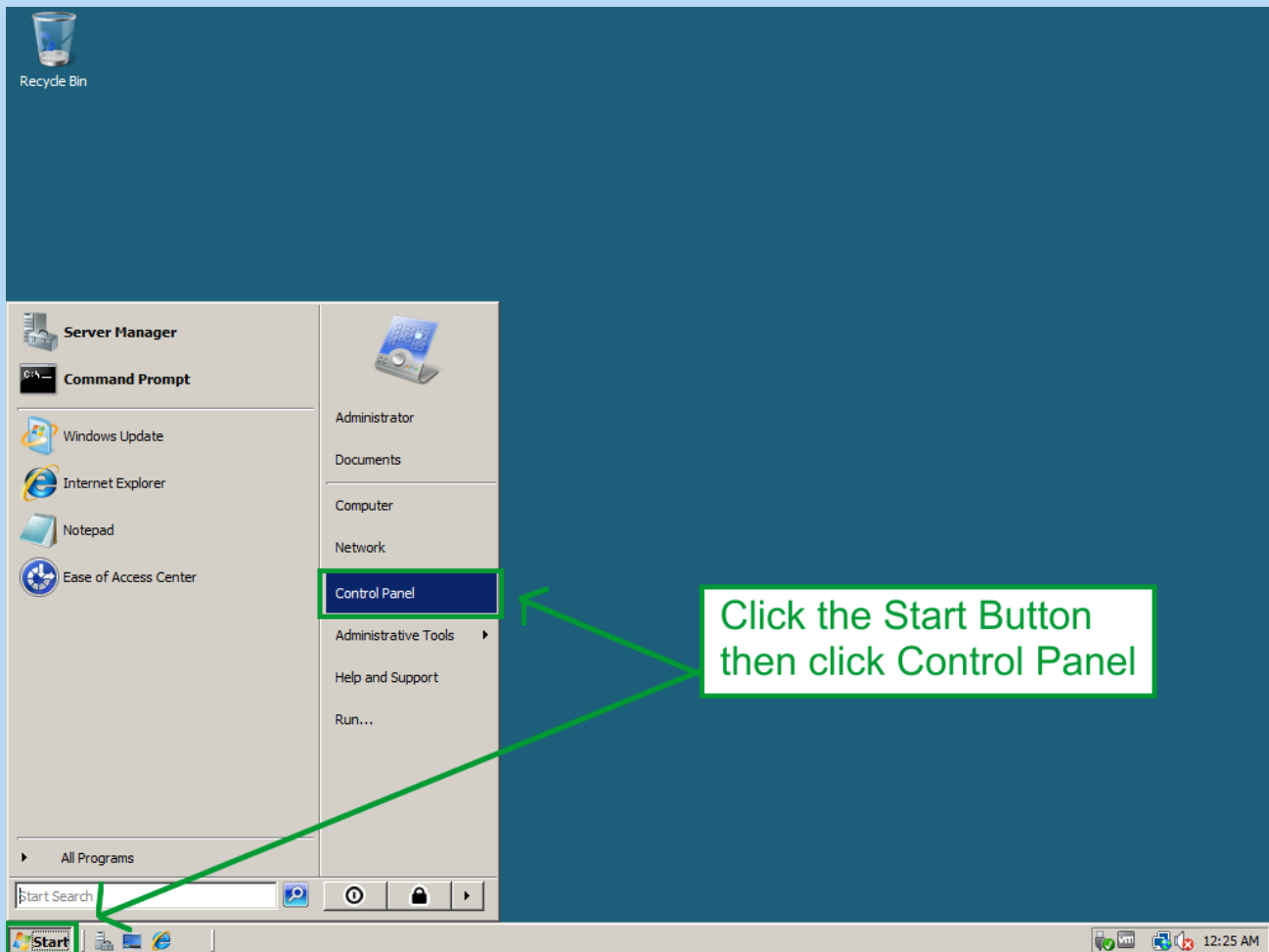
After you have installed all Microsoft Updates, you will want to check again. Sometimes one update may trigger a new update. You will need to keep applying Microsoft Updates over and over until finally the Microsoft Update Web Site indicates there are no more updates. Once you have received all updates,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

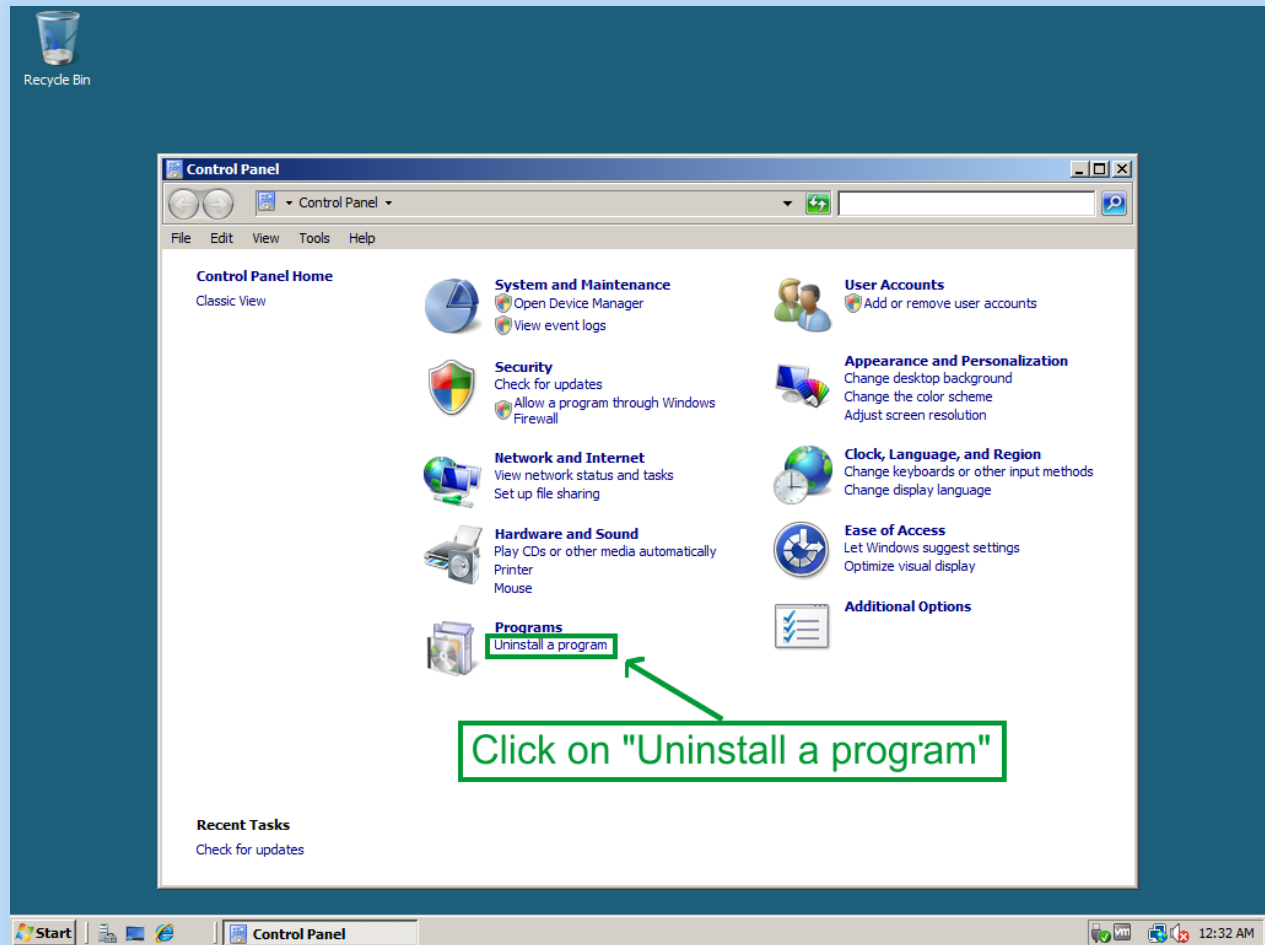
Uninstall BizWizard BackOffice™ or BizWizard Professional™

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.

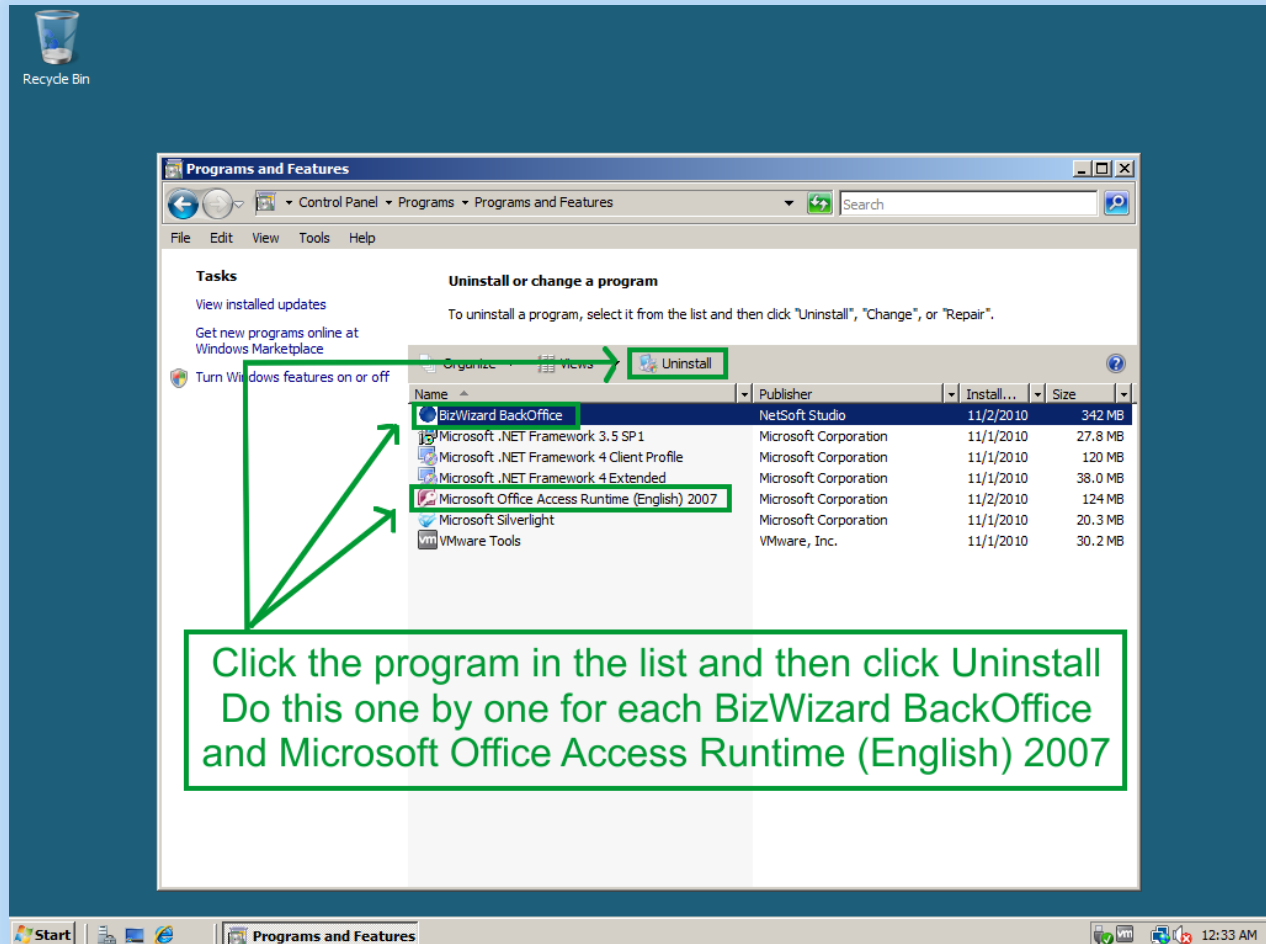
1. To Uninstall, Click on the **"Start"** button and then Click on **"Control Panel"** as shown below:



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



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 of both software products.



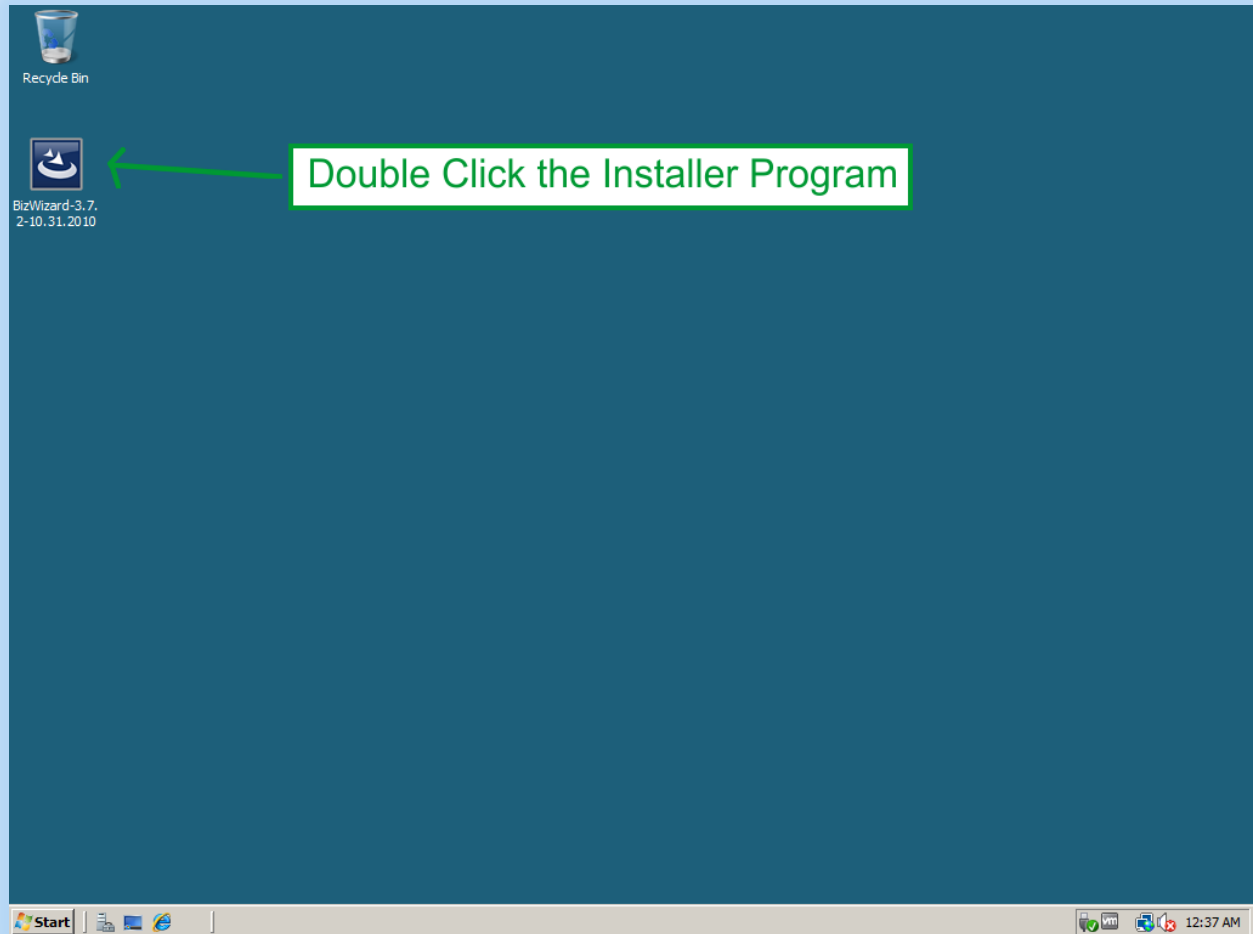
IMPORTANT NOTE: Your database will not be uninstalled or deleted by this process.

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

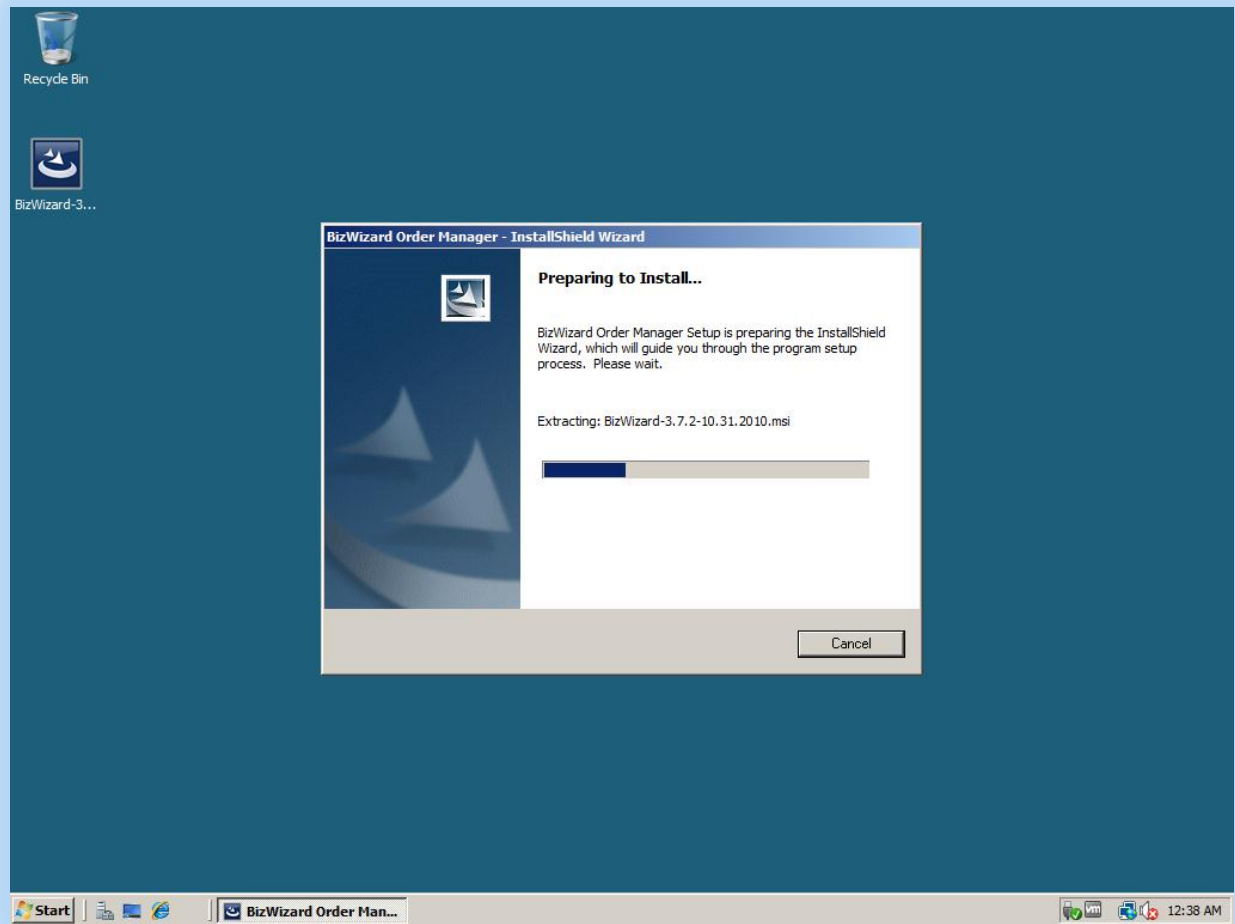
BIZWIZARD-3.7.2-10.31.2010.EXE

as shown in the below example:

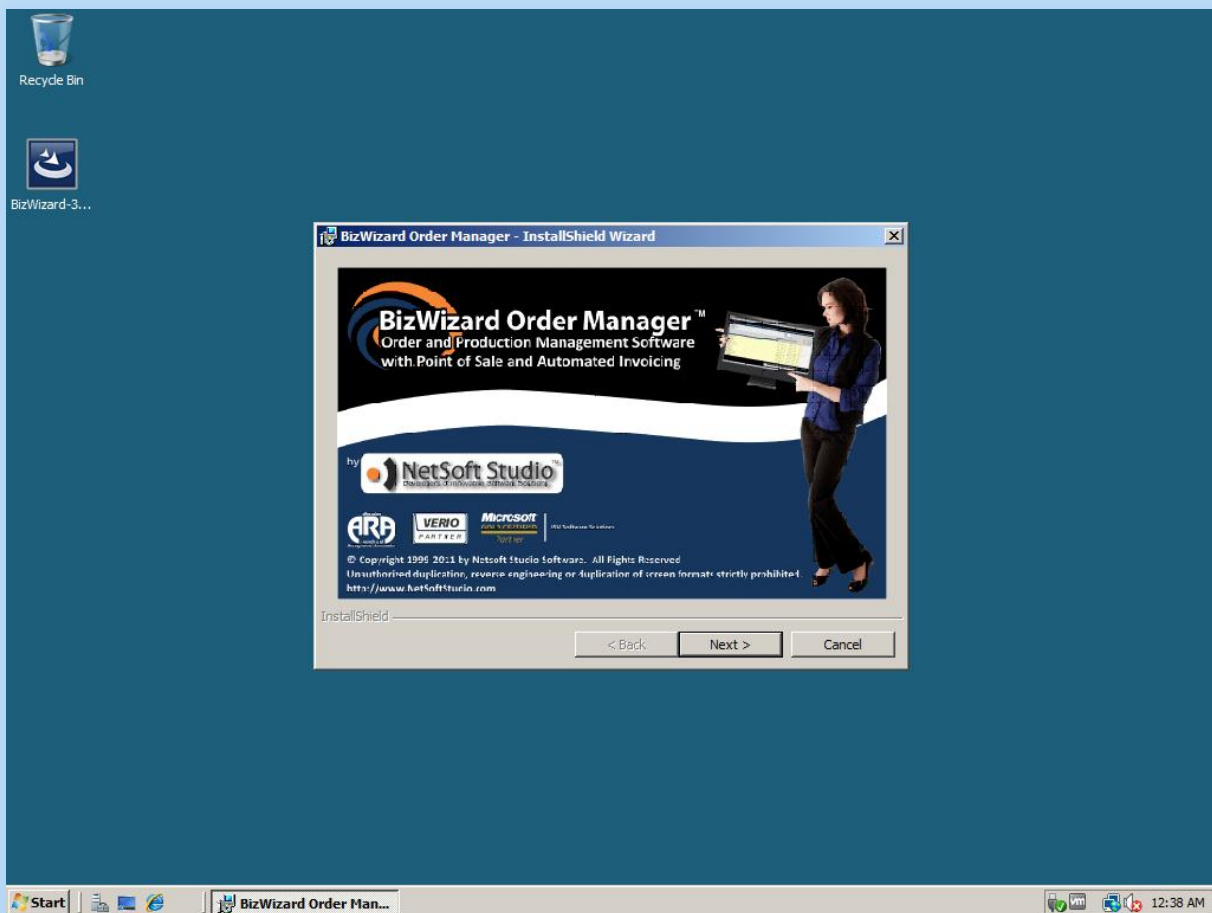


Double Click the Installer Program with your left mouse button.

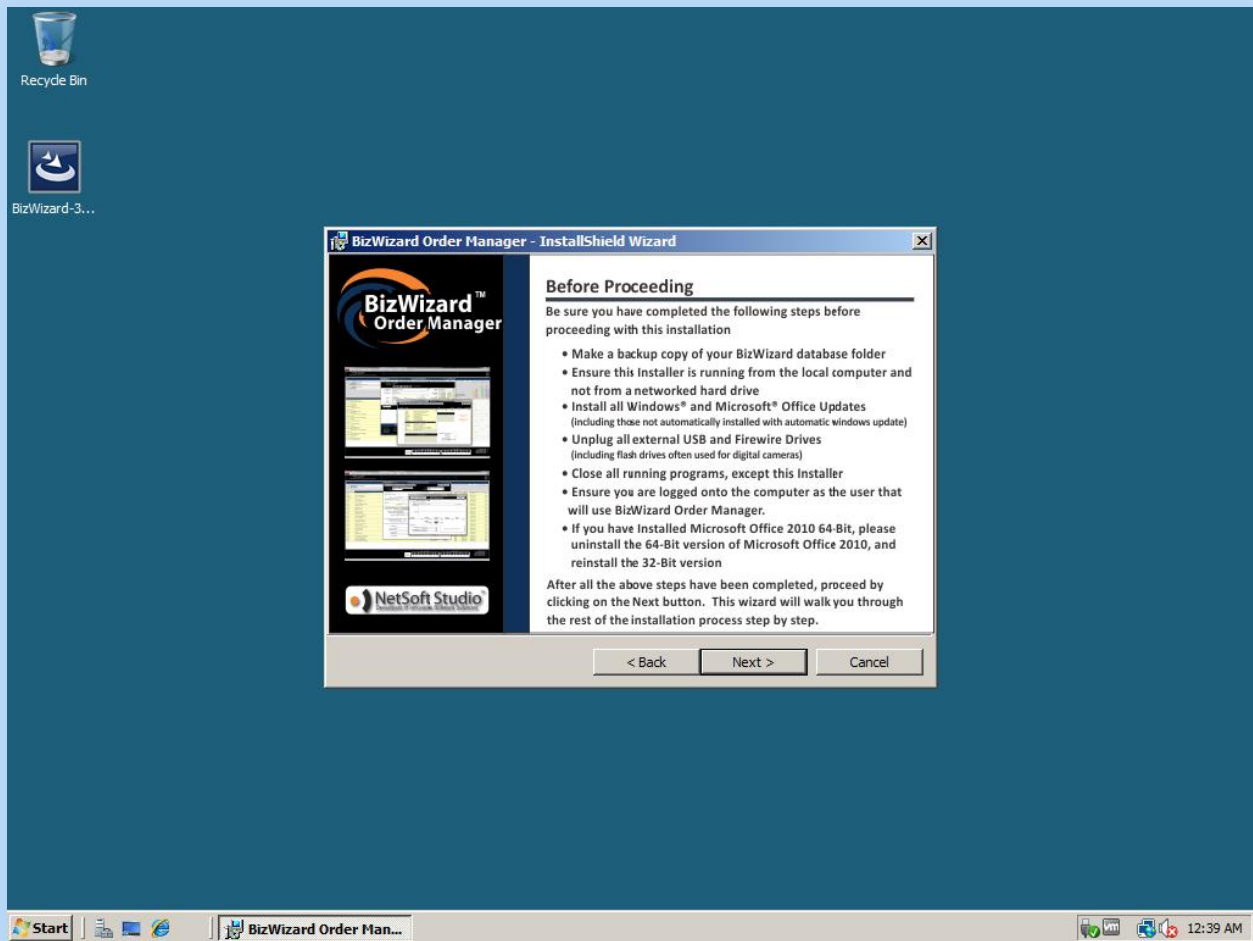
- 2) The BizWizard Order Manager Installer will begin to extract the installation components. This process may take a few minutes. The following is what you will see:



- 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

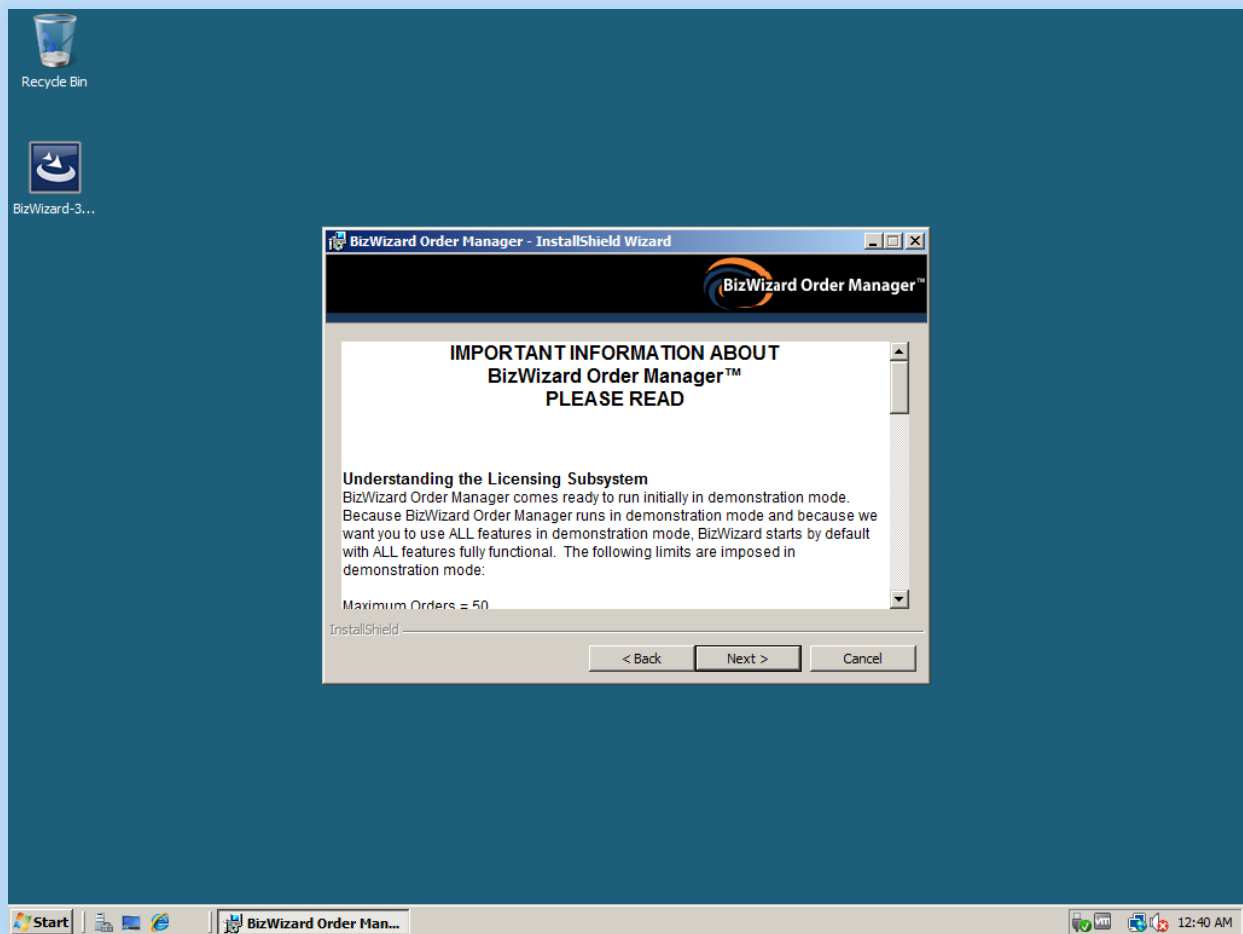


- 5) End User License Agreement. Please read through the entire agreement. If you agree to the end user license agreement, click on the radio button that indicates ***"I accept the terms in the license agreement"*** and then click ***"Next"***. If you do not agree to the license agreement, you must click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

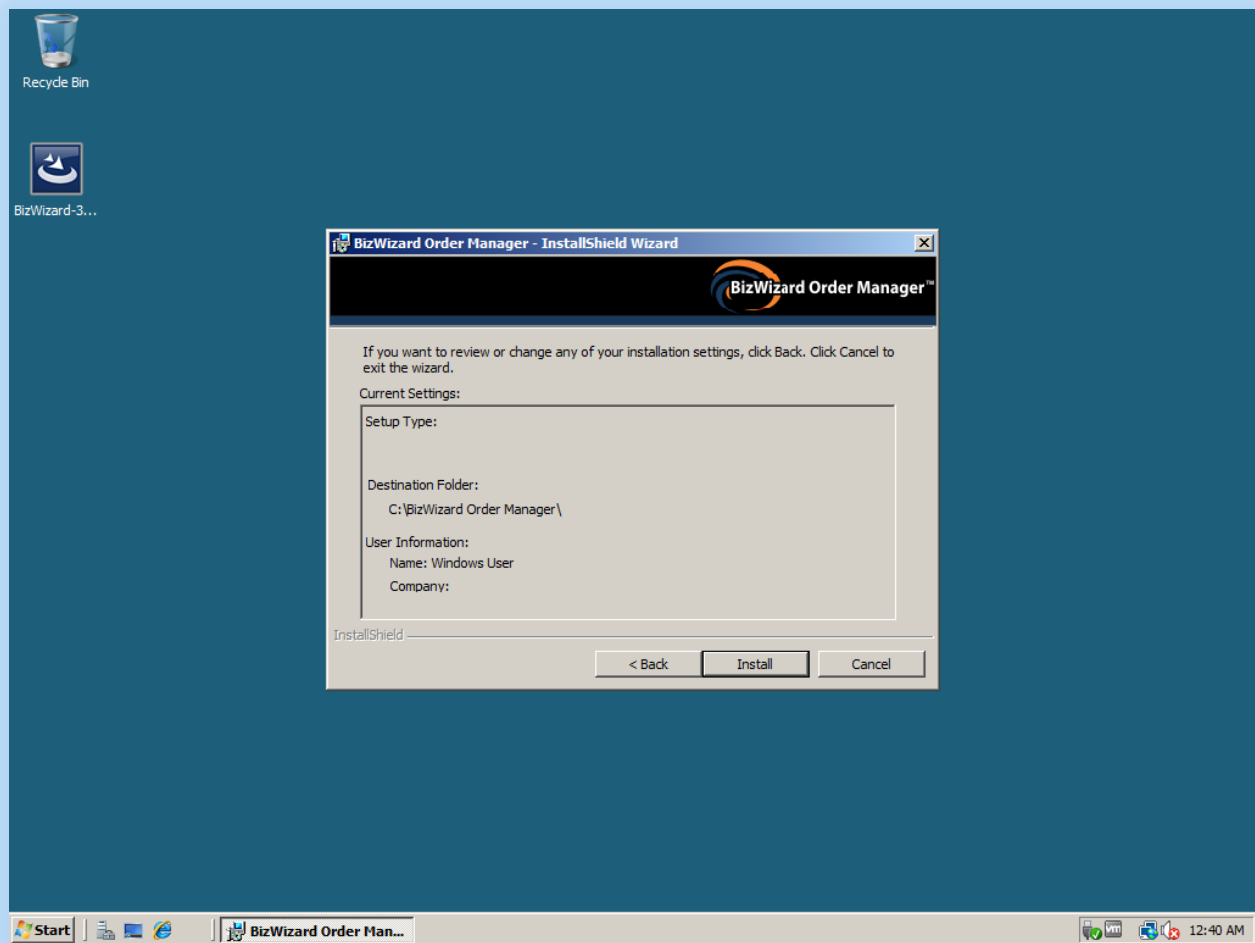
To read the entire agreement, simply use the scroll bars on the right side of the window to scroll up and down to read the entire agreement. See the below screenshot:



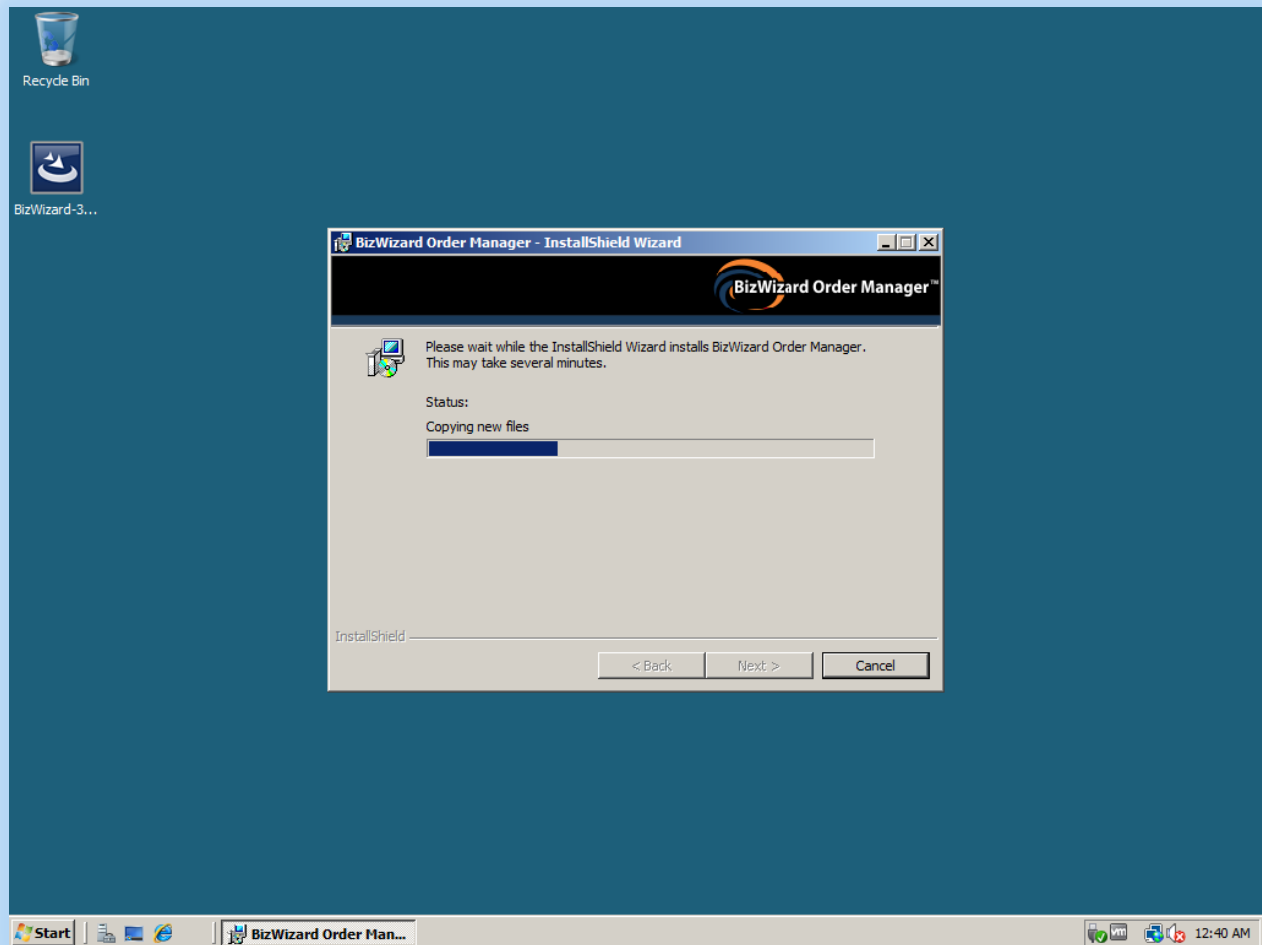
- 6) The next screen in the installation wizard is the readme file. Please feel free to read this information and then click ***“Next”***.



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

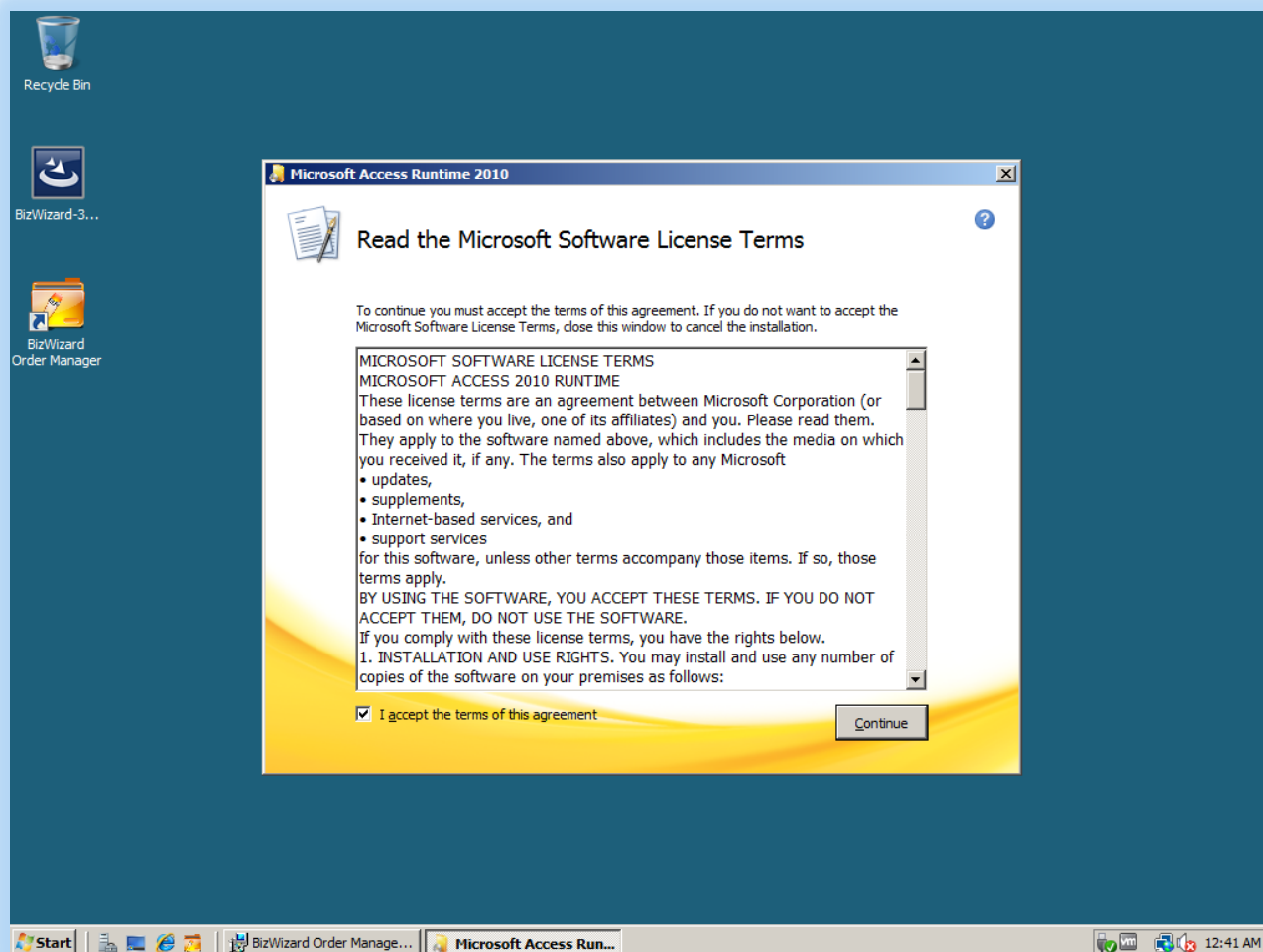


- 8) During the Installation, the screens will have a progress bar which will process several steps as shown in the screenshot below.

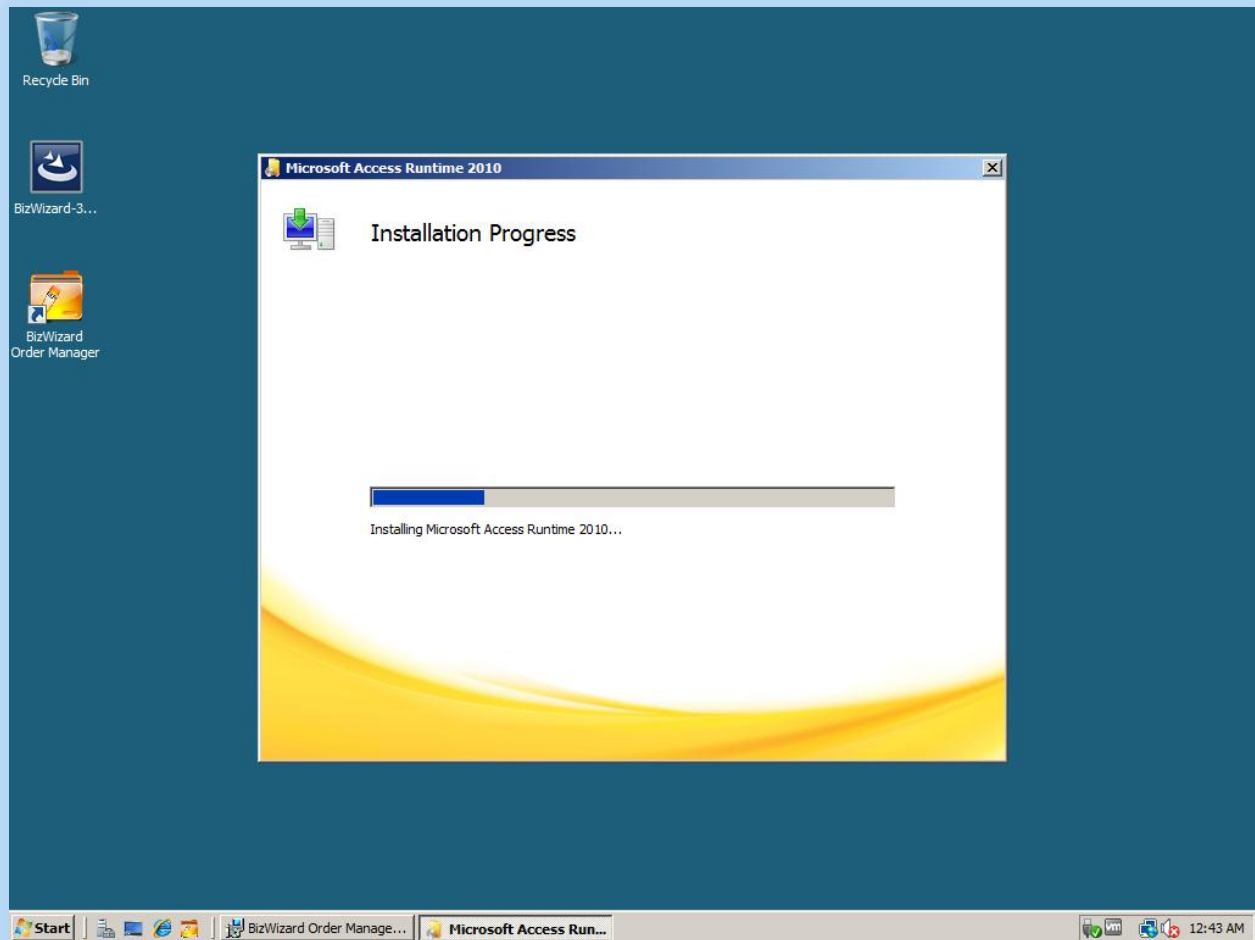


Simply be patient during this portion of the installation. How long this portion of the installation will take will depend upon the speed of your computer but should never take more than 10 minutes to complete and on average 1-2 minutes.

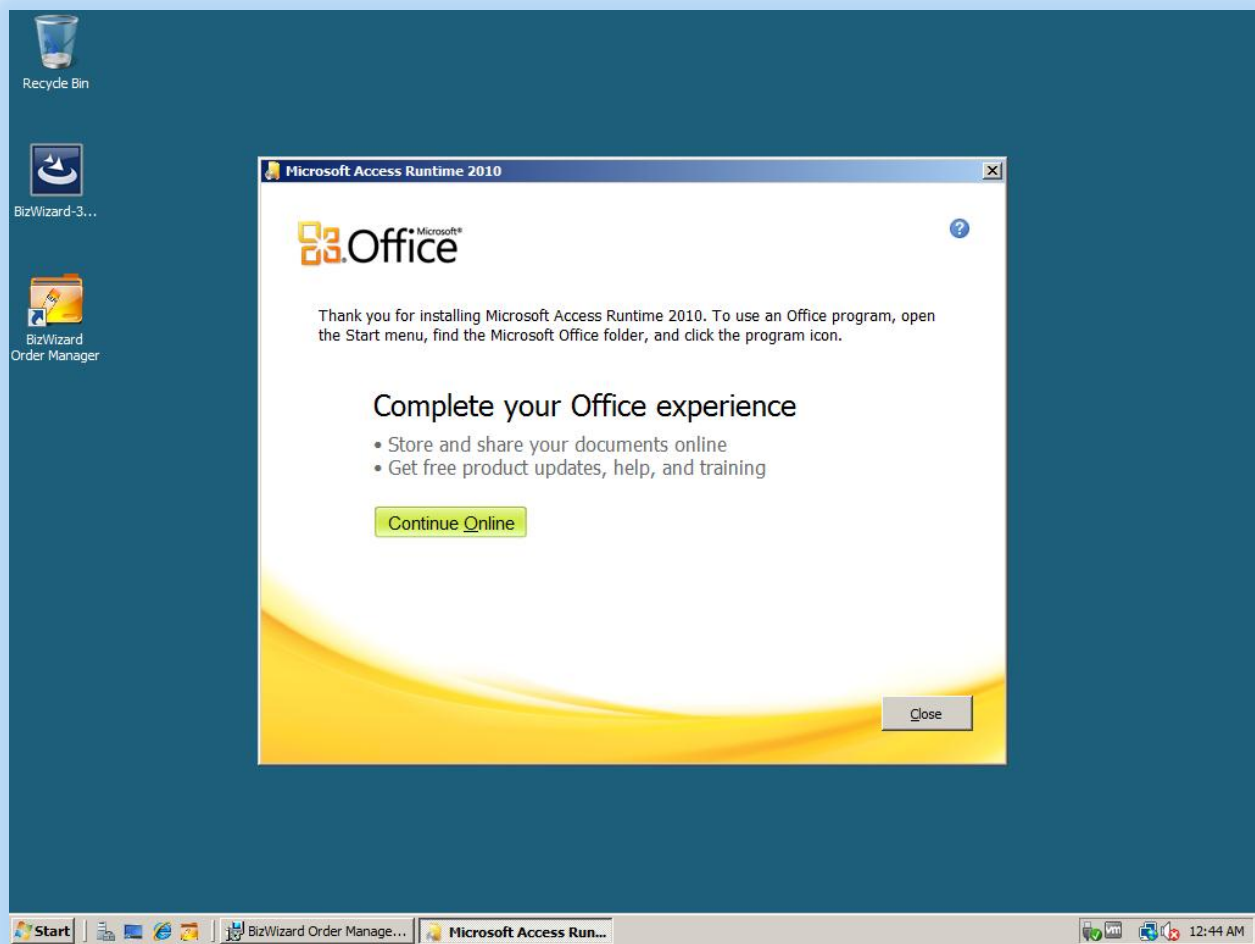
- 9) If this is the first time installing Microsoft Access 2010 runtime, you will be presented with a Microsoft Software License Terms. Simply click the ***"I accept the terms of this agreement"*** checkbox and then click ***"Continue"***



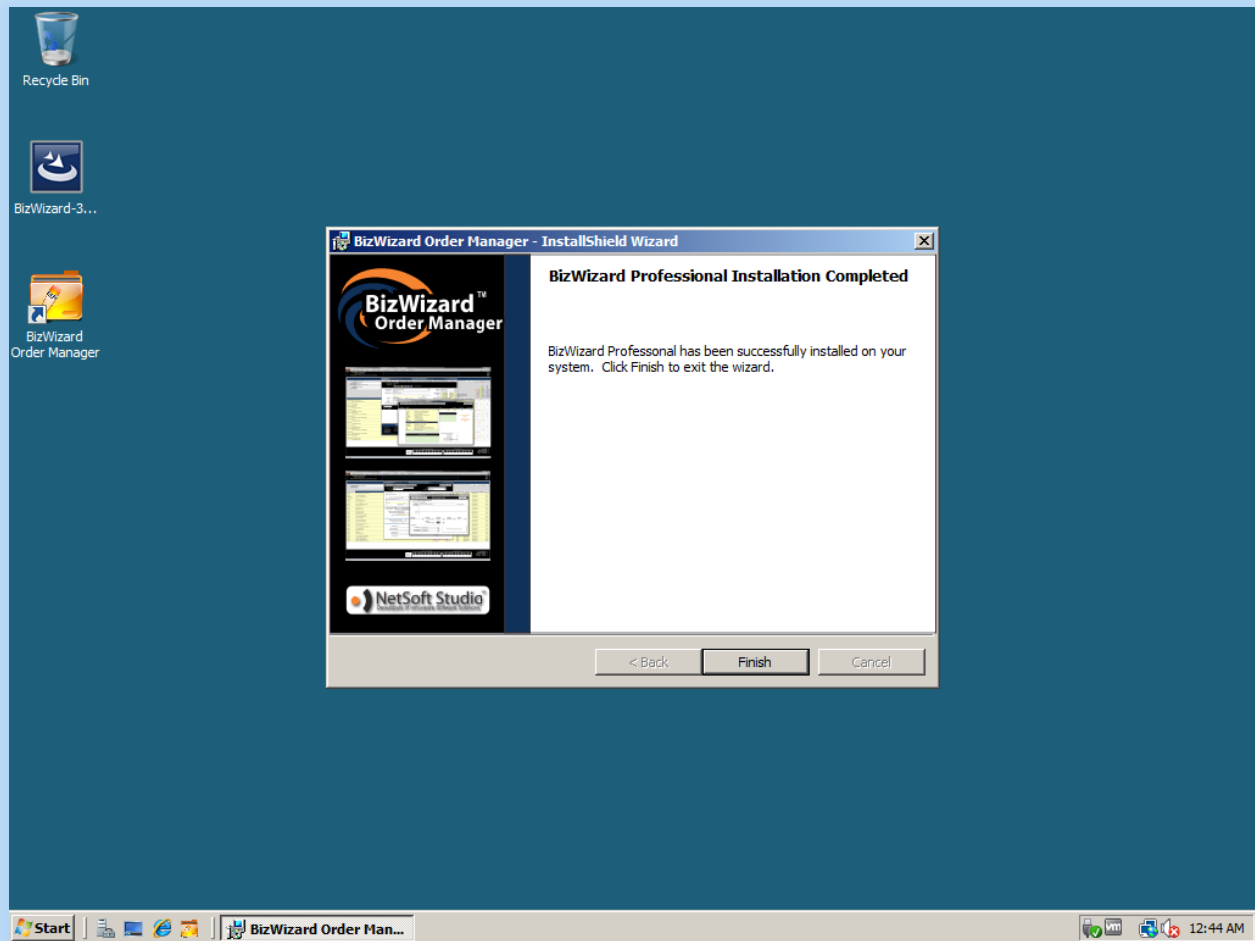
10) Microsoft Access 2010 Runtime installation will automatically begin as shown below. This is normal part of the BizWizard Order Manager installation.



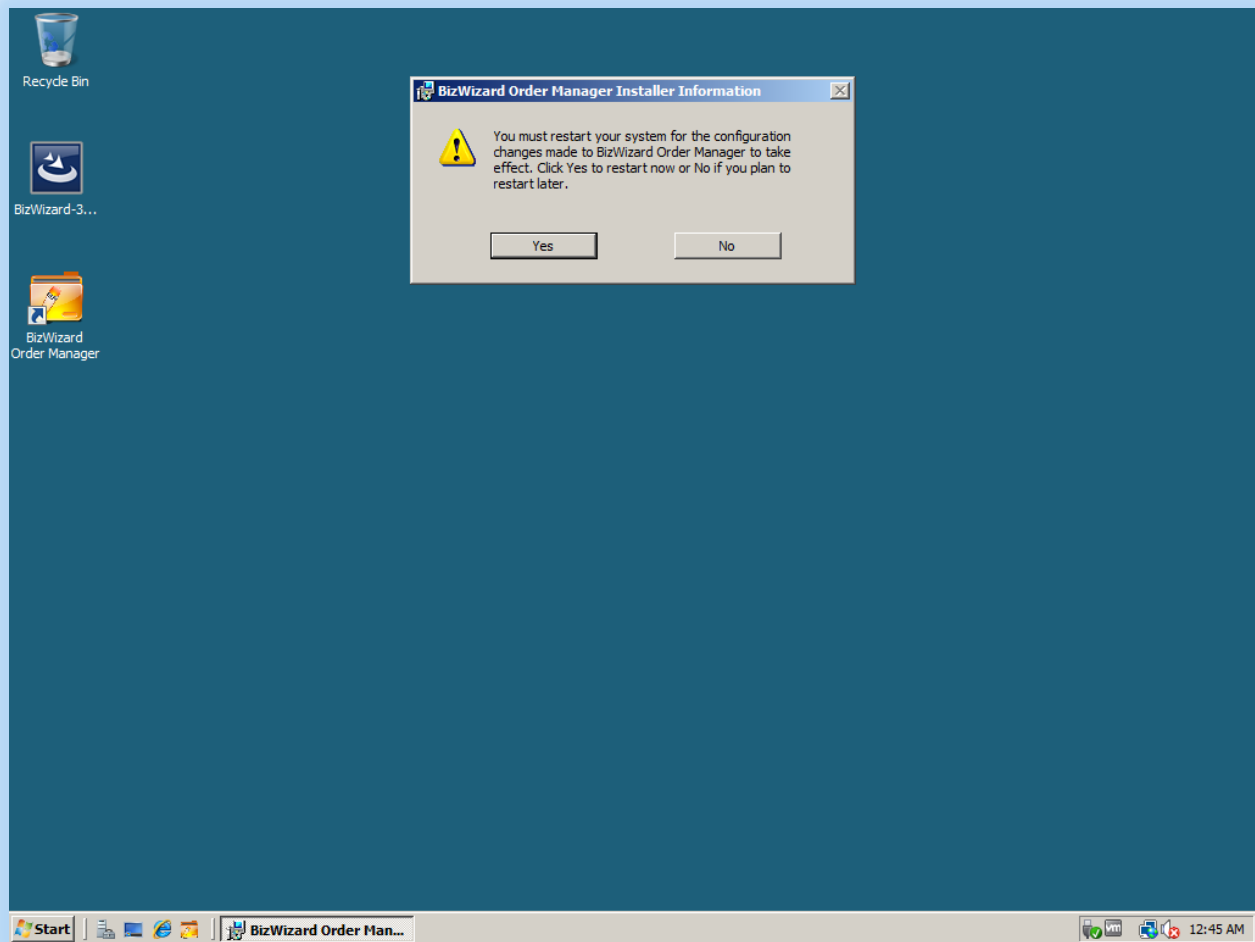
- 11) Once Microsoft Access 2010 Runtime completes installation, you will see the following screen. Simply press the ***“Close”*** button



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:



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"**



Congratulations.
You have installed BizWizard Order Manager.