Timeslips Local Install Procedures

Timeslips must be installed on your firm's server before it is installed on the computers. Following is the process once the program and data are installed on the server:

1. Open Windows Explorer (the yellow file folder button at the bottom of your screen)

2. Navigate to the server where Timeslips is installed
3. Double-click the folder LoclInst
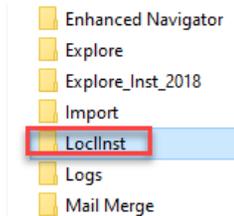
4. Then double-click Setup.exe (the .exe may not show up)
5. If prompted, click "YES" to install Timeslips
6. Click NEXT … NEXT (install) … NEXT (Complete) … NEXT (default folder) … NEXT … Install
7. After the installation is completed, unclick "Review Readme File" and click FINISH. Timeslips is installed.
8. Open Timeslips … choose the option to "Open an existing database"
9. Highlight the database (network database might be called MAIN)
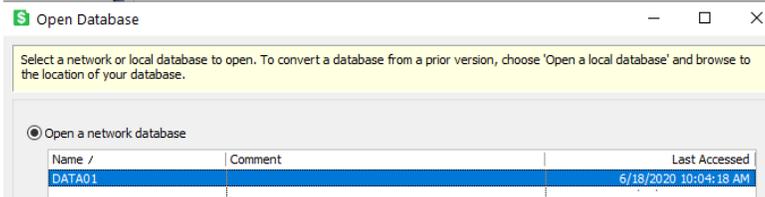
10. Select your name from the list and click NEXT and then click FINISH.

PREFERENCES:
1. From the main menu click SETUP … PREFERENCES
2. At the bottom of the display click "Retrieve…" and navigate to the server Timeslips folder, and then to the "Prefs" sub-folder.
3. Double-click "Prefs_Default"
4. Then, click "Save As" at the bottom of the screen and replace "Prefs_Default" with your name (Prefs_Mary).
5. Click OK.
6. From the main menu click SETUP … PERFORMANCE SETTINGS
7. Unclick all 3 options unless you are using Timeslips Accounting Link or Timeslips Alerts.