Sage Fixed Assets
New Installation

Installing Sage Fixed Assets is simple and fast. Follow the instructions below and you'll be on your way to using the leading fixed asset management solution!

For complete installation instructions, please see the "Installation & Administration Guide" located on the product disc or the Sage Customer Portal at https://customers.sagenorthamerica.com

NETWORK INSTALLATION

1 Log into the server with local administrator privileges.

Insert your new Sage Fixed Assets DVD in the media drive of the server and install the Sage Fixed Assets Server Components using the on-screen installation wizard.

2 Verify that the database/network service on the server is running:

Sage Fixed Assets / Network:
Select Service Manager under Start, Programs, "Sage Fixed Assets" (or "Sage Software"), Sybase SQL Service Manager on the server. Select "Start" if the service is not running. Verify the server install directory is shared.

Sage Fixed Assets / Premier Network:
Verify the server install directory is shared.

3 On each client workstation, browse to the shared folder on your Sage Fixed Assets server ("FASServ") and locate the setup directory.

4 Use the on-screen wizard to install each Sage Fixed Assets solution separately:

- Sage Fixed Assets - Depreciation
- Sage Fixed Assets - Tracking
- Sage Fixed Assets - Planning
- Sage Fixed Assets - Reporting

Repeat this step for each product purchased.

SINGLE USER INSTALLATION

1 Log into your computer with administrator privileges.

Insert your new Sage Fixed Assets DVD in the media drive of the computer and follow the installation wizard to install the appropriate Sage Fixed Assets product(s) on your computer.

2 Use the on-screen wizard to install each Sage Fixed Assets solution separately:

- Sage Fixed Assets - Depreciation
- Sage Fixed Assets - Tracking
- Sage Fixed Assets - Planning
- Sage Fixed Assets - Reporting

Repeat this step for each product purchased.

If you experience any problems, please visit the Sage Customer Portal at https://customers.sagenorthamerica.com or contact Sage Fixed Assets Customer Support at 1-800-331-8514.

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Sage Fixed Assets
Easy Update

Updating Sage Fixed Assets is simple and fast. Follow the instructions below and you'll be on your way to using the leading fixed asset management solution!

For complete installation instructions, please see the "Installation & Administration Guide" located at www.SageFixedAssets.com/Install.

NETWORK INSTALLATION

1. **From a client PC,** verify that version 2011.1 or 2012.0 of your Sage FAS product(s) is currently installed. These versions may also appear as 11.1 or 12.0.

2. Create a backup from your existing FAS Asset Accounting/FAS Asset Inventory, and/or FAS CIP Accounting program (File | Company Utilities | Backup Company **OR** File | Organization Utilities | Backup Organization).

3. **From the server,** download and unzip your Sage Fixed Assets product from the Sage Customer Portal at https://customers.sagenorthamerica.com.

4. Open the Sage Fixed Assets folder and double click the setup.exe file and follow the on-screen prompts to install the appropriate Sage Fixed Assets product(s) on your computer.

5. After the installation is complete, run the database conversion:

   Sage Fixed Assets / Network:
   Start | Programs | Sage Fixed Assets | Tools | Conversion Utility

   Sage Fixed Assets / Premier Network:
   Start | Programs | Sage Fixed Assets | Tools | Database Utility.

6. On each client workstation, browse to the shared folder on your Sage Fixed Assets server ("FASServ") and locate the setup directory.

   Install each Sage Fixed Assets solution separately:

   • Sage Fixed Assets - Depreciation
   • Sage Fixed Assets - Tracking
   • Sage Fixed Assets - Planning
   • Sage Fixed Assets - Reporting

   Repeat this step for each product purchased.

Note: When running a Network client installation except for Premier, if a dialog box appears for Sybase SQL Anywhere, do not change the Physical Database Name field. Instead, click Next and then change XXX.XXX.XXX.XXX to the Sage Fixed Assets server name.

SINGLE USER INSTALLATION

1. Verify that version 2011.1 or 2012.0 of your Sage FAS product (s) is currently installed on your computer. These versions may also appear as 11.1 or 12.0.

2. Create a backup from your existing FAS Asset Accounting, FAS Asset Inventory, and/or FAS CIP Accounting program (File | Company Utilities | Backup Company **OR** File | Organization Utilities | Backup Organization).

3. Download and unzip your Sage Fixed Assets product from the Sage Customer Portal at https://customers.sagenorthamerica.com.

4. Double click the setup.exe file and follow the on-screen prompts to install the appropriate Sage Fixed Assets product(s) on your computer. Repeat this process for each product(s) purchased.

5. Open a company/organization in each of your fixed asset databases to complete the installation and database conversion process to convert your databases to the latest version.

If you experience any problems, please visit the Sage Customer Portal at https://customers.sagenorthamerica.com or contact Sage Fixed Assets Customer Support at 1-800-331-8514.