


Installation Checklist

Sage 300 Construction and Real Estate 13.1 (formerly Sage Timberline Office)
 Sage Estimating 13.1
 Sage Document Management 13.1

Step	Description	Done
1	Read the Important document, Release Notes and the User's Guide for important information regarding this version of Sage 300 Construction and Real Estate (including new requirements) and detailed installation instructions.	<input type="checkbox"/>
2	Document Management users: During the Accounting installation, AP invoice batches that are in the Document Management Scan queue will be locked. These batches are then automatically moved from the Scan queue to DocuVault during the installation of DocuVault 13.1. If you want to send these batches to an Inbox prior to the upgrade, you must complete that action before installing Sage 300 Construction and Real Estate. Review the Document Management User's Guide and Document Management Release Notes for additional information about Document Management.	<input type="checkbox"/>
3	If you are upgrading, create a complete backup of all data and program files for Sage 300 Construction and Real Estate, Estimating, and Document Management. See "General Information" in Chapter 6 of the User's Guide .	<input type="checkbox"/>
4	Make sure that you install the appropriate operating system service pack before you install Sage 300 Construction and Real Estate. See "Operating systems" in Chapter 1 of the User's Guide for more information.	<input type="checkbox"/>
5	Make sure that your server and workstations meet all other hardware and software requirements, including sufficient hard disk space for program and data files. For example, Accounting and Management products require up to 2.2 GB of available hard disk space on the server for program files in addition to space for the database. See "Chapter 1: System Requirements" in the User's Guide for more information.	<input type="checkbox"/>
6	Make sure that you have full control of all required folders, files, and registry keys on your file server, terminal server, and workstations that will have Sage 300 Construction and Real Estate installed. For a list of the required folders, files, and registry keys for your operating system, see "Required Privilege Settings" in Chapter 1 of the User's Guide .	<input type="checkbox"/>
7	Quit all programs and services for the duration of the installation. This includes programs that may be running in the background, such as antivirus, email, and backup programs.	<input type="checkbox"/>
8	If you are running Windows Vista, Windows 7, or Windows Server 2008, elevate your permissions. See "Before You Install" in Chapter 2 of the User's Guide for more information.	<input type="checkbox"/>
9	Verify the upgrade path. If you are upgrading from an older version, you will need to install several versions to become current. See "Supported upgrade paths" in Chapter 1 of the User's Guide for more information. If you are upgrading from 9.4.x, to ensure security settings are applied to all instances of the same report or inquiry within an application, rename each instance so it has a unique report or inquiry name.	<input type="checkbox"/>

Step	Description	Done
10	Document Management users: Verify the upgrade path. See “Upgrade Path” in Chapter 1 of the Document Management User’s Guide for more information.	<input type="checkbox"/>
11	If you use Accounting, install Sage 300 Construction and Real Estate 13.1 on the server. Be aware that the installation process may restart your server several times. See Chapter 2 of the User’s Guide for instructions.	<input type="checkbox"/>
12	If you installed Sage 300 Construction and Real Estate 13.1, restart the server, and log in as the same user that installed the software. Open the software and wait until the configuration process is completed.	<input type="checkbox"/>
13	If you installed Sage 300 Construction and Real Estate 13.1, show hidden files and folders. See “After you install” in Chapter 2 of the User’s Guide for instructions	<input type="checkbox"/>
14	If you use Purchasing, Inventory, or Service Management and your company data folder is inside the Programs Files folder, move your data to a shared location. See “After You Install” in Chapter 2 of the User’s Guide for more information.	<input type="checkbox"/>
15	Install Sage 300 Construction and Real Estate 13.1 on the workstations. Be aware that the installation process may restart the workstations several times. See Chapter 2 of the User’s Guide for instructions.	<input type="checkbox"/>
16	Estimating users: Install Sage Estimating 13.1 on the server and/or the workstations as desired. Be aware that the installation process may restart the server and workstations several times. See Chapter 3 of the User’s Guide for instructions.	<input type="checkbox"/>
17	Estimating-only workstations: Restart the workstations, log in as the same user that installed the software, open the software, and wait until the configuration process completes.	<input type="checkbox"/>
18	Document Management users: Install DocuVault 13.1 on the server that contains or will contain your DocuVault.	<input type="checkbox"/>
19	Document Management users: Install Document Management 13.1 on the server and then on the workstations. Be aware that the installation process may restart your server and workstations several times. See the Document Management User’s Guide for instructions.	<input type="checkbox"/>
20	Restart all programs and services that you shut down for the installation.	<input type="checkbox"/>
21	Open and upgrade your company data folders.	<input type="checkbox"/>

 **NOTE:** If you plan to use a new server for Sage 300 Construction and Real Estate, migrate your programs and data (using the instructions in Chapter 5 of the [User’s Guide](#)) before upgrading to Version 13.1.