



Smallbiz Software Setup Procedure Single User Systems ONLY !

This document is to assist you to load Smallbiz onto a computer system for either the first time or when transferring Smallbiz from another computer.

Important notes:

This document is designed to help you load Smallbiz onto a computer so that it is operational. It will be a blank instance. This document is not intended to configure Smallbiz for practical use in a salon.

The initial loading of a blank Smallbiz instance and making it operational on your nominated computer is most often included in the purchase price. The initial setup/configuration of Smallbiz, to your requirements, is covered by the initial training costs (separately included in the purchase price). However, subsequent loading/transferring of Smallbiz onto other machines IS NOT included (or priced into) support costs.

Smallbiz support is not intended to assist computer novices to load and get operational a blank Smallbiz instance. However, these instructions should be sufficient for a computer literate person to load and make operational a blank Smallbiz instance. Assistance other than what is detailed in this procedure sheet is chargeable.

For a minimal fee, Smallbiz support can reload your program and data onto a new machine; or you (or your technical people) could use these instructions to do it yourself. We have often found that the Smallbiz charges to do this, are substantially less than that of a local computer person (who is often not familiar with Smallbiz)

If you are transferring Smallbiz from another machine and wish to also transfer the data, then please see the "Transfer Smallbiz from one computer to another" document FIRST. This is available from the Smallbiz website, under the support tab.

For network and cloud access systems, setup needs to be done by Smallbiz support. Please call to arrange



What you will need to load smallbiz

- You should have a System CD dated after 1/1/15
- If you cannot find your system CD, or it is prior to 1/1/15 then call support to get one. For a minimal fee, a lost CD can be replaced. Systems dated before this “may” use an older database type which is no longer supported. In this situation you need to call support to convert databases. NB older database is Sybase, new one is MySQL. You will not lose your data in this process.

OR

- You should have a downloaded System CD dated after 1/1/15
- If you do not have one and wish to proceed with this method, then call support to get one. For varying costs (depending upon lead time provided) one can be provided. This is often preferred, more reliable and quicker than one provided by post.
- In this case, please see the “Downloading a Smallbiz Install CD” document. This is available from the Smallbiz website, under the support tab. This will detail how to download & unzip into a folder on your system, ready to use.



To load the Smallbiz system.

Either

1. Insert the System CD and it will start automatically
----or----
2. Navigate to the system CD & run the setup.exe program
----or----
3. Navigate to where the downloaded Smallbiz system disk is and run the setup.exe program

Follow the prompts taking the default options (unless you have reason not to).

You will eventually get a screen for an installation code. At this point you can call the technical support line to get the codes. HOWEVER in most cases you should just click cancel. This will then enable you to use/configure a blank Smallbiz system for 30 days before installation codes are required. Using the latter means that you can continue the installation process; without having to have immediate contact with Smallbiz.

Continue selecting default options.

After completion, please completely reboot the computer before attempting to use Smallbiz.

Notes:

- The Smallbiz system has security that is specific to this installation disk (or in particular to this registered user). Trying to use one installation disk with someone else's data will cause major problems. This also applies to previous demo-disk use. You will need to call smallbiz if this is the case.
- Provision of security codes is provided free of charge to members of the Advantage Club. If you are not a member, then there will be a nominal administrative charge to provide & validate entitlement to these codes.
- Please note the temporary security bypass options on screen. These are useful, if Smallbiz support is unavailable(ie out of normal business hours)
- Most common problems with loading smallbiz relate to permissions & virus protection. Make sure you are running the install with administrative permission and that your antivirus program is not blocking installation.
- When errors do occur, a common solution is to use windows "add/remove programs" to uninstall "MYSQL Server 5.5" & smallbiz, Then restart the installation process again.



To setup the general computer environment & peripherals

1. Desktop - Properties
 - Screen Saver > Power
 - Never to all

2. Adjust Date/Time/Location
 - Ensure the computers location is set to be the same as where you are
 - Be sure to set language to English (Australia)
 - Correct time & date for your location.

3. Install Communications
 - Please install your broadband internet connection if not already operational.
 - Please test this by ensuring that you have web access. Also See point 5 re-firewalls

4. Add AVG Anti Virus (or your own anti-virus software)

5. Firewalls and any other virus protection software
 - You will need to ensure that the program located at
 - “C:\program Files(x86)\smallbiz\smallbiz32.exe”
 - Has full access thru all firewalls & protection programs
 - You will also need to ensure that all users have full read/write privileges to this directory



6. Install Till Opener

- These instructions apply if you have purchased a USB till opener from smallbiz; otherwise see your providers instructions
- Plug in till opener, pc should detect it (if it is USB). Windows should find them and load automatically.
- To change settings within smallbiz, then test, go to: Menu | Sales | Sales Setup
- Settings

Com: select appropriate one

Baud: 9600

Hex: 070707

- To test, click onto “Draw Test”, green light on till opener should flash (if the draw opener is from Smallbiz)

7. Test Barcode Scanner

- Barcode scanner should be plug ‘n’ play.
- Plug in the barcode scanner and it should be automatically detected.
- To test : Open up Notepad/Word or any editor. Scan any barcode and its barcode details should appear in the document. Ensure a CR/LF is provided by the barcode scanner. ie it should automatically go to a new line after reading the barcode.
- The barcode scanner’s operation is INDEPENDENT of the Smallbiz software.
- Smallbiz prints barcodes using symbology 128. Ensure the scanner is set for this (nb. most are)

8. More Information

- This document is only meant as a basic guide for setting up peripherals. Please see the Technical Setup Manual within Smallbiz for further details/options