



# **I**nstall Guide

## **F**requently Asked Questions

### **I don't have a CD. Can I download the software?**

Sure thing. You'll need the full install link:  
<http://www.keytime.co.uk/downloads/tax2010.exe>.

### **Can I install on Windows 7 / Vista / Windows XP?**

Yep. The screenshots for this guide were taken on a machine running Windows 7 64-bit.

### **How about on an Apple Mac?**

Sadly not on OSX. However, if you are comfortable running Windows on your Mac, via Bootcamp or virtualisation software, it will work happily on that version of Windows.

Please note that we are unable to provide support on Bootcamp or virtualisation.

### **I already have some data from last year. What will happen to it?**

When the software installs, it creates a new database for the new year. We strongly recommend that you take a backup of your existing data before installing the new software. Once done, you should select your existing data location as the data location path as part of the install (Step 5).

Once you have installed and opened Client Manager Plus, you will be given the option to import your previous data, and roll forward into the new year.

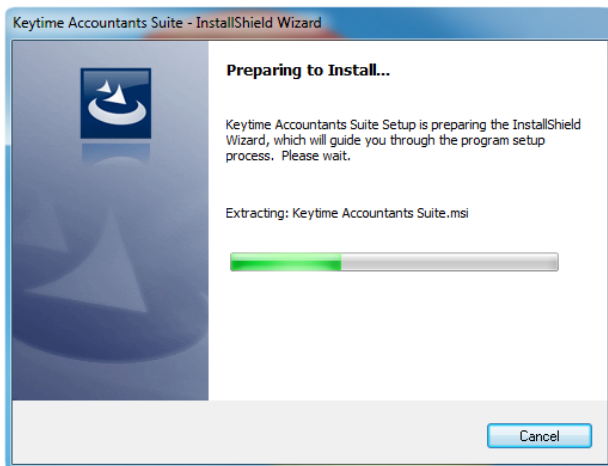
### **I need help. Why isn't it installing?**

Most of the time, installations will complete happily first time. Where you encounter problems, in most cases it will be due to user permissions or firewall/antivirus settings. Please contact your IT provider if you need any help.

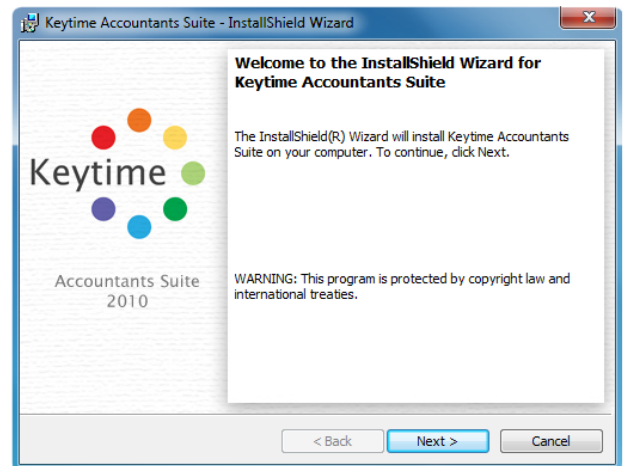
If you are still unable to get started you can contact support via <http://support.keytime.co.uk/> & choose the option to submit a request. Alternatively, you can call support on 0845 456 3103 or 0161 484 3500.

# Getting Started

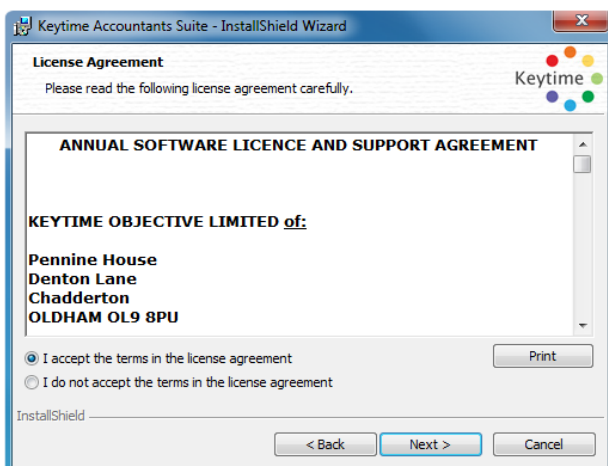
If you have a CD, insert it into the drive now. If you are using the download link, double click tax2010.exe to start the installation.



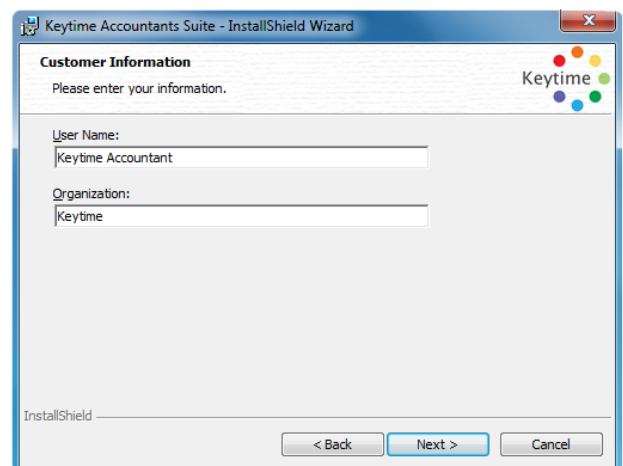
**1** Start the installation



**2** Click **Next >**



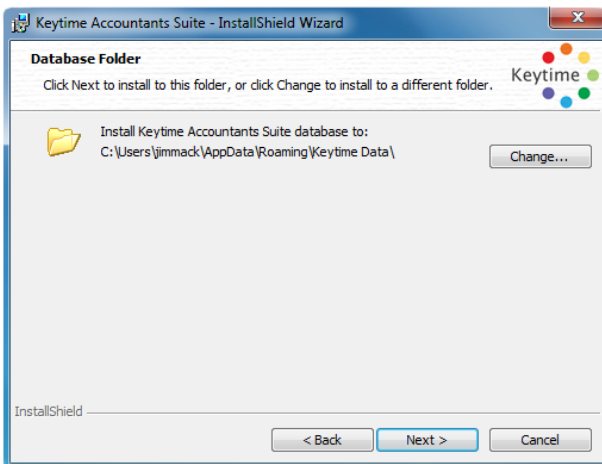
**3** Accept, click **Next >**



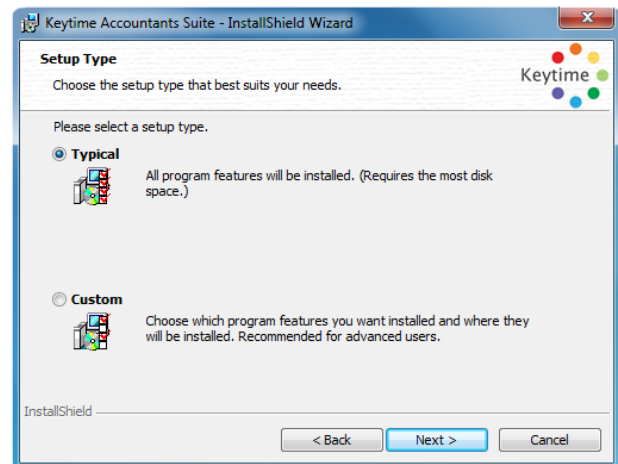
**4** Enter your details, click **Next >**

# Getting Started *cont...*

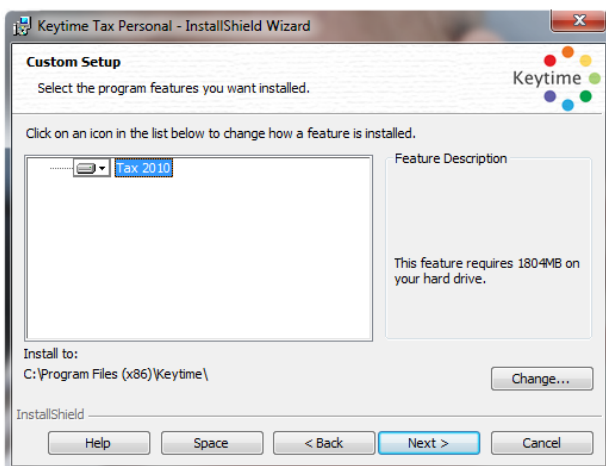
If you see a symbol like this <sup>8</sup> above an option, you can skip to the step number shown.



**5** Click Change to amend the data path, or click **Next >**

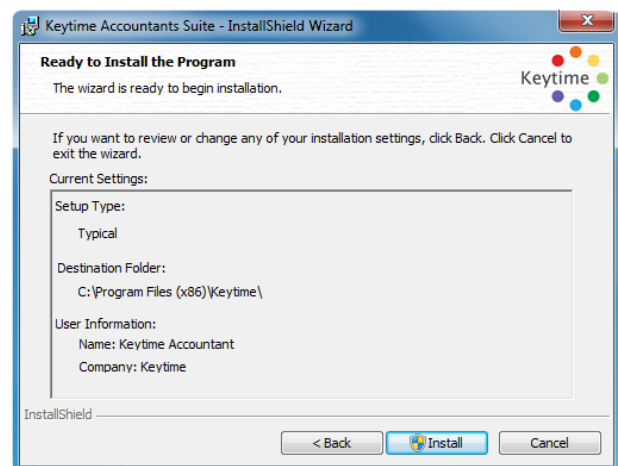


**6** Choose **Typical** <sup>8</sup> or **Custom** <sup>7</sup> then click **Next >**



**7** Make changes, click **Next >**

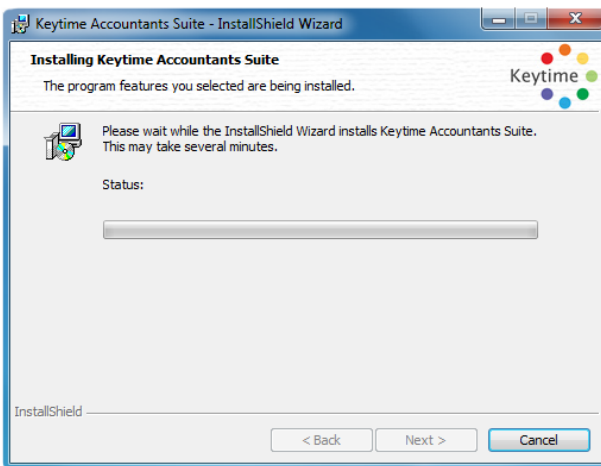
The custom install allows you to choose the install directory.



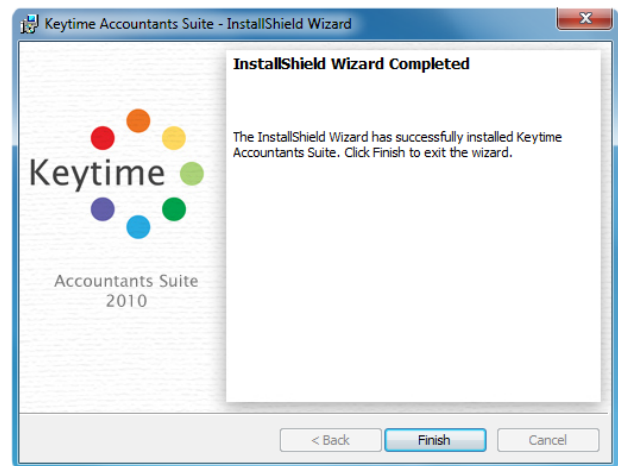
**8** Click **Install**

# Getting Started *cont...*

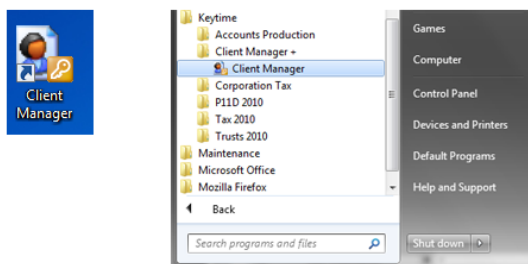
If you see a symbol like this <sup>9</sup> above an option, you can skip to the step number shown.



**9** Relax



**10** Click **Finish**



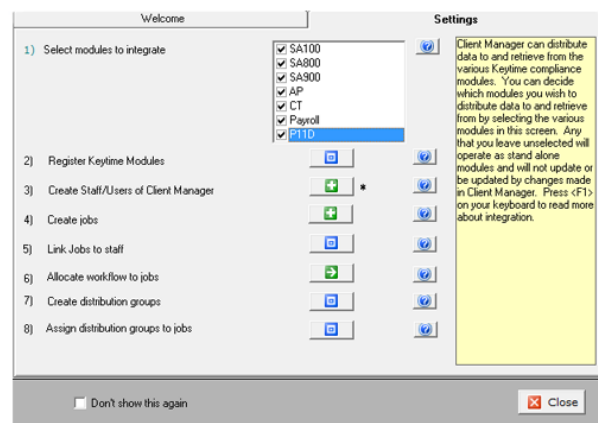
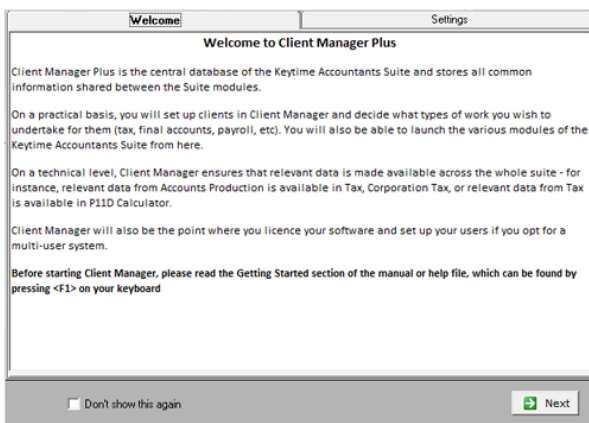
**11** Open **Client Manager Plus**

You should have a shortcut on your desktop or go to:

Start/All Programs/Keytime/Client Manager +/Client Manager

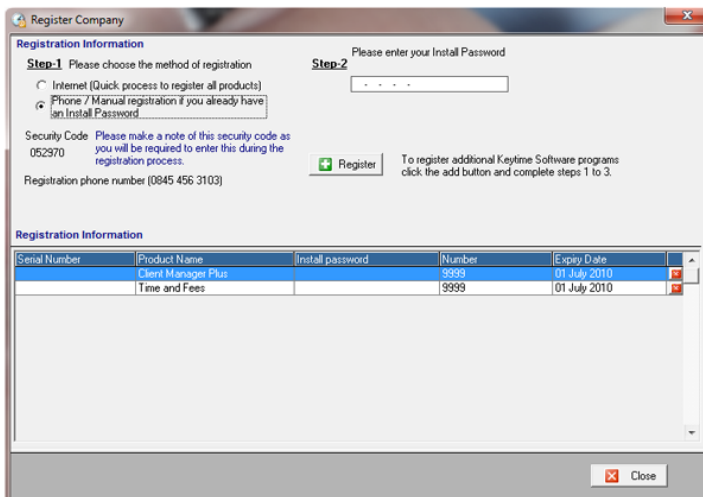
# R egistration

You will need your Install Password to complete the registration. You can find a current password by logging into your account on [www.keytimesystems.co.uk](http://www.keytimesystems.co.uk), and going to **My Orders**.



**1** Click **Next**

**2** Click **Register Keytime Modules**



**?** If you can't see the Welcome screen, use **File // Register**.

**3** Change Step 1 to Phone/Manual, Fill in **Step 2** and press **Register**