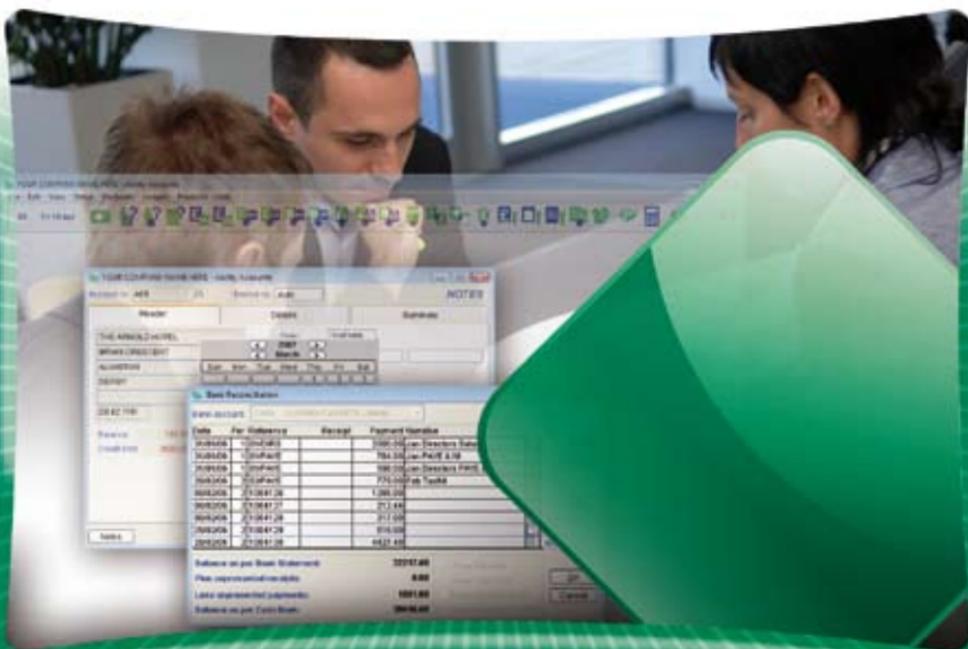


Ability

Accounts

Small Business

Quick Start



Ability Accounts

Small Business

Minimum System Requirements

To run Ability Accounts we recommend the following minimum configuration: Windows® 2000/2003/XP/Vista, 500MHz processor (1.2GHz processor for Vista), 512MB RAM (1GB RAM for Vista), 100MB disk space for installation (additional space will be required for your data), 800x600 resolution, CD/DVD-ROM Drive

Installation

1. Insert the Ability Accounts CD into the CD or DVD drive.
2. The installation program will start automatically. If it doesn't, Click Start > Run and enter D:\SETUP into the dialog box, where D is the drive letter of your CD/DVD drive. Click OK. Click **'Next'**.
3. Licence Agreement –You must **'Agree'** to click **'Next'**.
4. Choose where you would like to install Ability Accounts. Click **'Next'**.
5. Select the installation type and Click **'Next'**:
Single (Standalone) P.C. or Server – for the first time and upgrades;
Workstation – for non-server installation on a network. For a networked installation, first do a Single (Standalone) P.C. or Server installation on the server followed by Workstation installations on other PCs on the network.
6. Select Start Menu Folder. Click **'Next'**.
7. Select Additional Tasks. Click **'Next'**.
8. Ready to Install. Click **'Install'**.
9. The installation is now complete. Click **'Finish'**.

To start a Ability Accounts session double-click any one of the shortcut icons you created in step 7 above or follow these steps:

1. Click the Start button on the Windows taskbar.
2. Select Programs.
3. Choose the folder you selected in step 4 above.
4. Select the program name.

Licence Activation

The program you have installed is a demonstration version and must be activated before you can use the full functionality of the system.

The program is activated from the Activation item in the Help menu.

You must enter the following in the appropriate boxes:

- Licensed user A name of your choice of up to 40 characters to identify you as the licensed user
- Licence number A unique 10-character code
- No. of users "01"
- Activation key A unique code in the form xxxxx-xxxxxxxx-xxxxx

Ability Accounts comes with a unique 16-character Purchase Registration Code in the form xxxx-xxxx-xxxx-xxxx. You will find this on a label on the box or case. Keep this in a safe place.

You need it to activate Ability Accounts and for future correspondence. To register your licensed user name and receive your licence number and activation key either:

- register online at www.ASlability.com/accounts/support or
- send an email stating your purchase registration code and your chosen licensed user name to support@ASlability.com

First-time Use

Before you use Ability Accounts we recommend that you thoroughly familiarise yourself with the product. To do this you should read and fully understand the Getting Started section of the integrated online Help file. You may access this from anywhere within the program by pressing the F1 function key at the top of your keyboard and navigating to the Getting Started section in Contents.

Alternatively you may print out and read the printable version of Getting Started supplied on the installation disk.

When you open a Workstation installation for the first time you will be met with the Select Directory form. This is because no data folders are installed on a Workstation and you must tell the program where the data folders are stored before the program can start. Use the usual windows navigation to select the path of the folder to which you made your server installation. Your Workstation must be connected to your network and have access to your server to do this. The Workstation session will automatically link to this selected data from now on.

Getting help in Ability Accounts – online context-sensitive Help

Ability Accounts is installed with a comprehensive, fully context-sensitive online Help file. This means that, wherever you are in the program, hitting the F1 function key at the top of your keyboard will launch the online Help file at a page which explains the detail of the part of the program you are currently using. Having first read Getting Started you should be ready to begin using Ability Accounts safe in the knowledge that help is at hand.

Comprehensive Help and Technical Support

If you cannot find the answer to your question online or you require technical support please visit www.ASlability.com/accounts/support where you can review our FAQ pages or email the technical support team with an enquiry, support@ASlability.com. You must purchase the product before you may access all of the technical support pages. Technical support for this product is provided exclusively by internet and email.

For detailed information and instructions on the program structure and use please read the built-in context-sensitive Help file which explains the program in depth.

