

Installation Procedure for a New REA Network

REA 8 New Network Install

- 1) Place the REA CD into the CD-Rom Drive.
- 2) The Splash Menu will appear. Please select "Install Products"
- 3) On the next screen select "REA Network Version" A dialog box will appear next to that. Enter the Network Install Code emailed to you and press enter.

(If nothing seems to appear on the screen, Please press "ALT and TAB" Together this should bring up the install shield window.)

4) The screen will then run through some basic things such as License agreement. YOU must click on yes to continue. It will then ask you for user and company name. Please enter this information. At this point REA will search for previous installations.

5) On the next screen REA will show you the default location of where it will install the network version. The default is C:\Program Files\Reawin. If this needs to be changed to be shared on a network drive such as F-Z (Recommended by REA) Please click on browse and select the location of where you would like REA to be installed.

6) Once you have selected the location click on "OK" Then click on "NEXT" in the main window. The next screen please select the default option and click "NEXT".

7) When the window comes up for Typical, Compact, or Custom. Select "Typical" then click on "NEXT".

(REA will proceed with the install let it run at the end of the install REA will ask you to reboot your computer. Click "yes" to restart.

8) Once your computer has rebooted you will have a new icon on your desktop that will say
"REA 8 LAN"

9) Right Click on the icon, scroll down to the properties menu, and click on properties. Once in the properties window, please click on "Find Target". This will take you directly into the REAWIN folder on the drive you selected.

10) Locate the file that says "manager" or "manager.exe" and double click on it to open it up. It will ask you for number of users and keycode at this point. These numbers were in the email sent to you as well. Enter the information and click on "OK" This will bring you into manager.

If you receive an error about a missing file "Passw.dbf" simply open REA and it will create the file. Close REA and continue with the instructions.

11) Click on the "ADD" icon to add you in as a user. The dialog box will come up asking for your Initials (how you will log into REA). Your name, and a password (what you will use with your initials to log into REA).

12) Once you have entered in those three items and set your rights (leave as default set, recommended by REA) Click on "SAVE" A new window will appear letting you know that a directory with your initials does not exist and ask you if you would like REA to create it for you. Click on "YES" Preferences will then come up. Click on "SAVE". Once done there will be a window that gives you three choices.

13) Create New, Update Existing, and Close. Please select "CREATE NEW" and let REA create the user. Once this is complete simply click on "CLOSE" and Close the folder returning to your desktop.

14) To add the other users to REA. Please take the REA CD to there machine. Place the CD in the CD ROM drive. When the menu appears select "Install Products".

15) On the next window select "MULTI USER WORKSTATION FILES"

16) This will run through it's set up, on the next screen it will ask you to point to the location of where the REA network version is installed. Once you have selected the location please click on "OK" then click on "NEXT"

17) REA will begin to install the multi user workstation files. Once done and you are back at the main REA Screen. Select Main Menu and exit. Once closed you will see a new icon on at the desktop
"REA 8 LAN"

(REPEAT STEPS 9-13 AT THIS POINT. The only difference being on step 10 it will ask you to log into manager. You will log in using the initials and password from the first user you created.

IF THERE ARE MORE USERS TO ADD PLEASE CONTINUE THESE ABOVE STEPS UNTIL ALL USERS ARE DONE.

Once all users have been created log into the manager file and select "maintenance" then "Compress and Re-index Company Databases"

Once this is Complete you can now enter REA Network Version.