

# Quick Start Guide

## ALERE® Business Applications

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# Getting Started

# System Requirements

To use ALERE® Accounting or Manufacturing software, you must have a computer that meets (or exceeds) the following requirements:

- IBM® compatible PC operating at 1 GHz or higher (2 GHz or better recommended)
- 256 MB of RAM (512 MB of RAM or better recommended)
- 100 MBPS or higher network connection (1 GHz or better recommended)
- 125 MB available disk space on the local drive for stand-alone or server installation to provide space for programs and data
- 50 MB available disk space on the workstation drive for Runtime files and temp files
- CD-ROM drive
- Microsoft® Windows® 98, NT 4.0 (or greater), 2000, XP, or VISTA
- 800 x 600 or higher resolution monitor (1024 x 768 is strongly recommended) with High Color (16 bit) or True Color (24 bit)
- Any Windows® compatible printer to print reports

**Note** ALERE Accounting CS requires Microsoft SQL Server 2000 or greater and a matching number of user licenses. See the Microsoft web site for SQL Server system requirements.

# Installing the Software

These instructions are for ALERE Accounting and Manufacturing software.

The installation of ALERE Accounting (VFP LAN version), ALERE Accounting CS (Client/Server Microsoft SQL Server 2000 or greater), and ALERE Manufacturing follow the same steps. To install the software:

- 1 Read the Software License Agreement.
- 2 Have the Activation Key sent with the software on hand. If you do not have the Activation Key, call 610.258.5161.
- 3 Close all open applications.
- 4 Disk caching should be disabled and virus scanning software should exempt the folders where the program and data will reside.
- 5 Make sure that you are the local administrator in Windows or a network administrator on the server when installing the software.
- 6 Insert the CD-ROM into the disk drive. The installation program will start automatically. If it does not, using Windows Explorer, open the CD drive folder and run SETUP.EXE.
- 7 Follow the instructions on the windows as they appear.

ALERE software allows:

- Installation on a stand-alone PC
- Installation on a Local Area Network (LAN)

## Important Installation Notes

The first time you install the program on your server, specify a generic directory that will hold all versions of the program files now and in the future. For example, ALEREAC for ALERE Accounting and ALEREMFG for ALERE Manufacturing.

Never place the company data in a location under the program directory. Instead install it in a main directory like TIWDATA. Set up sub directories for each Accounting or Manufacturing company as needed under TIWDATA. Always make sure to have a sample company set up as well as the actual companies. This provides a great deal of assistance when troubleshooting.

# Installing the Software

For example, if both ALERE Accounting and ALERE Manufacturing are being installed on the T: drive for company "AB", then the following directories would be set up:

T:\ALEREAC (ALERE Accounting Program Files)  
T:\ALEREMFG (ALERE Manufacturing Program Files)  
T:\TIWDATA\ACAB (ALERE Accounting Company "AB" Data)  
T:\TIWDATA\MFAB (ALERE Manufacturing Company "AB" Data)

Adding a second company "CD" would add two additional sub directories:

T:\TIWDATA\ACCD (ALERE Accounting Company "CD" Data)  
T:\TIWDATA\MFCD (ALERE Manufacturing Company "CD" Data)

## Installation On A Stand-Alone PC

- 1 Set the choice to **Single User** and select the **Next** button.
- 2 Check all the options and select the **Next** button.
- 3 Specify the appropriate generic directory (e.g. T:\ALEREAC or T:\ALEREMFG) for the program files as was previously discussed. Select the **Next** button.
- 4 Accept the directory in which to install the Runtime files or specify another. Select the **Next** button.

**Note** The directory should be located on the "C:" drive.

- 5 A progress bar displays the status of the installation process. When the process is complete, select the **Ok** button.
- 6 Remove the CD-ROM from the drive and restart the computer. You are now ready to start the software. (Reference page 12)

# Installing the Software

## Installation On a Network (LAN or CS)

**Note** Installation on a LAN or Client/Server network requires a single server PC and one or more remote PCs (Workstations). You must install the software on the server PC first; then it can be installed on the remote PC(s).

### *Administrator (Server) PC*

- 1 Set the choice to **Multuser Server** and select the **Next** button.
- 2 Check all the options and select the **Next** button.
- 3 Install the program files in the appropriate generic directory (e.g. T:\ALEREAC or T:\ALEREMFG) on the LAN administrator (Server) PC as previously discussed. Select the **Next** button.
- 4 A progress bar displays the status of the installation process. When the process is complete, select the **Ok** button.
- 5 Remove the CD-ROM from the drive and restart the computer. You are now ready to install the software on the remote PCs (Workstations).

### *Remote PCs (Workstations)*

**Note** This can be run from the CD or by running the SETUPMU.EXE program from the server.

- 1 Set the choice to **Multuser Workstation** and select the **Next** button.
- 2 Check all the options and select the **Next** button.
- 3 Specify the LAN administrator (Server) PC location for the program files and put the Runtime files on the local C: drive. Select the **Next** button.
- 4 A progress bar displays the status of the installation process. When the process is complete, select the **Ok** button.
- 5 Remove the CD-ROM from the drive and restart the computer if instructed. Repeat this process for each workstation. You are ready to start the program. (Reference page 12)

# Installing New Versions

There are two important aspects to remember when installing new program versions:

- Always install the programs to a new empty directory. Never install over an older version!
- Do a test installation first that will allow the general functionality of the program to be reviewed and modifications to be checked and corrected as necessary.

To begin, install the new version to a new directory. Example: T:\NEWALEREAC. A desktop icon can be set up on your local workstation to allow access to this update.

Start the new program and enter the serial number and activation code. At this point no files have been copied over from the earlier version. Set up a new sample company or make a copy of an existing sample company. DO NOT link to an actual company's data!

## ***Bringing Forward Modifications***

If modifications included changing the WSHOOKS.DBF, then open the table, delete any records that do not pertain to the modifications, and copy the file to the new program directory.

If you have made modifications, such as changing the size of the item number field, then copy the following databases to your new program directory:

<b>ws_lingo</b>	<b>wsffdefs</b>	<b>wspaswd</b>
ws_pref	wsindex	wsrptprf
wsdata	wsmapfrm	wstable

**DO NOT YET COPY WSINFO.DBF**

## ***Updates with Developers Kit Modifications***

If modifications have been made using the Developers Kit then copy any modified **var\*.\*** class libraries to the new program directory.

# Installing New Versions

## ***Updates with Custom Programs***

If custom programs outside of the program have been created, then copy them to the new program directory.

## ***Updates with New or Customized Reports***

If custom reports have been added or reports have been modified, then copy them to the **win\reports** subdirectory under the new program directory.

Enter the package (See the next section for instructions for starting the software) and run the TIW File Update routine for the sample company.

This procedure will provide a test installation. Note that up to this point it has not been necessary to get anyone out of the programs they are running. Test this new program carefully. Make sure modifications continue to operate correctly.

Once it has been verified that everything is functioning it is time to tie the new program to live company data. Perform a backup of company data. Have everyone exit the program as well as any add on programs.

Rename the earlier program directory to something like T:\OLDALEREAC52. Rename the newly installed directory to the original directory name. Example T:\ALEREAC. Copy the WSINFO.DBF from the earlier version to the new version. Since the company data is not installed under the program directory, the paths will remain unchanged.

**Note** The test (sample) company will then be lost since the WSINFO from the installation will be overwritten.

Enter the program and run the TIW File Update program for each installed company. As soon as this is completed the users can be allowed back in the program. One moderate size company should take less than 15 minutes to complete.

# Starting the Software

To start the software select the icon on the desktop, enter the serial number and **Activation Key**, and select the **OK** button. On a new install, the ALERE Accounting installation process automatically installs a sample company.

On a new install, the ALERE Manufacturing process will display the *Setup Sample Company* screen. There are four options to choose from:

- Link to ALERE Accounting - Choose this option if ALERE Accounting is already installed and you would like to integrate with the ALERE Accounting sample company. Enter the path to the ALERE Accounting program files by typing the path in or selecting the button with the small magnifying glass on it and choosing the path.
- Link to ALERE Accounting included with Manufacturing - This option will integrate the Manufacturing sample company with the Accounting sample company that has been automatically installed from the Manufacturing CD. This will allow you to simulate the presence of ALERE Accounting without the program being actually installed. Doing this will fully allow functionality within manufacturing to be demonstrated.
- Not linked to Accounting - This option will install the Manufacturing sample company but not the Accounting sample company. This choice will somewhat limit the functionality of the Manufacturing package. For example, work orders cannot be started from sales orders, MRP will not include sales and purchase orders or inventory, etc.
- Skip automatic setup of sample company - No sample company is installed if this option is chosen. At a later date you can choose to manually setup a sample company.

Click the **Continue** button after an option is chosen.

The start up process will check to see if a sample company is present. If it is and it is the only company, then the software is started using that company.

If the sample company is not the only company present, then the *Company Menu* is displayed for you to choose a company.

If the sample company was not set up during the start up of the software, then follow the next section's instructions for setting it up.

# Adding a Sample Company

## Manually Setting Up a Sample Company for ALERE Accounting

The ALERE Accounting installation program for v6.0 and higher automatically installs a sample company. These instructions are for the case where additional sample companies are desired or you chose not to install the sample company during installation.

The sample company supplied is designed to be used with VFP (LAN) tables. It may be easily converted to SQL server tables so that it may be used with ALERE Accounting CS. (Reference page 16) In both cases (LAN and CS) you first need to setup the sample company according to the following procedure:

- 1 Select the **New** button.
- 2 Enter **Alere, Inc.** in the **New Company Name** field.
- 3 For the LAN version, in the **New Company Data Path** field, double left click or press F2 to display the screen that allows directories to be selected. Then choose the **sampleco** folder and the **alereinc** directory. If not readily apparent on the screen, these directories can be found underneath the program folder. Click the **Select** button.  
For the client server version, select the **DataBase Type** of *Client/Server* and enter a Database name in the **Database** field. This will create an empty Client / Server database that will be populated later. Click the **Select** button.
- 4 Make sure *None* is checked under the **Import From** options before choosing the **Continue** button.
- 5 Back on the *Company Menu* screen choose the **Continue** button.
- 6 When the *Company Defaults* screen is displayed, double left click or use F2 in the **Icon Path** field. Select **sampleco > alereinc > coimage**.
- 7 Enter or select the following:
  - Select if you want to overissue  
**USD** in **Base Currency**
  - Change **Costing** method if other than *Average*
  - Select all check boxes except **Hide Sales Cost** and **Lock PO New Revisions**
  - 53** in **GL Segments**
  - MISC** in **Misc Supplier ID**
  - TIW** in **My Company ID**
  - FIN** in **Finance Type**

# Adding a Sample Company

**SHIP** in *Shipping Type*

**LOC1** in *Default Location*

- 8 Select the **Save** button then the **Exit** button.
- 9 Select the **Update** button to run the update of the files at the prompt.
- 10 Click **Ok**.
- 11 Click **Exit**. The sample company is now ready to be used.

## Manually Setting Up a Sample Company for ALERE Manufacturing

The ALERE Manufacturing installation program for v9.2 and higher automatically installs a sample company. These instructions are for the case where additional sample companies are desired or you chose not to install the Mikes Bikes sample company during installation.

- 1 Select the **New** button.
- 2 Enter **Alere, Inc.** in the *New Company Name* field.
- 3 In the *New Company Data Path* field, double left click or press F2 to display the screen that allows directories to be selected.
- 4 Choose the **sampleco** folder and then the **mikebike** directory. If not readily apparent on the screen, these directories can be found underneath the ALERE Manufacturing program folder. Click the **Select** button.
- 5 On the *Company Menu* screen make sure *None* is checked under the **Import From** options before choosing the **Continue** button.
- 6 When the *Company Defaults* screen is displayed, double left click or use F2 in the *Icon Path* field. Select **sampleco > mikebike > coimage** and then the **Continue** button.
- 7 Check all items except **Summarize History**
- 8 Set the **Report Qty** to 3.
- 9 Set the **BOM Qty** to 4.
- 10 Set the **Accounting System** to None.
- 11 Select the **Save** button and then the **Exit** button. The *TIW File Update* screen will automatically start.
- 12 Click **Update**.
- 13 Click **Exit**. The sample company is now ready to be used.

# Linking Companies

If ALERE Manufacturing has not been installed with ALERE Accounting automatically, then follow these steps to integrate the two sample companies:

- 1 In the sample company for ALERE Manufacturing go to *Manager > Utility > Company Defaults*.
- 2 Set the **Accounting System** option to TIW ALERE LAN.
- 3 Go to the *Accounting* tab.
- 4 Set the SYS Path to the drive/directory where the ALERE Accounting program files reside. You can double left click in the field to bring up the Windows *Select Directory* screen.
- 5 Enter TIW into the **My Company ID** field.
- 6 Select the **Save** button. This will allow you to double left click in the **GL Accounts** fields to select the accounts from the general ledger chart of accounts in ALERE Accounting.
- 7 Enter 11360-STD into the **WIP** field and 11320-STD into the **VAR** field.
- 8 Set the **Finished Goods** to LOC1.
- 9 Set the **Material Issue** to LOC1.
- 10 Select the **Save** button and then the **Exit** button.
- 11 In the linked ALERE Accounting program go to *Manager > Utility > Company Defaults > Manufacturing/SOC* tab.
- 12 Check **Linked to Manufacturing** check box, enter the path to the manufacturing program files, and select the manufacturing company from the combo box.
- 13 Enter "50020-KIT" in the **Kit GL Variance** field.
- 14 Check **SOC Active**.
- 15 Save and exit the screen.

The sample companies are now integrated.

# Converting LAN Data To SQL Server

After adding the sample company in a client/server version, it will be necessary to convert the sample company (LAN) to SQL Server tables.

Exit ALERE Accounting.

Run ALERE Accounting and select the new (empty) client/server company.

From the menu, select *Manager > System Tools > Access FoxPro*.

Type "DO LanToCS WITH <SQLDBNAME>" where <SQLDBNAME> is the name of the SQL Server database that will receive the converted data.

**Note** The data name must be within quotes. For example, **DO LanToCS WITH "ALEREINC"**

When the *Select Directory* dialog pops up, select the directory containing the LAN company files. The utility will convert the LAN company data into the new client/server company.

**Note** ALERE Accounting CS does not come with a sample company. Use this process to convert the ALERE Accounting sample company, which is in VFP tables, to an ALERE Accounting client/server sample company.

# Adding New Companies

## Before You Begin

There are several key pieces of information that you should have available before adding a new company for ALERE Accounting. They are as follows:

- A decision on whether or not items will be allowed to be overissued from inventory when there are none are on hand.
- A decision on whether or not order numbers (such as sales orders, purchase orders, etc.) are to be manually entered or auto assigned.
- The inventory valuation system that will be used. The choices are *Standard, Average, LIFO, and FIFO*.

**Note** Once selected, the valuation method cannot be changed.

- The structure of the general ledger account numbers. Up to 24 spaces with six segments are permitted. The first segment, called the **Major Segment**, must be numeric. The remaining five segments may be alphanumeric.

**Note** Once set, segments may be only added

- A company ID which may be up to six alphanumeric characters wide.
- A decision on whether or not inventory locations will be used.

There are several key pieces of information that you should have available before adding a new company for ALERE Manufacturing. They are as follows:

- If ALERE Manufacturing is being linked to an accounting package, that package should be installed before the creation of a new company and the following information should be available:

- √ The name and version of the system.
- √ The path to the accounting company and its ID.
- √ The GL WIP and Variance account numbers.
- √ The default warehouse locations for the finished goods and material.

# Adding New Companies

- A decision on whether or not items will be allowed to be overissued from inventory when there are none on hand.
- Whether standard or actual costs will be used when posting material costs back to inventory.

## Adding a New LAN Company

Select the **New** button on the *Company Menu* screen.

On the screen enter the name of the new company, set the database type to LAN, and select/create the directory in which its data will be kept.

**Note** ALERE will allow you to create the new directory if one does not presently exist. If it does exist, the F2 key or a double left click in the path field will display it.

**Caution** TIW requires that the files for each company be kept in separate directories. Do not place the company files in the same directory as the program files or in a subdirectory of those files. **Under no circumstances should company data be mixed with other programs or data.** It is strongly recommended that a TIWDATA directory be created and a separate subdirectory be added for each company that is set up. Example:

T:\TIWDATA \ACAB For a new Accounting company

T:\TIWDATA \MFAB For a new Manufacturing company

Make sure *None* is checked under the **Import From** options before choosing the **Continue** button.

Select the *Continue* button when the information has been entered. The following checks are made:

- If the name of the new company is already used, a message in the upper right hand corner of the screen will let you know. Reenter a different name.
- If the new company's data path matches an existing company, you will be notified. Reenter a different path.

# Adding New Companies

The *Company Defaults* screen is displayed. Complete the information required on the screen and save it.

Run the Update utility when it opens.

Upon exiting the screen you are returned to the *Company Menu* screen where you can now select the new company.

## Adding a New SQL Server Data Source for ALERE Accounting CS

From Windows Control Panel or Administrative Tools, run Data Sources (ODBC).

Click the *System DSN* tab on the ODBC Data Source Administrator screen, then click the **Add** button.

Select the "SQL Server" driver from the list and click the **Finish** button.

Enter "TIWSQL" in the Name field, "TIW SQL Server" in the *Description* field, and enter the SQL Server that will contain ALERE data in the *Server* field. Click **Next**.

Continue with the DSN Configuration, choosing the desired settings or keeping the defaults. Click the **Finish** button to complete the configuration.

## Adding a New Client/Server Company in ALERE Accounting CS

A new data source must be created in preparation for adding a new Client/Server company.

Select the *New* button on the *Company Menu* screen once the data source has been created.

On the screen enter the name of the new company, set the database type to Client/Server, and enter the name of the SQL Server database to create.

Select the **Continue** button.

When prompted to verify that you are connecting with an administrative login, click **Continue**.

Select the data source "TIWSQL" and click **OK**.

If the current login is not an administrative one (member of "sysadmin" or "dbcreator" role), uncheck the "Use Trusted Connection" box and enter an administrative login. Click **OK**.

# Adding New Companies

When prompted to create blank tables in the new database, click **OK**.

The *Company Defaults* screen is displayed. Complete the information required on the screen and save it.

**Note** The only information you are required to enter is the *My Company ID* and the GL segments. This permits you to set up the company and come back later to complete the information.

You are returned to the *Company Menu* screen upon exiting the screen where the new company can be selected.

Run the TIW File Update on the company when prompted.

In SQL Server, assign the proper user access privileges in the new database. Users who need to run TIW File Update should be a member of the “db\_owner” database role. All other users must be a member of the “db\_securityadmin” role.

# Implementation Steps

The HTML manuals for ALERE Accounting and Manufacturing each have sections that will provide recommendations and will guide you through the start up of new companies. Please refer to them for more complete information.







# Additional Resources



# Technical Support

TIW offers technical support for a period of one year after the initial purchase of the software. Technical support is also included in the *Software Maintenance Agreements* (SMA's) and *Technical Support Contracts*.

Call 610.258.5161 or email [tech@tiwcorp.com](mailto:tech@tiwcorp.com). A *Technical Support Form* may also be used to submit questions or issues on the web site at:

**[www.tiwcorp.com/tech\\_support\\_form.html/](http://www.tiwcorp.com/tech_support_form.html/)**

Be sure you have the following information when you contact us:

- The serial number and version of the software
- The name and version of your PC operating system

## **Guidelines for Reporting an Issue**

- As best as you can, know the steps to creating the problem.
- If you have encountered an error message, carefully record it. The first error message encountered is the most important.
- Let us know if the problem was preceded by any odd behavior or network/hardware problems.
- Report any modifications to the hardware or software being used.

## **Scope of Technical Support**

Technical Support is designed to answer specific questions regarding how the software functions and what features are designed to do, report problems, and address other technical issues. Explaining disciplines, training, installation, and systems hardware and network configuration are properly the responsibility of Authorized TIW Dealers.

TIW offers a wide scope of training and services designed to support you and your Dealer. The first step in deciding on which of these services might be appropriate is to discuss your requirements with your Dealer.

# Factory Training

## Technical Seminars

There are separate Technical Seminars for ALERE Accounting and Manufacturing. The courses benefits both the new user and acts a refresher for the current user. After these two day courses you should know how to

- Install the software and set up a company.
- Step through the implementation sequence for each module.
- Use the features and processes.
- Apply the underlying concepts and understand why they are so important to the proper running of the software.

## Developer's Seminar

This course is designed for the advanced user or developer who would like to understand how to use the powerful software architecture to make customizations, add capabilities or create vertical applications. In this three day course you will learn how to

- Create a good modification strategy.
- Use the many program hooks embedded throughout the software.
- Modify the menus.
- Make report modifications and add new ones.
- Add and modify forms.
- Make use of the many callable functions.

# Factory Training

## Custom Consulting

This is a mission critical application. Sometimes you need available a level of training and consultation that goes far beyond a classroom. For those occasions TIW makes available on-site factory assistance. This type of support is appropriate when

- You want your key people trained on-site with your own company data.
- You need to understand the far reaching consequences of implementation or operational decisions.
- You feel that you are only utilizing a fraction of the potential of the software and want to know how to move to the next level.
- You need a second opinion or advice on the use of key technology in the product.

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