



Installation Guide

For use with GrandMaster II for Windows

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Chapter 1: GrandMaster II for Windows Getting Started Guide

Welcome to the GrandMaster II for Windows payroll processing software program. This unique Windows-based application integrates Payroll, Electronic Funds Transfer and Bank Reconciliation in a single, easy-to-use application.

Use the powerful features in GrandMaster II for Windows to process your payroll in-house for anywhere from 2 to 2000+ employees.

About This guide

This Getting Started guide is designed for new users of the program, as well as for users who simply want to freshen-up their skills. It explains how to install, run and use the program, as well as how to perform basic payroll tasks. If you are a first-time user of GrandMaster II for Windows, you should read the opening sections of this guide carefully before installing the program. Once you are comfortable with the procedures, you can proceed to the section on Installing GrandMaster II for Windows.

Conventions Used in the Getting Started Guide

This guide uses the following conventions for menu commands, shortcuts and other instructions:

- Menu commands are listed in bold, italic (e.g. Choose the ***Payroll Information*** command).
- Multiple menu commands are listed together, separated by hyphens (e.g. Choose the ***Earnings - By Position*** command from the **Payroll** menu.).
- Buttons, Tabs, Combo-boxes and other window controls appear in *Italic* (e.g. Choose the *Apply* button, then click *OK* to continue.).
- Text that you must enter on your keyboard appears in Bold (Move to the *Address* field and enter **123 Fourth Street.**).
- Keyboard references appear in uppercase with angled brackets. Plus signs are shown between keys that must be pressed together (e.g. <CTRL>+<G>)
- Other special terms and keywords appear in Italics for *emphasis*.

Before You Begin...

Before you begin using this guide, you should be familiar with the following basic *Microsoft Windows* actions.

- Using the mouse (click, double-click, drag and drop).
- Moving, resizing and closing windows.
- Navigating through dialog boxes and using scroll bars.
- Choosing menu commands and selecting options from windows and submenus.

If you are unsure on how to perform any of these Windows actions, please refer to the "How To" topic in the *Microsoft Windows Online Help*.

Getting Help

Online Help is the fastest way to obtain information about a command, dialog box or item. GrandMaster II for Windows provides two methods of receiving help for a given topic: *Context Sensitive* or through the commands found under the **Help** menu.

Context Sensitive

Context Sensitive help displays information that is directly related to the action or operation presently being carried out. This type of help is available in all dialog boxes, windows and reports. To access this help, simply press the <F1> key.

The Help Menu

The Help menu contains commands that allow you to view help for the active window along with general help for the GrandMaster II for Windows program. To access this help, select the **Help** menu and choose the desired option from the list provided.

Note: To keep the Help screen from disappearing behind other windows when you click on a GrandMaster II for Windows window, choose the **Keep Help on Top - On Top** command from the Help window's **Options** menu.

System Requirements

Your computer must meet the following requirements to run GrandMaster II for Windows:

- Pentium processor or equivalent
- Microsoft Windows 95, 98, NT, 2000, ME or XP
- Approximately 25MB of hard disk space for complete GrandMaster II for Windows installation (all modules). Additional 100KB (average) of disk space per year for each active employee.
- 32 MB of RAM (64 or greater recommended).
- CD- ROM drive
- Mouse or compatible pointing device

The GrandMaster II for Windows CD-ROM

The GrandMaster II for Windows CD-ROM contains a full release version of the software. It also contains GrandMaster II for Windows Getting Started guide, product order forms, and the installation program for Adobe Acrobat® Reader, which allows you to view and print the documentation.

The AutoPlay Feature

The GrandMaster II for Windows CD-ROM plays automatically when you insert the disk into your CD-ROM drive. If this does not happen, try the following:

- Remove the disk, and then re-insert it.
- Remove the disk and wipe it with a soft, dry cloth to remove fingerprints or paper dust. Re-insert the disk.

If the AutoPlay problems continue, it may be because your CD-ROM driver does not support AutoPlay, or the AutoPlay feature is disabled. In either case, you can start the CD manually.

To Start the CD Manually

1. Start Windows, and then insert the GrandMaster II for Windows CD into your CD-ROM drive.
2. On the Windows taskbar, click the **Start** button and select **Run**.
3. Type `c:\autorun\autorun.exe` (replacing **C:** with the letter of your CD-ROM drive) in the **Open** field, and then click *OK*.

Chapter 2: Installing GrandMaster II for Windows

The following section describes the steps you must take to install GrandMaster II for Windows. The instructions assume that you are installing from drive A onto drive C. If you install to or from another drive, substitute the name of the drive you use in the following instructions (e.g., type D:\ instead of E:\).

To Install GrandMaster II for Windows:

1. Start Windows, and then insert the GrandMaster II for Windows CD into your CD-ROM drive. The AutoPlay window will appear (if it does not, please refer to "The GrandMaster II for Windows CD-ROM" section that precedes this one).

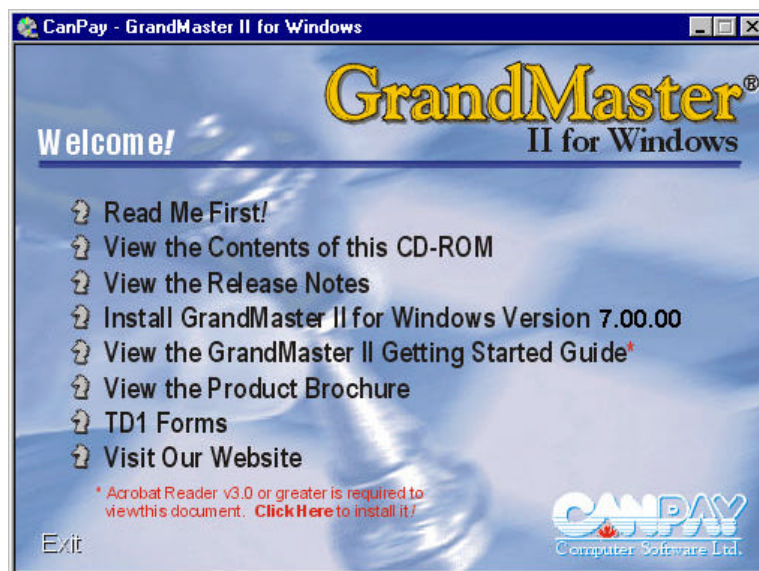


Fig. 2-1
The AutoPlay Welcome Window

2. Select the **Read Me First** option to open the corresponding document. Read the contents carefully.
3. When you are ready to proceed, choose the **Install GrandMaster II for Windows** option. The *Welcome* dialog box appears.



Fig. 2-2
The GrandMaster II for Windows Welcome Dialog Box

4. Read the displayed information, and then click *Next* to continue with the installation process. The *Software License Agreement* dialog box opens.
5. Read the License Agreement information carefully, and if you accept the terms of the agreement, click *Yes*. The *Install Directory* dialog box opens.



Fig. 2-3
The Install Directory Dialog Box

6. Choose *Next* to install the program files in the default directory (if you choose *Yes*, please skip ahead to **Step 9**).
7. To install GrandMaster II for Windows in a different folder, click *Browse*. The *Choose Folder* dialog box opens.

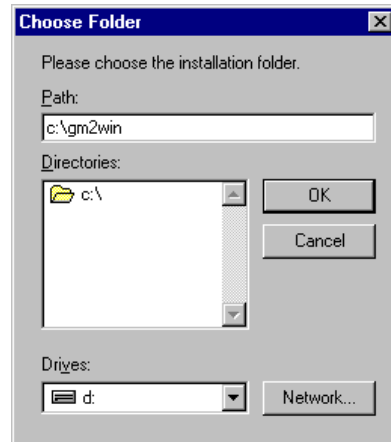


Fig. 2-4
The Choose Folder Dialog Box

8. Select or type the path to the destination folder, and then click *OK*. This returns you to the *Install Directory* dialog box.
9. Click *Next* to continue with the installation, then define your data location in the dialog box that appears:

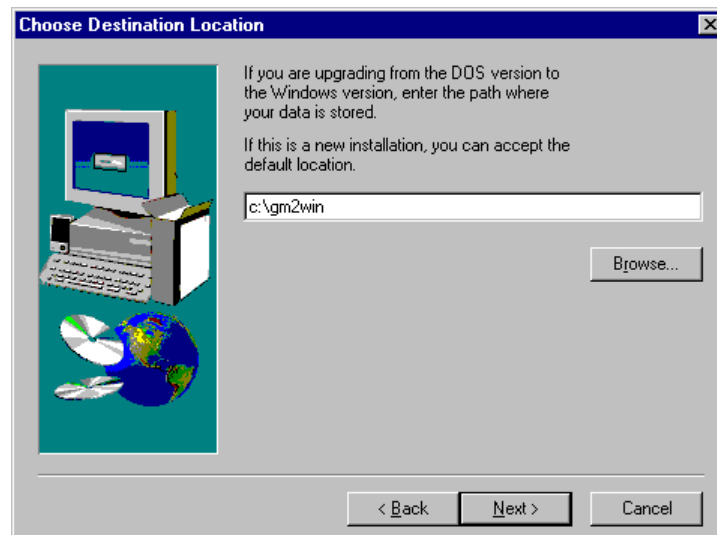


Fig. 2-5
The Choose Data Location Dialog Box

Upgrading from the DOS Version - If you are installing this program as an upgrade from the DOS version, the *Choose Data Location* dialog box will appear. This step is necessary so that GrandMaster II for Windows can use the same payroll data that you created from the DOS version.

Normal Updates or Windows-Only Installations - If you are installing this version on a computer that does not have the DOS version installed, you can accept the default data location.

10. Once the data location is defined, click *Next* to continue. This opens the *Setup Type* dialog box where you can specify the type of installation you wish to perform.

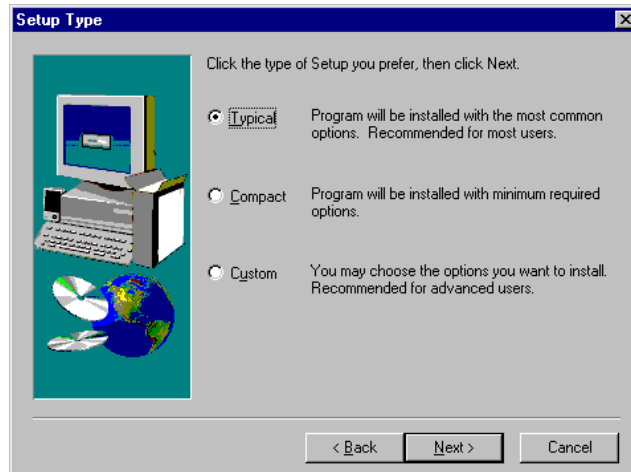


Fig. 2-6
The Setup Type Dialog Box

11. Choose your installation type from the options provided then choose *Next*. This opens the *Select Program Folder* dialog box.

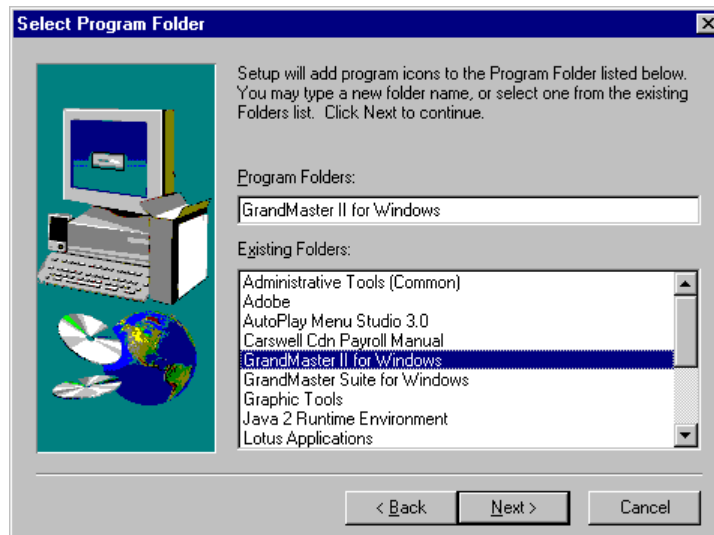


Fig. 2-7
The Select Program Folder Dialog Box

12. Select *Next* to use the default program group name. If you prefer, enter a different name in the *Program Folder* field, then choose *Next*. This starts the file copy procedure and a message box appears displaying the status of each file as it is copied to your hard disk.
13. When all the files have been copied, the *Setup Complete* dialog box opens. Click *Finish*.
 You are now ready to use GrandMaster II for Windows for Windows!

Chapter 3: Starting GrandMaster II for Windows

This chapter explains how to start the GrandMaster II for Windows program and discusses the Logon process, System Manager and License and Version number information.

Starting GrandMaster II for Windows

Each time you start GrandMaster II for Windows, GrandMaster II for Windows scans the required initialization parameters and verifies that the required system data files are available and can be opened for processing.

If a file error is encountered at this stage, a message box will appear that contains the name of the file and the associated error code. If such an event occurs when you start your installation of the program, please contact CanPay Technical Support and report the error message

To Start GrandMaster II for Windows:

1. Choose the *GrandMaster II for Windows for Windows - GrandMaster II for Windows* command from the Start button.

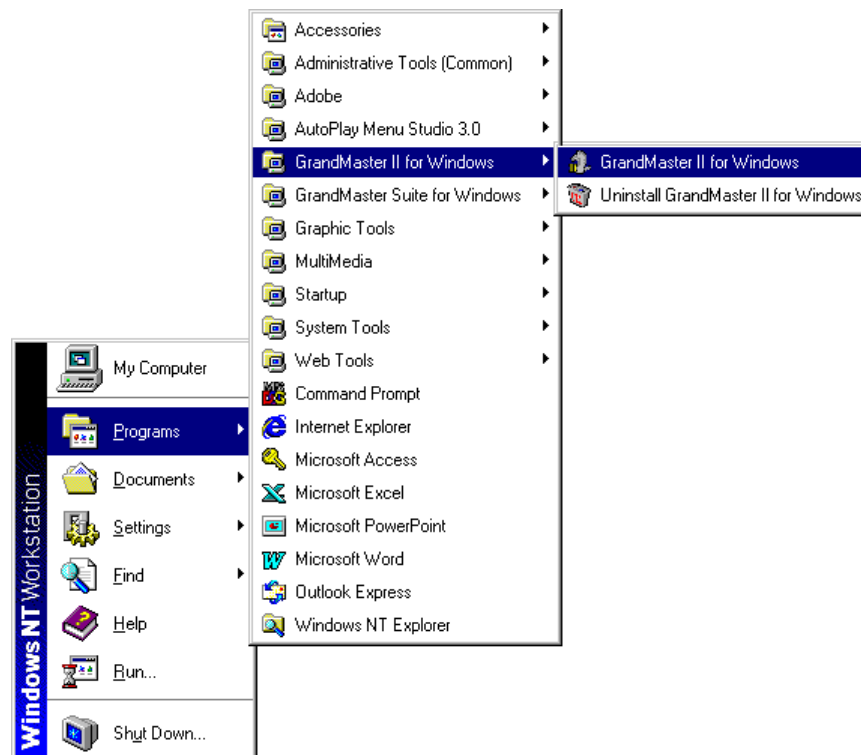


Fig. 3-1
The Start Menu with GrandMaster II for Windows Selected

After the verification stage is complete, the software license information is displayed and the *GrandMaster II for Windows System Manager* is displayed.

The GrandMaster II for Windows System Manager

The *GrandMaster II for Windows System Manager* is the starting point for all program functions. It provides access to each of your installed modules. Each time you login to the program, this window will appear.

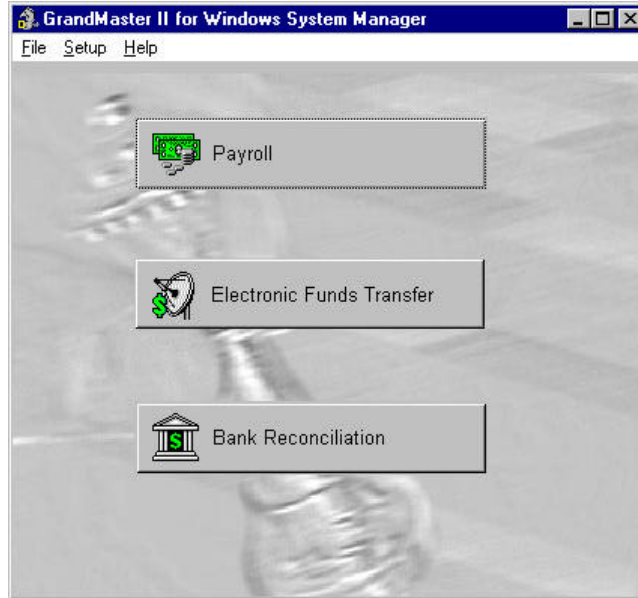


Fig. 3-3

The GrandMaster II for Windows System Manager Window

To select a program module, click on the desired button. This will display a drop down a list with further options.

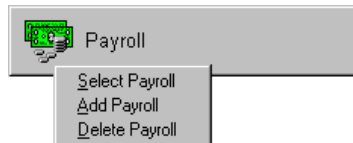


Fig. 3-4

The Payroll Module Options

Version Number and License Information

If you need to determine the current version and license status, you can do so easily via the System Manager's **Help** menu.

To Obtain Version and License Information

1. Choose the *About GrandMaster II for Windows* command from the *System Manager's Help* menu. The *About GrandMaster II for Windows* window appears.



Fig. 3-5

The About GrandMaster II for Windows Window

- **System Information** - This button opens a window that displays the program's system files along with their version numbers and dates.
- **Tech Support** - This button opens a help file that provides the pertinent information on how to contact CanPay Technical Support.