

#### **Schools Cash Office**

Lettings Administration Software BookingPro from Tucasi Ltd

# SCO Lettings (BookingPro)

# Installation guide (version 4.3)



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#### 1. Before You Start

SCO Lettings is an application called BookingPro supplied by Tucasi Ltd. The application will be referred to as BookingPro throughout this document.

We recommend that you read through these instructions carefully before attempting to install BookingPro.

#### 2. System Pre-requisites

This section describes the system requirements for installing BookingPro. If you have any questions about this, you may need to refer to your IT Support organisation.

The computers on which you install BookingPro should meet the following system requirements:

#### Processor

Minimum recommended: 1.3 GHz processor

#### RAM

Windows 7 – Minimum recommended: 2 GB

Windows 8 – Minimum recommended: 2GB

#### **Operating System**

Windows 7 Professional SP1 32bit and 64bit Windows 8 / 8.1 Professional 64bit Windows Server 2008 SP2 32bit Windows Server 2008 R2 SP1 64bit Windows Server 20012 R2

#### Available Hard Disk Space

250 MB including the .NET framework 3.5

#### **Other Applications**

Microsoft Office is needed to generate booking confirmations, invoices, credit notes and spreadsheets. Microsoft Office versions 2007, 2010 and 2013 are currently supported.

#### Database

The computer used to hold the database must satisfy the minimum requirements for running Microsoft SQL Server. For further information, refer to <u>www.communitylettings.com/faqs</u>.

#### 3. Installing BookingPro

This section describes how to install BookingPro in a networked environment. Installing BookingPro is a straightforward process although you may need to refer to your IT Support organisation if you have any questions about your computer hardware or your network.

#### BookingPro Architecture

BookingPro is designed to be used in a networked environment. It allows multiple users on their individual PCs to concurrently access a single BookingPro database. To enable this, the BookingPro database must be installed on a computer and a location on the network that is accessible by all BookingPro users. This computer will be the BookingPro **server**.

The advantages of this are that it makes it easy to:

- Update the software, ensuring each user is using the same version.
- Incorporate the software files in a regular backup regime.
- Configure BookingPro on additional PCs.

#### 3.1. Backing up BookingPro data

Backing up your data is an essential part of using BookingPro and failure to do this could result in the loss of data. You should always discuss backing up BookingPro with your IT Support organisation - to ensure that both the BookingPro software and database are secure, your IT Support organisation should incorporate BookingPro into their regular procedure to backup to external media.

In addition, BookingPro contains its own backup and restore procedure which you can use to create backups and to restore them whenever you need to. You will be prompted to create a backup every time you exit BookingPro. In addition, you can create a backup at any time using the **Backup Database** option on the **File** menu.

For more details on the BookingPro Backup procedure, see the section 5 on Creating Backups.

#### 3.2. Installing BookingPro on the Server

If you are installing on Windows Server 2008 please refer to section 0

If you are installing on Windows Server 2012 please refer to section 0

#### 3.2.1. Install Microsoft .Net Framework 3.5

You must install BookingPro on the **server** before configuring on any **client** PCs.

- Log on to the server with local **Administrator** rights.
- Click on the setup folder **download link** as per your installation email.
- If Microsoft .Net Framework 3.5 is not already installed on the server, you will be informed before BookingPro is installed.
- **Press any key** to continue. Microsoft .NET Framework 3.5 will start installing. Installation can take several minutes, and it is important not to interrupt or cancel it.

rosoft Windows	×
Please wait while Setup configures the components. This m minutes.	night take several
	Cancel

#### 3.2.2. Install BookingPro

• Click on the BookingPro set up file.



• The **BookingPro Setup Wizard** should start automatically.

BookingPro Setup Wizard	x
Welcome to the BookingPro Setup Wizard         Image: Community Letting Software from Tucasi Limited         Image: Community Letting Software from Tucasi Limi	
This wizard allows you to select the components of BookingPro you need to install on this PC.	
NOTE: You must be signed on to this PC with local administrator rights in order to install some of the components that are required.	
Click 'Next' to select installation options.	
Help Back Next Cancel	

- Click on Next.
- Select Both the application and database software.

BookingPro Setup Wizard	
What do you want to install?	
Select what to install on this PC	
What software do you need to install on this PC?	
Both the application and database software (recommended for the trial software)	
Application software only	
Database software only	
To read recommendations on installing Booking Pro on multiple PCs please click <u>here.</u>	
Click 'Next' to confirm installation options.	
Help     Back     Next     Cancel	

- Click on Next.
- If SQL Server Express 2008 is not installed, the following screen will be displayed:

Ĩ	BookingPro Setup Wizard Components to be installed Confirm components The following components will be in	nstalled on this PC.	
	Install	Options	Progress
	Microsoft SQL Server Express Booking Pro	INSTALLSQLDIR="C:\Program File	
	Click 'Next' to start installing.		Options
	Help	Back	Next Cancel

BookingPro	Setup Wizard	X
?	Start installing required c	omponents
	Yes	No

- Click on Yes when the BookingPro Setup Wizard pop up window appears.
- The following screens will appear in turn.

💹 c:\3ca6135	762f2	200ab36f26762d5\setup.exe	23	
		SQL Server 2008 R2 Setup 10.50.4000.00 Microsoft Corporation. All rights reserved.	* 	X
		.NET Framework CasPol 2.0.50727.5420 Microsoft Corporation. All rights reserved.		
		.NET Framework CasPol 2.0.50727.5420 Microsoft Corporation. All rights reserved.		
Success		SQL Server 2008 R2		
		Please wait while SQL Server 2008 R2 Setup processes the	current	operation.
			Ŧ	Options

C:\3ca6135762f200ab36f26762d5\setup.exe	
Microsoft (R) SQL Server 2008 R2 Setup 10.50.4000.00 Copyright (c) Microsoft Corporation. All rights reserved.	<b>^</b>
Microsoft (R) .NET Framework CasPol 2.0.50727.5420 Copyright (c) Microsoft Corporation. All rights reserved.	
Success Microsoft (R) .NET Framework CasPol 2.0.50727.5420 Copyright (c) Microsoft Corporation. All rights reserved.	
Success	

G			
Setup Support Files		are required for SQL Server Setup:	
	Feature Name	Status	
	Setup Support Files	In Progress	
	ExecuteStandardTimingsWor	rkflow	

• If the Setup Wizard does not display automatically, click on the **BookingPro** icon on your desktop.



• The Setup Wizard will be displayed.



Select Installation Folder	<b></b>
The installer will install BookingPro to the following folder.	
To install in this folder, click "Next". To install to a different folder, er	nter it below or click "Browse".
Eolder: C:\Program Files (x86)\Tucasi\BookingPro\	Browse
	Disk Cost
Install BookingPro for yourself, or for anyone who uses this compu	uter:
everyone	
🔘 Just me	

- Select the required installation path.
- Click on Next.

BookingPro		no.	
Confirm Installation			
The installer is ready to install BookingPro	on your computer.		
Click "Next" to start the installation.			
	Cancel	< Back	Next >

🛃 BookingPro	
Installing BookingPro	
BookingPro is being installed.	
Please wait	
Cancel < Back Next >	

🛃 BookingPro	x
Installation Complete	<b>-</b>
BookingPro has been successfully installed.	
Click "Close" to exit.	
Please use Windows Update to check for any critical updates to the .NET Framework.	
Cancel < Back Cit	ose

• Click on **Close**.

ſ	Database Settings Wizard	
	Database Settings Wizard	
	This wizard is used to create a new database or to change your current database settings.	
	If this is the first time you have used BookingPro then please press the "Help" button to find out how to get started with BookingPro.	
	Press 'Next' to choose your database settings.	
	Help         Cancel         Back         Next         Finish	

• Click on Next.

Database Settings Wizard	×
Database Settings Wizard	<u>]</u>
1. You are currently using the following database: Server: <none> Database: <none></none></none>	
2. What would you like to do? Create a new database Use an existing database	
Click 'Next' to enter information required for the selected action.	
Help Cancel Back Next	Finish

- Select **Create a new database**.
- Click on Next.

		×
ard		
e for this database? rname\tucasi)	(local)\Tucasi	
Database privileges	s on this server.	
<u>U</u> sername: <u>P</u> assword:		
. Server database?	BookingPro	
Back	Next	Finish
	e for this database? rname\tucasi) Database privileges <u>U</u> sername: <u>P</u> assword: . Server database?	e for this database? (local)\Tucasi rname\tucasi) Database privileges on this server. Username: Password: Server database? BookingPro

- Select Application Default.
- Click on Next.

#### **3.3.** Configuring BookingPro on client PCs

BookingPro runs on the client PCs via a shortcut to the application installed on the server. The only software required to be installed on the client PC is Microsoft .Net Framework 3.5.

#### 3.3.1. Install Microsoft .Net Framework 3.5

- Log on to the server with local Administrator rights.
- Click on the setup folder **download link** as per your installation email.
- If Microsoft .Net Framework 3.5 is not already installed on the server, you will be informed before BookingPro is installed.
- **Press any key** to continue. Microsoft .NET Framework 3.5 will start installing. Installation can take several minutes, and it is important not to interrupt or cancel it.

#### 3.3.2. Setting Windows access rights on server

If you use Windows access rights control in your network, you **must** set the appropriate Windows user access rights on the **server**.

- On the server machine, load **My Computer**.
- Navigate to the server folder where BookingPro is installed e.g. D:\applications.
- Right-click on the BookingPro installation folder.
- Select Sharing and Security (or Properties) and then select the Security tab.
- Click on the Add button (you may need to click the Edit button first) and enter the required Windows group name or user names.
- Click on **Check Names** and click on **Done**.
- Select the required Windows group/users. Tick the **Modify** box below.
- Click **OK**.

#### 3.3.3. Setting Windows access rights on a new Share

If you have created a new Share for BookingPro, you must set Windows user access rights appropriately on the Share. You must ensure that the Share is not Read only and that the users have the appropriate permissions set to access the Share.

- On the server machine, load **My Computer**.
- Navigate to the folder you have shared. For example, you may have created a new folder named BookingPro and shared it.
- Right-click on the folder you have shared.

• Select Sharing and Security and then select the Sharing tab.

sco Properties	
Sco Properties       ? X         General Sharing Security Customize         ````You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder         ```Do got share this folder         ```Share this folder         ``Share this number of users         ``So set permissions for users who access this folder         ``So configure settings for offline access, click         ``Caching         ``Ngw Share         OK       Cancel	Click <b>Permissions</b> . On Windows Server 2008 click on <b>Share</b> .
Permissions       ? ×         Share Permissions       Group or user names:         Image: Everyone       Add         Remove       Add         Permissions for Everyone       Allow         Deny       Full Control         Change       Ø         Read       Ø	• Enter the required Windows user group or user names.
OK Cancel Apply	

- Enter the required Windows user group or user names.
- Tick Change or Full Control (if Full Control allowed).
- Click on **OK**.

#### *3.3.4. Create a shortcut to BookingPro on the server machine*

- Open **My Computer** and browse to the folder containing the BookingPro program.
- Right click the **Bookingpro.exe** icon and select **Send to** and **Desktop (create shortcut)**.
- Go to the PC **desktop**. (If you want to rename the shortcut, right click the shortcut and select **Rename**. Type the new name (BookingPro) and press **Enter**.)

#### 3.4. Additional Configuration

There may be additional configuration required on the server to allow the Clients to connect to the SQL instance of BookingPro.

#### 3.4.1. Enable Named Pipes Protocols in SQL Server Configuration Manager

- Go to Start, select All Programs and select Microsoft SQL Server.
- Select Configuration Tools and SQL Server Configuration Manager.

**NB**: the screen below may differ slightly depending on SQL version.

Sql Server Configuration Manager			
File Action View Help			
🗢 🔿 🖄 🗟 🛛			
SQL Server Configuration Manager (Local)	Protocol Name	Status	
SQL Server Services	Shared Memory	Enabled Enabled	
Best Protocols for TUCASI           ▶         ●         SQL Native Client 10.0 Configuration (32)	TCP/IP	Enabled	
B SQL Server Network Configuration	NIA 🖥	Disabled	
B SQL Native Client 10.0 Configuration			
	11		

3.4.2. Disabling (or allowing exceptions) to your Firewall

In addition, if you are using a Windows firewall, you may need to disable it. If this isn't feasible then the following must be added to the exceptions list through the firewall:

sqlservr.exe

sqlbrowser.exe

• This can be done from your Windows Control Panel, from the System and Security group, select Windows Firewall.

• Click on Allow a Program or Feature through the Firewall.

**NB**: the screen below may differ depending on OS.

	and the first of the second of the particular state	Angle Service of the second case is a second second	a state of the local state of the local state.	
😋 🗢 🖝 🕨 Control Panel 🕨	All Control Panel Items		✓ ✓y Search Control Panel	٩
Control Panel Home Allow a program or feature through Windows Firewall Change notification settings Turn Windows Firewall on or off Restore defaults Advanced settings Troubleshoot my network	Help protect your computer with Wind Windows Firewall can help prevent hackers or mal through the Internet or a network. How does a firewall help protect my computer? What are network locations? If the or work (private) network Networks at home or work (private) network Networks at home or work where you know and Windows Firewall state: Incoming connections: Active home or work (private) networks: Notification state: If the public networks	icious software from gaining access to your computer		0
See also Action Center				
Network and Sharing Center				

• Click on the Allow another Program button.

and the second s	and the second			
😋 🔵 🗢 🕍 🕨 Control Panel 🕨 All Control Pane	Items  Windows Firewall Allowed Programs		✓ 4 Search Control Panel	Q
	Allow programs to communicate through Windo To add, change, or remove allowed programs and ports, click CH What are the risks of allowing a program to communicate? Allowed programs and features: Name 21433 BranchCache - Content Retrieval (Uses HTTP) BranchCache - Hosted Cache Client (Uses HTTPS) BranchCache - Hosted Cache Server (Uses HTTPS) BranchCache - Hosted Cache Server (Uses HTTPS) Connect to a Network Projector Core Networking Distributed Transaction Coordinator 2 File and Printer Sharing 2 Google Chrome HomeGroup ISCSI Service		25 A	
		OK Cance	4	

#### 3.5. Start using BookingPro

- Double click the **BookingPro** icon on the desktop.
- The first time you use BookingPro, the software automatically checks to see if there are any updates available. Click **Next** to start downloading the updates. When the downloads are complete, click **Finish**.
- BookingPro opens at the **Welcome** page. To sign-in to BookingPro, see the section on *Log on to BookingPro*, p.16.

#### 4. Setting up BookingPro

Before you start to use BookingPro, we recommend the following:

- Make a list of your standard prices and the facilities you have available for hire.
- Group the facilities together in a logical way (e.g. classrooms, pitches, tennis courts). Creating groups of facilities means that they appear together in the facility list and is particularly useful when you want to allow the system to automatically allocate the first available facility from the group.
- Make a list of the dates when the facilities are closed or when you charge higher rates (e.g. public holidays).

#### 4.1. Log on to BookingPro

- Double-click the desktop icon to open BookingPro and display the **Welcome** screen.
- Enter the User Name and Password you set up during the installation process.
- Click **Sign-In**. BookingPro will open with the **Booking Calendar** displayed.

#### 4.2. Activate BookingPro

Before starting to use BookingPro, you should activate the software by entering your licence key details.

- Click the Help menu and select Activate Product.
- Click Next.
- Enter your 16-digit activation code and click Next.
- Enter your school name and click Next.
- Click Finish.

#### 4.3. Set up Users

You can specify which users have access to BookingPro, and restrict those users to certain areas of BookingPro (e.g. the Calendar, Hirers, Facilities, etc.).

- Select the **Tools** menu and **Security**.
- Click Add to display the User Properties form.

Feature	Allow	Deny
Accounts	Read, Modify	
Calendar	Read, Modify	
Facilities	Read, Modify	
Hirers	Read, Modify	
Options	Read, Modify Execute	
Reports	Execute	
	Janage Read Modify	
Security/Database M vTill	Manage Read, Modify Execute	
Security/Database M	Execute	y <u>A</u> dd
Security/Database M vTill	Execute	y <u>A</u> dd
Security/Database M vTill Permissions for Acc	Execute	y <u>A</u> dd
Security/Database M vTill Permissions for Acc Read	Execute	
Security/Database M vTill Permissions for Acc Read	Execute	

- Complete the form as follows:
  - **User Name**: enter the name you wish the User to sign on with.
  - Click **Change Password** and enter the User's password. Retype the new password to confirm and select **Change Password**.
  - Permissions: use the list to Allow or Deny the User access to the different areas of BookingPro. (For example, to grant a User read-only access to accounting functions, select Accounts and check the Deny box.)
  - Allow direct access using external programs (e.g. Microsoft Excel): check this option to allow the User to access the database using external programs (e.g. to use the Import External Data option in Microsoft Excel).
- Click **OK** and confirm that you wish to save the changes.

#### 4.4. The Setup Checklist

When you log on to BookingPro, the **Setup Checklist** is displayed. This helps you carry out the initial setup and is also a shortcut for help on all aspects of BookingPro. This checklist can be displayed at any time by selecting the **View** menu and **Setup Checklist**.

There are four steps shown in the Setup Checklist: **Configure options**, **Enter prices**, **Setup facilities for hire**, **Start entering bookings**. Clicking any of the buttons guides you to the appropriate area of BookingPro, while clicking the word **More** to the right of each step displays related Help topics.

#### 4.5. Configure BookingPro defaults

The **Options Wizard** will help you configure BookingPro ready for use.

- Select the **Tools** menu and select **Options**.
- Click Next.
- In the **Bookings Defaults** window:
  - Select **Provisional** or **Confirmed** to make new bookings default to the corresponding status.
  - Set the default **Start time** for new bookings to the time you generally start accepting bookings from.
  - Set the **Duration** of new bookings to the duration of a typical booking.

	ard	
Booking Defaults Invoicing Defaults Pricing Defaults VAT Rates	<ol> <li>What would you like to use as the default status for new bookings:         <ul> <li>Provisional</li> <li>Confirmed</li> </ul> </li> <li>What time do you want to use as a default for new bookings:         <ul> <li>Isou</li> <li>What duration do you want to use as a default for new bookings:</li> <li>What duration do you want to use as a default for new bookings:</li> <li>What duration do you want to use as a default for new bookings:</li> <li>What duration do you want to use as a default for new bookings:</li> <li>Press 'Next' for Invoice Defaults.</li> </ul> </li> </ol>	

- When you have finished making changes, click Next.
- In the Invoicing Defaults window:
  - Set After how many days does an invoice become overdue? to the required number of days. After this period an invoice is automatically marked as Overdue. Using a value of zero will result in invoices not being marked as overdue.
  - Under **At what number do you want to start numbing invoices?** enter the required number.
  - Select whether or not accounting items such as invoices, credit notes and receipts can be changed.

For printed invoices to list each booking covered by the invoice, select the **Print Bookings** option. Alternatively, for a summary of the bookings on each invoice, select
 **Print Summary**.

Options Wizard	
Options Wi	zard 🧃
Booking Defaults Invoicing Defaults Pricing Defaults VAT Rates	<ol> <li>After how many days does an invoice become overdue?</li></ol>
	Help Cancel Back Next Finish

- When you have finished making changes, click **Next**.
- In the **Pricing Defaults** window:

0

- If you offer insurance cover at an extra charge, enter the charge as a percentage of the net cost of the booking. When a Hirer elects to use your insurance, a charge will be added to any automatically generated invoices.
  - If you charge the first few hours of each booking at a different rate to subsequent hours, enter the number of hours charged at the initial rate.

Options Wizard		×
Options W	zard	ſ
Booking Defaults Invoicing Defaults <b>Pricing Defaults</b> VAT Rates	1. If you charge for insurance how much do you charge?         5.00       % VAT Rate: Zero-rated         2. If the first few hours are charged at a different rate, enter the number of hours by 1         hours         Press 'Next' for VAT Rates.         Help       Cancel       Back       Next       Finisi	

- When you have finished making changes, click **Next**.
- In the VAT Rates window:
  - Add a new VAT rate by typing a name for the band in the next available row.
  - **Delete** a VAT rate by clicking on the row marker to highlight the row and pressing **Delete** on your keyboard.

• Make one of the VAT rates the **default rate** by highlighting the row and clicking **Set As Default**.

Options Wizard					<b>x</b>
Options Wi	zard				<b>A</b>
Booking Defaults	1. Please e	nter your VAT Rates below.			
Invoicing Defaults		VAT Code	Rate (%)	Default Rate	
Pricing Defaults		Zero-rated	0.00		
VAT Rates		Standard 20%	20.00	<b>v</b>	
VAIRates		Insurance Premium Tax (IPT	5.00		
	•	Exempt	0.00		
	*				
	4			<b>→</b>	
	Press 'Fini	sh' to save your changes.		Set As Defa	ault
	11633 1111	an to save your changes.			
	Help	Cancel	Back	Next	Finish

When you have finished making changes, click Finish and Yes.

#### 4.6. Amend the BookingPro Templates

BookingPro includes templates to enable you to quickly create the following:

Microsoft Word documents:

- Booking confirmation template
- Hirer mail merge template to create letters to hirers
- Insurance reminder template
- Invoice/Credit template
- Receipt template
- Reminder template
- Statement template

Excel spreadsheets:

- Daily booking calendar
- Weekly booking calendar
- Monthly booking calendar

The Microsoft Word templates should be amended to fit on your letter headed paper and to include the school name, address, etc. We recommend you read the full template to ensure the text is appropriate to your school.

To amend the templates:

- Select the File menu and select Open.
- Select the template you wish to change and click **Open**. The template will open in Microsoft Word / Excel.
- Make the required changes in Word / Excel.
- Save the template and close Word / Excel.

#### 5. Creating Backups

To make it easy for you to restore data if you make a mistake when entering data, BookingPro contains its own backup and restore procedure which you can use to create backups and to restore them whenever you need to. You will be prompted to create a backup every time you exit BookingPro (though this can be turned off).

In addition, you can create a backup at any time using the **Backup Database** option on the **File** menu.

The following form is displayed.

🖲 Backup Database	<b>•</b>
When you close Booking Proit is a good idea to back up the database you have been using.	Back Up Now
A back up helps ensure that you don't lose any work if your PC fails.	Don't Back Up
Back Up files should be saved to a directory which forms part of a regular backup schedule.	<u>C</u> ancel
Bac <u>k</u> up database to:	
C:\Program Files (x86)\BPR Solutions\Booking	Bro <u>w</u> se
Retain back up files for: 14 📫 days	
✓ Prompt me to Back Up on exit.	Help

Backup files are stored in the folder specified in the **Back up database to** box. By default this will be a folder called **Backups** within your program folder (e.g. C:\Program

Files\Tucasi\BookingPro\Backups). If this is not the folder you wish to use for your backup files click **Browse** and select the required folder.

By default, backup files are retained for 14 days. If you wish to retain them for a longer period, change the required number of days in the **Retain back up files for** box.

Normally you will be asked to backup the database every time you exit BookingPro. If you prefer this not to happen, uncheck **Prompt me to Back Up on exit**.

Click the **Back Up Now** button to backup the database. Alternatively clicking the **Don't Back Up** button will close the form without creating a backup.

#### 6. Training options

You may wish to receive training for BookingPro.

For details of our training options, please contact us on 0844 800 4017, opt 2

#### 7. Appendix A – Installing BookingPro on Windows Server 2008

You must install BookingPro on the **server** before configuring any **client** PCs.

- Log on to the server with local **Administrator** rights.
- Click on the setup folder **download link** as per your installation email.
- Click on the **BookingPro set up file**.



• The **BookingPro Setup Wizard** should start automatically.

📅 BookingPro Setup Wizard 🗙 🗙
Welcome to the BookingPro Setup Wizard         Image: Community Letting Software from Tucasi Limited         Image: Community Letting Software from Tucasi Limited
This wizard allows you to select the components of BookingPro you need to install on this PC. NOTE: You must be signed on to this PC with local administrator rights in order to install some of the components that are required.
Click 'Next' to select installation options.
Help Back Next Cancel

- Click on Next.
- Select Both the application and database software.

🖶 BookingPro Setup Wizard		×
What do you want to install? Select what to install on this PC		<b>N</b>
What software do you need to install on this PC?		
<ul> <li>Both the application and database software (reco</li> </ul>	ommended for the trial software)	
<ul> <li>Application software only</li> </ul>		
O Database software only		
To read recommendations on installing BookingPro or	n multiple PCs please click <u>here</u>	<u>.</u>
Click 'Next' to confirm installation options.		
Help	Back Next	Cancel

- Click on Next.
- If SQL Server Express 2008 is not installed, the following screen will be displayed:
- Click on Next.

Install     Options     Progress       Microsoft SQL Server Express     /INSTANCEDIR="C:\Program Files       BookingPro       Click 'Next' to start installing.       Options       Help       Back       Next		installed on this PC.	
Help Back Next Cancel	Microsoft SQL Server Express		Progress
	Click 'Next' to start installing.		Options
Nevt	Help	Back	Next Cancel
Next. BookingPro Setup Wizard	Next.	Setup Wizard	X

- Click on **Yes** when the BookingPro Setup Wizard pop up window appears.
- The following screens will appear in turn.

Yes

No

🖥 BookingPro Setu	ıp Wizard	×
Components to		Y <mark>n sel</mark> S S
The following (	components will be installed on this PC.	
Install Microsoft SQI BookingPro	Extracting Files	
Please wait wł	nile required components are installed.	Options
Help	Back	Cancel

2f9c97\setup.exe erver 2008 R2 Setup 10.50.4000.00				
erver 2008 R2 Setup 10.50.4000.00 soft Corporation. All rights reserved.				
				X
	e	d		
	1	be installed on this PC.		
	SQL Server 2008 R2	Options	Progress	
	Please wait while SQL	Server 2008 R2 Setup pro	ocesses the current operation.	
	Please wait while required com	ponents are installed.	(	ptions
	Help	[	Back Next	Cancel

The following screen will then be displayed. •

c:\7338aecf44dd0091	🚼 SQL Server 2008 R2 Setup				
crosoft (R) SQL pyright (c) Micr	Setup Support Files				
pyright (c) Micr					SASAX.
	Click Install to install Setup Si	upport files. To install or update SQL Serv	er 2008 R2, these hies are required.		
	Setup Support Files	The following components are	required for SQL Server Setup:		
		Feature Name	Status		
		Setup Support Files	In Progress		
					Diptions
					Cancel
		, ExecuteStandardTimingsWorkfl	ow		
				_	
			<	Back Install	Cancel

- The installation should now be completed successfully, click **OK**.
- Click on Close.
- Next, click on the **BookingPro** icon on your desktop.



• The Setup Wizard will be displayed.

i BookingPro	
Welcome to the BookingPro Setup Wizard	
The installer will guide you through the steps required to install BookingPro on your computer.	
WARNING: This computer program is protected by copyright law and international treaties.	
Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.	
Cancel < Back Next >	

• Click on Next.

Cancel < Back Next. BookingPro	
Next. BookingPro	
lext. BookingPro	
Next. BookingPro	
Cancel < Back Next. BookingPro Installing BookingPro	
Next. BookingPro	Next>
BookingPro	Honey
Installing BookingPro	
	5
BookingPro is being installed.	
Please wait	

Click

.

Cancel

< Back

Next >

🖶 BookingPro	
Installation Complete	
BookingPro has been successfully installed.	
Click "Close" to exit.	
Please use Windows Update to check for any critical updates to the .NET Framework.	
Cancel < Back	Close

• Click on Close.

•

• The following screen will be displayed.

The following components will be	installed on this PC.		
Install	Options	Progress	
Microsoft SQL Server Express	/INSTANCEDIR="C:\Program Files	Installed successfully	
BookingPro		Installed successfully	
nstallation completed successful	[	OK De	etails
Help	Back	Next	Close
	Install Microsoft SQL Server Express BookingPro nstallation completed successful	Microsoft SQL Server Express /INSTANCEDIR="C:\Program Files BookingPro BookingPro Setup Wizard Installation completed successful	Install Options Progress Microsoft SQL Server Express /INSTANCEDIR="C:\Program Files Installed successfully Installed successfully  BookingPro Setup Wizard Installation completed successful OK OK

🐻 Boo	BookingPro Setup Wizard 🛛 🛛 🗙						
	<b>mponents to be installed</b> Confirm components						
	The following components will be	installed on this PC.					
	Install	Options		Progress			
	Microsoft SQL Server Express	/INSTANCEDIR="C:\Pr	ogram Files	Installed succes	ssfully		
	BookingPro			Installed succes	ssfully		
	Installation completed successfully	ι.			Details		
	Help		Back	Next	Close		

- Click on Close.
- Click on Accept when the End User Licence Agreement displays.
- **Open BookingPro.** A short cut should now be displayed on your desktop.

BookingP	ro	×
?	Would you like to check if there are any updates available to download?	
	Yes No	

- Click on **No** when it asks you if you want to check for any updates.
- The Database Settings Wizard will now open.

	Database Settings Wizard					
	Database Settings Wizard					
	This wizard is used to create a new database or to change your current database settings.					
If this is the first time you have used BookingPro then please press the "Help" button to find out how to get started with BookingPro.						
	Press 'Next' to choose your database settings.					
	Help Cancel Back Next Finish					

•

•

atabase Settings Wizard
Database Settings Wizard
1. You are currently using the following database: Server: <none> Database: <none> 2. What would you like to do?</none></none>
<ul> <li>Create a new database</li> <li>Use an existing database</li> </ul>
Click 'Next' to enter information required for the selected action.
Help     Cancel     Back     Next     Finish       eate a new database.
ext.
Database Settings Wizard     Image: Contract of the set of the
1. Which SQL Server would you like to use for this database? [[local]\Tucasi (e.g. servername\tucasi]
2. Please specify an account with Create Database privileges on this server. <li>Application Default         <ul> <li>Windows Authentication</li> <li>SQL Server Authentication</li> </ul> </li>
Password: 3. What do you want to call your new SQL Server database? BookingPro
Click 'Next' to create the new database
Help Cancel Back Next Finish

- Select Application Default.
- Click on Next.

Database Settings Wizard		×
Database Settings Username and Password	Wizard	ļ
1. Please specify a User and Pa	assword to use when signing on to Bo	ookingPro.
Username:	administrator	-
Password:	*****	-
Confirm Password:	******	
2. Please enter the name of you	r Organisation.	
Organisation:	Tucasi Ltd	_
Press 'Next' to create the databa	se.	
Help	Cancel Back N	lext Finish

- Set a username and password. Also enter your organisation name.
- Click on Next.

•

Database Set	ings Wizard	<u>.</u>
1. Please specify a Us	er and Password to use when signing on to BookingPi	ro.
Username:	BookingPro	
Password:		
Confirm Pas	swo 🛛 🕜 Create a database called 'BookingPro	o' on server '(local)\Tucasi'?
2. Please enter the nar	ne o	
Organisatio	r	Yes No
Press 'Next' to create th	e database.	
Help	Cancel Back Next	Finish

Database Settings Wizard	×
Database Settings Wiza	rd 📃
<ol> <li>Which server would you like to use?</li> <li>(e.g. servername\tucasi)</li> <li>Please select how you would like to conr</li> </ol>	[local]\Tucas
Application Default	
C Windows Authentication	
SQL Server Authentication	Username: sa
	Password:
3. Which database would you like to use? Click 'Finish' to save the new database setti	BookingPro 💌
Help	Back Next Finish

- Click on Finish.
- You will be asked to save the new settings, click on Yes.
- BookingPro will now be installed on the server.

You now need to go back to the following sections:

- Please refer to section 3.3, **Configuring BookingPro on client PCs.**
- Please refer to section 4, Setting up BookingPro.



#### 8. Appendix B – Installing BookingPro on Windows Server 2012

You must install BookingPro on the **server** before configuring any **client** PCs.

- Log on to the server with local **Administrator** rights.
- Click on the setup folder **download link** as per your installation email.
- Click on the **BookingPro set up file**.



• The **BookingPro Setup Wizard** should start automatically.

	ß	BookingPro Setup Wizard				
	•	Velcome to the BookingPro Setup Wizard     Image: Community Letting Software from Tucasi Limited				
		This wizard allows you to select the components of BookingPro you need to install on this PC.				
NOTE: You must be signed on to this PC with local administrator rights in order to install some of components that are required.						
		Click 'Next' to select installation options.				
	[	Help Back Next Cancel				

- Click on Next.
- Select Both the application and database software.

1 <sup>9</sup>	BookingPro Setup Wizard	x				
-	want to install? o install on this PC					
What softwar	What software do you need to install on this PC?					
● <u>B</u> oth	Both the application and database software (recommended for the trial software)					
O <u>A</u> ppli	○ Application software only					
⊖ <u>D</u> ata	Database software only					
🎑 Toreadr	To read recommendations on installing BookingPro on multiple PCs please click <u>here.</u>					
Click 'Next' to	o confirm installation options.					
<u>H</u> elp	<u>B</u> ack <u>N</u> ext	<u>C</u> ancel				

•

• If SQL Server Express 2008 is not installed, the following screen will be displayed:

Com	oonents to be	BookingPro Se			Mide
	nfirm components				
Th	e following comp	oonents will be installed on this P(	С.		
	nstall	Options		orogress	
	licrosoft SQL Serv	ver Express /INSTANCEDIR	="L:\Program Files		
	ck 'Next' to start in <u>1</u> elp	installing.	<u>B</u> ack	<u>N</u> ext	Options
	t.				
Next				x	
n Next		BookingPro Se	etup Wizard 🛛 🗋	<u>^</u>	
Nex		•	etup Wizard		

• Click on **Yes** when the BookingPro Setup Wizard pop up window appears.

• The following screens will appear in turn.

19	BookingPro Setup Wizard
Components t Confirm compo	SC 288 - 20
The following	components will be installed on this PC.
Install Microsoft SC	Extracting Files
BookingPro	Extracting File: _sfx_0466p To Directory: c:\e601b204fc80a3c5cdc09f9a18dce5
Please wait wi	nile required components are installed.
Help	<u>B</u> ack <u>N</u> ext <u>C</u> ancel
	ffc80a3c5cdc09f9a18dce5\setup.exe
	stalled on this PC.
	SQL Server 2008 R2 Please wait while SQL Server 2008 R2 Setup processes the current operation.
	Please wait while required components are installed. <u>Options</u> Help     Back.     Next <u>Cance</u>

<b>1</b>	SQL Server	2008 R2 Setup	<b>– –</b> X	
Setup Support Files				
Click Install to install Setup Suppo	ort files. To install or update SQL	Server 2008 R2, these files are required.		
Setup Support Files	The following components ar	re required for SQL Server Setup:		
	Feature Name Setup Support Files	Status In Progress		up Wizard X
				up Wizard
				Progress
				℃: \Program Files Installing.
	ExecuteStandardTimingsWork	zflave		
	Executestandard Imingswon			Back Next Cancel
		< Back Ir	nstall Cancel	

<b>1</b>	SQL Server 2008 R2 Setup	_ 🗆 X		
Installation Progress				
Installation Progress	Install_sqIncli_Cpu64_Action : CostInitialize. Calculating space require	ements -	Vizard  Progress ogram Files Installing	×

- The installation should now be completed successfully, click **OK**.
- Click on Close.
- Next, click on the **BookingPro** icon on your desktop.
- The Setup Wizard will be displayed.



Booking	Pro –	<b>x</b>
Welcome to the BookingPro Set	up Wizard	
The installer will guide you through the steps required	to install BookingPro on your comp	puter.
WARNING: This computer program is protected by co Unauthorized duplication or distribution of this program or criminal penalties, and will be prosecuted to the ma	n, or any portion of it, may result in s	severe civil
Cance	el < Back	Next >

- Click on Next.
- Select the required installation path.

1					
	<b>⊮</b>	BookingPro		_ 🗆 🗙	
	Select Insta	Ilation Folder			
	The installer will inst	all BookingPro to the following folder.			
	To install in this folde	er, click "Next". To install to a different fo	older, enter it below	or click "Browse".	
	Eolder: C:\Program Files	(x86)\Tucasi\BookingPro\		Browse Disk Cost	
	Install BookingPro	) for yourself, or for anyone who uses this	s computer:		
	Everyone				
	⊖ Just me				
		Cancel	< Back	Next >	

閿		BookingPro		- 🗆 X
Confi	rm Installation			
	aller is ready to install BookingPro	o on your computer.		
		Cancel	< Back	Next >

1		
岁	BookingPro	_ <b>□</b> X
Installing BookingPro		-
BookingPro is being installed.		
Please wait		
	Cancel < Back	Next >

• Click on Next.

뤙	BookingPro	- <b>x</b>
Installation Complete		-
BookingPro has been successfully installe	ed.	
Click "Close" to exit.		
Please use Windows Update to check for	r any critical updates to the .NET Frame	work.
	Cancel < Back	Close

• Click on **Close**.

	ponents to be installed		2	
Tł	he following components will be	installed on this PC.		
	nstall	Options	Progress	
	dicrosoft SQL Server Express BookingPro	/INSTANCEDIR="C:\Program Files	Installed successfully Installed successfully	
In	stallation completed successful	у.	<u>D</u> etail:	s

- If the above is still displayed click on **Close**.
- Open BookingPro. A shortcut should now be displayed on your desktop.

ł	🗄 🔋 End User Licence Agreement - BookingPro from Tucasi Limited 👘 🗖 🗖	x
Γ	END-USER LICENCE AGREEMENT FOR TUCASI LIMITED SOFTWARE	
	IMPORTANT-PLEASE READ CAREFULLY:	≡
	This End-User Licence Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Tucasi Limited ("TUCASI") for the software that accompanies this EULA. YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR USING THE SOFTWARE. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE.	
	1. GRANT OF LICENCE.	
	TUCASI grants you the following rights provided that you comply with all terms and conditions of this EULA:	
	1.1 Installation and use.	
	You may install and use a copy of the Software on one personal computer;	
	1.2 Alternative Rights for Storage/Network Use.	
	As an alternative to Section 1.1(a), you may install a copy of the Software on a network storage device, such as a server computer, and allow one access device, such as a personal computer, to access and use that licensed copy of the Software over a private network. You must obtain a licence to the Software for each additional device that accesses and uses the Software installed on the network storage device, except as permitted by Section 1.4 of this EULA.	~
	Accept Declin	e

• Click on Accept.

BookingPro	x
Would you like to check if there are any updates available to download?	
Yes No	

- Click on **No** when it asks you if you want to check for any updates.
- The Database Settings Wizard will now open.

Database Settings Wizard	
Database Settings Wizard	
This wizard is used to create a new database or to change your current database settings.	
If this is the first time you have used BookingPro then please press the "Help" button to find out how to get started with BookingPro.	
Press 'Next' to choose your database settings.	
Help Cancel Back Next Finish	

	Database Settings Wizard	x
Database Setting	gs Wizard	<u>.</u>
1. You are currently using the Server: Database:	<none></none>	
	? new database xisting database	
Click 'Next' to enter informati	ion required for the selected action.	
Help	Cancel Back Next	Finish
lect Create a new database.		

• Click on Next.

	Database Settings Wizard	
	Database Settings Wizard	
	1. Which SQL Server would you like to use for this database? [(local)\Tucas] (e.g. servername\tucasi)	
	2. Please specify an account with Create Database privileges on this server.	
	Application Default	
	C Windows Authentication	
	C SQL Server Authentication Username:	
	Password:	
	3. What do you want to call your new SQL Server database? BookingPro	
	Click 'Next' to create the new database	
ĺ	Help Cancel Back Next Finish	

- Select Application Default.
- Click on Next.

Da	tabase Settings Wizard	×	
Database Settings	Wizard	<u>P</u>	
1. Please specify a User and Password to use when signing on to BookingPro.			
Username:	administrator		
Password:	******		
Confirm Password:	*****		
2. Please enter the name of you	ur Organisation.		
Organisation:	Tucasi Ltd		
Press 'Next' to create the database.			
Help	Cancel Back Next	Finish	

- Set a username and password. Also enter your organisation name.
- Click on Next.

	BookingPro
	Create a database called 'BookingPro' on server '(local)\Tucasi'?
	Yes No
lick on Vec	

• Click on **Yes**.

Database Settings Wizard	
Database Settings Wizard	
<ol> <li>Which server would you like to use? [local]\Tucas[ (e.g. servername\tucasi)</li> <li>Please select how you would like to connect to the database?</li> <li>Application Default</li> <li>Windows Authentication</li> <li>SQL Server Authentication</li> <li>Username: sa Password: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</li></ol>	
Help Cancel Back Next Finish	

- Click on **Finish**.
- You will be asked to save the new settings, click on Yes.
- BookingPro will now be installed on the server.

You now need to go back to the following sections -

- Please refer to section 3.3, Configuring BookingPro on client PCs.
- Please refer to section 4, Setting up BookingPro.

#### 9. Support

You may need to contact your IT support organisation for assistance if you encounter any systemrelated problems, for example with your network or with access rights, or if you are unsure about your network configuration.

If you have any other queries when installing the BookingPro software please contact:

#### **Tucasi Customer Support**

Email: <a href="mailto:support@tucasi.com">support@tucasi.com</a>

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#### 10. Troubleshooting

How can I stop Windows displaying an "Open File - Security Warning" stating that the "Publisher could not be verified"?

To prevent this message being displayed every time you run BookingPro open Internet Options in the Control Panel, select the Security tab, Local Intranet and click Sites followed by Advanced. You can then add the URL of the server you are using for the BookingPro application software (e.g. \\MyServer).