

Schools Cash Office Lettings Administration Software BookingPro from Tucasi Ltd

SCO Lettings

Installation guide (version 4.3)



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CONTENTS

1.	BEFOR	E YOU START	. 2
2.	Syste	M PRE-REQUISITES	. 2
3.	INSTAL	LING BOOKINGPRO	. 3
	3.1.	Backing up BookingPro data	. 3
	3.2.	Installing BookingPro on the Server	. 3
	3.3.	Configuring BookingPro on client PCs	12
	3.4.	Additional Configuration	14
	3.5.	Start using BookingPro	15
4.	Settin	IG UP BOOKINGPRO	16
	4.1.	Log on to BookingPro	16
	4.2.	Activate BookingPro	16
	4.3.	Set up Users	16
	4.4.	The Setup Checklist	17
	4.5.	Amend the BookingPro Templates	20
5.	CREAT	ING BACKUPS	21
6.	TRAINI	NG OPTIONS	21
7.	Appen	DIX A – INSTALLING BOOKINGPRO ON WINDOWS SERVER 2008	22
8.	Appen	DIX B – INSTALLING BOOKINGPRO ON WINDOWS SERVER 2012	31
9.	SUPPC	RT	41
10.	TROUB	LESHOOTING	41

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 8 Appendix B – Installing BookingPro on Windows Server 2012.

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.

Microsoft Windows	×
Please wait while Setup configures the components. This might take sever minutes.	al
Cance	el 🛛

3.2.2. Install BookingPro

• 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 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	x
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 Cano	×el

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

j o l Bo	ookingPro Setup Wizard	muu	×		
Components to be installed Confirm components					
	The following components will be	installed on this PC.			
	Install	Options	Progress		
	Microsoft SQL Server Express Booking Pro	INSTALLSQLDIR="C:\Program File			
	Click 'Next' to start installing.		Options		
	<u>H</u> elp	Back	Next Cancel		

BookingPro Setup Wizard
Start installing required components
Yes No

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

C:\3ca6135762f200ab36f26762d5\setup.exe		
Microsoft (R) SQL Server 2008 R2 Setup 10.50.4000.00 Copyright (c) Microsoft Corporation. All rights reserved.		×
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.		
SQL Server 2008 R2		
Please wait while SQL Serve	r 2008 R2 Setup processes the current op	peration.
		Options

🔽 c:\3ca6135762f200ab36f26762d5\setup.exe	
Microsoft (R) SQL Server 2008 R2 Setup 10.50.4000.00 Copyright (c) Microsoft Corporation. All rights reserved.	^
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	

📸 SQL Server 2008 R2 Setup		all the state is a lower				
Setup Support Files Click Install to install Setup Support files. To install or update SQL Server 2008 R2, these files are required.						
Setup Support Files The following components are required for SQL Server Setup:						
	Feature Name	Status				
	Setup Support Files	In Progress				
	ExecuteStandardTimingsWor	rkflow				
		< Back Ins	tall Cancel			

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



• The Setup Wizard will be displayed.



😸 BookingPro	
Select Installation Folder	
The installer will install BookingPro to the following folder.	
To install in this folder, click "Next". To install to a different folder, enter it belo	w or click "Browse".
Eolder: C:\Program Files (x86)\Tucasi\BookingPro\	Browse
	Disk Cost
Install BookingPro for yourself, or for anyone who uses this computer:	
Everyone	
⊚ Just me	
Cancel < Back	Next >

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

🛃 BookingPro	
Confirm Installation	
The installer is ready to install BookingPro on your computer.	
Click "Next" to start the installation.	
Cancel < Back	Next >

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

BookingPro	x
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 Clos	e

• Click on Close.

Database Settings Wizard	×			
Database Settings Wizard	ļ			
This wizard is used to create a new database or to change your current databas settings.	e			
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.				
Help Cancel Back Next	Finish			

Database Settings Wizard	×
Database Settings Wizard	
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.

Database Settings Wizard				×
Database Settin Create new Database	gs Wizar	d		Į
1. Which SQL Server would	l you like to use (e.g. servern	for this database [*] ame [\] tucasi)	? (local)\Tucasi	
2. Please specify an accou	nt with Create Da	atabase privilege	s on this server.	
 Application De Windows Auth SQL Server Autor 	fault entication uthentication	<u>U</u> sername:	[
		Password:		
 What do you want to call Click 'Next' to create the ne 	your new SQL S w database	erver database?	BookingPro	
Help	Cancel	Back	Next	Finish

- 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.

			111
General Shanny	Security Custo	mize	
You c netwo loider.	an share this folder rk. To enable shari	with other users or ng for this folder, c	i your lick Share this
C Do not sh	are this folder		
Share this	folder		
Share name:			
Comment:			
User limit:	C Maximum alex	wed	
	C Allow this num	nber of users:	-
4000000		1	<u>ت</u>
folder over the	a network, click Per	missions.	emissions
To configure :	settings for offine ac	cess, click	Caching
Caching.			
		N	ew Share
	OK	Cancel	A00/0
rmissions for s	5C0		?
ermissions for s	500		?
rmissions for s	5CO 18		?
ermissions for s Share Permission Group or user n	sco Is lames:		?
ermissions for s Share Permission <u>G</u> roup or user n	5CO 18 Iames:		<u>?</u>]
rmissions for s Share Permission <u>G</u> roup or user n Everyone	sco ns names:		?
rmissions for s Share Permission Group or user n Everyone	sco IS		?)
rmissions for s Share Permission Group or user n	5CO 18 names:		?)
rmissions for s Share Permission Group or user n	sco ns names:	Add	?)
rmissions for s Share Permission Group or user n	sco IS Names:	A <u>d</u> d	? P
rmissions for s Share Permission Group or user n Everyone Permissions for	sco 18 hames: Everyone	A <u>d</u> d	?
Ermissions for s Share Permission Group or user n Everyone Permissions for Full Control Change	sco ns hames: Everyone	Add	Remove Deny
Ermissions for s Share Permission Group or user n Everyone Permissions for Full Control Change Read	sco Is James: Everyone	Add	Remove Deny
Ermissions for s Share Permission Group or user n Everyone Permissions for Full Control Change Read	sco names: Everyone	Add	Remove Deny Image: I
Ermissions for s Share Permission Group or user n Everyone Permissions for Full Control Change Read	sco Is Names: Everyone	Add Allow I I I I I I I	Remove Deny
Ermissions for s Share Permission Group or user n Everyone Permissions for Full Control Change Read	sco ns names: Everyone	Add Allow V V	? <u>Remove</u> Deny
Ermissions for s Share Permission Group or user n Everyone Permissions for Full Control Change Read	sco Is Lames: Everyone	Add	Remove Deny Image: I
Ermissions for solutions for s	sco Is hames: Everyone	Add	Remove Deny Image: I

• Click **Permissions**. On Windows Server 2008 click on **Share**.

• Enter the required Windows user group or user names.

- 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			
 Sql Server Configuration Manager File Action View Help File Action View Help SQL Server Configuration Manager (Local) SQL Server Services SQL Server Network Configuration (32bit SQL Netw	Protocol Name Shared Memory Named Pipes TCP/IP VIA	Status Enabled Enabled Enabled Disabled	

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.

	Called Tay No. 1 (1997) 1 (1997) 1 (1997)	strong as there are a first state of the second state of the secon	
😋 🗢 🖉 🕨 Control Panel 🕨	All Control Panel Items Windows Firewall		 ✓ ✓
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 Win Windows Firewall can help prevent hackers or muthrough the Internet or a network. How does a firewall help protect my computer? What are network locations? The metwork locations? Metworks at home or work (private) networks Networks at home or work where you know and Windows Firewall state: Incoming connections: Active home or work (private) networks:	idows Firewall alicious software from gaining access to your computer orks Connected of It rust the people and devices on the network On Block all connections to programs that are not on the list of allowed programs Iw Network 2	
See also Action Center Network and Sharing Center	Public networks	Not Connected	

• Click on the Allow another Program button.

sector and the sector and the sector and					
😋 🔵 🗢 🔐 🕨 Control Panel 🕨 All Control Panel I	Items Windows Firewall Allowed Programs		• 4 ₇	Search Control Panel	Q
			-		
	Allow programs to communicate through Window	ws Firewall			
	To add, change, or remove allowed programs and ports, click Ch	ange settings.			
	What are the risks of allowing a program to communicate?	🛞 Change settings			
	Allowed programs and features:				
	Name	Home/Work (Private) Public			
	✓ 1433	✓ ✓			
	BranchCache - Content Retrieval (Uses HTTP)				
	BranchCache - Hosted Cache Client (Uses HTTPS)				
	BranchCache - Peer Discovery (Uses WSD)				
	Connect to a Network Projector				
	Core Networking				
	Distributed Transaction Coordinator				
	File and Printer Sharing				
	🗹 Google Chrome				
	HomeGroup				
	L iSCSI Service				
		Details Remove			
		Allow another program			
-					
		OK Cancel)		
1			,		

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.

User Properties			X
User Name: Administrator		Cha	ange Password
Permissions:		-	
Feature	Allow	Deny	
Accounts	Read, Modify		
Calendar	Read, Modify		
Facilities	Read, Modify		
Ontions	Read, Modify		
Reports	Execute		
Security/Database Manage	Read, Modify		
vTill	Execute		
I			
Permissions for Accounts	Allow D)eny	Add
Read			
Modify	✓		<u>R</u> emove
1			
Allow direct access using e	xternal programs	(e.g. Microsoft E	Excel)
Help		ОК	Cancel
<u></u>			

- 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.

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.

Options Wizard		
Options Wi	zard	- A
Booking Defaults Invoicing Defaults Pricing Defaults VAT Rates	1. What would you like to use as the default status for new bookings:	Finish

- 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.



- When you have finished making changes, click **Next**.
- In the Pricing Defaults window:
 - 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 Wi	zard 🧃
Booking Defaults Invoicing Defaults Pricing Defaults 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 below 1 hours Press 'Next' for VAT Rates. Help Cancel Back Next

- 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					×
Options Wi	zard				A
Booking Defaults	1. Please e	nter your VAT Rates below.			
Invoicing Defaults		VAT Code	Rate (%)	Default Rate	
Pricing Defaults		Zero-rated	0.00		
		Standard 20%	20.00	~	
VAI Rates		Insurance Premium Tax (IPT	5.00		
	•	Exempt	0.00		
	*				
	•			•	
				Set As De	fault
	Press 'Finis	sh' to save your changes.			
	Help	Cancel	Back	Next	Finish

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

4.5. 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	×
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 Community Letting Software from Tucasi Limited	Y
This wizard allows you to select the components of BookingPr NOTE: You must be signed on to this PC with local administrat components that are required.	o you need to install on this PC. tor rights in order to install some of the
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 (recom 	mended for the	trial software)		
C Application software only	C Application software only			
O Database software only				
To read recommendations on installing BookingPro on r	nultiple PCs ple	ase 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:
- Click on Next.

🐻 BookingPro Setup Wizard		×
Components to be installed Confirm components		
The following components will be	installed on this PC.	
Install	Options	Progress
Microsoft SQL Server Express BookingPro	/INSTANCEDIR="C:\Program Files	
Click 'Next' to start installing.		Options
Help	Back	Next Cancel



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

🖥 BookingPro Setup Wizard	×
Components to be installed Confirm components	
The following components will be installed on this PC.	
Install Microsoft SQ BookingPro Extracting File: 1033_enu_lp\x86\setup\sql2008support\pfiles\ To Directory: c:\7338aecf44dd00918b2f9c97	
Please wait while required components are installed.	Options
Help Back Next	Cancel

b2f9c97\setup.exe	
erver 2008 R2 Setup 10.50.4000.00 soft Corporation. All rights reserved.	
	be installed on this PC.
	Options Progress
	Please wait while SQL Server 2008 R2 Setup processes the current operation.
	Please wait while required components are installed.
	Help Back Next Cancel

• The following screen will then be displayed.

c:\7338aecl44dd0091				
crosoft (R) SQL pyright (c) Mic:	Setup Support Files	6		
	Click Install to install Setup S	Support files. To install or update SQL Ser	ver 2008 R2, these files are required.	
				10055344
	Setup Support Files	The following components are	required for SQL Server Setup:	
		Feature Name	Status	
		Setup Support Files	In Progress	
				Diptions
		1		Cancel
		ExecuteStandardTimingsWork	flow	
			< 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.



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

🙀 BookingPro				
Confirm Installation				
The installer is ready to install BookingPro	o on your compu	ter.		
Click "Next" to start the installation.				
	Cancel	< E	Back	Next >

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

🛃 BookingPro	
Installation Complete	5
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.

j ¦] Boo	kingPro Setup Wizard			×
Co	mponents to be installed Confirm components			
	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	,
		BookingPro Setup Wizard	×	
		Installation completed succ	essfully.	
	Installation completed successful		ок	etails
	Help	Back	Next	Close

• Click on **OK**.

👘 Boo	kingPro Setup Wizard			×
Cor	mponents to be installed Confirm components			
	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	
,	, 			
	Installation completed successfully	<i>.</i>	Detai	ils
	Help	Back	Next Clo	ose

- 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.



- 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 Setting	gs Wizard	I		<u>P</u>
This wizard is used to create settings.	e a new database	or to change your	current database	
If this is the first time you ha button to find out how to get	ve used BookingP started with Booki	ro then please pre ngPro.	ess the "Help"	
Press 'Next' to choose your o	database settings.			
Help	Cancel	Back	Next	Finish

Database Settings Wizard	×
Database Settings Wizard	<u>ļ</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**.

Database Settings Wizard 🛛 🔀
Database Settings Wizard
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.
Application Default Windows Authentication SQL Server Authentication 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	Wizard	ļ
1. Please specify a User and Pa	assword to use when signing on to BookingPro.	
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 Next	Finish

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

Database Settings Wizard
Database Settings Wizard
1. Please specify a User and Password to use when signing on to BookingPro.
Password:
Confirm Passwo Create a database called 'BookingPro' on server '(local)\Tucasi?
2. Please enter the name o
Organisation: Yes No
Press 'Next' to create the database.
Help Cancel Back Next Finish

Click on Yes.

Database Settings Wizard		×
Database Settings Wiza	rd	ļ
 Which server would you like to use? (e.g. servername\tucasi) 	(local)\Tucas	
2. Please select how you would like to com	nect to the database?	
 Application Default 		
C Windows Authentication		
C SQL Server Authentication	Username: sa	
	Password:	
3. Which database would you like to use?	BookingPro 🔽	
Click 'Finish' to save the new database sett	ings.	
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
W	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 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.

ß	BookingPro Setup Wizard
Wh	at do you want to install? Select what to install on this PC
	What software do you need to install on this PC?
	<u>B</u> oth the application and database software (recommended for the trial software)
	<u>Application software only</u> Database software only
	To read recommendations on installing BookingPro 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:

ß	В	ookingPro Setup Wizard		x
Co	mponents to be installed Confirm components			
	The following components will be	installed on this PC.		
	Install	Options	Progress	
	Microsoft SQL Server Express BookingPro	/INSTANCEDIR="C:\Program Files		
	Click 'Next' to start installing.			<u>O</u> ptions
	Help	Back	<u>N</u> ext	<u>C</u> ancel



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

B	BookingPro Setup Wizard	x
Components Confirm comp The following	to be installed ponents g components will be installed on this PC.	
Install Microsoft SI	Extracting Files	
BookingPro	Extracting File:sfx_0466p To Directory: c:\e601b204fc80a3c5cdc09f9a18dce5	
Please wait v	while required components are installed.	<u>O</u> ptions
<u>H</u> elp	<u>B</u> ack <u>N</u> ext	Cancel



1	SQL Server 2	2008 R2 Setup	_ 🗆 ×		
Setup Support Files					
Click Install to install Setup Suppor	rt files. To install or update SQL S	Server 2008 R2, these files are required.			
Setup Support Files	The following components are	required for SQL Server Setup:			
	Feature Name Setup Support Files	Status In Progress		up Wizard	x
				'C:\Program Files	Progress Installing.
					<u>O</u> ptions
	ExecuteStandardTimingsWorkf	low		Back	<u>N</u> ext <u>C</u> ancel
		< Back	Install Cancel		

Installation Progress						
Installation Progress			N	Vizard		x
Ir	stall_sqlncli_Cpu 64_ Action : CostInitialize. Calculating space requ	iirements				
			_		Progress	
			Ōį	gram 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.



谩	BookingPro	Ŀ	- U X
Welcome to the Booking	jPro Setup Wi:	zard	
The installer will guide you through the st	teps required to install Bo	ookingPro on your c	omputer.
WARNING: This computer program is pr Unauthorized duplication or distribution o or criminal penalties, and will be prosecu	otected by copyright law if this program, or any po ted to the maximum exte) and international tro ortion of it, may result ant possible under the	saties. : in severe civil e law.
	Cancel	< Back	Next >

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

岁 BookingPro	– 🗆 X
Select Installation Folder	
The installer will install BookingPro to the following folder.	
To install in this folder, click "Next". To install to a different folder, enter	er it below or click "Browse".
<u>F</u> older: C:\Program Files (x86)\Tucasi\BookingPro\	Browse Disk Cost
Install BookingPro for yourself, or for anyone who uses this compute	er:
● Everyone ◯ Just me	
Cancel <	Back Next >

6	BookingPro	- 🗆 X
Confirm Installation		
The installer is ready to install BookingPro	o on your computer.	
Linck Next to start the installation.		
	Cancel < Back	Next >

殿	BookingPro		– 🗆 X
Installing BookingPro			
BookingPro is being installed.			
Please wait			
	Cancel	< Back	Next >

₿ B	ookingPro	- 🗆 X
Installation Complete		
BookingPro has been successfully installed. Click "Close" to exit.		
Please use Windows Update to check for a	ny critical updates to the .NET Frame	work.
	Cancel < Back	Close

• Click on Close.

ß	B	lookingPro Setup Wizard	×			
Components to be installed Confirm components The following components will be installed on this PC						
	Install Microsoft SQL Server Express BookingPro	Options /INSTANCEDIR="C:\Program Files	Progress Installed successfully Installed successfully			
	Installation completed successful	y.	<u>D</u> etails			
	Help	Back	Next Close			

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

	🖳 🛛 End User Licence Agreement - BookingPro from Tucasi Limited 👘 💻 🗖	x
Γ	END-USER LICENCE AGREEMENT FOR TUCASI LIMITED SOFTWARE	
		=
	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 FULA 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 Decline	•

• Click on Accept.



• 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	x	
Database Settings Wizard	ļ	
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	×			
Database Settings Wizard Current Settings	<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**.

Database Settings Wizard	x			
Database Settings Wizard Create new Database	Ŗ			
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 Windows Authentication 				
O 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				
Help Cancel Back Next	Finish			

- Select Application Default.
- Click on **Next**.

Da	tabase Settings Wizard	x			
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	ır 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.



• Click on Yes.

Database S	ettings Wizard
Database Settings Wiza	rd 📃
 Which server would you like to use? (e.g. servername\tucasi) Please select how you would like to conform Or Application Default Windows Authentication SQL Server Authentication SQL Server Authentication Click 'Finish' to save the new database set 	[local]\Tucas hect to the database? Username: Sa Password: ^{™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™™}
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 system-related 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: support@tucasi.com

Tel: 0844 800 4017, opt 4

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).