## **Installing ProSeries 2003**

The following instructions will walk you through Installing and Launching ProSeries 2003. Before you begin your installation, it is very important to make note of the following key points to ensure your installation goes smoothly:

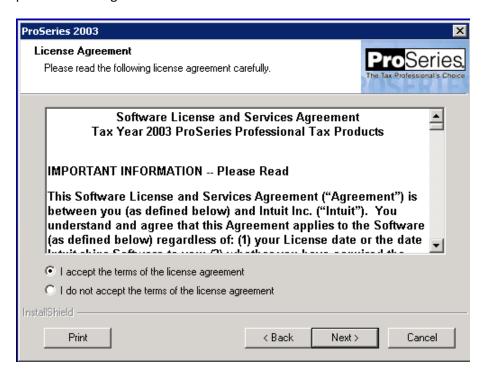
- You <u>must</u> install and launch 2003 ProSeries as the **Administrator**. When running installation or launching ProSeries, right click on the installation file (w\_pro\_cd\_core\_2003.04.exe), or the ProSeries shortcut, and then select **Run as Administrator**.
- If installing ProSeries as a Network version, a special **customer number ("third")** and **code ("base")** will be required. Please do not attempt to use your personal customer number. (**Step 2c, page 3**)
- Email Alerts for 2003 products are no longer supported. Please select "Decline" on Step 6, Page 5.
- On the **Customer Information** screen presented when first launching ProSeries after the installation, you may enter any value for the customer number and zip code. (**Step 2, Page 8**)
- ProSeries will generate an error when it attempts to license following the installation. (Step 2, page 8) This error
  is expected as we are retiring the 2003-2005 licensing servers. Once the update is successfully retrieved,
  ProSeries will be unlocked for unlimited use.

#### Please carefully follow the steps below to install your 2003 ProSeries software:

1) After downloading the 2003 ProSeries software, double click on w\_pro\_cd\_core\_2003.04.exe and wait for the installer to launch. If your computer's operating system is Windows 7 or Windows Vista, a User Account Control window will appear and you must select YES or Allow to proceed with the installation. Click Next to start.

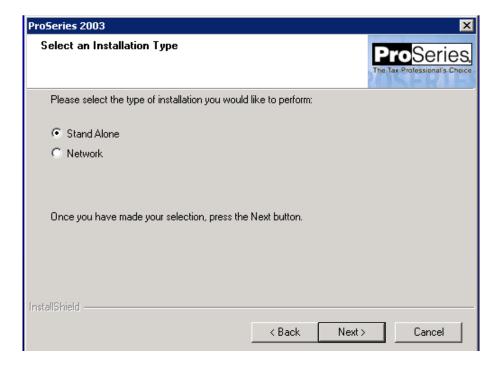


2) Read and accept the License Agreement to continue the install. Click Next:

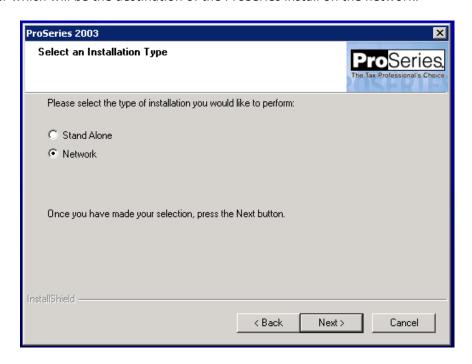


### 3) Choose Stand Alone or Network:

a. Choose **Stand Alone** and click **Next**. Then, skip to **Step 4**:



b. **Network Only:** If you are installing ProSeries to a network, choose **Network** and click **Next. Important!**Before proceeding further, we recommend creating a shared network folder called "**ProSeries**" that all users can access on the network when running ProSeries. Within ProSeries, create the **ProNet03** subfolder which will be the destination of the ProSeries install on the network.

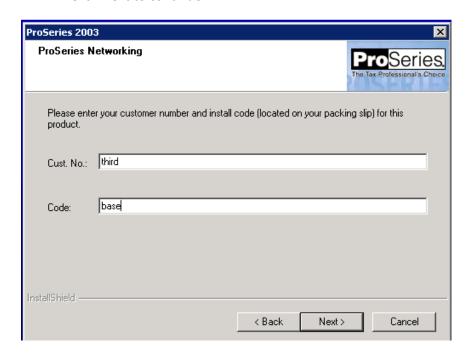


c. Network Only: ProSeries Network install code:

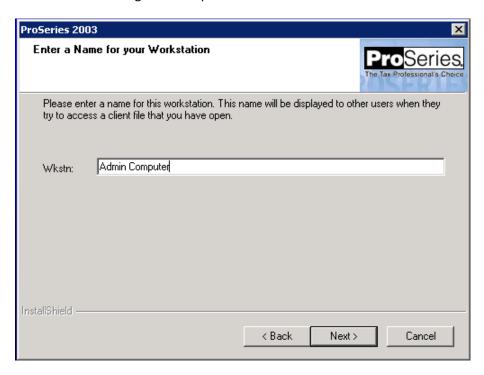
Enter Cust. No.: third

Enter Code: base

Click **Next** to continue:



d. **Network Only:** Enter a name for for the workstation (Wkstn). This can be any name you desire, as long as each workstation is assigned a unique name. Click **Next**:



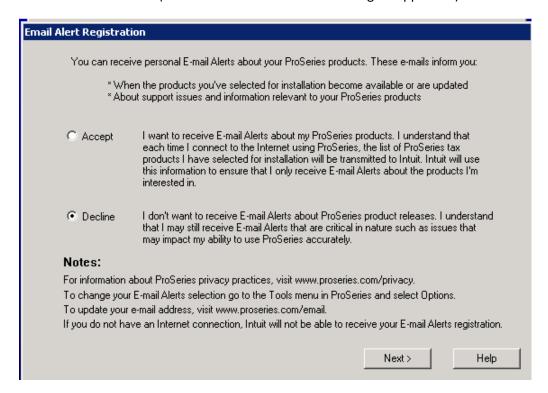
4) Click the "Browse..." button to install to a different location. Otherwise, click Next to install to the default destination folder. Important! Network Only: Network users should install to S:\ProSeries\ProNet03 where "S" represents your network drive containing the ProSeries folder. Then, click Next:



5) **Choose the products** you want to install. You can always choose additional products to install later using the **Download New Products** menu item under the **Help** menu in ProSeries. Click **Next** to continue:

Instructions   Select all products that you plan to use this year.	Tax Year 2003 Product Selections											
D	Instructions Select all products that you plan to use this year.  The products you selected will be updated each time you connect to the Intuit server or when you install from future CDs.  Products not available upon initial install will be added, when available, from future server connections or CDs.	AL CACA CACA CACA CACA CACA CACA CACA C			1065	1041	MO I MS I MS I NC I N			1065		X
< Back   Next > Cancel   Help		IL	rough	П			OK   OK   OK   OK   OK   OK   OK   OK	State				

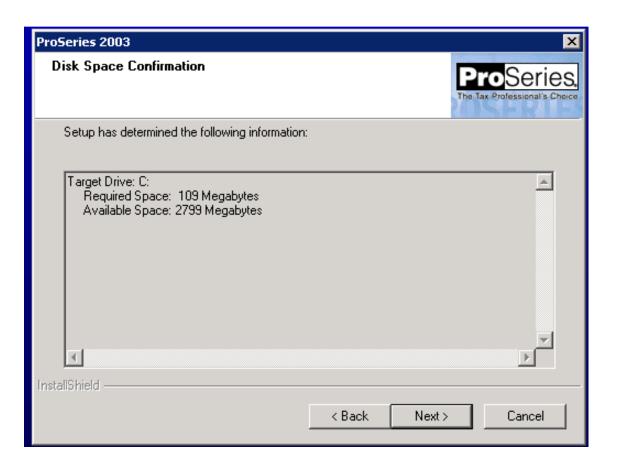
6) Select Decline. Then click Next. (Note: 2003 Email Alerts are no longer supported.)



7) Click **Close** when you see this dialog



8) The ProSeries installation will now confirm you have enough hard drive space for the installation. Click **Next** to start the install:



9) After the installation has finished you will see the **Setup Complete** screen below. Leave the "Launch ProSeries" check box checked and click **Finish** to launch ProSeries:



#### **Running ProSeries 2003 the first time:**

1) When the **Connected Customer** dialog box appears, click **Next** to have ProSeries download updated components:



2) On the **Customer Information** window is displayed, enter any 10 digits greater than zero for a customer number, and a zip code. You actual customer number will no longer be required. Click **Next** to continue:



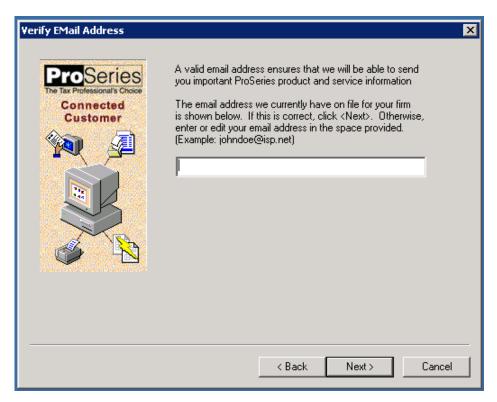
3) The program will attempt to license but will fail and an error will be presented. **This is expected. Ignore the error message** and click **OK** to continue:



4) You should now see this Progress screen. Ignore the two red X's. Click **Next** to continue:



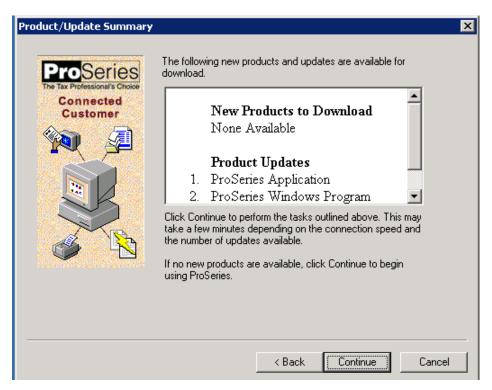
5) You can leave the email field **empty or blank** and click **Next**:



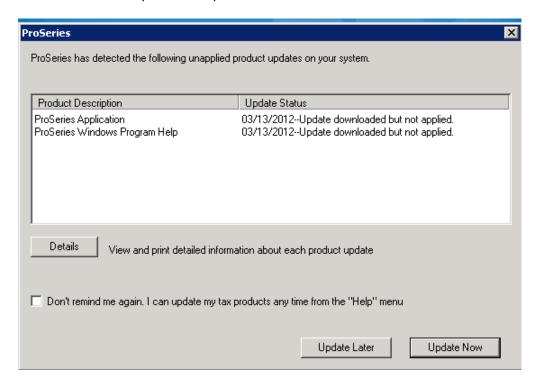
6) When the following screen is displayed, click **Next** to continue:



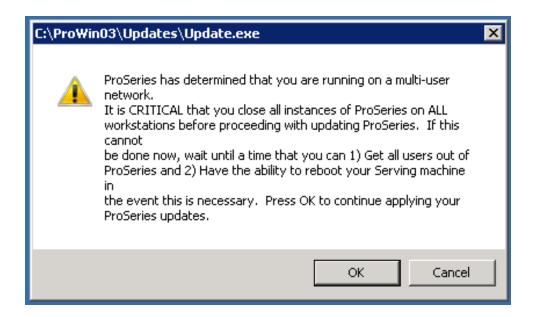
7) On the Product/Update Summary, click **Continue**:



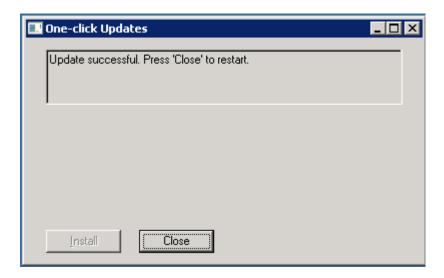
8) Click **Update Now** to install the updated components:



9) **Network Only:** If you are running a Network installation, you will see the following warning. Close all instances of ProSeries, then click **OK** to continue:



10) When the "Update successful" is presented, click Close to return to ProSeries:



Congratulations!

Your 2003 ProSeries has now been successfully installed and successfully updated.

## **ProSeries Firm Information**

After installing 2003 ProSeries, if you wish to have ProSeries display your **Firm Information** it will be necessary to manually enter your firm and address information in the ProSeries "Options" window. 2003 ProSeries will no longer download your firm information from the licensing server.

- 1. Go to Tools
- 2. Select Options
- 3. On the left navigation bar, select Firm/Preparer Info
- 4. On the right side of your screen, select the Edit button.
- 5. The "Edit Existing Firm Information" will be displayed where you may enter your firm and address.
- 6. Select **OK** to save your firm information.

# Adjusting the 2003 ProSeries Shortcut to "Run As Administrator" every time

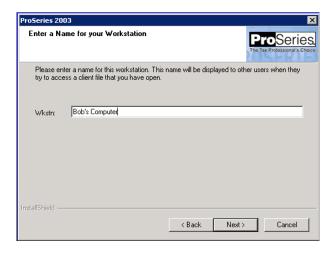
To ensure successful operation of 2003 ProSeries, we recommend that Windows 7 and Windows Vista users make a simple change to the ProSeries shortcut properties to allow ProSeries to launch as administrator each time it is opened.

- 1. Locate the 2003 ProSeries icon on the desktop or in the Windows program menu.
- 2. Right click on the 2003 ProSeries icon, then select Properties
- 3. In the Properties window, click the **Compatibility** tab.
- 4. Check the box to "Run this Program as an Administrator"
- 5. Click **OK** to save the change and close the property window.
- 6. ProSeries will now be launched using the **Run as Administrator** each time it opens.

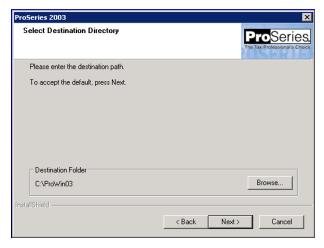
## Network Installations Only- Set up of Additional Workstations to Run 2003 ProSeries:

To setup additional ProSeries workstations on the network, please follow the instructions below:

- 1. On each workstation you wish to setup to run 2003 ProSeries, in Windows Explorer go to the network drive, and locate the **ProSeries** folder (or other location) where 2003 ProSeries was installed.
- 2. In the ProSeries folder, open the ProNet03 folder, and then open the Wkstn folder.
- 3. Double click the **Setup.exe** file to begin the workstation installation.
- 4. When prompted to enter the Name of the Workstation, please ensure you assign a unique name to each computer / workstation.



5. You will be prompted for the destination of the local workstation install. We recommend accepting the default location.



- 6. Continue though the setup and when complete, click Finish.
- 7. Follow the instructions in the section immediately above to setup the 2003 ProSeries shortcut to **Run as Administrator** each time you launch.
- 8. The workstation should now be setup to run 2003 ProSeries. Repeat these instructions on each workstation that will operate 2003 ProSeries.