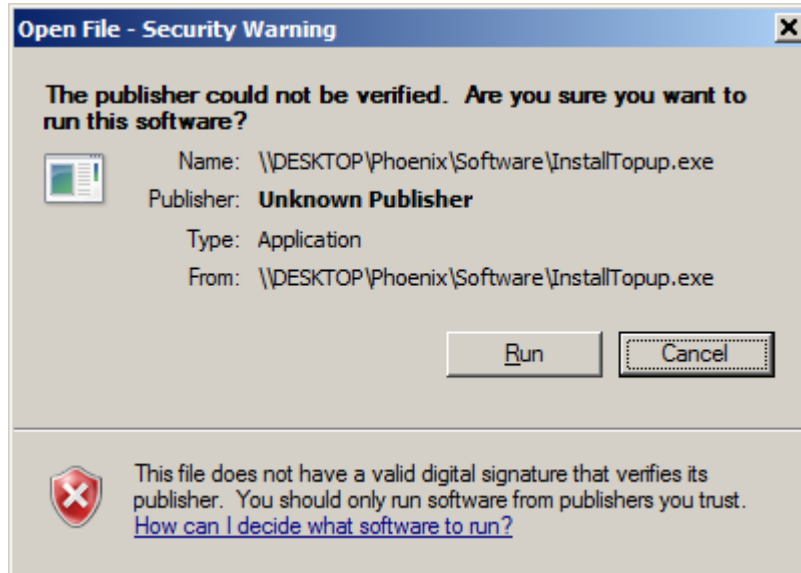


Topuptax - Install Program

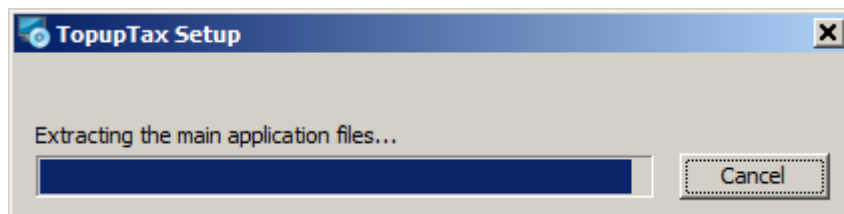
Thank you for choosing TopupTax, we hope that it will become an indispensable tool in your professional practice.

To install our program "InstallTopup.exe" either download it via our website or access it from other media e.g. a USB stick.

Proceed by double clicking on the InstallTopup.exe file. If your operating system is Windows 7 and the exe file is on an external/networked drive you may see a screen similar to this one, if so hit the **R**un button.



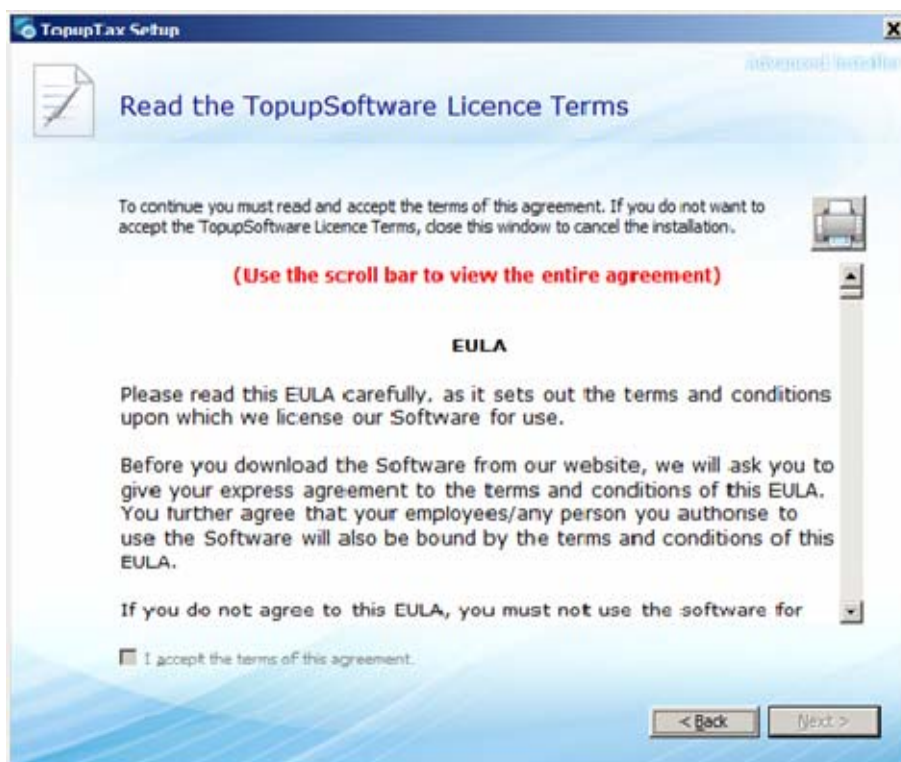
There is no cause for concern if you do not see the screen; the installation process will continue automatically extracting the relevant application files.



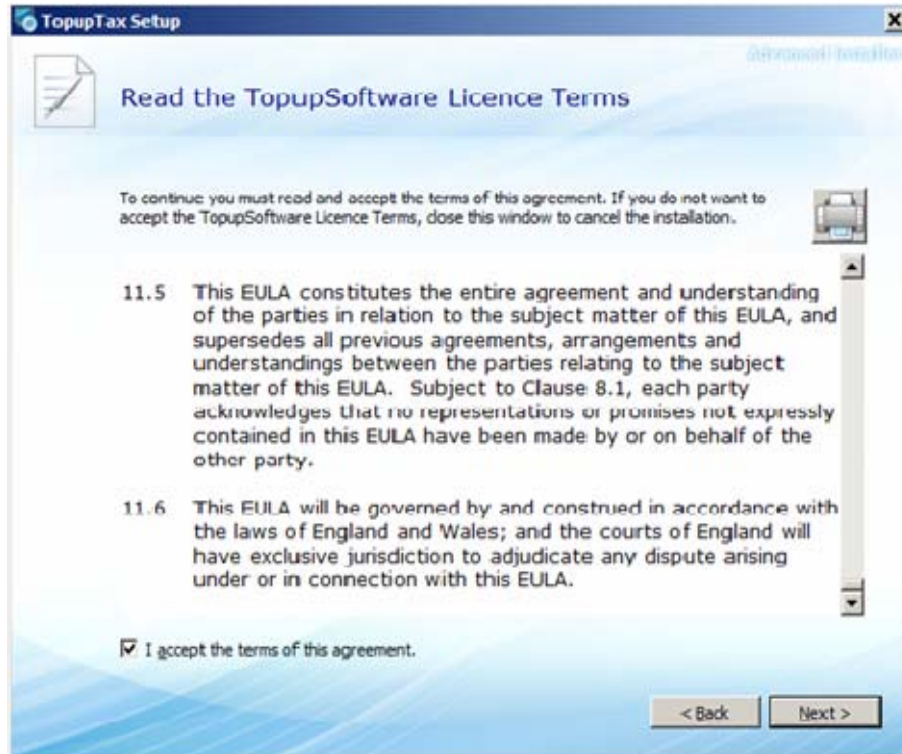
Continue by clicking on the **N**ext> button on the Welcome screen.



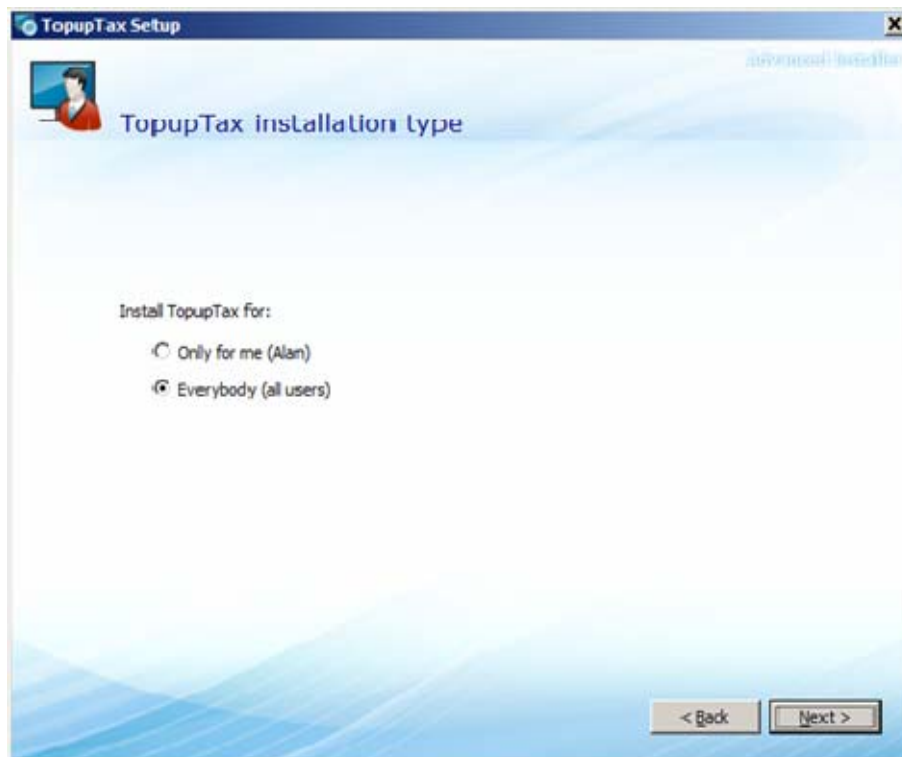
Please then scroll through and read the End User License Agreement EULA.



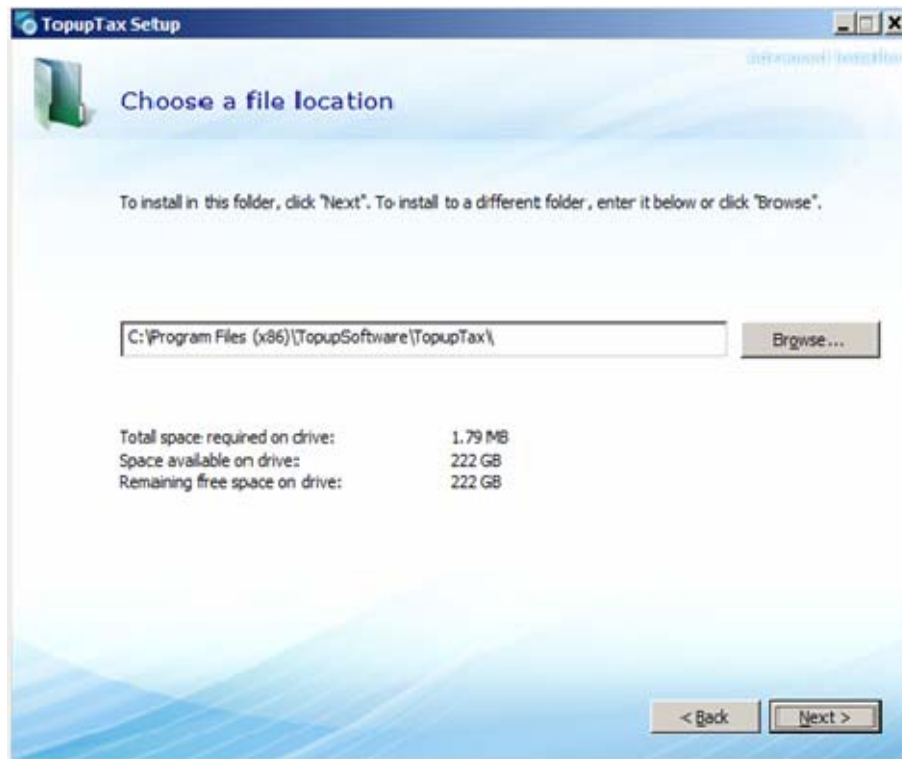
The **Next>** button is greyed out until you reach the end of the EULA. If you wish to continue installing the software check the acceptance tick box click on the **Next>** button.



Next select the installation type by clicking on the relevant radio button. The default setting **Everybody** should be chosen unless you wish to restrict access to the program to yourself.



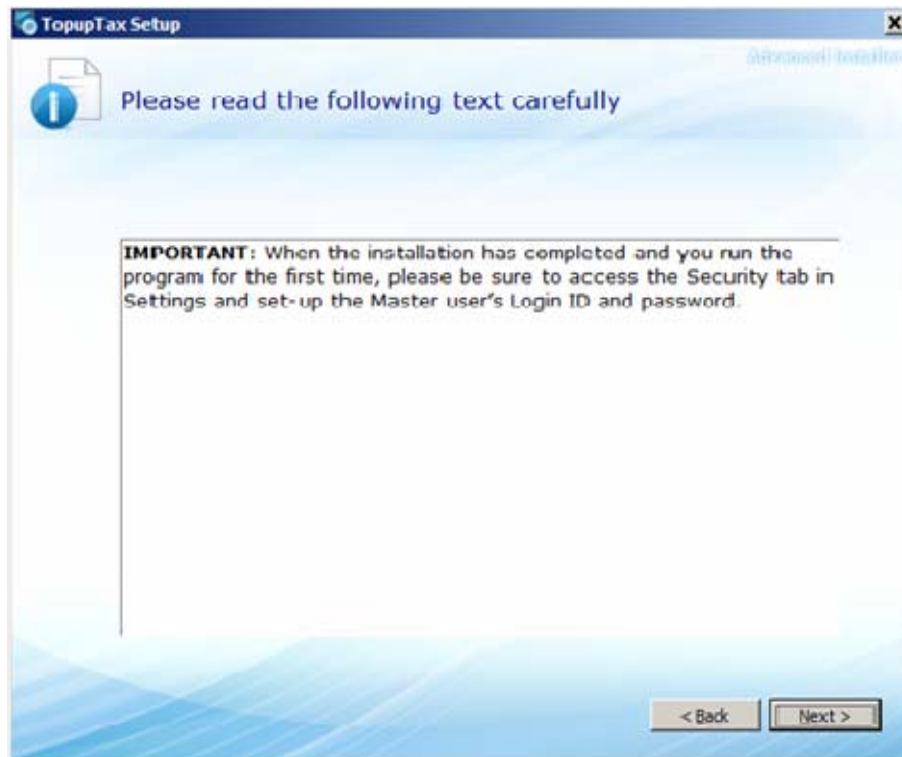
The default setting is to locate the program on your C: Drive as shown below. To continue click on the **Next>** button, otherwise hit the **Browse** button to install the files in an alternate location.



The program incorporates a **Security** facility enabling selected clients to be accessed only by specific users. To use this facility it is necessary to first set up the "Master User" within the **Settings** tab.

Important: Enter the **Master** login name and password immediately after the program has been installed. This must be done by a proprietor or authorised senior employee as once these have been set it is impossible to change them. Furthermore without logging in as the **Master User** you cannot allocate specific users to your clients.

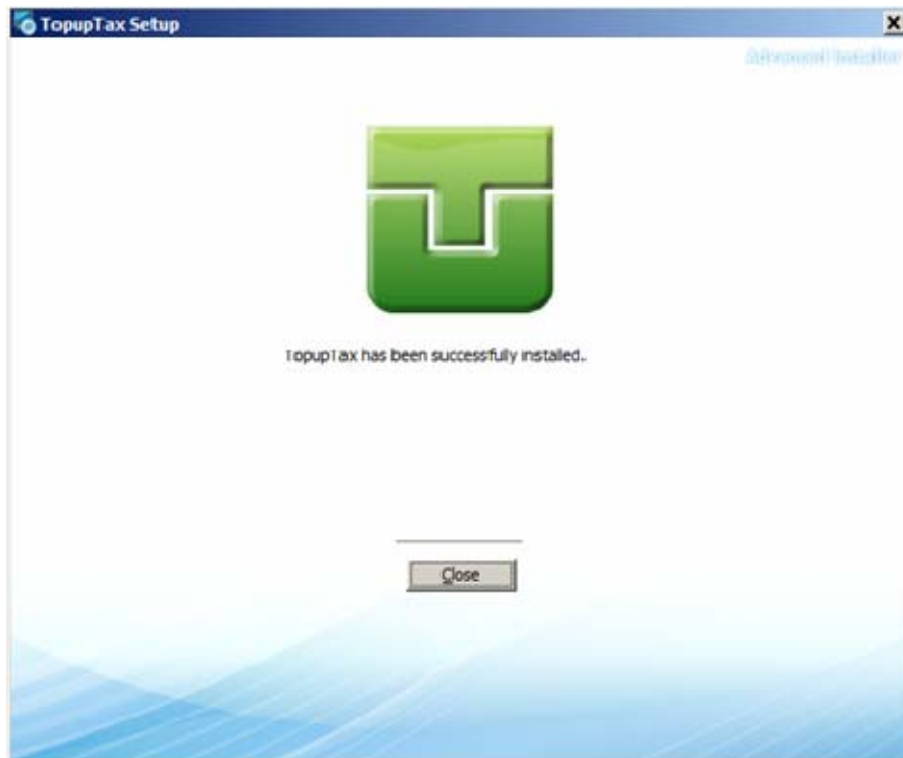
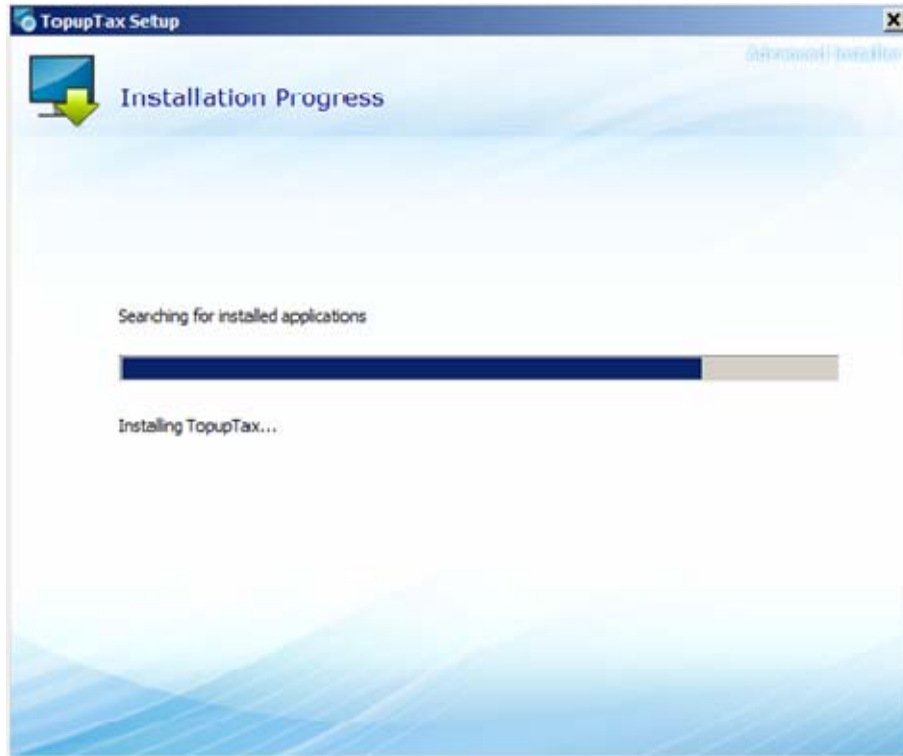
Warning: Please make a careful note of the Master login name and password as, once they have been set, they cannot be recalled or otherwise identified.



Click on the **Install** button.



These screens show the installation process.



To run the program click on the TopupTax icon (automatically installed on your Desktop). This screen confirms that the program is operational and seeking the database before opening the main screen.



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List Clients

Recent Clients

Ashley, Jennifer Annabelle Burgess, John Edward Smith, Jason

List of Clients

Name	Forenames	Code	Type	UTR	NI No	Filing Status
Burgess	John Edward	123456ABC	Individual	1111122222	AB123456C	
Ashley	Jennifer Anna...	123478	Individual		CD789654E	
French	Alan David	741258	Individual			
Smith	Jason	1234568	Individual			

Match Name contains [] Show Types ALL Excluding Don't Act & Archived

All 123 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

(not logged in) 4 records Jan 31, 2012 5:45 PM Duration 3:35

