



Central Data Base / Network

Installation Instructions

If your workstation/server has a firewall, you will have to configure it to allow access to MSDE/SQL server.

Special Instructions for Windows XP Service Pak 2 (SP2):

- 1) Click Start, Control Panel. Click Windows Firewall.
- 2) Click Exceptions. Click Add Port.
- 3) For the name, type: SQL For the port, type: 1433 Click OK to save.
- 4) Click ADD PROGRAM. Scroll through the list until you find Insta-Pay for Windows. Click Insta-Pay for Windows. Click OK.
- 5) Click OK to close Windows Firewall & save settings.

For other firewalls: Disable or reconfigure the firewall (NORTON, BLACK ICE, etc.) to allow access to Microsoft SQL server (TCP port 1433). This is typically done by right-clicking the FIREWALL program icon in the system tray. The system tray is in the lower right hand corner of the screen, it displays the time.

This is the strategy we recommend:

1st Install Insta-Pay, including the SQL server on your server. Test to make sure you can add an employee. The payroll program & SQL server **MUST** be installed at the server. Test to make sure you can add an employee.

2nd Install Insta-Pay, including the SQL server on all the workstations. Test to make sure you can add an employee. The payroll program & SQL server **MUST** be installed at the workstation.

3rd Go to your server, start the payroll program. In the User/Provider Login screen, note the MSDE/SQL Server field towards the bottom of the screen. In the white windows next to MSDE/SQL Server:, and MSDE/SQL Username: are the names of your server. Write these names down. (Case sensitive) Go to the workstation, start the payroll program. In the User/Provider Login screen enter the values that you noted above. Click OK. This will connect your workstations to your server.

User/Provider login

Display Advanced Options

Login Username: Mike

Login Password: []

Provider ID [enter 1 here if uncertain]: 1

User/Provider name 1: []

User/Provider name 2: Cheque-Mate International, Inc.

Address: 860 Hampshire Road Suite J

City: Westlake Village

State/province: CA

Zip: 91361

Country: USA

Phone: (805)496-7846

Fax: (805)495-4098

Email: info@chequemate.com

Logo Filename (*.BMP): Logo Cheque-Mate.jpg

MSDE/SQL Server: ads2

MSDE/SQL Username: sa

MSDE/SQL Password: *****

New MSDE/SQL Password: []

Buttons: Delete this User, Change user's password, Delete this Provider, Apply New MSDE/SQL Password, OK/Login, Exit

When a new provider is entered here, the username is assumed to be the ADMINISTRATOR and has access to all companies setup by that user or subordinate users logged in under that provider ID. Subsequent logins by new users under an existing provider ID are assumed to be subordinate users and are allowed access only to companies that they setup. Administrators can grant/revoke access to Users/companies on the Users Security Screen located on the Utilities menu.

When you install Insta-Pay for the first time on your server, it will automatically put the values in these boxes.

Note: Your values in the server window will be different than this illustration. The Username window will always be sa.

Make sure you type these values in the User/Provider login screens on all your workstations