



Brief Description:

This instruction guide will help you upgrade RepTime on your computer. Before you can begin you will need to download the update file. Please follow the Preliminary Steps below to download and save the file onto your desktop or to your own desired location. You must have internet connection during the installation process.

ATTENTION – MUST READ FIRST: *Preliminary Steps*

Click and Download the link below or copy/paste them into your internet browser (Internet Explorer, Mozilla Firefox, or Google Chrome) Make sure to SAVE the files onto your computer. We recommend selecting the Desktop to save files OR the usual Downloads Folder.

****Remember where you are saving this file. They are by default located in the Downloads Folder.****

RepTimeUpdate.exe Link: https://dl.dropboxusercontent.com/u/10246546/REPTIME%20PATCHES/RepTime_Update.exe

CPU Requirements:

Operating System: Windows 7 or 8 Pro (*Mac OS Users must have Parallels or Boot Camp with Windows OS Installed*)

CPU Speed: Minimum 2.6Ghz (recommended Intel i5 Processor)

Hard Drive: Minimum space of 500GB

Memory (RAM): Minimum size 6 GB

NOTE: Before you begin to update RepTime on your system, **you must meet these system requirements** in order to operate all software components. RepTime develops and provides full support for software only. Because we cannot anticipate your exact hardware needs or configurations, we suggest that you consult with your personal I.T. specialist. We cannot service nor troubleshoot hardware issues, including, but not limited to: networks, email, wireless routers, Windows problems, printers, etc.

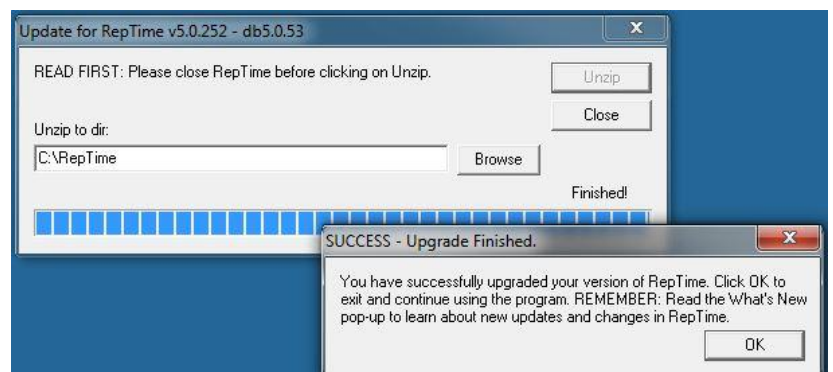
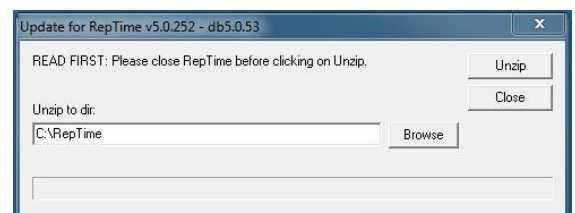
Steps on How to Upgrade RepTime:

1. Locate and **double-click** on the **RepTimeUpdate.exe** file that was downloaded in the Preliminary Steps. *Agree to any security warnings that may prompt to move forward.*

2. In the next window, **click on Unzip** to begin upgrading.

MAKE SURE REPTIME IS NOT OPEN DURING THIS PROCESS.

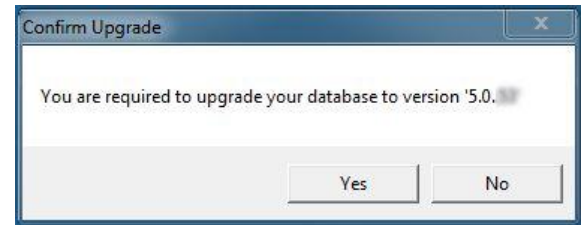
3. Once the upgrade is finished **successfully**. **Click OK.**





4. You can now open RepTime by **clicking** on the **RepTime icon** on your **Desktop**.

5. **If** you are **prompted** to upgrade your **Database Version**.
Select Yes.



6. You will now get to **RepTime Login** Screen.
Default Login for users is "admin"



Congratulations! You have successfully upgraded your RepTime Sales Software.

For **all users**, we recommend you to make sure your preferences and configurations in RepTime are still intact after updating. See Steps on next page to ***Set up RepTime Preferences and Email.***

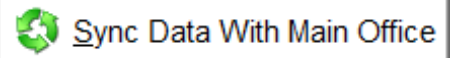
For **Remote Users and Associate Users**, we recommend you follow the ***Steps on How to Sync with Main Office.*** *It's good practice to sync after updating the program and is optional to do.*

Need Training on RepTime Software?

Visit our helpful videos at www.reptime.com/videos.html

Steps on How to Sync with Main Office

1. Once you are **logged** into **RepTime**. In the **menu** options **click** on **Remote User** or **Associate User**.
2. Click on **Sync Data with Main Office** to open sync window.



3. **Type** in your **User Name, Password, IP Address** to the Main Office Server.
****Get log in info from your Main Office or RepTime.****
4. **Click** on **Start**. New syncs take approx. 20 – 30 mins then normal syncs will take 2 – 3 minutes max. *Depending on amount of data and your internet speeds.*

A screenshot of a software window titled "Synchronization Tool - 3.9.40". It contains a form with fields for "User Name" (JaneDoe), "Password" (*****), and "Main Server IP" (Your Company IP Address). There are buttons for "Replace Items", "Test Connection", "Start", and "Send Log". A progress bar shows 0% completion. Below the form, it says "Click Start to synchronize (0 of 0)".

5. Once sync is **finished successfully**. **Log out** and **log back in** to RepTime to use.

Steps on How to Set up RepTime Preferences and Email

1. Once you have synced successfully and are **logged** into RepTime. **Click** on **Options**.



Options

2. **Click** on **Edit Preferences** to edit all your individual user **preferences** for this RepTime Installation. ***These preferences do not carry over to another users or computers. They are only for this computer and installation.*



Edit Preferences

3. Go through the **four tabs** to **set** your desired **preferences**. Email us if you have any questions of any settings.
4. **MUST DO:** Under Email Options, select **Send Emails via RepTime Email Server** and put your email address in the **From:** Field. *You may skip past the Fax Options and just utilize the default setting.*
5. Next fill out all the information for the **Sender Name, Phone, and Fax** under the **Customer & Manufacturer Email/Fax Settings**.
We Suggest For Standard Message to a Customer:
Type in "Thank you for your order. Please contact me if you have any changes or reorders. Have a great day! - Put Your Name"
We Suggest For Standard Message to a Manufacturer:
Type in "To Manufacturer: Please review the order(s) attached to this email. Confirm delivery receipt or any issues with me as soon as possible. Thank you and have a great day! – Put Your Name"
6. Lastly, make sure all information is filled in and click on **Save|Exit** at the bottom.

You have successfully upgraded! You can now use RepTime fully and begin sending orders electronically. We encourage everyone to watch our videos for assistance on how to use the program. Enjoy!

www.reptime.com/videos.html