



## Single-User Installation Instructions

<b>Document #:</b>	3010	<b>Product:</b>	CenterPoint®
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This topic describes the single-user installation instructions for CenterPoint. If you will be using CenterPoint in a Network environment (CenterPoint on more than one computer), please refer to the **Network (Multi-User) Installation Instructions**.

 Note: These instructions cover multiple program verticals for CenterPoint, for example, CenterPoint Accounting for Agriculture, CenterPoint Fund Accounting, CenterPoint Accounting, and CenterPoint Payroll. The name "CenterPoint" is used to refer to any of the program verticals. When information applies to a specific program vertical for CenterPoint, the specific program vertical name will be used.

 If you also purchased and will be installing CenterPoint Payroll, it should be installed after any CenterPoint Accounting programs.

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## Single-User Installation Instructions:

1. Close all other programs prior to starting the installation of CenterPoint.
  2. From a web browser, enter **www.redwingsoftware.com**.
  3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
    - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
    - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
  4. To download the CenterPoint program:
    - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or**
- » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
  6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
  7. If you receive a **User Account Control** screen, with a *Do you want to allow this app to make changes to your PC?* message, click **Yes** to continue.
  8. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
  9. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume. This process may repeat depending on the number of requirements you need to install.
  10. On the **Welcome** screen, click **Next** to continue.

11. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
12. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
13. By default, CenterPoint will install to C:\Program Files\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
14. On the **Select Program Folder** screen, you should generally accept the default program folder location by clicking **Next**.
15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
16. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
17. If you also purchased CenterPoint Payroll, follow steps 1-16 to install CenterPoint Payroll.
18. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
20. On the **Module Configuration Manager** screen, review the selections and click **OK**.

## Frequently Asked Questions:


**Q: I have not previously registered on the Red Wing Software website, how do I register?**

**A:** To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
  - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.
  - b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
  - c. Invoices you've received from Red Wing Software contain your account number.
  - d. If others at your company have already registered, they can sign in to their account and find your company's account number at [www.redwingsoftware.com/home/myaccount](http://www.redwingsoftware.com/home/myaccount).
  - e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

**Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?**

**A:** To Retrieve a Forgotten Password:

1. From a web browser, enter **[www.redwingsoftware.com](http://www.redwingsoftware.com)**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

**Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.**

**A:** Make sure that all anti-virus, firewall, and any other security software are shut down prior to installing CenterPoint. If any of these software applications are running, the installation may be interrupted and will cause the installation to fail.

**Q: How do I register CenterPoint?**

**A:** When CenterPoint is first installed and again when a major release is installed, you will be prompted to register the software. Please refer to the Getting Started Guide for complete Registration instructions. The Registration instructions can also be found from within CenterPoint by selecting **Help > CenterPoint Help > Installation and Registration > Register CenterPoint**.

**Q: I'm going to use CenterPoint for a 30-day trial period only. What should I do on the Registration screen?**

**A:** Simply click **Continue**.

**Q: How do I register the Federal/State Tax Forms (Aatrix)?**

**A:** If you do not have an internet connection, you'll need to manually register your Federal/State Tax Forms (Aatrix) software.

### One-Time Setup



Note: If you do not have CenterPoint Payroll, you can skip to the Register Aatrix section below.

1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.
4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.
6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.
8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

### Register Aatrix Manually (use this option only if internet access is not available)

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. Click **Manual**.
5. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes.).
6. Click **Submit**.
7. At the **Registration Successful** message, click **OK**.
8. Click **Close**.
9. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

**Q: How do I get updates for CenterPoint?**

**A:** New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.
- b. If an update is needed on your machine, the **Online Updates** screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.
- c. Click **Install Updates**.
- d. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available.

To set the preference:

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**. In the **Check for Updates Location**, choose **Internet**.
3. Select personalized options for the remaining fields in the **Online Update Settings** screen.

**Q: How can I get updates for CenterPoint Federal/State Tax Forms (not used with CenterPoint Depreciation)?**

**A:** If you have an internet connection, you can check for updates on a regular basis by following the steps below. If you do not have an internet connection, Red Wing Software will mail you a quarterly Aatrix Tax Forms update CD, at your request, for an additional fee. Note: If an update is available when you print a federal/state tax form, a message will display.

1. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**.
2. Wait while the Updater starts and checks for the latest versions of the Federal/State Tax Forms (Aatrix).
3. If you need to update your system with the latest forms or reports, you will be notified and .you can decide if you want to **Automatically Update**, **Download the Update** to manually download an update from any computer with an internet connection, **Continue Expired**, or **Cancel** without updating Federal/State Tax Forms.
4. A list of necessary updates will display if you chose to update Federal/State Tax Forms.
5. Click **Next** to update your system.
6. When your system is updated with the most current forms and reports, the Update Complete screen will display, click **Close**.