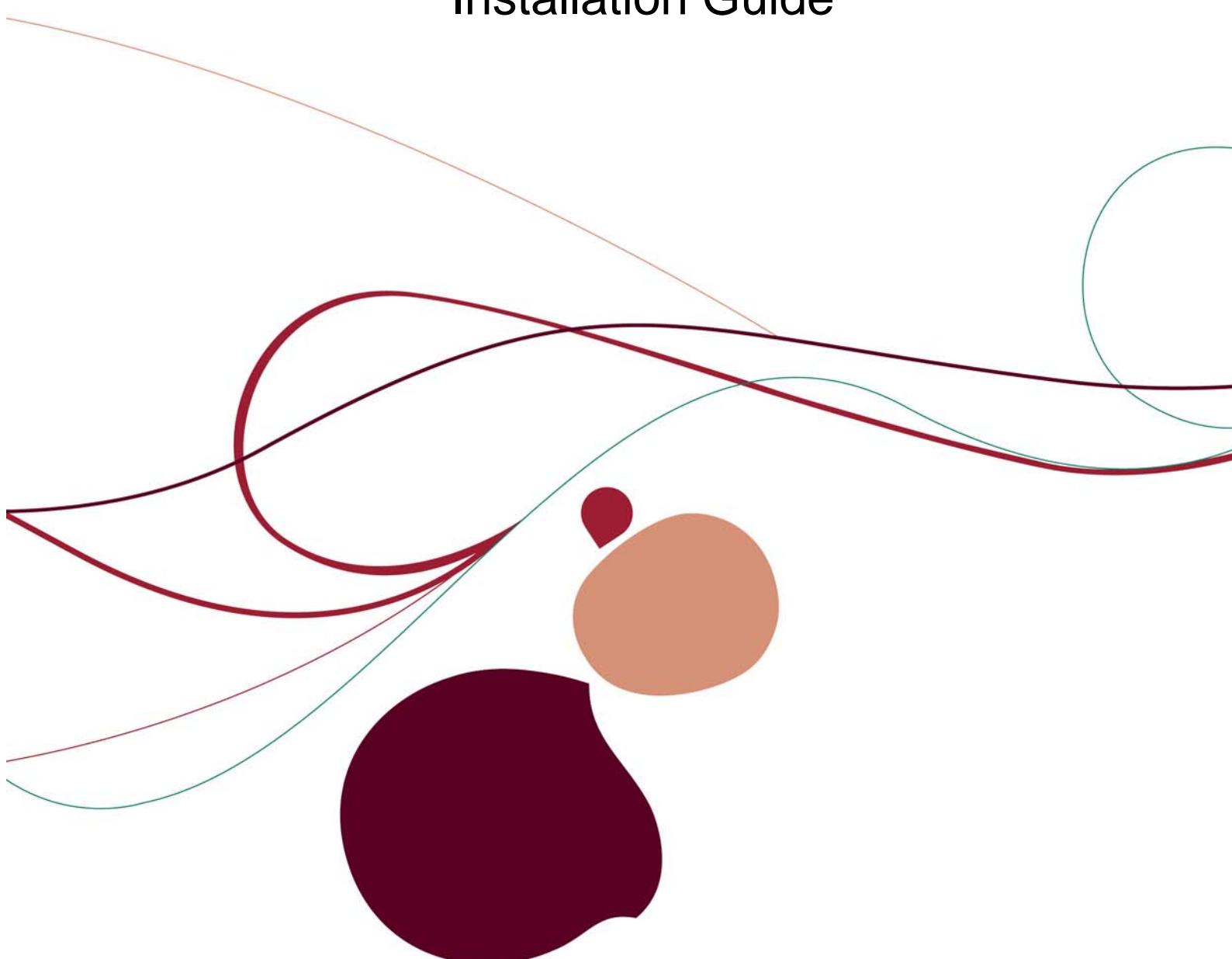


Sage Invoicing Installation Guide



Sage Invoicing – Installation Guide

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Sage Invoicing – Installation Guide

Introduction

Thank you for choosing Sage Invoicing. Installing the software is an easy and straightforward process.

This guide provides the minimum system requirements needed to run Sage Invoicing and explains how to install and register the software.

System requirements

Before installing Sage Invoicing you must ensure that your PC meets the minimum requirements needed to run the software.

Minimum hardware

- An IBM compatible computer with a 1GHz (or equivalent) processor.
- 512MB RAM.
- 400MB of free disk space after Microsoft Windows has been installed.

One of the following operating systems*

- Microsoft Windows Vista.
- Microsoft Windows XP (Recommended).
- Microsoft Windows Server 2003.
- Microsoft Windows 2000.

* Please ensure that you have the latest Microsoft updates installed.

To install Sage Invoicing

Note: To complete the installation procedure, you will be prompted to restart your PC. You must therefore ensure that all other software is closed before following these steps.

1. From the Windows desktop, double-click the Sage Invoicing download file.

Note: If you did not save the file to your Windows desktop, using Windows Explorer, browse to the relevant location then double-click the file.

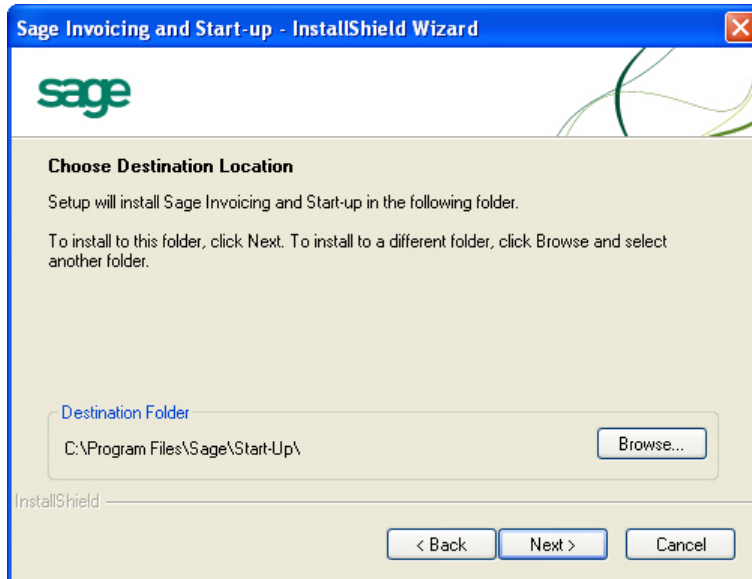
The InstallShield Wizard starts the installation then the Licence Agreement appears.

2. To accept the terms and continue with the installation, click Yes.

The Choose Destination Location window appears.



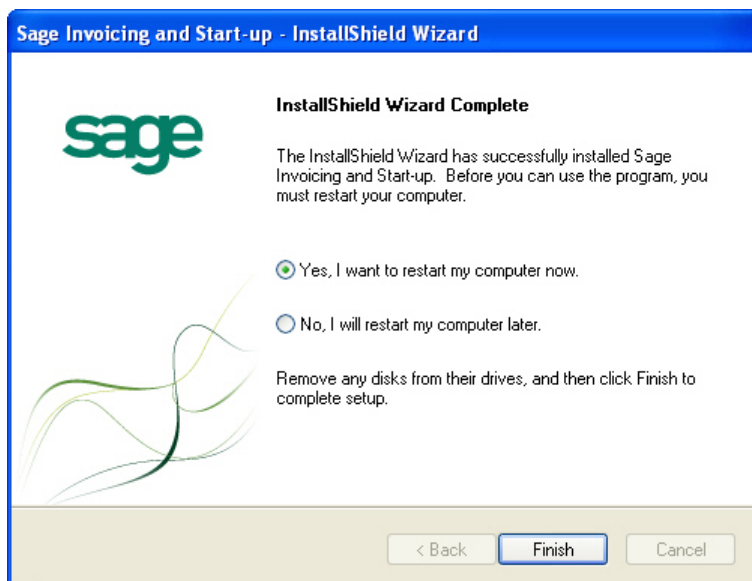
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Note: The Destination Folder is entered automatically. If required, to change the folder click Browse, locate and select the required destination folder and then click OK.

3. Click Next then to start copying the files to your PC, click Next.

When all files have been copied to your PC the InstallShield Wizard Complete window appears.



4. To complete the installation, select Yes, I want to restart my computer then click Finish.

Your PC restarts and a Sage shortcut appears on your Windows desktop.

You have successfully installed Sage Invoicing.



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Open Sage Invoicing for the first time

1. From your Windows desktop double-click the Sage shortcut.



A Sage splash screen appears then the software registration window appears.

Note: To activate Sage Invoicing you must complete the Wizard.

2. To continue, click Next.

You should complete the required information and continue working through the wizard until you are prompted to enter your serial number and activation key.

3. Enter the following five day trial serial number and activation key.

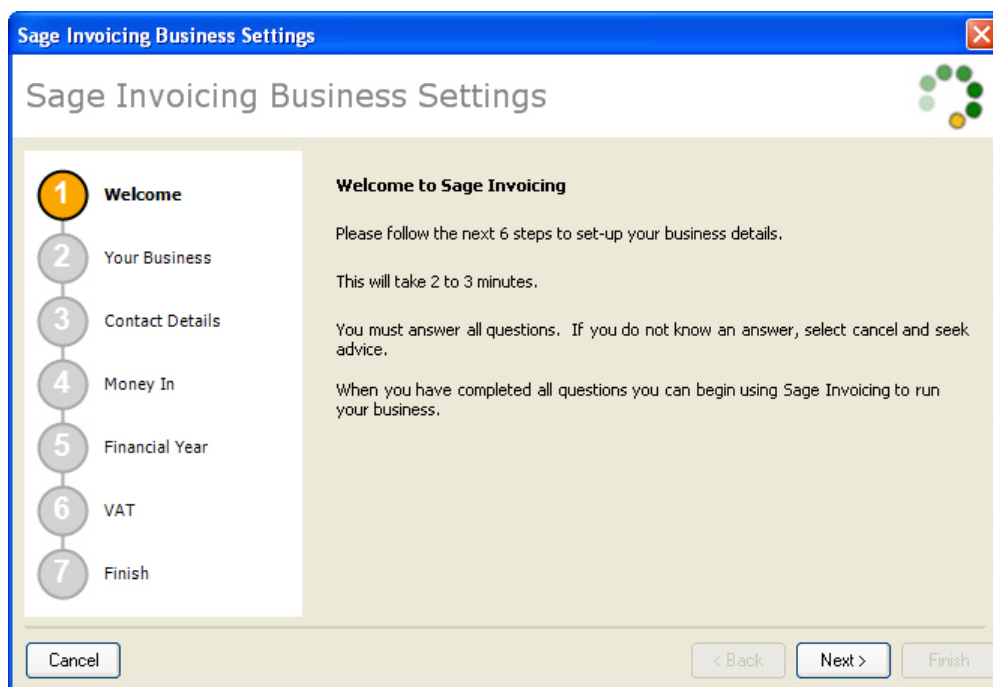
Serial number	INVOICE
Activation Key	FRFQMSX

4. Click Next.

A window appears advising when your 5 day trial expires. Further information about registering your software is contained in the following section [To register your software](#).

5. To complete your trial registration, click Finish.

The Sage Invoicing Business Settings Wizard appears.



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6. To continue, click Next, work through the wizard and then on the Finished window, click Finish.

The Welcome to Sage Invoicing window appears.

You have successfully completed the initial setup of Sage Invoicing.

Tip: Sage Invoicing includes a number of video tutorials to help you get started. To view these, from the Welcome to Sage Invoicing window, click Tutorials.

To register your software

Note: The trial activation key and serial number that you entered during the setup wizard gives you five days use of the software. After that you must fully register your software to continue using it.

1. Open Sage Invoicing.

The Register your copy of Sage Invoicing window appears.

2. Click Next and then work through the Wizard confirming your details.

Note: To register your software the wizard connects to the Sage website. To be able to register your software you must have an Internet connection.

If the registration process is successful a message appears thanking you for registering with us.

3. To complete the wizard, click Finish.

The wizard closes and Sage Invoicing opens.

You have successfully registered your installation of Sage Invoicing.

Note: An automated email is sent to the registered email address. This email includes your serial number, full activation key and Sage account number which you will need if you need to reinstall your software.

This information is also required to create a Sage website login. Obtaining a login is a quick and simple process. All you need is your email address, Sage account or serial number and company postcode.

To set up your login, visit www.sage.co.uk/support. From the top of the page, click Log in, then from the Don't have a Sage login? section, click Create one now. From the Create a Sage Login page, click Next and follow the on-screen prompts. Once you have completed this procedure, your details are verified and a confirmation email is sent to you.

The Sage Support website includes access to Ask Sage, our online database of common questions and answers about your Sage software. To access Ask Sage, visit www.sage.co.uk/support, click Log in and enter your email address and password. In the Ask Sage section, enter the required search text, then click Search.



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