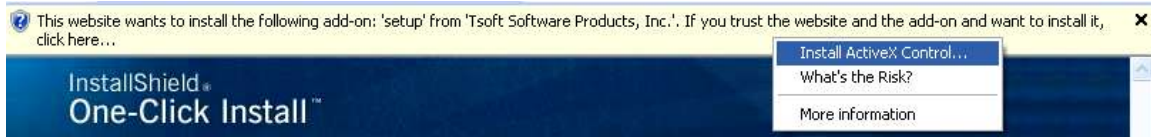


EasyPay D_o I_t Y_{ourself}

Demonstration Version Installation & Setup Instructions

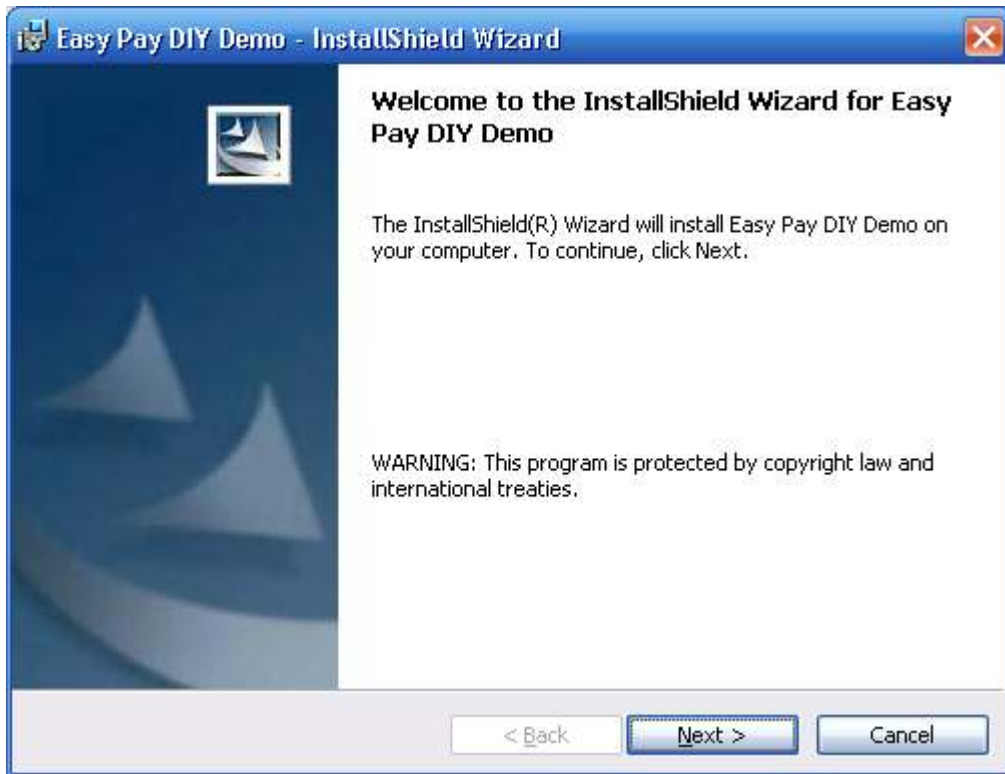
1. From the EasyPay DIY Demo Page, Click the [Click Here to Install the EasyPay DIY Demo](#) link.
2. You will receive a separate InstallShield Installation Window. This screen will give you an estimate for how long the download will take for various connection speeds. Click the Install button to continue. After you click Install, there will be a several minute pause, while the first portion of the installation is downloaded.
3. Depending on your Internet Security Settings, you may receive a message box at the top of the Installation Browser Window, asking for permission to install the ActiveX Module that will control the installation. To continue, right-click on the message area and select “Install ActiveX Control” from the pull-down list.



4. Before or after the message described in Step 4, you may also receive a separate message box asking if you would like to close the Installation Browser Window. If you receive this message box, at this time, Click NO to continue with the installation.
5. The final security window will ask: “Do You want to install this software?”. Click the Install button to continue.



6. Once all security screens have been satisfied, the installation will begin with the window displayed below. Click Next to continue.



7. The next window gives you the opportunity to select the folder name that the EasyPay DIY Demo will be installed in. To use the default folder (Recommended), click the Next button at the bottom of the screen. To change the installation folder, click the Change button near the top of the screen.

The next screen will ask you to approve the folder selection from Step 8. Click the Install Button to continue, or the Back Button to change your folder selections.

8. While the installation is copying files, you will receive a progress bar near the bottom of the Installation Window. When all files have been copied, Click the Finish button on the Completed Screen. When asked if you'd like to close the browser window, click Yes. Installation is now complete and you may proceed to Initial Setup.

INITIAL START-UP

1. Click the Windows Start Button and go to Programs/EasyPay DIY Demo/EasyPay DIY Demo.
2. When the EasyPay DIY starts, it will request a login password. Enter **MASTER** (in all caps) in the provided space and press Enter.
3. After logging on, you will be routed to the EasyPay DIY Main Menu, and you may begin your self-guided tour. Always remember, the Help Manual is available by pressing the F1 key.

SECURITY NOTE

Even in the Demo Version, EasyPay DIY will access the internet to perform credit card verifications and test charges. If you are using a firewall program or other security features, you may be asked if you wish to allow EasyPay DIY to access the internet. You will need to allow this access if you wish to review all of EasyPay DIY's electronic payment features in action.

SUGGESTED TOUR STOPS:

1. Students | Student Add/Change

The Student Add or Change Function is your main student data management screen where most student information fields, including credit card information is maintained.

2. Students | Print/Define Labels | Define Label Formats (button)

This feature is used to define your custom labels or ID Cards. Rather than defining your own ID Card in the demo, we suggest you load the sample that's included in the demo to see what types of ID Cards are possible.

3. Accounting | Billing/Payment Status Screen

This is the main control panel for EasyPay DIY's automated billing and payment features. The demo is pre-loaded with students that need to be billed and payments that are due. This will allow you to see the screen in action the first time you start this function. There are even some expired contracts and cards so you can see what these situations look like.

4. Merchandise | Order/Sell Merchandise

This function is used to sell merchandise or place it on order for a student.

- A. Select the first student from the pull-down list
- B. Select an item from the merchandise list
- C. Enter '1' in the Quantity box
- D. Check the Electronic Payment box
- E. Review the credit card data then close the electronic payment box
- F. Click the 'Add to Invoice' button
- G. Repeat A-F if desired to add items to the on-screen invoice.
- H. When finished, click the 'Process and Print' button to watch EasyPay DIY charge the student for merchandise.

5. Classes | Record Class Attendance

This screen is used by an instructor to record class attendance. While EasyPay DIY has a Unattended Student Check-In Utility, that feature is not included in the demo version.

6. Reports | Run a Custom Report

The Custom Report Generator is used to create and run your own reports. Several Birthday Lists are provided to show you what types of reports are possible.

7. Administration | Belt/Rank Table Maintenance

EasyPay DIY has dozens of customization options, but this screen will show you how you can create your own custom belt progression.