



# MultITAS 6 Installation Guide

*reading time: 1 minute 48 seconds (so time to read it twice!)*

Thanks for reading our installation guide for MultiTAS 6.

## Key Points

1. Will not install on Windows XP computers. Ever.
2. Requires v4.5 of the Microsoft .NET Framework - you should already have it but if not then grab from <https://www.microsoft.com/en-gb/download/details.aspx?id=30653>
3. Needs a current MultiTAS support contract
4. **Must** use computer host names during configuration (IP address not supported)

# Installing MultiTAS 6

**Scenario: you are installing MultiTAS on a computer for the first time.**

1. Download the installation file from our website
  2. Close TASBooks and any other open programs
  3. Right-click on the installation file, select Run as Administrator
  4. Select the edition of MultiTAS that you use
    - Unsure? check a recent invoice from us - it will tell you
  5. Accept the Software Licence Agreement by having a wee read of it then ticking the box
  6. Click Install
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## Running it for the first time

1. Right-click on the MultiTAS icon on your Desktop, select *Run As Administrator*
2. A new window appears titled 'Setup Form'. Select the option that suits but if in doubt
  - Setting up first computer? Choose **Network Setup**
  - Other computer? Choose **Network Client Setup**
3. Verify your system date is correct then click Yes
4. Confirm your selection by clicking Yes
5. A new window opens - find the folder that stores your TAS data then click OK
  - Not sure? right-click your TAS company in TAS Company Manager
  - Select Open Company Data Folder
  - Go 'up' a folder level in Explorer - it's this folder
6. MultiTAS 6 confirms your setup was successful
7. Login and follow prompts to complete setup

# Updating MultiTAS 6

## Scenario: you already have a version of MultiTAS 6 installed

1. Download the latest installation file from our website
  2. Close TASBooks and any other open programs
  3. Right-click on the installation file, select *Run as Administrator*
  4. 5. Select the edition of MultiTAS that you use
    - Unsure? check a recent invoice from us - it will tell you
  6. Accept the Software Licence Agreement
  7. Click Install and wait for it to finish!
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## Running it for the first time

1. Right-click on the MultiTAS icon on your Desktop, select *Run as Administrator*
  2. Login
  3. A new window appears titled 'Add/Update Modules' - click Continue
  4. An 'Application Updated' message appears saying the update was successful.  
Click OK
  5. Launch a company!
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# Updating to MultiTAS 6 from MultiTAS 4 or 5

**Scenario: you already have a version of MultiTAS 4 or 5 installed**

Please uninstall your existing version from Add/Remove Programs (or Control Panel > Programs & Features) first. This is required due to a major update to the Installer component.

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## Updating to MultiTAS 6 from 3 (or older)

**Scenario: you already have MultiTAS 3 installed. Or earlier. Gulp.**

1. Download the installation file from our website
  2. Uninstall these from Add/Remove Programs (or Control Panel > Programs & Features)
    - Infoplex Library
    - MultiTAS Business Manager
  3. Close TASBooks and any other open programs
  4. Right-click on the installation file, select *Run as Administrator*
  5. Select the edition of MultiTAS that you use
    - Unsure? check a recent invoice from us - it will tell you
  6. Accept the Software Licence Agreement
  7. Click Install and wait for it to finish!
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## Running it for the first time

1. Right-click on the MultiTAS icon on your Desktop, select *Run As Administrator*
  2. Login
  3. A new window appears titled 'Add/Update Modules' - click Continue
  4. An 'Application Updated' message appears saying the update was successful  
Click OK
  5. Launch a company!
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If you hit issues... **don't panic** (it's likely our fault, not yours), we are here to help!

Call: +44 (0) 1592 598 100 [then option 2] OR email: [support@infoplex.co.uk](mailto:support@infoplex.co.uk)