



Tax Manager Installation Guide

reading time: 1 minute 45 seconds (so time to read it twice!)

Thanks for reading our installation guide for Tax Manager.

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 Tax Manager support contract
4. If you already have our MultiTAS software then please download and use the latest version (5.3 or newer) instead (Tax Manager addon built in to it)
5. **Must** use computer host names during configuration (IP address not supported)

Last Updated 12/04/2019

Installing Tax Manager

Scenario: you are installing Tax Manager 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. Accept the Software Licence Agreement by having a wee read of it then ticking the box
 5. Click Install
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Running it for the first time

1. Right-click on the Tax Manager Control Centre 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**
 - Setting up another computer? Choose **Network Client Setup**
 - Only have 1 computer? Choose **Local 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. Tax Manager confirms your setup was successful
7. Login and follow prompts to complete setup

Updating Tax Manager

Scenario: you already have a version of Tax Manager 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. Accept the Software Licence Agreement
 5. Click Install and wait for it to finish!
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Running it for the first time

1. Right-click on the Tax Manager Control Centre 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