INSTALLATION INSTRUCTIONS

The DPA program must be updated annually for tax, law, and system changes.
We recommend that you <mark>always back up and/or copy the program's folder to another location prior to installation</mark>.

If DPA - or any Floridom Product – installed on the SERVER – then everything should be installed AT the server.

If DPA - or any Floridom Product - installed on a Peer-to-Peer Network, the tasks must be at the MAIN computer where the actual software installed.
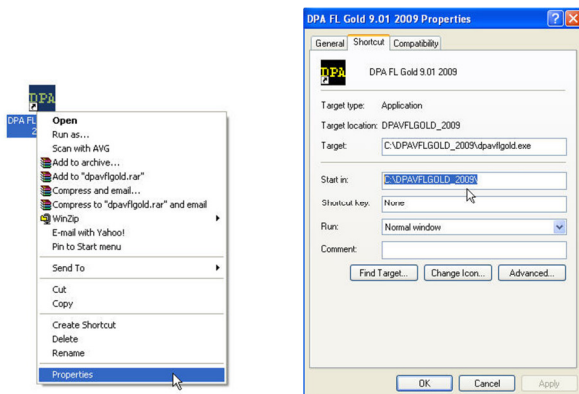
If you have questions or concerns, please call Technical Support - 321-256-1374.

FLORIDOM, INC is NOT Responsible for Your BACKUP

1. Everyone needs to be out of the program, when you are updating the DPA Software.
2. **Check for the current DPA folder location. (DPA FL Basic/DPA FL STD/DPA FL PLAT)**

- Move your mouse over the DPA icon on the desktop.
- Right click the mouse and select Properties

Choose the "Shortcut" tab.

- Look for the "Start-In Location".
    Example: DPA's default folder location is:
        C:\DPAVxx   (xx is state)

● Highlight the start-in location, then Right-click and select copy.

The Only Web browsers supported for our product are Google Chrome, and FireFox.

- Login to the Client Login Page (http://www.floridom.com) Then Click on the Client Login
- Then Use your Given Login Username and Password.
- Then Scroll down and Click on the Big Button That Says Software Download and Registration
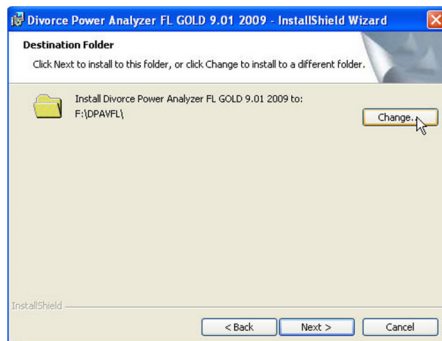
Software Registration and Download

Then Click on the available Product Name and Click on Save or Save As   (Recommended to Your Desktop (Screen))
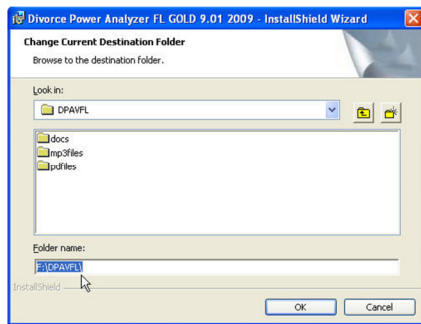
Install the DPA (or Other Program) of each program by running the EXE file that you have

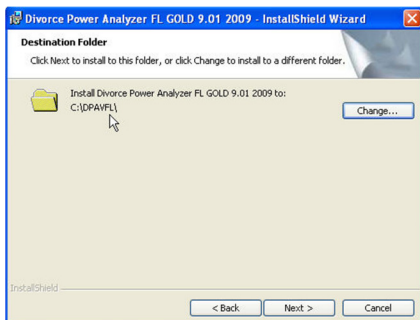downloaded and Saved. (looks like   this Icon)

- Once you have downloaded and **Saved** the file to your Desktop or to a **Directory** you choose, then you can double click and run the program.
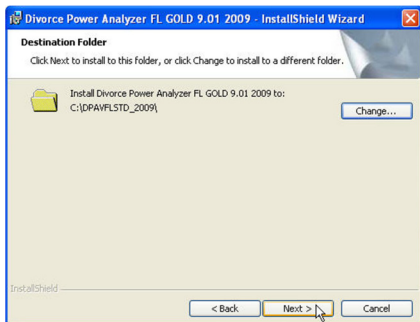

- Click on the Button that says "CHANGE" (This is where you will choose to install the UPDATED DPA Version – Over the Old DPA Version) if you need to retrieve the old client data files. (**You Cannot Installed to the Program Files Folder**) You cannot have any space for Directory.

Floridom, Inc.
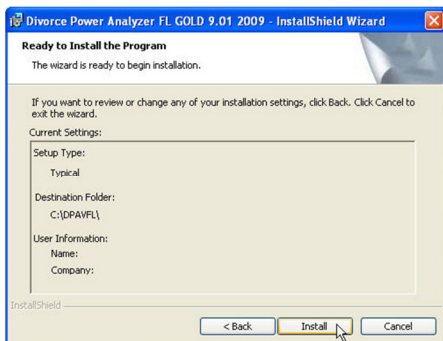*800.355.4206*
www.floridom.com

- To change the folder location, Right click and Paste the Start-In location copied earlier. (Where your old DPA is installed)
- Make sure the folder name is correct and that is where your DATA is Residing, then Click OK

- Make sure this is the correct DPA directory where you want to install the UPDATE.

- After making sure this is the correct directory, then click Next

- Click Install and the program will start installing to the directory that you choose. This may take few minutes.

Your Registration information is on the Client Login Page.
 There is a Button Called Printer Friendly Page. Click on that and Print it.

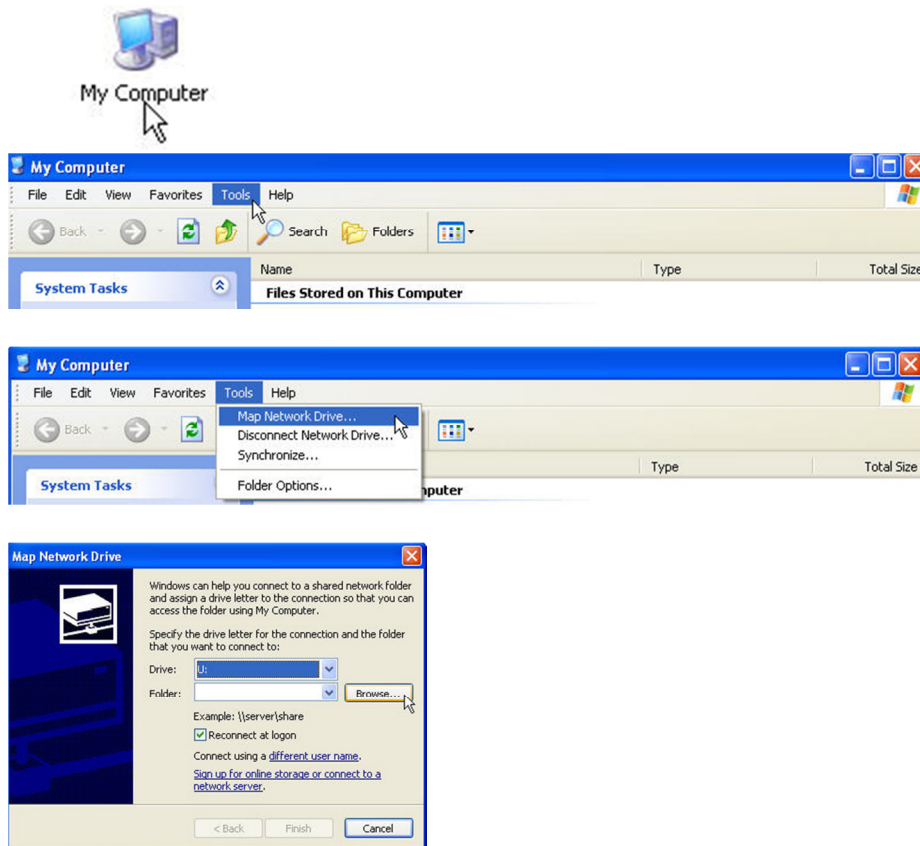| Registration Name	Product Name (click link to download)	Registration Code

- After finish, installing the DPA, then you will see the new DPA Icon. Then double Click and you will see this Screen. On this screen, you will enter the Registration information.
- **Your Registration information is on the Web Site where you downloaded the product.**
- Save this Information for a Year (Until you receive the new program for following year)
- Once you enter the information, click the button, " Register Program"

Technical Support 321 – 256 – 1374

NETWORK INFORMATION

➡ The Root of DPA Directory must be Shared and given **Full Right / Control Access** (Change, Read, and Write)

➡ Directory WINDKEEP must be given **Full Rights/ Control Access**

- Workstation / Desktop / LAP-Top
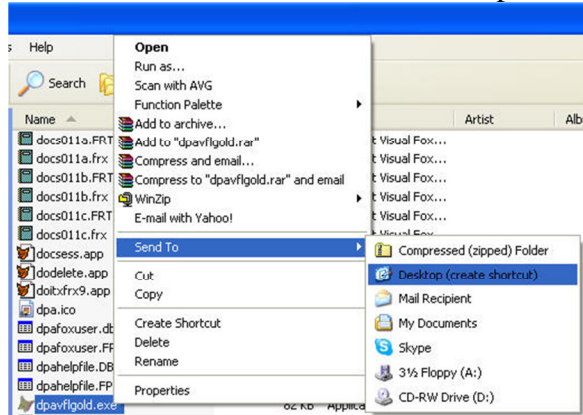 - Locally have to map the Root of the Directory.

- Then open the Map Directory (Example Z:\DPAVFL (Available Drive))
- Then Look for the Executable file called DPAVFL.EXE (For PLAT, STD and Basic Version)
- Move your Mouse over the executable file and hit the Right button
- Choose Send To Desktop (Create Short Cut)

*** You Must Install the CLIENT for all Network Installs on the Workstation. (dpaworkstation.exe)
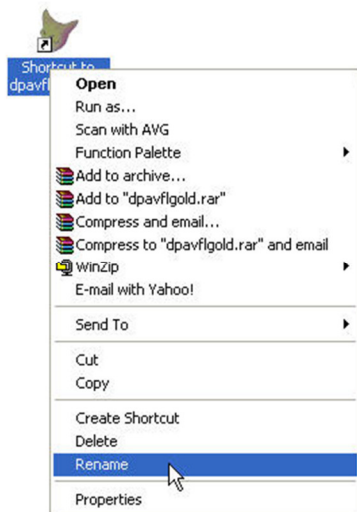
You must install under the User's Profile. (They must have Local Admin Rights.)

Floridom.com ---- Support --- Download Then Look for DPAWORKSTATION

** If you get a Microsoft Visual Fox Error then the dpaworkstation did not get install correctly.

- Then open the map drive folder and look for the program executable file. Once you find it put your mouse over that file and click right mouse button, and choose the one that says Create Shortcut to the Desktop.
- Then move your mouse to the New DPA Short Cut and Click the Right Mouse Button.

- Choose Rename
- Rename the ICON to DPA FL (Version that the firm purchased)