

PTP Company Car Planner, CGT Planner and IHT Planner

The installation routine is the same for all the following products:

- PTP Company Car Planner
- PTP CGT Planner
- PTP IHT Planner

Each product listed has a separate installation i.e. if you want to install PTP Company Car Planner and PTP CGT Planner you would first need to select PTP Company Car Planner and install it, then select PTP CGT Planner and install that separately.

Quick guide

- Visit our download webpage www.ptpsoftware.co.uk/getmysoftware
- Select the **Product Name link** on the Software Downloads webpage
- Select the “**Product Name Installation**” link and follow the installation wizard
- After the installation open the program and enter your registration details

Detailed guide

Please note the installation will differ depending on whether the program has been installed on the workstation before. The following notes have therefore been split into All Users, Existing users and New users as appropriate.



Important note: You must have administrative access rights to install the PTP programs. If you do not have the necessary access rights you will need to seek assistance from your own IT support.

All users

Having programs open during the installation can cause problems. Please ensure that all PTP programs are closed on all workstations before you start.

The programs are supplied via a download page on the PTP Software website, www.ptpsoftware.co.uk/getmysoftware. From the list of programs on the page choose the name of the product you wish to install, and then select the “Installation” link. You can then follow the on screen Installation Wizard.

New users

The Installation Wizard guides you through the process to make it as easy as possible. There are however some points to note. The Installation Wizard will ask you for the destination folder in which to install the program and then a database folder for the database files. We strongly recommend that you install to the default location. If you are installing the network level software please see the notes below.

Please note: Depending on what files your system already contains, Microsoft Windows may require you to re-boot.

After installing, please register your software from one workstation.

Existing users

Following on from the All users section above, The Installation Wizard guides you through the rest of the process. The software will install in the same way as the previous updates/service packs. You will only need to install the software on one workstation in a network and the new software will then automatically update each workstation as the user runs the program. After installing, please register your software from one workstation.

Registration

To start the programs click Start, All Programs, PTP Software, and select the program from the list. To register click Tools, Register and enter the details from your Registration Document.



Important note: It is important that you keep the registration document.

Installing on a network: New user (Existing users see above)

Quick guide

- The program(s) need(s) to be installed on each workstation
- The database files need to be installed to a shared area on the server
- The program(s) need(s) to be registered on one workstation

Detailed guide

The program(s) work(s) on both Peer to Peer and dedicated file server networks. Whatever system is in use all users must have permanent **READ** and **WRITE** access to the folder that will contain the data files. When running the Installation Wizard, you will be asked for the destination folder in which to install the program. We recommend that this be left as the default as the program should be on the local drive of each workstation.

You will then be asked for the path to the database folder for the database files. Enter the path to the folder on the server where you wish the database files to be located. We would recommend

- For PTP Company Car Planner

F:\PTPData\Company Car

- For PTP CGT Planner

F:\PTPData\CGT

- For PTP IHT Planner

F:\PTPData\IHT

Where F is the drive letter assigned to the server.

If you are running a Peer to Peer network you will need to map a drive letter (F in our example) to **\\Example\C\Program Files\<<Program Folder>>** (assuming the database files have been installed to the default location on the acting server)*.

Here, **Example** is the name of the computer on the network acting as a server, and Program Folder will be:

- For PTP Company Car Planner

Company Car

- For PTP CGT Planner

CGT

- For PTP IHT Planner

IHT

The path to the database from the client workstations would then be:

- For PTP Company Car Planner

F:\Databases\CCP.mdb

- For PTP CGT Planner

F:\Database\CGT.mdb

- For PTP IHT Planner

F:\Database\IHT.mdb

Once the program has been installed on the master machine, you must follow the instructions in the registration section above. You will need to install the program on each workstation within a network system however, you only need to register the software from one workstation.