DT
DOUBLETIME

DoubleTime® 9.5

Standalone & Workstation Server

Installation Guide

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Minimum System Requirements

Desktop/Laptop Operating Systems:
- Microsoft Windows 11 64-bit
- Microsoft Windows 10 32-bit or 64-b it (End of Support October 14, 2025)

Note: Network users of DoubleTime must maintain a wired local area connection to the DoubleTime database. In a network environment, please upgrade the server prior to upgrading client PCs. Note that DoubleTime 9.5 requires administrator access to the server to perform the upgrade.

Server Operating System:
- Windows ServerTM2019

Minimum Hardware for Desktop / Laptop Devices:
- 1 GHz Processor
- 4 GB RAM (8 GB RAM recommended)
- 500 MB free disk space for client files and at least three times (3X) the size of the database
- 256 MB Video Card Recommended

Bandwidth:
- High-speed Internet connectivity

Recommended Browsers:
- Chrome, Firefox, Microsoft Edge

Additional Requirements:

*Minimum Requirements are subject to change and are not guaranteed to support future products made available by The Fund.
- Microsoft .NET Framework 4.8
- PDF Reader

Additional Recommendations:
- Uninterrupted Power Supply (UPS)
- Back-up solution for data
- Anti-Virus/Anti-Spyware Protection
- Firewall

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Preparing to Install/Upgrade DoubleTime®

- Please read the following instructions *thoroughly* before starting the install/upgrade.

- Log on to the PC with Administrative Rights before attempting to install/upgrade DoubleTime.

  Note: During the install process, you may experience multiple User Access Control prompts requesting permission to continue.

- Verify PC meets the minimum hardware/software requirements listed above.

- Verify there is sufficient free hard drive space on the PC to accommodate backing up the production database (at least 3X) and 500MB for the install.

- Prior to upgrading, create a backup of the current database via **Utilities | Database Backup** in DoubleTime.

- Turn off or disable any anti-virus or anti-spyware/malware programs.

For any questions regarding installation of this product, please call Member Support at 1-800-421-9378.

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Installing the Standalone version of DoubleTime – Full Install

1. Log on with Administrative Rights.

2. Close any programs currently running, including DoubleTime.

3. Download and run the DoubleTime 9.5 installation file obtained from the DoubleTime Support page located at https://www.thefund.com.

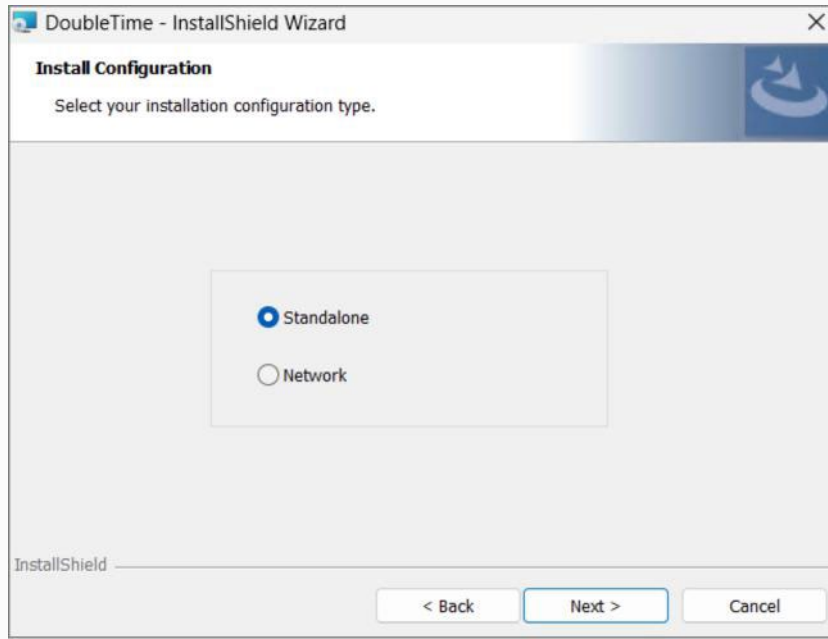4. Click 'Next' on the Installation Welcome window illustrated below:
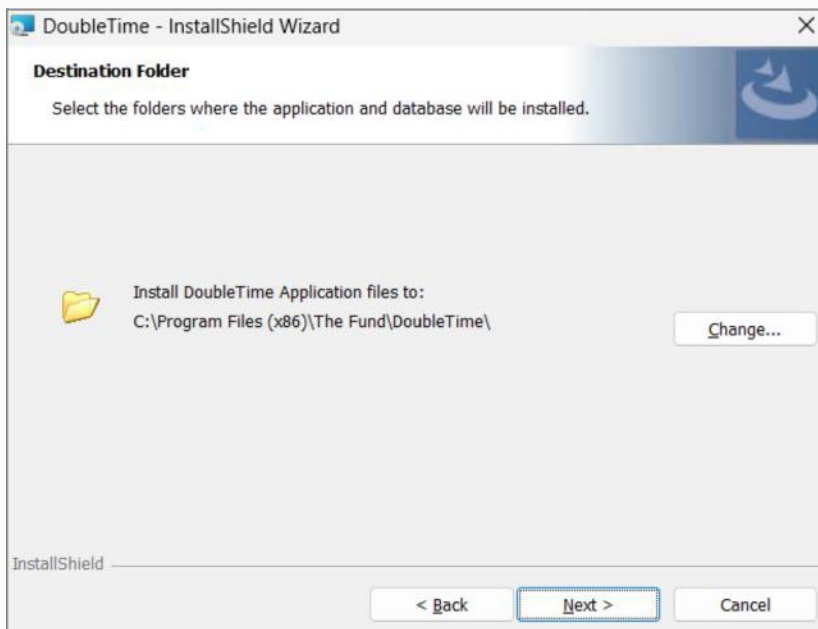
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5. Choose '**Standalone**' and click the '**Next**' button.

6. The next window brings up the '**Destination Folder**' dialog. You can set the path where the application components are installed. It is recommended that you use the default installation path that is provided. Select '**Next**'.
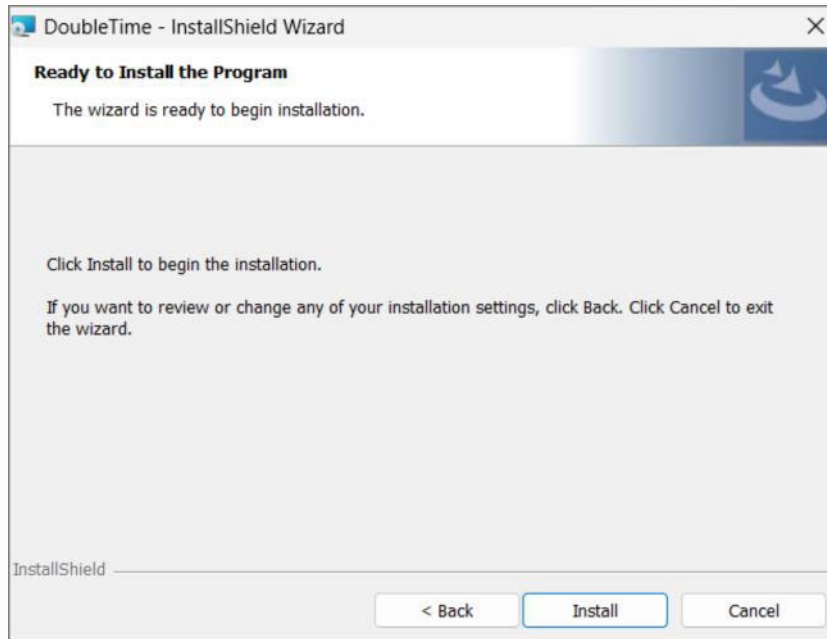
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7. Click the 'Install' button and DoubleTime will begin the installation process.

8. Congratulations, DoubleTime is now installed. Click **'Finish'** to complete the installation. Launch DoubleTime from your desktop icon or from your start menu.

Upgrading the Standalone or Network Client version of DoubleTime

1. Log on with Administration Rights

2. Make a backup of the current production database:

   a. Create a folder on your PC (i.e., c:\DTbackup).

   b. Open the DoubleTime application.

   c. Select **Utilities | Database Backup**

   d. Select the directory you created (i.e., c:\DTbackup).

   e. Click the '**OK**' button.

3. Close any programs currently running, including DoubleTime.

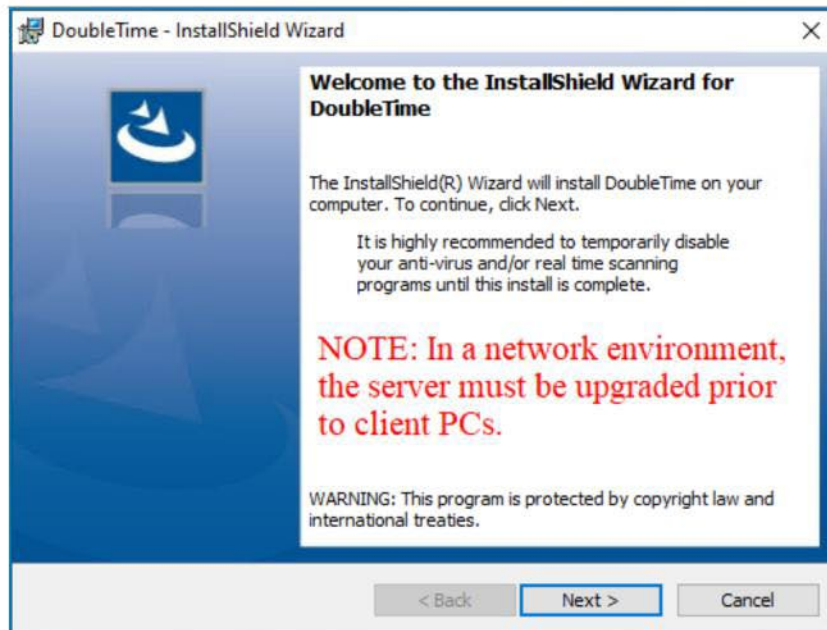4. Download and run the DoubleTime 9.5 installation file obtained from the DoubleTime Support page onhttps://www.thefund.com.
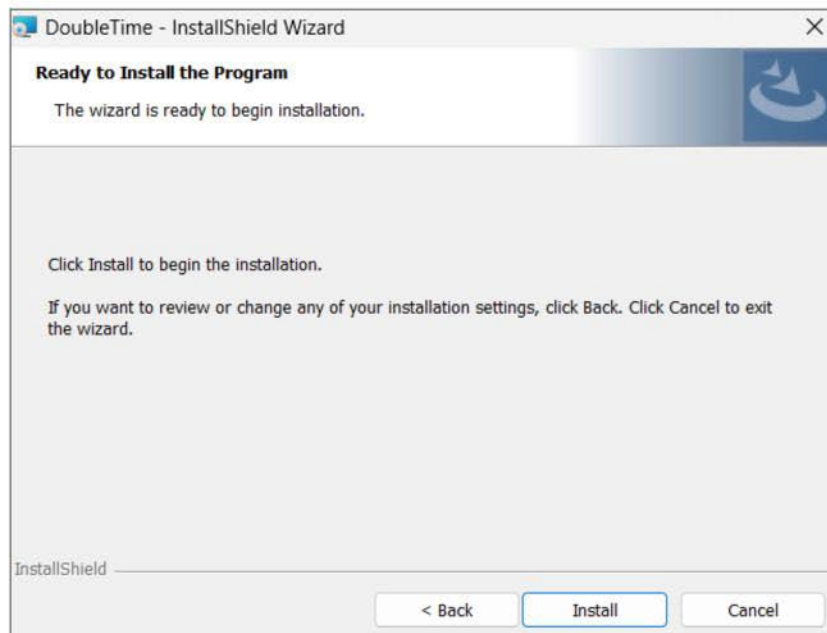
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5. Click '**Next**' on the Installation Welcome window illustrated below:
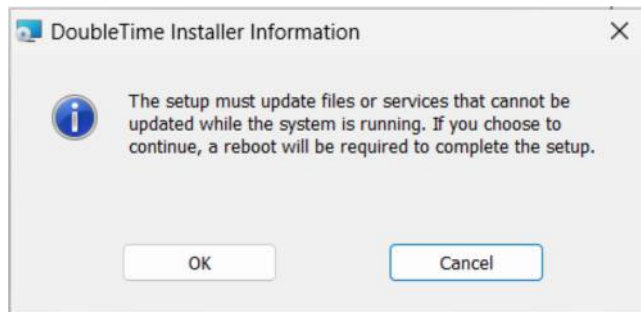

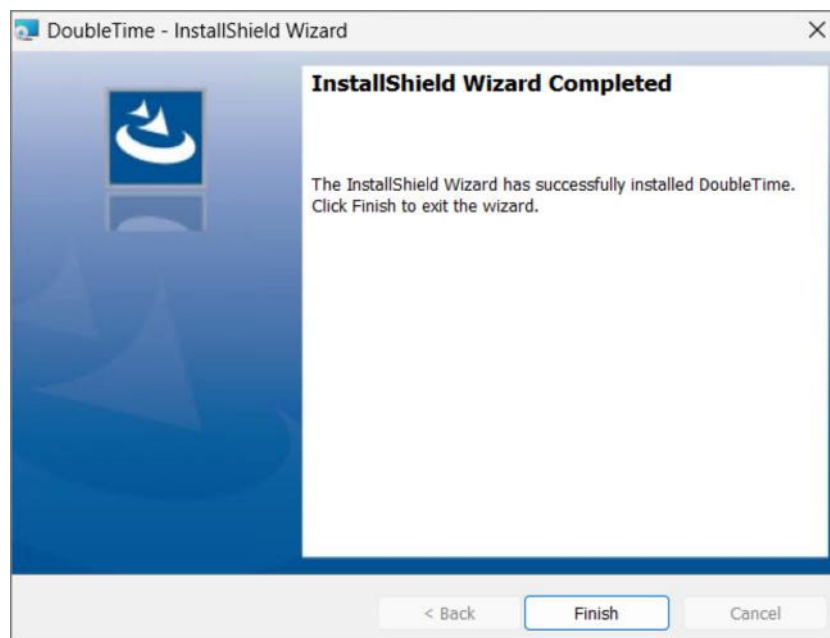6. Click the **'Install'** button and DoubleTime will begin the installation process.

7. Click **'OK'** on the DoubleTime 9.5 Installer Information prompt to allow the installation to continue.

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5. Congratulations, DoubleTime is now upgraded. Click '**Finish**' to complete the installation.

6. Upgrade the DoubleTime database by launching DoubleTime your desktop icon or from your start menu.
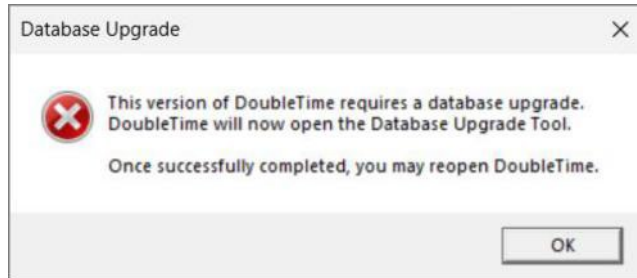
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7. DoubleTime will automatically recognize that the database requires an upgrade and present the following message:

8. Click '**OK**' to close the message and launch the DoubleTime® Database Upgrade tool. Note that this must be run with Administrator privileges.

    See **DoubleTime® Database Upgrade Tool** below for more information.

    Note: If this is a Network Client upgrade, the Database Upgrade tool will prevent you from continuing. At this point, upgrade the server and then proceed with step 12.
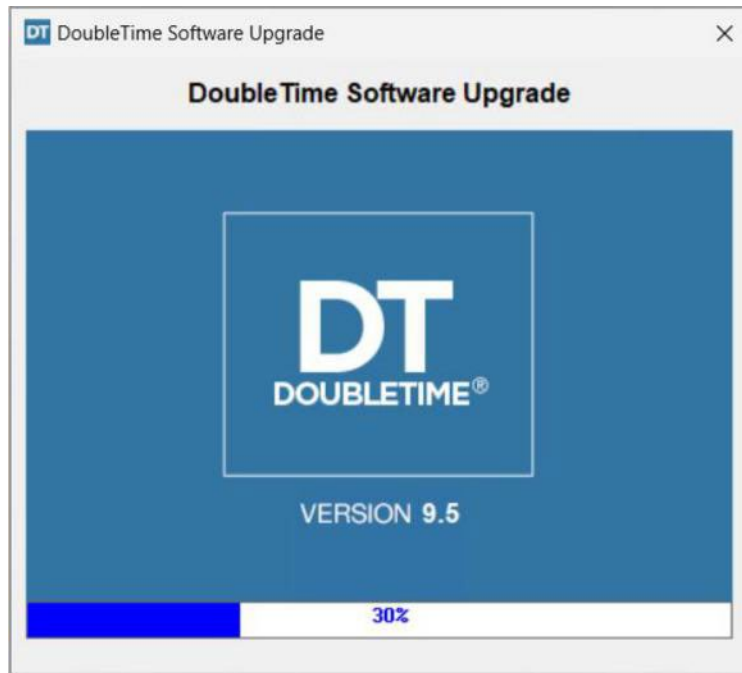
    See **Upgrading the Windows Workstation Server (PTP/NT)** below for more information.

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12. Upgrade the DoubleTime database software by launching DoubleTime your desktop icon or from your start menu. Once the upgrade completes, DoubleTime can be launched and will now be updated completely.
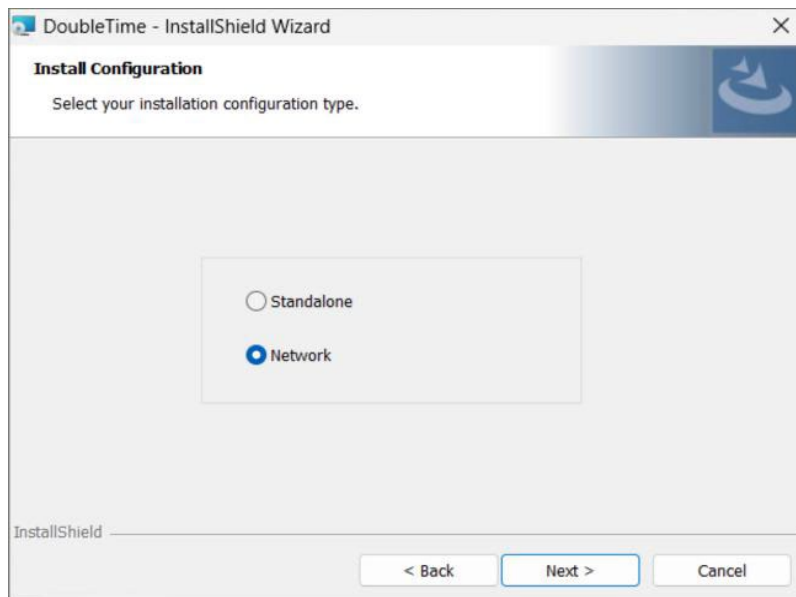
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Installing the Windows Workstation Server/Client (PTP) – Full Install

1. Log on with Administrative Rights.

2. Close any programs currently running, including DoubleTime.

3. Download and run the DoubleTime 9.5 installation file obtained from the DoubleTime Support page on www.thefund.com.

4. Click 'Next' on the Installation Welcome window illustrated below:

5. Choose 'Network' and click the 'Next' button.

6. The next window brings up the 'Network Type' dialog. Select the check box for 'Client' and then the option for 'Windows Workstation Server (PTP)'.

7. If this machine will function as the database server also check 'Server' and then select 'Windows Workstation Server (PTP)'.

Note: Only one server installation should be selected per office. When installing additional PTP clients, only select the 'Client' checkbox along with the Windows Workstation Server (PTP) radio button.
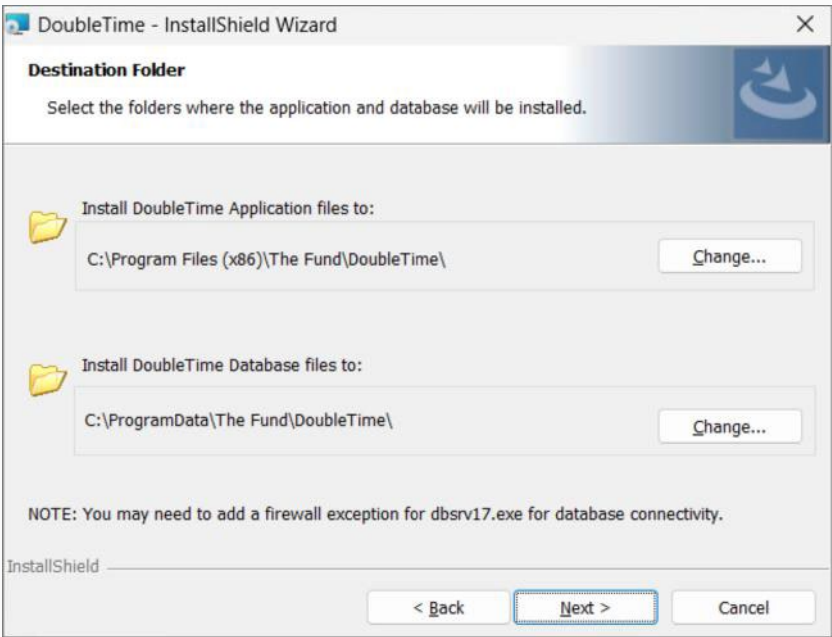
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8. When you are finished with your selection, click 'Next'.
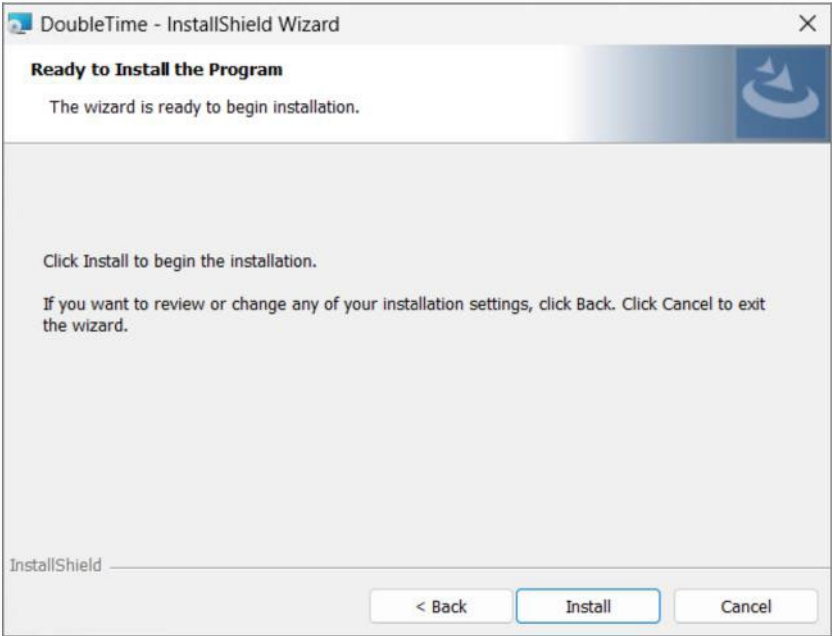
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9. The next window presents the 'Destination Folder' dialog. The first selection will set the path for the server application files. The second selection will set the path for the DoubleTime database files. Select 'Next'.

DoubleTime - InstallShield Wizard

Destination Folder
Select the folders where the application and database will be installed.

Install DoubleTime Application files to:

C:\Program Files (x86)\The Fund\DoubleTime\   Change...

Install DoubleTime Database files to:

C:\ProgramData\The Fund\DoubleTime\   Change...

NOTE: You may need to add a firewall exception for dbsrv17.exe for database connectivity.

InstallShield

< Back   Next >   Cancel

10. Click the 'Install' button and DoubleTime will begin the installation process.

DoubleTime - InstallShield Wizard

Ready to Install the Program
The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield
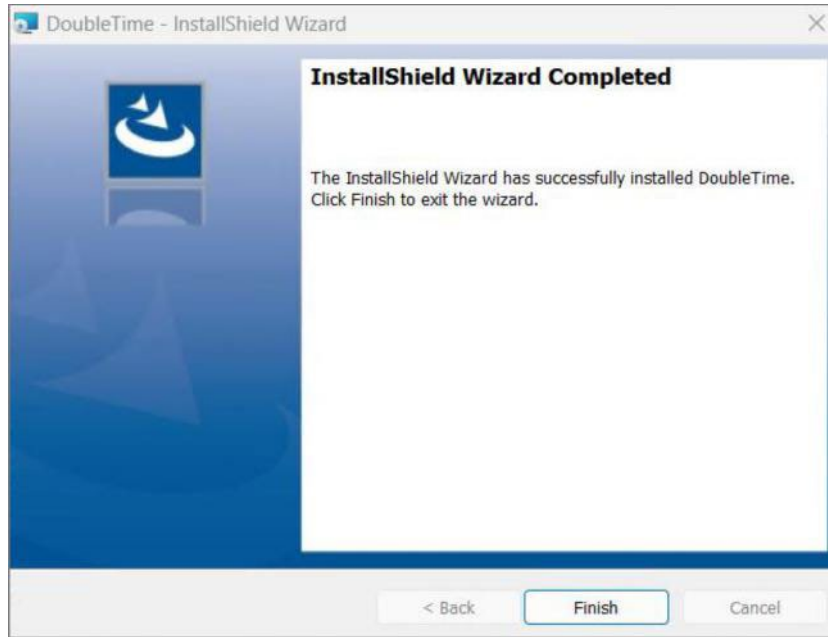
< Back   Install   Cancel

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11. Congratulations, DoubleTime is now installed. Click 'Finish' to complete the installation. Launch DoubleTime from your desktop icon or from your start menu.

12. **Note:** Refer to steps 1-6 for installing additional clients.

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Installing the Windows Dedicated Server (NT) – Server Install

Note: The installation instructions illustrated below will only install the database files.

1. Log on with Administrative Rights.

2. Close any programs currently running, including DoubleTime.

3. Download and run the DoubleTime 9.5 installation file obtained from the DoubleTime Support page on www.thefund.com.
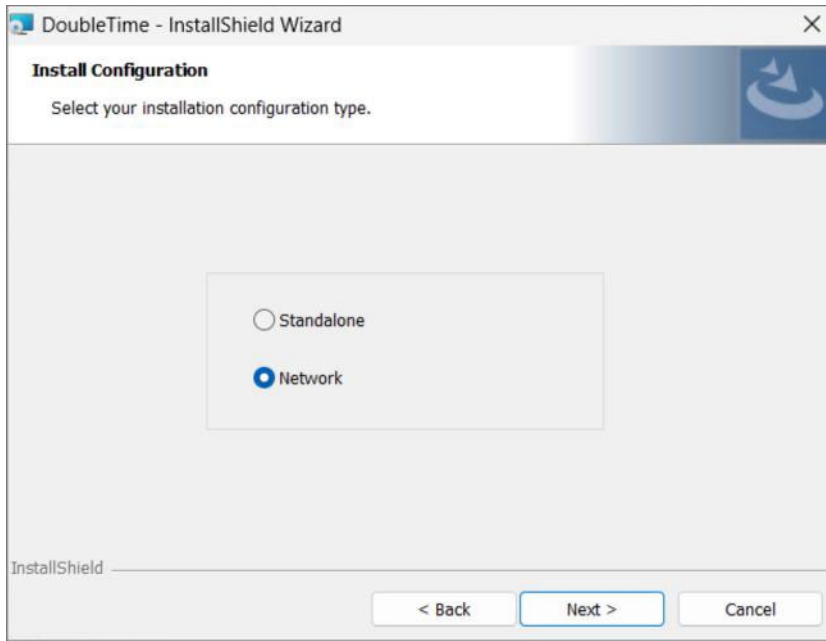
4. Click '**Next**' on the Installation Welcome window illustrated below:

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5. Choose **'Network'** and click the **'Next'** button.

6. The next window brings up the **'Network Type'** dialog. Select the check box for *Server* and the radio button for **'Windows Dedicated Server (NT)'**.

   Note: Only one server installation should be selected per office.

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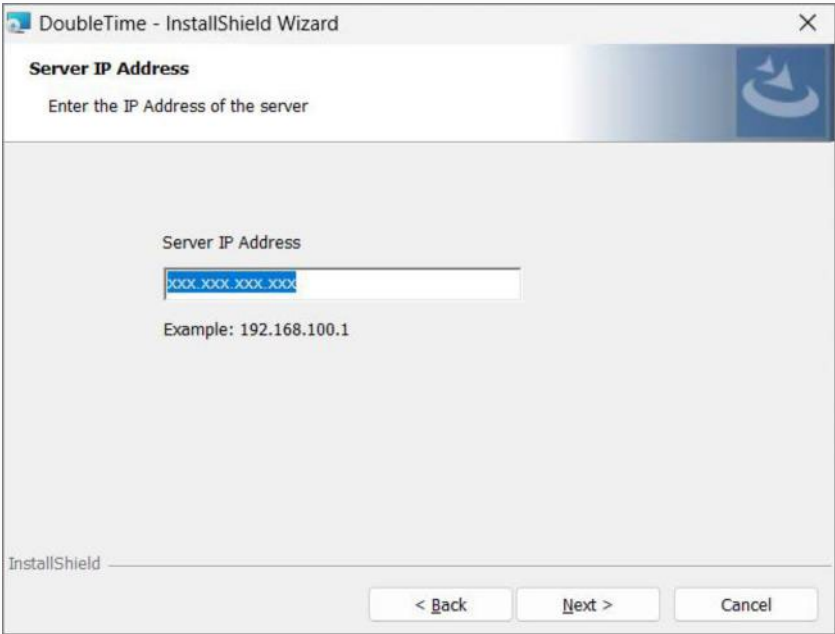7. When you are finished with your selection, click '**Next**'.

8. The next window brings up the '**Password**' dialog. Enter the password provided from the order information supplied at purchase. Select '**Next**'.
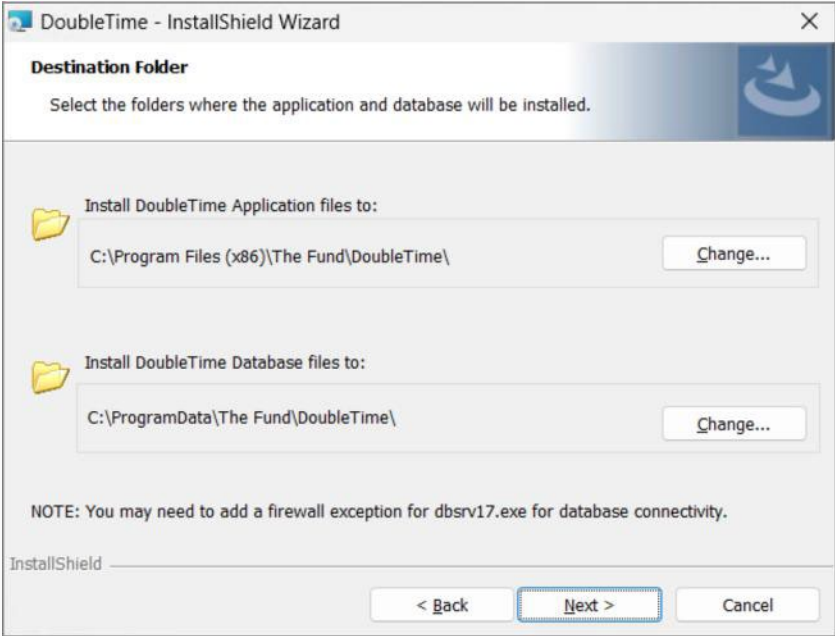
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9. Enter this server's IP address as it will host the DoubleTime database.

10. The next window presents the **'Destination Folder'** dialog. The first selection will set the path for the server application files. The second selection will set the path for the DoubleTime database files. Select **'Next'**.
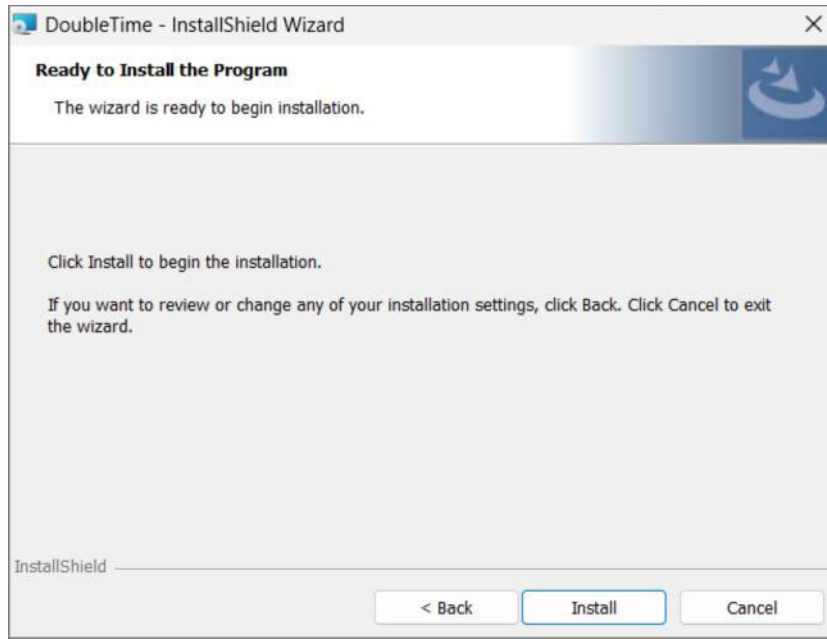
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11. Click the 'Install' button and DoubleTime will begin the installation process.

12. Congratulations, the DoubleTime Database Service and files are installed and configured. Click 'Finish' to complete the installation.

Note: There will not be any icons installed but if you would like to confirm a proper installation, please search the running services for "DoubleTime Database Service."

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Note: If Windows Firewall is active on the server, you will need to add **dbsrv17.exe** as an exception. This will allow the clients PCs to connect through TCPIP.

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Installing the Windows Dedicated Client (NT) – Client Application

Note: The installation instructions illustrated below will only install the client application and cannot be used without the server files installed.

1. Log on with Administrative Rights.

2. Close any programs currently running, including DoubleTime.

3. Download and run the DoubleTime 9.5 installation file obtained from the DoubleTime Support page on www.thefund.com.

4. Click 'Next' on the Installation Welcome window illustrated below:

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5. Choose **'Network'** and click the **'Next'** button.
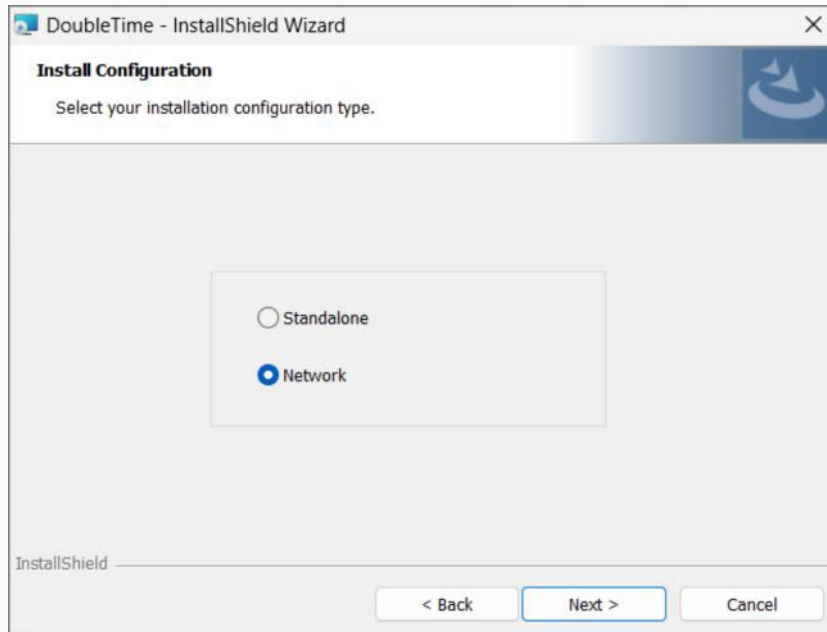
6. The next window brings up the **'Network Type'** dialog. Select the check box for *Client* and the radio button for **'Windows Dedicated Server (NT)'**.

7. When you are finished with your selection, click **'Next'**.
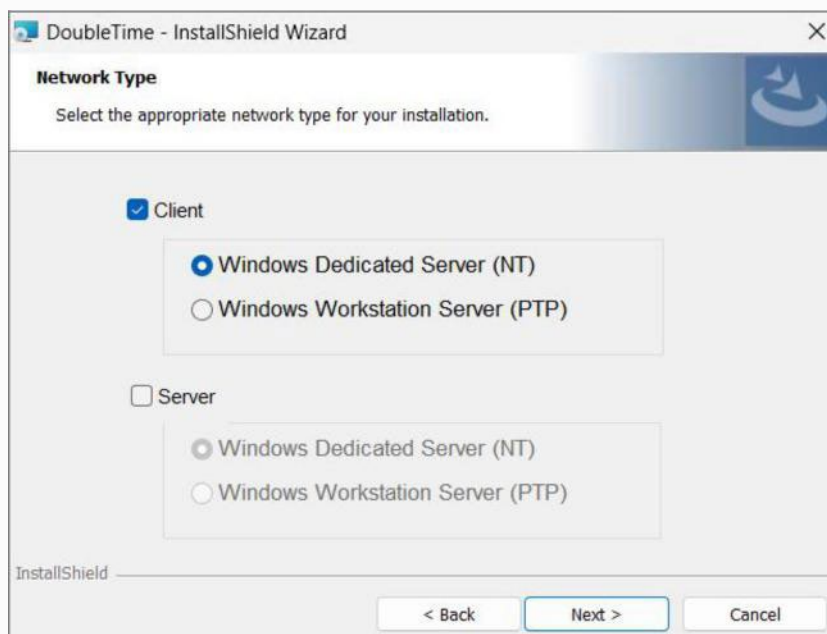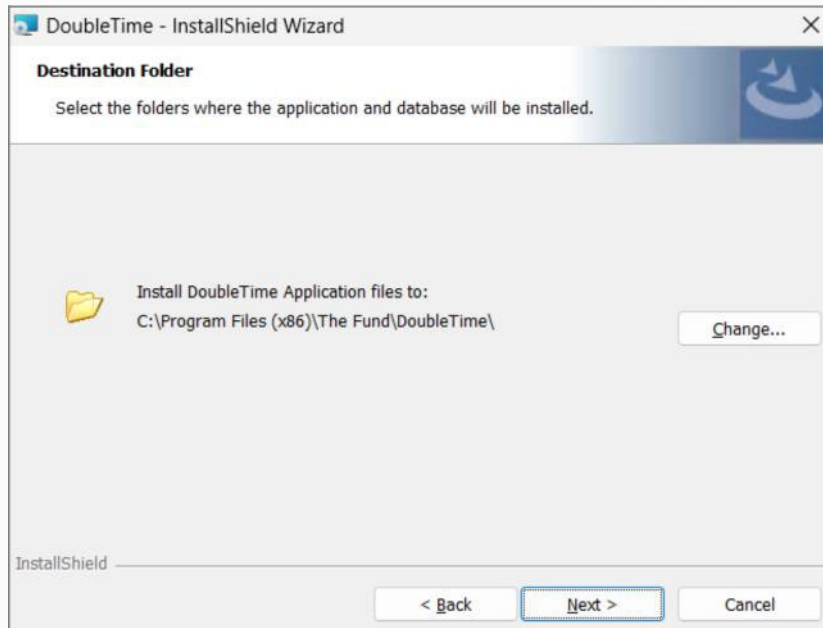
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8. Enter the IP address of the server that is hosting the DoubleTime database.

9. The next window brings up the 'Destination Folder' dialog. You can set the path where the Client application components are installed. It is recommended that you use the default installation path that is provided. Select 'Next'.

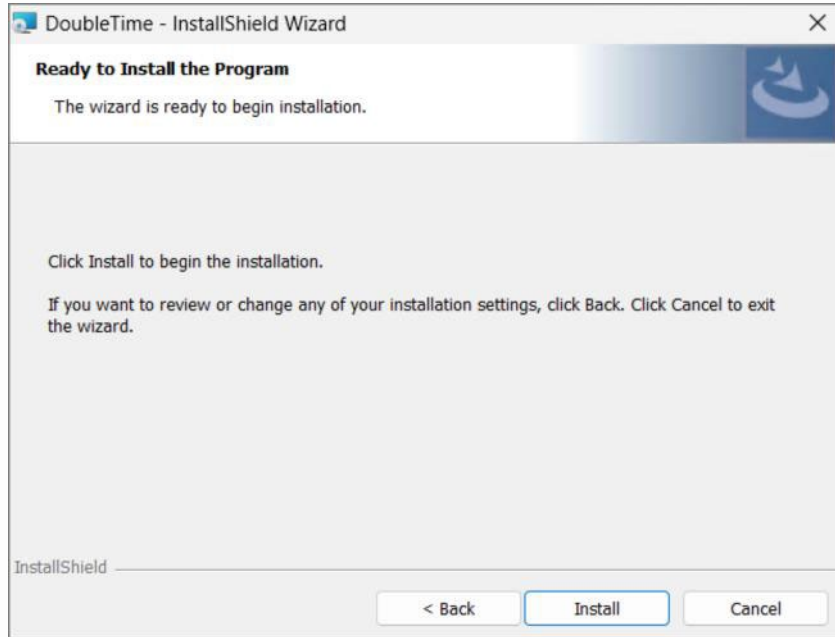# DoubleTime® 9.5
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10. Click the 'Install' button and DoubleTime will begin the installation process.

11. Congratulations, DoubleTime is now upgraded. Click 'Finish' to complete the installation.

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Upgrading the Windows Workstation Server (PTP/NT)

1. Log on with Administration Rights

2. Make a backup of the current production database:

   a. Create a folder on your PC (i.e., c:\DTbackup).

   b. Open the DoubleTime application.

   c. Select **Utilities | Database Backup**

   d. Select the directory you created (i.e., c:\DTbackup).

   e. Click the '**OK**' button.

3. Close any programs currently running, including DoubleTime.

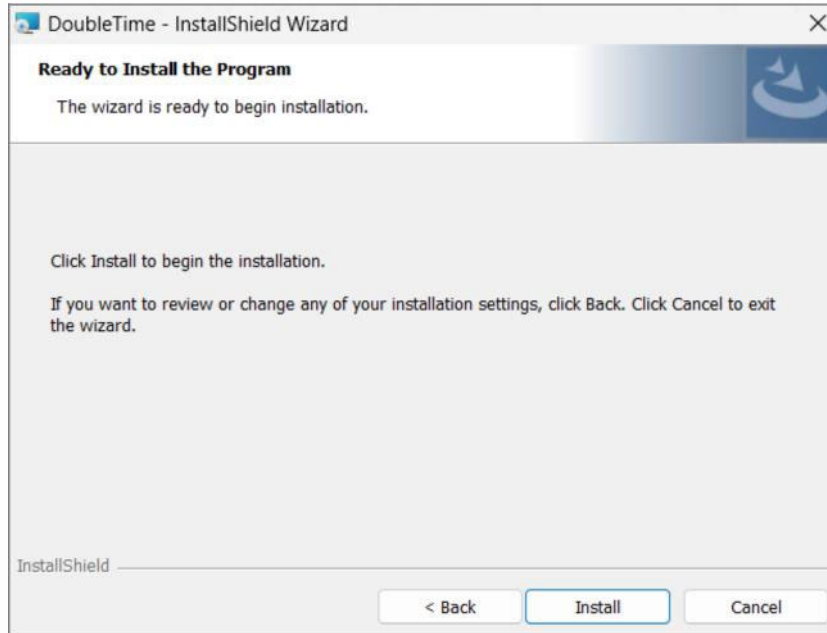4. Download and run the DoubleTime 9.5 installation file obtained from the DoubleTime Support page onhttps://www.thefund.com.

5. Click '**Next**' on the Installation Welcome window illustrated below:

6. Click the **'Install'** button and DoubleTime will begin the installation process.
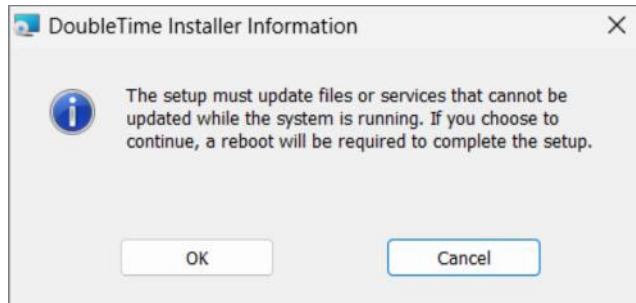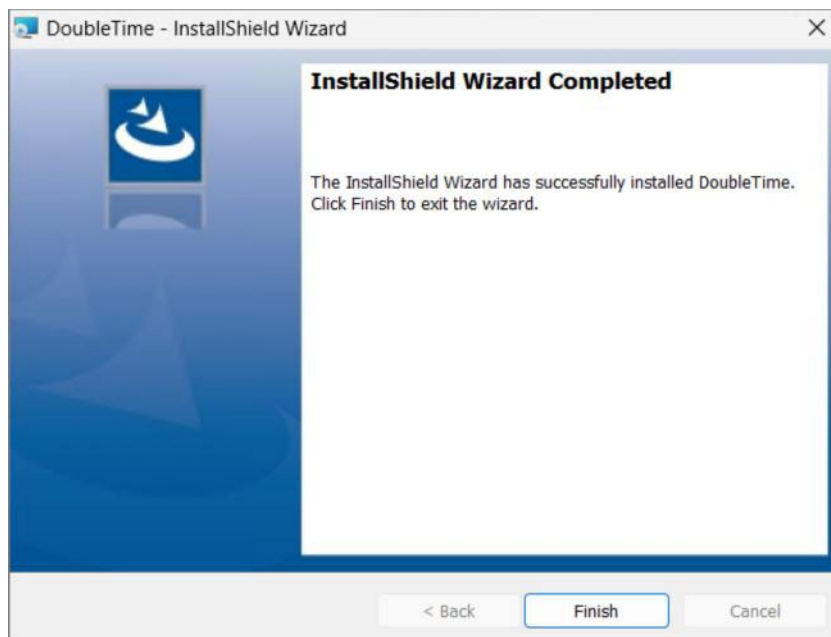
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7. Click '**OK**' on the DoubleTime 9.5 Installer Information prompt to allow the installation to continue.

8. Congratulations, DoubleTime is now upgraded. Click '**Finish**' to complete the installation.

9. DoubleTime will automatically recognize that the database requires an upgrade and launch the DoubleTime® Database Upgrade tool. Note that this must be run with Administrator privileges.

   See **DoubleTime® Database Upgrade Tool** below for more information.
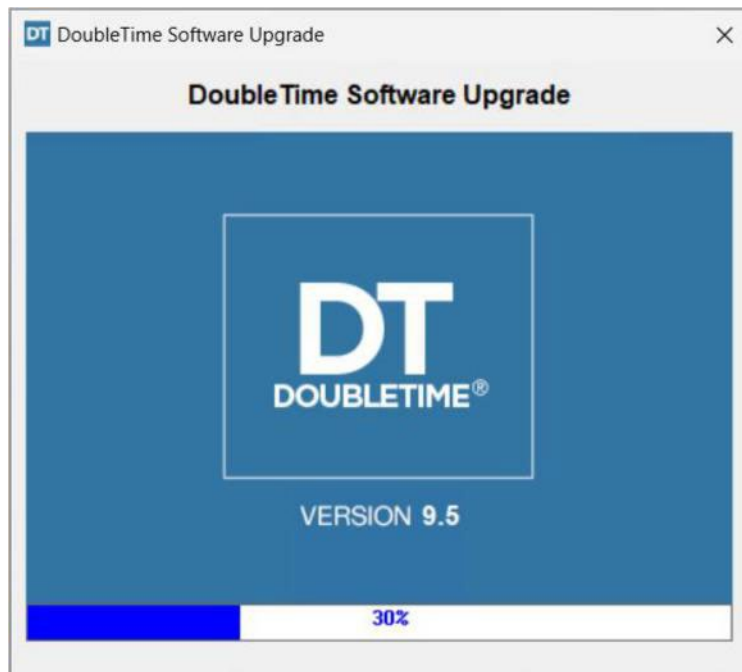
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10. Upgrade the DoubleTime database software by launching DoubleTime your desktop icon or from your operating system start menu. Once the upgrade completes, DoubleTime can be launched and will now be updated completely.

    Note: If this installation does not have the DoubleTime client files installed, perform this step as part of a client upgrade.

    See **Upgrading the Standalone or Network Client** version of DoubleTime above for more information.
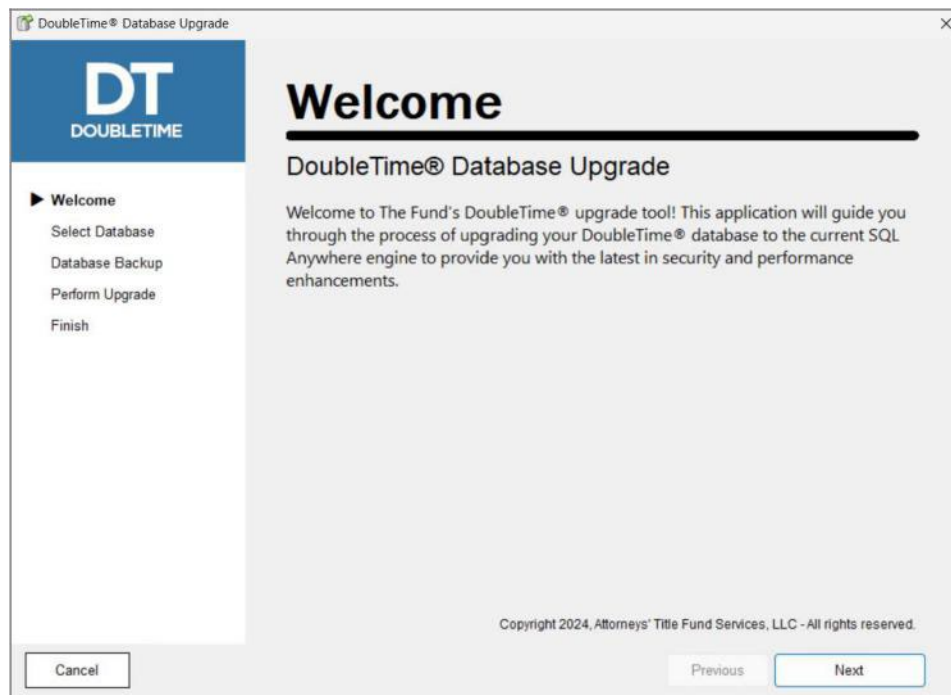
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DoubleTime ® Database Upgrade Tool

1. Log on with Administrative Rights.

2. Close any programs currently running, including DoubleTime.

3. If the Database Upgrade tool does not open automatically, navigate to the directory where DoubleTime is installed (typically C:\Program Files (x86)\The Fund\DoubleTime) and double click on **dt_sa17_db_upgrade.exe**.

4. Click '**Next**' on the Welcome window illustrated below:

5. Via the drop down, select the database to upgrade (note there is typically only one option in the list) and click **'Next'**.

Note: Based on the size of the database selected to be upgraded, the tool makes an estimate of the time it will take to complete. Please also note that:

- The actual time may vary widely based on system configuration.

- All connections to the database will be closed during this operation. If "Server Connections" reflects more than 1, it indicates there may be other clients currently using this database. It is advisable to find and close all other connections rather than forcibly disconnecting via this tool.

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6. Select or enter a directory to back up the database into and click 'Make backup.' Once the backup has completed successfully, the tool will automatically move to the next step. If not, click 'Next' to continue.
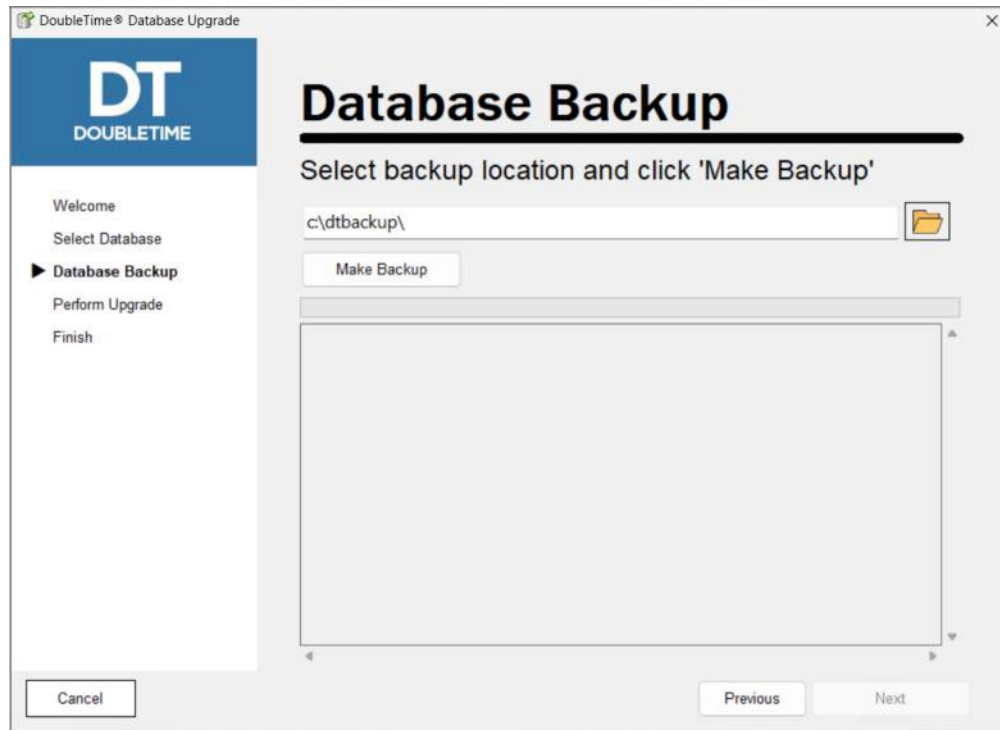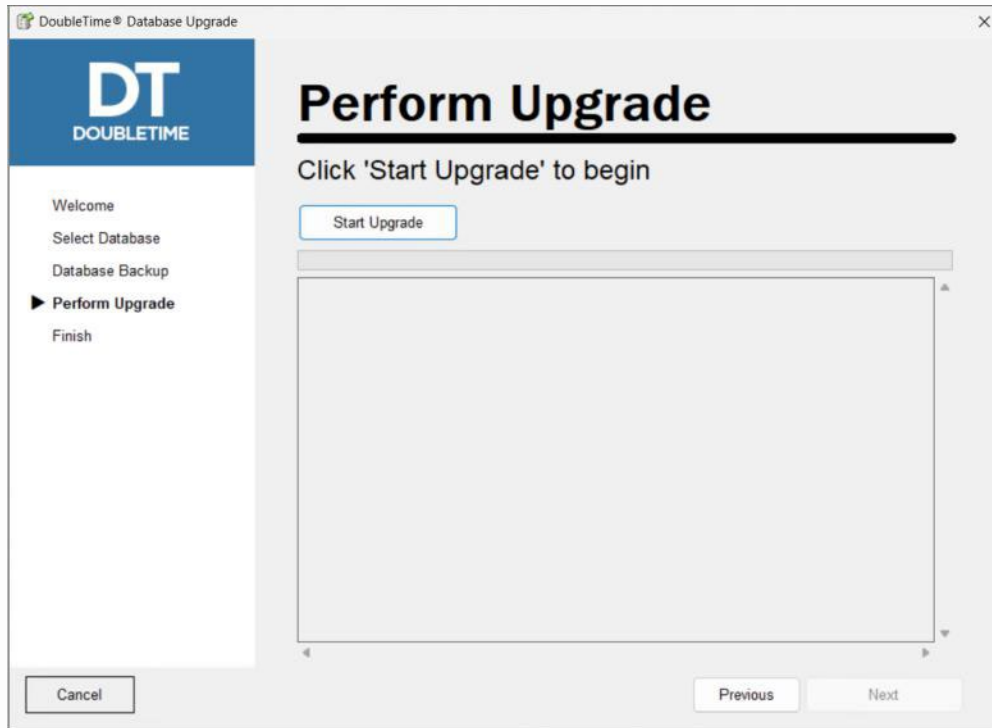
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7. By default, the upgrade will begin automatically. If not, click 'Start Upgrade' to perform the upgrade. Once the upgrade has completed successfully, the tool will automatically move to the final step. If not, click 'Next' to continue.
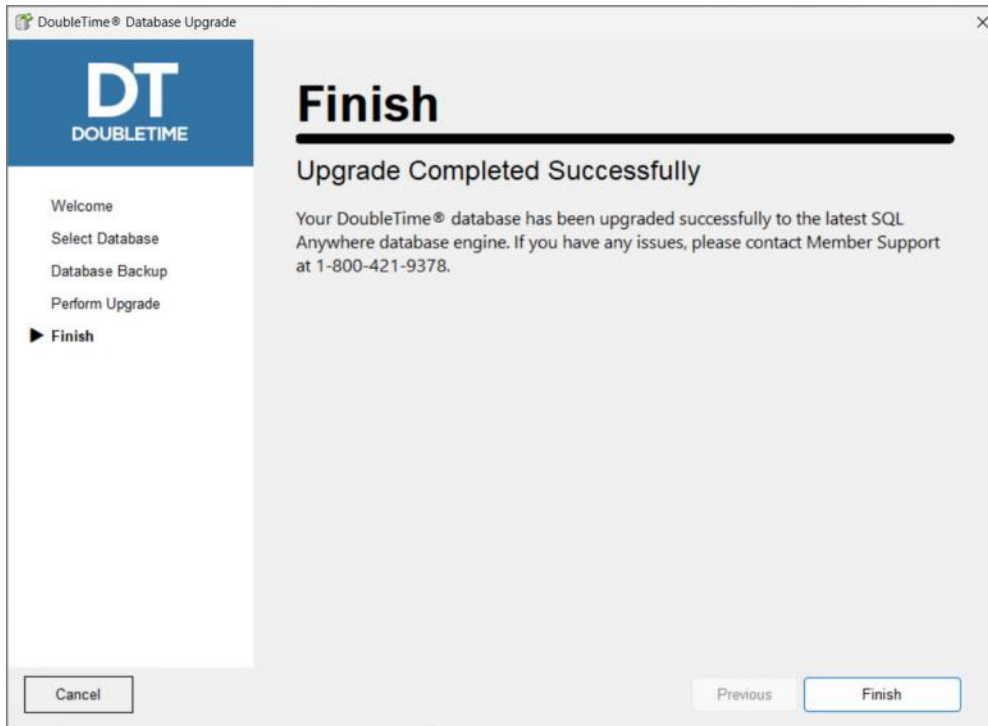

Note: This process generally has frequent pauses where it appears no progress is being made. This is normal and is not cause for concern. Please be patient and reach out to Member Support if you have any questions or concerns.

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8. Click 'Finish' to close the Database Upgrade tool.

Note: Update existing scheduled tasks that use SQL Anywhere 11 utilities (such as database backup) to use the new SQL Anywhere 17 utilities. Contact Member Support for more information.

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For additional assistance with DoubleTime
please visit