

# **DoubleTime® 9.5**

Standalone & Workstation Server





# Table of Contents

Minimum System Requirements	3
Preparing to Install/Upgrade DoubleTime <sup>®</sup>	4
Installing the Stand-Alone version of DoubleTime – Full Install	5
Upgrading the Stand Alone or Network Client version of DoubleTime	8
Installing the Windows Workstation Server/Client (PTP) – Full Install	13
Installing the Windows Dedicated Server (NT) – Server Install	17
Installing the Windows Dedicated Client (NT) – Client Application	23
Upgrading the Windows Workstation Server (PTP/NT)	27
DoubleTime <sup>®</sup> Database Upgrade Tool	31



DoubleTime 9.5 Installation Guide



### **Minimum System Requirements**

#### Desktop/Laptop Operating Systems:

- Microsoft Windows 11 64-bit
- Microsoft Windows 10 32-bit or 64-bit

**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 Server™ 2019
- Windows Server™ 2016

#### 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







# **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.



#### 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 <u>https://www.thefund.com.</u>
- 4. Click 'Next' on the Installation Welcome window illustrated below:

DoubleTime - InstallShield W	fizard	×		
2	Welcome to the InstallShield Wizard for DoubleTime			
	The InstallShield(R) Wizard will install DoubleTime on your computer. To continue, click Next.			
	It is highly recommended to temporarily disable your anti-virus and/or real time scanning programs until this install is complete.			
	WARNING: This program is protected by copyright law and international treaties.			
	< Back Next > Cancel			



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'**.







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.

DoubleTime - InstallShield Wizard			
	InstallShield Wizard Completed The InstallShield Wizard has successfully installed DoubleTime. Click Finish to exit the wizard.		
	< Back Finish Cancel		

**DoubleTime** 9.5 Installation Guide



# 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., <u>c:\DTbackup</u>).
  - b. Open the DoubleTime application.
  - c. Select Utilities | Database Backup
  - d. Select the directory you created (i.e., <u>c:\DTbackup</u>).
  - 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 on<u>https://www.thefund.com.</u>





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.



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

DoubleTime - InstallShield Wizard			
	InstallShield Wizard Completed The InstallShield Wizard has successfully installed DoubleTime. Click Finish to exit the wizard.		
	< Back Finish Cancel		

9. Upgrade the DoubleTime database by launching DoubleTime your desktop icon or from your start menu.



10. DoubleTime will automatically recognize that the database requires an upgrade and present the following message:

Databas	e Upgrade	×
×	This version of DoubleTime requires a database upgrade. DoubleTime will now open the Database Upgrade Tool.	
	Once successfully completed, you may reopen DoubleTime.	
	ОК	

11. Click **'OK'** to close the message and launch the DoubleTime<sup>®</sup> 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.

**DoubleTime** 9.5 Installation Guide



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.





DoubleTime 9.5



# 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 <u>www.thefund.com</u>.
- 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)'**.

🔁 DoubleTime - Insta	IIShield Wizard			×
Install Configuration Select your installati	on configuration type.			と
	<ul> <li>Standalone</li> <li>Network</li> </ul>			
InstallShield		< Back	Next >	Cancel

**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.

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

🔁 DoubleTime - InstallShield Wizard	×
Network Type Select the appropriate network type for your installation.	と
Client	
○ Windows Dedicated Server (NT)	
• Windows Workstation Server (PTP)	
Server	
○ Windows Dedicated Server (NT)	
• Windows Workstation Server (PTP)	
InstallShield	
< <u>B</u> ack Next >	Cancel

DoubleTime. 9.5



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'**.

🔁 Dou	bleTime - InstallShield Wizard			Х
Desti Sel	nation Folder ect the folders where the application a	and database will	be installed.	さ
	Install DoubleTime Application files to	0:		
	C:\Program Files (x86)\The Fund\De	oubleTime\		<u>C</u> hange
	Install DoubleTime Database files to:			
	C:\ProgramData\The Fund\DoubleTi	me\		<u>C</u> hange
NOTE	: You may need to add a firewall exce	ption for dbsrv17	exe for database cor	nectivity.
		< <u>B</u> ack	<u>N</u> ext >	Cancel

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



DoubleTime 9.5 Installation Guide

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.



# 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 <u>www.thefund.com</u>.
- 4. Click 'Next' on the Installation Welcome window illustrated below:





DOUBLETIME

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

DoubleTime - InstallShield Wizard		×
Install Configuration Select your installation configuration type	e.	と
) Standalone	e	
Network		
InstallShield	< Back Ne	ext > Cancel

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.





D

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

🔁 DoubleTin	ne - InstallShield Wizard	×
Network Ty Select the	pe appropriate network type for your installation.	と
C	Client	
	<ul> <li>Windows Dedicated Server (NT)</li> <li>Windows Workstation Server (PTP)</li> </ul>	
	Server	
	• Windows Dedicated Server (NT)	
	○ Windows Workstation Server (PTP)	
InstallShield —		
	< Back Next >	Cancel

8. The next window brings up the 'Password' dialog. Enter the password provided from the order information supplied at purchase. Select 'Next'.

🗾 DoubleTi	ime - InstallShield Wizard	t		X
Password Enter the	password for server install			さ
	Enter the password to con	itinue the Windows Ser	ver installation	
InstallShield –		< Back	Next >	Cancel



9. Enter this server's IP address as it will host the DoubleTime database.

🔁 DoubleTime - InstallShield Wizard	L.		×
Server IP Address Enter the IP Address of the server			と
Server IP Address			
xxx.xxx.xxx.xxx		-3	
Example: 192.168.100.	.1		
InstallShield			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

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'**.







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."



**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.



DoubleTime 9.5 Installation Guide

## 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 <u>www.thefund.com</u>.
- 4. Click 'Next' on the Installation Welcome window illustrated below:





DOUBLETIME

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

DoubleTime - InstallShield Wizard		×
Install Configuration Select your installation configuration type		と
Network		
InstallShield		
	< Back Nex	kt > Cancel

- 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'.







8. Enter the IP address of the server that is hosting the DoubleTime database.

DoubleTime - InstallShield Wizard			×
Server IP Address Enter the IP Address of the server			と
Server IP Address			
x0x.x0x.x0x.x0x		-	
Example: 192.168.100.1	ľ.		
InstallShield			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

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'**.







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.			と
Click Install to begin the installation. If you want to review or change any of you the wizard.	r installation settings, click	Back. Click C	ancel to exit
InstallShield			
	< Back	install	Cancel

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



DoubleTime 9.5



# 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., <u>c:\DTbackup</u>).
  - b. Open the DoubleTime application.
  - c. Select Utilities | Database Backup
  - d. Select the directory you created (i.e., <u>c:\DTbackup</u>).
  - 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 on<u>https://www.thefund.com.</u>







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.



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

🔁 DoubleTime - InstallShield Wizard		×
<u>ح</u>	InstallShield Wizard Completed	]
	The InstallShield Wizard has successfully installed DoubleTime. Click Finish to exit the wizard.	
34		
	< Back Finish Cancel	

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

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





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.







# **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:

🗊 DoubleTime® Database Upgrade		×
	Welcome	
	DoubleTime® Database Upgrade	
► Welcome Select Database Database Backup Perform Upgrade Finish	Welcome to The Fund's DoubleTime® upgrade tool! This application will guide you through the process of upgrading your DoubleTime® database to the current SQL Anywhere engine to provide you with the latest in security and performance enhancements.	
Cancel	Previous Next	



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

🕜 DoubleTime® Database Upgrade					>
DOUBLETIME	Select [	Datab	ase		
	Choose databas	se to upgra	ade:		
Welcome	DoubleTime				Image: A state of the state
Select Database Database Backup	Server Connections	Database Size	Estimated Time to Complete		
Perform Upgrade	1	164 MB	6 Min		
Finish		101112		Refresh	
	Details				
	Connection Description:	DoubleTime Data	base		
	Connection Type:	STANDALONE			
	Database Driver:	SQL Anywhere 17			
	Engine Name:	Dbltime			
	Network Protocol:	TCPIP{}			
	Database Name:	Dbltime			
	Database File:	C:\ProgramData\1	he Fund\DoubleTime\	dbltime.db	
Cancel			Pr	evious	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.





 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.

🗊 DoubleTime® Database Upgrade		×
	Database Backup	
	Select backup location and click 'Make Backup'	
Welcome	c:\dtbackup\	
Select Database		
Database Backup     Perform Ungrade	маке раскир	
Finish	A	
	۲ پ ۹ پ	
Cancel	Previous Next	



DoubleTime 9.5 Installation Guide



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.

🗊 DoubleTime® Database Upgrade		×
	Perform Upgrade	
	Click 'Start Upgrade' to begin	
Welcome Select Database	Start Upgrade	
Database Backup		
Perform Upgrade		
Finish		
	۷ ۹ ــــــــــــــــــــــــــــــــــــ	
Cancel	Previous Next	

**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.







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

🗊 DoubleTime® Database Upgrade		×
	Finish	
	Upgrade Completed Successfully	
Welcome Select Database Database Backup	Your DoubleTime® database has been upgraded successfully to the latest SQL Anywhere database engine. If you have any issues, please contact Member Support at 1-800-421-9378.	
Perform Upgrade		
► Finish		
Cancel	Previous Finish	)

**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.





# DoubleTime<sub>8</sub>9.5

For additional assistance with DoubleTime please visit <u>www.thefund.com</u>