TOPS Pro 6.8x Software Install Instructions (Stand-Alone)

Important Notes

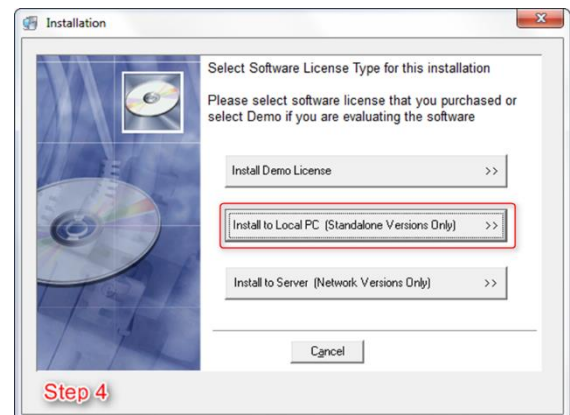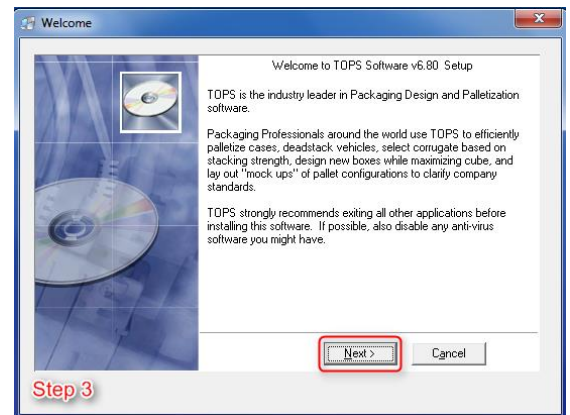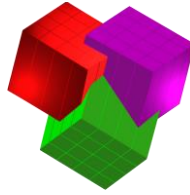**Before beginning, PLEASE READ the following:**

- **If you are <u>upgrading</u> a previous version of the software, please refer to the Data Migration document for details before performing this install.**
- Confirm you have **sufficient rights** (Read/Write/Execute) to install the software to the local machine that will be using it. If you are unsure if you have sufficient rights, please contact your IT department.
- **If you are unsure what kind of license you have, please call (972)739-8677 with your serial number marked on the front of the media and/or present on the literature that was sent.**
- You MUST contact TOPS via phone or email to complete the license setup. If you are installing a Demo, you can contact TOPS via phone or email for a temporary Demo activation code.

Begin Installation

1. Please close all applications.

2. Insert CD and run TOPS_Setup.EXE. If you were sent a link to install the software, please unzip those files and run the .exe from the CD.TOPS680 directory.

3. An install wizard will appear with the TOPS Pro Setup **Welcome** screen. Continue by clicking on the **Next** button.

4. At the **Installation** dialog box, select one of the following options:

   - **Demo License** – to install a trail demo. A temp license with a limited number of executions/days will be provided.

   - **Install to Local PC** – to install the <u>Stand-Alone</u> license you purchased (as indicated on the CD cover or literature sent). There can only be ONE install for each stand-alone license.

   - **Install to Server** – **If you purchased a Network license, please refer to the installation instructions for the Network version.**

   If you are unsure what type of license you have, please call (972)739-8677 with your serial number in order to confirm.

5. **Select Software Module** to install listed on the CD cover or referenced in your purchase of sale information:

- **LoadStak Pro** – This is the simplest of the TOPS Pro modules. It provides pallet configurations based on the dimensions of your master shipcase and pallet restrictions. It supports "Shipcase to Pallet to Vehicle" design sequence plus Stacking Strength function.

- **PackStak Pro** – This module includes all functions of LoadStak plus the capacity to design a new shipcase based around a primary pack specification.

- **TOPS Pro** – Select this option to evaluate all TOPS functions including MixPro, MixTray and Create-A-Shape-Yourself (CASY).

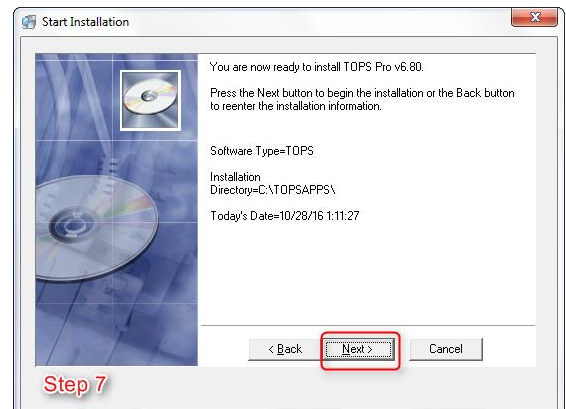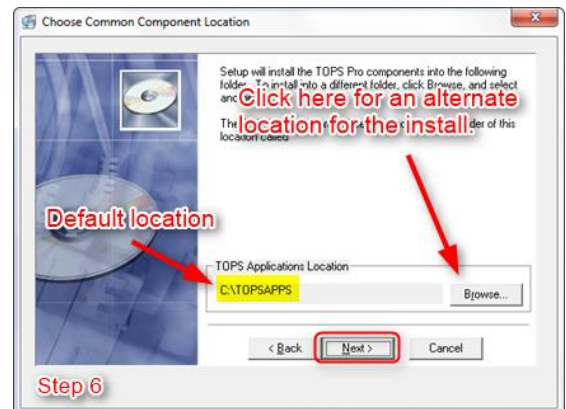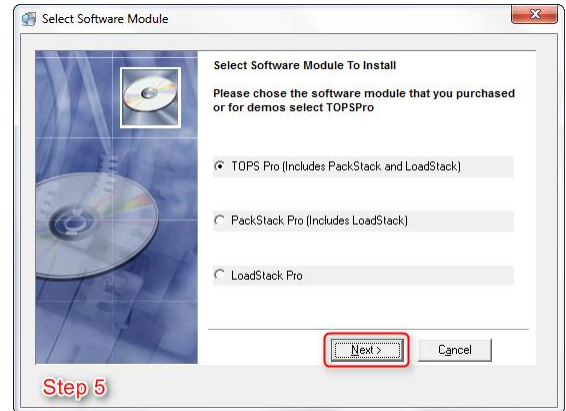Click on the **Next** button to continue.

If you are unsure which Software Module you have purchased, please call (972)739-8677 with your serial number in order to confirm.
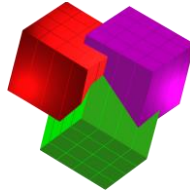
6. **Choose Common Component Location** of where the software will be installed to:

- We recommend using the default location of C:\TOPSAPPS\ but you're welcome to select Browse if company policy requires an alternate location for the install on the local machine.

- Click **Next** to proceed.

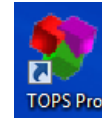7. **Start Installation** after confirmation of the component location by clicking **Next**.

- From this point on, you will see a series of dialog boxes indicating the progress of installation. When the process is complete, you will see the screen with the message "TOPS for Windows has been successfully installed".

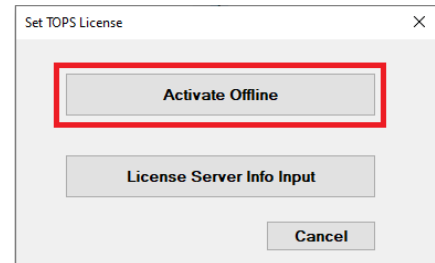- When applicable click "Finish" to exit TOPS setup

Starting TOPS and License Setup

Upon completion of the installation, a shortcut for TOPS Pro should be present on the desktop:

When you launch the application for the first time you will see the **Set TOPS License** dialog box. (You may see an initial prompt with options for **Activate Offline** or **License Server Info Input.** If you see this prompt, please click **Activate Offline**. Then you will see the **Set TOPS License** window appear.)

To set the license, please call **972-739-8677** or email tech@topseng.com and state the nature of your call or email. The following information is required in order for us to provide a valid Verification Code when you call or email:

- **Company Name** – the company name that you'd like to appear in all reports from TOPS Pro.

- **Serial Number** – the serial number on the CD used for the installation or present in the literature sent with the purchase of your license, NOT the generic serial number in this dialog box.

- The **Key** from the **Set TOPS License** dialog box. This number will be unique to the machine that the install was done to.

- **Verification Code** – this will be provided by us and can only be generated with the aforementioned information given.

- **System Defaults** – This is also the screen where you will set the system defaults for the Langauge as well as the Units of Measure.

When you receive the Company Name, Serial Number and Verification Code from TOPS, please enter them EXACTLY as provided into the above dialog box. Then click on the Apply button. If all information is entered correctly, you should see a message saying "License Successfully Set".

You are now ready to start using the TOPS Pro application!

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