# Computer Prep Instructions – for Admin School Trainers

## BEFORE YOU INSTALL – Read Me!

Both QuickBooks 2007 and LCL.net v2.1 Training Edition files must be loaded on your computer in order to teach the Admin School course. **Always back up files prior to performing a software update – especially if you are using a FRU computer!!!**

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**Preparing YOUR Trainer Computer:**

- If YOU already have QB2007 and LCL v2.1 loaded on your Trainer computer, please be sure that you are using the correct QB Company File at the beginning of the class.
  - Use the **Jefferson Lodge 9993 (Backup Oct 19 2010.QBB)** company file. This file is on your Admin Trainer CD. You will also need to load this company file on your students' computers as well to ensure that everyone is starting with the same financial records (see Procedure 3 in this document).
  - NOTE: Admin School and 2-HOTT QuickBooks .QBB files are different!
- If YOU do not have QB2007 and LCL v2.1 Training Edition loaded on your Trainer computer, follow the instructions in this document to load them. **You must load QuickBooks first!**

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**Preparing Student Computers:**

- YOUR STUDENTS must bring a computer with them to class with QuickBooks already installed unless you are teaching at a facility that has pre-configured computers available. Your students should contact their local Lodge or Trainer to obtain a copy of the QuickBooks Pro 2007 Installation CD and for installation assistance if necessary.
- YOUR STUDENTS should be contacting you to register for class if you are listed as the Registration Contact on the schedule.
  - Please confirm the course fee with your students.
  - Please confirm computer requirements with your students.
  - If you run into any issues with the registration process (e.g., did not meet the 2-HOTT pre-requisite), please contact Education and Training.
- YOU (Trainer) will need to load the following files onto your students' computers prior to class. Please set up a pre-class schedule with your students for these installs:
  - **Jefferson Lodge 9993 (Backup Oct 19 2010.QBB)**
  - LCL.net v2.1 Training Edition files (if they're not already loaded)

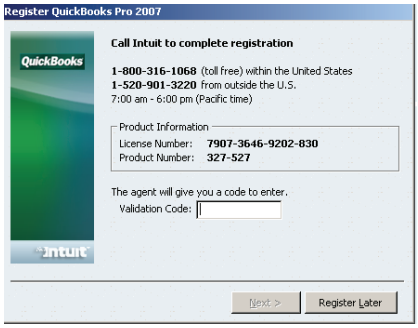
## PROCEDURE 1 – Install QuickBooks Using the QuickBooks 2007 Reinstallation CD

1. Insert the QuickBooks 2007 Reinstallation CD.
2. When prompted, choose **Expert Install**.
3. When prompted, choose **Standard** and **Install Now**. Wait as the software prepares to install.
4. **When the QB** Installation Wizard appears, choose **Next**.
5. **Accept** the license agreement. Click **Next**.
6. If prompted, enter **License # (7907-3646-9202-830)** and **Product # (327-527**). Click **Next.**
7. If prompted to register, click 'Remind Me Later.'
8. When prompted, **accept the default install folder** and then click **Next**.
9. If prompted to use **Google Desktop (or other Search Engine) in QB, choose No** and then **Next.**
10. When the Install Summary displays, review it for accuracy and then click **Install**. NOTE: The installation procedure takes ~10 minutes to complete. Be patient!
11. When the Installation is done, click **Finish**. A QuickBooks shortcut icon will automatically appear on your computer's desktop.

## PROCEDURE 2 – Register QuickBooks 2007 (for Fraternal Units Only)

Follow this procedure ONLY if you are attempting to register QuickBooks Pro 2007 on the Lodge's, Chapter's, or Moose Legion's primary/active computer. NOTE: This procedure does not need to be performed on student computers.

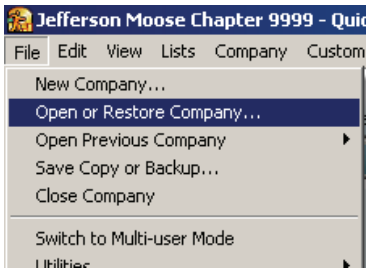
1. Open QuickBooks. From the Help menu, select 'About QuickBooks Pro 2007'.
2. After the QuickBooks 2007 license disclaimer appears, hold down the following keys at the same time: 'Ctrl, R, P' to bring up the Registration window.



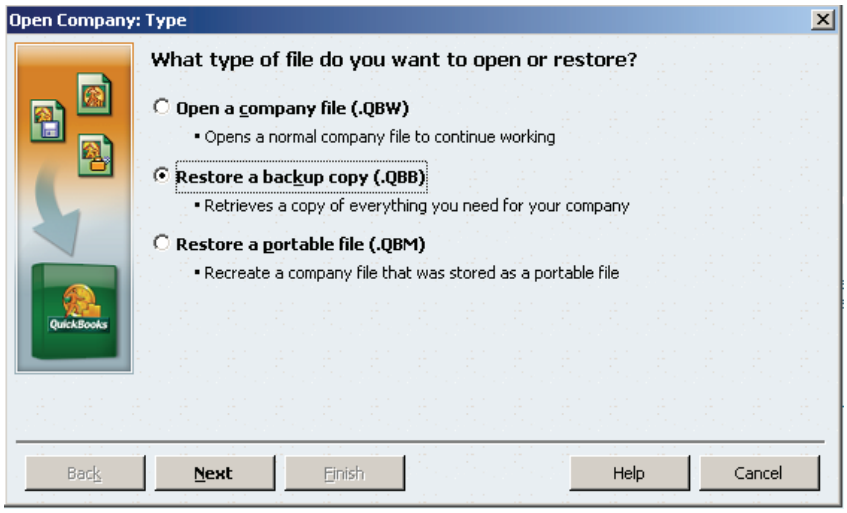

3. Enter validation code **122935** and click OK. **Do not call Intuit for this code!**
4. Press the F2 key. Your screen should now show that you are registered.

## PROCEDURE 3 – Load Your Admin Training QuickBooks Company File

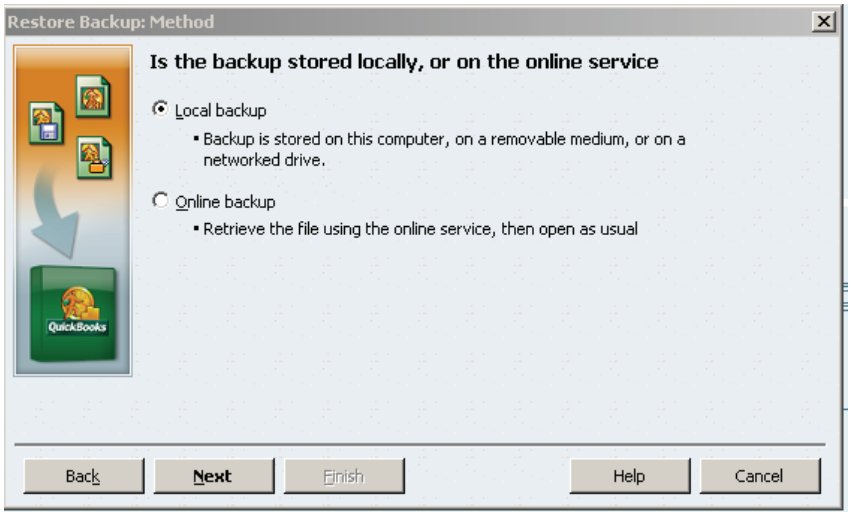
1. Insert your Admin School Training CD.
2. Open QuickBooks.
3. Restore the QuickBooks Company file (.QBB file) as needed for training (restore procedure recalled below):
   a. Under File, choose **Open or Restore Company Name**




   b. In the Open Company Type window: **Restore a Backup Copy** / Next




   c. In the Restore Backup Method window: **Local Backup** / Next

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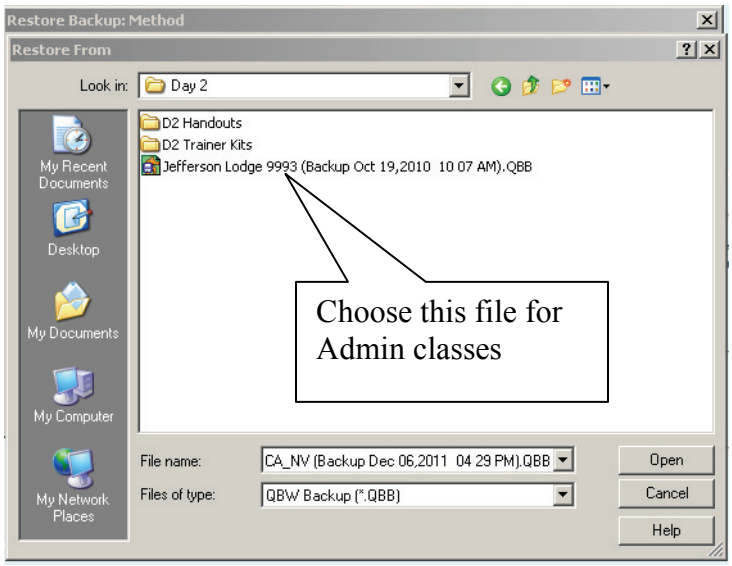
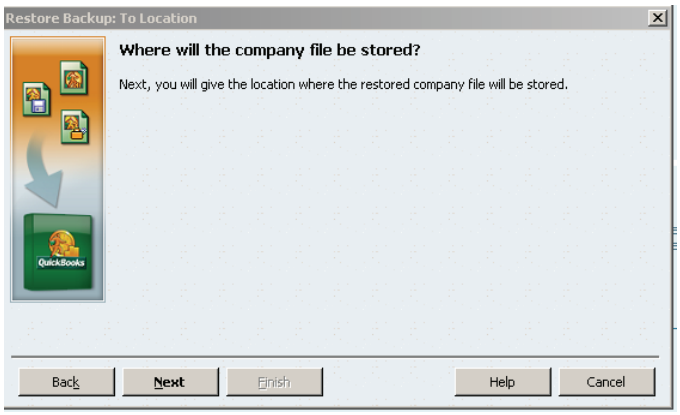
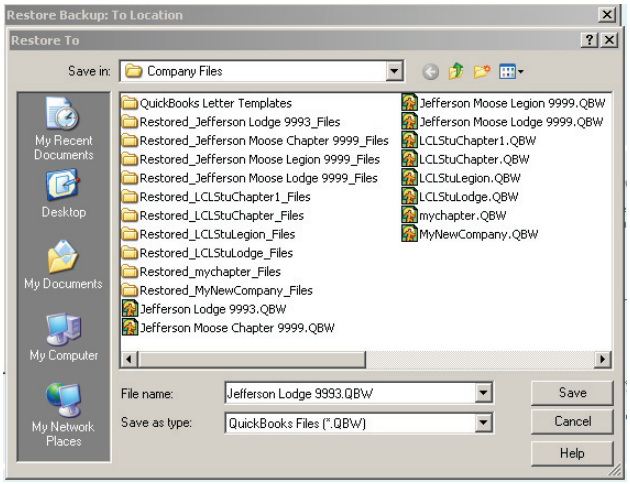
d. In the Restore From window: browse your CD for the **Jefferson Lodge 9993 (Backup Oct 19 2010.QBB** and then click **Open**




e. In the Restore Backup To: Location window: click **Next**




f. In the Restore To window, click **Save**



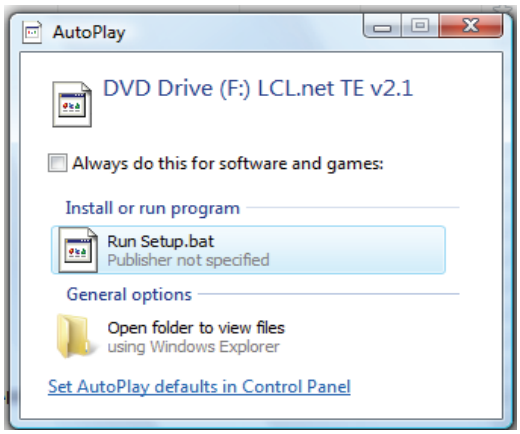
## PROCEDURE 4: Install the LCL.net Training Edition **v2.1**

**STEP 1: Insert the LCL.net <u>Training Edition</u> v2.1 CD.**

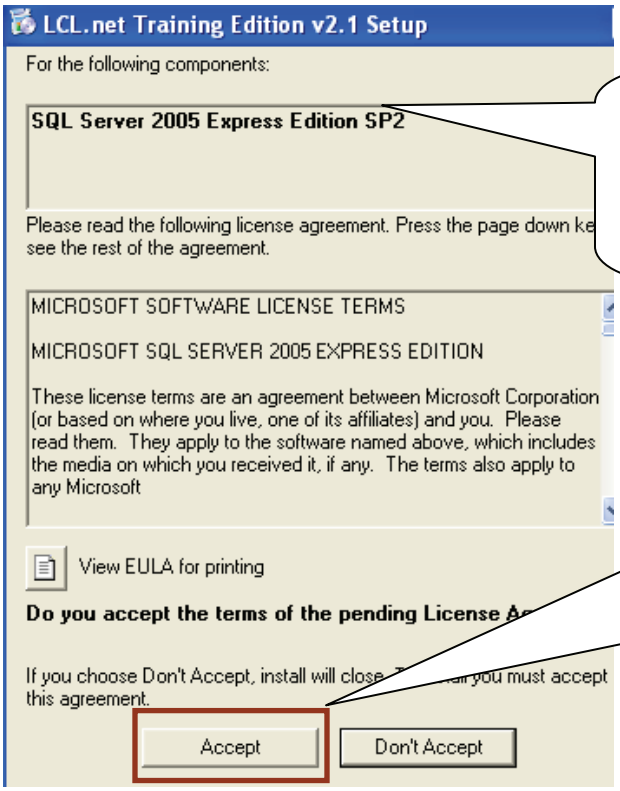
**STEP 2:** When prompted to **install** the LCL.net Training Edition v2.1:

- *For XP*: click **YES**

- *For Vista*: click **Run Setup.bat**




**STEP 3:** In the *LCL.net Training Edition v2.1 Setup* window, **ACCEPT** the terms of the license agreement.




You may not see the SQL Server 2005 Express Edition SP2 if it is already installed on your computer.

Required files will automatically be copies (approximately 5 minutes).

If necessary, the SQL Server 2005 Express Edition SP2 will install

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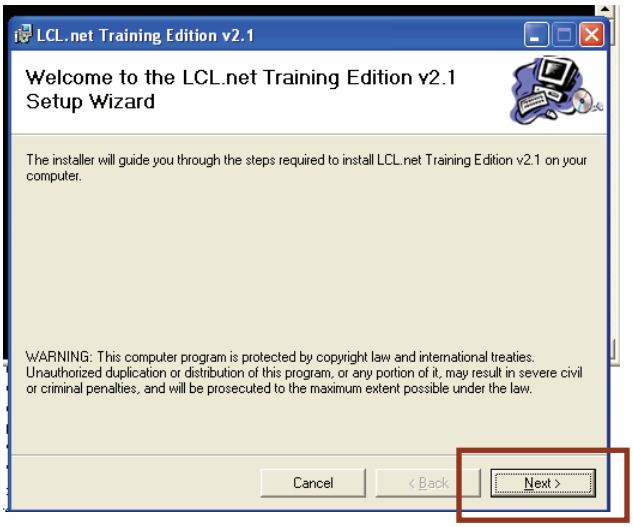
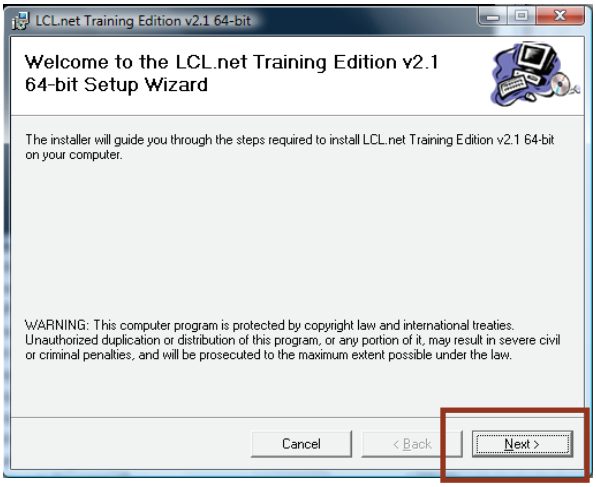
**STEP 4**: When the *LCL.net Training Edition v2.1 Setup Wizard* appears, click **NEXT**.

*XP Setup Wizard:*

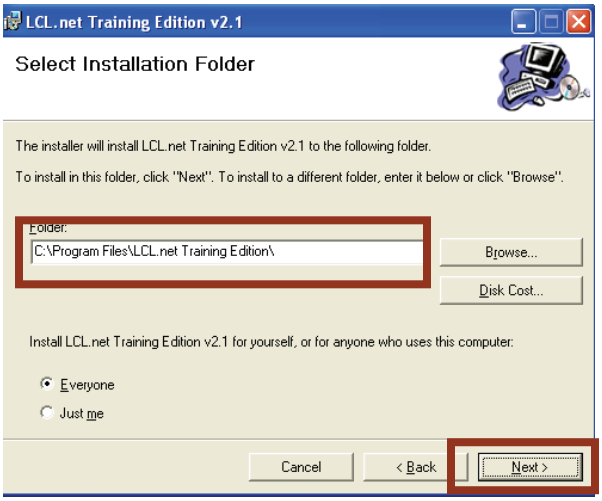



*Vista Setup Wizard*:

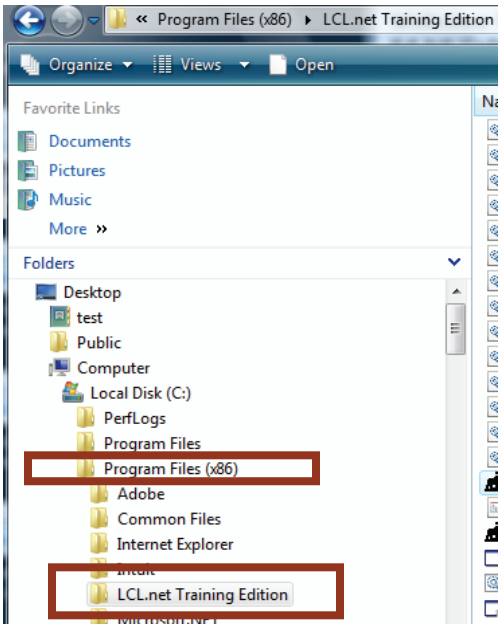



**STEP 5:** When prompted for the LCL.net Training Edition v2.1 folder location, **ACCEPT** the default path shown below, or browse to find the path shown below:

***XP** Installation Folder Location:*
**C:\Program Files\LCL.net Training Edition**




***Vista** Installation Folder Location*:
**Start\Computer\Program Files (x86)\LCL.net Training Edition**

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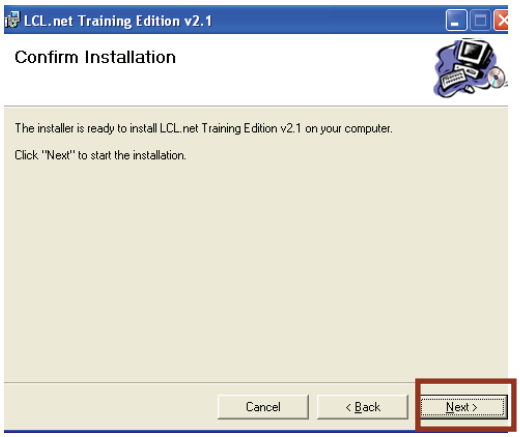
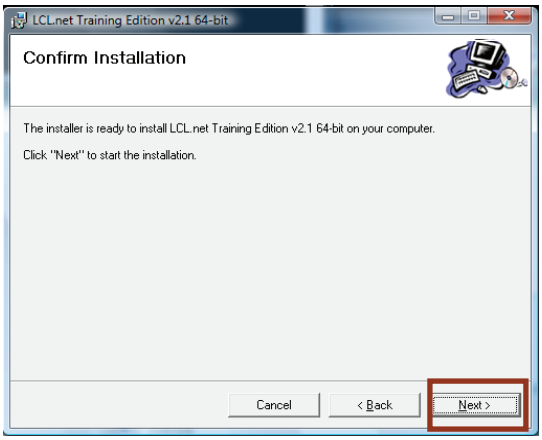
**STEP 6:** When the *Confirm Installation* window appears, click **NEXT.**

***XP** Window:*




***Vista** Window:*



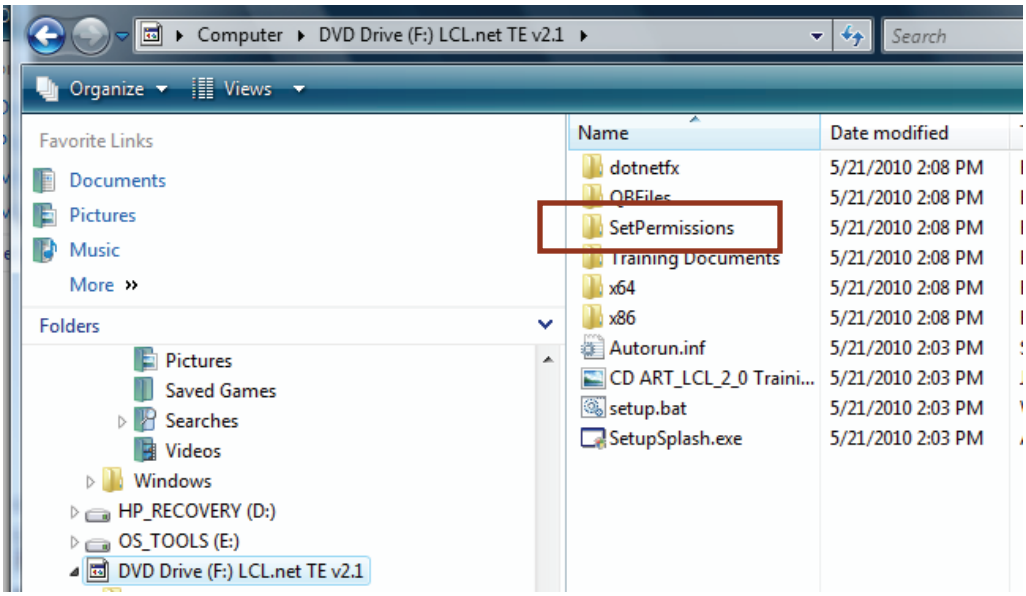

**STEP 7:** After LCL.net Training Edition v2.1 is fully installed, click **CLOSE** to exit. **Leave the LCL.net Training Edition v2.1 CD in the drive**.

**STEP 8:** Set Permissions.

*For Vista Users Only*

**a.** Navigate as follows to set the **Set Permissions folder**:

Start\Computer\DVD Drive (F:) LCL.net TE v2.1\Set Permissions



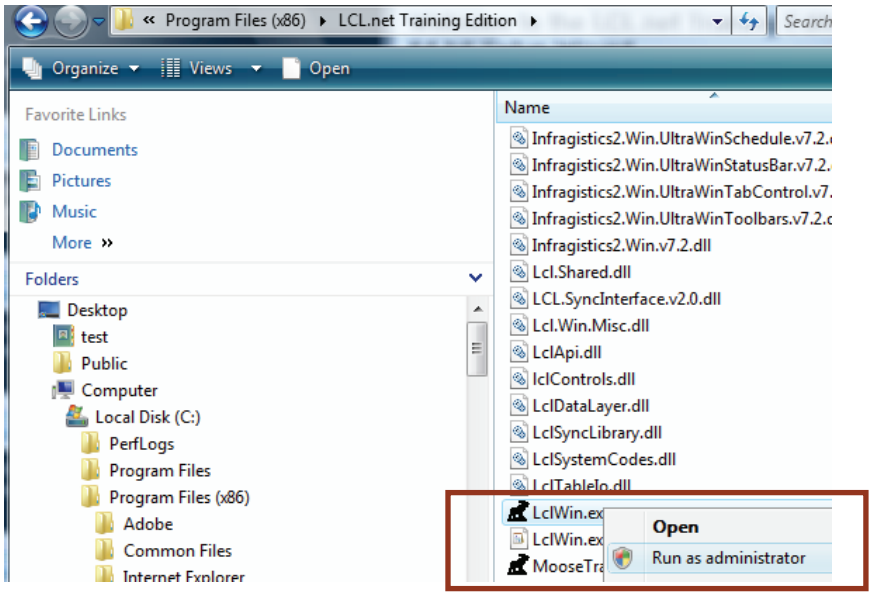

**b.** Open the **SetPermissions** folder.
**c.** Right-click on the **Set permission.exe** file.
**d.** Left-click to select **Run as administrator**

**STEP 1: Perform this step ONLY if you are running the LCL.net Training Edition for the first time on a Vista or Windows 7 operating system; otherwise proceed to STEP 2 below.**

**a.** Navigate to the **Set Permissions folder** as follows**:**
C: \Program Files (x86)\LCL.net Training Edition\Set Permissions

b. Right-click the **LclWin.exe** file

**c.** Left-click to select **Run as administrator**




**STEP 2: Double-click** the **LCL.net <u>Training Edition</u> v2.1** icon on your computer. Wait while version TE2.1 loads**.**

**STEP 3:** Log into **the LCL.net <u>Training Edition</u> v2.1**.

- Username = **Level3**
- Password = **Lodge** [Chapter] or [Legion]
- Fraternal Unit = **Lodge** [Chapter] or [Legion]
- Click **Login** button.

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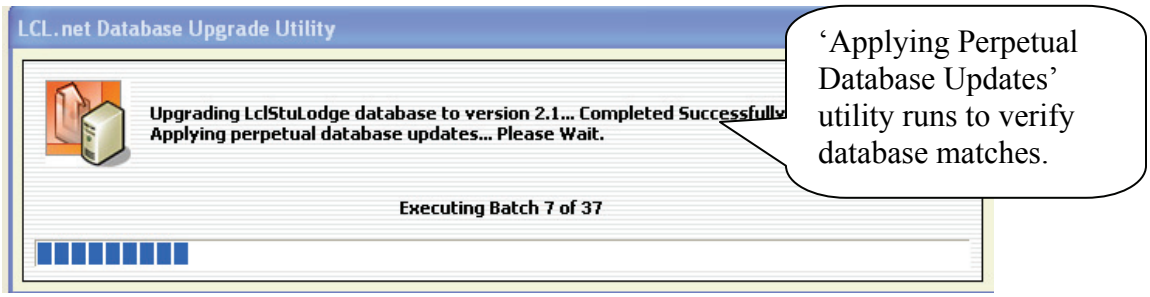
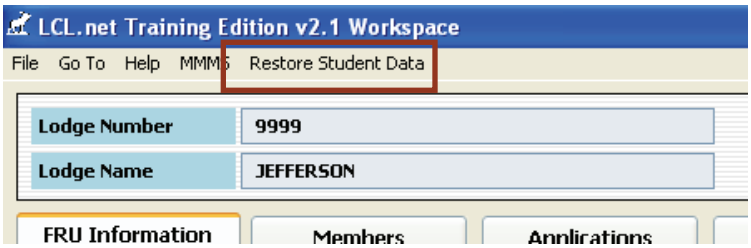
The *LCL.net Database Upgrade Utility* window appears.

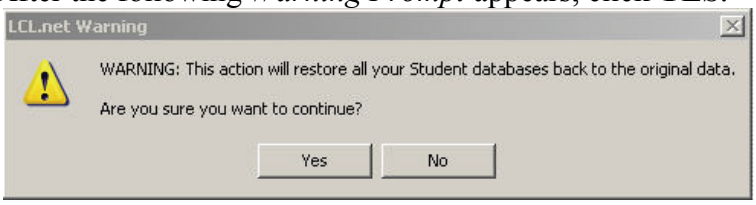



**STEP 4:** After the Upgrade Utility has completed, the *LCL.net Training Edition v2.1 Workspace* window appears.

a. Click the **Restore Student Database**

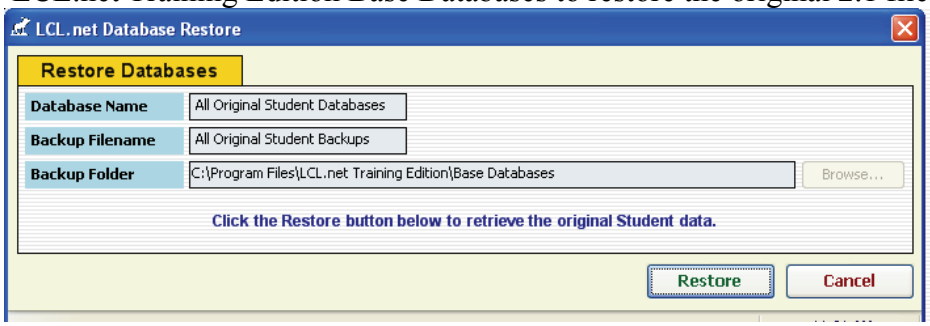



b. After the following *Warning Prompt* appears, click **YES**.




**NOTE: If you do not see the above window and are prompted to enter a Password of the Day, please Contact Member Services (Call Center) now at 630.906.3658!**

c. The following window appears. Click the **Restore** button to allow the LCL.net Training Edition Base Databases to restore the original 2.1 files.

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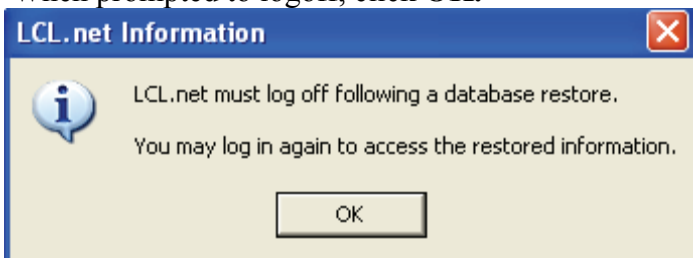
d. When prompted to logoff, click **OK.**



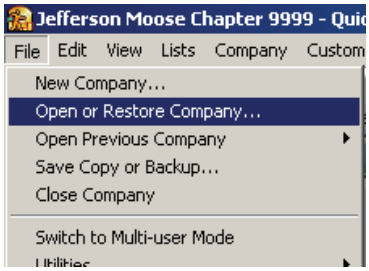

e. **Log back in** to access the restored database.

# Additional Procedures

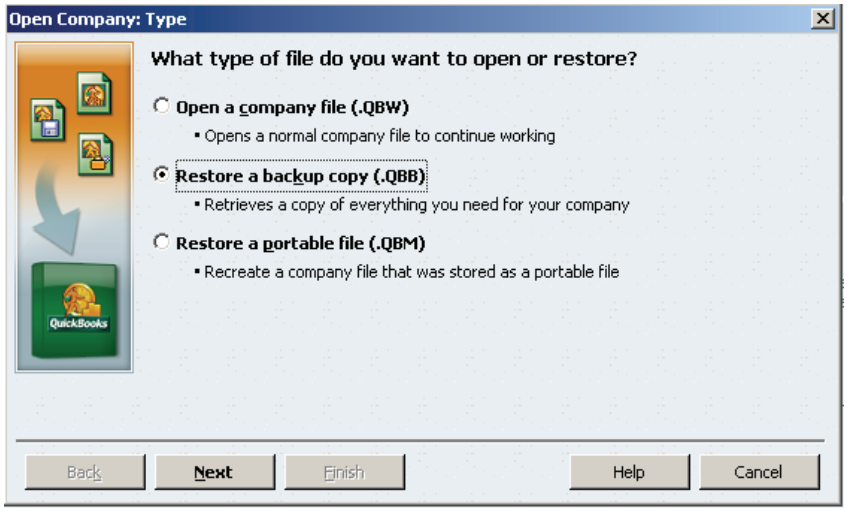
The following additional procedures are included in this section to help Admin Trainers:

- Load the proper QuickBooks Company File if they are preparing their computer for a pre-requisite 2-HOTT class; and/or
- Follow the proper steps for removing a previously-loaded QuickBooks program (that might be required as part of a computer troubleshooting process).

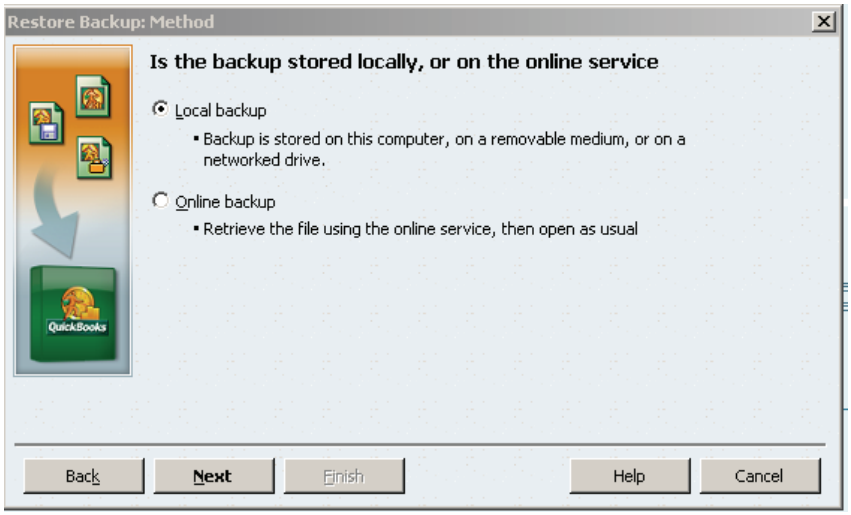
1. Insert your LCL.net **Training Edition v2.1 Training CD**.
2. Open QuickBooks.
3. Restore the QuickBooks Company file (.QBB file) as recalled below:
   a. Under File, choose **Open or Restore Company Name**




   b. In the Open Company Type window: **Restore a Backup Copy** / Next




   c. In the Restore Backup Method window: **Local Backup** / Next

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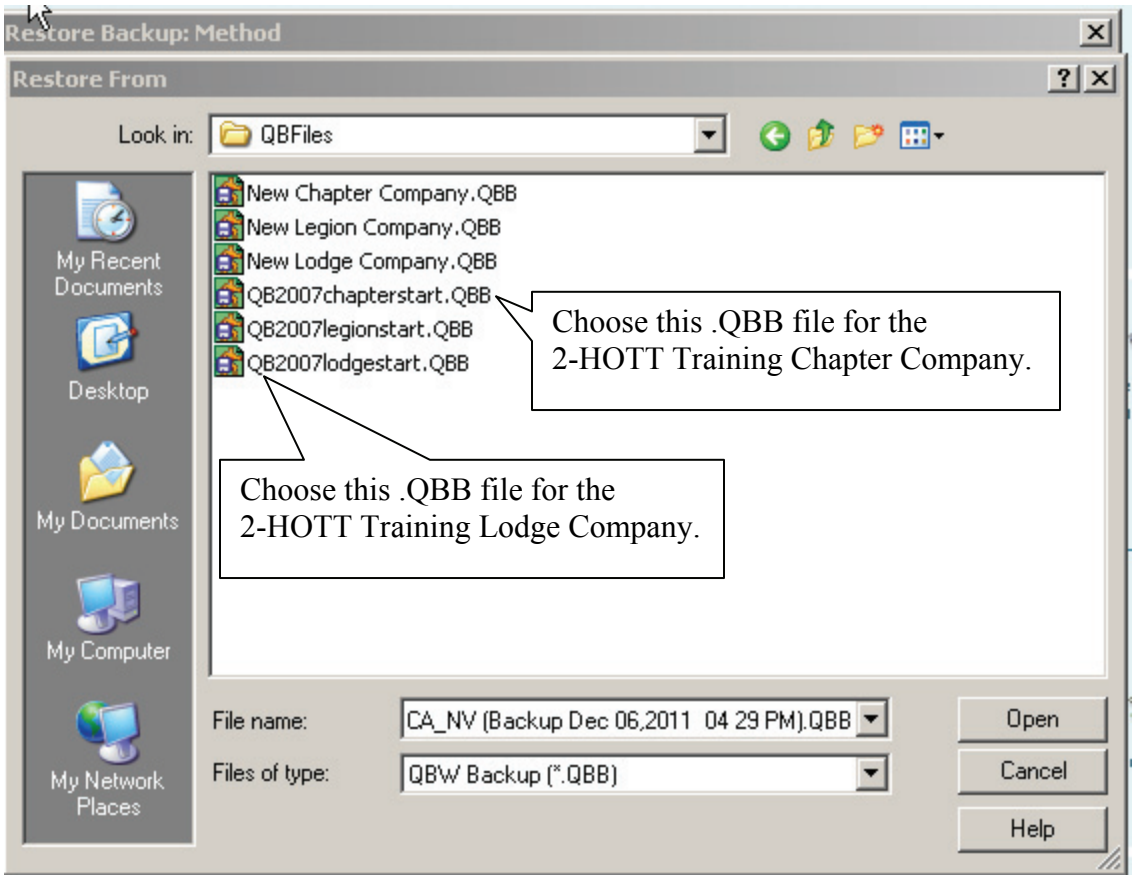
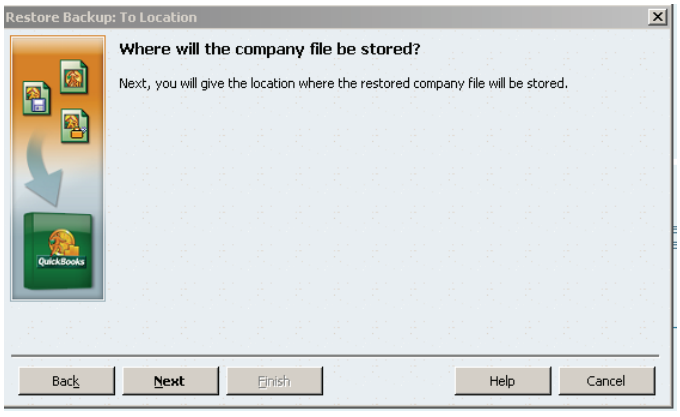
d. In the Restore From window: browse your LCL.net Training Edition v2.1 CD for QBFiles folder and then the **QB2007lodgestart.QBB** file. Double-click the file.




e. In the Restore Backup To: Location window: click **Next**

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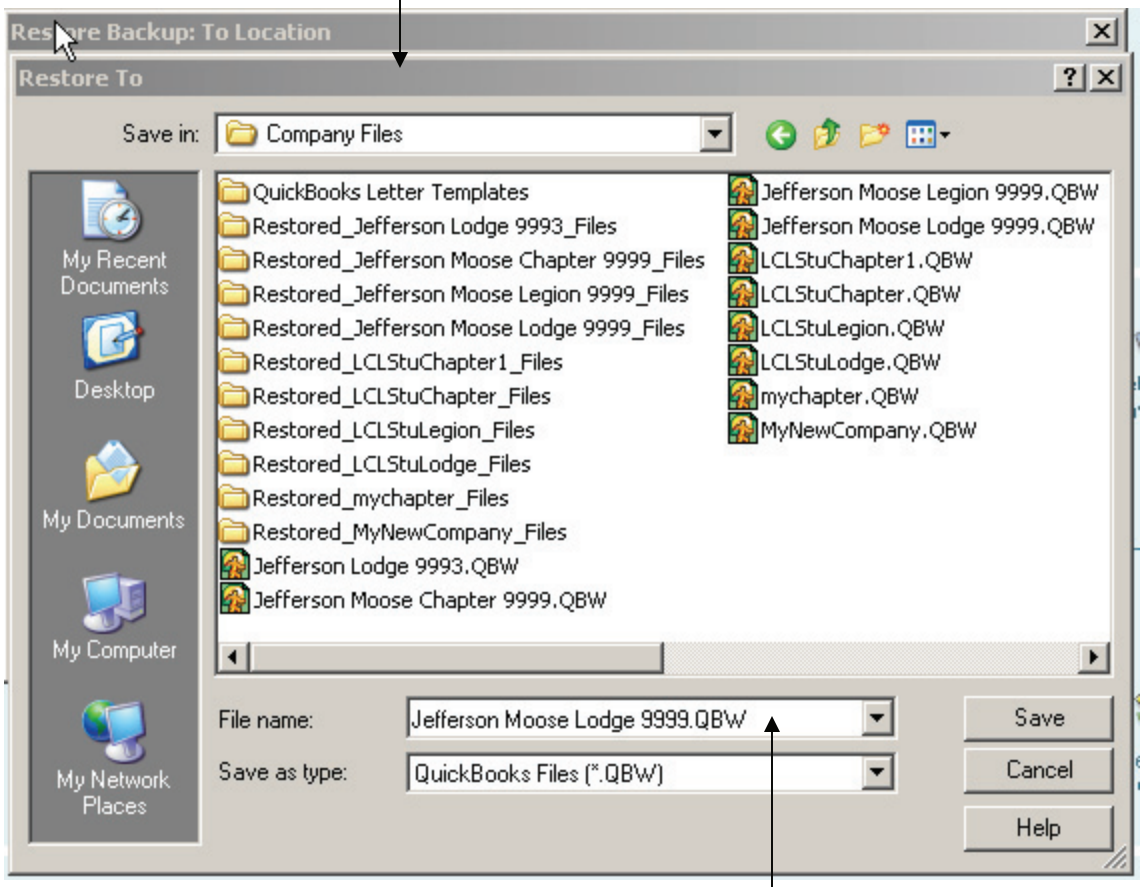
f. In the Restore To window, browse to find the QuickBooks 'Company Files' folder that resides on your Local Disk (C:) / Documents and Settings / All Users Shared Documents / Intuit / QuickBooks.




g. Enter the following in the 'File name' box:

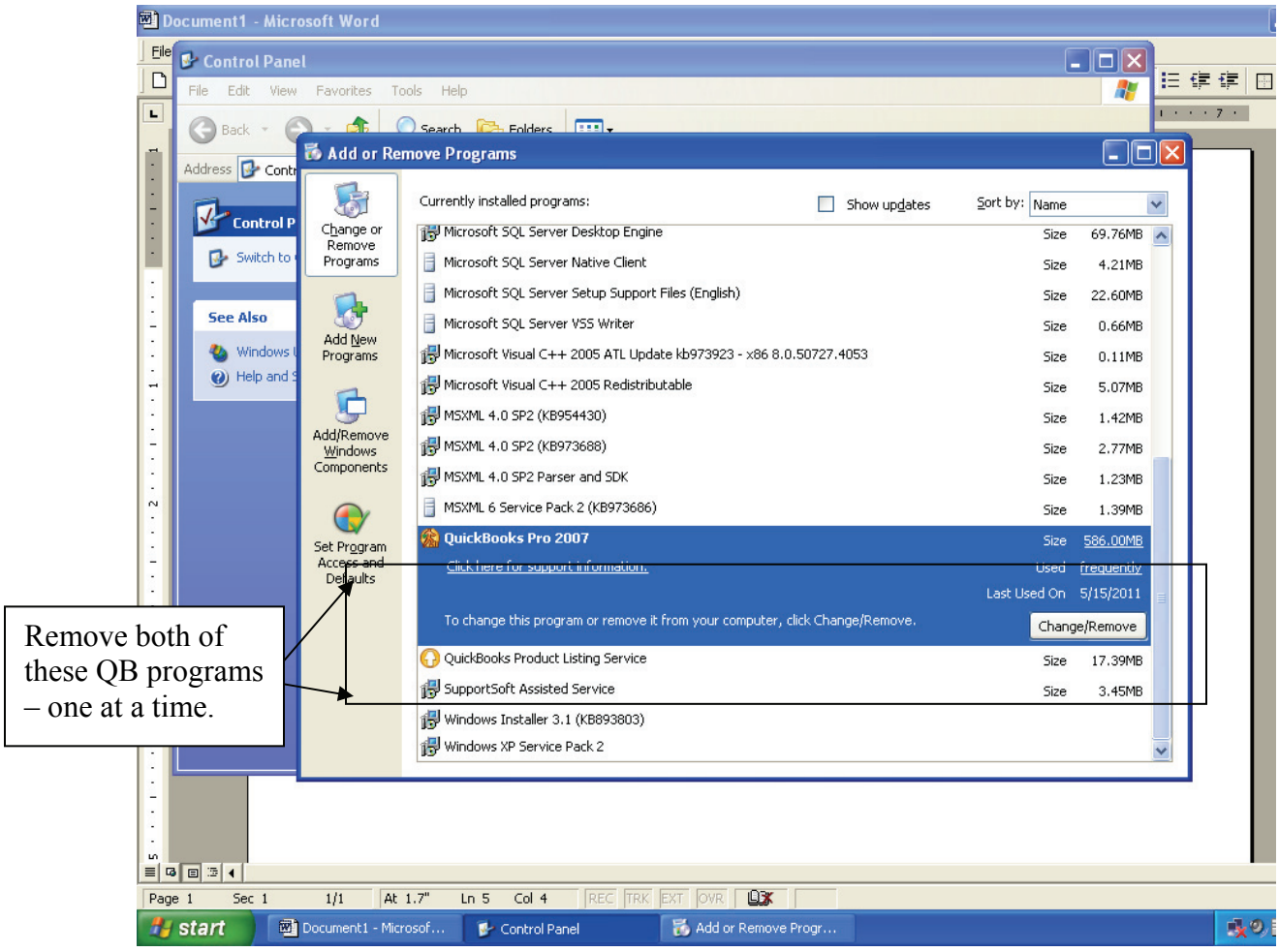
- If restoring from the QB2007lodgestart.QBB file, rename the File name as **LCLStuLodge.QBW**
- If restoring from the QB2007chapterstart.QBB file, rename the File name as **LCLStuChapter.QBW**

h. Click Save.

## REMOVE QuickBooks Program Files (if attempting an uninstall/reinstall)

If QuickBooks is already loaded on your Trainer computer, but you are not sure if it was loaded properly, follow this procedure to delete all previously installed QuickBooks program files properly. NOTE: If you do NOT have QuickBooks loaded on your computer, return to Page 1 and follow Procedures 1 and 2 only.

1. **Remove (uninstall)** any existing QB program files using the **Add or Remove Programs** option from your computer's Control Panel.
   a. Example Path: Start / Settings / Control Panel / Add or Remove Programs
   b. Click the Change or Remove Programs. Scroll to locate the QuickBooks Pro 2007 program from the list.
   c. Select the **QuickBooks Pro 2007** program from the list and then click the **Change/Remove** button.
   d. Next, select the **QuickBooks Product Listing Services** from the program list. Select it and then click the **Change/Remove** button**.**

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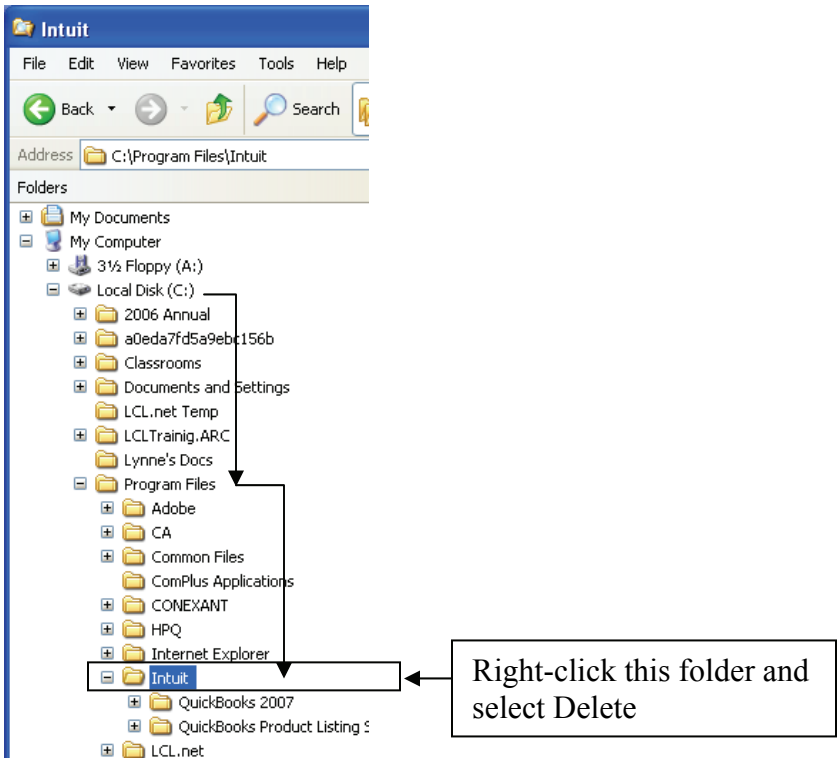
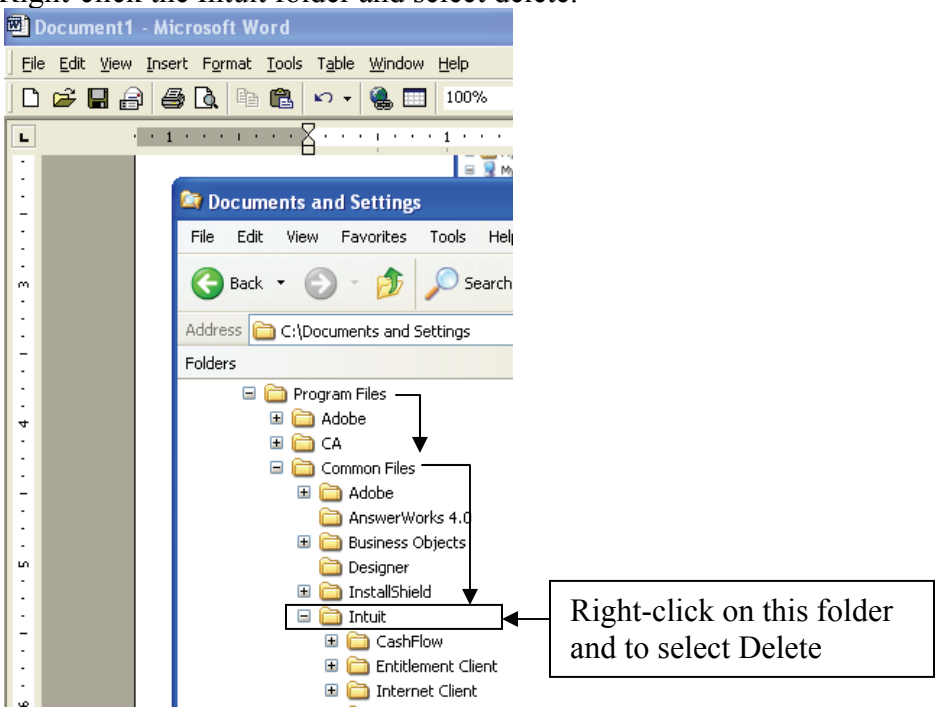
2. **Delete the Intuit Folder** in your computer's Program Files folder.
   a. Right-click Start / Explore / Local Disk (C:) / Program Files / Intuit
   b. Right-click the Intuit folder and select delete.




3. **Delete the Intuit Folder i**n your computer's Common Files folder.
   g. Start / Explore / Local Disk (C:) / Program Files / Common Files / Intuit
   h. Right-click the Intuit folder and select delete.