# ProSystem *fx*® PDA Time Entry

# Installation Instructions

Welcome to ProSystem *fx* PDA Time Entry.

To begin using PDA Time Entry, you will first need to install some program files to the Practice program folder. Once that is completed you will then need to perform an installation on each PDA device that will be used to enter transactions. If you have any questions regarding the installation of this release, please contact Practice Support at 1-800-739-9998, option 7, 1.

**Installing PDA Time Entry to Practice Program** √

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| 1 | At the workstation that installed Practice, insert the Practice CD into the CD drive. Browse to the **X:\PDA_Inst** folder on the CD (where X = your CD drive). Run **PDAInst.exe** to initiate the installation process. | |
| 2 | Respond to the prompts as indicated. The files will automatically be installed to the same folder where Practice was installed. | |
| 3 | When the installation is complete, click **Finish**. | |

**Installing PDA Time Entry to Handheld Devices** √

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| 1 | From the workstation that will be used for the HotSync, select **PDA Time Entry Setup** from the PDA Time Entry program folder. If you do not have this item in your Start menu, browse to the PDASetup subdirectory located in the Practice program directory. Double click on **PDASetup.exe**.<br><br>The Welcome screen is displayed. Click **Next**. | |
| 2 | On the next screen, enter the **Destination Location** where the PDA program file should reside. The default is C:\Program Files\CCH\PDA Time Entry but you can enter a new path and folder name or click the Browse button and locate the desired folder. These files will be installed to the PDA at the next HotSync. | |
| 3 | Click **Install** to begin the installation process. | |
| 4 | **Completing Installation** – after the installation process on the workstation has completed, place your handheld device in the cradle and press the HotSync button. When the synchronization has completed, click **Finish** to exit the installation screen. | |
| 5 | If you have not already done so, go to Time Entry and select the clients, projects, tasks and contacts you want to download to your PDA. To do this, select *PDA Data Selection* on the File menu in Time Entry. Be sure to login with the user ID who will be entering transactions on the PDA. **NOTE**:You will need to grant permissions in the Employee Properties, to the employees who will be using the PDA Time Entry feature. | |
| 6 | Once your selections have been made in the PDA Data Selection, place your handheld device in the cradle and press the HotSync button. This will download the clients, projects, tasks, contacts and other information needed to begin entering transactions. | |