



ProSystem fx® Workpaper Manager Installation Guide

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Chapter 1

INSTALLATION

This guide provides step-by-step instructions for installing the ProSystem *fx* Workpaper Manager Administrator and Workpaper Management modules. The minimum and recommended system requirements are also provided.

Before you begin, refer to the following documents:

- The *License Agreement* for information and restrictions on installation.
- The ProSystem fx Workpaper Manager Release Bulletin for new product features.
- The Administrator / Office Server Tips document for assistance in determining how you should configure office servers for your firm.

Two ProSystem fx Workpaper Manager modules must be installed in order for the application to function. These modules are the Administrator module and the Workpaper Management module.

The Administrator module is an organizational tool designed to provide security and control rights for different staff levels, as well as organize and maintain your office servers and central file rooms.

The Workpaper Management module relies on the Administrator module to provide login information, central storage, and secured access to all your client data.

Note: If you are installing to a multi-server Citrix farm or to a Windows Terminal Services environment, install ProSystem *fx* Workpaper Manager Administrator in the standard manner, and then see *Terminal Services Installation* on page 22.

Workpaper Manager 7.2 System Requirements

Administrator Module

System Requirements	Recommended	Minimum
Microprocessor	64-bit multi-core processor	 32-bit: Pentium 4 processor, 2 GHz 64-bit: Pentium 4 processor, 3.2 GHz, or any multi-core processor AMD Athlon 64, Intel Pentium 4 with Intel EM 64T support
Summer to d Q	 Microsoft Windows Server 2008 (64-bit), SP2 Microsoft Windows Server 2008 R2, SP1 Microsoft Windows Server 2012 (64-bit) Microsoft Windows Server 2012 R2 	 Windows 7, SP 1 Windows 8, 32-bit and 64-bit Windows 8.1
Supported Operating Systems	 and Windows Server Fou Installing Workpaper Ma Controller is not support Installing Workpaper Ma Exchange Server is not supported for w 	anager on a server that is also the firm's supported. vorkpaper storage only. erprise Editions are supported. Windows
	4 to 8 GB RAM	32-bit: 2 GB RAM 64-bit: 4 GB RAM
System Memory	to run additional applic	roves performance and may be required ations simultaneously. aries based on usage of Microsoft SQL

System Requirements	Recommended	Minimum
Drive Space	Administrator requires approximately 375 MB of drive space when installed with the CD image files, 500 MB of drive space in the Temp folder, and additional space required for data.	
Video	Super VGA at 32-bit color quality with a resolution of 1024 x 768.	
VIGEO	ProSystem fx Workpaper Manager does not support large fonts.	
	Network Environment	
Microsoft	Client for Microsoft Networks and Microsoft TCP/IP.	
	Other Software	

System Requirements	Recommended	Minimum
	SQL Server 2014	
	 SQL Server 2014 Standard Edition (32-bit and 64-bit) SQL Server 2014 Business Intelligence Edition (32-bit and 64- bit) SQL Server 2014 Enterprise Edition (32- bit and 64-bit) 	 SQL Server 2008 R2 SQL Server 2008 R2 Standard Edition (32-bit and 64-bit) SQL Server 2008 R2 Enterprise Edition (32-bit and 64-bit) SQL Server 2008 R2 Express (32-bit and 64-bit)
	SQL Server 2012	
SQL	 SQL Server 2012 Standard Edition (32-bit and 64-bit) SQL Server 2012 Business Intelligence Edition (32-bit and 64- bit) SQL Server 2012 Enterprise Edition (32- bit and 64-bit) 	 SQL Server 2008 SQL Server 2008 Standard Edition (32-bit and 64-bit) SQL Server 2008 Enterprise Edition (32-bit and 64-bit) SQL Server 2008 Express (32-bit and 64-bit)
		manually, seeAppendix A: Installing R2 on page 28 , Appendix B:
	-	2 on page 46 or Appendix C:

- 64-bit editions of SQL Server
- Standard Editions of SQL Server
- Enterprise Editions of SQL Server
- SQL Server 2008

These sections describe how to set up SQL with Workpaper Manager manually.

 Depending on usage, Standard, Business Intelligence, or Enterprise Edition of Microsoft SQL Server may be necessary.

System Requirements	Recommended	Minimum
	The following items are installed automaticall Manager:	y with Workpaper
	 Microsoft Jet Database Engine 4.0 with Service Pack 6 Soap Toolkit 3.0 MSXML 4.0, SP 2 parser SQLXML 3.0, SP 3 Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.17 Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.4148 The following items are installed automatically with ProSystem <i>fx</i>	
Data Access Components	 Workpaper Manager: SQL 2014 CLR (x86 for both 32 and 64-1 SQL Server 2014 Management Objects (bit and 64-bit), Admin only SQL Native Client 2008 (x86 for 32 bit) 	(SMO) (x86 for both 32-
	 SQL Native Client 2008 (x86 for 32-bit; x64 for 64-bit) Windows Installer 4.5 is required by SQL Server 2008 Express. 	
	Microsoft .NET Framework 4.0 Full is required by Workpaper Manager.	
	Adobe Reader 10, 11, or DC. Note : Adobe Reader 10, 11, and DC are supported, but Workpaper Manager workpapers must be opened with Reader's Protected Mode turned off. For more information, see Note Regarding Adobe Reader 10.	
Web Bowser	Internet Explorer 8.0 or higher.	
Email	Microsoft Mail, Microsoft Exchange, Internet SMTP/POP3, or other MAPI compliant None messaging software to use network or Internet email	
	Other Hardware	
Internal or External Installation Media drive, if applicable	Any internal or external Installation Media compatible drive, if applicable for reading the installation media.	

Workpaper Management Module

System Requirements	Recommended	Minimum
		32-bit : Pentium 4 processor, 2 GHz 64-bit :
Microprocessor	Multi-core processor	 Pentium 4 processor, 3.2 GHz (or any multi-core processor) AMD Athlon 64, Intel Pentium 4 with Intel EM 64T support
Supported Operating	 Microsoft Windows 8, 32-bit and 64-bit Windows 8.1 	Microsoft Windows 7, SP 1
Systems	ems Note: Windows 8 Pro and Enterprise Editions are supported. Windows Editions are not supported.	
	32-bit: 2 GB RAM	32-bit: 2 GB RAM
	64-bit: 4 GB RAM	64-bit: 4 GB RAM
System Memory	 Notes: Additional memory improves performance and may be required to run additional applications simultaneously. Memory consumption varies based on usage of Microsoft SQL Server. 	
Drive Space	Workpaper Management requires approximately 525 MB of drive space, 500 MB of free space for the Temp folder during installation, and additional space required for data.	
Video	Super VGA at 32-bit color quality with a resolution of 1024 x 768. Note: ProSystem <i>fx</i> Workpaper Manager does not support large fonts.	

System Requirements	Recommended	Minimum	
	Other Software		
	 Office 365 - Desktop version Office 2013 Office 2010, SP1 	Office 2007, SP3	
Microsoft Office	Notes: Only Professional editions of Microsoft Office are certified to work with Workpaper Manager.		
	 64-bit versions are not supported. Microsoft Office 365 Online version is not supported. 		
	 Microsoft SQL Server 2012 Express 	 Microsoft SQL Server 2008 Express 	
	 Microsoft SQL Server 2014 Express 	 Microsoft SQL Server 2008 R2 Express 	
SQL	Note: If you need to install any of the following e A: Installing SQL Server 2008 or 2008 R2 or SQL Server 2012 on page 46 or Appendix C: 59 64-bit editions of SQL Server Standard Editions of SQL Server Enterprise Editions of SQL Server SQL Server 2008 These sections describe how to set up SQL w	page 28 , Appendix B: Installing Installing SQL Server 2014 on page	
	The following items are installed automatic Workpaper Manager:	ally with ProSystem <i>fx</i>	
	 Microsoft Jet Database Engine 4.0 w Soap Toolkit 3.0 	ith Service Pack 6	
Data Access	MSXML 4.0, SP 2 parser		
Components	 SQLXML 3.0, SP 3 SQLXML 4.0, SP 1 will be installed w Terminal Services Database 	ith Workpaper Management and	
	Microsoft Visual C++ 2008 Redistribution		
	 Microsoft Visual C++ 2008 Redistribu SQL Native Client 2008 (x86 for 32-b) 		

System Requirements	Recommended	Minimum	
	Windows Installer 4.5 is required by SQL Server 2008 Express. Microsoft .NET Framework 4.0 is required by Workpaper Management. If Office 2013 is installed, the following items are installed automatically:		
	 Visual Studio Tools for the Office System 4.0 Runtime Visual Studio Tools for the Office System 3.0 Runtime Visual Studio Tools for the Office System 3.0 Runtime, SP 1 Visual Studio 2005 Tools for Office Second Edition Runtime 		
	If Office 2010 is installed, the following ite	ems are installed automatically:	
	 Microsoft Office 2010 Primary Interop Assemblies (PIA) Visual Studio Tools for the Office System 4.0 Runtime Visual Studio Tools for the Office System 3.0 Runtime Visual Studio Tools for the Office System 3.0 Runtime, SP 1 Visual Studio 2005 Tools for Office Second Edition Runtime 		
	If Office 2007 is installed, the following items are installed automatically:		
	 Microsoft Office 2007 Primary Interop Assemblies (PIA) Visual Studio Tools for the Office System 4.0 Runtime Visual Studio Tools for the Office System 3.0 Runtime, SP 1 Visual Studio 2005 Tools for Office Second Edition Runtime Adobe Reader 10, 11, or DC. Note: Adobe Reader 10, 11, and DC are supported, but Workpaper Manager workpapers must be opened with Reader's Protected Mode turned off. For m information, see Note Regarding Adobe Reader 10. 		
Web Browser	Internet Explorer 8.0 or higher.		
Email	Microsoft Mail, Microsoft Exchange, Internet SMTP/POP3, or other MAPI compliant messaging software to use network or Internet email	None	
	Other Hardware		
Internal or External Installation Media drive, if applicable	Any internal or external Installation Media reading the installation media.	compatible drive, if applicable for	

Terminal Services Client Module

System Requirements	Recommended	Minimum
Number of Peak Users	Varies based on hardware; maximum is 20 users per ser	ver.
Processor	64-bit multi-core processor	
	 Microsoft Windows Server 2008 R2, SP1 Microsoft Windows Server 2012 R2 	 Microsoft Windows Server 2008 (64-bit)
	Important!	
Supported Operating Systems	 Microsoft Small Business Server, Windows Server Server Foundation are not supported. 	r Essentials, and Windows
Systems	Installing Workpaper Manager on a server that is Controller is not supported.	s also a Domain
	 Installing Workpaper Manager on a server that is Server is not supported. 	s also the firm's Exchange
	Linux is supported for workpaper storage only.	
Memory	8 GB RAM or more Note: Memory consumption varies based on usage. More memory may be necessary for improved performance.	
	 Office 365 - Desktop version Office 2013 Office 2010, SP1 	Office 2007, SP3
Microsoft Office	Notes: Only Professional editions of Microsoft Office are certified to work with Workpaper Manager.	
	 64-bit versions are not supported. Missessft Office 2(5 Online version is not 	
	Microsoft Office 365 Online version is not supported.	
Citrix		Citrix Presentation Server 4.5
		Citrix XenApp 6.5 Feature Pack 2
		Citrix XenApp 7.5

Terminal Services Database Module

System Requirements	Recommended	Minimum
Processor	64-bit multi-core processor	
	 Microsoft Windows Server 2008 R2, SP1 Microsoft Windows Server 2012 R2 	 Microsoft Windows Server 2008 (64-bit)
Supported Operating Systems	 Important! Microsoft Small Business Server, Windows Server Essentials, and Windows Server Foundation are not supported. Installing Workpaper Manager on a server that is also a Domain Controller is not supported. Installing Workpaper Manager on a server that is also the firm's Exchange Server is not supported. Linux is supported for workpaper storage only. 	
Memory	4 GB RAM or more Note: Memory consumption varies based on un necessary for improved performance.	sage. More memory may be
SQL	 Microsoft SQL Server 2014 (Standard. Enterprise, or Business Intelligence) Microsoft SQL Server 2012 (Standard or Enterprise) Microsoft SQL Server 2008 R2 (Standard or Enterprise) 	 Microsoft SQL Server 2012 Express Microsoft SQL Server 2008 R2 Express Microsoft SQL Server 2008 (Standard, Enterprise, or Express)

Note Regarding Adobe Reader 10, 11, and DC

ProSystem fx Workpaper Manager 7.2 supports Adobe Reader 10, 11, and DC.

By default, Adobe Reader 10, 11, and DC open with "Protected Mode" turned on. When a PDF is opened in Reader 10, 11, or DC from within ProSystem *fx* Workpaper Manager, Workpaper Manager detects if Protected Mode is turned on. If so, you are asked whether Workpaper Manager should turn off Protected Mode.

- If you choose Yes, Protected Mode is turned off and the workpaper is opened, allowing you to use ProSystem fx Workpaper Manager functionality such as tickmark definitions, workpaper notes and workpaper references.
- If you choose No, the workpaper will open, but all ProSystem fx Workpaper Manager functionality will be disabled.

To set Adobe 10, 11, or DC to always open with Protected Mode turned off, do the following:

- 1. Open Adobe Reader 10, 11, or DC.
- 2. Select Edit/Preferences/General.
- 3. Clear the Enable Protected Mode at startup option.
- 4. Click OK.
- 5. Restart Adobe Reader 10, 11, or DC.

Installation Considerations

We recommend that you update your video card driver to the latest driver available and install Microsoft Direct X 9.x or higher.

Deployment Planning

Before installing ProSystem *fx* Workpaper Manager, it is important to understand how to properly set up and maintain the environment. The *ProSystem fx Workpaper Manager Deployment Planning Guide*, located in the Documents folder of the Installation Media, helps administrators and managers identify the key factors that influence the performance, reliability, and functionality of the ProSystem *fx* Workpaper Manager application. The *Deployment Planning Guide* can help you make key decisions regarding your necessary hardware capacity, data distribution, Terminal Services, SQL servers, and other issues.

Compressed Drives and/or Partitions

ProSystem *fx* Workpaper Manager does not support the storage of workpapers or databases on compressed drives, volumes, or partitions. ProSystem *fx* Workpaper Manager uses SQL Server databases, and Microsoft has determined that having SQL Server databases on compressed volumes may cause performance and database recovery issues. Additionally, storing Workpaper Manager databases and/or workpapers on compressed volumes may cause installation failures, synchronization issues and data loss.

For Workpaper Management and/or Admin Module/Workpaper Management installations, the ProSystem fx Workpaper Manager 7.2 installer will now automatically decompress any compressed files found in Admin\Data, WM\Data, or TB\Data folders at the beginning of the upgrade process.

Note: The automatic decompression of compressed files only occurs if there is enough space on the drive to allow for decompression, which is typically a minimum of 100 MB.

Alternatively, any compressed files in a user-specified bin location at the time of upgrade, which are not in the locations previously mentioned, will also be checked. A log file will be written to X:\Pfx Engagement\Common\PfxEngCompressedFiles.log (where X represents the drive where Workpaper Manager is installed) listing the name and size of any compressed files found. For all other installs, such as TSDatabase or stand-alone Admin, a log will be written to PfxEngCompressedFiles.log naming any compressed files found. Due to potential size and time constraints, these files will need to be manually decompressed using the ProSystem *fx* Workpaper Manager *Detect Compressed Database Utility*.

In addition, the ProSystem *fx* Workpaper Manager SQL 2014 Instance Installer and the ProSystem *fx* Workpaper Manager SQL 2012 Instance Installer will perform the same decompression process described above when upgrading.

For new installations of Workpaper Manager, please refer to the ProSystem fx Workpaper Manager *Detect Compressed Database Utility* to identify compressed database files prior to installation. Additionally the utility will detect a Microsoft SQL Server start-up parameter that will prevent the SQL upgrade. This utility is located in the Utilities folder on the ProSystem fx Workpaper Manager Installation Media.

For more information on compressed drives, please see the following Microsoft Knowledge Base article ID 231347:

http://support.microsoft.com/kb/231347/en-us.

Technical Considerations

For in-depth networking instructions and technical considerations, please see Appendix E: *Technical Considerations* on page 77.

These appendices cover the following network issues:

- Windows and Linux servers
- LAN, WAN, and VPN topologies
- Port configuration
- Information on SQL services and memory usage
- Communication across networks and subnets
- Static versus dynamic IP addresses on office servers

These appendices also address the following topics in detail:

- ProSystem fx Workpaper Manager allows users to store their workpapers on a different server than where the binder database is located (Office Server). In these cases, the ProSystem fx Workpaper Manager Synchronization service needs to be configured to run under an account with rights to the location where the workpapers are being stored. The workpapers can reside on a non-Windows server. For more information, see Appendix D: Installing Workpaper Manager with Active Directory on page 74.
- Time synchronization plays an important part in ProSystem fx Workpaper Manager. All servers and workstations running Workpaper Manager (in the office and in the field) should maintain time clock synchronization to ensure that you do not lose data and to ensure that the latest changes to data and server are properly synchronized. For more information, see *Time Synchronization* on page 82.
- Changing workstation or server names is not supported after ProSystem fx Workpaper Manager has been installed. This is due to the installation of SQL. See Appendix E: Technical Considerations on page 77.

For additional information or for the latest update on any of these items, please contact ProSystem fx Technical Support at 1-866-513-2677.

ProSystem fx Workpaper Manager Administrator Considerations

The ProSystem *fx* Workpaper Manager Administrator module should be installed and configured on a Windows server or a dedicated computer with a Windows operating system, as noted above. If you plan to maintain multiple office servers, the Administrator module should be installed and configured on a Windows server or a dedicated computer for each office. For more information on office servers, please refer to Chapter 3, Workpaper Manager Administrator, in the *User Guide*.

Administrator must be installed to a location accessible by all computers running ProSystem fxWorkpaper Manager Workpaper Management. Administrator installation must be performed at the console of the Windows server or the dedicated computer. It cannot be installed by pushing the install from another computer to the Windows server or dedicated computer.

The *ProSystem fx Workpaper Manager Deployment Planning Guide*, located in the Documents folder of the Installation Media, helps administrators and managers identify the key factors that influence the performance, reliability, and functionality of the ProSystem *fx* Workpaper Manager application.

The Administrator Workstation setup allows you to remotely access the Administrator module. The Administrator Workstation can be installed to any workstation that needs to remotely access the Administrator module.

Notes:

- Workpaper Manager Administrator should **not** be installed on every computer in your firm.
- Administrative rights are required to install the application to the local machine.
- Important! Installing Workpaper Manager Administrator on a domain controller, Microsoft Small Business Server, Windows Server Essentials, Windows Server Foundation, or Exchange Server are not supported.

Pre-Installation Checklist

Before beginning the installation, verify that all of the following tasks are completed:

- If you are upgrading to ProSystem fx Workpaper Manager 7.2 from a prior version, do the following:
 - Back up the central databases. Perform a full back up of all central admin and bin databases prior to upgrading. For detailed instructions on using the backup restore utility, see Appendix F: Database Backup and Restore on page 85.
 - Back up the workpapers. Back up all workpapers before upgrading. To ensure that this backup contains the latest versions of all files, users should synchronize all binders to the Central File Room prior to the backup.

Note: The Database Backup and Restore utility does not back-up the workpapers. You will need to use your own, third party, utility to back up your workpapers.

- Back up templates. Back up all centrally located templates prior to upgrading to allow for a full rollback if necessary.
- Upgrade the main office server. We recommend that you upgrade the main office server first, then upgrade the workstations in order of priority to begin using the software.

Important! All machines running Workpaper Manager in a network environment must be on the same version of Workpaper Manager within the same office.

- Close Microsoft Word, Excel, and Outlook.
- We strongly recommend that you close any additional programs.
- Disable virus-checking programs.
- If you are installing on a computer that currently has another application using SQL, stop that instance.

Note: Do not stop instances of SQL Server (PROFXENGAGEMENT).

When installing ProSystem fx Workpaper Manager for the first time to a server that is running Microsoft SQL Server 2008, SQL Server 2008 R2, SQL Server 2012, Enterprise or Standard Edition, or SQL Server 2014, Standard, Business Intelligence, or Enterprise edition, we recommend that you use the SQL Server 2008, SQL Server 2008 R2, SQL Server 2012 Enterprise or Standard Edition, or SQL Server 2014 Standard, Business Intelligence, or Enterprise edition instead of SQL Express 2008. This allows ProSystem fx Workpaper Manager to run optimally.

Important! This is only necessary if you are performing a new installation. If you are upgrading from a prior version of Workpaper Manager to 7.2, this step will not be necessary since SQL is already installed.

If you use the Standard or Enterprise Editions, you must do the following:

- Configure a named instance of SQL Server for ProSystem fx Workpaper Manager prior to installation. If you need to install any of the following editions of SQL Server, see Appendix A: Installing SQL Server 2008 or 2008 R2 on page 28, Appendix B: Installing SQL Server 2012 on page 46 or Appendix C: Installing SQL Server 2014 on page 59.
- Have appropriate licensing on the SQL server.
- Ensure that the operating system, Microsoft Internet Explorer, and Microsoft Office are all installed with the required service packs. See Workpaper Manager 7.2 System Requirements on page 2 for details.
- Ensure that all Windows updates have been installed.

Installation Instructions

This section provides standard procedures for installing or upgrading the Workpaper Manager Administrator module and Workpaper Management module.

Warning! Publishing installation Group Policy Objects through Active Directory is not recommended due to possible conflicts among versions (for example, Canadian CCH Engagement Administrator and United States Engagement Workpaper Management on the same workstation).

Installing Workpaper Manager for the First Time

To install ProSystem fx Workpaper Manager for the first time, do the following:

1. Complete all tasks in *Pre-Installation Checklist* on page 13.

Note: Administrative rights are required to install the application to the local machine.

2. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site. Otherwise, insert the Engagement installation media created. If autorun is enabled, the *ProSystem fx Workpaper Manager Installation* screen displays. If autorun is not enabled, select **Start/Run**. In the *Open* field, enter the path to the file **X:\launchscreen.exe** and click **OK**.

🎯 ProSystem fx Workpaper Manage	istallation	
ProSystem fx Workpaper Manage ProSystem fx [®] ProSystem fx [®] Workpaper Manager	Installation Welcome to the ProSystem fx Workpaper Manager Installation An instance of SQL must be installed prior to installing Pfx WM. Alternately, you may choose to upgrade your current version of SQL. Click on a help link below for guidance with installation. Image: SQL Express 2012 SP2 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to installing Pfx WM Image: SQL Express 2014 If not already installed, install the desired release of SQL Express prior to insta	
Wolters Kluwer O 2015 CCH, Incorporated. All rights reserved.	Technical Support Web Site Browse the Technical Support Web site for more help with ProSystem fx Workpaper Manager Browse Install Media Browse the ProSystem fx Workpaper Manager install media	

The following options are available from the launch screen:

- SQL Express 2012 SP2. Installs the Workpaper Manager SQL database instance using SQL Express 2012. This option should be selected only if an Workpaper Manager SQL database instance does not already exist and you want to install the 2012 release of SQL Express.
- SQL Express 2014. Installs the Workpaper Manager SQL database instance using SQL Express 2014. This option should be selected only if an Workpaper Manager SQL database instance does not already exist and you want to install the 2014 release of SQL Express.
- EngagementWorkpaper Manager. Installs Workpaper Manager.
- Installation Guide. Opens the ProSystem fx Workpaper Manager Installation Guide PDF.
- Technical Support Web Site. Launches the ProSystem fx Workpaper Manager Support Web site.

Browse Install Media. Displays the contents of the install media in Windows Explorer.

Notes:

- When launching the installation from the contents of the install media, it is imperative that CSWMSetup.exe is selected with Windows 7, Windows 8, Windows 8.1, and Server 2008 or higher. CSWMSetup.exe provides elevated privileges for installations on these operating systems.
- You need Adobe Reader to view the *Installation Guide* or *Release Bulletin*. You also need Adobe Reader to view the *ProSystem fx Workpaper Manager User Guide* via **Help/User Guide**. Click **Yes** to continue installing ProSystem *fx* Workpaper Manager without Adobe Reader. Click **No** to cancel the installation and install a supported version of Adobe Reader. Adobe Reader 10, 11, and DC is included on the Workpaper Manager Installation Media.
- The *Install ProSystem fx Workpaper Manager* launch screen uses an .ini file to customize which buttons are displayed. To remove a button from the launch screen, edit the "product.ini" file, which is located at the root of the installation disc. Remove any section from the product.ini file to remove the corresponding button from the launch screen.
- 3. If a Workpaper Manager SQL Instance already exists on the computer, you do not need to install SQL again.

If a Workpaper Manager SQL Instance does not already exist on the computer, click **Install SQL Express 2014** or **Install SQL Express 2012** on the launch screen. The *Welcome* screen displays.

Note: Choose only one of the installers. You do not need to install SQL Express 2014 and SQL Express 2012.

- 4. Click Next. The Ready to Install the Program page displays.
- 5. Click Install. The Installing ProSystem fx SQL Instance Installer dialog displays. When the installation is complete, the InstallShield Wizard Completed dialog displays.
- 6. Click Finish. The Welcome to the ProSystem fx Workpaper Manager Installation screen displays.
- 7. Click Install Workpaper Manager. The Welcome screen displays.
- 8. Click Next. The License Agreement dialog displays.
- 9. Read the license agreement. If you agree to the terms, select I accept the terms in the license agreement and click Next.

10. Click Next. The Custom Setup page displays.

Custom Setup Select the program features to install.		
Click on an icon in the list below to change how a feature is in Workpaper Management Administrator Administrator Workstation Terminal Services Client Terminal Services Database	stalled. Feature Description Installs ProSystem fx Workpaper Manager.	
Tutorial	This feature requires 138MB on your hard drive. It has 3 of 3 subfeatures selected. The subfeatures require 30MB on your hard drive.	
Installation Path: C:\Pfx Engagement\	Browse	
InstallShield <u>H</u> elp < <u>B</u> ack	Next > Cancel	

- 11. Select the module or modules to install. Click the appropriate icon and select **This feature will be installed on local hard drive** to install the module or **This feature, and all subfeatures, will be installed on local hard drive** to install the module and all subfeatures (for example, Workpaper Manager CD Image for Administrator, or Templates and Sample Binder for Workpaper Management).
 - Workpaper Management. Workpaper Management should be installed on computers that will be accessed by Workpaper Manager staff members.
 - Note: If you would like to change the installation path, click the Browse button and navigate to the desired location.
 - Administrator. The Administrator module should be installed on a dedicated computer that is designated as the main office server. Computers with the Workpaper Management module installed need access to this main office server computer.

Notes:

• If you plan to create a secondary office server or servers, install the ProSystem *fx* Workpaper Manager Administrator module on a separate dedicated computer. When more than one office server exists, workstations with Workpaper Management installed do not necessarily need a network connection to both office servers. Some can connect to the main office server while others connect to a secondary office server.

- It is not mandatory to have a network connection between the main and secondary office servers. Data can be passed between the two using *Create and Receive Admin Packages*. For more information, see and the topics Creating an Admin Package and Receiving an Admin Package, Workpaper Manager Administrator, in the *User Guide*.
- Administrator Workstation. The Administrator Workstation setup allows you to access the Administrator module remotely.
- 12. If you selected Administrator in step 11 (with or without Workpaper Management) the Administrator Bin Database Path dialog displays. The system creates the database in the default folder on your local computer unless you click **Browse** and specify a different location.
- 13. Click Next. The Ready to Install dialog displays.

Notes:

- If you attempt to install conflicting applications, such as Administrator and Administrator Workstation, InstallShield displays a conflict message specifying the conflicting applications. Click Back to make the necessary changes.
- If your system does not meet the requirements for the application you are installing, InstallShield displays a message listing the missing components. Click Cancel to install the necessary components. Click Back to install a different application. For detailed information about the new bin structure of the Workpaper Manager database, see Managing Bins, Workpaper Manager Administrator, in the Workpaper ManagerUser Guide.
- 14. Click Install. InstallShield displays the progress screen as the necessary programs and features are installed.
- 15. If you are installing Administrator, read the information on the *Backup Information* dialog and select I have read the above warning, then click Next. The *InstallShield Wizard Completed* dialog displays.
- 16. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 19.

Upgrading an Existing Version of Workpaper Manager

To upgrade a previous Workpaper Manager version to Workpaper Manager 7.2, do the following:

Note: Upgrades are only supported for the two previous versions of Workpaper Manager.

- 1. Complete all tasks in the *Pre-Installation Checklist* on page 13.
- 2. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site. Otherwise, insert the Engagement installation media created.
- 3. If Autorun is enabled, the Install ProSystem fx Workpaper Manager screen displays.

If Autorun is not enabled, the *Run* dialog displays. In the *Open* field, enter the path to the file X:\ProSystem fx Engagement.exe and click **OK**. The *Install ProSystem fx Workpaper Manager* screen displays.

Notes:

- When upgrading, you do not need to install SQL Server because Workpaper Manager is already installed and the.Workpaper Manager SQL Database instance should already exist.
- The Install ProSystem fx Workpaper Manager launch screen uses an .ini file to customize which buttons are displayed. To remove a button from the launch screen, edit the "product.ini" file, which is located at the root of the installation disc. Remove any section from the product.ini file to remove the corresponding button from the launch screen.
- 4. Click **Install Workpaper Manager** to upgrade the currently installed features for the Workpaper Manager installation. The *Welcome* screen displays.
- 5. Click Next. The License Agreement dialog displays.
- 6. Read the license agreement. If you agree to the terms, select I accept the terms in the license agreement and click Next.
- 7. Click Next. The Upgrade to ProSystem fx Workpaper Manager 7.2 page displays.
- 8. If you have read the warning message and have created a backup then select that option and click **Next**. The *Ready to Install* dialog displays.

Note: If your system does not meet the requirements for the application you are installing, InstallShield displays a message listing the missing components. Click Cancel to install the necessary components. Click **Back** to install a different application. For detailed information about the new bin structure of the Workpaper Manager database, see Chapter 3 of the User Guide.

- 9. Click Install. InstallShield displays the *Progress* screen as the necessary programs and features are upgraded.
- 10. If Administrator is being upgraded, read the information on the *Backup Information* dialog, select I have read the above warning, and then click Next. The *InstallShield Wizard Completed* dialog displays.
- 11. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 19.

Post-Installation Checklist

After completing the installation, you should perform the following tasks, as applicable:

- If you have upgraded to ProSystem *fx* Workpaper Manager 7.2 from a prior version, perform a full back up of all central admin and bin databases after installation.
- Verify that all administrative users have full access to the Admin Share folder on the office server. This folder, which is created during the installation, is shared by default, but the network administrator needs to ensure that all Workpaper Manager administrative users have full rights to that location.
- The installation process sets the Workpaper Manager folder permissions automatically. These rights are needed for Workpaper Manager to function optimally. The installation gives the "Users" group all rights except Full Control. These rights are inherited by all child objects so that all folders and subfolders within Workpaper Manager receive these same rights.

Altering a Current Install of Workpaper Manager

ProSystem *fx* Workpaper Manager Program Maintenance allows you to modify, repair, or remove the current installation.

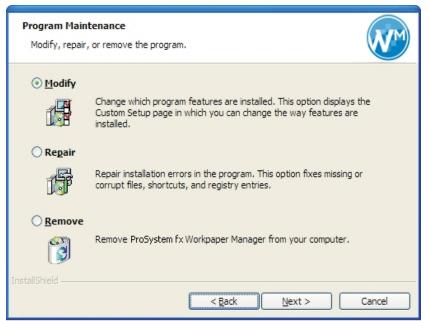
Modifying a Current Install

To add new program features or remove currently installed features, do the following:

- 1. Close all programs on your computer.
- 2. Select **Programs and Features** (or **Add or Remove Programs**) from your computer's Control Panel.

Note: Some modifications will require elevated privileges. For best results, use the executable on the Installation Media or ProSystem *fx* Workpaper Manager image.

- 3. Select **ProSystem** *fx* **Workpaper Manager** from the list and click **Change** to open the *Welcome* dialog.
- 4. Click Next to display the Program Maintenance dialog.



- 5. Select Modify and then click Next. The Custom Setup dialog displays.
- 6. Select applications to install and deselect applications to remove. Click the **plus sign** (+), where available, to select individual options to install or remove. The *Custom Setup* dialog displays the amount of space required for installation.
- 7. Click Next to display the Ready to Modify dialog.
- 8. Click Install to begin the update process. The InstallShield Wizard Completed dialog displays when the process is finished.
- 9. Click Finish to exit the installation.

Repairing a Current Install

To repair program features from a previous installation, do the following:

- 1. Close all programs on your computer.
- 2. Select Add or Remove Programs (or Programs and Features in Windows 8.1, Windows 8, Windows 7, Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2) from your computer's Control Panel.

Note: Some repairs will require elevated privileges. For best results, use the executable on the Installation Media or ProSystem *fx* Workpaper Manager image.

- 3. Select **ProSystem** *fx* **Workpaper Manager** from the list and click **Change** to open the *Welcome* dialog.
- 4. Click Next. The Program Maintenance dialog displays.
- 5. Select Repair and then click Next. The Ready to Repair dialog displays.
- 6. Click Install. The Installing ProSystem fx Workpaper Manager status bar displays while InstallShield repairs the installation(s). Once the repair process is finished, the InstallShield Wizard Completed dialog displays.
- 7. Click Finish.

Removing ProSystem fx Workpaper Manager

To remove all installed features, do the following:

- 1. Close all programs on your computer.
- 2. Select Add or Remove Programs (or Programs and Features in Windows 8.1, Windows 8, Windows 7, Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2) from your computer's Control Panel.
- 3. Select **ProSystem fx Workpaper Manager** from the list and click **Remove** to display the *Welcome* dialog.
- 4. Click **Yes** on the confirmation dialog. Windows removes all ProSystem *fx* Workpaper Manager applications.

Terminal Services Installation

The installation of Workpaper Manager can vary based on the Terminal Services and Citrix software setup. For this reason, we strongly suggest that you consult with your network administrator prior to installing Workpaper Manager.

For detailed information on setting up Terminal Services, see the *ProSystem fx Workpaper Manager Deployment Planning Guide* in the Documents folder of the Installation Media. We also advise contacting Technical Support prior to installation to address any questions you may encounter with the installation.

🕕 Important!

- The Terminal Services Database and Terminal Services Client should not be installed on the same computer.
- The following instructions outline the preferred steps for installing ProSystem fx Workpaper Manager Terminal Services Client; however, your configuration may require additional or alternate steps. For additional assistance, please contact Technical Support at 1-866-513-2677.
- Installing Terminal Services on a domain controller, Microsoft Small Business Server, Windows Server Essentials, Windows Server Foundation, or Exchange Server are not supported.

Before beginning, install ProSystem *fx* Workpaper Manager Administrator. Refer to the *Installation Instructions* on page 14 for instructions.

The following section contains instructions for installing the ProSystem *fx* Workpaper Manager Terminal Services Client (Workpaper Management for Terminal Services), ProSystem *fx* Workpaper Manager Terminal Services Database, and ProSystem *fx* Workpaper Manager Administrator Workstation.

Terminal Services Database Installation

This section provides installation instructions for ProSystem *fx* Workpaper Manager Terminal Services Database on a Windows Terminal Services enabled server.

Keep the following in mind when installing Terminal Services Database:

- This location should be a dedicated Windows server with enough space to store data being created in the Terminal Services Client module.
- The recommended location is the main office server where the ProSystem fx Workpaper Manager Administrator is installed. The Terminal Services Database installation must be performed at the server console of the computer it is to reside on.
- For robust environments (for example, more than 75 users), SQL Standard Edition or SQL Enterprise Edition are recommended. For more information on choosing a SQL server, see the *ProSystem fx Workpaper Manager Deployment Planning Guide*, located in the Documents folder of your Installation Media.

To install Terminal Services Database, do the following:

- 1. Complete all tasks in the *Pre-Installation Checklist* on page 13.
- 2. Insert the ProSystem *fx* Workpaper Manager Installation Media. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site.
- 3. Open Control Panel and select Programs and Features on Server 2008 and 2012.
- 4. Browse to the Installation Media and then click Next. The Install Program from Floppy Disk or CD-ROM dialog displays.
- 5. Click Next. The Run Installation Program dialog displays.
- 6. If a Workpaper Manager SQL Instance is already installed, skip to step 15.
 - If a Workpaper Manager SQL Instance is not already installed, do one of the following:
 - Install Microsoft SQL Server Standard or Enterprise edition as explained in Appendix A: Installing SQL Server 2008 or 2008 R2 on page 28, Appendix B: Installing SQL Server 2012 on page 46 or Appendix C: Installing SQL Server 2014 on page 59.
 - Install Microsoft SQL Express 2012 or Microsoft SQL Express 2014, which are included on the Workpaper Manager installation media. To install SQL Express 2012 or 2014, continue to step 8.
 - Note: For optimal performance, we recommend you install Microsoft SQL Server 2008 R2, 2012 or 2014, either the Standard, Business Intelligence, or Enterprise edition. For more information and guidance on choosing a SQL edition, see the *ProSystem fx Workpaper Manager Deployment Guide* in the Documents folder of your Installation Media.
- 7. Click Browse and locate either the ProSystem fx SQL 2012 Instance Installer.msi or ProSystem fx SQL 2014 Instance Installer.msi (Windows 8.1, Windows 8, Windows 7, Server 2008, Server 2012, or Windows Server 2012 R2 users locate ProSystem fx SQL 2012 Instance Installer.exe or ProSystem fx SQL 2014 Instance Installer.exe).

Note: Choose only one of the installers. You do not need to install both ProSystem fx SQL 2012 and ProSystem fx SQL 2014.

- 8. Click Finish. The SQL 2012 or SQL 2014 Instance Installer wizard displays.
- 9. Click Next. The Ready to Install the Program page displays.
- 10. Click Install. Several status screens display as the SQL Instance is installed.
- 11. Click Finish.
- 12. Click **CD or Floppy**, and then click **Next**. The *Install Program from Floppy Disk or CD-ROM* dialog displays.
- 13. Click Next. The Run Installation Program dialog displays.
- 14. Click **Browse** and locate the *PfxEngSetup.exe* file.

- 15. Click Finish. The Welcome dialog displays.
 - Note: You need Adobe Reader to view the Installation Guide or Release Bulletin. You also need Adobe Reader to view the ProSystem fx Workpaper Manager User Guide via Help/User Guide. Click Yes to continue installing ProSystem fx Workpaper Manager without Adobe Reader. Click No to cancel the installation and install a supported version of Adobe Reader. Adobe Reader 10, 11, and DC is included on the Workpaper Manager Installation Media.
- 16. Click Next. The License Agreement dialog displays.
- 17. Read the license agreement. If you agree to the terms, select I accept the terms in the license agreement and click Next.
- 18. Click Next. The Custom Setup dialog displays.
- 19. Select **Terminal Services Database**. Click the **plus sign** (+) to select or deselect subfeatures to install, or choose *This feature, and all subfeatures, will be installed on local hard drive*. Deselect Workpaper Management, which is selected by default.
- 20. Click Next. The Ready to Install screen displays.

Notes:

- If you attempt to install conflicting applications, InstallShield displays a message specifying the conflicting applications. Click Back to make the necessary changes.
- If your system does not meet the requirements for the application you are installing, InstallShield displays the *Requirements* dialog, listing the necessary components. Click Cancel to install the necessary components, or click Back to change the application to install.
- 21. Click Install. The Installing ProSystem fx Workpaper Manager status bar displays as InstallShield completes the installation. The InstallShield Wizard Completed dialog displays.
- 22. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 19.

Terminal Services Client Installation

This section provides installation instructions for ProSystem fx Workpaper Manager Terminal Services Client on a Windows Terminal Services enabled server.

- 1. Complete all tasks in the *Pre-Installation Checklist* on page 13.
- 2. Determine that no one is accessing the Terminal Services server.
- 3. Insert the ProSystem *fx* Workpaper Manager Installation Media. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site.
- 4. Open Control Panel and select Programs and Features on Server 2008 and 2012.
- 5. Browse to the Installation Media, and then click Next. The Install Program from Floppy Disk or CD-ROM dialog displays.
- 6. Click Next. The Run Installation Program dialog displays.
- 7. Click **Browse** and locate the *PfxEngSetup.exe* file.

8. Click Finish. The Welcome dialog displays.

Note: You need Adobe Reader to view the Installation Guide or Release Bulletin. You also need Adobe Reader to view the ProSystem fx Workpaper Manager User Guide via Help/User Guide. Click Yes to continue installing ProSystem fx Workpaper Manager without Adobe Reader. Click No to cancel the installation and install a supported version of Adobe Reader. Adobe Reader 10, 11, and DC is included on the Workpaper Manager Installation Media.

- 9. Click Next. The License Agreement dialog displays.
- 10. Read the license agreement. If you agree to the terms, select I accept the terms in the license agreement and click Next.
- 11. Click Next. The Custom Setup dialog displays.
- 12. Select the program feature to install: Terminal Services Client or Administrator Workstation. Click the **plus sign** (+) to select or deselect subfeatures to install, or choose *This feature*, *and all subfeatures*, *will be installed on local hard drive*. Deselect Workpaper Management, which is selected by default.
- 13. Click **Next** to display the *Terminal Services Database Location* dialog. Enter the name of the server where the database is installed.
- 14. Click Next. The Ready to Install screen displays.

Notes:

- If you attempt to install conflicting applications, InstallShield displays a message specifying the conflicting applications. Click Back to make the necessary changes.
- If your system does not meet the requirements for the application you are installing, InstallShield displays the *Requirements* dialog, listing the necessary components. Click Cancel to install the necessary components, or click Back to change the application to install.
- 15. Click Install. The Installing ProSystem fx Workpaper Manager status bar displays as InstallShield completes the installation. The InstallShield Wizard Completed dialog displays.
- 16. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 19.

Using the ProSystem fx Workpaper Manager Administrator



From the Windows Start menu, select the program group where you installed the ProSystem *fx* Workpaper Manager Administrator. Select **ProSystem** *fx* **Workpaper Manager Administrator**, or double-click the **Administrator** icon on your desktop. The *ProSystem fx Workpaper Manager Admin Login* dialog displays.

Initial Login to the Workpaper Manager Administrator

Only staff assigned to the Administrator Staff Group can log in to the Administrator. The program provides one default staff member in the Administrator Staff Group. You can modify the password and staff information for the default user, but you cannot change the Login Name or delete this staff member. There is no limit to the number of licensed staff you can assign as administrators.

Note: If you want other workstations to access the Administrator module, install Administrator Workstation to those workstations. See *Installation Instructions* on page 14.

The first time you log in, do the following:

- 1. Start Workpaper Manager Administrator by doing one of the following:
 - Double-click the Workpaper Manager Admin icon on your desktop.
 - Select Start/Programs/ProSystem fx Workpaper Manager/ProSystem fx Workpaper Manager Admin.

The Workpaper Manager Admin Login displays.

- 2. In the Login Name field, enter ADMIN. Leave the Password field blank.
- 3. Click **OK**. The ProSystem *fx* Workpaper Manager Administrator program detects that a main office server has not been set up and displays a message that the computer must be configured as an office server before you can log in.
- 4. Click Yes. The Provide Office Server Information dialog displays.
- 5. Enter a label of up to 32 characters for the main office server in the *Label* field. The label is required and is used as the office server's name.
- 6. The Server name field defaults to the name of the computer to which you are logged in.
- 7. Enter a description for the server of up to 60 characters in the *Description* field. The description is optional.
- 8. Click Next. The Determine the office server designation dialog displays.
- 9. Select Main office server to establish this as the main office server.
- 10. If the Firm has more than one office server and this office server does not have a physical connection with the other office server(s), check the **Disable Admin Synchronization** check box.
- 11. Click OK. The Firm Properties dialog displays.
- 12. Enter the firm information and click **Next**. The *Configure Office Server Summary Report* displays.
- 13. Do any of the following:
 - Click Print to print the summary report.
 - Click Save As to save the report as an HTML file.
 - Click Back to make changes to your settings.
 - Click Cancel to discard your work and exit the Configure Office Server Wizard.
 - Click Finish to save your settings and open Workpaper Manager Administrator.

Once you are in the program, you can change the administrator's password and add more staff to the Admin group, if needed. See Adding New Staff Members in Chapter 3 of the User Guide.

Important! The ProSystem fx Workpaper Manager Backup and Restore Utility should be used on a nightly basis. See Appendix F: Database Backup and Restore on page 85. Note: For instructions on creating a secondary server, refer to the section Setting up the Administrator Environment in Chapter 3 of the User Guide.

Appendix A

INSTALLING SQL SERVER 2008 OR 2008 R2

Installing SQL Server 2008 or 2008 R2

Creating a New SQL 2008 or 2008 R2 32-bit or 64-bit Instance for Workpaper Manager

This section provides step-by-step instructions for creating a new SQL 2008 or 2008 R2 32-bit or 64-bit instance for ProSystem *fx* Workpaper Manager.

Note: The steps may vary slightly depending on which SQL Server version you are installing.

If you need to create a new instance for SQL 2008 Express 64-bit, please see *Creating a New SQL 2008 Express 64-bit Instance for Workpaper Manager* on page 39.

Upgrading SQL 2008 R2

SQL Server 2008 R2 supports upgrade from the following versions of SQL Server:

- SQL Server 2005 SP2 (9.00.3042) or later
- SQL Server 2008 (10.00.1600.22) or later

Note: To find what version of SQL is currently installed, browse the Registry and go to the key: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Microsoft SQL Server\PROFX ENGAGEMENT\MSSQLServer\CurrentVersion.

Recommended Operating Systems

We recommend using Microsoft Windows Server 2008 SP2 (64-bit) or Microsoft Windows Server 2008 R2 SP1 (64-bit) with SQL Server 2008 or 2008 R2.

Note: Microsoft does not support SQL Server 2008 on certain Windows versions. For detailed information, please see Microsoft KB 2022909 at the following link: http://support.microsoft.com/kb/2022909

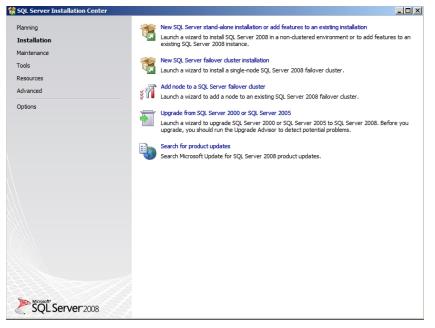
Creating the SQL Server 2008 or 2008 R2 Instance

Note: Please follow each step carefully to ensure that the SQL instance is properly created with all required settings.

- 1. Insert the SQL Server 2008 or 2008 R2 Installation Media.
- 2. Click Installation.

SQL Server Installation Center	
Planning Installation	Hardware and Software Requirements View the hardware and software requirements.
Maintenance Tools	Security Documentation View the security documentation.
Resources Advanced	Online Release Notes View the latest information about the release.
Options	System Configuration Checker Launch a tool to check for conditions that prevent a successful SQL Server installation.
	Install Upgrade Advisor Upgrade Advisor analyzes any SQL Server 2005 or SQL Server 2000 components that are installed and identifies issues to fix either before or after you upgrade to SQL Server 2008.
	Online Installation Help Launch the online installation documentation.
	How to Get Started with SQL Server 2008 Fallover Clustering Read instructions on how to get started with SQL Server 2008 failover dustering.
	Upgrade Documentation View the document about how to upgrade to SQL Server 2008 from SQL Server 2000 or SQL Server 2005.

3. Select New SQL Server stand-alone installation or add features to an existing installation.



4. The Setup Support Rules screen displays. Click **OK** to proceed with the installation.

🊼 SQL Server 2008 Setup		
Setup Support Rules		
Setup Support Rules identify probler before Setup can continue.	is that might occur when you install SQL Server Setup support files. Failures must be corrected	
Setup Support Rules	Operation completed. Passed: 6. Failed 0. Warning 0. Skipped 0.	
	Show details >> <u>View detailed report</u>	Re-run
	OK Cancel	Help

5. The *Product Key* screen displays. Enter the SQL Server product key and click Next.

髂 SQL Server 2008 Setup	×
Product Key Specify the edition of SQL	ver 2008 to install.
Product Key License Terms Setup Support Files	Specify a free edition of SQL Server or provide a SQL Server product key to validate this instance of SQL Server 2008. Enter the 23-character key from the Microsoft certificate of authenticity or product packaging. If you specify Tentryrise Evaluation, the instance will be activated with a 180-day expiration. To upgrade from one edition to another edition, run the Edition Upgrade Wizard. C Specify a free edition: Enterprise Evaluation F Enter the product key:
	< Back Next > Cancel

6. Click I accept the license terms and click Next.



7. Click Install on the Setup Support files screen.

髂 SQL Server 2008 Setup			_ _ _ ×
Setup Support Files Click Install to install Setup Su	upport files. To install or update SQL S	erver 2008, these files are required.	
Product Key	The following components a	e required for SQL Server Setup:	
License Terms	Feature Name	Status	
Setup Support Files	Setup Support Files		
		<	Back Install Cancel

8. Click Next on the Setup Support Rules screen.

SQL Server 2008 Setup			
Setup Support Rules			
Setup Support Rules identify prob before Setup can continue.	ems that might occur when you install SQL Server Setup support files. Failures must be correct	ed	
Setup Support Rules	Operation completed. Passed: 10. Failed 0. Warning 1. Skipped 0.		
Feature Selection			
Disk Space Requirements			
Frror and Usage Reporting	Hide details << Re-run		
nstallation Rules	View detailed report		
eady to Install			
nstallation Progress	Rule Status		
omplete	Fusion Active Template Library (ATL) Passed		
	Unsupported SQL Server products Passed		
	Performance counter registry hive consistency Passed		
	Previous releases of SQL Server 2008 Business Intelligence Develop Passed		
	Previous CTP installation Passed		
	Consistency validation for SQL Server registry keys Passed		
	Computer domain controller Passed		
	Microsoft .NET Application Security Passed		
	Edition WOW64 platform Passed		
	Windows PowerShell Passed		
	Windows Firewall Warning		
	< Back Next > Can	cel Help	
		- Incip	

9. Select Database Engine Services and Management Tools on the Feature Selection screen. Click Next to continue.

Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

🚼 SQL Server 2008 Setup		
Feature Selection Select the Standard features to inst dustered.	tall. For clustered installations, only Database Engine Services and Ana	lysis Services can be
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Features:	Description: Server features are instance-aware and have their own registry hives. They support multiple instances on a computer.
	Select All Unselect All Shared feature directory: C: Program Files Wicrosoft SQL Server	er\
	< Back	Next > Cancel Help

10. Select Named Instance and enter "PROFXENGAGEMENT" on the *Instance Configuration* screen. Click Next to continue.

🍀 SQL Server 2008 Setup					
Instance Configuration Specify the name and instance ID f	or the SQL Server instance				
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Default instance Default instance Instance ID: Instance root director SQL Server directory: Installed instances:	,	Т	SSQL 10.PROFXENGA	NGEMENT
Complete	Instance	Features	Edition	Version	Instance ID
			< Back	Next >	Cancel Help

11. The Disk Space Requirements screen displays. Click Next to continue.

🍀 SQL Server 2008 Setup		
Disk Space Requirement	nts iorthe SQL Server features you selected.	
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Disk Usage Summary: Drive C: 1147 MB required, 20321 MB available System Drive (C: i): 561 MB required Shared Install Directory (C: \Program Files\Microsoft SQL Server\): 409 MB required Instance Directory (C: \Program Files\Microsoft SQL Server\): 177 MB required	
	< Back Next > Cancel	Help

12. On the Service Accounts tab of the Server Configuration screen, select Use the same account for all SQL Server services on the Authentication Mode screen. Change the Account Name to NT AUTHORITY\SYSTEM for the SQL Server Database Engine. Verify the Startup Type is set to Automatic. Click Next to continue.

Note: The SQL Server Browser Startup Type should also be set to Automatic.

Feature Selection Instance Configuration Micr	e Accounts Collation	ise a separate account for each Si		
Setup Support Rules Servic Feature Selection Micro Instance Configuration Micro		ise a separate account for each Si		
stature Selection Micro		ise a separate account for each Si		
stance Configuration Mici	rosoft recommends that you u	ise a separate account for each Si		
k Space Requirements			QL Server servic	e.
	rvice	Account Name	Password	Startup Type
rver Configuration SQ	L Server Agent			Manual
atabase Engine Configuration SQL	L Server Database Engine	NT AUTHORITY\SYSTEM		Automatic
or and Usage Reporting				
tallation Rules				
ady to Install		Use the sa	me account for a	all SQL Server service
stallation Progress				
old	er Windows versions the user	automatically where possible to a will need to specify a low privileg		
	L Server Browser	NT AUTHORITY LOCAL S		Automatic
		in former poor on		, laconade

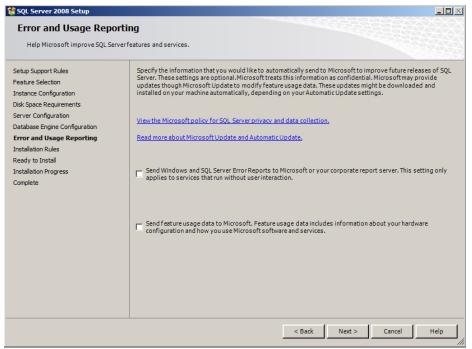
13. Leave the default settings on the *Collation* tab and click **Next** to continue. If the default settings for your installation do not match those shown in the screen below, select the settings shown.

🏶 SQL Server 2008 Setup		_ 🗆 🗙
Server Configuration Specify the configuration.		
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules	Service Accounts Collation Database Engine:	Customize
Ready to Install Installation Progress Complete	Latin1_General_CI_AS Latin1-General, case-insensitive, accent-sensitive, kanatype-insensitive, width-insensitive	Customize
	< Back Next > Cancel	Help

14. Select **Windows authentication mode** on the *Database Engine Configuration* screen. Add an Administrator user account in the *Specify SQL Server administrators* field. Click **Next** to continue.

🎲 SQL Server 2008 Setup		×
Database Engine Config Specify Database Engine authentice	uration tion security mode, administrators and data directories.	
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Account Provisioning Data Directories FILESTREAM Specify the authentication mode and administrators for the Database Engine. Authentication Mode Windows authentication mode Mixed Mode (SQL Server authentication and Windows authentication) Built-in SQL Server system administrator account: Enter password: Confirm password: Specify SQL Server administrators Administrator (Administrator) SQL Server administrators Administrator (Administrator) SQL Server administrators Administrator (Administrator) Add Remove 	
	< Back Next > Cancel Help	

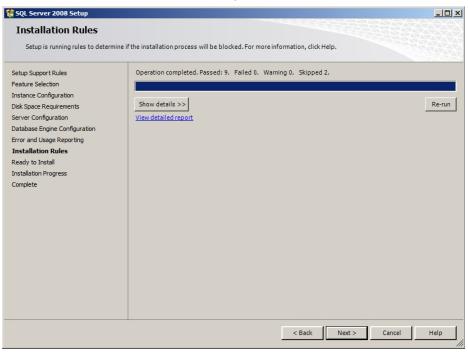
15. The Error and Usage Reporting screen displays. Click Next to continue.



16. The Installation Rules screen displays. Click Next to continue.

🎇 SQL Server 2008 Setup					
Installation Rules					
Setup is running rules to determine	if the installation process	will be blocked. For more i	nformation, click Help.		
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Operation completed. Show details >> View detailed report	Passed: 9. Failed 0. Wa	nning 0. Skipped 2.		Re-run
			< Back Next >	Cancel	Help

17. Click Show Details to see a detailed report of the Installation Rules. Click Next to continue.



18. The *Ready to Install* screen displays. Verify the SQL Server 2008 or 2008 R2 features to install, and then click **Install** to continue.

🏶 SQL Server 2008 Setup		
Ready to Install Verify the SQL Server 2008 features	to be installed.	
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Ready to install SQL Server 2008: Summary - Edition: Standard - Action: Install General Configuration - Peatures - Database Engine Services - Management Tools - Basic - Management Tools - Complete - Instance Name: RROPXENGAGEMENT - Instance IDs - Instance IDs - SQL Database Engine: MSQL 10.PROFXENGAGEMENT - Instance IDs - SQL Database Engine: MSQL 10.PROFXENGAGEMENT - Instance IDs - Sared component root directory - Shared component root directory - Shared Reporting: False - Error Reporting: False - Bror and Usage Reporting: False - Bror Reporting: False - Brance configuration - Service Configuration - Configuration file path: C: \program Files\\Hicrosoft SQL Server\100\\Setup Bootstrap\Log\20090722_090306\\ConfigurationFile.ini	×
	< Back Install Cancel	Help

19. The Installation Progress screen displays. Click Next to continue.

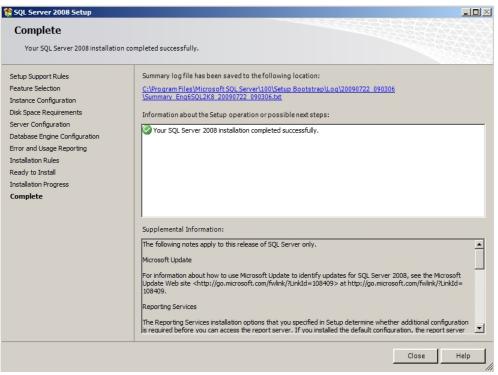
Note: Please be patient; the install process can take a long time to complete.

🍀 SQL Server 2008 Setup		<u>_ ×</u>
Installation Progress		
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error and Usage Reporting Installation Rules Ready to Install Installation Progress Complete	Producing intermediate status logs.	
	Next > Cancel He	elp /

20. The Installation Progress screen will provide a notification when the setup process has completed. Click **Next** to continue.

🍀 SQL Server 2008 Setup				×
Installation Progress				
Setup Support Rules Feature Selection Instance Configuration Disk Space Requirements Server Configuration		rocess complete	Status	1
Database Engine Configuration		atabase Engine Services	Success	-
Error and Usage Reporting		anagement Tools - Complete	Success	-
Installation Rules				-
Ready to Install Installation Progress	- Ma	anagement Tools - Basic	Success	1
Complete				
			Next > Cancel Help	

21. The Complete screen displays. Click Close to finish the installation.



Creating a New SQL 2008 Express 64-bit Instance for Workpaper Manager

Though SQL 2008 Express 64-bit is supported, there currently is no installer available to create the ProSystem fx Workpaper Manager SQL instance. This section provides step-by-step instructions for creating a new SQL 2008 Express 64-bit instance for ProSystem fx Workpaper Manager.

Note: Please make sure that you follow each step carefully to ensure that the SQL instance is properly created with all required settings.

- 1. Download the install package from the Microsoft Web site and launch it.
- 2. Click New Installation or add features to an existing installation.

SQL Server Installation Center		
Planning Installation	ŧ	New installation or add features to an existing installation. Launch a wizard to install SQL Server 2008 R2 in a non-clustered environment or to add features to an existing SQL Server 2008 R2 Instance.
Maintenance Tools Resources	1	Upgrade from SQL Server 2000, SQL Server 2005 or SQL Server 2008 Launch a wizard to upgrade SQL Server 2000, SQL Server 2008 or SQL Server 2008 to
Advanced	•	Search for product updates Search Microsoft Update for SQL Server 2008 R2 product updates.
See Manuala		
SQL Server 2008 R2		

3. Select I accept the license terms and click Next.

髅 SQL Server 2008 R2 Setup	
License Terms To install SQL Server 2008 R	2, you must accept the Microsoft Software License Terms.
License Terms Setup Support Files	MICROSOFT SOFTWARE LICENSE TERMS Image: Constant of the second secon
	< Back Next > Cancel

4. The Setup Support Files screen displays. Select Install to proceed with the installation.

🍀 SQL Server 2008 R2 Setup				_ 🗆 🗵
Setup Support Files Click Install to install Setup Support	tfiles. To install or update SQL Serve	r 2008 R2, these files are requir	ed.	
License Terms	The following components are rec	quired for SQL Server Setup:		
Setup Support Files	Feature Name	Status		
	Setup Support Files			
	ExecuteCalculateScenarioWorkflov	Ν		
			< Back Install	Cancel

5. The Feature Selection screen displays. Click the Unselect All button.

🍀 SQL Server 2008 R2 Setup	
Feature Selection Select the Express with Advanced	ervices features to install.
Setup Support Rules Feature Selection Installation Rules Instance Configuration Dick Space Requirements Server Configuration Database Engine Configuration Reporting Services Configuration Error Reporting Installation Configuration Rules Installation Progress Complete	Features: Description: Instance Features Pearling Services Image: Server Replication Server Replication Image: Pail-Text Search Pearling Services Image: Reporting Services Server Replication Image: Pail-Text Search Pearling Services Shared Features Image: Pail-Text Search Image: Shared Features Suggement Tools - Basic Image: SQL Client Connectivity SDK Image: Pail-Text Search Image: Pail-Text Search Microsoft Sync Franework Redistributable Features Search
	Select All Unselect All Shared feature directory: C: Program Files/Microsoft SQL Server/ Shared feature directory (x86): C: Program Files (x86)/Microsoft SQL Server/
	< Back Next > Cancel Help

6. Choose Database Engine Services under Instance Features and Management Tools - Basic under Shared Features. Click Next.

Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

🎲 SQL Server 2008 R2 Setup		_ 🗆 ×
Feature Selection Select the Express with Advanced	d Services features to install.	
Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete	Features: Instance Features SQL Server Replication	Description: Server features are instance- aware and have their own registry hives. They support multiple instances on a computer.
	Shared feature directory (x86): C:\Program Files (x86)\Microsoft SQL S	Server\
	< Back	Next > Cancel Help

7. Select Named Instance and enter "PROFXENGAGEMENT" on the *Instance Configuration* screen. Click Next to continue.

🍀 SQL Server 2008 R2 Setup					
Instance Configuration Specify the name and instance ID for	the instance of SQL Serv	er. Instance ID becom	es part of the installa	tion path.	
Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete	C Default instance Named instance: Instance ID: Instance root directory SQL Server directory: Installed instances: Instalnee Name	,	osoft SQL Server\	55QL10_50.PROFXENGA0	SEMENT
			< Back	Next > Canc	el Help

8. On the Service Accounts tab of the Server Configuration screen, select Use the same account for all SQL Server services on the Authentication Mode screen. Change the Account Name to NT AUTHORITY\SYSTEM for the SQL Server Database Engine. Verify the

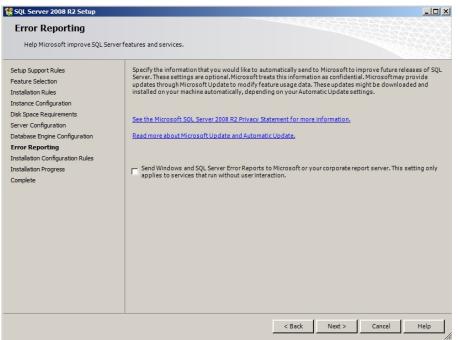
Startup Type is set to "Automatic" for SQL Server Database Engine and for SQL Server Browser. Click **Next** to continue.

🎲 SQL Server 2008 R2 Setup				
Server Configuration				
Specify the service accounts and co	ollation configuration.			
Setup Support Rules Feature Selection Installation Rules		use a separate account for each S	-	
Instance Configuration	Service	Account Name	Password	Startup Type
Disk Space Requirements	SQL Server Database Engine	NT AUTHORITY WETWOR		Automatic 💌
Server Configuration	SQL Server Browser	NT AUTHORITY\LOCAL S		Automatic 💌
Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete		Use the sa	me account for	all SQL Server services
		< Back	Next >	Cancel Help

9. Select Windows authentication mode on the Database Engine Configuration screen. Add an Administrator user account in the Specify SQL Server administrators field. Click Next to continue.

🍀 SQL Server 2008 R2 Setup		x
Database Engine Config Specify Database Engine authentica	rration on security mode, administrators and data directories.	
Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete	Account Provisioning Data Directories FILESTREAM Specify the authentication mode and administrators for the Database Engine. Authentication Mode • • Windows authentication mode • • Windows authentication mode • • Mixed Mode (SQL Server authentication and Windows authentication) • Specify the password for the SQL Server system administrator (sa) account: • Enter password: • Confirm password: • Specify SQL Server administrators SQL Server administrators SVR2008R2PD\Administrator (Administrator) SQL Server administrators Add Current User Add	
	< Back Next > Cancel Help	

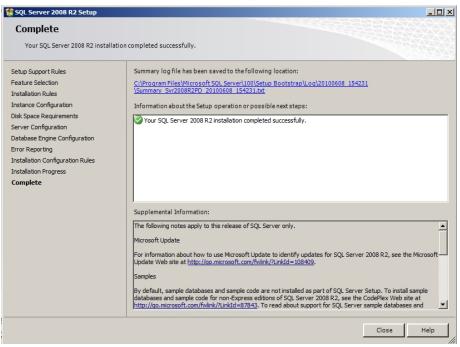
10. The Error Reporting screen displays. Click Next to continue.



11. The *Installation Progress* screen displays. Please be patient; the install process can take a long time to complete. Click **Next** to continue.

🚼 SQL Server 2008 R2 Setup		_ 🗆 🗙
Installation Progress		
Setup Support Rules Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Installation Progress Complete	Install_sql_engine_core_inst_loc_Cpu64_1033_Action: InstallFiles.Copying newfiles	
	Next > Cancel	Help

12. The Complete screen displays. Click Close to finish the installation.



Appendix B

INSTALLING SQL SERVER 2012

Installing SQL Server 2012

Creating a New SQL 2012 32-bit or 64-bit Instance for Workpaper Manager

This section provides step-by-step instructions for creating a new SQL 2012 32-bit or 64-bit instance for ProSystem *fx* Workpaper Manager.

If you need to create a new instance for SQL 2012 Express 64-bit, please see *Creating a New SQL 2012 Express 64-bit Instance for Workpaper Manager* on page 57.

Important! Configure the SQL Service to use "LocalSystem" (or NT AUTHORITY\SYSTEM) as the start-up account and the SQL Browser to use "Local Service" as the start-up account.

Upgrading SQL 2012

SQL Server 2012 supports an upgrade from the following versions of SQL Server:

- SQL Server 2005 SP4 (9.00.5000.00) or later
- SQL Server 2008 SP2 (10.00.4000.00) or later
- SQL Server 2008 R2 SP1 (10.50.2500.0) or later

Note: To find what version of SQL is currently installed, browse the Registry and go to the key: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Microsoft SQLServer\PROFX ENGAGEMENT\MSSQLServer\CurrentVersion.

Recommended Operating Systems

We recommend using Microsoft Windows Server 2008 SP2 (64-bit) or Microsoft Windows Server 2008 R2 SP1 (64-bit) with SQL Server 2012.

Creating the SQL Server 2012 Instance

Note: Please follow each step carefully to ensure that the SQL instance is properly created with all required settings.

- 1. Insert the SQL Server 2012 Installation Media.
- 2. Click Installation.

🊼 SQL Server Installation Center	
Planning Installation Maintenance Tools	New SQL Server stand-alone installation or add features to an existing installation Launch a wizard to install SQL Server 2012 in a non-dustered environment or to add features to an existing SQL Server 2012 instance.
Resources Advanced	New SQL Server failover duster installation Launch a wizard to install a single-node SQL Server 2012 failover duster.
Options	Add node to a SQL Server failover duster Launch a wizard to add a node to an existing SQL Server 2012 failover duster.
	Upgrade from SQL Server 2005, SQL Server 2008 or SQL Server 2008 R2 Launch a wizard to upgrade SQL Server 2005, SQL Server 2008 or SQL Server 2008 R2 to SQL Server 2012.

3. Select New SQL Server stand-alone installation or add features to an existing installation. The Setup Support Rules screen displays.

🚼 SQL Server 2012 Setup		_ & ×
Setup Support Rules		
Setup Support Rules identify pro before Setup can continue.	blems that might occur when you install SQL Server Setup support files. Failures must be corrected	
Setup Support Rules	Operation completed. Passed: 8. Failed 0. Warning 0. Skipped 0. Show details >> View detailed report	<u>R</u> e-run
	ок	Cancel

4. Click **OK** to proceed with the installation. The *Product Key* screen displays.

🊼 SQL Server 2012 Setup		x
Product Key Specify the edition of SQL	Server 2012 to install.	
Product Key License Terms Product Updates Install Setup Files	Validate this instance of SQL Server 2012 by entering the 25-character key from the Microsoft certificate of authenticity or product packaging. You can also specify a free edition of SQL Server, such as Evaluation or Express. Evaluation has the largest set of SQL Server features, as documented in SQL Server Books Online, and is activated with a 180-day expiration. To upgrade from one edition to another, run the Edition Upgrade Wizard.	
	< <u>Back</u> Cancel	J

5. Enter the SQL Server product key and click **Next**. The *License Terms* screen displays.

SQL Server 2012 Setup	
License Terms To install SQL Server 2012	you must accept the Microsoft Software License Terms.
Product Key License Terms Product Updates Install Setup Files	MICROSOFT EVALUATION SOFTWARE LICENSE TERMS MICROSOFT SQL SERVER 2012 EVALUATION These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the evaluation software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft • updates, • supplements,
	Internet-based services, and
	Copy Brit I accept the license terms. Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use SQL Server and its components. See the Microsoft SQL Server 2012 Privacy Statement for more information.
	< <u>B</u> ack <u>Next</u> > Cancel

6. Click I accept the license terms and click Next. The Install Setup Files screen displays.

🎲 SQL Server 2012 Setup			_ & ×
Install Setup Files			
SQL Server Setup will now be ins also beinstalled.	stalled. If an update for SQL Server Set	up is found and specified to be included, the update will	
Product Key License Terms			
Product Updates	SQL Server Setup files are being ins	talled on the system.	
Install Setup Files	Task	Status	
	Install Setup files	In Progress	
	,		
		< <u>B</u> ack <u>I</u> nstall	Cancel

7. Click Next on the Setup Support Rules screen.

🎲 SQL Server 2012 Setup		<u>_ 8 ×</u>
Setup Support Rules		
before Setup can continue.	roblems that might occur when you install SQL Server Setup support files. Fai	lures must be corrected
Setup Support Rules	Operation completed. Passed: 6. Failed 0. Warning 2. Skipped 0.	
Setup Role Feature Selection		
Installation Rules	Hide details <<	Re-run
Disk Space Requirements	View detailed report	
Error Reporting		
Installation Configuration Rules	Rule	Status
Ready to Install	Fusion Active Template Library (ATL)	Passed
Installation Progress	Previous releases of SQL Server 2008 Business Intelligence Develop	Passed
Complete	No SxS install with SQL Server "Denali" CTP0	Passed
	Consistency validation for SQL Server registry keys	Passed
	Computer domain controller	Passed
	Microsoft .NET Application Security	Warning
	Edition WOW64 platform	Passed
	\Lambda Windows Firewall	Warning
	< Back 1	Lext > Cancel Help

8. Select SQL Server Feature Installation on the Setup Role screen.

🍀 SQL Server 2012 Setup	
Setup Role Click the SQL Server Feature Insi install a specific configuration.	tallation option to individually select which feature components to install, or click a feature role to
Setup Support Rules Setup Role Feature Selection Installation Rules Disk Space Requirements Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	 SQL Server Feature Installation Install SQL Server Database Engine Services, Analysis Services, Reporting Services, Integration Services, and other features. SQL Server PowerPivot for SharePoint Install PowerPivot for SharePoint 0 a new or existing SharePoint 2010 server to support PowerPivot data access in the farm. Optionally, add the SQL Server relational database engine to use as the new farm's database server. Add SQL ServerDatabaseRelational Engine Services to this installation. All Features With Defaults Install all features using default values for the service accounts.
	< <u>B</u> ack <u>N</u> ext > Cancel Help

9. Select Database Engine Services and Management Tools on the Feature Selection screen.

Feature Selection Select the Evaluation features t	o install.	
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	Features: Instance Features Ø Database Engine Services SQL Server Replication Pull-Text and Semantic Extractions for Search Data Quality Services Analysis Services Reporting Services - Native Shard Features Data Quality Client SQL Server Data Tools Client Tools Connectivity Integration Services Client Tools Backwards Compatibility Client Tools Backwards Compatibility Documentation Components Management Tools - Comolete Select All Imagement Tools - Comolete Shared feature directory: C: \Program Files \Wicrosoft SQL Ser Shared feature directory (g86);	· · · · · · · · · · · · · · · · · · ·

10. Click Next to continue.

Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

11. Click **Next** on the *Installation Rules* page.

🏶 SQL Server 2012 Setup		
Installation Rules	nine if the installation process will be blocked. For more information, click Help.	
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration	ine if the installation process will be blocked. For more information, click Help. Operation completed. Passed: 1. Failed 0. Warning 0. Skipped 0. Show details >> View details >> View detailed report	<u>R</u> e-run
Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete		
	< <u>Back</u> <u>N</u> ext > Cancel	Help

12. Select Named Instance and enter "PROFXENGAGEMENT" on the *Instance Configuration* screen.

🏶 SQL Server 2012 Setup					
Instance Configuratio	n				
Specify the name and instance I	D for the instance of SQL	Server. Instance ID be	comes part of the inst	tallation path.	
Setup Support Rules Setup Role Feature Selection	C <u>D</u> efault instance C N <u>a</u> med instance:	PROFXENGAGEMENT	1		
Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules	Instance <u>I</u> D: Instance <u>r</u> oot director	MSSQLSERVER y: C: Program Files (x8	6) Microsoft SQL Serve	rl	
	SQL Server directory: Insta <u>l</u> led instances:	C:\Program Files (x	86)\Microsoft SQL Ser	ver\MSSQL11.MSSQ	LSERVER
Ready to Install Installation Progress	Instance Name	Instance ID	Features	Edition	Version
Complete					
			< <u>B</u> ack	<u>N</u> ext >	Cancel Help

13. Click Next to continue. The Disk Space Requirements screen displays.

🍀 SQL Server 2012 Setup		<u>_ 8 ×</u>
Disk Space Requirem	nents ary for the SQL Server features you selected.	
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	Disk Usage Summary:	
	< <u>B</u> ack <u>N</u> ext > Cancel	Help

14. Click Next to continue.

15. On the Service Accounts tab of the Server Configuration screen, verify the SQL Server Database Engine Startup Type is set to Automatic.

SQL Server 2012 Setup				_ 8
Server Configuration	ollation configuration.			
ietup Support Rules ietup Role ieature Selection	Service Accounts Collation	ise a separate account for each SQL Server service	t.	
Installation Rules	Service	Account Name	I Startup	Type
Instance Configuration	SQL Server Agent	NT Service\SQLAgent\$PROFXENGAGEMENT	Manual	-
Disk Space Requirements	SQL Server Database Engine	NT Service MSSQL \$PROFXENGAGEMENT	- Automat	ic 💌
Server Configuration	SQL Server Browser	NT AUTHORITY/LOCAL SERVICE	Automat	ic 💌
Installation Configuration Rules Ready to Install Installation Progress Complete				
		< <u>B</u> ack <u>N</u> ext >	Cancel	Help

16. Leave the default settings on the *Collation* tab. If the default settings for your installation do not match those shown in the screen below, update your settings.

🎲 SQL Server 2012 Setup		<u>_ 8 ×</u>
Server Configuration	collation configuration.	
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	Service Accounts Collation Database Engine: SQL_Latin1_General_CP1_CI_AS Latin1-General, case-insensitive, accent-sensitive, kanatype-insensitive, width-insensitive for Unicode Data, SQL Server Sort Order 52 on Code Page 1252 for non-Unicode Data	<u>Q</u> ustomize
	< <u>B</u> ack <u>N</u> ext > Cancel	Help

17. Click Next to continue.

18. Select Windows authentication mode on the Database Engine Configuration screen.

SQL Server 2012 Setup	
Database Engine Confi	iguration
Specify Database Engine authent	ication security mode, administrators and data directories.
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration	Server Configuration Data Directories Specify the authentication mode and administrators for the Database Engine. Authentication Mode © Windows authentication mode © Mixed Mode (SQL Server authentication and Windows authentication) Specify the password for the SQL Server system administrator (sa) account.
Error Reporting Installation Configuration Rules Ready to Install Installation Progress	Enter password: Confirm password: Specify SQL Server administrators
Complete	VM2K8R2\Administrator (Administrator) SQL Server administrators have unrestricted access to the Database Engine.
	Add <u>C</u> urrent User <u>A</u> dd <u>R</u> emove
	< <u>B</u> ack <u>N</u> ext > Cancel Help

19. Add an Administrator user account in the Specify SQL Server administrators field.

Sor Server 2012 Secup	
Database Engine Confi Specify Database Engine authenti	guration ation security mode, administrators and data directories.
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	Server Configuration Data Directories Specify the authentication mode and administrators for the Database Engine. Authentication Mode © Windows authentication mode © Mixed Mode (SQL Server authentication and Windows authentication) Specify the password for the SQL Server system administrator (sa) account. Enter password: Confirm password: Specify SQL Server administrators VM2XGR2\Administrator (Administrator) SQL Server administrators VM2XGR2\Administrator (Administrator) Add Current User Add
	< <u>B</u> ack <u>N</u> ext > Cancel Help

20. Click Next to continue. The Error and Usage Reporting screen displays.

21. Click Next to continue. The Installation Configuration Rules screen displays.

🏶 SQL Server 2012 Setup		
Installation Configura Setup is running rules to determi	tion Rules ne if the installation process will be blocked. For more information, click Help.	
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rul Ready to Install Installation Progress Complete	Operation completed. Passed: 4. Failed 0. Warning 0. Skipped 0. Show details >> View detailed report	<u>R</u> e-run
	< <u>B</u> ack <u>N</u> ext >	Cancel Help

- 22. Click Show Details to see a detailed report of the Installation Rules.
- 23. Click Next to continue. The Ready to Install screen displays.

髅 SQL Server 2012 Setup	
Ready to Install Verify the SQL Server 2012 featu	res to be installed.
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	Ready to install SQL Server 2012: Summary -Edition: Evaluation -Action: Install Prerequisites -Already installed: -Windows PowerShell 2.0 -Microsoft .NET Framework 3.5 -General Configuration -Pretaures -Database Engine Services -Instance Name: PROFXENGAGEMENT -Instance ID: PROFXENGAGEMENT -Instance ID: PROFXENGAGEMENT -Instance Directory: C: \Program Files (x86)\Microsoft SQL Server\ -Shared component root directory -Shared feature directory: C: \Program Files (x86)\Microsoft SQL Server\ -Shared feature directory: C: \Program Files (X86)\Microsoft SQL Server\ -Shared feature directory: C: \Program Files (X86)\Microsoft SQL Server\ -Shared feature directory: C: \Program Files (X86)\Microsoft SQL Server\ -Shared feature MOWG4) directory: C: \Program Files (X86)\Microsoft SQL Server\ -Shared feature MOWG4) directory: C: \Program Files (X86)\Microsoft SQL Server\ -Shared feature directory: C: \Program Files (X86)\Microsoft SQL Server\ -Shared feature MOWG4) directory: C: \Program Files (X86)\Microsoft SQL Server\
	< <u>B</u> ack Install Cancel Help

24. Verify the SQL Server 2012 features to install, and then click **Install** to continue. The *Installation Progress* screen displays.

🊼 SQL Server 2012 Setup	
Installation Progress	
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	Producing intermediatestatus logs.
	Next > Cancel Help

25. Click Next to continue.

Note: Please be patient; the install process can take a long time to complete. The Installation Progress screen will provide a notification when the setup process has completed.

26. Click Next to continue. The Complete screen displays.

🍀 SQL Server 2012 Setup			. 8 ×
Complete Your SQL Server 2012 installation	n completed successfully.		
Setup Support Rules Setup Role Feature Selection Installation Rules Instance Configuration Disk Space Requirements Server Configuration Database Engine Configuration Error Reporting Installation Configuration Rules Ready to Install Installation Progress Complete	been installed. By default, the Help V SQL Server, you can use the Help Li your local computer. For more inform http://go.microsoft.com/fwlink/?Link Summary log file has been saved to the fol	Status Succeeded Succeeded Succeeded Succeeded Succeeded Succeeded Succeeded Succeeded Succeeded for SQL Server by view and manage the documentation for SQL Server hav fiewer component uses the online library. After installing brary Manager component to download documentation to tration, see Use Microsoft Books Online for SQL Server dD=224683≥ (http://go.microsoft.com/fwlink/?LinkID= llowing location: ter\110\Setup Bootstrap\Log\20120606_182652	
		Close He	p

27. Click Close to finish the installation.

Note: After installation completes, you will need to go into the SQL Server Configuration Manager and enable TCP/IP for the instance and restart the service. It is disabled by default.

Install SQL 2012 Express Instance Installer or Upgrade from SQL 2008 or SQL 2005 32-bit Express Instance Installer

- 1. Launch SQL2012ExpressInstanceInstaller.exe. SQLEXPR_x86_ENU.exe must be in the same folder.
- 2. Click Install or Upgrade SQL PROFXENGAGEMENT instance after all requirements are met
- 3. Click Run.

Note: Please be patient; the install process can take a long time to complete.

Creating a New SQL 2012 Express 64-bit Instance for Workpaper Manager

Though SQL 2012 Express 64-bit is supported, there currently is no installer available to create the ProSystem fx Workpaper Manager SQL instance. This section provides step-by-step instructions for creating a new SQL 2012 Express 64-bit instance for ProSystem fx Workpaper Manager.

Note: Please make sure that you follow each step carefully to ensure that the SQL instance is properly created with all required settings.

- 1. Download the install package from the Microsoft Web site and launch it.
- 2. Click New Installation or add features to an existing installation.
- 3. Select I accept the license terms and click Next. The Setup Support Files screen displays.
- 4. Select Install to proceed with the installation. The Feature Selection screen displays.
- 5. Click Unselect All.
- 6. Choose Database Engine Services under Instance Features and Management Tools Basic under Shared Features.
- 7. Click Next.

Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

- 8. Select Named Instance and enter "PROFXENGAGEMENT" on the Instance Configuration screen.
- 9. Click Next to continue.
- 10. On the Service Accounts tab of the Server Configuration screen, select Use the same account for all SQL Server services on the Authentication Mode screen.
- 11. Change the Account Name to NT AUTHORITY\SYSTEM for the SQL Server Database Engine. Verify the Startup Type is set to "Automatic" for SQL Server Database Engine and for SQL Server Browser.
- 12. Click Next to continue.
- 13. Select Windows authentication mode on the Database Engine Configuration screen.
- 14. Add an Administrator user account in the Specify SQL Server administrators field.
- 15. Click Next to continue. The Error Reporting screen displays.
- 16. Click **Next** to continue. The *Installation Progress* screen displays. Please be patient; the install process can take a long time to complete.
- 17. Click Next to continue. The Complete screen displays.
- 18. Click Close to finish the installation.



INSTALLING SQL SERVER 2014

Installing SQL Server 2014

Creating a New SQL Server 2014 32-bit or 64-bit Instance for Workpaper Manager

This section provides step-by-step instructions for creating a new SQL Server 2014 32-bit or 64-bit instance for ProSystem *fx* Workpaper Manager.

If you need to create a new instance for SQL Server 2014 Express 64-bit, please see *Creating a SQL Server 2014 Express 64-bit Instance for Workpaper Manager* on page 73.

Important! Configure the SQL Service to use "LocalSystem" (or NT AUTHORITY\SYSTEM) as the start-up account and the SQL Browser to use "Local Service" as the start-up account.

Upgrading SQL 2014

SQL Server 2014 supports an upgrade from the following versions of SQL Server:

- SQL Server 2005 SP4 or later
- SQL Server 2008 SP3 or later
- SQL Server 2008 R2 SP2 or later
- SQL Server 2012 SP1 or later

Note: To find what version of SQL is currently installed, browse the Registry and go to the key: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft SQLServer\PROFXENGAGEMENT\MSSQLServer\CurrentVersion.

Recommended Operating Systems

We recommend using Microsoft Windows Server 2008 R2 (64-bit), 2012 (64-bit) or 2012 R2 (64-bit) with SQL Server 2014.

Creating a SQL Server 2014 Instance

Note: Please make sure that you follow each step carefully to ensure that the SQL instance is properly created with all required settings.

- 1. Insert the SQL Server installation media. From the root folder, double-click **Setup.exe**. To install from a network share, locate the root folder on the share, and then double-click Setup.exe.
- 2. On the SQL Server Installation Center page, click Installation in the left-hand navigation area, and then click New SQL Server stand-alone installation or add features to an existing installation.

1	SQL Server Installation Center –	×
Planning Installation Maintenance Tools Resources Advanced Options	 New SQL Server stand-alone installation or add features to an existing installation Launch a wizard to install SQL Server 2014 in a non-clustered environment or to add features to an existing SQL Server 2014 instance. New SQL Server failover cluster installation Launch a wizard to install a single-node SQL Server 2014 failover cluster. Add node to a SQL Server failover cluster Launch a wizard to add a node to an existing SQL Server 2014 failover cluster. Upgrade from SQL Server 2005, SQL Server 2008, SQL Server 2008 R2 or SQL Server 2012 Launch a wizard to upgrade SQL Server 2005, SQL Server 2008, SQL Server 2008 R2 or SQL Server 2012 to SQL Server 2014. 	
Microsoft SQL Server 2014		

3. On the Product Key page, select an option to indicate whether you are installing a free edition of SQL Server, or a production version of the product that has a PID key. For more information, see Editions and Components of SQL Server 2014. To continue, click Next.

1	SQL Server 2014 Setup – 🗖	×
Product Key Specify the edition of SQL Server Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules	SQL Server 2014 Setup	*
Feature Configuration Rules Ready to Install Installation Progress Complete	< Back Next > Cancel	

4. On the License Terms page, review the license agreement and, if you agree, select the I accept the license terms check box, and then click Next. To help improve SQL Server, you can also enable the feature usage option and send reports to Microsoft.

1	SQL Server 2014 Setup – 🗆 🗙
License Terms To install SQL Server 2014, you	must accept the Microsoft Software License Terms.
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role	MICROSOFT SOFTWARE LICENSE TERMS MICROSOFT SQL SERVER 2014 STANDARD These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft • updates,
Install Rules Setup Role Feature Selection Feature Rules Feature Configuration Rules Ready to Install Installation Progress Complete	 supplements, supplements, Copy Print I accept the license terms. Jurn on Customer Experience Improvement Program ("CEIP") and Error Reporting to help improve the quality, reliability and performance of Microsoft SQL Server 2014. See the Microsoft SQL Server 2014 Privacy Statement for more information. * Microsoft SQL Server 2014 also includes a Visual Studio component that will have CEIP settings turned off by default. If Visual Studio is installed, this component will use the CEIP settings for Visual Studio.
	< Back Next > Cancel

5. In the Global Rules window, the setup procedure will automatically advance to the Product Updates window if there are no rule errors.

6. The Microsoft Update page will appear next if the Microsoft Update check box in Control Panel\All Control Panel Items\Windows Update\Change settings is not checked. Check the box to Use Microsoft Update to check for updates (recommended) and then click Next.

1	SQL Server 2014 Setup – 🗆 🗙
Microsoft Update Use Microsoft Update to check	for important updates
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Feature Configuration Rules Ready to Install Installation Progress Complete	Microsoft Update offers security and other important updates for Windows and other Microsoft software, including SQL Server 2014. Updates are delivered using Automatic Updates, or you can visit the Microsoft Update website. I Use Microsoft Update to check for updates (recommended) <u>Microsoft Update FAQ</u> <u>Microsoft Update Privacy Statement</u>
	< Back Next > Cancel

- 7. On the Product Updates page, the latest available SQL Server product updates are displayed. If no product updates are discovered, SQL Server Setup does not display this page and advances to the Install Setup Files page.
- 8. On the Install Setup files page, Setup provides the progress of downloading, extracting, and installing the Setup files. If an update for SQL Server Setup is found, and is specified to be included, that update will also be installed.

9. The Install Rules Page identifies potential problems that might occur while running Setup. Failures must be corrected before Setup can continue. Click **Next** to continue.

1	SQL Server 2014 Setup	- 🗆 🗙
Install Rules Setup rules identify potential pr can continue.	oblems that might occur while running Setup. Failures must be corrected	before Setup
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files	Operation completed. Passed: 6. Failed 0. Warning 1. Skipped 0. Hide details << <u>View detailed report</u>	Re-run
Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Feature Configuration Rules Ready to Install Installation Progress Complete	Fusion Active Template Library (ATL) P Fusion Active Template Library (ATL) P Previous releases of SQL Server 2008 Business Intelligence Devel P Consistency validation for SQL Server registry keys P Computer domain controller P Microsoft .NET Application Security P Windows Firewall W	itatus assed
	< Back Next >	Cancel Help

10. On the Setup Role page, select **SQL Server Feature Installation**, and then click **Next** to continue to the Feature Selection page.

1	SQL Server 2014 Setup – 🗖 🗙
Setup Role	
Click the SQL Server Feature In feature role to install a specific	stallation option to individually select which feature components to install, or click a onfiguration.
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Feature Configuration Rules Ready to Install Installation Progress Complete	 SQL Server Feature Installation Install SQL Server Database Engine Services, Analysis Services, Reporting Services, Integration Services, and other features. All Features With Defaults Install all features using default values for the service accounts.
	< Back Next > Cancel Help

- 11. On the Feature Selection page, select **Database Engine Services** and **Management Tools**. A description for each component group appears in the Feature description pane after you select the feature name. You can select any combination of check boxes. For more information, see <u>Editions and Components of SQL Server 2014</u> and <u>Features Supported by the Editions of SQL Server 2014</u>. Click Next to continue.
 - Note: Management Tools are optional for Engagement. However, they can be used to assist support in certain circumstances.

18	SQL Server 2014 Setup	_ _ ×
Feature Selection Select the Standard features to	install.	
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete	Features: Instance Features Instance Features SQL Server Replication Guill Text and Semantic Extractions for Sea Data Quality Services Reporting Services - Native Shared Features Data Quality Client Client Tools Connectivity Integration Services Client Tools Backwards Compatibility Client Tools DSK Documentation Components Management Tools - Basic Management Tools - Complete Select All Unselect All Instance root directory: C:\Program Files\Mix Shared feature directory:	
	< Back	Next > Cancel Help

12. The Feature Rules window will automatically advance if all rules pass.

13. On the Instance Configuration page, select Named Instance and enter PROFXENGAGEMENT. By default, the instance name is used as the Instance ID.

8		SQL Server 201	4 Setup		- 🗆 🗙
Instance Configuration Specify the name and instance		QL Server. Instance	ID becomes part of ti	he installation path.	
Product Key License Terms Global Rules	 Default instance Named instance: 	PROFXENGAGEM	ENT		
Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules	Instance ID:	PROFXENGAGEM	ENT		
	Installed instances:			MSSQL12.PROFXENGAGE	
Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete	Instance Name	Instance ID	Features	Edition	Version
			< Back	Next > Cance	Help

14. On the Service Accounts tab of the Server Configuration page, verify the SQL Server Database Engine and SQL Server Browser Startup Type is set to Automatic. Use the Service Accounts tab to specify login accounts for SQL Server services. The actual services that are configured on this page depend on the features that you selected to install.

1	SQL Server	2014 Setup			×
Server Configuration	d collation configuration.				
Product Key License Terms Global Rules	Service Accounts Collation Microsoft recommends that you	use a separate account for each	SQL Server servic	e.	
Microsoft Update	Service	Account Name	Password	Startup Type	
Product Updates	SQL Server Agent	NT Service\SQLAgent\$P		Manual	~
Install Setup Files	SQL Server Database Engine	NT Service\MSSQL\$PRO		Automatic	~
Install Rules	SQL Server Browser	NT AUTHORITY\LOCALS		Automatic	4
Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete					
		< Back Next	:> Can	cel He	lp

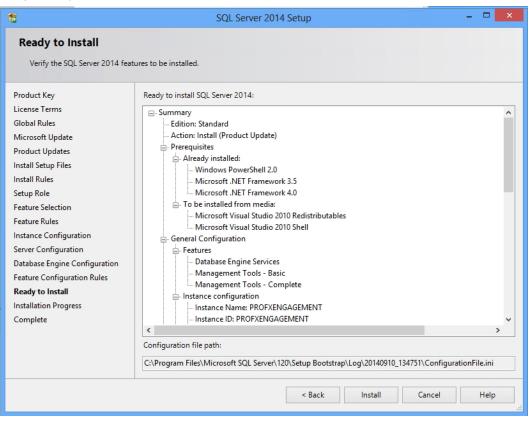
15. On the Collation tab of the Server Configuration page, leave the default settings. If the default settings for your installation do not match those shown in the screen below, update your settings. Click **Next** to continue.

1	SQL Server 2014 Setup	- 🗆 🗙
Server Configuration Specify the service accounts and	d collation configuration.	
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete	Service Accounts Collation Database Engine: SQL_Latin1_General_CP1_CLAS Latin1-General, case-insensitive, accent-sensitive, kanatype-insensitive, width-insensitive for Unicode Data, SQL Server Sort Order 52 on Code Page 1252 for non-Unicode Data Unicode Data	Customize
	< Back Next > Cancel	Help

16. On the Database Engine Configuration page, select **Windows authentication mode** and add at least one system administrator to the **Specify SQL Server** administrators box. Click **Next** to continue.

1	SQL Server 2014 Setup	- 🗆 🗙
Database Engine Config Specify Database Engine authen	guration	
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete	Server Configuration Data Directories FILESTREAM Specify the authentication mode and administrators for the Database Engin Authentication Mode Windows authentication mode Mixed Mode (SQL Server authentication and Windows authentication) Specify the password for the SQL Server system administrator (sa) account. Enter password: Specify SQL Server administrators Engagement\Engagement1 (Engagement1) Add Current User Add Remove 	
	< Back Next >	Cancel Help

17. The Ready to Install page shows a tree view of installation options that were specified during Setup. Verify the features to be installed, and then click **Install** to continue.



18. The Installation Progress page provides status so that you can monitor installation progress as Setup continues.

Note: Please be patient; the install process can take a long time to complete. The Installation Progress screen will provide a notification when the setup process has completed.

1	SQL Server 2014 Setup – 🗖	×
Installation Progress		
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete	Install_VCRuntime_Cpu32_Action : AppSearch. Searching for installed applications	
	Next > Cancel Hel	p:

19. After installation, the Complete page provides a link to the summary log file for the installation and other important notes. To complete the SQL Server installation process, click **Close**.

Note: After installation completes, you will need to go into the SQL Server Configuration Manager and enable TCP/IP for the instance and restart the service. It is disabled by default.

1	SQL Server 2014	Setup – 🗆	×
Complete Your SQL Server 2014 installation	on completed successfully with product upda	tes.	
Product Key License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Setup Role Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Ready to Install Installation Progress Complete	been installed. By default, the Help Vie SQL Server, you can use the Help Libr. your local computer. For more informat (< <u>http://go.microsoft.com/fwlink/?Linklf</u> Summary log file has been saved to the foll	Status Succeeded Succeeded	< > <
		Close Help	

Creating a SQL Server 2014 Express Instance or Upgrading a 32-bit Instance for Engagement

- 1. Launch SQL2014ExpressInstanceInstaller.exe. Verify SQLEXPR_86_ENU.exe is in the same folder.
- 2. Click Install or Upgrade SQL PROFXENGAGEMENT instance after all requirements are met.
- 3. Click Run.

Note: Please be patient; the install process can take a long time to complete.

Creating a SQL Server 2014 Express 64-bit Instance for Workpaper Manager

Though SQL Server 2014 Express 64-bit is supported, there currently is no installer available to create the ProSystem *fx* Workpaper ManagerSQL instance. This section provides step-by-step instructions for creating a new SQL Server 2014 Express 64-bit instance for ProSystem *fx* Workpaper Manager.

Note: Please make sure that you follow each step carefully to ensure that the SQL instance is properly created with all required settings.

- 1. Download the install package from the Microsoft Web site and launch it.
- 2. Click Installation and select New SQL Server stand-alone installation or add features to an existing installation. The License Terms screen appears
- 3. Click I accept the license terms and click Next. The Product Updates screen appears.
- 4. On the Product Updates page, the latest available SQL Server product updates are displayed. If you don't want to include the updates, clear the **Include SQL Server product updates** check box. If no product updates are discovered, SQL Server Setup does not display this page and auto advances to the **Feature Selection** page. For more information on Product Updates, see Product Updates in SQL Server 2014 Installation.
- 5. Click Next. The Feature Selection window appears.
- 6. Click Unselect All.
- 7. Select Database Engine Services under Instance Features.
- 8. Click Next. The Instance Configuration screen appears.

Note: Management Tools are optional for Engagement. However, they can be used to assist support in certain circumstances.

- 9. Select Named instance and enter PROFXENGAGEMENT.
- Click Next. The Server Configuration screen appears. Microsoft recommends that you use a separate account for each SQL Server service. Verify the Startup Type is set to "Automatic" for both SQL Server Database Engine and SQL Server Browser.
- 11. Click Next. The Database Engine Configuration screen appears.
- 12. Select Windows authentication mode.
- 13. Add an Administer user account in the Specify SQL Server administrators field.
- 14. Click Next. The Installation Progress screen appears. Please be patient; the install process can take a long time to complete.
- 15. Click Next. The Complete screen displays.
- 16. Click Close to finish the installation.

Appendix D

INSTALLING WORKPAPER MANAGER WITH ACTIVE DIRECTORY

Installing Workpaper Manager with Active Directory

A Microsoft Windows Server, with Microsoft Active Directory, may be used to push ProSystem fxWorkpaper Manager across multiple computers. ProSystem fx Workpaper Manager version 6.5 and higher are supported when upgrading the program.

Requirements

Before starting, please make sure that all computers to which Workpaper Manager will be deployed meet the following requirements and have the following components installed:

- Machines must meet the minimum requirements for ProSystem fx Workpaper Manager installation. See Workpaper Manager 7.2 System Requirements on page 2.
- A SQL Server 2012 or SQL Server 2014 Express instance must be installed prior to installing ProSystem fx Workpaper Manager.

Note: For machines that have a prior version of Workpaper Manager installed, there is no need to install a SQL Server instance again if SQL 2008 or higher is installed, because those machines already have the Workpaper Manager SQL database instance.

- The following applications must be manually installed before a push of the 7.2 Workpaper Management module from Active Directory:
 - .Net Framework 4.0 Full
 - SQL Server 2008 Native Client (32- or 64-bit) if SQL Server 2012 is installed. Visual Studio Tools for Office Runtime 4.0 (VSTOR) (32 bit version for 32-bit OS and 64-bit version for 64-bit OS)
 - Visual Studio 2005 Tools for Office Second Edition Runtime
 - Visual Studio Tools for the Office System Runtime version 3.0
 - Visual Studio Tools for the Office System 3.0 Runtime Service Pack 1
 - Visual Studio Tools for Office Runtime 4.0 (VSTOR) (32-bit version for 32-bit OS and 64-bit version for 64-bit OS)
 - SQLXML 3.0, SP 3
 - SQLXML 4.0, SP 1

- Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.17
- Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.4148
- If Office 2007 is installed, then install the following:
 - Microsoft Office 2007 Primary Interop Assemblies (PIA)
- If Office 2010 is installed, then install the following:
 - Microsoft Office 2010 Primary Interop Assemblies (PIA)
- If Office 2013 is installed, then the following are required by ProSystem fx Workpaper Manager:
 - Visual Studio Tools for the Office System Runtime version 3.0
 - Visual Studio Tools for the Office System 3.0 Runtime Service Pack 1

Important!

- Deployment of ProSystem fx Workpaper Manager using Active Directory is supported for all international versions (United States, Canada, and Australia).
- ProSystem fx Workpaper Manager supports SQL Server 2008 Express, 2008 R2 Express, 2012 Express, and 2014 Express. However, due to limitations of the Microsoft SQL Express instance installers, it is not possible to use Active Directory to push the installation of the SQL Express instance.

Pushing ProSystem fx Workpaper Manager

Once all of the above requirements have been met, follow the instructions below to push ProSystem fx Workpaper Manager across computers in a network using Active Directory.

- 1. After verifying that the SQL Server 2008 Express, SQL Server 2008 R2 Express, SQL Server 2012 Express, or SQL Server 2014 Express instance has been installed, open the Group Policy created for the Express installation.
- In the Group Policy Object Editor under Computer Configuration, expand the Software Settings folder by clicking on the + icon. Under the Software Settings folder, right-click on Software installation and select New/Package.
- 3. Browse to the location of the *ProSystem fx Engagement.msi* package that was copied to the server's local drive.

Note: When browsing to the location of the installation package, you must use a UNC path.

- 4. Select the file and click Open.
- 5. On the next screen select Assigned if it is not already selected.
- 6. Wait a few seconds until the *ProSystem fx Engagement.msi* package displays under Software Installation. The Workpaper Manager package has now been assigned to all the computers that were selected earlier.

Wait a few minutes and then reboot all computers that were selected for installation. ProSystem *fx* Workpaper Manager will be installed automatically on these machines at startup; a screen will display showing the message "Installing managed software ProSystem *fx* Workpaper Manager." If you have a previous version of Workpaper Manager installed on any of these computers and you are upgrading, all Workpaper Manager modules will be upgraded simultaneously. In addition, SQL databases will be converted by the Workpaper Manager upgrade installation. Converting Trial Balances is a separate process. Please see the ProSystem *fx* Workpaper Manager *Conversion Guide* for additional details.

If no prior version of Workpaper Manager exists on a computer, then ONLY the SQL Express instance and Workpaper Manager Workpaper Management module (including Trial Balance) will be installed.

Appendix E

TECHNICAL CONSIDERATIONS

General Program Information

Computer Names

ProSystem fx Workpaper Manager relies on the NetBIOS computer name for most of the internal program communications.

- NetBIOS requires computer names to be a maximum of 15 characters.
- It is strongly recommended you do not rename your computer, for any reason, after installing the SQL instance for ProSystem fx Workpaper Manager.
 - Doing so may cause serious issues in the program.
 - If you have renamed or modified the computer name after Workpaper Manager is installed and are experiencing issues, contact Technical Support at 1-866-513-2677.
- Due to possible data loss and installation issues and serious issues with the program, imaging machines with Workpaper Manager and the SQL instance for Workpaper Manager already installed is not supported.

TCP/IP

ProSystem fx Workpaper Manager and SQL rely on TCP/IP for network and system connections.

- Internet Protocol Version 4 (IPv4) is supported.
- Internet Protocol Version 6 (IPv6) is supported.

Note: Server and client machines must have a common version of the Internet Protocol available in order to communicate. They both must have either IPv4 or IPv6 or both versions selected.

Services

ProSystem fx Workpaper Manager uses four services for communication between the local file rooms and the office servers as well as between the office servers. The services are as follows:

- SQL Server (PROFXENGAGEMENT)
- PFXEngDesktopService

- PFXSYNPFTService
- P2EWinService

Note: PfxPDFConvertService.exe is also running in the background and is started at the startup of the machine. This executable handles ProSystem *fx* Workpaper Manager PDF printing.

SQL

This service is the SQL data engine that is used to drive the ProSystem *fx* Workpaper Manager database. SQL runs as a service, "SQL Server (PROFXENGAGEMENT)," using a Local System account that requires full security rights. In ProSystem *fx* Workpaper Manager this service will transfer data from workstation database to server database, server database to server database and workstation database to workstation database over TCP/IP.

If for any reason the SQL Server (PROFXENGAGEMENT) service is not running, both the Administrator and Client modules will stop working and the users will be instructed to close the program. By default this service will start up when the computer starts and remain on until it is either manually stopped or the computer is shut down.

The SQL Server (PROFXENGAGEMENT) service is a memory intensive service that will utilize as much memory as is available to complete the requests it receives. The memory will be released back to the system as the computer needs the memory for another process. We recommend that you reboot your workstation daily in order to free up any memory that is being accessed but not used. Installing additional memory may also improve performance.

For servers where the Admin module is installed, we recommend that you develop a schedule where you restart the SQL Server (PROFXENGAGEMENT) service so it will release the memory.

PFXEngDesktopService.exe

This is the service that ProSystem fx Workpaper Manager uses to initiate a refresh of the remote Workpaper Management or Administrator module. This service interacts with the desktop of the workstation or server it is running on. Because the service interacts with the desktop, the service runs under the system account and cannot be changed without rendering the service ineffective.

PFXSYNPFTService.exe

This service is used to copy or move the workpapers from the LFR to the CFR, from CFR to CFR or from LFR to LFR. This service runs under the system account by default but can be changed as needed. If you store your workpapers on a location other than the server where the Administrator Module is installed, you will need to change the user account to a user that has access to that location.

For more information, please see the Workpaper Location User Rights section.

P2EWinService.exe

This service is used to copy workpapers from CCH Axcess Portal to ProSystem *fx* Workpaper Manager.

Ports

ProSystem fx Workpaper Manager transfers data over the following ports:

- SQL Server (PROFXENGAGEMENT) TCP port 2029; UDP port 1434
- PFXSYNPFTService TCP port 6735
- PFXEngDesktopService TCP port 6736
- PfxConfigUtility UDP port 6737
- P2EWinService TCP ports 943 and 4530
- Pfx.Engagement.SocketService.exe TCP port 4531

These ports are configured on the server and workstations during installation. However, if you are connecting over a VPN or through a firewall, or another device such as a router, you will need to ensure that these ports are opened in order for the program to work correctly.

Other SQL Applications

If you are installing ProSystem fx Workpaper Manager on a computer which currently has an application using SQL as its database engine, you must stop the SQL service before installing ProSystem fx Workpaper Manager. When upgrading or reinstalling ProSystem fx Workpaper Manager, stop all other SQL services before upgrading but leave the SQL Server (PROFXENGAGEMENT) service running.

Important! Failure to do this may cause one or both of the applications to fail.

Installation in a Non-Windows Environment (Linux)

ProSystem *fx* Workpaper Manager utilizes the Microsoft SQL database architecture; however, Workpaper Manager is compatible with Non-Windows networks, including Linux, with one additional requirement: the SQL database engine application and database files must reside on a Windows computer and must be visible to the Non-Windows network. All workpapers, (Central File Rooms), may be stored on the Non-Windows file server.

There are a few specific steps which need to take place in order to ensure proper communication between the local file rooms and the available central file rooms. The following procedures will assist you in the setup process:

Requirement

The SQL database engine requires a computer with a Windows-based operating system (Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows 7, Windows 8, or Windows 8.1). The computer must meet the minimum requirements set forth in the User Guide or posted on the Workpaper Manager Support Web site. This computer will be used to house the Workpaper Manager office server and SQL databases.

Procedures

- 1. Read the installation instructions in this document.
- 2. On the Non-Windows server, you will need to create a folder that will store the central file room workpapers.
- 3. Install ProSystem *fx* Workpaper Manager Administrator to the Windows computer defined above.
- 4. Log in and set up this machine as an office server.
- 5. Follow the steps defined below under Workpaper Location User Rights to set up the synchronization service to run as needed for this configuration.
- 6. Create a central file room. When selecting the *Location of central file room workpapers*, browse to the folder created on the Non-Windows server in Step 2.
- 7. On a separate workstation, install ProSystem *fx* Workpaper Manager Workpaper Management module.
- 8. Log in to the Workpaper Management module and follow the prompts as they appear.
- 9. Once you have successfully logged in, test the above by synchronizing a binder to/from a central file room on the Non-Windows server.

Other Information

User Rights

The installation process sets the Workpaper Manager folder permissions automatically. These rights are needed for Workpaper Manager to function optimally. The installation gives the "Users" group all rights except Full Control. These rights are inherited by all child objects so that all folders and subfolders within Workpaper Manager receive these same rights.

Admin Share Folder

For logging purposes, the Administrator module writes to x:\Pfx Engagement\Admin\Admin Share. Please note that the program will still work (Administrator actions may still be performed) even if the system cannot write to the log files. For logging and troubleshooting purposes, we strongly recommend that Admin users be given rights to this folder, which will allow the system to properly log all Administrator actions.

Domain Controllers

Due to issues with Admin Synch failures and transferring Transition Binder Packages between Office Servers, we do not support installing the ProSystem *fx* Workpaper Manager Administrator module on a Domain Controller. Additionally, installing the Workpaper Manager Administrator module on a Domain Controller puts the server into the role of being a database and file server. If the Domain Controller goes down, the Admin module and central file rooms will not be available. Our recommendation is to use a separate server for the Admin Module.

Note: Microsoft does not recommend installing SQL Server on a Domain Controller. See the following:

- http://msdn.microsoft.com/en-us/library/ms143506.aspx#DC_Support
- http://msdn.microsoft.com/en-us/library/ms144228(v=sql.100).aspx
- http://msdn.microsoft.com/en-us/library/ms144228(v=sql.105).aspx

Macro Security Settings Requirements for Excel and Word Addins

If the Very High macro security setting is selected in Excel or Word, the macros required for the Workpaper Manager addins will not function. We recommend setting the macro security to a setting that is lower than Very High.

Workpaper Location User Rights

ProSystem fx Workpaper Manager utilizes a service to transfer the workpapers from the LFR to the CFR that does not require the user to have rights to the CFR location.

The service is called PFXSYNPFTService.exe, referred to as the Pfx sync service. The Pfx sync service works by emulating File Transfer Protocol (FTP) and therefore only requires that the service itself have rights to the destination location. By default, the service runs under the Local System Account, which has full access to the local computer. However, if the workpaper location of the CFR is stored on another machine, the service will need to be configured to run under a user account that has Full Control rights to the destination location of the workpapers folder.

The first step in this process is to create a user on each server that has rights to all Workpaper Manager-related directories and folders. Once you have a user on each server you will need to make the following modification on the office server (the server where the database files are located):

- 1. Open Administrative Tools from the Control Panel and select Services.
- 2. Once Services is open, find the PFXSYNPFTService listed in the Name column.
- 3. Right click on the Service and select Stop.
- 4. Right click on the Service and select Properties.
- 5. Click on the Log On tab.
- 6. Select the This Account radio button and then click Browse.
- 7. A dialog will appear that will allow you to browse for a user. Select the user you previously created for this process.
- 8. Once you have selected the user and clicked OK, you will return to the Log On screen.
- 9. Click Apply. You will be prompted that the user has been granted Login privileges.

- 10. Click OK.
- 11. Click OK to close the Properties dialog.
- 12. Right click on the Service and select Start.

Workpaper Location User Rights for Shared File Room

The Shared File Room is an alternate way of using Workpaper Manager, where users are allowed to directly access the Local File Room of another user. Using this method, one machine is designated as the "Host" of the Shared File Room, while all other users are designated as "Remote" users. The Host and Remote users are allowed to access the Host Local File Room, and can open binders and workpapers from this shared location.

The Workpaper Manager Shared File Room is completely dependent on Windows file sharing to function. Therefore, it is important that the Host user have proper rights to share folders on the Workstation. This requires at least Power User rights on the machine.

The Windows file share requires remote users to authenticate to the Host machine. Local user account will need to be added to the Host machine to allow the remote users to access the Shared File Room.

Please see the ProSystem *fx* Workpaper Manager *Shared File Room Guide* available for download from the ProSystem *fx* Workpaper Manager Web site for details on this feature.

Time Synchronization

Time synchronization is an integral part of ProSystem *fx* Workpaper Manager. Time synchronization is used to ensure that the latest changes in your binders are processed correctly during synchronization. Ensuring that servers and workstations running Workpaper Manager are synchronized for time will help ensure that you do not lose data and that the latest changes to the data and the server are kept.

To ensure time synchronization, ProSystem fx Workpaper Manager encourages you to utilize LAN based time synchronization software.

Important! Time synchronization needs to take place on the network. Tools such as the "NET TIME" command allow you choose a computer on the network to synchronize your clock with. We DO NOT recommend having your users synch with time servers on the internet as each server could possibly be several seconds off.

Citrix/Terminal Services - Shared File Room

Due to file locking issues with Shared File Room, we do not support having two users log into the same WM profile (using the same login ID) at the same time via Citrix or Terminal Services.

ISA (Internet Security and Acceleration) Server Connection Settings

Synchronization failures occurring on large binders may be caused by the number of connections the ISA server allows per client. It may be necessary to remove the per client connection limit in order to successfully synchronize these binders. In the *Connection Limit* dialog, the "Limit the number of connections" setting should be unchecked.

Microsoft Windows 7, Windows 8, Windows 8.1, Server 2008, Server 2008 R2, Server 2012, and Windows Server 2012 R2 Support

The Microsoft Windows 7, Windows 8, and Windows 8.1 Operating Systems are supported. Only Enterprise, Business, and Ultimate Editions are supported for use with ProSystem fx Workpaper Manager.

These Operating Systems add new security features, including User Account Control (UAC) and BitLocker. Workpaper Manager will install and function with the UAC feature turned on. The installation process requires a system administrator, which is also required with all other operating systems currently supported by Workpaper Manager. BitLocker encryption is supported when used with Workpaper Manager.

Notes:

- BitLocker is only available on Windows 7 Enterprise and Ultimate Editions, Windows 8 Pro and Enterprise Editions, Windows 8.1, Server 2008 and Server 2012.
- User Account Control (UAC) is also included with Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2.
- Windows Server 2008 R2, Windows Server 2012, and Windows Server 2012 R2 are supported.

ProSystem *fx* Workpaper Manager Database Backup & Restore Utility

For instructions on using the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility, refer to *Appendix F: Database Backup and Restore* on page 85.

Third Party Backup and Restore Processes

If you are currently using a third party backup software to back up the Workpaper Manager databases, you will not be able to restore a single binder to the central file room. The ProSystem *fx* Workpaper Manager Database Backup & Restore Utility allows the restoration of a single binder or an entire central file room. For additional information, refer to *Appendix F: Database Backup and Restore* on page 85.

If you are using the differential backup option in the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility, when full backups are performed on a database using a third-party backup software, the differential backup will be impacted. Any databases that were backed up using the third-party software will then also be backed up in full as part of the differential backup, which will increase the size of the differential backup file.

If you choose to use a third party backup and restore process, there may be some additional requirements that need to be considered. Refer to the "Frequently Asked Questions" section on the Support Web site or call Technical Support at 1-866-513-2677.

Name Resolution - Connecting to Workpaper Manager

ProSystem *fx* Workpaper Manager uses SQL as the database engine. SQL connects from the desktops to the server using the TCP/IP protocol. Workpaper Manager is utilizing SQL browsing to enable the client to see the server or to enable one server to see another. When you first launch ProSystem *fx*

Workpaper Manager Workpaper Management you are asked to select an office server to connect to. A list of servers is made available to you to choose from. However, in some cases, depending on the network type and setup you may not see the server that you are looking for. This can also happen when you are trying to connect to another Workpaper Management install when in field mode.

The primary cause of this is the network not being able to resolve the NetBIOS name of the workstations and servers across networks. These networks include Virtual LANs, Subnets or WANs.

The four methods listed below may be used to alleviate this issue:

- Setting up a DNS server (preferred)
- Creating and using HOSTS and LMHOSTS files
- Setting up a WINS server
- Using the Pfx Configuration Utility

For further details on the methods listed above, obtain the Microsoft documentation necessary, or contact your system administrator for assistance.

Microsoft Word and Gridlines with OLE Links

Microsoft has confirmed there is an issue with MS Word when printing the gridlines in Word (*.docx) for a linked Excel Object. The gridlines do not print properly with subsequent printing. In order to work around this issue, you can open the Excel file and go to the Page Layout tab. In the Sheet Options group, uncheck the View option for Gridlines. Alternatively, if the file is saved in the .doc file format, the issue will not present itself. For more information, please refer to http://support.microsoft.com/kb/2616546.

Support

If you need more information or further assistance with any of the items above, please contact Technical Support at 1-866-513-2677.

Appendix F

DATABASE BACKUP AND RESTORE

Database Backup and Restore

Overview

ProSystem *fx* Workpaper Manager utilizes the SQL database engine. New to version 6.0 are two additional SQL databases: Trial Balance (TB) and Knowledge Coach (KC).

This utility has been created to aid administrators in the backup and restore process for the ProSystem *fx* Workpaper Manager CentralAdmin, Trial Balance, and bin databases. Please note that the SQL databases used for Workpaper Manager may not be backed up using your standard backup procedures. Because direct access to the databases is required, you must either use this utility to back up the database files, or use a SQL Agent available from your third party backup software vendor.

This utility is designed for backup and restore of the CentralAdmin database, TB databases and all bin databases for a single main or secondary office server. This utility will need to be run separately on each Office Server in your ProSystem *fx* Workpaper Manager environment.

🕒 Important!

- To restore a single deleted binder to a Central File Room you must use the ProSystem fx Workpaper Manager Database Backup & Restore Utility. Your third party backup and restore software is unable to restore a single binder that has been deleted from the Central File Room.
- It is imperative that the firm's backup processes be tested to ensure proper backups are taken and that they can be restored. The backup processes should be tested upon the initial setup and periodically to ensure that the backup can be restored in the event of a failure.
- Note: In the event that a Trial Balance needs to be restored, use the option to restore a single binder. The workpapers folder for the binder will also need to be restored.

The Database Backup & Restore Utility is also the best tool to assist you in migrating the ProSystem fx Workpaper Manager Administrator module from one server to another.

Backup Considerations

This utility will create a single backup file that contains the backup of all office server databases. If you installed ProSystem fx Workpaper Manager to the default installation path, the database files that will be backed up are located in the following directories: x:\Pfx Engagement\Admin\Data and x:\Pfx Engagement\TB\Data.

Note: Due to including the TB database in the backup process, the storage space for the database and the time to complete the backup have increased. The .bak files created by the backup may be twice the size of those in prior versions of Workpaper Manager. The time required to complete the process could also be twice as long.

If a failure occurs while backing up a specific database and the database cannot be backed up, that database will be skipped and this information will be reported in a log file. The log file will be located in the same directory as the BackupRestoreUtil.exe with the default name of FAILED - LogFileForBRMMDDYYYY - HH MM SS. The backup process will continue after such a failure occurs to ensure the remaining databases are properly backed up. If a failure occurs with a specific database during a backup, please contact Workpaper Manager Customer Support at 1-866-513-2677 for assistance.

Consider the information in the following sections when performing database backup.

Additional Files to Be Backed Up

To ensure a complete backup, the files in the following folders will need to be backed up separately using your current backup methods. The files stored in these folders are not included in the backup that is generated by the ProSystem fx Workpaper Manager Database Backup & Restore Utility.

- Workpapers folder
- Admin Packages folder
- Archive folder
- Transition Binder Packages folder

🕒 Important!:

- To ensure 100% consistency between the SQL database backup and the Engagement Workpaper folder backup, it is recommended to perform each backup within the same window of time when no changes are occurring on *the office server*.
- If you are not able to prevent all users from accessing the office server during the backups, then the optimal approach will be to run the backups consecutively to minimize the chance of inconsistencies. If you are performing snapshot backups of the Engagement Workpaper folders on a regular basis and if it can be scheduled to run under Windows Task Scheduler, then it is recommended to add your snapshot backup as a 2nd step to the Windows scheduled task that you have or will create for the Backup Utility, as per section *Running the Backup Utility (Task Scheduler) on page 92*.

Back Up the Database Backup File

In addition to backing up the folders listed above with your current backup methods, be sure to also back up the database backup (.bak) file. If you choose to store your backup files on the server where the Admin module is installed, the backup files should be kept on a different drive. In

addition, if you are performing differential backups as part of your backup strategy, you should be sure to backup both the differential database backup file as well as the full database backup file that was the base for the differential backup.

Disable Synchronization

We highly recommend you disable admin and binder synchronization before beginning the backup process to ensure that the databases and workpapers contain identical information. During the time of the backup process, synchronization will not be allowed. Users attempting to synchronize during this time will receive an error.

Close ProSystem fx Workpaper Manager Administrator

To run the Database Backup & Restore Utility, you must first close ProSystem fxWorkpaper Manager Administrator.

Differential Backups

If performing full backups nightly is time consuming, and the files are taking up too much space, then you may optionally choose to perform differential backups. A differential backup is based on the latest full backup of the data, which is also known as the base of the differential or differential base.

A differential backup contains only the data that has changed since the differential base. Typically, differential backups that are taken fairly soon after the base backup are smaller and faster to crease than the full backup. Usually a differential base is used by several successive differential backups.

Over time, as a database is updated, the amount of data that is included in the differential backup increases. This makes the backup slower to create and to restore. Eventually, another full backup must be created to provide a new differential base for another series of differential backups. At restore time, you will need both the full backup file and the latest differential backup file.

Notes:

- When a database reaches 2.5 GB in size, a new database is created. If a new database is created after the full backup, then a full backup of this database will be completed as part of the differential database backup until the next full backup of all databases using the utility.
- When a full backup is performed on a database using a third party backup software after the full backup has been completed using the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility, then a full backup of this database will also be completed as part of the utility's differential backup until the next full backup of all databases using the utility.

Running the Backup Utility (User Interface)

To run the Backup Utility in the user interface, do the following:

- 1. Launch the Database Backup & Restore Wizard by doing one of the following:
 - Select Start/Programs/ProSystem fx Workpaper Manager/Utilities/ProSystem fx Workpaper Manager Database Backup & Restore Utility.
 - In Windows Explorer, browse to the x:\Pfx Engagement\Admin\Utilities\Backup Restore folder and double-click BackupRestoreUtil.exe.
- 2. Click Next on the Welcome dialog.

Welcome to the ProSystem <i>fx</i> Engagement Database Backup & Restore Wizard
 This wizard guides you through the selection of the following settings when you back up or restore ProSystem <i>fx</i> Engagement office server databases: Confirm back up and restore requirements Select to back up or restore For back up, specify the backup file name and path For restore, select the backup file to be restored Select individual binders if restoring only binder database information
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3. After you have read and understand the information regarding backup, check the box and click **Next**.

ProSystem fx Engagement Database Backup & Restore Wizard	X
Confirm Back Up and Restore Requirements To backup or restore a database, confirm that you understand the requirements below.	B
WARNING: You are about to back up or restore the SQL Server databases on this Office Server, including the CentralAdmin database and all bin databases including applicable binder database information. IT IS IMPORTANT that you understand that this database backup process does NOT back up workpaper folders. Workpaper folders for each Central File Room on this Office Server MUST be backed up manually. During both backup and restore, the access to the database will be restricted to the backup or restore process. If synchronizations are initiated during this time, the synchronizations will fail. If you are restoring individual binder database information, please be advised that the following conditions may cause the restored copy of the binder to be overwritten during the next Admin synchronization, resulting in data loss.	
☑ I have read and understand the above warning.	
< Back Next > Ca	ancel

4. Select Backup.

ProSystem fx Engagement Database Backup & F	Restore Wizard	
Select Backup or Restore Option, File Na Select to back up or restore, and specify th		
Backup or restore option		-
Backup C Restore	Option description:	
🗖 Differential 🔲 Binders only	FULL back up of the office server CentralAdmin database and all bin databases including individual binder database information.	
Backup file details File name and path: C:\Engagement Backups∖OFFICE SERVE	ER Full 03222012 10 05 48 bak Browse	
,		
	< Back Next > Ca	ncel

Note: If you have already completed a full backup and now want to perform a differential backup, select **Backup** and check the **Differential** box.

ProSystem fx Engagement Database Backup & Re	store Wizard	×
Select Backup or Restore Option, File Nam Select to back up or restore, and specify the f		R
Backup or restore option		-
Backup C Restore	Option description:	
Differential Einders only	Backs up the CHANGES since the last full backup of the office server CentralAdmin and all bin databases including individual binder database information.	
C:\Engagement Backups\OFFICE SERVER	Differential 03132012 15 46 00.bak Browse	
	< Back Next > Ca	ancel

- 5. Provide the location where the files are to be stored by clicking **Browse**. The selected location must be on a local drive/directory or a mapped network drive. If you select a mapped network drive, the user account under which the SQL Server service is running must have credentials to write to that mapped network location.
- 6. Click Next.

7. Review the backup settings and click **Back Up** to begin the backup process.

ProSystem fx Engagement Database Backup & Restore	e Wizard
Completing the Pfx Engagement Database Back Review the backup settings	up and Restore Wizard
The backup settings you have choosen are as follow	vs
	A Print
Database Backup & Restore Summary Repor	
	Save As
Backup & Restore Information	
Option selected: Full backup File Name: OFFICE SERVER_Fu Path: C:\Engagement Ba	ull 03122012 15 46 00.bak ckups
	•
4	
Click the Back Up button to start the backup process	S
	< Back Back Up Cancel

A progress indicator page will display to show you the progress of the backup.

ProSystem fx Engagement Database Backup & Restore Wizard	Ì
Backup Status	
Pfx Engagement Database Backup & Restore is backing up (full) the office server databases and binders.	
Check health of CENTRALADMIN	_
< Back Next > Car	ncel

Once complete, the *Completing the Pfx Engagement Database Backup and Restore Wizard* page will display the number of databases that were successfully backed up and the number that failed to be backed up.

8. Click View Log to view a log detailing the backup information for each database.

9. Click Finish to exit the wizard.

ProSystem fx Engagement Dat	abase Backup & Restore Wizard	X
ProSystem fx Engagement Dat	abase Backup & Restore Wizard Completing the Pfx Engagement Database Backup and Restore Wizard SUCCESSFUL BACKUP: The backup process completed successfully. Click View Log to review the databases that were backed up. The log has been saved in the 'Pfx Engagement\Admin\Utilities\Backup Restore folder. Backup Status Total Databases: 7 Failed databases: 0 Successful databases: 7	
	< Back Finish Cancel	

Notes:

- At the end of the process, only one .bak file will be created. This single file will contain the backups for all of the Office Server databases. The default name for the backup file is Office Server Name_Full MMDDYYYY HH MM SS.bak.
- If your backup strategy includes differential backups, remember that you will need two backup files to restore the data: the differential backup file you want to restore and the full backup file that was the base for the differential backup.
- If a new bin is created as part of the bin maintenance in Workpaper Manager, after the latest full backup, when the differential backup is performed, the new database will be backed up in full as part of that backup.
- If one or more databases are backed in full using a third-party tool after the latest full backup completed with the utility, then those databases will be backed up in full as part of the differential backup performed by the utility.

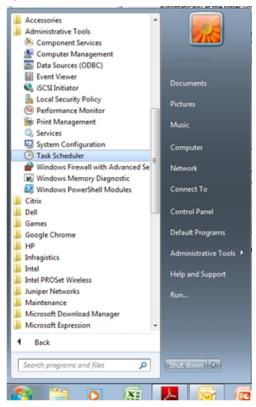
Running the Backup Utility (Task Scheduler)

The following instructions assume you have agreed to the warning in step 3 above in the User Interface section.

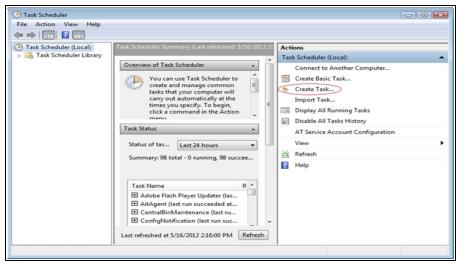
Note: The following instructions are for Server 2008. Other supported operating systems have similar task scheduling options.

To run the Backup Utility using Task Scheduler, do the following:

1. Open Task Scheduler.



2. Select Create Task.



Note: If you will be running differential backups, you should set up two scheduled tasks: one for the full backup, and another for the differential backup. When setting up the task for the differential backup, steps 5 and 7 will differ slightly.

🕒 Create Task		×
General Trigg	gers Actions Conditions Settings	_
Name:	BackupRestoreUtil_Differential	
Location:	1	
Author:	ON47LP000000536\Administrator	
Description:		
- Security opti	ions	
When runni	ing the task, use the following user account:	
ON47LP000	000536\Administrator Change User or Group	
Run only	y when user is logged on	
Run whe	ther user is logged on or not	
📃 Do n	ot store password. The task will only have access to local computer resources.	
Run with	highest privileges	
🔲 Hidden	Configure for: Windows Vista™, Windows Server™ 2008 ▼]
	OK Cancel	

- 3. Create a task named BackupRestoreUtil on the *General* tab of the Create Task Wizard screen.
 - a. Verify that the task is set to run as an Administrator of the server.
 - b. Choose Run whether user is logged on or not.

c. Choose Run with highest privileges.

General Trio	gers Actions Condi	itions Settings	
Name:	BackupRestoreUtil_Fu	ull	
Location:	1		
Author:	ON47LP000000536\A	Administrator	
Description:			
- Security op When runn	tions ing the task, use the fo	bllowing user account:	
ON47LP000	0000536\Administrator		Change User or Group
Run onl	y when user is logged o	on	
Run wh	ether user is logged on	or not	
📃 Do r	not store password. Th	e task will only have access to local compu	iter resources.
🔽 Run wit	h highest privileges		
	Configure for:	Windows Vista™, Windows Server™ 2008	•
Hidden			

4. Go to the *Triggers* tab and click **New**.

Create Task		
General Trigge	s Actions Conditions Settings	
When you crea	te a task, you can specify the conditions that will trig	ger the task.
Trigger	Details	Status
New	Edit Delete	
		OK Cancel

5. On the New Trigger screen, set the desired schedule for the backup task to run and click OK.

New Trigger	3
Begin the task: On a schedule	
 One time Start: 5/10/2012 • 4:00:00 AM • Synchronize across time zones Daily Weekly Monthly Recur every: 1 weeks on: Sunday Monday Tuesday Wednesday Thursday Friday Saturday 	
Advanced settings Delay task for up to (random delay): 1 hour Repeat task every: 1 hour Stop all running tasks at end of repetition duration Stop task if it runs longer than: 3 days Expire: 5/16/2013 2:33:18 PM Support Synchronize across time zones V Enabled	
OK Cancel	

Note: If you will be running differential backups, the settings for the trigger should be a little different for the full backup task and the differential backup task.

6. Select the *Actions* tab and click **New**.

neral Trigger	Actions Condition	s Settings		
When you crea	te a task, you must spe	cify the action that will occur w	vhen your task starts.	
Action	Details			
				-
New	Edit Del	ete		

- 7. On the New Action screen, verify the Action is set to Start a program.
 - a. Click Browse and navigate to x:\Pfx Engagement\ADMIN\Utilities\Backup Restore\BackupRestoreUtil.exe (where x represents the drive where the program is installed).

Notes:

- If the save location for the backup files is to be on a different machine, the path to the share must be a UNC path.
- Also, the SQL Server (PROFXENGAGEMENT) service must be set to run as an account that has full control rights to the shared location.
- b. In the *Add arguments (optional)* field, add the /f switch and the path information for the desired location to save the backup files. The path should include quotation marks if there are any spaces in the name.

Action:	st specify what action this task of Start a program	will perform.	•
Setting Progra	s am/script:		
"C:\Pf	x Engagement\Admin\Utilities\	\Backup Restore\Ba	Browse
	rguments (optional): n (optional):		:\Engagement Back

Notes:

- The command line parameter /f must be entered in lowercase. Using an uppercase F will result in an incomplete backup.
- If you are using the Task Scheduler for a differential backup, you should add the /d switch and path information for the desired location to save the backup files in the Add arguments (optional) field instead of /f.
- The path should include quotation marks ("") if there are any spaces in the name.

New Action		— ×
You must specify what action this task will	perform.	
Action: Start a program		•
Settings		
Program/script:		
"C:\Pfx Engagement\Admin\Utilities\Bac	kup Restore\Bac	Browse
Add arguments (optional):	/d "C:\E	ngagement Back
Start in (optional):		
	ОК	Cancel
		Cancer

c. Click **OK** to save the information.

8. Verify that the settings on the *Conditions* and *Settings* tabs are set to meet your needs.

Create Task	×
General Triggers Actions Conditions Settings	
Specify the conditions that, along with the trigger, detern run if any condition specified here is not true. Idle	nine whether the task should run. The task will not
Start the task only if the computer is idle for:	10 minutes 👻
Wait for idle for:	1 hour 👻
✓ Stop if the computer ceases to be idle	
Restart if the idle state resumes	
Power Start the task only if the computer is on AC power	
Stop if the computer switches to battery power	
Wake the computer to run this task	
Network	
Start only if the following network connection is availa	able:
Any connection	Ψ
	OK Cancel
Create Task	8
General Triggers Actions Conditions Settings	
Specify additional settings that affect the behavior of the	task.
Allow task to be run on demand	
Pur task as soon as possible after a scheduled start is	- minut
Run task as soon as possible after a scheduled start is	missed
If the task fails, restart every:	1 minute 👻
	3
Attempt to restart up to:	times
Stop the task if it runs longer than:	3 days 👻
If the running task does not end when requested, for	re it to stop
in the ranning task does not end when requested, for	
If the task is not scheduled to run again, delete it after If the task is not scheduled to run again.	an: 30 days 👻
If the task is already running, then the following rule appl	lies:
Do not start a new instance 🔹	
	OK Cancel

9. Click **OK** to save the information.

10. Provide the credentials for the account that the scheduled task is to run as.



11. The BackupRestoreUtil will appear listed in the Task Scheduler Library.

• Task Scheduler		•
File Action View Help		
💠 🔿 🔁 🖬 📓 💼		
	Name Status Triggers Adobe Flash Player Updater Ready At 80 PM every day - After tr BackupRestorekhil Jfvá Ready At 800 AM every Monday, Tu Create Basic Task DisckupRestorekhil Jfvá Ready At 400 AM every Monday, Tu Create Basic Task CentraBinMaintenance Ready At 400 AM every Monday, Tu Create Basic Task GoogleUpdateTaskMachineCore Ready At 1400 AM every day - After tr Display All Running Tasks GoogleUpdateTaskMachineUA Ready At 1400 PM every day - After tr Display All Running Tasks General Triggers Actions Conditions Settings History Wen running the task, use the following user account: New Folder View Name when user is logged on Run whether user is logged on Properties Run whether user is logged on or not Disable Properties Do not tore password. The task will only have access to local resources Delete Run whether user is logged on or not Delete	•
	Run with highest privileges Hidden Configure for: Windows Vista [™] , Windows Server [™] 2008 m	

Restore Considerations

Restore is a critical part of the disaster recovery process. Due to the nature of the application and the fact that the application document control relies on the database to ensure workpaper integrity, very specific restore procedures must be followed.

Notes:

- While the restore process can be performed on your own, we strongly recommend you contact Workpaper Manager Customer Support at 1-866-513-2677 before attempting to restore any data.
- When backing up to a network location, a user with rights to both the local computer and the network location must start the SQL instance.
- When restoring, ensure Windows Updates or Windows Module Installer Worker Service are not running. You may experience slow performance or errors if either of these are running in the background.

If a failure occurs while restoring a specific database or binder, that database/binder will be skipped and this information will be reported in a log file. The log file will be located in the same directory as the BackupRestoreUtil.exe with the default name of LogFileForBRMMDDYYYY - HH MM SS.txt.

The restore process will continue after such a failure occurs to ensure the remaining databases or binders are properly restored. Should a failure occur with a specific database or binder during the restore process, please contact Workpaper Manager Customer Support at 1-866-513-2677 for assistance.

The following should also be considered when restoring databases or binders:

Additional Files to Be Restored

This utility will restore the office server bin databases and the CentralAdmin database contained within the selected backup file. If selected, the utility can restore individual binder database information only. It will NOT restore the central file room workpapers or other files that were backed up separately. Those files must be restored separately.

To ensure a complete restore, the files in the following folders will need to be restored separately using your current restore methods. The files stored in these folders are not included in the backup that is generated by the ProSystem fx Workpaper Manager Database Backup & Restore Utility.

- Workpapers folder
- Admin Packages folder
- Archive folder
- Transition Binder Packages folder

Important! It is imperative that the workpapers and SQL databases are restored and completed together and that no changes occur to either during the restore. When restoring individual binder database information, do not restore the workpapers for all binders in the database. Restore only the workpapers for the individual binder database information being restored.

Disable Synchronization

We highly recommend you disable admin and binder synchronization before beginning the restore process. During the time of the restore process, synchronization will not be allowed. Users attempting to synchronize during this time will receive an error.

Review Administrative Changes Since Last Backup

When restoring from backup, be aware that administrative changes may have occurred since this backup took place. If any of the following changes occurred since this backup, please contact Workpaper Manager Customer Support at 1-866-513-2677 for assistance.

- Create or delete central file room
- Add, remove or reassign licenses
- Change workpaper location
- Workpapers checked in/out
- Add or remove staff members
- New binders synchronized to central file rooms

Close ProSystem fx Workpaper Manager Administrator

To run the Database Backup & Restore Utility, you must first close ProSystem fx Workpaper Manager Administrator.

Restoring from a Differential Backup File

If you have chosen to perform differential backups as part of your backup strategy, you will need two backup files at restore time: the differential backup file that you want to restore and the full backup file that was the base for the selected differential backup (or the differential base).

Running the Restore Utility (Restore All Office Server Databases)

To restore all office server databases, do the following:

- 1. Launch the Database Backup & Restore Wizard by doing one of the following:
 - Select Start/Programs/ProSystem fx Workpaper Manager/ProSystem fx Workpaper Manager Database Backup & Restore Utility.
 - In Windows Explorer, browse to the x:\Pfx Engagement\Admin\Utilities\Backup Restore folder and double-click BackupRestoreUtil.exe.
- 2. Click **Next** on the Welcome page.

B	Welcome to the ProSystem & Engagement Database Backup & Restore Wizard
	 This wizard guides you through the selection of the following settings when you back up or restore ProSystem fx Engagement office server databases: Confirm back up and restore requirements Select to back up or restore For back up, specify the backup file name and path For restore, select the backup file to be restored Select individual binders if restoring only binder database information To continue, click Next.
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3. After you have read and understand the information regarding restore, check the box and click **Next**.

ProSystem fx Engagement Database Backup & Restore Wizard	-X
Confirm Back Up and Restore Requirements To backup or restore a database, confirm that you understand the requirements below.	B
WARNING: You are about to back up or restore the SQL Server databases on this Office Server, including the CentralAdmin database and all bin databases including applicable binder database information. IT IS IMPORTANT that you understand that this database backup process does NOT back up workpaper folders. Workpaper folders for each Central File Room on this Office Server MUST be backed up manually. During both backup and restore, the access to the database will be restricted to the backup or restore process. If synchronizations are initiated during this time, the synchronizations will fail. If you are restoring individual binder database information, please be advised that the following conditions may cause the restored copy of the binder to be overwritten during the next Admin synchronization, resulting in data loss.	* III
$\overline{\mathbf{V}}$. I have read and understand the above warning.	
< Back Next > C	Cancel

4. Select **Restore**. Browse for the backup file [.bak] to be restored. The Office Server databases within the selected backup file will display in the list.

elect to back up or restore, and specify the file name and path.							
Backup or restore option	r						
O Backup 💿 Resto	ore	Option descr	ption:				
🔲 Differential 🛛 🗖 🖪	inders only	including indi	CentralAdmin database and all vidual binder database informa e server backup file.				
File name and path: C:\Engagement Backups\OF	FICE SERVER_F	Full 03122012	15 46 00.bak	Browse			
	DB Na	ame	Date	Size 🔺			
Server Name							
Server Name ON47LP000000536\PRO ON47LP000000536\PRO			5/16/2012 1:51:38 PM 5/16/2012 1:51:40 PM	9			

Note: If the backup file selected is a differential backup, then you will also have to select the full backup file that was the base for the selected differential backup. A second text field and *Browse* button will be displayed allowing you to browse for the full backup file [.bak].

ProSystem fx Engagement Database Backup & Restore Wizard 🧮								
Select Backup or Restore Option, File Name and Path Select to back up or restore, and specify the file name and path.								
Backup or restore option	Backup or restore option							
O Backup Restore	Option desc	ription:						
🔲 Differential 🔲 Binders	Differential Binders only Restores the Central Admin database and all bin databases including individual binder database information from the selected office server backup file.							
Backup file details File name and path: C:\Engagement Backups\OFFICE S Full backup file name and path:	File name and path: C:\Engagement Backups\OFFICE SERVER_Differential 03132012 15 46 00.bak Browse							
C:\Engagement Backups\OFFICE S	ERVER_Full 03122012	15 46 00.bak	Browse					
Server Name	DB Name	Date	Size 🔺					
ON47LP00000536\PRO ON47LP00000536\PRO CEN	CENTRALADMIN TRALBIN_1B8F030 III	5/16/2012 2:00:53 PM 5/16/2012 2:00:54 PM	₹ 5 4					
		< Back Next	> Cancel					

- 5. Click Next.
- 6. Review the restore settings and click Restore.

ProSystem fx Engagement Data	abase Backup & Restore Wizard	×
Completing the Pfx Enga Review the restore setting	gement Database Backup and Restore Wizard	
The restore settings you h	ave choosen are as follows	
		 Print
Database Backup & R	estore Summary Report	
		Save As
Backup & Restore Inf	ormation	
Option selected: File Name: Path: Backup file details :	Restore office server OFFICE SERVER_Differential 03132012 15 46 00.bak C:\Engagement Backups	
4		•
Click the Restore button to	o start the restore process <back restore<="" td=""><td>Cancel</td></back>	Cancel

A progress indicator page displays the progress of the restore.

ProSystem fx Engagement Database Backup & Restore Wizard	
Restore Status	
Pfx Engagement Database Backup & Restore is restoring the office	e server databases.
CENTRALADMIN	
	< Back Next > Cancel

Once complete, the Database Backup & Restore Wizard Complete page will display the number of databases that were successfully restored and the number that failed to be restored.

- 7. Click **View Log** to view a log detailing the restore information for each database.
- 8. Click Finish to exit the wizard.

ProSystem fx Engagement Database Backup & Restore Wizard			
	Completing the Pfx Engagement Database Backup and Restore Wizard		
	SUCCESSFUL RESTORE: The restore process completed successfully. Click View Log to review the databases that were restored. The log has been saved in the \Pfx Engagement\Admin\Utilities\Backup Restore folder.		
	Restore Status Total Databases: 7 Failed databases: 0 Successful databases: 7		
	< Back Finish Cancel		

Running the Restore Utility (Restore Individual Binder Database Information)

To restore individual binder database information, do the following:

Note: Due to the number of databases now included with Workpaper Manager, the restoration process for individual binders can take a long time to complete.

- 1. Launch the Database Backup & Restore Wizard by doing one of the following:
 - Select Start/Programs/ProSystem fx Workpaper Manager/ProSystem fx Workpaper Manager Database Backup & Restore Utility.
 - In Windows Explorer, browse to the x:\Pfx Engagement\Admin\Utilities\Backup Restore folder and double-click BackupRestoreUtil.exe.
- 2. Click Next on the Welcome page.

Welcome to the ProSystem & Engagement Database Backup & Restore Wizard
This wizard guides you through the selection of the following settings when you back up or restore ProSystem fx Engagement office server databases: • Confirm back up and restore requirements • Select to back up or restore • For back up, specify the backup file name and path • For restore, select the backup file to be restored • Select individual binders if restoring only binder database information
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3. After you have read and understand the information regarding restore, check the box and click **Next**.

ProSystem fx Engagement Database Backup & Restore Wizard	×
Confirm Back Up and Restore Requirements To backup or restore a database, confirm that you understand the requirements below.	B
WARNING: You are about to back up or restore the SQL Server databases on this Office Server, including the CentralAdmin database and all bin databases including applicable binder database information. IT IS IMPORTANT that you understand that this database backup process does NOT back up workpaper folders. Workpaper folders for each Central File Room on this Office Server MUST be backed up manually. During both backup and restore, the access to the database will be restricted to the backup or restore process. If synchronizations are initiated during this time, the synchronizations will fail. If you are restoring individual binder database information, please be advised that the following conditions may cause the restored copy of the binder to be overwritten during the next Admin synchronization, resulting in data loss.	•
☑ I have read and understand the above warning.	
< Back Next > Car	ncel

4. Select **Restore** and check the **Binders only** box.

ProSystem fx Engagement Database Backup & Re	estore Wizard	×
Select Backup or Restore Option, File Nam Select to back up or restore, and specify the		
Backup or restore option		
O Backup O Restore	Option description:	
Differential 🔽 Binders only	Restores individual binder database information from the selected office server backup file. The binders are selected later in the wizard.	
Backup file details File name and path:	Browse	
	< Back Next > Ca	ncel

5. Browse for the backup file [.bak] from which to restore the binder database information. The Office Server databases within the selected backup file will display in the list.

Note: If the backup file selected is a differential backup, then you will also have to select the full backup file that was the base for the selected differential backup. A second text field and *Browse* button will be displayed allowing you to browse for the full backup file [.bak].

- 6. Click Next.
- 7. Highlight the individual binder to be restored. To select multiple binders to restore, use the Ctrl or Shift key while highlighting the binders, or click the **Select All** button.

, , , , , , , , , , , , , , , , , , , ,		Wizard		
Select Binders to Restore Select the binders from the backup file	to restore.			a
Click the column header to sort and filter the outton.		ct the binders to restore, use the	Ctrl or Shift k	ey or Select All
Drag a column header here to group by that BID		BinderName	PeriodEnd	CID
▶ cca91940-a34f-402e-971c-a7354428562c		Productions, Inc	3/30/2012	c195d5a9-d
0bf95d21-7925-4d1c-9a18-7714894ce0c0)	Windy Day Golf Course, L.L.C.	12/30/2011	c2f84f87-a5
71c1d59b-45c6-410e-b92c-19aa23d14e4	1	Ol' Shep's Grill	6/30/2011	b5e79daf-7(
b8a7e603-f736-42c1-98ef-5004d6fb56df		Marketing HDQ	3/31/2011	b260af92-8
28981fd3-e77d-4c0d-a01e-0aca1cc67ea1		Jane's Mini Mart	12/31/2011	abf5e92b-1
•				· · ·
			Select All	Unselect Al

8. Click Next.

9. Review the restore settings and click **Restore**.

ProSystem fx Engagement Databa	ase Backup & Restore Wizard	×
Completing the Pfx Engage Review the restore settings	ment Database Backup and Restore Wizard	
The restore settings you hav	e choosen are as follows	
		 Print
Database Backup & Res	tore Summary Report	
		Save As
Backup & Restore Infor	mation	
Option selected: File Name: Path: Backup file details :	Restore binders only Office Server_Differential 05242012 16 49 36.bak C:\Engagement Backups	•
Click the Restore button to s	tart the restore process	
	< Back Restore	Cancel

A progress indicator page displays the progress of the restore.

ProSystem fx Engagement Database Backup & Restore Wizard	
Restore Status	
Pfx Engagement Database Backup & Restore is restoring the selected binders.	
(1 of 1), Productions, Inc , 3/30/2012, Client001, CFR1	
< Back Next	: > Cancel

Once complete, the *Completing the Pfx Engagement Database Backup and Restore Wizard* page will display the number of binders where the database information was successfully restored and the number that failed to be restored.

10. Click View Log to view a log detailing the restore information for each binder.

11. Click Finish to exit the wizard.

ProSystem fx Engagement Database Backup & Restore Wizard		
	Completing the Pfx Engagement Database Backup and Restore Wizard	
	SUCCESSFUL RESTORE: The restore process completed successfully. Click View Log to review the binders that were restored. The log has been saved in the \Pfx Engagement\Admin\Utilities\Backup Restore folder.	
	Restore Status Total Databases: 1 Failed databases: 0 Successful databases: 1	
	< Back Finish Cancel	

Note: If users synchronized trial balance or Knowledge Coach data to the office server while the SQL databases were being backed up, the data will be included in the next backup that occurs.