

The Greenshades Center

Installation Manual



GREENSHADES
— *Smart Businesses Go Green.* —

Greenshades Software Support Team

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Install Required Programs

Please use this manual to install the Greenshades Filing Center. After completing the steps in this installation manual, please refer to the [Greenshades Product Guide](#) available on our website or the in-product help button located either in the bottom left or top right corner.

Required Programs

Microsoft .NET Framework v 2.0

Internet Explorer v 10

These programs can be downloaded from the Greenshades Center portion of our website, <http://www.greenshades.com/support/gscenter.shtml>. If you do not have these installed please install them now. If you are unsure if you have these installed, please contact your IS / IT department for help.

Other Prerequisites

Active internet connection, the Greenshades Center requires that an active internet connection be available.

The Greenshades Center can be configured to authenticate with a corporate proxy server, but the responsibility is on the client to ensure that adequate internet access is provided to the Greenshades Center. For information on setting up Greenshades with your Proxy Server or Firewall, please see our Firewall Guide available at <http://www.greenshades.com/pub/downloads/documentation/firewallguide.pdf>

Pre-Installation Preparation

You should be logged out of your accounting package or back office system. If you are installing the Greenshades Center in a Citrix or Terminal Server environment, please make sure everyone is logged out before completing the installation.

If your accounting package is based on a SQL server system (such as Dynamics GP, Dynamics SL, or Thinkware Darwin) then you will need to know your SQL server name and SA (System Administrator for Great Plains) password. If you are unsure of this information, please contact your IS / IT department.

Installing the Greenshades Center

For client/server accounting packages, Greenshades is designed to be installed on the client workstation, not server. If you are in a Citrix or Terminal Server environment, you will need to install Greenshades directly on the server.

The process for installing the Greenshades Center is outlined below. Depending on the accounting package, your specific installer may have some variance in the screens or the order of the screens listed below. If you have any questions while you proceed through

the installation please contact Greenshades Support via email at support@greenshades.com or by calling 888-255-3815 extension 700.

Step 1 – Download the Greenshades Center installation file

The most recent Greenshades Center installation file is available on our website, <http://www.greenshades.com/support/gscenter.shtml>. You will need to click on the appropriate download link for your specific accounting package. When you select the download link you will need to Open, Run, or Save the installation file.



If you select Open or Run the installation file will automatically launch. If you Save the installation file you will need to double-click on the installation file to launch the installation wizard.

Step 2 – Welcome to the Setup Wizard

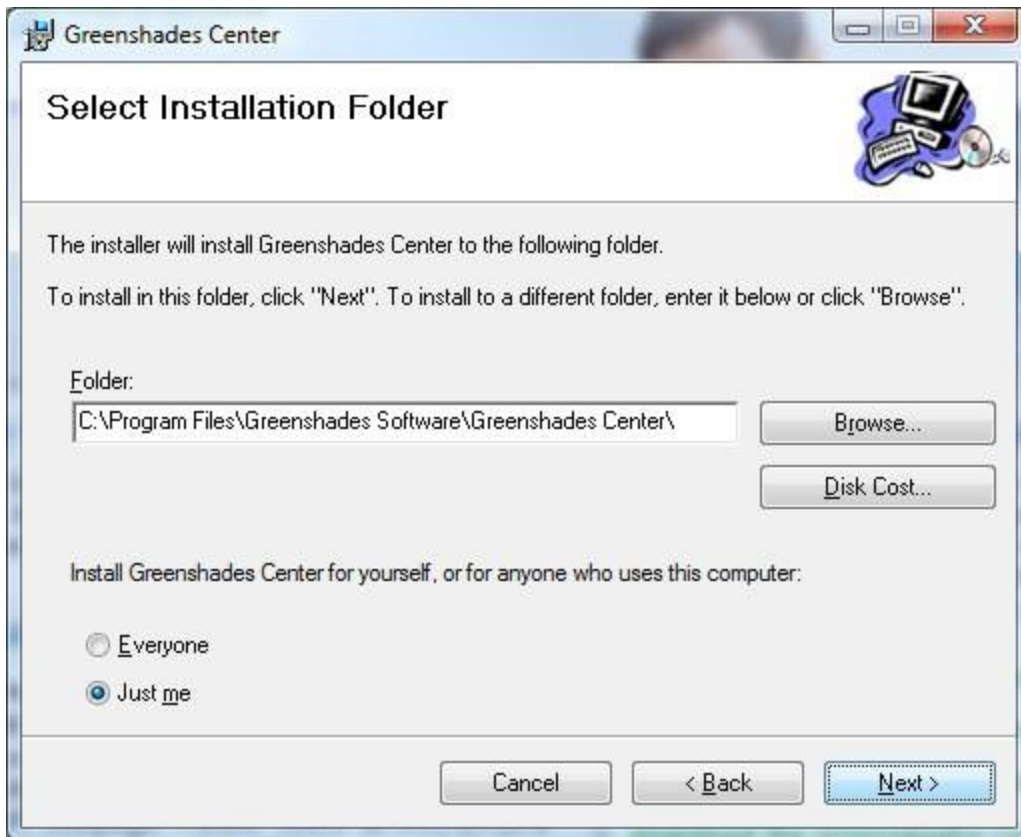
The first screen in the setup wizard is a welcome screen.



To continue through the setup wizard, click Next.

Step 3 – Select the Install Folder

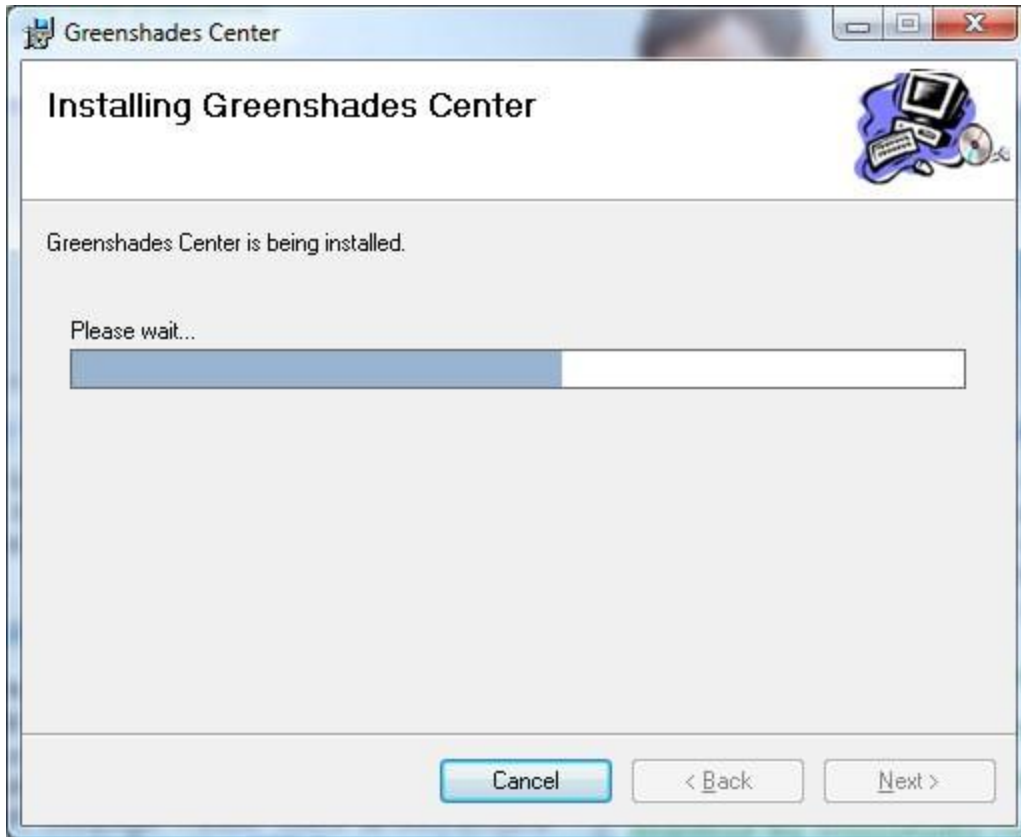
The default location for the Greenshades Center is C:\Program Files\Greenshades Software\Greenshades Center. Although we recommend using the default installation location you can change this location by clicking the Browse option.



To continue through the setup wizard, click Next.

Step 4 – Start the installation process

During this step the necessary files for the Greenshades Center are being installed. This step may take a couple of minutes.



To start the installation and continue through the setup wizard, click Next.

Step 5 – License Agreement

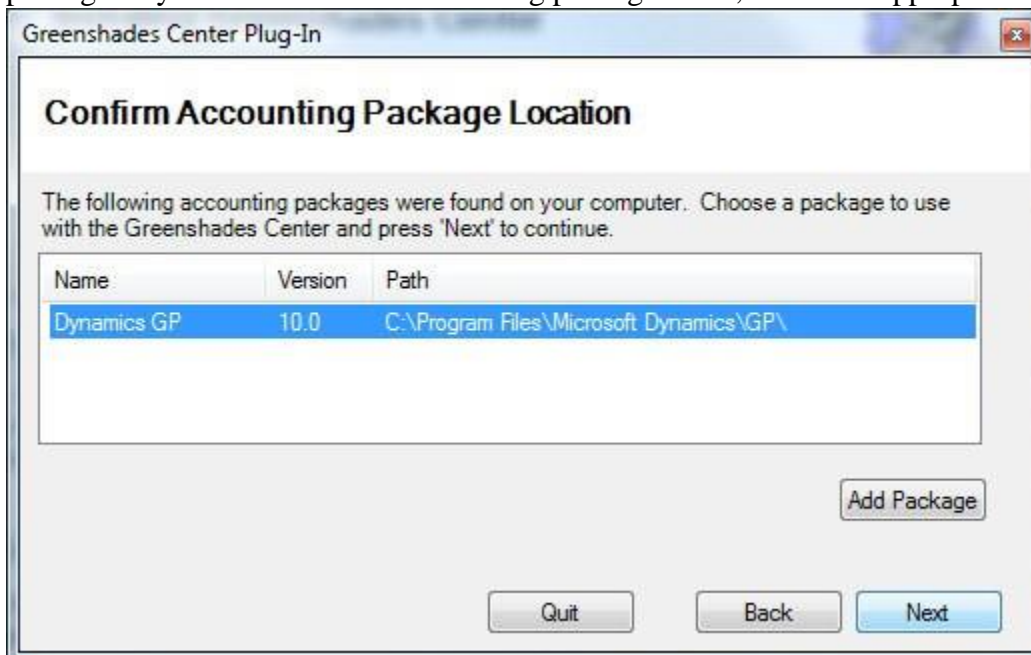
You should carefully read the Greenshades Center license agreement before completing the installation. Once you have reviewed the license agreement, you need to click on 'I agree' before being able to continue with the setup wizard.



To continue through the setup wizard, click Next.

Step 6 – Confirm your Accounting Package

Within many setup wizards, Greenshades will automatically try to detect your accounting package. If you see the correct accounting package listed, select the appropriate package.



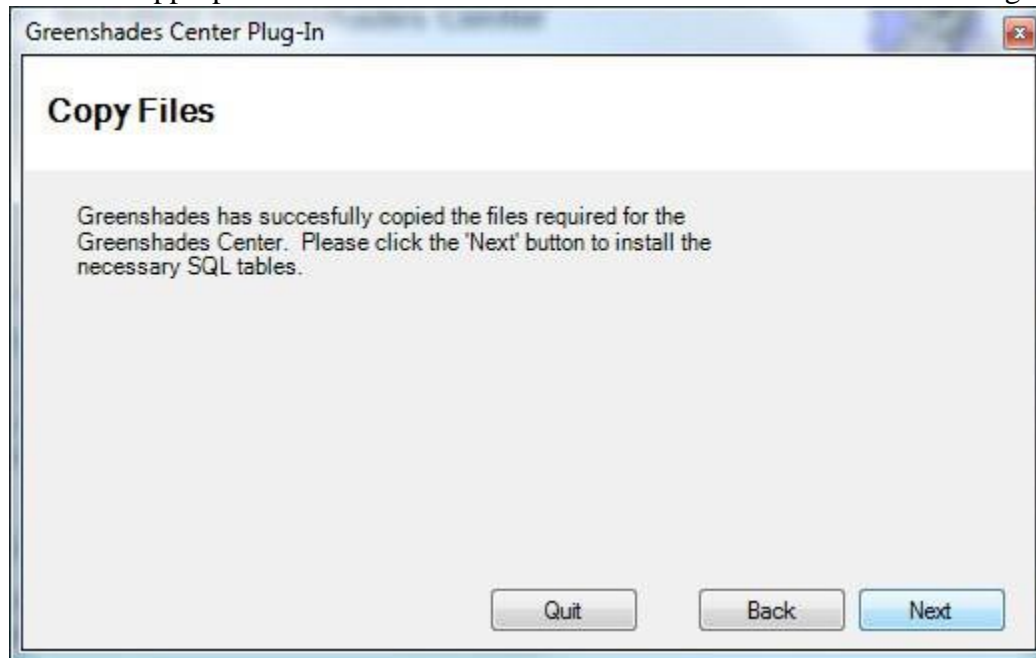
If you do not see the correct accounting package listed, click on the Add Package link. This will bring up a separate window where you will need to find the location of your accounting package.

If Greenshades finds your accounting package but lists the wrong version, you can change the version by highlighting the accounting package listed and right clicking on the version listed.

To continue through the setup wizard, click Next.

Step 7 – Copy Files

All of the appropriate files for the Greenshades Center will be installed and registered.



To continue through the setup wizard, click Next.

Step 8 – Install SQL Tables

When installing the Greenshades Center for use with an accounting package that's based on a SQL server, you will be prompted to install SQL tables. To install the SQL tables you must either select or type in the appropriate server name and SA password.

The server name is your SQL server machine name. If you are unsure of your SQL server machine name you can check it by going to Start > Control Panel > Administrative Tools > Data Source (ODBC) > User DSN tab.

When prompted for the SA or Administrator password, please enter your System Administration password for Great Plains. If you are unsure of the correct password please check with your IT/IS department or payroll controller. Greenshades support does not have your SA password.



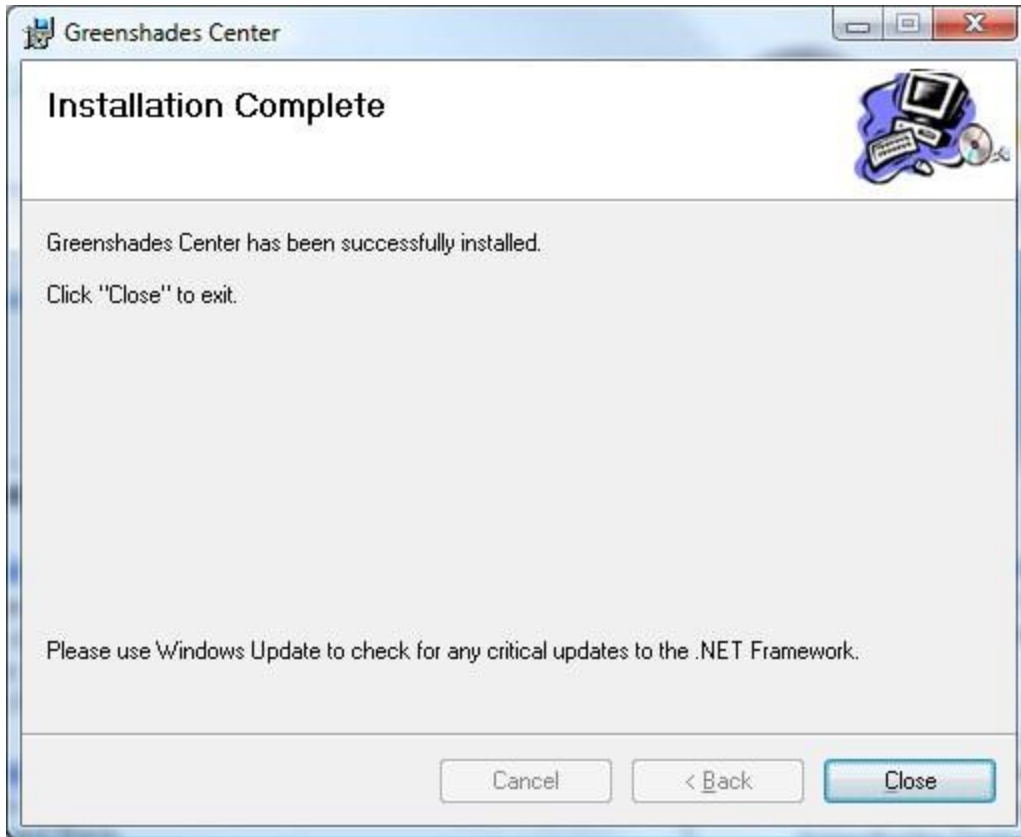
To install the SQL tables, click Finish.

If you have previously installed the Greenshades Center SQL tables, a Re-Install Notice will popup. You should select 'Yes' to ensure the appropriate Greenshades Center tables are installed. No permanent information will be lost by re-installing the Greenshades Center SQL tables.

There is also a Skip option on this screen. You should only select this option if you have previously installed the Greenshades Center SQL tables to your SQL server within the week.

Step 9 – Installation Complete

Congratulations you have successfully installed the Greenshades Center!



To exit the setup wizard, click Close.

Launching the Greenshades Center

To run the Greenshades Center from MBS Great Plains:

The Greenshades Center can be accessed in Great Plains version 8.0 and above by navigating from the top bar menu through Tools > Routines > Payroll > Greenshades Center. In version 7.5 or below of Great Plains, the Greenshades Center can be started by navigating to either Routines > Greenshades or Routines > Payroll > File and Pay Center.

To run the Greenshades Center from MBS Solomon:

The Greenshades Center can be found in the Payroll module in Solomon. To get there from the menu, select Modules -> Payroll -> Greenshades Center. You will then be prompted to enter your Solomon database name, username, and password. After entering the information, click "Get Companies", select your company from the list and click "Select Company" to launch the Greenshades Center for that company.

To run the Greenshades Center from Thinkware Darwin:

The Greenshades Center can be accessed in Darwin by navigating from the top bar menu through Routines > Payroll > Greenshades Center.

To run the Greenshades Center from eEmpAct Express:

Click 'Menu' from shortcuts and then 'Express Control Center' from the 'Payroll and Invoicing' section. Under the Payroll section of that screen, select 'Tax Reporting'. This should launch the Greenshades Screen where you can enter a date range and navigate to the installation directory of the Greenshades Center.

For more information on using the Greenshades Center please refer to the [Greenshades Product Guide](#) available on our website.

Important Notes

All Greenshades Center users need read, write, and modify access to the Greenshades Software directory and all sub-directories. Also, Greenshades Center users will need read/write access to the Greenshades section of the Windows Registry (Computer\HKEY_Local_Machine\Software\Greenshades). If the Greenshades Center was installed on a Citrix or Terminal Services machine then the user must be granted the appropriate operating system permissions on that server.

Uninstalling Previous Versions of the Greenshades Center

If you have previously installed the Greenshades Center you will need to first uninstall your current version and download the most recent version of the Greenshades Center. To uninstall the Greenshades Center use the Add/Remove Programs option within the Control Panel. Not all Greenshades Center files will be removed, this ensures that no permanent information will be lost during the uninstall/reinstall process.

Proxy Server and Firewall Troubleshooting Steps

Greenshades software uses an Internet technology called web services to connect to a Greenshades web server for registration, downloading updates, and other purposes. Some of our clients have firewalls or proxy servers at their site that are preventing this registration from completing successfully. If you are receiving errors about your connection to Greenshades' servers or your firewall while using the Greenshades Center, please view the Proxy Guide located here:

<http://www.greenshades.com/pub/downloads/documentation/firewallguide.pdf>

Frequently Asked Questions

Here we have provided some of our most commonly asked questions. Many of these are problems that people have encountered while running the Greenshades Center and possible workarounds to those problems.

How can I get live support?

Live support comes with Greenshades Software. You can access Greenshades Support online at: <http://www.Greenshades.com/MyGreenshades>. You can also send an email directly to support at: support@greenshades.com. Finally, you can also call support at 888-255-3815 extension 700.

How do I know I am installing the most recent version of the MSI?

Whenever we release updates we create an updated GreenshadesCenter.msi file on our website. To ensure you are installing the most recent version of the Greenshades Center always make sure to download the msi file from our website.

What is my registration key?

Your registration key is available on your personalized MyGreenshades webportal at <http://www.greenshades.com/mygreenshades>. At MyGreenshades, you can retrieve registration keys, view invoices, get technical support, and much more. Once you are issued a registration key it should never change, regardless of enhancement payments or upgrades to your accounting package.

Should I overwrite my Greenshades SQL tables?

Yes, overwriting the Greenshades SQL tables ensure that you have the most recent version of our SQL tables. No permanent information will be lost by overwriting the Greenshades SQL tables.

I upgraded to a new version of Dynamics, what do I need to do for Greenshades?

You will need to uninstall and reinstall the Greenshades Center whenever you complete an upgrade to ensure that you get the correct files for your new version. After your upgrade is complete, please contact Greenshades Support so that we may update your accounting package information on our registration servers.