

# **Productivity Tools**

## Product Installation and Web Screens Customization Guide

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#### **Important Notice**

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## Installing Productivity Tools

TaiRox Productivity Tools conforms to standard Windows installation and removal protocols.

#### You must install Sage 300 before you install Productivity Tools.

Important Note: When upgrading, uninstall the previously installed version of Productivity Tools using the Windows Control Panel *before* installing the new version.

### The Distribution Files

TaiRox Productivity Tools for the Sage 300 Desktop is distributed as 2 files, "Setup-2018-2025.msi" and "Setup-2012-2017.msi".

- Setup-2018-2025.msi installs Productivity Tools on the Sage 300 Desktop for Sage 300 version 2018 or later.
- Setup-2012-2017.msi installs Productivity Tools on the Sage 300 Desktop for Sage • 300 version 2017 or earlier.

If you use Sage 300 Web screens, you can also install **Productivity Tools Web screens** for Sage 300. The Web screens are launched from Sage 300cloud running in a Web browser.

Sage 300cloud web screens are version-specific. You must install web screens that match your version of Sage 300.

- Sage 300 version 2024 0 for the original release of Sage 300 2024

  - TPTWeb\_2024\_0\_setup.msi
    TaiRoxXLOrderEntry\_2024\_0.zip
    TaiRoxXLShipmentEntry\_2024\_0.zip
- Sage 300 version 2023\_3 for Sage 300 2023.3 (PU3)
  - TPTWeb\_2023\_3\_setup.msi
  - TaiRoxXLOrderEntry 2023 3.zip
  - TaiRoxXLShipmentEntry 2023 3.zip
- Sage 300 version 2023 1 for Sage 300 2023.1 (PU1)
  - TPTWeb 2023 1 setup.msi
  - TaiRoxXLOrderEntry\_2023\_1.zip
  - TaiRoxXLShipmentEntry\_2023\_1.zip
- Sage 300 version 2023 0
  - TPTWeb\_2023\_0\_setup.msi
  - TaiRoxXLOrderEntry 2023 0.zip
  - TaiRoxXLShipmentEntry 2023 0.zip
- Sage 300 version 2022 2
  - TPTWeb\_2022\_2\_setup.msi
  - TaiRoxXLOrderEntry\_2022\_2.zip
  - TaiRoxXLShipmentEntry\_2022\_2.zip
  - Sage 300 version 2021\_2 TaiRoxXLOrderEntry\_2021\_2.zip
     TaiRoxXL Spinmart

  - TaiRoxXLShipmentEntry 2021 2.zip

- -- installs Web Screens
  - -- customizes Order Entry screen
- -- customizes Shipment Entry screen
- -- installs Web Screens
- -- customizes Order Entry screen
- -- customizes Shipment Entry screen
- -- installs Web Screens
  - -- customizes Order Entry screen
  - -- customizes Shipment Entry screen
- for the original release of Sage 300 2023
  - -- installs Web Screens
  - -- customizes Order Entry screen
  - -- customizes Shipment Entry screen
- for Sage 300 2022.2 and higher (e.g. PU2, PU3)
  - -- installs Web Screens
  - -- customizes Order Entry screen
  - -- customizes Shipment Entry screen
- for Sage 300 2021.2 and higher (e.g. PU5, PU6)
  - -- installs Web Screens
  - -- customizes Order Entry screen
  - -- customizes Shipment Entry screen

You import the Order Entry and Shipment Entry customization using the <u>Sage 300 Web Admin</u> <u>Configuration application</u>

When installing Productivity Tools, keep the following points in mind.

• You must install the Productivity Tools using "Setup-2018-2025.msi" or "Setup-2012-2017.msi" on each computer where Sage 300 is physically installed.

If you have one or more RDP servers and use workstation setup, make sure that you install Productivity Tools on all RDP servers – <u>and run RegAcc.exe on each workstation</u> <u>that runs Sage 300 from a server</u> (or run Workstation Setup with "repair").

- You must activate Productivity Tools using the Sage 300 Activation program for each company that uses Productivity Tools.
- To use TaiRox Productivity Tools Web Screens features, you must:
  - o Install Productivity Tools Web Screens where Sage 300 Web Screens are installed.
  - Import all Productivity Tools customizations for Sage 300 Web screens using the Sage 300 Web Admin Configuration application.

### New Features in Productivity Tools

TaiRox continually adds new features to Productivity Tools. For example, the following features were added to TaiRox Productivity Tools from December 2021 to August 2022.

See the <u>Release Notes</u> on the Productivity Tools product page on the TaiRox Website for up-todate changes.

- Apply Documents now has a Document Order drop-down so payments can be applied by Invoice Date, by Due Date, or by Document.
- Ship Orders includes the FOB Point field in the drop-down list for range filtering.
- Update Orders, Substitute Items, now provides an option to retain the original item, zeroing its quantity on an order. Update Orders also has a new option: Update Ship Via.
- Invoice Shipments now displays the tracking number in the shipments grid.
- Extended PO Invoice Entry lets you select receipts from multiple vendors.
- The Extended Order Entry "Ship" pop-up now lets you edit Quantity on Order.
- A new program, Copy G/L Accounts, was added for Productivity Tools Enterprise licenses.
- Two new programs, Create A/R Credit Notes and Create O/E Credit Notes, allow you to create credit notes for multiple A/R invoices and O/E invoices in one step.
- Extended Order Entry, Create Purchase Orders, lets you set the expected arrival date.
- Productivity Tools supports the Advanced Complex Passwords feature added in Sage 300 2022 PU2.
- Extended Customers and Extended Vendors copies customers and vendors to other company databases regardless of whether the source and target company's functional currency match, or they are multicurrency or not.
- A new program, Email Packing Slips, will send emails to customers reporting which items on an order were shipped.

## Preparation & Planning, Prior to Software Installation

Read this document and create an upgrade plan. The plan should include the following items.

- 1. Prepare a list of all servers and workstations that will require software upgrades:
  - $\circ$   $\;$  All computers where Productivity Tools is installed.
  - All computers that run Sage 300 applications, including the server for Sage 300 Web Screens.

<u>The Productivity Tools installation packages include the following installation files for</u> <u>Productivity Tools 2018-2025:</u>

- o Setup-2018-2025.msi
- TPTWeb\_2024\_0\_setup.msi
- TPTWeb\_2023\_3\_setup.msi
- TPTWeb\_2023\_1\_setup.msi
- TPTWeb\_2023\_0\_setup.msi
- o TPTWeb\_2022\_2\_setup.msi for Sage 300 2022 (PU2 and higher)
- o TPTWeb\_2021\_2\_setup.msi for Sage 300 2021 (PU2 and higher)
- Customization Zip Files for Sage 2021.2, 2022.2, 2023.0, 2023.1, 2023.3 & 2024.0
   TaiRoxXLOrderEntry\_202n\_n.zip, TaiRoxXLShipmentEntry\_202n\_n.zip

**Note:** The installation package also contains "Setup-2012-2017.msi" to install Productivity Tools for Sage 300 2012-2017 or lower.

2. Schedule an outage with enough time to complete all installation/update steps. Note that all users must log out of Sage 300 as the first step of an outage. Consider whether or not you wish TaiRox resources to be available during the outage.

**Note:** TaiRox will review any outage plan at no charge prior to the outage if received several days prior to the outage.

### Steps for Updating to Productivity Tools 2018-2025

Productivity Tools includes Sage Desktop and Web Screens installation programs as well as customization zip files for Sage 300 Web Screens.

- Setup-2018-2025.msi installs the Productivity Tools programs on the Sage Desktop.
- **TPTWeb\_202n\_n\_setup.msi** installs web screens for TaiRox Productivity Tools.

Productivity Tools Web Screens are launched from Sage 300cloud running in a Web browser. You must install them on the server where Sage 300 Web Screens are installed.

Sage 300cloud Web Screens are version-specific. You must install TaiRox Web Screens that match your version of Sage 300.

• **TaiRoxXLOrderEntry\_202n\_n.zip** and **TaiRoxXLShipmentEntry\_202n\_n.zip** -installs customizations to Sage 300 web screens – such as the SmartFinder for looking up customers on the Order Entry screen and the optional fields that appear on the Order Entry customer tab.

You import TaiRox Productivity Tools customizations for Sage 300 Web Screens using the Sage 300 Web Screen Admin Configuration application.

Copy customization files for your version of Sage 300 to the server desktop so you can find them during installation.

#### To install / update Productivity Tools:

- 1. Have all users log out of Sage 300 Web screens and Sage 300 Desktop.
- 2. Uninstall prior versions of "TaiRox Productivity Tools" from all computers running Sage 300 applications.

For instructions on uninstalling applications, see Uninstalling Productivity Tools.

3. If you previously installed the Web Screens, uninstall "TaiRox Productivity Tools Web Screens" from all computers running Sage 300 applications.

Run "iisreset" after uninstalling a prior version of Productivity Tools Web Screens, and clear your browser's cache of temporary Internet files.

4. Install the new version of Productivity Tools software on all computers running Sage 300 applications using the following installation file.

#### Setup-2018-2025.msi

This program installs the new version of TaiRox Productivity Tools for the Sage 300 Desktop. For installation screen details, see <u>Screens: Installing Productivity Tools</u>.

<u>After installing, you must also run RegAcc.exe on each workstation that runs Sage 300</u> <u>from a server</u> (or run Workstation Setup with "repair").

- 5. If this is a new installation, sign in to Sage 300 as an administrator and set up the program:
  - Activate the new version of Productivity Tools. For details, see <u>Activating TaiRox</u> <u>Productivity Tools</u>.
  - On the Sage 300 Desktop, go to the Productivity Tools folder, open the License Information program, and enter the TaiRox license information.

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Ho	ne			
:	Accounts Payable			
3	Accounts Receivable	TaiRox Productivity Tools (License In	formation)	
;	Administrative Services	Licensed to: Don Thomson, TAIROX SOFTWARE INC		
3	Common Services	Dealer:		
:	General Ledger	CC:		
	Intelligence Reporting			
3	Inventory Control			
:	Order Entry			
:	<ul> <li>Project and Job Costing</li> </ul>	General Ledger Tools Order Entry Tools Purchase Order Tools	Inventory Control Tools	Accounts Receivable Tools
:	Purchase Orders			
	SOX Check Approval			
3	TaiRox CRM and Collections	Accounts Payable Multi-Company Tools License Information	Options	Convert Contacts
;	<ul> <li>TaiRox Productivity Tools</li> </ul>	Tools		content contacto
sag	Date: 2021-03-29			

**Note:** The Company Name for the TaiRox license *must exactly match* the name of the company in the Sage 300 License Manager – including capitalization, punctuation and spacing.

- Open the Options program to specify which Productivity Tools you want to display on the Sage 300 Desktop.

Note that these settings do not affect the menus for Web Screens.

- Review the Productivity Tools documentation for information on other settings that affect individual Productivity Tools.

- Set up Security Groups and User Authorizations for Productivity Tools if you use security with Sage 300.

*If you do not use Sage 300 Web Screens*, you have completed the installation and setup steps for TaiRox Productivity Tools.

For more information, select the User Guide from the Productivity Tool's Help menu.

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6. Install Productivity Tools Web Screens using one of the following installation files:

<u>Sage 300cloud web screens are version-specific.</u> You must install web screens that match your version of Sage 300 – such as 2022.2 or 2024.0.

#### TPTWeb\_2024\_0\_setup.msi

Installs the Web Screens for Productivity Tools for <u>Sage 300 version 2024.0</u> (original release).

#### TPTWeb\_2023\_3\_setup.msi

Installs the Web Screens for Productivity Tools for Sage 300 version 2023.3 (with PU3).

#### TPTWeb\_2023\_1\_setup.msi

Installs the Web Screens for Productivity Tools for Sage 300 version 2023.1 (with PU1).

#### TPTWeb\_2023\_0\_setup.msi

Installs the Web Screens for Productivity Tools for <u>Sage 300 version 2023.0</u> (original release).

#### TPTWeb\_2022\_2\_setup.msi

Installs the Web Screens for Productivity Tools for <u>Sage 300 version 2022.2</u> (with PU2 or higher).

#### TPTWeb\_2021\_2\_setup.msi

Installs the Web Screens for Productivity Tools for <u>Sage 300 version 2021.2</u> (with PU2 or higher).

- 7. Delete any existing Productivity Tools customizations from prior versions.
  - Login to the Sage 300 Web Screen Admin Configuration application.
     <web server>/Sage 300/Admin
  - Delete prior versions of Productivity Tools Web Screen customization. (Select it from the Package ID dropdown and click the Delete button.)
- 8. Import new customization packages for Productivity Tools. See the next section, <u>Installing</u> <u>Sage 300 Web Screen Customizations</u>, for details on importing customization packages.

For example – to import customizations for Sage 300 version **2024.0**, use zip files TaiRoxXLOrderEntry\_**2024\_0**.zip and TaiRoxXLShipmentEntry\_**2024\_0**.zip

- Login to the Sage 300 Web Screen Admin Configuration application. <web server>/Sage 300/Admin
- Delete any previous versions of Productivity Tools Customization Packages by selecting them from the dropdown, and clicking the Delete button.

- Use the Browse button to find new customization package zip files.
- Use the Import button to import them.
- Use the Assign button to assign them to Sage 300 company databases.

Run "iisreset" after installing the Productivity Tools Web Screen customizations and clear your browser's cache of temporary Internet files.

See Clearing Your Browser Cache After Installing Customizations.

Import all customization packages *for your version of Sage 300* that are included with the Productivity Tools installation package.

## Appendix A: Installing Web Screen Customizations

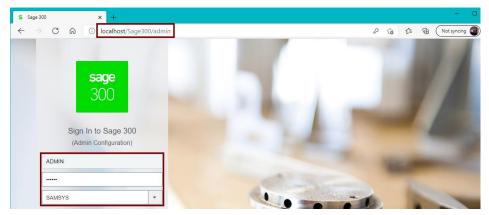
Follow these instructions to import the Web Screen customization packages for Productivity Tools. Customization packages add features to the standard Sage 300 Web screens – such as the Customer SmartFinder and Optional Fields added to the Sage 300 Order Entry program.

#### To install Web Screen customization packages for Sage 300cloud:

- Install the latest version of Productivity Tools and Productivity Tools Web Screens.
- Copy the customization zip files for Productivity Tools (for example, TaiRoxXLOrderEntry\_2024\_0.zip) to a convenient location on a Sage 300 Web Server. You will need to find them easily to import them.

Make sure that you copy the customization files that match your version of Sage 300.

 Open your browser and browse to <Sageserver\instance>/Sage300/admin to open the Sage 300 admin portal.



• Select the System database, and sign in with an Admin password.

#### On the Import Customization Packages screen:

• Click the Browse button and find a Customization zip file (for example, TaiRoxXLOrderEntry\_2024\_0.zip).

sage 300					Sign Out ?
Import   Manage					
Import Customization P	Packages				
Package ID •	Package	Description			
Browse	C Open ← → ∽ ↑ → This P	C > Desktop >	✓ ひ /> Search Deskto	× p	
Custon ization Details	Organize 🔻 New folder		1000	• 🔳 🕜	
Name	Quick access  Desktop  Downloads  Documents  Pictures  Sgg300	Name OpenOffice 4.1.7 (en-US) Installation Files Sage 300 200 PU3 TaRex TaRex TaRex TaRex TaRexSUOrderEntry.zp	Date modified         Type           2020-09-14 4:47 PM         File folder           2020-09-08 2:15 PM         File folder           2020-09-16 1:25 PM         Shortcut           2021-03-02 9:43 AM         Compressed (zip 2021-03-02 9:11 AM		Version

**To Delete a prior customization first**, select the prior customization from the Package ID dropdown, and click the Delete button.

• Double-click the zip file to select it, and click the Import button.)

Import Customization Packages				
Package ID • 16c4226a-62b2-470d-acf4-ffcb22250ac3	Package Description Extended Order Entry			
Browse				

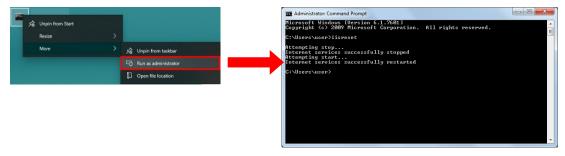
• Click the Assign button at the bottom of the Import screen, select the companies that use TaiRox Productivity Tools, and click OK.

Name	Descript	Deploy	Customizatio	1	×	Vendor	Version
Extended Order Entry	TaiRox E					TaiRox	1.0
			Company	Description			
		~	SAMINC	Sample Company Inc.			
		~	SAMLTD	Sample Company Ltd.			
			TSTLTD	TSTLTD			
						$\mathbf{i}$	
H A Page 1 of 1 >	M						1 - 1 of 1 items
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- Import the next customization package e.g., TaiRoxXLShipmentEntry\_2024\_0.zip.
  - Follow the instructions above until you have imported and assigned all Productivity Tools customization packages.

#### After you have imported and assigned all customization packages:

- Sign out of Sage 300 and exit the browser.
- Open a command prompt and enter **iisreset** to restart iis. You may have to run the command prompt "As Administrator" to have sufficient permissions.



 Verify the installation by signing in to the Sage 300 portal and opening the Order Entry program.

sag	e 300 🔒 ses	sion Date: Mar 29, 2021 Administrator 🔹	Sample Company Ltd.	Q ? ¢	7 Tools
â	O/E Transactions : Order Entry Shipment Entry Invoice Entry Credit/Debit Note	Copy Orders			<i>†</i>
Ēr	O/E Order Entry		Options 🏠 👝	Create New	
*2				* Required	
ô	Order Number	Order Summary			à
Ê(	Customer Number * E Customer Name	Number of Shipments Last Shipment Number	0		J
		Last Invoice Number			

In this case, you can see and test the link for the Customer SmartFinder on the Sage 300 Order Entry Web screen.

## Appendix B: Clearing Your Browser Cache

Note that all users should clear their browser caches when you update to a new version of Sage 300 or TaiRox Web screens.

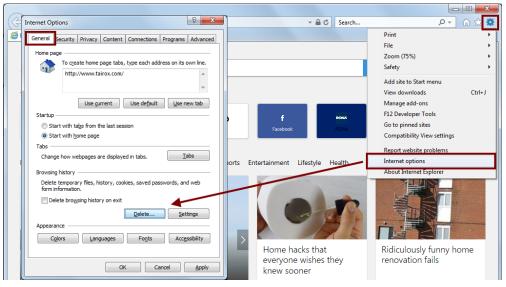
Follow these instructions to clear the cache on different browsers:

#### **Microsoft Edge**

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	It your browsing. Websites may use this info to improve sites and show you nd send your info to sites you haven't visited.		New tab New wind New InPri Zoom Favorites History Downloac Apps Extension Collection	vate win ds	dow Ctrl+: — 100% Ctrl+:	Ctrl+T Ctrl+N Shift+N + Shift+O Ctrl+H Ctrl+J	~
		ି ସି ନ୍ଧ ଡି ଡି	Print Web capt Share Find on p Read alou More tool Settings Help and Close Mic	age Id Is feedback	Ctrl+:	Ctrl+P Shift+S Ctrl+F Shift+U	>
Clear browsing data now Choose w Choose what to clear every time you close the browser					-		1

- 1. Click the **Settings and More** button in the upper-right corner to display the menu.
- 2. Select **Settings** from the Menu.
- 3. Select **Privacy, Search, and Services** from the Settings Menu.
- 4. Scroll down to Clear Browsing Data.
- 5. Click the **Choose What To Clear** button.
- 6. Select a Time Range of All Time.
- 7. Check **Cached Images and Files**. You can uncheck the other data if you want to keep it.
- 8. Click the "Clear Now" button.
- 9. Close ALL Edge browser windows
- 10. Restart Edge and sign on to Sage 300 again.

#### **Internet Explorer**



- 1. Go to the **Tools** menu (click button in the upper-right corner to display the menu).
- 2. Select "Internet Options" from the menu.
- 3. Under the General tab, Browsing History section, click on the Delete button
- 4. Check/select only the following items on the list:
  - Preserve Favorites Website data
  - Temporary Internet Files and Website files
- 5. Uncheck/deselect the rest of the items on the list, especially the **Passwords** item.
- 6. Click Delete.
- 7. Wait for the message **Internet Explorer has finished deleting the selected browsing history** to appear at the bottom of the page.
- 8. Click **Apply.**
- 9. Click **OK.**
- 10. Close ALL Internet Explorer browser windows.
- 11. Restart Internet Explorer and sign on to Sage 300 again.

#### **Google Chrome**

🗘 Settings 🛛 🗙	+	-	
$\leftrightarrow$ $\rightarrow$ $\mathbf{C}$ $\odot$ Chrome   chrome	://settings/privacy	r starter start	e 🕒 🗄
Settings	Q Search settings	New tab New window New incognito window	Ctrl+T Ctrl+N trl+Shift+N
You and Google Autofill	Privacy and security	History Downloads Bookmarks	Ctrl+J
Safety check	Clear history, cookies, cache, and more	Zoom - 100%	- []
Privacy and security     Appearance	Cookies and other site data Third-party cookies are blocked in Incognito mode	Print Cast Find	Ctrl+P Ctrl+F
Q Search engine	Security Safe Browsing (protection from dangerous sites) and other security settings	More tools     Edit Cut Cop	py Paste
<ul> <li>Default browser</li> <li>(<sup>1</sup>) On startup</li> </ul>	3ite Settlings 도는 Controls what information sites can use and show (location, camera, pop-ups, and	Settings Help	

- 1. Click the **Settings** button (in the upper-right corner of the browser window).
- 2. Select Settings.
- 3. Select **Privacy and Security** on the Settings menu.
- 4. Click Clear browsing data.
- 5. Select All Time on the dropdown menu.
- 6. Check/select the following item on the list:
  - o Cached images and files
- 7. Uncheck/deselect the rest of the items on the list, especially the Passwords item.
- 8. Click the **Clear data** button.
- 9. Close ALL Google Chrome browser windows
- 10. Restart Google Chrome and sign on to Sage 300 again.

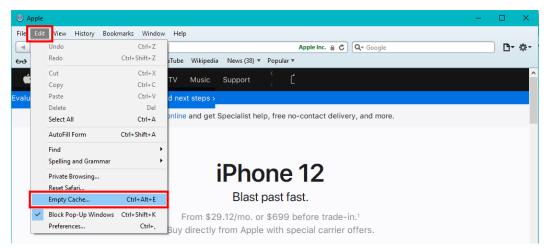
#### **Mozilla Firefox**

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🔆 General	Cookies and Site Data			<ul> <li>New Window</li> <li>New Private Window</li> <li>Restore Previous Sessi</li> </ul>	Ctrl+Shi	trl+N ift+P
Home	Your stored cookies, site data, and cache are currently using 151 space. Learn more	MB of disk	Clear Data	Zoom - 1	100% +	2
Q Search			<u>M</u> anage Data	Edit	х Ъ	Ê
Privacy & Security	Delete <u>c</u> ookies and site data when Firefox is closed		Manage Exceptions	Library Cogins and Passwords	s Ctrl+Shit	>
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	Ask to save logins and passwords for websites		Exceptions	Customize		
	Autofill logins and passwords		Saved Logins	Open File		trl+O
	Suggest and generate strong passwords			Save Page As	G	trl+S
	Show alerts about passwords for breached websites	arn more		Q Find in This Page		trl+F
	Use a Primary Password Learn more	Chan	ge <u>P</u> rimary Password	More	CI.	>
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<ul> <li>Extensions &amp; Themes</li> <li>Firefox Support</li> </ul>	Firefox will remember your browsing, download, form, and searc	h history.	Clear Hi <u>s</u> tory			

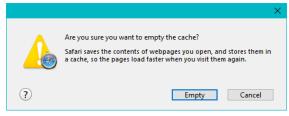
- 1. Click on the menu button (three bars in the upper-right corner of the browser window).
- 2. Select **Options**.
- 3. Select **Privacy and Security** from the Options menu.
- 4. Scroll down to the **History** section and click the **Clear History** button.
- 5. For "Time Range to Clear", select Everything.
- 6. Check/select only the following item on the list
  - $\circ$  Cache
- 7. Uncheck/deselect the rest of the items on the list, especially the Active Logins item.
- 8. Click the **OK** button.

- 9. Close ALL Mozilla Firefox browser windows
- 10. Restart Mozilla Firefox and sign on to Sage 300 again.

#### Apple Safari



- 1. Select Edit on the menu bar.
- 2. Select Empty Cache.
- 3. Click Empty.



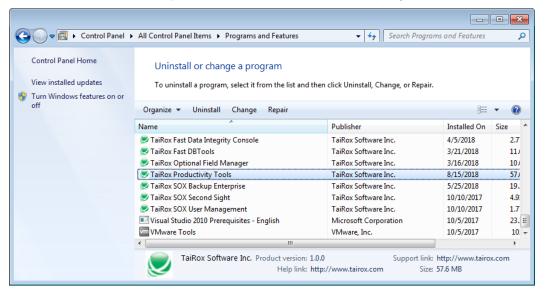
- 4. Close ALL Apple Safari browser windows
- 5. Restart Apple Safari and sign on to Sage 300 again.

## Appendix C: Desktop Installation Program Details

### **Uninstalling Productivity Tools**

#### To uninstall Productivity Tools:

• Navigate to the Windows Control Panel, click on the Programs and Features link and select TaiRox Productivity Tools from the list of installed programs.



• Double-click the entry for TaiRox Productivity Tools.

#### OR

- If available, double-click the distribution file that you used to install Productivity Tools (either Setup-2018-2025.msi or Setup-2012-2017.msi, depending on your version of Sage 300).
- Select "Remove TaiRox Productivity Tools" on the screen that appears, and click the Finish button.

🛃 TaiRox Productivity Tools			- • -
Welcome to the TaiRox I Wizard	Productivity	Tools Setup	
Select whether you want to repair or remo	ve TaiRox Product	ivity Tools.	
<u>Bepair TaiRox Productivity Tools</u> <u>Remove TaiRox Productivity Tools</u>			
	Cancel	< <u>B</u> ack	<u> </u>

## Screens: Installing Productivity Tools

Productivity Tools use standard Windows installation programs.

If you are running Sage 300 2020, 2021, 2022 or 2023, you can also install the Web Screens after installing Productivity Tools for the Sage 300 Desktop.

#### Step 1: Welcome

 Double-click "Setup-2018-2025.msi" or "Setup-2012-2017.msi", depending on your version of Sage 300.

A welcome screen will appear.

• Click the Next button.

😸 TaiRox Productivity Tools	
Welcome to the TaiRox Productivity Tools Setup Wizard	
The installer will guide you through the steps required to install TaiRox Productivity computer.	v Tools on your
WARNING: This computer program is protected by copyright law and internationa Unauthorized duplication or distribution of this program, or any portion of it, may re- or criminal penalties, and will be prosecuted to the maximum extent possible under	sult in severe civil
Cancel < <u>B</u> ack	Next >

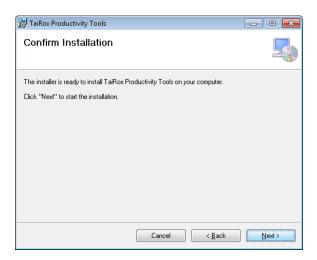
#### **Step 2: License Agreement**

- On the second screen, you must accept the license agreement terms before proceeding.
- Select the "I Agree" radio button and click the Next button.

😸 TaiRox Productivity Tools			- • -
License Agreemer	nt		5
Please take a moment to read Agree", then "Next". Otherwise		you accept the term	ns below, click ''l
between you ("Licensee", e ("Publisher") for the softw this EULA. LICENSEE A	This End-User License Agree either an individual or a single are and electronic documenta GREES TO BE BOUND BY ING, OR OTHERWISE USI	entity) and TaiRox tion ("Software") th THE TERMS OF	Software Inc.
not limited to the condition mechanism built into the So Software on one or more w	Subject to the terms and come that Licensee will not attemp offware, Publisher grants Lice orkstations, laptops, servers	pt to subvert or disa insee the right to ins or other devices ("O	able any license stall and use the Computers") at
🔘 l <u>D</u> o Not Agree	I Agree		
	Cancel	< <u>B</u> ack	Next >

#### **Step 3: Confirm Installation**

• Click the Next button to start the installation.



#### **Step 4: During Installation**

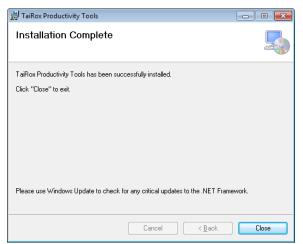
A screen with a progress bar will appear for a few seconds.

岗 TaiRox Productivity Tools	
Installing TaiRox Productivity Tools	
TaiRox Productivity Tools is being installed.	
Please wait	
Cancel < <u>B</u> ack	Next >

#### **Step 5: Installation Complete**

When installation is complete, the following screen will appear.

• Click the Close button to exit.



## Activating Productivity Tools

Once you install Productivity Tools, you must activate it just like any core Sage 300 application.

You must activate it in all companies for which you want to use Productivity Tools.

