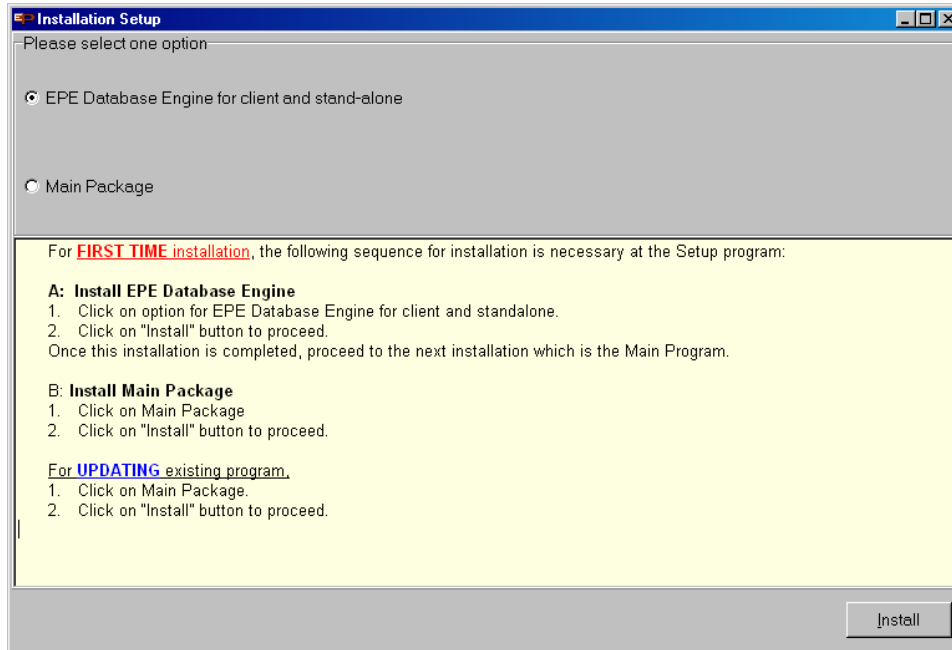


Step by Step Installation Guide

Step 1: Installation Setup – For first time installation, select EPE Database Engine for client and stand-alone. Click on Install.

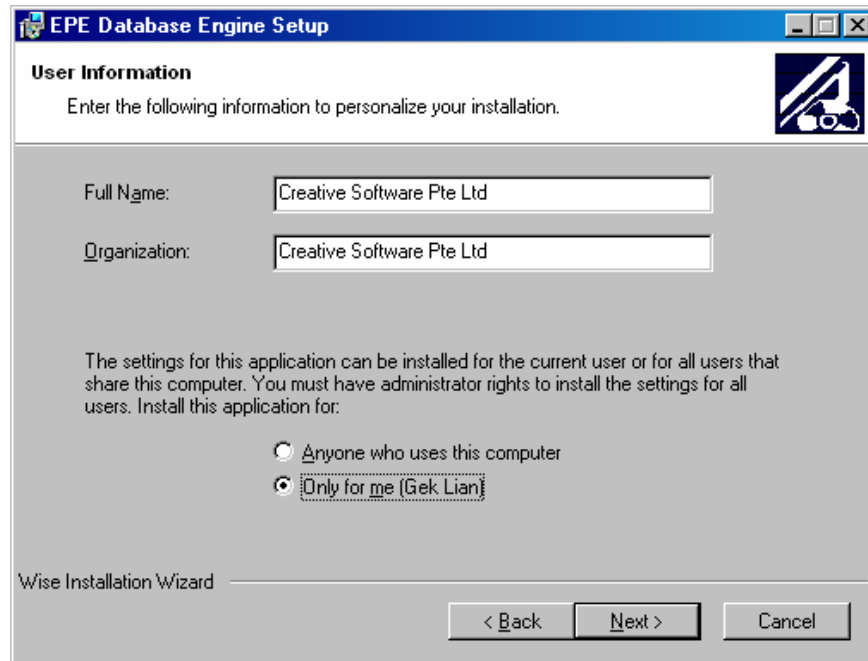


Step 2: Sybase Welcome Screen



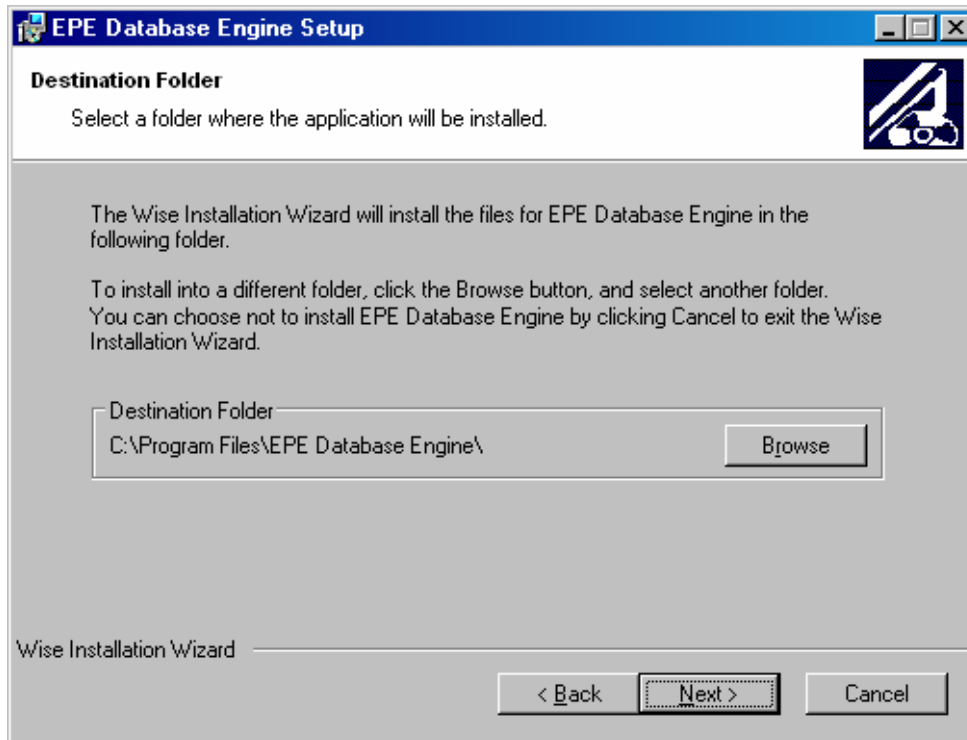
Click **NEXT** to continue.

Step 3: Enter the User Information



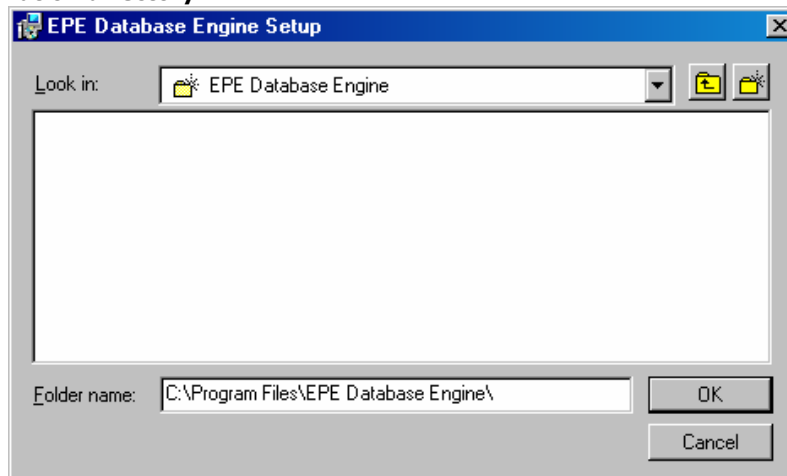
- Type in your name (as a user of the software).
- Then, enter the name of your company.
- Select the option as '**Anyone who uses this computer**' for allowing any user to logon to EPE. Select the option '**Only for me**' to allows only that user to access the system.

Step 4: Enter Destination Folder



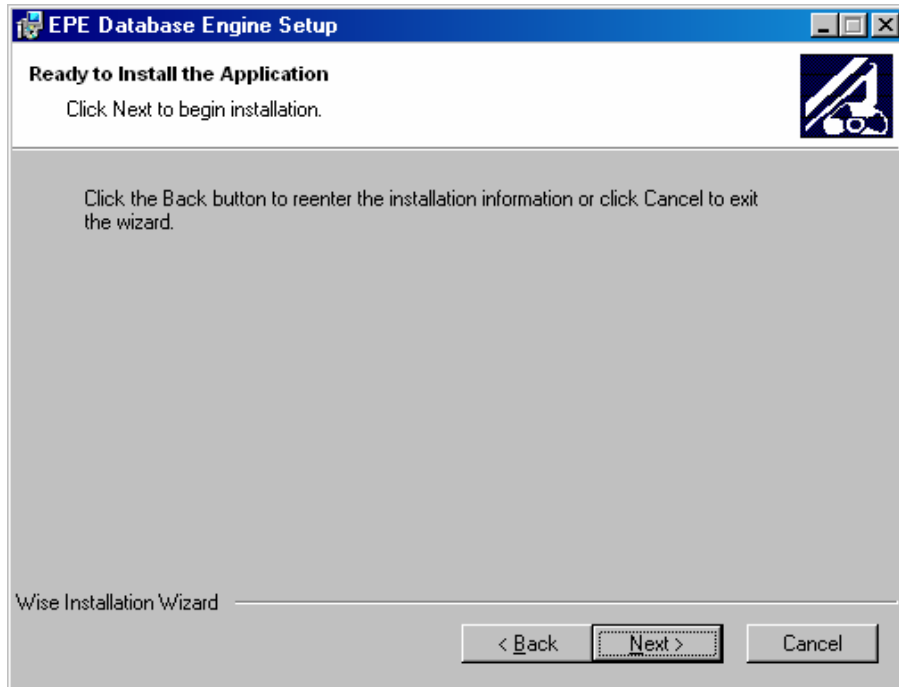
The system shows you the default directory where the program will be installed. To install the program into another directory instead of the default, click on the browse button. If you click on the Browse button, the Choose Directory dialog as below will appear.

Choose a destination directory



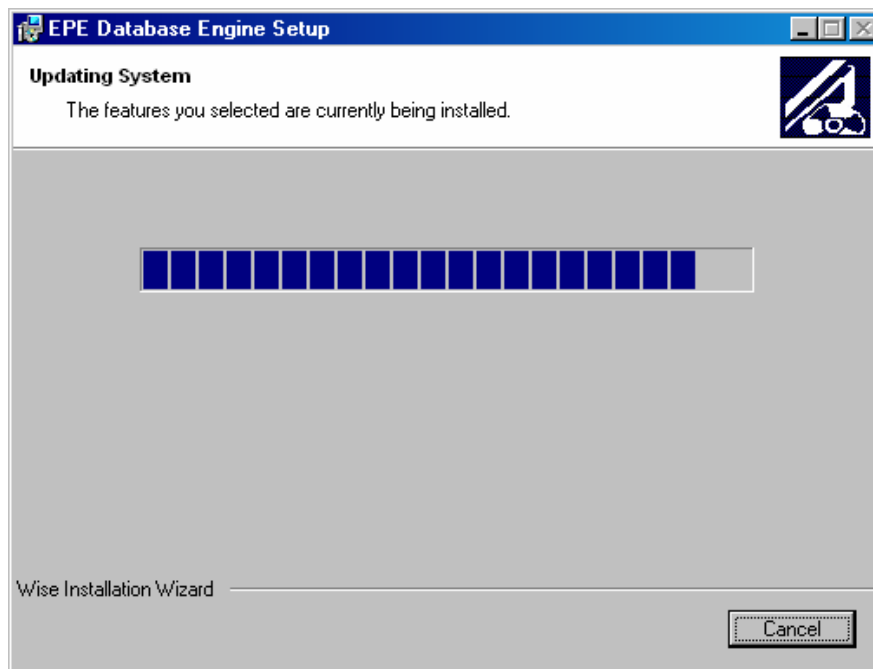
- First, select the destination drive then the directories under the selected drive are listed.
- From the list, you can select the directory where you would like the program to be installed.
- Then, click OK.
- You are now back at the destination Folder screen, click **NEXT**.

Step 5: Ready to install



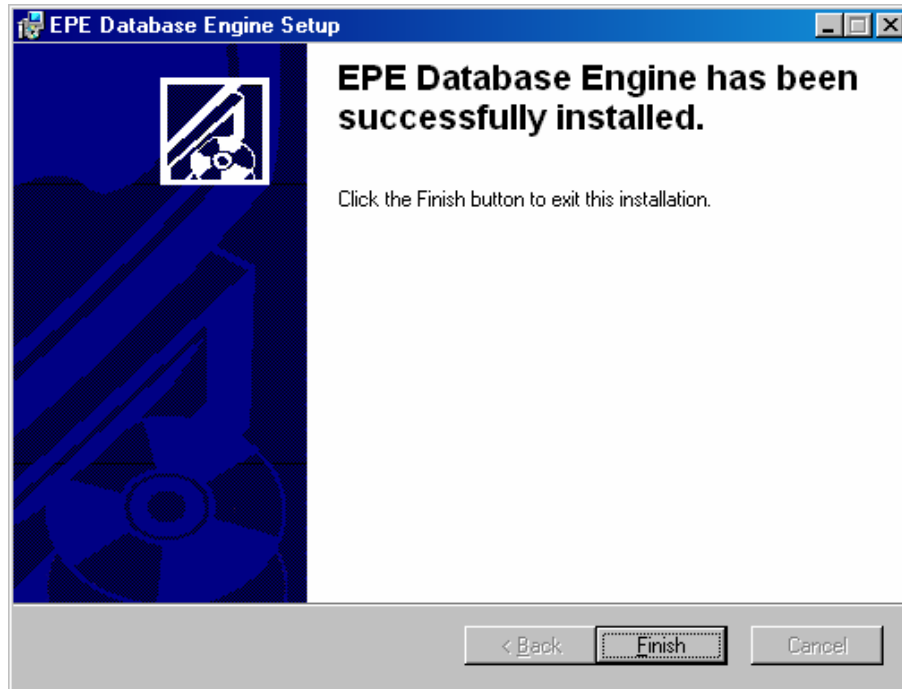
Click **NEXT** to continue

Step 6: Updating System



- The installation is now in progress

Step 7: Installation Completed!

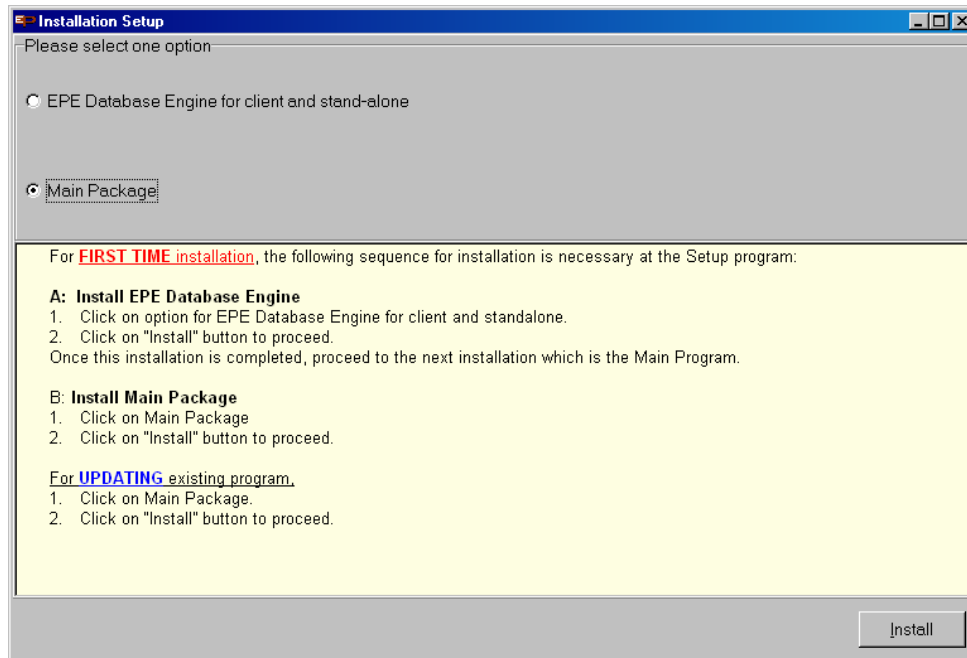


The setup process is completed, click **Finish** to exit the setup wizard.

After installing the Sybase, you can now proceed to install the Main Program. Refer to the steps below:

Step by Step Installation Guide

Step 1: Installation Setup

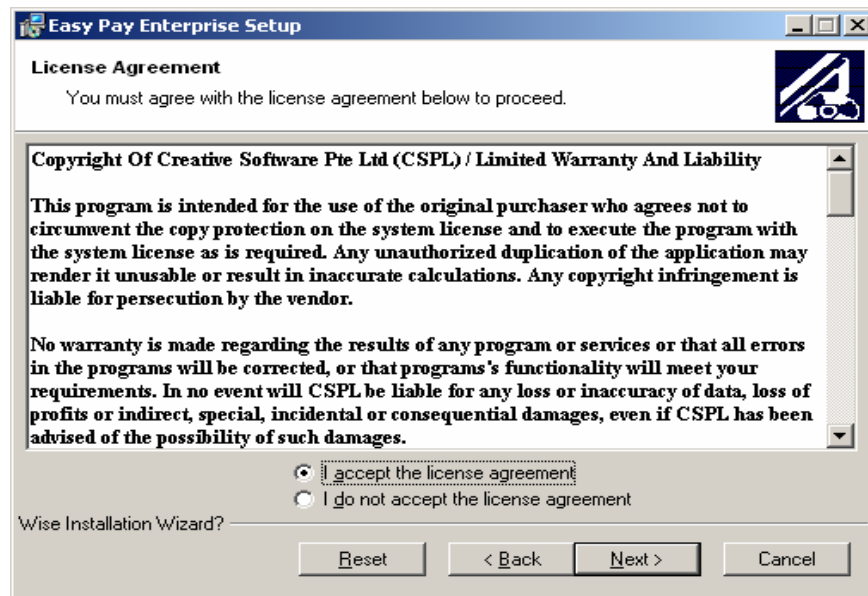


Step 2: EPE Welcome Screen

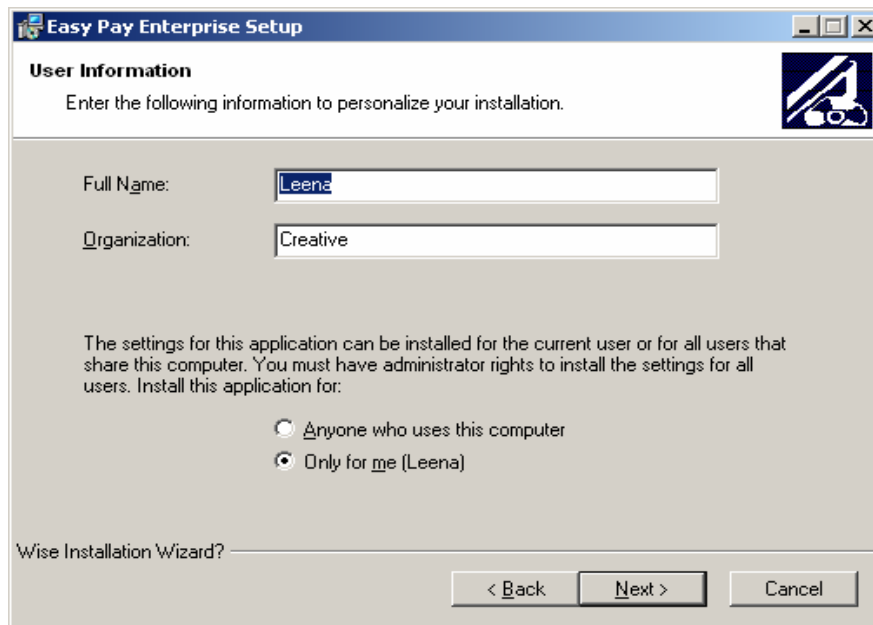


Click **NEXT** to continue.

Step 3: License Agreement

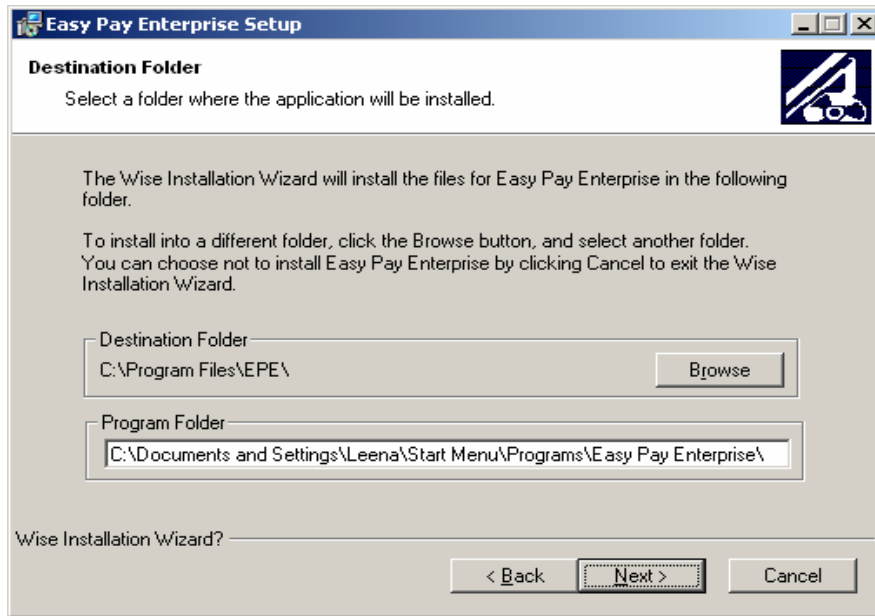


Step 4: Enter User Information



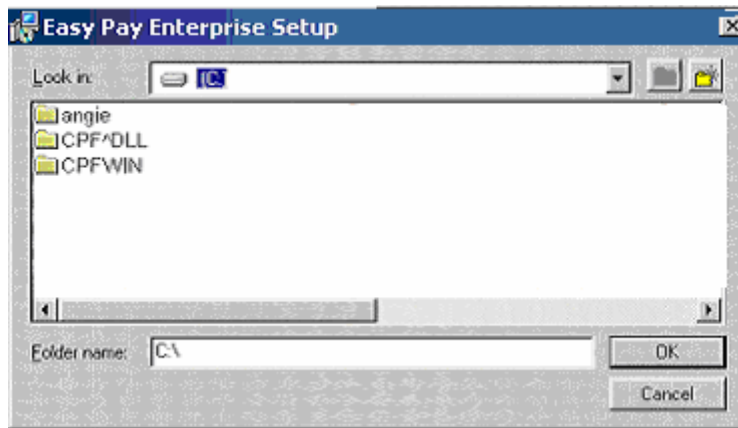
- Type in your name (as a user of the software).
- Then, enter the name of your company.

Step 5: Enter Destination Folder



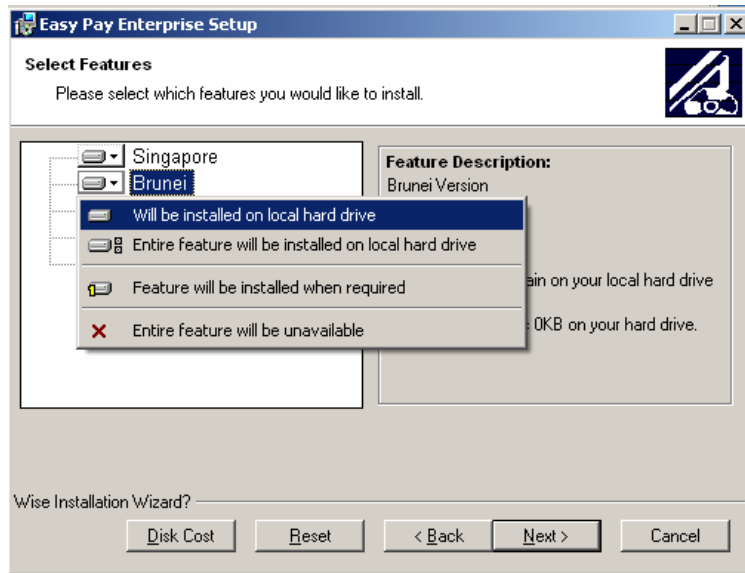
The system shows you the default directory where the program will be installed. To install the program into another directory instead of the default, click on the browse button. If you click on the Browse button, the Choose Directory dialog as below will appear.

Choose a destination directory



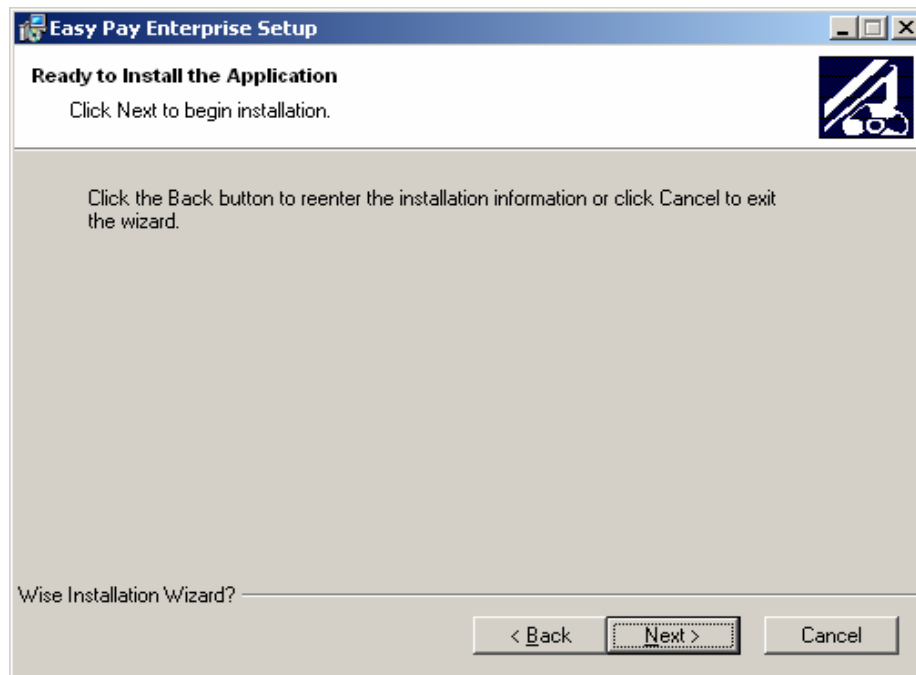
1. First, select the destination drive then the directories under the selected drive are listed.
2. From the list, you can select the directory where you would like the program to be installed.
3. Then, click OK.
4. You are now back at the destination Folder screen, click **NEXT**.

Step 6: Select which country version feature you want to install



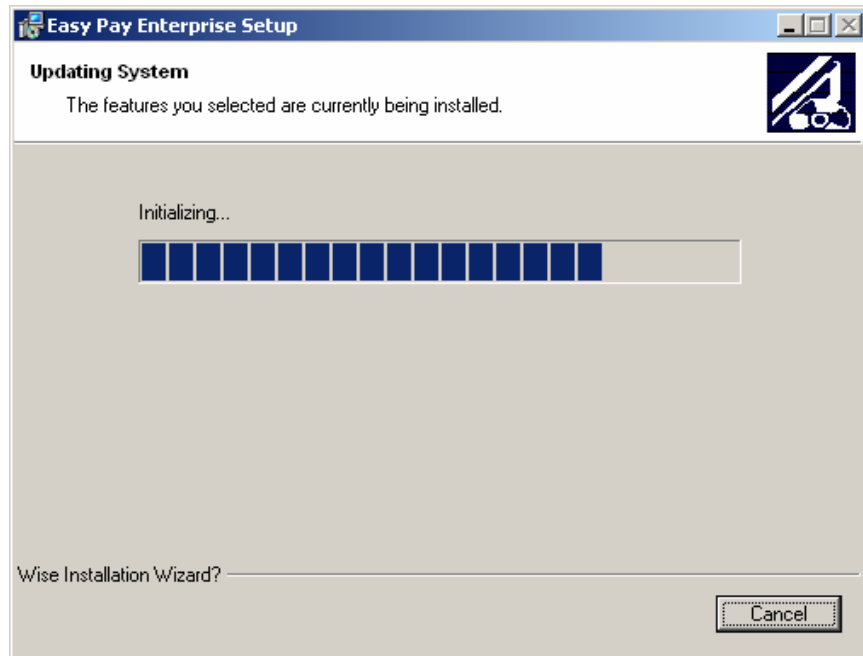
NOTE: For Installation to Singapore, kindly select "Entire features will be installed on local hard drive". For other countries, install Singapore "Entire features will be installed on local hard drive" as well as select the relevant country and then select "Entire features will be installed on local hard drive".

Step 7: Ready to install



Click **NEXT** to continue

Step 8: Updating System



5. The installation is now in progress

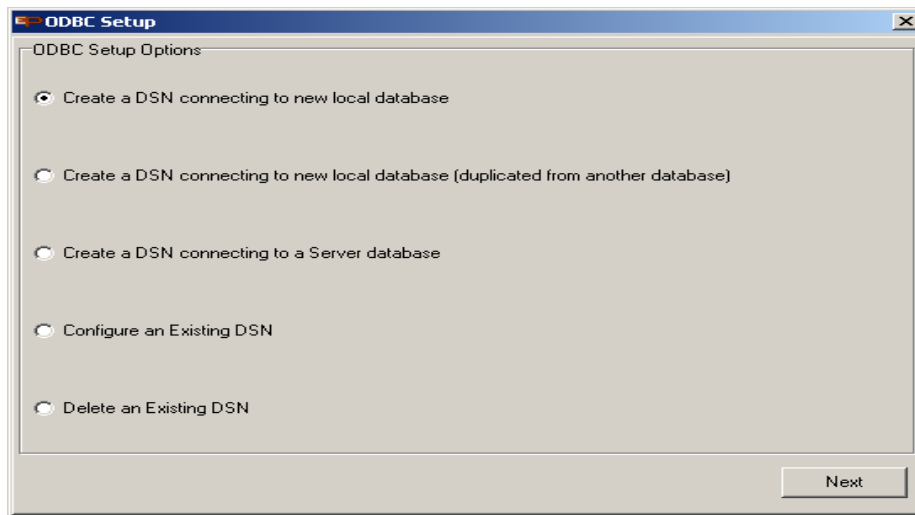
Step 9: Installation Completed!



The setup process is completed, click Finish to exit the setup wizard.

Creating Database

The main screen provides various options for ODBC Setup. The options are as follows :-



Create a DSN name connecting to a new local database

Create a DSN name connecting to a new local database (duplicate from another database)

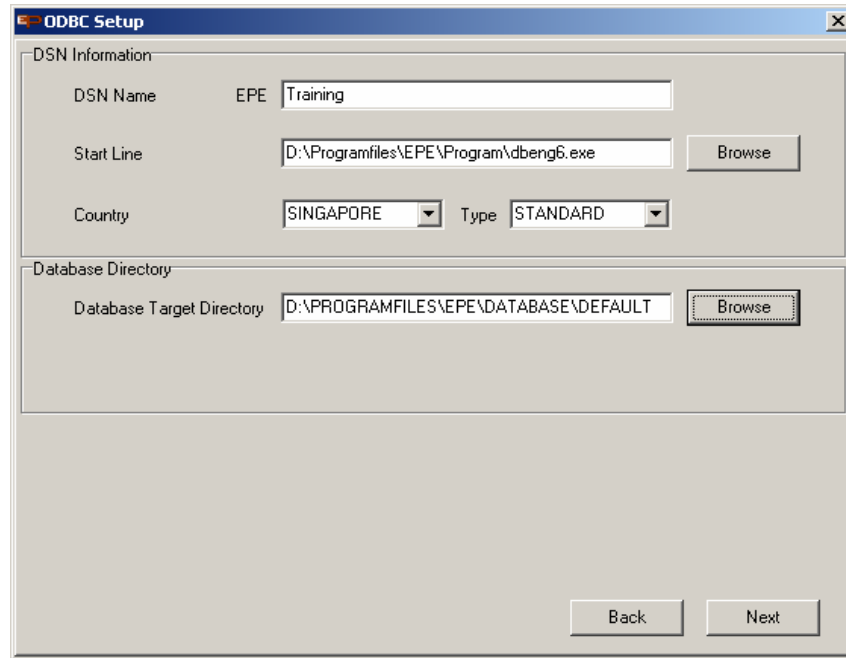
Create a DSN name connecting to a server database

Configure an Existing DSN

Delete an existing DSN

Create a DSN name connecting to a new local database

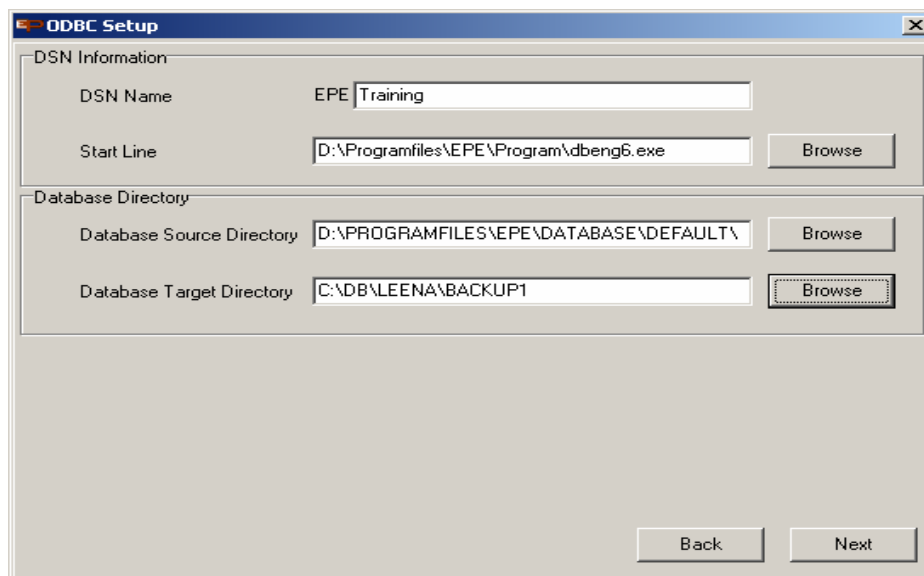
1. **DSN Name** - Creates a new Data Source Name (DSN) connection for a blank EPE database. All DSN name for Easy Pay Enterprise starts with EPE. Please key in the desired Data Source Name here.



2. **Start Line** -The start line is the path of the Database tools used by EPE, and will default to the current EPE Program installation folder.
3. **Type** – Select the type which can either be Standard or customized name which will be supplied upon completion of customized program.
4. **Start Line** -The start line is the path of the Database tools used by EPE, and will default to the current EPE Program installation folder.
5. **Database directory** - This is where the new database files for the new DSN will be stored

Create a DSN name connecting to a new local database (duplicate from another database)

This options allow user to create a new Database connection and copies the database settings from another Existing settings.



1. **DSN Name** - Creates a new Data Source Name (DSN). All DSN name for Easy Pay Enterprise starts with EPE. Please key in the desired Data Source Name here.
2. **Start Line** - The start line is the path of the Database tools used by EPE, and will default to the current EPE Program installation folder.
3. **Database Source Directory** - The path of the existing database files which contains the settings which are to be copied.
4. **Database directory** - This is where the new database files for the new DSN will be stored.



NOTE : After the existing database files are copied, all **personal** and **employee records** on the newly- copied database source name will be cleared, only the settings will being retained. The **source directory** and **target (database) directory** cannot be the same.

Create a DSN connecting to a Server database

1. Creates a DSN which connects to an existing database server running over the network.

The screenshot shows the 'ODBC Setup' dialog box with the following fields and annotations:

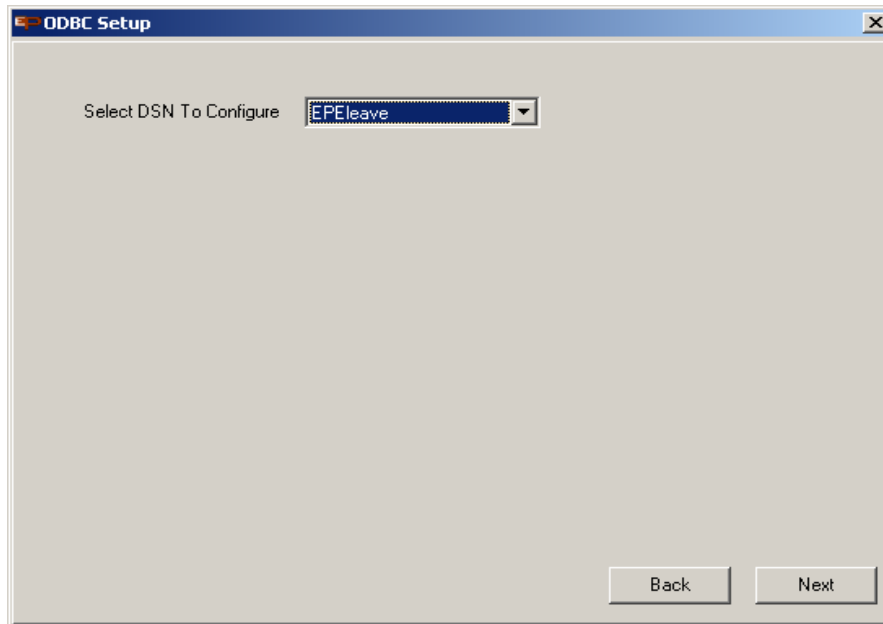
- DSN Information:**
 - DSN Name: EPE Train
 - Start Line: D:\Programfiles\EPE\Program\dbeng6.exe (with a 'Browse' button)
- Server Information:**
 - Server Name: LocalEPE (circled in red, with a callout box: "Name given to the server at the time of creating the Sybase service.")
 - Communication Protocol:
 - TCP/IP
 - IPX
 - NetBIOS
 - Database Name: LocalServer (circled in red, with a callout box: "Name given to the database at the time of creating the Sybase service.")

Buttons at the bottom: Back, Next

2. Key in all the necessary Information.
3. Ensure that the DB server setup is completed before this option can be used and the service is running at the server.

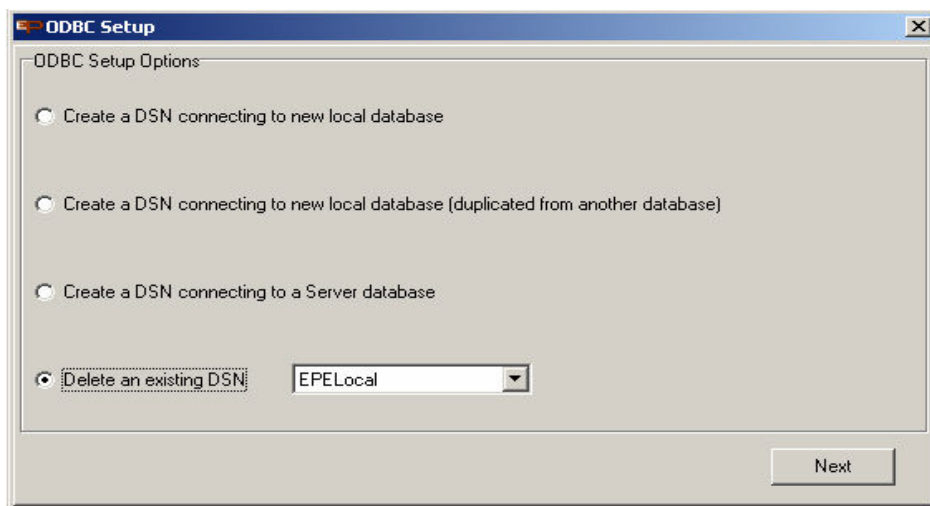
Configure an existing DSN

Allows you to reconfigure an existing DSN.



Delete an existing DSN

Deletes an existing DSN Setting (only those settings start with EPE, ie. Filters Easy Pay Enterprise DSN settings)



NOTE: Delete will only delete the **DSN name** , it will not delete away the database. To delete the database physically use explorer to browse to the database directory path, to select and delete accordingly.

EPE database is made up of **2 files** :

1. EPE.db

2. EPE.log

Login to EPE



1. Double click on the EPE program icon **EPE Core**. Alternatively, click on the start button, point your cursor **to Program**, then Easy Pay Enterprise, and select the program you want to launch.
2. At the login screen, select the DSN name, type in the User ID and Password.
3. **Data Source Name** – Select a DSN Name.
User Id – Key in User Id.
Password – Type in your password here.

The image shows the EPE login screen. At the top, there is a logo for 'EASY PAY ENTERPRISE' with 'EASY' in red and 'PAY' in yellow. Below the logo, there is a navigation bar with several icons. The background features a stylized globe and binary code. At the bottom, there is a login form with three input fields: 'Data Source Name' with a dropdown menu showing 'EPEleave', 'User ID' with 'EPEMaster', and 'Password' with a masked field '*****'. To the right of the input fields are two buttons: 'GO' and 'EXIT'. The text 'by Creative Software' and 'LOGIN' are also visible on the screen.

4. Click **Go** to login to EPE.

Registration

1. After we have logged into EPE. We need to register the license file for our company.
2. To do that, log on to EPE Core/EPE Pay, go to Help, select Register module

3. Click on import. Browse to the location where your license file is located. Select the given csv licence file.
4. Then click on then Register Button to register the license file.

Database Server Setup

This module allows the network administrator to create a service to setup a database server. This is only for network installation and whereby database is to be created in server.
The DB Server **main screen** provides different options for the setup. They are as follows:-

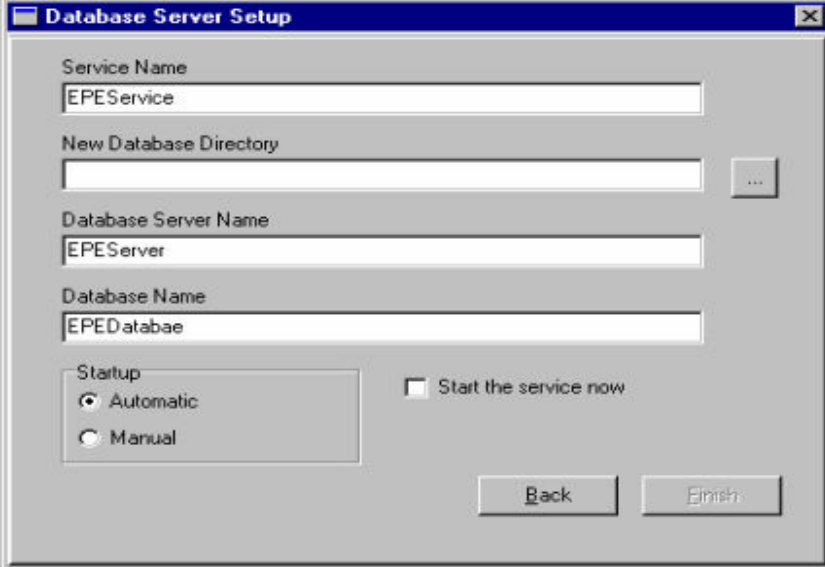
[Create a database server with new database](#)

[Create a database server with an existing database](#)

[Delete a database server \(service\)](#)

Create Database Server with new database

This function will copy the template database to the directory which you selected and create a service to set up a **Database Server** for you. The service can also be seen in the Sybase Central and the Control Panel.



The screenshot shows a 'Database Server Setup' dialog box with the following fields and options:

- Service Name: EPEService
- New Database Directory: [Empty field with a browse button (...)]
- Database Server Name: EPEServer
- Database Name: EPEDatabae
- Startup: Automatic, Manual
- Start the service now
- Buttons: Back, Finish

1. **Service name** - Referring to the service name as defined by your network administrator.
2. **New database directory** - Referring to the database path as defined by your network administrator.
3. **Database Server name** - Referring to the database server that the data is being stored.
4. **Database name** - Name of the database
5. **Startup – automatic** - When user re-boot the server machine, the database server will be up automatically.
6. **Startup – manual** - When user select this option, administrator will have to start the database server manually after the machine is being re-boot. Administrator will have to access the Sybase central in their server machine.
7. **Start the service now** - If this option is ticked, then the system will start the service of this database immediately after completion of creating database.



NOTE : Using DB Server Setup Wizard in our EPE Control, will create one service to one DSN. This module is similar with the **service module** in the Sybase Central. This method is only advisable if you are maintaining multiple databases and you want to have one service to connect to many DSN's.