

Quick Start Guide – First Time Users Only

System Requirements: Operating System Microsoft XP or later version PLUS Microsoft Access Version 2010

Acronym:

FVA = Full Version of Access
AMXP = Apartment Manager XP
TV = Trial Version of AMXP

The CD Contains:

AptMgrProgram.accde
AptMgrData.accdb
AMXP Manual.pdf
QuickStart.pdf

The DVD Contains:

Overview
Required Modules
Daily Used Modules
Support Modules

The Program.accde and Data.accdb files are both required to run the program

- Step 1: Go to: "My Computer" Click (Local Disk) "C"
- Step 2: Create "New Folder". Name Folder: "Apts-2014"
- Step 3: Load CD into drive: Highlight 4 files on CD & copy to "Apt-2014"
- Step 4: Highlight & Print the Quick Start.pdf
- Step 5: Double click the program "AptMgrProgram.accde" Then enter the password "Trial".

The Program is now loaded and ready for data entry

- Step 6: Complete the Company Profile
Legal verbiage is determined by the Landlord Tenant Code for the property jurisdiction.
- Step 7: Complete the Property Module
Each unit is a separate entry an active unit is "C" (current).
- Step 8: Complete the Tenant Module
All units must have a tenant. If a unit is vacant, a substitute tenant must be entered.
The substitute tenant will be OPEN### (ie: Unit 7 is vacant: Tenant name "OPEN007"
Unit 27 is vacant: Tenant name "OPEN027", Unit 120 is vacant: Tenant Name "OPEN120")

** Check the manual for instructions on adding or removing a tenant ** Reference pages 15 +
Print the manual and begin viewing all the features and reports

Quick Start Guide – Upgrade for Existing Users

CAUTION: BACKUP YOUR PROGRAM AND DATA FILE BEFORE STARTING UPGRADE ref pg 7

- Step 1: Go to: "My Computer" Click (Local Disk) "C"
- Step 2: Go to existing folder Apts-2014
- Step 3: Load CD into drive Highlight only the AptMgrProgram.accde ONLY!!!!
CAUTION: DO NOT COPY THE EMPTY DATA FILE THIS WILL ERASE YOUR EXISTING DATA
- Step 4: Copy AptMgrProgram.accde into the existing folder in step 2 Apts-2014
- Step 5: Double click the program "AptMgrProgram.accde" Then enter your existing password

Your program is now upgraded to the most current version

Print the manual and review the changes in detail



OPERATING SYSTEM +

ACCESS + &

AMXP COMBINATIONS

Windows 7.0	+	Access 2007	+	AMXP 2014
Windows 7.0	+	Office Pro 2007	+	AMXP 2014
Windows 8.0	+	Access 2007	+	AMXP 2014
Windows 8.1	+	Access 2007	+	AMXP 2014

These combinations will **not** work

Windows 7.0	+	Access 2010	+	AMXP 2014
Windows 7.0 Pro	+	Office Pro 2010	+	AMXP 2014
Windows 8.0	+	Access 2010	+	AMXP 2014
Windows 8.1	+	Access 2010	+	AMXP 2014

These combinations will work

FOR RENT