

Abila MIP



Installation Guide

abila™

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Chapter 1: Getting Started

This guide includes combined instructions for both New and Upgrade installations of Abila MIP.

New Installation Scenarios

- You are installing a one-user version of MIP (programs and database) on a single computer. The computer may or may not be part of a network, but the programs and database reside on the local hard drive of this computer. In this scenario, there are no network files involved, and no other computers have access to the system/database. Optional, IIS Web Server running on the single computer* or separately if connected to your network.
- You have a network comprised of a server machine with one or more local computers attached, and you want to install the database on the server machine so that other users can access it from their local computers (either one at a time or simultaneously depending on your license). Optional, IIS Web Server running on separate server on your network.
- You have a network comprised of two or more local computers that can access each other's shared drives, and you want to install the database on one computer's shared drive so that other users can access it from their local computers (either one at a time or simultaneously depending on your license). Optional, IIS Web Server running on separate server on your network.
- You have a network and want to install the database on a server machine for backup and security purposes, even though only one user accesses it from a single local computer. Optional, IIS Web Server running on separate server on your network.
- You are installing the MIP programs and database in a virtual environment. You must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection. Optional, IIS Web Server running on a separate server within the virtual environment.

Upgrade Installation Scenarios

- You are upgrading an existing Stand Alone or Network installation. Your installation will upgrade if you have a previous version installed.
- You are upgrading the MIP programs and database in a virtual environment. You must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

- For specific information regarding existing users, see "[Existing User - Upgrading](#)" (page 24), "[Existing User - Server Install](#)" (page 28), and "[Existing User - Workstation Install](#)" (page 37).

Optional Alerts IIS Server Installation Scenarios

- The Alerts installation will work with any of the above scenarios for Stand Alone or Network installation. It is a common practice to have a separate IIS Web server as a part of your network so that your SQL Server will not experience additional performance delays when processing transactions or running reports.
- If the IIS Web Server is installed on the same computer along with the MIP programs and database, you could experience connection limitations and possible performance delays when processing transactions and running reports.
- If IIS Web Server is on a machine using a Windows 7, 8, 8.1, or 10 Operating System, the system has a 10 concurrent connection limitation. This is a known Microsoft restriction when using Windows 7, 8, 8.1, or 10 as the Alerts Server. It is recommended that you use a separate server on your network as your IIS Web Server. Ideally, it could have an older server version Operating System running, such as Windows Server 2008 R2. Note that having a local machine with Windows 7, 8, 8.1, or 10 as a MIP workstation will not cause any problems.

System Requirements

The latest system requirements are available at <http://www.abila.com/solutions/abila-mip-fund-accounting>. You should meet or exceed the Abila MIP system requirements before you install the application.

Important! Our System Requirements are changing; SQL Server 2008 is **no longer supported with this 2016 Spring release**. Please verify that you are using an acceptable SQL Server version.

Before You Begin

For optimum results, perform the following tasks on the workstation and server before running the installation program:

1. Verify that your current environment meets the new system requirements. You can view the system requirements at <http://www.abila.com/solutions/abila-mip-fund-accounting>.

Important! Our System Requirements are changing; SQL Server 2008 is **no longer supported with this 2016 Spring release**. Please verify that you are using an acceptable SQL Server version.

Important! Before installing or upgrading to the current software version, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Upon upgrade, the MIP software will be uninstalled. If you are not an Administrator on the SQL Server nor have the SA password, you will not be able to install any version of the software.

2. Shut down all applications that are currently running, and restart the computer.
3. After Windows has restarted, shut down any applications that have opened at start-up and turn off the User Account Controls. Additionally, you may need to disable some applications, such as Norton AntiVirus®.
 - Press **CTRL-ALT-DELETE** to open the Windows Security form. Click the Task Manager button to open the Windows Task Manager form. On the Applications tab, select each program listed in the form, and click End Task.

Note: The above processes only shut down the applications for the purposes of the installation. The next time the computer is rebooted, the programs and all Windows services are restored.

4. If the Windows Firewall is turned on, you must configure exceptions in the firewall for SQL Server or the client computer(s) will not be able to connect. For specific instructions on setting up the exceptions, see article 5156 in the Knowledgebase at <http://kb.abila.com/node/5156>.

Note: Windows Firewall is turned on by default with Windows 2008 R2 Server and is set to block remote connections.

5. Delete all files in the local TEMP directory, such as C:\Documents and Settings\\Local Settings\Temp. Since the computer has just rebooted and any unnecessary applications are closed, there should be few files in the Temp directory. Nevertheless, delete any files or folders that remain there.
6. If you are running MIP on a laptop, set your hibernation settings to Never (Start>Settings>Control Panel>Power Options>Power Schemes tab). Otherwise, when the computer times out, your seat will become inactive.
7. Before you begin the server install:

- The user logged on to the server machine must be a member of the Local Administrators group and a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password.
- You must have Microsoft .NET Framework 4.5.2 installed. You can verify your .NET version using Control Panel>Programs and Features. For specific instructions on installing this version of Microsoft.NET Framework, see article 7416 in the Knowledgebase at <http://kb.abila.com/node/7416>.

Important! If the .NET framework is not installed, the Abila MIP installation wizard cannot continue. You must exit the wizard and restart it after you install the .NET framework version 4.5.2.

- To install or upgrade MIP on a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.
 - For specific instructions for SQL Server 2012 Standard Edition configuration, see article 3156 in the Knowledgebase at <http://kb.abila.com/node/3156>. It details how to check an existing instance of SQL Server 2012 Standard Edition to ensure proper functionality before installing MIP.
 - **SQL Server 2014, SQL Server 2012, SQL Server 2008 R2, Windows 10, 8.1, 8 and 7 Users:** Be sure to start the SQL Server Browser and consider setting the Start Mode to Automatic to ensure that the workstation can access the MIP system database.
 - Access the email sent to you by Abila which contains the link and download the MIP software to the computer functioning as the Abila MIP Server.
8. Before you begin the workstation install, you must ensure the following:
- The user logged on to the server machine must be a member of the Local Administrators group.
 - Each workstation has at the very least read-write access to the "ProgramData" folder--<local drive letter:>\ProgramData. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, 1095s, etc.) has rights.
 - MIP cannot install successfully without these folders and rights.

9. Before you begin the Alerts Setup install, verify that the following are installed:
 - Internet Information Server (IIS) 7.5 must be installed on the web server. The Abila MIP Alerts installation will attempt to install IIS if it is not already installed.
10. Close any open windows.

After performing these steps, you are ready to run the Installation program.

The *Getting Started* guide assists in setting up the chart of accounts once the system is successfully installed, and Help is always available at the click of a button in the context-sensitive online help system.

Chapter 2: New User - Server Install

This chapter describes the installation process for a stand-alone, virtual, or network server. You must select a database engine prior to installing the Abila MIP Server. Once you have completed these steps, follow the instructions in [New User - Workstation Install](#) to install the workstation.

This chapter explains the following:

- ["Server Install Overview"](#) (page 28)
- ["Local Server Configuration"](#) (page 7)
- ["Directory Structure Overview"](#) (page 29)
- ["SQL Server \(Express Download\)"](#) (page 10)
- ["Abila MIP Server Install"](#) (page 11)
- ["Granting Access to the MIP Share Directory"](#) (page 16)

Server Install Overview

The Server install is comprised of the following:

- **SQL Server Express**- Download Microsoft SQL Server 2014 Express with Advanced Services from the SQL Server Express Installation link on the Setup tab of the Abila MIP Install on the Abila MIP AutoRun.exe or use an already installed version of Microsoft SQL Server 2008 R2 Express Edition with Advanced Services, SQL Server 2008 R2 (Full Version), SQL Server 2012 (Full Version), or SQL Server 2014 (Full Version).
- **Abila MIP Server** - The Abila MIP Server installation creates the MIP Share directory. We recommend accepting the default path when installing the server component.

The necessary files related to the Abila MIP Server Install are copied to the SQL server. To download the Microsoft SQL Server 2014 Express Edition with Advanced Services from the Microsoft website, click the SQL Server Express Installation link that displays on the Setup tab of the Abila MIP Install on the Abila MIP AutoRun.exe.

Important! Our System Requirements are changing; SQL Server 2008 is **no longer supported with this 2016 Spring release**. Please verify that you are using an acceptable SQL Server version.

Important! Before installing the software, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Otherwise, you will not be able to install the software.

Local Server Configuration

In order to successfully install and run MIP on a stand-alone machine, verify that the File and Printer Sharing Service is installed, the TCP/IP protocol is installed, and the Server Service is enabled. Then, you need to complete the instructions in this chapter to ensure that the Abila MIP Server is installed correctly. Once you have completed these steps, follow the instructions in [New User - Workstation Install](#) to install the workstation.

Note: If you do not have a network adapter driver installed, you cannot continue the MIP install. You need to install the Microsoft Loopback Adapter first (follow the instructions below).

To Activate File and Printer Sharing Service:

1. Right-click **Network** and then select **Properties**. The Network and Sharing Center displays.
2. Under Sharing and Discovery, verify that File Sharing and Printer sharing are listed as On.
3. If *Off* displays, expand the down arrow and select the Turn on option.

To Enable the Server Service:

1. Go to **Start>Settings>Control Panel>Administrative Tools>Services**.
2. Double-click the **Server Manager**.
3. Expand **Configuration**, and click **Services**.
4. Make sure that the Startup type is **Automatic** and the Server Status is **Started**. If those settings are not in place, implement them, and then click **OK**.

To Install TCP/IP:

1. Right-click **Network** and then select **Properties**.
2. Click **View Status** for Local Area Connection and then click **Properties**.
3. If *Internet Protocol Version 4 or 6 (TCP/IPv4/v6)* is not selected in the list, check the box and click the **Install** button. If it is listed, click OK and skip to step 6.
4. Select **Protocol**, and then click **Add**.

5. Select **Internet Protocol (TCP/IP)**, and then click **OK**.
6. Click **Close** to close the Local Area Connection Status window.

Note: If you are actually using TCP/IP to connect to your network, make sure that it is configured properly.

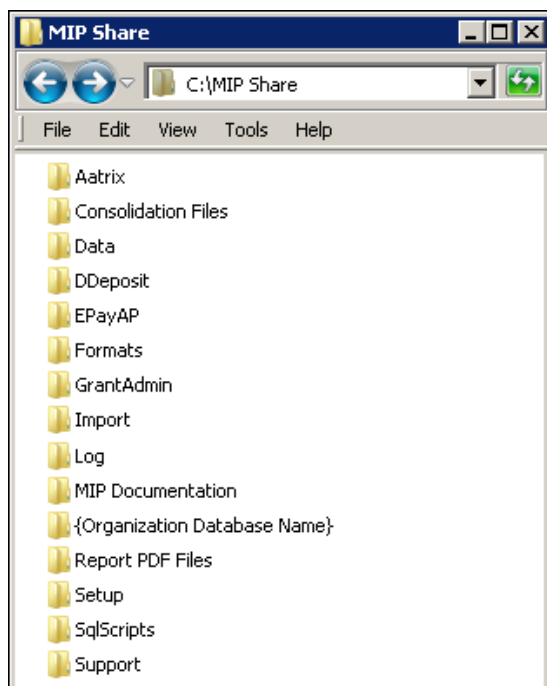
Directory Structure Overview

The Abila MIP Server executable (SETUP.EXE) creates the MIP Share directory. We recommend accepting the default path when installing the server component.

Data Files and Directory Structure

When installing the Abila MIP Server, the data files and workstation share files are stored on the machine that is functioning as the server. The workstation installation stores the MIP system and program files on each client machine.

After the server installation, the following directory structure exists on the drive and in the directory that was specified during installation.



MIP Share Directory

Note: Do not Password Protect the MIP Share Directory.

This directory contains the following folders:

- **AATRIX** contains the drafts and historical forms created by Aatrix, for each federal tax ID in the Companies folder.
- **CONSOLIDATION FILES** contains CONTEMP.TXT, which will be altered when consolidating data.
- **DATA** contains a copy of the NPSSQLSYS.NPS and NTO.NPS files. These are the system and sample database files that come with the system.
- **DDEPOSIT** contains ACH.TXT, which will be altered when using the Direct Deposit module.
- **EPAYAP** contains ACHAP.TXT, which will be altered when using the Electronic Funds Transfer for A/P module.
- **FORMATS** contain the files needed to print custom forms in the system. This is where you should store custom formats created by the Forms Designer module.
- **GRANTADMIN** contains scanned images of sample grant documentation for the Grant Administration module.
- **IMPORT** includes sample DEF and data files that can be used with the Data Import/Export module.
- **LOG** contains ABILALOGACCT.LOG, ABILALOGADMIN.LOG, and ABILALOGPAYROLL.LOG files that document when an error occurs related to the Alerts module, such as, failure to connect to the Alert Server.
- **MIP DOCUMENTATION** includes the product guides available in PDF format.
- **{ORGANIZATION DATABASE NAME}** contains all folders for attachments. This folder is not actually created until the attachments feature is activated in the system (Organization>Attachments>Set Up Locations).
- **REPORT PDF FILES** contains *.PDF files saved while using the Print to PDF feature.
- **SETUP** contains the files necessary to run the Abila MIP Workstation installation. Each of the client machines will need to access this folder in order to install the Workstation component. The SETUP.EXE file launches the Abila MIP Workstation installation.

- **SQLSCRIPTS** contains SQL scripts necessary for the system to function properly.
- **SUPPORT** contains support related folders.

SQL Server (Express Download)

Select one of the following that best describes your current setup, and then follow the instructions below for installation:

- **SQL Server Express (can be downloaded by following a link)** - Microsoft SQL Server 2014 Express Edition with Advanced Services can be downloaded from the *SQL Server Express Installation link* on your Abila MIP Version 2016.x Setup tab.
- **SQL 2014, SQL 2012, SQL 2008 R2, SQL Express (Already installed)** - Either the Microsoft SQL Server or SQL Express has already been installed as your server using the Microsoft website at www.microsoft.com. Or SQL Server 2008 R2, 2012, or 2014 has already been installed as your server.

The SQL installation creates the \Program Files\Microsoft SQL Server directory. By default, this directory is located on the local drive in which your operating system is installed. Use the browser to change this destination during the installation.

All users have the option to install their own instance of SQL Express or SQL Server. This gives you the ability to administer it according to your practices.

SQL Server Express (Can be downloaded by following a link)

This section describes the installation process for the Microsoft SQL Server 2014 Express Edition with Advanced Services from the Abila MIP Version 2016.x Setup Tab. Please carefully read each panel of the wizard during installation.

Important! Before you begin, verify that **Microsoft .NET Framework 4.5.2** or higher is installed *before* you try to Install Abila MIP Server. Go to **Start>Settings>Control Panel>Programs and Features**.

1. Download the **MIP** software to the computer functioning as the Abila MIP Server. To get the latest download, see the Knowledgebase at www.abila.com/support.

Once complete, the system automatically launches autorun.exe and the Abila MIP Setup window displays.



2. Select SQL Server Express Installation and follow the steps to download SQL Server Express from the Microsoft website. Upon completion, be sure to install the SQL Server's latest service pack updates **before** continuing the installation process.

Note: Click the **Here** link to open a browser to access instructions for installing the SQL Server 2014 - SP1 Express on the Knowledgebase.

Abila MIP Server Install

When installing the Abila MIP Server, a directory is created by default—<Server Name>:\MIP SHARE. The Abila MIP Server must be installed before proceeding to the "Abila MIP Workstation Install" (page 19).

Note: To install or upgrade in a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

Please carefully read each panel of the wizard during installation.

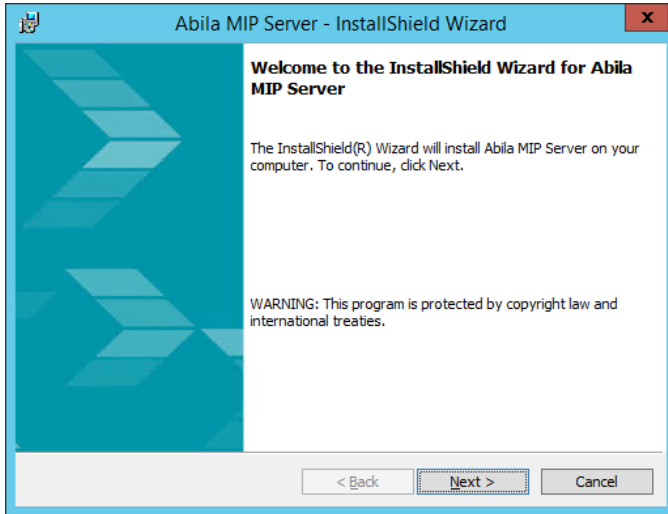
1. Be sure you are logged in as a user who has local administrator rights to perform the install. Also, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. (If you are not an Administrator on the SQL Server nor have the SA password, you will not be able to install the software.)

2. If you have not already done so, download the MIP software to the computer functioning as the Abila MIP Server.

The system automatically launches autorun.exe and the Abila MIP Setup window displays.



3. After reviewing the provided documentation, select the **Begin Installation Process** option. The system begins extracting the setup.exe file.
4. The Abila MIP Server InstallShield Wizard prepares to install. The Welcome panel displays. Click **Next**.



5. The End User License Agreement displays. Select the “I accept the terms in the license agreement” option to continue with the Server Installation.



6. Click **Next**. The system displays the Product Registration panel. Enter the **Serial Number** and **Activation Code**.

The activation code is case sensitive, so it must be entered exactly as it appears on the notification included with the system. **(Store the activation code in a safe place in case your system needs to be reinstalled.)**

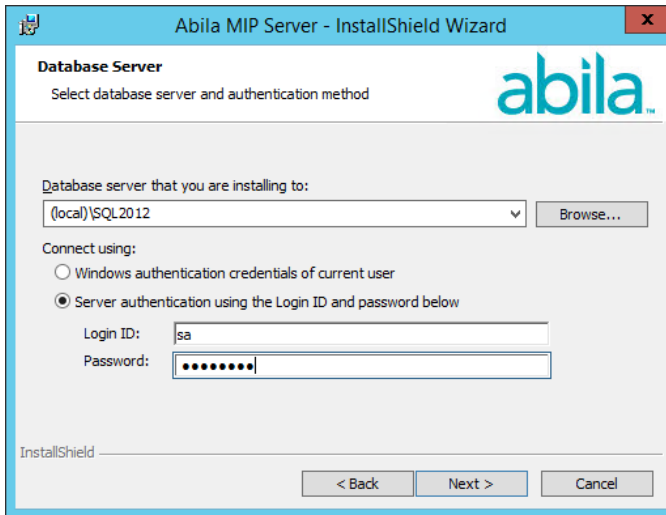
Activation Codes

The activation code is determined by the system's license. The system uses the activation code to determine which modules you own, how many additional databases you have purchased, and how many concurrent users you will have available. Later, if you decide to add a module or increase your users or databases, you need to enter a new activation code. To enter a new license, with Administrative user rights open the System>Activate License form. To add a module to an existing database, use the Organization>Add A Module form.

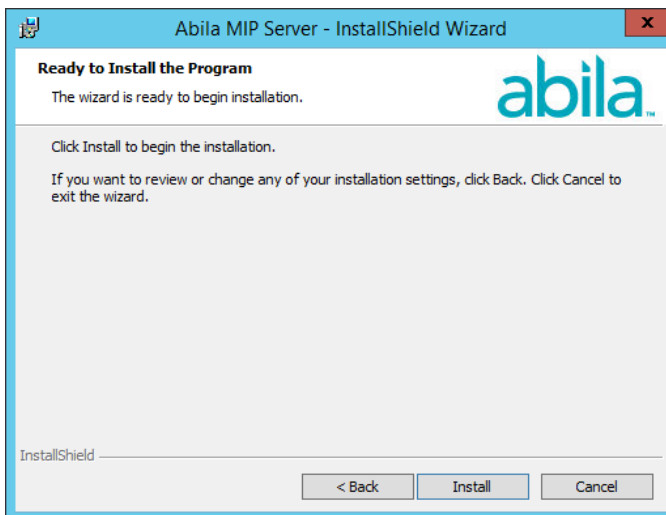
7. Click **Next**. Accept the default MIP Share destination folder (recommended), or use the Change button to navigate to a different location.

- Click **Next**. Select the database server that you are installing to by using the drop-down arrow, or Browse to the database location.

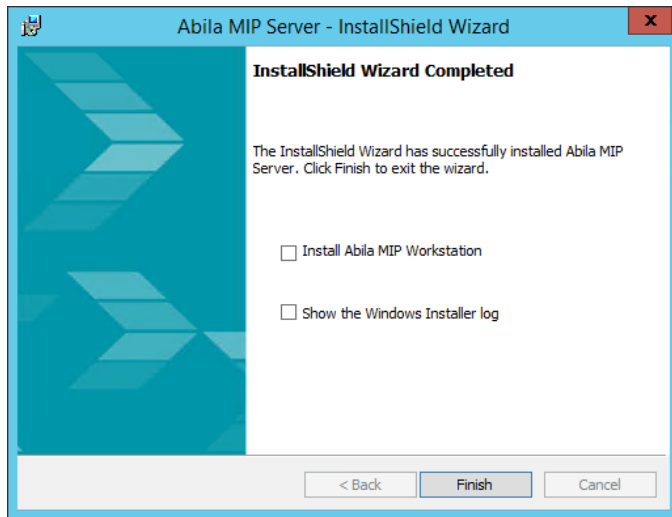
Then, select how you want to connect to this server. If Server authentication is chosen, enter the Login ID and Password.



- Click **Next**. You are now ready to Install Abila MIP.
- Click **Install** to begin, or use the Back button to make changes.



- Proceed through the MIP Server setup. This process may take several minutes.
- When the installation is complete, the InstallShield Wizard Completed panel displays.



This is the final panel of the server installation. It verifies that the Abila MIP Server installed successfully.

- Select the “Install Abila MIP Workstation” check box, and then click Finish to continue through the installation program by launching the Abila MIP Workstation Installation wizard. For instructions, proceed to [New User - Workstation Install](#).
- Alternatively, if you do not select the check box, you can install later from the MIP Share directory. For more information, see ["Granting Access to the MIP Share Directory" \(page 16\)](#).
- Optional, install Alerts on your IIS Web Server. For more information, see ["Alerts IIS Install" \(page 45\)](#)

13. Click **Finish** to complete the install.
14. If applicable, click the **Exit** button on the Abila MIP Installation Startup form.
15. Navigate to the MIP Share directory on the Server and set it to share with Full control permissions to Everyone.

Granting Access to the MIP Share Directory

The MIP Share directory (which the Server installation created) contains the files necessary to install MIP's program files at each workstation. First, the MIP Share directory must be shared so that the workstations will have access to it.

1. Right-click the **MIP Share** directory at the server and select Share. . . If you do not see **Shared**, you will need to log on as a user account that is a member of the Local Administrators or Power Users

group.

2. On the Sharing tab, click **Advanced Sharing**. And then select the **Share this folder** check box.
3. Click the **Permissions** button.
4. Add the desired **users/groups**.

Note: If you share to specific users/groups and not the "Everyone" group, you will need to add the "System" account with full rights on the Security tab. If you give the "Everyone" group full rights, then it is not necessary to add "System."

5. Grant each user/group **Full Control** and click **OK**. A minimum of Change and Read permissions are required. NTFS formatted servers will display a Security tab, in which case you must grant NTFS Permissions. You need to allow System with Full Control. The Security tab will not be available if the drive is formatted using FAT32.
6. Click **OK** to close the Advanced Sharing window.
7. Click the **Security** tab.
8. Add the desired **users/groups**. Typically, the default NTFS permission is all you will need. However, you can grant the users/groups Full Control access.
9. Click **OK** to apply these settings.
10. Click **Close** to close the MIP Share Properties window.

Note: You must allow inheritable permissions.

Chapter 3: New User - Workstation Install

Before starting the Workstation installation, you must have already completed the "Abila MIP Server Install" (page 11) and "Granting Access to the MIP Share Directory" (page 16), if there is a network.

This chapter describes the installation process for the Abila MIP Workstation. This installation provides the program files needed to run the system. During the installation, you can choose which shortcut and executable files to install for each system, such as Administration, Accounting, Payroll, or the entire system. Please carefully read each panel of the wizard during installation.

The necessary files related to this installation are copied to the MIP Share directory of the server during the Abila MIP Server installation. There is only one executable (SETUP.EXE) for the workstation install.

Note: The user logged on to the workstation machine must be a member of the Local Administrators group.

Ensuring Access to "All Users" Folder

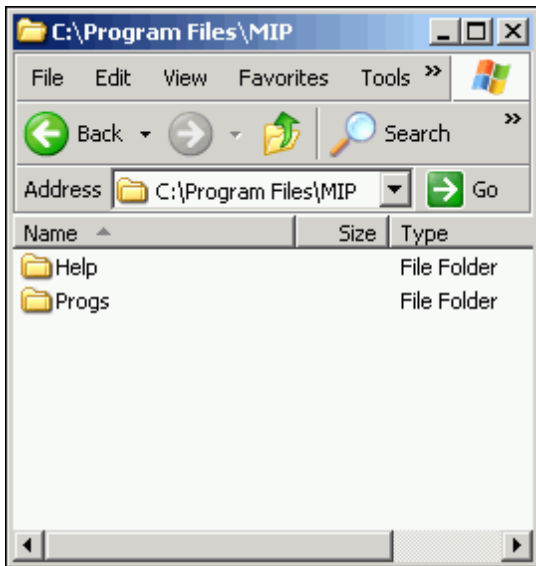
Before you begin the workstation install and you are using Aatrix®, you must ensure that the workstation has access to the "All Users" directory. The following steps should be completed for each workstation running on Windows 7.

1. Click **Start>Run**.
2. Enter the <local drive letter:> in the Open box.
3. Click **OK**. The system displays an explore window.
4. Open the **Program Data** folder.
5. Ensure that the "All Users" and <user name> folders are listed. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, etc.) has "Full Control" rights (right-click on folder>Properties>Security tab). Abila MIP cannot install successfully without these folders and rights. These steps should be completed for each workstation running on Windows 7, 8, 8.1, or 10.

Data Files and Directory Structure

When installing the Abila MIP Workstation, the system and program files are stored on each computer. After the workstation installation, the following directory structure exists on the drive and in the

directory that was specified during installation.



MIP Directory

The Abila MIP Workstation installation creates a MIP directory on the local disk partition with the most space. This directory contains the following folders:

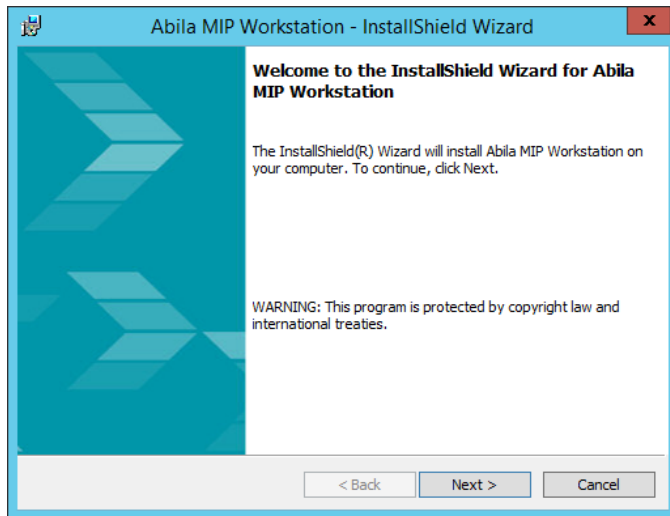
- **HELP** contains all the files associated with the online help system.
- **PROGS** contains the executable (*.EXE) files required to run the system. Specific *.DLL files are included in the PROGS directory. Do NOT delete any of these files.

Abila MIP Workstation Install

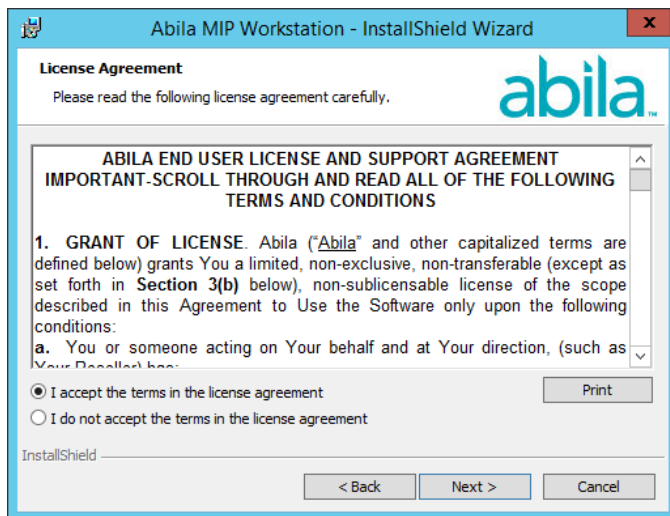
This section describes the workstation install. There are two ways to access this install:

- If you selected the Install Abila MIP Workstation check box at the end of the Server Install, the system automatically launches the Welcome panel of the Abila MIP Workstation install.
- If you are installing the workstation only, go to the workstation machine and log on as a user with local administrator rights. Navigate to the MIP Share directory (\\MIP Share) on the Server, open the Setup sub directory, and select Setup.exe.

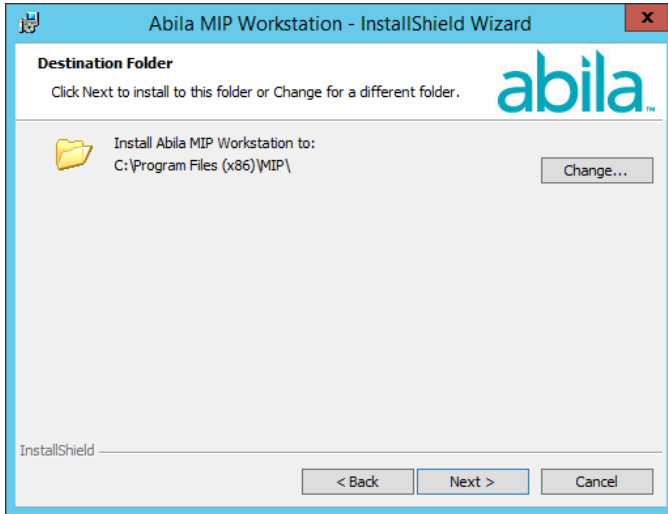
1. The Abila MIP Workstation install Welcome panel displays.



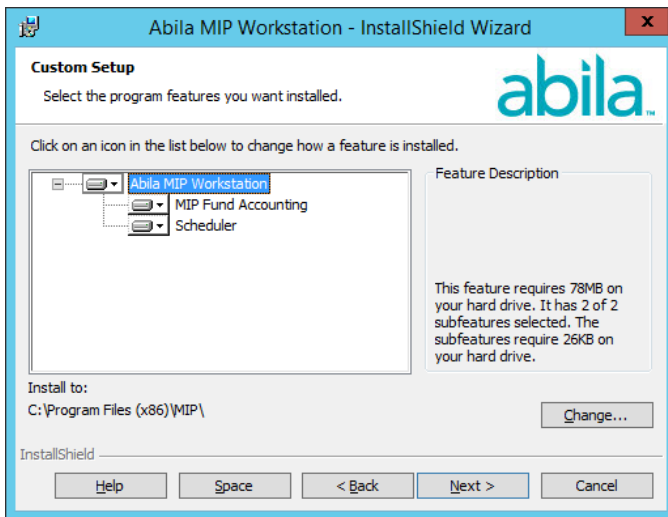
2. Click **Next**. Review the End User License Agreement and select the "I accept the terms in the license agreement" option.



3. Click **Next**. Accept the default MIP destination folder (recommended), or use the Change button to navigate to a different location.



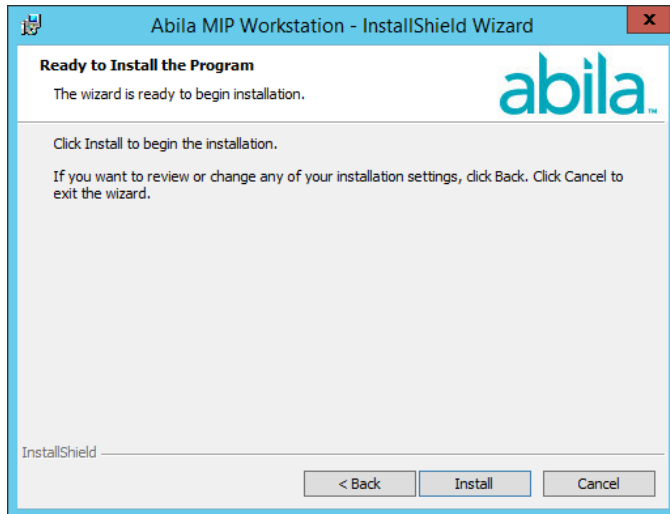
4. Click **Next**. The Custom Setup panel displays, which allows you to select the systems you would like to install. By default, the system installs the start menu shortcuts and program files for all systems, even if they are not part of the license.



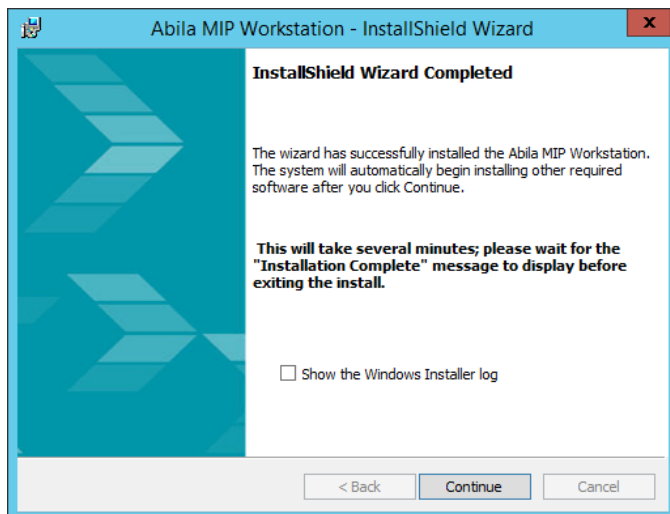
To prevent a system from being installed, ensure that the “X” (Entire feature will be unavailable) is selected. This designation prevents the installation of the program files and the start menu shortcuts for that system. You may find this useful when you need to restrict a user from launching a specific system.

Note: If you do not install all systems now, but later decide you want to install the program files or start menu shortcuts, you can do so using Start>Settings>Control Panel>Add or Remove Programs. Select Abila MIP Workstation and the Change button. The system displays the Welcome panel of the Install wizard. Click Next. Then, on the Program Maintenance panel, select the Modify option button, followed by the Next button.

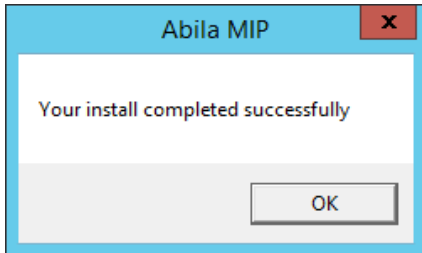
5. Click **Next**. The Install Wizard is ready to install the program.



6. Click **Install** to begin the installation, or click Back to make changes to your installation settings.
7. Proceed through the Abila MIP Workstation setup. This process may take several minutes. The InstallShield Wizard Completed panel displays.



8. Click **Continue** to complete the Workstation Install.
9. Additional installs launch after you click Continue to complete the Workstation Install. Allow any additional installs to complete, and then click **OK** on the "Your install completed successfully" window message.



10. This is the final window of the workstation installation. It verifies that the Abila MIP Workstation installed successfully.
 - Optional, install Alerts on your IIS Web Server. For more information, see ["Alerts IIS Install" \(page 45\)](#)
 - If applicable, click the **Exit** button on the Abila MIP Installation Setup form.

At the end of the Workstation install, reboot your computer *only* if prompted to do so.

Note: Remember, a workstation installation must be performed on each workstation that needs to run Abila MIP.

Chapter 4: Existing User - Upgrading

This chapter provides information that only existing users might need. It explains:

- ["Upgrading from a Previous Version" \(page 24\)](#)
- ["Changing Your Database Engine" \(page 25\)](#)
- ["Updating Your Organization Database to Version 2016.2" \(page 25\)](#)
- ["Activating Your License" \(page 26\)](#)
- ["Adding a Module to an Organization" \(page 26\)](#)
- ["Setting Up Security" \(page 27\)](#)

Upgrading from a Previous Version

You can only upgrade your program files to version 2016.2 from versions 2016.1.1, 2016.1, and 2015.2. If you are not currently running one of these versions, you must upgrade to one of them before you can upgrade the application files to 2016.2.

Important! Our System Requirements are changing; SQL Server 2008 is **no longer supported with this 2016 Spring release**. Please verify that you are using an acceptable SQL Server version.

Important! Before upgrading to the current software version, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Upon upgrade, the MIP software will be uninstalled. If you are not an Administrator on the SQL Server nor have the SA password, you will not be able to install any version of the software.

1. Follow the instructions in [Existing User - Server Install](#) to upgrade the organizational database on a server from a previous version.
2. Once you have installed the Abila MIP Server, you will need to install the workstation.
 - Open the setup.exe from the \\MIP Share\Setup directory on your server, to launch the ["Abila MIP Workstation Install" \(page 38\)](#).
 - If the Abila MIP Workstation component is already installed on the server or you wish to install the Workstation on the server for the first time, you will need to open the application on the server to complete the upgrade process before proceeding to the next step.

3. Follow the instructions in [Existing User - Workstation Install](#), to upgrade each user's workstation.
4. Finally, follow the instructions to complete the Alerts installation on your IIS Web Server.

Changing Your Database Engine

If you are upgrading and moving your database to a different instance of SQL Express or SQL Server, back up your system and organization databases, and then uninstall MIP and your current instance of SQL.

After you complete the installation process, restore your system database, NPSSQLSYS, along with your organization database. For specific instructions on uninstalling, see "[Uninstalling Abila MIP](#)" (page 53) and see "[Supplemental Maintenance](#)" (page 56) for instructions on backing up and restoring a database.

For specific instructions on moving the Abila MIP Server to a new server/computer, see article 876 in the Knowledgebase at <http://kb.abila.com/node/876>.

Updating Your Organization Database to Version 2016.2

You can only update your organization database after the server and workstation have been upgraded to version 2016.2. To do so:

1. Log on to any system (**Start>Programs>Abila>MIP>MIP Fund Accounting**), and select an Organization.
2. The system displays a message stating that the organization database must be updated to the current version.
 - Select *Yes*, to begin the backup process to back up your organization database and then upgrade it. **This is strongly recommended.**
 - Select *No*, if you have a current backup of the database and want to begin the update process immediately.
3. A utility program runs. Click **Finish**.
4. When complete, a message displays informing you that your database has been updated successfully.
5. Click **OK**.

Activating Your License

When you initially purchase the system, an activation code that activates any and all modules that have been purchased is included with the software. You are prompted to enter that code during installation, and do not need to enter it any other time. However, if you are currently using the system and decide to add a module (or add users or databases), a new activation code will be sent to you.

Enter the new code in the system in order to use the new features:

1. Open the **System>Activate License** form.
2. On the Owned tab (or Evaluation tab if evaluating a new module), enter the new activation code. Note that the activation code is case sensitive, so it must be entered exactly as it appears on the notification.
3. Click **OK**, and then the new features are registered in the system.
4. Exit the system (**File>Exit**), and then reopen it.

Note: If you were evaluating or adding the Scheduler module, and you did not include the program files and start menu shortcut, you can do so now. Click Start>Settings>Control Panel>Add or Remove Programs. Select Abila MIP Workstation and the Change button. The system displays the Welcome panel of the Install wizard. Click Next. Then, on the Program Maintenance panel, select the Modify option button, followed by the Next button.

Important!

With version 2015.2, the Accounting, Administration, Payroll, and Electronic Requisition systems have been merged into MIP Fund Accounting. By default, the system installs the MIP Fund Accounting start menu shortcut and program files for all systems, even if they are not part of the license. Be sure, to set up security rights for all users and groups in the active organization, otherwise, they will have access to every menu in the system.

Adding a Module to an Organization

A module can be added to the current organization, but first ensure that there are no users currently logged on to the system.

Note: The activation code must be changed (MIP Fund Accounting>System>Activate License) to include Scheduler, Electronic Requisitions, and Payroll modules before these modules can be added.

To add a module:

1. Open the **MIP Fund Accounting>System>Current Activity** form to ensure that no one (except yourself) is currently using the organization being updated.
2. Open the organization (**File>Open Organization**) in which to add the module.
3. Open the **Organization>Add a Module** wizard. On the first panel, select the module to add by selecting the appropriate check box.
4. Follow the instructions on the screen and continue through the wizard.
5. Click **Finish**, and then the system adds the designated module to the current organization. This process may take several minutes.
6. To add a module to another organization, repeat this process.

Note: For more information about the Add a Module wizard, see the online help or the *Administration* guide.

Setting Up Security

User security needs to be set up for each new module. To do so:

1. Open the **Security>Set Up Organization Menus** form to grant rights to users. This includes granting rights to new menu selections that are part of the new module.
2. Remember, this process must be repeated for each separate organization in which the module was added and requires exclusive access to the system database.

Note: For more information about the Set Up Organization Menus form, see the online help or the *Administration* guide.

Chapter 5: Existing User - Server Install

This chapter describes the installation process for a stand-alone or network server. Prior to upgrading the Abila MIP Server Install, you must close all workstations. Once you have completed the steps in this chapter, follow the instructions in [Existing User - Workstation Install](#) to install the workstation.

This chapter explains the following:

- "Server Install Overview" (page 28)
- "Directory Structure Overview" (page 29)
- "SQL Server Install " (page 30)
- "Abila MIP Server Install" (page 32)

Server Install Overview

The Server install is comprised of the following:

- **SQL Server Express**- Download Microsoft SQL Server 2014 Express with Advanced Services from the SQL Server Express Installation link on the Setup tab of the Abila MIP Install on the Abila MIP AutoRun.exe or use an already installed version of Microsoft SQL Server 2008 R2 Express Edition with Advanced Services, SQL Server 2008 R2 (Full Version), SQL Server 2012 (Full Version), or SQL Server 2014 (Full Version).
- **Abila MIP Server** - The Abila MIP Server installation creates the MIP Share directory. We recommend accepting the default path when installing the server component.

The necessary files related to the Abila MIP Server Install are copied to the SQL server. To download the Microsoft SQL Server 2014 Express Edition with Advanced Services from the Microsoft website, click the SQL Server Express Installation link that displays on the Setup tab of the Abila MIP Install on the Abila MIP AutoRun.exe.

Important! Our System Requirements are changing; SQL Server 2008 is **no longer supported with this 2016 Spring release**. Please verify that you are using an acceptable SQL Server version.

Important! Before installing the software, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Otherwise, you will not be able to install the software.

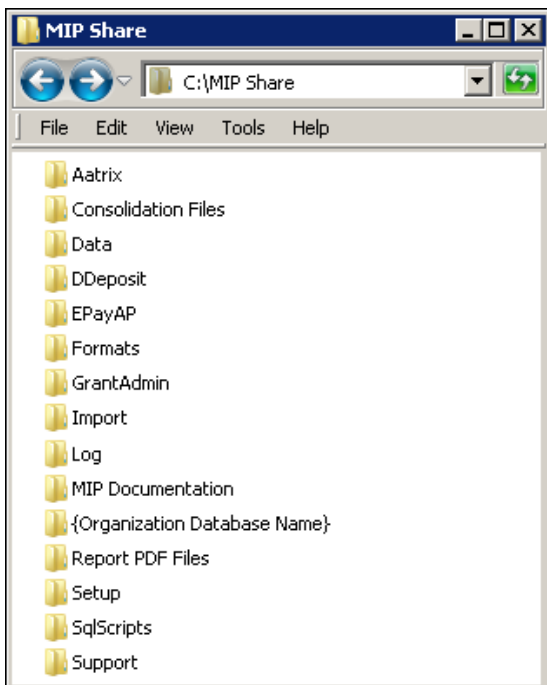
Directory Structure Overview

The Abila MIP Server executable (SETUP.EXE) creates the MIP Share directory. We recommend accepting the default path when installing the server component.

Data Files and Directory Structure

When installing the Abila MIP Server, the data files and workstation share files are stored on the machine that is functioning as the server. The workstation installation stores the MIP system and program files on each client machine.

After the server installation, the following directory structure exists on the drive and in the directory that was specified during installation.



MIP Share Directory

Note: Do not Password Protect the MIP Share Directory.

This directory contains the following folders:

- **AATRIX** contains the drafts and historical forms created by Aatrix, for each federal tax ID in the Companies folder.
- **CONSOLIDATION FILES** contains CONTEMP.TXT, which will be altered when consolidating data.

- **DATA** contains a copy of the NPSSQLSYS.NPS and NTO.NPS files. These are the system and sample database files that come with the system.
- **DDEPOSIT** contains ACH.TXT, which will be altered when using the Direct Deposit module.
- **EPAYAP** contains ACHAP.TXT, which will be altered when using the Electronic Funds Transfer for A/P module.
- **FORMATS** contain the files needed to print custom forms in the system. This is where you should store custom formats created by the Forms Designer module.
- **GRANTADMIN** contains scanned images of sample grant documentation for the Grant Administration module.
- **IMPORT** includes sample DEF and data files that can be used with the Data Import/Export module.
- **LOG** contains ABILALOGACCT.LOG, ABILALOGADMIN.LOG, and ABILALOGPAYROLL.LOG files that document when an error occurs related to the Alerts module, such as, failure to connect to the Alert Server.
- **MIP DOCUMENTATION** includes the product guides available in PDF format.
- **{ORGANIZATION DATABASE NAME}** contains all folders for attachments. This folder is not actually created until the attachments feature is activated in the system (Organization>Attachments>Set Up Locations).
- **REPORT PDF FILES** contains *.PDF files saved while using the Print to PDF feature.
- **SETUP** contains the files necessary to run the Abila MIP Workstation installation. Each of the client machines will need to access this folder in order to install the Workstation component. The SETUP.EXE file launches the Abila MIP Workstation installation.
- **SQLSCRIPTS** contains SQL scripts necessary for the system to function properly.
- **SUPPORT** contains support related folders.

SQL Server Install

Important! Our System Requirements are changing; SQL Server 2008 is **no longer supported with this 2016 Spring release**. Please verify that you are using an acceptable SQL Server version.

Select one of the following that best describes your current setup, and then follow the instructions below for installation:

- **SQL Server Express (can be downloaded by following a link on the AutoRun.exe)** - Microsoft SQL Server 2014 Express Edition with Advanced Services can be downloaded from the *SQL Server Express Installation link* on the Abila AutoRun.exe.
- **SQL 2014, SQL 2012, SQL 2008 R2, SQL Express (Already installed)** - Either the Microsoft SQL Server or SQL Express have already been installed as your server using the Microsoft website at www.microsoft.com. Or, SQL Server 2008 R2, 2012, 2014 has already been installed as your server.

The SQL installation creates the \Program Files\Microsoft SQL Server directory. By default, this directory is located on the local drive in which your operating system is installed. Use the browser to change this destination during the installation.

Important! Before installing the software, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Otherwise, you will not be able to install the software.

All users have the option to install their own instance of SQL Express or SQL Server. This gives you the ability to administer it according to your practices.

SQL Server (Express Downloaded)

This section describes the download process for the Microsoft SQL Server 2014 Express Edition with Advanced Services from the Abila AutoRun.exe. Please carefully read each panel of the wizard during installation.

Important! Before you begin, verify that **Microsoft .NET Framework 4.5.2** or higher is installed *before* you try to Install MIP Server. Go to **Start>Settings>Control Panel> Programs and Features**.

1. On the computer functioning as the MIP Server, log on as a user with local administrator rights.

Note: With the release of version 2016.2, the Abila Auto Update program was discontinued and will be uninstalled during this MIP installation process.

2. Download and extract the latest MIP software updates to the computer functioning as the Abila MIP Server. To get the latest download, see the Knowledgebase at www.abila.com/support.

Important! Before upgrading to the current software version, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Upon upgrade, the MIP software will be uninstalled. If you are not an Administrator on the SQL Server nor have the SA password, you will not be able to install any version of the software.

Once the download is complete, the system automatically launches autorun.exe and the MIP Setup window displays.



3. Select SQL Server Express Installation and follow the steps to download SQL Server Express from the Microsoft website. Upon completion, be sure to install the SQL Server's latest service pack updates **before** continuing the installation process.

Note: Click the **Here** link to open a browser to access instructions for installing the SQL Server 2014 - SP1 Express on the Knowledgebase.

Abila MIP Server Install

This section describes the install process by continuing to use your existing database server, however, the software will be uninstalled and reinstalled.

The MIP Server must be upgraded before proceeding to the "[Existing User - Workstation Install](#)" (page 37). It is very important to perform a backup of your database before performing the upgrade.

Please carefully read each panel of the wizard during installation.

Note: To install or upgrade in a virtual environment, you must use a virtual service client, such as VMWare's Infrastructure Client Console, instead of a Remote Desktop Connection.

1. On the computer functioning as the MIP Server and log on as a user with local administrator rights.

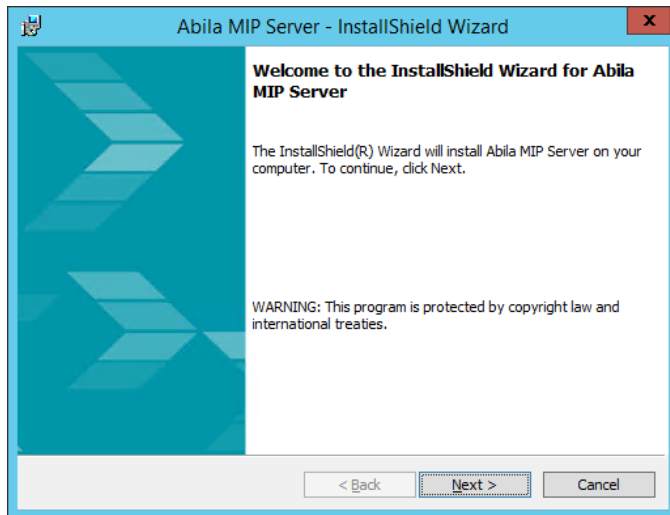
Important! Before upgrading to the current software version, verify that you are a user with Administrator rights on the SQL Server or have access to the SQL Server System Admin (SA) password. Upon upgrade, the MIP software will be uninstalled. If you are not an Administrator on the SQL Server nor have the SA password, you will not be able to install any version of the software.

2. If you have not already done so, download and extract the latest Abila MIP software to the computer functioning as the MIP Server. To get the latest download, see the Knowledgebase at www.abila.com/support.
3. Once complete, the system automatically launches autorun.exe and the Abila MIP Setup window displays. After reviewing the provided documentation, select the **Begin Installation Process** option.

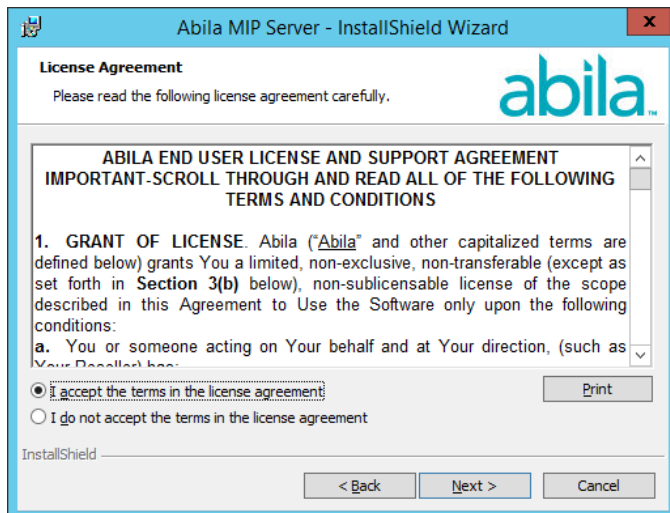


The system begins extracting the setup.exe file.

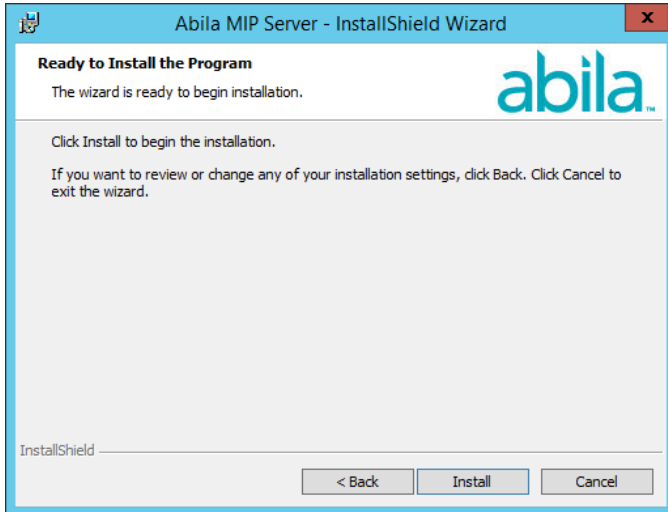
4. The Abila MIP Server InstallShield Wizard prepares to install. The Welcome panel displays. Click **Next**.



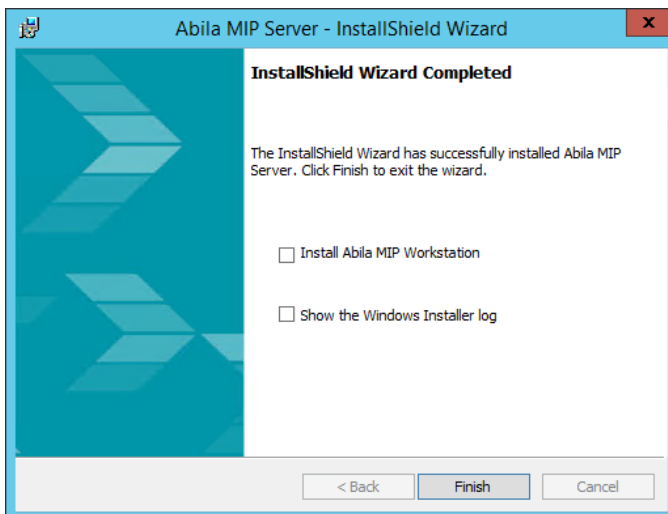
5. The End User License Agreement displays. Select the "I accept the terms in the license agreement" option to continue with the Server Installation.



6. Click **Next**. You are now ready to Install Abila MIP.
7. Click **Install** to begin, or use the Back button to make changes.



8. The system begins upgrading the Abila MIP Server software. This process may take several minutes.
9. When the upgrade is complete, the InstallShield Wizard Completed panel displays.



This is the final panel of the server installation. It verifies that the Abila MIP Server installed successfully.

- Select the "Install Abila MIP Workstation" check box, and then click **Finish** to continue through the installation program by launching the Abila MIP Workstation Installation wizard. For instructions, proceed to ["Existing User - Workstation Install"](#) (page 37).

- Alternatively, if you do not select the check box, you can install later from the MIP Share directory. For more information, see ["Granting Access to the MIP Share Directory"](#) (page 16).
 - Optional, install Alerts on your IIS Web Server. For more information, see ["Alerts IIS Install"](#) (page 45)
10. Click **Finish** to complete the install.
 11. If applicable, click the **Exit** button on the Abila MIP Installation Startup form.
 12. Navigate to the MIP Share directory on the Server and set it to share with Full control permissions to Everyone.

Note: Reboot your computer only if prompted to do so.

Chapter 6: Existing User - Workstation Install

Before starting the Workstation Installation, you must have already completed the [Abila MIP Server Install](#) and [Granting Access to the MIP Share Directory](#), if there is a network.

This chapter describes the installation process for the Abila MIP Workstation. This installation provides the program files needed to run the system. During the installation, the MIP Fund Accounting shortcut and executable files install and you can choose for each system, such as Scheduler or the entire system. Please carefully read each panel of the wizard during installation.

Important!

With version 2015.2, the Accounting, Administration, Payroll, and Electronic Requisition systems have been merged into MIP Fund Accounting. By default, the system installs the MIP Fund Accounting start menu shortcut and program files for all systems, even if they are not part of the license. Be sure, to set up security rights for all users and groups in the active organization, otherwise, they will have access to every menu in the system.

The necessary files related to this installation are copied to the MIP Share directory of the server during the Abila MIP Server installation. There is only one executable (SETUP.EXE) for the workstation install.

Note: The user logged on to the workstation machine must be a member of the Local Administrators group.

Ensuring Access to “All Users” Folder

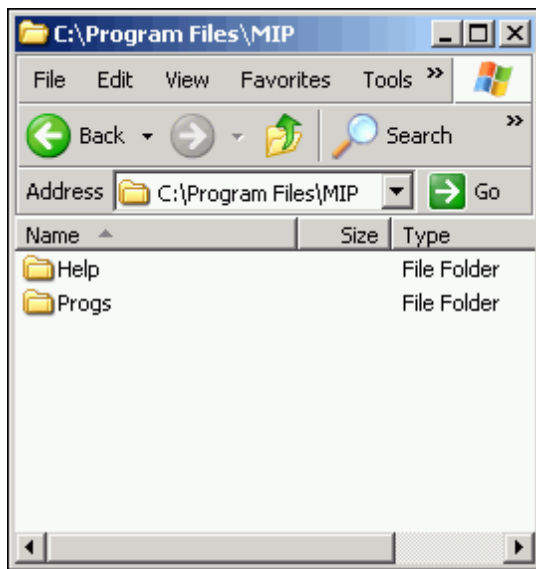
Before you begin the workstation install and you are using Aatrix®, you must ensure that the workstation has access to the “All Users” directory. The following steps should be completed for each workstation running on Windows 7.

1. Click **Start>Run**.
2. Enter the <local drive letter:> in the Open box.
3. Click **OK**. The system displays an explore window.
4. Open the **Program Data** folder.
5. Ensure that the “All Users” and <user name> folders are listed. Also verify that each user that uses Aatrix® (for 1099s, W-2s, 990s, etc.) has “Full Control” rights (right-click on folder>Properties>Security tab). Abila MIP cannot install successfully without these folders and

rights. These steps should be completed for each workstation running on Windows 7, 8, 8.1, or 10.

Data Files and Directory Structure

When installing the Abila MIP Workstation, the system and program files are stored on each computer. After the workstation installation, the following directory structure exists on the drive and in the directory that was specified during installation.



MIP Directory

The Abila MIP Workstation installation creates a MIP directory on the local disk partition with the most space. This directory contains the following folders:

- **HELP** contains all the files associated with the online help system.
- **PROGS** contains the executable (*.EXE) files required to run the system. Specific *.DLL files are included in the PROGS directory. Do NOT delete any of these files.

Abila MIP Workstation Install

The Abila MIP Server must be upgraded prior to upgrading the Abila MIP Workstation.

If you selected the Install Abila MIP Workstation check box at the end of the Server Install, the system automatically launches the Welcome panel of the Abila MIP Workstation install.

- When the existing data engine configuration is kept on each workstation, select Start>Programs>Abila>MIP>{any application}. The system displays a message indicating a new version is required; select Yes to automatically launch the Abila MIP Workstation Installation.
- If the auto launch fails, due to the data engine configuration changing or Windows OS users with User Account Control turned on, follow the steps below to launch the Abila MIP Workstation Install.

Note: You must access \MIP SHARE using a UNC Path, not a mapped drive. Mapped drives are okay as long as they are consistent and persistent across all workstations, such as everyone having a G:\drive mapped to MIP Share.

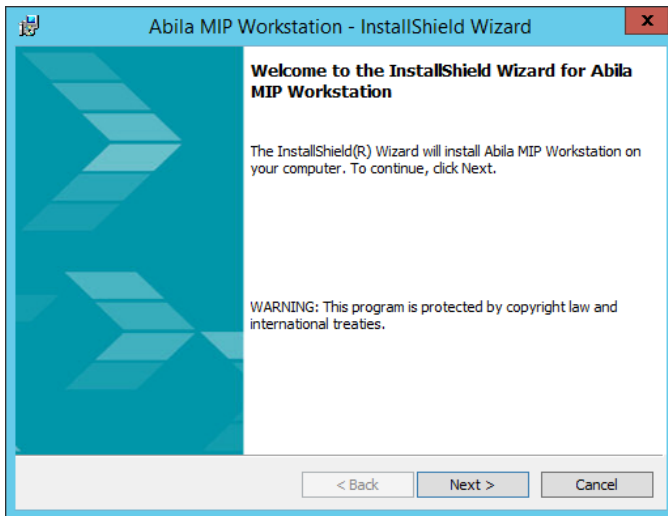
- Click **Start>Run**.
- Enter the <\\server name> in the Open box.
- Click **OK**. The system displays an explore window with all the shared folders listed.
- Open the **MIP Share** directory on the server.
- Open the **Setup** folder and run **SETUP.EXE**.

Important! Windows OS Users - If the User Account Control is turned on, a message displays that "A program needs your permission to continue," click Continue to proceed.

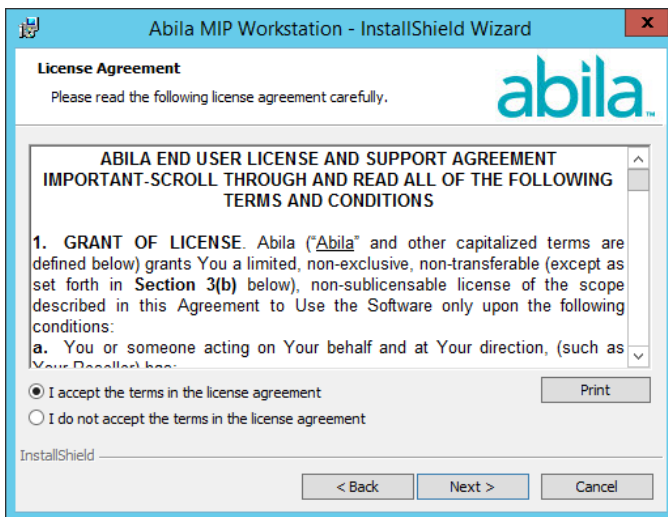
The system automatically launches the Welcome panel of the Abila MIP Workstation install, if you selected the Install Abila MIP Workstation check box at the end of the Server Install or opened an application after the Server was updated.

If you are installing the workstation only, go to the workstation machine and log on as a user with local administrator rights. Navigate to the MIP Share directory (\\MIP Share) on the Server, open the Setup sub directory, and select Setup.exe.

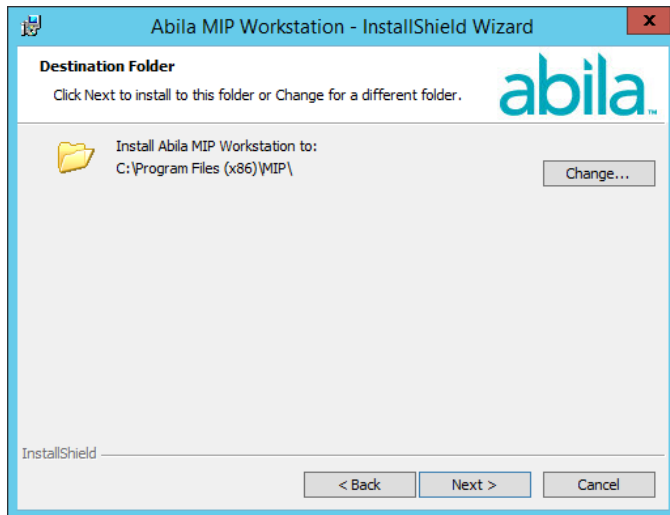
1. The Abila MIP Workstation InstallShield Welcome panel displays.



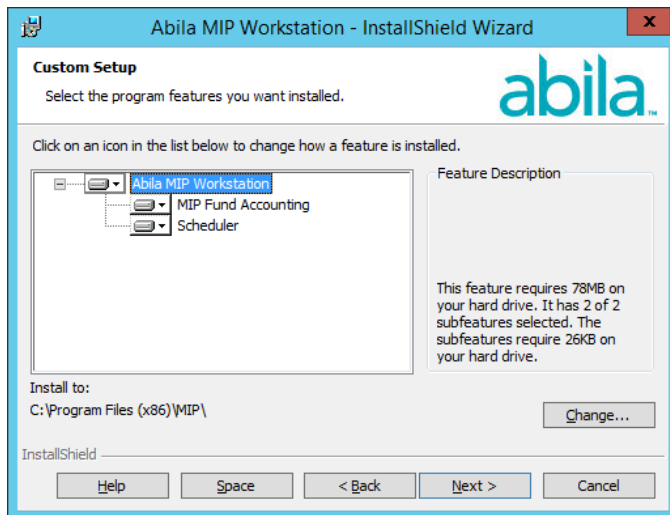
2. Click **Next**. Review the End User License Agreement and select the "I accept the terms in the license agreement" option.



3. Click **Next**. Accept the default MIP destination folder (recommended), or use the Change button to navigate to a different location.



4. Click **Next**. The Custom Setup panel displays, which allows you to select the systems you would like to install.



Important!

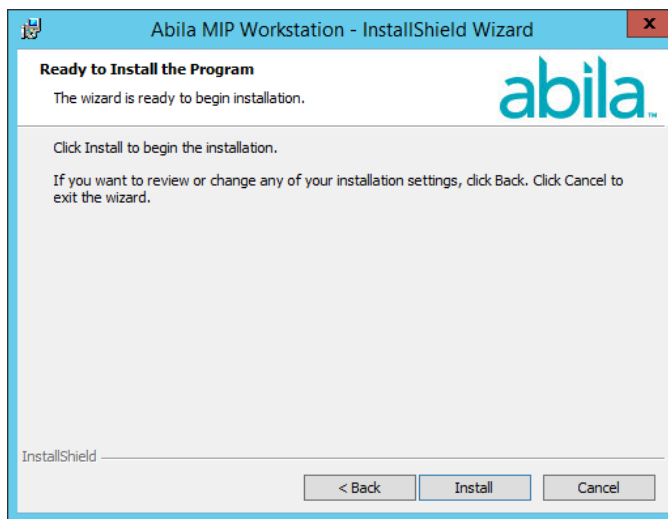
With version 2015.2, the Accounting, Administration, Payroll, and Electronic Requisition systems have been merged into MIP Fund Accounting. By default, the system installs the MIP Fund Accounting start menu shortcut and program files for all systems, even if they are not part of the license. Be sure, to set up security rights for all users and groups in the active organization, otherwise, they will have access to every menu in the system.

The Scheduler system was not merged because it is an application used to monitor scheduler activities. To prevent the Scheduler system from being installed, ensure that the "X" (Entire feature

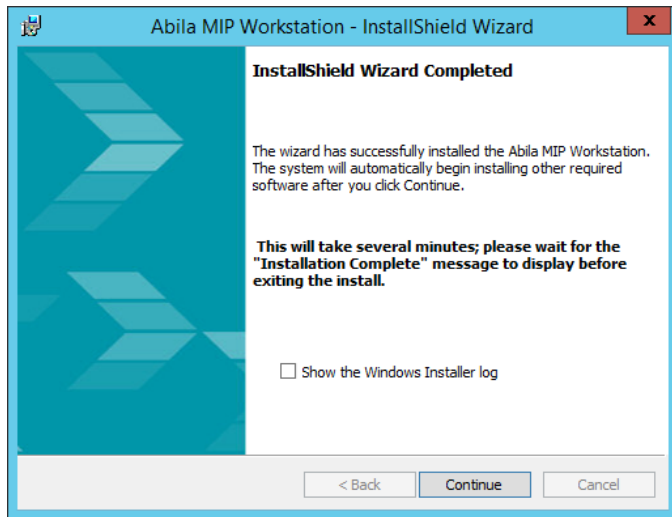
will be unavailable) is selected. This designation prevents the installation of the program files and the start menu shortcut for that system. You may find this useful when you need to restrict a user from launching the Scheduler system.

Note: If you do not install all systems now, but later decide you want to install the Scheduler program files or start menu shortcut, you can do so using Start>Settings>Control Panel>Add or Remove Programs. Select Abila MIP Workstation and the Change button. The system displays the Welcome panel of the Install wizard. Click Next. Then, on the Program Maintenance panel, select the Modify option button, followed by the Next button.

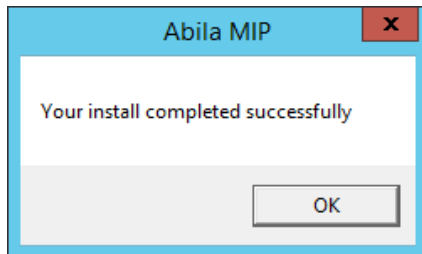
5. Click **Next**. The Install Wizard is ready to install the program.



6. Click **Install** to begin the installation, or click Back to make changes to your installation settings.
7. The system begins upgrading the Abila MIP Workstation software. This process may take several minutes. The InstallShield Wizard Completed panel displays.



8. Click **Continue** to complete the Workstation upgrade.
9. Additional installs launch after you click *Continue* to complete the Workstation upgrade. Allow any additional installs to complete, and then click **OK** on the “Your install completed successfully” form.



10. This is the final window of the workstation installation. It verifies that the Abila MIP Workstation installed successfully. If applicable, click the **Exit** button on the Abila MIP Installation Setup form.

Note: At the end of the Workstation install, reboot your computer *only* if prompted to do so.

11. If the Abila MIP Workstation component is already installed on the server or you have installed the Workstation on the server for the first time, you will need to open the application on the server to complete the upgrade process, which allows the system to automatically update this component.

Note: If the Abila MIP Workstation component is not installed on the server, a workstation installation must be performed on each workstation that needs to run Abila MIP.

12. Open the **Organization>Add a Module** wizard. Run through this wizard to add any new modules.
13. Open the **Security>Set Up Organization Menus** form to grant rights to new menu selections that are part of any new modules that were added.

Important!

With version 2015.2, the Accounting, Administration, Payroll, and Electronic Requisition systems have been merged into MIP Fund Accounting. By default, the system installs the MIP Fund Accounting start menu shortcut and program files for all systems, even if they are not part of the license. Be sure, to set up security rights for all users and groups in the active organization, otherwise, they will have access to every menu in the system.

14. Optional, install Alerts on your IIS Web Server. For more information, see ["Alerts IIS Install" \(page 45\)](#)

Chapter 7: Alerts IIS Install

This chapter includes specific instructions on how to install the Abila MIP Alerts on a web server.

Download Abila MIP

1. To download Abila MIP, click the link in the email received from your Abila sales representative to open the Abila MIP download page. To install Version 2016.x, select the appropriate download link.
2. The system automatically runs SETUP.EXE. The Abila MIP installation menu displays the Setup tab.



3. Review the following documents: *Quick Start*, *Installation Guide*, and *System Requirements*. You can print these documents or review them online.

Begin Installation Process

Before you begin, you must ensure the following:

- The user logged on the server machine must be a member of the Local Administrators group, as well as an Administrator on the database server.

- Verify that Microsoft .NET Framework of 4.5.2 Full or higher and Internet Information Services (IIS) 7.5 or higher are installed.
- Verify that you have Abila MIP installed and have accessed the system at least once.
- Confirm the location and access to the Abila MIP database server.

Caution! If IIS Web Server is on a machine using a Windows 7, 8, 8.1, or 10 Operating System, the system has a 10 concurrent connection limitation. This is a known Microsoft restriction when using Windows 7 or 8 as the Alerts Server. It is recommended that you use a separate server on your network as your IIS Web Server. Ideally, it could have an older server version operating system running, such as Windows Server 2008 R2. Note that, having a local machine with Windows 7 or 8, as a MIP workstation, will not cause any problems.

Important! If the IIS Web Server is installed on the same computer along with the MIP programs and database, you could experience connection limitations and possible performance delays when processing transactions and running reports.

Abila MIP Alerts Server Install

Complete the following steps to install Abila MIP Alerts on the web server.

1. After reviewing the provided documentation, select the **Setup Alerts** tab.

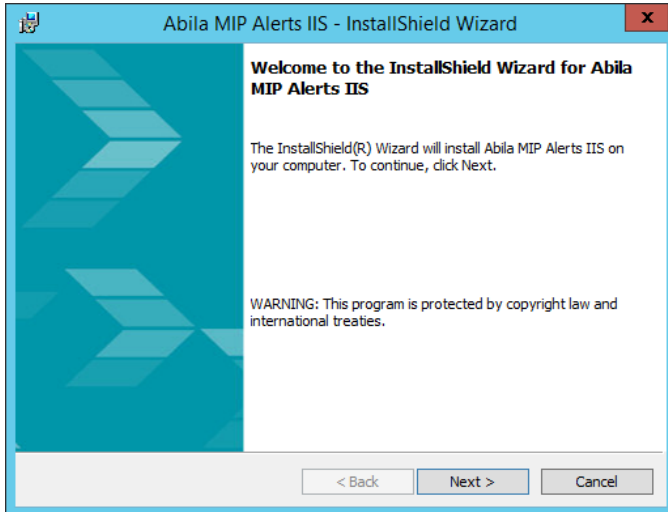


2. Select the **Begin Alerts Installation Process** option. The system begins extracting the setup.exe file.
3. The system verifies the Microsoft .NET Framework and Internet Information Services (IIS) versions. If your web server does not have the latest versions, the Abila MIP Alerts installation wizard cannot continue. You must exit the wizard and restart it after you install the .NET Framework version 4.5.2 and/or IIS version 7.5.

Note: If IIS or .NET is updated to a newer version, you might be prompted to restart your server.

Important! If the User Account Control is not turned off, click Yes to allow the changes to the computer.

4. The Abila MIP Alerts IIS InstallShield Wizard prepares to install. The Welcome panel displays. Click **Next**.

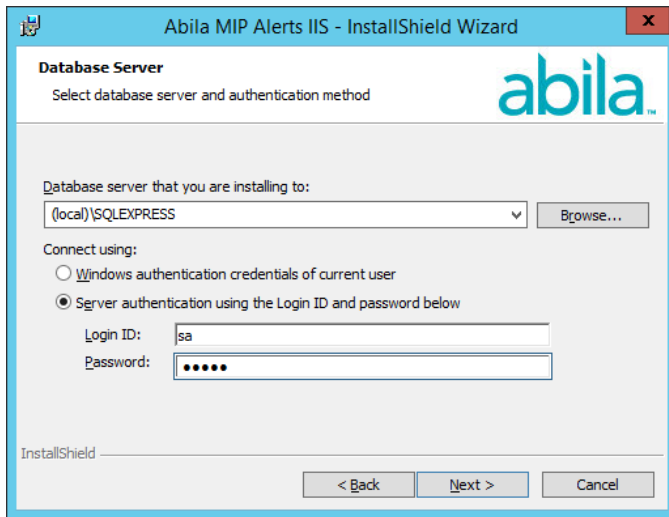


5. The End User License Agreement displays. Select the “I accept the terms in the license agreement” option to continue with the Alerts IIS Installation.

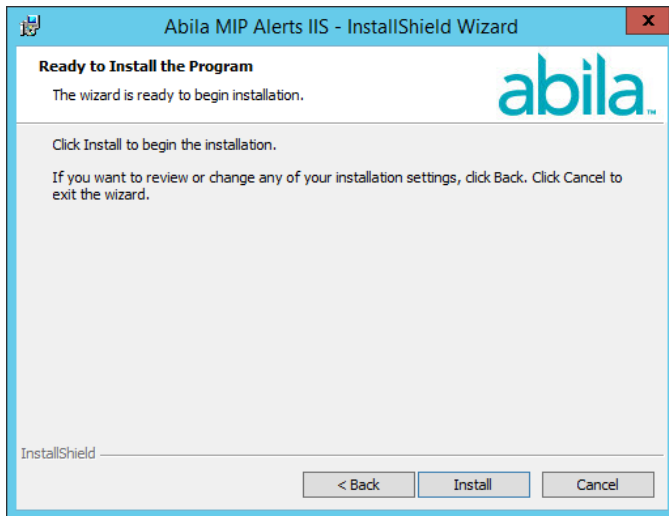


6. Click **Next**. Select the database server that you are installing to by using the drop-down arrow, or Browse to the database location.

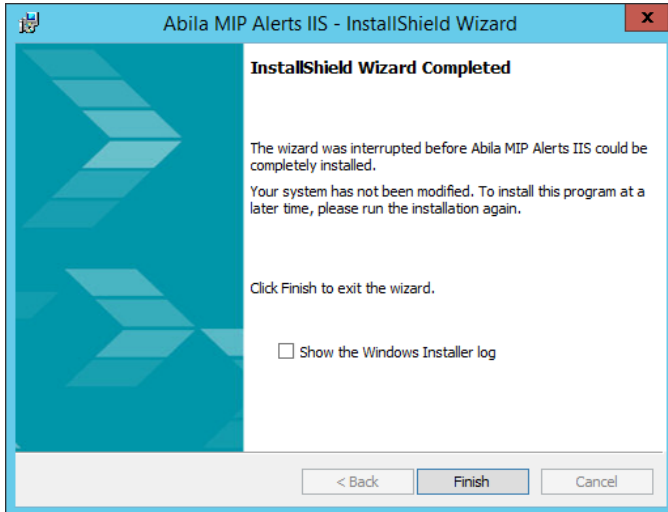
Then, select how you want to connect to this server. If Server authentication is chose, enter the Login ID and Password.



7. Click **Next**. You are now ready to Install Abila Alerts IIS.
8. Click **Install** to begin, or use the Back button to make changes.



9. During the installation process, a progress bar displays, as well as several windows will open and close. This process may take several minutes to complete.
10. When the installation is complete, the InstallShield Wizard Completed panel displays.



11. Click **Finish** to complete the install.
12. If applicable, click the **Exit** button on the Abila MIP Installation Startup form.

Before you begin creating Real-time Alert notices, you will need to make sure everything is setup in Administration. For more information about setting up Alerts, see ***How Do I Set Up Alerts?*** and for steps to create the many different Alert notifications, see ***How Do I Create an Alert?*** These are available as checklists for Administration in the Abila MIP system's Online Help (Help>Checklists).

Setting Up Alerts

Complete these steps in the following order to be begin creating Real-time Alert notices:

1. Complete the Optional Alerts Install:
 - On the server functioning as your network's web server,
 - The user logged on the server machine must be a member of the Local Administrators group, as well as an Administrator on the database server.
 - Verify that Microsoft .NET Framework of 4.5.2 Full or higher and Internet Information Services (IIS) 7.5 or higher are installed.
 - Confirm the location and access to the Abila MIP database server.
 - Using Abila Auto Update download and extract the Abila MIP installation, select the Setup Alerts tab, and complete the Alerts Installation process.

Caution! If IIS Web Server is on a machine using a Windows 7, 8, 8.1, or 10 Operating System, the system has a 10 concurrent connection limitation. This is a known Microsoft restriction when using Windows 7 or 8 as the Alerts Server. It is recommended that you use a separate server on your network as your IIS Web Server. Ideally, it could have an older server version operating system running, such as Windows Server 2008 R2. Note that, having a local machine with Windows 7 or 8, as a MIP workstation, will not cause any problems.

Important! If the IIS Web Server is installed on the same computer along with the MIP programs and database, you could experience connection limitations and possible performance delays when processing transactions and running reports.

2. Review the Setting Up Your Organization checklist to ensure that the organization is set up properly.
3. As a user with Administration rights, perform the following steps:
 - a. Ensure all of your users have email addresses and have been added to the organization using the Security>Maintain Users form.
 - b. Ensure that the SMTP Email is set up and configured using the following steps:
 - i. Enter the Set Up SMTP Connection information using the Organization>Organization Information>SMTP Email tab. (To view examples of how to set up your SMTP connection, see [Configuring SMTP.](#))
 - ii. Enter the From and To email addresses to test your connection is set up correctly.
 - iii. Click the Send Test Email button.
 - iv. Click Save.
 - c. Create an Alert and assign users using the Organization>Set Up Alerts form. (To view examples of how to create an alert, see [How Do I Create an Alert?](#) The Administration checklist is available in the Abila MIP system's Online Help (Help>Checklists)
 - d. Use Options>System Preferences to enter a default From email address for Alerts, However, if the Use Custom Credentials check box is selected on the Organization>Organization Information>SMTP Email tab; the User email address entered there must be the default From email address.

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Note: System Users have the ability to turn off the Real-time In-product notifications, by clearing the **Connect to the Alert Server** check box on the Options>User Preferences form. If not selected, the alerts will continue to collect in the Message Center and Real-time Email Alert Notices will be sent, but the number count on the Message Center will not reflect accurately.
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Chapter 8: Uninstalling Abila MIP

This chapter describes how to uninstall the Abila MIP system.

Uninstalling Steps

The following components must be uninstalled in this order:

1. Abila MIP Workstation
2. Abila MIP Server

Before uninstalling, make a backup of the organization database; see [Supplemental Maintenance](#) for more information. **Uninstall only removes the files that the installation process copied to your computer.**

Data Import/Export, Direct Deposit, EFT for A/P, and Forms Designer Users	When installing, the system copies files to the \MIP SHAREIMPORT, DDEPOSIT, EPAYAP, and FORMATS directories. During the uninstall process these files are removed. If changes have been made to these files, either change the names of the files or move them to another directory.
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To Remove the Abila MIP Workstation:

1. Go to **Start>Settings>Control Panel**.
2. Click **Programs and Features**.
3. Select **Abila MIP Workstation**, and then click **Uninstall**.

-OR-

If you are uninstalling a Abila MIP Workstation on a computer, which acts as a client only (it is not on the Abila MIP Server), run the Uninstall on the Server through a UNC path (<server name>\MIP Share\Setup\Uninstall).

To Remove the Abila MIP Server:

1. Go to **Start>Settings>Control Panel**.
2. Click **Programs and Features**.
3. Select **Abila MIP Server**, and then click **Uninstall**.

To Remove the Abila Auto Update plug in for MIP:

1. Go to **Start>Settings>Control Panel**.
2. Click **Programs and Features**.
3. Select **Abila.AAU.MIP**, and then click **Uninstall**.

To Remove the Abila MIP System including all Third Party Applications:

1. Use the Uninstall shortcut on <local drive letter:>\MIP Share\Setup folder.

Chapter 9: Help Documentation

This chapter describes how to access the MIP help documentation.

Accessing Documentation

The *Installation* and *Getting Started* guides are provided with your new system. Other guides and help files are automatically installed as part of the Server Installation process. Therefore, documentation is now easily accessible to all workstations through the \MIP Share\MIP Documentation\PDFs directory and the \Program Files\MIP\Help directory.

- Some product guides are available in PDF format. You can access these PDF files using Help>Product Guides or click Help and Support>Resource Center>Product Guides on the Navigation pane. These PDF files can be viewed and printed using a program, such as the Adobe® Reader®. To install Adobe Reader, you can download it for free from <http://www.adobe.com/>.
- The online help's "context-sensitive" feature is an easy way to get help when you need it most. Context-sensitive means that the system knows where you are working within the system so when you need help, you can press the F1 key or click the Help button. There is a wealth of information available that you can use daily to help you in your work. By experimenting with online help, you learn to use the system quickly, effectively, and efficiently.

Chapter 10: Supplemental Maintenance

The following information is useful for backing up, restoring, and compressing your organizational database.

Backing Up Organization Database

You can back up and restore all organization databases and the system database (NPSSQLSYS) for the *current version*. When running a backup, the system creates an uncompressed copy of the database.

You can back up any database while users are in the system. However, to restore a database, all users must exit the system.

1. As the Administrator, log on to **MIP Fund Accounting (Start>Programs>Abila>MIP Fund Accounting)**. You do not have to select an Organization.
2. Open the **File>Backup** form.
3. Select the database you want to back up from the **Database to Backup** drop-down list.
4. Accept the default name (the database name, date, and time) or enter another name in the **Backup to File** box.
5. If needed, click the **Browse** button and select the backup directory.
6. Click the **Start** button. The system backs up the database.
7. A dialog box will indicate the location of the backup when the process is finished.

Restoring Organization Database

1. As the Administrator, log on to **MIP Fund Accounting (Start>Programs>Abila>MIP Fund Accounting)**. You do not have to select an Organization.
2. Open the **File>Restore** form.
3. Select the database to restore from the drop-down list. If this is the first time a database has been restored, its name is not available in the drop-down list; you must enter a name here.
4. Enter the name in the **Restore to File** box.

5. Click the **Browse** button to locate the file.
6. Click the **Start** button.

The path to the MDF file that you backed up is stored in the backup file. When attempting to restore the backup file, the system looks for the same path.

Compressing Organization Database

Before starting the compress process, all users must exit the system.

1. As the Administrator, log on to **MIP Fund Accounting (Start>Programs>Abila>MIP)**, but do not select an Organization.
2. Open the **File>Compress** form.
3. Select the database to compress from the drop-down list.
4. Click the **Start** button.

Note: Compressing large databases can take quite some time. If the actual database file has spaces in the name, the compression program will not work.
