

Billing Analysis Tool Installation Instructions

Installation

Download the installation file for Billing Analysis Tool from UPS.com and follow the “Single User Installation” or the “Multi User Installation” instruction below to complete the installation of the tool. It is required to have admin rights on the PC for installing this software.

It is strongly recommended that you exit all Windows programs before running this setup program.

Prior to installation, confirm that you have the necessary hardware and software. See the Minimum Hardware and Software Requirements on ups.com.

Single User Installation

1. Double click on the UPS_Billing_Analysis_Tool.exe file downloaded from the UPS.com website. Select a location on the local hard drive of the PC to extract the files.
2. Open the Billing Analysis Tool Installation folder, and double click Setup.exe.
3. On the Welcome to Billing Analysis Tool screen, click Next.
4. Select Single User Installation on the Setup Type screen. Click Next.
5. Select the version of SQL Server Express (SSE) to install. You have the option of using the included English SSE, or downloading a local language version of the tool (if available). English version is recommended for quick installation.

English Version

- a. Choose SQL Server Express (English version) to install the included version of SQL Server Express. Click Next.

Local Language Version

- a. Choose SQL Server Express (Local Language) to download and install a local language version of SQL Server Express. The language of the localized version must match the operating system language. Click Next.
 - b. Click the Download button. This will open the web browser to the Microsoft site which will allow you to select the appropriate language. Download the file. Select Save, not Run from the pop up window. If the local language SQL Server Express is not available, use the "Back" button and select "SQL Server Express (English version)".
 - c. Browse to the location of the downloaded file. Click Next.
6. Client Installation Folder – Billing Analysis Tool installs into 'All Users\Application Data\UPS Tools\Billing Analysis Tool' folder for XP and 'Users\Public\Public Data\UPS Tools\Billing Analysis Tool' folder for Windows Vista and Windows 7 by default. Click Browse to select another location. The folders UPS Tools\Billing Analysis Tool will be created in the location you choose.
 7. Shortcuts screen
You may select to have shortcuts installed on the desktop and/or the program menu. Both shortcuts are selected by default. If the Access Runtime files are required to be installed on the PC, the shortcuts are always created. Click Next.
 8. Click Next on the Start Installation screen to continue with the installation.
 9. Wait while the installation copies the necessary components and creates the Billing Analysis Tool database. A message will appear indicating which component is being installed. Note that SQL Server Express installation may take some time.
 10. Click Finish to end the installation.

Multi User Installation

If multiple users want to access the same billing data this will require installation of the SQL Server Express database first on the shared computer, followed by installation of the Client on each PC that wishes to access the data.

Shared Database PC:

1. Double click on the UPS_Billing_Analysis_Tool.exe file downloaded from the UPS.com website. Select a location to extract the files.
2. Open the Billing Analysis Tool Installation folder, and double click Setup.exe.
3. On the Welcome to Billing Analysis Tool screen, click Next.
4. Select Multiple User Installation on the Setup Type screen. Click Next.
5. Select SQL Server Component on the Multiple User Installation Options screen. Click Next.
6. Select the version of SQL Server Express (SSE) to install. You have the option of using the included English SSE, or downloading a local language version of the tool (if available). English version is recommended for quick installation.

English Version

- a. Choose SQL Server Express (English version) to install the included version of SQL Server Express. Click Next.

Local Language Version

- a. Choose SQL Server Express (Local Language) to download and install a local language version of SQL Server Express. The language of the localized version must match the operating system language. Click Next.
 - b. Click the Download button. This will open the web browser to the Microsoft site which will allow you to select the appropriate language. Download the file. Select Save, not Run from the pop up window. If the local language SQL Server Express is not available, use the "Back" button and select "SQL Server Express (English version)".
 - c. Browse to the location of the downloaded file. Click Next.
7. Server Installation Folder – By default, SQL Server Express will install into <SystemDrive>\Program Files\Microsoft SQL Server. Click Browse to select another location. The folder \Microsoft SQL Server will be created in the location you choose.
 8. Click Next on the Start Installation screen to continue with the installation.
 9. Wait while the installation copies the necessary components and creates the Billing Analysis Tool database. A message will appear indicating which component is being installed. Note that SQL Server Express installation may take some time.
 10. Click Finish to end the installation.

Client PC(s):

1. Double click on the UPS_Billing_Analysis_Tool.exe file downloaded from the UPS.com website. Select a location to extract the files.
2. Open the Billing Analysis Tool Installation folder, and double click Setup.exe.
3. On the Welcome to Billing Analysis Tool screen, click Next.
4. Select Multiple User Installation on the Setup Type screen. Click Next.
5. Select Billing Analysis Tool Client on the Multiple User Installation Options screen. Click Next.
6. Client Installation Folder – Billing Analysis Tool installs into 'All Users\Application Data\UPS Tools\Billing Analysis Tool' folder for XP and 'Users\Public\Public Data\UPS Tools\Billing Analysis Tool' folder for Windows Vista and Windows 7. Click Browse to select another location. The folders UPS Tools\Billing Analysis Tool will be created in the location you choose.

7. On the SQL Server Connection screen, enter the name of the shared server machine name that was installed during Shared Database setup. This should be in the format <Server Name>\UPSBAT. UPSBAT is the name of the SQL Server Express instance that was installed.
8. Shortcuts screen
You may select to have shortcuts installed on the desktop and/or the program menu. Both shortcuts are selected by default. If the Access Runtime files are required to be installed on the PC, the shortcuts are always created. Click Next.
9. Click Next on the Start Installation screen to continue with the installation.
10. Wait while the installation copies the necessary components. A message will appear indicating which component is being installed.
11. Click Finish to end the installation.

Using Billing Analysis Tool with an existing SQL Server 2000 or SQL Server 2005 installation

Billing Analysis Tool can be configured to connect to an existing SQL Server 2000 or SQL Server 2005 installation. This requires that the Billing Analysis Tool database files be attached to the SQL Server by a database administrator.

The folders 'Billing Analysis Tool Installation\Setups\SQL\Data2000' and 'Billing Analysis Tool Installation\Setups\SQL\Data2005' in the uncompressed installation file contain the database files and the script file to attach the database to the existing SQL Server 2000 or SQL Server 2005.

Attach BAT Database to the Existing SQL Server

1. Copy the billing_ups.ldf and billing_mdf file to a location on the server machine.
2. Open the script file and change the location of the above files to reflect the location where it is copied to.
3. Execute the script

Upgrading from Billing Analysis Tool version 2.00.2008 to the latest version

Upgrading a Single User or Multi user Client or Multi User Server BAT Installations

1. Double click on the UPS_Billing_Analysis_Tool.exe file downloaded from the UPS.com website. Select a location to extract the files.
2. Open the Billing Analysis Tool Installation folder, and double click Setup.exe.
3. On the Welcome to Billing Analysis Tool screen, click Next.
4. Wait while the Upgrade process copies the necessary files. A message will appear indicating the upgrade was completed successfully.
5. Click OK to complete the Upgrade.

Upgrading a Multi User Server Installation with an existing SQL Server 2000 or SQL Server 2005 installation

1. Double click on the UPS_Billing_Analysis_Tool.exe file downloaded from the UPS.com website. Select a location to extract the files.
2. If the BAT client is installed on the server machine, double click Setup.exe and skip to instruction 5.
3. If no BAT client is installed on the server machine, check to see if MS Access program is installed.

If the server machine has any version of MS Access -

Open the Billing Analysis Tool Installation\Setups\Installations\UpgradeComponents folder and double click on BATUpgrader.mdb

If the server machine does not have any version of MS Access –

a) Open the Billing Analysis Tool Installation\Setups\Installations folder and double click Accessrt.msi to install the Access run time files

b) Open the Billing Analysis Tool Installation\Setups\Installations\UpgradeComponents folder and double click on BATUpgrader.mdb

4. Wait while the Upgrade process copies the necessary files. A message will appear indicating the upgrade was completed successfully.
5. Click OK to complete the Upgrade.

Note: The Server upgrade has to be performed on the physical machine of the server, not on a mapped drive.

Upgrading from Billing Analysis Tool versions prior to 2.00.2008

Refer the 'Upgrading_Uninstalling the UPS Billing Analysis Tool.doc' document that is included in the uncompressed installation files that is downloaded from UPS.com.

Uninstalling Billing Analysis Tool

Billing Analysis Tool should be removed using Add/Remove Programs. You must have administrative rights on the computer in order to run the uninstall program.

Billing Analysis Tool Client components:

1. Open up the Control Panel and select Add/Remove Programs. On Vista, this would be Uninstall a Program.
2. Select "Billing Analysis Tool Setup" from the list. Select Change / Remove.
3. This will begin the uninstall process. Wait while Billing Analysis Tool components are removed.
4. By design, SQL Server Express is not uninstalled, only the Billing Analysis Tool database files are removed. To uninstall SQL Server Express, follow the directions in the section labeled *Remove SQL Server Express 2005*.

Remove SQL Server Express 2005:

1. Open up the Control Panel and select Add/Remove Programs. On Vista, this would be Uninstall a Program.
2. Select "Microsoft SQL Server 2005" from the list. Select Remove.
3. You will be asked to select the database engine to remove. Select UPSBAT: Database engine. If this is the only database listed, then select Workstation components to remove the shared SQL components as well. Click Next.
4. This will begin the uninstall process. Wait while Microsoft SQL Server 2005 components are removed.
5. If you have no other SQL Server applications installed, you may uninstall the SQL Server compatibility components. Select "Microsoft SQL Server Backward Compatibility" from the list. Select Remove.
6. This will begin the uninstall process. Wait while the Backward Compatibility components are removed.