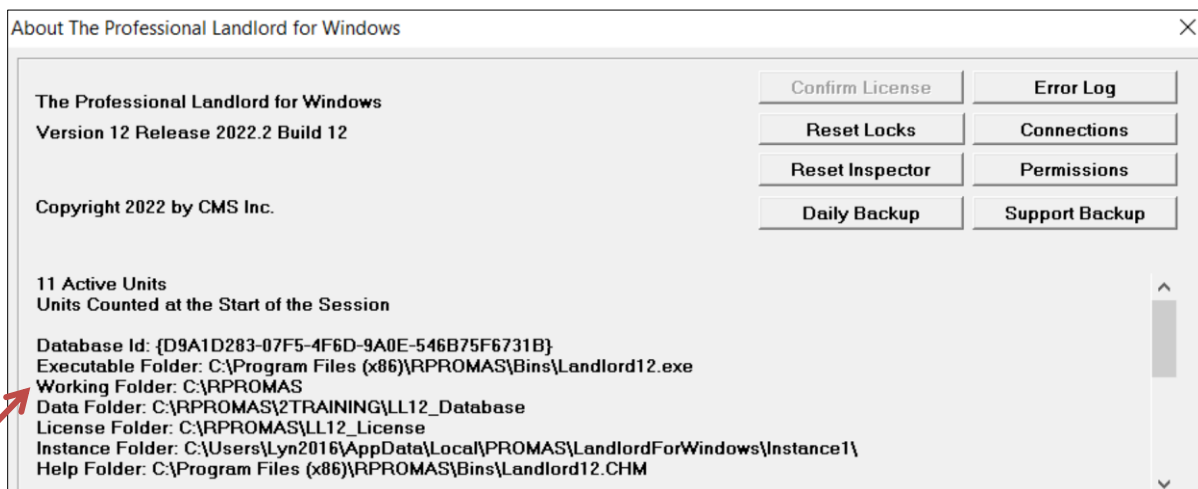


Overview

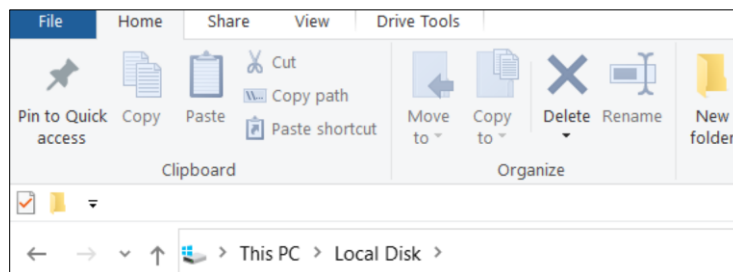
This guide covers how to install the program and move your data to a new stand alone computer.

On the old computer

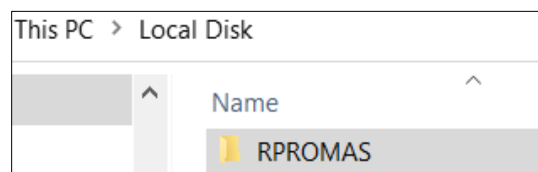
1. Find the Rpromas folder on your old computer that contains your data. If you do not know where that is, open the program and go to Help>About.



2. Note the location of the Working Folder.
3. Now find that folder on your computer: Open File Explorer (the yellow file folder at the bottom of your monitor) and find your Local Disk.



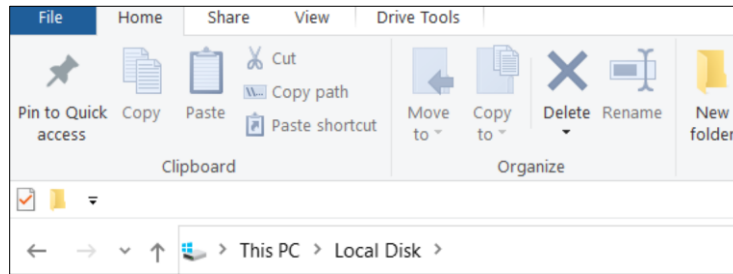
4. Copy the Rpromas folder to a flash drive.



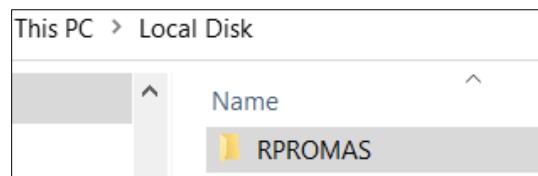
On the new computer:

Paste files

1. Open File Explorer (the yellow file folder at the bottom of your monitor) and find your Local Disk.

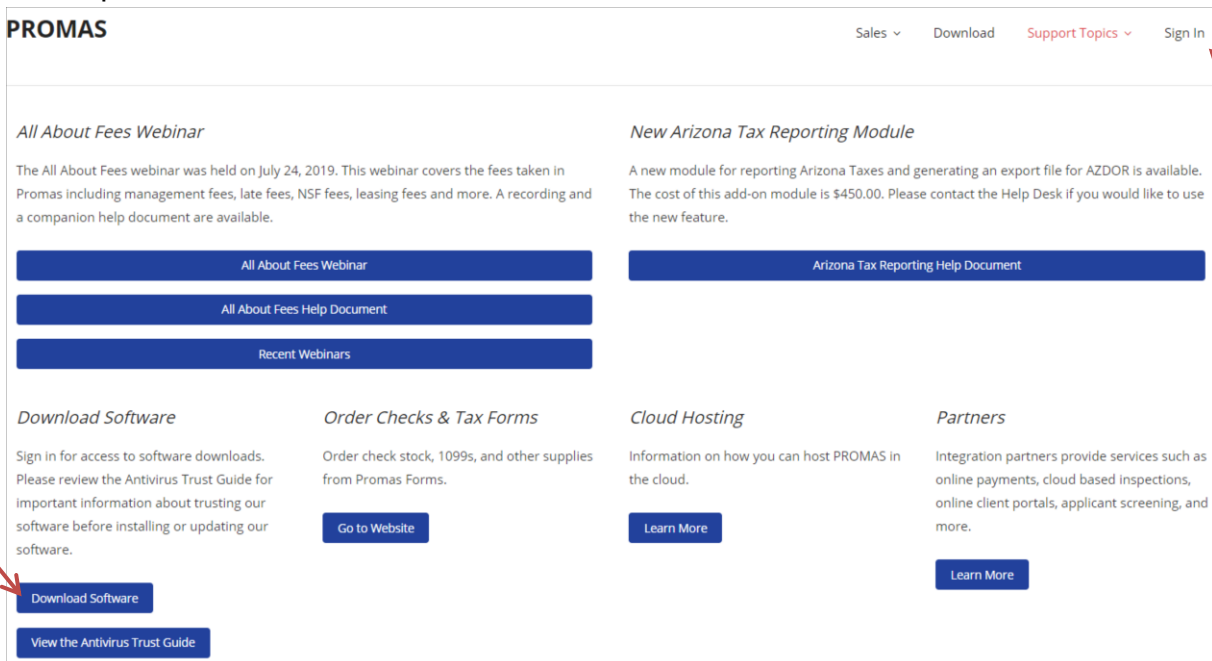


2. Copy Rpromas folder onto the Local Disk folder.

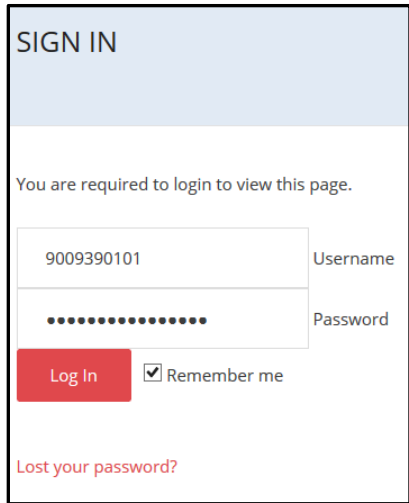


Download the Installer

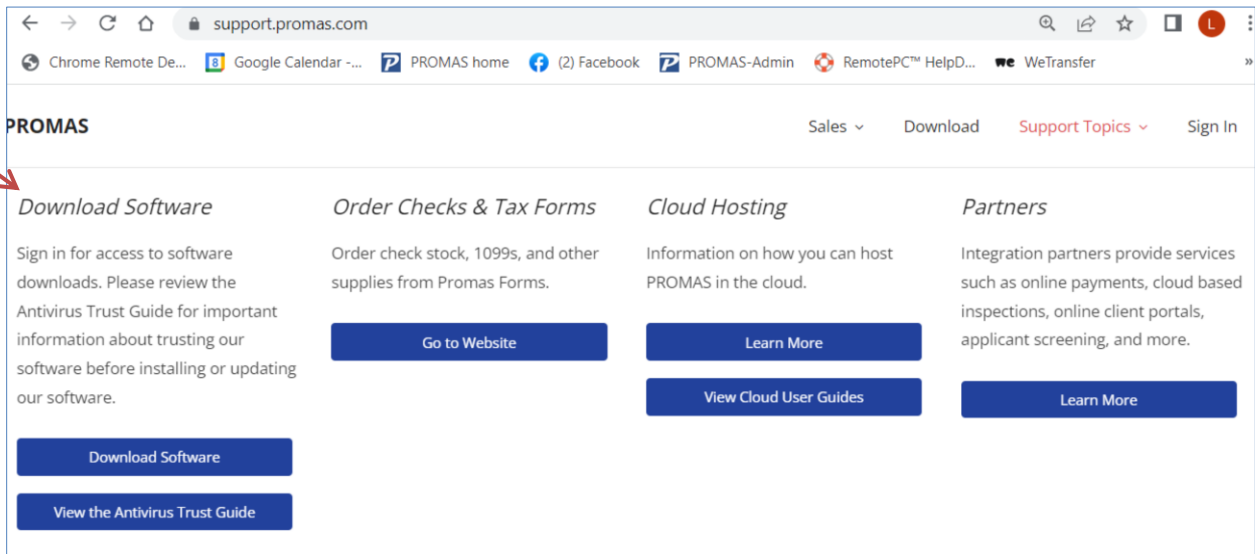
1. On the new computer go to support.promas.com.
2. Click on the words "Sign In" at the upper right. If you are already signed in, you may skip the next step.



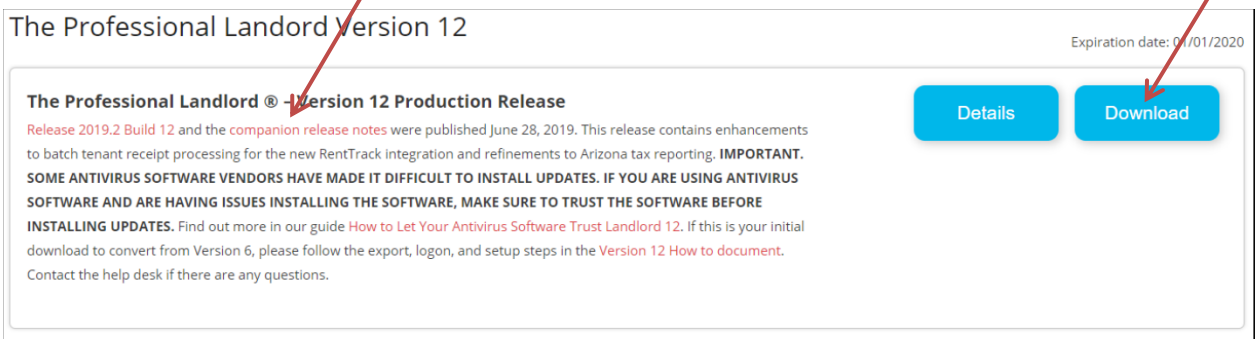
3. Sign in with your User ID and password. If you do not remember your credentials, please contact the Help Desk for assistance.

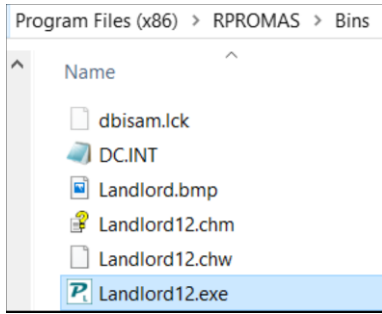


4. From the support home page, click "Download Software" to get to the Download page.

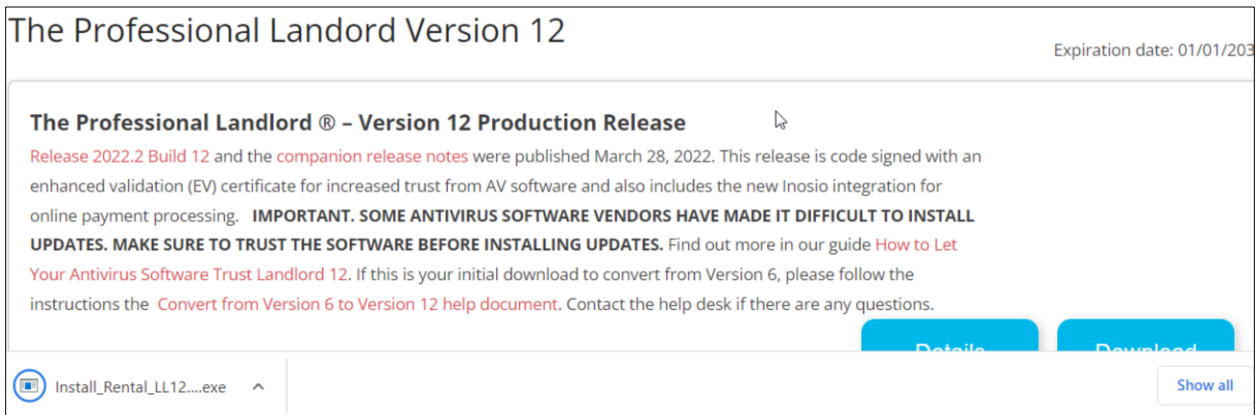


5. Scroll down and click on the Download button for the Professional Landlord® - Version 12 production release. You may review the release notes before downloading by clicking on the link in the release description.

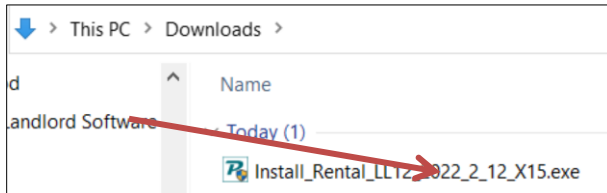




- Execute the downloaded installer. Most browsers have a download button or otherwise display recent downloads. If not, use File Explorer to locate the installer in the download folder. The installer has a name in the form "Install_Rental_LL12_xxxx.exe."



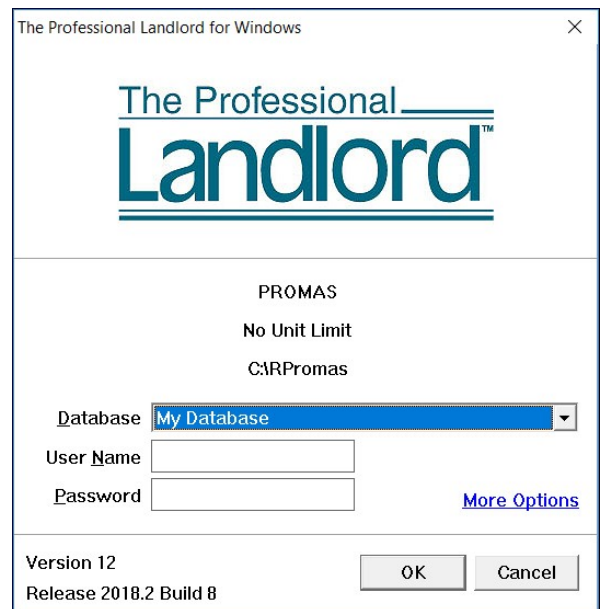
Or



- Once the program is installed, double click on the Landlord12 icon on your desktop to bring up the logon screen.

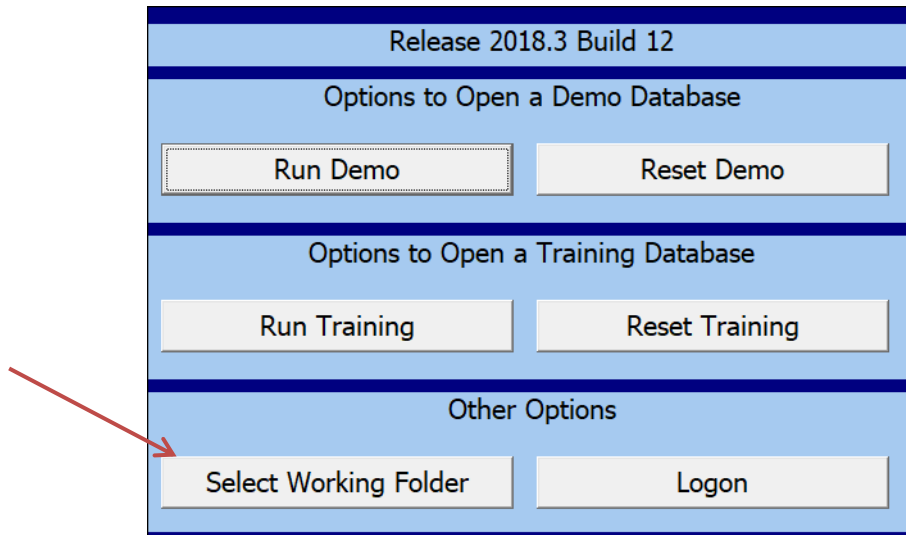


Now you can log in with your User Name and Password.

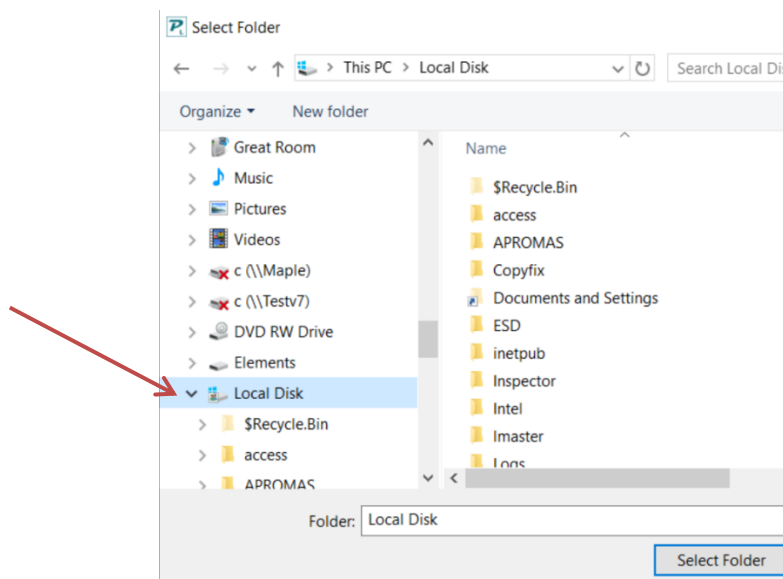


Instead of the PROMAS Logon screen you may go directly to the logon options screen when you launch the application.

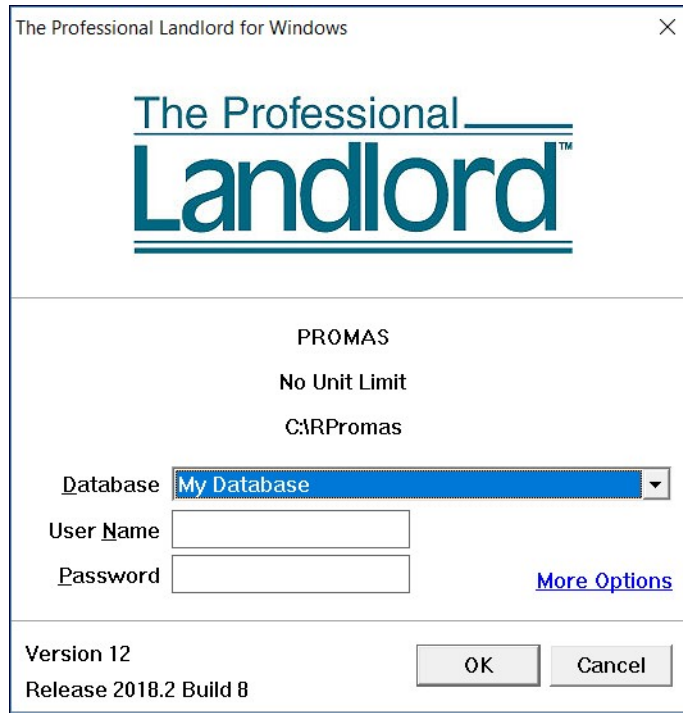
- Click on the button that says Select Working Folder.



- From the Select Folder screen, scroll to find the location of the Rpromas folder holding your data, either your computer or your server or mapped drive and click on the arrow to the left to expand the directory structure.



Find the R PROMAS folder, highlight and click Select Folder. That will bring up the logon screen with your company information.



If you cannot download the program you can copy it from your old computer. It resides in the Program Files (x86) in the RPPROMAS folder. Copy that RPPROMAS folder and put it in the Program Files (x86) folder on the new computer.

Open the Program Files (x86)\RPPROMAS\Bins folder. Right click on the Landlord12.exe file and choose Create Shortcut. That will put a shortcut on your desktop.