

Sage EasyPay Creative Software Services

(Only for those who are using Alert Module)

Sage EasyPay CSS

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Product version

The new version of the product is **10.7.01**. All references to **10.7.XX.XX** in the document and screen capture refers to the latest version **10.7.01**.

Checklist prior to software installation

- Back up all CSS database using CSS Control
- Log out of CSS completely (exit all modules)
- Ensure that EPE has been installed
- Stop EPE Email Service & Alert Service Engines via Windows Control Panel > Administrative Tools > Services
- Stop Sybase Service at the server:
- Double-click on "Sybase Central" on the desktop of the Sybase Server > double-click on "SQL Anywhere 10" on the right. Under the "Services" tab, right-click on your Sybase service (CSS) and click on "Stop"
- To start, you can simply click "Start" to start the service.

Installing CSS

1. Double-click the saved EPE-107XXXX.exe file.

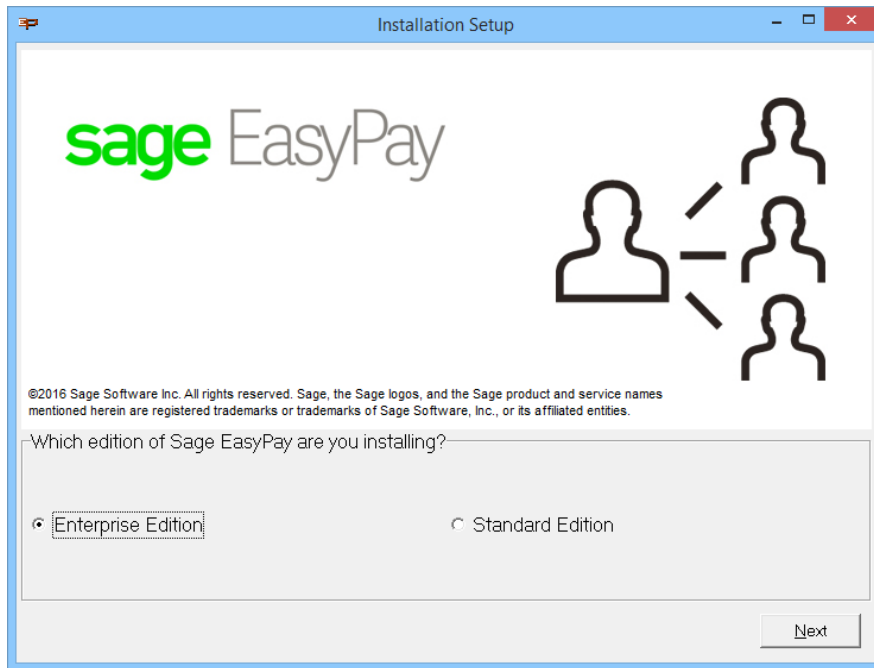


2. Key-in the password provided by Sage EasyPay Support Team then click on OK.

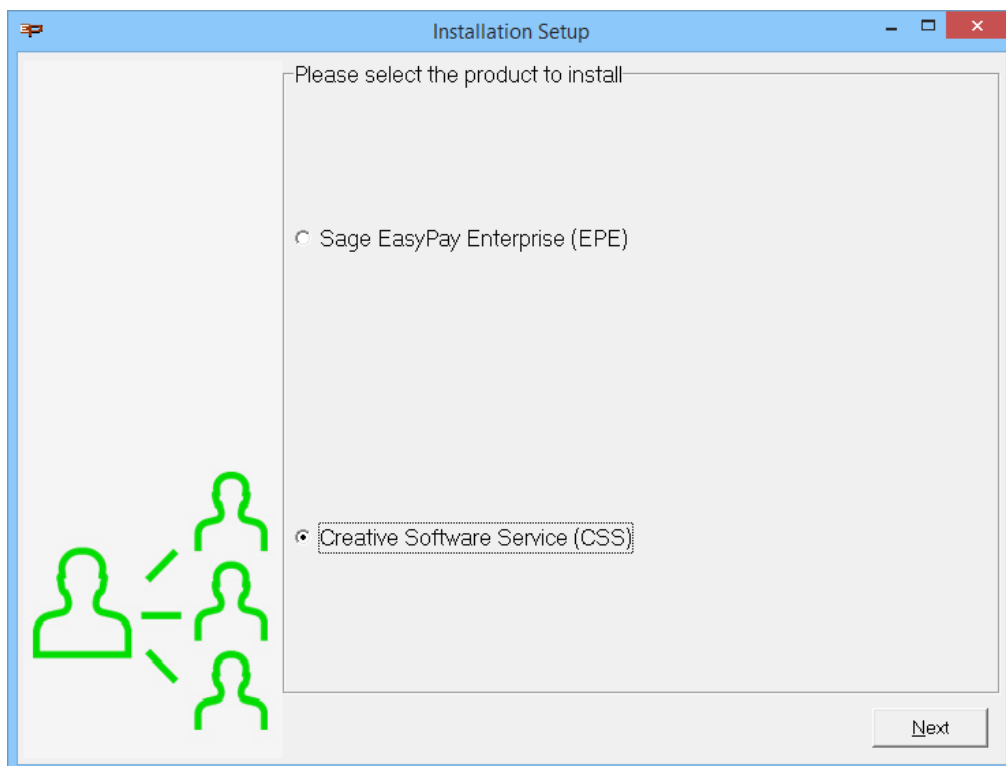


3. The program will self-extract and you can leave it running in the background.

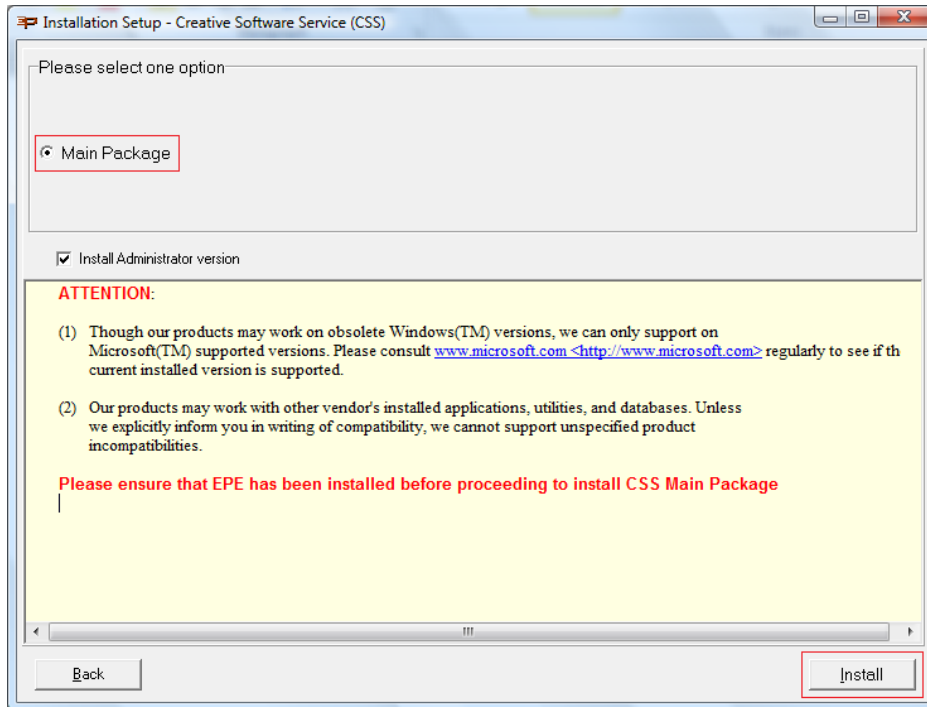
4. Select **Enterprise Edition** then click **Next**



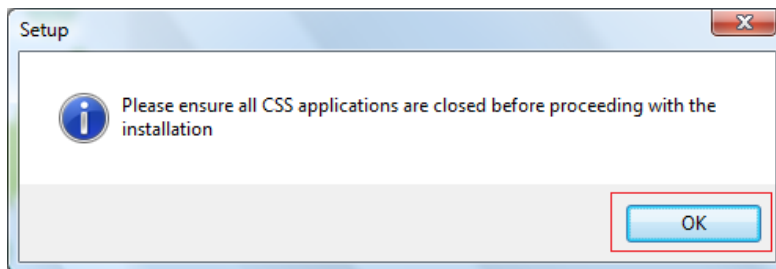
5. Select **Creative Software Service (CSS)** then click **Next**.



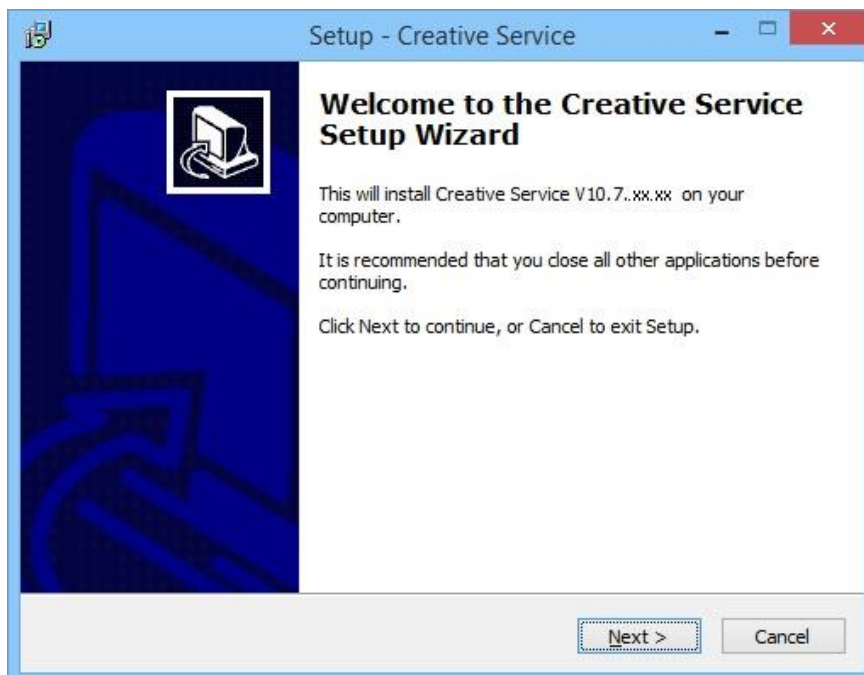
6. Select **Main Package** then click **Install**.



7. Click **OK** after all CSS applications have been closed.



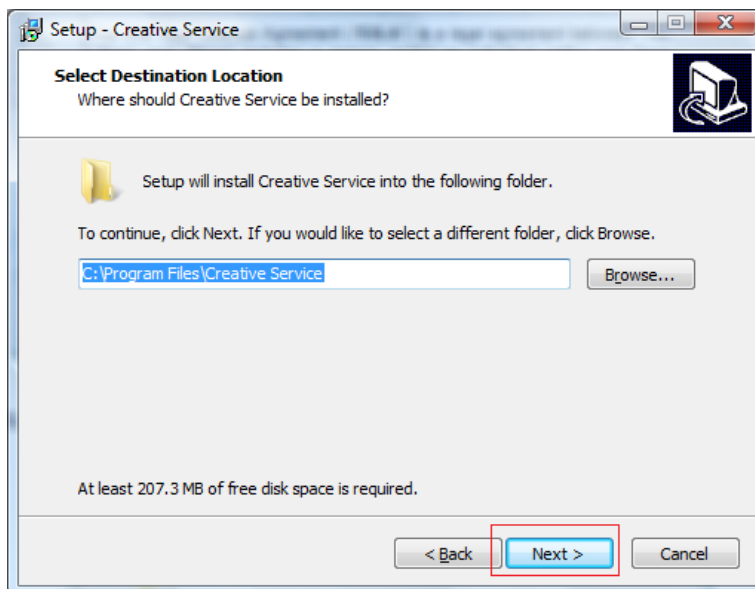
8. Click **Next**.



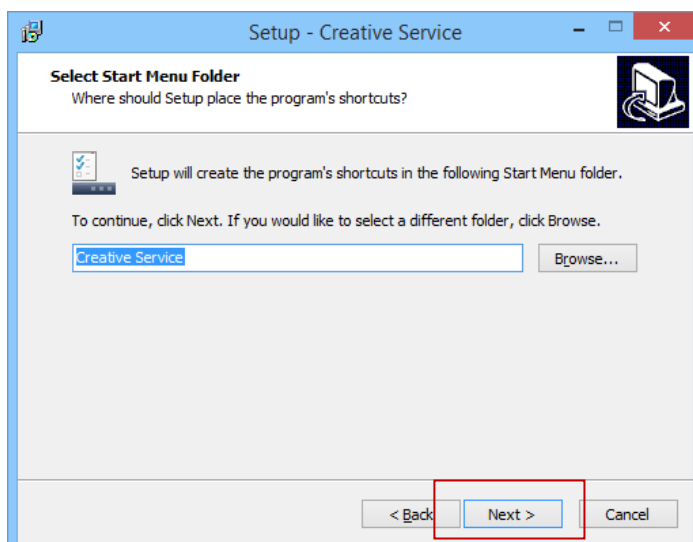
9. Click on "I accept the agreement" then **Next**.



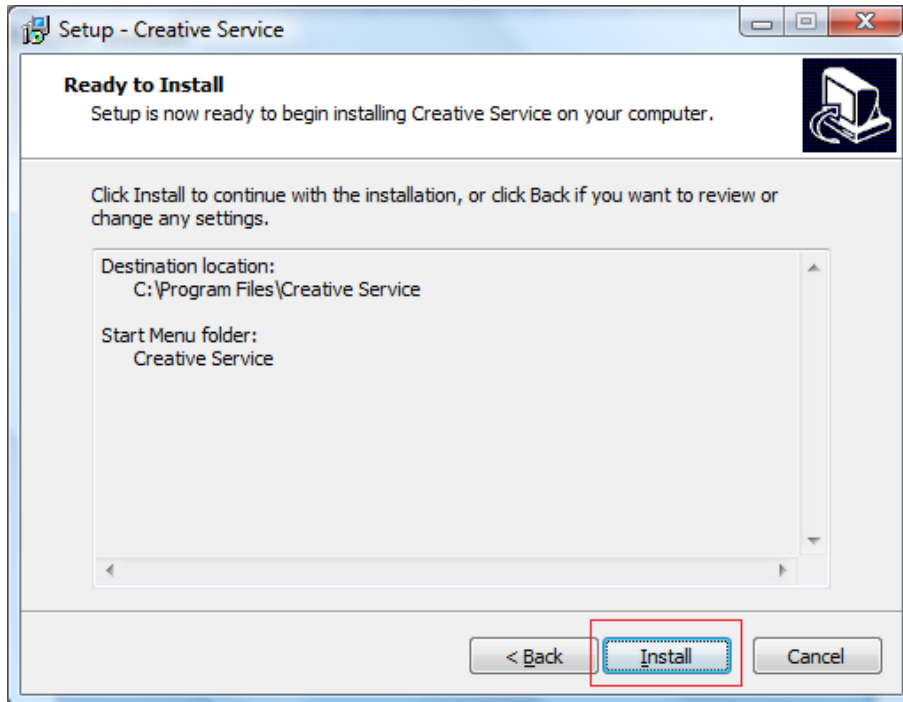
10. Click **Next**.



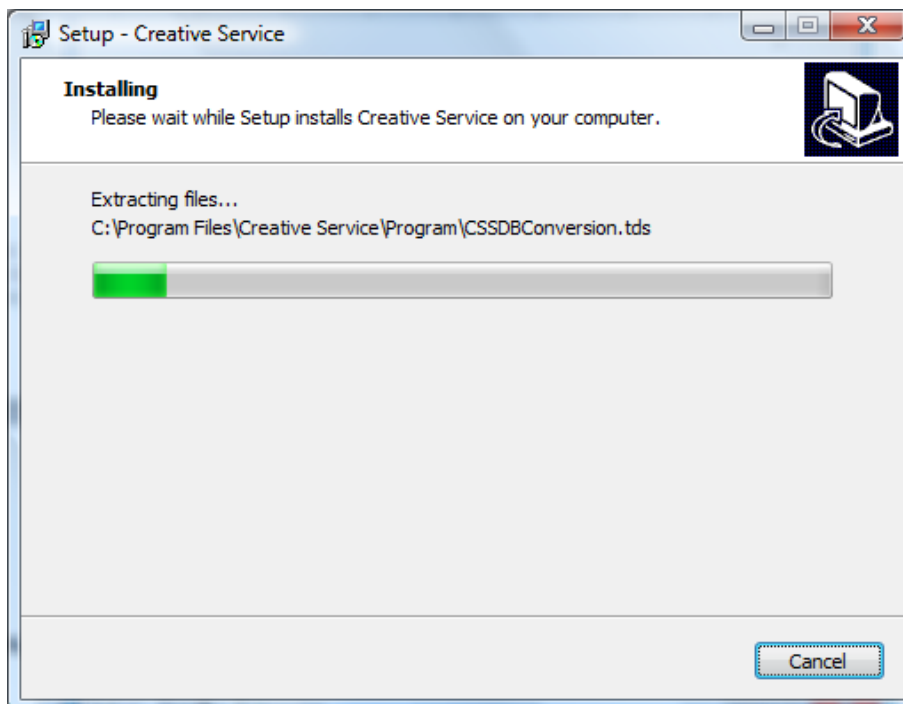
11. Click **Next**.



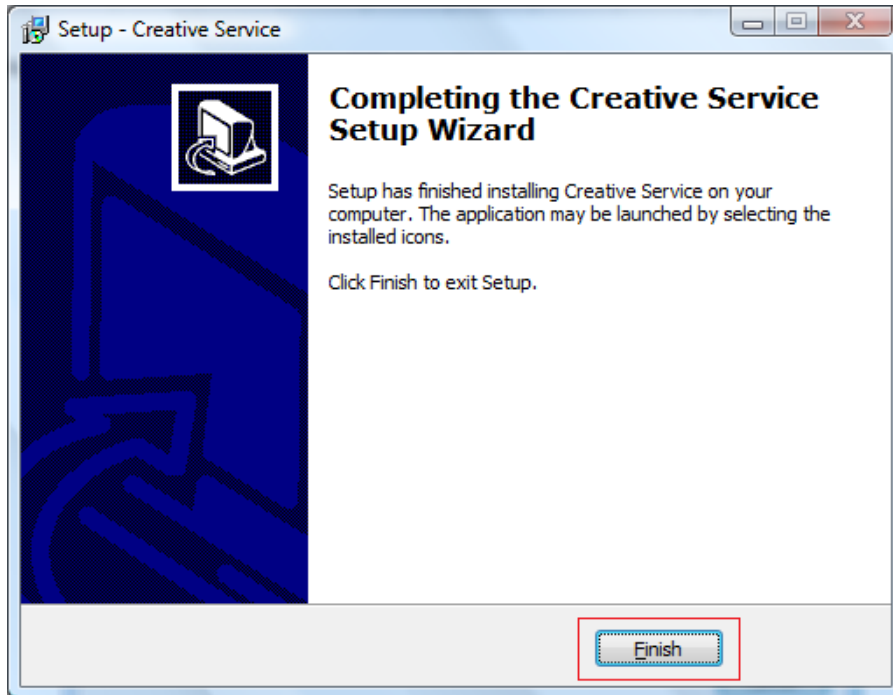
12. Click **Install**.



13. Do not close the window while installation is in progress.



14. Click **Finish**.



15. Start Sybase Service (CSS) first followed by EPE Email Service and Alert Service Engines (Refer to Page 1)
16. Double-click on CSS Control then Upgrade and login to CSS database.



17. Click on OK if prompted to upgrade the database. To check if you have CSS 10.7.XX; go to Help then About, login again and it should say CSS version 10.7.XX. You may close CSS Control.