



W-2, 1099 & 1095 REPORTING SOFTWARE with E-filing

Network Installation Instructions

Please review the instructions and the System Requirements ([link](#)) if you are uncertain of how to install the application.

PART 1: INSTALL ON THE NETWORK SERVER:

Notes:

Install the Server portion of the software on the Network Server **PRIOR** to installing on any Workstations. The Server installation **MUST** be performed directly at the Server. The Network Server must be running Windows 7, Windows 8/8.1, Server 2008, or Server 2012 for the database to run correctly. If the Server does not run a Windows-based network, see the Instructions for non-Microsoft networks at the end of this document.

Administrative rights are required to install the program, update the program, and import data from a previous version when the database is unattached.

1. From the server,
 - Insert the CD into your CD-ROM Drive. The program should automatically begin. If it does not start, hold the Windows key on the keyboard and press the letter "R", then type "d:\setup" (where "d" is your CD-ROM drive).

- If using the downloadable install package for the Yearli software, click on the link in the email. Select the program executable file and select to save the file to your desktop. Once downloaded you can then select to run the file.
2. Follow the on-screen instructions of the installation wizard.
 3. When prompted for an authorization code, enter the code included in the purchase confirmation email you received from desktop.support@greatland.com. Click **Next**.
 4. On the product selection screen, choose Server and continue through the screens. Click **Next**.
 5. On the Destination Location screen, we recommend installing the program to the default location as provided. If you want to change the location, use the **Browse** button, making sure the path indicated ends with a folder named **20XX (XX will be based on software year you purchased.)** Click **Next**.

Note: Yearli cannot be installed on a network drive, compressed drive, or encrypted drive. The program must be installed on a local drive.

6. The program will continue installing all necessary system components and the Yearli program files. You may be required to restart your computer after certain computer updates.
7. When the server install is complete, continue with Part 2 to install Yearli on the workstations.

Important: When importing data, the import must be done on the server. Install a Workstation directly on the Server to perform this import. This install does not count towards the workstation licenses you purchased.

PART 2: WORKSTATION INSTALLATION

Note: Install software for the Network Workstation AFTER installing it on the Network Server.

1. From each workstation,
 - Insert the CD into your CD-ROM Drive. The program should automatically begin. If it does not start, hold the Windows key on the keyboard and press the letter "R", then type "d:\setup" (where "d" is your CD-ROM drive).
 - If using the downloadable install package for the Yearli software, click on the link in the email. Select the program executable file and select to save the file to your desktop. Once downloaded you can then select to run the file.

2. Follow the on-screen instructions of the installation wizard.
3. When prompted for an authorization code, enter the code included in the purchase confirmation email you received from desktop.support@greatland.com.
Click Next.
4. On the product selection screen, choose **Workstation** and continue through the screens.
5. On the Destination Location screen, we recommend installing the program to the default location as provided. If you want to change the location, use the Browse button, making sure the path indicated ends with a folder named **20XX (XX depends on software year you purchased.)** Click **Next.**
Note: The workstation files must reside on the hard drive of the local machine.
6. On the Select Data Server screen click the **Browse** button and look for the name of the Yearli server. If you do not know the name of the server, refer to Server Name Location section below.
7. The program will continue installing all necessary system components and the Yearli program files. You may be required to restart your computer after certain component updates.

SERVER NAME LOCATION

Windows Server 2008 and Windows 7:

To locate the Yearli server name, perform the following steps at the machine designated as the Yearli server.

1. Right click the My Computer icon on the desktop and choose Properties.
2. Near the bottom of the screen, look for Full computer name, domain, and workgroup settings.
3. Take note of the Full computer name listed. This will be the name to locate in step 4 of the Network Workstation Installation.

Windows 8/8.1/10 and Server 2012:

To locate the Yearli server name, perform the following steps at the machine designated as the Yearli server.

1. Press the following key combination [Windows-Key/Logo] + [R].
2. Enter the following text into the Open field control.exe sysdm.cpl.
3. Select OK.

4. The Systems Properties window will open.
5. Take note of the **Full computer name** listed. This will be the name to locate in step 4 of the Network Workstation Installation.

INSTRUCTIONS FOR NON-MICROSOFT NETWORKS

Yearli must be installed on a computer that uses a Microsoft Windows operating system. However, Yearli will run on Windows-based computers using 3rd party networking software, such as Novell. If a Windows Server is not available, you may designate a single computer on which to install both the Yearli Server and Yearli Workstation programs.

Yearli requires that the network communications protocol TCP/IP be enabled. As long as TCP/IP is enabled at installation, you will be asked to enter the name of the machine where the Yearli Server is installed.

1. Follow steps 1 – 10 from the Network Server Installation on the workstation designated as the Yearli server. If you intend to run the program at this machine, you will also need to do a Network Workstation Installation.
2. Follow the Network Workstation Installation Instructions on any machine that will be used to access Yearli.

(1216)G-00170





W-2 & 1099 REPORTING SOFTWARE with E-filing

Standalone Installation Instructions

Please review the instructions and the System Requirements ([link](#)) if you are uncertain of how to install the application.

1. To begin the install
 - Insert the CD into your CD-ROM Drive. The program should automatically begin. If it does not start, hold the Windows key on the keyboard and press the letter "R", then type "d:\setup" (where "d" is your CD-ROM drive).
 - If using the downloadable install package for the Yearli software, click on the link in the email. Select the program executable file and select to save the file to your desktop. Once downloaded you can then select to run the file.

Note: Yearli cannot be installed on a network drive, compressed drive, or encrypted drive. The program must be installed on a local drive.

2. Follow the on-screen instructions of the installation wizard.
3. When prompted for an authorization code, enter the code(s) included in the purchase confirmation email you received from desktop.support@greatland.com. Click **Next**.
4. On the Destination Location screen, we recommend installing the program to the default location as provided. If you want to change the location, use the Browse

button, making sure the path indicated ends with a folder named **20XX (where XX is the software year)**. Click **Next**.

5. The program will continue installing all necessary system components and the Yearli program files. You may be required to restart your computer after certain component updates.

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