

# Quick Start Guide – First Time Users

AMXP = Apartment Manager XP

**CD** or **PDMQ.zip** contains 4 files:

AptMgrProgram.accde    Manual.pdf  
AptMgrData.accdb      QuickStartFTU.pdf

The DVD Contains 2 videos:

Overview      Daily Used Modules  
Required Modules    Support Modules

The AptMgrProgram.accde and AptMgrData.accdb are both required to run the program

## Initial Install for First Time Users Only

- Step 1: Go to: "My Computer" . . . . . Click "C:" the root directory  
Step 2: Create "New Folder" . . . . . Name Folder: "Apts-2015"  
Step 3: Copy 4 CD files **OR** unzipped 4 PDMQ files into . . . . . "C:\Apt-2015"  
Step 4: Highlight & Print the Quick StartFTU.pdf  
Step 5: Double click the program "AptMgrProgram.accde" . . . . . Then enter the password "Trial".

The Program is now loaded and ready for data entry

- Step 6: Complete the Company Profile  
Legal verbiage is determined by the Landlord Tenant Code for the property jurisdiction.  
Step 7: Complete the Property Module  
Each unit is a separate entry an active unit is "C" (current).  
Step 8: Complete the Tenant Module  
All units must have a tenant. If a unit is vacant, a substitute tenant must be entered.  
The substitute tenant will be OPEN### (ie: Unit 7 is vacant: Tenant name "OPEN007"  
Unit 27 is vacant: Tenant name "OPEN027", Unit 120 is vacant: Tenant Name "OPEN120")

\*\* Check the manual for instructions on adding or removing a tenant \*\* Reference pages 15 +

Print the manual and begin viewing all the features and reports

## SOFTWARE REQUIREMENTS

### OPERATING SYSTEM + ACCESS + AMXP COMBINATIONS

Windows 7.0	+	Office 2007	+	AMXP 2015
Windows 7.0	+	Office Pro 2007	+	AMXP 2015
Windows 8.0	+	Office 2010	+	AMXP 2015
Windows 8.0	+	Access 2007	+	AMXP 2015
Windows 8.1	+	Access 2007	+	AMXP 2015

These combinations will **not** work

Windows 7.0	+	Access 2010	+	AMXP 2015
Windows 7.0	+	Office Pro 2010	+	AMXP 2015
Windows 8.0	+	Access 2010	+	AMXP 2015
Windows 8.1	+	Access 2010	+	AMXP 2015

These combinations **will** work