



Release Management User Guide

Last Review Date: 05/11/2012



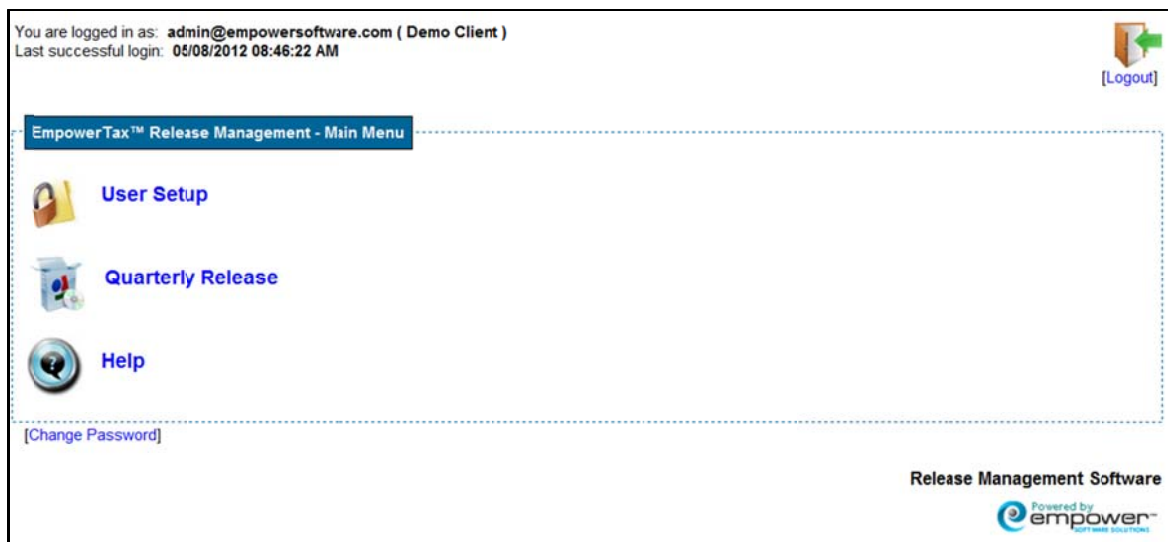
1 Introduction

The EmpowerTax Release Management Software landing page is the page you will see when you log in.

2 Client Administrator

A Client Administrator has the responsibility of maintaining non-administrator users. You should have the following icons and hyperlink within the main menu

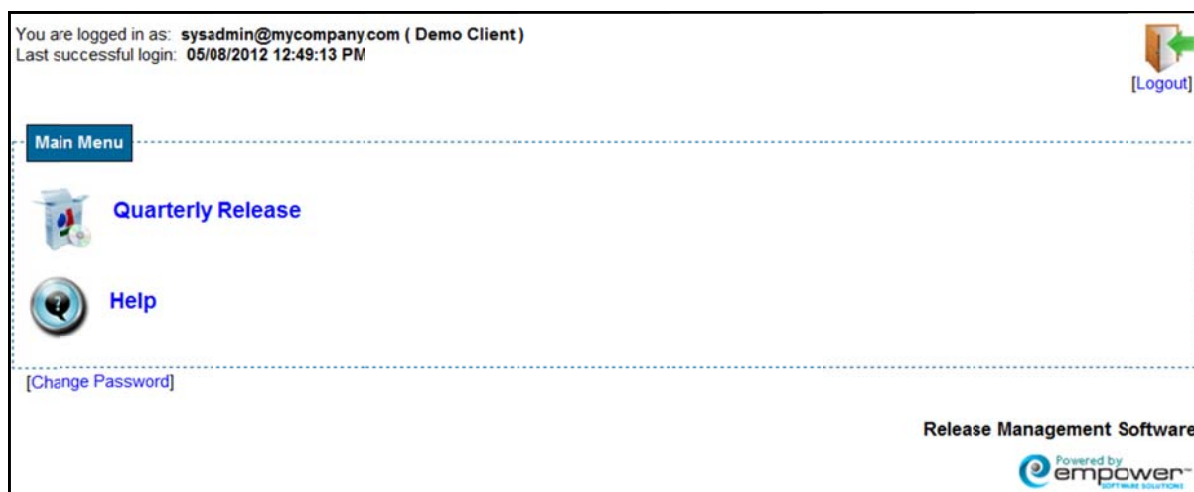
- User Setup
- Quarterly Release
- Help
- Logout
- Change Password




3 Client Non-Administrator

You should have the following icons and hyperlink within the main menu:

- Quarterly Release
- Help
- Logout
- Change Password





4 User Setup

1. Click on the  **User Setup** icon or hyperlink to set up your non-admin users in your organization.

Note: Client Administrators can add up to 5 client logins for their organization.

2. Enter the user's email address, first name, last name and the same default password. The user can change their password once they have been set up in the system.
3. Passwords Rules
 - Passwords must be a minimum of 8 characters
 - 1 uppercase and 1 lowercase
 - 1 special character
 - 1 numeric digit

You are logged in as: **admin@empowersoftware.com (Demo Client)**
Last successful login: **05/08/2012 10:51:30 AM**

 [\[Logout\]](#)  [\[Home\]](#)

User Setup

Client Name: Demo Client

Login	First Name	Last Name	Password	Delete	Active
sysadmin@mycompany.com	Bill	Gates	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>
nonadmin@mycompany.com	Steve	Jobs	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>


4. Check mark the **Active** box.
5. Once you have completed adding your users, click the **Update** button.
6. The system will generate a Success message.

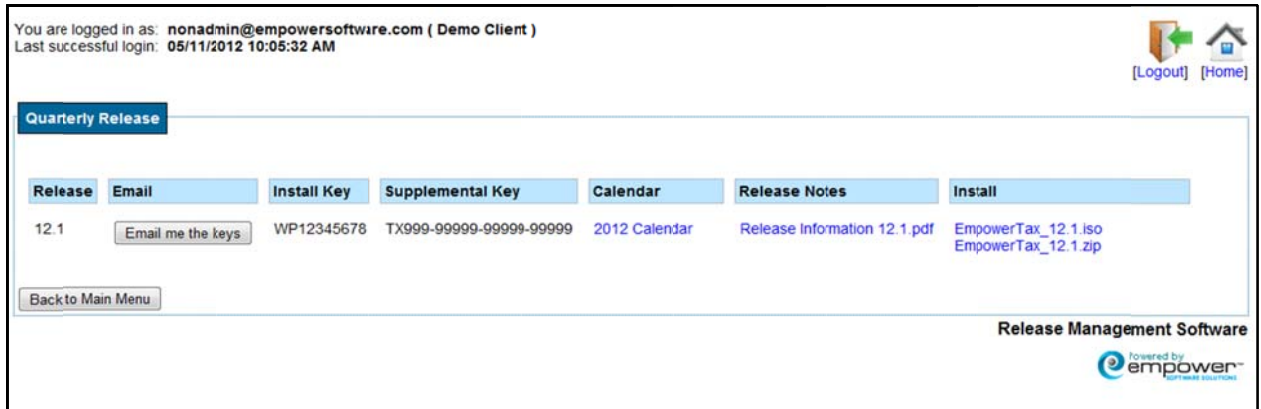
Success

- Client Non-Administrators successfully updated.

7. Click the  **Home** icon or hyperlink to return to the main menu.

5 Quarterly Releases

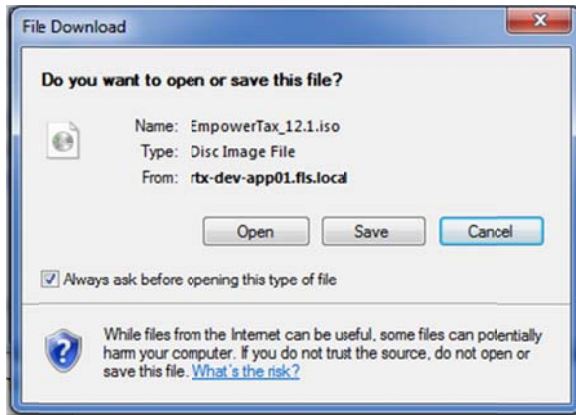
1. Click on the  **Quarterly Release** icon or hyperlink to view quarterly releases that are available in the system.



The screenshot shows the 'Quarterly Release' page. At the top, it displays the user's login information: 'You are logged in as: nonadmin@empowersoftware.com (Demo Client)' and 'Last successful login: 05/11/2012 10:05:32 AM'. There are links for '[Logout]' and '[Home]'. The main content area has a 'Quarterly Release' header and a table with columns: Release, Email, Install Key, Supplemental Key, Calendar, Release Notes, and Install. The table contains one row for release 12.1. Below the table is a 'Back to Main Menu' button. The footer includes the text 'Release Management Software' and the 'empower' logo.

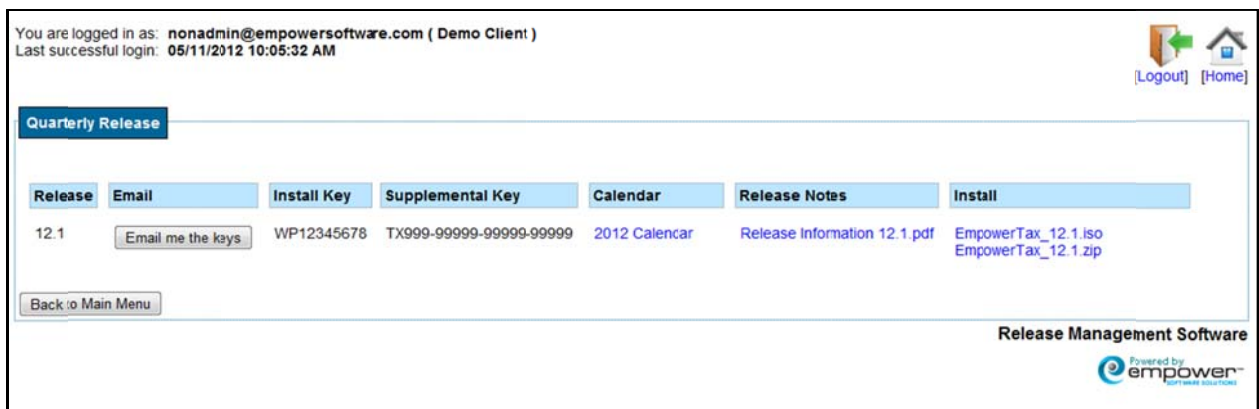
Release	Email	Install Key	Supplemental Key	Calendar	Release Notes	Install
12.1	Email me the keys	WP12345678	TX999-99999-99999-99999	2012 Calendar	Release Information 12.1.pdf	EmpowerTax_12.1.iso EmpowerTax_12.1.zip

2. Click on the **.iso** or the **.zip** file hyperlink to download the update.
3. Click **Save**.



6 Install and Supplemental Keys

Your Supplemental and Install keys are displayed on the page.



This screenshot is identical to the one in section 5, showing the 'Quarterly Release' page with the table of release information. The 'Install' column for release 12.1 shows two hyperlinks: 'EmpowerTax_12.1.iso' and 'EmpowerTax_12.1.zip'.

To return to the main page, click the **Back to Main Menu** button.

If you would like have the keys emailed to you, click the **Email me the keys** button and you will receive an email similar to below.

Below are the supplemental and installation key: for the EmpowerTax 12.1 Release.

Installation Key: WP12345678
Supplemental Key: TX999-99999-99999-99999

If you have any questions or require assistance, please contact our client support team at 1-800-239-8895 or send an email to fls.support@empowersoftware.com.

7 Calendar

Click on the **Calendar** link to download the calendar file(s).

You are logged in as: nonadmin@empowersoftware.com (Demo Client)
Last successful login: 05/11/2012 10:05:32 AM

[Logout] [Home]

Quarterly Release

Release	Email	Install Key	Supplemental Key	Calendar	Release Notes	Install
12.1	Email me the keys	WP12345678	TX999-99999-99999-99999	2012 Calendar	Release Information 12.1.pdf	EmpowerTax_12.1.iso EmpowerTax_12.1.zip

[Back to Main Menu](#)

Release Management Software
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Note: Wage Attachments only Clients will not have a calendar available.

8 Release Notes

To view the **Release Notes** that pertain to each quarterly release, click the **Release Information.pdf** link to open the document.

You are logged in as: nonadmin@empowersoftware.com (Demo Client)
Last successful login: 05/11/2012 10:05:32 AM

[Logout] [Home]

Quarterly Release


Release	Email	Install Key	Supplemental Key	Calendar	Release Notes	Install
12.1	Email me the keys	WP12345678	TX999-99999-99999-99999	2012 Calendar	Release Information 12.1.pdf	EmpowerTax_12.1.iso EmpowerTax_12.1.zip

[Back to Main Menu](#)

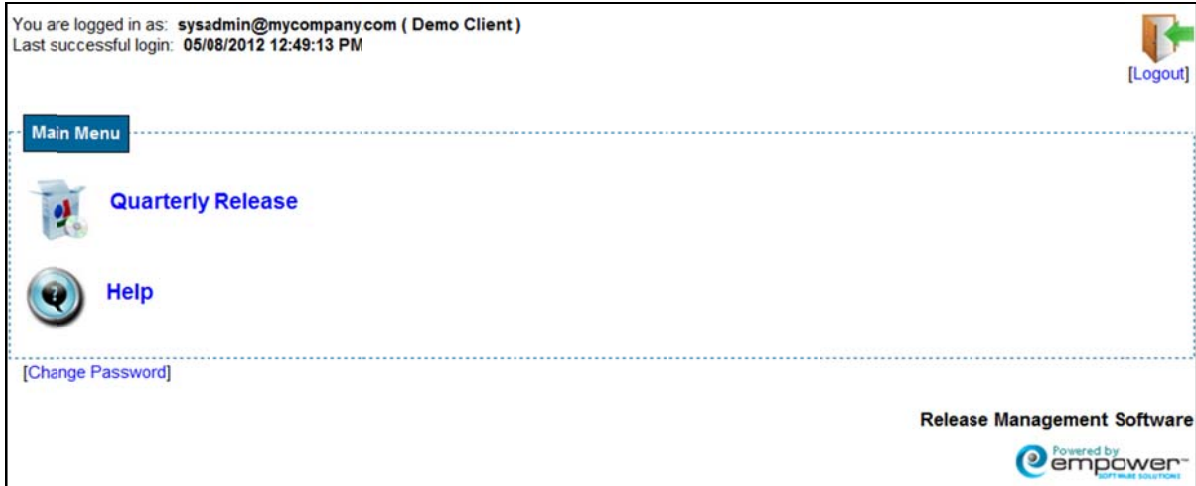
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To return to the main page, click the **Back to Main Menu** button.

9 Help


Click on the  **Help** icon or hyperlink. This will take you the **Release Management User Guide.pdf**. (This is this same user guide only in pdf format).

Click on your browser's **Back** button to return to the main page.



The screenshot displays the user interface of the Release Management Software. At the top, it shows the user is logged in as 'sysadmin@mycompany.com (Demo Client)' with a last successful login of '05/08/2012 12:49:13 PM'. A [Logout] link is visible in the top right corner. Below this is a 'Main Menu' section containing two items: 'Quarterly Release' with a folder icon and 'Help' with a question mark icon. A [Change Password] link is located below the menu items. In the bottom right corner, the text 'Release Management Software' is displayed above the 'empower' logo, which includes the tagline 'Powered by empower™ software solutions'.

10 Logout

Click on the  Logout icon or hyperlink to log out of the system.