W-2, 1099 & 1095 Reporting Software
with E-filing

Network Installation Instructions

Before beginning the installation, please review the system requirements located at the bottom of this page. There are two components to the network installation of Yearli Desktop; the *server* and the *workstation*. The server component must be installed prior to the workstation.

Administrative rights are required to install the program.
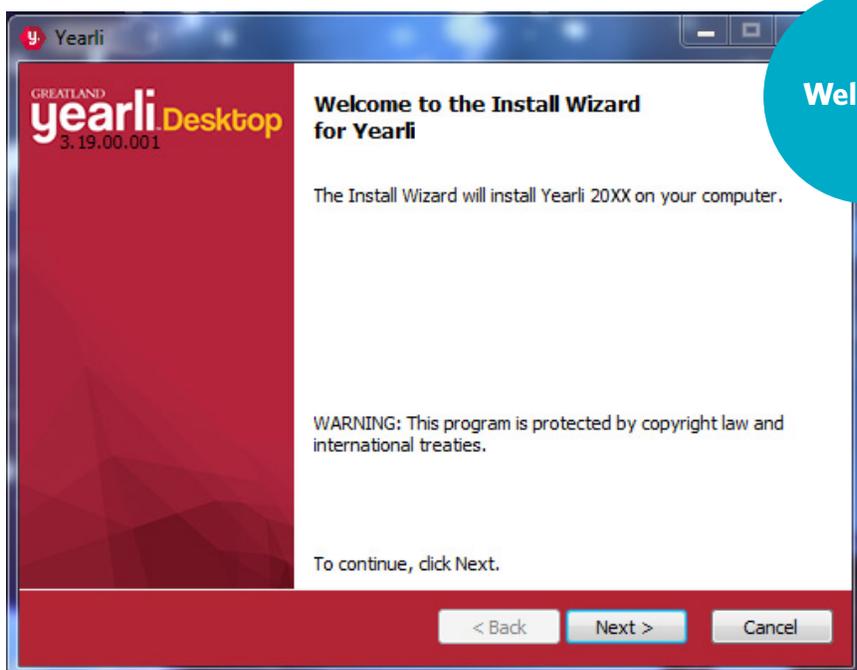
Server Installation Instructions:

The server component of Yearli Desktop must be installed directly at the server. The server must run a Windows-based operating system. To begin the server install of Yearli Desktop:

To start the installation, select the *Download Yearli Desktop Software* button on the webpage. Select to *save the file to your Desktop*, if prompted. Once downloaded you can then select to *run the file*.
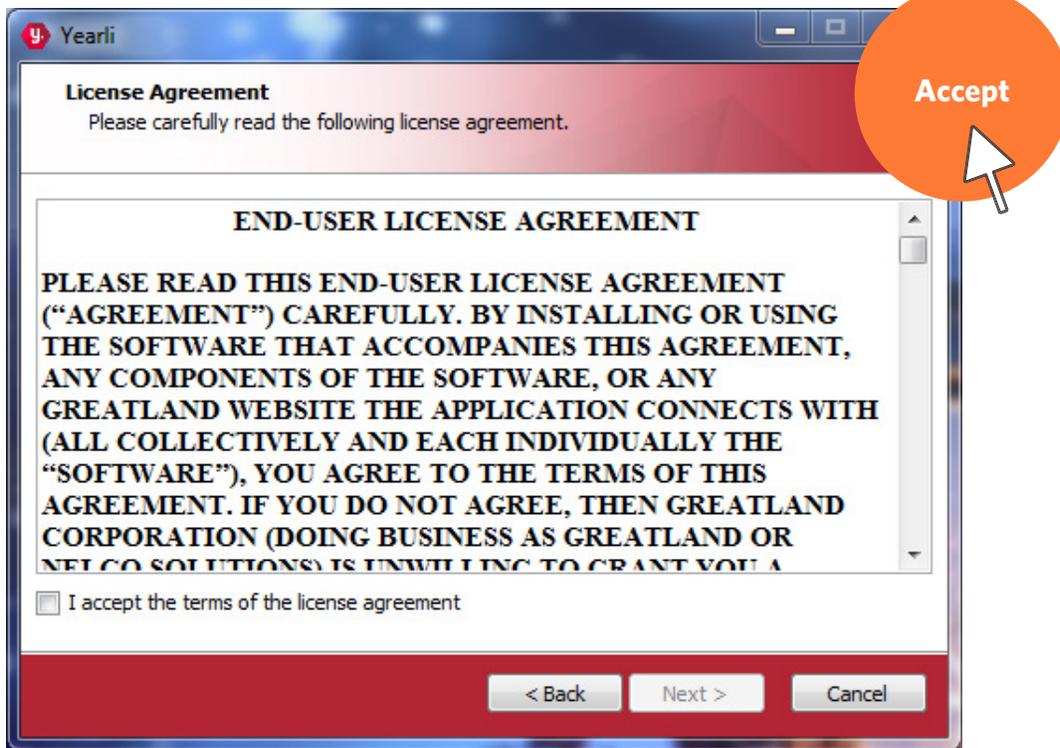
The installation will verify that the computer meets the minimum requirements for the Yearli Desktop software.

- If the minimum requirements are not met a message will display listing the incompatible elements. Click **OK** to end the installation process.

- If the installation has recommendations on ways to more effectively use Yearli Desktop, a message will display listing the recommendations. Click **OK** to continue with the installation process.
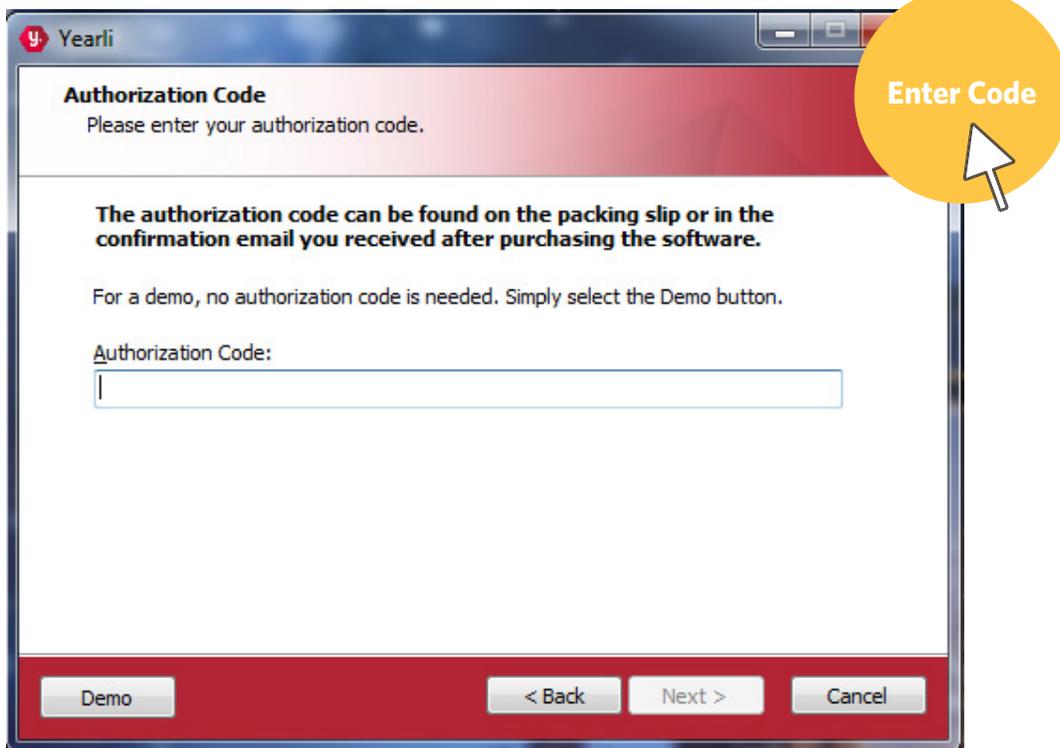
---

1.   The welcome screen will display. Click **NEXT** to continue.
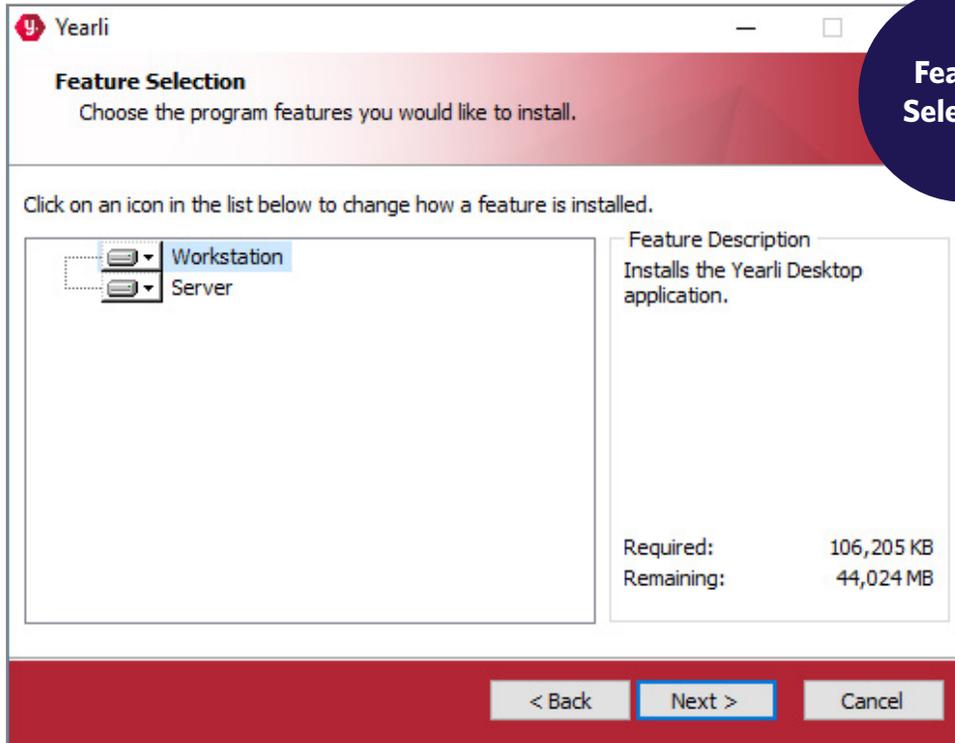
2.	Review the End-User License Agreement. **SELECT** the *"I accept the terms of the license agreement"* checkbox. Click **NEXT** to continue.
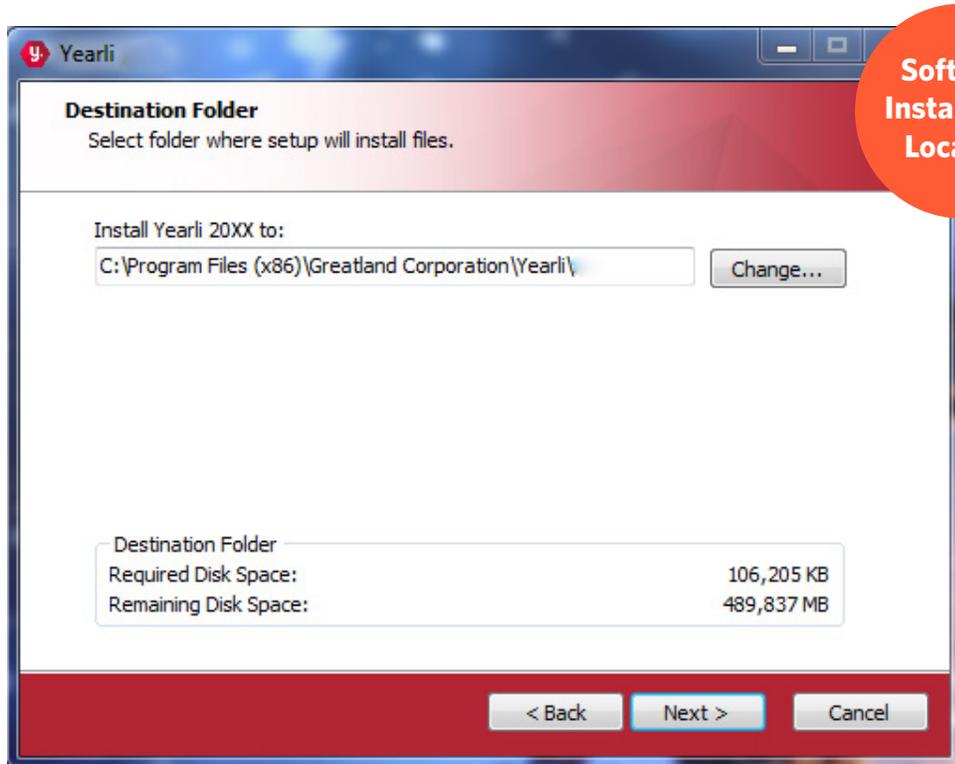

3.	 **ENTER** the authorization code received with your software. Click **NEXT** to continue.
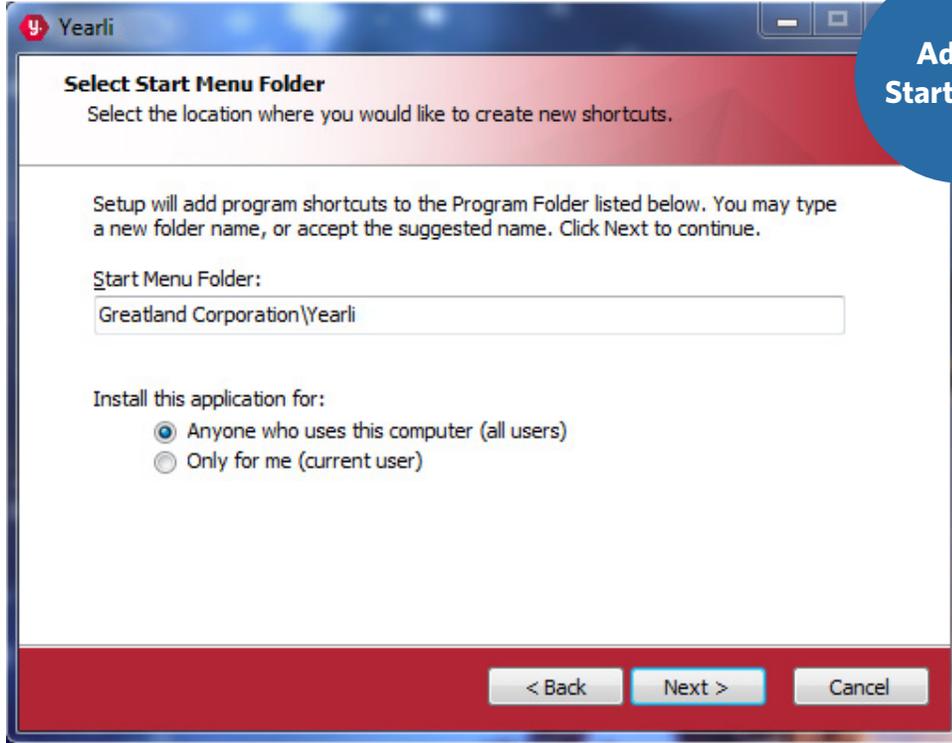
4. The feature selection screen will list the available network options. By default the Workstation component will always be selected. When installing the server, the Server component must also be selected. Choose the arrow next to Server and select "*Will be installed on the local hard drive*". Click **NEXT** to continue.
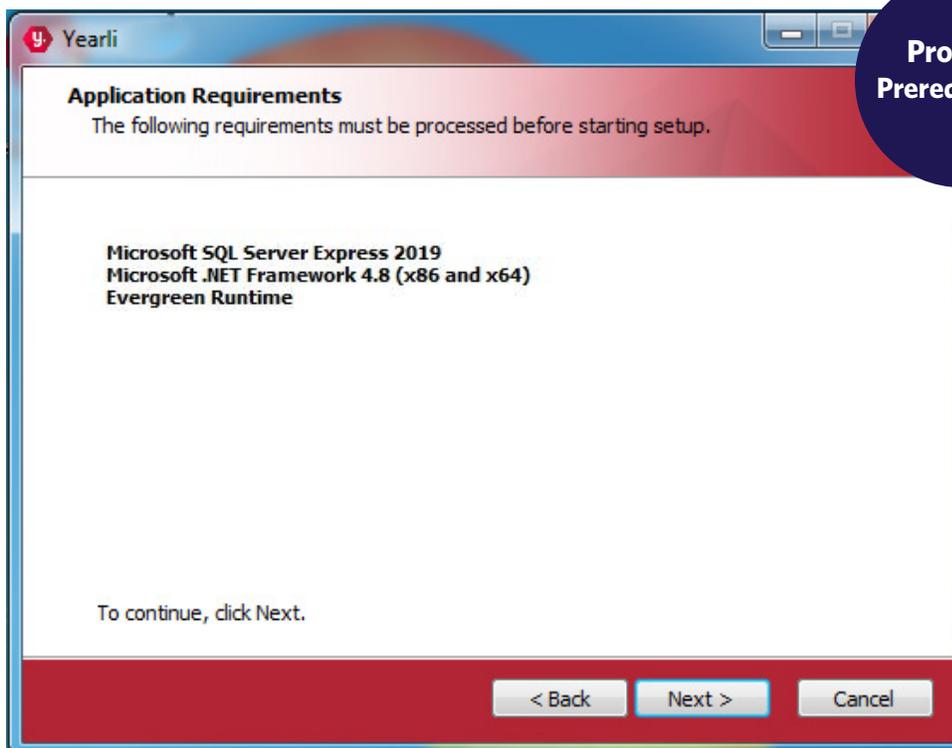

5. The directory where the software will be installed will display. Greatland recommends installing the software to the default directory of *Greatland\Yearli\20XX* within the Program Files (x86) location of the computer. Select the **CHANGE** button to choose an alternate location or click **NEXT** to continue.
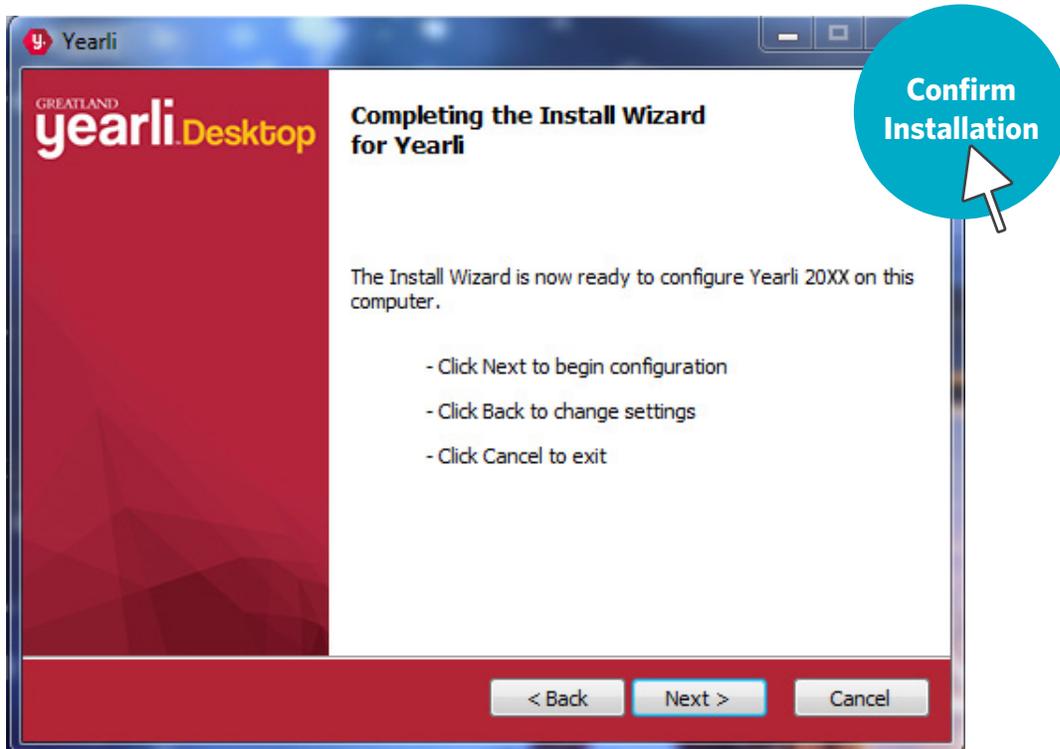
6. The installation will add shortcuts to the Start Menu of the computer. Greatland recommends using the default Start Menu folder of *Greatland Corporation\Yearli 20XX*. Enter an alternate Start Menu location if desired. Choose the radio button that best reflects who should have access to the Yearli Desktop software. Click **NEXT** to continue.
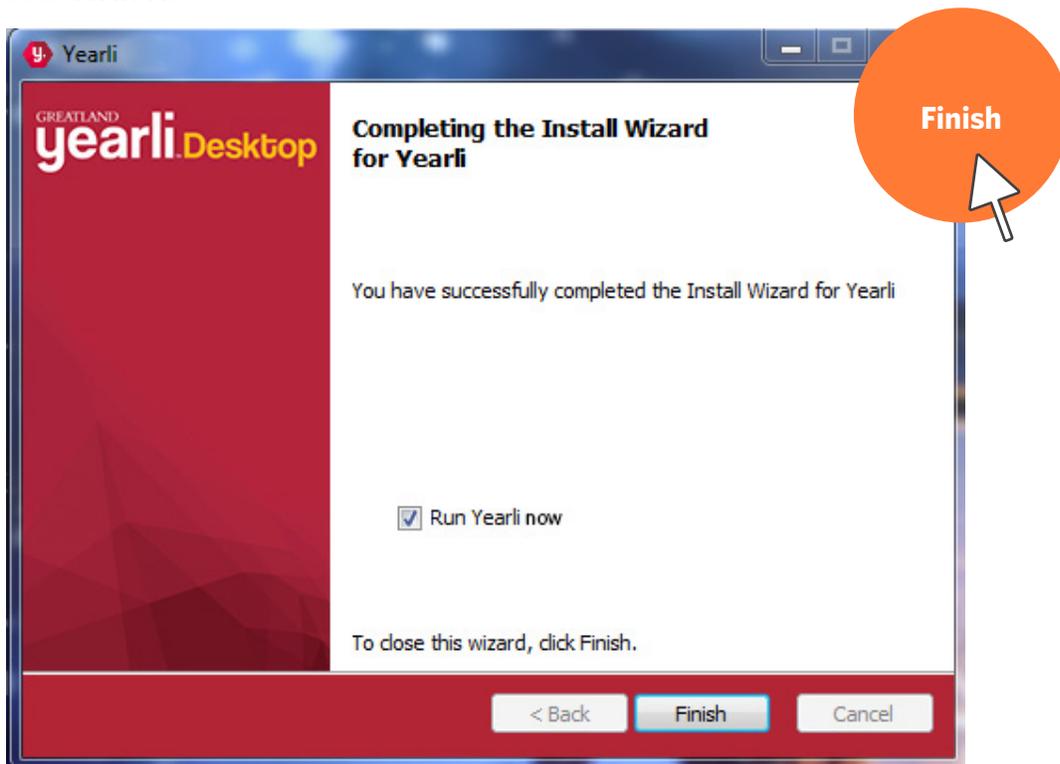

7. The installation will display any software prerequisites that must be installed with the software. Click **NEXT** to continue.

8. The confirmation screen will confirm that the installation will begin and will configure the Yearli Desktop software. Click **NEXT** to continue. As the software is installed a progress bar will keep you informed of the status of the installation.

9. Once the installation is complete, choose the checkbox to *Run Yearli 20XX* now if desired. Click **FINISH**.
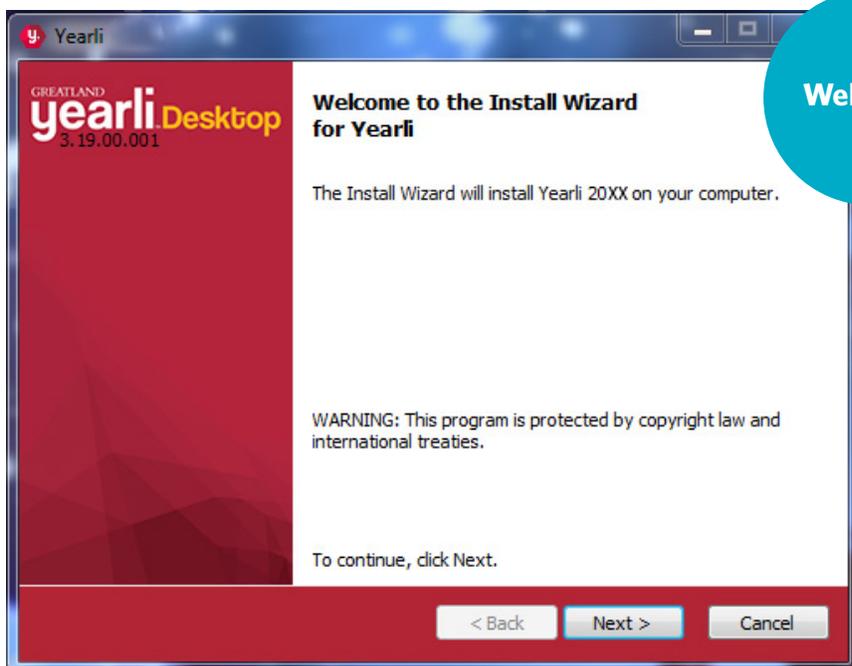
Workstation Installation Instructions:

Before installing a workstation, please *install the server component first*. To begin the workstation install of Yearli Desktop:

To start the installation, select the *Download Yearli Desktop Software* button on the webpage. Select to *save the file to your Desktop*, if prompted. Once downloaded you can then select to *run the file.*

The installation will verify that the computer meets the minimum requirements for the Yearli Desktop software.

- If the minimum requirements are not met a message will display listing the incompatible elements. Click **OK** to end the installation process.
- If the installation has recommendations on ways to more effectively use Yearli Desktop, a message will display listing the recommendations. Click **OK** to continue with the installation process.
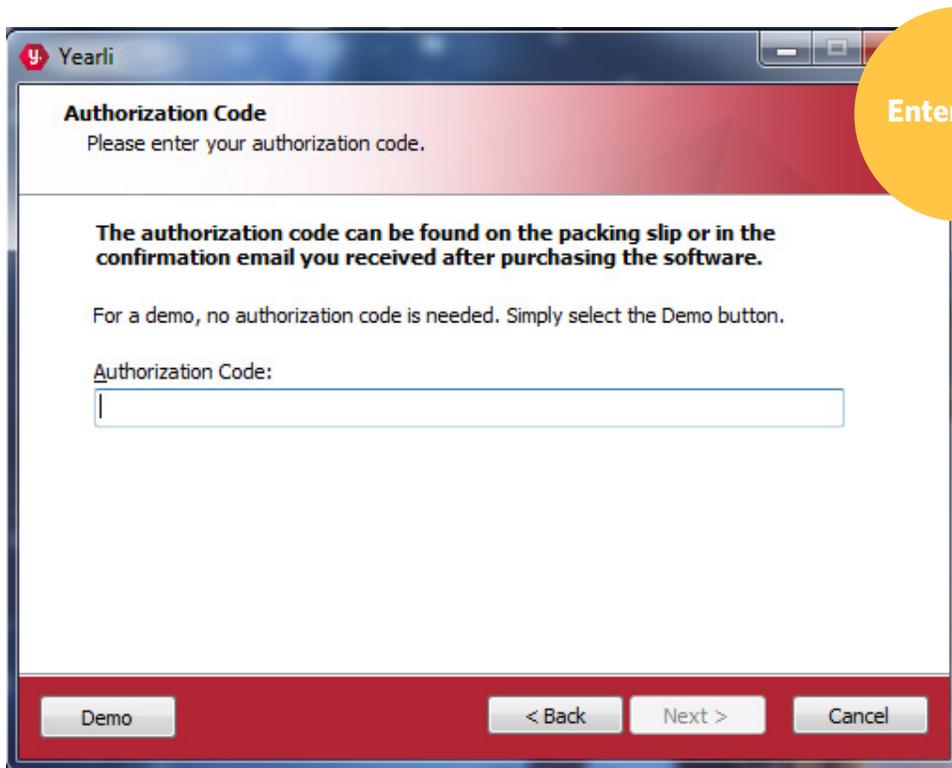

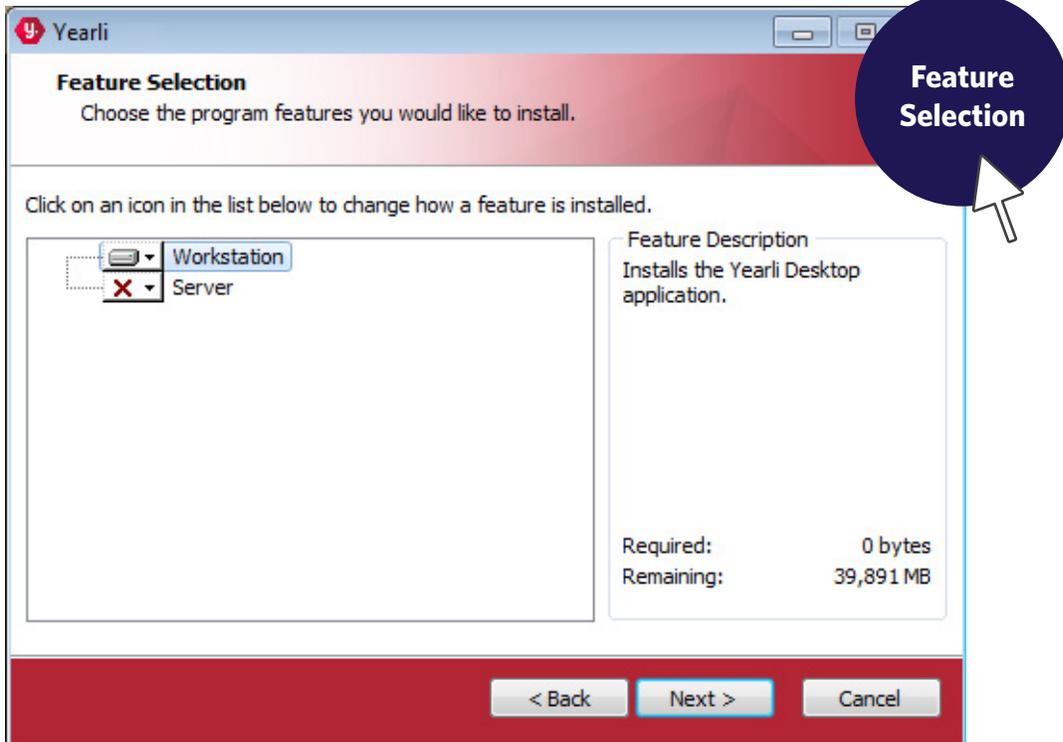1. The welcome screen will display. Click **NEXT** to continue.

2. Review the End-User License Agreement. Select the *"I accept the terms of the license agreement"* checkbox. Click **NEXT** to continue.

3. Enter the authorization code received with your software. Click **NEXT** to continue.
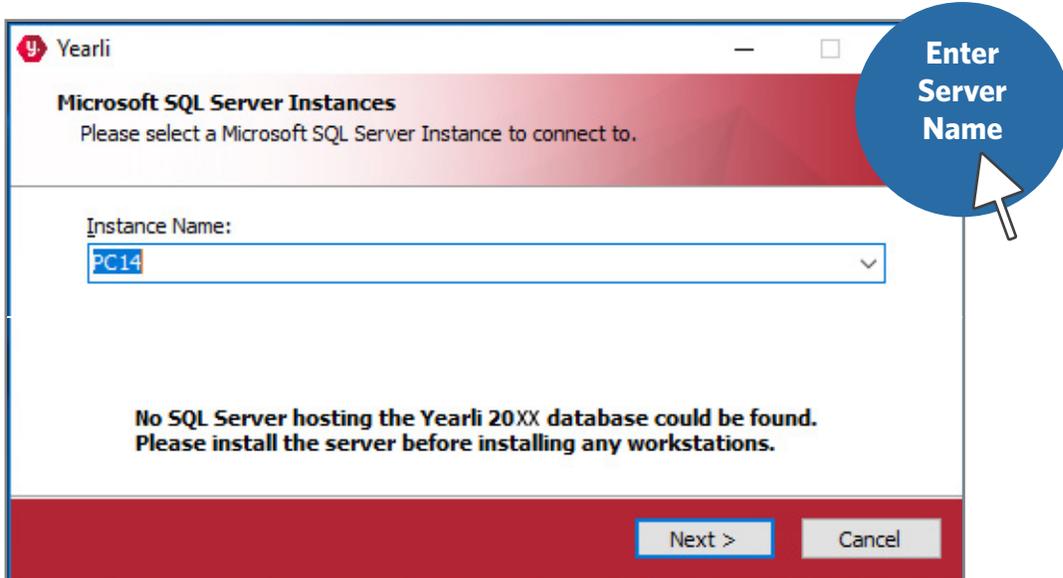
4. The feature selection screen will list the available network options. By default the Workstation component will always be selected. Click **NEXT** to continue.
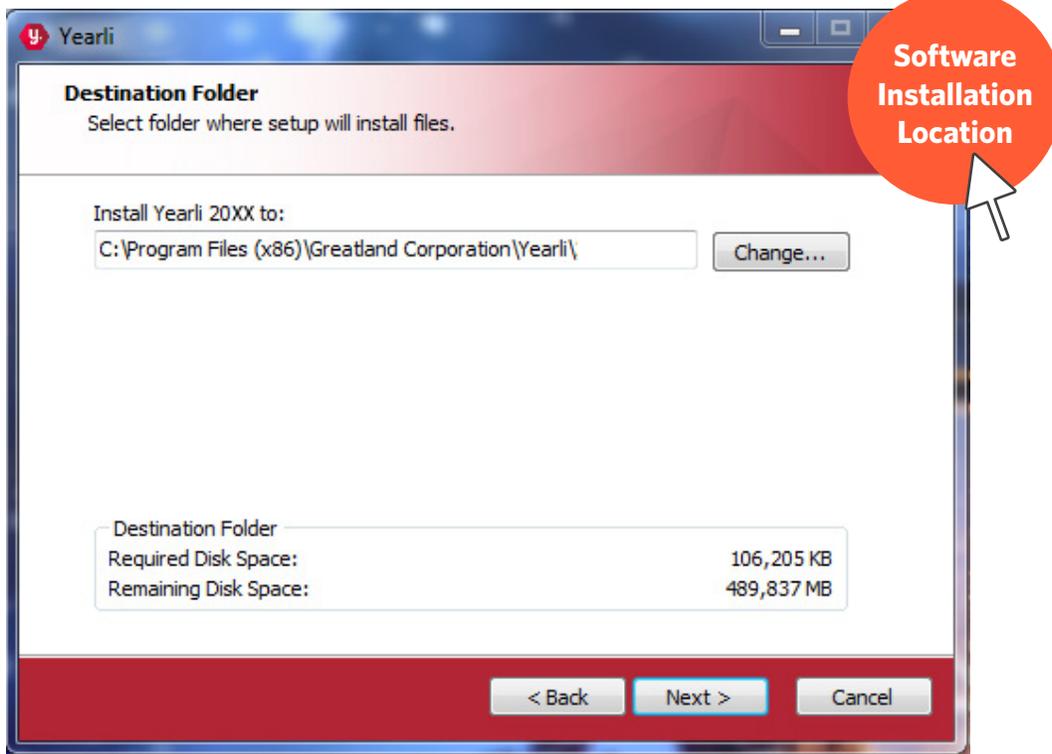

5. Choose or enter the server name that contains the Yearli Desktop server installation. Select **NEXT** to continue

   Server Name Location – To locate the Yearli server name, perform the following steps at the machine designated as the Yearli server:
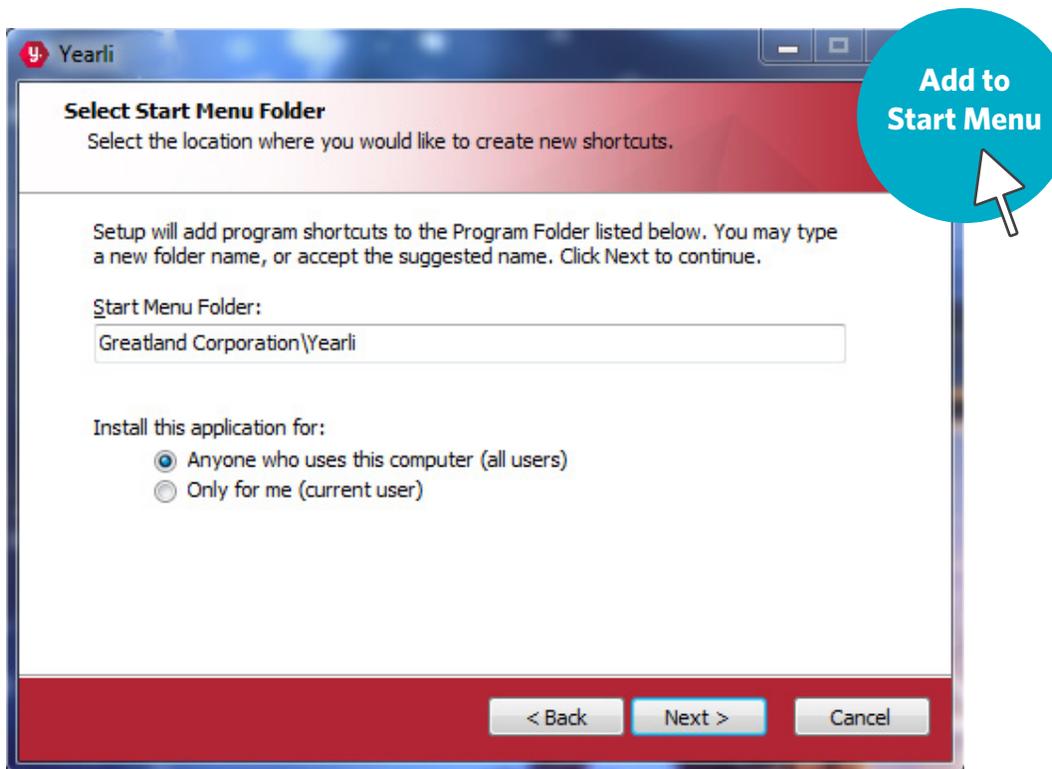
   a.   Press the **Windows** and **R** key on the keyboard.
   b.   Enter "*cmd*" without the quotation marks into the Open field.
   c.   Select **OK**.
   d.   The *Command Prompt* window will open. Enter "*hostname*" without the quotes.
   e.   Hit the **ENTER** key on the keyboard.
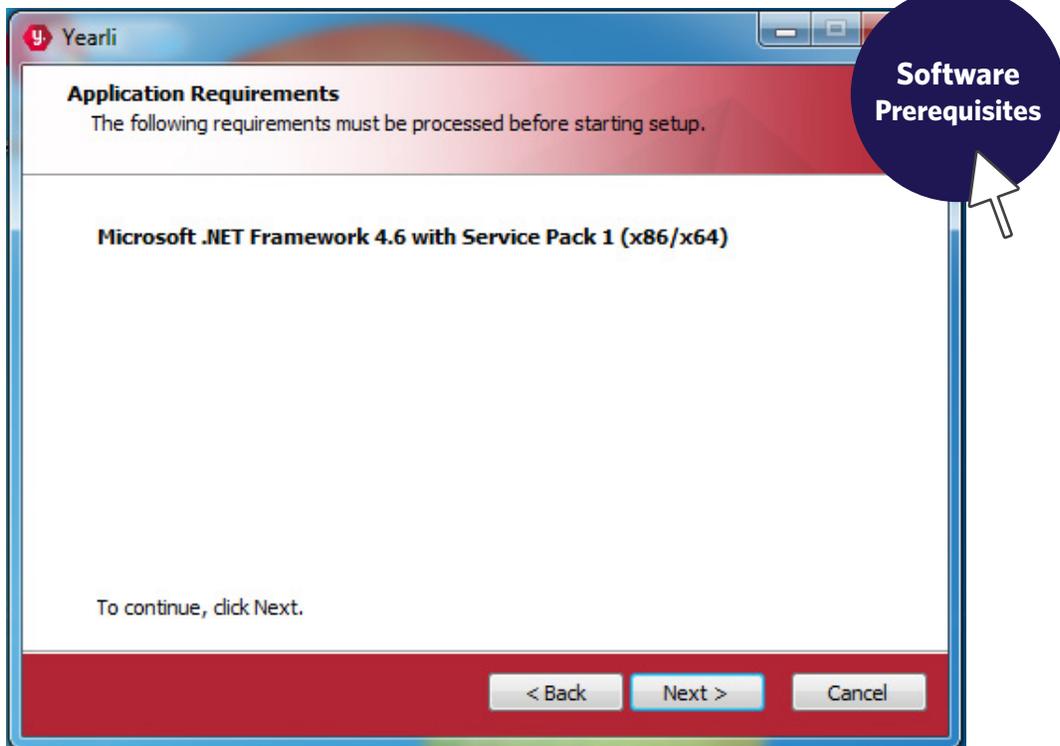   f.   The server name will be displayed.

6.   The directory where the software will be installed will display. Greatland recommends installing the software to the default directory of *Greatland\Yearli\20XX* within the Program Files location of the computer. Select the **CHANGE** button to choose an alternate location or select **NEXT** to continue.

7.   The installation will add shortcuts to the Start Menu of the computer. Greatland recommends using the default Start Menu folder of *Greatland Corporation\Yearli 20XX*. Enter an alternate Start Menu location if desired. Choose the radio button that best reflects who should have access to the Yearli Desktop software. Click **NEXT** to continue.

8. The installation will display any software prerequisites that must be installed with the software. Click **NEXT** to continue.

9. The confirmation screen will confirm that the installation will begin and will configure the Yearli Desktop software. Click **NEXT** to continue.

    As the software is installed a progress bar will keep you informed of the status of the installation. 10.

10. Once the installation is complete, choose the checkbox to Run Yearli 20XX now if desired. Click **FINISH**.