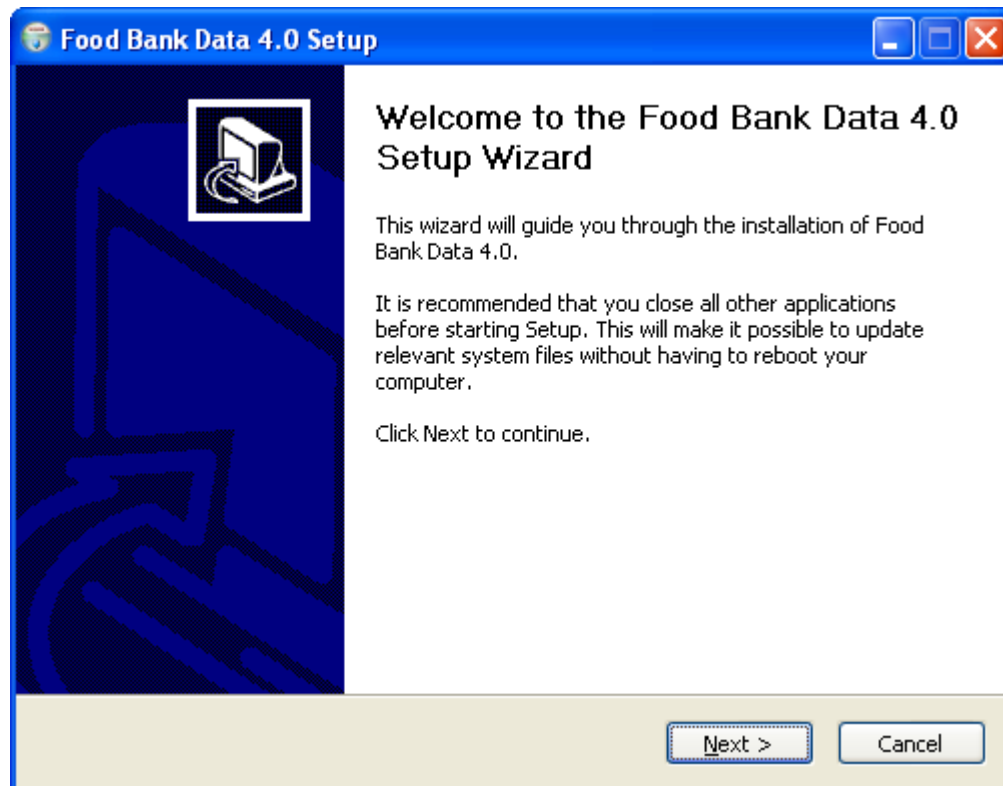


Food Bank Inventory & Billing for Windows Installation Instructions and Overview

There are three steps to installing your new system:

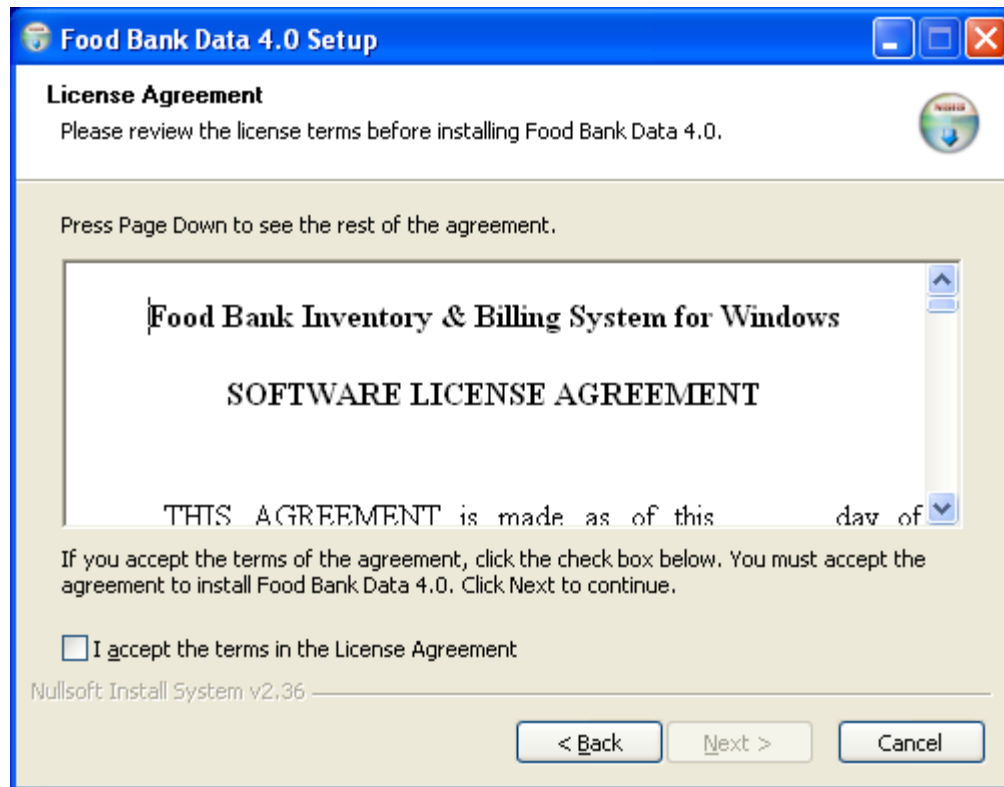
- Data setup (which can be on your local hard drive or on a network drive)
- Program setup (on your local hard drive)
- Pointing the program to the location of your data

To begin the data setup, click on “Install the data files” link on the web site. This will start the data setup program.



Click “Next” to continue. The license agreement page will display.

Food Bank Inventory & Billing for Windows Installation Instructions and Overview



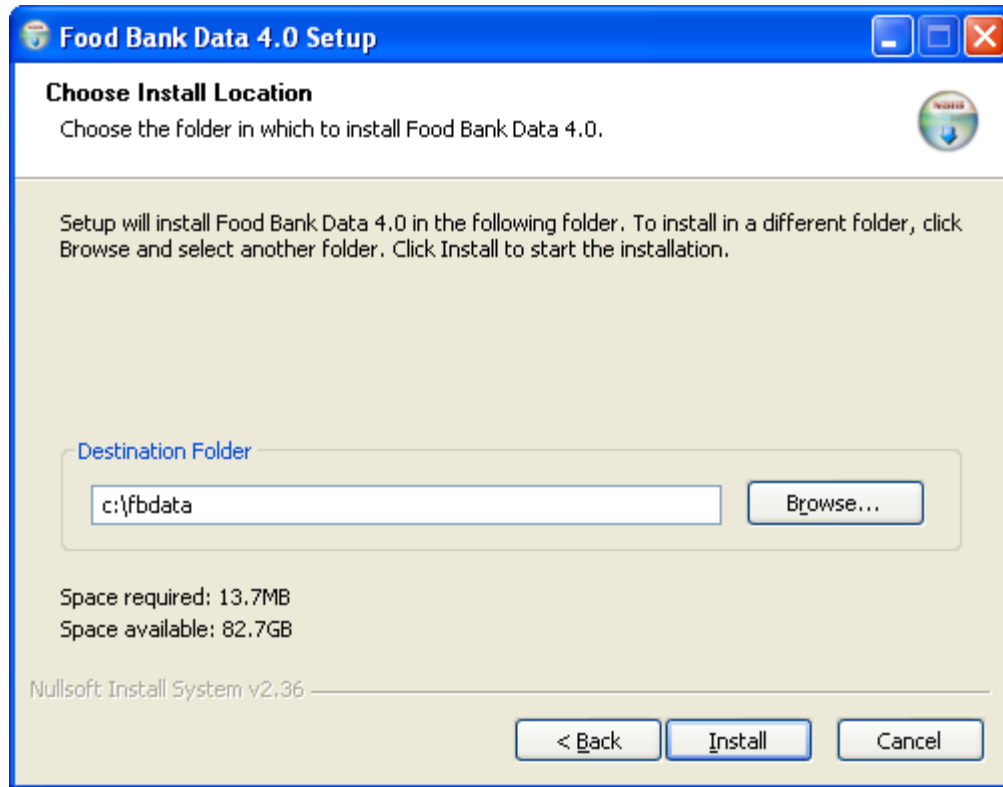
Click on the “I accept” check box, then click “Next” to continue.

The “Choose install location” dialog will display. This is where you will decide where to install your application data.

If you are installing on a stand alone PC, you can accept the default value and install on your local C: drive.

If you are installing on a network drive, you will need to click the “Browse” button and navigate to the network drive where you want to install. **Note:** all network must have full privileges to this network folder.

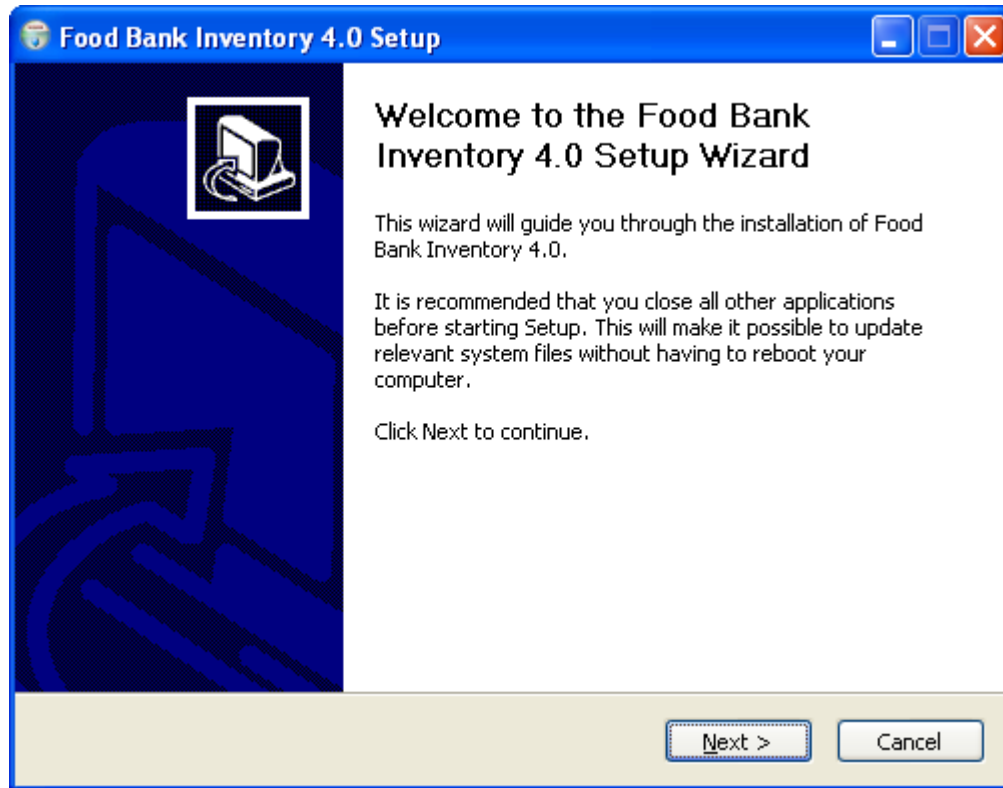
Food Bank Inventory & Billing for Windows Installation Instructions and Overview



Once you have chosen the destination folder, click on “Install” to begin the installation process.

Food Bank Inventory & Billing for Windows Installation Instructions and Overview

Once you have completed installing the data, you need to install the application program. Click on the “Install the program” link on the web site. This will display the setup wizard window.



Click “Next” to continue. The license agreement window will display.

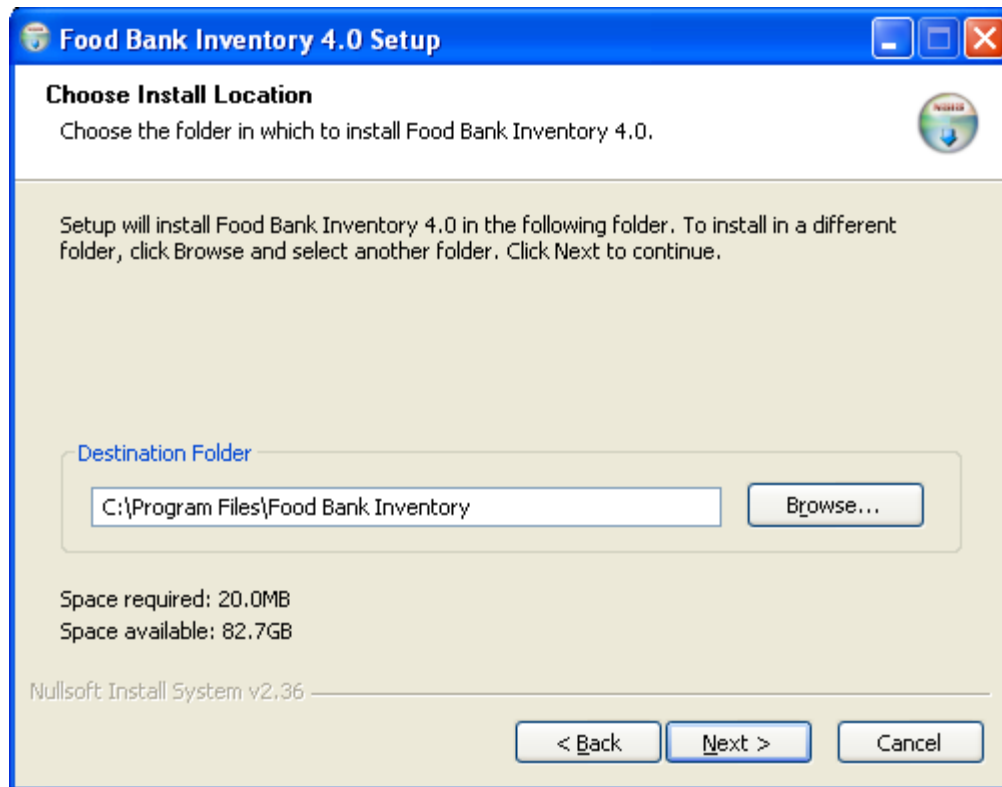
Food Bank Inventory & Billing for Windows Installation Instructions and Overview



Click on the “I accept” check box, then click “Next” to continue.

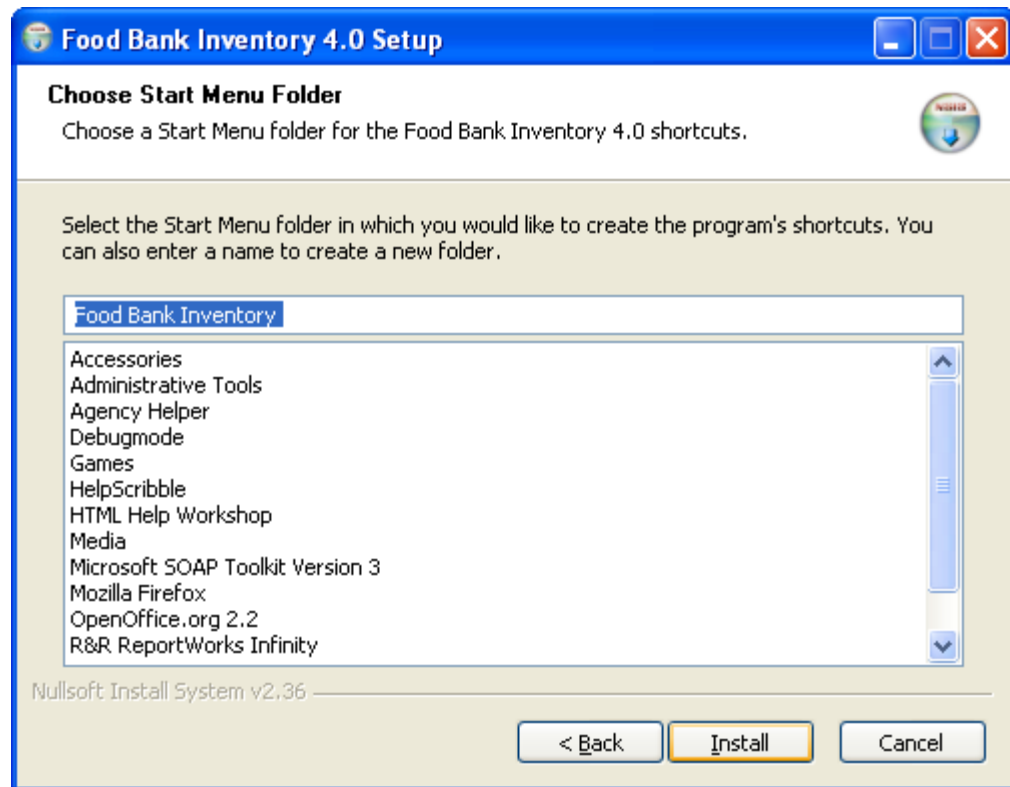
The “Choose install location” dialog will display. You should accept the default location to install in your “Program files” folder.

Food Bank Inventory & Billing for Windows Installation Instructions and Overview



Click "Next" to continue. The "Choose Start Menu Folder" window will display.

Food Bank Inventory & Billing for Windows Installation Instructions and Overview



You can accept the default start menu folder name, type a new name, or click on an existing folder name to install the shortcut there.

Click "Install" to install the application program.

Food Bank Inventory & Billing for Windows Installation Instructions and Overview

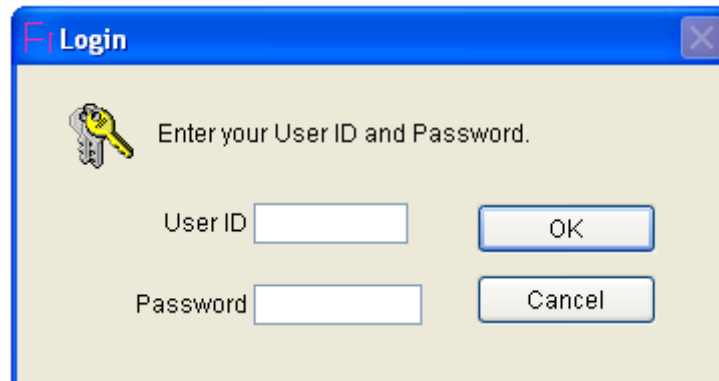
When the install program completes, it will run the “Application directories” setup program. This program allows you to tell the food bank program where your data is installed, whether that is on your local C: drive or on a network drive.



Use the browse button beside each field to point to the proper directory for each setting. The last part of the directory names shown above should always be present (“DATA”, “REPORTS” and “UPDATES”). These folder names are created in the directory you installed the data into in step one of installation. If you installed the data on a network, you will point to these folders on the network drive.

Food Bank Inventory & Billing for Windows Installation Instructions and Overview

Once you click “OK” on the screen above, the Food Bank Inventory & Billing program will start. You will have an icon on your desktop, and a shortcut in your Windows “Start” menu, that can be used to start the program. You will see a prompt to enter a user ID and password.



The program is installed with two user IDs available. One is for the system administrator, with all functions available. This ID can be used to access the security system to create new user IDs. The second user ID is set up for daily use of the system, with some functions hidden from view.

The administrator ID is “Admin” (the ID is case sensitive, and must be entered exactly as shown). The password is also “Admin”. The first time you use it you will be prompted to change the password. You **MUST** remember this new password – there is **NO** way to recover a lost password other than uninstalling and reinstalling the application.

The daily user ID is “User” with password “OK”.

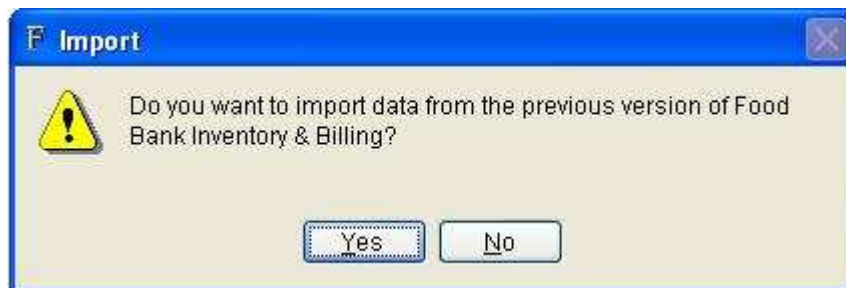
Food Bank Inventory & Billing for Windows Installation Instructions and Overview

The first time in, you will be asked to enter your food bank's name and address information. Enter this information then click the “OK” button.



The screenshot shows a Windows-style dialog box titled "Update name and address information". It features a blue title bar with standard window controls (minimize, maximize, close). The main area has a light beige background and contains five text input fields. The first field is labeled "Food Bank name", and the following four are labeled "Address line 1", "Address line 2", "Address line 3", and "Address line 4". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Next, you will be asked if you want to import data from the previous version of our software. If you do, click “Yes”, and point the software to the AGENCY.DBF file in the folder of the previous version. If you do not want to import, click “No.”



The screenshot shows a Windows-style dialog box titled "Import". It has a blue title bar with a close button. On the left side, there is a yellow warning triangle icon. To the right of the icon, the text reads: "Do you want to import data from the previous version of Food Bank Inventory & Billing?". At the bottom of the dialog, there are two buttons: "Yes" and "No".

To begin using your program, you will need to set up a few items. Refer to the “Getting started” section of the help file (accessed on the “Help” menu, “Contents” option.)