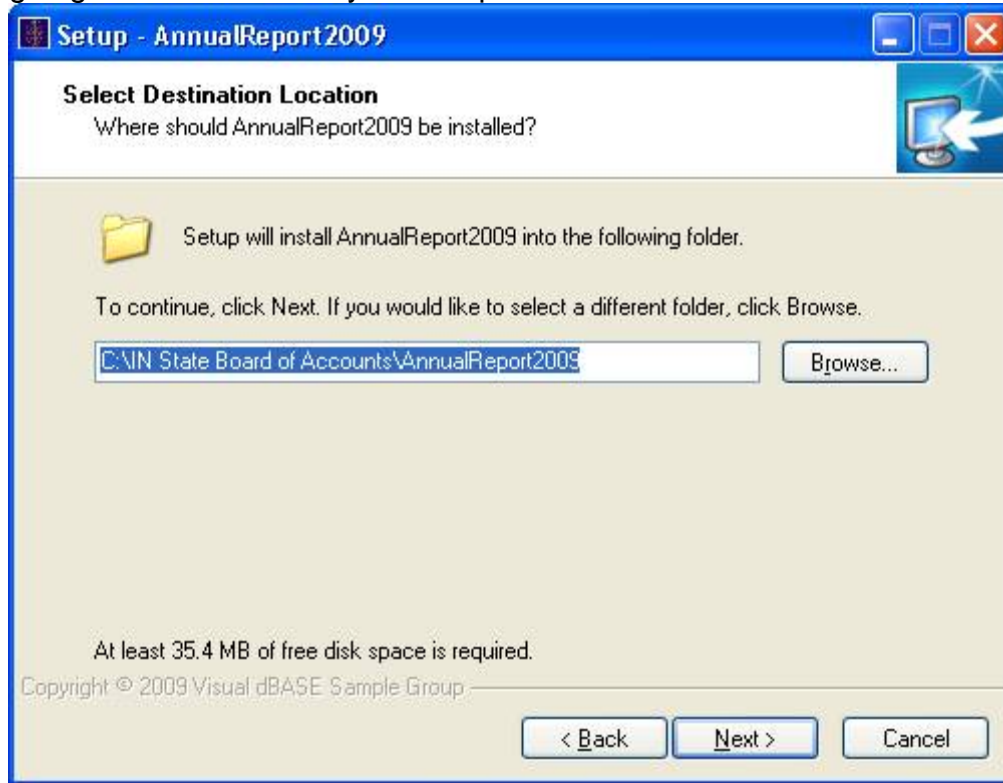


## Installation Instructions

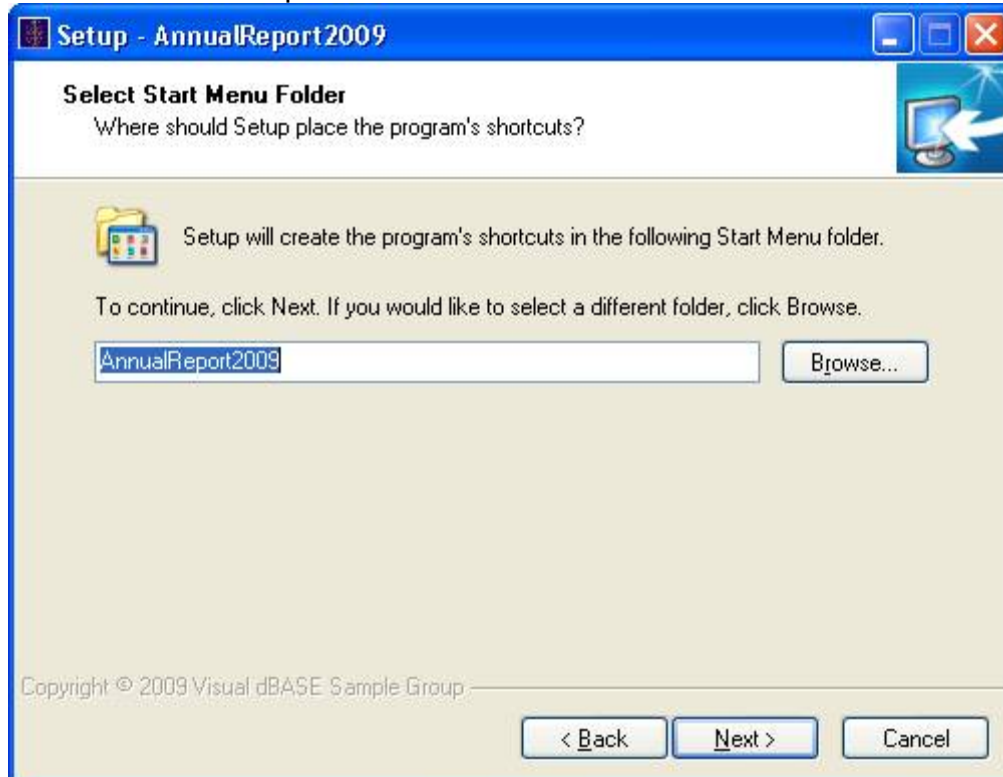
1. You must be an administrator on your computer to install software. The default setting is that the user is an administrator. If your computer is networked with other computers in your office, you may not be an administrator on your computer. Check with your IT staff.
2. To download the installation file, go to [www.in.gov/sboa](http://www.in.gov/sboa). Click on Annual Reports on the left hand navigation bar. Then click on your unit type. You will receive a dialog box asking, "Do you want to run or save this file"? Click "Run:". The installation file will begin downloading. You will receive a security warning asking "Are you sure you want to run this software"? Click "Run".
3. The installation will begin and you will see the Welcome screen. Click NEXT.



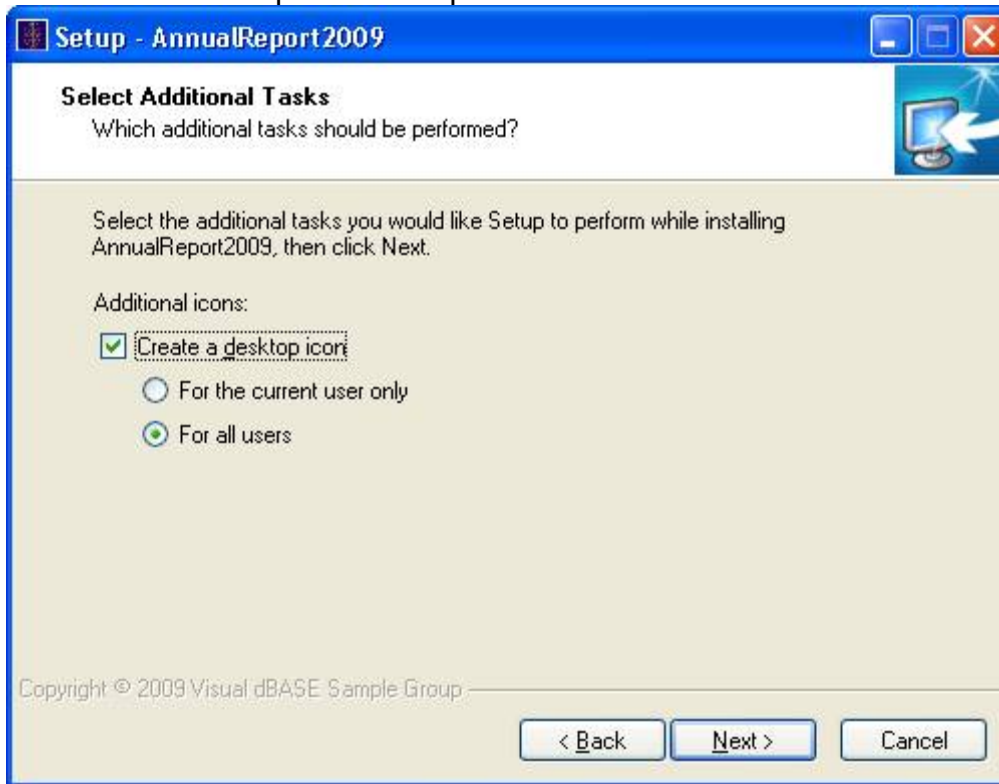
4. Click NEXT to accept the destination directory. This is where the system is going to be installed on your computer.



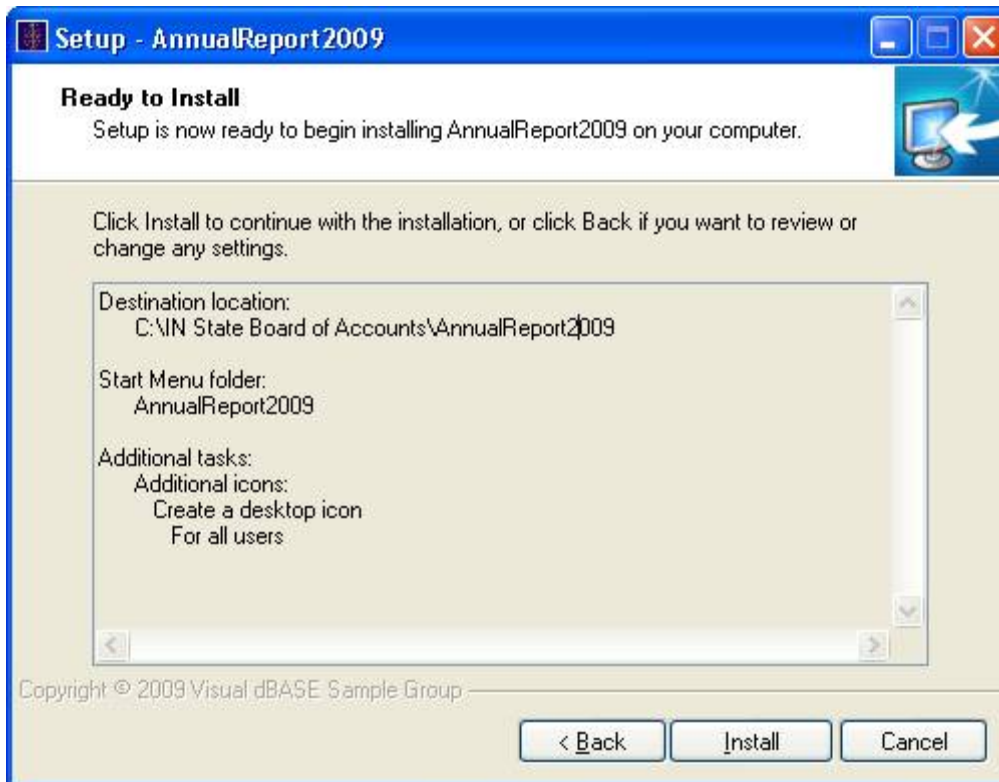
5. Click NEXT to accept the Start Menu Folder.



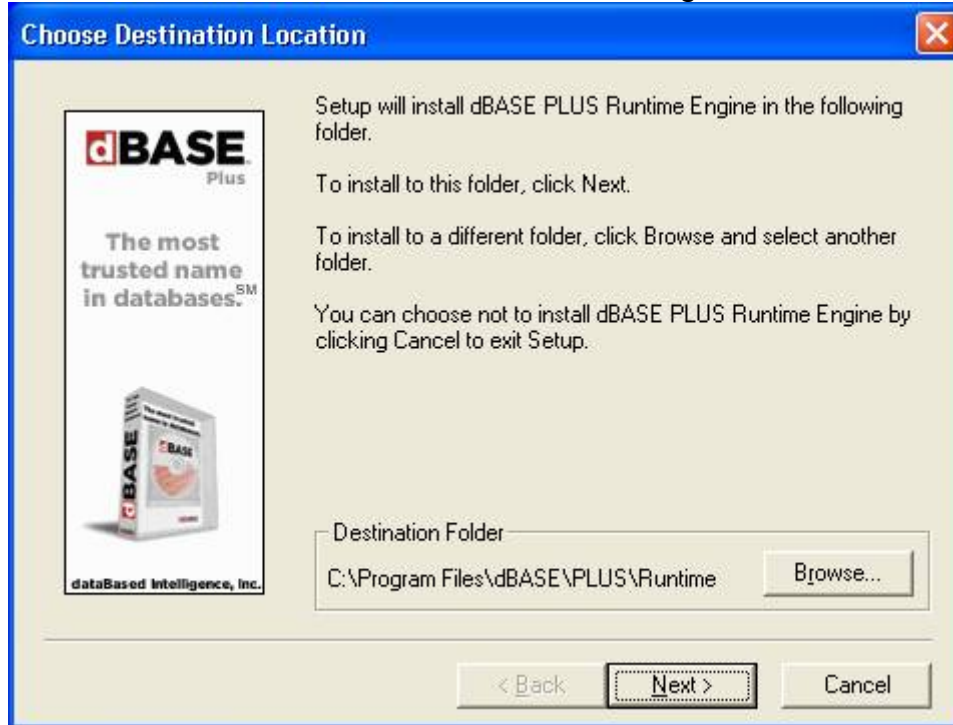
6. Click NEXT to setup the desktop icon.



7. Click BACK if the settings displayed on the screen need to be changed. Click INSTALL if information is correct.

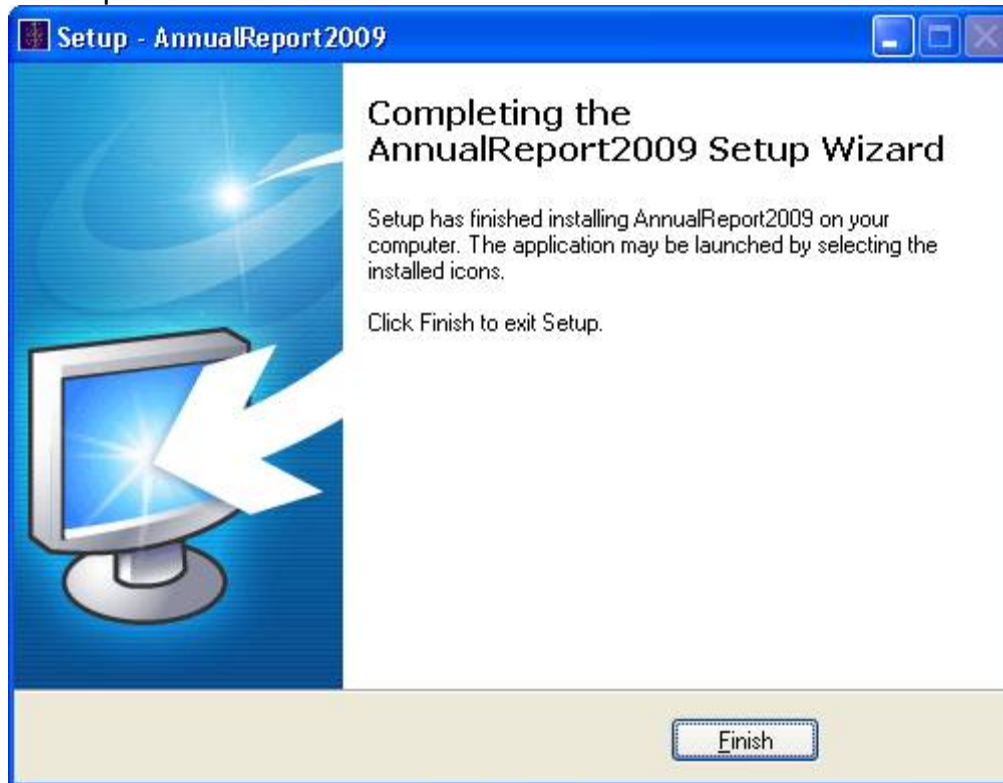


8. Click NEXT to install dBASE PLUS Runtime Engine.



9. The files will begin installing on your computer.

10. Click FINISH to complete the installation. The AnnualReport2009 shortcut icon should then be displayed in a window. Copy the shortcut to your desktop.



The full annual report instructions can be found by going to the Help menu after the program is installed.

**Network Installation:** Install the annual report software on your network drive and then make a shortcut to the program (lgdb.exe) on the network drive so the program and data would be on the network drive. There are some files (runtime engine, etc) that need to be installed on the workstation or PC also for it to work correctly. In order to do this, install the program on the PC also. This will not only install the application, but a Borland database engine (BDE) and the runtime. After the application is installed on the PC, you can delete the folder where the application was installed, and the data files (defaults to C:\IN State Board of Accounts\AnnualReport2009). They are not needed because you will be using the application and the data files on the network server. That will still leave the BDE and runtime in other folders on the PC. The runtime installs on the PC at: (C:\Program Files\dBASE\PLUS\Runtime).