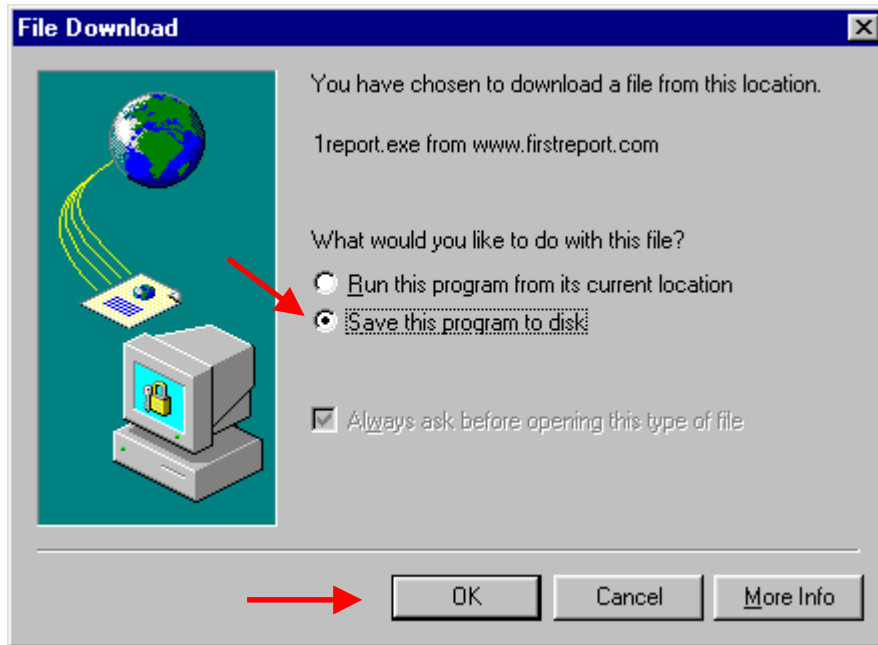
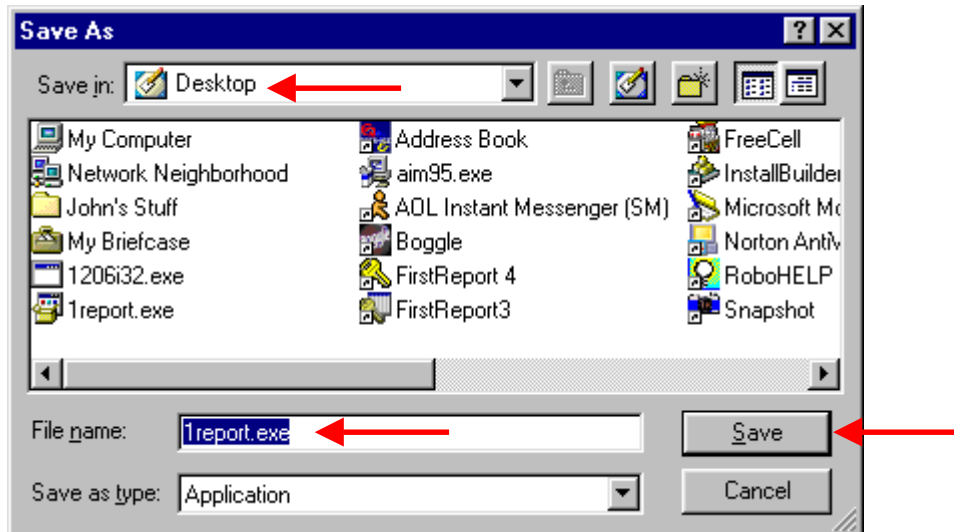


Installing FirstReport for the first time. (For new users)

Click on the link to download FirstReport. A dialog box will appear that will prompt you to “Run this program from its current location” or “Save this program to disk”. (The disk is the hard drive of your computer, not a floppy disk.) Select **Save this program to disk** and click **OK**.



Another dialog box will appear that will prompt you to select a location on your hard drive to save the file. There is a white field at the top of this dialog box labeled **Save in**. If **Desktop** does not appear in this field, click the **drop-down arrow** on the right side of the field and **scroll up** and select **Desktop**.



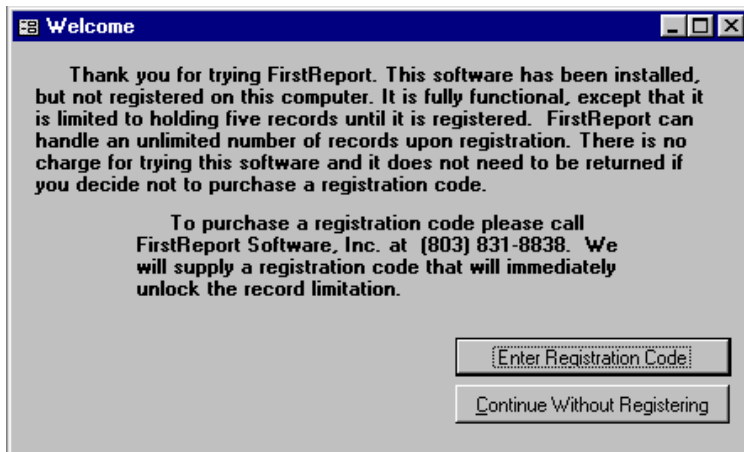
The **File name** field at the bottom of the dialog box should display **1report.exe**. Click the **Save** button to begin the file download. Depending on the speed of your Internet connection, the download may take from as little as a few minutes to as long as an hour. When the download is complete, an icon labeled **1report.exe** should be on the Desktop of your computer.

Close Internet Explorer and any other programs that may be running. Double-click on the 1report.exe icon on your Desktop. The installation wizard will begin. Follow the instructions on your screen. Accept all of the default choices in the installation wizard. Select **Yes** when asked if you want to install a data file.

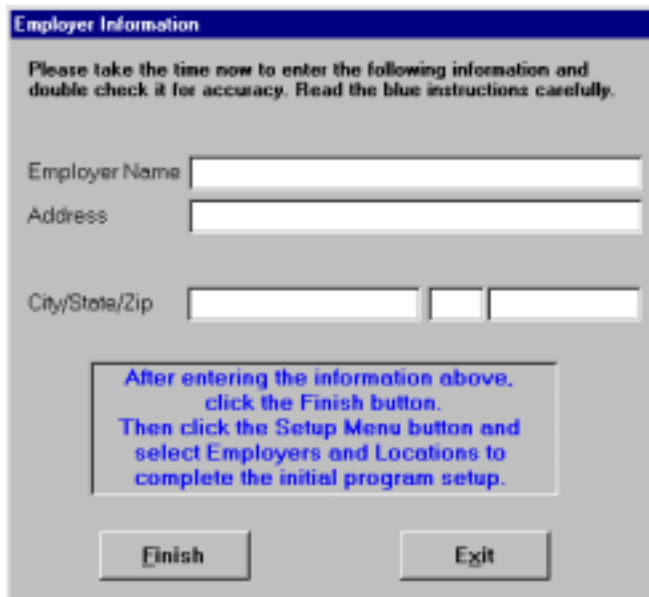
Running the program for the first time

If you put an icon to start the program on your **Desktop**, double-click the **FirstReport4** icon to start the program. Otherwise, Click **Start > Programs > FirstReport > FirstReport4** to start the program.

If you are prompted to open a database, follow the instructions on the screen. If your FirstReport 4.0 data file was installed in the default location, the program will automatically connect to it and you will see the registration screen.



Enter a registration code if you have one. Otherwise click Continue without registering. The Employer Information screen will appear.

A screenshot of a dialog box titled "Employer Information". The text inside says: "Please take the time now to enter the following information and double check it for accuracy. Read the blue instructions carefully." Below this are three input fields: "Employer Name", "Address", and "City/State/Zip" (with separate boxes for city, state, and zip). At the bottom, there are two buttons: "Finish" and "Exit". A blue-bordered box contains the following instructions: "After entering the information above, click the Finish button. Then click the Setup Menu button and select Employers and Locations to complete the initial program setup."

Follow the instructions on the screen to begin using FirstReport. You must set up at least one Employer and one Location before creating any incident reports.