

Before installing the update

You must already have FirstReport installed to use the update.

Installing a FirstReport update will not affect your existing data, but you will need to know where your data file is located if it is not in the default location (C:\1report40\1reportdata.mdb). To verify the location of your data file, open FirstReport **before installing the update**. Click **File** on the menu bar at the top of the screen and select **Data Path**. The path to your data file will be on the **bottom line** of the list that is displayed. Write it down.

Downloading the update

Click on the link to download the update file. A dialog box may 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 update**4xx.exe**. (The **4xx** in the file name represents a 3 digit number beginning with 4, such as 416, 418, 420, etc.) Click the **Save** button to begin the file download. The download should take between 30 seconds and five minutes, depending on the speed of your Internet connection. When the download is complete, close Internet Explorer. An icon labeled update**4xx.exe** should be on the Desktop of your computer.

Installing the update

Double-click on the update**4xx.exe** icon on your Desktop. A WinZip self-extractor dialog box will open. Click the **Unzip** button. Enter the password and click **OK**. (The password is case sensitive, so enter it exactly like you received it.) After the file has unzipped, click **OK** and **Close**.

Running the program for the first time after installing the update

Start FirstReport.

If your FirstReport data file was installed in the default location, the program will automatically connect to it, and you will see the main menu. If your data is not in the default location, you will be prompted to open a database. If you are prompted to open a database, browse to the location of your data file and select it. When you have connected to the data file you will see the Main Menu.

Click on **Search For an Existing Incident Report**. Click the **Search** button. Verify that your data is intact. You are finished.

Cleaning Up

After the installation is complete, you may **delete** the update4xx.exe file from your Desktop.