

2.0 GETTING STARTED

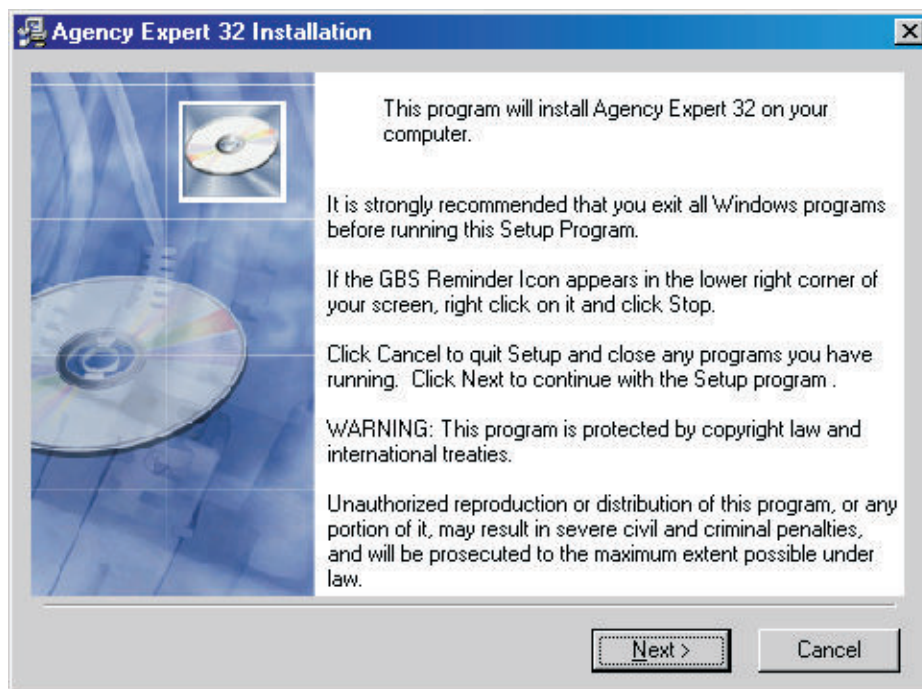
2.3 NEW SYSTEM INSTALLATION

Standalone or Network Server Installation:

NOTE: When installing on the server, you can either install at the actual machine that is the server or install on the server from a workstation. If installing at the actual server, you will need to have Windows Administrator rights to that computer.

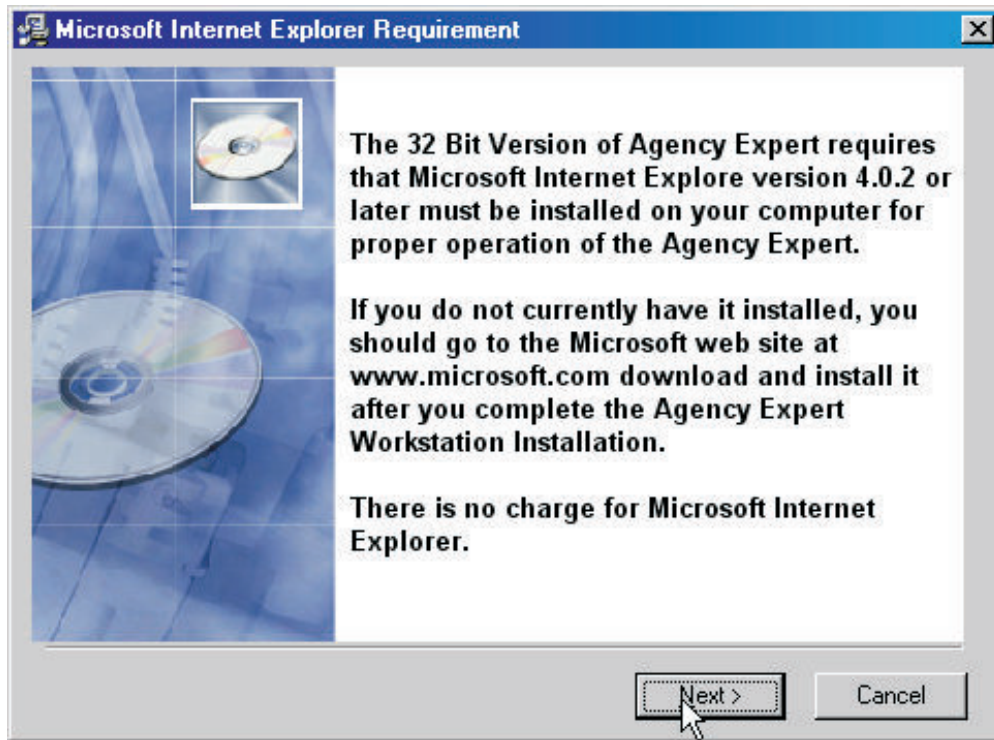
Start Windows and insert the Installation Disc. The CD should "auto-run" and launch the installation application. If not, you can either click My Computer and click the CDROM drive where the Installation Disc is located or click the **START** button and choose Settings, Control Panel, Add/Remove Programs. When the Add/Remove Programs screen appears, click the Add New Programs button followed by the CD or FLOPPY button, then click **NEXT**. Windows will scan your external drives for the installation file. When "Install.EXE" is found, click **FINISH** to launch the installation application.

When the installation menu appears, click the "Install new Agency Expert stand-alone, server or Workstation" option. You will then be prompted to agree to the software license agreement. Please read the entire agreement before continuing. Next, you will be prompted to choose either the server or stand-alone installation or the workstation update/install. Choose the "Install on server or stand-alone" option and then click **CONTINUE**. The following screen will appear.

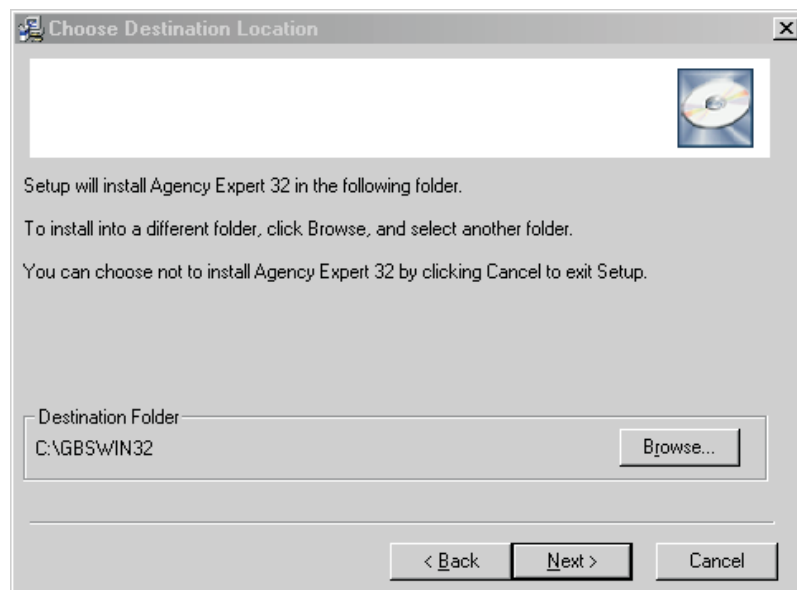


Click **NEXT** to begin the installation. The screen on the following page will be displayed.

2.3 NEW SYSTEM INSTALLATION



If you do not have an acceptable version of Internet Explorer installed, click **CANCEL** and upgrade Internet Explorer before running the Agency Expert Installation. Otherwise, click **NEXT** to continue. The following screen will be displayed.

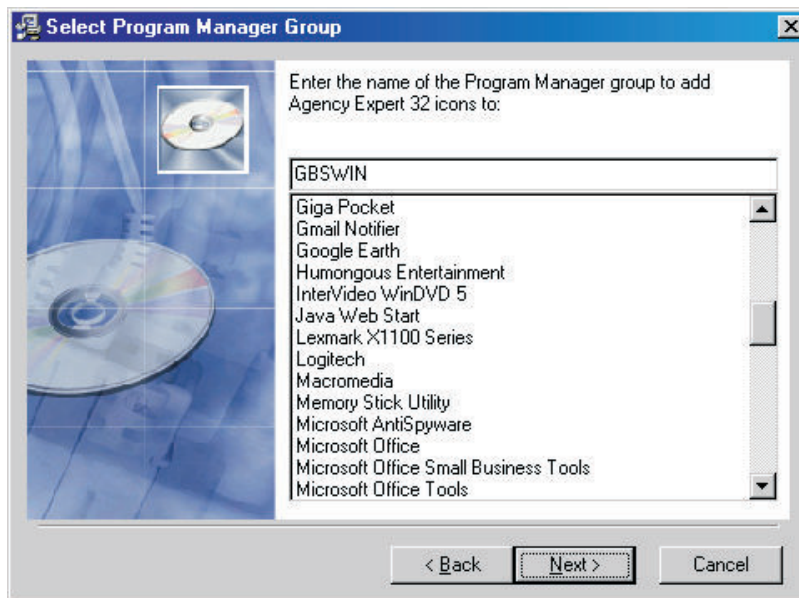


2.0 GETTING STARTED

Once the “Choose Destination Location” screen is displayed, you may either install to your C: drive (the default) or you may wish to install to a different location (i.e. Your network server drive). If you wish to install to another drive or location (again, most likely for a network install) simply click the **BROWSE** button, choose the desired drive and either allow the install to the desired location into the default folder or create a new folder with a name of your choosing. We do suggest you keep the default folder name unless it is absolutely necessary to edit the default.

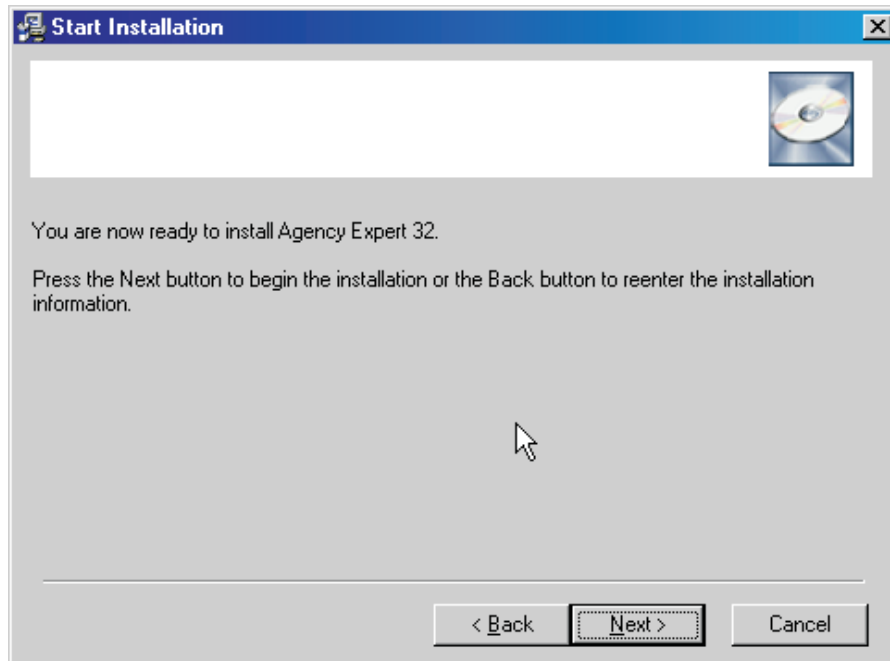
NOTE: If you are reinstalling on a Server or stand-alone computer that already had Agency Expert installed on it, and you don't get the Choose Destination Location screen, there is probably still a GBS32.ini file in the <Drive:>\Windows<or WINNT> folder. Should you wish to install to a different drive, click the Start button, then select Search, and then select for Files or Folders. Locate the existing GBS32.ini file and delete it. Then run the installation again. You should now get the Choose Destination Location screen.

Once you have selected the install location, click the **NEXT** button to continue. The following screen will be displayed.



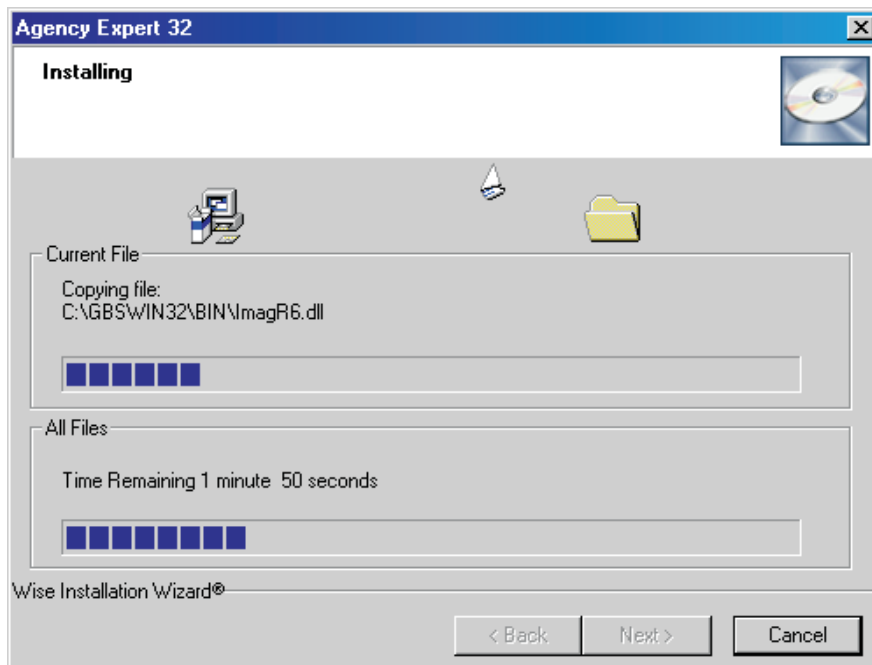
You may either edit the program group name or continue with the default. This is the name that will be displayed when you are to click on **START** then go into **PROGRAMS** to launch the application (that is, assuming you do not place a shortcut on your desktop). We suggest you go with the default but feel free to rename the program group if you desire. When you are ready to continue, single click the **NEXT** button and the screen on the following page will be displayed.

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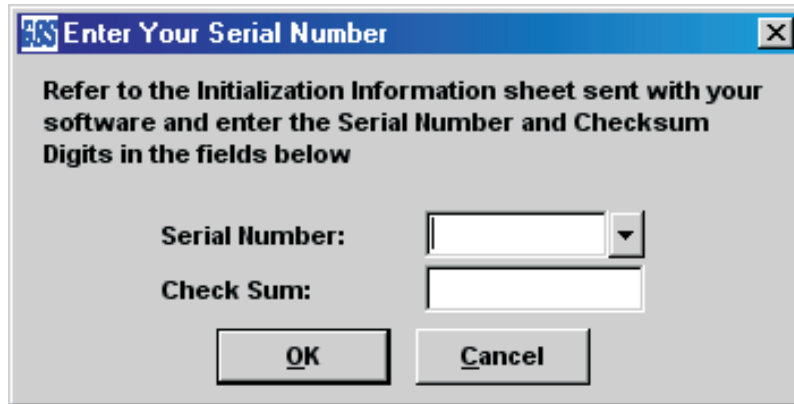
You are now ready to perform the install. Click **NEXT** to continue. If you receive ANY error messages during the install process, be sure to contact GBS technical support for assistance. 800-231-8495 x510. Please be sure to have your GBS account/serial number available when you call.

Once the install process begins, the following screen will be displayed and files will begin to install. Your screen will look something like the example given below.

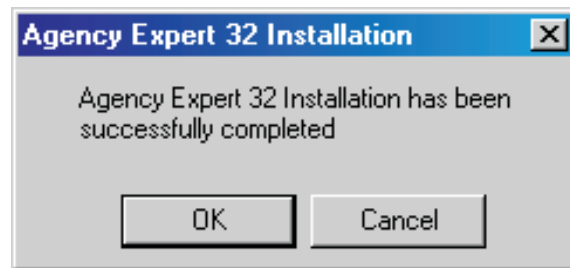


2.0 GETTING STARTED

Upon completion, the following screen will be displayed.



Your Serial Number and Check Sum can be found in the documentation supplied with your installation kit. When the correct Serial Number and Check Sum have been entered, click **OK** and you will receive the following alert.



Click **OK** to exit the installation application. You are now ready to use the Agency Expert, or install additional workstations (if installing on a network).

NOTE: You may want to create a shortcut to Agency Expert for your desktop. To create the short cut, single click the START button and select Find, Files or Folders. In the Named field, type aewinapp.exe and single click FIND NOW. When the search has finished, right-click and drag the file to your desktop. When you release the file, select the "create shortcut" option. You may then rename the shortcut by right single clicking on the icon and selecting Rename.

WARNING: In order to have Agency Expert running in a network environment, the GBSWIN32 folder on the server must be shared with Full Control:

1. To share the GBSWIN32 folder, physically go to the server (you will need Windows Administrator rights to the server).
2. Right-click on the Windows START button, then select the EXPLORE option.
3. On the left side of the screen, find the GBSWIN32 folder (usually located directly under the C: drive).
4. Right-click on the GBSWIN32 folder, and go to Sharing (or Sharing/Security).
5. Check the "Share this folder on the Network" box.
6. Check the "Allow Network Users to change my files" box. (NOTE: If you do not have this second box, press the "Permissions" button instead, and make sure the "FULL" control box is checked.