

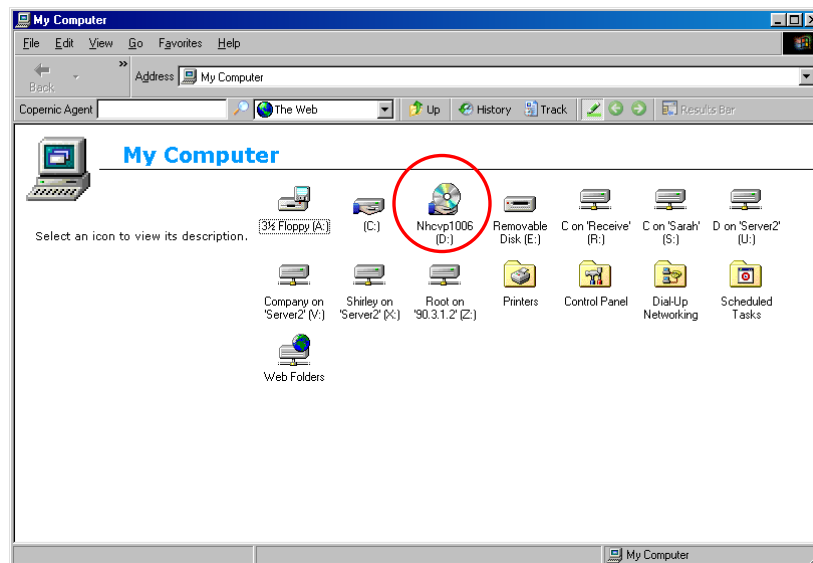
## INSTALLATION INSTRUCTIONS FOR VIEWPOINT

Note: During the installation process it may be necessary for your computer to re-boot; therefore any programs currently running on the computer should be closed. For a network installation (you have several PC's and want them to all have access to the program), follow these instructions for installing the program on the server. Once installed on the server, follow the network client install instructions from each client PC.

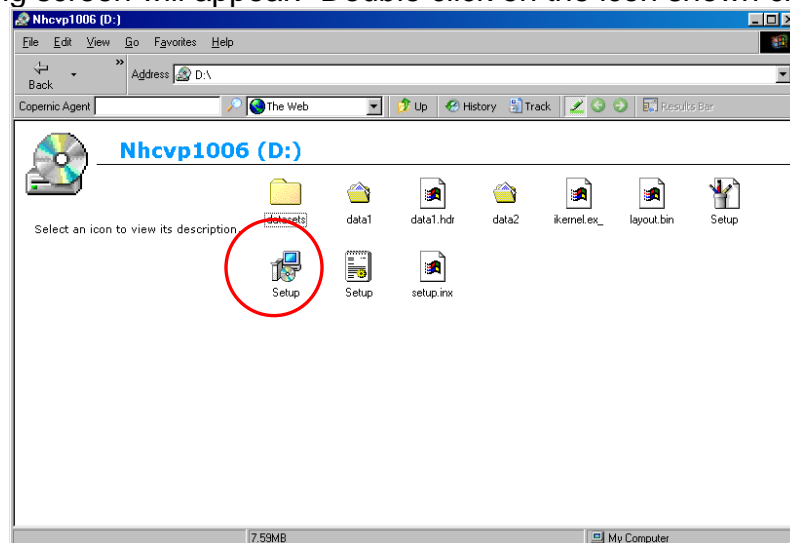
1. Insert the CD in the computer. **If Setup starts automatically, skip to step #4,** otherwise double click on the "My Computer" icon on the desktop (computer screen) as shown and proceed to step #2.



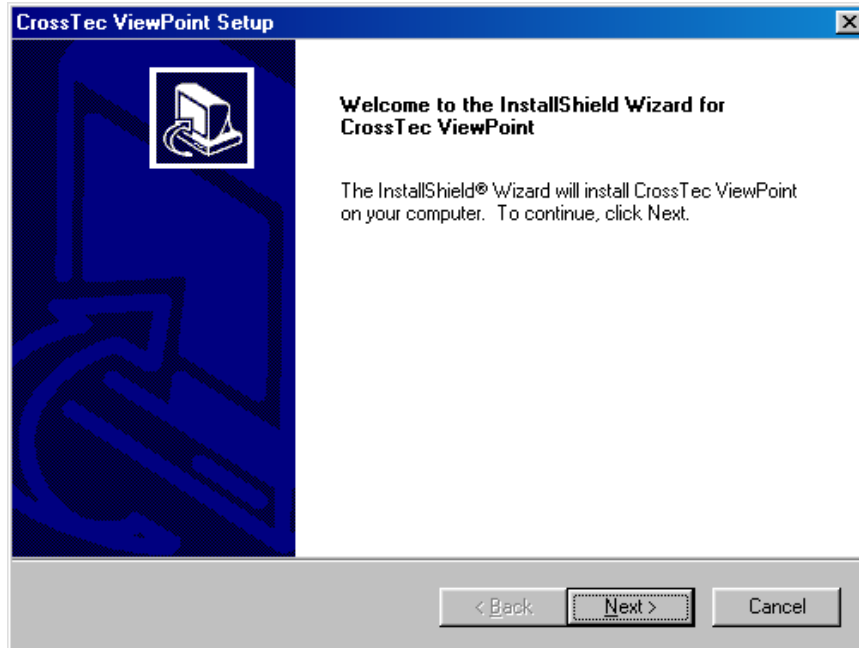
2. The following screen will appear. Double click on the icon as shown circled in red.



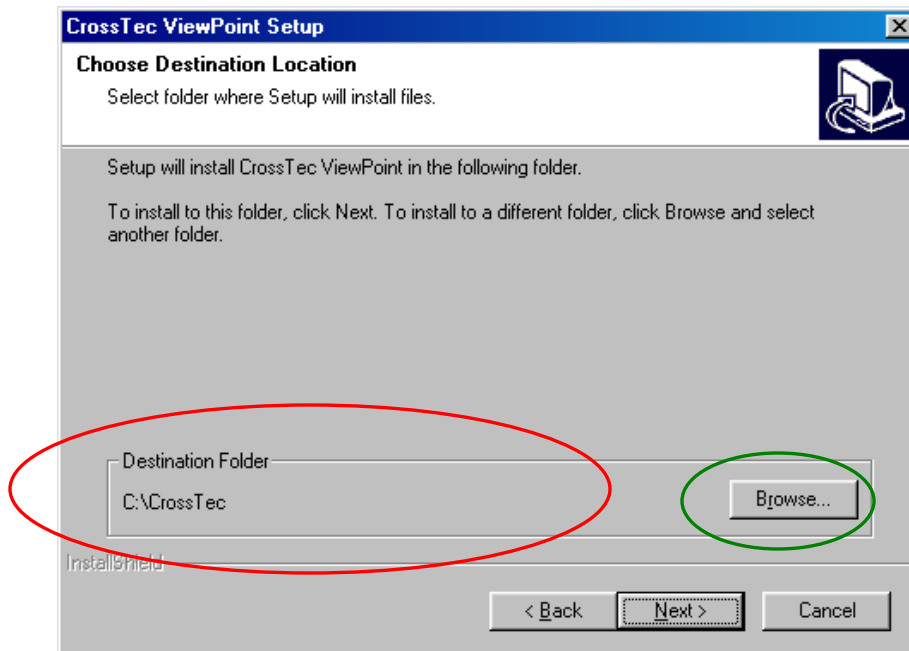
3. The following screen will appear. Double click on the icon shown circled in red.



4. The following screen will appear. Click on **Next**.



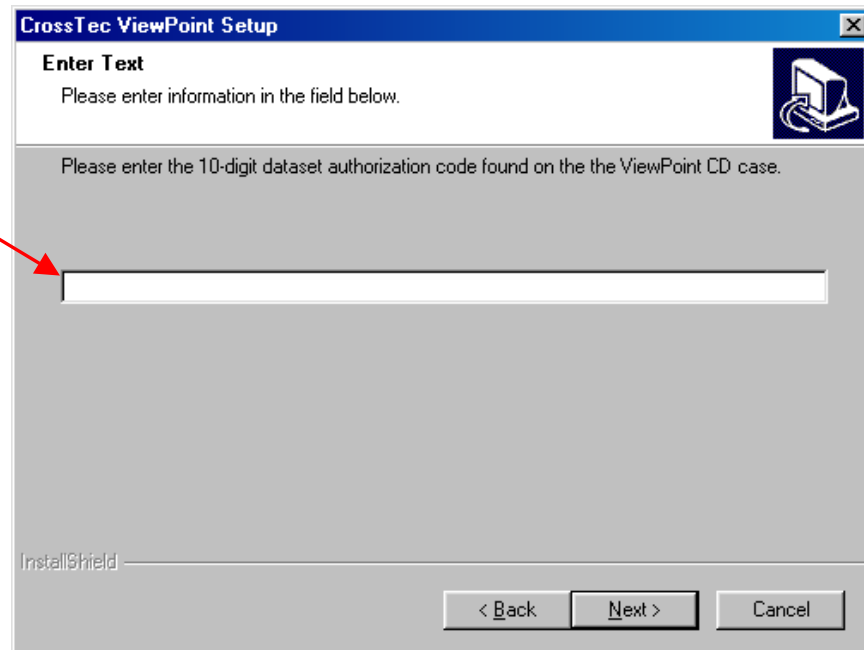
5. The following screen will appear. The software will be installed in the directory as shown circled in red. If you want it installed in a different location, choose the location by clicking on the “Browse” button (circled in green).



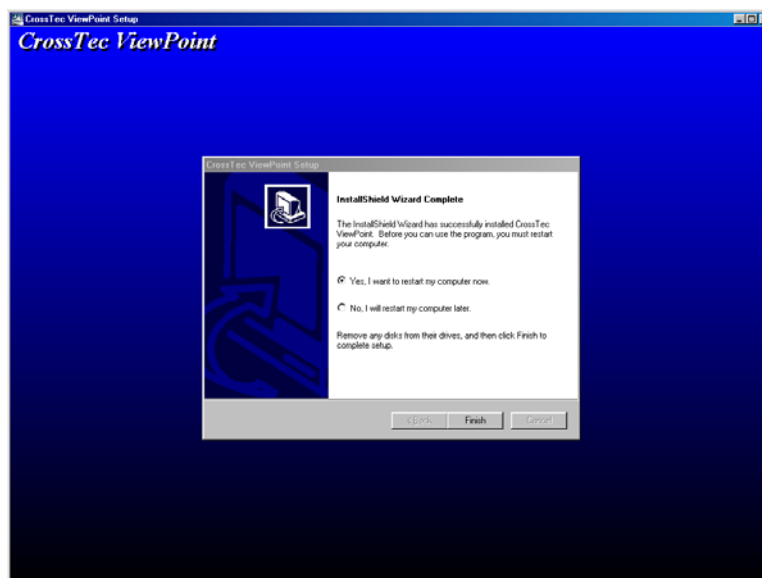
6. The following screen will appear for you to enter the authorization code for the data sets. A label on the outside of the CD case contains the code. Enter the code in the space provided.

Enter Authorization # here

Note: This is not your NHC account number



7. Click **Next**. The installation will begin. If the following screen appears, make sure the “Yes, I want to restart my computer” is checked, then click **Finish**.

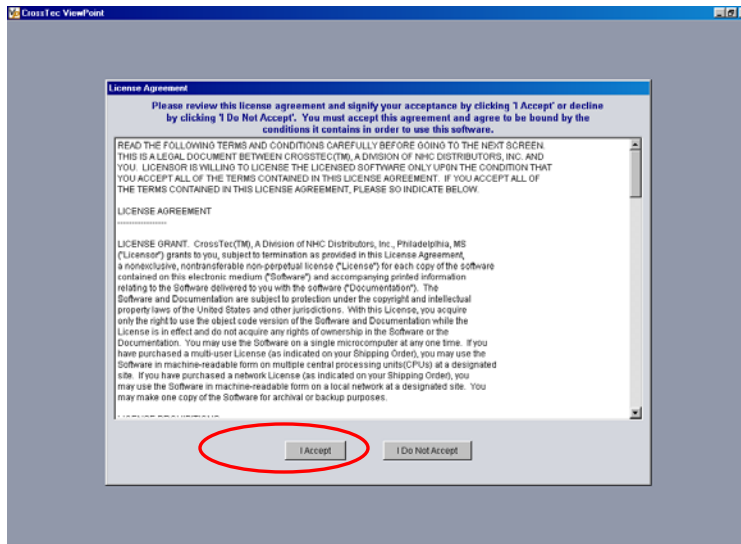


Note: When installing ViewPoint, there are certain files that may already exist on the computer where you're installing ViewPoint. If this happens, you will not get the screen where it asks to restart the computer. In this case, the screen as shown in instruction #3 will appear instead. Simply close this screen (click on the X in the upper right corner) and then proceed with instruction #7 as if the computer rebooted.

8. When the installation is complete or after the computer is rebooted, double click on the ViewPoint icon that should now be on the desktop.

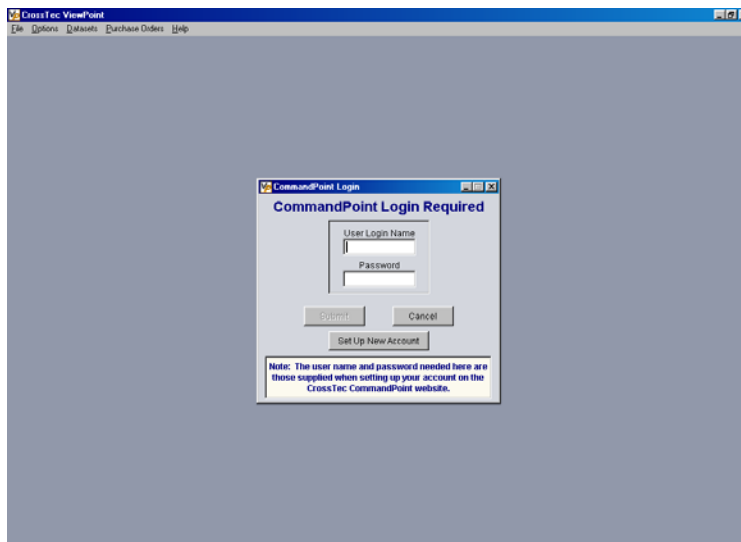


9. The following licenses screen will appear. You must click on **I accept** before the program will continue.

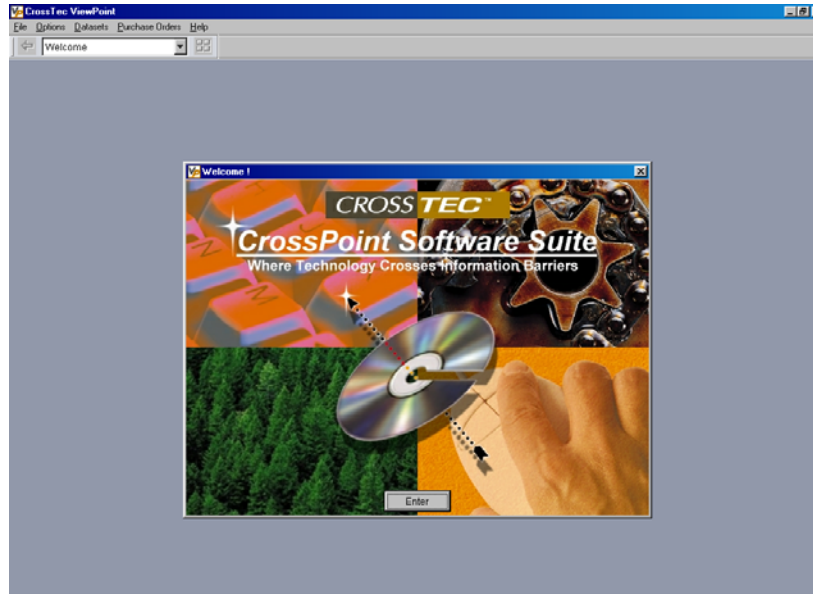


10. You must have an Internet connection active at this point. The following screen will appear. For the User Login Name, enter the your NHC account number. For the password, enter your 5-digit zip code. Then click on **Submit**.

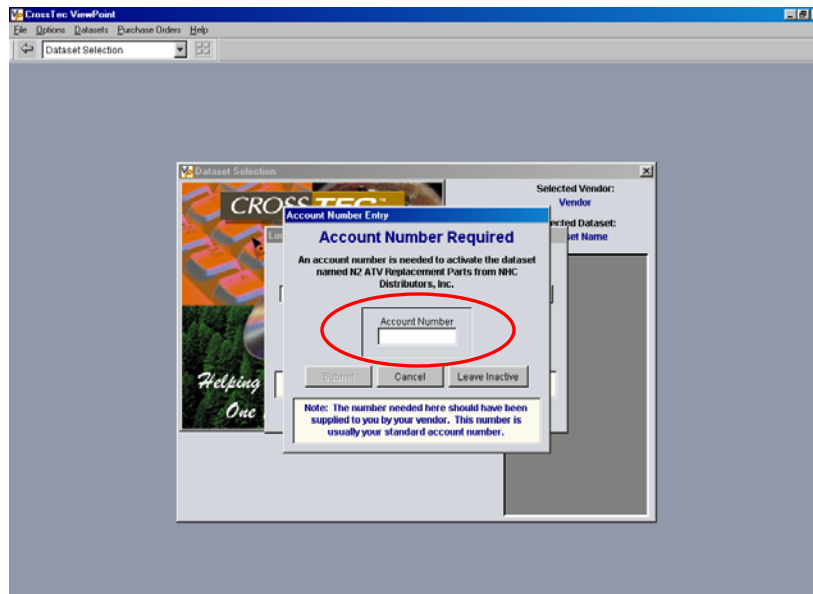
**Note:** *If this screen does not appear, but rather a screen asking if you want to go to the CrossTec website to register, click "NO" and then check your Internet connection. Once your Internet connection is working, restart ViewPoint and the following screen should appear.*



11. The following screen will appear. Click on **Enter**.



12. In order to activate the dataset, you will be prompted to enter your NHC account number. If multiple datasets are installed, you will be asked to enter your account number for each one. When the account number is entered, click **Submit**. ViewPoint is now ready to use.



If you have any problems with database access, first select **File** on the menu bar and click on **Reset User Name and Password**. Enter your NHC account number and zip code. If this does not correct the problem, please call Allen at 800-750-4092, ext 120 for assistance.



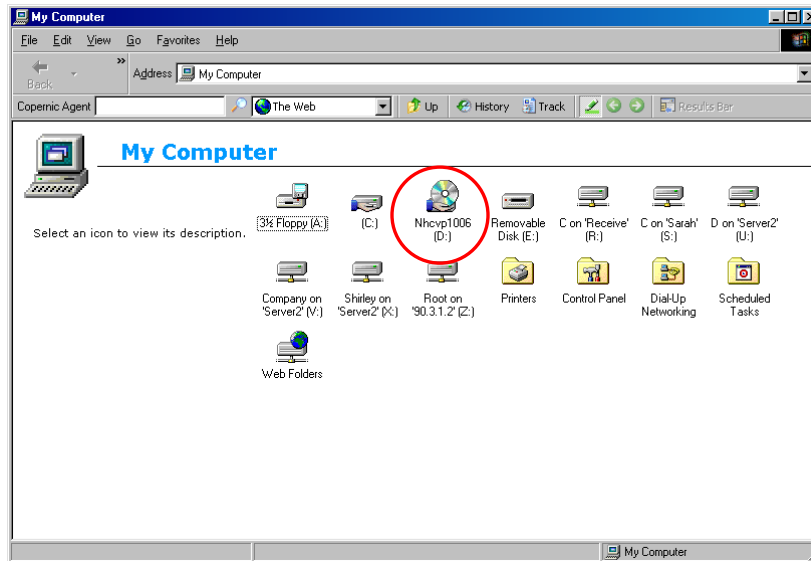
## INSTALLATION INSTRUCTIONS TO UPGRADE VIEWPOINT

*Note: If you already have ViewPoint installed on your computer, please follow these instructions to upgrade to the latest version.*

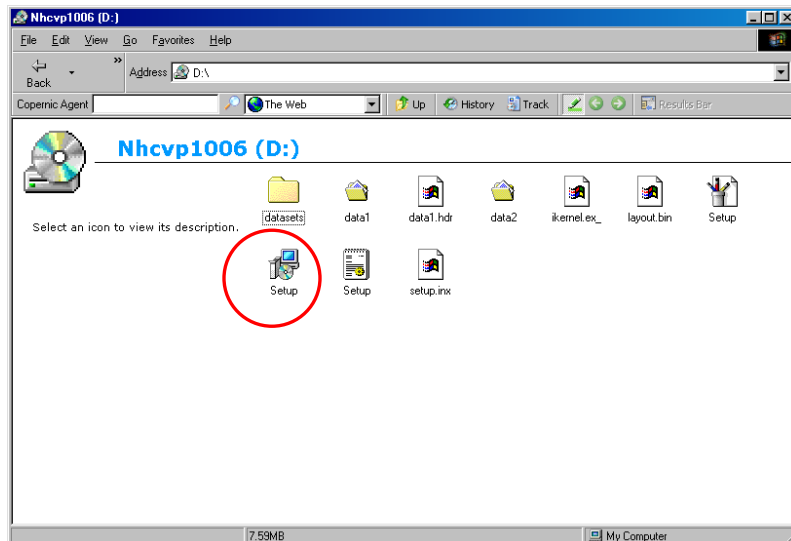
- 1) Insert the CD in the computer. **If Setup starts automatically, skip to step #4,** Double click the “My Computer” icon on the desktop (on the screen) as shown.



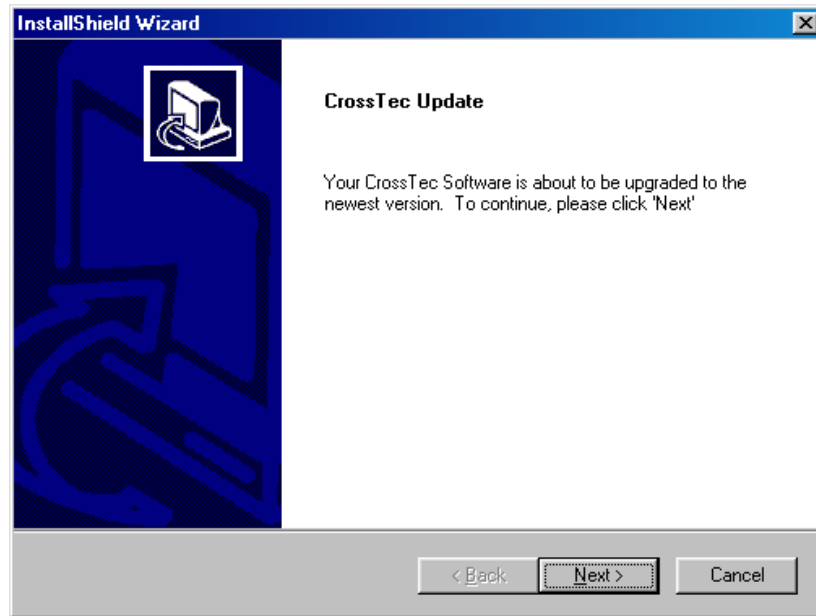
- 2) The following screen will appear. Double click on the icon as shown circled in red.



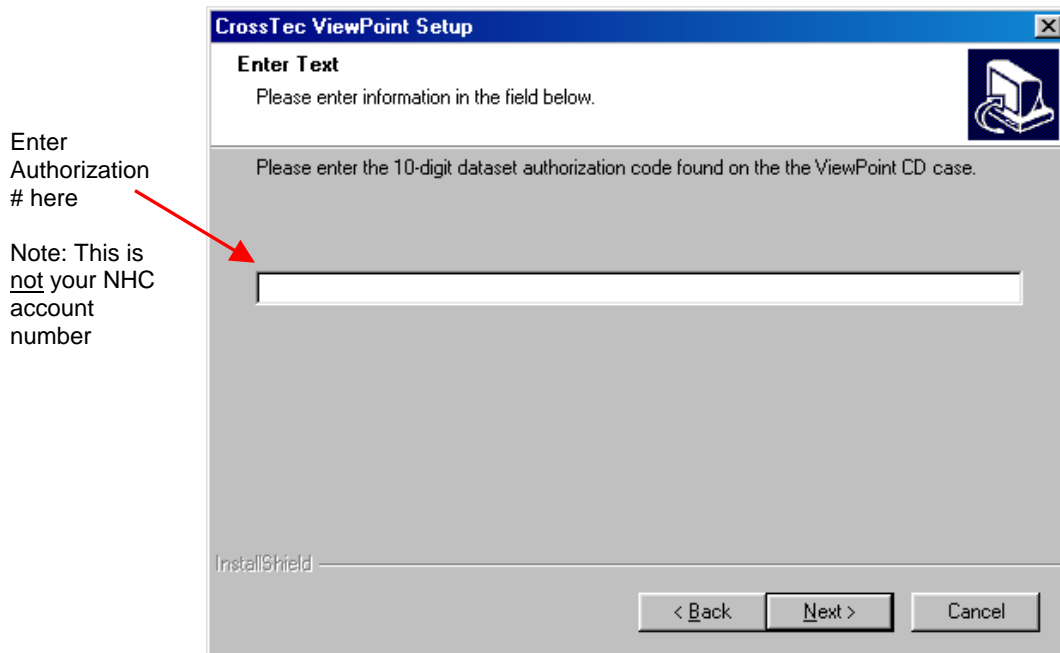
- 3) The following screen will appear. Double click on the icon as shown circled in red.



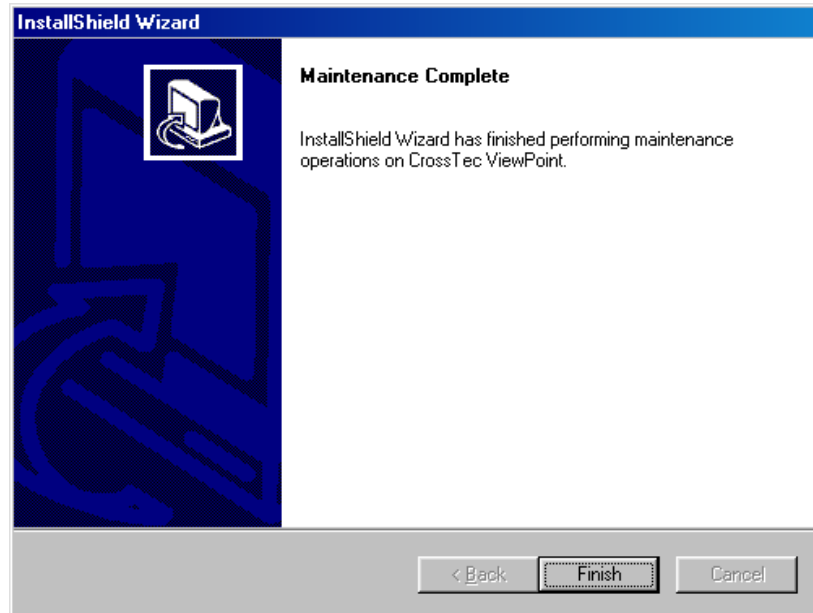
4) The following screen will appear. Click on **Next**.



5) The following screen will appear for you to enter the authorization code for the data sets. A label on the outside of the CD case contains the code. Enter the code in the space provided.



- 6) Installation will begin. When complete, the following screen will appear. Click on **Finish**. The new version of ViewPoint is ready to use. To start ViewPoint, double click the **icon** on your desktop.



## NETWORK CLIENT INSTALLATION INSTRUCTIONS

1. Double-click the 'My Network Places' icon on the desktop or select 'My Network Places' from the 'Start' menu.
2. Select 'Entire Network' from the 'Other Places' section.
3. Find the computer on which you did the initial installation from the previous setup and go into the 'C' drive. **Note: This drive may be different if you installed to a different hard drive on the server computer.**
4. Go into the 'CrossTec' folder, then go into the 'VPNet' folder.
5. Double-click 'Setup.exe' and follow the instructions in the Setup program.
6. For assistance, call technical support at 800-750-4092, ext. 120.