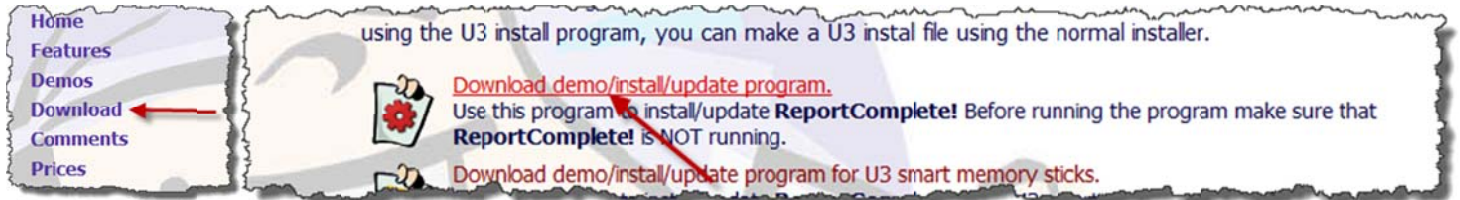


Installing and starting ReportComplete for the first time...

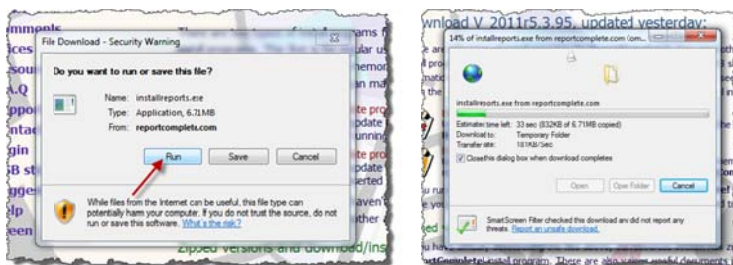
Most users will be installing from the Internet...



First visit our website by typing '<http://ReportComplete.com>' into Internet Explorer's address bar.



When the website appears, click 'Download' from the menu on the left. Click the ReportComplete install icon or click the text 'Download demo/install/update program'.

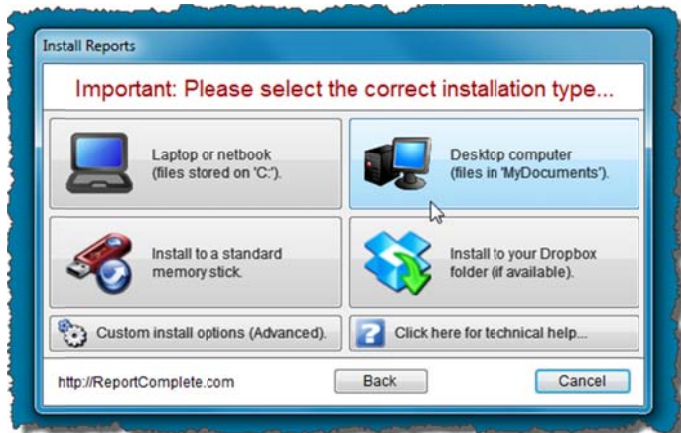


You may get a security warning. Just click 'Run'. The install program will now download, it may take some time.

Once downloaded, you may be asked if you want to allow the program to make changes, click 'Yes'. Notice that the publisher is verified, if you get a message saying that the publisher isn't verified then please download the program again and retry.



You should see a welcome message and the version of the program that is about to install. Click 'Next'. Read the licence agreement, then (if you agree) select 'I have read, fully understood and accept the above agreement'. After doing this, click 'Next'...



You can now pick the type of install. Most people will click 'Standard install'. For help in deciding, click the 'Need technical help?' button. After making your choice, click 'Next' to proceed. If you select 'Desktop computer' or 'Network laptop/netbook', ReportComplete will now install files to your hard drive. Once completed you can click 'Done'.



Normally the program will automatically start after being installed, if not then locate the ReportComplete icon on your Desktop and double-click it to start the program.

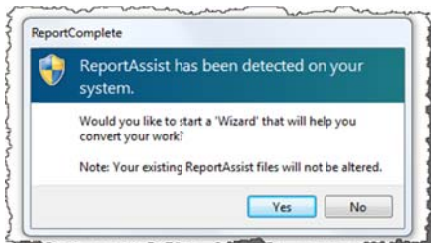
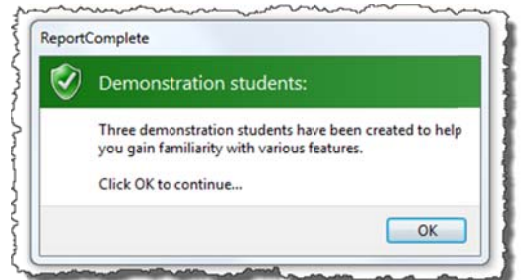
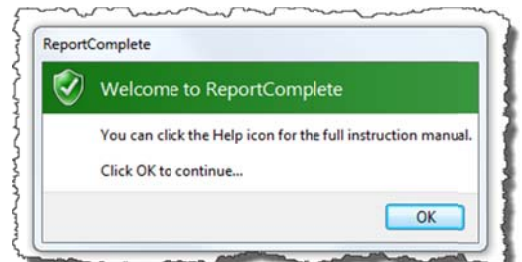
Note: Normally after installing or updating the program it will automatically start.



The first time you start ReportComplete, it will ask you to choose your English dialect. Choose by clicking the correct flag. During loading it will un-compress the dictionary - this can take some time, but don't worry as it only needs to be done once.



Once loading is complete you will see a nice welcome message.



If ReportAssist (a popular school reports program) is detected then you will get a change to convert your existing files.

ReportComplete will create three demonstration students to help you gain familiarity with the program.



You will be then asked to enter your licence name, enter a voucher code, find out about ordering or start in demonstration mode.

Ex Elementary Reports users: Click 'Enter a school/user licence code', you should only click 'Enter a voucher code' if your voucher code is a new single user code.