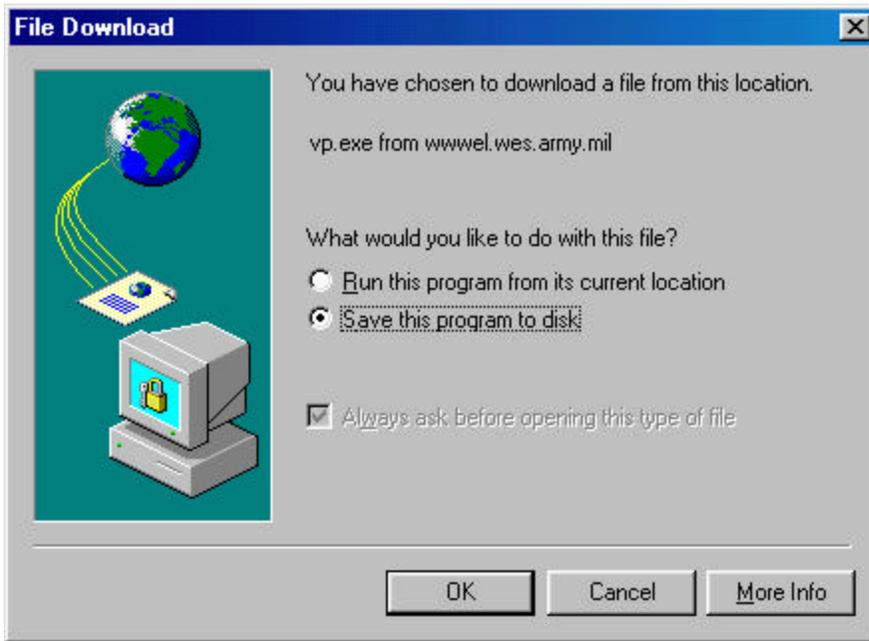
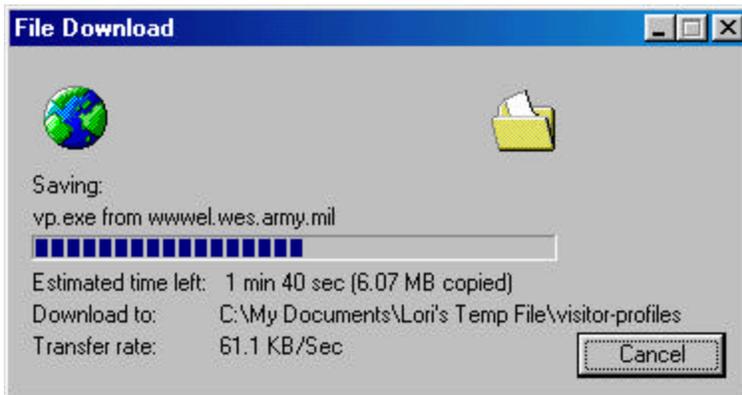


1. When you click on the data entry program, the box shown below will open.



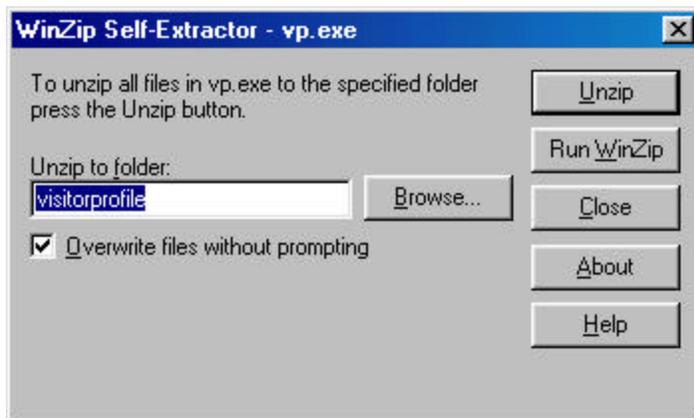
2. Do not run this program from its current location. Create a new folder on your C:\ drive and save this program to that location.
3. An example is seen below of what will happen when the program starts to download. Note: it is saving to the folder that was made on the C:\ drive to store the program.



4. The box seen below will inform you that the download was successful.



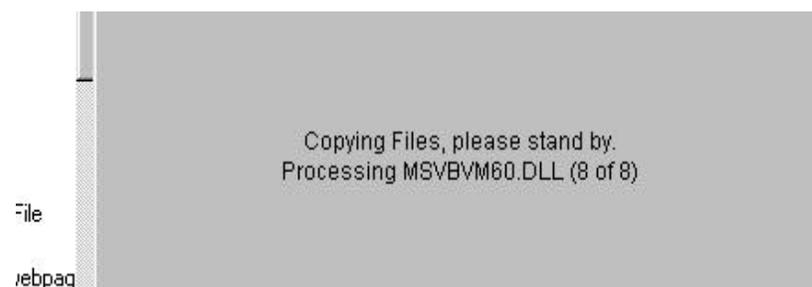
5. You may click OK and exit out of the internet now.
6. Now, use the Windows Explorer function (right click on start and pick Explore) to look at the file that contains the downloaded information.
7. Double click on the file (will most likely be called vp).
8. This box will open.



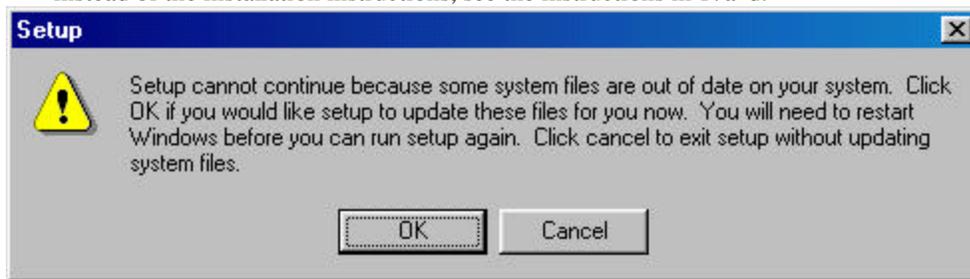
9. Choose Unzip.
10. A box similar to this will now appear.



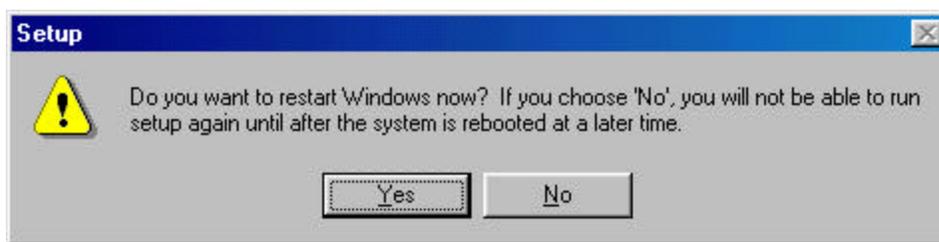
11. Click OK.
12. Choose Close on the previous box.
13. A file called visitorprofile has been created.
14. Open this file and you will find multiple files.
15. Doubleclick on the setup execute file.
16. This box will appear to let you know that the setup is beginning.



17. This should lead you directly into the installation instructions. Follow the installation instructions on the screen as they appear. When installation is complete, go to 18 below. If you get the following box instead of the installation instructions, see the instructions in 17a-d.



- a) If this box or a similar box appears, you may have several options.
- If you are using a version of Windows prior to 2000, you may choose OK. This will update your dll files. The old dll files will be sent to the recycle bin, so if you find that another program will no longer work you can reinstall them.
 - If you are using the 2000 version of Windows, you may be given the choice of overwriting or saving both sets of system files. Choose to save both.
- b) If you clicked OK on the previous box, the files will be updated and the computer will prompt you to restart.



- c) Choose YES.
- d) After rebooting, go back into Windows Explorer (right click on the start button and choose Explore). Enter file and doubleclick on the setup execute file again. This should allow you to setup the program on your computer.
18. Upon completion of setup, the program can be found along with your other programs (click on start, choose programs and select the program called CE Facility Standards/Visitor Profile).