



Installation Guide

ACI Install	1
Installing from an Install Link.....	1
Installing from a CD	1
ACI Registration	2
Web Updates	3

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ACI Install

Installing from an Install Link

1. Close ACI. If ACI is networked, please close the program on all computers.
2. Click the link provided and save the file to the **My Documents** folder.

NOTE: The ACI 2010 Full install link expires in 48 hours.

3. Once the download finishes, select **Open Folder**.
4. Right-click **ACI_2010.exe** and select **Properties**.
5. Under the *General* tab, click **Unblock** and click **OK**.
6. Double-click **ACI_2010.exe** and click **Next** through the install prompts.
7. Click **Finish** when the install completes.
8. Restart the computer.

Installing from a CD

1. Insert the ACI CD into the CD drive.
2. When the CD launches, click **ACI Collection for Windows**.

NOTE: If the CD does not automatically launch, click **Start > My Computer**, double-click the CD drive and double-click **Launch.exe**.

3. Click **Next** through the install prompts.
4. Click **Finish** when the install completes.
5. Restart the computer.

ACI Registration

Online Product Registration requires an internet connection. Register the software using the information included in the Product License and Registration Form provided by ACI. If assistance is needed registering the software, please contact ACI.

1. Open ACI Report and click **Help > Product Registration**.
 - Enter the *Client Code*.
 - By-pass the *Company Name* field. The company name automatically populates during the registration process.
 - Enter the *Name (First Last)* of the person who uses the computer or a description of the computer. For example, John Doe, Sally's laptop, Computer X5440.
 - Enter the E-Mail address of the user in the *Your Email Address* field.
2. Click **Continue**.
 - Enter your *Company Password*.
 - Enter the *Product Serial Number(s)* of the purchased products.
3. Click **Continue**.
4. Click **Exit** on the Congratulations window. Product Registration is complete.

Web Updates

Web updates are available to all clients with Premier Plus or Premier Executive membership. Web updates include new and updated software features and services, and general software updates and fixes.

1. In Report, **click Help > ACI WebUpdate**. Outside of Report, double-click the **ACI WebUpdate** icon on the computer desktop, or click **Start > All Programs > ACI Collection 32 > ACI System Utilities > WebUpdate**.
2. If prompted, enter the company password and click **OK**.
3. Click **Go** to download the updates.

NOTE: The *Special Update ID* field should be left blank unless otherwise instructed by ACI.

4. If prompted, click **Next** and follow the InstallShield® Wizard prompts to install updates.
5. Click **OK** when the update completes and click **Exit** to close the Web Updater.