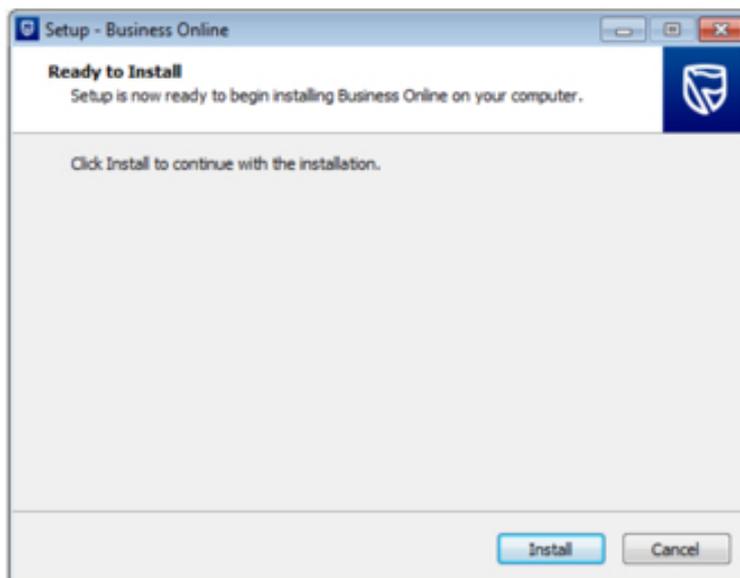




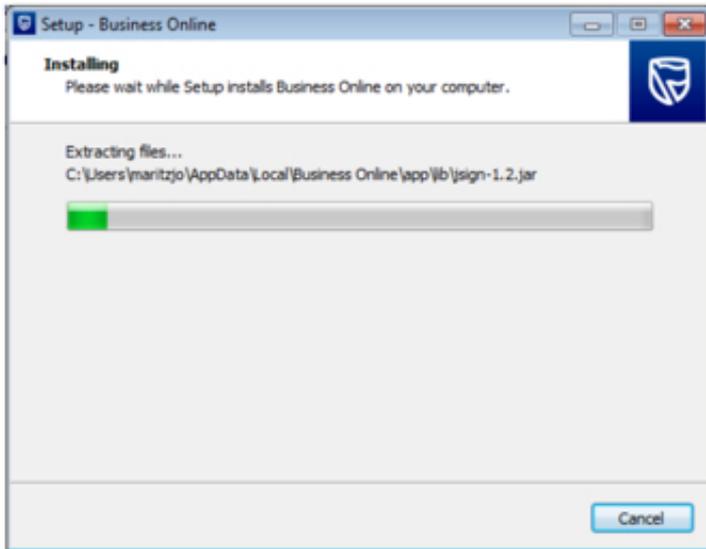
## How to install Desktop Business Online

Microsoft Windows

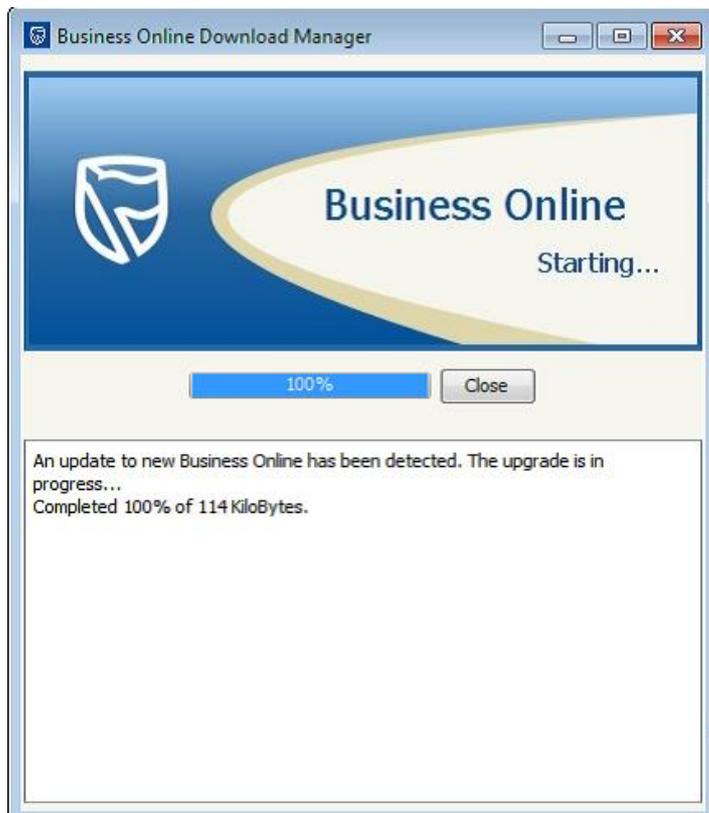
1. Click SAVE on the drop-down menu and select SAVE AS
2. Save the file to your desktop or My Documents as the location
3. The system will indicate when the file has been downloaded successfully
4. Navigate to where you have saved the installation file and double click to start the installation



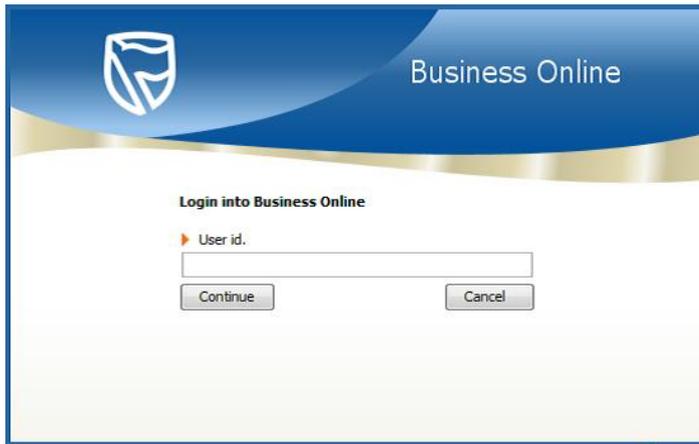
5. The system installs all files required to run Business Online. This includes the required Java files



6. After the installation has been completed successfully, the system will connect to the server and download the files required to ensure that your version is up to date. If there are any downloads in progress, please wait until the update has been completed (100%) before closing the screen.



7. Log on to Business Online with your existing credentials.



8. The installation process will create a new shortcut in the 'Start' menu of your computer and place an icon on your desktop. Please use these to start Desktop Business Online.

