

## Community Policing Beat Book Installation Instructions

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1. When you download the application it will be in a self-extracting zip file. By default, this zip file will extract to C:\temp\beatbook. You can change this location if you want to.
2. The setup program is included in the files you have extracted. Run Setup.exe. This will start the setup program.
3. Choose a location for the application. By default, the application will be installed in C:\Program Files\Beatbook. You can change this location if you want to. The setup program will then begin copying files to the installation folder.
4. Choose a startup profile policy: The setup program will ask you how you want the Beat Book to handle the task of loading a user profile when it starts. Whenever the Beat Book starts up, it uses the selection you make here to determine how to load an initial user profile. Your choices are:
  - *Show the startup profile dialog:* If you select this option (the default), then each time the Beat Book starts up, it will display a screen that allows the user to open an existing profile, make a new profile, read a profile from a ZIP file, or run the Beat Book without a profile loaded. This option is useful for situations where users may share computers, or where users typically take their profile data off the computer when they are not using it.
  - *Always use the last profile loaded:* If you select this option, the Beat Book will automatically load the last profile that was used in the previous session. This option is most useful when a single user is assigned to a computer.
  - *Start without loading a profile:* If you select this option, the Beat Book will start without loading a user profile. Users can create and open profiles using the Profile Manager menu after the program starts. Use this option if you generally do not make use of the user profiles or personal data functions of the Beat Book
5. Choose a printing option: The setup program will ask if printing should be enabled for the Beat Book. If you answer “Yes”, users on this computer will be able to print copies of the map or lists of selected map features to their Windows default printer, or to BMP and text files. If you answer “No”, all these printing functions will be disabled. You may want to disable all printing if you use potentially sensitive information in the Beat Book application and your department has a policy restricting its release.

You do not have to disable printing just because your users do not have access to a printer. The Beat Book will detect the fact that there is no printer present and it will disable the functions that require a printer. Users will still be able to print to BMP and text files, however.

6. After the installation has completed, re-start your computer.
7. When the installation has finished, an item for “Community Policing Beat Book” will appear in your “Start” menu. An icon for the Beat Book will also appear on your desktop.

8. The Beat Book will start when you click on the desktop icon or select it from the Start menu. For information on how to use the program see the Operating Instructions document. To find out how to use the program with your own data, see the Data Setup document.