

LTC ADVISOR PLUS NETWORK INSTALLATION INSTRUCTIONS

The network version of LTC Advisor Plus is designed for installation on a local area network (LAN) server. It should not be installed on the client computers connected to the server.

Install on server. If you have received a CD from StrateCision, insert it in the CD drive of your server. Installation should start automatically within 30 seconds. If you have been sent a link to download the program from the Internet, click the link to install the program. In either case, follow the onscreen instructions and make a note of the folder location where the program is stored on the server.

If you have purchased **State Supplements**, these may be on additional cd's, and if so should be installed on the server after the main program, in the same folder. If you purchased Supplements but did not receive them on CD, they will be downloaded when you first update your program.

Send ID Key. After installation is complete, a program icon should appear on the server desktop. Use it to run the program. If the program brings up a registration window showing a 10 digit identifying number (an ID Key), copy the number to an email, adding the number of users in your network, the name of the purchaser and company affiliation, and send the email to Sales@LTCA.com.

Registration. StrateCision will then register your ID Key and post it on our website. The usual time to post your Key is one business day, after which you will be able to update your program and receive any Supplements or features not in the original installation. Your server must be connected to the Internet in order to register itself. StrateCision may also send you a network file with instructions to save it in the folder where your program is installed. If so, this file is needed to allow multiple users to use the program at the same time. Be sure to save it as directed.

Create links on the client computers. After the program is registered on the server, go to one of the client computers where the program will be used, and open My Computer, and within it choose the network drive on which the program was installed. On that drive, find the folder where the program was installed and open it. Look for the file **Itcaplus.exe** and click it once to highlight it. Hold down the right mouse button, drag the file and drop it on the client desktop. A menu of choices will appear. Choose 'Create Shortcut Here' from the menu. Then test the link by double-clicking the shortcut icon and verifying that the program starts on the client. Then repeat this process on each client computer from which the program will be run. You can install the link on as many computers as desired. Your network license determines how many clients can run the program at the same time.

Updates. The program will notify you when updates are available. These need to be carried out on the server, not from a client computer. Aside from the link created on each client, it is not necessary to install or update any files on the clients. If you are not sure you are receiving update messages, run the program on the server and click Setup, Updates to see if any are available.