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Florida Association of Insurance Agents (FAIA)
Florida Insurance Research Library Summary of changes 3Q05 and installation instructions.

- 1) **Library Summary of changes**
Newest features and changes to Florida Insurance Research Library
 - 2) **Installation Instructions**
Detailed instructions on installation.
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1) Library Summary of changes

Personal Auto Manual

We have updated the material to reflect the 2005 ISO changes.

Rapid Reference

We have brought back the ISO Rules regarding Boiler & Machinery and Commercial Packages. We have revised the General Liability Rules and the Commercial Property/Fire Rules.

We have also updated the 2003 and 2005 auto physical damage symbols per ISO and the Territory, Protection Class, BCEG pages.

2) Installation Instructions

Disk Space Requirements

You will need over **1 GB** of disk space available to load the Florida Insurance Research Library on your Computer.

Adobe Acrobat Reader System Requirements

You must have Acrobat(r) Reader 6 or newer to run this library.

You can download the free Reader here: <http://www.adobe.com/products/acrobat/readstep2.html>

For instructions on the new search features view the help file that accompanies Acrobat Reader or view the [file here](#).

Installation of the Florida Insurance Research Library CD

If you have an auto run on your CD drive, it will automatically pop up the first window.

Be sure to de-install the older version of the FIRL before installing this new version. Go to "add & remove programs" or see your user manual. **(This will only be necessary in subsequent releases)**

If no auto-run feature starts, browse your CD drive click **setup.exe**.

It will take a few seconds to prepare to install.

At welcome screen with FAIA logo: Be sure you have the **current version** (look at blue bar at the top of the first screen to see which quarter you have).

At any point you can click **Cancel** if you decide not to install the Library.

Next screen shows copyright warning, click **Next**.

Read and accept the licensing agreement. **You MUST "accept" in order to continue.** Note this license is per location, and to acquire multiple licenses contact FAIA.

Click **Next** and you'll find complete instructions to continue this installation and a list of what changes are included in this release. **(Instructions to continue are also in this included below).**

Click **Next**.

Desktop or Network Installation

Note: You can install the library from a workstation as long as you know the location or path to a mapped network server. You do not have to be on the server to install the Library. This installation will also install to the desktop (by default)

This installer will install the Library on your desktop, a server, or another machine that may be mapped or shared to all workstations (local computers on the network). It also has the feature that will install an icon on the desktop of the workstation pointing to the server where the Library resides. (We suggest letting someone familiar with network install perform this function for your company)

The next screen lists desktop/network/client install. **Left click the plus sign.**

a. **If installing to the server** from your workstation and you also **want the icon on that workstation you're installing from (it could be the actual server too!), left click the desktop/network/client install & choose the 2nd item.** "This feature and all sub-features will be installed".

b. If you only wish to install the library or the client, **left click either client install or network install and choose 2nd option as illustrated in a.** . "This feature and all sub-features will be installed"

c. Now you're ready to specify the location. Notice at the bottom it says install to: C:\program files\firl? This would be the default directory (which is the "C" drive of the computer you are running the installer from) If you do not wish it to be loaded on your computer, you will need to **click change** and either enter a different drive letter (Network or server drive) to server location (**per your IT Department instructions**), **Click OK.**

Be sure "install to" shows correct new location. This is where the library will be installed. **WRITE THE LOCATION DOWN IF YOU CHANGED IT.**

d. Click **Next**. The screen will confirm your choices, use back to make corrections (**CHECK THE PATH AGAIN BEFORE CONTINUING**).

f. **Click install** to continue and **Click Finish** when done. This will install the software on your desktop or a server and place an icon on the machine you installed from. Note: You'll need to do a client install on each workstation attached to the network or copy the icon from the cd, and create you own shortcut.

Client Install

This feature is used if the library is **already installed** on a server or mapped drive (**You will need to know the location of the Library**) or mapped drive and need to place an icon on a desktop computer that will access the Library on the server or mapped drive.

a) You proceed with the installation as instructed above like you were doing a **desktop/network/client install**. When you get to the screen where you have the plus sign next to the **desktop/network/client install** left click it and this time, only left click the **client install** choice then left click that plus sign to choose the second item "This feature and all sub-features will be installed"

b. Now you're ready to specify the location. Notice at the bottom it says install to: C:\program files\firm? This would be the default directory if it was installed on your desktop (which is the "C" drive of the computer you are running the installer from) You will need to **click change** and enter the location that the software was installed to (**per your IT Department instructions**), **Click OK**.

Be sure "install to" shows correct new location. THE ICON WILL NOT FUNCTION PROPERLY IF THE LOCATION IS INCORRECT.

c. Click **Next**. The screen will confirm your choices, use back to make corrections (**CHECK THE PATH AGAIN BEFORE PROCEEDING**).

d. **Click install** to continue (should be quick) and **Click Finish** when done. This will install an icon on the desktop of the machine you are running this installer from.

IMPORTANT NOTE: As long as you use the defaults or are consistent where you install the Library, you will only have to do a client install once (since it will always point to the same location). If you change locations on the server, you will need to go to every desktop where you installed the client, delete the software through add/remove programs, and re-install the library. This is why we suggest using the defaults