

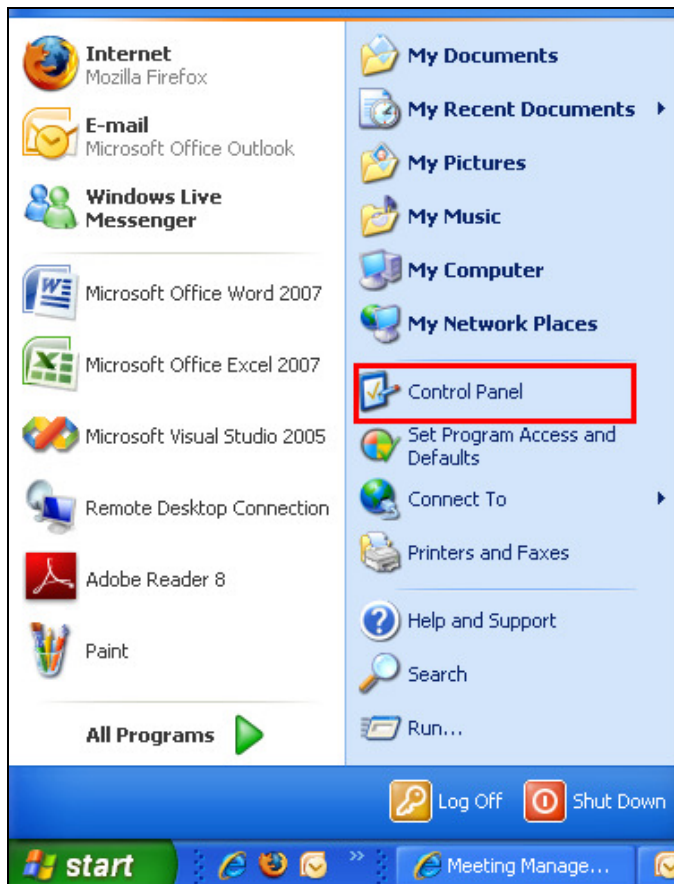
Installing Offline Minutes:

System Requirements:

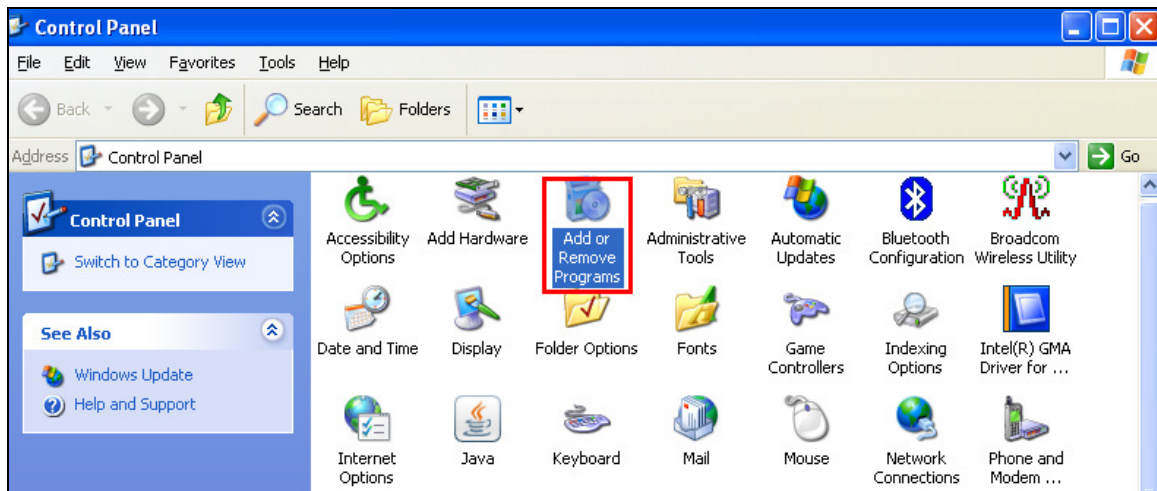
- Microsoft .NET Framework ([Click Here to Download from Microsoft website](#))
- Application to unzip files (WinZip is most common)
- Windows XP Operating System

NOTE: If you have NEVER installed a version of the iCompass Technologies Offline Minutes module please skip to step 6. **You will require administrator rights to your computer to complete the steps listed below.**

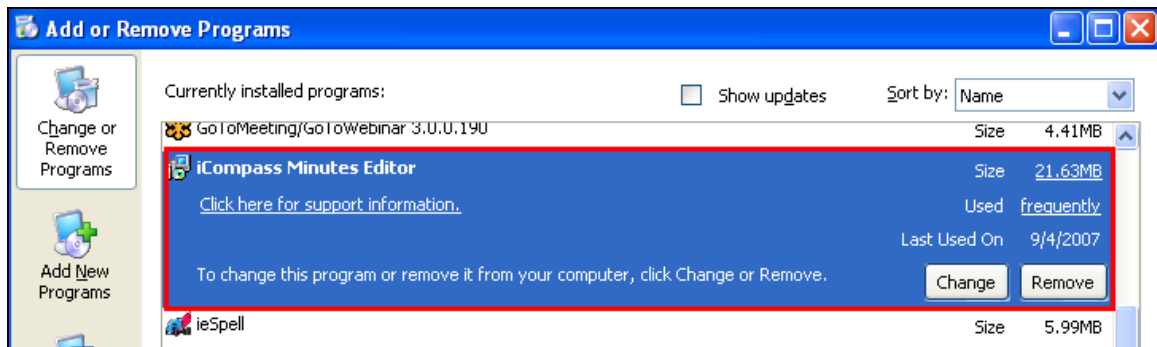
1. Since your computer already has an earlier version of the Offline Minutes application, we first must uninstall the earlier version. To do so we must go to Control Panel – click ‘Start’



2. Once in the Control Panel, double click on “Add or Remove Programs” icon.

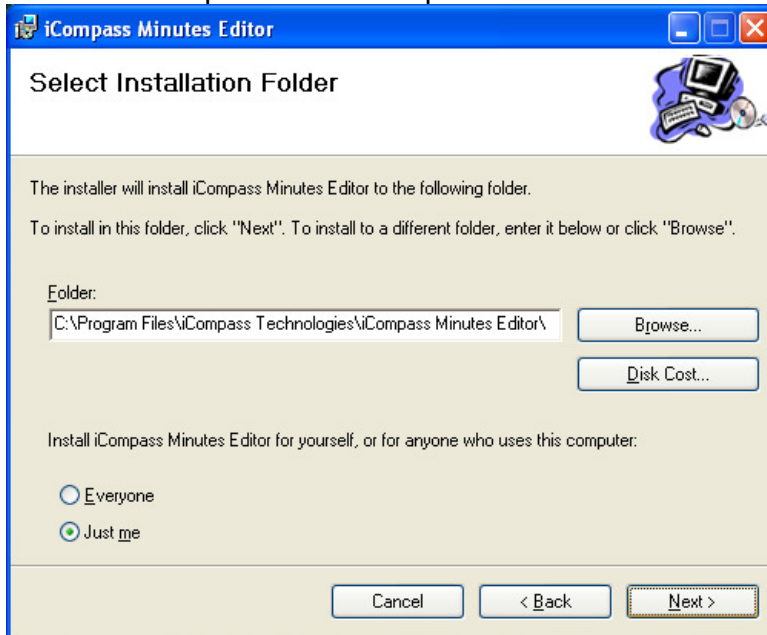


3. From the Add or Remove Programs window that appears, find the 'iCompass Minutes Editor' from the program list and click the 'Remove' button



4. The application will go through its uninstall process, removing the application from your computer.
5. Once the application is uninstalled – it will no longer appear in the Add or Remove Programs list – it is now time to install the new version of the Offline Minutes Editor.
6. Download the latest version of the Offline Minutes Editor from the iCompass Customer Resource Center by following this link below.
<http://www.icompasstech.com/Offline%20Minutes/publish.htm>

7. Follow the steps in the install process to install the Offline Minutes.



If you select the *'Everyone'* option, then anyone who uses the computer will have the ability to use the Offline Minutes application.

If you select the *'Just Me'* option, then only when your user logs into the computer will the Offline Minutes application be available for use.

8. Once the Offline Minutes Editor application completes its install you will now have an application located in an 'iCompass Technologies' folder called 'Offline Minutes Editor' in your Windows Start menu.



CONGRATULATIONS! Your iCompass Offline Minutes Editor is now successfully installed!