How to Install VIMS – Mac

- 1. Go to <u>http://tools.portagebay.com/clients/nelco.html</u> and select the 4D Installer for Mac. (Note the location to which it is downloaded, so you can find the file when you are ready to install.)
- 2. When the download completes, find the file named 4D_v16.3_Mac.dmg (probably in your Downloads folder) and double click on it. Once it opens, drag the blue 4D v16.3 folder to your Applications folder as directed. Please wait while the files copy into your Applications folder.
- 3. Optional: Once the 4D folder has been copied into your Applications folder, you may eject the 4D v16.3 Release disk on your desktop by right-clicking on it and selecting "Eject." This step is optional.
- 4. Go back to your Applications folder and open the 4D v16.3 folder. Inside you should find several 4D apps. (If you see older versions, they can be removed).

	📒 4D v16.3		
	1 of 5 selected, 101.59 GB available		
Name	^	Date Modified	
🟮 4D Server.app		Nov 29, 2017 at 2:45 PM	
🧿 4D Volume Desktop.app		Nov 29, 2017 at 2:59 PM	
4D.app		Nov 29, 2017 at 2:21 PM	
32-bit version		Apr 13, 2018 at 6:38 AM	
Plugins		Sep 13, 2018 at 8:42 AM	

5. Double-click the one labeled 4D to open it. You may get a warning message asking if you are sure you want to open this file. Click "Open."

	"4D" is an application downloaded from the Internet. Are you sure you want to open it?				
	Safari downloaded ti tools.portagebay.cor	his file today at 4:04 PM from n.			
?	Cancel	Show Web Page	Open		

6. Once 4D opens, check your Dock. Right-click on the 4D icon there, and select "Keep in Dock" – it may be inside the "Options" folder. This will pin 4D to your Dock so each time you need VIMS, you can just click on the icon here.



7. 4D opens with a large splash screen, showing several options. Select "Launching Applications" and then "Connect to 4D Server"



8. In the dialog box, select the Custom tab and enter the database name as VIMS and the network address as cottonwood.portagebay.com.

Connection to 4D Server				
Welcome to 4D				
	Recent	Available	Custom	
Name an	d Address of a	a published	4D Server:	
Database	Name:	VIMS		
		ex: acc	ounting	
Network Address:		cotton	cottonwood.portagebay.com	
		ex: acc or: 192 or: 192	ounting.comp .121.122.123 .121.12.3:8858	any.com
	Force the updat	e of the local	resources	
Display this dialog at next startup				
			Cancel	ОК

9. Click OK. You should get a window that shows that files are being synchronized. This will only happen the first time.

Synchronizing files	
4D Write.4darchive	
Downloading bytes	

- 10. Log in as usual when the Login dialog comes up.
- 11. Next time you wish to log into VIMS, double-click the 4D icon on your Dock. When 4D opens, select the Open icon (second from left on top menu bar) and then choose VIMS from the "Open Recent" menu.

