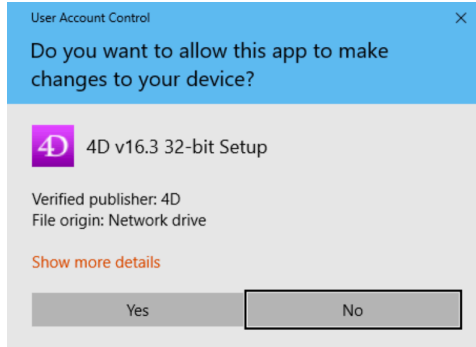
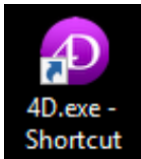


How to Install VIMS - Windows

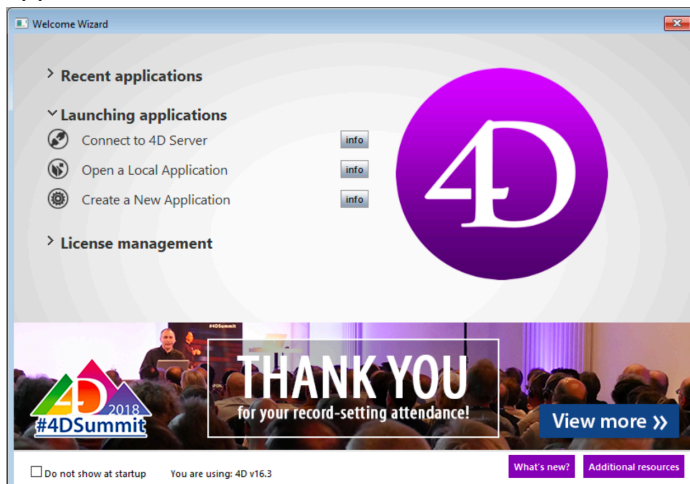
1. Go to <http://tools.portagebay.com/clients/nelco.html> and select the link for 4D installer for Windows; when the file download window opens, select Save.
2. Make a note of the location listed in the dialog box so you can find it when the download is complete.
3. Installation
 - a. Find the file named “4D_v16.3_Windows_32-bit.exe” and double click on it. You may get a message asking if you want to run the file. If so, select “Run.”



- b. The Setup Wizard will open. Click Next.
 - c. If you wish a language in addition to English, select that from the list. Otherwise, just select “Next”.
 - d. Leave the location as is and click Next.
 - e. Allow for a desktop icon and a quick launch icon, and click Next.
 - f. Click Install.
 - g. Click Finish once installation is complete.
4. You should have a red 4D icon on your desktop. Double-click on this icon.



5. When 4D opens, there should be a large splash screen (Welcome Wizard). Select “Launching Applications” and then “Connect to 4D Server.”



6. In the Connection window that comes up, select the “Custom” tab and enter VIMS as the database name and cottonwood.portagebay.com as the network address.
7. Click OK. Allow the files to synchronize (this should only happen the first time)
8. Log in as usual.
9. The next time you wish to log into VIMS, simply double-click the 4D desktop icon, and when 4D opens, select “Open recent” under the Open icon on the top menu bar. Select VIMS and log in.

