

## Set-up Procedure for the ALVA Reports on BPP

### Program Installation Procedures

Note: These procedures assume you have successfully mapped a network drive to SAGO-FTP.tamu.edu. If not, see the webpage that describes how to do this at <http://www.tamus.edu/offices/bpp/access.html>.

From the Windows desktop, click the “**Start**” button and select “**Run**”. In the box that appears type:

V:\alva\install\setup.exe {once you’ve typed this press <ENTER>}

Follow the prompts that appear on the screen to complete the installation.

Once complete there will be a new program group on your Start menu called “CD Client Services”. To view the reports, click on the program “ANACOMP Viewer” in this group.

The User ID for all users is “**BPP**” with no password.