

Installing BRState from the Internet:

1. Download the file webBRS.EXE to a temporary folder.
2. Run the file webBRS.EXE. Accept all defaults to install the program files to c:\brs\.
3. Create a shortcut on your desktop for c:\brs\brsw.exe.
4. Delete the file webBRS.EXE. (to save hard drive space)

If you are having trouble downloading these items, hold down the shift key when clicking on the files... This will ensure that you can specify the target location on your hard drive.

Running BRState:

1. Double-click on the shortcut you created above

Or

2. Run the program BRSW4.EXE by clicking the Start Button, then Programs, then BRS Data menu, then BRSW4.EXE

The program starts in Reporter mode by default, and may be used by LQG and TSD sites to create Biennial Reports to send to your state or regional coordinator. The instructions for use may be found in the **Help** and **How Do I?** buttons on the main screen of the program.

Viewing 1991-2009 Florida BRS data using BRState:

1. Run BRState
2. Click on the **SETUP** button
3. Uncheck the "Reporter Version" checkbox, then **save/exit**.
4. Click on the **UTILITIES** button.
5. Click on the **Create a new Year data set** button and type in 1999 (or the year(s) of interest) to create a folder to hold each year's data you wish to download.
6. Click on **EXIT** and exit the BRState program.
7. Download data99.exe into the c:\brs\brs1999\ folder, data97.exe into the c:\brs\brs1997\ folder, etc. for each desired year's data.
8. Run the c:\brs\brs1999\data99.exe , etc for each downloaded year (type "A" for All to overwrite all empty data tables during the PKunzip process)
9. Restart the BRState program and Click on the **UTILITIES** button.
10. Click on the **Rebuild Reporting Indexes and Convert** button and follow the instructions to re-index ALL downloaded data, then return to the main screen.
11. Click buttons to run reports and see details, etc. Try the **HELP** and **HOW DO I?** buttons.

Please call Jack Griffith at (850) 245-8748 for help. NOTE: Because this is a 2 step file expansion, you will probably want to delete the DATA99.EXE, etc. files after running them. If you are having trouble downloading these items, hold down the shift key when clicking on the files... This will ensure that you can specify the target location on your hard drive.