

# LPOR Forms Express (v.15) Software

## INSTALLATION INSTRUCTIONS

NOTE: You must be logged in as Administrator or have Administrator password to install on some computers.

### To install LPOR Forms Express 15 on a PC (FIRST installation, no previous versions):

**From USB thumb drive:** Insert drive, open folder for software program, and double click “setup.exe”

**From internet:** available for download at <https://www.lasc.org/LPOR-Software>

#### INSTALLATION PROCESS:

*(During installation some Windows operating systems or antivirus programs will ask you to confirm if you trust the program source. Click yes and continue with installation.)*

- Launch “setup.exe” to begin installation
- Click **Next** on the Welcome screen
- Click **Next** on the Readme Information screen
- You may change the destination on the Destination Folder screen, or just click **Next** to choose the default destination (\Express15)
- Click **Install** on the Ready to Install screen
- Leave the default check in “Launch the Program” box
- Click **Finish**
- On most systems the “Update” utility will launch. Click **OK** to run this program. It will return the statement “update successful.” Click **OK** and then **OK** again. This will return you to your desktop. (if this doesn’t happen, see Note below).
- Locate the LPOR green and yellow umbrella icon on your desktop and click to open program.

**NOTE:** On some computers, the operating system security features block the Update utility that is part of the installation process. If the update utility did not launch during installation, you must launch this manually for the program to work correctly. The update should then run as described above.

- Open Windows Explorer (Windows key + “E”)
- Navigate to where you installed the program (default is C:\Express15)
- Locate and open file “Update.exe” (orange fox icon)
- Click OK, click OK again to finish
- Close Windows Explorer and return to desktop

If you have difficulty, see “Problems” section below for information on how to get help.

### To install LPOR Forms Express 15 on a PC with an earlier version of LPOR Forms Express:

If you do **NOT** want to retain existing data:

- FIRST **UNINSTALL** the current LPOR Forms Express program by going to START>Control Panel>Add/Remove Programs, selecting your current LPOR Express program, and choosing “Uninstall”

- Follow directions under Installation Process above.

If you **DO** want to retain existing data, this data must be present in the folder to which the new installation is directed. This can be accomplished as follows:

- Determine the location of the current data folder (right click the LPOR umbrella icon on desktop, choose Properties, folder location is at “Start in”) and write down the location.
- Make a backup copy of this folder.
- **UNINSTALL** the current LPOR Forms Express program by going to START>Control Panel>Add/Remove Programs, selecting your current LPOR Express program, and choosing “Uninstall.” This process will not delete your data file.
- Follow directions under Installation Process above.
- When prompted, you must change the destination folder of the installation to the location of your existing data.
- As the update utility runs at the end of the installation process, it will parse your existing data into the new file structures.

#### **For network installation from flash drive or web download:**

- Install the program on the shared network server, see Installation Process above
- Install the program on every work station.
- Delete the LPOR icon shortcut from individual computers/workstations' desktops
- Place a short cut on each desktop from the shared network server.

#### **Backing Up LPOR Form Express:**

It is recommended that a regular backup procedure be instituted to archive the case data entered into LPOR Forms Express. One easy way is to copy the current working folder to another drive, such as a USB thumb drive. Ask your local technical support person to recommend the best way for your organization to back up this data. As long as it is performed regularly, you can be confident that your data is secure.

#### **Which Files to Back Up**

The easiest backup is the entire folder where the program is installed. The location can be determined by right clicking on the LPOR Express umbrella desktop icon and choosing Properties. The folder path is on the “Start in:” line.

#### **The Default Installation Folders**

Express v12 – c:\Express12  
 Express v13 – c:\Express13  
 Express v14 – c:\Express14  
 Express v15 – c:\Express15

For a network installation, determine as recommended above.

#### **Problems? Need help?**

For help installing or questions, contact LPOR software consultant, **Alan Langhoff**, at **504-258-9160** or call Francis Robinson at the LPOR office at 504-310-1642. We will be happy to guide you through this process.

Please back up your data files before you call.