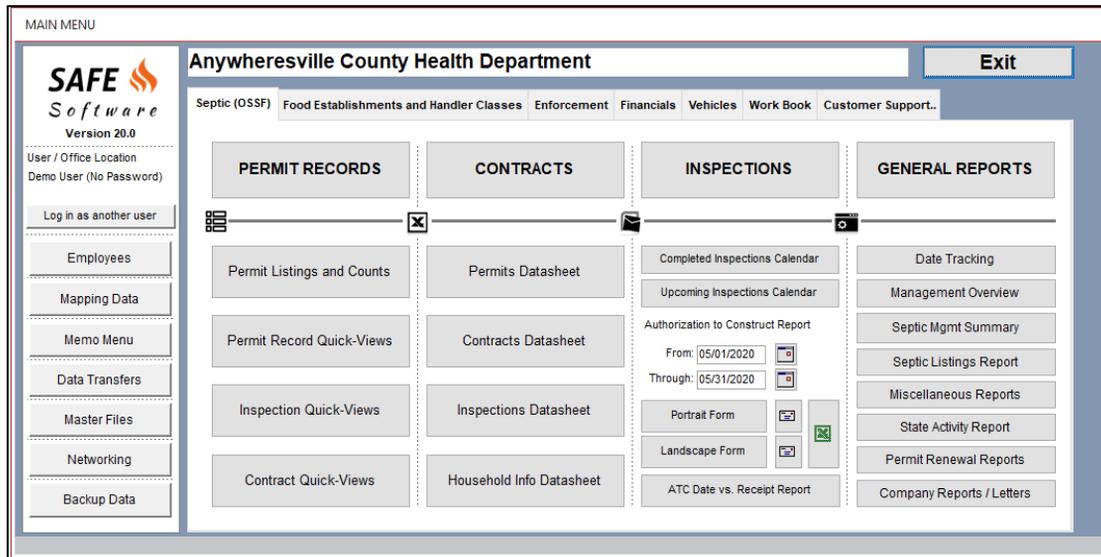


Proper Installation of the SAFE Software™ Health Department Version 20 Program



SAFE™ Software for Health Departments is used by Counties, Cities, Water Districts, or any other Environmental Health Department responsible for:

- Septic Permitting
- Complaint Tracking and Code Enforcement
- Food Inspections and Handler Classes
- Receipting and Invoicing

SAFE can be installed on both 32-bit and 64-bit Microsoft Office Packages. Please make sure you install the correct version.

The next few pages will help you determine what version of Office you have OR help you install the "FREE" or "Runtime Platform" of Microsoft Access.

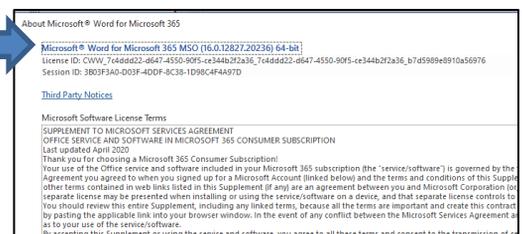
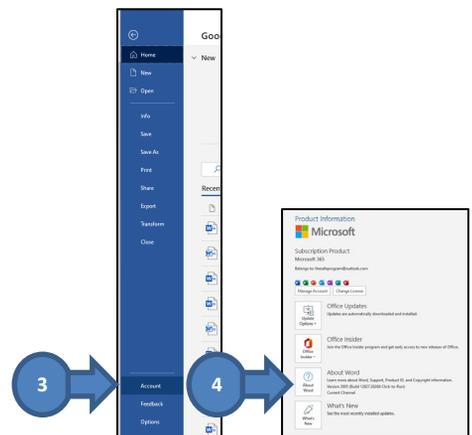
Microsoft Office Requirements

SAFE will work with the following versions of Microsoft Access:

- 2007
- 2010
- 2013
- 2016
- 2019
- 365

SAFE can be installed on both 32 bit and 64 bit Microsoft Office Packages. To find out what version of Office you are using, follow these steps:

1. Open **MS Word** and start a new document.
2. Click “File” at the top left of the window
3. Click “Account”
4. Click “About Word”
5. Look at the version of Word at the top. It’ll either say 32-bit or 64-bit.
6. After installing the program, make sure you use the appropriate shortcut icon. You can delete the other one.



Installing Microsoft Access Runtime

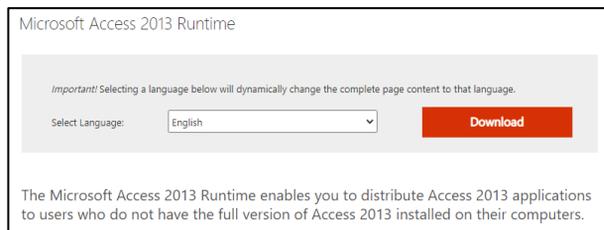
If you **do not** have Microsoft Access installed on your system, you can download the “FREE” or “Runtime” platform. Make sure you know what version to download. There is a link below to the Microsoft Page for downloading your appropriate version.

SAFE can be installed on both 32-bit and 64-bit Microsoft Office Runtime Packages. Please make sure you install the correct version.

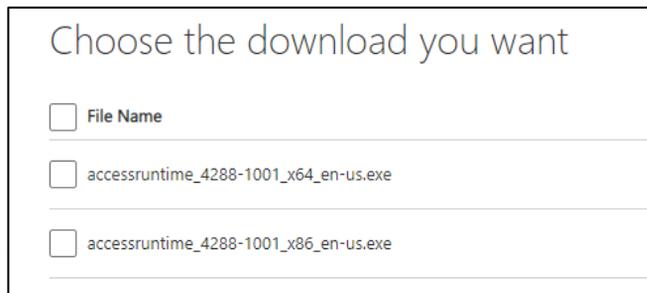
Microsoft Access Runtime Downloads

<https://www.microsoft.com/en-us/search?q=Access+Runtime&SilentAuth=1&wa=wsignin1.0>

Here is an example of the Runtime Download Menu



64 bit
32 bit

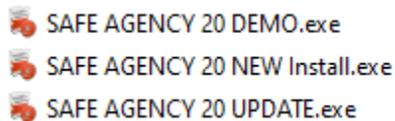


Instruction to properly install SAFE

1. Double-click on the desired SAFE Agency installation Program.

- If you are a **NEW user**, install the “SAFE Agency 20 NEW Install.exe”
- If you are a **CURRENT user** and need to re-install the program OR update to the latest version, click “SAFE Agency 20 UPDATE.exe”
- If you are a TRIAL user and want to try out the program for 10 days free, click the “SAFE Agency 20 DEMO.exe”

1



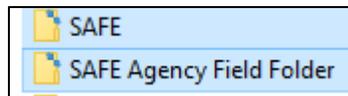
2. Click “Install” and run through the installation. After it is complete, click “Finish”

2



3. Two folders are created. The “SAFE” folder and the “SAFE Agency Field Folder” in your C:\Program Files location.

3



4. Two shortcuts are put onto your desktop. The “SAFE (64 bit)” and “SAFE (32 bit)” shortcuts. You can delete the shortcut that is the wrong platform.

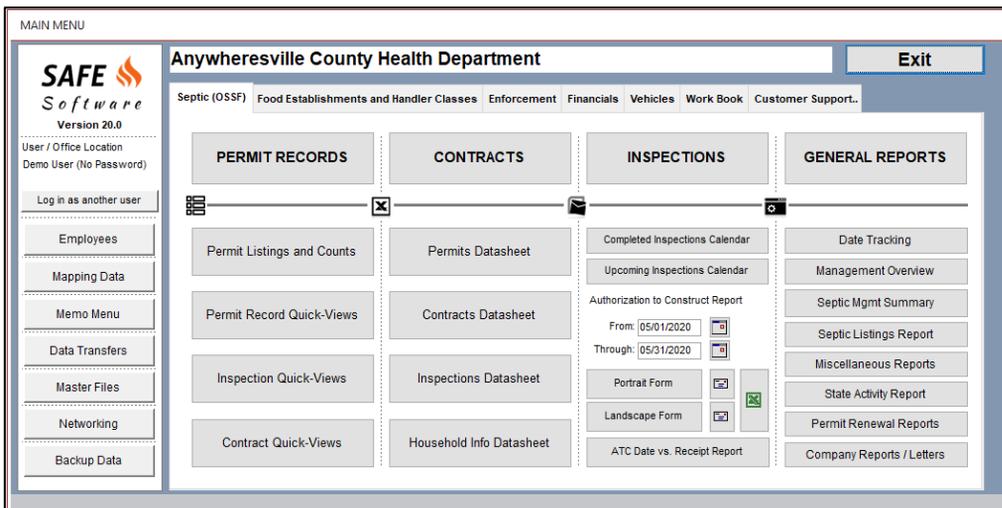
4



DEMO VERSION

Starting out right...

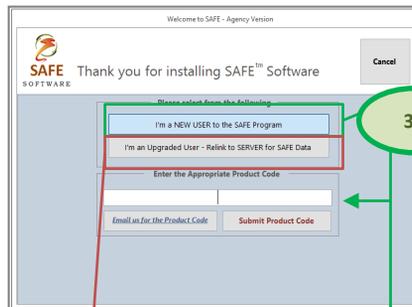
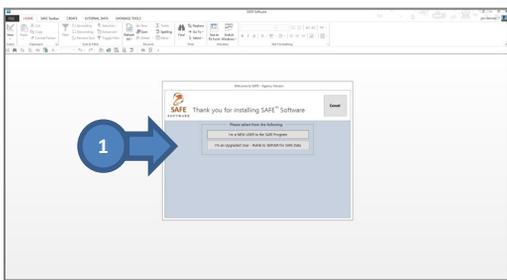
1. Double-click on the SAFE shortcut icon.
2. Click OPEN to the Microsoft Access Security Notice (You can unset that warning later).
3. Click the down arrow on the Log in screen and select the “Demo User (No Password)” leave the password blank and click “Continue”
4. A Receipt Year warning may appear. Click “OK” to set it to the current year. (this is a formality)
5. You can use the Trial version for 10 days from installation. If you need more time, contact us at thesafeprogram@gmail.com



NEW INSTALL VERSION

Starting out right...

1. Exit out of everything and double-click on the SAFE shortcut. You will see a menu pop up asking you what type of installation this is.
2. How do I know the answer to this?
 - If you are a NEW USER (fresh install) and **NOT Networking** to a Server Folder where the database files reside for SAFE, then click **"I'm a New User to the SAFE Program"**. (3a)
 - If you are installing SAFE and linking to a Server folder, click **"I'm an Upgraded User – Relink to Server for SAFE Data"** (3b)
3. Proper Setup
 - **3a. (New Stand-alone User)** Enter the code for the type of organization you are. Once entered, click the "Submit Product Code" button and then enter your Agency Name. Click "Submit Agency Name" and the OK to the Trial message. (Once paid, we give you 2 codes that unlock the program permanently)
 - **3b. (Connecting to a Server Folder)** Click the "Browse" button to find your Shared Server folder. Once selected, click the button to connect to the Networked folder. After it's successful, SAFE will exit and then restart to go to the main menu or login menu.



Codes Options

AG04031971
(Septic Only)

AG040319FO
(Food Only)

AG04031SFB
(Both Septic & Food)

AG040319BI
(Building Inspections Only)

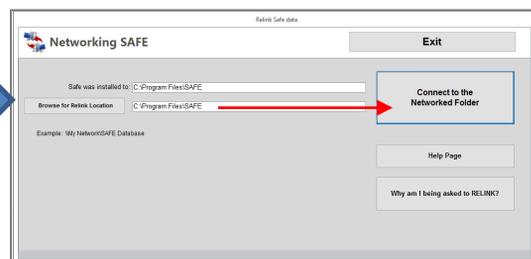
3b



4. Browse for the SAFE Shared Folder on the network. (Your IT person would have set this up). Once found, click "OK" and then "Connect to the Networked Folder" to link.

** You will not see the individual files in the server folder. SAFE links to the folder and knows what files to use.*

4

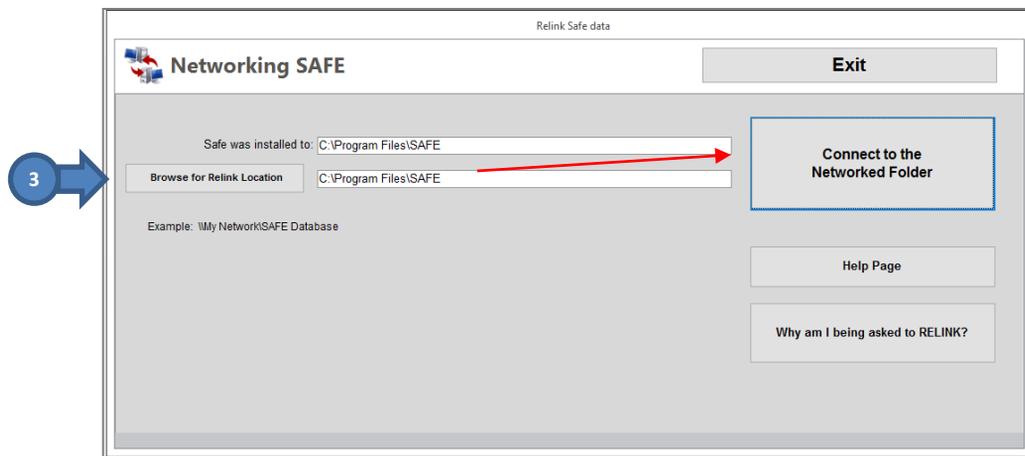


UPDATE INSTALL VERSION

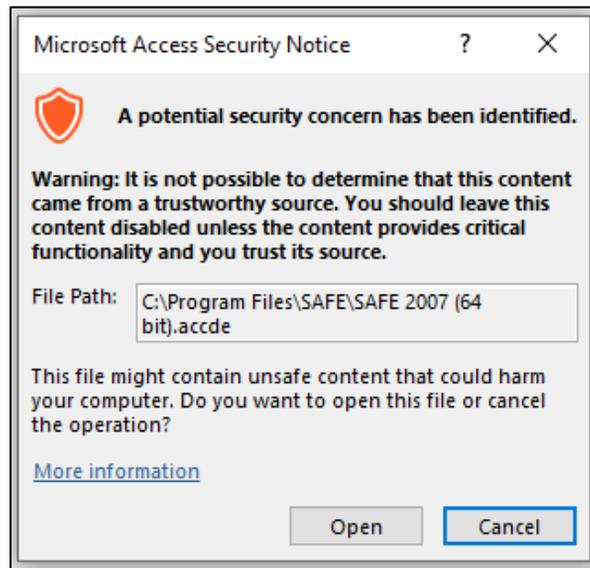
Starting out right...

1. **Exit out of everything and double-click on the SAFE shortcut. You will see a menu pop up asking you what type of installation this is.**
2. **Proper Setup**
 - If you are only using SAFE on your computer, you can just start up SAFE and either the Login Menu or the Main Menu will appear.
 - If you are networked to a server folder containing the SAFE Data, then you will be prompted with an error stating that “SAFE cannot find the database SAFE DB.mdb”. If you get this, browse to find the Shared Networked SAFE Data folder. Your IT department would have set this up. (step 3)
3. **Browse for the SAFE Shared Folder on the network.** (Your IT person would have set this up). Once found, click “OK” and then “Connect to the Networked Folder” to link.

** You will not see the individual files in the server folder. SAFE links to the folder and knows what files to use.*



Getting rid of the Macro Warning Box



1. Open SAFE and click “Open” to the warning notice
2. Click “FILE” and then “OPTIONS” at the bottom left
3. Click “Trust Center” then “Trust Center Settings”
4. Click “Macro Settings” and then “Enable all Macros (not recommended. Potentially dangerous code can run)”
5. Restart SAFE and the warning box will not appear.

