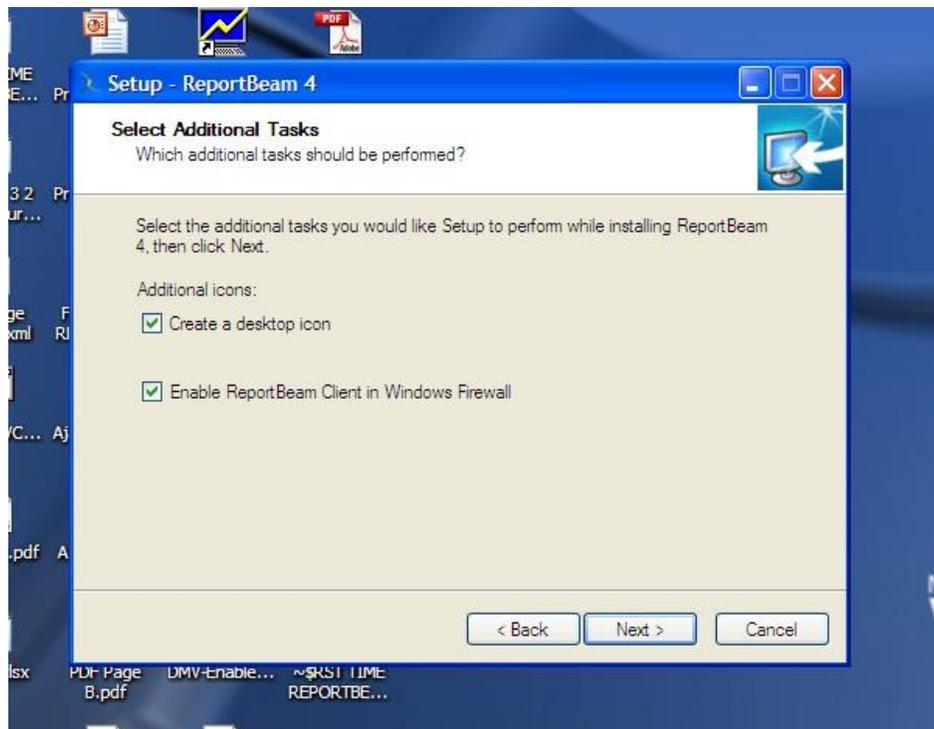# REPORT BEAM INSTALLATION GUIDE

NOTE: You will need Administrator access for the computer on which you install Report Beam. Please follow these instructions in this **EXACT** order:

1.   Copy and paste the link below in internet browser to obtain the Report Beam 4.11.0.1 software.
http://www.reportbeam.com/downloads/reportbeam/ReportBeam_4_11_0_1_VA_TREDS.exe

- Choose ALLOW in the first message box to confirm the trusted site, if prompted.
- Select RUN when prompted.
- Wait for the download to complete. Once the download is complete, click RUN again and follow the instructions to complete the install.
- After the install completes, enter the license key **622P2-B222B-TZ5H4-386ZY,** if prompted.
- Choose YES if you receive the following prompt: "There are new packages available. Would you like to update now?"

Note: **While installing Report Beam, please make sure 'Create a desktop icon' is checked.**

INSTALLATION VERIFICATION
1. Open Report Beam and you should see a login box. **You must login to Report Beam to submit reports to TREDS.**
2. If you do not have a login box when opening Report Beam, please contact the TREDS team @ TREDS.SavesLives@dmv.virginia.gov.

1. In Report Beam, go to the Help Menu above the Report Manager section. Select the 'About Report Beam' option.
2. Verify that the Report Beam Version is 4.11.0.1 (or higher).

PACKAGE VERIFICATION

1. In Report Beam, go to the Help Menu above the Report Manager section. Select the 'About Report Beam' option.
2. When the 'About Report Beam' window opens, select 'Configuration' tab.
3. Verify that 'Current Packages' is VA_COLLISION_495 (or the latest package provided).