## **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.

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## **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.

## **VERSION VERIFICATION**

- 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).

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