

Children's Services Finance SICKNESS INSURANCE DATABASE Installation Instructions

Sickness Insurance Database Installation

The Sickness Insurance Database can be downloaded by clicking the '**Sickness Insurance Installation**' link at the bottom of the following screen:

<http://www.eficts.norfolk.gov.uk/Finance/SicknessInsurance/default.asp>



Click '**Run**'.

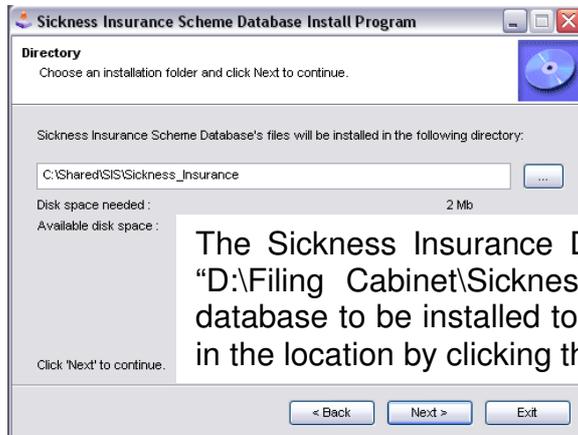


Click '**Run**'.

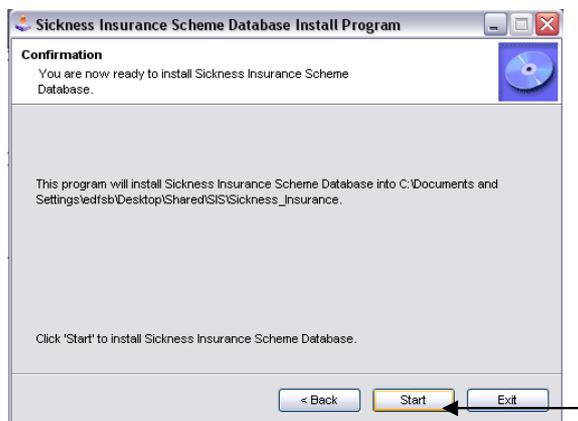


Click '**Next**'.

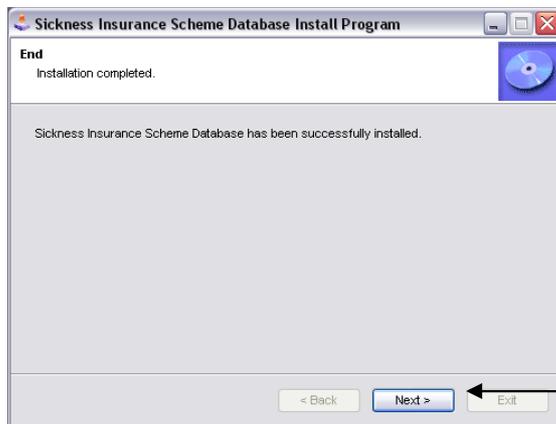
Children's Services Finance SICKNESS INSURANCE DATABASE Installation Instructions



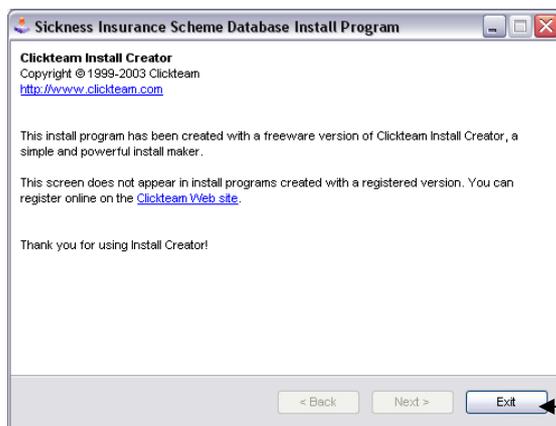
Please Note: The directory must end with "\Sickness_Insurance" before clicking 'Next'. If the database is not installed into a folder called 'Sickness_Insurance' the following message will appear when you log into the database and it will close:



Children's Services Finance SICKNESS INSURANCE DATABASE Installation Instructions



Click 'Next'.



Click 'Exit'.



When the installation is complete a 'Sickness Insurance' shortcut will be placed on your desktop. Double click this shortcut to open the database.

Children's Services Finance
SICKNESS INSURANCE DATABASE
Installation Instructions

Completing the Database Set-Up

To complete the set-up of the Sickness Insurance Database please take the following steps:

- Log-in to the database (User Guide Section 1, Page 1)
- Enter your school details (User Guide Section 1, Page 5)
- Import or Create your Staff Details (User Guide Section 2)
- Enter your contract details (User Guide Section 1, Page 6)
- If the starting period is not Period 1 (April) you will need to roll forward until you reach the required period.

Once you have completed the above steps you can begin registering sickness records within the database.