Education Financial & ICT Services BUDGET PLAN LOADING INSTRUCTIONS

The Budget Plan will be sent to schools via the AVCO Anycomms Client Software. To load it please follow the instructions below.

1. Double Click on **Anycomms Client** on the desktop.



2. Click Start Call.



If you get any error messages please check the ICT Solutions AVCO Troubleshooting page at: <u>http://ictsolutions.norfolk.gov.uk/avco/troubleshooter.asp</u>

A text message will be shown when the call is complete.

3. From the Desktop open the **Inbox** Folder





4. To install, double click on '**Budget Planner 2004-05.exe**' (*Note*: the .exe may not be visible on your machine).



If you wish to install the budget plan onto a different machine, copy the Budget Planner 2004-05.exe on to a floppy disk. Open the floppy disk on the machine you wish to install it on and double click on 'Budget Planner 2004-05.exe' and continue with the instructions.

5. Click Next

🚔 2004-05 Budget Planner Install Program - Welc 💻 🔲 🗙				
Welcome to the 2004-05 Budget Planner Install program.				
This program allows you to install 2004-05 Budget Planner on your hard drive.				
It is strongly recommended that before proceeding, you ensure that no other Windows programs are running.				
If you do not wish to install 2004-05 Budget Planner, click 'Exit' now, otherwise click 'Next\to continue.				
< Back Next > Exit				

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6. Click Next



7. Select the **correct drive** (i.e. you may need to change the D:\ to C:\ depending where the Filing Cabinet is).

💒 2004-05 Budget Pla	anner Install	Program Dire	ec 💶 🗆 🗙
2004-05 Budget Planne directory:	r's files will be	installed in the fol	lowing
D:\Filing Cabinet\Budge	et Planner\20	04_05	
Disk space needed :		5 Mb	
Available disk space :		0 Mb	
0	liek "Neut" to e	ontinuo	
	ICK NEXT OC	onunue.	
	(De els	klaud a	E-A
_	< <u>В</u> аск	<u>IN</u> ext>	E <u>X</u> IC
Click Next.			



8. Click Start.



9. Click Next.





10. Click Exit.



11. From the desktop, double click on 'Budget Planner 2004-05' to open.



12. If prompted click **Enable Macros**.



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13. If prompted always click **No** to Update links.



14. Enter/Amend School Name

14.1 When you log into the Budget Plan for the first time it will prompt you to enter your school name. Do not type the school name in, but select it from the drop-down list and then click **OK**.



14.2 If the name of the school on the list is incorrect, enter the correct name in the box below and click on the '**Change Name**' button then click **OK**.

Select School Name	×
Acle St. Edmund Voluntary Controlled Primary	•
Change Name	OK
Acle St. Edmund Voluntary Controlled Primary	

- 14.3 You can change the name of the school at any time by selecting 'Select School Name' from the Main Menu.
- 15. To view the Budget Plan User Guide click on the **set of books** in the top left of the **Main Menu**, this opens a word document. To print this guide click on the printer icon on the toolbar, or go to File, Print.



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