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

File Download - Secu	urity Warning				
Do you want to run Name: S Type: A From: w	or save this file? Sickness_Insurance_DEI Application, 394 KB www.eficts.norfolk.gov. Run Mun m the Internet can be us m your computer. If you is software. <u>What's the</u>	MO.exe .uk Save seful, this file type do not trust the s risk2	Cancel can ource, do not	Click ' Rı	ın'.
Internet Explorer - Security Warning The publisher could not be verified. Are you sure you want to run this software? Name: Sickness_Insurance_DEMO.exe Publisher: Unknown Publisher Run Don't Run Click 'Run'.					
This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run? Sickness Insurance Scheme Database Install Program					
	Welcome to the Scheme Databa This program allows you Database on your hard of It is strongly recommend no other Windows progr If you do not wish to ins click 'Exit' now, otherwis	Sickness Ir ase Install pr u to install Sickness drive. led that before pro- rams are running. tall Sickness Insur- se click 'Next' to co	nsurance 'ogram. s Insurance Scheme ceeding, you ensure ance Scheme Databo ntinue.	that ase,	
	×	Back Ne	xt > Exit	Clic	k ' Next '.



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:

×

	Path Error			X
	The Sickness Insurance Please move or reinstall	Database must be ii the database.	nstalled into a folder called	'Sickness_Insurance',
		ОК		
			_	
Sickness Ir	nsurance Scheme Database Install P	rogram 🛛 🔀]	
? т	he destination directory doesn't exist. Do you	ı want it to be created?		
	Yes No	4	Click ' Yes '.	
🕹 Sickness In	surance Scheme Database Install Program			
Confirmation You are now Database.	ready to install Sickness Insurance Scheme			
This program v Settings\edfsb	will install Sickness Insurance Scheme Database into C:Do)Desktop/Shared/SIS/Sickness_Insurance.	cuments and		
Click 'Start' to i	install Sickness Insurance Scheme Database.			
	< Back Start	Exit	Click ' Start '.	

< Sickness Insurance Scheme Database Install Program 📃 🗌 🔀	
End Installation completed.	
Sickness Insurance Scheme Database has been successfully installed.	
< Back Next > Exit	– Click ' Next '.
Sickness Insurance Scheme Database Install Program	
Clickteam Install Creator Copyright © 1999-2003 Clickteam http://www.clickteam.com	
This install program has been created with a freeware version of Clickteam Install Creator, a simple and powerful install maker.	
This screen does not appear in install programs created with a registered version. You can register online on the <u>Clickteam Web site</u> .	
Thank you for using Install Creator!	
< Back Next > Ext	 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.

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.