

# Risk Assessment Software Instructions

**Part One: Setup and login / Create new user**

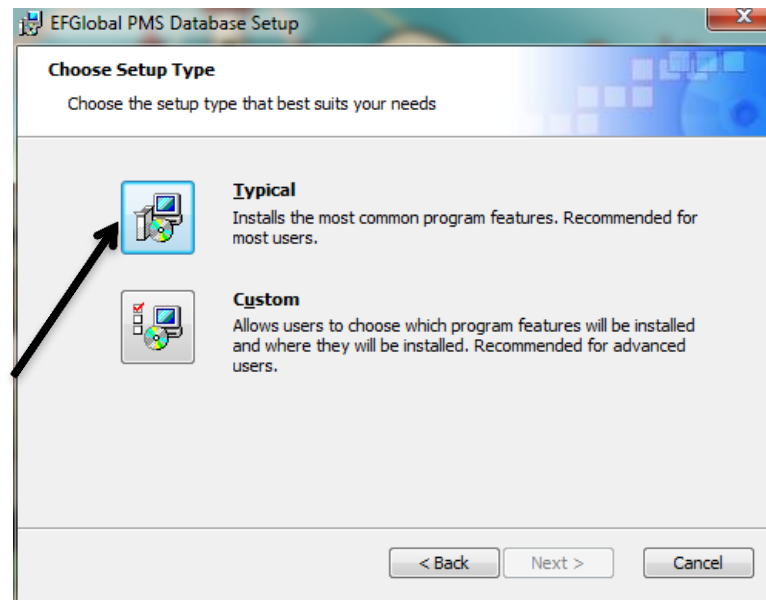
# Setup

1. Insert the Risk Assessment Installation Disk in your CD/DVD drive
2. When the autorun window appears click on «Run Setup.exe» option.
3. If no autorun window appears go to My Computer, right-click/open your CD/DVD Drive and double click on «setup.exe»
4. When the setup window appears click on «Next» to begin setup



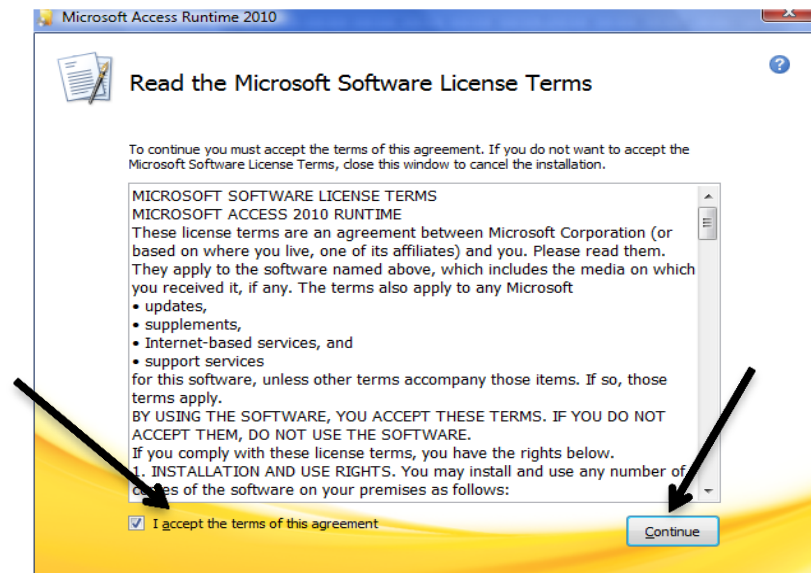
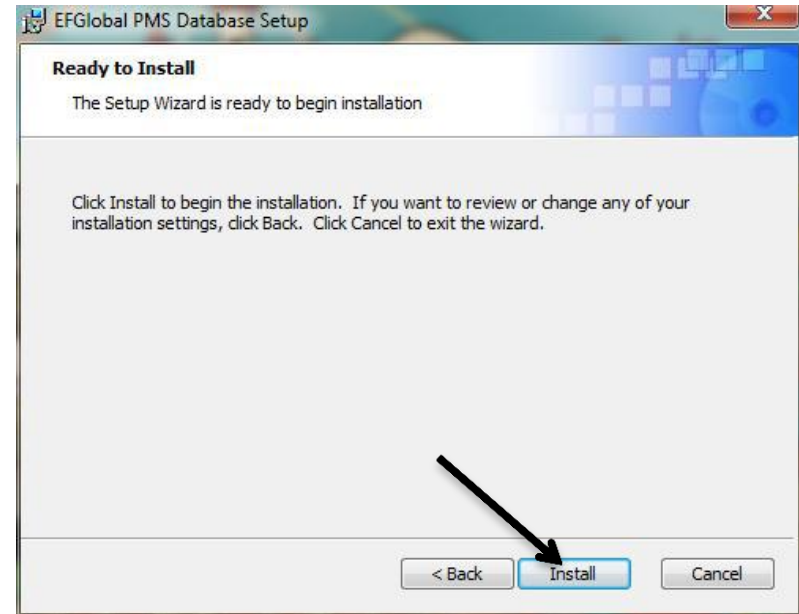
# Setup

5. On the next screen select Typical installation and click «Next»



# Setup

6. On the window that appears click «Install»
7. When this window appears put a tick in the box on the lower left corner and click «Continue»



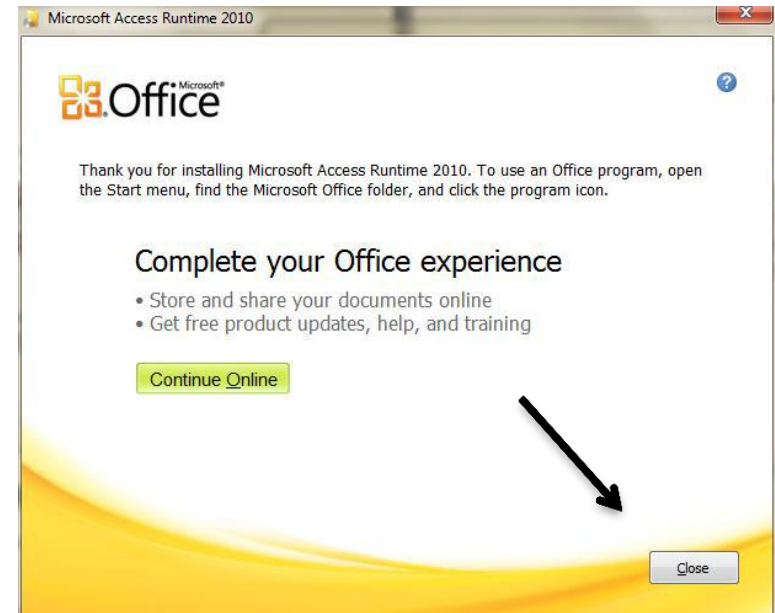
# Setup

Setup will now copy the needed files to you hard drive in the «Risk Assessment» folder.

Setup will also install the latest Access Runtime needed to run the Risk Assessment Software

This process might take a few minutes depending on your computer capabilities so please be patient and do not turn it off.

8. When the next window appears click «Close»

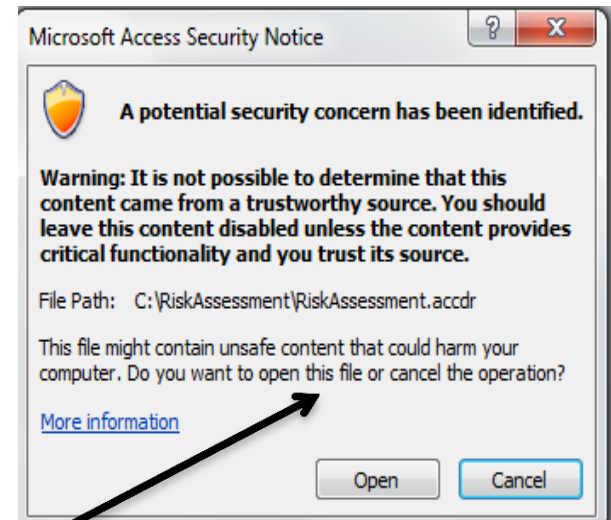


# Login

1. Double click on the Risk Assessment Icon on your Desktop.

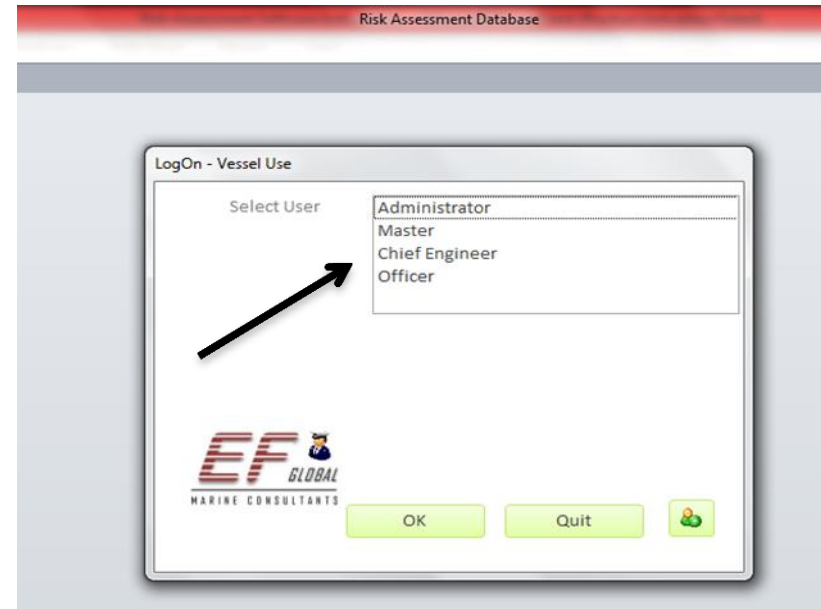


2. In the window that appears click «open»



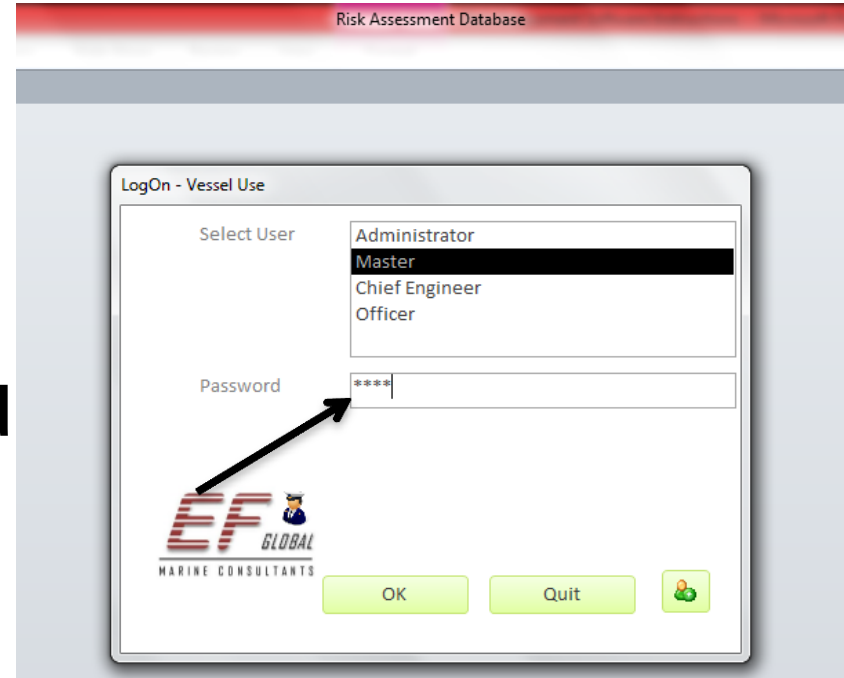
# Login

3. When the log on – Vessel Use window appears you can either:
  1. Select one of the existing users (continue to step 4)
  2. Add new user (skip to step 6)
  
4. Click on the desired user



# Login

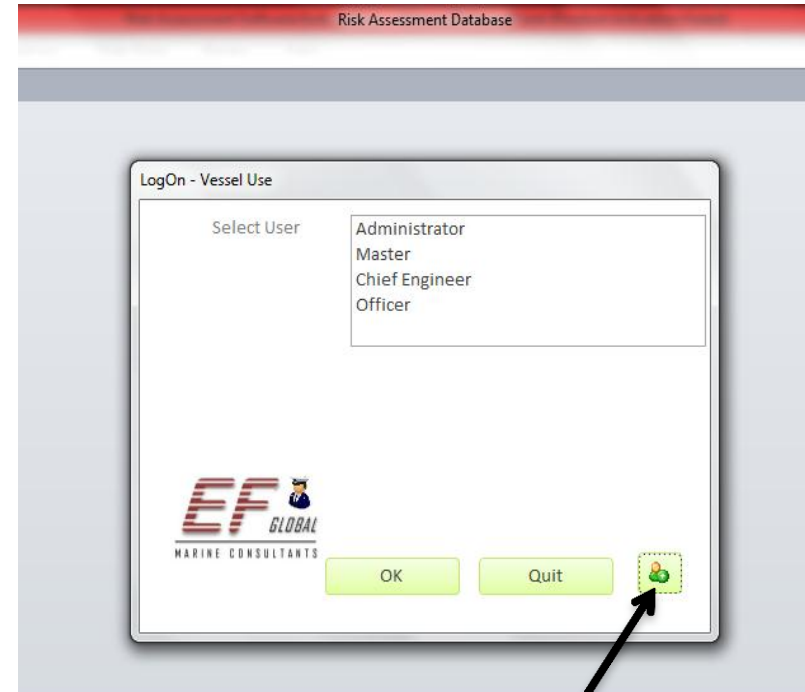
5. Put the cursor in the password field and enter password  
Then press ENTER.



**Important Notice:** default password for existing users created by EfGlobal such as «master», «Chief Engineer» is «1234»

# Login/ Create new User

6. To create a new user click on the new user button on the lower right corner of the log on window. The add new user screen appears.



# Login/Create New User

7. Enter the desired user name in the User Name field
8. Enter the desired password in the Password field and click «OK».



# Login/ Create new User

- **The new User now appears in the Log on- vessel Use window. Follow steps 4 and 5 to log on with the newly created user**