

Installation instructions for iSBEM_v6.1.d

You need to have a version of **Microsoft Access** installed on your computer prior to installing **iSBEM_v6.1.d**. Either the full version of **Microsoft Access** or just the "Access runtime" would be sufficient to run the iSBEM software. A runtime version of Microsoft Access 2013 is available for download freely from the Microsoft website at: <https://www.microsoft.com/en-gb/download/details.aspx?id=39358> (for e.g., select the **32-bit** version, i.e., the file whose name contains "x86").

NB: iSBEM cannot run on an online cloud-based system, e.g., Access Online with MS Office 365 "subscription-only service". Therefore, you are advised to install iSBEM on the local hard drive (e.g., C:\) of a computer which has either a full local "stand-alone" version of Access or an Access runtime version.

NB: The default version of the SBEM engine is now the 64-bit version which runs on 64-bit Windows operating systems **only**. If your operating system is 32-bit, download the optional 32-bit version instead as the default version will **not** run on computers with 32-bit Windows operating systems.

NB: iSBEM can now run on both 32-bit and 64-bit Access (note this is different to a 64-bit Windows operating system).

How to install iSBEM on your computer:

1. Click on the hyper-link to download and save the **iSBEM_v6.1.d.exe** file temporarily onto your **Desktop**.
2. Once the download has completed, from your **Desktop**, double-click on the **iSBEM_v6.1.d.exe** file to initiate the self-extracting process. This will automatically install the application to a new folder on your hard drive (by default: **C:\NCM**, but you can change the location if you wish). Click on the **Unzip** button. Once you see the message "**xx files unzipped successfully**", click on **OK**, and then the **Close** button.
3. You might need to add the path where you have installed iSBEM, which is "**C:\NCM**" by default, to the "**Trusted Locations**" in the "**Trust Center Settings**" in MS Office. See the section on the next page for screenshots of how you can do this, or contact your IT department for assistance.

To start the cSBEM software, go to **My Computer**, and then double-click on the **Local C:** drive. Double-click on the **NCM** folder, and then double-click on the **iSBEM_v6.1.d** folder to locate the file **iSBEM_v6.1.d.mdb**. Double-click on **iSBEM_v6.1.d.mdb** to start cSBEM.

The downloaded file **iSBEM_v6.1.d.exe** can now be deleted from your **Desktop** as it is no longer needed.

NB: You might need to seek assistance from you IT department if the security settings for MS Office on your computer prevent you from installing or running iSBEM.

Optional

- Users whose computers have 32-bit Windows operating systems (which is different to having a 32-bit of MS Access/Office), should download the file **iSBEM_v6.1.d_x86.exe**, which contains a 32-bit version of the calculation engine, instead of **iSBEM_v6.1.d.exe** which will **not** run if installed on computers with 32-bit Windows operating systems.
- To create a shortcut for iSBEM on your **Desktop**, go to **My Computer**, and then double-click on **Local C:** drive. Double-click on the **NCM** folder, and then double-click on the **iSBEM_v6.1.d** folder, and once you locate the file **iSBEM_v6.1.d.mdb**, right-click on it. Select **Send To** from the drop-down menu which appears, and then click on **Desktop (create shortcut)**. You should notice the shortcut **iSBEM_v6.1.d.mdb – Shortcut** has been created on your **Desktop**, and you can now double-click on it to start **iSBEM_v6.1.d.mdb**.

How to add “C:\NCM\” to “Trusted Locations” in MS Office:

You can add the path where you installed iSBEM, which is “C:\NCM\” by default (but you might have changed it during installation) to the “Trusted Locations” in the “Trust Center Settings” in MS Office as demonstrated in the next 6 screenshots by selecting **File > Privacy Options > Trust Center > Trust Center Settings > Trusted Locations > Add new location**. Ensure you also tick the box for “Sub-folders of this location are also trusted”.

NB: If you are unsure about any of these steps, you are advised to contact your IT department for assistance.





