

Installation instructions for iSBEM_v6.1.e

You need to have a version of **Microsoft Access** installed on your computer prior to installing **iSBEM_v6.1.e**. 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.e.exe** file temporarily onto your **Desktop**.
2. Once the download has completed, from your **Desktop**, double-click on the **iSBEM_v6.1.e.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.
4. If there are any applicable software patches, you will need to download and install them too, in the order in which they are listed on the website. For example, download **iSBEM_v6.1.e_patch0x.exe** and install it, in a similar manner to that above, by double-clicking on the downloaded file to initiate the self-extracting process. The patch will automatically install the new files in the default location **C:\NCM**. If you had changed the installation path from the default when you initially installed **iSBEM_v6.1.e**, then you will first need to click on the **Browse** button and specify the different path where the **NCM** folder is currently located on your computer. It is imperative that the patches get installed in the same location on your computer as **iSBEM_v6.1.e**.

The downloaded file **iSBEM_v6.1.e.exe** (and **iSBEM_v6.1.e_patch0x.exe**, if applicable) can now be deleted from your **Desktop** as it is no longer needed.

To start the iSBEM 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.e** folder to locate the file **iSBEM_v6.1.e.mdb**. Double-click on **iSBEM_v6.1.e.mdb** to start iSBEM.

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.e_x86.exe**, which contains a 32-bit version of the

calculation engine, instead of **iSBEM_v6.1.e.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.e** folder, and once you locate the file **iSBEM_v6.1.e.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.e.mdb – Shortcut** has been created on your **Desktop**, and you can now double-click on it to start **iSBEM_v6.1.e.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.





