

Quick Installation

See the [Minimum System Requirements](#) prior to installing PC-SPAN.

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Obtaining PC-SPAN Version 4

Complementary copies of PC-SPAN software can be downloaded through CME Core by all users. To Download, log on to [CME Core](#) with your CME Group Login, or create a new one. Navigate to the downloads center, and then to software. Download the most recent version of PC-SPAN, selecting the 32 bit option.

For example, the file might be named **PCSpan_x64_4.5.610_A_73.zip** to indicate that it is for "build number 610" of PC-SPAN 4.5. You can download this file to any convenient directory on your hard disk or network drive. For example directory **C:\Users\<User-ID>\Downloads** would be a logical place to store the installation file you have downloaded.

Starting the PC-SPAN version 4 installation

- Close any other programs which may be running.
- Using the Windows Explorer, the "My Computer" folder, or the "Run..." command from the Start menu, find the downloaded installation file -- for example, "PCSpan_x64_4.5.610_A_73.zip".
- Upzip the file and run "setup.exe" to install.
- If you have a previous version of PC-SPAN installed, please uninstall it first or the setup wizard will detect the existing one and prompt to uninstall first.

PC-SPAN Version 4 Installation Process

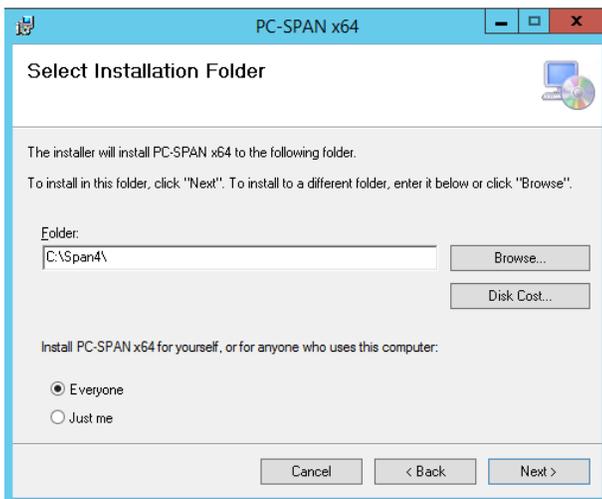


Select **Next** to continue the installation. The PC-SPAN version 4 **software license agreement screen** will display:



Please **read** the entire agreement. If you accept its terms, select **Yes** to continue. Otherwise, click **No** to abort the installation.

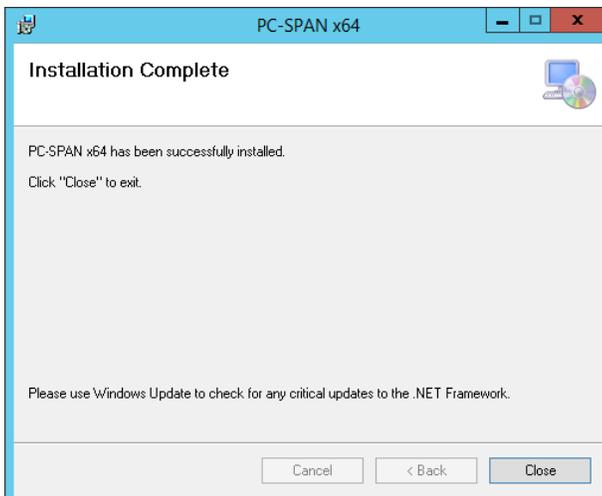
Next, the **Choose Destination Location** screen will display, so that you can select the location where PC-SPAN version 4 will be installed:



You can specify any directory on any drive (hard disk or network drive). As you can see, the default location is **C:\SPAN4** (recommended).

Click **Next** to continue. If the destination directory does not already exist, you will be prompted for confirmation that it should be created.

The installation program will now install PC-SPAN. A shortcut PC-SPAN icon will be placed on the desktop.



Click Close to exit installation process.

Top level Directory Structure Upon PC-SPAN Installation

<Drive>:\Span4\Bin
<Drive>:\Span4\Data
<Drive>:\Span4\Doc
<Drive>:\Span4\Master
<Drive>:\Span4\Reports
<Drive>:\Span4\RptModule

Uninstalling PC-SPAN

PC-SPAN can be easily uninstalled using standard **Add/Remove Programs** dialog in Windows **Control Panel**.