**RB8** legal support firm software

# RB8 Client Installation Guide

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## *RB8 Client installation*

Download, install and set up RB8 client software on your computer, and connect it to your RB8 database.

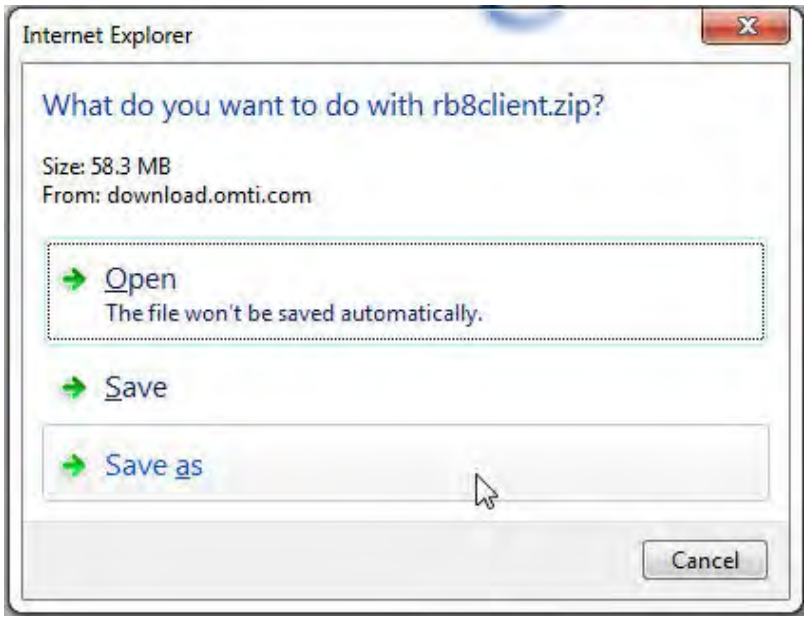
1. When you want to install RB8 on a workstation or laptop, contact us for a download link.

2. On the machine you want to install RB8, open the email and click the link. Or open an Internet browser and type or paste the entire address (starting with https) in the URL field.

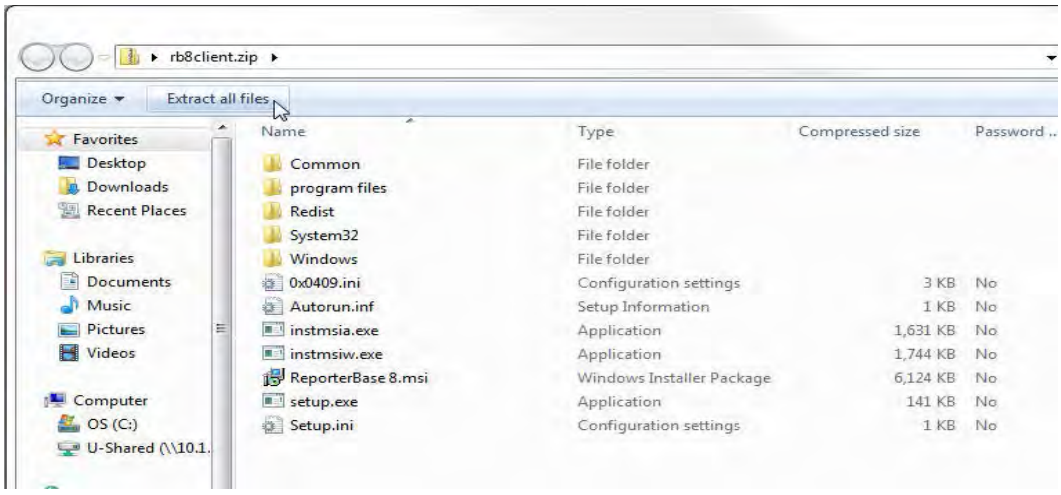
**NOTE**

The link we provide is valid for 48 hours.

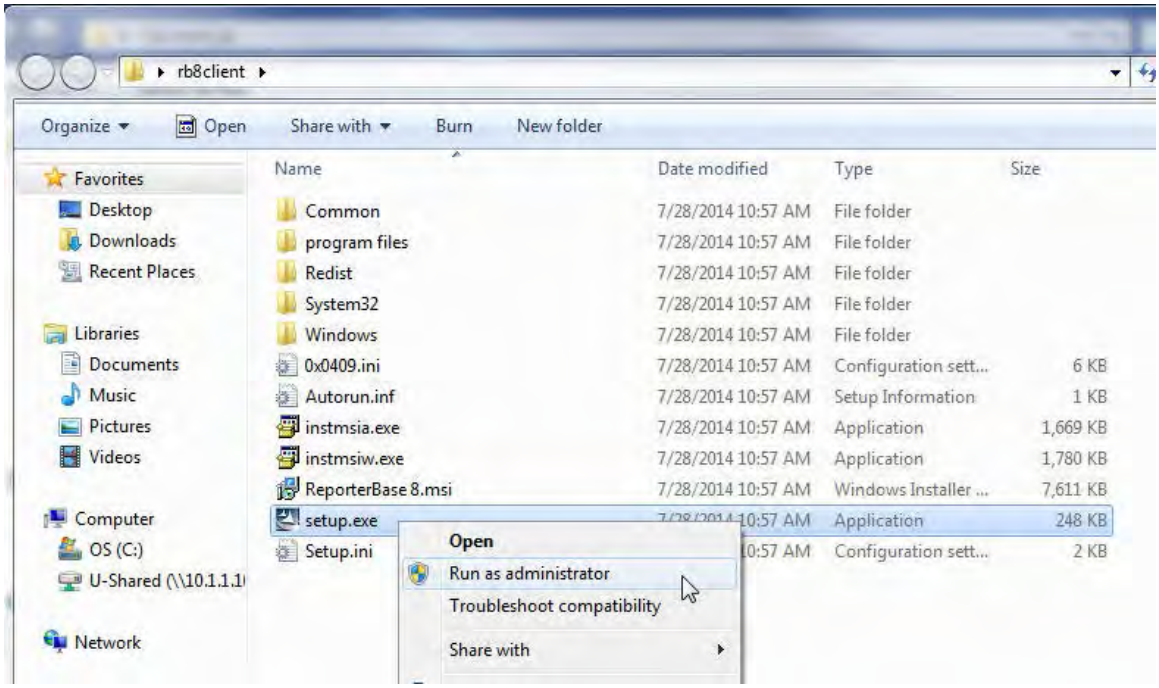
3. Save the .zip file to your computer.




4. After download completes, open the .zip file you saved and extract all files to a folder.



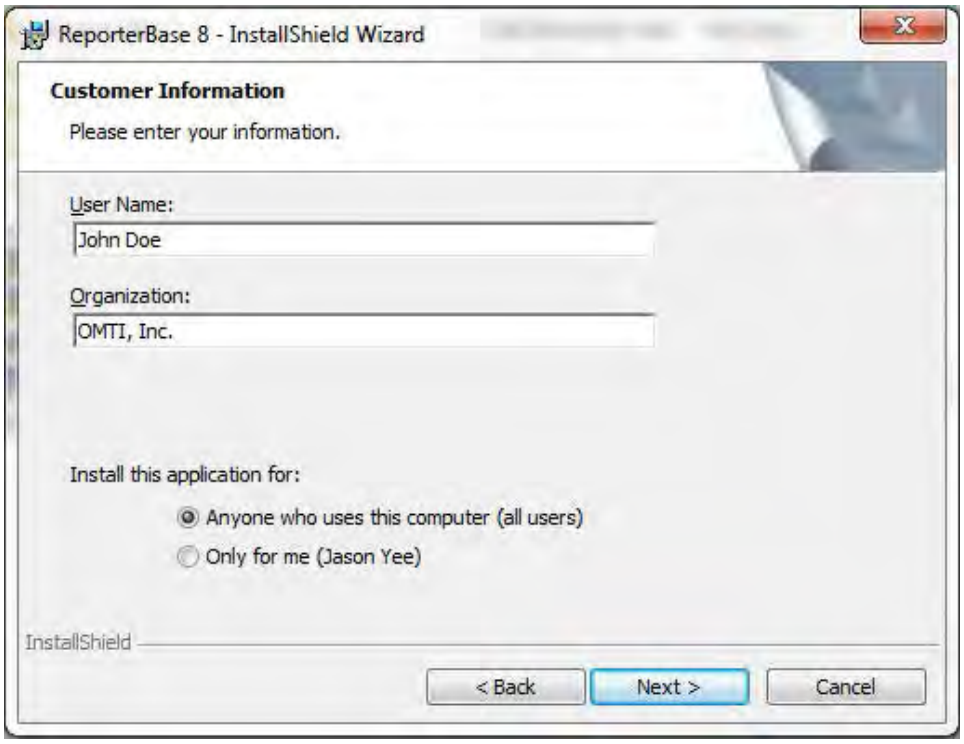
5. Once all files have been extracted, navigate to the RB8Client folder that has been created and execute the Setup.exe to begin installation. To ensure that installation runs properly, right-click on Setup.exe and select **Run as Administrator.**



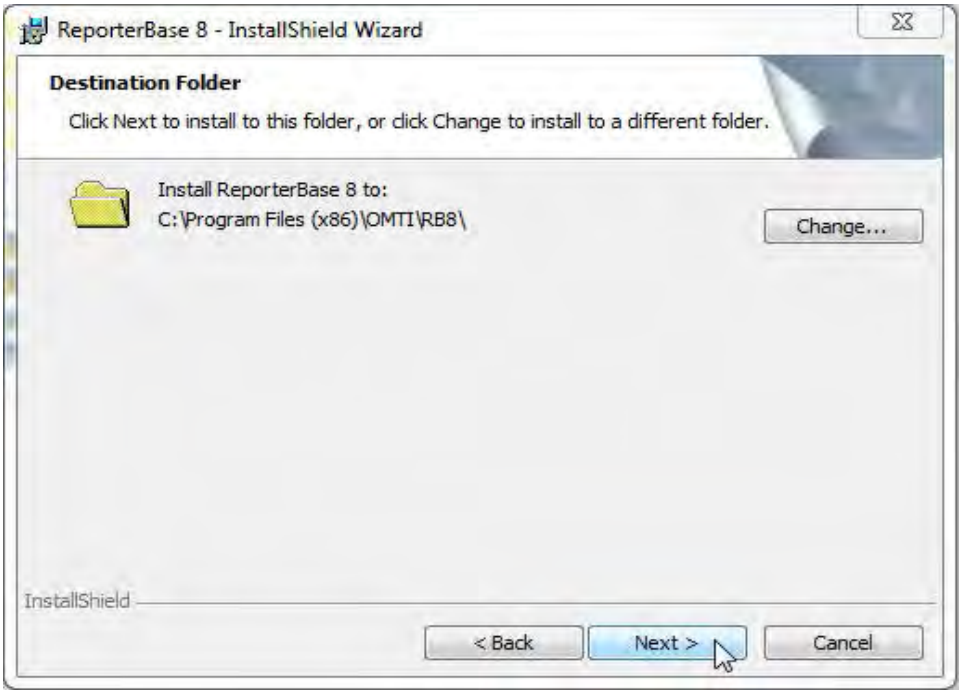

6. At the splash screen, click **Next.**

7. In the License Agreement screen, check the **I accept the terms in the license agreement** box and click **Next.**

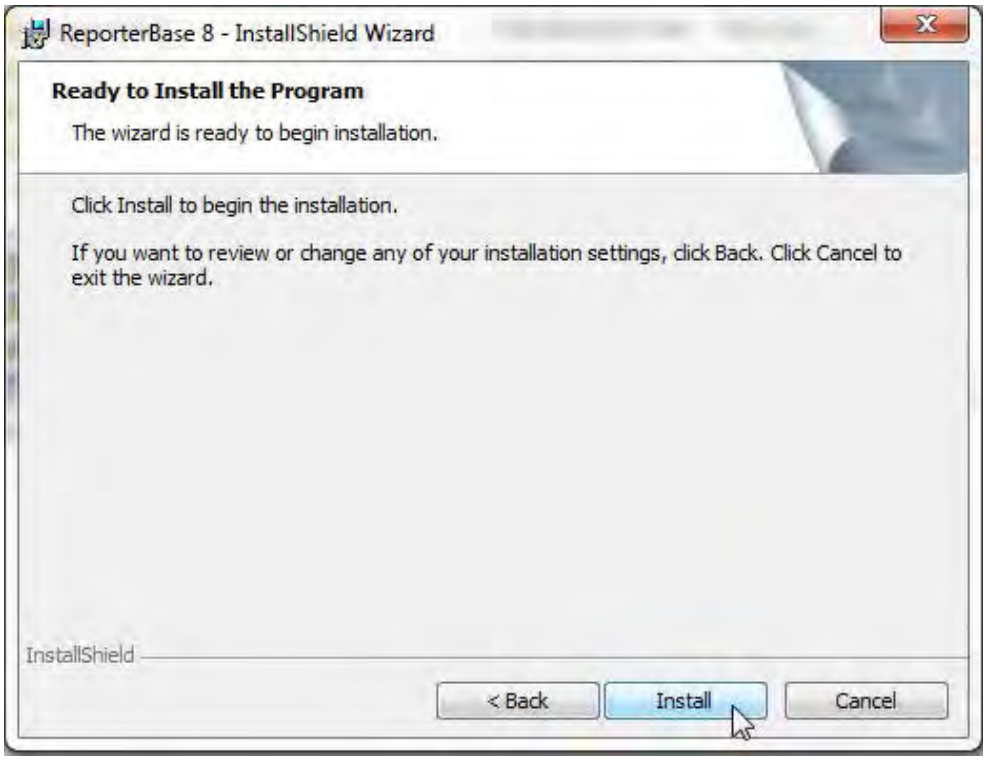
8. In the Customer Information screen, enter your user name and company information (optional) and click **Next.**



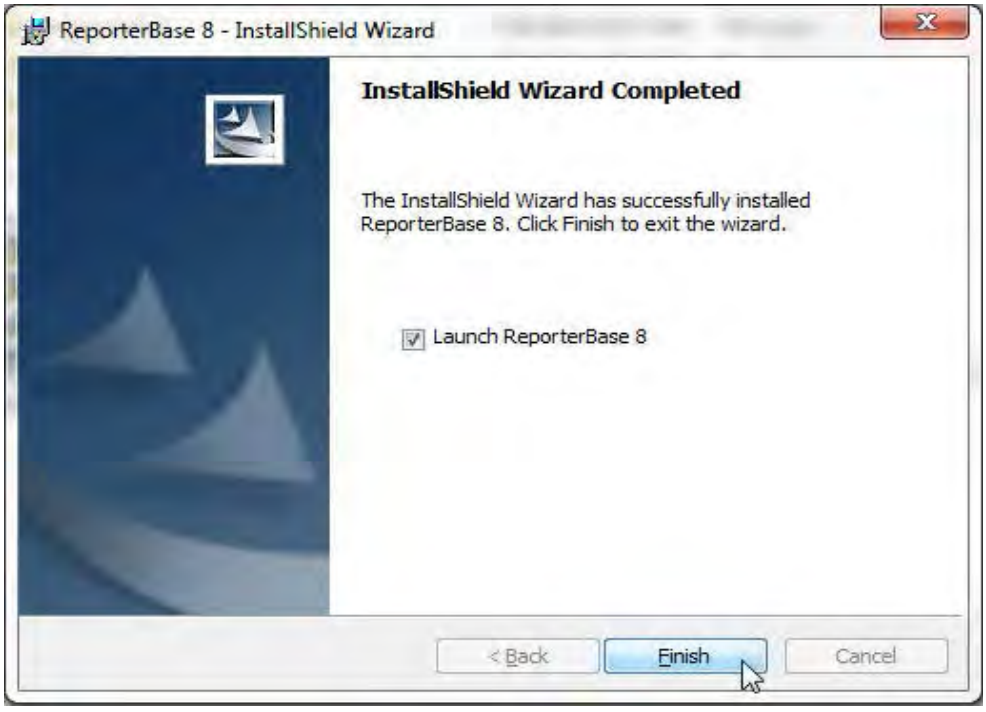

9. In the Destination Folder screen:
   - To install RB8 to the default location, click **Next.**
   - If you wish to change the destination of where RB8 is installed, click **Change** and select the path manually.



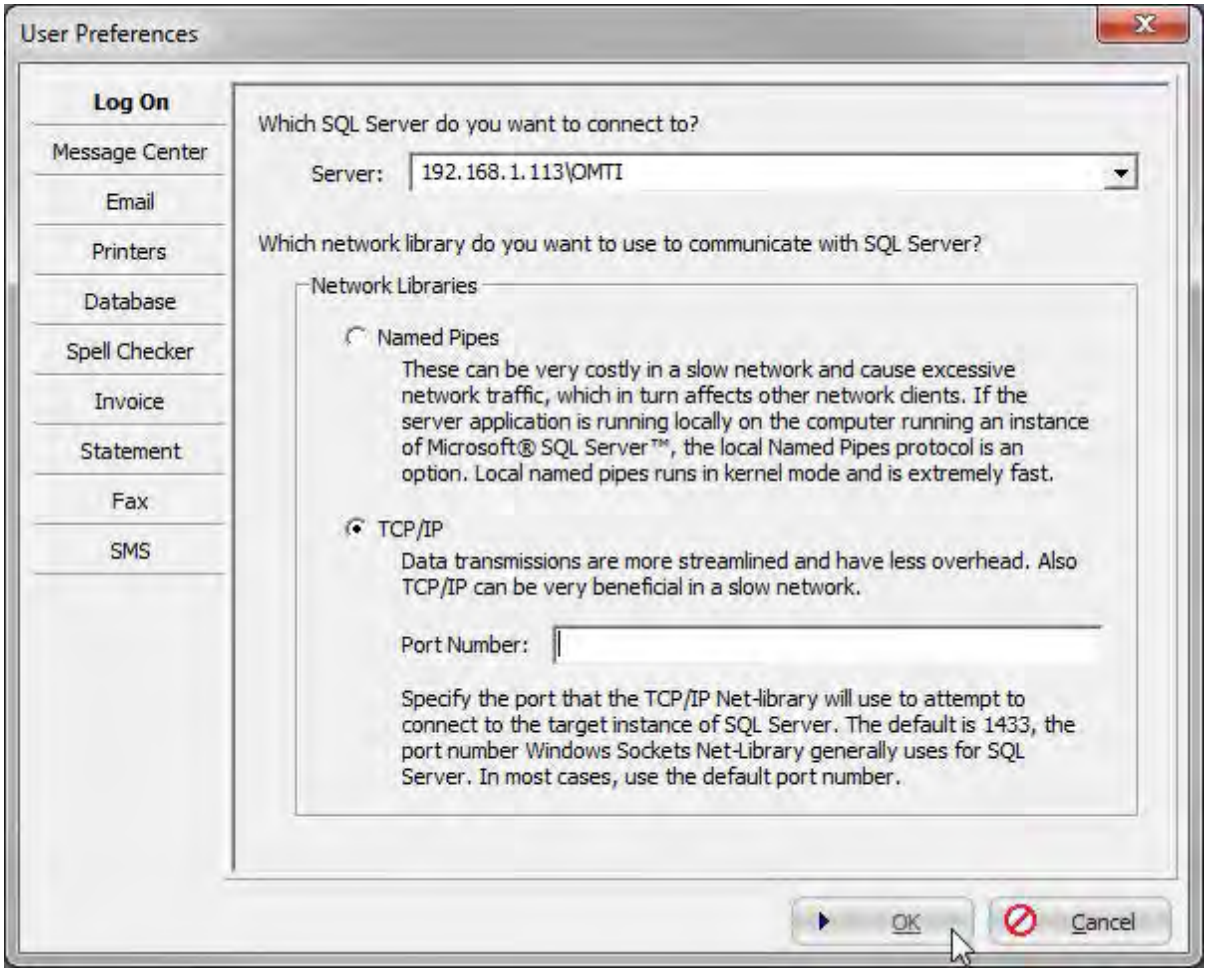
10. In the Ready to Install the Program screen, click **Install** to start the installation process.




11. Once installation is complete, check the **Launch ReporterBase 8** box and click **Finish.** RB8 launches automatically.



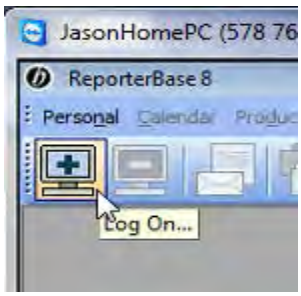
12. When you first launch RB8, configure RB8 to point to the RB8 database hosted on your server: In **Personal > User Preferences,** enter either the server name or the internal static IP of the server in the Server field of the **Log On** tab.



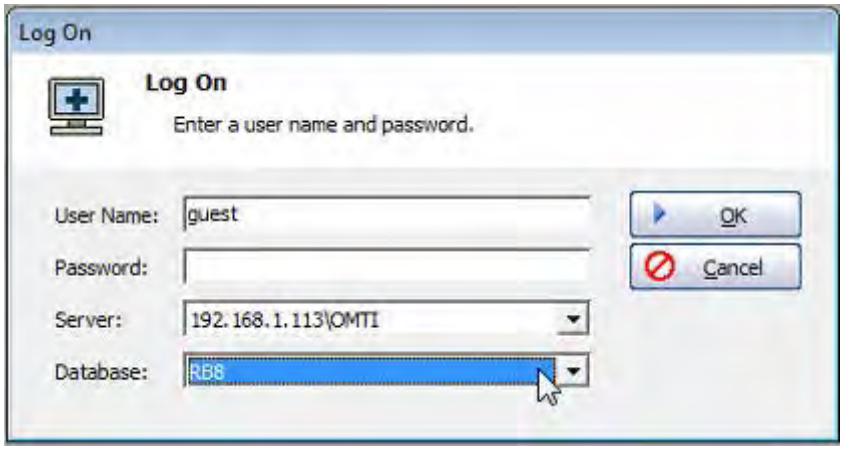

**IMPORTANT**

If your SQL Server was installed using an instance name you'll need to enter \InstanceName after the server name or IP.

13. Click the **Log On** icon.

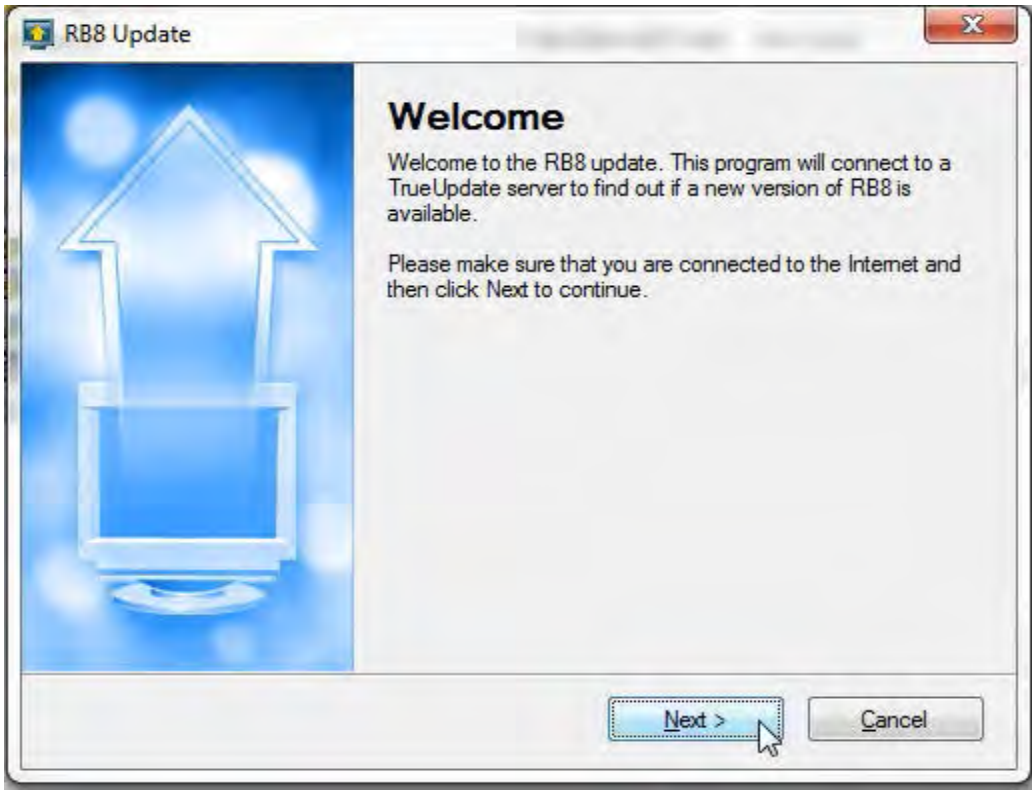


14. In the Log On window, RB8 should appear in the **Database** field. Seeing RB8 in the **Database** field means that the RB8 client has made a successful connection to the RB8 database hosted on your server.

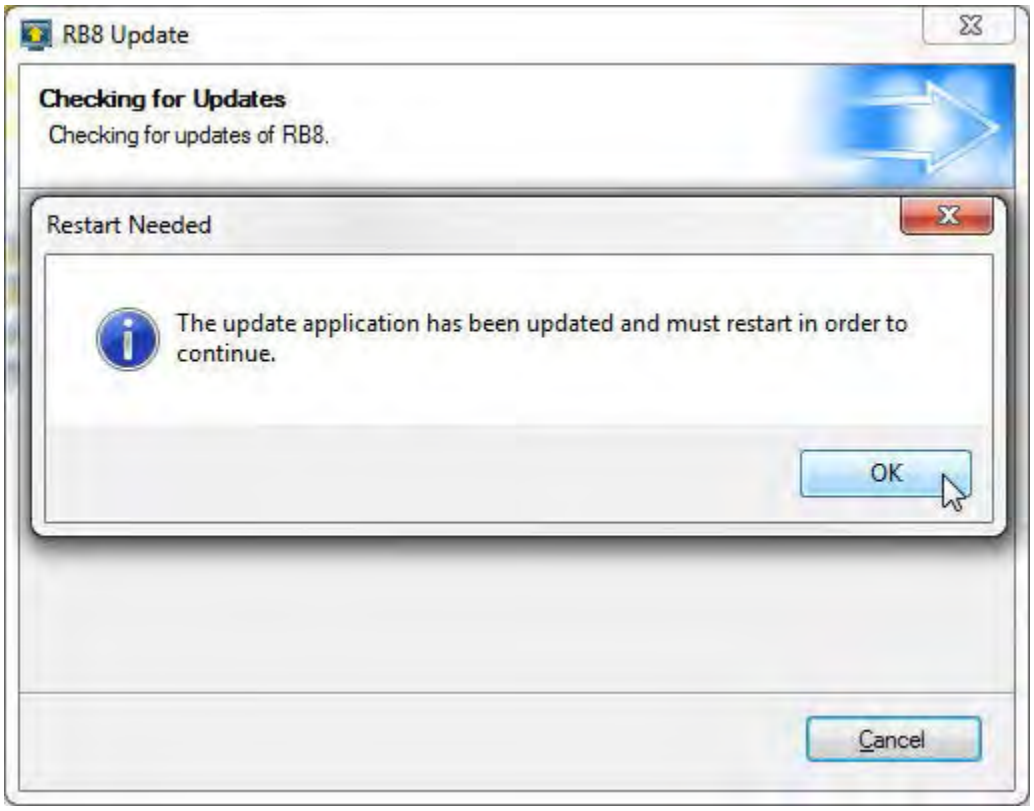



15. If you already have a user ID and password for RB8, enter those credentials and click **OK.** If you do not have credentials or this is a new system installation, you can use one of our default accounts to log in to RB8:
    - **User Name:** guest, **Password:** guest
    - **User Name:** administrator, **Password:** RB8Admin (case sensitive)

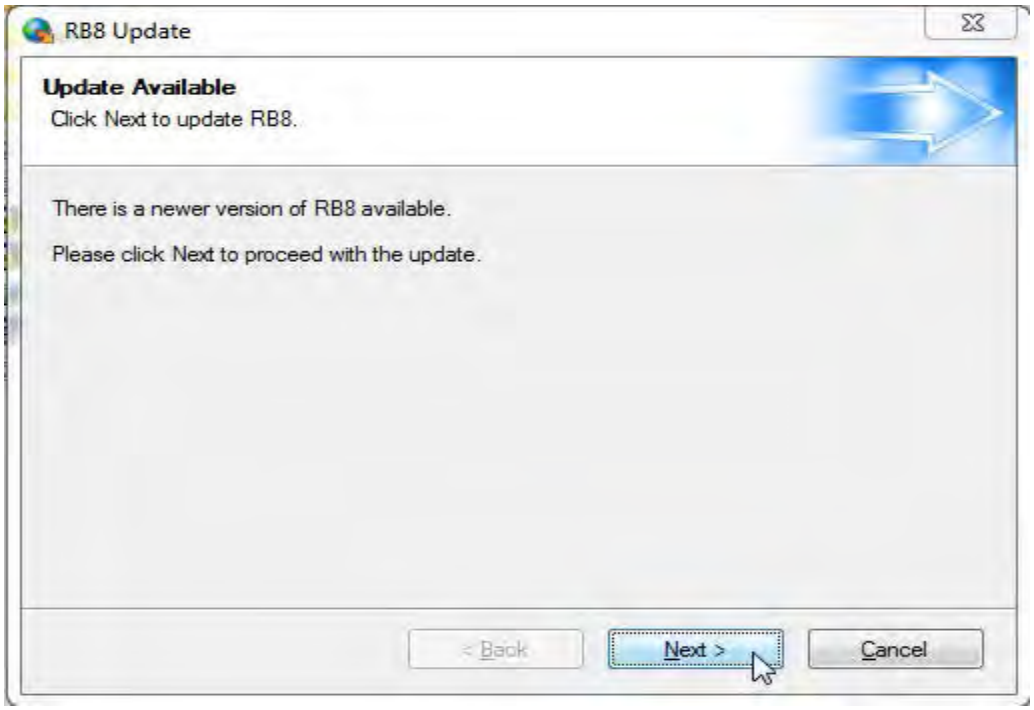
16. The Auto Update splash screen will appear. Click **Next.**



17. Click **OK** in the Restart Needed pop-up.

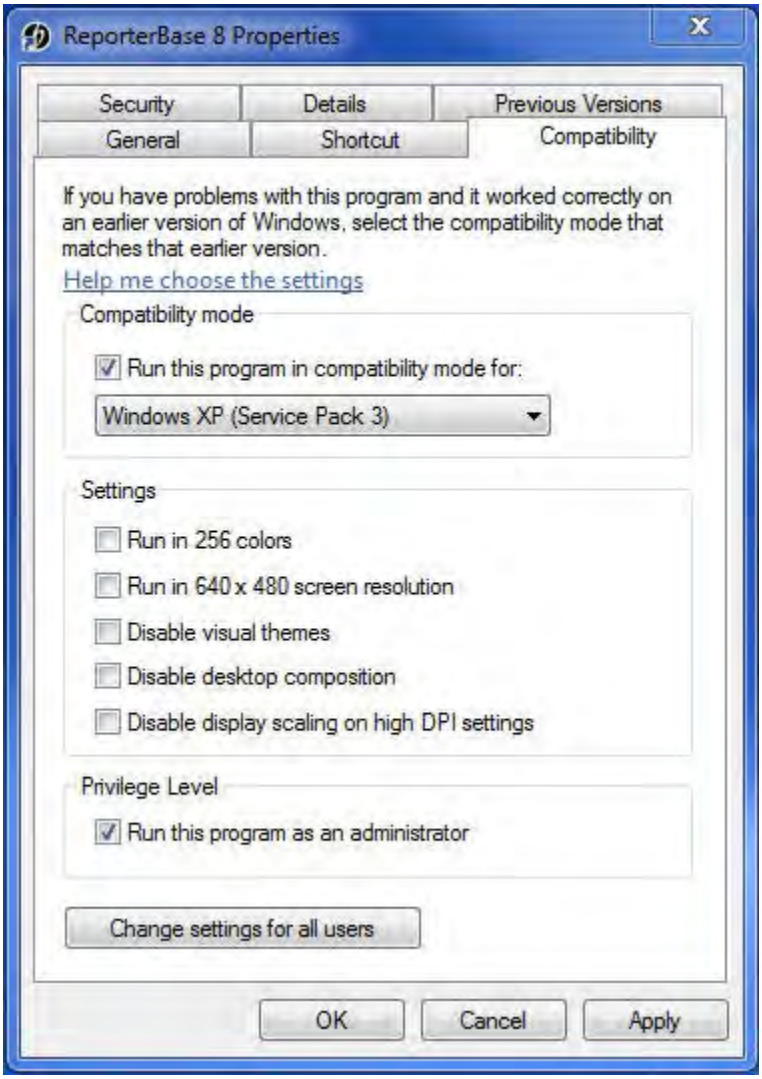



18. Auto Update will recognize a new update is available. Click **Next** to start the update.



19. Once the update completes, RB8 will launch and take you to the Log On window. You can now log in to RB8, and the installation is complete.

**NOTE**

There is an additional setting that should be made from the RB8 desktop icon:

1. Right-click on the RB8 desktop icon and select **Properties.**
2. In the Properties window, click the **Compatibility** tab and check the boxes for:
   - **Run this program in compatibility mode** and select Windows XP (Service Pack 3) in the drop-down.
   - **Run this program as an administrator.**