Please Note: Prior to the SAF installation please Contact you IT Department to perform the install of the Microsoft Active X Data Objects Library. You MUST have Administrative Privileges for the installation.

## **Directions:**

If Microsoft Access is using version <u>Microsoft ActiveX Data Objects 2.1 Library</u> you <u>MUST download the latest version Microsoft ActiveX Data Objects 2.8</u> <u>Library from Microsoft</u> for the install of the SAF to work properly.

Here is the instructions for installing the SAF to your PC. Make sure you have Administrative rights on your PC prior to beginning the installation, otherwise it will not work.

1. Create a folder on your C:\Drive called C:\NIOSH.

2. Once this is created download the zip file and store the file in the NIOSH folder you just created.

3. Open the folder and you will see the Setup.zip file, right click and select Extract all. Click next and on the following screen browse to the

C:\NIOSH Folder.

4. Click Next, and the screen should say Show Extracted Files.

**5.** Click Finish, and close any windows that are open. ( At this point the file resides on your PC.)

6. Click Start, Run, then the Browse Button. Click my computer, local disk C:\, NIOSH Folder, then the Files Folder. At the bottom of the same screen where it says Files of Type - Programs, select the drop down arrow to the right and select All Files 7. Select the saf\_v7.msi now listed in the screen, highlight and click the Open button, then the OK Button. The installation should then begin at this point.