

CCFS-311 Annual Financial and Budget Report Client Software Setup

Required Desktop Configuration

1. The desktop computer must be a personal computer with Windows
2. The minimum display resolution required is **800 x 600**
3. The desktop computer **must have access to the Internet**
4. The CCFS-311 client software (**connect_311_ver061203.exe**) must be installed on the desktop computer

Installing Client Software

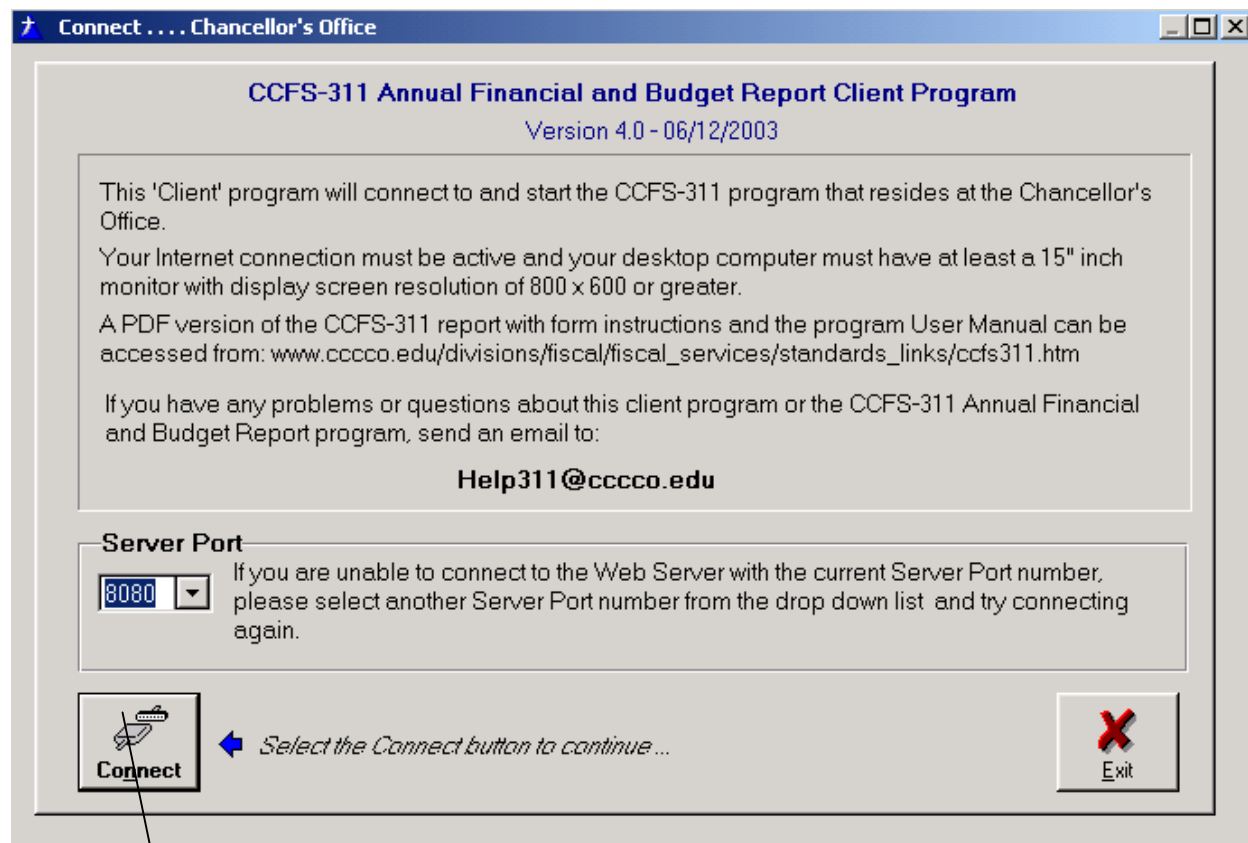
1. Download client software (**connect_311_ver061203.exe**)
2. Create a folder on the C:\ drive named **CCFS311**
3. Copy **connect_311_ver061203.exe** to the **CCFS311** folder
4. Create a **Shortcut Icon** to connect_311_ver061203.exe on the computer desktop

Note: *If the user is not familiar with any of the above terminology and/or concepts, please contact your district MIS for assistance.*

Running CCFS-311 Application

1. The client software (**connect_311_ver061203.exe**) will connect the user via the Internet to the CCFS-311 Application running on a Web Server in the System Office.
2. Double click the connect_311_ver061203.exe **shortcut icon** on the computer desktop.

The user should see this screen

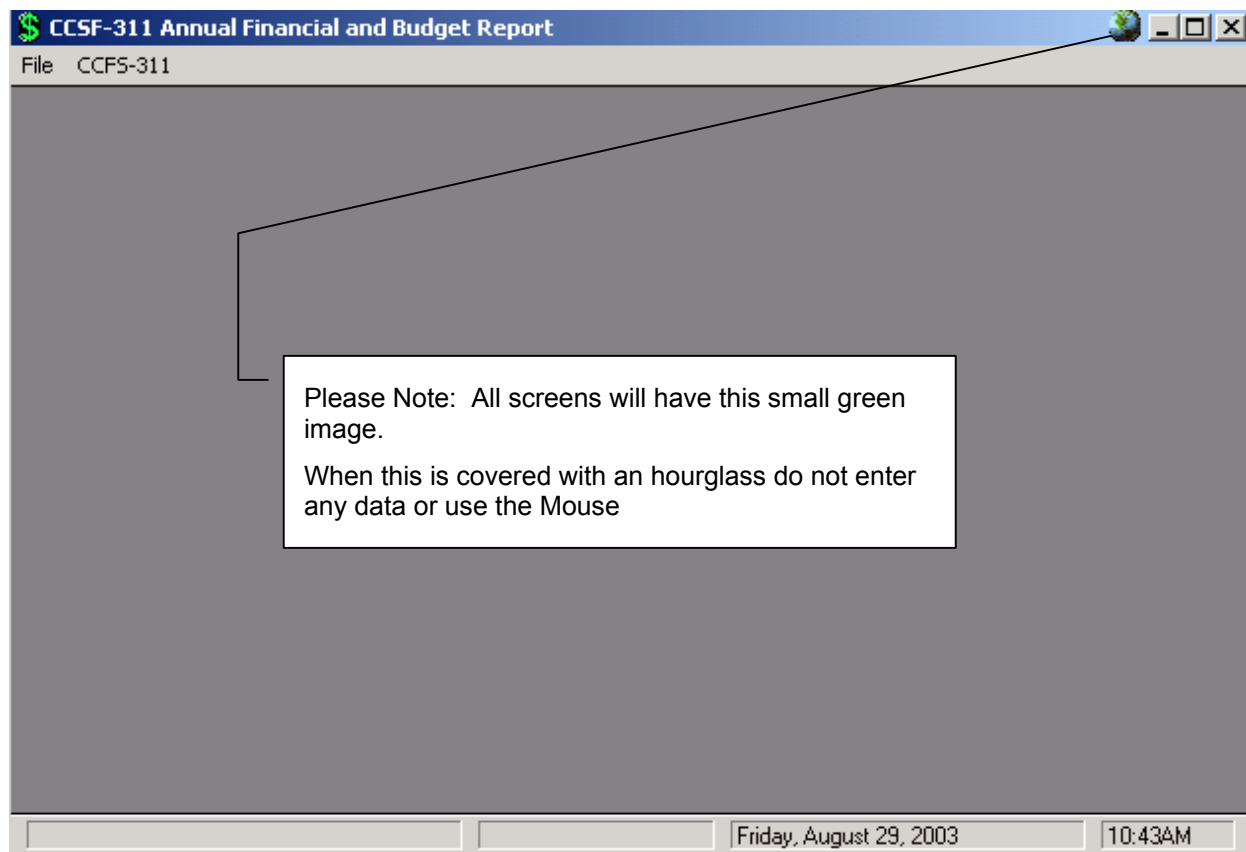


Click the **Connect** button to start the CCFS-311 program

Important Note: If you are unable to connect to the report program, be sure to try a different port from the Server Port drop-down list noted above. After selecting a different port number, hit the Connect button again.

If you are still unable to connect after trying all available ports, please send an e-mail to help311@cccco.edu.

When the CCFS-311 program has been loaded, the user will see the following screen



Refer to the CCFS-311 Annual Financial and Budget Report User Instructions on the use of the CCFS-311 program.