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Flex-Rate Installation Guide

Before You Begin (minimum hardware requirements):

- IBM compatible PC with 100mhz Pentium processor or equivalent
- At least 32mb of RAM
- At least 25mb of hard disk space free
- Windows 95/98/ME/2000/XP
- CD-ROM, Printer

Please call 386-758-2266 if you need help determining your hardware

Install Your Software

- Open Windows Explore and create a new directory on your C: drive called “FlexSetup”
([Click here](#) for a visual demonstration)
 - Download Flex-Rate into the new directory “FlexSetup”
 - Open the “FlexSetup” folder and double click “Flex-Rate” and unzip it into the “FlexSetup” folder.
(requires a zip program, if you do not have one [click here](#))
 - Open the “Flex-Rate” folder and double click “Setup.EXE” and follow the installation prompts.
 - Call **386-758-2266** to receive your activation code.
 - [Click here](#) to view Interactive Training Tutorials at the ACI Academy.
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Flex-Rate Quick Start Guide

This guide will lead you through the various areas of Flex-Rate Software so you can be up and running quickly and easily. If you feel that you need assistance or clarification at any time during your journey, please do not hesitate to call us with your questions: 386-758-2266.

Desktop Icon

Click the right mouse button on your desktop. Next click on New, then click on Shortcut. A window will appear on the desktop. Enter "C:\FLEX2000\Flex-Rate.mde" without the quotes or click Browse then double-click the C drive, then double-click the FLEX2000 folder and finally double click Flex-Rate.mde (in order to view the Flex-Rate.mde file you will need to select All Files rather than the default Program Files next to the Files of Type window). At this time click Next then type "Flex-Rate 2000" for the name you want to appear under the icon on the desktop and click Finish. Your new Flex-Rate 2000 icon will appear on the desktop. To run Flex-Rate double click the new icon.

Rate Card and Setup Password

Rate Card and Setup require a password. The password is initially "PASSWORD" which may be changed once you enter the Setup program. You may also elect to have no password. Simply delete the password from the appropriate field, then when prompted for the password in the future, just press enter.

Stations

This is a new database. Before using Flex-Rate enter your stations individually as separate records. For example, enter individually as well as any combos or trombos etc you may have. Each record will be saved as you move to the next new record.

Account Executives

Enter all Account Executives in individual records. That way you will have automatic lookup features when in Flex-Rate. You can always come back to this program to delete an AE that may no longer be employed by the station.

Flex-File

The Flex-File program is an excellent database storage area for all your client information. Enter all clients here so you will have automatic lookup capability when creating Flex-Rate proposals. Have your staff use it and always have access to critical client information even when they are sick or on vacation.

Setup

The Setup program is very similar to the DOS version except as noted regarding the new feature of being able to change the 5, 13, 26 and 52 week break points for discounts. The Fixed Comment is now expandable and nearly unlimited. This field now prints at the bottom center of the printed proposal.

Logos

Flex-Rate proposals can now have two logos printed on them at the top left (logo1.tif) and top right (logo2.tif) of the page. Simply replace the logo1.tif and logo2.tif files with any station graphics you desire. If you delete these two files, no graphics will print on the proposal. They can be color or black & white, but they must be scanned in a .TIF format in order to print. These files are stored in the C:\FLEX2000 directory
