MICROSOFT REPORT BUILDER INSTALLATION INSTRUCTIONS

[1]   Access the following site in your web browser:

**https://www.microsoft.com/en-us/download/details.aspx?id=53613**

Download and install the Microsoft Report Builder application on the same computer system that is running your Microsoft SQL Server Express application.

[2]   The Microsoft Report Builder download site will be presented. Click on the **DOWNLOAD** button to download the installation program.
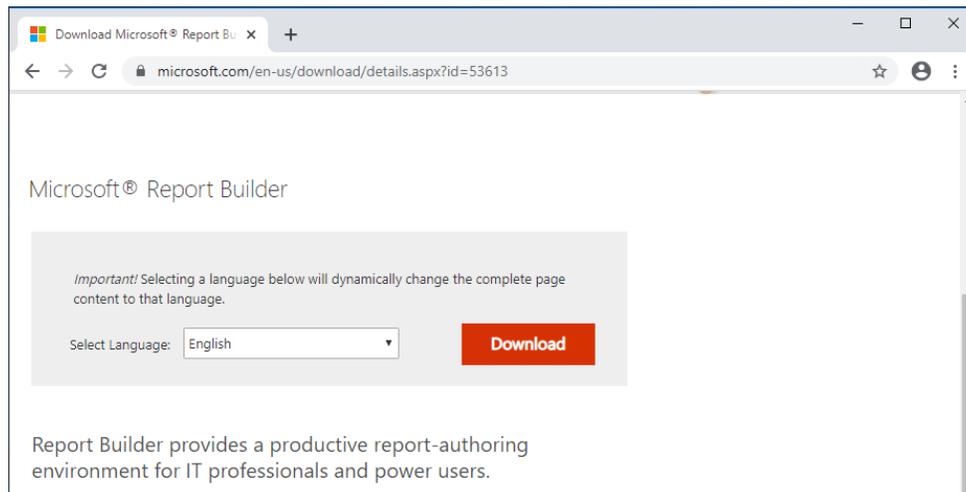

[3]   The installation program should download by default to your DOWNLOADS folder on your system. However, you may receive a prompt similar to that below asking for a download location. Place the file in an accessible folder on your system.
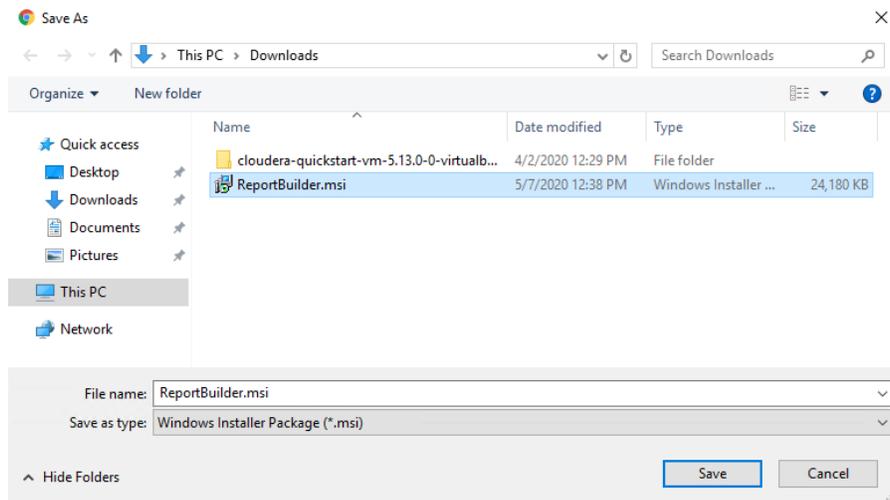
[4]   Located the file in your system using the Windows File Explorer application. Double-
        click on the installation program to begin the Microsoft Report Builder installation
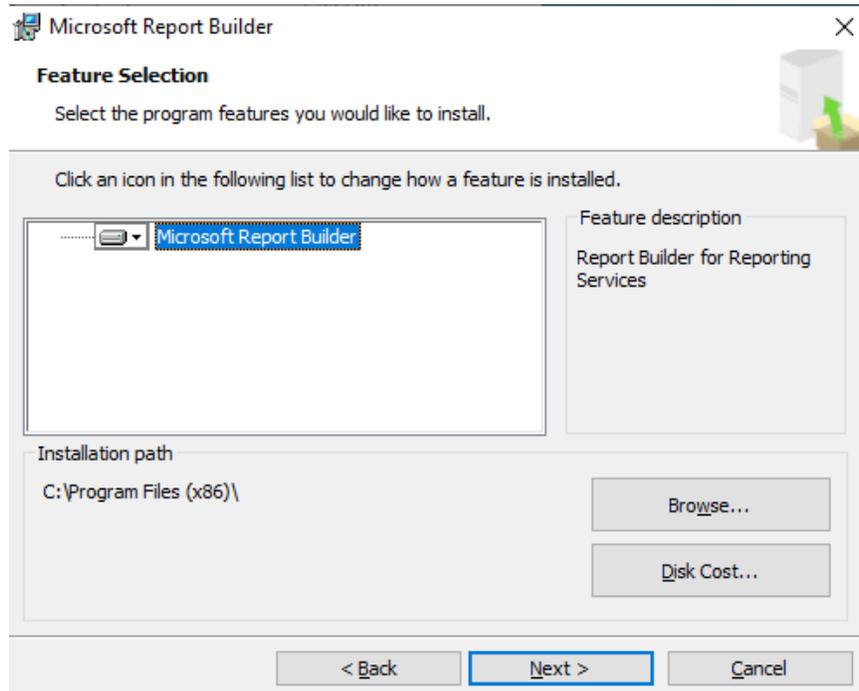   process.
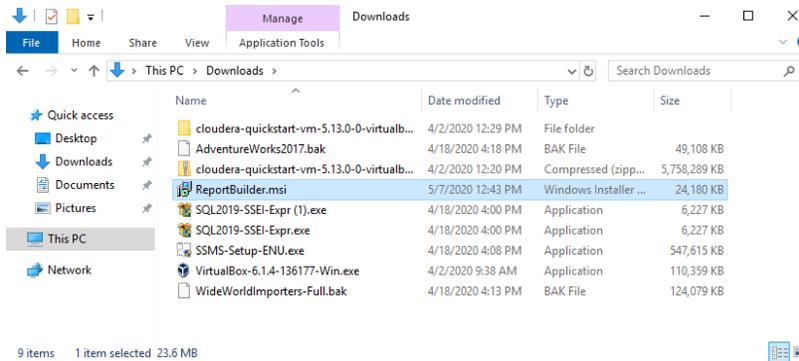
[5]   The welcome screen will appear. Click on the NEXT button to continue.
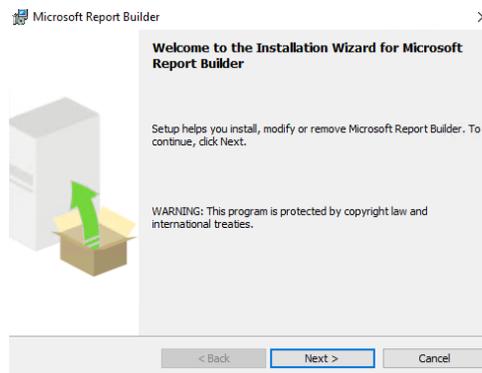
[6]   You'll then see the License Agreement screen. Click on the "I accept the terms ...."
   option and click on the NEXT button to continue
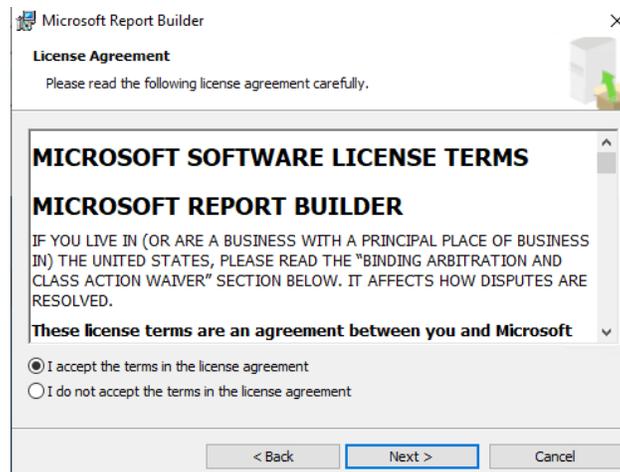
[7]   The Feature Selection screen will then appear. Accept the default options and click on the NEXT button to continue.

[8]   The Default Target Server screen will then appear. Leave the entry blank and click on the NEXT button to continue.
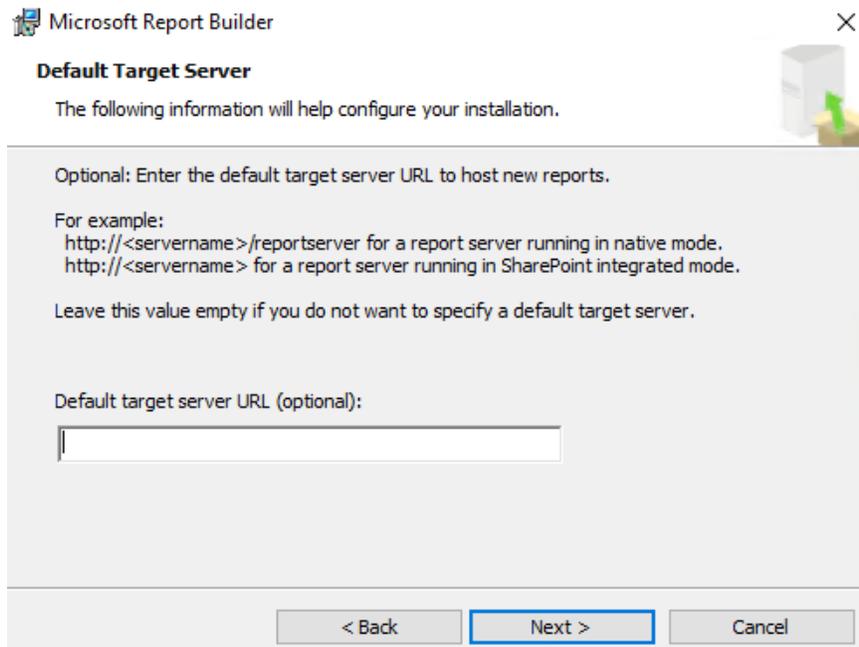
[9]   The Ready screen will then appear. Click on the INSTALL button to commence the installation process.
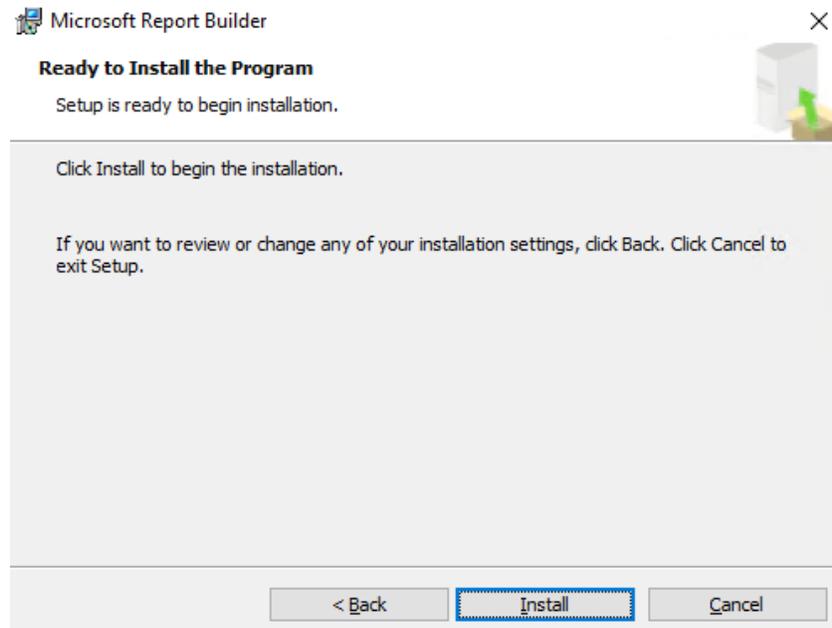
[10]   You may receive a User Account Control prompt like that presented below. Click on the YES button to continue the installation process.

[11]   You'll see the installation completion screen after the install finishes. Click on the
        FINISH button to close out the installation process.

[12]   To start the Microsoft Report Builder application, access the Windows Start menu and
        select the Microsoft Report Builder folder.
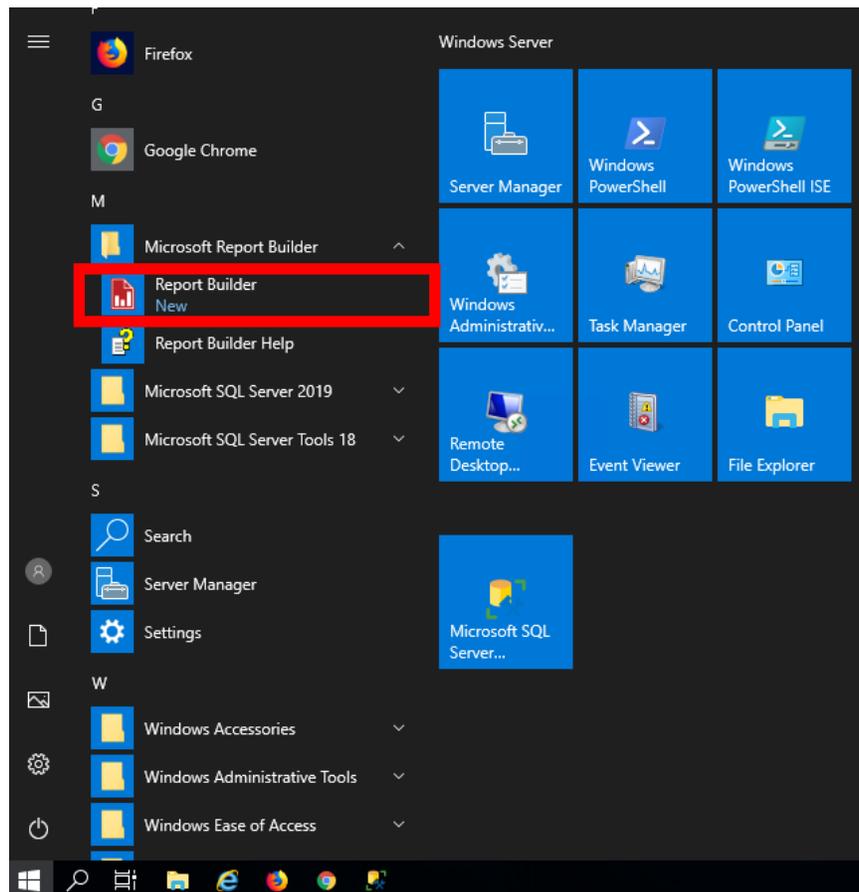
[13]   You'll then see the Getting Started screen in Microsoft Report Builder. You are now all
         set to generate reports.