

Logging In to Local File Sets

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This guide explains how to download and install files for a local copy of aACE. It is intended for advanced users.

Sometimes your aACE administrator may ask you to test a feature or review data in a local copy of the system, prior to implementing a change on the live system. Your aACE administrator will provide you with a link to download a zipped copy of the system to your personal computer.

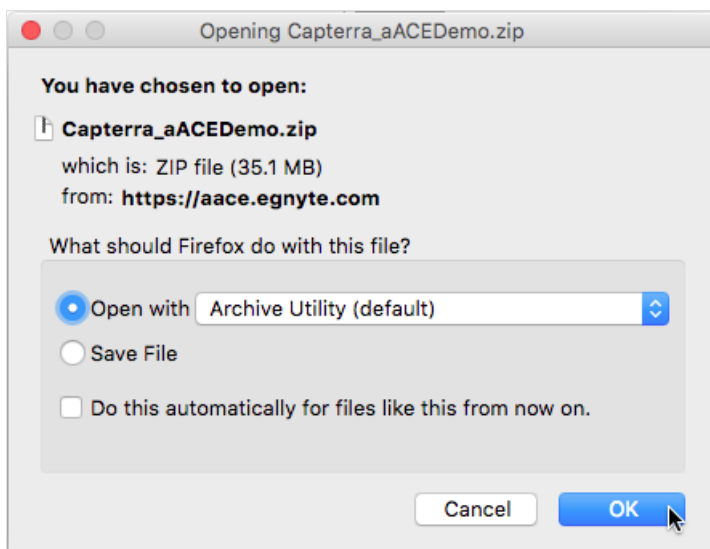
Note: When you login to a local version of aACE, a message may display:

- "Files cannot be shared" — This warning message reminds users that local sets should not be distributed to other users.
- "Would you like to use the hosted version" — This option message is to verify that you want to use the local set. Select **No**.

To access aACE using the local file set, follow the steps below for Mac or PC.

On a Mac

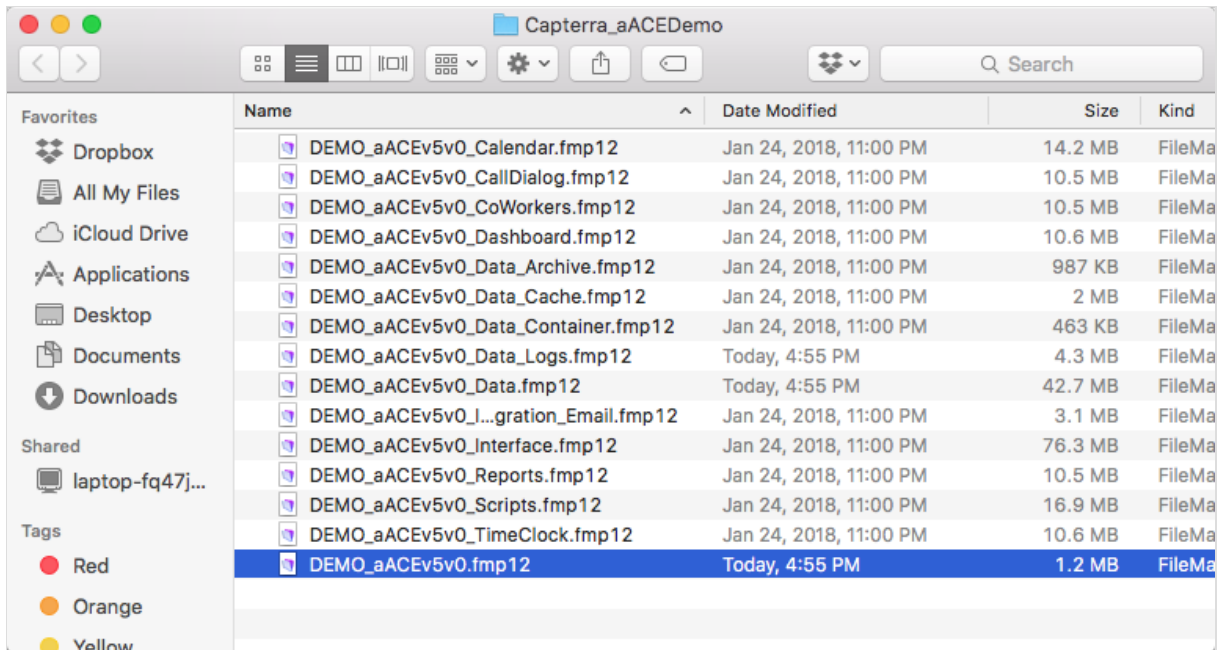
1. Download the file set by clicking the **Download** button in the link your aACE administrator provided.
2. At the open dialog box, select **Open** and then click **OK**.



3. Extract the files to your desktop (ex: drag and drop the folder from the Downloads

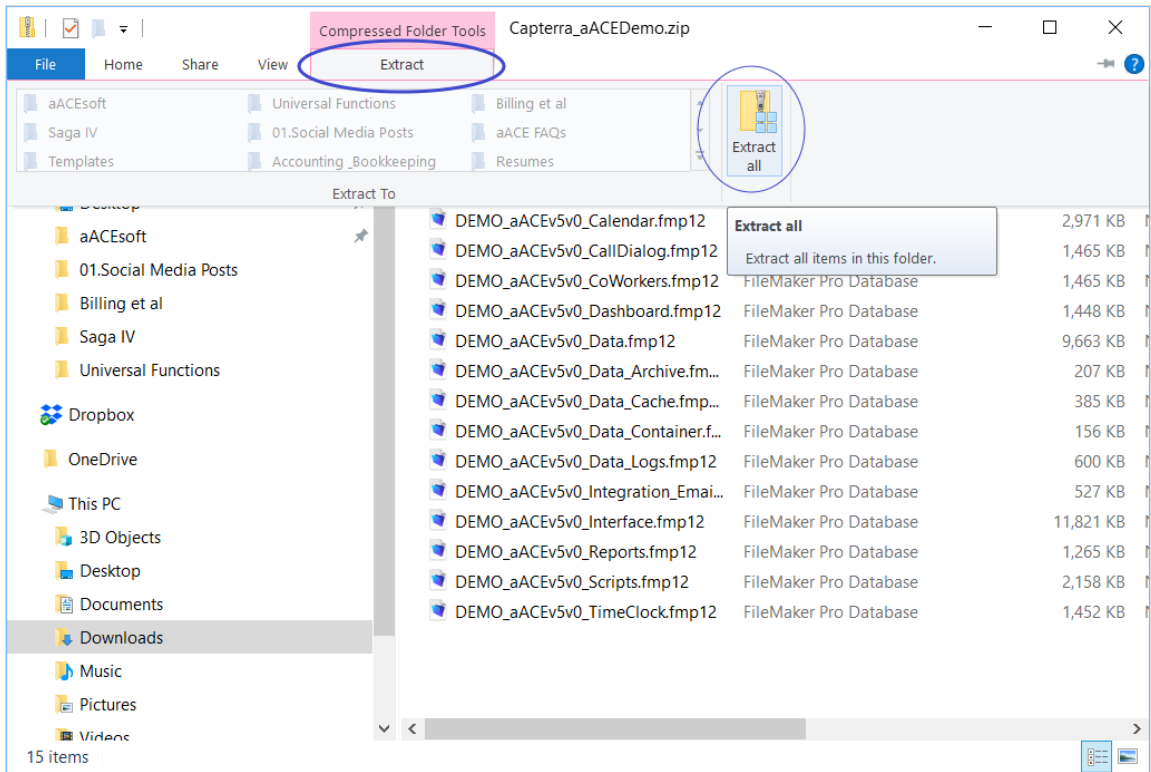
screen to your desktop).

4. Open the extracted folder.
5. Double-click the **aACEv5v0.fmp12** file and login as normal.



On a PC

1. Click the link provided by your aACE administrator.
2. At the download site, click **Download**.
3. Click the downloaded zipped file (i.e. from your browser download bar).
4. Extract the zipped files to a new folder on your desktop. Options include:
 - o Right-click the zipped folder, click **Extract**, and then select a download location.
 - o Double-click the zipped folder, click **Extract > Extract All**, and select a download location.



5. Open the extracted folder.

6. Double-click the aACEv5v0.fmp12 file and login as normal.

