

## **Run As Administrator (Windows 7 - 10)**

### **If the desktop icon is on your desktop (screen):**

1. Right click one time on the “Briefs Encountered” icon. A list of options will appear.
2. Left click the “Run as Administrator” entry on the list of options.
3. Click on “Yes” to accept UAC (if prompted to do so).
4. Enter (or call White-Boucke) for your database keycode.
5. Click “OK” to accept.

### **If there is no desktop icon on your screen:**

1. Left click the start button.
2. Left click “All Programs.”
3. Find and left click “Briefs Encountered” yellow folder.
4. Right click “Briefs Encountered” by the open book icon, just below “Briefs Encountered.”
5. Left click “Run as Administrator.”
  - a) You may need to click “Yes” to accept UAC.
  - b) Click “Ignore” if either of these messages appear:
    - “File Access Denied”
    - “Cannot Create File”
  - c) You may be prompted to enter the database keycode(s). Click on the desktop icon to enter the database keycode(s)