

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 a link to download a zipped copy of the system to your personal computer.

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

- Files cannot be shared — This warning message highlights that local sets should not be distributed to other users.
- Use the hosted version — This option message helps confirm that you want to use the local set. To access the local file set, click No (i.e. that you want to use the local file set instead of the standard, hosted file set).

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

Mac

1. Download the file set that your aACE administrator provided.
2. Open the file set, then extract the files to your desktop (i.e. drag the file set from the Downloads folder to your desktop).
3. Open the extracted folder.
4. Double-click the **aACEv6v0.fmp12** file and login as normal.

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:
 - Right-click the zipped folder, click **Extract**, and then select a download location.
 - Double-click the zipped folder, click **Extract > Extract All**, and select a download location.

5. Open the extracted folder.
 6. Double-click the **aACEv6v0.fmp12** file and login as normal.
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