

Document Purpose

This document contains steps for installing the components necessary to set up ACT® Local Scan software.

Prerequisites

To perform this task, you must:

- Have the driver(s) for a Scantron scanner (e.g., OpScan iNSIGHT 4ES) already installed and calibrated for use on your computer
Note: Refer to the documentation provided with your Scantron scanner or contact Scantron at 800.722.6876 for assistance with connecting the scanner to your computer
- Have your ACTSite.Config file and site ID as provided by ACT via email

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Administration Manual for Online Testing](#).

Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Process Overview

Stage	Procedure
1	Installing the One Button Scan (OBS) Software
2	Running the Scan Tools File
3	Replacing the Configuration File

Procedure 1: Installing the One Button Scan (OBS) Software

Note: The OBS software installation is dependent on Scantron scanner driver(s) being pre-installed on your computer and ready for use.

1. Download and unzip the local scan software installation package from the [ACT Local Scan web page](#).
2. Navigate to the unzipped folder and double-click the **setup.exe**. This will start the installation process.

Note: There may be additional Microsoft components required by the installation file that are not present on your computer. In this case, you will also receive notification of these downloads. Accept the default installation options to continue.

3. Once all required components have been installed or verified, the installation Welcome pop-up appears. Choose the **Next** button.

4. Select the **Install** button on the “Ready to Install the Program” message box.

Note: The default installation location will be "C:\Program Files\Scantron Corporation\ACT_LocalScan". The “Program Files” folder may instead be named “Program Files (x86)”, depending on your operating system.

5. Once the progress bar completes, select the Finish button at the bottom of the message box.

Result: A program icon labeled ACT Local Scan is now on your desktop.

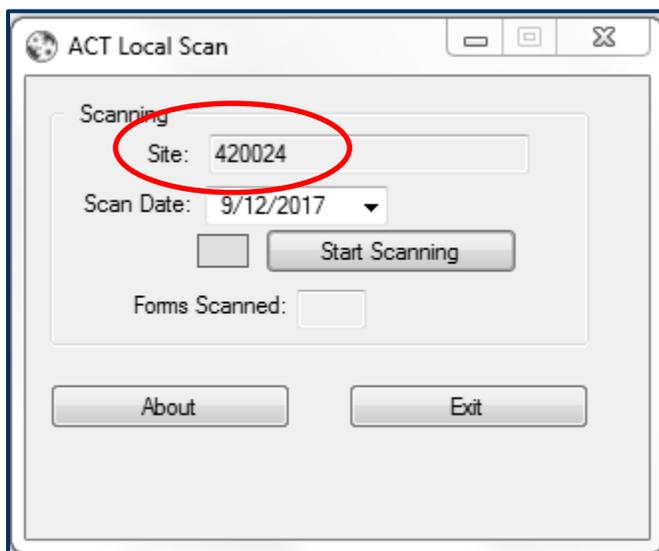


Procedure 2: Running the Scan Tools File

1. Navigate back to the folder where you unzipped the local scan software installation package.
2. Double-click the **ScanToolsPlusLinkRuntime.exe** file.

Procedure 3: Replacing the Configuration File

1. Replace the existing version of the **ACTSite.Config** file with the file provided to you by ACT over email. Copy and paste over existing file, located at “C:\Program Data\Scantron Corporation\ACT_LocalScan”.
2. Double-click the icon on your desktop to launch the ACT Local Scan software.
3. Confirm your installation process has completed by verifying that your site ID (also emailed to you in the email from ACT) matches the number shown in the “Site” field.



Note: You may wish to download the [Using Local Scan](#) WorkKeys quick start guide for further information.