

Campaign Finance Reporter Technical Bulletin Network Installation

If you already have an existing non-network installation of Campaign Finance Reporter or if you have any questions, contact technical support. Technical support contact information is available at the bottom of this page.

Prior to installation, create a folder on a network drive that you will use to store the Campaign Finance Reporter data. This should be a drive that can be accessed by all users who will be using the application. Make a note of the path to this folder.

Download the software from the Board's website and run the software.

1. Go to <https://cfb.mn.gov/>
2. Click on Filer Resources at the top of the page.
3. Select Campaign Finance Reporter download page under the Self Help section.

Click "Next" at the "Welcome" page.

Enter the "Customer Information" and click Next.

Unless you have a particular reason to change it, leave the "Install this application for" option set to its default, which is "Anyone who uses this computer".

Click "Next" on the "Destination Folder" screen unless you have a specific reason to install to some other destination. Use the defaults for this screen.

The next screen is the "Database Folder" screen. You will need to make a change to the default on this screen.

On the "Database Folder" screen, click the "Change" button. You will see default folder.

You must change the path to the folder that you have set up for the shared data. You can do this by typing the exact path in the "Folder name" bar at the bottom of the screen, or by browsing to the folder.

To browse to the folder, click the down arrow to the right of the "Look in" bar. The dropdown will show you all of the drives that can be accessed by this computer. Select the drive that holds the folder that you have established for your data. In the folders section below the "Look in" bar, you will see the root folders for that drive. Double click on folders until you are at the destination folder that you set up for the data. The path should be displayed in the "Folder name" bar at the bottom of the screen.

Click "OK". You will be returned to the "Database Folder" screen, which should now display your data folder path below the line that says "Install Campaign Finance Reporter database to:".

Click "Next". The "Ready to Install" screen will open with a summary of the installation settings. Click the "Install" button.

The rest of the installation will occur automatically. Upon completion, you will see the "Installation Completed" screen. Click "Finish" to close the installer.

Additional installations:

Repeat for each other PC that will use the application on the network, taking care to be sure that the database folder is the same on each. Once completed, you can create a committee using one of the PC's. Each of the other PC's should then see the new committee and be able to open it.

Technical support:

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