

# eBound Quick Start

## Revised: 5/1/2005

### **Installing and Starting eBound**

Download the install file from [www.GundersonSoftware.com](http://www.GundersonSoftware.com) to a folder on your PC. Double-click on the downloaded install file and follow the installation instructions.

After a successful installation, a shortcut for starting eBound will be available in Start – Program Files – eBound. Select this group from the Start menu and click on “eBound”.

The installation program will also place a shortcut for eBound on your Windows desktop. This icon can be double-clicked to start the program.



### **Initial Administration Steps**

Open the installed eBound User Guide (Start – Program Files – eBound – eBound User Guide from the Start Button; or Help – eBound User Guide from within the program).

Read through the section beginning on page 7 titled “Initial Administration Steps”.

### **Setup Options**

The most critical setup option requiring your attention is the entry for “Last 4473 #”, the numeric value of the last 4473 number used. eBound will increment this number by one for each new disposition requiring a 4473. The two most common schemes for 4473 numbers are:

- Simply start low (100) and let eBound increment
- Apply ‘smart numbering’, begin the number with the year and allow enough digits to handle all 4473 numbers needed or a calendar year (e.g. 20050001 for an FFL that will not need more than 9,999 dispositions requiring a 4473)

Other setup options are related to various reporting capabilities and can be explored and evaluated at a later time.

### **Maintain Lists**

eBound is designed to save you time by allowing you to enter data by simply picking an item from a pick list. On install, several of the lists are empty, waiting for your customized list to be entered. It is appropriate to enter only 1 or 2 items into each list while you are evaluating, knowing you can modify the list at any time. The specific lists you will be most interested in editing are the Master Firearm List and the Vendor List.

### **Sample Data**

eBound is installed with a sample data file. You are able to switch between using the default (original) data file or the sample data file at any time. To change the data file, select Administration – Utilities – Change Data File from the menu.