



An Australian Government Initiative

desktop business assistant

Installation Guide

business.gov.au

Your business gateway to government information and services

Installing the Desktop Business Assistant Tool

1. System requirements

The Desktop Assistant Tool has been tested on Windows operating systems: Vista, XP, 2000, NT and ME.

Microsoft .NET 2 framework is also required. If this is not present when installing the Desktop Business Assistant you will be prompted and directed to the Microsoft website .NET 2.0 install page.

2. From <http://www.business.gov.au/>, download the BusinessAssistant.msi and save to your hard-drive.
3. Double click on the file to commence installation and follow the prompts of the wizard.
4. When you see the Welcome to the Desktop Business Assistant setup wizard, click "Next"

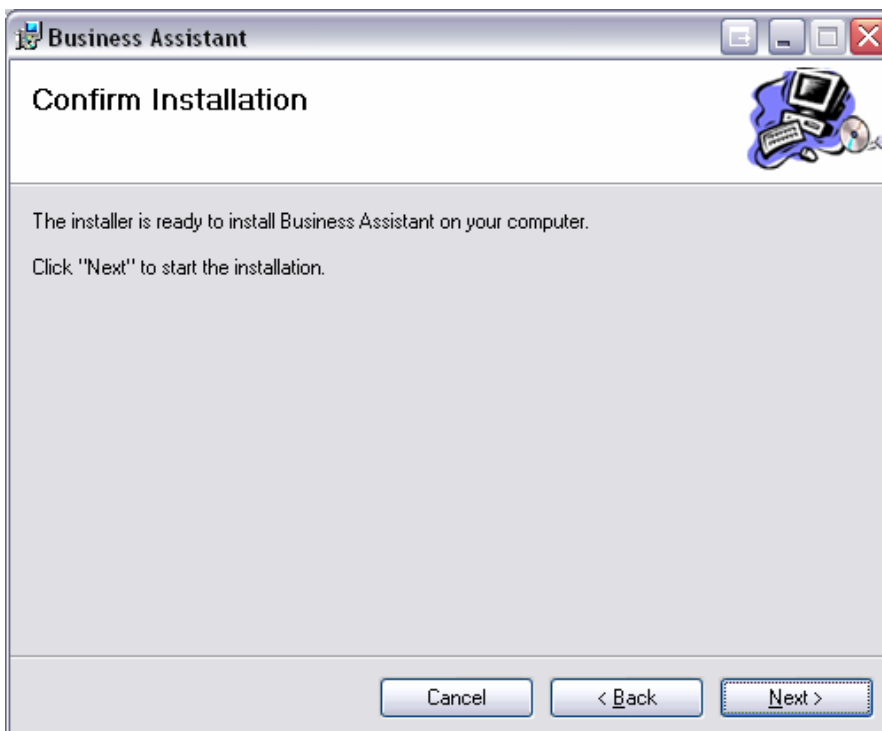


- To install in the default folder, click "Next". To install in to a different folder, click "browse" and select/create an alternative.

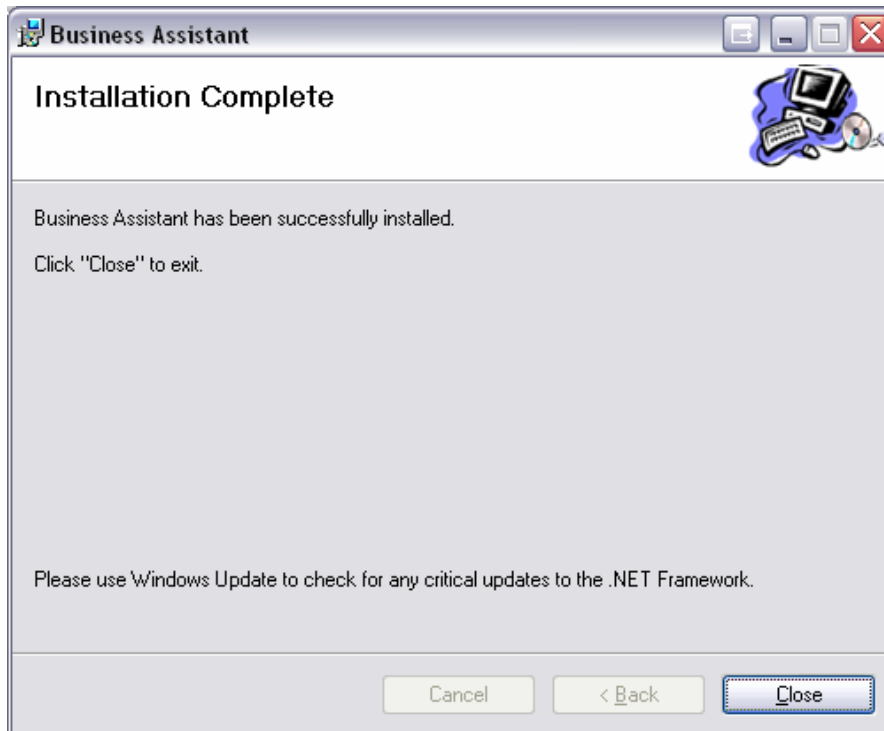
In the case of the computer being used by multiple users, you can elect to install the Desktop Business Assistant for all users or just yourself. Click on the appropriate radio button and click "Next".



- To confirm the installation, click "Next"



7. When the installation is complete, click "Close" button to exit.

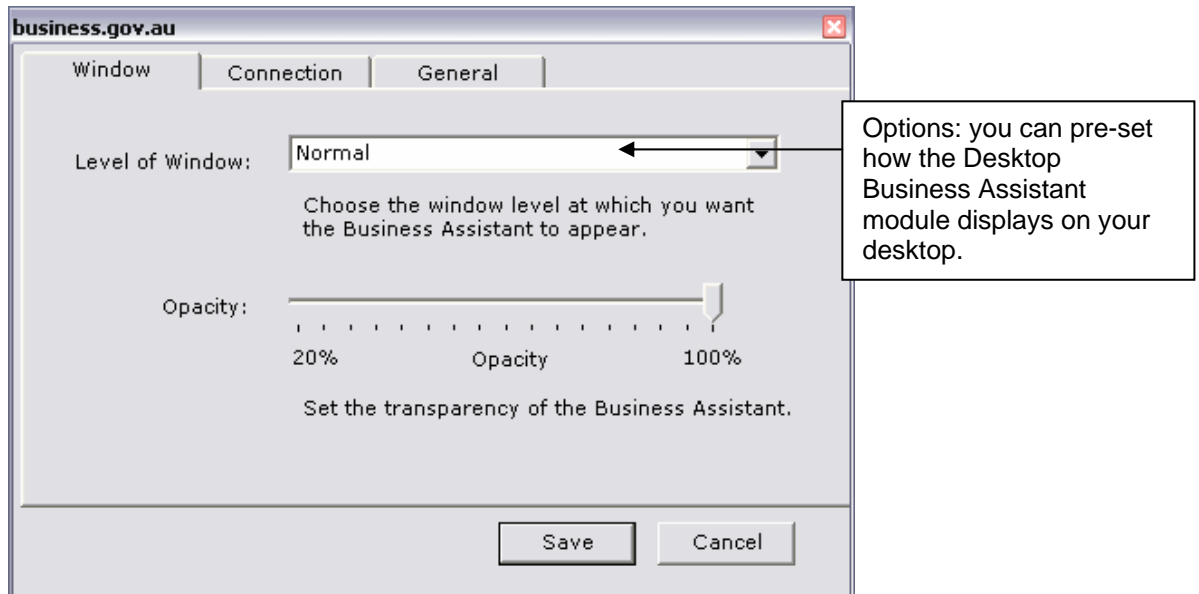


Setting your preferences and Proxy settings

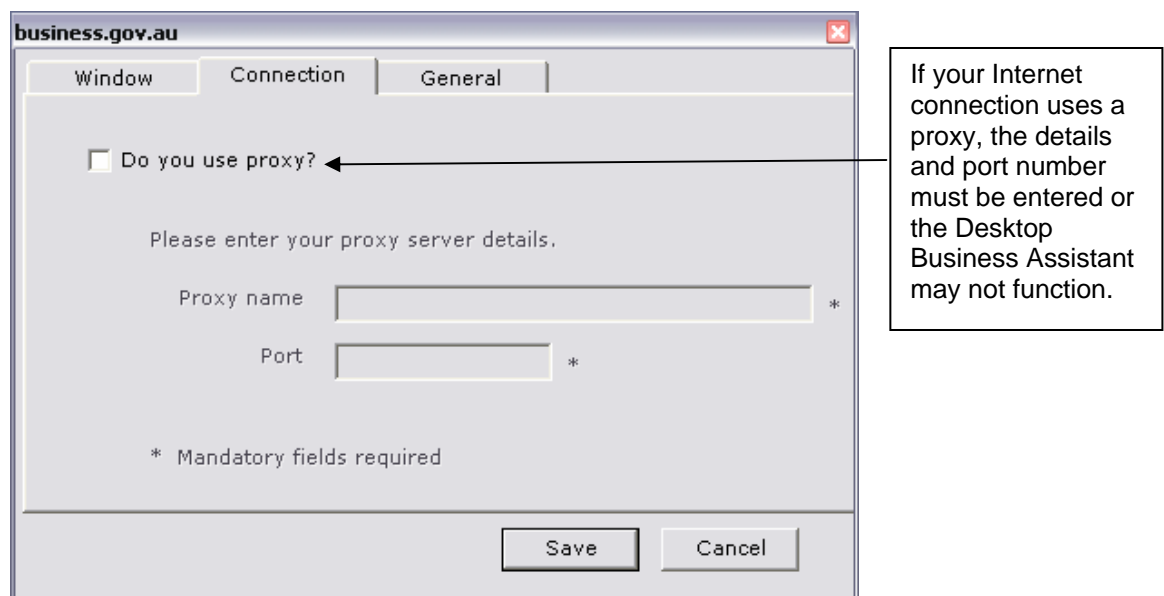
1. Click on the Information Icon.

To set how the Desktop Business Assistant window will appear on your screen - always the topmost window or normal view - select the Level of Window drop-down.

To set the opacity (transparency) of the Desktop Business Assistant, choose a percentage by sliding the scale between 20 and 100%.



2. Click on the connection tab.



To set your proxy settings:

- a) Check the box 'Do you use proxy?'
- b) Enter proxy name and port number

Checking your proxy settings:

In INTERNET EXPLORER

- a) From the toolbar select Tools/Internet Options
- b) Select the 'Connections' tab to view details available under 'Settings' or 'LAN Settings'
- c) These details including port number can now be entered in Desktop Business Assistant.

In FIREFOX

- a) From the toolbar select Tools/Options
- b) Select the 'Advanced' tab
- c) Click on the 'Settings' button to view your connection details
- d) These details including port number can now be entered in Desktop Business Assistant.

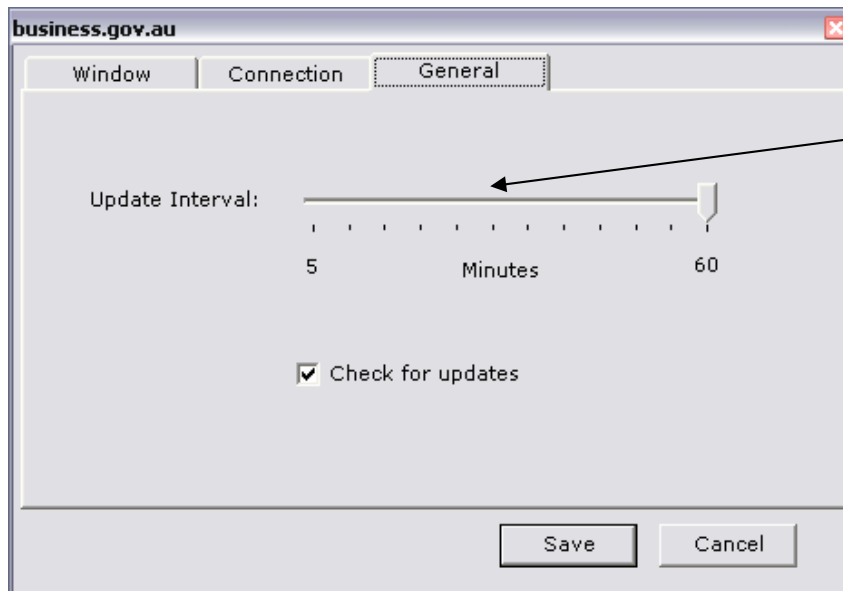
If proxy settings are required, generally the proxy name will be "*proxy*" and the port either "*8080*" or "*80*".

For further assistance with your connection or proxy settings, contact your Internet Service Provider (ISP) or your IT Help Desk.

3. Click on the General tab.

To set the frequency your Desktop Business Assistant will check for updates of news and content, select the 'update interval' sliding scale.

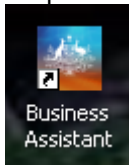
To automatically check for updates upon closing the Preferences box, check the 'check for updates' option.



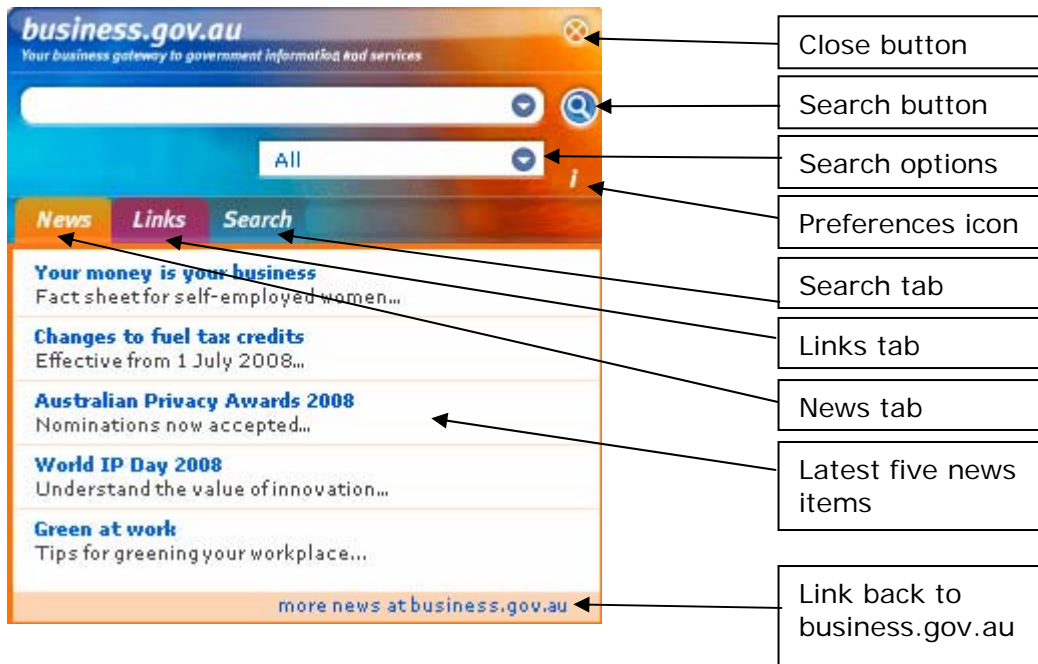
You can set the time-frame for refreshing news and content within the Desktop Business Assistant. The default standard of 60 minutes is recommended.

How to use the Desktop Business Assistant

1. Double Click on the "Desktop Business Assistant" icon now installed on your desktop.



2. The business.gov.au "Desktop Business Assistant" looks like the image below:

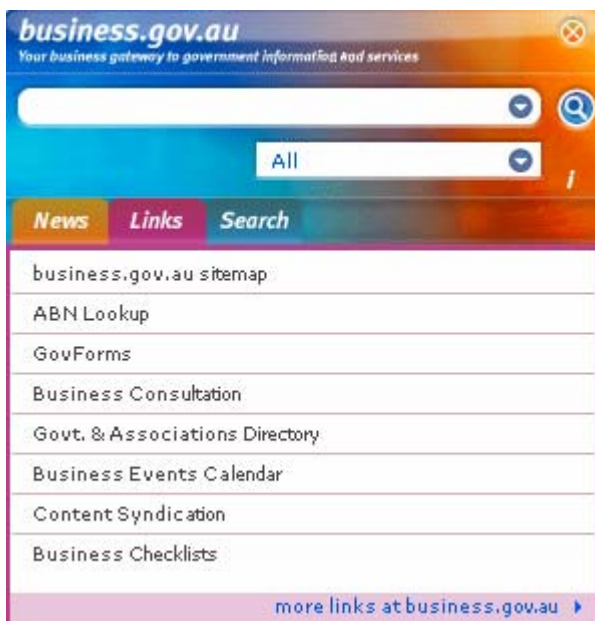


3. News tab

The latest five business news items from business.gov.au are listed here. Click on any news headline to read the full news item. Clicking on 'more news at business.gov.au' will open a new browser featuring the full business news archive.

If there are no news items within the news tab, refer to setting your preferences and Proxy settings section of this guide above to ensure your connection details are correct.

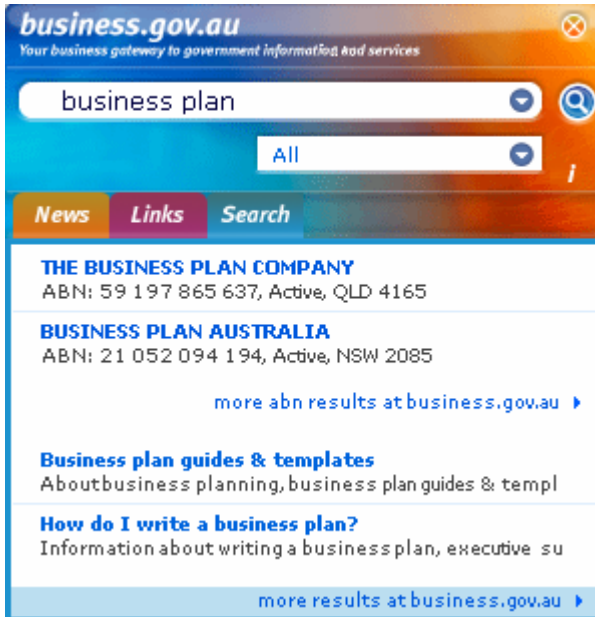
4. Links tab



Click on the Links tab to access the 8 most popular business.gov.au services. These include:

- **business.gov.au sitemap** – view index of the business.gov.au website.
- **ABN Lookup** – Australian Business Number (ABN) and business number search facility.
- **GovForms** – access relevant government forms required for business at federal, state and local levels.
- **Business Consultation** – website for consultation and communication on a range of business policies and regulations.
- **Govt. & Associations Directory** – Access government and business association contact details (including government departments, local councils, Chambers of Commerce and Industry Associations).
- **Business Events Calendar** – Access a range of business training events conducted around Australia.
- **Content Syndication** – Information about the syndication service which allows business organisations to publish business.gov.au information on their own website.
- **Business Checklists** – access business.gov.au's popular 'New to business' and 'Growing your business' checklists.

5. Search tab



- The search tab has a number of options available to search:
 - **All** - this search returns the top two ABN Lookup searches (if available) and up to two Business Topics or Government & Business Association results.
 - **ABN Lookup** - allows you to search for public Australian Business Number (ABN) details for registered businesses.
 - **Business Topics** - allows you to search for business information available from business.gov.au. This search is set as the default for Business Assistant.
 - **Govt & Business Associations** - allows you to search through the business.gov.au Government and business association's directory – You can enter the name of your local council, or industry association to find their contact details or you can search by keyword.
- To search:
 - a) Enter a search term in the Search Box.
 - b) Click on the Search icon, represented by the magnifying glass icon to the right of the Search Box.
 - c) Results will now appear in the Search tab.
 - d) Click on the search results to open a new browser window featuring more detailed information.

Known Issues

Your individual settings may result in the Desktop Business Assistant displaying incorrectly. This could include desktop resolution or the use of large fonts.

FEEDBACK

business.gov.au welcomes feedback about our website and services. If you have comments about the Desktop Business Assistant, including suggestions for further enhancements, please email syndication@business.gov.au.

Department of Innovation, Industry, Science and Resources

Support email: syndication@business.gov.au

Web: www.downloads.business.gov.au

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