**How to Install PSS Allocation Tool**

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| **Purpose:**  Explaining how to get Access & how to install PSS Allocation Tool. |
| **When:** Every time a new user needs get Access / First Installation / Update Latest Version  **Contacts:** Carolina Aguilar [aguilar.c.11@pg.com](mailto:aguilar.c.11@pg.com) / Esteban Loria [loria.e@pg.com](mailto:loria.e@pg.com) |
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| **Task Step No.** | **Task Step Name** | **Task Step Owner** | **Full Description of task** | **Details** |
| 2. | **Installing the System**  (First Installation / Update Latest Version) | System User / Local IT Contact | **Notes:** Please follow the next steps for: First Installation / Update Latest Version once you have checked all system requirements explained previously.   1. Download the “Installation .ZIP File” (this file contents the**.exe** **File**) to your desktop:      1. Double click to see the content:      1. Double click on .**exe File** to start the Installation Process & Click on “Extract” to continue:      1. Please wait a minute while the system copies all the required files to your computer:      1. If the following message appears, please click on “This program installed correctly”:   Untitled2.png   1. If the System was installed correctly, a new shortcut will be created automatically on your desk: | The Users will receive the Installation .zip File Every time a new version is launched. |