

DirectEDGAR Instructions for LSU College of Business

Connecting to DirectEDGAR Drive

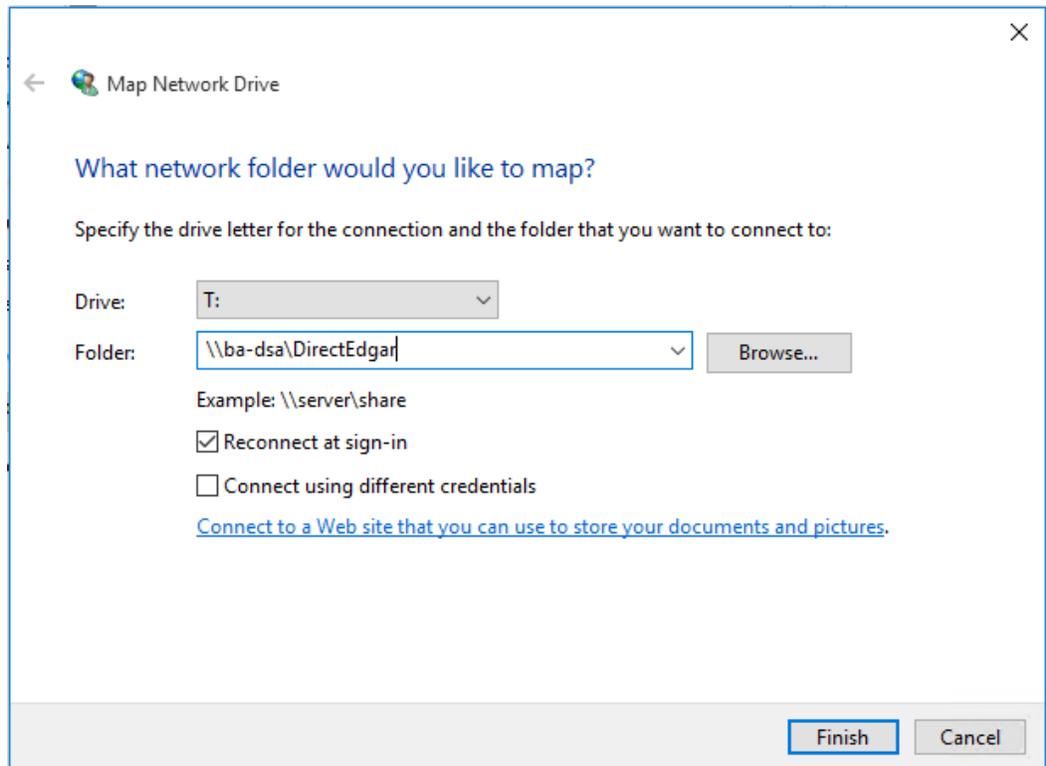
1. **Request Access to DirectEDGAR** by sending a request to itg@lsu.edu with your LSU email address (PAWS ID, not your 89-number).
2. After inclusion in the DirectEDGAR group, when you log off and log back into your BEC computer, you should find the T: drive mapped under My Computer.
 - a. To map the T: drive manually if the script fails or if you're off campus, go to Computer and select Map Network Drive from the ribbon. Choose drive T: and set the folder to \\ba-dsa\DirectEDGAR. **You will need to check reconnect at sign-in to make sure you have access to the database each time you log in or you will have to repeat this step every time you use DirectEDGAR.**

Note: If you are using your personal laptop/machine you will also have to check **connect using different credentials**. Log in with your full @lsu.edu ID and your MyLSU password.

VPN Users: If \\ba-dsa\DirectEDGAR can't be found try [\\ba-dsa.lsu.edu\DirectEDGAR](https://ba-dsa.lsu.edu/DirectEDGAR)

You can also find a more detailed guide on how to map drives at

<https://business.lsu.edu/helpsheets> under **General Help Sheets and How to Map a Network Drive**.



Installing DirectEDGAR

If you need to use DirectEDGAR on your machine in the College of Business, **please include your computer name and office in your DirectEDGAR request and a technician from ITG will install DirectEDGAR for you.** We can do this while you are in the office or out of the office. If you were out of the office you'll have to follow the steps under **How to Connect if DirectEDGAR has been installed for you** below.

For VPN and laptop users:

1. Open the T: drive that should mapped to [\\ba-dsa\DirectEDGAR](#) (follow directions on first page)
2. Open the **DirectEDGAR_4.0.3.0** folder.
3. Run the **setup.exe** application (1802kb)
4. DirectEDGAR may first need to install the Microsoft Visual C++ 2012 Redistributable. The installer will start automatically. **After this installation your computer may reboot automatically.** The DirectEDGAR installer should begin once you log back in. If not, go back to step 3 and try again.
5. Accept all defaults and hit next until the installation finishes. Close the installer but **do not check the box** to run DirectEDGAR.
6. Follow the steps on the next page, **Configuring the DirectEDGAR Indexes**, to begin using DirectEDGAR.

How to Connect if DirectEDGAR has been installed for you

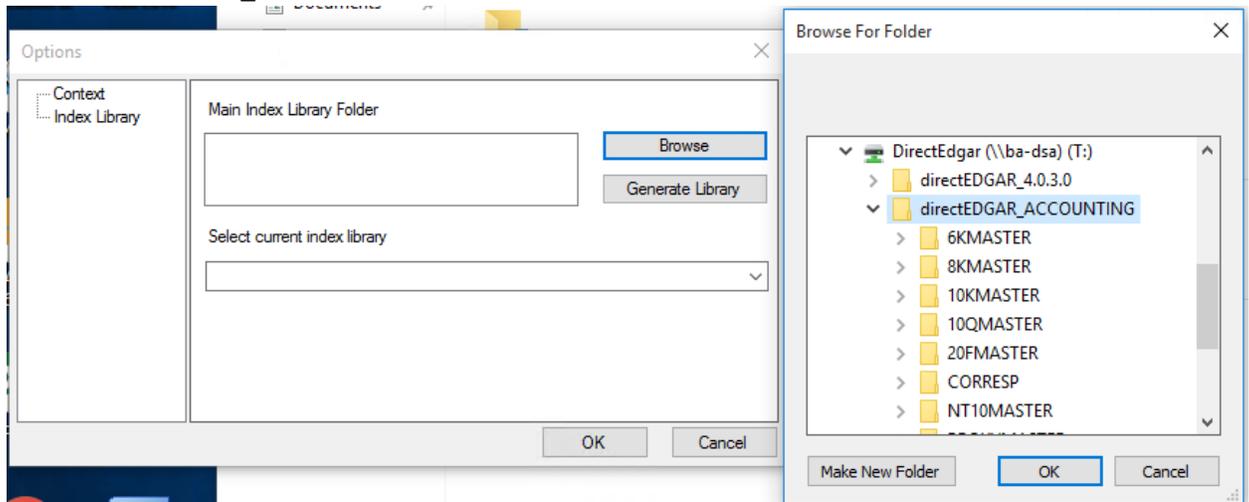
If a member of the IT group has already installed DirectEDGAR on your computer, or you're accessing DirectEDGAR in one of the BEC Labs, **you will need to make sure that you are connected to the T:\ drive** to access the DirectEDGAR indexes.

If you have requested access to DirectEDGAR from itg@lsu.edu and have been added to the DirectEDGAR group, your College of Business computer should **automatically** map you to the DirectEDGAR T:\ drive (like you are automatically connected to the P: drive, R: drive, etc). If the T: drive does not appear after a few minutes, please refer to the connection instructions on the first page.

1. **Verify you are connected to the T: drive** and can open it and see the directEDGAR_4.0.3.0 folder, directEDGAR_ACCOUNTING folder, and directEDGAR_FINANCE folder. If you cannot see these folders, the directEDGAR indexes will not be able to access the files to search.
2. Run the **"DirectEdgar_NewUser.bat"** file on the T: drive. This will enable the DirectEDGAR configuration for your account.
3. Follow the steps on the next page, **Configuring the DirectEDGAR Indexes**, to begin using DirectEDGAR.

Configuring the DirectEDGAR Indexes

1. Open **EDGAREngine 64 bit** from the desktop or start menu.
2. The first time you run you will see an **Options** Window. Here you need to set the libraries for first run. Choose **Browse**, drop down **This PC**, drop down **DirectEDGAR (\\ba-dsa) (T:)**, and select **DirectEDGAR_ACCOUNTING** and hit **OK**.



3. The box under Main Index Library Folder will read T:\DirectEDGAR_ACCOUNTING. Press **Generate Library**. You should get a box that says **File Created/Updated. Index library generated**. Press OK.
4. Repeat steps 7 and 8 but choose the **DirectEDGAR_FINANCE** folder.
5. When successful, **DirectEDGAR_ACCOUNTING** and **DirectEDGAR_FINANCE** should both be available in the **Select current index library** dropdown. When both are present, hit OK to continue.
6. The Search, Extraction, and Normalization Engine will open and you are ready to start using the DirectEDGAR database. Check the **help** menu in the Engine to learn how to use the program.

Troubleshooting

No matter what I search, I am getting no results

Make sure you are online and connected to the T: drive as [\\ba-dsa\DirectEDGAR](#). If you are not connected to the T: drive DirectEDGAR will not have access to search its database. If you have recently changed your password you may need to log back in with the new password to regain access to the server.

When I try to open EDGAREngine 64 bit, nothing happens.

Try running the DirectEdgar_NewUser.bat from the T: drive to reset the DirectEDGAR config. You may need to do this and then set your indexes.

Search is slow

You may be performing a query with a high number of records. It's possible for searches to take an hour or more to complete.

Other Issues

Please contact itg@lsu.edu for additional assistance.