

APPENDIX A

Installation

The Incident Qualification System consists of a Visual Basic front end and two secured MS Access databases. One MS Access database is used to store all your IQS data. The other MS Access database contains all the canned reports provided with IQS. Refer to Appendix B for more details on IQS system files and configuration. IQS can be installed as a stand-alone system on one personal computer or as a networked system to be used over a LAN or WAN.

Licensing Information

No software licenses are required for IQS users. The IQS contractor purchased the development versions of all software tools used for programming IQS. The contractor's software licenses include the right to distribute executable and runtime versions of all products requiring no licensing by the end-user.

System Minimum Recommended Requirements

200Mhz Processor or faster
Windows 95 Version B or Windows NT 4.0 with SP6.0a (or higher)
32 MB RAM
25 MB of free hard drive space for installation
10-20 MB of free hard drive space for application (will vary depending on number of people in database)
VGA Resolution set to 800x600 16 bit minimum
MS Access 2000 or higher (new IQS V4 requirement!)
MS Word 7.0 or Adobe Acrobat Reader 4.0 for printing documentation (optional, licensed copy by end-user required if used)

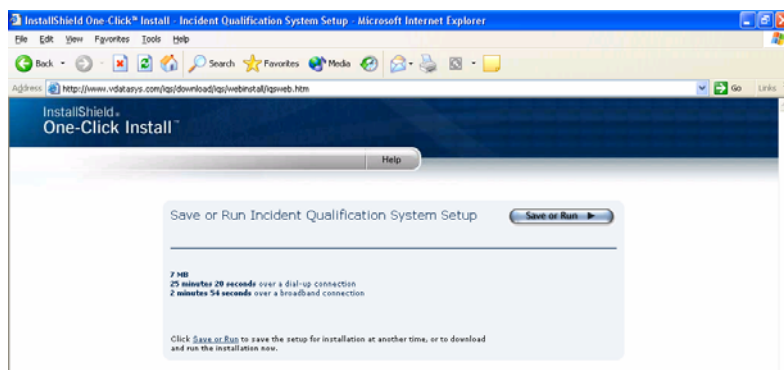
Installing IQS

The IQS installation requires:

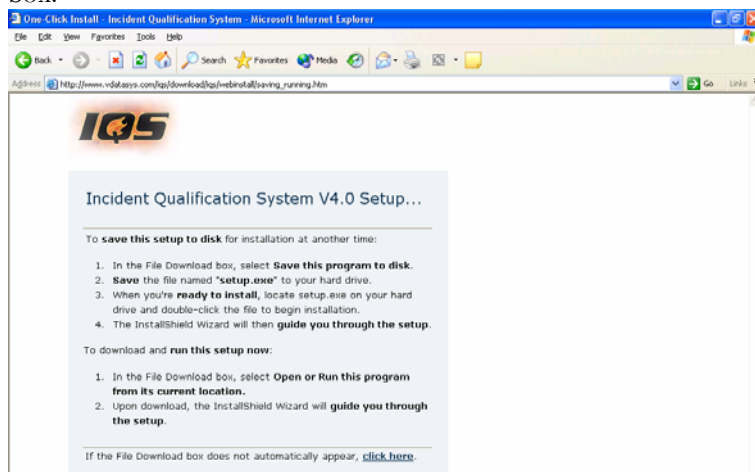
- Installing IQS on each client or stand-alone machine.
- Copying the database files to a network drive if accessing one database over a network.

These instructions are for installing IQS on a machine for the first time

1. Start your internet browser and log onto the web site www.vdatasys.com/iqs/download/iqs
2. You should see a similar screen as displayed below. Follow the directions on the screen to install IQS V4.0 from the web site.



3. Click the "Save or Run" button. You should see the screen below appear and then a file download box.

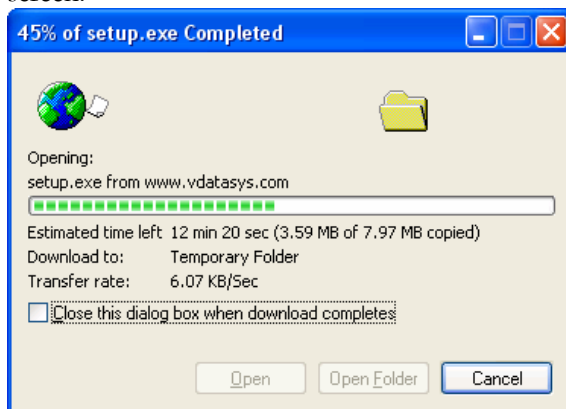


4. Wait for the file download box to appear – it may take a few seconds. If it does not appear, click the link at the bottom of the screen.

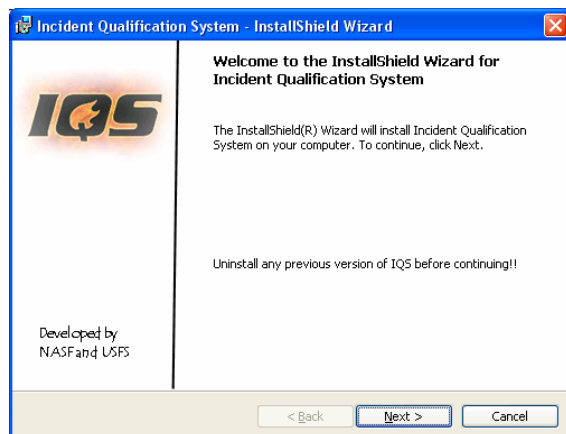
5. Choose “Open” or “Run this program from its current location” depending on the box your Operating System displays.



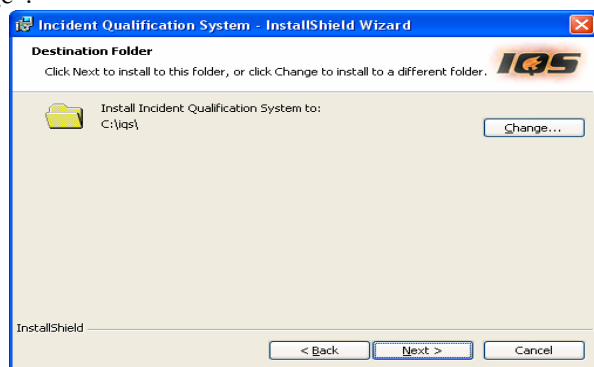
6. Wait for the files to download to a temporary location and then you will see an IQS V4 installation screen.



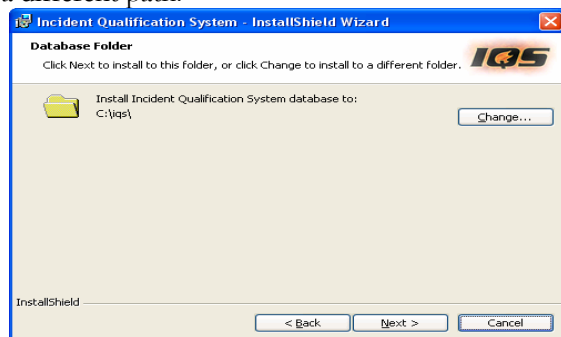
7. Follow the screen directions to install IQS. Press “Next” to continue.



8. You can choose to install IQS in the default directory or choose a different location by selecting “Change”.

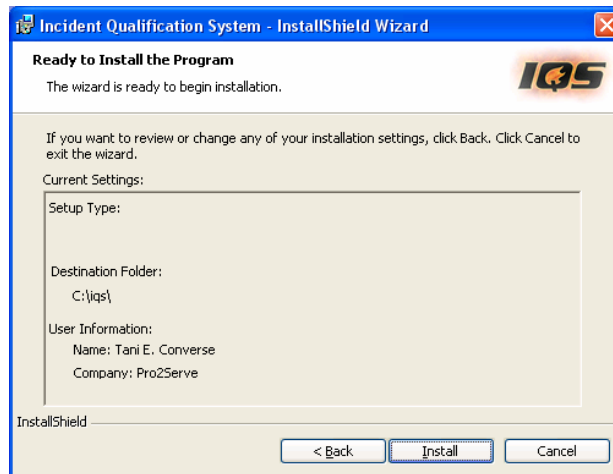


9. Next select the folder where you want the IQS database files to reside. For stand-alone installation, choose the same path as you selected in the previous screen. For Network installations, you can choose a different path.



Network Install Notes: The first time you start IQS on the first PC where you installed IQS, you may need to locate the database on the network drive.

10. Next review the information you have provided and select “Install” to proceed or “Back” to change an entry.



11. Once you have completed the installation, please quickly check that your installation was successful by:
 - a. Start IQS
 - b. Pick Certifications and make sure you can see your persons and their qualifications.
 - c. Run a report

These instructions are for updating your Incident Qualification System (IQS) from Version 3.0.1 to Version 4.0

(Also see V4ReleaseNotes.doc available for download on the IQS web site)

1. Back up ALL your IQS database files (IQS.mdb, IQS.mdw) to a backup location.
2. Uninstall IQS – Start,Settings,Control Panel,Add/Remove Programs, Incident Qualification System
3. Uninstall IQS MS Access Runtime - Start,Settings,Control Panel,Add/Remove Programs, IQS MS Access Runtime
4. Remove c:\iqs folder from your PC (or select the path where you have installed previous IQS versions)
5. After removing IQS, check if the folder c:\iqs (or path you selected in #4) is still on your PC. If it is, backup any other files you have created in this area and want to save, then delete this folder and any sub-folders from your PC.
6. Install IQS V4 – start your internet browser and log onto the site www.vdatasys.com/iqs/download/iqs/webinstall/iqsweb.htm Follow the directions on the screen to install IQS V4.0 from the web site.
 - a) Click the “Save or Run” button.
 - b) Wait for the file download box to appear – it may take a few seconds.
 - c) Choose “Run this program from its current location”
 - d) Wait for the files to download to a temporary location and then you will see an IQS V4 installation screen.
 - e) Follow the screen directions to install IQS.
7. Your PC must have MS Access 2000 or higher installed, you DO NOT need to install a MS Access runtime for IQS.
8. Copy your backup database files back to the location where you usually store them for running iqs (c:\iqs or network folder)
NOTE: After you have installed IQS V4, you will find two files - iqs.mdb and iqs.mdw located in c:\iqs (or the location you selected for the data during install). This is a BLANK IQS V4 database. For future reference, you can copy these files to a backup location **BEFORE** replacing them with your existing database.
9. Update your IQS database files to from V3.0 to V4.0. Download the file **iqsupd4.0.exe**. Navigate to the folder where you saved this file. Double-click on the file. Follow the instruction on your screen to update your database(s).
10. Please quickly check that your installation was successful by:
 - a) Start IQS
 - b) Pick Certifications and make sure you can see your persons and their qualifications.
 - c) Run a report

IQS Installation Notes and Troubleshooting

1. When installing IQS you may get a message at the beginning
"System files were out of date...updating system files...you need to reboot".

AFTER REBOOTING, YOU MUST RUN THE SETUP AGAIN TO COMPLETE IQS INSTALLATION

2. When installing IQS you may get a message telling you a file on your system is newer than the one being installed. Answer **YES** to keep your more current file.
3. When starting IQS you may be asked to find the MSAccess.exe.
 - a. SELECT THE MSACCESS.EXE that your version of MS Office is using. It will **usually** be located in the following directory for each office package:
 - i. MS Office 2000 - c:\Program Files\Microsoft Office\Office
 - ii. Office XP – c:\Program Files\Microsoft Office\Office10
 - iii. Office 2003 – c:\Program Files\Microsoft Office\Office11
4. MS Access 2003 Users – for the IQS reports to function properly, start MS Access 2003, choose TOOLS/MACRO/SECURITY from the main menu. Set the macro security level to “LOW”.
5. If you are having problems changing the database or changing the user within IQS, make sure POWER Users is given Full Control to the registry entry
HKEY_LOCAL_MACHINE\SOFTWARE\PRO-2-Serve has POWER Users.
6. If you are having problems running reports with V4, make sure you have removed and deleted all previous versions of IQS MS Access Runtime.