

## *Installation and Set Up*



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## **2. *Installation and Setup***

This section describes the minimum hardware and software requirements needed to run the AIMS Agency Module and provides instructions for the installation of the agency module and update files.

After installation of the Agency Module, the agency registration process (See section 3, *Registration Process* of this guide) and registration return (see section 7.4.4, *Quarterly Returns* of this guide) must be completed.

AIMS 2000 is a completely new installation and must not be installed over previous releases. For example, do not install it into the 1996/97 AIMS directory (AIMS30), the 1997/98 AIMS directory (AIMS97) or the 1998/99 directory (AIMS 98). Users should follow the default directory as directed by the installation process.

### **2.1 Hardware and Software Requirements**

The minimum hardware and software configuration required for the AIMS 2000 Agency Module is:

- at least 20mg free disk space
- Pentium Personal Computer
- 16mg RAM (32 mg preferred)
- 256 Colours (800 x 600 Resolution)
- Windows 95, Windows 95 NT, Windows 98 (not compatible with Windows 3.1X)

## 2.2 Installation on a Standalone Personal Computer

### 2.2.1 Installation from the Internet

The Borland Database Engine (BDE) and the AIMS 2000 Program files are available to download from the AIMS web site (<http://www.dhs.vic.gov.au/ahs/aims>). Instructions are provided with the software on how to download and install these files. The time to download the entire AIMS 2000 program will vary depending upon the speed of your Internet connection.

### 2.2.2 Installation from Compact Disk

1. Place the compact disk with the AIMS Agency Module into your CD drive.
2. Select *Start | Run*.
3. Type D:\AIMS2000\INSTALL\DISK1\SETUP.EXE (If D is your CD drive).
4. Select the **OK** button.
5. The [Welcome] window opens. This displays the version of AIMS 2000 that is to be installed. Select the **Next** button to continue with the installation or select the **Cancel** button to exit.
6. If **Next** is selected the [Server Installation Information] window is displayed. If AIMS 2000 is to be installed on a Network refer to Section 2.4. If not, select the **Next** button.

Throughout the Installation Wizard the option is provided for going back to view previous screens. This is done by selecting the **Back** button.

1. The [Unique Identifier Information] window is displayed. Enter the name of your agency here eg. Mercy1.

This function is to allow multiple copies of AIMS 2000 to be installed onto the same computer. Each additional copy installed needs to have a different unique identifier eg. Mercy2.

1. Select the **Next** button.
2. The [Licence Agreement Information] window is displayed. Select the **Yes** button to continue with the installation.
3. The [Default Path] window is displayed. The AIMS 2000 system will default to C:\AIMS2000\Unique Identifier (eg.c:\AIMS2000\Mercy1). If you do not wish to install to this directory:
  - i) select the **Browse** button
  - ii) select the new directory/path
  - iii) select the **OK** button.
1. Select the **Next** button.
2. The [Selected Installation Options] window is displayed. Select the **Next** button.

3. The [Register User] window is displayed. Please insert the details of your agency. Select the **Next** button.
4. The [Selected Folder] window is displayed. This option creates the icon on your desktop. Select the **Next** button.
5. The [Start Copying Files] window is displayed. Select the **Next** button.

### Installation of the Borland Database Engine (BDE)

If AIMS 2000 has not previously been installed on the workstation, the Installation Wizard will commence the installation of the Borland Database Engine (BDE).

1. The [Setup needs the next disk] window is displayed. To commence the installation of the BDE you will be prompted for the path for Disk 1. Select the **Browse** button.
2. Select the **CD** drive (eg. D drive) from the [Directories] window. This will display a folder named 'AIMS2000Install'.
3. Select this folder to expand it. Once expanded, there will be additional folders named bde, Disk1, Disk2, Disk3 etc.
4. Select the **bde** folder to expand it.
5. Select the **Disk1** folder under the bde folder. Select the **OK** button.
6. The [Setup Needs the Next Disk] window is displayed. The path displayed should read D:\AIMS2000Install\bde\Disk1 (if D is your CD drive).
7. Select the **OK** button.
8. The [Information] window is displayed with the message "About to launch the BDE installer. Click okay to continue." Select the **OK** button.
9. The [BDE 5.0] window is displayed. Select the **Next** button to continue with the installation.
10. The [License Information] window is displayed (it will be blank). Select the **Yes** button.

Throughout the Installation Wizard the option is provided for going back to view previous screens. This is done by selecting the **Back** button.

1. The [Information] window is displayed (it will be blank). Select the **Next** button.
2. The [Default Path] window is displayed. The default directory used to install the BDE is C:\Program Files\Common Files\Borland Shared\BDE.

*DO NOT* change the default path. Select the **Next** button.

1. The [User Information] window is displayed. Please insert the details of your agency. Select the **Next** button.
2. The [Select Program Folder] window is displayed. Select the **Next** button.
3. The [Start Copying Files] window is displayed. Select the **Next** button.
4. Percentage gauges will appear as the installation of the BDE is being completed.
5. The [Setup Complete] window is displayed. Select the **Finish** button.

6. The [Information] is displayed with the message “The BDE installed successfully. The AIMS 2000 installer will now continue”. Select the **OK** button

### Installation of the AIMS 2000 Program Files

Percentage gauges will appear as the installation of the AIMS 2000 Program files is being completed.

1. The [Please restart the workstation] window is displayed. Select the **Yes, I want to restart my computer now** option and select the **Finish** button to complete the installation.
2. The AIMS 2000 icon will appear on the desktop. You can now access AIMS 2000.

### 2.2.3 Installation from Diskettes

If AIMS 2000 has previously been installed on the workstation, it is only necessary to install the AIMS 2000 Program files (ie. do not perform steps 1-24).

### Installation of the Borland Database Engine (BDE)

If AIMS 2000 has not previously been installed on the workstation, the Borland Database Engine (BDE) will need to be installed first.

1. Place the **Borland Database Engine (BDE)** Disk 1 into your disk drive. Note the drive, A or B.
2. Select Start | Run.
3. Type A:\SETUP.EXE (If A is your floppy drive).
4. Select the **OK** button.
1. The [BDE 5.0] window is displayed. Select the **Next** button to continue with the installation.
2. Throughout the Installation Wizard the option is provided for going back to view previous screens. This is done by selecting the **Back** button.
3. The [License Information] window is displayed (it will be blank). Select the **Yes** button.
4. The [Information] window is displayed (it will be blank). Select the **Next** button.
5. The [Default Path] window is displayed. The default directory used to install the BDE is C:\Program Files\Common Files\Borland Shared\BDE.
6. *DO NOT* change the default path. Select the **Next** button.
7. The [User Information] window is displayed. Please insert the details of your agency. Select the **Next** button.
8. The [Select Program Folder] window is displayed. Select the **Next** button.
9. The [Start Copying Files] window is displayed. Select the **Next** button.
10. Percentage gauges will appear as the installation of the BDE is being completed.
11. The [Setup Needs the Next Disk] window is displayed. Insert Disk 2 of the BDE. Select the **OK** button.
12. Percentage gauges will appear as the installation of the BDE is being completed.

13. The [Setup Needs the Next Disk] window is displayed. Insert Disk 3 of the BDE. Select the **OK** button.
14. Percentage gauges will appear as the installation of the BDE is being completed.
15. The [Setup Needs the Next Disk] window is displayed. Insert Disk 4 of the BDE. Select the **OK** button.
16. Percentage gauges will appear as the installation of the BDE is being completed.
17. The [Setup Needs the Next Disk] window is displayed. Insert Disk 5 of the BDE. Select the **OK** button.
18. Percentage gauges will appear as the installation of the BDE is being completed.
19. The [Setup Complete] window is displayed. Select the **Finish** button.
20. It is now necessary to install the AIMS 2000 Program Files.

### Installation of the AIMS 2000 Program Files

1. If AIMS 2000 has previously been installed on the workstation, it is only necessary to install the AIMS 2000 Program files (ie. do not perform steps 1 – 23).
2. Place the **Program Files** Disk 1 into your disk drive. Note the drive, A or B.
3. Select *Start / Run*.
4. Type A:\SETUP.EXE (If A is your floppy drive).
5. Select the **OK** button.
6. The [Welcome] window opens. This displays the version of AIMS 2000 that is to be installed. Select the **Next** button to continue with the installation or select the **Cancel** button to exit.
7. If **Next** is selected the [Server Installation Information] window is displayed. If AIMS 2000 is to be installed on a Network refer to Section 2.4. If not, select the **Next** button.
8. Throughout the Installation Wizard the option is provided for going back to view previous screens. This is done by selecting the **Back** button.
9. The [Unique Identifier Information] window is displayed. Enter the name of your agency here eg. Mercy1.
10. This function is to allow for multiple copies of AIMS 2000 to be installed onto the same computer. Each additional copy installed needs to have a different unique identifier eg. Mercy2.
11. Select the **Next** button.
12. The [Licence Agreement Information] window is displayed. Select the **Yes** button to continue with the installation.
13. The [Default Path] window is displayed. The AIMS 2000 system will default to C:\AIMS2000\Unique Identifier (eg.c:\AIMS2000\Mercy1). If you do not wish to install to this directory:
  - i) select the **Browse** button
  - ii) select the new directory/path
  - iii) select the **OK** button.

1. Select the **Next** button.
2. The [Selected Installation Options] window is displayed. Select the **Next** button.
3. The [Register User] window is displayed. Please insert the details of your agency. Select the **Next** button.
4. The [Selected Folder] window is displayed. This option creates the icon on your desktop. Select the **Next** button.
5. The [Start Copying Files] window is displayed. Select the **Next** button.
6. Percentage gauges will appear as the installation of the AIMS 2000 Program Files is being completed.
7. The [Setup Needs the Next Disk] window is displayed. Insert Disk 2 of the AIMS 2000 Program Files. Select the **OK** button.
8. Percentage gauges will appear as the installation of the AIMS 2000 Program Files is being completed.
9. The [Setup Needs the Next Disk] window is displayed. Insert Disk 3 of the AIMS 2000 Program Files. Select the **OK** button.
10. Percentage gauges will appear as the installation of the AIMS 2000 Program Files is being completed.
11. The [Setup Needs the Next Disk] window is displayed. Insert Disk 4 of the AIMS 2000 Program Files. Select the **OK** button.
12. Percentage gauges will appear as the installation of the AIMS 2000 Program Files is being completed.
13. The [Setup Needs the Next Disk] window is displayed. Insert Disk 5 of the AIMS 2000 Program Files. Select the **OK** button.
14. Percentage gauges will appear as the installation of the AIMS 2000 Program Files is being completed.
15. The [Setup Needs the Next Disk] window is displayed. Insert Disk 6 of the AIMS 2000 Program Files. Select the **OK** button.
16. Percentage gauges will appear as the installation of the AIMS 2000 Program Files is being completed.
17. The [Please restart the workstation] window is displayed. Select the **Yes, I want to restart my computer now** option and select the **Finish** button to complete the installation.
18. The AIMS 2000 icon will appear on the desktop. You can now access AIMS 2000.

## 2.3 Installation on Multiple Computers

It is possible to install the AIMS Agency Module as often as you like in different areas of your agency. Where there will be multiple users of the Agency Module, it is recommended that the software be installed on a network system (refer to section 2.4, *Installation and Setup* of this Guide).

If it is not possible to install AIMS 2000 on a network system, the other option is to have independent standalone copies and nominate one computer as the master copy. It is recommended that all data be merged into one copy before forwarding to the Department of Human Services. To merge data into the

master copy, an export of the data from each independent site can be imported into the master copy (see section 9.8, *Utilities* of this guide for more information on these procedures).

If the data cannot be collected in AIMS 2000 via a network setup or by nominating a master copy, it is possible to transmit exports from multiple sites. Agencies or regions wishing to use this option should first discuss it with the Management Information Unit Helpline.

## 2.4 Installation on a Network

Network installation of AIMS 2000 must be performed by your agency's Network Systems Administration Officer or Information Systems Officer as the user must be able to write to the registry file.

Workstations that are to access AIMS 2000 on a network must have a local hard drive. AIMS 2000 should be installed directly to the file server via a workstation.

The AIMS 2000 Agency Module has been developed to run on a standalone computer, and on compatible networks. Network software the system can run on is:

- Novell Advanced Netware.
- 3COM 3Plus/3Plus Open.
- Microsoft LAN Manager.
- Any 100 per cent Windows-compatible network (excluding Pier to Pier Networks).

To install AIMS 2000 on a network:

- 1 Repeat steps 1 through to 6 from *2.2.2 Installation on a Standalone Personal Computer*.
- 2 The [Server Installation Information] is displayed. Select **the Select Server Installation Option** box. Select the **Next** button to continue with the installation onto a network.  
  
Throughout the Installation Wizard the option is provided for going back to view previous screens. This is done by selecting the **Back** button.
- 3 The [License Information] window is displayed. Select the **Yes** button.
- 4 The [Default Path] window is displayed.
  - i) select the **Browse** button
  - ii) select the network directory/path where you wish AIMS 2000 to be installed (eg. F:\AIMS 2000).
  - iii) select the **OK** button.
1. Continue with the installation of AIMS 2000 following step 7 from *2.2.2 Installation on a Standalone Personal Computer*.
2. The Borland Database Engine (BDE) needs to be installed on each workstation that will access AIMS 2000 (see step 16 from *2.2.2 Installation on a Standalone Personal Computer*).

## 2.4.1 Multi User Access

To allow for multi-user access of the system from a network, the Borland Database Engine (BDE) must be installed on each workstation and the configuration file set. Please ensure that no one is using AIMS 2000 when installing the software on other workstations.

This configuration procedure is for network sites that have Windows installed locally.

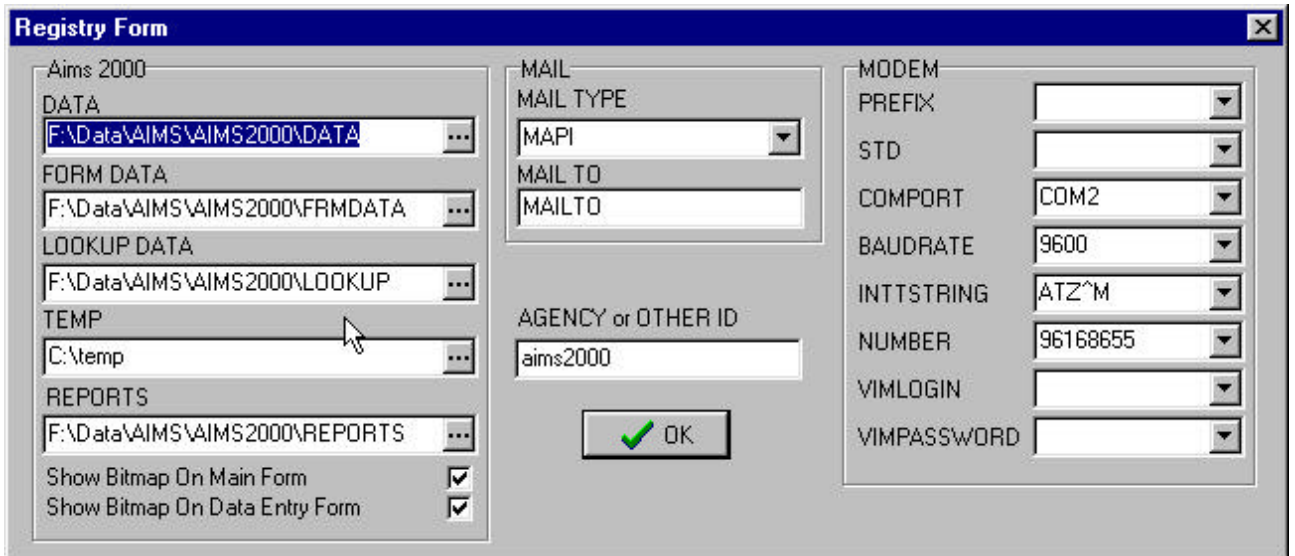
To make changes to the BDE configuration file:

- 1 Using the Windows Explorer, open the folder C:\Program Files\Common Files\Borland Shared\BDE.
- 2 Open the file named *bdeadmin.exe*.
- 3 Select the **Configuration** tab from the window.
- 4 Select the **Drivers** folder to expand it.
- 5 Select the **Native** folder to expand it.
- 6 Select the **Paradox** folder.
- 7 Select the NET DIR from the "Definition" section of the window.
- 8 Select into this area and use the ellipse button to locate an existing *pdoxuser.net* file or select a folder on your server to create a new *pdoxuser.net* file.
- 9 Select **Object** from the drop down menu.
- 10 Select **Apply** to save the setting.
- 11 Exit the BDE Administrator.
- 12 **Please note:** the *pdoxuser.net* file should not exist on your local drive. Please delete this file if it exists. All AIMS programs on your server should access only the one *pdoxuser.net* using the *bdeadmin.exe*. Failure to do this will cause file access conflicts when you run AIMS 2000.

## 2.4.2 Setting Registry Information

When accessing AIMS 2000 for the first time following network installation, the Registry Form will appear. This screen requires the network pathing information to be entered.

For example, if f:\data\aims\aims2000 is your network drive and path, complete the registry form as displayed below:



No alterations should be made to the [Mail] or [Modem] dialogue boxes. This screen can be accessed in future under the Applications Settings found in the *Utilities* Menu.

Windows NT users will need to have administrator rights to be able to write to the registry file.

## 2.5 Installation Support

Please contact the Management Information Unit Helpline for any technical problems. Rural agencies should first contact their regional office.

Any Windows/Network problems should be referred to your agency's Information Systems Officer.

## 2.6 Updates

As the AIMS Agency Module is enhanced and/or reference tables changed due to reporting requirement modifications, diskettes will be distributed to users to enable updates to be performed to their local system. Alternatively, update files can be obtained from the AIMS Website.

For instructions on how to install system updates please refer to section 9.3, *Utilities* of this Guide.