

# APPENDIX I

# Installation Procedures

The screenshot shows a web browser window titled "Supply Property Book Module". On the left is a navigation menu with the following items: Home, Download, Updates, POC's, Links, Help, EUM, and a button labeled "Access the SPR-M Main Menu" with a sub-label "SPR-Module". The main content area has a header "Welcome to SPR-M" and "SPR-M Home". The central text reads "The next generation Property Book is here!" followed by "PBUSE Application, Windows 2000, COTS, & Oracle". To the right is a photo of a soldier in a helmet with a red reticle, with coordinates "X=654.00215" and "Y=129.75486". Below this is a diagram labeled "SPBS-R ULLS S4" showing a desktop computer, a laptop, and a handheld device connected by a circular line.

<b>1.0</b>	<b>LOADING THE CLIENT INSTALLATION DISC.....</b>	<b>4</b>
1.1	SYSTEM PREPARATION.....	4
1.2	INSTALLING WINDOWS 2000.....	5
1.3	CONFIGURING THE DISKS ON WINDOWS 2000 WORKSTATION.....	6
1.4	INSTALL SYSTEM DRIVERS AND CONFIGURE THE COMPUTER ENVIRONMENT.....	7
1.5	SETTING THE COMPUTER ENVIRONMENT.....	8
1.6	FILE SYSTEM AND DRIVE CONVERSION.....	9
1.7	SYSTEM CONVERSION.....	9
1.8	WINDOWS 2000 SERVICE PACK 2.....	10
1.9	SPR INSTALL / UPDATES.....	10
1.10	INTERNET EXPLORER.....	10
1.11	MICROSOFT UPDATES.....	11
1.12	ADMINISTRATION RECOVERY CONSOLE.....	11
1.13	MICROSOFT OFFICE 2000 INSTALL AND UPDATE.....	11
<b>2.0</b>	<b>CORE SOFTWARE PACKAGE INSTALL.....</b>	<b>12</b>
2.1	WINZIP.....	12
2.2	FEDFORM.....	13
2.3	ADAPTEC DVD.....	13
2.4	NETSCAPE.....	13
2.5	ADOBE ACROBAT READER.....	13
2.6	NORTON ANTIVIRUS.....	14
2.7	SPR WEB CLIENT.....	14
2.8	CD WRITER.....	14
2.9	ADOBE PREFERENCES.....	14
<b>3.0</b>	<b>CORE SOFTWARE PACKAGE INSTALLATION PROCEDURES.....</b>	<b>15</b>
3.1	NETSCAPE PROFILE SETTINGS.....	15
3.2	SETTING MOUSE KEYS.....	16
3.3	POWER OPTIONS.....	16
3.4	PLACING NETWORK STATUS ICON IN THE STATUS AREA.....	16
3.5	NETWORKING AND DIALUP CONNECTIONS.....	17
3.6	NORTON ANTIVIRUS SETUP.....	17
3.7	GROUP POLICY INSTALLATION PROCEDURE INSTRUCTIONS.....	18
<b>4.0</b>	<b>LOADING FOR STANDALONE OPERATION.....</b>	<b>20</b>
4.1	INSTALL ORACLE , V2 (LOADING FOR STANDALONE OPERATION).....	20
4.2	INSTALL PBUSE STANDALONE SOFTWARE.....	26
4.3	LOAD PATCHES.....	27

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## 1.0 Loading the Client Installation Disc

 **NOTE:** It may be necessary to check the BIOS configuration to boot from the CD before the Floppy Disk drive and the Hard Drive.

### 1.1 System Preparation

 **NOTE:** Ensure that the BIOS specifies to boot from the **CD** first, then from the **floppy**, and finally the **hard drive**. Computers will ship with different BIOS options. When a computer first boots, it provides the user with the option to boot into setup (the BIOS). Watch for this prompt. For a Dell computer, press the F2 Key. Other options, depending on the system, will be displayed shortly after the computer starts. Usually the key is designated right on the screen, and often times this key is DELETE.

1. Insert the floppy labeled **Hard Drive Preparation Disk** into the floppy drive and start the computer. An information screen will display.
2. Click **any key** to continue. The computer hard drive will be prepared for SPR Web. The Master Boot Record will be checked for viruses. This will take some time because the three partitions necessary for the SPR Module must be formatted.
3. When prompted, click the **N** Button to continue with formatting without executing a DOD level wipe of the hard drive.

 **NOTE:** Execute the DOD wipe the first time SPR is installed on the system. After the first time, only use the DOD wipe for security purposes. A DOD level wipe fills the entire hard drive with zeroes at least seven times to guarantee that information cannot be recovered. This is a very time consuming process and is not necessary in the classroom environment.

 **NOTE:** The formatting process takes some time. In the command window, you will see the machine create, verify, and format the three partitions necessary for SPR. After the last partition has been created and formatted, an information window will appear.

```
+-----+
+  Insert the Windows 2000 disk in the CD tray and close the CD tray.  +
+-----+
+  Remove the Hard Drive Preparation Disk from the floppy drive.      +
+-----+
+  To reboot the computer, press the key combination:                  +
+-----+
+                               Ctrl + Alt + Delete                     +
+-----+
```

Figure 1-1 Information Window On Screen

4. Remove the **Hard Drive Preparation Disk** from the floppy drive.

## 1.2 Installing Windows 2000

1. Insert the CD labeled **Windows 2000** into the CD-ROM drive and insert the **WINNT Answer File** into the floppy drive. Press **CTRL + ALT +DELETE** to reboot the computer. The computer will restart.
2. When the monitor displays the message, **press any key to boot from the CD**, press any key. You will have only a few seconds to press a key.
3. Wait while Setup copies files.

 **NOTE:** If you missed the step to **click any key to boot from the CD** refer to step 1 and follow the instructions.

 **NOTE:** The screen may flicker, and the system may appear to stop responding. After approximately one minute, the system installation will resume and execute graphics mode.

4. Before the system restarts, **Remove** the floppy diskette labeled **WINNT Answer File**.
5. The Computer will reboot a few times while installing the necessary files. Each time the computer reboots, it is going to display the message **click any key to boot from the CD. DO NOT PRESS A KEY**. Let the computer start by itself to continue the install process. If you press a key to boot from CD, the install process will start over from the beginning.

 **CAUTION:**  If a message appears on the screen asking you to press any key to continue **DO NOT CLICK ANY KEY**. Allow the computer to continue loading.

6. The **Windows 2000 Professional Setup** screen will appear and begin to install Devices.
7. On the Computer Name and Administrator Password page, **change the default Computer name** to match the naming convention specified by your administrator.
8. Type the password specified by your administrator in the **Administrator Password** box.
9. Re-confirm the password by typing it in again.

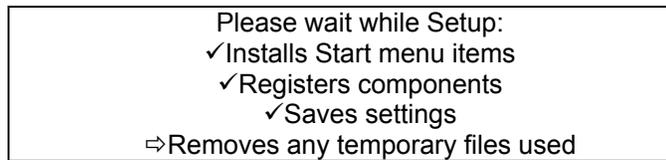
 **NOTE:** Passwords are case sensitive. Do not lose the password!

10. Click **Next**.

 **NOTE:** Perform steps 11-15 only if the **Modem Dialing Information** page is displayed.

11. Select your **country/region** from the pull down menu.
12. Type your **area code** (or city code).

13. Enter the necessary number to get an outside line if applicable.
14. Select the proper phone system, **tone**, or **pulse** dialing.
15. Click **Next**.
16. On the Date and Time Settings page, set the **Date** by selecting the correct date from the pull down menu.
17. Set the **Time** to a **Time Standard** synchronized timepiece.
18. Select the proper **Time Zone** from the pull down menu. Verify that the **Automatically adjust clock for daylight saving changes** is selected.
19. Click **Next**. Wait until Windows installs the Networking components.
20. The **Installing Components** page will indicate that files are being copied. Wait until the process is complete. This may take some time.
21. A **Performing Final Tasks** screen will appear .



**Figure 1–2 Performing Final Tasks screen**

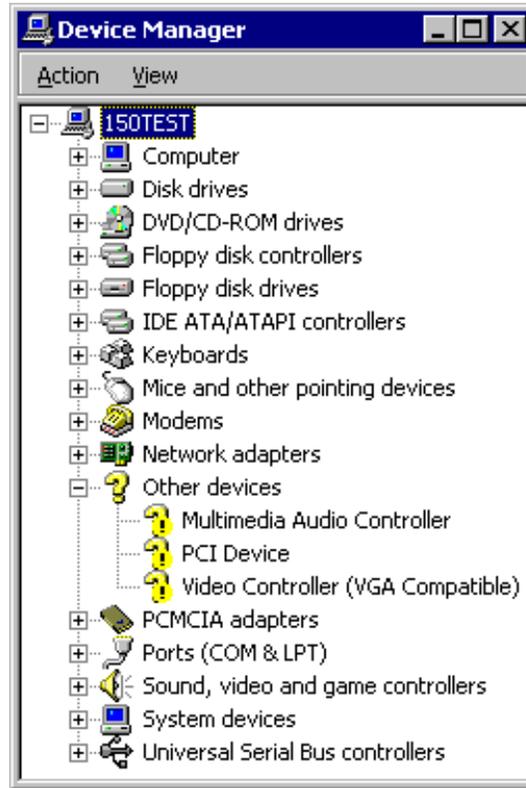
22. On the **Completing the Windows 2000 Setup Wizard** page, verify that the CD has been removed.
23. Click **Finish**. Wait for the computer to restart.
24. If the Logon screen appears, press **CTRL+ALT+Delete** to log on.
25. Log on to Windows 2000 using the Administrator account. The **Getting Started with Windows 2000** dialog box will be displayed. If desired, uncheck the **Show this screen at startup** check box.

### 1.3 Configuring the Disks on Windows 2000 Workstation

1. Right-click **My Computer**. Click **Manage**.
2. Click **Disk Management** under the Storage icon.
3. Right-click **CDROM 0** on the lower section of the right-hand pane.
4. Select **Change Drive Letter and Path**.
5. Click **Edit**.
6. Click the pull down menu, select **Z**: Click **OK**.
7. Click **Yes** to confirm.
8. Close the Computer Management Console by clicking the **X** in the upper right-hand corner.

## 1.4 Install System Drivers and Configure the Computer Environment

1. Right click on **My Computer**. Select **Properties**. Click the **Hardware** tab. Click the **Device Manager** button. The Device Manager snap-in will be displayed.



**Figure 1-3 Device Manager with uninstalled devices**

Any devices with a yellow question mark to the left of them have not been recognized or installed by Windows 2000. They will have to be installed manually. The drivers for these devices will be located with the software that shipped with your computer. Another option is to visit the manufacturers web site and download the proper Windows 2000 driver for the hardware. To load hardware drivers on your computer, insert the CD or floppy disk in the appropriate computer and follow the provided routine in steps 2 and 3, or follow the installation instructions provided by the hardware manufacturer.

You may be required to load a vendor specific utility to load drivers. Look carefully at how drivers are loaded from the manufacturer's disc. For the Dell computers provided in the training classrooms, insert the Dell driver CD provided by your instructor and install the Resource CD console. From this console, you will be able to install the necessary drivers to remove the question marks from Device Manager. Ask your instructor for specific information on this process, based on the equipment available in the classroom. If, however, no driver CD is provided when the system is shipped, or if you have downloaded drivers from the manufacturer's website, follow the remaining instructions in this section (2 – 14) for installation.

2. Right click on a **device**.
3. Click **Properties**.

4. Click the **Reinstall Driver** button. The Upgrade Device Driver Wizard dialog box will be displayed.
5. Click **Next**.
6. The **Install Hardware Device Drivers** dialog box will be displayed.
7. Ensure that the **Search for a suitable driver for my device** radio button is selected.
8. Click **Next**.
9. Ensure that only the **CD-ROM drives** and **Floppy disk drives** check box is checked.
10. Click **Next**.

 **NOTE:** Windows will search for the appropriate driver. If an appropriate driver is not located you will be alerted that, Windows was unable to locate a driver for this device. Windows may not be able to install all the needed drivers in this fashion. Check with your hardware manufacturer for installation instructions or updated drivers. If an appropriate driver is located you will be alerted that, "Windows found a driver for your hardware."

11. If an appropriate driver is located, you will be alerted, Windows found a driver for your hardware.
12. Click **Next**. Files will be copied to the appropriate locations. When all files have been copied and the hardware is installed, the **Completing the Upgrade Driver Wizard** dialog box will be displayed.
13. Click **Finish**.
14. If necessary, click the **Close** button on the hardware properties dialog box. If prompted to restart the computer, remove the installation disk and click the **Yes** button. If not, continue with the process until all hardware is properly installed.
15. Right click on **My Computer** when finished installing all hardware.
16. Click **Properties**.
17. Click the **Hardware** tab.
18. Click the **Device Manager** button. The Device Manager dialog box will be displayed. Device Manager should be free of any yellow question marks

 **Warning:**  Do not continue the installation of SPR Web unless all hardware has been installed properly. **Device Manager must be free of any yellow question marks.**

## 1.5 Setting The Computer Environment

1. Restart the computer. Log on as **Administrator**.
2. Right-click on any blank area of the **desktop**.
3. Click **Properties**.
4. Click the **Effects** tab.
5. Clear the **Hide keyboard navigation indicators until I use the Alt key** check box.
6. Click **Apply**.
7. Click the **Settings** tab.
8. Set the **Screen area** to **1024 x 768** by clicking and dragging the **slide bar**.

9. Click the down arrow. Set the colors to **High Colors** (16 bit).
10. Click **OK** on the **Display Properties** screen.
11. Click **OK**. The Monitor Settings dialog window will display.
12. Click the **YES** button to retain the resolution and color depth.

## 1.6 File System and Drive conversion

1. Insert the **COTS01 Resource CD** into the CD drive tray.
2. Click **Start**, and then **Run**.
3. Type **Z:\Setup.htm** in the Run dialog box. Click **OK**.



Figure 1-4 PBUSE Web Client Installation Screen

 **NOTE:** The SPR Web Client Install page will be displayed with all the programs that must be run in order to install SPR Web.

## 1.7 System Conversion

1. Click the word to the right of the #1==> **CONVERSION**. The **File Download** dialog will be displayed.
2. Click the **Open** button
3. Click the **OK** button. Wait until **The Operation is complete** dialog is displayed.
4. Click **OK**.

## 1.8 Windows 2000 Service Pack 2

1. Click the word to the right of the #2==> W2k SP2 . The **File Download** dialog will be displayed.
2. Click the **Open** button
3. Click the **OK** button. Service Pack 2 installation will commence. The computer will automatically reboot when the installation is complete.

 **NOTE:** To load the remaining Updates you may be required to navigate to the setup file. To display the update files follow the steps above. Section 1.6 steps 2 through 3 and select the next consecutive update.

## 1.9 SPR Install / Updates

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.

 **NOTE:** Continue to utilize this load procedure to execute the remaining SPR Web Client installs. Load the Updates in sequence.

 **NOTE:** At any time, if the “Digital Signature Not Found” dialog is displayed, continue by clicking the **Yes** button.

2. Click the word to the right of the #3==> W2k SPR1 . The **File Download** dialog will be displayed.
3. Click the **Open** button
4. Installation of the update will commence. The computer will automatically reboot when the installation is complete.

## 1.10 Internet Explorer

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #4==> IE 6.0 SP1 .
3. Click the **Open** button
4. Installation of the update will commence. The computer will automatically reboot when the installation is complete.

### 1.11 Microsoft Updates

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #5==> **MS UPDATES** .
3. Click the **Open** button
4. Installation of the update will commence. An information window will display when completed.
5. Click the **OK** button to reboot the computer.

### 1.12 Administration Recovery Console

1. Logon to Windows 2000 using the Administrator account.
2. Insert the Windows 2000 CD DISC #1 into the CD-ROM drive. If the windows 2000 install screen displays close it by clicking the **EXIT** button or the **X** in the upper right hand corner of the window.
3. Click **Start**. Click **Run**. The RUN window displays.
4. Type **C:\console.bat**. Click **OK**. The **Windows 2000 Setup** dialog box displays.
5. Click **Yes to allow** the software to install. Wait until the installation is complete.
6. When the Windows 2000 Recovery Console has been successfully installed a dialog box will display Click **OK**.
7. Remove the **Windows 2000** CD from the CD-ROM drive.
8. Click **Start**. Select **Shut Down**. Select **Restart** from the pull down menu. Click **OK**.

### 1.13 Microsoft Office 2000 Install and Update

1. Logon to Windows 2000 using the Administrator account.
2. Insert the **Microsoft Office 2000 SR-1 Professional** CD into the CD-ROM drive. Wait while the software is pulled from the CD. The **Please wait while Windows configures Microsoft Office** dialog will be displayed. Wait while Office 2000 is installed. When completed the **Microsoft Office 2000 Professional Setup Completed Successfully dialog** will be displayed.
3. Click the **OK** button.
4. Double click the **Update Office** shortcut on the desktop. The **Please wait while Windows configures Microsoft Office** dialog will be displayed. Wait while Office 2000 Service Pack 2 is installed. After the update is installed the computer will automatically reboot.
5. Logon to Windows 2000 using the Administrator account.
6. Double click the **Security Update** shortcut on the desktop. The Security Update dialog will be displayed. Wait while Office 2000 updates are installed.

 **NOTE:** There will be several dialog boxes displayed

7. Click the **OK** button when the installation is complete. After the update is installed the computer will automatically reboot. If not reboot the system at this time.
8. Logon to Windows 2000 using the Administrator account.
9. Remove the **Microsoft Office 2000** CD from the CD tray.
10. Insert the **COTS Resource** CD into the CD drive tray. Allow time for the CD-ROM drive to spin-up.
11. Double click the **Final Update** shortcut on the desktop. It may take a moment before you see any activity on the screen. Wait while security updates are applied and files are copied. Do Not Touch the System until the **ALL** open dialog windows are closed and the **Operation is Complete** dialog window is displayed.
12. Click the **OK** button. When the computer finishes restarting, installation of Office 2000 is complete.

## 2.0 CORE SOFTWARE PACKAGE INSTALL

 **NOTE:** You will be required to press **Ctrl-Alt-Del** from this point on to log on to the system.

 **NOTE:** This is the first time that the DOD Security screen is displayed. The contents should be read prior to continuing the loading process.

### 2.1 WINZIP

1. Logon to Windows 2000 using the Administrator account.
2. Insure the **COTS Resource** CD is in the CD drive tray. Open the SPR Web Client Install page.
3. Click the word to the right of the #6==> **WINZIP 8.1**. The **File Download** dialog will be displayed.
4. Click the **Open** button. A command dialog will be displayed and WinZip installation will commence. When the dialog is no longer displayed, WinZip has been installed.
5. Click the **OK** button. .

 **NOTE:** Continue to utilize this load procedure to execute the remaining SPR Web Client installs. Load the Updates in sequence. At any time, if the "Digital Signature Not Found" dialog is displayed, continue by clicking the Yes button

 **NOTE:** When placing a new CD in the CD drive always allow time for the CD to "spin-up" before attempting to execute an installation routine from the CD.

## 2.2 FEDFORM

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #7==> FEDFORMS 3.3.24.1. The **File Download** dialog will be displayed.
3. If a **Security Warning** dialog is displayed, click the **Yes** button. The **FEDFORMS** warning dialog will be displayed.
4. Click the **OK** button. The **FEDFORMS** dialog will be displayed.
5. Click the **Start** button. If asked, accept the default settings. The **Finished** dialog is displayed when loading is completed
6. Click the **OK** button. The **Registry Editor** dialog window will be displayed.
7. Click the **Yes** button.
8. Click the **OK** button.

## 2.3 Adaptec DVD

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #8==> WIN DVD 2.1. The **File Download** dialog will be displayed.
3. Click the **Open** button.
4. Installation of Direct CD will commence. When the installation is complete, the computer will automatically reboot.

## 2.4 NETSCAPE

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #9==> NETSCAPE 4.78. The **File Download** dialog will be displayed.
3. Click the **Open** button.
4. Installation of Netscape will commence. If the Install Update Diskette dialog is displayed, click the **Skip** button. The computer will automatically reboot when the installation is complete.

## 2.5 Adobe Acrobat Reader

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #10==> ADOBE 5.05. The **File Download** dialog will be displayed.
3. Click the **Open** button.

4. Installation of Adobe Acrobat Reader will commence. When the installation dialog is no longer displayed, the Adobe Acrobat Reader has been installed.

## 2.6 Norton Antivirus

1. Logon to Windows 2000 using the Administrator account. Open the SPR Web Client Install page.
2. Click the word to the right of the #11==> Corporate Norton 7.6 . The **File Download** dialog will be displayed.
3. Click the **Open** button
4. If a **Security Warning** dialog is displayed, click the **Yes** button. Setup of Norton Antivirus will begin. Setup of Norton Anti-virus will be complete when control of the computer is returned to the user. Close any open windows or dialogs spawned by Norton AV.

## 2.7 SPR Web Client

1. Logon to Windows 2000 using the Administrator Logon. Open the SPR Web Client Install page.
2. Click the word to the right of the #12=> J2RE-1.3.1.01 . The **File Download** dialog will be displayed.
3. Click the **Open** button
4. Installation of the JAVA Runtime Environment will commence. When the installation dialog is no longer displayed, the JRE has been installed.
5. Close any open windows or dialogs.
6. Remove the **COTS Resource CD** from the CD drive.

## 2.8 CD Writer

Insert the disk that contains the CD Writer Software that was delivered with your computer. Install the software in accordance with the manufacturers instructions. You must install software capable of:

- Formatting and erasing CD-RW media
- Writing and reading to and from CD-RW media
- Writing tracks in multiple sessions to CD-R media
- Reading from CD-R media

Reboot the computer upon installation of the CD Writer Software.

## 2.9 Adobe Preferences

1. Logon to Windows 2000 using the Administrator account.
2. Close any open windows or dialogs.
3. Click **Start**, Programs, Adobe Acrobat 5.0. Adobe Acrobat will start.
4. Click **Accept License**

5. Click **Edit**, Preferences.
6. The **Edit Preferences** dialog will be displayed.
7. Select **Options** from left side
8. Deselect the following options in the Web Browser Options frame.
  - Display PDF in browser
  - Check Browser Settings When Starting Acrobat
9. Click the **OK** button.
10. Close **Adobe Acrobat**.

## 3.0 Core Software Package Installation Procedures

### 3.1 Netscape Profile Settings

1. Log on to Windows 2000 using the Administrator account.
2. Close any open windows or dialog boxes.
3. Double-click the **Netscape Communicator** desktop icon to start Communicator.
4. The **Creating a New Profile** dialog box appears.
5. Click **Next**.
6. In the **Full Name** text box, type **sprweb**.
7. Click **Next**.
8. In the **Profile Name** text box, type **sprweb**.
9. Click **Next**. The Mail Server window will display.
10. Click **Finish**. Netscape Communicator will start. Depending on whether your installation uses a proxy server or some other intermediary device between the computer and the Internet will determine whether or not a web page will actually load. All we are concerned about is that the window opens and tries to load the web page. Do not wait for the page to load before moving to the next step, you may not have Internet access yet.
11. Netscape Communicator is now properly installed.
12. Close all open windows.
13. Click **Start, Programs, SPR Web Netscape Browser, Utilities, User Profile Manager**.
14. Click the **sprweb** profile that was just created.
15. Click **Delete**, and then select **Delete Directory**.
16. Click the **Back** button.
17. The **Creating a New Profile** dialog box appears.
18. Click **Next**.
19. In the **Full Name** text box, type **sprweb**.
20. Click **Next**.
21. In the **Profile Name** text box, type **sprweb**.

22. Click **Next**.
23. Click **Finish**.
24. Close all open windows.

 **NOTE:** Deleting and re-creating the **sprweb user profile** is necessary so that Netscape will function properly for all users instead of just the Administrator account. The only profile used for the SPR application is the C:\program files\Netscape\users\sprweb profile and directory. Users **should not** create additional profiles. Failure to follow these guidelines will result in a platform that is unable to function properly in the SPR Web role for which it was built.

### 3.2 Setting Mouse Keys

1. Click **Start, Settings, and Control Panel**.
2. Double click the **Accessibility Options** icon.
3. The **Accessibility Options** dialog box will be displayed.
4. Click the **Mouse** tab.
5. Place a check in the **Use MouseKeys** checkbox.
6. Click **Settings**. The **Settings for MouseKeys** dialog box, will be displayed.
7. Click the **Off** radio button to the right of **Use MouseKeys when NumLock is on**.
8. Click **OK**.
9. Click the **General** tab.
10. Place checks in the two check boxes in the **Administrative Options** area of the **General** tab.
11. Click **OK**.

### 3.3 Power Options

1. Double click the **Power Options** icon. The **Power Options Properties** window will display. If necessary, click the **Power Schemes** tab.
2. In the **power scheme settings** area, ensure that the **System Standby:** drop down combo box is set to **Never**.
3. (Laptop models only) the Portable/Laptop power scheme, set **system standby:** to **never** in the **Plugged in** column only.
4. Click the **OK** button.

### 3.4 Placing Network Status Icon in the Status Area

1. Double click the **Network and Dial-up Connections** icon in Control Panel. The Network and Dial-up Connections dialog box, will be displayed.
2. Right-click **Local Area Connection** and click **Properties**.

3. Select **Show icon in Taskbar** when connected.
4. Click **OK**.
5. Repeat steps 2 – 4 for any additional Network Interface Cards.

### 3.5 Networking and Dialup Connections

1. Double-click the **Local Area Connection** icon
2. Click **Properties**.
3. Highlight the **Internet Protocol (TCP/IP)** component.
4. Click **Properties**.
5. Click **Advanced**.
6. Click the **DNS** tab.
7. Deselect the **Register this connection's address in DNS** check box.
8. Click **OK** until all dialog boxes are closed.
9. Click **Close** in the Local Area Connection Status dialog box.
10. Close any open windows or dialog boxes.

### 3.6 Norton Antivirus Setup

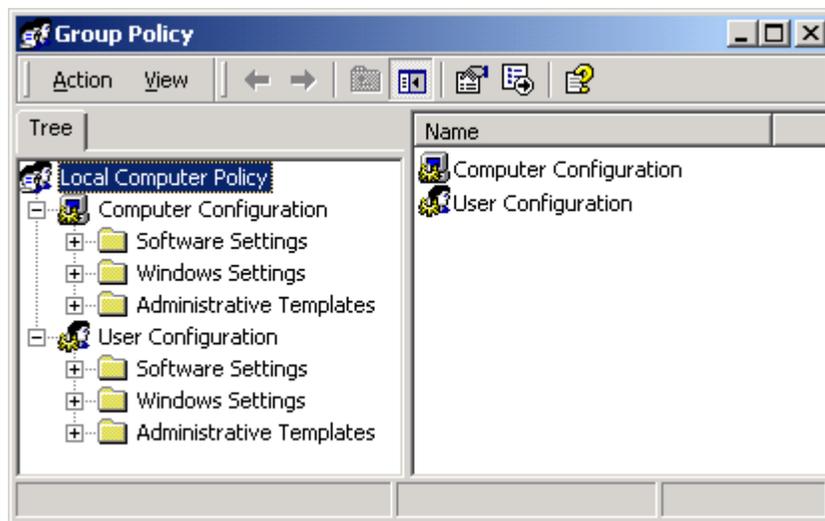
1. Double-click on the yellow **Norton** shield in the Windows 2000 taskbar (bottom right-hand corner of the screen near the clock). The Norton Anti Virus main menu will be displayed.
2. Click **File**, Schedule Updates. The Schedule Virus Definition Updates dialog box will be displayed.
3. Click **Schedule**. The **Virus Definition Update Schedule** dialog box will be displayed.
4. Click the **Daily** radio button.
5. Set the update time IAW your unit's SOP. The time you set for the update depends on your area of operations. Use the following as a guideline:
  - You must be connected to the Internet when the update occurs
  - The computer must be turned on and operational when the update occurs
  - The update could be in excess of 1 MB
  - Downloading the update could be time intensive and interfere with other network intensive operations
  - Do not schedule the update during peak periods of network use
  - When in doubt, set the default time between 1130 and 1300 hours local if you work during the day or 2300 and 0100 if you work at night.
6. Click **OK**.
7. Click **OK**.

**NOTE:** In order to execute the following steps, the computer must be connected to the Internet. If the training installation is behind a proxy server / firewall, ask your instructor for the necessary configuration information.

8. Click **Live Update**.
9. Click **Next**. The **In Progress** dialog box will be displayed. Once the virus definitions are updated, the **Virus Protection Updated** window will be displayed.
10. Click **Finish**.
11. Click **Exit**.

### 3.7 Group Policy Installation Procedure Instructions

12. Click **Start**, and then **Run**.
13. Type **gpedit.msc** in the Run dialog box. Click **OK**.
14. The **Group Policy** Snap-in will be displayed. (Figure 1-3)



**Figure 3-1 Group Policy Window**

15. Navigate the folder structure to locate the desired setting. For example, under **Computer Configuration**, double-click **Administrative Templates**, **Windows Components**, **Windows Installer**. The policy and setting information is displayed in the right-hand pane.
16. Double-click **Enable user to browse for source while elevated**.
17. Click the **Enabled** radio button.
18. Place a check in the **Check to force settings on** check box.
19. Click **OK**. Continue this process until all of the changes in the following table have been made to the Local Policy
20. (By performing steps 4-7, the first change in the table has been made).

 **NOTE:** Clicking on the title **POLICY** will put the different policy selections into alphabetical order on your computer screen.

Key	Policy	Setting
/Computer Configuration/Administrative Templates/Windows Components/Windows Installer/	Enable user to browse for source while elevated.	Enabled / Type <b>Force</b>
/User Configuration/Administrative Templates/Start Menu & Taskbar/	Clear History of recently opened documents on exit.	Enabled
	Do not keep history of recently opened documents.	Enabled
	Remove Documents menu from Start Menu.	Enabled
/User Configuration/Administrative Templates/Desktop/Active Desktop/	Disable Active Desktop.	Enabled
/User Configuration/Administrative Templates/Control Panel/Add Remove Programs/	Hide Add/Remove Windows Components page.	Enabled
/User Configuration/Administrative Templates/Control Panel/Display/	Activate Screen Saver.	Enabled
	Disable changing wallpaper.	Enabled
	Hide Appearance Tab.	Enabled
	Hide Background Tab.	Enabled
	Hide Screen Saver Tab.	Enabled
	Password protect the screen saver.	Enabled
	Screen saver executable name.	Enabled/ Type <b>scrnsave.scr</b>
	Screen saver timeout.	Enabled / Type in <b>300</b>
/User Configuration/Administrative Templates/Network/Network and Dial-up Connections/	Prohibit enabling/disabling a LAN connection.	Disabled

**Table 3–1 Local Group Policy Table**

21. When all changes to **Group Policy** have been made, click the **X** in the upper right hand corner of the **Group Policy** dialog box
22. Click **Start, Shut Down**, select **Restart**. Click **OK**.
23. The computer will restart, finalize software settings, and automatically reboot. This may take several minutes.

**NOTE:** Locate the attached Addendum supplied with these instructions. The addendum contains security and other patches issued prior to the release of this software. All patches in the addendum must be applied before installation is complete. When all patches in the Addendum are applied, the installation is complete.

## 4.0 Loading for Standalone Operation

### 4.1 Install Oracle , V2 (Loading for Standalone Operation)

**WARNING:** Prior to starting the Loading steps for Standalone, You **MUST** change the CD drive Letter from Z to F.

**NOTE:** Prior to starting Oracle installation, verify that the Power Options have been changed to keep the Operating System active without user intervention. Select **Start, Settings, Control Panel**. Double-click the **Power Options** icon and verify that all fields under the **Plugged In** column display **Never**.

1. Insert the **Oracle V2 Installation CD. (Gold Disk 5 (1 of 4))** The Oracle Universal Installer window will display. (Figure 4–1)

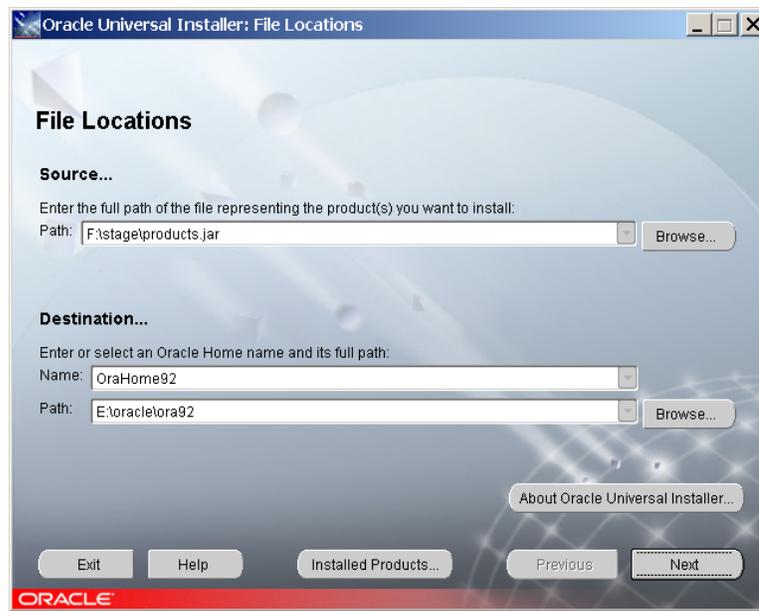


Figure 4–1

2. Select **Next**. The Oracle Services for Microsoft Transaction Server window will be displayed. (Figure 4–2)

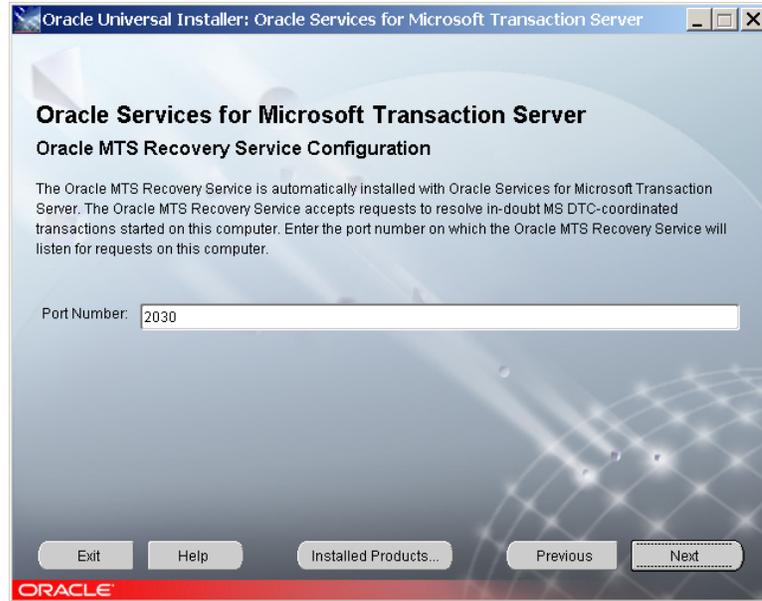


Figure 4–2

3. Select **Next**. The Oracle Universal Installer: Install window will display. The Status bar will display the loading status. (Figure 4–3)



Figure 4–3

- The Oracle load will continue the installation until the Disk Location window displays. (Figure 4-4)

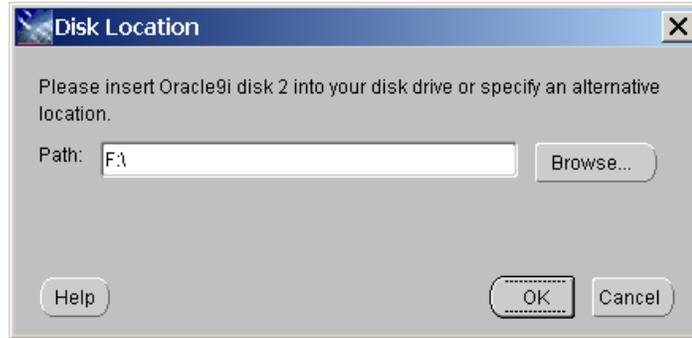


Figure 4-4

- Insert **CD #2** then select **OK** at Figure 1-4 to continue. Allow the CD a few moments to spin up to speed. The Oracle load will continue the installation until the Disk Location window displays once again. (Figure 4-5)



Figure 4-5

6. Insert **CD #3** then select **OK**. The Oracle Universal Installer: Install window will be displayed. (Figure 4–6)



Figure 4–6

**NOTE:** Don't be concerned if you receive several DOS window pop-ups during this process. The system will also appear to "hang" at about 49%. This is normal, just be patient.

7. The Oracle continues the installation. The Database Configuration Assistant window will be displayed. (Figure 4–7)

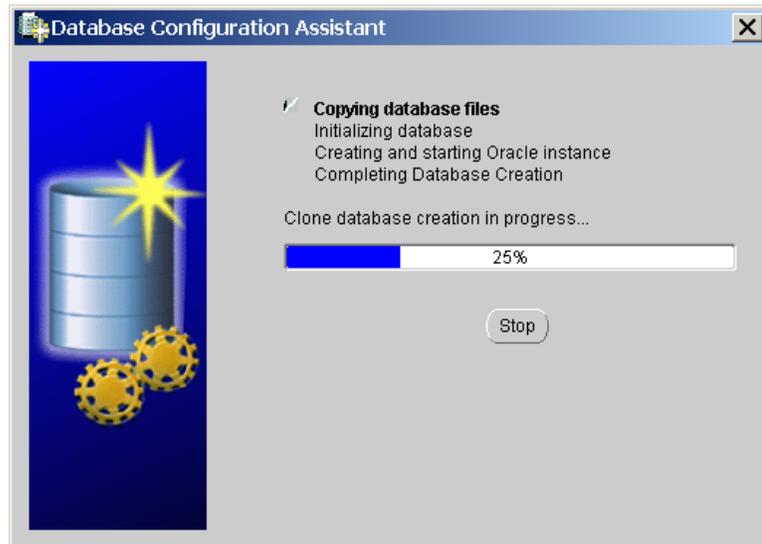


Figure 4–7

8. The Oracle continues the installation. The Database Configuration Assistant window displays. (Figure 4-8)

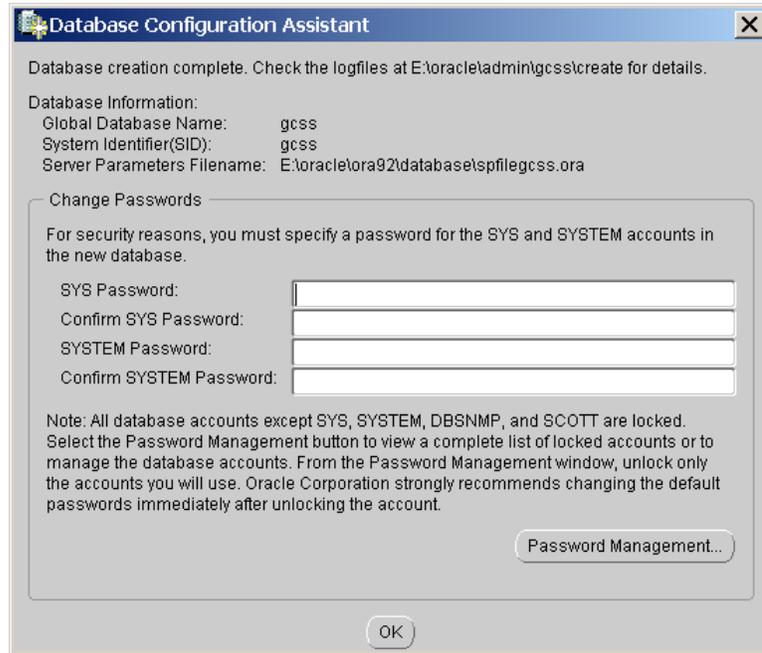


Figure 4-8

9. Type **change me** into SYS Password; Confirm SYS Password, SYSTEM Password and Confirm SYSTEM Password. (Figure 4-8)

10. Select **OK** to continue. The Oracle Universal Installer: End of Installation window will be displayed. (Figure 4-9)

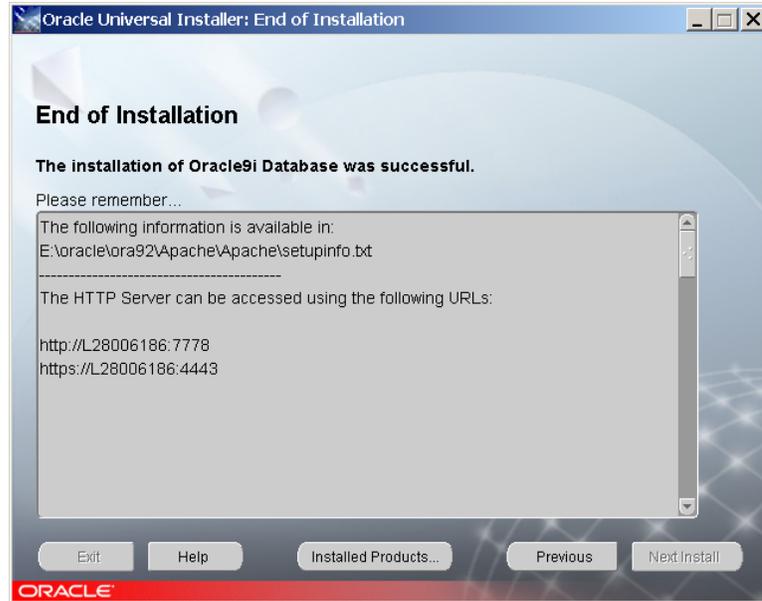


Figure 4-9

11. Click **X** on the top right corner to finish the installation. (Figure 1-9) The Oracle Enterprise Manager window will be displayed. (Figure 4-10)

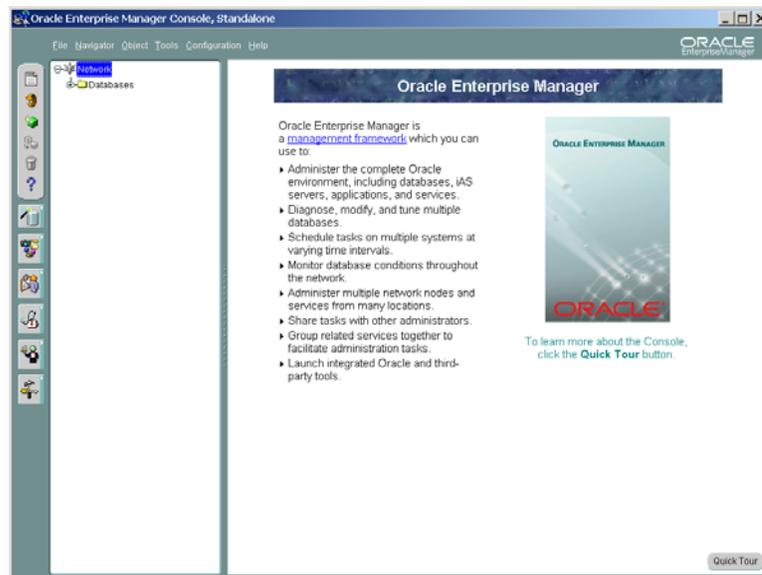


Figure 4-10

12. Click **File, Exit**. To close the display. The Oracle HTTP Server command prompt window will display. (Figure 4-11)

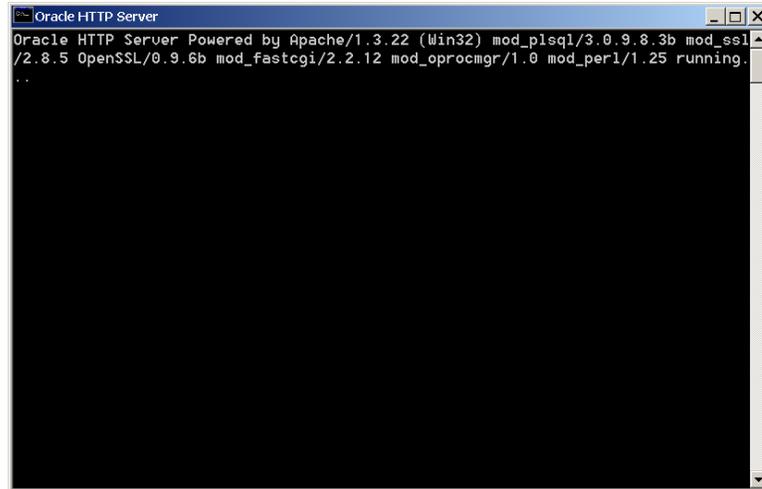


Figure 4-11

13. Click **X** on the top right corner to close the display.

**NOTE:** If Confirmation window displays, Click **End Now**.

## 4.2 Install PBUSE Standalone Software

1. Insert **CD #4**. An information window will appear.
2. Click the Continuation button. The Oracle installation is completed.
3. Insert CD # 6 of 6.
4. A DOS Window is displayed
5. At the **SPR Standalone Software Installation Wizard** dialog box, Click **Next**.
6. At the **SPR Standalone Software Installation Wizard** dialog box, place a check in the box next to SPR Standalone and Click **Next**.
7. At the **SPR Standalone Software Installation Wizard** dialog box, Click **Next**.
8. A status bar will display.
9. Click **Yes** when asked, Do you wish to add the Form Flow to the registry.
10. Click **OK**.
11. Click **EXIT**. Remove the CD and Restart your computer.

### 4.3 Load Patches

If current software patches are available, they must be loaded prior to attempting replication. This step utilizes the SPR standalone Session Manager.

1. Double-clicking the **SPR Session Manager** by on the desktop icon. The USER LOG IN screen opens. Several functions of the SPR Session Manager require that a GCSS database server first authenticate the user. However, users may install patches for the Standalone module without logging into an SPR server.
2. Click **Cancel** to access the offline functions of the Session Manager. SPR STAND ALONE SESSION MANAGER window opens.



Figure 4–12 SPR Standalone Session Manager User Log in Screen

 **NOTE:** If an SPR Database server has not authenticated a user, notice that the Run Replication button is not available, as indicated by the light gray typeface on this button.



Figure 4–13 SPR Standalone Session Manager

- Click on the **Utilities REP-4** tab within the SPR Standalone Session Manager. (Fig. 3-8) Utilities REP-4 tab is displayed.



Figure 4-14 Utilities REP-4 Tabs

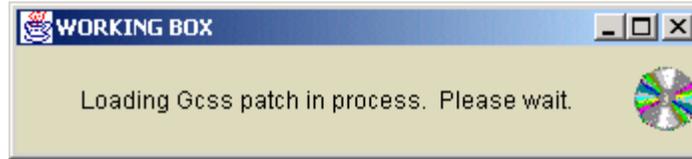
- Insert the diskette containing a current SPR Standalone patch into the **A:** drive.

**NOTE:** Before loading any patches, users should contact their CSSAMO to ensure that they have the latest patches available. If there is more than one patch diskette, ensure that diskettes are loaded in the proper sequence.

- Click on the **LOAD GCSS PATCH** button. (Fig. 4-14) A Confirmation window will appear. (Fig. 4-15) If the proper diskette is in the A-drive,
- Click **Continue**. A message box, will open to indicate that the patch is being loaded (Fig. 3-10) When the patch load is complete, the {Working Box,} window will close and be replaced with another message box, indicating that the patch load is successfully completed (Fig. 4-17)
- Click **OK** and remove the diskette containing the patch. If there is more than one patch, repeat steps 4 – 7.
- Click **Close** from the SPR STAND ALONE SESSION MANAGER.



Figure 4-15 Patch load Confirmation Window



**Figure 4–16 Patch Load In Progress Window**



**Figure 4–17 Patch Load Successfully Completed**

 **NOTE:** Because patches may replace software components that directly affect the SPR Standalone Manager, it is important to remember to completely close all SPR Standalone Session Manager windows after loading a patch. Re-opening the SPR Session Manager will implement the patch.

## **Standalone Installation Complete**