

## PDWS Software Installation

To complete installation of the PDWS, both the server and client portions of the software must be installed. The server portion contains the applicant data, and can be located on a single PC or on a network drive. The client portion is installed locally on each PC that will run the PDWS.

**Tip: A network setup is recommended. If something happens to the computer on a single workstation set-up, information could be lost if that data is not backed up on a regular basis.**

### Installing the PDWS for Use on a Single Computer

This setup works when only one user should have access to the PDWS at a time. This setup allows storage of applications on a personal drive with access restricted to that computer only. Make sure that your hard drive (C:\) has sufficient space to accommodate approximately 1MB per application received, plus 100MB for the server portion. You will need to ensure that files are backed up regularly.

### Installing the PDWS for Multiple User (Network) Setups

This setup allows multiple users to access the PDWS. Files reside on a shared network drive, so you will need to ensure that your network drive has sufficient space to accommodate approximately 1 MB per application received, plus 100 MB for the server portion. Your network administrator should ensure that files are backed up regularly. If your institution has more than one program specialty to install, you have the ability to install all programs from one dialog window.

At this time, you should decide whether to have a single workstation setup or a network setup. Consult with your IS department to see what options are available to you.

The server portion of the PDWS is the ERASSERV.K10 directory. There can be only one copy of the server portion. The PDWS will **not** work with multiple copies of the ERASSERV.K10 directory. If you believe that the server portion must be reinstalled, or if you install multiple copies of the server portion, please contact the ERAS HelpDesk at (202) 828-0413.

## To Install the PDWS Software:

1. Installing from the downloaded file: double-click the setupful.exe icon displayed on the desktop. You may also install the software from a CD by placing the installation CD into the CD drive.
  - You will see a welcome screen prompting you to close any other programs running on your computer.
2. Once you have properly closed any other programs running on your computer, click **Next**.

**Tip: If the installation procedure detects a previous version of the software, a pop up window will offer you the option of viewing your Archive Data:**

*The View Archive Data document details a procedure that creates a back up copy of your data. If, as part of Archive Data, you choose to delete last year's data, then it is no longer accessible.*

**Although the Archive Data procedure is recommended, it is not necessary. Separately, you may choose to uninstall the previous version of the software on each computer to make room for the current version. To get a copy of the 2009 View Archive Data procedures, point your Web browser to [www.aamc.org/eras](http://www.aamc.org/eras) and click on Program Staff. The instructions are housed in the Technical Support section.**

3. Carefully read the license agreement that is displayed after the Archive Data window and click **I Agree** to continue. Click **Cancel** if you do not accept the terms of the license agreement.
4. Choose the installation type that best suits your needs. The **default** installation type is **Local/Single User**. To accept the default, click **Next**.
  - Choose the **Networked/Multiple Users** option if the PDWS will be running on more than one computer. This option is recommended for sites with multiple computers connected via a network. This will also give you the ability to add more than one program/specialty at a time. If you would like to do so, select the check box, "I would like to install multiple Program/Specialty units all at once," and click **Next** to continue.
  - Choose the **Local/Single User** option if the PDWS will be running on this computer only. This option is recommended for a stand-alone computer that does not have access to a network.
5. If you are doing a multiple specialty installation, click **Add**.
6. Enter your ERAS Login ID and Validation Code (located on your QuickStart Card); then enter your Program Name and Specialty and click **OK**.

**Tip: To add another program specialty, you will need a separate Unit ID and Validation Code for each program. When you have added all programs, click *Next*.**

7. Indicate if the workstation is authorized to connect to the ERAS PostOffice (to send and receive files) by selecting the appropriate option, then click **Next**.

- For the **Local/Single User** computer installation, you **must** select **Yes** or you will not be able to receive applicant documents.
8. Select a Program Group for the PDWS.
    - This will determine where the PDWS icon will appear on the Program menu. We recommend that you accept the default (ERAS 2010). You can create a new menu item by typing a name in the highlighted box or place the ERAS icons in an existing group by selecting that group from the provided list.
    - “Include PDWS Icon on Desktop” and “Include ERAS PDWS Repair Database Utility” are marked as default option settings. We recommend that you accept these defaults and then click **Next** to continue.
  9. Select the installation location for your directory and click **Next**.
    - The default directory for the program files is C:\ERASPDW.K10. While it is possible to change the drive letter for installation of the ERASPDW directory, we strongly recommend that programs accept the default location.
    - If you wish to install a Network Installation, change the drive letter for the database files to your desired network drive letter.
  10. Click **Next** to continue and click **Finish** to complete the installation of the ERAS Program Director's Workstation 2010.
    - The client portion of the software must be installed on each workstation that will use the PDWS software to review or process ERAS applications. ERAS recommends that the client portion of the PDWS software be installed on the local drive (C:\) of each ERAS workstation.
    - To install an additional client, run the file pdwsetup.exe from within the ERASSERV.K10 folder and follow the previous instructions from Step 8 onwards.