

Installing the DWS for Use on a Single Computer/Multiple Users

Note: If you are using the setupful.exe file downloaded from ERAS Web site for your initial installation, the DWS will install both the server and client.

To Install the Software for the First Time:

1. Begin installation from the file you downloaded from the Web. Double-click the **setupful.exe** icon displayed on your desktop.
2. Once you have closed all programs as directed by the welcome window, click **Next** to begin installation.

Tip: If the installation procedure detects a previous version of the software, the following message appears: *“The Archive Data procedure 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 required. You may choose to separately uninstall the previous version of the software on the computer to make room for the current version. If you choose to perform the Archiving Data procedure at a later time, click Next when prompted.

3. Carefully read the license agreement and click **I Agree** to continue. Click **Cancel** if you do not accept the terms of the license agreement.
4. If you would like this workstation to Send/Receive Documents, select **Yes** and click **Next** to continue. You **MUST** select **Yes** or you will not be able to transmit applicant documents.
5. Enter the *ERAS Login ID* and *Validation Code* provided on your QuickStart card. Enter your *Dean’s Office Unit* in the Unit Name box (This name will appear on the title bar of the DWS and on all reports printed from your workstation). Click **Next** to continue.
6. Choose the installation type that best suits your needs. The default installation type is Local/Single User. To accept the default, click **Next**.
 - If you wish to share applicant data with other PCs on your network, change the default installation type to the **Networked/Multiple Users** option. Notice you have the option of not installing the client portion when setting up the server portion. If this box is marked, you will be prompted to enter items as they relate to the server portion only.
 - If you select the option “Do not install the program files on this workstation,” skip steps 7 and 8.
7. Indicate if the workstation is authorized to connect to the ERAS PostOffice (to send and receive files) by clicking the corresponding option, then click **Next** to continue.
8. Select a Program Group for the DWS. This will determine where the DWS icon will appear on the Program menu. We recommend that you accept the default (ERAS 2010).

- The Optional Settings **Include DWS Icon on Desktop** and **Include ERAS DWS Repair Database Utility** options are marked for inclusion. We recommend that you accept these defaults. Click **Next** to continue.
9. Indicate the directory where the server portion will be installed. The default directory is **C:\DWSERVER.K10**. If you wish to install the server portion into a different directory, i.e. a network directory, click **Browse** and navigate to the appropriate location. Click **Next** to continue.
 - You will only see Destination Directory for Database Files if you selected “Do not install the program files on this workstation,” as in step 6.
 10. You are now ready to install the server portion. Click **Next** to continue. The bar graphs indicate installation progress.
 11. Click **Finish** to complete the installation.