Installation Guide for the Drug Testing Program (Full) v5.4

YOU MUST HAVE FULL ADMINISTRATIVE RIGHTS TO YOUR WORKSTATION TO INSTALL OR UNINSTALL THE DTP.

IF THE DTP HAS ALREADY BEEN INSTALLED ON YOUR WORKSTATION, and **you are getting errors** when you try to use it, you will NEED TO UNINSTALL the drug testing program, DELETE THE FOLDER "C:\Program Files\DOD Drug Testing Program" and/or "C:\Users\Public\DOD Drug Testing Program" from the workstation, and THEN install the DTP using the instructions below.

Make a backup of your data and history using the System Utilities / Backup and Restore function. Store your backup on a different location than your workstation, such as a secure network drive or CD/DVD.

If you use notification letters and are updating to MS Office 2010, there is a procedure to save and convert your letters at the end of this document.

1. **Download** the correct Drug Testing Program setup file **to your desktop** for your service from the DOD Drug Testing website, or your service Drug Testing website:

Army: http://acsap.army.mil/sso/pages/public/freq-downloads.jsp , DTP Full v5.4

Air Force: https://iftdtl.amedd.army.mil , DTP/NDSP Portal, DTP v5.4 All Service version

Marine: http://iftdtl.amedd.army.mil , DTP/NDSP Portal, DTP v5.4 All Service version

2. Double-click on the "DTP54setup.exe", and click "Next":
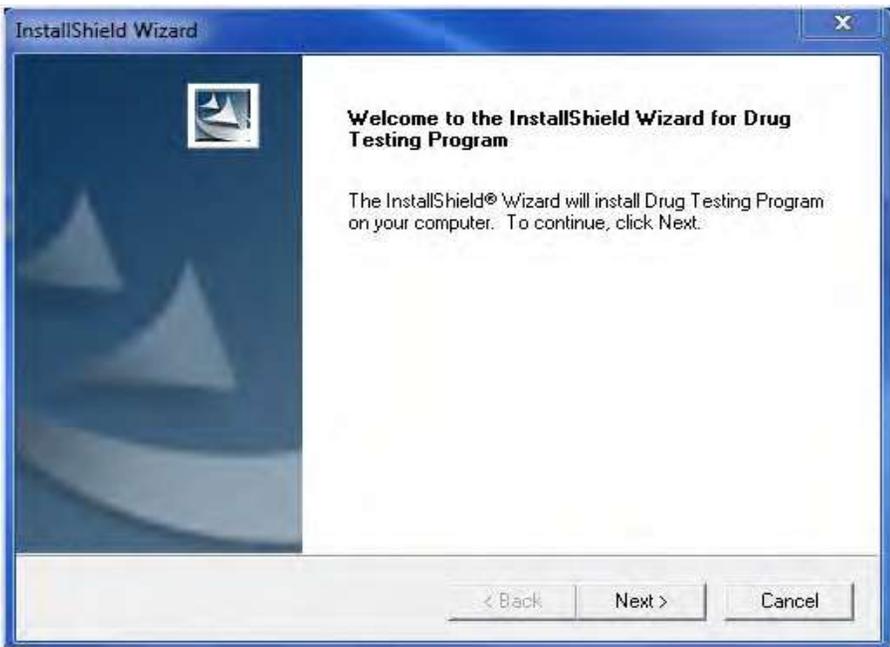
3. The installation process lists the drug testing program information, and click "Next":
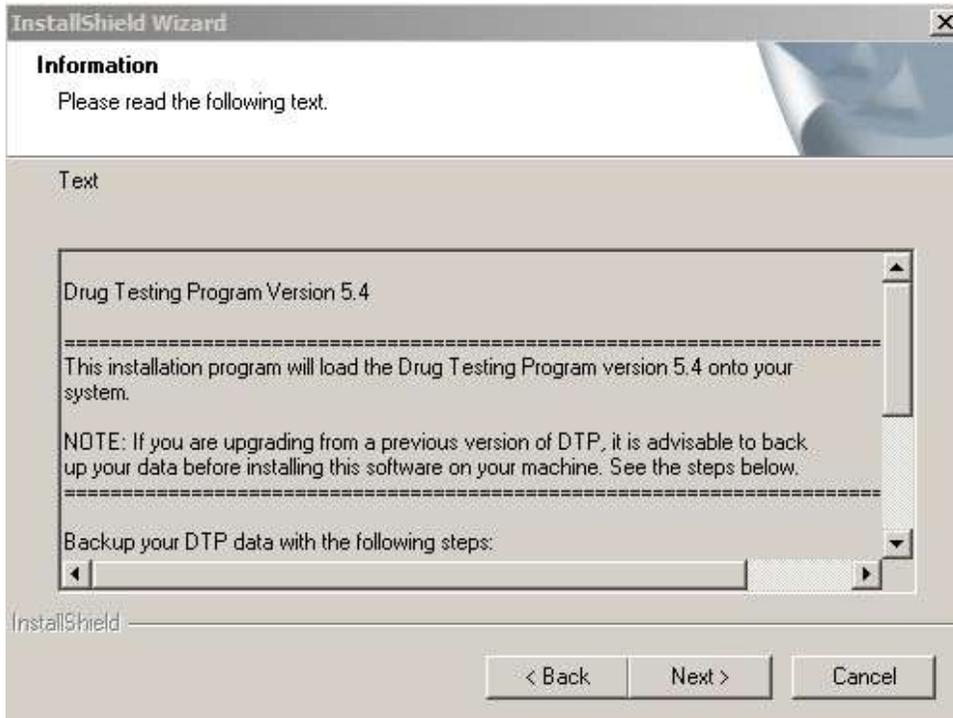
4. Select the appropriate service, and click "Next":
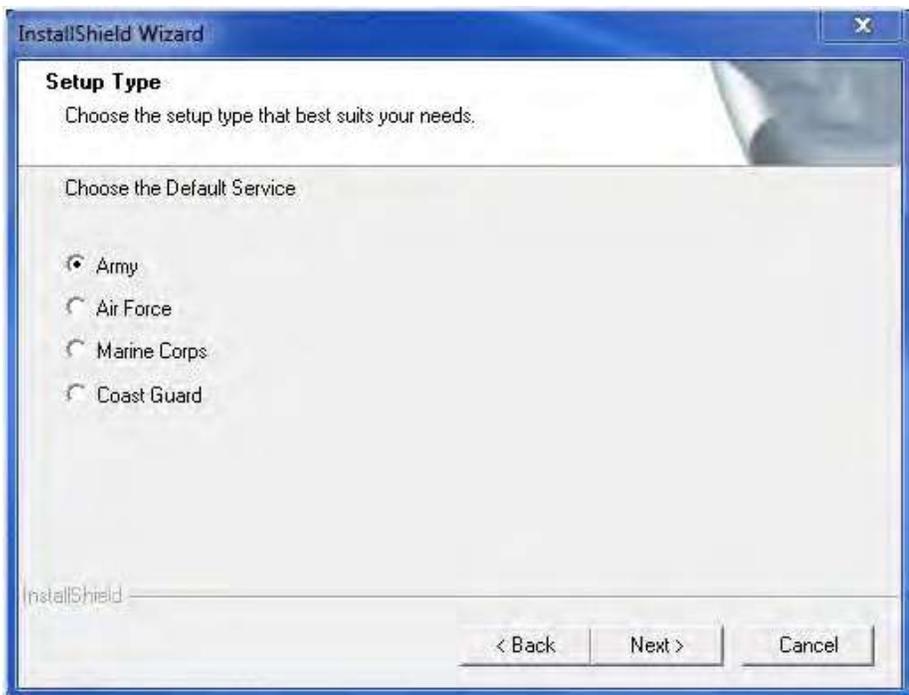
5. Use the default installation directory, and click "Next":
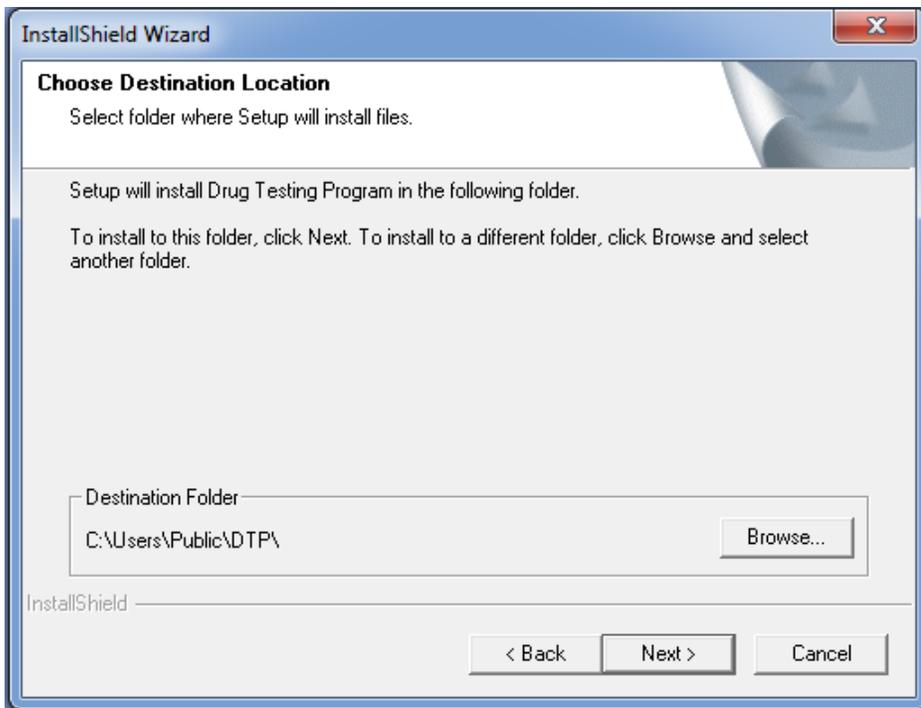
6. Keep the installation selection at "Typical", then click "Next":

7. Review the installation parameters, and click "Next":
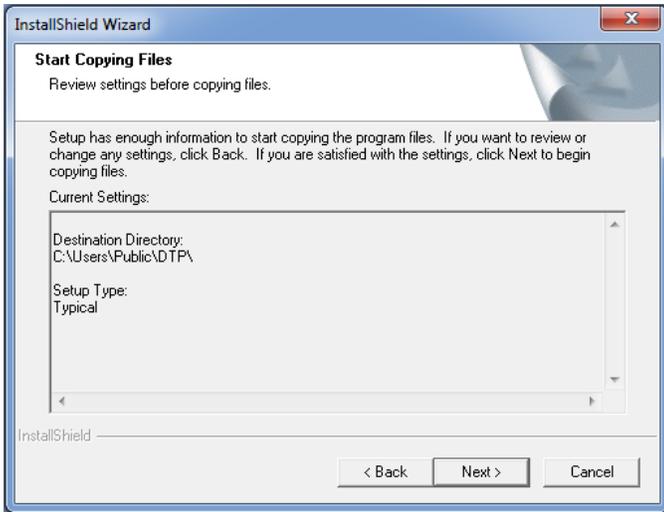
8. Select your service type, and click "Ok"

9. You should get the "Installation Complete" Click "Finish" to complete the installation of the DTP.
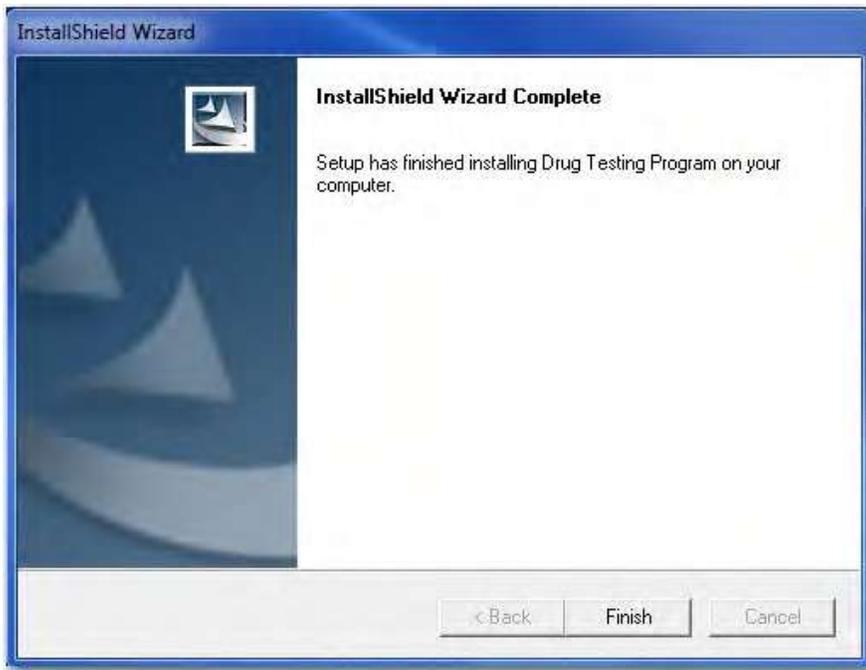
When the install is completed the system will place two icons (shown below) on the desktop.

 and

10. The system administrator must also set the permissions for the C:\Users\Public\DTP directory by right-clicking on the directory, and adding a "Users" group in the Security tab. The "Users" group will need to have the "Full Control" option for the DTP directory in order for the data tables to function as expected.

Use Windows Explorer, and go to the DTP Folder = C:\Users\Public\DTP:
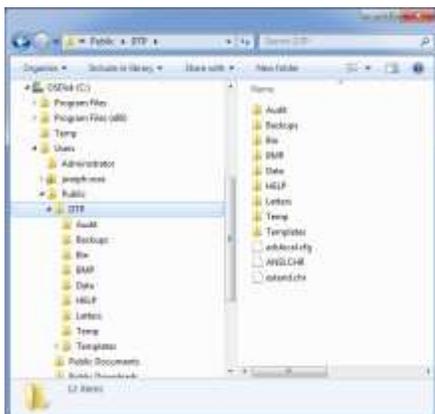
11. Right-click and choose "Properties":
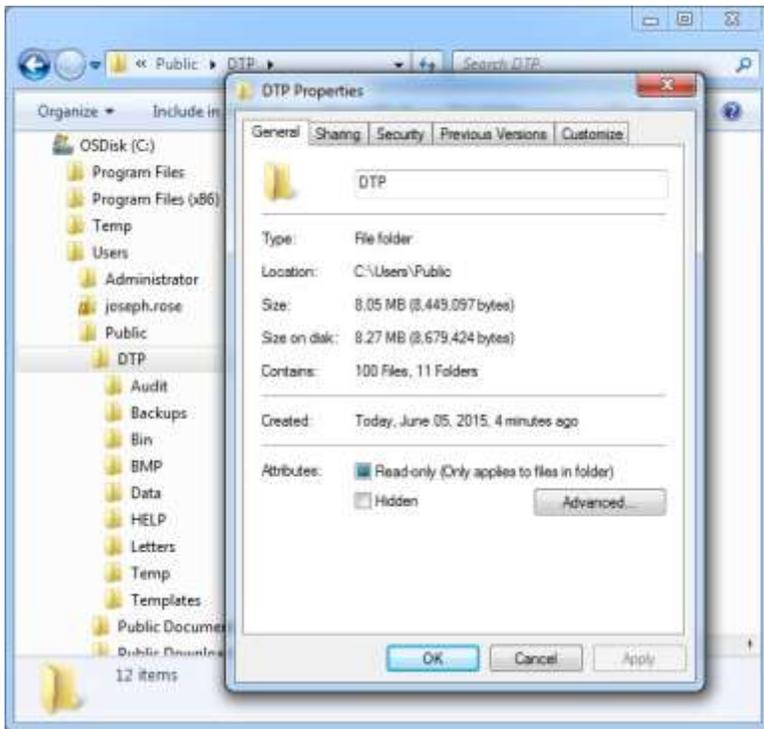
12. Click on the "Security" tab:
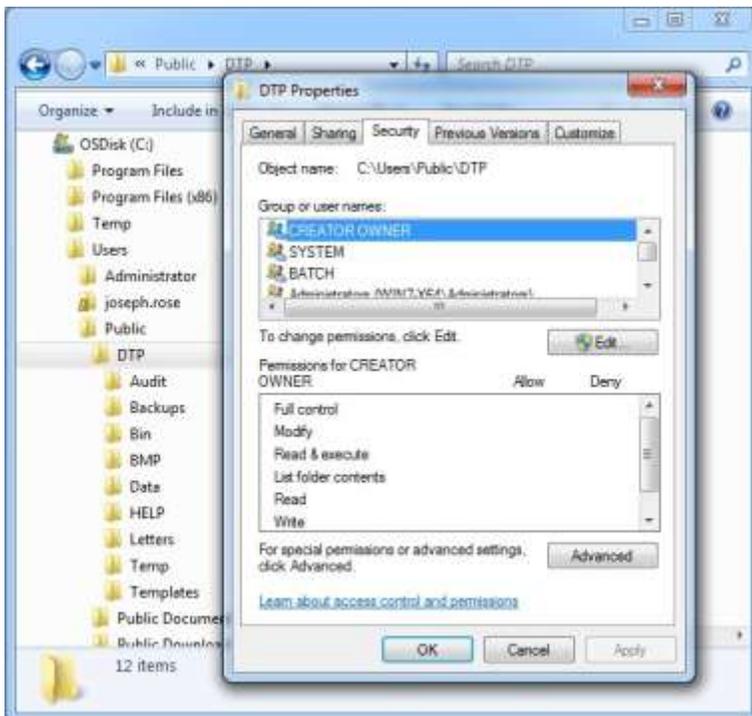
13. Click on "Edit", and add "Users" to the Groups:
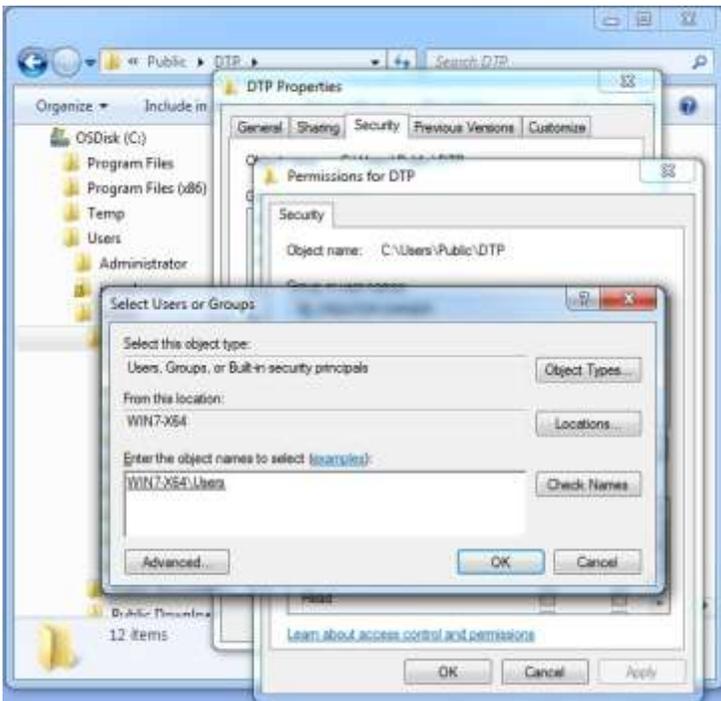
14. Assign "Full Control" to the "Users", and click "Ok":
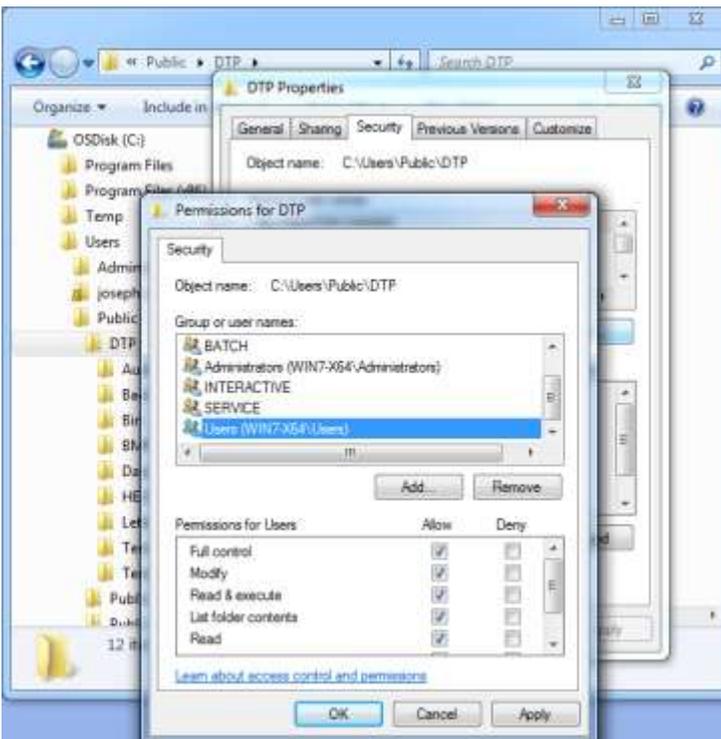
15. Have the Administrator log out, and the user log into the workstation. Click on the yellow bottle to start the Setup Wizard, and create an Admin user password, and continue with the Setup Wizard to assign the correct parameters for your service and policies.

16. If you cannot see the entire Setup Wizard screen, click on the maximize button in the top-right corner of the Setup Wizard window.

17. Log out of the DTP and the workstation, reboot the workstation, then have the user log into the

workstation and access the DTP. If all the data is accessible, the DTP should work correctly from now on.

Please contact me if you have any questions. Log into the DTP website https://iftdtl.amedd.army.mil, and click on the Customer Service Helpdesk link, click on "New Ticket", fill in your Subject and Request, and click on the Submit button.

Name:	DTPHELPDESK	Change User		Phone:	210-295-3109
Email:	JOSEPH.E.ROSE10.CTR@MAIL.MIL				
Subject:	A general description of why you need assistance, such as "Roster Import didn't work"				
System:	DTP - Desktop/Lite			Priority:	None

☐ **Comments contain PII**

Request: Please limit your input to 3600 characters. 3039 remaining.

> And then down here, you can detail the problem, such as "When I try to import my roster, it says there are duplicates, and that the information is already in the DTP. I cannot see any names when I go to "Personnel Roster" in the DTP."
>
> This scenario reflects that either the permissions were not set correctly during the installation, or the USERS group has been removed from the DTP access group. Either one will require your IT Support personnel as it requires a System Administrator access to make the necessary changes.|

Submit   Reset

Have a great day,
Joe

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Addendum: Notification Letters use with MS Word in MS Office 2010

BEFORE updating the workstation to MS Office 2010, open MS Word 2007, click Open, and scroll to the bottom of the left-side window

Go to C:\Users\Public\DOD Drug Testing Program\Templates\Commander and open your Commander notification letter

Click on the Office button, choose "Save As", and select "Word Template"

Save the document on a netword drive/external drive/CD-ROM so you can access after your workstation has been re-imaged with Win-7 and loaded with MS Office 2010.

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If your workstation has already been re-imaged to Win-7, and your IT folks are only installing MS Office 2010, save the file in the original location: C:\Users\Public\DOD Drug Testing Program\Templates\Commander
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Once .MS Office 2010 has been installed by IT Personnel

Open MS Word 2010

Open the Commander notification letter from your saved MS Word 2007 file location

Open the Office button, click on Save As, and change the "Save as type: to "Word 97-2003 Template"

Change the location of the "Save As" file to C:\Users\Public\DOD Drug Testing Program\Templates\Commander

Click Save

The notification letter will open and run correctly using MS Word 2010 with the DTP.

Follow the same procedure for the Individual notification letter located in the "C:\Users\Public\DOD Drug Testing Program\Templates\Individual" directory.