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":

stallShield Wizard			
Information Please read the following text.		1	
Text			
Drug Testing Program Version 5.4			-
This installation program will load the Dru system.	ug Testing Program ve	rsion 5.4 onto you	
NOTE: If you are upgrading from a previ up your data before installing this softwa	ous version of DTP, it re on your machine. S	is advisable to ba ee the steps below	ick w.
Backup your DTP data with the followin	g steps:		•
taliShield			
	< Back	Next >	Cancel

4. Select the appropriate service, and click "Next":

InstallShield Wizard				×
Setup Type Choose the setup type that best suits your needs.	2			1
Choose the Default Service				
Army				
C Air Force				
C Marine Corps				
C Coast Guard				
InstallShield		-	-	
	< Back	Next >) c	Cancel
		-		

5. Use the default installation directory, and click "Next":



6. Keep the installation selection at "Typical", then click "Next":

nstallShield Wiza	rd X
Setup Type Select the Set	up Type to install.
Click the type	of Setup you prefer, then click Next.
Typical	Program will be installed with the most common options. Recommended for most users.
C Compact	Program will be installed with minimum required options.
C Custom	You may choose the options you want to install. Recommended for advanced users.
MalShield	
	< Back Next > Cancel

7. Review the installation parameters, and click "Next":

InstallShield Wizard	×
Start Copying Files Review settings before copying files.	X
Setup has enough information to start copying the program fill change any settings, click Back. If you are satisfied with the copying files.	es. If you want to review or settings, click Next to begin
Current Settings:	
Destination Directory: C:\Users\Public\DTP\	*
Setup Type: Typical	
	-
<	+
InstallShield	
< Back	Next > Cancel

8. Select your service type, and click "Ok"



9. You should get the "Installation Complete" Click "Finish" to complete the installation of the DTP.

InstallShield Wizard	InstallShield Wizard Complete Setup has finished installing Drug Testing Program on your computer.
	KBack Finish Cancel

When the install is completed the system will place two icons (shown below) on the desktop.



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:

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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.

Welcome to the DTP Setup Wizard. The next few screens will guide you through the required setup processes in the order prescribed.	Setup Wizard	Army Drug Testing Program	
NOTE: Some functionality will not be used by certain sites.	Welcome to the DTP Setup Wizard. The next required setup processes in the order prescribe	few screens will guide you through the d.	
inish 🗶 Cancel ? Help	NOTE: Some functionality will not be used by	certain sites.	
	inish 🗙 Cancel 孝 Help		

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	L					
Subject: A general description of why you ne	eed assistance, such as "Roste	r Import didn't work"				
System: DTP - Desktop/Lite		Priority:	None 💌			
		🗖 Comme	ents contain PII			
Request:	Please 1	imit your input to 3600	characters. 3039 r	emaining		
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.						

Have a great day, Joe

Joseph E. Rose, Jr. DTP Helpdesk Analyst USAMITC, MEDCOM, FTDTL Contractor - AlliantCorp 2720 Howitzer Road, Bldg 2372 Fort Sam Houston, Tx 78234 (210) 295-3109 DSN: 421-3109

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DOD FTDTL Portal: <u>https://iftdtl.amedd.army.mil/</u>

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.

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

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.