

## Installing EL-CID from the NTIA Web Site

**Important:** Users must have read, write, create, and delete privileges within the EL-CID data folder and all of its subfolders. Please pay careful attention to the instructions in Step 8 below.

**Note:** The web install is intended for modern Windows systems running Windows XP, Windows 2000 with Service Pack 2 or later, or Windows Vista. If you have an older system, such as Windows 98 or Windows NT or Windows 2000 that does not have Service Pack 2 or later, you should not use the web install. Instead, request an installation CD from the EL-CID help desk. The email address and telephone number are on the web site below.

**Note:** The exact program version and revision numbers shown in the screens below may vary.

**Step 1.** If not already done, download and rename the install file from the EL-CID Support Center web site at NTIA.

a) Using your web browser, go to the EL-CID Support Center web site:

<http://www.ntia.doc.gov/osmhome/elcid/index.html>

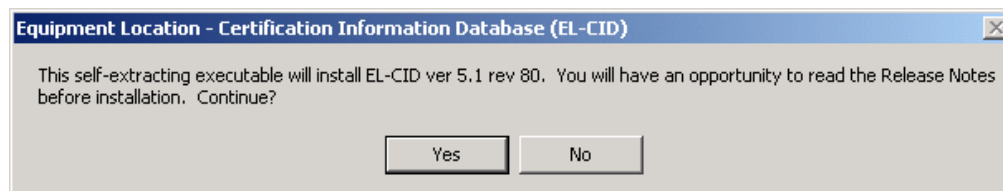
b) Locate the link to the latest downloadable executable file. The exact link name varies by version and revision number of the EL-CID program. For example, Downloadable executable Version 5.1 Rev 80.

c) Download the file to your local PC. Procedures vary by web browser. Generally, you right-click on the link to the file and choose "Save link as..." or "Save Target As...". A dialog appears in which you choose a folder and file name for the file on your local PC. **Tip:** remember or jot down where (which folder) this is before you leave the dialog. As of fall 2007, the download file is approximately 39 MiB in size.

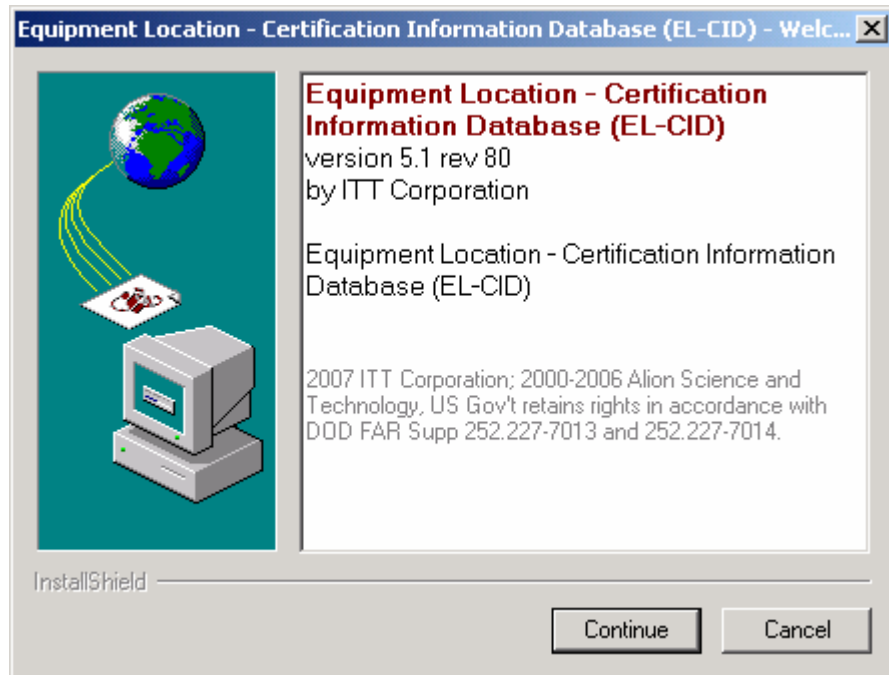
d) Using Windows Explorer ("My Computer") or other suitable file manipulation software, rename the downloaded file so that it ends in ".exe".

**Step 2.** Login using an Administrator username and password on the PC. The account you use must have full administrator privileges on the PC, otherwise the install may fail. IT sometimes grants users "limited" administrator privileges or "network administrator" accounts that do not have sufficient privileges. Worse, these accounts may appear to work, but silently fail to properly install. If in doubt, ask your IT administrator to install the program for you using his account. (Note: If your IT administrator wants to know more about what EL-CID installs, tell him to look at the Operating Manual available on the same web site above. The sections he should look at are at the beginning of the document, right after the "Welcome" page.)

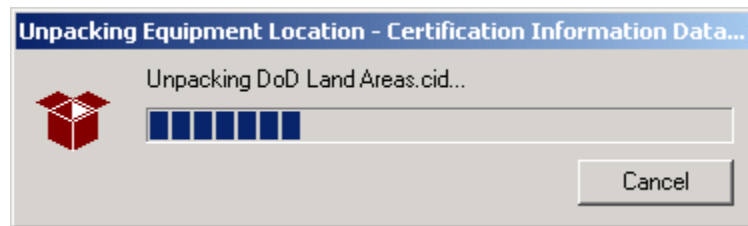
**Step 3.** Using Windows Explorer, double click on the downloaded file to run it. The following screen appears:



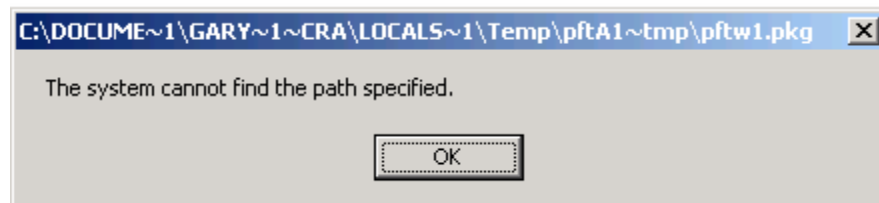
**Step 4.** Click the **Yes** button. The following screen appears:



**Step 5.** Click the **Continue** button. An **Unpacking** screen appears.



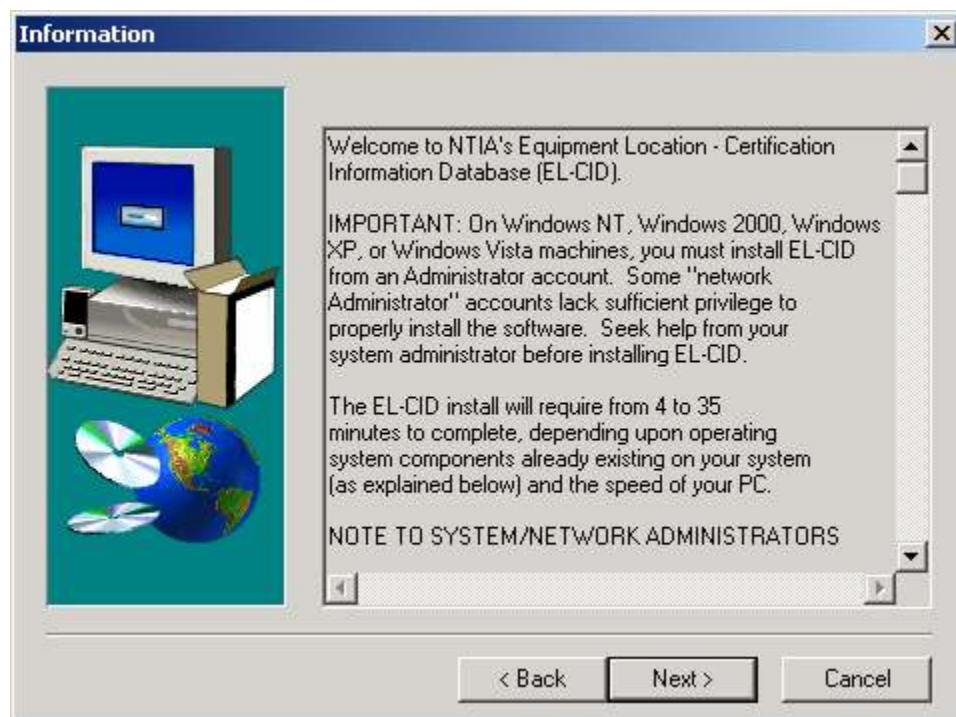
**Note:** If either of the following messages appears, or something similar, you do not have sufficient privilege to install. Seek help from your IT administrator.



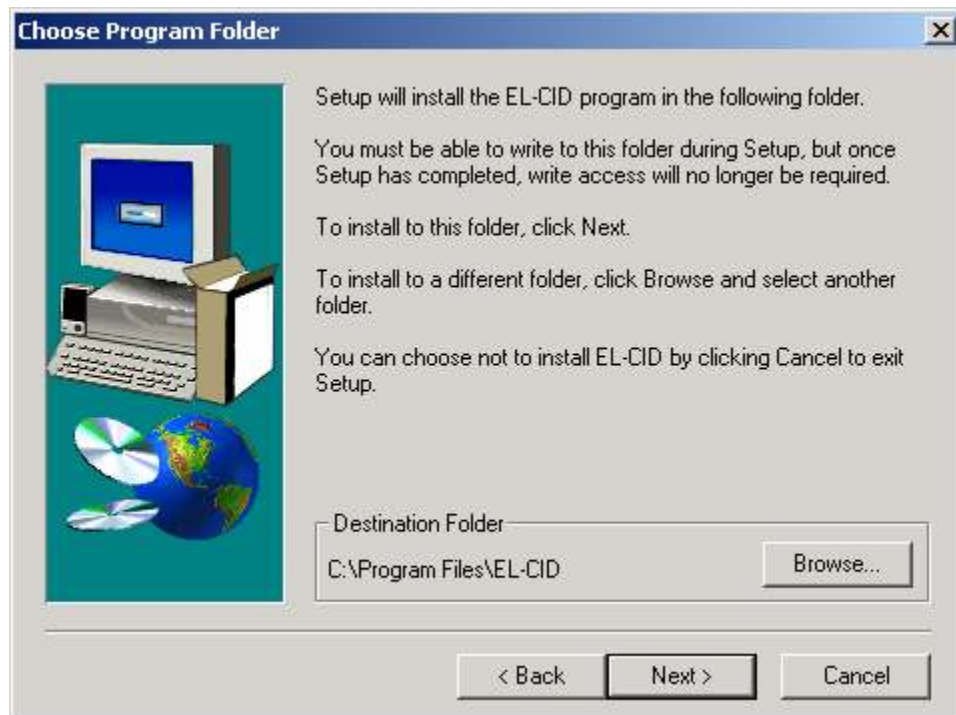
When unpacking is completed the **Welcome** screen appears.



**Step 6.** Click the **Next** button. The **Information** screen appears.

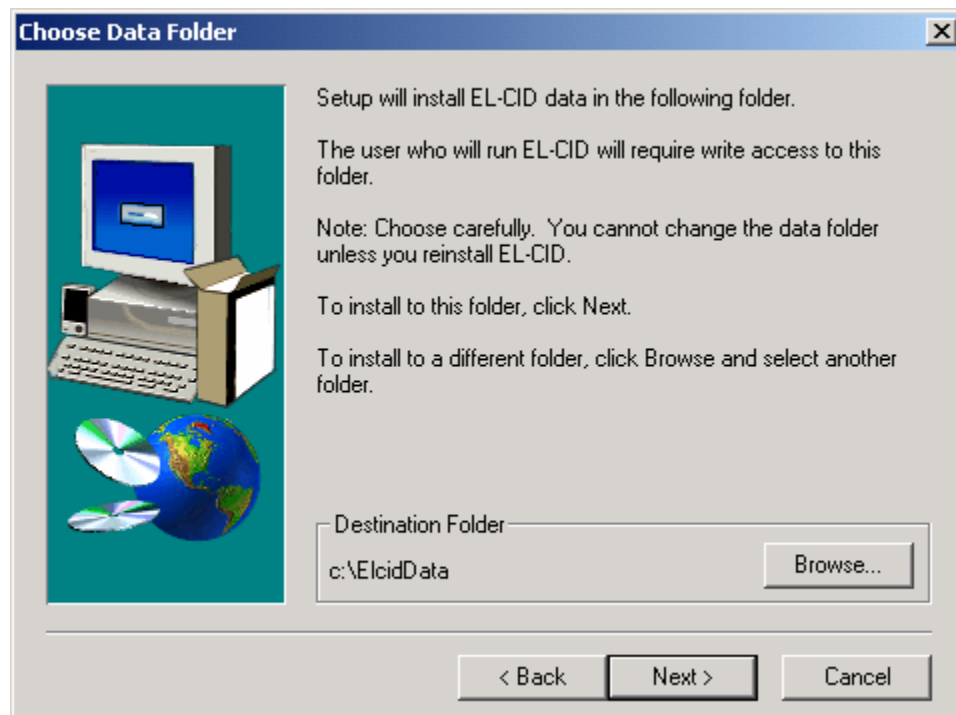


**Step 7.** Click the **Next** button. The **Choose Program Folder** screen appears.



The **Destination Folder** will default to C:\Program Files\EL-CID. If it does not, click the **Browse** button and change the destination to this.

**Step 8.** Click the **Next** button. The **Choose Data Folder** screen will appear.

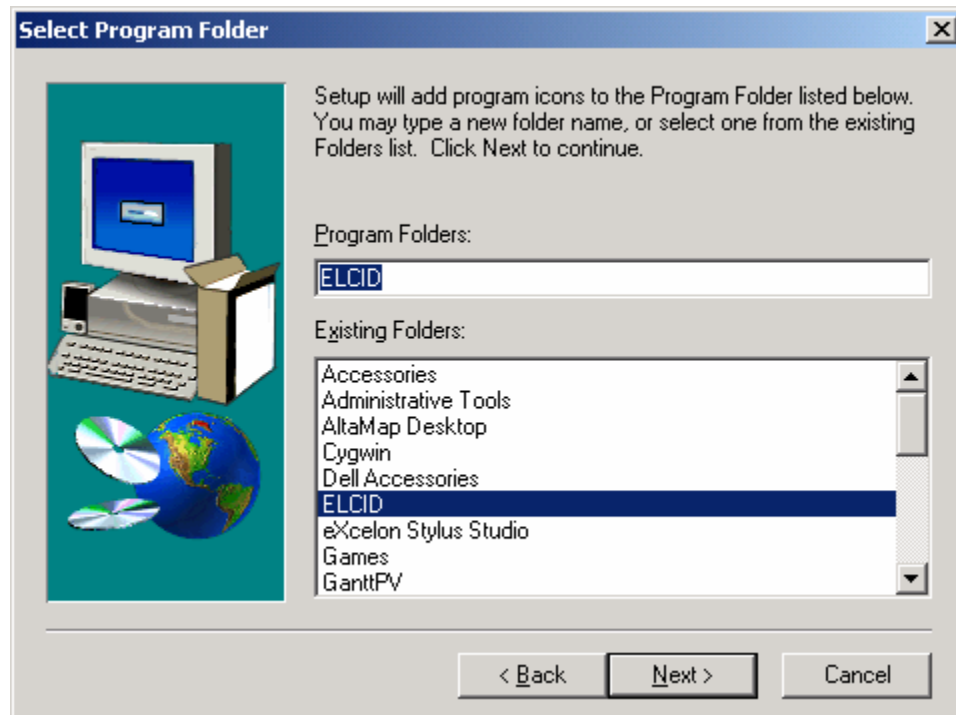


**STOP!** Read the information on this screen carefully. Note in particular that the Windows user account you intend to use when running EL-CID must have full read, write, create, and delete access to the data folder and all its subfolders.

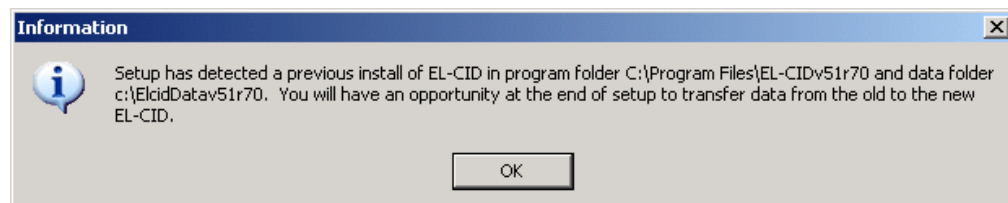
**Tip:** Many systems are set up so that normal users do not have full control over folders on the C: drive, but they are allowed full control over folders on the D: drive. Check with your IT administrator. If this is the case, click the **Browse** button and edit the **Path** box, changing the **c:** to **d:**, then click **OK**. (Do NOT select the d: drive from the **Drives** combo box, otherwise you'll have to retype the full path.) If not installing on top of an existing folder, a screen will appear stating that directory does not exist and asking if the program should create it. If so, click the **Yes** button.

**Note:** If you've previously installed EL-CID, and you specify the same data folder as the previous install, EL-CID will rename the existing folder, appending “\_old” onto the folder name and then create a new copy of the data folder you specify in the screen above. Unfortunately, this means your IT administrator must again grant you full control over the data path you specify in the screen above.

**Step 9.** Click the **Next** button. The **Select Program Folder** screen appears with ELCID selected.

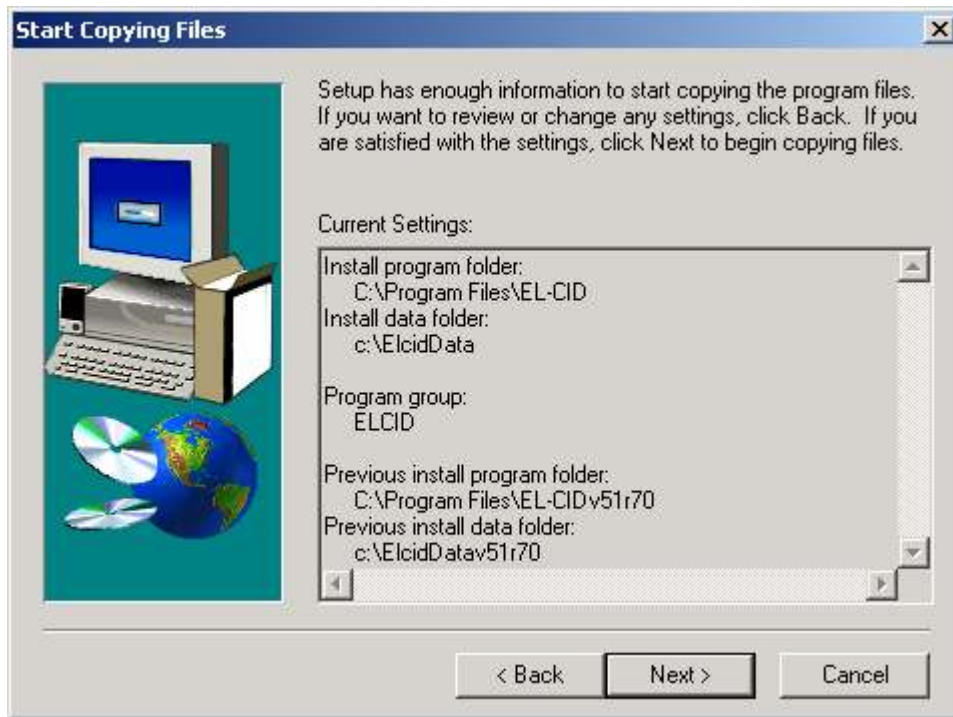


**Step 10.** Click the **Next** button. If EL-CID was previously installed on your system, the following **Information** screen appears.



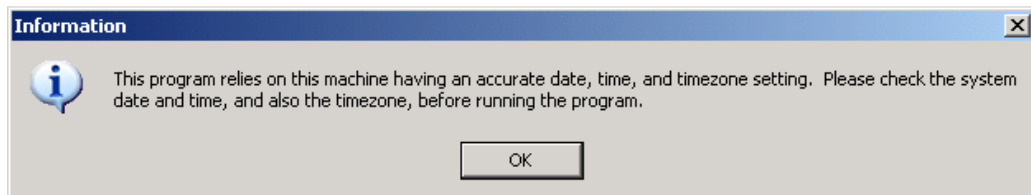
After reading the message, click the **OK** button.

The **Start Copying Files** screen appears.

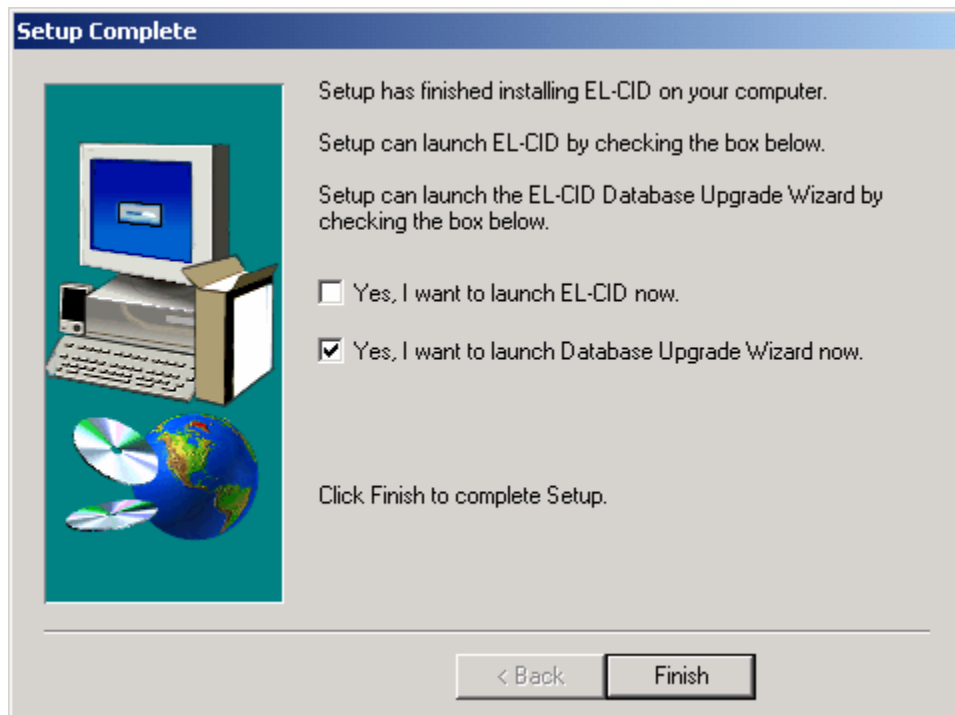


Confirm that the correct destination folders are selected.

**Step 11.** Click the **Next** button. Progress bars will be displayed during the install. When the install is complete, the following **Information** screen appears.



**Step 12.** Click **OK**. The **Setup Complete** screen will appear.



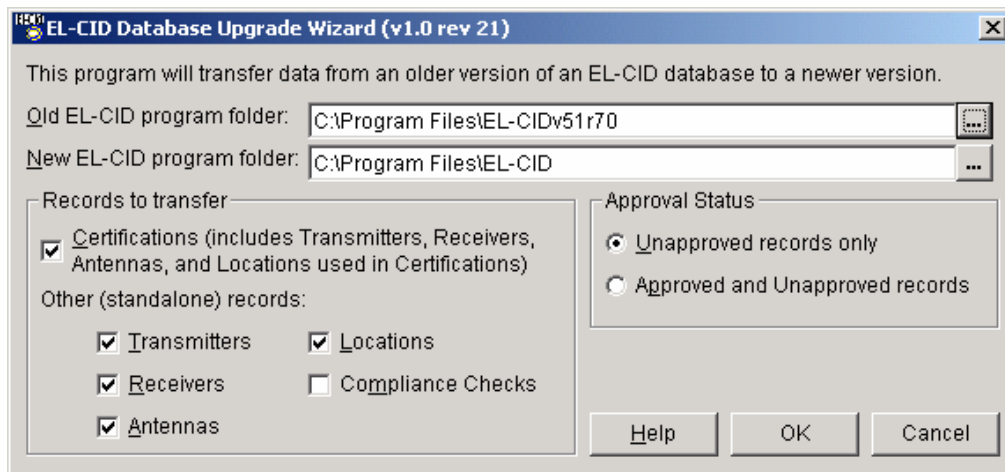
Make sure the **Yes, I want to launch ELCID now** box is NOT checked.

If the install detected a previous installation of EL-CID, the **Yes, I want to launch the Database Upgrade Wizard** now box will be checked. If you are certain there is no data in the older install that you want to port into the new installation, you may uncheck this box.

**Note:** Users who participated in testing of Alpha or Beta versions of the EL-CID software should uncheck this box, i.e., not run the wizard. The ability to transfer records between developmental versions of the program is not guaranteed.



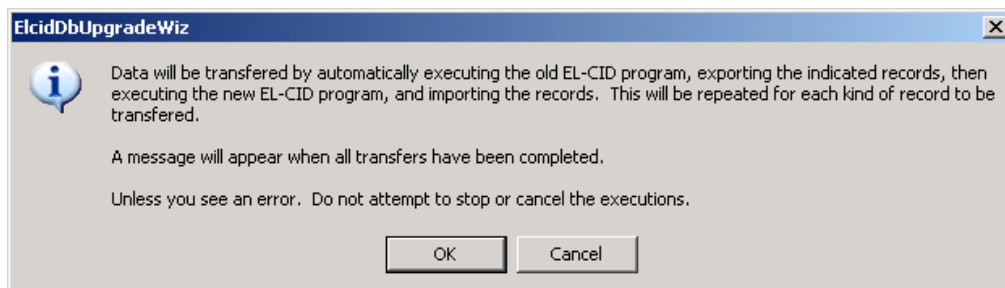
**Step 13.** Click the **Finish** button. If the **Yes, I want to launch the Database Upgrade Wizard** box is unchecked, you are finished installing the program; otherwise the **EL-CID Database Upgrade Wizard** screen appears.



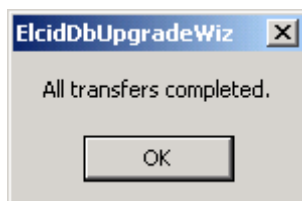
Leave the options on this screen unchanged.

**Tip:** If you think you need to change any of these options, we recommend you click **Cancel** and read topic **Database Upgrade Wizard** in the EL-CID online help. Choosing the wrong options on this screen can cause the wizard to needlessly run for a very long time.

Click **OK** to run the wizard. The following screen appears.



Carefully read what this screen says, then click **OK**. When the wizard is finished transferring all the records, the following screen appears.



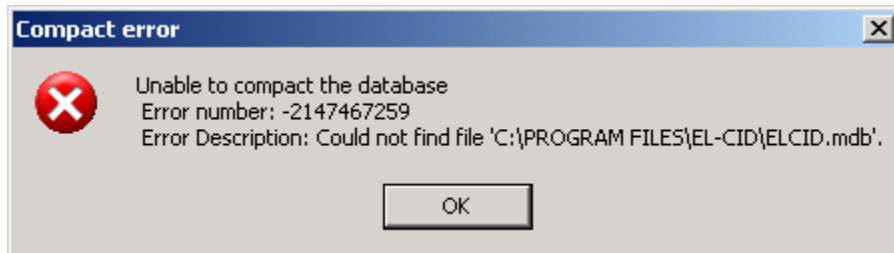
Click **OK**. Click the **Close** button on the **EL-CID Database Upgrade Wizard** screen.

**Step 14.** Log out of the administrator account and log into Windows under the normal account you intend to use when running EL-CID.



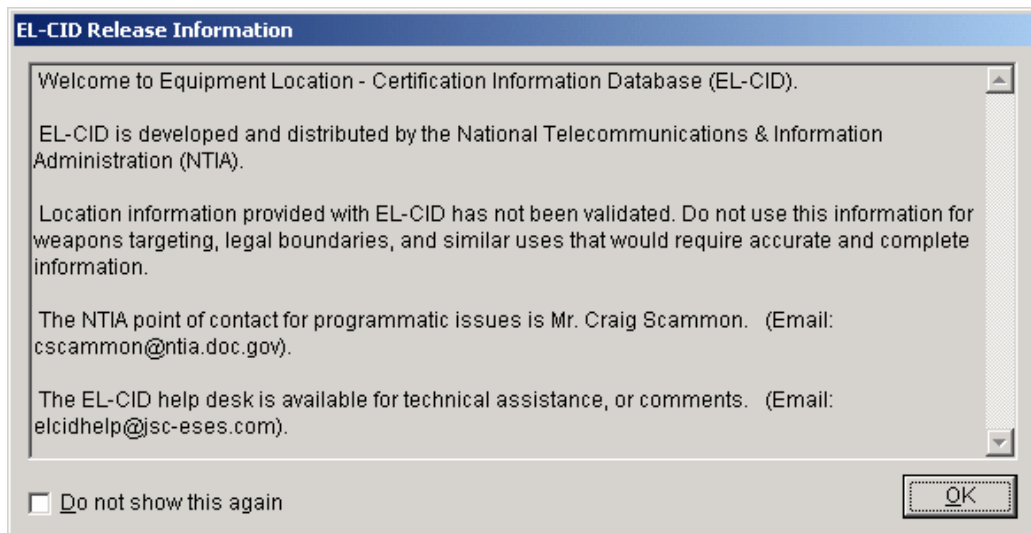
**Note:** In the remaining steps, we will test whether EL-CID is functioning properly. If any error messages appear during these steps, the most likely cause is that you do not have proper privileges for the EL-CID data folder, which you specified above in Step 8. Get your IT administrator to grant you full control over the data folder you specified in Step 8 and all of its subfolders. You need to have sufficient privilege to read, write, create, and delete files and folders within the data folder.

**Step 15.** Launch EL-CID by double-clicking the icon on your desktop. If you see the following message when starting EL-CID, or something similar, you do not have proper privileges for the EL-CID data folder.



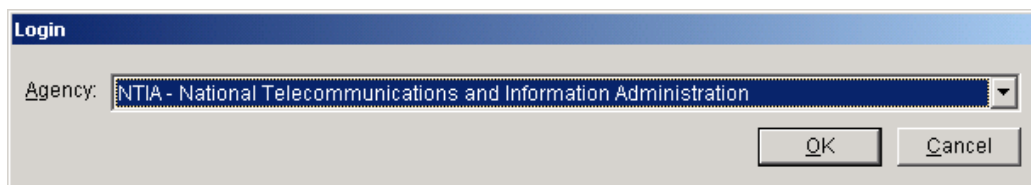
(The data folder is not the path shown in the message above. If you've forgotten what you entered in Step 8, tell your administrator to look at file ELCID.ini in the program folder, whose path does appear in the message above.)

**Step 16.** The **EL-CID Release Information** screen appears. (**Note:** This screen might not appear if you have previously used EL-CID. In that case, skip to the next step.)

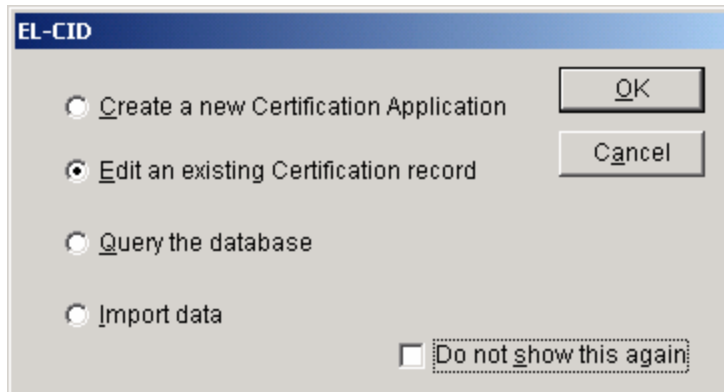


Click **OK**.

**Step 17.** The **Login** screen appears.

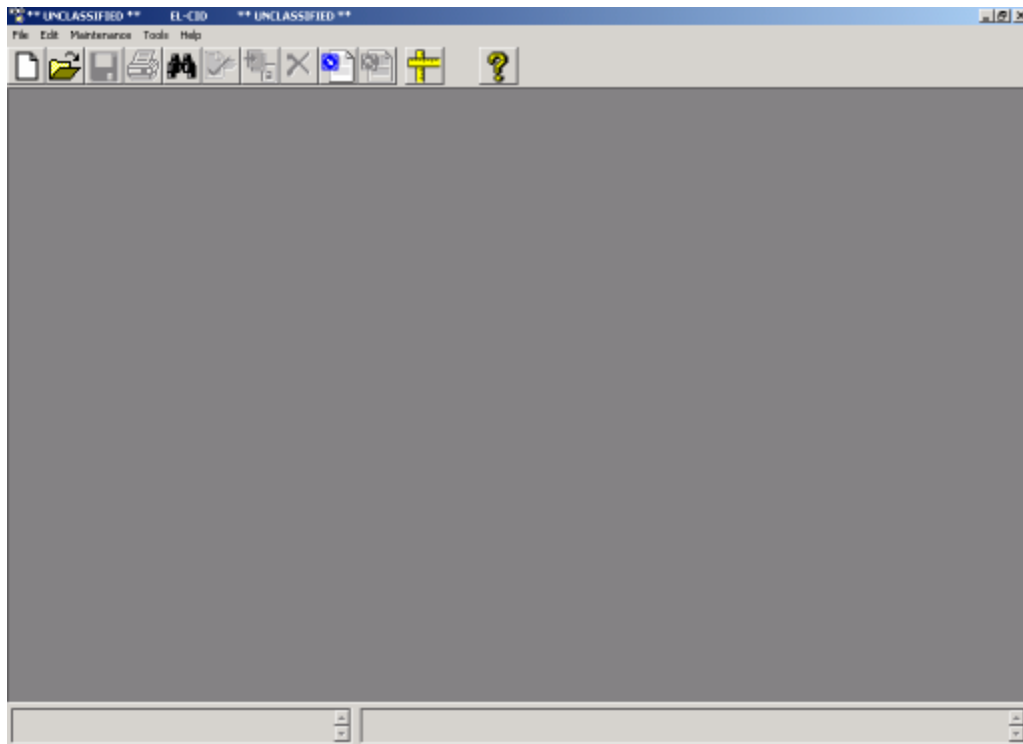



**Step 18.** Select your agency in the drop down list and click **OK**. If your agency is not listed, select NTIA. The startup wizard screen appears. (**Note:** This screen might not appear if you have previously used EL-CID. In that case, skip to the next step.)

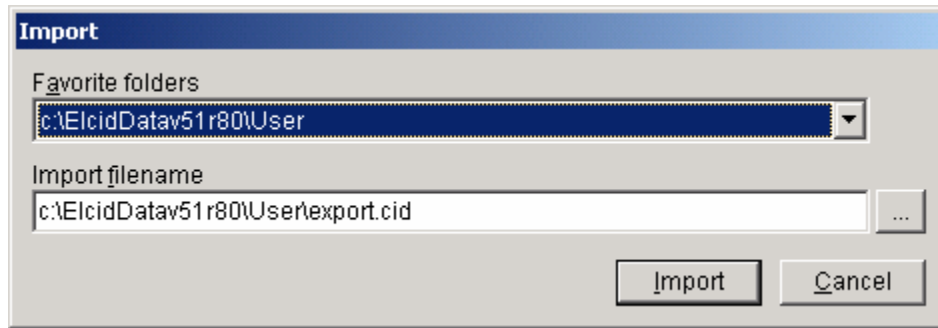


Click **Cancel** to dismiss this screen.


**Step 19.** The main screen appears.

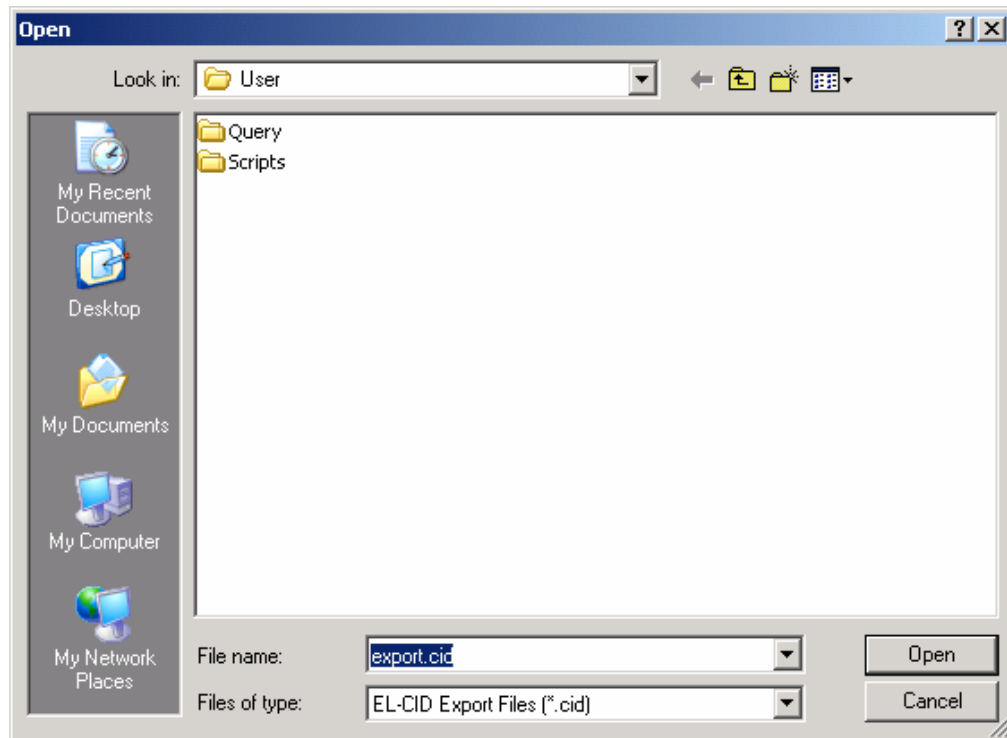



**Step 20.** Click the Import button  on the toolbar. The **Import** screen appears.

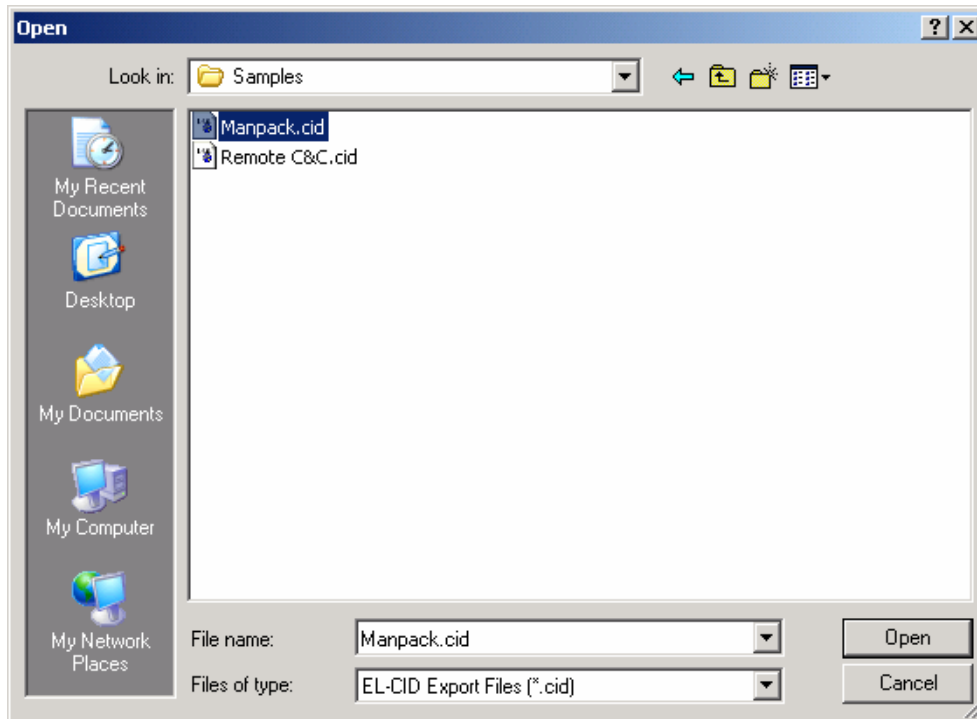


(Note: The exact folder names that appear on this screen will vary depending upon the data folder you specified in Step 8.)

**Step 21.** Click the browse button . The standard Windows file **Open** dialog appears.

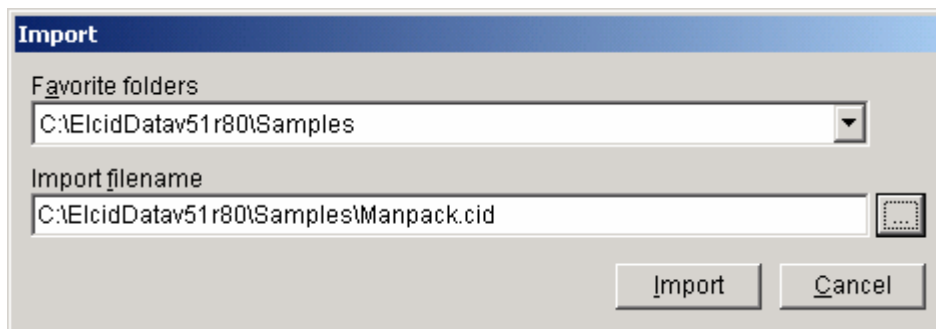


Click the Up button , then double-click the **Samples** folder to open it.

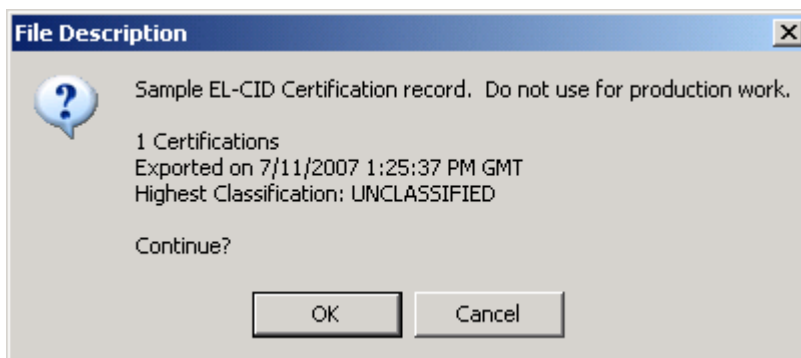


Select the **Manpack.cid** file and click **Open**. (The net effect here is to choose the Manpack.cid file, which is in the Samples folder within your EL-CID data folder.)

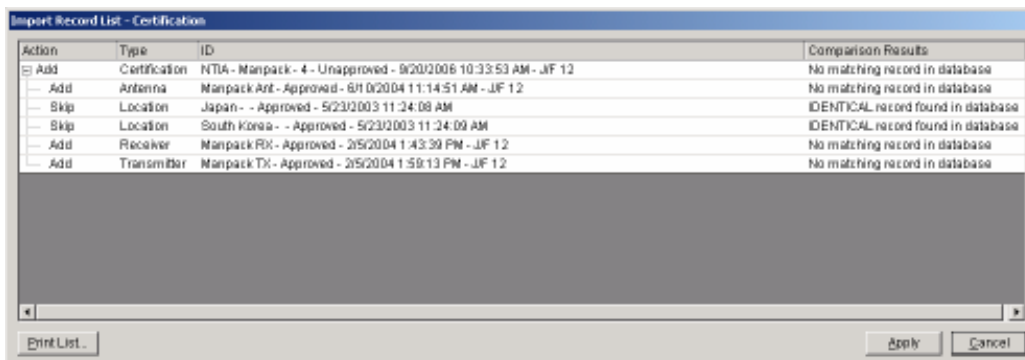
**Step 22.** The **Import** screen reappears with the Manpack.cid file selected.



**Step 23.** Click the **Import** button. After a progress dialog, the **File Description** screen appears.

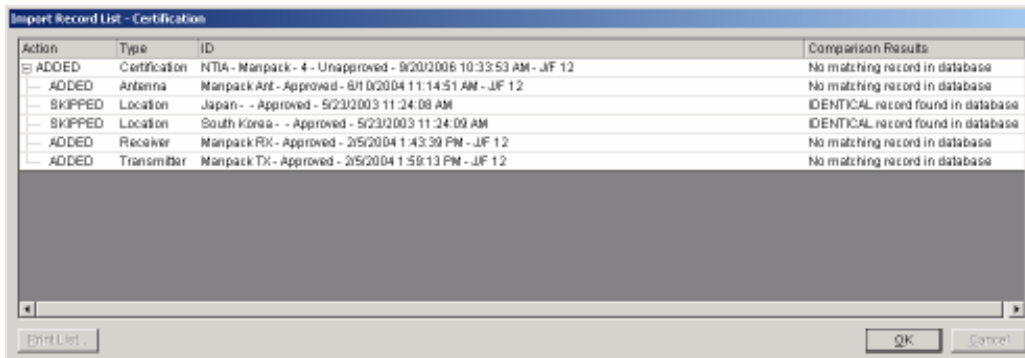


**Step 24.** Click the **Import** button. The **Import Record List** screen appears.



**Step 25.** Click the **Apply** button.

After a few moments, **Add** in the **Action** column changes to **ADDED** and **Skip** changes to **SKIPPED**.



**Step 26.** Click **OK** and the main screen reappears.

Congratulations! You have completed installing the EL-CID software.

**Step 27.** Exit the EL-CID program by clicking **File** on the main menu, then click **Exit**.

### Post-installation

1. Go back to the EL-CID Support Center web site at NTIA and check if there are any data files to download, such as updated Compliance Checks. If there are, follow the instructions given on the web site to download and install them.
2. The program comes with extensive online help. Start EL-CID and choose **Help** on the main menu. Then choose **Contents and Index** to display the online help. There is also a PDF file of the entire online help, and a Quick Reference Guide in the **Documents** folder within the EL-CID program folder, which you specified in Step 7 above. Copies of these files are also on the web site.

**Note to Manufacturers.** Please read the topic “Manufacturer Functions” within the online help before you begin creating records in EL-CID.

3. Training materials are available on the web site.