

Instructions for Installing the DHSCRS ROCS Software from the web site

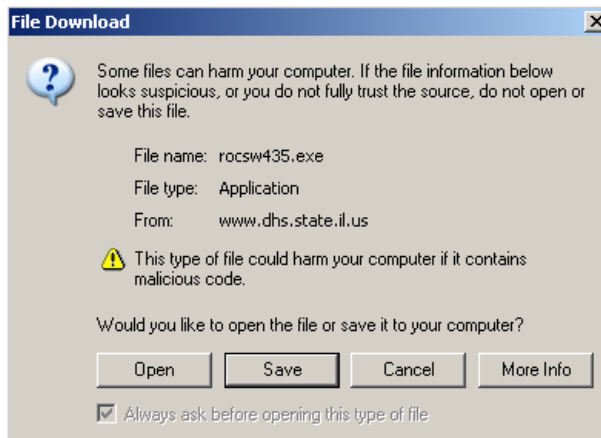
NOTE: ROCS software requires the 32 bit versions of Windows 2000, Windows XP, or Windows Vista to work properly. *64 bit versions of Windows XP and Vista are NOT supported and ROCS will NOT run on these machines.* The ROCS software has not been tested with Windows 7.

STEP 1:

Go to the following web site address: <http://www.dhs.state.il.us/page.aspx?item=60904>.

Click on the underscored phrase “ROCS software update version 4.44 (exe)”; this is the executable that will run the software upgrade/installation.

NOTE: Be sure to log into the computer with Administrative Rights that have permission to install software.

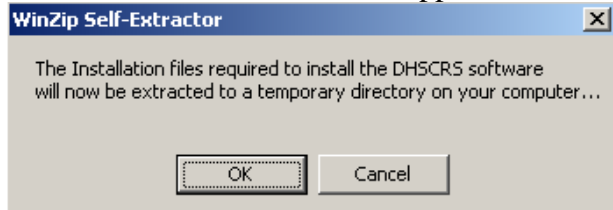


Click on **OPEN** to launch the installation from the web site and run it from there.

NOTE: If this installation is to restore the software to a computer that has crashed or to a new computer and additional files have been sent to you for this purpose, the additional files should be saved to a location that can be easily returned to for file retrieval PRIOR to beginning this installation process.

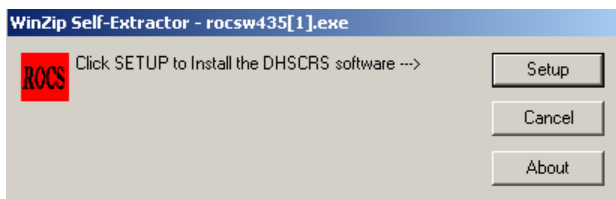
STEP2:

An informational text box will appear. Click **OK** to continue.



STEP3:

Click **SETUP** to initiate the WinZip Self-Extractor process in the displayed text box. The installation files will be copied to a temporary directory on your computer. It will take a couple of minutes for the files to be unzipped.



STEP4:

The Installation screen will appear next. Follow the instructions displayed on the screen. Enter the drive letter of the location where your software is to be installed [VERY IMPORTANT!]. Click Install to start the load process.



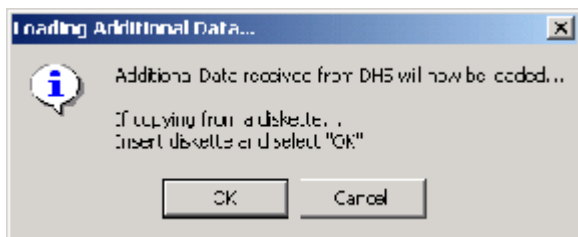
If this is a new installation to a new computer, be sure to click on the 1st box to install the btrieve component. For new installations, you may need to run the installation a second time and not click on this box the send them through the installation process.

NOTE:

1. If data files in addition to the software are being loaded (such as Agency information and current Client Registration records), select "**Load additional Data received from DHS**".
2. The "**Subsequent Workstation on Network**" checkbox is used only to load BTRIEVE components required to access the database files onto a workstation which accesses the software previously installed on a Network drive. It should **NOT** be checked during the initial installation of the software and is **used only in multi-user environments!**

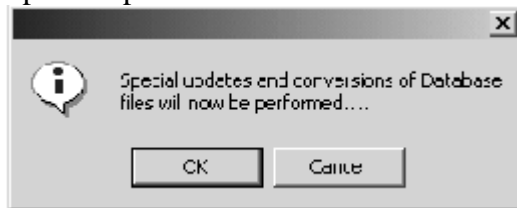
STEP5:

If additional files from DHS are to be installed, you will be prompted to insert the data diskettes into the diskette drive or enter the folder in which the files were saved. Click **OK** to continue. After all supplemental data has been processed, click **Cancel** to continue.



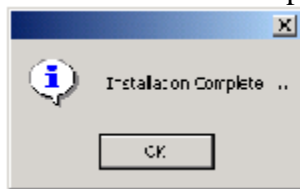
STEP6:

Special updates and conversions of database files will now be performed. Click **OK** to continue.



STEP7:

When the installation process is complete, click **OK** to return to your desktop.



To initiate the DHSCRS software:

Click the **Windows Start Button**

Click **Programs**

Highlight **Reporting of Community Services**

Click the **ROCS** icon

To verify that additional files have been saved correctly, check that the following files are in the correct folders.

Main Folder **PRS** – this folder will be at the Root of the computer C drive or Server Drive letter where ROCS will reside and run from.

Within the **PRS** folder are 9 folders

BSS

COMDB

Download\Backup (result files are stored here automatically by the ROCS software)

FDB (agency information files are stored here; AGYDB.fil, AGYMAST.fil)

MCODB

MCR

PRSW (the executable used to launch the ROCS software is stored here as GSD01000.exe)

ROCS (contains the Client Case information files, CRCCI.fil)

Upload (will be empty, it is used during file transmissions)

Vista (32Bit) Users: Before using ROCS for the 1st time, be sure to run the **PRS\PRSW\btrmark.exe**. Then right click on the ROCS icon on the desktop, select the “execute in compatible mode” to Windows XP, Service Pak 2, Administrator.