



INSTALLATION MANUAL

Compile Date: 12/17/2008

Instructions for installing CoCASA

The purpose of these instructions is to guide you through the process of installing CoCASA.

Reminder: If you are using a shared database, all users must upgrade to the same version for the application to run correctly.

If you are upgrading from a previous version of CoCASA, please make sure that you have a backup of your database before installing.

You will be asked to upgrade the database the first time you run CoCASA after installing.

To install CoCASA simply run the file called Cocasa_Setup_x_x.exe. Please refer to the section below called “Steps for Installing CoCASA” for instructions on the installation process.

For technical support, please contact:

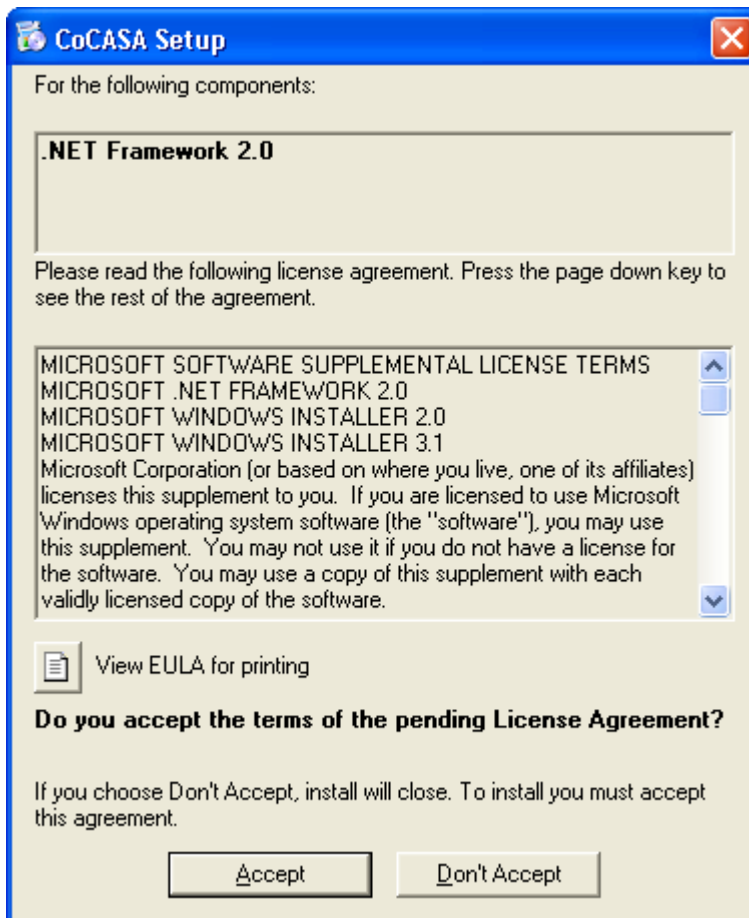
CoCASA help desk
National Center for Immunization and Respiratory Diseases
Centers for Disease Control and Prevention
nipcocasa@cdc.gov
1-800-803-5212

Steps for installing CoCASA

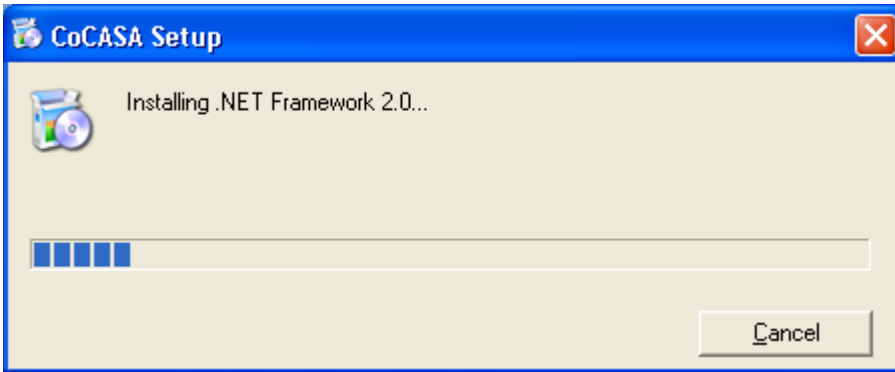
1. The first screen to display will be the progress screen for the Cocasa_Setup_x_x.exe self extracting file.



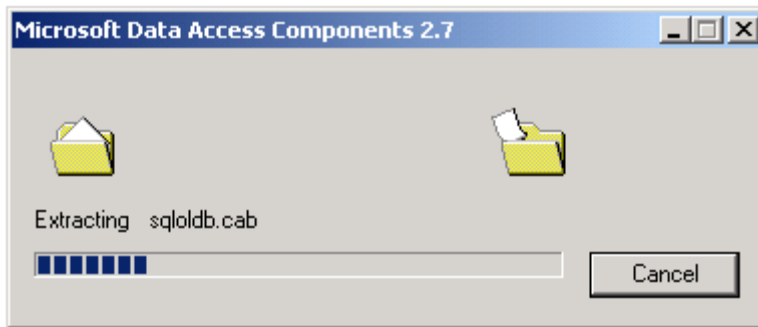
2. Some computers may not have the framework needed to run CoCASA. You may see the following screen asking to install a framework package. Click **Accept** to continue.



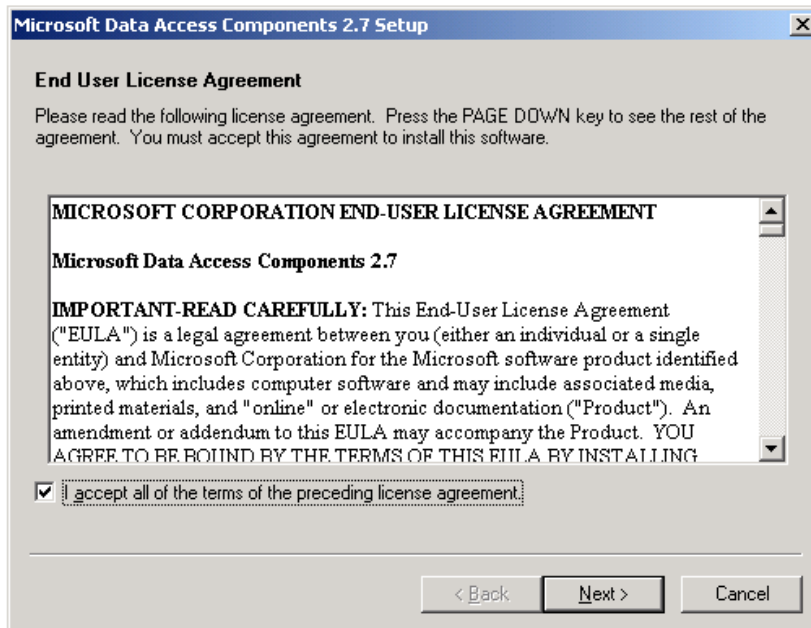
3. The next screen you will see is an extraction progress screen.



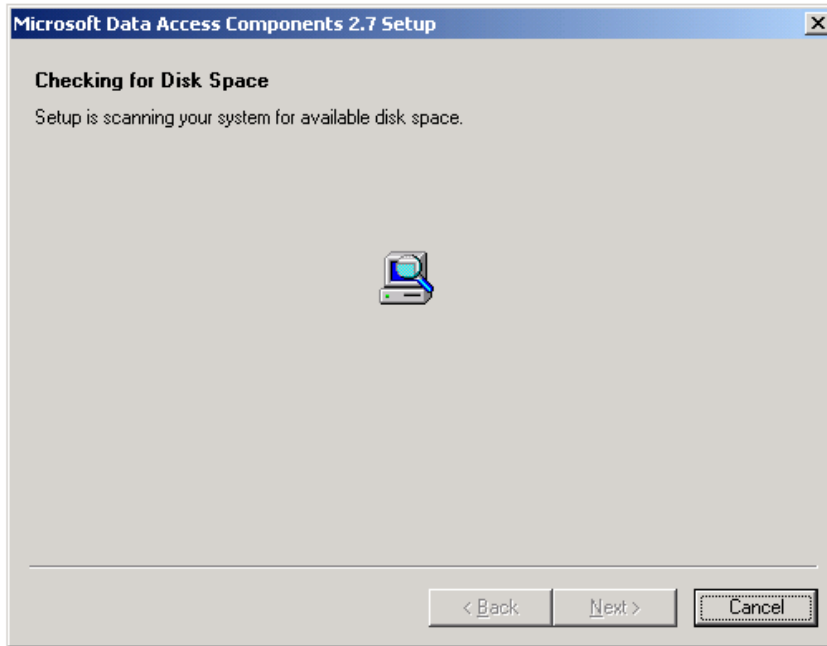
4. Next, if the computer does not have the required version of Data Access Components, the following extraction screen will appear that will install those components.



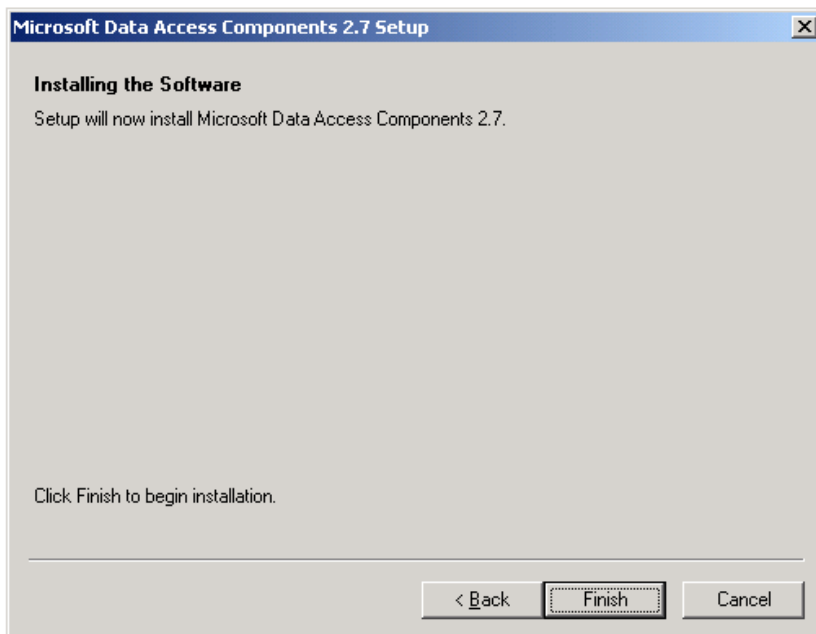
5. Another End User License Agreement screen will appear. Make sure that the **"I accept all of the terms of the preceding license agreement"** choice has been selected, then click **Next** to continue.



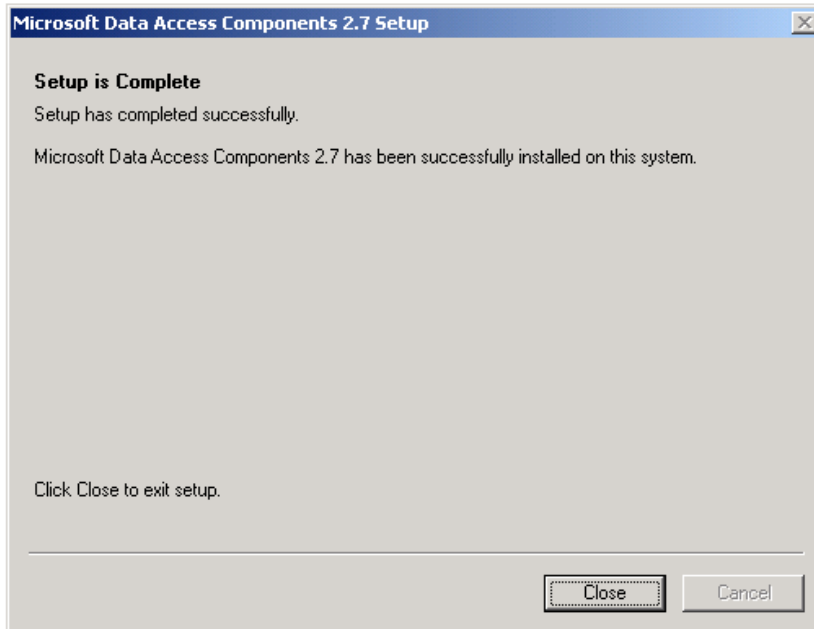
- The next screen to appear is a setup screen that appears while the disk space is being checked.



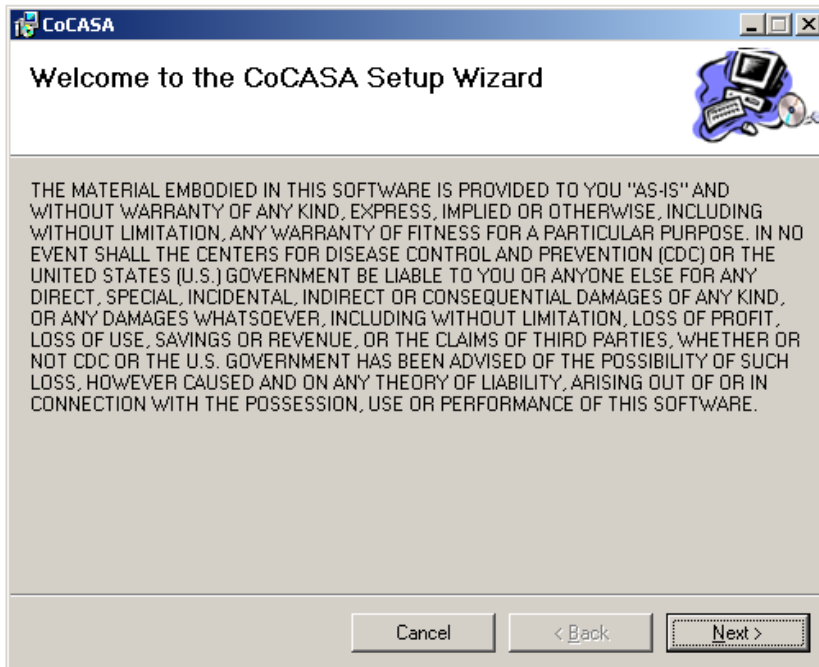
- Once disk space is verified, click **Finish** to install the Data Access Components.



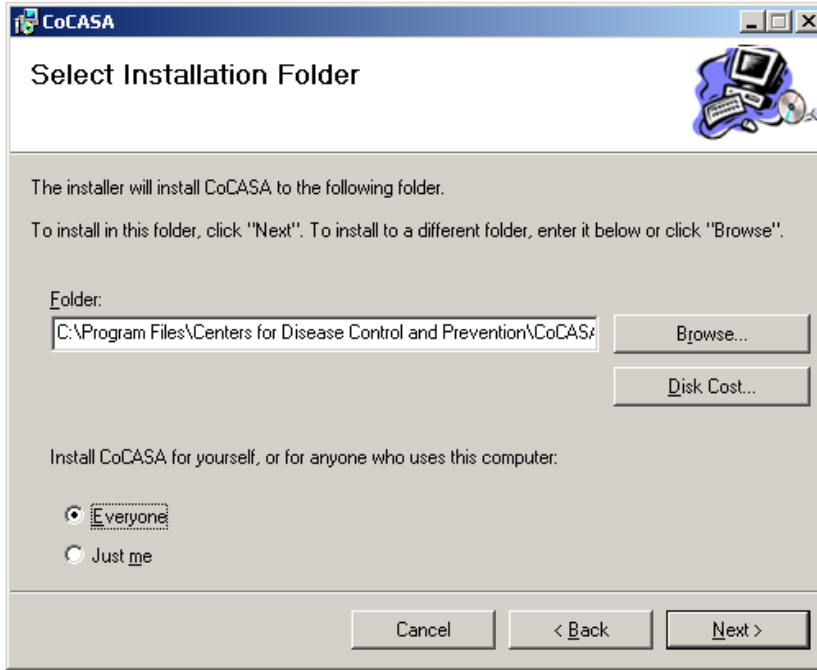
8. If setup has completed successfully you will receive the following screen. Click **Close** to continue with CoCASA setup.



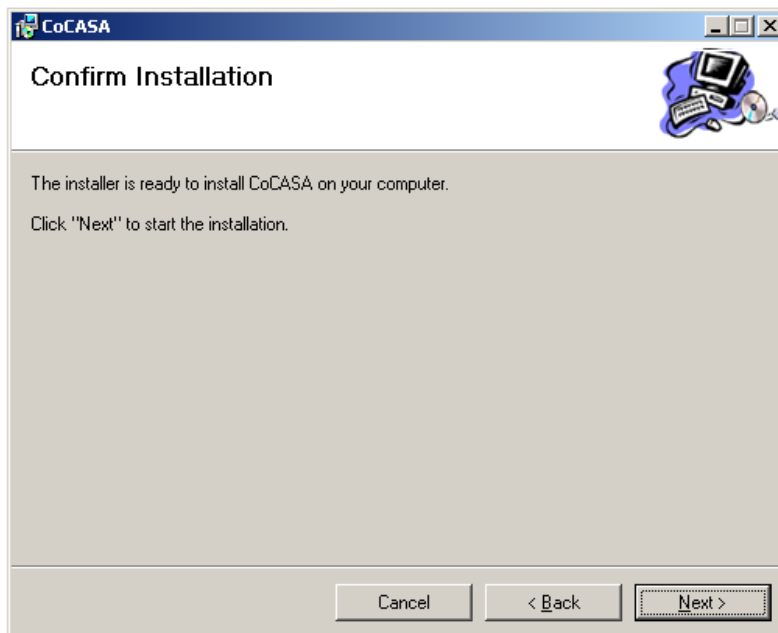
9. Next, you will get the CoCASA setup wizard. Click **Next** to continue.



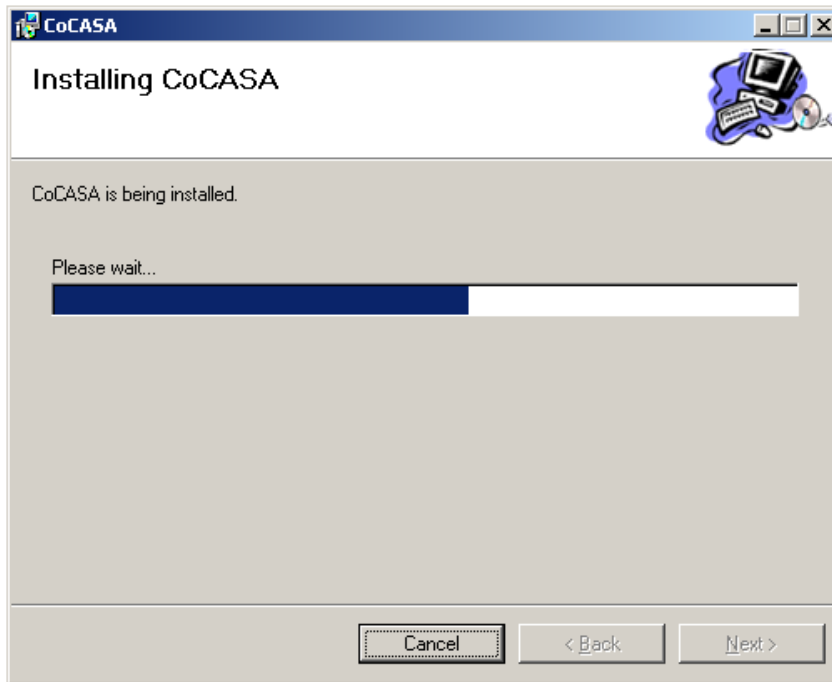
10. Next, you will get another CoCASA setup screen that allows you to choose a specific location for installation. If you do change the location, you should only change the path to a location that is still on that local machine. It may not work properly if you try to install it on another machine on a network. Then choose to install CoCASA for “**Everyone**”, and click the **Next** button.



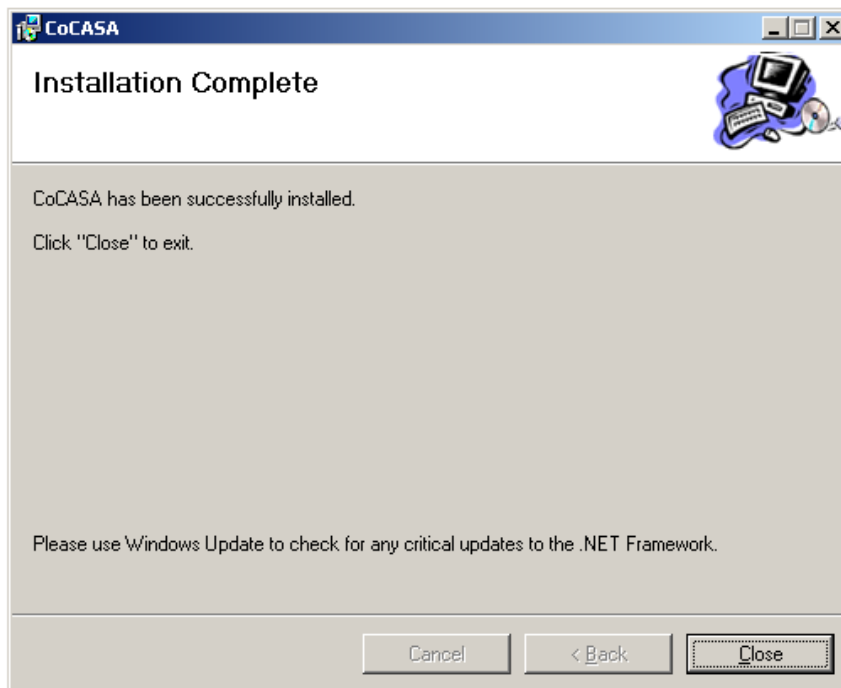
11. The next CoCASA setup screen is to confirm installation. Click the **Next** button to continue.



12. You will then see a screen that shows the progress of the installation.



13. Once installation has been completed you will receive a CoCASA Installation Complete screen. Please click **Close** to exit the setup.



Note: You may at any time during the installation process get a message stating that your computer needs to be shut down in order for the installation to continue. If so simply restart your computer and continue with the installation process. Also please note that even if you specify for the computer to restart itself, you may have to manually restart the computer and continue with the installation process by double clicking on Cocasa_Setup_x_x.exe again.

CoCASA will now appear in the programs list of your computer's start menu, and an icon will appear on your desktop.

