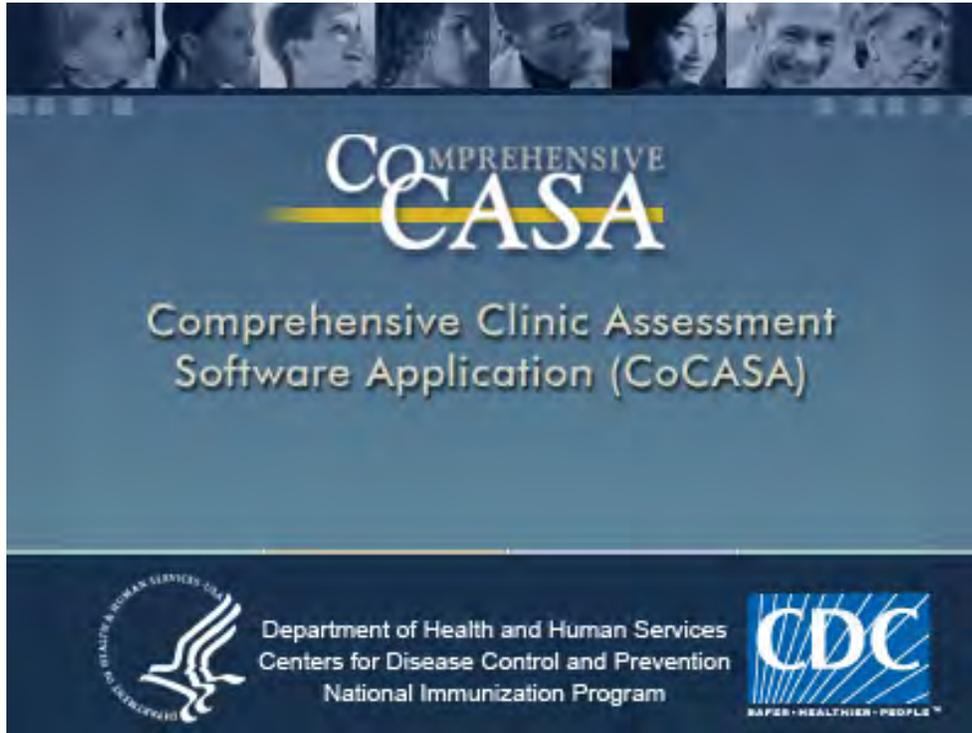# INSTALLATION GUIDE FOR WINDOWS 7

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. And you must have administrative privileges to install CoCASA on Windows 7.

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 during the installation process.

To install CoCASA simply run the file called Cocasa_Setup_x_x.exe. Please refer to the section below called "Steps for Installing CoCASA" to complete the installation process.
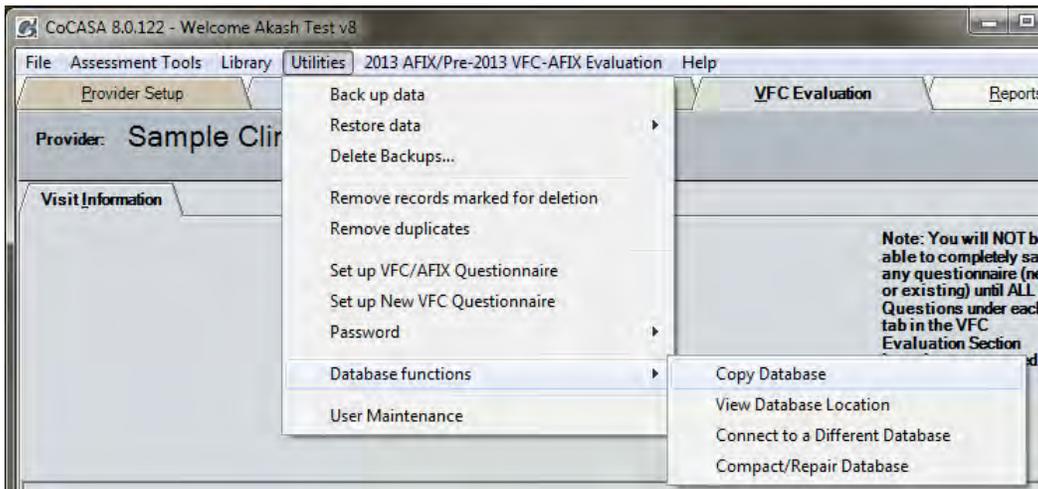
For technical support, please contact:

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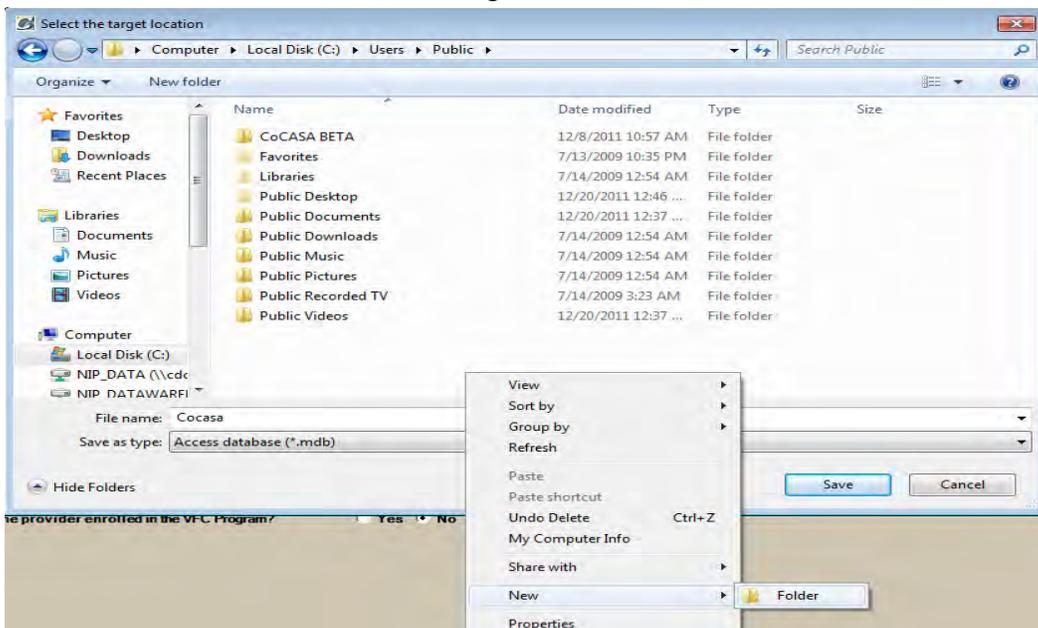nipcocasa@cdc.gov
1-800-803-5212

STEPS FOR INSTALLING CoCASA

NOTE: Installing CoCASA in Windows 7 requires full administrative privileges.
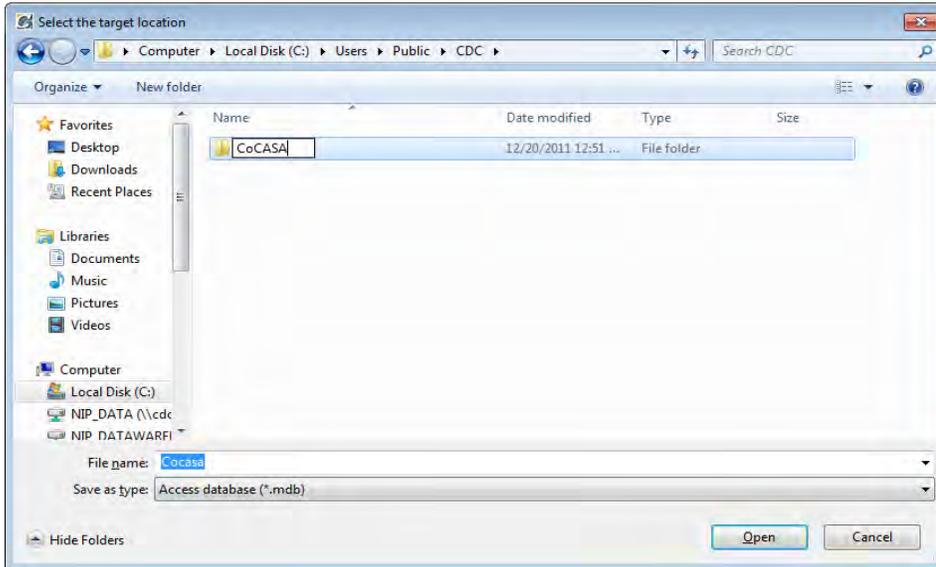
1. If you are **UPGRADING** CoCASA from a previous version (4.x, 5.x, 6.x) to v7.0 or higher on OS Windows7 and your database resides on your local machine, continue steps 2 through 8, otherwise go to step 9.
2. Before upgrading current CoCASA to CoCASA v7.0 or higher, open your current CoCASA application.
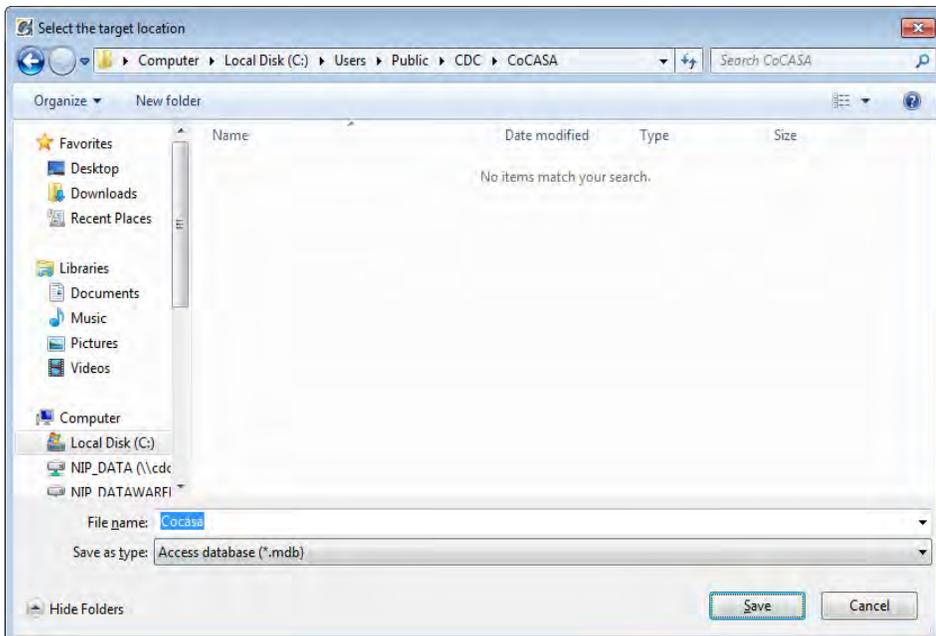3. Once CoCASA application is opened, go to menu Utilities > Database Function > Copy Database.

4. From the dialog windows, browse to **C:\Users\Public** directory.
5. Create a new folder called "CDC". Right click > New > Folder and name it "CDC".
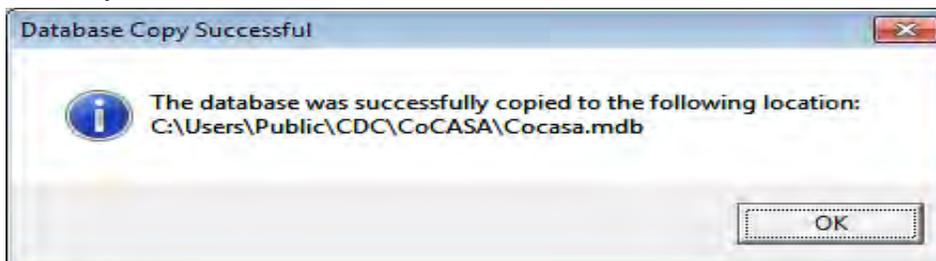
6. Create a new folder called "CoCASA" inside the newly created folder "CDC" at **C:\Users\Public\CDC**. Right click > New > Folder and name it "CoCASA".
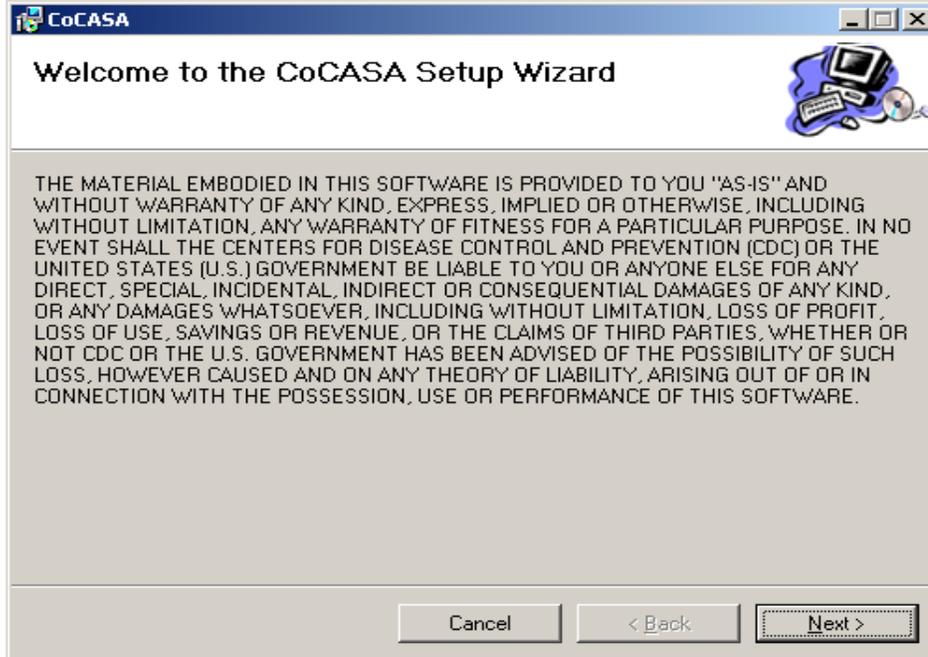

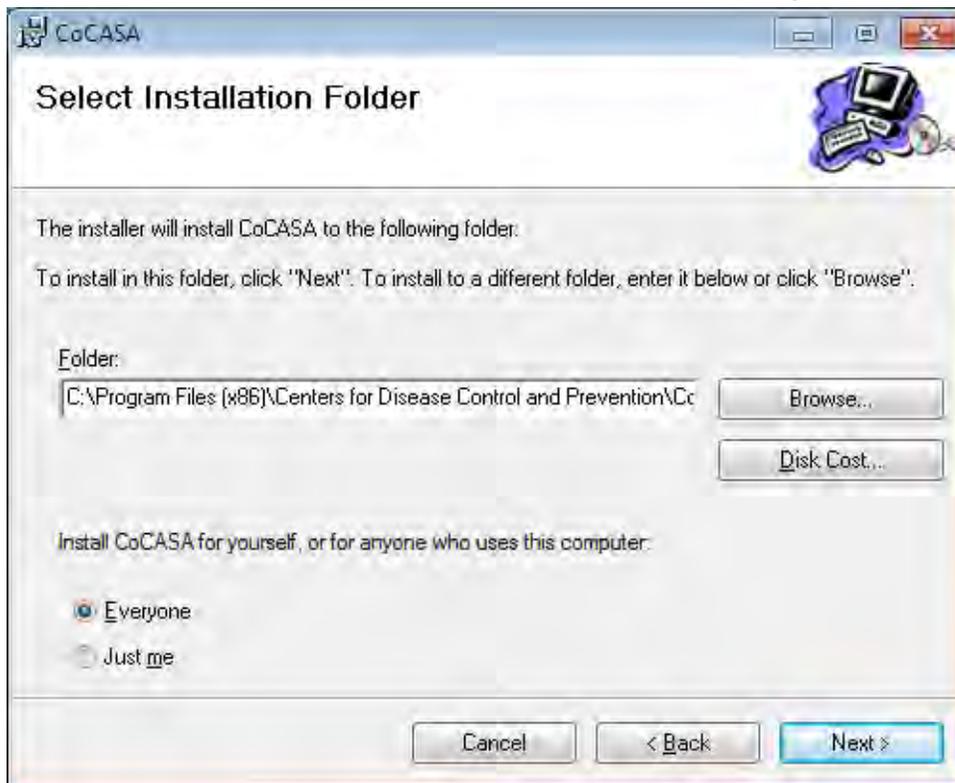7. Now save your CoCASA.mdb database at **C:\Users\Public\CDC\CoCASA** directory

8. Once you click save, you should get a Database Copy Successful confirmation at directory **C:\Users\Public\CDC\CoCASA\Cocasa.mdb**.

If you are upgrading CoCASA from previous versions (4.x, 5.x, 6.x), go to step 1 before installing CoCASA v7.0 or higher

9. Just in case, we recommend backing up your records/database before installing CoCASA v7.0 or higher. Open the CoCASA application, then click on the menu Utilities > Back up Records and Save it in a safe place.

10. To install CoCASA v7.0 or higher, go to the CDC website at http://www.cdc.gov/vaccines/programs/cocasa/installation.html and download the file CoCASA_Setup_x_x.exe to your local disk.

11. All users must be logged out of CoCASA during this installation.

12. Once the file is downloaded to your local disk, run CoCASA_Setup_x_x.exe. The first screen to display will be the progress screen for self extracting the file.
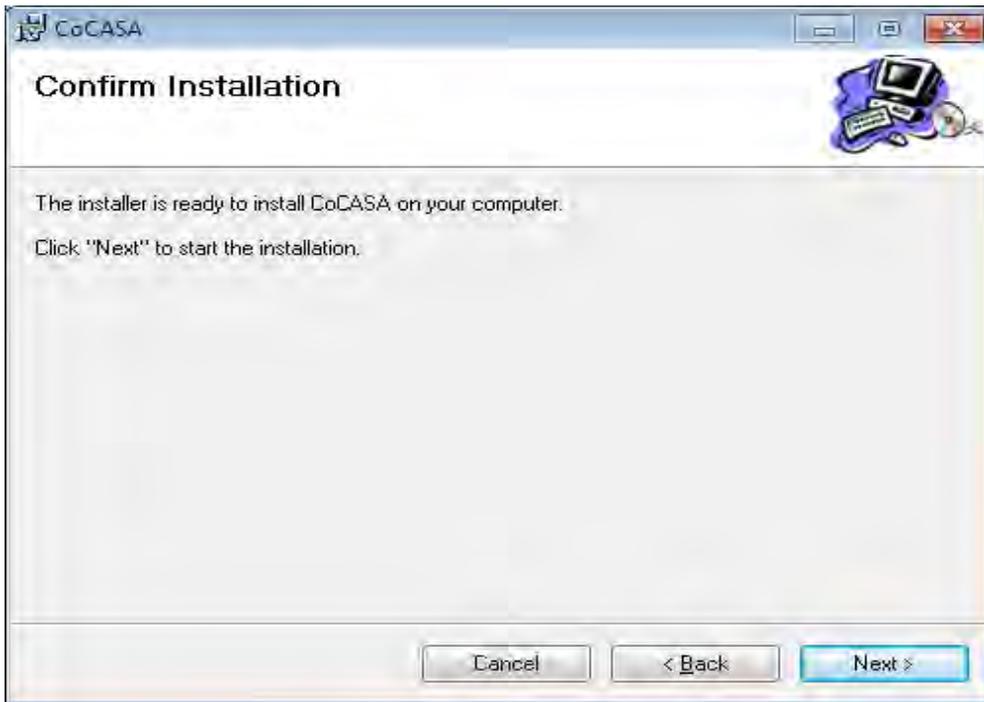
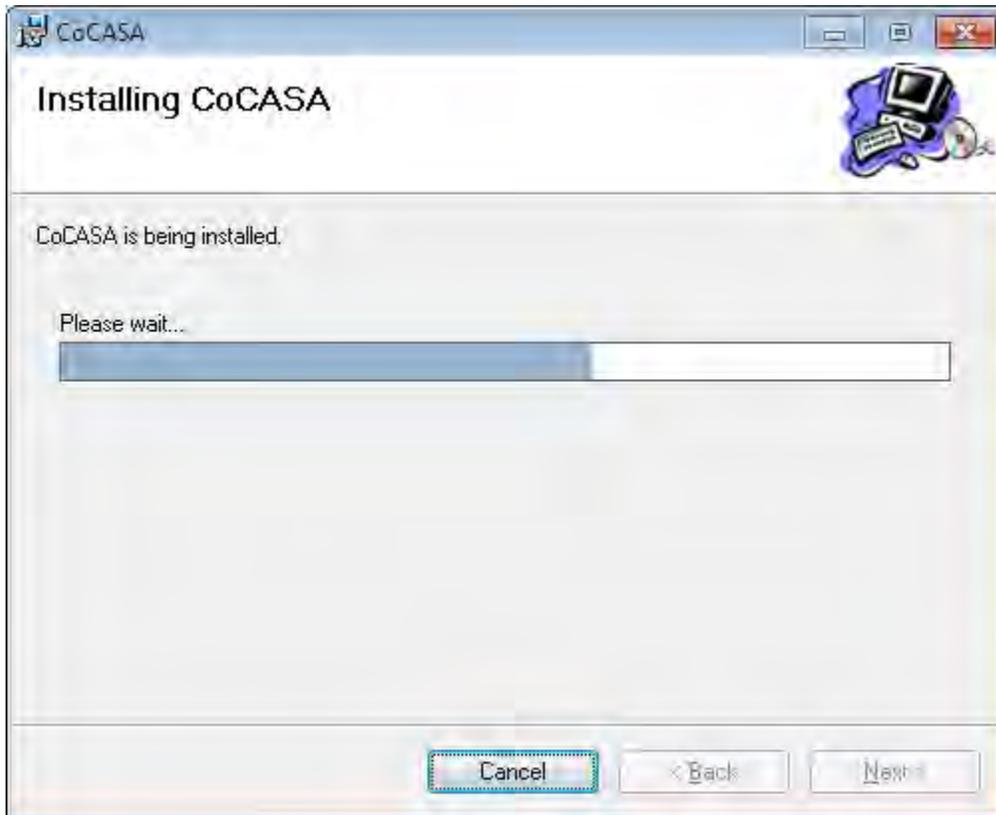13. Next, you will get the CoCASA setup wizard disclaimer screen. Click Next to continue.

14. Next, you will get another CoCASA setup screen that allows you to choose a specific location for installation. Choose to install CoCASA for "Everyone" and click Next.

15. The next CoCASA setup screen is the confirmation screen. Click the Next button to continue.
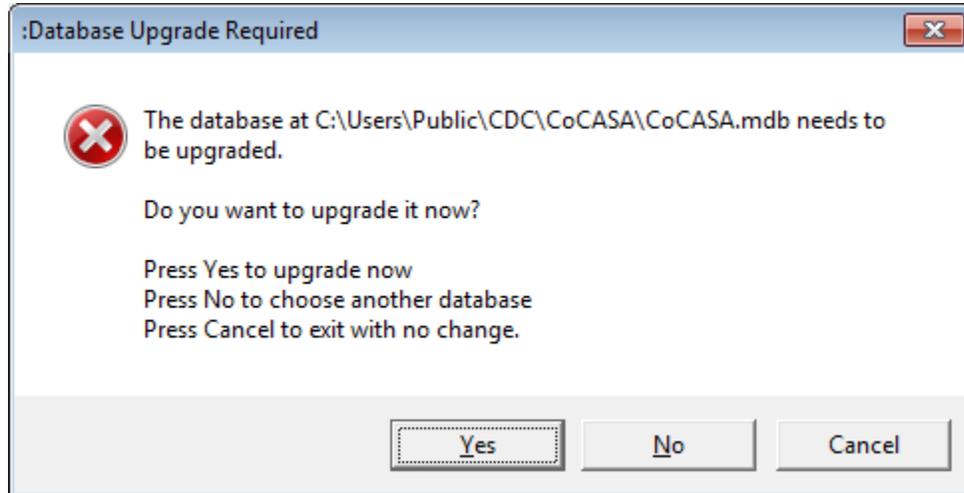

16. You will then see a screen that shows the progress of the installation.
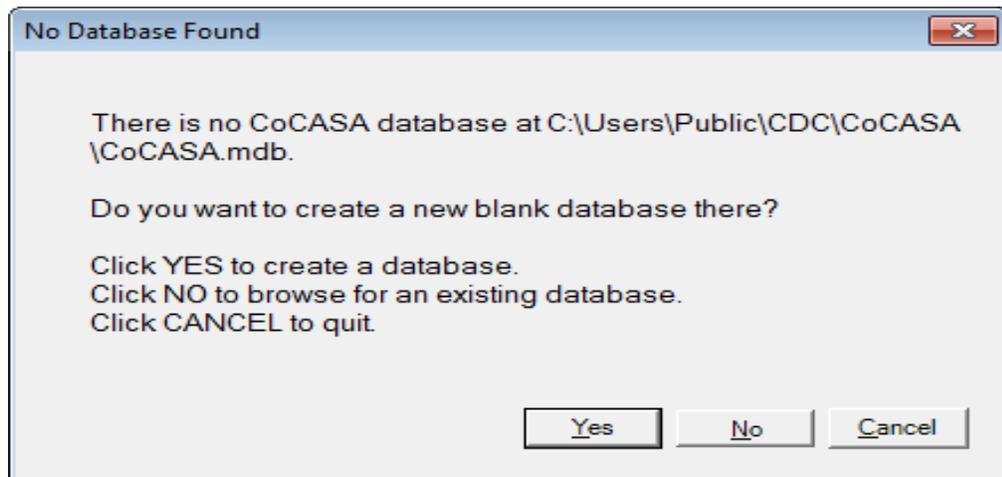
17. You will be prompted to either UPGRADE or CREATE a new blank database. Click Yes in either case.
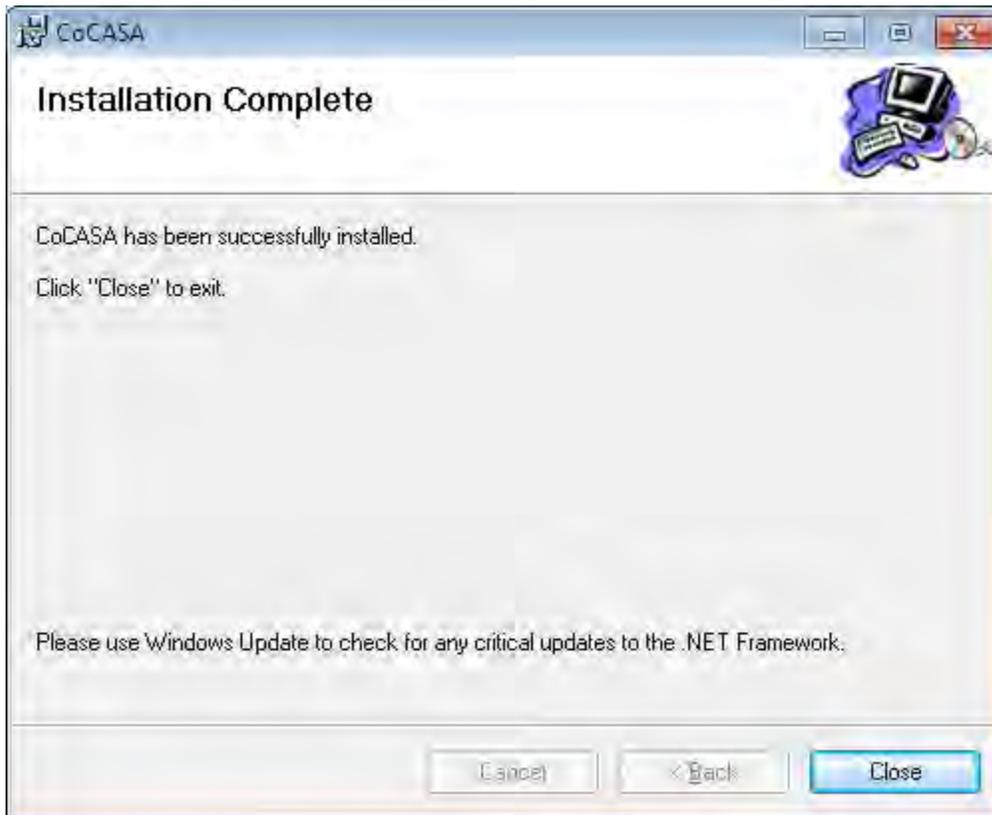   a. If you are upgrading CoCASA and your database resides on your local machine, you will see this screen.

    b. If you are installing a new CoCASA or your database is on the LAN, you will see this screen.

18. Once installation has been completed you will receive a CoCASA installation complete screen. Please click Close to exit the setup.

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