

PART I – INSTALLING THE NETWORK DATABASE

Please perform the following steps to install your PEP software.

1. Open Windows Explorer and create a folder called “Y:\PEPNET” (substitute the appropriate drive letter for Y:\ depending on the location of the network drive).

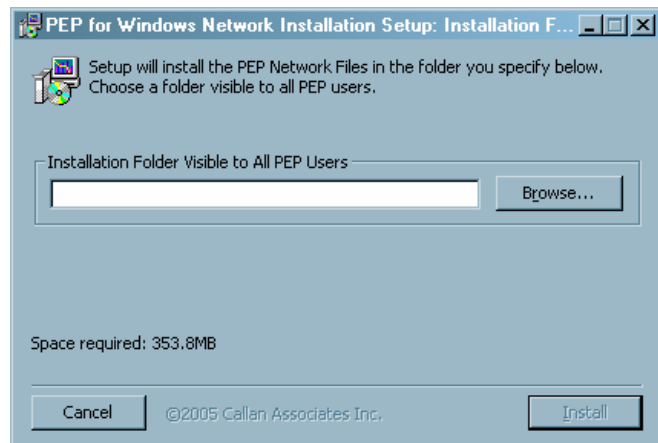
2. Insert the *PEP for Windows* install disk into the appropriate drive. Choose **Run Install** from the Splash Screen.

If you fail to see the splash screen, go to the Start Menu, choose the Run command, and type in “D:\autorun” (substitute the appropriate drive letter for D depending on the location of your CD-ROM drive).



3. Designate “Y:\PEPNET” by typing the path or navigating using the “Browse” button. After selecting the appropriate destination, click the “Install” button.

Next, the install program will transfer the necessary files. A status bar as well as the name of each sub-process will appear above the status bar. The screen will read “Completed” when the process is complete. At that time, click the “Close” button.



4. From each user’s desktop run CLSetup.exe. This application is found in the “PEPNET” directory you created in Step 1 above. For instructions on installing PEP on each individual workstation, please see the instructions on the following page.


NOTE: IN ORDER TO RUN DATA UPDATE DISKS, AT LEAST ONE USER MUST BE SET AS SHARED DATABASE EDITOR. We strongly recommend that only one person be set up as Shared Database Editor. Each user must have read/write access to the network drive.

It is NOT recommended to archive installation discs. For new installs, please contact the PEP Help Desk.

Phone: 415.291.4191 **E-mail: pep@callan.com**
101 California Street, Suite 3500 San Francisco, CA 94111 Fax: 415.291.4018

PART II –SETTING UP EACH WORKSTATION

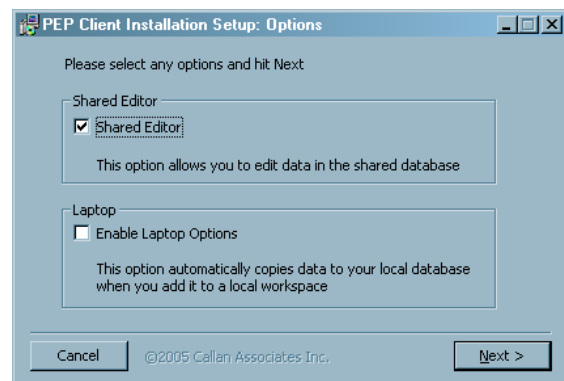
All users must have Read/Write Access to the network drive where PEP is located. Installation requires write access to HKEY_LOCAL_MACHINE. A system administrator must log on to the machine and follow the steps below. If the Shared Database Editor privilege is required, the user must repeat the steps under their login.

1. Run  **Clsetup.exe**, which is located in the network directory where PEP was installed.

If you check the box for **Shared Database Editor**, the user will be able to change returns in the Network (Shared Database). Furthermore, this user will have the ability to run the quarterly database update disks sent by Callan Associates Inc.

Check **Enable Laptop Options** to create an additional shortcut on the desktop called “PEP Unplugged.” This allows laptop users to access PEP while disconnected from the network.

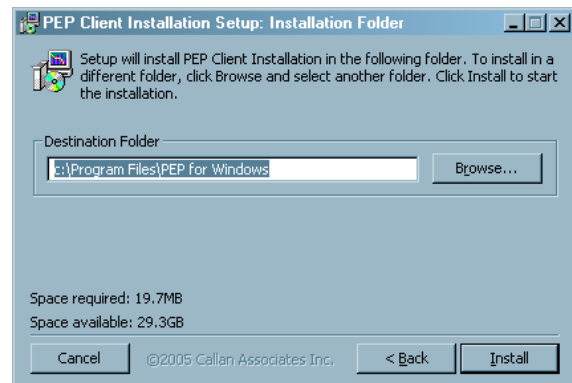
Click **Next**.



2. Within the Installation Directory dialog box, verify the following settings:

The destination folder contains the default workstation directory “C:\Program Files\PEP for Windows\,” but can be changed to another directory or personal drive by clicking the “Browse” button.

Click **Install**.



The clsetup application will begin to copy the necessary files on to the user’s machine and automatically create an icon on the user’s desktop. Double-click the PEP for Windows icon to launch PEP.

y:\pep\projects\web\instructions\pw_install.doc
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Analytical Solutions Group

Phone: 415.291.4191 E-mail: pep@callan.com
101 California Street, Suite 3500 San Francisco, CA 94111 Fax: 415.291.4018