GAIN ABS Stand Alone

Installation and Tools Manual
(Idaho/WITS)

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Getting Started with GAIN ABS (Stand Alone)

GAIN ABS (Stand Alone) is a tool used to conduct interactive GAIN assessments on a laptop in situations where internet connectivity is not available at the time of the interview. GAIN ABS itself is the web-based service that supports the GAIN family of assessment instruments.

About this Manual

The *GAIN ABS (Stand Alone) Installation and Tools Manual* is intended to help users properly install GAIN ABS (Stand Alone). Also included is information on using the newly available Tools.

In this guide you will learn how to:

- Perform a First-Time Install of GAIN ABS (Stand Alone) or
- Upgrade from a previous version of GAIN ABS (Stand Alone)
- Use the newly available Tools for GAIN ABS (Stand Alone) maintenance
- Use the Update Manager

Feel free to print this guide and work through it at your pace. Please refer any questions to their respective support areas.

Note: *If you are not sure if you are using a component correctly please contact us at abssupport@chestnut.org before continuing and possibly complicating the situation.*

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Introduction and Considerations

Whether installing for the first time on a new machine or upgrading an older existing version, you will be able to go to the installation download website and initiate the installation process with a few simple clicks.

Before getting started please review these considerations...

- Make sure your **internet access policies** will permit you to reach GAIN ABS.
- You have an **active GAIN ABS account** to log into the installation site as well as test the installation once complete.
- **If running Windows Vista or 7, please SHUT OFF User Account Control (UAC)** and restart **BEFORE** running the installation. UAC can be turned on after the installation is complete.
- Verify that the Windows account you are using is a **full Windows local or domain administrator account.** Without this account, components of GAIN ABS (Stand Alone) **will not install correctly**, causing issues later on.
- Know which bit type OS the laptop you are installing GAIN ABS (Stand Alone) on is running, **32 or 64 bit**, as the installation packages are different.
- Have **all Windows Updates and Service Packs been installed?** Installation of the latest Service Packs are essential to ensuring no issues. Stand Alone was tested against the latest software updates and we will request that information before proceeding with troubleshooting installation issues.
- GAIN ABS (Stand Alone) is currently compatible with all versions of Windows Vista and 7 that support IIS. **Vista/7 Home Basic and Windows Starter Edition do not support IIS, which is a required component of GAIN ABS (Stand Alone).**

Hardware and Other Considerations

- *Memory:* GAIN ABS (Stand Alone) must have at least 512MB of RAM to install correctly.
- *Processor:* GAIN ABS (Stand Alone) must at least have a 1GHz processor in order to operate correctly.
- *Getting Started With GAIN ABS Manual:* **This guide does not cover the use or interaction with the GAIN ABS website.** Conducting assessments interactively is covered in the *Getting Started with GAIN ABS Manual* and staff should refer to that for information regarding client searching, conducting assessments and general GAIN ABS use.

Using Keyboard and Mouse

GAIN ABS (Stand Alone) is best utilized with a keyboard and mouse. The single most widely used method will be interaction with the mouse for common clicking functionality.

Security

Due to the sensitive level of information you will be interacting with using GAIN ABS (Stand Alone), we must remind you of professional ethics regulations to help protect from unauthorized disclosure (HIPAA and 42 CFR Part 2). Your GAIN ABS (Stand Alone) internet connection is encrypted to reduce the possibility of anyone intercepting it.

Although broken into sections this manual is one continual installation step-by-step guide.

Obtaining Your GAIN ABS (Stand Alone) Login

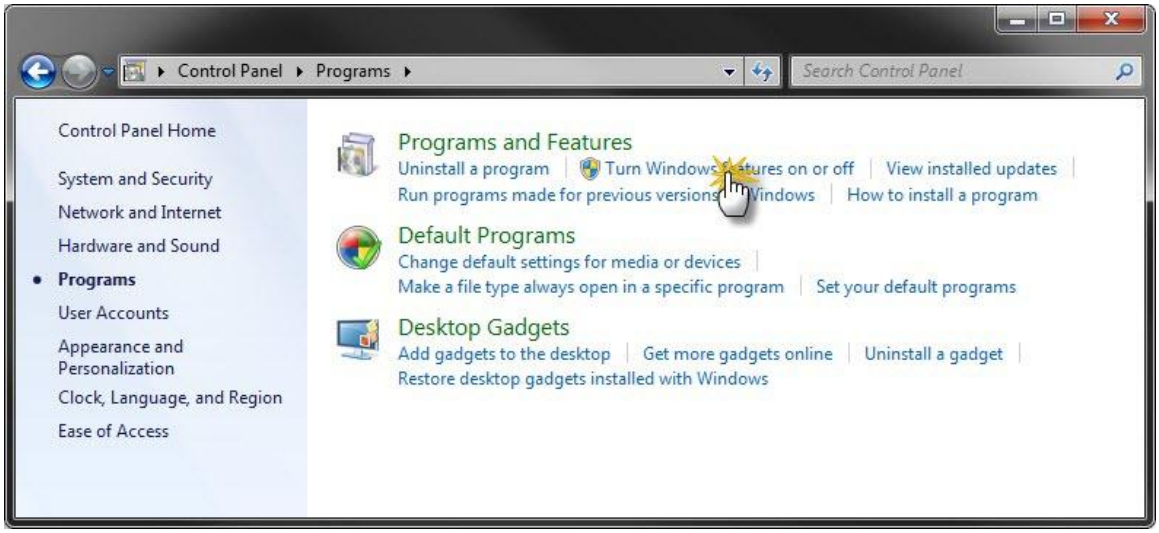
GAIN ABS (Stand Alone) requires a valid and active GAIN ABS account. Normally WITS will allow you direct access to GAIN ABS without the need for a password. However, GAIN ABS (Stand Alone) confirms your account and password against the main GAIN ABS system for security purposes. Please contact ABS Support at 309-451-7777 to set up a GAIN ABS (Stand Alone) password and login prior to using GAIN ABS (Stand Alone). This process must be repeated for each person at your agency that will be using GAIN ABS (Stand Alone).

- This login will **ONLY** be used for interacting with and installing GAIN ABS (Stand Alone).

ALL other work will be performed through WITS, never the actual GAIN ABS website. See Working with Assessments After Uploading section for more information.

Internet Information Services (IIS)

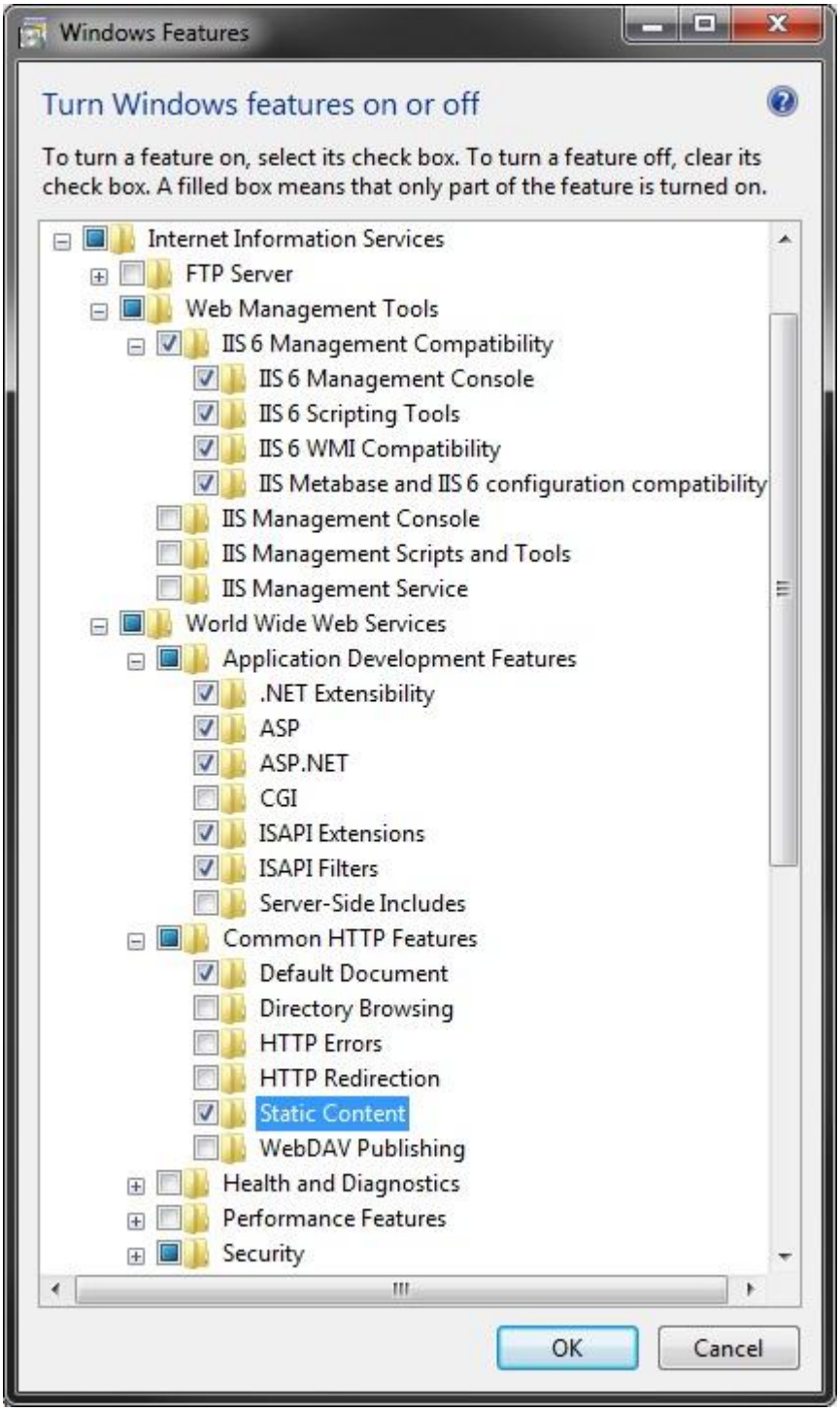
Open the Control Panel via the Start Menu, and then click on 'Programs' in the lower left column or 'Programs and Features' in the list of icons. You will then see either of the two windows below.



Or

As indicated by the cursor in the screenshots, you will then click the link with a shield next to it named 'Turn Windows features on or off'. *If you are prompted for an administrator password after clicking the link, you will then either need to turn off UAC or contact your I.T. department for assistance.*

In the next window, locate the entry titled 'Internet Information Services and expand the selection by clicking the '+' sign next to it. Add checkmarks where needed to match the picture below.

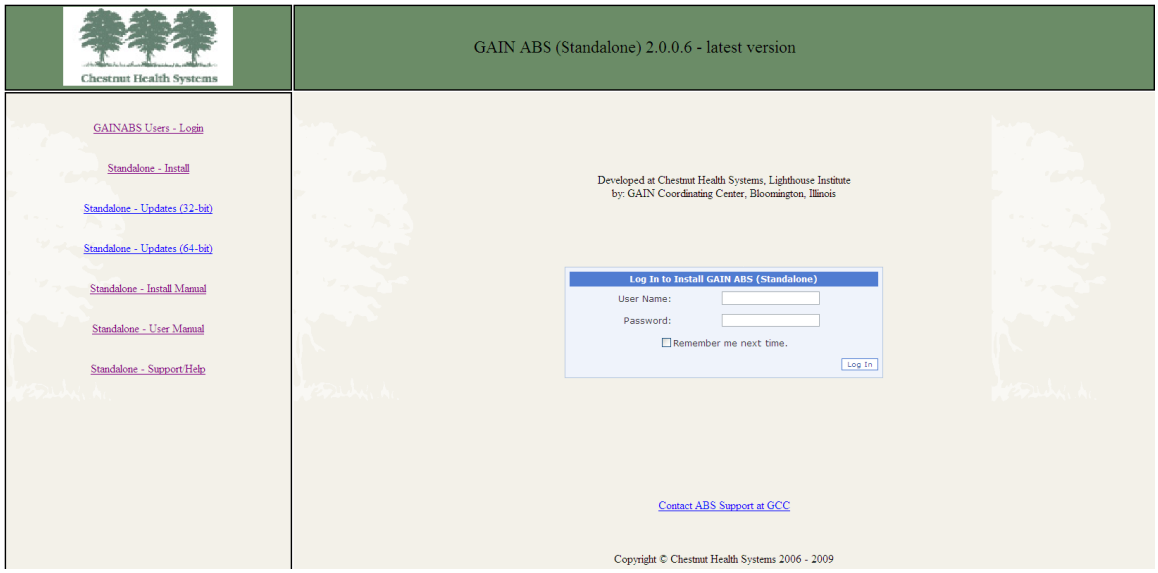


If your system already has other items checked then please leave them as they are, as they are probably needed for another program and will not affect Stand Alone negatively.

Installation Website

WARNING: Installation of GAIN ABS (Stand Alone) **must be completed using a full Windows local or domain administrator account with UAC off (if applicable).** Please first check with your IT department if you are unsure of your current level of Windows permissions.

To begin the installation process, go to https://www.gainabs.org/standaloneinstaller. You will be taken to the Stand Alone Installer login screen as shown below. Enter your GAIN ABS credentials to gain access to the installation or other Stand Alone related materials. Don't forget to log out of the site when complete.



Link Options

GAIN ABS User Login - Logs you into the installation site for full materials access

Standalone – Install - Page where installation links are found

Standalone – Updates (32 and 64 bit) - Respectively each link contains the previous versions and updates included in each

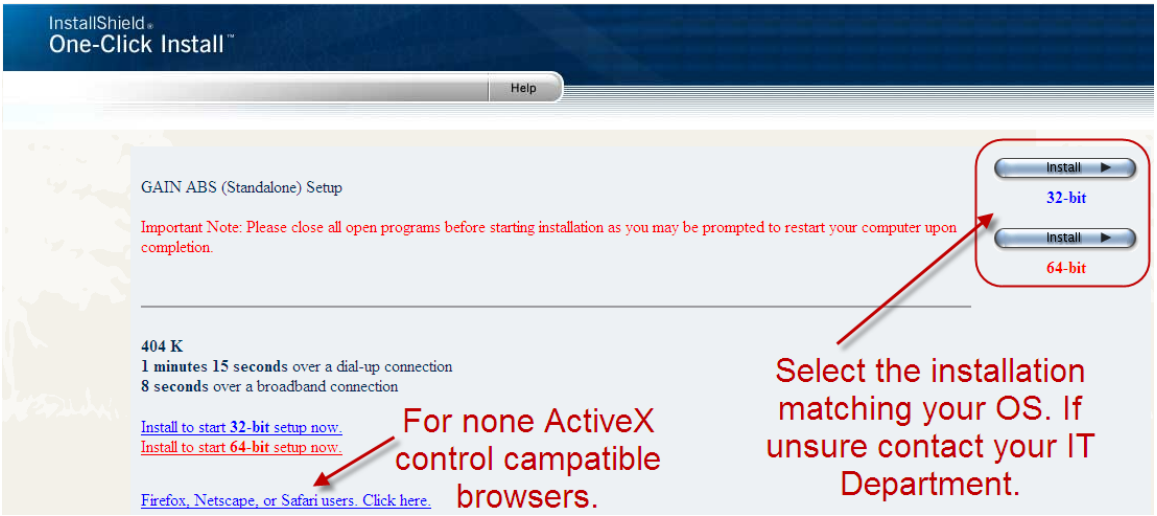
Standalone – Install Manual – Will open a PDF version of this manual to view, print or save

Standalone – User Manual – Will open a PDF version of the *GAIN ABS (Stand Alone) User Manual* to view, print or save.

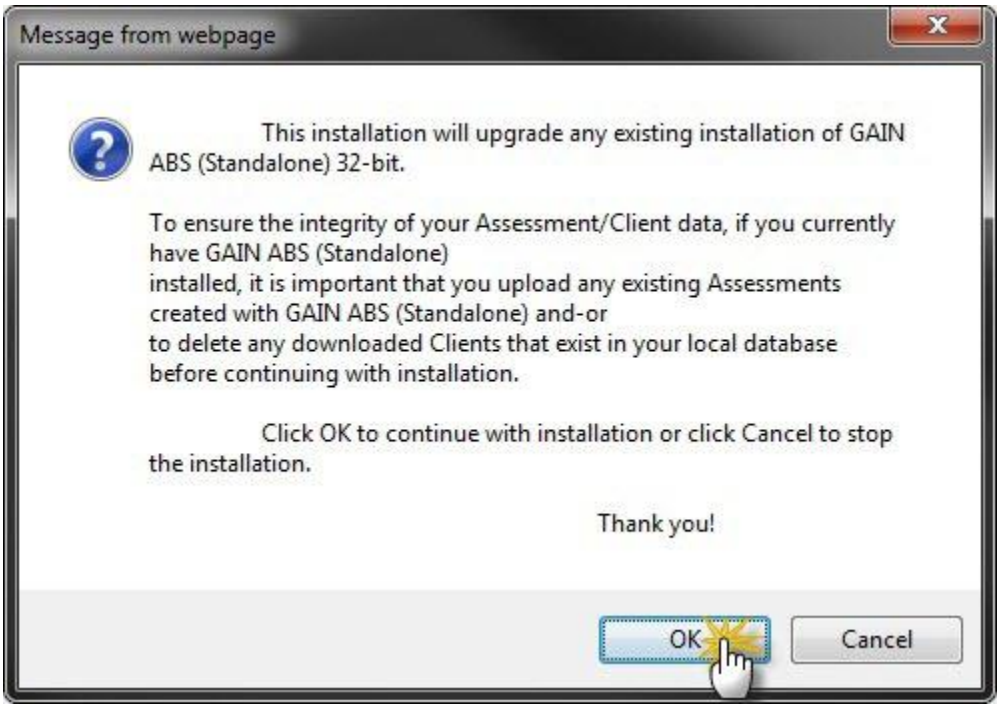
Standalone – Support / Help – Contains links to additional software required for some operating systems.

Initializing Installation and Prerequisites

After successful login, you will have full access to the page links. To begin the installation, select the Standalone – Install link (default page after login).
You will see the screen below. Click the Install button of the OS bit type you are running on your laptop.

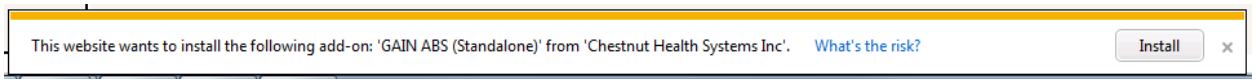


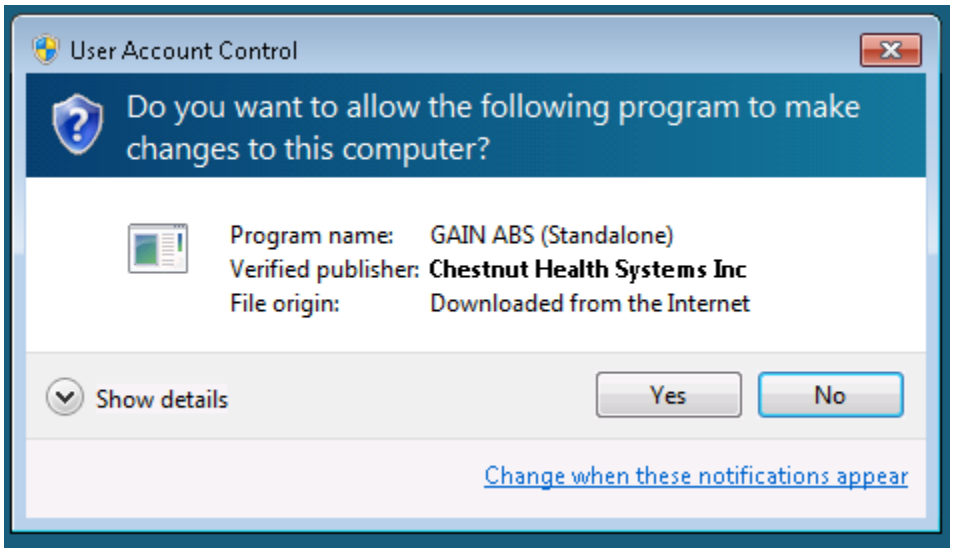
Once you click the Install button you will be prompted by this.



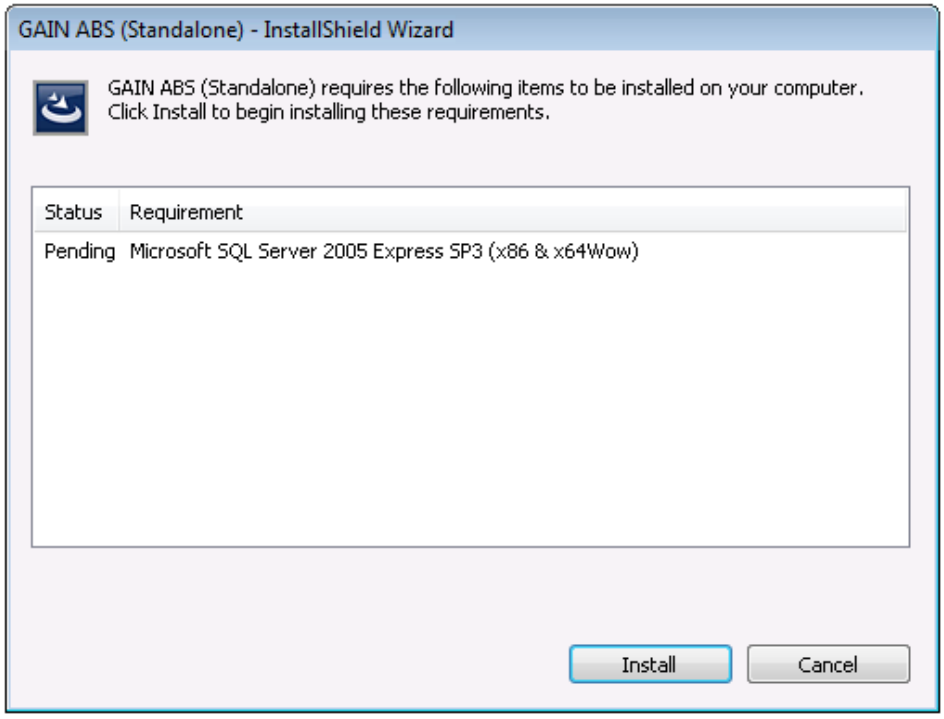
After clicking OK, you will be prompted to accept an Internet Explorer add-on required for the download. Click on the bar that spans the bottom of the browser.

***Note**: You must be using Internet Explorer due to the use of the ActiveX controller install. If not you will have to click the Firefox, Netscape, or Safari users link (shown above).*



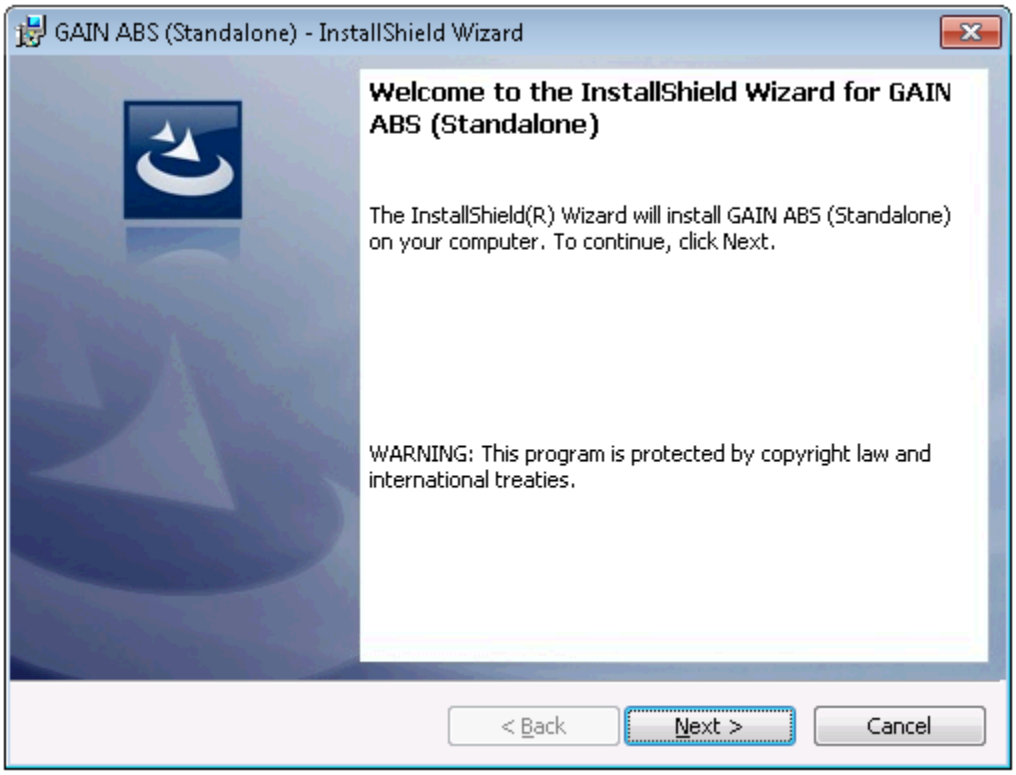


Click Yes, and you should be prompted with a GAIN ABS Stand Alone prerequisite installation for SQL Server 2005 Express. Click the Install button to continue.

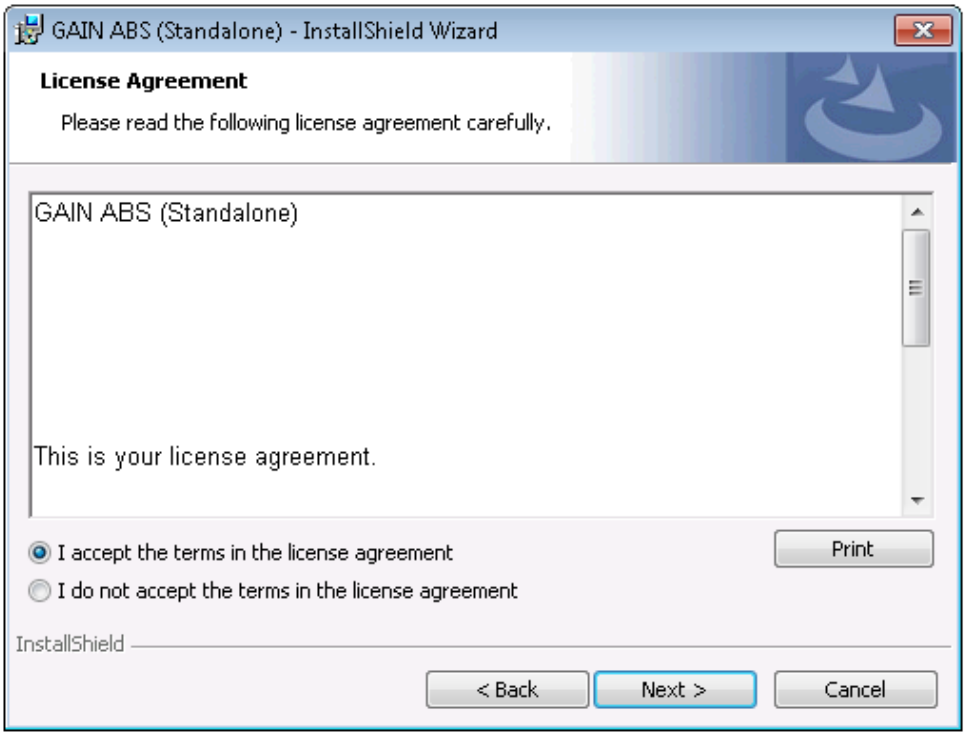


GAIN ABS (Stand Alone) Application Install

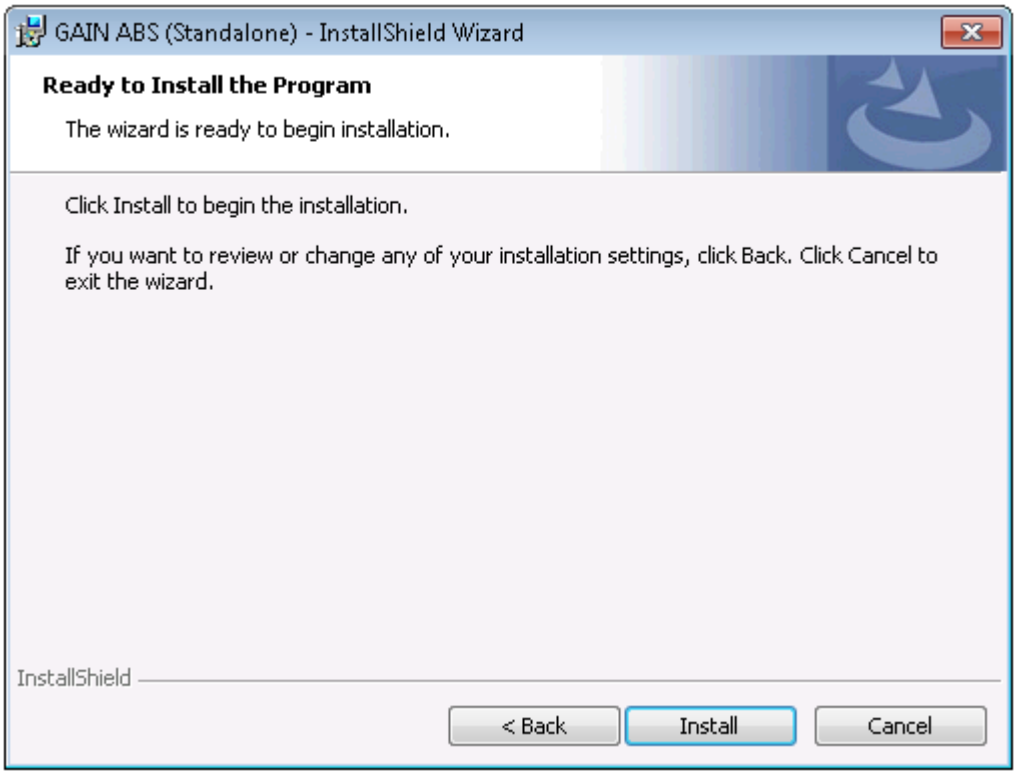
After Standalone is downloaded, you will then be prompted by the Stand Alone Install Wizard. Click the Next button to continue with the installation.



You will be prompted to accept or decline the License Agreement. Click the top radio button and then the Next button to continue.

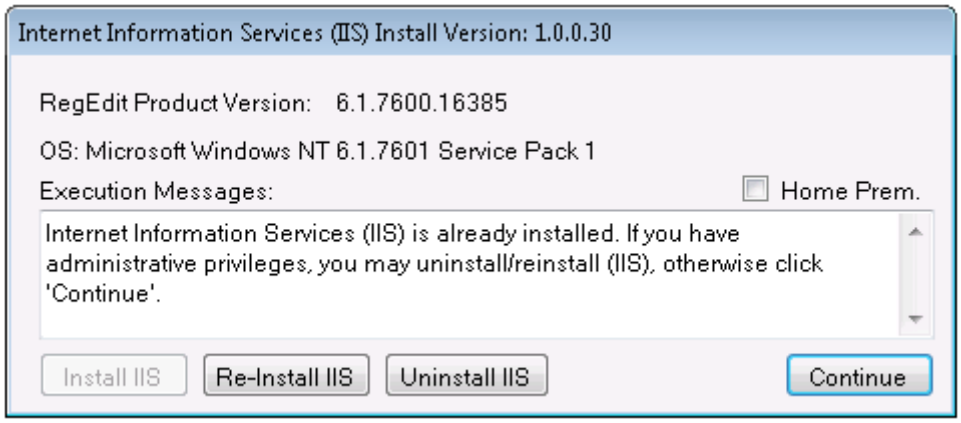


Click the Install button.



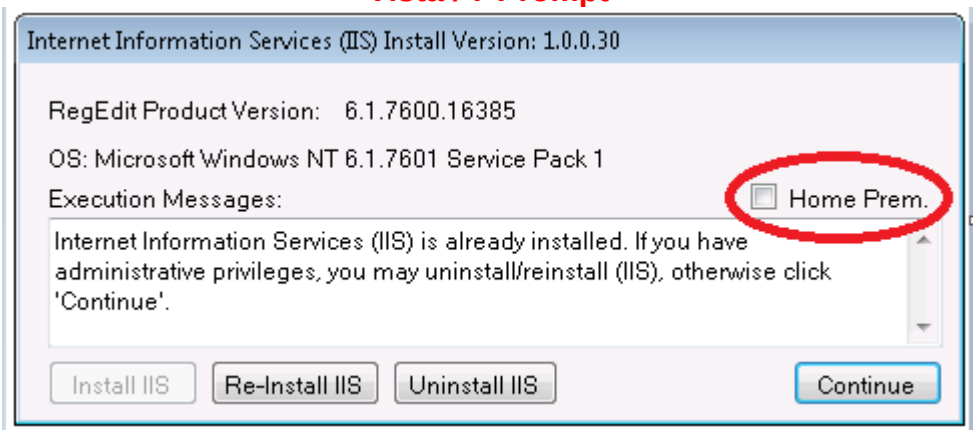
IIS Setup

You should see a pop up similar to the image below. IIS was installed already at this point, in previous steps, so please just click Continue.



Note: If you are installing IIS on Vista Home Premium or 7 Home Premium, you MUST check the Home Premium checkbox before clicking Install (see below).

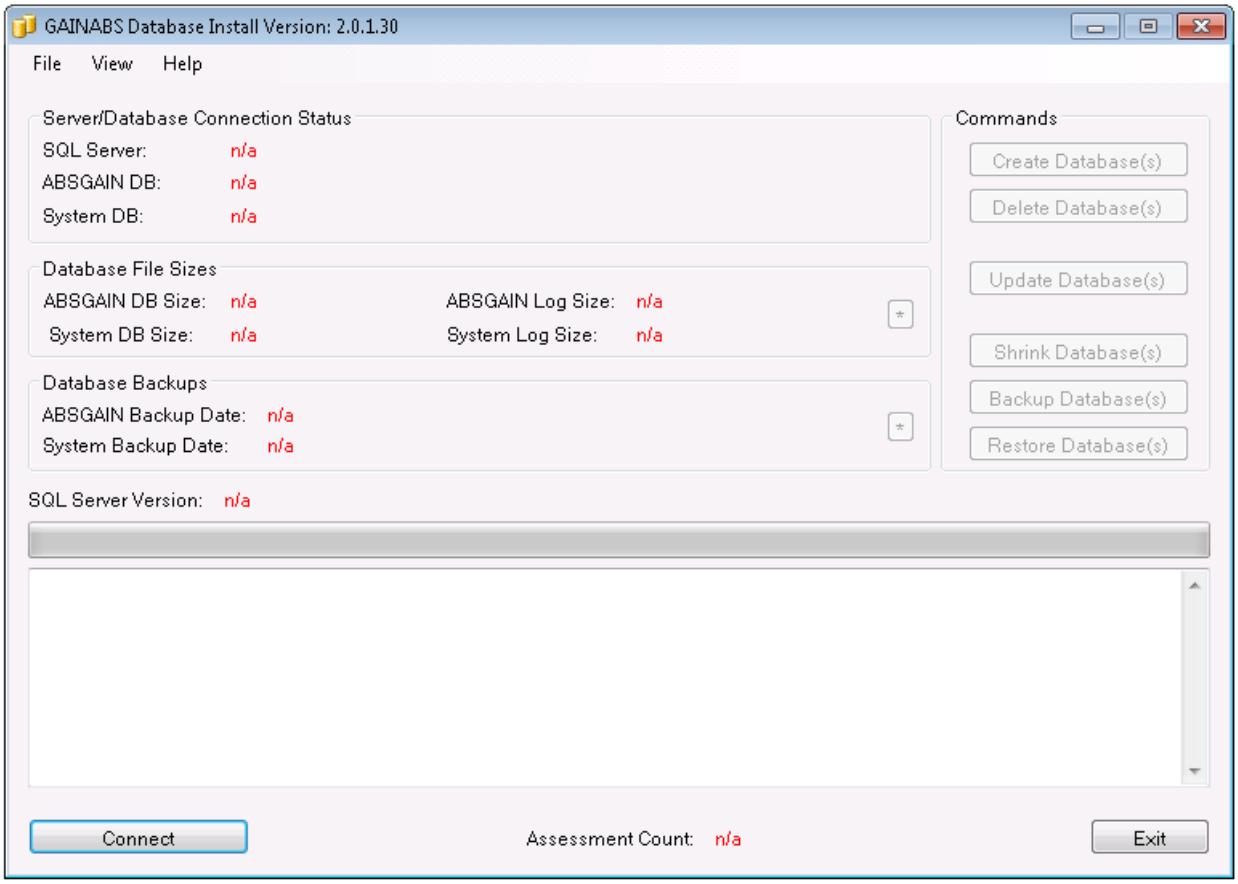
Vista / 7 Prompt



After IIS is complete, the next phase is the creation of the SQL Server database. The GAIN ABS Database Manager will be displayed as seen in the following section.

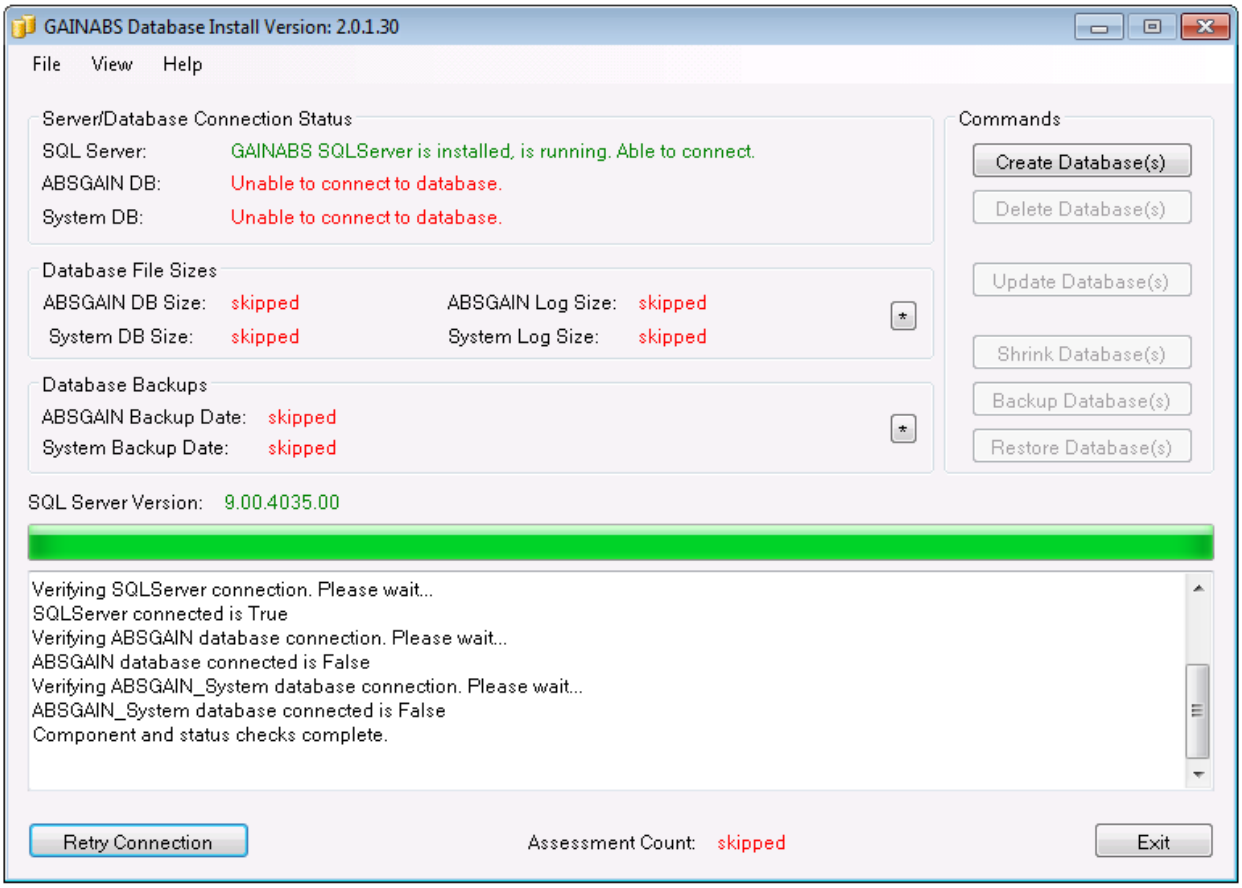
Database Installation

The first step of this phase is to connect to the database. Do so by clicking the Connect button in the lower left hand corner of the window as shown below.

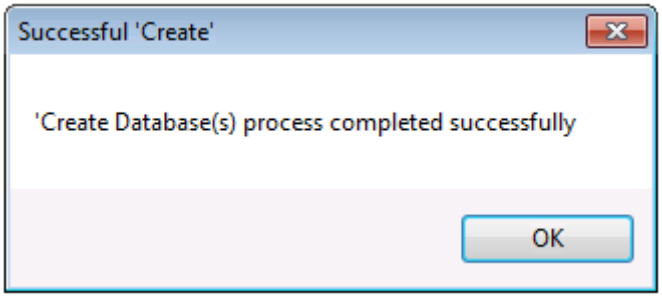


Continue on next page...

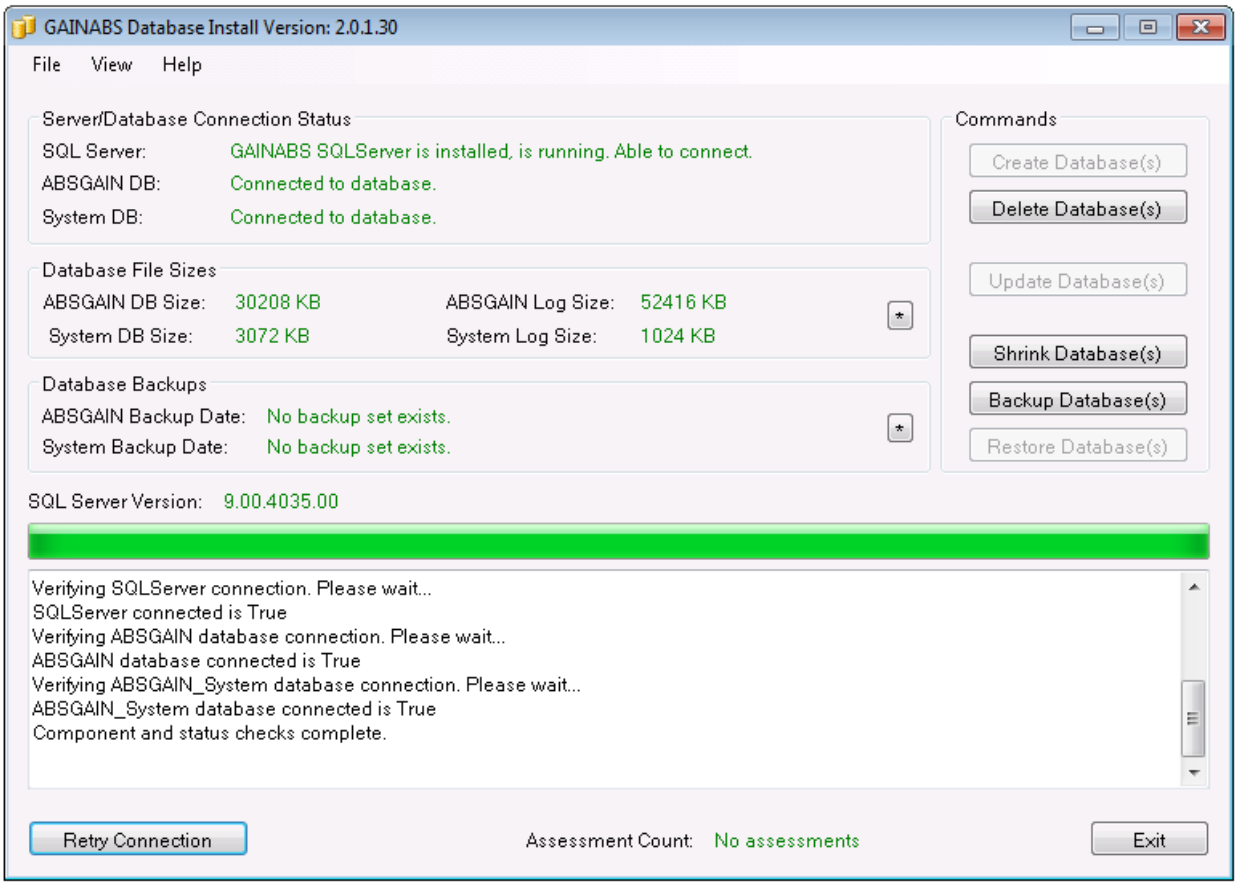
After a successful connection to SQL Server, click the Create Database(s) button as shown below.



If successful you will get this prompt...

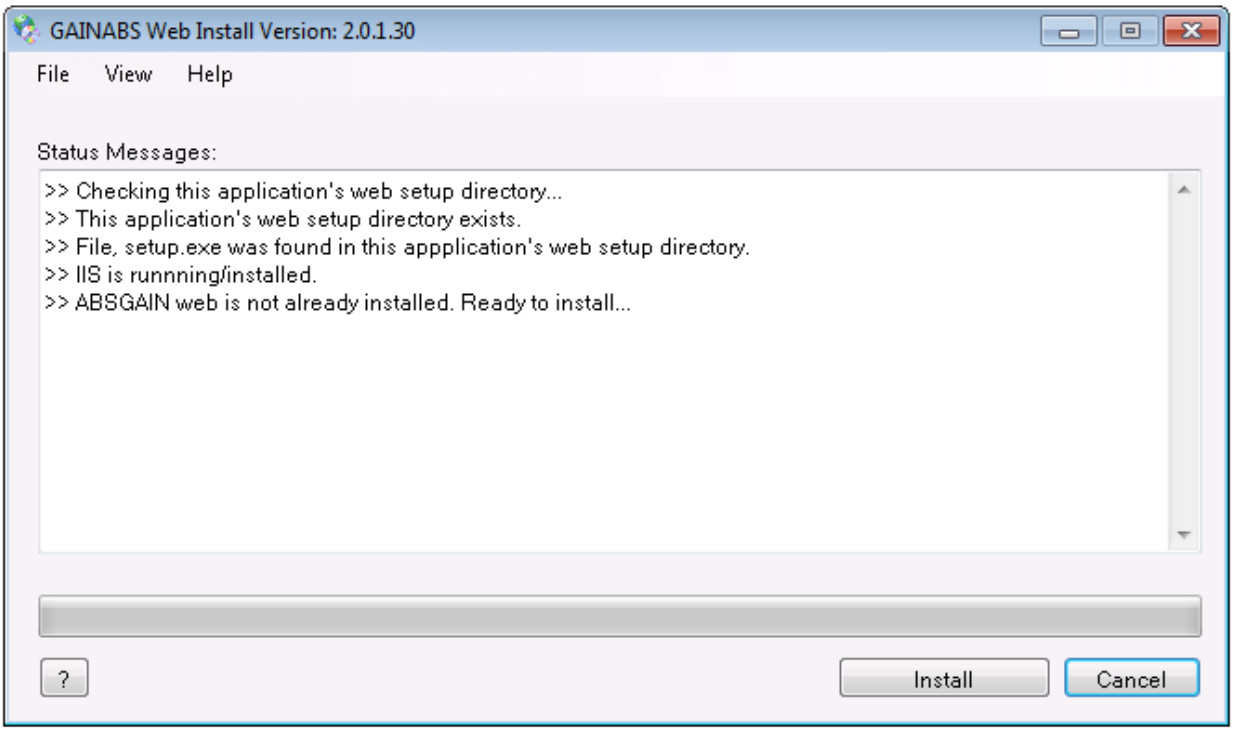


Click OK to continue. After clicking OK the database manager will run a few more configuration checks. When completed, all of the database stats will display green, as seen below. You are now done with the database at this point. Click Exit.

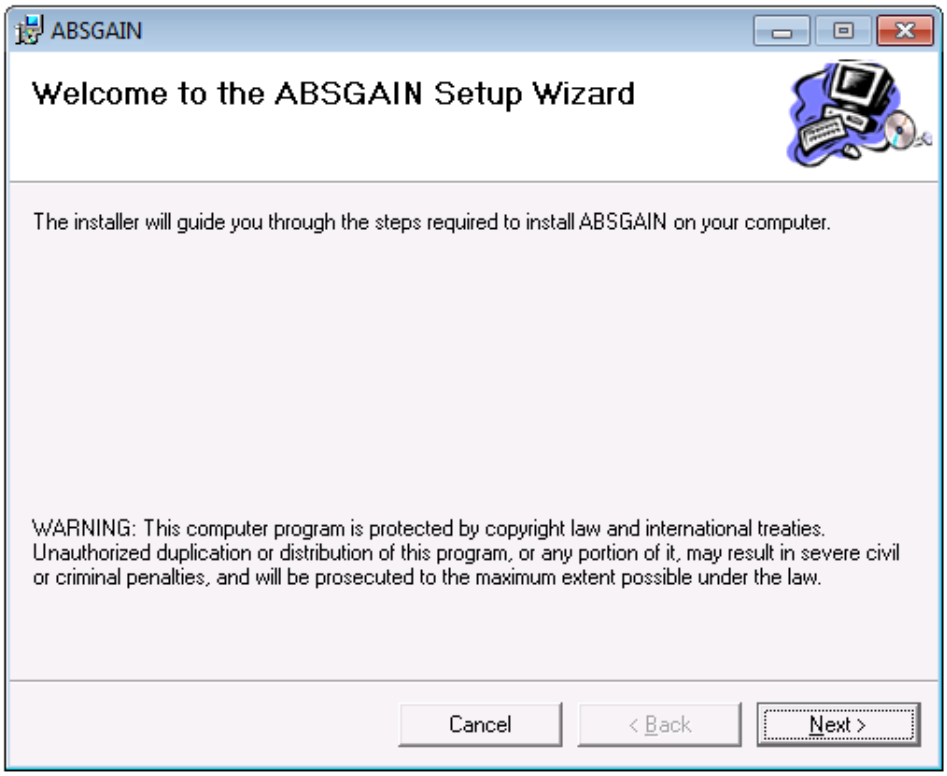


GAIN ABS Web and Web Service Install

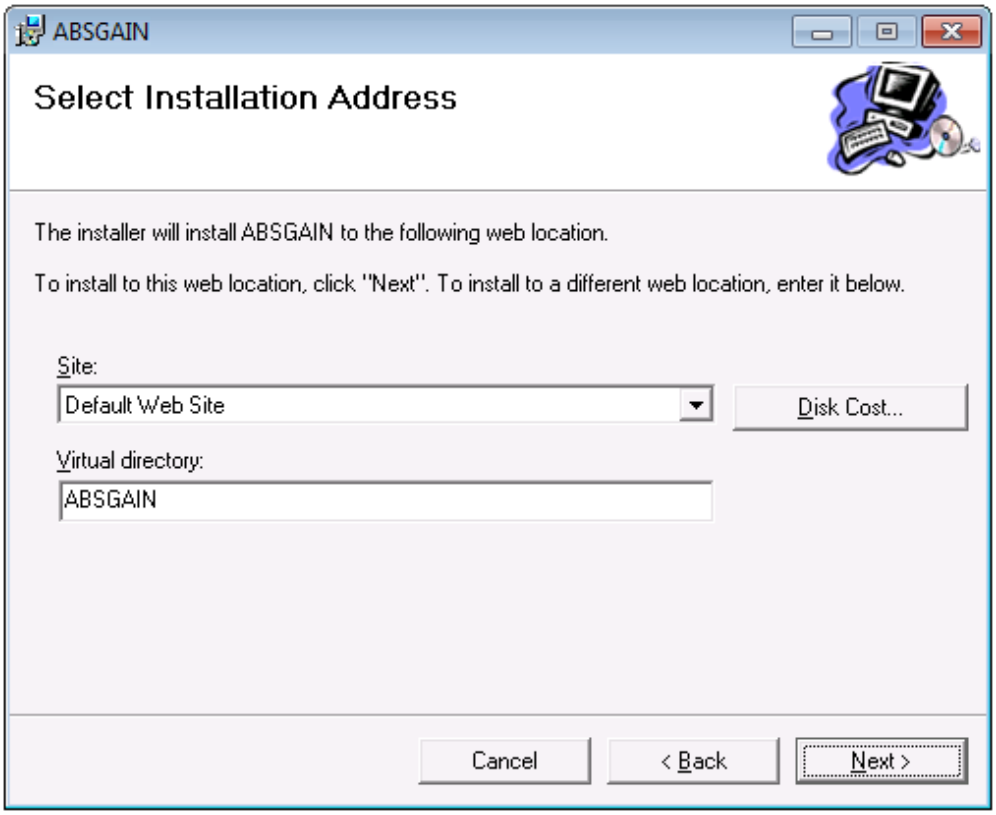
The next phase is the installation of the GAIN ABS website to you local machine. Click the Install button as shown below.



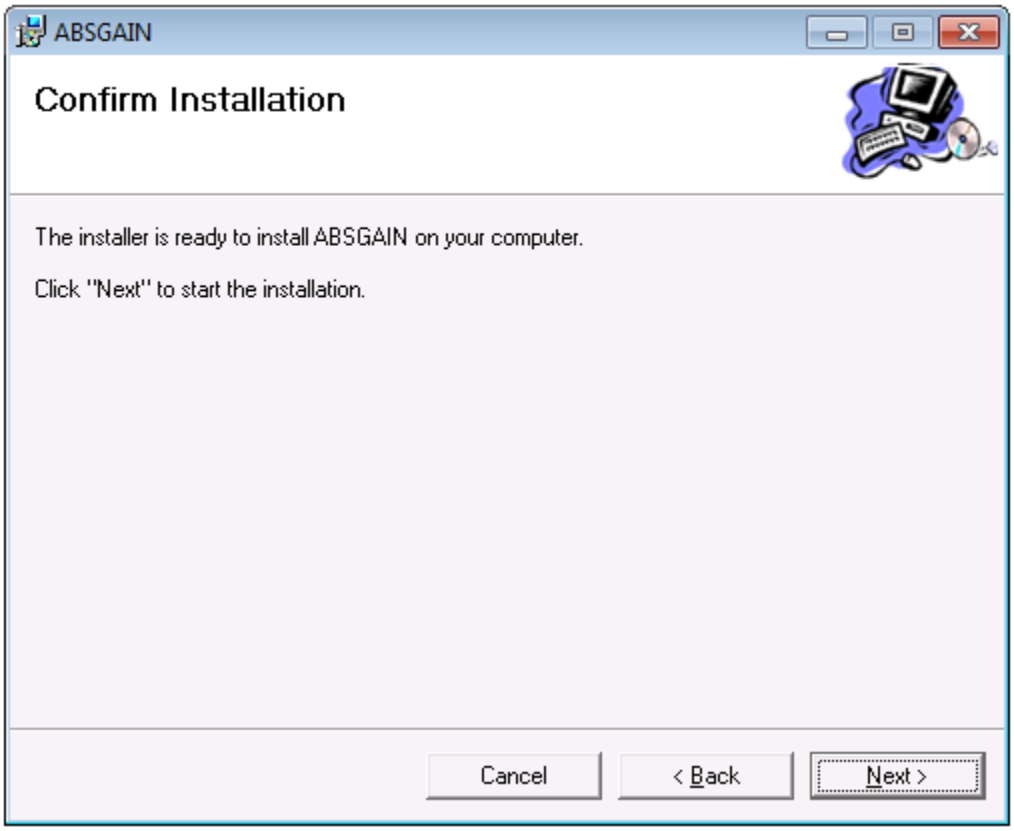
Click next here.



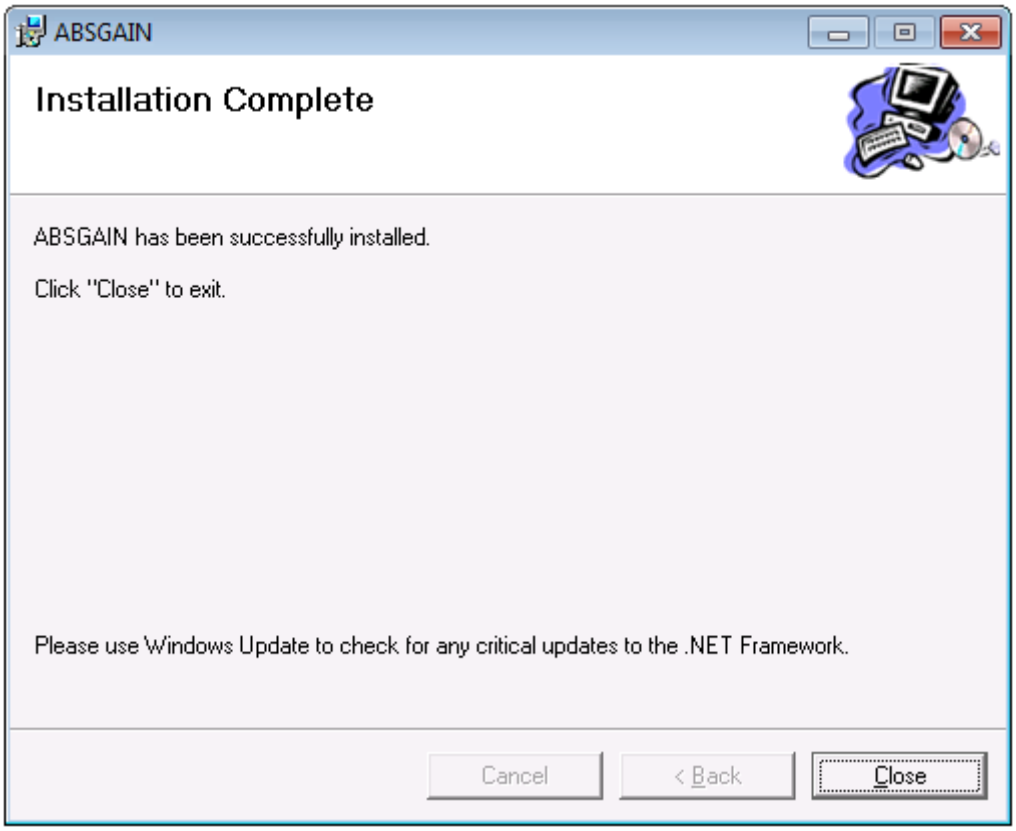
Please do not change anything, click the Next button (below).



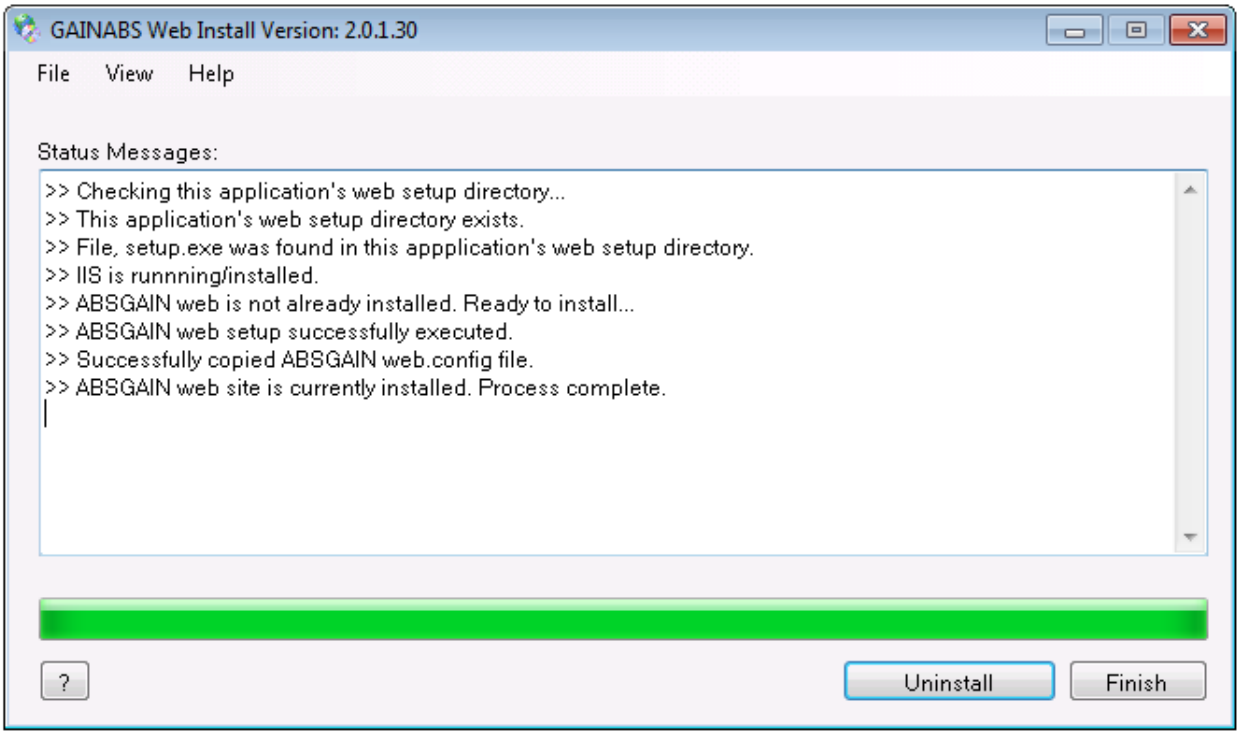
Click Next again.



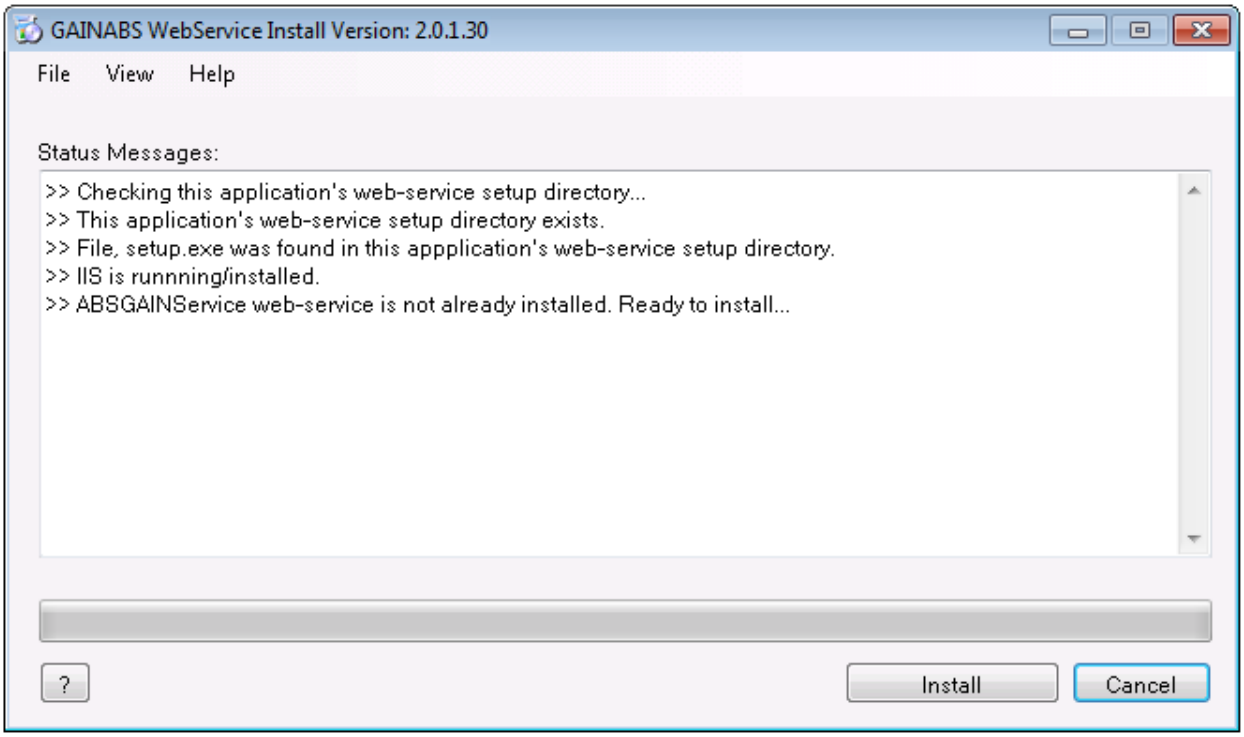
The installation of the GAIN ABS Web component is complete. Click Close (below).



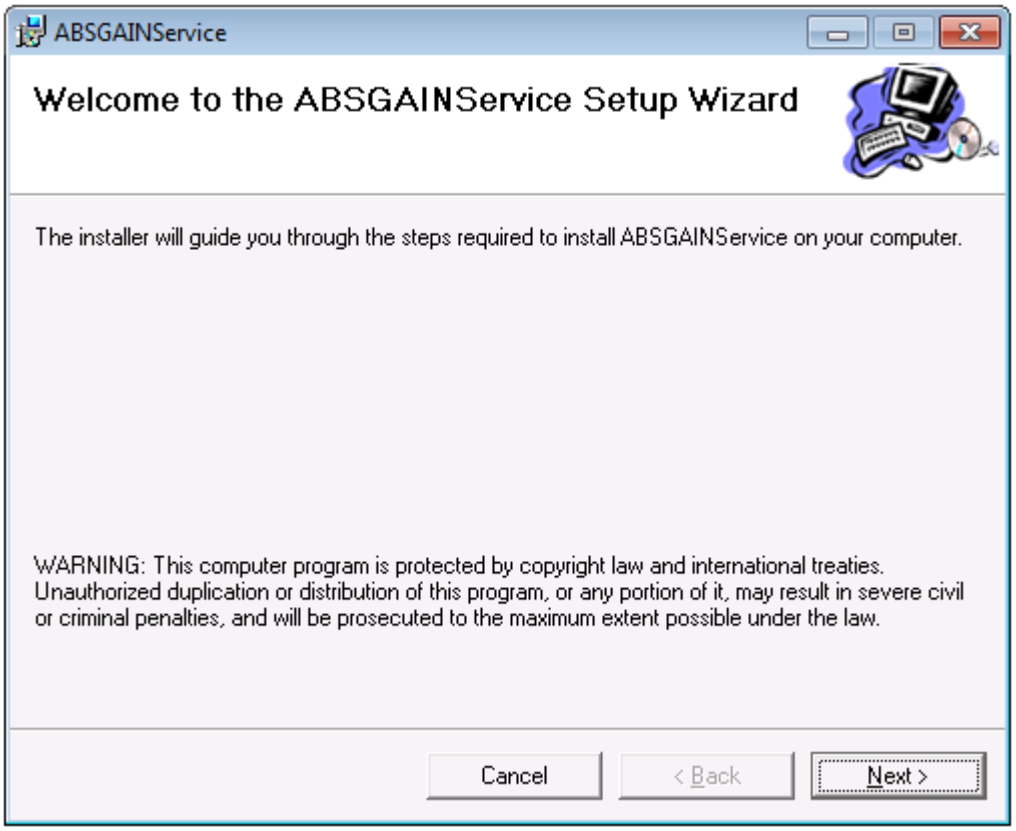
Click Finish to close the Web install prompt. (Below)



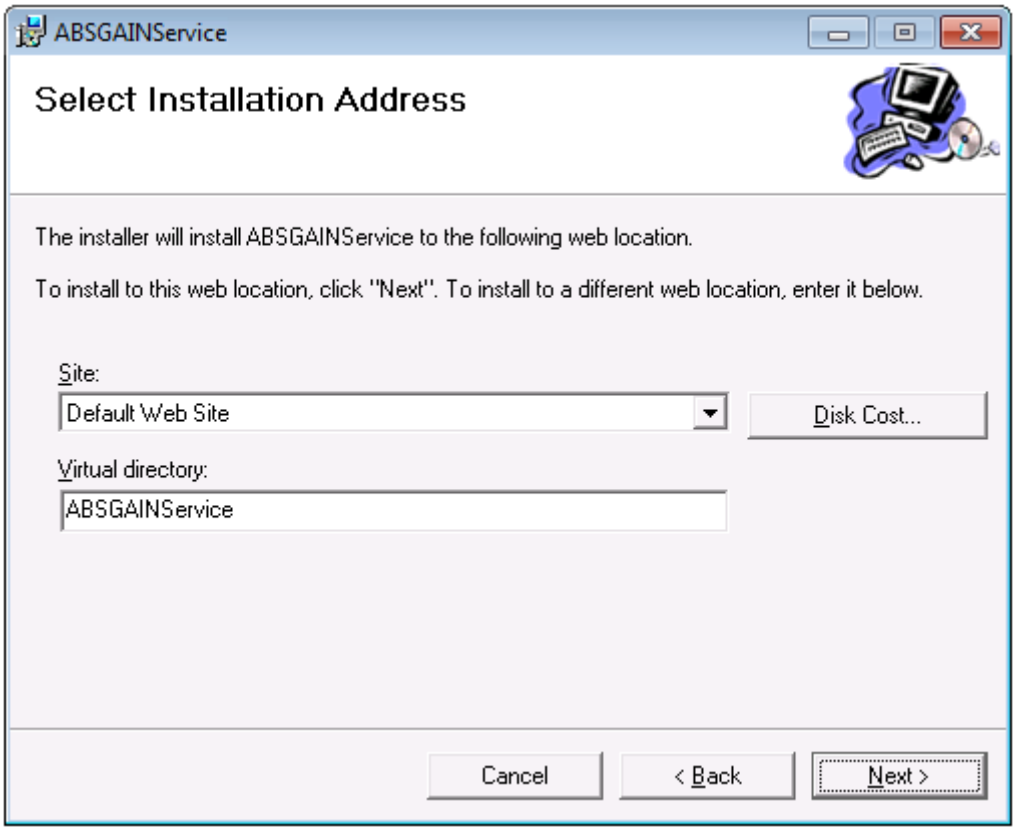
You will now be prompted to install the GAIN ABS Web Services. Click Install.



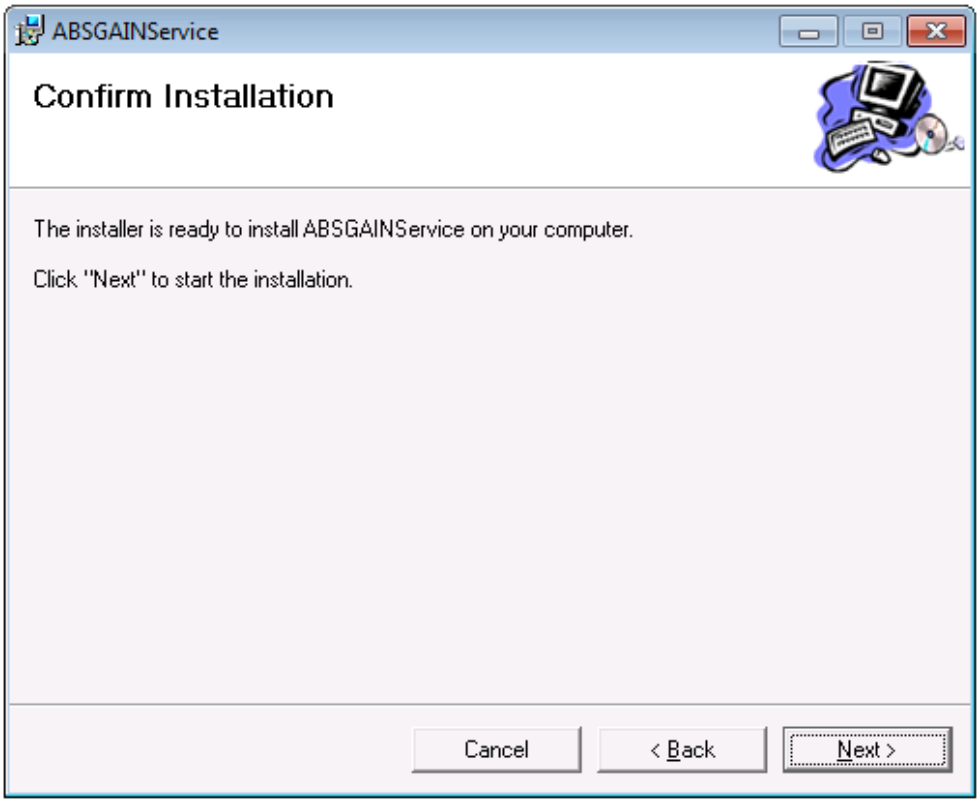
After selecting Install, it will begin the Services Install Wizard. Click next to continue.



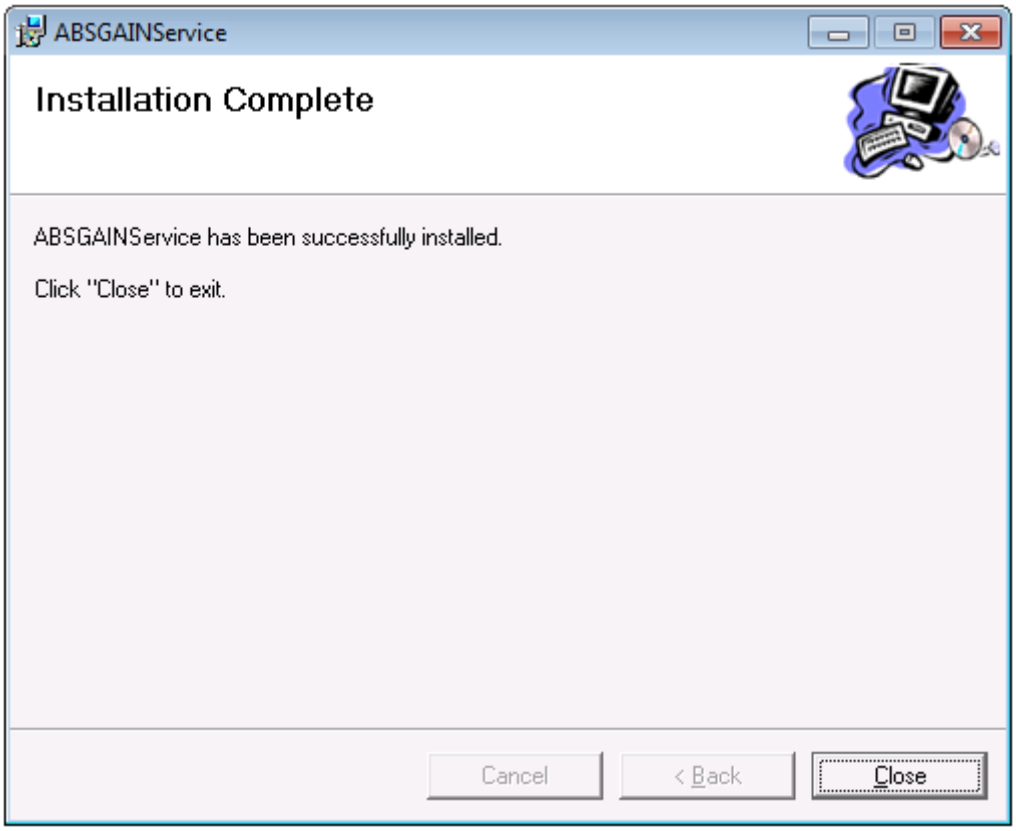
Please do not change anything, and click Next.



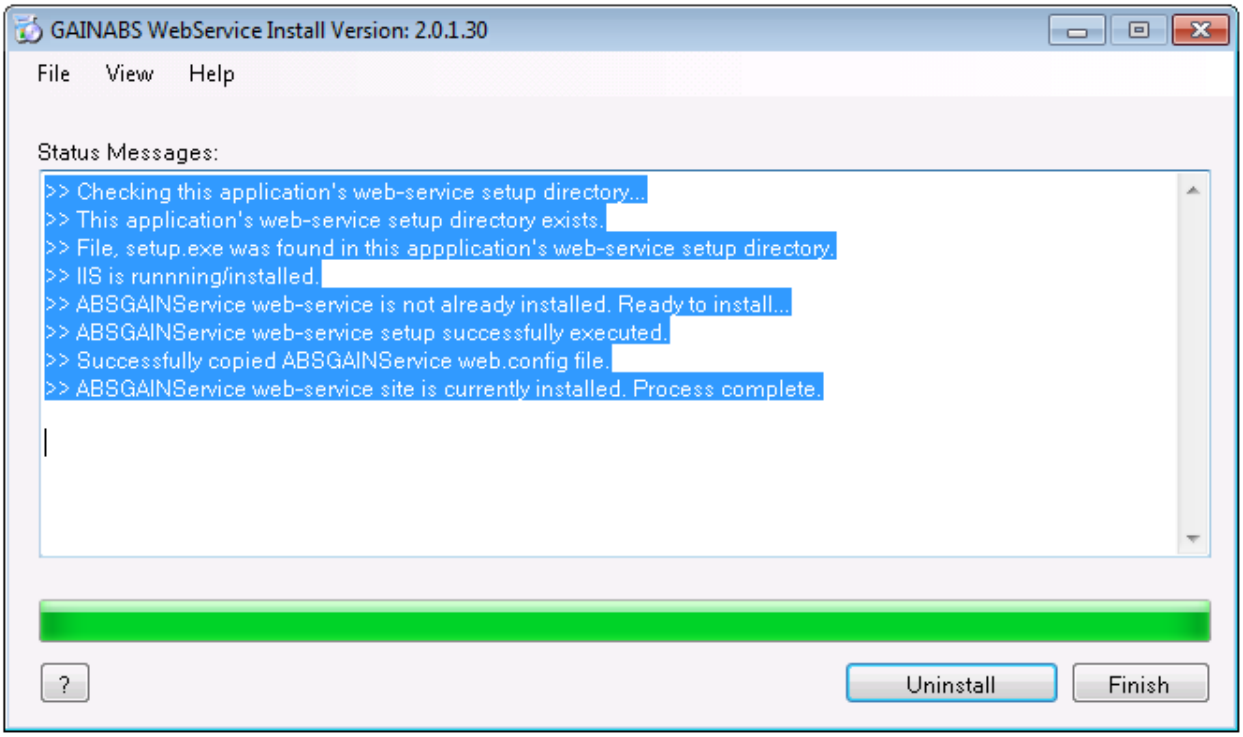
Click the Next button again.



Click Close to close the Install Wizard.

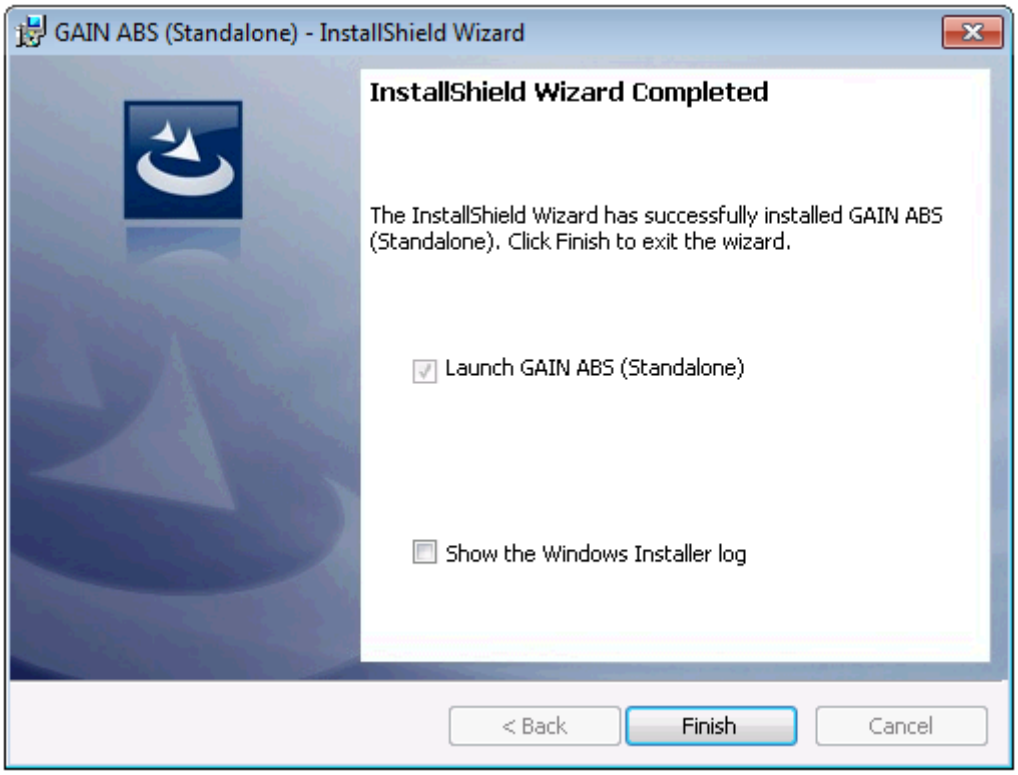


Now that the Web Service is installed, click Finish to close the prompt box.



Completion

Congratulations, you've completed the installation process! Click the finish button to launch GAIN ABS Stand Alone.



Tools

These tools are best left alone and used only when working with an ABS Support Associate. If you are not sure about their use, please call before proceeding. (309) 451-7777

The Tools that have been introduced in version 2.0.0.6 include:

Database Manager- Used to manipulate the database. Will only be used for diagnostics and updating as needed.

IIS Manager- Used to install/repair/uninstall IIS

SQL Server Manager- Used to install/repair/uninstall SQL Server

Web Manager- Used to install/repair/uninstall the Web package. Will only be used for diagnostics and updating as needed.

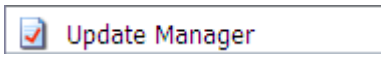
Web Service Manager- Used to install/repair/uninstall the Web Service. Will only be used for diagnostics and updating as needed.

Update Manager- See next section.

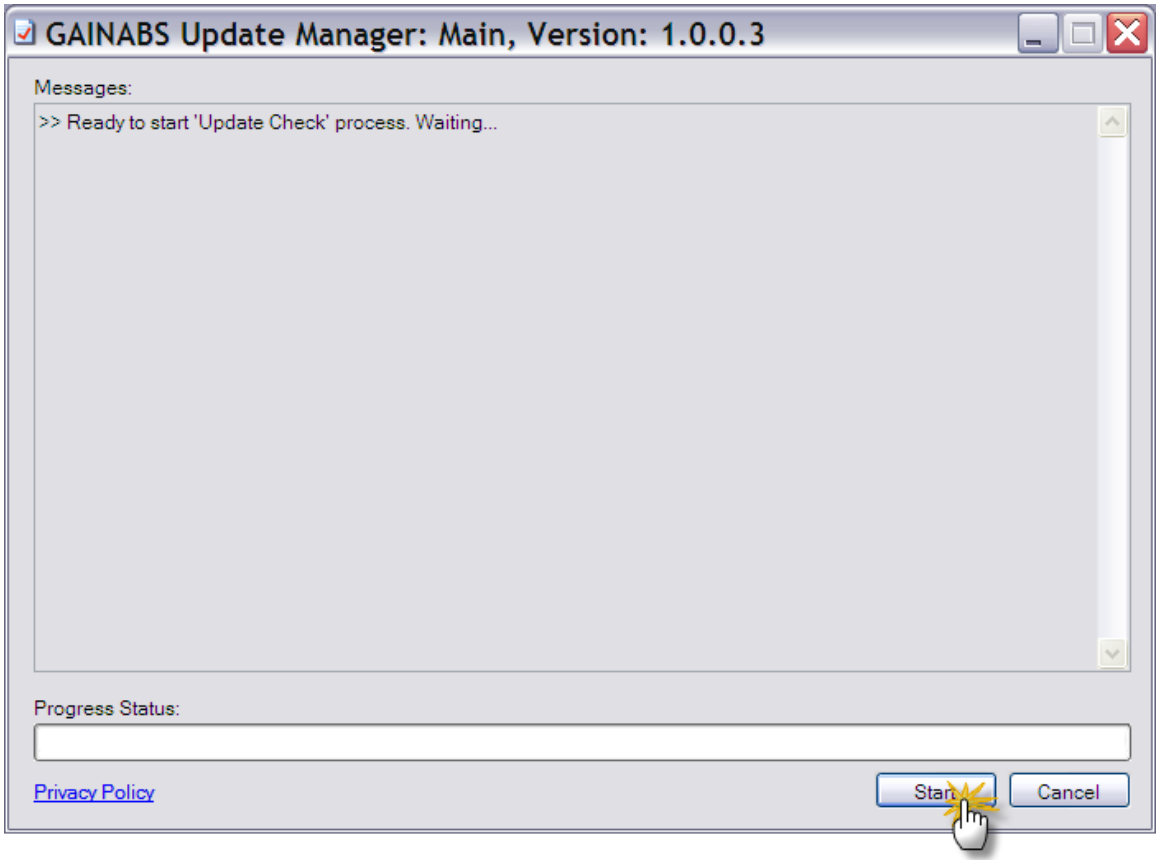
Each of the tools will be used similarly to that of following along with the appropriate Upgrade section described earlier in this manual. Again, you should not need to use this section of Stand Alone, unless instructed to do so by an ABS Support team member.

Update Manager

The update manager is a tool that is found in the GAIN ABS (Stand Alone) program menu and looks like this...



It is also the tool that will be opened when a user checks for updates via the GAIN ABS (Stand Alone) User Console.

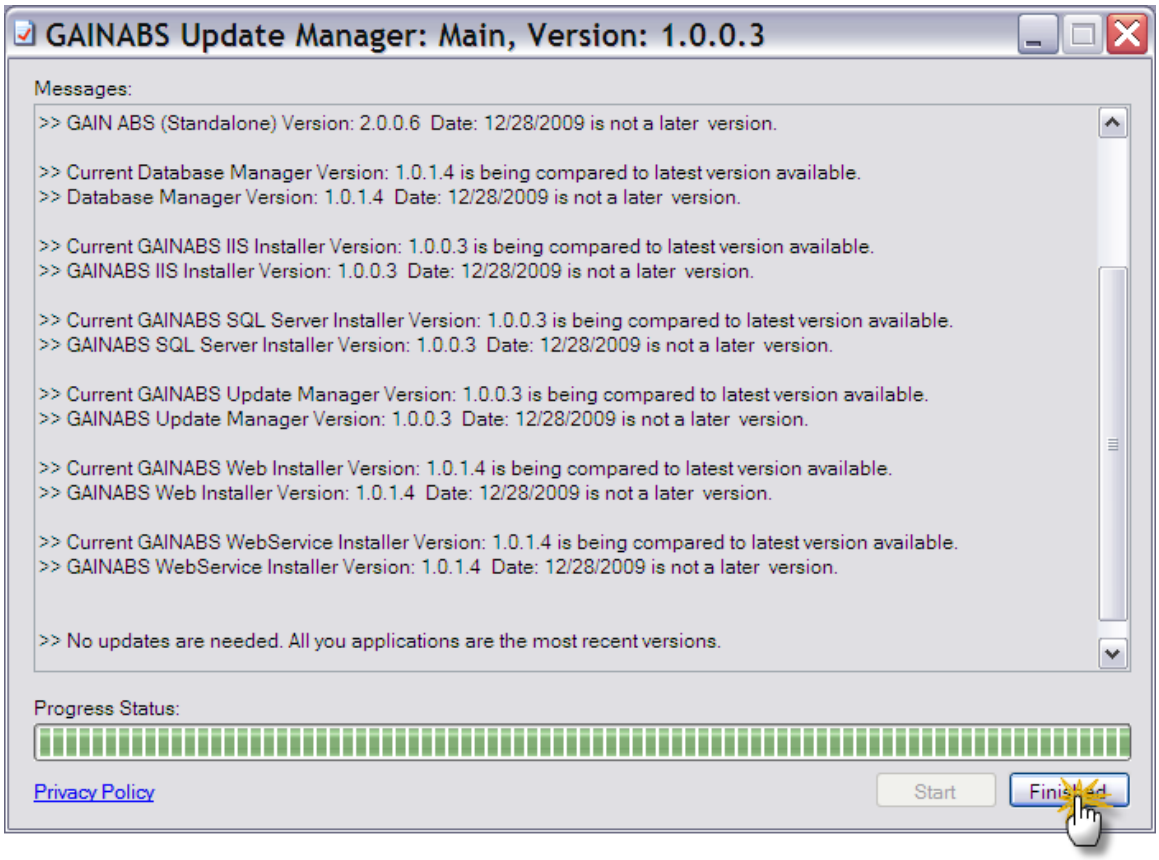


To run the Update Manager, click Start.

Note: If there is an update available, it can be applied under a standard Windows user account. Windows Administrator privileges are not required, and the regular user of Stand Alone will be able to successful run the Update Manager.

How does it function?

The update manager runs through each of the GAIN ABS Stand Alone components and software installations currently on the machine and compares them against the website to check that each component is the most recent version. If needed, it will notify you in the main window which components are not up to date.



If a component needs to be updated it will be updated through this manager. As it goes through the version checks, if there is a newer version available it will automatically run the needed tool to complete the update. The update manager will run in the background until all updates are completed. If an update is found, the process for applying the update will be like the upgrade portions of this manual. Continue through the upgrade process until the Finish option is available.

To close the Update Manager, click the Finish button to close the window.

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