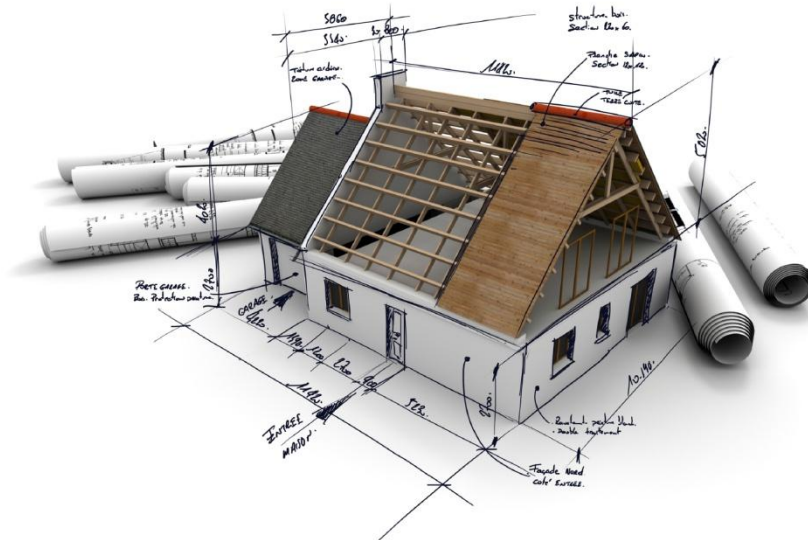


Elmhurst Design SAP 2012 Software Installation Guide

VERSION 1.2 (January 2016)



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Screenshots may not reflect the finished product and are subject to change

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1. Software Set Up

1.1 Minimum Hardware Requirements

The Elmhurst Design SAP 2012 software can be installed on a standalone PC workstation or be used in a network environment where multiple or network licences are in place.

The Hardware requirements for hosting the application on a server are:

- Pentium IV 1.4 GHz, 1 GB RAM, 2 GB free space on HDD

The Hardware requirements for running the application (client PC) are:

- Pentium IV 1.4 GHz, 1 GB RAM, 2 GB free space on HDD

1.2 Software Requirements

Platforms supported for hosting the application on a server:

- Microsoft Windows 2003, 2008 or 2012 Server
- .NET 4
- Microsoft IIS 6.0+

Platforms supported to run the application on a standalone PC:

- Microsoft Windows XP SP3 (32-bit)
- Microsoft Windows Vista SP2 (32-bit, 64-bit)
- Microsoft Windows 7 SP1 (32-bit, 64-bit)
- Microsoft Windows 8 or 8.1 (32-bit, 64-bit)
- .NET 2, .NET 4
- MS SQL Express 2008 R2

Note: Standalone installations on Windows 95/NT/98/2000/ME/XP are not supported. We also do not currently support installations on Apple Macintosh or Linux-based systems.

Server installations may run on other Windows-based servers (i.e. Small Business Server). Please contact us if you are running a Citrix environment.

2. Getting Started

2.1 A Note about Licence Numbers

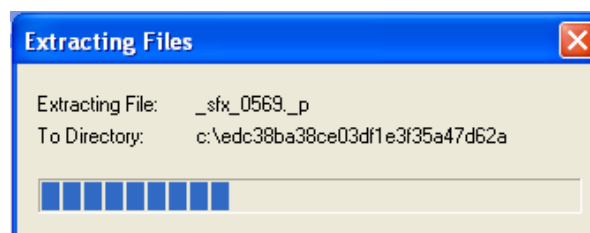
The licensing options for Elmhurst Design SAP 2012 include individual PC licences and a Site Licence option that allows an indefinite number of PCs to be linked via a server. Each licence number is explicitly linked to a PC or server and must not be used in other hardware. (Note: Assessors can run the software on a laptop PC for use at home or out of office work). Elmhurst records each delivery of software which has a unique inbuilt key.

2.2 Installing the software

These instructions relate to the Elmhurst Design SAP 2012 download link to install the software. This is forwarded in an email from Elmhurst.

2.3 Components included the download file

- .Net 4.0 Framework
- Windows Installer 4.5
- SQL Express 2008 R2 (Elmhurst Database Server Installer)
- Elmhurst Design SAP 2012

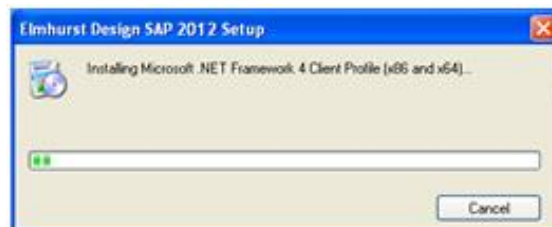


2.4 Installation Instructions for Windows XP

1. Double-click setup.exe
2. Click Run if Security Warning received
3. Accept all shown licence agreements for Windows Installer 4.5 and Net Framework 4 (if these do not appear, they are already installed on your machine).



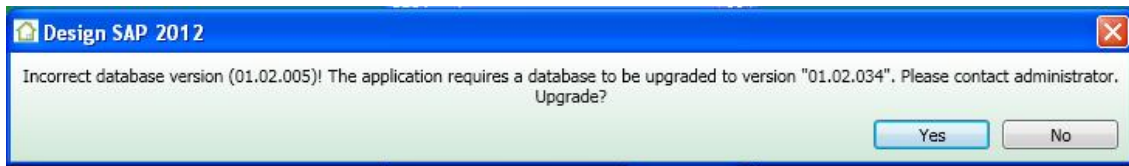
4. Click to install Elmhurst Database Server Installer
5. Windows Installer 4.5 will now install.
6. You may receive a prompt to reboot your machine, please do so at this point.
7. After reboot, the Elmhurst Database Server Installer will continue with installation and SQL Server 2008 R2 will install. This may take a while, please be patient.



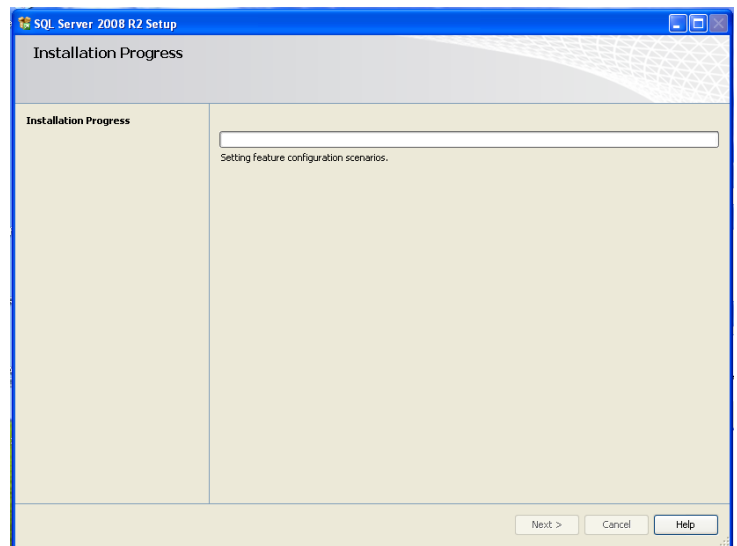
8. Once SQL2008 R2 is installed, Microsoft .NET . Framework 4 Client Profile (x86 and x64) will install
9. Elmhurst Design SAP 2012 Setup Wizard will now begin



10. Click 'Next' through prompts, until Installation Complete screen shows
11. You may receive a prompt to upgrade the database. Please click "Yes".

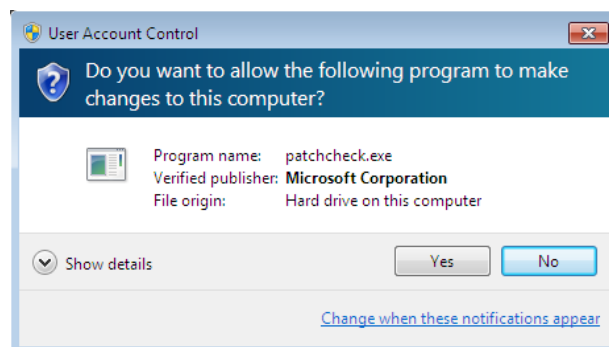


NB: If there is already an instance of SQL Server 2008 on a PC, the SQL Server 2008 R2 installation progress screen above will not show, however it will install a new database instance within your copy of SQL Server.

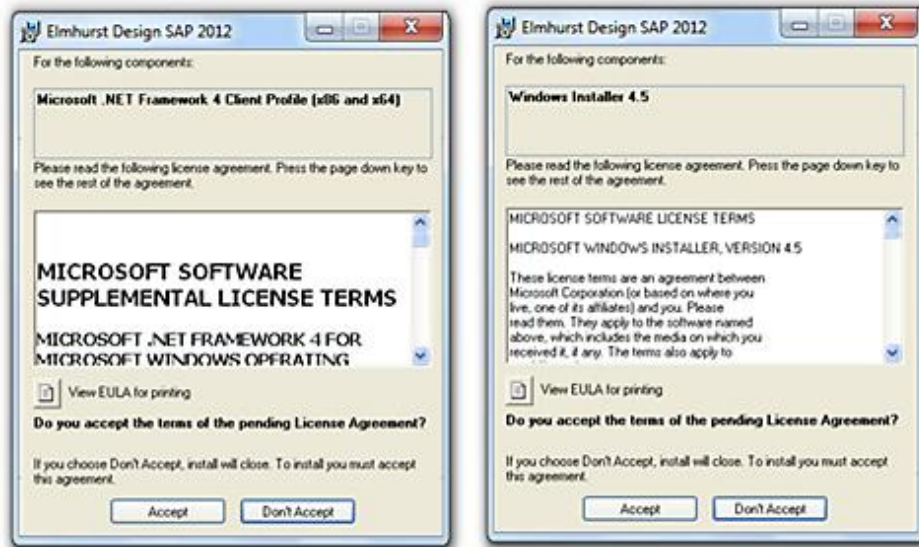


2.5 Installation Instructions for Windows Vista, Windows 7 & Windows 8

1. Double-click setup.exe
2. Click "Yes" on the User Account Control window. This may appear more than once



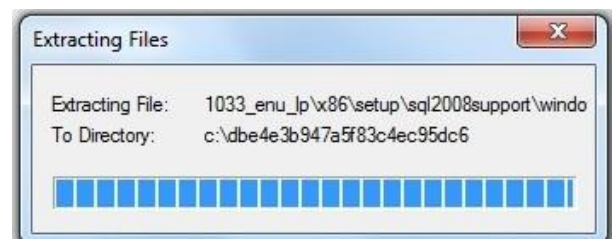
3. Accept all shown licence agreements for Windows Installer 4.5, .Net Framework 4 (if these do not appear, they are already installed on your machine)



4. Click to install Elmhurst Database Server Installer

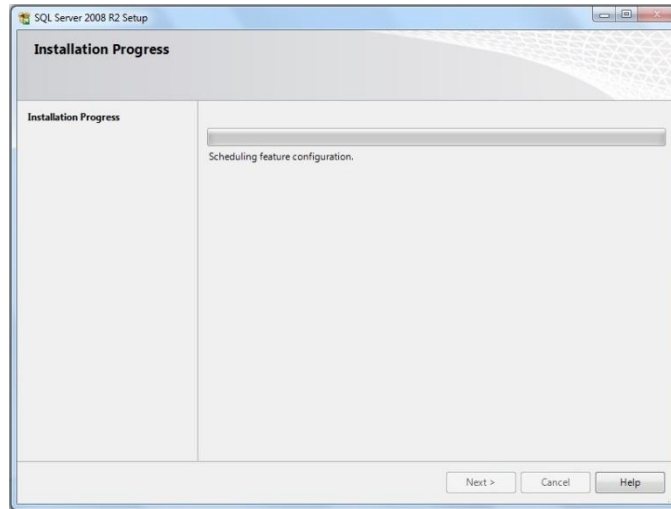


Windows Installer 4.5 will now install



5. You may receive a prompt to reboot your machine, please do so at this point.

6. After reboot, the Elmhurst Database Server Installer will continue with installation and SQL Server 2008 R2 will install. This may take a while, please be patient.

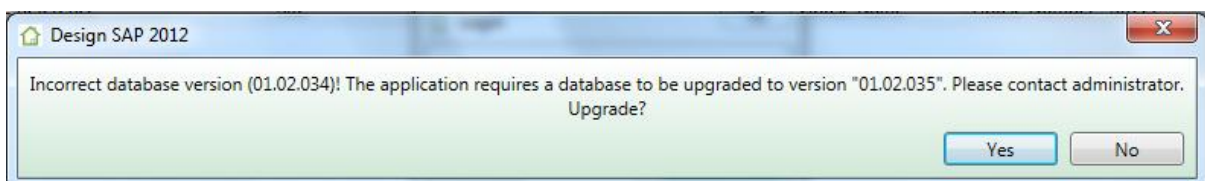


Note: If you already have an instance of SQL Server 2008 on your PC, the SQL Server 2008 R2 installation progress screen above will not show, however it will install a new database instance within your copy of SQL Server.

7. Once SQL 2008 is installed, Microsoft .NET Framework 4 Client Profile (x86 and x64) will install
8. Elmhurst Design SAP 2012 Setup Wizard will now begin
9. Click Next and continue through the prompts



10. Click 'YES' to accept the User Account control Message
11. You may receive a prompt to upgrade the database. Please click "Yes".



2.6 Network Installations

For assessors who wish to share a database between multiple assessors, we suggest a network installation. To set this up on your current environment we suggest following the below set of instructions.

1. Download the Elmhurst Design SAP 2012 file from the download link.
2. On the hosting Server or PC, unzip the install.zip file to a location of your choice.
3. Then install the software by running the **setup.exe** file and not the Setup.msi file.
4. The installation may require a restart of the server; this will depend on which components have to be installed during the installation of the software. The download components will include:
 - .Net 2.0
 - .Net 4.0
 - Windows Installer 4.5
 - MS SQL Express 2008 R2
 - Design SAP 2012 software
5. Once the installation has been completed, you will need to run the software on the server you have downloaded it onto. This is so your licence key can be added and any updates applied to the software.
6. When this process has been completed, share the installation folder of this software with Full Control rights to all users of the software. (The default location of the installation folder can be found in **C:\Program Files\Elmhurst Energy Systems\Elmhurst Design Sap 2012**). To share this folder right click on the Elmhurst
7. Design SAP2009 folder, click **Properties**, then click on the **Sharing** tab, and click **Share this folder**.
8. From the Client Machine or other surveyor's pc you will have to map a network drive to the shared folder on the server. To map a network drive, click on **Start**, then select **My Computer**. At the very top of the box is a **Tools** option, select **Map Network Drive...** from this select a letter to assign to your network drive and click **Browse** to point your network to the share folder. Click **OK** to complete your network drive.
9. Once you have done this your network drive will appear in the **My Computer** option. Click into the network drive and open the shared folder. Click **CLIENTSETUP.EXE**
10. This will install a thin client version on this PC which will run the full version on the server.
11. For further PC installations simply repeat the installation instructions.
12. All PCs will point to a single database situated on the server.

Note: Multiple assessors accessing the same database must click on the refresh button to view all changes in the Design SAP 2012 software. Also multiple assessors can access the same Survey in the same database; however, the assessor saving the Survey last will retain any changes made to the Survey.

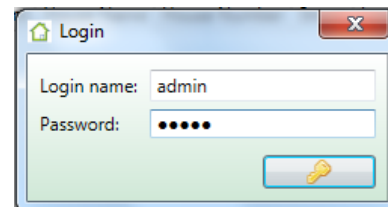
3. First Time Login

When the installation is complete, click on the Elmhurst Design SAP 2012 desktop icon to open the software.

The software will then ask for a Login name and Password in order to log in. We suggest the administrator logs in first, using the following login details:

Username: admin

Password: admin



After logging in with the details above, the software will ask the user to enter a serial number. This is the same serial number that is used in Design SAP 2009, but if the administrator is unsure of the serial number, please call the Elmhurst OCDEA Support Team for assistance.

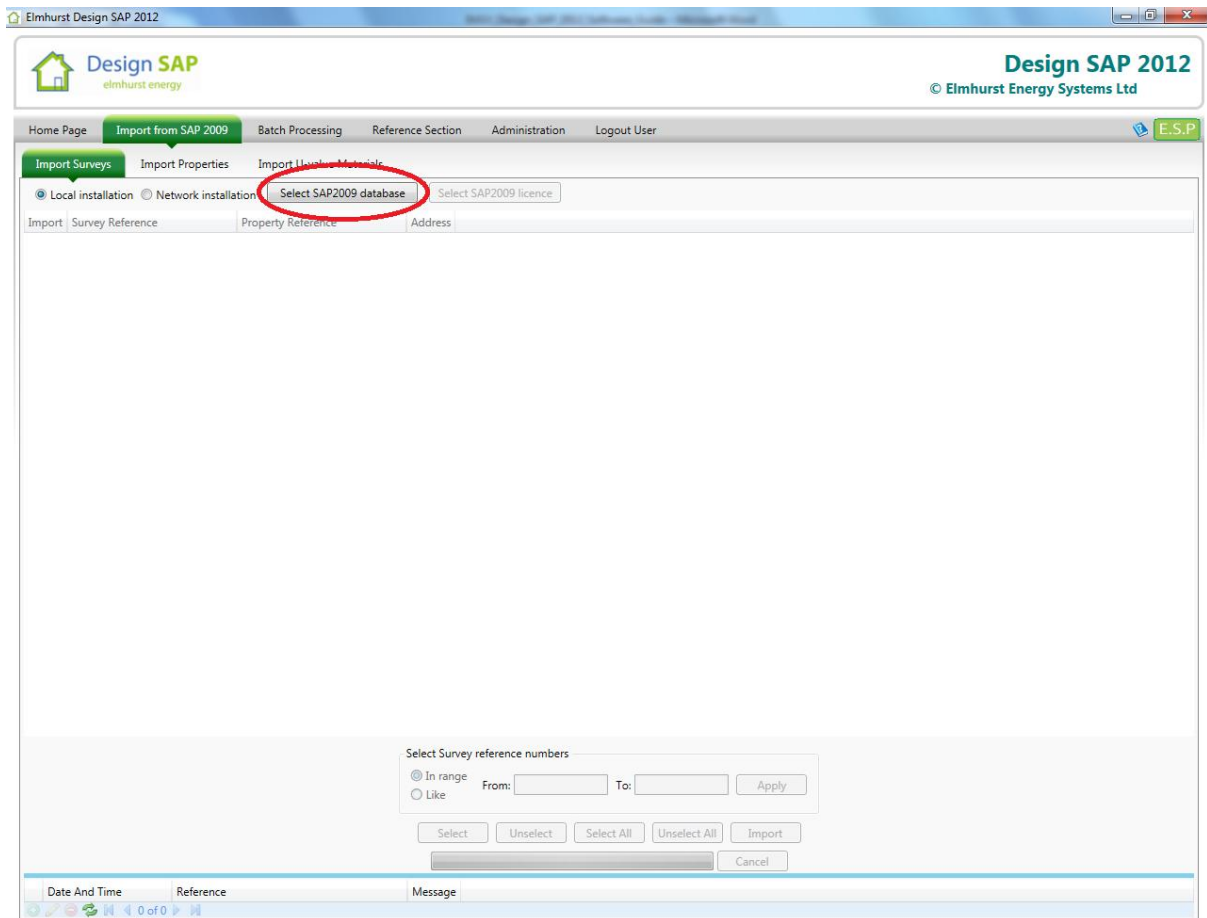
The administrator should then go the Surveyors section of the Administration area and add their assessor details into the software as described in section 9.9 of this Software Guide. The Admin login will not allow the administrator to produce EPCs or request UPRNs and will also not show the actual assessor details on any reports produced. It is advisable for the administrator to use their surveyor login when using the software to create surveys.

3.1 Importing Design SAP 2009 Licence numbers

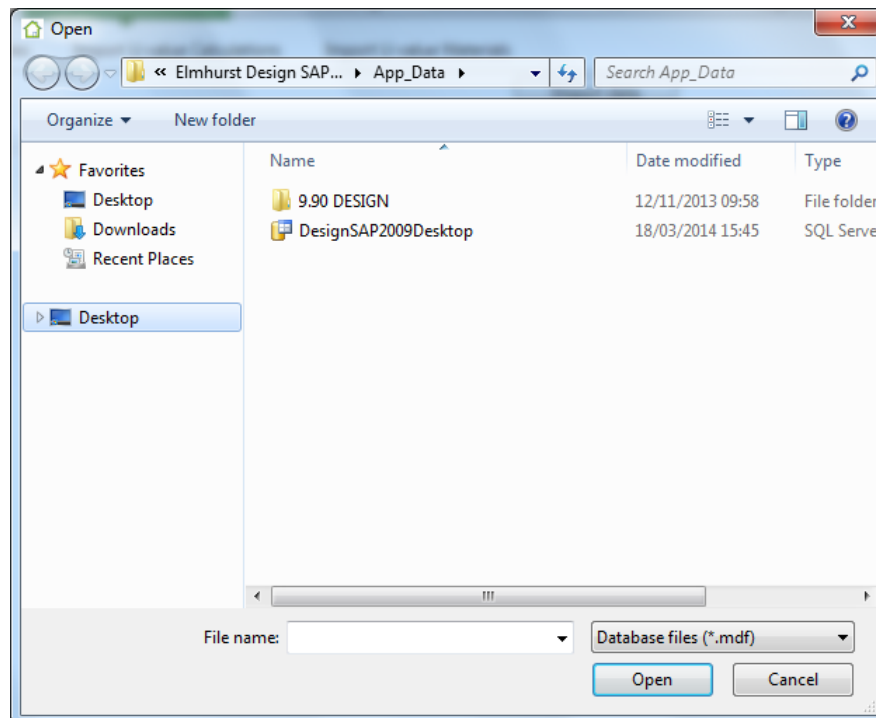
Once log in has been completed Design SAP 2012 will prompt the user for entry of a licence number. Design SAP 2012 provides the option to import the Licence number from Design SAP 2009;



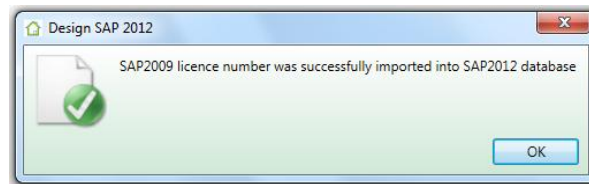
By clicking on 'Import SAP 2009 licence' Design SAP 2012 will proceed to the 'Import from Design SAP 2009' section. The next step is to locate the Design SAP 2009 database. Select whether Design SAP 2009 is a 'Local installation' or 'Network installation' and then click 'Select SAP 2009 database';



Locate the Design SAP 2009 database and click 'Open';



Once the Design SAP 2009 database has been opened, the 'Select SAP 2009 Licence' button becomes active. By clicking this button the licence number from Design SAP 2009 will be applied into Design SAP 2012;



4. Support Contacts

Should help be required with the Elmhurst Design SAP 2012 Software, our dedicated OCDEA Support Team is available to answer technical and software queries during office hours, Monday to Friday, 9am to 5pm.

Technical and IT Support: 01455 883 236

Email: Onconstruction-support@elmhurstenergy.co.uk