

Chapter 2 FASTDATA Site Module Startup



Overview

This chapter provides information on procedures for installing the GUI (graphical user interface) version of the FASTDATA Site Module. Two sets of installation instructions are provided: one for a server configuration and one for a stand-alone configuration. You will need to know which version your site plans to use. If your site is using the stand-alone version, refer to the chapter section on Steps for Stand-alone Installation to install the FASTDATA Site Module. If your site is using a server configuration of the FASTDATA Site Module, you will not install the Site Module on your computer; a network or local area network (LAN) administrator will perform a server installation.

For users who have been using the DOS (disk operating system) version of the FASTDATA Site Module, a data conversion process will let you use your current database with the new version of the Site Module. The section on Moving to New FASTDATA Site Module Releases discusses this process in detail.

After you have installed the GUI FASTDATA Site Module and converted your database from the DOS FASTDATA to the new FASTDATA, you'll need to know how to get started in your new application. This chapter includes everything you need to do to set yourself up as a Site Module user, start the Site Module, and log into the FASTDATA Site Module. For information on uninstalling the FASTDATA Site Module, refer to Appendix E.

After you are up-and-running with the GUI Site Module, there will come a day when you need to install a new release of the application. After you install the new release, you will need to perform FASTDATA export and migrate processes to be able to use your current database with the new release. Additional runtime options, the FASTDATA purge process and database maintenance process, lets authorized users permanently remove fiscal year data for a site and edit database tables. Chapter 2 includes a brief discussion of those FASTDATA processes.

If you're using the FASTDATA Site Module in a stand-alone configuration, the application provides for automatic updating of the database if, during start-up, a version difference is detected between the database and application. The section on Automatic Update of Database acquaints the user with this function.

Additionally, you can find information on contacting the FASTDATA help desk and locating information on the FASTDATA web site in this chapter.

Appendix E of this user's manual provides technical information on using the ODBC Data Source Administrator to add or configure an open database connectivity (ODBC) data source, updating the FASTDATA.INI file, updating the TNSNAMES.ORA file, performing a silent install, and adding options after the initial installation.

Refer to Chapter 3 if you need information on using the Site Module menus, buttons, and other controls.

Installing the FASTDATA Site Module

- **Stand-alone installation**
- **Server installation**

You can install the FASTDATA Site Module in one of two configurations: stand-alone or server. In the server configuration, the FASTDATA Site Module and database run from a network server. In the stand-alone configuration, the Site Module and database run from a PC (personal computer). If you're not sure which configuration is right for your activity, consult your network administrator, supervisor, or technical support personnel. In many cases, the configuration decision will be made for you by a network administrator.

The new GUI Site Module software is available for those users with a PC powerful enough to run the 32 bit application. Minimum requirements include:

- FASTDATA Site Module installation diskettes or installation CD
- Pentium class 200 MHz (megahertz) or greater PC (400 MHz or higher recommended)
- At least 64 megabytes of memory (128 megabytes recommended)
- A large hard drive running Microsoft Windows 95 ©, Windows 98 ©, or Windows NT © version 3.51 or greater
- 3.5" disk drive or CD drive for installation
- Minimum of 80 MB of hard disk space for FASTDATA Site Module files

If you are a network or system administrator and will be setting up a server configuration for the Site Module, you will also need the following component:

- Client-server version of the database engine

The options available in the installation process depend on which configuration you install. Two ways of installing the Site Module follow. The first is for a user who wishes to install the stand-alone version of the Site Module. The second is for a LAN or network administrator who wishes to install the server configuration of the application. Remember, if you're not sure which way you should install the Site Module, contact your supervisor, technical support personnel, or system administrator. You may also contact the FASTDATA Help Desk.

Tip FASTDATA Site installation software, along with downloading and installation instructions, is available on the FASTDATA web site. Refer to the end of Chapter 2 for the web site address.

Steps for Stand-alone Installation

NOTE The stand-alone installation process outlined below is for individual users who will be running the FASTDATA Site Module from their PC's.

1. Insert FASTDATA Site Disk 1 into your 3.5" disk drive.

If you're installing from a CD, place the CD into the CD ROM drive.

Tip The detailed steps that follow are the procedures for installing from disks.

- From the Windows taskbar, select **Run** from the **Start** menu.

The Run window will open.



Figure 2.1
Run Window

- Type **A:\SETUP.EXE** in the Run window **Open** field, then select the **OK** button.

The Setup window will open.



Figure 2.2
Setup Window

- Select the **Next** button.

The Choose Operating System window will open, displaying a default selection of **32-bit short names**.

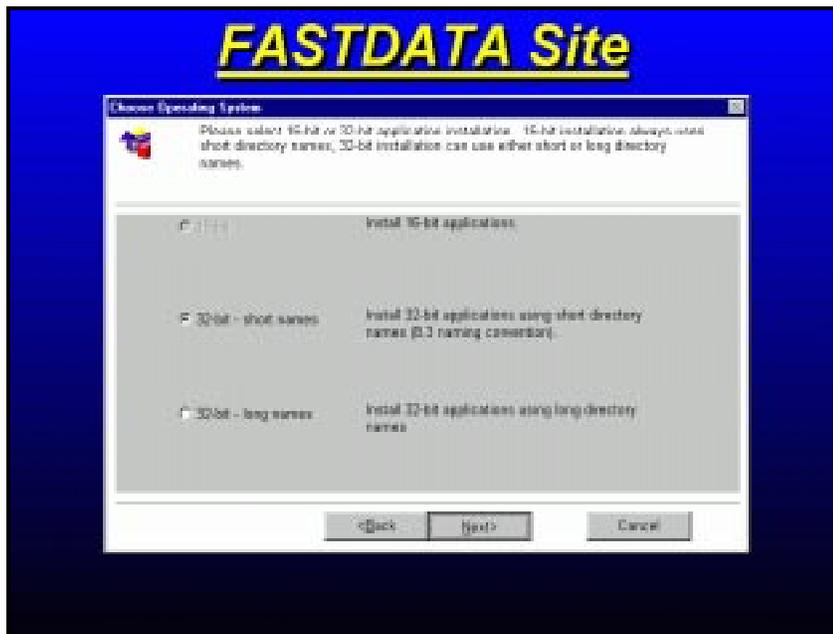


Figure 2.3
Choose
Operating
System
Window

5. Select the **Next** button on the Choose Operating System window to select the default value.

The Setup Options window will open, displaying a default selection of **Typical**.

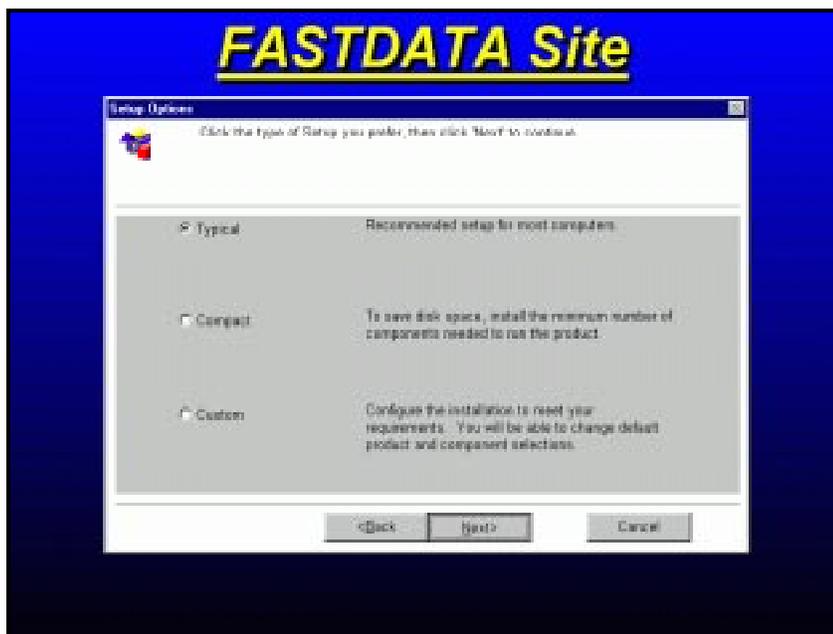


Figure 2.4
Setup
Options
Window

6. Select the **Next** button on the Setup Options window to accept the default setup option, **Typical**.

The Products Available window will open.

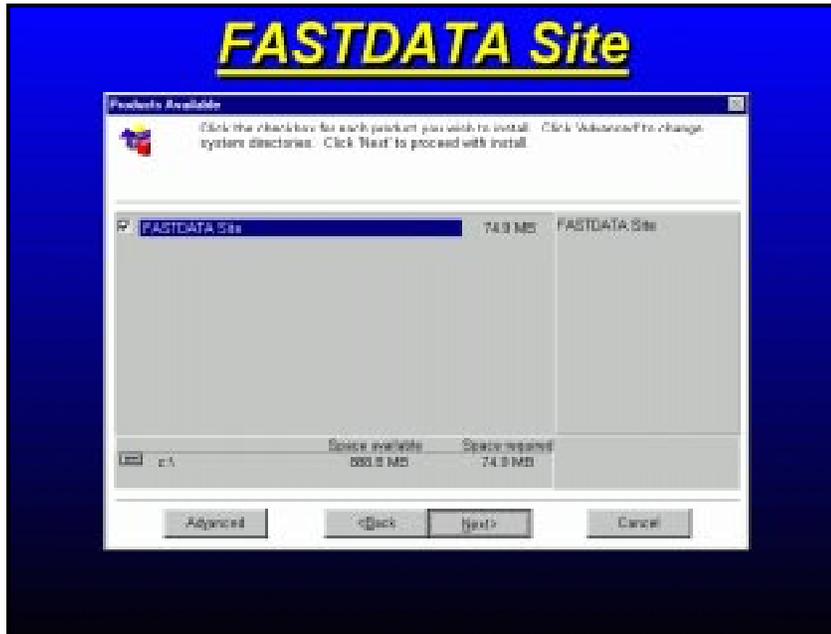


Figure 2.5
Products
Available
Window

7. Check the **FASTDATA Site** check box to enable it, then select the **Next** button.

The Update Duplicate Files window will open, displaying a default selection of **Prompt for each**. This selection indicates that during the installation process, for any duplicate file the install program detects, it will prompt you to confirm that you wish to overwrite the existing file with the installation file. If you wish, you can select a different setup option.



Figure 2.6
Update
Duplicate
Files Window

Tip The safest selection on the Update Duplicate Files window is the **Alternate Directory** option. This option will prevent you from accidentally overwriting any files on your hard drive. If you're installing the Windows version of the Site Module for the first time, this is unlikely to occur but you can select the **Alternate Directory** option as a precaution.

8. Select the **Next** button to accept the default **Prompt for each** value or select a different option, then select the **Next** button.

The Install Products window will open.

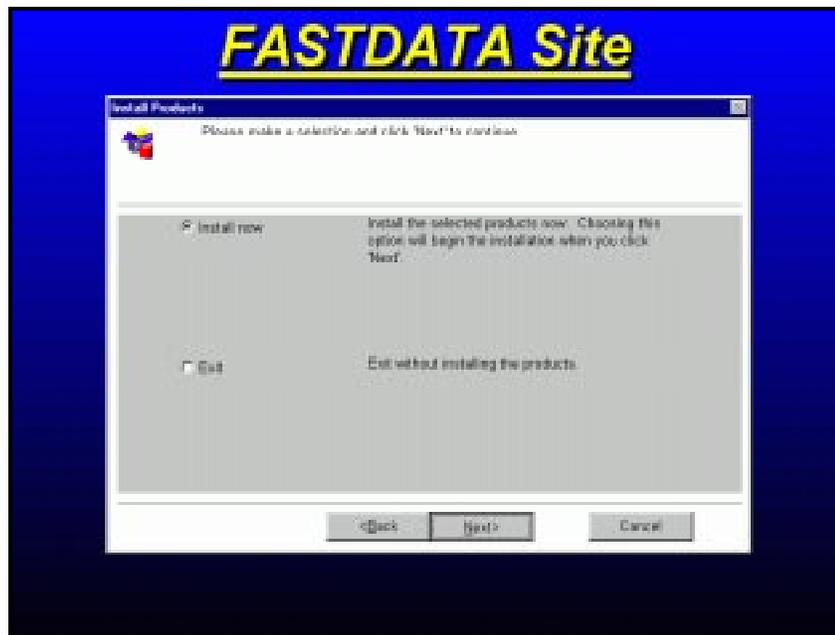


Figure 2.7
Install
Products
Window

9. Select the **Next** button.

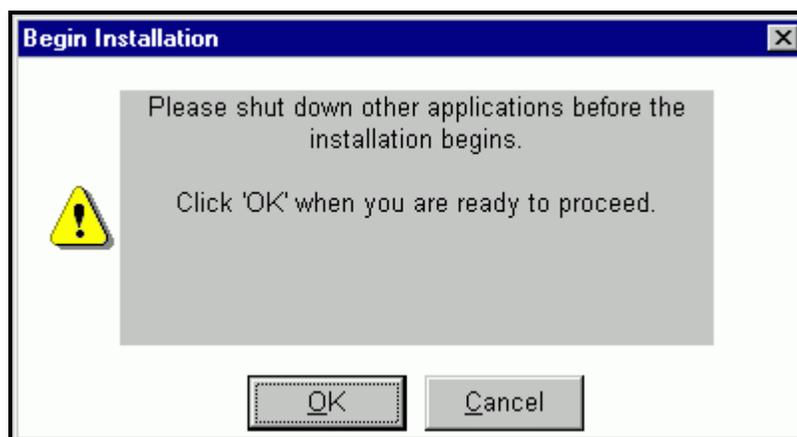


Figure 2.8
Begin Installation
Window

A message will display, reminding you to close any applications you have open before beginning the installation process. You should already have closed any other applications you had open before you began the installation process.

10. Select the **OK** button.

The installation process will begin. The Installing window will display, showing the status of the installation process at the bottom of the window.

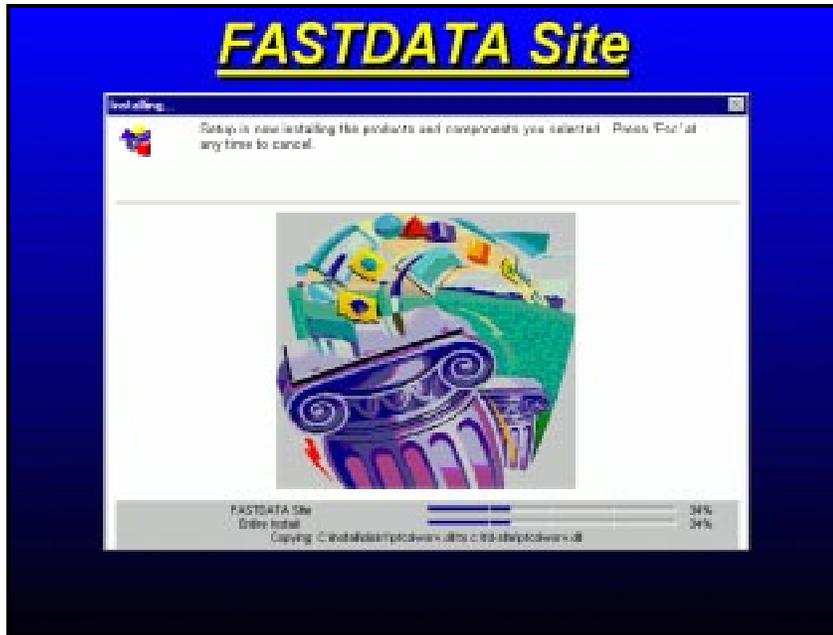


Figure 2.9
Monitoring
Installation
Process

If you're installing the FASTDATA Site Module from the smaller disks version, the installation program will prompt you when it is time to insert the next FASTDATA Site installation diskette.

When prompted, insert the next FASTDATA Site installation diskette into the 3.5" disk drive, then select the **OK** button or press the ENTER key.

Continue inserting FASTDATA Site installation diskettes as prompted until the Setup Complete window displays. Note that the installation has added the FASTDATA Site application icons to your Windows setup and created a program group for Fastsite.

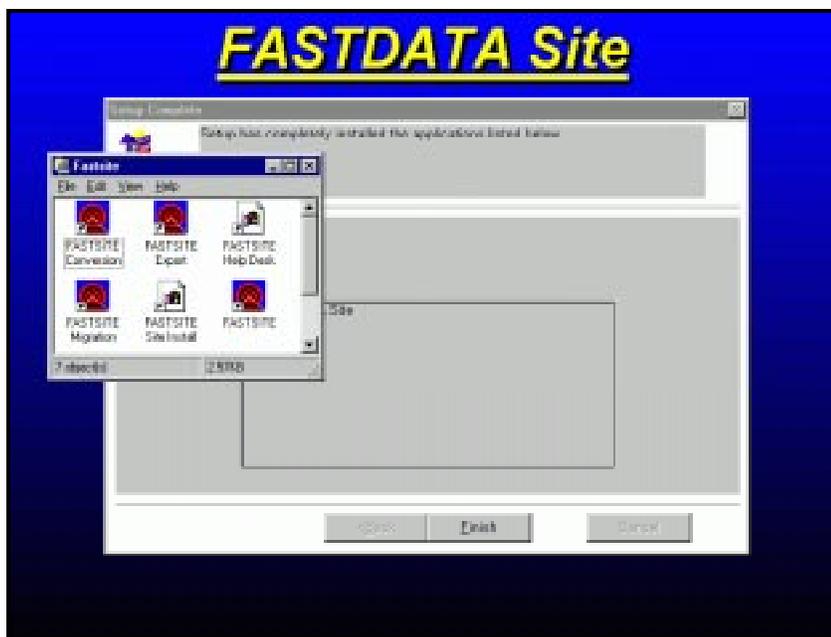


Figure 2.10
Completing the
Installation

11. Select the **Finish** button on the Setup Complete window.

A message will appear, informing you that you must reboot your PC for system changes made by the installation program to take effect.

12. Select the **OK** button on the message box.

If you were previously using the DOS version of the Site Module, after installing the stand-alone Site Module, you must perform a data conversion that will allow you to use your current database for the new Site Module application you'll be using. Refer to the section of this chapter on Moving to the New FASTDATA Site Module for detailed steps on performing the data conversion process.

■ **Steps for Server Installation**

NOTE The server installation process outlined below is for use by a system or network administrator, and assumes a certain level of computer proficiency. These steps lack the detail less experienced PC users may require, allowing the network administrator latitude in how the final version of the FASTDATA Site Module will run in the server environment.

When you install FASTDATA Site on your LAN, the FASTDATA Site Module and database will be located on your network. The steps that follow indicate how to perform a server installation. After installing the Site Module, you must configure each user's computer to run the Site Module from your network. Configuration requirements follow the installation steps.

1. Close any applications currently running (except for the operating system, Windows 95, Windows 98, or Windows NT).

2. Insert FASTDATA Site Disk 1 into your 3.5" disk drive.

If you're installing from a CD, place the CD into the CD ROM drive.

Tip The detailed steps that follow are the procedures for installing from disks.

3. Select **Run** from the taskbar **Start** menu.
4. Type **A:\SETUP.EXE** in the Run dialog box **Open** field.
5. Select the **OK** button.

The Setup window will display.

6. Select the **Install Products** radio button, if not already enabled, then select the **Next** button.

The Choose Operating System window will display. The GUI FASTDATA Site Module is a 32-bit application and you can only install it to a 32-bit operating system.

7. Select the **32-bit - short name** radio button, then select the **Next** button.

The Setup Options window will display.

8. Select the **Custom** radio button, then select the **Next** button.

The Products Available window will open.

9. Select the **Details** button.

The FASTDATA Site window displays. Use this window to select or remove FASTDATA components that will be included in the install. If a component has subcomponents, you can select the **Details** button again to open a window that will allow you to select or remove subcomponents.

NOTE On the FASTDATA Site window, you can modify the drive letter and path for individual components only if you have write access to the root directory of the drive you select. If you modify the base component (the first component in the list), the install program prompts you to make the modification for all remaining components.

10. Change the **FASTDATA Site application** path to the desired network location.
11. Disable the **SQL Anywhere (32-bit)** check box.

Disabling the **SQL Anywhere** check box will prevent the install process from installing the stand-alone version of the database engine. After you complete the install process, you must install the server version of a database engine, and ensure that the client version of the software is installed on user systems.

12. Select the **OK** button.

The Change Directories window will open, prompting you to indicate whether to change all paths for the install process.

13. Select **Yes** to propagate the changes to all the component directories.
14. Select the **OK** button on the FASTDATA Site window.

The FASTDATA Site window will close. The Products Available window will display.

15. Select the **OK** button on the Products Available window.

The Update Duplicate Files window will open.

16. Make the desired selection on the Update Duplicate Files window to specify how you want the install program to update certain duplicate files such as database and *.INI files, if duplicate files are detected during the installation process.

If you're not sure how to handle duplicate files, select the **Alternate Directory** option, which will prevent you from overwriting, and thereby destroying, any existing files.

A Duplicate Uninstall Log Files window may display if you're performing a custom installation, you have installed the Site Module before, and there is an existing uninstall log file for the version you are installing. These conditions may exist if you're reinstalling the Site Module to include an application component that you previously did not install or if the install program failed to remove the uninstall log file from a previous uninstallation of the Site Module.

17. If the Duplicate Uninstall Log File window displays, select the desired option: **Create New** or **Merge**, then select the **Next** button. The **Merge** option will merge the log file for the current installation with the existing log file. The **Create New** option will create a new log file and make a copy of the existing file.

The Install Products window will display.

18. Select the **Install Now** option, then select the **Next** button.

The install program prompts you to shut down any open applications before continuing.

19. Select the **OK** button on the Begin Installation message to start the installation.

The installation process begins copying and expanding files, displaying the progress of the installation near the bottom of the window. When the process finishes, the Completed Copying Files window displays.

20. Select the **Next** button on the Completed Copying Files window.

Now that you've installed the FASTDATA Site Module to a network server, you must ensure the server Database Management System (DBMS) software, such as Sybase SQL Anywhere 5.0, is installed in the appropriate server location.

Ensure your FASTDATA Site Module users have the following components on their PC's to run the Site Module application:

- The client DBMS software, such as Sybase SQL Anywhere 5.0, installed to connect to the FASTDATA Site database
- An ODBC data source configured to connect to the FASTDATA Site database
- A local directory containing the FASTSITE.INI file configured to use an ODBC data source for the FASTDATA Site database
- A Windows 95, Windows 98, or Windows NT shortcut configured to start in a local directory containing the FASTSITE.INI file

These components allow server users to run the Site Module from a LAN and enable them to customize their application settings without affecting other FASTDATA Site users.

Appendix E contains information on running the ODBC Data Source Administrator to add or configure an ODBC data source, updating the FASTSITE.INI file, updating the TNSNAMES.ORA file, performing a silent install, adding options after the initial installation, and uninstalling the FASTDATA Site Module application.

R **Moving to New FASTDATA Site Module Releases**

- **Convert your current DOS data**
- **Export data for a new GUI release**
- **Migrate exported data for a new GUI release**

NOTE The conversion, export, and migration processes described in this section do not differentiate between stand-alone installations and server installations of the new FASTDATA Site Module. For system administrators performing these data processes, this chapter assumes a certain level of computer proficiency and acknowledges that such professionals are well-versed in modifying default paths.

To make your current DOS FASTDATA Site database useable in the new FASTDATA Site Module, you must perform a data conversion.

NOTE If you are a new user of the FASTDATA Site Module and have no data to convert, you may go to the chapter section on Getting Started with the GUI FASTDATA Site Module.

■ **Steps for Converting Your Current DOS Data**

After you have installed the new FASTDATA Site (GUI) Module, your next step is to convert the data in your current database from DOS files to text files that are then imported into the GUI FASTDATA Site database. For stand-alone installations, at

the end of the conversion process, converted users will be created on the database so they can immediately access the FASTDATA Site application. The Database User ID and password for each of these users will be reset to **FSUSER**. The active fiscal year will default to the current fiscal year when you run the Site Module.

1. Select the taskbar **Start** menu, then select **Programs, Fastsite, FASTSITE Conversion**. (You can also double-click on the **FASTSITE Conversion** icon in the Fastsite program group on your Windows desktop.)

Tip You can also begin the conversion process by selecting **Run** from the Windows taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE), followed by CONVERT, and preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from a folder on your C: drive named FD-SITE, your entry would look like this: **C:\FD-SITE\FASTSITE.EXE CONVERT**.

The Site Login - Conversion window will open.

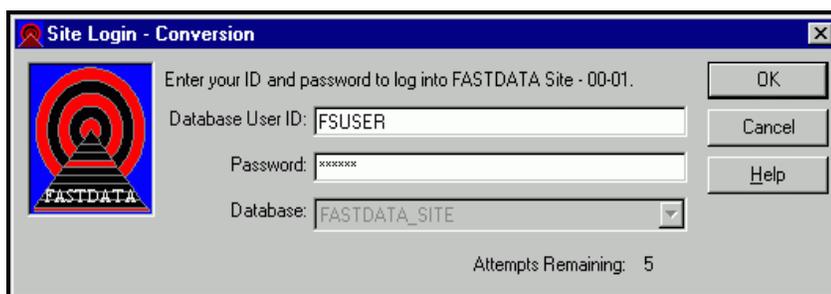


Figure 2.11
Site Login -
Conversion
Window

2. Enter **FSUSER** in the **Database User ID** field.
3. Enter **FSUSER** in the **Password** field.
4. Select the **OK** button or press ENTER.

The FASTDATA Site Conversion window will open.

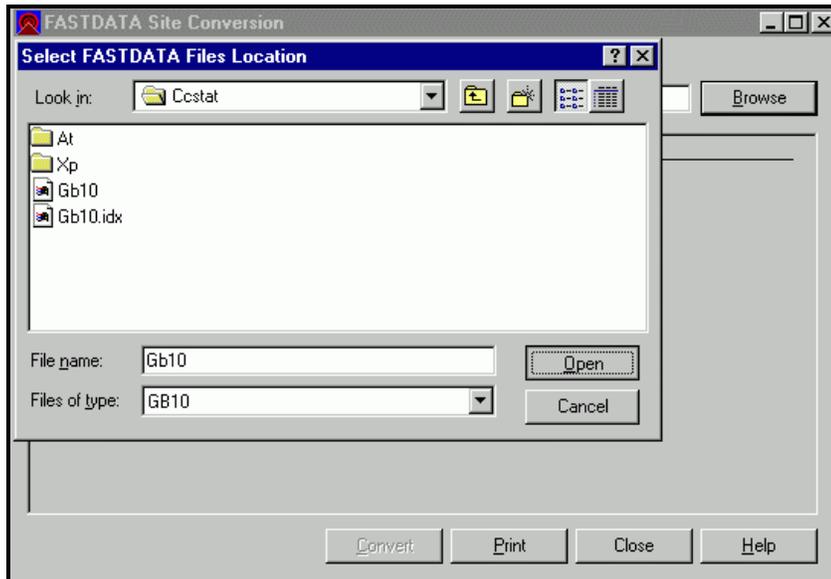


Figure 2.12
Selecting a Path
for Conversion
File

5. In the **Location** field, enter the drive letter and path of the FASTDATA files you wish to convert. You can also select the **Browse** button to open the Select FASTDATA Files Location window.

Use the Select FASTDATA Files Location window to locate the folder in which the file that needs to be converted resides. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **GB10** file and select the **Open** button. The Select FASTDATA Files Location window will close and the chosen path will display on the FASTDATA Site Conversion window **Location** field.

6. Select the **Convert** button. The button will enable only after you specify the file location.

FASTDATA will display a series of year selection process messages. The Select Site Years window will open.

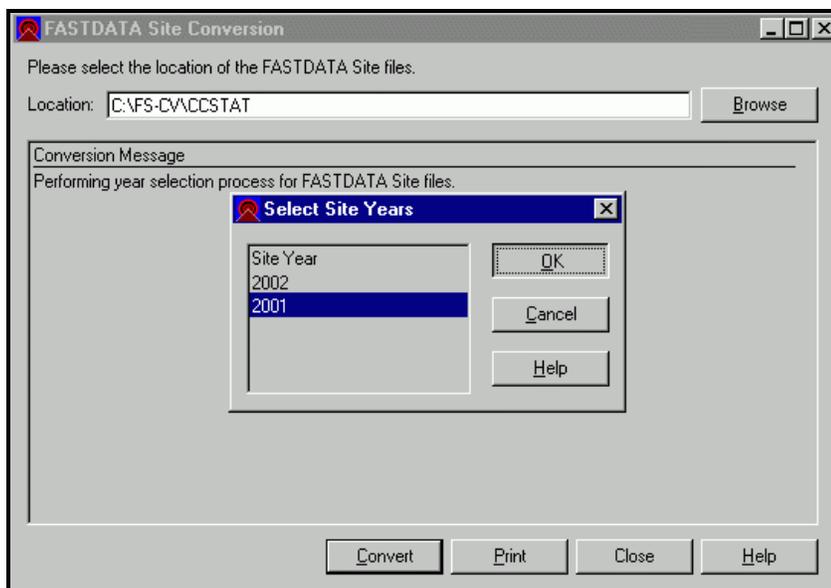


Figure 2.13
Selecting Site
Year to
Convert

7. Select one or more years that you wish to convert from the **Site Year** list box and select the **OK** button to close the Select Site Years window.

FASTDATA will display a series of preconversion process messages. The Enter FA window will open.

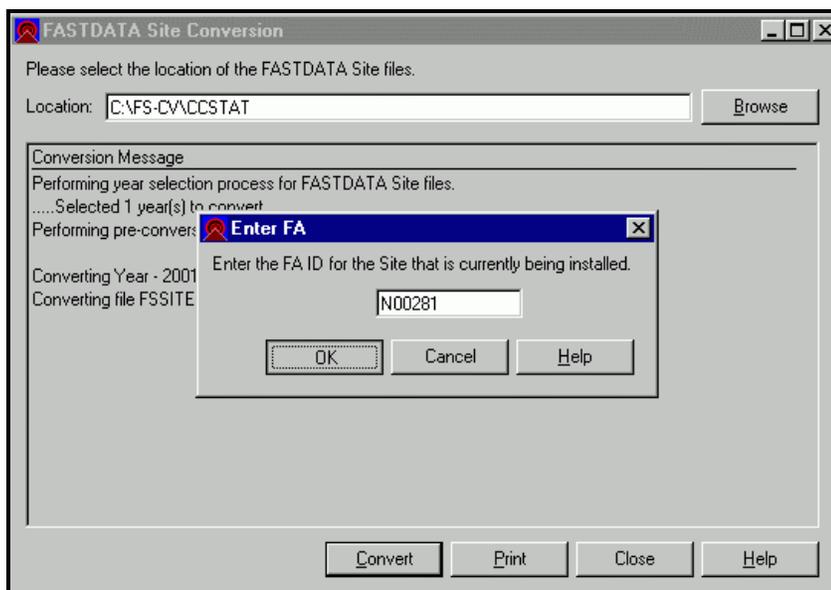


Figure 2.14
Entering FA ID

8. Enter the required **FA ID** for the site whose data you are converting.

Tip If you are converting multiple years, FASTDATA will only require you to enter the FA ID for the first year that is being converted.

The **Conversion Message** will update and the Update Database Users window will open.

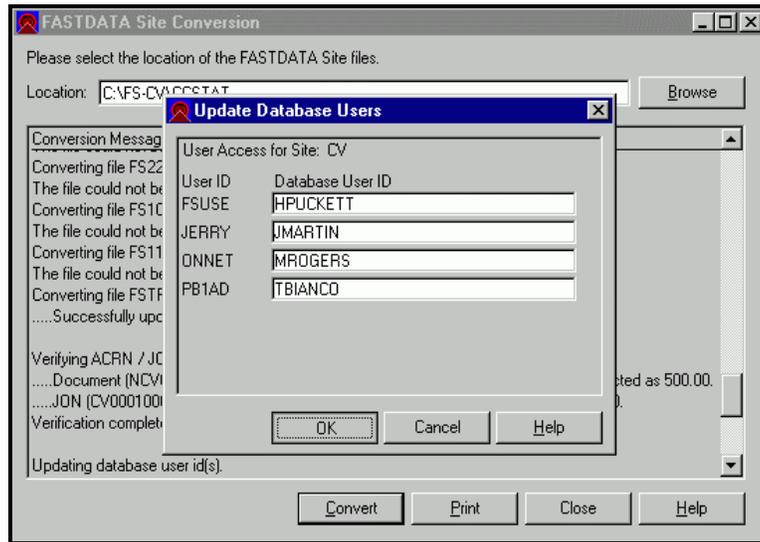


Figure 2.15
Updating
Database
Users

- For each listed user ID, enter the required **Database User ID**. This alphanumeric ID cannot begin with a number, must have at least six characters, cannot contain spaces, and can contain up to 30 characters.

NOTE You must perform this step after the conversion process because DOS FASTDATA Site users do not have a Database User ID. To access the graphical user interface (GUI) FASTDATA Site Module, each user must have a Database User ID.

- Select the **OK** button to close the Update Database Users window.

FASTDATA will inform you when the conversion process is complete.

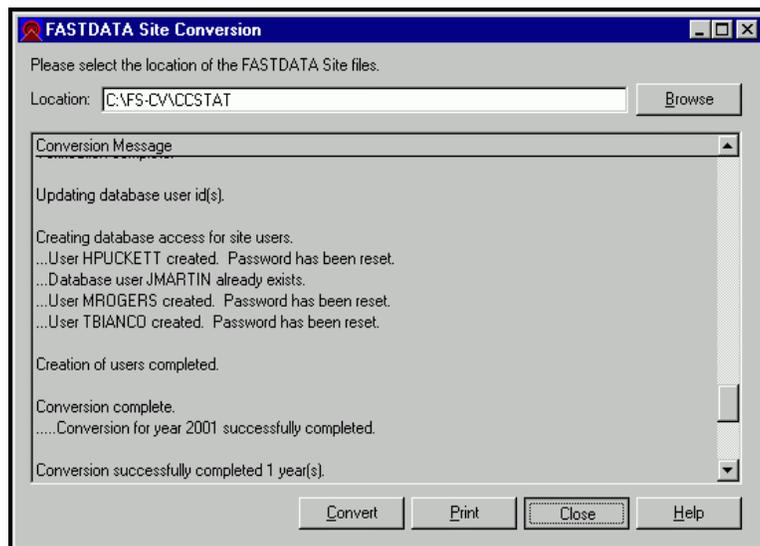


Figure 2.16
Conversion
Message Data

11. Select the **Print** button if you wish to print the FASTDATA Import/Export Report.

The Quick Print – FASTDATA Site Conversion window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

12. Select the **Close** button to close the FASTDATA Site Conversion window.

NOTE Following the successful conversion, you can log into the new GUI Site Module. Refer to the chapter section on Routine Startup of the FASTDATA Site Module for detailed login steps.

■ **Steps for Exporting Data for a New GUI Release**

NOTE The FASTDATA Site export process is not required for a new installation, nor is it necessary for converting DOS FASTDATA Site files to GUI FASTDATA Site files.

Use the FASTDATA Site Export window to export data for a Site. If you are moving from a stand-alone FASTDATA Site configuration to a server configuration and are switching from a Sybase SQL Anywhere database to an Oracle database, use the FASTDATA Site export process. You also may use this process if you're sharing your Site database with other users and want to back up your Site data only or if you wish to store a copy of your Oracle database on a laptop computer.

NOTE You can only export Site data for sites to which you have access.

NOTE You should not be running any FASTDATA application when you run the FASTDATA Site Export option.

1. Select the taskbar **Start** menu, then select **Programs, Fastsite, FASTSITE Export**. (You can also double-click on the **FASTSITE Export** icon in the Fastsite group on your desktop.)

Tip You can also begin a site export process by selecting **Run** from the WINDOWS taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE), followed by EXPORT, and preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from a folder on your C: drive named FD-SITE, your entry would look like this: **C:\FD-SITE\FASTSITE.EXE EXPORT**.

The Site Login - Export window will open.

2. Enter your valid **Database User ID** and **Password**, then select the **OK** button or press ENTER.

The FASTDATA Site Export window will open.

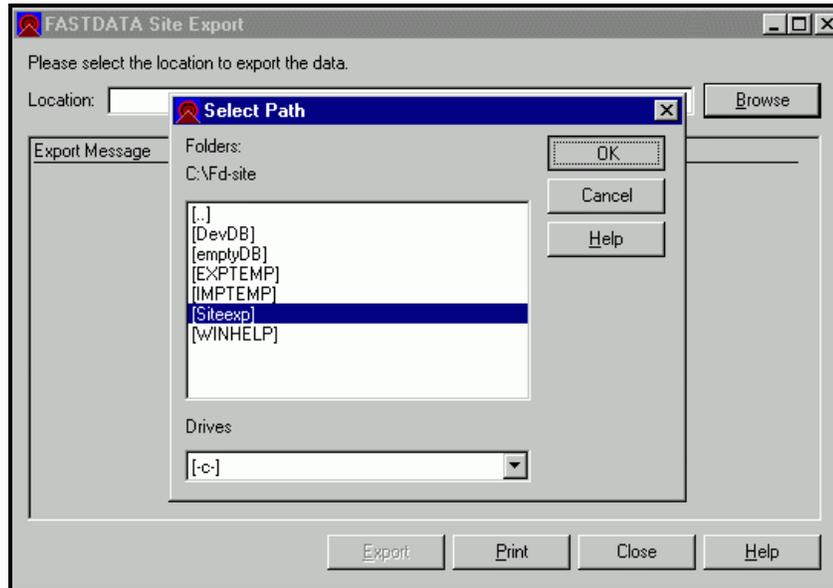


Figure 2.17
Selecting a
Path for
Export File

3. In the **Location** field, enter the drive letter and folder location where the exported files will reside. You can also select the **Browse** button to open the Select Path window.

Use the Select Path window to locate the folder in which the export file will reside. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the FASTDATA Site Export window **Location** field.

NOTE The export action will create two folders in the folder location you select: a **FIXED** folder and a **TAB** folder. The **FIXED** folder will contain text files you can use for converting fixed-length files while the **TAB** folder will contain text files you can use for converting tab delimited files. Both of these folders are required if you perform a FASTDATA migration.

4. Select the **Export** button. The button enables after you specify the path.

The Select Site window will open.

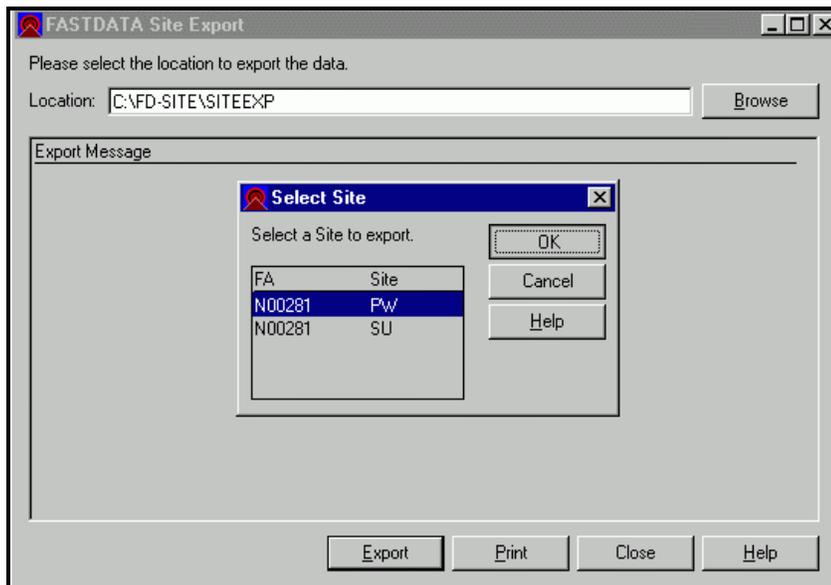


Figure 2.18
Selecting a Site to Export

5. Select the Site you wish to export and select the **OK** button to begin the export.

Export data will display on the FASTDATA Site Export window. FASTDATA will inform you when the export process is complete.

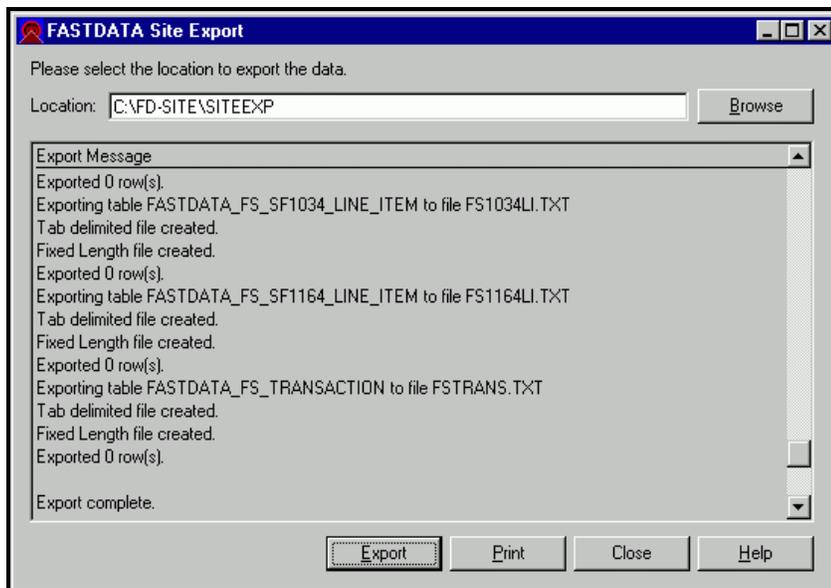


Figure 2.19
Export Message Data

6. Select the **Print** button if you wish to print the FASTDATA Import/Export Report.

The Quick Print – FASTDATA Site Export window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

7. Select the **Close** button to close the FASTDATA Site Export window.

■ Steps for Migrating Exported Data for a New GUI Release

Use the FASTDATA Site Migration window to load the exported data to the target database after you have performed a FASTDATA export.

NOTE You should not be running any FASTDATA application when you run the FASTDATA Site Migration option.

1. Select the taskbar **Start** menu, then select **Programs, Fastsite, FASTSITE Migration**. (You can also double-click on the **FASTDATA Migration** icon in the Fastsite group on your desktop.)

Tip You can also begin the site migration process by selecting **Run** from the Windows taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE), followed by MIGRATE, and preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from a folder on your C: drive named FD-SITE, your entry would look like this: **C:\FD-SITE\FASTSITE.EXE MIGRATE**.

The Site Login - Migration window will open.

2. Enter your valid **Database User ID** and **Password**, then select the **OK** button or press ENTER.

The FASTDATA Site Migration window will open.

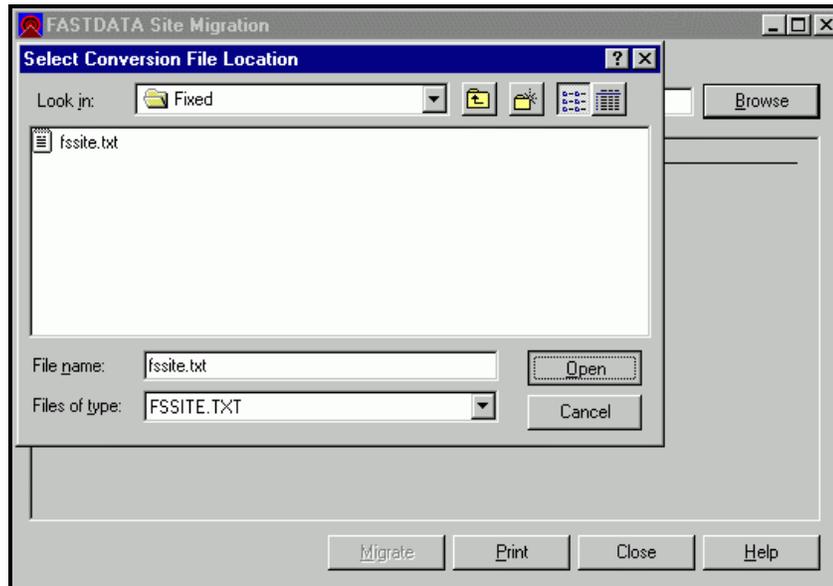


Figure 2.20
Selecting the
File to Migrate

3. In the **Location** field, enter the drive letter and folder location of the file you wish to migrate. You can also select the **Browse** button to open the Select Conversion File Location window.

Use the Select Conversion File Location window to locate the folder and file you wish to migrate. Select the desired folder from the **Look in** drop-down list. Available file(s) will display in the list box. Select the *Fssite.txt* file and select the **Open** button. The Select Conversion File Location window will close and the chosen path will display on the FASTDATA Site Migration window **Location** field.

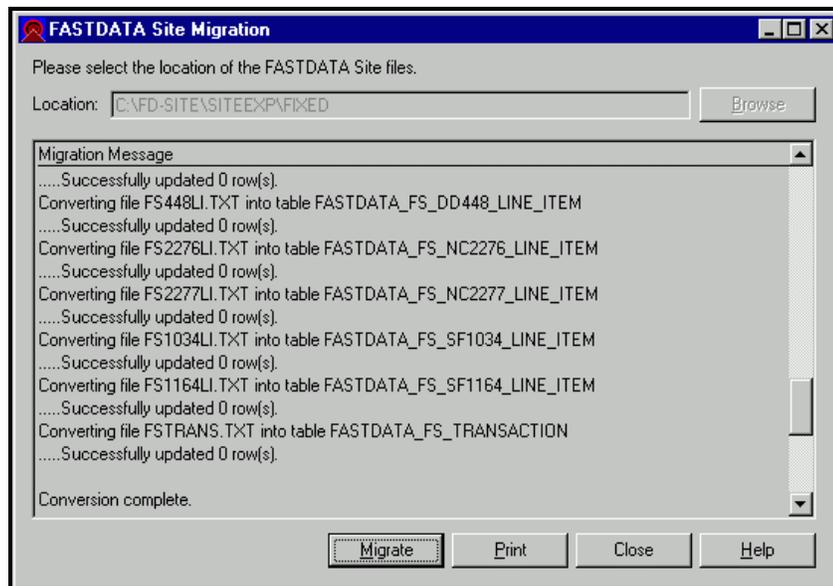


Figure 2.21
Migration
Message Data

4. Select the **Migrate** button to begin the migration process. The button will enable after you have specified the file location.

Migration data will display on the FASTDATA Site Migration window. FASTDATA will inform you when the conversion is complete.

5. Select the **Print** button if you wish to print the Import/Export Report.

The Quick Print – FASTDATA Site Migration window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

6. Select the **Close** button to close the FASTDATA Site Migration window.

P **Purging the Site Fiscal Year Data**

Use the Purge Fiscal Year window to permanently remove all fiscal year data for a selected site. The purge process will remove all data associated with the selected site's fiscal year from the Site Module database. You cannot purge fiscal years for which you do not have access.

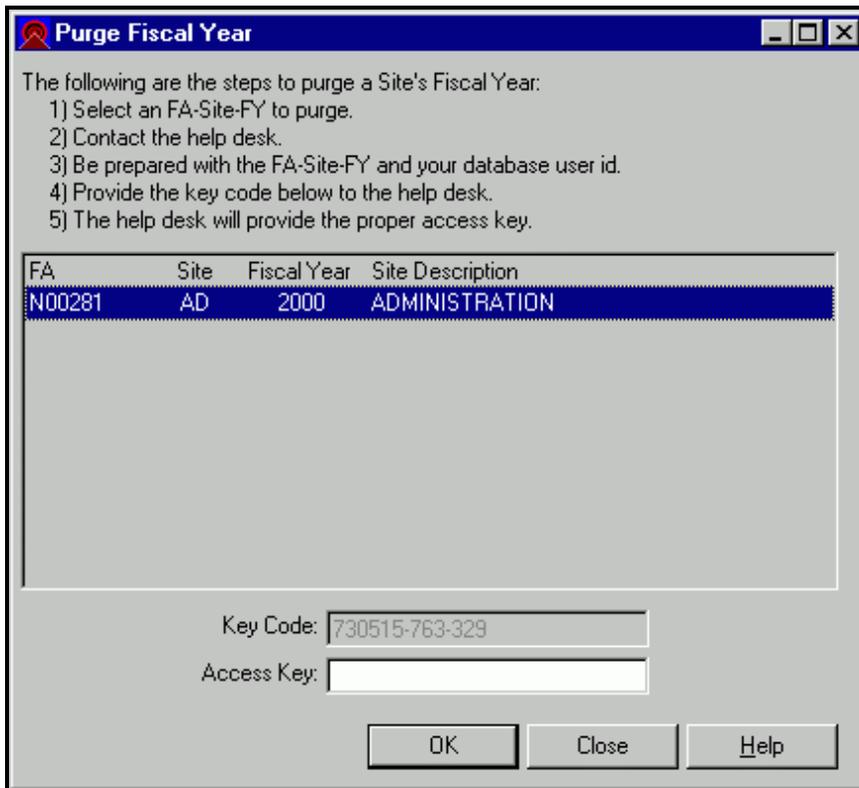


Figure 2.22
Purge Fiscal Year
Window

Because the purge action is so destructive, detailed steps on how to access the Purge Fiscal Year window are not provided in this manual. If you wish to purge fiscal year data, you must contact the FASTDATA help desk. For information on how to contact the FASTDATA help desk, refer to Contacting the FASTDATA Help Desk at the end of this chapter.

R Maintaining Database Tables

Use the Database Maintenance window to manually maintain tables within the FASTDATA Site Module database. You must have access to the site for which you wish to modify a table.

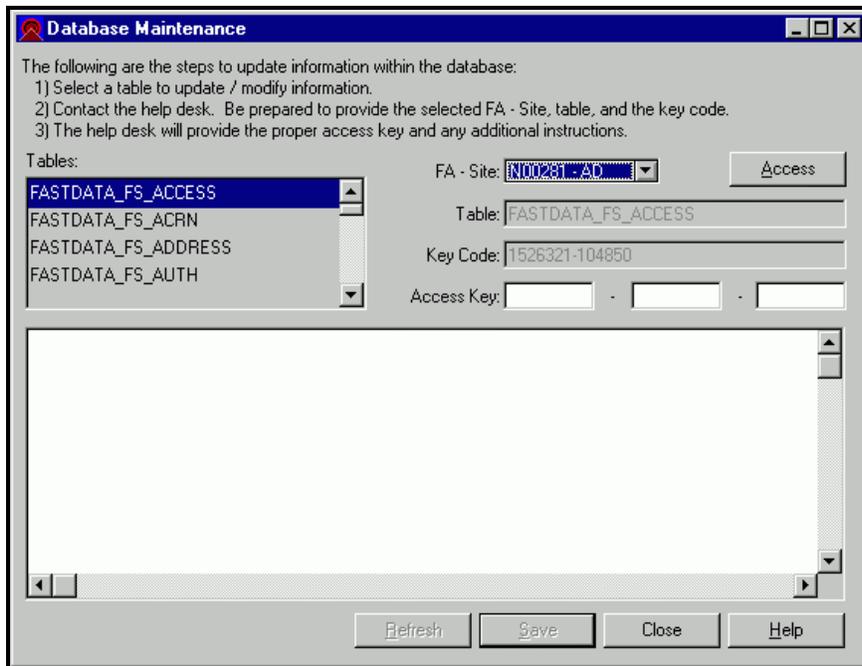


Figure 2.23
Database Maintenance Window

Database maintenance is not routinely done by the Site Module user; therefore, detailed steps on how to modify database tables are not provided in this manual. If you wish to edit a database table, you must contact the FASTDATA help desk. For information on how to contact the FASTDATA help desk, refer to Contacting the FASTDATA Help Desk at the end of this chapter.

R Getting Started with the GUI FASTDATA Site Module

- **Install site data and log into Site Module**

NOTE If you previously used the DOS version of the FASTDATA Site Module and have converted your existing data to use with the GUI version, you do not need to install the site and set yourself up as a user. After you perform a data conversion, your previously existing data will be in a format compatible with the GUI application.

Use the FASTDATA Site Install window after you have installed the FASTDATA Site Module application and are ready to set up one or more sites and user ID's. This process establishes the fiscal year, site(s), user ID's and database user ID's, and gives you access to the Site Module. After you complete the process, you can run the Site Module and complete your set up by importing system information from the FA. Refer to Chapter 8 for procedure on importing system information.

Site user ID's for your site are established by the FA. If, after you have done the initial site install, you have to add a new database user ID, you do not have to perform another site install. Instead, additional user ID's are copied to the database automatically when you import system information from the FA, using the FASTDATA Site Module.

Most of the steps that follow apply to new users of the FASTDATA Site Module application rather than users who are converting from the DOS FASTDATA Site to the GUI Site version.

Restrictions

- First-time users of the GUI Site Module must use the default password (**FSUSER**) to log into the Site Module.

■ Steps for Installing Site Data and Initially Logging Into the Site Module

NOTE You should not be running any FASTDATA application when you run the FASTDATA Site Install option.

1. To install Site data for the FASTDATA Site Module application, select the **Shortcut to Fastsite FASTSITE Site Install** icon or select **Start, Programs, Fastsite, FASTSITE Site Install**.

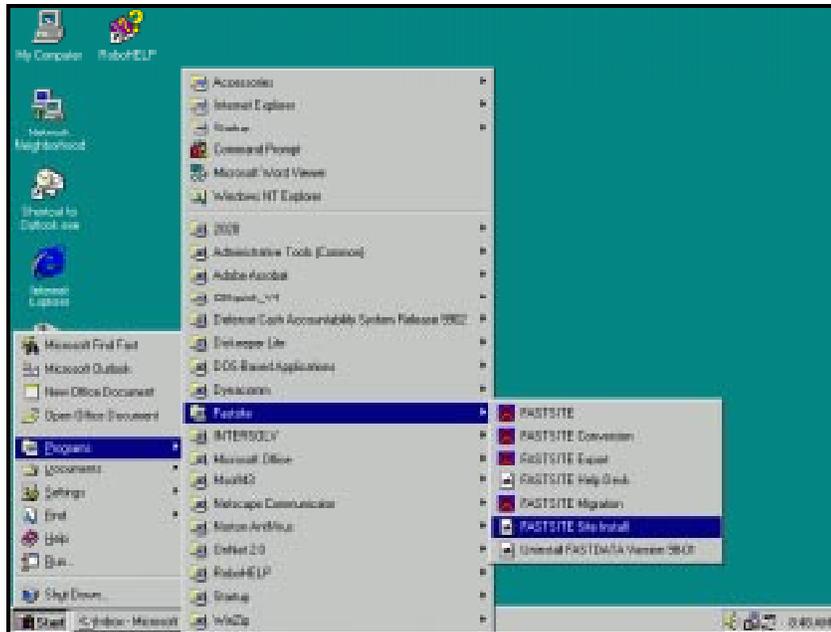


Figure 2.24
Starting
FASTDATA
Site Data
Install

Tip You can also begin the Site Install process by selecting **Run** from the Windows taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE) followed by SITEINSTALL, preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from a folder on your C: drive named FD-SITE, your entry would look like this: **C:\FD-SITE\FASTSITE.EXE SITEINSTALL**.

The Site Login window will open.

NOTE You must log in before you can access the FASTDATA Site Install window.

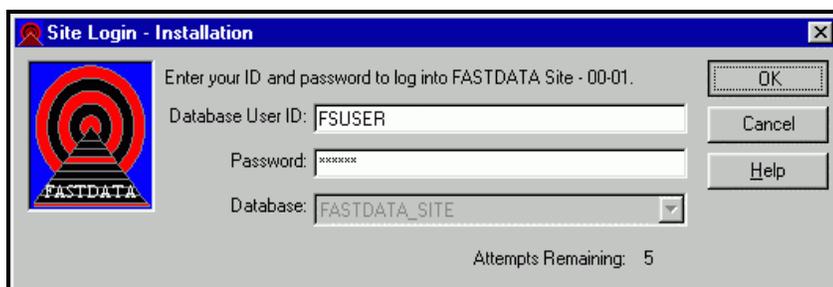


Figure 2.25
Site Login
Window

2. Enter **FSUSER** in the **Database User ID** field.

NOTE Until you have changed your password via the Change Password window, you must log into the Site Module using the default password, **FSUSER**. See Chapter 3 for procedure on changing your password.

3. Enter **FSUSER** in the **Password** field.
4. Select the **OK** button. The FASTDATA Site Install window will open.

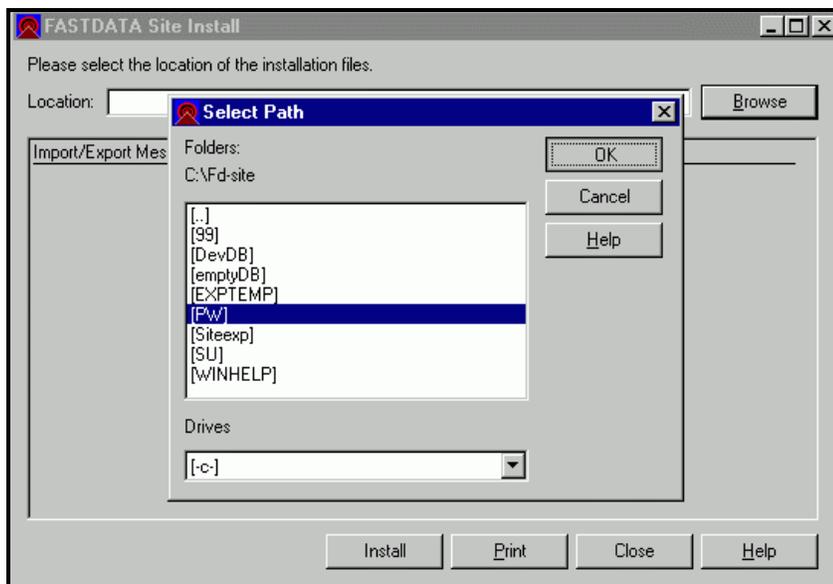


Figure 2.26
Selecting
Location of
Install Files

- In the **Location** field, enter the drive letter and folder location where the install files are located. You can also select the **Browse** button to open the Select Path window.

Use the Select Path window to locate the folder in which the install files are located. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the FASTDATA Site Install window **Location** field.

NOTE Install requires the following files: **GA10, GA10.IDX, GB10, GB10.IDX, GQ10, GQ10.IDX, GM10, and GM10.IDX.**

- Select the **Install** button to begin the install process. The button will enable after you have specified the file location.

A series of messages will display. When the install process is complete, import/export data will display on the FASTDATA Site Install window.

The Enter FA window will open.

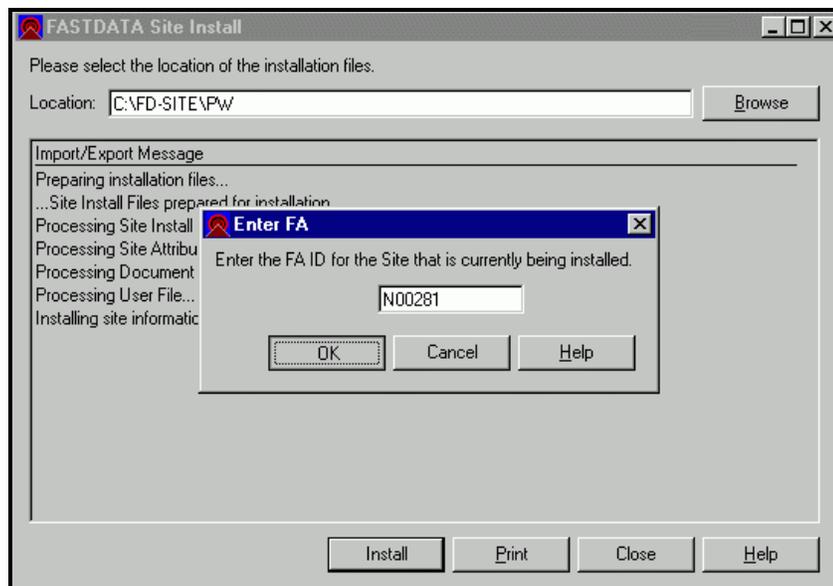


Figure 2.27
Enter FA
Window

- Enter the FA ID associated with the site for which you are setting up the Site Module application and select the **OK** button. FASTDATA will update the installation message.

The Update DATABASE Users window will open.

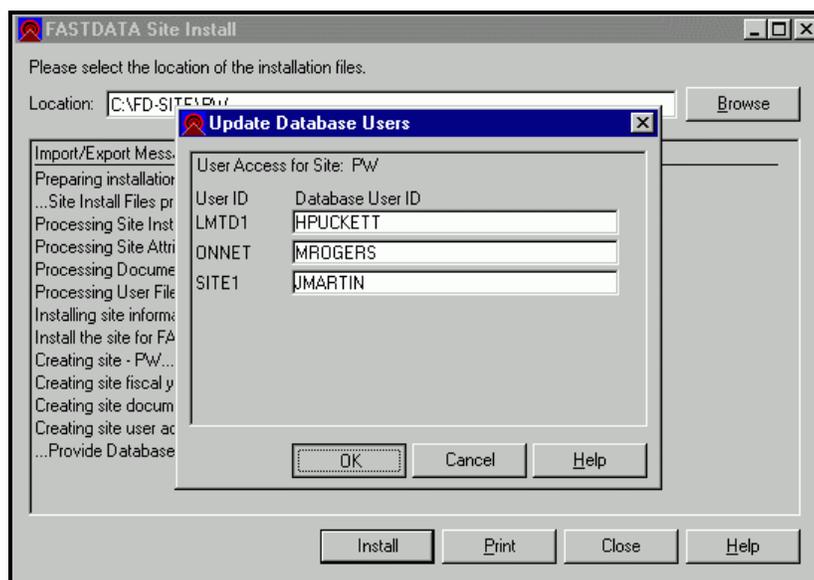


Figure 2.28
Update Database Users Window

8. Enter the desired six-character database user ID's for the Site Module users who will have access to the site you are installing in the **Database User ID** field(s).

Tip When the Update Database Users window initially opens, the data contained in the **Database User ID** fields is the default data entered by the FA. You can accept the data as is or enter new data. If you are going to use the default **Database User ID** make note of it since you will need it to log into the Site Module after the install.

9. Select the **OK** button. The Update Database Users window will close.

FASTDATA will inform you when the install has completed.

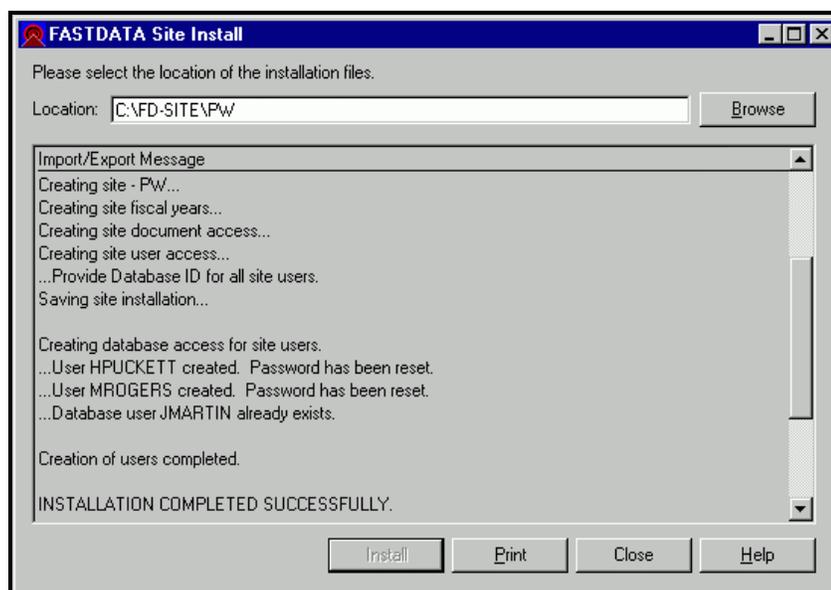


Figure 2.29
Site Install Message Data

10. Select the **Print** button if you wish to print the Import/Export Report.

The Quick Print – FASTDATA Site Install window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

11. Select the **Close** button to close the FASTDATA Site Install window.

12. Log into the Site Module by entering your **Database User ID** and **Password**, then selecting the **OK** button.

NOTE Until you have changed your password via the Change Password window, you must log into the Site Module using the default password, **FSUSER**.

The Site Selection window will open. The new site will display in the **Sites** list box.

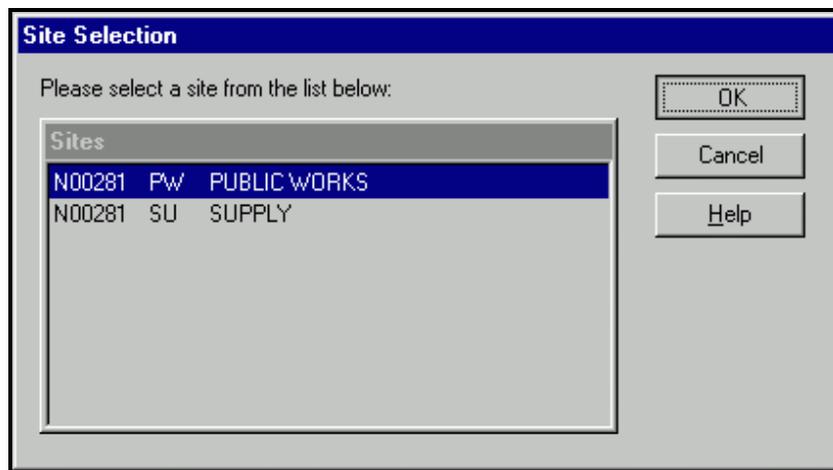


Figure 2.30
Selecting a Site

Tip The Site Selection window will open only if you have access to more than one site. If you have access to only one site, FASTDATA will automatically select your site for you and you will not see the Site Selection window after logging in.

13. Select the desired site from the **Sites** list box and select the **OK** button.

The Site Selection window will close and the Site Module application frame will display. At this point, you are ready to begin using the GUI Site Module.

R Routine Startup of the FASTDATA Site Module

Restrictions

- To log into the FASTDATA Site Module, you must be established as a Site Module user.

To open the FASTDATA Site Module application, select the **Shortcut to Fastsite** icon or select **Start, Programs, Fastdata, FASTSITE**.

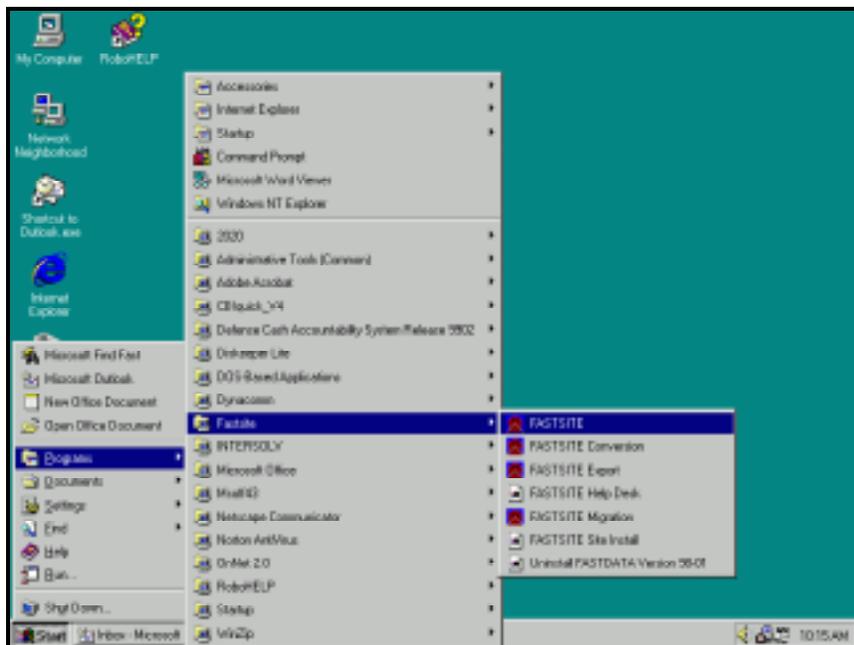


Figure 2.31
Starting
FASTDATA Site
Module

The Site Login window will open.

• *Site Login Window Objects*

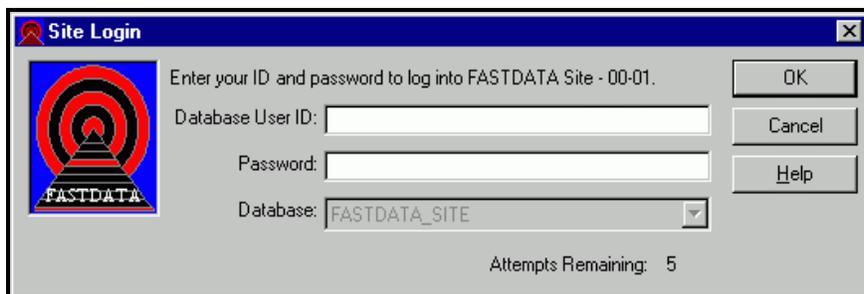


Figure 2.32
Site Login Window

Database User ID

Your database user ID, along with your password, allows you to connect to the FASTDATA database and access the Site Module. When logging in, you must enter your database user ID.

The Database User ID must contain at least six but not more than 30 characters, cannot contain spaces, and cannot begin with a number.

Password

The code associated with your ID that grants you access to the FASTDATA Site Module. When logging into the Site Module, you must enter your password. The password you enter must have six characters, cannot contain spaces, and cannot begin with a number.

Database

Identifies the database to which you are connecting. The default value is **FASTDATA_SITE**. If you have access to more than one database, select the database you wish to access from the **Database** drop-down list.

Attempts Remaining

Indicates the number of attempts you have remaining to log into the FASTDATA Site Module.

OK

The **OK** button verifies the entered data and completes the login action.

Cancel

The **Cancel** button aborts the login action and closes the Site Login window.

Help

The **Help** button accesses the Site Login help topic.

■ ***Steps for Routine Startup and Login***

1. Enter your required **Database User ID** of at least six and not more than 30 characters.
2. Enter your required **Password**. Your password must have six characters, cannot contain spaces, and cannot begin with a number.
3. If applicable, select the database you wish to access from the **Database** drop-down list.
4. Select the **OK** button.

NOTE You have five attempts to successfully log into the FASTDATA Site Module. If, after your fifth attempt, you have not gained access to the database, the message “Unable to connect to the database due to invalid user ID or password,” will display. Select **OK** to acknowledge the message. A message will notify you that the application will terminate. If you cannot connect to the database, verify your user ID and password and restart the application.

The Site Selection window will open if you have access to more than one site. Available sites will display in the **Sites** list box.

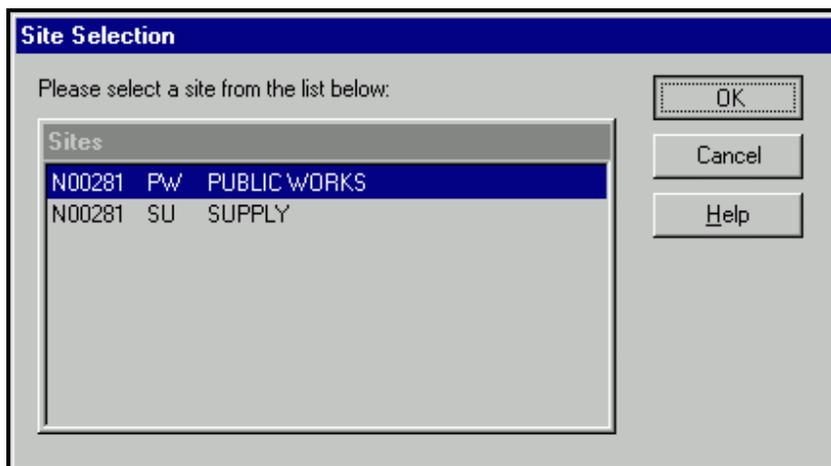


Figure 2.33
Selecting a Site

Tip The Site Selection window will open only if you have access to more than one site. If you have access to only one site, FASTDATA will automatically select your site for you and you will not see the Site Selection window after logging in.

5. Select the desired site from the **Sites** list box and select the **OK** button.

The Site Selection window will close and the FASTDATA Site Module will open.

Database Update

Database update is performed automatically by FASTDATA if the application detects a version difference between it and the database. User interaction during the process is not required.

NOTE The automatic Database Update is designed for a FASTDATA Site Module stand-alone installation. The feature is disabled in a LAN installation.

When required, the update process begins immediately after you log in to the FASTDATA Site Module. FASTDATA will display a message informing you that the database is being updated to the new version. Bar graphs will display, showing you the progress of the update process. The update process does not affect the contents of your database; rather, it updates the structure of the database to match the Site Module version you are running. When the database update is complete, the FASTDATA Site Module will open.

Contacting the FASTDATA Help Desk

When you need assistance using the GUI FASTDATA Site Module application, or if you encounter a hardware or software problem that you cannot resolve, refer first to the Precall Checklist in Appendix D before you call the Help Desk. If you cannot resolve the situation,

contact the FASTDATA Help Desk via telephone or the Internet. Refer to the table that follows for contact information.

Help Desk and Internet Information

Defense Finance and Accounting Service (DFAS) Systems Engineering Organization (SEO) Pensacola, Florida Help Desk

Toll-Free phone: 1-800-471-8713, Ext. 310
DSN : 922-2990, Ext. 310
FAX: 922-1432/Comm 1-850-452-1432
Commercial: 1-850-452-2990, Ext. 310

Help Desk

E-Mail Addresses: HELPDESK.FASTDATA@DFAS.MIL

Help Desk personnel are available via phone weekdays 0730 - 1700 central time.

Outside of the Help Desk staffed hours, use voice mail or e-mail to leave a message. A FASTDATA analyst will call you to discuss your problems or questions.

FASTDATA

Internet Address: [HTTP://NAVWEB.SECNAV.NAVY.MIL/FASTDATA](http://NAVWEB.SECNAV.NAVY.MIL/FASTDATA)

Tip Due to the style convention used in this manual, the Internet Address shown here is all CAPS. The address you enter is not case sensitive.
