

Updating AQUA 4.0

For use with the Priority Dispatch Corporation AQUA 4 software

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Use this document to update your current AQUA 4 software to the latest build.

This document makes the following assumptions

- A version of AQUA 4 *previous* to Build 128 is installed on your workstation
- You have the an AQUA 4 CD with Build 128 to be installed on your workstation **-OR-**
- You have downloaded the AQUA 4 *Setup.exe* from our FTP site and the file is ready at your workstation

If you have any further questions or find errors in this document please contact the software support department at 1-866-777-3911.

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U.S. Patent 6,078,894

Getting Started

- Backup your Case List
- Install the Update

What is a Cast List? A Case List is the place where AQUA 4 stores the data for the cases you are scoring.

If you have any further questions on the operation of AQUA 4 please refer to the Computer Based Training (CBT) CD-ROM included with AQUA 4.

1. Backup your Case List

- a) Double click on the **TurboPower FlashFiler [AQUA Server]** icon in the notification area of the task bar. (The bottom right of the screen next to the clock.)
- b) The AQUA Server window will appear.

NOTE: If the AQUA Server icon isn't there start the program by running the file:
C:\Program Files\Priority Dispatch\AQUA 4\Ffserver.exe

TIP – Create a shortcut to the Ffserver.exe in your Startup Folder in Windows and the AQUA Server will automatically every time you start your computer.

- c) Click on Config / **Alias** to bring up the AQUA Server Aliases window.
- d) Locate the Case List alias that you want to backup. The Path column displays the folder where the Case List is stored.
- e) Document the Case List path here: _____

TIP – Using the path above, here are the recommended methods to backup an AQUA Case List. Simply make a copy of the Case List folder and all its contents to:

1. A different location on your hard drive.
2. A writeable CD-R/CD-RW disk.
3. A shared folder on your local network.

2a. **Option 1:** Install the Update from the CD

- a) Insert the AQUA 4 CD-ROM into the CD-ROM drive. The installer will automatically start, if it does not click on Start / **Run** and type: **D:\autorun.exe** in the run line where D: is the drive letter of the CD-ROM drive.
- b) The first window of the installer program is the License Agreement. After you have read and agree to the License Agreement click **OK** to proceed.
- c) The Install Software Key window appears. This is the driver for the dongle software key that is connected to the LPT1 port on the back of the computer.

NOTE: If AQUA 4 has already been successfully installed and there are no known issues with the dongle driver please proceed to step d).

- d) The Install AQUA 4 or Browse CD window now appears. Choose the third option, **Install or re-install AQUA 4**.
- e) Follow the on-screen instructions of the installer program to complete the install process.

2b. **Option 2:** Install the update from a downloaded file

- a) If you have downloaded the **Setup.exe** file from our FTP site then you simply need to **double-click** on the file to start the installation process.

TIP – If when entering your registration information it will not let you proceed, try the following:

1. Try putting your Agency in ALL CAPS.
2. Try putting a space after your Agency name.
3. If neither of those methods are successful please call Technical Support @ 1-866-777-3911.

Updating the AQUA 4 Software

- Update the Case List Configuration
- Update the Reports

AQUA 4 uses definition files to achieve a new level of dynamic configurability and give the end user an engine that can run many different configurations simultaneously. This means that each Case List you create has the possibility to have its own: scoring standards, reports, users, and settings.

Specifically in reports you have the power to customize by adding graphs, logos, and changing the format of the reports.

The drawback to achieving this level of dynamic configurability and customization is that the update process is not automatic. The following steps will show how to update your Case List's configuration and reports.

3. Update the Case List Configuration
 - a) Click on Start / Programs / Priority Dispatch / **AQUA 4**

NOTE: If the AQUA 4 shortcut isn't there you can start the program by running the file:
C:\Program Files\Priority Dispatch\AQUA 4\AQUAFOUR.EXE

- b) **Double click** on the Case List you want to update.
- c) At the password prompt please **sign in** to your Case List.
- d) From the Tools menu choose **Update AQUA Files / Key Question Lookup**.
- e) The Confirm window will appear and ask if you "want to update the current selected case list...". Click **Yes** to update your Key Question Lookup file.
- f) The Information window appears saying: **Kqlook.FF2** updated. Click **OK** to continue.
- g) Click on the Refresh button.
- h) Double click on the Case List you want to update.
- i) At the password prompt please sign in to your Case List.
- j) From the Tools menu choose **Update AQUA Files / Scheme File**.
- k) The Confirm window will appear and ask if you "want to update the current selected case list...". Click **Yes** to update your Key Question Lookup file.
- l) The Information window appears saying: **GUIDef.FF2** updated. Click **OK** to continue.

Proceed now to step 4.

Updating the AQUA 4 Software (continued)

4. Update the Reports

You have two options. You can **either update your reports automatically** (recommended) or you can **update each report manually**.

Option 1: Update all reports automatically

- a) While signed into a Case List, from the Tools menu click on Update AQUA Files / Report Files.
- b) The Confirm window appears asking if you want to “Update current selected case list’s report files”, Click Yes to proceed.

AQUA will then proceed to update each case list report for all three protocols. It only takes a few moments and then it will go back to the AQUA software with no message.

NOTE: If you have made any customizations or changes to any of the standard reports such as inserting graphs, logos or format changes, you could end up overwriting the report if you follow the steps below. Please refer to the CBT for further information on custom reports.

Option 2: Update each report manually

- a) Log into your **Case List**
- b) Click on the **+** **plus sign** to the left of your Case List to expand the tree.
- c) **Double click** on the protocol you want to update. (EFD, EMD, or EPD)
- d) Right click on the report you want to update, choose **Update Report File**.
- e) The Select Report File window appears. Using the table below, browse to the appropriate file and click **OK**.

Title	Filename
Case	CaseRpt X .rtm
Determinant Drift Report	DetDrift X .rtm
Protocol Compliance Report	ProComp X .rtm
Protocol Compliance Summary	ProComS X .rtm
QI Summary Report	QISum X .rtm
Exemplary Performance Report	exempl X .rtm
Non-Compliance Performance Report	noncomp X .rtm

Substitute **X** for the protocol:

M = Medical (EMD)

F = Fire (EFD)

P = Police (EPD)

Example:

CaseRpt**M**.rtm

CaseRpt**F**.rtm

CaseRpt**P**.rtm

AQUA 4 should now be fully updated. If you have any further questions on the operation of AQUA 4 please refer to the Computer Based Training (CBT) CD-ROM included with AQUA 4.