

National HIV Care and Treatment Programme



CTC2 Database version 10.06 installation guide

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1 Objectives

In this manual, you will learn on how to install or upgrade the CTC2 database for patient monitoring version 10.06 on a server and client at the health facility.

The manual include how to:

- Install CTC2 database version 10 on a server machine / computer
- Install CTC2 database on a client machine/Computer
- Migrate data from CTC2 database access version 9

2 Overview of the CTC2 database

The CTC2 database is an electronic system used routinely to capture patient level data at health facilities providing HIV services. CTC2 database is divided into two parts: Front-end which has the user interface, and Back-end which is data repository.

The CTC2 database captures the information from the following sources: -

- HTS registers
- CTC2 cards
- HIV Exposed Infants cards (HEI)

3 CTC2 Database Installation and Navigation

3.1 System Requirement:

- The minimum operating system requirements for the CTC2 Ver 10 are one of the following:
 - Windows Server 2019
 - Windows Server 2016
 - Windows Server 2012 R2
 - Windows Server 2008 R2 SP1
 - Windows Server 2008 SP2
 - Windows 10
 - Windows 8.1
 - Windows 7 Service Pack 1
 - Hard Disk Space Requirements (32-Bit and 64 Bit)
- During installation, Setup creates temporary files on the system drive. Before you run Setup to install or upgrade SQL Server, verify that you have at least 10.0 GB of available disk space on the system drive for these files. This requirement applies even if you install components to a non-default drive.
- Memory: At least 1 GB
- Processor Speed: Minimum 2.0 Ghz or faster.
- If you have more than one computer
 - One computer must be defined as server (or have a mini server)
 - Have a well configured Local Area Network

NOTE: Microsoft Access is not a mandatory requirement. CTC2 databases come with its own Microsoft Access Runtime. If MS Access is missing in the target computer, the CTC2 database will use its runtime version.

3.2 Installing CTC2 database

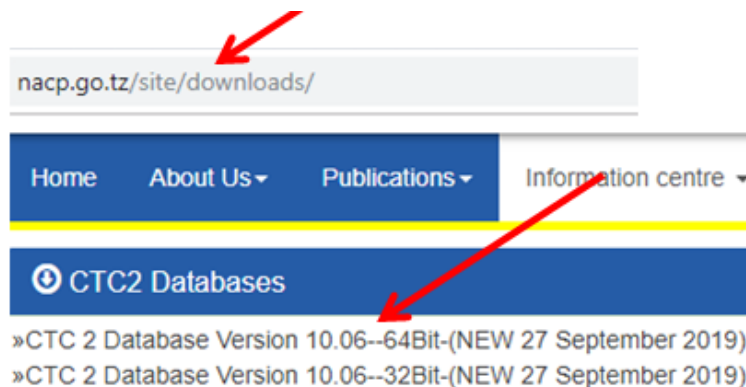
CTC2 database version 10 is made up of Microsoft Access front end and Microsoft SQL backend. Installations are appropriate for any clinics in Tanzania mainland.

CTC2 database version 10 is freely available at NACP website, before downloading make sure you know your computer system type,

Version 10.06

(Right-click **My Computer**, and then click Properties. Under system if you see **64-bit Operating System, x64-based processor** listed, means you're running the **64-bit** version of **Windows**. If "32-bit Edition" is listed under System, you're running the **32-bit** version of **Windows**.)

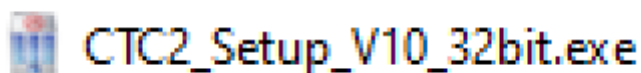
Visit NACP website www.nacp.go.tz/site/downloads. And download the software you have chosen



3.3 CTC2 database installation steps.

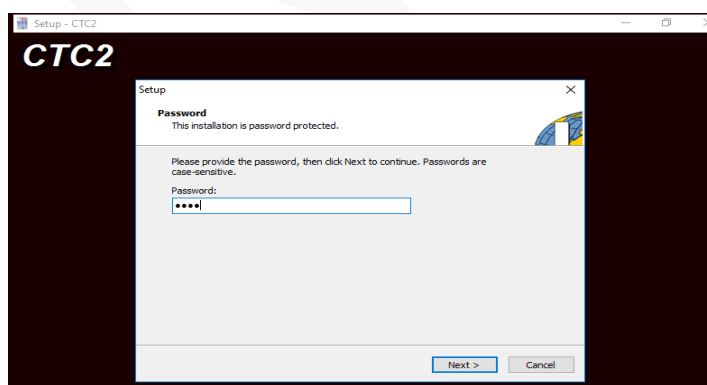
3.3.1.1 Installing on a single computer or server machine

- Find the installation file that you have downloaded and double click on it

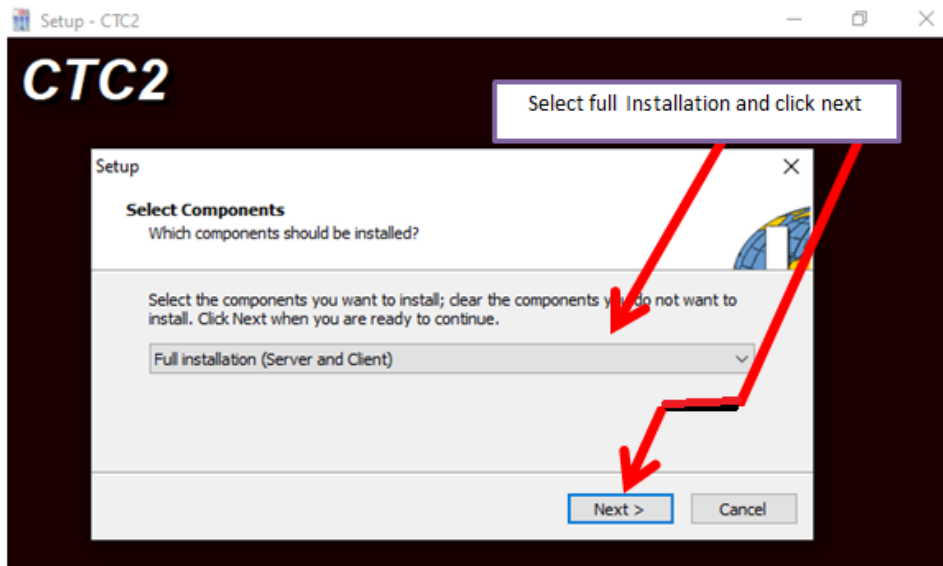


Note: - a window protection message might display, just click continue

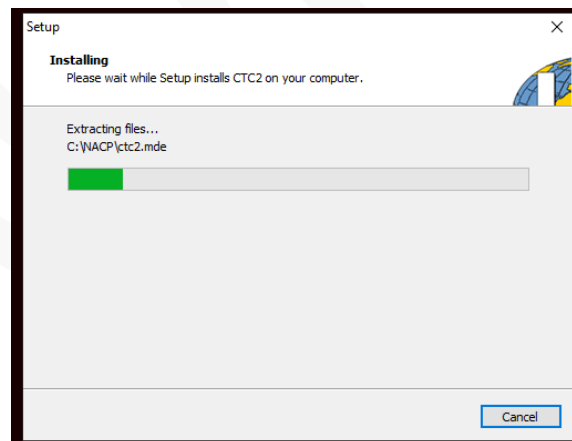
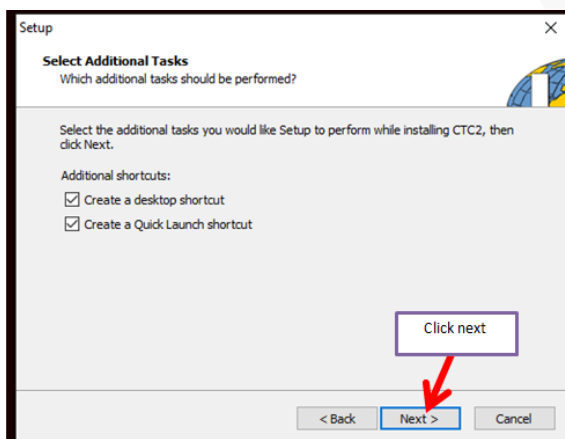
- In setup or CTC2 window enter the installation password: "----" then click next
(Note: Password is case sensitive)



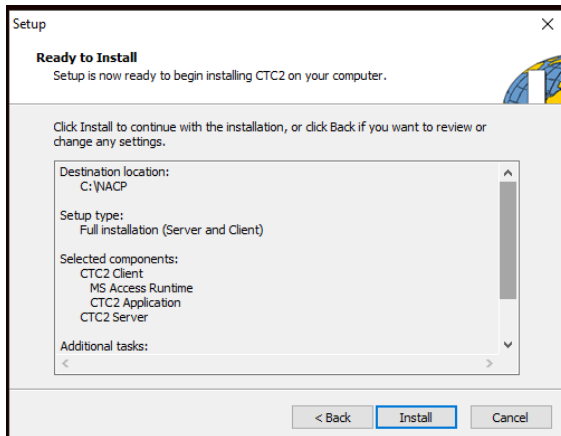
- A new window will pop up and follow the instructions



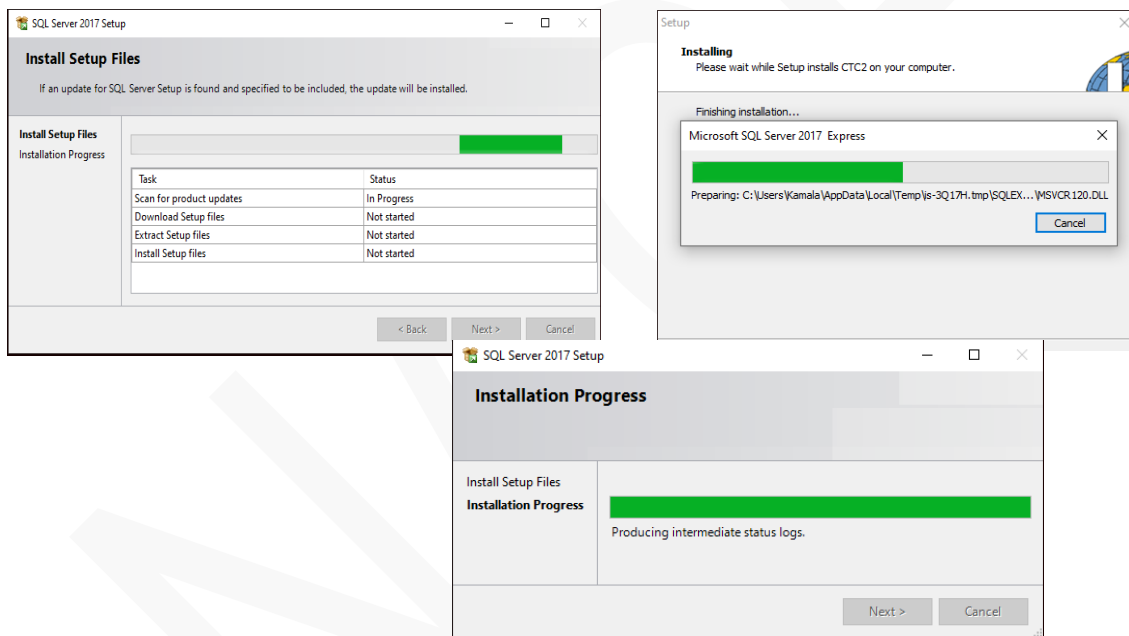
- You will land on a new window, select the appropriate and click next to continue



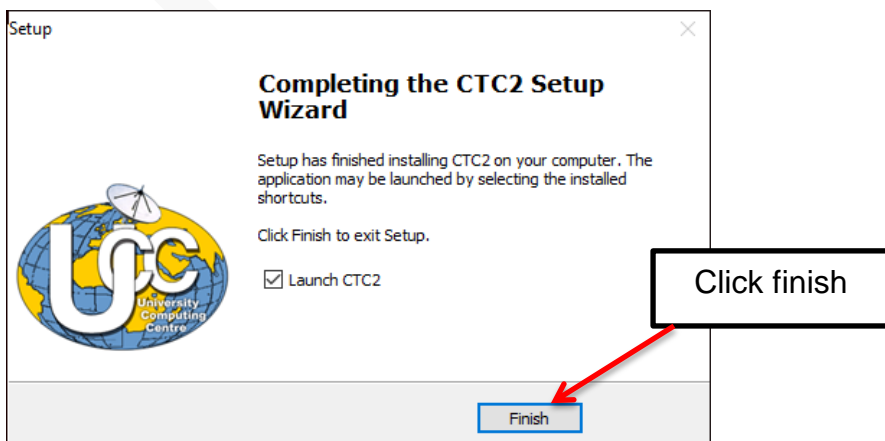
- Read the new landed message and click install



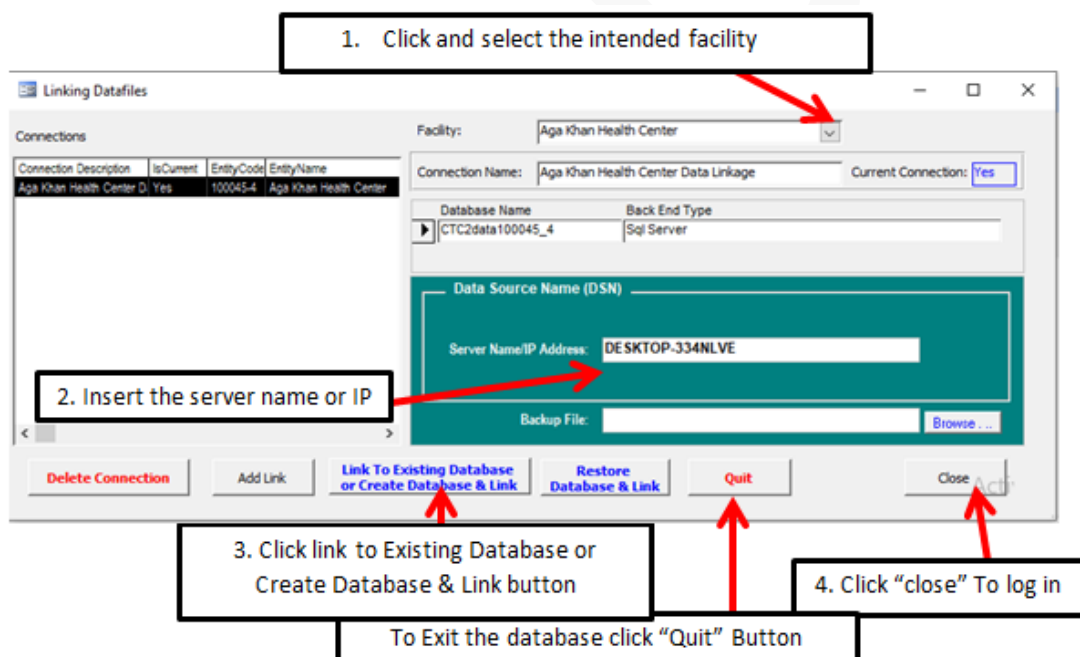
- During the installation process several windows will pop up and as captured below. The installer will install MS SQL in full, no need of internet at a time of installation,



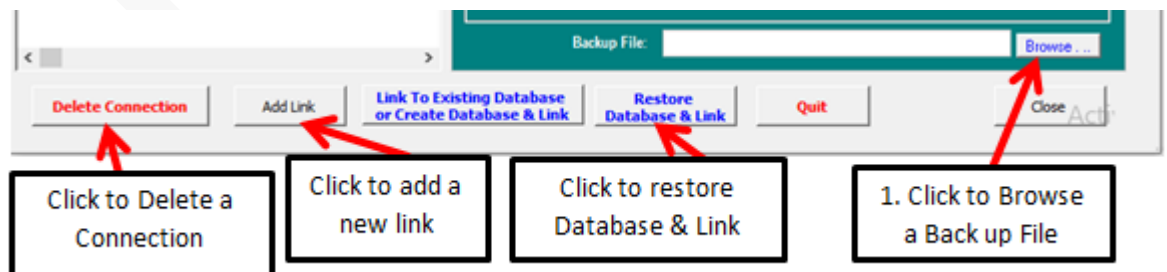
- After all the installation is complete the you will land on the below window.



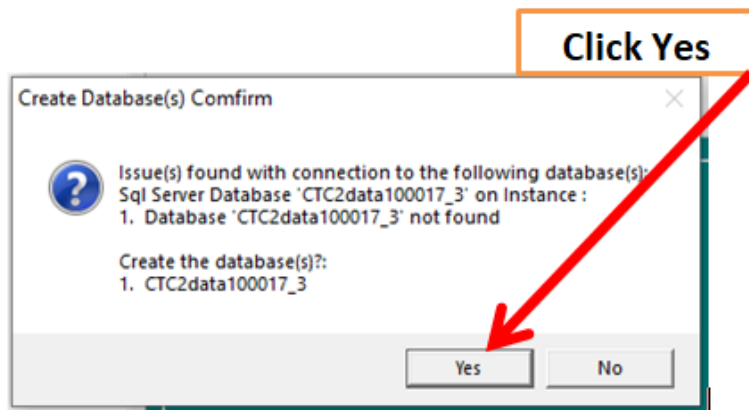
- After you click finish a link data file window will popup. User must select a facility name and enter the name of a computer/server or the IP (If its static) and click link
- Note:- after entering all the information correctly, and you have clicked link button, wait for a while until create database confirm window appears. If your region, district or facility is not in the lists you should contact DACC for NACP follow up.



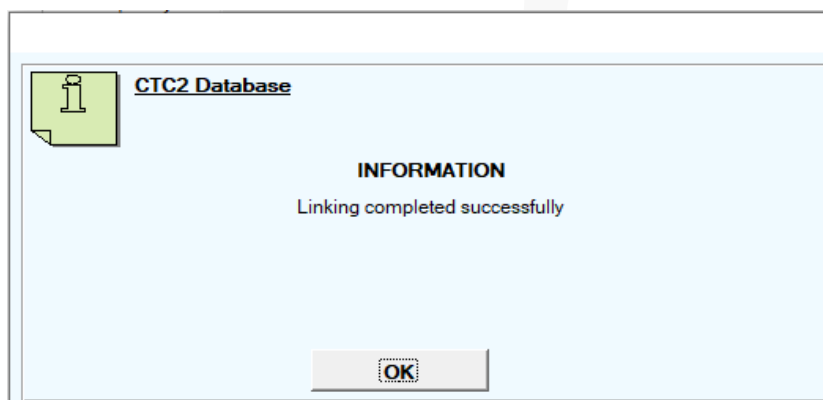
Additon



- Read it carefully and select yes



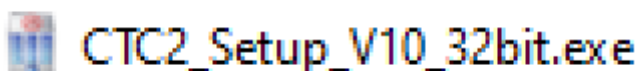
- After you have selected Yes a progress bar will appear, wait until you get the CTC2 database information window stating “Linking completed successfully” and click okay and click close on the close button as shown above (On linking data file screen shot)



- Note:- for the first time the database may take some minutes to display

3.3.1.2 Installing on a Client computer

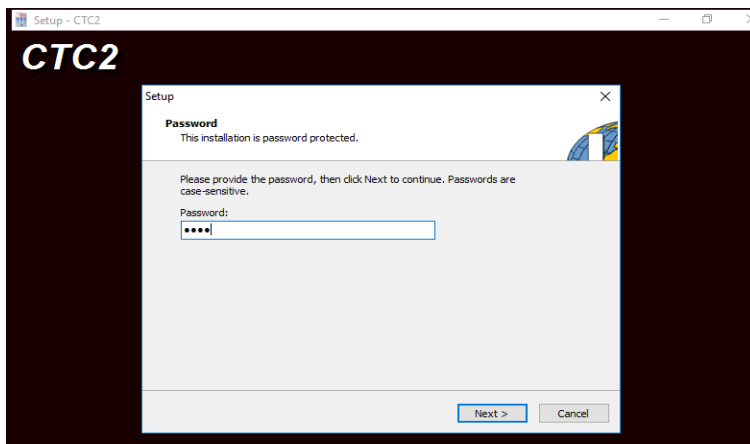
- Find the installation file that you have downloaded and double click on it



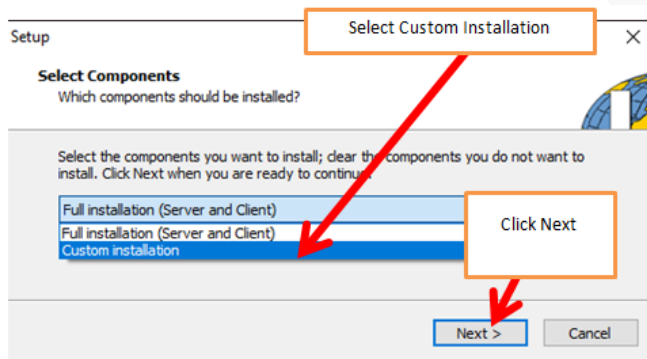
Note: - a window protection message might display, just click continue

- In setup or CTC2 window enter the installation password: “-----” then click next

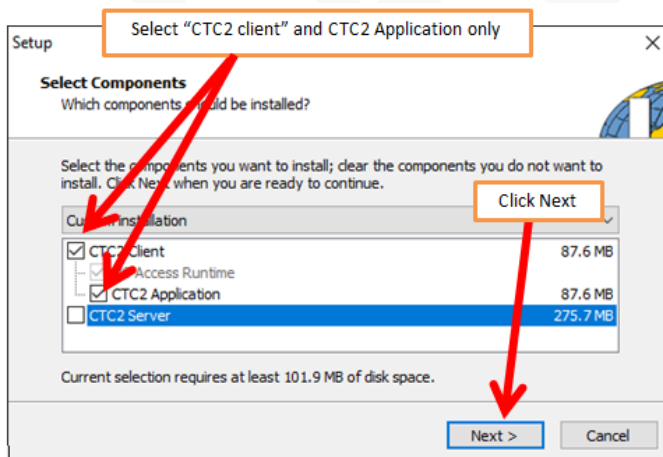
(Note: Password is case sensitive)
Version 10.06



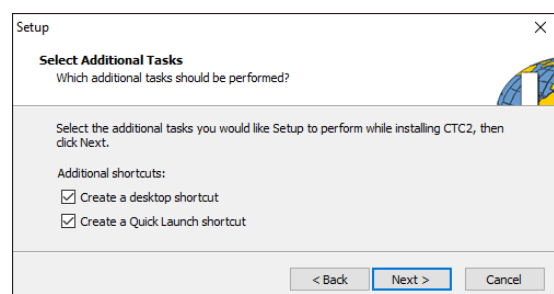
- A new window will pop up and follow the instructions



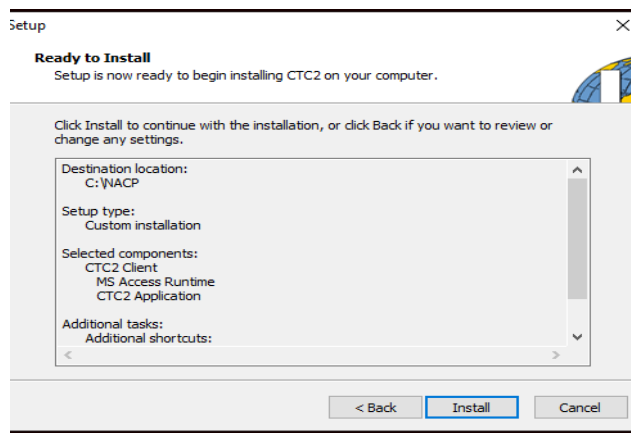
- A new setup window will pop up



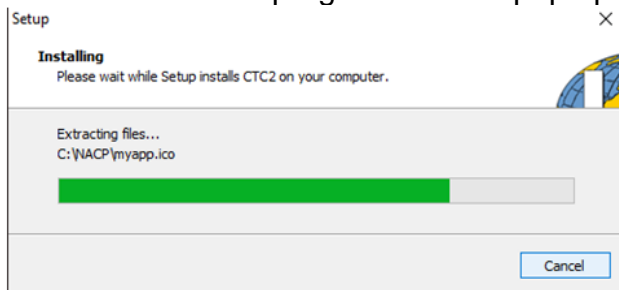
- A new setup window will pop up, it's about additional shortcuts, make sure all options are checked, and then click next.



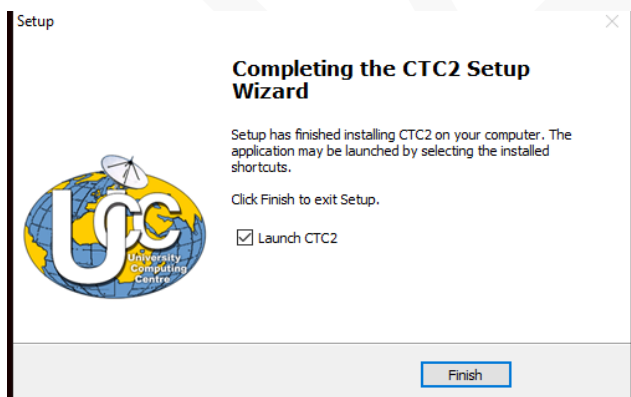
- A set up window ready to install will pop up. Click install



- Installation progress bar will pop up

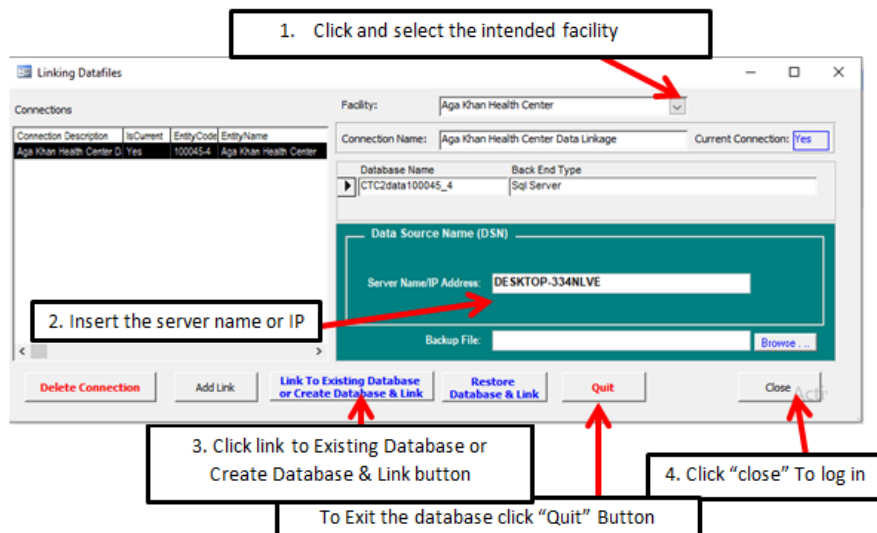


- Click Finish to complete installation.



- For the first time the data lick file will popup, fill in the proper information as illustrated below

NOTE: - Make sure you have a local network with static IP or all computers are in the same workgroup and if your region, district or facility is not in the lists you should contact DACC for NACP follow up.



4 Updating the CTC2 database

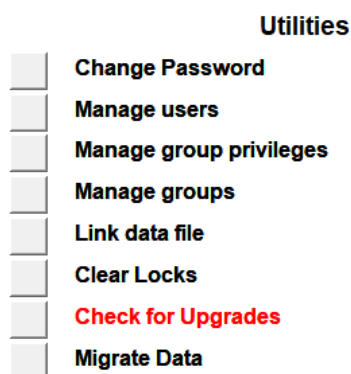
- Upgrading / Updating the CTC2 database can be done in two ways

4.1 Directly from the internet and Manual Upgrading

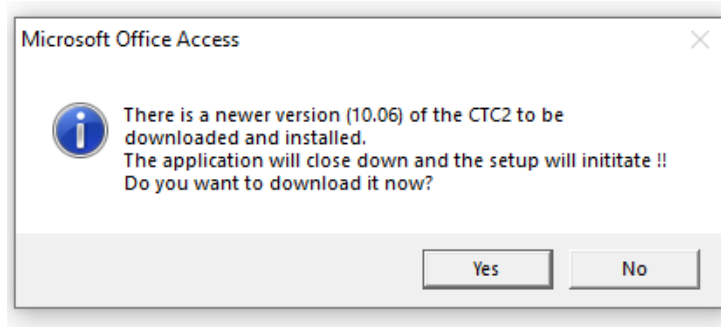
4.1.1 Directly from the internet (Make sure your connected to the internet)

❖ Open the CTC2 database

- Click the Utilities button
 - Click Check for upgrade button



If your Database is in lower version window will pop up



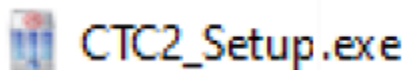
Click yes and follow the instructions

4.1.2 Manual Upgrading

Download the CTC2 database

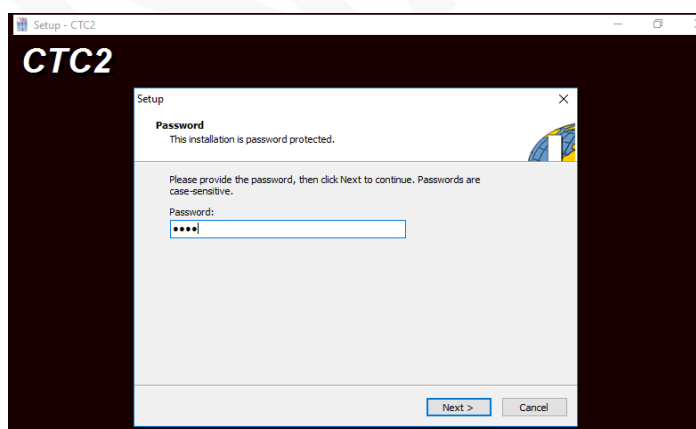
Close the CTC2 database,

- Find the installation file that you have downloaded and double click on it



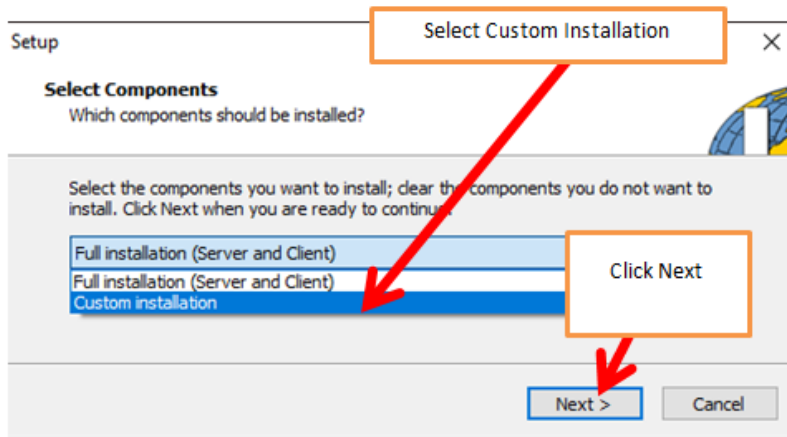
Note: - a window protection message might display, just click continue

- In setup or CTC2 window enter the installation password: "**sitsi**" then click next
(Note: Password is case sensitive)

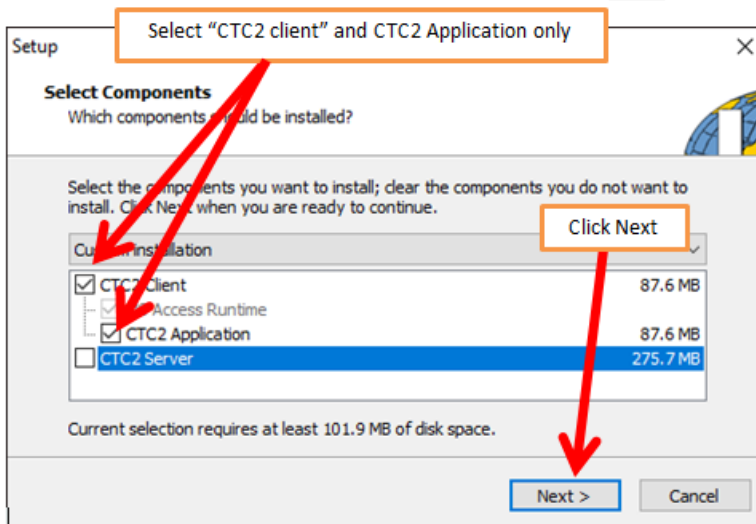


- A new window will pop up and follow the instructions

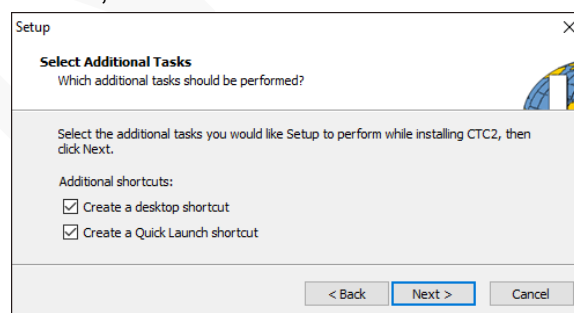
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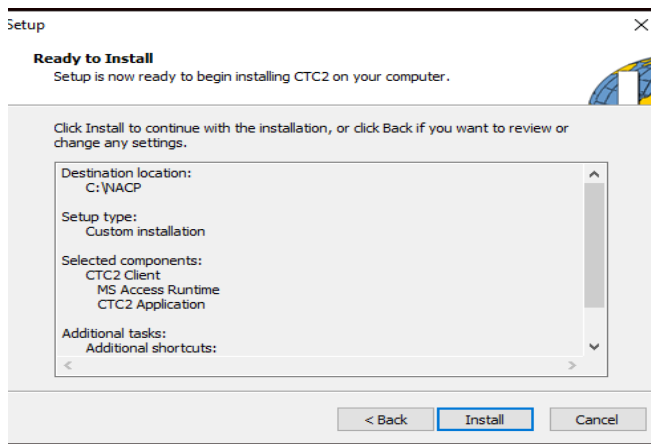
- A new setup window will pop up



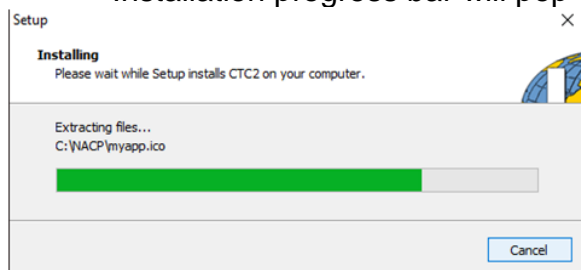
- A new setup window will pop up, it's about additional shortcuts, make sure all options are checked, and then click Next.



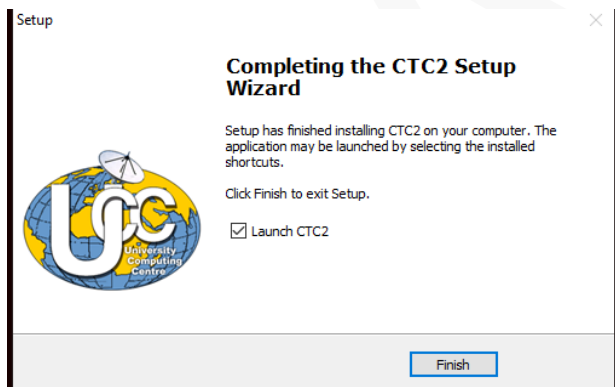
- A set up window ready to install will pop up. Click install



- Installation progress bar will pop up

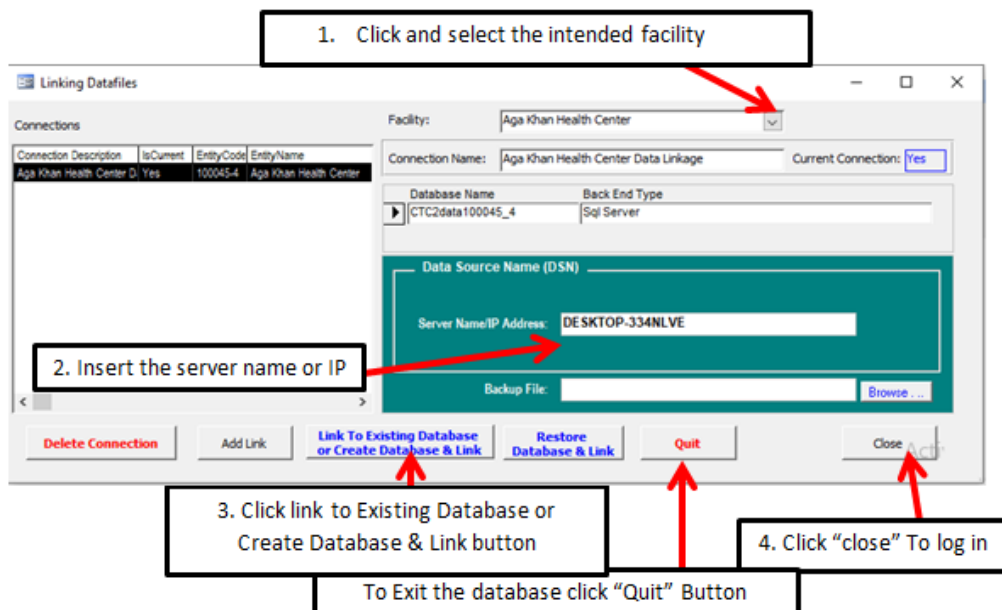


- Click Finish to complete installation.



- For the first time the data lick file will popup, fill in the proper information as illustrated below

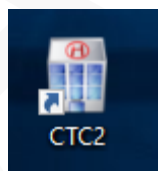
NOTE: - Make sure you have a local network with static IP or all computers are in the same workgroup and if your region, district or facility is not in the lists you should contact DACC for NACP follow up.



5 Navigating through CTC2 database menus

5.1.1 Opening the CTC2 database

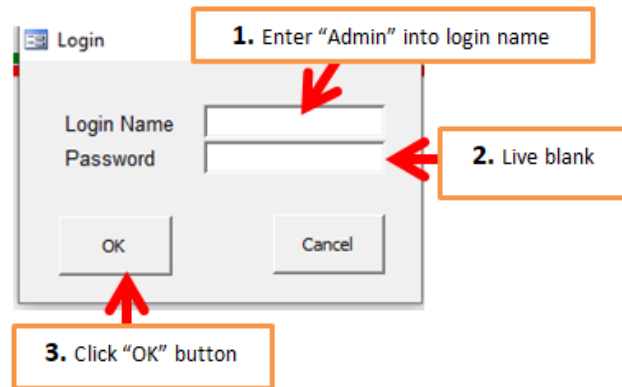
If "Launch CTC2" was checked during the final CTC2 Setup window, the database will open directly. Otherwise locate the CTC2 icon on your desktop and open or double click it.



If you are logging in for the first time after installation, use login name "**admin**" and there is no password. After successful login, insert "admin" password for security purpose.

NOTE:

1. "**Admin**" user account won't be able to enter data or save data, each CTC2 database user should have his/her account.



5.1.2 Back up data

Backup button allow users to create a copy of dataset either in the same computer or external device. For example, a backup created on a Monday will replace a backup created on the previous Monday. The system ensures between five to seven backups are stored at a time. However, the auto backup is not sufficient by itself in cases of computer crash/loss/theft, and therefore external backups are also needed.

5.1.3 Backup

The system automatically backs up the data when it is closed. The Backups created are stored in the sub folder "Data" and named the day the backup was created i.e. Monday. A backup created on a Monday will replace a backup created on previous a Monday. The system ensures no more than five to seven backups are stored at a time.

A manual backup has to be performed after every data entry activity. Backups must be stored in the external storage device (e.g. flash, external hard disk, CD) and kept secured offsite.

5.2 Migrating data

Migrating data from CTC2 database version 9.x to CTC2 database version 10 do the following

- Cluck Utilities,
- Select Migrate data (a data migration window will pop up)

- Utilities**
- ☐ **Change Password**
 - ☐ **Manage users**
 - ☐ **Manage group privileges**
 - ☐ **Manage groups**
 - ☐ **Link data file**
 - ☐ **Clear Locks**
 - ☐ **Check for Upgrades**
 - ☒ **Migrate Data**

The screenshot shows the 'Data Migration' window. At the top, 'Facility' is set to '663 KJ Dispensary'. Below, 'Database Name' is 'CTC2DataV10_Migration.mdb' and 'Back End Type' is 'MS Access'. The 'Data Source Name (DSN)' section contains: 'System Data Source Name: CTC2data_Access', 'Description: Access CTC2data for A and A Dispensary', 'Backend Type: MS Access', and 'ODBC Driver Types: Microsoft Access Driver (*.mdb)'. The 'Database Location' is 'C:\NACPI\ugalo' with a 'Browse...' button next to it. 'Workstation ID' is 'DESKTOP-334NLVE', 'Database Name' is 'CTC2DataV10_Migration.mdb', and 'Backend User ID' and 'Backend User Pwd' are present. At the bottom, there is a 'Click Migrate data' button with a red arrow pointing to a 'Migrate Data' button, and a 'Close' button. An annotation box with a red arrow points to the 'Browse...' button with the text 'Browse for the CTC2 version 9.x data file folder'.

Wait for migration data to complete

NOTE: - For assistance contact UCC or Kamala (UCC) for Assistance 0787123115