
EMS Regics Installation Instructions

Version 3.0

DEA



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EMS Regics Installation Instructions

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Introduction

This document lists the steps you must take to install or upgrade EMS Regics. EMS Regics is a web based product that allows an organization to create and manage event registrations and surveys. If you are upgrading to a newer version of EMS Regics, please encourage users at your facility to read the separate *What's New* document before they begin working with the new version of the software. Doing so will minimize the amount of time it takes them to get up-to-speed with the new release and help them benefit from new features and functions that they might not otherwise discover.

Customer Support

Unlimited toll-free customer support is available to EMS Regics users who have a current Annual Service Agreement (ASA). If you are unable to resolve a problem or answer a question by reading the EMS Regics documentation, contact us at:

Email:	support@dea.com
Web:	www.dea.com
Phone:	(800) 288-4565
Fax:	(303) 796-7429

Backing Up Your Data

Once you have installed EMS Regics and begun defining your data, it is **extremely** important to back up your database every night. If your data is damaged and we determine the damage to be irreparable, your only alternative will be to restore from the most recent backup.

Web Server Requirements

- **Hardware and Software Requirements:** A list of the system requirements for EMS Regics is maintained on our [website](#).
- **Web Server Internet Connectivity:** The web server that will host EMS Regics must be connected to the internet and be able to access the EMS Regics licensing service on DEA.COM.

Obtaining the EMS Regics Installation Components

The latest release of EMS Regics can be downloaded from the online Support Center.

1. Go to www.dea.com and enter your Email Address and Password in the Support Center area.
2. Click the [Software downloads](#) link.
3. Download the following files (required for both first time installations and upgrades).
 - **EMSRegics.msi:** File used to install/upgrade the EMS Regics web site on your web server.
 - **Dea.Ems.Registration.Server.Install.exe:** File used to install/upgrade your EMS Regics database on your database server.
 - **DeaRegicsEmailNotificationSetup.msi:** File used to install/upgrade the email notification service.

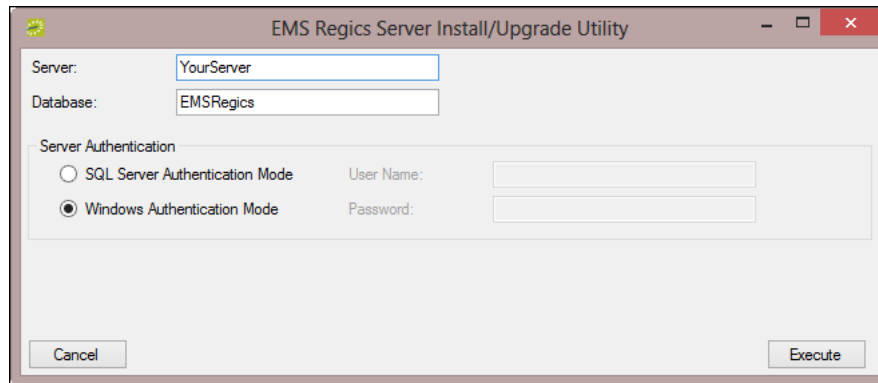
Installation/Upgrade Instructions

Installing the EMS Regics Database

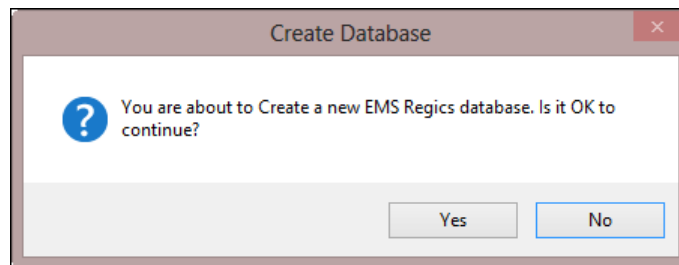
The information in this section is for installing EMS Regics for the first time at your facility. If you are already using an older version of EMS Regics, please go to the [Upgrading the EMS Regics Database](#) section in this document.

Note: A Microsoft SQL Server SA level account will be required to execute the database installation process.

1. Verify that the prerequisite software has been installed.
2. Download the **Dea.Ems.Registration.Server.Install.exe** (this EXE can be run from any PC that has access to your database server).
3. Run **Dea.Ems.Registration.Server.Install.exe**. The *EMS Regics Server Install/Upgrade Utility* screen will appear.



4. In the Server textbox, enter the name of the server running Microsoft SQL Server.
5. In the Database textbox, enter the name for your EMS Regics database (it is recommended that you accept the default value of "EMSRegics").
6. In the Server Authentication area, specify your MS SQL Server authentication credentials. If SQL Server Authentication Mode is selected, you will be required to specify a User Name and Password.
7. Click the **Execute** button. A *Create Database* prompt will appear.



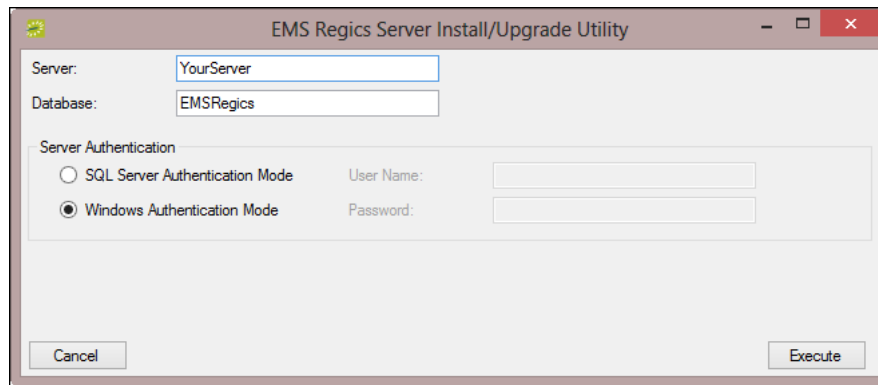
8. Click **Yes** to initiate the EMS Regics database installation process. A "Database Installed Successfully!" message will appear. Click **OK** to close the screen.
9. Please go to the [Installing/Upgrading the EMS Regics Web Site](#) section.

Upgrading the EMS Regics Database

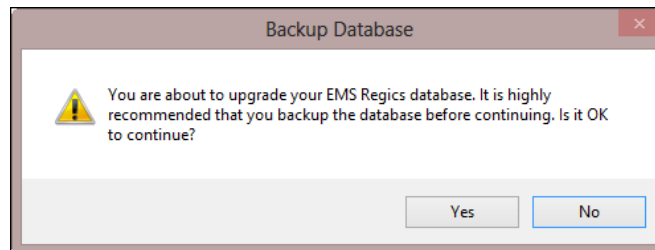
The information in this section is for existing customers that already have an older version of EMS Regics installed.

Note: A Microsoft SQL Server SA level account will be required to execute the database installation process.

1. Verify that the prerequisite software has been installed.
2. **IMPORTANT:** Using **SQL Server Management Studio**, back-up your existing EMS Regics database.
3. Download the **Dea.Ems.Registration.Server.Install.exe** (this EXE can be run from any PC that has access to your database server).
4. Run **Dea.Ems.Registration.Server.Install.exe**. The *EMS Regics Server Install/Upgrade Utility* screen will appear.



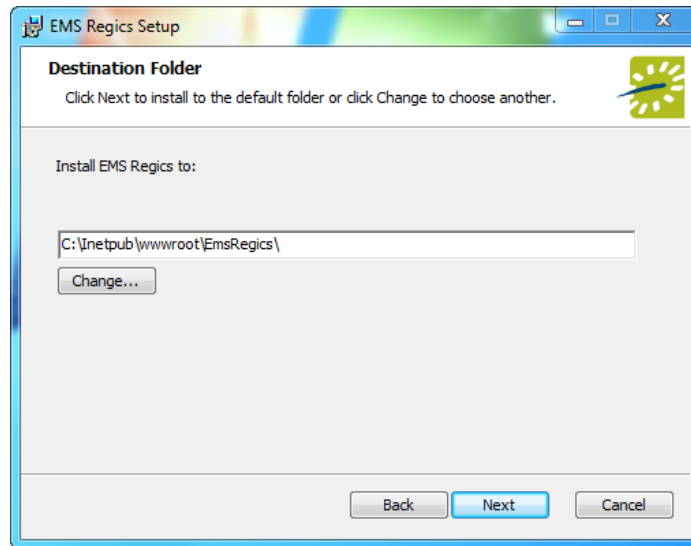
5. In the Server textbox, enter the name of the server hosting your EMS Regics database.
6. In the Database textbox, enter the name for your EMS Regics database (typically "EMSRegics").
7. In the Server Authentication area, specify your MS SQL Server authentication credentials. If SQL Server Authentication Mode is selected, you will be required to specify a User Name and Password.
8. Click the **Execute** button. A *Backup Database* prompt will appear.



9. Click **Yes** to acknowledge that you have backed-up your EMS Regics database and to initiate the database upgrade process. A "Database Upgraded Successfully!" message will appear. Click **OK** to close the screen.

Installing/Upgrading the EMS Regics Web Site

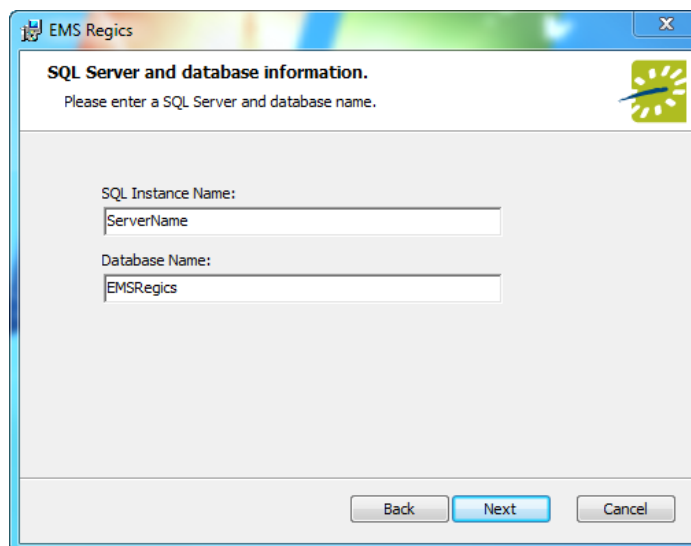
1. Manually **uninstall** any previous versions of EMS Regics on your web server.
2. Verify that the prerequisite software has been installed.
3. Download the **EMSRegics.msi** file onto the web server that will be running EMS Regics.
4. Run **EMSRegics.msi**.
5. The first screen welcomes you to the EMS Regics Setup Wizard. Click **Next** to begin the installation process. The *Destination Folder* screen will appear.



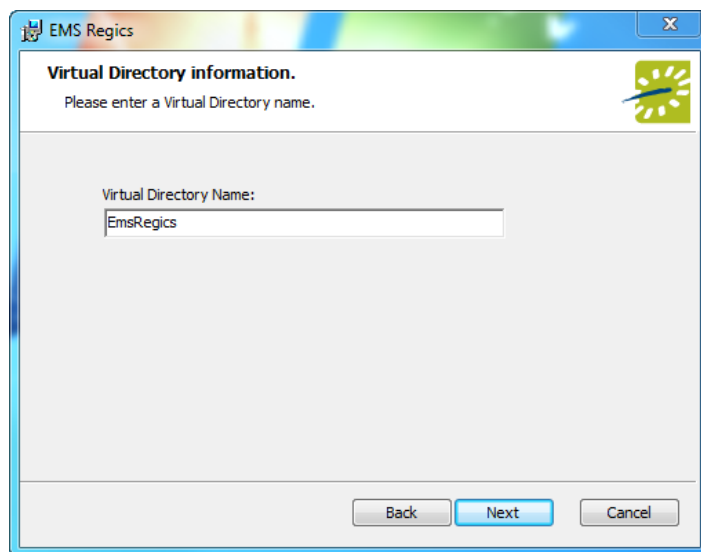
6. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered (“EMSRegics” in the example above.) Click **Next**.

Note: EMS Regics should not be installed in the same physical directory as other EMS web-based products OR under a site running another version of EMS Regics.

7. The *SQL Server and database information* screen will appear.

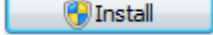


8. Enter your SQL Instance Name.
9. Enter your EMS Regics Database Name (typically “EMSRegics”).
10. Click **Next**.
11. The *Virtual Directory information* screen will appear.



12. The Virtual Directory Name will default to the destination folder specified in Step 5. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered (“EMSRegics” in the example above.) Click **Next**.

Note: EMS Regics should not be installed in the same virtual directory as other EMS web-based products OR under a site running another version of EMS Regics.

13. The *Ready to install EMS Regics* screen will appear. Click  to install EMS Regics.
14. The *Completed the EMS Regics Setup Wizard* screen will appear. Click **Finish**.

Starting EMS Regics

After following the steps above, verify your EMS Regics installation by opening a browser and entering the EMS Regics address:

[http://\[ServerName\]/EMSRegics/](http://[ServerName]/EMSRegics/) (replace [ServerName] with the name of your web server)

The first time you launch EMS Regics, it may take a few extra moments for the website to display. If you encounter any issues, please contact Customer Support for assistance.

Activating EMS Regics (First Time Installations Only)

1. Secure your EMS Regics license file (*EMSRegistration.lic*). (**Note:** If you do not have this file, please contact your Account Executive.)
2. Launch EMS Regics as described above.
3. Go to **My Account > Log In**.
4. Log into EMS Regics using the following information:
 - **User Id:** admin@dea.com
 - **Password:** admin

You will be redirected to the License Information page.

The screenshot shows a web interface with two main sections: "License Information" and "Verification Information".

License Information

Licensed To:
 Address 1:
 Address 2:
 Address 3:
 Address 4:
 Yearly Response Limit:
 Anniversary Month:
 Anniversary Day:
 Expiration Date:
 Products Licensed:

Below the "Products Licensed" field is a text input area with a "Browse..." button to its right.

Below the text input area is an "Upload License" button.

Verification Information

Verification Status: OK

Failed Contact Attempts:
 Last Successful Call:
 Verification Call Status:
 Total Responses Consumed (across all databases):

Below these fields is a "Make Verification Call" button.

5. Click **Browse...** and select the *EMSRegistration.lic* file.
6. Click **Upload License**. If you encounter any issues, please contact Customer Support for assistance.
7. Go to **Admin > Security > Users >** to access the Manage Users page.
8. Click the "Admin" account.
9. Change the **Full Name** and **Email** fields to reflect the correct information for the EMS Regics administrator at your facility.
10. Click **Save**.
11. Go to **My Account > Change Password** to change your password. Click **Update**.
12. Please refer to the *EMS Regics User Manual* for information on how to create EMS Regics user accounts.

Installing/Upgrading the EMS Regics Email Notification Service

1. Manually **uninstall** any previous versions of the EMS Regics Email Notification Service.
2. Download the **DeaRegicsEmailNotificationSetup.msi** onto the server that will be running the service.
3. Run **DeaRegicsEmailNotificationSetup.msi**.
4. The first screen welcomes you to the EMS Regics Email Notification Service Setup Wizard. Click **Next >** to begin the installation process.
5. The *Destination Folder* screen will appear (it is recommended that you keep the default settings.) Click **Next >**.
6. The *Ready to install Regics Email Notification* screen will appear. Click **Install**.
7. The *Completed the EMS Regics Email Notification Setup Wizard* screen appears. Click **Finish**.
8. Within your Microsoft Windows Start menu, locate **Regics Email Notification Configuration Settings**. The *EMS Regics Email Notification Configuration* screen will appear.

EMS Regics Email Notification Configuration

SMTP Settings

Mode:

SMTP Server:

Port Number:

User Name:

Password:

Email Interval: minutes.

Databases

Server (1)	Database
server	database

New Edit Delete

OK Cancel

9. Complete the following:

- **Mode** – Type of authentication to the SMTP server.
- **SMTP Server** – SMTP server name or IP address.
- **Port Number** – SMTP port (default = 25)
- **User Name/Password** – Required if an authentication mode other than Unauthenticated is selected.
- **Email Interval** – The frequency with which the system will generate notification emails.

10. In the Databases section of the dialog box, you will see a sample database and server (named “server” and “database”.) Select this entry and click **Edit**.

Notification Database

Database

Server:

Database: Test Connection

Email From:

Enable Email Notification: ☒

Enable Service Event Logging: ☒

Regics Url:

OK Cancel

On the Database tab of the Notification Database dialog box, complete the following:

- **Server/Database** – EMS Regics database server and database name.
- **Email From** – Email address that will be displayed in the From field of notification emails that are sent.
- **Enable Email Notification** – Activates email notifications.
- **Enable Service Event Logging** – Activates Windows event logging.

- **Regics Url** – URL to your EMS Regics web site.

11. After making your entries, click **OK**.

Note: If any issues are encountered starting the service, please visit the EMS Knowledge Base in the Online Support Center for a possible solution