Volume

1

The Information Centre™

knowledge for care

FOR HEALTH AND SOCIAL CARE NHS

CCAD

Suite of User Guides

Installation Guide

0845 300 6016 Option 2

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www http://www.ccad.org.uk

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Volume
1

Purpose of this Manual

This manual will explain how to install the Lotus Notes software.

To learn about using the CCAD Welcome Portal, please see '**Volume 2 - CCAD Manual - Welcome Portal Guide'.**

To learn about using Lotus Notes, please see **'3 - Using Lotus Notes - Quick Start Manual.**

To learn about using a specific database, please see any '**Volume 4'** manual.

Introduction

About CCAD

1.1. Central Cardiac Audit Database is a suite of software applications designed to collect data on various Cardiac procedures and send that data securely to the National CCAD Servers.

1.2. CCAD is written using Lotus Notes, a secure application that will ensure any data entered will only be read by those with the relevant authority to do so. To use CCAD you will need to install Lotus Notes from this CD.

Getting Started

Getting Started

1.1. This CD contains 3 Install Options, only one is valid for your install. Follow the instructions carefully and select the correct installation option.

1.2. If you have any problems during the installation please call the Helpdesk on 0845 300 6016 option 2.

1.3. You must get your local IT department to allow the connection between your computer and the CCAD servers. The CCAD servers are as follows:

Server Name	IP Address	TCPIP Port
CCAD1/ccad	85.118.0.151 (Internet)	1352, 1508,1513 & 1533
CCAD2/ccad	85.118.0.152 (Internet)	1352
CCAD3/ccad	85.118.0.153 (Internet)	1352
CCAD4/ccad	193.61.119.8 (Internet)	1352, 1508,1513 & 1533
CCAD5/ccad	193.61.119.9 (Internet)	1352

For more information on connectivity, please see '**Volume 3 - Using Lotus Notes Guide'.**

1.4. You will need to get an IT Administrator to install the software if you do not have permission to install software on your computer.

How to identify the correct install option

Identify Install Option

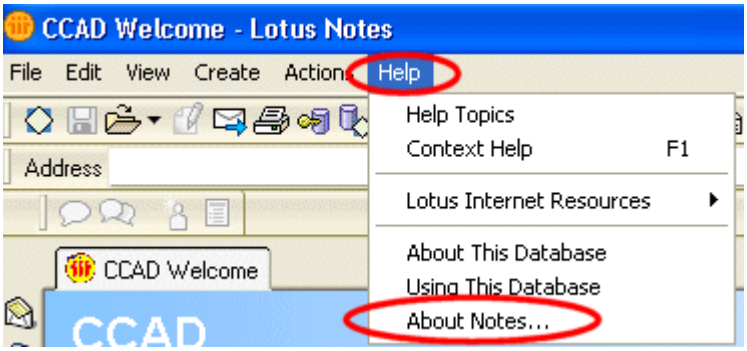
3.1. If you are a new user, you will need to get a User ID and password before you can finish the installation. Note: One User ID will be required per user.

3.2. If you do not have an Lotus Notes User ID file, please email the helpdesk and supplying the following information:

- Forename
- Surname
- Hospital Name (not Trust Name)
- Full Hospital Address
- Contact details of the requester's direct line manager or clinical lead.

3.3. If Lotus Notes is **NOT** installed on this PC, then choose the **New Installation** option from the **Install Option** menu and follow the instructions in Section 4.

3.4. To identify the current version of Lotus Notes, start Lotus Notes and login, then from the top menu select: **Help** and then **About Notes**



3.5. A popup screen should appear, please identify the version number of your Lotus Notes program.

3.6. If the version of Lotus Notes is **EARLIER** then Release 6.5.1 January 21st 2004 - click on the **Upgrade to R6.5.1** from the **Install Option** menu. See Section 5 of this manual for detailed instructions.

3.7. If the version of Lotus Notes **IS** Release 6.5.1 January 21st 2004 - click on the Install **CCAD Welcome Page** from the **Install Option** menu. See Section 6 of this manual for full instructions.

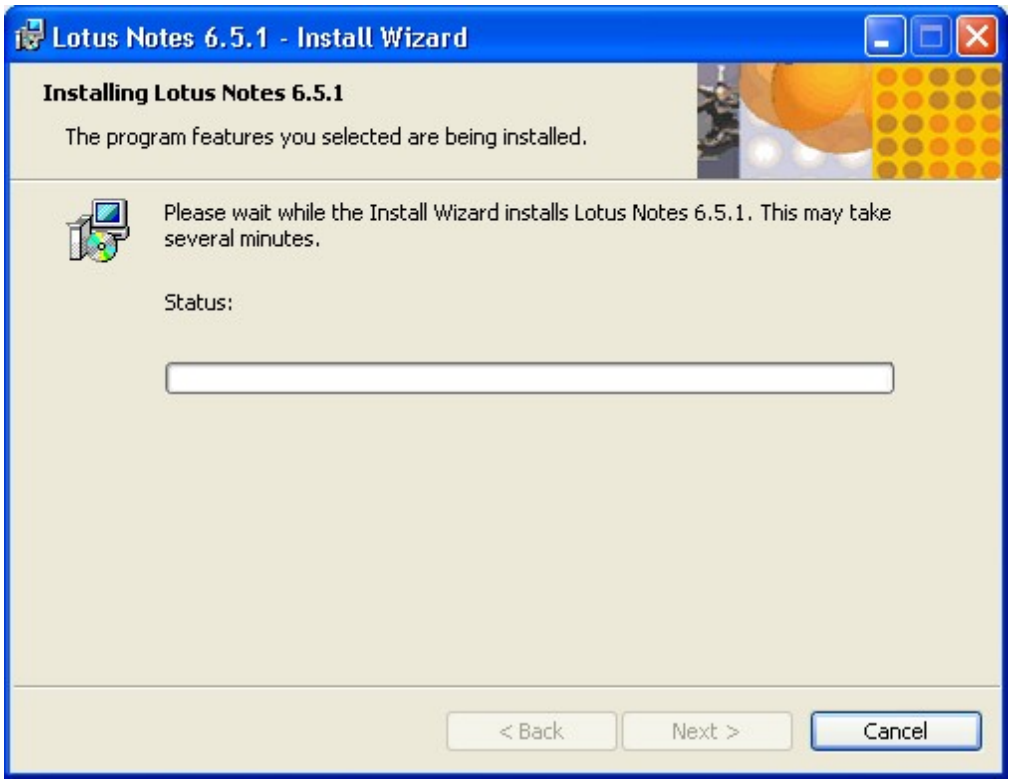
Install Options

New Installation

4.1. When the FILE DOWNLOAD dialog box opens, choose **Run this program from its current location** or **Open** depending on your computer set-up.

4.2. You may be presented with a Security Warning message similar to the example shown. Please select **Yes** to continue.

4.3. The installation will now start automatically. A series of dialog boxes will be displayed showing the progress of the installation as the files are copied to your computer.



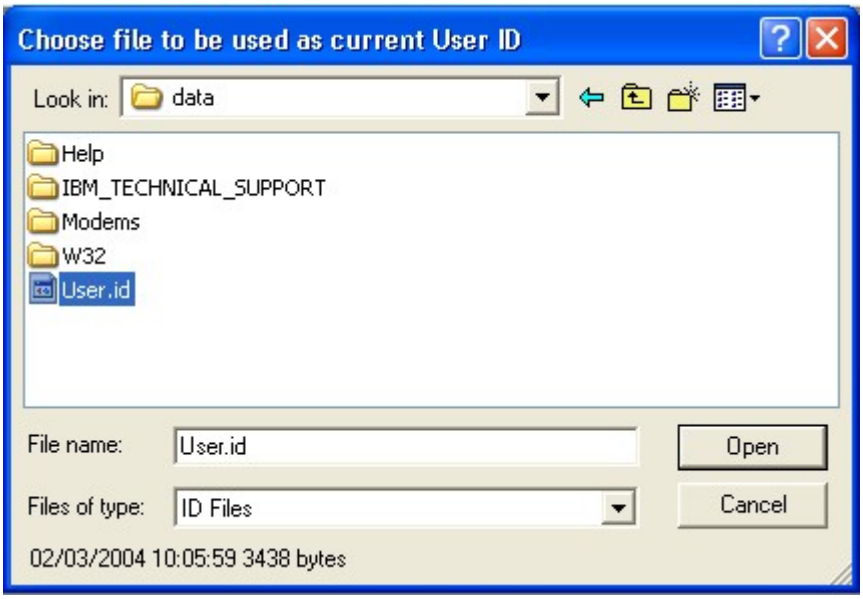
If any problems occur during the installation, please contact either the CCAD Helpdesk.

4.4. As a new user, your User ID will have been sent to you in an email, this file needs to be saved from the email and stored in the C:\program files\lotus\notes\data' directory on your computer.(The file itself cannot be opened)

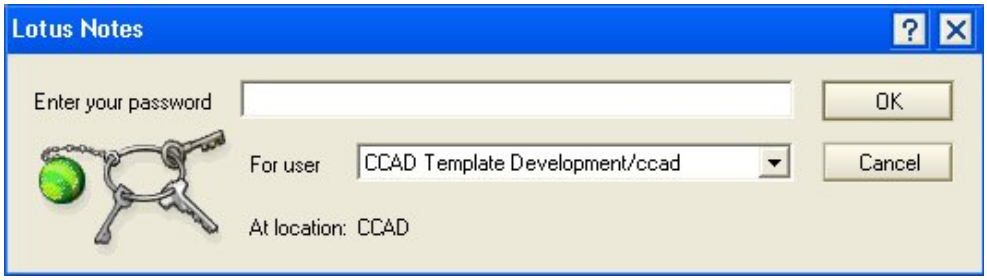
4.5. Your User ID file is your identification for accessing the application. Each user of the CCAD system will require **their own User ID** file to determine the level of access they have within the CCAD database.

4.6. The following Icon will have been added to your Desktop, **click** on the icon to start Lotus Notes

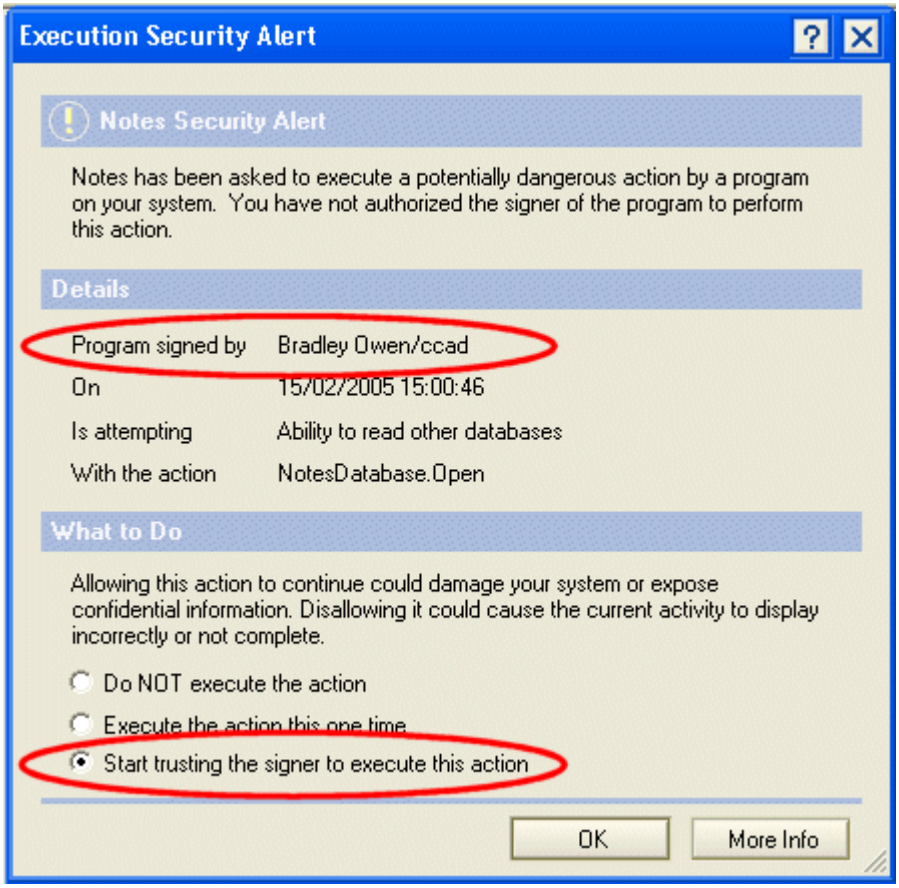
4.7. The first time the program is run, you will be asked to select your User ID file. Find the file and click it then click 'Open'. *Tip: Your actual user ID file will contain part or all of your name, e.g. jsmith.id or johnsmith.id.*



4.8. You will now be asked to enter the password. Enter the password then click 'OK'.



4.9. As you start using Lotus Notes you may receive several **Execution Control Alerts** - this is part of the advanced Security system. If the name in the Alert ends with **/ccad** then you can safely accept the Alert by selection the option **Start trusting the signer to execute this action** and clicking **OK**.


Execution Security Alert
Notes Security Alert
Notes has been asked to execute a potentially dangerous action by a program on your system. You have not authorized the signer of the program to perform this action.
Details
Program signed by
Bradley Owen/ccad
On
15/02/2005 15:00:46
Is attempting
Ability to read other databases
With the action
NotesDatabase.Open
What to Do
Allowing this action to continue could damage your system or expose confidential information. Disallowing it could cause the current activity to display incorrectly or not complete.
Do NOT execute the action
Execute the action this one time
Start trusting the signer to execute this action
OK
More Info

Upgrade an older version to Lotus Notes 6.5.1

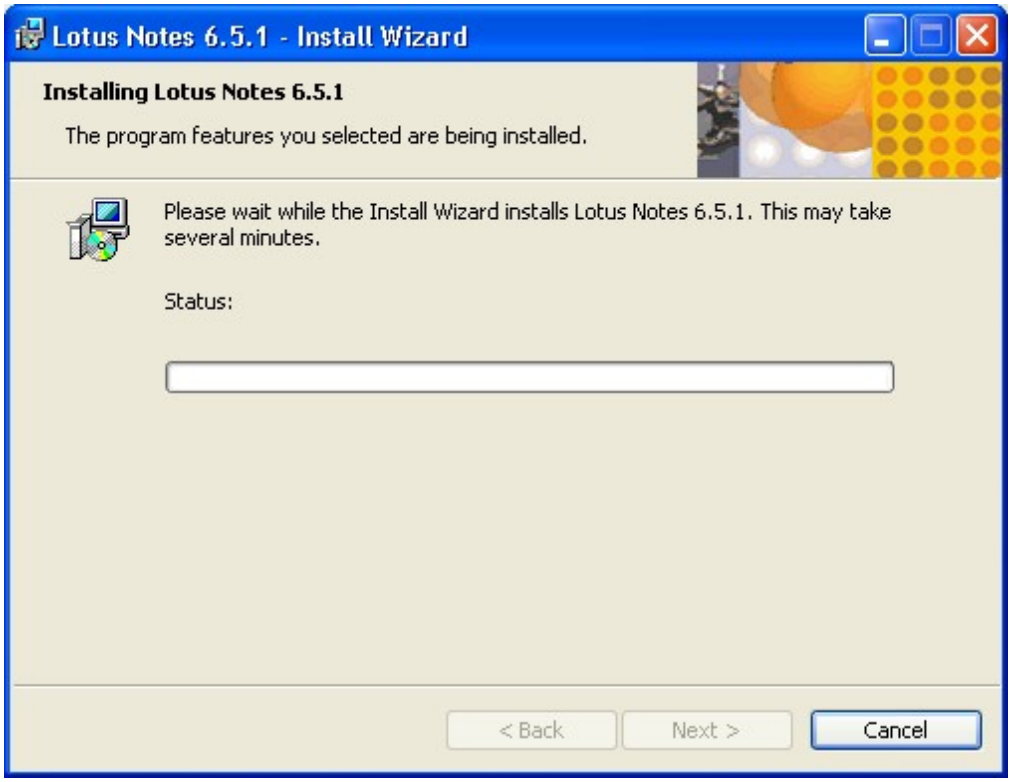
5.1. Please note this is a two-stage process – the second stage starts at point 5.12.

5.2. Before upgrading please ensure that Lotus Notes is **NOT** running.

5.3. When the FILE DOWNLOAD dialog box opens, choose **Run this program from its current location** or **Open** depending on your computer set-up.

5.4. You may be presented with a Security Warning message similar to the example shown. Please select **Yes** to continue.

5.5. The installation will now start automatically. A series of dialog boxes will be displayed showing the progress of the installation as the files are copied to your computer.

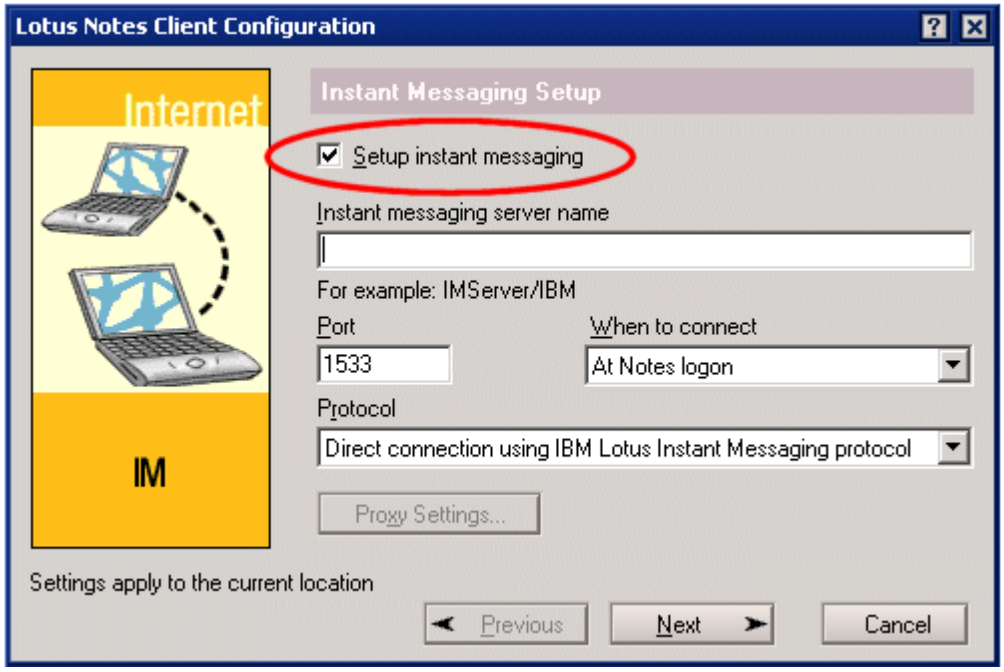


If any problems occur during the installation, please contact either the CCAD Helpdesk.

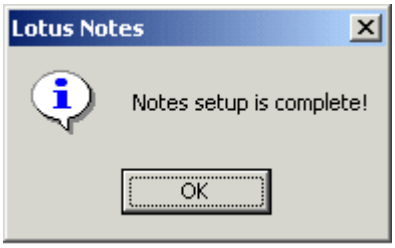
5.6. The following Icon will have been added to your Desktop, **click** on the icon to start Lotus Notes

5.7. Dependant on the existing version of the software, you may need to perform some additional steps.

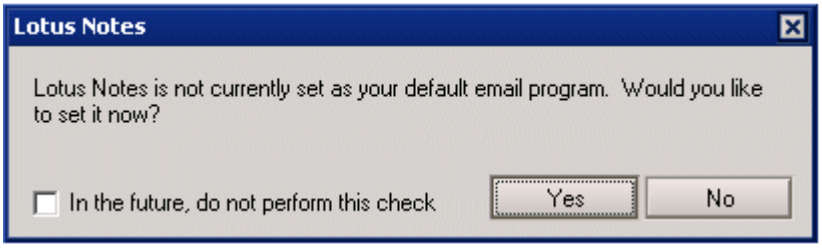
5.8. If you see the following dialog boxes - please complete the actions stated below. If you do **NOT** see them, continue with Step 5.13. Remove the tick from the box highlighted and click **Next**



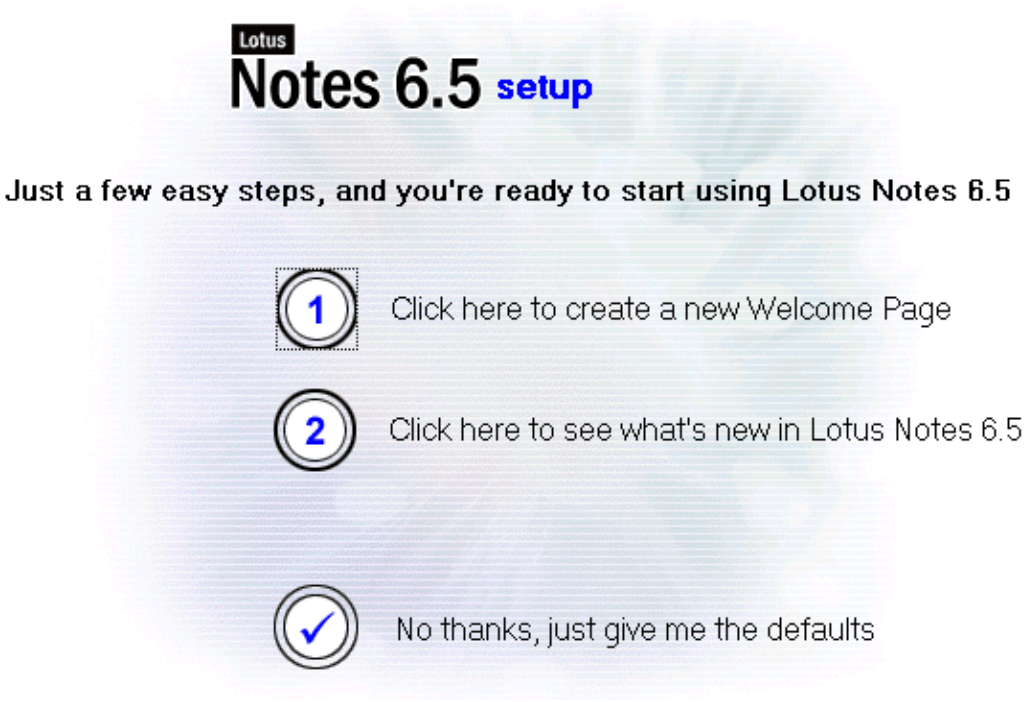
5.9. Click the **OK** button.



5.10. Click the **No** button.



5.11. When you see the following screen - **Close** Lotus Notes.



5.12. Click on the following link **ONLY** if you have seen the dialog boxes in **Step 6a to 6e Upgrade R5** . If you are unsure, please contact the CCAD Helpdesk.

5.13. A small window will appear and several new files will be copied onto the computer. Once the small window has disappeared, you should restart Lotus Notes by **clicking** the Icon on your desktop.

5.14. The next time the program is run, you will be asked to select your User ID file. Find the file and click it then click 'Open'. Tip: Your actual user ID file will contain part or all of your name, *e.g. jsmith.id or johnsmith.id*

5.15. You will now be asked to enter the password. Enter the password then click 'OK'.

5.16. As you start using Lotus Notes you may receive several **Execution Control Alerts** - this is part of the advanced Security system. If the name in the Alert ends with **/ccad** then you can safely accept the Alert by selection the option **Start trusting the signer to execute this action** and clicking **OK**

Install the New CCAD Welcome Page to an existing Lotus Notes 6.5.1 installation

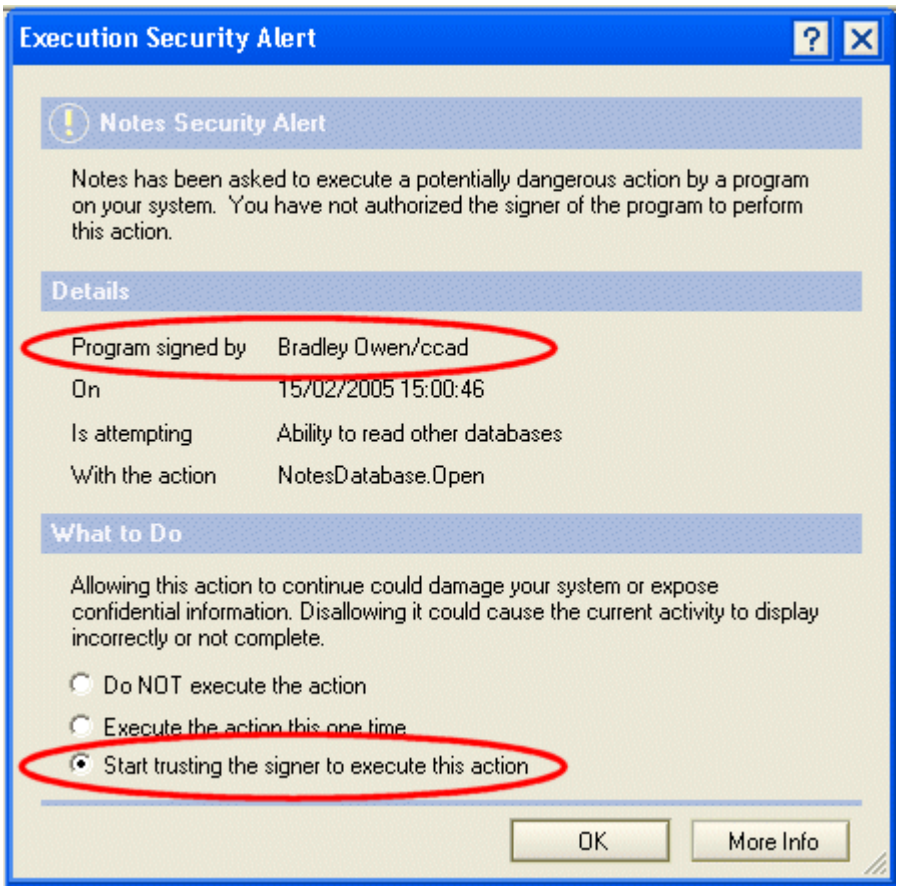
6.1. Before upgrading please ensure that Lotus Notes is **NOT** running.

6.2. When the FILE DOWNLOAD dialog box opens, choose **Run this program from its current location** or **Open** depending on your computer set-up.

6.3. You may be presented with a Security Warning message similar to the example shown. Please select **Yes** to continue.

6.4. Start Lotus Notes as normal

6.5. As you start using Lotus Notes you may receive several **Execution Control Alerts** - this is part of the advanced Security system. If the name in the Alert ends with ***/ccad*** then you can safely accept the Alert by selection the option Start **trusting the signer to execute this action** and clicking **OK**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Do NOT execute the action
Execute the action this one time
Start trusting the signer to execute this action
OK
More Info