



## Software Installation Procedures (for new PC)



Please read through the steps below before installing the ISIS Software. If you have any questions, please contact Alex or Jim by phone at 800.252.4822 extension 238 or 240 or by email [ajarez@ioes.org](mailto:ajarez@ioes.org) or [jhamman@ioes.org](mailto:jhamman@ioes.org) respectively.

### Steps to Install the ISIS Software on a new PC

1. Close all applications.
2. If you have access to the old PC, copy the old ISIS folder.
  - a) Copy the "C:\Program Files\ISIS\" folder on a flash drive or CD.
  - b) Copy the folder to the new PC under "C:\ISIS\".
3. If you do not have access to the old PC, you will need to contact Alex or Jim and get copies of your ISIS Database and "C" and "E" files.
4. Download the ISIS Software.

You can Download the ISIS Software from IOES website. Type the following into the browser address:

URL	<a href="http://www.ioes.org/isis/isisupdate/IS200702.EXE.ISIS">http://www.ioes.org/isis/isisupdate/IS200702.EXE.ISIS</a>
User ID	<i>isis</i>
Password	<i>5Spring0</i>

5. Once the file downloads.
  - a) Remove the ".ISIS" from the file name. It should read "IS200702.EXE"
  - b) Double click the icon "IS200702.EXE".
  - c) A welcome screen will appear. Click **Next**.
  - d) You may need to update your User Information (name and company). You must have something in each box. Select "Anyone who uses this computer". Click **Next**.
  - e) Note the destination folder for ISIS. If necessary, click the **Change** button to install ISIS to a different folder. Click **Next** to continue with the installation. Please wait while ISIS is installed.
  - f) An installation complete screen appears. Click **Finish**.
6. If the installation procedure does not work, you may not have rights to add software to your computer - consult with your local computer system administrator.
7. NOW INSTALL THE MOST RECENT UPDATE. Follow the [Software Update Installation Procedures starting at Step 4 \(Install from the website\)](#). The database directory location should be "C:\ISIS\" which was created in Step 2 of these directions.