

WATER, ELECTRIC, GAS AND SEWER ANNUAL REPORT SYSTEM

Instructions for Installing Release Version 6.08

The first consideration is to determine which installation program to use:

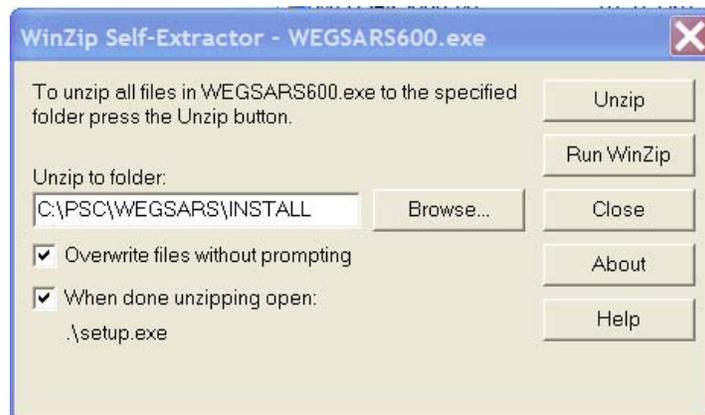
- Is this a stand-alone installation?
 - If so, do you already have WEGSARS ver 6.x installed on this machine?
 - If so, choose the Client-Only Installation
 - If not, choose Full Installation with Database
- Is this a networked installation with a shared database?
 - If so, are you already using WEGSARS ver 6.x on the network?
 - If so, choose the Client-Only Installation
 - If not, choose the Full Installation with Database for the first installation. If you will be installing WEGSARS on several computers, choose the Client-Only Installation for the second and subsequent installations.

If you have already begun building your 2009 report in a prior 6.x version of the program, you may use the Client-Only Installation and that work will be preserved (although, as always, we recommend that you backup your work prior to installing a new version).

Note that before you begin the installation, you must have administrative authority on your machine. This means that you have the authority to install new programs. If you do not have this authority, you need someone who does have that authority to log on and do the installation.

Begin the installation by downloading the appropriate WEGSARS ver. 6.08 installation file from the PSC's website. If you download it to your desktop, you can double-click on the file icon to begin the installation. Otherwise, you can either open Windows Explorer, navigate to the file and double-click on it, or else click the Start menu and select Run, keying in the drive and location where the file was saved to.

A window similar to the following will be displayed:



Click <Unzip>.

The files will be unzipped and the WEGSARS 6.08 Setup process will begin automatically. Follow the instructions on the screen. The Program Files and Help Files should be installed to your hard drive, if you have room. In many cases, users choose to install the Database Files to a

network drive where they can be shared with others in the same office and where the files might be automatically included in backup operations.

If you are using the Full Installation with Database and the installation program detects that you have a database already installed, it will ask during the course of the install if you want to retain the existing database or if you want to replace it. In most instances, you may choose to retain the existing database.

If you are using the Client-Only Installation, the installation program will ask which folder you want to use for the Other (Support) Databases. This must be the same folder where the Database Files were initially installed.

If you are installing the Database Files to a network drive: for the first install of ver. 6.08 you may replace the database if given the option. For later installations of WEGSARS that may point to the same database files, you should elect to retain the existing database, otherwise you will wipe out any work that has already been done by others who may be sharing the database.

If you choose the Full Installation with Database and start with a fresh copy of the database, there will be no annual reports in your system when you first run it. *You must import your 2008 report before you create a new 2009 report* so that you may carry forward end-of-year values from the 2008 report into the 2009 report. To do this, click on the File menu and select Import Database. Click on the Select File button and select the location where you have saved your 2008 report. If the report you want to import is unavailable on your system, you may find it on the PSC website at <http://psc.wi.gov/utilityinfo/water/annualreports/wegsars.htm>.

Database Driver Errors

After you install and try to run the system, you may immediately get an error message such as “Could not connect to the [Utility Name File] database...” followed by a Database Transaction Warning “Database transaction information not available.” If this happens, one possible solution is to exit the WEGSARS system and install the Data Access Drivers.

Data Access Driver Installation

Do **not** install the Data Access Drivers unless you are experiencing database connection errors. If you need to install Data Access Drivers, you must download mdafull.exe from the PSC website at <http://psc.wi.gov/utilityinfo/water/annualreports/wegsars.htm>.

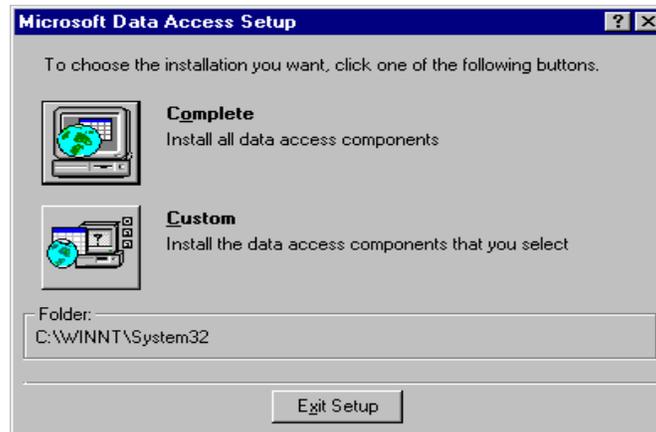
1. Exit any programs that are running.
Click the Start menu and select Run. Key in the drive and location where mdafull.exe was downloaded to, click **OK**, and follow the instructions on the screen.



Make sure that “Install the Data Access Drivers now” is checked and select Finish.

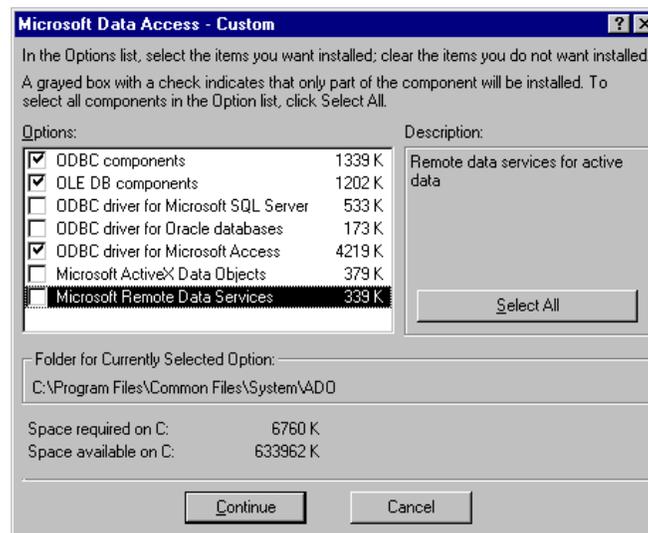
2. The Microsoft Data Access dialog box will display a license agreement. Click the Yes button.
3. The proper files will be extracted from the install file. When finished, click the Continue button.

4. The Microsoft Data Access Setup dialog box will be displayed:



Press the button next to “Custom.”

5. The Microsoft Data Access – Custom screen will be displayed:



Uncheck the boxes (click on the box) for these components (you don't need to install them):

- ODBC driver for Microsoft SQL Server
- ODBC driver for Oracle databases
- Microsoft ActiveX Data Objects
- Microsoft Remote Data Services

The following components should have a checkmark in the box (you need to install these):

- ODBC components
- OLE DB components
- ODBC driver for Microsoft Access

6. Click the Continue button. The setup program will install the appropriate files to your Windows system directory. Click the OK button when the process has completed.

7. Restart Windows to complete the installation.