

ERLS DOWNLOAD INSTRUCTIONS

Release Version 5.0

We suggest you print out a copy of these instructions and have them by you during the download process.

WHO CAN DOWNLOAD

You must be a DLA Activity and authorized to use ERLS before you download this software. If you have any question about your authority for this software, contact the ERLS Program Management office at erls@dlis.dla.mil. When you attempt to download the ERLS program from the ERLS web site. Your name, organization, and e-mail address will be requested before you can download the software.

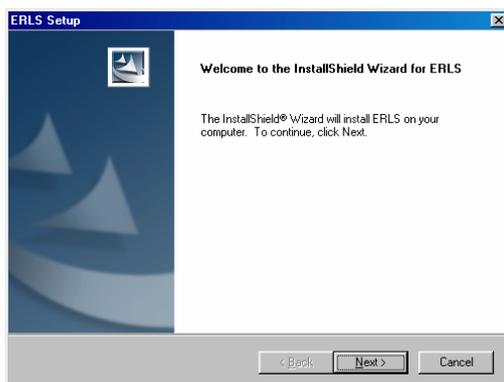
REQUIRED DIRECTORY SPACE ON YOUR PC'S HARD DRIVE

Your PC will need approximately 17 MB of space to temporarily hold the **erlsinst.exe** downloaded file, and approximately 34 MB of permanent space to house the installed ERLS software application. Once installed, then you can delete the erlsinst.exe file from the temporary place where you downloaded the file.

GETTING THE FILE FROM THE ERLS WEB SITE

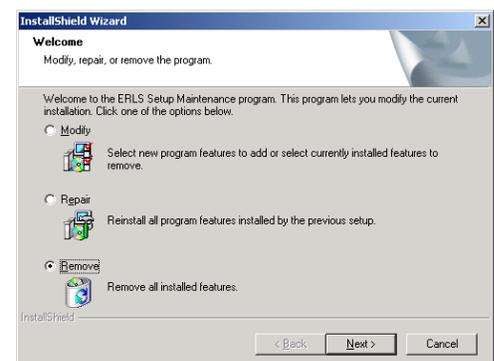
Go to the ERLS home page (<http://www.dlis.dla.mil/erls.asp>). Choose the **Download ERLS Software option**. Click on the **Download ERLS Now** link. Your name, organization and e-mail address will be requested before you can download the software. After entering this data, click on the **Download Now** button. There is one executable file (**erlsinst.exe**) that will download to a file location of your choice. You will be asked to provide the location at your PC for the file download. We suggest C:\Program Files or your Desktop. This file will eventually be deleted, so where you put it is not that significant. Just put it somewhere where it's easy to find. **If you are given the option to save the file to disk, or open the file from its current location, choose save the file to disk rather than opening the file from its current location.** Once the file is downloaded to your PC you can close your ERLS web connection.

INSTALLING THE ERLS APPLICATION ON YOUR PC



You are now ready to install ERLS on your individual PC. **Close all open applications.** Double click on the file called **erlsinst.exe**, wherever you put it. If you do not currently have ERLS installed on your PC, then the ERLS install process will produce the window shown at the left. Simply follow instructions to complete the installation process.

However, if you currently have an older version of ERLS installed on your PC, then the installation process will present a different window (right). On this window, select the **Remove** button and the uninstall process will remove the old version. Following its removal, then double click the **erlsinst.exe** icon to perform the new installation as described above.



The installation process will automatically create a directory called ERLS to hold most of the loaded files. There are some system files as well, and depending on your operating system these will be loaded under your C:\WINDOWS\SYSTEM or C:\WINNT\SYSTEM32 directories.

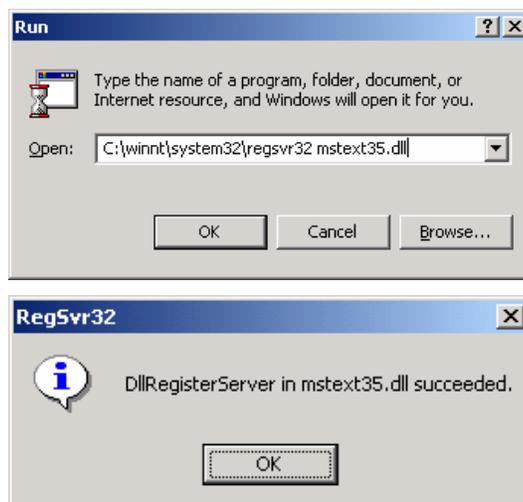
If you have Windows 95 or 98 Your installation is now complete and you can delete the erlsinst.exe file from its temporary location.

SPECIAL INSTRUCTIONS FOR NT AND WINDOWS 2000 USERS

If you have Windows NT, then you have one more step. You must register one file before you can use the ERLS print programs. If you have Windows 2000, this file may already be registered. However, if you experience printing problems on your Windows 2000 PC, then follow this same registration procedure.

Registration Procedure. On your desktop click the Start button and select Run. At the **Run** window type in the following command: **C:\winnt\system32\regsvr32 mstext35.dll** and click **OK**. You should receive a message saying the file was successfully registered.

Once completed, you can delete the **erlsinst.exe** file from its temporary location since it is no longer needed.



STARTING UP ERLS

During the installation process, two icons are automatically installed on your desktop. One is a lightning bolt and is for the Client Manager, and the other is an Advantage:Gen icon titled ERLS. You must use both icons each time you sign onto ERLS.

Client Manager Icon. This is the first icon you select. Double click the Client Manager icon.

This will send a test transaction to the ERLS server located in Battle Creek, Michigan. A message box will appear displaying, "Test Transaction ECHO Returned from: ERLSPROD." Click **OK**. This will minimize the message box, but it will also leave open the Client Manager. **You must leave this window connection open for your entire session with ERLS.** Only when you are finished with the ERLS session can you close this window.



Client Manager 5.0.Ink

(NOTE: At this point, because of your local firewall and PC security requirements, a few users may receive a 629 error. If this happens, then you may be able to correct this error with some additional changes in order for you to establish the Client Manager connection between your PC and the ERLS Server. See 629 ERROR: CHANGING YOUR DNS DOMAIN SEARCH paragraph on the next page.)

ERLS Icon. This is the second icon you select. Double click the ERLS Advantage:Gen icon and click **OK** when the Security Warning screen appears.



ERLS 5.0.Ink

At the sign-on screen enter your user ID. TAB to the password field. You must now change your password by selecting the **Change Password box** on the Sign-On screen.

Enter your new password, hit TAB, and enter the same password again. Your new password must be between 8 to 10 characters in length, contain at least one upper and lower case character, one embedded numeric, and one embedded special character. **Note that the special characters cannot be the @ or * symbols and only one embedded number is allowed.** Also, embedded means that the numeric and special character cannot be the first or last character of your new password.

You will receive a message that your password is changed. Click OK and then click on one of the 3 main menu options (Administration, Compliance, or Pollution Prevention). You are now at the ERLS main menu you selected. You can go to any other main menu by clicking on the buttons along the bottom of the window.

NOTE: Users can change passwords whenever they desire. **However, a user MUST change it at least every 90 days.** If you receive the message, "Your password is expired," complete the steps outlined above.

SIGN-ON NOT SUCCESSFUL

If your sign-on was not successful, you will receive an error message at the bottom of the Sign-On screen. This usually occurs when a wrong user ID and/or password is entered. If you receive the error message then you must re-enter your user ID and password. **ERLS will allow three attempts to sign-on. After a third unsuccessful attempt, ERLS will revoke your user ID and lock you out of the system.** You must then notify one of the persons listed at the end of these instructions to reset your password, or to report other problems.

629 ERROR: CHANGING YOUR DNS DOMAIN SEARCH

For this process you may want your system administrator to perform the change. The ERLS Client Manager uses a text domain name to identify the location of the ERLS server. This name is erls.dlis.dla.mil. Using the domain name allows IP address changes to occur without affecting the application. However, your individual PC must be changed to be able to identify and translate the erls name as it appears in the Client Manager. **Setting your Domain Search on your individual PC does this.** Directions for Windows 95, 98, 2000 and Windows NT users are slightly different, so we have included all directions. You should follow the directions for your individual operating system.



Setting Domain Search for Windows 95 and 98 Users

1. Click on "Start" from the tool bar
2. Click on "Settings"
3. Click on "Control Panel"
4. On the Control Panel, find and then click on the "Network" icon
5. On the Display panel, find the entry for "TCP/IP", highlight it, and click on the "Properties" button
6. On this display, click on the "DNS Configuration" tab at the top of the display
7. Be sure the radio button is clicked next to "Enable DNS". At the bottom of this display will be 2 boxes under the heading "Domain Suffix Search Order". Place the cursor in the smaller of the 2 boxes, and click the mouse once. Then enter **dlis.dla.mil** and click "ADD"
8. This entry should now appear in the larger box at the bottom of the "Domain Suffix Search Order" display
9. Some users may be required to do this next step: If you do not have a host name entered, you should enter your host name (usually your user id).
10. Click "OK" and you will be returned to the Network box.
11. Click "OK" on the Network box.
12. You will then get a Message Box, which states that you must Restart your computer for these settings to take effect. Click "YES", and your computer will restart itself.

Setting Domain Search for Windows 2000 Users

1. Click on "Start" from the tool bar.
2. Click on "Settings"
3. Click on "Control Panel"
4. On the Control Panel, find and then click on the "Network and Dial-up Connections" Icon.
5. Next, click on the "Local Area Connection" Icon and then the "Properties" button.

6. Highlight the entry for "TCP/IP Protocol" and click on the "Properties" button, and then select "Advance"
7. On this display, click on the "DNS" tab at the top of the display.
8. In the middle of this screen, click on the radio button titled "Append these DNS Suffixes (in order):" Click on the Add button. Then enter **dlis.dla.mil** in the Domain Suffix Search Order box and click ADD.
9. Click "OK" and you will be returned to the Internet Protocol (TCP/IP) Properties box.
10. Click "OK" on the next two boxes.
11. Click on the Close button to complete the setup.

Setting Domain Search for Windows NT Users

12. Click on "Start" from the tool bar.
13. Click on "Settings"
14. Click on "Control Panel"
15. On the Control Panel, find and then click on the "Network" Icon.
16. Select the file tab titled Protocols. Highlight the entry for "TCP/IP Protocol" and click on the "Properties" button.
17. On this display, click on the "DNS" tab at the top of the display.
18. Click on the Add button. Then enter **dlis.dla.mil** in the Domain Suffix Search Order box and click ADD.
19. Click "OK" and you will be returned to the Network box.
20. Click "OK" on the Network box.
21. You will then get a Message Box which states that you must Restart your computer for these settings to take effect. Click "YES" and your computer will restart itself.

IF YOU STILL CAN'T GET THE CLIENT MANAGER CONNECTED

If you have updated your Domain Search and you still get a 629 error after double clicking on the **Client Manager**, you may have a firewall issue. If your installation has a firewall, you may need to have security establish a port through the firewall for your PC IP address to talk to the IP address of the ERLS Server. Talk to your system administrators about this option. Contact the ERLS program management office at erls@dlis.dla.mil to get the latest IP address information.

POINTS OF CONTACT

For user ID resets, name changes, and access problems please call:

Ms. Angela Freitel, Commercial 269-961-4164 or DSN: 932-4164
Or Mr. Alan Kleyenber, Commercial 269-961-4726, or DSN: 932-4726



PROBLEMS?

If you have problems installing the ERLS application, contact the DLIS Customer Service Office at 1-888-352-9333, Option 1.