

## Installing & Setting Up EMFACT

EMFACT installation is three-part process: (1) installing the MySQL software (a relational database that is required to run EMFACT) (2) installing EMFACT and (3) initializing the EMFACT software. The purpose of this document is to guide you through this process.

**Before starting, make sure you know where the downloaded `emfact_setup.exe` file was saved on your computer or have the EMFACT Installation CD.**

*Notes: There may be some variation of popups, depending on your operating system (Windows Vista, Windows XP, etc.) and the type of computer protection software installed on your computer. This guide uses Windows XP.*

*Additionally, it is advisable to accept any defaults, unless you have a specific reason for selecting another choice.*

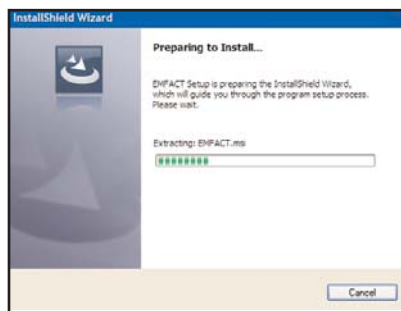
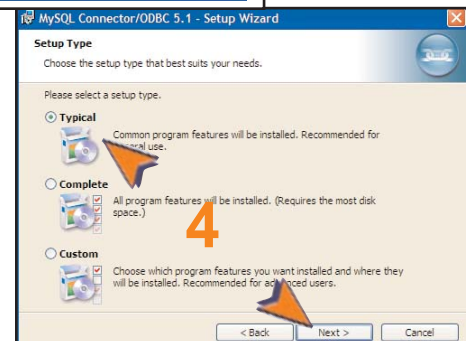
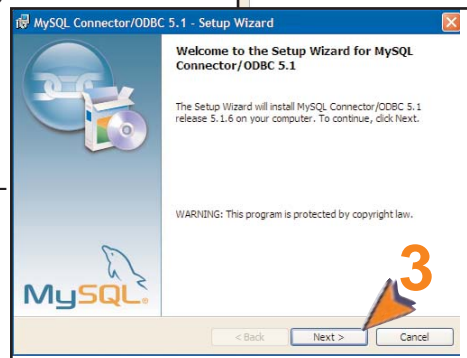
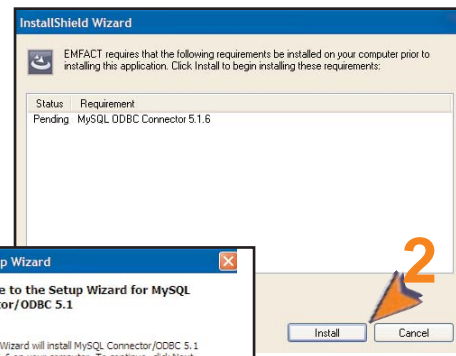
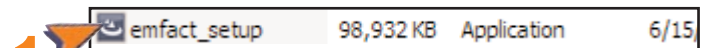
# 1

## Installing MySQL

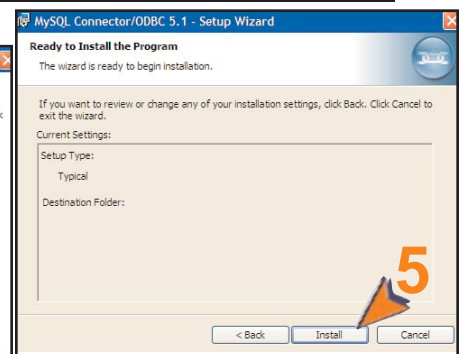
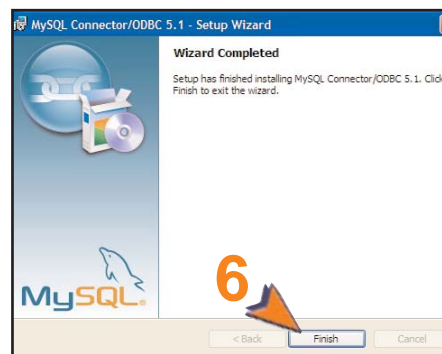
Once you have downloaded the `emfact_setup.exe` file to your computer or inserted the CD into your computer, use the following steps to access the setup file and initiate the *MySQL InstallShield Wizard*.

**Important:** If you downloaded the EMFACT software from the NEWMOA web site, you must ensure that the name of the file is `emfact_setup.exe`. If in doubt, rename the file by right clicking on it and selecting *Rename*.

- 1 > Navigate to and double click on the `emfact_setup.exe` file. The **InstallShield Wizard** window opens.
- 2 > Click **Install**. The **Welcome** popup of the MySQL Setup Wizard will display.
- 3 > Click **Next**. The **Setup Type** popup will open.
- 4 > Select **Typical** and click **Next**. The **Ready to Install** popup will open.
- 5 > Click **Install**. The Installation popup displays a status bar. When installation is complete, the **Wizard Completed** popup opens.
- 6 > Click **Finish**. The **Preparing to Install...** popup opens (shown below) and displays a status bar.



Continue to the next page to install EMFACT.

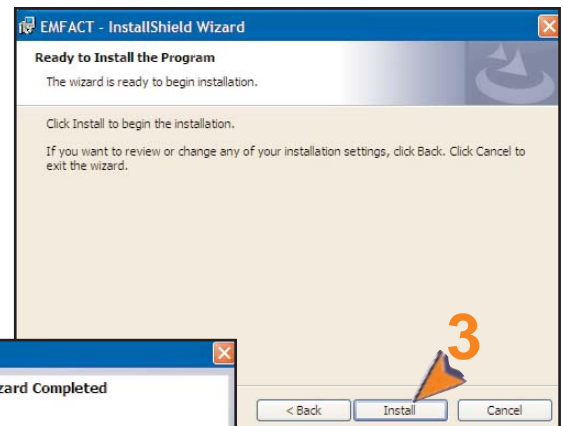
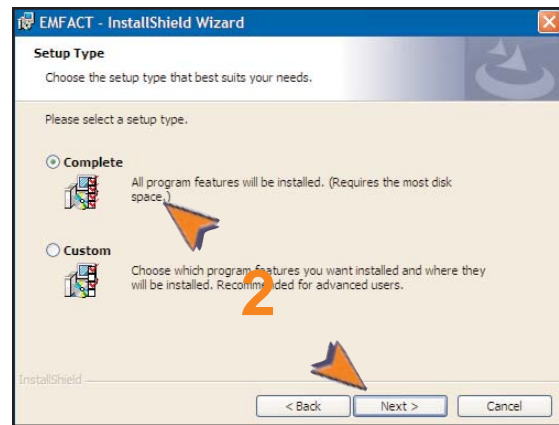
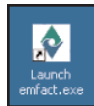


## 2 Installing EMFACT

Once MySQL is installed, the *EMFACT InstallShield Wizard* automatically launches.

When the status bar on the **Preparing to Install...** (MySQL) popup is complete, the **Welcome to the InstallShield Wizard for EMFACT** popup opens.

- 1 > Click **Next**. The **Setup Type** popup opens.
- 2 > Ensure that **Complete** is selected then click **Next**. The **Ready to Install** popup displays.
- 3 > Click **Install**. A status bar will display. When finished, the **InstallShield Wizard Completed** popup displays.
- 4 > Click **Finish**. The **EMFACT Initial Setup Information: DO NOT TURN COMPUTER OFF** popup displays (*shown on the next page*) and a shortcut to EMFACT displays on your desktop (*shown below*).



# 3

## Completing Initial EMFACT Setup

Once **Step 2** is complete, the initial EMFACT setup process automatically launches. You are required to complete this step once.

On the **EMFACT Initial Setup Information: DO NOT TURN COMPUTER OFF** popup\*:

- 1 > Click **OK**. The **EMFACT Initial Setup Information** window will open.
- 2 > Complete the following fields:
  - **Company Name**
  - **Facility Location Code**
  - **Facility Location Name**
  - **User ID**
  - **User Type** (defaults to **Basic** [access to the minimum required fields] and can be changed to **Advanced** [access to more fields for advanced purposes] if appropriate.)
  - **User Name**
- 3 > Click **OK**. The **EMFACT Dashboard** will open.

\* If this popup does not automatically display, it will open when you launch the EMFACT software for the first time.

