ESS Install

From CD
Insert ESS CD into CD Rom. Open CD drive on PC and double click the "Computer programs" folder.
Double click "**ESS_setup_38.exe**", then click "**NEXT**", click "**NEXT**", now click "**INSTALL**", uncheck the readme file, click "**FINISH**"

Desktop ESS 3.9 update instructions
Open My Computer or File Explorer to C:\Program Files\Desktop ESS
Replace old DeskTop Sanitary Survey.mdb with the new DeskTop Sanitary Survey.mdb
Open Desktop ESS and re-link data tables
Click on the Preferences button in the upper right corner. Under PDA Connection and File Location type: \SD Card\ESS Files\

From www.drinkingwater.utah.gov:
With your internet browser, navigate to http://drinkingwater.utah.gov
Click in the "Division Programs" tab on the left. Select "Sanitary Survey" from the list.
Click on Desktop Electronic Sanitary Survey (ESS)
Click on ESS setup file Version 3.8 (exe) and select "Save" to download the ESS_setup_38.exe file to your computer.
Click on ESS database upgrade Version 3.9 (zip) and select "Save" to download the DeskTop_Sanitary_Survey.zip file to your computer.
Unzip DeskTop_Sanitary_Survey.zip to obtain DeskTop Sanitary Survey.mdb
Follow the instruction listed above for "From CD".

PDA Setup Inside ESS
Open "My Computer"/ Mobile Device/ My Pocket PC/ SD Card, now right click in window and create a new folder named "ESS Files".
Open Desktop ESS, click on the Preferences button in the upper right corner. Click on the Test PDA Connection button. (Repeat as necessary until PDA is Connected appears.) Next, click on the Reload PDA Files button. Click OK on each Success message.

PDA Setup Outside ESS (see also **Quick Cheat** instructions below for alternate method)
Open "My Computer"/ Mobile Device/ My Pocket PC/ SD Card, now right click in window and create a new folder named "ESS Files, open the "ESS Files folder. Don't close window yet.
Open "My computer"/C drive/ Program Files/ Desktop ESS/ PDA files, select the SanitarySurvey.exe and survey.xsd files and copy to "ESS Files" folder on the SD Card on IPAQ, On warning notice, click on yes, the files will now be copied on the IPAQ.

Creating shortcut for SanitarySurvey to place in the start menu on your IPAQ.
Tap on "Start", tap on "File Explorer", now tap on the following: My Device, SD Card, ESS Files, press and hold the stylus on SanitarySurvey until dots circle the stylus, select copy, tap on down arrow and go to My Device, now open Windows, Start Menu, press and hold stylus on window until dots circle the stylus, select paste shortcut. Hold stylus on "Shortcut to SanitarySurvey" until dots circle the stylus again, select Rename and remove "Shortcut to ". You are now done setting up ESS.

Quick Cheat!!

Open your ESS CD, double click on the "PDA Files" folder, right click select the "ESS Files" folder, select copy.

Open "My Computer/ mobile device/ my pocket PC/ SD Card and then paste. On warning notice, click on yes.

Right click the "SanitarySurvey" icon, select copy.

Open "My Computer/ Mobile Device/ My Pocket PC/Windows/Start Menu and then right click and select paste shortcut. Right click "Shortcut to SanitarySurvey" select Rename and remove "Shortcut to ".

Instructions for setting up HP IPAQ with ESS software
Microsoft ActiveSync Install

IMPORTANT: Do not connect the IPAQ cradle & IPAQ until installation software asks you too!!

<u>**From HP iPaq Companion CD**</u>

Insert HP iPaq Companion CD (if CD doesn't **AUTO-START**, then click on the start button, then click on run, type the drive letter for the CD drive then type :\setup.exe, in the open field. IE: D:\setup.exe)

Now click on OK.

Click on "**START HERE**"

Click on "**NEXT**"

"Un-Check" Install This for Microsoft outlook, Click on "**NEXT**"

Follow instructions below.

<u>**From ESS CD**</u>

Insert ESS CD into CD Rom. Open CD drive on PC and double click the "Computer programs" folder.

Double click on the ActiveSync 42 setup.exe file or ActiveSync 38 setup.exe file.

ActiveSync will now start installing, click on "**NEXT**", on the following screen click on "**NEXT**" one more time.

You should now see the Get Connected screen "follow the instructions"

      1. Connect the Cradle cable to a USB port. Connect power plug into back of cradle.

      2. Turn on the IPAQ

      3. Place the IPAQ in the cradle.

Your PC will add the IPAQ as a usable device and then ActiveSync will run to setup a partnership with the IPAQ.

      Single user: Leave on <u>Standard partnership</u>, click on "**NEXT**", leave on <u>Synchronize with this desktop computer</u>, click on "**NEXT**", un-check <u>Favorites</u> and <u>Inbox</u>, click on "**OK**", click on "**NEXT**", then click on "**FINISH**".

      Multiple users: Click on Guest partnership, click on "**NEXT**". *You will need to do this every time you connect the IPAQ.*

After finishing the partnership, you can close the Companion CD by clicking on the X in the top right corner.

The latest ActiveSync software can also be downloaded from the internet at:

http://www.microsoft.com/windowsmobile/downloads