

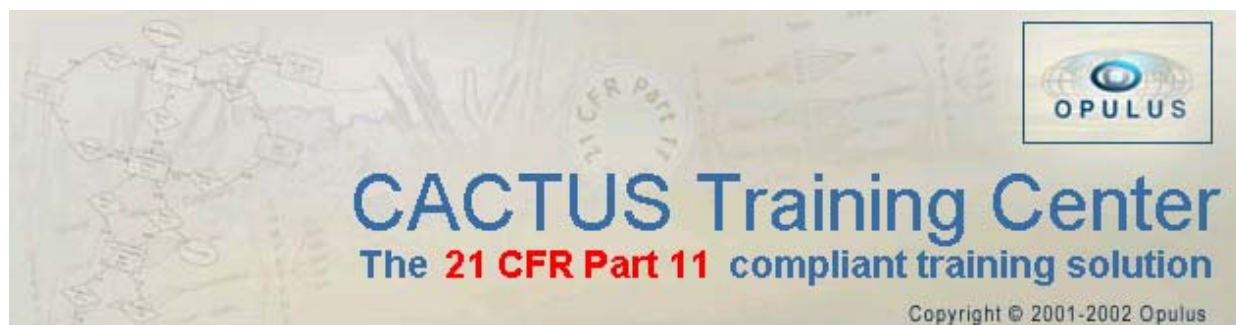
# **CACTUS DESKTOP EDITION**

## **INSTALLATION MANUAL**

Version: 1.0.0

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## Contents

Before you start .....	3
Minimum System requirements: .....	3
Installation pre-requisites: .....	3
CACTUS Desktop Edition installation .....	4
Starting Registration .....	5
Forwarding Your Registration .....	5
Learning to use CACTUS Desktop Edition .....	6
Installation: Standard, Custom or Relocate .....	7
Standard Install .....	7
Custom Install .....	8
Service Pack 6 for Windows NT 4.0 .....	9
Windows Internet Explorer 5.5 SP 1 .....	9
Service Pack 3 for Microsoft SQL Server 7.0 or Microsoft Data Engine 1.0 .....	9
Microsoft SQL Server 2000 Desktop Engine (SP 1) .....	9
Easy Query 2.0 ActiveX Control .....	10
CACTUS Training Center .....	10
OpuluSafe .....	10
On-line Training Courses .....	11
Registration of CACTUS Training Center or On-line Courses .....	11
Relocate On-line Training Course Files .....	11
Uninstallation .....	12
Upgrading CACTUS Desktop Edition .....	12
Removing CACTUS Learning application .....	12
Removing CACTUS Desktop Edition .....	12
Removing On-line Training Courses .....	12

## **Before you start**

Before commencing to install the CACTUS Desktop Edition, you should ensure the following,

- a) That installation of the CACTUS Desktop Edition will conform to your prevailing Standard Operating Procedures concerning the installation of new software packages.
- b) To install the CACTUS Desktop Edition you must have administrative or equivalent privileges over the target computer.
- c) If installation is to replace or upgrade a previous version of the CACTUS Desktop Edition, ensure that you have completed a backup of the CACTUS database using OpuluSafe before continuing.

If for any reason you have trouble or are in doubt concerning any aspect of the installation procedures described in this manual, contact your Computer System Administrator for assistance.

## **Minimum System requirements:**

To successfully install the CACTUS Desktop Edition onto your computer, ensure that your system meets the following minimum requirements.

- 133 MHz Pentium or compatible CPU (Pentium 200 MHz MMX recommended)
- 32 MB RAM (64MB recommended)
- 24x CD ROM drive (32x recommended)
- 450 MB free hard disk space
  - 300 MB for pre-requisite software
  - 250 MB for CACTUS software, excluding optional multi-media files
- Windows 98, ME, NT 4, 2000 or XP operating system
- 800x600 high color display (true color recommended)
- 16 bit sound system
- Graphical printer driver (optional)

## **Installation pre-requisites:**

The following pre-requisites are present on the install CD, and will automatically be installed as required by CACTUS install.

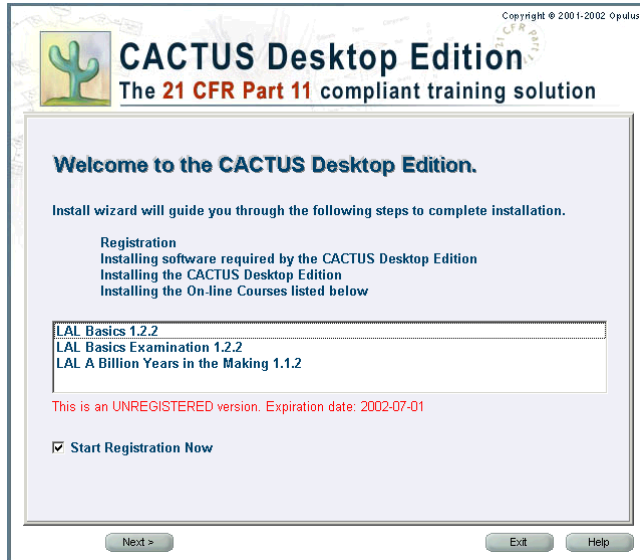
- For MS Windows NT 4.0, Service Pack 6
- Internet Explorer 5.5 (SP 1)
- For MS SQL Server 7.0 or MS Data Engine 1.0, Service Pack 3
- MS SQL Server 2000 Desktop Engine (SP 1)
- Easy Query 2.0 ActiveX Control

The CACTUS Desktop Edition install program will start automatically when the setup CD is loaded. Install can also be started manually by launching 'install.exe' from the root folder of the setup CD.

## CACTUS Desktop Edition installation

The install wizard will guide you through CACTUS Desktop Edition installation.

The ‘Welcome to CACTUS Desktop Edition’ screen prompts you to start the registration process. We recommend that the ‘Start Registration Now’ check box be selected and you complete the registration process before continuing with installation.



If you choose not to complete your registration now, or you have completed the registration process, install will search for and identify any previous versions of CACTUS applications that may be on the target computer. If a previous version of CACTUS is detected it must be uninstalled before the new installation can proceed.

## Starting Registration

Registering your CACTUS Desktop Edition only requires that you complete the registration form and forward it to Opulus, either by email or fax. As soon as your registration reaches us, your product keys will be dispatched to you. It is important to note that when you complete registration at the start of the install process only one registration form is necessary for you to receive the product keys for all your CACTUS products. Delayed registration will require that you must complete and forward a separate registration form for each product key.

Registration is completed by applying the received product keys – see Registration of CACTUS Training Center or On-line Courses on page 11.

As you complete the registration form, you will notice that some of the fields are marked by a red asterisk (\*). Completion of these fields is mandatory. You will be unable to proceed with registration if any of the required fields are not completed. For those fields not marked (\*), completion is optional.

## Forwarding Your Registration

**The completed registration form can be forwarded to OPULUS either by email or fax.**

[Click here to email the registration information now](#)

**You may use Notepad to print your registration and fax it to OPULUS. Alternatively, save your registration as a file and attach it in an email to OPULUS.**

[Click here to use Notepad](#)

The fastest and most efficient method of forwarding your completed registration form to Opulus is by email. Select the link ‘[Click here to email the registration information now](#)’. This will ensure that your product keys can be returned electronically to you.

If however you are unable to send email from the computer, select the link ‘[Click here to use Notepad](#)’. Notepad will enable you to save your registration as a file for attachment to an email to be sent from another terminal, or you can print the registration form and forward it by fax. For your convenience, the document contains both the email address and fax number for Opulus.

If you choose the fax option to submit your registration details, product keys will be dispatched to you either by registered post or by safe hand. Once completed, you may continue with the installation, or exit install.

## Learning to use CACTUS Desktop Edition

Included with CACTUS Desktop Edition is a 'Learning Application'. The 'virtual' company, CYGNUS Laboratories, is a comprehensive and realistic module that effectively demonstrates the training process, its management, and administrative features for both administrator and training users. The 'Learning Application' is designed to provide you with the opportunity of becoming familiar with the full range of 21 CFR Part 11 compliant operating features of CACTUS Desktop Edition.

It is important to remember that the Learning Application is a demonstration model only and cannot be used for actual training purposes.

### **IMPORTANT:**

**To safeguard against error, the Learning Application must be uninstalled and replaced with a CACTUS Desktop Edition 'Standard Install' or 'Custom Install', before use in practical applications.**

To install the CACTUS Learning application, tick the 'CACTUS Learning application' checkbox.

**Install the CACTUS Learning Application**

The install wizard will guide you through installation of the 'Learning application', using an equivalent of the 'Standard Installation'. You will also be prompted to supply a password for the SQL Server during installation.



Remember that the password you enter will be required when the CACTUS Learning application is uninstalled, and again when the normal CACTUS Desktop Edition is to be installed.

The final Install screen of the CACTUS Learning Application will inform you that the computer must be restarted to complete installation.

If you wish to select the, 'No, I will restart my computer later', option, click on the radio button before exiting install.

When the computer is restarted, installation is complete and the Learning application is ready to use. Click on 'Start', 'Programs', 'OPULUS', 'CACTUS' and 'CACTUS Training Center' to start the CACTUS Training Center. The default 'User Name' & 'Password' will be entered for you.

## ***Installation: Standard, Custom or Relocate***

The 'Standard Install' option is recommended for normal use, but is only available if CACTUS Training Center and OpluSafe are not installed.

**NOTE: If the 'Learning application' was previously installed, you must first uninstall it before attempting to proceed with either a Standard or Custom Install.**

'Standard Install' will install the CACTUS Training Center and OpluSafe applications into default folders and locations, on the hard drive of the target computer. Multimedia files for optional courses will remain on the installation CDs, the files for 21 CFR Part 11 will be copied automatically. Consequently, whenever a particular course is to be run, the appropriate course CD will be required.

The 'Custom Install' option will prompt you for specific information during the installation process. 'Custom Install' offers you the choice of installing OpluSafe, selecting the destination folders for program files, and application of additional security codes. You may also copy multimedia files from the CDs provided there is sufficient free disk space available. This will enable training courses to be run without the necessity of using CDs.

The 'Relocate' option is available only if On-line Training Courses are already installed. This allows On-line Training Course files to be moved to another location and the course to be run without a CD.

### **Standard Install**

Installation will now install any pre-requisites that are not yet installed. During this process, you may be prompted to supply a password for the SQL Server. Enter your password and remember it, as the same password will be required later in the installation process.

When installation of all the pre-requisites has been completed, installation of the CACTUS Training Center, OpluSafe and On-Line Courses will commence. You will be prompted to enter your password for the SQL Server, and a password for the CACTUS Training Center user 'Initial Administrator'.

The install of OpluSafe will also ask for the SQL Server password.

The final Install screen will inform you that the computer must be restarted to complete installation.

If you wish to select the, 'No, I will restart my computer later', option, click on the radio button before exiting install.

Installation of the CACTUS Desktop Edition will be complete only after the computer has been restarted.

When using CACTUS Training Center, we recommend that logging in as the Initial Administrator be avoided as much as possible.

Your first task should be to create a new Administrator User level for yourself, then restart the CACTUS Training Center, logging in under your new username. Perform all administrative functions under your new username, rather than Initial Administrator.

## Custom Install

Custom install will start with a list of pre-requisite software that has to be installed. The following status marks will assist you:

A green tick (✓) is used to indicate software that is already installed. A red exclamation mark (!) denotes software that has yet to be installed. All pre-requisites must be installed.

**Pre-Requisites**

Move the mouse cursor over a Pre-Requisite to view a description of it. Some of the required Pre-Requisites are not yet installed on your computer. They will be installed next.

- ✓ Internet Explorer 5.5
- ✓ SQL Server Desktop Engine
- ! Easy Query 2.0 ActiveX control

Microsoft SQL Server 2000 Desktop Engine is required for CACTUS Training Center and OpluSafe applications.

It has been detected that SQL Server 2000 or SQL Server 2000 Desktop Engine is already installed on your computer and is working properly.

The install screen will then display the Applications for installation. Installation of the CACTUS Training Center is mandatory, while installing OpluSafe is optional, it is recommended. To select OpluSafe for installation place a tick in the OpluSafe checkbox.

**Applications**

Move the mouse cursor over an application to view a description of it. Some applications are not yet installed on your computer. CACTUS Training Center will be installed next. Please tick the check box if you also wish to install OpluSafe.

- ! CACTUS Training Center
- 21 CFR Part 11 Basics Training 1.0.0
- 21 CFR Part 11 Basics Exam A 1.0.0
- CACTUS queries and reports
- ! OpluSafe

CACTUS Training Center (CTC).

Computer Aided Competency Tracking and Assurance System.

It has been detected that CACTUS Training Center is not installed on your computer.

The final page enables you to select which On-line Training Courses you wish to install. Place ticks in the checkboxes of the courses required, and commence installation.

**On-line Training**

Move the mouse cursor over an On-line course to view a description of it. Some On-line courses are not yet installed on your computer. Please tick the check box for On-line Courses that you would like to install.

- ! LAL Basics 1.2.2
- ! LAL Basics Examination 1.2.2
- ! LAL A Billion Years in the Making 1.1.2

LAL A Billion Years in the Making 1.1.2

The core competency course gives an overview of the characteristics of endotoxin and lysate, and the regulatory nature of the LAL tests. The course also provides a foundation for understanding the scope and levels of sepsis.

Instructions for applying product keys to the CACTUS Training Center and Online Courses during install, can be found on page 11, Registration of CACTUS Training Center or On-line Courses.

Details of all packages that may be installed by 'Custom install' are listed below.



### **Service Pack 6 for Windows NT 4.0**

Further information about this package may be found on the CD in: \NT4 SP6 ENG\README.HTM

Follow the on-screen instructions.

Should installation require a reboot, CACTUS install will restart itself. If it fails to restart, either reinsert the CD, or run 'install.exe' from the root of the CD drive.

When install is complete, the CACTUS install screen will be returned, and commence to install the next required component.

### **Windows Internet Explorer 5.5 SP 1**

Further information about this package may be found on the CD in: \IE 5.5 ENG\README.TXT

Follow the on-screen instructions.

Should installation require a reboot, CACTUS install will restart itself. If it fails to restart, either reinsert the CD, or run 'install.exe' from the root of the CD drive.

When install is complete, the CACTUS install screen will be returned and commence to install the next required component.

### **Service Pack 3 for Microsoft SQL Server 7.0 or Microsoft Data Engine 1.0**

Further information about this package may be found on the CD in: \MSDE\SP3\README.HTM

If this package is to be installed, Microsoft SQL Server 7.0 or Microsoft Data Engine 1.0 must already be installed. The user name and password of the System Administrator will be required.

Follow the on-screen instructions.

Should installation require a reboot, CACTUS install will restart itself. If it fails to restart, either reinsert the CD, or run 'install.exe' from the root of the CD drive.

When install is complete, the CACTUS install screen will be returned and commence to install the next required component.

### **Microsoft SQL Server 2000 Desktop Engine (SP 1)**

Further information about this package may be found on the CD in: \MSDE\MSDE\README.TXT

Microsoft SQL Server Desktop Engine is required for managing the CACTUS training database.

Follow the on-screen instructions.

When the SQL Server Desktop Engine install prompts for a destination folder, we recommend that the default settings be used.

At the completion of install, you will be prompted for a username and password. We recommend that a password be specified. This password will also be required to install CACTUS Desktop Edition components.

Should installation require a reboot, CACTUS install will restart itself. If it fails to restart, either reinsert the CD, or run 'install.exe' from the root of the CD drive.

When install is complete, the CACTUS install screen is returned and commences to install the next required component.

## Easy Query 2.0 ActiveX Control

Easy Query 2.0 ActiveX Control is a pre-requisite of the CACTUS Training Center. It regulates the query functions required to produce reports covering all aspects of training provided within the program.

Install will also check for any programs that may be running and might interfere with the installation process. If any are detected, those programs will be listed and the user prompted to close them before continuing with the install.

Follow the on-screen instructions.

When installation of Easy Query 2.0 ActiveX Control has been completed, installation of the CACTUS Training Center can begin.

## CACTUS Training Center

This is the core CACTUS application. When the CACTUS Training Center is installed, it will automatically include 'CACTUS queries and reports', and the On-line Training Courses, '21 CFR Part 11 Basics' and '21 CFR Part 11 Basics Exam', together with their multimedia files.

Installation will prompt you to choose either the 'Typical' or 'Custom' install options. The install wizard will then require you to enter a destination folder for the CACTUS programs. Because install will then need to access the SQL server, it will prompt for the password set during the SQL Server, SQL Server Desktop Engine or Data Engine install.

*If the 'Custom' install path has been selected, the next information required by the install wizard is the CACTUS database name, username, password, and security code. The defaults are already filled in. This username and password is required only internally by the CACTUS program to access the database. The security code, if supplied, will need to be entered by the user each time CACTUS Training Center starts.*

*If you select "Use Windows NT authentication for SQL Server" then the NT login information will be used by the CACTUS Training Center to access the SQL Server. The NT user accounts will require creating and configuring within SQL Server. You can configure the NT users of the CACTUS Training Center by customizing and running the SQL script template 'CACTUSUser\_config.sql' (this template can be found in the SysAdminUtil\InitScripts folder on the CD).*

You will be prompted for a password for the CACTUS Training Center user 'Initial Administrator'.

When installation has been completed, you will be prompted to create an icon on the desktop, and to open the 'Readme' file. We recommend 'Yes' to both options.

When install has completed installation of the CACTUS Training Center, the CACTUS install screen is returned. If you have selected the OpluSafe option, its installation will commence now.

## OpluSafe

OpluSafe is the backup / restore utility used in conjunction with the CACTUS Training Center. OpluSafe enables data from the SQL database to be backed up to either compressed files for storage, or XML formatted files. Installation of OpluSafe is recommended; even when backup of the SQL database will be made regularly by another application.

The installation starts with a choice between 'Typical' and 'Custom' install options. We recommend the 'Typical' option.

*If the 'Custom' install path has been chosen, the user can select whether or not to install the OpluSafe components and whether or not to create the OpluSafe database. We recommend that both be selected.*

The install wizard will prompt for the destination folder. We recommend the default setting. Install will then need to access the previously installed SQL server and prompts for the password used during SQL Server, SQL Server Desktop Engine or Data Engine install.

*If the 'Custom' install path has been selected, the next information required by the install wizard is the OpluSafe database name, username, password, and security code. The defaults are already filled in. This username and password is required only internally by the OpluSafe program to access the database. The security code, if supplied, will need to be entered by the user each time OpluSafe starts.*

*If you select "Use Windows NT authentication for SQL Server" then the NT login information will be used by OpoluSafe to access the SQL Server. You can configure the NT users of OpoluSafe by customizing and running the SQL script template 'OpoluSafeUser\_config.sql' (this template can be found in the SysAdminUtil\InitScripts folder of the CD).*

When installation is almost complete, you will be prompted to create a program icon. Creation of a desktop icon is recommended.

When installation of OpoluSafe is complete, the CACTUS install screen is returned. Installation will continue for the CACTUS On-line Training courses that have been selected.

## **On-line Training Courses**

Before installation of the On-line training courses commences, select either from the 'Typical' or 'Custom' install methods. 'Typical Install' is the recommended installation.

You will be prompted to enter a destination folder for the On-line training course, or accept the recommended default setting. Install will prompt you for an Administrator level CACTUS Training Center login if the On-line Course is being installed separately from CACTUS Training Center.

*The 'Custom' install path enables multi-media files to be copied from the CD to the hard drive. Although this requires considerable disk space, it does allow On-line Training Courses to be run without their respective CDs.*

Installation will also ask whether the training course being installed is to be scheduled for all users. If the course is scheduled, then all users are scheduled to start this course from the date of installation. The course is not given an end date. If the course is not scheduled, then it will need to be scheduled for users by the System Administrator later. See the user guide for details.

When installation of a training course is complete, control is passed back to the CACTUS install screen. This will enable you to continue and install further CACTUS On-line Training Courses if they have been selected. If there are no further installations to be performed, the install process has finished. Click on 'Exit' to quit the install process.

## **Registration of CACTUS Training Center or On-line Courses**

When a custom installation of CTC or On-line Training Course starts, a registration request page will be displayed.

If you wish to start registration now, click on 'Start Registration Now'. For further details on registering, read Starting Registration on page 5.

If you have already received product keys, and they are accessible to the CACTUS program, click on 'Apply Product Key'. A dialog box will open, from which you can click on 'Browse' to locate and select the appropriate product key. Click on 'OK' and then 'Apply'. A success message box will appear and installation can continue.

If you decide to resume installation or, to run a program without registering, click on 'Register Later'.

## **Relocate On-line Training Course Files**

On-line Training Courses consist of program and multi-media files. As these files require a considerable amount of disk space, an option has been provided that will permit you to relocate the files into another folder. Normally, multi-media files are left on the appropriate CD, which in turn is then required to run the course.

Within the Install program, after the registration dialog is complete, the 'Relocate' option may be given. Select this and a list of installed On-line Courses will be displayed. Choose a course and click on 'Relocate'. The course files are removed temporarily. Install then prompts for a new folder name, which could be a shared folder located on a remote computer. Next, the option is given to copy multi-media files from the CD. Provided there is sufficient disk space, this will allow the On-line Course to run without needing CDs.

When the files have been copied to their new location, the Install returns to the On-line Training Course list. You may either relocate another course, or exit Install

## **Uninstallation**

### **Upgrading CACTUS Desktop Edition**

If a later version of CACTUS Desktop Edition is to be installed, it will automatically remove any current versions before upgrading the software. Manual uninstallation is not required.

### **Removing CACTUS Learning application**

Click on Start, Programs, OPULUS, CACTUS and Uninstall CACTUS Desktop Edition. This will start an uninstallation of the CACTUS Training Center, all On-line Courses and OpuluSafe. Respond 'Yes' to uninstall CACTUS Training Center, OpuluSafe and to drop the databases from SQL Server.

Alternatively, use the Windows Control Panel -> Add/Remove Programs. Select CACTUS Training Center and click on the 'Change/Remove' button. Uninstalling CACTUS Training Center will automatically uninstall On-line Courses. The database must also be dropped from SQL Server when removing the CACTUS Learning application. Next, select OpuluSafe and click the 'Change/Remove' button.

### **Removing CACTUS Desktop Edition**

Click on Start, Programs, OPULUS, CACTUS and Uninstall CACTUS Desktop Edition. This will start an uninstallation of the CACTUS Training Center, all On-line Courses and OpuluSafe. Respond 'Yes' to uninstall CACTUS Training Center, OpuluSafe and to drop the databases from SQL Server.

Alternatively, use Windows Control Panel -> Add/Remove Programs. Select and remove software in the following order :

CACTUS Training Center  
OpuluSafe  
Easy Query 2.0 ActiveX Control  
SQL Server 2000 Desktop Engine (if not used by other applications)

Un-installation of the following components is generally not necessary, but can be achieved if required, via Windows Control Panel -> Add / Remove Programs.

Microsoft Internet Explorer 5.5  
Service Pack 6 for Microsoft Windows NT 4.0

### **Removing On-line Training Courses**

Un-installing On-line Training Courses is not recommended from the Add/Remove Programs dialog. Un-installation of the courses will only remove their files. The database results will remain within the CACTUS Training Center. The only way to remove these and all other results is to uninstall the CACTUS Training Center and drop the databases when prompted.

If you wish to move On-line Training Course files to another disk drive or server in order to free disk space, use the 'Relocate' option within the Install program.