



OFFICE OF THE CHIEF INFORMATION OFFICER

STANDARD OPERATING PROCEDURE

July 22, 1999

USQ Update



Effective:

This standard operating procedure is effective immediately and will remain in effect until cancelled or superseded.

Approval Date:

July 22, 1999

Introduction:

This standard operating procedure outlines the steps necessary for updating the BNA Intellectual Property Libraries.

Requirements:

Risk Identification:

The BNA Intellectual Property Libraries should be updated every month and *must* be updated every three months. If the libraries are not updated at least every three months, they will expire and become unusable.

Validation:

Not required.

Approval:

Procedural Steps:

1. Right-click the **Start** button and choose **Explore** to open the **Windows Explorer** dialog box. In the **All Folders** list, select (C:) to view the drive's contents. In the list, locate and select the C:\Bnai directory. From the **File** menu, choose **Delete** to delete the directory and all of its contents (**NOTE**: If the directory does not exist, proceed to Step 2.).
2. In the **Windows Explorer** dialog box, click the **Tools** menu, and choose **Map Network Drive** to open the **Map Network Drive** dialog box. In the **Path** box, type \\test-noddev-02\ D\$ and click **OK** to map the drive.
3. In the **All Folders** list, double-click on Test-noddev-02\D\$ to view its contents. Under Test-noddev-02\D\$, double-click Usq, then Disk 1 Archive disk. You should now see the contents of Test-noddev-02\Usq\Disk 1 Archive disk in the **Contents of 'Disk 1 Archive disk'** list.
4. In the **Contents of 'Disk 1 Archive disk'** list, double-click Setup.exe to begin the installation. When the **Installation for Intellectual Property Library** dialog box appears, click the **Next** button. When the **License Agreement** dialog box appears, click the **Yes** button.
5. When the **Destination Directory** dialog box appears, click **Next** to accept C:\Bnai\Ipcd2lib as the destination directory. The installation will then begin.
6. When the **Installation Complete** dialog box appears, click **OK**. Close the C:\Bnai Shortcut window created by the installation program.

7. See Eric Meister to obtain BNAI Disk 2. Insert the disk into the CD-ROM drive.
8. In the **Windows Explorer** dialog box, locate and double-click the CD-ROM drive in the **All Folders** list to view the contents of BNAI Disk 2.
9. In the **Contents of 'Bnaipc2'** list, double-click Setup.exe to begin the installation. When the **Installation for Intellectual Property Library** dialog box appears, click the **Next** button. When the **License Agreement** dialog box appears, click the **Yes** button.
10. When the **Destination Directory** dialog box appears, click **Next** to accept C:\Bnai\Ipcd2lib as the destination directory.
11. The **Access Code** dialog box will then appear. In the **Access Code** box, type OHIN1-687A to begin the installation.
12. When the **Installation Complete** dialog box appears, click **OK**. Double-click the **Bnai** icon in the C:\Bnai Shortcut window created by the installation program. The **BNAI Intellectual Properties** dialog box will open. Use the following steps to ensure that the program is properly installed and functional.
 - a. In the **BNAI Intellectual Properties** dialog box, double-click the middle of the screen to open the **BNAI Intellectual Property Library on CD** dialog box.
 - b. In the **Library on CD** dialog box, double-click the **USQ Second Series** button. In the next window, double-click the **Words or Phrases** button to open the **Words or Phrases** dialog box.
 - c. In the **Search** box, type mike. Search results will be displayed in the **Records with Hits** list. Click the **View Results** button to open the **Folio Bound Views** dialog box. This will display search result details (*NOTE*: If your search produces no results, go back to Step 1 to reinstall the application. If, after reinstallation, your search produces no results, immediately contact Michael Nowakowski at (202) 736-3911.).
 - d. In the **Folio Bound Views** dialog box, click the **MainMenu2** button to return to the **Library on CD** dialog box.
 - e. In the **Library on CD** dialog box, double-click the **USQ First Series** button. In the next window, double-click the **Words or Phrases** button.
 - f. Repeat Steps 12.c. through 12.d. to complete the testing. If you are able to conduct a search and view the results, then the program is functioning properly.
 - g. From the **Library on CD** dialog box, click the **File** menu and choose **Exit** to close the program.
13. Right-click the **Start** button and choose **Explore** to open a second **Windows Explorer** dialog box. If this is the only **Windows Explorer** dialog box, open a second. Size the two dialog boxes so that both are visible and not overlapping on the desktop (*NOTE*: For the purposes of this SOP, size the dialog boxes so that one is on the left and the other is on the right.).
14. In the **Windows Explorer** dialog box on the left, click the **Tools** menu and choose **Map Network Drive** to open the **Network Drive** dialog box. In the **Path** box, type in \\test-0a-01\d\$ and click **OK**. Repeat this step to map to network drives test-0a-02 and 03.

15. In the **Windows Explorer** dialog box on the left, double-click on test-0a-01 in the **All Folders** list to display the drive contents. Double-click on Applications, then Enterprise, then Usq. You should now see the contents of Test-0a-01\d\$\Applications\Enterprise\Usq.
16. Change to the **Windows Explorer** dialog box on the right. In the **All Folders** list, select (C:) to view the drive's contents. Under C:, double-click on Bna1 to display its contents. Under Bna1, double-click Ipc2lib (**NOTE**: This is the destination directory used in Step5.).
17. Select Ipc2lib. From the **Edit** menu, choose **Select All**. All files in the C:\Bna1\Ipc2lib directory should now be selected. From the **Edit** menu, choose **Copy**.
18. Change to the **Windows Explorer** dialog box on the left. In the **Contents of 'Usq\PGM'** list, right-click. From the menu, choose **Paste** to copy the files selected in Step 17 to test-0a-01\d\$\Applications\Enterprise\Usq (**NOTE**: If asked to confirm file overwrite, click the **Yes to All** button.).
19. Repeat Steps 15 through 18 for test-0a-02 and 03.
20. Change to the **Windows Explorer** dialog box on the right. In the **All Folders** list, double-click on Test-0a-01 to display its contents.
21. Under Test-0a-01, double-click Applications, then Enterprise, then Usq, then Backup, then Saved inis. In the **Contents of 'Saved inis'** list, you should see the following files:
 - Bnaivw.ini
 - Infoview.ini
 - Ipcdvws.ini
 - Views.ini
22. Select Test-0a-01\d\$\.....\Saved inis. From the **Edit** menu, choose **Select All**. All files in the Test-0a-01\d\$\.....\Saved inis directory should now be selected. From the **Edit** menu, choose **Copy**.
23. Change to the **Windows Explorer** dialog box on the left. In the **All Folders** list, double-click Test-0a-01, then Application, then Enterprise, then PGM, then Ipcd. You should now see the contents of Test-0a-01\d\$\Application\Enterprise\ PGM\Ipcd.
24. In the **Contents of 'Ipcd'** list, right-click. From the menu, choose **Paste** to copy the files selected in Step 22 to the Test-0a-01\d\$\Applications\Enterprise\ PGM\Ipcd directory (**NOTE**: If asked to confirm file overwrite, click the **Yes to All** button.).
25. Repeat Steps 23 and 24 for Test-0a-02\d\$ and 03\d\$.
26. Insert Bnaipc2 Disk 2 into the CD-ROM drive. Change to the **Windows Explorer** dialog box on the right. In the **All Folders** list, double-click the CD-ROM drive to display its contents.

27. From the **Tools** menu, point to **Find**, and choose **Files or Folders** to open the **Find: All Files** dialog box. In the **Named** box, type *.nfo. Ensure that X:\Bnaipc2 is displayed in the **Look in** box. Click the **Find Now** button (*NOTE*: X represents the CD-ROM drive letter on your computer.).
28. After the search is complete, there will be a list of files in the **Name** list. From the **Edit** menu, choose **Select All** to select all the files in the list. From the **Edit** menu, choose **Copy**. From the **File** menu, choose **Close** to exit Find Files and Folders.
29. Change to the **Windows Explorer** dialog box on the right. In the **All Folders** list, double-click on Test-0a-01 to display its contents.
30. Under Test-0a-01, double-click Application, then Enterprise, then Usq, then Data. You should now see the contents of the Test-0a-01\d\$\Application\ Enterprise\Usq\Data directory.
31. In the **Contents of 'Data'** list, right-click. From the menu, choose **Paste** to copy the files selected in Step 28 to the Test-0a-01\d\$\Application\ Enterprise\ Usq\ Data directory (*NOTE*: If asked to confirm file overwrite, click the **Yes to All** button.).
32. Repeat Steps 29 through 31 for Test-0a-02\d\$ and 03\d\$.
33. After updating the BNA Intellectual Property Libraries on Test-0a-01, 02, and 03, use the following steps to ensure that the program is properly installed and functional on all three servers:
 - a. Click **Start** and choose **Run** to open the **Run** dialog box. In the **Open** box, type **cmd** and click **OK** to open the DOS window.
 - b. At the command prompt, type **pmap 01** and press ENTER to map to Test-0a-01\d\$. After the server is mapped, the "P:" prompt will appear.
 - c. At the "P:" prompt, type **dir** and press ENTER to view the contents of the P: drive. In the **Directory of 'P:'** list, verify that there is a directory name corresponding to the server to which you mapped in Step 33.b (*NOTE*: The name of this directory will be different for each server. For example: <DIR> 01, <DIR> 02, <DIR> 03.).
 - d. Click the Minimize box to minimize the DOS window.
 - e. Click **Start**, point to **Executive**, point to **Examiner's Toolkit**, and choose **USQ** to open the **Folio Bound Views (BNA Intellectual Properties Library, Disc 1)** dialog box. Inside the dialog box, you will see the **BNA Intellectual Property Library on CD** dialog box.
 - f. In the **BNAI Intellectual Properties** dialog box, double-click the middle of the screen to open the **BNAI Intellectual Property Library on CD** dialog box.
 - g. In the **Library on CD** dialog box, double-click the **USQ Second Series** button. In the next window, double-click the **Words or Phrases** button to open the **Words or Phrases** dialog box.
 - h. In the **Search** box, type mike. Search results will be displayed in the **Records with Hits** list. Click the **View Results** button to open the **Folio Bound Views** dialog box. This will display search result details (*NOTE*: If your search produces no results, go back to Step 1 to reinstall the application. If, after reinstallation, your search produces no results, immediately contact MichaelNowakowski at (202) 736-3911.).
 - i. In the **Folio Bound Views** dialog box, click the **MainMenu2** button to return to the **Library on CD** dialog box.

- j. In the **Library on CD** dialog box, double-click the **USQ First Series** button. In the next window, double-click the **Words or Phrases** button.
- k. Repeat Steps 12.c. through 12.d. to complete the testing. If you are able to conduct a search and view the results, then the program is functioning properly.
- l. From the **Library on CD** dialog box, click the **File** menu and choose **Exit** to close the program.
- m. You must repeat Steps 33.a. through 33.l. for Test-0a-01, 02, and 03.