



INSTALLING GIS\KEY SOFTWARE: STANDALONE CONFIGURATION

QUICK INSTALLATION NOTES

NOTE: If AutoCAD will be used with GIS\Key, we recommend that you install AutoCAD before GIS\Key.

1. **GIS\Key Common Installation** (Page 2) – Download the GIS\Key Common Install Program onto the computer and run from Windows Explorer.
 - When prompted, install the 'giskey' folder onto a LOCAL drive,
 - In the 'Select Components' window, select 'GIS\Key Common Installation'. It is recommended, although not required, that you also install the 'Demonstration Project',
 - If 'Demonstration Project' was selected above, when prompted, install the 'DemoProj' folder onto a local or network drive.
2. **GIS\Key Workstation Installation** (Page 2) - Download the GIS\Key Workstation Installation Program onto the computer and run from Windows Explorer. Install the 'Scout' folder onto a local drive.
3. **Obtain a License Key** (Page 3) - Call GIS\Solutions (925-944-3720) to obtain a 'License Key'. Be prepared to supply:
 - Your name, company, address, phone number, and email address,
 - 'Reference Code' for the computer – (double-click the 'GISKey Suite' icon on the desktop. The 'Reference Code' will be displayed in the 'Your Reference' box),
 - The configuration of the install (in this case: standalone).
4. **Login** (Page 3) - Double-click the 'GISKey Suite' Icon and login using the username and password below (case-sensitive). See Page 3 (Step 4b) for directions on creating a new username and password.
 - Username: **GIS**
 - Password: **ConfigIt**

You may be prompted by a series of windows to:

- 'Find Projects' (will search for all projects on a particular drive), OR
 - 'Open Project' (will prompt for the location of an existing project, e.g. 'Demonstration Project' installed above), OR
 - If no projects are installed, click 'Cancel' at both windows and create a new project by selecting 'Project' – 'New'.
5. **AutoCAD Configuration** (Page 4) - AutoCAD will automatically be configured for use with GIS\Key when an AutoCAD drawing is started from the Scout Project Manager.



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DETAILED INSTALLATION INSTRUCTIONS

Notes

- The GIS\Key Software Suite can be run on one computer (a.k.a. standalone license or local configuration) or a network (a.k.a. network license or network configuration). These instructions are for a standalone configuration.
- We recommend (however, it is not necessary) that the mapping program (e.g., AutoCAD) be installed BEFORE you run the GIS\Key Workstation Install Program (Step 2).
- Installation programs are available from the GIS\Solutions website (www.giskey.com - Downloads) or on CD-Rom (call GIS\Solutions).

1. GIS\Key Common Installation

- a. Put the GIS\Key Common Installation Program (named something like GiskeyCommonInstall.exe) onto the computer (DO NOT run it from a network or CD-ROM). Double-click the file in Windows Explorer to start the installation.
- b. In the 'Choose Destination Location' window, select the location for the 'Giskey' folder. The folder must go on a local drive (e.g., c:\giskey).
- c. In the 'Select Components' window, check the 'GIS\Key Common Installation'. **Optional:** we recommend that you also check the 'Demonstration Project' box. This installs a demonstration project with data and basemaps.
- d. If you selected to install the Demonstration Project in Step 1c; at the prompt, specify where you would like to put the 'Project Folder' (e.g., c:\DemoProj).
- e. Restart your computer, if prompted.

2. GIS\Key Workstation Installation

- a. Put the GIS\Key Workstation Installation Program (named something like GiskeyWorkstationInstall.exe) onto the computer (DO NOT run it from a network or CD-ROM). Double-click the file in Windows Explorer to start the installation.
- b. When prompted, specify where you would like to put the 'Scout' folder. This folder must be installed on a local drive (e.g. c:\scout).



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- c. In the 'Select Components' window, make sure that the 'GISKey Workstation Install' box is selected.
Optional: we recommend that you also install the 'Meeting Center Manager'. This will speed up initiation of an online meeting for Technical Support or training.
- d. Restart your computer, if prompted.

3. Obtain a License Key

- a. Each computer with GIS\Key must have a 'License Key'. To obtain a 'License Key', email license@giskey.com or call the License Manager (925-944-3720) with the following information:
 - Your name, company, address, phone number, and email address;
 - Reference Code for each computer – To get the Reference Code, double-click the 'GISKey Suite' icon on the desktop. The Reference Code will be displayed in the 'Your Reference' box.
 - The configuration of the install (in this case: standalone).
- b. GIS\Solutions will provide you with a 'License Key'. Copy the number into the 'Your License Key' box (displayed after you double-click the 'GISKey Suite' icon). Leave 'Publisher Data' blank. Then click OK.

4. Login and Setting Up New Users

- a. GIS\Key will prompt for a username and password. If you have not previously set up a user, login using the following (case-sensitive):
 - User Name: **GIS**
 - Password: **ConfigIt**
- b. If you do NOT want to create your own username and password, skip to the next step. Otherwise, to set up a new user, click 'Cancel' at the 'Find Projects' and 'Open Project' windows (if displayed) and:
 - From the Pull Down menu, select 'Options' – 'Administration', then click the 'User Configuration' tab:
 - Click 'Add New User' and type in your new User Id (case-sensitive).
 - Click 'Change Password' and enter your new password twice (case-sensitive). You can leave these fields empty. Then click 'Apply'.
 - Check all of the 'User Options' buttons, as appropriate.



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- Click the 'Apply' button. You can add other users at this time or click 'OK'. If you make a mistake, click 'Cancel'.
 - From the menu, select 'Project' – 'Logoff'. Then log back in using the Username and Password you just created.
- c. The Scout Project Manager must have at least one GIS\Key Project open. When first logged in, the Scout Project Manager will prompt the user to locate a project:
- The first prompt will be to 'Find Projects' – this will search for all projects on a particular drive,
 - If the user clicks 'Cancel' at the 'Find Projects' window, the user will be prompted to 'Open Project' – this will prompt for the location of an existing project. If the Demonstration Project was installed in Step 1, select the folder created in Step 1d (default location is c:\demoproj).
- If no GIS\Key Projects are available, click 'Cancel' at both prompts and create a new project by selecting 'Project' – 'New'. Each GIS\Key Project must have its own unique 'Project Folder'. These folders should not be in the 'Giskey' folder (Step 1b), but can be on any network or local drive (with rewrite access).
- d. All open projects will be displayed in the Project List Box (below the Menu bar).

5. Configuring AutoCAD for the First Time

- a. If AutoCAD was installed before the Workstation Installation (Step 2), AutoCAD will automatically be configured for use with GIS\Key. AutoCAD drawings must be started from the Scout Project Manager.
- b. If AutoCAD was installed after the GIS\Key Workstation Installation, rerun the GIS\Key Workstation Installation (Step 2).