

Install Instructions for HAVEN 9.3

ALL HAVEN USERS NEED TO INSTALL HAVEN 9.3

Below are the instructions to install HAVEN 9.3. **NOTE:** This setup program contains all the files needed to upgrade from version 8.1 or greater. **IMPORTANT** Be sure to make a backup copy of your HAVEN folder, use the 'Reset Open Status' option in the Administration menu, then complete and export all non exported assessments before beginning this installation.

Installation of HAVEN 9.3

Current HAVEN users – Before continuing;

- Make a copy of the HAVEN folder (the default location is C:\HAVEN)
- Locate the database (hha.mdb) by opening the "About" screen from the Help menu in HAVEN (the hha.mdb path is in the lower left corner of the About screen in HAVEN 8.1)
 - If the location is not C:\HAVEN **then** make a copy of hha.mdb in its indicated location

1. Before installing HAVEN go to <http://www.java.com>, click the "Free Java Download" button and follow the onscreen instructions to ensure that you have the current version of Java installed
2. Click the SetupHAVEN93.exe and the File Download dialog box will open
3. Select the **Save** button and the download will begin
4. Click "**Run**" once the download has completed
5. Click "**Run**" when prompted –The publisher cannot be verified. Are you sure you want to run this software?
6. Follow the Installshield wizard instructions

Note: Change the directory only if your HAVEN software has been installed to another drive. C:\HAVEN is the default location.

7. **RESTART the PC** when the HAVEN install has finished and before opening HAVEN 9.3
8. Login to your HAVEN software to confirm that version 9.3 is displayed at the top of the login page

Current HAVEN users (that have updated from HAVEN 8.1)

- If HAVEN prompts you to enter your Agency information;
 - Open the Administration menu and select Maintain Agency Database
 - Enter the required information
 - Click Save
 - Open the Administration menu and select Preferences
 - Select the Location tab

- Click the Browse button that is to the right of the line labeled Location
- Select the folder that was indicated as the location of the database file (hha.mdb) in the About screen and click the OK button

Contact the QIES Help Desk if you need further assistance.

help@qtso.com or 800-339-9313.