

Integrated Rapid Visual Screening (IRVS) Database Quick Start Guide:

1. System Requirements

The system requirements for the IRVS Database are as follows:

- Pentium 4 or equivalent processor
- Windows XP or later
- MS Access Runtime or MS Access 2007 or later
- MS Excel 2007 or later
- 256 MB of RAM
- Adobe Reader

The database has a plotting function that displays site coordinates and IRVS information on a digital map if the computer has an external mapping program that is capable of displaying a Keyhole Markup Language (KML) file. KML is an XML-based language that is used to display three-dimensional spatial data in mapping programs such as Google Earth.

2. Installation

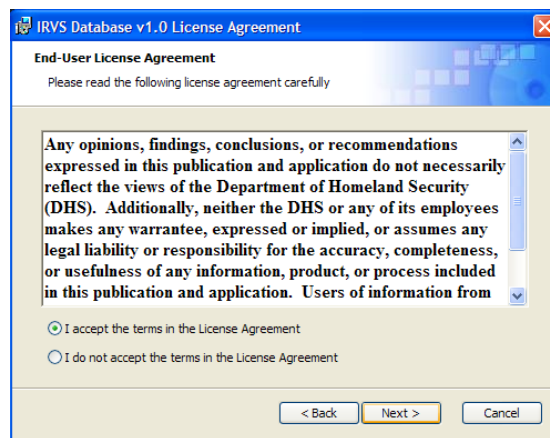
The database should be installed on a computer at the organization's headquarters (this copy will become the Master Database) and also on one or more laptops that will be used in the field (this copy will become the Field Database).

The installation steps are as follows:

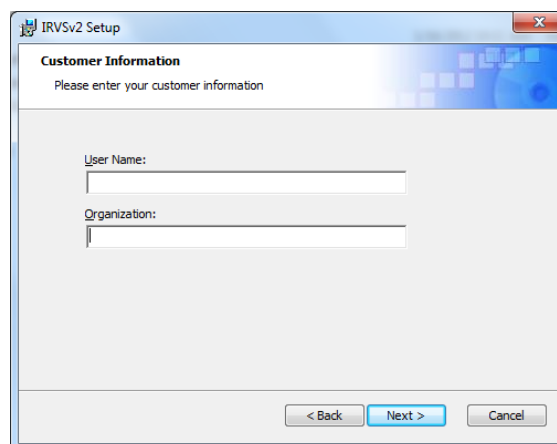
1. If you have already downloaded the software, find the SETUP.EXE file by selecting **Start** at the bottom left of the Windows screen, select **Run**, and then typing the location of the SETUP.EXE file (i.e., CD, C:/Temp, or another location on the hard drive). When you have found the SETUP.EXE file, skip to Step #3. If you have not downloaded the program, go to Step #2.
2. Go to the DHS Web site at <http://www.dhs.gov/files/programs/scitech-bips-tools.shtm> and follow the instructions for downloading the software.
3. Close all other programs and double click on the SETUP.EXE file.
4. The **IRVS Database Setup Wizard** will appear. Select **Next**.



5. A screen showing the **End User License Agreement** will appear. Read the agreement, select **I Accept the terms of the License Agreement** and **Next**.

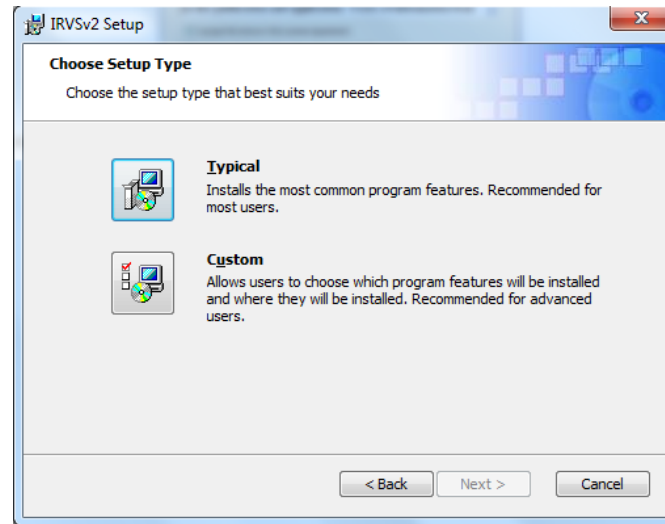


6. The **Customer Information** menu will appear. Fill in the user name and organization. Select **Next**.

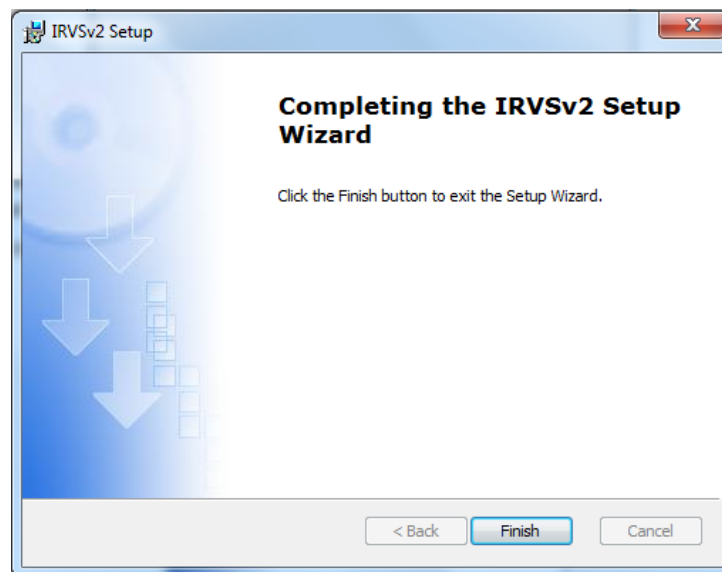


7. The **Choose Setup Type** menu will appear. In most cases you should follow the Typical Installation. The Custom Installation allows the user to change the file name and/or file location. This may be a requirement under an organization's security policy. Check with your System Administrator as

needed. Select **Typical or on Custom**, as directed by your system administrator, which will make **Next** selectable, and then select **Next**.



8. The **Ready to Install** menu will appear. Select **Install**. The amount of time required for the installation depends on the computer.
9. When the installation is complete, the screen below will appear. Select **Finish**.

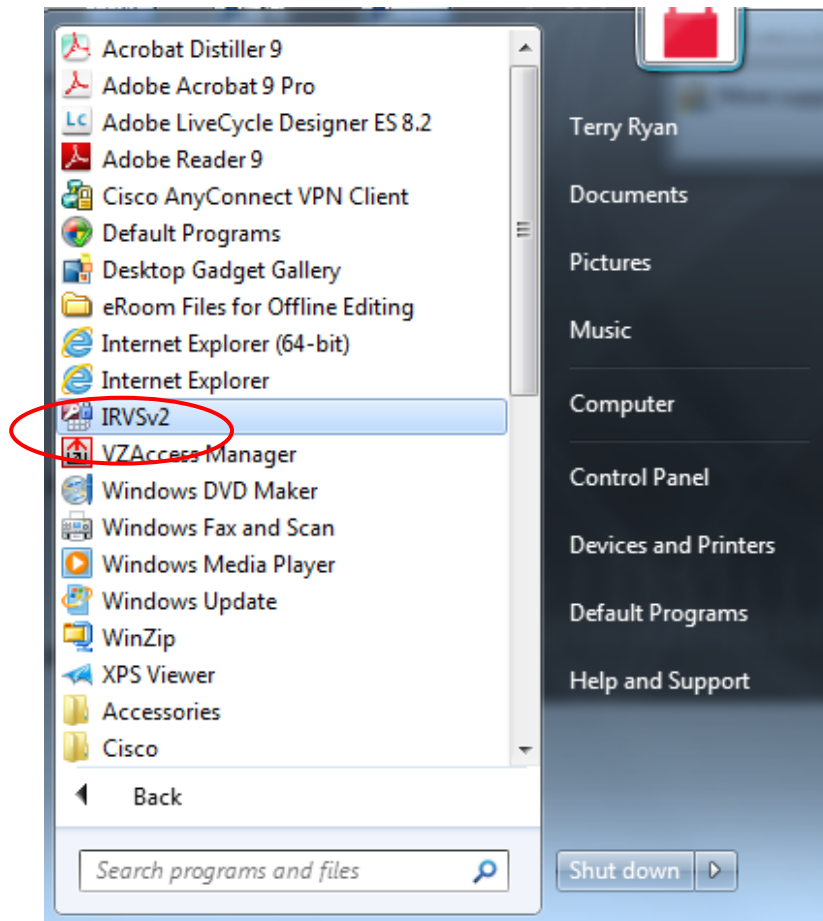


3. Logging on

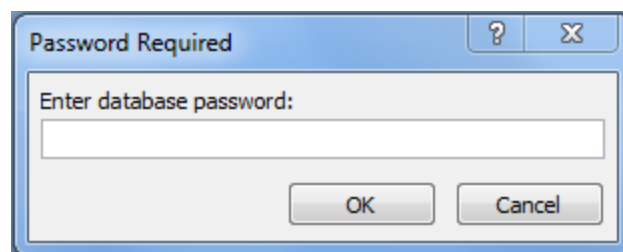
This section explains how to log on using a preloaded or assigned user name and password. Assigning user names is an administrative function that is available only to those with permission to access administrative functions. See Section 10.6.2 for instructions on assigning user names.

1. Double click on the desktop icon for the IRVS Database that was created during the installation or click the **Start button** and then **All Programs/IRVSv2**. The database may also be opened by double

clicking the database file (file name: iRVsV2.accdr) in the newly created IRVS folder. Note: this is a MS Runtime file so it cannot be opened after starting MS Access.



2. At the first screen titled “Password Required” and “Enter the database password:”, enter the encryption password issued with the particular downloaded file. (No User Name is required at this step.) The generic database password is: **IRVS2011** (Selected organizations may receive a tailored version of the IRVS tool with a different database password.) This database password does not change. User Names and Passwords may be changed as listed below.

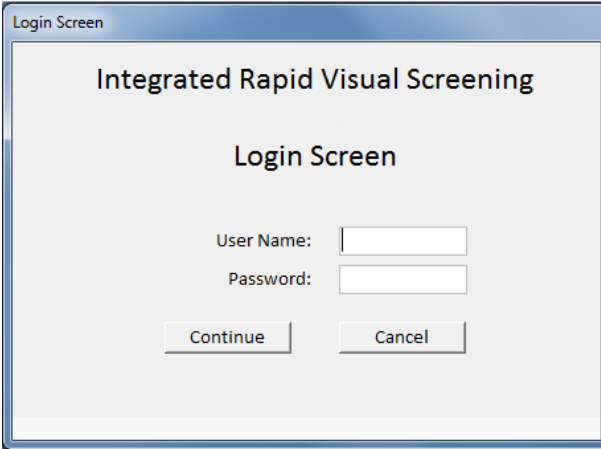


Reminder: the generic database password is: **IRVS2011**

After entering the database password select **OK**, and the Login Screen is displayed.

3. In the **Logon** menu, if you don't have an assigned user name, skip to Step #4. If you have an assigned user name, enter it. Leave the password blank. Select **OK**. You will be asked to create a password.
4. If you don't have an assigned user name, use one of the following preloaded user names and passwords:

User Name	Password
Administrator	Administrator
Assessor	Assessor
Editor	Editor
Reader	Reader



The screenshot shows a window titled "Login Screen" for the "Integrated Rapid Visual Screening" application. It contains two input fields: "User Name:" and "Password:". Below these fields are two buttons: "Continue" and "Cancel".

The Administrator user name/password allows you to access the administrative functions, which include establishing new user accounts and passwords. See Section 9 for information on administrative functions. You must have permission to log on as an Administrator.

5. Select **Continue**.
6. The **Main Menu** of the database will appear.



The screenshot shows a window titled "Main Menu" for the "Integrated Rapid Visual Screening" application. At the top, there is a logo for the U.S. Department of Homeland Security and the text "Homeland Security Science and Technology". Below this, the title "Integrated Rapid Visual Screening" is displayed. There are three buttons: "Rapid Visual Screening", "Administrative Functions", and "Change Passwords". At the bottom, there is an "Exit" button. A small text at the bottom left states: "This program was developed by and for DHS S&T pursuant to a contract with the National Institute of Building Sciences." A small text at the bottom right states: "For Help, Press the F1 Key".