



Comprise™ Installation Guide

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Installing Comprise™ for Windows

Part 1 – Stand-Alone Installation

1. Insert the **Comprise™** CD into your CD-ROM drive and continue to step 2.

OR

2. If you have downloaded the file from the ADR Web site, double-click on the **Comprise downloaded exe** and skip down to step 6.

3. The application should start up automatically. If not, click **Start** and choose **Run**.



4. Type your CD-ROM drive letter followed by **Setup.exe (D:\Setup.exe)**.

5. Click **OK**. After a few seconds, the ADR Install-It screen will open.



6. Select **Install Comprise**. The **Welcome to Comprise** screen will open.

7. Read the displayed information and click **Next**. The **Setup Type** screen will open.

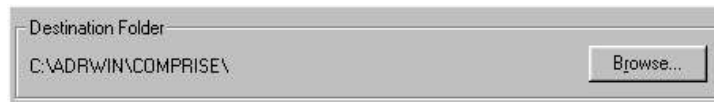
8. Select the applicable type of installation:

- **Stand Alone / File Server Installation (Default) -**
If you are installing to your local machine only, select this option. If you are installing to a network, the install must be run on your file server using this option. Once complete, see Part 2 for instructions on installing on each workstation.
- **Client - Connect to File Server (Files must exist)**



NOTE: Most users select the Stand Alone/File Server Installation. The Client – Connect to File Server installation is only used in a Server/Client environment.

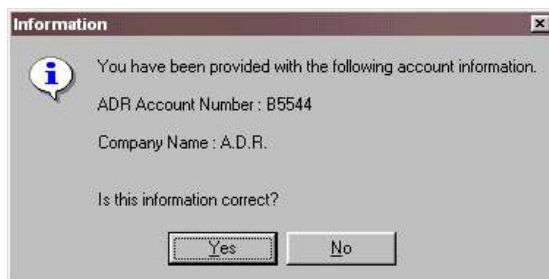
9. Click **Next**. You will be asked if you want this machine to be set up as a Network Administrator.
 - If you are installing to a network, select **Yes** and skip to [Part 2](#) of this document.
 - If you are installing to the local PC (C drive), select **No** and continue with the next step.
10. When Setup asks your name, enter a user name or the name of the workstation (no spaces or dashes) and click **Next**. The name must be no more than seven characters.
11. Setup will prompt you to choose a destination directory for Comprise™. By default the installation will point towards your local Drive (C:\), unless otherwise specified.



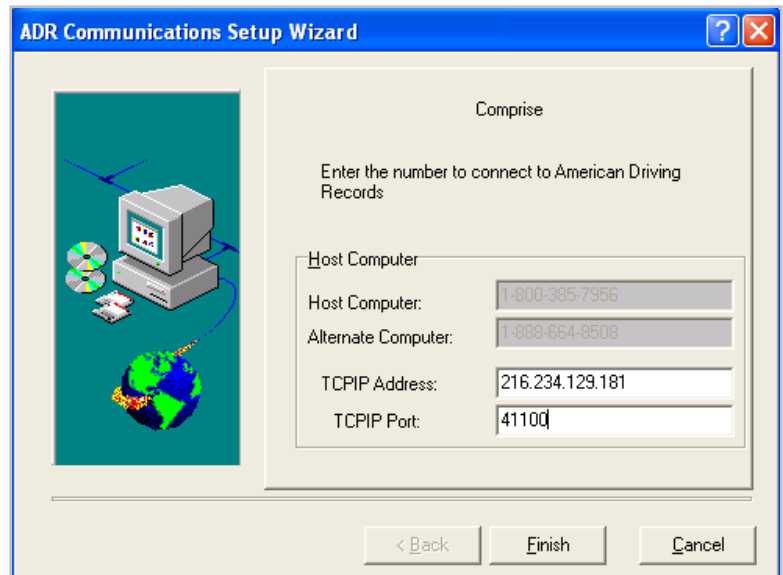
12. Click **Next** to continue.
13. Setup will then ask you to choose a destination for the Program Folder. This should default to the American Driving Records program folder; leave this as is and click **Next**.
14. The installation will begin copying the Comprise files to the destination folder.



15. A confirmation prompt will display your account information. If it is correct, click **Yes**. If this information is incorrect, contact Technical Support immediately!

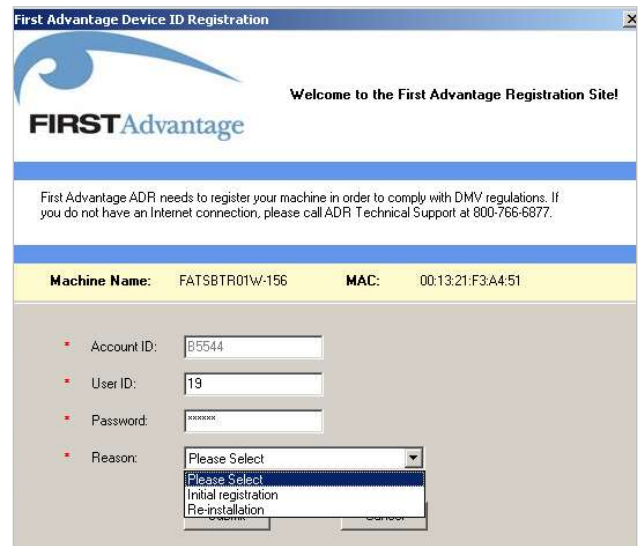


16. The ADR Communications window will now open. Click **Add** and select **TCP/IP**.
17. When the next screen opens, verify that the TCP/IP address and port numbers match up with the ones on the right.
18. Click Finish. A confirmation message will open.
19. Setup will now ask you if you have a current Registration on file for this Computer with American Driving Records. This registration is used to order Instant MVRs through ADR.

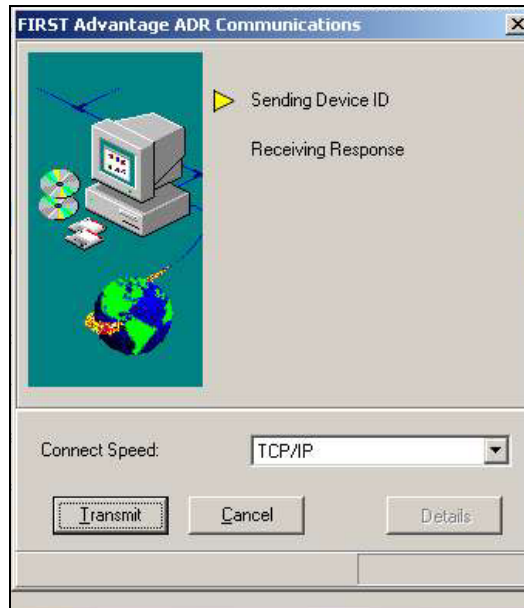


- If this is a new install on this machine, select **No**.
- If this is a reinstall and you have successfully ordered from us in the past, select **Yes**.

20. Enter a **User ID** and a **Password**.
21. From the drop-down menu, select the reason for the registration.
22. Click **Submit**.



23. Click on **Transmit** to connect to ADR for registration.



A Welcome dialog box will confirm your successful registration with ADR.



Part 2 – Client – Connect to File Server Installation

NOTE: Part 1 must be run on your file server before you install the client to your workstations. If you have already not done so, run Part 1 on your File Server before proceeding.

1. Insert the **Comprise™ CD** into your CD-ROM drive and continue to step 2.

OR

2. If you have downloaded the file from the ADR Web site, double-click on the **Comprise download exe** and skip down to step 6.
3. The application should start up automatically. If not, click **Start** and choose **Run**.

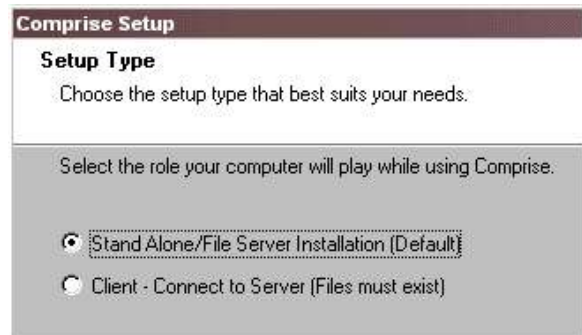


4. Type your CD-ROM drive letter followed by **Setup.exe (D:\Setup.exe)**.
5. Click **OK**. After a few seconds, the ADR Install-It screen will open.

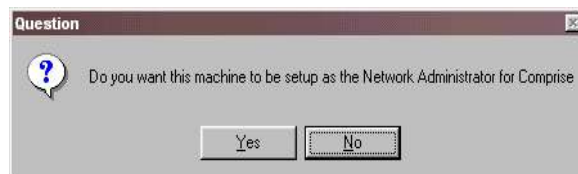


6. Select **Install Comprise**. The **Welcome to Comprise** screen will open.

7. Follow the install instructions in **Part 1** of this document. When it prompts you to choose an installation type, select **Client – Connect to File Server (Files must exist)**, and click **Next**.



8. A screen will open asking if you would like this machine to be set up as a Network Administrator. Only select yes on the machine that will monitor which users will be able to send and receive MVRs.

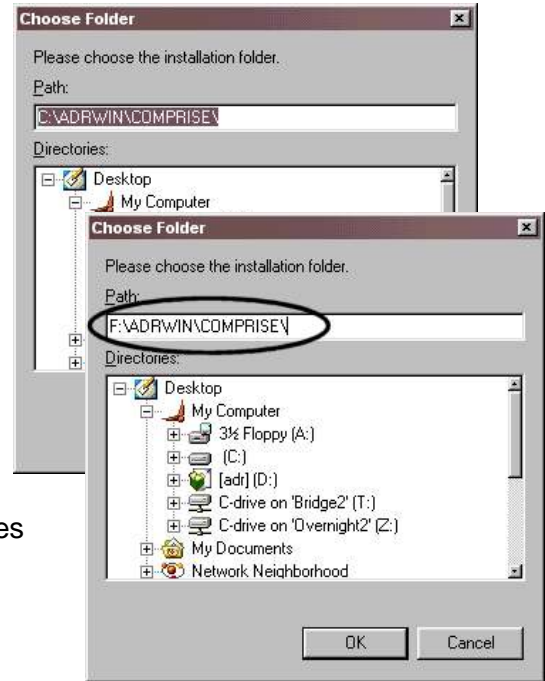


9. When you are prompted to choose a destination directory to install Comprise™, select Browse and change the default letter drive (C:\) to your Network drive letter.
10. When the appropriate path is selected (ex: F:\ADRWIN\COMPRISE\), click **OK** then click **Next**.

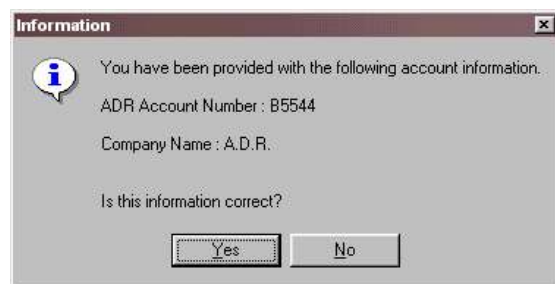
NOTE: The install must be done from each workstation using the software. Setting up a shortcut from the server directory will not work.

11. Setup will then ask you to choose a destination for the Program Folder. This should default to the American Driving Records program folder; leave this as is and click **Next**.

12. The installation will begin copying the Comprise files to the destination folder.

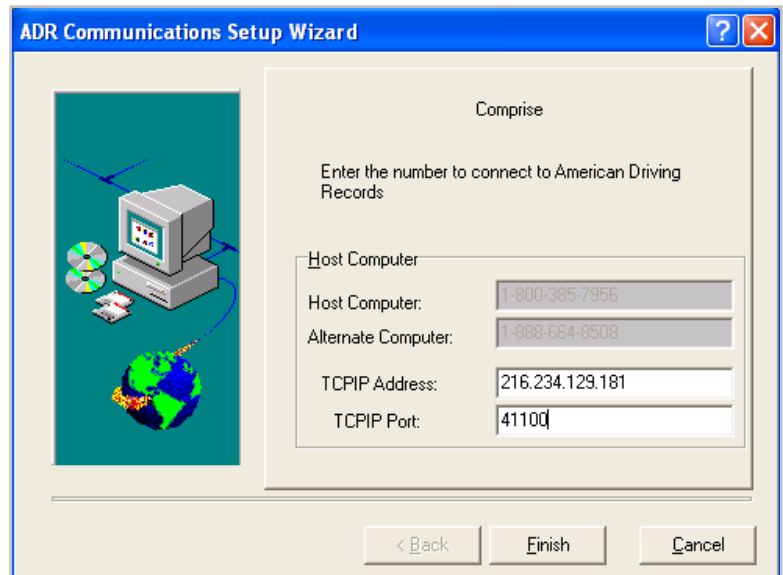


13. A confirmation prompt will display your account information. If it is correct, click **Yes**. If this information is incorrect, contact Technical Support immediately!



14. The ADR Communications window will now open. Click **Add** and select **TCP/IP**.

15. When the next screen opens, verify that the TCP/IP address and port numbers match up with the ones on the right.



16. Click **Finish**. A confirmation message will open.

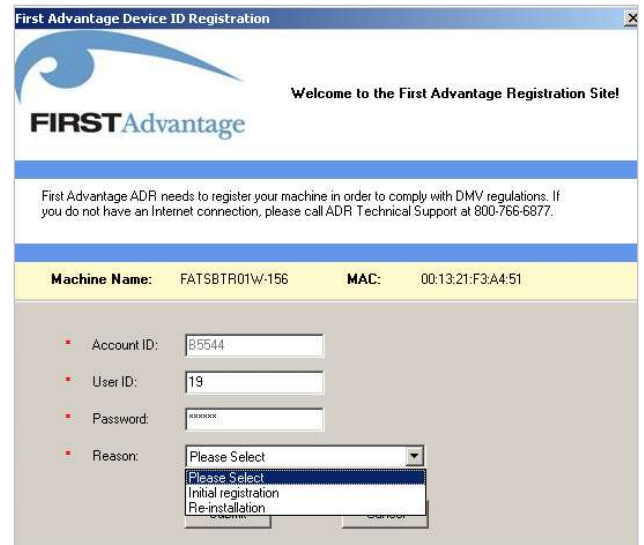
17. Setup will now ask you if you have a current Registration on file for this Computer with American Driving Records. This registration is used to order Instant MVRs through ADR.

- If this is a new install on this machine, select **No**.
- If this is a reinstall and you have successfully ordered from us in the past, select **Yes**.

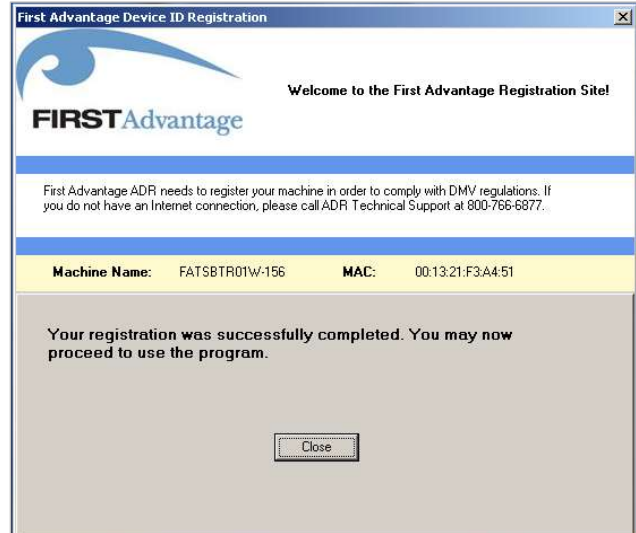




18. Enter a **User ID** and a **Password**.
19. From the drop-down menu, select the reason for the registration.
20. Click **Submit**. The ADR Communications window will open.
21. Click on **Transmit** to connect to ADR for registration.



A Welcome dialog box will confirm your successful registration.



22. After Comprise™ has been installed on all workstations, go back to the Network Administrator machine as defined earlier.
23. Go to **Network** → **View Users** → and **Add**.
24. Add each seven-character workstation/user name to the list of users. This will allow the users to input MVRs.

If you have any questions, contact our Technical Support Department at (916) 456-3200 option 3.