



# Software Installation Instructions

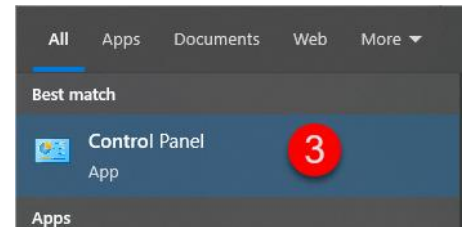
Make sure you have a laptop accessible for Inventory Barcode Scanning. Windows 10 should be on the laptop you intend to use for inventory. If the laptop is running a later version of Windows, you will need to get the Windows 10 image installed by your schools SST prior to dInventory software installation.

You will need to install the following programs on the laptop:

- IBM iSeries Access for Windows
- dInventory Software Application

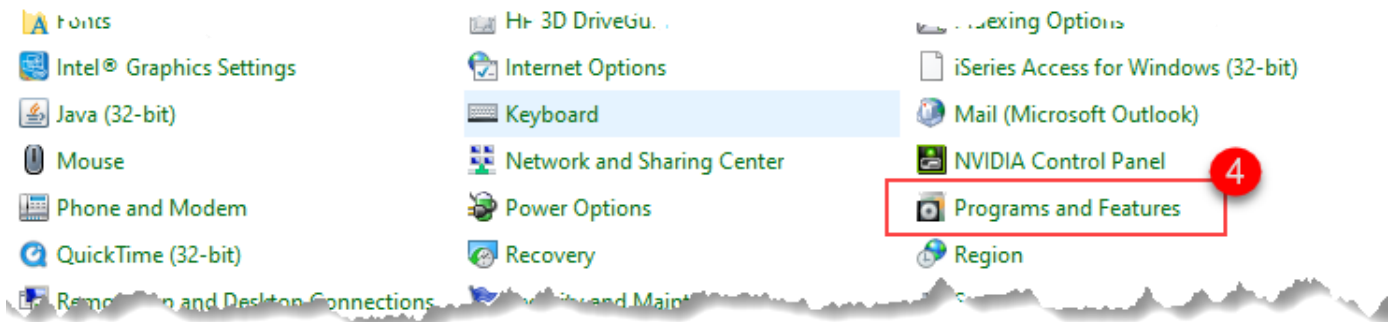
## Determine What Applications Need to be Installed on the Laptop

1. Click the Windows icon in the bottom left corner of the screen.
2. Type the word “control” to quickly search for Control Panel.
3. Select Control Panel.
4. Select Programs and Features.
5. Review the list of programs to see if either application is already installed on the computer.



Some scenarios:

- IBM iSeries INSTALLED; DInventory NOT INSTALLED = Install the dInventory application only.
- IBM iSeries INSTALLED; DInventory INSTALLED = Uninstall dInventory software and reinstall.
- IBM iSeries NOT INSTALLED; DInventory NOT INSTALLED = Install both applications.
- IBM iSeries NOT INSTALLED; DInventory INSTALLED = Install IBM iSeries application and uninstall and reinstall dInventory software.





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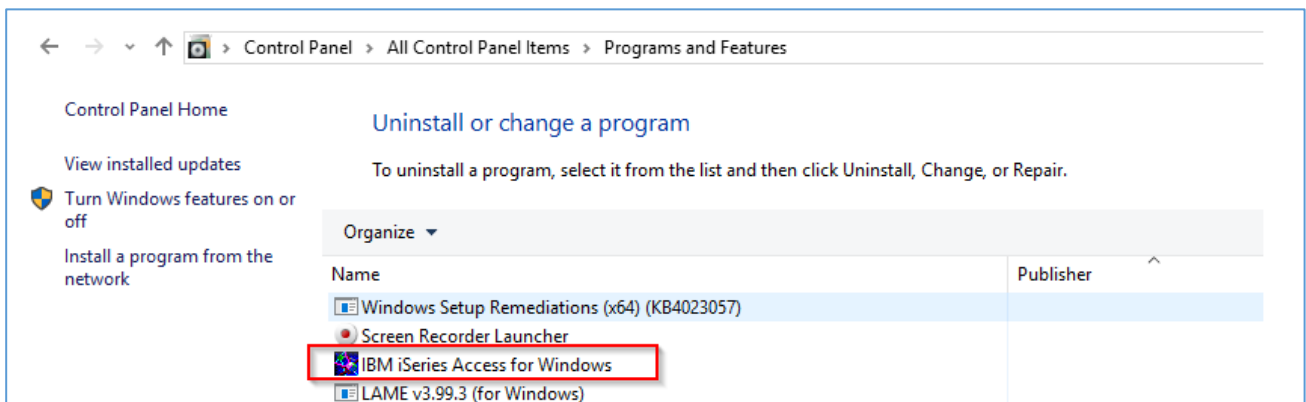
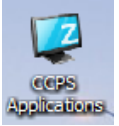
**INTERNET CONNECTIVITY IS REQUIRED DURING THIS PROCESS**

## IBM iSeries Access for Windows

**THIS APPLICATION MUST BE INSTALLED IN ORDER FOR THE INVENTORY SOFTWARE TO WORK**

From the desktop:

1. Double-click the **CCPS Applications** icon on your desktop.
2. Double-click the **IBMSeries Install** icon under the **General Software** section.
3. You will receive the message “**Installing IBMSeries .....**”.
4. A pop-up confirmation window will display a message stating for you launch the program as an admin and follow the prompts.
5. Click OK to dismiss the message.
6. Open File Explorer
7. Locate and access the C: drive
8. Locate and access the file folder named “IBMSeries”
9. Right-click on the application file named “setup.exe”
10. Click Run as Administrator
11. Click Yes to allow this app to make changes to your device.
12. The setup wizard will display.
13. Click Next
14. Click Yes to start the installation process.
15. Select Typical for the type of installation to perform.
16. Click Next to accept the default destination (C:\Program Files (x86)\IBM\Client Access) of where the file will be installed.
17. Click Next (Menu Shortcut)
18. Click Next to start copying files.
19. Wait for the installation process to complete
20. Once the installation process is complete. You may receive a message saying “**IBMSeries Install is completed**”.
21. Click **Next**.
22. You will receive a prompt to restart your computer once the install has completed.
23. Select Yes and Click Finish.





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## Inventory Application Download

**INTERNET CONNECTIVITY IS REQUIRED DURING THIS PROCESS**

This software is installed on the laptop used for inventory. This program allows you to perform a database download, backup, upload, and restoration.

1. Access the District Assets Inventory Online webpage <http://inventory.collierschools.com/>  
Note: District website/staff tab/Technology Resources sub-tab/District Inventory
2. **Enter** the “generic” **dInventory Userid and Password**. This is NOT your Network Username and Password.  
Note: Email [priess@collierschools.com](mailto:priess@collierschools.com) for the generic login if needed.
3. Click **Login**.
4. Click the **Download** quick link on the left sidebar.
5. Click **Download Now** on the main window.
6. The file will download at the bottom of the screen. Click directly on it to start the download process.
7. Click **Run** at the Security Warning prompt.
8. The District Inventory Setup Wizard will appear.
9. Click **Next** and follow the defaulting prompts.
10. Click **Next** to accept the default destination folder.
11. Click **Install** at program installation prompt.
12. Click **Yes** to allow the application to make changes to your computer.
13. The installation process will take several seconds. Wait for the installation process to finish.
14. Once you have received the successful install message, Click **Finish** to exit the wizard.
15. The dInventory icon should appear on the desktop.



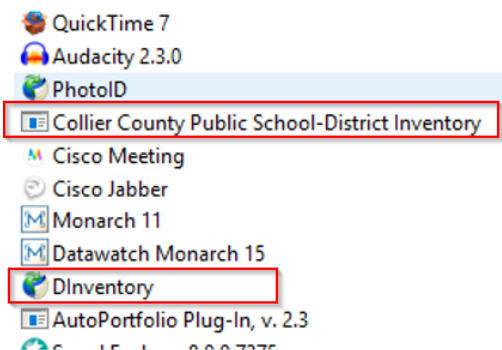
## Uninstalling the Inventory Application

**ONLY IF THE APPLICATION IS ALREADY INSTALLED ON THE LAPTOP**

If you are using a laptop that was used for inventory and you have not updated the software this year, it is recommended that you uninstall and reinstall the dInventory software. This is to make sure you have the latest version of the software.

**DO NOT PERFORM THESE STEPS IF YOU HAVE ALREADY STARTED YOUR INVENTORY.**

1. Click the Windows icon in the bottom left corner of the screen.
2. Type the word “control” to quickly search for Control Panel.
3. Select Control Panel.
4. Select Programs and Features.
5. A list of programs installed will be populated.
6. In this list, find the program named “**Collier County Public Schools – District Inventory**”.
7. Right-click on the program and Select Uninstall.
8. Click **Yes** to remove the program.
9. Click **Yes** to allow the application to make changes to your computer.
10. In the list, find the program named “**DInventory**”.





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Note: This program may/may not be installed. If not, disregard.

11. Click **Uninstall/Change**.

12. Follow the prompts to complete the uninstall process.

**Note: Make sure to remove both programs if present.**

13. The program has been removed from this laptop and the dInventory icon will be removed from your desktop. You will now have to reinstall the dInventory program on this device.