



IADT Application
Local Area Networks Only - For Web Based call HCSS

Client Information

_____	_____	_____
County/Dist/City/Tribal	Office	Contact Person
_____	_____	_____
Phone Number	Email Address	# of Workstations
_____	_____	
IP Address (Static)	Computer Tech Name/Phone (if not applicable, leave blank)	

System Requirements - Read carefully and initial by the option that applies to your office

Single Workstation

- | | |
|---------|--|
| _____ | <p>1. WORKSTATION REQUIREMENTS:</p> <ul style="list-style-type: none"> - MICROSOFT WINDOWS XP PRO-32 SP3 or VISTA BUSINESS-32 SP1 - LATEST MICROSOFT XP or VISTA & IE7 or IE8 UPDATES & FIXES - WORDPERFECT OFFICE SUITE VER. 12 w/SP1 or VER. X3 - IIS SERVICE & .NET FRAMEWORK (2.0 or Newer) INSTALLED - 2.0 GHz or GREATER PROCESSOR SPEED - 512MB MEMORY for XP / 2GB MEMORY for VISTA - 5GB or GREATER (AVAILABLE DISK SPACE) - 100MB or FASTER ETHERNET NETWORK ADAPTER - DSL, BROADBAND or SATELLITE INTERNET ACCESS. |
| Initial | |

OR

LAN (Peer to Peer) (Multiple Workstation)

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|---------|--|
| _____ | <p>1. WORKSTATION REQUIREMENTS:</p> <ul style="list-style-type: none"> - MICROSOFT WINDOWS XP PRO-32 SP3 or VISTA BUSINESS-32 SP1 - LATEST MICROSOFT XP or VISTA & IE7 or IE8 UPDATES & FIXES - WORDPERFECT OFFICE SUITE VER. 12 w/SP1 or VER. X3 - IIS SERVICE ACTIVATED (Only on unit housing the Data) - .NET FRAMEWORK (2.0 or Newer) INSTALLED (Only on the Data unit) - 2.0 GHz or GREATER PROCESSOR SPEED - 512MB MEMORY for XP / 2GB MEMORY for VISTA - 5GB or GREATER (AVAILABLE DISK SPACE) - 100MB or FASTER ETHERNET NETWORK ADAPTER - DSL, BROADBAND or SATELLITE INTERNET ACCESS - LAN ACCESS. (CAT5 CONNECTION ONLY) |
| Initial | |

OR

LAN w/ Server

- | | |
|---------|---|
| _____ | <p>1. WORKSTATION REQUIREMENTS:</p> <ul style="list-style-type: none"> - MICROSOFT WINDOWS XP PRO-32 SP3 or VISTA BUSINESS-32 SP1 - LATEST MICROSOFT XP or VISTA & IE7 or IE8 UPDATES & FIXES - WORDPERFECT OFFICE SUITE VER. 12 w/SP1 or VER. X3 - 2.0 GHz or GREATER PROCESSOR SPEED - 512MB MEMORY for XP / 2GB MEMORY for VISTA - 5GB or GREATER (AVAILABLE DISK SPACE) - 100MB or FASTER ETHERNET NETWORK ADAPTER - LAN ACCESS (CAT5 CONNECTION ONLY). |
| Initial | |
-
- | | |
|-------|--|
| _____ | <p>2. SERVER REQUIREMENTS:</p> <ul style="list-style-type: none"> - MICROSOFT WINDOWS SERVER 2003 - LATEST OS and (IE7 or IE8) UPDATES & FIXES - IIS SERVICE ACTIVATED - 2.0 GHz or GREATER PROCESSOR SPEED - 2GB MAIN MEMORY or GREATER - 10GB or GREATER (AVAILABLE DISK SPACE) - 100MB or FASTER ETHERNET NETWORK ADAPTER - DSL, BROADBAND or SATELLITE INTERNET ACCESS - LAN ACCESS. (CAT5 CONNECTION ONLY) |
| | |

File Cleanup

Description of Cleanup Requested:

The first step in the cleanup process will occur at the HCSS office. A copy of your files must be provided.

Price List

	License Fees	Maintenance
1-5 Users	\$1,000.00	\$150.00
6-10 Users	\$1,500.00	\$200.00
11-20 Users	\$2,500.00	\$250.00

Estimated Conversion & Training Costs	
1/2 day @ \$150/hour	\$600.00
File Cleanup (if needed)	\$125/hour

Optional Software Upgrades	
Universal Print Software	\$1,000 + \$50 Maintenance
ODBC Compatibility	\$1,000 + \$50 Maintenance

Agreement

I have read the IADT Application and understand the requirements and costs. In submitting this application I am stating that my office meets all hardware requirements and I am ready to schedule a conversion. I also agree that my Internet Security Software can be adjusted to allow Microsoft IIS Services to operate within my network.

On submission of this application if I do not meet the requirements, and an HCSS representative schedules a conversion of my software, I will have to reschedule my conversion and will pay for time spent for both trips.

Signature

Date

Submit Application to HCSS by:

Mail: 4 Green Cedar Rd or Fax: (830)537-4380 or email: Cliff@hillcountrysoftware.com
Boerne, TX 78006

VERIFICATION OF APPLICATION

This document is merely a reference guide for an individual to gain an understanding of the application's requirements. Hill Country Software & Support strongly suggest that only qualified technicians fill out the Application. The Verification of Application is a guide and not a necessary part of the application and can be discarded.

How to verify if you are a LAN or single workstation

1. Do you have more than one computer using HCSS software?
 - a. YES = **LAN**, NO=**Single**

How to verify if you are a Peer-to-Peer Lan or a Lan w/Server.

2. Go to your main computer.
3. Right-click on "My Computer" (if not on desktop, then Left-Click on "START" and you should see it).
4. Left-click on "Properties". Under "System" you will find your Operating System.
5. If your Operating System is "Windows XP Professional, Version 2002, Service Pack 2" or "Windows Vista Business, Service Pack 1" and if you have more than one computer you are **LAN Peer-to-Peer**.
6. If your Operating System is "Windows Server 2003" or "Windows Small Business Server 2003" and you have more than one computer then you are a **LAN w/Server**.
7. If your Operating System is anything other than what is listed above, call HCSS to verify – 1.800.422.1982

How to verify the Specs – 2.0 GHz, Memory, etc.

8. The specs are found on the same page as the Operating System information (see #4 Above).
9. Right-click on "My Computer".
10. Left-click on "Properties".
11. Make sure the Specs of the computer meet the requirements.
12. Your processor should be greater than 2.0GHz. Do not get confused by the MHz listed below the processor speed – it is for the memory (i.e. 400MHz, 512MB).
13. Your Memory should be 512MB or greater.
 - a. 1GB is twice as big as 512MB.
 - b. 1GB = 1,000 MB = 1,000,000 KB
 - c. 1GHz = 1,000 MHz

How to verify that you are Updated - Windows XP or Windows VISTA!

14. Navigate to www.microsoft.com
15. Left-click on “Microsoft Updates”.
16. Choose “Custom” (not “Express”).
 - a. If you do not see this option then you are probably being prompted to download and install an ActiveX control from Microsoft. Typically a drop-down bar at the top of the screen will appear. Right-click on this bar and choose “Install”. You will be prompted with more windows verifying you wish to install, and after it is installed you will see the options, “Express” or “Custom” – choose “Custom”.
17. After a minute or so you should see a list of items.
18. Go through and only keep “High Priority” updates. Uncheck any Microsoft Office Updates (at this time).
19. Left-click on “Install Updates”. You will only want to install the High Priority Updates, so do not check any unselected optional updates that may appear.

How to verify IIS is activated – Only needed on main Computer/Server.

20. Double-left-click on “My Computer”.
21. Double-left-click on your
C:\ drive [“Local Disk (C:)” or “IBM Preload (C:)”]
22. Look for a folder called, “Inetpub”.
23. If “**Inetpub** “ doesn’t exist – IIS is NOT installed.

Internet Connectivity – Server and Workstation(s)

24. Left-click on “Start”.
25. Left-click on “Control Panel”.
26. Left-click on “Network Connections”.
27. Right-click on “Local Area Connection”.
28. Left-click on “Status” – check the speed.
(It should be 100Mbps or greater.)

What is my IP Address?

29. Left-click on “Start”.
30. Left-click on “All Programs”.
31. Left-click on “Accessories”.
32. Left-click on “Command Prompt”.
33. Type “IPCONFIG”
34. You should see your IP address.