



**Office of State Fire Marshal
Community Right to Know
Hazardous Substance Information System**

**INSTALLATION INSTRUCTIONS
FOR WEB DOWNLOAD**

The following instructions are for those who meet the computer system requirements for downloading the program from the internet (see requirements below). Those needing to receive the HSIS program on CD should follow the installation instructions provided on the CD.

In order to download the HSIS software from the internet, you will need to complete the Hazardous Materials Information Request form. This form is available online at http://www.oregon.gov/OSP/SFM/docs/CR2K/CR2K_General/Info_Request_Form.pdf. To fill your request, you will be provided with a username and password for downloading the file. The password will be changed each December.

Please indicate on the Hazardous Materials Information Request form if you want the password for web download, or if you need a CD. You will need the CD if you have the Microsoft Vista operating system. The CD includes the special files you need for installation. You may also prefer the CD if you have limited web access.

Computer System Requirements

Prior to downloading the software, please ensure your computer meets the following system requirements.

1. Microsoft Windows 2000, XP, or *Vista.

*If you have Vista, please request the HSIS program on CD. You may install the HSIS if you have Vista, provided you have no version of Microsoft Access installed on your computer, and you follow the 'HSIS CD - With Vista' instructions, which are provided on the HSIS CD.

The HSIS Program is not recommended for Windows 7 at this time due to some differences in the way it would install.

2. You must have Microsoft Access 2000, 2002, 2003, 2010, or no Access at all. If you do not have any Microsoft Access program on your computer, a runtime version of Microsoft Access 2003 will automatically install. **WARNING: Do not install this program if you have a version of Microsoft Access 97 or **2007.**

**What happens if you try you install the HSIS program if you do have Microsoft Access 2007? It will install the Access 2003 runtime version. HSIS will open and should work just fine. When you open a database built in or upgraded to Access 2007, it will open using the Access 2003 runtime. You *should* still be able to open the database in Access 2007, but you will have to take the long way around. i.e. physically open Access 2007, use the "File, Open" commands on the toolbar or ribbon, and navigate to the Access 2007 database you wish to open. It *should* then give you full access to the database. Keep in mind, since this has not been fully tested with Access 2007, you will be doing this at your own risk. We do not recommend using the HSIS program on a PC that has Access 2007 installed on it.

Determining Operating System

Click on 'Start'. Right click on 'My Computer'. Select 'Properties'. The General tab will indicate which system you have.

Determining Microsoft Access Version

Open the Access program (for Windows 2000: Start, Programs, Microsoft Access. For Windows XP: Start, All Programs, Microsoft Office, Microsoft Access). Select 'Help', 'About Microsoft Access'. A box will appear indicating the software version.

If your computer meets the system requirements, please complete the instructions in the order shown.

Uninstall HSIS

It is **very important** to uninstall previous versions of the HSIS prior to installing the new version so that the program has the files it needs in order to go through the install and uninstall process. If you are not able to uninstall the program by following either of the instructions shown below, you may go to <http://www.revouninstaller.com/> to utilize the revouninstaller.

1. Click on 'Start'
2. Click on the 'Control Panel'
3. Click on 'Add or Remove Programs'
4. Find and select 'HSIS' in the list
5. Click on 'Remove'
6. Close the 'Add or Remove Programs' window
7. Close the 'Control Panel'
8. **Delete only the following files from C:\Program Files\HSIS:**
 - 'Autorun.inf'
 - 'SETUP.EXE'
 - 'Files' folder
9. See if Microsoft Office Access Runtime is still installed. If it is, uninstall it.

Download HSIS.Exe

1. Click on either the Fire or Public HSIS.exe downloadable link on the OSFM website at: http://www.oregon.gov/OSP/SFM/CR2K_InfoAvailable.shtml.
2. Enter the Username and Password provided to you by OSFM. They are case sensitive.
3. Click 'Save', as it is recommended that you save HSIS.exe.
4. Browse to save the file to C:\Program Files. Click Save. If it already exists, replace it.

It may take several minutes to complete the save, depending on the speed of your computer. Once the HSIS.exe file is saved to C:\Program Files, **DO NOT** double click on HSIS.exe until you are sure you have uninstalled the previous version, as instructed above.

Extract the HSIS Software Files

1. Close all applications.
2. Browse to C:\Program Files (scroll to the bottom of Program files)
3. Double click the 'HSIS.exe' file to open the WinZip Self Extractor.

4. The 'Unzip To Folder' should show C:\Program Files\HSIS
5. Click 'Unzip'.
6. At the '6 files unzipped successfully' screen, click 'OK'.
7. Click Close.

Fire Version Only -- Inspections and Site Plans: A One-Time Step

Copy 'Inspections.mdb' and 'SitePlans.mdb' from the web to **C:\Program Files\HSIS**. Once you have pasted these two databases in this location, **DO NOT** replace them with future versions, as that would overwrite any entries you may have made into those databases. Use of these two databases is optional. Buttons to access them are included on the 'Facility Info' form of the HSIS program.

Install HSIS

1. Close all applications, including any anti-virus software.
2. In Windows Explorer, navigate to C:\Program Files\HSIS
3. Double click the 'SETUP.EXE' file
4. At the 'Welcome to the HSIS Setup Wizard' screen, click 'Next'
5. At 'Customer Information', click 'Next'
6. At the 'Choose Setup Type' screen, choose 'Typical'
7. At the 'Ready to Install' screen, click 'Install'
8. At 'Completing the HSIS Setup Wizard', click 'Finish'
9. There will be an HSIS icon on the desktop as well as in the Start | All Programs menu.

Viewing an MSDS Via DVD

MSDS's can be accessed online; however, if you do not have online access, you may request to receive the MSDS's on DVD. The MSDS's on DVD work in tandem with the HSIS software. To open an MSDS on the DVD via the Chemical Information form, it may be necessary to first install the latest Adobe Reader program. For your convenience, this program has been included in the installation of HSIS.

1. Installing the Adobe Reader program
 - a. Browse to C:\Program files\HSIS
 - b. Double click on 'AdbeRdr90_en_US.exe'
 - c. Adobe Reader 9.0 will install
2. Open the HSIS Program.
3. On the Main Menu, set the path to the MSDS's.
 - a. Click on the 'Set MSDS Path' button
 - b. Browse to the location of the MSDS's (DVD, hard drive, or server)