

VIRGINIA UTILITY PROTECTION SERVICE, INC.

Title: Newtin Set Up for Windows PCs Working Document

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Purpose: To instruct users with Windows PCs how to install Newtin software and run the applications without the Dot NET Framework or trusted sites.

Overview: Newtin Ticket Entry and Member Maintenance software previously required that users have .NET software loaded in order to connect to the Newtin server as a client. Due to new security enhancements within Microsoft Internet Explorer, Newtin programs must now be installed on the local PC in order to be accessed. This is now the only vendor supported method for installing Newtin.

Definitions:

- Executable (.EXE) – Computer file, with the extension .EXE. that performs tasks according to encoded instructions.
- Network Attached Storage (.NAS) – Computer file in Newtin that allows interaction with files stored on the Newtin network server.
- Newtin – The Norfield Data products ticket entry software.

Process:

1. Login to Newtin
 - 1.1. New users will need a username and password
 - 1.2. In Microsoft Internet Explorer version 8 and lower compatible browsers
 - 1.2.1. The Newtin homepage will load without Dot NET
 - 1.2.2. Ticket Entry, Ticket Search, and other executable programs will not run without the Dot Net setup
 - 1.3. In Microsoft Internet Explorer 9 and above compatible browsers
 - 1.3.1. The Newtin homepage will load
 - 1.3.2. Executable programs will not run from the browser under any circumstances; this is a safety feature added by Microsoft
 - 1.4. To confirm which hyperlinks on the Newtin webpage will not run without Dot NET, right click on the link, select properties, and examine the hyperlink for the .exe extension
 - 1.5. The list of executable programs includes
 - 1.5.1. Ticket Entry

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- 1.5.2. Ticket Search
- 1.5.3. DEAP
- 1.5.4. E Survey
- 1.5.5. Member Grids
- 1.5.6. Member Polygons
- 1.6. Hyperlinks that contain the file extension .NAS will run in any browser
 - 1.6.1. To confirm which hyperlinks on the Newtin webpage will run in any browser, right click on the link, select properties, and examine the hyperlink for the .NAS extension
2. Download the executable program
 - 2.1. From the Newtin home page, pull down the menu that the program is listed under
 - 2.1.1. For Ticket Entry, pull down the “Tickets” menu
 - 2.1.2. For Member Polygons, pull down the “Maintenance” menu
 - 2.2. Place the mouse cursor right on top of the words “Ticket Entry” or “Member Polygons”, etc.
 - 2.3. Right click with the mouse cursor on the hyperlink for the executable program
 - 2.3.1. Select “Save Target As” from the displayed menu
 - 2.3.2. Add the file extension .EXE to the end of the file name displayed in the “Save As” window
 - 2.4. Save the file in the folder, C:\ Newtin\
 - 2.4.1. The “Newtin” folder may need to be created on the user’s computer
 - 2.4.2. Create a “Newtin” folder on the “C” drive or other drive where the user can save files
 - 2.4.2.1. For Windows computers, a folder can be created from the “Save As” window using the “Save In” combo box and the “Create New Folder” icon
 - 2.5. Users may want to create a shortcut on their desktop to easily run the executable program
 - 2.5.1. Microsoft Windows Help System provides instructions for creating shortcuts
3. Run the program for the first time

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- 3.1. The user will be prompted for the “Path to Application Server”
 - 3.1.1. Enter <http://newtin.vups.org/newtinweb>
- 3.2. The user will be prompted for the “Port for application Server”
 - 3.2.1. Enter 80
- 3.3. The user will be prompted for their Username and Password
4. Using downloaded Newtin programs
 - 4.1. There are no changes required to Internet Explorer or the default Dot NET security settings
 - 4.2. Users will be prompted for their Username and Password when starting each individual program
 - 4.3. Users will not see the Newtin webpage when they login
 - 4.4. Users who have Message Center Plus messages in their Inbox will not see a prompt unless they open Ticket Entry
 - 4.5. Newtin will detect when a user does not have the current version of the executable file and the system will prompt the user to download the new version