

# CETIS

**Comprehensive Environmental Toxicity Information System**

**VERSION 2.1.7**

## **INSTALLATION GUIDE**



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# CETIS-Comprehensive Environmental Toxicity Information System

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Manufactured in the United States of America (v260624).

## System Requirements

CETIS requires a Microsoft® Windows™ based computer with either 32 or 64 bit Access™ 2016, 2019, 2021, 2024 or Microsoft 365, including runtime versions. Compatible operating systems Win10, or Win 11. To run CETIS effectively, a relatively fast processor such as a Dual Core Pentium is recommended, since many of the operations and numerical analyses are processor intensive. At least 8 gb of RAM and at least 5 gb of available hard disk storage space are recommended. A reliable and fast network is required to use the back-end database on a shared drive. Use of wireless or unstable network systems are highly discouraged and will likely result in database corruption. A high resolution printer such as a laser printer is recommended to fully take advantage of the superior reports and graphics generated by the CETIS application, although printing to PDF or XPS formats is possible as well.

Microsoft Office/Access can be installed as a 32 bit or 64 bit application. CETIS is now available, as of version 2.1, as a 32bit or 64bit application. Both versions are sent to the end-user. Also the Graphics Server ocx and related dll files are no longer required or used, in favor of a single new TeeChart AX ocx file named either “TeeChart2021.ocx” for the 32-bit version or “TeeChart202164.ocx” for the 64-bit version. These files must be registered as part of the installation.

You must allow macros to run on Access. Failure to do this could result in CETIS not performing as expected.

## Software Installation

CETIS is installed with the Inno Setup installer. All installations and file replacements must be done through the installation program or unexpected and potentially catastrophic results may occur. Follow the instructions carefully regarding the installation program.

By virtue of completing the installation process and/or using CETIS, the user and their organization are legally bound to the entire terms of the End-User License Agreement (“EULA”).

It is recommended that a copy of the EULA be printed and maintained on file (the license agreement can be viewed and/or printed during the installation process and is also found on the inside cover of this manual).

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### Important

- If the network is managed by a network administrator, it is important they are consulted prior to, and during, the installation process. This will alleviate possible network or security conflicts during the installation.

## Networking Issues

Do not under any circumstances use CETIS in a multi-user environment when either using a wireless network or a wired network with a history of hardware problems and drop-outs. Wireless networking systems are notorious for corrupting Access databases. A corrupted Access database will start behaving very strangely and becomes obvious. You should immediately take the file out of production and replace it with the latest backup. Many times the corrupted file can be repaired using the CETIS Intensive Repair utility which will attempt to repair any corrupted indexes and relationships. It is advised to make regular back-ups of the CETIS.accdb file. In this way the most you can lose is one day of work should major corruption occur.

## System Security

The previous use of the Access workgroup file named CETIS.mdw has been deprecated in the original context, since the accdb format does not support user level security as previously implemented with the mdb format. When an admin user is logged in, CETIS will add the CETIS Admins group account to the current workgroup file (e.g., system.mdw) database if it is not already added. Access still loads a workgroup file even though the Microsoft Access Database Engine does not directly support it. In this way an admin can continue to prevent unauthorized use of the user interface since the user interface incorporates restrictions for certain CETIS groups. Please note that an unauthorized user could still access the backend unless it is password protected.

## CETIS Workgroup Administrator

The CETIS installer installs a special file named “wrkgrpadmin<bitness>.mde” in the Utilities folder that allows an admin to create users and/or add them to one of the three standard groups, **CETIS Admins**, **CETIS Users** and **CETIS Viewers**. Although the use of the administrator is optional, it is provided for convenience if a lab decides that group level security is important to maintain security. See more information in Chapter 9.

CETIS will install the **CETIS Admins** group and add the current user to the group if they are members of the ordinary Admins group. If the Admin user is not deleted and not given a password, you will not be prompted for a password at login and everyone will log in as the Admin user, automatically a member of the **CETIS Admins** group. A password will only be necessary when a back-end database is encrypted and the front-end is being relinked to the encrypted back-end. The front-end can also be password protected to prevent users that should not have access to the CETIS application from logging on. If you password protect the front-end, every user must provide the password at startup. That is separate from any password assigned to a user.

**To open and use the Workgroup Administrator, do the following:**

- 1) Open **CETIS workgroup Administrator** (figure 2-1) by directly opening the “wrkgrpadmin<bitness>.mde” file or click the **Security> Workgroup Administrator...** command from the **Database** tab of the CETIS toolbar.
- 2) Click on the **Open Administrator** button to open the native Access Workgroup Administrator used to create or join a different workgroup file.
- 3) Click on the **Workgroup Accounts** to open the **User and Group Accounts** dialogbox used to add or remove users from specific CETIS groups.
- 4) Click on the **Add CETIS Accounts** to install the CETIS group accounts to a newly created workgroup file (i.e., system.mdw). This will include the **CETIS Admins**, **CETIS Users** and **CETIS Viewers** group accounts.



Figure 2-1. CETIS Workgroup Administrator.

## Installing CETIS

Follow these steps to install the CETIS software:

- 1) If the software was sent to you as a zip file, extract the cetisinstall.exe file from the zip file to a temporary location.
- 2) Open the cetisinstall\_XXXXX<bitness>.exe file by right-clicking and choosing the **Run as Administrator** command.
- 3) The first page of the install program appears as shown in figure 2-2. Click on the **Next** button to proceed or **Cancel** to quit the install.
- 4) Agree to the license terms and proceed with the installation by clicking on the “I accept the agreement” radio button (figure 2-3), then click **Next**.
- 5) Type your name and organization name (figure 2-4), then click **Next**.
- 6) The installer will suggest a suitable location to install the CETIS front-end software and associated files (figure 2-5), generally “C:\Program Data\All Users\Application Data\CETIS” for Win7, Win8 or Win10, or “C:\Documents and Settings\All Users\Application Data\CETIS” for XP or Vista. Click **Next** to proceed.
- 7) The installer will propose a suitable location to install the CETIS back-end software and associated files (figure 2-6), generally “C:\Program Data\All Users\Application Data\CETIS\Backend” for Win7, Win8 or Win10, or “C:\Documents and Settings\All Users\Application Data\CETIS\Backend” for XP or Vista. Choose a location on a shared drive if being installed in a multi-user environment. If installed on a single computer and not being shared, the default location is fine. Click the **Next** button.
- 8) Select the type of installation (figure 2-7). If installing for the first time, select the “Full Install” option. If it is a simple update of the CETIS.accde and Changelog.pdf files, choose the “Update Install”. You can also choose the “Component Install” for custom installations. Click the **Next** button.
- 9) The installer will show the modifications about to occur (figure 2-8). Click the **Install** button to complete the installation. Upon successful installation, you will see the final successful installation page (figure 2-9).
- 10) CETIS will later ask to activate the license as described later in this section.

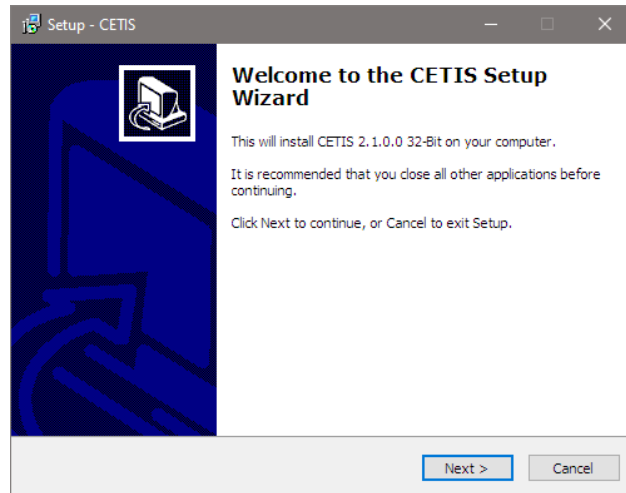


Figure 2-2. Initial Welcome Page.

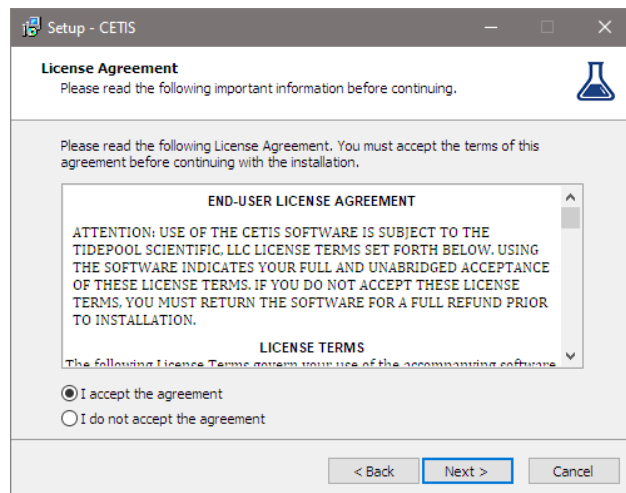


Figure 2-3. End-User License Agreement Page.

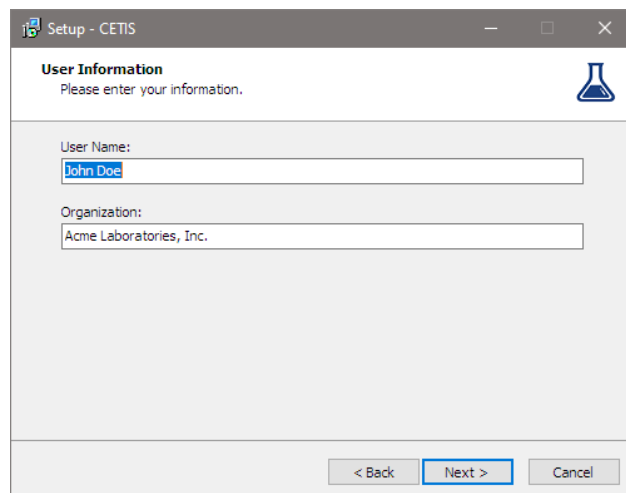


Figure 2-4. User Information Page.

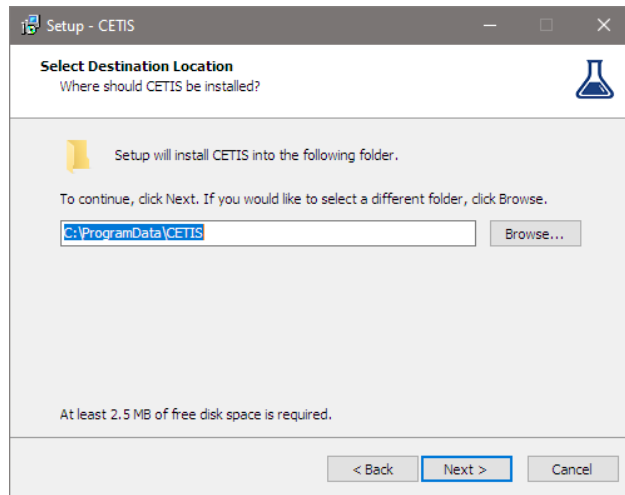


Figure 2-5. CETIS Destination Page

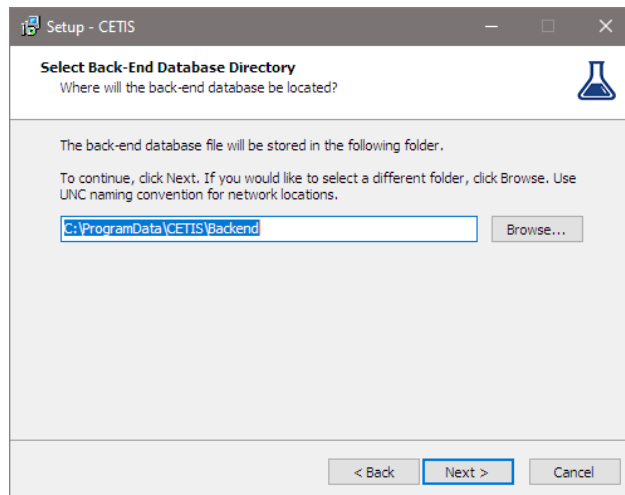


Figure 2-6. CETIS Back-End Destination Page

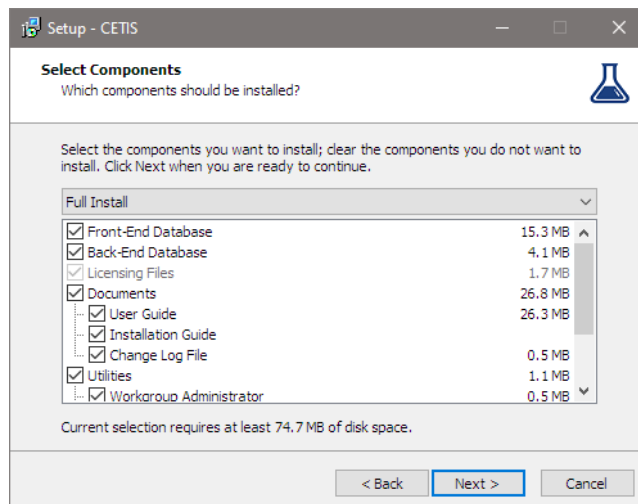


Figure 2-7. Component Selection Page

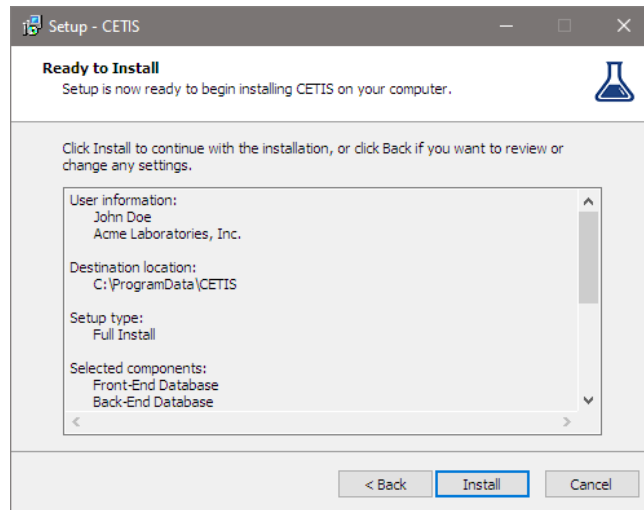


Figure 2-8. Ready to Install Page

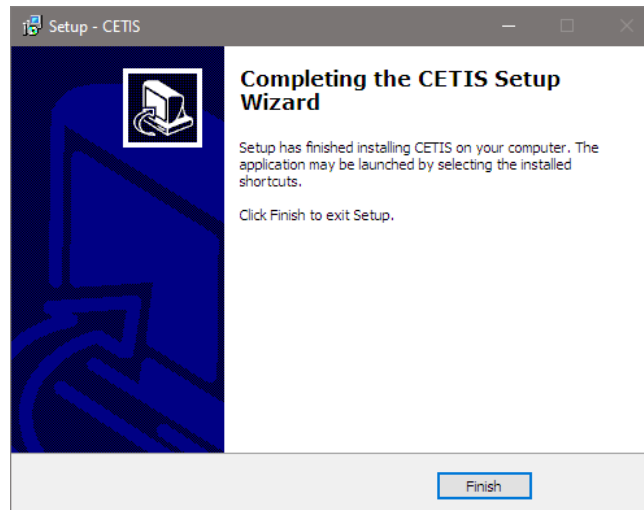


Figure 2-9. Completed Installation Page

## Uninstalling CETIS

If it is desired to uninstall CETIS, you can do so by clicking on the **Start>Programs>CETIS>CETIS Uninstall** short-cut . The uninstaller will remove most traces of CETIS except it will not delete the contents of the **Backend** folder with your CETIS.accdb database and any other files that requires manual deletion for security reasons.

### Very Important

- It is very important that you first deactivate the license on the computer that you want to uninstall CETIS from. Make sure the computer is Internet accessible, click the **License Wizard** button (figure 2-10), and then the **Deactivate your license** button (figure 2-16).

### Note

- You no longer have to open CETIS with the “Run as Administrator” switch since the new wizard will automatically be granted admin rights.
- If you mistakenly uninstall CETIS before you deactivate the license, you can open the file named “Deactivate.acdde” found in the QLM folder. If connected to the Internet this will allow you to deactivate the license.

## Starting CETIS

CETIS can be started by clicking on the **Start>Programs>CETIS>CETIS** short-cut (or **CETIS x64** short-cut if a 64 bit installation). CETIS is application specific, so a compatible version of Microsoft® Access™ must be installed. All available Service Releases (e.g., SR-1, SR-2, etc.) should be installed. These are important software patches designed to address specific software glitches in the Microsoft Access application and CETIS assumes they are installed. See the [www.microsoft.com](http://www.microsoft.com) website for more information on these free downloadable software patches

## Activating the User License

CETIS uses a managed licensing system called Quick License Manager (QLM v16, Soraco Technologies). Upon the purchase of user licenses, you will be provided an activation code by email. The encrypted activation code stores all the information needed to define whether the license is permanent, subscription based with defined life-time or a limited evaluation/trial license, and how many licenses are permitted on the key. Complete the following steps to activate a non-evaluation license (evaluation licenses will not need any further action until license expiry).

There are two different ways of activating your license, an online and offline method. The online method requires an Internet connection while the offline method can use a smart phone and a scanned QR code.

- 1) Open CETIS by clicking the CETIS short-cut.
- 2) Click on the **License Wizard** button (figure 2-10).
- 3) When the Windows UAC window pops up, answer “Yes” to allow QLM to install the license.
- 4) Click on the **Activate your license** button (figure 2-11).
- 5) If activating by Internet click the **Activate Online** button (figure 2-12). Copy the activation key from the email you were sent and paste it into the **Activation Key** edit box (figure 2-13). Then click the **Activate** button. If you have entered a valid activation key, the license will be activated by the remote license server and a message indicating success will be shown. You can skip steps 6-8 if you have successfully activated your license.
- 6) If activating offline, click on the **Activate Offline** button (figure 2-12). Copy the activation key from the email you were sent and paste it into the **Activation Key** edit box (figure 2-14).
- 7) Click the **Scan QR Code** link. A QR code window will popup (figure 2-15).
- 8) Scan the code with your smartphone. Using the Computer Key that appears on your phone, type the key into the edit box (figure 2-14) and click the **Activate** button. If all valid keys have been entered, the license will be activated by the remote license server and a message indicating success will be shown.

### Note

- The **Computer Identifier** is a unique encrypted key. You do not need to enter that number as CETIS will generate the key automatically. The key is unique and specific to the computer or virtual machine you are activating on.

### Caution

- Cloning a VM and reusing the same license key on multiple clones is expressly prohibited and a gross violation of the EULA.

**Very Important**

- The **Computer Key** sent back is specific to a computer and cannot be used with any other computer. If you need to re-install on a different machine, you will first need to deactivate the license, or purchase another user license and activate the license on the computer.

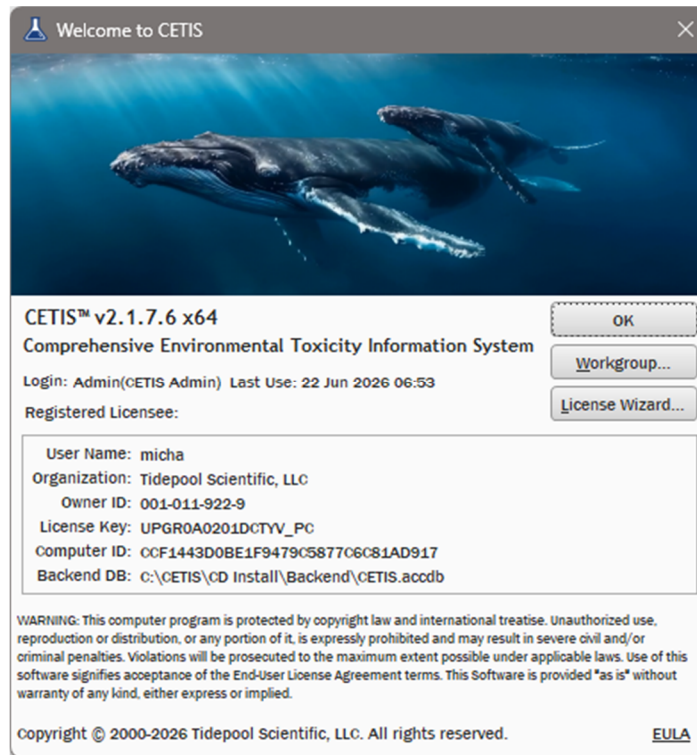


Figure 2-10. Welcome to CETIS Form

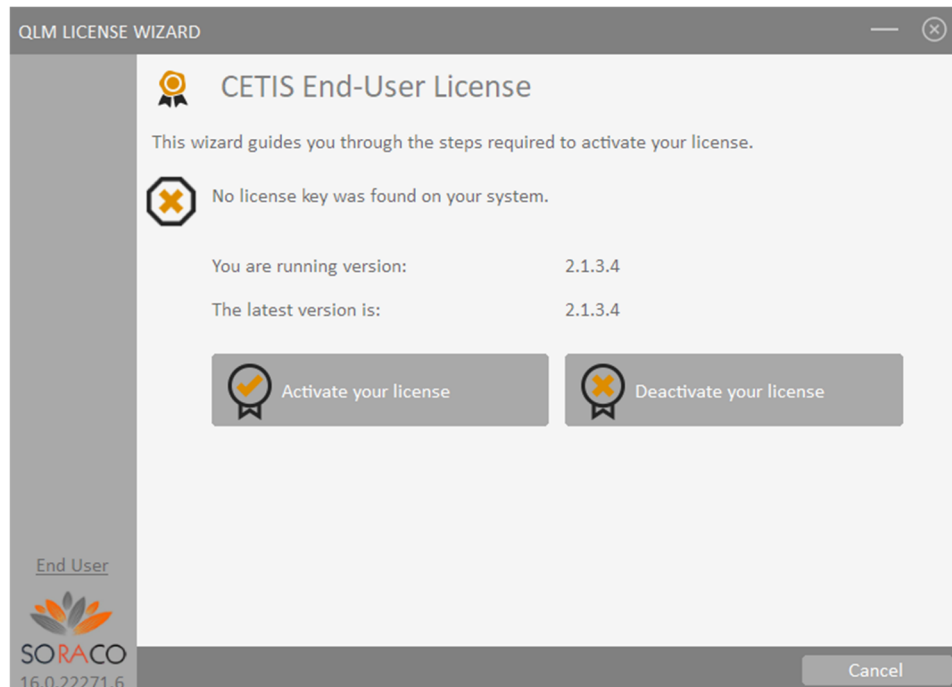


Figure 2-11. QLM License Wizard

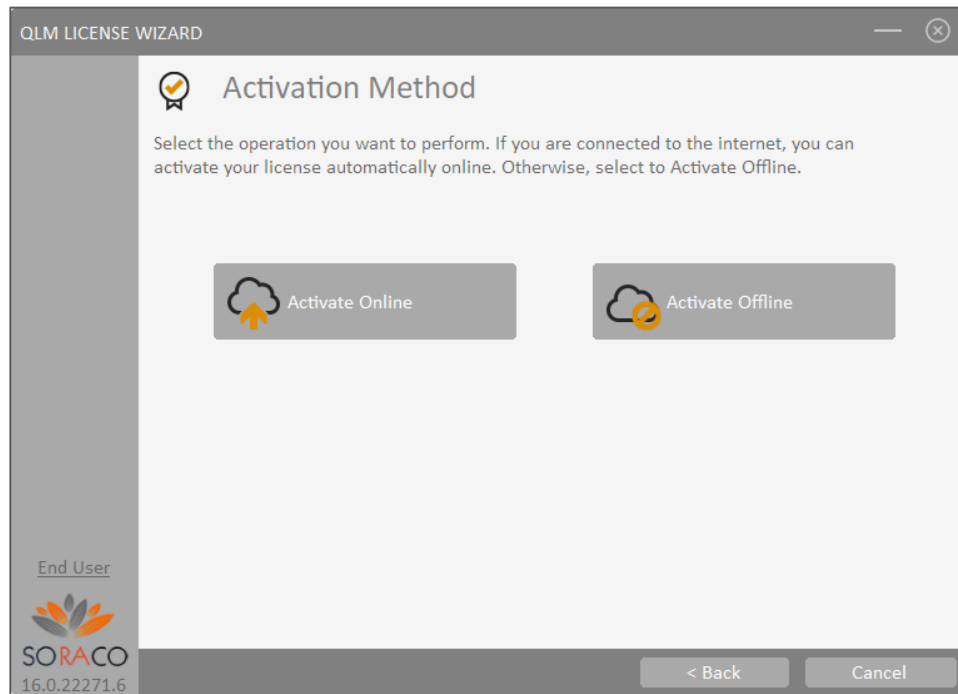


Figure 2-12. QLM Activation Page

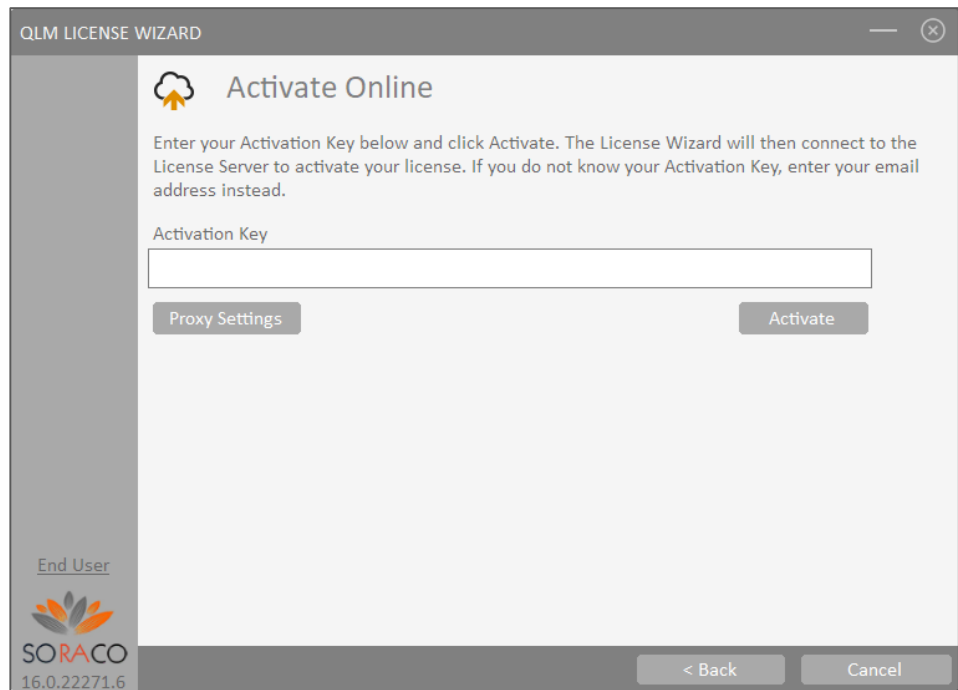


Figure 2-13. QLM Online Activation Page

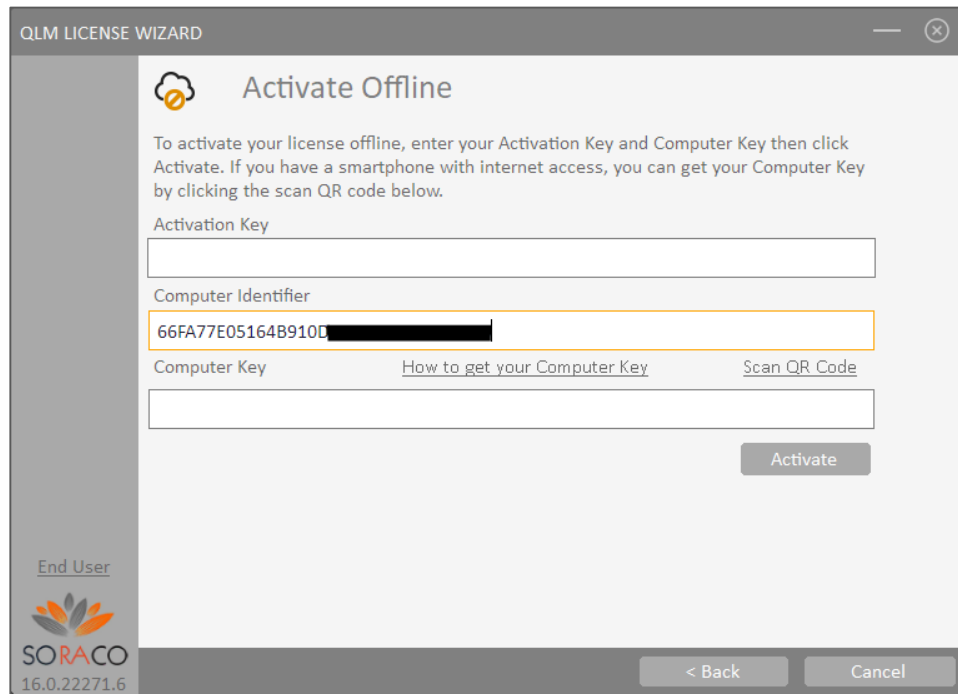


Figure 2-14. QLM Offline Activation Page

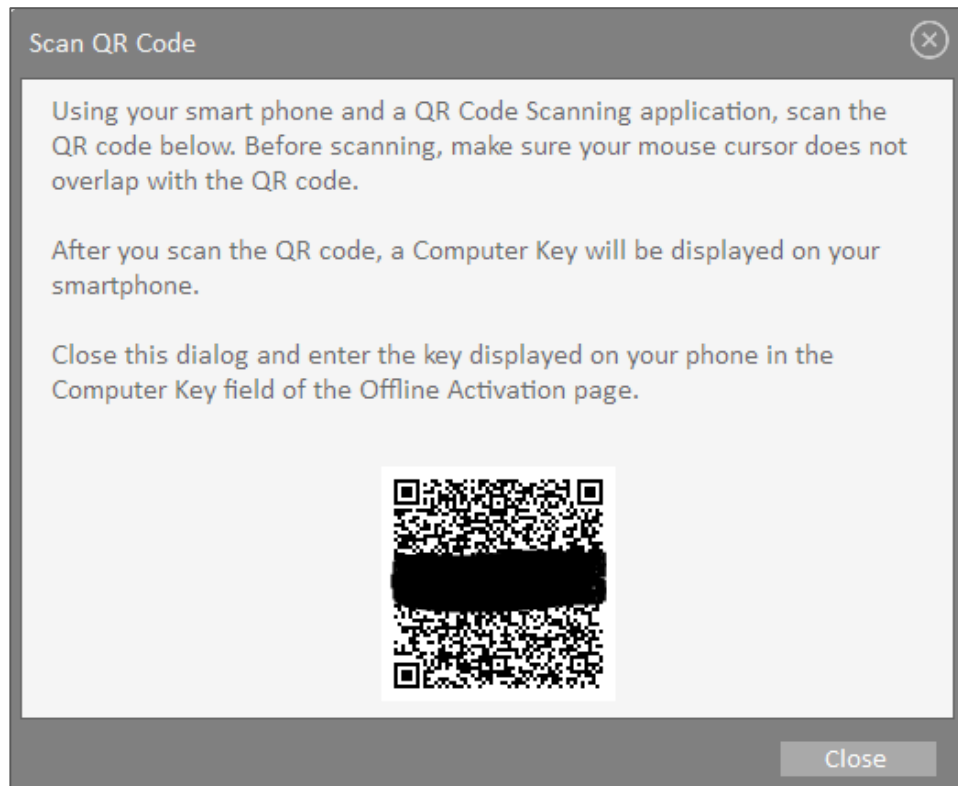


Figure 2-15. QLM Scan QR Code

## Deactivating the User License

To deactivate the QLM license, you must use the **License Wizard**. Reasons for deactivating a license include the need to move the license to a new computer after an old computer is decommissioned, the ending and non-renewal of a subscription based license, or a change in some identifying piece of information such as a hard drive or motherboard. Follow the steps below to deactivate a license from both the machine and the QLM license server.

- 1) Open CETIS by right-clicking on the CETIS short-cut.
- 2) Click on the **License Wizard** button (figure 2-10).
- 3) When the Windows UAC window pops up, answer “Yes” to allow QLM to deactivate the license.
- 4) Click on the **Deactivate your license** button (figure 2-11).
- 5) The **Activation Key** should already be entered into the **Activation Key** edit box.
- 6) Click the **Deactivate** button. You should be messaged that the license has been deactivated. You are not permitted to use CETIS on the same computer until the license has been reactivated.

### Important

- If you continue to use CETIS on the same machine you deactivated the license on, it will attempt to automatically reactivate the license if there are any remaining licenses left on the activation key. Continuing to use the software on a computer that has been deactivated on is a gross violation of the EULA and the computer will be logged as an illegal use.

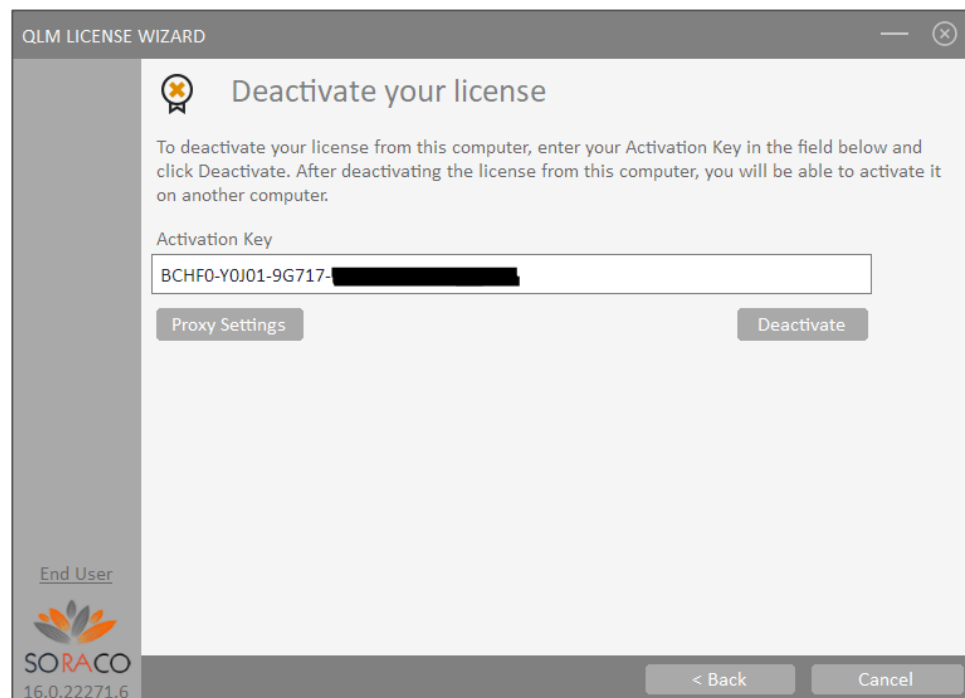


Figure 2-16. QLM Deactivation Page

## Add to Trusted Location

If you have installed CETIS on Access 2010 or higher you are advised to add the application to the Office Trusted Locations. Normally this is automatically done at installation, however, a Windows or Office update might invalidate the initial trust setting because Microsoft updates invariably delete registry keys without your authorization. By adding the CETIS folder to the Trusted Locations, the annoying warning that you will see every time you start CETIS will be eliminated because it is then in a trusted location.

**To add CETIS to a trusted location, do the following:**

- 1) Open the CETIS front-end if it is not already opened.
- 2) Click the **Security>Add Trusted Location** command button on the **Database** tab of the toolbar.
- 3) CETIS will ask if you want to add itself to “Trusted Locations” and to make the change permanent by writing to the registry.
- 4) Click **Yes** to proceed or **No** to cancel.
- 5) CETIS will open without any security warnings the next time it is opened.

### Very Important

- Please note that an accdb/accde file cannot be code signed like an mdb/mde file due to a major oversight by Microsoft software engineers. Therefore you may get a message asking if you trust the database and want to enable content the first time you open CETIS. Until CETIS has been added to the Trusted Locations, you will continue to get this message upon startup.

## Updating Backend to ACCDB Format

Prior to CETIS version 2.0, the back-end database format was the Access 2002 mdb format and the front-end was the Access 2010 mde format. Starting with CETIS version 2.0, the back-end format has been changed to the Access 2007 accdb format and the front-end is now in the Access 2010 accde format. Therefore you must update your back-end database when updating to CETIS v2.0, or higher, from an earlier version. If this is a new installation with a blank database, you can skip the instructions below because the back-end is already in the accdb format, otherwise follow the instructions below to complete the conversion directly from the CETIS application.

**To update the back-end from mdb format to the accdb format:**

- 1) Open the CETIS front-end, if closed, after you have installed the new version.
- 2) Allow the back-end to be updated to the current version of CETIS if it has not been previously updated.
- 3) From the **Database** tab of the toolbar, click on the **Log Off** button to disconnect the back-end database.
- 4) From the **Database** tab of the toolbar, select the **Back-End Utilities>Convert Backend** command.
- 5) Locate the populated CETIS.mdb you have been using and click the **Open** button.

- 6) Name the new file as “CETIS.accdb” or any other name you choose (CETIS no longer requires you to name the backend as CETIS.accdb).
- 7) CETIS will convert the file from within another instance of Access.
- 8) You will be asked if you want to relink to the new \*.accdb file.

#### Note

Normally when you link to the back-end database that is in the mdb format, CETIS will prompt you to immediately update the file to the accdb format. Therefore the procedure described above would only be necessary outside the normal linking process.

## Updating User-Defined Code Lists

Before CETIS can be effectively used, various lists maintained and used by the CETIS application should be supplemented with information specific to your lab. See the topic *Editing Lists* in Chapter 7 for a full discussion on adding or editing list entries. Review each of the lists and add data where appropriate.

Although a lab code is assigned to each copy of CETIS at the time of purchase, you must open the **Laboratories** list and enter the code provided for your laboratory. Tidepool Scientific, LLC will send the **Lab Code** on file with the activation key in an email. If the **Lab Code** must be changed, contact the vendor so that the master list can be updated. Specific address and contact information should also be entered.

The **Default Protocol** and **Default Organism** assigned to any particular test can be edited in the **Test Titles** list. Since U.S. users may be using U.S. EPA approved test organisms and protocols and Canadian users may be using Environment Canada approved test organisms and protocols, it may be helpful to edit the **Test Titles** list before getting started. Similarly, test protocols and organisms required by the user, but not already in the database, can be added. Also, decision trees may be different between regulatory entities, therefore the **Default Decision Tree** can also be specified in the **Test Titles** list for each type of test.

The **Sample Sources** list requires updating to reflect specific samples being entered into the database. When testing samples for NPDES monitoring purposes, the **Code** field in the **Sample Sources** list should represent the NPDES permit number assigned to the discharger. If the NPDES number is desired on the reports, incorporate the number into the **Description** field, such as “Riddly WTP (CA00001212).”

Please note that the more complex the code chosen for any given list record, the less chance that there will be conflicts between codes from two different labs. Do not succumb to the use of very simple codes like “A” or “BA” unless appropriate. This only becomes especially relevant when sharing data between users of different databases.