

ACO

12.4.7.1 Release

Quick Install

To update ASPEN Central Office (ACO) to ASPEN 12.4.7.1, you can perform a Thin or Client/Shared/Full Install as appropriate. Instructions for all installation options follow.

Note: The updates to ASPEN Regional Office (ARO) for CMS CO and RO are performed by the CMS contractor in coordination with DQSAS. You do not need to follow the Thin Install process described in this document.

Thin Install

The Thin Install option allows you to update only the shared ACO application files on your network server. This makes upgrading very efficient because you do not have to run an install program, and you skip client installation altogether.

To do a Thin Install of ACO 12.4.7.1, you simply unzip the “ACO12.4.7.1_Thin.zip” file, which contains the updated shared ACO files, into the shared ACO application folder on the network.

Note: If you need to install ACO 12.4.7.1 on a new server or client machine, perform a Client/Shared/Full Install using the ACO Client or ACO Shared option, or both, as described on page 2.

Performing a Thin Install

- 1 Locate the network folder containing the current shared ACO application files.
The shared files are usually in the folder where all users access the application. For ACO, this folder contains various files including ACO.EXE and AtgMain.DLL, and a folder called Data.
- 2 Make a backup of the folder containing the shared files.
- 3 Locate the “ACO12.4.7.1_Thin.zip” file containing the updated shared ACO files.
- 4 Unzip the “ACO12.4.7.1_Thin.zip” file with the ZIP program of your choice, for example, WinZip.
- 5 Extract all the files in “ACO12.4.7.1_Thin.zip” file to the shared folder. If you are prompted to overwrite existing files, choose to do that.

The upgrade is complete.

Final note - Thin Install

To verify that the update was successful, start ACO and make sure the ASPEN 12.4.7.1 version is running by clicking Help on the tool bar, then About Central Office.

For installation assistance:

QTSO Help Desk — ASPEN Hotline

888-477-7876

iqies@cms.hhs.gov



Client/Shared/Full Install

If you are installing ACO 12.4.7.1 on a new server or client machine, you need to perform a Client/Shared/Full Install using the ACO Client or ACO Shared option, or both, from the ASPEN 12.4 Full Install DVD. To obtain the DVD, contact the QTSO Help Desk.

Note: If you are upgrading ACO on your server/clients to ASPEN 12.4.7.1, you can use the Thin Install process described on page 1.

ACO workstations must have a valid TCP/IP network connection between the workstation and ASPEN's database server.

Before beginning:

- Make sure all applications are closed.
- You must be logged in with administrator privileges.

Performing a Full Install

- 1 Insert the ASPEN Full Install DVD.
- 2 Right-click **Start**, then select **Run**.
Click **Browse**, and locate the folder containing the ASPEN installation files on your DVD drive.
- 3 Select **SETUP.EXE** and **Open** to launch the ASPEN Installer. On the Welcome screen, click **Next**.
- 4 On the Select Features screen, expand the ACO node and select the features you want to install.

ACO Client

Client components must be installed on each workstation that will be running ACO for the first time.

ACO Shared

Shared components should be installed on a network server that is available to all agency staff.

This task is performed only once, *before* any Client components are installed on individual workstations.

Note: To install both Client and Shared components (Full Install) on one computer, select both options.

- 5 Click **Next**.
- 6 For Destination, either accept the defaults or **Browse** to the desired location of the ACO folder.
The Installer defaults to C:\ASPEN\ACO or the existing ACO folder, if there is one.
- 7 When the correct destination folder is displayed, click **Next**.
Note: Steps 7 and 8 are repeated for client and shared, so two prompts may occur.
- 8 When Setup is complete, you may be prompted to restart your computer. Select **Yes** to restart your computer now, then select **Finish**.

Final note - Full Install

An ASPEN Central Office entry will be added to your Start|Programs menu and your desktop. If you performed the Client Install, and you are not upgrading a prior version, the first time you select this item you will be asked to provide the location of the ACO executable file (ACO.EXE). Select **Browse** and go to the location on the network where the Shared components are installed.

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