

# Instructions for CeTARS WEB Installation

## Version 3 (01 July 2004)

**If your computer is a DELL model and is connected to NMCI... STOP, These instructions WILL NOT WORK. Call your NMCI Help Desk for further instructions and assistance.**

### Begin Here

*It is recommended that you PRINT and READ these instructions before starting any installation procedures.*

If your computer is **not** on NMCI and on a Network, contact your ADP Department to ensure you have the following:

- Full System and Network Administrator privileges to the computer (required for installation only and first time access to CeTARS).
- Service Pack 6A (SP6A) or later for Windows NT (4.0).
- Computer meets all the minimum system requirements. See [System Requirements](#).
- Internet Explorer version **5.5** or above with all critical updates.
- Go to [Downloading and Loading Procedures](#).

NOTE: If you do not have Internet Explorer or if your Internet Explorer encounters difficulties, you may use NETSCAPE. NETSCAPE versions 4.76 and 4.78 with 128-bit encryption will work with CeTARS. Later versions of NETSCAPE will not work with the current version of CeTARS.

- ◆ Be sure to uninstall any earlier version of Netscape before installing Netscape. Do this by using the Add/Remove Programs through the Control Panel.
- ◆ Netscape desktop preference options - This is approximately the fourth screen presented. Uncheck both the "Make Netscape Netcenter my home page" and "Use Netscape Netcenter to search the web".

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## **Downloading and Loading Procedures**

1. Access the following web address:  
[https://cetarsweb.cnet.navy.mil/pls/cetars/main.cac\\_message](https://cetarsweb.cnet.navy.mil/pls/cetars/main.cac_message).
2. Read and click **YES** (all Security Windows) or **NON CAC** to access the "Common Access Login" page. Select **DOWNLOAD CeTARS INSTALL PACKAGE** from the CeTARS menu.
3. The "CeTARS Web Schoolhouse Version 2 Download" page will load. Fill out all the requested information (not required).
4. Click on the **SUBMIT** button. The page will remain on your screen.
5. Click on the **DOWNLOAD** button. The "File Download" screen will appear.
6. Select your preference below:

Select **OPEN**. This will download the CeTARS file to a temporary file. Once the file has downloaded, the system will begin loading automatically.

**or**

Select **SAVE**. This will download the CeTARS file to your hard drive at a location of your choice. Once the CeTARS files have downloaded, go to that location and double-click on the "CeTARS Web Schoolhousever2.exe" file to begin the loading process.

### ***SPECIAL INSTRUCTION:***

*If your network does not permit you to use the OPEN feature, you must select SAVE.*

7. The "CeTARS Web Schoolhouse – InstallShield Wizard" screen will appear. Click the **NEXT** button.
8. A "Question" box will ask to continue with the installation. Click on the **YES** button.
9. The next screen will be the "CeTARS Web Schoolhouse Setup" welcoming you to the InstallShield Wizard. Click **NEXT**.
10. The CeTARS WEB Schoolhouse icon has been created on your Desktop, when the "InstallShield Wizard Complete" screen appears. Click **FINISH**.

**NOTE:** CeTARS WEB has not finished loading. Proceed to the next section "Installation Procedures" for additional instructions.

## **Installation Procedures**

1. Close all active windows and return to your desktop. Locate the new "CeTARS Web Schoolhouse" icon and double click.
2. Install all necessary files (listed below) to enable the CeTARS WEB application to run properly.

**NOTE:** Select **YES** or **CONTINUE** at all user prompts received during the CeTARS loading process. Be sure to allow all files to load completely before exiting the installation menu.

- Step 1 – Print Directions
- Step 2 – Install Netscape
- Step 3 – Install Adobe Reader 5.0

***SPECIAL INSTRUCTIONS:***

- ◆ *If an older version of Adobe Reader is residing on your PC, please uninstall it before installing version 5.0. Do this by using the "Add/Remove Programs" process through the Control Panel.*
- ◆ *Do not restart your computer at this time.*
- ◆ *Do not view the Readme File at this time.*

- Step 4 – Install Java Initiator
- Step 5 – Install Discoverer Files

***SPECIAL INSTRUCTIONS:***

- ◆ *Install only if you have Discoverer Permission.*

- Step 6 – Install Remote Print Utility

***SPECIAL INSTRUCTIONS:***

- ◆ *The Remote Print Utility is for users who have special form/label requirements that must bypass the report queue.*
- ◆ *Accept all defaults and select the FINISH button on the last screen.*

3. When the "InstallShield Wizard Complete" screen appears, Setup has finished installing Oracle Jinitiator on your computer. Click **FINISH**.

**NOTE:** If you do not receive this window contact the CeTARS Training Team at:

**COMM 850-452-1001 or DSN 922-1001**  
**Extension: 1244, 1326, 1147, 1284, or 1085**  
**Or**  
[cetars.mgmt@cnet.navy.mil](mailto:cetars.mgmt@cnet.navy.mil)

**NOTE:** Before proceeding, it is recommended that each user read the "[Additional Loading Requirements](#)" section.

## Accessing CeTARS WEB

1. To access CeTARS WEB, launch Netscape, enter <https://cetarsweb.cnet.navy.mil> into your browser address bar and press the **ENTER** key.

### **SPECIAL INSTRUCTIONS:**

- ◆ *If Netscape did not previously reside on the workstation, a profile will need to be set up. Either enter valid data or 'enter' through the screens.*
- ◆ *Before the CeTARS WEB homepage loads, you will receive a series of server certifications. When the page appears with three-radio button, select **ACCEPT UNTIL THE CERTIFICATION EXPIRES**. When this selection is made, the certification notification will no longer appear.*

2. When the CeTARS WEB homepage loads, select the appropriate application menu button.

### **SPECIAL INSTRUCTIONS:**

- ◆ *If you require a password for logon or have problems with loading the software, contact the CeTARS installation support office:*

#### **For CeTARS/DISCOVERER:**

COMM (850) 452-1001 or DSN 922-1001

Extensions: 1212 / 1284 / 1147 / 1085 / 1326.

#### **For CENTRA:**

COMM (850) 452-1001 or DSN 922-1001

Extensions: 1231 / 1212 / 1284 / 1147 / 1085 / 1326.

## *Additional Requirements*

### *Netscape*

Remove any icons from the desktop that were setup during the Netscape installation. These include AOL Instant Messenger, Take5, and AOL minutes. If you are already using Netscape 4.78, you must disable **Smart Browsing**, clear the memory and disk cache. To do this, follow the procedure below:

1. Select the **EDIT** pull down menu.
2. Choose **PREFERENCES**.
3. Click **SMART BROWSING** and uncheck **ENABLE WHAT'S RELATED**. Smart Browsing is located under the Navigator drop down.
4. Double click **ADVANCED**.
5. Select **CACHE**.
6. Click the **CLEAR MEMORY CACHE** button.
7. Click **OK**.
8. Click the **CLEAR DISK CACHE** button.
9. Click **OK**.
10. Select **EVERY TIME** below the "document in cache is compared to document on network".
11. Click **SMART UPDATE** and uncheck **ENABLE 'SMART UPDATE'**.
12. Click **OK**.
13. Close Netscape.

### *Adobe Reader 5.0*

1. Launch Adobe Reader.
2. Select the **EDIT** pull down menu and click **PREFERENCES**.
3. Select the **OPTIONS** and uncheck **ALLOW BACKGROUND LOADING**.
4. Click **OK** and close Adobe Acrobat Reader.

## *Reset E-mail Option*

During the Netscape Browser installation, Netscape Messenger became the default e-mail program. To reset your e-mail option back to Microsoft Outlook, follow these instructions.

1. Click the **START** button, choose **SETTINGS**, and then select **CONTROL PANEL**.
2. Double click the icon **INTERNET OPTIONS**, choose the PROGRAM TAB and select **MICROSOFT OUTLOOK** from the E-MAIL pull down.

## *System Requirements*

- Windows 95, Windows 98, Windows NT 4.0, Windows 2000, or Windows XP
- Pentium 350 MHz processor or better
- 20 MB free hard disk space (recommended 30 MB)
- 128 MB system RAM
- 4 MB AGP Video
- 17" Monitor or better
  - 1024 x 768 resolution
  - 256 color or better
  - Small Font
- 128 bit encrypted Internet browsers
- Netscape 4.76 and 4.78
- Internet Explorer 5.5 and 6.0  
*(IE 6.0 is not currently certified by Oracle, but will work if a normal installation is performed with all plug-ins and critical updates).*
- JAVA VM (Virtual Machine) Build 3810 or later.
- Mouse and 104 key Keyboard.

CeTARS access works best over a LAN (that is, Ethernet) connection. It will also function properly using a dial-up modem (28.8 or better).

## *Proxy Settings*

For users going through a proxy server, the following exception should be entered in the "exceptions" box of the appropriate browser.

- For Netscape, enter ***.cnet.navy.mil***
- For Internet Explorer, enter ***\*.cnet.navy.mil***