

Using the Drug Testing Program(Full) with MS Vista or Windows 7

YOU MUST HAVE ADMINISTRATIVE RIGHTS TO YOUR WORKSTATION TO INSTALL OR UNINSTALL THE DTP.

IF THE DTP HAS ALREADY BEEN INSTALLED ON YOUR WORKSTATION, and **you are getting errors** when you try to use it, you will NEED TO UNINSTALL the drug testing program, DELETE THE FOLDER “C:\Program Files\DOD Drug Testing Program” and/or “C:\Users\Public\DOD Drug Testing Program” from the workstation, and THEN install the DTP using the instructions below.

Make a backup of your data and history using the System Utilities / Backup and Restore function. Store your backup on a different location than your workstation, such as a secure network drive or CD/DVD.

If you use notification letters, your IT support will need to copy out your "Templates" folder from the “DOD Drug Testing Program\Templates” location.

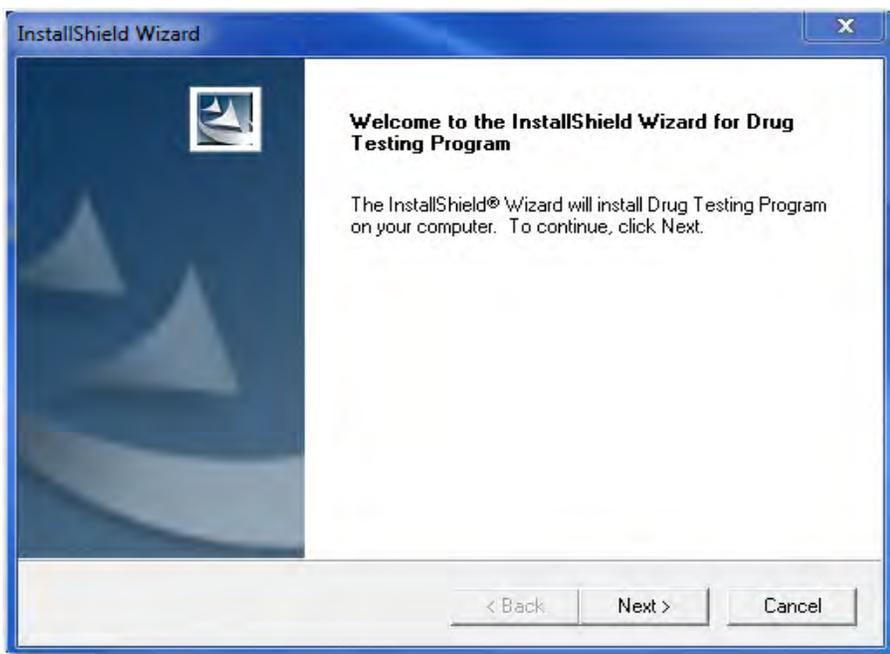
1. Download the correct Drug Testing Program setup file for your service from the DOD Drug Testing website, or your service Drug Testing website:

Army: <http://acsap.army.mil/sso/pages/public/freq-downloads.jsp> , DTP Full v5.2.6.1

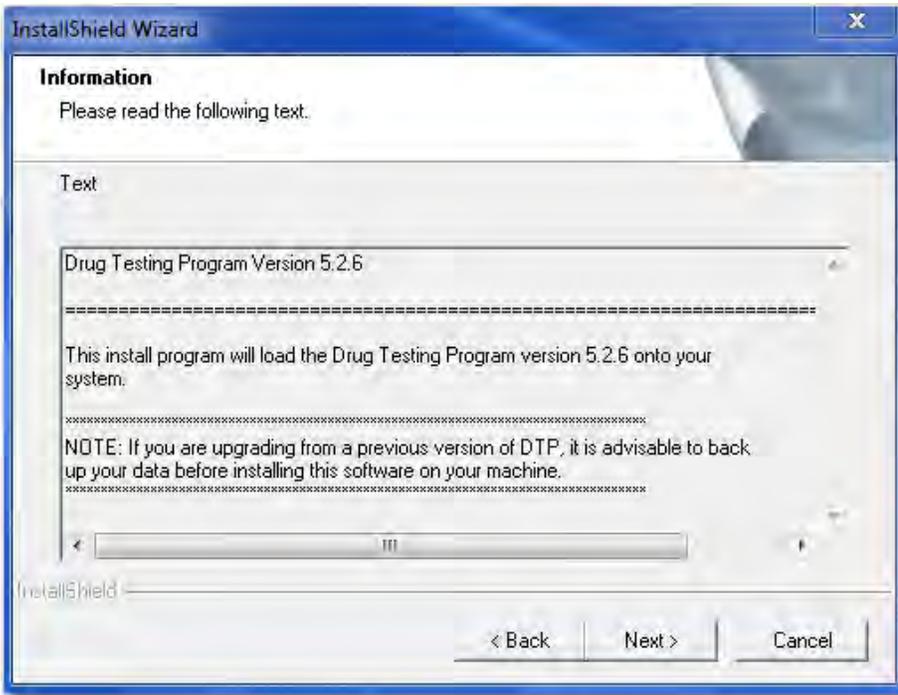
Air Force: <https://iftdtl.amedd.army.mil> , DTP/NDSP Portal, v5.2.6.1 All Service version

Marine: <http://iftdtl.amedd.army.mil> , DTP/NDSP Portal, v5.2.6.1 All Service version

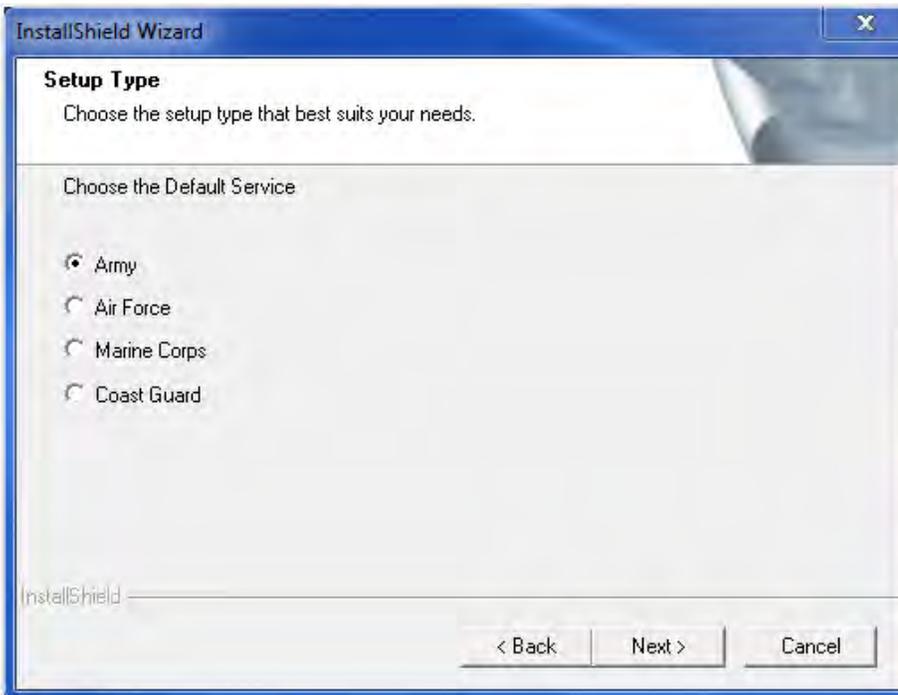
2. Double-click on the “DTP_XP_Vista_Win-7.exe”, and click “Next”:



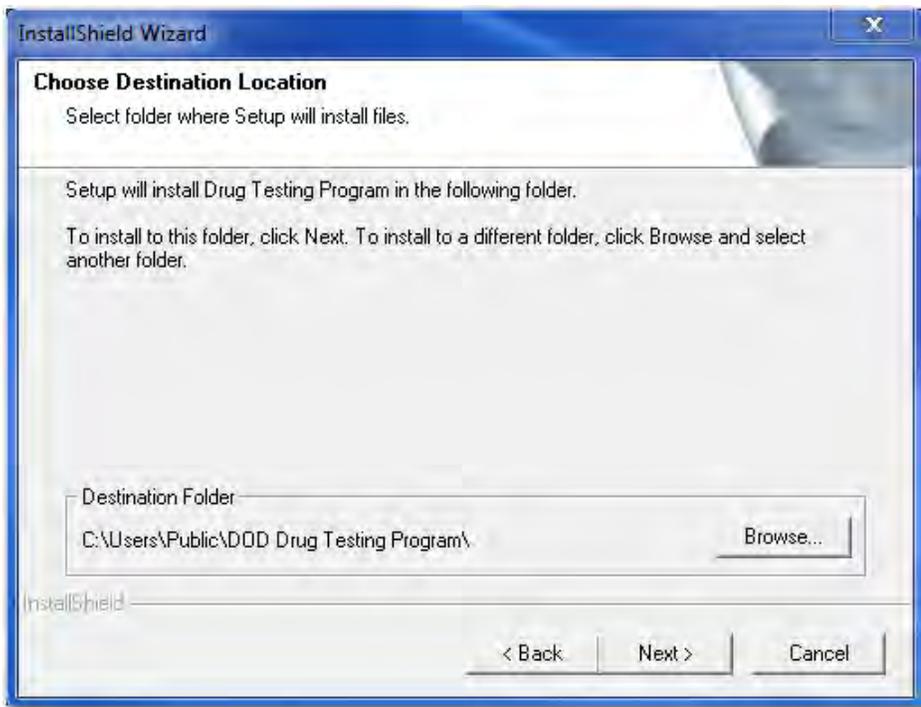
3. The installation process lists the drug testing program information, and click “Next”:



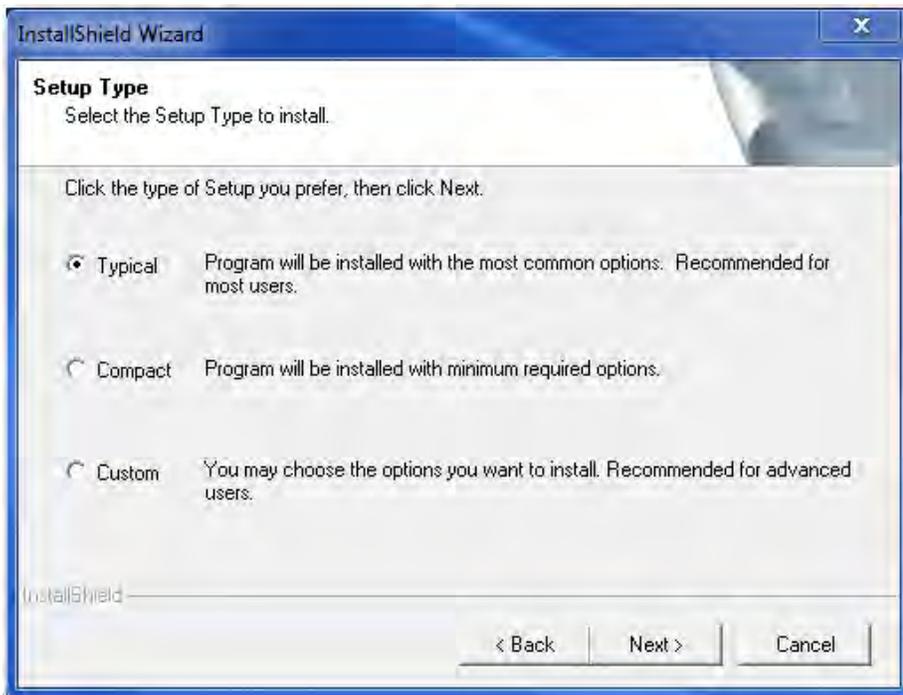
4. Select the appropriate service, and click “Next”:



5. Use the default installation directory, and click “Next”:



6. Keep the installation selection at “Typical”, then click “Next”:



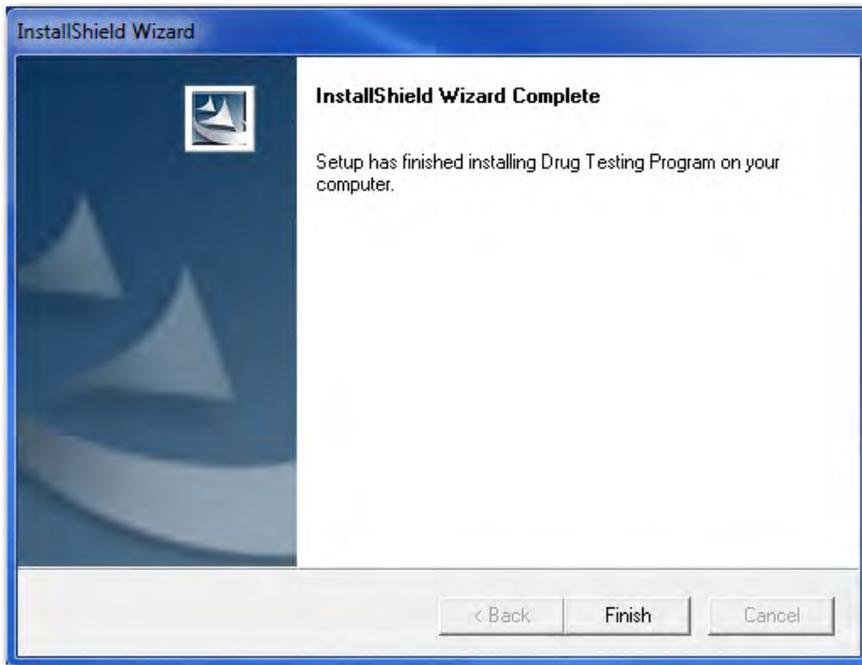
7. Review the installation parameters, and click “Next”:



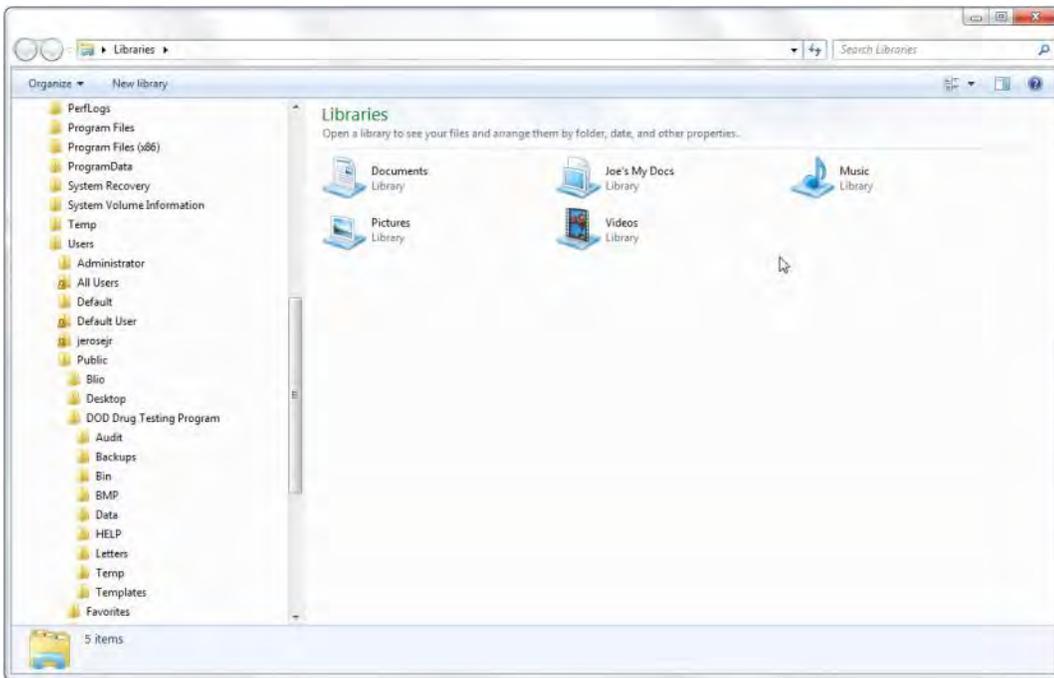
8. Select your service type, and click “Ok”



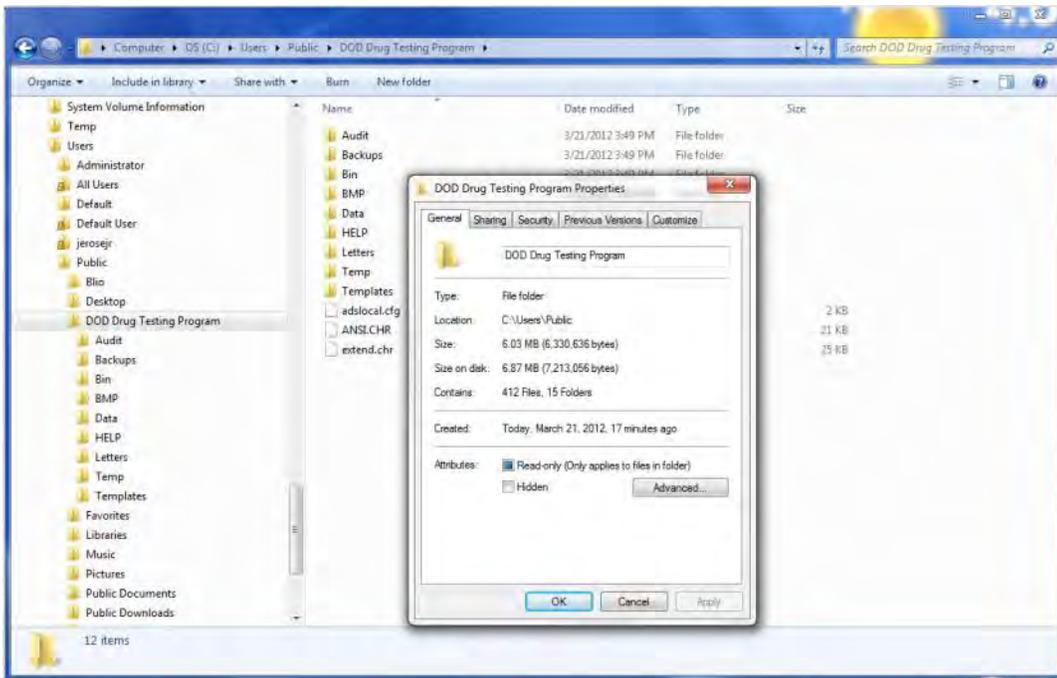
9. You should get the “Installation Complete” Click “Finish” to complete the installation of the DTP.



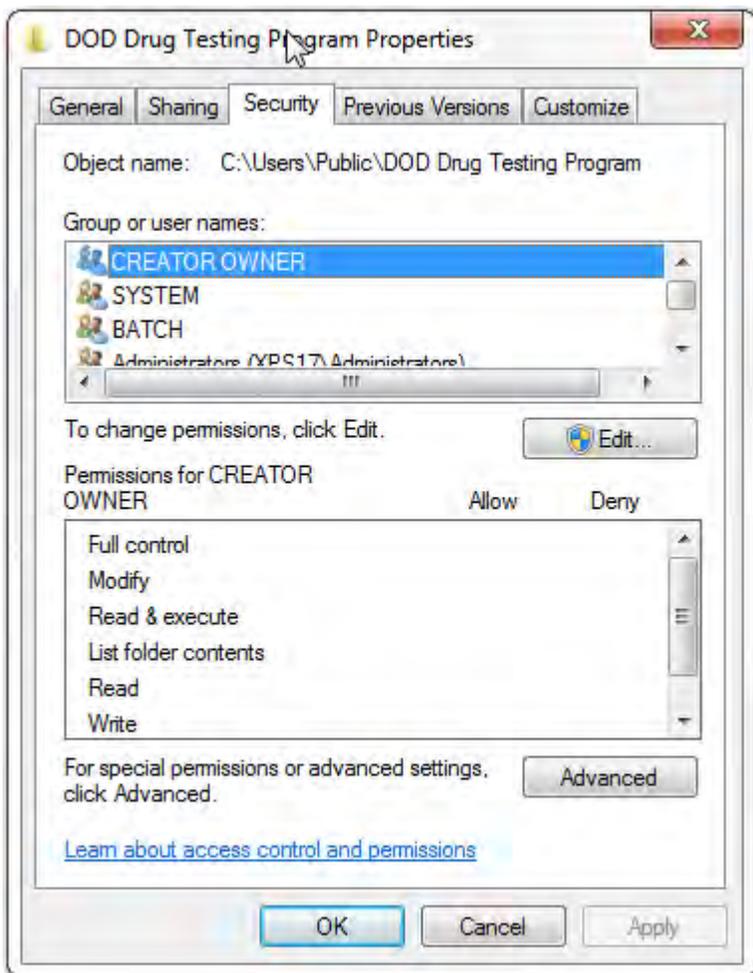
10. Use Windows Explorer, and go to the DTP Folder = C:\Users\Public\DOD Drug Testing Program:



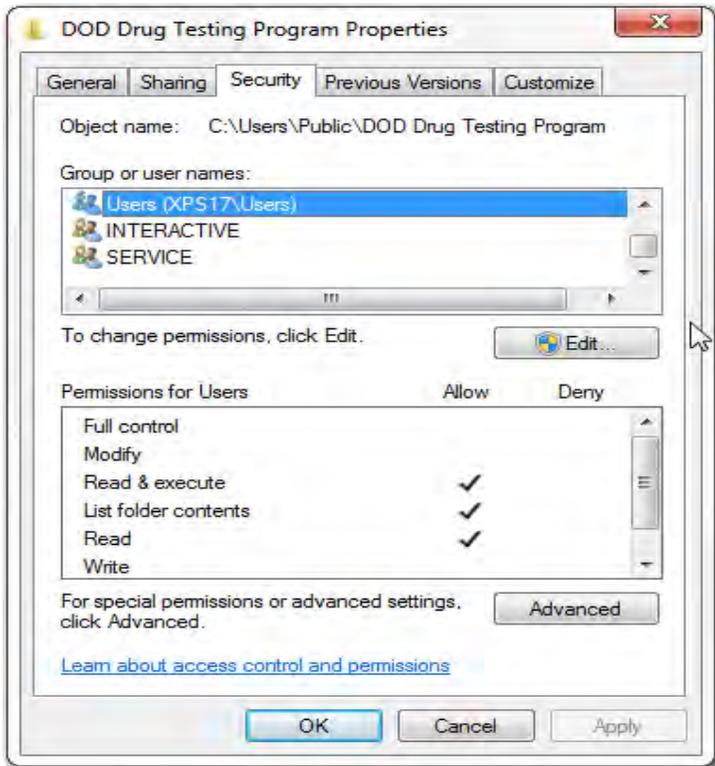
11. Right-click and choose "Properties":



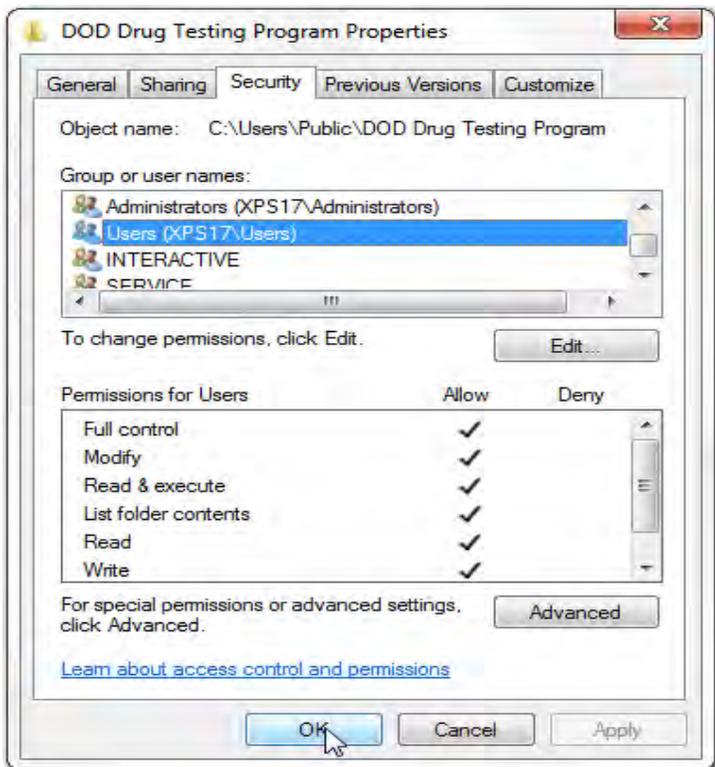
12. Click on the "Security" tab:



13. Click on "Edit", and add "Users" to the Groups:



14. Assign "Full Control" to the "Users", and click "Ok":



15. Have the Administrator log out, and the user log into the workstation. Click on the yellow bottle to start the Setup Wizard, and enter the information requested.

16. Log out of the DTP and the workstation, reboot the workstation, then have the user log into the workstation and access the DTP. If all the data is accessible, the DTP should work correctly from now on.

Please contact me if you have any questions.

Have a great day,
Joe

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