



**New York State Homes and Community Renewal**

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**To:** Local Administrators  
**From:** HCR - Housing Information Services, HCV Automation  
**Re:** Installation instructions for the Statewide Housing Choice Voucher System, Version 4.6 Revised  
**Date:** March 2012

The SHCVS version 4.6 revised is either installed from HCR's web server (Option A) or downloaded from HCR's web server and installed later (Option B). This new code is needed to process an FSS request and for users with 'wait list' and 'wait list and county' security to update the wait list application date when inserting a new wait list family.

Since this version only corrects the wait list data entry screen and the FSS request download process, **it is only necessary to install this revised version on the PCs of your staff that need the corrected code. The revised version does NOT need to be installed on all PCs/clients.** The version number displayed in the splash screen when logging in and the version number with the help menu, remain at version 4.6. Please see the enhancements document for more information.

There is NO program (ie UPDATE.EXE) to download and run to update the SHCVS database for this version.

If SHCVS is installed as a client/server and after the installation the number of users allowed to log on is less than before the installation, please email HIS with the number of licenses previously used. We will provide you with information to reset the number of licenses.

**WEB INSTALLATION OPTIONS**

There are two options to install SHCVS versions from the web. Both options require the user to connect to HCR's web server and download the installation files (48 megabytes) that are an executable (.EXE) file. Executable files typically require the user to have high security as these files can contain malicious code that causes havoc with computer systems. Check with your IT staff to determine the security needed to download (option B) or process (option A) this file.

	OPTION A Use if...	OPTION B (most LAs) Use if...
Number of clients	Few clients or a standalone	Many clients
Internet Connection	All clients have internet access	One staff member with internet access

Internet Security	Each user has high internet security	One staff member with high internet security
Process	Run directly from HCR web for each client	Downloaded once to common LA location (or CD) and run on clients from that location

## INSTALLATION INSTRUCTIONS

If using a server or client/server, the database must be running.

**If using a server DO NOT install the new version on the server machine.**

If using a client/server, install the new version on the client/server machine first.

If using clients install the new version on those machines after the client/server is updated.

If using a standalone install the new version on that machine only.

1. Backup the data using the System Maintenance tab page, then exit SHCVS. The database only needs to be backed up once.
2. Go to each client. Go to the <START> button, lower left screen corner, left click and select <SETTINGS>, <CONTROL PANEL>, and <ADD/REMOVE PROGRAMS>. Highlight 'Statewide Housing Choice Voucher System County' from the list of installed programs and then select the <CHANGE/REMOVE> option. The exact option labels differ based on the operating system.
3. The Install Shield Wizard begins. Select the options to 'remove' the system.
4. Connect to HCR's website by clicking on this link:  
<http://nysdhcr.gov/Programs/Section8HCV/SHCVSSystem/>
5. Three files to download are displayed. The System Installation File (b.) requires a password. The documents, however, can be downloaded without a password. Download the documents as needed.
  - a. Installation Instructions - this document and directions.
  - b. System Installation File, SETUP.EXE - SHCVS 4.4 code/program and installation files to download or run, see next step.
  - c. Version Enhancements - a document of enhancements and corrections for the new version.

As stated earlier, there is NO database update program to download and run for this version.

6. Select the 'System Installation File' (b. from step #5) to download or run the new SHCVS installation.
7. Enter your county name, only the first eight characters and no spaces as the userid. For example the userid for St. Lawrence is 'stlawren' and for Washington it is 'washingt'. Enter your HCR transmission password, the same one used to transmit the EOM file.

8. A screen titled 'File Download - Security Warning' is displayed with three options:
  - a. <RUN> - used with Option A to install the new version directly from HCR's web server
  - b. <SAVE> - used with Option B to save the installation files to the client or common server
  - c. <CANCEL> - closes the window and returns to the prior screen.

**\* WEB INSTALLATION OPTION A\***

If Option A above was chosen and the installation is to be run directly from HCR's web site, then SHCVS and the client must be prepared for the installation. For example the old version must be removed or uninstalled from the client and the database backed up before installing the new version. If these steps are not complete, then STOP, and review steps 2 to 3 of these installation instructions.

- A1) After your password is accepted, select the <RUN> option on the screen. The EXE file is copied to your client.
- A2) A screen titled 'Internet Explorer - Security Warning' is displayed. Select <RUN>.
- A3) Select the type of installation and the defaults to install the new program.
- A4) The installation is complete for this client. Repeat steps 2-3 if not yet done and steps A1 to A3 for all other clients **that need the corrected code.**

**\*WEB INSTALLATION OPTION B\***

- B1)After your password is accepted, select the <SAVE> option to save the installation files to the client or a CD or a common server and install later.
- B2)Select the location to save the installation file. The file is copied to the location selected.
- B3)The file (a self extracting EXE) is downloaded so close your web browser.
- B4)SHCVS and the client must be prepared for the installation. For example the old version must be removed or uninstalled from the client and the database backed up before installing the new version. If these steps are not complete, then STOP, and review steps 2 to 3 of these installation instructions.
- B5)Start Windows Explorer and go to the CD or the common server.
- B6)Double click on SETUP.EXE to run the install program.
- B7) Select the type of installation and the defaults to install the new program.
- B8)The installation is complete for this client. Repeat steps 2-3 if not yet done, and B1 - B7 for all other clients **that need the corrected code.**

