

New Installation of CHIP-AZ

Not to be used as an update.

Go to the internet site you are given. You will see the following.

**Full installation for Office 2003 users only.
Click the link below to begin download.**

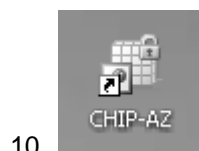
[CHIPvvFull](#)

**You may be asked to save the file.
Save it to your desktop.
Once save is complete, open the file.**

"xxxxxx" = date "VV" = version

To install:

1. Save the file **CHIPvvFullxxxxxx.exe** to your desktop.
2. Open the file **CHIPvvFullxxxxxx.exe** on your desktop.
3. Click **OK** to the message.
4. Winzip will open. Click **Unzip**.
5. Click **OK** when you see files unzipped.
6. Click **Close** to close winzip.
7. **Remove** the file **CHIPvvFullxxxxxx.exe** from your desktop.
8. Check the desktop icons for the **CHIP-AZ** shortcut icon.
 - a. If it is not present, open the **C:\CHIP2000** folder.
 - b. Find the file **CHIP2000.mde**
 - c. Right click its icon and select **Send To**, then select **Desktop** (Create Shortcut).
9. Click CHIP-AZ icon on your desktop.



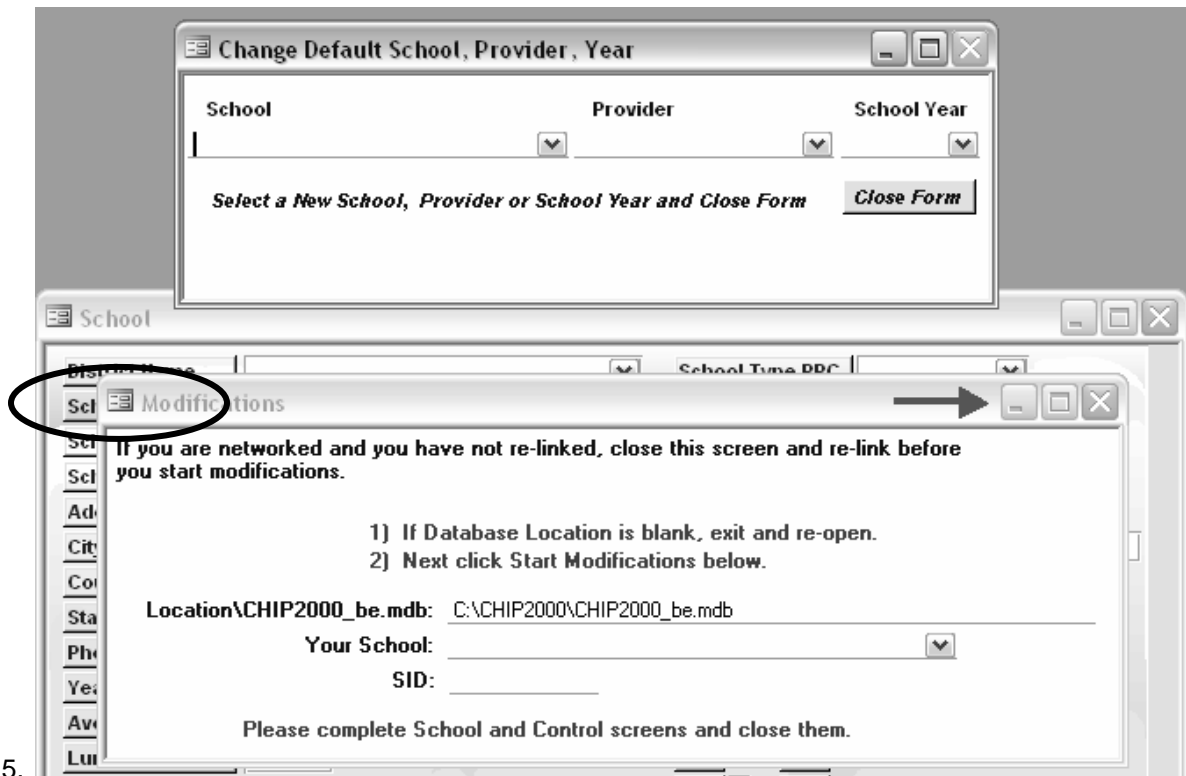
10.



11.



- 12.
13. Do NOT close any screens.
14. **Minimize**, do NOT close, the Modifications screen.



- 15.
16. Click on School and complete information including Ave Enrollment.

School

District Name	Cave Creek Unified District	School Type PPC	Public
School Name	Cactus Shadows High School/psh	School Type	High
School ID (CTDS)	070293204	First School Day	8/1/2007
School Code	204	Head Start Lic#	
Address	P O Box 426	Child Care Lic#	
City	Cave Creek	Facility Dir /Own:	
County	Maricopa	Grades served at this school	
State	AZ	Zip	85327
Phone		Fax	(555) 555-5555
YearRoundCal	<input type="checkbox"/>	PS	<input type="checkbox"/> 7 <input type="checkbox"/>
Ave Enroll	1200	K	<input type="checkbox"/> 8 <input type="checkbox"/>
Lunch Free%	0.00%	1	<input type="checkbox"/> 9 <input checked="" type="checkbox"/>
Fluoride	0	2	<input type="checkbox"/> 10 <input checked="" type="checkbox"/>
		3	<input type="checkbox"/> 11 <input checked="" type="checkbox"/>
		4	<input type="checkbox"/> 12 <input checked="" type="checkbox"/>

- 17.
18. Close the School screen.
19. Complete at least the minimum information shown in the Provider screen.
20. Pick the school from the dropdown under Select Schools.

Provider

First Name	First	AHCCCS Pin	1
Last Name	Provider	CPR Cert Date	<input type="checkbox"/> CPR Full
Title		SIEMS-C Course Date	
Education	BS	ASHAR Certification	
National Cert	None	AZ Courses Completed	
AZ Cert	None	<input type="checkbox"/> School Nurse Practice	
RN, LPN, HA, StH		<input type="checkbox"/> Physical Assessment of School Aged Child	
Years Exp RN		<input type="checkbox"/> Nursing Care of Child with Devel Disabilities	
Inactive	<input type="checkbox"/>		
Email Address			
Select Schools	Cactus Shadows High School/psh	<input type="radio"/> Primary Provider	
		<input checked="" type="radio"/> Primary Provider	

Record: 1 of 1

- 21.
22. Close the Provider screen.

23. Complete the information on the Change Default School... screen using the dropdowns.

Change Default School, Provider, Year

School: Cactus Shadows High School/ps
Provider: Provider, First
School Year: 2007-2008

Select a New School, Provider or School Year and Close Form

Close Form

24.

25. Close the screen.

26. Modifications screen will open.

27. Complete Your School: using dropdown

Modifications

If you are networked and you have not re-linked, close this screen and re-link before you start modifications.

1) If Database Location is blank, exit and re-open.
2) Next click Start Modifications below.

Location\CHIP2000_be.mdb: C:\CHIP2000\CHIP2000_be.mdb
Your School: Cactus Shadows High School/ps
SID: | _____

Please complete School and Control screens and close them.

28.

29. Close the Modifications screen.

30. Close CHIP-AZ with the red X in the upper right corner of your screen.

31. Open CHIP-AZ.

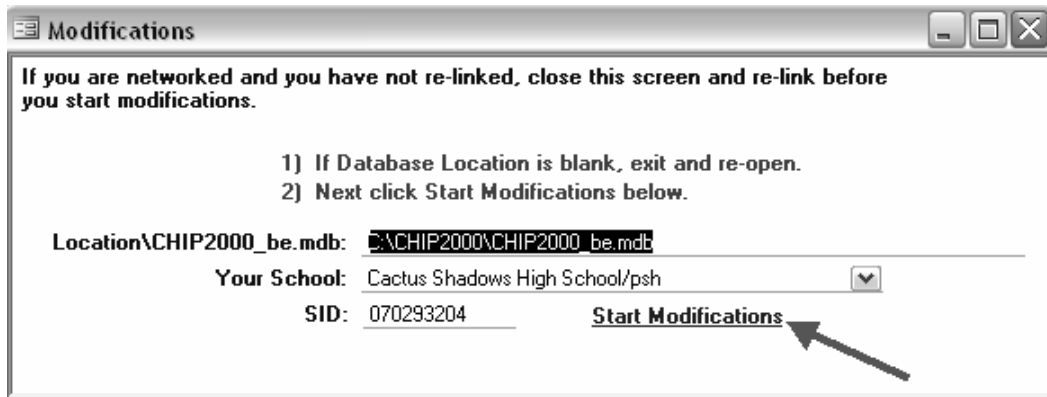
Password Required

Enter database password:

OK Cancel

32.

33. Enter password and click OK.

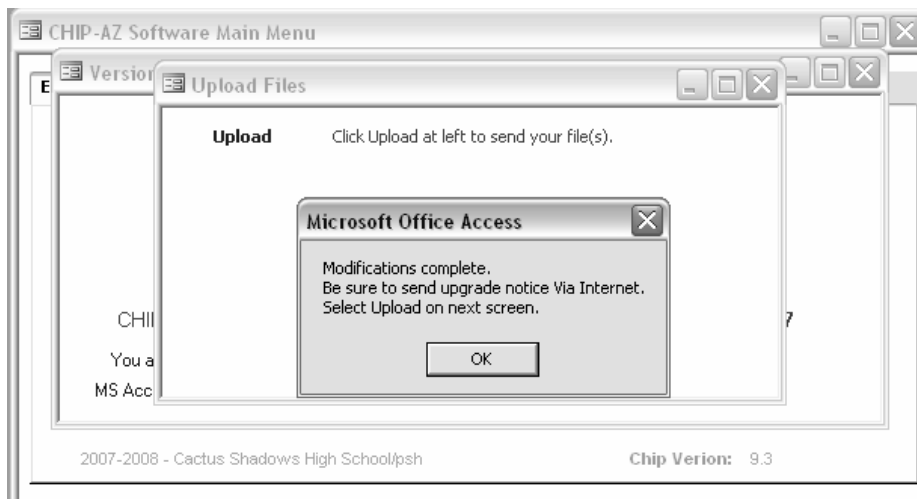


34.

35. Click Start Modifications above.

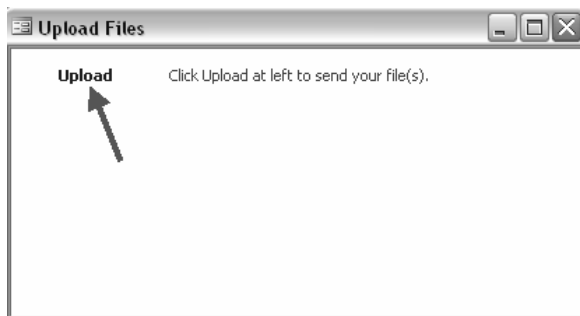


36.

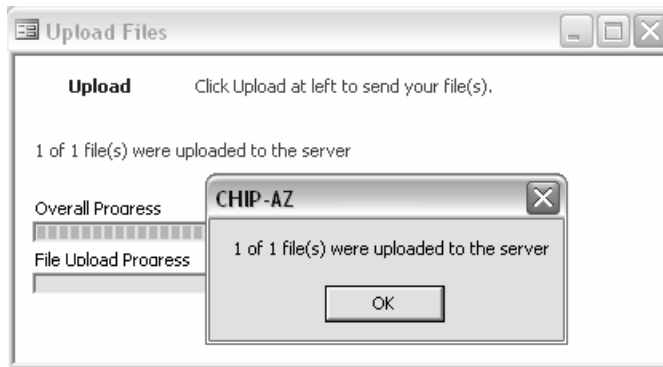


37.

38. Click **OK** then click **Upload** on next screen.

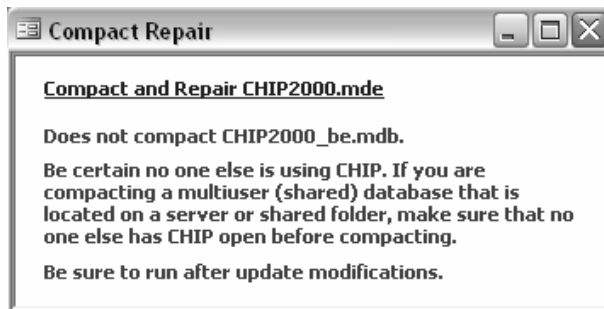


39.



40.

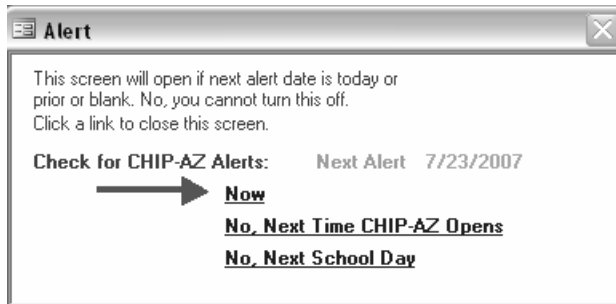
41. Click **OK**, then close screens until you see the following.



42.

43. Click **Compact and Repair...** and wait a few moments.

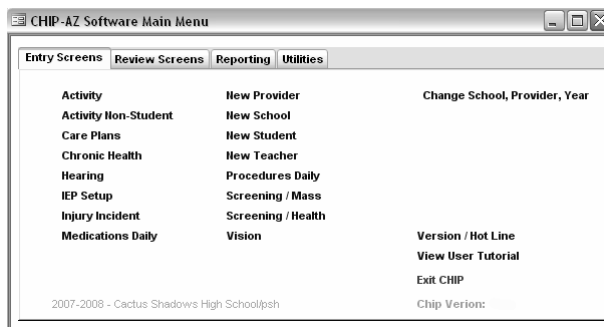
44. The **Alert** screen appears.



45.

46. Click **Now** to be taken to the internet site. Review and close internet page.

47. **CHIP-AZ Software Main Menu** appears. You are ready to go!



48.