

# DecisionPad 4

Helps organizations get decisions *made*

## **Installation Guide**

## *DecisionPad 4 Installation Guide*

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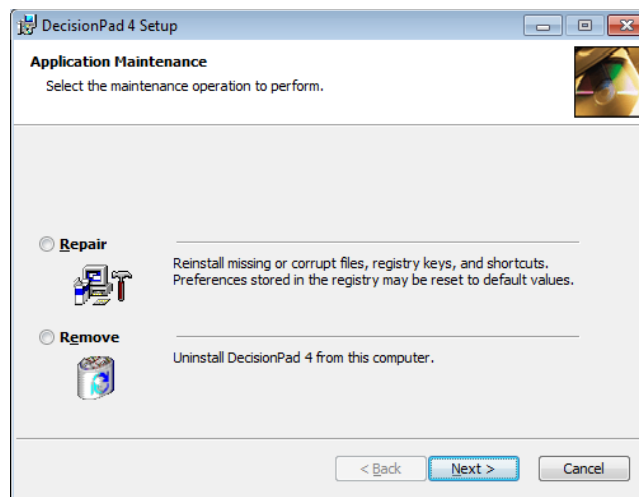
# DecisionPad Program File Installation

These instructions apply to 4.0A versions dated 3/18/11 and later, for two licensing modes:

- Demonstration – no cost evaluation for 30-days
- Full software purchase – traditional software purchase with unlimited time and projects

Download and run *InstallDecisionPad4.exe* to transfer the software and documentation to your disk.

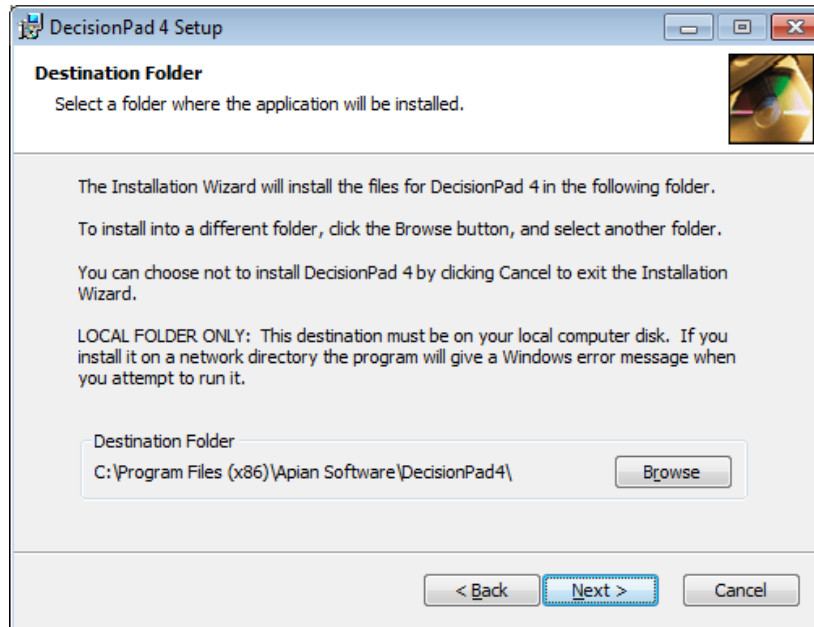
*If it finds an earlier installation, you may need to uninstall that one first then restart InstallDecisionPad4.exe to install the new build. Repair does not update everything so click Remove and re-install if this screen appears:*



When there is no previous DecisionPad 4 the installation starts out like this:



The next dialog asks where to put the software on your disk.



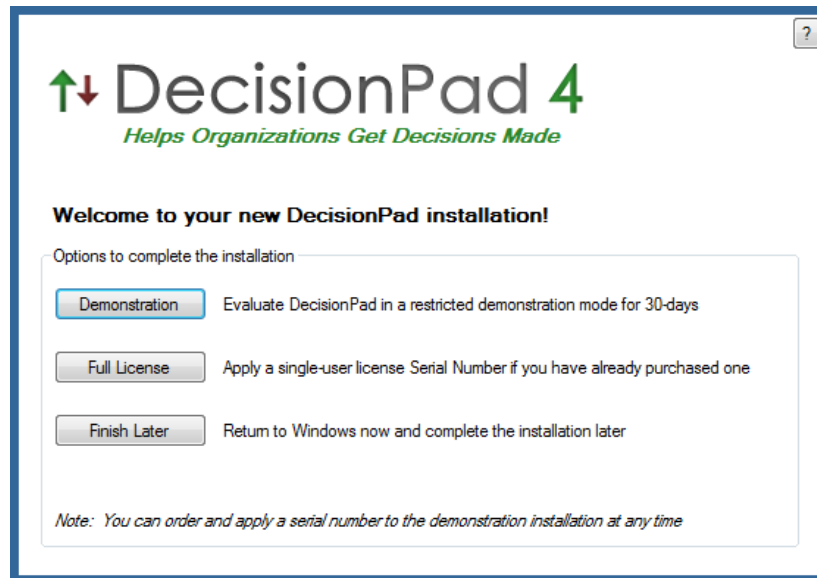
The program files must go on the local disk, not on a network drive. Data files can be stored on any Windows-accessible disk, local or networked.

The installation default is in the Windows program files folder which works for most people. For 64-bit computers the default will be to the (x86) folder. Some Vista users may have security reasons to put it in a different folder. A few confirmation dialogs will complete the file installation.

You are not asked for a serial number here; that happens when you start DecisionPad the first time.

# DecisionPad First-Time Startup

Setup is completed when you start DecisionPad the first time, which brings up this dialog:



The *Finish Later* button will take you back to windows if you are not ready to proceed.

The other buttons determine your initial licensing mode. If you start in demonstration mode, you can upgrade to a full license at any time without reinstalling.

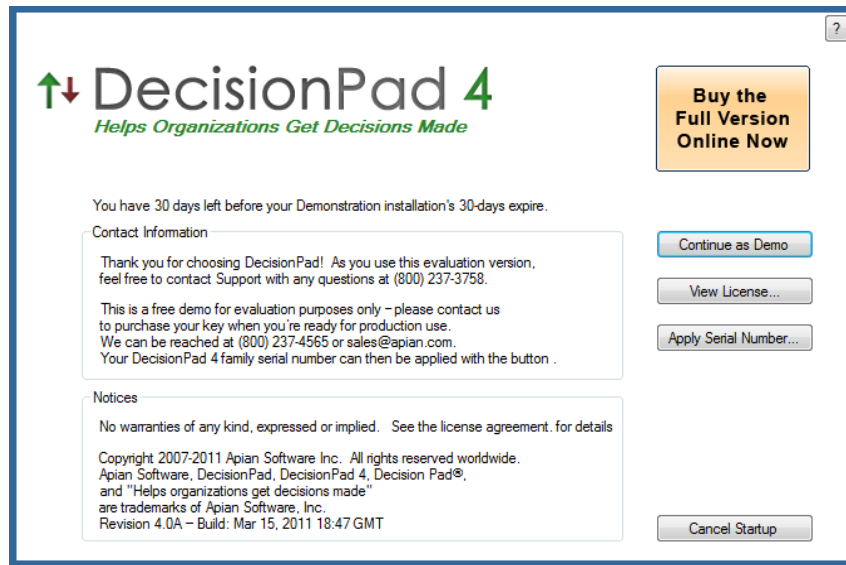
## **Demonstration Button:**

The Demonstration Mode is for your evaluation before purchase of a full license. It has a few restrictions (expires in 30-days, maximum 3 alternatives, 9 criteria and 3 evaluators, prints a demo "watermark" under reports, and does not support import, export or the balloting server). Otherwise it has full capability for your evaluation. *Note that the Demonstration Mode is not licensed for real decisions and carries no warranties, expressed or implied.*

The first time after installing the files you will get a license acceptance dialog:



Check the box for acceptance and click OK. You next go to the Welcome dialog on p. 7.  
Restarting DecisionPad while in Demonstration Mode begins with this notice:

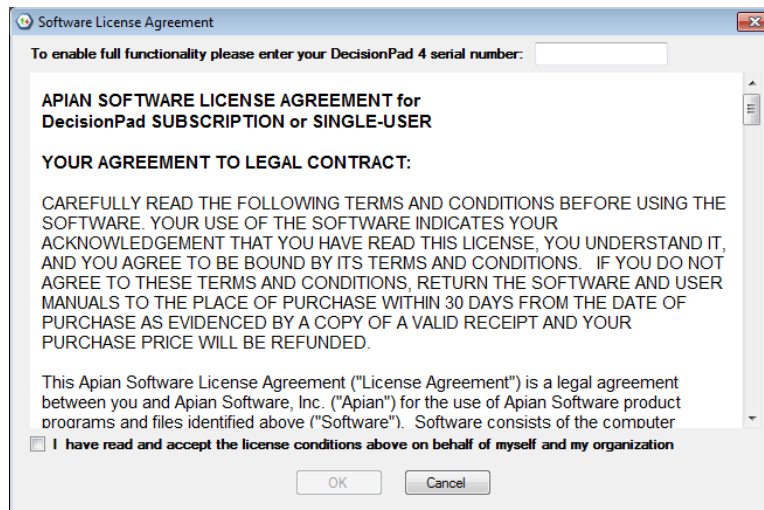


It lets you know how much of your 30-day evaluation period is left. Click the *Continue As Demo* button if you are still evaluating the software; it will go to the Welcome dialog on p. 7.

When you purchase a full DP4 license serial number, click the button to apply it and follow the instructions below.

### **Full License Button:**

If you have a DP4- serial number, please click the *Full License* button to unlock the program. That will bring up the Serial Number entry dialog:



Enter your serial number at the top. Read the license agreement and indicate it is acceptable by checking the box at the bottom, then click *OK*. Assuming the serial number is valid you should next see the Welcome dialog on p. 7.

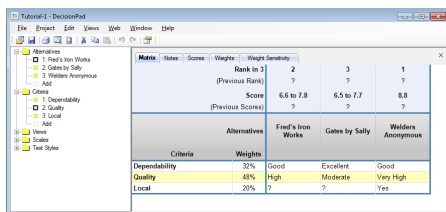
# Startup Welcome Dialog

Regardless of the mode you are in, once you have handled the licensing and logged in, the Welcome dialog offers several choices for how to begin your DecisionPad session:

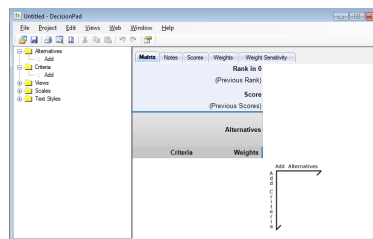


With a new installation, you can open a sample file, start a blank matrix or build one with the JumpStart wizard.

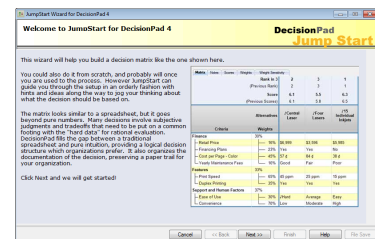
Open File



New blank decision



JumpStart



Refer to the Online Help, or the Tutorial and Reference Guides, for additional information.

If you are new to DecisionPad we recommend you work through the first two Tutorials on the basics and some tips. Consult the other tutorials depending on your project needs.