

EUROCAT Data Management Software

Set up

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Install Eurocat DMS

Please contact the [JRC-EUROCAT central registry](#): we will send you the instructions to download the set-up files.

1- Software installation

Download the setup file **Eurocat DMS Setup.exe**

Run the setup file. You may need to require administrative privileges depending on your computer configuration.

2- Install the R software and libraries

To access the Statistical Surveillance functionalities in the software, R for EUROCAT must be installed.

Download the setup file **R distribution for Eurocat DMS.msi**

Run the setup file [on the user Windows profile](#). You may need to require administrative privileges depending on your computer configuration.

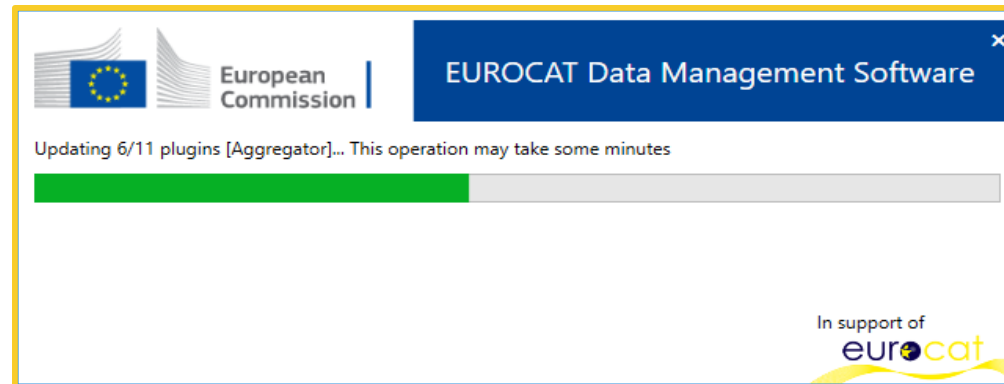
Software update

1- Make sure you have an internet connection

The software will search for updates automatically upon execution.

2- Accept the updates

If updates are available, the software will prompt you to perform them and, upon positive response, will proceed to automatically download and install them.



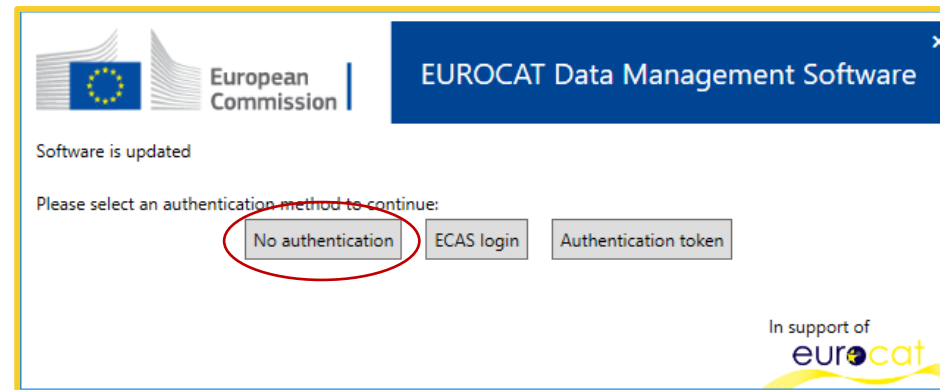
3- Always keep the software updated to the latest version

It is highly advised to regularly run the software while the computer has internet connectivity.

User authentication

Upon successful updating, when running the software for the first time it will ask the user to identify itself.

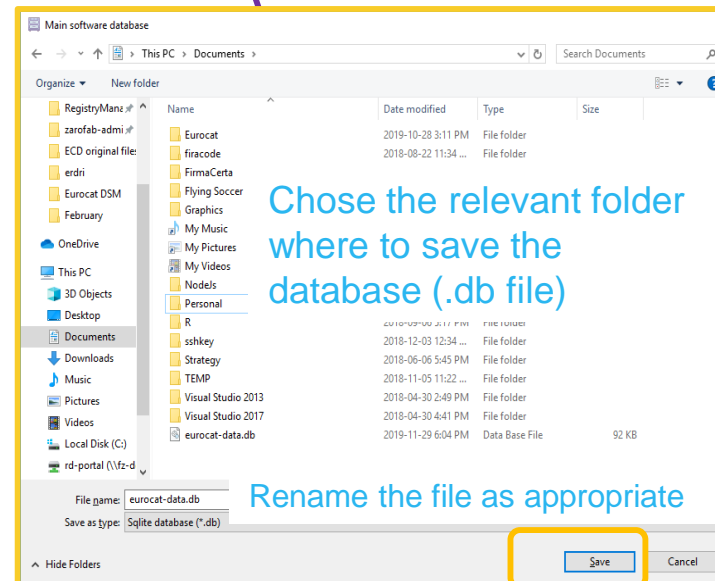
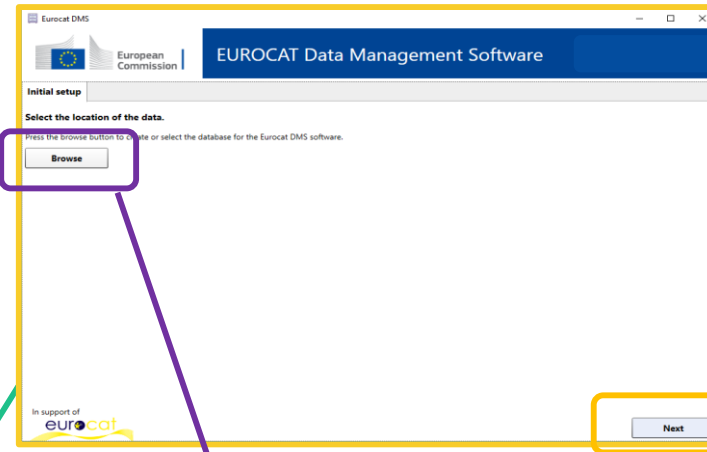
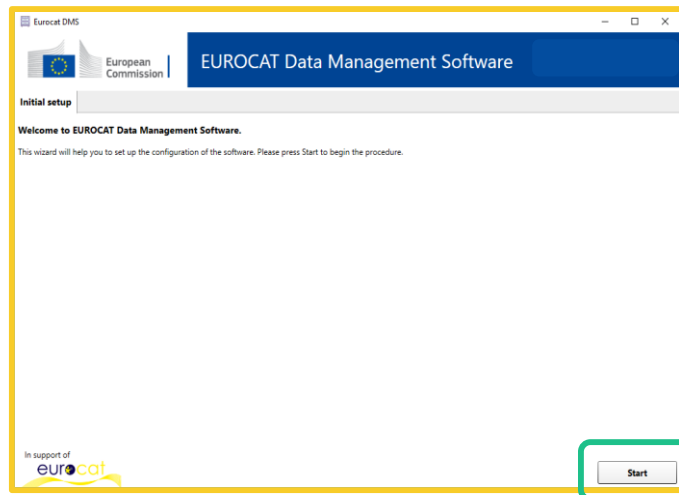
Disregard this step and choose **NO AUTHENTICATION**.



Software initialisation (1/2)

Upon first execution, the software will open the initialisation procedure.

1- Initial database location



You are asked to specify where the software should store the data.

Press **Browse** and navigate to the relevant location. You can rename the database as you wish (by default the database will be called *eurocat-data.db*).

If you already have an Eurocat DMS database, just navigate to the folder containing it (it can be a network path) and select it.

Press Save, then Next.

Note:

- Ask your IT support for existing procedures to store sensitive data.
- Store the database in a secure location, with limited access and on a computer with controlled internet access.
- Multiple people can connect to the same database and work concurrently.
- To give some users read-only access, set only permission to read through Windows security.

Software initialisation (2/2)

2- Initial centres selection

The software asks you to specify the centres you want to manage.

This procedure will be skipped in case you specify an existing Eurocat DMS database, where the centres have already been initialized.

A window will open where you can select the centre(s). Press **OK** to confirm the selection.

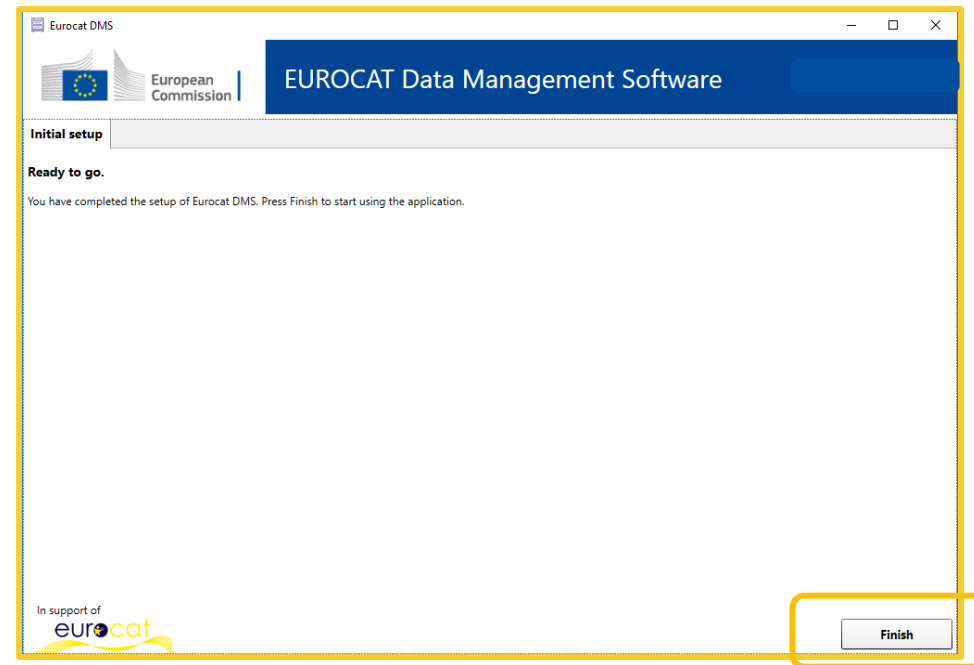
If a centre is not present in the list, you can simply add it by compiling the *New centre form*. Press **Add centre** then **OK**. It is advised to choose a 4-digit number to avoid confusion with existing centre numbers.

The software will add the selected centres to the database and they will be available for data management. If you forget any centre, you can always add it later through the Add centre functionality. See [chapter IV – Data Configuration](#). Press **Next** to finish.

Finish the first setup

The software will show you the completed setup information page.

Press **Finish**. The software will open the main interface where you can perform all operations.



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