CAPRAD System

RPC Setup Check-list for Regional Managers

- Identify prospective users within the Regional Planning Committee.

- Define a system role for each prospective user. [Review role capabilities if necessary.]

- Acquire completed <u>CAPRAD System New User Form</u> for each prospective user and forward the user signed original copy to the CAPRAD Administrator. [Retain a <u>copy</u> for regional files if necessary.] Notification of system activation will be sent via email.

- Verify **<u>Internet availability</u>** through any existing system firewall or security protocol.

- **<u>Ensure browser settings on computers used to access the CAPRAD system are set to check for the newest page version every time the page is visited</u>**:

    <u>For Internet Explorer:</u>
    1. Open browser.
    2. Click on <u>Tools</u> menu.
    3. Click on <u>Internet Options</u>.
    4. At the <u>General Tab</u>, find <u>Temporary Internet files.</u>
    5. Click <u>Settings…</u>
    6. At the section entitled <u>"Check for newer versions of stored pages:"</u>   Select <u>"Every visit to the page".</u>
    7. Click OK; then click OK again

    <u>For Netscape Navigator: [ver. 4.7 x](other versions may be slightly different)</u>
    1. Open browser.
    2. Click on <u>Edit</u> menu.
    3. Click on <u>Preferences</u>.
    4. Click <u>Advanced</u>; then click on <u>Cache</u>.
    5. At the section entitled <u>"Document in cache is compared to document on network:"</u> Select <u>"Every time".</u>

- Access the CAPRAD System Front Page [http://caprad.nlectc.du.edu]; then Log in using your chosen <u>User ID</u> and <u>Initial Password [CAPRAD]</u>.

- Set <u>New Password</u> as directed by the system using password conventions as described in the Users Guide.

- Click on user name [upper left side of top menu banner]. <u>Verify and update user administrative information</u> as necessary.

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- Select home region on map screen in the regional planning area. Select <u>Entire Region</u> from "Select Area". Select <u>Admin Info</u> from "Select Data" section. Click <u>Go button</u>. <u>Set application review option.</u>

- Complete <u>Regional Contact Information</u>. Click <u>Save button</u>.

- Select <u>Status</u> under "Regional Plan" section in the left side menu banner. Set "Plan Status:" from the dropdown box to <u>In Process</u>.