

Date: April 8, 2014
To: All IDSS Users
From: NGOC TRAN,
IOWA DISEASE SURVEILLANCE SYSTEM (IDSS) COORDINATOR
IOWA DEPARTMENT OF PUBLIC HEALTH (IDPH)
Subject: New IDSS April 15, 2014

Old IDSS Turned Off. New IDSS Activated 7 a.m. April 15, 2014.

Dear Iowa Disease Surveillance System (IDSS) User,

The IDSS will transition from the current to the new with a **maintenance window starting 4 p.m. April 14, and ending 7 a.m. April 15. The current version of IDSS will no longer work after this maintenance window, and must be upgraded.** The current version of IDSS does not need to be installed in order to install the new version. Installation instructions for the upgrade are included in this email. Please close out of, and do not use IDSS during this 12-hour maintenance window.

It is fine to use the current IDSS prior to, and the new IDSS after this maintenance window. This email includes instructions to install the new IDSS. If you need help with the installation please call Ngoc Tran (515) 242-5114, or call your regional IDPH Epi.

You may get a log in window after finishing with the upgrade registration. **If you log in to the new IDSS prior to April 15, you will get an error. Simply ignore, and close this log in window.** In the meantime, please continue to use the current version of IDSS until 4 p.m. April 14, 2014.

Thank you!

Ngoc Tran, MPA, CPM

Iowa Disease Surveillance System Coordinator | Center for Acute Disease Epidemiology | Division of ADPER and Environmental Health | Iowa Department of Public Health | 321 E. 12th Street | Des Moines, IA 50319 | **Office: 515.242.5114** | Fax: 515.281.5698 | ngoc.tran@idph.iowa.gov | Web site: www.idph.state.ia.us/adper/idss.asp

Promoting and Protecting the Health of Iowans

IDSS Upgrade 2014 4/8/2014

Several items are required to install the IDSS upgrade. Please call Ngoc Tran at (515) 242-5114 or email ngoc.tran@idph.iowa.gov for help. Overall, the installation takes 15 minutes. There are three basic parts to getting IDSS up and running.

- 1 Security Items and Minimum Software
- 2 Install the IDSS Upgrade from the Download Portal
- 3 Register the Key

1 Security Items and Minimum Software

The installer must be familiar with a PC's operating system and with navigating the Internet. If the installer is uncomfortable working with a PC at the system level, an IT person should be contacted or call (515) 242-5114. The pictures and exact names of items below vary for each operating system, but the concepts are the same.

Several items are required to install IDSS. If any are missing, call (515) 242-5114.

1. IDSS org ID (provided in separate email 1 of 3 sent March 10)
2. IDSS org password (provided in separate email 2 of 3 sent March 10)
3. User ID
4. User password
5. Physical token device (each button press gives a **temporary 6-digit number** to be used once)
6. 4 digit soft pin
7. Software if not already preinstalled: Internet Explorer web browser, Microsoft .Net Framework 3.5 sp1, Windows Installer 3.1

2 Install the IDSS Upgrade from the Download Portal

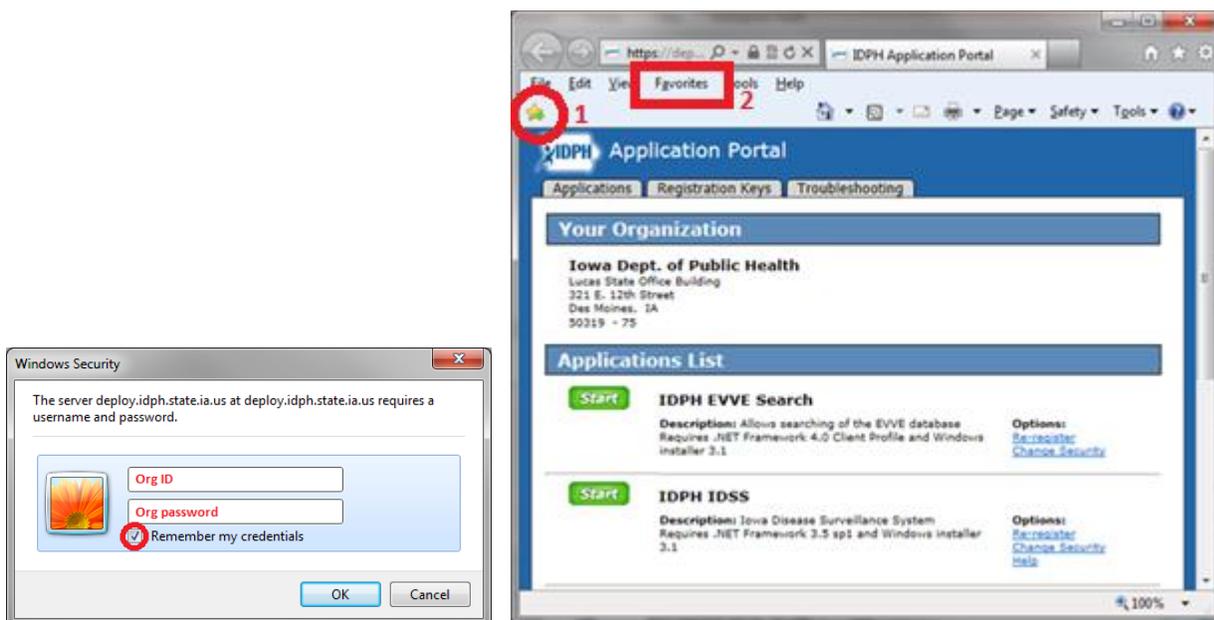
The IDSS upgrade is installed from a web portal: <https://deploy.idph.state.ia.us/portal>

The above link opens the Org log in page. If the end user is unsure of their **Org ID** or **Org password**, refer to emails one and two sent March 10. Check **Remember my credentials** before clicking **OK**. If a firewall or web browser is filtering access, enable the following websites for ports 80 and 443, and in Internet Explorer's **Tools > Internet Options > Security > Trusted Sites > Sites > Add this website to the zone:**

<https://deploy.idph.state.ia.us/portal>

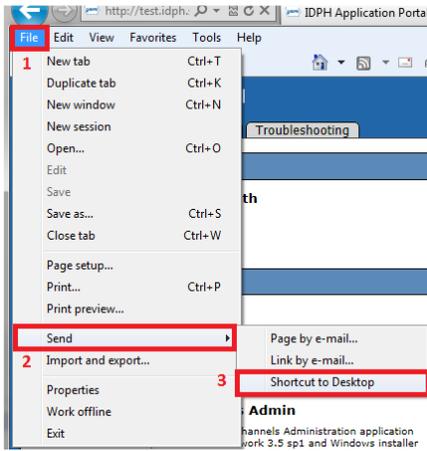
<https://idss.idph.state.ia.us>

<https://www.iowadiseasesurveillance.org>

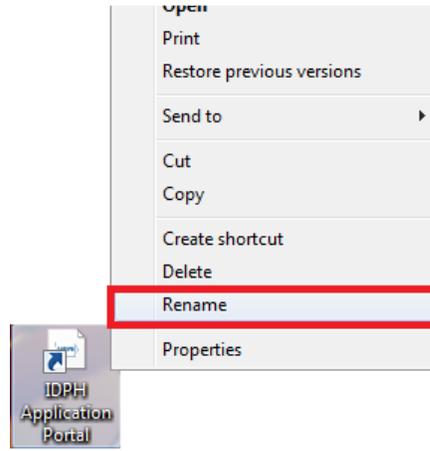


To use the new IDSS in the future, create this page as a **Favorite** using the icon **1** or Favorites menu **2**.

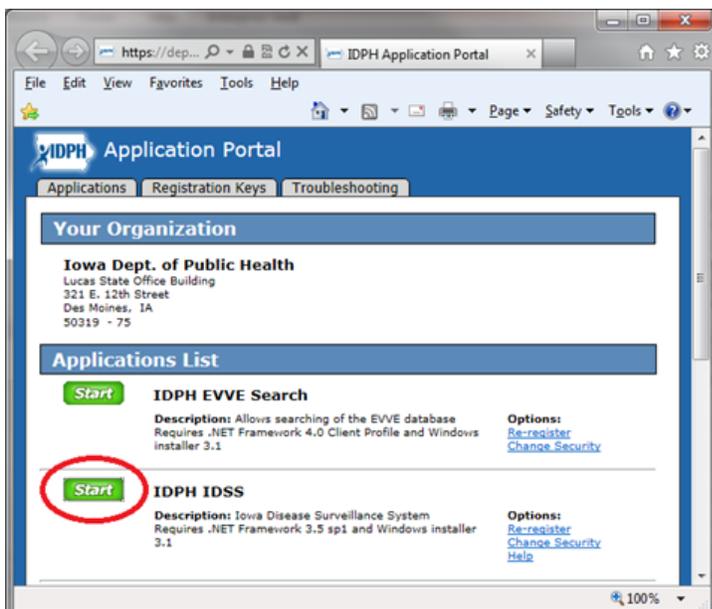
The upgrade does not automatically provide a desktop icon. To create one, go to **File > Send > Shortcut to Desktop**.



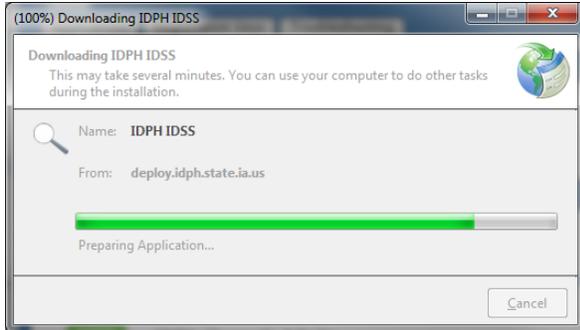
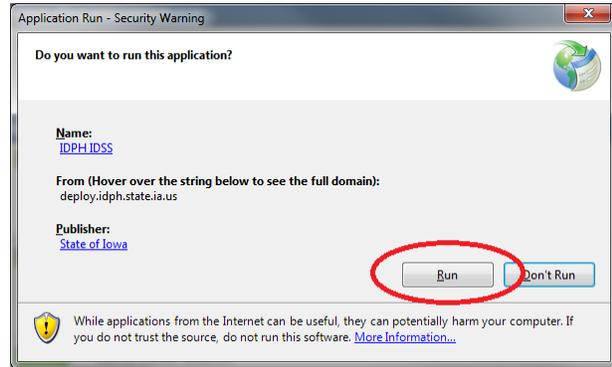
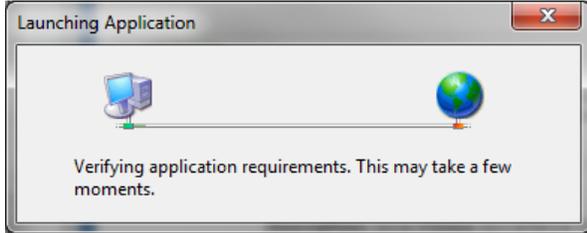
The desktop shortcut can be renamed by right-mouse clicking over the icon and selecting **Rename**.



In the **Application Portal**, locate **IDPH IDSS**, and click **Start** to download the IDSS upgrade.

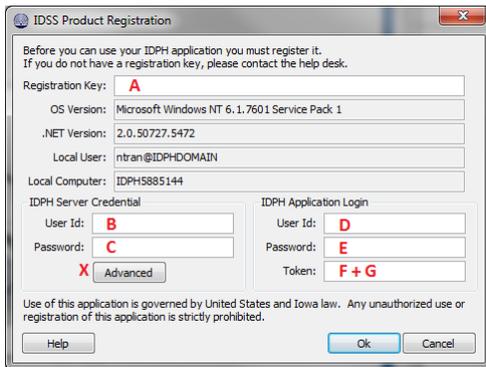


Several runtimes appear as the application downloads and updates. Click **Run** to proceed. Otherwise, no action is required when two of the runtimes complete.

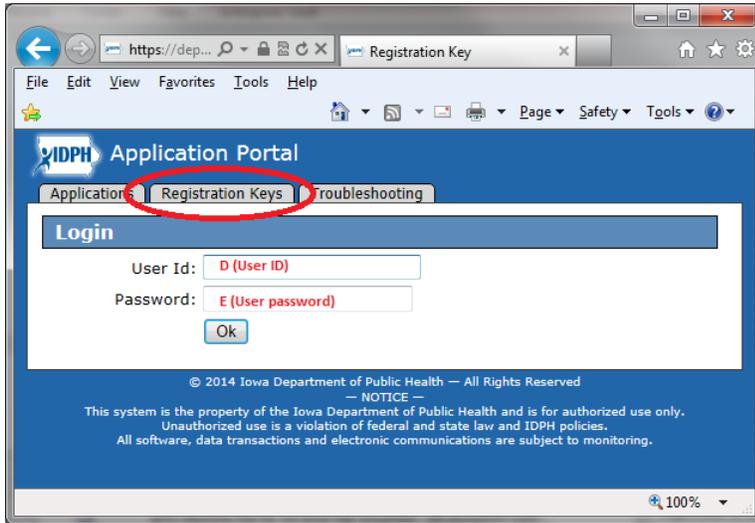


3 Register the Key

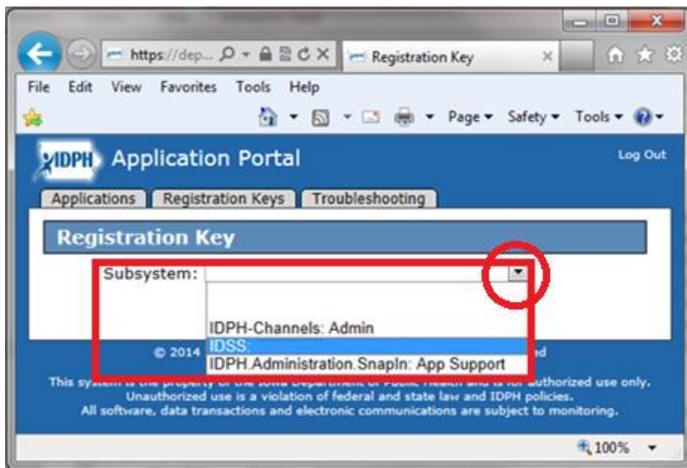
The runtimes will launch the **IDSS Product Registration** window.



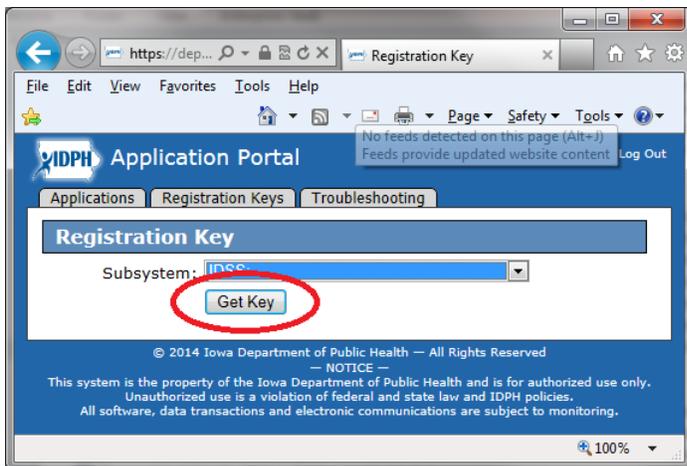
Go back to the web **Application Portal** and select the **Registration Keys** tab. Fill in the **D User ID** and **E User Password** and click **Ok**. The **User ID** and **Password** for the upgrade are the same as the current version. This is the user's personal ID and password, not the org's. The password can be reset by IDPH if the user does not remember it.



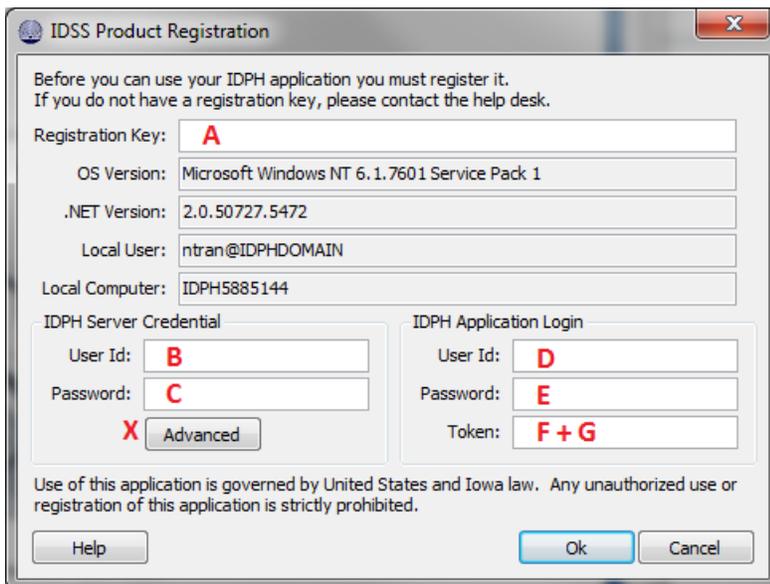
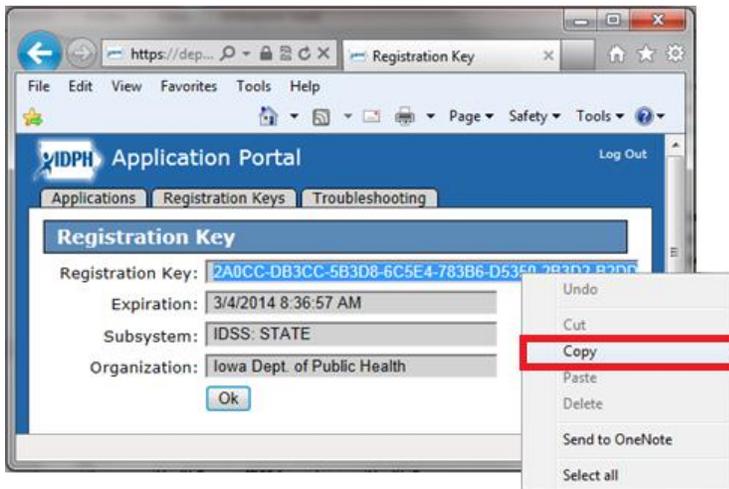
Select the profile from the pull down menu: **IDSS: State**, **IDSS:LPHA**, **IDSS:ICP**, or **IDSS:STD/HIV**.



After selecting the profile from the pull down menu, click **Get Key**.



Highlight and **copy** the key by clicking on the key, and right-mouse clicking **Select All > Copy**. Paste the key in the **IDSS Product Registration** window that opened up previously.

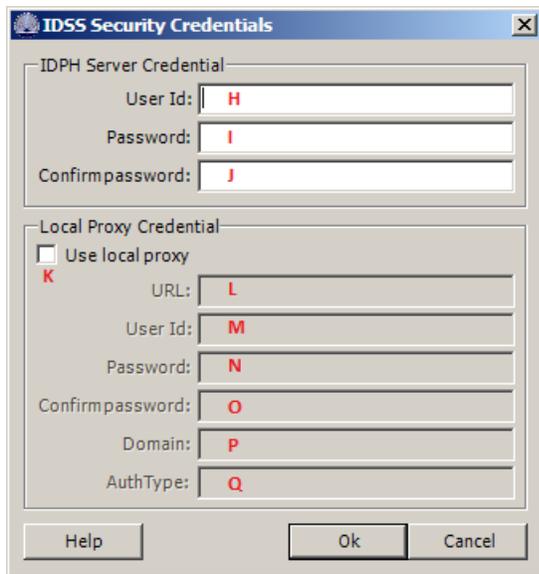


1. **A** Registration key (good for one half hour)
2. **B** IDSS org ID (provided in separate email 1 of 3 sent March 10)
3. **C** IDSS org password (provided in separate email 2 of 3 sent March 10)
4. **D** User ID
5. **E** User password
6. **F** Physical token device (each button press gives a **temporary 6-digit number** to be used once)
7. **G** 4 digit soft pin (may have been changed by user, can be reset by IDPH with helpdesk request)

Paste the copied **key** in **A**, and fill in sections **B, C, D, E, F** and **G** the other areas. The **token** is immediately followed by the **soft PIN, without** space or other character (**no** plus sign).

Optional: Completing the Registration with Proxy Server

The **Advanced X** section is **only for proxy servers, and should otherwise be skipped**. To get to the proxy server window, skip **B** and **C**, and click on **X**. The system will automatically fill out **B** and **C** after **X** section is filled out.



The dialog box is titled "IDSS Security Credentials" and contains two sections: "IDPH Server Credential" and "Local Proxy Credential".

IDPH Server Credential:

- User Id: **H**
- Password: **I**
- Confirm password: **J**

Local Proxy Credential:

- Use local proxy (labeled **K**)
- URL: **L**
- User Id: **M**
- Password: **N**
- Confirm password: **O**
- Domain: **P**
- AuthType: **Q**

Buttons at the bottom: Help, Ok, Cancel.

H User Id is the IDSS org ID (provided in separate email 1 of 3)

I Password is the IDSS org password (provided in separate email 2 of 3)

J Re-enter the IDSS org password from **I**.

Click **K** fill in the local proxy.

L URL and port of the organization's local proxy. [Org's local IT staff knows this](#) (i.e. <http://xxx###:####>).

M User Id is used to connect to the local proxy. [Org's local IT staff knows this](#)

N Password is used to connect to the local proxy. [Org's local IT staff knows this](#)

O Confirm password: re-enter the password. [Org's local IT staff knows this](#)

P Domain is the domain of the local proxy. [Org's local IT staff knows this](#)

Q AuthType is for the proxy (i.e. basic). [Org's local IT staff knows this](#). If not sure, use 'basic.'

Completing the Product Registration

Click **Ok** when all **H - Q** sections are filled out (for optional proxy server). Finish filling out **D, E, F + G**. With the above correctly filled in, click **OK**, and IDSS will register. A success window appears when the registration is complete. Additionally, an **IDSS Login** window appears if the green **Start button** in the **Application Portal** is clicked. **Do NOT log into the new IDSS prior to April 15, or an error message appears.** Until then, continue to use the current version.



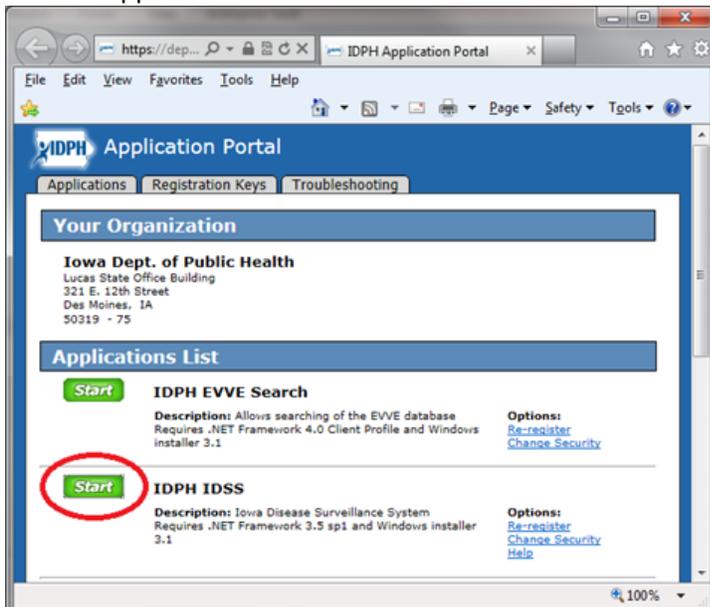
Two dialog boxes are shown side-by-side.

IDPH Application Security: Contains an information icon and the text "Success - You have registered 'IDSS'". An "OK" button is at the bottom.

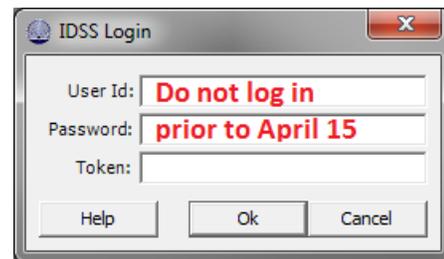
IDSS Login: Contains input fields for "User Id:", "Password:", and "Token:". The "User Id:" and "Password:" fields contain the text "Do not log in" and "prior to April 15" respectively. "Help", "Ok", and "Cancel" buttons are at the bottom.

Using the New IDSS, Deleting the Old

To use the new IDSS **starting 7 a.m. April 15**, use the **shortcut** created in the previous section above to open the **Application Portal**. Click the green **Start** button next to **IDPH IDSS**, and the familiar **IDSS Login** window appears.



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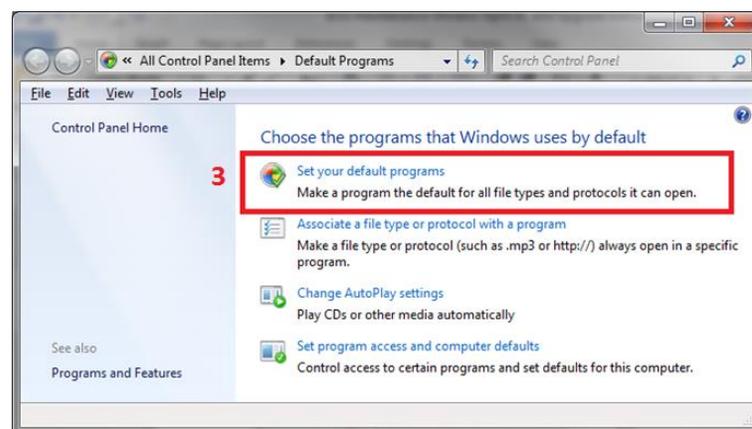
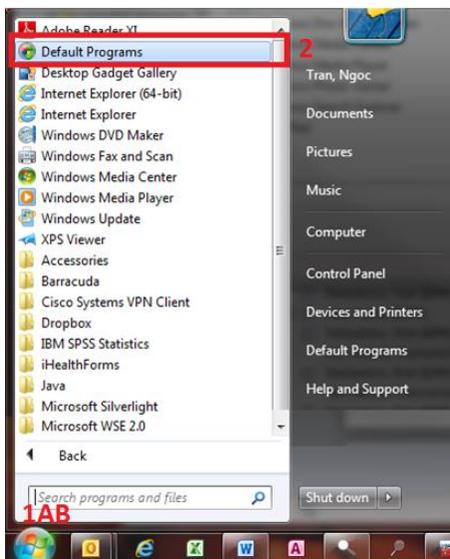
The old version of IDSS will no longer work after 4 p.m. April 14. The old desktop icon can be deleted.



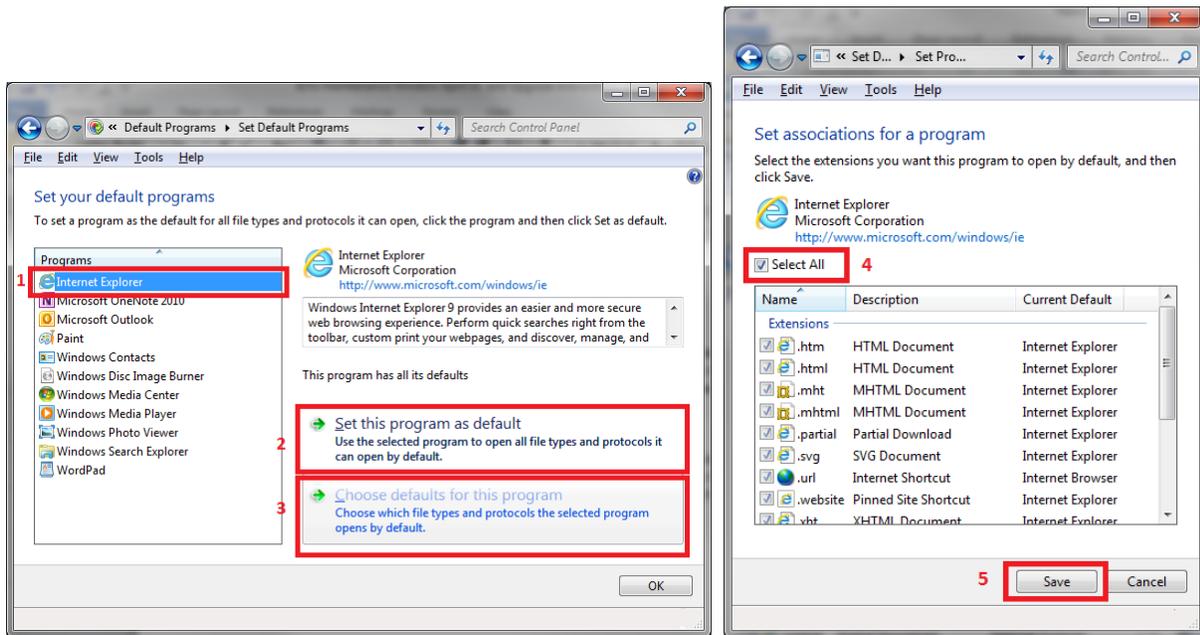
Delete the old IDSS icon after April 14.

Optional Troubleshooting

If the desktop shortcut uses **Chrome** as the default browser, change this to use **Internet Explorer** instead. In Windows 7, go to **1A Start** > **1B All Programs** > **2 Default Programs** > **Set your default programs**.



Under **Programs** select **1 Internet Explorer**, and click **2 Set this program as default**, and click **3 Choose defaults for this program** > **4 Select All** > **5 Save** > **OK**. The shortcut will now use **Internet Explorer**.



The following Microsoft links are provided in case these files are not preinstalled.



.Net Framework 3.5 sp1 <http://www.microsoft.com/en-us/download/details.aspx?id=22>
Windows Installer 3.1. <http://www.microsoft.com/en-us/download/details.aspx?id=25>
Internet Explorer <http://windows.microsoft.com/en-US/internet-explorer/download-ie>

