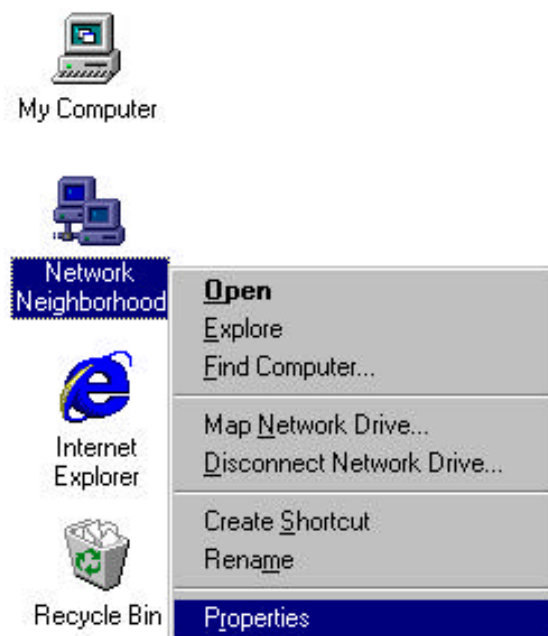

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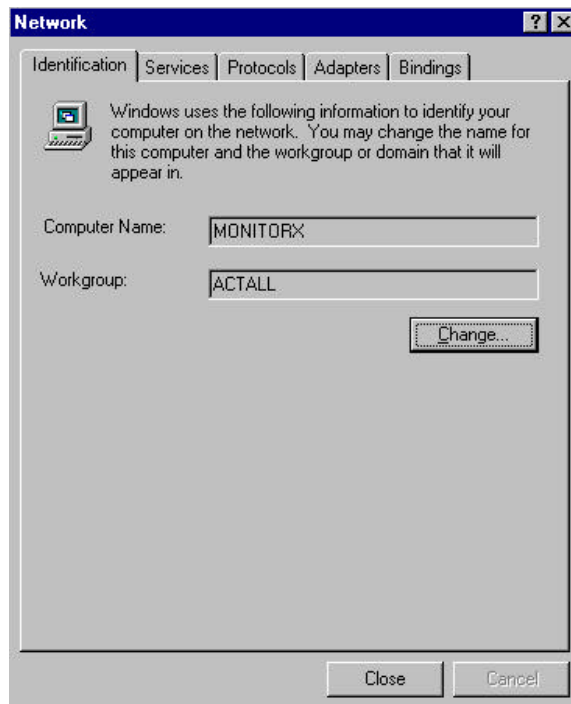
Machine Swap Procedure - CYA

One of the first steps during the installation process is to take a survey of the devices on the network. The survey should include, machine type (IBM, HP, etc.), Processor speed, RAM size, Operating System, Machine name and Workgroup name. This survey will allow for easier trouble-shooting in the future. If you have not performed a survey, please do so as soon as possible.

The first step to identifying your machine and the Workgroup it is associated with is too right-click on network neighborhood icon and then left clicking on properties.

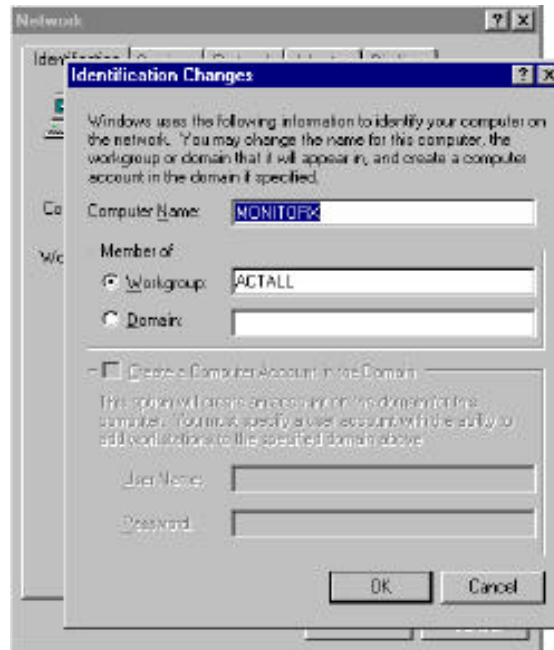


You will now see the network properties window. The computer name and workgroup name will be shown in the window, as seen in the example below.



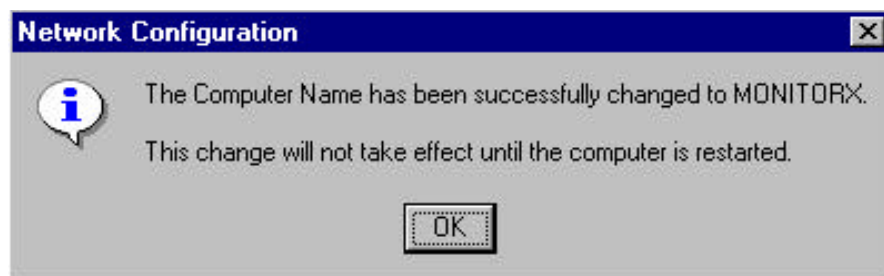
At this point you will be able to change the name of the machine so that the other network devices will point to this machine on the network and use it as the server just like the machine you are replacing.

To change the name, left click on the Change button and you will see the screen below.



The Computer Name needs to be exactly like the computer name that you are swapping out. The workgroup will not and should not be changed. By highlighting the name, if it isn't already highlighted, type in the name of the old computer, i.e. Monitor1. This will allow for the other computers to see the new computer as they saw the old computer over the network. Once the new name is in place, click the OK button.

Once you have successfully changed the name of the computer you will see this message.



Click on OK and reboot this computer.

Now you are going to have to go in and change the startup file. This is the file that allows the networked machines to automatically start up the Crisis Controller software and forces them to seek out the Server machine on the network. <I STOPPED RIGHT HERE> after you reboot this computer, all of the other workstations or administration machines need to be rebooted as well. You will need to check these machines after rebooting them to make sure that they all see the new server machine and that they all back up the data from this machine.