

Installing the Dental Services Report Database Utility (Web Download)

Please do not hesitate to contact us if you encounter any technical issues while installing or operating the utility. Most technical issues have simple solutions.

Minimum Requirements

Operating System: Windows XP with SP3 and higher. This utility is not compatible with Macintosh operating systems.

Display: Super VGA (800 x 600) or higher resolution monitor with 256 colors
(Optimal display setting is 1024 x 768.)

To Change Display Settings

Right-click an open area of your desktop, left-click on Properties, and click the Settings tab. Left-click and drag the slider control under Screen Area to the 1024 x 768 pixels setting. Click the 'OK' button to accept the change. Click 'OK' again to clear the Display Properties dialog box. Click 'Yes' when asked if you want to keep the new settings.

Setup Instructions

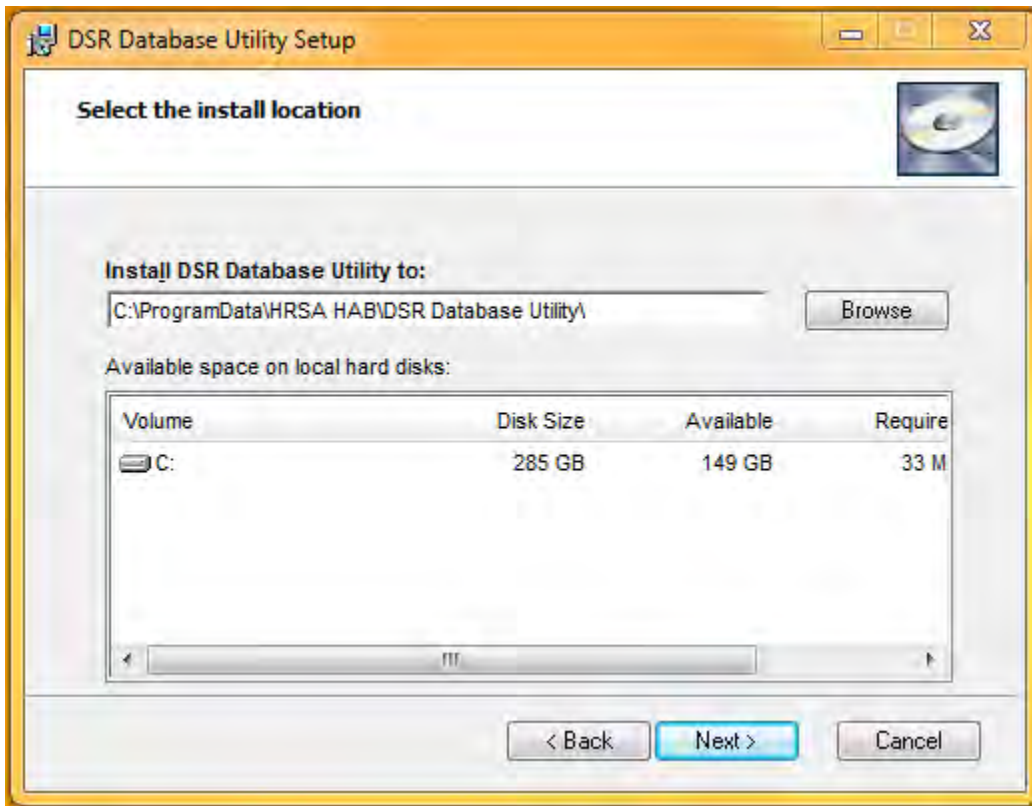
1. Point your browser to HAB's Reporting Requirements: Online Data Entry, Forms, Instructions, and Technical Assistance Grantees page at <https://hab.hrsa.gov/program-grants-management/data-reporting-requirements-and-technical-assistance>.
2. In the Dental Services Report area, right click on the DSR Database Utility (Install DSR Database Utility.exe) link and choose 'Save Target As...'
3. Save the installation file to your Windows desktop.

To proceed with the installation you will need appropriate permissions from your network administrator. If you do not have the appropriate permissions please contact your network administrator to install the Database Utility.

4. Double-click the setup icon on the desktop. You will be taken through a series of installation steps, see screenshots.



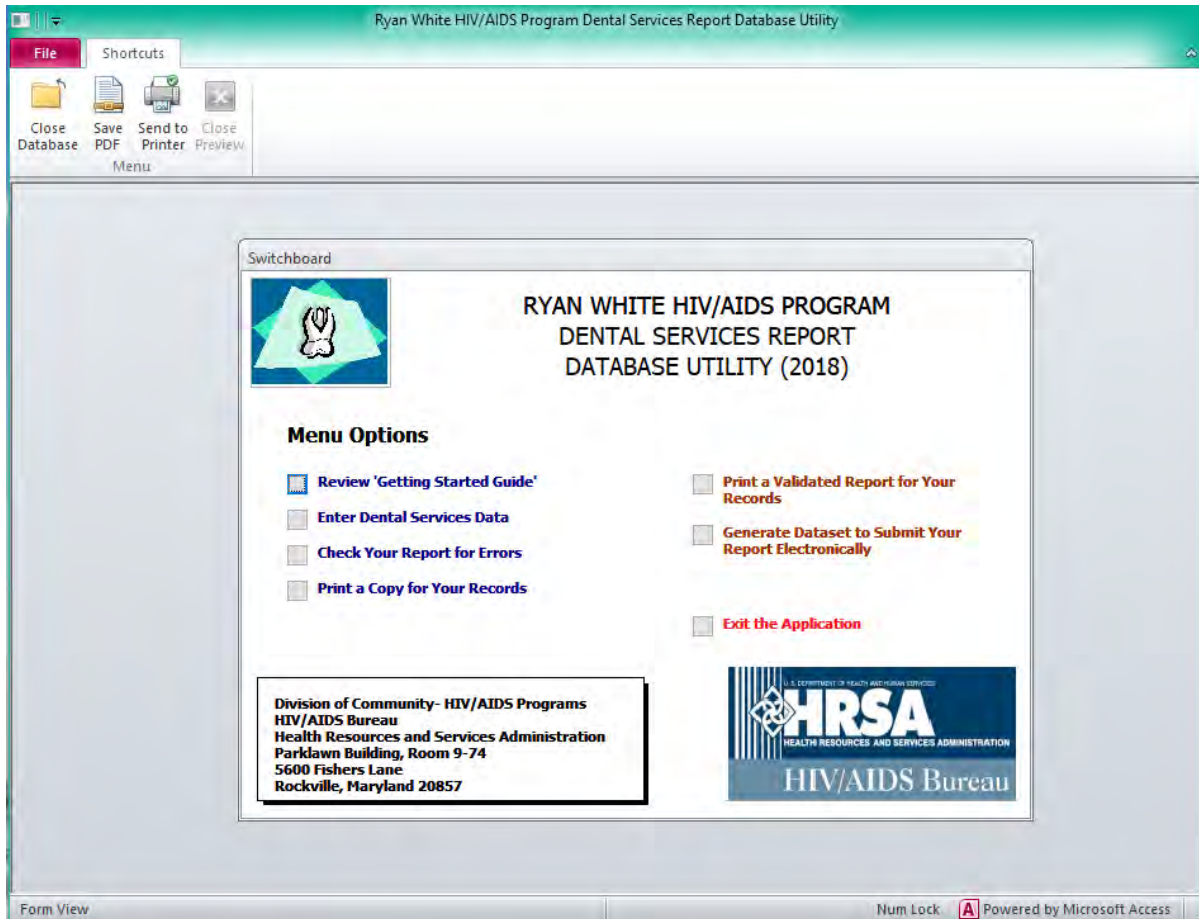
5. You will be asked to select the install location. The default install location is C:\ProgramData\HRSA HAB\DSR Database Utility\ . If you are installing the Utility in a separate location please note down the new location.



6. After the installation is complete a shortcut (DSR Database Utility) will be placed on your Desktop.



7. The HIV/AIDS Dental Services Report Database Utility is now installed. Double-click the Database Utility icon on your desktop to begin using the program.



First-time users should review the *Getting Started Guide* by clicking the top button on the main menu. A copy of the *Getting Started Guide* is available on HAB’s Reporting Requirements: Online Data Entry, Forms, Instructions, and Technical Assistance Grantees page at <https://hab.hrsa.gov/program-grants-management/data-reporting-requirements-and-technical-assistance>.

Getting Help

Support for the installation and use of this application is available from the Ryan White

HIV/AIDS Program Data Support help desk:

Toll-Free Help Line: 1-888-640-9356

Monday-Friday 10am-6:30pm Eastern Time

Email: ryanwhitedatasupport@wrma.com

Note: When dialing the toll-free help line, please provide your institution name to the TA Specialist. When submitting a request via email, be sure to include your institution name and your position within the institution in the message text. Please note that Data Support is closed on all observed Federal Public Holidays.