U.S. Department of Justice

Bureau of
Justice
Statistics

Office of Community
Oriented Policing
Services

Crime Victimization Survey Software

For Windows 95/98/NT 4.0

November 1999, NCJ 176360

Help: askcvs@ncjrs.org
or call 1-800-732-3277
or 1-301-519-5500

http://www.ojp.usdoj.gov/bjs/abstract/cvs.htm

Crime Victimization Survey Software CD-ROM

The Bureau of Justice Statistics and the Office of Community Oriented Policing Services have developed the Crime Victimization Survey (CVS) software to assist local agencies to administer community level citizen surveys. This software has been designed for local law enforcement agencies and criminal justice researchers to collect citizen information using the standardized questions from the National Crime Victimization Survey. The software also includes questions which address citizen attitudes toward their neighborhood, public safety, and the police.

To run the survey software, your PC must have at least a 486 processor, 16 MB RAM, a VGA video adapter, Windows 95/98 or Windows NT (version 4.0), and 50 MB free disk space.

This CD-ROM contains the software and supporting materials needed to install the software and conduct surveys. The User's

Manual and Conducting Community Surveys: A Practical Guide for Law Enforcement are in portable document format. The Adobe Acrobat Reader must be installed on your computer in order to view these documents. A copy of the Acrobat Reader (version 4.0) is also included on this CD-ROM. Assuming that the CD-ROM is accessible on drive d, the files included on this CD-ROM are:

CVS software	d:\setup.exe
User's Manual	d:\docs\manual.pdf
Conducting Community Surveys:	
A Practical Guide for Law Enforcement	d:\docs\ccspgle.pdf
Adobe Acrobat Reader	d:\acrobat\setup.exe
Text only version of this document	d:\readme.txt

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CVS Software Installation Instructions

Please read through the following installation overview carefully. In particular, there is important information that the CVS Administrator needs to know in the section titled "After Installation."

To install the CVS software, the user may elect to do either a standalone or a multi-user installation. Please consult the accompanying User's Manual as to when the standalone or multi-user installation should be used. In general, most users will probably elect to do the standalone installation. A multi-user installation would be appropriate if there are several PC's connected over a network and there is a desire for more centralized data collection activities in which data can be shared with an interview team.

These instructions do not cover the installation of the CVS Reporting Module. See the User's Manual for instructions on installing that module.

Standalone Installation

Follow the steps below only if you have decided to install CVS on a single PC that will not share data with other PCs where CVS is installed. You should be seated at the PC where you wish to install and use the CVS software. Installation of the basic CVS software should take no more than 15 minutes.

Step 1. Save information in any open Windows applications and close all open applications.

Step 2. Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS splash screen. Finally, the setup welcome message will appear.

> Note: If the setup program does not start automatically, click on **START** to get the Start menu, click on **RUN**, and in the field titled "Open:"

type *d:\setup.exe*—assuming your CD-ROM drive is drive d; if it is not, substitute the appropriate letter.

Step 3. Read the Welcome message, then click on **NEXT** to continue. You will see an information screen describing the two types of installation.

Step 4. Review the information screen, then click on **NEXT** to continue. You will see the Setup Type screen.

Step 5. Choose option 1, Single User Stand Alone, then click on **NEXT**. You will see the Choose Destination Location screen. This screen identifies where CVS will be installed. You can either accept the default folder, C:\program files\crime victimization survey\ (recommended), or choose **BROWSE** to select an alternate folder.

Step 6. Click on **NEXT** to select the default destination folder. You will see the Select Program Folder screen.

Step 7. Choose the folder where you want the CVS icons to be placed (the default folder is recommended), then click on **NEXT**. You will see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

Step 8. Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen. When Setup is finished copying files, a Setup Complete screen will appear.

Step 9. Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

Multi-User Installation

Follow the steps below only if you have decided to install CVS as a multi-user application. Multi-user installation involves two parts: server installation and client installation. Server installation places shared files on a shared network drive. Client installation installs CVS on individual PCs that interviewers will use to run CVS.

Part 1: Server Installation

To install the server portion of CVS, make sure you are seated at a PC where you have access to the shared drive and folder where CVS will be installed. Server installation should take no more than 15 minutes. You must have 50 MB free disk space.

Step 1. Once you are seated at the PC from which you will install CVS shared files, save information in any open Windows applications and close all open applications.

Step 2. Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS startup screen. Finally, the setup welcome message will appear.

Note: If the setup program does not start automatically, click **START** to get the start menu, click on **RUN**, and in the field titled "Open:" type *d:\setup.exe*—assuming your CD-ROM drive is drive d; if it is not, substitute the appropriate letter.

Step 3. Read the Welcome message, then click on **NEXT** to continue. You will see an information screen describing the two types of installation.

Step 4. Review the information screen, then click on **NEXT** to continue. You will see the Setup Type screen.

Step 5. Choose option 2, Multi-User Server Installation, then click on **NEXT**. You will see the Select Destination

Location screen. This screen identifies where CVS will be installed. If the default shown is not where you wish to install CVS, click on **BROWSE** to locate the desired destination folder. If you created a shared folder on a network drive, this is when you would select it. Use your notepad and pencil to write down the path to the destination folder. You will need this information in Part 2, Client Installation.

Step 6. Click on **NEXT** to select the desired destination folder. You will see the Select Program Folder screen. The folder you choose here is the one that will be displayed in the Windows Start Menu.

Step 7. Choose the folder where you want the CVS icons to be placed (the default folder is recommended), then click on **NEXT**. You will then see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

Step 8. Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen.

Step 9. When Setup is finished copying files, a Setup Complete screen will appear.

Step 10. Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

Part 2: Client Installation

Complete the following steps on **each PC** where you want interviewers to be able to use CVS. Installation on each PC should take no more than 15 minutes.

Note: These PCs must be able to access the shared network drive and destination folder where you installed the server portion of CVS in Part 1. You may wish to check that each PC can do so before you complete the installation process.

Step 11. Once you are seated at the PC where you will install CVS, save information in any open Windows applications and close all open applications.

Step 12. Insert the CVS CD-ROM into your CD-ROM drive. In a few seconds, the setup program will start automatically. A message that CVS is being unpacked will appear briefly, followed by the CVS startup screen. Finally, the setup welcome message will appear.

Note: If the setup program does not start automatically, click **START** to get the start menu, click on **RUN**, and in the field titled "Open:" type *d:\setup.exe*—assuming your CD-ROM drive is drive d; if it is not, substitute the appropriate letter.

Step 13. Click on **NEXT** to continue. You will see an Information screen describing the types of installation.

Step 14. Review the Information screen, then click on **NEXT** to continue. You will see the Setup Type screen.

Step 15. Choose option 2, Multi-User Client Installation, then click on **NEXT**. You will see the Identify Server Directory screen. In this screen, you must identify where you installed the server portion of CVS. Browse to the location of the shared directory and folder you selected in Step 5 of Part 1: Server Installation.

Step 16. After identifying the server directory, click on **NEXT**. You will see the Choose Destination Location screen. This screen identifies where CVS client files will be installed on the PC's local drive. If the default shown is not where you wish to install CVS, click on **BROWSE** to locate the desired destination folder.

Step 17. Either accept the default destination folder (recommended) or browse to the destination folder of your choice. Then click on **NEXT**. You will see the

Select Program Folder screen. The folder you choose here is the one that will be displayed in the Windows Start Menu.

Step 18. Choose the folder where you want the CVS icons to be placed (the default folder is recommended), then click on **NEXT**. You will then see the Start Copying Files screen, which summarizes your choices to this point and announces that the setup program is ready to begin copying files.

Step 19. Click on **NEXT** in the Start Copying Files screen. Setup will begin copying files. Its progress is displayed on progress meters on the left side of the screen.

Step 20. When Setup is finished copying files, a Setup Complete screen will appear.

Step 21. Click on **FINISH** in the Setup Complete Screen. The Setup window will close.

After Installation

In most instances, it will be unnecessary to restart the machine after installation; however, if certain system files on a particular PC are updated, a restart will be required. Please follow any instructions in any dialogue boxes that may appear after installing the software that may request restarting the machine.

The program may be run by clicking on **START** to get the Start menu, then choosing "Crime Victimization Survey" from the list of programs and then selecting "Crime Victimization Survey" in the submenu.

After installing the software, several administrative tasks, such as generating a dial list and creating user id's for the interviewers, must be completed before using the software to conduct interviews. In order to perform the appropriate tasks, you must log in with administrator privileges. **The user id for administrative operations is:** *sdroot* **and the password is:** *dojustice*. The

administrator user id of 'sdroot' is fixed and cannot be changed. The administrator password may be changed to a more appropriate password by accessing the Administrator menu, clicking on **USER MANAGER**, highlighting "sduser", and then clicking on **PASSWORD**.

For additional information about how to use this software, consult the User's Manual.

For assistance with installation or operation of this program contact:

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