


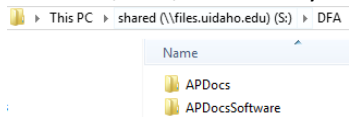
## APDocs Gatekeeper Installation Instructions

### Checklist:

- Verify access to shared drive folder S:\DFA\APDocs
- Verify access to shared drive folder S:\DFA\APDocsSoftware
- Install APDocs Gatekeeper

### Verifying that you have access to S:\DFA\APDocs and S:\DFA\APDocsSoftware

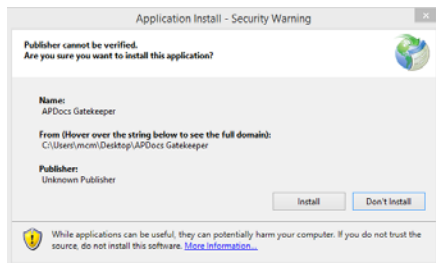
1. If you do not already have it open, launch your file explorer ( icon in the Windows taskbar)
2. Access the S (shared) drive
  - a. See ITS self-help here:  
<http://www.uidaho.edu/its/Self-Help/File-Storage-Services/Mounting-Drives#windows>
3. Browse to the S:\DFA folder
  - a. If you do not see the DFA folder you will need to request access, please contact Linda Keeney
4. In the S:\DFA\ folder verify that you can see at least two folders: APDocs and APDocsSoftware



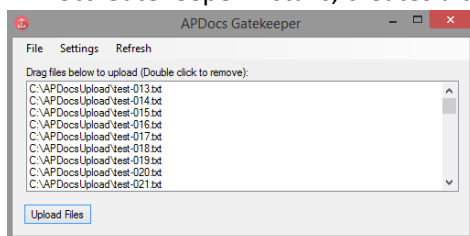
- a. If you can access the DFA folder, but do not see both of these folders, you will need to request access, please contact Linda Keeney

### Installing APDocs Gatekeeper

1. Inside the S:\DFA\APDocsSoftware folder, you will see an 'APDocs Gatekeeper' folder and the application documentation
2. Copy the 'APDocs Gatekeeper' folder to you desktop
3. Inside the 'APDocs Gatekeeper' folder on your desktop double click on the 'setup' application file
4. The installer opens
5. Click 'Install'



- a. APDocs Gatekeeper installs, creates a desktop icon () and opens the application:



(My installation is configured to automatically load the files in a directory for upload)

- a. If you need to configure your APDocs Gatekeeper please see the 'APDocs Gatekeeper Application Documentation' document in your desktop 'APDocs Gatekeeper' folder
  - a. Once the application is installed, you may delete the 'APDocs Gatekeeper' folder on your desktop