TOOLKIT FOR THE

Women's Correctional Safety Scales

Installation Guide
National Institute of Corrections

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Introduction

Welcome to the Installation guide for the WCSS toolkit. The WCSS toolkit, also known as the Toolkit for the Women’s Correctional Safety Scales, or simply the toolkit, is a software program consisting of seven modules and four tools containing about 2000 lines of text, 11000 lines of code, 150 images, 16 videos, and 12 documents. The toolkit provides guidance on the proper use of the WCSS survey and automation of the more technical aspects of the WCSS, such as data management, analysis, and reporting.

This document focuses on toolkit installation, setup, and troubleshooting. Guidance on operation of the toolkit is contained within the toolkit itself. Detailed instructions accompany each tool within the toolkit.

Although the toolkit is a simple, intuitive, and user-friendly program to operate, you should review the system requirements, notes, and troubleshooting tips in this document before installing the toolkit on your computer.
## Recommended Minimum System Requirements

### At a Glance

<table>
<thead>
<tr>
<th>Use</th>
<th>Component and Version</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Platform</strong></td>
<td>• Microsoft Windows 8.1 or newer&lt;br&gt;• Microsoft Access 2013 or newer (either the full version of Access or the free Access Runtime)</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td>• 2 GB RAM minimum</td>
</tr>
<tr>
<td><strong>Hard Disk Space</strong></td>
<td>• 8 GB free storage space</td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>• A single-user, premise-based environment&lt;br&gt;• Video display resolution between 1366 x 768 and 1920 x 1080</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>• The toolkit contains no login, password, or other security features. Only install and use the toolkit on a computer that meets your personal security requirements.</td>
</tr>
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</table>

### Notes

- **Microsoft Windows 8.1 or newer.** Although the toolkit may run on older versions of Windows, in non-Windows environments, virtual environments, etc., it is recommended that you install the toolkit on a computer with a standard/native installation of Windows 8.1 or newer that receives regular Microsoft updates.

- **Microsoft Access 2013 or newer (either the full version of Access or the free Access Runtime).** The toolkit is a Microsoft (MS) Access-based software program that requires MS Access to operate. The necessary data management, automation, and reporting aspects of the toolkit make it a good fit for MS Access. Although the toolkit may run on older versions of MS Access, or in certain virtual, emulated, or simulated environments, native MS Access 2013 or newer is recommended for maximum compatibility. (More on this under “preliminary notes” below.)
• **A single-user, premise-based environment.** The toolkit is intended as a single-user, premise-based software. The current version of the toolkit is not intended for multi-user, Web-based, or network-based installation or use. Use of the toolkit in such configurations or environments is beyond the scope of its design and is not recommended.

• **2 GB RAM.** While the toolkit may run on computers with less than 2 GB of RAM, you may experience video playback glitches, slow report generation, or other delays and issues when operating with inadequate RAM.

• **8 GB free disk space.** The toolkit requires about 4 GB of disk space for the program itself, plus space for the WCSS surveys you set up, WCSS data, etc. You should not attempt to install or operate the toolkit on a computer with inadequate free disk space.

• **Video display resolution between 1366 x 768 and 1920 x 1080.** Display resolutions less than about 1366 x 768 will not allow the entire toolkit to display on screen. Display resolutions greater than 1920 x 1080 will result in the toolkit menus and text appearing very small on screen. This is especially true of very high display resolutions on very small monitors; for example, small laptop screens with high resolution 4K display settings. Although computer operating system manufacturers attempt to address the resulting problem (text too small to be comfortably read by most people) by scaling the fonts to larger sizes, this sometimes creates other problems. (More on this under “troubleshooting” below.) In short, you can generally achieve a comfortable viewing size for the toolkit by selecting a video display mode between 1366 x 768 and 1920 x 1080.
Installation

At a Glance

1. Determine which version of the toolkit (32- or 64-bit) is right for your computer. (See notes 1-3 below.)

2. Click the appropriate WCSS Toolkit for Microsoft Access link to download the toolkit ZIP file. (See notes 4-5 below.)

3. Save the toolkit file to your desktop or other location assigned by your information technology administrator.

4. Unzip the installation ZIP file.

5. Launch the installation by double clicking the unzipped file or by right clicking the file name and then Open. The following popup will appear:

   ![Image of installation popup]

   IMPORTANT: Please review the installation instructions carefully BEFORE attempting to install.

   The WCSS Toolkit version 0.90 is a BETA STAGE product. Please distribute this version ONLY to beta test partners -- not to the public at large.

6. Click OK.

7. An installation popup will appear on your screen. Follow the prompts to complete installation. (See notes 6-8 below.)

Notes

1. If you already have MS Access or the Access Runtime installed on your computer, determine if you have the 32-bit version or the 64-bit version. This information is usually available in Access under FILE > ACCOUNT > ABOUT or under HELP > ABOUT. If you have the 32-bit version of Access, download/install the 32-bit version of the toolkit. If you have the 64-bit version of Access, download/install the 64-bit toolkit.
2. If you already have MS Office installed, but it doesn’t include Access (some versions of MS Office include Word, Excel and other programs, but NOT Access), determine whether you have the 32-bit MS Office or the 64-bit version. Open any Office program (Word, Excel, etc. and look under FILE > ACCOUNT > ABOUT or HELP > ABOUT. Download the 32- or 64-bit version of the toolkit to match your MS Office installation. The toolkit installation files each include the matching Access Runtime and will install it if you need it, but you can only install the Access Runtime that matches the bit (32 or 64) of your MS Office installation.

3. If you don’t already have a version of Access installed, or any version of MS Office installed, then you can download and install either version of the toolkit (32 or 64 bit) as both should work. If the toolkit installation program installs the Access Runtime for you, the Access Runtime installation program will attempt to direct you to related resources on the Internet. You can ignore/decline those messages during the toolkit installation. However, when it asks to install Access Runtime security updates (either during the Access Runtime installation or shortly thereafter), you should allow these updates.

4. Download the toolkit to your local computer before installing. If you received the toolkit via DVD, you can install it directly from the DVD. However, do not attempt to run the toolkit installation file across the Internet (from a website or through your email) or over a network. Installation over a network connection can result in installation errors, crashes, etc.

5. If downloading the toolkit installation file from the National Institute of Corrections website or another Web resource, please be patient. The toolkit is a large program. In addition to the program itself, tools, and other resources, it contains numerous short, but high-quality videos. The videos alone approach the size of a full-length movie. Depending on the speed of your internet connection, server load, network traffic, and other conditions, it could take anywhere from several minutes up to 20 minutes or more to download.

6. The install process should take less than 10 minutes, but there may be spans of several minutes with no install messages on the screen. The install program will provide numerous informational messages during installation and request input from you several times. The exact sequence and timing of the messages will vary considerably based on the configuration of the computer you are using.

7. You may receive security warnings during installation that ask if you recognize the program and want to install it. These messages vary based on your version of Windows, security settings, security software, etc. In some cases, you may have to acknowledge a toolkit install message twice because some antivirus programs halt the install while it scans for viruses. Once the program is found to be virus free, the install is allowed to start up again. While this usually doesn’t abort or “error-out” the install, it can cause some hiccups in the installation process, such as making the same message appear multiple times. Simply acknowledge the message again to proceed.

8. Please do NOT change the suggested installation folder/location as the toolkit will not function from any other location without additional modification. For skilled IT staff who
choose to install to a different location, this can be accomplished by ensuring the toolkit user has proper permissions to the new location and by revising the toolkit media path to point to the new location (see Tools/Utilities > Media Path).
Troubleshooting

Display
If lines of text appear to be partially or completely missing at the bottom of a toolkit screen, this can be caused by Windows Scale and Layout settings. Try adjusting the Windows display settings. For example:

- Try selecting a lower resolution (such as 1366 x 768) and turning off scaling (change to 100%). On most versions of Windows, these settings can be located by right clicking the desktop and selecting “Display Settings.”
- Override high DPI scaling behavior by following these instructions (on Win 10):
  1. Start the toolkit.
  2. Right click on the MS Access/Toolkit icon in the task bar.
  3. Right click on the MS Access icon in the popup menu.
  4. Click on Properties
  5. Select Compatibility Tab
  6. Click on the Change High DPI Settings button
  7. Mark the checkbox under High DPI Scaling Override that says “Override high DPI scaling behavior.”
  8. Select “System” in the “Scaling Performed by” dropdown menu.
  9. Note that this affects all MS Access programs, including the toolkit.

Exporting Data
Note that when using the Analysis and Reporting Tool, all necessary data recoding is done by the tool prior to generating the report. However, when exporting raw datasets with the Data Management Tool, the exported dataset is the RAW data. That is, no item recoding is done on the data exports. Thus, when analyzing WCSS data outside of the toolkit, your analyst will need to prepare the data properly for analysis.

Macros
When you start the toolkit for the first time, depending on your computer’s configuration and security settings, you may see a message about stopping all macros, enabling content, or something to that effect. The toolkit relies on code to operate. If you receive any such messages, please allow the code/macros/content to run (or be enabled). The toolkit should run normally after you acknowledge the message. If it doesn’t, just close and reopen it.

Videos
Toolkit videos can be enlarged by double clicking them while they are playing or by right clicking and selecting full screen. If instead of expanding to full screen, it only expands to fill part of the screen, this may be caused by Windows Scale and Layout settings, which can cause other toolkit problems as well (see next bullet).