

# Joint CADDY Steering Group

---

## CADDY Installation Guide

How to install the CADDY Retrieval Software  
in various environments

**Version 1.0**  
**May 19, 2004**

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
1.1	About this Installation Guide .....	3
<b>2</b>	<b>Installation of the CADDY Retrieval Software.....</b>	<b>4</b>
2.1	Overview .....	4
2.2	Stand-alone installation of the CADDY RSW (desktop PC and laptop).....	4
2.3	Shared database installation (network and multi-user access).....	5
2.4	Off-line configuration (network installations and laptops).....	6
2.5	Automated installation of CADDY RSW clients .....	6
2.6	De-installation of the CADDY RSW.....	6
2.7	Repair or reinstall of a CADDY RSW installation .....	7
2.8	Backup / Recovery of CADDY RSW data .....	7
<b>3</b>	<b>Background information for the installation of the CADDY RSW.....</b>	<b>9</b>
3.1	Components and directories of the CADDY RSW .....	9
3.2	Database directories and Jet database engine .....	10
3.3	Cache configuration.....	10
3.4	Preferred structure and location of dossier data directories.....	11
3.5	Registry settings of the CADDY RSW .....	11
3.6	Dll's and executeables of the CADDY RSW.....	12
3.7	Hardware requirements .....	13
<b>4</b>	<b>References .....</b>	<b>14</b>
<b>5</b>	<b>Glossary .....</b>	<b>15</b>

# 1 Introduction

## 1.1 *About this Installation Guide*

This document describes several alternatives on how to install and configure the CADDY Retrieval Software for different requirements. This document was created to give IT personal in regulatory authorities and companies guidance on the installation of the CADDY Retrieval Software.

This Installation Guide is intended to be a technical guide for users of the CADDY Retrieval Software who want to install a single user setup, as well as for the IT specialist in authorities and companies who want to set up a network environment with a central shared database.

A certain level of competence in information technology is assumed for the readers of this document.

For further information about CADDY please refer to the CADDY Format Specification and the CADDY Application Guide. All documents are available on the CADDY web site at <http://www.ecpa.be/caddy>.

## 2 Installation of the CADDY Retrieval Software

### 2.1 Overview

The CADDY Retrieval Software (CADDY RSW) can be installed, depending on specific requirements as a:

- Stand-alone installation or
- Shared database installation (network and multi-user access)

Additional information is provided for users using laptops with the requirement to synchronize the content of the local databases with the shared databases on the network, as well as for administrators who want to automate the installation of the CADDY RSW for a large number of clients by automated software distribution.

### 2.2 Stand-alone installation of the CADDY RSW (desktop PC and laptop)

The installation of the RSW on a single desktop PC is described below. This procedure will install the program and the CADDY databases as well as the working directories on a local PC.

#### Requirements

- Administrative rights are required for the installation. Your administrator should be contacted if you do not have sufficient rights to perform the installation.

#### Installation

1. Insert the CD with the CADDY Retrieval Software
2. Change to the "Install" directory
3. Read the "Readme.txt" file
4. Double click "setup.exe"
  - The installation program of the CADDY RSW will install the software on the system by using dialogs.
  - If the CADDY RSW is already installed on the system, the installation program will detect this automatically and will first de-install the previous version. (See chapter "[De-installation of the CADDY RSW](#)")
5. Follow the menus of the installation wizard.
  - The installation program will guide you through the installation process. You can exit the installation process at any time by pressing the "Cancel" button.
  - It is recommended to always use the "Typical" installation of the installation wizard and to make the changes for the custom installation after the standard installation is completed without errors.
6. Reboot the system after installation.

#### Remarks

- Previous version of the CADDY RSW (version 1.3 or 1.2):  
If a previous version of the CADDY Retrieval Software (version 1.3 or 1.2) is already installed on the system, the installation routine will detect the installation directories and will suggest replacing

the previous version. Version 1.3 is identified by the existence of registry settings. Version 1.2 is identified by the existence of a file Caddy\_R.ini in the windows directory. If a CADDY RSW of version 1.3 or higher has been installed previously and the file Caddy\_R.ini of version 1.2 is still existing it **must be deleted by hand**, before a newer version of the CADDY RSW can be installed.

- Migration of old database structures:  
Due to enhancements in the database structures, it will be necessary for the main database and the dossiers databases to be migrated to the new structure. The user will then be automatically asked to migrate the databases, when accessing the main database or the dossier databases the first time after the new installation. This can only be done by administrative users. Therefore, it is recommended, that the administrative user accesses every dossier registered by the CADDY RSW to allow the software to migrate the databases to the new structure, before normal users are allowed to work with the new version of the CADDY RSW.

### **2.3 Shared database installation (network and multi-user access)**

To build up a network environment with a central CADDY database it is necessary to first install a client as a stand-alone client. Configure this client for network access and then install the other clients and configure them according to the desired network setup.

#### **Installation of the first client.**

1. Install the first client as a stand-alone installation  
First install the CADDY RSW on a desktop by following the steps in the chapter "[Stand-alone installation of the CADDY RSW \(desktop PC and laptop\)](#)".
2. Move the database directories to the location in the network.  
It is suggested, to keep the names of the database directories ("dbdir" and "dossiers") as they are created by the CADDY RSW and to move (or copy) the database directories together to the same parent directory in the network. This will make administration much easier and will be more transparent, if you ever need support.
3. Change the target values for the database directories for the CADDY RSW
  - Logon to the CADDY RSW
  - Open the "Options" dialog (Tools->Options)
  - Open the tab "Directories"
  - Change the location of the "Database Directory:" and "Dossier Directory:"
  - Change the location of the "System DB:" according to the "Database Directory:" above

#### **Installation of further clients.**

It is recommended to install each client as a stand-alone installation and then configure the client to the desired network setup by changing the target values of the location of the database directories. Therefore, it is suggested to perform the following steps:

1. Install each client as a stand-alone client by following the steps in the chapter "[Stand-alone installation of the CADDY RSW \(desktop PC and laptop\)](#)".
2. Change the definition of the database directories for the CADDY RSW
  - Logon to the CADDY RSW
  - Open the "Options" dialog (Tools->Options)
  - Open the tab "Directories"
  - Change the location of the "Database Directory:" and "Dossier Directory:"

- Change the location of the "System DB:" according to the "Database Directory:" above

### **Remarks**

The change of the location of the database directories can be automated. Please see the chapter ["Automated installation of CADDY RSW clients"](#)

## **2.4 Off-line configuration (network installations and laptops)**

The users of laptops are often using a networked environment with shared disk drives whilst being in the office and need to working in a stand-alone mode when being out of office or travelling. In both situations it requires to have all programs and data available that are necessary to perform their job.

The solution is to install the laptop as a stand-alone configuration and to change the database directories (dbdir, dossier) to the location in the network, without deleting the local database directories. When disconnecting from the network environment the local database directories must be synchronized with the directories in the network. This can be done by several synchronizing tools commonly available in the market, or by writing a unique short synchronization script or program.

### **Remarks:**

If data is changed (annotations / hyperlinks) while being disconnected from the shared database it has to be copied back to the network and vice versa to ensure an identical information basis. But due to the multi-user approach there can be only one master for the data. These organisational issues can be only solved by discipline and the CADDY functions that are offered for importing and exporting data.

Beside the data in the dbdir and dossier directories, the data (pages and index files) of the dossier itself must be accessible when working off-line. Therefore, copies of the CDs of the dossier must be available or the content of the CDs must be copied to the local disc of the laptop.

## **2.5 Automated installation of CADDY RSW clients**

In larger companies or authorities it may be necessary to automate the installation of the CADDY RSW because of a great number of clients or because the clients are installed in a controlled environment with automated software distribution.

For automated installation we suggest to directly call the windows installer msixec. Therefore, the advice is to perform the following steps:

1. Install the client as a stand-alone installation using the silent mode of the windows installer msixec.

```
msiexec /i "CADDY Retrieval Software 2.0.msi" /qn  
INSTALLDIR="c:\Program Files\CADDY"  
INSTALLDOSSIER="c:\Program Files\CADDY\dossier" /l caddy_install.log  
REBOOT=ReallySuppress
```

Preferably use the default directories for the installation, or configure the installer accordingly. See chapter ["Components and directories of the CADDY RSW"](#) for more details.

2. Change the target values of the database directories for the CADDY RSW by importing the specific values into the local registry. For details on which registry entries are used by the CADDY RSW and how to change the registry settings see chapter ["Registry settings of the CADDY RSW"](#).

## **2.6 De-installation of the CADDY RSW**

The CADDY RSW can be de-installed from the system by the following possibilities:

### **Possibility 1:**

1. Go to Start -> Settings -> Control Panel -> Add/Remove Programs.
2. Select CADDY Retrieval Software.
3. Select "Remove".
4. The software will be deleted from the system .
5. Reboot the system after de-installation.

### **Possibility 2:**

1. Insert the CD with the CADDY Retrieval Software.
2. Change to the "Install" directory .
3. Double click "setup.exe".
  - The installation program will detect the current version of the CADDY RSW and will ask the user to de-install it.
4. Reboot the system after de-installation.

### **Remark:**

The two directories "dbdir" and "dossier" will not be deleted by the de-installation program itself. If you do not want to keep the data in these directories, you must delete them separately.

## **2.7 Repair or reinstall of a CADDY RSW installation**

Installing the CADDY RSW with the standard configuration will work fine in most environments. Nevertheless, when configuring the CADDY RSW according to individual requirements or when for example some of the binaries of the Software have been removed by mistake the installation can be corrupt. It may then be necessary to reinstall the CADDY RSW or to repair the installation.

To repair the CADDY RSW installation perform the following steps:

1. De-install the CADDY RSW as described in the chapter "[De-installation of the CADDY RSW](#)"
2. Reinstall the CADDY RSW as described in the chapter "[Stand-alone installation of the CADDY RSW \(desktop PC and laptop\)](#)"
  - The installation program of the CADDY RSW will automatically detect the previous settings for the directories and will use them for the installation.

## **2.8 Backup / Recovery of CADDY RSW data**

When working with the CADDY RSW it is necessary to backup the data of the installation and the content of the database directories, to ensure a secure recovery of the data whenever data has been deleted by mistake or if the system had a breakdown.

### **2.8.1 Backup:**

For Backup, the following is recommended:

- Full backup of the complete system, including operating system, registry settings, program directories and data directories after every change to the installation or when changes have been made to the configuration of the CADDY RSW.
- Backup of the **local** data every day, including the local directories with the databases (dbdir, dossier) and the user data. The advice is to include these directories into the daily backup routines of the local client.

- If shared databases are used, the backup of these directories should be included into the backup concept of these file shares by the operator / administrator of these shares.
- The data of the dossiers itself consists of many small files and can be greater than one Gigabyte in size. Because the data is provided on CDs, it is not mandatory to backup these data. When the content of the CDs has been copied to local disk or to the file share, they can simply be copied again, if the data is not available any more.
- For archiving reasons and to avoid loss of data due to defect CDs, it is recommended to create copies of the CDs after they have been received and to keep at least one set of CDs in safe custody for electronic media.

### **2.8.2 Recovery:**

- After a data loss, recover the system and data from the latest backup media.
- Do not recover data to the shared databases, when you are not the operator / administrator for these shared directories, in order to avoid overwriting data on the shared directories that have been changed by other users in the meantime.

## 3 Background information for the installation of the CADDY RSW

### 3.1 Components and directories of the CADDY RSW

The components of the CADDY RSW can be classified into three categories:

- program data (binaries, executables, ...)
- application data (databases, dossier data, cache directory)
- user data (temp-, export-, ocr- and print directory)

The “default path” is the path that is used by the current installation program of the CADDY RSW 2.0.

The “recommended path” is the path, that should be used in a shared database environment or in an environment where the user has only restricted rights (no admin rights), to the “C:\Program Files\..” directory.

The installation setup of the next version of the CADDY RSW will use the “recommended path” as the “default path” for the installation.

#### **Program data**

For the program data the following directory is used:

- **..\bin** (bin directory)  
default path: C:\Program Files\CADDY\Retrieval Software\bin

For the installation of the software write access to this directory is needed. To run the Retrieval Software the user only needs read (and no write) access to this directory.

#### **Application data**

The following directories are used by the CADDY RSW for the application data:

- **..\dbdir** (database directory)  
default path: C:\Program Files\CADDY\Retrieval Software\dbdir  
recommended path: C:\Documents and Settings\All Users\Application Data\CADDY\Retrieval Software\dbdir
- **..\dossier** (dossier directory)  
default path: C:\Program Files\CADDY\Retrieval Software\dossier  
recommended path: C:\Documents and Settings\All Users\Application Data\CADDY\Retrieval Software\dossier
- **..\cache** (cache directory)  
default path: C:\Program Files\CADDY\Retrieval Software\cache  
recommended path: C:\Documents and Settings\All Users\Application Data\CADDY\Retrieval Software\cache

The user must have read and **write** access to these directories.

#### **Remark:**

When a multi user environment is required, the application data directories must be made accessible to all users who needs to work with the data. Therefore, these directories must be made available on a shared network drive. For details see chapter [“Shared database installation \(network and multi-user access\)”](#).

## **User data**

The following directories are used by the CADDY RSW for the user data:

- **..\export** (export directory)  
default path: C:\Program Files\CADDY\Retrieval Software\export  
recommended path: C:\Documents and Settings\- **..\ocr** (ocr output directory)  
default path: C:\Program Files\CADDY\Retrieval Software\ocr  
recommended path: C:\Documents and Settings\- **..\print** (print working directory)  
default path: C:\Program Files\CADDY\Retrieval Software\print  
recommended path: C:\Documents and Settings\- **..\temp** (temp working directory)  
default path: C:\Program Files\CADDY\Retrieval Software\temp  
recommended path: [WINDOWS TEMP DIRECTORY]

The user must have read and **write** access to these directories.

## **3.2 Database directories and Jet database engine**

The CADDY Retrieval Software uses the Jet database engine from Microsoft to manage the dossier data and the user information.

The user information is stored in the file `caddy.ldb`. Therefore, this file is necessary and must be available to run the CADDY Retrieval Software.

Although it is not recommended and in most cases also not necessary, a specific IT-environment may require, to administer the users in a central `ldb`-file, together with the users of other applications. To configure this specific setup, please refer to the documentation provided by Microsoft for the Jet database engine.

## **3.3 Cache configuration**

The CADDY Retrieval Software supports caching of the Tif-pages, to allow the user to work effectively in a environment with slow network connection or when using a slow CD-Rom drive. The caching procedure copies the data from the original location to the cache directory. When the high watermark of the cache is reached, older data are deleted automatically. For information on how to configure the cache (low watermark, high watermark, ...) please refer to the Help of the CADDY Retrieval Software.

The cache can be configured differently, depending on the installation setup.

### **3.3.1 Caching in a stand-alone installation**

#### ***Dossier data available on CD.***

When the user is accessing the dossier data directly from the CD, the pages (and CCFs) will be copied to the cache when first accessed, to allow fast access when the data is accessed again.

In this case, the default cache size of 50 MB will be sufficient.

If the user is working on several dossiers simultaneously, the cache size should be increased accordingly.

#### ***Dossier data available on the local disc.***

If the local PC has sufficient disc space, the content of all CDs can be copied to the local disc. This makes working with the dossier very efficient, because all the data can be accessed through the fast disc connection and no repeated exchange of the CDs in the CD-Rom drive is necessary, when accessing data on different CDs. The CADDY Retrieval Software will use the cache then only for the conversion of the CCFs to the original file format.

### 3.3.2 Caching with shared data access (network and multiuser)

When the CADDY Retrieval Software is used in a multi-user environment with shared databases, the dossiers should also be made available on a shared directory.

If the network access to the shared directories is fast enough, no local caching is necessary. But the CADDY Retrieval Software needs the cache for the conversion of the CCF's to the original file format. It is, therefore, suggested, that the cache is configured in such a way, that all clients also use the same cache-directory in the network for caching.

### 3.3.3 Using the Cache as primary data location for dossier

Some organisations copy the complete dossier below the cache directory, to allow fast access to the dossier data and to avoid repeated changing of the CDs in the CD Rom drive.

Since the CADDY Retrieval Software version 1.3, this is not useful and not recommended any more, as the CADDY Retrieval Software automatically performs the change volume dialog, when the data of the CADDY CDs are available in the file system in a defined nomenclature.

If the CDs of a dossier are copied below the same parent directory and are named 001, 002, 003 ... according to the number of the CDs, the software detects the other directories automatically, after the first CD with the index directory has been selected through the select volume dialog.

More information is provided in the next chapter.

## 3.4 Preferred structure and location of dossier data directories

This chapter describes a reasonable way and structure to make the CDs of dossiers available on a local disc or on a shared disc on the network.

It is suggested to copy the content of all CDs of a dossier to a directory in your file system, with the following structure:

../dossiers/Dossier1/001	- Contains content of volume 1 of dossier 1
../dossiers/Dossier1/00n	- Contains content of volume n of dossier 1
../dossiers/...	
../dossiers/Dossiern/001	- Contains content of volume 1 of dossier n
../dossiers/Dossiern/00n	- Contains content of volume n of dossier n

#### **Remark:**

Please consider that the data of the confidential CD should only be copied to the file share, if all users with access to the file share have the privilege to access the confidential data. Otherwise the confidential data should be made available only on CD to those users, or the access rights of the subdirectory containing the confidential data should be restricted to the users who have the privilege to view this data.

## 3.5 Registry settings of the CADDY RSW

The CADDY Retrieval Software and its components uses the registry to stores settings of the application.

To edit the registry, you can use the tool regedit, which is a part of Windows. Unless you know what you are doing, you should not attempt to edit the registry directly.

The following is an extract of the registry keys, used by the CADDY Retrieval Software. These are the keys that keep the settings that are changed by the Options dialog of the application.

Branch:

[HKEY\_LOCAL\_MACHINE\SOFTWARE\CADDY\Retrieval Software\2.0\Directories]

"WorkingDir"="C:\Program Files\CADDY\Retrieval Software\  
 "DatabaseDir"="C:\Program Files\CADDY\Retrieval Software\dbdir\  
 "DossierDir"="C:\Program Files\CADDY\Retrieval Software\dossier\  
 "CacheDir"="C:\Program Files\CADDY\Retrieval Software\cache\  
 "OCRDir"="C:\Program Files\CADDY\Retrieval Software\ocr\  
 "ExportDir"="C:\Program Files\CADDY\Retrieval Software\export\  
 "ProgDir"="C:\Program Files\CADDY\Retrieval Software\bin\  
 "PrintDir"="C:\Program Files\CADDY\Retrieval Software\print\  
 "TempDir"="C:\Program Files\CADDY\Retrieval Software\temp"

Branch:

[HKEY\_LOCAL\_MACHINE\SOFTWARE\CADDY\Retrieval Software\2.0\Options]

"SystemDB"="C:\Program Files\CADDY\Retrieval Software\dbdir\caddy.mda"

Please remember to change the setting for the "SystemDB", when the "DatabaseDir" is changed.

There are several more registry keys used by the application, where local user settings, ex. positions of window settings are stored. Changes to these settings are not recommended.

### 3.6 *Dll's and executeables of the CADDY RSW*

Below you will find the list of the dll-files and ocx-files that are installed and used by the CADDY Retrieval Software.

Please be aware, that the list can vary with future versions of the application.

Filename	Folder	RSW 2.0.x
BONNI310.DLL	C:\WINNT\SYSTEM32	x
BTL310.DLL	C:\WINNT\SYSTEM32	x
dao2535.tlb	C:\WINNT\SYSTEM32	x
Dao350.dll	C:\WINNT\SYSTEM32	x
expsrv.dll	C:\WINNT\SYSTEM32	x
IPL310.DLL	C:\WINNT\SYSTEM32	x
KCL310.DLL	C:\WINNT\SYSTEM32	x
KDB310.DLL	C:\WINNT\SYSTEM32	x
KFDLG310.DLL	C:\WINNT\SYSTEM32	x

<b>Filename</b>	<b>Folder</b>	<b>RSW 2.0.x</b>
KFSTG310.DLL	C:\WINNT\SYSTEM32	x
KPM310.DLL	C:\WINNT\SYSTEM32	x
KRQ310.DLL	C:\WINNT\SYSTEM32	x
MFC40.DLL	C:\WINNT\SYSTEM32	x
msexcl35.dll	C:\WINNT\SYSTEM32	x
MSJET35.DLL	C:\WINNT\SYSTEM32	x
MSJINT35.DLL	C:\WINNT\SYSTEM32	x
MSJTER35.DLL	C:\WINNT\SYSTEM32	x
MSRD2X35.DLL	C:\WINNT\SYSTEM32	x
MSREPL35.DLL	C:\WINNT\SYSTEM32	x
msvc50.dll	C:\WINNT\SYSTEM32	x
MSVCRT40.dll	C:\WINNT\SYSTEM32	x
MSXBSE35.DLL	C:\WINNT\SYSTEM32	x
PolarZip.ocx	C:\WINNT\SYSTEM32	x
regobj.dll	C:\WINNT\SYSTEM32	x
RICHTX32.OCX	C:\WINNT\SYSTEM32	x
SPR32X30.ocx	C:\WINNT\SYSTEM32	x
STGFL310.DLL	C:\WINNT\SYSTEM32	x
threed32.ocx	C:\WINNT\SYSTEM32	x
VB5DB.DLL	C:\WINNT\SYSTEM32	x
vbajet32.dll	C:\WINNT\SYSTEM32	x
VBAR332.DLL	C:\WINNT\SYSTEM32	x

### **3.7 Hardware requirements**

Hardware requirements for stand-alone systems and more complex Office environments for use of the CADDY Retrieval Software are defined in the CADDY Application Guide, which can be downloaded from the CADDY web site at <http://www.ecpa.be/caddy>.

## **4 References**

- [1] Document Interchange Format For Pesticides Registration Applications  
Format Specification CADDY 2.0 / June 19, 2002  
Joint CADDY Steering Group
- [1a] Document Interchange Format For Pesticides Registration Applications  
Format Specification CADDY 1.1 / September 23, 1997  
Joint EU / US / Canada CADDY Steering Group  
and Addendum to CADDY 1.1 Format Specification as of February 24, 1998
- [2] CADDY Information Brochure:  
Turning the Key To Electronic Submissions For Plant Protection Product Registration  
Joint CADDY Steering Group, (March 1998)
- [3] CADDY Application Guide  
How to Use the CADDY Format Specification to File a Pesticide Registration Dossier on  
Electronic Media; Version 2.0, August 18, 2003

## 5 Glossary

### **CD-ROM set**

A set of CD-ROMs containing all the individual CD-ROMs, which are part of a submission. Each submission (first time or supplemental) represents a separate CD-ROM set.

### **Full Dossier**

Expression used for European dossiers. A "full dossier" is the complete dossier containing all study reports, summary dossiers (see below), and additional documents. The format of this type of dossier is provided in the EU working document [1663/VI/94](#)

### **I/O devices**

Hardware components within the PC that regulate the data flow between hardware components (e.g. hard drive and CD-ROM recorder)

### **OECD**

Organization for Economic Cooperation and Development

### **Summary Dossier**

Expression used for European dossiers. A Summary dossier (under the current formatting guideline, see above under "Full dossier") contains three levels of summaries, ranging from detailed summaries for each study report to an executive summary of the entire dossier.

### **Table Of Contents (TOC)**

The Table Of Contents (TOC) is a window that displays a hierarchical organized list of chapters.

### **TIFF Files**

TIFF (Tag Image File Format) is an accepted industry standard file format that describes the storage format for raster images. Because of the flexibility and richness of TIFF, there is no „standard“ TIFF file. The subset used for CADDY submissions is described within the CADDY Format Specification [1].

### **Unique Page ID (UPID)**

Every page in a dossier has a unique page ID (UPID), which serves as a system key for internal use only.

### **Unique File ID (UFID)**

Every CCF in a dossier has a unique file ID (UFID), which serves as a system key for internal use only.