



## TECHNICAL BULLETIN 3-08

### ICODES 5.4.3 INITIAL SETUP

TB Objective: After ICODES has been installed on an SPI computer the user will need to create an ICODES account. This is a new feature and is required upon starting the program.

## CREATING ICODES 5.4.3 USER ACCOUNTS

1. Select <Start>, <Programs> or <All Programs>, <ICODES V5>, <Admin Tool>.
2. Enter “**icodes**” for both the User ID and Password and select <OK>.

*Note: Once the first ICODES Administrator account has been created the “icodes” account is destroyed and is no longer available.*

3. Enter the serial number for the computer hardware and select <OK>.
4. The “**Add User**” window will appear. This account, being the first created for ICODES on this machine, will have administrator rights. Enter a User ID, select an account type, and enter the information in the required fields.

*Note: Information types followed by an asterisk (\*) indicate required fields. The Projected Transfer Date that is entered must be a date in the future.*

5. When finished entering information, select <OK>.
6. The system will prompt to enter a password for this account. Follow the password protocol requirements and enter the password twice then select <OK>.
7. Once the account has been created, other ICODES accounts can be created as needed by selecting the <Create User> button. Otherwise, close the “**Admin Tool**” by selecting <Exit> and then selecting <Yes>.

*Notes: On the Login screen Do Not check the box for the Common Access Card access. If an ICODES Admin account is disabled, it is disabled for 30 minutes, after which time the ICODES Administrator will be able to login again using the same password as before. An ICODES Administrator account must login to enable a regular ICODES User account if it has been disabled.*



## UPDATE ICODES v5.4.3.1

1. Prior to requesting an ICODES Computer Key the current ICODES installation will have to be updated to ICODES v5.4.3.1. Go to the following website [www.marcorsyscom.usmc.mil/SITES/TDIS](http://www.marcorsyscom.usmc.mil/SITES/TDIS) and download the file "ICODES\_Updater-2008-06-19.exe" to the computer desktop. Double click the program and allow it to run. Once completed you can delete the file off of your desktop and then call for your ICODES Computer key.

## REQUESTING ICODES COMPUTER KEY

1. Login to ICODES.
2. The "ICODES Authorization" window appears with a locking code for the computer. Contact ICODES Customer Support with the Locking Code to receive a Computer Key.

Contact Information:

Telephone - ICODES Customer Support at 800-542-8745 x225 (CONUS), 805-541-3750 x225 (OCONUS),

E-Mail - [icodes-support@cdmtech.com](mailto:icodes-support@cdmtech.com)

**Note: USMC/NMCI machines must be on the approved list. The computer type must be approved by the ICODES Project Management Office for installation of ICODES and must meet the minimum specifications.**

3. Enter the Computer Key in the ICODES Authorization window and select <OK>.
4. The system will prompt to save the computer key, select <Yes>. This will save a text file with the locking code and computer key for future reference should ICODES need to be re-installed.
5. After saving the Computer Key, ICODES will start up and load all of the ships into the database for the first time. Once this process is complete, ICODES is ready for use.

**Note: Creating User Logs. The ICODES Project Management Office (PMO) requires that each ICODES site submit user logs containing all ICODES Users at that site every six months. The Admin Tool can be used to create these user logs. Once created, the user logs should be e-mailed to [SDDC.ICODESPMO@sddc.army.mil](mailto:SDDC.ICODESPMO@sddc.army.mil) or faxed to (618)220-5678.**