

This fact sheet covers installing advertised programs onto standard UWS computers. It is assumed that readers will be comfortable with using and navigating Windows. Screen shots are from Windows Vista, but XP is similar.

### **What is an advertised program?**

Standard UWS computers come with a suite of pre-installed software, and access to Advertised Programs - a collection of programs ready for installation.

Advertised programs are software packages that have been configured and tested by ITS and University business owners to ensure they work correctly in the UWS computing environment. By selecting and running an advertisement, staff are able to self-install software without ITS assistance.

### **What's available to me?**



Software may be advertised to all staff computers, or to individual computers only. Programs advertised to all staff include a range of programs from browser add-ons (Flash Player) to statistics and data mining (SPSS).

To see the software available to your computer, open the Windows **Control Panel**. Double-click the **Run Advertised Programs** icon. The Run Advertised Programs window will open.

Confirm **All Areas** and **All Categories** are displayed. If not, use the drop down menus to display them.

The list of advertised programs is now displayed.

### **The software I need isn't listed**

Not all software is advertised. If the software you want isn't listed, it may mean:

- that the software hasn't yet been configured for this delivery method,
- that a licensing fee must be paid (or other conditions met) before the software is advertised to your computer, and/or
- the software may only be available via manual installation.

Non-listing does NOT mean that you will be unable to install a program, but you will need to contact Information Technology Procurement (ITP) (ext 7487) to have it made available or to coordinate installation.

### **How will I know when new software is made available?**

Visit Run Advertised Programs to see the current list. When new programs are made available to all users, ITS sends an all staff email.

## Can I install this software on my personal computer?

No. This system is for University computers only.

## Installation

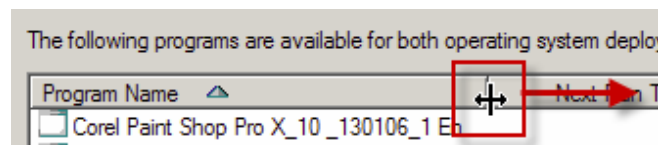


Close all open programs before starting.  
You must be on campus and logged into the UWS  
network to install advertised programs.

Open the Windows **Control Panel** and double click the **Run Advertised Programs** icon.

**Note:** Before installing, you may need to remove the existing version of the software. If so, see [Remove/Uninstall](#) in this document.

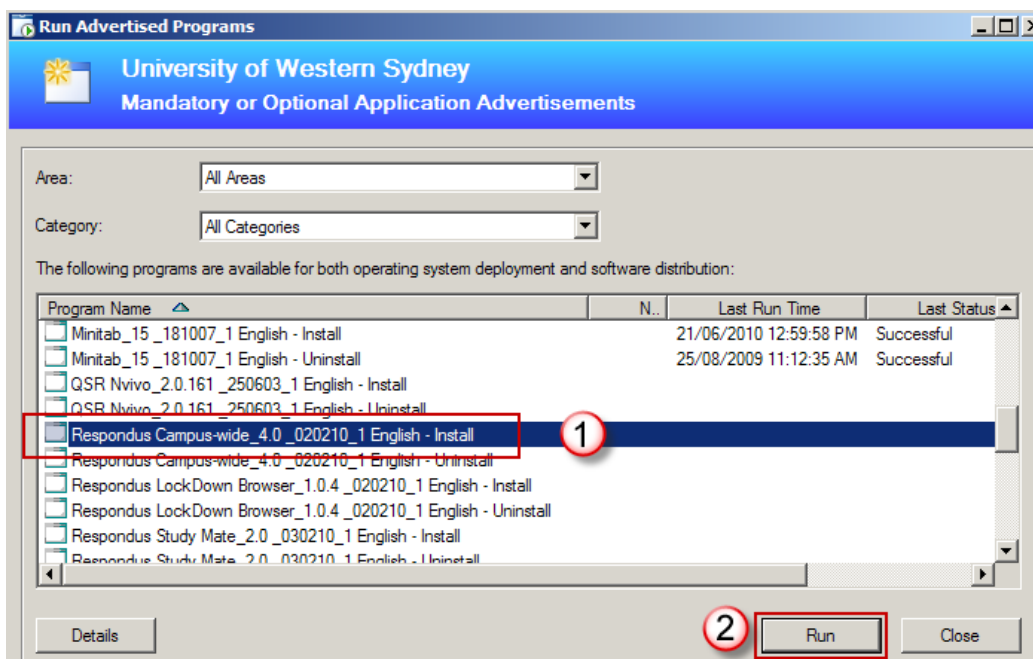
Expand the **Program Name** column so you can see **Install** or **Uninstall** for each application (alternatively, click the **Details** button after selecting a program).



To expand the column, click and drag when the cursor looks like this

Select the **Install** version of the program to be installed.

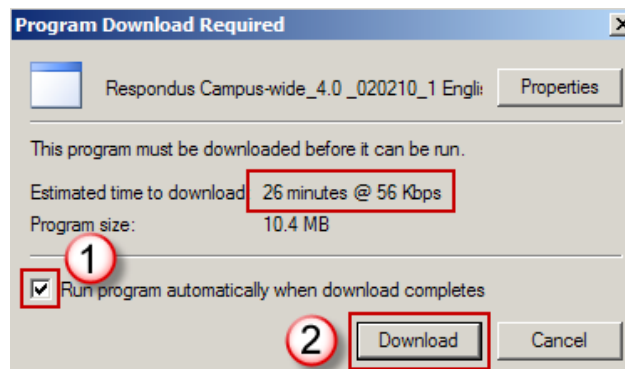
Press **Run**.



Select the software to be installed and press Run

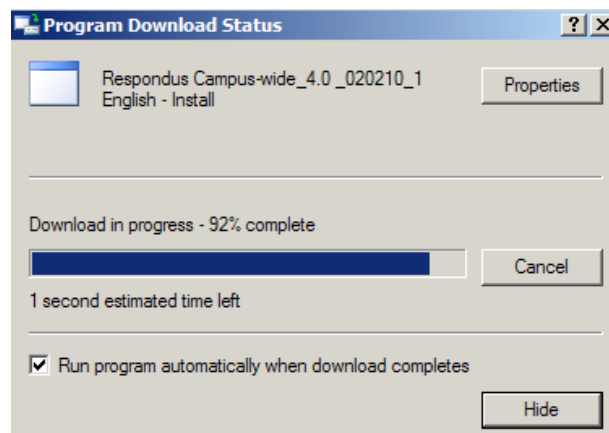
Ignore the estimated download time, which is based on dial up modem speeds. The UWS network is much faster than that! To run the installation software immediately, tick the **Run program automatically when download completes** checkbox.

Press **Download**.



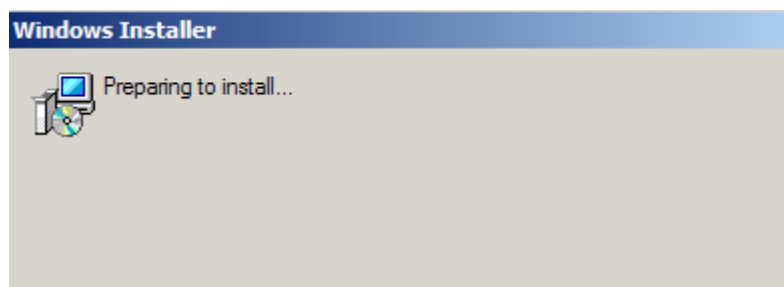
*Tick Run automatically and press Download*

The software will start to download.



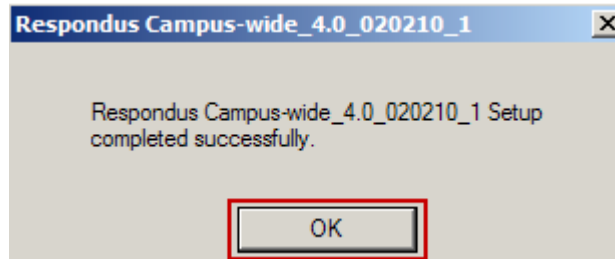
*Downloading*

As soon as the program finishes downloading, the installation process will begin. Follow the on-screen prompts (if any).



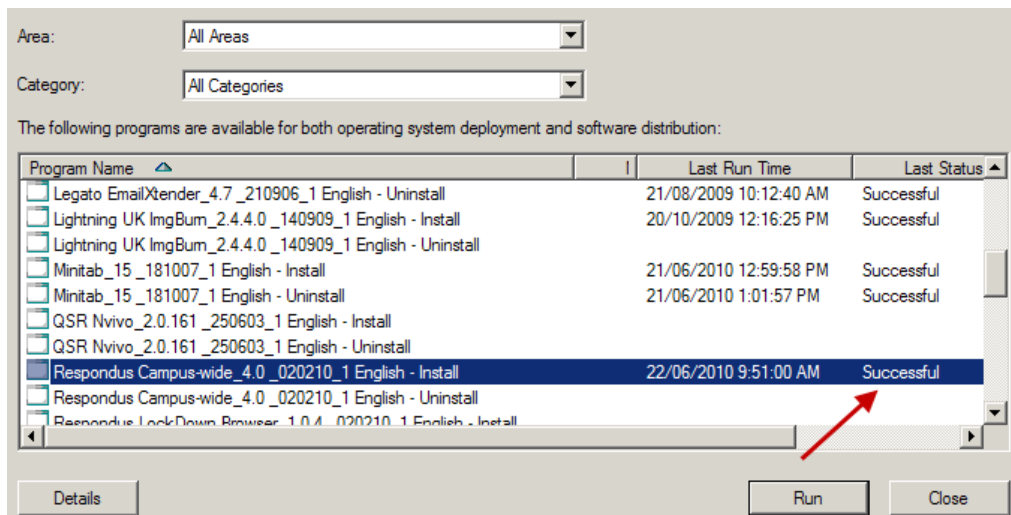
*Installation commences*

Installation is complete – press **OK**.



*Installation has been successful*

Note that the list of available programs now shows the install program's Last Status as Successful. Press F5 to update the screen if no change is displayed.



*After installation, Last Status is successful*

If the Last Status shows as Failed, you will need to start the process again, and may need to reboot your computer beforehand. If installation still fails, please contact the IT Service Desk.

### Remove/Uninstall

Removing or uninstalling the software follows the same steps, except you will select the **Uninstall** option from the Run Advertised Programs window. Press **Run**. Follow the prompts, if any.



IT Service Desk	
<b>Phone:</b>	<b>02 9852 5111 (ext 5111)</b>
<b>Email:</b>	<a href="mailto:itservicedesk@uws.edu.au">itservicedesk@uws.edu.au</a>
<b>Web:</b>	<a href="http://www.uws.edu.au/itservicedesk">http://www.uws.edu.au/itservicedesk</a>
<b>Self Service job logging:</b>	<a href="http://itsm.uws.edu.au">http://itsm.uws.edu.au</a>
<b>UWS IT Services Catalogue:</b>	<a href="http://www.uws.edu.au/its">http://www.uws.edu.au/its</a>
<b>ITS Fact Sheets</b>	<a href="http://www.uws.edu.au/itfactsheets">http://www.uws.edu.au/itfactsheets</a>