

## ACAS Access and Installation Instructions

### User Actions

Access to this application is site dependent. In some cases it only takes a call to the local Information System help desk or PC focal point to get things moving. In other cases it may be a bit more complex. Following are some of the basic user level steps required to be able to access ACAS from your PC.

1. Ensure you site is licensed. The [ACAS Subscribers list](#) contains a listing taken from the ACAS application. If your site is not listed consult your management to determine the effectiveness of buying a site license. For quotes contact [Avsoft Limited](#).
2. For licensed sites you must determine the name of the server that contains the ACAS application. E.g. For Phoenix 2100/5xx areas the server is “phxfs451\Vol1\shared\acas”. With this in hand you need to call the server group and ask for both physical and security access.
  - For security access you are typically made a member of an “ACAS Users Group” which gives you read access to ACAS and read/write access to ACASRITE subfolder.
  - For physical access you are set up so you can see the server and given instructions on how to map the server so you can see it in explorer (your directory of folders).
3. The last step is to set up an icon on your desktop. Again this process is site dependent. The help desk may walk you through any changes or may elect to come to your desk or give you written instructions. In any event the setup only takes a few minutes.

**Note:** Detailed technical requirements and instructions, for use by IS personnel or your PC focal point, are available in the ACAS documentation or in the [ACAS Electronic Brochure](#).