

*Note: Eagle and Dogwood servers are interchangeable and both have identical copies of your data. We have found Dogwood to be the best choice for most of our installs.*

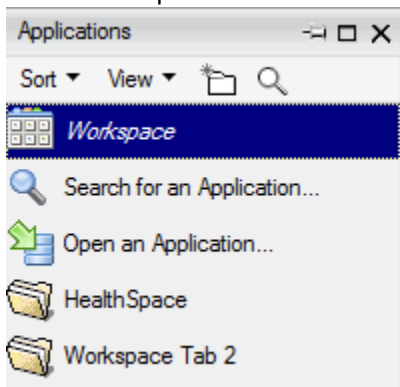
*This document is additional information for parts 7 and 8 in the HealthSpace install manual*

## **Part 7 – Bookmarking the specific county local databases**

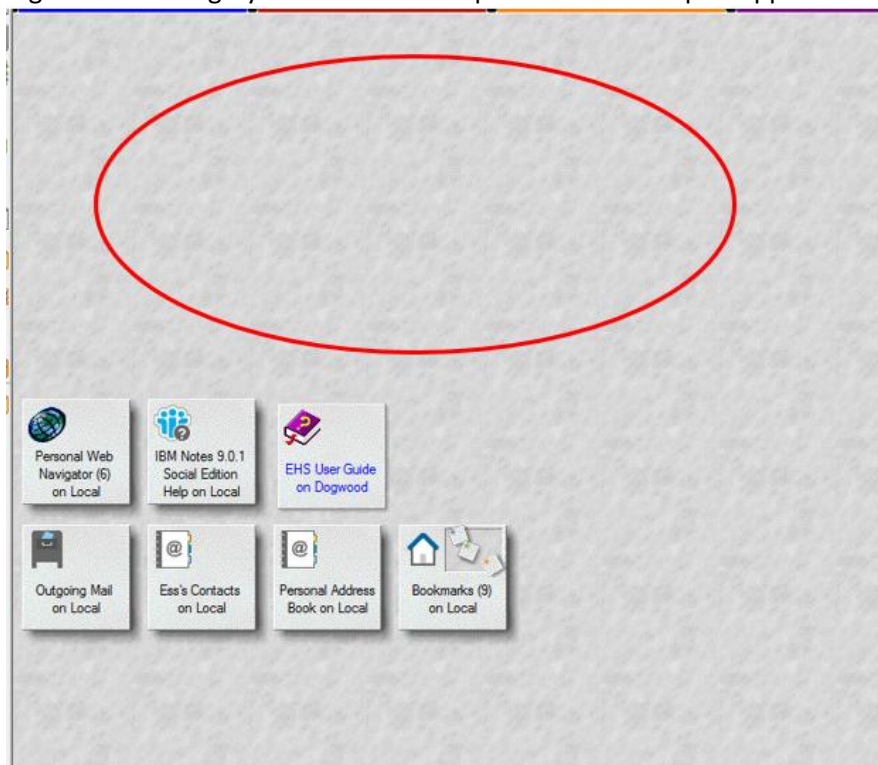
Click on the open workspace icon on the left side of the Notes client:



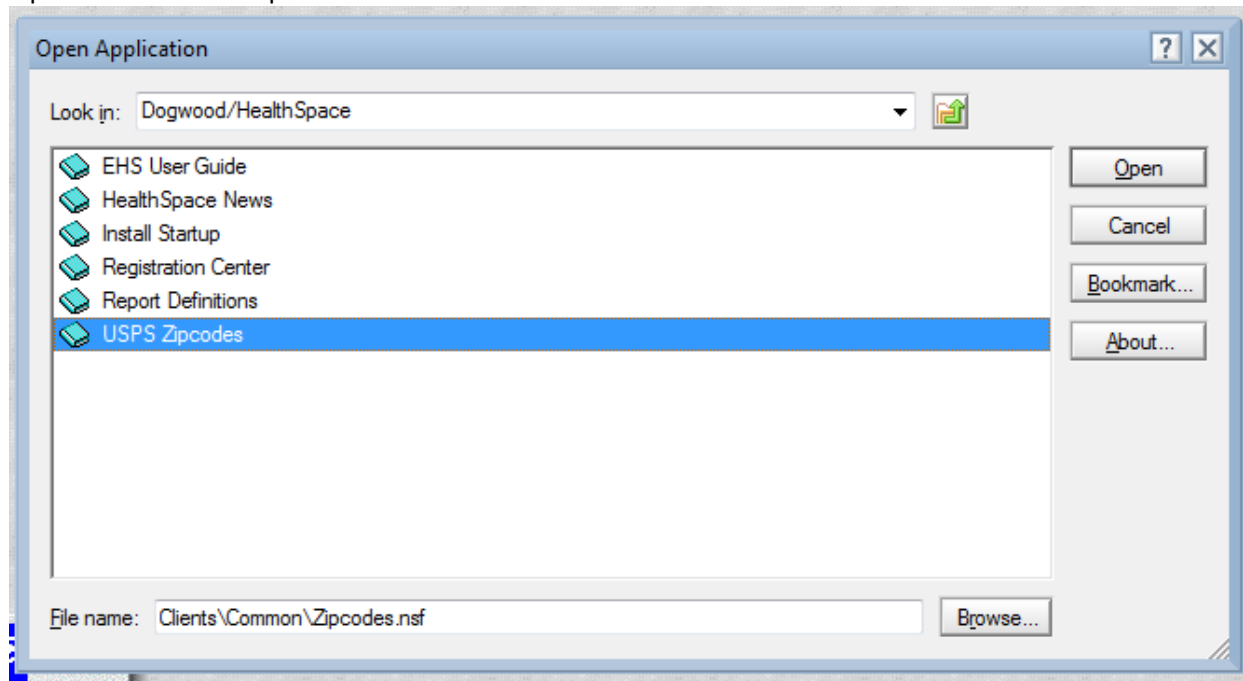
Select workspace:



Right click in the gray area of the workspace and select Open Application:

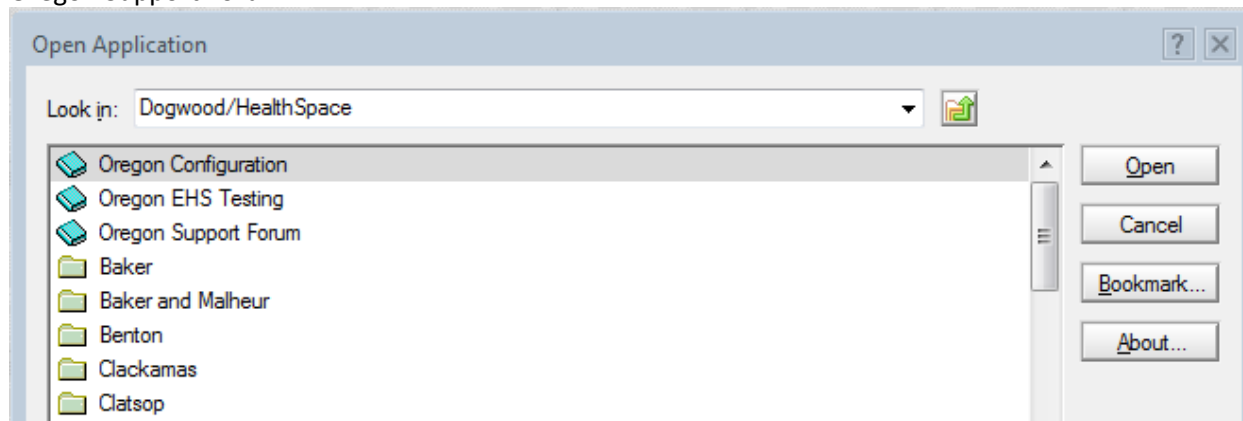


Select Dogwood/HealthSpace from the 'Look in' dropdown, then go to the Common Folder and highlight the USPS Zipcodes and select Open:



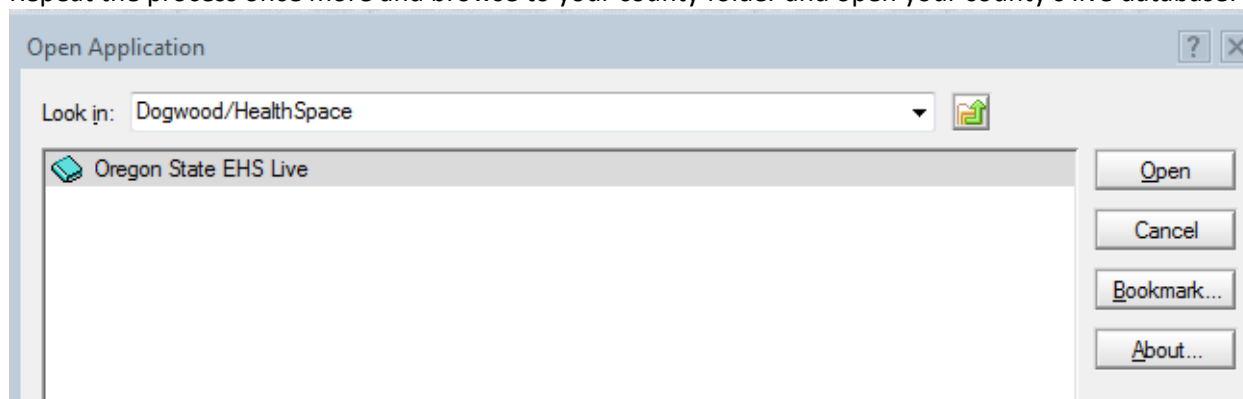
It will then open that database and you can just close it.

Repeat this process from the Dogwood/HealthSpace/Oregon folder and open Oregon configuration, Oregon EHS Testing, Oregon Support Forum:



You may get a message that you 'do not have permissions' and that is fine, just close each database once they are opened.

Repeat the process once more and browse to your county folder and open your county's live database:



And open it as well.

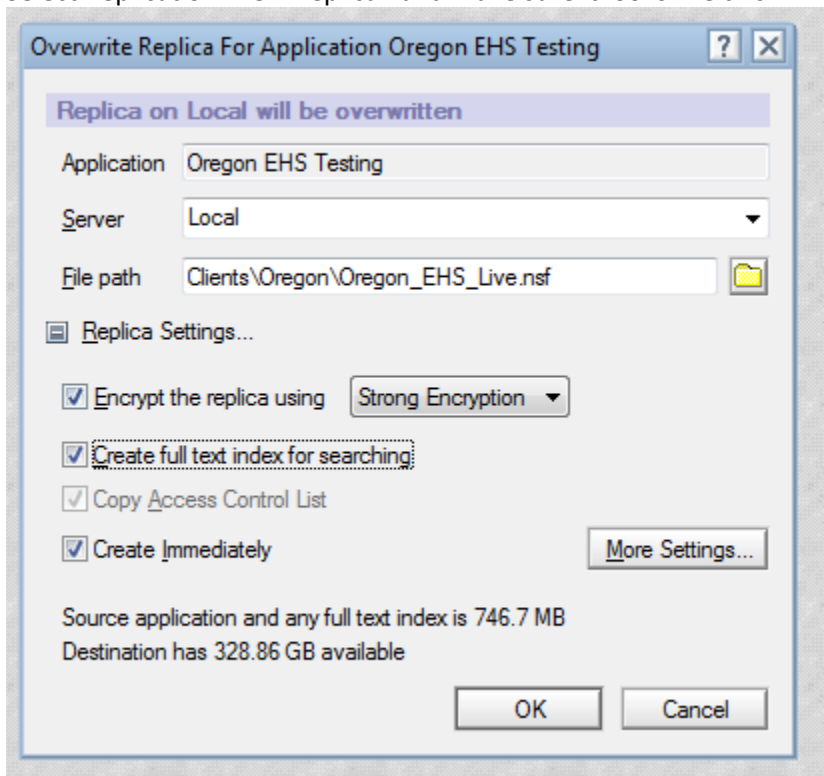
Now you have connected all your databases to your computer from the server, but you will need to create local replicas to allow you to take all this information with you out into the field (and increase the speed of the software on your local machines too).

## Part 8 -- Creating your local replicas:

Click on the Workspace tab if you aren't still in that screen:



Right click on any of the databases that you have just downloaded to your workspace  
Select Replication>New Replica> and make sure it looks like this:



It may ask if you want to replace your existing replica and you should say 'Yes'

Repeat this process for open Oregon configuration, Oregon EHS Testing, Oregon Support Forum, USPS zip codes and your county's Live database.

**This part of the process takes a long time on each machine for this initial install—45 minutes or longer for most counties depending on size. Do NOT close IBM Notes, disconnect from the internet or open any of the databases until they fully replicate.**

You will know it is still working from your replication and Sync screen that will show the progress of each sync:

Oregon EHS Testing		Today	with Eagle/HealthSpace	
<input checked="" type="checkbox"/>	Clatsop EHS Live	06:08 PM Today		About 1 minute remaining Connecting... 0% <span>Stop</span>
<input type="checkbox"/>	Malheur EHS Live	06:08 PM Today		Pending...
<input type="checkbox"/>	Baker EHS Live	06:08 PM Today		Pending...
<input checked="" type="checkbox"/>	Umatilla EHS Live	06:08 PM Today		Pending...
<input type="checkbox"/>	Morrow EHS Live	06:08 PM Today		Pending...
<input checked="" type="checkbox"/>	Oregon Support Forum	06:08 PM Today		Pending...
		06:08 PM		

When you are finished, this is what you should see on your Workspace screen (with your county as the 'live' database):

