Building Assessment Tool (BAT) GETTING STARTED GUIDE

Follow these steps to install the BAT for the first time on a new machine.

1. **Create** a directory on the user's hard drive: **C:\DHS_BAT**

2. **Unzip** the appropriate installation package (32-Bit or 64-Bit depending on which version of MS Access you have on your computer) into this new directory

3. **Open** the File labeled with "**GUI**" in Access.

The Building Assessment Tool (BAT) is preloaded with default system administrator login credentials:

> **Username:** Sysadmin1

> **Password:** Sysadmin1

Using these credentials, new users can be created. When logged in as the System Administrator, the user will note that a button to change to the default password is available. This button can be used to change the defaults.

Upon first installation of the BAT, the program will run a series of checks to ensure all needed files and folders are available in the installation directory. If they are not, a warning will be displayed. Please double check that all the required files have been properly downloaded and placed in the C:\DHS_BAT directory.

Although it is not advised, if you wish to install to the backend database of the BAT on another drive such as D: or to a drive on a LAN or a Cloud drive you will have to re-link the main database file to this front-end file, a process explained in detail in Appendix B of the User Guide and users are *strongly* encouraged to familiarize themselves with this functionality since linking database files is a key property of the BAT. Once the correct file is relinked, the BAT will work normally. However, the front-end database and all other directories and subdirectories must reside on the C: drive to ensure proper functionality.

Please refer to the User Manual and Training Videos located at the following URLs for additional instructions.

User Manual: https://www.wbdg.org/FFC/DHS/BAT_User_Guide.docx
Video Training: https://www.wbdg.org/additional-resources/tools/building-assessment-tool-bat/bat-training