

## **Weatherization Assistant Version 8.4: Downloading and Installation Instructions**

*Updated: November 24, 2008*

These instructions provide guidance on how to obtain and install the latest release of Version 8.4 of the Weatherization Assistant, whether this is the first time the Weatherization Assistant will be installed on your computer or if you are upgrading or updating from a previous version. Guidance is also provided on how to obtain and install the Geographic Information System (GIS) files needed to map the location of client homes in Version 8.4 of the Weatherization Assistant and how to obtain manuals for the Weatherization Assistant. All releases of Version 8.4 of the Weatherization Assistant are designated by four digits (i.e., 8.4.x.x), where the third digit indicates the update number and the fourth digit indicates the maintenance number. The document "Weatherization Assistant Version 8.4: Getting Started Guideline" should be consulted for guidance on how to setup your agency information, configure the Setup and Supply Libraries, and create new clients and audits once the program has been installed.

### **HOW TO OBTAIN THE LATEST RELEASE OF VERSION 8.4**

The Weatherization Assistant software is copyrighted and cannot be altered in any way beyond the bounds set within the program. If you have not been given an installation CD, the program installation file for the latest release of Version 8.4 of the Weatherization Assistant (wa84xx.exe) can be downloaded over the Internet from either of the following web sites:

- "[http://www.waptac.org/sp.asp?mc=techaids\\_audits](http://www.waptac.org/sp.asp?mc=techaids_audits)" and then select the "Weatherization Assistant Version 8.4" hyperlink, or
- "<http://eber.ed.ornl.gov/pub/weatherization>" and then select the "Weatherization Assistant 8.4" hyperlink.

Select the "WA 8.4.x.x" hyperlink on the WAPTAC site or the "WA 8-4-x-x.exe" file from the ORNL site to display a "File Download" window in your Internet browser. Choosing the "Save" button will present a "Save As" window asking where on your computer you wish to save the "WA 8-4-x-x.exe" file. Choose an existing location (folder) on your computer using the "Save in" field and display, or click on the "Create New Folder" button to create a new location to save the file in. You are encouraged to leave the "File name" as the default automatically entered in this field (i.e., "WA 8-4-x-x.exe"). When the correct folder has been selected or created, select the "Save" button to begin the download, which may take several minutes if you are not using a high-speed Internet connection. After completion of the download, you may exit your Internet browser or download the GIS files or the manuals for the Weatherization Assistant.

The "WA 8-4-x-x.exe" file will not be needed for normal operation once it has been executed to install the Weatherization Assistant. However, you would need the file if you ever need to re-install the program. Thus, we recommend that you eventually save the file in a safe location, possibly in the folder created during installation (e.g., "C:\Program Files\Weatherization Assistant 8-4" or "C:\Program Data\Weatherization Assistant 8-4").

## HOW TO INSTALL THE WEATHERIZATION ASSISTANT

If this is the first installation of the Weatherization Assistant program on your computer or you are upgrading from Version 7.4, Version 8.2 or Version 8.3, then the Weatherization Assistant's installation procedure will automatically install Version 8.4 as a "new installation." A "new installation" will install Version 8.4 of the Weatherization Assistant in its own folder on your computer (the default folder is "C:\Program Files\Weatherization Assistant 8-4" for a computer with an XP operating system or "C:\Program Data\Weatherization Assistant 8-4" for a computer with the Vista operating system), provide you with a unique icon on your desktop with which to start Version 8.4 of the program, and give you a database file to store all your agency, client, audit, and other information. If Versions 7.4, 8.2, or 8.3 were previously installed, they will remain on your computer and will be fully functional. Once you have installed Version 8.4 of the Weatherization Assistant, the document entitled "Weatherization Assistant Version 8.4: Getting Started Guideline" should be consulted to properly set up the program before proceeding with its use.<sup>1</sup>

If a previous release of Version 8.4 is already installed on your computer, then we recommend that you install the latest release of Version 8.4 as an "update," although you have the option to install the latest release as a "new installation" if desired. Installation of the latest release of Version 8.4 as an "update" will install the latest release in the same folder that your previous release of Version 8.4 was installed in, use the same desktop icon to start the Weatherization Assistant, and use the same database file that the previous release of Version 8.4 was using. All the information that you entered in your previous release of Version 8.4 on your agency, clients, and audits and in your Setup and Supply Libraries will remain unchanged.<sup>2</sup>

---

<sup>1</sup>If you are upgrading to Version 8.4 from Version 8.2 or 8.3, the Getting Started Guideline will outline how you can import agency information, clients and their audits, as well as the Setup and Supply Libraries from Version 8.2 or 8.3 into Version 8.4 (importing from Version 7.4 is not possible). This may be desired to avoid the time needed to re-enter agency information or the information in the Setup and Supply Libraries, or to maintain a contiguous set of clients and audits in your database. Please note, however, that an upgrade from Version 8.2 or 8.3 to 8.4 signifies a change in the database structure (e.g., an added field). Therefore, importing the Setup and Supply Libraries, clients, and/or audits may require some additional data entry before they can be used in Version 8.4.

<sup>2</sup>A change in only the fourth digit of the latest release indicates a change in the program that should not affect the program's output or recommendations (e.g., a new report was added). However, if the third digit in the latest release is different than your previous release, then a modification has been made to the program that could affect the program's output (e.g., savings or cost of a measure). Therefore, once the latest release is installed, rerunning an audit that was previously run under the previous release could result in changes in the Recommended Measures Report (e.g., a different list of recommended measures; different energy savings, costs, and/or SIR for a recommended measure). Once the latest release is installed, the Recommended Measures Report generated under the previous release can be viewed without rerunning the audit by selecting the Recommended Measures report in the Report Block in the lower right corner of the NEAT or MHEA Audit Information forms. If you want to rerun the audit using the latest release but keep the recommendations generated under the previous release, you should make a copy of the audit and then run the audit on the copied version (do not run the audit on the original version of the audit because this will write over the recommendations generated under the previous release).

Before installing Version 8.4 of the Weatherization Assistant on your computer, close out all Windows programs that are running. Then, to initiate the installation process:

- use Windows Explorer or My Computer to locate the “WA 8-4-x-x.exe” file that you downloaded to your computer (or that is on an installation CD) and then double click on it, or
- use the Start\Run option on your desktop to locate the “WA 8-4-x-x.exe” file that you downloaded to your computer (or that is on an installation CD) and initialize the installation.

A welcome screen for the Weatherization Assistant Install program appears (see Fig.1). Select “Next,” and then select “I Agree” after reading over the Disclaimer Statement (see Fig. 2).

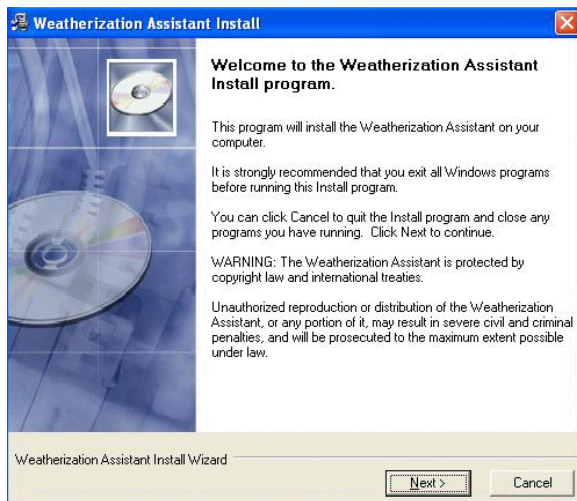


Figure 1. Welcome screen.

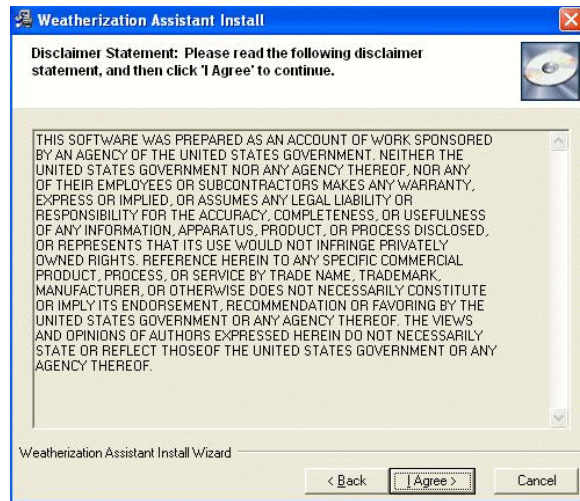
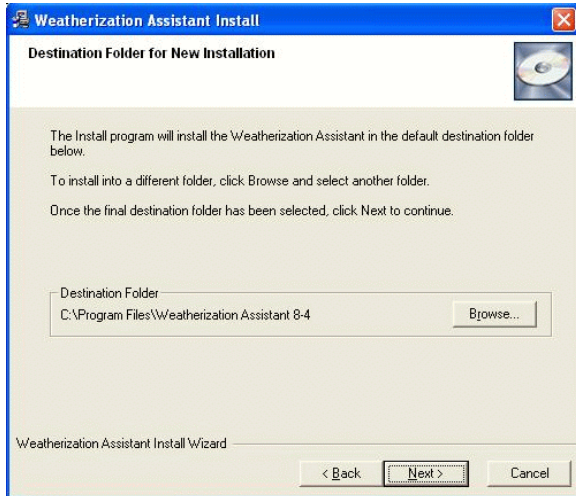


Figure 2. Disclaimer Statement screen.

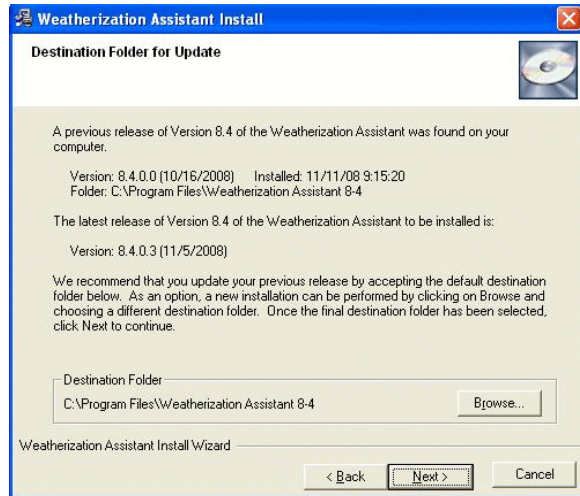
The Destination Folder screen that appears identifies if a previous version of the Weatherization Assistant was found on your computer and where the new release of Version 8.4 will be installed (see Figs. 3a and 3b). We recommend that you install the new release in the folder selected by the installer: “C:\Program Files\Weatherization Assistant 8-4” or “C:\Program Data\Weatherization Assistant 8-4” for a “new installation” or the folder where the previous release of Version 8.4 is installed in the case of an “update.” However, the installation routine does allow you to select another folder if you desire.<sup>3</sup> Once the destination folder has been selected, click “Next” to obtain the Start Installation screen (see Fig. 4). This screen confirms the release of Version 8.4 that will be installed. Click “Next” to start the installation of the actual program files.

---

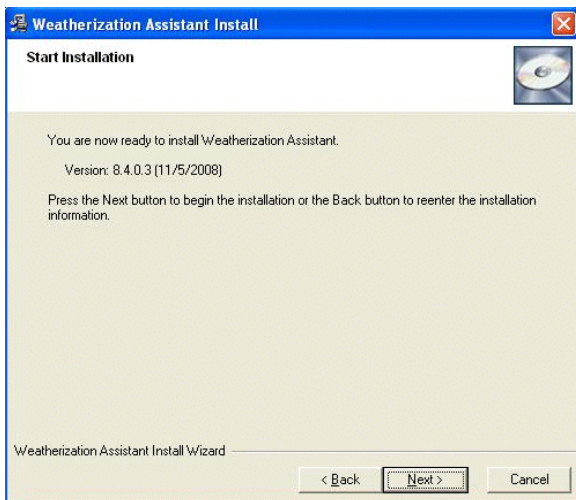
<sup>3</sup>If you do choose a folder other than the default, make sure it is different than the folder of any other existing version of the Weatherization Assistant. This will ensure that any building descriptions entered with a previous version will remain undisturbed.



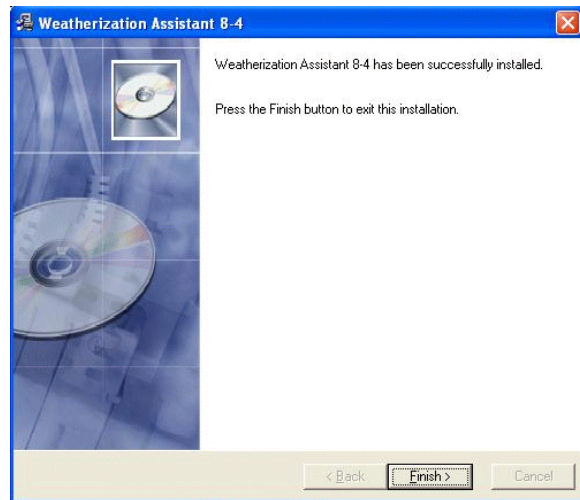
**Figure 3a. Destination Folder screen for a new installation.**



**Figure 3b. Destination Folder screen for an “update” because a previous release of Version 8.4 was found on the computer.**



**Figure 4. Start Installation screen.**



**Figure 5. Finish Screen.**

The actual installation may take a minute or two. During the installation, several progress screens will appear that display the installation status. If the installation was successful, a final screen appears stating that the latest release was installed successfully (see Fig. 5). Select “Finish” to complete the installation and exit the install program.

If a “new installation” was performed, the installation process will have placed a new icon on your desktop to distinguish it from icons of earlier versions. This icon will be called “WA 8.4” if no previous versions of Version 8.4 were on your computer and “WA 8.4.x.x” if there was. To run Version 8.4 of the Weatherization Assistant, just double click on this new icon. If an “update” was performed, the installation process will have linked the icon used to run the previous release to the latest release. As before, just double click on this same icon to run the latest release of Version 8.4.

If you are installing the Weatherization Assistant on a network, you need to (a) install the Weatherization Assistant on each of the client computers, and (b) install the Weatherization Assistant to a shared folder on the network computer (or just copy the “waxxx.mdb” file from one of the client computers to a shared folder on the network computer). Make sure that the shared folder has READ, WRITE, and CREATE permissions for all users, and that the “waxxx.mdb” file in the shared folder has READ and WRITE permissions. Run the Weatherization Assistant on each client computer and use the Data Link feature on the Main Menu to link each client computer to the shared “waxxx.mdb” file on the network computer (see Sections 3.2 and 12.1 of the “Weatherization Assistant Users Manual for Administration Features” for more details).

## **HOW TO OBTAIN AND INSTALL THE GIS FILES**

The GIS feature in Version 8.4 of the Weatherization Assistant allows the location of client homes to be mapped. Before this optional feature can be used, you must first download and then unzip two files that are available only over the Internet from the same two web sites used to obtain the program files for the Weatherization Assistant:

- “[http://www.waptac.org/sp.asp?mc=techaid\\_s\\_audits](http://www.waptac.org/sp.asp?mc=techaid_s_audits)” and then select the “GIS Files” hyperlink, or
- “<http://eber.ed.ornl.gov/pub/weatherization>” and then select the “GIS Files” hyperlink.

Download the “base.zip” file and the zip file for your state (i.e., “xx.zip” where xx is the two letter abbreviation for your state) following the same steps used to download the latest release of the Weatherization Assistant described above. These downloads may take several minutes if you are not using a high-speed Internet connection. After downloading the two files to your computer, double click on each zip file to unzip it to the GIS folder under the location where you installed the Weatherization Assistant (e.g., “C:\Program Files\Weatherization Assistant 8-4\GIS” or “C:\Program Data\Weatherization Assistant 8-4\GIS”). After each file has been unzipped, the zip files are no longer needed and can be deleted. The GIS files are used under a license agreement and cannot be duplicated or further distributed.

After both zip files have been unzipped, turn the GIS feature on within the Weatherization Assistant by selecting the “Preferences” button from the Weatherization Assistant’s Main Menu, click on the “Features” tab, check the box next to “3. Enable geographic information system (mapping),” and then click on the “Restart” button. See Sections 11.4 and 13.2 of the “Weatherization Assistant Users Manual for Administration Features” for more details.

## HOW TO OBTAIN MANUALS FOR THE WEATHERIZATION ASSISTANT

Manuals are available for Version 8.4 of the Weatherization Assistant. If you have not been given an installation CD with the manuals on it, the manuals can be downloaded over the Internet from the same two web sites used to obtain the program files for the latest release of the Weatherization Assistant:

- “[http://www.waptac.org/sp.asp?mc=techaids\\_audits](http://www.waptac.org/sp.asp?mc=techaids_audits)” and then select the “Manuals” hyperlink, or
- “<http://eber.ed.ornl.gov/pub/weatherization>” and then select the “Manuals” hyperlink.

Six manuals are available:

- **The Weatherization Assistant Users Manual for Administrative Features (Version 8)**—The main body of the manual describing the optional administrative features of the Weatherization Assistant Version 8 in PDF format. Most of these features lie outside of the NEAT and MHEA programs, allowing the programs to be used independent of the optional features. Detailed descriptions of the NEAT and MHEA programs are not found in this manual. [WA8 Manual.pdf]
- **The Weatherization Assistant Users Manual for Administrative Features (Version 8) Appendices**—Appendices A and B for the above manual showing forms and reports related to the administrative features. The three PDF files containing the appendices are large, requiring a high speed Internet connection to download. [WA8 AppendixA1.pdf, WA8 AppendixA2.pdf, and WA8 AppendicesA3&B.pdf]
- **National Energy Audit (NEAT) Users Manual (Version 7)**—A PDF formatted version of the April 2001 NEAT users manual. This is still the only published version of the NEAT users manual. [NEAT Users.pdf]
- **National Energy Audit (NEAT) Users Manual (Version 8.2 Draft)**—A portion of a yet unpublished update to the Version 7 NEAT users manual in PDF format that is applicable to Version 8 of the NEAT program. [NEAT Users Draft 82.pdf]
- **Manufactured Home Energy Audit (MHEA) Users Manual (Version 7)**—A PDF formatted version of the August 2003 MHEA users manual. The changes made from Versions 7 to 8 in MHEA were few, allowing the previous version’s users manual to still be relevant. [MHEA Users.pdf]

- **The National Energy Audit (NEAT) Engineering Manual (Version 7)**—This engineering manual delineates the algorithms and assumptions used by NEAT in arriving at its measure recommendations based on the user’s input of the building characteristics. This manual was published in September 2003 and, thus, does not include changes made in the program since that time. [NEAT Engineering.pdf]

Selecting the hyperlinks for these manuals from the WAPTAC web site or the PDF files on the ORNL web site will either:

- Automatically open the files with the PDF software because the software is already installed on your computer. In this case, you may use that software’s “Print” button to immediately print the manuals, or you may use that software’s “Save” button or feature to save the files to a folder on your computer for later viewing and printing.
- Cause your Internet browser to display the same “File Download” window as seen in downloading the program files for the latest release of the Weatherization Assistant because the PDF software is not installed on your computer. In this case, you may download the manuals following the same steps used to download the latest release of the Weatherization Assistant described above. However, you will not be able to view or print the manuals until you install the PDF software on your computer.

In both cases, it may take several minutes to open or download the files if you are not using a high-speed Internet connection. Also, we recommend that you download or save the manuals in the same folder where you installed the Weatherization Assistant (e.g., “C:\Program Files\Weatherization Assistant 8-4” or “C:\Program Data\Weatherization Assistant 8-4”).