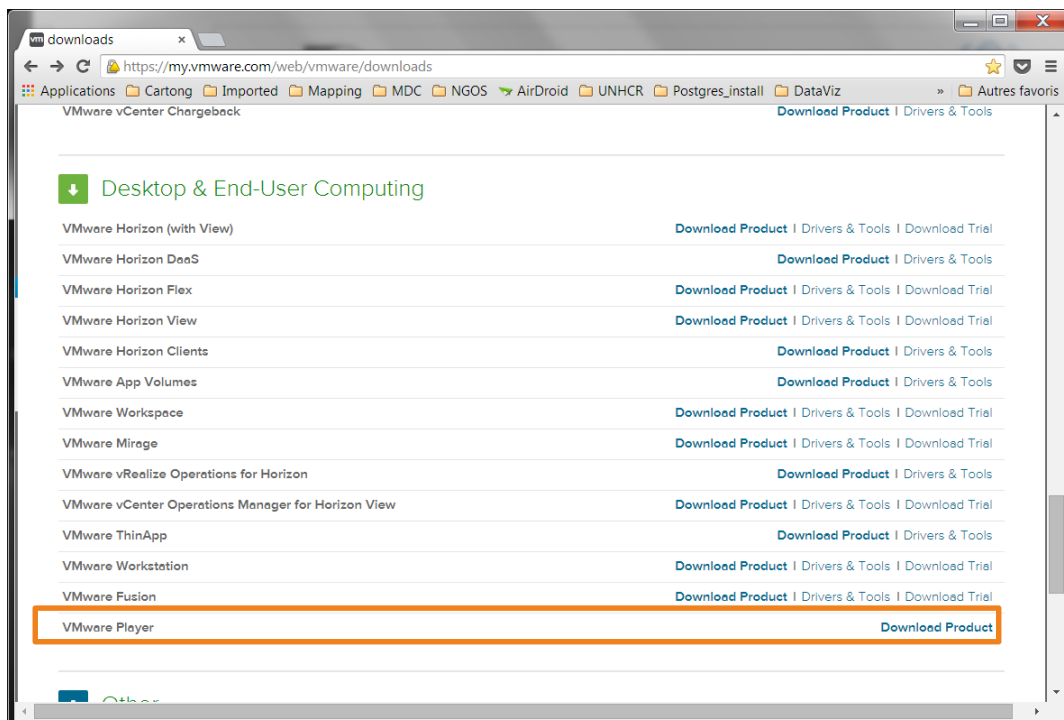# INSTALLING A NEW SERVER

Contents

If your server ever gets corrupted and you need to reinstall it from scratch or if you are working with a new survey computer and need to set it up, you will need to follow the guidelines in this tutorial. Please note that this tutorial **IS NOT NEEDED in case you work with a computer already set up** for a survey and do not hesitate to **seek IT support** to install a new server, it may not be straightforward to everyone.

For this Tutorial, we consider that you have a WIFI network already installed and that you have admin access to the router (no internet needed).

I. Download and Install VM Player

Download VMware Player from the internet and install it on your computer.

Go to: https://my.vmware.com/web/vmware/downloads and go down the page to Desktop & End-User Computing to find the VMware player. It is free for non-commercial use.

Download the version best suited for your Operating System. Once downloaded, launch the installer and follow the instructions. Follow the default installation settings.

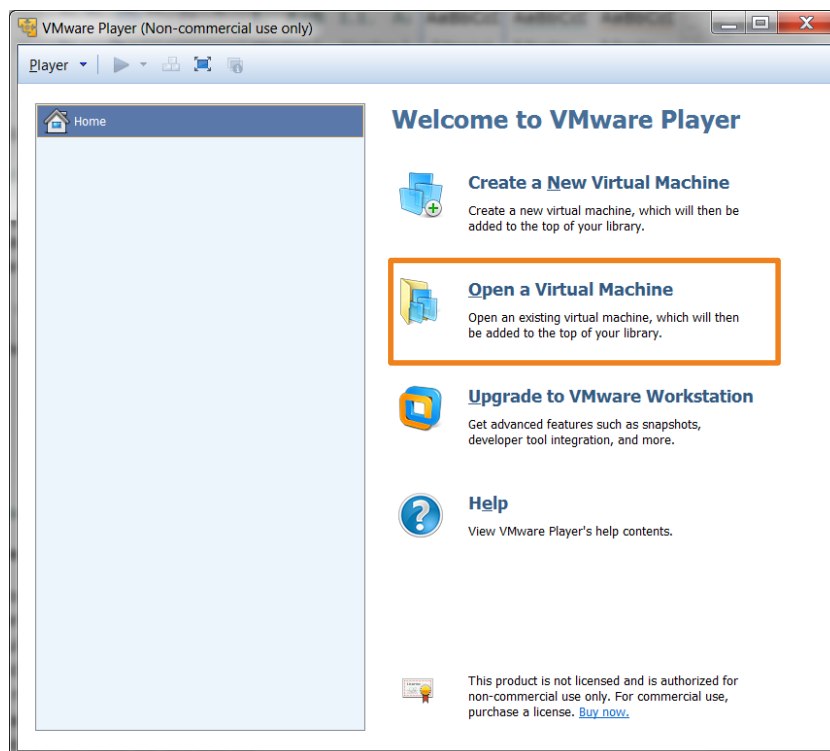## II. Download and Install ODK Aggregate

Request the ODK Aggregate file from HQPHN@unhcr.org to get the latest version of aggregate. Download it to your computer and save a backup copy on your computer in case you would ever run into problems and need to reinstall the server.
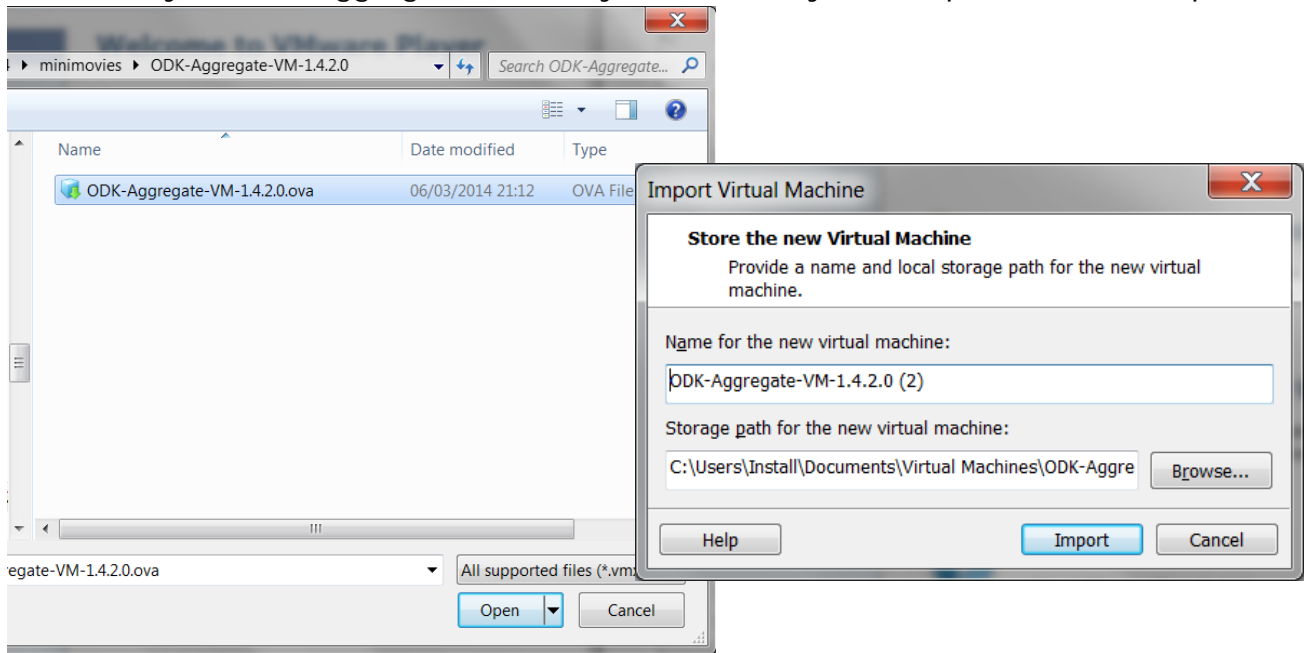
III. Launch your server for the first time

Make sure you are logged in the WIFI network you are going to use for the survey (usually no internet access). Launch VMWare, the icon should look like this:
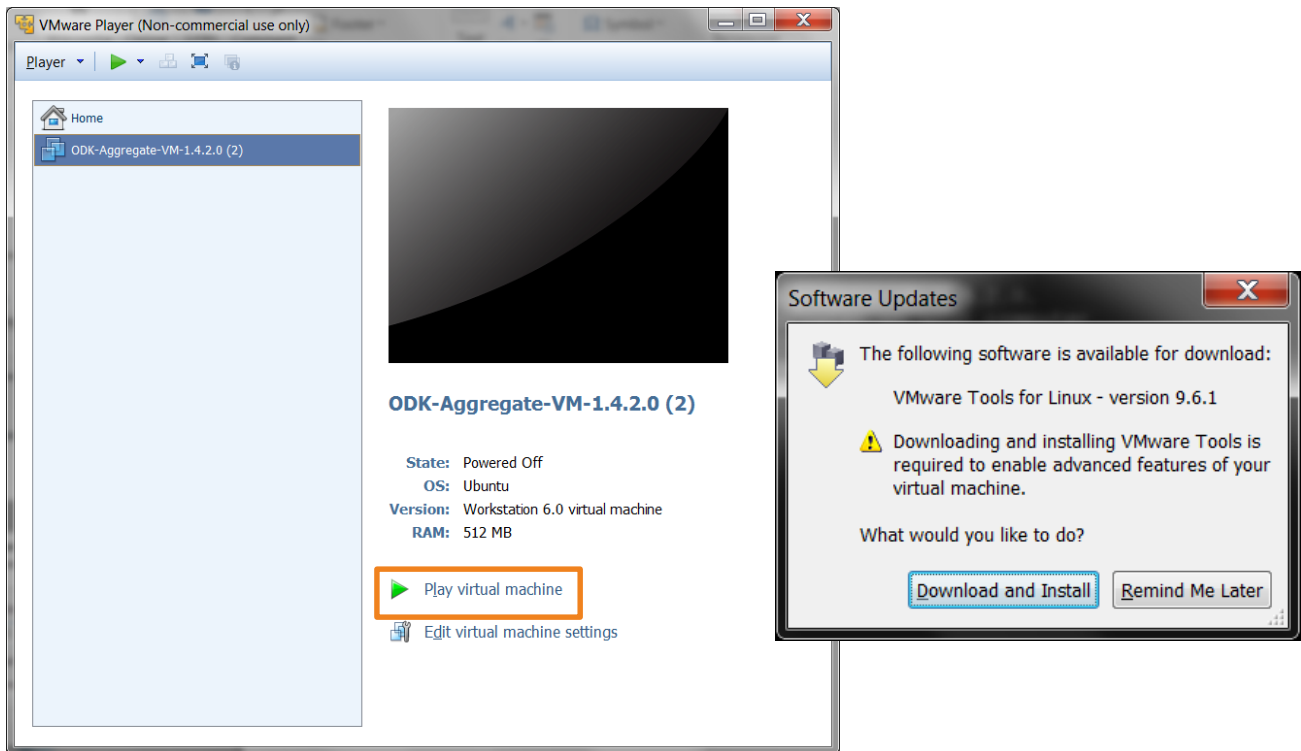
Select open a virtual machine

Browse to your ODK aggregate file that you saved on your computer and click open
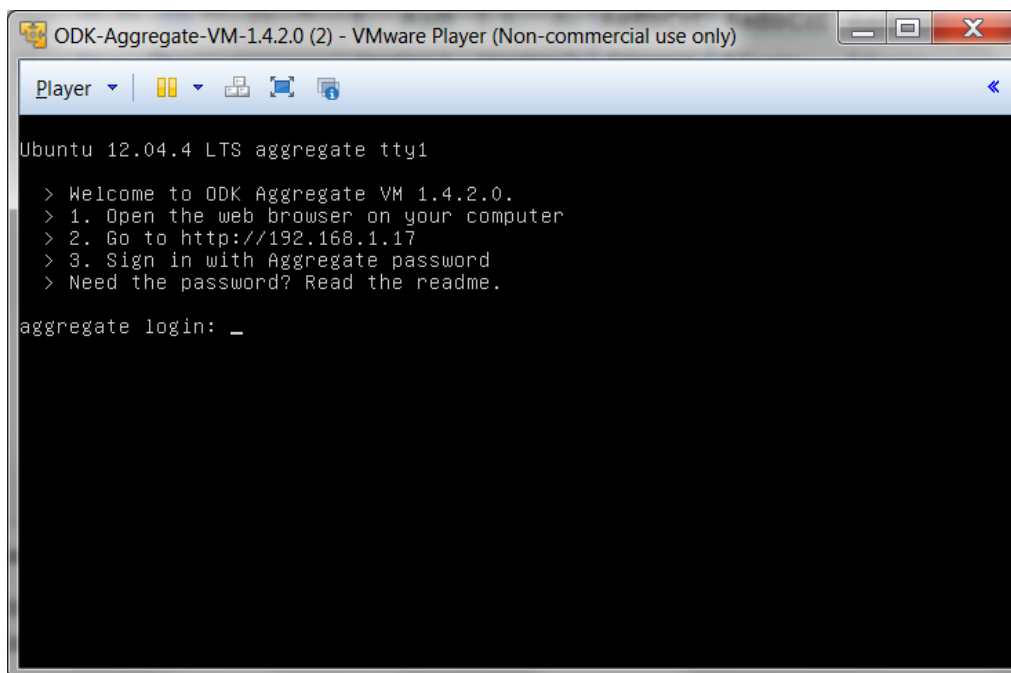

Choose how you want your virtual machine to be named, select where you want the temporary files to be saved and Press import

Make sure that aggregate is saved and the temporary files storage is set to a location where large volume of data can be saved. Some partitions and/or folder on your computer may have file size limitation. It is rarely the case with NTFS formatted partitions, but is more likely with FAT32. If your folder has low size limitation, you may not be able to launch your VM.

Once import completed, your ODK aggregate will appear in the list of virtual machines available. Press the play button to launch it, this may take a few minutes. If you're being asked if you want to download and install VMware Tools for Linux, press Remind Me Later.

Once your ODK aggregate is running, you will get this page where the address server is given. Please proceed to fixing the IP.
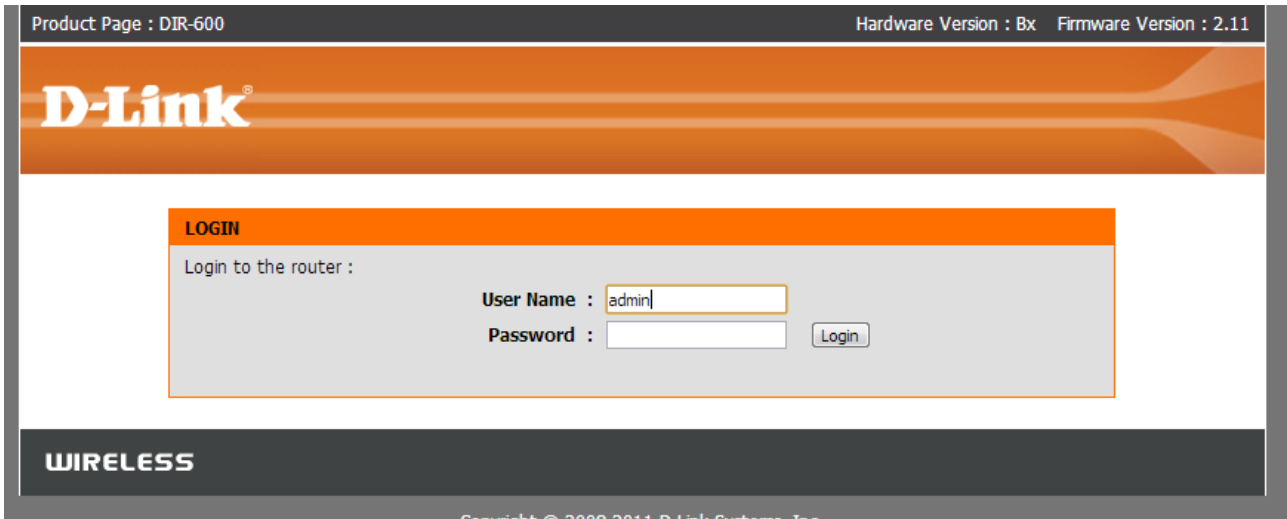
IV. Set a fix IP for the server

Fixing the IP address of the server is only needed once if you systematically use the same router and the same computer. Fixing the IP insures that your server will always be accessible at the same address which facilitate the workflow during the survey.

Access your router page.

1) Make sure you are on the right WIFI network

2) Open an internet browser and access the router page. If it is a DLink, the router address should be: **192.168.0.1** If not, check on the back of the router or in the router instructions, it should tell you what is the router address by default.

3) Login to the router page. For DLink:
    a. user: admin
    b. password : (should be left blank)

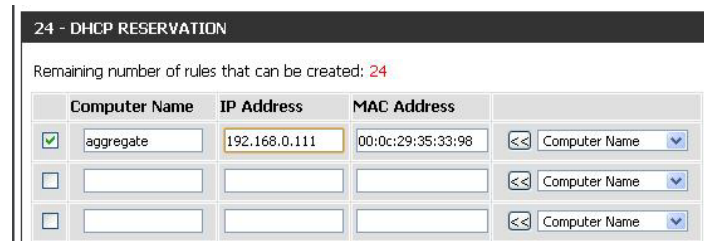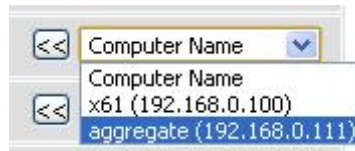**Find the DHCP reservation on the router and setting a fixed IP for the server**

1) For DLink router, click on the tab **NETWORK SETTINGS** on the left pane. (*For other brands of router, it is possible that the DHCP reservation is elsewhere on the router page, please refer to router documentation to find out.*)

2) Scroll down until **24 – DHCP RESERVATION**

3) On the first line of the table, choose **aggregate** in the **Computer Name** list then click on the button just left to it : **<<**

4) In the **IP Adress** column, change the IP to **192.168.0.111**

5) Scroll down the page and click on **Save Settings**

The IP address will now always be **192.168.0.111**, you will always have to use this one to connect to the server.

V. Restart your server

Once you have completed these steps. You need to power off your server and power it back on for the changes to take effect. Please refer yourself to tool 1 for more explanations on how to use your ODK aggregate server.