

SPIDer Assessment Installation Guide

ASPICE 4.0 · 3.1 & VDA PoA Assessment Support Tool

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About this guide

This guide takes you through installing SPIDer Assessment on your PC and getting to your first sign-in. No specialist computer knowledge is needed. The wording the installer puts on screen is reproduced here, so keep this guide next to the installer window as you go.

What you do after installation — creating an assessment, recording evidence, rating, generating reports — is covered in the **User Manual**. This guide ends at licence activation.

What you need

Item	Requirement	Note
Operating system	Windows 10 or 11	macOS and Linux also work
Memory (RAM)	4GB minimum, 8GB recommended	8GB if you carry a lot of assessment material
Disk space	5GB free minimum	Program plus assessment data
Required software	Docker Desktop	Free. Installed in Part 1
Installer	About 640MB	The zip file SPID sends you

 **Tip** The whole installation takes about 10 to 20 minutes. Most of it runs by itself; the only thing you type is a few lines of account information.

 **Note — internet access** You need the internet only while downloading Docker Desktop. Once installed, assessments run with no connection at all, and assessment data never leaves this PC.

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Part 1. Installing Docker Desktop

SPIDer Assessment runs on Docker Desktop, a free program. You install it once. If it is already on this PC, go to Part 2.

1. Download — open the address below in a web browser and download the installer for your operating system.

<https://www.docker.com/products/docker-desktop>

2. Install — double-click the downloaded file and follow the prompts. You may be asked to restart the PC when it finishes.

3. Check it is running — start Docker Desktop and look at the whale icon in the taskbar. While the icon is animating, Docker is still starting up.

 **Caution — Docker Desktop will not start** Docker cannot start if hardware virtualisation (VT-x / AMD-V) is disabled in the BIOS. Restart the PC, enable virtualisation in the BIOS, and try again. On a company PC, your IT contact will usually be faster.

Part 2. Installing SPIDer Assessment

Unzip the file SPID sent you. It produces a folder named **SPIDer-Assessment-v1.0**. Put that folder where you want it and do not delete it — it is still needed after installation.

 **Tip** A short path such as `C:\SPIDer-Assessment` works better than the desktop. Long paths with spaces or non-Latin characters occasionally cause trouble.

Starting the installer

Open the folder and double-click **install.bat**. A black command window opens and the installation runs in nine steps. **Do not close the window.**

[1/9] Docker Desktop check

The installer checks that Docker is running. If it is not, installation stops here with a message. Start Docker Desktop and run `install.bat` again.

[2/9] Existing installation check

If SPIDer Assessment is already installed on this PC, the installer shows the message below. On a first installation it does not appear.

An existing SPIDer Assessment installation was found on this PC.

To UPGRADE it and keep your data, do not use this installer.
Run `update.bat` from the update package instead. It backs up first and puts everything back by itself if the upgrade fails.

This installer can only replace it with a new, EMPTY installation.
All assessments, accounts and settings on this PC will be deleted.

Type `FRESH` to delete everything and install, or `QUIT` to stop:

Type	What happens
FRESH	Assessments, accounts and settings are all deleted and the tool is installed fresh
QUIT	Nothing is changed and the installer stops

Anything else, or a bare Enter, asks again.

 **Tip — to upgrade and keep your data** Use **update.bat** from the update package, not install.bat. install.bat only installs fresh. See Part 5.

 **Caution — this cannot be undone** Assessment data removed with FRESH cannot be recovered. If you need anything from it, type QUIT and take a backup first from **Backup** inside the program.

 **Caution — do not run uninstall.bat from an old installation folder** Every installation uses the same data storage names. Running an old folder's uninstall.bat after installing again **deletes the new installation's data**. Delete the old folder in Explorer instead.

[3/9] to [6/9] Automatic

The installer loads the program files, writes its configuration and starts the services. There is nothing to do. On a first installation this part takes two to three minutes.

[7/9] Creating your account

The installer creates the account you will sign in with. **There is one account**. It runs assessments and registers the licence.

One account is created: your everyday login. It runs assessments and registers the licence.

You are asked for the following, in order.

Prompt	What to enter
ID (Email)	Your sign-in ID. It must be an e-mail address
Name	The name shown in reports and assessment records
Certification	Your intacs grade: [1] Principal · [2] Competent · [3] Not certified
Your role or expertise	Asked only if you chose [3]. For example: Process Expert, QA, EPG
Password	At least 6 characters. The published initial password <code>aspice1234</code> is refused

 **Note — which grade to choose** A team leader on a certified assessment needs [1] Principal or [2] Competent. If you only run informal assessments — gap analysis, pre-assessment, readiness checks — choose [3] Not certified. The tool will not claim a grade you do not hold.

 **Note — if you will use a Business licence** Registering several lead assessors needs an administrator account. That account is **created for you the moment a Business licence key is activated**. Nothing to do at install time. See Part 4.

[8/9] Shortcuts

A **SPIDer Assessment** shortcut is created on the Desktop and in the Start Menu.

[9/9] Finished

Your ID and the address are shown, and a browser opens automatically.

✓ **Installation is complete** From now on, start the program from the **SPIDer Assessment** icon on the Desktop.

Part 3. First run

Right after installation — it opens by itself

When the installation finishes, `install.bat` waits for the server and then **opens a browser for you**. The first start can take a minute or two, so leave the black window alone while the dots appear.

If no browser opens, double-click the **SPIDer Assessment** icon on the Desktop.

Starting it afterwards

Double-click the **SPIDer Assessment** icon on the Desktop or in the Start Menu. A black window reports that the server is starting; **leave it open** and a browser will appear.

⚠ **Caution — always start from this icon** If you only type the address into a browser, the program cannot read this PC's identity and **the installation code will not appear** on the Licence screen.

Address

While the program is running you can reach it directly at:

`http://localhost:3000`

Signing in

Sign in with the e-mail and password you set during installation. That one account covers both the assessment work and administration — KDB, backup, licence and AI settings.

ℹ **Note** If a blue notice says the server is still starting, wait for it to disappear before signing in. Five consecutive wrong passwords lock the account for ten minutes.

Stopping

Run **stop.bat** in the installation folder to stop the program. Simply shutting the PC down is also fine.

Part 4. Registering a licence

⚠ **Caution — a trial also needs a key** Installing alone does not start a trial. **Both the trial and a full licence require a key issued by SPID.** The procedure below is the same for either.

Steps

1. **Sign in** — with the account you created during installation.
2. **Read the installation code** — open **Licence** in the left menu. The **Installation code** card shows a code unique to this PC. Use **[Copy]** to take the whole string at once.

3. Send it to SPID — send the installation code to SPID and you will receive a licence key for this PC. Ask for a trial and you receive a 15-day trial key.

4. Enter the key — paste it into the **licence key** field and press **[Activate]**. The key is a long string beginning with ATL2..

⚠ Caution The key is long and e-mail clients often break it across lines. Paste **the whole string at once, with no line breaks or spaces**.

i Note — the installation code is not shown Check that you started the program from the **SPIDer Assessment** shortcut. The PC identity is only read when it is started that way.

After activation

The status card shows the expiry date. You can start assessing straight away.

i Note — if you activated a Business licence The activation message tells you that **an administrator account was created, and gives you its ID**. It is your e-mail's local part with -admin appended, and **the password is the same as the account you just used**.

For hong@company.com, the administrator ID is hong-admin.

Sign in with that account to register lead assessors and set up branding. Keep using your original account for assessments.

Personal licences create no administrator account. One account does everything.

Part 5. Reinstalling and removing

Upgrading

If SPID sent you an **update package** (SPIDer-Assessment-update-vX.Y.zip), use that.

- 1 Unzip it anywhere - the desktop is fine
- 2 Close the browser tab if you have the tool open
- 3 Run update.bat from the folder you just unzipped
- 4 When it asks for your installation folder, give it the one that holds start.bat (for example C:\SPIDer-Assessment)
- 5 Wait. It takes five to ten minutes

Your assessments, licence and trial period are kept. Only the program changes.

What the update does for you

- Before anything is replaced, it **backs up the database and the licence record**. The location is printed when it finishes.
- After the swap it **counts your assessments, ratings, findings and evidence** and compares them with the counts from before.
- If anything is lower, it **rolls itself back**. You are left exactly where you were.

Versions cannot be skipped

If you are on v1.0 and receive a v1.2 package, apply v1.1 first.

If the package does not fit, the screen tells you which version you have and which one is needed, and nothing is changed.

If it goes wrong

update.bat rolls itself back and says so. Send SPID the **backup folder path** shown on screen - it holds your data as it was just before the update.

i If you only received the full installer install.bat in the full installer (SPIDer-Assessment-v1.0.zip) only installs fresh. To upgrade and keep your data, ask SPID for the **update package**.

Removing completely

Run **uninstall.bat** in the installation folder. All assessment data is deleted, so take a backup first if you need it.

⚠ Caution Removing the program leaves the licence record on this PC. To move a licence to a different PC, use the **surrender** procedure rather than uninstalling. See Part 2 of the User Manual.

Part 6. Frequently asked questions

Q. I forgot my password

Run **reset-password.bat** in the installation folder to set a new one.

Q. The screen does not open

Check that Docker Desktop is running (the whale icon), then start again from the **SPIDer Assessment** icon.

Q. My account is locked

Five wrong passwords lock the account for ten minutes. Wait, or reset it with reset-password.bat.

Q. I cannot remember the administrator ID

It only exists on a Business licence. It is your e-mail's local part with -admin appended, and the password is the same as your own account. For hong@company.com it is hong-admin.

Q. I want to back up my data

Use the **Backup** menu inside the program. On **Business** it sits under the administrator account; on **Personal** it is right there in your own menu.

Q. The installer stops with a permission error

Right-click install.bat, choose **Run as administrator**, and install again. Writing the licence record and the machine information can need it.

Q. The installer stops at [6/9] with "Failed to start services"

A common cause is another program on this PC using the same ports (3000, 5432). If you run your own PostgreSQL, stop that service and run install.bat again.

Q. My trial has expired

Follow Part 4 to obtain and register a full licence key from SPID.

Support

If none of the above helps, contact SPID.

spider@espid.com

Please include **the error message shown on screen** — it makes the answer much faster.

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